

AGENDA

REGULAR MEETING OF COUNCIL

Tuesday, March 10, 2015

7:30 p.m.

**George Fraser Room, Ucluelet Community Centre
500 Matterson Drive,
Ucluelet, B.C.**

Council Members:

Mayor Dianne St. Jacques
Councillor Sally Mole
Councillor Randy Oliwa
Councillor Marilyn McEwen
Councillor Mayco Noel



THIS PAGE LEFT BLANK INTENTIONALLY

REGULAR MEETING OF COUNCIL

7:30 p.m.

Tuesday, March 10, 2015

George Fraser Room, Ucluelet Community Centre,
500 Matterson Drive, Ucluelet

AGENDA

1. CALL TO ORDER

2. ADOPTION OF MINUTES

- 2.1. February 24, 2015 Regular Council Minutes p.9
2.2. March 3, 2015 Committee of the Whole Minutes p.17

3. BUSINESS OUT OF THE MINUTES

3.1. Committee of the Whole Recommendations

- a. THAT it be recommended to refer the creation of a new harbour pamphlet to staff, AND THAT the creation of a new harbour pamphlet be moved to budget.
- b. THAT it be recommended to refer the issue of converting the Parks Canada property on Otter Street into a parking lot to planning staff for more information and report back to Council;
AND THAT the purchase and conversion of the Parks Canada property on Otter Street be referred to the budget process.
- c. THAT it be recommended to table discussion of electrical issues at 52 Steps until after the meeting with Small Craft Harbours/DFO on March 4, 2015.
- d. THAT it be recommended to explore areas of funding for the Auxiliary Coast Guard.
- e. THAT it be recommended to direct staff to contact the Auxiliary Manager to obtain background information on the issue of the Auxiliary Coast Guard to bring back to Council.

4. PUBLIC INPUT, DELEGATIONS & PETITIONS

Delegations

- 4.1. **Marcie DeWitt, Child Care Advocates of BC** p.23
Re: \$10/Day Child Care Plan

5. CORRESPONDENCE

- 5.1. **Request for Proclamation re: National Public Works Week, May 17-23** p.27
Deryk Lee, Public Works Association of B.C.
- 5.2. **Request for Meeting re: Update on Island Health Initiatives** p.31
Toni O’Keeffe, Island Health
- 5.3. **Request for Discussion re: Medical Residency in Ucluelet** p.33
Dr. Kate Milne, Resident Doctors of B.C.

6. INFORMATION ITEMS

- 6.1. **BC New Democrat Spokesperson for Rural and Northern Health** p.37
Jennifer Rice, Legislative Office
- 6.2. **Declaration of the Right to a Healthy Environment** p.39
City of Port Moody
- 6.3. **Thank-you from Judith Guichon, Lieutenant Governor of BC** p.41
Office of the Lieutenant Governor of BC
- 6.4. **100th Anniversary of Amphitrite Lighthouse Celebration** p.43
Ucluelet and Area Historical Society
- 6.5. **Pacific Rim Education and Tourism Information Package ****

** This item is available for viewing in a separate handout due to document size

7. COUNCIL COMMITTEE REPORTS

7.1. Councillor Sally Mole

Deputy Mayor April – June

- Ucluelet & Area Child Care Society
- Westcoast Community Resources Society
- Coastal Family Resource Coalition
- Food Bank on the Edge

7.2. Councillor Marilyn McEwen

Deputy Mayor July – September

- West Coast Multiplex Society
- Ucluelet & Area Historical Society
- Wild Pacific Trail Society
- Vancouver Island Regional Library Board - Trustee

7.3. Councillor Mayco Noel

Deputy Mayor October – December

- Ucluelet Volunteer Fire Brigade
- Central West Coast Forest Society
- Ucluelet Chamber of Commerce
- Signage Committee

7.4. Councillor Randy Oliwa

Deputy Mayor January – March

- Vancouver Island Regional Library Board - Alternate
- Harbour Advisory Committee
- Aquarium Board
- Seaview Seniors Housing Society

7.5. Mayor Dianne St. Jacques

- Alberni-Clayoquot Regional District
- Coastal Community Network
- Groundfish Development Authority
- DFO Fisheries Committees for Groundfish & Hake
- Pacific Rim Harbour Authority

8. REPORTS

8.1. Expenditure Voucher G-04/15 **p.47**
Jeanette O'Connor, Chief Financial Officer

8.2. Ucluelet-Tofino Automatic Aid Agreement **p.53**
Karla Robison, Manager of Environmental & Emergency Services

9. LEGISLATION

10. LATE ITEMS

Late items will be addressed here but will appear in a separate agenda.

11. NEW BUSINESS

12. QUESTION PERIOD

13. CLOSED SESSION

14. ADJOURNMENT

THIS PAGE LEFT BLANK INTENTIONALLY

MINUTES

THIS PAGE LEFT BLANK INTENTIONALLY

- ❖ Council brought forward a recommendation from the February 17, 2015 Committee of the Whole meeting

Councillors Mole and McEwen left at 8:06pm due to conflict of interest over possible pecuniary interest in their roles as Executive Director and Board member, respectively, for the Ucluelet Chamber of Commerce

- 201544 It was moved by Councillor Noel and seconded by Councillor Oliwa
THAT Council recommend adjusting the rent for the Pacific Rim Visitor Centre from \$1700 per month to \$700 per month for the 2015 calendar year.

CARRIED

Councillors Mole and McEwen returned at 8:07pm

4. PUBLIC INPUT, DELEGATIONS & PETITIONS:

None

5. CORRESPONDENCE:

5.1 Request for Donation re: "BC Without Barriers" campaign

Neil Belanger, B.C. Aboriginal Network on Disability Society

- 201545 It was moved by Councillor Oliwa and seconded by Councillor Noel
THAT correspondence item 5.1 be referred to the 2015 budget process.

Vote 4-1 (Mole opposed), CARRIED

- 201546 It was moved by Mayor St. Jacques and seconded by Councillor McEwen
THAT staff be directed to develop a policy framework for receiving and responding to donation or funding requests that do not fall under the scope of the Grants-in-Aid policy.

CARRIED

5.2 Request for Support re: "PollutionWatch" project

Dr. Peter Ross, Ocean Pollution Research Program

- 201547 It was moved by Councillor Oliwa and seconded by Councillor McEwen
THAT correspondence item 5.2 be referred to the 2015 budget process.

CARRIED

- 201548 It was moved by Councillor Mole and seconded by Councillor Oliwa
THAT Council provide a letter of support to the Vancouver Aquarium supporting the 'PollutionWatch' Project.

CARRIED

6. INFORMATION ITEMS:

6.1. Resurfacing BC Highway No.4 through Pacific Rim National Park District of Tofino

201549 It was moved by Councillor Mole and seconded by Councillor Oliwa
THAT Council write a letter of support to the Minister of Environment regarding the inclusion of a separated path and/or vehicle pullouts in the plans for resurfacing the section of Highway 4 that runs through the Pacific Rim National Park.

CARRIED

201550 It was moved by Mayor St. Jacques and seconded by Councillor McEwen
THAT Council write a joint letter of support with the District of Tofino and all 5 First Nations communities.

CARRIED

7. COUNCIL COMMITTEE REPORTS:

7.1 Councillor Mole

Ucluelet & Area Child Care Society

- Clr. Mole requested that her committee report be referred to an in-camera session

7.2 Councillor McEwen

Wild Pacific Trail Society

- Attended strategic plan and visioning session on February 15 at Black Rock Resort; looking forward to seeing great additions to the trail, including (possibly) washrooms

Ucluelet & Area Historical Society

- Society is planning the 100 year celebration of Amphitrite Point lighthouse, which will take place during Whale Fest on March 22, 3pm
- Society still actively looking for office space

7.3 Councillor Noel

Ucluelet Volunteer Fire Brigade

- Lt. Anderson and Chief Eeftink currently working on operational guidelines; did work in January on North Island 911 agreement, which has been expanded to allow for emergency notifications through text messaging and emails in addition to pagers
- Fire Statistics:
 - January: 5 fires and 2 road rescues
 - February: 3 fires and 4 road rescues
 - 2014: 85 fire and rescue calls
- Karla Robison currently working on management plan with tsunami Emergency Committee

Ucluelet Chamber of Commerce

- Discussed rent reduction and working with Tourism Ucluelet
- Mystery Night a huge success, 106 tickets sold
- Solid Waste Management meeting last week, need to discuss how to involve businesses and how ACRD will implement changes

Central West Coast Forest Society

- 20th anniversary this year, are looking for guest speakers; next week's speaker to discuss raptors on March 5, 7-9pm at Ucluelet Community Centre (\$5 admission)

7.4 Councillor Oliwa

No meetings to report

7.5 Mayor St. Jacques

Alberni-Clayoquot Regional District

- Westcoast subcommittee met in Tofino to discuss the budget and Long Beach Airport; new tsunami radar warning system to be installed at airport by government, who will also pay us \$3,000/year to have it there
- McGill Engineering spoke to landfill concerns and statistics; landfill receives 5000 tonnes of garbage per year; in 2013, it cost \$610k to operate; landfill has high concentrations of iron and manganese; 2014 info will be ready in May/June; tax requisition coast-wide for landfill will be increasing by \$50k for 2015
- Airport budget to include looking at fire training for airport response

Coastal Community Network

- Daycare is looking at a grant, and will meet March 3 with Council

Solid Waste Management

- Group needs to increase outreach (not enough engagement); new ban on cardboard in landfill will be in place June 2015; looking at option of recycling cardboard as part of composting process, possibly community bins
- Next meeting is April 16, in Ucluelet

Committee of the Whole

- Had conservation officer at February 10 Committee of the Whole meeting

201551 It was moved by Mayor St. Jacques and seconded by Councillor McEwen
THAT the wildlife program discussed at the February 10, 2015 Committee of the Whole meeting be moved to the budget process and that staff be directed to obtain more information on the program for Council.

CARRIED

201552 It was moved by Mayor St. Jacques and seconded by Councillor McEwen
THAT Council schedule Committee of the Whole meetings for the first and third Tuesday of each month until the end of June 2015.

CARRIED

201553 It was moved by Councillor Mole and seconded by Councillor McEwen
THAT Council receive all committee reports.

CARRIED

8. REPORTS:

8.1. Expenditure Voucher G-03/15
Jeanette O'Connor, Chief Financial Officer

201554 It was moved by Councillor Oliwa and seconded by Councillor Mole
THAT Council approve Expenditure Voucher G-03/15.

CARRIED

8.2. Boardwalk Boulevard Setbacks
John Towgood, Planning Assistant

201555 It was moved by Councillor Mole and seconded by Councillor Oliwa
THAT Council recommend that the applicants apply for a development variance permit;
AND THAT Council direct staff to research the issue of setbacks for the entire area and report back to Council with recommendations.

CARRIED

8.3. Request to Waive Subdivision Requirements for Undergrounding of Hydro across Peninsula to 2108 Peninsula Road
Warren Cannon, Superintendent of Public Works
Patricia Abdulla, Manager of Planning

201556 It was moved by Councillor Oliwa and seconded by Councillor Noel
THAT Council approve recommendation 1 of the "Request to Waive Subdivision Requirements for Undergrounding of Hydro across Peninsula to 2108 Peninsula Road - Lot 22, Plan VIP76147" report, which states:

1. *Waive Section 4.2 (4) of the Subdivision Servicing Bylaw No. 521 to permit overhead wiring across Peninsula Road to Lot 22, Plan VIP76147 - 2108 Peninsula Road*

CARRIED

8.4. Holding Harbour Authority Meetings at Committee of the Whole Meetings
Andrew Yeates, Chief Administrative Officer

201557 It was moved by Councillor Oliwa and seconded by Councillor Noel
THAT Council approve recommendation 1 of the "Holding Harbour Authority Meetings at Committee of the Whole Meetings" report, which states:

1. *THAT Council approve the recommendation to convene Harbour Authority meetings alongside Committee of the Whole meetings.*

VOTE 4-1 (Mole opposed), CARRIED

9. LEGISLATION:

9.1. Fourth Reading of Zoning Amendment Bylaw No. 1179, 2015

John Towgood, Planning Assistant

201558 It was moved by Councillor Mole and seconded by Councillor McEwen
*THAT Council give Fourth Reading and subsequent Adoption to Zoning
Amendment Bylaw No. 1179, 2015.*

CARRIED

9.2. First and Second Reading of Zoning Amendment Bylaw No. 1180, 2015

Patricia Abdulla, Manager of Planning

- CAO Yeates read Zoning Amendment Bylaw No. 1180, 2015

201559 It was moved by Councillor McEwen and seconded by Councillor Noel
THAT Council give First Reading to Zoning Amendment Bylaw No. 1180, 2015.

Vote 4-1 (Mole opposed), CARRIED

201560 It was moved by Councillor Noel and seconded by Councillor Oliwa
THAT Council give Second Reading to Zoning Amendment Bylaw No. 1180, 2015.

Vote 4-1 (Mole opposed), CARRIED

10. LATE ITEMS:

None

11. NEW BUSINESS:

11.1. Councillor Oliwa

201561 It was moved by Councillor Oliwa and seconded by Councillor Noel
*THAT Council write a letter to the Department of National Defence regarding the
Ranger program that recognizes the District of Ucluelet's level of support for the
program, the good work done in the community with the youth, and to thank
them for their contributions.*

CARRIED

11.2. Councillor Noel

No new business

11.3. Councillor McEwen

- Had good meeting with residents of Kimoto Drive regarding possible playground; were able to outline 3 options for park locations
- Clr. McEwen thanked Mayor and Council for being a part of that outreach

11.4. Councillor Mole

No new business

11.5. Mayor St. Jacques

201562

It was moved by Mayor St. Jacques and seconded by Councillor Mole
*THAT Council write a letter of support to the Porsche Club of America -
Vancouver Island Region.*

CARRIED

12. QUESTION PERIOD:

Council received questions and comments from the public re:

- Gratitude to Council for expeditious treatment of Reef Point building scheme issue and request for additional meeting with Council to continue discussion
- Forwarding the Ministry of Environment letter to federal candidates as part of election platform
 - Mayor St. Jacques replied that the letter will be cc'd to the appropriate candidates
- Reinstatement of path to Big Beach from Bay Street
 - Mayor St. Jacques directed staff to investigate this question
- Enforcement of setbacks on Boardwalk Blvd
- Involving community with park planning

13. ADJOURNMENT:

Mayor St. Jacques suspended the regular council meeting at 8:58 pm and moved in-camera under section 90(1), subsection (a), of the *Community Charter* at 9:01 pm.

Mayor St. Jacques adjourned the in-camera meeting at 10:45 pm and resumed the open meeting at 10:48 pm.

Mayor St. Jacques adjourned the regular council meeting at 10:50 pm.

CERTIFIED CORRECT: Minutes of the Regular Council Meeting held on Tuesday, February 24, 2015 at 7:30 pm in the George Fraser Community Room, 500 Matterson Road, Ucluelet, BC.

Dianne St. Jacques
Acting Mayor

Andrew Yeates
Chief Administrative Officer

THIS PAGE LEFT BLANK INTENTIONALLY

- Clr. Oliwa noted that this recommendation arose from the discovery of an old harbour pamphlet; HAC would like a new pamphlet that outlines services provided, harbour rules, and map of the Ucluelet area that Harbour Manager could provide to customers

It was moved by Councillor Oliwa and seconded by Councillor Mole

THAT it be recommended to refer the creation of a new harbour pamphlet to staff, AND THAT the creation of a new harbour pamphlet be moved to budget.

CARRIED

- b. Moved by Councillor Kimoto and seconded by Councillor Gudbranson to recommend to the Harbour Authority the park house at the top of 52 steps be considered for purchase by the District of Ucluelet with the view to use the property as a parking lot and improve access to the 52 step facility.
 - Mayor St. Jacques noted that Council will be meeting soon with Jim Morgan of Pacific Rim National Park to view a list of the Parks Canada properties that will be for sale and discuss any District interests
 - Clr. Mole and Clr. Oliwa noted that there may be existing issues that would prevent the referred-to property from being converted to parking

It was moved by Councillor McEwen and seconded by Councillor Oliwa

THAT it be recommended to refer the issue of converting the Parks Canada property on Otter Street into a parking lot to planning staff for more information and report back to Council;

AND THAT the purchase and conversion of the Parks Canada property on Otter Street be referred to the budget process.

CARRIED

- c. Moved by Commissioner Kimoto and seconded by Commissioner Gudbranson to recommend to the Harbour Authority funding is made available to upgrade the electrical facilities at 52 steps.
 - Clr. Oliwa and Mayor St. Jacques noted that Council will be meeting with Small Craft Harbours/DFO on March 4, and will raise the issue of electrical upgrades at that time

It was moved THAT it be recommended to table discussion of electrical issues at 52 Steps until after the meeting with Small Craft Harbours/DFO on March 4, 2015.

CARRIED

- d. Moved by Chair Parlee and seconded by Commissioner Kimoto to recommend to the Harbour Authority that areas of funding be explored for the Auxiliary Coast Guard.
 - Rich Parlee, HAC Chair, explained there is no ability or desire for current volunteer group to be sole funding source; will be looking into fundraising opportunities, but also wanted to stimulate various levels of government to see if they can help
 - Sgt. Swann noted that he also brought this issue to RCMP who will donate \$1000 for upgrades to the building itself

It was moved by Councillor Oliwa and seconded by Councillor McEwen
THAT it be recommended to explore areas of funding for the Auxiliary Coast Guard.

CARRIED

It was moved by Councillor Oliwa and seconded by Councillor Mole
THAT it be recommended to direct staff to contact the Auxiliary Manager to obtain background information on the issue of the Auxiliary Coast Guard to bring back to Council.

CARRIED

5. LATE ITEMS:

None

7. NEW BUSINESS:

None

8. PUBLIC QUESTION PERIOD:

None

9. CLOSED SESSION:

10. ADJOURNMENT:

Mayor St. Jacques adjourned the committee of the whole meeting at 8:17 pm.

CERTIFIED CORRECT: Minutes of the Committee of the Whole and Harbour Authority Meeting held on Tuesday, March 3, 2015 at 7:30 pm in Activity Room One, 500 Matterson Road, Ucluelet, BC.

Dianne St. Jacques
Mayor

Andrew Yeates
Chief Administrative Officer

THIS PAGE LEFT BLANK INTENTIONALLY

PUBLIC INPUT, DELEGATIONS & PETITIONS

THIS PAGE LEFT BLANK INTENTIONALLY



DISTRICT OF UCLUELET

Request to Appear as a Delegation

All delegations requesting permission to appear before Council are required to submit a written request or complete this form and submit all information or documentation by 11:00 a.m. the Wednesday preceding the subsequent Council meeting. Applicants should include the topic of discussion and outline the action they wish Council to undertake.

All correspondence submitted to the District of Ucluelet in response to this notice will form part of the public record and will be published in a meeting agenda. Delegations shall limit their presentation to ten minutes, except by prior arrangement or resolution of Council.

Please arrive by 7:20 p.m. and be prepared for Council meeting. The Mayor (or Acting Mayor) is the chairperson and all comments are to be directed to the chairperson. It is important to address the chairperson as Your Worship or Mayor St. Jacques.

The District Office will advise you of which Council meeting you will be scheduled for. For more information, please contact the District of Ucluelet at 250-726-4771 or email info@ucluelet.ca

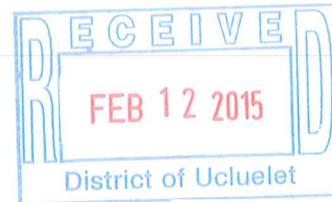
Requested Council Meeting Date:	March 10, 2015		
Organization Name:	Child Care Advocates of BC		
Name of Presenter:	Sharon Gregson		
Name of Applicant if Other than Above:	Marcie DeWitt		
Contact Phone Number & Email:	250-726-5019		
Mailing Address with Postal Code:	Box 845 Ucluelet BC V0R 3A0		
Audio/Visual Requirements:	Laptop <input checked="" type="checkbox"/>	Projector <input checked="" type="checkbox"/>	Screen <input checked="" type="checkbox"/>
	Check the box if you require the item		
Topic:	\$10/Day Child Care Plan		
Action You Wish Council to Take:			
	Child Care Advocates of BC are seeking endorsement on the plan from local governments across BC		

THIS PAGE LEFT BLANK INTENTIONALLY

CORRESPONDENCE

THIS PAGE LEFT BLANK INTENTIONALLY

Filecode: O400-20 PWABC
 X-Ref:
 Forwarded to: Council, Andrew
 Physical Electronic



February 2, 2015

Attention: Honourable Mayors,
 Members of Council and
 Chief Administrative Officers

Re: National Public Works Week, May 17-23, 2015 – "Community Begins Here"

The Public Works Association of British Columbia (PWABC) is seeking your support to recognize and promote National Public Works Week (NPWW) by acknowledging May 17-23, 2015 as National Public Works Week in your community. This year's theme is "Community Begins Here".

National Public Works Week is observed each year during the third full week of May and this is the 55th year. NPWW calls attention to the importance of public works in community life and seeks to acknowledge the efforts of tens of thousands of men and women in North America who provide and maintain civil infrastructure and services. NPWW also allows Councils to remind the public of the 24/7 services that they are responsible for and are proud of. Many Councils and Public Works departments make this an annual celebration in their communities.

The APWA encourages public works agencies and professionals to take the opportunity to celebrate the week by parades, displays of public works equipment, high school essay contests, open houses, programs for civic organizations and media events. The occasion is marked each year with scores of resolutions and proclamations from Mayors and Premiers and raises the public's awareness of public works issues and increases confidence in public works agencies like yours who are dedicated to improving the quality of life for present and future generations.

For your convenience, I have attached a sample Council proclamation that you may consider using. You may wish to go to www.pwabc.ca for information about this year's theme and resources on making your Public Works Week a success. If you have any further questions or require any additional information, please do not hesitate to contact Jeannette Austin, Executive Director at 250.819.6290. Thank you for making a difference.

Please note that we have a new address and declarations should be forwarded to:

PWABC
 #102 – 211 Columbia ST
 Vancouver BC V6A 2R5

Yours truly,

Deryk Lee
 PWABC President



PROCLAMATION
"Community Begins Here"
PUBLIC WORKS WEEK
MAY 17-23, 2015

WHEREAS: *public works infrastructure, facilities and services are vital to the health, safety and well-being of the residents of (Enter your city/municipality/town/etc name); and*

WHEREAS: *such facilities and services could not be provided without the dedicated efforts of public works professionals, engineers and administrator who are responsible for building, operating and maintaining the public works systems that serve our citizens; and*

WHEREAS: *the Public Works Association instituted Public Works Week as a public education campaign "to inform communities and their leaders on the importance of our nation's public infrastructure and public works services"; and*

WHEREAS: *it is in the public interest of citizens and civic leaders to gain knowledge of the public works needs and programs of their respective communities;*

WHEREAS: *Public Works Week also recognizes the contributions of public works professionals.*

NOW THEREFORE, I, (Enter Mayor's Name), Mayor of the (Enter your city/municipality/town/etc name), do hereby proclaim the week of May 17-23, 2015, as Public Works Week in Enter your municipality.

Dated this day of _____, 2014.

(Enter Mayor's Name), Mayor

SPRING COURSE SCHEDULE



INTRODUCTION TO PUBLIC WORKS

February 26, 2015

CONSTRUCTION MANAGEMENT

February 24–25, 2015

DEVELOPING A BUSINESS CASE

March 19, 2015

MANAGEMENT TOOLKIT SERIES 1 & 2

March 20, 2015

INFR 1110

March 23–27, 2015

INFR 1120

April 13–17, 2015

RISK MANAGEMENT

April 20, 2015

INFR 1130

May 4–8, 2015

INTRODUCTION TO PUBLIC WORKS

February 26, 2015 | 8:30 am–4:30 pm
City of Victoria Public Works Facility
417 Garbally Road, Victoria, BC
\$295

This course is intended for employees new to the public works field and administrative assistants who support the public works team. It provides a general overview of the many functions that make up Public Works and the administrative and organizational skills necessary to ensure each of these functions meets the needs of the community.

CONSTRUCTION MANAGEMENT

February 24–25, 2015 | Full Days
West Kelowna
\$550

Take your project and construction management skills to a new level by attending this two-day live workshop facilitated by a top expert in the field. Learn new tips and techniques to get your projects completed efficiently, safely, on time and on budget.

DEVELOPING A SOUND BUSINESS CASE

March 19, 2015 | 9 am–4 pm
City of Victoria Public Works Facility
417 Garbally Road, Victoria, BC
\$295

Participants will learn to write a business case that justifies decisions for a recommendation to senior management and council within the context of a municipal environment. We will look at problem identification, consider a broad range of options to address that problem and identify a best option considering municipal priorities. Finally, we will develop and articulate a rationale that justifies the expense, the risk and the resources necessary, as well as any potential benefits or risk to reputation.

MANAGEMENT TOOLKIT SERIES 1 & 2

March 20, 2015 | 9 am–12 pm
City of Victoria Public Works Facility
417 Garbally Road, Victoria, BC
\$295

The Management Toolkit is intended for new supervisors or those wishing to build their leadership skills. Attendees will develop specific practical skills that are in line with municipal or First Nations culture. Topics include; Sound Decision Making for Supervisors, Problem Solving Step by Step, Managing a Team, Conflict Resolution, Providing Effective Feedback, and Setting Key Performance Indicators.

INFR 1110

March 23–27, 2015 | 8:30 am–4:30 pm
BCIT Downtown Campus
555 Seymour Street, Vancouver
\$1100

Begin your education in the Public Works Supervisor Program by registering for INFR 1110: Public Works Institute I. This course covers Introduction to Leadership & Supervision, Introduction to Local Government and Introduction to Finance.

INFR 1120

April 13–17, 2015 | 8:30 am–4:30 pm
BCIT Downtown Campus
555 Seymour Street, Vancouver
\$1100

Continue your education in the Public Works Supervisor Program by registering for INFR 1120: Public Works Institute II. The course covers Presentation & Verbal Skills, Contracts & Contract Law and Government & Community topics.

RISK MANAGEMENT PLANNING

April 20, 2015 | 9 am–4 pm
Brix Studio
102-211 Columbia Street, Vancouver, BC
\$295

Participants will learn to write a usable Risk Management Plan that stratifies the risks inherent in public works projects and articulates corresponding mitigation strategies. A number of risk management models will be considered and evaluated, including ERM and COSO.

INFR 1130

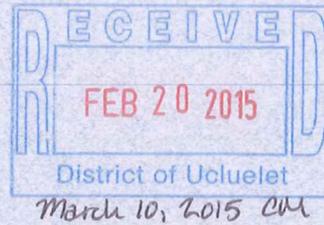
May 4–8, 2015 | 8:30 am–4:30 pm
BCIT Downtown Campus
555 Seymour Street, Vancouver
\$1100

Continue your education in the Public Works Supervisor Program by registering for INFR 1130: Public Works Institute III. The course covers project management, asset management, environmental management, and sustainability and safety. This Level 3 course is only offered once per calendar year, so don't delay! Reserve your spot in this important course today.

Prices do not include GST.

THIS PAGE LEFT BLANK INTENTIONALLY

Excellent health and care for everyone,
everywhere, every time.



February 9, 2015

Ref # 16435

Mayor Dianne St. Jacques
District of Ucluelet
PO Box 999
Ucluelet, BC V0R 3A0

Dear Mayor St. Jacques:

I hope that you and your council have settled into the new calendar year. With Island Health being an active partner in your community, I and other members of our executive team look forward to working with you and your council as you advance community development in your area.

I am proposing a brief touch-base meeting with you in March as I would like to bring you up to date on a couple of Island Health's community related initiatives, and answer any questions you might have. Hoping that you will find this beneficial, I will ask my assistant, Sarah Kowalenko, to connect with your office to find a mutually agreeable meeting day.

I wish you and your council all the best as you continue your important work on behalf of the constituents in your area.

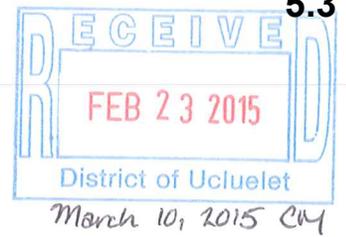
Sincerely,

A handwritten signature in black ink, appearing to read "Toni O'Keeffe".

Toni O'Keeffe, Vice President and Chief
Communications and Public Relations

TO:sk

THIS PAGE LEFT BLANK INTENTIONALLY



Ms. Dianne St. Jacques
Mayor
PO Box 999
Ucluelet, BC
V0R 3A0

Dear Ms. St. Jacques,

On behalf of the Resident Doctors BC, we would like to congratulate you on your most recent election campaign. Your new leadership as mayor will be a benefit to Ucluelet.

Resident Doctors of BC represents over thirteen hundred resident doctors across the province. We support residents in fulfilling their education to become well-informed, prepared and professional physicians.

Residents are doctors who have completed their medical degrees and are in the process of completing specialist training. We are frontline doctors and are often the first point of contact for patients accessing the medical system. We play a multi-centric role, responsible for learning, teaching and delivery of care. We are integral to the posterity and functioning of the Canadian healthcare system.

Resident doctors train across the province and residents have the opportunity to train near Ucluelet. The purpose of this distributed education model is to introduce resident doctors to rural and underserviced areas in the hope that it will encourage them to settle and practice in these areas.

We would love the opportunity to discuss residency education in your city further.

Sincerely,

Kate Milne, M.D.
PGY-II Internal Medicine | University of British Columbia
Advocacy Chair | Resident Doctors of BC

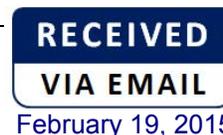
THIS PAGE LEFT BLANK INTENTIONALLY

INFORMATION ITEMS

THIS PAGE LEFT BLANK INTENTIONALLY

Legislative Office
 Room 201 - Parliament Buildings
 Victoria, BC Canada V8V 1X4

Constituency Office
 818 3rd Ave W
 Prince Rupert, BC Canada V8J 1M6
 P: (250) 624-7734
 F: (250) 624-7737
 E: jennifer.rice.mla@leg.bc.ca



February 19, 2015

Dear Mayor and Council,

As the BC New Democrat Spokesperson for Rural and Northern Health, I wanted to take the opportunity to introduce myself and to encourage you to contact me about improving health care services in the rural parts of our province, including your community. My role as spokesperson is to give a greater voice to rural and northern communities in the conversation about BC's health care system and how it serves, or fails to serve communities across the province.

As someone who represents many rural, remote, and northern communities as the MLA for North Coast, I am aware of the kinds of gaps that exist in our current health care system for serving these parts of the province.

Some of the rural and northern health issues I am currently working on include:

- Addressing the lack of primary care for rural residents as too many people are without a physician or primary health care provider.
- Looking at new models of health delivery that are conducive to the northern and rural environment, including the expanded use of Nurse Practitioners.
- Easing the burden of medical travel costs and improving the travel assistance program so people can access specialized care in the urban centres when needed.

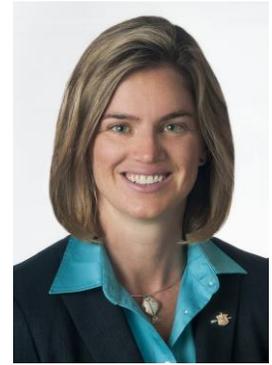
It is my hope that if we work together we can make a compelling case for the need for a renewed focus to ensure that people from every corner of this province can expect and can receive access to quality health care.

Just last year in Haida Gwaii we experienced a sad loss of life when a Skidegate Band Councilor suffered a heart attack and died. He lived ten minutes from the nearest BC Ambulance station, yet due to chronic staffing shortages of paramedics on the remote island, no one was at the station that could serve him.

As an elected local representative, I hope that you can share with me what is working in regards to health delivery and share your thoughts with me on how health services can be improved in your community. Let's have a conversation. You can phone, write or email me in confidence at Jennifer.Rice.MLA@leg.bc.ca.

Legislative Office
Room 201 - Parliament Buildings
Victoria, BC Canada V8V 1X4

Constituency Office
818 3rd Ave W
Prince Rupert, BC Canada V8J 1M6
P: (250) 624-7734
F: (250) 624-7737
E: jennifer.rice.mla@leg.bc.ca



Sincerely,

A handwritten signature in blue ink that reads "Jennifer Rice".

Jennifer Rice, MLA
Official Opposition Spokesperson for Rural and Northern Health



February 23, 2015

File No. 01-0230-40



February 24, 2015

Dear Mayor and Council:

Re: Declaration of the Right to a Healthy Environment

At the Regular Council meeting of February 10, 2015, Port Moody City Council passed the following resolution:

“WHEREAS municipalities and regional districts are the governments nearest to people and the natural environment, and therefore share a deep concern for the welfare of the natural environment and understand that a healthy environment is inextricably linked to the health of individuals, families, future generations and communities;

AND WHEREAS fostering the environmental well-being of the community is a municipal purpose under section 7(d) of the *Community Charter* and a regional district purpose under section 2(d) of the *Local Government Act*;

The Council of the City of Port Moody declares that:

1. every resident has the right to live in a healthy environment, including the right to:
 - a. breathe clean air,
 - b. drink clean water,
 - c. consume safe food,
 - d. access nature,
 - e. know about pollutants and contaminants released into the local environment, and
 - f. participate in decision making that will affect the environment;
2. The City of Port Moody has the authority, within its jurisdiction, to respect, protect, fulfill and promote these rights;
3. The City of Port Moody will consider the precautionary principle when making decisions: where threats of serious or irreversible damage to human health or the environment exist, the City of Port Moody will consider cost effective measures to prevent the degradation of the environment and protect the health of its citizens, and the absence of full scientific certainty will not be viewed as sufficient reason for the City of Port Moody to postpone such measures;

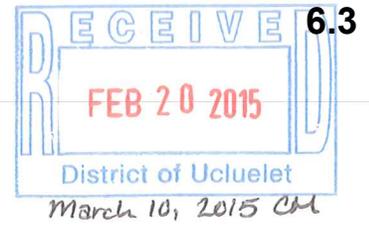
4. The City of Port Moody will apply full cost accounting when evaluating reasonably foreseeable costs of proposed actions and alternatives, the City of Port Moody will consider costs to human health and the environment;
5. By 2016, the City of Port Moody will specify objectives, targets, timelines and actions the City of Port Moody will consider, within its jurisdiction, to address the residents' right to a healthy environment under section 1, including priority actions to:
 - a. Ensure infrastructure and development projects of the City of Port Moody and private sector respect the objective of protecting the environment, including air quality;
 - b. address climate change by reducing greenhouse gas emissions and implementing adaptation measures;
 - c. prioritize walking, cycling and public transit as preferred modes of transportation;
 - d. prioritize infrastructure and protected water sources for the provision of safe and accessible drinking water;
 - e. reduce solid waste and promote recycling, re-use and composting;
 - f. establish and maintain accessible green spaces in all residential neighbourhoods, and protect and conserve nature in public open spaces;
6. The City of Port Moody will review the objectives, targets, timelines and actions of its healthy environment policy every five (5) years, and measure progress toward fulfilling this Declaration; and
7. The City of Port Moody will consult with residents as part of this process.

AND THAT this declaration be forwarded to the Lower Mainland Local Government Association, the Union of BC Municipalities, the Federation of Canadian Municipalities and member local governments, requesting favourable consideration by local councils and by delegates at the 2015 annual general meetings of these associations.”

The City of Port Moody has forwarded this resolution to the Lower Mainland Local Government Association (LMLGA), the Union of British Columbian Municipalities (UBCM), and the Federation of Canadian Municipalities (FCM) for discussion at their 2015 Conference/Convention. We respectfully request that your Council favourably support this initiative when it comes forth for discussion. Should you have any questions, please feel free to contact the undersigned at 604-469-4505.

Yours truly,

Kelly Ridley
Manager of Legislative Support



Lieutenant Governor of British Columbia

February 15, 2015

*Her Worship Mayor Dianne St. Jacques
District of Ucluelet
PO Box 999
Ucluelet BC V0R 3A0*

Dear Mayor St. Jacques:

I had such a great time visiting with you and the residents of Ucluelet during my recent trip up island. The harbour and coast guard station tours, and the walk along the beach highlighted the breath-taking scenery that your community is set in, and I was so pleased for the opportunity to meet some of the friendly people who call Ucluelet home. You are all blessed to live in such a beautiful part of our province.

Thank you so much for the lovely, yellow cedar bowl crafted by Ms. Hilary Dibben. It's a beautiful piece and will remind me of the great time I had with you. Your thoughtful gift is very much appreciated.

Best wishes to you and those you represent for much success and happiness.

Yours sincerely,

*The Honourable Judith Guichon, OBC
Lieutenant Governor of British Columbia*

*And thank you for all your
years of service to your
community!
J.G.*

THIS PAGE LEFT BLANK INTENTIONALLY



Dear Mayor St. Jacques and Councillors,

Please join us in celebrating the
100th Anniversary of Amphitrite Lighthouse
Sunday, March 22, 2015
3 p.m. at the lighthouse

Festivities will include a brief ceremony, some personal anecdotes from a lightkeeper's daughter, a chance to mingle and enjoy some "birthday" cake, and an interpretive walk to the Pass of Melfort site.

We hope you will be able to attend this celebration of our iconic lighthouse!

Sincerely,
Ucluelet and Area Historical Society

THIS PAGE LEFT BLANK INTENTIONALLY

REPORTS

THIS PAGE LEFT BLANK INTENTIONALLY

District of Ucluelet Expenditure Voucher

G-04/15

Date: March 5, 2015

Page: 1 of 5

CHEQUE LISTING:

AMOUNT

Cheques: # 22097 - # 22173	\$	108,886.91
----------------------------	----	------------

PAYROLL:

PR 005/15	\$	54,852.02
-----------	----	-----------

	\$	163,738.93
--	-----------	-------------------

RECEIVED FOR INFORMATION AT MEETING HELD: March 10, 2015

Jeanette O'Connor, CFO

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
022097	002	20/02/2015	A9328	ABDULLA PATRICIA	121171	ABDULLA-GFOA SEMIN	338.05		338.05	
022098	002	20/02/2015	AA211	ANDERSON, ALAN	121176	ANDERSON-JIBC OFFI	662.30		662.30	
022099	002	20/02/2015	ACE92	ACE COURIER SERVIC	14137603	LB WOODCHOPPERS	29.55		29.55	
022100	002	20/02/2015	AGS11	AGS BUSINESS SYSTE	32853 32852	JAN/15 UCC JAN/15 LYCHE	95.67 382.93		478.60	
022101	002	20/02/2015	BC017	BC HYDRO & POWER A	JAN/15	JAN/15	23,387.56		23,387.56	
022102	002	20/02/2015	bcf01	BC FIRE TRAINING O	1870	2015 MMBRSHP	100.00		100.00	
022103	002	20/02/2015	BE737	BENSON ERICA	121173	BENSON-FEB 1/7 & 8	1,332.80		1,332.80	
022104	002	20/02/2015	CCIF3	VICC INDIGENOUS FO	2000486.002	DAMAGE DEPOSIT	350.00		350.00	
022105	002	20/02/2015	CK608	CORTES KEVIN	D459 D460	D459 D460	815.01 331.25		1,146.26	
022106	002	20/02/2015	CN043	CROWS NEST UCLUELE	5211	TRANSPARENT PAGES	33.55		33.55	
022107	002	20/02/2015	COOP	UCLUELET CONSUMER'	71514931 71516037 71515738 71514505 71515875 71512354 71512356 71514270 71514216 71514154 71515704	#23 #12 PROPANE RANGER PROPANE R1 R1 E1 E2 #23 HYDROLIC FLUID	59.05 92.77 23.58 57.61 15.33 16.95 11.21 77.49 97.29 108.94 84.59		644.81	
022108	002	20/02/2015	COOP	UCLUELET CONSUMER'	71518135 71516105 71518534 71518399 71518821 71516152 71516383 71516495 71516556 71516437 71516555	PROPANE #4 PROPANE PROPANE PROPANE PROPANE #24 #5 PROPANE PROPANE WHITE RANGER	18.86 108.01 23.58 22.40 23.58 17.69 58.89 80.14 16.51 15.33 52.28		437.27	
022109	002	20/02/2015	COOP	UCLUELET CONSUMER'	71519073 71519138 71518925 71519401 71519410 71518902 71520825 71520852 71520975 71520950 71520516	#10 #3 #12 #23 #3 RANGER #12 PROPANE #24 RANGER PROPANE	103.20 23.58 73.86 57.00 77.70 52.99 63.43 23.58 95.45 54.61 23.58		648.98	
022110	002	20/02/2015	COOP	UCLUELET CONSUMER'	71521163 71521755 71521779 71521301 71521731	#3 #5 #1 #3 #4	21.22 71.49 92.50 23.58 107.01		315.80	
022111	002	20/02/2015	CP300	CRITERION PICTURES	771416 771415 771376 771555	JAN/15 JAN/15 JAN/15 JAN/15	34.05 34.05 109.76 87.03		264.89	
022112	002	20/02/2015	CS334	CONTROL SOLUTIONS	C001180	HEAT PUMP COMPUTER	3,673.60		3,673.60	
022113	002	20/02/2015	DE001	DUNCAN ELECTRIC MO	P2636	NORAH PUMP	1,816.89		1,816.89	

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
022114	002	20/02/2015	EL048	ERIK LARSEN DIESEL	712272 712270 712299	#10 BOX LIFT GREASE #3 SOLENOID	1,667.86 156.80 30.52		1,855.18	
022115	002	20/02/2015	GW178	GRAY WHALE DELICAT	282402	COUNCIL	85.05		85.05	
022116	002	20/02/2015	HK793	HODDER KK	121178	PLYSCHL EQUIPMENT	157.50		157.50	
022117	002	20/02/2015	HS002	HOGAN, SARAH	121174	HOGAN-DANCE FIT/FR	117.78		117.78	
022118	002	20/02/2015	LC077	LOOMIS EXPRESS	5228009	MAAXAN ANALYTICS	44.33		44.33	
022119	002	20/02/2015	LY001	YOUNG ANDERSON	86017	1190123	1,494.26		1,494.26	
022120	002	20/02/2015	M9355	MOLE SALLY	121169 121170 121172	MOLE-ELI MINNA WRK MOLE-LGMA MOLE-COALITION	110.16 455.46 45.36		610.98	
022121	002	20/02/2015	MF113	MINISTER OF FINANC	93391219	BUILDING/FIRE CODE	448.35		448.35	
022122	002	20/02/2015	NV785	NOVUS CONSULTING I	6016 6009	JAN/15 MAINTENANCE JAN/15 MONITORING	1,751.54 117.27		1,868.81	
022123	002	20/02/2015	O9310	OLIWA RANDY	121168	OLIWA-LGLA	455.46		455.46	
022124	002	20/02/2015	PCW13	PACIFIC COAST WARE	00512430 00512445	CANADIAN ELEC. VEH CANADIAN ELEC. VEH	36.45 33.61		70.06	
022125	002	20/02/2015	PF686	PROFIRE EMERGENCY	012196 012193 012194 012195	MP-SERVICE E2 SERVICE R1 SERVICE ENG 1 SERVICE	310.92 1,240.41 734.43 1,641.93		3,927.69	
022126	002	20/02/2015	PI110	PUROLATOR INC	426601749	N.IS.LABS	98.30		98.30	
022127	002	20/02/2015	REP21	RAMTECH ENVIRONMEN	9623-B204	UVT FLOW SWITCH	625.83		625.83	
022128	002	20/02/2015	RPI46	ROADPOST INC. T462	RC08090550	FEB/15	61.95		61.95	
022129	002	20/02/2015	S9372	ST JACQUES DIANNE	121180 121179	ST JACQUES PARLIME ST JACQUES LGLA	139.08 515.46		654.54	
022130	002	20/02/2015	SBR01	SONBIRD REFUSE & R	21153	JAN/15	2,630.49		2,630.49	
022131	002	20/02/2015	SD199	SCHRAMM DESIGN	TG15-38	2015 TIDE GUIDES	57.75		57.75	
022132	002	20/02/2015	SF061	STEVENS FLICKERINE	121177 121175	STEVENS-FEB 1-11 Y STEVENS-YOGA JAN 2	272.40 146.40		418.80	
022133	002	20/02/2015	SP010	SUPERIOR PROPANE	25979	JAN/15 UCC	158.98		158.98	
022134	002	20/02/2015	T9345	TOWGOOD JOHN	121181	TOWGOOD -SFU FEB/1	653.08		653.08	
022135	002	20/02/2015	TE541	TECH ELECTRICAL CO	1391	LAGOON AERATOR	1,921.36		1,921.36	
022136	002	20/02/2015	TP002	TELUS	JAN/15	JAN/15	3,581.97		3,581.97	
022137	002	20/02/2015	tt321	TOFINO TECH	3208	SATELLITE INSTALLA	334.40		334.40	
022138	002	20/02/2015	US398	UCLUELET SECONDARY	5465823	CAMERA-USS	898.11		898.11	
022139	002	20/02/2015	UV145	UCLUELET VIDEO SER	FEB/15-491 2015 TV	FEB/15 - 491 TV ADVERTISING SUB	557.76 754.74		1,312.50	
022140	002	20/02/2015	WC325	WEST COAST MOTEL	680	JAN/15 POOL RENTAL	887.25		887.25	
022141	002	20/02/2015	xc300	XPLORNET COMMUNICA	inv08501881	FEB/15	61.59		61.59	
022142	002	23/02/2015	VI200	VANCOUVER ISLAND R	Q1-2015	Q1-15	24,722.00		24,722.00	
022143	002	27/02/2015	ACE07	ALBERNI COMMUNICAT	18758	PAGERS	1,162.56		1,162.56	
022144	002	27/02/2015	AJP15	ARCHIE JOHNSTONE P	1623-2	DUCT MAINTENANCE	2,519.74		2,519.74	

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
022145	002	27/02/2015	AL001	ACKLANDS - GRAINGE	0529688 0529594	AIRPACK MAINTENANC EARPLUGS/SOCKETS/R	246.18 73.38		319.56	
022146	002	27/02/2015	CE004	CORPORATE EXPRESS	37733951 37646926 37809806 37589307 37805512 37812900	EASEL/CARDS/PLANNE CALENDAR DESK PAD ENVELOPES KEYBOARD/POST ITS/ PAPER/FOLDERS/POST FILE BAR	143.79 61.33 175.37- 124.11 108.45 25.75		288.06	
022147	002	27/02/2015	CK608	CORTES KEVIN	D461	D461	1,376.20		1,376.20	
022148	002	27/02/2015	CKREX	CORTES KEVIN	52842	CORTES-REIMBURSEME	139.20		139.20	
022149	002	27/02/2015	CN043	CROWS NEST UCLUELE	5208	DAYTIMER	22.33		22.33	
022150	002	27/02/2015	CT002	CLEARTECH INDUSTRI	131497 JJP 604490 SJC 132604 JJP 609141 SJC	RETURN 10 DRUMS HYPOCHLORITE CONTAINER RETURN HYPOCHLORITE	672.00- 715.18 315.00- 715.18		443.36	
022151	002	27/02/2015	CUPE1	CUPE LOCAL #118	02/15	PPO3-04/15	1,259.07		1,259.07	
022152	002	27/02/2015	DA104	DRUMMOND ASHLEIGH	121182	DRUMMOND-MEAL PLAN	143.50		143.50	
022153	002	27/02/2015	DFC01	DUMAS FREIGHT COMP	30127 35396	FOUR STAR WATERWOR CLEARTECH	140.00 427.43		567.43	
022154	002	27/02/2015	EL048	ERIK LARSEN DIESEL	712263 712174	GREASE GREASE HOSE	75.61 16.82		92.43	
022155	002	27/02/2015	FS004	FOUR STAR WATERWOR	44938	METER BOX/PVC/COUP	2,873.97		2,873.97	
022156	002	27/02/2015	FW050	FAR WEST FOODS GRO	288066 288076 288083	CALL-OUT BOTTLED W WATER/TEA G.BGS/TISSUE/TOWEL	106.29 108.07 241.76		456.12	
022157	002	27/02/2015	GE395	GALLOWAY ELECTRIC	433 434	LAMP IN PARKING LO HUB/FRONT DESK SWI	54.06 241.58		295.64	
022158	002	27/02/2015	GPC25	GREATPACIFIC CONSU	117	OUTFALL MONITORING	4,362.96		4,362.96	
022159	002	27/02/2015	IW001	IMAGE WEST GALLERY	660556	SAIL PAST PRIZES	67.20		67.20	
022160	002	27/02/2015	MC481	MARTIN CRIS	121183	MARTIN -YOGA JAN 1	87.60		87.60	
022161	002	27/02/2015	MK001	MCAVOY WANDA	121186	McAVOY-REIMBURSEME	57.15		57.15	
022162	002	27/02/2015	NA071	NOVAK ANNE	121185	NOVAK -CLAY ART FE	1,138.64		1,138.64	
022163	002	27/02/2015	ND001	VING VI NEWSPAPER	4140 FEB/15 4100 4121	BURN WEEK 2015 SUBSCRIPTION LITERAY/QUAKE/PH/ LITERACY/PH	200.03 75.18 692.81 370.81		1,338.83	
022164	002	27/02/2015	NI005	NORTH ISLAND LABOR	95019 94982 94947 94750	117211-01 117045-01 116890-01 116779	131.25 131.25 157.50 131.25		551.25	
022165	002	27/02/2015	PC336	PETTY CASH FORTUNE	FEB/15	FORTUNE PETTY CASH	22.10		22.10	
022166	002	27/02/2015	PE226	PAVELEY EMMA	121187	PAVELY BABYSITTER	225.50		225.50	
022167	002	27/02/2015	PI110	PUROLATOR INC	426672966	NI LABS	98.85		98.85	
022168	002	27/02/2015	SC003	SHARE CANADA	03400	NATRAKLENE	304.50		304.50	
022169	002	27/02/2015	SF061	STEVENS FLICKERINE	121184	STEVENS- FEB 12-23	171.60		171.60	
022170	002	27/02/2015	sp010	SUPERIOR PROPANE	340639	FEB/15 UCC	508.15		508.15	

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
022171	002	27/02/2015	UI923	UKEE INFO TECH	10117	IT SUPPORT JAN 1-F	1,359.22		1,359.22	
022172	002	27/02/2015	UP459	UCLUELET PETRO-CAN	17116175	#10 OIL CHANGE	377.41		525.75	
					17116109	PARK CART TIRES	44.80			
					17116203	#1 AIR FILTER/OIL	103.54			
022173	002	27/02/2015	UR849	UCLUELET RENT-IT C	19963	SCAFFOLD RENTAL	120.96		233.18	
					20038	OIL	112.22			
Total:							108,886.91	0.00	108,886.91	

*** End of Report ***

THIS PAGE LEFT BLANK INTENTIONALLY



STAFF REPORT TO COUNCIL

Council Meeting: MARCH 10, 2015
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: KARLA ROBISON, ENVIRONMENTAL AND EMERGENCY SERVICES MANAGER **FILE NO:** 2240-20 ACRD

SUBJECT: AGREEMENT BETWEEN THE DISTRICT OF UCLUELET AND THE DISTRICT OF TOFINO FOR THE UCLUELET VOLUNTEER FIRE BRIGADE AND THE TOFINO FIRE DEPARTMENT TO PROVIDE AUTOMATIC AID SERVICES TO EMERGENCY INCIDENTS WITHIN THE BOUNDARIES OF THE DISTRICT OF UCLUELET AND THE DISTRICT OF TOFINO

ATTACHMENT(S): APPENDIX 1 – AGREEMENT BETWEEN THE DISTRICT OF UCLUELET AND THE DISTRICT OF TOFINO FOR THE UCLUELET VOLUNTEER FIRE BRIGADE AND THE TOFINO FIRE DEPARTMENT TO PROVIDE AUTOMATIC AID BETWEEN THE JURISDICTIONS OF THE DISTRICT OF UCLUELET AND THE DISTRICT OF TOFINO

- SCHEDULE A - EMERGENCY INCIDENTS AND RESPONSE
- SCHEDULE B - DISTRICT RESPONSE AREAS
- SCHEDULE C - UNIFORM OPERATIONAL GUIDELINES
- SCHEDULE D - CHANGE MANAGEMENT FORM

RECOMMENDATION(S):

1. **THAT** Council directs its signatories to sign the five-year agreement between the District of Ucluelet and the District of Tofino for the Ucluelet Volunteer Fire Brigade and the Tofino Fire Department to provide Automatic Aid Services to Emergency Incidents within the Boundaries of the District of Ucluelet and the District of Tofino; **or**
2. **THAT** Council does not enter into this agreement and directs staff to come back to Council with additional information.

PURPOSE:

The purpose of this report is to provide Council with information pertaining to the agreement between the District of Ucluelet and the District of Tofino for the Ucluelet Volunteer Fire Brigade and the Tofino Fire Department to provide Automatic Aid Services to Emergency Incidents (outlined in Schedule A) within the boundaries of the District of Ucluelet and the District of Tofino.

BACKGROUND:

The District of Ucluelet operates and maintains the Ucluelet Volunteer Fire Brigade and is prepared to offer firefighting services subject to the terms and conditions in the agreement (see Appendix 1). The District of Tofino operates and maintains the Tofino Fire Department and is prepared to offer firefighting services subject to the terms and conditions in the agreement (see Appendix 1).

The District of Ucluelet and the District of Tofino have provided fire suppression support between the jurisdictions of the District of Ucluelet and the District of Tofino for several years with an average of 3 calls a year. Please note - this is based on the last 2 years with 5 calls in 2013 and 1 call in 2014. There has been 1 call so far in 2015. This Automatic Aid Agreement will allow for immediate and simultaneous dispatching of fire and emergency response to Emergency Incidents, which is defined in Schedule A as the following:

- Any Structure that is reported as “Smoke Showing”
- Any Structure that is reported as a “Working Structural Fire”

FEES:

No fees apply to this mutual automatic agreement.

TERM:

The agreement has an initial term of five years with an automatic renewal term of one year thereafter unless terminated in accordance to Section 21 in the agreement.

SUMMARY AND CONCLUSION:

It is recommended Council supports the agreement with the District of Ucluelet and the District of Tofino for the Ucluelet Volunteer Fire Brigade and the Tofino Fire Department to provide Automatic Aid Services to Emergency Incidents within the boundaries of the District of Ucluelet and the District of Tofino.

Respectfully submitted:



Karla Robison,
Manager of Environmental & Emergency Services

APPENDIX 1



AUTOMATIC AID AGREEMENT

BETWEEN THE JURISDICTIONS OF

**THE DISTRICT OF TOFINO
(Tofino Volunteer Fire Department)**

**THE DISTRICT OF UCLUELET
(Ucluelet Volunteer Fire Brigade)**

January 2015

TOFINO and UCLUELET AUTOMATIC AID AGREEMENT

THIS AGREEMENT made as of this day of , 2015

BETWEEN

THE DISTRICT OF TOFINO

AND

THE DISTRICT OF UCLUELET

WHEREAS the District of Tofino operates and maintains the Tofino Volunteer Fire Department to provide fire protection and emergency response to the District of Tofino;

AND WHEREAS the District of Ucluelet operates and maintains the Ucluelet Volunteer Fire Brigade to provide fire protection and emergency response to the District of Ucluelet;

AND WHEREAS the Parties consider it to be of mutual benefit to respond automatically to Emergency Incidents within boundaries of the District of Tofino and the District of Ucluelet;

NOW THEREFORE, in consideration of the mutual covenants and premises herein contained and other good and valuable consideration, the Parties agree as follows:

Definitions

1. In this Agreement, including in the recitals hereto, the following capitalized terms shall have the following respective meanings:
 - a. “**Agreement**” means this agreement, including the recitals and Schedules attached hereto, as same may be amended from time to time by the Parties in accordance with section 25, and references to sections or subsections, means sections or subsections of this Agreement;
 - b. “**Automatic Aid**” means the immediate and simultaneous dispatching of fire and emergency response to Emergency Incidents, as more particularly defined in this Agreement and the Schedules hereto, by each of the Fire Departments;
 - c. “**Automatic Aid Committee**” means the committee of Fire Chiefs or designates created under section 8, responsible for establishing, reviewing and revising specified operational aspects of Automatic Aid

activations and responses, and issues affecting joint operations at Emergency Incidents;

- d. **“Consumables”** means fire fighting agents, including foam, absorbents, and similar expendables, but excluding fuel costs, used by a Responding Department at or in connection with an Emergency Incident;
- e. **“Dispatch Centre”** means North Island 9-1-1 Corporation, or any entity or organization replacing or succeeding same;
- f. **“Emergency Incident”** means that class or category of events which the Automatic Aid Committee has determined will trigger an Automatic Aid activation and response in a particular Fire Service Area or portion thereof, as set out in Schedule A to this Agreement;
- g. **“Fire Chief”** means the fire chief of any of the Fire Departments;
- h. **“Fire Departments”** means, collectively, the Tofino Volunteer Fire Department, the Ucluelet Volunteer Fire Brigade and “Fire Department” means any one of them;
- i. **“Firefighter”** means a member in good standing of any of the Fire Departments (and includes the Fire Chief and other officers);
- j. **“Fire Service Area”** means, in relation to any Fire Department, the response coverage area for that Fire Department as set forth in Schedule B, as same may be amended or modified from time to time;
- k. **“Incident Command System”** means the system of operational control at the scene of an Emergency Incident, as set forth in the B.C. Emergency Response Management System, as supplemented or amended by this Agreement and the Uniform Operational Guidelines;
- l. **“Incident Commander”** means the Firefighter in charge at the scene in accordance with the Incident Command System;
- m. **“Joint Use Agreement”** means the mutual aid agreement for the provision of Fire Fighting Equipment and Personnel dated 1999, entered into between the Parties, covering the provision of mutual aid between the District of Tofino Fire Department, District of Ucluelet Fire Brigade and the Pacific Rim National Park, as same may be amended or replaced from time to time;
- n. **“Parties”** means, collectively, the District of Tofino and the District of Ucluelet, and “Party” means any one of them;
- o. **“Requesting Department”** means the Fire Department receiving Automatic Aid assistance from the other Fire Departments;
- p. **“Responding Department”** means a Fire Department responding to an Automatic Aid activation for another Fire Department’s Fire Service Area;
- q. **“Uniform Operational Guidelines”** means the operational guidelines agreed upon by the Automatic Aid Committee as applicable to Automatic

Aid activations and responses, and adopted by each Fire Department in accordance with this Agreement; and

- r. **“Workers Compensation Claim”** means any claim by or on behalf of any Firefighter in relation to a workplace injury or death suffered in connection with any Automatic Aid activation or response.

Schedules

- 2. The following Schedules are attached to and form part of this Agreement. In the event of a conflict between the body of this Agreement and any Schedule, the terms in the body of the Agreement shall prevail:
 - a. Schedule A: Emergency Incidents and Responses
 - b. Schedule B: Current Fire Service Areas
 - c. Schedule C: Uniform Operational Guidelines
 - d. Schedule D: Change Management Form.

Automatic Aid

- 3. The Parties agree to provide Automatic Aid on the following basis:
 - a. The Parties agree that each of the Fire Departments shall provide Automatic Aid to Emergency Incidents in the other Fire Departments’ Fire Service Areas.
 - b. Subject to section 4 and the Uniform Operational Guidelines, Fire Departments shall respond to Automatic Aid call outs on the same basis as call outs within their own Fire Service Area.
 - c. The categories and types of Emergency Incidents that trigger an Automatic Aid activation, the responses to those Emergency Incidents, and the portions of each Fire Department’s Fire Service Area covered by this Agreement, shall be determined by the Automatic Aid Committee and set out in Schedule A to this Agreement. Schedule A may be revised from time to time by the Automatic Aid Committee in accordance with section 11.
 - d. The Automatic Aid Committee shall establish and agree upon Uniform Operational Guidelines governing Automatic Aid activations and responses, attached as Schedule C to this Agreement, and each Fire Department shall adopt and train its Firefighters to the standards specified in such guidelines.
 - e. The Parties shall provide a copy of this Agreement (including the defined Emergency Incidents) to the Dispatch Centre, to enable appropriate dispatching of Automatic Aid. The Automatic Aid Committee shall be responsible for ensuring that the Dispatch Centre is informed, in writing, of any changes to this Agreement.
- 4. Notwithstanding anything contained in section 3, in relation to Responding Departments:

- a. A Fire Chief (or designate) may elect that his or her Fire Department shall not respond to a particular call out for Automatic Aid, or shall provide a lower level of response than is contemplated by the Uniform Operational Guidelines based on operational, safety or other concerns, including that the Fire Department's resources is or may be required in its own Fire Service Area.
 - b. Where a decision has been made not to respond to an Automatic Aid call out, or to modify the level of response, the Fire Chief (or designate) must, by telephone or radio, inform the Requesting Department and the Dispatch Centre as soon as reasonably possible.
 - c. A Fire Chief (or designate) may, at any time during the continuation of an Emergency Incident, recall all or any portion of his or her Responding Department's Firefighters, apparatus or equipment if such resources are required, or may be required, to respond to another incident or matter, or for reasons of safety.
5. The Incident Command System will be used at all emergencies involving the activation of Automatic Aid. The following principles shall apply:
 - a. Firefighters, apparatus, and equipment provided by a Responding Department shall be under the direction of the Incident Commander of the Requesting Department for the duration of the Emergency Incident. The Incident Commander shall adhere to recognized principles of the Incident Command System, including accountability for personnel safety, in accordance with the Uniform Operational Guidelines.
 - b. In the event that a Responding Department is first to arrive at an Emergency Incident, the senior ranking member of the first arriving crew will assume the role of Incident Commander. The role of Incident Commander will be transferred, as soon as practicable, to the first qualified officer arriving from the Requesting Department.
 - c. At any Emergency Incident, the Requesting Department shall release the resources of the Responding Departments before releasing its own resources, except as otherwise may be provided for in the Uniform Operational Guidelines.
 - d. An Incident Commander shall, as quickly as practicable in the circumstances, release any resources recalled by a Fire Chief (or designate) of a Responding Department under subsection 4(c).
6. Firefighters of a Responding Department shall have all of the powers and authority granted to Firefighters of the Requesting Department under the relevant bylaw(s) governing the operations of the Requesting Department, to operate at and control the scene of an Emergency Incident. Each Party and each Fire Chief, is hereby deemed to have provided all necessary designations or authorities to grant such powers and authority to the Firefighters of each Responding Department in connection with their operations at the scene of an Emergency Incident.

7. Responding Departments shall not be entitled to any payment for responding to an Emergency Incident. Responding Departments shall, however, be entitled to be reimbursed by the Requesting Department for the actual cost of any Consumables used in connection with an Emergency Incident. Invoices for reimbursement shall be submitted to the Automatic Aid Committee within 30 days of the end of each calendar quarter, which shall determine the net amount owing between the Fire Departments. Invoices shall identify the Emergency Incident, the Consumables expended and the total amount of reimbursement sought.

Automatic Aid Committee

8. The Parties shall establish the Automatic Aid Committee, which shall be composed of the Fire Chiefs (or their respective designates). The Automatic Aid Committee shall be entitled to request assistance from other Firefighters within the Fire Departments, or representatives from the Dispatch Centre, as it considers necessary or appropriate, for the purposes of addressing any issue before it.
9. The chair of the Automatic Aid Committee shall rotate annually between the participating Fire Departments. The Chair shall be responsible for calling and managing meetings, and shall act as the primary contact for matters relating to this Agreement. The Automatic Aid Committee shall meet or correspond not less than four times each year and shall meet at such other times as reasonably be requested by either Party or any of the Fire Chiefs. The Automatic Aid Committee shall operate on a consensus basis.
10. The Automatic Aid Committee shall be responsible for establishing the operational requirements and processes for Automatic Aid activations and responses, including:
 - a. identifying what constitutes an Emergency Incident;
 - b. establishing the appropriate responses from the Requesting Department and Responding Departments to each Emergency Incident;
 - c. expanding or limiting the coverage area for Automatic Aid;
 - d. establishing the necessary Uniform Operational Guidelines to cover Automatic Aid activations and responses;
 - e. working with the Dispatch Centre to ensure appropriate dispatching of Automatic Aid to Emergency Incidents;
 - f. setting training standards and requirements, including a reliable method for rapidly identifying the training levels of personnel from each of the Responding Departments;
 - g. organizing regular joint training exercises among the Fire Departments and with the Dispatch Centre;
 - h. establishing or confirming communication protocols at the scenes of Emergency Incidents;

- i. annually collating the insurance policies and certificates of insurance of each of the Fire Departments and circulating same in accordance with section 19;
 - j. recommending revisions to the governing bylaws of each Fire Department to ensure that the objects of this Agreement can be fully realized;
 - k. making recommendations to update or amend the Joint Use Agreement to correspond with this Agreement and vice versa; and
 - l. reviewing and analysing Automatic Aid activations and responses and any issues arising in connection with such responses.
11. The Automatic Aid Committee is authorized to revise Schedules A, B and C to this Agreement. Each decision to revise any of the Schedules must be unanimous and written notice thereof given to each of the Parties, each of the Fire Departments and the Dispatch Centre. Such notice shall include the terms of the revision and a brief explanation of its purpose and intended effect, utilizing the Change Management Form in Schedule D. Where any proposed revision would affect emergency dispatching, it shall not be implemented until the Dispatch Centre confirms that it is able to put such amendment into effect.

Liability and Indemnity

12. Notwithstanding anything in this Agreement, no Party and no Responding Department (including its Firefighters, volunteers, agents or representatives) shall be liable for failing to respond to an Automatic Aid request or for providing a level of response that is different from that contemplated by this Agreement, regardless of the reasons for not responding, or providing a different level of response.
13. In sections 14 and 15, the term “**Indemnitee**” shall mean the Party who controls any Responding Department, and shall include its Fire Department, Firefighters, elected officials, servants, employees, volunteers, agents or representatives, or any of them.
14. The Party responsible for a Requesting Department hereby indemnifies and saves harmless the Indemnitee from and against any and all claims, causes of action, suits, and demands whatsoever, and related expenses, arising out of or related to the Automatic Aid rendered by the Indemnitee or its failure to respond to a request for Automatic Aid pursuant to this Agreement or its failure to render adequate assistance or assistance as contemplated by this Agreement.
15. The indemnity provided for in section 14 shall not apply:
- a. to gross negligence or wilful misconduct by an Indemnitee in connection with operations at the scene of an Emergency Incident; or
 - b. in connection with any damage caused or injury suffered mustering Firefighters to a Responding Department’s fire hall(s) in connection with an Automatic Aid activation, or caused by the Responding Department travelling to the scene of an Emergency Incident; or

- c. any costs associated with Workers Compensation Claims, which shall be dealt with in accordance with section 16.
16. This Agreement does not constitute a Requesting Department as the employer of any Firefighter of a Responding Department. Any Workers Compensation Claims by any Firefighters of a Responding Department arising out of or related to an Automatic Aid activation or response, shall be the responsibility of the Responding Department and the Party who controls such Responding Department, and made under that Responding Department's policies with WorkSafe BC.

No Third Party Rights

17. This Agreement is not intended to and does not create any rights or confer any benefits on any person other than the Parties and their respective Fire Departments.

Insurance

18. Each Party shall ensure that each Fire Department for which it is responsible:
- a. keeps in force commercial general liability insurance coverage, insuring against damage or injury to persons or property, with limits of not less than \$5,000,000 per occurrence. Such insurance policy will:
 - i. include the other Party as an additional named insured; and
 - ii. contain a cross-liability/severability of interests clause;
 - b. standard form insurance coverage with the Insurance Corporation of British Columbia, having an inclusive limit of not less than \$5,000,000, covering operation and use of its vehicles;
 - c. appropriate multi-peril property insurance coverage for any loss or damage to any equipment or property used in connection with an Automatic Aid activation or response; and
 - d. workers compensation coverage under WorkSafe BC for each of its employees, servants, agents or volunteers who participate in any Automatic Aid activation or response.
19. Each Fire Department shall annually supply evidence that it has complied with section 18, including copies of each Fire Department's insurance policies (or, where relevant, the insurance policies of the Party controlling such Fire Department) to the Automatic Aid Committee. The Automatic Aid Committee shall review such insurance coverage annually, and circulate copies of same to each Party and Fire Department.

Term and Termination

20. This Agreement shall have an initial term of five years, and shall renew automatically for one year terms thereafter unless terminated in accordance with section 21.

21. A Party may terminate its participation in this Agreement at any time after the initial term of this Agreement, by giving not less than six months' notice in writing to the other Party.

Dispute Resolution

22. In the event of any dispute (a "Dispute") arising under or in connection with this Agreement, or any assistance rendered or not rendered pursuant hereto, the parties shall seek to resolve such dispute amicably and professionally, with a view to ensuring the effective delivery of emergency services and the safety of Firefighters and the public. A Dispute may be raised by a Fire Chief and shall be put in writing and sent to each of the other Fire Chiefs and each of the Parties, identifying in reasonable detail the matters at issue. Where a Dispute arises:
 - a. the Fire Chiefs shall use their reasonable best efforts to settle the Dispute within 30 days of receiving written notice of it; and
 - b. where the Fire Chiefs are unable to resolve the Dispute, it shall be referred to a committee composed of the CAO and the Mayors of both the District of Tofino and the District of Ucluelet.
23. Notwithstanding section 22, nothing in this Agreement shall prevent a Party from taking such actions as it deems necessary or advisable to protect its legal position or interests in relation to any Dispute.

Notices

24. Unless otherwise provided in this Agreement, all notices and demands required or permitted to be given hereunder shall be in writing and may be delivered personally, sent by facsimile or may be mailed by first class, prepaid registered mail to the addresses set forth below. Notices may also be sent by e-mail to the e-mail addresses given below. Any notice delivered or sent by facsimile or e-mail shall be deemed to have been given and received at the time of delivery, provided that if the time of delivery is not a business day, it shall be deemed to have been given and received on the next following business day. Any notice mailed as aforesaid shall be deemed to have been given and received on the expiration of 5 business days after it was posted, addressed as follows:

a. District of Tofino

Chief Administrative Officer
P.O. Box 9
121- Third Street,
Tofino, B. C.
V0R 2Z0
E-mail:
Telephone:

With a copy to the Tofino Fire Department:

Attention: Fire Chief
P.O. Box 9
121- Third Street,
Tofino, B. C.
V0R 2Z0
E-mail:
Telephone:

b. District of Ucluelet

Environmental and Emergency Service Manager
P.O. Box 999,
200 Main Street,
Ucluelet, B.C.
V0R 3A0
E-mail: emergency@ucluelet.ca
Telephone: 250-726-7744

With a copy to the Ucluelet Fire Department:

Attention: Fire Chief Ted Eeftink
P.O. Box 999,
200 Main Street,
Ucluelet, B.C.
V0R 3A0
E-mail: ukeeted@gmail.com
Telephone: 250-726-5497

General

25. This Agreement may be amended by written agreement of the Parties, or by the Automatic Aid Committee in accordance with section 11.

26. This Agreement shall enure to the benefit of and be binding upon the Parties hereto and their respective heirs, administrators, executors, successors and permitted assignees.

27. The waiver by a Party of any failure on the part of the other Party to perform in accordance with any of the terms or conditions of this Agreement shall not be construed as a waiver of any future or continuing failure, whether similar or dissimilar.

28. The headings in this Agreement are inserted for convenience only and in no way define, limit or enlarge the scope or meaning of this Agreement or any provision of it.

29. This Agreement shall be construed in accordance with and governed by the laws of the Province of British Columbia and the federal laws of Canada applicable therein.

IN WITNESS WHEREOF the Parties hereto have executed this Agreement as of the date first set out above.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as follows:

DISTRICT OF UCLUELET by its authorized Signatories

Name:

Name:

DISTRICT OF TOFINO by its authorized Signatories

Name:

Name:

Tofino/Ucluelet Volunteer Fire Department Automatic Aid Agreement

Schedule “A”: Emergency Incidents and Responses

Request for Automatic Aid Responses;

Tofino Volunteer Fire Department Fire Protection Area:

- Any Structure that is reported as “Smoke Showing”
- Any Structure that is reported as a “Working Structural Fire”

Resources requested: Ucluelet Volunteer Fire Department 1 Engine (Engine #1).

** The Rescue Truck and Engine #2 along with a minimum of 5 on call crew must remain in Ucluelet.*

Ucluelet Volunteer Fire Department Fire Protection Area:

- Any Structure that is reported as “Smoke Showing”
- Any Structure that is reported as a “Working Structural Fire”

Resource requested: Tofino Volunteer Fire Department 1 Aerial/Truck/Engine (Ladder #1)

** The Rescue Truck and Engine #4 along with a minimum of 5 on call crew must remain in Tofino.*

**Tofino/Ucluelet Volunteer Fire Department
Automatic Aid Agreement**

Schedule “B”: District Response Areas

As per attached maps

Map 1 - Fire Protection and Road Rescue Boundary Map for Ucluelet

Map 2 - Fire Protection and Road Rescue Boundary Map for Tofino

**Tofino/Ucluelet Volunteer Fire Department
Automatic Aid Agreement**

Schedule “C”: Uniform Operational Guidelines

A-AMA	Firefighters Training Standards and Identification
B-AMA	Apparatus Response
C-AMA	Incident Command System
D-AMA	Committee Structure
E-AMA	Joint Training Frequency
F-AMA	Apparatus “Out of Service”
G-AMA	Incident Debriefing

