



**REGULAR MEETING OF COUNCIL  
Tuesday, August 18, 2020 @ 5:00 PM  
Main Hall, Ucluelet Community Centre,  
500 Matterson Drive, Ucluelet**

**AGENDA**

	Page
1. CALL TO ORDER	
2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY	
<p>Council would like to acknowledge the Yuułu?if?ath First Nation, on whose traditional territories the District of Ucluelet operates.</p>	
3. NOTICE OF VIDEO RECORDING	
<p>Audience members and delegates are advised that this proceeding is being video recorded and broadcast on YouTube. Meeting participants and delegates who are participating by Zoom are also advised that Zoom may store data on foreign servers.</p>	
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*Roger Gudbranson*

[2020-07-10 Gudbranson](#)

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12.2	Councillor Lara Kemps <i>Deputy Mayor April - June 2020</i>	
12.3	Councillor Jennifer Hoar <i>Deputy Mayor July - September 2020</i>	
12.4	Councillor Rachelle Cole <i>Deputy Mayor October - December 2020</i>	
12.5	Mayor Mayco Noël	
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16. QUESTION PERIOD
17. CLOSED SESSION
- 17.1 Procedural Motion to Move In-Camera  
*THAT the meeting be closed to the public in order to address agenda items under Section 90(1)(e) and 90(2)(b) of the Community Charter.*
18. ADJOURNMENT



**DISTRICT OF UCLUELET**  
**MINUTES OF THE REGULAR COUNCIL MEETING**  
**HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE**  
**Tuesday, July 14, 2020 at 3:30 PM**

Present:       **Chair:**       Deputy Mayor Hoar  
                   **Council:**   Councillors Cole and Kemps (Councillor Cole and Kemps attended via Zoom)  
                   **Staff:**       Mark Boysen, Chief Administrative Officer  
                           Donna Monteith, Chief Financial Officer  
                           Abigail Fortune, Manager of Recreation and Tourism  
                           Joseph Rotenberg, Manager of Corporate Services  
                           Nicole Morin, Corporate / Planning Clerk

Regrets:       Mayor Noël and Councillor McEwen

**1. CALL TO ORDER**

The Regular Meeting of Council was called to order at 3:42 PM.

**2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY**

Council acknowledged the Yuułu?i?ath First Nation, on whose traditional territories the District of Ucluelet operates.

**3. NOTICE OF VIDEO RECORDING**

Audience members and delegates were advised that the proceeding was being video recorded and broadcast on YouTube. Delegates and meeting participants were also advised that the meeting was being conducted via Zoom which may store data on foreign servers.

**4. ADDITIONS TO AGENDA**

There were no additions to the Agenda.

**5. APPROVAL OF AGENDA**

**5.1 July 14, 2020 Regular Council Meeting Agenda.**

2020.141.REGULAR   **It was moved by Councillor Cole and seconded by Councillor Kemps**  
                                   ***THAT Council approve the July 14, 2020 Regular Meeting Agenda as presented.***

CARRIED.

**6. ADOPTION OF MINUTES**

**6.1 June 23, 2020 Regular Minutes**

2020.142.REGULAR   **It was moved by Councillor Kemps and seconded by Councillor Cole**  
                                   ***THAT Council adopt the June 23, 2020 Regular Minutes as presented.***

CARRIED.

**6.2 June 23, 2020 Special Minutes**

Council noted that Councillor Hoar did not attend the June 23, 2020 Special Council Meeting.

2020.143.REGULAR **It was moved by Councillor Cole and seconded by Councillor Kemps**

***THAT Council adopt the June 23, 2020 Regular Meeting Minutes as amended.***

CARRIED.

**7. UNFINISHED BUSINESS**

There was no unfinished business.

**8. MAYOR'S ANNOUNCEMENTS**

**8.1 Deputy Mayor Hoar reported that council passed the following motion at the July 14, 2020 in-camer meeting:**

**THAT Council approve the 2019 Audit Findings Report and the Draft District of Ucluelet Financial Statement, December 31, 2019.**

**The Deputy Mayor also noted the funding announcement from the Investing in Canada Infrastructure Program (ICIP) Community Culture and Recreation Program for the \$1.3 million project to renovate the lighthouse keeper's house and surrounding lands at the Amphitrite Lighthouse. ICIP is funded by the Government of Canada and the Province of British Columbia.**

**9. PUBLIC INPUT, DELEGATIONS & PETITIONS**

9.1 Public Input

There was no public input.

9.2 Delegations

**Gerry Marks, Pacific Rim Foundation  
Re: Dick Close Scholarship Presentation**

Mr. Marks presented the 12th Dick Close Scholarship to Trinity Clark. This scholarship celebrates students that strive to make the world a better place through a life lived with purpose.

Ms. Clark thanked her parents, others who have supported her, Council and the Pacific Rim Foundation.

## 10. CORRESPONDENCE

### 10.1 5G - What you Need to Know

*Sherry Ridout, Citizens for Safe Technology*

2020.144.REGULAR **It was moved by Councillor Cole and seconded by Councillor Hoar**

***THAT*** Council direct Staff investigate 5G in Ucluelet.

CARRIED.

### 10.2 Local Governments and Auxiliary RCMP Program

*Brenda Butterworth-Carr, Assistant Deputy Minister and Director of Police Services, Policing and Security Branch British Columbia*

2020.145.REGULAR **It was moved by Councillor Cole and seconded by Councillor Hoar**

***THAT*** Council direct Staff to communicate the District of Ucluelet's intent to proceed with the RCMP Auxiliary Program (Tier 3).

CARRIED.

### 10.3 Disaggregated COVID-19 Data Collection

*Jonathan X. Cote, Mayor, City of New Westminster*

2020.146.REGULAR **It was moved by Councillor Hoar and seconded by Councillor Cole**

***THAT*** Council direct Staff to write a letter to the provincial and federal Ministers of Health in support of the letter by Jonathan X. Cote, Mayor of New Westminster, dated, July 6, 2020 that those ministries collect disaggregated data about the impact of COVID-19.

CARRIED.

## 11. INFORMATION ITEMS

### 11.1 West Coast Fisheries: Sharing Risks and Benefits

*MP Jordan, Minister of Fisheries, Oceans and Canadian Coast Guard, Government of Canada*

### 11.2 Infrastructure Investment in the District of Ucluelet

*MP McKenna, Minister of Infrastructure and Communities, Government of Canada*

## 12. COUNCIL COMMITTEE REPORTS

### 12.1 Councillor Marilyn McEwen

*Deputy Mayor January - March 2020*

Absent

### 12.2 Councillor Lara Kemps

*Deputy Mayor April - June 2020*

June 25 - Barkeley Community Forest Annual General Meeting

June 30 - Vancouver Island Economic Development Association weekly meeting. The next meeting is in September.

July 9 - Ucluelet COVID-19 Recovery Task Force meeting. The Task Force received a presentation from Ursula Banke about developing a local labour force survey.

July 9 - Rural Opportunity Fund meeting. A press release will be issued next week about the funding and Canada's new consulting hive.

**12.3 Councillor Jennifer Hoar**  
***Deputy Mayor July - September 2020***

July 8 - Wild Pacific Trail meeting.

Encouraged consumers to wear masks in the Co-Op.

**12.4 Councillor Rachelle Cole**  
***Deputy Mayor October - December 2020***

June 24 - ACRD Meetings.

June 25 - CBT presentation of new building in Tofino.

July 1 - Coastal Family Resource Coalition meeting.

July 6 - Attended a meeting hosted by CBT and the West Coast Nest about UN sustainable development goals.

**12.5 Mayor Mayco Noël**

Absent

**13. REPORTS**

**13.1 Respectful Workplace Policy**  
***Mark Boysen, Chief Administrative Officer***

2020.147.REGULAR **It was moved by Councillor Kemps and seconded by Councillor Hoar**

***THAT Council approve recommendation 1 of report item "Respectful Workplace Policy" which states:***

1. ***THAT Council endorse the draft Respectful Workplace Policy.***

CARRIED.

**13.2 2020 UBCM Meetings**  
***Joseph Rotenberg, Manager of Corporate Services***

Council discussed the recommended meetings and decided not to request any additional meetings.

2020.148.REGULAR **It was moved by Councillor Cole and seconded by Councillor Kemps**

1. ***THAT Council direct staff to request meetings with priority provincial ministries for the 2020 UBCM Convention.***



2. **THAT** Council direct staff to register Council to attend UBCM.

CARRIED.

### 13.3 Audio Visual Upgrades for the Main Hall

**Joseph Rotenberg, Manager of Corporate Services**

2020.149.REGULAR **It was moved by Councillor Cole and seconded by Councillor Hoar**

**THAT** Council approve recommendation 1 and 2 of report item "Audio Visual Upgrades for the Main Hall" from the report titled which state:

1. **THAT** Council reschedule the August 4, 2020 Regular Council Meeting to August 18, 2020 at 5:00 PM; and
2. **THAT** Council approve using up to \$60,000 RMI funds for Audio Visual (AV) upgrades to the Main Hall at the Ucluelet Community Centre.

CARRIED.

unanimous.

### 13.4 Q1 and Q2 Financial Reports

**Donna Monteith, Chief Financial Officer**

Ms. Monteith noted that 64% of taxes have been paid and 35% - 40% of business taxes have been paid.

2020.150.REGULAR **It was moved by Councillor Kemps and seconded by Councillor Cole**

**THAT** Council approve recommendation 1 of report item "Q1 and Q2 Financial Report" presented in the report titled "Five Year Financial 2020-2024 Bylaw Variance Report Q1 - Q2" which states:

1. **THAT** Council receive the Five Year Financial Plan 2020-2024 Variance Report for the First and Second Quarters ending June 30, 2020.

CARRIED.

### 13.5 Resolution Tracker

**Nicole Morin, Corporate / Planning Clerk**

### 13.6 Cheque Listing

**Nicole Morin, Corporate / Planning Clerk**

## 14. LEGISLATION

### 14.1 Council Procedure Bylaw - Adoption

**Joseph Rotenberg, Manager of Corporate Services**

2020.151.REGULAR **It was moved by Councillor Hoar and seconded by Councillor Cole**

**THAT** Council approve recommendation 1 of legislative item "Council Procedure Bylaw - Adoption" which states:

1. **THAT** Council adopt "District of Ucluelet Procedures Bylaw No. 1264,

2020".

CARRIED.

**14.2 Reserve Berth Fees - Bylaw No. 1276, 2020**

***Joseph Rotenberg, Manager of Corporate Services***

2020.152.REGULAR **It was moved by Councillor Kemps and seconded by Councillor Cole**

***THAT Council approve recommendation 1 of legislative item "Reserve Berth Fees - Bylaw No. 1276, 2020" presented in the report titled "Harbour Regulation Bylaw No. 1275, 2020 - Adoption" which states:***

1. ***THAT Council adopt "District of Ucluelet Harbour Regulation Bylaw No. 1276, 2020".***

CARRIED.

**15. OTHER BUSINESS**

There was no other business.

**16. QUESTION PERIOD**

There were no questions.

**17. ADJOURNMENT**

The meeting was adjourned at 4:43 PM.

**CERTIFIED CORRECT:** Minutes of the Regular Council Meeting held on Tuesday, July 14, 2020 at 3:30 pm in the George Fraser Room, Ucluelet Community Centre, 500 Matterson Road, Ucluelet, BC.

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Mayco Noël  
Mayor

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Mark Boysen  
CAO

**DISTRICT OF UCLUELET**  
**MINUTES OF THE SPECIAL COUNCIL MEETING**  
**HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE**  
**Tuesday, July 14, 2020 at 2:30 PM**

Present:       **Chair:**       Deputy Mayor Hoar  
                   **Council:**   Councillors Cole, and Kemps (Attended via Zoom)  
                   **Staff:**       Mark Boysen, Chief Administrative Officer  
                           Donna Monteith, Chief Financial Office  
                           John Towgood, Planner 1  
                           Nicole Morin, Corporate / Planning Clerk

Regrets:       Mayor Noël and and Councillor McEwen

**1. CALL TO ORDER**

The Special Council Meeting was called to order at 2:32 PM.

**2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY**

Council acknowledged the Yuułu?i?ath First Nation, on whose traditional territories the District of Ucluelet operates.

**3. NOTICE OF VIDEO RECORDING**

Delegates and meeting participants were advised that the meeting was being conducted via Zoom which may store data on foreign servers.

**4. ADDITIONS TO AGENDA**

There were no additions to the Agenda.

**5. APPROVAL OF AGENDA**

**5.1 July 14, 2020 Special Council Meeting**

2020.034.SPECIAL It was moved by Councillor Cole and seconded by Councillor Kemps

*THAT Council approve the July 14, 2020 Special Council Meeting Agenda as presented.*

CARRIED.

**6. CLOSED SESSION**

**6.1 Procedural Motion to Move In-Camera**

2020.035.SPECIAL It was moved by Councillor Hoar and seconded by Councillor Kemps

*THAT the meeting be closed to the public in order to address agenda items under Section 90(1)(e) and (l) of the Community Charter.*

CARRIED.

**7. ADJOURNMENT**

Adjourned at 3:23 PM.

**CERTIFIED CORRECT:** Minutes of the Special Council Meeting held on Tuesday, July 14, 2020 at 2:30 pm in the George Fraser Room, Ucluelet Community Centre 500 Matterson Road, Ucluelet, BC.

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Mayco Noël  
Mayor

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Mark Boysen  
CAO

**DISTRICT OF UCLUELET**  
**MINUTES OF THE COMMITTEE OF THE WHOLE MEETING**  
**HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE**  
**Friday, November 1, 2019 at 9:00 AM**

Present:       **Chair:**           Mayor Noël  
                   **Council:**       Councillors Cole, Hoar, Kemps, and McEwen  
                   **Staff:**           Mark Boysen, Chief Administrative Officer  
                                   Joseph Rotenberg, Manager of Corporate Services

Regrets:

**1. CALL TO ORDER**

**1.1 Mayor Noël called the meeting to order at 9:07 AM.**

**2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY**

Council acknowledged the Yuułuꞵiꞵꞵath First Nations on whose traditional territories the District of Ucluelet operates.

**3. ADDITIONS TO AGENDA**

**3.1 There were no additions to the Agenda.**

**4. APPROVAL OF AGENDA**

**4.1 November 1, 2019 Committee of the Whole Agenda**

2019.001.COW       **It was moved by Mayor Noël and seconded by Councillor McEwen**

*THAT Council approve the November 1, 2019 Committee of the Whole Agenda Meeting as presented.*

CARRIED.

**5. MAYOR'S ANNOUNCEMENTS**

**5.1 There were no Mayor's announcements.**

**6. PUBLIC INPUT AND DELEGATIONS**

**6.1 Delegations - Community Groups Introductions**

**A representative from each community group is invited to speak for up to 3 minutes to provide:**

- 1. Highlights of the group's activities;**
- 2. Relationship with the District; and**
- 3. Suggestions for improved communications with Council.**

***Following the meeting, additional input may be sent to***

***jrotenberg@ucluelet.ca or nmorin@ucluelet.ca***

Seventeen Community Groups were represented at the meeting. The following individuals were in attendance and provided brief updates on their Community Group's activities and challenges:

- Emily Coombs - Canadian Rangers
- Mandala Smulders - Central West Coast Forest Society
- Barb Gudbrandson – Ucluelet and Area Historical Society
- Bronwyn Kelleher – Army Navy and Vetrans Unit 293
- Mark Mafei and Shanti Davis – Raincoast Education Society
- Kerry Harwood – Surfrider Pacific Rim
- Rebecca Hurwitz – Clayoquot Biosphere Trust
- Samantha Hacket – West Coast Multiplex Society
- Susan Payne – Pacific Rim Arts Society
- Lara Kemps – Ucluelet Chamber of Commerce
- Cris Martin and Barbara Miller – Food Bank on the Edge
- Alberni Clayoquot Health Network
- Don Farris – Wild Pacific Trail
- Nicole Gerbrandt – West Coast Nest
- Marilyn McEwen and Sandy Rantz – Pacific Rim Whale Festival
- Geoff Lyons – Ucluelet Aquarium Society
- Charlotte Bouvier – Toast Masters

Three Community Groups submitted correspondence as their leaders were unable to attend the meeting:

- Marcie DeWitt – Alberni Clayoquot Health Network
- Bernie Herbert – Canadian Junior Rangers
- Ucluelet Market Society – Marnie Saunders

## **7. INFORMATION FROM COUNCIL**

### **7.1 Council Schedule (Verbal Update)**

Joseph Rotenberg, Manager of Corporate Services, provided this report. He noted that a new schedule will be introduced to council for their review on November 12, 2019 and Council Meetings are broadcast on the District of Ucluelet YouTube Channel.

### **7.2 Council Delegation Form**

Joseph Rotenberg, Manager of Corporate Services, provided this report. He noted the delegation form and corresponding submissions deadlines. Mr. Rotenberg further noted that correspondence to Council should be addressed to Mayor and Council and may be submitted via email to [info@ucluelet.ca](mailto:info@ucluelet.ca).

### **7.3 Grants In Aid (Verbal Update)**

Mark Boysen, Chief Administrative Officer, provided this report. He noted that Grant's in Aid applications are due on December 15, 2019, application forms are available online and In-Kind Contributions must be requested using the application form.

## **8. OTHER BUSINESS**

**8.1 Cris Martin, of the Foodbank on the Edge, noted the vitality and energy of Council. She thanked them for their support.**

## **9. QUESTIONS PERIOD**

### **9.1 Forest Centre**

Mandala Smulders, of the Central Westcoast Forest Society, asked about whether there is interest in developing a "Forest Information Centre." Council responded that they may be interested in seeing the development of a museum/education centre in Ucluelet. Mark Boysen, Chief Administrative Officer, noted that the Amphitrite Lands may be divested to the District of Ucluelet.

## **10. ADJOURNMENT**

**10.1 Mayor Noël adjourned the meeting at 11:48 AM.**

**CERTIFIED CORRECT:** Minutes of the Committee of the Whole Meeting held on Friday, November 1, 2019 at 9:00 pm in the George Fraser Room, Ucluelet Community Centre 500 Matterson Road, Ucluelet, BC.

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Mayco Noël  
Mayor

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Mark Boysen  
CAO





**DISTRICT OF UCLUELET**  
**MINUTES OF THE COMMITTEE OF THE WHOLE MEETING**  
**HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE**  
**Tuesday, June 16, 2020 at 3:30 PM**

Present:       **Chair:**           Mayor Noël  
                  **Council:**       Councillors Cole, Hoar, Kemps, and McEwen (All Councillors attended via  
                  **Staff:**           Zoom)  
                                  Mark Boysen, Chief Administrative Officer  
                                  Joseph Rotenberg, Manager of Corporate Services  
                                  Nicole Morin, Corporate / Planning Clerk

Regrets:

**1. CALL TO ORDER**

**1.1 The meeting was called to order at 3:34 PM.**

**2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY**

Council acknowledged the Yuułu?i?ath First Nation, on whose traditional territories the District of Ucluelet operates. Council noted that this Committee of the Whole was being conducted via Zoom, which may store data on foreign servers.

**3. ADDITIONS TO AGENDA**

There were no additions to the agenda.

**4. APPROVAL OF AGENDA**

**4.1 June 16, 2020 Committee of the Whole Agenda.**

2020.2021.COW   **It was moved by Councillor Hoar and seconded by Councillor Cole**  
                          *THAT Council approve the June 16, 2020 Committee of the Whole Agenda as presented.*

CARRIED.

**5. ADOPTION OF MINUTES**

**5.1 January 20, 2020 Special Joint Council Committee of the Whole**

2020.2022.COW   **It was moved by Councillor Hoar and seconded by Councillor Cole**  
                          *THAT Council adopt the January 20, 2020 Special Joint Council Committee of the Whole Minutes as presented.*

CARRIED.

**5.2 February 19, 2020 Regular Committee of the Whole Meeting**

2020.2023.COW   **It was moved by Councillor McEwen and seconded by Councillor Kemps**  
                          *THAT Council adopt the February 19, 2020 Committee of the Whole Minutes*

*as presented.*

CARRIED.

## 6. MAYOR'S ANNOUNCEMENTS

## 7. PUBLIC INPUT AND DELEGATIONS

### 7.1 Delegations - Community Groups Presentations

Pacific Rim Art Society - Susan Payne

- Discussed challenges associated with COVID-19 including the closure of the summer festivals and outlined how PRAS is supporting other entities.

Ucluelet Aquarium Society - Geoff Lyons

- Discussed reopening COVID-19 Safety Protocols, government subsidies and noted attendance is down.

Food Bank on the Edge - Cris Martin

- Noted increased funding, food supply and demand due to COVID-19. Also noted the free store set up by the Army Navy Air Force Society.

Seniors Sea View Society - Randy Oliwa and Cathie Whitcomb

- Noted potential change to their funding model and completion of the feasibility study for expansion of Forest Glenn. Also discussed operational changes associated with COVID-19.

Clayoquot Biosphere Trust - Rebecca Hurwitz

- Discussed new funding opportunities available through CBT, their "Giving Catalogue" and their purchase of a property in Tofino which will be used for offices, residential accommodations and community meeting rooms.

West Coast Multiplex Society - Mishele Gagne

- Noted that they applied for 18 million dollar grant to construct the arena, the annual golf tournament will occur on September 18th, are seeking volunteers and encouraged residence to join their news letter.

Ucluelet Rangers - Emily Coombs

- The rangers are supporting the Canadian Army with Operation Lazer.

Alberni Clayquot Health Network - Marcie Dewitt

- Have worked on service integration in the Alberni Valley and supporting the coming together sessions on the coast. Recently received word that they have received funding from UBCM to draft a poverty reduction plan.

#### West Coast Inland Search and Rescue - Marcie Dewitt

- Trained 16 new members this year. There have been less call outs than normal this year, which may be associated with park closures.

#### Ucluelet Chamber of Commerce - Laurie Gehrke and Lara Kemps

- Ms. Gehrke is now the President of the Chamber. The Chamber has been working to support businesses through COVID-19. Key fundraisers have been cancelled as a result of COVID-19.
- Working on a regional grant with Tofino and Port Alberni to access funding through the Community Futures and the Ministry of Economic Development.

#### Central West Coast Forest Society - Manadala Smulders

- Provide local environmental monitoring and requested that staff followup on their Big Beach knot weed funding request and recommended an Eel Grass survey in Ucluelet.

#### Tourism Ucluelet - Denise Stys-Norman

- Discussed challenges associated with COVID-19 including deep budget cuts, shift away from paid marketing towards supporting local businesses and visit later campaign. Also discussed the Travelling to Ucluelet During COVID-19 Toolkit.

#### Pacific Rim Historical Society - Barb Gudbranson

- Working to create a portable museum and mini-museum displays which they hope to display at the UAC Hall and described the Ucluelet "On This Spot" historical walking. Also noted fundraising challenges associated with COVID-19.

#### Wild Pacific Trail Society - Don Ferris

- Noted that the District is now conducting maintenance on the trail, the Wild Pacific Trail has hired a naturalist that works 60% of full time and shift to "Learn Where You Live" videos. Also noted fundraising challenges associated with COVID-19 and reduced trail tourism. Finally noted that they are waiting for guidance from the District about providing face to face tours and approval from the District to install video cameras to address vandalism on the trail.

#### Ucluelet Daycare Society - Lara Kemps

- Daycare is now open and receiving emergency funds from the government. Noted Challenges with staffing and the upcoming AGM.

#### Whale Festival - Sandy Rantz

- Discussed the cancellation of Whale Fest and noted that they are hoping to provide a festival in the fall.

#### Toast Masters - Julie Bealie

- Meetings are now conducted online and there are new members.

#### Pacific Rim Hospice Society - Tarni Jacobsen

- Currently provides 30 minute check-ins with clinical counselor for people of all ages and focused on child and youth grieving program which is partially funded by the District which is postponed due to COVID-19. Plan to develop grief resource kits, youth peer mentorship program, in services for teachers and one on one children and youth counselling.

#### West Coast Community Resource Society - Margaret Morrison

- Discussed challenges, program changes and service model changes associated with COVID-19. Discussed the seniors iPad iSolation loan program.

## 8. REPORTS

### 8.1 District of Ucluelet Update (Verbal Report) *Mark Boysen, Chief Administrative Officer*

Mr. Boysen presented this report. He provided an update on District activities and the impacts of COVID-19 on the District's budget, property taxes, projects and activities. Mr. Boysen also discussed the District's response to the COVID-19 including the EOC and COVID-19 Recovery Task Force.

## 9. ADJOURNMENT

The meeting was adjourned at 5:35 PM.

**CERTIFIED CORRECT:** Minutes of the Committee of the Whole Meeting held on Tuesday, June 16, 2020 at 3:30 pm in the George Fraser Room, Ucluelet Community Centre, 500 Matterson Road, Ucluelet, BC.

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Mayco Noël  
Mayor

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Mark Boysen  
CAO



July 10, 2020

Roger Gudbranson

[REDACTED]  
Parksville, BC  
[REDACTED]

Ucluelet Mayor and Council  
200 Main Street  
PO Box 999  
Ucluelet, BC  
V0R 3A0

Re: Frank Jones Memorial Little League Park (Ucluelet Little League Park)

Dear Mayor and Council,

After reading the online June 23<sup>rd</sup> Ucluelet Council Meeting Summary I felt I had to express my disappointment that council has seen fit to designate the Little League Park into an off-leash dog area.

There is history in the construction of this park which I feel you and council should be aware of. The park was built for the children of the community and future generations. This park was also built strictly by volunteers and "In Kind" donations from local companies. As the project manager for phase one, I worked with Paul Varga, the manager of MacMillan Bloedel Limited and the Village of Ucluelet to transfer the land from MacMillan Bloedel to the Village of Ucluelet, this took a year to complete. For the following two years I co-ordinated the "In Kind" machinery and volunteers to clear and level the land in preparation for phase two. Dave Godfrey took over as the project manager for this. Fencing the entire area, laying of the sod, crushed cinder, building the dugouts and time shack.

The companies that donated "In Kind" machinery and product were, MacMillan Bloedel Ltd., Roy Saunders Logging Ltd., Millstream Timber Ltd., J. Shepherd Trucking Ltd., Haulmor Sand and Gravel Ltd., Ucluelet Lions Club and the Village of Ucluelet.

To reiterate, countless hours were donated by devoted machine operators and general volunteers. An estimation of time value dollars donated by local companies exceeded \$400,000.00. This was a major undertaking made possible by the citizens of Ucluelet and local companies and by clarifying this I'm sure you and the council members will most definitely understand my discontentment in turning the once beautiful Little League Park into an off-leash dog park.

As a post script, I would like to add that in 1988 the Ucluelet Little League hosted the District (Island) Little League Tournament where the park was acclaimed to be the best Little League Park on Vancouver Island.

As a second post script I would also like to mention that while Dianne St. Jacques was the Mayor of Ucluelet during a council meeting she stated that the Ucluelet Little League Parks would always stay as the Ucluelet Little League Park.

Yours truly,

A handwritten signature in black ink, appearing to read 'R. Gudbranson', with a stylized flourish at the end.

Roger Gudbranson



**Joseph Rotenberg**

---

**From:** Darcey Bouvier on behalf of Info Ucluelet  
**Sent:** July 13, 2020 11:57 AM  
**To:** Joseph Rotenberg  
**Cc:** Nicole Morin  
**Subject:** Request for Letter of Support for Ucluelet Canadian Rangers

---

**From:** Emily Coombs [REDACTED]  
**Sent:** July 13, 2020 11:41 AM  
**To:** Info Ucluelet <info@ucluelet.ca>  
**Subject:** Request for Letter of Support for Ucluelet Canadian Rangers

Dear Mayor Noel,

I have been doing some thinking about the Ucluelet Canadian Rangers' capabilities here on the west coast and where we might best be of assistance should the need arise. In considering the fact that between Bamfield, Ucluelet and Tofino we have two Canadian Coast Guard stations, an RCMSAR station, WISAR, Parks Canada and other community-driven organizations, I had a conversation with Keith Orchiston, Tofino's Emergency Program Coordinator, about our region's capabilities to conduct urban search and rescues in the event of a catastrophic earthquake and/or tsunami. Keith informed me that no such capabilities currently exist within our region and that we would be dependent on assets coming from CFB Esquimalt, but not before at least two weeks had passed after an incident. In my mind, this is a vacancy in capabilities that the Ucluelet Canadian Rangers could fill if we were authorized by my chain of command to undergo the Light Urban Search and Rescue (LUSAR) training.

LUSAR is not the kind of training in which Rangers traditionally take part, and I'm not sure if there are additional roadblocks of which I am unaware that has prevented us from undertaking it in the past. But I have been asked by my Ranger Instructor to request letters of support from Ucluelet and Tofino stating the need for it in our communities and that the Rangers are well suited and eager to fill that gap. I will be asking Fire Chief Rick Geddes to support this idea on behalf of Ucluelet's Emergency Preparedness Program, and I would like to request one from you on behalf of the District of Ucluelet. I will also be requesting letters from Mayor Osborne on behalf of the District of Tofino and Keith Orchiston for Tofino's Emergency Preparedness Program.

If this is something that you think would benefit our region and are willing to support the idea, I ask that you please address the letter to MWO Donald Clark, Company Sergeant Major of BC Coy, 4th Canadian Ranger Patrol Group. The letter can be emailed to me and I will submit it through my chain of command. Please let me know if you have any questions or need assistance with any of the details.

Many thanks,  
Emily

Emily Coombs  
Canadian Ranger  
Patrol Commander  
Ucluelet Canadian Ranger Patrol  
BC Coy - 4th Canadian Ranger Patrol Group





July 23, 2020

VIA EMAIL

Dear Mayor and Council,

**RE: A Strategy for Rural Economic Development Through Health Care**

The Council of the Village of Kaslo is sponsoring the following resolution, which was identified by the Association of Kootenay-Boundary Local Governments as a top shared priority, to the UBCM Convention this September.

**A Strategy for Rural Economic Development Through Health Care**

*Whereas local health care at all stages of life impacts the economic development of communities: e.g. family members lose work time, people and their businesses move out of the community or choose not to locate there;*

*And whereas “ageing in place” keeps seniors close to home, where their partner, family or friends are better able to provide loving support and care, which reduces the load on health care providers and improves quality of life for all;*

*And whereas concentrating health services in regional centres transfers a significant economic burden to individuals in the form of transportation costs, increased energy consumption and housing in-affordability;*

*And whereas providing health care jobs in small communities stimulates the local economy with numerous spin-off benefits, creating opportunities to attract new people, their families, and businesses;*

*And whereas our elderly, and all patients, deserve to be treated with dignity and respect, not as “users”;*

*Now therefore be it resolved that we call upon the Government of British Columbia to build a strategy to expand rural community health care services with consideration for maximizing local*

Box 576, Kaslo, BC V0G 1M0

Tel. 250-353-2311 ext. 201 Fax. 250-353-7767

E-mail: [cao@kaslo.ca](mailto:cao@kaslo.ca)

<http://www.kaslo.ca>

*economic impacts, creating professional job opportunities, access to affordable housing, improving social wellbeing and reducing transportation-related greenhouse gas emissions.'*

(Resolution 23/2020 Passed January 28, 2020)

We appreciate your consideration to support our resolution, which has become even more timely and relevant considering the impacts Covid-19 on the health and vitality of small, rural and remote communities.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Suzan Hewat". The signature is written in a cursive, flowing style.

Mayor Suzan Hewat

Cc: BC Municipalities and Local Governments  
The Honourable Adrian Dix, British Columbia Minister of Health

## Joseph Rotenberg

---

**From:** Darcey Bouvier on behalf of Info Ucluelet  
**Sent:** July 30, 2020 9:28 AM  
**To:** Mark Boysen  
**Cc:** Joseph Rotenberg  
**Subject:** Ban the use of rodenticides please

---

**From:** Susan Lee [REDACTED]  
**Sent:** July 29, 2020 10:26 AM  
**To:** Info Ucluelet <info@ucluelet.ca>  
**Subject:** Ban the use of rodenticides please

Dear Jennifer A. Hoar (Councillor), Ucluelet,

Dear Jennifer A. Hoar (Councillor), Ucluelet,

Congratulations on becoming my next Member of Parliament. As one of your constituents, I am writing to express my concerns, which I hope you share, for animal welfare in Canada. In the recent election I voted for animals; and recently with the help of a survey hosted by Humane Canada, I am happy to share Canadians' top three animal welfare priorities: Re-introduction and passage of Bill S-214 (ban on cosmetic testing on animals). The creation of an all-party committee to review existing animal welfare legislation and make recommendations for improvements. Funding provided to strengthen our legal system's response to animal cruelty through training for enforcement officers, Crown Prosecutors and judges regarding animal cruelty crimes. I am also concerned about:

Hello Mayor and Council. Not sure if the district uses any rodenticide or not, but if so please consider the following text...

The wide-spread use of poisons in rodent control is killing our wildlife and harming greenspaces and waterways. Municipalities can play a key role in reducing rodenticide use and educating residents on preventative and alternative control measures.

Taking action to address which pest control measures are used on municipal property can make a significant change and show leadership on environmental, animal welfare and public health issues in local communities. The District of North Vancouver and the District of Saanich recently passed motions to ban rodenticide use on all municipal properties – I am now asking you to do the same for our community.

The BC SPCA is dedicated to supporting humane pest control and has spent years developing research partnerships, setting evidence-based wildlife-friendly standards through its AnimalKind accreditation program for wildlife and pest control companies, and working with municipalities to make local change. Each community has a role in preventing the suffering of animals and this action taken by Mayor and Council will be supported by the BC SPCA, other environmental and animal organizations, and residents.

I hope you will help make these issues a priority when you represent our riding, and, in the work you take on during this Parliament. If you would like to know more about Humane Canada and the work they do on behalf of Humane Societies and SPCAs, I invite you to visit [www.humanecanada.ca](http://www.humanecanada.ca). Congratulations again, and I look forward to the work you will do to improve the state of animal welfare in Canada. Sincerely,

Susan Lee

[REDACTED]  
Ucluelet, BC V0R 3A0  
Canada

[REDACTED]

Thank you,

Susan Lee

▪



# EMIL ANDERSON CONSTRUCTION (EAC) INC.

August 12<sup>th</sup>, 2020

**Re: Hwy 4 Kennedy Hill Safety Improvements Traffic Interruptions Update**

Dear Highway 4 Travelers,

Attached is a revised copy of the August 13<sup>th</sup>, 2020 to September 8<sup>th</sup>, 2020 closure schedule. You can find a copy of the schedule on our *EAC Hwy 4 Kennedy Hill Project Updates* Facebook page at [facebook.com/eac.bc.ca.kennedy.hill/](https://www.facebook.com/eac.bc.ca.kennedy.hill/)

The remaining bluffs still to be blasted represent some of the most challenging rock to manage on the entire project, and over the coming weeks, the project team is pursuing further geotechnical site investigations to develop the blast plan and strategy to safely take down these bluffs. Over this period, no blasting operations are occurring, and the site will remain 24/7 single lane alternating traffic with up to 30min delays and traffic control on site at all times. Continue to watch for workers as other non blasting related operations are still ongoing during this period.

Public and employee health and safety are always the highest priority from Emil Anderson Construction, and this focus is heightened during the current COVID-19 crisis. EAC and its employees and subcontractors are following the advice and direction from all levels of our government as minimum standards to prevent spread of the virus on our job site and at home. Some measures taken on the site include continual use of the BC COVID-19 Symptom Self-Assessment Tool <https://covid19.thrive.health/>, social distancing, hand and hard surface hygiene and no exceptions to isolation if showing symptoms of illness.

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](https://www.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 [gov.bc.ca/highway4kennedyhill](https://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.**

Page 1 of 2



Expect Single-lane alternating traffic at all times with up to 30min delays.

Day	Date	12am-5am	5am-5pm	5pm-12am
Thur	Aug 13, 2020			
Fri	Aug 14, 2020			
Sat	Aug 15, 2020			
Sun	Aug 16, 2020			
Mon	Aug 17, 2020			
Tue	Aug 18, 2020			
Wed	Aug 19, 2020			
Thu	Aug 20, 2020			
Fri	Aug 21, 2020			
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Fri	Aug 28, 2020			
Sat	Aug 29, 2020			
Sun	Aug 30, 2020			
Mon	Aug 31, 2020			
Tue	Sep 1, 2020			
Wed	Sep 2, 2020			
Thu	Sep 3, 2020			
Fri	Sep 4, 2020			
Sat	Sep 5, 2020			
Sun	Sep 6, 2020			
Mon	Sep 7, 2020			
Tue	Sep 8, 2020			





## STAFF REPORT TO COUNCIL

Regular Council Meeting: AUGUST 18, 2020  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** BRUCE GREIG, MANAGER OF COMMUNITY PLANNING

**FILE NO:** 6480-20-2018-OCP

**SUBJECT:** UCLUELET OCP – INDIGENOUS RELATIONS AND POLICY

**REPORT NO:** 20-85

**ATTACHMENTS:** APPENDIX A – EXCERPTS FROM DRAFT 2020 OCP  
APPENDIX B – BC PUBLICATION ON THE *DECLARATION ON THE RIGHTS OF INDIGENOUS PEOPLES ACT (2019)*  
APPENDIX C – FCM *PATHWAYS TO RECONCILIATION; CITIES RESPOND TO THE TRUTH AND RECONCILIATION COMMISSION CALLS TO ACTION*  
APPENDIX D – *UN DECLARATION ON THE RIGHTS OF INDIGENOUS PEOPLES*

### **RECOMMENDATIONS:**

**THAT** Council, with regard to the 2020 Official Community Plan (OCP) bylaw update:

1. receive this report for information; and,
2. provide direction to staff on any desired changes to the attached excerpts of the draft OCP regarding municipal policy, communications and relations with Indigenous communities and people, to guide refinement of the draft before the whole OCP bylaw is brought back for consideration at a future meeting of Council.

### **PURPOSE:**

The purpose of this report is to provide a brief background and update on text and policies being developed for the current draft of the Ucluelet Official Community Plan (**OCP**) bylaw, particularly those which specifically address the District's relationship with Indigenous people and governments. The intent of this report is to check in with Council on the direction of this work, and to provide time to focus discussion and questions on this area of the OCP, ahead of further discussion of updates to all other areas of policy (environmental, transportation, land use, etc.).

### **BACKGROUND:**

Since Council gave first reading to Official Community Plan Bylaw No. 1236 in late 2018, staff have been making progress (slow progress, but progress nonetheless) on refining the document and filling a number of gaps. Comments received in response to the District's referral of the draft to the Yuułuʔiłʔatḥ Government and ʔukʷaaʔath Nation, and ongoing conversations at the staff level, have helped shape the changes and additions to the document, resulting in the current draft (see Appendix 'A'). Staff would like to particularly acknowledge the contributions and insights of Carey Cunneynworth, Manager of Culture and Heritage / Archaeologist for the Yuułuʔiłʔatḥ Government.

The draft OCP presented with Bylaw No. 1236 initially in 2018 represents a major overhaul of the 2011 Plan. In particular, proposed changes to the OCP include:

1. a new structure organized around the broad themes of Place, People and Systems;
2. writing which attempts to be more inclusive of indigenous perspectives (Part 1);
3. expanded policies on affordable housing (Part 3);
4. an updated section on economic development (Part 4);
5. an updated Long-Range Land Use Plan (Schedule 'A') reflecting the current zoning (and sub-zones) but also showing the expected evolution of land uses toward the year 2050, particularly in the former Forest Reserve land areas;
6. addition of a Parks and Trails Network map (Schedule C) showing the location of existing and proposed new parks, trail connections and open space;
7. new mapping and clarification of Development Permit areas for protection of the environment and avoiding natural hazards (Schedules 'E' and 'G', and DP guidelines in Part 6);
8. updated policies responding to climate change, energy use and sea level rise (Parts 2 and 6);
9. clarification of Development Permit areas for form and character (Schedules 'F', and DP guidelines in Part 6); and,
10. an updated section on implementation, including enforcement (Part 6).

The document is the result of the enthusiastic input of Ucluelet residents as well as insights provided by all municipal departments. The draft plan attempts to capture the character of Ucluelet and chart the direction where the community is headed over the coming years. The aim is to create a document which will prove useful:

- to residents and property owners, as they look to understand what their friends and neighbours envision, and where they fit within the community;
- to businesses and investors, as they seek a clear understanding of the framework they are working in and the available opportunities;
- to other agencies, as they look for the direction Ucluelet is taking to see where our interests align;
- to staff, as they work to continually improve municipal operations and deliver services on behalf of the community; and,
- to Councils, as they discuss community issues, set priorities and deliberate on where to focus finite resources.

Developing the final draft of the OCP has had to compete for staff time with other urgent and emergent issues. The benefit of taking a slow approach is that it has allowed the plan to mature and be better informed by the input received by other agencies and individuals. This is particularly true of the policy area which is the focus of this report. This timing was certainly not the intent in the fall of 2018 (i.e., taking two years to let the OCP percolate), but a welcome side-effect will be a better plan.

The conversations and feedback to date have led to more substantive changes in this policy area than will be seen in the rest of the OCP. The other significant area of work to advance the draft is updating the mapping to reflect our current understanding of potential land uses, environmental and archaeological sensitivities, etc. Staff expect that the entire draft OCP and its maps will be ready for Council and community review early this fall.

**DISCUSSION:****New text and policy relating to Indigenous relations and interests:**

The 2011 OCP was silent on the presence, role and/or relationship between Indigenous community members or governments and the municipality. The 2018 draft of the OCP included acknowledgement of the traditional territory of the Yuułu?iŋ?atŋ and introduced a discussion of the relationship between Ucluelet and its neighbours, particularly the Yuułu?iŋ?atŋ Government.

New text and policies, highlighted in red in the OCP draft excerpts found in **Appendix A**, expand on the previous work. The new text and policies are presented below – reading these in combination with the other text and policies in Appendix A provides additional context.

The provincial and federal governments have taken recent steps to recognize the rights of Indigenous peoples and implement the Calls to Action from the Truth and Reconciliation Commission. The text and policies being recommended in this draft OCP point to avenues for approaching reconciliation at the local, community level.

**The Rights of Indigenous Peoples, Reconciliation and the Legacy of Colonialism:**

The proposed additions to the OCP include the following:

“The United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) was adopted by the UN General Assembly in 2007. In 2015 the Truth and Reconciliation Commission listed as the first principle for reconciliation that the UNDRIP, “is the framework for reconciliation at all levels and across all sectors of Canadian Society.” The UNDRIP was officially adopted by the Government of Canada in 2016. In November of 2019 the Government of British Columbia passed the *Declaration on the Rights of Indigenous Peoples Act*; BC is the first Canadian province to start bringing its legislation in alignment with the UNDRIP.

Note that the District of Ucluelet is not a “State” and does not carry the legal weight of “the Crown”; the responsibilities of the Crown cannot be delegated downward to local government by the Province. At the same time, as noted in the Truth and Reconciliation Commission *Calls to Action*, all levels of government - including local municipalities - have a role to play in healing relationships, building community and addressing the ongoing legacies of colonialism to create a more equitable and inclusive society.

**Policy 1.1** The District of Ucluelet adopts the *United Nations Declaration on the Rights of Indigenous Peoples* as the framework for reconciliation (see Appendix **J**).”

A brief overview from the Province of BC on the *Declaration on the Rights of Indigenous Peoples Act* is attached to this report (see **Appendix ‘B’**). A publication prepared by the Federation of Canadian Municipalities (FCM) provides examples of actions that both small and large municipalities are taking toward reconciliation (see **Appendix ‘C’**). The *United Nations Declaration on the Rights of Indigenous Peoples* is also included for reference (see **Appendix ‘D’**)

Education and Communication:

**“Policy 1.7** Provide education to municipal employees on the history of Indigenous peoples, including the history of residential schools, the *United Nations Declaration on the Rights of Indigenous Peoples*, Treaties (including the *Maa-nulth Treaty*) and Aboriginal Rights, Indigenous law, and Aboriginal-Crown relations. This will include skills-based training in intercultural competency, conflict resolution, human rights and anti-racism.”

**“Policy 1.9** Develop, in partnership with the Yuułuʔiłʔatḥ Government, a protocol for referral and input on proposed developments and/or operations which might impact Yuułuʔiłʔatḥ lands, resources and/or culture.”

**“Policy 3.37** Develop, in partnership with the Yuułuʔiłʔatḥ Government, a protocol for referral and input on development proposals within the areas of high archaeological and cultural potential identified on Map 4.”

**“Policy 3.45** Roughly half of the existing street names in Ucluelet are nouns; invite input from the Yuułuʔiłʔatḥ on Nuu-chah-nulth translations of these names, and explore opportunities for a bilingual street sign program.”

Operations:

**“Policy 1.10** Develop, in partnership with the Yuułuʔiłʔatḥ Government, a stewardship protocol for lands within the municipal parks network to achieve a respectful balance between ecological conservation and opportunities for indigenous cultural activities including harvest.”

“The Yuułuʔiłʔatḥ Government has provided archaeological and cultural potential mapping which highlights areas considered to be of very high archaeological potential (see Map 4); this includes the shoreline and all areas 150m inland around the shore of the Ucluth Peninsula, plus old-growth forest ecosystems.”

**“Policy 3.38** Develop, in partnership with the Yuułuʔiłʔatḥ Government, a joint Heritage Alteration Permit and protocol / servicing agreement for archaeological and cultural guidance on municipal works and operations within the areas of high archaeological and cultural potential identified on Map 4.”

Housing:

“Approximately 9% of Ucluelet residents identify as Indigenous (2016 census). This includes both homeowners and renters. There are a handful of housing units owned by the Yuułuʔiłʔatḥ Government in town, as well as homes owned and operated by non-profit housing providers.”

**“Policy 3.134** Include Indigenous housing needs in the development of a community Affordable Housing Needs Assessment.”

**“Policy 3.135** Work with regional Indigenous governments and housing providers to identify where opportunities may exist to support and/or partner on meeting all community housing needs.”

These additions to the OCP will help define a clearer path for taking steps toward reconciliation and opening conversations which it is hoped will lead to a more inclusive and equitable community.

#### **FINANCIAL IMPACTS AND CAPACITY:**

Adoption of an OCP and its policies does not commit Council or the community to complete any tasks or projects by a certain time, or commit to funding future projects; those future decisions remain at the discretion of Council. The OCP as drafted notes a number of follow-up actions which would build on the Plan and help clarify future decisions facing the community and its elected Council. These items will all come forward for consideration by Council as part of its ongoing strategic planning and budgeting processes, with the associated costs to be detailed at that time.

A number of policies proposed in the draft OCP signal future work with Indigenous governments to work out the details of how the District will proceed in areas of mutual interest. The timing of how these progress will depend on the interest and capacity of both parties, and is flexible.

#### **POLICY OR LEGISLATIVE IMPACTS:**

The requirements for adopting an Official Community Plan bylaw include Council consideration of opportunities for consultation with affected persons, organizations and authorities as part of the process. Following first reading of the OCP Bylaw No. 1236, the draft OCP was referred to a long list of agencies and government bodies for review and comment. This input has been invaluable in refining the plan (in many policy areas, not limited to the issues covered in this report).

Once the OCP Bylaw reaches the point where it has received second reading and is being referred to a public hearing, staff will recommend that Council refer the updated draft of the OCP to those same agencies for formal comment prior to the public hearing.

#### **PROGRESS AND NEXT STEPS:**

If the direction presented in this report is supported by Council, staff will continue on working to finish the revisions to the draft, to bring a revised complete OCP bylaw before Council – for consideration of second reading as amended and referral to a public hearing – early this fall.

#### **SUMMARY:**

This report provides an opportunity to focus discussion and provide input to staff on the text and policy areas which have been developed to better guide the District's interaction with Indigenous community members and neighbouring First Nations governments. The draft policies being proposed for the 2020 OCP are quite progressive for a small local government. Given the specific context of the contributions from Indigenous community members within the Ucluelet community, and the ongoing relationship between the District and both Yuułu?ił?ath Government and 'Tukwaa?ath Nation, staff strongly recommend this direction as an appropriate path forward in 2020.

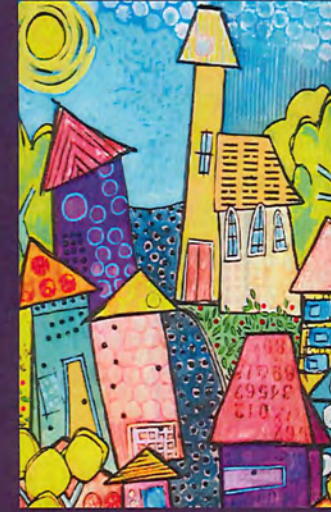
**Respectfully submitted:** Bruce Greig, Manager of Community Planning  
John Towgood, Planner 1  
Mark Boysen, Chief Administrative Officer



Place



People



Systems



DISTRICT OF  
**UCLUELET**

# Official Community Plan ~~2018~~2020

This plan would not exist without the hard work and input generously provided by the following:

- the mapping magic of Shawn Warner at CGIS;
- the Word wizardry of Nicky Ling at Ukee Infotech;
- Dr. Pam Shaw and the students of the Masters of Community Planning program and Mount Arrowsmith Biosphere Region Research Institute at Vancouver Island University;
- the staff from all departments of the District;

...and most importantly, all the community members who shared their ideas, concerns, vision and passion for the community of Ucluelet.

Cover artwork by Katsumi Kimoto and Marla Thirsk

**Title:** District of Ucluelet Official Community Plan  
**Prepared By:** Planning and Building Department, District of Ucluelet  
**Status:** Draft 6  
**Contact:** Planning Department  
District of Ucluelet  
200 Main Street, Ucluelet BC V0R 3A0  
☎ 250-726-7744

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DPA VI - Stream and Riparian Areas Protection.....	108+05		

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The District of Ucluelet acknowledges that we are located on the traditional territory (ḥaaḥuuli) of the Yuuḥuḥiḥath (Ucluelet First Nation). We are neighbouring communities who share interests in the Ucluth Peninsula and surrounding area. Our long-standing relationship is built upon mutual respect and many individual, personal ties.

The District aims to broaden and strengthen this relationship to better the lives of all community members. Discussion of the municipality's relationship with indigenous people and communities follows in Part One of this plan.

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# Part One: Introduction

## What is an Official Community Plan & Why Plan

An Official Community Plan, or “OCP”, is a statement of objectives and policies adopted by a local government to guide decisions on land use planning, land use management and municipal operations within the area covered by the plan. The OCP sets out a road map for the community, to let everyone know where we’re headed in the long term. The scope of this OCP looks 30 years down the road. It is a living document and should be changed from time to time as the community evolves, as new issues come up or as new opportunities arise. The OCP is adopted by bylaw, by the elected Council of the District of Ucluelet; once the OCP is adopted any subsequent bylaws enacted or works undertaken by Council must be consistent with the plan.

For details on the legislative context, community profile, public consultation and process which went into developing this OCP, please refer to the appendices in Part 7.

Following this introductory foundation chapter, the bulk of the plan is organised under three broad headings of Place, People and Systems – followed by a chapter on Implementation and appendices.

## Ucluelet is:

### COMMUNITY CHARACTER AND IDENTITY

Ucluelet is a diverse, active and welcoming community which has been shaped over time by the energy of the place and the people drawn here to the natural setting of the rugged outer west coast of Vancouver Island.

Located on the narrow Ucluth Peninsula between Barkley Sound and the exposed Pacific Ocean, Ucluelet’s name (“safe harbour” in the Nuu-chah-nulth language) points to the key position of the town in this spectacular landscape. Poised on the edge of the Pacific, the community draws its energy from the interplay of the contrasting and complementary qualities of the landscape and the people. A short stroll takes you from Big Beach and the surge of the wild Pacific to the Whiskey Dock in the centre of the village and the calm waters of the harbour. Layered through the community are pairs of influences which add to its richness: land / sea; indigenous / settler; ancient / modern; resident / visitor; small town / world class; energizing / restoring; raw / refined – the interplay of these forces makes for a community which is complex, balanced and dynamic.

The people who make up the town of Ucluelet are known for being a friendly, hardworking, resourceful and welcoming group of citizens who are fiercely protective of the land and sea, and the resources which have sustained the community for generations. Ucluelet has been recognised as a town committed to carefully managing its growth to ensure that, as it changes over time, the natural environment is protected, the social fabric of the community is strengthened, and the local economy becomes more diverse and vibrant. This plan builds on the careful work of the past, and has been shaped by input from the engaged and passionate citizens of Ucluelet.

## COMMUNITY VISION

### Vision

*Ucluelet's built and natural environment reflects, above all, the value we place on the outstanding beauty and diverse natural habitat of this place, which support the well-being of all members of the community. Ucluelet residents and visitors enjoy a high quality of life built upon a sustainable, diverse and vibrant local economy.*

### Guiding Principles

The policy directions contained within the OCP aim to realise this vision of Ucluelet as a vibrant, natural and active community. The following guiding principles reflect components of the vision and will be used to guide decision making.

1. Protect natural areas and ecological function
2. Maintain and enhance Ucluelet's unique character and preserve its heritage
3. Foster a welcoming and complete community
4. Build a diverse and dynamic local economy
5. Create a compact and vibrant Village Square
6. Develop and maintain top quality parks, trails, recreation and community services for residents and visitors
7. Broaden the spectrum of housing options to improve the availability of appropriate, affordable housing for all
8. Increase transportation choice and reduce automobile trips
9. Manage growth in balance with jobs, infrastructure investments, and the provision of services
10. Embrace the challenge of addressing the causes and impacts of climate change

### The Visitor Experience

The tourism sector is a strong and growing part of its economy yet Ucluelet remains a working town first, and a resort second.

Ironically this is one of the town's strengths as a visitor destination. Ucluelet is the kind of town where not only does your yoga instructor live next door to a forklift operator, but there's a good chance that she *is* a forklift operator.

Interactions with the creative and colourful locals are an essential part of how our community leaves an impression on the visitor. By continuing to strengthen and grow as a diverse working town, by fostering small businesses and local innovators, and by improving the town facilities, programs and infrastructure to benefit all community members, we will also expand and improve the visitor experience.

Remaining genuinely Ukee in the face of growth and change will be key to maximising the quality of life for both residents and visitors.

## CONTEXT

### Region and Neighbours

The District of Ucluelet is located on the Ucluth Peninsula, at the entrance to Barkley Sound on the west coast of Vancouver Island. The town is situated just south of the Long Beach unit of the Pacific Rim National Park Reserve. The municipality is located within the Alberni Clayoquot Regional District (ACRD); other nearby west coast communities are the town of Tofino at the northern end of Long Beach, and the unincorporated community of Bamfield on the opposite side of Barkley Sound.

Ucluelet is situated in the traditional territory of the Yuułuᑭiᑭᑭᑭᑭ (Ucluelet First Nation), whose community is based immediately across the harbour at Hitacu. The Yuułuᑭiᑭᑭᑭᑭ are one of the five Maa-Nuulth Treaty First Nations along with the nearby ʼtukʼaaᑭᑭᑭᑭ (Toquaht Nation). The administrative office of the Toquaht Nation is located on Peninsula Road in the town of Ucluelet. The Toquaht Nation and the District of Ucluelet are partners in the Barkley Community Forest.

The economies of the Yuułuᑭiᑭᑭᑭᑭ First Nation, the Toquaht Nation and the District of Ucluelet are inexorably linked and all share a close tie to the area forests, fisheries and visitor economy. Citizens of all three communities regularly intermingle in town where many live, work, go to school, shop and access services.

Nearby residents of the Millstream and Port Albion unincorporated areas of the ACRD Area C are also an integral part of the fabric of the Ucluelet community.

The District provides drinking water to the Yuułuᑭiᑭᑭᑭᑭ First Nation at Hitacu, and back-up water supply and fire protection to Millstream. Ucluelet and its neighbours benefit from a history of mutual respect and assistance.



## YFN: Relationship and Reconciliation

*"The Yuuluḡilḡath First Nation asserts that we have occupied, benefited from and governed our traditional territory, lands, waters and resources since time immemorial.*

*The traditional territory of the Yuuluḡilḡath First Nation has in the past provided the resources necessary to sustain the Yuuluḡilḡath First Nation and we honour its connection to the lands, waters and resources of its traditional territory which provide for our physical and spiritual needs.*

*Through our inherent right to self-government, the Yuuluḡilḡath First Nation has preserved and protected our traditional territory and we accept the obligations and responsibilities inherent in governing Yuuluḡilḡath lands and pledge to protect Yuuluḡilḡath lands for future generations of our citizens.*

*We promote a healthy and prosperous future that ensures the continued existence of the Yuuluḡilḡath First Nation as a strong political, social and cultural community that aspires to grow as an organized, determined, successful and self-reliant people.*

*The Yuuluḡilḡath First Nation values the need to respect, protect and promote our heritage, culture and traditions which form the basis of our success and destiny while understanding that these practices may change and require contemporary expression.*

*It is the desire of the Yuuluḡilḡath First Nation that our Yuuluḡilḡath lands continue to provide the resources necessary to sustain us, preserve our traditional ways and culture, encourage self-sufficiency and security through economic development and growth and to provide a home for the Yuuluḡilḡath people forever.*

*It is also the desire of the Yuuluḡilḡath First Nation that economic development and growth on our Yuuluḡilḡath lands will be conducted in a way that is transparent and accountable and that will foster a safer, stronger, healthier, more financially secure and more sustainable community. To this end, the Yuuluḡilḡath First Nation encourages our citizens to participate in the planning process for development and growth in order to create the type of community we want to live in and be a part of and that meets our needs.*

*Economic development and growth on Yuuluḡilḡath lands will be carried out in a way that ensures our economic development and growth is socially, economically and environmentally sustainable."*

*(Source: YFN Planning & Land Use Management Act 2011)*

The District of Ucluelet and the Yuułuʔiłʔatḥ **First Nation Government** have adopted a protocol agreement, most recently updated in 2014, as a framework within which to advance our working relationship. The vision put forward in the protocol agreement is as follows:

*Protocol Context*

Our community vision is:

- A healthy community where the citizens of our population are united and share a sense of civic pride.
- A year round, diversified and healthy economy that yields growth which doesn't compromise the environment or what makes our communities unique.

Our collaborative organizational vision is:

- Effective governments, working towards common issues, as partners.

*Shared Values*

Our common values will serve as a foundation for our conduct and decision-making, and will guide us when prioritizing our interests, and determining the methods used to advance those interests. These values include:

Relationships

- trust
- integrity
- authentic communication
- cooperation
- transparency
- respect

- honesty
- mutual benefit
- patience
- fairness

Culture

- appreciation and celebration of different cultures
- traditions
- history

Social

- sense of community
- family
- reciprocity and giving back
- life long learning

Environment

- sustainability
- do no harm
- interconnectedness
- carbon neutral

**Objective 1A** To recognise the interests and heritage of local indigenous people and communities.

**Objective 1B** To build and strengthen the relationship between the municipality and indigenous communities with a spirit of neighbourliness and mutual support, in this time of reconciliation.



The United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) was adopted by the UN General Assembly in 2007. In 2015 the Truth and Reconciliation Commission listed as the first principle for reconciliation that the UNDRIP, “is the framework for reconciliation at all levels and across all sectors of Canadian Society.” The UNDRIP was officially adopted by the Government of Canada in 2016. In November of 2019 the Government of British Columbia passed the *Declaration on the Rights of Indigenous Peoples Act*; BC is the first Canadian province to start bringing its legislation in alignment with the UNDRIP.

Note that the District of Ucluelet is not a “State” and does not carry the legal weight of “the Crown”; the responsibilities of the Crown can not be delegated downward to local government by the Province. At the same time, as noted in the Truth and Reconciliation Commission *Calls to Action*, all levels of government - including local municipalities - have a role to play in healing relationships, building community and addressing the ongoing legacies of colonialism to create a more equitable and inclusive society.

**Policy 1.1** The District of Ucluelet adopts the *United Nations Declaration on the Rights of Indigenous Peoples* as the framework for reconciliation (see Appendix .

**Policy 1.2** Make every effort to build on the history of respect and mutual assistance which characterises the relationship between the municipality and the Yuułu?if?ath and **“tuk<sup>w</sup>aa?ath Toquaht** Nations.

**Policy 1.3** Endeavour to ensure that municipal facilities, functions and programs are welcoming and accessible to Indigenous members of the community.

**Policy 1.4** Seek opportunities for mutual benefit when exploring topics of housing, economic development, transportation, utilities, tourism, emergency services and other matters which affect the wellbeing of our communities.

**Policy 1.5** Use the protocol agreement between the District of Ucluelet and Yuułu?if?ath **First Nation Government** as an avenue for dialogue and action on matters of mutual interest, where we come to the table as equal parties.

**What is a ‘policy’?**

Policy statements say what the District means to do. The policies in this plan should be read as if preceded by the words “The District of Ucluelet will...”

**Policy 1.6** Explore the potential benefit of establishing a protocol agreement with the Toquaht Nation.

**Policy 1.7** Provide education to municipal employees on the history of Indigenous peoples, including the history of residential schools, the *United Nations Declaration on the Rights of Indigenous Peoples*, *Treaties* (including the *Maa-nulth Treaty*) and Aboriginal Rights, Indigenous law, and Aboriginal-Crown relations. This will include skills-based training in intercultural competency, conflict resolution, human rights and anti-racism.

The District acknowledges that the Yuułuʔiłʔatḥ have a relationship with the lands of their traditional territory which now fall within the District of Ucluelet, and that this connection extends back in time over thousands of years. The District respects that the relationship the Yuułuʔiłʔatḥ have to the land and surrounding sea goes deeper than the typical land use issues encountered by a municipality.

**Policy 1.8** Endeavour to understand and consider Indigenous perspectives when making decisions on land-use issues.

**Policy 1.9** Develop, in partnership with the Yuułuʔiłʔatḥ Government, a protocol for referral and input on proposed developments and/or operations which might impact Yuułuʔiłʔatḥ lands, resources and/or culture.

**Policy 1.10** Develop, in partnership with the Yuułuʔiłʔatḥ Government, a stewardship protocol for lands within the municipal parks network to achieve a respectful balance between ecological conservation and opportunities for indigenous cultural activities including harvest.

This chapter is considered a work in progress, and the District welcomes input and ideas for improving ~~the understanding,~~ communication and **our understanding of the** ongoing history between the municipality and indigenous communities.

## FOOD SECURITY

**Objective 3Q** Residents have access to healthy food and opportunities to grow, harvest and buy local food.

**Policy 3.29** Encourage and support opportunities for direct seafood sales at appropriate facilities in the Harbour.

**Policy 3.30** Support community gardens on appropriate public lands.

**Policy 3.31** Encourage opportunities for food production and gathering on appropriate lands in the Barkley Community Forest.

**Policy 3.32** Support appropriate wildlife-smart organic waste composting.

**Policy 3.33** Support the ~~development and~~ implementation of ~~a~~ ~~the~~ Coastal Addendum to the Alberni Agriculture Plan.

**Policy 3.34** Identify, build and maintain food storage and processing facilities which can serve to provide duplicate capacity in case of community emergencies (e.g., food bank, UCC kitchen, **schools**, etc.).

**Policy 3.35** Explore the feasibility of a combined fieldhouse, emergency muster station and foodbank at Tugwell Field.

**Policy 3.36** Explore opportunities for teaching food growing, preparation and preserving within educational and recreation programs, including after-school kids' programs.

## HERITAGE AND CULTURE

### Heritage and Cultural Conservation

The Ucluth Peninsula has been inhabited for thousands of years by the Yuułuꞑiꞑath (Ucluelet First Nation). Many ancient sites and artefacts are scattered throughout the District.

There is a legal and moral obligation to conserve these sites and materials. Archaeological sites are managed under the provincial *Heritage Conservation Act*. This Act provides for the protection and conservation of British Columbia's archaeological resources. Under the legislation, archaeological sites are protected whether their location is documented or not.

Cultural heritage resources are different than archaeological sites, and are also of significant value. These sites will often lack the physical evidence of human-made artefacts or structures, but will retain cultural significance to one or more living groups of people.

Examples include such things as ritual bathing pools and resource gathering sites. Effective implementation will require a positive working relationship between the Yuułuꞑiꞑath **First Nation** and the District.

**The Yuułuꞑiꞑath Government has provided archaeological and cultural potential mapping which highlights areas considered to be of very high archaeological potential (see Map 4); this includes the shoreline and all areas 150m inland around the shore of the Ucluth Peninsula, plus old-growth forest ecosystems.**

Known affectionately by locals as “Ukee,” Ucluelet’s rich history is commemorated today in place names, local events and built environments. A number of sites are recognised as having heritage value, including:

- St. Aidan on the Hill church site at Main Street and Peninsula Road
- Plank roads and boardwalks that once connected parts of the community (and recalled in signage installed by the Ucluelet and Area Historical Society along portions of the Wild Pacific Trail)
- Japanese community post-war settlement at Spring Cove and other locations
- Seaplane Base Road and Recreation Hall area
- George Fraser property, gardens and farm south of Peninsula Road
- Imperial Lane and ~~Village Square~~ **the Whiskey** Dock

Ucluelet boasts a vibrant artistic community, being home to many artists and cultural events. In addition to showcasing the area’s culture, history and natural wonders, these events provide important social gatherings for residents and draw large numbers of visitors.

Heritage and culture together form a strong part of Ucluelet’s identity and also generate tourism and other economic development opportunities.

**Objective 3R** To preserve archaeological, historical and cultural features.

**Objective 3S** To identify areas of the Ucluth Peninsula with major potential for archaeological and cultural sites.

**Objective 3T** To celebrate the local culture of the Ucluelet community.

~~Policy 3.37~~ **Develop, in partnership with the Yuułuʔiłʔatḥ Government, a protocol for referral and input on development proposals within the areas of high archaeological and cultural potential identified on Map 4.**

~~Policy 3.38~~ **Develop, in partnership with the Yuułuʔiłʔatḥ Government, a joint Heritage Alteration Permit and protocol / servicing agreement for archaeological and cultural guidance on municipal works and operations within the areas of high archaeological and cultural potential identified on Map 4.**

~~Policy 3.396~~ **Work with the Yuułuʔiłʔatḥ First Nation, the Heritage Conservation Branch and local historians to identify archaeological and cultural sites, and features and place names.**

~~Policy 3.4037~~ **Work with local historians and the Heritage Conservation Branch to locate, identify and record all significant heritage and cultural features and sites.**

~~Policy 3.38~~ **For development on parcels of 2.0 hectares or greater, for subdivisions of more than 3 lots, and on lands containing or adjacent to known traditional use areas or archaeological sites as identified by First Nations and/or the Heritage Conservation Branch, the District will require property owners to conduct an archaeological overview that has been reviewed by the Yuułuʔiłʔatḥ First Nation before clearing or altering land in any way.**

~~Policy 3.4139~~ **Development proposals will be reviewed in relation to existing and possible archaeological sites, and where sites are apparent, such proposals will be referred to the owner will be**

notified of their responsibility for complying with the requirements of the provincial Heritage Conservation Branch.

**Policy 3.420** Support the documentation and build awareness of heritage places (natural or cultural), buildings, artefacts and landscapes in the community.

**Policy 3.431** Seek First Nations’ input on District heritage and cultural matters and events.

**Policy 3.442** Invite input from the Yuułuʔiłʔatḥ ~~First Nation~~ on the use of traditional names in areas of significance to the indigenous community, and to find opportunities to highlight the Nuu-chah-nulth language where appropriate.

**Policy 3.45** Roughly half of the existing street names in Ucluelet are nouns; invite input from the Yuułuʔiłʔatḥ on Nuu-chah-nulth translations of these names, and explore opportunities for a bilingual street sign program.

**Policy 3.463** Work with property owners through the Development Permit process to encourage building and site design that reflects Ucluelet’s west coast and fishing village heritage.

**Policy 3.474** Facilitate the provision of gathering spaces throughout the community, with particular emphasis on the Village Square and the Community Centre.

**Policy 3.485** Support the Ucluelet and Area Historical Society in planning for a future museum and/or venues for historical cultural displays and archives.

**Policy 3.496** Support heritage preservation and stewardship of District-owned heritage resources.

**Policy 3.5047** Encourage the preservation of privately-owned heritage properties and consider incentives for heritage conservation, by means such as zoning bonuses through Heritage Revitalisation Agreement.

**Policy 3.5148** Identify and connect places of historical significance as part of the future Ucluelet walking tour;

**Policy 3.5249** Support community cultural events that celebrate and build cultural experiences for residents and visitors and foster further understanding and connection to this place.

**Policy 3.5350** Artwork illustrating this document was generously provided by local artists Katsumi Kimoto and Marla Thirsk. To seek illustrations for future updates to this plan, the District will issue a broad call for submissions by local citizens and artists to “draw your community”.

## Residential

The Official Community Plan provides a framework to meet the diverse housing needs of residents in Ucluelet.

Residential land use is permitted in the Village Square, Multi-Family and Residential designations. Each land use designation varies in the range and density of permitted housing types.

Generally, the highest density uses (apartments and residential units above retail stores) are found in the Village Square, with medium density forms (townhouses) on the edge of the core area and single family uses located beyond a 400-metre walk of the Village Square.

The 2016 Census counted a resident population of 1,717 people in Ucluelet, and a total of 735 occupied private dwellings. This represents 1.36% annual population growth, or 23 new residents per year, over the past decade; this could be considered strong, positive growth. Over the same period, visitor growth and non-resident home ownership has also expanded considerably.

The advent of on-line advertising and bookings for short-term vacation rentals is depleting the supply of rental housing available to long-term residents in Ucluelet (and many other communities in BC). This is having a negative effect on both business viability and community well-being.

Over the past **few years** the District has actively monitored and enforced its bylaws on short-term vacation rentals. At the time of writing, approximately 140 vacation rental units are active in the municipality, many in existing residential neighbourhoods. A number of long-term rental units – including secondary suites –

have been converted to short-term rentals, displacing this supply of vital housing stock.

Affordable Housing is defined as:

housing costing 30% or less of annual household income suitable for households of low and moderate income, equal to 80% or less than the median household income in the District of Ucluelet, as reported by Statistics Canada and as defined by Canada Mortgage Housing Corporation, CMHC.

### Affordable Housing

Ucluelet attracts a large number of visitors yearly given its spectacular scenery and opportunities for recreation, including hiking, cycling, whale watching, kayaking, winter storm watching, and fishing. As a popular tourist destination, the District strives to ensure that adequate housing is available for residents, visitors, and seasonal employees alike.

Ucluelet's challenges with a lack of affordable housing began to escalate in 2001 as tourism activity increased. The affordable housing issue in Ucluelet also has ramifications on other growing industries and the changing needs of the community.

Other industries are growing in Ucluelet and struggle to house a **growing-local** work force. Youth looking to leave home are forced to leave the community because of escalating housing costs.

Seniors looking to downsize their accommodation needs are faced with a shortage of housing supply and increased prices.

Ucluelet also houses many residents who work in the neighbouring tourism destination of Tofino. This puts added strain on the existing supply of affordable housing.

**Approximately 9% of Ucluelet residents identify as Indigenous (2016 census). This includes both homeowners and renters. There are a handful of housing units owned by the Yuułu?it?ath Government in town, as well as homes owned and operated by non-profit housing providers.**

A combination of strategies that includes smaller lots, secondary suites, detached accessory dwelling units (e.g. cottages), seasonal employee housing, inclusionary zoning, and residential mixed-use development can positively contribute to the broadening of housing choices and affordability within the District of Ucluelet, as well as providing for rental housing and a greater variety of options for seniors.

In April of 2018, the provincial government introduced two new pieces of legislation affecting how local governments address housing issues.

Bill 18 **will** requires local governments to commission a housing needs assessment, and update the report every 5 years. It is expected that a completed assessment report will be a pre-requisite to provincial grant funding for affordable housing projects.

Bill 23 **will** enables local governments to designate properties in their zoning bylaws exclusively for rental housing. **The federal government has announced that new funding for affordable housing, including making land available to municipalities for the**

**development of new affordable housing units. The details of these new regulatory and funding announcements are not yet clear.**

In response to the current housing situation, to better understand the dynamics of the housing market and supply in Ucluelet, and to enable the municipality to be proactive on balancing the community housing needs as new development occurs, the District has adopted the following short-term housing action plan.

### Policy 3.120 Short-term Housing Action Plan:

- A. continue the program to actively monitor and enforce short-term rentals
- B. commission a community Housing Needs Assessment report
- C. identify and explore the feasibility of creating temporary seasonal employee housing on at least one municipally-owned property
- D. look for opportunities to update inclusionary zoning and density bonusing, particularly on lands previously designated as Comprehensive Development under a Master Development Agreement, to ensure a mix of affordable housing types are delivered with each phase of new development in the community
- E. amend the zoning bylaw to ensure that the first rental unit on single-family residential lots is for long-term tenancy, with any additional short-term rental uses to depend on the continued existence of the long-term rental
- F. amend the zoning bylaw to remove standalone short-term rental of single-family homes from the VR-2 zoning designation
- G. explore zoning opportunities for infill of compact, more affordable units in existing and new neighbourhoods (e.g., small lots, rental cottages, etc.)
- H. a number of federally-owned employee housing lots are now designated *Institutional* on the Schedule A Long-Range Land

Use Plan; create a new institutional Community Residential zoning designation for these properties, clarifying the community expectation for their continued use as employee housing or future conversion to a possible variety of community care, shelter, supportive and/or affordable housing uses;

- I. explore the use of the new rental zoning powers proposed in Bill 23
- J. explore the use of Development Cost Charges for affordable housing
- K. develop a municipal Affordable Housing Strategy – identifying the best focus of municipal resources when addressing housing issues
- L. develop a District land and development strategy and explore the options for an ongoing affordable housing program

It is expected that these actions will be revisited **in a following completion of a community Housing Needs Assessment in 2021, which may result in** an amendment of this OCP.

**Affordable Housing Policies:**

**Policy 3.121** Increase the number of affordable housing units in Ucluelet by encouraging mixed land uses in the Village Square, seniors' housing, small-lot single family housing, detached accessory dwelling units (cottages) and secondary suites.

**Policy 3.122** Support development of multi-family housing above retail in the Village Square to encourage a mixed-use core in the District.

**Policy 3.123** Ensure larger developments are required to provide affordable housing as a portion of each development phase.

**Policy 3.124** Permit secondary suites in single-family dwellings with sufficient off-street parking.

**Policy 3.125** Encourage the retention and development of mobile/manufactured home parks with high quality site design, screening and landscaping.

**Policy 3.126** Encourage alternative housing options, including small lot subdivisions.

**Policy 3.127** Zone land using low to moderate densities and use density bonusing to secure affordable housing in any larger development.

**Policy 3.128** Continue using inclusionary zoning regulations that require affordable housing in new multi-family developments.

**Policy 3.129** Encourage land use and building design which results in liveable but smaller, more affordable housing units.

**Policy 3.130** Continue to encourage developers to provide 15% to 20% staff housing for employees needed to staff new developments in tourist commercial developments.

**Policy 3.131** Encourage private, non-profit and co-operatively run housing units.

**Policy 3.132** Rezoning applications involving more than five dwelling units shall provide a statement describing the affordable housing components achieved by the proposal.

**Policy 3.133** **The District does not support strata conversion of previously-occupied rental housing units.**

**Policy 3.134** **Include Indigenous housing needs in the development of a community Affordable Housing Needs Assessment.**



Policy 3.135 Work with regional First Nations and housing providers to identify where opportunities may exist to support and/or partner on meeting all community housing needs.

# Declaration on the Rights of Indigenous Peoples Act

## THE LEGISLATION

The Government of British Columbia has passed legislation that confirms the United Nations Declaration on the Rights of Indigenous Peoples (UN Declaration) as the framework for reconciliation in B.C.

Implementing the UN Declaration through the new *Declaration on the Rights of Indigenous Peoples Act* (Declaration Act) will establish a path forward that respects and upholds the human rights of Indigenous peoples while introducing additional transparency and predictability in the work the B.C. government and Indigenous peoples do together.

With the legislation, the Province, Indigenous peoples, businesses and local governments will have additional tools to build effective relationships, clear processes and a robust and sustainable economy together.

The Declaration Act supports transparent, co-operative, staged approaches through which the B.C. government will work collaboratively with Indigenous peoples, and engage with business and local governments, on programs, policies, legislation and decisions affecting Indigenous peoples and their rights. It will help all parties work together to invest in building a stronger B.C., including creating economic opportunities for Indigenous peoples, businesses, communities and families throughout the province.

The Province also recognizes that many companies and local governments in British Columbia have already embraced the principles of the UN Declaration and have built solid relationships with Indigenous peoples.

The B.C. government is committed to collaboration and transparency as it moves forward with implementing this new legislation – this includes ensuring our laws are consistent with the UN Declaration, developing an action plan, and reporting annually on our progress.

## LOCAL GOVERNMENT

The Province is committed to true, lasting reconciliation with Indigenous peoples through the implementation of the UN Declaration. This work will foster increased and lasting certainty and supports local governments and Indigenous nations working together to continue to strengthen relationships and to collaborate on matters of mutual interest - which will help promote job creation and sustainable economic growth throughout B.C.

The Ministry of Municipal Affairs and Housing (MAH) supports local governments, Indigenous governments, not-for-profit organizations and residents to build vibrant and healthy communities that are well governed, liveable, safe, economically resilient, and socially and environmentally responsible. MAH also aims to help British Columbians to access more affordable, safe and appropriate housing through its policies and programs, technical codes and standards, and services for landlords and tenants.

An important part of this work is helping to foster positive relationships at the local level between local governments and Indigenous nations, to encourage discussion of shared interests and partnerships on social, economic and environmental projects that are important to everyone who lives in the area.

There are many examples of progress being made at the local level towards reconciliation throughout B.C. Every day the list of communication protocol agreements, strategic accords, economic partnerships, shared recreational projects, and education and renaming initiatives continues to grow.

The Province sees great opportunity for advancing reconciliation through these kinds of partnerships. As partners at all levels of government work together on the journey towards true and meaningful reconciliation, it will be a learning process.

The provincial government is committed to finding ways to work together to make life better for people in Indigenous and non-Indigenous communities.





An important part of this work is a memorandum of understanding (MOU) between the Union of BC Municipalities (UBCM) and the Ministry of Indigenous Relations and Reconciliation, supported by MAH, and renewed at the 2018 UBCM Convention. The MOU affirms local government's role in fostering relationships built on honesty, respect and undertaking reconciliation at the community level.

### ***Does the legislation affect the Local Government Act, local government zoning, official community plans, etc.?***

Provincial laws will be brought into alignment over time, but there is no immediate effects on the *Local Government Act*.

The Declaration Act is enabling legislation, and does not explicitly make changes to regulatory frameworks, operational decision-making, or consultation requirements.

Future changes will take time and will be done in collaboration with Indigenous peoples. Local governments and key stakeholders, including business, will have a role in this process.

### ***What will it mean for First Nations to have decision-making authority?***

The Declaration Act includes the ability for joint decision-making or consent requirement agreements with Indigenous governments, where authorized by statute.

Legislative amendments would be required to enable such joint decision-making power if such mechanisms are not already in place within the other relevant legislation.

Joint decision-making or consent requirement agreements will follow the same principles of administrative fairness and transparency government is held to now.

### ***How is the Province supporting reconciliation at the local level?***

The B.C. government, Indigenous governments and local governments work together in several ways to support reconciliation. Examples of work underway include:

- Indigenous Housing Fund – Recognizing the urgent need for affordable housing, the Province opened all BC Housing funding programs to Indigenous peoples. Through

the Indigenous Housing Fund, the Province invested \$550 million over 10 years for 1,750 new units of social housing for Indigenous peoples, both on- and off-reserve. More than 1,100 homes in 26 communities have been announced to date.

- Investing in Canada Infrastructure Program – The Province is partnering with the Government of Canada to fund and administer long-term infrastructure programs open to Indigenous communities on-and off-reserve, and other applicants, which help improve the well-being of Indigenous peoples.
- Community to Community Forum – The Province provides \$50,000 annually for the Regional Community to Community Forum (C2C) program, which helps local governments and Indigenous nations connect. A well-established outcome of the C2C Forum is the development or signing of protocol agreements, memorandums of understanding or accords between neighbouring Indigenous nations and local governments. Over the past 20 years, the Province has funded more than 600 community-to-community events, helping local governments and Indigenous nations develop collaborative relationships.
- Pathways to Collaboration – A series of short case studies from throughout B.C. showcasing the growing number of successful economic development collaborations and partnerships between Indigenous nations and local governments, highlighting lessons learned and key steps to success. This is a joint initiative of the Union of BC Municipalities, the Province and the First Nations Summit with funding from the Indigenous Business & Investment Council.

All MAH's work intends to encourage positive working partnerships and relationships between Indigenous Peoples and local governments to make life better for everyone in the province.





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CANADIENNE DES  
MUNICIPALITÉS



The Truth and Reconciliation Commission Bentwood Box, carved by Coast Salish artist Luke Marston, is a tribute to residential school survivors.

## PATHWAYS TO RECONCILIATION

Cities respond to the  
Truth and Reconciliation Commission  
Calls to Action

## PATHWAYS TO RECONCILIATION OPENING MESSAGE

### The Truth and Reconciliation Commission (TRC) had a tremendous impact on our understanding of the historic wrongs committed against First Nations, Inuit and Métis people.

Municipal leaders recognize the significance of the undertaking of the Truth and Reconciliation Commission and its recommendations. Its Calls to Action lay out a journey that we must all make together.

The Federation of Canadian Municipalities' Big City Mayors' Caucus is working to honour the Commission's efforts by ensuring that the rights and aspirations of Indigenous people are acknowledged in policies and practices. We recognize our potential as cities and as a country will only be realized by forging a new path with Indigenous people, based on empathy, respect and an honest understanding of history.

Reconciliation is truly a national process that will require tremendous efforts by all Canadians – and across all orders of government. As mayors and municipal leaders, we commit to moving in a new direction and support the federal government in rebuilding the Nation to Nation relationship.

This guide captures our journey on the pathways to reconciliation. It is a tool meant to help share, sustain and grow our efforts. And it is a living document, as implementing reconciliation is not a time-defined project but an ongoing process. It is learning about understanding, respect, acceptance and inclusion. We hope you draw inspiration and motivation from our efforts.

Reconciliation will not be easy. It is uncharted and will require significant recognition of past choices, new approaches and many resources. Some of our first steps may be seen as symbolic, but they are not lip service. The steps we are taking, big and small, reflect our commitment to reconciliation.

Government to government, people to people, we must walk a path of partnership and friendship, acknowledging past mistakes and building a better future for all.

#### Don Iveson

Mayor of Edmonton and  
Chair of FCM's Big City Mayors' Caucus

#### Brian Bowman

Mayor of Winnipeg and  
Chair of the BCMC Working Group on Partnership and Reconciliation



**Back:** Mayor Don Atchison, Saskatoon; Mayor Denis Coderre, Montréal; Mayor Linda Hepner, Surrey; Mayor Brian Bowman, Winnipeg; Mayor Naheed Nenshi, Calgary; Mayor Bonnie Crombie, Mississauga; Mayor Marc Demers, Laval; Mayor Fred Eisenberger, Hamilton; Mayor Michael Fougere, Regina

**Front:** Mayor Jim Watson, Ottawa; Mayor Dennis O'Keefe, St. John's; Mayor Drew Dilkens, Windsor; Mayor John Tory, Toronto; Mayor Gregor Robertson, Vancouver; Mayor Don Iveson, Edmonton; Mayor Maxime Pedneaud-Jobin, Gatineau; Mayor Berry Vrbanovic, Kitchener

**Absent:** Mayor Matt Brown, London; Mayor Linda Jeffrey, Brampton; Mayor Régis Lebeaume, Québec City; Mayor Mike Savage, Halifax; Mayor Caroline St-Hilaire, Longueuil

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## PATHWAYS TO RECONCILIATION

# INTRODUCTION

The work of the Truth and Reconciliation Commission (TRC) continues to have a profound impact on Canadians' awareness of the deep and lasting trauma that Canada's Indian Residential Schools had on Indigenous<sup>1</sup> peoples and their families, communities and cultures. On June 2, 2015, the TRC released its final report which included 94 Calls to Action to "redress the legacy of residential schools and advance the process of Canadian reconciliation."

In the words of the TRC final report, "Reconciliation must inspire Aboriginal and non-Aboriginal peoples to transform Canadian society so that our children and grandchildren can live together in dignity, peace, and prosperity on these lands we now share."

All Canadians and all orders of government have a role to play in reconciliation. The TRC's 94 Calls to Action are addressed primarily to the federal, provincial and territorial governments but also to municipal governments, the corporate sector and the broader Canadian society. They cover a wide range of government responsibilities, including child welfare, education, language and culture, health, justice, commemoration, museums and archives, training for public servants, and a number of specific initiatives related to reconciliation. There are eight recommendations that are addressed to "all levels of government", and five that specifically refer to municipal governments. Although most of the Calls to Action require federal, provincial and territorial government leadership, municipal governments are rolling up their sleeves to support reconciliation as a national challenge that is felt deeply at the local level.

Over 50 per cent of Canada's Indigenous population now lives in urban areas and the inter-generational impact of residential schools and other historical injustices are evident in high rates of homelessness and poverty among urban Indigenous peoples. The journey to reconciliation is necessary to right these wrongs and create cities where everyone thrives.

FCM's [Big City Mayors' Caucus](#) (BCMC) has established a Partnership and Reconciliation Working Group to support municipalities in reconciliation efforts, enhance our relationships with Indigenous leaders and identify ways to support the federal government in its commitment to implement the TRC Calls to Action.

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<sup>1</sup> We have used the term "Indigenous" when speaking about Indigenous peoples generally, and "Aboriginal" when it is in the name of a group, policy or organization and in reference to the Truth and Reconciliation Commission (TRC) and its reports. Both [Indigenous and Aboriginal](#) refer to First Nations, Inuit and Métis peoples in Canada.

## PATHWAYS TO RECONCILIATION ABOUT THIS GUIDE

Across the country, mayors and councils are working with Indigenous leaders and organizations to create better cities by acknowledging and addressing the experience and needs of the growing urban Indigenous population, strengthening government to government partnerships and learning from the past. While the actions are diverse and the journey at various stages of progress, paths are being forged toward reconciliation and the honouring of the TRC's Calls to Action.

**Pathway 1 – Fostering Communities, Alliances and Hope** captures actions that demonstrate municipal government commitment to reconciliation. These build bridges with local Indigenous leadership and strengthen decision-making to better incorporate reconciliation into local government policies and practice.

**Pathway 2 – Advancing Awareness and Recognizing Rights** describes efforts to continue the work of the TRC in regards to truth-telling and commemoration and to address the cultural genocide that was the Indian residential school system. It is about raising awareness, increasing knowledge and recognizing rights.

**Pathway 3 – Improving Health and Wellness** captures actions to close the inequality gap between Indigenous and non-Indigenous people in Canada.

Each of the pathways encompasses a sample of positive and concrete steps forward taken by FCM's BCMC. The pathways to reconciliation are guided by the [10 principles of reconciliation](#) that shaped the Calls to Action, and the municipal actions are accompanied by the principles and Calls to Action they seek to embody and advance.

This guide exists to inspire further action to support the work of reconciliation. Our municipal colleagues are encouraged to follow the links in this guide to learn more about initiatives that can be implemented in your cities and communities. The last section of the guide includes tools that municipalities have developed and external resources to be drawn upon to support efforts across the country.

### Pathways to Reconciliation

“By establishing a new and respectful relationship between Aboriginal and non-Aboriginal Canadians, we will restore what must be restored, repair what must be repaired, and return what must be returned.”

– TRC Final Report



## PATHWAYS TO RECONCILIATION

## PATHWAY 1: FOSTERING COMMUNITIES, ALLIANCES AND HOPE

“Reconciliation is about forging and maintaining respectful relationships. There are no shortcuts.”

– Justice Murray Sinclair

“We do live side-by-side and we need to work on a relationship to create or promote a common understanding among all our constituents ... we need to find the best way forward to consult with each other, regardless of what legal obligations might exist. I mean, that’s just neighbourly, right? ... We share a lot of common interests in areas like resource development. We need to find ways to work together, to support one another on these difficult topics.”

– Tsilhqot’in Chief Percy Guichon, speaking to local community leaders, at the convention of the Union of British Columbia Municipalities in September 2014, as quoted in the TRC Final Report

The TRC was a six-year undertaking, engaging thousands of Indigenous and non-Indigenous Canadians. Through this multi-year process, the TRC laid out **what** must be done. The second stage of the journey to reconciliation begins by determining **how** to implement the Calls to Action.

Since the TRC process began in 2009, municipalities have seen significant changes in how we understand the issues and relationships with First Nations, Inuit and Métis people that live in our cities, resulting in new and revitalized relationships with local Indigenous leaders and organizations.

This pathway highlights a sample of actions to date by Canada’s cities to strengthen relationships and decision-making that incorporate reconciliation into local government planning, policies and actions.

## PATHWAYS TO RECONCILIATION

### Responding to Principles 6, 7 and 9 and Call to Action 45 iii

- The City of **Winnipeg** is committed to enhancing its relationship with and providing opportunities for Winnipeg's Indigenous population. The creation of [the Mayor's Indigenous Advisory Circle](#) works to strengthen and enhance this commitment. The Circle is developing a Winnipeg Indigenous Accord, a living document entrusting signatories and partners to report annually on the success of their commitment and future goals. The [Indigenous Relations Division](#) is mandated to provide leadership and experience from an Aboriginal perspective on civic programs, services and initiatives that support the needs of Winnipeg's Indigenous community.
- The City of **Vancouver** has created a new position in the City Manager's office of [Aboriginal Relations Manager](#). The manager will work across all City departments to bridge Aboriginal policies, programs and relations.
- The City of **London** is developing plans to address TRC recommendations through the [London Diversity and Race Relations Committee](#). This committee provides leadership on matters related to diversity, inclusivity, equity and the elimination of discrimination in London.
- The City of **Calgary** is committed to using the lessons of reconciliation to continue the work of several pre-established initiatives that aim to ensure the city's Indigenous population has a meaningful role within the community. Such initiatives include the Listening Circles of the Calgary Urban Aboriginal Initiative, the [Calgary Aboriginal Urban Affairs Committee](#) (CAUAC), the Imagine Calgary Plan and the Calgary Poverty Reduction Initiative. CAUAC, on behalf of city council, investigates areas of concern to people of Aboriginal ancestry and makes recommendations on policies and resolutions which would give urban Aboriginal people a more meaningful role within the Calgary community.

**In this time of reconciliation, it is important we contemplate and learn from our shared history in this place that has been home to people for many thousands of years. Together, right now, we can make sure all Calgarians, especially our Aboriginal community, have the opportunity to lead a great Canadian life. We want to co-create cities together; that can be one of the supreme acts of reconciliation.**

– Calgary Mayor Naheed Nenshi

- The City of **Saskatoon** is working closely with the Office of the Treaty Commissioner to develop a [holistic action plan](#) for reconciliation and increased Indigenous inclusion. The City plans to review policies and programs with an Indigenous lens, to connect Indigenous people with employment and economic opportunities and to hold events to brief Indigenous development corporations and businesses on City processes for land and procurement opportunities.
- The City of **Ottawa's** council established an [Aboriginal Working Committee](#) in 2007 – composed of representatives from the Ottawa Aboriginal Coalition, the City of Ottawa, United Way Ottawa, the Ottawa Police Service and the Ottawa-Carleton District School Board – to provide recommendations to council and identify inter-governmental partnerships. The City is currently working with local Indigenous partners to review the TRC recommendations and determine next steps for approval by city council.
- The City of **Montréal** worked to help create and financially support the Montréal Urban Aboriginal Community [Strategy Network](#), an organization of 700 members and six committees focused on improving the quality of life for Aboriginal people living in the greater Montréal area. The City also participated in the development of a joint strategy among 12 Quebec mayors to address challenges faced by Indigenous people living in urban settings.

## PATHWAYS TO RECONCILIATION

# PATHWAY 2: ADVANCING AWARENESS AND RECOGNIZING RIGHTS

“Reconciliation requires that a new vision, based on a commitment to mutual respect, be developed. It also requires an understanding that the most harmful impacts of residential schools have been the loss of pride and self-respect of Aboriginal people, and the lack of respect that non-Aboriginal people have been raised to have for their Aboriginal neighbours. Reconciliation is not an Aboriginal problem; it is a Canadian one. Virtually all aspects of Canadian society may need to be reconsidered.”

– TRC Final Report

Over the course of six years, the TRC researched official records and visited communities across Canada to hear testimony about the impacts of residential schools and colonization from over 6,000 residential school survivors and their families. The TRC’s final report details the federal government’s intrinsic role in the establishment and operation of the residential schools which were central to the cultural genocide that resulted. The report situates Canada’s almost century-long Aboriginal policy within a broader ideology that held that Indigenous peoples and cultures were inferior to Europeans and must be assimilated.

To further the healing process and support reconciliation, the TRC Calls to Action address the need for ongoing truth-telling, awareness, commemoration, understanding shared history and skills-based training. The report calls for changed behaviour and the creation of respectful and healthy relationships among people based on recognition of treaty and human rights and by using the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) as the framework for reconciliation.

Cities are showing support for the principles of UNDRIP through city council resolutions as well as joint land use planning and management initiatives. As sub-national governments, though, municipalities are not signatories to the United Nations and, therefore, look to the federal government to provide leadership by developing a national framework for reconciliation guided by UNDRIP. The BCMC supports the federal government’s commitment to adopt the UNDRIP and will continue to dialogue with the federal government to understand and address the local implications and needed actions.

This pathway highlights some of the actions taken to date by Canada’s cities to advance awareness and recognize rights, including treaty recognition as a foundation for reconciliation and respect.

### Responding to Principles **1, 2, 8 and 10** and Calls to Action **43, 44, 45 iii, 69 iii, 75 and 79**

- **Toronto** and **Vancouver** city councils have endorsed UNDRIP. The City of Toronto, for example, [adopted](#) the UNDRIP as part of the City’s year-long proclamation on Truth and Reconciliation 2013-2014. The City of Toronto in its 2003 Vision Statement on Access, Equity and Diversity acknowledged the unique status and cultural diversity of the Aboriginal communities and their right to self-determination. This aligns with Article 3 of the UNDRIP which calls for Indigenous peoples’ right to self-determination. Article 11 of the UNDRIP states that Indigenous peoples have the right to practise and revitalize their cultural traditions and customs. In the work of Heritage Preservation and other City divisions that complete environmental assessments, the City of Toronto acknowledges this right by consulting with Aboriginal peoples.

## PATHWAYS TO RECONCILIATION

### Responding to Call to Action 45 iii

- **Edmonton** Mayor Don Iveson opens Council meetings with treaty acknowledgement.
- In a [motion](#) from Councillor Andrea Reimer, seconded by Mayor Gregor Robertson and passed unanimously, Vancouver city council officially acknowledged that **Vancouver** is on the unceded traditional territory of the Musqueam, Squamish, and Tsleil-Waututh First Nations. On December 16, 2014, the Musqueam, Squamish, and Tsleil-Waututh First Nations performed a brushing off ceremony for council members, preparing them for the new term ahead. The ceremony, held in council chambers, was a historic event for city council.
- At a City of **London** council meeting, a [Two Row Wampum Belt](#) was unveiled. The belt is a replica of “the grandfather of all treaties” and was given as a gift from the Chippewas of the Thames First Nation in the presence of the Oneida Nation of the Thames. It is on display in the Mayor’s office to serve as a reminder to all of the deep and abiding friendship and of the mutual duty to respect the lasting principles of the pledge made long ago.
- To mark 2016 [National Aboriginal Day](#), traditional plants and medicines were placed among stone medicine wheels at **Winnipeg** City Hall. Mayor Bowman also opens every meeting and public event with a treaty acknowledgement and recognition that Winnipeg is home of the Métis Nation.

### Responding to Calls to Action 69 iii and 77

- **Toronto** [has asked](#) the Equity, Diversity and Human Rights Division of the City Manager’s Office, in consultation with the City Clerk, to identify records held at the city’s Archives and City Divisions that are related to the history and legacy of the residential school system and that could be forwarded to the National Centre for Truth and Reconciliation.
- **Winnipeg** [Library Services](#) will seek to partner with the National Centre for Truth and Reconciliation to become more actively involved in public engagement, education and reconciliation activities.
- **Edmonton’s** Public Library is hosting a series, [Exploring Reconciliation](#), which offers opportunities to develop a deeper understanding of reconciliation and how it impacts all Canadians. The TRC reading challenge is one example of their initiatives to encourage people to learn about reconciliation and indigenous issues.
- [Reconciliation related programming](#) was offered through the **Vancouver** Public Library’s (VPL) dialogue sessions, author readings and documentaries, including a dedicated series with a British Columbia focus. The VPL also re-energized its Aboriginal Storyteller in Residence program, which returns with a storyteller sharing knowledge about traditions and crafts in free workshops and sessions.

### Responding to Call to Action 75

- **Regina** city council has pledged to take action to resolve issues with a cemetery near the former Regina Indian Industrial School believed to hold as many as 40 children’s unmarked graves. Several groups have worked for years to get recognition and protection for the site. A [sacred smudge ceremony](#) was held at the site to commemorate the victims.

### Responding to Call to Action 79 iii

- Winnipeg’s Mayor Brian Bowman has committed to [work with residential school survivors](#), the National Centre for Truth and Reconciliation, and the existing tenants of the former Assiniboia Indian Residential School to establish historical commemorative signs at the school.

## PATHWAYS TO RECONCILIATION

“Reconciliation must inspire Aboriginal and non-Aboriginal peoples to transform Canadian society so that our children and grandchildren can live together in dignity, peace, and prosperity on these lands we now share.”

– TRC Final Report

## MUNICIPAL GOVERNMENTS OF ALL SIZES AND ACROSS CANADA ARE TAKING ACTION.

The City of **Brandon** is working to ensure that any First Nation that wishes to pursue development opportunities within the municipality’s borders is greeted with open doors and set on a path to economic success. [First Nation Urban Development Areas](#) are emerging as successful aboriginal economic generators across western Canada, and Brandon has begun the groundwork and planning needed to better understand the role a municipality plays in establishing such areas. Brandon has also partnered with the Urban Aboriginal Peoples’ Council to offer in-depth training on Indigenous Awareness to key stakeholders who would play a role in such potential partnerships.

The [City of Wetaskiwin](#), Alberta, erected a sign at its outskirts with the city’s name written in Cree syllabics.

In partnership with [Cando](#), FCM’s First Nations-Municipal Community Economic Development Initiative (CEDI) opens the way for First Nations and neighbouring municipalities to work together to create economic and social advantages.

### Joint community economic development leads to:

- Better community-to-community relationships
- Coordinated planning efforts to improve land use, land management and environmental/resource protection
- A more attractive climate for investors and tourists
- A stronger, united voice for engaging with businesses and federal and provincial governments
- Less duplication and more efficient use of limited resources
- Access to each partner’s unique human, physical and financial capacities, and alternative funding streams
- More opportunities for local business development and job creation

Learn more about [CEDI](#).

Over the last five years of the initiative, many communities have come together to build relationships and develop plans for delivering shared priorities. As just one example, [Opaskwayak Cree Nation](#), [Town of The Pas](#) and [Rural Municipality of Kelsey](#) in Manitoba have shared their land use plans and intend to create a joint planning district that will coordinate and harmonize their land use plans and bylaws.

## PATHWAYS TO RECONCILIATION



### Responding to Calls to Action 21, 22, 80 and 83

- As part of **Vancouver's** reconciliation initiatives, the City has included aboriginal art and displays in Stanley Park, developed a newcomer's guide on Aboriginal communities, elders and arts, and helped fund the [Britannia Community Centre Carving Pavillion](#) and its programs. The pavillion is a permanent carving and culture-sharing structure to promote awareness of the rich heritage that the First Peoples offer in their traditional practices and to provide education and carving production opportunities to students and members of the greater community.
- **Vancouver** is partnering with three First Nations – Musqueam, Squamish and Tseil-Waututh – to determine an appropriate [permanent art installation](#) for the City of Vancouver's council chambers that represents both the unceded traditional territories on which the city is situated and the spirit of reconciliation that guides our government to government relationships. One artist from each First Nation will be selected to design and produce a wall panel. The resulting three art panels will represent each of the Nations and their relationships with one another and with the City of Vancouver.
- **Edmonton** council allocated funding for the development of a [ceremonial space in the river valley](#) where Indigenous Edmontonians will soon be able to sweat, celebrate and share their culture with others. Land for the project, to be developed on the old Fox Farms property across from Fort Edmonton Park, has already been donated. Council is also working with the Confederacy of Treaty Six First Nations and the Fort Edmonton Park Management Corporation to better reflect Aboriginal history in the park.
- **Regina** is [examining how Indigenous cultures](#) can be infused into the creative side of the city. City hall is preparing a report for the end of 2016 that will make a number of recommendations to support cultural and artistic inclusion.
- **Toronto** initiated the ceremonial naming of public lanes, [Wabeno Lane and Chechalk Lane](#), to honour two former chiefs of the Mississaugas of the New Credit First Nation.
- **Saskatoon** is providing a \$150,000 grant and organizing support for the 2016 World Indigenous Business Forum and International Indigenous Music and Cultural Festival being held in the city.
- In **Montréal**, the City granted \$40,000 to [Land InSIGHTS](#) for 2016 to help in its work promoting Aboriginal culture and organizing the Montréal First Peoples Festival, *Présence Autochtone*.
- A ceremony including traditional music and dance was held at **Montréal** City Hall in June 2016 for new residents. First Nations chiefs, other Aboriginal community representatives and elected municipal officials attended.
- Since 2001, **Montréal** has dedicated part of its botanical gardens to a First Nations garden featuring traditional food and medicinal plants.
- **FCM members** adopted an annual conference [resolution](#) in 2016 calling upon the federal government to officially declare September 30th [National Orange Shirt Day](#), a national day to honour residential school survivors, their families and their communities so that public commemoration of the history and legacy of residential schools remains a vital component of the reconciliation process.

## PATHWAYS TO RECONCILIATION

### Responding to Principle 10 and Calls to Action 57 and 66

- In collaboration with the [Université du Québec en Abitibi-Témiscamingue](#), the City of **Montréal** held its first training on Aboriginal culture and life for municipal employees in July 2016. Additionally, the police service trains its employees about Indigenous people living in urban centres, and that training will be enhanced in 2017.
- In **Vancouver**, a recent [city report](#) recommended the approval of a cultural competency training workshop for senior managers, as well as basic level cultural competency staff training, with a target of reaching more than 350 employees.
- **Regina** recognized as a priority the continuing need to [recruit more people of Aboriginal ancestry](#) for the city's workforce. Council passed a motion instructing city administration to work on ways Regina can respond to the TRC's Calls to Action.
- In **Saskatoon**, [Aboriginal cultural awareness training](#) is offered to all city employees and is mandatory for Saskatoon Police Service (SPS) employees. As well, Saskatoon partnered to host the Wicahitowin "Working Together" conference. The conference was presented in partnership with the United Way, Aboriginal Friendship Centres of Saskatchewan, Saskatoon Health Region and other community-based organizations. Its goal was to help provide support to the many organizations across Saskatchewan that are inclusive of Aboriginal people as employees, volunteers and decision makers, and who work to enhance the understanding of Aboriginal people in the context of historic and contemporary issues.
- **Winnipeg** has committed to [enhancing the City's existing diversity training](#) for employees by making it mandatory for all city staff, with an increased focus on the legacy of residential schools.
- **Halifax** made [an official statement of reconciliation](#) to the Aboriginal community at a city council meeting. The statement, passed by a unanimous vote, declared that the municipality stands with other big Canadian cities and FCM in ensuring the needs and aspirations of First Nations communities are fully acknowledged.
- After declaring 2016 the Year of Reconciliation, **Winnipeg** Mayor Brian Bowman committed to visiting every high school in Winnipeg over the next two years to emphasize the importance of civic engagement, reconciliation and diversity.
- The City of **Edmonton** partnered with local school boards and post-secondary institutions to host approximately 700 Indigenous and non-Indigenous youth and young adult learners at the Journey to Reconciliation: Youth Leadership Conference. During the day-long conference, participants explored the concept of reconciliation, identified expressions of reconciliation and proposed how the act of reconciliation can impact the future.
- The City of **Edmonton** committed to training each of its 10,000+ employees by 2018 on the history of residential schools and their impact on Indigenous peoples, and to open a dialogue on reconciliation in the workplace. This initiative contributes to creating a respectful and inclusive environment for employees and the citizens they serve. Training began with senior leadership, then moved to front-line staff who often interact with Indigenous peoples on a daily basis. The program also includes online resources that staff can access to learn more about the schools and the culture and vibrancy of contemporary Indigenous communities within the Edmonton region.
- In 2016, **Montréal** provided \$30,000 to the [First Nations Human Resources Development Commission of Quebec](#) for Aboriginal employment workshops. [Plein Milieu](#) was granted \$39,289 by the City to help alleviate homelessness in the Aboriginal community and to alleviate difficulties faced by youth. Additionally, in 2016, Montréal's youth council collaborated with Native Montréal to publish a report on the situation of young Aboriginal in that city.

“Winnipeg is a growing, thriving and diverse city. Now, more than ever, is a time for us to embrace our values of openness and compassion, and realize that acceptance of new people and cultures are what make us strong.”

– Brian Bowman, Mayor of Winnipeg  
Chair of the BCMC Working Group on Partnership and Reconciliation

## PATHWAYS TO RECONCILIATION

## PATHWAY 3: IMPROVING HEALTH AND WELLNESS

“Reconciliation not only requires apologies, reparations, the relearning of Canada’s national history, and public commemoration, but also needs real social, political, and economic change.”

– TRC Final Report

The legacy of colonization has resulted in a gap between Indigenous and non-Indigenous Canadians in terms of quality of life. Health and wellness, employment and income, education and justice system involvement are all areas highlighted for action by the TRC. Closing this gap is imperative to the journey of reconciliation and to ensure a bright future for Canada. All orders of government must work closely together on these areas of shared responsibility.

Local governments are working to better meet the needs of a demographically and culturally diverse urban Indigenous population that is also relatively mobile. Cities and communities are working to better understand needs, improve the cultural relevance of their services and increase services such as affordable housing and employment opportunities through a wide variety of approaches, including working with other orders of government.

“We can work together to address the basics: Education, housing, food, water, health care. The people in these communities actually see a glimmer of hope that our multiple governments might actually be starting to work together. Leave jurisdiction at the door and actually get things done. Help them address their own challenges, don’t assume ‘our way’ is better.”

– John Tory, Mayor of Toronto



## PATHWAYS TO RECONCILIATION

### Responding to Principles 4 and 5 and Calls to Action 7, 20, 21, 22, 30, 39, 40, 42, 88 and 89

- **Vancouver** received a [report](#) on ways for the City to respond to the TRC Calls to Action, and the report recommended providing one-time funding for Aboriginal wellness centres. To link primary care and traditional Aboriginal healing and wellness, council approved funds to create two Aboriginal wellness centres at Urban Native Youth Association and Lu'ma Native Housing Society.
- **Saskatoon** has created a partnership with Saskatoon Tribal Council, Gabriel Dumont Institute and other organizations on the delivery of the [Urban Aboriginal Leadership Program](#) to build capacity among Aboriginal people that leads to employment. The program is an umbrella for a variety of exciting projects teaching leadership skills, such as the Aboriginal Lifeguarding Program, Aboriginal Fitness Certification Program, Skills and Employment Summer Training Camp and the recruitment of summer program staff.
- A priority for **Regina** is the development of a First Nation and Métis recruitment and retention strategy. [Aboriginal City Employees](#) is an employee group developed by Aboriginal employees to support Aboriginal employees and the organization in the effort to increase Aboriginal representation.
- **Surrey's Urban Aboriginal Initiative** has established a Leadership Committee which aims to build and strengthen relationships at all levels of the community to improve the economic participation, educational attainment and health outcomes of the Indigenous population in Surrey. The committee conducts research including interviews, focus groups and regular meetings of the Aboriginal Leadership Committee, and a compilation of census data.
- **Ottawa's** Police Service partners with several community groups including Wabano Centre for Aboriginal Health and the Ottawa Inuit Children's Centre to run a [Soccer Mentorship Program](#), an initiative of the City's Aboriginal Working Committee.
- **Edmonton's** [Aboriginal Relations Office](#) helps Indigenous people and organizations to access city programs and services. Two unique resources provided by the Aboriginal Relations Office are an [Aboriginal Edmonton Welcome Guide](#) for those who are new to Edmonton, as well as an [Aboriginal Edmonton Directory](#) to help users navigate the diverse and friendly Indigenous Edmonton community.
- The Service de police in **Montréal** and the Montréal Aboriginal community signed a [cooperative agreement](#) to promote preventative approaches, open communication and understanding. Elements of the agreement range from establishing a Montréal police force Aboriginal advisory committee to developing a protocol for addressing the issue of missing and murdered indigenous women. The police service also has an officer who serves as a liaison with local Aboriginal residents and organizations.
- For 2016, the City of **Montréal** granted \$22,176 to [Projets autochtones du Québec](#) for work with Indigenous women who are victims of violence.
- In April 2016, Mayor Brian Bowman announced the [Winnipeg promise](#) – an initiative dedicated to finding the best way to remove barriers currently preventing low income families and children, of which Indigenous peoples are over-represented, from accessing the Canada Learning Bond.

## MISSING AND MURDERED INDIGENOUS WOMEN AND GIRLS

Indigenous women and girls continue to be victimized by systemic discrimination and are constantly and disproportionately targeted by violence. An alarming number of Indigenous women and girls have been murdered or have gone missing across Canada, and most of these cases remain unsolved. This national tragedy led to calls for a National Inquiry into Missing and Murdered Indigenous Women and Girls, which [FCM supported](#). On behalf of the municipal sector, FCM President [Clark Somerville welcomed](#) the official announcement of a national inquiry on August 3, 2016. "We are particularly encouraged that the Commission will look into addressing the root causes and systemic violence and discrimination that have led to the tragic disappearance and violent deaths of hundreds of Indigenous women and girls."

## PATHWAYS TO RECONCILIATION NEXT STEPS

### From community action to national action – moving forward together

“Reconciliation calls for community action. City of Vancouver, British Columbia, proclaimed itself the City of Reconciliation. City of Halifax, Nova Scotia, holds an annual parade and procession commemorating the 1761 Treaty of Peace and Friendship. Speeches are delivered and everyone who attends is feasted. City of Wetaskiwin, Alberta, erected a sign at its outskirts with the city’s name written in Cree syllabics. Other communities can do similar things.

Reconciliation calls for federal, provincial, and territorial government action. Reconciliation calls for national action. The way we govern ourselves must change.”

– TRC Final Report

Whereas many calls to action can be furthered by the actions of one order of government, all orders of government must walk this journey together with Indigenous peoples. FCM’s Big City Mayors’ Caucus is committed to ongoing dialogue with the federal government to support its work implementing the TRC’s Calls to Action. We bring our commitment, solutions and strong relationships with local and national Indigenous leaders to the table. Mayors will also engage with the federal government to implement the Calls to Action where there is shared responsibility.

The BCMC will continue to build relationships with Indigenous governments and to call for a four cornered table to support federal, provincial and territorial, municipal and Indigenous leaders moving forward together on common goals for the people we all serve.

“Collective efforts from all peoples are necessary to revitalize the relationship between Aboriginal peoples and Canadian society – reconciliation is the goal. It is a goal that will take the commitment of multiple generations but when it is achieved, when we have reconciliation – it will make for a better, stronger Canada.”

– TRC Final Report

The BCMC commits to sharing and updating initiatives and lessons learned in this guide as members travel the pathways to reconciliation. The possibilities of what we do next will be the result of further growth and important reflection on our actions and accomplishments.

## PATHWAYS TO RECONCILIATION RESOURCES

### Truth and Reconciliation Commission

[Principles of Truth and Reconciliation](#)

[Truth and Reconciliation Commission of Canada: Calls to Action](#)

[Honouring the Truth, Reconciling for the Future: Summary of the Final Report of the Truth and Reconciliation Commission of Canada](#)

### Informing Reconciliation

[United Nations Declaration on the Rights of Indigenous Peoples](#)

[Report of the Royal Commission on Aboriginal Peoples](#)

Minister of Indigenous and Northern Affairs' [Mandate Letter](#)

### Municipal Resources

[What I learned on my journey of reconciliation: John Tory.](#)

[White Goose Flying Report](#), a local adaptation of the Truth and Reconciliation Commission's report, It includes 18 calls to action and was prepared by the Calgary Aboriginal Urban Affairs Committee.

[A guide to building strong First Nations-municipal relationships \(CEDI toolkit, Appendix B\)](#)

[First Nation Urban Development Area](#)

[Aboriginal Studies Changing to Centre for Indigenous Studies](#)

### Pathway 1 - Fostering Communities, Alliances and Hope

[Winnipeg, Indigenous Relations Division](#)

London Diversity and Race Relations Advisory Committee, [Terms of Reference](#)

[Calgary Aboriginal Urban Affairs Committee](#)

Ottawa, [Mandate of the Aboriginal Working Committee](#)

[Reseamtlnetwork](#)

### Pathway 2 - Advancing Awareness and Recognizing Rights

Toronto, [Fulfilling Calls to Action from Truth and Reconciliation Commission Report](#)

Vancouver, [Protocol to Acknowledge First Nations Unceded Traditional Territory](#)

Records at City of Toronto Archives, as it Relates to [Identification and Collection of Records Relevant to the Residential School System](#)

Edmonton, [Exploring Reconciliation](#)

Vancouver, [Year of Reconciliation: June, 2013 – June, 2014](#)

[Smudge ceremony honours children in cemetery by old Regina Indian Industrial School](#)

[Mayor Bowman declares 2016 as the Year of Reconciliation](#)

City of Vancouver/Squamish Nation [Limited Call to Squamish Nation Artists](#)

[Edmonton city council continuing reconciliation work](#)

[City of Regina votes unanimously to act on TRC recommendations](#)

Montréal, [Land Insights](#)

Présence autochtone, [Montréal First Peoples Festival](#)

[The First Peoples' University](#)

[Statement of Reconciliation from Halifax Regional Council](#)

[First Nations Human Resources Development Commission of Quebec](#)

[Plein Milieu](#) (in the original language)

### Pathway 3 - Improving Health and Wellness

Vancouver, [Administrative Report](#), Truth and Reconciliation Commission Calls to Action

Saskatoon, [Aboriginal Leadership Program](#)

Regina, [Aboriginal City Employees](#)

[Surrey Urban Aboriginal Initiative](#)

Ottawa, [Soccer Mentorship Program](#)

[Aboriginal Edmonton Welcome Guide](#)

[Aboriginal Edmonton Directory](#)

Montréal, [Cooperative Agreement](#)

Montréal, [Projets Autochtones du Québec](#) (in the original language)

## PATHWAYS TO RECONCILIATION

# TRC PRINCIPLES OF RECONCILIATION

The Truth and Reconciliation Commission of Canada believes that in order for Canada to flourish in the twenty-first century, reconciliation between Aboriginal and non-Aboriginal Canada must be based on the following principles.

**1**

The *United Nations Declaration on the Rights of Indigenous Peoples* is the framework for reconciliation at all levels and across all sectors of Canadian society.

**2**

First Nations, Inuit, and Métis peoples, as the original peoples of this country and as self-determining peoples, have Treaty, constitutional, and human rights that must be recognized and respected.

**3**

Reconciliation is a process of healing of relationships that requires public truth sharing, apology, and commemoration that acknowledge and redress past harms.

**4**

Reconciliation requires constructive action on addressing the ongoing legacies of colonialism that have had destructive impacts on Aboriginal peoples' education, cultures and languages, health, child welfare, the administration of justice, and economic opportunities and prosperity.

**5**

Reconciliation must create a more equitable and inclusive society by closing the gaps in social, health, and economic outcomes that exist between Aboriginal and non-Aboriginal Canadians.

**6**

All Canadians, as Treaty peoples, share responsibility for establishing and maintaining mutually respectful relationships.

**7**

The perspectives and understandings of Aboriginal Elders and Traditional Knowledge Keepers of the ethics, concepts, and practices of reconciliation are vital to long-term reconciliation.

**8**

Supporting Aboriginal peoples' cultural revitalization and integrating Indigenous knowledge systems, oral histories, laws, protocols, and connections to the land into the reconciliation process are essential.

**9**

Reconciliation requires political will, joint leadership, trust building, accountability, and transparency, as well as a substantial investment of resources.

**10**

Reconciliation requires sustained public education and dialogue, including youth engagement, about the history and legacy of residential schools, Treaties, and Aboriginal rights, as well as the historical and contemporary contributions of Aboriginal peoples to Canadian society.

## PATHWAYS TO RECONCILIATION TRC CALLS TO ACTION

**In order to redress the legacy of residential schools and advance the process of Canadian reconciliation, the Truth and Reconciliation Commission makes the following calls to action.**

### LEGACY

#### Child welfare

1. We call upon the federal, provincial, territorial, and Aboriginal governments to commit to reducing the number of Aboriginal children in care by:

- i. Monitoring and assessing neglect investigations.
- ii. Providing adequate resources to enable Aboriginal communities and child-welfare organizations to keep Aboriginal families together where it is safe to do so, and to keep children in culturally appropriate environments, regardless of where they reside.
- iii. Ensuring that social workers and others who conduct child-welfare investigations are properly educated and trained about the history and impacts of residential schools.
- iv. Ensuring that social workers and others who conduct child-welfare investigations are properly educated and trained about the potential for Aboriginal communities and families to provide more appropriate solutions to family healing.
- v. Requiring that all child-welfare decision makers consider the impact of the residential school experience on children and their caregivers.

2. We call upon the federal government, in collaboration with the provinces and territories, to prepare and publish annual reports on the number of Aboriginal children (First Nations, Inuit, and Métis) who are in care, compared with non-Aboriginal children, as well as the reasons for apprehension, the total spending on preventive and care services by child-welfare agencies, and the effectiveness of various interventions.

3. We call upon all levels of government to fully implement Jordan's Principle.

4. We call upon the federal government to enact Aboriginal child-welfare legislation that establishes national standards for Aboriginal child apprehension and custody cases and includes principles that:

- i. Affirm the right of Aboriginal governments to establish and maintain their own child-welfare agencies.
  - ii. Require all child-welfare agencies and courts to take the residential school legacy into account in their decision making.
  - iii. Establish, as an important priority, a requirement that placements of Aboriginal children into temporary and permanent care be culturally appropriate.
5. We call upon the federal, provincial, territorial, and Aboriginal governments to develop culturally appropriate parenting programs for Aboriginal families.

#### Education

6. We call upon the Government of Canada to repeal Section 43 of the Criminal Code of Canada.
7. We call upon the federal government to develop with Aboriginal groups a joint strategy to eliminate educational and employment gaps between Aboriginal and non-Aboriginal Canadians.
8. We call upon the federal government to eliminate the discrepancy in federal education funding for First Nations children being educated on reserves and those First Nations children being educated off reserves.
9. We call upon the federal government to prepare and publish annual reports comparing funding for the education of First Nations children on and off reserves, as well as educational and income attainments of Aboriginal peoples in Canada compared with non-Aboriginal people.
10. We call on the federal government to draft new Aboriginal education legislation with the full participation and informed consent of Aboriginal peoples. The new legislation would include a commitment to sufficient funding and would incorporate the following principles:
  - i. Providing sufficient funding to close identified educational achievement gaps within one generation.

## PATHWAYS TO RECONCILIATION

- ii. Improving education attainment levels and success rates.
  - iii. Developing culturally appropriate curricula.
  - iv. Protecting the right to Aboriginal languages, including the teaching of Aboriginal languages as credit courses.
  - v. Enabling parental and community responsibility, control, and accountability, similar to what parents enjoy in public school systems.
  - vi. Enabling parents to fully participate in the education of their children.
  - vii. Respecting and honouring Treaty relationships.
11. We call upon the federal government to provide adequate funding to end the backlog of First Nations students seeking a post-secondary education.
  12. We call upon the federal, provincial, territorial, and Aboriginal governments to develop culturally appropriate early childhood education programs for Aboriginal families.

### Language and culture

13. We call upon the federal government to acknowledge that Aboriginal rights include Aboriginal language rights.
14. We call upon the federal government to enact an Aboriginal Languages Act that incorporates the following principles:
  - i. Aboriginal languages are a fundamental and valued element of Canadian culture and society, and there is an urgency to preserve them.
  - ii. Aboriginal language rights are reinforced by the Treaties.
  - iii. The federal government has a responsibility to provide sufficient funds for Aboriginal-language revitalization and preservation.
  - iv. The preservation, revitalization, and strengthening of Aboriginal languages and cultures are best managed by Aboriginal people and communities.
  - v. Funding for Aboriginal language initiatives must reflect the diversity of Aboriginal languages.
15. We call upon the federal government to appoint, in consultation with Aboriginal groups, an Aboriginal Languages Commissioner. The commissioner should help promote Aboriginal languages and report on the adequacy of federal funding of Aboriginal-languages initiatives.
16. We call upon post-secondary institutions to create university and college degree and diploma programs in Aboriginal languages.
17. We call upon all levels of government to enable residential school Survivors and their families to reclaim names changed by the residential school system by waiving administrative costs for a period of five years for the name-change process and the revision of official identity documents, such as birth certificates, passports, driver's licenses, health cards, status cards, and social insurance numbers.

### Health

18. We call upon the federal, provincial, territorial, and Aboriginal governments to acknowledge that the current state of Aboriginal health in Canada is a direct result of previous Canadian government policies, including residential schools, and to recognize and implement the health-care rights of Aboriginal people as identified in international law, constitutional law, and under the Treaties.
19. We call upon the federal government, in consultation with Aboriginal peoples, to establish measurable goals to identify and close the gaps in health outcomes between Aboriginal and non-Aboriginal communities, and to publish annual progress reports and assess long-term trends. Such efforts would focus on indicators such as: infant mortality, maternal health, suicide, mental health, addictions, life expectancy, birth rates, infant and child health issues, chronic diseases, illness and injury incidence, and the availability of appropriate health services.
20. In order to address the jurisdictional disputes concerning Aboriginal people who do not reside on reserves, we call upon the federal government to recognize, respect, and address the distinct health needs of the Métis, Inuit, and off-reserve Aboriginal peoples.
21. We call upon the federal government to provide sustainable funding for existing and new Aboriginal healing centres to address the physical, mental, emotional, and spiritual harms caused by residential schools, and to ensure that the funding of healing centres in Nunavut and the Northwest Territories is a priority.
22. We call upon those who can effect change within the Canadian health-care system to recognize the value of Aboriginal healing practices and use them in the treatment of Aboriginal patients in collaboration with Aboriginal healers and Elders where requested by Aboriginal patients.

## PATHWAYS TO RECONCILIATION

23. We call upon all levels of government to:
- i. Increase the number of Aboriginal professionals working in the health-care field.
  - ii. Ensure the retention of Aboriginal health-care providers in Aboriginal communities.
  - iii. Provide cultural competency training for all healthcare professionals.
24. We call upon medical and nursing schools in Canada to require all students to take a course dealing with Aboriginal health issues, including the history and legacy of residential schools, the United Nations Declaration on the Rights of Indigenous Peoples, Treaties and Aboriginal rights, and Indigenous teachings and practices. This will require skills-based training in intercultural competency, conflict resolution, human rights, and anti-racism.
- Justice**
25. We call upon the federal government to establish a written policy that reaffirms the independence of the Royal Canadian Mounted Police to investigate crimes in which the government has its own interest as a potential or real party in civil litigation.
26. We call upon the federal, provincial, and territorial governments to review and amend their respective statutes of limitations to ensure that they conform to the principle that governments and other entities cannot rely on limitation defences to defend legal actions of historical abuse brought by Aboriginal people.
27. We call upon the Federation of Law Societies of Canada to ensure that lawyers receive appropriate cultural competency training, which includes the history and legacy of residential schools, the United Nations Declaration on the Rights of Indigenous Peoples, Treaties and Aboriginal rights, Indigenous law, and Aboriginal–Crown relations. This will require skills-based training in intercultural competency, conflict resolution, human rights, and anti-racism.
28. We call upon law schools in Canada to require all law students to take a course in Aboriginal people and the law, which includes the history and legacy of residential schools, the United Nations Declaration on the Rights of Indigenous Peoples, Treaties and Aboriginal rights, Indigenous law, and Aboriginal–Crown relations. This will require skills-based training in intercultural competency, conflict resolution, human rights, and antiracism.
29. We call upon the parties and, in particular, the federal government, to work collaboratively with plaintiffs not included in the Indian Residential Schools Settlement Agreement to have disputed legal issues determined expeditiously on an agreed set of facts.
30. We call upon federal, provincial, and territorial governments to commit to eliminating the overrepresentation of Aboriginal people in custody over the next decade, and to issue detailed annual reports that monitor and evaluate progress in doing so.
31. We call upon the federal, provincial, and territorial governments to provide sufficient and stable funding to implement and evaluate community sanctions that will provide realistic alternatives to imprisonment for Aboriginal offenders and respond to the underlying causes of offending.
32. We call upon the federal government to amend the Criminal Code to allow trial judges, upon giving reasons, to depart from mandatory minimum sentences and restrictions on the use of conditional sentences.
33. We call upon the federal, provincial, and territorial governments to recognize as a high priority the need to address and prevent Fetal Alcohol Spectrum Disorder (FASD), and to develop, in collaboration with Aboriginal people, FASD preventive programs that can be delivered in a culturally appropriate manner.
34. We call upon the governments of Canada, the provinces, and territories to undertake reforms to the criminal justice system to better address the needs of offenders with Fetal Alcohol Spectrum Disorder (FASD), including:
- i. Providing increased community resources and powers for courts to ensure that FASD is properly diagnosed, and that appropriate community supports are in place for those with FASD.
  - ii. Enacting statutory exemptions from mandatory minimum sentences of imprisonment for offenders affected by FASD.
  - iii. Providing community, correctional, and parole resources to maximize the ability of people with FASD to live in the community.
  - iv. Adopting appropriate evaluation mechanisms to measure the effectiveness of such programs and ensure community safety.
35. We call upon the federal government to eliminate barriers to the creation of additional Aboriginal healing lodges within the federal correctional system.

## PATHWAYS TO RECONCILIATION

36. We call upon the federal, provincial, and territorial governments to work with Aboriginal communities to provide culturally relevant services to inmates on issues such as substance abuse, family and domestic violence, and overcoming the experience of having been sexually abused.
37. We call upon the federal government to provide more supports for Aboriginal programming in halfway houses and parole services.
38. We call upon the federal, provincial, territorial, and Aboriginal governments to commit to eliminating the overrepresentation of Aboriginal youth in custody over the next decade.
39. We call upon the federal government to develop a national plan to collect and publish data on the criminal victimization of Aboriginal people, including data related to homicide and family violence victimization.
40. We call on all levels of government, in collaboration with Aboriginal people, to create adequately funded and accessible Aboriginal-specific victim programs and services with appropriate evaluation mechanisms.
41. We call upon the federal government, in consultation with Aboriginal organizations, to appoint a public inquiry into the causes of, and remedies for, the disproportionate victimization of Aboriginal women and girls. The inquiry's mandate would include:
  - i. Investigation into missing and murdered Aboriginal women and girls.
  - ii. Links to the intergenerational legacy of residential schools.
42. We call upon the federal, provincial, and territorial governments to commit to the recognition and implementation of Aboriginal justice systems in a manner consistent with the Treaty and Aboriginal rights of Aboriginal peoples, the Constitution Act, 1982, and the *United Nations Declaration on the Rights of Indigenous Peoples*, endorsed by Canada in November 2012. Reconciliation

### **Canadian Governments and the *United Nations Declaration on the Rights of Indigenous People***

43. We call upon federal, provincial, territorial, and municipal governments to fully adopt and implement the *United Nations Declaration on the Rights of Indigenous Peoples* as the framework for reconciliation.

44. We call upon the Government of Canada to develop a national action plan, strategies, and other concrete measures to achieve the goals of the *United Nations Declaration on the Rights of Indigenous Peoples*.

### **Royal Proclamation and Covenant of Reconciliation**

45. We call upon the Government of Canada, on behalf of all Canadians, to jointly develop with Aboriginal peoples a Royal Proclamation of Reconciliation to be issued by the Crown. The proclamation would build on the Royal Proclamation of 1763 and the Treaty of Niagara of 1764, and reaffirm the nation-to-nation relationship between Aboriginal peoples and the Crown. The proclamation would include, but not be limited to, the following commitments:
  - i. Repudiate concepts used to justify European sovereignty over Indigenous lands and peoples such as the Doctrine of Discovery and terra nullius.
  - ii. Adopt and implement the United Nations Declaration on the Rights of Indigenous Peoples as the framework for reconciliation.
  - iii. Renew or establish Treaty relationships based on principles of mutual recognition, mutual respect, and shared responsibility for maintaining those relationships into the future.
  - iv. Reconcile Aboriginal and Crown constitutional and legal orders to ensure that Aboriginal peoples are full partners in Confederation, including the recognition and integration of Indigenous laws and legal traditions in negotiation and implementation processes involving Treaties, land claims, and other constructive agreements.
46. We call upon the parties to the Indian Residential Schools Settlement Agreement to develop and sign a Covenant of Reconciliation that would identify principles for working collaboratively to advance reconciliation in Canadian society, and that would include, but not be limited to:
  - i. Reaffirmation of the parties' commitment to reconciliation.
  - ii. Repudiation of concepts used to justify European sovereignty over Indigenous lands and peoples, such as the Doctrine of Discovery and terra nullius, and the reformation of laws, governance structures, and policies within their respective institutions that continue to rely on such concepts.



## PATHWAYS TO RECONCILIATION

- iii. Full adoption and implementation of the United Nations Declaration on the Rights of Indigenous Peoples as the framework for reconciliation.
  - iv. Support for the renewal or establishment of Treaty relationships based on principles of mutual recognition, mutual respect, and shared responsibility for maintaining those relationships into the future.
  - v. Enabling those excluded from the Settlement Agreement to sign onto the Covenant of Reconciliation.
  - vi. Enabling additional parties to sign onto the Covenant of Reconciliation.
47. We call upon federal, provincial, territorial, and municipal governments to repudiate concepts used to justify European sovereignty over Indigenous peoples and lands, such as the Doctrine of Discovery and terra nullius, and to reform those laws, government policies, and litigation strategies that continue to rely on such concepts.

### Settlement Agreement Parties and the *United Nations Declaration on the Rights of Indigenous Peoples*

48. We call upon the church parties to the Settlement Agreement, and all other faith groups and interfaith social justice groups in Canada who have not already done so, to formally adopt and comply with the principles, norms, and standards of the *United Nations Declaration on the Rights of Indigenous Peoples* as a framework for reconciliation. This would include, but not be limited to, the following commitments:
- i. Ensuring that their institutions, policies, programs, and practices comply with the *United Nations Declaration on the Rights of Indigenous Peoples*.
  - ii. Respecting Indigenous peoples' right to self-determination in spiritual matters, including the right to practise, develop, and teach their own spiritual and religious traditions, customs, and ceremonies, consistent with Article 12:1 of the *United Nations Declaration on the Rights of Indigenous Peoples*.
  - iii. Engaging in ongoing public dialogue and actions to support the *United Nations Declaration on the Rights of Indigenous Peoples*.
  - iv. Issuing a statement no later than March 31, 2016, from all religious denominations and faith groups, as to how they will implement the *United Nations Declaration on the Rights of Indigenous Peoples*.

49. We call upon all religious denominations and faith groups who have not already done so to repudiate concepts used to justify European sovereignty over Indigenous lands and peoples, such as the Doctrine of Discovery and *terra nullius*.

### Equity for Aboriginal People in the Legal System

50. In keeping with the *United Nations Declaration on the Rights of Indigenous Peoples*, we call upon the federal government, in collaboration with Aboriginal organizations, to fund the establishment of Indigenous law institutes for the development, use, and understanding of Indigenous laws and access to justice in accordance with the unique cultures of Aboriginal peoples in Canada.
51. We call upon the Government of Canada, as an obligation of its fiduciary responsibility, to develop a policy of transparency by publishing legal opinions it develops and upon which it acts or intends to act, in regard to the scope and extent of Aboriginal and Treaty rights.
52. We call upon the Government of Canada, provincial and territorial governments, and the courts to adopt the following legal principles:
- i. Aboriginal title claims are accepted once the Aboriginal claimant has established occupation over a particular territory at a particular point in time.
  - ii. Once Aboriginal title has been established, the burden of proving any limitation on any rights arising from the existence of that title shifts to the party asserting such a limitation.

### National Council for Reconciliation

53. We call upon the Parliament of Canada, in consultation and collaboration with Aboriginal peoples, to enact legislation to establish a National Council for Reconciliation. The legislation would establish the council as an independent, national, oversight body with membership jointly appointed by the Government of Canada and national Aboriginal organizations, and consisting of Aboriginal and non-Aboriginal members. Its mandate would include, but not be limited to, the following:
- i. Monitor, evaluate, and report annually to Parliament and the people of Canada on the Government of Canada's post-apology progress on reconciliation to ensure that government accountability for reconciling the relationship between Aboriginal peoples and the Crown is maintained in the coming years.

## PATHWAYS TO RECONCILIATION

- ii. Monitor, evaluate, and report to Parliament and the people of Canada on reconciliation progress across all levels and sectors of Canadian society, including the implementation of the Truth and Reconciliation Commission of Canada's Calls to Action.
  - iii. Develop and implement a multi-year National Action Plan for Reconciliation, which includes research and policy development, public education programs, and resources.
  - iv. Promote public dialogue, public/private partnerships, and public initiatives for reconciliation.
54. We call upon the Government of Canada to provide multi-year funding for the National Council for Reconciliation to ensure that it has the financial, human, and technical resources required to conduct its work, including the endowment of a National Reconciliation Trust to advance the cause of reconciliation.
55. We call upon all levels of government to provide annual reports or any current data requested by the National Council for Reconciliation so that it can report on the progress towards reconciliation. The reports or data would include, but not be limited to:
- i. The number of Aboriginal children—including Métis and Inuit children—in care, compared with non-Aboriginal children, the reasons for apprehension, and the total spending on preventive and care services by child-welfare agencies.
  - ii. Comparative funding for the education of First Nations children on and off reserves.
  - iii. The educational and income attainments of Aboriginal peoples in Canada compared with non-Aboriginal people.
  - iv. Progress on closing the gaps between Aboriginal and non-Aboriginal communities in a number of health indicators such as: infant mortality, maternal health, suicide, mental health, addictions, life expectancy, birth rates, infant and child health issues, chronic diseases, illness and injury incidence, and the availability of appropriate health services.
  - v. Progress on eliminating the overrepresentation of Aboriginal children in youth custody over the next decade.
  - vi. Progress on reducing the rate of criminal victimization of Aboriginal people, including data related to homicide and family violence victimization and other crimes.
  - vii. Progress on reducing the overrepresentation of Aboriginal people in the justice and correctional systems.
56. We call upon the prime minister of Canada to formally respond to the report of the National Council for Reconciliation by issuing an annual "State of Aboriginal Peoples" report, which would outline the government's plans for advancing the cause of reconciliation.

### Professional Development and Training for Public Servants

57. We call upon federal, provincial, territorial, and municipal governments to provide education to public servants on the history of Aboriginal peoples, including the history and legacy of residential schools, the *United Nations Declaration on the Rights of Indigenous Peoples*, Treaties and Aboriginal rights, Indigenous law, and Aboriginal–Crown relations. This will require skills-based training in intercultural competency, conflict resolution, human rights, and anti-racism.

### Church Apologies and Reconciliation

58. We call upon the Pope to issue an apology to Survivors, their families, and communities for the Roman Catholic Church's role in the spiritual, cultural, emotional, physical, and sexual abuse of First Nations, Inuit, and Métis children in Catholic-run residential schools. We call for that apology to be similar to the 2010 apology issued to Irish victims of abuse and to occur within one year of the issuing of this Report and to be delivered by the Pope in Canada.
59. We call upon church parties to the Settlement Agreement to develop ongoing education strategies to ensure that their respective congregations learn about their church's role in colonization, the history and legacy of residential schools, and why apologies to former residential school students, their families, and communities were necessary.
60. We call upon leaders of the church parties to the Settlement Agreement and all other faiths, in collaboration with Indigenous spiritual leaders, Survivors, schools of theology, seminaries, and other religious training centres, to develop and teach curriculum for all student clergy, and all clergy and staff who work in Aboriginal communities, on the need to respect Indigenous spirituality in its own right, the history and legacy of residential schools and the roles of the church parties in that system, the history and legacy of religious conflict in Aboriginal families and communities, and the responsibility that churches have to mitigate such conflicts and prevent spiritual violence.

## PATHWAYS TO RECONCILIATION

61. We call upon church parties to the Settlement Agreement, in collaboration with Survivors and representatives of Aboriginal organizations, to establish permanent funding to Aboriginal people for:
- i. Community-controlled healing and reconciliation projects.
  - ii. Community-controlled culture and language revitalization projects.
  - iii. Community-controlled education and relationship building projects.
  - iv. Regional dialogues for Indigenous spiritual leaders and youth to discuss Indigenous spirituality, self-determination, and reconciliation.
62. We call upon all levels of government that provide public funds to denominational schools to require such schools to provide an education on comparative religious studies, which must include a segment on Aboriginal spiritual beliefs and practices developed in collaboration with Aboriginal Elders.
63. We call upon the federal government, through the Social Sciences and Humanities Research Council, and in collaboration with Aboriginal peoples, post-secondary institutions and educators, and the National Centre for Truth and Reconciliation and its partner institutions, to establish a national research program with multi-year funding to advance understanding of reconciliation.

### Education for reconciliation

62. We call upon the federal, provincial, and territorial governments, in consultation and collaboration with Survivors, Aboriginal peoples, and educators, to:
- i. Make age-appropriate curriculum on residential schools, Treaties, and Aboriginal peoples' historical and contemporary contributions to Canada a mandatory education requirement for Kindergarten to Grade Twelve students.
  - ii. Provide the necessary funding to post-secondary institutions to educate teachers on how to integrate Indigenous knowledge and teaching methods into classrooms.
  - iii. Provide the necessary funding to Aboriginal schools to utilize Indigenous knowledge and teaching methods in classrooms.
  - iv. Establish senior-level positions in government at the assistant deputy minister level or higher dedicated to Aboriginal content in education.
63. We call upon the Council of Ministers of Education, Canada to maintain an annual commitment to Aboriginal education issues, including:
- i. Developing and implementing Kindergarten to Grade Twelve curriculum and learning resources on Aboriginal peoples in Canadian history, and the history and legacy of residential schools.
  - ii. Sharing information and best practices on teaching curriculum related to residential schools and Aboriginal history.

### Youth Programs

66. We call upon the federal government to establish multiyear funding for community-based youth organizations to deliver programs on reconciliation, and establish a national network to share information and best practices.

### Museums and Archives

67. We call upon the federal government to provide funding to the Canadian Museums Association to undertake, in collaboration with Aboriginal peoples, a national review of museum policies and best practices to determine the level of compliance with the *United Nations Declaration on the Rights of Indigenous Peoples* and to make recommendations.
68. We call upon the federal government, in collaboration with Aboriginal peoples, and the Canadian Museums Association to mark the 150th anniversary of Canadian Confederation in 2017 by establishing a dedicated national funding program for commemoration projects on the theme of reconciliation.
69. We call upon Library and Archives Canada to:
- i. Fully adopt and implement the United Nations Declaration on the Rights of Indigenous Peoples and the *United Nations Joint-Orentlicher Principles*, as related to Aboriginal peoples' inalienable right to know the truth about what happened and why, with regard to human rights violations committed against them in the residential schools.

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- ii. Ensure that its record holdings related to residential schools are accessible to the public.
  - iii. Commit more resources to its public education materials and programming on residential schools.
70. We call upon the federal government to provide funding to the Canadian Association of Archivists to undertake, in collaboration with Aboriginal peoples, a national review of archival policies and best practices to:
- i. Determine the level of compliance with the United Nations Declaration on the Rights of Indigenous Peoples and the *United Nations Joint-Orientlicher Principles*, as related to Aboriginal peoples' inalienable right to know the truth about what happened and why, with regard to human rights violations committed against them in the residential schools.
  - ii. Produce a report with recommendations for full implementation of these international mechanisms as a reconciliation framework for Canadian archives.
75. We call upon the federal government to work with provincial, territorial, and municipal governments, churches, Aboriginal communities, former residential school students, and current landowners to develop and implement strategies and procedures for the ongoing identification, documentation, maintenance, commemoration, and protection of residential school cemeteries or other sites at which residential school children were buried. This is to include the provision of appropriate memorial ceremonies and commemorative markers to honour the deceased children.
76. We call upon the parties engaged in the work of documenting, maintaining, commemorating, and protecting residential school cemeteries to adopt strategies in accordance with the following principles:
- i. The Aboriginal community most affected shall lead the development of such strategies.
  - ii. Information shall be sought from residential school Survivors and other Knowledge Keepers in the development of such strategies.
  - iii. Aboriginal protocols shall be respected before any potentially invasive technical inspection and investigation of a cemetery site.

### Missing Children and Burial Information

71. We call upon all chief coroners and provincial vital statistics agencies that have not provided to the Truth and Reconciliation Commission of Canada their records on the deaths of Aboriginal children in the care of residential school authorities to make these documents available to the National Centre for Truth and Reconciliation.
72. We call upon the federal government to allocate sufficient resources to the National Centre for Truth and Reconciliation to allow it to develop and maintain the National Residential School Student Death Register established by the Truth and Reconciliation Commission of Canada.
73. We call upon the federal government to work with churches, Aboriginal communities, and former residential school students to establish and maintain an online registry of residential school cemeteries, including, where possible, plot maps showing the location of deceased residential school children.
74. We call upon the federal government to work with the churches and Aboriginal community leaders to inform the families of children who died at residential schools of the child's burial location, and to respond to families' wishes for appropriate commemoration ceremonies and markers, and reburial in home communities where requested.

### National Centre for Truth and Reconciliation

77. We call upon provincial, territorial, municipal, and community archives to work collaboratively with the National Centre for Truth and Reconciliation to identify and collect copies of all records relevant to the history and legacy of the residential school system, and to provide these to the National Centre for Truth and Reconciliation.
78. We call upon the Government of Canada to commit to making a funding contribution of \$10 million over seven years to the National Centre for Truth and Reconciliation, plus an additional amount to assist communities to research and produce histories of their own residential school experience and their involvement in truth, healing, and reconciliation.

### Commemoration

79. We call upon the federal government, in collaboration with Survivors, Aboriginal organizations, and the arts community, to develop a reconciliation framework for Canadian heritage and commemoration. This would include, but not be limited to:

## PATHWAYS TO RECONCILIATION

- i. Amending the Historic Sites and Monuments Act to include First Nations, Inuit, and Métis representation on the Historic Sites and Monuments Board of Canada and its Secretariat.
  - ii. Revising the policies, criteria, and practices of the National Program of Historical Commemoration to integrate Indigenous history, heritage values, and memory practices into Canada's national heritage and history.
  - iii. Developing and implementing a national heritage plan and strategy for commemorating residential school sites, the history and legacy of residential schools, and the contributions of Aboriginal peoples to Canada's history.
80. We call upon the federal government, in collaboration with Aboriginal peoples, to establish, as a statutory holiday, a National Day for Truth and Reconciliation to honour Survivors, their families, and communities, and ensure that public commemoration of the history and legacy of residential schools remains a vital component of the reconciliation process.
81. We call upon the federal government, in collaboration with Survivors and their organizations, and other parties to the Settlement Agreement, to commission and install a publicly accessible, highly visible, Residential Schools National Monument in the city of Ottawa to honour Survivors and all the children who were lost to their families and communities.
82. We call upon provincial and territorial governments, in collaboration with Survivors and their organizations, and other parties to the Settlement Agreement, to commission and install a publicly accessible, highly visible, Residential Schools Monument in each capital city to honour Survivors and all the children who were lost to their families and communities.
83. We call upon the Canada Council for the Arts to establish, as a funding priority, a strategy for Indigenous and non-Indigenous artists to undertake collaborative projects and produce works that contribute to the reconciliation process.
- i. Increasing Aboriginal programming, including Aboriginal-language speakers.
  - ii. Increasing equitable access for Aboriginal peoples to jobs, leadership positions, and professional development opportunities within the organization.
  - iii. Continuing to provide dedicated news coverage and online public information resources on issues of concern to Aboriginal peoples and all Canadians, including the history and legacy of residential schools and the reconciliation process.
85. We call upon the Aboriginal Peoples Television Network, as an independent non-profit broadcaster with programming by, for, and about Aboriginal peoples, to support reconciliation, including but not limited to:
- i. Continuing to provide leadership in programming and organizational culture that reflects the diverse cultures, languages, and perspectives of Aboriginal peoples.
  - ii. Continuing to develop media initiatives that inform and educate the Canadian public, and connect Aboriginal and non-Aboriginal Canadians.
86. We call upon Canadian journalism programs and media schools to require education for all students on the history of Aboriginal peoples, including the history and legacy of residential schools, the *United Nations Declaration on the Rights of Indigenous Peoples*, Treaties and Aboriginal rights, Indigenous law, and Aboriginal–Crown relations.

### Sports and Reconciliation

87. We call upon all levels of government, in collaboration with Aboriginal peoples, sports halls of fame, and other relevant organizations, to provide public education that tells the national story of Aboriginal athletes in history.
88. We call upon all levels of government to take action to ensure long-term Aboriginal athlete development and growth, and continued support for the North American Indigenous Games, including funding to host the games and for provincial and territorial team preparation and travel.
89. We call upon the federal government to amend the Physical Activity and Sport Act to support reconciliation by ensuring that policies to promote physical activity as a fundamental element of health and well-being, reduce barriers to sports participation, increase the pursuit of excellence in sport, and build capacity in the Canadian sport system, are inclusive of Aboriginal peoples.

### Media and Reconciliation

84. We call upon the federal government to restore and increase funding to the CBC/Radio-Canada, to enable Canada's national public broadcaster to support reconciliation, and be properly reflective of the diverse cultures, languages, and perspectives of Aboriginal peoples, including, but not limited to:

## PATHWAYS TO RECONCILIATION

90. We call upon the federal government to ensure that national sports policies, programs, and initiatives are inclusive of Aboriginal peoples, including, but not limited to, establishing:
- i. In collaboration with provincial and territorial governments, stable funding for, and access to, community sports programs that reflect the diverse cultures and traditional sporting activities of Aboriginal peoples.
  - ii. An elite athlete development program for Aboriginal athletes.
  - iii. Programs for coaches, trainers, and sports officials that are culturally relevant for Aboriginal peoples.
  - iv. Anti-racism awareness and training programs.
91. We call upon the officials and host countries of international sporting events such as the Olympics, Pan Am, and Commonwealth games to ensure that Indigenous peoples' territorial protocols are respected, and local Indigenous communities are engaged in all aspects of planning and participating in such events.

### Business and Reconciliation

92. We call upon the corporate sector in Canada to adopt the *United Nations Declaration on the Rights of Indigenous Peoples* as a reconciliation framework and to apply its principles, norms, and standards to corporate policy and core operational activities involving Indigenous peoples and their lands and resources. This would include, but not be limited to, the following:
- i. Commit to meaningful consultation, building respectful relationships, and obtaining the free, prior, and informed consent of Indigenous peoples before proceeding with economic development projects.
  - ii. Ensure that Aboriginal peoples have equitable access to jobs, training, and education opportunities in the corporate sector, and that Aboriginal communities gain long-term sustainable benefits from economic development projects.
  - iii. Provide education for management and staff on the history of Aboriginal peoples, including the history and legacy of residential schools, the *United Nations Declaration on the Rights of Indigenous Peoples*, Treaties and Aboriginal rights, Indigenous law, and Aboriginal–Crown relations. This will require skills based training in intercultural competency, conflict resolution, human rights, and anti-racism.

### Newcomers to Canada

93. We call upon the federal government, in collaboration with the national Aboriginal organizations, to revise the information kit for newcomers to Canada and its citizenship test to reflect a more inclusive history of the diverse Aboriginal peoples of Canada, including information about the Treaties and the history of residential schools.
94. We call upon the Government of Canada to replace the Oath of Citizenship with the following:

I swear (or affirm) that I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth II, Queen of Canada, Her Heirs and Successors, and that I will faithfully observe the laws of Canada including Treaties with Indigenous Peoples, and fulfill my duties as a Canadian citizen.

# UNITED NATIONS DECLARATION ON THE RIGHTS OF INDIGENOUS PEOPLES



Ucluelet OCP - Indigenous Relations and  
Policy Bruce Greig, Manager of C...

# UNITED NATIONS DECLARATION ON THE RIGHTS OF INDIGENOUS PEOPLES



## Resolution adopted by the General Assembly on 13 September 2007

*[without reference to a Main Committee (A/61/L.67  
and Add.1)]*

### **61/295. United Nations Declaration on the Rights of Indigenous Peoples**

*The General Assembly,*

*Taking note* of the recommendation of the Human Rights Council contained in its resolution 1/2 of 29 June 2006<sup>1</sup>, by which the Council adopted the text of the United Nations Declaration on the Rights of Indigenous Peoples,

*Recalling* its resolution 61/178 of 20 December 2006, by which it decided to defer consideration of and action on the Declaration to allow time for further consultations thereon, and also decided to conclude its consideration before the end of the sixty-first session of the General Assembly,

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<sup>1</sup> See Official Records of the General Assembly, Sixty-first Session, Supplement No. 53 (A/61/53), part one, chap. II, sect. A.

*Adopts* the United Nations Declaration on the Rights of Indigenous Peoples as contained in the annex to the present resolution.

*107th plenary meeting  
13 September 2007*

## **Annex**

### **United Nations Declaration on the Rights of Indigenous Peoples**

*The General Assembly,*

*Guided* by the purposes and principles of the Charter of the United Nations, and good faith in the fulfilment of the obligations assumed by States in accordance with the Charter,

*Affirming* that indigenous peoples are equal to all other peoples, while recognizing the right of all peoples to be different, to consider themselves different, and to be respected as such,

Affirming also that all peoples contribute to the diversity and richness of civilizations and cultures, which constitute the common heritage of humankind,

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**Affirming** further that all doctrines, policies and practices based on or advocating superiority of peoples or individuals on the basis of national origin or racial, religious, ethnic or cultural differences are racist, scientifically false, legally invalid, morally condemnable and socially unjust,

**Reaffirming** that indigenous peoples, in the exercise of their rights, should be free from discrimination of any kind,

**Concerned** that indigenous peoples have suffered from historic injustices as a result of, inter alia, their colonization and dispossession of their lands, territories and resources, thus preventing them from exercising, in particular, their right to development in accordance with their own needs and interests,

**Recognizing** the urgent need to respect and promote the inherent rights of indigenous peoples which derive from their political, economic and social structures and from their cultures, spiritual traditions, histories and philosophies, especially their rights to their lands, territories and resources,

**Recognizing** also the urgent need to respect and promote the rights of indigenous peoples

affirmed in treaties, agreements and other constructive arrangements with States,

**Welcoming** the fact that indigenous peoples are organizing themselves for political, economic, social and cultural enhancement and in order to bring to an end all forms of discrimination and oppression wherever they occur,

**Convinced** that control by indigenous peoples over developments affecting them and their lands, territories and resources will enable them to maintain and strengthen their institutions, cultures and traditions, and to promote their development in accordance with their aspirations and needs,

**Recognizing** that respect for indigenous knowledge, cultures and traditional practices contributes to sustainable and equitable development and proper management of the environment,

**Emphasizing** the contribution of the demilitarization of the lands and territories of indigenous peoples to peace, economic and social progress and development, understanding and friendly relations among nations and peoples of the world,

**Recognizing** in particular the right of indigenous families and communities to retain shared responsibility for the upbringing, training, education and well-being of their children, consistent with the rights of the child,

**Considering** that the rights affirmed in treaties, agreements and other constructive arrangements between States and indigenous peoples are, in some situations, matters of international concern, interest, responsibility and character,

**Considering** also that treaties, agreements and other constructive arrangements, and the relationship they represent, are the basis for a strengthened partnership between indigenous peoples and States,

**Acknowledging** that the Charter of the United Nations, the International Covenant on Economic, Social and Cultural Rights<sup>2</sup> and the International Covenant on Civil and Political Rights,<sup>2</sup> as well as the Vienna Declaration and Programme of Action,<sup>3</sup> affirm the fundamental importance of the right to self-determination of all peoples, by

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<sup>2</sup> See resolution 2200 A (XXI), annex.

virtue of which they freely determine their political status and freely pursue their economic, social and cultural development,

***Bearing*** in mind that nothing in this Declaration may be used to deny any peoples their right to self-determination, exercised in conformity with international law,

***Convinced*** that the recognition of the rights of indigenous peoples in this Declaration will enhance harmonious and cooperative relations between the State and indigenous peoples, based on principles of justice, democracy, respect for human rights, non-discrimination and good faith,

***Encouraging*** States to comply with and effectively implement all their obligations as they apply to indigenous peoples under international instruments, in particular those related to human rights, in consultation and cooperation with the peoples concerned,

***Emphasizing*** that the United Nations has an important and continuing role to play in promoting and protecting the rights of indigenous peoples,

**Believing** that this Declaration is a further important step forward for the recognition, promotion and protection of the rights and freedoms of indigenous peoples and in the development of relevant activities of the United Nations system in this field,

**Recognizing and reaffirming** that indigenous individuals are entitled without discrimination to all human rights recognized in international law, and that indigenous peoples possess collective rights which are indispensable for their existence, well-being and integral development as peoples,

**Recognizing** that the situation of indigenous peoples varies from region to region and from country to country and that the significance of national and regional particularities and various historical and cultural backgrounds should be taken into consideration,

**Solemnly proclaims** the following United Nations Declaration on the Rights of Indigenous Peoples as a standard of achievement to be pursued in a spirit of partnership and mutual respect:

**Article 1**

Indigenous peoples have the right to the full enjoyment of the rights and freedoms of all  
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human rights and fundamental freedoms as recognized in the Charter of the United Nations, the Universal Declaration of Human Rights<sup>4</sup> and international human rights law.

***Article 2***

Indigenous peoples and individuals are free and equal to all other peoples and individuals and have the right to be free from any kind of discrimination, in the exercise of their rights, in particular that based on their indigenous origin or identity.

***Article 3***

Indigenous peoples have the right to self-determination. By virtue of that right they freely determine their political status and freely pursue their economic, social and cultural development.

***Article 4***

Indigenous peoples, in exercising their right to self-determination, have the right to autonomy or self-government in matters relating to their internal and local affairs, as well as ways and means for financing their autonomous functions.



***Article 5***

Indigenous peoples have the right to maintain and strengthen their distinct political, legal, economic, social and cultural institutions, while retaining their right to participate fully, if they so choose, in the political, economic, social and cultural life of the State.

***Article 6***

Every indigenous individual has the right to a nationality.

***Article 7***

1. Indigenous individuals have the rights to life, physical and mental integrity, liberty and security of person.
2. Indigenous peoples have the collective right to live in freedom, peace and security as distinct peoples and shall not be subjected to any act of genocide or any other act of violence, including forcibly removing children of the group to another group.

*Article 8*

1. Indigenous peoples and individuals have the right not to be subjected to forced assimilation or destruction of their culture.
2. States shall provide effective mechanisms for prevention of, and redress for:
  - (a) Any action which has the aim or effect of depriving them of their integrity as distinct peoples, or of their cultural values or ethnic identities;
  - (b) Any action which has the aim or effect of dispossessing them of their lands, territories or resources;
  - (c) Any form of forced population transfer which has the aim or effect of violating or undermining any of their rights;
  - (d) Any form of forced assimilation or integration;
  - (e) Any form of propaganda designed to promote or incite racial or ethnic discrimination directed against them.

*Article 9*

Indigenous peoples and individuals have the right to belong to an indigenous community or nation, in accordance with the traditions and customs of the community or nation concerned. No discrimination of any kind may arise from the exercise of such a right.

*Article 10*

Indigenous peoples shall not be forcibly removed from their lands or territories. No relocation shall take place without the free, prior and informed consent of the indigenous peoples concerned and after agreement on just and fair compensation and, where possible, with the option of return.

*Article 11*

1. Indigenous peoples have the right to practise and revitalize their cultural traditions and customs. This includes the right to maintain, protect and develop the past, present and future manifestations of their cultures, such as archaeological and historical sites, artefacts, designs, ceremonies, technologies and visual and performing arts and literature.

2. States shall provide redress through effective mechanisms, which may include restitution, developed in conjunction with indigenous peoples, with respect to their cultural, intellectual, religious and spiritual property taken without their free, prior and informed consent or in violation of their laws, traditions and customs.

### *Article 12*

1. Indigenous peoples have the right to manifest, practise, develop and teach their spiritual and religious traditions, customs and ceremonies; the right to maintain, protect, and have access in privacy to their religious and cultural sites; the right to the use and control of their ceremonial objects; and the right to the repatriation of their human remains.
2. States shall seek to enable the access and/or repatriation of ceremonial objects and human remains in their possession through fair, transparent and effective mechanisms developed in conjunction with indigenous peoples concerned.

### *Article 13*

1. Indigenous peoples have the right to revitalize, develop, strengthen and transmit their spiritual, cultural, intellectual and traditional practices, knowledge and technology, and to teach their youth and to develop their own education systems, in accordance with their own cultures and traditions.

tions their histories, languages, oral traditions, philosophies, writing systems and literatures, and to designate and retain their own names for communities, places and persons.

2. States shall take effective measures to ensure that this right is protected and also to ensure that indigenous peoples can understand and be understood in political, legal and administrative proceedings, where necessary through the provision of interpretation or by other appropriate means.

#### ***Article 14***

1. Indigenous peoples have the right to establish and control their educational systems and institutions providing education in their own languages, in a manner appropriate to their cultural methods of teaching and learning.
2. Indigenous individuals, particularly children, have the right to all levels and forms of education of the State without discrimination.
3. States shall, in conjunction with indigenous peoples, take effective measures, in order for indigenous individuals, particularly children, including

those living outside their communities, to have access, when possible, to an education in their own culture and provided in their own language.

**Article 15**

1. Indigenous peoples have the right to the dignity and diversity of their cultures, traditions, histories and aspirations which shall be appropriately reflected in education and public information.
2. States shall take effective measures, in consultation and cooperation with the indigenous peoples concerned, to combat prejudice and eliminate discrimination and to promote tolerance, understanding and good relations among indigenous peoples and all other segments of society.

**Article 16**

1. Indigenous peoples have the right to establish their own media in their own languages and to have access to all forms of non-indigenous media without discrimination.
2. States shall take effective measures to ensure

cultural diversity. States, without prejudice to ensuring full freedom of expression, should encourage privately owned media to adequately reflect indigenous cultural diversity.

### *Article 17*

1. Indigenous individuals and peoples have the right to enjoy fully all rights established under applicable international and domestic labour law.
2. States shall in consultation and cooperation with indigenous peoples take specific measures to protect indigenous children from economic exploitation and from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development, taking into account their special vulnerability and the importance of education for their empowerment.
3. Indigenous individuals have the right not to be subjected to any discriminatory conditions of labour and, inter alia, employment or salary.

### *Article 18*

Indigenous peoples have the right to participate in decisions on matters that would affect them or their communities. States shall protect and promote these rights and ensure that indigenous peoples have access to justice and effective remedies to redress grievances against them.

their rights, through representatives chosen by themselves in accordance with their own procedures, as well as to maintain and develop their own indigenous decision-making institutions.

***Article 19***

States shall consult and cooperate in good faith with the indigenous peoples concerned through their own representative institutions in order to obtain their free, prior and informed consent before adopting and implementing legislative or administrative measures that may affect them.

***Article 20***

1. Indigenous peoples have the right to maintain and develop their political, economic and social systems or institutions, to be secure in the enjoyment of their own means of subsistence and development, and to engage freely in all their traditional and other economic activities.
2. Indigenous peoples deprived of their means of subsistence and development are entitled to just and fair redress.



*Article 21*

1. Indigenous peoples have the right, without discrimination, to the improvement of their economic and social conditions, including, inter alia, in the areas of education, employment, vocational training and retraining, housing, sanitation, health and social security.
2. States shall take effective measures and, where appropriate, special measures to ensure continuing improvement of their economic and social conditions. Particular attention shall be paid to the rights and special needs of indigenous elders, women, youth, children and persons with disabilities.

*Article 22*

1. Particular attention shall be paid to the rights and special needs of indigenous elders, women, youth, children and persons with disabilities in the implementation of this Declaration.
2. States shall take measures, in conjunction with indigenous peoples, to ensure that indigenous women and children enjoy the full protection and guarantees against all forms of violence

*Article 23*

Indigenous peoples have the right to determine and develop priorities and strategies for exercising their right to development. In particular, indigenous peoples have the right to be actively involved in developing and determining health, housing and other economic and social programmes affecting them and, as far as possible, to administer such programmes through their own institutions.

*Article 24*

1. Indigenous peoples have the right to their traditional medicines and to maintain their health practices, including the conservation of their vital medicinal plants, animals and minerals. Indigenous individuals also have the right to access, without any discrimination, to all social and health services.
2. Indigenous individuals have an equal right to the enjoyment of the highest attainable standard of physical and mental health. States shall take the necessary steps with a view to achieving progressively the full realization of this right.

*Article 25*

Indigenous peoples have the right to maintain and strengthen their distinctive spiritual relationship with their traditionally owned or otherwise occupied and used lands, territories, waters and coastal seas and other resources and to uphold their responsibilities to future generations in this regard.

*Article 26*

1. Indigenous peoples have the right to the lands, territories and resources which they have traditionally owned, occupied or otherwise used or acquired.
2. Indigenous peoples have the right to own, use, develop and control the lands, territories and resources that they possess by reason of traditional ownership or other traditional occupation or use, as well as those which they have otherwise acquired.
3. States shall give legal recognition and protection to these lands, territories and resources. Such recognition shall be conducted with due respect to the customs, traditions and land tenure systems of the indigenous peoples concerned.

*Article 27*

States shall establish and implement, in conjunction with indigenous peoples concerned, a fair, independent, impartial, open and transparent process, giving due recognition to indigenous peoples' laws, traditions, customs and land tenure systems, to recognize and adjudicate the rights of indigenous peoples pertaining to their lands, territories and resources, including those which were traditionally owned or otherwise occupied or used. Indigenous peoples shall have the right to participate in this process.

*Article 28*

1. Indigenous peoples have the right to redress, by means that can include restitution or, when this is not possible, just, fair and equitable compensation, for the lands, territories and resources which they have traditionally owned or otherwise occupied or used, and which have been confiscated, taken, occupied, used or damaged without their free, prior and informed consent.

2. Unless otherwise freely agreed upon by the peoples concerned, compensation shall take

the form of lands, territories and resources equal in quality, size and legal status or of monetary compensation or other appropriate redress.

***Article 29***

1. Indigenous peoples have the right to the conservation and protection of the environment and the productive capacity of their lands or territories and resources. States shall establish and implement assistance programmes for indigenous peoples for such conservation and protection, without discrimination.
2. States shall take effective measures to ensure that no storage or disposal of hazardous materials shall take place in the lands or territories of indigenous peoples without their free, prior and informed consent.
3. States shall also take effective measures to ensure, as needed, that programmes for monitoring, maintaining and restoring the health of indigenous peoples, as developed and implemented by the peoples affected by such materials, are duly implemented.

*Article 30*

1. Military activities shall not take place in the lands or territories of indigenous peoples, unless justified by a relevant public interest or otherwise freely agreed with or requested by the indigenous peoples concerned.
2. States shall undertake effective consultations with the indigenous peoples concerned, through appropriate procedures and in particular through their representative institutions, prior to using their lands or territories for military activities.

*Article 31*

1. Indigenous peoples have the right to maintain, control, protect and develop their cultural heritage, traditional knowledge and traditional cultural expressions, as well as the manifestations of their sciences, technologies and cultures, including human and genetic resources, seeds, medicines, knowledge of the properties of fauna and flora, oral traditions, literatures, designs, sports and traditional games and visual and performing arts. They also have the

right to maintain, control, protect and develop their intellectual property over such cultural heritage, traditional knowledge, and traditional cultural expressions.

2. In conjunction with indigenous peoples, States shall take effective measures to recognize and protect the exercise of these rights.

### *Article 32*

1. Indigenous peoples have the right to determine and develop priorities and strategies for the development or use of their lands or territories and other resources.
2. States shall consult and cooperate in good faith with the indigenous peoples concerned through their own representative institutions in order to obtain their free and informed consent prior to the approval of any project affecting their lands or territories and other resources, particularly in connection with the development, utilization or exploitation of mineral, water or other resources.

3. States shall provide effective mechanisms for just and fair redress for any such activities, and

appropriate measures shall be taken to mitigate adverse environmental, economic, social, cultural or spiritual impact.

### ***Article 33***

1. Indigenous peoples have the right to determine their own identity or membership in accordance with their customs and traditions. This does not impair the right of indigenous individuals to obtain citizenship of the States in which they live.
2. Indigenous peoples have the right to determine the structures and to select the membership of their institutions in accordance with their own procedures.

### ***Article 34***

Indigenous peoples have the right to promote, develop and maintain their institutional structures and their distinctive customs, spirituality, traditions, procedures, practices and, in the cases where they exist, juridical systems or customs, in accordance with international human rights standards.



**Article 35**

Indigenous peoples have the right to determine the responsibilities of individuals to their communities.

**Article 36**

1. Indigenous peoples, in particular those divided by international borders, have the right to maintain and develop contacts, relations and cooperation, including activities for spiritual, cultural, political, economic and social purposes, with their own members as well as other peoples across borders.
2. States, in consultation and cooperation with indigenous peoples, shall take effective measures to facilitate the exercise and ensure the implementation of this right.

**Article 37**

1. Indigenous peoples have the right to the recognition, observance and enforcement of treaties, agreements and other constructive arrangements concluded with States or their successors and to have States honour and re-

spect such treaties, agreements and other constructive arrangements.

2. Nothing in this Declaration may be interpreted as diminishing or eliminating the rights of indigenous peoples contained in treaties, agreements and other constructive arrangements.

### ***Article 38***

States in consultation and cooperation with indigenous peoples, shall take the appropriate measures, including legislative measures, to achieve the ends of this Declaration.

### ***Article 39***

Indigenous peoples have the right to have access to financial and technical assistance from States and through international cooperation, for the enjoyment of the rights contained in this Declaration.

### ***Article 40***

Indigenous peoples have the right to access to and prompt decision through just and fair procedures for the resolution of conflicts and disputes with States or other parties, as well as to effective

remedies for all infringements of their individual and collective rights. Such a decision shall give due consideration to the customs, traditions, rules and legal systems of the indigenous peoples concerned and international human rights.

***Article 41***

The organs and specialized agencies of the United Nations system and other intergovernmental organizations shall contribute to the full realization of the provisions of this Declaration through the mobilization, inter alia, of financial cooperation and technical assistance. Ways and means of ensuring participation of indigenous peoples on issues affecting them shall be established.

***Article 42***

The United Nations, its bodies, including the Permanent Forum on Indigenous Issues, and specialized agencies, including at the country level, and States shall promote respect for and full application of the provisions of this Declaration and follow up the effectiveness of this Declaration.

***Article 43***

The rights recognized herein constitute the minimum standards for the survival, dignity and well-being of the indigenous peoples of the world.

***Article 44***

All the rights and freedoms recognized herein are equally guaranteed to male and female indigenous individuals.

***Article 45***

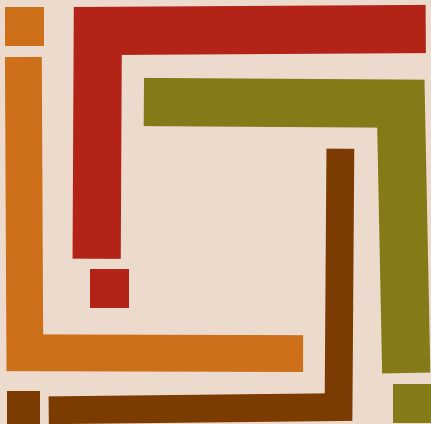
Nothing in this Declaration may be construed as diminishing or extinguishing the rights indigenous peoples have now or may acquire in the future.

***Article 46***

1. Nothing in this Declaration may be interpreted as implying for any State, people, group or person any right to engage in any activity or to perform any act contrary to the Charter of the United Nations or construed as authorizing or encouraging any action which would dismem-

ber or impair, totally or in part, the territorial integrity or political unity of sovereign and independent States.

2. In the exercise of the rights enunciated in the present Declaration, human rights and fundamental freedoms of all shall be respected. The exercise of the rights set forth in this Declaration shall be subject only to such limitations as are determined by law and in accordance with international human rights obligations. Any such limitations shall be non-discriminatory and strictly necessary solely for the purpose of securing due recognition and respect for the rights and freedoms of others and for meeting the just and most compelling requirements of a democratic society.
3. The provisions set forth in this Declaration shall be interpreted in accordance with the principles of justice, democracy, respect for human rights, equality, non-discrimination, good governance and good faith.



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## STAFF REPORT TO COUNCIL

Council Meeting: AUGUST 18, 2020  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** JOHN TOWGOOD, PLANNER 1

**FILE NO:** 2450-20 196.061

**SUBJECT: COVENANT MODIFICATION – 1079 HELEN ROAD**

**REPORT NO:** 20- 82

**ATTACHMENT(S):** APPENDIX A – LEWKOWICH ENGINEERING REPORT MARCH 32, 2020  
APPENDIX B – S.219 RESTRICTIVE COVENANT EV152825  
APPENDIX C – DRAFT REPLACEMENT COVENANT

### RECOMMENDATION(S):

1. **THAT** Council authorize the discharge the S.219 Restrictive Covenant EV152825 registered on Lot 1, DL 543, Native Island, Clayoquot District, Plan VIP76238 (1079 Helen Road) and replace it with a new S.219 covenant based on the March 3, 2020, Geotechnical Report by Lewkowich Engineering and Associates Ltd.

### PURPOSE:

To consider a request to replace the Section 219 restrictive covenant EV152825 on Lot 1, DL 543, Native Island, Clayoquot District, Plan VIP76238 -1079 Helen Road (the “**Subject Property**”), to reduce the horizontal setback to the Natural Boundary (NB) to 7.5m from 15m and to establish a Flood Construction Level (FCL) 5.21m above the geodetic elevation.



Figure 1- Subject Property Location

**BACKGROUND:**

The Subject property was created in 2003 and at that time a section 219 restrictive covenant EV152825 (the “**Covenant**”) was put in place to establish; a Flood Construction Level (**FCL**) of 4m vertically off the NB and a horizontal setback of 15m off the NB. The covenant also set liability protections for the District of Ucluelet in case of a flood event. On May 9, 2017, the owner at the time (the property has changed ownership since) requested Council approve a replacement of this existing covenant. Council approved the replacement, but that owner did not follow through with the actual replacement.

**DISCUSSION:**

The applicant has supplied a recently created geotechnical report completed by Lewkowich Engineering and Associates LTD (Appendix A). This report sets a new FCL and horizontal setback for any building constructed on site. It also sets requirements for constructing the building and site preparation. The following is a brief review of key aspects of the Lewkowich Engineering and Associates LTD report:

**FCL**

The existing covenant sets the FCL at 4m or greater above the NB with the NB along this section of the Ucluelet Harbour being approximately 2m above geodetic (geodetic is a vertical elevation standard known as CGVD28). The existing covenant was not written referencing a geodetic elevation but rather off the NB. This was a standard approach at the time. By adding the 4m FCL required in the existing covenant to the 2m geodetic offset above the NB; the existing covenant is roughly referencing a FCL of 6m above geodetic. The applicant is requesting an FCL of 5.21m which is supported by the Lewkowich Engineering and Associates LTD report (**Appendix A**).

**Horizontal Setback off the NB**

Horizontal setbacks off a NB are generally set to ensure future buildings on the property will not be subject to a failure caused by erosion. The existing covenant sets a 15m setback off the NB. The 2020 Lewkowich report states that a 7.5m setback off the NB would be acceptable given the nature of the geotechnical properties. The report also gives site preparation, foundation design and building details that must be followed to ensure that future buildings on the property will be safe for residential use.

**Liability**

The applicant has agreed to let the District of Ucluelet’s solicitors create the replacement S.219 covenant. Within this new covenant updated liability clauses will be included that will protect the District of Ucluelet from any potential liability resulting from flooding on the subject property.

**2020 Coastal Flood Mapping**

In June of 2020, the District of Ucluelet completed its Flood Risk Assessment, Floodplain Mapping & Mitigation Planning project. The data from this project can now be considered in applications where the properties could be subject to flooding. The flood mapping project looked at coastal storm flooding and set FCL recommendations for different Relative Sea Level Rise (**RSLR**) scenarios. For the purposes of this report we are going to look at 0.5% AEP (a rare storm event), 1m RSLR (predicted to happen in 50 to 100 years), and a .6m freeboard (safety factor). The excerpt of the coastal flood map below (under the fore mentioned conditions) indicates the minimum recommended FCL for the subject property at 5.1m geodetic or higher (**Figure 2**). The applicant is requesting a slightly higher elevation of 5.21m geodetic.



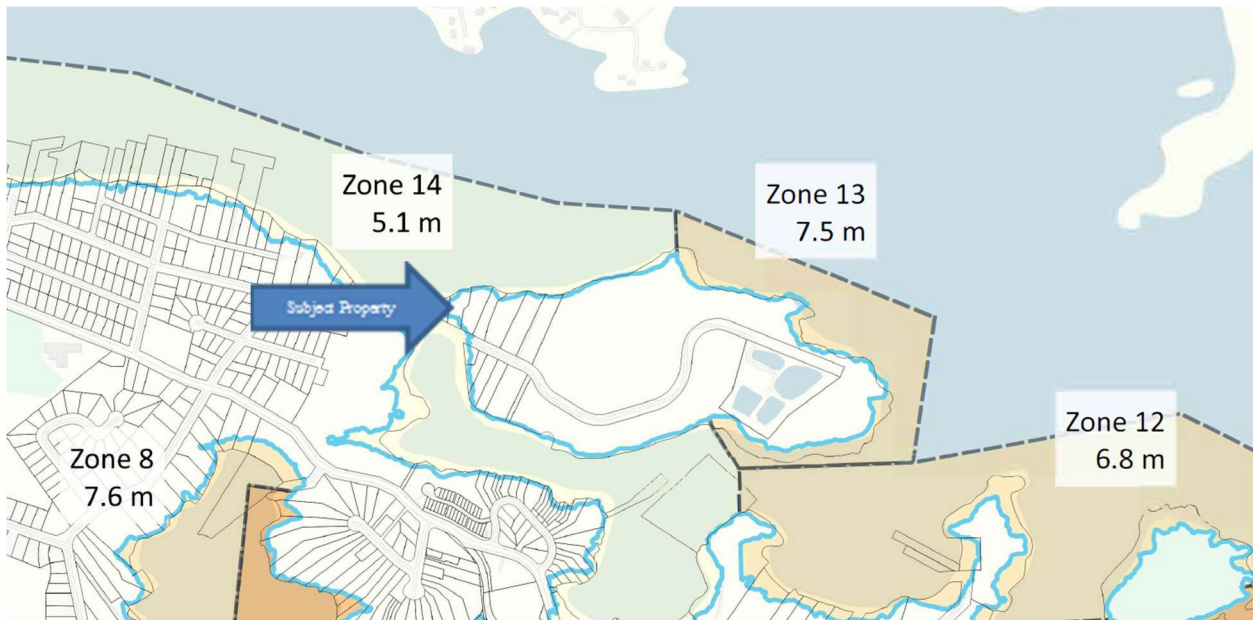


Figure 2 – Coastal Flood Map

### Tsunami Flood Mapping

Tsunami are long-period surface waves generated by earthquakes, volcanic eruptions, landslides or other sudden movement of the earth-ocean interface. In the deep ocean, tsunami travel very fast but may not be large in height. As the tsunami wave reaches shallower water near shore, the wave slows down and increases in height dramatically. As the wave reaches shore it usually looks more like a sudden increase in water level inundating the shore than it does a typical surf wave.

The District of Ucluelet is positioned on the edge of the Pacific Ocean within the “Ring of Fire” named for the abundant earthquakes and volcanic eruptions in the region. As such the District of Ucluelet is exposed to hazard from many remote, regional and local tsunami sources. Available literature suggests that a megathrust fault of the Cascadia Subduction Zone poses the largest hazard to the District of Ucluelet. This fault occurs where the Explorer, Juan de Fuca and Gorda Plates subduct under the North America Plate. The fault stretches from Northern California to British Columbia. The last known major earthquake from this fault occurred in 1700 and caused a large tsunami which impacted North America and Japan.

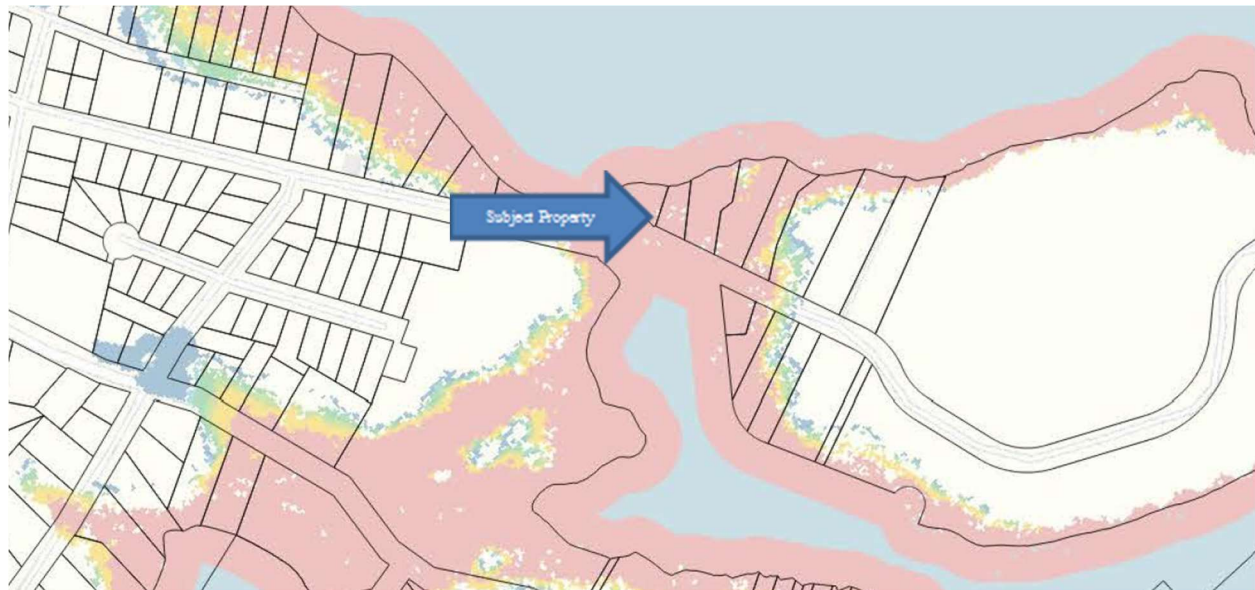
The threat caused by a Tsunami has been considered in past S.219 flood covenants by using the 1964 Alaskan earthquake as the base reference for mitigation methodologies. This was somewhat of an arbitrary approach as there is no scientific evidence to suggest that this size and type of earthquake should be used as a predicted event along our coastline.

As a megathrust fault of the Cascadia Subduction Zone (**CSZ**) poses the largest hazard to the District of Ucluelet and that there is evidence to suggest that this type and size of earthquake occurs every 300 to 500 years (the last one was in the 1700’s), it make sense that this is the event that should be considered in mitigating the effects of a tsunami. Because the impact level of this event would be much higher than that of the Alaskan event, creating a prohibition of building below a tsunami flood level on existing properties based on a megathrust fault of the CSZ would be onerous. Although the findings from the 2020 Flood mapping project have not yet been set in policy, the following approaches are supported by staff:

- On existing properties new construction, additions, and alterations will require build:

- If Above the Coastal Flooding FCL, a normal building process would be followed.
  - If below the Coastal Flooding FCL, a geotechnical and structural assessment and covenant would need to be completed for the structure, with the engineers' certification that the proposed construction would be safe for its intended use even with the anticipated Coastal Flooding.
  - If in a Development Permit area, the respective Hazardous conditions guidelines will direct building out of areas subject to coastal flooding and, if possible, out of the subject area's tsunami flooding.
- On properties proposed for subdivision to create new land parcels:
    - Any new parcels created would only be approved if they contain a building envelope that would not be subject to Coastal or Tsunami flooding.

As indicated below the entire subject property would be affected by a CSZ tsunami event and it is not proposed that the owner build to withstand the forces of such an event but rather just the effects of Coastal Flooding event to a 1m RSLR. On existing properties, the approach to mitigating the hazards of a rare (but dangerous) tsunami event fall more to education, evacuation planning and identification of safe evacuation routes and zones. The owner is aware if the tsunami event risk and the replacement covenant will include clauses to ensure the District of Ucluelet does not occur liability in any flooding event.



**ZONING REQUIREMENTS:**

Section 306.2 of the District of Ucluelet's Zoning bylaw sets the minimum setback from the NB at 7.5m, which is consistent with the requested setback.

**SUMMARY:**

This request to replace the covenant is supported by a registered geotechnical professional and the data created in the District of Ucluelet's Flood Risk Assessment, Floodplain Mapping & Mitigation Planning project.

**TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:**

The majority of the work will be completed by the District of Ucluelet’s solicitors with those costs borne by the applicant.

**FINANCIAL IMPACTS:**

All cost associated with this proposal will be borne by the applicant and there would be no financial impact to the District of Ucluelet with the modification of this covenant.

**POLICY OR LEGISLATIVE IMPACTS:**

None

**OPTIONS REVIEW:**

Staff consider the requested covenant modification to be a reasonable request and are recommending Council approval. Alternatively, Council could consider the following:

2. **THAT** Council deny this application.

**Respectfully submitted:** John Towgood, Planner 1  
Bruce Greig, Manager of Community Planning  
Mark Boysen, Chief Administration Officer



**Lewkowich Engineering Associates Ltd.**  
 geotechnical • environmental, health & safety • materials testing

File Number: F7805.01  
 Date: March 3, 2020

Square One Developments Ltd.  
 PO Box 497  
 Ucluelet, BC  
 V0R 3A0

Attention:

Mr. Mike Baird

**PROJECT:** 1079 HELEN ROAD, UCLUELET, BC  
 PROPOSED SINGLE-FAMILY RESIDENCE

**LEGAL:** LOT 1, DISTRICT LOT 543 NATIVE ISLAND, CLAYOQUOT  
 DISTRICT, PLAN VIP/6Z58

**SUBJECT:** GEOTECHNICAL ASSESSMENT

Dear Mr. Baird:

## 1. INTRODUCTION

As requested, Lewkowich Engineering Associates Ltd. (LEA) has reviewed the subject parcel to assess floodplain hazard, including tsunami inundation hazard, and the suitability of geotechnical conditions for the proposed single-family residence. This report outlines our observations and conclusions regarding floodplain hazard, tsunami, and geotechnical related issues.

## 2. BACKGROUND

- a. Through discussions with the client, LEA understands the proposed development would consist of constructing a single-family residence, of conventional building methods supported by a cast-in-place concrete foundation system and wood-framed superstructure.
- b. The District of Ucluelet requires a Qualified Professional (Geotechnical Engineer) to determine whether the land may be used safely for the use intended. The Geotechnical Report is required to assess the suitability of geotechnical conditions for the proposed development, stating what (if any) natural hazards exist, and to provide comments and recommendations for the safe and suitable development of the land.
- c. Due to the property's proximity to the Ucluelet Inlet, we understand the primary concern regarding any hazards relates to the ocean frontage, established oceanic flood levels, and risk

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of tsunami inundation. Therefore, a review of the subject lot is required to determine the safe buildable area, the appropriate Flood Construction Level (FCL), identify the tsunami hazard based on current guidelines, and provide recommendations for the safe development of the land.

d. As per the 2011 District of Ucluelet Official Community Plan (OCP), LEA understands the property is located within Development Permit Area #4 – Hyphocus Island as shown on the 2011 OCP Schedule 'C' – Development Permit Area map. We understand the 2011 OCP does not acknowledge the potential flooding hazards at the subject parcel. However, we have noted as per Schedule 'G' of the 2018 Draft OCP, the property is included within a Development Permit Area for Hazardous Conditions; specifically, shoreline areas that may be subject to flooding.

e. LEA also understands there is an existing covenant on the property (Covenant EV152825) stating a minimum 15.0m setback beyond the natural boundary, and a minimum FCL of 4.0m above the Present Natural Boundary (PNB) of the ocean is required.

f. As part of our assessment we have reviewed the referenced reports prepared by Kerr Wood Leidal Associates Ltd. (KWL), the Engineers and Geoscientists of British Columbia (EGBC), and the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (MFLNRORD), and given consideration to the discussions and recommendations outlined in each document as they pertain to the subject property and proposed construction.

### 3. ASSESSMENT OBJECTIVES

Our assessment, as summarized within this report, is intended to meet the following objectives:

- i. Determine whether the land is considered safe for the use intended (defined for the purposes of this report as construction of a single-family residential building), with the

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probability of a geotechnical failure resulting in property damage of less than:

- 2% in 50 years for geotechnical hazards due to seismic events, including slope stability; and,
  - 10% in 50 years for all other geotechnical hazards, except oceanic flooding hazards, which are based on a 1 in 200 year occurrence level, and related tsunami hazards.
- ii. Identify any geotechnical deficiency that might impact the design and construction of the building, and prescribe the geotechnical works and any changes in the standards of the design and construction that are required to ensure the land, buildings, and works and services are developed and maintained safely for the use intended.
- iii. Acknowledge that Approving and/or Building Inspection Officer may rely on this report when making a decision on applications for the development of the land.

#### 4. ASSESSMENT METHODOLOGY

- a. A subsurface geotechnical investigation was carried out on June 27, 2017 using a Bobcat 337 Mini- Excavator provided by Mr. Dave Edwards. A total of three (3) test pits (TP 17-01 to TP 17-03) were excavated at locations within the proposed development area. All test pits were backfilled upon completion.
- b. A site plan showing the location of the test pits (F7805-01) is attached, following the text of this report.
- c. LEA reviewed the attached site plan provided by AG Surveys, dated November 23, 2019.

#### 5. SITE CONDITIONS

##### 5.1. General

- a. The proposed development property is located within the southeastern extent of the District of Ucluelet on Hyphocus Island, on the east side of Helen Road.

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- b. The subject lot is generally rectangular in shape with an existing structural pad near the center of the lot.
- c. The subject lot is currently zoned as a "Single-Family Residential" (R-1) property and is bound to the west by other "Single-Family Residential" (R-1) properties; to the east by a "Guest House" (GH) property; to the immediate north by the Ucluelet Inlet; and to the south by Helen Road. Mudflats of the Ucluelet Inlet are located immediately southwest of Helen Road.
- d. The property has existing structural pad at an elevation of 2.4m above the Present Natural Boundary (PNB) of the Ucluelet Inlet. The terrain inclines from the road frontage to the level structural pad then slopes downward to the Ucluelet Inlet foreshore.
- e. The general surface of the subject property is cleared with moderate vegetation around the west, southwest, and southeast borders, including tall grasses, and immature to mature trees. Rock rubble from previous manipulation of the site is present at the southwest and south extents of the existing structural pad.

## 5.2 Soil Conditions

- a. Consistent soil strata were encountered during the test-pitting investigation. These consisted of compact to dense rock rubble, sand and gravel, overlying igneous bedrock.
- b. Detailed descriptions of the subsurface conditions are provided on the attached test pit logs (TP 17-01 to TP 17-03).
- c. Depths are referenced to the existing ground surface at the time of our field investigation. Soil classification terminology is based on the Modified Unified classification system. The relative proportions of the major and minor soil constituents are indicated by the use of appropriate Group Names as provided in ASTM D2488-93 and D2487 Figures 1a, 1b, and 2. Other descriptive terms generally follow conventions of the Canadian Foundation Engineering Manual.

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### 5.3 Groundwater

- a. There was no groundwater seepage observed during the field investigation.
- b. Groundwater levels can be expected to fluctuate seasonally with cycles of precipitation. Groundwater conditions at other times and locations can differ from those observed during our preliminary assessment. It is expected groundwater levels will be close to the ground surface during the height of the rainy season.

### 5.4 On Site Infiltration and Stormwater Disposal

- a. As part of the geotechnical investigation, field observations of the subgrade soil conditions with respect to the on-site infiltration and disposal of stormwater were carried out.
- b. In general, subgrade soil conditions consist of rock rubble over bedrock.

## 6. OCEANIC FLOODING AND TSUNAMI HAZARD CONSIDERATIONS

### 6.1 Floodplain Data & Flood Construction Level Calculation Methods (FCL)

- a. Historically, floodplain information has been prepared and provided by the provincial government, specifically the Ministry of Environment (MoE), Water Stewardship or Water Management Branch. Typically, this information included established "20 year" and "200 year" design flood levels.
- b. Recent studies and assessments have shown the older established floodplain elevations for construction, or Flood Construction Level (FCL), may not be adequate to prevent flooding and property damage in the future, due in part to climate change and sea level rise.
- c. We have reviewed the available guidelines and documentation to provide a best practice approach in determining the FCL at the subject lot. This approach typically results in a more conservative FCL.

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d. The referenced KWL report provides a standardized Combined Method to determine an adequate FCL that incorporates the issue of sea level rise and other mitigating factors, specific to the 1 in 200 design flood event. The methodology includes the following variables determined through recent studies to have implications regarding potential flooding. The variables that are required to determine an adequate FCL are:

- i. Higher High Water Large Tide (HHWLT)
- ii. Sea Level Rise (SLR)
- iii. Regional Adjustment (RA)
- iv. Storm Surge (SS)
- v. Wave Effect (WE)
- vi. Freeboard (FB)

$$FCL = HHWLT + SLR + RA + SS + WE + FB$$

#### 6.2. Sea Level Rise

- a. The referenced documentation discusses a number of recent studies and assessments that have shown an increase in the severity and frequency of significant storm events. The concept of climate change has historically been subjective and difficult to quantify with a reasonable degree of accuracy. The recent information prepared by the provincial government shows that the current ocean level is rising, and is expected to continue to rise in the future.
- b. While the rate or evolution of sea level rise is difficult to estimate, it has been projected that the current ocean level will rise approximately 1.0m over a 100 year period<sup>2</sup> (see Figure 1 below).

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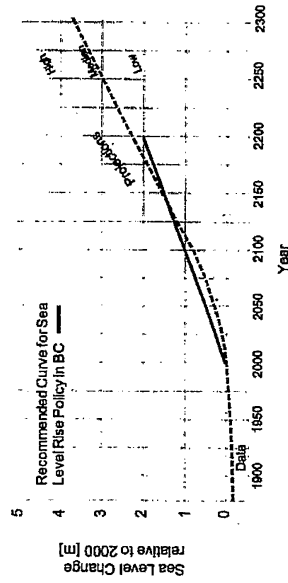


Figure 1 Recommended Global Sea Level Rise Curve for Planning and Design in BC

c. The predicted elevations and degrees of sea level rise are theoretical, and are based on the information currently available. The degree of sea level rise will be evaluated in the future as more information becomes available. At this time, all new construction should include measures to prevent or mitigate potential flooding based on the information and theoretical projections that are currently available.

6.3. **Tsunami Hazard**

- a. Tsunami waves may be created by earthquakes or landslides that rapidly displace a large mass of water. While the severity and frequency of tsunamis are impossible to predict, there is geological evidence to indicate large tsunamis originating from both distant and nearby earthquakes have impacted the West Coast of Vancouver Island in the past. Coastal communities along BC's west coast are therefore at high risk of flood hazard caused by tsunamis due to the tectonically unstable Pacific Rim.
- b. Tsunami wave heights and inundation can vary significantly due to location, the shape of the coastline and offshore bathymetry, topography, and tides. At present, there is insufficient historical information to formulate a magnitude-frequency relation for locations on the BC

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coast. However, in the absence of specific tsunami data at the subject property the guidelines recommend using an equal magnitude to the documented flood levels from the 1964 Prince William Sound, Alaska earthquake (estimated wave height of 1.87m).

- c. The Institute of Ocean Sciences (IOS) has conducted detailed modelling of large tsunamis generated by Cascadia Subduction Zone (CSZ) earthquakes west of Vancouver Island. Interpretation of these model results is required for use in coastal floodplain mapping. As such, Tsunami design elevations for emergency planning and determining evacuation areas have been established by Emergency Management BC (EMBC). For the West Coast region of Vancouver Island (identified as Zone C), the recommended tsunami planning level is 10.0m above the highest normal tide. This planning level is calculated by an estimated wave height of 3.0m and a wave run-up height of 6.0m (as generated by a large CSZ seismic event or distant earthquake), and an estimated subsidence of 1.0m'. Please refer to Zone C in Figure 2 below.

ZONE	WAVE HEIGHT	RUN-UP (x 2.0)	SAFETY (x 1.5)	SUBSIDENCE	PLANNING LEVEL
Zone A (North Coast)	2.0	4.0	6.0		6
Zone B (Central Coast)	2.0	4.0	6.0		6
Zone C (West Coast Vancouver Is)	3.0	6.0	9.0	1.0	10
Zone D (Juan de Fuca Strait)	1.3	2.7	4.1		4
Zone E (Strait of Georgia)	0.5	1.0	1.5		2

Figure 2 Recommended Planning Levels for Coastal Communities in BC (all values in metres)

- c. The Combined Method for calculating FCL does not incorporate the potential tsunami hazard. Therefore, where tsunami hazard is significant, the guidelines state the FCL should be established on a site-specific basis taking into account tsunami hazards.

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d. We have considered the above elements outlined in the current guidelines and the subject property's location adjacent to the open ocean in determining the appropriate FCL for the property.

#### 6.4. Setback Requirements

- a. LEA understands the District of Ucluelet 2011 OCP requires the construction of habitable buildings to have a minimum setback of 15.0m (50 feet) from the natural boundary of the ocean.
- b. The existing covenant on the property (Covenant EY152825) requires a minimum 15.0m setback beyond the natural boundary, and a minimum FCL of 4.0m above the Present Natural Boundary (PNB).
- c. For properties subject to significant tsunami hazard outside the Strait of Georgia the amended MFLNRORD report (Section 3.5.6) states:

*"the building setback [for existing lots] should be at least the greater of 15.0m from the future estimated Natural Boundary of the sea at Year 2100, or landward of the location where the natural ground elevation contour is equivalent to the Year 2100 FCL."*

Furthermore, reductions to these requirements should only be considered where buildings can be constructed to the tsunami FCL on bedrock<sup>4</sup>.

## 7. CONCLUSIONS AND RECOMMENDATIONS

### 7.1. General

- a. From a geotechnical point of view, the land is considered safe for the use intended (defined for the purposes of this report as construction of a single-family residential building), with the probability of a geotechnical failure resulting in property damage of less than:

- 2% in 50 years for geotechnical hazards due to seismic events, including slope stability; and,

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- 10% in 50 years for all other geotechnical hazards, except oceanic flooding hazards based on a 1 in 200 year occurrence level, and tsunami hazards, provided our recommendations are followed.
- b. Based on information gathered from our assessment, it is LEA's opinion the property is suitable given our recommendations, FCL, and applicable setbacks are followed.

#### 7.2. Foundation Design & Construction

- a. Prior to construction, the building areas should be stripped to remove all unsuitable materials to provide an undisturbed natural soil subgrade for footing support. In this case, all loose rock rubble should be removed from within the building envelope to site footings directly on homogeneous bedrock.
- b. Foundation loads should be supported on bedrock approved for use as a bearing stratum by our office and may be designed using a Service Limit State (SLS) bearing pressure of 200 kPa, and an Ultimate Limit State (ULS) of 270 kPa may be used for design purposes. These values assume a minimum 0.45m depth of confinement or cover.
- c. Exterior footings should be provided with a minimum 0.45m depth of ground cover for frost protection purposes.
- d. LEA may provide further recommendations for founding directly on bedrock, based on the conditions encountered during construction.
- e. Settlements should be within the ranges considered "Normal and Tolerable" for typical wood-frame buildings. These ranges are usually taken as being 20mm to 25mm total, and 10mm to 15mm differential between typical column spacing.
- f. The issuance of British Columbia Building Code Schedule B and Schedule C Letters of Assurance should be required to ensure the conditions outlined in this report are approved at the time of construction.

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### 7.3. Removal of Unsuitable Materials and General Excavation Recommendations

- a. Prior to construction, all unsuitable materials should be removed to provide a suitable base of support. Unsuitable materials include any non-mineral material such as vegetation, topsoil, peat, fill or other materials containing organic matter, as well as any soft, loose, or disturbed soils.
- b. Based on previous test-pitting investigation, we expect unsuitable materials to a maximum depth of 0.6m (to bedrock stratum).
- c. Groundwater ingressing into any excavations should be controlled with a perimeter ditch located just outside of the building area, connected to positive drainage.

### 7.4. Structural Fill

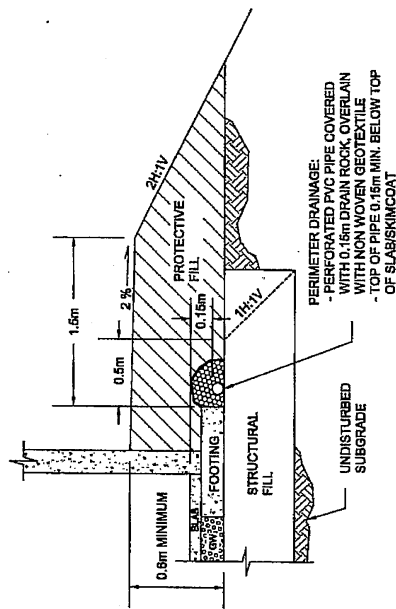
- a. Where fill is required to raise areas that will support buildings, slabs, or pavements, structural fill should be used. The Geotechnical Engineer should first approve the exposed subgrade in fill areas, to confirm the removal of all unsuitable materials. Wherever possible, the thickness of structural fill should be consistent in all areas below the footing elevation to minimize potential of differential settlements.
- b. Structural fill should be inorganic sand and gravel or well-graded crushed rock. If structural fill placement is to be carried out in the wet season, material with a fines content limited to 5% passing the 75µm sieve should be used, as such a material will not be overly sensitive to moisture, allowing compaction during rainy periods of weather.
- c. Structural fill should be compacted to a minimum of 95% of the corresponding Modified Proctor maximum dry density (ASTM D1557) in foundation and floor slab areas, as well as in paved roadway and parking areas.
- d. Structural fills under foundations, roadways, and pavements should include the zone defined by a plane extending down and outward a minimum 0.5m from the outer edge of the foundation at an angle of 45 degrees from horizontal to ensure adequate subjacent

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support. This support zone is shown in the figure below.



- e. Compaction of fill should include moisture conditioning as needed to bring the soils to the optimum moisture content and compacted using vibratory compaction equipment in lift thickness appropriate for the size and type of compaction equipment used.
- f. A general guideline for maximum lift thickness is no more than 100mm for light hand equipment such as a 'jumping-jack', 200mm for a small roller and 300mm for a large roller or heavy (>500 kg) vibratory plate compactor or a backhoe mounted hoe-pac or a large excavator mounted hoe-pac, as measured loose.
- g. It should be emphasized that the long-term performance of buildings, slabs, and pavements is highly dependent on the correct placement and compaction of underlying structural fills. Consequently, we recommend that structural fills be observed and approved by the Geotechnical Engineer. This would include approval of the proposed fill materials and performing a suitable program of compaction testing during construction.

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#### 7.5. Seismic Issues

- a. No compressible or liquefiable soils were encountered during the test-pitting investigation conducted for this report.
- b. Based on the 2018 British Columbia Building Code, Division B, Part 4, Table 4.1.8.4.A, 'Site Classification for Seismic Site Response,' we expect the soils and strata would be 'Site Class C' (Very Dense Soil and Soft Rock) if founded on competent bedrock or approved engineered fill materials.

#### 7.6. Natural Hazards and Flood Construction Level

- a. Based on the field reconnaissance and a desktop review of available information, it is the opinion of LEA that the defined oceanic flood level is the only potential geotechnical hazard within the proposed development area.
  - b. As per the KWL standardized Combined Method to determine an adequate FCL that incorporates the issue of sea level rise and other mitigating factors relating to the 1 in 200 design flood event (excluding tsunami inundation) the following variables have been used:
    - i. Higher High Water Large Tide (HHWLT) = 1.93m (Ucluelet Tidal Station #8595)
    - ii. Sea Level Rise (SLR) = 1.0m (over 100 years)
    - iii. Regional Adjustment (RA) = -0.27m (uplift over 100 years)
    - iv. Storm Surge (SS) = 1.3m (for West Vancouver Island)
    - v. Wave Effect (WE) = 0.65m (for West Vancouver Island)
    - vi. Freeboard (FB) = 0.6m
- FCL = HHWLT + SLR + RA + SS + WE + FB

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- c. Using the above equation  $(1.93 + 1.0 + (-0.27) + 1.3 + 0.65 + 0.6)$ , the resulting FCL would be 5.21m geodetic. Please refer to Appendix I – Flood Assuranc Statement (attached).

#### 7.7. Floodwater Discussions & Recommendations

- a. In the event of a 1 in 200 design flood, it is possible that floodwaters from the ocean could inundate the northern portion of property. The general risk of flooding and the degree or severity of the floodwater increases as the sea level rises.
- b. Provided any construction within the property satisfies the minimum recommended FCL and setback (outlined below), we do not anticipate any damage to structures as a result of floodwater. However, any areas constructed below the recommended FCL, such as crawlspaces, could be subject to flooding during less than design flood events. In addition, there is the possibility of damage to the structures from debris carried by the floodwaters.
- c. Given sufficient notice, temporary flood protection measures such as sand bag protection to reduce floodwater intrusion onto the property could be employed to reduce the potential of flood damage.

#### 7.8. Tsunami Discussion and Recommendations

- a. The "Design Tsunami" of a 3.0m high wave with 6.0m of run-up is an estimate of the probable height of the wave and its run-up. It is entirely possible for a Tsunami associated with the Design Seismic Event (earthquake) to be higher or lower in height and run-up at the subject property, depending on where the earthquake occurs.
- b. We understand the District of Uchelet has implemented a Tsunami Warning System and evacuation plan for the community.
- c. If a Tsunami Warning is issued for the area, follow evacuation procedures provided by local and provincial government agencies.

Lewkovich Engineering Associates Ltd.



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 Date: March 3, 2020  
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#### 7.9. Setback from Natural Boundary

- a. During our assessment, field observations of the adjacent natural boundary and general site conditions were carried out. LEA also reviewed the topographic survey prepared by AG Surveys, and LIDAR information provided by the District of Uchelet.
- b. As per EGBC guidelines, the recommended setback from the PNB is a minimum of 30.0m. However, where buildings can be sited on and pinned to bedrock, and the minimum FCL can be achieved, the setback may be reduced to 15.0m from the PNB.
- c. Given the low-lying area surrounding this portion of Helen Road, the subject property would most likely be impacted by tsunami inundation from both the southwest and northeast sides. Therefore, the recommended 30.0m setback to protect from tsunami inundation would sterilize the property.
- d. Provided the minimum FCL of 5.21m can be achieved, with footings anchored directly to bedrock, it is the opinion of LEA that the required setback may be reduced to 7.5m from the PNB.
- e. Prior to construction, the Geotechnical Engineer should review the desired building location and design to provide recommendations based on site conditions.

#### 7.10. Restrictive Covenant

This report should be registered on the property title to inform future/potential owners that the parcel is located within an area subject to oceanic flooding, with a high potential for tsunami-related flooding of the property. Furthermore, the development Approving Officer(s) should require a restrictive covenant stipulating that any future reconstruction must meet the FCL and setback requirements in force at the time of redevelopment<sup>3</sup>.

#### 7.11. Topographic Survey

- a. During construction, all footings and floor elevations should be confirmed by qualified survey personnel to ensure the finished floor elevation (concrete slab-on-grade elevation or

**Lewkovich Engineering Associates Ltd.**

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underside of floor joists) is at or above the recommended FCL of 5.21m geodetic elevation for habitable space.

- b. Safe setback lines shall be established in detail utilizing a BC land surveyor and confirmed by the Geotechnical Engineer prior to construction. Setbacks or other restrictions imposed by local ordinances or environmental/riparian requirements may supersede geotechnical requirements.

#### 7.12. Permanent Dewatering

- a. Conventional requirements of the 2018 British Columbia Building Code pertaining to building drainage are considered suitable at this site. Once final plans and tentative elevations are determined, the Geotechnical Engineer should be consulted to provide further dewatering data.
- b. Ground surfaces should be graded to direct surface water away from buildings and structures. Any settlement of backfill around foundations will create undesirable low areas for collection of surface water next to the building, and should be immediately corrected by placement of additional backfill to restore positive surface drainage away from buildings and structures. Settlement of backfill should be negligible provided backfill is placed and compacted following our recommendations regarding structural fill.

#### 7.13. On Site Infiltration and Stormwater Disposal

Based on the impermeable nature of the encountered subgrade conditions (shallow bedrock), it is the opinion of LEA that site conditions are not conducive to the disposal of on-site stormwater.

#### 8. GEOTECHNICAL ASSURANCE AND QUALITY ASSURANCE

The 2018 British Columbia Building Code requires that a geotechnical engineer be retained to provide Geotechnical Assurance services for construction of this nature. Geotechnical

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Assurance services include review of the geotechnical components of the plans and supporting documents, and responsibility for field reviews of these components during construction.

#### 9. ACKNOWLEDGEMENTS

Lewkovich Engineering Associates Ltd. acknowledges that this report may be requested by the building inspector (or equivalent) of the District of Uchelet as a precondition to the issuance of a building permit. It is acknowledged that the Approving Officers and Building Officials may rely on this report when making a decision on application for development of the land. We acknowledge that this report has been prepared solely for, and at the expense of Mr. Mike Baird of Square One Developments Ltd. We have not acted for or as an agent of the District of Uchelet in the preparation of this report.

#### 10. LIMITATIONS

The conclusions and recommendations submitted in this report are based upon the data obtained from a limited number of widely spaced subsurface explorations. The nature and extent of variations between these explorations may not become evident until construction or further investigation. The recommendations given are based on the subsurface soil conditions encountered during the test-pitting investigation, current construction techniques, and generally accepted engineering practices. No other warranties, expressed or implied, is made. Subgrade conditions are known only at the test pit locations and have been used to infer conditions throughout the site in preparation of this report. If unanticipated conditions become known during construction or other information pertinent to the development become available, the recommendations may be altered or modified in writing by the undersigned.

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11. CLOSURE

Lewkovich Engineering Associates Ltd. appreciates the opportunity to be of service on this project. If you have any comments, or additional requirements at this time, please contact us at your convenience.

Respectfully Submitted,  
Lewkovich Engineering Associates Ltd.



Paul Fraser, B.A., C.Tech  
Senior Technician



Chris Hudec, M.A.Sc., P.Eng.  
Senior Project Engineer

Attachments

1. Lewkovich Engineering Associates Ltd., *Text Pit Location Plan*, Drawing No. F7805-01, dated March 3, 2020.
2. Lewkovich Engineering Associates Ltd., *Text Pit Logs – TP17-01 to TP 17-03*, dated June 27, 2017.
3. AG Surveys, *Site Plan of Lot 1, District Lot 543, Native Island, Clayoquot District, Plan VTP76238*, File: 135-Helen, dated November 23, 2019.
4. EGBC, Appendix I: Flood Assurance Statement, signed March 5, 2020.

Lewkovich Engineering Associates Ltd.

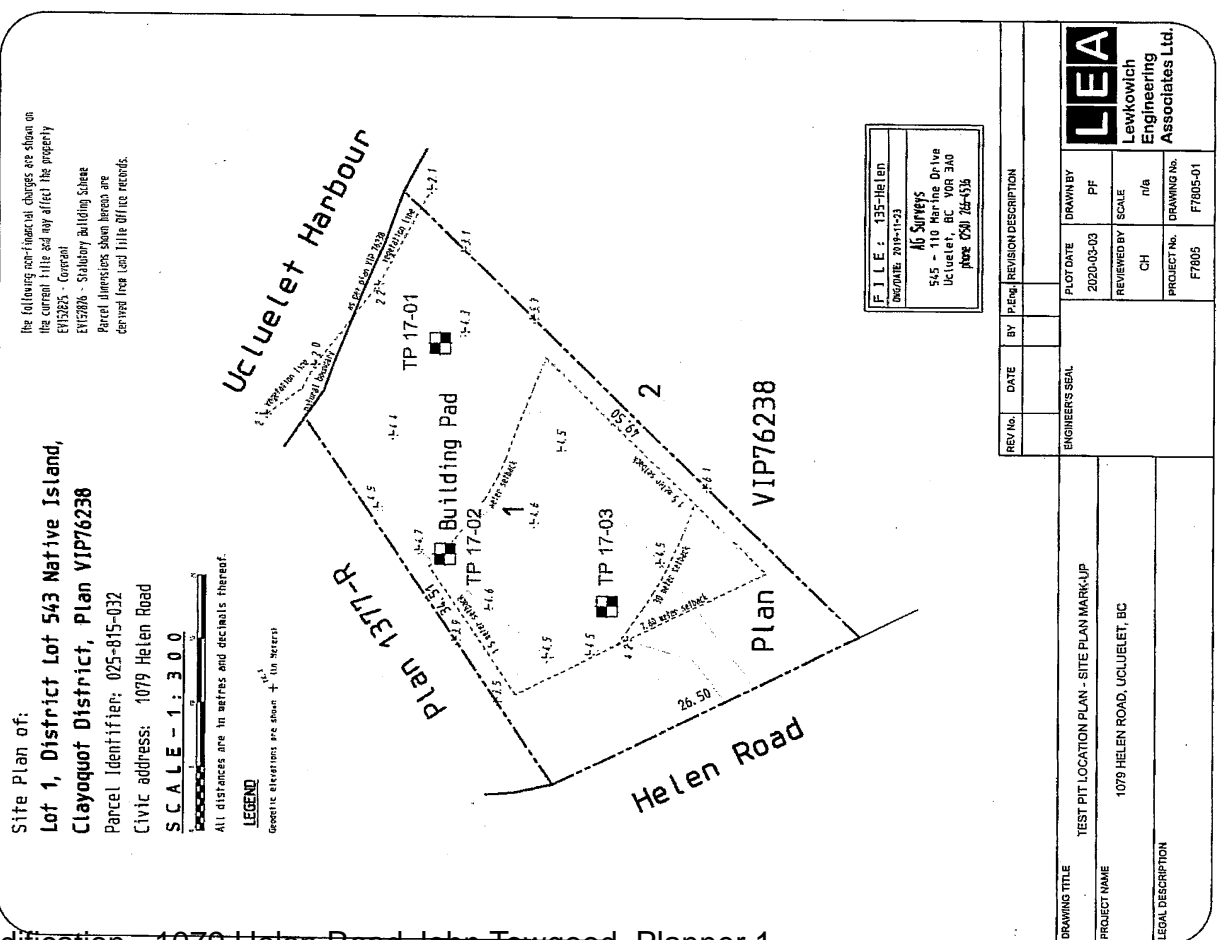


Client: Square One Developments Ltd.  
Project: 1079 Helen Road (Lot 1) Uclulet, BC  
File #: F7805.01  
Date: March 3, 2020  
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**REFERENCES**

1. Kerr Wood Leidal Associates Ltd. report titled "*Coastal Floodplain Mapping – Guidelines and Specifications, Final Report*," File No. 27585.001, dated June 2011.
2. Engineers and Geoscientists of British Columbia report titled "*Professional Practice Guidelines – Legislated Flood Assessments in a Changing Climate in BC, Version 2.1*," dated August 28, 2018.
3. BC Ministry of Forests, Lands, Natural Resource Operations and Rural Development report titled "*Flood Hazard Area Land Use Management Guidelines*," Amended January 1, 2018.

Lewkovich Engineering Associates Ltd.




The following non-financial charges are shown on the current title and may affect the property EY52625 - Current EY52626 - Statutory Building Scheme Parcel dimensions shown hereon are derived from Land Title Office records.

Site Plan of:  
**Lot 1, District Lot 543 Native Island,**  
**Clayoquot District, Plan VIP76238**  
 Parcel Identifier: 025-815-032  
 Civic address: 1079 Helen Road  
**SCALE - 1 : 3 0 0**

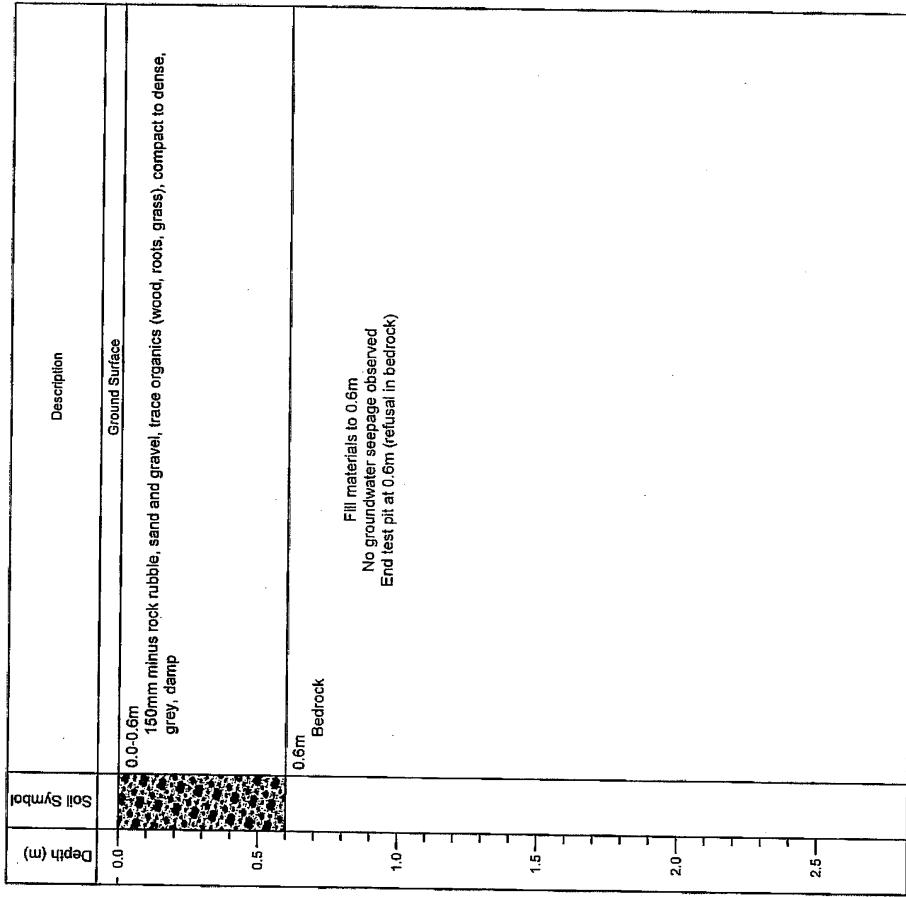
All distances are in metres and decimals thereof.  
**LEGEND**  
 Elevation points are shown + (in meters)

**FILE :** 135-Helen  
 INCORPORATE 2018-11-23  
**AG SURVEYS**  
 545 - 110 Marine Drive  
 Ucluelet, BC V0R 3A0  
 phone (250) 784-4335

REV/No.	DATE	BY	P.Eng.	REVISION DESCRIPTION
ENGINEER'S SEAL				
DRAWING TITLE		TEST PIT LOCATION PLAN - SITE PLAN MARK-UP	DRAWN BY PF	
PROJECT NAME		1079 HELEN ROAD, UCLUULET, BC	REVIEWED BY CH	
LEGAL DESCRIPTION			SCALE n/a	
			PROJECT No. F7605	
			DRAWING No. F7605-01	
			 <b>LEA</b> Lewkowich Engineering Associates Ltd.	

**TEST PIT LOG**

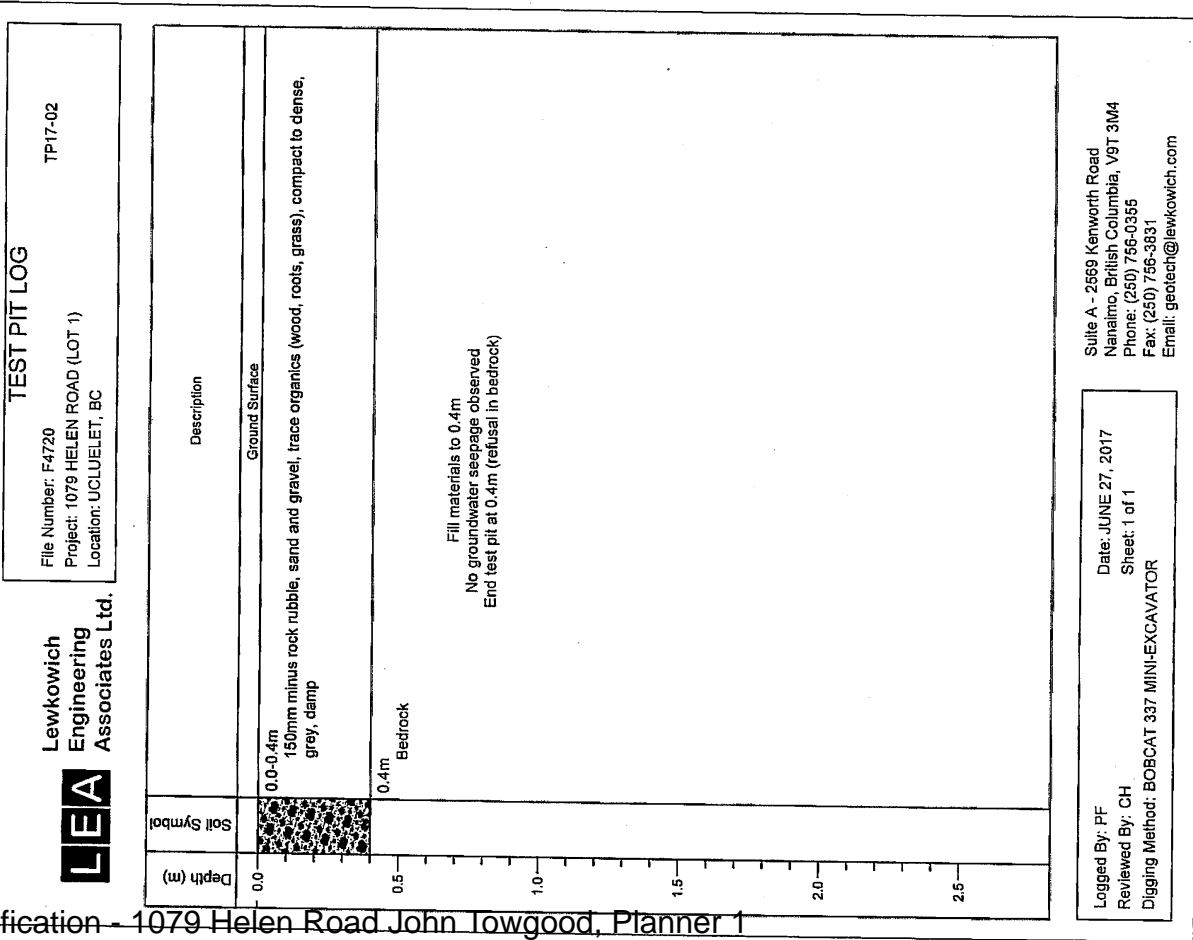
File Number: F4720 TP17-01  
 Project: 1079 HELEN ROAD (LOT 1)  
 Location: UCLUELET, BC



Logged By: PF Date: JUNE 27, 2017  
 Reviewed By: CH Sheet: 1 of 1  
 Digging Method: BOBCAT 337 MINI-EXCAVATOR

Suite A - 2569 Kenworth Road  
 Nanaimo, British Columbia, V9T 3M4  
 Phone: (250) 756-0355  
 Fax: (250) 756-3831  
 Email: geotech@lewkovich.com





**TEST PIT LOG**

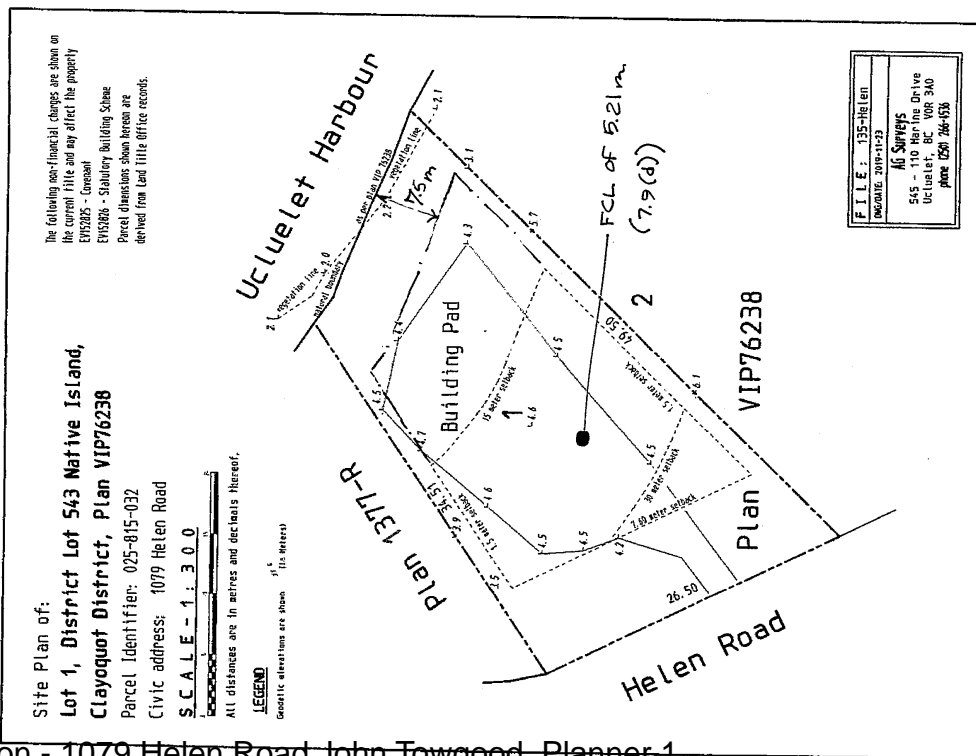
File Number: F4720  
 Project: 1079 HELEN ROAD (LOT 1)  
 Location: UCLUELET, BC  
 TP17-03



Depth (m)	Soil Symbol	Description
0.0		Ground Surface
0.0-0.3m		150mm minus rock rubble, sand and gravel, trace organics (wood, roots, grass), compact to dense, grey, damp
0.3m		Bedrock
0.5		Fill materials to 0.3m No groundwater seepage observed End test pit at 0.3m (refusal in bedrock)
1.0		
1.5		
2.0		
2.5		

Suite A - 2569 Kenworth Road  
 Nanaimo, British Columbia, V9T 3M4  
 Phone: (250) 756-0355  
 Fax: (250) 756-3831  
 Email: geotech@lewkovich.com

Logged By: PF  
 Reviewed By: CH  
 Digging Method: BOBCAT 337 MINI-EXCAVATOR  
 Date: JUNE 27, 2017  
 Sheet: 1 of 1



FLOOD ASSURANCE STATEMENT

Note: This statement is to be read and completed in conjunction with the current Engineers and Geoscientists BC Professional Practice Guidelines - Legislated Flood Assessments in a Changing Climate in BC (the guidelines) and is to be provided for flood assessments for the purposes of the Land Title Act, Community Charter, or the Local Government Act. Defined terms are capitalized; see the Defined Terms section of the guidelines for definitions.

To: The Approving Authority Date: March 5, 2020 LEA File# F7605

District of Lluçuet
200 Main Street, Lluçuet, BC V0R 3A0
Jurisdiction and address

With reference to (CHECK ONE):

- Land Title Act (Section 86) - Subdivision Approval
Local Government Act (Division 7) - Development Permit
Community Charter (Section 36) - Building Permit
Local Government Act (Section 524) - Flood Plain Bylaw Variance
Local Government Act (Section 524) - Flood Plain Bylaw Exemption

For the following property (the Property):

Lot 1, District Lot 543 Nalve Island, Clayoquot District, Plan VIP76238, 1079 Helen Road
Legal description and civic address of the Property

The undersigned hereby gives assurance that he/she is a Qualified Professional and is a Professional Engineer or Professional Geoscientist who fulfills the education, training, and experience requirements as outlined in the guidelines.

I have signed, sealed, and dated, and hereby certified, the attached Flood Assessment Report on the Property in accordance with the guidelines. That report and this statement must be read in conjunction with each other. In preparing that Flood Assessment Report I have:

(CHECK TO THE LEFT OF APPLICABLE ITEMS)

- 1. Consulted with representatives of the following government organizations:
2. Collected and reviewed appropriate background information
3. Reviewed the Proposed Development on the Property
4. Investigated the presence of Covenants on the Property, and reported any relevant information
5. Conducted field work on and, if required, beyond the Property
6. Reported on the results of the field work on and, if required, beyond the Property
7. Considered any changed conditions on and, if required, beyond the Property
8. For a Flood Hazard analysis I have:
8.1 Reviewed and characterized, if appropriate, Flood Hazard that may affect the Property
8.2 Estimated the Flood Hazard on the Property
8.3 Considered (if appropriate) the effects of climate change and land use change
8.4 Relied on a previous Flood Hazard Assessment (FHA) by others
8.5 Identified any potential hazards that are not addressed by the Flood Assessment Report
9. For a Flood Risk analysis I have:
9.1 Estimated the Flood Risk on the Property
9.2 Identified existing and anticipated future Elements at Risk on and, if required, beyond the Property
9.3 Estimated the Consequences to those Elements at Risk

FLOOD ASSURANCE STATEMENT

- 10. In order to mitigate the estimated Flood Hazard for the Property, the following approach is taken:
  - 10.1 A standard-based approach
  - 10.2 A Risk-based approach
  - 10.3 The approach outlined in the guidelines, Appendix F: Flood Assessment Considerations for Development Approvals
  - 10.4 No mitigation is required because the completed flood assessment determined that the site is not subject to a Flood Hazard
- 11. Where the Approving Authority has adopted a specific level of Flood Hazard or Flood Risk tolerance, I have:
  - 11.1 Made a finding on the level of Flood Hazard or Flood Risk on the Property
  - 11.2 Compared the level of Flood Hazard or Flood Risk tolerance adopted by the Approving Authority with my findings
  - 11.3 Made recommendations to reduce the Flood Hazard or Flood Risk on the Property
- 12. Where the Approving Authority has not adopted a level of Flood Hazard or Flood Risk tolerance, I have:
  - 12.1 Described the method of Flood Hazard analysis or Flood Risk analysis used
  - 12.2 Referred to an appropriate and identified provincial or national guideline for level of Flood Hazard or Flood Risk
  - 12.3 Made a finding on the level of Flood Hazard or Flood Risk tolerance on the Property
  - 12.4 Compared the guidelines with the findings of my flood assessment
  - 12.5 Made recommendations to reduce the Flood Hazard or Flood Risk
- 13. Considered the potential for transfer of Flood Risk and the potential impacts to adjacent properties
- 14. Reported on the requirements for implementation of the mitigation recommendations, including the need for subsequent professional certifications and future inspections.

Based on my comparison between:

[CHECK ONE]

- The findings from the flood assessment and the adopted level of Flood Hazard or Flood Risk tolerance (Item 11.2 above)
- The findings from the flood assessment and the appropriate and identified provincial or national guideline for level of Flood Hazard or Flood Risk tolerance (Item 12.4 above)

I hereby give my assurance that, based on the conditions contained in the attached Flood Assessment Report:

- For subdivision approval, as required by the Land Title Act (Section 86), that the land may be used safely for the use intended;

[CHECK ONE]

- With one or more recommended registered Covenants.
- Without any registered Covenant.
- For a development permit, as required by the Local Government Act (Sections 919.1 and 920), my Flood Assessment Report will "assist the local government in determining what conditions or requirements under [Section 920] subsection (7.1) it will impose in the permit".
- For a building permit, as required by the Community Charter (Section 56), "the land may be used safely for the use intended".

[CHECK ONE]

- With one or more recommended registered Covenants.
- Without any registered Covenant.
- For floor plan bylaw variance, as required by the Flood Hazard Area Land Use Management Guidelines and the Amendment Section 3.5 and 3.6 associated with the Local Government Act (Section 524), "the development may occur safely".
- For floor plan bylaw exemption, as required by the Local Government Act (Section 524), "the land may be used safely for the use intended".

FLOOD ASSURANCE STATEMENT

I certify that I am a Qualified Professional as defined below.

March 5, 2020

Date

Chris Hudec

Prepared by

Chris Hudec

Name (print)

*CH*

Signature

1900 Boxwood Road

Address

Nanaimo, BC, V9S 5Y2

(250) 756 0355

Telephone

chudec@lewkowich.com

Email

Reviewed by

Name (print)

Signature



(Affix PROFESSIONAL SEAL here)

If the Qualified Professional is a member of a firm, complete the following:

I am a member of the firm Lewkowich Engineering Associates Ltd.  
and I sign this letter on behalf of the firm. (Name of firm)

VERSION 2.0

PROFESSIONAL PRACTICE GUIDELINES  
LEGISLATED FLOOD ASSESSMENTS IN A CHANGING CLIMATE IN BC

Doc #: EV152825 RCVD: 2003-12-15 ROST: 2020-04-08 08:44:51

LAND TITLE ACT  
FORM C (Section 219)  
Province of British Columbia

Page 1 of 4 pages  
15 DEC 2003 12 19  
EY152825

GENERAL INSTRUMENT-PART 1 (This area for Land title Office use)

1. APPLICATION: (name, address, phone number, signature of applicant, applicant's solicitor or agent)

James P. Roth, Barrister & Solicitor,  
P.O. Box 909, 1566 Peninsula Road,  
Ucluellet, B.C. V0R 3A0 726-4307

ALL COURT  
REGISTRY

2. PARCEL IDENTIFIER(S) AND LEGAL DESCRIPTION(S) OF LAND: \*  
(FXID) (LEGAL DESCRIPTION)

Lots 1 to 7, District Lot 543, Native Island, Clayoquot District,  
Plan VIP 70238

3. NATURE OF INTEREST: * DESCRIPTION	DOCUMENT REFERENCE (page and paragraph) Entire Document	PERSON ENTITLED TO INTEREST
Covenant		Transferee

4. TERMS: Part 2 of this instrument consists of (select one only)

- (a) Filed Standard Charge Terms  D.F. No.
- (b) Express Charge Term  Annexed as Part 2
- (c) Release  There is no Part 2 of this instrument

A selection of (a) includes any additional or modified terms referred to in item 7 or in a schedule annexed to this instrument. If (c) is selected, the charge described in item 3 is released or discharged as a charge on the land described in item 2.

5. TRANSFEROR(S): SHACK ENTERPRISES LTD. AND HAU LAND CORP.

6. TRANSFEE(S): (including postal address(es) and postal code(s)) \*  
(INC # 12576) (INC # 406730)

The Corporation of the District of Ucluellet, 200 Main Street, P.O. Box 999, Ucluellet, B.C. V0R 3A0 and Her Majesty the Queen in Right of the Province of British Columbia as represented by the Minister of Environment, Lands and Parks 2569 Kenworth Road, Nanaimo, B.C. V8T 4P7

7. ADDITIONAL OR MODIFIED TERMS: \* Nil

01 03/12/15 12:19:40 01 VI 546945  
CHARGE 355.00


Status: Registered Doc #: EV152825 RCVD: 2003-12-16 RGST: 2020-04-08 08:44:51

PAGE 2

8. EXECUTION(S) : \*\*This instrument creates, assigns, modifies, enlarges, discharges or governs the priority of the interest(s) described in item 3 and the Transferor(s) and every other signatory agree to be bound by this instrument, and acknowledges(s) receipt of a true copy of the filed standard charge terms, if any.

EXECUTION(S):

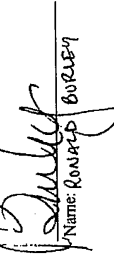
Officer Signature(s)

  
JAMES P. ROTH  
Barrister & Solicitor  
P.O. Box 909, 1506 Peninsula Rd.  
Dunsmuir, B.C. V3C 3A0  
(250) 726-4307

Execution Date

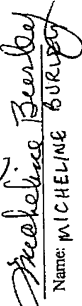
Y	M	D
03	11	24

Shack Enterprises Ltd. by its authorized signatory

  
Name: RONALD BURREY

Habu Land Corp. by its authorized signatory

  
Name: RONALD BURREY

  
Name: MICHELINE BURREY

OFFICER CERTIFICATION

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the Evidence Act, R.S.B.C. 1996, c. 124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the Land Title Act as they pertain to the execution of this instrument.



Doc # EY152825 RCVD: 2003-12-15 RCST: 2020-04-09 08:44:51

Page 2

Part 2

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_, 2003,  
BETWEEN:

HABU LAND CORP. and  
SHACK ENTERPRISES LTD.  
Box 550  
Ucluelet, B.C.  
VOR 3A0  
(hereinafter called the "Owner")

OF THE FIRST PART

AND:

DISTRICT OF UCLUELET  
200 Main Street, P.O. Box 999, Ucluelet, B.C., VOR 3A0  
and HER MAJESTY THE QUEEN IN RIGHT OF THE  
PROVINCE OF BRITISH COLUMBIA, as represented by the  
Minister of Environment, Lands and Parks, 2569  
Kenworth Road, Nanaimo, B.C. V9T 4P7  
(hereinafter called the "Transferee")

OF THE SECOND PART

WHEREAS:

- A. The Owner is the registered owner of the lands and premises more particularly described in Form C, Item 2, page 1 attached hereto (the "Land").
- B. The Owner has agreed to grant to the Transferee a covenant pursuant to Section 21A of the Land Title Act, R.S.B.C. 1979 to be registered against the title to the Land.

WITNESS THAT IN CONSIDERATION of the sum of One Dollar (\$1.00) of lawful money of Canada and other good and valuable consideration now paid by the Transferee to the Owner, the receipt and sufficiency whereof is hereby acknowledged, the Owner covenants and agrees in accordance with Section 21B of the Land Title Act as follows:

1. Hereafter, excepting only simple structures for the storage of boats and ancillary equipment, no building shall be constructed, nor mobile home located within thirty (30.0) metres of the natural boundary of the sea. This distance may be reduced provided that buildings are located on natural ground that is four (4.0) metres or more above the natural boundary of the sea. In no case shall this distance be less than fifteen (15.0) metres from the natural boundary of the sea.
2. Hereafter, no area used for habitation, business or storage of goods demageable by floodwaters shall be located within any building at an elevation such that the underside of the floor system thereof is less than four (4.0) metres above the natural boundary of the sea.

Status: Registered

Doc #: EV152825

RCVD: 2003-12-15 RGST: 2020-04-08 08.44.51

Page 3

In the case of a mobile home, the ground level or top of concrete or asphalt pad on which it is located shall be no lower than the above described elevation.


3. The required elevation may be achieved by structural elevation of the said habitable, business, or storage area or by adequately compacted landfill on which any building is to be constructed or mobile home located, or by a combination of both structural elevation and landfill. No area below the required elevation shall be used for the installation of furnaces or other fixed equipment susceptible to damage by floodwaters. Where landfill is used to raise the natural ground elevation, the toe of the landfill slope shall be no closer to the natural boundary than the setback requirement given in Condition (1) above. The face of the landfill slope shall be adequately protected against erosion from flood flows.

4. The Owner acknowledges that the Province of British Columbia does not represent to the owner or any other person that any building constructed or mobile home located in accordance with Conditions (1) and (2) herein will not be damaged by flooding or erosion, and the owner covenants and agrees not to claim damages from the Province or District of Ucluellet or hold the Province or District of Ucluellet responsible for damages caused by flooding or erosion to the land or any building, improvement, or other structure built, constructed or placed upon the said lands and to any contents thereof.

5. The Owner acknowledges that conditions (1) and (2) above are based upon limited information from the 1964 tsunami event and that since the flood damage hazard from tsunamis varies with location and event, these conditions may not be adequate for possible extreme tsunami occurrences. Where possible, building sites with greater setback and elevation should be chosen.

As evidence of their agreement to be bound by the above terms, the parties each have executed and delivered this Agreement under seal by executing Part 1 of the Land Title Act Form C to which this Agreement is attached and which forms part of this Agreement.

THIS IS THE INSTRUMENT creating the condition or Covenant entered into under Section 219 of the LAND TITLE ACT by the registered owner(s) referred to herein and shown on the Print of Plan annexed hereto and initialled by me.

  
Approving Officer,  
District of Ucluellet

END OF DOCUMENT

**TERMS OF INSTRUMENT – PART 2**

**SECTION 219 COVENANT – HAZARD COVENANT**

THIS AGREEMENT dated for reference \_\_\_\_\_, is

BETWEEN:

**DISTRICT OF UCLUELET,**  
Box 999, 200 Main Street,  
Ucluelet, BC  
V0R 3A0

(the “Municipality”)

AND:

**MICHAEL CEDRIC BAIRD and ROMONA SERTIC**  
PO Box 497,  
Ucluelet, BC  
V0R 3A0

(the “Owner”)

GIVEN THAT:

- A. The Owner is the registered owner of the land legally described in the General Instrument – Part 1 (*Land Title Act* Form C) attached to and forming part of this Agreement (the “Land”);
- B. The Owner has applied, or will apply, to the Municipality for a building permit to construct on the Land a building or structure, or to add to or alter the structure of an existing building or structure on the Land, as generally described in the qualified professional report for the Land under File Number: F7805.01, dated March 3, 2020, and prepared under seal by Chris Hudec, Professional Engineer, a copy of which is attached as Schedule A to this Agreement (the “Qualified Professional Report”);
- C. The Qualified Professional Report has identified that the Land may be subject to geotechnical hazards including oceanic flooding and tsunami (the “Hazards”), and certifies that the Land may be used safely for the use intended if the Land is used in accordance with the conditions specified in the Qualified Professional Report;
- D. The Owner has asked the District to agree to discharge a covenant currently registered on title under charge number EV152825 (the “Existing Covenant”), restricting use and development of the Land, and the District has agreed to the discharge on the condition

that the Owner grant a new covenant restricting use and development of the Land in accordance with the recommendations in the Qualified Professional Report; and

- E. The Owner wishes to grant to the Municipality a covenant under section 219 of the *Land Title Act* (British Columbia), on the terms set out in this Agreement.

THIS AGREEMENT is evidence that in consideration of the payment of \$10.00 from the Municipality to the Owner and other good and valuable consideration (the receipt and sufficiency of which the Owner acknowledges), the Owner covenants and agrees with the Municipality under section 219 of the *Land Title Act* as follows:

1. **Building on and Using the Land** – The Land shall only be built upon and used in accordance with the conditions, requirements and recommendations set out in the Qualified Professional Report including, without limitation, a Flood Construction Level of 5.21 metres geodetic elevation, a setback of 7.5 metres from the Present Natural Boundary, and all other recommendations and requirements set out in section 7 of the Qualified Professional Report.
2. **Owner Acknowledgement** – The Owner acknowledges that:
  - (a) the Land is subject to or is likely to be subject to the Hazards and such Hazards may pose a significant danger to the use of the Land, buildings and structures on the Land and to persons on the Land; and
  - (b) issuance of a building permit by the Municipality does not constitute a representation or warranty by the Municipality or the Municipality's building inspector to the Owner or any other person that the Land, any building or structure placed on the Land or any person on the Land will not be injured or damaged by any Hazards, even where the Qualified Professional Report is complied with.
3. **Municipal Permits** – The Owner agrees that the Municipality may withhold building permits and occupancy permits with respect to any building or other structure from time to time constructed or proposed to be constructed on the Land, as the Municipality may, in its sole discretion, consider necessary to ensure compliance with this Agreement.
4. **Indemnity** – As an integral part of this Agreement, pursuant to section 219(6)(a) of the *Land Title Act*, the Owner hereby indemnifies the Municipality from and against any and all liability, actions, causes of action, claims, suits, proceedings, judgements, damages, expenses, demands and losses at any time suffered or incurred by, or brought against, the Municipality, or any of its elected or appointed officials, officers, employees or agents, arising from or in connection with any breach of any provision of this Agreement, the enforcement by the Municipality of this Agreement, the issuance of any permit or approval by the Municipality or any officer or employee of the Municipality or the occurrence of the Hazards.

5. **Specific Relief** – The Owner agrees that the public interest in ensuring that all of the provisions of this Agreement are complied with strongly favours the award of a prohibitory or mandatory injunction, or an order for specific performance or other specific relief, by the Supreme Court of British Columbia at the instance of the Municipality, in the event of an actual or threatened breach of this Agreement.
6. **No Effect on Powers** – Nothing in this Agreement shall:
  - (a) affect or limit the discretion, rights or powers of the Municipality or the Municipality's Approving Officer under any enactment or at common law, including in relation to the use, development or subdivision of the Land;
  - (b) affect or limit any enactment relating to the use, development or subdivision of the Land; or
  - (c) relieve the Owner from complying with any enactment, including in relation to the use, development or subdivision of the Land.
7. **Municipality Discretion** – Where the Municipality or a representative of the Municipality is required or permitted under this Agreement to form an opinion, exercise a discretion, express satisfaction, make a determination or give its consent:
  - (a) the relevant provision shall not be considered fulfilled unless the approval, opinion, determination, consent or expression of satisfaction is in writing signed by the Municipality or the representative, as the case may be;
  - (b) the approval, opinion, determination, consent or satisfaction is in the sole discretion of the Municipality or the representative, as the case may be; and
  - (c) the Municipality or the representative, as the case may be, is under no public law duty of fairness or natural justice in that regard and the Municipality or the representative may do any of those things in the same manner as if it were a private person and not a public body or employee or officer thereof.
8. **No Obligation to Enforce** – The rights given to the Municipality under this Agreement are permissive only and nothing in this Agreement shall give rise to any legal duty of any kind on the Municipality to anyone or obligate the Municipality to enforce this Agreement or to perform any act or incur any expense.
9. **Agreement Runs with Land** – This Agreement shall burden and run with, and bind the successors in title to, the Land and each and every part into which the Land may be subdivided by any means (including by deposit of a strata plan of any kind under the *Strata Property Act* (British Columbia)).
10. **Waiver** – No waiver by the Municipality of any requirement or breach of this Agreement shall be effective unless it is an express waiver in writing that specifically references the

requirement or breach and no such waiver shall operate as a waiver of any other requirement or breach or any continuing breach of this Agreement.

11. **Remedies** – No reference to or exercise of any specific right or remedy by the Municipality shall prejudice or preclude the Municipality from exercising any other right or remedy, whether allowed at law or in equity or expressly provided for in this Agreement, and no such right or remedy is exclusive or dependent upon any other such remedy and the Municipality may from time to time exercise any one or more of such remedies independently or in combination.
12. **Priority** – The Owner shall cause this Agreement to be registered in the applicable land title office against title to the Land with priority over all financial liens, charges and encumbrances, and any leases and options to purchase, registered or pending registration at the time of application for registration of this Agreement, including by causing the holder of each such lien, charge, encumbrance, lease or option to purchase to execute an instrument in a form required by the Municipality under which such holder postpones all of the holder's rights to those of the Municipality under this Agreement in the same manner and to the same extent as if such lien, charge, encumbrance, lease or option to purchase had been registered immediately after the registration of this Agreement.
13. **Modification** – This Agreement may not be modified except by an agreement or instrument in writing signed by the Owner or its successor in title and the Municipality or a successor or assignee.
14. **Further Assurances** – The Owner shall do and cause to be done all things, including by executing further documents, as may be necessary to give effect to the intent of this Agreement.
15. **Owner's Expense** – The Owner shall perform its obligations under this Agreement at its own expense and without compensation from the Municipality.
16. **Severance** – If any part of this Agreement is for any reason held to be invalid by a decision of a court with the jurisdiction to do so, the invalid portion is to be considered severed from the rest of this Agreement and the decision that it is invalid shall not affect the validity or enforceability of the remainder of this Agreement.
17. **Interpretation** - In this Agreement:
  - (a) reference to the singular includes a reference to the plural, and vice versa, unless the context requires otherwise;
  - (b) article and section headings have been inserted for ease of reference only and are not to be used in interpreting this agreement;
  - (c) the term "enactment" has the meaning given to it under the *Interpretation Act* (British Columbia) on the reference date of this Agreement;

- (d) reference to any enactment includes any regulations, orders or directives made under the authority of that enactment;
  - (e) reference to any enactment is a reference to that enactment as consolidated, revised, amended, re-enacted or replaced from time to time, unless otherwise expressly provided;
  - (f) reference to a particular numbered section, or to a particular lettered schedule, is, unless otherwise expressly provided, a reference to the correspondingly numbered section or lettered schedule of this Agreement;
  - (g) all Schedules to this Agreement form an integral part of this Agreement;
  - (h) time is of the essence; and
  - (i) where the word "including" is followed by a list, the contents of the list are not intended to limit or otherwise affect the generality of the expression preceding the word "including".
18. **Governing Law** – This Agreement shall be governed by and construed in accordance with the laws of the Province of British Columbia, which shall be deemed to be the proper law hereof.
19. **Enurement** – This Agreement hereof shall enure to the benefit of the parties and their respective successors and assigns, as the case may be.
20. **Entire Agreement** – This Agreement is the entire agreement between the parties regarding its subject.
21. **Execution in Counterparts & Electronic Delivery** – This Agreement may be executed in any number of counterparts and delivered by e-mail, each of which shall be deemed to be an original and all of which taken together shall be deemed to constitute one and the same instrument, provided that any party delivering this Agreement by e-mail shall also deliver to the other party an originally executed copy of this Agreement.

As evidence of their agreement to be bound by this Agreement, the parties have executed the General Instrument – Part 1 (*Land Title Act Form C*) attached to and forming part of this Agreement.

SCHEDULE A

**Qualified Professional Report**





## STAFF REPORT TO COUNCIL

Council Meeting: AUGUST 18, 2020  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** JOHN TOWGOOD, PLANNER 1

**FILE NO:** 3060-20-DP20-10

**SUBJECT:** DEVELOPMENT FOR 1078 TYEE TERRACE

**REPORT NO:** 20-83

**ATTACHMENT(S):** APPENDIX A – APPLICATION  
APPENDIX B – DEVELOPMENT PERMIT – DP20-10

### RECOMMENDATION(S):

1. **THAT** Council issue Development Permit DP20-10 for the construction of a single resort condominium building and associated landscaping at 1078 Tyee Terrace.

### PURPOSE:

The purpose of this report is to provide information on a Development Permit (DP) application for the construction of a single resort condominium building and associated landscaping at 1078 Tyee Terrace (Strata Lot 17, Plan Vis4490), the “Subject Property” (Figure 1).

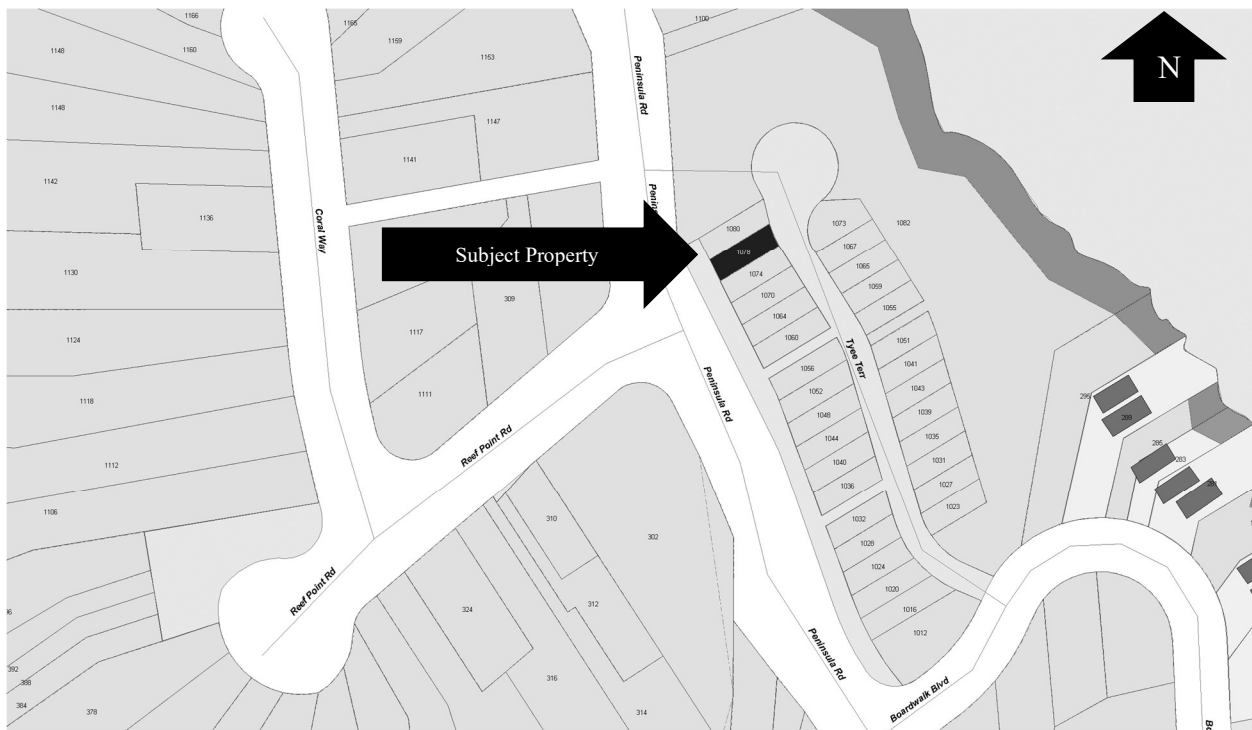


Figure 1 – The Subject Property

**BACKGROUND:**

Strata Plan VIS4490 was created in January of 1998 and was part of 1996 DP that considered the entire area (Reef Point Adventure Station). The specific area of Strata Plan VIS4490 including the subject property was cleared of vegetation, had a gravel access road built and is currently substantially built out. An application was received on July 21, 2020, for the construction of a Resort Condominium and associated landscaping for the subject property. As this proposal occurs within Development Permit Area No. 3 (Reef Point) it is subject to the DP approval process.

**DISCUSSION:**

The subject property falls into Development Permit Area No. 3 (Reef Point) which are established for the purposes of:

- Protection of the natural environment, its ecosystems and biological diversity;
- Protection of development from hazardous conditions; and
- Establishment of objectives for the form and character of development in the resort region.

The following is part of the DP objective statement for the Reef Point DP area:

*Reef Point's natural beauty and rich ecological qualities add significant potential value to Ucluelet, its residents, and future generations in terms of character creation. It is these qualities – beautiful, natural, and wild which residents and people from afar come to experience; therefore an effort must be made to preserve and enhance this experience.*

The following are considered key DP guidelines for this development:

- 11. Architectural form and character must be site sensitive to both the physical environment, as well as to the qualities of natural beauty in the area. Buildings should work with the natural environment on all levels;*
- 12. The exterior cladding of buildings must be of natural material and in keeping with the character of Ucluelet. Wood (particularly cedar) and stone are encouraged; the use of stucco, pebble dash cladding or the like is prohibited in DPA # 3;*
- 13. Roof material must be in keeping with the character of Ucluelet. This includes the use of cedar shake/shingle, asphalt roof tile, or corrugated metal;*
- 14. All commercial developments must provide robust visual buffers by way of retained native vegetation along all boundaries. In the case of those boundaries fronting the road, reasonable efforts must be made to retain significant trees and shrubs between access points; and,*

**Protection of the natural environment, its ecosystems and biological diversity**

The subject property is essentially devoid of significant natural vegetation, but the applicant has included elements of native species to their landscape plan.

**Protection of development from hazardous conditions**

The proposed resort condominium is not being constructed on a steep slope and the building site is located approximately 15m above the geodetic (+/- high tide) and is not considered to be subject to flooding.

Establishment of objectives for the form and character of development in the resort region

The basic massing of the proposed resort condominium building will follow the established form and character of the area being a two storey building with a steep gable roof. The exterior materials of metal roofing, painted horizontal hardi-plank siding, cedar trim and hardi board and batt feature walls are all within the DP guidelines for Reef point.

The landscape plan, although basic, is appropriate for the minor nature of the development. The landscape plan includes rhododendrons, organ grape, and elements of natural species plantings.

**ZONING:**

From the information presented the proposed building will be compliant to the District of Ucluelet's zoning bylaw 1160, 2013.

**TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:**

If this application is approved, Staff time will be required to process and monitor the compliance with the DP.

**FINANCIAL IMPACTS:**

Development Cost Charges (DCC's) are collected at the approval of a Building Permit, based on the number of commercial accommodations units (in this case one unit).

**POLICY OR LEGISLATIVE IMPACTS:**

This application is consistent with the Official Community plan.

**SUMMARY:**

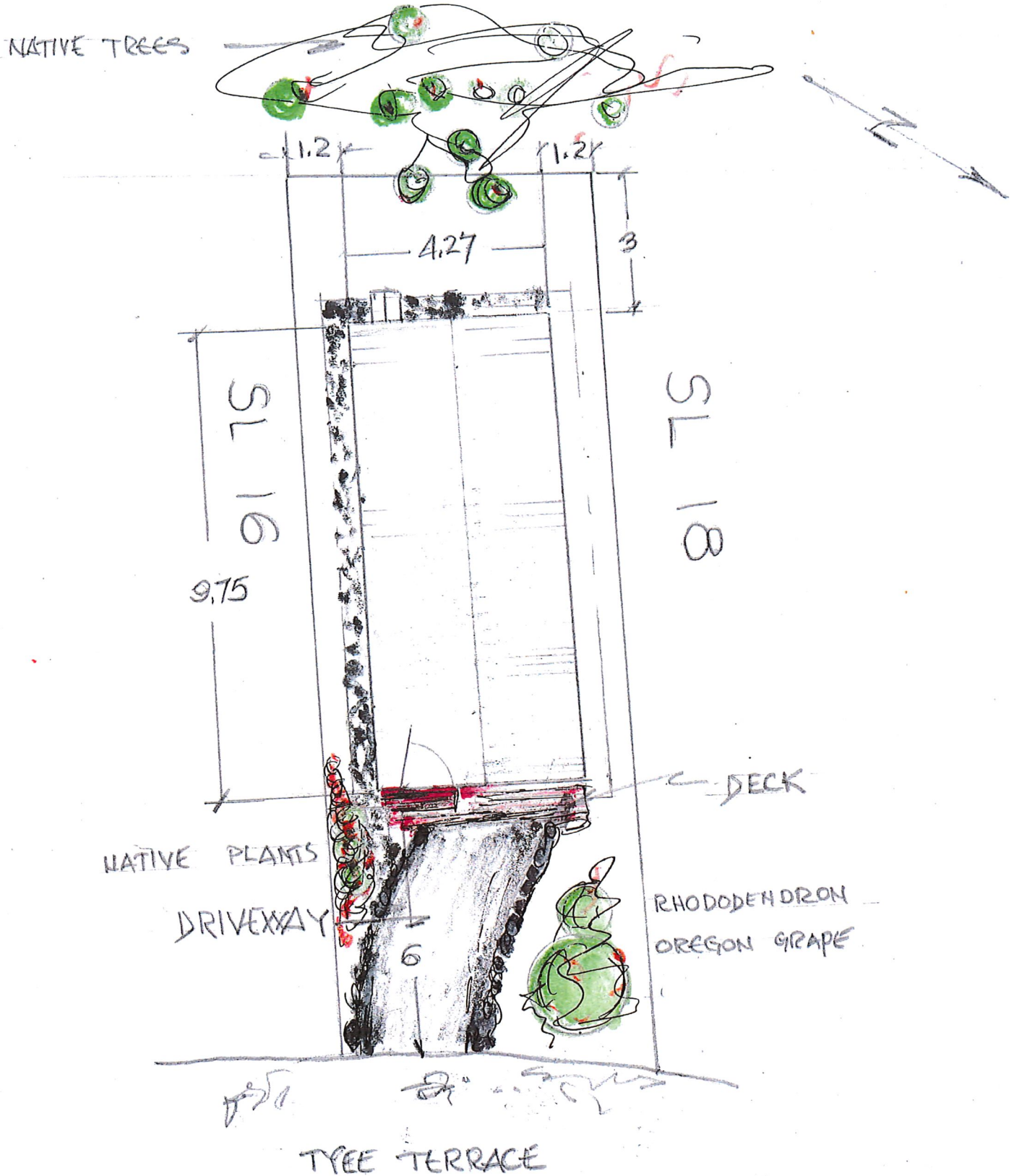
This application is consistent with the Reef Point DP guidelines and staff support this application.

Alternatively, Council has the following options:

2. **THAT** Council defer consideration pending receipt of further information, to be identified.
3. **THAT** Council refuse the permit application, citing the OCP guidelines with which the proposal does not conform.

**Respectfully submitted:** John Towgood, Planner1  
Bruce Greig, Manager of Community Planning  
Mark Boysen, Chief Administration Officer

# SITE PLAN 1078 TYEE TERRACE



These plans and elevations are all those the architect has prepared for the project shown. Within the limits of the project, the architect assumes no responsibility for the accuracy of any data, dimensions, or location of services prior to construction, all work to be done in accordance with the DC Building Code. The contractor is responsible for any field building practices.

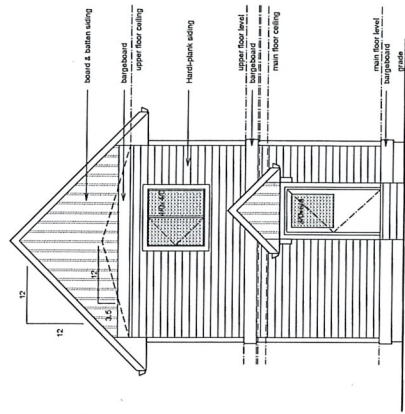
PROPOSED MODULAR UCLULET

KAPTEEN K DESIGN  
COURTENAY BC  
250-338-6662  
  
DRAWN BY: K. Kapan  
  
DATE  
JULY 7, 2020 (final elevations)  
JULY 10, 2020 (action)  
JULY 12, 2020 (final & elevation revisions)

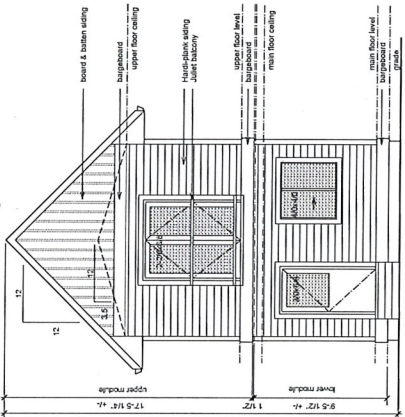
SHEET TITLE  
PLANS, ELEVATIONS,  
SECTION

SHEET NUMBER  
A-01

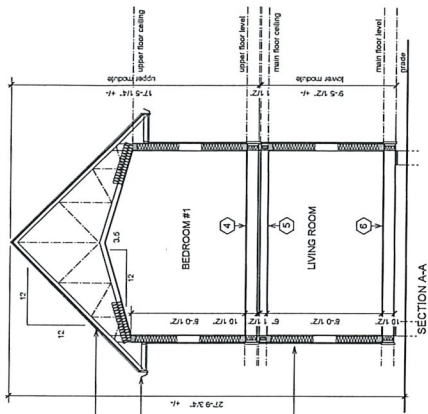
PAGE NUMBER 1 OF 1



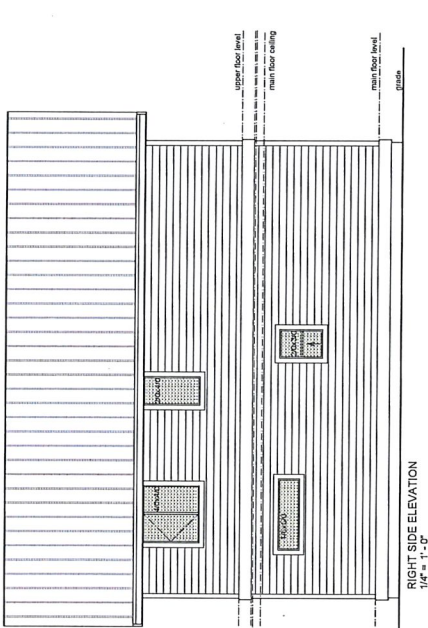
REAR ELEVATION  
1/4" = 1'-0"



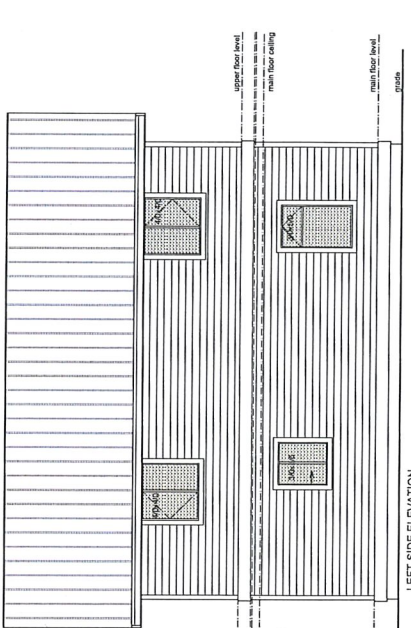
FRONT ELEVATION  
1/4" = 1'-0"



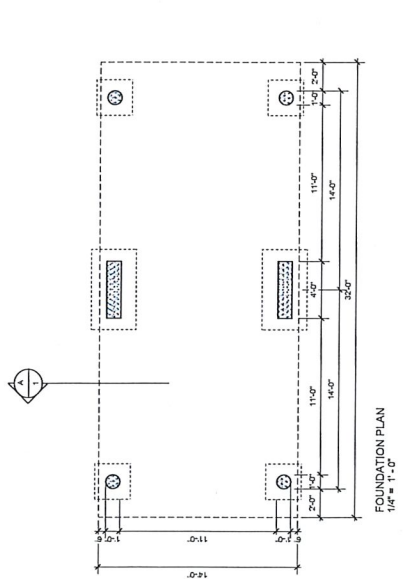
SECTION A-A  
1/4" = 1'-0"



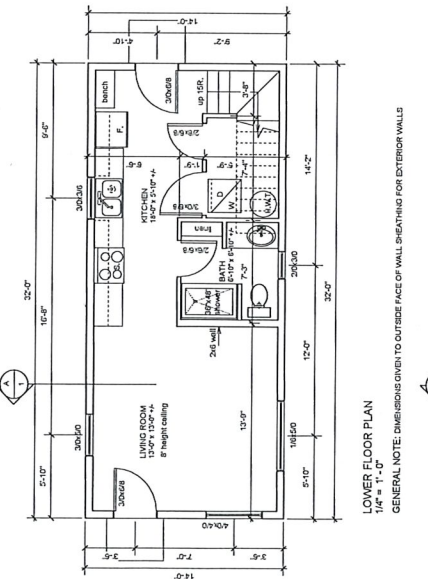
RIGHT SIDE ELEVATION  
1/4" = 1'-0"



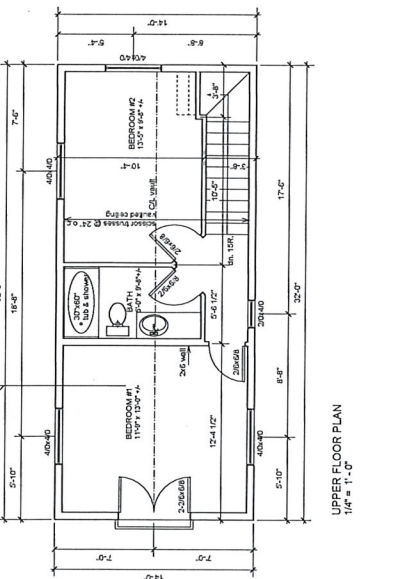
LEFT SIDE ELEVATION  
1/4" = 1'-0"



FOUNDATION PLAN  
1/4" = 1'-0"



LOWER FLOOR PLAN  
1/4" = 1'-0"



UPPER FLOOR PLAN  
1/4" = 1'-0"

- 1. ROOF: ROOFING  
ROOFING PAPER  
R-10 INSULATION  
ENGINEERED CEDAR ROOF TRUSSES @ 2' O.C.  
2X8 FLOOR JOISTS @ 16" O.C.  
3/4" POLYWOOD SHEATHING  
MAINTAIN 1/2" CLEAR ABOVE TOP OF INSULATION  
ROOF VENTS @ 1000 AREA WITH PERFORATED SOFFIT.  
5/8" GYPSUM WALL BOARD CEILING  
FASCIA CUTTER
- 2. SOFFIT & FASCIA  
UNFINISHED SOFFIT @ 2" O.C.  
VERIFIED VENT SOFFIT @ 2" O.C.  
HAND-BOARD SIDING  
INSECT SCREENS TOP & BOTTOM  
BUILDING PAPER  
2X6 STUDS @ 16" O.C.  
R-10 INSULATION  
1/2" GYPSUM WALL BOARD
- 3. EXTERIOR WALLS (BRANSBREE)  
HAND-BOARD SIDING  
INSECT SCREENS TOP & BOTTOM  
BUILDING PAPER  
2X6 STUDS @ 16" O.C.  
R-10 INSULATION  
1/2" GYPSUM WALL BOARD
- 4. UPPER MODULAR FLOOR:  
2X8 FLOOR JOISTS @ 16" O.C.  
3/4" POLYWOOD SHEATHING  
3/4" POLYWOOD SHEATHING  
2X6 CEILING JOISTS @ 16" O.C.  
2X6 CEILING JOISTS @ 16" O.C.
- 5. LOWER MODULAR FLOOR:  
2X8 FLOOR JOISTS @ 16" O.C.  
3/4" POLYWOOD SHEATHING  
2X6 CEILING JOISTS @ 16" O.C.  
2X6 CEILING JOISTS @ 16" O.C.



## DEVELOPMENT PERMIT DP20-10

Pursuant to Part 14, Division 7 of the Local Government Act, R.S.B.C 2015 C.1 as amended:

1. This Development Permit is issued to:

NORMAN AND MURIEL PITE, 2552 CHELSEA PL, VICTORIA, BC, V8P 3E7

2. This Development Permit applies to and only to those lands within the District of Ucluelet described below and all buildings, structures, and other development thereon:

1078 TYEE TERRACE - STRATA LOT 17, PLAN VIS4490, SECTION 21, CLAYOQUOT LAND DISTRICT, TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM (PID 024007846)

3. This Development Permit is issued subject to compliance with all bylaws of the District of Ucluelet.
4. This Permit authorizes the following improvements on the Lands:

- a. The construction of a single resort condominium building;
- b. The defining of parking area and adjacent landscaping.

These improvements apply only in the locations indicated, and otherwise in accordance with, the drawings and specifications attached to this Permit as **Schedule A**.

5. The work authorized by this Permit may only be carried out in compliance with all federal, provincial, and municipal statutes, regulations, and bylaws. The owner is responsible for ensuring that the timing of the work and any required permits or notifications by other agencies are obtained as required to comply with all applicable regulations.
6. Notice shall be filed in the Land Title Office under Section 503 of the Local Government Act, and upon such filing, the terms of this Permit or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
7. This Permit is NOT a Building Permit.



8. **Schedules "A"** attached hereto shall form part of this Permit. The Municipality's Chief Administrative Officer is hereby authorized to approve minor amendments to the plans provided that such amendments are consistent with the overall character and intent of the original plans.

**AUTHORIZING RESOLUTION** passed by the Municipal Council on the      day of      , 2020.

**IN WITNESS WHEREOF** this Development Permit is hereby executed and issued by the Municipality the      day of      , 2020.

**THE DISTRICT OF UCLUELET**  
by its authorized signatories:

\_\_\_\_\_  
Mayco Noël – Mayor

\_\_\_\_\_  
Mark Boysen – Corporate Officer

**ISSUED** the      day of      , 2020.

\_\_\_\_\_  
Bruce Greig - Manager of Planning



## Schedule A

See Appendix A of Report





## STAFF REPORT TO COUNCIL

Council Meeting: AUGUST 18, 2020  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** ABBY FORTUNE, MANAGER OF RECREATION & TOURISM

**FILE NO:** 1855-03 RMI 2020

**SUBJECT:** SITE FURNISHINGS PURCHASE

**REPORT NO:** 20-84

**ATTACHMENT(S):** APPENDIX A - QUOTE OF SITE FURNISHINGS & PICTURES

### **RECOMMENDATION(S):**

1. **THAT** Council approve spending, up to \$55,000, from 2020 RMI additional funds for site furnishings.

### **PURPOSE:**

To seek Council's approval for the additional spending of \$55,000 of 2020 RMI funds for the purchasing of site furnishings. This expenditure was not budgeted for during the 2020 budget process.

### **BACKGROUND:**

In 2020 the District of Ucluelet received \$119,876 funding in addition to the baseline RMI funding of \$361,397 for that year.

RMI communities are being encouraged to use the funding to procure infrastructure that enhances visitor safety and experience. With this in mind, the proposal is to:

1. replace aging garbage cans with bear proof cans that have foot pedals.
2. purchase permanent picnic tables, one being accessible, to provide access to outdoor seating with-in the parks system – focusing on key tourism areas within the community.
3. purchase two bike rack systems which will be strategically placed in the community and encourage residents and visitors to bicycle.

More specifically, the site furnishings would include:

<b>Product</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Amount</b>
Bear Resistant Garbage can with foot pedal (55 gallons)	15	\$2,415	\$36,225
Bayview picnic table	2	\$1,875	\$3,750
Bayview wheelchair accessible picnic table	1	\$2,190	\$2,190

Surf bike rack 3 loop up to 5 spaces	2	\$570	\$1,140
Stainless steel installation kit – picnic table	3	\$86	\$255
Stainless steel installation kit - cans	12	\$30	\$360
Shipping			\$3,867
Subtotal			\$47,787

If the proposed expenditure is approved, the site furnishings will be purchased from the Wishbone Site Furnishings Company. This is a reliable BC company that the District has purchased from in previous years. We are also in the process of establishing a consistent look with all our parks site furnishings.

**TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:**

Staff time would be required to confirm the location and install the site furnishings. Installation of the furnishing will be scheduled once the furnishings are received (approximately 8 weeks).

**FINANCIAL IMPACTS:**

Since this project is funded by additional 2020 RMI funds, there would be no direct financial implication for Ucluelet taxpayers.

**OPTIONS REVIEW:**

1. **THAT** Council approve spending up to \$55,000 from 2020 RMI additional funds for site furnishings.
2. **That** Council provide alternate direction to staff

**Respectfully submitted:** Abigail K. Fortune, Manager of Recreation & Tourism



# Formal Quote

QUOTE			
Account ID	0272	Quote ID	071020-3223
Account Name	District of Ucluelet	Quote Date	July 10, 2020
Billing Address	200 Main St Ucluelet, BC V0R 3A0 Canada	Payment Term	Net 15 <span style="float: right;">✓</span>
Contact Name	Abigail Fortune	Rep. I.D.	RR
Phone	250-266-0297	Note	Pricing is valid 60 days from time of quote.
Email	afortune@ucluelet.ca	Lead Time	8 weeks from time of order

Shipping Information		Project Information	
Consignee	District of Ucluelet	Customer PO #	TBD
Shipping Address	1320 Peninsula Rd, Ucluelet BC, V0R 3A0	Project Name	DOU - Site Furnishings
Shipping Contact	TBD	Project Due Date	TBD Date TBD
Phone No.	TBD--	Specifier	N/A
Freight Broker	C&D	Weight (lbs.)	6,073
Freight Quote	33608	Division	Site Furnishings

Product #	Product Name	Frame Color	Lumber Color	Qty	Unit Price	Amount
HFB-55S	Freedom 55 Animal and Bear Resistant w/ Foot Pedal. Plastic lumber siding.	TBD	TBD	15	\$2,415	\$36,225
BVPT-6	Bayview Picnic Table w/Bull Nose Edge	TBD	TBD	2	\$1,875	\$3,750
BVPTWC-8	Bayview Wheel Chair Accessible Picnic Table	TBD	TBD	1	\$2,190	\$2,190
SFBRP-5	Surf Bike Rack, 3 Loop, Powder Coated (with undercoat) Aluminum Tubing, Up to 5 Spaces	TBD	TBD	2	\$570	\$1,140
INST-13	Stainless Steel Installation Kit, 1" Bolts for Wishbone 3 Piece Picnic Tables	N/A	N/A	3	\$85	\$255
INST-1	Stainless Steel Installation Kit, 1" Bolts	N/A	N/A	12	\$30	\$360

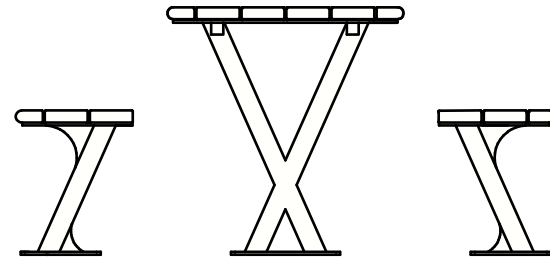
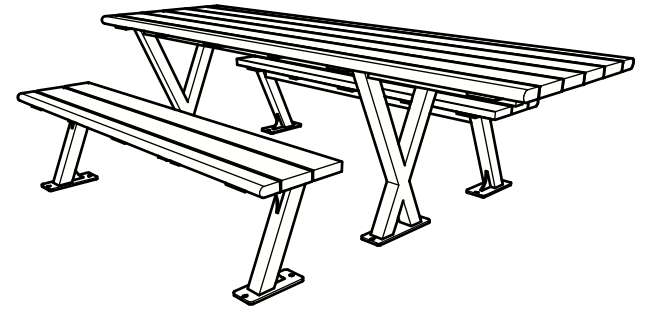
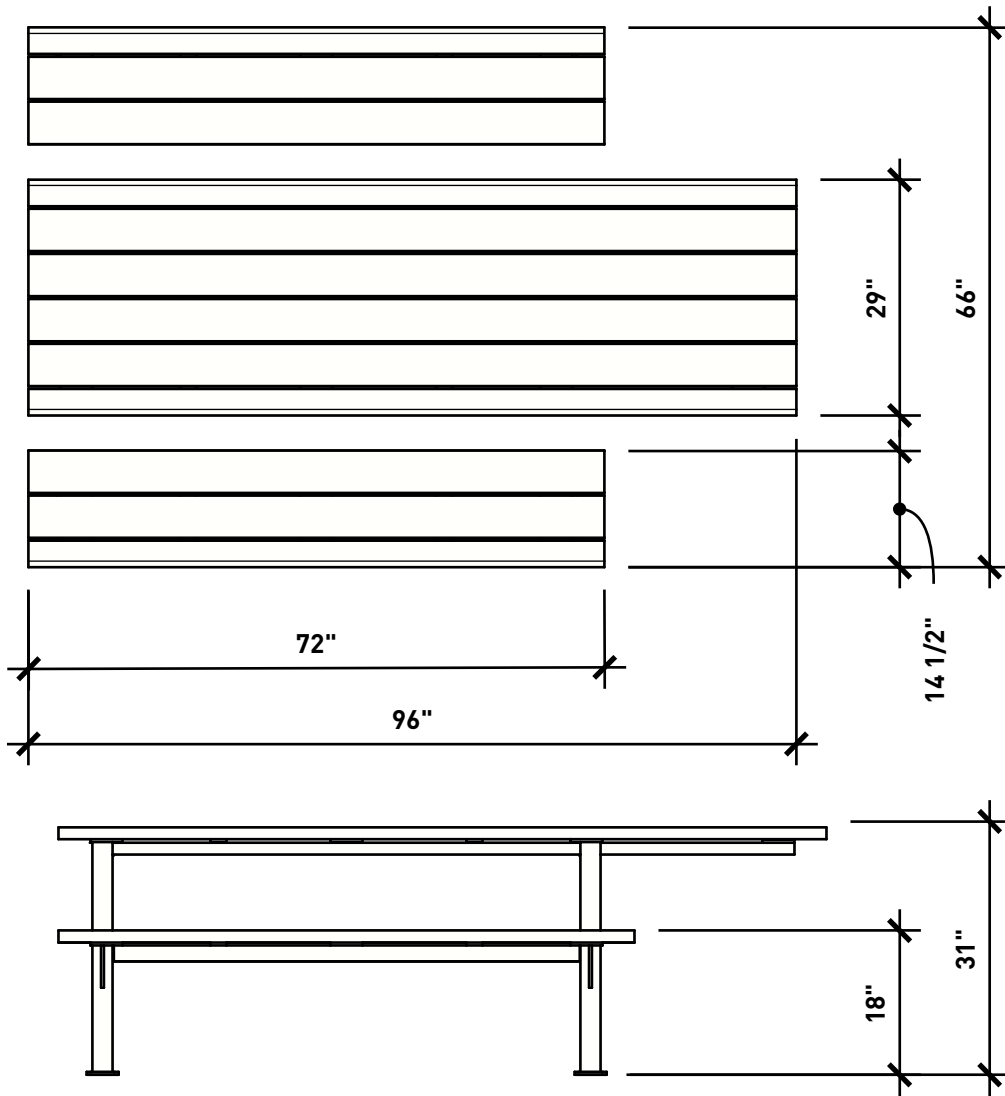
**Extended Total** \$43,920


Discount %	
Discount Reason	
Product Total	\$43,920
Freight	\$3,867.5
Subtotal	\$47,787.5
Tax GST/PST	12,000
GST	\$2,389.38
PST/HST	\$3,345.13
Total Tax	\$5,734.5
Amount Due	\$53,522
Amounts are described in:	Canadian Dollars (CAD)

Attachments
Plaque Proof
WRO Form


**Remarks**

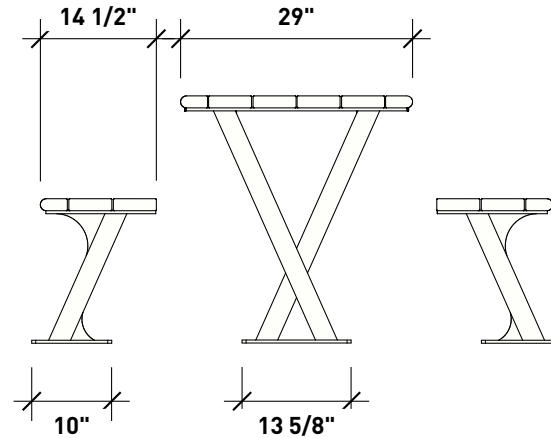
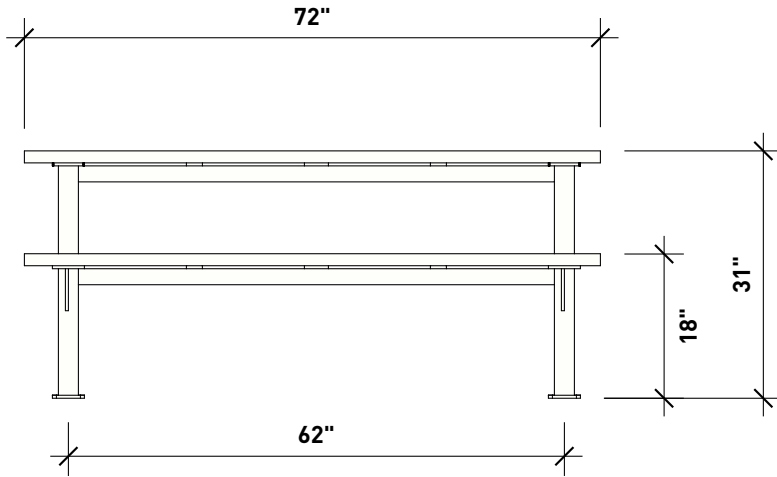
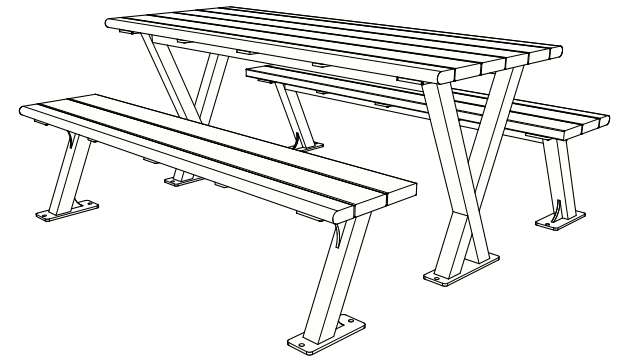
Quotes are valid for 60 days. Pricing is subject to change without notice  
 Products ship assembled unless otherwise noted. Quoted freight costs are estimates only, actual freight cost may vary  
 Please be advised that a late fee charge of 2% per month shall be charged on all overdue accounts  
 Full payment is to be received before any work on orders commences, unless other payment terms apply  
 Orders that are not paid and picked up by their complete by date will be subject to storage fees  
 It is the responsibility of the client to visually inspect all products upon the time of receiving, failure to do so, may impede any damage claim process  
 We do not accept returns or exchanges unless the item you purchased is defective. Notwithstanding warranty issues (including damage during freight), we will not accept returned product  
 At its sole discretion, Wishbone may permit returns on a case by case basis, albeit with a restocking fee




	<b>WISHBONE SITE FURNISHINGS LTD</b> 210-27090 GLOUCESTER WAY LANGLEY, BC			
	<b>DWG. TITLE:</b> BAYVIEW 8' WHEELCHAIR PICNIC TABLE <b>REVISION:</b> 13/03/17 R:00			
<b>MATERIAL:</b> ALUMINUM	<b>DWG. NO.</b> DWSBPT13031700	<b>DRAWN BY:</b> BRAD SULLIVAN		Page 172 of 268
<b>PATTERN NO.</b> N/A	<b>MODEL NO.</b> BVPTWC-8	<b>SCALE:</b> AS SHOWN	<b>SHEET:</b> 1 OF 2	




	<b>WISHBONE SITE FURNISHINGS LTD</b> 210-27090 GLOUCESTER WAY LANGLEY, BC			
	<b>DWG. TITLE:</b> BAYVIEW 8' WHEELCHAIR PICNIC TABLE <b>REVISION:</b> 13/03/17 R:00			
<b>MATERIAL:</b> ALUMINUM	<b>DWG. NO.</b> DWSBPT13031700	<b>DRAWN BY:</b> BRAD SULLIVAN		
<b>PATTERN NO.</b> N/A	<b>MODEL NO.</b> BVPTWC-8	<b>SCALE:</b> AS SHOWN	<b>SHEET:</b> 2 OF 2	<b>DATE:</b> 13 MAR 17



	<b>WISHBONE SITE FURNISHINGS</b> 210-27090 GLOUCESTER WAY LANGLEY, BC			
	<b>DWG. TITLE:</b> BAYVIEW 6' PICNIC TABLE <b>REVISION:</b> 01/01/20 R:00			
<b>MATERIAL:</b> ALUMINUM	<b>DWG. NO.</b> DWSBPT30091900	<b>DRAWN BY:</b> JAMES NEDEN		Page 174 of 268
<b>PATTERN NO.</b> N/A	<b>MODEL NO.</b> BVPT-6	<b>SCALE:</b> 1:24	<b>SHEET:</b> 1 OF 2	
			<b>DATE:</b> 01 JAN 20	



	<b>WISHBONE SITE FURNISHINGS</b> 210-27090 GLOUCESTER WAY LANGLEY, BC			
	<b>DWG. TITLE:</b> BAYVIEW 6' PICNIC TABLE <b>REVISION:</b> 01/01/20 R:00			
<b>MATERIAL:</b> ALUMINUM	<b>DWG. NO.</b> DWSBPT30091900	<b>DRAWN BY:</b> JAMES NEDEN		Page 175 of 268
<b>PATTERN NO.</b> N/A	<b>MODEL NO.</b> BVPT-6	<b>SCALE:</b> AS SHOWN	<b>SHEET:</b> 2 OF 2	
			<b>DATE:</b> 01 JAN 20	

# FREEDOM 55 "ANIMAL RESISTANT"

Model Number : HF-55S

Wishbone  
site furnishings



## DESIGNER NOTES

Suggesting a classic mailbox, the Beselt Square top was created with aesthetics and practicality in mind. This design addresses all the user groups from landscape architects, contractors, maintenance crews, through to end-users. The one-of-a-kind pedal mechanism provides a hands-free experience for the user and closes tightly enough to prevent most critters such as squirrels and birds from accessing the interior. The innovative hidden side door release makes it easy for maintenance crews to empty the bag without having to carry a key or struggle with frozen locks. The actual receptacle opening was designed specifically with a limited 6" or 8" opening to deter local residents from disposing of their household trash. The solid, non-removable top with a slight curve makes water flow away from the interior of the unit. Available with custom cast lettering on the waste door and bottle/can recycler baskets (see Installation Gallery).

## AVAILABLE RECYCLED PLASTIC LUMBER COLOURS



Black Grey Redwood Sand Walnut

## PRODUCT SPECIFICATIONS

### Products Re-Plast Avantage +™ Recycled Plastic Slats

This product will not rot, splinter, or warp reducing maintenance costs over the life of the product.

Colours Available: Black, Grey, Redwood, Sand, Walnut

### 10 YEAR LIMITED WARRANTY

### Durable Powder Coated Galvanized Steel Frame

Available colours: Neufeldt Grabber Blue, Forest Pewter, Semi-Gloss Black

### Long Lasting Stainless Steel Hardware

### Easy Access Front opening

### "Hands Free" foot pedal operation

### Keyless hidden door latch system

### Surface Mount

## CUSTOMIZED SOLUTIONS

### Custom Powder Coating

(Setup Charges May Apply)

### 24" x 30" Concrete Pad

### Bottle and Can Recycler

### Side Ashtray

### Banner Advertising on Side Panels

### All Metal Design HF-32

### Winter / Summer Modification Package

### Stainless steel bolt down kit

## PRODUCT DIMENSIONS

Total Height	49 inches / 1257mm
Width	28 inches / 710mm
Depth	29 inches / 735mm
Capacity	55 Gal / 208L
Weight	225 lbs / 102kg

## RECYCLED CONTENT

**21% RECYCLED CONTENT BY WEIGHT**  
**100% RECYCLABLE**



100% Canadian Made



Wishbone Ltd. provides an extended 10 year limited warranty from the date of invoice.



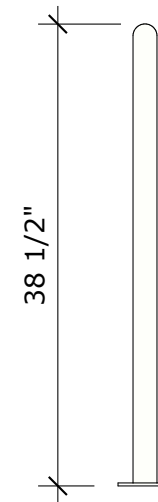
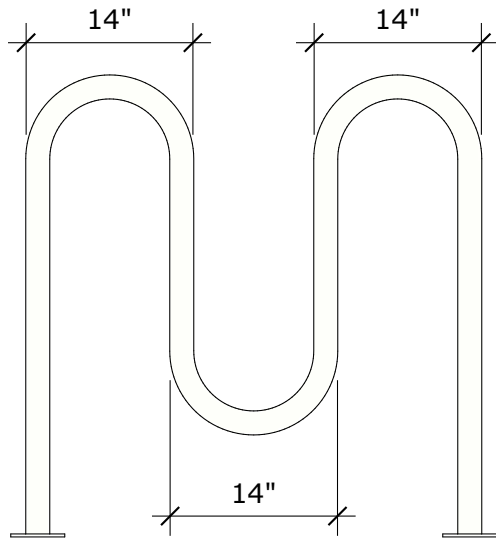
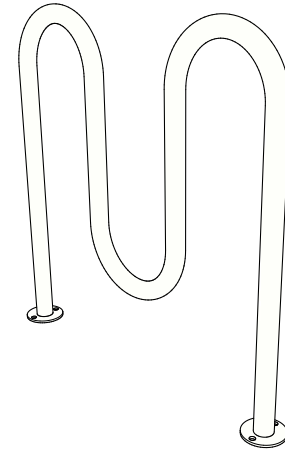
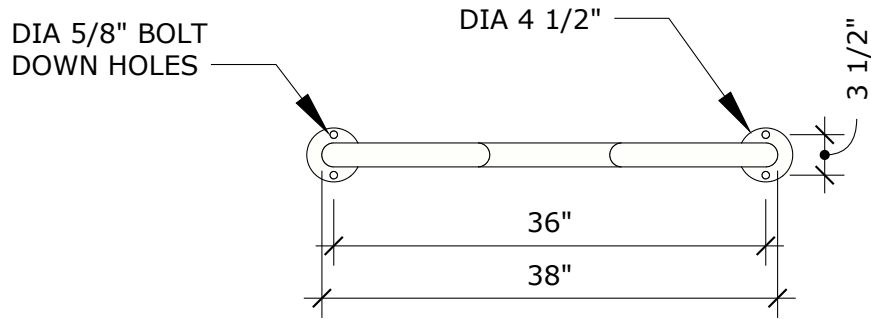
Visit us online at  
[www.Wishboneltd.com](http://www.Wishboneltd.com)


Wishbone Site Furnishings | #210-27090 Gloucester Way | Langley, BC CANADA V4W 3Y5

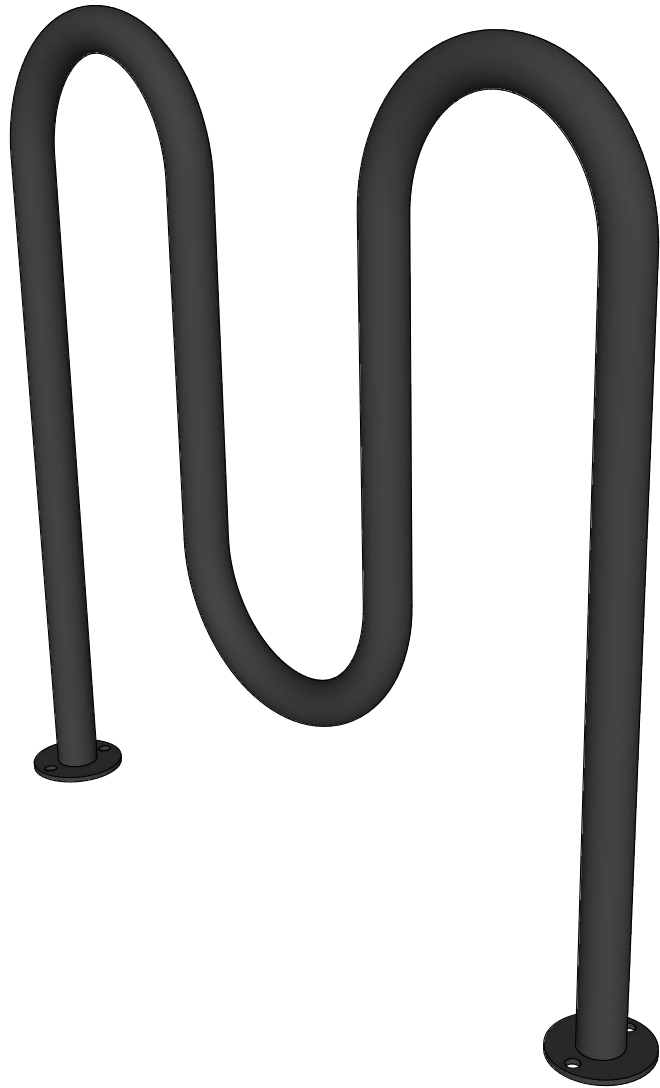
1.866.626.0476 [sales@wishboneltd.com](mailto:sales@wishboneltd.com)


Site Furnishings Purchase Abby Fortune, Manager of Recreation & Tourism





	<b>WISHBONE SITE FURNISHINGS</b> 210-27090 GLOUCESTER WAY LANGLEY, BC			
	<b>DWG. TITLE:</b> SURF BIKE RACK <b>REVISION:</b> 01/01/20 R:00			
<b>MATERIAL:</b> ALUMINUM	<b>DWG. NO.</b> DWSBBR01012000	<b>DRAWN BY:</b> JAMES NEDEN		Page 177 of 268
<b>TOLERANCE</b> +/- 1/4"	<b>MODEL NO.</b> SFBR-5	<b>SCALE:</b> 1:16	<b>SHEET:</b> 1 OF 2	
			<b>DATE:</b> 01 JAN 20	



	<b>WISHBONE SITE FURNISHINGS</b> 210-27090 GLOUCESTER WAY LANGLEY, BC			
	<b>DWG. TITLE:</b> SURF BIKE RACK <b>REVISION:</b> 01/01/20 R:00			
<b>MATERIAL:</b> ALUMINUM	<b>DWG. NO.</b> DWSBBR01012000	<b>DRAWN BY:</b> JAMES NEDEN		
<b>TOLERANCE</b> +/- 1/4"	<b>MODEL NO.</b> SFBR-5	<b>SCALE:</b> AS SHOWN	<b>SHEET:</b> 2 OF 2	<b>DATE:</b> 01 JAN 20



## STAFF REPORT TO COUNCIL

Council Meeting: August 18, 2020  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** NICOLE MORIN, CORPORATE / PLANNING CLERK

**FILE NO:** 1630-01

**SUBJECT:** CHEQUE LISTING – JULY 2020

**REPORT NO:** 20-79

**ATTACHMENT(S):** APPENDIX : DISTRICT OF UCLUELET AP CHEQUE LISTING

**RECOMMENDATION(S):**

There is no recommendation. This report is provided for information only.

**PURPOSE:**

The purpose of this report is to provide Council with a regular update on disbursed cheques.

**BACKGROUND:**

Finance staff have provided a detailed list of last month's cheque run attached as 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. There is no recommendation. This report is provided for information only.  
**(Recommended)**
2. THAT Council provide alternative direction to staff.

**Respectfully submitted:**

Nicole Morin, Corporate / Planning Clerk  
Joseph Rotenberg, Manager of Corporate Planning

District of Ucluelet  
AP Cheque Listing

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
W000325546	2	20-Jul-03	S0171	MUNICIPAL PENSION PLAN	14/2020	PP14/20	14370.84		14370.84	
2245975	2	20-Jul-06	CRA00	CANADA REVENUE AGENCY	PP14/2020-1	PP14 SOURCE DEDUCTIONS	23599.65		23599.65	
2246023	2	20-Jul-06	CRA00	CANADA REVENUE AGENCY	PP14/2020-2	PP14 SOURCE DEDUCTIONS	1491.63		1491.63	
030549	2	20-Jul-14	BP940	BLACK PRESS GROUP LTD.	33920952	JUN/20 ADS	1390.5		1390.5	
030550	2	20-Jul-14	BLO17	BLOEDORN JUDY	123125	UCC KEYS CUT-REIMBURSEMENT	66.5		66.5	
030551	2	20-Jul-14	MA952	BUREAU VERITAS CANADA (2019) INC.	VA10142102 VA10148317	WATER TESTING C042862 WATER TESTING C044936	263.55 263.55			527.1
030552	2	20-Jul-14	BUS01	BUSTON, TONI	123120	YOUTH CO. - JUNE/20	598			598
030553	2	20-Jul-14	CIS12	CANCADD IMAGING SOLUTIONS LTD.	67308 67510	PLOTTER INK/PAPER PLOTTER INK	644 1293.6			1937.6
030554	2	20-Jul-14	CR345	COLE RACHELLE	123121	COLE-LGLA LEADERSHIP 2020	542.25			542.25
030555	2	20-Jul-14	CN038	COLYNS NURSERY & GARDEN CENTRE	22999	BEDDING PLANTS	137.59			137.59
030556	2	20-Jul-14	CCL88	CORLAZZOLI CONTRACTING LTD	103 104	TREE FALLING-BAY TO MARINE ACCESS TREE FALLING-PENINSULA RD	1365 1365			2730
030557	2	20-Jul-14	CE004	CORPORATE EXPRESS CANADA INC	53437295 53636679	FLOOR DECALS-UCC COPY PAPER (X10 CASES)	25.75 526.29			552.04
030558	2	20-Jul-14	CWC81	CUMMINS CANADA ULC	BE-63502 BE-63524	GENERATOR SERVICE-HELEN RD GENERATOR SERVICE-LOST SHOE	1776.32 1776.32			3552.64
030559	2	20-Jul-14	EB295	E.B. HORSMAN & SON	12503246	MER FUSES	40.1			40.1
030560	2	20-Jul-14	EBB01	EBBWATER CONSULTING INC.	351	PROJ P154 FLOOD RISK ASSESSMENT	7498.32			7498.32
030561	2	20-Jul-14	FS004	EMCO CORPORATION	87101336-00	MASTER METER	1011.32			1011.32
030562	2	20-Jul-14	EP047	ENGINEERED PUMP SYSTEMS LTD.	66330	PUMP SERVICE-MARINE DR	2151.4			2151.4
030563	2	20-Jul-14	FW050	FAR WEST DISTRIBUTORS LTD	335315	CLEAN SWEEP SUPPLIES	432.94			432.94
030564	2	20-Jul-14	FSC10	FOUR STAR COMMUNICATIONS INC	55425	JUN/20 ANSWERING SERVICES	149.95			149.95
030565	2	20-Jul-14	GHL01	GHL CONSULTANTS LTD	57794	FILE 7237.01 SCHOOL UPGRADES	3711.75			3711.75
030566	2	20-Jul-14	GB059	GIBSON BROS. CONTRACTING LTD.	23269 23465 23464	CRUSH GRAVEL CRUSH GRAVEL BLUE CRUSH GRAVEL	560 560 497.09			1617.09

District of Ucluelet  
AP Cheque Listing

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
030567	2	20-Jul-14	GF001	GRAPHICS FACTORY	27098	ONE WAY SIGNS	151.2		235.2	
					27099	WAY FINDING SIGN	84			
030568	2	20-Jul-14	GPC25	GREATPACIFIC CONSULTING LTD	1049	PROJECT REM2020 1005-008	8499.06		8499.06	
030569	2	20-Jul-14	GB054	GUDBRANSON BARB	123122	TAPE/HOOKS-REIMBURSEMENT	53.49		53.49	
030570	2	20-Jul-14	GIC90	GUILLEVIN INTERNATIONAL CO	0428-539041	SCBA MASK BAGS	274.26		274.26	
030571	2	20-Jul-14	HRPR7	HOLISTIC EMERGENCY PREPAREDNESS	3343	FIRE INSPECTION CONSULTANTS	6443.12		6443.12	
030572	2	20-Jul-14	IMS01	ISLAND MAILING LEASING	20335	POSTAGE MACHINE LEASE JUL/20-JUN/21	1208.48		1208.48	
030573	2	20-Jul-14	JSC61	J & S CONTRACTING LTD	20614	UCC HEAT PUMP-SERVICING/REPAIR	1983.94		1983.94	
030574	2	20-Jul-14	CK608	KASSLYN CONTRACTING	D727	D727	8381.77		13435.19	
					D726	D726	5053.42			
030575	2	20-Jul-14	MEC01	MEC PROJECTS LTD	2437	UAC HALL/UCC PARKING LOT-WIRING	1940.91		5731.2	
					2328	EV CHARGER INSTALL-UCC	3790.29			
030576	2	20-Jul-14	NP156	NORTH PACIFIC REPAIR	128230	WATER BOX-FABRICATION/INSTALL	902.86		3460.77	
					128223	BACKHOE REPAIR/SERVICE	154.35			
					128258	FRASER LANE MOUNT FABRICATION	280.6			
					128259	PUMP STATION GUARDRAIL	2122.96			
030577	2	20-Jul-14	NRG20	NRGWISE CONSULTING	UCL 2005	COLLECTIVE BARGAINING FOLLOW-UP	162.75		162.75	
030578	2	20-Jul-14	PR004	PACIFIC RIM MOTEL	692968	REMOVE PLANTER BOXES-FIREHALL	126		504	
					692973	LIFT/PLACEMENT GENERATOR-BAY ST	252			
					692967	REMOVE CUBE BOX-PW YARD	126			
030604	2	20-Jul-14	AB166	ASHTON BRENT	123118	ASHTON-BYLAW LVL 2 EXPENSES	799.36		840.76	
					123119	BYLAW TRUCK KEY	41.4			
030603	2	20-Jul-14	ANP01	ANDREW PLOWRIGHT	123117	TSUNAMI MODELING VIDEO PRODUCTION	2450		2450	
030602	2	20-Jul-14	AHI01	ALLES HOLDINGS INC	55	JUN 29-JUL 10/20 UVFB CONTRACT	630		630	
030601	2	20-Jul-14	AGS11	AGS BUSINESS SYSTEMS INC	263907	COPIER 05/29-06/28/2020	828.83		828.83	
030600	2	20-Jul-14	AL001	ACKLANDS - GRAINGER INC.	9571248021	SHORT SHACKLES-PW	644.31		644.31	
030599	2	20-Jul-14	CC508	A-MAIS TECHNOLOGIES INC.	2020211	REMOTE DB MGMT AUG/20-JUL/21	1131.2		676.2	
					CR2020050	EHOG FEE DBL-CHARGE REVERSAL	-455			
030598	2	20-Jul-14	XC300	XPLORNET COMMUNICATIONS INC	INV32740964	EMERGENCY INTERNET FIREHALL JUL/20	70.55		70.55	
030597	2	20-Jul-14	WC345	WURTH CANADA LTD	23944589	SHOP SUPPLIES-PW	418.33		1071.35	

District of Ucluelet  
AP Cheque Listing

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
					23937667	NITRILE GLOVES-PW	115.67			
					23944964	SHOP SUPPLIES-PW	345.98			
					23947227	NITRILE GLOVES-PW	191.37			
030596	2	20-Jul-14	WP166	WINDSOR PLYWOOD - UCLUELET DIV.	24977A	SCH-BALL VALVES	83.29		430.16	
					26935B	PW MATERIALS	346.87			
030595	2	20-Jul-14	WF001	WFR WHOLESALE FIRE & RESCUE LTD.	INV/2020/0882	UVFB-FLASHLIGHTS	276.6		276.6	
030594	2	20-Jul-14	ECO77	WATERWORTH	INV-0398	WASTWATER-SOFTWARE/SERVICE	1809.77		1809.77	
030593	2	20-Jul-14	US001	URBAN SYSTEMS LTD.	177553	PROJ 1427.0004.01 VILLGE GRN MASTER	1260		14371.35	
					177183	PROJ 1427.0005.01 PENINSULA RD STRTSCPE	3146.85			
					177659	PROJ 1427.0005.01 PENINSULA RD STRTSCPE	1386			
					177184	PROJ 1427.0011.01	8578.5			
030592	2	20-Jul-14	UL500	ULINE CANADA CORPORATION	6835083	TABLES/SAFETY BOLLARDS	1527.76		1527.76	
030591	2	20-Jul-14	UI923	UKEE INFO TECH	12118	COASTAL FLOOD MAPPING PROJECT	3150		6625.12	
					12102	IT SUPPORT JUN/20	3475.12			
030590	2	20-Jul-14	UKE01	UKEE AUTO SERVICE	105036	BYLAW TRUCK REPAIRS/SERVICE	588		588	
030589	2	20-Jul-14	UR849	UCLUELET RENT-IT CENTER LTD	37869	PENINSULA RD LANDSCAPING	2370.9		5988.37	
					38208	BARK MULCH-PARKS	1456			
					38004	BOAT BASIN-CARDBOARD JUN/20	312.9			
					38294	JUN/20 PORTABLES	1848.57			
030588	2	20-Jul-14	UP459	UCLUELET PETRO-CANADA	8651	#4 REPAIRS	504.36		504.36	
030587	2	20-Jul-14	UC142	UCLUELET CONSUMER'S CO-OPERATIVE ASSN	71349972	CANYON-PREM FUEL	66.5		3367.98	
					71351905	CANYON-PREM FUEL	64.01			
					71355800	CANYON-PREM FUEL	74.55			
					05JUN2020#0059	UCC-PAIL/ZIPLOC BAGS/MEASURING CUP	21.13			
					09JUN2020#0843	BATTERIES-UCC	32.62			
					22JUN2020#3955	COFFEE CREAMER/WATER-PW	27.67			
					6536	CARDLOCK JUN/20	3029.22			
					20200699	INTEREST CHARGE	52.28			
030586	2	20-Jul-14	TSC19	TRANSPARENT SOLUTIONS CORP	11355	CLEARMAIL SPAM FILTER AUG/20	20.95		20.95	
030585	2	20-Jul-14	TU428	TOURISM UCLUELET	04/20	APR/20 MRDT	2694.32		2694.32	
030584	2	20-Jul-14	TWT32	TIDEWATER TIMBERFRAMES	123123	FIREHALL MATERIALS-REIMBRSMNT	1541.43		1541.43	
030583	2	20-Jul-14	sbr01	SONBIRD REFUSE & RECYCLING LTD.	39319	PW YARD GARBAGE JUN/20	959.94		3100.32	
					39321	UVFB/UAC GARBAGE JUN/20	45.15			
					39320	UCC GARBAGE JUN/20	160.45			
					39317	52 STEPS GARBAGE JUN/20	339.62			

District of Ucluelet  
AP Cheque Listing

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
					39316	SCH GARBAGE JUN/20	1595.16			
030582	2	20-Jul-14	SBC01	SBC INSURANCE AGENCIES LTD.	10438	2020/21 INSURANCE-SPORTS PROGRAMS	900		900	
030581	2	20-Jul-14	rai01	RAINWATCH CONSULTING	UCLUELET_1	TRAINING/WORKSHOPS	630		630	
030580	2	20-Jul-14	PI110	PUROLATOR INC	444816407	BV LABS	185.84		558.61	
					444874923	BV LABS	93.61			
					444450126	VARIOUS LOCATIONS	279.16			
030579	2	20-Jul-14	PBX12	PBX ENGINEERING LTD	8993	14282-01 UCLUELET SCADA MAIN SUPPORT	1989.75		1989.75	
030607	2	20-Jul-23	bc206	BC ASSESSMENT AUTHORITY	REQ2020	2020 REQUISITION	36122.05		36588.39	
					PILT2020	2020 PILT REQUISITION	466.34			
030608	2	20-Jul-23	MA952	BUREAU VERITAS CANADA (2019) INC.	VA10152010	WATER TESTING C046509	263.55		861.74	
					VA10154614	SEWER TESTING C046933	334.64			
					VA10156323	WATER TESTING C048488	263.55			
030609	2	20-Jul-23	DAV01	DAVID STALKER EXCAVATING LTD.	11239	PROJ 20-22 BAY ST SEWER	97323.56	9732.36	87591.2	
030610	2	20-Jul-23	DFC01	DUMAS FREIGHT COMPANY	77460	FOUR STAR WATERWORKS	46.16		46.16	
030611	2	20-Jul-23	EB295	E.B. HORSMAN & SON	12517976	LED LIGHTS-PW	346.1		986.35	
					12525802	LEV COVER-PW SHED	8.51			
					12525720	FIREHALL SHOWER MATERIALS	689.43			
					12539307	RETURNED ITEM-INV 12517976	-57.69			
030612	2	20-Jul-23	EAR01	EARTHWAVE LANDSCAPES	698822	BMX PARK-MAINTENANCE/ADDITIONS	5250		5250	
030613	2	20-Jul-23	EL048	ERIK LARSEN DIESEL CO. LTD.	717988	WATER PUMP CONNECTION	94.99		94.99	
030614	2	20-Jul-23	EV001	EVITT ELECTRIC CO. LTD.	45141A	LOCKS	252.7		252.7	
030615	2	20-Jul-23	FW050	FAR WEST DISTRIBUTORS LTD	335744	SCH-BATHROOM SUPPLIES	211.62		553.2	
					335578	BATHROOM/CLEANING SUPPLIES	341.58			
030616	2	20-Jul-23	GRE01	GREEN ROOTS PLAY EQUIPMENT INC	INV-505	SWING SEATS	736.96		736.96	
030617	2	20-Jul-23	PD199	HARBOURVIEW DRUGSTORE	694750	GREIG,R.-TWINRIX	69.8		510.06	
					698725	BEELEY-TETANUS SHOTS	53.88			
					695018	MURRAY-3X HEP VACCINATIONS	211.95			
					697521	PPE-PARKS	174.43			
030618	2	20-Jul-23	HRPR7	HOLISTIC EMERGENCY PREPAREDNESS	3439	EMERGENCY TRAILER/EQUIPMENT	25289.84		25289.84	
030619	2	20-Jul-23	IC130	INFOSAT COMMUNICATIONS	434503	SAT PHONE JUL/20	65.12		65.12	
030620	2	20-Jul-23	JR381	J. ROBBINS CONSTRUCTION LTD	4526	PEA GRAVEL	46.05		46.05	

District of Ucluelet  
AP Cheque Listing

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
030621	2	20-Jul-23	CK608	KASSLYN CONTRACTING	D728 D729	D728 D729	6990.61 3042.82		10033.43	
030622	2	20-Jul-23	KL923	KERDMAN LINDSAY	123143 123128	GYM CAMP JUL/20 GYMNASTICS INSURANCE	2723.2 300		3023.2	
030623	2	20-Jul-23	KA001	KOERS & ASSOCIATES ENGINEERING LTD.	1947-007 1863-014 1750-017 9601-161	1947 HARBOUR LIFT STATION 1863 SANITARY MASTER PLAN 1750 BAY ST SANITARY SEWER 9601 MISC ENG-WELLFIELD DRAIN	2921.63 3814.65 7446.68 300.51		14483.47	
030624	2	20-Jul-23	MK001	MCAVOY WANDA	123150 123149	PERENNIALS-REIMBURSEMENT MCAVOY-WORK BOOTS	160.87 125.96		286.83	
030625	2	20-Jul-23	MISC	[REDACTED]	123124	GYMNASTICS CAMP WITHDRAWAL	160		160	
030626	2	20-Jul-23	MISC	[REDACTED]	123145	GYMNASTICS WITHDRAWAL X2	320		320	
030627	2	20-Jul-23	MISC	[REDACTED]	BP18-72	BP18-72 DMG DEP RETURN	1000		1000	
030628	2	20-Jul-23	MISC	[REDACTED]	TX127021-2020	PPTY TX OVERPYMT PAYOUT	967.79		967.79	
030629	2	20-Jul-23	MISC	[REDACTED]	TX127125-2020	PPTY TX OVERPYMT PAYOUT	1470.08		1470.08	
030630	2	20-Jul-23	MF207	MUNICIPAL FINANCE AUTHORITY of BC	REQ2020 PILT2020	2020 REQUISITION 2020 PILT REGISTRATION	166.63 2.17		168.8	
030631	2	20-Jul-23	M9410	MUSSELL JASON	123129	WORK BOOTS-REIMBRSMNT	256.43		256.43	
030632	2	20-Jul-23	RL909	MYRON PLETT LAW CORPORATION IN TRUST	123126	[REDACTED]	7800		7800	
030633	2	20-Jul-23	PM110	PERFECTMIND	UCL20200720	ANNUAL SOFTWARE LICENSE 2020-21	2240		2240	
030634	2	20-Jul-23	PI110	PUROLATOR INC	444984045	BV LABS	264.52		264.52	
030635	2	20-Jul-23	SD004	SCHOOL DISTRICT 70 ALBERNI	9526	BMX TRACK/VOLLYBALL-10 YR LEASE	10		10	
030636	2	20-Jul-23	NS003	SIGMUND, NORANANDA	123144	YOGA CAMP JUL/20	600		600	
030637	2	20-Jul-23	SK010	STRICKLAND KARLA	123127	CLOTH MASKS-MGMT TEAM	60		60	
030638	2	20-Jul-23	LEASE	UCLUELET CONSUMERS CO-OPERATIVE ASSN	08/20	AUG/20 LEASE	250		250	
030639	2	20-Jul-23	UP459	UCLUELET PETRO-CANADA	8553 8978 9047	FORD F150 TIRE REPLACE PARKS TRUCK-HAZARD BEACON LIGHT FUSE	214.26 135.07 9.53		358.86	
030640	2	20-Jul-23	UR849	UCLUELET RENT-IT CENTER LTD	38412	FILLER CAP FOR SAW	14.39		14.39	



District of Ucluelet  
AP Cheque Listing

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
030641	2	20-Jul-23	UKE01	UKEE AUTO SERVICE	105030	#3 IGNITION REPAIR	521.82		2980.79	
					200744	ROTOTILLER SERVICE	134.4			
					105029	#21 TIRE REPLACE	243.04			
					200745	#22 MOTOR INSTALL	210.56			
					105014	#22 SENSOR INSTALL	151.2			
					105019	MOWER-REPAIRS/SERVICE	1007.45			
					105031	MOWER-SERVICE	453.6			
					104917	#4 BRAKES SERVICE	258.72			
030642	2	20-Jul-23	UI923	UKEE INFO TECH	12137	UCC AV PROJECT-CAMERA PURCHASE	2738.37		2738.37	
030643	2	20-Jul-23	WC345	WURTH CANADA LTD	23962812	SOLDER GUN	70.55		70.55	





## STAFF REPORT TO COUNCIL

Council Meeting: August 18, 2020  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** NICOLE MORIN, CORPORATE/PLANNING CLERK

**FILE NO:** 0550-20

**SUBJECT:** RESOLUTION TRACKING – JULY 2020

**REPORT NO:** 20-80

**ATTACHMENT(S):** APPENDIX A: RESOLUTION TRACKING

### **RECOMMENDATION(S):**

There is no recommendation. This report is provided for information only.

### **PURPOSE:**

The purpose of this report is to provide Council with a monthly status update on 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. There is no recommendation. This report is provided for information only. **(Recommended)**
2. **THAT** Council provide alternative direction to staff.

**Respectfully submitted:** Nicole Morin, Corporate/Planning Clerk  
Joey Rotenberg, Manager of Corporate Services

Meeting	Date	Agenda Item #	Meeting Item Description	Resolution	Description	Department Responsible	Follow-Up Status
Regular Council	25-Sep-18	11.3.	Lease with Ucluelet & Area Historical Society	THAT Council approve recommendation 1 of report item, "Lease With Ucluelet & Area Historical Society", which states: 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 hectares	Meet with UAHS looking at options. UAHS to get back to Ms. Fortune to confirm the direction they would like to proceed	Recreation & Tourism	In Progress: with Historical Society for review and signing
Regular Council	14-May-19	13.4.	Zoning Amendment, Housing Agreement & DVP (354 Forbes Road)	THAT Council, with regard to the proposal to renovate the building on Lot 17, District Lot 281, Clayoquot District, Plan VIP76147 (354 Forbes Road) and request for zoning amendments to permit commercial tourist accommodation on the property: give third reading to the "District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1248, 2019"; give third reading to the "Ucluelet Housing Agreement Bylaw No. 1249, 2019"; and issue Development Variance Permit DVP19-03	Bring Bylaw No. 1248 & No. 1249 for adoption, once all subject to conditions being met	Planning	In Progress - waiting for applicant to meet conditions prior to adoption
Regular Council	10-Dec-19			THAT Staff provide Council with options for rejuvenating the Frank Jones Memorial site	Staff to provide Council with options for rejuvenating the Frank Jones Memorial site	Recreation & Tourism	In Progress - This will be part of overall master plan for Tugwell Field Area - Planning
Regular Council	14-Jan-20			THAT Staff work with Black Rock Oceanfront Resort & Spa to identify unique solutions for navigation to the resort	A.) Staff to incorporate options for directional landmarks in designs for Peninsula Road B.) Staff to follow up with Black Rock to discuss options for appropriate directional signs	Planning & Public Works	Assigned
Regular Council	14-Jan-20	12.1.	Zoning Bylaw Amendment for 2100 Peninsula Road	That staff prepare a report that identifies options for the regulation of odor and noise, including a covenant	Staff to prepare a report	Planning	Pending - awaiting information from applicant
Regular Council	28-Jan-20	14.1.	Building Infractions and Zoning Bylaw Amendment for 2088 Peninsula Road (RAVEN LODGE)	THAT District of Ucluelet Zoning Amendment Bylaw No. 1262, 2020, be given first and second reading and advanced to a public hearing	Update bylaw, bylaw tracker and give notice.	Administration	Complete
Regular Council	11-Feb-20	13.5.	West Coast Multi-Use Path Extension Bruce Greig, Manager of Community Planning West Coast Multi-Use Path Extension	THAT the District of Ucluelet make application to the Ministry of Forests, Lands, Natural Resource Operations and Rural Development to expand Licence of Occupation File 1407317, to allow for the extension of the West Coast Multi Use Path and other associated utility uses, between the existing Multi Use Path and Pacific Rim National Park Reserve	Apply to the Ministry of Forests, Lands, Natural Resource Operations and Rural Development	Planning / Public Works	In Progress
Special Council	12-Mar-20	12.3.	Operating and Project Review - Draft 5 Year Financial Plan	That Council direct Staff to provide a report on options for investing the remaining Community Forest Funds that have not been allocated for the 2020 budget	Draft report	Finance	Assigned - delayed due to Covid requirements
Special Council	12-Mar-20	10.2.	Reporting and Request for Funding Letter from the Ucluelet Chamber of Commerce	THAT Council directs Staff to present a report that explores options for the use of the \$10,000 allocated to explore economic development options including the future location of Tourism Ucluelet	Draft report regarding future locations for Tourism Ucluelet	Planning	In Progress
Special Council	12-Mar-20	11.1.	Amended Single-Use Item Regulation Bylaw No. 1266, 2029	1. THAT third reading of "District of Ucluelet Single-Use Item Regulation Bylaw No. 1266, 2020" be rescinded. 4. THAT a copy of the amended Ucluelet Single-Use Item Regulation Bylaw No. 1266, 2020 be sent to the Minister of Environment and Climate Change Strategy for approval	1. Update Bylaw and Tracker 4. Send copy of Bylaw to Minister and upon approval bring back for Council adoption 1. Update Bylaw and Tracker	Administration	In Progress: awaiting Ministerial approval
Regular Council	17-Mar-20	14.2.	Water Treatment Loan Authorization Donna Monteith, Chief Financial Officer	That Council approve recommendation 3 of report item, "Water Treatment Loan Authorization" which states: 3. THAT District of Ucluelet Loan Authorization Bylaw No. 1268, 2020 be given third reading and referred to the Inspector of Municipalities for approval	Staff to refer bylaw to the Inspector for Municipalities for approval	Administration	Assigned: this project is on hold until 2021 fiscal year

Regular Council	17-Mar-20	14.1	Lot 13 - Zoning Bylaw Amendment Bruce Greig, Manager of Community Planning	That Council approve recommendation 12 of report item, "Lot 13 - Zoning Bylaw Amendment" which states: 12. THAT Council approve funding in the amount of \$320,000.00 to support the servicing and infrastructure of the development to reduce the cost of units to qualifying households, subject to the following: a. the funds being released to the developer once the 33-lot subdivision has been registered; and, b. a mortgage charge being registered in favour of the District equal to \$14,545.45 in priority on the title of the 22 ownership lots, with the understanding that those mortgage charges will be discharged from each lot once an Occupancy Permit has been obtained for a dwelling unit on the lot. That Council approve recommendation 12 of report item, "Lot 13 - Zoning Bylaw Amendment" which states: 12. THAT Council approve funding in the amount of \$320,000.00 to support the servicing and infrastructure of the development to reduce the cost of units to qualifying households	Staff to work with applicant. Details to be registered at subdivision stage	Planning / Finance	In Progress
Regular Council	17-Mar-20	14.1.	Lot 13 - Zoning Bylaw Amendment Bruce Greig, Manager of Community Planning	That Council approve recommendation 8 of report item, "Lot 13 - Zoning Bylaw Amendment" which states: 8. THAT Council indicate that it is prepared to authorize the following, once the "No Subdivision Covenant" has been registered on the title of Lot 13: a. discharge of "No Build" covenant FB154873 currently registered on the title of Lot 13; and, b. approval for the future modification of Master Development Agreement and Covenant EX125879, at the time the subdivision of Lot 13 is registered, to document that 33 affordable units have been created for future consideration and calculation of the development potential on other lands currently owned by Weyerhaeuser Company Ltd. That Council approve recommendation 8 of report item, "Lot 13 - Zoning Bylaw Amendment" which states: 8. THAT Council indicate that it is prepared to authorize the following, once the "No Subdivision Covenant" has been registered on the title of Lot 13	Staff to work with lawyer to modify Master Development Agreement and Covenant EX125879, at the time the subdivision of Lot 13 is registered	Planning	Pending
Regular Council	17-Mar-20	14.1	Lot 13 - Zoning Bylaw Amendment Bruce Greig, Manager of Community Planning	THAT Council approve recommendation 5 of report item, "Lot 13 - Zoning Bylaw Amendment" which states: 5. THAT, subject to public input, Council indicate support for Development Variance Permit No. 3090-20-DVP20-02 which would vary the following: a. vary the Ucluelet Subdivision Control Bylaw No. 521, 1989, to allow development of a compact residential road and services within a 10m dedicated road right-of-way (instead of a 15m minimum road dedication) as proposed in the cross section by Park City Engineering Ltd. dated February 14, 2020; and, b. for proposed Lots 1, 2 and 5, vary section R-5.6.2 of District of Ucluelet Zoning Bylaw No. 1160, 2013, to permit access to a parking space to be located between the front face of the principal building and the adjacent road THAT Council approve recommendation 5 of report item, "Lot 13 - Zoning Bylaw Amendment" which states: 5. THAT, subject to public input, Council indicate support for Development Variance Permit No. 3090-20-DVP20-02 which would vary the following	Staff to bring forward DVP20-02 to future Council meeting during consideration of a Development Permit for the project	Administration / Planning	Pending submission of DP/DVP application
Regular Council	14-Apr-20	12.4.	COVID-19 Bylaw Education and Enforcement	A. THAT Council engage the Hesquiaht, Ahousaht, Tla-o-qui-aht, Toquaht and Yuutuʔiʔath governments, District of Tofino and Alberni-Clayoquot Regional District to discuss a coordinated approach for the West Coast to: i. lobby Island Health and/or the Government of BC to pass an order restricting tourist and other non-essential travel to the West Coast at this time; and, ii. take a consistent approach when exercising legislated local government and/or treaty powers to curtail businesses and activities which are not complying with recommendations of the Public Health Officers to stop the spread of COVID-19.A. THAT Council engage the Hesquiaht, Ahousaht, Tla-o-qui-aht, Toquaht and Yuutuʔiʔath governments, District of Tofino and Alberni-Clayoquot Regional District to discuss a coordinated approach for the West Coast	Council to engage and lobby	Council	Assigned

Regular Council	28-Apr-20	13.1.	Lot 13 Marine Drive - Proposed Affordable Housing	THAT Council authorize the discharge of "No Build" covenant FB154873 from the title of Lot 13, concurrent with the registration of the "No Subdivision Covenant with Option to Purchase" on the property's title	Discharge covenant once No Subdivision Covenant with Option to Purchase is registered on the property title	Planning	In Progress: this action is contingent upon the parties agreeing on a option to purchase
Regular Council	12-May-20	7.1	Lot 13 Marine Drive - Correspondence from Weyerhaeuser Todd Powell, Vice President of Weyerhaeuser NR Company	THAT Council indicate that it is prepared to authorize modification of Master Development Agreement and Covenant EX125879 on lands owned by Weyerhaeuser Company Ltd. at the point when a Development Permit has been issued for the proposed subdivision and development of the land, subject to the concurrent registration of the "No Subdivision Covenant with Option to Purchase" being registered on the title of Lot 13	Modify Master Development Agreement at the time DP is issued, subject to the "No Subdivision Covenant with Option to Purchase" being registered on the Lot 13	Planning	Assigned
Regular Council	26-May-20		Streamlined Temporary Approval for Expanded Outdoor Seating Areas Bruce Greig, Manager of Community Planning	THAT Council approve recommendation 1 of report item "Streamlined Temporary Approval for Expanding Outdoor Seating Areas" which states: 1. THAT Council direct Staff to prepare, as a District initiative, Development Permits valid from June 1, 2020, through October 31, 2020, for expanded outdoor seating areas in the locations generally shown in Appendix 'A' to the staff report dated May 26, 2020, for any adjacent business requesting such expansion	Staff to prepare, as a District initiative, Development Permits valid from June 1, 2020, through October 31, 2020	Planning	Complete
Regular Council	26-May-20		Streamlined Temporary Approval for Expanded Outdoor Seating Areas Bruce Greig, Manager of Community Planning	THAT Council approve recommendation 4 of report item "Streamlined Temporary Approval for Expanding Outdoor Seating Areas" which states: 4. THAT Council direct Staff to make physical changes to outdoor spaces to increase public outdoor seating opportunities, as generally shown in Appendix 'A' to the staff report dated May 26, 2020, and report back to Council as necessary if such works exceed existing operational budgets	Make physical changes to public spaces	Public Works	Complete
Regular Council	26-May-20	12.2.	Reserved Berth Fees Information Abby Fortune, Manager of Recreation & Tourism	THAT Council direct Staff to provide a report about amending the Ucluelet Harbour Regulation Bylaw No. 1134, 2011 to allow for monthly reserved berths	Draft report regarding amending Bylaw 1134 to allow for monthly reserve berths	Recreation & Tourism	Complete
Regular Council	23-Jun-20	13.1	District of Ucluelet Flood Mapping Project Bruce Greig, Manager of Community Services	THAT Council earmark the results of the flood mapping project for upcoming discussions in the Strategic Planning update and subsequent Budget preparations, for next steps to: update Emergency Preparedness plans; consider resiliency in long-term Asset Management planning; consider changes to development regulations, including a process for public consultation, as they relate to existing properties; and, consider new policy on future developments to avoid areas of flood risk.	Use report findings to update strategic planning, emergency preparedness plans, asset management planning, development regulations, policies related to development and subsequent budget preparation.	Administration	Assigned: this will be brought back during strategic and budget planning.
Regular Council	23-Jun-20	14.1	Proposed Rezoning, Subdivision and Development Permits for 221 Minato Road (Lot B, District Lot 286, Clayoquot District Plan VIP79908) Bruce Greig, Manager of Community Planning	THAT Council direct staff to give notice to receive comment on Development Variance Permit DVP19-02 and Temporary Use Permit TUP19-01 in conjunction with the public hearing on the zoning amendment bylaws and proposed development at 221 Minato Road.	Draft and publish public notice.	Administration	Complete
Regular Council	23-Jun-20	14.1.	Proposed Rezoning, Subdivision and Development Permits for 221 Minato Road (Lot B, District Lot 286, Clayoquot District Plan VIP79908) Bruce Greig, Manager of Community Planning	THAT District of Ucluelet Zoning Amendment Bylaw No. 1256, 2019, be given second reading as amended and be advanced to a public hearing.	Update bylaw, bylaw tracker and give notice.	Administration	Complete
Regular Council	23-Jun-20	14.1.	Proposed Rezoning, Subdivision and Development Permits for 221 Minato Road (Lot B, District Lot 286, Clayoquot District Plan VIP79908) Bruce Greig, Manager of Community Planning	THAT District of Ucluelet Zoning Amendment Bylaw No. 1244, 2019, be advanced to a public hearing.	Update bylaw, bylaw tracker and give notice.	Administration	Complete
Regular Council	23-Jun-20	14.2.	Zoning Bylaw Amendment for 799 Marine Drive John Towgood, Planner 1	THAT Council approve recommendation 1 of report item "Zoning Bylaw Amendment for 799 Marine Drive" which states: THAT District of Ucluelet Zoning Amendment Bylaw No. 1263, 2020, be given first and second reading and advanced to a public hearing;	Update bylaw, bylaw tracker and give notice.	Administration	Complete

Regular Council	23-Jun-20	14.3.	Zoning Amendment and Development Permit for 2015 Bay Street John Towgood, Planner 1	THAT Council approve recommendation 1 of report item "Zoning Amendment and Development Permit for 2015 Bay Street" which states: THAT District of Ucluelet Zoning Amendment Bylaw No. 1271, 2020, be given first and second reading and advanced to a public hearing.	Update bylaw, bylaw tracker and give notice.	Administration	Complete
Regular Council	23-Jun-20	14.4.	Zoning Bylaw Amendment for 796 Marine Drive John Towgood, Planner 1	THAT Council approve recommendation 1 of report item "Zoning Bylaw Amendment for 796 Marine Drive" which states: THAT District of Ucluelet Zoning Amendment Bylaw No. 1267, 2020, be given first and second reading and advanced to a public hearing.	Update bylaw, bylaw tracker and give notice.	Administration	Complete
Regular Council	23-Jun-20	14.1	Proposed Rezoning, Subdivision and Development Permits for 221 Minato Road (Lot B, District Lot 286, Clayoquot District Plan VIP79908) Bruce Greig, Manager of Community Planning	THAT District of Ucluelet Zoning Amendment Bylaw No. 1244, 2019, be advanced to a public hearing.	Draft and publish public hearing notice.	Planning	Complete
Regular Council	23-Jun-20	13.4	Development Permit for 1911 and 1905 Peninsula Road John Towgood, Planner 1	THAT Council approve recommendation 1 of the report item "Development Permit for 1911 and 1905 Peninsula Road" which states: THAT Council approve Development Permit DP20-01 for a six-unit motel, general building renovation to an existing motel building, and new landscaping on the properties located at 1911 and 1905 Peninsula Road.	Issue DP.	Planning	Complete
Regular Council	23-Jun-20	13.1	District of Ucluelet Flood Mapping Project Bruce Greig, Manager of Community Services	THAT Council approve recommendations 1-3 of report item "District of Ucluelet Flood Mapping Project" which state: THAT Council receive the District of Ucluelet Coastal Flood Mapping Report for information; THAT Council direct staff to make the full contents of the report available for public access, to inform interested community members and regional partners by: creating a webpage on the District of Ucluelet web site with links to all final project materials; sharing the project results with the Yuułuꞵiꞵath Government, 'Tuk w aa ꞵ ath Nation, Alberni Clayoquot Regional District, Parks Canada and the District of Tofino for their information; mounting an information display in the Ucluelet Community Centre so that community members can access full-size copies of the final maps, final report and information posters explaining the project, results and next steps; and, THAT Council earmark the results of the flood mapping project for upcoming discussions in the Strategic Planning update and subsequent Budget preparations, for next steps to: update Emergency Preparedness plans; consider resiliency in long-term Asset Management planning; consider changes to development regulations, including a process for public consultation, as they relate to existing properties; and, consider new policy on future developments to avoid areas of flood risk.	Publish full contents of report on a web page, share report with neighbouring communities, and mount information display in the Ucluelet Community Centre.	Planning	In Progress
Regular Council	23-Jun-20	13.1	District of Ucluelet Flood Mapping Project Bruce Greig, Manager of Community Services	THAT Council approve recommendations 1-3 of report item "District of Ucluelet Flood Mapping Project" which state: THAT Council receive the District of Ucluelet Coastal Flood Mapping Report for information;  THAT Council direct staff to make the full contents of the report available for public access, to inform interested community members and regional partners by:  a) creating a webpage on the District of Ucluelet web site with links to all final project materials; b) sharing the project results with the Yuułuꞵiꞵath Government, 'Tuk w aa ꞵ ath Nation, Alberni Clayoquot Regional District, Parks Canada and the District of Tofino for their information; c) mounting an information display in the Ucluelet Community Centre so that community members can access full-size copies of the final maps, final report and information posters explaining the project, results and next steps; and,	Create Website, share with surrounding communities, and display in UCC	Planning / Admin	In Progress
Regular Council	23-Jun-20	13.2	Off-Leash Dog Park Abby Fortune, Manager of Recreation & Tourism	THAT Council approve recommendations 1 of report item "Off-Leash Dog Park" which states: THAT Council designate Frank Jones Memorial Park as an off-leash dog area, on a trial basis.	Develop signage and communications regarding the off-leash area at the Frank Jones Memorial Park	Recreation & Tourism	In Progress - signs have been ordered

Regular Council -	14-Jul-20	6.1	June 23, 2020 Regular Minutes	THAT Council adopt the June 23, 2020 Regular Minutes as presented.	Print, sign, publish and file.	Administration	Complete
Regular Council	14-Jul-20	6.2	June 23, 2020 Special Minutes	THAT Council adopt the June 23, 2020 Regular Meeting Minutes as amended.	Amend, print, sign, publish and file.	Administration	Complete
Regular Council	14-Jul-20	10.3	Disaggregated COVID-19 Data Collection Jonathan X. Cote, Mayor, City of New Westminster	THAT Council direct Staff to write a letter to the provincial and federal Ministers of Health in support of the letter by Jonothan X. Cote, Mayor of New Westminster, dated, July 6, 2020 that those ministries collect <del>disaggregated data about the impact of COVID-19</del>	Write letter of support.	Administration	Complete
Regular Council	14-Jul-20	13.2	2020 UBCM Meetings Joseph Rotenberg, Manager of Corporate Services	THAT Council direct staff to request meetings with priority provincial ministries for the 2020 UBCM Convention. THAT Council direct staff to register Council to attend UBCM.	Register Council to attend UBCM and book staff meetings.	Administration	Complete
Regular Council	14-Jul-20	13.3	Audio Visual Upgrades for the Main Hall Joseph Rotenberg, Manager of Corporate Services	THAT Council approve recommendation 1 and 2 of report item "Audio Visual Upgrades for the Main Hall" from the report titled which state: THAT Council reschedule the August 4, 2020 Regular Council Meeting to August 18, 2020 at 5:00 PM; and THAT Council approve using up to \$60,000 RMI funds for Audio Visual (AV) upgrades to the Main Hall at the Ucluelet Community Centre.	Publish notice of change to the Regular Council Meeting Schedule.	Administration	Complete
Regular Council	14-Jul-20	14.1	Council Procedure Bylaw - Adoption Joseph Rotenberg, Manager of Corporate Services	THAT Council approve recommendation 1 of legislative item "Council Procedure Bylaw - Adoption" which states: THAT Council adopt "District of Ucluelet Procedures Bylaw No. 1264, 2020".	Print, sign, publish and file.	Administration	Complete
Regular Council	14-Jul-20	14.2	Reserve Berth Fees - Bylaw No. 1276, 2020 Joseph Rotenberg, Manager of Corporate Services	THAT Council approve recommendation 1 of legislative item "Reserve Berth Fees - Bylaw No. 1276, 2020" presented in the report titled "Harbour Regulation Bylaw No. 1275, 2020 - Adoption" which states: THAT Council adopt "District of Ucluelet Harbour Regulation Bylaw No. 1276, 2020".	Print, sign, publish and file.	Administration	Complete
Regular Council	14-Jul-20	13.1	Respectful Workplace Policy Mark Boysen, Chief Administrative Officer	THAT Council approve recommendation 1 of report item "Respectful Workplace Policy" which states: THAT Council endorse the draft Respectful Workplace Policy.	Send to CUPE for approval. Share with staff upon approval.	Administration	In Progress
Regular Council	14-Jul-20	10.1	5G - What you Need to Know Sherry Ridout, Citizens for Safe Technology	THAT Council direct Staff investigate 5G in Ucluelet and present a report to Council.	Staff to investigate 5G in Ucluelet	Administration	In Progress
Regular Council -	14-Jul-20	13.3	Audio Visual Upgrades for the Main Hall Joseph Rotenberg, Manager of Corporate Services	THAT Council approve recommendation 1 and 2 of report item "Audio Visual Upgrades for the Main Hall" from the report titled which state: THAT Council reschedule the August 4, 2020 Regular Council Meeting to August 18, 2020 at 5:00 PM; and THAT Council approve using up to \$60,000 RMI funds for Audio Visual (AV) upgrades to the Main Hall at the Ucluelet Community Centre.	Implement AV upgrades.	Recreation & Tourism	In Progress - working with IT





## STAFF REPORT TO COUNCIL

Council Meeting: AUGUST 18, 2020  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** MARK BOYSEN, CHIEF ADMINISTRATIVE OFFICER

**FILE NO:** 0640-20

**SUBJECT:** 2019 ANNUAL REPORT

**REPORT NO:** 20-77

**ATTACHMENT(S):** APPENDIX A - 2019 ANNUAL REPORT

### **RECOMMENDATION(S):**

1. **THAT** Council adopt the District of Ucluelet 2019 Annual Report as attached.

### **PURPOSE:**

The purpose of this report is for Council to adopt the annual report after considering submissions and questions from the public.

### **BACKGROUND:**

On April 23, 2020 the Ministry of Municipal Affairs and Housing announced that the 2020 deadline for holding the annual general meeting in which Council receives the 2019 Annual Report was extended from June 30<sup>th</sup> to August 31<sup>st</sup>.

The annual report must include: the audited financial statements; list of property tax exemptions; report of municipal services and operations; and progress report on municipal objectives and measures.

Section 99 of the *Community Charter* requires Council, at a public meeting, to consider the report and any submissions and questions from the public. The report was posted to the District website and statutory notices were published in the Westerly News. To date, the District has not received any submissions from the public.

### **OPTIONS REVIEW:**

1. **THAT** Council adopt the District of Ucluelet 2019 Annual Report as attached. **(Recommended)**
2. **THAT** Council amend the District of Ucluelet 2010 Annual Report and adopt the report as amended.

**Respectfully submitted:** Joseph Rotenberg, Manager of Corporate Services  
Mark Boysen, Chief Administrative Officer

DISTRICT OF UCLUELET

# 2019 ANNUAL REPORT



DISTRICT OF  
UCLUELET

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**2019 Annual Report**  
January 1 to December 31, 2019

This document was prepared by the Corporate Services Department, with departmental information provided by each Department Head.

# OVERVIEW

## 2019 ANNUAL REPORT

### Our Community, Our Future

The District of Ucluelet is a self-contained community located on the rugged west coast of Vancouver Island within the traditional lands of the Yuułu?it?ath First Nation. Ucluelet has the benefit of a range of assets and amenities relative to its size and although considered to be remote, enjoys excellent physical and digital access to the rest of the world. The community is defined by a deep appreciation for the natural environment and a culture of creativity and resilience. With a strong sense of community, residents rely on one another and take pride in their spirit of partnership and volunteerism.

Despite fluctuations in the economy and local industries over time, Ucluelet has always adapted and thrived. We see a bright future for our community with quality, sustainable infrastructure and services to support a population of all ages, from young families to active retirees who choose to call Ucluelet home. As our community faces demands for growth, we will strive to preserve our quality of life and our natural assets while ensuring that future development is aligned with our community's values.

### Our Role

The District of Ucluelet provides leadership in the community with emphasis on inclusive and strategic planning for the future. We play a role in unifying the community towards a common vision and communicating with our residents on issues that are important to them and the District. We collaborate with our neighbors to enhance our collective provision of services and to ensure effective advocacy on issues that affect our region. Ultimately, our role is to pursue the aspirations of our community and leave a legacy for future generations.

### Our Commitment

- **Lead by example**
- **Own our decisions and the outcomes**
- **Be prepared and informed as we make decisions**
- **Be collaborative with our partners**
- **Have an open mind**
- **Be consistent**

# MESSAGE

## FROM THE MAYOR



MAYOR MAYCO NOËL

### COUNCILLORS

RACHELLE COLE

JENNIFER HOAR

LARA KEMPS

MARILYN MCEWEN



We are now almost half way through our Council term and it has been unique time in our town's history. A wave of positive news for our community over the past couple of years has been dampened by the impacts of the COVID-19 pandemic. We are not alone, but our Council and Staff have worked hard to ensure our response to COVID-19 meets the unique needs of Ucluelet. Despite these challenges, we are well on our way to achieving the goals our Council set in our 2019-2022 Strategic Plan. Having a clear plan and a strong commitment to our word has kept us focused on our goals. While we know that there is uncertainty ahead, opportunities can arise from the challenges that will make our community even stronger for the future.

I understand our sense of community and the need to protect what we have going forward. We are at a unique moment in Ucluelet's history as we have never had so many opportunities to advance our community. Of our many accomplishments in 2019, I am most excited about three initiatives in particular:

1. The Province of BC announced funding for new high school and seismic upgrade to the elementary school.
2. The continued success of the Barkley Community Forest, which produced another \$1 Million in 2019.
3. The hiring of the District's first full-time Fire Chief, a significant step for our community's fire safety and emergency preparedness.

Born and raised in the area, I look to the future with optimism, pride, and thoughtful reflection as our Council continues to help govern the growth, safety, and livability of Ucluelet.

Thank you.

Mayor Mayco Noël

# MESSAGE FROM THE CAO

On behalf of the staff at the District of Ucluelet, it is my pleasure to share with you our 2019 Annual Report. Last year was a positive one for our municipality and, despite the challenges of COVID-19, we have established financial and operational systems that have made us more resilient to the fluctuations that a small town can endure. We continue to be a growing community and that means a gradual demand increase on our delivery of services, whether that be for the existing range of services or for greater variety of services. We are committed to providing a balanced, quality range of services at a level our residents expect, while remaining fiscally responsible.

Going forward, our staff will continue to follow Council's Strategic Priorities to help us focus our resources on where they are most needed as Council determines how our organization can best shape and support our community as it grows. Thank you for taking the time to review this report and learning about the many projects and initiatives completed in 2019 for the benefit of current and future generations of Ucluelet residents.

And lastly on behalf of our organization I also thank our Council members for the continued direction and support they provide. It is a privilege to work together in service of our community.

Thank you.

Mark Boysen  
Chief Administrative Officer

## 2019 ORGANIZATIONAL STRUCTURE



# Community Planning

## Department Overview

### PLANNING DUTIES:

- Prepare long range land use plans and policies
- Process development permits, board of variance referrals, and rezoning and subdivision applications
- Serve the community by responding to a wide range of inquiries and applications related to the use and development of land
- Plan and design improvements for public pathways, roads, trails and open space
- Building Inspection services and permit administration

### BYLAW DUTIES:

- Bylaw enforcement and business licensing
- Administer land use bylaws, standards and policies in light of legislation and other approving agency jurisdictions
- Provide public education and respond to inquiries

## Department Overview

The Community Planning Department provides professional and technical advice to Council on current and future uses of land in the District and on issues concerning housing, the environment, culture and heritage preservation, transportation, tourism, harbour and managed water uses, and socio-economic policies. The planning division of this Department is responsible for the administration of zoning, land use and development applications. Community planning, parks and trail network systems, streamside protection, and long term visions such as the Official Community Plan (OCP) all help to guide the yearly work plans and objectives of this Department. The building, license and bylaw division of this Department maintains the quality of life for the District of Ucluelet's citizens by ensuring safety through compliance with established building codes and community adopted bylaws. This division also receives and processes complaints and coordinates the bylaw enforcement activities for the District.

### 2019 COMPLETED PROJECTS

- ✓ Temporary Use Permits for seasonal employee accommodation
- ✓ Village Green revitalization engagement and design
- ✓ Peninsula Road revitalization engagement and design
- ✓ Cannabis legalization engagement

### 2020 PLANNED PROJECTS

- Village Green revitalization concepts and costing
- Peninsula Road concepts and costing
- OCP Bylaw Adoption
- Flood risk assessment & mapping project
- Long-range Land Use Demand study
- Development Cost Charges (DCC) Bylaw update
- Secondary Suites/Cottage Dwelling zoning project
- Ongoing work on Lot 13 small-lot affordable housing development



Photo by: Zoe Millette

# Parks & Recreation

## Department Overview

### KEY RESPONSIBILITIES:

- Community Programming
- Community Health
- Community Special Events
- Facilities (asset management)
- Trails & Green Spaces
- Beautification
- Playgrounds
- Public Realm Projects (parks, paths, roads, facilities)



## Department Overview

The Parks and Recreation Department provides the fundamental building blocks for a healthy and flourishing community. The Ucluelet Parks & Recreation Master Plan Executive Summary notes that Ucluelet has a strong sense of community. We feel this is in part due to the wide variety of recreation programs offered here, in addition to the special events occurring throughout the community each year. Our focus is to provide and support excellent programs, special events with community group involvement and facilities, and continue to promote and strengthen the sense of community. Ucluelet Parks and Recreation Department is committed to ensuring a high level of excellence in its service to the community and continues to strive to promote an atmosphere of friendly and efficient service.

### 2020 PLANNED PROJECTS

- Amphitrite Lightkeeper's House
- Amphitrite Centre
- Wayfinding program
- New heritage sign (location to be determined)
- Bear Smart gap analysis
- Electric vehicle charging station installations
- Edna Batchelor pathway
- Aquarium Water Fountain install in May
- Wild Pacific Trail Maintenance Equipment Ebike
- Repair and Refurbish Roy Vickers sign

### 2019 COMPLETED PROJECTS

- ✓ Wild Pacific Connectors (Marine Drive - He-Tin-Kis - Spring Cove)
- ✓ New Public Washroom Chamber of Commerce
- ✓ Heritage sign installed at Spring Cove
- ✓ Alder Road Park
- ✓ St. Jacques Park
- ✓ Edna Batchelor Park Swing Install
- ✓ Office at Works Yard





# Fire & Emergency Services

## Department Overview

### KEY RESPONSIBILITIES:

- Response to callouts for fire, rescue, motor vehicle incidents and medical first responder calls in Ucluelet and contracted areas
- Fire prevention and public education
- First Safety Inspections
- Community emergency preparedness
- Emergency Support Services (ESS)
- Ucluelet Emergency Network (UEN)
- Emergency Operations Centre (EOC)



## Department Overview

The Fire and Emergency Services Department supports and maintains a community emergency management system through mitigation, preparedness, response, and recovery initiatives for emergencies and disasters. The Ucluelet Volunteer Fire Brigade (UVFB) has been providing fire services for the community of Ucluelet since 1949. Each year the UVFB responds to an average of 150 callouts for fire, rescue, motor vehicle accidents, and medical first responder calls.

The Emergency Support Services (ESS) team of volunteers is responsible for coordinating the provision of shelter, food, clothing, transportation, medical services and reunification services to victims of emergencies and disasters for up to 72 hours.

The Ucluelet Emergency Network (UEN) is a multi-jurisdictional committee that consists of representatives from the District of Ucluelet, BC Ambulance Services, Canadian Rangers, ESS, Pacific Rim National Park, RCMP, Royal Canadian Search & Rescue, School District 70, Toquaht Nation, UVFB, West Coast Inland Search & Rescue and *Yuułuʔiłʔatᕐ* Government (Ucluelet First Nation).

### 2019 COMPLETED PROJECTS

- ✓ Amphitrite Emergency Kiosk #1
- ✓ Emergency Operations Centre Training
- ✓ Initiation of the Tsunami Warning System Sirens Project development

### 2020 PLANNED PROJECTS

- Completion of Tsunami Warning System Sirens
- Tugwell Emergency Kiosk #2 install
- Fire Hall and EOC Upgrades
- Continuation of prioritizing firefighter safety including Firefighter Air Management Program
- EOC and ESS grant applications (UBCM)
- Emergency generator for new school
- Upgrade of self contained breathing apparatus to light-weight carbon fibre cylinders
- Emergency Support Services disaster hub project funded through UBCM Grant money
- Fire safety inspection program software purchase and program roll-out

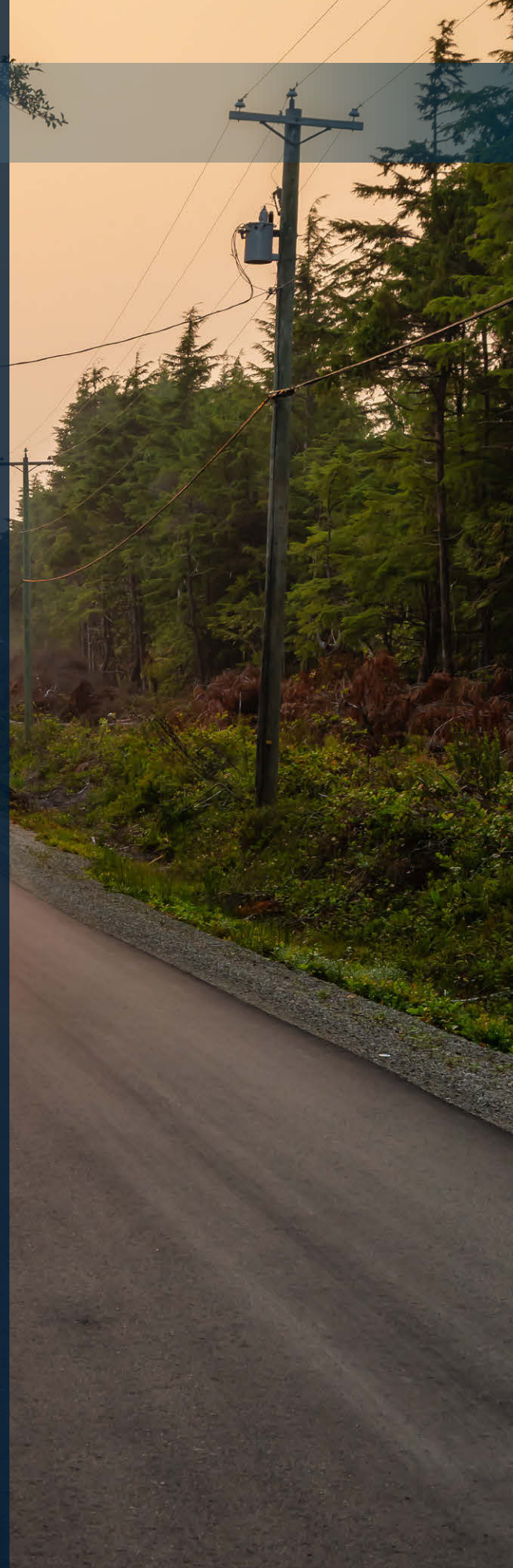


# Public Works (Water/Sewer/Roads)

## Department Overview

### KEY RESPONSIBILITIES:

- Maintenance of municipal roads, sidewalks and public garbage containers
- Record keeping of municipal infrastructure and facilities
- Ongoing staff training on water and sewer systems and grounds maintenance
- 24-hour emergency services for the community
- Maintenance of sewer systems to meet Federal and Provincial standards
- Water distribution and treatment system
- Maintenance of water systems to meet Provincial standards



## Department Overview

The Ucluelet Public Works department is on call 24/7, 365 days a year, to ensure the community infrastructure is in good working order to enhance the community's health, safety, and overall quality of life.

In addition to daily infrastructure, facility maintenance, and long-term infrastructure planning, the Public Works department takes on a number of key projects each year.

### 2019 COMPLETED PROJECTS

- ✓ Upgrade of Sewer Lagoon complete
- ✓ Marine Drive Wild Pacific Trail Connector
- ✓ Matterson Reservoir Upgrade
- ✓ New water capacity and filtration system grant submission
- ✓ Installation of speed humps using Gas Tax Funding

### 2020 PLANNED PROJECTS

- Bay Street duplex elimination
- Sewer/Storm Master Plan
- SCADA sewer installation
- Well upgrade
- SCADA water completion



# Finance/ Corporate Services

## Department Overview

### KEY RESPONSIBILITIES:

#### Finance Services:

- Financial planning and budgeting
- Procurement and purchasing services
- Treasury and taxation
- Manage business licensing
- Accounting for transactions
- Financial reporting and fiscal management
- Support services to all departments

#### Corporate Services:

- Corporate leadership and administrative support to Council and Chief Administrative Officer
- Management, information and support services to Council, Committees, and Boards
- Human Resources, Records Management, legal, risk management and land acquisition
- Harbour Authority planning and operation, legislative services, information technology, communications and community engagement



### Department Overview

The Finance and Corporate Services department's primary responsibility is to maintain the business foundation of the District. It's objective is to provide accurate, timely information and support to the community, District departments, and Council. The department invests a considerable portion of time and resources to Council-decision support and managing the financial, administrative, and legislative responsibilities of the District of Ucluelet. Additionally, the department provides Human Resources services and IT-related support to improve the effectiveness of internal and external communications, as well as exploring and incorporating technology-based information management and reporting tools to ensure accountability and transparency in all of the District's practices.



### 2019 COMPLETED PROJECTS

- ✓ Strategic Plan 2019-2022 completed
- ✓ New Budgeting Software installation
- ✓ Webcasting implementation
- ✓ WaterWorth implementation

### 2020 PLANNED PROJECTS

- Bylaw/Policy Gap Analysis
- Asset Management Implementation
- Climate Adaptation Plan Draft
- Ucluelet Health Centre project - Phase 1
- Indigenous Awareness training for Council and Staff
- SewerWorth implementation



## Small Craft Harbour

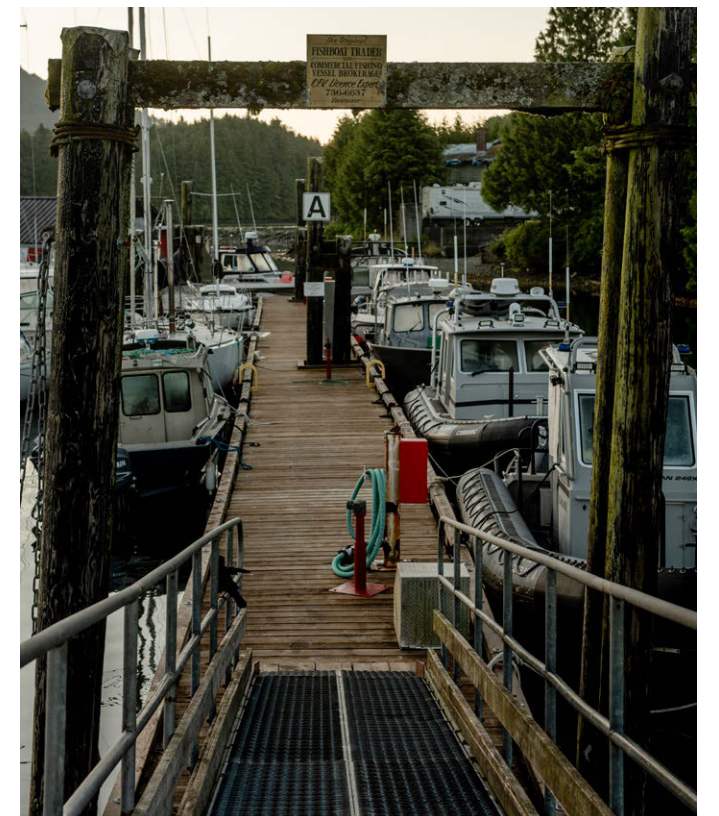
Ucluelet's Small Craft Harbour is the west coast's most comprehensive marine facility. Our Small Craft Harbour is a classic example of a true working harbour, situated on the outskirts of Barkley Sound. It is a destination in its own right. The jurisdictional boundary for the District of Ucluelet extends approximately 200 metres into the Pacific Ocean surrounding the Ucluth Peninsula. The Harbour has historically and continues to play an important role in the life and well being of the residents in the District. The facilities includes the Boat Basin, Whiskey Dock and 52 Steps and are all within walking distance of the village center.

### 2019 COMPLETED PROJECTS

- ✓ Upgrade to Wi-Fi system
- ✓ Commercial dryer installation
- ✓ Life jacket boards with 8 life jackets

### 2020 PLANNED PROJECTS

- Harbour Master Plan update
- New pilings at Whiskey Dock
- SCH beautification work
- Cleaning station education signage
- Boat launch improvements
- Defibrillator for SCH





## Sustainability and Climate Action

In March of 2019, Ucluelet adopted its first Climate Action Plan, which set the ambitious 2050 targets of 100% Renewable Energy and 80% reduction in Greenhouse Gas (GHG) emissions. Funded by the FCM Municipalities for Climate Innovation Program, the plan includes an inventory of community emissions, goals to achieve the targets, and strategies to achieve those goals. This effort led to the awarding of FCM Partners for Climate Protection (PCP) Milestone 4 and Milestone 2 for action community and corporate emissions, respectively.

### Ucluelet moved forward on other important climate action initiatives in 2019 including:

- ✓ The District purchased 4 dual port Level 2 EV charging stations and supported community efforts that will result in a total of 9 level 2 charging locations and 2 DC fast-charging stations installed in 2020.
- ✓ Ucluelet was successful in its application for a \$150,000 grant from the Province of BC to complete flood risk mapping of the community's coastline. The flood risk mapping will also assist in refining tsunami inundation levels that will support emergency response planning.

Ucluelet is also conducting detailed risk assessments to identify current and future climate impacts to the coastal community. The result will be a new climate adaptation plan in 2020, a funded project developed under the ICLEI Changemakers Project. With these plans falling into place, the municipality will be able to incorporate future actions into the District's 5-year financial planning process. The implementation and monitoring of these actions will also be incorporated into the District's annual reporting process.

Please visit our Sustainability and Climate webpage at [ucluelet.ca](http://ucluelet.ca) to view our Climate Action Plans.

## Barkley Community Forest

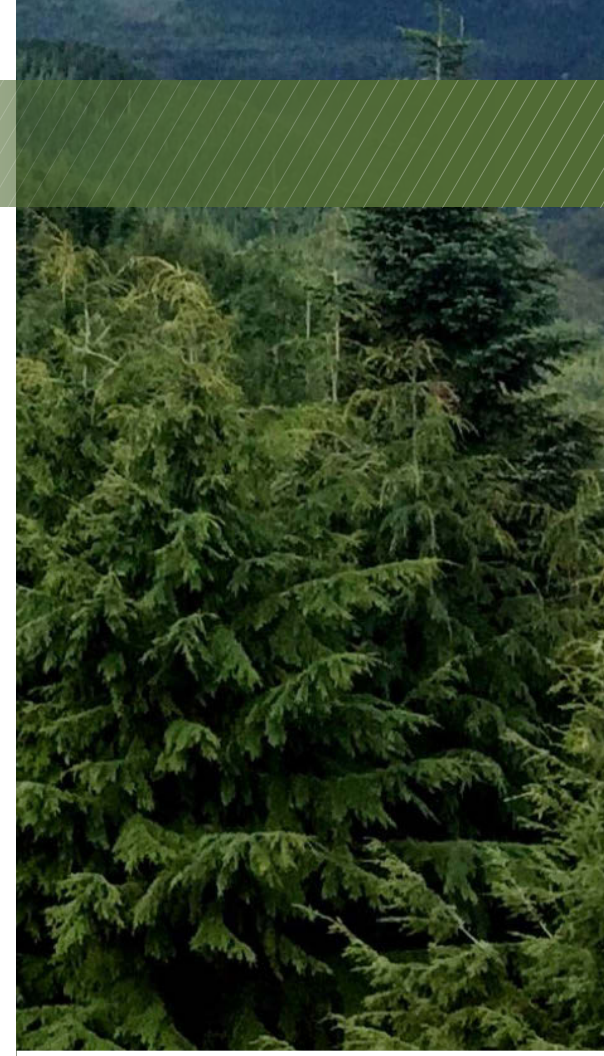
The District of Ucluelet is fortunate to be a partner with the Toquaht Nation as joint shareholders of the Barkley Community Forest Corporation. After many years of dedicated commitment to the development of the Barkley Community Forest, the first harvesting began in 2017. Led by a dedicated board of directors, the Corporation worked with the Ministry of Forests, Lands and Natural Resource Operations to identify suitable lands that could be managed sustainably for the long term benefit of both communities.

In 2018 and 2019, the benefits for this partnership have been realized, with the District received an amazing \$3,000,000 in dividends generated from the Barkley Community Forest. Council has looked to ensure this financial benefit be used to enhance the community for the benefit of its residents. In 2019, funds were allocated to support the initial feasibility review of a Ucluelet Health Centre and tsunami sirens.

### 2020 funding considerations included:

- ✓ Reserves for affordable housing
- ✓ Supporting the development of the Amphitrite Centre
- ✓ A new emergency generator as part of the new high school construction
- ✓ A new hard surface facility at Tugwell Field

For more information about the Barkley Community Forest, please visit [barkleyforest.ca](http://barkleyforest.ca)





# Financial Statements

District of Ucluelet  
December 31, 2019

Photo by: Zoe Millette

## Management's Responsibility

The accompanying consolidated financial statements of the District of Ucluelet (the "District") are the responsibility of management and have been prepared in compliance with applicable legislation, and in accordance with generally accepted accounting standards for local governments as established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. A summary of significant accounting policies is described in Note 1 to the consolidated financial statements. The preparation of the consolidated financial statements necessarily involves the use of estimates based on management's judgement, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The District's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the consolidated financial statements. These systems are monitored and evaluated by management.

Mayor and Council meet with management and the external auditor to review the consolidated financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the consolidated financial statements.

The consolidated financial statements have been audited by MNP LLP; independent external auditors appointed by the District. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the District's consolidated financial statements.

July 14, 2019

Donna Monteith  
Chief Financial Officer

**Independence Auditor's Report**

To the Mayor and Council of the District of Ucluelet:

**Opinion**

We have audited the consolidated financial statements of the District of Ucluelet (the "District"), which comprise the consolidated statement of financial position as at December 31, 2019, and the consolidated statements of operations, changes in net financial assets and cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies and other explanatory information.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the District as at December 31, 2019, and the results of its consolidated operations, changes in net financial assets and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

**Basis for Opinion**

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are independent of the District in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Other Matter**

The prior year comparative figures were audited by another firm of chartered professional accountants, who issued an unmodified opinion on June 7, 2019.

**Other Information**

Management is responsible for the other information, consisting of the annual report, which is expected to be made available to us after the date of this auditor's report.

Our opinion on the consolidated financial statements does not cover the other information and we will not express any form of assurance conclusion thereon.

In connection with our audit of the consolidated financial statements, our responsibility is to read the other information identified above when it becomes available and, in doing so, consider whether the other information is materially inconsistent with the consolidated financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated.

When we read the annual report, if we conclude that there is a material misstatement therein, we are required to communicate the matter to those charged with governance.

**Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements**

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the District's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the District or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the District's financial reporting process.

**Auditor's Responsibilities for the Audit of the Consolidated Financial Statements**

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the District's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the District to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

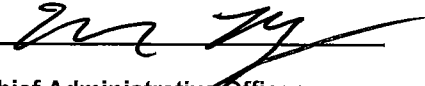
We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Nanaimo, British Columbia

July 14, 2020

*MNP LLP*  
 Chartered Professional Accountants

**District of Ucluelet**  
**Consolidated Statement of Financial Position**  
*As at December 31, 2019*

	2019	2018
<b>Financial Assets</b>		
Cash and cash equivalents	2,922,831	1,212,327
Investments (Note 2)	8,143,791	8,976,814
Accounts receivable (Note 3)	711,765	839,217
Investment in Government Business Enterprise (Note 4)	730,165	540,658
	<b>12,508,552</b>	<b>11,569,016</b>
<b>Liabilities</b>		
Accounts payable and accrued liabilities (Note 5)	814,762	1,118,931
Refundable deposits (Note 6)	149,335	119,084
Deferred revenue (Note 7)	640,863	497,366
Prepaid property taxes and utilities	41,675	41,149
Development cost charges (Note 8)	775,207	727,399
Debt (Note 9)	1,934,688	2,024,214
	<b>4,356,530</b>	<b>4,528,143</b>
<b>Net Financial Assets</b>	<b>8,152,022</b>	<b>7,040,873</b>
<b>Non-Financial Assets</b>		
Tangible capital assets (Note 10, Schedule 1)	40,845,824	40,700,278
Inventory of supplies	20,944	20,944
Prepaid expenses	74,760	68,198
	<b>40,941,528</b>	<b>40,789,420</b>
<b>Accumulated Surplus (Note 11)</b>	<b>49,093,550</b>	<b>47,830,293</b>
<b>Commitments and contingencies (Note 16)</b>		
<b>Subsequent events (Note 20)</b>		
 Chief Administrative Officer		

**District of Ucluelet**  
**Consolidated Statement of Operations**  
*For the year ended December 31, 2019*

	2019 Budget (Note 17)	2019	2018
<b>Revenue</b>			
Taxation, net (Note 13)	3,248,887	3,177,951	3,224,952
Sale of services	1,850,263	1,870,813	1,910,610
Other revenue from own sources	171,600	306,695	255,620
Investment income	85,360	157,802	100,656
Grants and contributions	1,708,045	1,252,869	874,058
DCC revenue	337,930	-	321,530
Ministry and Regional District Tax	-	543,799	374,062
Equity in investment of Government Business Enterprise (Note 4)	-	1,189,507	2,001,593
	<b>7,402,085</b>	<b>8,499,436</b>	<b>9,063,081</b>
<b>Expenses</b>			
General government services	1,453,939	1,653,920	1,280,695
Protective services	488,633	398,867	439,126
Transportation services	1,226,994	1,461,427	1,181,181
Planning and environmental services	438,110	375,333	423,794
Recreation and cultural services	1,735,021	2,146,667	1,853,456
Water utility	723,680	549,357	576,711
Sewer utility	917,217	650,608	561,733
	<b>6,983,594</b>	<b>7,236,179</b>	<b>6,316,696</b>
<b>Annual surplus</b>	418,491	1,263,257	2,746,385
<b>Accumulated surplus, Beginning of the year</b>	47,830,293	47,830,293	45,083,908
<b>Accumulated surplus, End of the year</b>	48,248,784	49,093,550	47,830,293



**District of Ucluelet**  
**Consolidated Statement of Change in Net Financial Assets**  
*For the year ended December 31, 2019*

	<i>2019 Budget (Note 17)</i>	<b>2019</b>	<i>2018</i>
<b>Annual surplus</b>	418,491	<b>1,263,257</b>	2,746,385
Acquisition of tangible capital assets	(2,592,261)	<b>(1,614,672)</b>	(1,051,336)
Disposals of tangible capital assets	-	<b>140,000</b>	-
Amortization of tangible capital assets	1,116,000	<b>1,329,126</b>	1,134,363
Contribution of tangible capital assets	-	-	(9,950)
Change in inventory of supplies	-	-	-
Change in prepaid expenses	-	<b>(6,562)</b>	(13,887)
<b>Increase in Net Financial Assets</b>	<b>(1,057,770)</b>	<b>1,111,149</b>	2,805,575
<b>Net Financial Assets, Beginning of the year</b>	<b>7,040,873</b>	<b>7,040,873</b>	4,235,298
<b>Net Financial Assets, End of the year</b>	<b>5,983,103</b>	<b>8,152,022</b>	7,040,873

**District of Ucluelet**  
**Consolidated Statement of Cash Flows**  
**For the year ended December 31, 2019**

	2019	2018
<b>Operating Transactions</b>		
Annual surplus	1,263,257	2,746,385
Non-cash items included in surplus:		
Amortization of tangible capital assets	1,329,126	1,134,363
Contributions of tangible capital assets	-	(9,950)
Loss on disposal of tangible capital assets	140,000	-
Investment in Government Business Enterprise	(1,189,507)	(2,001,593)
Actuarial adjustment on debt	(17,212)	(13,492)
	<b>1,525,664</b>	<b>1,855,713</b>
<b>Change in non-cash working capital balances related to operations</b>		
Accounts receivable	127,452	425,520
Accounts payable and accrued liabilities	(304,169)	745,924
Refundable deposits	30,251	111,615
Deferred revenue	143,497	89,886
Prepaid property taxes and utilities	526	-
Development cost charges	47,808	(112,328)
Inventory of supplies	-	-
Prepaid expenses	(6,562)	(13,887)
	<b>1,564,467</b>	<b>3,102,443</b>
<b>Capital Transactions</b>		
Acquisition of tangible capital assets	(1,614,672)	(1,051,336)
<b>Investment Transactions</b>		
Decrease (increase) in investments	833,023	(4,139,875)
Dividends received from Government Business Enterprise	1,000,000	2,000,000
	<b>1,833,023</b>	<b>(2,139,875)</b>
<b>Financing activities</b>		
Debt repaid	(72,314)	(77,294)
<b>Net change in cash and cash equivalents</b>	<b>1,710,504</b>	<b>(166,062)</b>
<b>Cash and cash equivalents, Beginning of the year</b>	<b>1,212,327</b>	<b>1,378,389</b>
<b>Cash and cash equivalents, End of the year</b>	<b>2,922,831</b>	<b>1,212,327</b>

The District of Ucluelet (the "District") is a municipality in the Province of British Columbia and operates under the provisions of the Local Government Act and the Community Charter of British Columbia. The District's principal activities include the provision of local government services to residents of the incorporated area.

**1. Significant accounting policies**

The consolidated financial statements of the District are prepared by management in accordance with Canadian public sector accounting standards, as recommended by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants Canada. Significant accounting policies adopted by the District are as follows:

**(a) Reporting entity**

The consolidated financial statements reflect the combination of all the assets, liabilities, revenues, expenses, and accumulated surplus of the District. Inter-departmental balances and transactions have been eliminated.

The District's business partnerships, jointly owned and controlled by the District but not dependent on the District for their continuing operations, are included in the consolidated financial statements using the modified equity method.

The modified equity method of accounting is modified only to the extent that the business entity accounting principles are not adjusted to conform to those of the District. Thus, the District's investment in these entities is recorded at acquisition cost and is increased for the proportionate share of post-acquisition earnings and decreased by post acquisition losses and distributions received.

Entities accounted for by the modified equity basis include:

- Barkley Community Forest Limited Partnership (50% ownership)
- Ucluelet Economic Development Corporation (wholly owned)

The District administers certain trust assets on behalf of external parties which are excluded from the financial statements.

**(b) Bases of presentation**

The District follows the accrual method of accounting for revenues and expenses. Revenues are normally recognized in the year in which they are earned and measurable. Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and/or the creation of a legal obligation to pay.

**(c) Government transfers**

Government transfers are recognized in the consolidated financial statements as revenues in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made, except when and to the extent the transfer gives rise to an obligation that meets the definition of a liability.

**(d) Property tax revenue**

Property tax revenue is recognized on an accrual basis using the approved tax rates and the anticipated assessment related to the current year.

**(e) Deferred revenue**

Deferred revenue includes grants, contributions and other amounts received from third parties pursuant to legislation, regulation and agreement which may only be used in certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred, services performed, or the tangible capital assets are acquired, thereby extinguishing the related liability.

**1. Significant accounting policies (continued)**

**(f) Development cost charges**

Development cost charges are amounts which are restricted by government legislation or agreement with external parties. When qualifying expenditures are incurred development cost charges are recognized as revenue in amounts which equal the associated expenses.

**(g) Cash and cash equivalents**

Cash and cash equivalents include short-term, highly liquid investments with a term to maturity of 90 days or less at acquisition.

**(h) Deposits and repayments**

Receipts restricted by third parties are deferred and recorded as deposits and are refundable under certain circumstances. Deposits and prepayments are recognized as revenue when qualifying expenditures are incurred.

**(i) Employee future benefits**

The District and its employees make contributions to the Municipal Pension Plan. These contributions are expensed as incurred.

Sick leave and other benefits are available to the District's employees. The costs of these benefits are estimated based on accumulated sick leave and best estimates of future usage and expected future salary and wage increases. The obligations under these benefit plans are accrued based on projected benefits as the employees render services necessary to earn the future benefits.

**(j) Investment income**

Investment income is reported as revenue in the period earned. When required by the funding government or related Act, investment income earned on deferred revenue, development cost charges and deposits and prepayments is added to the investment and forms part of the liability balance.

**(k) Debt**

Debt is recorded net of related payments and actuarial earnings.

**(l) Non-financial assets**

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

**a. Tangible capital assets**

Tangible capital assets are recorded at cost which includes amounts that are directly attributable to the acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets, excluding land, are amortized on a straight-line basis over their estimated useful lives as follows:

Asset	Useful life - years
Buildings	10 - 60
Vehicles and Equipment	5 - 25
Other structures	15 - 50
Roads	20 - 60
Drainage structures	30 - 50
Water structures	10 - 50
Sewer structures	10 - 50

**1. Significant accounting policies (continued)**

Amortization is charged annually, including the year of acquisition and disposal. Assets under construction are not amortized until the asset is available for productive use.

Tangible capital assets are written down when conditions indicate that they no longer contribute to the District's ability to provide goods and services or when the value of the future economic benefits associated with the asset are less than the book value of the asset.

- b. Contributions of tangible capital assets  
Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and are recorded as revenue.
- c. Natural resources  
Natural resources that have not been purchased are not recognized as assets in the consolidated financial statements.
- d. Works of art and cultural historic assets  
Works of art and cultural and historic assets are not recorded as assets in these consolidated financial statements.
- e. Interest capitalization  
The District does not capitalize interest costs associated with the acquisition or construction of a tangible capital asset.
- f. Leased tangible capital assets  
Leases which transfer substantially all the benefits and risks incidental to ownership of property are accounted for as operating leases and the related payments are charged to expenses as incurred.
- g. Inventory of supplies  
Inventory of supplies held for consumption are recorded at lower of cost and replacement cost.

**(m) Contaminated sites**

A liability for remediation of contaminated site is recognized at the best estimate of the amount required to remediate the contaminated site when contamination exceeding an environmental standard exists, the District is either directly responsible or accepts the responsibility, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount is determinable. The best estimate of the liability includes all costs directly attributable to remediation activities and is reduced by expected net recoveries based on information available at December 31, 2019.

At each financial reporting date, the District reviews the carrying amount of the liability. Any revisions required to the amount previously recognized is accounted for in the period revisions are made. The District continues to recognize the liability until it is settled or otherwise extinguished. Disbursements made to settle the liability are deducted from the reported liability when made. As at December 31, 2019, the District has not recorded any liability for contaminated sites as no such sites exist.

**(n) Use of estimates**

The preparation of the financial statements requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements and reported amounts of revenues and expenses during the period. Significant areas requiring the use of management estimates relate to the collectability of accounts receivable, accrued liabilities, post-employment benefits, provisions for contingencies and amortization, useful lives and salvage values for determining tangible capital asset values. Actual results could differ from these estimates.

**2. Investments**

Investments include funds invested in Guaranteed Investment Certificates and Money Market funds with CIBC Wood Gundy and the Municipal Finance Authority of B.C. The investments are carried at market value which is equal to the carrying value.

**3. Accounts receivable**

	2019	2018
Property taxes	\$ 154,276	\$ 194,084
Due from other governments	166,718	244,081
User fee and other	390,771	401,052
	<b>\$ 711,765</b>	<b>\$ 839,217</b>

**4. Investment in Government Business Enterprise**

The Barkley Community Forest Limited Partnership is a limited partnership owned by the District and Toquaht Nation as limited partners and Barkley Community Forest Corporation as the general partner. The objective and purpose of the partnership is to hold one or more Community Forest Agreements and to carry on such business and activities as may be desirable and permitted under the Community Forest Agreements.

The following table provides condensed supplementary financial information for the limited partnership at December 31, 2019.

	2019	2018
<b>Financial position</b>		
<b>Assets</b>		
Current	\$ 1,851,515	\$ 2,500,506
	<b>\$ 1,851,515</b>	<b>\$ 2,500,506</b>
<b>Liabilities</b>		
Current	\$ 176,250	\$ 259,976
Silviculture accrual	214,934	213,351
	<b>391,184</b>	<b>473,327</b>
<b>Equity</b>		
Retained earnings	1,460,331	2,027,179
	<b>\$ 1,851,515</b>	<b>\$ 2,500,506</b>
<b>Operations</b>		
Revenue	\$ 2,243,080	\$ 6,063,919
Expenses	809,928	1,114,871
	<b>\$ 1,433,152</b>	<b>\$ 4,949,048</b>

The District's share of income from the government business enterprise was a total of \$1,189,507 (2018 - \$2,001,593). During 2019, the District received \$1,000,000 (2018 - \$2,000,000) of dividends from the government business enterprise, which was recorded as a reduction in its investment. No other transactions occurred between the two entities.

5. Accounts payable and accrued liabilities

	2019		2018	
Trade accounts payable	\$	468,416	\$	843,326
Salaries and wages payable		238,097		189,702
Accrued employee benefits		69,349		57,998
Due to other governments		21,927		10,932
Accrued interest		16,973		16,973
	\$	814,762	\$	1,118,931

6. Refundable deposits

	2019		2018	
Damage deposits	\$	94,000	\$	65,119
Developer performance deposits		55,335		53,965
	\$	149,335	\$	119,084

7. Deferred revenue

Deferred revenue consists of the following balances:

	Opening balance	Interest	Receipts	Revenue Recognized	Ending balance
Resort Municipality Initiative	\$ 486,015	\$ 10,943	\$ 384,368	\$ 311,981	\$ 569,345
Other	11,351	-	83,000	22,833	71,518
	\$ 497,366	\$ 10,943	\$ 467,368	\$ 334,814	\$ 640,863

8. Development cost charges

Development cost charges represent funds received from developers and deposited into a separate fund for capital expenditures. The District records these funds as a liability upon receipt which is then recognized as revenue when the related costs are incurred.

	Opening balance	Interest	Receipts	Revenue recognized	Ending balance
Roads	\$ 52,458	\$ 1,053	\$ 10,356	\$ -	\$ 63,867
Storm water	203,482	3,893	-	-	207,375
Sewer	192,439	3,718	5,070	-	201,227
Water	100,395	1,972	10,680	-	113,047
Parks	178,625	3,440	7,626	-	189,691
	\$ 727,399	\$ 14,076	\$ 33,732	\$ -	\$ 775,207

9. Debt

The District issues debt instruments through the Municipal Finance Authority (MFA), pursuant to security issuing bylaws under authority of the Local Government Act, to finance capital expenditures.

	Interest Rate	Original Amount	Repayments and actuarial earnings	Balance 2019	Balance 2018
MFA issue 1074	3.40%	\$ 1,948,000	\$ 434,766	\$ 1,513,234	\$ 1,575,316
MFA issue 1195	3.15%	475,000	53,546	421,454	448,898
		\$ 2,423,000	\$ 488,312	\$ 1,934,688	\$ 2,024,214

As a condition of the borrowing through MFA, a portion of the debenture proceeds is retained by the MFA as a debt reserve fund. As at December 31, 2019, the cash balance of the District's debt reserve funds was \$29,653 (2018 - \$28,978). Debt reserve funds are not recorded elsewhere in the financial statements.

The loan agreements with the Alberni-Clayoquot Regional District and the MFA provide that, if at any time the scheduled payments provided for in the agreements are not sufficient to meet the MFA's obligations in respect to such borrowings, the resulting deficiency becomes a liability of the District.

Principal payments on debt for the next five years are as follows:

2020	\$	72,314
2021		72,314
2022		72,314
2023		72,314
2024		72,314

Interest expense

Interest paid during the year was \$76,610 (2018 - \$76,708).

10. Tangible capital assets

(a) Contributed tangible capital assets

Contributed tangible capital assets of nil (2018 - 9,950) were recognized during the year.

(b) Tangible capital assets disclosed at nominal values

Where an estimate of fair value could not be made, the tangible capital asset has been recognized at a nominal value.

(c) Write-down of tangible capital assets

No write-down of tangible capital assets occurred during the year.

(d) Work in progress

During the year there were net additions to work in progress of \$135,579 (2018 - \$964,791). Amortization of work in progress commences in the year the asset is transferred to tangible capital assets and is put into service.

**11. Accumulated surplus**

Accumulated surplus consists of individual fund surplus and reserve funds as follows:

	2019		2018	
Investment in tangible capital assets	\$	38,910,866	\$	38,676,064
Reserves		5,543,115		4,321,638
Unrestricted surplus		4,639,569		4,832,591
	\$	49,093,550		47,830,293

**12. Reserves**

	Opening balance	Interest allocated	Contributions	Funding	Ending balance
Barkley Community Reserve	\$ 2,000,000	\$ 52,219	\$ 1,000,000	\$ 16,250	\$ 3,035,969
Community Works Fund	1,376,788	49,905	254,414	239,567	1,441,540
Small Craft Harbours	320,256	7,114	45,000	6,546	365,824
Affordable Housing	8,566	1,480	124,129	-	134,175
Land sale	61,083	1,071	-	-	62,154
Social	119,035	2,104	-	-	121,139
Recreation	11,472	188	-	-	11,660
Park Dedication	282,196	4,994	-	2,478	284,712
Parking	18,679	612	-	-	19,291
Sewer debt	54,875	951	-	-	55,826
Equipment	68,688	825	-	58,688	10,825
	\$ 4,321,638	\$ 112,463	\$ 1,423,543	\$ 323,529	\$ 5,543,115

The Community Works Fund (Gas Tax) is provided by the Government of Canada. The use of the funding is established by a funding agreement between the District and the Union of British Columbia Municipalities. Gas Tax funding may be used toward designated public transit, community energy, water, wastewater, solid waste and capacity building projects, as specified in the funding agreements.

**13. Taxation**

Taxation revenue, reported on the statement of operations, is comprised of the following:

	2019		2018	
Municipal purposes				
General	\$	2,883,081	\$	2,883,573
Utility		44,325		42,012
Parcel taxes		232,160		224,975
Grants in lieu of taxes		18,385		74,392
		3,177,951		3,224,952
Taxes levied for other authorities				
School authorities		1,325,634		1,214,477
RCMP		154,771		144,133
Regional Hospital		160,612		174,652
Regional District		309,001		276,046
BC Assessment Authority		29,826		16,740
Vancouver Island Regional Library		110,291		104,626
Municipal Finance Authority		-		202
		2,090,135		1,930,876
Total taxes collected	\$	5,268,086		5,155,828

**14. Trust funds**

Trust funds administered by the District have not been included in the consolidated statement of financial position nor have their operations been included in the consolidated statement of operations. The District holds trust funds under British Columbia law for the purposes of maintaining a public cemetery.

	2019		2018	
Opening balance	\$	25,516	\$	25,516
Interest earned		140		-
Ending balance	\$	25,656	\$	25,516

**15. Pension plan**

The District and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2018, the plan has about 205,000 active members and approximately 101,000 retired members. Active members include approximately 40,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2018, indicated a \$2,866 million funding surplus for basic pension benefits on a going concern basis.

The District paid \$187,695 (2018 - \$141,473) for employer contributions to the plan in fiscal 2019.

**16. Commitments and contingencies**

- (a) Debt issued by the Alberni Clayoquot Regional District (ACRD), under provisions of the Local Government Act, is a direct, joint and several liability of the ACRD and each member municipality within the ACRD, including the District.
- (b) In the normal course of a year, claims for damages are made against the District. The District records an accrual in respect to legal claims that are likely to be successful and for which a liability amount is reasonably determinable. The District is self-insured for general liability claims through membership in the Municipal Insurance Association of British Columbia. Under this program, member municipalities are to share jointly for general liability claims against any member in excess of \$5,000. Should the Association pay out claims in excess of premiums received, it is possible that the District, along with the other participants, would be required to contribute towards the deficit.

**17. Budget**

The budget presented in these consolidated financial statements includes both operating and capital budgets. The District of Ucluelet budget was approved by Council on April 23, 2019 with the adoption of the Five-Year Financial Plan (2019 – 2023) Bylaw No 1245, 2019. The chart below reconciles the approved budget to the budget figures reported in these financial statements. Cemetery expenses are included in the budget but excluded from the annual surplus because these funds are held in trust and not reported in the financial statements of the District (Note 14).

		2019 Budget
Consolidated Budgeted Surplus, per District of Ucluelet Financial Plan Bylaw 1245		\$ -
Add		
	Acquisition of tangible capital assets	2,592,261
	Debt repayment	72,314
	Transfers to reserves	65,000
	Net cemetery expenses	6,230
Less		
	Proceeds of borrowing	(30,000)
	Transfers from reserves	(1,137,414)
	Transfers from surplus	(33,900)
	Amortization	(1,116,000)
<b>Consolidated Budgeted Surplus, per District of Ucluelet Statement of Operations</b>		<b>\$ 418,491</b>

**18. Segmented information**

The District is a diversified municipal organization that provides a wide range of services to its citizens. District services are provided by departments and their activities reported separately. Certain functions that have been separately disclosed in the segmented information, along with the services they provide, are as follows:

**General government services**

The general government operations provide the functions of corporate administration and legislative services and any other functions categorized as non-departmental.

**18. Segment information (continued)**

**Protective services**

Protective services are comprised of three different functions, including the District's emergency management agency, fire and regulatory services. The emergency management agency prepares the District to be more prepared and can respond to, recover from, and be aware of, the devastating effects of a disaster or major catastrophic event that will impact the community. The fire department is responsible for providing critical, life-saving services in preventing or minimizing the loss of life and property from fire and natural or man-made emergencies. The mandate of the regulatory services function is to promote, facilitate and enforce general compliance with the provisions of bylaws that pertain to the health, safety and welfare of the community and provide a full range of planning services related to zoning, development permits, variance permits, and current regulatory issues.

**Transportation services**

Transportation services is responsible for a wide variety of transportation functions such as roads and streets. As well, services are provided around infrastructure, transportation planning, pedestrian and cycling issues, harbour facilities, and on-street parking regulations, including street signs and painting.

**Planning and environmental services**

Planning works to achieve the District's community planning goals through the official community plan, and other policy initiatives. Environmental services were established to assist the Emergency, Planning, Public Works, and Recreation Departments with programs associated with the maintenance or improvement of the natural ecosystem.

**Recreation and cultural services**

Parks is responsible for the maintenance and development of all park facilities. Cultural services facilitate the provision of recreation and wellness programs and services.

**Water and Sewer utilities**

The water and sewer utilities operate and distribute the water and sewer networks. They are responsible for the construction and maintenance of the water and sewer distribution systems, including mains and pump stations.

The accounting policies used in these segments are consistent with those followed in the preparation of the consolidated financial statements as disclosed in Note 1. Taxation revenue is recognized as general government revenue and has not been allocated to other segments.

**19. Comparative figures**

Certain figures in the comparative information have been reclassified to conform with the current year presentation.

20. Subsequent events

- (a) Subsequent to the year-end, there was a global outbreak of COVID-19 (coronavirus), which has had a significant impact on municipalities through the restrictions put in place by the Canadian, provincial and municipal governments regarding travel, municipal operations and isolation/quarantine orders. At this time, it is unknown the extent of the impact the COVID-19 outbreak may have had on the District of Ucluelet as this will depend on future developments that are highly uncertain and that cannot be predicted with confidence. These uncertainties arise from the inability to predict the ultimate geographical spread of the disease, and the duration of the outbreak, including the duration of travel restrictions, office closures and disruptions, and quarantine/isolation measures that are currently, or may be put, in place by Canada and other countries fighting the virus.
- (b) On February 3, 2020, the District awarded a contract to David Stalker Excavating Ltd in the amount of \$503,947 excluding taxes, for the Bay Street Sanitary Sewer Extension.

Schedule 1

District of Ucluelet  
 Consolidated Schedule of Tangible Capital Assets  
 Year ended December 31, 2019

2019	Land	Buildings	Vehicles and equipment	Other structures	Roads	Drainage structures	Water structures	Sewer Structures	Work in progress	Total 2019
<b>Cost</b>										
Opening balance	\$ 14,858,568	\$ 10,971,381	\$ 2,837,008	\$ 3,468,499	\$ 7,813,511	\$ 1,559,012	\$ 5,642,154	\$ 8,675,985	\$ 2,820,309	\$ 58,646,427
Add: Additions	-	-	145,013	67,477	53,270	50,000	79,074	175,676	1,044,162	1,614,672
Less: Disposals	(140,000)	-	-	-	-	-	-	-	-	(140,000)
Less: Write-downs	-	-	-	-	-	-	-	-	-	-
Transfers	-	32,700	-	66,121	-	-	496,982	312,780	(908,583)	-
Closing balance	14,718,568	11,004,081	2,982,021	3,602,097	7,866,781	1,609,012	6,218,210	9,164,441	2,955,888	60,121,099
<b>Accumulated Amortization</b>										
Opening Balance	-	2,623,994	1,718,566	1,844,756	3,843,588	685,531	2,655,522	4,574,192	-	17,946,149
Add: Amortization	-	229,108	284,367	158,851	189,898	36,583	205,291	225,028	-	1,329,126
Less: Write-downs	-	-	-	-	-	-	-	-	-	-
Less: Disposals	-	-	-	-	-	-	-	-	-	-
Ending Balance	-	2,853,102	2,002,933	2,003,607	4,033,486	722,114	2,860,813	4,799,220	-	19,275,275
<b>Net Book Value</b>	<b>\$ 14,718,568</b>	<b>\$ 8,150,979</b>	<b>\$ 979,088</b>	<b>\$ 1,598,490</b>	<b>\$ 3,833,295</b>	<b>\$ 886,898</b>	<b>\$ 3,357,397</b>	<b>\$ 4,365,221</b>	<b>\$ 2,955,888</b>	<b>\$ 40,845,824</b>

2018	Land	Buildings	Vehicles and equipment	Other structures	Roads	Drainage structures	Water structures	Sewer Structures	Work in progress	Total 2018
<b>Cost</b>										
Opening balance	\$ 14,858,568	\$ 10,971,381	\$ 2,814,132	\$ 3,468,499	\$ 7,774,731	\$ 1,559,012	\$ 5,607,315	\$ 8,675,985	\$ 1,855,518	\$ 57,585,141
Add: Additions	-	-	22,876	-	38,780	-	7,481	-	992,149	1,061,286
Less: Disposals	-	-	-	-	-	-	-	-	-	-
Less: Write-downs	-	-	-	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	27,358	-	(27,358)	-
Closing balance	14,858,568	10,971,381	2,837,008	3,468,499	7,813,511	1,559,012	5,642,154	8,675,985	2,820,309	58,646,427
<b>Accumulated Amortization</b>										
Opening Balance	-	2,394,886	1,586,078	1,691,239	3,655,598	650,198	2,467,487	4,366,300	-	16,811,786
Add: Amortization	-	229,108	132,488	153,517	187,990	35,333	188,035	207,892	-	1,134,363
Less: Write-downs	-	-	-	-	-	-	-	-	-	-
Less: Disposals	-	-	-	-	-	-	-	-	-	-
Ending Balance	-	2,623,994	1,718,566	1,844,756	3,843,588	685,531	2,655,522	4,574,192	-	17,946,149
<b>Net Book Value</b>	<b>\$ 14,858,568</b>	<b>\$ 8,347,387</b>	<b>\$ 1,118,442</b>	<b>\$ 1,623,743</b>	<b>\$ 3,969,923</b>	<b>\$ 873,481</b>	<b>\$ 2,986,632</b>	<b>\$ 4,101,793</b>	<b>\$ 2,820,309</b>	<b>\$ 40,700,278</b>

Schedule 2

District of Ucluelet  
 Consolidated Schedule of Segment Disclosure by Service  
 Year ended December 31, 2019

	General Government Services	Protective Services	Transportation Services	Planning and Environmental Services	Recreation and Cultural Services	Water Utility	Sewer Utility	2019 Actual
<b>Revenue</b>								
Taxation, net	\$ 2,945,791	\$ -	\$ -	\$ -	\$ -	\$ 108,825	\$ 123,335	\$ 3,177,951
Sale of services	9,888	-	362,475	39,745	384,071	612,366	462,268	1,870,813
Grants and contributions	791,702	15,910	7,000	-	327,423	-	110,834	1,252,869
Investment income	157,802	-	-	-	-	-	-	157,802
Other revenue from own sources	1,255,814	27,558	-	193,724	543,799	15,767	3,339	2,040,001
	<b>5,160,997</b>	<b>43,468</b>	<b>369,475</b>	<b>233,469</b>	<b>1,255,293</b>	<b>736,958</b>	<b>699,776</b>	<b>8,499,436</b>
<b>Expenses</b>								
Salaries and wages	\$ 867,080	\$ 169,124	\$ 261,156	\$ 224,960	\$ 735,590	\$ 163,356	\$ 137,593	\$ 2,558,859
Contracted services	89,301	39,816	389,815	78,249	120,149	47,975	76,645	841,950
Materials and supplies	83,323	83,598	166,148	8,707	213,404	57,602	143,769	756,551
Interest and other	490,119	83,195	56,021	27,826	629,727	13,713	10,670	1,311,271
Audit and legal	61,968	-	-	35,591	-	-	-	97,559
Telephone and utilities	62,129	23,134	77,439	-	59,838	61,420	56,903	340,863
Amortization	-	-	510,848	-	387,959	205,291	225,028	1,329,126
	<b>1,653,920</b>	<b>398,867</b>	<b>1,461,427</b>	<b>375,333</b>	<b>2,146,667</b>	<b>549,357</b>	<b>650,608</b>	<b>7,236,179</b>
<b>Annual surplus (deficit)</b>	<b>\$ 3,507,077</b>	<b>\$ (355,399)</b>	<b>\$ (1,091,952)</b>	<b>\$ (141,864)</b>	<b>\$ (891,374)</b>	<b>\$ 187,601</b>	<b>\$ 49,168</b>	<b>\$ 1,263,257</b>

	General Government Services	Protective Services	Transportation Services	Planning and Environmental Services	Recreation and Cultural Services	Water Utility	Sewer Utility	2018 Actual
<b>Revenue</b>								
Taxation, net	\$ 2,999,977	\$ -	\$ -	\$ -	\$ -	\$ 101,640	\$ 123,335	\$ 3,224,952
Sale of services	7,312	-	316,745	34,405	314,138	699,052	538,958	1,910,610
Grants and contributions	588,841	15,900	7,000	-	134,064	-	128,253	874,058
Investment income	100,656	-	-	-	-	-	-	100,656
Other revenue from own sources	2,042,717	-	33,480	205,561	399,412	4,480	267,155	2,952,805
	<b>5,739,503</b>	<b>15,900</b>	<b>357,225</b>	<b>239,966</b>	<b>847,614</b>	<b>805,172</b>	<b>1,057,701</b>	<b>9,063,081</b>
<b>Expenses</b>								
Salaries and wages	\$ 699,755	\$ 168,777	\$ 284,416	\$ 202,052	\$ 529,473	\$ 167,007	\$ 148,688	\$ 2,200,168
Contracted services	98,070	31,286	276,122	58,733	139,664	65,038	109,682	778,595
Materials and supplies	42,943	64,386	137,420	12,478	172,537	86,012	27,033	542,809
Interest and other	245,889	152,351	59,517	32,122	569,505	2,402	862	1,062,648
Audit and legal	66,401	-	963	118,409	-	-	-	185,773
Telephone and utilities	127,637	22,326	66,932	-	59,653	68,217	67,575	412,340
Amortization	-	-	355,811	-	382,624	188,035	207,893	1,134,363
	<b>1,280,695</b>	<b>439,126</b>	<b>1,181,181</b>	<b>423,794</b>	<b>1,853,456</b>	<b>576,711</b>	<b>561,733</b>	<b>6,316,696</b>
<b>Annual surplus (deficit)</b>	<b>\$ 4,458,808</b>	<b>\$ (423,226)</b>	<b>\$ (823,956)</b>	<b>\$ (183,828)</b>	<b>\$ (1,005,842)</b>	<b>\$ 228,461</b>	<b>\$ 495,968</b>	<b>\$ 2,746,385</b>

2019 Annual Report  
 Mayor  
 Councillors  
 Chief Administrative Officer





## Permissive Tax Exemption

ORGANIZATION NAME	2019 MUNICIPAL TAXES
Christ Community Church of Ucluelet	\$6,371.62
Bishop of Victoria	\$3,192.07
Ucluelet Congregation of Jehovah's Witnesses	\$3,115.69
Food Bank on the Edge	\$1,350.56
Westcoast Community Resources Centre	\$1,875.84
Nuu-Chah-Nulth First Nations	\$627.26
Ministry of Child and Family Development	\$627.26
Vancouver Island Regional Library	\$4,378.94
Ucluelet Daycare Society	\$2,046.68
Army & Navy Airforce Veterans - Ucluelet Unit #293	\$3,136.90
Ucluelet Aquarium Society	\$26,879.54
KUU-US Crisis Line Society	\$1,670.33
Ucluelet Consumers Co-operative	\$4,327.95

**ADMINISTRATION OFFICE**  
200 Main Street, Ucluelet, BC, V0R 3A0

**PH** 250-726-7744

**FAX** 250-726-7335

**EMAIL** [info@ucluelet.ca](mailto:info@ucluelet.ca)

**2019**  
ANNUAL REPORT



## STAFF REPORT TO COUNCIL

Council Meeting: August 18, 2020  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** DONNA MONTEITH, CHIEF FINANCIAL OFFICER

**FILE NO:** 1880-20 SOFI

**SUBJECT:** 2019 STATEMENT OF FINANCIAL INFORMATION REPORT

**REPORT NO:** 20-76

**ATTACHMENT(S):** APPENDIX A - 2019 STATEMENT OF FINANCIAL INFORMATION

### **RECOMMENDATION(S):**

1. **THAT** Council approve the District of Ucluelet 2019 Statement of Financial Information as attached.

### **PURPOSE:**

The purpose of this report is for Council to approve the 2019 Statement of Financial Information (SOFI) report as attached.

### **BACKGROUND:**

Section 2 of the *Financial Information Act* requires a SOFI be prepared by a municipality and schedule 1, section 9(2) *Financial Information Regulation* requires that the SOFI be approved by its council and by the officer assigned responsibility for financial administration under the *Community Charter*.

The SOFI report must include the following:

- Audited financial statements;
- Schedule of remuneration and expenses for all Councillors;
- Schedule of remuneration and expenses for each employee that exceeds \$75,000;
- Schedule of suppliers of goods and services;
- Statement of payments of grants; and,
- A signature of approval.

### **OPTIONS REVIEW:**

1. **THAT** Council approve the District of Ucluelet 2019 Statement of Financial Information as attached. **(Recommended)**

**Respectfully submitted:** Donna Monteith, Chief Financial Officer



District of Ucluelet  
2019  
Statement of  
Financial  
Information

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## 2019 Statement of Financial Information

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## STATEMENT OF FINANCIAL INFORMATION APPROVAL

The undersigned, as authorized by the Financial Information Regulation, Schedule 1, subsection 9(2), approves all the statements and schedules included in this Statement of Financial Information, produced by the Financial Information Act.

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Donna Monteith  
Chief Financial Officer

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Mayco Noël  
Mayor

### Management's Responsibility

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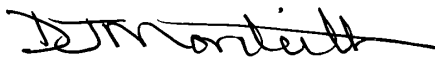
The accompanying consolidated financial statements of the District of Ucluelet (the "District") are the responsibility of management and have been prepared in compliance with applicable legislation, and in accordance with generally accepted accounting standards for local governments as established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. A summary of significant accounting policies is described in Note 1 to the consolidated financial statements. The preparation of the consolidated financial statements necessarily involves the use of estimates based on management's judgement, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The District's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the consolidated financial statements. These systems are monitored and evaluated by management.

Mayor and Council meet with management and the external auditor to review the consolidated financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the consolidated financial statements.

The consolidated financial statements have been audited by MNP LLP; independent external auditors appointed by the District. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the District's consolidated financial statements.

July 14, 2019



Donna Monteith  
Chief Financial Officer

## Independence Auditor's Report

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To the Mayor and Council of the District of Ucluelet:

### Opinion

We have audited the consolidated financial statements of the District of Ucluelet (the "District"), which comprise the consolidated statement of financial position as at December 31, 2019, and the consolidated statements of operations, changes in net financial assets and cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies and other explanatory information.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the District as at December 31, 2019, and the results of its consolidated operations, changes in net financial assets and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are independent of the District in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Other Matter

The prior year comparative figures were audited by another firm of chartered professional accountants, who issued an unmodified opinion on June 7, 2019.

### Other Information

Management is responsible for the other information, consisting of the annual report, which is expected to be made available to us after the date of this auditor's report.

Our opinion on the consolidated financial statements does not cover the other information and we will not express any form of assurance conclusion thereon.

In connection with our audit of the consolidated financial statements, our responsibility is to read the other information identified above when it becomes available and, in doing so, consider whether the other information is materially inconsistent with the consolidated financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated.

When we read the annual report, if we conclude that there is a material misstatement therein, we are required to communicate the matter to those charged with governance.

### Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.



In preparing the consolidated financial statements, management is responsible for assessing the District's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the District or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the District's financial reporting process.

#### **Auditor's Responsibilities for the Audit of the Consolidated Financial Statements**

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the District's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the District to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Nanaimo, British Columbia

July 14, 2020

*MNP* LLP

Chartered Professional Accountants

**MNP**

**District of Ucluelet**  
**Consolidated Statement of Financial Position**  
*As at December 31, 2019*

	2019	2018
<b>Financial Assets</b>		
Cash and cash equivalents	2,922,831	1,212,327
Investments (Note 2)	8,143,791	8,976,814
Accounts receivable (Note 3)	711,765	839,217
Investment in Government Business Enterprise (Note 4)	730,165	540,658
	<b>12,508,552</b>	<b>11,569,016</b>
<b>Liabilities</b>		
Accounts payable and accrued liabilities (Note 5)	814,762	1,118,931
Refundable deposits (Note 6)	149,335	119,084
Deferred revenue (Note 7)	640,863	497,366
Prepaid property taxes and utilities	41,675	41,149
Development cost charges (Note 8)	775,207	727,399
Debt (Note 9)	1,934,688	2,024,214
	<b>4,356,530</b>	<b>4,528,143</b>
<b>Net Financial Assets</b>	<b>8,152,022</b>	<b>7,040,873</b>
<b>Non-Financial Assets</b>		
Tangible capital assets (Note 10, Schedule 1)	40,845,824	40,700,278
Inventory of supplies	20,944	20,944
Prepaid expenses	74,760	68,198
	<b>40,941,528</b>	<b>40,789,420</b>
<b>Accumulated Surplus (Note 11)</b>	<b>49,093,550</b>	<b>47,830,293</b>

Commitments and contingencies (Note 16)  
Subsequent events (Note 20)

  
Chief Administrative Officer

The accompanying notes are an integral part of these consolidated financial statements

**District of Ucluelet**  
**Consolidated Statement of Operations**  
*For the year ended December 31, 2019*

	<i>2019 Budget</i> <i>(Note 17)</i>	<b>2019</b>	<i>2018</i>
<b>Revenue</b>			
Taxation, net ( <i>Note 13</i> )	3,248,887	<b>3,177,951</b>	3,224,952
Sale of services	1,850,263	<b>1,870,813</b>	1,910,610
Other revenue from own sources	171,600	<b>306,695</b>	255,620
Investment income	85,360	<b>157,802</b>	100,656
Grants and contributions	1,708,045	<b>1,252,869</b>	874,058
DCC revenue	337,930	-	321,530
Ministry and Regional District Tax	-	<b>543,799</b>	374,062
Equity in investment of Government Business Enterprise ( <i>Note 4</i> )	-	<b>1,189,507</b>	2,001,593
	<b>7,402,085</b>	<b>8,499,436</b>	9,063,081
<b>Expenses</b>			
General government services	1,453,939	<b>1,653,920</b>	1,280,695
Protective services	488,633	<b>398,867</b>	439,126
Transportation services	1,226,994	<b>1,461,427</b>	1,181,181
Planning and environmental services	438,110	<b>375,333</b>	423,794
Recreation and cultural services	1,735,021	<b>2,146,667</b>	1,853,456
Water utility	723,680	<b>549,357</b>	576,711
Sewer utility	917,217	<b>650,608</b>	561,733
	<b>6,983,594</b>	<b>7,236,179</b>	6,316,696
<b>Annual surplus</b>	418,491	<b>1,263,257</b>	2,746,385
<b>Accumulated surplus, Beginning of the year</b>	47,830,293	<b>47,830,293</b>	45,083,908
<b>Accumulated surplus, End of the year</b>	48,248,784	<b>49,093,550</b>	47,830,293

The accompanying notes are an integral part of these consolidated financial statements

**District of Ucluelet**  
**Consolidated Statement of Change in Net Financial Assets**

*For the year ended December 31, 2019*

	<i>2019 Budget (Note 17)</i>	<b>2019</b>	<i>2018</i>
<b>Annual surplus</b>	418,491	<b>1,263,257</b>	2,746,385
Acquisition of tangible capital assets	(2,592,261)	<b>(1,614,672)</b>	(1,051,336)
Disposals of tangible capital assets	-	<b>140,000</b>	-
Amortization of tangible capital assets	1,116,000	<b>1,329,126</b>	1,134,363
Contribution of tangible capital assets	-	-	(9,950)
Change in inventory of supplies	-	-	-
Change in prepaid expenses	-	<b>(6,562)</b>	(13,887)
<b>Increase in Net Financial Assets</b>	<b>(1,057,770)</b>	<b>1,111,149</b>	2,805,575
<b>Net Financial Assets, Beginning of the year</b>	<b>7,040,873</b>	<b>7,040,873</b>	4,235,298
<b>Net Financial Assets, End of the year</b>	<b>5,983,103</b>	<b>8,152,022</b>	7,040,873

The accompanying notes are an integral part of these consolidated financial statements

**District of Ucluelet**  
**Consolidated Statement of Cash Flows**  
**For the year ended December 31, 2019**

	2019	2018
<b>Operating Transactions</b>		
Annual surplus	1,263,257	2,746,385
Non-cash items included in surplus:		
Amortization of tangible capital assets	1,329,126	1,134,363
Contributions of tangible capital assets	-	(9,950)
Loss on disposal of tangible capital assets	140,000	-
Investment in Government Business Enterprise	(1,189,507)	(2,001,593)
Actuarial adjustment on debt	(17,212)	(13,492)
	<u>1,525,664</u>	<u>1,855,713</u>
Change in non-cash working capital balances related to operations		
Accounts receivable	127,452	425,520
Accounts payable and accrued liabilities	(304,169)	745,924
Refundable deposits	30,251	111,615
Deferred revenue	143,497	89,886
Prepaid property taxes and utilities	526	-
Development cost charges	47,808	(112,328)
Inventory of supplies	-	-
Prepaid expenses	(6,562)	(13,887)
	<u>1,564,467</u>	<u>3,102,443</u>
<b>Capital Transactions</b>		
Acquisition of tangible capital assets	(1,614,672)	(1,051,336)
<b>Investment Transactions</b>		
Decrease (increase) in investments	833,023	(4,139,875)
Dividends received from Government Business Enterprise	1,000,000	2,000,000
	<u>1,833,023</u>	<u>(2,139,875)</u>
<b>Financing activities</b>		
Debt repaid	(72,314)	(77,294)
Net change in cash and cash equivalents	1,710,504	(166,062)
Cash and cash equivalents, Beginning of the year	1,212,327	1,378,389
Cash and cash equivalents, End of the year	<u>2,922,831</u>	<u>1,212,327</u>

The accompanying notes are an integral part of these consolidated financial statements

**District of Ucluelet**  
**Notes to the Consolidated Financial Statements**  
**For the year ended December 31, 2019**

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The District of Ucluelet (the "District") is a municipality in the Province of British Columbia and operates under the provisions of the Local Government Act and the Community Charter of British Columbia. The District's principal activities include the provision of local government services to residents of the incorporated area.

**1. Significant accounting policies**

The consolidated financial statements of the District are prepared by management in accordance with Canadian public sector accounting standards, as recommended by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants Canada. Significant accounting policies adopted by the District are as follows:

**(a) Reporting entity**

The consolidated financial statements reflect the combination of all the assets, liabilities, revenues, expenses, and accumulated surplus of the District. Inter-departmental balances and transactions have been eliminated.

The District's business partnerships, jointly owned and controlled by the District but not dependent on the District for their continuing operations, are included in the consolidated financial statements using the modified equity method.

The modified equity method of accounting is modified only to the extent that the business entity accounting principles are not adjusted to conform to those of the District. Thus, the District's investment in these entities is recorded at acquisition cost and is increased for the proportionate share of post-acquisition earnings and decreased by post acquisition losses and distributions received.

Entities accounted for by the modified equity basis include:

- Barkley Community Forest Limited Partnership (50% ownership)
- Ucluelet Economic Development Corporation (wholly owned)

The District administers certain trust assets on behalf of external parties which are excluded from the financial statements.

**(b) Bases of presentation**

The District follows the accrual method of accounting for revenues and expenses. Revenues are normally recognized in the year in which they are earned and measurable. Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and/or the creation of a legal obligation to pay.

**(c) Government transfers**

Government transfers are recognized in the consolidated financial statements as revenues in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made, except when and to the extent the transfer gives rise to an obligation that meets the definition of a liability.

**(d) Property tax revenue**

Property tax revenue is recognized on an accrual basis using the approved tax rates and the anticipated assessment related to the current year.

**(e) Deferred revenue**

Deferred revenue includes grants, contributions and other amounts received from third parties pursuant to legislation, regulation and agreement which may only be used in certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred, services performed, or the tangible capital assets are acquired, thereby extinguishing the related liability.

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**District of Ucluelet**  
**Notes to the Consolidated Financial Statements**  
**For the year ended December 31, 2019**

**1. Significant accounting policies** *(continued)*

- (f) **Development cost charges**  
 Development cost charges are amounts which are restricted by government legislation or agreement with external parties. When qualifying expenditures are incurred development cost charges are recognized as revenue in amounts which equal the associated expenses.
- (g) **Cash and cash equivalents**  
 Cash and cash equivalents include short-term, highly liquid investments with a term to maturity of 90 days or less at acquisition.
- (h) **Deposits and repayments**  
 Receipts restricted by third parties are deferred and recorded as deposits and are refundable under certain circumstances. Deposits and prepayments are recognized as revenue when qualifying expenditures are incurred.
- (i) **Employee future benefits**  
 The District and its employees make contributions to the Municipal Pension Plan. These contributions are expensed as incurred.
- Sick leave and other benefits are available to the District's employees. The costs of these benefits are estimated based on accumulated sick leave and best estimates of future usage and expected future salary and wage increases. The obligations under these benefit plans are accrued based on projected benefits as the employees render services necessary to earn the future benefits.
- (j) **Investment income**  
 Investment income is reported as revenue in the period earned. When required by the funding government or related Act, investment income earned on deferred revenue, development cost charges and deposits and prepayments is added to the investment and forms part of the liability balance.
- (k) **Debt**  
 Debt is recorded net of related payments and actuarial earnings.
- (l) **Non-financial assets**  
 Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

a. **Tangible capital assets**

Tangible capital assets are recorded at cost which includes amounts that are directly attributable to the acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets, excluding land, are amortized on a straight-line basis over their estimated useful lives as follows:

<b>Asset</b>	<b>Useful life - years</b>
Buildings	10 - 60
Vehicles and Equipment	5 - 25
Other structures	15 - 50
Roads	20 - 60
Drainage structures	30 - 50
Water structures	10 - 50
Sewer structures	10 - 50

**District of Ucluelet**  
**Notes to the Consolidated Financial Statements**  
**For the year ended December 31, 2019**

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**1. Significant accounting policies** *(continued)*

Amortization is charged annually, including the year of acquisition and disposal. Assets under construction are not amortized until the asset is available for productive use.

Tangible capital assets are written down when conditions indicate that they no longer contribute to the District's ability to provide goods and services or when the value of the future economic benefits associated with the asset are less than the book value of the asset.

- b. **Contributions of tangible capital assets**  
Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and are recorded as revenue.
- c. **Natural resources**  
Natural resources that have not been purchased are not recognized as assets in the consolidated financial statements.
- d. **Works of art and cultural historic assets**  
Works of art and cultural and historic assets are not recorded as assets in these consolidated financial statements.
- e. **Interest capitalization**  
The District does not capitalize interest costs associated with the acquisition or construction of a tangible capital asset.
- f. **Leased tangible capital assets**  
Leases which transfer substantially all the benefits and risks incidental to ownership of property are accounted for as operating leases and the related payments are charged to expenses as incurred.
- g. **Inventory of supplies**  
Inventory of supplies held for consumption are recorded at lower of cost and replacement cost.

(m) **Contaminated sites**

A liability for remediation of contaminated site is recognized at the best estimate of the amount required to remediate the contaminated site when contamination exceeding an environmental standard exists, the District is either directly responsible or accepts the responsibility, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount is determinable. The best estimate of the liability includes all costs directly attributable to remediation activities and is reduced by expected net recoveries based on information available at December 31, 2019.

At each financial reporting date, the District reviews the carrying amount of the liability. Any revisions required to the amount previously recognized is accounted for in the period revisions are made. The District continues to recognize the liability until it is settled or otherwise extinguished. Disbursements made to settle the liability are deducted from the reported liability when made. As at December 31, 2019, the District has not recorded any liability for contaminated sites as no such sites exist.

(n) **Use of estimates**

The preparation of the financial statements requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements and reported amounts of revenues and expenses during the period. Significant areas requiring the use of management estimates relate to the collectability of accounts receivable, accrued liabilities, post-employment benefits, provisions for contingencies and amortization, useful lives and salvage values for determining tangible capital asset values. Actual results could differ from these estimates.

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**District of Ucluelet**  
**Notes to the Consolidated Financial Statements**  
**For the year ended December 31, 2019**

**2. Investments**

Investments include funds invested in Guaranteed Investment Certificates and Money Market funds with CIBC Wood Gundy and the Municipal Finance Authority of B.C. The investments are carried at market value which is equal to the carrying value.

**3. Accounts receivable**

	2019	2018
Property taxes	\$ 154,276	\$ 194,084
Due from other governments	166,718	244,081
User fee and other	390,771	401,052
	<b>\$ 711,765</b>	<b>\$ 839,217</b>

**4. Investment in Government Business Enterprise**

The Barkley Community Forest Limited Partnership is a limited partnership owned by the District and Toquaht Nation as limited partners and Barkley Community Forest Corporation as the general partner. The objective and purpose of the partnership is to hold one or more Community Forest Agreements and to carry on such business and activities as may be desirable and permitted under the Community Forest Agreements.

The following table provides condensed supplementary financial information for the limited partnership at December 31, 2019.

	2019	2018
<b>Financial position</b>		
<b>Assets</b>		
Current	\$ 1,851,515	\$ 2,500,506
	<b>\$ 1,851,515</b>	<b>\$ 2,500,506</b>
<b>Liabilities</b>		
Current	\$ 176,250	\$ 259,976
Silviculture accrual	214,934	213,351
	<b>391,184</b>	<b>473,327</b>
<b>Equity</b>		
Retained earnings	1,460,331	2,027,179
	<b>\$ 1,851,515</b>	<b>\$ 2,500,506</b>
<b>Operations</b>		
Revenue	\$ 2,243,080	\$ 6,063,919
Expenses	809,928	1,114,871
	<b>\$ 1,433,152</b>	<b>\$ 4,949,048</b>

The District's share of income from the government business enterprise was a total of \$1,189,507 (2018 - \$2,001,593). During 2019, the District received \$1,000,000 (2018 - \$2,000,000) of dividends from the government business enterprise, which was recorded as a reduction in its investment. No other transactions occurred between the two entities.

**District of Ucluelet**  
**Notes to the Consolidated Financial Statements**  
**For the year ended December 31, 2019**

**5. Accounts payable and accrued liabilities**

	2019	2018
Trade accounts payable	\$ 468,416	\$ 843,326
Salaries and wages payable	238,097	189,702
Accrued employee benefits	69,349	57,998
Due to other governments	21,927	10,932
Accrued interest	16,973	16,973
	<b>\$ 814,762</b>	<b>\$ 1,118,931</b>

**6. Refundable deposits**

	2019	2018
Damage deposits	\$ 94,000	\$ 65,119
Developer performance deposits	55,335	53,965
	<b>\$ 149,335</b>	<b>\$ 119,084</b>

**7. Deferred revenue**

Deferred revenue consists of the following balances:

	Opening balance	Interest	Receipts	Revenue Recognized	Ending balance
Resort Municipality Initiative	\$ 486,015	\$ 10,943	\$ 384,368	\$ 311,981	\$ 569,345
Other	11,351	-	83,000	22,833	71,518
	<b>\$ 497,366</b>	<b>\$ 10,943</b>	<b>\$ 467,368</b>	<b>\$ 334,814</b>	<b>\$ 640,863</b>

**8. Development cost charges**

Development cost charges represent funds received from developers and deposited into a separate fund for capital expenditures. The District records these funds as a liability upon receipt which is then recognized as revenue when the related costs are incurred.

	Opening balance	Interest	Receipts	Revenue recognized	Ending balance
Roads	\$ 52,458	\$ 1,053	\$ 10,356	-	\$ 63,867
Storm water	203,482	3,893	-	-	207,375
Sewer	192,439	3,718	5,070	-	201,227
Water	100,395	1,972	10,680	-	113,047
Parks	178,625	3,440	7,626	-	189,691
	<b>\$ 727,399</b>	<b>\$ 14,076</b>	<b>\$ 33,732</b>	<b>\$ -</b>	<b>\$ 775,207</b>

**District of Ucluelet**  
**Notes to the Consolidated Financial Statements**  
**For the year ended December 31, 2019**

**9. Debt**

The District issues debt instruments through the Municipal Finance Authority (MFA), pursuant to security issuing bylaws under authority of the Local Government Act, to finance capital expenditures.

	Interest Rate	Original Amount	Repayments and actuarial earnings	Balance 2019	Balance 2018
MFA issue 1074	3.40%	\$ 1,948,000	\$ 434,766	\$ 1,513,234	\$ 1,575,316
MFA issue 1195	3.15%	475,000	53,546	421,454	448,898
		\$ 2,423,000	\$ 488,312	\$ 1,934,688	\$ 2,024,214

As a condition of the borrowing through MFA, a portion of the debenture proceeds is retained by the MFA as a debt reserve fund. As at December 31, 2019, the cash balance of the District's debt reserve funds was \$29,653 (2018 - \$28,978). Debt reserve funds are not recorded elsewhere in the financial statements.

The loan agreements with the Alberni-Clayoquot Regional District and the MFA provide that, if at any time the scheduled payments provided for in the agreements are not sufficient to meet the MFA's obligations in respect to such borrowings, the resulting deficiency becomes a liability of the District.

Principal payments on debt for the next five years are as follows:

2020	\$	72,314
2021		72,314
2022		72,314
2023		72,314
2024		72,314

Interest expense

Interest paid during the year was \$76,610 (2018 - \$76,708).

**10. Tangible capital assets**

(a) Contributed tangible capital assets

Contributed tangible capital assets of nil (2018 – 9,950) were recognized during the year.

(b) Tangible capital assets disclosed at nominal values

Where an estimate of fair value could not be made, the tangible capital asset has been recognized at a nominal value.

(c) Write-down of tangible capital assets

No write-down of tangible capital assets occurred during the year.

(d) Work in progress

During the year there were net additions to work in progress of \$135,579 (2018 - \$964,791). Amortization of work in progress commences in the year the asset is transferred to tangible capital assets and is put into service.

**District of Ucluelet**  
**Notes to the Consolidated Financial Statements**  
**For the year ended December 31, 2019**

**11. Accumulated surplus**

Accumulated surplus consists of individual fund surplus and reserve funds as follows:

	2019	2018
Investment in tangible capital assets	\$ 38,910,866	\$ 38,676,064
Reserves	5,543,115	4,321,638
Unrestricted surplus	4,639,569	4,832,591
	<b>\$ 49,093,550</b>	<b>47,830,293</b>

**12. Reserves**

	Opening balance	Interest allocated	Contributi ons	Funding	Ending balance
Barkley Community Reserve	\$ 2,000,000	\$ 52,219	\$ 1,000,000	\$ 16,250	\$ 3,035,969
Community Works Fund	1,376,788	49,905	254,414	239,567	1,441,540
Small Craft Harbours	320,256	7,114	45,000	6,546	365,824
Affordable Housing	8,566	1,480	124,129	-	134,175
Land sale	61,083	1,071	-	-	62,154
Social	119,035	2,104	-	-	121,139
Recreation	11,472	188	-	-	11,660
Park Dedication	282,196	4,994	-	2,478	284,712
Parking	18,679	612	-	-	19,291
Sewer debt	54,875	951	-	-	55,826
Equipment	68,688	825	-	58,688	10,825
	<b>\$ 4,321,638</b>	<b>\$ 112,463</b>	<b>\$ 1,423,543</b>	<b>\$ 323,529</b>	<b>\$ 5,543,115</b>

The Community Works Fund (Gas Tax) is provided by the Government of Canada. The use of the funding is established by a funding agreement between the District and the Union of British Columbia Municipalities. Gas Tax funding may be used toward designated public transit, community energy, water, wastewater, solid waste and capacity building projects, as specified in the funding agreements.

**District of Ucluelet**  
**Notes to the Consolidated Financial Statements**  
**For the year ended December 31, 2019**

**13. Taxation**

Taxation revenue, reported on the statement of operations, is comprised of the following:

	2019	2018
Municipal purposes		
General	\$ 2,883,081	\$ 2,883,573
Utility	44,325	42,012
Parcel taxes	232,160	224,975
Grants in lieu of taxes	18,385	74,392
	<b>3,177,951</b>	<b>3,224,952</b>
Taxes levied for other authorities		
School authorities	1,325,634	1,214,477
RCMP	154,771	144,133
Regional Hospital	160,612	174,652
Regional District	309,001	276,046
BC Assessment Authority	29,826	16,740
Vancouver Island Regional Library	110,291	104,626
Municipal Finance Authority	-	202
	<b>2,090,135</b>	<b>1,930,876</b>
<b>Total taxes collected</b>	<b>\$ 5,268,086</b>	<b>5,155,828</b>

**14. Trust funds**

Trust funds administered by the District have not been included in the consolidated statement of financial position nor have their operations been included in the consolidated statement of operations. The District holds trust funds under British Columbia law for the purposes of maintaining a public cemetery.

	2019	2018
Opening balance	\$ 25,516	\$ 25,516
Interest earned	140	-
<b>Ending balance</b>	<b>\$ 25,656</b>	<b>\$ 25,516</b>

**15. Pension plan**

The District and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2018, the plan has about 205,000 active members and approximately 101,000 retired members. Active members include approximately 40,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2018, indicated a \$2,866 million funding surplus for basic pension benefits on a going concern basis.

The District paid \$187,695 (2018 - \$141,473) for employer contributions to the plan in fiscal 2019.

**District of Ucluelet**  
**Notes to the Consolidated Financial Statements**  
**For the year ended December 31, 2019**

**16. Commitments and contingencies**

- (a) Debt issued by the Alberni Clayoquot Regional District (ACRD), under provisions of the Local Government Act, is a direct, joint and several liability of the ACRD and each member municipality within the ACRD, including the District.
- (b) In the normal course of a year, claims for damages are made against the District. The District records an accrual in respect to legal claims that are likely to be successful and for which a liability amount is reasonably determinable. The District is self-insured for general liability claims through membership in the Municipal Insurance Association of British Columbia. Under this program, member municipalities are to share jointly for general liability claims against any member in excess of \$5,000. Should the Association pay out claims in excess of premiums received, it is possible that the District, along with the other participants, would be required to contribute towards the deficit.

**17. Budget**

The budget presented in these consolidated financial statements includes both operating and capital budgets. The District of Ucluelet budget was approved by Council on April 23, 2019 with the adoption of the Five-Year Financial Plan (2019 – 2023) Bylaw No 1245, 2019. The chart below reconciles the approved budget to the budget figures reported in these financial statements. Cemetery expenses are included in the budget but excluded from the annual surplus because these funds are held in trust and not reported in the financial statements of the District (Note 14).

		2019 Budget
Consolidated Budgeted Surplus, per District of Ucluelet Financial Plan Bylaw 1245		\$ -
Add		
	Acquisition of tangible capital assets	2,592,261
	Debt repayment	72,314
	Transfers to reserves	65,000
	Net cemetery expenses	6,230
Less		
	Proceeds of borrowing	(30,000)
	Transfers from reserves	(1,137,414)
	Transfers from surplus	(33,900)
	Amortization	(1,116,000)
<b>Consolidated Budgeted Surplus, per District of Ucluelet Statement of Operations</b>		<b>\$ 418,491</b>

**18. Segmented information**

The District is a diversified municipal organization that provides a wide range of services to its citizens. District services are provided by departments and their activities reported separately. Certain functions that have been separately disclosed in the segmented information, along with the services they provide, are as follows:

**General government services**

The general government operations provide the functions of corporate administration and legislative services and any other functions categorized as non-departmental.

**District of Ucluelet**  
**Notes to the Consolidated Financial Statements**  
**For the year ended December 31, 2019**

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**18. Segment information** *(continued)*

**Protective services**

Protective services are comprised of three different functions, including the District's emergency management agency, fire and regulatory services. The emergency management agency prepares the District to be more prepared and can respond to, recover from, and be aware of, the devastating effects of a disaster or major catastrophic event that will impact the community. The fire department is responsible for providing critical, life-saving services in preventing or minimizing the loss of life and property from fire and natural or man-made emergencies. The mandate of the regulatory services function is to promote, facilitate and enforce general compliance with the provisions of bylaws that pertain to the health, safety and welfare of the community and provide a full range of planning services related to zoning, development permits, variance permits, and current regulatory issues.

**Transportation services**

Transportation services is responsible for a wide variety of transportation functions such as roads and streets. As well, services are provided around infrastructure, transportation planning, pedestrian and cycling issues, harbour facilities, and on-street parking regulations, including street signs and painting.

**Planning and environmental services**

Planning works to achieve the District's community planning goals through the official community plan, and other policy initiatives. Environmental services were established to assist the Emergency, Planning, Public Works, and Recreation Departments with programs associated with the maintenance or improvement of the natural ecosystem.

**Recreation and cultural services**

Parks is responsible for the maintenance and development of all park facilities. Cultural services facilitate the provision of recreation and wellness programs and services.

**Water and Sewer utilities**

The water and sewer utilities operate and distribute the water and sewer networks. They are responsible for the construction and maintenance of the water and sewer distribution systems, including mains and pump stations.

The accounting policies used in these segments are consistent with those followed in the preparation of the consolidated financial statements as disclosed in Note 1. Taxation revenue is recognized as general government revenue and has not been allocated to other segments.

**19. Comparative figures**

Certain figures in the comparative information have been reclassified to conform with the current year presentation.

**District of Ucluelet**  
**Notes to the Consolidated Financial Statements**  
**For the year ended December 31, 2019**

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**20. Subsequent events**

- (a) Subsequent to the year-end, there was a global outbreak of COVID-19 (coronavirus), which has had a significant impact on municipalities through the restrictions put in place by the Canadian, provincial and municipal governments regarding travel, municipal operations and isolation/quarantine orders. At this time, it is unknown the extent of the impact the COVID-19 outbreak may have had on the District of Ucluelet as this will depend on future developments that are highly uncertain and that cannot be predicted with confidence. These uncertainties arise from the inability to predict the ultimate geographical spread of the disease, and the duration of the outbreak, including the duration of travel restrictions, office closures and disruptions, and quarantine/isolation measures that are currently, or may be put, in place by Canada and other countries fighting the virus.
- (b) On February 3, 2020, the District awarded a contract to David Stalker Excavating Ltd in the amount of \$503,947 excluding taxes, for the Bay Street Sanitary Sewer Extension.



Schedule 1

**District of Ucluelet**  
**Consolidated Schedule of Tangible Capital Assets**  
*Year ended December 31, 2019*

	Land	Buildings	Vehicles and equipment	Other structures	Roads	Drainage structures	Water structures	Sewer Structures	Work in progress	Total
<b>2019</b>										<b>2019</b>
<b>Cost</b>										
Opening balance	\$ 14,858,568	\$ 10,971,381	\$ 2,837,008	\$ 3,468,499	\$ 7,813,511	\$ 1,559,012	\$ 5,642,154	\$ 8,675,985	\$ 2,820,309	\$ 58,646,427
Add: Additions	-	-	145,013	67,477	53,270	50,000	79,074	175,676	1,044,162	1,614,672
Less: Disposals	(140,000)	-	-	-	-	-	-	-	-	(140,000)
Less: Write-downs	-	-	-	-	-	-	-	-	-	-
Transfers	-	32,700	-	66,121	-	-	496,982	312,780	(908,583)	-
Closing balance	14,718,568	11,004,081	2,982,021	3,602,097	7,866,781	1,609,012	6,218,210	9,164,441	2,955,888	60,121,099
<b>Accumulated Amortization</b>										
Opening Balance	-	2,623,994	1,718,566	1,844,756	3,843,588	685,531	2,655,522	4,574,192	-	17,946,149
Add: Amortization	-	229,108	284,367	158,851	189,898	36,583	205,291	225,028	-	1,329,126
Less: Write-downs	-	-	-	-	-	-	-	-	-	-
Less: Disposals	-	-	-	-	-	-	-	-	-	-
Ending Balance	-	2,853,102	2,002,933	2,003,607	4,033,486	722,114	2,860,813	4,799,220	-	19,275,275
<b>Net Book Value</b>	<b>\$ 14,718,568</b>	<b>\$ 8,150,979</b>	<b>\$ 979,088</b>	<b>\$ 1,598,490</b>	<b>\$ 3,833,295</b>	<b>\$ 886,898</b>	<b>\$ 3,357,397</b>	<b>\$ 4,365,221</b>	<b>\$ 2,955,888</b>	<b>\$ 40,845,824</b>
<hr/>										
<b>2018</b>										<b>2018</b>
<b>Cost</b>										
Opening balance	\$ 14,858,568	\$ 10,971,381	\$ 2,814,132	\$ 3,468,499	\$ 7,774,731	\$ 1,559,012	\$ 5,607,315	\$ 8,675,985	\$ 1,855,518	\$ 57,585,141
Add: Additions	-	-	22,876	-	38,780	-	7,481	-	992,149	1,061,286
Less: Disposals	-	-	-	-	-	-	-	-	-	-
Less: Write-downs	-	-	-	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	27,358	-	(27,358)	-
Closing balance	14,858,568	10,971,381	2,837,008	3,468,499	7,813,511	1,559,012	5,642,154	8,675,985	2,820,309	58,646,427
<b>Accumulated Amortization</b>										
Opening Balance	-	2,394,886	1,586,078	1,691,239	3,655,598	650,198	2,467,487	4,366,300	-	16,811,786
Add: Amortization	-	229,108	132,488	153,517	187,990	35,333	188,035	207,892	-	1,134,363
Less: Write-downs	-	-	-	-	-	-	-	-	-	-
Less: Disposals	-	-	-	-	-	-	-	-	-	-
Ending Balance	-	2,623,994	1,718,566	1,844,756	3,843,588	685,531	2,655,522	4,574,192	-	17,946,149
<b>Net Book Value</b>	<b>\$ 14,858,568</b>	<b>\$ 8,347,387</b>	<b>\$ 1,118,442</b>	<b>\$ 1,623,743</b>	<b>\$ 3,969,923</b>	<b>\$ 873,481</b>	<b>\$ 2,986,632</b>	<b>\$ 4,101,793</b>	<b>\$ 2,820,309</b>	<b>\$ 40,700,278</b>

Schedule 2

**District of Ucluelet**  
**Consolidated Schedule of Segment Disclosure by Service**  
*Year ended December 31, 2019*

	General Government Services	Protective Services	Transportation Services	Planning and Environmental Services	Recreation and Cultural Services	Water Utility	Sewer Utility	2019 Actual
<b>Revenue</b>								
Taxation, net	\$ 2,945,791	\$ -	\$ -	\$ -	\$ -	\$ 108,825	\$ 123,335	\$ 3,177,951
Sale of services	9,888	-	362,475	39,745	384,071	612,366	462,268	1,870,813
Grants and contributions	791,702	15,910	7,000	-	327,423	-	110,834	1,252,869
Investment income	157,802	-	-	-	-	-	-	157,802
Other revenue from own sources	1,255,814	27,558	-	193,724	543,799	15,767	3,339	2,040,001
	<b>5,160,997</b>	<b>43,468</b>	<b>369,475</b>	<b>233,469</b>	<b>1,255,293</b>	<b>736,958</b>	<b>699,776</b>	<b>8,499,436</b>
<b>Expenses</b>								
Salaries and wages	\$ 867,080	\$ 169,124	\$ 261,156	\$ 224,960	\$ 735,590	\$ 163,356	\$ 137,593	\$ 2,558,859
Contracted services	89,301	39,816	389,815	78,249	120,149	47,975	76,645	841,950
Materials and supplies	83,323	83,598	166,148	8,707	213,404	57,602	143,769	756,551
Interest and other	490,119	83,195	56,021	27,826	629,727	13,713	10,670	1,311,271
Audit and legal	61,968	-	-	35,591	-	-	-	97,559
Telephone and utilities	62,129	23,134	77,439	-	59,838	61,420	56,903	340,863
Amortization	-	-	510,848	-	387,959	205,291	225,028	1,329,126
	<b>1,653,920</b>	<b>398,867</b>	<b>1,461,427</b>	<b>375,333</b>	<b>2,146,667</b>	<b>549,357</b>	<b>650,608</b>	<b>7,236,179</b>
<b>Annual surplus (deficit)</b>	<b>\$ 3,507,077</b>	<b>\$ (355,399)</b>	<b>\$ (1,091,952)</b>	<b>\$ (141,864)</b>	<b>\$ (891,374)</b>	<b>\$ 187,601</b>	<b>\$ 49,168</b>	<b>\$ 1,263,257</b>

	General Government Services	Protective Services	Transportation Services	Planning and Environmental Services	Recreation and Cultural Services	Water Utility	Sewer Utility	2018 Actual
<b>Revenue</b>								
Taxation, net	\$ 2,999,977	\$ -	\$ -	\$ -	\$ -	\$ 101,640	\$ 123,335	\$ 3,224,952
Sale of services	7,312	-	316,745	34,405	314,138	699,052	538,958	1,910,610
Grants and contributions	588,841	15,900	7,000	-	134,064	-	128,253	874,058
Investment income	100,656	-	-	-	-	-	-	100,656
Other revenue from own sources	2,042,717	-	33,480	205,561	399,412	4,480	267,155	2,952,805
	<b>5,739,503</b>	<b>15,900</b>	<b>357,225</b>	<b>239,966</b>	<b>847,614</b>	<b>805,172</b>	<b>1,057,701</b>	<b>9,063,081</b>
<b>Expenses</b>								
Salaries and wages	\$ 699,755	\$ 168,777	\$ 284,416	\$ 202,052	\$ 529,473	\$ 167,007	\$ 148,688	\$ 2,200,168
Contracted services	98,070	31,286	276,122	58,733	139,664	65,038	109,682	778,595
Materials and supplies	42,943	64,386	137,420	12,478	172,537	86,012	27,033	542,809
Interest and other	245,889	152,351	59,517	32,122	569,505	2,402	862	1,062,648
Audit and legal	66,401	-	963	118,409	-	-	-	185,773
Telephone and utilities	127,637	22,326	66,932	-	59,653	68,217	67,575	412,340
Amortization	-	-	355,811	-	382,624	188,035	207,893	1,134,363
	<b>1,280,695</b>	<b>439,126</b>	<b>1,181,181</b>	<b>423,794</b>	<b>1,853,456</b>	<b>576,711</b>	<b>561,733</b>	<b>6,316,696</b>
<b>Annual surplus (deficit)</b>	<b>\$ 4,458,808</b>	<b>\$ (423,226)</b>	<b>\$ (823,956)</b>	<b>\$ (183,828)</b>	<b>\$ (1,005,842)</b>	<b>\$ 228,461</b>	<b>\$ 495,968</b>	<b>\$ 2,746,385</b>

THE CORPORATION OF THE DISTRICT OF UCLUELET

2019 Statement of Financial Information

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Schedule of Council Remuneration and Expenses (unaudited)

<b>Name</b>		<b>Position</b>	<b>Remuneration (\$)</b>	<b>Expenses (\$)</b>
Cole	Rachelle	Councillor	18,711.51	5,651.70
Hoar	Jennifer	Councillor	16,126.51	4,461.43
Kemps	Lara	Councillor	17,391.51	4,574.29
McEwen	Marilyn	Councillor	20,926.51	4,976.41
Noel	Mayco	Mayor	32,235.41	9,148.97
			<u>105,391.45</u>	<u>28,812.80</u>

The Schedule of Employee Remuneration has been prepared on a cash basis. The financial statements have been prepared on an accrual basis, and no reconciliation of this schedule with the financial statements has been prepared.

## THE CORPORATION OF THE DISTRICT OF UCLUELET

2019 Statement of Financial Information

## Schedule of Employee Remuneration and Expenses (unaudited)

<b>Name</b>		<b>Position</b>	<b>Remuneration (\$)</b>	<b>Expenses (\$)</b>
Boysen	Mark	Chief Administrative Officer	132,068.89	6,063.25
Cannon	Warren	Manager of Public Works	92,496.74	23.76
Fortune	Abigail	Manager of Parks and Recreation	91,266.50	4,828.40
Greig	Bruce	Manager of Community Planning	94,256.92	2,411.60
Lang	Steven	Public Works Foreman	81,223.13	2,915.26
Monteith	Donna	Chief Financial Officer	100,829.13	5,929.47
Ashton	Brent	Bylaw Officer	77,495.36	-
Towgood	John	Planner 1	77,041.32	3,983.56
Aggregate over 75,000			\$ 746,677.99	\$ 26,155.30
Aggregate under 75,000			\$ 1,213,476.35	\$ 63,457.16
Totals (44)			<u>1,960,154.34</u>	<u>\$ 89,612.46</u>

The Schedule of Employee Remuneration has been prepared on a cash basis. The financial statements have been prepared on an accrual basis, and no reconciliation of this schedule with the financial statements has been prepared.

THE CORPORATION OF THE DISTRICT OF UCLUELET  
2019 Statement of Severance Agreements

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There were no severance agreements in 2019.

## THE CORPORATION OF THE DISTRICT OF UCLUELET

## 2019 Statement of Financial Information

## Schedule of Payment to Supplier for the Provision of Goods and Services (unaudited)

Supplier Name	Amount (\$)
ACRD	\$ 543,769.14
ALBERNI-CLAYOQUOT REGIONAL HOSPITAL DIST	\$ 162,841.24
AON REED STENHOUSE INC.	\$ 73,637.00
BC ASSESSMENT AUTHORITY	\$ 30,232.35
BC HYDRO	\$ 255,452.23
CANADA REVENUE AGENCY	\$ 539,955.90
CIBC - VISA CENTRE	\$ 124,439.37
COMMUNITY ENERGY ASSOCIATION	\$ 27,300.00
DOLAN'S CONCRETE LTD.	\$ 36,506.31
FYFE WELL & WATER SERVICES	\$ 75,375.30
GIBSON BROS. CONTRACTING LTD.	\$ 115,331.18
GREATPACIFIC CONSULTING LTD	\$ 36,715.45
HOLISTIC EMERGENCY PREPAREDNESS	\$ 31,029.13
ICBC	\$ 25,824.00
J. ROBBINS CONSTRUCTION LTD	\$ 27,032.05
KASSLYN CONTRACTING	\$ 162,958.10
KOERS & ASSOCIATES ENGINEERING LTD.	\$ 185,067.29
KPMG LLP	\$ 36,750.00
McELHANNEY ASSOCIATES LAND SURVEYING LTD	\$ 36,177.75
MEC PROJECTS LTD	\$ 138,853.91
MID-ISLAND FENCE PRODUCTS LTD.	\$ 35,601.72
MISCELLANEOUS CHEQUE	\$ 64,870.58
MUNICIPAL PENSION PLAN	\$ 338,947.20
PACIFIC CHEVROLET BUICK GMC LTD.	\$ 47,108.21
PBX ENGINEERING LTD	\$ 114,005.72
RAYLEC POWER LP	\$ 41,632.50
RIDGELINE MECHANICAL LTD	\$ 1,017,608.40
ROCKY MOUNTAIN PHOENIX	\$ 59,907.68
SONBIRD REFUSE & RECYCLING LTD.	\$ 67,614.23
SUN LIFE ASSURANCE COMPANY OF CANADA	\$ 107,617.71
TELUS COMMUNICATIONS INC.	\$ 62,215.10
TOFINO DISTRICT OF	\$ 49,573.53
TOURISM UCLUELET	\$ 413,049.06
TRANS CANADA TRAFFIC INC.	\$ 49,527.64
UCLUELET CHAMBER OF COMMERCE	\$ 45,000.00
UCLUELET CONSUMER'S CO-OPERATIVE ASSN	\$ 51,280.48
UCLUELET RENT-IT CENTER LTD	\$ 52,799.42
UKEE INFO TECH	\$ 70,268.77
URBAN SYSTEMS LTD.	\$ 58,162.86
VANCOUVER ISLAND REGIONAL LIBRARY	\$ 110,308.00
WILD PACIFIC TRAIL SOCIETY	\$ 60,679.13
WINDSOR PLYWOOD - UCLUELET DIV.	\$ 41,349.45
WORKSAFE BC	\$ 34,828.00
YOUNG ANDERSON	\$ 93,563.42
<b>Aggregate over \$25,000 (44)</b>	<b>\$ 5,752,766.51</b>
<b>Aggregate UNDER \$25,000 (405)</b>	<b>\$ 1,407,921.06</b>
<b>TOTAL</b>	<b>\$ 7,160,687.57</b>

The Schedule of Payment to Suppliers for the Provision of Goods and Services has been prepared on a cash basis, and due to the limitations imposed by the accounts payable system includes certain disbursements that are not purchases of goods and services. The financial statements have been prepared on an accrual basis, and no reconciliation of this schedule with the financial statement has been prepared.

THE CORPORATION OF THE DISTRICT OF UCLUELET  
2019 Statement of Financial Information

<u>Payments for the Purposes of Grants Contributions</u>		
<b>Supplier</b>		<b>Total (\$)</b>
ARMY NAVY & AIR FORCE VETERANS	\$	1,650.00
CLAYOQUOT BIOSPHERE TRUST	\$	1,000.00
FOOD BANK ON THE EDGE	\$	2,000.00
JUNIOR CANADIAN RANGERS	\$	500.00
PACIFIC RIM ARTS SOCIETY	\$	4,000.00
PACIFIC RIM HOSPICE SOCIETY	\$	4,000.00
UKEE PUBLIC MARKET SOCIETY	\$	2,500.00
WESTCOAST COMMUNITY RESOURCES SOCIETY	\$	4,310.00
UCLUELET SECONDARY SCHOOL (SCHOLARSHIP)	\$	500.00
<b>TOTAL</b>	<b>\$</b>	<b>20,460.00</b>







## STAFF REPORT TO COUNCIL

Council Meeting: August 18, 2020  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** DONNA MONTEITH, CHIEF FINANCIAL OFFICER

**FILE NO:** 1790-03

**SUBJECT: PERMISSIVE TAX EXEMPTION POLICY**

**REPORT NO:** 20-78

**ATTACHMENT(S):** APPENDIX A - PERMISSIVE TAX EXEMPTION POLICY  
APPENDIX B – APPLICATION FOR PERMISSIVE TAX EXEMPTION

### **RECOMMENDATION(S):**

1. **THAT** Council approve the District of Ucluelet Permissive Tax Exemption policy as attached.

### **PURPOSE:**

The purpose of this report is to introduce a policy regarding permissive tax exemptions.

### **BACKGROUND:**

Section 220 of the *Community Charter* provides for statutory tax exemptions for a range of properties including those held or used by the Province, municipalities, regional districts, libraries, hospitals, schools, cemeteries, and places of public worship. For some properties, such as those used for public worship, the statutory exemption is limited to the building and the land beneath the building.

Section 224 of the *Community Charter* gives local governments the authority to exempt eligible properties from property taxation for a specified period of time. These permissive tax exemptions are a means for Council to fulfill the municipal purposes established by the *Community Charter*.

The District currently has three tax exemption bylaws in place, all expiring in 2022 or 2027. The tax exemption amounts for 2019 totaled \$59,600. The recipient list forms part of the District's Annual Report.

All municipalities are required to develop overarching objectives and policies within their five-year financial plans in relation to the use of permissive tax exemptions. Although the District sets-out a general Permissive tax exemption objective in the five-year financial plan bylaw, it does not appear that a policy exists. The proposed policy fills this gap and provides a starting point for further Council discussion about establishing tax exemption priorities that align with the District's objectives.

### **OPTIONS REVIEW:**

1. **THAT** Council approve the District of Ucluelet Permissive Tax Exemption policy as attached. **(Recommended)**
2. **THAT** Council provide alternative direction to staff

**Respectfully submitted:** Donna Monteith, Chief Financial Officer




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**POLICY NUMBER:** 5-1970-1

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**REFERENCE:**

Permissive Tax Exemption Policy

**ADOPTED BY:**

Council

**CROSS-REFERENCE:**

N/A

**SUPERSEDES:**

None

**AMENDED DATE:**

N/A

**DEPARTMENT:**

Finance

**EFFECTIVE DATE:**

August 18, 2020

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**Policy Statement**

The purpose of this policy is to provide guidance to Council in the evaluation of applications for permissive tax exemptions pursuant to Part 7, Division 7, section 224 of the *Community Charter*.

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**Scope**

Council uses its authority to grant permissive tax exemptions by bylaw as a way of fulfilling its municipal purposes set-out in section 7 of the *Community Charter*:

*"The purposes of a municipality include:*

- a) providing for good government of its community,*
- b) providing for services, laws and other matters for community benefit,*
- c) providing for stewardship of the public assets of its community, and*
- d) fostering the economic, social and environmental well-being of its community."*

Council's primary consideration in determining whether to grant a permissive tax exemption will be the benefit that the organization offers to the community. The organization must fulfill some basic need or otherwise improve the quality of life for Ucluelet residents.

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**Process**

Council will consider applications for permissive tax exemptions annually. Each year, staff will contact all organizations with expiring exemptions to invite them to reapply.

Completed application forms and supporting documentation must be received by the District before September 1<sup>st</sup>. Staff will review the applications for completeness and eligibility and present a summary report to Council in September.

To comply with the requirements of procedural fairness, Council will provide applicants with an adequate opportunity to be heard in respect of their applications for exemptions, and will provide reasons to an applicant if it refuses to grant an exemption, or decides to discontinue an exemption. After Council considers the



applicants and their input, Council will direct staff as to which properties to include in the bylaw. Staff will then draft the bylaw for Council consideration. After 3rd reading, but before adoption, staff will publish notice of Council's intention to adopt the bylaw in accordance with section 227 of the *Community Charter*. Following adoption, staff will send the bylaw to BC Assessment.

### **Eligibility Criteria**

Eligibility criteria for permissive tax exemptions are set out in the *Community Charter*.

Council will consider exemptions for periods up to 10 years, after which time Council must reconsider whether to continue to offer the exemptions. Council may at any time reconsider and amend its permissive tax exemption bylaw. Any changes will take effect for the following tax year.

### **Extent and Conditions**

Council may exempt only a portion of the land or improvements in the following circumstances:

- a) a portion of the land or improvement is used by the private sector and does not meet Council's eligibility criteria;
- b) the applicant already receives a grant-in-aid or other benefit from the Municipality;
- c) Council wishes to limit the total of all permissive tax exemptions granted.

Council may consider whether to impose conditions on the exempted land or improvements such as:

- a) Registration of a covenant restricting use of the property; or
- b) Execution of an agreement committing the applicant to
  - continue a specific service or program,
  - provide lands or facilities for public use during certain times,
  - provide use of lands or facilities to certain groups free of charge or at reduced rates,
  - disclose any material increases in the organization's revenue.

Council may impose penalties on an exempted organization for knowingly breaching the conditions of exemption. The penalties may include: revoking an exemption with notice, disqualifying any future application for exemption for a specific time period, or requiring repayment of monies equal to the foregone tax revenue.

Applicants must be seen to be working towards self-sufficiency by seeking funding from other sources.

Applicants must show evidence of a clear mandate and competent administration.

Applicants must not be in arrears with the District.

All recipients of tax exemptions from the District of Ucluelet are required to publicly acknowledge the exemption.



## PERMISSIVE TAX EXEMPTION APPLICATION FORM

Name of Organization:		
Society/Charitable Registration #:	Contact Person:	Contact Person Position:
Phone:	Fax:	Email:
Mailing Address:		
Civic Address:		Roll #:
Overview of your organization's purpose, programs and services in the community (please attach additional information if needed)  <hr/> <hr/> <hr/> <hr/>		
Principal use of property:  <hr/> <hr/> <hr/> <hr/>		

Please provide a copy of the following:	Attached
Copy of most recent Society Act Annual Report or Charity Information Return	<input type="checkbox"/>
Most recent audited Financial Statements or Financial Statements prepared by an Accountant	<input type="checkbox"/>
Year to date Financial Statements	<input type="checkbox"/>
Current Year Budget	<input type="checkbox"/>

**Declaration:** On behalf of the organization, I hereby declare that the information included in this application is true and correct to the best of my knowledge.

Authorized Signature:	
Position / Title:	
Date of Application:	







## STAFF REPORT TO COUNCIL

Council Meeting: August 18, 2020  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** DONNA MONTEITH, CHIEF FINANCIAL OFFICER

**FILE NO:** 3900-25 BYLAW 1278

**SUBJECT:** ANNUAL TAX SALE

**REPORT NO:** 20-75

**ATTACHMENT(S):** APPENDIX A - ANNUAL TAX SALE DEFERRAL BYLAW NO 1278, 2020  
APPENDIX B - MINISTERIAL ORDER NO. M159

### **RECOMMENDATION(S):**

1. **THAT** Council direct staff to hold the 2020 Annual Tax Sale on September 28, 2020.

### **PURPOSE:**

The purpose of this report is to introduce Ministerial Order M159 which addresses annual tax sales.

### **BACKGROUND:**

Section 645 of the *Local Government Act* requires the District to conduct an annual tax sale by offering for sale by public auction each parcel of real property on which taxes are delinquent at 10 AM on the last Monday in September. Typically, the District is not authorized to defer a tax sale or choose which parcels to include in the sale. This year, the Province enabled municipalities to delay the statutory date of property tax sale and/or redemption by one year.

### **DISCUSSION:**

Property taxes for 2020 are considered current, outstanding taxes from 2019 are considered in arrears and outstanding taxes from 2018 are considered delinquent. If the District chooses to hold the 2020 tax sale, properties with delinquent taxes must be included in the tax sale. These property owners will have until the morning of tax sale on September 28, 2020 to pay the delinquent portion of their taxes to avoid the tax sale. Once the property goes to tax sale, the entire balance (current, arrears and delinquent) must be paid within the one-year redemption period for the taxpayer to keep the property.

On May 15, 2020, the Minister of Public Safety and Solicitor General enacted Ministerial Order 159/2020. Division 4 of this Order states that a municipality may by bylaw adopted on or before August 31, 2020 defer the annual tax sale for 2020. The Order requires that if a tax sale is deferred by bylaw until 2021, within 2 weeks of the bylaw's adoption, written notice must be sent to the owner of a property that is subject to the deferred annual tax sale advising the owner that the tax sale has been deferred to September 27, 2021.

The Order also authorizes a municipality to extend a redemption periods for all properties that have a redemption period ending in 2020. As the District did not have a tax sale in 2019, there are no properties with redemption periods ending in 2020 and this option is not applicable.

**FINANCIAL IMPACT:**

At tax due date there was 51,788 in delinquent taxes on 21 folios. This amount is not unusually high and most years this amount is collected by the tax sale date. In 2019 all delinquent taxes were collected by tax sale date and the District did not have a tax sale. It is fair to say that delinquent taxes were not initially a hardship due to Covid-19.

Should a tax sale deferral bylaw be adopted, the District will continue to accrue interest at the current rate of 5.45% on the arrears and delinquent property tax accounts that are subject to a delayed tax sale. The District may see an increase in property taxes receivable at year end, which impacts cash flow. There may also be a higher than average number of properties in the tax sale in 2021.

**POLICY OR LEGISLATIVE IMPACTS:**

If Council decides to adopt a tax sale deferral bylaw, Ministerial Order M192 allows the bylaw to be read and adopted on the same day. Therefore, the tax sale deferral bylaw could be adopted at this meeting.

**OPTIONS REVIEW:**

1. **THAT** Council direct staff to hold the 2020 Annual Tax Sale on September 28, 2020. **(Recommended)**
2. **THAT** Annual Tax Sale Deferral Bylaw No. 1278, 2020 be given first, second, and third reading and be adopted.
3. **THAT** Council provide alternative direction to Staff.

**Respectfully submitted:** Donna Monteith, Chief Financial Officer



**DISTRICT OF UCLUELET**  
**Bylaw No. 1278, 2020**

A Bylaw to defer tax sale for the year 2020

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**WHEREAS** pursuant to Division 4 of Local Government Finance (Covid-19) Ministerial Order No. M159 Council may, by bylaw adopted on or before August 31, 2020 defer the annual tax sale for 2020 until September 27, 2021, with the effect that the annual tax sale would be on that date in respect of the upset price described in section 649 of that Local Government Act;

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

**CITATION**

1. This bylaw may be cited for all purposes as "**District of Ucluelet Annual Tax Sale Deferral Bylaw No. 1278, 2020**".

**DEFINITIONS**

2. In this bylaw:
  - (a) **Delinquent taxes** include taxes in arrears and means any taxes remaining unpaid, plus applicable interest, on December 31, two years after the year the tax was imposed.
  - (b) **Taxes in arrears** means outstanding property taxes plus applicable penalties and interest that are unpaid on December 31 in the year they were imposed.

**TAX SALE 2020**

3. The annual tax sale for 2020 is deferred to September 27, 2021.
4. All delinquent taxes on properties within the District of Ucluelet as at September 28, 2020 will remain as delinquent taxes for 2021 with applicable interest charges.

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

**READ A SECOND TIME** this \*\*\* day of \*\*\*\*\*, \*\*\*\*\*.

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

**ADOPTED** this \*\*\* day of \*\*\*\*\*, \*\*\*\*..

**CERTIFIED A TRUE AND CORRECT COPY** of "District of Ucluelet Annual Tax Sale Deferral Bylaw No. 1278, 2020".

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Mayco Noël  
Mayor

---

Mark Boysen  
Corporate Officer

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

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Mark Boysen  
Corporate Officer

## PROVINCE OF BRITISH COLUMBIA

ORDER OF THE MINISTER OF PUBLIC SAFETY AND  
SOLICITOR GENERAL*Emergency Program Act*

## Ministerial Order No. M159

WHEREAS a declaration of a state of emergency throughout the whole of the Province of British Columbia was declared on March 18, 2020 because of the COVID-19 pandemic;

AND WHEREAS it is in the public interest to ensure that certain financial measures be authorized so that local governments have operating funds during the emergency and the impacts of the emergency are lessened by varying, extending or deferring requirements;

AND WHEREAS section 10 (1) of the *Emergency Program Act* provides that I may do all acts and implement all procedures that I consider necessary to prevent, respond to or alleviate the effects of any emergency or disaster;

I, Mike Farnworth, Minister of Public Safety and Solicitor General, order that the attached Local Government Finance (COVID-19) Order is made.

May 15, 2020

Date



Minister of Public Safety and Solicitor General

*(This part is for administrative purposes only and is not part of the Order.)*

**Authority under which Order is made:**

Act and section: *Emergency Program Act, R.S.B.C. 1996, c. 111, s. 10*

Other: MO 73/2020; OIC 241/2020

## LOCAL GOVERNMENT FINANCE (COVID-19) ORDER

### Division 1 – General

#### Definitions

- 1 In this order:
  - “**board**” has the same meaning as in the Schedule of the *Local Government Act*;
  - “**City of Vancouver**” has the same meaning as “city” in section 2 of the *Vancouver Charter*;
  - “**council**” has the same meaning as in the Schedule of the *Community Charter*;
  - “**Greater Vancouver Sewerage and Drainage District**” has the same meaning as “Corporation” in section 2 of the *Greater Vancouver Sewerage and Drainage District Act*;
  - “**Greater Vancouver Sewerage and Drainage District Administration Board**” has the same meaning as “Board” in section 2 of the *Greater Vancouver Sewerage and Drainage District Act*;
  - “**Greater Vancouver Water District**” has the same meaning as “Corporation” in section 2 of the *Greater Vancouver Water District Act*;
  - “**Greater Vancouver Water District Administration Board**” has the same meaning as “Board” in section 2 of the *Greater Vancouver Water District Act*;
  - “**improvement district**” has the same meaning as in the Schedule of the *Local Government Act*;
  - “**Municipal Finance Authority**” means the Municipal Finance Authority of British Columbia continued under section 2 [*authority continued*] of the *Municipal Finance Authority Act*;
  - “**municipality**” has the same meaning as in the Schedule of the *Community Charter*;
  - “**regional district**” has the same meaning as in the Schedule of the *Local Government Act*;
  - “**Vancouver council**” has the same meaning as “Council” in section 2 of the *Vancouver Charter*.

#### Application

- 2 This order applies during the period that starts on the date this order is made and ends on the date on which the last extension of the declaration of a state of emergency made March 18, 2020 under section 9 (1) [*declaration of state of emergency*] of the *Emergency Program Act* expires or is cancelled.

### Division 2 – Reserve Fund Borrowing

#### Reserve fund borrowing – municipalities

- 3 (1) A municipality may, during the 2020 calendar year, borrow from a reserve fund established under section 188 [*establishment of reserve funds*] of the *Community Charter*.

- (2) The money borrowed under subsection (1) of this section
  - (a) may be used for any operational shortfall in the 2020 calendar year, at the discretion of the council of the municipality,
  - (b) must be repaid to the fund from which it was borrowed on or before December 31, 2025, and
  - (c) need not be repaid with interest.
- (3) Any outstanding money that remains unpaid on December 31, 2025 must be added to the 2026 financial plan, budget or estimates, as applicable, of the municipality as a cash transfer to reserves, plus a penalty equal to 5% of the debt outstanding as at December 31, 2025.
- (4) This section applies despite section 189 [*use of money in reserve funds*] of the *Community Charter*.

#### **Reserve fund borrowing – regional districts**

- 4 (1) A regional district may, during the 2020 calendar year, borrow from a reserve fund established under section 377 [*financial management: application of Community Charter*] of the *Local Government Act*.
- (2) The money borrowed under subsection (1) of this section
  - (a) may be used for any operational shortfall in the 2020 calendar year, at the discretion of the board of the regional district,
  - (b) must be repaid to the fund from which it was borrowed on or before December 31, 2025, and
  - (c) need not be repaid with interest.
- (3) Any outstanding money that remains unpaid on December 31, 2025 must be added to the 2026 financial plan, budget or estimates, as applicable, of the regional district as a cash transfer to reserves, plus a penalty equal to 5% of the debt outstanding as at December 31, 2025.
- (4) This section applies despite section 377 of the *Local Government Act*.

#### **Reserve fund borrowing – improvement districts**

- 5 (1) An improvement district may, during the 2020 calendar year, borrow from a reserve fund established under section 706 [*renewal of works and related reserve funds*] of the *Local Government Act*.
- (2) The money borrowed under subsection (1) of this section
  - (a) may be used for any operational shortfall in the 2020 calendar year, at the discretion of the improvement district board,
  - (b) must be repaid to the fund from which it was borrowed on or before December 31, 2025, and
  - (c) need not be repaid with interest.
- (3) Any outstanding money that remains unpaid on December 31, 2025 must be added to the 2026 financial plan, budget or estimates, as applicable, of the improvement district as a cash transfer to reserves, plus a penalty equal to 5% of the debt outstanding as at December 31, 2025.
- (4) This section applies despite section 706 of the *Local Government Act*.

**Reserve fund borrowing – City of Vancouver**

- 6** (1) The City of Vancouver may, during the 2020 calendar year, borrow from a reserve fund established under the following sections of the *Vancouver Charter*:
- (a) section 193D (5) (d) and (8) [*single room accommodation permits*];
  - (b) section 201A [*property acquisition fund*];
  - (c) section 306 (7) to (9) [*reserve fund for off-street parking and other transportation infrastructure*];
  - (d) section 523D (16) to (17.1) [*development cost levies*].
- (2) The money borrowed under subsection (1) of this section
- (a) may be used for any operational shortfall in the 2020 calendar year, at the discretion of the Vancouver council,
  - (b) must be repaid to the fund from which it was borrowed on or before December 31, 2025, and
  - (c) need not be repaid with interest.
- (3) Any outstanding money that remains unpaid on December 31, 2025 must be added to the 2026 financial plan, budget or estimates, as applicable, of the City of Vancouver as a cash transfer to reserves, plus a penalty equal to 5% of the debt outstanding as at December 31, 2025.
- (4) This section applies despite the following provisions of the *Vancouver Charter*:
- (a) section 193D (5) (d) and (8);
  - (b) section 201A;
  - (c) section 306 (7) to (9);
  - (d) section 523D (16) to (17.1).

**Reserve fund borrowing –  
Greater Vancouver Sewerage and Drainage District**

- 7** (1) The Greater Vancouver Sewage and Drainage District may, during the 2020 calendar year, borrow from a reserve fund established under section 34.1 [*reserve and special reserve funds*] of the *Greater Vancouver Sewage and Drainage District Act*.
- (2) The money borrowed under subsection (1) of this section
- (a) may be used for any operational shortfall in the 2020 calendar year, at the discretion of the Greater Vancouver Sewage and Drainage District board,
  - (b) must be repaid to the fund from which it was borrowed on or before December 31, 2025, and
  - (c) need not be repaid with interest.
- (3) Any outstanding money that remains unpaid on December 31, 2025 must be added to the 2026 financial plan, budget or estimates, as applicable, of the Greater Vancouver Sewage and Drainage District as a cash transfer to reserves, plus a penalty equal to 5% of the debt outstanding as at December 31, 2025.
- (4) This section applies despite section 34.1 of the *Greater Vancouver Sewage and Drainage District Act*.

**Reserve fund borrowing –  
Greater Vancouver Water District**

- 8** (1) The Greater Vancouver Water District may, during the 2020 calendar year, borrow from a reserve fund established under section 57.1 [*reserve funds*] of the *Greater Vancouver Water District Act*.
- (2) The money borrowed under subsection (1) of this section
- (a) may be used for any operational shortfall in the 2020 calendar year, at the discretion of the Greater Vancouver Water District board,
  - (b) must be repaid to the fund from which it was borrowed on or before December 31, 2025, and
  - (c) need not be repaid with interest.
- (3) Any outstanding money that remains unpaid on December 31, 2025 must be added to the 2026 financial plan, budget or estimates, as applicable, of the Greater Vancouver Water District as a cash transfer to reserves, plus a penalty equal to 5% of the debt outstanding as at December 31, 2025.
- (4) This section applies despite section 57.1 of the *Greater Vancouver Water District Act*.

**Division 3 – Revenue Anticipation Borrowing**

**Municipal Finance Authority**

- 9** The Municipal Finance Authority may enter into agreements with the following institutions to provide financing for the following purposes, as applicable to the institution, in accordance with section 11 [*interim financing*] of the *Municipal Finance Authority Act* and in the same manner as if each of the following institutions was a public institution under that Act:
- (a) in respect of the City of Vancouver, borrowing under section 263 [*borrowing pending collection of real-property taxes*] of the *Vancouver Charter*;
  - (b) in respect of the Greater Vancouver Sewerage and Drainage District, borrowing under section 35 [*borrowing in anticipation of revenue*] of the *Greater Vancouver Sewerage and Drainage District Act*;
  - (c) in respect of the Greater Vancouver Water District, borrowing under section 58 [*borrowing in anticipation of revenue*] of the *Greater Vancouver Water District Act*.

**Extension of borrowing – municipalities**

- 10** (1) For debt incurred as borrowing in anticipation of revenue in 2020 in accordance with section 177 [*revenue anticipation borrowing*] of the *Community Charter* in respect of a municipality, the money must be repaid on or before the earlier of the following dates:
- (a) the date when the anticipated revenue with respect to which the borrowing was authorized is received;
  - (b) December 31, 2021.
- (2) The amount of any outstanding debt from 2020 that remains unpaid in 2021 under subsection (1) does not limit, and need not be included in the calculation of, the

maximum allowable amount of borrowing in anticipation of revenue in 2021 in respect of the municipality.

- (3) This section applies despite section 177 of the *Community Charter*.

**Extension of borrowing – regional districts**

- 11** (1) For debt incurred as borrowing in anticipation of revenue in 2020 in accordance with section 404 [*revenue anticipation borrowing*] of the *Local Government Act* in respect of a regional district, the money must be repaid on or before the earlier of the following dates:
- (a) the date when the anticipated revenue with respect to which the borrowing was authorized is received;
  - (b) December 31, 2021.
- (2) The amount of any outstanding debt from 2020 that remains unpaid in 2021 under subsection (1) does not limit the maximum allowable amount of borrowing in anticipation of revenue in 2021 in respect of the regional district.
- (3) This section applies despite section 404 of the *Local Government Act*.

**Extension of borrowing – City of Vancouver**

- 12** (1) For debt incurred as borrowing in anticipation of revenue in 2020 in accordance with section 263 [*borrowing pending collection of real-property taxes*] of the *Vancouver Charter*, the money must be repaid on or before the earlier of the following dates:
- (a) the date when the anticipated revenue with respect to which the borrowing was authorized is received;
  - (b) December 31, 2021.
- (2) The amount of any outstanding debt from 2020 that remains unpaid in 2021 under subsection (1) does not limit, and need not be included in the calculation of, the maximum allowable amount of borrowing in anticipation of revenue in 2021.
- (3) This section applies despite section 263 of the *Vancouver Charter*.

**Extension of borrowing –  
Greater Vancouver Sewerage and Drainage District**

- 13** (1) For debt incurred as borrowing in anticipation of revenue in 2020 in accordance with section 35 [*borrowing in anticipation of revenue*] of the *Greater Vancouver Sewerage and Drainage District Act*, the money must be repaid on or before the earlier of the following dates:
- (a) the date when the anticipated revenue with respect to which the borrowing was authorized is received;
  - (b) December 31, 2021.
- (2) The amount of any outstanding debt from 2020 that remains unpaid in 2021 under subsection (1) does not limit the maximum allowable amount of borrowing in anticipation of revenue in 2021.
- (3) This section applies despite section 35 of the *Greater Vancouver Sewerage and Drainage District Act*.



**Extension of borrowing –  
Greater Vancouver Water District**

- 14** (1) For debt incurred as borrowing in anticipation of revenue in 2020 in accordance with section 58 [*borrowing in anticipation of revenue*] of the *Greater Vancouver Water District Act*, the money must be repaid on or before the earlier of the following dates:
- (a) the date when the anticipated revenue with respect to which the borrowing was authorized is received;
  - (b) December 31, 2021.
- (2) The amount of any outstanding debt from 2020 that remains unpaid in 2021 under subsection (1) does not limit the maximum allowable amount of borrowing in anticipation of revenue in 2021.
- (3) This section applies despite section 58 of the *Greater Vancouver Water District Act*.

**Division 4 – Annual Tax Sales**

**Deferral of tax sale – municipalities**

- 15** (1) A council of a municipality may, by bylaw adopted on or before August 31, 2020, defer the annual tax sale for 2020, provided for under Division 7 [*Annual Municipal Tax Sale*] of Part 16 [*Municipal Provisions*] of the *Local Government Act*, until September 27, 2021, with the effect that the annual tax sale would be on that date in respect of the upset price described in section 649 [*upset price for tax sale*] of that Act.
- (2) If a bylaw is adopted deferring the annual tax sale,
- (a) written notice must be sent within 2 weeks of the bylaw's adoption to the property owner of a property that is subject to the deferred annual tax sale advising the owner that
    - (i) the annual tax sale for 2020 has been deferred to September 27, 2021,
    - (ii) any taxes that are delinquent will remain delinquent for 2021, with applicable interest charges, and
    - (iii) unless the delinquent taxes are paid before the start of the tax sale on September 27, 2021, the property will be subject to tax sale on September 27, 2021,
  - (b) it is not required to provide public notice of the deferral of the annual tax sale, and
  - (c) for certainty, any taxes that are delinquent, as described in section 246 (1) [*delinquent taxes*] of the *Community Charter*, remain delinquent for 2021, with interest charges that are carried under that Act.
- (3) For certainty, this section does not limit the application of the *Local Government Act* to an annual tax sale in respect of a municipality that does not defer its annual tax sale.
- (4) This section applies despite Division 7 of Part 16 of the *Local Government Act*.

**Deferral of tax sale – City of Vancouver**

- 16** (1) The Vancouver council may, by bylaw adopted on or before August 31, 2020, defer the annual tax sale for 2020, provided for under section 422 [*tax sale each year*] of the *Vancouver Charter*, until November 10, 2021, with the effect that the annual tax sale would be on that date in respect of the upset price described in section 427 [*price to be paid*] of that Act.
- (2) If a bylaw is adopted deferring the annual tax sale,
- (a) written notice must be sent within 2 weeks of the bylaw’s adoption to the property owner of a property that is subject to the deferred annual tax sale advising the owner that
    - (i) the annual tax sale for 2020 has been deferred to November 10, 2021,
    - (ii) any taxes that are delinquent will remain delinquent for 2021, with applicable interest charges, and
    - (iii) unless the delinquent taxes are paid before the start of the tax sale on November 10, 2021, the property will be subject to tax sale on November 10, 2021,
  - (b) it is not required to provide public notice of the deferral of the annual tax sale, and
  - (c) for certainty, any taxes that are delinquent, as described in section 407 [*further warning of tax sale*] of the *Vancouver Charter*, remain delinquent for 2021, with interest charges that are carried under that Act.
- (3) This section applies despite Part XX [*Real-Property Taxation*] of the *Vancouver Charter*.

**Deferral of tax sale – improvement districts**

- 17** (1) In this section, “**deferral date**” means, as applicable,
- (a) a date specified for the annual tax sale deferred by a bylaw in accordance with subsection (2), or
  - (b) September 27, 2021, if no date is specified in the bylaw.
- (2) An improvement district board may, by bylaw adopted on or before August 31, 2020, defer the annual tax sale for 2020, provided for under Division 6 [*Tax Sales*] of Part 17 [*Improvement Districts*] of the *Local Government Act*, until the deferral date, with the effect that the annual tax sale would be on the deferral date in respect of the upset price described in section 720 (2) (e) [*tax sale notice to affected owners and charge holders*] of that Act.
- (3) If a bylaw is adopted deferring the annual tax sale,
- (a) written notice must be sent within 2 weeks of the bylaw’s adoption to the registered owner of land that is subject to the deferred annual tax sale advising the owner
    - (i) that the annual tax sale for 2020 has been deferred to the deferral date,
    - (ii) of the applicable deferral date of the deferred annual tax sale,
    - (iii) any taxes that remain owing will remain owing for 2021, with applicable interest charges, and

- (iv) that, unless the upset price, as set under section 720 (2) (e) of the *Local Government Act*, is paid before the start of the tax sale on the deferral date, the land will be subject to tax sale on the deferral date,
  - (b) it is not required to provide public notice of the deferral of the annual tax sale, and
  - (c) for certainty, any taxes that remain owing, as described in section 718 (1) (a) [*tax sale for recovery of taxes*] of the *Local Government Act*, remain owing for 2021, with interest charges that are carried under that Act.
- (4) For certainty, this section does not limit the application of the *Local Government Act* to tax sales in respect of an improvement district that does not defer its annual tax sale.
- (5) This section applies despite Division 6 of Part 17 of the *Local Government Act*.

### **Division 5 – Tax Sale Redemption Periods**

#### **Extension of redemption period – municipalities**

- 18** (1) A council of a municipality may, by bylaw adopted on or before August 31, 2020, extend the expiration of the redemption period for all properties that have a redemption period ending in 2020, provided for under Division 7 [*Annual Municipal Tax Sale*] of Part 16 [*Municipal Provisions*] of the *Local Government Act*, to September 27, 2021.
- (2) If a bylaw is adopted extending the expiration of the redemption period,
- (a) written notice, advising that the redemption period has been extended to September 27, 2021, must be sent within 2 weeks of the bylaw's adoption
    - (i) to the property owner of a property that is subject to a redemption period that has been extended in accordance with subsection (1) of this section, and
    - (ii) to the tax sale purchaser, and
  - (b) it is not required to provide public notice of the extension of the redemption period.
- (3) For certainty, this section does not limit the application of the *Local Government Act* in respect of a municipality that does not extend the expiration of the redemption period.
- (4) This section applies despite Division 7 of Part 16 of the *Local Government Act*.

#### **Extension of redemption period – City of Vancouver**

- 19** (1) The Vancouver council may, by bylaw adopted on or before August 31, 2020, extend the expiration of the redemption period for all properties that have a redemption period ending in 2020, provided for under sections 422 [*tax sale each year*] to 454 [*period of limitation*] of the *Vancouver Charter*, to November 10, 2021.
- (2) If a bylaw is adopted extending the expiration of the redemption period,
- (a) written notice, advising that the redemption period has been extended to November 10, 2021, must be sent within 2 weeks of the bylaw's adoption

- (i) to the property owner of a property that is subject to a redemption period that has been extended in accordance with subsection (1) of this section, and
- (ii) to the tax sale purchaser, and
- (b) it is not required to provide public notice of the extension of the redemption period.
- (3) This section applies despite Part XX [*Real-Property Taxation*] of the *Vancouver Charter*.

## **Division 6 – Annual Reporting and Other Annual Requirements**

### **Annual reporting requirements – annual municipal report**

- 20** Despite the date referred to in section 98 (1) [*annual municipal report*] of the *Community Charter*, the applicable date for the requirements described in that section is August 31.

### **Annual reporting requirements – regional district finances reporting**

- 21** Despite the date referred to in section 376 (1) [*annual reporting on regional district finances*] of the *Local Government Act*, the applicable date for the requirements described in that section is August 31.

### **Annual requirements – Financial Information Act**

- 22**
- (1) In this section, “**corporation**” has the same meaning as in section 1 of the *Financial Information Act*.
  - (2) This section only applies to a corporation to which a grant or advance may be made, or the borrowings of which may be guaranteed by the government, under the authority of the following enactments:
    - (a) the *Islands Trust Act*;
    - (b) the *Local Government Grants Act*;
    - (c) the *Municipal Aid Act*.
  - (3) Despite the time period set out in section 2 (2) [*statement of financial information*] of the *Financial Information Act*, a corporation is to comply with the requirements of that subsection on or before August 31, 2020.
  - (4) Despite the time period set out in section 2 (3) of the *Financial Information Act*, a corporation is to comply with the requirements of that subsection on or before August 31, 2020.