

AGENDA

REGULAR MEETING OF COUNCIL

Tuesday, October 27, 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



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REGULAR MEETING OF COUNCIL

7:30 p.m.

Tuesday, October 27, 2015

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

AGENDA

1. **CALL TO ORDER**
2. **ADOPTION OF MINUTES**
 - 2.1. **October 13, 2015 Regular Minutes** p.5
3. **MAYOR'S ANNOUNCEMENTS**
4. **PUBLIC INPUT, DELEGATIONS & PETITIONS**
5. **CORRESPONDENCE**
 - 5.1. **Proclamation re: Day for our Common Future, December 11, 2015** p.11
Laurie Gourlay, Vancouver Island and Coast Conservation Society
 - 5.2. **Request: Door Prize Donation for Ucluelet Harbour Seafoods Christmas Party** p.13
Irena LaRochelle, Ucluelet Harbour Seafoods
6. **INFORMATION ITEMS**
 - 6.1. **LGLA Leadership Forum** p.15
Local Government Leadership Academy
 - 6.2. **Reduced Speed Zone and Crosswalk in PNRP** p.17
Parks Canada
 - 6.3. **CIVIX Event - November 24, 2015** p.19
CivixInfo BC and Lower Mainland Local Government Association
 - 6.4. **Inter-community Business Licence** p.21
Ministry of Small Business and Red Tape Reduction
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

⇒ *Other Reports*

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
- ⇒ *Other Reports*

7.3. Councillor Mayco Noel

Deputy Mayor October – December

- Ucluelet Volunteer Fire Brigade
 - Central West Coast Forest Society
 - Ucluelet Chamber of Commerce
 - Tourism Ucluelet
 - Signage Committee
- ⇒ *Other Reports*

7.4. Councillor Randy Oliwa

Deputy Mayor January – March

- Vancouver Island Regional Library Board - Alternate
 - Harbour Advisory Committee
 - Aquarium Board
 - Seaview Seniors Housing Society
- ⇒ *Other Reports*

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
- ⇒ *Other Reports*

8. REPORTS

8.1. Expenditure Voucher G-15/15 **p.37**
Jeanette O'Connor, Chief Financial Officer

8.2. SCADA Upgrade **p.41**
Warren Cannon, Superintendent of Public Works

9. LEGISLATION

9.1. Tax Exemption Bylaw Report **p.43**
Jeanette O'Connor, Chief Financial Officer

9.2. Ucluelet Municipal Property Tax Exemption Bylaw No. 1185, 2015 **p.45**

10. NEW BUSINESS

11. QUESTION PERIOD

12. CLOSED SESSION

13. ADJOURNMENT

V CORRESPONDENCE:

- (a) **Proclamation re: Waste Reduction Week October 19-25, 2015**
Jessie Christophersen, Recycling Council of BC

2015-240 It was moved by Councillor McEwen and seconded by Councillor Noel
THAT the District of Ucluelet proclaim October 19-25, 2015 as Waste Reduction Week in Ucluelet.

CARRIED

- (b) **Request re: Liveboard in Small Craft Harbour**
Jared Fenwick

2015-241 It was moved by Councillor Noel and seconded by Councillor Mole
THAT correspondence item "Request re: Liveboard in Small Craft Harbour" be received for information.

CARRIED

- (c) **Proclamation re: Foster Family Month**
Hon. Stephanie Cadieux, Ministry of Children and Family Development

2015-242 It was moved by Councillor Mole and seconded by Councillor McEwen
THAT the District of Ucluelet proclaim October as Foster Family Month.

CARRIED

- Council requested that all correspondence materials for Foster Family Month be forwarded to the Westcoast Community Resources Society

VI INFORMATION ITEMS:

2015-243 It was moved by Councillor McEwen and seconded by Councillor Noel
THAT Council receive information items (a) through (d) as a block.

CARRIED

- (a) **Pacific Rim Educational Tourism Initiative**
District of Tofino

- (b) **Follow-up re: 2015 UBCM Meeting**
Ministry of Jobs, Tourism and Skills Training

- (c) **BC Youth Parliament, 87th Parliament Session**
Youth Parliament of BC Alumni Society

2015-244 It was moved by Councillor Mole and seconded by Councillor Noel
THAT Council direct staff to refer all information materials for the BC Youth Parliament to the Coastal Family Resource Coalition, Westcoast Community Resources Society, Junior Rangers;
AND THAT staff make the information available on the District's website.

CARRIED

- (d) **Call to Action re: Climate Change**
Chris Rose, Quadra Island Resident

VII COUNCIL COMMITTEE REPORTS:

(a) Councillor Mole

Westcoast Community Resources Society

- AGM set for October 22 at the Ucluelet Aquarium

(b) Councillor McEwen

Ucluelet & Area Historical Society

- Last meeting October 5; discussed Ukee Days booth wrap-up
- Society keen to turn the Lighthouse Keeper's House into a museum once it becomes the property of the District

Wild Pacific Trail Society

- Last meeting September 9; Jessica Edwards from Strawberry Isle Marine Research Society gave a presentation on the proposal of a whale trail information board in order to assist the Vancouver Aquarium and the Cetacean Sightings Network to record whale sightings

Vancouver Island Regional Library Board

- Three year Financial Plan was adopted; Ucluelet will be seeing a 3.66% increase

Other Reports

- Wheels for Wellness group currently services the rest of Vancouver Island, and would like to expand their services to include Ucluelet; service offers a van which is available to take people to appointments at no cost to users; plan has been proposed to VIHA which will hopefully be approved

(c) Councillor Noel

Ucluelet Volunteer Fire Brigade

- Fire Brigade had 41 calls for first responders since April of this year, which is a marked increase in calls
- Brigade is enjoying the increased call out ratio and has acquired new members, which is fostering the team building
- Fireman Gala on December 5

Ucluelet Chamber of Commerce

- Chamber AGM set for November 5
- Membership drive to encourage new members to sign up
- Pushing for more sponsorship for the marathon
- 40% increase in visitors at the Visitor's Centre and a 25% increase at the Junction; as of October 13, Parks Canada will no longer have a representative at the Junction

Tourism Ucluelet

- Tourism Ucluelet is happy to be officially incorporated
- Met with potential contractors to build new website

(d) **Mayor St. Jacques**

Alberni-Clayoquot Regional District

- Port Alberni is participating in an Earthquake exercise in June 2016; Claire Fletcher expressed her appreciation in regards to Karla Robison and our awareness program

Coastal Community Network

- New members from the fisheries communities of Port Hardy, Nanaimo, Richmond and Prince Rupert, forming a very positive network

Harbour Authority

- Two breakwater units will be installed in the outer basin area of the Small Craft Harbour

Other Reports

- Good meetings with Ministers at UBCM; Minister of Education will be coming out to Ucluelet to meet with Council regarding plan for a new school; Minister of Jobs, Tourism and Skills Training guaranteed funding for the Visitors Centre for the next three years

2015-245 It was moved by Councillor Mole and seconded by Councillor McEwen
THAT Council receive all committee reports.

CARRIED

VIII REPORTS:

(a) **Expenditure Voucher G-14/15**
Jeanette O'Connor, Chief Financial Officer

2015-246 It was moved by Councillor Mole and seconded by Councillor Noel
THAT Council receive Expenditure Voucher G-14/15.

CARRIED

(b) **Monthly Motion Report, ending September 2015**
District of Ucluelet

2015-247 It was moved by Councillor Noel and seconded by Councillor McEwen
THAT Council receive report item "Monthly Motion Report" for information.

CARRIED

(c) **Wild Pacific Trail Connector Grant Application**
Abby Fortune, Director of Parks and Recreation

2015-248 It was moved by Councillor Mole and seconded by Councillor McEwen
THAT Council approve recommendations 1 and 2 of report item "Wild Pacific Trail Connector Grant Application", which state:

1. *THAT Council authorizes staff to submit a Stage 1 Application to the Island Coastal Economic Trust for the Wild Pacific Trail Connector; and*
2. *THAT Council authorize/recognize this expenses in the 2016 budget.*

CARRIED

(d) Pilot Solution for Emergency Notification

Karla Robison, Manager of Environmental and Emergency Services

2015-249 It was moved by Councillor Mole and seconded by Councillor McEwen
*THAT Council approve recommendation 1 of report item "Pilot Solution for
Emergency Notification, which states:*

- 1. THAT Council direct staff to move forward with the pilot solution.*

CARRIED

(e) Reciprocal Agreement for USS Reader Board Use

Karla Robison, Manager of Environmental and Emergency Services

2015-250 It was moved by Councillor Noel and seconded by Councillor McEwen
*THAT Council approve recommendation 1 of report item "Reciprocal
Agreement for USS Reader Board Use", which states:*

- 1. THAT Council directs its signatories to sign the Reciprocal Agreement
and provide a resolution for the Communications Policy and Procedure
Guide.*

CARRIED

(f) Spill Response in Ucluelet

Karla Robison, Manager of Environmental and Emergency Services

2015-251 It was moved by Councillor Noel and seconded by Councillor McEwen
*THAT Council approve recommendation 1 of report item "Spill Response in
Ucluelet", which states:*

- 1. THAT Council direct staff to proceed with the proposed next steps to
ensure delivery capability to correspond with the types and level of
hazards that exist in Ucluelet.*

CARRIED

IX LEGISLATION:

(a) Tax Exemption Bylaw Report

Jeanette O'Connor, Chief Financial Officer

2015-252 It was moved by Councillor McEwen and seconded by Councillor Noel
*THAT Council approve recommendation 1 of legislative item "Tax Exemption
Bylaw Report", which states:*

- 1. THAT Council gives up to three readings to "Ucluelet Municipal Property
Tax Exemption Bylaw No. 1185, 2015".*

CARRIED

(b) Ucluelet Municipal Property Tax Exemption Bylaw No. 1185, 2015

2015-253 It was moved by Councillor Mole and seconded by Councillor Noel
THAT Council give First Reading to Tax Exemption Bylaw No. 1185, 2015.

CARRIED

2015-254 It was moved by Councillor Noel and seconded by Councillor Mole
THAT Council give a Second Reading to Tax Exemption Bylaw No. 1185, 2015.
CARRIED

2015-255 It was moved by Councillor McEwen and seconded by Councillor Noel
THAT Council give a Third Reading to Tax Exemption Bylaw No. 1185, 2015.
CARRIED

X NEW BUSINESS:

None

XI QUESTION PERIOD:

None

XII CLOSED SESSION:

2015-256 It was moved by Councillor Mole and seconded by Councillor Noel
THAT the meeting be closed to the public in order to address agenda items under Section 90(1), subsections (d) of the Community Charter.
CARRIED

Mayor St. Jacques suspended the regular meeting and moved in-camera at 8:46 pm.

XI ADJOURNMENT:

Mayor St. Jacques adjourned the in-camera meeting at 9:18 pm and resumed the open meeting at 9:19 pm.

Mayor St. Jacques adjourned the regular council meeting at 9:20 pm.

CERTIFIED CORRECT: Minutes of the Regular Council Meeting held on Tuesday, October 13, 2015 at 7:30 pm in the George Fraser Community Room, 500 Matterson Road, Ucluelet, BC.

Dianne St. Jacques
Mayor

Andrew Yeates
CAO

From: Info Ucluelet
Subject: Request - Declare 'A Day For Our Common Future', December 11th 2015
Attachments: Proclamation, A Day For Our Common Future, Dec 11 2015.pdf

From: VI & Coast Conservation Society [REDACTED]
Sent: October-13-15 11:50 AM
To: VI & Coast Conservation Society [REDACTED]
Subject: Request - Declare 'A Day For Our Common Future', December 11th 2015

To: Local and Regional Governments, British Columbia

c.c.: BC Members of the Legislative Assembly
 Members of Parliament across Canada *(as of Oct. 20th)*

Re: 'A Day For Our Common Future', December 11th 2015
 October 12, 2015

Dear Mayor & Council, and Regional Directors,

Thanksgiving seems appropriate to again invite support for sustainable development and our proposed December 11th' Proclamation, 'A Day For Our Common Future'.

Just two months away, December 11th is the day the United Nations formally received the first global sustainable development report from the World Commission on Environment and Development in 1987. And this year December 11th is also the last day of the UN Paris Conference, which many governments and nations are marking as a turning point in global efforts to address climate change.

In 2014 the Province of British Columbia and 15 BC cities signed our Proclamation, which translates to support from governments representing approximately 4,658,000 BC residents, 13% of Canada's population. With this in mind we are reaching out across BC and Canada this year, to similarly invite expressions of support and community initiatives for sustainable development.

Considering the UN's Global Sustainable Development Report just released, and Pope Francis' call for governments to implement carbon reduction measures, we believe that local and senior governments here in Canada could set an example this year. Declaring December 11th 'A Day For Our Common Future', the last day of the COP 21 Paris Conference on Climate Change, helps deliver a message of hope and sustainability to the world.

We would then ask that you consider this opportunity to bridge economic and environmental considerations - and declare, proclaim, observe or simply announce December 11th 2015, 'A Day for Our Common Future'.

Whatever your decision may be ...please also let us wish you the very best as you address economic and environmental matters at this important time. If we can in turn be of service please do not hesitate to be in touch.

Sincerely yours,

Laurie Gourlay
 President, VICCS

- attached: a copy of the Proclamation.. Additional information can be found on our website, or by writing to us.

Vancouver Island and Coast Conservation Society, P.O. Box 333, Cedar, BC, V9X 1W1
 ([REDACTED]), [REDACTED], <www.viccs.vcn.bc.ca>

‘A DAY FOR OUR COMMON FUTURE’

DECEMBER 11TH, 2015

PROCLAMATION



***WHEREAS:** our long-term economic, social, ecological and cultural goals form the four pillars of sustainable development,*

***WHEREAS:** the UN General Assembly formally adopted the tenets of sustainable development on December 11th 1987 when Norwegian Prime Minister Gro Harlem Brundtland presented the report, ‘Our Common Future’, on behalf of the World Commission on Environment and Development,*

***WHEREAS:** sustainable development is defined as, "Development that meets the needs of the present without compromising the ability of future generations to meet their own needs",*

***WHEREAS:** Canada played a critical role in fostering and writing Our Common Future,*

***WHEREAS:** recent reports warn that adverse effects of climate change are likely to undermine sustainable, and all development efforts and goals - recommending increased support for adaptation, mitigation, inclusive green growth and climate-smart development,*

***WHEREAS:** communities are most able to meet their needs by practicing sustainable development which incorporates a resilient resource base with a secure, long-term food and water supply,*

***WHEREAS:** efforts to protect our lands and waters include measures for conservation, biodiversity, habitat and watershed protection that integrate renewable resource, climate-adaptive and sustainable development initiatives,*

***WHEREAS:** a healthy approach to sustainable development will find ways to bring a balanced growth that meets economic, social, environmental and cultural goals for everyone's benefit,*

***& WHEREAS:** residents, businesses, governments and communities have opportunity to implement recommendations that balance our society's needs, and nature's needs, while furthering global goals for sustainable development.*

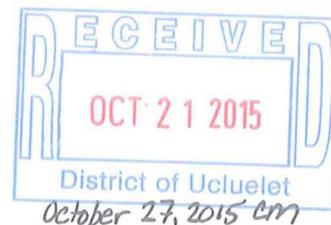
***NOW THEREFORE,**, hereby proclaims December 11th 2015, to be known as:*

“A DAY FOR OUR COMMON FUTURE”

Dated

Vancouver Island & Coast Conservation Society, Box 333, Cedar, B.C., V9X 1W1, <www.viccs.vcn.bc.ca>

Filecode: 0510-20 UHS
 X-Ref: 0220-60 2015
 Forwarded to:
 Physical Electronic



October 15, 2015

District of Ucluelet
 PO Box 999
 Ucluelet, BC V0R 3A0

Dear Sir:

Ucluelet Harbour Seafoods, a part of Pacific Seafood Group is holding their 3rd annual Christmas party to be held on December 5, 2015. We are once again expecting over 200 employees who have shown a great deal of dedication and hard work.

We are asking the District of Ucluelet if you wish to donate a door prize for one of our employees. The District of Ucluelet will receive special recognition in our door prize give away list, as well as your company name will be attached to your prize. Your support for this function would be greatly appreciated.

If you are interested in donating a door prize, would like more information, or to make arrangements for donations to be picked up, please contact Irena LaRoche at 250-726-7768 ext. 223 or email at ilarochelle@pacseafood.com.

I would like to thank you in advance for your consideration as well as providing excellent service throughout the years.

Merry Christmas, and best wishes to you and your loved ones at Christmastime and all year long.

Sincerely,

Irena LaRoche
 Ucluelet Harbour Seafoods

From: Morgan Dosdall
Sent: Monday, October 19, 2015 10:11 AM
To: Council
Cc: Andrew Yeates
Subject: 2016 Leadership Forum | Feb.3-5, 2016 | Richmond - SAVE THE DATE

Hello,

Please let me know if there is any interest in attending the upcoming 2016 Leadership Forum, February 3-5th in Richmond.

LGLA ANNOUNCES 2016 LEADERSHIP FORUM

The Local Government Leadership Academy's 2016 Leadership Forum will be held **February 3-5, 2016** at the [Radisson Hotel Vancouver Airport](#).

Since our first forum in 2007, the LGLA's annual conference has been well received by elected officials and senior administrators from BC local governments and First Nations communities. All those with an interest in leadership at the local level will benefit from attendance, including those working towards an LGLA Certificate in Local Government Leadership.

Our theme for 2016 is *Respectful Leadership*, and delegates can expect a full program guaranteed to inform and inspire. Join us for an exciting keynote, practical sessions addressing an array of current issues and concerns, interesting panel discussions, ample networking opportunities and the excellent hospitality of the Radisson Hotel in the heart of downtown Richmond.

Rooms at the Radisson are available at a special early bird rate of \$112/night (based on availability and subject to change). Please call 1-800-333-3333 or email reservations@radissonvancouver.com and mention the Local Government Leadership Academy when you reserve.

Stay tuned to our updates or visit the LGLA website at www.lgla.ca for forum program and registration information. And in the meantime...save the date!

Thank you,
Morgan



Morgan Dosdall
Deputy Municipal Clerk
District of Ucluelet
200 Main Street, Ucluelet B.C.
Ph: 250-726-7744 Fax: 250-726-7335



Info-Work

CP2015-01062

Reduced speed zone and new crosswalk lines at the Rainforest Trail on Highway 4 in Pacific Rim National Park Reserve

Pacific Rim National Park Reserve, BC, October 13, 2015

- Drivers should be aware of the new 60 km/hr speed zone at the Rainforest Trail pedestrian crosswalk on Highway 4, the Pacific Rim Highway.
- Pedestrian crosswalk signs, road markings, and advance-warning strips have been added to the highway. Drivers are reminded that, under BC traffic laws, they must yield to pedestrians in a marked crosswalk.
- Pedestrians should continue to exercise care and attention when crossing the highway and ensure drivers are stopped or stopping before stepping into the crosswalk.
- Visitors of all ages and abilities cross the highway to experience the Rainforest Trail. The new reduced speed zone and marked crosswalk will help alert drivers and reduce the risk of incidents.

The Rainforest Trail is located nine kilometres north of the Pacific Rim Visitor Centre, and seven kilometres south of the main entrance to Long Beach.

For up-to-date news on infrastructure work in Pacific Rim National Park Reserve, follow us on Twitter at @PacificRimNPR or call 250-726-3500.

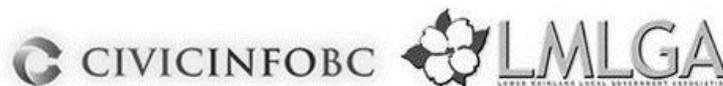
-30-

Information:

Kiri Westnedge
Public Relations and Communications Officer
Coastal British Columbia Field Unit
Parks Canada
250-654-4086
Kiri.westnedge@pc.gc.ca



Proudly presented by



THE FUTURE IS COMING

ARE YOU PREPARED?

The Lower Mainland Local Government Association and CivicInfo BC are pleased to invite you to CivX 2015, Tuesday November 24, in SFU's beautiful Asia Pacific Hall in downtown Vancouver. Come learn about new ideas for local governments, with a whole day of amazing stories told in 30 minutes each!

An intelligent municipal app, powered by software that beat human contestants on *Jeopardy!* A community-owned solar facility with over 4,000 solar cell modules; the largest project of its kind in Canada. A world-wide "Wikipedia" type service to promote progressive methods of citizen engagement. These are just a few of the many stories that you'll hear during this one-day, not-to-be-missed event.

Date: Tuesday November 24, 2015

Time: 8:30am - 4:30pm (Doors open at 7:30am)

Cost: \$185 plus GST (Includes lunch.)



Location: Simon Fraser University, Vancouver
Morris J. Wosk Centre for Dialogue, Asia Pacific Hall
580 West Hastings Street, Vancouver, BC

Register today!

A block of rooms is available at the adjacent and connected Delta Vancouver Suites, 550 West Hastings Street. To reserve, phone 604-689-8188 or 1-888-663-8811, and ask for the CivicInfo BC / LMLGA meeting rate.

Register today! www.civicinfo.bc.ca/event/2015/CivX

From: Cameron, Darby JTST:EX [REDACTED]
Sent: Tuesday, October 20, 2015 3:59 PM
To: Randy Oliwa; [REDACTED]@tofino.ca'
Cc: 'info@uclueletinfo.com'; [REDACTED]@tofinochamber.org'; Morgan Dosdall; Sally Mole; Jeanette O'Connor; [REDACTED]@tofino.ca'; Arruda, Jason JTST:EX
Subject: Inter-community Business Licence Draft Request for Decision & Bylaw
Attachments: RFD_TofinoUcluelet_ICBL_16Oct2015.docx; TofinoUclueletCentrallsI_Bylaw_20Oct2015.docx

Categories: Council

Good afternoon Randy and Jane,

As I offered below, I have developed a draft inter-community business licence request for decision and bylaw for your consideration. I understand the challenges that exist at times around local governments' capacity to move forward with even the most promising looking initiatives. I am hopeful the drafts here can help you do just that—take these attached initial drafts and make them your own so that your region is able to benefit from an inter-community partnership. As we have discussed, these agreements have been helping communities in British Columbia for some time to support small businesses, reduce red-tape and foster more open for business environments within regions.

Mayor Josie Osborne recently kindly joined us as a panelist at UBCM for a highly attended and successful Open for Business workshop. Panelists consisted of mayors who were using innovative practices and strong leadership to make their communities more open for business. Inter-community business licences were highlighted by many of these panelist as key programs making their communities more prosperous and robust. Mayor Osborne recently noted she was planning to connect with Mayor Dianne St. Jacques about the inter-community business licence opportunity.

Please have a look at the attached documents and again I hope they can help you move forward.

Don't hesitate to contact me if I can provide any more assistance.

Thank you,

Darby

Darby J. Cameron | Senior Policy Analyst | [Small Business Programs](#) | [Ministry of Small Business and Red Tape Reduction](#)
 Phone: [REDACTED] | Fax: [REDACTED]

[Mobile Business Licences](#)

Personal Key Values: Authentic, Forward-looking, Competent & Inspiring

From: Cameron, Darby JTST:EX
Sent: Wednesday, September 16, 2015 11:23 AM
To: 'Randy Oliwa'; [REDACTED]@tofino.ca'
Cc: 'info@uclueletinfo.com'; [REDACTED]@tofinochamber.org'; 'mdosdall@ucluelet.ca'; 'SMole@ucluelet.ca'; 'Jeanette O'Connor'; [REDACTED]@tofino.ca'
Subject: Inter-community Business Licence Progress Meeting Follow-up

Good Morning,

I wanted to touch base with your districts specifically about the inter-community business licence (ICBL) opportunity. During our kick-off meeting on July 30 and August 31 Central Island meeting, it was suggested that you would be bringing forward the ICBL opportunity for your councils' consideration. I understood that those meetings would be taking place sometime now and I wanted to again offer to connect with representatives of your community at the Union of British Columbia Municipalities Convention next week. Please see below for more information. The opportunity to meet face-to-face is always beneficial. Does this work well at your end? Of course, I'd be pleased to set up another call or connect in another manner at another time at your convenience. Please let me know.

I would also like to offer to draft up the Central Island ICBL bylaw to include your districts and to support this process. Please let me know if you have any concerns with me developing this initial draft for your consideration.

Thank you and please let me know if I can do anything more to support your communities with this opportunity,

Darby

Darby J. Cameron | Senior Policy Analyst | [Small Business Programs](#) | [Ministry of Small Business and Red-Tape Reduction](#)
Phone: [REDACTED] | Fax: [REDACTED]

[Mobile Business Licences](#)

Personal Key Values: Authentic, Forward-looking, Competent & Inspiring

From: Cameron, Darby JTST:EX
Sent: Tuesday, September 15, 2015 10:51 AM
To: [REDACTED]@campbellriver.ca; 'Sara Brodie'; 'Kevin Brooks'; 'SMole@ucluelet.ca'; 'Jeanette O'Connor'; 'Randy Oliwa'; [REDACTED]@tofino.ca; 'mdosdall@ucluelet.ca'; 'Jane Armstrong'; [REDACTED]@northcowichan.ca; [REDACTED]@northcowichan.ca; [REDACTED]@lakecowichan.ca; 'Ronnie Gill'; 'Talitha Soldera'; XT:Goldie, Arlene; City of Duncan MTIC:IN; [REDACTED]@duncan.ca; [REDACTED]@ladysmith.ca; [REDACTED]@ladysmith.ca; [REDACTED]@nanaimo.ca; [REDACTED]@nanaimo.ca; XT:Lindsay, Dale LCLB:IN; [REDACTED]@nanaimo.ca; 'Nelda Richardson'; [REDACTED]@portalberni.ca; [REDACTED]@portalberni.ca; [REDACTED]@parksville.ca; [REDACTED]@parksville.ca; XT:Manson, Fred MTIC:IN; 'Tammy Kobe'; [REDACTED]@qualicumbeach.com; 'Fiona McDonald'; [REDACTED]@cumberland.ca; 'Rachel Parker'; [REDACTED]@comox.ca; [REDACTED]@courtenay.ca; [REDACTED]@northcowichan.ca; 'Camelia Copp'
Cc: Garside, Kimberley JTST:EX; Singh, Cyrus JTST:EX; 'Pat English'
Subject: Inter-community Business Licence Progress Meeting Follow-up

Good morning,

It was a pleasure to meet and speak with many of you within the Central Island Inter-community Business Licence agreement as well as representatives of the districts of Tofino and Ucluelet on August 31. It was great to hear about the progress you have made and explore additional opportunities to continually improve your agreement.

Attached here are minutes from the meeting. We look forward to moving forward with action items identified here and doing everything we can to support your agreement and expansion opportunities going forward. Please let me know if anything looks out of order.

I will be at the Union of British Columbia Municipalities (UBCM) Convention next week and would be pleased to speak with you or representatives of your community about inter-community business licence or BizPaL opportunities at the event. I will be available at the Provincial Pavilion at the UBCM Tradeshow from Wednesday Sept 23, 10:30 am to 5 pm and Thursday September 24, 10 am to noon. Representatives of your community attending the UBCM Convention are encourage to come by or, if they would like to set up a specific time to meet, just let me know.

I'd also encourage representatives of your community to attend the UBCM Open for Business workshop we are hosting on Tuesday 22, 3:15 pm to 4:45 pm in Meeting Room #1 at the Vancouver Convention Centre. See the news release here: <https://news.gov.bc.ca/releases/2015SBRT0004-001417>

Thank you and don't hesitate to contact me if you have any questions,

Darby

REQUEST FOR DECISION

TO: Mayor and Council

REPORT DATE: #####, 2015

TARGET DECISION DATE: #####, 2015

FROM: TBD

RE: Central Island Inter-Community Business Licence (ICBL) Bylaw No. #####

FILE NO: #####

RECOMMENDATION(S)

1. That the report regarding District of ##### ICBL Bylaw No. ###, 2015 be received.
2. That District of ##### ICBL Bylaw No. ###, 2015 be given first, second and third readings.

PURPOSE

To support small businesses, red-tape reduction and more open for business communities through the establishment of an ICBL.

OPTIONS/ALTERNATIVES

1. Council could accept District of ##### ICBL Bylaw No. ###, 2015.
2. Council could deny District of ##### Inter-Community Business Licence Bylaw No. ###, 2015.
3. Council could allow a two-year trial period for a district of Tofino and Ucluelet specific ICBL agreement.

DISCUSSION

Created in partnership with local governments, the Union of British Columbia Municipalities and the Province of British Columbia (Province), the ICBL streamlines and simplifies the licensing process, making it easier to do business in British Columbian communities. Since this is a regulation bylaw, municipalities do not require any permission from the Province.

The Province is committed to working with local governments and First Nations to expand existing and introduce new mobile business licence agreements in British Columbia. This is part of an effort to promote the success of the small business sector and to reduce barriers to doing business in the Province. The Province has stated that

businesses, residents and communities benefit from ICBLs. The Province believes simplifying the licencing process increases compliance. Only one participating municipality will complete the application process and approve the business licence for all participating municipalities. A small reduction in administrative burden and cost is expected for each municipality. A simplified process will likely improve the sharing and flow of information between local governments and increase the ability to monitor compliance. Increased compliance and reduced administration cost contribute to relative revenue neutrality overall between pre and post implementation of an ICBL agreement.

The Province carried out analysis to get a sense of the potential impact of an ICBL program to revenues. Analysis suggests both the districts of Tofino and Ucluelet will experience a small increase in revenues with the implementation of an ICBL at the \$150 fee level whether compliance is factored in or not (see tables below). The Central Island ICBL Group will also experience an overall revenue gain. Any gain or loss in revenue for Participating Municipalities due to the ICBL will be minor, particularly when compared with the base business licence revenues.

Pre vs. Post ICBL (not including non-residents)

	\$ Change (Pre to Post)	% Change (Pre to Post)
Tofino	\$100	5%
Ucluelet	\$225	11%
Central Island	\$9,603	20%
Total	\$9,928	19%

Pre vs. Post IMBL with 10% Compliance Increase (not including non-residents)

	\$ Change (Pre to Post, including compliance)	% Change (Pre to Post, including compliance)
Tofino	\$1,345	67%
Ucluelet	\$1,230	59%

Central Island	\$79,503	166%
Total	\$82,078	158%

Presently British Columbia boasts 10 existing mobile business licence agreements with 69 different participating communities. Municipalities are reporting increased licensing compliance, reduced administrative burden, reduced business licence application processing, improved information flow between local governments and increased ability to monitor compliance due to the agreements. Residents benefit from increased choice and consumer confidence in service providers. Businesses save time and money by purchasing one mobile business licence instead of multiple non-resident permits, reduce administrative burden, and ICBLs allow businesses to operate where their services are needed. The issuance of ICBLs will enhance staff efficiency, expand the job market and help develop local prosperity.

The districts of Tofino and Ucluelet currently operate as two separate local government entities and issue business licences within their own jurisdiction. The Alberni Clayoquot Regional District does not require business licensing within their jurisdiction. With the exception of the Central Okanagan Regional District, regional districts are not empowered by legislation to regulate business. If the districts of Tofino and Ucluelet wished to partner with the Alberni Clayoquot Regional District, they could explore the Central Okanagan Regional District's participation in the Okanagan Similkameen ICBL model. The partnership could create a revenue generation opportunity for the Alberni Clayoquot Regional District and more even regulation of businesses within the region.

The central Vancouver Island communities implemented an ICBL in 2014 that includes the City of Campbell River, Town of Comox, City of Courtenay, Village of Cumberland, City of Duncan, Town of Lake Cowichan, Town of Ladysmith, City of Nanaimo, Municipality of North Cowichan, City of Parksville, City of Port Alberni and Town of Qualicum Beach. In late August 2015 the Province hosted a meeting in Nanaimo bringing together the districts of Tofino and Ucluelet as well as the Central Island ICBL group to discuss the partnership opportunity. The Central Vancouver Island ICBL group welcomed the districts of Tofino and Ucluelet to join their agreement.

An ICBL will simplify the business licencing process and the associated supplementary procedures. It will allow mobile businesses (e.g. contractors, caterers, and other service providers) to operate across the participating local governments, without having to apply for multiple businesses licences. Businesses eligible for an ICBL could be defined as a business that performs service or activity within more than one jurisdiction by visiting clients to provide a service rather than having clients visit them for a service. Implementing a straightforward ICBL eligibility definition will simplify administration and enforcing compliance. A broad definition will ensure all mobile business can benefit from the program and some do not feel excluded from the opportunity.

An ICBL Bylaw will be time and cost effective for all parties involved and will ultimately simplify the entire process. Mobile businesses will no longer need to separately receive licencing from the districts of Tofino and Ucluelet. Instead, one business licence will be valid for multiple jurisdictions throughout the entire central Vancouver Island region. In 2014, some 194 mobile businesses purchased licences from the districts of Tofino and Ucluelet, 30 of which were businesses within the central Vancouver Island ICBL municipalities.

Strategic Plan

The districts of Tofino and Ucluelet will be required to adopt the ICBL Bylaw. The central Vancouver Island communities would only need to amend their existing bylaws to include the districts of Tofino and Ucluelet. After adoption, any municipalities who wished to opt-out of the agreement can do so by following the procedure outlined in the bylaw itself. It is worth noting that the process for dropping out of an ICBL agreement is not difficult and, out of the 10 existing ICBL agreements in British Columbia, none of the 69 communities have done so. Clearly, participating communities are seeing the value of the ICBL programs.

A business will apply for an ICBL from the Participating Municipality in which it has a fixed location.

Partnering with the central Vancouver Island group will be easier than developing a common set of standards and fees to form a district of Tofino and Ucluelet ICBL specific Bylaw. The broader partnership throughout central Vancouver Island also expands the benefits of the ICBL program throughout a broader region.

Any mobile business licence holder will be made aware that they must meet the business licencing requirements of the participating municipalities in which it is working. Any business found to be operating without a valid non-resident business licence could be subject to bylaw violation notices and any corresponding fines.

Under the ICBL agreement, the participating local governments have agreed to allow non-resident businesses from within all of the participating local governments to operate in their individual local government on the basis of one ICBL purchased from their home municipality. Businesses outside the boundaries of these participating local governments will not be eligible for ICBLs and must purchase business licences from each or any of the local governments in which they wish to operate.

The Province maintains a central database of ICBL program information (www.mobilebusinessregistry.ca). This shared database allows municipal staff to carry out licence compliance checks. The Province provides this service without cost to the participating local governments.

Sustainability Guiding Principles

The ICBL bylaw will help contribute towards a more open for business community, support small businesses and reduce red tape, enabling a more robust and prosperous community.

Policy Implications

Council may, pursuant to Section 8(6) of the Community Charter regulate in relation to business.

Section 14 of the *Community Charter* states that two or more municipalities may, by bylaw adopt by the Council of each participating municipality, establish an Inter-Community scheme in relation to one or more matters.

Section 15 (1) states that Council may provide terms and conditions that may be imposed for obtaining, continuing to hold or renewing a licence, permit or approval and specify the nature of the terms and condition and who may impose them.

Once Council has given notice of its intention to adopt the ICBL Bylaw by publishing notice in two consecutive issues of a newspaper, the last publication appearing not less than three (3) and not more than ten (10) days before the hearing and has provided an opportunity for persons who consider they are affected by the bylaw to make representations to Council at a hearing pursuant to Section 59 of the *Community Charter*.

Every ICBL will be issued on a standard form and will include the nature of the business, mailing address, contact information, number of persons engaged or occupied in the business, number of goods sold or offered for sale, and other information regarding the business that may be needed. Each Participating Municipality will provide standardized information to all Participating Municipalities regarding the ICBLs they have issued through the Mobile Business Registry hosted by the Province.

Financial Implications

The Central Island ICBL cost is \$150.00. The ICBL cost is separate and additional to the Business Licence cost. Each business owner has the option to purchase the additional ICBL if they will be performing their services across multiple jurisdictions. The fee will be retained by the Participating Municipality that issues the licence as they perform the administrative tasks associated to obtain the ICBL. An ICBL can only be purchased from the community in which the mobile business has a storefront or business mailing address to ensure businesses are not strategically purchasing licences from communities with lower base business licence fees.

Communication Strategy

The ICBL bylaw will be communicated to staff and business owners. Notice will be advertised in the local newspaper and the bylaw will be added to the municipal website. It will also be advertised during business licence renewal time. A survey could be sent to business owners to gain their buy-in and better predict the effectiveness of the ICBL

bylaw. The Province will develop a news release in partnership with the municipality and perhaps support an event to help raise awareness and celebrate the launch of the new ICBL partnership.

Analysis/Application of Recommended Course of Action

1. The District of #### will create an ICBL bylaw based on the Central Island ICBL bylaw.
2. The districts of Tofino and Ucluelet will have a meeting with representatives from the Central Island ICBL group to confirm buy-in for the ICBL bylaw and the partnership.
3. Councils will give notice of its intention to adopt the bylaw by publishing notice in the newspaper and will provide an opportunity for people to make representation to Council at a hearing.
4. The districts of Tofino, Ucluelet and Central Vancouver Island group will amend and adopt the ICBL bylaw.
5. The Participating Municipalities will offer an ICBL to all business owners starting January 1, 2016.
6. Municipalities that do not wish to participate in the ICBL bylaw after adoption can contract out by following the withdrawal process that is described in the bylaw

Respectfully submitted,

[Click here to enter name.](#)

Attachments

1. ICBL Bylaw No. ###, 2015

DISRICT OF #####

BYLAW NO. ####

A BYLAW TO ESTABLISH A SCHEME FOR INTER-COMMUNITY BUSINESS LICENCING AND REGULATION OF TRADES, OCCUPATIONS AND BUSINESSES

WHEREAS Council may, pursuant to Section 8(6) of the Community Charter, regulate in relation to business;

AND WHEREAS pursuant to Section 14 of the Community Charter, two or more municipalities may, by bylaw adopted by the Council of each participating municipality, establish an Inter-Community scheme in relation to one or more matters;

AND WHEREAS pursuant to Section 15(1) of the Community Charter, Council may provide terms and conditions that may be imposed for obtaining, continuing to hold or renewing a licence, permit or approval and specify the nature of the terms and conditions and who may impose them;

AND WHEREAS Council has given notice of its intention to adopt this bylaw by publishing such notice in two consecutive issues of a newspaper, the last publication appearing not less than three (3) and not more than ten (10) days before the hearing and has provided an opportunity for persons who consider they are affected by this bylaw to make representations to Council at a hearing pursuant to Section 59 of the Community Charter,

NOW THEREFORE the Council of the District of ##### in open meeting assembled, hereby ENACTS AS FOLLOWS:

1. Title

This Bylaw may be cited as the District of ##### "INTER-COMMUNITY BUSINESS LICENCE BYLAW 2015 NO. ####.

2. Definitions

In this bylaw, unless the context otherwise requires,

“Business” has the meaning as defined by the “Community Charter Schedule – Definitions and Rules of Interpretation”.

“Excluded Business” means a Business excluded from application for an Inter-Community Business Licence and includes those Businesses referred to in Schedule 'A' attached hereto and forming part of this Bylaw.

“Inter-Community Business” means a Business that performs a service or activity within more than one Participating Municipality by

moving from client to client rather than having clients come to them.

This includes but is not limited to trades, plumbers, electricians, cleaning services, pest control or other similar Businesses. This does not include fruit stands, flea markets, trade shows or other similar Businesses.

“Inter-Community Business Licence”

means a Business Licence which authorizes Inter-Community Business to be carried on within the boundaries of any or all of the Participating Municipalities in accordance with this Bylaw and will be in addition to a Municipal Business Licence.

“Municipal Business Licence”

means a licence or permit, other than an Inter-Community Business Licence, issued by a Participating Municipality that authorizes a Business to be carried on within the jurisdictional boundaries of that Participating Municipality.

“Participating Municipality”

means the following local governments that have adopted the Inter-Community Business Licence Bylaw:

District of Tofino

District of Ucluelet

City of Campbell River

City of Courtenay

City of Duncan

City of Nanaimo

City of Parksville

City of Port Alberni

District of North Cowichan

District of Lantzville

Town of Comox

Town of Lake Cowichan

Town of Ladysmith

Town of Qualicum Beach

Village of Cumberland

“Person”	has the meaning ascribed to it by the Interpretation Act.
“Premise”	means a fixed or permanent location where the applicant ordinarily carries on Business.
“Principal Municipality”	means the Participating Municipality where a Business is physically located, or has a Premise, or, where the licensee does not maintain a Premise in any of the Participating Municipalities, the municipality that issues the Inter-Community Business Licence.

3. Regulations

- a) Subject to Section (c) and (e), a person who has obtained an Inter-Community Business Licence may carry on business within a Participating Municipality for the term authorized by the Inter-Community Business Licence without obtaining a Municipal Business Licence in the other Participating Municipalities.
- b) A Participating Municipality may issue an Inter-Community Business Licence to an applicant for an Inter-Community Business Licence provided the Business type is an Inter-Community Business and is not an Excluded Business, the applicant has a valid Municipal Business Licence issued by that Participating Municipality, and the applicant meets the requirements of this Bylaw.
- c) A person holding an Inter-Community Business Licence must comply with all other regulations and bylaws of the Participating Municipality in which they are carrying on Business.
- d) A Business that operates under an Inter-Community Business Licence in more than one Participating Municipality shall only apply for an Inter-Community Business Licence from the Participating Municipality in which they maintain a Premise.
- e) Notwithstanding the issuance of an Inter-Community Business Licence, every person who carries on, maintains, owns or operates, within a Participating Municipality, any profession, business, trade, occupation, calling, undertaking or thing in or from more than one branch, office, place, premise or store shall obtain a separate Municipal Business Licence for each branch, office, place, premise or store. And further, notwithstanding Sections (b), (c), and (d), the Participating Municipalities agree that where an applicant for an Inter-Community Business Licence:
 - i. does not maintain Premises in any of the Participating Municipalities, then the applicant may apply at any one of them; or
 - ii. maintains a Premise in more than one of the Participating Municipalities, the applicant must apply at one of the Participating Municipalities where they maintain a Premise.

4. Fees
 - a) The fee for an Inter-Community Business Licence is \$150 and shall be paid in full at the time of application and will be retained by the Participating Municipality that issues the licence.
 - b) The fee for an Inter-Community Business Licence is separate and additional to any Municipal Business Licence fee that may be required.
5. Application
 - a) Every Inter-Community Business Licence shall be issued on a standard form provided for that purpose, as agreed upon from time to time by the Participating Municipalities and including, as a minimum, the following information:
 - i. Disclosing the nature and character of the profession, business, trade, occupation, calling, undertaking or thing to be carried on, maintained, owned or operated by the applicant;
 - ii. Declaring the mailing address and contact information for such profession, business, trade, occupation, calling, undertaking or thing;
 - iii. Declaring the number of persons engaged or occupied in such profession, business, trade, occupation, calling, undertaking or thing;
 - iv. Disclosing the number of distinctive lines of goods sold or offered for sale;
 - v. Including any other information concerning the profession, business, trade, occupation, calling, undertaking or thing which the Participating Municipality may require.
 - b) Each Participating Municipality shall provide to all other Participating Municipalities standardized information regarding the Inter-Community Business Licences issued, by way of at least weekly updates on a shared database available to all Participating Municipalities.
6. Suspension or Cancellation of an Inter-Community Business Licence
 - a) A Council or Designated Officer or Employee of a participating municipality may exercise the authority of the Principal Municipality in accordance with Sections 15 and 60 of the Community Charter to suspend or cancel an Inter-Community Business Licence. The suspension or cancellation shall be in effect throughout all of the Participating Municipalities and it shall be unlawful for the holder to carry on the Business authorized by the Inter-Community Business Licence in any Participating Municipalities for the period of the suspension or cancellation.
 - b) Before suspending or canceling an Inter-Community Business Licence under Section 6(a), the Participating Municipality must give the licence holder notice of the proposed action and must inform the licence holder of their right to be heard.
 - i. If the licence holder wishes to exercise this right, the Participating Municipality shall communicate in writing to the licence holder and Principal Municipality that issued the Inter-Community Business Licence, together with such documentary evidence of the reasons for suspension or cancellation as may be available and the request to be heard. Such Principal Municipality shall then, as soon thereafter as reasonably possible, provide the Licence Holder an opportunity to address their respective Council who will then consider whether to suspend or cancel the Inter-Community Business Licence.

- ii. If the licence holder does not exercise their right to be heard, the Participating Municipality may suspend or cancel the Inter-Community Business Licence in accordance with Section 6(a).
 - c) Any conduct by a licence holder resulting in a hearing made under Section 6(b)(i) shall be considered by the Council of the Principal Municipality as though it happened within the jurisdiction of the Principal Municipality.
 - d) A decision by a Principal Municipality or Participating Municipality to cancel or suspend an Inter-Community Business Licence under Section 6 (b) shall be honoured by all Participating Municipalities.
 - e) Nothing in this Bylaw impedes the authority of a Participating Municipality to suspend or cancel any Business Licence issued by that Municipality, or to enact regulations in respect of any class of Business Licence in accordance with Section 15 of the Community Charter and amendments thereto.
7. Miscellaneous
- a) A Participating Municipality may, by notice in writing to each of the other Participating Municipalities, withdraw from the Inter-Community Business Licence scheme established by this Bylaw.

Notice must:

- i. Set out the date on which the withdrawing Municipality will no longer recognize the validity within its boundaries of business licences issued pursuant to this Bylaw, which date must be at least six months from the date of the notice; and
 - ii. Include a certified copy of the Bylaw authorizing the withdrawal.
 - b) An Inter-Community Business Licence issued prior to the effective date of the withdrawal shall, until it expires, remain valid within the boundaries of the withdrawing Municipality.
8. Severability
- a) If any section, paragraph or phrase in this Bylaw is for any reason held to be invalid by a decision of a Court of competent jurisdiction, that portion shall be severed and the remainder of this Bylaw shall continue in full force and effect.
9. Effective Date:

This Bylaw shall come into full force and effect on the first day January 2014.

PASSED FIRST READING #####

PASSED SECOND READING #####

PASSED THIRD READING #####

ADOPTED #####

M A Y O R

CORPORATE OFFICER

SCHEDULE 'A'

EXCLUDED BUSINESSES

The following Business types are Excluded Businesses for the purposes of application for an Inter-Community Business Licence under the Inter-Community Business Licence Scheme set out in the bylaw:

1. Social escort services.
2. Vehicles for hire (for example, taxis, limousines, or buses).
3. Body-rub services (which includes the manipulating, touching or stimulating by any means, of a Person or part thereof, but does not include medical, therapeutic or cosmetic massage treatment given by a person duly licensed or registered under any statute of the Province of British Columbia governing such activities or a therapeutic touch technique).

District of Ucluelet Expenditure Voucher

G-15/15

Date: October 22, 2015

Page: 1 of 4

CHEQUE LISTING:

AMOUNT

Cheques: # 23172 - # 23238	\$	207,873.16
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PAYROLL:

PR 22/15	\$	58,741.01
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\$	266,614.17
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RECEIVED FOR INFORMATION AT MEETING HELD:

October 27, 2015

Jeanette O'Connor, CFO

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
023172	002	13/10/2015	AD004	TYCO INTEGRATED FI	80381154 80381131 80381132	OCT-DEC/15 BAY OCT-DEC/15 FH/LYCH OCT-DEC/15 UCC	247.02 248.33 146.59		641.94	
023173	002	13/10/2015	AGS11	AGS BUSINESS SYSTE	33862 33863	SEPT/15 DOU SEPT/15 UCC	449.37 175.22		624.59	
023174	002	13/10/2015	AL001	ACKLANDS - GRAINGE	43540536674 43540537517	BORESCOPE/GLOVES/H GLOVES/VESTS/FASTE	249.30 343.29		592.59	
023175	002	13/10/2015	BE737	BENSON ERICA	121425	BENSON SEPT 20-OCT	1,456.00		1,456.00	
023176	002	13/10/2015	CEV16	CANADIAN ELECTRIC	24226	REAR AXLE BREAK UP	920.09		920.09	
023177	002	13/10/2015	CI192	CIBC - VISA CENTRE	SEPT/15	SEPT/15	2,978.01		2,978.01	
023178	002	13/10/2015	CK608	CORTES KEVIN	D492	D492	4,143.23		4,143.23	
023179	002	13/10/2015	DC001	DOLAN'S CONCRETE L	UP75982 UP75983	GRAVEL-KIMOTO MULCH-L.BEACH	972.58 268.11		1,240.69	
023180	002	13/10/2015	DE001	DUNCAN ELECTRIC MO	P2834 P2823	2015 INSPECTION HEMLOCK REPAIR	4,603.50 4,085.69		8,689.19	
023181	002	13/10/2015	DK143	DEVRIES KATHY	121427	DEVRIES AFTERSCHOO	312.50		312.50	
023182	002	13/10/2015	EISC2	ELITE IMAGE SOFTWA	10792	ST JACQUES/DOSDALL	127.40		127.40	
023183	002	13/10/2015	EL048	ERIK LARSEN DIESEL	713174 713166	#12 WIRING SHORT #12 ELECTRICAL	365.27 117.05		482.32	
023184	002	13/10/2015	FS004	FOUR STAR WATERWOR	46276	ANGLE VALVE REPLAC	506.59		506.59	
023185	002	13/10/2015	FSC10	FOUR STAR COMMUNIC	34364	SEPT/15	136.50		136.50	
023186	002	13/10/2015	GPC25	GREATPACIFIC CONSU	250	SEPT/15	5,086.00		5,086.00	
023187	002	13/10/2015	HT999	HANSON TAYLOR	247218	PAINT UCC HALLS AN	2,625.00		2,625.00	
023188	002	13/10/2015	IH042	INNER HARMONY SERV	3701	SEPT/15	2,443.88		2,443.88	
023189	002	13/10/2015	LBG73	LONG BEACH GUTTERS	877839 877838	CLEAN GUTTERS CLEAN GUTTERS	291.90 189.00		480.90	
023190	002	13/10/2015	LEASE	UCLUELET CONSUMERS	10/15	OCT/15	250.00		250.00	
023191	002	13/10/2015	M9370	McEWEN MARILYN	121424	McEWEN-UBCM	121.20		121.20	
023192	002	13/10/2015	MA952	MAXXAM ANALYTICS	VA919151 VA919153 VA919180 VA919363	B576796 B576806 B581143 B583524	78.75 157.50 78.75 78.75		393.75	
023193	002	13/10/2015	MDC26	MYSTICAL DISTRIBUT	24544-A	FIREWORKS-INVOICE	737.93		737.93	
023194	002	13/10/2015	MS170	REVENUE SERVICES O	10/15	OCT/15	2,974.50		2,974.50	
023195	002	13/10/2015	N9371	NOEL MAYCO	121420	NOEL-UBCM	507.40		507.40	
023196	002	13/10/2015	PB002	PACIFIC BLUE CROSS	299239	OCT/15	7,233.63		7,233.63	
023197	002	13/10/2015	PB104	PIONEER BOAT WORKS	72713	SIGN SNAP HOOKS	17.81		17.81	
023198	002	13/10/2015	PC285	PETTY CASH - BARBA	09/15	SEPT/15	77.90		77.90	
023199	002	13/10/2015	PI110	PUROLATOR INC	428837658	MAXXAM	28.27		28.27	
023200	002	13/10/2015	SA505	SAFETY AUTHORITY	00403473	EL-295642-2015	1,148.39		1,148.39	
023201	002	13/10/2015	SBR01	SONBIRD REFUSE & R	23362 23363 23366 23365	SEPT/15 SCH SEPT/15 52 STEPS SEPT/15 UCC SEPT/15 P/W	1,367.42 302.72 289.17 1,014.28		3,659.45	

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
					23364	SEPT/15 WD	685.86			
023202	002	13/10/2015	SF061	STEVENS FLICKERINE	121426	STEVENS-SEPT 21-28	286.81		286.81	
023203	002	13/10/2015	SJ004	S & J SERVICES	036231	SEPT/15 PW	315.00		2,805.60	
					036230	SEPT/15 FH	138.60			
					036229	SEPT/15 LYCHE	1,386.00			
					036233	SEPT/15 AQUA	651.00			
					036232	SEPT/15 UAC	315.00			
023204	002	13/10/2015	SSC65	SIMON STUBBS CONSU	416	GABION WALLS LITTL	563.06		563.06	
023205	002	14/10/2015	WA100	WADDELL RAPONI LLP	10157000	10157000	1,998.46		1,998.46	
023206	002	16/10/2015	BC175	BC WATER & WASTEWA	WWT1-15	MCDIARMID-WWT I	943.95		943.95	
023207	002	16/10/2015	BCHYD	BC HYDRO	3891649	PROJECT 3891649	2,100.00		2,100.00	
023208	002	16/10/2015	BP940	BLACK PRESS	32673692	MOVIES/TAX AD/REC	1,518.80		1,518.80	
023209	002	16/10/2015	BR021	BARRY'S REXALL DRU	418303	CLOCK	17.91		17.91	
023210	002	16/10/2015	CF601	COASTAL FLAGGING S	1112	PEN. WATER REPAIR	252.00		252.00	
023211	002	16/10/2015	CK608	CORTES KEVIN	D493	D493	1,285.13		1,285.13	
023212	002	16/10/2015	CKREX	CORTES KEVIN	8633	LOCK & KEY ASSEMBL	218.21		218.21	
023213	002	16/10/2015	CN038	COLYNS NURSERY & G	21434	SHRUBS/TREES	1,598.49		1,598.49	
023214	002	16/10/2015	COM01	CANADIAN CORPS OF	000822-45661A	SECURITY	1,155.00		1,155.00	
023215	002	16/10/2015	FPWD3	FOCAL POINT WOOD D	09/15	SCHANTZ-SEPT/15	1,822.80		1,822.80	
023216	002	16/10/2015	GB059	GIBSON BROS. CONTR	14129	PEN RD. WATER REPA	931.71		931.71	
023217	002	16/10/2015	GIL55	GILMOUR, ALICIA	121428	GILMORE-SKATE COMP	250.00		250.00	
023218	002	16/10/2015	NV785	NOVUS CONSULTING I	6372	SEPT/15	81.95		81.95	
023219	002	16/10/2015	O9310	OLIWA RANDY					473.75	Yes
023220	002	16/10/2015	PCF56	PACIFIC CHILD & FA	2015546	CHILDCARE WORKSHOP	40.00		40.00	
023221	002	16/10/2015	PCW13	PACIFIC COAST WARE	531804	BURNABY BAG DELIVE	105.82		105.82	
023222	002	16/10/2015	PGS93	PIN-GEL STEEL FABR	8458	KIMOTO PIPE/BOLT	112.00		112.00	
023223	002	16/10/2015	RD205	ALBERNI-CLAYOQUOT	117-1	B/L1074	31,655.00		31,655.00	
023224	002	16/10/2015	RD205	ALBERNI-CLAYOQUOT	117-2A	B/L 1074	78,430.30		78,430.30	
023225	002	16/10/2015	RD205	ALBERNI-CLAYOQUOT	73-1A	B/L 829	9,525.00		9,525.00	
023226	002	16/10/2015	S9372	ST JACQUES DIANNE	121429	ST.JACQUES-UBCM	270.40		270.40	
023227	002	16/10/2015	SP010	SUPERIOR PROPANE	8139079 8094170	SEPT/15 UAC SEPT/15 REC HALL	645.82 177.64		823.46	
023228	002	16/10/2015	SR550	SHUTTLE RECREATION	4703	SWING SEATS	1,834.56		1,834.56	
023229	002	16/10/2015	TS002	TRAN SIGN LTD.	IN146197	SIGNAGE	1,799.03		1,799.03	
023230	002	16/10/2015	UD806	UKEE DOGS EATERY	36.	5YR PLAN	71.40		71.40	
023231	002	16/10/2015	UR849	UCLUELET RENT-IT C	21584	SEPT/15 CONTRACT	1,176.00		1,176.00	
023232	002	16/10/2015	VF001	VOLUNTEER FIREFIGH	2015	2015 MMBRSHP	132.00		132.00	
023233	002	16/10/2015	VT001	VANCOUVER ISLAND F	2015A	2015 MMBRSHP	74.00		74.00	
023234	002	16/10/2015	WC168	WORKSAFE BC	Q3/15	Q3/15	7,074.94		7,074.94	

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
023235	002	16/10/2015	WP166	WINDSOR PLYWOOD -	65402A	RECIP BLADES	58.45		5,002.94	
					66036A	CEDAR PLANKS/REBAR	1,491.39			
					65820A	CEDAR PLANKS	1,705.60			
					65399A	PLYWOOD/SCREWS	216.86			
					64325A	PATIO SLAB	28.69			
					64226A	JACK HAMMER RENTAL	53.21			
					64327A	CEDAR PLANKS	1,411.20			
					64681A	HOSE NOZZLE	9.55			
					64689A	EXACTO BLADE	27.99			
023236	002	16/10/2015	XC300	XPLORNET COMMUNICA	INV10968973	OCT/15	72.79		72.79	
023237	002	21/10/2015	CLC12	CARVELLO LAW CORPO	1132-A	101041	447.56		857.59	
					1133-A	101043	410.03			
023238	002	21/10/2015	O9310	OLIWA RANDY	121430-A	OLIWA-UBCM	348.40		348.40	
Total:							207,873.16	0.00	207,873.16	

*** End of Report ***



STAFF REPORT TO COUNCIL

Council Meeting: October 27, 2015
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: WARREN CANNON, PUBLIC WORKS SUPERINTENDENT

FILE No: 1220-20 2015 SCADA

SUBJECT: SCADA UPGRADE

ATTACHMENT(S): NONE

RECOMMENDATION(S):

1. **THAT** Council award the Municipal SCADA systems Head-End Systems Upgrades proposal to PBX Engineering for the amount of \$57,010.00;
or
2. **THAT** Council request the scope of the work be reduced to exclude the addition of the wastewater system;
or
3. **THAT** no award be made at this time.

PURPOSE:

The purpose of this report is to obtain Council approval to award the above-mentioned proposal. Work carried out under this proposal includes ClearSCADA Primary Server Upgrade (hardware and software), Additional Wastewater System, Call-out system, System reporting, User manuals, Operator "cheat sheet", training and three other remote sites in two locations online.

BACKGROUND:

Supervisory Control and Data Acquisition Systems (SCADA) are systems used to monitor and control remote facilities such as water pump stations and sewer pumping stations from a central location. The control is performed by Remote Terminal Units (RTU) (SCADA PAC) or Programmable Logic Controllers (PLC's) located at the remote sites. Parameters set in in these units are transmitted to the master Central Terminal Unit (CTU) located at the Public Works Yard via an Ethernet based radio network with a TELUS dial-up line/cellular modem system.

The District currently runs SCADA in four locations: Lost Shoe Wellfield, Highway Reservoir, Bay St. Water Treatment Facility, and Matterson Reservoir. The District has three sites with the Remote Terminal Units (RTU) (SCADA PAC) in them.

The existing master Central Terminal Unit (CTU) has a number of shortfalls that affect the usability of the system. The software and hardware is obsolete and is no longer supported by the manufacturers.

Staff requested proposals and received a submittal from PBX Engineering. Their proposal was reviewed by Staff, who concluded the proposal met the needs for SCADA work required for the District of Ucluelet for this year.

Work to be carried out in the proposal is as follows:

- SCADA software and hardware configuration
- Additional wastewater system, which will allow for the integration of the wastewater system into the SCADA software
- Call-out system: the development and configuration of the call-out system will be configured to send out email alerts in response to alarm and event conditions within the system.
- System Reporting: the system will be programmed to allow for the generation of reports required to be submitted to the Ministry of Environment for annual reporting.
- User manuals to be developed: these will include descriptions of the system operation and will include screenshots for each station. These manuals will be used for operator training and troubleshooting.
- Operator Training: staff will go through a day of training with the company.

Options

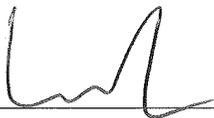
1. Award the proposed work to PBX Engineering for the amount of \$57,010.00
2. Reduce the scope of the work to exclude the addition of the wastewater system
3. Do not do any work this year

Option #1 is preferred by Staff.

SUMMARY AND CONCLUSION:

Staff are satisfied with the proposal submitted by PBX Engineering and that the firm is qualified to do the work. The proposal submitted by PBX Engineering does not exceed the allocated SCADA budget for 2015.

Respectfully submitted:



Warren Cannon,
Superintendent Public Works



STAFF REPORT TO COUNCIL

Council Meeting: OCTOBER 27, 2015
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: JEANETTE O'CONNOR, CHIEF FINANCIAL OFFICER

FILE NO: 3900-25 BYLAW #1185, 2015

SUBJECT: UCLUELET MUNICIPAL PROPERTY TAX EXEMPTION BYLAW FOR THE 2016 TAX YEAR

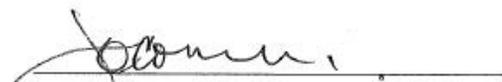
RECOMMENDATION:

1. **THAT** Council gives Fourth Reading and final Adoption to "Ucluelet Municipal Property Tax Exemption Bylaw No. 1185, 2015".

PURPOSE:

In order to exempt certain properties from municipal property taxes, the above noted bylaw must be adopted on or before October 31st in the year prior to the next taxation year. This will exempt these certain properties from land and/or improvement taxes for the taxation year of 2016.

Respectfully submitted:



JEANETTE O'CONNOR,
CHIEF FINANCIAL OFFICER

**DISTRICT OF UCLUELET
BYLAW NO. 1185, 2015**

“A Bylaw to Exempt Certain Lands and/or Improvements from
Municipal Property Taxation for the 2016 taxation year”

WHEREAS, the *Community Charter* provides general exemptions from taxation;

AND WHEREAS, the *Community Charter* provides qualifications and exceptions to the general exemptions provided;

AND WHEREAS, the *Community Charter* empowers Council of the District of Ucluelet to, by bylaw adopted by 2/3 of its members; exempt certain lands or improvements or both from taxation;

AND WHEREAS, pursuant to the *School Act* as amended, property that is exempted from taxation under the *Community Charter* is also exempted from taxation under the *School Act*;

AND WHEREAS, it is deemed advisable to enact a new bylaw granting exemption to public worship properties, museum properties, and the interest in municipal buildings of a non-profit organization that uses or occupies as a tenant of the municipality;

NOW THEREFORE the Council of the District of Ucluelet enacts as follows:

Title

- 1) This bylaw may be cited as “Ucluelet Municipal Property Tax Exemption Bylaw No. 1185, 2015.”

Exemption for Public Worship Properties

- 2) The land hereinafter described and the improvements thereon which are set apart and in use for public worship are hereby exempt from taxation under the *Community Charter* for the year 2015.
 - a) Lots 1 and 2, Section 21, Clayoquot Land District, Plan 9522 registered in the name of the Christ Community Church of Ucluelet;
 - b) Lot 1, District Lot 282, Clayoquot Land District, Plan 10396 and Lot 1, District Lot 282, Clayoquot Land District, Plan 9024 registered in the name of the Bishop of Victoria;
 - c) Lot 6, District Lot 282, Clayoquot Land District, Plan 30080 registered in the name of the Ucluelet Congregation of Jehovah’s Witnesses.

Exemption for Museum Properties

- 3) The land hereinafter described and the improvements thereon which are set apart and in use for a museum are hereby exempt from taxation under the *Community Charter* for the year 2015.

- a) Folio 196.410, Block A, District Lot 1507, Clayoquot Land District, Plan 61995, Survey Plan filed with Active Lease to Ucluelet & Area Historical Society, Lands Branch Lease #111228.

Exemption for Non-Profit Organizations Using Municipal Property

- 4) The interest in municipal buildings of a non-profit organization that uses or occupies as a licensee or tenant of the municipality are hereby exempt from taxation under the *Community Charter* for the year 2015.
 - a) Food Bank on the Edge – 160 Sea Plane Base Road – Roll No. 181.060 being that portion of Lot 3, Plan 20323, District Lot 284, Clayoquot Land District that is used and owned by the Food Bank on the Edge;
 - b) Westcoast Community Resources Centre – 500 Matterson Drive - Roll No. 114.960 being that portion of Lot A, Plan VIP56963, District Lot 281, Clayoquot Land District that is used by the Westcoast Community Resources Centre;
 - c) Nuu-Chah-Nulth - 500 Matterson Drive - Roll No. 114.960 being that portion of Lot A, Plan VIP56963, District Lot 281, Clayoquot Land District that is used by the Nuu-Chah-Nulth First Nations;
 - d) Ministry of Child and Family Development – 500 Matterson Drive - Roll No. 114.960 being that portion of Lot A, Plan VIP56963, District Lot 281, Clayoquot Land District that is used by the Ministry of Child and Family Development;
 - e) Vancouver Island Regional Library – 500 Matterson Drive - Roll No. 114.960 being that portion of Lot A, Plan VIP56963, District Lot 281, Clayoquot Land District that is used by the Vancouver Island Regional Library;
 - f) Ucluelet Daycare Society – 500 Matterson Drive - Roll No. 114.960 being that portion of Lot A, Plan VIP56963, District Lot 281, Clayoquot Land District that is used by the Ucluelet Daycare Society.

Exemption for Recreational Properties

- 5) The land and improvements classified by the BC Assessment Authority as Class 8 (Recreation/Non-Profit) and excluding the land and improvements classified by the BC Assessment Authority as Class 6 are hereby exempt from taxation under the *Community Charter* for the year 2015.
 - a) Army, Navy & Air Force Veterans, Ucluelet Unit #293 - Folio 165.000 being Lot 1, Plan 5190, District Lot 282, Clayoquot Land District;

Exemption for Aquarium

- 6) Ucluelet Aquarium Society – Folio 152.020 being a Portion of District Lot 1689, Clayoquot Land District for aquarium purposes, license 113490.

Exemption for Land Leased by the Municipality

- 7) Lease by the District of Ucluelet – Folio 160.000 being a Portion of Lot 2, Plan 3486, District Lot 282, Clayoquot Land District, consisting of the entire frontage on 1604 Peninsula Road of approximately 86 feet, to a lot depth of approximately 120 feet of the Property, Leased from the Ucluelet Consumers’ Co-operative by the District of Ucluelet.

READ A FIRST TIME this **13th** day of **OCTOBER, 2015**.

READ A SECOND TIME this **13th** day of **OCTOBER, 2015**.

READ A THIRD TIME this **13th** day of **OCTOBER, 2015**.

ADOPTED this **XX** day of **OCTOBER, 2015**.

CERTIFIED CORRECT: Ucluelet Municipal Property Tax Exemption Bylaw No. 1185, 2015.

Mayor
Dianne St. Jacques

Chief Financial Officer
Jeanette O’Connor

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

Chief Administrative Officer
Andrew Yeates