



REGULAR MEETING OF COUNCIL
Tuesday, September 25, 2018 @ 7:30 PM
George Fraser Room, Ucluelet Community Centre,
500 Matterson Drive, Ucluelet

AGENDA

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1. CALL TO ORDER	
2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY	
2.1. Council would like to acknowledge the Yuułu?i?ath First Nations on whose territories the District of Ucluelet operates.	
3. ADDITIONS TO AGENDA	
4. APPROVAL OF AGENDA	
5. UNFINISHED BUSINESS	
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7. PUBLIC INPUT, DELEGATIONS & PETITIONS	
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- 9.4. Upcoming Meetings / Webinars - Proposed Amended Recovery Strategy for
Northern and Southern Resident Killer Whales in Canada 25
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- 10.1 Councillor Sally Mole
Deputy Mayor January – February
- Ucluelet & Area Child Care Society
 - Westcoast Community Resources Society
 - Coastal Family Resource Coalition
 - Food Bank on the Edge
 - Recreation Commission
 - Ucluelet Health Centre Working Group
- => *Other Reports*
- 10.2 Councillor Marilyn McEwen
Deputy Mayor March – April
- West Coast Multiplex Society
 - Ucluelet & Area Historical Society
 - Wild Pacific Trail Society
 - Vancouver Island Regional Library Board – Trustee
- => *Other Reports*
- 10.3 Councillor Mayco Noel
Deputy Mayor July – October
- Ucluelet Volunteer Fire Brigade
 - Central West Coast Forest Society
 - Ucluelet Chamber of Commerce

- Tourism Ucluelet
- Signage Committee
- Clayoquot Biosphere Trust Society - Alternate
- Barkley Community Forest Board
- Alberni-Clayoquot Regional District Board – Alternate

=> *Other Reports*

10.4 Councillor Randy Oliwa
Deputy Mayor May – June

- Vancouver Island Regional Library Board - Alternate
- Harbour Advisory Commission
- Aquarium Board
- Seaview Seniors Housing Society
- Education Liaison

=> *Other Reports*

10.5 Mayor Dianne St. Jacques

- Alberni-Clayoquot Regional District Board
- West Coast Committee
- Airport Committee
- Coastal Community Network
- Groundfish Development Authority
- DFO Fisheries Committees for Groundfish & Hake
- Regional Fisheries Committees
- Pacific Rim Arts Society
- Pacific Rim Whale Festival Committees
- Ucluelet Health Centre Working Group

=> *Other Reports*

11. REPORTS

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13. OTHER BUSINESS

14. QUESTION PERIOD

15. ADJOURNMENT

Darcey Bouvier

Subject: Ministry of Health response - 1099345

From: HLTH HSD HLTH:EX

Sent: August-27-18 9:22 AM

Subject: Ministry of Health response - 1099345

1099345

Dear Mayor St. Jacques:

Thank you for your letter of November 28, 2017, to Manjit Sidhu, Assistant Deputy Minister, Finance and Corporate Services, Ministry of Health, regarding space for primary care services in the District of Ucluelet. Your letter has been forwarded to me for additional response. I also want to give you my sincere apologies for the delay in this response.

British Columbians in rural and remote communities face unique challenges that impact their need for and ability to access health care services. Geographic constraints of small, widely dispersed populations, an increasing seniors population and associated increasing prevalence of chronic conditions, and health human resource shortages are among some of the challenges.

Creating an integrated system of care that works for British Columbians in rural and remote communities is a priority for government, and the foundation for this is the delivery of patient-centred primary care services. To this end, the Ministry is working with health system partners including health authorities and the Doctors of BC to develop innovative ways of improving primary care services in rural and remote communities and to ensure improved access and quality of health services for rural and remote citizens, and in particular First Nations peoples.

To support meeting primary care needs, we are expanding team based care approaches as part of primary care networks that cover all communities across the province over the few years. Local partners (including health authorities, family practices, and community-based organizations delivering primary care services) will work together to come to agreement on how comprehensive primary care services can be better planned and delivered to meet population health needs and ensure access to services as close to home as possible. These primary care networks will be developed with input from patients, families and caregivers, and community representatives.

Primary care networks will be designed to provide universal comprehensive primary care services to populations in a defined geography, and will include technology-enabled solutions and virtual care embedded into daily operations to link patients and providers.

To read more about the system transformation work currently underway with Doctors of BC, health authorities, divisions of family practice and other partners, you may wish to visit the General Practice Services Committee website at: <http://www.gpscbc.ca/what-we-do/primary-care-bc/patient-medical-home>

Health authorities are responsible for determining the health services and facilities that should be provided in a region, or part of a region to ensure they are the most appropriate within available resources. Decisions on where health services should be located (and housed) may be based on population size, degree of isolation and other unique circumstances.

I encourage you to continue your partnership and collaboration with the Island Health Authority regarding primary health care services in Ucluelet. You may wish to connect with the Long Beach Chapter of the Rural and Remote Division of Family Practice to learn about work that is being undertaken locally.

I appreciate the opportunity to respond to your letter and the time you have taken to write.

Sincerely,

Ted Patterson
Assistant Deputy Minister

pc: Mr. Manjit Sidhu, Assistant Deputy Minister,
Finance and Corporate Services, Ministry of Health

Ms. Marie Duperreault, Director Alberni-Clayoquot,
Vancouver Island Health Authority

Dr. Wendy Johnsen, Medical Director Alberni-Clayoquot,
Vancouver Island Health Authority

Ms. Kathy MacNeil, President and CEO,
Vancouver Island Health Authority

Subject: PromoScience Expedition - Ship Tour for Schools and Communities
Attachments: PromoScience Expedition 2018 Information Poster (2).pdf

From: PromoScienceExpedition
Sent: August-31-18 12:32 PM
Subject: PromoScience Expedition - ship tour for schools and communities

Dear Mayor St. Jacques, Council and staff of the District of Ucluelet,

We are the organizing committee of the PromoScience Expedition, which will bring one of Canada's marine research ship, the CCGS Vector, whose home port is the Institute of Ocean Sciences, Pat Bay, to five B.C coastal communities (see attachment). Our objective is to engage youth and the public in the "ever changing" undersea world and careers in marine science and technology.

Our plan is to come alongside the municipal dock at the Aquarium in Ucluelet on Sunday Oct 21th 2018 and open the ship to a selected group in the morning (which could include you and your staff) and to the public later in the morning and afternoon. The intention is to highlight local marine science research, as well as strengthen the links between the researchers and the research of our partners Fisheries and Oceans Canada, Natural Resources Canada, the Natural Sciences and Engineering Research Council of Canada and Royal Roads University.

If there are any concerns regarding this event, and if we need any permitting, please be so kind to contact us. We are also working in partnership with the Ucluelet Aquarium and West Coast NEST. We are looking forward to working with you as well.

It is also our wish to welcome you and your employees on the vessel during the first tour on Sunday from 9:15 to 10:30. West Coast NEST is the local organization taking on the organization of this first special event tour. Afterwards the vessel will be open for Public tours. Please be so kind to forward our invitation to your team. Our media team will make sure that your local media is informed about the event. We are holding back to send out this information to the public for now, as we want to make sure that this is logistically possible in cooperation with your undertakings at the dock.

Please get in contact with us if you have questions.
Susi and Audrey

Susi McMillan – Event Coordinator 250 208 8424
Dr. Audrey Dallimore, Associate Professor, School of Environment and Sustainability | Royal Roads University T 250.391. 2580 | F 250.391-2587
2005 Sooke Road, Victoria, BC Canada V9B 5Y2 | Audrey.Dallimore@royalroads.ca

Traditional lands of the Xwsepsum (Esquimalt) and Lkwungen (Songhees) families

Our Planning Team: Audrey Dallimore, Royal Roads University; Peter Chandler, Fisheries and Oceans Canada; Randy Enkin and Michelle Côté, Natural Resources Canada.

The PromoScience Expedition 2018: *A science cruise aboard the CCGS Vector, to schools and communities on the West Coast of Vancouver Island, Oct. 17 to 21, 2018. Sponsored by the Natural Sciences and Engineering Council of Canada.*

PromoScience Expedition

Interactive Science Tour for Students and Coastal Communities

Bamfield Oct. 17, Port Alberni Oct. 18, Ahousaht Oct. 19, Tofino Oct. 20, Ucluelet Oct. 21, 2018

The **2018 PromoScience Expedition** will bring the Canadian Coast Guard research ship the CCGS Vector to students and their communities on the west coast of Vancouver Island. The ship will be loaded with a crew of scientists, marine research equipment and displays of research from the area surrounding our ports of call. The ship will be open for schools and the general public, and we invite you to come onboard to find out about marine research in your area. We would like to connect with local communities and their coastal knowledge. We look forward to fostering relationships that could lead to a long-term exchange of environmental information, and collaboration in the collection of data that is meaningful to coastal communities. Come out and meet marine scientists and technicians, and the Officers and Crew of the CCGS Vector when the ship is in your area. Watch for updates from local news outlets.



The PromoScience Expedition is a collaborative effort between Fisheries and Oceans Canada, Natural Resources Canada, Royal Roads University and with funding from the PromoScience program of the Natural Science and Engineering Research Council of Canada.

For more information email: PromoScienceExpedition@royalroads.ca

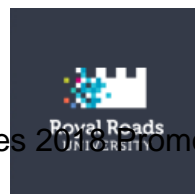


Fisheries and Oceans Canada

Pêches et Océans Canada



Natural Resources Canada



PromoScience

Mayor & Council
200 Main Street
Ucluelet, BC
V0R 3A0

26th July 2018

Dear Mayor & Council,

I am writing to request special dispensation for a border around the cremation plot we bought for the late Paul Charles Gutensohn, who unfortunately passed away on the 11th February 2018.

Having visited the site and talked with Wanda, an employee of the Ucluelet District, it appears possible to request a boundary to be put around the burial plot at our cost because of the service road running alongside it. We are also planning on adding some stones that are sentimental to Paul, which a border will keep tidy and in place.

We are aware that similar dispensations have been given recently and therefore respectfully request the same for Paul.

Kind Regards



April Gutensohn & Family





625 Howe Street, Suite 1430
Vancouver, British Columbia V6C 2T6

August 31, 2018

Re: Municipal Red Tape Challenge

Dear Mayor and Council,

On behalf of the 10,000 business owners who are members of the Canadian Federation of Independent Business (CFIB) in British Columbia, we are writing to you today about our upcoming Red Tape Awareness Week, January 21st to 25th, 2019.

Next year marks the 10th Anniversary of CFIB's annual Red Tape Awareness Week campaign and to mark this milestone CFIB is issuing a **Municipal Red Tape Challenge**. We're asking your municipality to champion red tape reduction and service improvement by committing to enact a red tape reduction charter with a checklist to ensure new regulations are properly challenged and a one-in-one out rule to keep the regulatory burden from growing. Our other recommendations include:

- ▶ Measure municipal service standards and regulatory loads,
- ▶ Create opportunities where citizens can give feedback on ideas for red tape reduction and customer service improvement (e.g., online feedback mechanisms and "suggestion boxes"; a business advisory panel, a Business Navigator program),
- ▶ Ensure transparency through public reporting,
- ▶ Create a director of service excellence and red tape control who has responsibility for implementing the recommendations above.

Reducing "red tape" can lift constraints on private sector development and foster economic growth and these simple measures can help grow small business in your community and attract new entrepreneurs. Should your municipality accept this challenge in writing by December 14, 2018, CFIB will highlight the leadership your municipality is showing during our 2019 Red Tape Awareness Week in helping small business succeed.

The Golden Scissors Award

CFIB also wants to provide you an opportunity to highlight the red tape reduction efforts in your municipality in 2018. The Golden Scissors Award is a prestigious national CFIB award recognizing

individuals or teams who have successfully motivated others to take action or produced meaningful, positive results in cutting red tape for small business.

We are inviting you to submit a nomination for the Golden Scissors Award. Nominations are open until September 28, 2018 at cfib.ca/goldenscissors. The winner and honourable mentions will be announced during Red Tape Awareness Week.

On behalf of our members, please accept our sincere thanks for your commitment to increase business owners' chances of success. We look forward to hearing from you soon.

Sincerely,



Laura Jones
Executive Vice-President



Samantha Howard
Director, British Columbia, Yukon and NWT



**Office of the
Chief Medical
Health Officer**

COWICHAN AREA

250.331.8591

Shannon Waters
MD MHSc FRCPC
601-222 Cowichan Way
Duncan, BC V9L 6P4

NORTH ISLAND

250.331.8591

Charmaine Enns
MD, MHSc, FRCPC
355-11th Street
Courtenay, BC V9N 1S4

CENTRAL ISLAND

250.739.6304

Paul Hasselback
MD, MSc, FRCPC
3rd Floor 6475 Metral Drive
Nanaimo, BC V9T 2L9

SOUTH ISLAND

250.519.3406

Richard Stanwick, CMHO
MD, MSc, FRCPC, FAAP

Murray Fyfe
MD, MSc, FRCPC

Dee Hoyano
MD, FRCPC

430 –1900 Richmond Ave.
Victoria, BC V8R 4R2

After Hours On Call
1.800.204.6166

September 10, 2018

Dear:

Mayor and Council – Municipal Governments,
Chair and Directors – Regional Districts
Chief and Council – First Nations

Re: A Public Health Approach to Non-Medical Cannabis

Dried cannabis, cannabis oils and seeds will be legalized in Canada on October 17, 2018. Evidence suggests that the prohibition of cannabis has not achieved the intended objective of reducing use and associated harms. Legalization with regulation has been recommended as likely more effective.¹ In implementing these changes, a balance between the intended benefits and expected harms must be achieved. Island Health Medical Health Officers (MHOs), in addition to other MHOs provincially, support a public health approach to cannabis access and use²³. Such an approach includes legalization with market regulation aimed at protecting and promoting health while allowing access at levels that reduce the negative outcomes associated with illicit distribution.

Multiple sectors of society, and all levels of government, have roles to play in a comprehensive public health approach to cannabis legalization. Local governments, in particular, can adopt regulations aimed at 1) reducing youth exposure to non-medical cannabis, 2) reducing high-risk use in general (e.g., heavy or frequent use, use with other substances), and 3) unwanted exposure to second-hand cannabis smoke and vapour. Local governments can also support increasing public knowledge and awareness, to support risk reduction and de-stigmatization, without normalization or promotion.

Local governments' jurisdiction in zoning, land use, business licensing, building codes, nuisance and clean air by-laws, and enforcement, as well as their ability to advocate to higher levels of government, can all be leveraged to promote a public health approach to cannabis.⁴ Some specific areas of best practice⁵ where local governments can support a public health approach include:

1. Restrict public consumption of cannabis and exposure to environmental cannabis products. By limiting where cannabis can be consumed, local governments can reduce unwanted exposure to second-hand cannabis smoke or vapour, and can reduce the

¹ Haden, M., Emerson, B. (2014). "A vision for cannabis regulation: a public health approach based on lessons learned from the regulation of tobacco and alcohol." *Open Medicine* 8(2)e73. Available online: <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4085088/>

² Canadian Public Health Association's position statement on Legalization, Regulation, and Restriction of Access to Cannabis. Available online: <https://www.cpha.ca/sites/default/files/uploads/policy/positionstatements/cannabis-positionstatement-e.pdf>

³ Canadian Chief Medical Officers and Urban Public Health Network. (2016). Public health perspectives on cannabis policy and regulation. Available online: <http://uphn.ca/wo-content/uploads/2016/10/Chief-MOH-UPHN-Cannabis-Perspectives-Final-S-ep-26-2016.pdf>

⁴ Federation of Canadian Municipalities. (2018). *Municipal Guide to Cannabis Legalization: A Roadmap for Canadian Governments*. Ottawa, ON: Federation of Canadian Municipalities.

⁵ Recommendations are derived from Peloquin R, Scarr J. (2017). *Cannabis Regulation and Youth: A Jurisdictional Review*. Vancouver: Child Health BC, and Tyler, I., Schwandt, M., Padhi, S. (2018). *Recommendations to support municipal bylaw development regulating cannabis access and use*. Surrey, BC: Fraser Health Authority.

visibility of cannabis consumption for youth, making it less normative, and more likely that youth delay initiation or never start:

- Prohibit public cannabis consumption wherever tobacco or alcohol consumption is already prohibited. This should include areas not covered by provincial legislation including enclosed public spaces, transit shelters, common areas of apartment buildings and community care facilities, and areas frequented by children and youth, such as parks, beaches, pools, playgrounds, and sports fields; and,
 - Prohibit smoking/vaping lounges, including mobile units; and,
 - Facilitate multi-unit dwelling policies that limit unwanted exposure to environmental cannabis emissions
2. Ensure local retail sales of non-medical cannabis should be limited to reduce the unintended exposure by youth and harmful patterns of consumption in the general population:
 - Restrict marketing of cannabis such as sandwich boards, exterior signage, flyers, and sign spinners;
 - Establish a minimum separation of 300 metres between cannabis retail outlets, to limit overall density of cannabis availability in the community;
 - Establish a minimum buffer zone of 300 metres and preferably 600 metres between cannabis retail outlets and schools, recreation centres, and other areas where children and youth frequent;
 - Ensure any site specific siting within 600 metres of schools and on major school transportation routes should actively involve the school community and school districts in ensuring impact on students is negligible, and,
 - Limit hours of sale to at least correspond with alcohol sale policy, while greater restriction would provide additional health and safety benefits.
 3. Include public messaging on safer use and potential risks in local government communications to residents.
 4. Limit personal use growth and small grow operations to reduce nuisance odour concerns in residential settings.
 5. Be cognizant of and prepared to revise local restrictions and limitations on cannabis when and if edible cannabis products for consumption are approved for sale. Exclusion of on-premise edible consumption is likely to be recommended as peak effects will be delayed in most circumstances to after the departure of consumers from the premises. The concurrent consumption of cannabis and alcohol is known to increase risk and zoning and approval decisions should dissuade co-consumption opportunities

Other restrictions are already required under provincial and/or federal law, but local government can reinforce and strengthen these restrictions through setting higher standards, imposing additional penalties, and of course enforcement actions. The Municipal Guide to Cannabis Legalization, published by the Federation of Canadian Municipalities, which provides extensive practical guidance on these matters is a good resource to consult.

Certain specific recommendations may not be feasible in very small communities, e.g. relating to the physical separation of cannabis retail from areas where youth congregate. We still encourage local governments to follow the spirit, if not the letter, of the recommendations, e.g. striving for whatever physical separation is possible.

Island Health Medical Health Officers and colleagues across the province strongly caution against pursuing economic gain from the legalization of non-medical cannabis use. When cannabis production and sales are

significantly motivated by revenue generation, this creates an incentive to encourage greater cannabis consumption by the public, and a disincentive to establishing appropriate restrictions on cannabis availability. The recommendation to legalize cannabis for non-medical purposes was driven in part by reducing the ongoing violence and negative health impacts caused by the illicit drug trade. Promoting and protecting health should remain the primary concern within a legalized environment.⁶ Revenue generated should be used to fund education, health promotion activities, and/or data collection and analyses that support the overall public health-related goals of cannabis legalization⁷.

Alcohol, tobacco, and opioids continue to cause a greater overall burden of disease and injury than cannabis. Local governments are encouraged to take the opportunity from the upcoming legislative changes to cannabis, to review how the harms associated with other substances, might also be reduced through local government action. For example, restrictions on public consumption should include cannabis, tobacco, e-cigarettes, and other combustible products; and many of the strategies we recommend to reduce harm from cannabis consumption through limits on access and buffer zones, should also apply to alcohol and tobacco retail.

Cannabis legalization represents both an opportunity and a challenge for local governments to foster the development of healthy, vibrant communities across BC. The above public health recommendations can be integral to local cannabis policy development. For more information, or to further discuss your community's approach to non-medical cannabis or other substances, feel welcome to connect with your local Medical Health Officer.



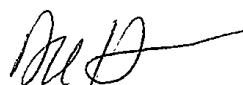
Paul Hasselback, MD, MSc, FRCPC
Medical Health Officer



Charmaine Enns, MD, MHSc, FRCPC
Medical Health Officer



Shannon Waters, MD, MHSc, FRCPC
Medical Health Officer



Dee Hoyano, MD FRCPC
Medical Health Officer



Murray Fyfe, MD, MSc, FRCPC
Medical Health Officer



Richard S. Stanwick, MD, MSc, FRCPC, FAAP
Chief Medical Health Officer

Key Resources:

Canadian Public Health Association: A Public Health Approach to the Legalization, Regulation, and Restriction of Access to Cannabis (available online:

<https://www.cpha.ca/sites/default/files/uploads/policy/positionstatements/cannabis-positionstatement-e.pdf>

⁶ Canadian Chief Medical Officers and Urban Public Health Network. (2016). Public health perspectives on cannabis policy and regulation. Available online: http://uphn.ca/wo-content/uploads/2016/10/Chief-MOH-UPHN-Cannabis-Perspectives-Final-5_ept-26-2016.pdf

⁷ Peloquin R, Scarr J. Cannabis Regulation and Youth: A Jurisdictional Review. Vancouver: Child Health BC 2017.

Centre for Addiction and Mental Health: Canada's Lower Risk Cannabis Use Guidelines (available online: https://www.camh.ca/-/media/files/lrcug_professional-pdf.pdf)

Federation of Canadian Municipalities: Municipal Guide to Cannabis Legalization (available online: <https://fcm.ca/Documents/issues/Cannabis-Guide-EN.pdf>)

Subject: CEAA-Indigenous Advisory Committee/ Comité Consultatif Autochtone-ACEE
Attachments: EN_IAC Poster.pdf; FR_CCA Affiche.pdf

From: Indigenousadvisorycommittee / comiteconsultatifautochtone (CEAA/ACEE)
Sent: August-23-18 12:15 PM
Subject: CEAA-Indigenous Advisory Committee/ Comité Consultatif Autochtone-ACEE

Madame, Monsieur,

I am writing to inform you of the opportunity to apply to be a member of an Indigenous Advisory Committee that is being established by that Canadian Environmental Assessment Agency.

The Government of Canada has introduced new legislation (Bill C-69) proposing better rules for a federal impact assessment system that advances reconciliation, respects the rights and culture of Indigenous peoples, and protects and ensures mandatory consideration of Indigenous knowledge.

The Indigenous Advisory Committee is a new committee that will provide advice to the Canadian Environmental Assessment Agency on the development of policies and guidance for implementation of the proposed new impact assessment system.

The Committee will include First Nations, Inuit and Métis members. Committee members would be expected to have Indigenous expertise and knowledge in environmental, social, economic, health and/or cultural matters relevant to natural resource development and environmental protection.

The call for nominations begins today. Individuals can self-nominate and have until Sunday, October 7, 2018 to apply to become a member.

I encourage you to share this information with your community and individuals who may be interested in applying to be a member of the Indigenous Advisory Committee.

To learn more about the Committee, including how to apply, please visit <https://www.canada.ca/en/environmental-assessment-agency/news/media-room/indigenous-advisory-committee.html>

The Canadian Environmental Assessment Agency is also creating a Technical Advisory Committee on Science and Knowledge to provide expert advice on topics related to impact assessments, including Indigenous knowledge, as well as regional and strategic assessments. To learn more about the Technical Advisory Committee on Science and Knowledge, please visit <https://www.canada.ca/en/environmental-assessment-agency/news/media-room/technical-advisory-committee-science-knowledge.html>. Indigenous People are encouraged to apply to this Committee as well.

In keeping with the Government of Canada's commitment to advancing reconciliation and renewing its relationship with Indigenous peoples, there will be further opportunities for engagement and collaboration related to the proposed Impact Assessment Act as we move forward. The Canadian Environmental Assessment Agency will be sharing information on upcoming engagement activities in the coming months.

Je vous écris pour vous informer de la possibilité de poser votre candidature afin de devenir membre du Comité consultatif autochtone, qui est mis sur pied par l'Agence canadienne d'évaluation environnementale.

Le gouvernement du Canada a présenté une nouvelle loi (le projet de loi C-69) dans laquelle de meilleures règles sont proposées pour un système d'évaluation d'impact fédérale qui contribue à la réconciliation, respecte les droits et la culture des peuples autochtones, et assure la prise en compte obligatoire des connaissances autochtones tout en protégeant ces dernières.

Le nouveau Comité consultatif autochtone fournira des conseils à l'Agence canadienne d'évaluation environnementale en matière d'élaboration de politiques et de documents d'orientation pour la mise en œuvre du nouveau système d'évaluation d'impact proposé.

Le Comité sera composé de membres inuits, métis et des Premières Nations. Nous nous attendons à ce que les membres du Comité aient une expertise du point de vue autochtone et une connaissance des enjeux environnementaux, sociaux, économiques, sanitaires et culturels pertinentes à l'exploitation des ressources et à la protection de l'environnement.

L'appel de candidatures a été lancé aujourd'hui. Les personnes qui souhaitent siéger au Comité ont jusqu'au dimanche 7 octobre 2018 pour poser leur candidature.

Je vous invite à communiquer ces renseignements aux membres de votre collectivité et à toute personne qui souhaiterait poser sa candidature pour siéger au Comité consultatif autochtone.

Pour en savoir plus sur le Comité, et pour savoir comment poser votre candidature, consultez le <https://www.canada.ca/fr/agence-evaluation-environnementale/nouvelles/salle-medias/comite-consultatif-autochtone.html>

L'Agence canadienne d'évaluation environnementale met également sur pied un Comité consultatif de la science et des connaissances afin de fournir des conseils d'experts sur des sujets liés à l'évaluation d'impact, y compris les connaissances autochtones, ainsi que les évaluations régionales et stratégiques. Pour en savoir plus sur le Comité consultatif de la science et des connaissances, consultez le <https://www.canada.ca/fr/agence-evaluation-environnementale/nouvelles/salle-medias/comite-consultatif-technique-science-connaissances.html>. Les Autochtones sont aussi invités à poser leur candidature pour siéger à ce Comité.

Conformément à l'engagement du gouvernement du Canada à œuvrer pour la réconciliation et à renouveler sa relation avec les peuples autochtones, d'autres possibilités de participation et de collaboration seront offertes prochainement, dans le cadre de la Loi sur l'évaluation d'impact proposée. L'Agence canadienne d'évaluation environnementale communiquera de l'information sur les prochaines activités de mobilisation au cours des prochains mois.

Je vous prie d'agréer, Madame, Monsieur, l'expression de mes sentiments les meilleurs.

Susan Winger
Conseillère spéciale, Affaires autochtones
Agence canadienne d'évaluation environnementale

Sincerely,

Susan Winger
Special Advisor, Indigenous Affairs
Canadian Environmental Assessment Agency

CALL FOR NOMINATIONS

FOR THE

INDIGENOUS ADVISORY COMMITTEE

The **Canadian Environmental Assessment Agency** is looking for individuals with expertise and knowledge in any one of the following areas: environmental, health, social, cultural or spiritual matters associated with environmental management or natural resource development.

To learn more, including how to apply and the deadline for applications
VISIT [CANADA.CA/INDIGENOUS-ADVISORY-COMMITTEE](https://canada.ca/indigenous-advisory-committee)



From: Info Ucluelet
Subject: BC Hydro - Beautification Fund Reminder

From: Waddell, Lisa
Sent: August-20-18 12:23 PM
Subject: BC Hydro - Beautification Fund Reminder



August 20, 2018

Mayor Dianne St. Jacques
District of Ucluelet

Dear Mayor St. Jacques and Council:

BC Hydro budgets \$1 million in annual financial assistance to support municipal beautification projects. Municipalities wanting to convert existing overhead electrical distribution lines to underground equipment or to place decorative wraps on BC Hydro pad mounted equipment are welcome to apply for funding.

Previous projects have included areas prone to graffiti, as well as high traffic or visible areas such as town centres, parks, commercial districts and civic squares.

Additional details regarding the Beautification Fund and application form can be found at:
www.bchydro.com/beautification.

If you are considering a beautification project, an application form must be submitted by **October 1, 2018** with a description of the project, photos of the poles or equipment, a map showing the extent of the project and an explanation of the project's objectives. Proposals should be submitted through: beautification@bchydro.com.

Once we've reviewed the proposals, each applicant for an undergrounding project will be asked to confirm intent – by **November 15, 2018** – to fund two-thirds of the estimated cost. Successful applicants will be notified by the end of January 2019 if funding is approved. All accepted projects must begin within the fiscal year that they are approved and be completed within 12 months.

Following this application year, we'll be making changes to our decorative wraps program. Since wraps were first added to the beautification program a few years ago, we've seen year over year increases. Due to this popularity, we'll establish a stand-alone funding program, making it easier to apply in the future. We'll provide you with additional information on the new application process later this fall. The Beautification Fund will remain and continue to support undergrounding projects.

Sincerely,

A handwritten signature in black ink, appearing to be "L. Waddell".

Ted Olynyk
Community Relations Manager
Vancouver Island-Sunshine Coast

This email and its attachments are intended solely for the personal use of the individual or entity named above. Any use of this communication by an unintended recipient is strictly prohibited. If you have received this email in error, any publication, use, reproduction, disclosure or dissemination of its contents is strictly prohibited. Please immediately delete this message and its attachments from your computer and servers. We would also appreciate if you would contact us by a collect call or return email to notify us of this error. Thank you for your cooperation.



EMIL ANDERSON CONSTRUCTION (EAC) INC.

September 7, 2018

Re: Hwy 4 Kennedy Hill Safety Improvements Traffic Interruptions Update

Dear Highway 4 travelers,

Below is the updated closure schedule. Starting September 18th we will be adding two one-hour daytime closures from 12pm to 1pm and from 4pm to 5pm.

Additionally, please note that there will be an extra closure on September 18 and 19 from 10am to 11am for critical BC Hydro powerline relocation works. No power outages are planned for these days.

Date		Road Status	
05-Sep	Wednesday	Road Closed between the following times: -1am-4am -5am-7am -10pm-12am except on Friday Expect up to 30 minute delays at all other times, day and night.	
06-Sep	Thursday		
07-Sep	Friday		
08-Sep	Saturday		
09-Sep	Sunday		
10-Sep	Monday		
11-Sep	Tuesday		
12-Sep	Wednesday		
13-Sep	Thursday		
14-Sep	Friday		
15-Sep	Saturday		
16-Sep	Sunday		No closures. Single-lane traffic.
17-Sep	Monday		
18-Sep	Tuesday*		Road Closed between the following times: -1am-4am -5am-7am -10am-11am on Sep 18-19 only for critical BC Hydro powerline relocation work -12pm-1pm -4pm-5pm -10pm-12am except on Fridays Expect up to 30 minute delays at all other times, day and night. *No 1am-4am or 5am-7am closure on Tuesday 18-Sep **No 12pm-1pm, 4pm-5pm or 10pm-12am closure on Saturday 22-Sep
19-Sep	Wednesday		
20-Sep	Thursday		
21-Sep	Friday		
22-Sep	Saturday**		

Page 1 of 2



EMIL ANDERSON CONSTRUCTION (EAC) INC.

23-Sep	Sunday	No closures. Single-lane traffic.
24-Sep	Monday	
25-Sep	Tuesday*	Road Closed between the following times: -1am-4am -5am-7am -12pm-1pm -4pm-5pm -10pm-12am except on Fridays Expect up to 30 minute delays at all other times, day and night. *No 1am-4am or 5am-7am closure on Tuesday 25-Sep
26-Sep	Wednesday	
27-Sep	Thursday	
28-Sep	Friday	
29-Sep	Saturday	
30-Sep	Sunday	
01-Oct	Monday	
02-Oct	Tuesday	
03-Oct	Wednesday	
04-Oct	Thursday	

There is also a traffic advisory hotline which will provide detailed and up-to-date information to help plan your trip. The number is: **1 855 451-7152**.

Information will also be posted on electronic message boards at either ends of the project and along the Hwy 4 corridor between the west coast and Hwy 19 as well as information posted to **DriveBC.ca**. For your own safety, it is imperative you respect all construction signage, and stay well clear of any equipment.

We apologize for any inconveniences as a result of this project, but hope you understand that we are working towards a safer highway for all of us.

Further project information is available on the Ministry's project website at www.gov.bc.ca/highway4kennedyhill. Should you have any questions or concerns, you can leave a message on the traffic advisory hotline at 1 855 451-7152.

Sincerely,

Emil Anderson Construction (EAC) Inc.

David Gourlay
EAC Project Coordinator

Subject: Upcoming Meetings / Webinars: Proposed Amended Recovery Strategy for Northern and Southern Resident Killer Whales in Canada

From: PAC-SARA / LEP-PAC (DFO/MPO) <SARA.XPAC@dfo-mpo.gc.ca>

Sent: September-17-18 3:14 PM

Subject: RE: Upcoming Meetings / Webinars: Proposed Amended Recovery Strategy for Northern and Southern Resident Killer Whales in Canada

Dear Sir / Madam,

On Friday, September 14th, Fisheries and Oceans Canada provided information regarding upcoming webinars on the Proposed Amended Recovery Strategy for Northern and Southern Resident Killer Whales in Canada. We would like to clarify that the September 25 webinar is being held for Indigenous groups only. Please find below the public webinar schedule.

Please RSVP via email to SARA.XPAC@dfo-mpo.gc.ca to attend either the webinar or the in-person information sessions with your name, organization, email address, phone number, and number of participants.

CORRECTION NOTICE

Public webinar: Proposed Amended Recovery Strategy for Northern and Southern Resident Killer Whales in Canada

Webinar

- Webinar (Public): Wednesday, September 26th, 2018, 10 am – 12 pm
WebEx Information: to be provided to registered participants on Friday, September 21.

Regional in-person meetings:

- Port Alberni (Best Western Barclay Hotel, 4277 Stamp Ave.): Wednesday, October 3rd 2018, 6-9 pm
- Ucluelet (Black Rock Oceanfront Resort, Ballroom, 596 Marine Drive): Thursday, October 4th 2018, 6-9 pm

Species at Risk Program
Pacific Region
Fisheries and Oceans Canada
200-401 Burrard Street, Vancouver BC V6C 3S4
Telephone: 604-666-7907
Facsimile: 604-666-0417

Subject: Let's Talk OPP: Legislative Amendment Discussion Paper
Attachments: Renforcer la protection du milieu marin et intensifier les interventions - Modifications législatives potentielles.pdf; Strengthening Marine Environmental Protection and Response Potential Legislative Amendments.pdf

From: Oceans Protection Plan BC Registration / Plan de Protection des Océans CB Enregistrement (TC) <TC.OPPBCReg-PPOCBEnreg.TC@tc.gc.ca>

Sent: August-20-18 3:03 PM

Subject: Let's Talk OPP: Legislative Amendment Discussion Paper

**** Le texte français suit l'anglais,**

Hello,

As part of the Oceans Protection Plan, the Government of Canada is considering making some legislative changes to:

- Better protect marine environments from the impacts of shipping;
- Strengthen environmental response in the event of a pollution incident;
- Modernize Canada's Ship-Source Oil Pollution Fund to ensure adequate compensation for responders and victims of oil spills from ships; and
- Support research and innovation to enhance marine safety and environmental protection.

To provide you with more information about the overall direction of the potential changes being considered, we are sharing the attached discussion paper along with a summary document: ***Strengthening Marine Environmental Protection and Response: Potential Legislative Amendments***. The paper and summary are also available online on our [Let's Talk Oceans Protection Plan website](#).

We welcome your feedback on the direction of the potential legislative changes. You may share your views with us by email at: TC.OPPLegis-LegisPPO.TC@tc.gc.ca

Thank you to all those who have previously provided their thoughts and comments on various Oceans Protection Plan initiatives.

Cecilia Lei

Regional Director, Oceans Protection Plan Engagement | Directrice régionale, engagement du plan de protection des océans
 Transport Canada | Transports Canada

Bonjour,

Dans le cadre du Plan de protection des océans, le gouvernement du Canada envisage d'apporter quelques modifications législatives en vue :

- de mieux protéger les milieux marins contre les répercussions du transport maritime;
- d'améliorer l'intervention environnementale en cas d'incident de pollution;
- de moderniser la Caisse canadienne d'indemnisation des dommages dus à la pollution par les hydrocarbures causée par les navires pour offrir une indemnisation appropriée aux intervenants et aux victimes de déversements d'hydrocarbures provenant de navires;
- d'appuyer la recherche et l'innovation pour améliorer la sécurité maritime et la protection de l'environnement.

Afin de vous fournir de plus amples renseignements sur l'orientation générale des modifications potentielles qui sont envisagées, nous vous transmettons en pièce jointe un document de discussion ainsi que le document synthèse intitulé **Renforcer la protection du milieu marin et intensifier les interventions : Modifications législatives potentielles**. Vous trouverez aussi ces deux documents en ligne sur [le site Web de Parlons Plan de protection des océans](#) .

Nous vous invitons à nous transmettre votre rétroaction sur l'orientation des modifications législatives potentielles par courriel à TC.OPPLegis-LegisPPO.TC@tc.gc.ca.

Nous tenons à remercier toutes les personnes qui ont fourni précédemment leurs opinions et leurs commentaires sur diverses initiatives du Plan de protection des océans.

Cecilia Lei

Regional Director, Oceans Protection Plan Engagement | Directrice régionale, engagement du plan de protection des océans
Transport Canada | Transports Canada

Strengthening Marine Environmental Protection and Response Potential Legislative Amendments

Discussion Paper

August 2018

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1.0 PURPOSE

The Government of Canada's **Oceans Protection Plan**¹ aims to build a world-leading marine safety system that will protect the marine environment and coastal communities from the potential impacts of shipping and navigation. As part of the **Oceans Protection Plan**, the Government of Canada is considering changes to key pieces of legislation to strengthen marine safety and environmental protection.

The purpose of this discussion paper is to seek comments from the public, Indigenous communities and groups, industry, and stakeholders on the direction of the potential legislative changes.

Comments received on this document will inform future government discussions and decisions. The contents of this paper, and any comments received are for discussion purposes only and are not binding on the Government of Canada or on any other party.

2.0 BACKGROUND

Canada has the longest coastline in the world. Our coasts enable the export of our goods overseas and the import of foreign goods into Canada. They are home to Canadian fisheries, attract tourism, support coastal communities' livelihoods and Indigenous communities' cultures and ways of life, and play a key role in growing the Canadian economy.

Thousands of tonnes of goods, including agricultural and grain products, natural resources, and consumer products, are transported daily along all of Canada's coasts, as well as in the Great Lakes and the St. Lawrence Seaway. In 2017, ports and marine shipping handled \$101 billion (19%) of Canada's exports to world markets and \$116 billion (21%) of Canada's total imports by value. Petroleum products represented the largest marine export and import commodity travelling through Canadian ports and on Canadian waters; 24% of our marine exports and 17.8% of our marine imports by value were petroleum products. Marine trade employs approximately 250,000 Canadians and injects more than \$25 billion to Canada's economy.

To ensure safe and environmentally responsible shipping, the Oceans Protection Plan will strengthen Canada's already well-established marine safety system, which is designed to protect life, health, property and the marine environment. The marine safety system is designed to prevent incidents from happening. This is achieved through a number of regulations and standards governing the construction and operation of vessels, on-board equipment and systems, crew and passengers, cargo handling and shipping, and navigation within Canadian waters.

Under Canadian law ship owners and the marine transportation industry are responsible for preventing oil spills. For example, the marine transportation industry must put in place procedures for safe operations onboard their ships, follow international rules for preventing collisions at sea, have up-to-date nautical charts, have a passage plan for each trip, be equipped with technology that allows Canada to monitor the ship's progress, and ensure that their officers and crews are properly trained, qualified, and competent.

¹ For more information about the Oceans Protection Plan, visit: <https://www.tc.gc.ca/eng/oceans-protection-plan.html> and <http://www.tc.gc.ca/eng/improving-marine-safety-through-the-oceans-protection-plan.html>

A key component of Canada's marine safety system is the Marine Oil Spill Preparedness and Response Regime², which aims to protect marine environments and communities from the risk and impacts of oil spills from ships and oil handling facilities that transfer oil to or from ships. This Regime has three components:

- **Prevention:** avoiding accidents and incidents;
- **Preparedness and response:** being ready and able to quickly and effectively respond to a pollution incident; and
- **Liability and compensation:** based on the polluter pays principle.³

Responsibilities within the Marine Oil Spill Preparedness and Response Regime are shared between the shipping industry and the Government of Canada, with several federal departments playing key roles:

- Ship-owners and operators of oil handling facilities are responsible for preparedness and response to oil spills. As well, regulated vessels and oil handling facilities located south of 60°N must have an arrangement with a Transport Canada-certified Response Organization that would respond to a spill on their behalf. These Response Organizations maintain strategically located response equipment, trained responders and response plans, and conduct exercises on a regular basis;
- Transport Canada is responsible for ensuring alignment of the Marine Oil Spill Preparedness and Response Regime with international standards, policy-making, regulatory development, and enforcement;
- The Canadian Coast Guard is responsible for ensuring that responses to ship-source pollution incidents are effective, efficient and appropriate. The Canadian Coast Guard is also responsible for ensuring an appropriate response to ship-source and mystery-source spills in Canadian waters and within Canada's exclusive economic zone (up to 200 nautical miles). As well, the Canadian Coast Guard is responsible for maintaining oil spill response capacity in the Arctic;
- Environment and Climate Change Canada and Fisheries and Oceans Canada provide scientific expertise to support response decision-making.

Canada's Marine Oil Spill Preparedness and Response Regime is built on:

- Shared responsibility between government and industry;
- International and domestic cooperation;
- Comprehensive and effective legislation and regulations;
- The polluter pays principle.

The number and volume of ship-source oil spills in Canadian waters have been declining consistently since the 1980s due to improvements in vessel design, technology, shipping practices, and the establishment of Canada's Marine Oil Spill Preparedness and Response Regime in 1995. However, vessel traffic and cargo

² For more information about the Marine Oil Spill Preparedness and Response Regime visit:

<http://www.tc.gc.ca/eng/marinesafety/oep-ers-regime-menu-1780.htm>

³ For more information about liabilities and compensation related to oil spills from ships visit:

<https://www.tc.gc.ca/eng/marinesafety/liability-compensation-ship-source-oil-spills-4512.html>

volumes have grown, and are expected to continue to grow over the next few years on all of Canada's coasts as overseas trade and the movement of goods and cargo continues to increase. With increases in vessel traffic and cargo volumes, there may be increased risk of marine safety accidents and pollution incidents.

In addition, as vessel traffic continues to increase on Canada's coasts, the impact of shipping and navigation on the marine environment may increase, too. A number of impacts stemming from the operation of vessels and vessel equipment in Canada's waters during the course of everyday shipping and navigation has the potential to adversely affect marine life and degrade marine habitats, including vessel collisions, vessel-generated underwater noise, vessel wake, and emissions.

The **Oceans Protection Plan's** goal is to protect Canada's coasts in a modern and advanced way that ensures environmental sustainability and promotes safe, responsible shipping. As part of implementing the **Oceans Protection Plan**, the Government is considering changes to key pieces of legislation, including the *Canada Shipping Act, 2001* and the *Marine Liability Act*, to:

- enhance marine ecosystem protection;
- strengthen environmental response;
- modernize Canada's Ship-Source Oil Pollution Fund; and
- support research and innovation.

3.0 ENHANCE MARINE ECOSYSTEM PROTECTION

3.1 *Enable Increased Regulatory Safeguards to Better Protect Marine Ecosystems*

Vessels of all sizes can have impacts on the environment beyond spills, such as vessel strikes on marine mammals, shoreline erosion, vessel wake, underwater noise, and emissions. For example, vessel-generated underwater noise can disrupt the ability of whales to find prey, feed, communicate, and find mates, as was shown through studies on the Southern Resident Killer Whale population in British Columbia's Salish Sea⁴. Vessel strikes, often associated with higher vessel speed, were a factor in some of the 12 reported deaths of North Atlantic Right Whales in the Gulf of St. Lawrence in 2017. Slowing down vessels reduces vessel-generated underwater noise and reduces the risk of vessel-whale collisions.⁵

Under the *Canada Shipping Act, 2001*, Transport Canada can regulate shipping, navigation, and vessel operations to protect marine environments. However, Transport Canada's authorities to do so are focused on pollution prevention and response, and are limited in their ability to prevent or mitigate other environmental impacts of shipping and navigation such as negative impacts on marine life. Therefore, the Government is considering strengthening the Minister of Transport's authorities to put in place regulatory safeguards to better protect marine ecosystems from the potential impacts of shipping and navigation.

Seeking Your Views:

From your perspective,

- **If the government were to regulate shipping and navigation to mitigate broader environmental risks, what would you consider to be the top priorities for regulation and why?**
 - **What are the potential impacts and implications if the government puts in place regulations to better protect marine ecosystems?**
 - **What non-regulatory approaches could be taken to better protect marine ecosystems?**
-

⁴ Fisheries and Oceans Canada, Recovery Strategy for the Northern and Southern Resident Killer Whales (*Orcinus orca*) in Canada," *Species at Risk Act Recovery Strategy Series*, Fisheries and Oceans Canada, Ottawa, 2011, 27, http://www.sararegistry.gc.ca/virtual_sara/files/plans/rs_epaulard_killer_whale_v02_1011_eng.pdf

⁵ Statement by Ministers LeBlanc and Garneau on report released on this summer's North Atlantic Right Whale deaths https://www.canada.ca/en/fisheries-oceans/news/2017/10/statement_by_ministersleblancandgarneauonreportreleasedonthisum.html

3.2 Enable Rapid Intervention by Transport Canada to Address Marine Safety and Environmental Risks

At times, situations arise that may pose immediate marine safety or environmental risks, and which require the federal government to take quick action to protect marine environments, or reduce marine safety risks. Examples include the need to impose vessel slowdowns in the Gulf of St. Lawrence to address vessel strikes on North Atlantic right whales, or impose vessel slowdowns in the Salish Sea to address the impacts of vessel-generated underwater noise on the Southern Resident Killer Whales. Although the federal government currently has a mix of binding and voluntary measures it can put in place to address urgent marine safety and environmental risks, it needs to improve its authority to respond quickly to urgent situations.

To strengthen its authority to act quickly, the Government is considering giving the Minister of Transport the authority to issue time-limited orders to mitigate risks to marine safety and/or the marine environment. These orders would provide immediate short-term protection and provide the Government the time needed to determine the appropriate longer-term solution.

Seeking Your Views:

From your perspective, what are the potential impacts and implications if the government proceeds with this potential amendment?

3.3 Enhance Deterrence and Enforcement

It is far more effective to prevent marine safety accidents and pollution incidents, than to manage their effects. To promote safe and environmentally responsible practices, the Government can impose administrative monetary penalties on those who do not comply with shipping regulations and standards as established by the *Canada Shipping Act, 2001*. However, the maximum amount of these penalties is relatively low (\$25,000), and has not been updated in over a decade. This small penalty is no longer an effective deterrent to bring repeat offenders into compliance.

To enhance compliance and encourage safe and environmentally responsible shipping, the Government of Canada is considering increasing the maximum potential administrative monetary penalty for infractions against marine safety and environmental requirements. The current graduated enforcement approach for administrative monetary penalties would be maintained.

Seeking Your Views:

From your perspective, what are the potential implications and impacts of raising the maximum amount of administrative monetary penalties for violations of shipping regulations and standards?

4.0 STRENGTHEN ENVIRONMENTAL RESPONSE

4.1 *Enable Early Intervention during a Pollution Incident*

The Canadian Coast Guard is responsible for ensuring that responses to pollution from ships or oil handling facilities are effective, efficient, and appropriate. If the Canadian Coast Guard believes that a vessel or oil handling facility has discharged, is currently discharging, or is likely to discharge a pollutant such as oil, it can:

- take measures necessary to repair, remedy, minimize, or prevent pollution damage from the vessel or oil handling facility;
- monitor the measures taken by any person; or
- direct any person or vessel to take any necessary measures.

The Government is considering changes to legislation to strengthen and clarify the Canadian Coast Guard's ability to intervene earlier when there may be a spill from a ship. This may include issuing mandatory directions, on a precautionary basis, to a vessel or oil handling facility to avoid escalation of a potential pollution incident, while working closely with all response partners.

Polluters remain liable for any consequences associated with taking or refraining from taking any measures directed by the Canadian Coast Guard, as well as any costs or expenses incurred from following those directions to prevent or respond to a real or potential pollution incident. This would include complying with any directions issued by the Canadian Coast Guard on a precautionary basis.

Under the Oceans Protection Plan, we want to strengthen environmental response so that action can be taken earlier, faster, and more effectively.

Seeking Your Views:

From your perspective, what would be the potential impacts and implications of the Canadian Coast Guard being able to intervene earlier during a marine pollution incident to prevent or minimize a potential spill?

4.2 Enable Rapid Response to Marine Pollution Incidents

4.2.1 Support Rapid Response

As outlined in Section 2.0 (Background), different federal departments and agencies have different roles, mandates, and authorities within the Marine Oil Spill Preparedness and Response Regime. However, during a marine pollution emergency, timely decisions and well-defined lines of authority are essential to avoid confusion, delays, and further environmental damage. To ensure consistent federal direction is provided to responders, the Government is considering legislative changes so that roles and responsibilities are clear, including that the Canadian Coast Guard is the lead federal agency responsible for responding to marine pollution incidents that have happened or are at risk of happening. The responsibilities of other government departments, and those of the ship owners/operators and response organizations would not change. As well, provincial/local authorities would continue to exercise their authorities within their mandates.

When responding to marine pollution incidents, the Canadian Coast Guard must be able to set up operations quickly and efficiently. Sometimes, this means that the Canadian Coast Guard must move equipment over and/or set up coordination activities on private land. Both circumstances require advance approval by the property owner, which can delay response to a marine pollution response.

To support rapid response to marine emergencies and pollution incidents, the Government is considering changes to legislation to allow the Canadian Coast Guard, and any persons accompanying them such as external experts, to enter, use, or pass through private property when conducting marine pollution prevention and response activities without first getting the property owner's approval. Provisions to fairly compensate property owners for any loss or damage caused by the use of the property during the environmental response are also being considered.

4.2.2 Ensure the open sharing of expert advice during an environmental response

During an environmental response, additional scientific, local, and technical expertise and advice may be required from parties that are external to the federal government. However, there is a risk that these parties may be reluctant to provide their expert advice out of concern that they will be held personally liable for any damages that may occur as a result of their advice.

To ensure responses to marine pollution incidents are informed by the best expert advice possible, the Government is considering legislative amendments to extend immunity from liability to external parties providing advice and expertise to the Canadian Coast Guard and other federal departments in support of a ship-source oil spill response. Immunities would remain the same for industry and industry response representatives. The Government is focusing its consideration on those individuals, such as scientists, local experts, and other external advisors, who would be working with the federal departments in response related decision-making.

Seeking Your Views:

From your perspective, what are the potential implications and impacts of:

- **Enabling the Canadian Coast Guard, and any accompanying external experts, to cross over and use private lands to support an environmental response; and**
 - **Extending immunity from liability to external parties providing advice and expertise to the Canadian Coast Guard and other federal departments in support of an environmental response?**
-

4.3 Support More Effective Response to Oil Spills in Water: Alternative Response Measures

By law, certain substances are prohibited from being introduced into Canada's waters because they may cause harm to marine ecosystems, human health, and marine resources such as fish stocks and aquaculture. These are important protections and are vital to the sustainability of Canada's marine environments. However, these laws may also limit the effectiveness of environmental responses to oil spills by preventing the use of some products or techniques that could help when cleaning up after an oil spill.

At present, conventional containment and recovery techniques, such as booms, skimmers, and sorbents, are used when responding to oil spills from ships and oil handling facilities. While these tools and techniques work well in some situations, their effectiveness is limited by factors such as the type of oil, the size of the spill, and environmental and weather conditions (e.g. rough waters). Large oil spills or spills in remote locations, for example, may exceed the capacity of booms or limit the window of opportunity to successfully use conventional containment and recovery techniques.

Alternative Response Measures are products, processes, and techniques that offer an expanded range of options for responding to oil spills and mitigating their effects. They can be used alongside conventional containment and recovery techniques to enhance the effectiveness of the response. Alternative Response Measures include techniques such as burning the spilled oil off the surface of the water, and products such as spill-treating agents that change the behavior of spilled oil to reduce the overall impact of an oil spill on the environment. Scientific research has found Alternative Response Measures to be effective tools for cleaning up oil spills, and are currently being successfully used in other countries to respond to marine oil spills, e.g. the United States, Norway.

Increasing access to a broader range of response tools would enable those responding to an oil spill to use the most effective tools and techniques to address oil spills and mitigate their impacts. To increase the effectiveness of oil spill response, the Government of Canada is considering legislative amendments to:

- Allow the use of Alternative Response Measures as additional tools to respond to oil spills from ships and oil handling facilities, only when the Minister of Fisheries, Oceans and the Canadian Coast Guard determines that there is likely to be a net environmental benefit and authorizes their use;
- To enable the Minister of Environment and Climate Change to establish, by regulation, a central list of Alternative Response Measures that may be authorized for use; and
- Allow the same range of Alternative Response Measures to be used to respond to oil spills from ships, oil handling facilities, pipelines, and offshore drilling platforms.

Seeking Your Views:

From your perspective, what are the potential implications and impacts of allowing the federally-regulated use of Alternative Response Measures to clean up oil spills?

5.0 MODERNIZE CANADA'S SHIP-SOURCE OIL POLLUTION FUND

The *Marine Liability Act* is the principal legislation dealing with liability and compensation in the event of pollution damage from a ship. Its intent is to establish uniform rules that are consistent with international law and that balance the interests of ship-owners and other parties involved in a maritime accident. The *Marine Liability Act* is based on the polluter-pay principle and there are various tiers of compensation available from multiple sources. It incorporates both international conventions to which Canada is party, and domestic compensation provisions, and provides for various levels of liability, depending on the type of oil causing the pollution damage and the type of vessel involved in an incident.

Generally, ship-owners are strictly liable for costs, losses or damage related to a discharge or threat of discharge from their ship. Canada is party to four international conventions that are implemented in the *Marine Liability Act*. The International Oil Pollution Compensation Funds provide compensation in the case when the ship-owner is not liable, unable to meet their liability or the damage surpasses their limit of liability.

Canada's domestic *Ship-Source Oil Pollution Fund* (the Fund)⁶ was established in 1973 as the first domestic fund in the world providing additional coverage for oil spills. The Fund provides compensation for pollution damage of all types of oil from all types of ships in Canada, and also covers marine mystery spills (i.e., spill from an unidentified source). It was originally financed by levies imposed on oil receivers and shippers in Canada.

The Fund is both a fund of last resort if claims are above and beyond the ship-owner's liability, and of first resort where the claim can be filed directly to the Administrator of the Fund who will assess claims, make an offer of compensation, and once accepted, seek to recover the amount paid from the polluter or other responsible party.

As the Canadian marine transportation industry continues to evolve, it is important that Canadian legislation and regulations also evolve to ensure Canadians are well protected from the risks associated with the transportation of oil by ship. While Canada has never suffered a catastrophic oil spill, there is still a need to be prepared should this unlikely event occur. Canada's *Ship-Source Oil Pollution Fund* needs to be suitably adapted to provide effective and adequate compensation to all Canadians.

5.1. *Lifting the Ship-Source Oil Pollution Fund's Per-Incident Limit of Liability*

The *Marine Liability Act* establishes a per-incident limit of liability for the *Ship-Source Oil Pollution Fund* that specifies the maximum amount of compensation that can be paid out from the Fund for a single oil spill incident. The current per-incident limit of liability of the Fund is \$174,611,294; an amount adjusted annually for inflation.

If a major pollution incident were to occur, despite the significant amount of compensation available from the ship-owner and the insurer, as well as the International Oil Pollution Compensation Funds (should they apply), totaling some \$1.5 billion, this limit may prevent responders and victims from being fully compensated. In these circumstances, the total amount of compensation would be pro-rated across

⁶ For more information about the Ship-Source Oil Pollution Fund, visit: <http://sopf.gc.ca/en/>

claimants, meaning that only a percentage of the amount claimed would be paid to all claimants, for example at 30 per cent.

The Government is considering eliminating the *Ship-Source Oil Pollution Fund's* per-incident limit of liability so that unlimited compensation would be available for eligible claims from victims and responders of oil spills from ships. Lifting the limit would mean that, in the unlikely event of a catastrophic oil spill, the Fund would fully compensate any eligible costs above the amounts available from ship owner's insurance and the international funds (as these limits are set out in international conventions and will not change), instead of pro-rating compensation based on the total amount of claims and the amount of funding available. Should the Government remove the Fund's limit of liability, it will build on the current strengths of the regime of covering a broad range of reasonable costs, actual losses and damage set out in established criteria.

5.2 Modernized Levy Mechanism and Fund Replenishment

In the unlikely event that there is insufficient funds in the *Ship-Source Oil Pollution Fund* to compensate for all eligible costs related to an incident, the federal government is proposing to amend the *Marine Liability Act* to allow the Fund to be temporarily funded by the Government of Canada. Any funds temporarily provided by the federal government would be repaid through a levy paid by oil receivers and exporters.

The Government of Canada is considering legislative amendments to ensure that the *Ship-Source Oil Pollution Fund* can be replenished through levies:

- First, an annual levy on oil receivers and exporters is proposed that would be used to replenish the *Ship-Source Oil Pollution Fund*. The administrative burden of this new modernized levy for industry would be minimized by aligning it with the existing reporting obligations for contributions to the international funds; and,
- Second, amendments are proposed to create a supplementary levy. In the event that funds are temporarily provided by the Government of Canada, a supplementary levy could be imposed on industry to ensure the Government of Canada is reimbursed, if the annual levy is insufficient.

It is important to note that the Government of Canada is not proposing to reinstate the annual levy unless the Fund was depleted.

5.3 Quickly Providing Funds

Oil spill responders are expected to assume the financial risk of a response up-front. When a response is mounted, responders must cover its costs, which can be significant in the case of a major oil spill, and seek reimbursement from the responsible ship-owner or their insurer, the international funds, and the *Ship-Source Oil Pollution Fund* after the fact. This process can create financial difficulty when the amounts are substantial.

The Government is considering enabling up-front emergency funding from the *Ship-Source Oil Pollution Fund* to the Canadian Coast Guard, as the lead federal agency responding to ship-sourced spills.

Separately, the Government is also considering developing a fast track process for small claims submitted to the *Ship-Source Oil Pollution Fund*. Any person with a small claim would be able to submit to the Fund

Administrator under the fast-track claim process. The threshold and basic criteria that would guide this process has yet to be determined. This process would be available to any organization, community, business, or individual who has suffered actual damage or losses due to oil contamination, or has eligible expenses related to the clean-up of oil as well as preventative measures.

Seeking Your Views:

From your perspective, what are the potential implications and impacts of the above potential changes to modernize the Ship-Source Oil Pollution Fund?

6.0 SUPPORT RESEARCH AND INNOVATION

A world-leading marine safety system requires a solid foundation of research and evidence. Research and development are crucial to formulating policy, understanding the environmental risks and impacts of pollution, and ensuring that the most effective tools and techniques are available to enhance marine safety and environmental protection. As well, new innovations and technologies are emerging that could enhance marine safety and environmental protection, e.g. new vessel designs, technologies and systems, and on-board equipment.

Research and the testing of innovative technologies and techniques under real-world conditions are essential to expand our knowledge base and to develop and assess the effectiveness of new tools and techniques to improve safety and mitigate environmental risks. However, current environmental and/or marine safety regulations may limit the ability to conduct research and development under real-world conditions.

To support research, the Government of Canada is considering legislative amendments to enable the Minister of Environment and Climate Change to authorize the research and testing of substances, techniques, equipment and related processes and procedures for the purpose of enhancing scientific knowledge to support environmental emergency policy making and operational decision making.

The Government of Canada is also considering legislative amendments to enable the Minister of Transport to provide time-limited exemptions from regulatory requirements and standards for the purpose of promoting innovation in, for example, vessel design, systems and on-board equipment to enhance marine safety and environmental protection.

Seeking Your Views:

From your perspective, what are the potential implications and impacts of enabling the Government of Canada to permit research and testing in Canada's waters for the purpose of enhancing marine safety and environmental protection?

7.0 SHARE YOUR VIEWS

Transport Canada is interested in receiving written feedback from all interested parties on the topics contained in this document. Comments received will be used to support future government discussions on the potential legislative amendments.

Interested parties are invited to share their views at: TC.OPPLegis-LegisPPO.TC@tc.gc.ca.

ANNEX A LINKS FOR MORE INFORMATION

Marine Oil Spill Preparedness and Response Regime:

<http://www.tc.gc.ca/eng/marinesafety/oep-ers-regime-menu-1780.htm>

Oceans Protection Plan: The Plan

<https://www.tc.gc.ca/eng/oceans-protection-plan.html>

Improving marine safety through the Oceans Protection Plan: Fact Sheets

<https://www.tc.gc.ca/eng/improving-marine-safety-through-the-oceans-protection-plan.html>

Liability and Compensation - oil spills from ships:

<https://www.tc.gc.ca/eng/marinesafety/liability-compensation-ship-source-oil-spills-4512.html>

Ship-Source Oil Pollution Fund:

<http://sopf.gc.ca/en/>



STAFF REPORT TO COUNCIL

Council Meeting: SEPTEMBER 25, 2018
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: MARLENE LAGOA, DEPUTY MUNICIPAL CLERK

FILE NO: 1630-01

SUBJECT: CHEQUE LISTING – AUGUST 2018

REPORT NO: 18-90

ATTACHMENT(S): APPENDIX A – AUGUST 2018 CHEQUE LISTING

RECOMMENDATION(S):

1. **THAT** Council receive the District of Ucluelet's August 2018 Cheque Listing for information.

PURPOSE:

The purpose of this report is to provide Council with a monthly listing of all cheques disbursed.

BACKGROUND:

At the February 27, 2018 Regular Meeting of Council, the following resolution was adopted:

"THAT Council direct the Chief Financial Officer to report back to Council with some options and recommendations for moving forward with providing a cheque run."

Finance staff have provided a detailed list of the cheque run for August 2018 (Appendix A).

POLICY OR LEGISLATIVE IMPACTS:

The cheque listing has been reviewed to ensure compliance with the *Freedom of Information and Protection of Privacy Act*. The names of individual's shown on the cheque listing are either employed with the District or contracted for the delivery of goods and services.

OPTIONS REVIEW:

1. **THAT** Council receive the District of Ucluelet's August 2018 Cheque Listing for information.
(Recommended)
2. **THAT** Council provide alternative direction to staff.

Respectfully submitted:

Marlene Lagoa, Deputy Municipal Clerk
Mark Boysen, Chief Administrative Officer

CHEQUE LIST FOR AUGUST 2018

Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount
027500	2018-08-07	ALBERNI COMMUNICATIONS & ELECTRONICS LTD	25891	TSUNAMI SIREN TESTING	\$ 560.00	\$ 560.00
027501	2018-08-07	ACE COURIER SERVICES	14227281	SHIPPING-KOERS	\$ 22.63	\$ 130.70
			14228831	KOERS/ADAM SKIBO	\$ 45.38	
			14230251	GUILLEVIN/ACRD	\$ 62.69	
027502	2018-08-07	AGS BUSINESS SYSTEMS INC	41071	06/29/18-07/28/18	\$ 548.37	\$ 548.37
027503	2018-08-07	ALLES HOLDINGS INC	122381	ANDERSON CONTRACT SERVICES-JUL 2-16	\$ 1,008.00	\$ 2,016.00
			122375	ANDERSON CONTRACT SERVICES JUL 16-27	\$ 1,008.00	
027504	2018-08-07	ACKLANDS - GRAINGER INC.	9778876079	AIR GUN/GLOVES	\$ 81.67	\$ 1,338.31
			9839478915	GAS DETECTOR-REPAIRS/RENTAL	\$ 1,256.64	
027505	2018-08-07	ALBERNI VALLEY REFRIGERATION LTD	20184247	UCC-DISHWASHER REPAIR	\$ 362.25	\$ 362.25
027506	2018-08-07	CORPORATE EXPRESS CANADA INC	47977642	UCC OFFICE SUPPLIES-PAPER/LAMNT POUCHES	\$ 149.12	\$ 149.12
027507	2018-08-07	CIBC MORTGAGES & LENDING SERVICING OP	62060	62060 MTG REFUND #6357607	\$ 1,045.00	\$ 2,090.00
			95000	95000 MTG REFUND #6385269	\$ 1,045.00	
027508	2018-08-07	KASSLYN CONTRACTING	D629	D629	\$ 10,268.57	\$ 10,268.57
027509	2018-08-07	CLEARTECH INDUSTRIES INC	167474JJP	CONTAINER RETURN	-\$ 777.00	\$ 63.00
			735862	4X SODIUM HYPO/CONTAINER DEP/SKID DEP	\$ 865.70	
			170241JJP	CONTAINER RETURN	-\$ 252.00	
			172617MCW	CONTAINER RETURN	-\$ 336.00	
			162310JJP	CONTAINER RETURN (2017)	-\$ 294.00	
			756733	SODIUM HYPOCHLORITE	\$ 856.30	
027510	2018-08-07	DUNCAN ELECTRIC MOTOR LTD.	P3663	ANNUAL LIFTSTATION INSPECTION/REPAIRS	\$ 5,432.00	\$ 5,432.00
027511	2018-08-07	DUMAS FREIGHT COMPANY	62426	FOUR STAR WATERWORKS	\$ 570.78	\$ 726.83
			56220	SHIP TO BEAVER ELECTRIC	\$ 156.05	
027512	2018-08-07	DRAESEKE JAN	122378	CHI GONG-JUL/18	\$ 98.15	\$ 98.15
027513	2018-08-07	DOCO ADVENTURES LTD	122376	UKEE DAYS-TRAIN RIDE/KIDS GAMES	\$ 1,673.00	\$ 1,673.00
027514	2018-08-07	FREUNDLICH CONSULTING, CPA	9126	CFO CONSULTANT FEES	\$ 3,276.00	\$ 3,276.00
027515	2018-08-07	FOUR STAR WATERWORKS LTD.	52605	SEWER INFRASTRUCTURE MATERIALS	\$ 3,022.71	\$ 3,022.71
027516	2018-08-07	FAR WEST DISTRIBUTORS LTD	321085	UCC SUPPLIES/UKEE DAYS	\$ 725.36	\$ 1,048.71
			320898	SCH-PAPER TOWEL/HAND SOAP	\$ 313.34	
			321194	GLOVES	\$ 10.01	
027517	2018-08-07	GRAPHICS FACTORY	25549	PARADE BANNER FOR COUNCIL	\$ 144.48	\$ 144.48
027518	2018-08-07	GREATPACIFIC CONSULTING LTD	726	PROJECT REM2018	\$ 3,735.77	\$ 3,735.77
027519	2018-08-07	HUBER CHANTAL	122377	YOGA-JUN/JUL 2018	\$ 118.03	\$ 118.03
027520	2018-08-07	HOGAN, SARAH	122380	DANCE FIT-JUL/18	\$ 60.87	\$ 60.87
027521	2018-08-07	KOERS & ASSOCIATES ENGINEERING LTD.	1756-007	1756 KENNEDY LAKE WATER SUPPLY	\$ 181.91	\$ 5,896.71
			1762-008	1762 BAY ST SIMPLEX P/S REPLACEMENT	\$ 1,171.41	
			1764-007	1764 WELLFIELD VFD UPGRADES	\$ 560.60	
			1844-001	1844 DL 281/282 STUDY	\$ 1,135.58	
			1837-001	1837 CEDAR RD PARKING LOT REVIEW	\$ 2,847.21	
027522	2018-08-07	KARSCOT DISTRIBUTORS/FUN ZONE	3820	UKEE DAYS-CROSSBOW GALLERY	\$ 1,227.00	\$ 1,227.00
027523	2018-08-07	MAXXAM ANALYTICS	VA1162382	WATER TESTING B858959	\$ 252.00	\$ 504.00
			VA1165251	WATER TESTING B861848	\$ 252.00	
027524	2018-08-07	[REDACTED]	126943	126943 OVERPAYMENT	\$ 2,104.23	\$ 2,104.23
027525	2018-08-07	[REDACTED]	866	UB#866 ACCT REFUND	\$ 184.00	\$ 184.00

Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount
027526	2018-08-07	PUROLATOR INC	438664711	MAXXAM/FASKEN	\$ 95.35	\$ 456.62
			438730484	MAXXAM/TSIR WEST	\$ 163.54	
			438601937	MAXXAM/ACKLANDS	\$ 197.73	
027527	2018-08-07	SOLIDARITY SNACKS	62	DINNER-COUNCIL	\$ 102.70	\$ 102.70
027528	2018-08-07	SUN LIFE ASSURANCE COMPANY OF CANADA	45325	EAP PROGRAM-SUN LIFE	\$ 91.88	\$ 183.76
			44726	EAP PROGRAM-SUN LIFE	\$ 91.88	
027529	2018-08-07	SYNERGY ENTERPRISES	1236	BLDG SUSTAINABILITY ASSMNTS-REC HALL/UAC	\$ 1,968.75	\$ 1,968.75
027530	2018-08-07	TELUS COMMUNICATIONS INC.	07/18/WIFI	WIFI/INTERNET FEES(1/18-7/18)	\$ 1,850.69	\$ 1,850.69
027531	2018-08-07	TOURISM UCLUELET	05/18	MAY/18 MRDT	\$ 46,815.33	\$ 46,815.33
027532	2018-08-07	UCLUELET PETRO-CANADA	1636	WHITE RANGER(BYLAW)-MAINTENANCE	\$ 165.10	\$ 165.10
027533	2018-08-07	UCLUELET RENT-IT CENTER LTD	30465	JUL/18 PORTABLES	\$ 1,545.60	\$ 1,545.60
027534	2018-08-07	WURTH CANADA LTD	23177656	PPE-GLOVES/VISIVEST/SANITIZER	\$ 785.87	\$ 785.87
027535	2018-08-07	WINDSOR PLYWOOD - UCLUELET DIV.	59989A	BEER GARDEN-NAILS/TAPE/TIES	\$ 41.62	\$ 4,212.65
			58328A	LAGOON SHED-BUILDING MATERIALS	\$ 3,841.67	
			58527A	BIKE PATH PAINT	\$ 9.23	
			57941A	PADLOCK KEY COPYING	\$ 16.80	
			57816A	KEY COPYING-LSCA	\$ 33.60	
			58795A	LIONS PARK PAINT FOR SWINGS	\$ 72.20	
			58812A	UKEE DAYS SIGN POSTS	\$ 32.11	
			59432A	SIDEWALK MARKING PAINT	\$ 53.43	
			59555A	SAFETY GLASSES LSCA	\$ 17.87	
			59102A	REPAIR-WATERS EDGE BOARDWALK	\$ 94.12	
W000267033	2018-08-09	MUNICIPAL PENSION PLAN	PP16/18	PP16/18	\$ 9,533.10	\$ 9,533.10
027536	2018-08-17	CONNECT ROCKET COMMUNICATIONS INC.	2429	QRTRLY USAGE MAY/18-JUL/18	\$ 33.42	\$ 33.42
027537	2018-08-17	ALBERNI COMMUNICATIONS & ELECTRONICS LTD	25935	UVFB-PAGERS/RADIOS	\$ 3,431.68	\$ 3,431.68
027538	2018-08-17	ASSOCIATED ENGINEERING (B.C.) (LTD)	268422	KENNEDY LK PROJ# 2017-2163.000	\$ 4,017.37	\$ 4,017.37
027539	2018-08-17	AG SURVEYS	18-135	ST.JACQUES PARK-SURVEY	\$ 1,330.88	\$ 1,330.88
027540	2018-08-17	ALLES HOLDINGS INC	122385	ANDERSON CONTRACT SERVICES JUN30-JUL10	\$ 1,008.00	\$ 1,008.00
027541	2018-08-17	ACKLANDS - GRAINGER INC.	9803477067	SHOVELS	\$ 140.79	\$ 140.79
027542	2018-08-17	AON REED STENHOUSE INC.	3250000058340	MARINA OPERATORS LIABILITY	\$ 2,500.00	\$ 67,073.00
			3250000058347	ACCIDENTAL DEATH & DISMEMBERMENT	\$ 402.00	
			3250000058351	BOILER & MACHINERY	\$ 1,810.00	
			3250000058352	PROPERTY INSURANCE	\$ 57,325.00	
			3250000058371	COMMERCIAL GENERAL LIABILITY	\$ 2,800.00	
3250000058372	MISCELLANEOUS LIABILITY	\$ 2,236.00				
027543	2018-08-17	BOUNCE-A-RAMA RENTALS LTD.	122386	SLIDE/BOUNCE CASTLE TICKETS	\$ 1,243.99	\$ 1,243.99
027544	2018-08-17	BLACK PRESS GROUP LTD.	33490249	JUL/18 ADS	\$ 1,176.21	\$ 1,176.21
027545	2018-08-17	KASSLYN CONTRACTING	D630	D630	\$ 5,932.88	\$ 14,519.60
			D632	D632	\$ 4,274.50	
			D631	D631	\$ 4,312.22	
027546	2018-08-17	CROWS NEST UCLUELET	5511	STENCIL/ENVELOPES	\$ 16.70	\$ 16.70
027547	2018-08-17	CITY OF NANAIMO	122382	EXAMS-MARTIN/HAUSER	\$ 362.25	\$ 362.25
027548	2018-08-17	CUPE LOCAL #118	07/18	CUPE DUES-JUL/18	\$ 1,489.56	\$ 1,489.56
027549	2018-08-17	CENTRAL WESTCOAST FOREST SOCIETY	KNOT18-DOU-1	KNOTWEED REMOVAL-BIG BEACH/ALDER ST	\$ 2,100.00	\$ 2,100.00
027550	2018-08-17	DUMAS FREIGHT COMPANY	61282	CLEARTECH	\$ 437.85	\$ 437.85

Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount
027551	2018-08-17	TOFINO DISTRICT OF	20180245	BUILDING INSPECTOR JAN1-JUN30/18	\$ 20,921.76	\$ 20,921.76
027552	2018-08-17	FREUNDLICH CONSULTING, CPA	9127	RETAINER FEE-MUNICIPAL 360 SOLUTION	\$ 10,500.00	\$ 10,500.00
027553	2018-08-17	FOOTPRINTS SECURITY PATROL INC.	81931	UKEE DAYS-SECURITY SERVICES	\$ 741.68	\$ 741.68
027554	2018-08-17	FOUR STAR COMMUNICATIONS INC	46952	JUL/18	\$ 149.95	\$ 149.95
027555	2018-08-17	FAR WEST DISTRIBUTORS LTD	321397	PARKS CLEAN SWEEP SUPPLIES	\$ 200.45	\$ 200.45
027556	2018-08-17	GREGG DISTRIBUTORS LTD	011-673589 011-673590 011-673591 011-676625	PW-RECIP BLADE PW-BATTERIES/HARDHATS/GREASE PW-TERRY CLOTHS CR RETRN-YELLOW HARD HATS	\$ 43.01 \$ 129.91 \$ 63.48 -\$ 54.14	\$ 182.26
027557	2018-08-17	HETHERINGTON INDUSTRIES	E-82691	WASTE DISPOSAL-SCH	\$ 105.00	\$ 105.00
027558	2018-08-17	INFOSAT COMMUNICATIONS	353208	AUG/18	\$ 65.12	\$ 65.12
027559	2018-08-17	INNER HARMONY HOMECARE & HOUSEKEEPING	4827	JUL/18 MONTHLY CLEANING CONTRACT	\$ 3,255.00	\$ 3,255.00
027560	2018-08-17	KERDMAN LINDSAY	122389	GYMNASTICS/18	\$ 2,174.40	\$ 2,174.40
027561	2018-08-17	LANG, STEVE	122379	LANG-WORK BOOTS	\$ 245.28	\$ 245.28
027562	2018-08-17	LONG BEACH PLUMBING & HEATING LTD	7284 7257	REC HALL-THERMOCOUPLER FOR HEATER UAC HALL BATHROOM TOILET REPAIR	\$ 130.29 \$ 108.09	\$ 238.38
027563	2018-08-17	LADYBIRD ENGRAVING & WEB CREATIONS LTD	1500 1499	YOUTH OF THE YEAR PLAQUE UKEE DAYS RIBBONS	\$ 78.24 \$ 186.78	\$ 265.02
027564	2018-08-17	UCLUELET CONSUMERS CO-OPERATIVE ASSN	122397	SEP/18 LEASE	\$ 250.00	\$ 250.00
027565	2018-08-17	MAXXAM ANALYTICS	VA1167218 VA1168574	WATER TESTING B864469 WATER TESTING B866438	\$ 252.00 \$ 252.00	\$ 504.00
027566	2018-08-17	[REDACTED]	122384	REFUND-PYMT SENT IN ERROR	\$ 960.00	\$ 960.00
027567	2018-08-17	JASON ROBERTS	122388	JASON ROBERTS-NATURE CAMP/18	\$ 1,651.20	\$ 1,651.20
027568	2018-08-17	CTD PRODUCTIONS INC	122390	CTD PRODUCTIONS-FILM DEP REFUND	\$ 5,000.00	\$ 5,000.00
027569	2018-08-17	[REDACTED]	122392	UKEE DAYS CLEANUP	\$ 50.00	\$ 50.00
027570	2018-08-17	[REDACTED]	122393	UKEE DAYS CLEANUP	\$ 50.00	\$ 50.00
027571	2018-08-17	REVENUE SERVICES OF BC	08/18	AUG/18	\$ 1,462.50	\$ 1,462.50
027572	2018-08-17	PBX ENGINEERING LTD	5087	SCADA PROJECT 14282-04	\$ 4,541.26	\$ 4,541.26
027573	2018-08-17	PRAIRIE COAST EQUIPMENT	P19340	RADIATOR HOSE-JOHN DEERE	\$ 42.13	\$ 42.13
027574	2018-08-17	PUROLATOR INC	438795105	MAXXAM/GUILLEVIN	\$ 177.34	\$ 177.34
027575	2018-08-17	PERFECTMIND	UCL20180727	ANNUAL SUBSCRIPTION (JUL20/18-JUL19/19)	\$ 2,240.00	\$ 2,240.00
027576	2018-08-17	PACIFIC READY MIX CO. LTD.	8951	CONCRETE FOR CEDAR RD STORM DRAIN	\$ 654.08	\$ 654.08
027577	2018-08-17	PACIFIC RIM MARINE SEARCH & RESCUE SOC	122396 122395	D622(JUN)-D626(JUN)/SRF D626(JUN)-D630/SRF FEES	\$ 1,677.70 \$ 2,962.62	\$ 4,640.32
027578	2018-08-17	[REDACTED]	122383	UKEE DAYS-PHOTOGRAPHY	\$ 200.00	\$ 200.00
027579	2018-08-17	ACRD	7093	JUL/18 GARBAGE	\$ 74.70	\$ 74.70
027580	2018-08-17	SONBIRD REFUSE & RECYCLING LTD.	32891 32890 32895 32892 32894 32896	JUL/18 GARBAGE SCH JUL/18 RECYCLING TRANSFER FEE LYCHE JUL/18 GARBAGE UCC JUL/18 GARBAGE 52 STEPS JUL/18 GARBAGE PW JUL/18 GARBAGE UVFB & UAC	\$ 1,824.60 \$ 10.71 \$ 330.62 \$ 439.40 \$ 1,012.41 \$ 81.02	\$ 4,271.64

Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount
			32893	JUL/18 GARBAGE WHISKEY DOCK	\$ 572.88	
027581	2018-08-17	S & J SERVICES	677484	JUL/18 LYCHE	\$ 1,386.00	\$ 2,805.60
			677485	JUL/18 FIREHALL	\$ 138.60	
			677486	JUL/18 PW	\$ 315.00	
			677487	JUL/18 UAC	\$ 315.00	
			677488	JUL/18 AQUA	\$ 651.00	
027582	2018-08-17	STRICKLAND KARLA	122387	CERAMICS CLASSES-JUN/JUL	\$ 701.18	\$ 701.18
027583	2018-08-17	SYNERGY ENTERPRISES	1249	BLDG SUSTAINABILITY ASSMNTS-REC HALL/UAC	\$ 1,312.50	\$ 1,312.50
027584	2018-08-17	TRANSPARENT SOLUTIONS CORP	9844	CLEARMAIL SEP/18	\$ 20.95	\$ 20.95
027585	2018-08-17	UCLUELET AND AREA CHILDCARE SOCIETY	122391	PANCAKE BREAKFAST-UKEE DAYS	\$ 630.00	\$ 630.00
027586	2018-08-17	UCLUELET CONSUMER'S CO-OPERATIVE ASSN	10526	UKEE DAYS GENERATOR FUEL	\$ 127.13	\$ 1,076.57
			5468	CARDLOCK JUL/18	\$ 190.68	
			71077011	#18 BYLAW	\$ 7.47	
			71073554	#24	\$ 149.03	
			71074017	#20	\$ 29.16	
			71073858	#2	\$ 93.27	
			71074901	#10	\$ 156.84	
			71076375	#4	\$ 60.27	
			71076337	#23	\$ 88.08	
			71076993	#12	\$ 115.64	
			71077117	#2	\$ 59.00	
027587	2018-08-17	UCLUELET CONSUMER'S CO-OPERATIVE ASSN	71078830	#1	\$ 117.75	\$ 825.49
			71077434	UVFB ENGINE#1	\$ 27.02	
			71081101	#24	\$ 6.29	
			71077443	WHITE RANGER-BYLAW	\$ 60.04	
			71080278	#24	\$ 135.91	
			71080306	#4	\$ 70.08	
			71080886	#20	\$ 26.13	
			71080869	#3	\$ 158.50	
			71082110	#2	\$ 81.00	
			71081913	WHITE RANGER-BYLAW	\$ 64.21	
			71080305	#23	\$ 78.56	
027588	2018-08-17	UCLUELET CONSUMER'S CO-OPERATIVE ASSN	71084693	#20	\$ 17.87	\$ 777.21
			71084818	#4	\$ 30.01	
			71085322	UKEE DAYS-PROPANE	\$ 31.83	
			71085359	#14	\$ 77.39	
			71086481	#23	\$ 80.35	
			71086464	#2	\$ 105.38	
			71086517	WHITE RANGER-BYLAW	\$ 83.12	
			71086538	#4	\$ 75.09	
			71082558	#12	\$ 118.46	
			71084085	#4	\$ 89.88	
			71084073	#3	\$ 67.83	
027589	2018-08-17	UCLUELET CONSUMER'S CO-OPERATIVE ASSN	C01042091	SCH WHEELBARROW	\$ 156.79	\$ 483.32
			71087537	#24	\$ 145.07	
			C01085932	GARBAGE PICKERS-PARKS&REC	\$ 129.88	
			C01087007	SUMMER DAY CAMP	\$ 51.58	
027590	2018-08-17	UKEE INFO TECH	10737	IT SUPPORT JUL/18	\$ 4,846.01	\$ 4,846.01
027591	2018-08-17	UCLUELET PETRO-CANADA	1706	#2 REPAIRS/OIL CHANGE	\$ 167.89	\$ 167.89
027592	2018-08-17	UCLUELET RENT-IT CENTER LTD	29462	KENNEDY LAKE PUMP OUTS APR-MAY/18	\$ 4,426.81	\$ 6,538.01
			30628	DEEP WELL PUMP OUTS-PARKS AND REC	\$ 520.80	
			30753	UKEE DAYS PUMP OUTS	\$ 1,590.40	
027593	2018-08-17	XPLORNET COMMUNICATIONS INC	INV23122136	AUG/18	\$ 78.39	\$ 78.39
23329078	2018-08-22	BELL MOBILITY INC	07/2018	JUL/18	\$ 1,112.59	\$ 1,112.59
W000268139	2018-08-22	MUNICIPAL PENSION PLAN	PP17/18	PP17/18	\$ 9,460.37	\$ 9,460.37

Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount
23355700	2018-08-24	BC HYDRO	400003019179	JUL/18	\$ 23,496.13	\$ 23,496.13
23408628	2018-08-24	TYCO INTEGRATED FIRE & SECURITY CANADA I	24328186	BATTERY REPLACEMENT/PW	\$ 382.15	\$ 382.15
027594	2018-08-31	AGS BUSINESS SYSTEMS INC	42429	07/29/18-08/28/18	\$ 490.29	\$ 490.29
027595	2018-08-31	ALLES HOLDINGS INC	122408	ANDERSON CONTRACT SERVICES AUG 13-24	\$ 1,008.00	\$ 1,008.00
027596	2018-08-31	ACKLANDS - GRAINGER INC.	9844284456	GAS DETECTOR-REPAIRS/RENTAL	\$ 1,389.26	\$ 1,389.26
027597	2018-08-31	BOWERMAN EXCAVATING LTD	9495H 9887H 10661-AH 11035AH	HOLDBACK INVOICE 9495 HOLDBACK INVOICE 9887 HOLDBACK INVOICE 10661-A HOLDBACK INVOICE 11035A	\$ 1,913.63 \$ 4,909.19 \$ 10,390.80 \$ 1,287.30	\$ 18,500.92
027598	2018-08-31	BDI A DIVISION OF BELL MOBILITY INC.	15563018	PHONES-PARKS AND REC	\$ 895.96	\$ 895.96
027599	2018-08-31	CORPORATE EXPRESS CANADA INC	48271028	ADMIN/COUNCIL STATIONERY	\$ 342.37	\$ 342.37
027600	2018-08-31	CANCADD IMAGING SOLUTIONS LTD.	60185	PLOTTING PAPER-PLANNING	\$ 187.45	\$ 187.45
027601	2018-08-31	KASSLYN CONTRACTING	D633 D634	D633 D634 KASSLYN	\$ 2,888.20 \$ 5,339.42	\$ 8,227.62
027602	2018-08-31	CITY OF NANAIMO	122407	UVFB-FF TRAINING LVL 1 & 2	\$ 120.75	\$ 120.75
027603	2018-08-31	COMOX RENTAL & RECREATION	6381	UVFB RESCUE 2 SERVICE	\$ 332.71	\$ 332.71
027604	2018-08-31	CSE-LIMITED	673578	BIKE SHIRTS-BYLAW	\$ 361.20	\$ 361.20
027605	2018-08-31	CLEARTECH INDUSTRIES INC	168270JJP 164011JJP 176131JJP 760719	CONTAINER RETURN CONTAINER RETURN (2017) CONTAINER RETURN SODIUM HYPOCHLORITE	-\$ 126.00 -\$ 168.00 -\$ 294.00 \$ 835.30	\$ 247.30
027606	2018-08-31	DOLAN'S CONCRETE LTD.	UP82326 UP82327	GRAVEL-UCC PARKING LOT SHOULDERING SCHOOL AREA	\$ 229.18 \$ 476.99	\$ 706.17
027607	2018-08-31	DOGWASTE SOLUTIONS	1292	DOG WASTE BAGS INCLUDING SHIPPING	\$ 736.40	\$ 736.40
027608	2018-08-31	ENGLISH JASON	122406	CELLPHONE SUMMER/18	\$ 24.00	\$ 24.00
027609	2018-08-31	EARTH LAND & SEA COMPOST CORP	1212	TOPSOIL/BARK MULCH	\$ 5,880.00	\$ 5,880.00
027610	2018-08-31	EAGLE MARINE LTD.	157130	FOOD GRADE GREASE-PW	\$ 140.00	\$ 140.00
027611	2018-08-31	ENVIRONMENTAL OPERATORS CERT. PROGRAM	106186	HYPHOCUS LAGOON LICENSE	\$ 105.00	\$ 105.00
027612	2018-08-31	FOUR STAR WATERWORKS LTD.	52891 52885	METAL DETECTOR SEWER FLOATS	\$ 885.37 \$ 2,463.27	\$ 3,348.64
027613	2018-08-31	FAR WEST DISTRIBUTORS LTD	321822 321546	TP/SANITIZER/GARBAGE BAGS TOILET PAPER-SCH	\$ 443.25 \$ 145.53	\$ 588.78
027614	2018-08-31	GALLOWAY PAUL ROBERT	122398	UVFB RESCUE2 MAINTENANCE TRAVEL EXP	\$ 172.00	\$ 172.00
027615	2018-08-31	GIBSON BROS. CONTRACTING LTD.	19518 19497	ST.JACQUES-CLEARING/SCRAPING MARINE DR PATH MATERIAL/EQUIPMENT	\$ 1,805.74 \$ 34,347.13	\$ 36,152.87
027616	2018-08-31	GRAPHICS FACTORY	25561	THANK-YOU BANNER	\$ 144.48	\$ 144.48
027617	2018-08-31	GUILLEVIN INTERNATIONAL CO	0428-521343	UVFB SCBA TESTING AND REPAIR	\$ 431.64	\$ 431.64
027618	2018-08-31	HENDERSON NICHOLAS	122409 122404	HENDERSON-MILEAGE AUG 2018 HENDERSON-MILEAGE JUN-JUL 2018	\$ 32.67 \$ 53.60	\$ 86.27
027619	2018-08-31	KOERS & ASSOCIATES ENGINEERING LTD.	1762-009 1756-008 1764-008 1643-020 1837-002	1762 BAY ST SIMPLEX P/S REPLACEMENT 1756 KENNEDY LK WATER SUPPLY 1764 WELLFIELD VFD UPGRADES 1643 SEWAGE LAGOON REVIEW 1837 CEDAR RD PARKING LOT REVIEW	\$ 2,918.61 \$ 1,182.44 \$ 107.50 \$ 705.60 \$ 4,208.80	\$ 9,122.95

Cheque #	Pay Date	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount
027620	2018-08-31	YOUNG ANDERSON	108701	1190158	\$ 177.63	\$ 3,693.51
			108697	1190040	\$ 1,522.93	
			108698	1190080	\$ 889.18	
			108699	1190102	\$ 141.12	
			108700	1190157	\$ 962.65	
027621	2018-08-31	MAXXAM ANALYTICS	VA1173523	WATER TESTING B871286	\$ 252.00	\$ 823.20
			VA1170988	WATER TESTING B868867	\$ 252.00	
			VA1170010	SEWER TESTING B866556	\$ 319.20	
027622	2018-08-31	MINISTER OF FINANCE	WSI338249	2018 WATERWORKS LOCAL PROVIDER FEE	\$ 221.23	\$ 221.23
027623	2018-08-31	KASSIDY CORTES	122410	2018 SCHOLARSHIP	\$ 500.00	\$ 500.00
027624	2018-08-31	NOEL MAYCO	123399	NOEL-PARKS UP/PLANNING/VIHA	\$ 66.96	\$ 66.96
027625	2018-08-31	ORCA HEALTH & SAFETY CONSULTING INC.	4685	CONFINED SPACE TRAINING/ASBESTOS TEST	\$ 2,593.50	\$ 7,554.74
			4595	CONFINED SPACE ENTRY TRAINING	\$ 4,961.24	
027626	2018-08-31	PUROLATOR INC	438852151	MAXXAM/MIN PUBLIC SAFETY	\$ 116.41	\$ 328.20
			438977819	MAXXAM/FOURSTAR	\$ 124.80	
			438911321	MAXXAM	\$ 86.99	
027627	2018-08-31	S & J SERVICES	677490	AUG/18 LYCHE	\$ 1,386.00	\$ 2,805.60
			677491	AUG/18 FIREHALL	\$ 138.60	
			677492	AUG/18 PW	\$ 315.00	
			677493	AUG/18 UAC	\$ 315.00	
			677495	AUG/18 AQUA	\$ 651.00	
027628	2018-08-31	CAMLOCK LOCKSMITHS	CH4001	GATE KEYS PW YARD	\$ 127.68	\$ 127.68
027629	2018-08-31	UCLUELET CONSUMER'S CO-OPERATIVE ASSN	20180813	TOILET PROGRAM (15 UNITS)	\$ 825.00	\$ 825.00
027630	2018-08-31	UCLUELET PETRO-CANADA	2055	#23 RANGER REPAIRS	\$ 118.43	\$ 118.43
027631	2018-08-31	UCLUELET RENT-IT CENTER LTD	31032	DEEP WELL PUMP OUTS-PARKS AND REC	\$ 520.80	\$ 622.17
			31020	CUTTING DISK	\$ 101.37	
027632	2018-08-31	URBAN SYSTEMS LTD.	159962	PROJECT 1427.0001.01 DCC BYLAW UPDATE	\$ 1,050.00	\$ 1,050.00
027633	2018-08-31	WURTH CANADA LTD	23209228	PW YARD SUPPLIES	\$ 217.78	\$ 241.26
			23209956	PW YARD SUPPLIES-MULTI-PURP SPRAY	\$ 23.48	



STAFF REPORT TO COUNCIL

Council Meeting: SEPTEMBER 25, 2018
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: MARLENE LAGOA, DEPUTY MUNICIPAL CLERK

FILE NO: 0550-20

SUBJECT: RESOLUTION TRACKING – AUGUST 2018

REPORT NO: 18-91

ATTACHMENT(S): APPENDIX A – RESOLUTION TRACKING (AUGUST 2018)

RECOMMENDATION(S):

1. **THAT** Council receive the District of Ucluelet's Resolution Tracking List from August 2018 for information.

PURPOSE:

The purpose of this report is to provide Council with a monthly status update on all resolutions that have been adopted by Council.

BACKGROUND:

The resolution follow-up status categories are:

- Assigned – action has not yet commenced;
- In Progress – action has been taken by staff; and
- Complete – action has been completed.

Items will be removed from the list after actions are shown once as being completed.

OPTIONS REVIEW:

1. THAT Council receive the District of Ucluelet's Resolution Tracking List from August 2018 for information. **(Recommended)**
2. THAT Council provide alternative direction to staff.

Respectfully submitted: Marlene Lagoa, Deputy Municipal Clerk
Mark Boysen, Chief Administrative Officer

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Staff Responsible	Follow-Up Status
Regular Council - 14 Nov 2017	11.3	Peninsula Road Crosswalks John Towgood, Planner 1	THAT Council approve recommendation 1 of report item, "Peninsula Road Crosswalks" which states: THAT Council endorse, and communicate to the businesses in the vicinity, two new Ministry of Transportation and Infrastructure constructed crosswalks on Peninsula Road as per the locations and details within the body of this report.	Communicate to the businesses in the vicinity once more details are available.	John Towgood	In Progress - pending MoTI schedule
Regular Council - 12 Dec 2017	11.4	Ucluelet OCP Bylaw Report - Project Update Bruce Greig, Manager of Community Planning	THAT Council approve recommendation 1, 2 , 3 & 4 of report item, "Ucluelet OCP Bylaw Review - Project Update" (please refer to Report)	Send Notice to Agencies Invite First Nation	Bruce Greig	In Progress In Progress
Regular Council - 27 Feb 2018	12.7	BYLAW - Bylaw No. 1225, 2018 <i>The Wave mixed commercial/ multi-family building (590 Marine Dr)</i>	THAT Zoning Amendment Bylaw No. 1225, 2018 be given third reading.	Bring back Bylaw for Adoption. <i>After applicant provides restrictive covenant.</i>	Bruce Greig	In Progress
Regular Council - 08 May 2018	12.6	CAO Performance Monitoring Policy Councillor Randy Oliwa	THAT Council direct staff to research other communities, reach out to Canadian Association of Municipal Administrators, as well as engage council for their input in drafting a Chief Administrative Officer Interim review (6 month) and annual review policy and then bring forward to council a report with options of how to proceed.	Review policy and report back to Council.	Mark Boysen	Complete
Regular Council - 08 May 2018	8.2	Lilly Woodbury & Laura Griffich-Chochrane, Surfrider Pacific Rim & Ucluelet Aquarium Re: Ban the Bag Campaign	THAT Council refer the City of Victoria's Plastic Bag Bylaw to staff for review and to report back to Council on what would be appropriate for Ucluelet.	Report back to Council	Mark Boysen Marlene Lagoa	In Progress <i>Meeting with Tofino and Surfrider Oct. 17</i>
Regular Council - 22 May 2018	11.2	Ucluelet & Area Historical Society	THAT staff investigate the property that was relinquished by the Ucluelet & Area Historical Society when the Wild Pacific Trail parking lot was built on Coast Guard Road.	Report back to Council.	Abigail Fortune	Complete

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Staff Responsible	Follow-Up Status
Regular Council - 12 Jun 2018	9.1	2018 UBCM Convention - BC Hydro Invitation BC Hydro	THAT Council direct Staff to arrange a meeting with BC Hydro at the 2018 UBCM Convention in Whistler.	Arrange meeting with BC Hydro	Marlene Lagoa	Complete
Regular Council - 26 Jun 2018	12.6	Ucluelet OCP – Housing Action Plan Bruce Greg, Manager of Community Planning	THAT Council approve recommendation 1 & 2 of report item, "Ucluelet OCP - Housing Action Plan" which states: THAT Council provide feedback on the actions listed in the draft 2018 Housing Action Plan; and THAT the District proceed with commissioning a Community Housing Needs Assessment to analyze the current and emerging housing needs, identify gaps in the spectrum of existing and planned housing supply, and assist in identifying housing priorities in Ucluelet.	Commission Community Housing Needs Assessment.	Bruce Greig	In Progress
Regular Council - 26 Jun 2018	12.7	Development Permit Amendment For DP17-06 (1672 Cedar Road) John Towgood, Planner 1	THAT Council approve recommendation 1 of report item, "Development Permit Amendment for DP17-06 (1672 Cedar Road)" which states: THAT Council approve the amendment of Development Permit DP17-06 to allow the changes to the building form as described in the staff report dated June 26, 2018.	Amend DP17-06.	John Towgood	In Progress
Regular Council - 10 Jul 2018	12	Application for a Development Permit for a Mobile Vending Unit at 1708 Peninsula Road John Towgood, Planner 1	THAT Council approve recommendation 1 of report item, "Application for a Development Permit for a Mobile Vending Unit at 1708 Peninsula Road" which states: THAT Council approve Development Permit DP18-04 and the issuance of a Business license for Mobile Vending for Lot: 1, Plan: VIP5190, Clayoquot District (1708 Peninsula Road).	Issue DP18-04 and Business License.	John Towgood	Complete
Regular Council - 07 Aug 2018	5.1	July 10, 2018 Public Hearing Minutes	THAT Council approve the July 10, 2018 Public Hearing Minutes as presented.	Print, sign, scan, file, website.	Darcey Bouvier	Complete

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Staff Responsible	Follow-Up Status
Regular Council - 07 Aug 2018	5.2	July 10, 2018 Regular Minutes	THAT Council approve the July 10, 2018 Regular Minutes as presented.	Print, scan, sign, file, website.	Darcey Bouvier	Complete
Regular Council - 07 Aug 2018	9.1	Invitation to Host AVICC Convention in 2020 or 2021 Association of Vancouver Island and Coastal Communities	THAT Council direct Staff to apply to host either the 2020 or the 2021 Association of Vancouver Island and Coastal Communities conference.	Apply to host the AVICC conference.	Abigail Fortune	Complete <i>Approved to host for 2021</i>
Regular Council - 07 Aug 2018	9.7	Bylaw No. P1380 Non-Medical Cannabis Production Alberni-Clayoquot Regional District	THAT Council receive correspondence item, "Bylaw No. P1380 Non-Medical Cannabis Production" for information.	Respond to ACRD noting "interests unaffected by Bylaw"	John Towgood	Complete
Regular Council - 07 Aug 2018	12.1	Quarterly Projects Update - 2nd Quarter 2018 Mark Boysen, Chief Administrative Officer	THAT Council approve recommendation 1 of report item, "Quarterly Projects Update - 2nd Quarter 2018" which states: THAT Council receives this 2018 Q2 update on the progress of budgeted Staff projects.	Add Affordable Housing Needs Assessment to Quarterly report.	Bruce Greig	Complete
Regular Council - 07 Aug 2018	12.3	Barkley Community Forest Survey Results Mark Boysen, Chief Administrative Officer	THAT Council approve recommendation 1 and 2 of report item, "Barkley Community Forest Survey Results" which states: THAT Council receives the Barkley Community Forest funds survey results; and THAT Council directs staff to integrate the results of the Barkley Community Forest funds survey into the District's 2019 5-Year financial planning process.	Integrate into the District's 5-Year financial planning process.	Mark Boysen	Complete

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Staff Responsible	Follow-Up Status
Regular Council - 07 Aug 2018	12.4	MIABC 2018 AGM Delegates at UBCM Marlene Lagoa, Deputy Municipal Clerk	THAT Council approve recommendation 1 of report item, "MIABC 2018 AGM Delegates at UBCM" which states: THAT Council appoint the following delegate and alternates to vote on behalf of the District of Ucluelet's interests at the Municipal Insurance Association of BC's AGM taking place Tuesday, September 11, 2018: Voting Delegate - Mayor Dianne St. Jacques; Alternate #1 - Marilyn McEwen; and Alternate #2 Randy Oliwa.	Send Certified Resolution.	Marlene Lagoa	Complete
Regular Council - 07 Aug 2018	12.5	Modernization of Utility Taxation Councillor Mayco Noel	THAT Council approve recommendation 1, 2 and 3 of report item, "Modernization of Utility Taxation" which states: 1. THAT Council submit the following late resolution for consideration at the 2018 UBCM Convention...	Draft letter and distribute to Minister and UBCM members.	Darcey Bouvier	Complete
Regular Council - 07 Aug 2018	12.5	Modernization of Utility Taxation Councillor Mayco Noel	2. THAT Council send a letter to the Minister of Municipal Affairs & Housing; and 3. THAT Council send a letter to all UBCM member municipalities encouraging them to write to the Minister of Municipal Affairs & Housing.	Send Resolution to UBCM.	Marlene Lagoa	Complete

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Staff Responsible	Follow-Up Status
Regular Council - 07 Aug 2018	12.8	Application for a Development Permit with Variance John Towgood, Planner 1	THAT Council approve recommendation 1 of report item, "Application for a Development Permit with Variance" which states: THAT Council approve Development Permit DP18-06 and Development Variance Permit DVP18-03 for Lot 6, District Lot 543, Native Island, Clayoquot District, Plan VIP76238 (1055 Helen Road), subject to the owners providing detailed landscape plans and erecting tree protection fencing prior to obtaining a building permit or commencing any site clearing works for the phased construction of a single-family residence and up to 4 guest cottages on the property.	Issue DP and DVP	John Towgood	Complete
Regular Council - 07 Aug 2018	13.2	BYLAW - District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1233, 2018	THAT Council District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1233, 2018 be adopted.	Print, sign, scan, file.	Darcey Bouvier	Complete
Regular Council - 07 Aug 2018	13.3	BYLAW - District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1234, 2018	THAT District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1234, 2018 be given third reading.	Update bylaw with public hearing dates and 3rd reading dates.	Darcey Bouvier	Complete
Regular Council - 07 Aug 2018	13.4	BYLAW - Ucluelet Housing Agreement Bylaw No. 1235, 2018	THAT District of Ucluelet Housing Agreement Bylaw No. 1235, 2018 be adopted.	Print, sign, scan, file.	Darcey Bouvier	Complete
Regular Council - 07 Aug 2018	14.2	Maxtin Lengyel	THAT Council direct Staff to write to Maxtin Lengyel congratulating him on success at the Special Olympics Canada 2018 Summer Games.	Write the letter to Maxtin.	Darcey Bouvier	Complete



STAFF REPORT TO COUNCIL

Council Meeting: SEPTEMBER 25, 2018
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: ABIGAIL K. FORTUNE, DIRECTOR OF PARKS & RECREATION

FILE NO: 0550-20

SUBJECT: LEASE WITH UCLUELET & AREA HISTORICAL SOCIETY

REPORT NO: 18-92

ATTACHMENT(S): APPENDIX A - UAHS LETTER
APPENDIX B - DL 1507 & 1517 PROPERTY MAP
APPENDIX C - UAHS PROVINCIAL LEASE

RECOMMENDATION(S):

1. **THAT** Council enter into a lease agreement with the Ucluelet and Area Historical Society that is similar to their original Provincial Lease #111228 – Block A District Lot 1507, Clayoquot Land District for approximately 2.4 ha.

PURPOSE:

To enter into a long-term lease with the Ucluelet and Area Historical Society (UAHS) similar to what was formerly known as Block A DL 1507. This will also honor the agreement to UAHS that was made as a part of the District of Ucluelet's acquisition of Amphitrite Point Lands, Block B, District Lots 1507 and 1517 Clayoquot District (Appendix A).

BACKGROUND:

The District of Ucluelet was granted on March 28, 2017, Block B, District Lots 1507 and 1517 Clayoquot District (Appendix B). As a part of the process of receiving this land, the Ucluelet and Area Historical Society were required to terminate their lease with the Province for Block A DL 1507, Clayoquot Land District (Appendix C).

FINANCIAL IMPACTS:

The recommendation deals with the granting of a long-term lease for land for the UAHS only and does not guarantee future funding, or support for development of the property. There may also be the legal costs associated with setting up a long-term lease.

OPTIONS REVIEW:

1. **THAT** Council enter into a lease agreement with the Ucluelet and Area Historical Society that is similar to their original Provincial Lease #111228 – Block A District Lot 1507, Clayoquot Land District for approximately 2.4 ha. **(Recommended)**

2. **THAT** Council provide alternative direction to staff.

Respectfully submitted: Abigail K. Fortune, Director of Parks & Recreation
Mark Boysen, Chief Administrative Officer

Appendix A

Ucluelet and Area Historical Society
PO Box 397 Ucluelet, B.C. V0R 3A0

June 20, 2011

Land & Water BC
Integrated Land Management Bureau
Suite 501- 345 Wallace St.
Nanaimo, B.C.
V9R 5B6

Dear Sir or Madam,

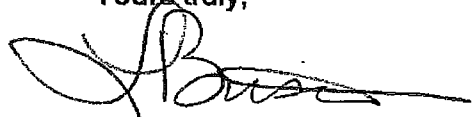
Re: Lease # 111228 – Block A DL 1507, Clayoquot Land District.

This letter is to confirm that the Ucluelet and Area Historical Society, holders of the above Lease, are prepared to terminate said Lease upon confirmation of the successful Fee Simple Transfer of the property to the District of Ucluelet.

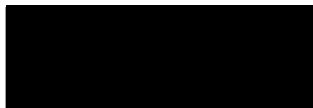
This release is made on the understanding that upon acquisition of the property by the District of Ucluelet, The District will enter into a similar Lease with the Ucluelet and Area Historical Society, and that there will be no break in the Lease during the transition period.

Should you require further information, please feel free to contact the undersigned.

Yours truly,



Lisa Brisco
President
Ucluelet and Area Historical Society

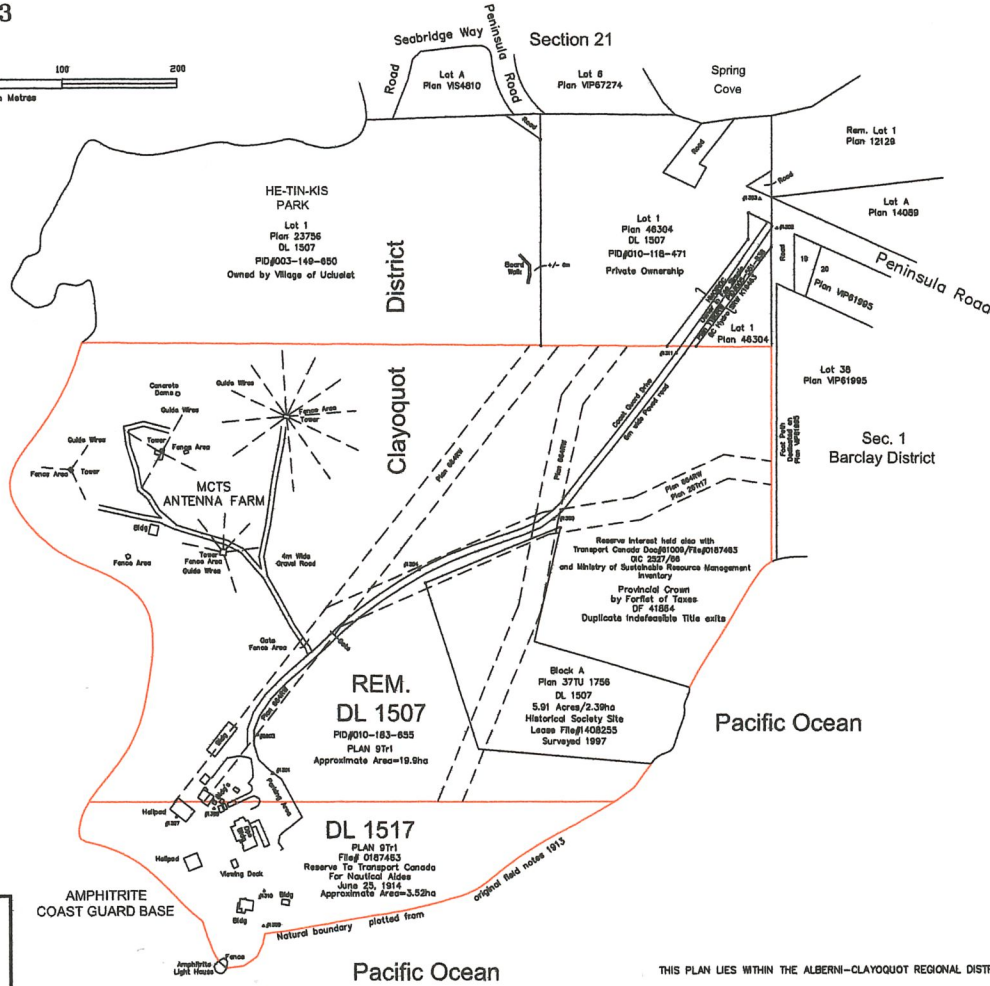
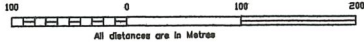


Lease with Ucluelet & Area Historical Society Abigail Fortune, Director

COMPOSITE PLAN SHOWING PART OF AMPHITRITE POINT,
UCLUELET B.C., COMPRISING OF
LOT 1 PLAN 46304, LOT 1 PLAN 23756,
BLOCK A of DISTRICT LOT 1507,
REMAINDER OF DISTRICT LOT 1507, DISTRICT LOT 1517,
AND RIGHTS OF WAYS 664RW AND 1160RW
ALL OF CLAYOQUOT DISTRICT.

BCGS 92C.093

Scale 1:2500



Legend:

All plans compiled from registered plans filed in the Victoria Land Title Office, and registered plans in the Land Title and Survey Authority, Surveyor General's Office.

This Plan is not intended for Registration in the Land Title Office. It is only intended for illustrative purposes.

— Denotes Transport Canada Interest in property owned by the Province of British Columbia.

▲ Denotes Traverse Point Set

● Denotes Standard Iron Post Found

Pacific Region
Public Works & Government Services
Canada
62-100 Annacis Parkway
New Westminster, B.C.
V3M 8A2
604-995-9894
Project #060921, SF#3059, SK#1110-01
FB#003.pg 01-103.EDM#106376

CERTIFIED CORRECT DATED THIS 12th day of August 2005.
Ian Robertson, BCL

THIS PLAN LIES WITHIN THE ALBERNI-CLAYOQUOT REGIONAL DISTRICT.



Ministry of Sustainable
Resource Management

LEASE

Lease No.:

111228

File No.: 1408255

Disposition No.: 162404

THIS AGREEMENT is dated for reference December 31, 1999 and is made under the *Land Act*.

BETWEEN:

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA, represented by the minister responsible for the *Land Act*, Parliament Buildings, Victoria, British Columbia

(the "Province")

AND:

UCLUELET AND AREA HISTORICAL SOCIETY, NO. S-0023893
PO Box 397 - 205 Main Street
Ucluelet, BC V0R 3A0

(the "Lessee")

The parties agree as follows:

ARTICLE 1 - INTERPRETATION

1.1 In this Agreement,

"**Agreement**" means this lease;

"**Commencement Date**" means December 31, 1999;

"**disposition**" has the meaning given to it in the *Land Act* and includes a licence of occupation;

"**Improvements**" includes anything made, constructed, erected, built, altered, repaired or added to, in, on or under the Land, and attached to it or intended to become a part of it, and also includes any clearing, excavating, digging, drilling, tunnelling, filling, grading or ditching of, in, on or under the Land;

Lease

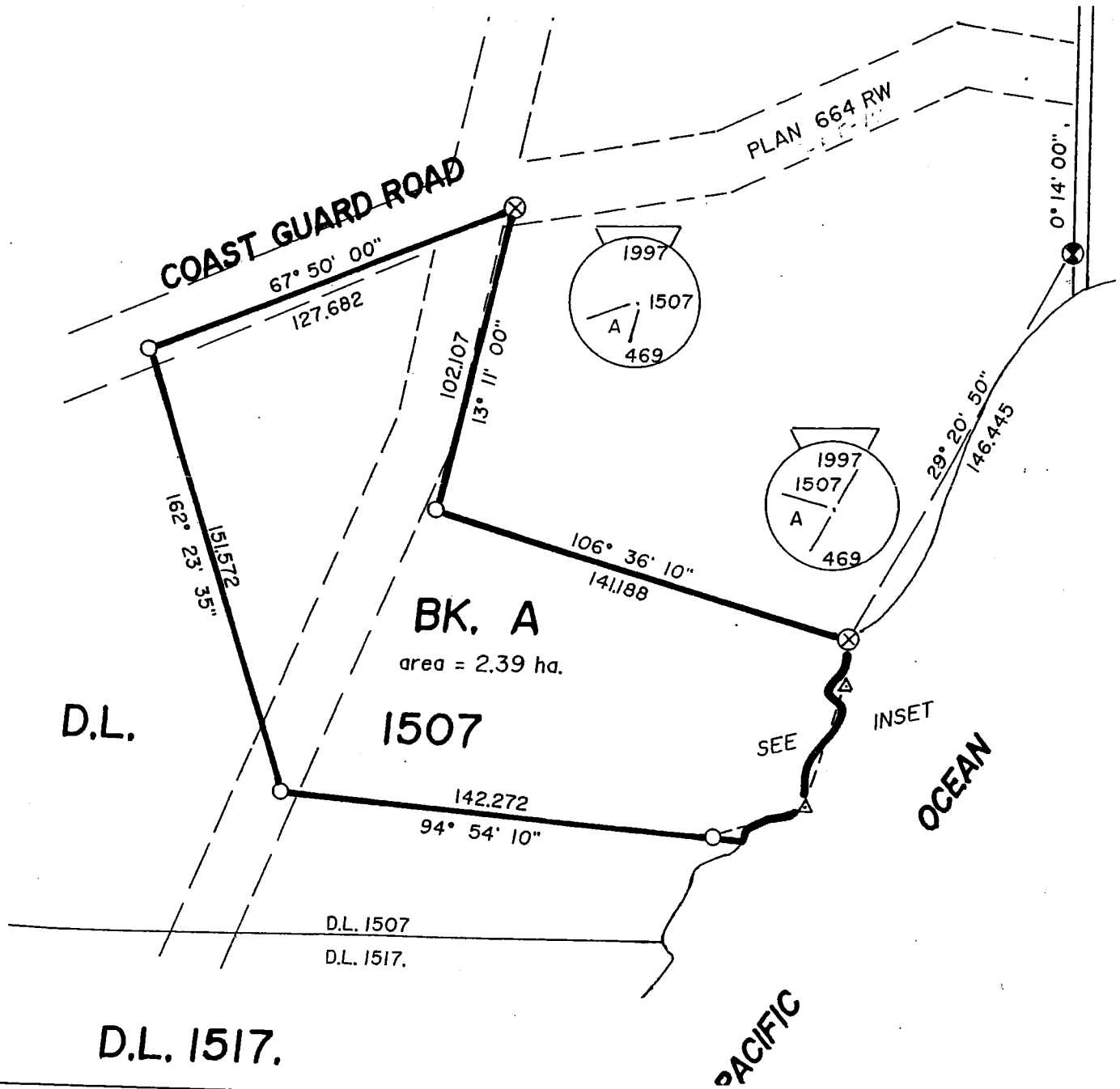
111228

File No.: 1408255

Disposition No.: 162404

LEGAL DESCRIPTION SCHEDULE

Block A of District Lot 1507, Clayquot District, shown outlined on sketch below, containing 2.39 hectares.



STANDARD LEASE UNREGISTRABLE

Page 16 of _____



REPORT TO COUNCIL

Council Meeting: September 25, 2018
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: MARK BOYSEN, CHIEF ADMINISTRATIVE OFFICER

FILE NO: 0340-50

SUBJECT: CAO PERFORMANCE REVIEW POLICY

REPORT NO: 18-93

ATTACHMENT(S): CAO PERFORMANCE REVIEW POLICY

MOTION:

1. **THAT** Council adopt the proposed CAO Performance Review Policy.

BACKGROUND:

At the May 8, 2018 Regular Meeting of Council, the following motion was approved:

1. **THAT** Council direct staff to research other communities, reach out to Canadian Association of Municipal Administrators, as well as engage council for their input in drafting a Chief Administrative Officer Interim review (6 month) and annual review policy and then bring forward to council a report with options of how to proceed.

The intention of the policy is to provide a clear process for the performance review of new and existing CAO's in order to clearly lay out expectations and timelines to benefit both parties.

SUMMARY:

Staff have prepared a draft CAO Performance Review Policy for Council's consideration. Staff reviewed best practices provided by the Canadian Association of Municipal Administrators (CAMA) and other B.C. municipalities.

OPTIONS REVIEW:

1. **THAT** Council adopt the proposed CAO Performance Review Policy. **(Recommended)**
2. **THAT** Council provide feedback to Staff on the draft policy and that Staff provide an updated draft policy for consideration at the next Regular Council meeting.

Respectfully submitted: Marlene Lagoa, Deputy Municipal Clerk

Mark Boysen, Chief Administrative Officer



The Corporation of the District of Ucluelet

MUNICIPAL POLICY MANUAL**POLICY NUMBER: X-XXXX-XX****REFERENCE:**

CAO Performance Review

ADOPTED BY:

DRAFT

AMENDED DATE:

N/A

SUPERSEDES:

New

DEPARTMENT:

Administration

EFFECTIVE DATE:

September 25, 2018

Policy Statement:

To maintain an effective relationship with the Chief Administrative Officer (CAO), Council shall monitor and review the CAO's performance in accordance with this policy. The CAO is the only direct employee of Council and is the link between Council and municipal operations. Regular performance reviews ensure that the CAO is provided with regular and constructive feedback on achieving the goals of the municipality. The position derives its powers under section 147 of the *Community Charter*.

Guidelines:

1. Mayor and Council will conduct a performance review of the Chief Administrative Officer (CAO) on an annual basis. The review will provide Council the opportunity to review the CAO's performance since the last review and clarify goals and expectations for the upcoming year.
2. The review will be completed by December 31st of each year. During the year of an election, the review will be completed prior to the election.
3. The review will be completed in-camera as per Section 90 of the *Community Charter*.
4. Mayor and Council will work with the CAO to conduct the performance review using an agreed upon methodology and criteria. The review must include feedback to the CAO regarding their performance to highlight areas of strength and opportunities for improvement. The review must also allow for the CAO to provide comment and self-assessment of their performance.
5. Options for Council to consider:
 - a) Alternative evaluation tools (i.e. 360 Degree Assessment) may be considered by Council if currently used CAO Performance Evaluation templates do not provide the level of detail desired by Council.
 - b) Mayor and Council may use a facilitator to assist with the evaluation if they choose.



The Corporation of the District of Ucluelet

MUNICIPAL POLICY MANUAL

- c) Council may consider developing an action plan to clarify expectations following the review.

- 6. New CAO's will receive a performance review prior to the completion of their 6-month probationary period and prior to the completion of their first year in the role.

- 7. The Evaluation must be signed off by the Mayor and the CAO and then placed in the employee's permanent file.

Mayor Dianne St. Jacques

District of Ucluelet



STAFF REPORT TO COUNCIL

Council Meeting: SEPTEMBER 25, 2018
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: MARK BOYSEN, CHIEF ADMINISTRATIVE OFFICER

FILE NO: 0640-30

SUBJECT: Ucluelet Economic Development Strategy Progress Report

REPORT NO: 18-94

ATTACHMENT(S):

APPENDIX A – PROGRESS SUMMARY OF HIGH PRIORITY STRATEGIES AND ACTIONS FROM THE UEDS

APPENDIX B – SUMMARY OF MEDIUM AND LOW PRIORITY STRATEGIES FROM THE UEDS

APPENDIX C – UBERE PROGRESS REPORT

APPENDIX D – UCLUELET ECONOMIC DEVELOPMENT WEB TOOLS ICET FUNDING APPROVAL

RECOMMENDATION(S):

1. **THAT** Council receive this progress update on the Ucluelet Economic Development Strategy.
2. **THAT** Council approve the use of allocated Economic Development funds to support the following projects:
 - a. Ucluelet Economic Development Web Tools Project (\$10,000); and
 - b. Affordable Housing Needs Assessment (\$20,000).

PURPOSE:

The purpose of this report is to provide Council a progress report on strategies identified in the 2017 Ucluelet Economic Development Strategy (UEDS).

BACKGROUND:

The 2017 UEDS was formally approved by Council on February 27, 2018. The UEDS provides a framework for the District to support economic development which was identified as a priority in the 2015-2018 Strategic Plan.

SUMMARY:

The UEDS identified 22 priority strategies and of those 8 were considered highest priority. A progress summary of high priority strategies is provided in Appendix A which include work-to-date that has been made either through previous Council decisions or staff work priorities. A summary of medium and low priority strategies has also been provided in Appendix B for Council's consideration.

Key actions related to High Priority Strategies are summarized below.

Strategy 2: Operate or support a Business Retention and Expansion (BRE) program.

- An UBERE program progress report is provided in Appendix C and the Program Facilitator will provide an update to Council at the September 25, 2018 regular meeting of Council.

Strategy 3: Communicate Ucluelet's attributes and opportunities for economic development.

- A funding submission to Island Coastal Economic Trust (ICET) was approved to provide 50% funding for the Ucluelet Economic Development Web Tools project, total cost of \$20,000. Project will establish the "Open for Business" function on the District website. (Appendix D)

Strategy 12: Continue to support the development of a range of housing options, including dedicated staff housing if the need arises.

- The commissioning of a Community Housing Needs Assessment was approved by Council on June 26, 2018.
- Affordable Housing Needs Assessment proposals will be considered this Fall with the expectation that the work will be initiated later this year. (Cost estimated at \$20,000)

FINANCIAL IMPACTS:

Council has allocated \$30,000 in the 2018 budget to support economic development. Staff are requesting that, of these funds, \$10,000 be allocated for the Ucluelet Web Tools project and requesting that \$20,000 be allocated to conduct an Affordable Housing Needs Assessment.

OPTIONS REVIEW:

1. **THAT** Council receive this progress update on the Ucluelet Economic Development Strategy. **(Recommended)**
2. **THAT** Council approve the use of 2018 budgeted Economic Development funds to support the following projects:
 - a. Ucluelet Economic Development Web Tools Project (\$10,000); and
 - b. Ucluelet Affordable Housing Needs Assessment (\$20,000).**(Recommended)**
3. **THAT** Council provide alternative direction to staff.

Respectfully submitted:

Mark Boysen, Chief Administrative Officer

Appendix A: Progress Summary of High Priority Strategies and Actions from the UEDS

High Priority Strategies Actions from UEDS	Lead	Proposed Actions
<p>Strategy 1: Determine the District of Ucluelet’s staff and financial commitment to economic development.</p> <ul style="list-style-type: none"> • Staff to present staffing and funding options to Council, perhaps as part of a broader corporate restructuring and/or part of the 2018 budget process, on options for economic development. • Council to decide on the preferred approach and subsequent hiring decisions made, if required. 	<p>Council and CAO</p>	<p>The CAO has played an active role in economic development of several projects, as time permits. Key focuses have been:</p> <ul style="list-style-type: none"> - Ensuring adequate resources are provided at the staff level to support effective and timely management of short-term rental enforcement, development applications, business licenses, and housing initiatives. - Re-establishing process and participating in meetings for the Harbour Advisory Commission. - Developing opportunities for the Amphitrite properties. - Liaison with First Nation communities. <p>New Action 1: Staff to provide options and recommendation to Council regarding additional resources to support economic development in 2018 and beyond.</p> <p>Update: Staff are currently developing economic development staffing options for Council’s consideration in the 2019 budget process.</p>
<p>Strategy 2: Operate or support a Business Retention and Expansion (BRE) program.</p> <ul style="list-style-type: none"> • Support UBERE program to encourage participation. • Work with the Chamber to address the issues and challenges that are raised. • Given the potential value of the program for local economic development, assist the Chamber in identifying alternative sources of funding and/or revised program parameters to ensure that a BRE program is operating in the community. 	<p>Chamber of Commerce</p>	<p>The CAO has been included in the UBERE program process and reporting. The CAO will continue to work with the Chamber to support the full implementation of the UBERE program</p> <p>New Action 2: Establish regular meetings between Chamber of Commerce, Tourism Ucluelet, and District staff to ensure communication lines are maintained and to explore partnership opportunities.</p> <p>Status: UBERE program continues and the Program Facilitator will provide an update to Council at the September 25th regular meeting of Council.</p>

<p>Strategy 3: Communicate Ucluelet’s attributes and opportunities for economic development.</p> <ul style="list-style-type: none"> • Create a dedicated Economic Development within the District website. • Discuss the coordination of research and creation of materials with the Chamber of Commerce. • Depending on available staff and financial resources (including possible grant funding), start collecting resource material and create a research plan for collecting and maintaining community economic data. • Use the website and social media platforms to communicate information as widely as possible. 	<p>CAO</p>	<p>While the existing website is still current in its design, there is an opportunity to improve the flow of traffic to municipal partner links and several maintenance process issues that need to be addressed.</p> <p>New Action 3: Review and update the municipal website including an “Open for Business” presence on the main Ucluelet.ca page.</p> <p>Update: A funding submission to Island Coastal Economic Trust (ICET) was approved to provide 50% funding for the Ucluelet Economic Development Web Tools project, total cost of \$20,000. Project will establish the “Open for Business” function on the District website.</p>
<p>Strategy 5: Maintain a collaborative relationship on economic development projects with neighbouring First Nations.</p> <ul style="list-style-type: none"> • Continue to develop and maintain a regular pattern of communication with each First Nation to understand their economic development plans and identify ways for Ucluelet to support and partner in initiatives where appropriate. 	<p>CAO</p>	<p>Maintain existing relationships (YFN water and sewer, TFN community forest partnership) and seek new opportunities with community partners.</p> <p>Update: New communications with the Tla-o-qui-aht First Nation regarding the potential use of Kennedy Lake as a future water supply. Barkley Community Forest partnership continues with Toquaht Nation with new board members appointed this summer.</p>

<p>Strategy 12: Continue to support the development of a range of housing options, including dedicated staff housing if the need arises.</p> <ul style="list-style-type: none"> • Consider with affordable housing initiatives through the Ucluelet Affordable Housing Committee, the Official Community Plan update and other planning initiatives. • Prepare for the possible need for future staff housing as resort facilities expand. • Resolve the regulatory situation for short-term vacation rentals (such as Airbnb) that is negatively impacting permanent housing supply. • Include housing price comparisons of Ucluelet to other BC markets (particularly higher-priced markets) as part of community profile research and promotional materials. 	<p>Planning Department</p>	<p>Over the last year, staff have taken several steps to improve housing affordability within the abilities of municipality.</p> <ul style="list-style-type: none"> ○ Updating the OCP with new policies to support affordable housing. ○ Actively enforcing a short-term vacation rental program with a new bylaw officer. ○ Reviewing the recently released BC Housing Strategy, and Bills 18 & 23 announced last week. ○ Contacting Public Works Canada about their Parks property disposition to see about acquiring a parcel of surplus land. ○ Discussions with employers and the Chamber about the need for temporary employee housing. ○ Working with consultant preparing the DCC bylaw, including a discussion about the potential to charge DCC's for an employee housing program. ○ Seeking proposals for preparing a Housing Needs Assessment and Strategies for the District; <p>New Action 4: Staff to provide Council options and recommendations regarding an Affordable Housing Needs Assessment and potential Feasibility Studies for the District.</p> <p>Update: Affordable Housing Needs Assessment proposals will be considered this Fall with the expectation that the work will be initiated later this year. (Cost estimated at \$20,000)</p>
<p>Strategy 15: Continue working to improve the municipal water system.</p> <ul style="list-style-type: none"> • Continue with water system planning to resolve the short-term and long-term water supply issues in the community. 	<p>Public Works Department</p>	<p>The District is actively exploring the feasibility of a community water supply from Kennedy Lake. Results of the study will be communicated to Council this summer.</p> <p>Update: The District has recently completed testing of Kennedy Lake as a potential future water supply for the</p>

		District and the region.
<p>Strategy 16: Continue to work with the Department of Fisheries and Oceans (DFO) and industry to maximize the effectiveness of the harbour for commercial fishing operations.</p> <ul style="list-style-type: none"> • Increase staff time for the strategic focus on Harbour issues, either as part of a new economic development position or in combination with another position. • Pursue funding to create an updated Harbour Master Plan that would provide a long-term vision and plan for the harbour and its many users. • Promote a greater understanding in the community of the economic importance of harbour-related industries. • Maintain ongoing liaison with harbour users to stay abreast of ongoing issues and to work on collaborative solutions. Note that some harbour-related companies are likely to be included in the Chamber’s UBERE program. • Maintain an ongoing and regular dialogue with Small Craft Harbours and work with them to maximize the value of this strategic harbour to the commercial fishing fleet, including through additional capital investments. 	<p>CAO</p>	<p>Positive meetings between a new DFO Small Craft Harbour contact and the CAO have occurred. DFO has committed to supporting the District in its update of the Harbour Master Plan.</p> <p>New Action 5: The information within Strategy 16 will be forwarded to the Harbour Advisory Commission and the Harbour Authority for consideration.</p> <p>Update: The initial steps of towards development of a new Harbour Master Plan has been initiated including an initial planning meeting with the Harbour Authority, the Harbour Commission, DFO, the Harbour Master, and municipal staff.</p>

<p>Strategy 19: Support the expansion and diversification of tourism amenities and attractions.</p> <p>The Strategy proposes tourism development opportunities to pursue including:</p> <ul style="list-style-type: none"> ○ Supporting the creation of a harbour ferry from downtown Ucluelet to Hitacu. ○ Explore new opportunities within the Barkley Community Forest. ○ Increase casual access to the water for sightseeing, kayaking and other activities by both residents and visitors. ○ Pursue the establishment of a new vehicle ferry service from Ucluelet to Port Alberni. ○ As the Ucluelet Harbour Authority, support the further use of the harbour for recreational and tourism purposes, provided there is no negative impact on the core fishing harbour. ○ Support the development of complementary commercial/recreational amenities at the Pacific Rim Visitor Centre. <ul style="list-style-type: none"> ● Support entrepreneurs and businesses who are trying to create viable new tourism operations, including the new owners of the Wyndansea Resort project. ● Promote an understanding of the importance of tourism to the local economy and, as a Resort Municipality, the need for local government to be actively involved in solving industry challenges, such 	<p>CAO</p>	<p>Several of the proposed items have been recently reviewed by Council, the CAO, and/or staff.</p> <p>The CAO is in regular contact with Tourism Ucluelet and will provide support as needed and bring forward new opportunities to Council as they arise.</p> <p>New Action 2 (Strategy 2) confirms a regular process that is already occurring between Tourism Ucluelet and the CAO.</p> <p>New Action 6: The existing agreement between the District of Ucluelet and Tourism Ucluelet is set to expire on May 31, 2018. The update to this agreement will include consideration for the UEDS.</p> <p>Update: Council approved an agreement extension between the District of Ucluelet and Tourism Ucluelet as been extended for 1 year to May 31, 2019.</p>

as staff housing.		
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Appendix B: Summary of Medium and Low Priority Strategies from UEDS

Medium Priority Strategies	Lead
Strategy 6. Create a Committee of Council to support ongoing community input to Economic Development.	Council/CAO
Strategy 7. Continue to support new and expanded post-secondary education and/or advanced research institutions.	Council/CAO
Strategy 10. Continue to support health service improvements in Ucluelet and the region.	Council/Staff
Strategy 11. Continue to support programs/events that enhance Ucluelet's unique sense of place and high quality of life.	Council/Staff
Strategy 21. Explore alternative uses of the Coast Guard lands.	CAO/Staff
Low Priority Strategies	Lead
Strategy 4. Explore marketing synergies with Tourism Ucluelet.	CAO
Strategy 8. Support closer ties between local educational institutions and the business community.	Council/Chamber
Strategy 9. Develop resource package, including referral service, to support entrepreneurs and small businesses	CAO
Strategy 13. Ensure sufficient supply of industrial land is designated and, when appropriate, serviced for future use.	CAO/Planning
Strategy 14. Support continued improvement to regional transportation infrastructure.	CAO/Planning
Strategy 17. Support the continued operation and expansion of marine support services.	CAO
Strategy 18. Support commercial fishing, aquaculture, processing sectors in development of new/higher-value products.	CAO
Strategy 20. Target technology and energy-related entrepreneurs.	CAO
Strategy 22. Support the expansion of forestry and wood products manufacturing.	CAO



UCLUELET CHAMBER OF COMMERCE REPORT TO COUNCIL

Council Meeting: September 25, 2018
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: THE UCLUELET CHAMBER OF COMMERCE

SUBJECT: UBERE PROGRESS REPORT

ATTACHMENTS: INFOGRAPHICS THAT SUMMARIZE PROGRESS AND RESULTS

Purpose:

The purpose of this report is to update Council on the progress of the Ucluelet Business and Employee Retention and Expansion program (UBERE), which is funded in part by a District contribution of \$30,000 in 2017. The program fulfills the Ucluelet Economic Development Strategy 2: Operate or support a business retention and expansion (BRE) program.

Background:

The UBERE program started in November of 2017 and is scheduled to complete in January of 2019. It is a bottom-up economic development program that identifies and responds to local business retention and expansion challenges. It also supports youth development by creating youth employment supports and delivering youth entrepreneurship programming.

Progress Report:

Interviews

UBERE staff use extensive in-person interviews to collect business retention and expansion data. A total of 79 interviews with 85 local employers have been completed (some interviews cover more than one company) and 19 of the interview subjects represent local tourism assets.¹ UBERE staff plan to complete approximately 15 additional interviews before the end of this phase of the program.

An interim analysis of the data has been completed; and knowledge gaps and trends have been identified. UBERE staff use these findings to inform current programming, continuity planning, and the economic development challenges described below.

Employer Supports

UBERE staff have developed three employer support systems. The first is a direct referral system, in which UBERE staff respond to employer needs, identified through the interview process, by referring respondents to appropriate resources. To date, 25 employers have been referred to supports. The interview process also helps to identify “at risk employers” who are in danger of leaving town or going out of business. Three at risk employers have been identified and referred to available supports.

The second is a communications strategy. This includes a series of articles distributed through Chamber communication channels that feature the unique value propositions offered by local businesses and

¹ Tourism assets are entities that attract tourists to the region, like charter fishing operations.

spread critical operational information, such as visitor safety rules and hours of operation. UBERE staff have published four of these articles to date.

The third employer support is an online catalogue of business support resources, available at <http://ucluelet.ca/community/chamber-of-commerce/ubere-business-supports>. It includes online tools, information sources, and helpful organizations as well as resources that can be accessed in person. This product is a work in progress that is being expanded over time as helpful new resources are identified. It directly fulfills Ucluelet's Economic Development Strategy 9: Develop business resource package, including referral service, to support entrepreneurs and small businesses.

Workshops and Networking Opportunities

To date, UBERE staff have facilitated the delivery of six workshops which address knowledge gaps identified in the interview data. Attendance has been strong, with an average of 11.5 attendees per workshop. Feedback has been excellent, with an average satisfaction level of 4.75 (which equates to very satisfied) out of five. UBERE staff have also identified and directed local employers to training opportunities outside of the community which were well received. Ten additional workshops are planned for the fall and winter seasons.

UBERE staff also hosted the Summer Solstice Social, a networking event held at the Blue Room on June 27, 2018. Over 30 people were in attendance and another networking event is planned for mid-October.

Youth Employment

UBERE staff published a registry of employers that provide afterschool and summer employment to high-school aged youth. The registry is intended to address local employee shortages and notify local youth of potential employers. It was forwarded to the high school and distributed through Chamber communications channels. The Chamber has received positive feedback from employers and teachers about the registry.

A youth entrepreneurship program will begin on October 3, 2018. Curriculum supplied by Junior Achievement called the Company Program will be utilized. The Company Program is a hands-on business program for high school students, where students work with local business people to pick an idea, develop a product, market it, and sell it. UBERE staff and three local specialists will deliver the program with the goal of creating an ongoing legacy program for the Chamber to deliver.

Ucluelet.ca Update

Chamber and District staff drafted a successful grant application submitted to Island Coastal Economic Trust to create and integrate three economic development tools: A Community Profile, a Business Opportunities Guide and a Doing Business in Ucluelet Guide. These tools are intended to support local business and attract investment. They will be prominently displayed on Ucluelet.ca and when complete, will fulfill Economic Development Strategy 3: Communicate Ucluelet's attributes and opportunities for economic development.

Building Connections

UBERE staff members have engaged economic development officers throughout the region by participating in the Vancouver Island Coast Economic Development Association (VICEDA). UBERE staff members have also engaged new business owners and startups through a Small Business Club hosted at the Army Navy and Airforce Veterans Club #259.

The UBERE Advisory Committee has representatives from multiple local and regional organizations, including Councillor Noel as the District representative and individuals working in Tofino, Port Alberni, and Nanaimo who regularly attend and share best practices.

Continuity

UBERE staff are developing a plan for activities and funding for year two of the program. It will be finalized this fall and will include additional business interviews, a marketing component, a youth entrepreneurship program, employee retention and attraction tools, a housing inventory, a young professionals' group, and several educational resources. The plan will be used to attract additional economic development grant funding, which will be essential for the program to continue, and for guiding future Chamber of Commerce programming.

Final reporting for Year One of the project, as required by the funding agreement with the BC Rural Dividend Program, includes completion of a Tourism Asset Retention Strategy, which will examine the issues identified in the interviews from a tourism asset perspective.

Six Key Economic Development Challenges and UBERE Staff Responses:

Housing

The data shows that housing is an important issue for many respondents as it received the lowest business climate satisfaction rating of 1.25 (very unsatisfied).² The data also suggests a correlation between housing and staffing issues as 19% of respondents that commented about employee retention indicated that employees have quit due to the lack of suitable housing and 38% indicated a link between housing shortages and unfilled positions.

In response, UBERE staff have researched housing solutions implemented in other communities and worked with employers to identify housing solutions on a case-by-case basis. A Residential Tenancy Act workshop - intended to increase rental opportunities by empowering tenants and landlords - is also scheduled for the fall. The website updates mentioned above are also intended to encourage development by highlighting local demand and by increasing the accessibility to related bylaws.

Employee Retention and Attraction

Employee retention and attraction difficulties were reported by around half of all the employers that were interviewed (46% had difficulty filling positions and 53% had employee retention issues).³ In response to a separate question asking about barriers to success and growth, the attraction of qualified employees was identified by 33% of those that responded and retaining employees was identified by 20%. This issue is particularly important, as 68% of those who responded foresee increased staffing requirements.

The data suggests the most prevalent employee and attraction root causes are believed to be qualified worker shortages, housing shortages, low wages, seasonal layoffs, no opportunity for internal upward mobility, and positions being part-time.

² All ratings are on a scale of 1 to 5, with 5 representing very satisfied or very knowledgeable/comfortable and 1 representing very unsatisfied or very unknowledgeable/uncomfortable.

³ This report defines employers as those respondents that have paid employees that are not the owner or a family member of the owner. It does not include entities that exclusively hire contractors. 57 respondents qualified as employees.

To address the worker qualification issue, UBERE staff plan to promote B.C. Employer Training Grant funding and assist employers with their applications. Three employee attraction and retention workshops are also scheduled for the fall that will introduce employee attraction and retention strategies, teach job post drafting skills, and introduce opportunities to attract international workers.

Strategic Business and Succession Planning

Strategic business planning is identified as an issue because 57% of respondents do not have a formal business plan. Succession planning is also an issue, as it received the lowest average management capacity rating of 2.8 out of five.

In response, UBERE staff have promoted several online strategic business planning tools through the business support catalogue and a business planning workshop is planned for fall. UBERE staff have also promoted Venture Connect⁴ and a succession planning workshop is scheduled for the fall.

Limited Supply of Suitable Commercial and Industrial Real Estate

The availability of commercial or industrial space for lease received the third lowest business climate satisfaction rating of 2.3 out of five and the availability of buildings for purchase was rated 2nd lowest at 2.1. The availability of industrial and commercial real estate may become even more important as 12% of respondents are considering moving and 13% are considering expanding their facility.

In response, UBERE staff are working with employers to identify suitable commercial spaces as they arise, as well as identifying cost sharing opportunities. The website update is also intended to encourage develop of local commercial spaces.

Lack of Professional Supports and Trades

The data suggests that limited availability of specific trades and professional supports is a challenge for some of the respondents. There is a perceived shortage of plumbers, carpenters, bookkeepers, accountants, information technology specialists, graphic designers, and lawyers.

The Community Profile and the Business Opportunities Guide are intended to attract these specialists by highlighting local demand and spotlighting the benefits of living in Ucluelet. UBERE staff are also working to address some of these gaps by offering a four-day QuickBooks bookkeeping course as well as a small business tax workshop.

Seasonality of Revenues

The data suggests that the seasonality of revenue is an issue, as 78% of respondents reported that their operations change from season to season. Many respondents also believe that seasonality is linked to employee retention and attraction challenges. UBERE staff have commenced research on this issue but no related programs have been implemented to date.

Respectfully Submitted: Joey Rotenberg, Facilitator for the Ucluelet Business and Employee Retention and Expansion Program

⁴ Venture Connect is a provincially funded program that assists business buyers and sellers.

Six Economic Development Challenges

Employee Attraction & Retention



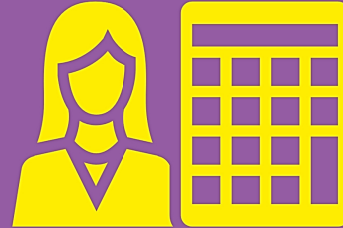
Housing



Commercial and Industrial Real Estate



Limited Professional Supports and Trades



Seasonality of Revenues



Strategic Business and Succession Planning



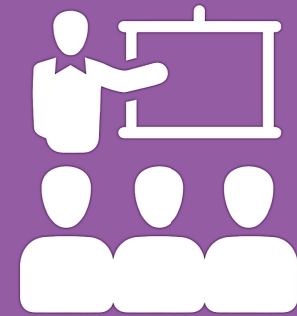
UBERE Progress Report



Interim Data Analysis Complete & 6 BRE Challenges Identified

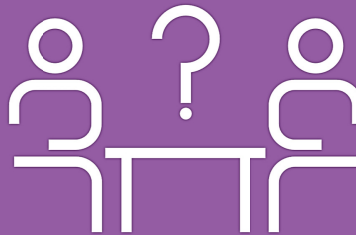


1 Networking Event, Another Planned for Fall



6 Workshops Completed, 8 Workshops Booked for Fall

Strong Attendance and Satisfaction Ratings



79 Interviews Completed, 15 To Go



Identified Business Needs of 28 Respondents and Connected with Appropriate Resources



4 Business Spotlights and 1 Business Support Published



Partnered with the District to Secure Website Grant



August 28, 2018

Appendix D

Mr. Mark Boysen, CAO
 District of Ucluelet
 PO Box 999
 Gabriola Island, BC V0R 3A0

Dear Mr. Boysen,

Re: Ucluelet Economic Development Web Tools

I am pleased to inform you that your proposal was considered at the August 24, 2018 meeting of the Island Coastal Economic Trust (ICET) Board of Directors and has been approved for funding assistance under the ICET Economic Development Readiness Program. The ICET Board of Directors has approved the provision of funding up to \$10,000 based on the estimated total project value of \$20,000 to the District of Ucluelet for the *Ucluelet Economic Development Web Tools Project* subject to the following terms and conditions:

- Letters of verification for all sources of matching funding for the project, as detailed in the funding proposal, must be provided to ICET prior to February 28, 2019.
- Project implementation must begin no later than February 28, 2019 and be completed no later than August 30, 2019.
- The non-repayable contribution may only be applied to eligible project costs, as detailed in the funding proposal dated August 3, 2018. Any changes to the project scope or activities, including any budget changes, must be approved by ICET.
- A contribution agreement outlining the detailed terms and conditions for the use of the funds must be fully executed by both parties. The date of the contribution agreement will define the start date for reimbursable claims for the project.
- A final project report must be submitted no later than 2 months after the conclusion of the project. There will be a 10 percent holdback of ICET funds pending receipt of final project and financial reporting.

Once we have received written confirmation of matching funding, we will send a contribution agreement for signature, project reimbursement claim forms and final reporting requirements. In addition, we will contact you shortly regarding project announcement protocols.

Should you require additional information or clarification, please do not hesitate to contact Denice Regnier, Project and Corporate Administrator at 250-871-7797 ext. 230 or denice.regnier@islandcoastaltrust.ca.

Sincerely yours,

Line Robert
 CEO



STAFF REPORT TO COUNCIL

Council Meeting: SEPTEMBER 25, 2018
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: BARBARA MILLAR, MANAGER OF FINANCE

FILE NO: 0340-50

SUBJECT: GRANTS IN AID POLICY REPORT

REPORT NO: 18-95

ATTACHMENT(S): GRANTS IN AID POLICY

RECOMMENDATION(S):

1. **THAT** Council adopt the proposed Grants in Aid Policy.

PURPOSE/DESIRED OUTCOME:

The purpose of this report is to propose an updated policy for Grants in Aid which will clarify the application process and extend the application deadline to December 15.

BACKGROUND:

During the 2018 budget process, Council requested a policy with the requirement that applicants make a presentation to Council. At Council's request, a new Grants-in-Aid policy is presented for review.

TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:

The current deadline for Grants in Aid submissions is September 15 of each year. Council has received feedback from various agencies this early deadline makes it difficult for applicants to project their next year's funding needs. A deadline closer to year end was requested. The policy requires that submissions be made by December 15 and commits Council and staff to reaching a decision by February 28 of each year regarding Grants in Aid awards.

FINANCIAL IMPACTS:

The Grants in Aid allocation is decided on a year to year basis during the budget process.

POLICY OR LEGISLATIVE IMPACTS:

A new policy with clearly outlined steps will make it easier for applicants to submit requests and for the District to complete the process in a timely manner.

OPTIONS REVIEW:

1. **THAT** Council adopt the proposed Grants in Aid Policy. **(Recommended)**

2. **THAT** Council provide alternative direction to staff.

Respectfully submitted: Barbara Millar, Manager of Finance
Marlene Lagoa, Deputy Municipal Clerk
Mark Boysen, Chief Administrative Officer



POLICY NUMBER: X-XXXX-X
REFERENCE:

Grants in Aid

ADOPTED BY:

DRAFT

AMENDED DATE:

N/A

SUPERSEDES:

New

DEPARTMENT:

Finance

EFFECTIVE DATE:

September 25, 2018

Policy Statement:

Page 1 of 3

The District of Ucluelet provides grants in aid to financially assist community groups, not-for-profit societies and organizations for a specific project. It is recognized these organizations are valuable in helping the District provide a community focus. Funding decisions will be made on a year to year basis and continuing support should not be anticipated.

1. Criteria:

Criteria for evaluating proposals for grants in aid will be as follows:

- a) Not-for-profit community organizations operating within the District of Ucluelet or which provide a social service to Ucluelet residents.
- b) It should be a goal of each organization to reduce the amount of financial support requested from the District of Ucluelet in each subsequent fiscal year.
- c) The signature on the application must be an authorized signatory and representative of the organization.
- d) Proposal must be completed within 12 months of receipt of the grant.
- e) Preference will be given to organizations based in Ucluelet or those that provide a social service to Ucluelet residents and that there is no overlapping service already existing.

2. Ineligible Proposals:

The following types of proposals are ineligible to receive grants in aid and will not be considered by Council:

- a) Proposals requesting funding for sports organizations for competition/travel expense.
- b) Monies to subsidize a commercial organization.
- c) Projects that duplicate projects, programs, services or events already provided within the District of Ucluelet.



- d) Assistance for the payment of property taxes or other programs or services legislated by other levels of government.
- e) Proposals for support of research activities, staff training or professional activities.
- f) Proposals from individuals.
- g) Proposals from groups that did not submit the required final report from grants received in previous years.

3. Application Procedure:

- a) Application forms are available online at www.ucluelet.ca or by emailing a request to finance@ucluelet.ca. Completed forms and all supporting documentation may be delivered to 200 Main Street, mailed to Box 999 Ucluelet BC, V0R 3A0 or submitted by email to finance@ucluelet.ca.
- b) All applications must be received by December 15 each year.
- c) Each application should include the following details:
 - the nature, goals and objectives;
 - the names of those involved and if applicable a list of the Board of Directors;
 - projected statement of revenue and expenses;
 - additional support the organization receives from the District of Ucluelet: permissive tax exemption; in-kind donations; waiving of rental fees; and
 - any additional funding sources.

4. Grant Review Process:

- a) Applications will first be reviewed by the Finance Department to ensure each application is eligible and complete; no application will be considered if it is incomplete or if a previous grant was provided and the conditions of funding specified in this policy or by resolution of Council were not fully satisfied.
- b) Council will meet to review the applications prior to February 28 each year.
- c) At that meeting, applicants will be permitted 5 minutes to make a presentation to Council supporting their application.
- d) At a subsequent meeting, Council will make the final decision on the applications.
- e) The financial plan will be updated to reflect the total amount of cash and in-kind support to be provided by Grants in Aid.
- f) Grant financial payments will be made prior to March 31 each year.
- g) Any in-kind support commitments will be communicated to the appropriate departments.
- h) Communication will be sent to all applicants by the Finance department advising them of Council's decision.
- i) A list of recipients will be posted in the annual report.



The Corporation of the District of Ucluelet

MUNICIPAL POLICY MANUAL

5. Conditions of Support:

- a) Funding must be used for the purpose requested. Any funds not used for the requested purpose must be returned to the District of Ucluelet.
- b) District of Ucluelet financial support must be acknowledged at the event or in all printed publicity material relating to the funded activity.
- c) A final report must be submitted to Council by February 28 of the following year.

Mayor Dianne St. Jacques
District of Ucluelet



STAFF REPORT TO COUNCIL

Council Meeting: SEPTEMBER 25, 2018
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: MARLENE LAGOA, DEPUTY MUNICIPAL CLERK

FILE NO: 3900-25

SUBJECT: ADOPTION OF BYLAW NO. 1234 – TEMPORARY USE PERMIT

REPORT NO: 18-96

ATTACHMENT(S): DISTRICT OF UCLUELET ZONING BYLAW AMENDMENT BYLAW NO. 1234, 2018

RECOMMENDATION(S):

1. **THAT** Council adopt District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1234, 2018.

PURPOSE/DESIRED OUTCOME:

The purpose of this report is to request Council adopt Bylaw No. 1234 which allows for the issuing of temporary use permits within the District.

BACKGROUND:

At the June 26, 2018 regular council meeting, Council gave first and second reading to Zoning Bylaw Amendment Bylaw No. 1234, 2018. The bylaw amends the District of Ucluelet Zoning Bylaw No. 1160, 2013 by adding a new subsection 204 Temporary Use Permits to Division 200 – Creation of Zoning Districts.

A public hearing was held for Bylaw No. 1234 on August 7, 2018. There were no written submissions or verbal representations. Immediately following the public hearing, Council gave third reading at its regular council meeting.

OPTIONS REVIEW:

1. **THAT** Council adopt District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1234, 2018.
(Recommended)
2. **THAT** Council provide alternative direction to staff.

Respectfully submitted:

Marlene Lagoa, Deputy Municipal Clerk
Bruce Greig, Manager of Community Planning
Mark Boysen, Chief Administrative Officer

DISTRICT OF UCLUELET

Bylaw No. 1234, 2018

A bylaw to amend the District of Ucluelet Zoning Bylaw (Temporary Use Permits).

WHEREAS the District of Ucluelet Council by Bylaw No. 1160 adopted the Zoning Bylaw and now deems it appropriate to amend the Zoning Bylaw;

NOW THEREFORE the Council of the District of Ucluelet, in open meeting assembled, enacts as follows:

1. Text Amendment:

The District of Ucluelet Zoning Bylaw No. 1160, 2013, as amended, is hereby further amended as follows:

- a) by adding a new subsection 204 Temporary Use Permits to Division 200 – Creation of Zoning Districts in appropriate numerical order:

“204 Temporary Use Permits

204.1 In accordance with Section 492 of the *Local Government Act*, all properties within the District of Ucluelet are designated as an area where Temporary Use Permits may be issued to allow for short-term land uses and development opportunities.

204.2 Objectives

- (1) Provide flexibility to achieve short-term economic and social goals.
- (2) Ensure long-term public policy for the area is not changed.
- (3) Balance public and private interests.
- (4) Maintain a reasonable level of compatibility with surrounding development.

204.3 Permit Guidelines

- (1) Permits can be issued for any period up to three years and could be considered for renewal once for any further period up to three years.
- (2) No public health and safety problems or environmental degradation shall be created.
- (3) Where warranted, environmental protection, post-development site restoration and nuisance abatement measures, including noise abatement, duration of operation hours and season, duration of permitted use, traffic management, parking, performance security, and establishing buffers and screens, may be required.”; and,

b) by adding the words “unless authorized by a Temporary Use Permit approved by the District Council” to the end of section 303.1(3).

2. Citation:

This bylaw may be cited for all purposes as the “District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1234, 2018”.

READ A FIRST TIME this 26th day of **June, 2018**.

READ A SECOND TIME this 26th day of **June, 2018**.

PUBLIC HEARING held this 7th day of **August, 2018**.

READ A THIRD TIME this 7th day of **August, 2018**.

ADOPTED this day of , 2018.

CERTIFIED A TRUE AND CORRECT COPY of “District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1234, 2018.”

Dianne St. Jacques
Mayor

Mark Boysen
Corporate Officer

THE CORPORATE SEAL of the
District of Ucluelet was hereto
affixed in the presence of:

Mark Boysen
Corporate Officer



STAFF REPORT TO COUNCIL

Council Meeting: SEPTEMBER 25, 2018
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: BARBARA MILLAR, MANAGER OF FINANCE

FILE NO: 3900-25

SUBJECT: PROPOSED PERMISSIVE TAX EXEMPTION AMENDMENT BYLAW NO. 1237

REPORT NO: 18-97

ATTACHMENT(S): APPENDIX A – TABLE OF PROPOSED PROPERTIES FOR 2019-2022
APPENDIX B - DISTRICT OF UCLUELET 2018-2022 PERMISSIVE TAX EXEMPTION BYLAW
AMENDMENT BYLAW NO. 1237, 2018

RECOMMENDATION(S):

1. **THAT** Council give First, Second, and Third Reading to District of Ucluelet 2018-2022 Permissive Tax Exemption Bylaw Amendment Bylaw No. 1237, 2018.

PURPOSE/DESIRED OUTCOME:

The purpose of this report is for Council to consider amendments to the Permissive Tax Exemption Bylaw No. 1221, 2017 to include the addition of several properties which qualify for tax exemptions.

BACKGROUND:

In accordance with Section 224 of the *Community Charter*, Council may exempt certain lands and / or improvements from municipal taxation. The District of Ucluelet adopted Bylaw 1221, 2018 for the period of 2018-2022 on October 24, 2017. The proposed amendment bylaw includes the addition of six properties for the period of 2019-2022.

Five of the properties are located at the Ucluelet Community Centre. The other property is owned and operated by the Westcoast Community Resource Society for the purposes of transitional and supporting housing.

TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:

To exempt certain properties from municipal property taxes, the above noted bylaw must be adopted on or before October 31 in the year prior to the next taxation year. Notice of the amendment to the Permissive Tax Exemption Bylaw will be made in accordance with Section 227 of the *Community Charter*.

FINANCIAL IMPACTS:

By granting the permissive tax exemption the municipality waives its right to collect the municipal tax portion on the property. The estimated reduction of potential tax revenue for the proposed properties is provided in the attached table (Appendix A).

POLICY OR LEGISLATIVE IMPACTS:

Once adopted, the 2018-2022 Permissive Tax Exemption Bylaw Amendment Bylaw No. 1237, 2018 is to be submitted to the BC Assessment Authority for their review by October 31.

OPTIONS REVIEW:

1. **THAT** Council give First, Second, and Third Reading to District of Ucluelet 2018-2022 Permissive Tax Exemption Bylaw Amendment Bylaw No. 1237, 2018. **(Recommended)**
2. **THAT** Council provide alternative direction to staff.

Respectfully submitted: Barbara Millar, Manager of Finance
Marlene Lagoa, Deputy Municipal Clerk
Mark Boysen, Chief Administrative Officer

PROPOSED PERMISSIVE PROPERTY TAX EXEMPTIONS FOR THE YEARS 2019-2022, BYLAW 1237

ROLL NUMBER	ORGANIZATION	ADDRESS	ESTIMATED MUNICIPAL TAXES 2019	ESTIMATED MUNICIPAL TAXES 2020	ESTIMATED MUNICIPAL TAXES 2021	ESTIMATED MUNICIPAL TAXES 2022
confidential	Westcoast Community Resources Centre	confidential	\$ 1,876.83	\$ 1,970.67	\$ 2,069.21	\$ 2,172.67
42000010	Westcoast Community Resources Centre	500 Matterson Dr	\$ 2,409.94	\$ 2,530.44	\$ 2,656.96	\$ 2,789.81
42000020	Nuu-Chah-Nulth First Nations	500 Matterson Dr	\$ 693.00	\$ 727.65	\$ 764.03	\$ 802.23
42000030	Ministry of Child and Family Development	500 Matterson Dr	\$ 693.00	\$ 727.65	\$ 764.03	\$ 802.23
42000040	Vancouver Island Regional Library	500 Matterson Dr	\$ 4,991.93	\$ 5,241.53	\$ 5,503.60	\$ 5,778.78
42000050	Ucluelet Daycare	500 Matterson Dr	\$ 3,033.82	\$ 3,185.51	\$ 3,344.78	\$ 3,512.02

DISTRICT OF UCLUELET
BYLAW NO. 1237, 2018

Appendix B

A bylaw to amend the 2018-2022 Permissive Tax Exemption Bylaw

WHEREAS the District of Ucluelet Council by Bylaw No. 1221 adopted the 2018-2022 Permissive Tax Exemption Bylaw and now deem it appropriate to amend the Bylaw;

NOW THEREFORE the Council of the District of Ucluelet, in open meeting assembled, enacts as follows:

1. Citation:

This bylaw may be cited for all purposes as the “District of Ucluelet 2018-2022 Permissive Tax Exemption Bylaw Amendment Bylaw No. 1237, 2018.”

2. Text Amendment:

The District of Ucluelet 2018-2022 Permissive Tax Exemption Bylaw No. 1221, 2017, is hereby amended by adding section 4 as follows;

4. The following described properties are hereby exempted from taxation for a period of four years, from 2019-2022, as per section 224 of the *Community Charter*:
- a) Folio No 42000.010; being that portion of Lot A, Plan VIP56963, District Lot 281, Clayoquot Land District; PID 018-367-534 that is used by Westcoast Community Resources Centre;
 - b) Folio No. 42000.020; being that portion of Lot A, Plan VIP56963, District Lot 281, Clayoquot Land District; PID 018-367-534 that is used by Nuuchahnulth First Nations;
 - c) Folio 42000.030; being that portion of Lot A, Plan VIP56963, District Lot 281, Clayoquot Land District; PID 018-367-534 that is used by the Ministry of Child & Family Development;
 - d) Folio No. 42000.40; being that portion of Lot A, Plan VIP56963, District Lot 281, Clayoquot Land District; PID 018-367-534 that is used by Vancouver Island Regional Library;
 - e) Folio No 42000.50; being that portion of Lot A, Plan VIP56963, District Lot 281, Clayoquot Land District; PID 018-367-534 that is used by Ucluelet Daycare;
 - f) Folio No 127994, 1800 Bay Street being Lot 2, Plan VIP29119 District Lot 282, Clayoquot Land District; PID 002-406-900 that is owned and used by the Westcoast Community Resources.;

READ A FIRST TIME this day of , **2018**.

READ A SECOND TIME day of , **2018**.

READ A THIRD TIME this day of , **2018**.

ADOPTED this day of , **2018**.

CERTIFIED A TRUE AND CORRECT COPY of "District of Ucluelet 2018-2022 Permissive Tax Exemption Bylaw Amendment Bylaw No. 1237, 2018."

Dianne St. Jacques
Mayor

Mark Boysen
Corporate Officer

THE CORPORATE SEAL of the
District of Ucluelet was hereto
affixed in the presence of:

Mark Boysen
Corporate Officer