

# AGENDA

## *REGULAR MEETING OF COUNCIL*

**Tuesday, December 8th, 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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**7:30 p.m.**  
**Tuesday, December 8th, 2015**  
**George Fraser Room, Ucluelet Community Centre,**  
**500 Matterson Drive, Ucluelet**

**AGENDA**

- 1. CALL TO ORDER**
- 2. ADOPTION OF MINUTES**
  - 2.1 November 24, 2015 Regular Minutes** **p.7**
- 3. UNFINISHED BUSINESS**
- 4. MAYOR'S ANNOUNCEMENTS**
- 5. PUBLIC INPUT, DELEGATIONS & PETITIONS**
- 6. CORRESPONDENCE**
  - 6.1 Response re: Arrowsmith Area Timber Supply Review** **p.13**  
David Cruickshank, Ministry of Forests, Lands and Natural Resource Operations
  - 6.2 Clayoquot Biosphere Trust Update** **p.17**  
Geoff Lyons, Clayoquot Biosphere Trust
  - 6.3 West Coast General Hospital Foundation Donation Request** **p.33**  
Ed Francoeur, West Coast General Hospital Foundation
  - 6.4 Vancouver Island Regional Library Appointments for 2016** **p.35**  
Vancouver Island Regional Library
  - 6.5 BC Shrimp Trawling** **p.43**  
Lorne Clayton, Pacific Coast Shrimpers Cooperative Association
- 7. INFORMATION ITEMS**
  - 7.1 Local Government Update** **p.47**  
Official Spokesperson for Local Government, Sport and Seniors
  - 7.2 PrimeCorp 2015 Annual Report** **p.49**  
PrimeCorp
  - 7.3 Bylaw Standards of Agritourism** **p.53**  
Ministry of Agriculture
  - 7.4 Wild Pacific Trail Stage 1 Approval** **p.69**  
Island Coastal Economic Trust

## 8. COUNCIL COMMITTEE REPORTS

### 8.1 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*

### 8.2 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*

### 8.3 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*

### 8.4 Councillor Randy Oliwa

*Deputy Mayor January – March*

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

### 8.5 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*

## 9. REPORTS

- |  |             |
|--|-------------|
| <b>9.1 Expenditure Voucher G-18/15</b>                 | <b>p.71</b> |
| Jeanette O'Connor, Chief Financial Officer             |             |
| <b>9.2 SCADA Upgrade</b>                               | <b>p.75</b> |
| Warren Cannon, Superintendent of Public Works          |             |
| <b>9.3 Monthly Motion Report, ending November 2015</b> | <b>p.81</b> |
| District of Ucluelet                                   |             |
| <b>9.4 Financial Update</b>                            | <b>p.87</b> |
| Jeanette O'Connor, Chief Financial Officer             |             |

**9.5 Crown Land Tenure Referral DL 2099**

John Towgood, Planner 1

**p.91**

**9.6 Crown Land Tenure Referral DL 890**

John Towgood, Planner 1

**p.109**

**10. LEGISLATION**

**11. LATE ITEMS**

**12. NEW BUSINESS**

**13. QUESTION PERIOD**

**14. CLOSED SESSION**

*Procedural Motion to Move In-Camera:*

THAT the meeting be closed to the public in order to address agenda items under Section 90(1), subsections (m) of the *Community Charter*.

**15. ADJOURNMENT**





**6.2 Response re: Arrowsmith Area Timber Supply Review**  
Ministry of Forests, Lands and Natural Resource Operations

2015-292 It was moved by Councillor Mole and seconded by Councillor McEwen  
*THAT Council receive correspondence item 6.2 for information.*  
**CARRIED**

2015-293 It was moved by Councillor McEwen and seconded by Councillor Mole  
*THAT Council postpone discussion of correspondence item 6.2 until the next Regular Council meeting on December 8, 2015;*  
*AND THAT staff bring forward any relevant information at that time on the matter;*  
*AND THAT correspondence item 6.2 be forwarded to the Community Forest Board.*  
**CARRIED**

**7. INFORMATION ITEMS:**

**7.1 BCSEA Sustainability Progress Report and Update**  
BC Salmon Farmers Association

2015-294 It was moved by Councillor Mole and seconded by Councillor McEwen  
*THAT Council receive item 7.1 for information.*  
**CARRIED**

**7.2 UBCM Follow-up re: Seismic Mitigation Program**  
Ministry of Education

2015-295 It was moved by Councillor Mole and seconded by Councillor McEwen  
*THAT Council receive item 7.2 for discussion.*  
**CARRIED**

2015-296 It was moved by Councillor Mole and seconded by Councillor McEwen  
*THAT Council designate a member of Council to be a liaison on all things impacting education on the west coast.*  
**CARRIED**

2015-297 It was moved by Acting Mayor Oliwa and seconded by Councillor McEwen  
*THAT Council direct staff to send a letter of reply to the Honourable Minister Bernier expressing Council's desire to jointly meet with the Minister and our partners at the Board of Education, where said meeting is to be arranged by the Board of Education;*  
*AND THAT information item 7.2 be forwarded to School District 70 Board of Education.*  
**CARRIED**

**7.3 UBCM Follow-up re: Strata Accommodation Properties**  
Ministry of Community, Sport and Cultural Development

2015-298 It was moved by Councillor Mole and seconded by Councillor McEwen  
*THAT Council receive information item 7.3.*

**CARRIED**

**7.4 Vancouver Island Regional Library 2016-2020 Financial Plan**  
Alberni-Clayoquot Regional District

2015-299 It was moved by Councillor McEwen and seconded by Councillor Mole  
*THAT Council receive information item 7.4.*

**CARRIED**

**8. COUNCIL COMMITTEE REPORTS:**

**8.1 Councillor Mole**

No meetings to report

**8.2 Councillor McEwen**

Vancouver Island Regional Library Board - Trustee

- Met November 21
- Discussed pending CUPE strike; board is looking at mediation

**8.3 Councillor Noel**

N/A

**8.4 Acting Mayor Oliwa**

Aquarium Board

- AGM November 28 at 3:00pm; board is looking for energetic people to participate on the board

Seaview Seniors Housing Society

- Completed follow-up with the Society on their request to use the UAC Hall for their annual bake sale fundraiser; society will be contacting District staff to discuss

Other Reports

- ACRD meeting on November 12; all directors approved attending the LGLA Academy training in February; terms of reference for directors were reviewed and updated; a requisition to change street light funding was put forth due to increasing hydro costs; discussed solid waste management, removing corrugated cardboard from the landfill and exploring the feasibility of organics
- ACRD Hospital Board met on November 12; most regional doctors are retiring by 2020; board is looking into how to attract and retain doctors; bottleneck to this, as the University of BC has control over licensing new doctors

- School District 70 Chair, Pam Craig, currently working on 2016 schedule of school visits; Council looks forward to meeting with our Board of Education partners
- Attended Transition Towns Tofino-Ucluelet at Ucluelet Community Centre on November 15; topics included moving away from fossil fuel by 2050, showcasing cities using solar energy, and importance of community desire as driver for change; former Ucluelet Mayor Bill Irving was a guest speaker, discussing wind, solar, and wave energy; event coming up on November 30 in Tofino to showcase a mobile tiny house, costing only \$20k to build; discussion reinforced the impacts that an individual can have through adopting green energy practices at home

**8.5 Mayor St. Jacques**

N/A

**9. REPORTS:**

**9.1 Expenditure Voucher G-17/15**

Jeanette O'Connor, Chief Financial Officer

2015-300 It was moved by Councillor Mole and seconded by Councillor McEwen  
*THAT Council receive Expenditure Voucher G-17/15.*

**CARRIED**

**9.2 2016 Council Meeting Schedule**

Morgan Dosedall, Deputy Municipal Clerk

2015-301 It was moved by Councillor Mole and seconded by Councillor McEwen  
*THAT Council approve recommendation 1 of report item 9.2 "2016 Council Meeting Schedule", which states:*

1. *THAT Council adopt the Regular Council Meeting Schedule for 2016.*

**CARRIED**

**9.3 Primary Liquor License Amendment Application for Howler's Restaurant**

John Towgood, Planner I

2015-302 It was moved by Councillor McEwen and seconded by Councillor Mole  
*THAT Council approve recommendation 1 of report item 9.3 "Food Primary Liquor License Amendment Application - Howlers Restaurant Service Past Midnight and Patron Participation Entertainment (e.g. Dine and Dance or Karaoke)", which states:*

1. *THAT Council request staff to gather the views of residents that may be affected by the proposal. To provide report outlining the views and comments of the respondents and possible recommendations within 90 days of notification.*

**CARRIED**

## 10.LEGISLATION:

None

## 11.LATE ITEMS:

None

## 12.NEW BUSINESS:

### 12.1 Acting Mayor Oliwa

- ❖ Acting Mayor Oliwa announced invitation-only Ucluelet event “Regional Marine Accident Workshop” to be hosted at Yuułuʔiłʔatḥ Community Centre on November 25 from 5:00-7:00pm
- ❖ Acting Mayor Oliwa proposed discussion of resolutions for the Association of Vancouver Island and Coastal Communities at a future strategic planning meeting, being cognizant that submissions are due by February 22, 2016
- ❖ Acting Mayor Oliwa announced launch of Emergency Notification Program for Ucluelet; residents can sign up on the District website
- ❖ Acting Mayor Oliwa noted that Chamber of Commerce is hosting “Lounge Fever” event on November 28; ticket prices are \$25 at the door if you arrive after 9:30pm
- ❖ Acting Mayor Oliwa noted that the tiny house event is on November 30 in Tofino
- ❖ Acting Mayor Oliwa requested update from staff on status of fees and charges bylaw review

2015-303

It was moved by Acting Mayor Oliwa and seconded by Councillor Mole  
*THAT staff be directed to prepare a report on the action plan and the budget necessary to enforce business licensing and inspections in bylaw 922, 2003.*

**CARRIED**

2015-303

It was moved by Acting Mayor Oliwa and seconded by Councillor Mole  
*THAT staff be directed to write a letter of reply to Dep/Commr Craig Callens expressing Council’s desire to collaborate on and further discuss Ucluelet’s Limited Duration Posting status.*

**CARRIED**

### 12.2 Councillor McEwen

- ❖ Clr. McEwen updated Council on recent meeting with Cheryl McLay, in the Economic Development Division of the Ministry of Jobs, Tourism and Skills Training, who shared updates and ideas on future funding opportunities

## 13. QUESTION PERIOD:

Council received questions and comments from the public re:

- Notification of residents per report item 9.3

- Agenda topics for the December 2 Harbour Authority Meeting
- Existing seismic safety reports per information item 7.2
- Clarification on an expenditure in report item 9.1

SPECIAL ANNOUNCEMENT

Acting Mayor Oliwa offered Council's condolences in the recent motor vehicle accident that occurred south of Tofino, noting that their thoughts and support are with all those involved, and offering appreciation to the first responders who assisted on the scene

**14. CLOSED SESSION:**

2015-305 It was moved by Councillor Mole and seconded by Councillor McEwen  
*THAT the meeting be closed to the public in order to address agenda items under Section 90(1), subsections (a), and (j) of the Community Charter.*

**CARRIED**

Acting Mayor Oliwa suspended the regular meeting and moved in-camera at 8:26 pm.

**15. ADJOURNMENT:**

Acting Mayor Oliwa adjourned the in-camera meeting at 9:09 pm and resumed the open meeting at 9:10 pm.

Acting Mayor Oliwa adjourned the regular council meeting at 9:11 pm.

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

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Randy Oliwa  
Acting Mayor

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Andrew Yeates  
CAO



File: 12820-20/038

November 12, 2015

Sent by Email: [info@ucluelet.ca](mailto:info@ucluelet.ca)

Mayor and Council  
 District of Ucluelet  
 P.O. Box 999  
 Ucluelet, British Columbia  
 V0R 3A0  
[info@ucluelet.ca](mailto:info@ucluelet.ca)

Dear Mayor and Council:

The Ministry of Forests, Lands and Natural Resource Operations (FLNR) is in the process of a Timber Supply Review (TSR) for the Arrowsmith Timber Supply Area (TSA). An overview map of the Arrowsmith TSA has been attached for your reference.

The TSR is a strategic, high-level review of the Arrowsmith TSA's timber supply and leads to the chief forester's allowable annual cut (AAC) determination for the TSA. The AAC is the rate of timber harvest permitted each year from a specified area of land, and is expressed in cubic meters of wood. There are several components in the TSR process which may take up to 24 months to complete.

In accordance with Section 8(1) of the *Forest Act*, the chief forester must determine an AAC at least once every ten years from the date of the last determination. The TSR process is now nearing completion of the initial stage, the data package. The data package is a compilation of the best available information on the definition of the current timber harvesting land base (THLB) including but not limited to net downs for non-timber resources such as wildlife habitat, species at risk, old growth and landscape level biodiversity, riparian areas, stand-level biodiversity, archaeological features, recreation sites and trails, research installations, economically inoperable areas, and roads and landings. The data package also identifies the current forest management assumptions to be applied to the THLB including but limited to regeneration assumptions and expected growth rates, timber utilization standards and minimum harvest ages, visual quality objectives, community and fisheries sensitive watersheds, and Clayoquot Sound watershed plans.

Page 1 of 2

Ministry of Forests, Lands and  
 Natural Resource Operations

South Island  
 Natural Resource District

Location:  
 4885 Cherry Creek Road  
 Port Alberni, BC  
 CANADA

Mailing Address:  
 4885 Cherry Creek Road  
 Port Alberni, BC  
 V9Y 8E9

Tel: 250-731-3000  
 Fax: 250-731-3010

District of Ucluelet

The data package can be found on the Forest Analysis and Inventory Branch website at:  
[https://www.for.gov.bc.ca/hts/tsa/tsa38/tsr\\_2015/38tsdp15\\_final.pdf](https://www.for.gov.bc.ca/hts/tsa/tsa38/tsr_2015/38tsdp15_final.pdf)

The summary of information and assumptions in this package forms the basis of the timber supply analysis (second stage of the TSR process), which the chief forester will use to assist in determining the new AAC for the Arrowsmith TSA (final stage of the TSR process).

As you may be aware, the Arrowsmith TSA is also engaged in an Integrated Resource Management Planning (IRMP) pilot process, running concurrent with the TSR. This process is being led by the Resource Practices Branch (RPB) of FLNRO. To date there have been First Nations and licensee meetings held to introduce and provide input into the plan. Current information related to the IRMP (also referred to as an Integrated Silviculture Strategy) can be found at the RPB website: <https://www.for.gov.bc.ca/HFP/silstrat/index.htm>

We understand that the District of Ucluelet may have interests that may need specific consideration in the TSR process for the Arrowsmith TSA. On behalf of the chief forester, FLNR would like to provide an opportunity for the District of Ucluelet to offer any comments that you may have in regard to the data package for the Arrowsmith TSA TSR, including your suggestions as to any new data or information that you would like to see incorporated into this package that will be used as part of the second stage of the TSR process, the timber supply analysis.

Please provide your comments in writing within 30 days from the date of this letter. Further engagement will be undertaken with the District of Ucluelet at the timber supply analysis stage of the TSR process. The draft timber supply analysis will likely be ready in late fall of 2016. Once the AAC determination is made the District of Ucluelet will receive notification of this decision along with the rationale. The AAC determination is expected in the winter of 2017.

We acknowledge the technical nature of the draft data package; and therefore, if you have any questions, require further information, or would like to meet please don't hesitate to contact Tracy Andrews, Resource Officer, at (250) 731-3087 or by email [Tracy.Andrews@gov.bc.ca](mailto:Tracy.Andrews@gov.bc.ca). For any other questions, please contact myself at (250) 731-3065 or by email [David.Cruickshank@gov.bc.ca](mailto:David.Cruickshank@gov.bc.ca).

Yours truly,



DN: cn=David Cruickshank, o=Ministry of  
Forests, Lands and Natural Resource  
Operations, ou=South Island Natural  
Resource District,  
email=David.Cruickshank@gov.bc.ca, c=CA  
Date: 2015.11.12 14:26:48 -08'00'

David Cruickshank, R.P.F.  
Resource Forester  
South Island Natural Resource District

Attachments: Arrowsmith TSA overview map

pc: Tracy Andrews, R.P.F., Resource Officer, South Island Natural Resource District

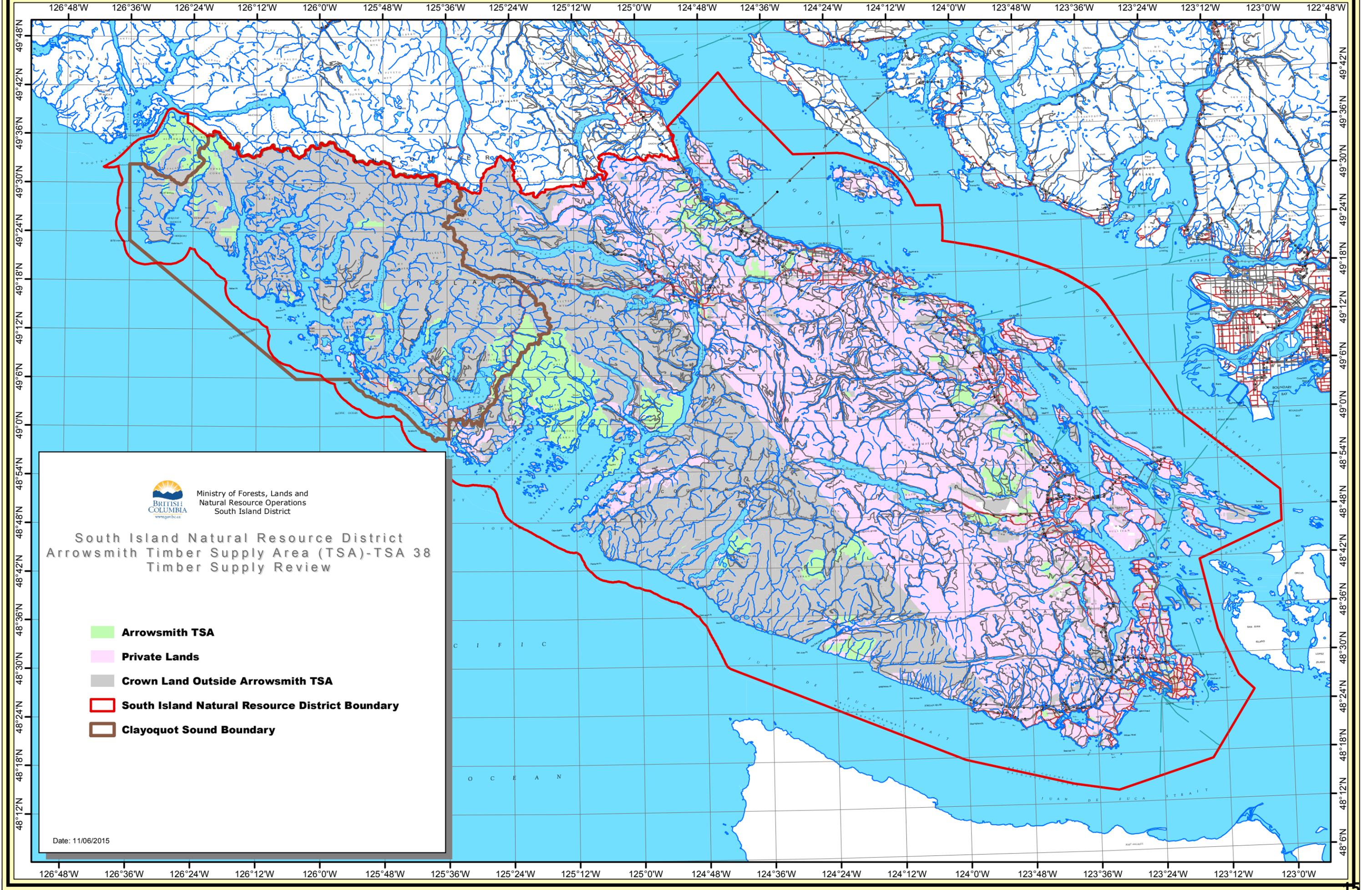


Ministry of Forests, Lands and  
Natural Resource Operations  
South Island District

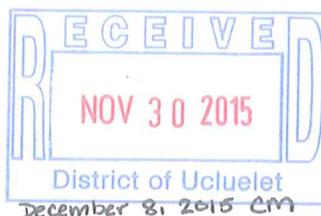
### South Island Natural Resource District Arrowsmith Timber Supply Area (TSA)-TSA 38 Timber Supply Review

- Arrowsmith TSA
- Private Lands
- Crown Land Outside Arrowsmith TSA
- South Island Natural Resource District Boundary
- Clayoquot Sound Boundary

Date: 11/06/2015







Filecode: 0230-20 CBT  
 X-Ref:  
 Forwarded to: Council, Andrew  
 Physical  Electronic

Geoff Lyons  
 Ucluelet CBT Representative

November 28<sup>th</sup>, 2015

To Mayor & Council

Dear Mayor & Council,

**Report from your CBT Representative**

I am proving this report as the Ucluelet representative, covering recent activities of the CBT.

The CBT has been extremely active on many fronts:-

- You will have seen the biennial **Vital Signs**, from which I am sure we all learned some valuable insights into our region both its positive and negative sides;
- Discussions related to a new **CBT Building** continue to slowly progress, with agreement on most of the criteria that people want to see in the new facility; and how and who it should serve; however a location has not yet been determined;
- **The Pacific Rim Education and Tourism Steering Committee** was an undertaking initiated by the West Coast Aquatic Association; with funding directed at several west coast communities. The CBT, in its position as a neutral body, having been selected to carry out the initial assessment of the numerous existing educational components and other potentials, and the synergy to be garnered from a west-coast collective approach. The attached briefing details some of the work that the CBT undertook; and here are some of the suggestions made by the CBT at their last meeting:-
  - A presentation by Tawney Lem outlined how successful the research and recommendations had been, and the fact that the CBT's neutrality had been recognised by everyone as an invaluable component of the report.
  - The question of who should continue with the next steps was received by the CBT Board, and I can report that there was a unified agreement from the CBT Board that, if the west-coast communities desired, that the CBT has both the capacity and expertise to offer to continue its role as the facilitator of this incredibly valuable component. And, as such, would work towards expanding and making these numerous education and outreach opportunities available to all interested parties, and remove any perception of local bias when entertaining interest from those looking for educational prospects in the area.
  - As such, I recommend that the District of Ucluelet support this approach, and if necessary I would suggest that Council arrange for a subsequent update from the CBT again outlining what the CBT feels would be the benefit to all concerned.

Respectfully submitted,

  
 \_\_\_\_\_  
 Geoff Lyons  
 Ucluelet - CBT Rep

## Pacific Rim Education and Tourism

### Summary of Community/Organization Engagement Sessions

Oct. 30, 2015

#### Engagement Overview

At the March 12, 2015 Steering Committee meeting, the next step identified was to conduct a series of community sessions in which the research findings were shared and feedback was collected. The target was to conduct 13 sessions. Sessions were successfully carried out with Ahousaht, Toquaht, the District of Tofino Council, the District of Ucluelet Council, the Tofino Chamber of Commerce Board, the Ucluelet Chamber of Commerce Board, and Tourism Tofino. At the time this summary report was written, sessions had not yet been successfully scheduled with Hesquiaht, Tla-o-qui-aht, Yuułuʔiłʔatḥ, Tourism Ucluelet, the Tofino Chamber of Commerce Luncheon and the Ucluelet Chamber of Commerce Luncheon.

At each session held, a short presentation was made that summarized the project goals, partners, funding, and key research products and findings. Feedback was then gathered on three questions:

1. What potential do you see for the Pacific Rim region in education tourism?
2. How could your organization contribute? What do you see as your organization's role?
3. Is there a need for a formal collaborative/coordinating body to keep moving this forward?  
Is it a new body or an existing organization?  
Is there a role for social enterprise? If not, another model?  
Should a coordinator be hired?

The Clayoquot Biosphere Trust was mentioned at every session as a potential coordinator body. Therefore, a session was also held with the CBT Board to informally inquire about their interest in serving in this role. The Board's overall response was very positive, and the Board was going to further consider this potential opportunity in the context of their business plan. The CBT can provide a proposal to the Steering Committee if that is the desired chosen direction.

#### Summary of Feedback<sup>1</sup>

##### What potential do you see for the Pacific Rim region in education tourism?

All of the communities and organizations that provided feedback expressed that the region had "tremendous potential" to meet the "huge demand" for education tourism. Respondents believed that the region is accessible and affordable, giving it an advantage over areas such as Haida Gwaii.

Several communities noted that they were already engaged in education tourism<sup>2</sup>. Cited benefits for the region included:

- Promoting existing businesses/services and developing new ones;

<sup>1</sup> In this summary, responses have been aggregated and (in most cases) not attributed to a specific community or organization. However, a separate record has been maintained for each engagement session that may be useful for future planning.

<sup>2</sup> Ahousaht: UVIC at General Store 3 months/yr., school groups from Calgary and the Interior, EarthQuest (30+ people twice a year), visiting universities then the Scientific Panel was in place. Ucluelet Aquarium: hosting NIC groups that use to go to Bamfield.

- Expanding the region's offerings in the off-season, and expanding industry beyond the traditional forestry and fishing opportunities;
- Building a regional reputation in targeted areas (e.g. culinary, First Nations, ethnobotany);
- Building a regional skill base (e.g. culinary skills) that contributes to other goals (e.g. creating a food culture);
- Acknowledgement of local expertise and knowledge; and
- Bringing disparate groups together.

**How could your organization contribute? What do you see as your organization's role?**

Potential contributions will differ depending on many factors including the nature, location, infrastructure and interests of the community or organization. All of the communities and organizations that provided feedback noted that they had existing capacity that could be applied to education tourism initiatives, including:

- Administrative support – e.g. zoning to support transportation and housing, inclusion in strategic planning
- Financial support – e.g. seed funding, funding applications
- Business support
- Marketing
- Infrastructure – e.g. trails
- Curriculum – e.g. culture, history, ecology, Ambassador program, hands-on field work
- Services – e.g. accommodation, restaurants, tours
- Sharing prior experience and approaches

**What role do you see for others?**

Suggested roles included:

- Collaboration between DMOs for marketing
- Province's responsibility to advance large, regional economic development initiatives – what can the Ministry of Jobs, Tourism, and Skills Training offer?
- Interpretation provided by the provincial Park Rangers (were they included in the Asset inventory?)
- Program delivery by the Raincoast Education Society

**Is there a need for a formal collaborative/coordinating body to keep moving this forward?**

There was a unanimous 'yes' to this question. Coordination is needed not only to make it easier for visiting groups, but also to ensure that the region is able to provide an effective, consistent, and efficient product/service. The more communities and organizations within the region that are involved, the greater the need is for coordination.

Desired characteristics of the coordinating body include:

- Dedicated/focused – this cannot be done 'off the corner of someone's desk'
- Neutral – solely devoted to the client (not individual business interests)

Related tools to disseminate information could include:

- Centre/kiosk

- New, comprehensive website

### **Is it a new body or an existing organization?**

In time, the coordination role could morph into something else (e.g. a social enterprise organization, a business opportunity), but in the initial stage the initiative cannot get going with an unpaid and untasked person/organization.

### CBT

All of the communities and organizations that provided feedback said that the CBT was well positioned to serve this role (e.g. placing a coordinator within the CBT office).<sup>3</sup> The CBT was described as neutral, arm length, well established, and credible with a proven track record in delivering projects. Overall, it may be easier to launch this initiative using an existing organization versus starting a new one, and there is already an “element of trust” with the CBT.

While the CBT already has experience in education and higher learning, a few questions were posed:

- Does the CBT have the required marketing expertise?
- Does the CBT have the capacity or would they need to expand?
- Is the CBT okay with being suggested for this role?
- Who would the coordinator answer to? The CBT Board or a new Board specific to this initiative?

### Other

One community agreed with an external body serving this role, but suggested that the goal was to create self-employment instead of just further building the CBT’s capacity. To this end, it was stated that there is a need to assess all resources in the region to determine who does the coordination and where it is located.

Many respondents said that while collaboration is definitely needed, there is an acknowledgement of how difficult it can be to achieve. There are past examples to learn from in terms of protecting the initiative from personalities, respecting existing authorities/jurisdiction, and ensuring localized benefit (e.g. be aware of limits to employment where infrastructure or administration is centralized).

### **Should a coordinator be hired?**

There was general consensus that a coordinator should be hired. Caveats included the need for a cost/benefit analysis – “The position need to generate revenue, not be a drain on existing revenues.” One model may be for the coordinator to work on a commission basis.

Since the initiative will take a significant effort to get it going, it was said, “whoever the coordinator is, they need to be a champion for the initiative and have a real passion for this. It can’t just be a job.”

### **Additional Comments**

#### Actions

- Provide ongoing, as needed engagement (e.g. after First Nation elections)

<sup>3</sup> The District of Tofino Committee of the Whole passed Resolution No. 199/15 in support of the CBT as the coordinating body.

- Additional research
  - Look further at other successful models (e.g. Banff). Who was the champion? What lessons did they learn? What model was used? Then do a made in region solution.
  - Ask the groups who are already coming here what offerings would be well received.
  - Consider talking directly to the Haida Gwaii Higher Education Society to learn from their experience
  - Conduct a survey to find out how much extra groups are willing to pay for the coordination services.
  - Assessment of the potential economic impact to the region
- Develop business plan
- Conduct a survey of businesses – what services would they provide?

Opportunities

- Culinary school potential with NIC
- VIU and high school students interning at the hatchery
- Create longer term stays around events such as Feast Tofino (e.g. combine with Ocean Wise)
- Develop a salmon enhancement lab – interest in an Ahousaht/Tofino partnership - e.g. work on Cypre River
- Attract scientists to the area to do joint research on global warming and acidification. Combine science with TEK.
- Put a call out each year to see what certifications are needed by each business' staff (e.g. first aid, drivers, radio). Coordinate the hosting of the training with NIC. Then hold a job fair afterwards.

Questions

- What will we offer in terms of programming? Knowing this will help determine the volume of participants and understand numbers of accommodation needed etc.
- What will the cost of participation be?

Comments

- October – May isn't the slow time anymore – coordination will need to be done well in advance in order to book blocks of rooms
- The coordinating body will essentially be acting as a travel agent. Be aware that this has insurance implications.
- Go2 study that shows the number one thing that draws seasonal workers to an area is the opportunity to learn
- One gap is the meeting and incentive travel piece. There are destination management companies that sell Tofino as an add-on to groups coming to Victoria. We need to work with group travel planners to draw visitors to region.
- Coordinator could serve dual role of Meeting & Incentive Travel, and Education Tourism
- Focus on "innovation" component – e.g. use marketing innovation for this initiative
- This is the best example of communities working together – everyone supports education, and education has 'neutralized' any potential competition
- Take a phased approach. Start by promoting a 1 week adult learning package to test the waters. Then expand to universities and school groups
- We always think in terms of there being 7 communities in the region
- Any bricks and mortar needs will be a challenge (e.g. building classrooms, food and beverage facilities)

Needs

- Entrepreneurship classes held in the region to help individuals and groups prepare for initiative related opportunities
- Website development assistance (to help promote existing businesses/services/programs)
- Improved internet capacity in remote communities (to ensure they can fully participate in opportunities)
- Internal First Nations to document and get educated about traditional knowledge

Next meetings

- Invite representatives from Toquaht and Ahousaht

# PAC RIM EDUCATION AND TOURISM STEERING COMMITTEE

Mar. 3, 2015 COMMUNITY SESSION BACKGROUNDER

## Project Initiation

In 2014, the District of Tofino, Tla-o-qui-aht First Nation, District of Ucluelet, and Yuulu?il?ath Government initiated a project titled 'Advancing the Pacific Rim Knowledge and Innovation Economy'. West Coast Aquatic, Island Coastal Economic Trust, Clayoquot Biosphere Trust, and the District of Ucluelet funded this project.

The intent of the project is to strengthen Pacific Rim communities' economic development plans by advancing the knowledge and innovation segments of their economies. Specifically, the project builds on previous research, momentum, and political will to create a regional knowledge and innovation hub with community nodes.

The communities developed a project Steering Committee that includes:

<i>Tla-o-qui-aht First Nation</i>	<ul style="list-style-type: none"> <li>• Barb Audet</li> <li>• James Frank</li> <li>• Karl Wagner</li> </ul>
<i>Yuulu?il?ath Government</i>	<ul style="list-style-type: none"> <li>• Al McCarthy</li> <li>• Iris Frank</li> </ul>
<i>District of Tofino</i>	<ul style="list-style-type: none"> <li>• Josie Osborne</li> <li>• Dorothy Baert</li> <li>• Greg Blanchette</li> </ul>
<i>District of Ucluelet</i>	<ul style="list-style-type: none"> <li>• Sally Mole</li> <li>• Randy Oliwa</li> <li>• Andrew Yeates</li> </ul>

## Project Outcomes and Findings

The Knowledge and Innovation Economy Project Steering Committee developed a Terms of Reference to guide their work. The project outcome was defined as "creating a regional Knowledge and Innovation hub and community nodes focused on the following four action areas:

1. Identifying and building on human, infrastructure, physical, and other local assets;
2. Fostering capacity development and entrepreneurship through training, mentoring, education and other means;
3. Developing world class research and instruction by attracting researchers, educators and learners to the area; and,
4. Enabling businesses, researchers, governments, non-profits, educational institutions, and residents to work together to share knowledge and deliver innovation by creating networks, events, awareness, and other linking activities.

Work towards these action areas are represented in three deliverables from this year's project.

### Regional Asset Inventory

The Clayoquot Biosphere Trust (CBT) was contracted to research and compile a report outlining the assets in the Pac Rim area related to advancing knowledge and innovation. Asset categories included: buildings and other infrastructure; organizations and businesses; service providers; knowledge and capacity of residents; research, reports and databases; unique planning, management and tools; programs initiatives and brands; funds and funders; and natural settings and features.

The Asset Inventory is available on the CBT website<sup>1</sup>, and serves as a general overview of the area as well as a starting point for anyone planning an educational trip to the area.

### Capacity Building, Training and Business Incubation Strategy

The CBT was also contracted to develop a strategy for capacity building, training and business incubation<sup>2</sup>. A "learning by doing" approach was taken, and a regional education forum was held. One of the key findings was the discovery that education stakeholders appreciate and benefit from the support and coordination provided by an administrative hub. Stakeholders find themselves to be limited by a lack of capacity and funding. People do not have the time to share ideas and opportunities beyond their organization or community. While individual communities, organizations and institutions are functioning effectively as an individual 'spoke' or node, the region is missing the administrative 'hub' that can coordinate multiple independent and autonomous organizations.

For a 'hub' model to continue, several next steps were identified:

- Fund a full time "regional education coordinator" position within a local organization to create an administrative 'hub';
- Use the administrative 'hub' to secure funding for local business training and program delivery;
- Continue to use CBT regional education list-serve to share education and training opportunities;
- Use the administrative hub to build relationships with Provincial and Federal programs; and
- Continue to support the Regional Learning Council hosted by the CBT to convene meetings on an annual or biannual basis for building relationships, sharing updates and identifying regional priorities.

To advance the knowledge sharing and social innovation of the Pacific Rim communities' economies, the strategy includes the following recommendations for strategic action:

1. Business Incubation and Mentorship:
  - Host business incubation presentations and support partnerships such as Innovation Island Business Acceleration partnership program;
  - Support the delivery of Nuu-chah-nulth Economic Development Corporation programs locally (for example, Entrepreneur Camp and Aboriginal Best);
  - Support the delivery of the SFU Local Entrepreneurship Accelerator Program (LEAP) program;
  - Secure funding to provide hub administration services to support ongoing delivery of workshops and programs while building capacity within community champion

<sup>1</sup> [http://clayoquotbiosphere.org/wp-content/uploads/2013/03/Regional-Education-Asset-Inventory\\_final.pdf](http://clayoquotbiosphere.org/wp-content/uploads/2013/03/Regional-Education-Asset-Inventory_final.pdf)

<sup>2</sup> Business incubation is a process which provides a framework of support to help entrepreneurs build profitable and sustainable companies.

organizations.

2. Supports for Adult Learners:
  - Invite a discussion between local service providers and adult learners to identify needs & opportunities;
  - Use the CBT's education list-serve as a means of sharing education opportunities and updates;
  - Conduct a literature review on successful models for basic adult education;
  - Take steps toward reconciliation together and invite education stakeholders into these important and difficult conversations; and
  - Build a relationship with the First Nation Health Authority regional coordinator.
3. Employment Skills Training:
  - Support local area knowledge training opportunities at the regional level;
  - Use the CBT education list-serve as a means of promoting employee training;
  - Encourage & support local commerce organizations to include business training as part of their mandate; and
  - Provide administrative support to leverage funding for a range of educational readiness programs.
4. Professional Development Opportunities:
  - CBT continue to deliver training opportunities for volunteers and non-profits;
  - Continue to engage with and support local education delivery partnerships; and
  - Continue to offer the Leadership Vancouver Island program as a community funded, regional program.
5. Supports for Secondary School Students:
  - Help coordinate annual career fairs;
  - Assist with creating apprenticeship partnerships & Sponsors;
  - Host family events early in the transition from elementary school to high school;
  - Support USS in considering more flexible means of meeting students' needs in their early years at the school;
  - Participate in the development of the Aboriginal Youth Apprenticeship Program;
  - Support programs that develop competencies outside;
  - Support mentorship within USS; and
  - Celebrate and share successes within and beyond the schools.
6. Nuu-chah-nulth Language Education:
  - Encourage Tla-o-qui-aht First Nations to develop a new language contract;
  - Host a Nuu-chah-nulth language gathering and celebration;
  - Secure locally-focused language revitalization funding; and
  - Assist with grant writing for language revitalization program funds

Market Research and Strategy Development Report

Royal Roads University was contracted to conduct market research that would provide the communities with:

- a. An increased understanding of trends and opportunities in educational tourism that may be relevant to the communities;
- b. Support in scoping target market opportunities specific to each community and regionally;
- c. Market research on scoped opportunities; and
- d. Support in developing marketing strategies specific to each community and regionally.

Strategy development utilized research methods including a literature review, key informant interviews, telephone interviews, and Steering Committee and community engagement. The resulting report provides a step-by-step approach to a Pacific Rim market strategy in education tourism from an "education-first" viewpoint.

In terms of market development, recommendations for moving forward were categorized under the headings of product content, coordination, service provision, transportation, and training and HR, and are summarized in the following table:

Categories	High-School Outdoor Education	University Field School	Adult Learning	Elder Hostel
<b>Product Content</b>	Pre-package BC curriculum-justified 'mix' of learning activities	Link with organizations that provide hands-on learning from local knowledge keepers  Provide culturally safe knowledge sharing with First Nations	Pre-package 'mix' of learning activities that contribute to healthy lifestyle (leisure & education combined)  Develop partnerships with University Certificate programs in areas of local adult learning priorities	All inclusive package of meals, accomm. & activities  Local stories, local experts, local experience  Mix of learning and walking (Healthy Lifestyle)
<b>Coordination</b>	Coordinate local hands-on outdoor learning within a diversity of communities  Coordinate programing with local organizations that links community co-learning with cultural sharing and hospitality  Coordinate activities between communities	Coordinate stewardship-based research & service projects with local environmental education organizations	Coordinate program relevant activities with local organizations in different communities  Coordinate the local learning needs with an attractive learning itinerary for visiting learners	Coordinate appropriate programing with local organizations  Coordinate activities between communities
<b>Service Provision</b>	Access to a cluster of accommodation, kitchen facilities and class room space in several west coast communities	Access to a cluster of accommodation, kitchen facilities and class room space in several west coast communities	Access to comfortable accommodation and high quality food catering services in each community (community tour 'trip pattern')	

<b>Transportation</b>	Access to transportation links between communities	Access to transportation links between communities	Access to transportation links between communities	Access to comfortable mid-cost accomm., affordable restaurant meals
<b>Training and HR</b>			Access to additional job training funds, scholarships and or bursary monies to offset program costs	

Ten main recommendations arose from the research to advance the learning economy on the west coast of Vancouver Island:

1. One central regional organization, with education, research, and FN culture in their mandate, to perform a coordinating role between the four communities.
2. More clustering and coordination of services (accommodation, kitchen, meeting space) will enhance the market segments of High School Outdoor Education and University Field Studies.
3. A marketing plan that encompasses a central hub, with four participating communities (hub and spoke model).
4. A system of transportation links between communities, including water and land transportation.
5. The primary focus for delivery of educational tourism will be the months from October to May.
6. A website that promotes, brands, and offers packages in the four market segments, in the four locations of the network; and exemplifies community and economic reciprocity.
7. Experiential, place-based learning is essential to success.
8. Surfing, First Nations History and Culture, are key attractors to the region.
9. Collaborative Branding with successful existing branding in UNESCO and local DMO's.
10. Elderhostel is a new and emerging market.

Next Steps

Upon review of the above three deliverables, the Steering Committee identified that a marketing plan needs to be developed for the 'hub', local communities, and local education organizations. However, before advancing further, the Steering Committee will host a community session on **Tuesday, March 3, 2015, from 1pm to 3pm, at the Kwisitit Feast House** to communicate the results of the project.

This session will explore two questions:

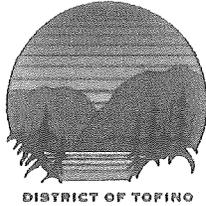
1. Are educational organizations, local businesses and others interested in participating in the development education tourism for the region?
2. Is Social Enterprise the right path forward to advance an education tourism initiative?

The Steering Committee looks forward to an engaging discussion. Please join us!

For more information, please contact:

Rebecca Hurwitz (CBT) 250-725-2219  
 Tawney Lem (WCA) 250-724-3600 ext. 203





## DISTRICT OF TOFINO

P.O. Box 9, 121 3<sup>rd</sup> Street, Tofino, B.C. V0R 2Z0

Telephone: 250.725.3229 | Fax: 250.725.3775 | Email: [REDACTED] | Website: www.tofino.ca

June 17, 2015

Tawney Lem  
Executive Director  
West Coast Aquatic Management Association  
#3, 4310 10th Avenue  
Port Alberni, BC V9Y 4X4

LGMA # 230-20/ CR – 2232

Dear Tawney Lem,

**Re: Pacific Rim Educational Tourism Initiative**

---

Thank you for your presentation at the May 26, 2015 Committee of the Whole meeting. At the Council meeting held June 9, 2015 the following resolution was passed regarding your presentation:

**Resolution No. 199/15**

THAT the District of Tofino Council recommends that the Pacific Rim Knowledge and Innovation Steering Committee select the Clayoquot Biosphere Trust as the coordinating body responsible for advancing the Pacific Rim Educational Tourism Initiative.

AND THAT a letter be written to the Yuułuṭiṭṭh First Nation, Tla-o-qui-aht First Nation, the Clayoquot Biosphere Trust, and the Pacific Rim Educational Tourism Steering Committee to inform them of the District of Tofino Council's recommendation.

As a past coordinator of the Pacific Rim Knowledge and Innovation Steering Committee, please forward this letter on to the membership of the Steering Committee.

If you have any questions or concerns, please do not hesitate to contact me at 250-725-3229 local 57 or by email at [jarmstrong@tofino.ca](mailto:jarmstrong@tofino.ca).

Sincerely,

Jane Armstrong  
Manager of Corporate Services

cc. Yuułuṭiṭṭh First Nation  
Tla-o-qui-aht First Nation  
Clayoquot Biosphere Trust  
Pacific Rim Knowledge and Innovation Steering Committee

Geoff Lyons

From: Clayoquot Biosphere Trust <Clayoquot\_Biosphere\_Trust@mail.vresp.com>  
Sent: November 27, 2015 3:31 PM  
To: [REDACTED]  
Subject: CBT December Newsletter - Strengthening our communities



As we put the final touches on our plans for 2016, we are also taking an opportunity to celebrate our achievements. This summer, the Social Planning and Research Council of BC (SPARC BC) conducted an independent program audit of our 2014 activities. The results? We are achieving our outcomes across all measures, but still see opportunities to strengthen our role in the community. [The Program Audit Report](#) recommendations will provide a focus for CBT Board discussions in the coming months. Many thanks to those who participated in the audit interviews.

- Rebecca Hurwitz, Executive Director

**Announcing Neighbourhood Small Grant recipients**

This fall, any local resident could apply for up to \$500 for a neighbourhood project that shares skills and knowledge among residents, builds a sense of community ownership and pride, and respects and celebrates diversity. We are proud to announce 12 projects were funded, [check them out here](#). Thanks to our partners, the Vancouver Foundation and the Westcoast Community Resource Society.

**Grant Opportunities**

**Aboriginal Languages Initiative**  
*deadline December 4, 2015*

First Nations communities and organizations can apply for \$25,000-\$30,000 for community-based project that support the preservation, revitalization or documentation of Aboriginal languages in BC. Applications on the [First Peoples' Cultural Council website](#)

## The importance of Vital Signs to our communities

Our Vital Signs collaboration has been featured as a ['Community Story Snapshot' by PlanH](#) (BC Healthy Communities Society and Healthy Families BC). The biennial Vital Signs report provides accurate and reliable data on community issues and quality of life, in turn creating opportunities to focus local resources and seek solutions. [See the PlanH Story](#) or [Explore Vital Signs](#)

## Supporting Nuu-chah-nulth language revitalization

Vital Signs showed that interest in learning traditional languages is on the rise. Since 2002, CBT has invested \$60k in language projects with goals of: engaging First Nation elders in their communities to share knowledge and culture; celebrating and sharing our regional culture and roots among First Nations and non-First Nations children and youth; and using the newest technologies to create more accessible and dynamic learning resources. [Read more on the CBT blog...](#)

## Share your neighbourhood event with #ourbiosphere

Help CBT promote the importance of community connections and our inaugural Neighbourhood Small Grants by posting your community event pics online with

[#ourbiosphere](#)



Clayoquot Biosphere Trust is a registered charity. Your donation helps fund programs to conduct

## BC Multiculturalism Grants *deadline December 13, 2015*

Non-profits and community organizations can apply for up to \$5000 for projects that raise awareness about or enhance BC's multicultural identity. Check eligibility, FAQ's and more on the [Ministry of Finance website](#)

## Alberni-Clayoquot Regional District Grant in Aid

*Opens January, deadline January 31, 2016*

Local non-profits can apply for funding that fills a need in their community as long as they do not receive grant-in-aid from the Districts of Tofino, Ucluel or the City of Port Alberni. Policy and application form on the [ACRD website](#)

## Public Conservation Assistance Fund *deadline May 15, 2016*

Grants average around \$2,500 for community-based activities that maintain, conserve, or restore indigenous fish wildlife and habitats. You must match the funds through volunteer labour. See sample projects on the [Habitat Conservation Trust Foundation website](#)

## Did you know? CBT has a Community Directory

Fishing club? Arts Council? Heritage Society? We've got a comprehensive listing of non-profit and community organizations in our region. It's great for newcomers so pass it on...

[Download the directory >](#) (pdf)  
Updated Spring 2015

Check out our website, and refreshed logo!



biosphere research, provide education, and support  
healthy communities in the region.

---

316 Main Street, Tofino BC | 250.725.2219 | [Subscribe](#) to this  
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Clayoquot Biosphere Trust  
PO Box 67  
316 Main St  
Tofino, B.C. V0R 2Z0  
CA



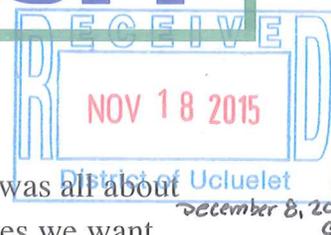
[Read](#) the VerticalResponse marketing policy.



# West Coast General Hospital FOUNDATION



Filecode: 0A00-20 WCGH  
X-Ref:  
Forwarded to: Council, Andrew  
[ ] Physical [x] Electronic



Dear Friends and Family,

Many thanks for making our 2014 Christmas campaign a success. Last year was all about the *children*. This year we are focusing on our *seniors*. We all have loved ones we want to protect, support and offer the best care and opportunities. With the success of the Geriatric Cognitive Stimulation Program, Dr. 'Sam' Williams, geriatric specialist, consulted with respected seniors' health professionals. They concluded that there are a few pieces of equipment that will enhance this program and benefit the seniors of the Alberni Valley.

The Electroconvulsive Therapy machine will deliver brief pulses of electricity to certain parts of the brain. This treatment has been proven effective in treating depression, mania and psychosis, reducing recovery time and lessening use of medications. The portable Snoezelen Cart offers sensory stimulation experiences to stimulate, relax, calm or energize patients. This can be used in the hospital or taken to hospice to improve end of life care. The Advanced Life Support Stimulation Doll is a training device for WCGH staff members; teaching the most essential skill a 'Provider' can ever learn – *Critical Thinking* – to better assess the problem and make the life and death decisions of what to do, what not to do... and when!

With your help, we hope to raise \$75,000.00 to purchase these items for our hospital. By filling out the enclosed card and return envelope you can make a direct donation to these items. A future donation is also welcome such as designating the WCGH Foundation as a beneficiary of part of your estate. All donors receive a thank you letter and taxable receipt. Donations of \$500.00 or more are eligible for a beautiful framed print. Also your name or someone in memory can be on our recognition wall. Contact the Foundation office in the hospital for more information on recognition of your donation. (250) 731-1370 ext. 48147

Your donations really do make a difference and there is no minimum to give. Thank you for all your support and we wish you the very best this holiday season and for 2016.

Sincerely,

Ed Francoeur

WCGH Foundation Chair

# *A Holiday Gift More Precious Than Gold*

*Let us help you take the stress out of the holidays.*

*Safety and peace of mind is so important  
to an elderly person who lives alone.*

*Lifeline or Lifeline with Auto Alert.*

*Help when you need it the most ...*

**Alberni Lifeline Monitoring**

**250-731-1370 Ext. 48147**



[www.albernilifeline.com](http://www.albernilifeline.com)

A Subsidiary of the  
West Coast General Hospital Foundation



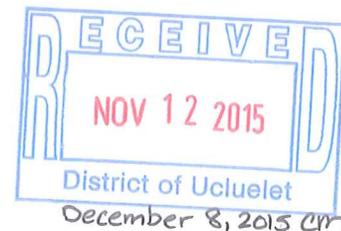
Filecode: 0400-20 VIRL  
 X-Ref:  
 Forwarded to: Council, Andrew  
 [ ] Physical [x] Electronic

Administration  
 Box 3333 | 6250 Hammond Bay Road  
 Nanaimo, BC Canada V9R 5N3  
 t: 250.758.4697 f: 250.758.2482  
 e: info@virl.bc.ca w: www.virl.bc.ca

November 4, 2015

**Original sent via email**

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



Dear Mayor St. Jacques,

**Re: Appointment to the 2016 Vancouver Island Regional Library Board**

As the new year approaches, it is time to consider your representation on the Board of Trustees of Vancouver Island Regional Library – the fifth largest library system in British Columbia serving more than 410,000 residents on Vancouver Island, Haida Gwaii, and Bella Coola on the Central Coast. Vancouver Island Regional Library enhances lives through universal access to knowledge, lifelong learning, and literacy in the communities we serve.

As per the *British Columbia Library Act*, "each municipality and/or regional district that is party to the regional library district must, by resolution, appoint a representative and an alternate representative each December at the first meeting of the municipal council or regional district board. A member of the library board holds office for a term of one year: January 1 - December 31, or for the remainder of the year for which the appointment is made. A member is eligible for reappointment, but no member may serve for more than eight consecutive years. Reappointment of sitting members is encouraged in the interest of continuity..."

Provincial legislation requires certified resolutions be submitted to Vancouver Island Regional Library by December 15, 2015. VIRL Board of Trustees also requires its members to complete a Statement of Financial Disclosure on an annual basis (a copy of the form on file with your municipality/district is acceptable). Thus, please find enclosed both a 2016 appointment form and statement of financial disclosure form for your appointed Board member and Alternate member.

**Please complete the enclosed forms and return with a copy of the certified resolution by December 15, 2015 to the attention of Mariah Patterson, Executive Assistant, by mail, email: mpatterson@virl.bc.ca or fax: 250.758.2482.**

If you require additional information, please contact Ms. Patterson by phone: 250-729-2310 or email. Thank you for your continued support of Vancouver Island Regional Library!

Sincerely,

Rosemary Bonanno, BA MLS  
 Executive Director

Cc: Andrew Yeates, CAO, District of Ucluelet

Encs.

Strong Libraries ■ Strong Communities

Bella Coola Bowser Campbell River Chemainus Comox Cortes Island Courtenay Cowichan Cowichan Lake Cumberland Gabriola Island Gold River Hornby Island Ladysmith Masset Nanaimo Harbourfront Nanaimo North Nanaimo Wellington Parksville Port Alberni Port Alice Port Clements Port Hardy Port McNeill Port Renfrew Quadra Island Qualicum Beach Queen Charlotte Sandspit Sayward Sidney/North Saanich Sointula Sooke South Cowichan Tahsis Tofino Ucluelet Union Bay Woss



**Board of Trustees  
2016 Appointment Form  
Trustee**

The \_\_\_\_\_ has appointed \_\_\_\_\_ as *Trustee* on the  
*Municipality/ Regional District* *name and title*  
Vancouver Island Regional Library Board for the year 2016. The term of the appointment is  
January 1 – December 31, 2016. This appointment will continue until a successor is appointed, as  
provided under Section 18(3) of the Library Act, unless the member is removed for cause as provided  
under Section 18(4) of the Library Act.

**Representative's Information**

Home Address: \_\_\_\_\_  
City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Courier Address: \_\_\_\_\_  
 check if same as above \_\_\_\_\_  
City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

**Email** (please check preferred email address)

Home: \_\_\_\_\_  Municipal: \_\_\_\_\_  
 Other: \_\_\_\_\_

**Phone** (please check preferred contact number)

Home: \_\_\_\_\_  Municipal: \_\_\_\_\_  
 Other: \_\_\_\_\_

**Birthdate** (required for insurance purposes)

Day: \_\_\_\_\_ Month: \_\_\_\_\_ Year: \_\_\_\_\_

**Staff Contact**

Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_  
*Signature* *Date*

*Please attach a certified copy of the resolution.*



**Board of Trustees  
2016 Appointment Form  
Alternate**

The \_\_\_\_\_ has appointed \_\_\_\_\_ as *Alternate* on the  
*Municipality/ Regional District* *name and title*  
Vancouver Island Regional Library Board for the year 2016. The term of the appointment is  
January 1 – December 31, 2016. This appointment will continue until a successor is appointed, as  
provided under Section 18(3) of the Library Act, unless the member is removed for cause as provided  
under Section 18(4) of the Library Act.

**Representative's Information**

Home Address: \_\_\_\_\_  
City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Courier Address: \_\_\_\_\_  
 check if same as above \_\_\_\_\_  
City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

**Email** (please check preferred email address)

Home: \_\_\_\_\_  Municipal: \_\_\_\_\_  
 Other: \_\_\_\_\_

**Phone** (please check preferred contact number)

Home: \_\_\_\_\_  Municipal: \_\_\_\_\_  
 Other: \_\_\_\_\_

**Birthdate** (required for insurance purposes)

Day: \_\_\_\_\_ Month: \_\_\_\_\_ Year: \_\_\_\_\_

**Staff Contact**

Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_  
*Signature* *Date*

***Please attach a certified copy of the resolution.***



### You must complete a Statement of Disclosure form if you are:

- a nominee for election to provincial or local government office\*, as a school trustee or as a director of a francophone education authority
- an elected local government official
- an elected school trustee, or a director of a francophone education authority
- an employee designated by a local government, a francophone education authority or the board of a school district
- a public employee designated by the Lieutenant Governor in Council

\*("local government" includes municipalities, regional districts and the Islands Trust)

### Form and Fact Sheets:

This form, *Statement of Disclosure*, can be found on the B.C. Government Web site: [www.gov.bc.ca](http://www.gov.bc.ca) [type 'Statement of Disclosure' in the search bar]. The form can be printed and completed by hand, or it can be completed at your computer then printed. If you do complete the form at your computer, you will not be able to save it so please ensure you have printed the completed form before exiting the program. There are also important fact sheets on the Financial Disclosure Act to accompany this form on the Web site:

- Fact Sheet for those accepting nomination as a municipal official [type 'AG04003-a' in the search bar]
- Fact Sheet for those accepting nomination as member of the Legislative Assembly in B.C. [type 'AG04003-b' in the search bar].

### Who has access to the information on this form?

The *Financial Disclosure Act* requires you to disclose assets, liabilities and sources of income. Under section 6 (1) of the Act, statements of disclosure filed by nominees or municipal officials are available for public inspection during normal business hours. Statements filed by designated employees are not routinely available for public inspection. If you have questions about this form, please contact your solicitor or your political party's legal counsel.

### What is a trustee? – s. 5 (2)

In the following questions the term "trustee" does not mean school trustee or Islands Trust trustee. Under the *Financial Disclosure Act* a trustee:

- holds a share in a corporation or an interest in land for your benefit, or is liable under the *Income Tax Act* (Canada) to pay income tax on income received on the share or land interest
- has an agreement entitling him or her to acquire an interest in land for your benefit

<b>Person making disclosure:</b>	<input type="text" value="last name"/>	<input type="text" value="first &amp; middle name(s)"/>
<b>Street, rural route, post office box:</b>	<input type="text"/>	
<b>City:</b>	<b>Province:</b>	<b>Postal Code:</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Level of government that applies to you:</b>	<input type="checkbox"/> provincial <input type="checkbox"/> local government <input type="checkbox"/> school board/francophone education authority	

*If sections do not provide enough space, attach a separate sheet to continue.*

### Assets s. – S. 3 (a)

List the name of each corporation in which you hold one or more shares, including shares held by a trustee on your behalf:

<input type="text"/>

### Liabilities – s. 3 (e)

List all creditors to whom you owe a debt. Do not include residential property debt (mortgage, lease or agreement for sale), money borrowed for household or personal living expenses, or any assets you hold in trust for another person:

<i>creditor's name(s)</i>	<i>creditor's address(es)</i>

### Income – s. 3 (b-d)

List each of the businesses and organizations from which you receive financial remuneration for your services and identify your capacity as owner, part-owner, employee, trustee, partner or other (e.g. director of a company or society).

- Provincial nominees and designated employees must list all sources of income in the province.
- Local government officials, school board officials, francophone education authority directors and designated employees must list only income sources within the regional district that includes the municipality, local trust area or school district for which the official is elected or nominated, or where the employee holds the designated position

<i>your capacity</i>	<i>name(s) of business(es)/organization(s)</i>

### Real Property – s. 3 (f)

List the legal description and address of all land in which you, or a trustee acting on your behalf, own an interest or have an agreement which entitles you to obtain an interest. Do not include your personal residence.

- Provincial nominees and designated employees must list all applicable land holdings in the province
- Local government officials, school board officials, francophone education authority directors and designated employees must list only applicable land holdings within the regional district that includes the municipality, local trust area or school district for which the official is elected or nominated, or where the employee holds the designated position

<i>legal description(s)</i>	<i>address(es)</i>

### You must complete a Statement of Disclosure form if you are:

- a nominee for election to provincial or local government office\*, as a school trustee or as a director of a francophone education authority
- an elected local government official
- an elected school trustee, or a director of a francophone education authority
- an employee designated by a local government, a francophone education authority or the board of a school district
- a public employee designated by the Lieutenant Governor in Council

\*("local government" includes municipalities, regional districts and the Islands Trust)

### Form and Fact Sheets:

This form, *Statement of Disclosure*, can be found on the B.C. Government Web site: [www.gov.bc.ca](http://www.gov.bc.ca) [type 'Statement of Disclosure' in the search bar]. The form can be printed and completed by hand, or it can be completed at your computer then printed. If you do complete the form at your computer, you will not be able to save it so please ensure you have printed the completed form before exiting the program. There are also important fact sheets on the Financial Disclosure Act to accompany this form on the Web site:

- Fact Sheet for those accepting nomination as a municipal official [type 'AG04003-a' in the search bar]
- Fact Sheet for those accepting nomination as member of the Legislative Assembly in B.C. [type 'AG04003-b' in the search bar].

### Who has access to the information on this form?

The *Financial Disclosure Act* requires you to disclose assets, liabilities and sources of income. Under section 6 (1) of the Act, statements of disclosure filed by nominees or municipal officials are available for public inspection during normal business hours. Statements filed by designated employees are not routinely available for public inspection. If you have questions about this form, please contact your solicitor or your political party's legal counsel.

### What is a trustee? – s. 5 (2)

In the following questions the term "trustee" does not mean school trustee or Islands Trust trustee. Under the *Financial Disclosure Act* a trustee:

- holds a share in a corporation or an interest in land for your benefit, or is liable under the *Income Tax Act* (Canada) to pay income tax on income received on the share or land interest
- has an agreement entitling him or her to acquire an interest in land for your benefit

<b>Person making disclosure:</b>	<input type="text" value="last name"/>	<input type="text" value="first &amp; middle name(s)"/>
<b>Street, rural route, post office box:</b>	<input type="text"/>	
<b>City:</b>	<input type="text"/>	<b>Province:</b> <input type="text"/>
		<b>Postal Code:</b> <input type="text"/>
<b>Level of government that applies to you:</b>	<input type="checkbox"/> provincial <input type="checkbox"/> local government <input type="checkbox"/> school board/francophone education authority	

*If sections do not provide enough space, attach a separate sheet to continue.*

### Assets s. – s. 3 (a)

List the name of each corporation in which you hold one or more shares, including shares held by a trustee on your behalf:

<input type="text"/>

## Liabilities – s. 3 (e)

List all creditors to whom you owe a debt. Do not include residential property debt (mortgage, lease or agreement for sale), money borrowed for household or personal living expenses, or any assets you hold in trust for another person:

<i>creditor's name(s)</i>	<i>creditor's address(es)</i>

## Income – s. 3 (b-d)

List each of the businesses and organizations from which you receive financial remuneration for your services and identify your capacity as owner, part-owner, employee, trustee, partner or other (e.g. director of a company or society).

- Provincial nominees and designated employees must list all sources of income in the province.
- Local government officials, school board officials, francophone education authority directors and designated employees must list only income sources within the regional district that includes the municipality, local trust area or school district for which the official is elected or nominated, or where the employee holds the designated position

<i>your capacity</i>	<i>name(s) of business(es)/organization(s)</i>

## Real Property – s. 3 (f)

List the legal description and address of all land in which you, or a trustee acting on your behalf, own an interest or have an agreement which entitles you to obtain an interest. Do not include your personal residence.

- Provincial nominees and designated employees must list all applicable land holdings in the province
- Local government officials, school board officials, francophone education authority directors and designated employees must list only applicable land holdings within the regional district that includes the municipality, local trust area or school district for which the official is elected or nominated, or where the employee holds the designated position

<i>legal description(s)</i>	<i>address(es)</i>

## Corporate Assets – s. 5

Do you individually, or together with your spouse, child, brother, sister, mother or father, own shares in a corporation which total more than 30% of votes for electing directors? (Include shares held by a trustee on your behalf, but not shares you hold by way of security.)

no     yes

*If yes, please list the following information below & continue on a separate sheet as necessary:*

- the name of each corporation and all of its subsidiaries
- in general terms, the type of business the corporation and its subsidiaries normally conduct
- a description and address of land in which the corporation, its subsidiaries or a trustee acting for the corporation, own an interest, or have an agreement entitling any of them to acquire an interest
- a list of creditors of the corporation, including its subsidiaries. You need not include debts of less than \$5,000 payable in 90 days
- a list of any other corporations in which the corporation, including its subsidiaries or trustees acting for them, holds one or more shares.

\_\_\_\_\_ *signature of person making disclosure*

\_\_\_\_\_ *date*

### Where to send this completed disclosure form:

#### ◆ Local government officials:

*... to your local chief election officer*

- with your nomination papers, and

*... to the officer responsible for corporate administration*

- between the 1st and 15th of January of each year you hold office, and
- by the 15th of the month after you leave office

#### ◆ School board trustees/ Francophone Education Authority directors:

*... to the secretary treasurer or chief executive officer of the authority*

- with your nomination papers, and
- between the 1st and 15th of January of each year you hold office, and
- by the 15th of the month after you leave office

#### ◆ Nominees for provincial office:

- with your nomination papers. If elected you will be advised of further disclosure requirements under the *Members' Conflict of Interest Act*.

#### ◆ Designated Employees:

*... to the appropriate disclosure clerk (local government officer responsible for corporate administration, secretary treasurer, or Clerk of the Legislative Assembly)*

- by the 15th of the month you become a designated employee, and
- between the 1st and 15th of January of each year you are employed, and
- by the 15th of the month after you leave your position

**Sherri Hewko**

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**From:** Info Ucluelet  
**Sent:** December-02-15 1:06 PM  
**To:** Council  
**Cc:** Morgan Dosdall; Andrew Yeates  
**Subject:** Attached letter re BC SHRIMP BY TRAWL FISHERY  
**Attachments:** Dec 1-2015-District of Ucluelet-LED.pdf

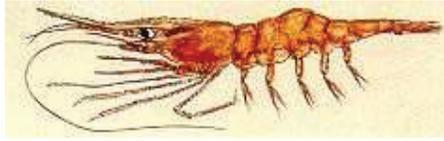
**From:** Lorne Clayton [REDACTED]  
**Sent:** December-02-15 9:47 AM  
**To:** Info Ucluelet <InfoUcluelet@ucluelet.ca>  
**Subject:** Attached letter re BC SHRIMP BY TRAWL FISHERY

Mayor and Council

Attached please find a letter from the PACIFIC COAST SHRIMPERS COOPERATIVE ASSOCIATION and the BC SHRIMP-BY-TRAWL CAUCUS related to our efforts on the continual reduction of by-catch in our fishery.

W. E. Lorne Clayton, RPBio., QEP, CC-IATTC  
Executive Director PCSCA  
BC Shrimp-by-Trawl Caucus- Chair  
250-658-0179  
Victoria, BC

## ***BC SHRIMP-BY-TRAWL CAUCUS***



c/o 4829 MAPLEGROVE STREET  
VICTORIA, BC V8Y 3B9  
PHONE 250-658-0179 clayton@ieccorporate.com

December 1, 2015

Mayor and Council  
District of Ucluelet, British Columbia  
Via email: info@ucluelet.ca

### **Re: Consideration of your support: Federal regulation change for BC shrimp trawl bycatch reduction proposal**

As you may be aware the Pacific (BC) Shrimp Trawl Fishery, at one time, was amongst the top five shellfish fisheries in the Province. Through a series of unfortunate events, which included significant by-catch issues, primarily with Eulachon, the fishery was closed 19 years ago but with the assistance of the Province, was quickly reorganized and re-opened under a new series of management criteria. Since that time the fleet has addressed these issues, in part, through the development and implementation of by-catch reduction devices (BRDs), and fishing behavior, and has become a small but stable fishing entity with participation of around 45 vessels (out of a fleet of 237).

We are pleased that our collective fleet efforts, in 2014/15, resulted in the total documented by-catch of Eulachon on the West Coast of Vancouver Island at a **total 19.6 kg**.

In the past year our industry has gone through some significant changes as markets, shrimp volumes, and prices aligned for the first time in years. As a direct result, our harvest has increased, at this time, to about eight times previous year's level. At the same time we have been identifying additional technologies to further reduce by-catch, not only Eulachon, but other species.

In Oregon, the shrimp fleet, last year, began to utilize the placement of LED lights on their trawl. (*Tests of artificial light for by-catch reduction in an ocean shrimp (Pandalus jordani) trawl.... R. Hannah, et.al. Elsevier, May, 2015*). Simply put, this technology allows the Eulachon and other fish species to see the trawl coming and avoid. This technology, which is now 100% adopted by the Oregon fleet have reduced their Eulachon by-catch by an additional **90.5%**. The States of California and Washington are now also in the process of adopting this technology.

In British Columbia, we have had the brief opportunity to examine the effectiveness of lights through a Scientific Permit, issued by DFO. While not a formal study, we found the use of LED lights on our trawl gear further reduced Eulachon By-Catch by 95% across several local shrimp species.

***The fleet, by adopting and using combined “BRD-LED” technologies, will totally reduce the by-catch of Eulachon by some 99%+.***

Unfortunately, due to an outdated **Canadian Fisheries Regulation**, introduced in the 1960’s to prevent pit-lamping in the herring fishery, the use of LED lights on fishing gear is illegal.

***8. (1) No person shall use torches or artificial lights in any manner to attract or repel fish other than squid.***

After several conversations with several DFO fishery managers we are assured that any issues that present themselves, related to the use of LED lights, can be dealt with within **Conditions of License** and, therefore, the regulation is outdated and no longer required in our modern fisheries.

It is the opinion of the Shrimp-by-Trawl Caucus that spending unnecessary funds, and time, on ongoing further scientific studies, and lengthy Regulation amendments, is counterproductive. At the same time we cannot justify the taking of any additional by-catch of Eulachon and other species that would result in any Regulatory delays. This is especially critical since the Eulachon in BC is currently being considered for SARA listing.

In this regard the **Directors of the PCSCA**, and the **BC Shrimp-By-Trawl Caucus** asks for the support of you community, in our upcoming request to the **Federal Minister of Fisheries and Oceans Canada** that the above regulation banning the use of lights be **repealed**, or at least amended, with an interim solution available immediately.

We will be requesting this for immediate implementation, so that the BC Shrimp-By-Trawl fishery can essentially exclude virtually all Eulachon from by-catch and can remain one of the cleanest shrimp fisheries in the World

Respectfully submitted on behalf of the Directors and Members of the PCSCA, and the Shrimp-by-Trawl Caucus of British Columbia.

Yours truly,



W. E. Lorne Clayton, RPBio., QEP, CC-IATTC  
Caucus Chair/ Exec. Director PCSCA



## Sherri Hewko

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**From:** Info Ucluelet  
**Sent:** November-20-15 3:42 PM  
**To:** Council  
**Cc:** Andrew Yeates; Morgan Dosdall  
**Subject:** Selina's update from Victoria

**From:** Selina Robinson [mailto:selina.robinson.mla@leg.bc.ca]  
**Sent:** November-20-15 2:55 PM  
**To:** Info Ucluelet <InfoUcluelet@ucluelet.ca>  
**Subject:** Selina's update from Victoria

Dear Mayor/Councillor/Director,

Another legislative session has drawn to a close, and as Opposition Spokesperson for Local Government I would like to share with you what has gone on at the Legislature, and how it impacts local governments in British Columbia.

Many communities faced a trying fire season last summer. I had the opportunity to acknowledge the hardwork of local government elected officials in dealing with this challenge in the Legislature. You can see the 2-minute statement, Local Governments Rise to the Occasion, [here](#).

The government introduced legislation to 'fix' the Auditor General for Local Government legislation. Just a quick recap: The first AGLG, Basia Ruta, cost BC taxpayers \$5.2 million dollars over two years and produced just two reports. The government said all was well. A whistleblower said all was not well, and produced a private report commissioned by the Minister that demonstrated the office was in disarray. No wonder local governments were frustrated by the incompetence and confusion of the role and the office of the AGLG.

After many questions in the legislature about what was going on in this office Ms. Ruta was eventually fired. Ms. Ruta then sued the government for wrongful dismissal. The government settled for an undisclosed amount this summer and has since hired a replacement AGLG.

This debacle led the government to address some of their concerns by altering the legislation this fall that gave this office its powers. Some of the key changes include:

- eliminating the requirement that the auditor general for local government be an auditor,
- increasing the number of members of the audit council so that these two members would have some local government experience,
- reducing the independence of the office

You can read some of what the media had to say about these changes [here](#).

The second piece of legislation that was introduced in the Legislature this session is related to local election expense limits. Debate will not occur until the spring session, slated to begin mid-February 2016. In the meantime, government is holding additional consultation with stakeholders until Nov. 27, and I invite you to have a look at the legislation and share any thoughts or concerns you might have. For more information on submitting feedback, please visit <http://www.cscd.gov.bc.ca/LocalGovtElectionReform/>.

I would like to note that in collaboration with my caucus colleagues, we asked the Committee on Local Elections Expense Limits to consider asking the Legislature to expand our scope to include

contribution limits as well. We were outnumbered, and as a result there is nothing in this bill related to contribution limits.

My colleague MLA Mike Farnworth, Opposition Spokesperson for Justice, and I have been closely monitoring the latest offloading of costs related to DNA analysis onto municipalities from the Federal and Provincial governments. We recognize the financial challenges this latest offload presents to local governments and we will continue to advocate for a renegotiation of this arrangement. Learn more [here](#).

I look forward to seeing you at the various area association meetings coming up this spring. I look forward to listening to your resolution debates and hearing your thoughts on how your provincial government can work with you to strengthen your communities.

In the meantime, don't hesitate to keep me posted as issues arise in your communities that affect local government. I can be reached at [Selina.robinson.mla@leg.bc.ca](mailto:Selina.robinson.mla@leg.bc.ca) or at my constituency office, 604.933.2001.

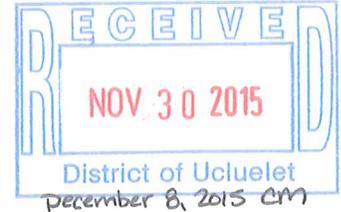
Until next time,

Selina Robinson  
MLA Coquitlam-Maillardville  
Opposition Spokesperson for Local Government, Sport and Seniors

*If you would no longer like to receive emails from me regarding local government, please [click here](#)*



November 20, 2015

District of Ucluelet  
PO Box 999  
Ucluelet, BC  
V0R 3A0Filecode: 0400-20 PRIMEC  
X-Ref:  
Forwarded to: Council, Andrew  
 Physical  Electronic

Dear Mayor and Council,

I am pleased to provide you with a copy of PRIMECorp's Annual Report for the April 1, 2014 – March 31, 2015 reporting year. The report outlines both PRIMECorp's financial results and operational highlights.

We continue to work with our partners within the policing community to ensure the most effective and secure records management system possible. I am pleased to report the organization ended the 2014-2015 fiscal year in a favourable financial position for the second year in a row, and our staff worked diligently on many initiatives to support our primary objectives of service and security.

Our Annual Report is one element of our ongoing efforts to keep you informed about PRIME-BC and we hope you find it of value. To obtain copies of PRIMECorp's 2014-2015 Audited Financial Statements, including the Auditor's Report and Notes to the Financial Statements, please visit our new web site, [www.primecorpbc.ca](http://www.primecorpbc.ca), launched earlier this year.

If you have any questions, please do not hesitate to contact me.

Sincerely,

David W. Guscott  
PRIMECorp CEO604.215.5002  
[david.guscott@primebc.ca](mailto:david.guscott@primebc.ca)

PRIMECorp is the organization that provides operational and technical support for the provincial police information management system known as PRIME-BC. PRIMECorp acts as the custodian of the information and data contained within the PRIME-BC system on behalf of police agencies.

A ten-member board of directors composed of municipal, provincial and police representatives oversee PRIMECorp. The Board is responsible for the organization's strategic direction, as well as oversight of its operational and financial results.

PRIME-BC is one of the broadest multi-jurisdictional police records management (RMS) and computer-aided dispatch (CAD) systems in North America. It has been described as unique, leading edge and a model for sharing critical police information. PRIME-BC allows for real-time access to the vital data that supports front-line policing, criminal investigations and crime analysis.

The PRIME-BC system supports 13 independent and provincial police agencies and 135 RCMP detachments in British Columbia. More than 9,500 police personnel interact with PRIME-BC.

## 2014-2015 OVERVIEW

Up-to-date information that is readily accessible and shared among law enforcement agencies is a mission-critical tool for a police officer, whether responding to an in-progress crime, investigating ongoing criminal activity or analyzing crime trends.

PRIMECorp's goal is to help the policing community in its efforts to support public safety by making the information contained in PRIME-BC easy for police personnel across British Columbia to enter, access and exchange in the most secure way possible.

In 2014-2015, PRIMECorp continued its efforts to improve the organization's overall financial position and worked on initiatives that support its primary objectives of providing quality service to its police partners and providing a secure and resilient PRIME-BC system.

The organization ended the 2014-2015 fiscal year in a favourable financial position for the second year in a row, with overall results significantly better than budgeted.

Another key focus was the development of internal expertise and capacity by building a team of qualified subject matter experts who are working closely with user agencies to enhance the PRIME-BC system, from both operational and technical perspectives. Building this internal knowledge has not only strengthened the PRIME-BC system overall in terms of system performance and security, but has also resulted in staff being able to focus increased attention on new projects and initiatives that support policing.

### STAFF WORKED ON SEVERAL INITIATIVES IN 2014-2015 THAT SUPPORT SERVICE AND SECURITY:

- > Launched a comprehensive security program with focus on new policy, procedure and education components.
- > Formed new partnerships for early detection and response to cyber threats.
- > Implemented new technologies that support enhanced capture and sharing of criminal fingerprint information within the police domain.
- > Established a framework for a proposed new governance structure that will support effective decision-making and accountability into the future.



Proudly supporting British Columbia's policing community through PRIME-BC

## ANNUAL REPORT

April 1, 2014 – March 31, 2015

## FINANCIAL OVERVIEW

Fiscal 2014-2015 was a milestone year for PRIMECorp. The organization ended the year with an annual operating surplus of \$674K, a significant improvement over the budgeted deficit of \$192K. This signals that PRIMECorp is financially sound and able to invest in the long-term evolution of the organization and its service offerings, while continuing to be financially sustainable.

Looking forward, the Board of Directors has also approved a budget for 2015-2016 and forecasts for the following four years that are reflective of existing core services and take into account future planning. The 2015-2016 budget is aligned with the Board-approved Strategic Financial Plan, which supports, among other things, ongoing stable and predictable levies for municipal funders. Advance notice of future levy estimates ensures that PRIMECorp funders have stability with respect to projected levies so that they can be incorporated in future municipal budget cycles.

PRIMECorp's focus remains on ensuring funds are directed to areas that will provide the highest level of service delivery to agencies using the PRIME-BC system, to ensure fiscal management is rooted in cost effectiveness, and that the system is prepared for significant policing technology upgrades and new applications in the future.

### 2014/15 HIGHLIGHTS

- > Ended the fiscal year with an annual surplus of \$674K. This is significantly better than anticipated and supports the strategic goals of the organization and its financial sustainability.
- > A three per cent (3%) per officer levy increase in fiscal 2015-2016, which is consistent with the Strategic Financial Plan approved by the board in 2014.
- > A projected maximum three per cent (3%) per officer levy increase in 2016-17 through 2019-2020, a portion of which is allocated to surplus for building a reserve for system life cycle refresh.

## OPERATIONAL OVERVIEW

Service and security continued to be key areas of focus for PRIMECorp Operations in 2014-2015. Staff worked on various initiatives that further enhance information security, data quality and assurance, and provide for faster and more efficient processes for managing and communicating service changes, issues and upgrades.

### 2014/15 HIGHLIGHTS

- > Introduction of new security standards, policies and procedures.
- > Staff completed training on new and emerging cyber threats.
- > Establishment of new partnerships at the national and international level for early detection and response to information technology cyber threats.
- > Implementation of a province-wide repository of offender photographs, for use by participating PRIME-BC agencies. The integrated system provides live scanning and capture of criminal fingerprints for real-time submission to the national police fingerprint database in Ottawa. These new technologies facilitate rapid identification of offenders and support ongoing criminal investigations.
- > Introduction of new quality assurance measures, including a new review process designed to ensure compliance with PRIME-BC operational policies and procedures.

## TECHNOLOGY OVERVIEW

The PRIME-BC system requires a robust and stable infrastructure to ensure the security of data and quality of service to participating agencies.

Throughout 2014-2015 PRIMECorp and its technical service partner, E-Comm, continued to enhance the delivery of PRIME-BC services through a variety of technical and security enhancements and investments in training and tools for technical staff. The PRIME-BC systems have provided consistent, stable service to the police user community throughout the year, during the ongoing program of updates and enhancements.

### 2014/15 HIGHLIGHTS

- > Transition of the provincial booking system (photos and fingerprints for criminal charges) into an operational mode, including electronic links to national information repositories for real-time transfer of biometric data.
- > Development of a strategy for the long-term evolution of PRIME-BC infrastructure.
- > Design work to develop a new data extraction service that supports business intelligence and crime analysis programs used by the PRIME-BC police community.

## Statement of Operations

Year ended March 31, 2015, with comparative information for 2014

	Budget	2015	2014
Revenue	\$10,164,730	\$10,342,957	\$10,143,145
Expenses	10,357,000	9,668,551	10,267,381
Annual Deficit	(192,270)	674,406	(124,236)
Accumulated surplus, beginning of year	4,280,729	4,280,729	4,404,965
Accumulated surplus, end of year	\$4,088,459	\$4,955,135	\$4,280,729

To obtain copies of PRIMECorp's 2014-2015 Audited Financial Statements, including the Auditor's Report and Notes to the Financial Statements, please visit [primecorpbcc.ca](http://primecorpbcc.ca).

### 2014-2015 PRIMECORP BOARD OF DIRECTORS

<b>Clayton Pecknold</b>	Assistant Deputy Minister and Director of Police Services, Ministry of Justice
<b>David Guscott</b>	President & CEO, E-Comm
<b>David Jones</b>	Chief Constable, New Westminster Police Department
<b>John Kubat</b>	Superintendent, RCMP
<b>Paul Hames</b>	Chief Constable, Central Saanich Police Department
<b>Norman Lipinski</b>	Assistant Commissioner, RCMP
<b>Peter Milobar</b>	Mayor, City of Kamloops
<b>Daryl Wiebe</b>	Superintendent, Vancouver Police Department

**Dianne Watts**, former Mayor of the City of Surrey and  
**Malcolm Brodie**, Mayor of the City of Richmond, were on the  
board until January and March 2015 respectively.

### PRIMECORP LEADERSHIP TEAM

<b>David Guscott</b>	Chief Executive Officer
<b>Bob Gehl</b>	Chief Operating Officer
<b>Beatrice Nicolato</b>	CPA, CGA, Chief Financial Officer
<b>Michael Webb</b>	P.Eng, Chief Technology Officer
<b>Jody Robertson</b>	Communications Officer & Corporate Secretary

**Sherri Hewko**

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**From:** Info Ucluelet  
**Sent:** December-01-15 9:22 AM  
**To:** Council  
**Cc:** Andrew Yeates; Morgan Dosdall  
**Subject:** Minister's Bylaw Standards on Agri-tourism and Farm Retail Sales - Extended Deadline for Consultation  
**Attachments:** 2015\_09\_14\_agri-tourism\_discussion\_paper.pdf  
**Importance:** High

**From:** Wong, Jane [REDACTED]  
**Sent:** December-01-15 8:26 AM  
**To:** Lennox, Brenda [REDACTED]  
**Subject:** Minister's Bylaw Standards on Agri-tourism and Farm Retail Sales - Extended Deadline for Consultation  
**Importance:** High

Dear Stakeholder

Based on the initial email sent from Mr. Derek Sturko, Deputy Minister of Agriculture in September 2015, I am advising the consultation on the proposed Minister's Bylaw Standard has been extended and will now close at midnight PST, **January 15, 2016**. There has been significant interest in this topic and the consultation has been extended to ensure local governments have adequate time to respond. Agri-tourism operators will also have the opportunity to provide their feedback.

As noted below, you may send your feedback by email, Canada Post, or fax.

**Email:** [AgriServiceBC@gov.bc.ca](mailto:AgriServiceBC@gov.bc.ca)

**Mail:**

**Agri-tourism and Farm Retail Sales in the ALR Consultation**

**Ministry of Agriculture**

**PO Box 9120 Stn Prov Govt**

**Victoria, BC V8W 9B4**

**Fax: 250 356-0358**

Yours truly,

Arif Lalani

Assistant Deputy Minister

Business Development Division

Ministry of Agriculture

-----  
Dear Stakeholder:

Attached is a discussion paper (white paper) prepared by the BC Ministry of Agriculture (Ministry). This paper contains a draft set of criteria for developing local government bylaws regarding agri-tourism, agri-tourism accommodation and farm retail sales in the Agricultural Land Reserve (ALR). The criteria describe what is considered a permitted use in the ALR by the Ministry.

The discussion paper describes the issue, provides the framework for developing the Minister's Bylaw Standards, and proposes criteria for developing local government bylaws. We are most interested in input on the criteria (Part 4) but we welcome feedback on all sections of the paper. Please provide us with comments directed specifically at the content of the paper so that your feedback can be effectively incorporated into the final document. We would like to

receive all comments by **November 30, 2015** (via mail, fax or email). Once stakeholder input has been received and incorporated into the discussion paper, the criteria will be sent to the Ministry executive and Minister for final approval. Once approved, the information will be distributed to local governments and incorporated into the Ministry's "Guide for Bylaw Development in Farming Areas" (Bylaw Guide). All local governments are encouraged to incorporate these Minister's bylaw standards into their bylaws. Communities regulated under Section 918 of the LGA are expected to achieve consistency with the Minister's Bylaw Standards.

You may send your feedback by email, Canada Post, or fax.

**Email:** [AgriServiceBC@gov.bc.ca](mailto:AgriServiceBC@gov.bc.ca)

**Mail:**

**Agri-tourism and Farm Retail Sales in the ALR Consultation**

**Ministry of Agriculture**

**PO Box 9120 Stn Prov Govt**

**Victoria, BC V8W 9B4**

**Fax: 250 356-0358**

Please direct your questions or comments to:

Gregory Bartle, 250 387-9687, [REDACTED] or

Brenda Lennox, 250 387-356-2945, [REDACTED]

Yours truly,

Derek Sturko

Deputy Minister

Ministry of Agriculture



**Regulating  
Agri-tourism and Farm Retail Sales  
in the Agricultural Land Reserve**

**DISCUSSION PAPER AND PROPOSED MINISTER'S BYLAW  
STANDARDS**

**September 14, 2015**

**November 30, 2015** - *revised to extend the deadline for feedback to midnight PST  
January 15, 2016 and to open the consultation to Agri-tourism Operators to provide  
feedback.*

**Prepared by:  
Strengthening Farming Program  
Innovation and Adaptation Services Branch**

## Executive Summary

This discussion paper ('white paper') has been prepared by the B.C. Ministry of Agriculture (AGRI) Strengthening Farming Program, Innovation and Adaptation Branch for input on the establishment of a Minister's Bylaw Standard to assist local government bylaw development regarding agri-tourism, agri-tourism accommodation and farm retail sales.

Its preparation follows the 2014 AGRI's consultation on the Agricultural Land Reserve (ALR) Use, Subdivision and Procedure Regulation (ALR USP Regulation) in which local governments expressed strong support for AGRI to provide greater clarity in guidance to local government bylaws on agri-tourism.

The proposed Minister's Bylaw Standard criteria, set out in Part 3.0, result from input contributed by the Agricultural Land Commission (ALC), local governments and the agricultural sector. While the proposed Minister's Bylaw Standard provisions apply to land in the Agricultural Land Reserve (ALR), local governments may also wish to adopt for all agriculturally zoned property.

AGRI invites local governments to review the proposed Minister's Bylaw Standard and provide feedback to the contact listed on page 13 by November 30, 2015. Feedback received will be analysed by AGRI staff, with updates and improvements made to the proposed Minister's Bylaw Standard in preparation for the Minister of Agriculture's (Minister) consideration.

# Table of Contents

Executive Summary .....	1
Introduction.....	3
1.0 Part one – The Criteria Development Process.....	3
1.1 Purpose and Goals.....	3
1.2 Stakeholders .....	3
1.3 Objectives of the Process .....	4
1.4 Key Steps.....	4
1.5 Current Status (August 2015) .....	4
1.6 Context for Bylaw Standard Establishment .....	4
2.0 Part two - Background.....	5
2.1 Context.....	5
2.2 Current Policy, Legislation and Regulation .....	5
3.0 Part three – Proposed Set of Criteria.....	7
3.1 Proposed Definitions .....	7
3.2 Accessory farm activity.....	8
3.3 Farm Class.....	8
3.4 Agri-tourism temporary and seasonal use in the ALR.....	8
3.5 Permitted and ALC approval required agri-tourism activities .....	9
3.6 Agri-tourism Accommodation .....	10
3.7 Other Agri-tourism Criteria.....	11
3.7.1 Off-street Loading Areas and Parking.....	11
3.7.2 Site Layout for Agri-tourism Activities.....	11
3.7.3 Lights .....	11
3.7.4 Signage.....	11
3.7.5 Noise .....	12
3.8 Farm retail sales and marketing .....	12
3.9 Local Government Permits and Fees .....	12
3.10 Commercial Weddings .....	12
3.11 Bistros and Restaurants .....	13
4.0 Ministry contact information .....	13

# Introduction

This paper outlines draft criteria to assist local governments in regulating their agri-tourism, agri-tourism accommodation and farm retail sales bylaws, aiming to encourage further discussion on the matter with local governments, the ALC and the farm sector. It is important that the bylaw standard criteria effectively guide local government land use regulations within the context, and intents, of the *Agricultural Land Commission, Farm Practices Protections (Right to Farm)*, and *Local Government and Community Charter Acts* and their regulations. The draft criteria reflect analysis undertaken by AGRI staff, previous consultations with local governments, the ALC, industry, and the Ministry of Community, Sport and Cultural Development (CSCD).

## 1.0 Part one – The Criteria Development Process

This paper explores and proposes land use regulation and policy guidance for local governments to address agri-tourism and farm retail sales issues in their communities, while recognizing these uses are permitted (with exceptions) within the ALR.

Following consultation with stakeholders and approval by the Minister, the bylaw criteria will become a Minister’s Bylaw Standard and incorporated within the “Guide for Bylaw Development in Farming Areas” (Bylaw Guide).<sup>1</sup>

### 1.1 Purpose and Goals

The purposes of establishing land use regulation criteria to address local government concerns regarding agri-tourism and farm retail sales are to:

1. Establish a Minister’s Bylaw Standard that provides flexibility for local governments to shape agri-tourism activity in their community while ensuring that agriculture in the ALR continues as a priority use;
2. Address the needs of the agriculture sector/industry to supplement farming income;
3. Minimize the impact of agri-tourism and retail sales on farm practices and farming potential in farming areas;
4. Minimize loss and/or fragmentation of farmland due to agri-tourism and retail sales uses;
5. Reduce the financial imbalance that results from large scale commercial operations locating inexpensively in the ALR and outcompeting those that have located in appropriate commercial zones; and
6. Minimize the risk of agri-tourism and farm retail sales buildings and structures being used for non-farm purposes.

### 1.2 Stakeholders

Stakeholders involved in developing these Bylaw Standard criteria include:

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<sup>1</sup> Under the *Local Government Act* (Part 26, Division 8, Section 916), the Minister responsible for the *Farm Practices Protection (Right to Farm) Act* can develop bylaw standards to guide the development of zoning and farm bylaws. Development of provincial standards is intended to promote consistency in the regulation of, and planning for, farming. However, provision has been made under Section 916(3) to allow the standards to differ, if necessary, to respond to BC’s diverse farming industry and land base.

- a) Local governments and their Agricultural Advisory Committees (AAC);
- b) Agriculture industry;
- c) ALC;
- d) Strengthening Farming Directors Committee,
- e) CSCD; and
- f) Ministry of Jobs, Tourism and Skills Training.

## 1.3 Objectives of the Process

The objectives of the process are to:

1. Create a set of Bylaw Standard criteria for stakeholder review;
2. Consult with stakeholders; and
3. Develop a Minister's Bylaw Standard that local governments can apply as regulation or policy.

## 1.4 Key Steps

The key steps in creating the Minister's Bylaw Standard are:

1. Review relevant literature including AGRI and ALC policies;
2. Review and compare local government regulations and policies;
3. Develop draft criteria;
4. Consult with internal and external stakeholders on the draft criteria;
5. Revise criteria for consideration by the Minister;
6. Seek Minister's approval; and
7. Encourage local governments to adopt and apply criteria.

## 1.5 Current Status (August 2015)

AGRI staff have:

- Reviewed previous agri-tourism and farm retail sales consultations with local governments, industry, the ALC and CSCD;
- Reviewed existing ALC policies on agri-tourism, agri-tourism accommodation and farm retail sales; and,
- Prepared this draft discussion 'white paper' on agri-tourism and farm retail sales land use bylaw guidance for further local government consultations over the 2015/2016 fall and winter.

## 1.6 Context for Bylaw Standard Establishment

AGRI has initiated Minister's Bylaw Standards in the past for three significant agricultural issues which have been approved by the Minister. AGRI staff use the Minister's Bylaw Standards to encourage local governments to adopt them into their land use bylaws. They are:

- Regulating Medical Marihuana Production Facilities in the ALR (2014);
- Combined Heat and Power Generation at Greenhouses in the ALR (2013); and

- Siting and Size of Residential Uses in the ALR (2011).

These Minister’s Bylaw Standards can be found in AGRI’s “Guide for Bylaw Development in Farming Areas” with additional information at:

<http://www2.gov.bc.ca/gov/content/industry/agriculture-seafood/agricultural-land-and-environment/strengthening-farming/local-government-bylaw-standards-and-farm-bylaws>.

## 2.0 Part two - Background

### 2.1 Context

Farmers throughout B.C. are looking for options to increase their economic viability, including agri-tourism and farm retail sales. These two particular issues have become more prominent in recent years and local governments are amending their agri-tourism, agri-tourism accommodation and farm retail sales bylaws, sometimes causing frustration with farmers and the public. Sometimes there may be conflicting community views on what actually constitutes agri-tourism activities, and what ‘accessory’, ‘seasonal’, and ‘temporary’ within this context really mean.

While the ALC provides direction regarding agri-tourism and farm retail sales in the ALR, one of the questions asked during the Ministry’s 2014 ALR USP Regulation consultation process included agri-tourism, with local governments indicating strong support for AGRI to develop greater clarity in bylaw guidance for agri-tourism. Incorporating analysis from previous consultation, AGRI staff anticipate strong response from stakeholders on the subject.

Ideally, developing this new Minister’s Bylaw Standard will assist in balancing stakeholder concerns, minimize community frustration, and provide greater certainty while maintaining the flexibility required for local government community decision making and variation. The proposed Minister’s Bylaw Standard applies to property in the ALR. Given, however, that agricultural activity in B.C. takes place both on ALR and non-ALR property, local governments with agriculturally zoned land may also consider adopting it.

### 2.2 Current Policy, Legislation and Regulation

Agri-tourism and farm retail sales are defined as farm uses by the ALR USP Regulation<sup>2</sup> of the *Agriculture Land Commission Act* where a farm use means an occupation or use of land for farm purposes, including farming of land, plants and animals and any other similar activity designated as farm use by regulation, and includes a farm operation as defined in the *Farm Practices Protection (Right to Farm) Act*:

- Agri-tourism is a tourist activity, service or facility accessory to ALR land classified as a farm under the *Assessment Act*, if the use is **temporary and seasonal**, and promotes or markets farm products grown, raised or processed on the farm.
- Farm retail sales if all of the farm product offered for sale is produced on the farm on which the retail sales are taking place, or at least 50% of the retail sales area is limited to the sale of farm products produced on the farm on which the retail sales are taking place

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<sup>2</sup> B.C. Reg. 171/2002 Agricultural Land Reserve Use, Subdivision and Procedure Regulation. Last retrieved August 24, 2015 from <http://www.alc.gov.bc.ca/alc/content.page?id=A631A2319799460A98F62978A2FE60E3>

and the total area, both indoors and outdoors, used for the retail sales of all products does not exceed 300 m<sup>2</sup>.

Local governments cannot prohibit agri-tourism activities, other than agri-tourism accommodation, or farm retail sales regulated by the ALR USP Regulation unless by a Farm Bylaw designated by the Minister by Section 917 of the *Local Government Act*.

The ALC also publishes several policy documents on agri-tourism, agri-tourism accommodation and farm retail sales with respect to land in the ALR.

*“The policies of the Commission provide interpretation and clarification of the regulations; outline guidelines, strategies, rules or positions on various issues and provides clarification and courses of action consistently taken or adopted, formally or informally.”<sup>3</sup> - ALC*

These ALC policies include their terms of ‘seasonal’ and ‘temporary’:

- **Temporary** –means a use or activity in a facility or area that is established and used on a limited time basis for agri-tourism activities. If a building or structure is required for this use, temporary use of the building or structure means a use for agri-tourism for less than 12 months of the year. The building or structure may be used for other permitted uses during the course of, or for the remainder of the year.
- **Seasonal** - means a use or activity in a facility or area for less than 12 months of the year.<sup>4</sup>

A recent 2015 B.C. Supreme Court ruling *Heather Hills Farm Society v. Agricultural Land Commission*, addresses the subject of agri-tourism, and in this case whether a particular golf course and sheep pasture is a permitted agri-tourism use. Interestingly, within the reasons for judgement that ultimately dismisses the petition; the judge also references what cannot be described as reasonably temporary, with respect to what is written in the ALR USP Regulation:

*[51] The Regulation also requires that an agri-tourism use be temporary and seasonal. A golf course requires alteration of the land in the form of particular landscaping, sand traps, water hazards etc. Photographs that were put into evidence show changes of precisely that kind to the petitioners’ property. Those changes must remain in place as long as operation of the golf course continues and cannot reasonably be described as temporary.<sup>5</sup>*

The intent of this proposed Bylaw Standard is to provide greater clarity on what constitutes agri-tourism, agri-tourism accommodation, farm retail sales, and the definitions of temporary and seasonal.

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<sup>3</sup> ALC. *Legislation and Regulation*. Last retrieved August 24, 2015 from <http://www.alc.gov.bc.ca/alc/content.page?id=4179AB0F33494261A5B6CEF2A4F8F296>

<sup>4</sup> ALC. *Policy #4 Activities designated as Farm Use: Agri-tourism Activities in the ALR*, 2003. Last retrieved August 24, 2015 from [http://www.alc.gov.bc.ca/alc/DownloadAsset?assetId=9A907E9B31224D808675BE2E5D78ADBB&filename=policy\\_4\\_agri-tourism\\_activities.pdf](http://www.alc.gov.bc.ca/alc/DownloadAsset?assetId=9A907E9B31224D808675BE2E5D78ADBB&filename=policy_4_agri-tourism_activities.pdf)

<sup>5</sup> *Heather Hills Farm Society v. Agricultural Land Commission*, 2015 BCSC 1108

For farm retail sales, the processing/marketing of off-farm products may not be protected under the *Farm Practices Protection Act* unless there are limits prescribed by the Minister under the *Farm Practices Protection Act*.<sup>6</sup> This has implications for farms considering those options.

## 3.0 Part three – Proposed Set of Criteria

Part three introduces a set of criteria in which local governments would be encouraged to consider when developing or amending their own bylaws on agri-tourism, agri-tourism accommodation and farm retail sales. A rationale is provided for why certain criteria provisions should be introduced and a proposed list is summarized of criteria and definitions.

### 3.1 Proposed Definitions

<b>Accessory (agri-tourism)</b>	means that the <i>agri-tourism</i> is subordinate to the active <i>farm operation</i> on the same lot. <i>Agri-tourism</i> uses and activities only augment a farmer’s regular farm income, not exceed or replace it.
<b>Agri-tourism</b>	is travel that combines agricultural or rural settings with products of agricultural operations – all within a tourism experience that is paid for by visitors. It is a tourist activity, service or facility which is <i>accessory</i> to a <i>farm operation</i> , as defined in the <i>Farm Practices Protection (Right to Farm) Act</i> , where the land is classified as a farm under the <i>Assessment Act</i> ; and, where the farm is in active operation each year.
<b>Off-farm and non-farm products</b>	means products that are not from the <i>farm unit</i> of which the subject property is part.
<b>Regular Seasonal (agri-tourism)</b>	means the occurrence over the same <i>season(s)</i> , or at the same time, each year.
<b>Season (agri-tourism)</b>	means: one of the four periods of the year: spring, summer, autumn or winter; the period of the year when something that regularly occurs every year happens; e.g. pumpkin festival before Halloween; and/or the period(s) when most people take their holidays, go to visit places, or take part in an activity outside of work.
<b>Seasonal (agri-tourism)</b>	means: relating to, dependant on, determined by, or characteristic of a particular <i>season</i> of the year; fluctuating according to the <i>season</i> ; and/or

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<sup>6</sup> For more information, readers may wish to review the September 7, 2011 BC Farm Industry Review Board decision *Maddalozzo v. Pacific Coast Fruit Products Ltd* last retrieved September 8, 2015 from [http://www2.gov.bc.ca/assets/gov/business/natural-resource-industries/agriculture/agriculture-documents/bc-farm-industry-review-board-docs/maddalozzo\\_v\\_pcfp\\_dec\\_sep7\\_11.pdf](http://www2.gov.bc.ca/assets/gov/business/natural-resource-industries/agriculture/agriculture-documents/bc-farm-industry-review-board-docs/maddalozzo_v_pcfp_dec_sep7_11.pdf)

available, or used, during one or more *seasons*, or at specific times of the year - for less than twelve months of the year.

**Small-scale (agri-tourism)**

means to be minor or limited in size, scope, or extent. [Local governments could specify amounts.]

**Temporary (agri-tourism)**

means having a limited duration, lasting or designed to last for only a limited time each week, month, or year. E.g. an activity occurs each year at the same time at a nearby festival, or other event, or only a maximum duration of three days at a time.

### 3.2 Accessory Farm Activity

Local governments should identify *agri-tourism* as a permitted *accessory* use in all zones where agriculture or farming is a permitted use. *Accessory agri-tourism* use in the ALR is subordinate and customarily incidental to the active *farm operation* on the same lot. **Agri-tourism uses and activities only augment a farmer’s regular farm income, rather than exceed or replace it.**

**Table 1. Examples of Agri-Tourism and Farm Incomes**

Column A	Column B
Agri-tourism Income	Farm Income
Entry or participation fees, tour fees	Primary agricultural production income
Fees for tours, services and workshops related to the farm operation	Value-added operations: processing of <i>own farm products</i>
Retail sales of <i>off-farm</i> or <i>non-farm products</i>	Retail sales of <i>own farm products</i>
Agri-tourism accommodation charges	

To be considered *accessory*, the annual income from *agri-tourism* [Column A] must be no more than the annual regular farm income [Column B]. The ALC may allow a larger proportion of *agri-tourism* activity on a farm, if the farmer applies for a non-farm use approval.

Examples include a farmer intending to regularly host special events such as commercial weddings, conferences or an annual music festival. A local government could decide whether to support those commercial activities in its zoning if it is authorized by the ALC.

### 3.3 Farm Class

Income from *accessory agri-tourism* activities is not used to define *farm class* under the *Assessment Act* (Sec 23 and Farm Class Reg. 411/95). Income for the purposes of *farm class* is calculated based on the farm gate amounts for qualifying agricultural products and must be generated in one of two relevant reporting periods (i.e., once every two years).

### 3.4 Agri-tourism Temporary and Seasonal Use in the ALR

Local governments should regard *agri-tourism* uses as a *temporary* and *seasonal* use. See the definitions for guidance on defining these terms.

### 3.5 Permitted and ALC approval required agri-tourism activities

Table 2. Tiers of Agri-tourism Activities

Activities	Tier 1 Permitted Agri-tourism activities	Tier 2 Activities/events that require ALC approval
On-farm	<ul style="list-style-type: none"> <li>• educational tours – general public, school children</li> <li>• on-farm marketing, including U-pick and pumpkin patches</li> <li>• temporary corn maze or Christmas tree maze</li> <li>• agricultural heritage events</li> <li>• ranch or farm tours</li> <li>• livestock shows</li> <li>• harvest festivals</li> <li>• on-farm classes and/or workshops related to the farm operation</li> <li>• farm stays or B&amp;B</li> <li>• on-farm processing facility tours</li> </ul>	<ul style="list-style-type: none"> <li>• Non-farm-uses and commercial entertainment activities which do not have an agricultural component:</li> <li>• e.g., paint ball course, dirt bike trails, all-terrain vehicles trails, mini-train parks, remote control runways, helicopter tours, etc.</li> <li>• event and facility rentals</li> <li>• concerts, theatre or music festivals</li> <li>• commercial weddings, banquets, celebrations and any other commercial assembly activity</li> </ul>
Parking	<ul style="list-style-type: none"> <li>• self-contained, off-road parking</li> <li>• some overflow could be on neighbouring farm(s) provided it's for infrequent events, no permanent alterations to the agricultural land, and no resurfacing such as with gravel or asphalt paving</li> <li>• allow for school and tour buses</li> <li>• on-road parking at the discretion of the local government or Ministry of Transportation in Regional Districts</li> </ul>	<ul style="list-style-type: none"> <li>• Off-site overflow parking that is used on a frequent basis or that requires resurfacing</li> </ul>
ALC non-farm use application approval or local government	<ul style="list-style-type: none"> <li>• No local government temporary use or rezoning permits required,; outright use is permitted</li> </ul>	<ul style="list-style-type: none"> <li>• ALC non-farm use application approval</li> <li>• Local government non-agriculture related activities or</li> </ul>

permit requirements	<ul style="list-style-type: none"> <li>No ALC non-farm use application approval</li> </ul>	events may also require a separate zone or temporary use permit <ul style="list-style-type: none"> <li>Special local government permits - per event or per day, or both</li> </ul>
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### 3.6 Agri-tourism Accommodation

Section 3 of the ALR USP Regulation permits *accessory* accommodation for agri-tourism on a farm in the ALR, but allows a local government to regulate and/or prohibit the use.

Where accommodation for agri-tourism is allowed by a local government the following standards are recommended:

- Total developed area for buildings, landscaping and access to the accommodation must be no more than 5% of the parcel area;
- Could include a maximum of 10 sleeping units composed of:
  - Seasonal* campsites, *seasonal* cabins, or bed-and-breakfast (B+B) bedrooms (**maximum of four**) B+B bedrooms per legal parcel is recommended);
  - Unless ALC consent is received, accommodation must not include cooking facilities because doing so may result in long term rental housing on farm land;
  - The local government could specify the number of persons per unit;
  - Should an operator wish to have more than 10 sleeping units, he/she could apply to the local government and the ALC;
  - On smaller lots, a local government may wish to set a lower number of allowed sleeping units;
  - The BC Building Code should be the minimum standard applied for sleeping units such as cabins.
- Should be located close to the front of the lot, or an adjacent side road, and clustered with the *home plate(s)* of the farm residence(s). A farmer may wish to vary this location to minimise impact on his/her farm.
- Depending on the location of the farm, the *agri-tourism* accommodation may need to be available during more than one *season*, or its availability may vary with the *seasons*; e.g., horseback riding on trails in spring, summer, and fall, and cross-country skiing in the winter.
- Occupation of a lot *by agri-tourism* accommodation are only permitted to be *temporary*, *seasonal*, and/or *regular seasonal*, to a maximum stay per person or per family of 30 consecutive days in any 12 calendar-month period. The ALC may allow longer occupation if the farmer applies for a non-farm use; local zoning would also have to allow it.
- Each local government which permits *agri-tourism* accommodation could develop a monitoring methodology to ensure the occupation meets the above criteria.

## 3.7 Other Agri-tourism Criteria

### 3.7.1 Off-street Loading Areas and Parking

Off-street loading areas may be needed to transfer field products to a market stand/shop, and to the customer's vehicle. For criteria, see Part 2 of the "Guide for Bylaw Development in Farming Areas".

All vehicles visiting the *agri-tourism* activities must be parked on site, or as otherwise permitted by the local government. The parking capacity could be based on the average daily vehicle numbers (recommended); local parking bylaws may have a different measure and short term events with large numbers of people may require different parking standards. Overflow parking occurs on public roads should adhere to local bylaws including clearances for emergency vehicles and farm machinery.

For farm site parking overflow situations, *agri-tourism* operators should provide alternate means of transportation, such as shuttles, bicycle parking, or horse corrals and off-site horse trailer parking areas.

To minimise impacting farm land, parking should be along field edges, adjacent to farm roads, farm yard areas near farm structures.

- The parking and loading area surfaces should maximize infiltration of precipitation to limit impacting a farm's ground and surface water; pavement may not be appropriate.
- The depth and type of fill for *agri-tourism* parking and loading areas should facilitate possible future removal e.g., if the *agri-tourism* activity ceases.

### 3.7.2 Site Layout for Agri-tourism Activities

Site coverage and setbacks for *agri-tourism* structures must follow the standards for farm structures provided in Part 2 of the "Guide for Bylaw Development in Farming Areas". *Agri-tourism* facilities should be located to minimize coverage of farm land and minimise disturbance of the present and potential future operation of the farm, neighbouring farms or nearby urban uses; e.g., close to the road, and/or clustered with other farm structures.

### 3.7.3 Lights

Floodlights and spotlights for *agri-tourism* activities should be directed away and/or screened from adjacent farms and other land uses.

### 3.7.4 Signage

Each *agri-tourism* and farm retail operation, and the farm itself, should be allowed at least one sign of at least 1.0 square metre. Normally, signs are located at the farm entrance, but variation should be allowed for different building and site layouts and to ensure traffic safety. Third-party signs and lighting of signs should follow local bylaws.

### 3.7.5 Noise

Loudspeakers and other noise sources associated with the *agri-tourism* activity could be regulated with local government noise bylaws.

## 3.8 Farm Retail Sales and Marketing

For on-farm retail marketing, farmers sell their own *farm products*, and may sell some *off-farm or non-farm products* directly from the *farm unit* and may require a retail indoor and/or outdoor sales and display area.

Areas necessary for on-farm retail sales but not calculated as part of the on-farm retail sales area are:

- storage space for products awaiting display and/or bulk sales; larger storage areas may be available in a barn;
- an office area for doing sales and farm-related paperwork;
- washrooms;
- driveways, parking and loading areas; and
- some preparation space where products are put in packages for display or shipping.

Local governments should not limit retail sales area of a farmer's own *farm products* i.e. the *direct farm marketing area*. The ALR USP Regulation does not state an upper limit.

Local government regulations must allow for the possibility of a retail sales area for complementary *off-farm or non-farm products*. The ALR USP Regulation requires at least 50% of the total retail sales area be devoted to that farm's products, and where both *farm products* and *off-farm or non-farm products* being sold, the allowed upper limit of the total of the indoor and outdoor sales area is 300 square metres. This should be adopted by local governments and not reduced.

To develop a larger retail sales area, or to sell less than 50% of that farm's *farm products*, a farmer must have both local government and ALC non-farm use application approval.

## 3.9 Local Government Permits and Fees

Other than the usual permits and fees required for construction, local governments should only require permits and fees for operations that require a non-farm application to the ALC and should not require the use of temporary (commercial) use permits.

Local governments should only request reimbursement of extra local government costs generated by the event or operation; e.g., policing, fire service, road clean-up, and/or traffic management.

## 3.10 Commercial Weddings

The use of the ALR for commercial weddings is considered a non-farm use which requires approval of the ALC. Where a farm has received non-farm use approval from the ALC, the local

government may require a rezoning or temporary use permit. Temporary use permits are the preferred method of dealing with this use as the local government can place additional controls on the use that are not possible through zoning. These requirements could include hours of operation.

### 3.11 Bistros and Restaurants

Bistros, cafes and restaurants are considered in most cases non-farm uses which require non-farm use approval of the ALC. Under specific criteria in the ALR USP Regulation, however, winery, brewery, cidery, distillery, and meadery lounges are permitted which do not require non-farm use approval.

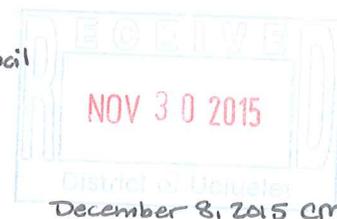
## 4.0 Ministry Contact Information

Stakeholders are welcome to provide feedback on the content of this discussion by email or letter.

**Email:** [AgriServiceBC@gov.bc.ca](mailto:AgriServiceBC@gov.bc.ca)  
**Mailing Address:** Ministry of Agriculture, Strengthening Farming Program  
1767 Angus Campbell Road  
Abbotsford, B.C. Canada V3G 2M3



Filecode: 1855-005 ICET  
 X-Ref: 0400-20 ICET  
 Forwarded to: Dave, Abby, Jeannette, Council  
 Physical  Electronic



November 23, 2015

Mr. David Douglas  
 Manager of Finance  
 District of Ucluelet  
 Box 999, 200 Main Street  
 Ucluelet, B.C., V0R 3A0

Dear Mr. Douglas:

**Re: Status of Stage 1 Application – Wild Pacific Trail Connection Trails Project**

The Stage 1 submission requesting funding support for the Wild Pacific Trail Connection Trails Project was reviewed by the North Island Sunshine Coast Regional Advisory Committee. It was then considered by the Board of Directors at its November 20th meeting.

On behalf of the Board of Directors, I am pleased to advise that the Board has approved the Stage 1 funding application to proceed to the Stage 2 application process. The Board requests that you submit a Stage 2 application no later than May 20th, 2016 or this Stage 1 application approval will lapse, with no further notice.

The Stage 2 application form is available on our website at <http://www.islandcoastaltrust.ca/economic-infrastructure-program/forms-guidelines>.

Should you have any questions regarding this process, please do not hesitate to contact me at 250-871-7797 ext. 227.

Sincerely yours,

Line Robert  
 Chief Executive Officer

cc. Abby Fortune, District of Ucluelet



# District of Ucluelet Expenditure Voucher

**G-18/15**

**Date: December 3, 2015**

**Page: 1 of 4**

**CHEQUE LISTING:**

**AMOUNT**

Cheques: # 23344 - # 23392	\$	115,966.29
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**PAYROLL:**

PR 24/14	\$	55,984.54
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	<b>\$</b>	<b>171,950.83</b>
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**RECEIVED FOR INFORMATION AT MEETING HELD:**

**December 8, 2015**

*Jeanette O'Connor, CFO*

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
023344	002	19/11/2015	Y9308	YEATES ANDREW	121460	YEATES-VANISLE LGM	216.40		216.40	
023345	002	20/11/2015	AGS11	AGS BUSINESS SYSTE	33927 33928	OCT/15 LYCHE OCT/15 UCC	492.48 137.29		629.77	
023346	002	20/11/2015	BC017	BC HYDRO & POWER A	OCT/15	OCT/15	19,152.57		19,152.57	
023347	002	20/11/2015	BCHYD	BC HYDRO	121457	PROJECT 3891649-TU	2,646.00		2,646.00	
023348	002	20/11/2015	BE737	BENSON ERICA	121156	BENSON-NOV 1-14/15	1,500.80		1,500.80	
023349	002	20/11/2015	BP940	BLACK PRESS	32703447	OCT/15 ADVERTISING	3,661.61		3,661.61	
023350	002	20/11/2015	CC719	CASTOR CONSULTANTS	201560	BOAT LAUNCH SITE I	2,107.35		2,107.35	
023351	002	20/11/2015	ck608	CORTES KEVIN	d498	D498	1,000.28		1,000.28	
023352	002	20/11/2015	CP300	CRITERION PICTURES	776413	OCT/15 MOVIES	65.65		65.65	
023353	002	20/11/2015	DC001	DOLAN'S CONCRETE L	UP37841 UK38913 UK38906	REC HALL MULCH KIMOTO FENCE POSTS KIMOTO FENCE POSTS	511.84 297.37 339.32		1,148.53	
023354	002	20/11/2015	DFC01	DUMAS FREIGHT COMP	40156	LB WOODCHOPPER	59.80		59.80	
023355	002	20/11/2015	fw050	FAR WEST DISTRIBUT	296331 296332 296265	MINERAL WATER MINERAL WATER G.BAGS	61.78 61.78 44.89		168.45	
023356	002	20/11/2015	GE395	GALLOWAY ELECTRIC	561 565 9563 554 536	STREET LIGHT REPAI F.H. THERMOSTAT F.H. ELEC. UPGRADE UCC LIGHTS HEAT PUMP ALARM	813.29 494.40 5,250.00 126.00 68.25		6,751.94	
023357	002	20/11/2015	IH042	INNER HARMONY SERV	3792	KITCHEN EXTRAS	115.50		115.50	
023358	002	20/11/2015	LBG73	LONG BEACH GUTTERS	877756	UAC BLDG CLEANING	336.00		336.00	
023359	002	20/11/2015	LY001	YOUNG ANDERSON	91025 91024 91022 91023	1190128 1190127 1190010 1190123	803.43 81.71 53.48 131.03		1,069.65	
023360	002	20/11/2015	M9277	MCDIARMID JOHN	121458	MCDIARMID-WASTEWAT	519.40		519.40	
023361	002	20/11/2015	M9370	McEWEN MARILYN	121461 121462 121250A	MCEWEN-ACRD-TRANSP MCEWEN-VIEA SUMMIT MCEWEN-121250	126.68 242.26 0.26		369.20	
023362	002	20/11/2015	NDN75	NANAIMO DAILY NEWS	2015	2016 WESTERLY SUBS	150.36		150.36	
023363	002	20/11/2015	nv785	NOVUS CONSULTING I	6414	OCT/15	81.95		81.95	
023364	002	20/11/2015	OCN01	OCN GARDEN CENTRE	121127	BULBS	531.97		531.97	
023365	002	20/11/2015	PC180	PROPHET CORPORATIO	9056847	SOCCER GOAL	207.04		207.04	
023366	002	20/11/2015	PC285	PETTY CASH - BARBA	11/15	NOV/15	163.20		163.20	
023367	002	20/11/2015	PI110	PUROLATOR INC	429179838 429296181	MAXXAM MAXXAM	94.33 60.04		154.37	
023368	002	20/11/2015	RPI46	ROADPOST INC. T462	RC08113094	OCT/NOV 2015	143.87		143.87	
023369	002	20/11/2015	SBR01	SONBIRD REFUSE & R	23598	OCT/15 UCC	233.24		233.24	
023370	002	20/11/2015	SHF34	SUPERIOR HARDWOOD	1546	UCC FLOOR REFINISH	2,000.00		2,000.00	
023371	002	20/11/2015	SP010	SUPERIOR PROPANE	8627627	TANK RENTAL	158.98		158.98	
023372	002	20/11/2015	TM005	TELUS MOBILITY	25/09/15	SEPT/15	2,175.11		2,175.11	

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
023373	002	20/11/2015	UC142	UCLUELET CONSUMER'	71648772	#24	131.74		1,066.62	
					71650108	FUEL	146.71			
					71650504	#1	117.00			
					71642219	#24	141.25			
					71643953	#10	138.70			
					71641549	#9	99.30			
					71643511	#2	60.23			
					71643508	#5	66.89			
					71653748	#24	127.37			
					CO1085481	LIGHTBULBS	13.87-			
					71641943	E1	51.30			
					023374	002	20/11/2015	UC142		UCLUELET CONSUMER'
71647867	#12	59.65								
71648487	#10	115.18								
71647972	R1	28.00								
71649842	#2	63.73								
71643684	#23	65.92								
71643559	#14	50.88								
71645553	#2	61.99								
71644805	#12/ HYDRAULIC OIL	80.37								
71647017	#4	16.33								
71647213	JERRY CANS	28.13								
023375	002	20/11/2015	UC142	UCLUELET CONSUMER'					71651112	
					71649856	#12	84.76			
					71652667	#2	62.01			
					71652569	#4	13.40			
					71651589	#3	101.65			
					71652870	#23	67.04			
					71653784	#23	66.41			
					71653263	#12	77.50			
					CO1041482	YOUTH DINNER	29.49			
					CO1043679	5YR PLAN SNACKS	26.80			
					CO1043443	TEA/HALLOWEEN CAND	41.15			
					023376	002	20/11/2015	UC142	UCLUELET CONSUMER'	CO1085988
CO1084700	LIGHTBULBS	61.56								
CO1072923	BUDGET OPEN HOUSE	37.98								
CO1049686	BATTERIES	12.31								
CO1095622	YOUTH DINNER	24.20								
CO1049460	FINACIAL PLANNING	69.98								
CO1093424	ATFER SCHOOL SNACK	42.26								
CO1048035	UVFB OPEN HOUSE FO	52.89								
CO1094427	UVFB OPEN HOUSE FO	20.60								
CO1082904	5YR PLAN LUNCH	48.21								
CO1097732	MILK/CREAM	10.82								
023377	002	20/11/2015	UC142	UCLUELET CONSUMER'						CO1109992
					CO1123824	UVFB OPEN HOUSE-JU	22.89			
					CO1123918	CLOCK	21.27			
023378	002	20/11/2015	UR849	UCLUELET RENT-IT C	21812	OCT/15 CONTRACT	1,176.00		1,176.00	
023379	002	20/11/2015	VI200	VANCOUVER ISLAND R	Q4-15	Q4-15	24,722.00		24,722.00	
023380	002	20/11/2015	RD205	ALBERNI-CLAYOQUOT	73-2A	B/L 829	24,467.18		24,467.18	
023381	002	26/11/2015	AL001	ACKLANDS - GRAINGE	0538785	PVC HOSE	633.48		123.72	
					0538993	PVC HOSE	707.42-			
					0538956	VESTS/EARMUFF/GLOV	197.66			
023382	002	26/11/2015	CE004	CORPORATE EXPRESS	39953824	REINFORCERS	8.11		534.58	
					39863070	PAPER/REPORT COVER	526.47			
023383	002	26/11/2015	ck608	CORTES KEVIN	d499	D499	2,135.70		2,135.70	
023384	002	26/11/2015	DFC01	DUMAS FREIGHT COMP	39348	CLEARTECH	427.43		642.54	
					39495	CLEARTECH	183.75			
					40155	LB WOODCHOPPERS	31.36			
023385	002	26/11/2015	LY001	YOUNG ANDERSON	90460	1190123	7,655.17		9,300.55	
					90461	1190127	349.62			

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
					90457	1190010	330.40			
					90458	1190040	99.13			
					90459	1190080	634.94			
					90462	1190128	231.29			
023386	002	26/11/2015	SF061	STEVENS FLICKERINE	121463	STEVENS-YOGA NOV2-	525.62		525.62	
023387	002	26/11/2015	CGISC	CGIS CENTRE	42339	DEC/15	683.04		683.04	
023388	002	26/11/2015	DFC01	DUMAS FREIGHT COMP	37537	TRANSIGN	140.90		140.90	
023389	002	26/11/2015	IH002	CONNECT HEARING	PSIN0059440	P/W HEARING TEST	299.25		299.25	
023390	002	26/11/2015	SF061	STEVENS FLICKERINE	121464	STEVENS-YOGA OCT 2	51.60		51.60	
023391	002	26/11/2015	TM005	TELUS MOBILITY	OCT/15	OCT/15	718.26		718.26	
023392	002	26/11/2015	TSC19	TRANSPARENT SOLUTI	8105	DEC/15	20.95		20.95	
Total:							115,966.29	0.00	115,966.29	

\*\*\* End of Report \*\*\*



## STAFF REPORT TO COUNCIL

Council Meeting: December 8, 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 bringing three other remote sites in two locations online.

### **BACKGROUND:**

Supervisory Control and Data Acquisition Systems (SCADA) are 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 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 also 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 are obsolete and no longer supported by the manufacturers. The software has experienced multiple failures, which have caused critical drops in

reservoir levels with no alarm being relayed. With empty reservoirs residents would be without water until the reservoir recharged to an acceptable level. A fire event with an empty reservoir would mean the difference between saving a house and having it burn to the ground.

Staff requested proposals and received a submission 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. The alerts will also be sent to the operator's on-call cellular phone.
- 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.

There are many critical situations that can result from this project not going forward. Health risks, infrastructure failures and no fire protection are just a few of these issues. Staff recommend proceeding with Option #1.

**Respectfully submitted:**

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Warren Cannon,  
Superintendent Public Works

## SCADA Overview:

The District owns and operates two water treatment facilities, two reservoirs, thirteen sewer pumping stations and a sewage lagoon system. This infrastructure is spread throughout the community starting from highway 4 at the junction to the south end of town. The Water Systems are currently controlled by SCADA (Supervisory Control and Data Acquisition). However, while some of the infrastructure components have been upgraded in recent years complete with the SCADA provision installed, they still require the communication set-up and software programming to be completed, which would allow these components to send out alerts in the event of a failure.

The Water treatment facilities and the two reservoirs are currently controlled by the SCADA System. The system has the ability to monitor and control operations by visual displays on a master computer located at the Public Works Yard and control pump activity by use of software on this computer.

The master computer at the Public Works Yard is the server for the SCADA system program. The program operates based on user demand. The two reservoirs, Matterson reservoir and the Highway reservoir, operate between set points in the SCADA control system. These set points are represented as a percentage value which can be adjusted within the program. The benefit to this is the ability to control the volumes within the reservoirs for fire protection and reservoir turn over for water quality (i.e. preventing water from being stagnant). The SCADA system monitors the set points and calls for pump operations when filling is required and alerts staff of a failure. We have experienced a number of failures with no alarms being sent to staff due to outdated software.

A major feature of SCADA is the ability to program the pumping sequences for the wells. Each well is called up in series to complete the pumping cycle to fill the reservoir. The purpose of this is it allows the wells to be utilized efficiently without over-pumping any one well. This is critical, as over-pumping will result in a decrease to the rate of re-charge within the well and can cause a pump failure or a mechanical breakdown (loss of pump).

SCADA also provides draw down data within the well. Draw down data is a real-time visual display of the depths within the well, monitoring the static and operational levels. The benefit to this is it allows the operator to physically view these depths and sequence the pump operations in accordance with the results. This is critical especially in the summer months with the high demand vs low water tables. SCADA will aid in determining when to initiate water restrictions.

The sewer pumping stations and sewage treatment lagoon do not have SCADA controls. Each sewer pumping station is equipped with alarms to indicate high levels, pump failures, etc. but these alarms do not send out alerts to staff. Some of the newer sewer pumping stations are equipped with an exterior red light triggered by the internal alarm system. The sewer treatment lagoon system has 5 aerators in operation. The aerators assist in the breakdown of dissolved organic material to cellular material which can then be removed from the wastewater by sedimentation and thus reduce odours. Currently, there are two sewer pumping stations with three SCADA terminals collecting information. These terminals require communication

infrastructure and programming to complete. Once complete the terminals will provide flow data, pumping hours and alarms to alert failures at the station. All sewer pumping stations are checked throughout the week. Helen Road sewer pumping station is also checked weekends as well, and the sewer treatment lagoon is checked daily.

To comply with regulations and permits, it is the responsibility of the systems owners (the District of Ucluelet) to track, save and provide monthly reports on water production, testing (both water and sewer), sewer volumes pumped and outfall discharging volumes. Currently, staff collect this data manually and it takes approximately 6 hours a day to collect and 5 hours a month to transfer into a Microsoft Excel spread sheet that is then submitted for reporting. The new software upgrade would cut this time by 30%. The anticipated full buildout of the system will cut this time by 95%.

In 2007 a sanitary pump station review was conducted by Koers & Associates. In the study, it was identified that ten of the District's thirteen sewer pumping stations are in need of upgrade, repair and standardization. It was determined by Koers & Associates that all of the stations require immediate replacement of the electrical controls housed in the kiosks at the stations. The report recommended that the kiosks be removed and replaced with fire proof control buildings in which electrical control panels can be placed and each station be integrated with the SCADA system. The purpose of adding SCADA is to reduce the number of hours required to produce reports, provide immediate knowledge of the systems performance and report failures within the system to the operator to allow for a quick response in avoiding spillage, which puts the District of Ucluelet out of compliance with its provincial and federal permits. Falling out of compliance can result in serious fines, up to \$100,000 or more.

The 2015 SCADA upgrade proposal was based on a system review and took into consideration operational needs to reduce staff time as well as regulatory reporting. This review identified current system short falls and developed a plan to increase overall functionality.

The current system shortfalls are:

- Call out system: the current SCADA system does not have an automated notification system in place to alert operators remotely of alarm conditions.
- System Reporting: the current configured system provides limited to no reporting.
- Component Configuration: The current system does not log or trend all of the connected components within the system
- Aged system: the current ClearScada program is no longer supported by the manufacturers
- Documentation: the existing system has no documentation to assist the users in the system operation and configuration
- Additional Wastewater System: the current system is only configured to allow for the viewing and monitoring of the water supply system. The sewer-based systems are not currently configured within the software.

SCADA systems have become part of the norm for the Water and Wastewater industries. Ucluelet would benefit from these proposed improvements both through a reduction in staff hours for reporting and emergency call-out for system compliance.

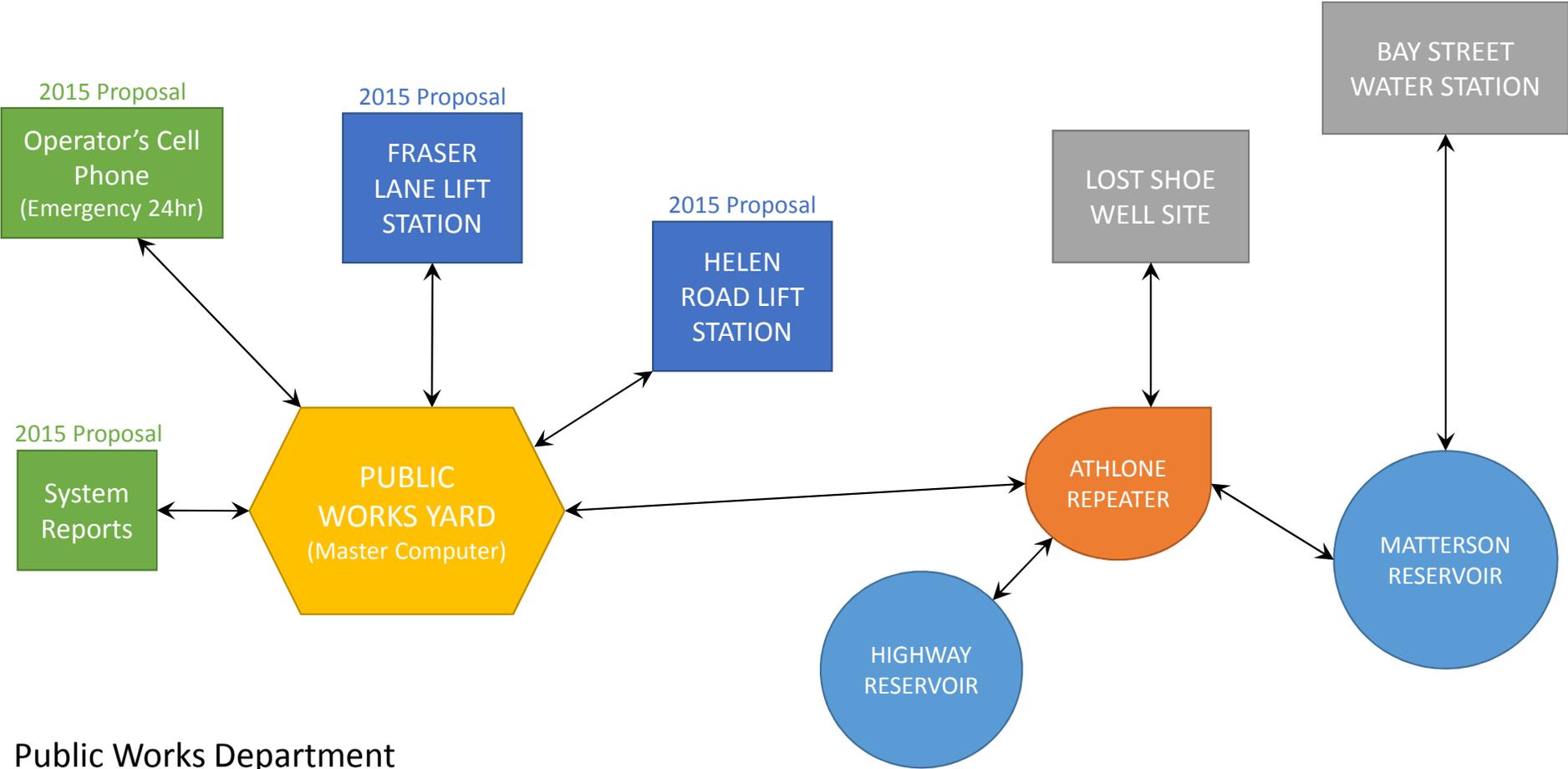
Without this project moving forward here are some of the potential risks involved without an alarm system. These are:

- Low reservoir or loss of supply within the system: This event would cause contamination to the water. Regulations would require staff to administer a Boil Water Advisory, as contamination could create a health risk and fines may be imposed on the District.
- Air locked system: Resulting from loss of water, this could cause infrastructure failures resulting in contamination and health risks and fines may be imposed
- No fire protection: which places the District at risk. Possible legal issues with insurance companies could arise.
- Sewer spills: This event will cause site contamination, health risks and possible fines.

# Communication Links - SCADA

**LEGEND**

↔ Two-way Communication





## Monthly Motion Status Report

**Period Covered:** May 2015 – November 2015  
**Prepared for:** December 8, 2015 Council Meeting

**Council Meeting Date:** May 12, 2015

Res. No.	Status	Motion
2015-120	In Process	<p>It was moved by Councillor Mole and seconded by Councillor McEwen THAT staff be directed to investigate the creation of smoking prohibition bylaw for District of Ucluelet parks and public areas.</p> <p><i>Report went to November 10, 2015 Council Meeting; proceeding with approved recommendations of Council to draft a smoking control bylaw.</i></p>

**Council Meeting Date:** June 9, 2015

Res. No.	Status	Motion
2015-159	In Process	<p>It was moved by Councillor Noel and seconded by Councillor Oliwa THAT the June 2, 2015 Committee of the Whole Recommendations (a through e) be adopted as a block.</p> <ul style="list-style-type: none"> <li>a. THAT Council direct District staff to contact Ucluelet Secondary School to engage on how to implement emergency planning programming using the new digital sign.</li> <li>b. THAT the digital sign at Ucluelet Secondary School be used for community event programming in addition to emergency planning.</li> <li>c. THAT the digital sign at Ucluelet Secondary School be altered to show the temperature in Celsius.</li> <li>d. THAT the District put out a press release to announce the hiring of two seasonal bylaw services ambassadors and to provide the public with information on the mandate of these positions and the procedure for making bylaw inquiries or complaints.</li> <li>e. THAT the District contact the Canadian Coast Guard to request their plans for keeping the grounds at Amphitrite Point maintained, to the same standard they have been for the past 25 years, this season and into the future.</li> </ul> <p><i>Item a - The participant agreement and policy were finalized, signed and reviewed by Council.</i></p> <p><i>Item b - The intention of the reader board is for school use and emergency notices only.</i></p> <p><i>Item c - The temperature in Celsius has been altered.</i></p> <p><i>Item d - Press release went out June 5, 2015.</i></p> <p><i>Item e - Letter sent to Canadian Coast Guard on June 16, 2015 – currently awaiting reply.</i></p>

Res. No.	Status	Motion
2015-160	In Process	It was moved by Councillor Mole and seconded by Councillor McEwen THAT staff be directed to bring forward a policy that addresses the issues in Whispering Pines Trailer Park.  <i>Policy is with lawyers for review.</i>

**Council Meeting Date:** June 23, 2015

Res. No.	Status	Motion
2015-172	In Process	It was moved by Councillor Noel and seconded by Councillor McEwen THAT Council pursue a lease agreement with the CBC for conversion of their radio service from AM to FM AND THAT the lease be brought forward prior to sign off.  <i>CBC is sending out a staff member to take some measurements the week of Nov.30-Dec.4. Lease agreement is signed and complete.</i>

**Council Meeting Date:** July 14, 2015

Res. No.	Status	Motion
2015-186	In Process	It was moved by Councillor Oliwa and seconded by Councillor Mole THAT staff be directed to perform a cursory review of the 2015 Community Recognition Awards to determine if the District of Ucluelet would be able to participate; AND THAT a report be brought forward on options for participation.  <i>District is too late to participate in 2015 Awards; will pursue options for 2016.</i>

**Council Meeting Date:** September 8, 2015

Res. No.	Status	Motion
2015-228	In Process	It was moved by Councillor Mole and seconded by Councillor Noel THAT Council approve recommendations 1 and 2 of report item 8.3 "Barkley Community Forest Articles", which state: <ul style="list-style-type: none"> <li>1. THAT Council adopt the following changes to the Articles of Incorporation for the Barkley Community Forest Corporation: <ul style="list-style-type: none"> <li>(a) Replacing article 13.9 with the following wording: <b>13.9 Director Composition</b> Each shareholder shall nominate three (3) directors and the 6 directors shall nominate one (1) director.</li> <li>(b) Replacing article 14.10 with the following wording: <b>14.10 Removal of Directors by Shareholder</b> The Shareholder may remove any director before the expiration of his or her term of office by special resolution. In that event, the shareholders may elect, or appoint by ordinary resolution, a director to fill the resulting vacancy. If the shareholders do not elect or appoint a director to fill the</li> </ul> </li> </ul>

Res. No.	Status	Motion
		<p>resulting Vacancy contemporaneously with the removal, then the directors may appoint or the shareholders may elect, or appoint by ordinary resolution, a director to fill that vacancy.</p> <p>(c) Change the wording in 14.01 to reflect the following</p> <p><b>14.1 Election at annual General Meeting</b></p> <p>(2) 1 director of the 3 appointed by the District of Ucluelet will cease to hold office immediately before the election of appointment of directors under paragraph (1), but are eligible for re-election or re-appointment. In 2015 the District of Ucluelet will appoint 3 directors, one (1) for a one (1) year term, one (1) for a two (2) year term and one (1) for a three (3) year term. In subsequent years the director that ceases to hold office immediately before the election or appointment of directors, will be appointed for a three year terms.</p> <p>2. AND THAT Council add new clauses in article 17:</p> <p><b>Notice of Meeting (to the shareholders)</b></p> <p>The Shareholders must be given reasonable notice of meetings of the Barkley Community Forest Corporation board of directors.</p> <p>Shareholder attendance at board meetings</p> <p>The Barkley Community Forest Corporation board meetings may be attended by shareholder representatives.</p>

**Harbour Authority Meeting Date:** September 15, 2015

Res. No.	Status	Motion
HA-010	In Process	<p>It was moved by Councillor McEwen and seconded by Councillor Oliwa THAT District staff be directed to investigate whether a separate agreement exists as pertains to the Small Craft Harbour garbage bin for collection.</p> <p><i>Currently checking costs from the two companies that provide the service</i></p>
HA-016	Complete	<p>It was moved by Councillor Oliwa and seconded by Councillor McEwen THAT District staff be directed to obtain a quote for the reinvigoration of the Small Craft Harbour sign.</p> <p><i>Quote will be included in a report for the next HAC agenda</i></p>

**Council Meeting Date:** October 13, 2015

Res. No.	Status	Motion
2015-248	Complete	<p>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:</p> <ol style="list-style-type: none"> <li>1. THAT Council authorizes staff to submit a Stage 1 Application to the Island Coastal Economic Trust for the Wild Pacific Trail Connector; and</li> <li>2. THAT Council authorize/recognize this expenses in the 2016 budget.</li> </ol> <p><i>Stage 1 funding application was approved November 30th</i></p>

**Council Meeting Date:** October 27, 2015

Res. No.	Status	Motion
2015-261	Council Direction	It was moved by Councillor Oliwa and seconded by Councillor Mole THAT Council support in principle attending the LGLA Leadership Forum on February 3-5, 2016, but that Council defer discussion of participation in the Forum and other events to the budget process.
2015-262	In Process	It was moved by Councillor Oliwa and seconded by Councillor Mole THAT Council direct staff to develop a general report on the anticipated revenues, losses, and overall impact of participation in the proposed inter-community business license; AND THAT the general report with staff recommendations be brought forward for Council's review.  <i>Have started to gather data and read information</i>
2015-265	In Process	It was moved by Mayor St. Jacques and seconded by Councillor Oliwa THAT Council direct staff to bring forward more information on the proposed SCADA upgrades that provides a better understanding of the system and what is proposed in report item 8.2.  <i>Revised report on December 8, 2015 Council Agenda</i>
2015-268	In Process	It was moved by Councillor Oliwa and seconded by Councillor Mole THAT staff be directed to pursue an interim agreement with the appropriate government body to expedite the transfer of the Coast Guard house to boost Ucluelet's economic development initiatives.  <i>CAO is following up with appropriate contact</i>
2015-269	In Process	It was moved by Councillor Mole and seconded by Councillor Noel THAT staff be directed to bring forward a report on Ukee Days, outlining the benefits, drawbacks and costs associated with moving the event to Tugwell Field from Seaplane Base; AND THAT staff include in its report any directives, recommendations or statements that pertain to Ukee Days within the Parks and Recreation Master Plan for Council's reference.  <i>Report sent to Council December 3, 2015</i>

**Council Meeting Date:** November 10, 2015

Res. No.	Status	Motion
2015-274	Not Started	It was moved by Councillor Mole and seconded by Councillor McEwen THAT Council direct staff to review and follow-up with the Army, Navy, and Airforce Veterans group regarding the request to allow public parking in their private lot during the busy summer season.  <i>Planning will review in Spring 2016</i>

Res. No.	Status	Motion
2015-279	In Process	It was moved by Councillor Oliwa and seconded by Councillor McEwen THAT Council direct staff to respond to the Honourable Minister Anton's letter to express gratitude and that Council looks forward to hearing from Mr. Clayton Pecknold, Assistant Deputy Minister and Director of Police Services, on RCMP services.
2015-281	In Process	It was moved by Councillor McEwen and seconded by Councillor Oliwa THAT Council direct staff to approach the Onni Group regarding the possibility of their providing parking for users of the Wild Pacific Trail - Ancient Cedars Loop.

**Council Meeting Date:** November 24, 2015

## UNAPPROVED MOTIONS

Res. No.	Status	Motion
2015-293	In Process	It was moved by Councillor McEwen and seconded by Councillor Mole THAT Council postpone discussion of correspondence item 6.2 until the next Regular Council meeting on December 8, 2015; AND THAT staff bring forward any relevant information at that time on the matter; AND THAT correspondence item 6.2 be forwarded to the Community Forest Board.
2015-296	Council Direction	It was moved by Councillor Mole and seconded by Councillor McEwen THAT Council designate a member of Council to be a liaison on all things impacting education on the west coast.
2015-297	In Process	It was moved by Acting Mayor Oliwa and seconded by Councillor McEwen THAT Council direct staff to send a letter of reply to the Honourable Minister Bernier expressing Council's desire to jointly meet with the Minister and our partners at the Board of Education, where said meeting is to be arranged by the Board of Education; AND THAT information item 7.2 be forwarded to School District 70 Board of Education.
2015-302	In Process	It was moved by Councillor McEwen and seconded by Councillor Mole THAT Council approve recommendation 1 of report item 9.3 "Food Primary Liquor License Amendment Application - Howlers Restaurant Service Past Midnight and Patron Participation Entertainment (e.g. Dine and Dance or Karaoke)", which states: 1. THAT Council request staff to gather the views of residents that may be affected by the proposal. To provide report outlining the views and comments of the respondents and possible recommendations within 90 days of notification.
2015-303	Not Started	It was moved by Acting Mayor Oliwa and seconded by Councillor Mole THAT staff be directed to prepare a report on the action plan and the budget necessary to enforce business licensing and inspections in bylaw 922, 2003.

Res. No.	Status	Motion
2015-304	Complete	It was moved by Acting Mayor Oliwa and seconded by Councillor Mole THAT staff be directed to write a letter of reply to Dep/Commr Craig Callens expressing Council's desire to collaborate on and further discuss Ucluelet's Limited Duration Posting status.



## STAFF REPORT TO COUNCIL

Council Meeting: **December 8, 2015**

500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** JEANETTE O'CONNOR, CHIEF FINANCIAL OFFICER

**FILE No:** 1880-20-03

**SUBJECT:** FINANCIAL UPDATE

**ATTACHMENT(S):** PROJECT EXPENSE USE OF FUNDS & CAPITAL USE OF FUNDS

This is a quick report to update Council on where revenues and expenditures are at this time and on the status of the special projects and capital items.

Operationally, as an overall average, the revenues are at 98% of the forecast amounts. The majority of departments, including water and sewer, are all around the 98% - 100% range as of December 02, 2015. There are a few departments that will not reach the forecasted revenue amounts.

With the information I have as of December 02, 2015 the overall actual operational expenditures will probably come in slightly less than the forecast numbers. In most cases, those departments that I predict will not reach their forecast revenue amounts also had substantially less in the way of expenditures. There has been some unforeseen incidents regarding both water and sewer that will definitely bring those expenditures closer to 100% of the forecast amounts.

As you can see from the attached special project and capital status reports there are a number of items that have been delayed and will be done in 2016.

**Respectfully submitted:**

Jeanette O'Connor, CFO



DISTRICT OF UCLUELET  
PROJECT EXPENSE USE FUNDS (GENERAL, WATER, AND SEWER)  
NON-RECURRING OPERATIONAL EXPENSES

Account	Description	2015		2016		Over (under) Budget	Spent %	Status
		Actual	Budget	Actual	Budget			
		\$ 144,253	\$ 299,920	\$ 155,667			48.10%	Used
1020305001	Carbon Offset Purchases	2,050	4,000	1,951			51.2%	Completed. Did not have to pay as much as was estimated.
1022406001	Electronics - Trucks UVFB	3,600	3,400	(200)			105.9%	
1023604001	Grind / pave	87,000	60,000	(27,000)			145.0%	Took advantage of low prices.
1023605001	Sidewalk Replacement	1,493	30,500	29,007			4.9%	Only completed one section. Did more with paved pathways. Will proceed in 2016
1023607001	ICBC Recommendations (from report)	1,902	10,000	8,098			19.0%	Flashing light & crosswalk signs installed. There may be outstanding invoices.
1024562001	SCH Park	669	2,000	1,331			33.4%	Trees will be planted next month. Bench to arrive in 2016.
1025603001	License Bylaw	-	4,000	4,000			0.0%	Put off until 2016.
1025606001	Heritage Signage Plaques	-	3,000	3,000			0.0%	Being done in 2016
1025607001	Official Community Plan - review	-	20,000	20,000			0.0%	This has been pushed to 2016.
1026902001	Little Beach (Cla-wa-chulk-tu Interpretation Plan)	3,441	30,000	26,559			11.5%	Project was scaled back. It is completed. May be some coding errors, which will be corrected during the year end process.
1026903001	Bike Park	6,266	7,620	1,354			82.2%	Bike park section completed. Project was overbudget due to trucking of clay. Beach volleyball section to be done in 2016.
1026904001	Skate board park	27	11,900	11,873			0.2%	Pushed to 2016 as a grant was received for 2016.
1026905001	Rec/Parks Master Plan	-	1,700	1,700			0.0%	Master Plan review rescheduled to 2017.
1026906001	WPT - Special Projects	10,000	10,000	-			100.0%	This was for the Lighthouse Loop Project 5.
1026910001	Parks amenities	2,200	5,300	3,100			41.5%	This is for 2 benches, one at the Bike Park and one at Kimoto Park.
1026919001	Tugwell Fields Washrooms	4,420	5,500	1,080			80.4%	Hydro design is completed. Outstanding work to be done in 2016.
1026920001	Banner Program	9,148	9,400	252			97.3%	85% complete. Still have 5 poles to install, which will be done by our crew. This may not be completed by the end of 2015. This will be overbudget as a bucket truck (for approx. \$1,000) was not anticipated.
1026923001	Seniors Grant Expenses	7,796	19,400	11,604			40.2%	This program will run until the end of February 2016.
1026924001	Youth Leadership Grant Expenses	3,486	-	(3,486)			No budget	Final workshop will be held early in 2016.
1027573101	Move for Health	757	5,200	4,443			14.6%	This program will run into 2016.
4026103001	Repair & Clean - Matterson Reservoir	-	30,000	30,000			0.0%	Have run into some problems with this. Trying to get it done by end of year but it may have to be done in January 2016
4026104001	Repair & Clean - Highway Reservoir	-	27,000	27,000			0.0%	Have run into some problems with this. Trying to get it done by end of year but it may have to be done in January 2016



**DISTRICT OF UCLUELET  
CAPITAL USE OF FUNDS (GENERAL, WATER, AND SEWER)  
TANGIBLE CAPITAL ASSETS**

Account	Description	2015		2015		24/11/2015 Spent %	Status
		ACTUAL	BUDGET	VARIANCE			
		\$ 66,777	\$ 578,700	\$ (511,923)		11.54%	
2021501001	Server And O/S	13,174	15,000	(1,826)			87.8% No more expenditures in 2015.
2022208001	Turnout Gear	12,600	9,200	3,400			137.0% The cost of turnout gear has increased.
2023701001	Boat Launch Phase 1	4,895	20,000	(15,105)			24.5% Ramp & environmental report completed. Floats to be done in 2016.
2023799001	<i>Engineering Structures: Future capital unspecified</i>	-	20,000	(20,000)			0.0%
2023804001	Walkways: Marine Dr. from Pen to Victoria	3,375	75,000	(71,625)			4.5% Grant pending. Moved to 2016.
2023805001	Walkway: He-Tin-Kis	-	75,000	(75,000)			0.0% This is still with legal so it won't be started until 2016. Also part of a grant application.
2024021001	Cemetery Expansion	-	44,500	(44,500)			0.0% Engineering for drainage work will be done in 2016.
2024025001	Cemetery Fence Parking Landscaping	1,500	15,500	(14,000)			9.7% This is presently underway and will be completed in December 2015.
2025101001	Light House Keepers House	-	15,000	(15,000)			0.0% This is still undecided so will push into 2016.
2026027001	Beach Improvements - RMI - funded	-	20,000	(20,000)			0.0% Not doing in 2015.
2026102001	REC HALL (OPTIONS)	6,150	30,000	(23,850)			20.5% Painting came in under budget. Remainder to go to reserves.
5021902001	Matterson Reservoir - Upgrades	-	46,000	(46,000)			0.0% Will be done in 2016.
5021999001	Future capital projects (provisional)	-	50,000	(50,000)			0.0%
7021902001	Bay St Lift Str Upgrade	-	88,500	(88,500)			0.0% Has quotes. Will proceed in 2016.
7021904001	SCADA - Sewer	-	25,000	(25,000)			0.0% Waiting for approval.
7021999001	Future Capital Projects	25,083	30,000	(4,917)			83.6% Completed. Section between Helen & Peninsula.





## STAFF REPORT TO COUNCIL

Council Meeting: DECEMBER 8<sup>TH</sup> 2015  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** JOHN TOWGOOD, PLANNER 1

**FILE NO:**

**FOLIO:** 025.000

**SUBJECT:** REFERRAL FOR A CROWN LAND TENURE – DISTRICT LOT 2099

**ATTACHMENT(S):** APPENDIX A – REFERRAL PACKAGE FROM MINISTRY OF FORESTS, LANDS AND NATURAL RESOURCE OPERATIONS

### RECOMMENDATION(S):

1. **THAT** Council support the Crown Land Tenure application proposed for District Lot 2099;  
or
2. **THAT** Council consider the Crown Land Tenure proposed for District Lot 2099 and does not support this Crown Land Tenure application;

### PURPOSE:

To provide Council with information on a referral package for District Lot 2099 which is a water lot located in the Ucluelet Harbor adjacent to 1331 Eber Street.

### BACKGROUND:

A referral package has been received from the Ministry of Forests, Lands and Natural Resource Operations for crown land tenure over for District Lot 2099 (See Figure 1).

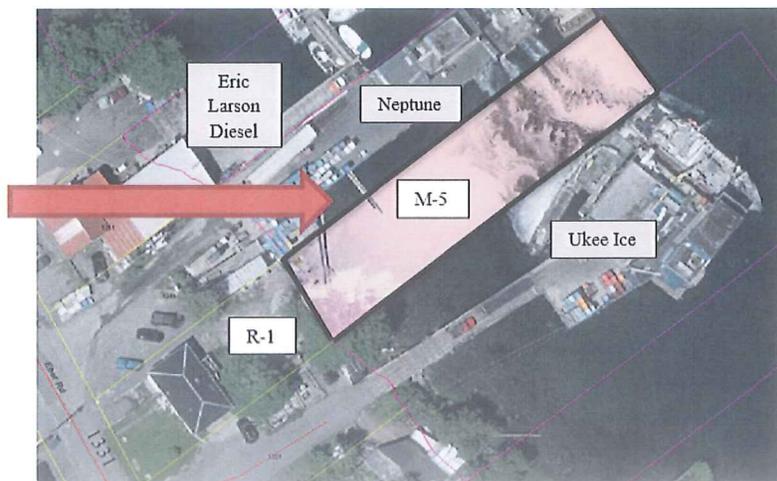


Figure 1

This water lot is located directly adjacent to 1331 Eber Street, Ucluelet and is currently Zoned M-5 Recreation and Protection. The M-5 Zone is as follows:

**M-5 Zone – MARINE RECREATION & PROTECTION**

*This Marine Zone is intended for minimal use and development.*

**M-5.1 Permitted Uses**

*M-5.1.1 The following uses are permitted, with no secondary permitted uses:*

- (1) Principal
  - (a) Marine Recreation
  - (b) Environmental Conservation
- (2) Secondary N/A

Marine Recreation is defined as:

*“Marine Recreation” means non-commercial leisure or recreational activities on or in the water, such as fishing, swimming, boating and water skiing;*

This proposal doesn't meet the current zoning but it should be noted that the applicant would have to obtain the tenure for the lot before they could apply for rezoning. The adjacent upland lot, 1331 Eber is zoned R-1 with a current use of residential. This zoning does not support commercial fishing charters or nightly rental suites. R-1, Single Family Residential, supports the following secondary uses; Bed and Breakfast, Home Occupation and Secondary Suite. It should be noted Bed and Breakfast and Secondary Suite must not operate concurrently. This proposal indicates that there are currently two self-contained 3 bedroom suites which would be contrary to the subject properties current zoning.

**R-1 Zone - SINGLE FAMILY RESIDENTIAL**

*This Zone is intended for traditional low density single family residential development, with accessory uses providing a minimal impact on the surrounding residential neighbourhood.*

**R-1.1 Permitted Uses**

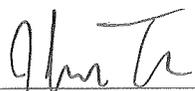
*R-1.1.1 The following uses are permitted, but secondary permitted uses are only permitted in conjunction with a principal permitted use:*

- (1) Principal:
  - (a) Single Family Dwelling
- (2) Secondary:
  - (a) Bed and Breakfast
  - (b) Home Occupation
  - (c) Secondary Suite

**SUMMARY:**

The subject water lot and the adjoining land lot are situated in a residential zone with historical light industrial uses in place on each side of the property. The proponent is indicating a commercial recreational use that will require the eventual rezoning of both the water lot and the land lot to conform to Zoning Bylaw #1160.

**Respectfully submitted:**



John Towgood, Planning Planner 1



# Applying for a Crown Land Tenure

All applications must include completed application form, general location map, local detail map, appropriate fees and attachments as indicated below.

INFORMATION REGARDING APPLYING FOR CROWN LAND AVAILABLE AT [www.for.gov.bc.ca/Land\\_Tenures/crown\\_land\\_application\\_information/general\\_information\\_for\\_applications.html](http://www.for.gov.bc.ca/Land_Tenures/crown_land_application_information/general_information_for_applications.html)

## PART 1. NAME(S) AND MAILING ADDRESS

**Applicant Name:**  
FULL LEGAL NAME of Individual(s), Company or Society,  
Ministry or Government Agency Your File: \_\_\_\_\_  
DOUG FARRINGTON  
ROY ALEXANDER  
Contact Name for Company or Ministry Applicants:  
\_\_\_\_\_

Are you an Agent submitting this application on behalf of your client?  
 Yes  No  
Letter of Agency attached  Yes  No

**Applicant Mailing Address:**  
P.O. Box 9 STN. Main  
Parksville BC  
\_\_\_\_\_ postal code V9P 2G3

**Agent Name & Mailing Address:**  
\_\_\_\_\_  
\_\_\_\_\_ postal code \_\_\_\_\_

**Applicant Contact Numbers:** Phone: 250-248-1494  
Daytime Phone: same Fax: \_\_\_\_\_  
**Applicant Email Address:** midislandice@shaw.ca

**Agent Contact Numbers:**  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Agent Email Address:** \_\_\_\_\_

**Is the Applicant or the Applicant's Spouse a Provincial Government Employee**  
 Yes  No

(FOR OFFICE USE ONLY. To address application processing for Provincial Government Employees go to the Land Procedure: Allocation Procedures - Applications)

**For applications made by more than one individual:**  Joint Tenants or  Tenants in Common

For your information: Joint Tenants: on the death of one tenant the interest passes to surviving tenant.  
Tenants in Common: on the death of one tenant the interest passes to the beneficiaries of the estate.

**BC Inc. #, BC Registration # or Society #:** \_\_\_\_\_

**GST Registration #:** \_\_\_\_\_

**Age: 19 or over**  Yes  No

**Canadian Citizen or Permanent Resident**  Yes  No

**Do you hold another Crown land tenure?**  Yes  No If yes, provide File Number: \_\_\_\_\_

**Period of Projected Use:**

Two years or less  Two to five years  Five to ten years  Ten to thirty years  More than thirty years

**Application Type:**  new application  replacement application – file number \_\_\_\_\_  
 investigative permit application  amendment application – file number 1413794

**Proposed Use/Tenure Type:** (e.g. powerline right of way, gravel quarry licence) general commercial

### FOR OFFICE USE ONLY

(date/time received)  
MAY 26 2014

**File Number:**  
1413794

**Project Number:**  
139810

**Disposition ID:**  
915991

**Client Number:**  
248801

11000-00-applc

Page 1 of 6

## PLEASE SELECT APPROPRIATE PROPOSED LAND USE

Proposed Land Use Program Area	New Application Fees (including HST)	Program Specific Requirements Website
<input type="checkbox"/> Aggregates & Quarry	\$1,120.00	<a href="http://for.gov.bc.ca/Land_Tenures/tenure_programs/programs/aggregates/index.html">for.gov.bc.ca/Land_Tenures/tenure_programs/programs/aggregates/index.html</a>
<input type="checkbox"/> Agriculture – Intensive	\$ 280.00	<a href="http://for.gov.bc.ca/Land_Tenures/tenure_programs/programs/agriculturein/index.html">for.gov.bc.ca/Land_Tenures/tenure_programs/programs/agriculturein/index.html</a>
<input type="checkbox"/> Agriculture - Extensive	\$ 280.00	<a href="http://for.gov.bc.ca/Land_Tenures/tenure_programs/programs/agricultureex/index.html">for.gov.bc.ca/Land_Tenures/tenure_programs/programs/agricultureex/index.html</a>
<input type="checkbox"/> Airport – private	*\$50 per hour process time	Contact <a href="#">FrontCounter BC</a>
<input type="checkbox"/> Alpine Skiing	Type 1 (minor) \$1,120.00 Type 2 (major) contact FrontCounter BC	<a href="http://resort.development/how.process.works/tenure.permits/allocation.by.proposal.htm">resort.development/how.process.works/tenure.permits/allocation.by.proposal.htm</a>
<input type="checkbox"/> Aquaculture – Fin fish	\$5,516.00	<a href="http://for.gov.bc.ca/Land_Tenures/tenure_programs/programs/aquaculture/index.html">for.gov.bc.ca/Land_Tenures/tenure_programs/programs/aquaculture/index.html</a>
<input type="checkbox"/> Aquaculture – Shellfish	\$1,344.00	<a href="http://for.gov.bc.ca/Land_Tenures/tenure_programs/programs/aquaculture/index.html">for.gov.bc.ca/Land_Tenures/tenure_programs/programs/aquaculture/index.html</a>
Clean Energy - <input type="checkbox"/> Waterpower	Investigative licence...\$560.00 OR	<a href="http://www.env.gov.bc.ca/wsd/water_rights/waterpower/index.html">http://www.env.gov.bc.ca/wsd/water_rights/waterpower/index.html</a>
<input type="checkbox"/> Wind Power	Investigative Permit ...\$560.00	<a href="http://www.for.gov.bc.ca/land_tenures/tenure_programs/programs/windpower/index.html">http://www.for.gov.bc.ca/land_tenures/tenure_programs/programs/windpower/index.html</a>
<input type="checkbox"/> Ocean Energy	Wind Meteorological tower .....\$560.00 Project .....\$3696.00	<a href="http://www.for.gov.bc.ca/land_tenures/tenure_programs/programs/oceanenergy/index.html">http://www.for.gov.bc.ca/land_tenures/tenure_programs/programs/oceanenergy/index.html</a>
<input checked="" type="checkbox"/> Commercial - General	\$ 280.00	<a href="http://for.gov.bc.ca/Land_Tenures/tenure_programs/programs/generalcommercial/index.html">for.gov.bc.ca/Land_Tenures/tenure_programs/programs/generalcommercial/index.html</a>
<input type="checkbox"/> Commercial - Film	\$560.00 fee plus \$280.00 rental	<a href="http://for.gov.bc.ca/Land_Tenures/tenure_programs/programs/film/index.html">for.gov.bc.ca/Land_Tenures/tenure_programs/programs/film/index.html</a>
<input type="checkbox"/> Adventure Tourism	Non-Motorized \$280.00 Motorized \$3,696.00	<a href="http://for.gov.bc.ca/Land_Tenures/tenure_programs/programs/adventure_tourism/index.html">for.gov.bc.ca/Land_Tenures/tenure_programs/programs/adventure_tourism/index.html</a>
<input type="checkbox"/> Communication Site	\$1,120.00	<a href="http://for.gov.bc.ca/Land_Tenures/tenure_programs/programs/communicationsites/index.html">for.gov.bc.ca/Land_Tenures/tenure_programs/programs/communicationsites/index.html</a>
<input type="checkbox"/> Community/ Institutional	\$ 280.00	<a href="http://for.gov.bc.ca/Land_Tenures/tenure_programs/programs/community/index.html">for.gov.bc.ca/Land_Tenures/tenure_programs/programs/community/index.html</a>
<input type="checkbox"/> Federal Reserves	\$3,696.00	Federal Government Only – Contact <a href="#">FrontCounter BC</a>
<input type="checkbox"/> Ferry Terminals	*\$50 per hour process time	
<input type="checkbox"/> General Industrial	\$ 560.00	<a href="http://for.gov.bc.ca/Land_Tenures/tenure_programs/programs/generalindustrial/index.html">for.gov.bc.ca/Land_Tenures/tenure_programs/programs/generalindustrial/index.html</a>
<input type="checkbox"/> Golf Course	\$3,696.00	<a href="http://for.gov.bc.ca/Land_Tenures/tenure_programs/programs/golfcourses/index.html">for.gov.bc.ca/Land_Tenures/tenure_programs/programs/golfcourses/index.html</a>
<input type="checkbox"/> Grazing	\$ 280.00	<a href="http://for.gov.bc.ca/hra/Legislation/grazing.htm">for.gov.bc.ca/hra/Legislation/grazing.htm</a>
<input type="checkbox"/> Head Lease	\$50 per hour process time	Contact <a href="#">FrontCounter BC</a>
<input type="checkbox"/> Log Handling	\$1,120.00	<a href="http://for.gov.bc.ca/Land_Tenures/tenure_programs/programs/loghandling/index.html">for.gov.bc.ca/Land_Tenures/tenure_programs/programs/loghandling/index.html</a>
<input type="checkbox"/> Marina	\$ 560.00	<a href="http://for.gov.bc.ca/Land_Tenures/tenure_programs/programs/marinas/index.html">for.gov.bc.ca/Land_Tenures/tenure_programs/programs/marinas/index.html</a>
<input type="checkbox"/> Mining	\$ 560.00	<a href="http://for.gov.bc.ca/Land_Tenures/tenure_programs/programs/mining/index.html">for.gov.bc.ca/Land_Tenures/tenure_programs/programs/mining/index.html</a>
<input type="checkbox"/> Oil and Gas	\$ 560.00	<a href="http://for.gov.bc.ca/Land_Tenures/tenure_programs/programs/oil_gas/index.html">for.gov.bc.ca/Land_Tenures/tenure_programs/programs/oil_gas/index.html</a>
<input type="checkbox"/> Private Moorage	\$ 280.00	<a href="http://for.gov.bc.ca/Land_Tenures/tenure_programs/programs/privatemoorage/index.html">for.gov.bc.ca/Land_Tenures/tenure_programs/programs/privatemoorage/index.html</a>
<input type="checkbox"/> Provincial Reserves		For Provincial Government Ministries Only
<input type="checkbox"/> Utilities (Linear Use)	Less than 25 Km \$1,120.00 More than 25 Km *\$50 per hour Access to single lot \$280.00	<a href="http://for.gov.bc.ca/Land_Tenures/tenure_programs/programs/utilities/index.html">for.gov.bc.ca/Land_Tenures/tenure_programs/programs/utilities/index.html</a>
<input type="checkbox"/> Residential	\$ 280.00	<a href="http://for.gov.bc.ca/Land_Tenures/tenure_programs/programs/residential/index.html">for.gov.bc.ca/Land_Tenures/tenure_programs/programs/residential/index.html</a>
<input type="checkbox"/> Roadways – Public	\$ 280.00	<a href="http://for.gov.bc.ca/Land_Tenures/tenure_programs/programs/roadways/index.html">for.gov.bc.ca/Land_Tenures/tenure_programs/programs/roadways/index.html</a>
<input type="checkbox"/> Roadways – Industrial	\$1,120.00	<a href="http://for.gov.bc.ca/Land_Tenures/tenure_programs/programs/roadways/index.html">for.gov.bc.ca/Land_Tenures/tenure_programs/programs/roadways/index.html</a>
<b>Note:</b> Investigative Permits (available for all program areas): \$560.00 (including HST) Replacement Application Fees: 50% of above fee or \$224.00 (including HST), as a minimum. Amendment Fees: Contact <a href="#">FrontCounter BC</a>		

\* To be paid at a later date

**PART 2 (continued)**

General Location of Crown land (i.e. distance from nearest community, Indian Reserve or significant geographic location such as a lake or mountain; location on a named road; etc.):

1331 Eber St, Ucluelet BC

Please provide a shape file if available.

Area in Hectares: 1363 OR length (km/m): \_\_\_\_\_ width (km/m): \_\_\_\_\_

**PART 3. LEGAL DESCRIPTION OR BOUNDARY DESCRIPTION**

If surveyed, give legal description: as provided by the local Land Title Office (e.g., Lot 1 of Section 31, Township 12 W6M Kamloops Division of Yale District Plan 18411). A legal description is found in the Certificate of Title (CofT). A copy of the CofT must be attached to the application. A copy of your Registered Survey Plan, if available, will confirm the dimensions of the place of use.

District Lot 2099 Clayoquot District  
191. 729  
N51° 27' 05" E

If unsurveyed: enter description of unsurveyed Crown land and description of boundaries.

**Instructions to Describe Unsurveyed Crown Land**

- The point of commencement, for unsurveyed parcels, should be described in terms of an existing survey post (e.g., 18 metres west of the S.E. corner of the parcel) or a readily identifiable geographic feature (e.g., a prominent point of land or intersection of two roads) to enable accurate location of the parcel.
- Boundary lines of the area must be, as much as possible, astronomically true north, south, east and west so that a rectangular lot is formed.
- Where the topographic features of the area do not allow for rectangular boundary lines running true north, south, east and west, then boundaries will be permitted in other directions as long as they do not interfere with the orderly survey of other surrounding land.
- The side lines of small parcels fronting on lakes, rivers, tidal waters and on certain surveyed highways shall, where possible, be parallel to each other and perpendicular to the general trend of the features on which the small parcel fronts.
- The sidelines for unsurveyed foreshore shall, as a general rule, be laid out at right angles to the general trend of the shore. This may be varied to suit special conditions, but encroachment on the foreshore fronting adjoining lands shall be avoided. The outside or waterward boundary shall be a straight line or series of straight lines joining the outer ends of the side boundaries. On narrow bodies of water the outside boundary shall not normally extend beyond the near edge of the navigable channel.

1 hectare = 2.471 acres

1 metre = 3.281 feet

100 metres x 100 metres = 10,000 square metres or 1 hectare

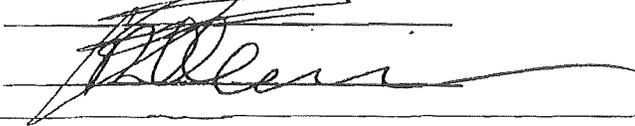
**All applications must be complete. Incomplete applications will be returned to applicant.**  
Please refer to the specific program requirements (e.g., Aggregates, Commercial, Residential) for information that must be submitted with this application.

All of the following **must** be attached to or enclosed with this application form:

- Fees (in the amount indicated in Part 2) to **Minister of Finance** (cheque or credit card authorization form attached or pay in person with debit card or cash)
- General Location Map(s)** at a scale of 1:50,000 to 1:250,000 indicating general location of the area under application and the location of access roads, watercourses and other major landmarks.
- Detailed Site Map(s)** outlining in detail the area under application, showing the exact perimeter boundaries of the application area including the dimensions (in metre) and area (ha), including watercourses, district lots etc.
- Program Specific Requirements** (i.e. communication site, agriculture, industrial, aquaculture).  
Program specific requirements can be confirmed at  
[http://www.for.gov.bc.ca/Land Tenures/crown land application information/program areas.html](http://www.for.gov.bc.ca/Land_Tenures/crown_land_application_information/program_areas.html)

**PLEASE NOTE:** Additional items may be required (e.g. Advertising, Security Deposit, Proof Of Insurance, Letter Of Consent) Please consult Program Policies or contact FrontCounter BC for further information. Some items may have additional associated costs or require additional processing time.

Applicant or Agent signature(s):



Date: May 23/14

**PLEASE RETAIN A COPY OF THIS APPLICATION FOR YOUR RECORDS  
- APPLICATIONS ARE NOT TRANSFERABLE -**

**NOTE:** The information you provide will be subject to the Freedom of Information and Protection of Privacy Act. If you have any questions regarding the treatment of your personal information, please contact the Manager, Privacy, Information Access and Records Management.  
The submission of this form does not in any manner convey any rights to use or occupy Crown land.

**MANAGEMENT PLAN FOR  
CROWN LAND LOT 2099  
UCLUELET, B.C.**

**SECTION A – PROJECT OVERVIEW**

**PAGE 1 OF 3**

**Project & Purpose:**

- We want to construct a dock to tie a few sports fishing boats up to. Our plan is to operate a small sports fishing business.

**Location, Size and Main Feature of Project:**

- District Lot 2099 – Clayoquot District - 19T. 729 N 51 degrees 27' 05" E  
Size - .1363 hectares  
Main Feature: dock, ramp and float

**Access Plans:**

- Access to the dock will be from the backyard, down the bank from the house located at 1331 Eber.

**Construction Schedule:**

- We hope to start construction on the dock in early July 2014 with completion by the end of September.

**SECTION B – PROJECT DESCRIPTION**

**I. Background**

**Product/service being offered:**

- Daily sports fishing trips with accommodation if required.

**Potential Market:**

- Tourists that come to Ucluelet for sports fishing. Sports fishermen from British Columbia and Washington U.S.A.

**Location of Competition:**

- Canadian Princess – 1943 Peninsula
- Pacific Rim Guest Lodge – 354 Forbes
- Wild Pacific Charters – 423 Orca Cres.
- Albion Charters – 106 Sutton

**II. Location**

**General description of location, traffic, seasonal expectation:**

- Eber Road has several commercial businesses and bed & breakfast facilities located on it. The traffic in the summer in this area is not congested as it is away from the main downtown area of Ucluelet.

**Reasons/justification of need for this type of commercial venture at this location:**

- The house we purchased is located on the waterfront and has a complete 3 bedroom self-contained living quarters on the upper level and also on the lower level. This would be a perfect location for a small sports fishing lodge. The manager/guide would stay upstairs and we would be able to offer accommodation to the sports fishing guests downstairs if needed. This would make a nice private retreat for small groups/families that enjoy a few days of fishing.

### **III. UTILITIES**

#### Utility requirements and sources:

- As of right now, we don't have any plans of having electrical power on the wharf but if and when we do we will have Breakers Electric install a dock light. They are an electrical company that has done all of our previous electrical requirements in Ucluelet.

#### Water Supply:

- If we decide to put a water supply on the dock we will run a water pipe from the house down to the dock. This pipe will be attached to the side of the dock. This work would be done by J & S Refrigeration. They have done a lot of work for us in the past and are very good at what they do.

#### Sewage disposal:

- There will be no sewage requirements on the dock. We do not plan on putting toilet facilities on the wharf.

### **SECTION C – ADDITIONAL INFORMATION**

#### **I. Environmental**

##### **a. Land Impacts:**

- We don't foresee any surface disturbance and there will not be any clearing or logging required. There will be no buildings and the dock and ramp will be built professionally. The status of the land is a clear beach with no trees or brush on it. There is no documented archaeological site there. The type of material used to build the dock will be wood pilings, aluminum ramp and a wooden float. We plan on hiring a professional dock builder which will be experienced in minimizing impacts to the beach and ocean floor.

##### **b. Atmospheric Impacts:**

- There shouldn't be minimal impact to the atmosphere (sound, odor, gas emissions). The only sound will be the boats idling slowly into the dock and they will be shutting their engines off as soon as they are tied up.

##### **c. Aquatic Impacts:**

- There will be no impact in this case as there is no drainage, sedimentation or water diversion or flood potential.

##### **d. Fish & Wildlife Habitat:**

- This proposed project will not affect fish or wildlife. If anything, the pilings will give starfish, barnacles, etc another place to live.

II. Socio-Community

a. Land Use:

- The house and property where the proposed project would be is situated between two commercial fish plants. Eber Road has several commercial businesses on it that have commercial zoning in place. There are no public recreational use areas in the vicinity.

b. Socio-Community Conditions:

- The proposed project will not affect the existing community services or infrastructure. The District of Ucluelet has an Ambulance Station and a volunteer Fire Department. It also has a doctor's office. There will be no extra pressure put on these community services due to this proposed project.

c. Public Health:

- There will be no waste disposal or site contamination. The house is already on the District of Ucluelet's sewer and water system.

d. First Nations:

- We have made no contact with the Chief and Council of the Ucluelet First Nation in regards to our proposed project but have had two members from the Ucluelet band living in the downstairs suite of the house since we purchased it in Dec. 2011. Their names are: Lance McCarthy and Clarissa Clayton. They have been valued employees and are also personal friends of ours for the past 5 years.

Archaeological Resources and Cultural Significance:

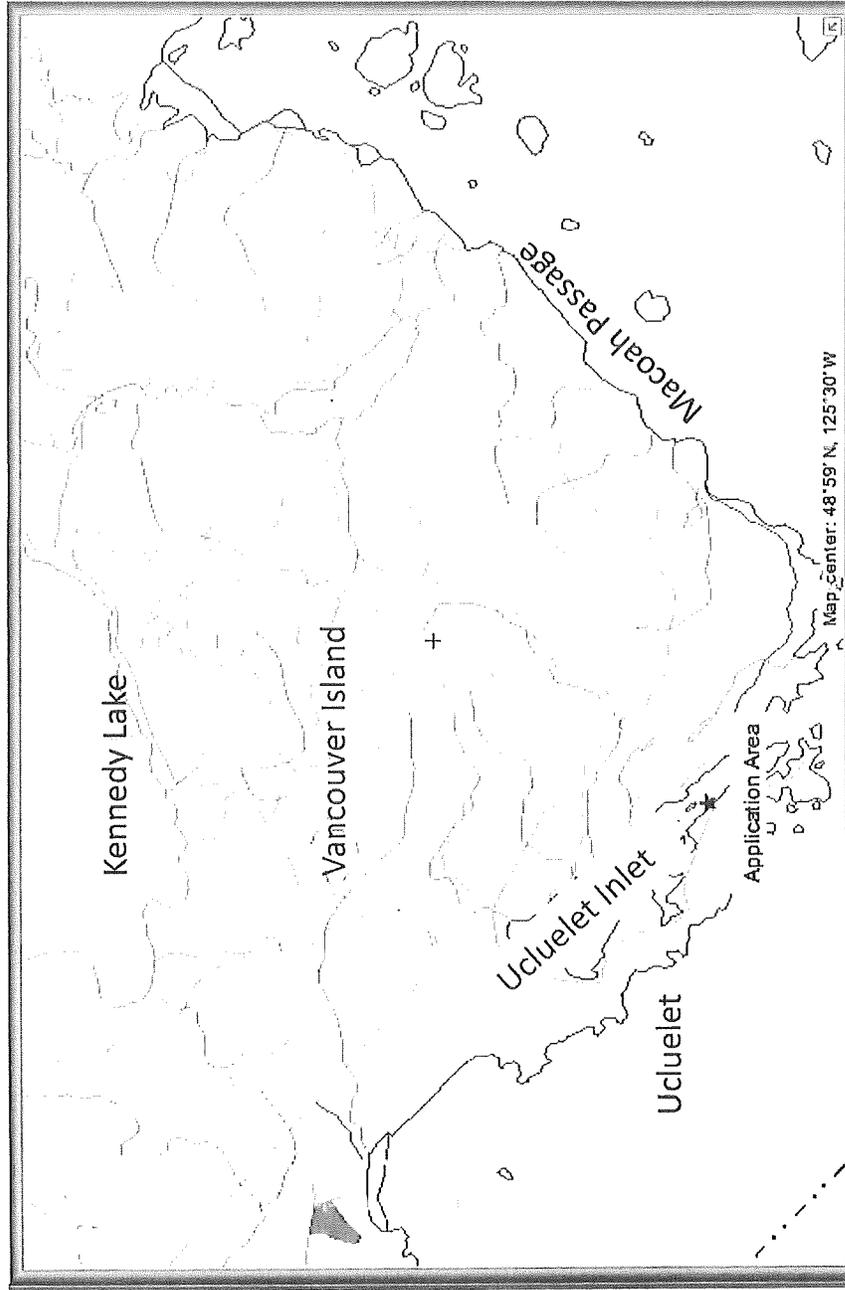
- Roy Alexander is currently the Fishery Advisory for the First Nations and has been an advocate of the First Nations in that area for the past 30 years and has never heard of, or known of any archaeological resources or areas of cultural significance in the vicinity of the proposed project.

Dated: May 23/14

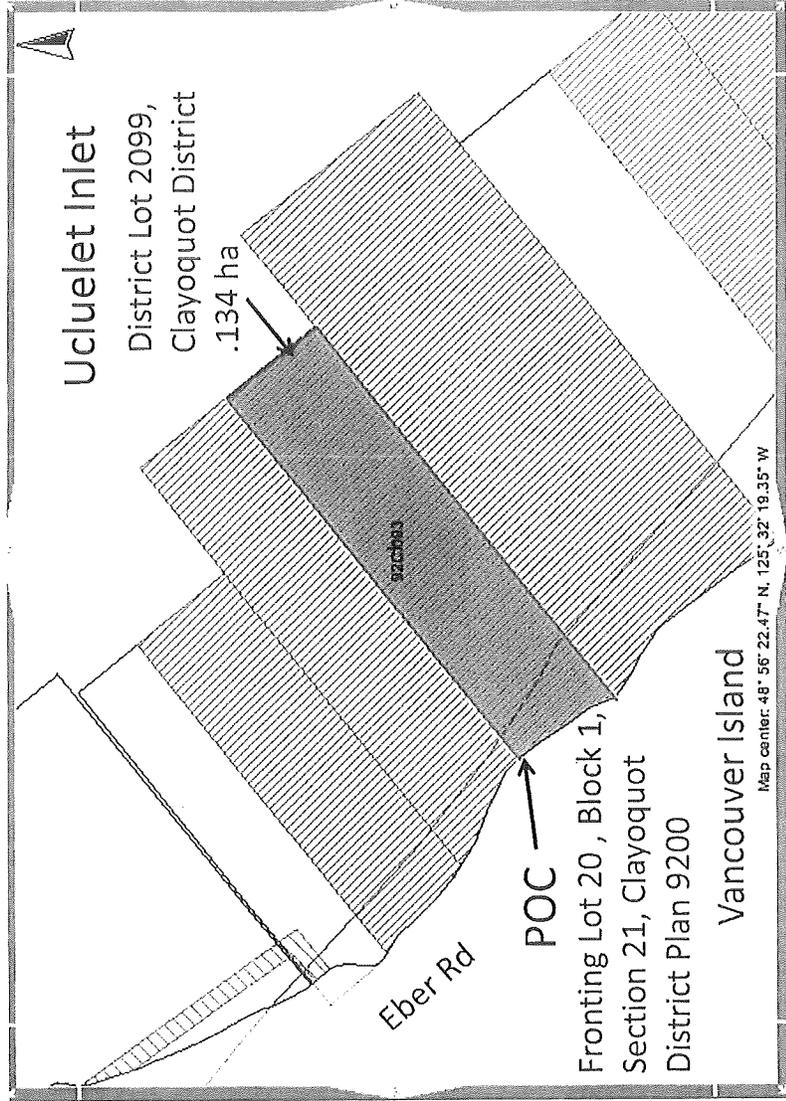
  
Roy Alexander

  
Doug Farrington

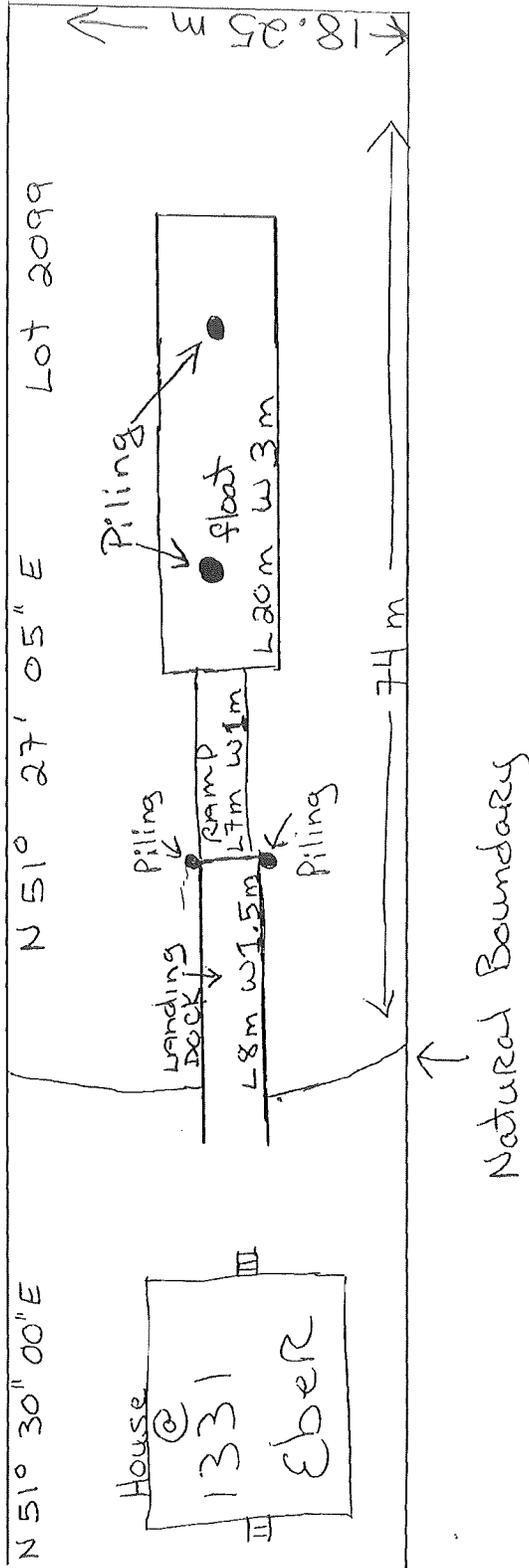
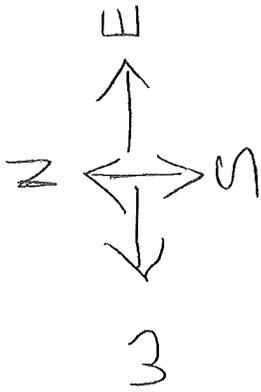
1413794 General Area Map



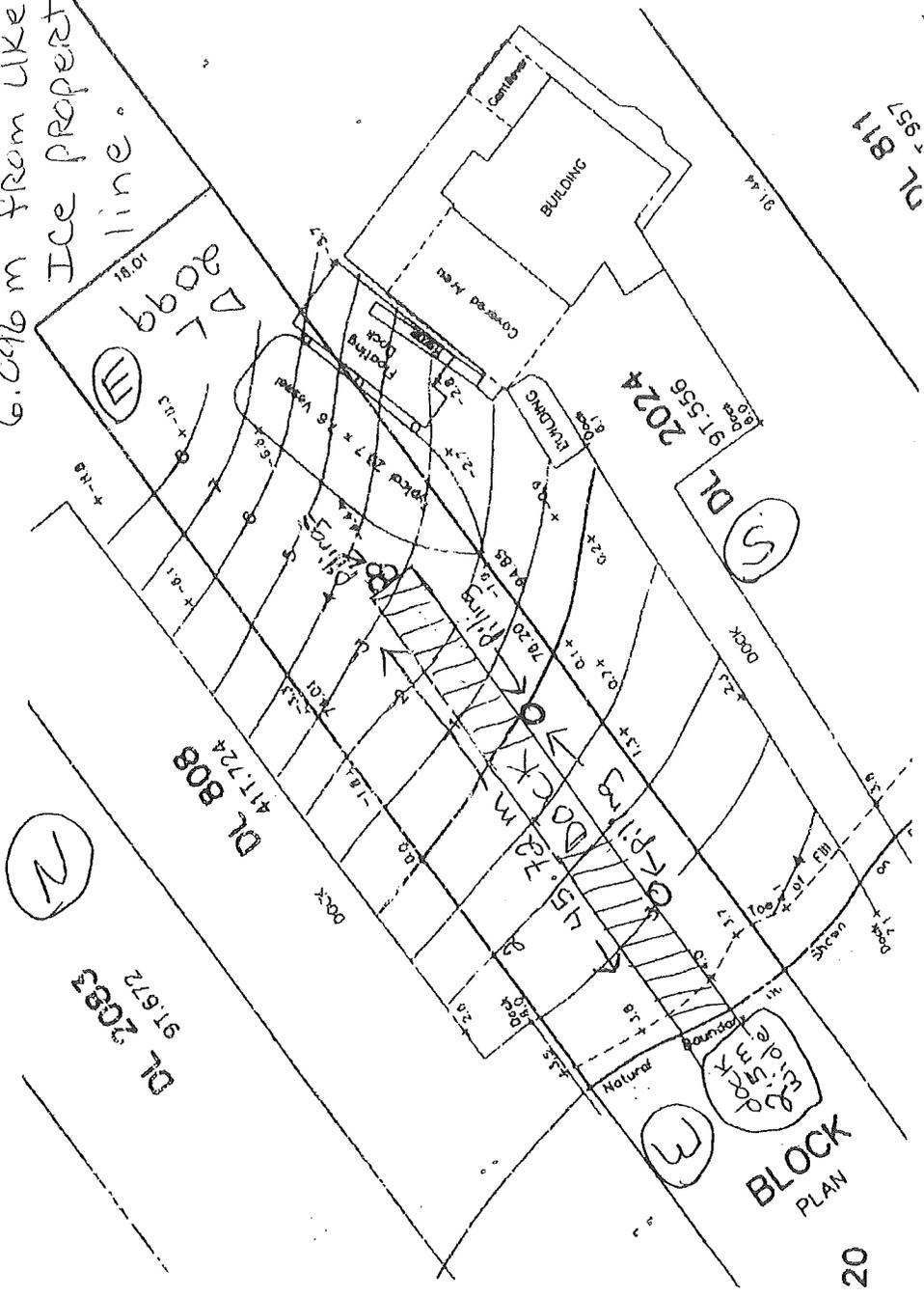
1413794 Site Specific Map



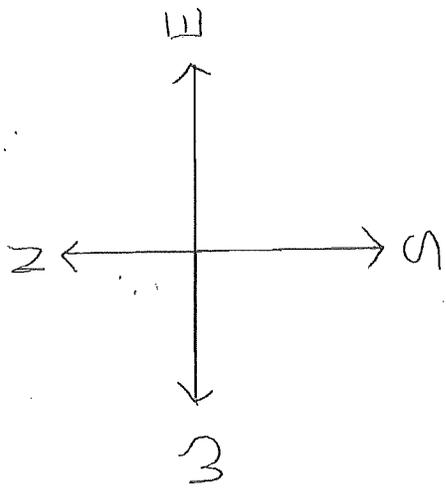
POC 125 32 21.1 W 48 56 21.84N then go 74m @ 51.5 degrees then 18.2m @ 141.4 degrees then 76.2m @ 231.7 degrees returning to the POC .134 ha



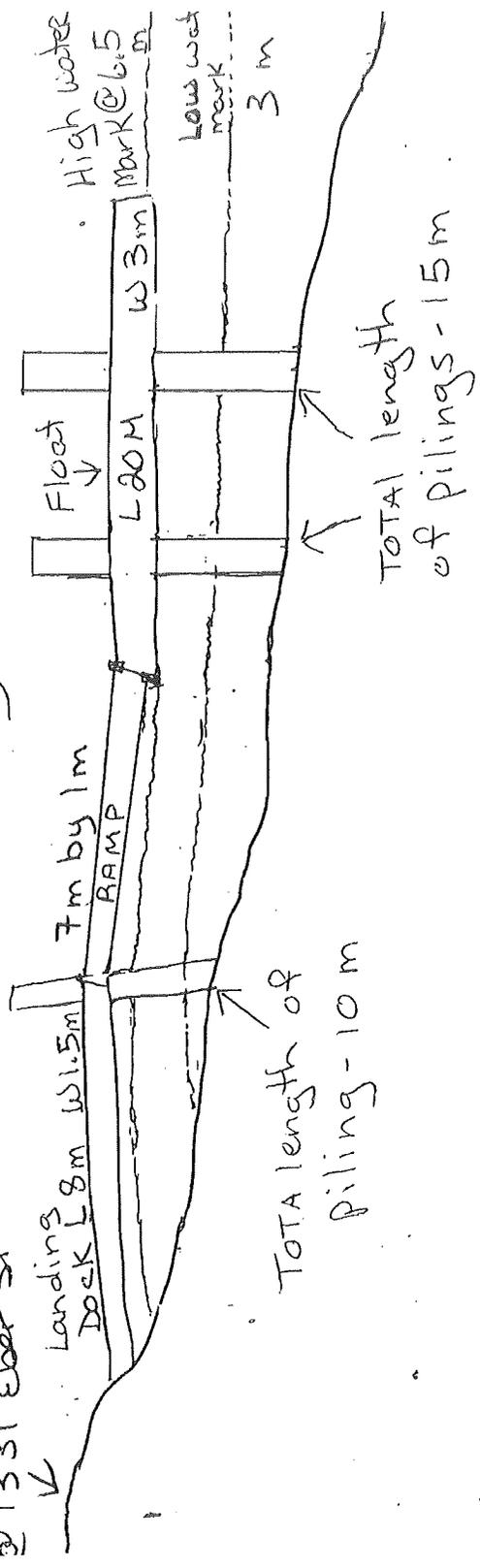
Note: The piling to the south will be 6.096 m from UKEE Ice Property line.



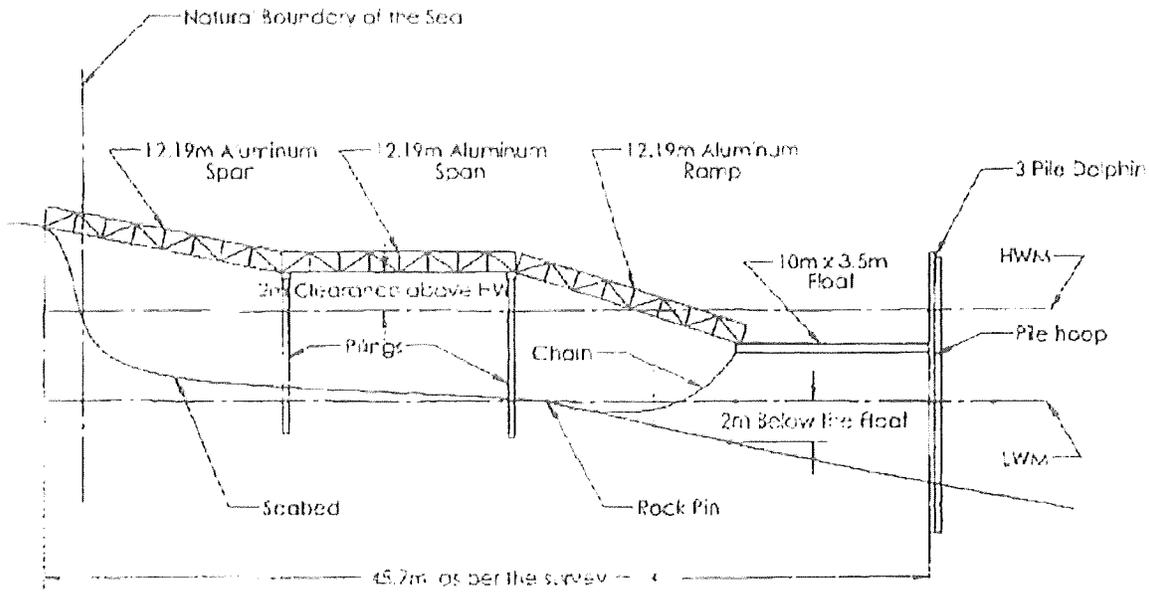
20



Bank down  
from house  
@ 1331 Elber St



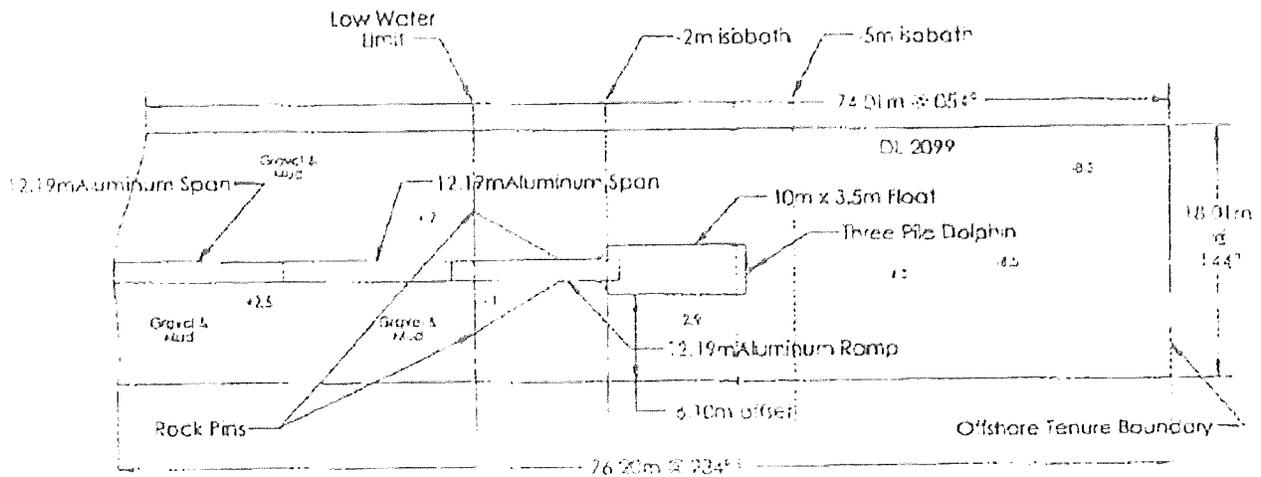




<p>NOTES AND CONDITIONS</p> <p>1. This drawing is the property of Island Marine Construction Ltd. All rights reserved. No part of this drawing may be reproduced or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or by any information storage and retrieval system, without the prior written permission of Island Marine Construction Ltd.</p>	<p>DESIGNED BY: [Name]</p> <p>CHECKED BY: [Name]</p> <p>DATE: [Date]</p>	<p>SCALE: 1:100</p>	<p>Island Marine Construction Ltd</p> <p><b>Farrington</b></p> <p><b>DL 2099</b></p>	<p>NO. [Number]</p> <p>REV [Number]</p>
	<p>DATE: [Date]</p> <p>SCALE: [Scale]</p>	<p>SCALE: 1:100</p> <p>WEIGHT: [Weight]</p> <p>SHEET 1 OF 1</p>	<p>DATE: [Date]</p> <p>NO. [Number]</p> <p>REV [Number]</p>	

Approved: [Signature]  
 CRAIG COTE

NOV 20/14  
 Date



ISLAND MARINE CONSTRUCTION LTD  
 100 BARRACK STREET, WILSONS PROMENADE  
 SUVA, FIJI  
 TEL: +677 332 2222  
 FAX: +677 332 2223  
 WWW.ISLANDMARINECONSTRUCTION.COM.FI

NO	DESCRIPTION	DATE	BY	CHKD
1	DESIGNED BY	11/11/14	DM	DM
2	CHECKED BY			
3	APPROVED BY			
4	DATE			
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14	CHKD			
15	APPD			
16	DATE			
17	BY			
18	CHKD			
19	APPD			
20	DATE			

Island Marine Construction Ltd

**Farrington  
DL 2099**

SIZE: DWG. NO. REV  
**A Plan View**

SCALE: WEIGHT: SHEET 1 OF 2

Approved:   
 DATE:   
 Approved: 

Rev 30/1/14  
 Date:   
 Rev. 20/1/14





## STAFF REPORT TO COUNCIL

Council Meeting: DECEMBER 8<sup>TH</sup> 2015  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** JOHN TOWGOOD, PLANNER 1

**FILE NO:**

**SUBJECT:** REFERRAL FOR A CROWN LAND TENURE – DISTRICT LOT 890

**ATTACHMENT(S):** APPENDIX A – REFERRAL PACKAGE FROM MINISTRY OF FORESTS, LANDS AND NATURAL RESOURCE OPERATIONS

**RECOMMENDATION(S):**

1. **THAT** Council support the Crown Land Tenure application proposed for District Lot 890; **or**
2. **THAT** Council consider the Crown Land Tenure proposed for District Lot 890 and does not support this Crown Land Tenure application;

**PURPOSE:**

To provide Council with information on a referral package for District Lot 890 which is a water lot located on the east side of the harbor in Port Albion within the jurisdiction of the Alberni Clayoquot Regional District (ACRD) and is known locally as Bornstein's Seafoods.

**BACKGROUND:**

A referral package has been received from the Ministry of Forests, Lands and Natural Resource Operations for crown land tenure over for District Lot 890 (**See Figure 1**).

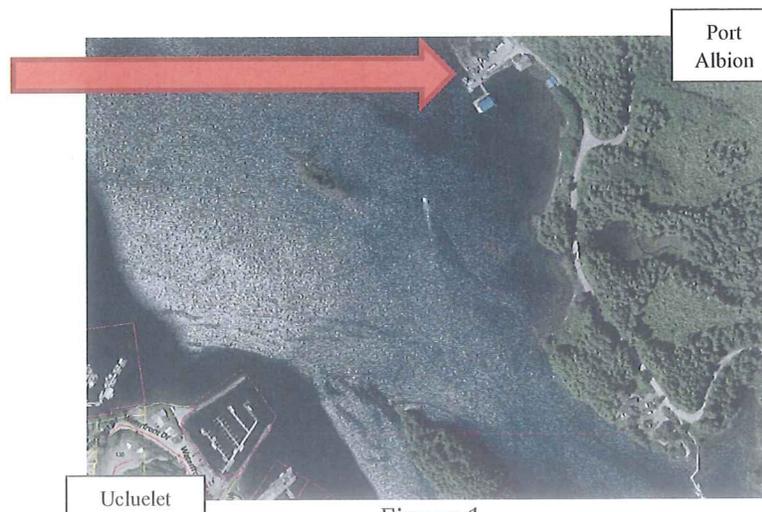


Figure 1

**SUMMARY:**

The Proposal is for a new marina to provide moorage for pleasure craft and commercial fishing vessels within the jurisdiction of the ACRD.

**Respectfully submitted:**

  
\_\_\_\_\_  
John Towgood, Planning Planner 1



## Application for Changes to Existing Tenure

All applications must include completed application form, general location map,  
local detail map, and attachments as indicated below.

### PART 1. NAME(S) AND MAILING ADDRESS

**Applicant Name:**

FULL LEGAL NAME of Individual(s), Company or Society,  
Ministry or Government Agency Your File: 1401124

TIANCHENG MINING LTD

Are you an Agent submitting this application  
on behalf of your client?

Yes  No

Letter of Agency attached  Yes  No

**Contact Name for Company or Ministry Applicants:**

William Zhu

**Agent Name & Mailing Address:**

GEORGE R. BANNING

VICTORIA, BC

CANADA Postal Code V9C 3U1

GR. BANNING CONSULTING LTD

**Agent Contact Numbers:**

Phone: 250-450-8734 Fax: \_\_\_\_\_

**Applicant Mailing Address:**

Tiancheng Mining Ltd

747 Gardner Street

Vancouver, BC Postal Code V6G 2E3

CANADA

**Applicant Contact Numbers:**

Daytime Phone: 1-778-835-0807 Fax: \_\_\_\_\_

**Agent Email Address:**

g.banning@shoreline.ca

**Applicant Email Address:**

William778

**Period of Projected Use:**

Two years

Five to Ten years

Ten to Thirty years

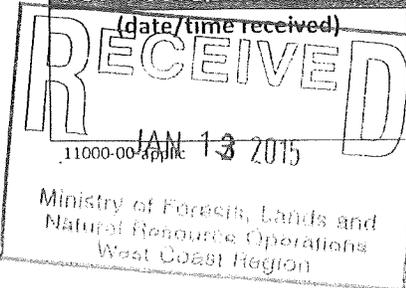
More than Thirty years

30 YEARS

Crown Land Tenure # FILE 1401124 DISTRICT LOT 840 CLAYCOOT DIST.

Tenure Type: (e.g. commercial general, quarry, etc.) COMMERCIAL MARINE & SEAFOOD SERVICES.

**FOR OFFICE USE ONLY**



File Number:

1401124

Project Number:

152887

Disposition ID:

9210891

Client Number:

273145

### PART 3. APPLICATION REQUIREMENTS

All applications must be complete. Incomplete applications will be returned to applicant.

Upon submission, FCBC will contact advising of the applicable application fee.

All of the following must be attached to or enclosed with this application form.

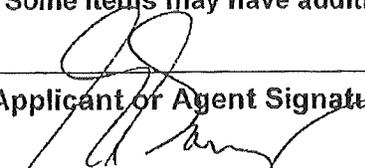
- General Location Map(s)** at a scale of 1:50,000 to 1:250,000 indicating general location of the area under application and the location of access roads, watercourses and other major landmarks  
[http://www.for.gov.bc.ca/Land Tenures/crown land application information/program are as.html](http://www.for.gov.bc.ca/Land_Tenures/crown_land_application_information/program_are_as.html)
- Detailed Site Map(s)** outlining in detail the area under application, showing the exact perimeter boundaries of the application area including the dimensions (in metre) and area (ha), including watercourses, district lots, etc.  
[http://www.for.gov.bc.ca/Land Tenures/tenure programs/programs/sitemaps/index.html](http://www.for.gov.bc.ca/Land_Tenures/tenure_programs/programs/sitemaps/index.html)
- Updated/Current Management Plan**  
[http://www.for.gov.bc.ca/Land Tenures/documents/management plan.pdf](http://www.for.gov.bc.ca/Land_Tenures/documents/management_plan.pdf)

**PLEASE NOTE:**

Additional items may be required (e.g. Advertising, Security Deposit, Proof of Insurance, Letter of Consent). Please consult Program Policies or contact FrontCounter BC for further information.

Some items may have additional associated costs or require additional processing time.

Applicant or Agent Signature(s):

  
\_\_\_\_\_  
GEORGE BANNING  
GR. BANNING CONSULTING LTD

Date: DEC 22, 2014

PLEASE RETAIN A COPY OF THIS APPLICATION FOR YOUR RECORDS  
- APPLICATIONS ARE NOT TRANSFERABLE -

**NOTE:** The information you provide will be subject to the Freedom of Information and Protection of Privacy Act. If you have any questions regarding the treatment of your personal information, please contact the Manager, Privacy, Information Access and Records Management.

The submission of this form does not in any manner convey any rights to use or occupy Crown Land.

July 2, 2015  
(Ammendment)

3442-002/002

FrontCounter BC Nanaimo

Telephone: (250) 751-7226  
Fax: (250) 751-7224  
Toll Free: 1-877-855-3222

Attention: Valerie Bresnahan - Natural Resource Specialist

**Re: Tian Cheng Mining Ltd. – 1401124  
Port Albion DL 890**

Dear Valerie:

Herold Engineering limited is pleased to present on behalf of our client, Tian Cheng Mining Limited the following project description/management plan for the proposed marina within the expanded water lot area as shown in the associated plans.

The proposed marina is within an area of proposed expanded lease area to the South and West of the existing lease area associated with District Lot 890 (as shown on attached plans). The area is approximately 2.2 hectares and is located and oriented as shown on the attached survey plan. The following information is provided in accordance with the "Marinas/Yacht Clubs Application Requirements List" provided by FrontCounter BC.

**Project Description:**

The new marina will provide increased access to moorage for a mix of pleasure craft and commercial fishing vessels on a short term and seasonal use throughout the year.

**Existing Facility/Operations**

The existing facility consists of a concrete wharfhead (dock) near the Western extent of the existing water lot. There is also an existing, pile supported ice plant near the Southwest corner of the existing water lot lease area. The existing ice plant is in significant disrepair and structurally unsound for continued use. As part of the master plan for the project, plans are in place to build a new ice plant on the upland portion of District Lot 890 (approximate location as shown on the plan).

The intent is to use the existing concrete dock to continue the offloading of commercial fish vessels (transited to trucks immediately, no processing on site), and the loading of commercial ice onto vessels tied along-side the existing concrete dock.

---

## **Marina Expansion**

The proposed marina expansion is to the South of the existing concrete dock. The existing ice plant building and support structure will be removed as part of the project, to allow for increased area for the floats.

The floats will be accessed from the south end of the existing concrete dock.

There will be a 16 metre long gangway ramp extending from the South end of the concrete dock, landing on a 2.4 metre wide walkway float. The floats throughout the marina are all proposed for "side tie" moorage to allow for the flexibility to accommodate vessels large and small. It is proposed that the floats near the West boundary of the expanded waterlot will provide moorage for mix of private and commercial vessels up to 80 feet in length. The remainder of the floats would provide moorage for vessels from 20 feet to 40 feet in length.

To the North of the existing concrete dock there is a proposed 41 metre long x 2.4 metre wide concrete float, accessed directly from the adjacent upland via an aluminum gangway ramp. The intent of this float is to provide temporary moorage for commercial vessels during busy times of loading ice or offloading of product for transit.

There is a proposed 58 metre long by 4.2 metre wide boat launch near the Southeast corner of the property. The length as shown has been based on the survey to provide full tide launching ability for small vessels and partial tide launching for vessels up to 25 feet. As shown there is no dredging required to facility the boat launch and the ramp would generally follow the natural grade.

The intent for provision of potable water for the marina expansion within the application area is to hook into the municipal distribution already provided to the upland portion of the property. There will be no sewer holding tanks or pump-out facilities provided to the marina users. Vessel sewage will not be handled on site.

### **Construction and Materials:**

The proposed construction of the floats within the marina basin are reinforced concrete. The proposed mooring will be provided by driven steel pipe piles. The proposed gangway will be constructed of marine grade aluminum. The proposed boat launch will be constructed of reinforced concrete panels.

The marina will be serviced with power and water, suitable for servicing the vessels using the facility.

The timing of the construction is dependent on approval of the area for lease. The contractor will fabricate the marina components off site and mobilize to site for installation. Construction will be in accordance with all Best Management Practices and will occur outside of any closure periods identified by Fisheries and Oceans Canada. The marina construction will likely occur within the 2015/16 calendar year.

The marina has been designed so that no dredging or filling will be required. The location provides natural protection within the body of water known as "Ucluelet Arm". There is natural protection to any wind generated waves from the Southern direction. There is a short fetch (2.5 km) to the Northwest in which small wind waves are generated. Preliminary analysis indicates that these waves will not be significant and that no mitigation (breakwater) will be required. A more detailed wind/wave study will be completed as part of the detailed design and small floating breakwater will be designed and installed if needed.

**Moorage Rates and Season:**

The proposed moorage rates have been provided by our client and are as follows:

**Private Vessels (non-commercial):**

Rate: From May 1st to September 1<sup>st</sup> (high season)

- 23' boat charge \$ 36.00 per day (\$1.55 per foot)
- 26' boat charge \$ 38.00 per day (\$1.45 per foot)
- 30' boat charge \$ 40.00 per day (\$1.33 per foot)
- 40' boat charge \$ 46.00 per day (\$1.15 per foot)
- 60' boat charge \$ 69.00 per day (\$1.15 per foot)
- 80' boat charge \$ 92.00 per day (\$1.15 per foot)

Rate: Season September 2nd to April 30th (low season)

- \$20.00 per day for vessels up to 40 ft.
- \$30.00 per day for vessels above 40 ft.
- \$300 monthly off season rate for vessels up to 40ft
- \$400 monthly off season rate for vessels from 40ft to 60ft.

**Commercial Vessels (with active license)**

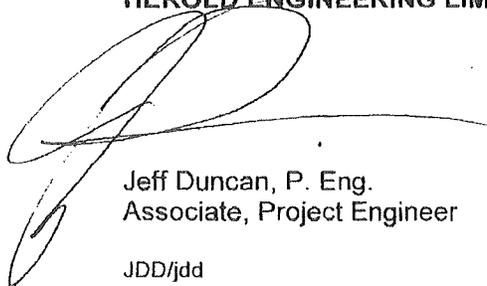
- Daily rate \$0.70 per foot
- Monthly rate \$7.50 per foot

The marina will operate 12 months of the year, with no closures. There is no intent to provide any ancillary uses such as fuel docks, boat charters, boathouses, etc.

We trust that the provided information fulfills the requirements as outlined for submittal. Please contact the undersigned with any questions you may have or if any further clarification is needed.

Yours truly,

**HEROLD ENGINEERING LIMITED**



Jeff Duncan, P. Eng.  
Associate, Project Engineer

JDD/jdd

Enclosure

Request for the expansion of existing foreshore lease (file#: 1401124). Request to expand the existing lease of 0.58Ha by 2.12Ha to 2.7Ha (See Proposed Plan 'Powell & Assoc. file#: 1195-uclu, Dec 4, 2014. ). The proposed expansion would expand the existing seafood services and commercial marina. Please see the Plan attached (plan number referenced above) for details, dimensions and areas.

**Foreshore Site Metes and Bounds Description  
for proposed parcel adjacent to District Lot 890, Clayoquot District**

Begin at the Northerly corner of District Lot 890, Clayoquot District  
then go 90.04 meters at 238° 30' to the Point of Commencement  
then go 53.7 meters at 238° 30'  
then go 193.4 meters at 145° 47'  
then go 167.8 meters at 47° 51'  
then north-westerly along the shoreline to the Easterly corner of District Lot 890  
then go 27.20 meters at 238° 57' 30"  
then go 17.29 meters at 329° 27' 30"  
then go 48.56 meters at 238° 30'  
then go 39.00 meters at 144° 41'  
then go 25.50 meters at 234° 41'  
then go 83.07 meters at 324° 41'  
then go 7.00 meters at 234° 41'  
then go 19.19 meters at 324° 41' to the Point of Commencement.

Containing 2.12 hectares





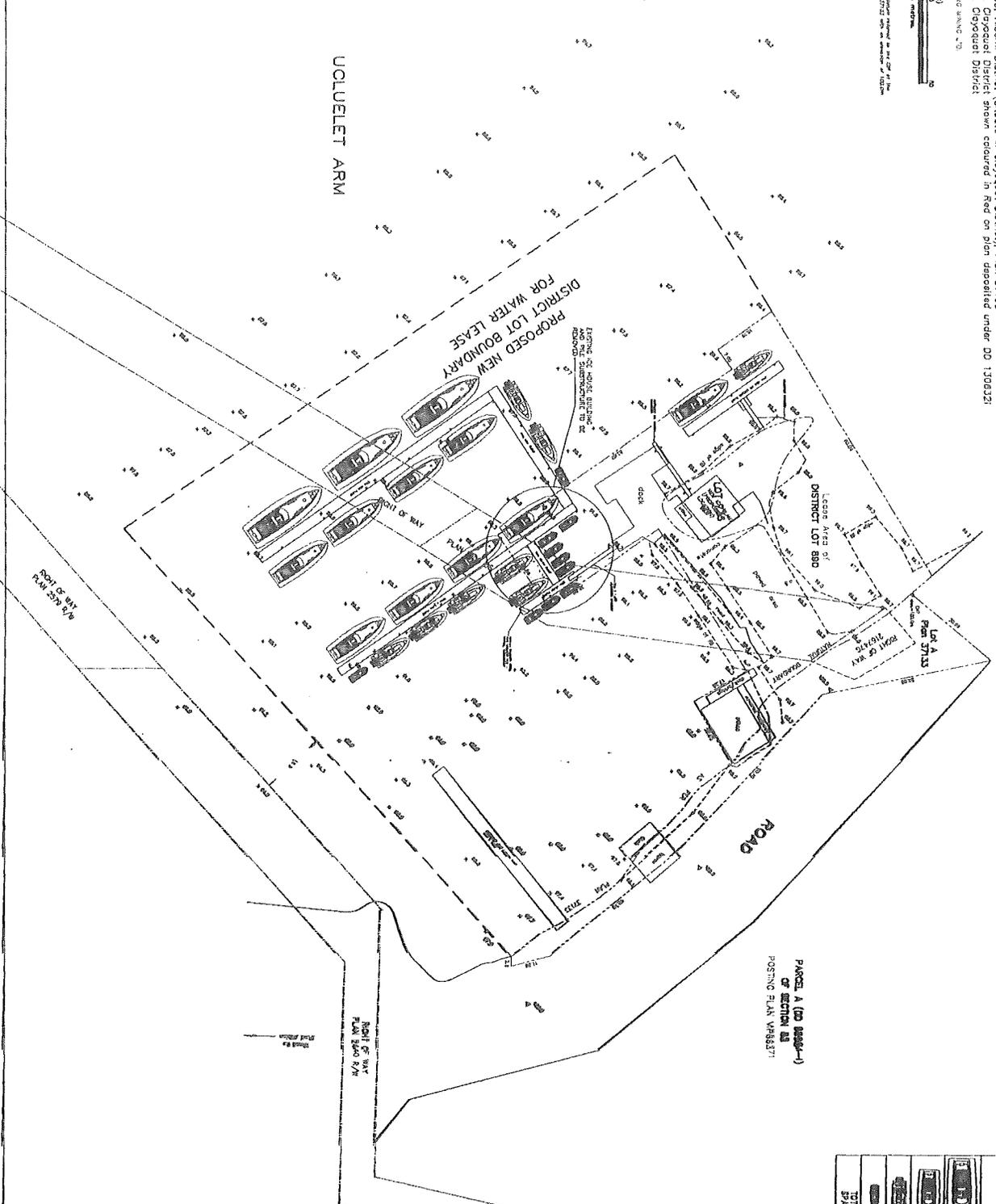
**BC LAND SURVEYORS SITE PLAN OF:**

- Lot A, Section 831, Alberni District (situate in Clayquot District), Plan 37133  
 - District Lot 890, Clayquot District  
 - District Lot 891, Clayquot District  
 Proposed for: VAN COAST MARINA '79

Scale 1:500 (Van 0 area)  
 0 5 10 15 20  
 METERS  
 DISTANCES AND DIMENSIONS IN METERS  
 (N.B.S. 1979)  
 This plan was prepared in accordance with the provisions of the Land Survey Act, R.S.O. 1970, Chapter S.1, and the regulations thereunder, and is subject to the provisions of the Act and the regulations thereunder.



Noted on 3/2/84  
 FOR: VAN COAST MARINA  
 PROJECT & ASSOCIATES  
 2000-1000 Highway 100  
 Victoria, B.C. V8V 2K1  
 250-733-1111



PRELIMINARY DESIGN - VESSEL DENSITY	
VESSEL SIZE FOOTING (ALL BOATS)	
10'	3
12'	1
14'	1
16'	1
18'	1
20'	1
22'	1
24'	1
26'	1
28'	1
30'	1
32'	1
34'	1
36'	1
38'	1
40'	1
42'	1
44'	1
46'	1
48'	1
50'	1
52'	1
54'	1
56'	1
58'	1
60'	1
62'	1
64'	1
66'	1
68'	1
70'	1
72'	1
74'	1
76'	1
78'	1
80'	1
82'	1
84'	1
86'	1
88'	1
90'	1
92'	1
94'	1
96'	1
98'	1
100'	1
TOTAL LINEAL FOOTING OF MOORAGE SPACE PROPOSED = 1320 FT.	

PARCEL A (DD 8884-1)  
 OF SECTION 831  
 POSTING PLAN V88317

**HEROLD ENGINEERING LIMITED**  
 CONSULTING ENGINEERS  
 1111 West 10th Street, Victoria, B.C. V8W 2E8  
 Tel: 250-721-4848 Fax: 250-721-4895  
 Email: herold@herold-engineering.com  
 Project No. 3442-001

NOTE: HEROLD ENGINEERING LIMITED IS RESPONSIBLE FOR THE PRELIMINARY DESIGN LAYOUT OF THE MOORAGE SPACE AND THE ALIGNMENT BY OTHERS. DETAILED DESIGN IS REQUIRED TO COMPLETE DESIGN LAYOUT.

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**BC LAND SURVEYORS SITE PLAN OF:**

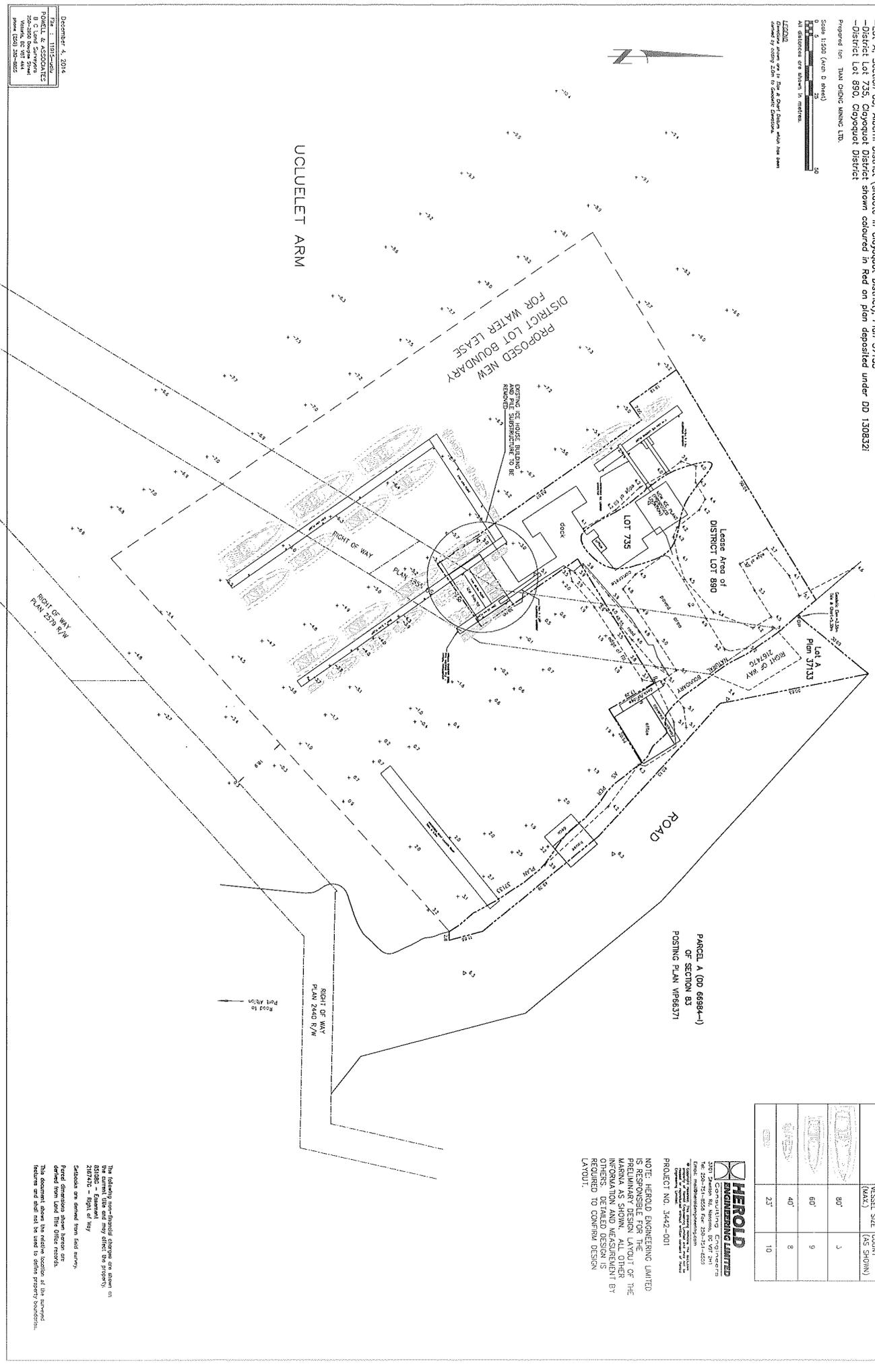
-Lot A, Section 83, Alberni District (situate in Clayoquot District), Plan 37133  
 -District Lot 735, Clayoquot District shown coloured in Red on plan deposited under DD 1308321  
 -District Lot 890, Clayoquot District

Prepared for: TRAI OCEAN MINING LTD.

Scale 1:500 (Acre B Sheet)

All distances are shown in metres.

Liability  
 This document is prepared in accordance with the Survey Act and the Land Surveyors Act and is intended to be used in connection with the proposed project.



PRELIMINARY DESIGN - VESSEL DENSITY	
VESSEL SIZE (FOUNTAIN)	DENSITY
80'	3
60'	9
40'	8
23'	10



PROJECT NO. 3442-001

NOTE: HEROLD ENGINEERING LIMITED IS RESPONSIBLE FOR THE PRELIMINARY DESIGN LAYOUT OF THE MARINA AS SHOWN. ALL OTHER INFORMATION AND MEASUREMENT BY OTHERS, DEFINED DESIGN IS LIMITED TO CONFINED DESIGN LAYOUT.

The following approximate changes are shown on this plan. The current site and may affect the property.  
 2010/12 - Eastern  
 2010/12 - Right of Way  
 Sections are derived from field survey.  
 Fenced dimensions shown herein are derived from land title office records.  
 This document does not reflect the location of the surveyed features and shall not be used to define property boundaries.

December 4, 2014  
 Plan 37133-001  
 POWELL & ASSOCIATES  
 250-2500 Highway 100  
 Victoria, BC V8T 4A4  
 Phone: (250) 383-3333

**BC LAND SURVEYORS SITE PLAN OF:**

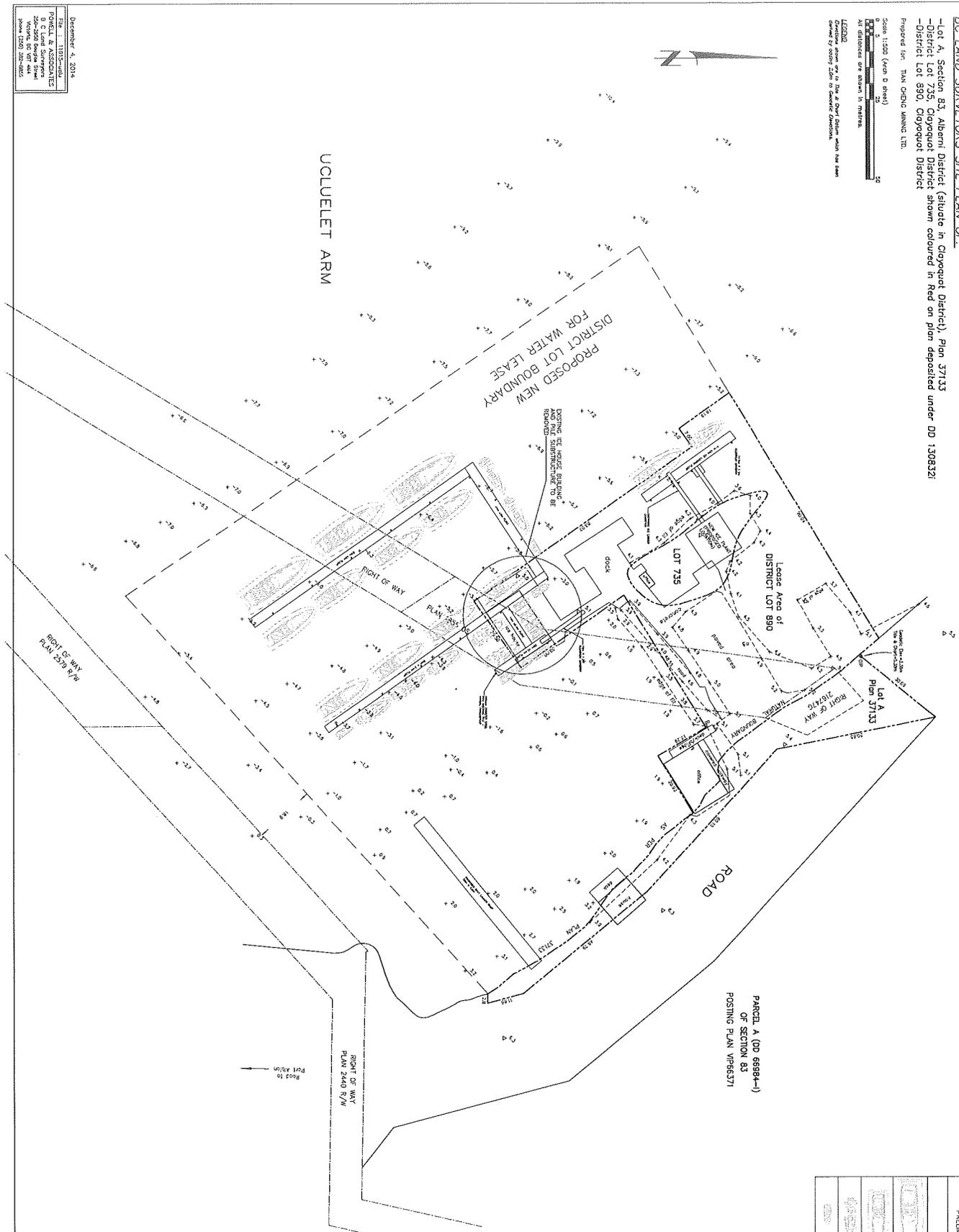
—Lot A, Section 83, Alberni District (situate in Clayoquot District), Plan 37133  
 —District Lot 735, Clayoquot District (shown coloured in Red on plan deposited under DD 1308321)  
 —District Lot 890, Clayoquot District

Prepared for: TWIN CRUISE MARINE LTD.

Scale: 1:200 (A on B sheet)  
 All distances are shown in metres.  
 LEGEND  
 Conventional symbols for the 2-D and 3-D symbols and their uses  
 Symbols of survey shall be in standard positions.



UCLUELET ARM



PARCEL A (DD 68984-1)  
 OF SECTION 83  
 POSTING PLAN W166371

PRELIMINARY DESIGN - VESSEL DENSITY	
VESSEL SIZE (FOOT) (MKS)	(% SHOWN)
80'	3
60'	9
40'	8
25'	10



HEROLD ENGINEERING LIMITED  
 Consulting Engineering  
 207 Sparrow St, Victoria, BC V8T 2H1  
 Phone: (250) 383-1111  
 Fax: (250) 383-1111  
 Email: herold@heroldeng.com  
 Project No. 3442-001

NOTE: HEROLD ENGINEERING LIMITED  
 HEROLD ENGINEERING LIMITED  
 PRELIMINARY DESIGN LAYOUT OF THE  
 MARINA AS SHOWN. ALL OTHER  
 INFORMATION AND MEASUREMENT BY  
 OTHERS. DETAILED DESIGN IS  
 REQUIRED TO CONFIRM DESIGN  
 LAYOUT.

The following non-graphical drawings are shown on  
 this plan. The drawings may affect the property.  
 216/176 - Right of Way  
 Substrata are derived from field surveys.  
 Parcel dimensions shown thereon are  
 derived from Land Title Office records.  
 This document shows the relative location of the unimproved  
 features and shall not be used to define property boundaries.

December 4, 2014  
 Plan 37133  
 District Lot 735  
 District Lot 890  
 B.C. Land Surveyors  
 250-2520 Douglas Street  
 Victoria, BC V8T 2H1  
 Phone: (250) 383-1111