



**REGULAR MEETING OF COUNCIL  
Tuesday, November 22, 2016 @ 7:30 PM  
George Fraser Room, Ucluelet Community Centre,  
500 Matterson Drive, Ucluelet**

**AGENDA**

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1. CALL TO ORDER	
2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY	
Council wishes to acknowledge the Yuułu?if?ath First Nations on whose traditional territories the District of Ucluelet operates.	
3. ADDITIONS TO AGENDA	
4. ADOPTION OF MINUTES	
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5. UNFINISHED BUSINESS	
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Ministry of Jobs, Tourism and Skills Training

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| 9.3. | 2017 West Coast Job Expo on March 2nd<br>Alberni Valley Employment Centre<br><a href="#">I-3 West Coast Job Expo</a>   | 63      |
| 9.4. | Call for Resolutions, Nominations and Presentations<br>Association of Vancouver Island and Coastal Communities<br><a href="#">I-4 AVICC Call for Resolutions</a>   | 65 - 74 |
| 9.5. | Family Day Date Resolution Submitted to UBCM Executive<br>Sun Peaks Mountain Resort Municipality<br><a href="#">I-5 Family Day Resolution</a>  | 75 - 76 |
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| 10.1 | Councillor Sally Mole<br><i>Deputy Mayor April – June</i> <ul style="list-style-type: none"> <li>• Ucluelet &amp; Area Child Care Society</li> <li>• Westcoast Community Resources Society</li> <li>• Coastal Family Resource Coalition</li> <li>• Food Bank on the Edge</li> <li>• Alberni Clayoquot Regional District - Alternate</li> </ul> => <i>Other Reports</i> |         |
| 10.2 | Councillor Marilyn McEwen<br><i>Deputy Mayor July – September</i> <ul style="list-style-type: none"> <li>• West Coast Multiplex Society</li> <li>• Ucluelet &amp; Area Historical Society</li> <li>• Wild Pacific Trail Society</li> <li>• Vancouver Island Regional Library Board – Trustee</li> </ul>  |         |

=> *Other Reports*

10.3 Councillor Mayco Noel  
*Deputy Mayor October – December*

- Ucluelet Volunteer Fire Brigade
- Central West Coast Forest Society
- Ucluelet Chamber of Commerce
- Clayoquot Biosphere Trust Society - Alternate
- Tourism Ucluelet
- Signage Committee
- Community Forest Board

=> *Other Reports*

10.4 Councillor Randy Oliwa  
*Deputy Mayor January – March*

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

=> *Other Reports*

10.5 Mayor Dianne St. Jacques

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

=> *Other Reports*

11. REPORTS

- |       |   |         |
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12.7.	<b>REPORT</b> District of Ucluelet Fees and Charges Bylaw - First, Second, and Third Reading <i>David Douglas, Manager of Finance</i> <a href="#">L-7 Fees and Charges Report</a>	127 - 128
12.8.	<b>BYLAW</b> District of Ucluelet Fees and Charges Amendment Bylaw No. 1213, 2016 <a href="#">L-8 Fees and Charges Bylaw 1213</a>	129 - 132
13.	LATE ITEMS	
	<ul style="list-style-type: none"> <li>• Late items will be addressed here as addenda items</li> </ul>	
13.1.	Request for Approval re: 2017 Tourism Ucluelet Tactical Plan and Budget	133 - 145



Denise Stys-Norman, Tourism Ucluelet

[Late-1 TU Tactical-Plan-2017](#)

14. NEW BUSINESS
15. QUESTION PERIOD
16. 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) of the *Community Charter*.

17. ADJOURNMENT



**DISTRICT OF UCLUELET**  
**MINUTES OF THE REGULAR COUNCIL MEETING**  
**HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE**  
**Tuesday, November 8, 2016 at 7:30 PM**

Present:       **Chair:**           Mayor St. Jacques  
                  **Council:**       Councillors McEwen, Mole, and Noel  
                  **Staff:**            Andrew Yeates, Chief Administrative Officer;  
                                  Morgan Dosdall, Deputy Clerk

Regrets:        Councillor Oliwa

**1. CALL TO ORDER**

1.1 Mayor St. Jacques called the meeting to order at 7:30 pm

**2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY**

2.1 Mayor St. Jacques acknowledged the Yuułu?i?ath First Nations on whose traditional territories the District of Ucluelet operates

**3. ADDITIONS TO AGENDA**

**4. ADOPTION OF MINUTES**

**4.1 October 25, 2016 Public Hearing Minutes**

2016-356           **It was moved by Councillor Noel and seconded by Councillor McEwen**  
                          *THAT Council approve the October 25, 2016 Public Hearing Minutes as presented.*

CARRIED.

**4.2 October 25, 2016 Regular Minutes**

- Councillor Mole noted in the Minutes under Council Committee Reports, Ucluelet and Area Childcare Society, that there is more than one new staff member

2016-357           **It was moved by Councillor McEwen and seconded by Councillor Mole**  
                          *THAT Council approve the October 25, 2016 Regular Hearing Minutes as amended.*

CARRIED.

**5. UNFINISHED BUSINESS**

5.1 Councillor Mole asked for clarification on whether businesses who requested follow up after the 2016 Business Walk were contacted; Councillor Noel responded that he had done the follow up and would address it under Committee Reports

## 6. MAYOR'S ANNOUNCEMENTS

## 7. PUBLIC INPUT, DELEGATIONS & PETITIONS

### 7.1 Public Input

E. Larsen thanked Council for responding to his inquiries regarding the proposed pathway down Marine Drive but noted his disappointment that the pathway is going ahead; Mr. Larsen requested that Council re-look at the pathway and consider making it shorter or holding off entirely until it can be done properly, and noted for Council that he had objected to the pathway when it was first proposed 8-9 years ago; Mr. Larsen explained that question periods at Council meetings were introduced by him during his tenure as Mayor, and is happy to now be taking advantage of those question periods

## 8. CORRESPONDENCE

### 8.1 Invitation to Participate re: Breakfast with Santa on December 10, 2016 USS French 11/12 Class

2016-358            **It was moved by Councillor McEwen and seconded by Councillor Mole**  
*THAT Council agree to participate in the Breakfast with Santa event on December 10th and that any member of Council who wishes to attend is responsible for confirming their attendance with Ucluelet Secondary School.*  
CARRIED.

### 8.2 Request to Meet re: Update and Feedback on the Municipal Audit Process on November 14, 2016 Auditor General for Local Government

- Council confirmed that District staff have already set up the meeting with the Auditor General for Local Governments

2016-359            **It was moved by Councillor Mole and seconded by Councillor McEwen**  
*THAT Council receive correspondence item "Request to Meet with the Auditor General for Local Government on November 14th" for information.*  
CARRIED.

## 9. INFORMATION ITEMS

2016-360            **It was moved by Councillor Mole and seconded by Councillor McEwen**  
*THAT Council receive information items 9.1 through 9.9 as a block.*  
CARRIED.

### 9.1 Upcoming Event re: 2017 LGLA Leadership Forum on February 1-3, 2017 CivicInfo BC

2016-361            **It was moved by Councillor Mole and seconded by Councillor McEwen**

*THAT Council, if interested and available, attend the Local Government Leadership Academy's Leadership Forum on February 1-3, 2017.*

CARRIED.

- 9.2 **2016 Sustainability Progress Report  
BC Salmon Farmers Association**
- 9.3 **Great Bear Rainforest Achievement of Agreements and \$1-million  
Education and Awareness Trust  
Ministry of Forests, Lands and Natural Resource Operations  
Ministry of Jobs, Tourism and Skills Training**
- 9.4 **Small Craft Harbours Dredging Project at Tofino 4th Street Facility  
Federal Department of Fisheries and Oceans**
- 9.5 **Resort Municipalities Initiative - Program Update  
Sun Peaks Mountain Resort Municipality**
- 9.6 **New Requirements for Existing Non-Domestic Groundwater Users  
BC Water Protection & Sustainability Branch**
- 9.7 **UBCM Follow-up re: Resort Municipality Initiative and Proposed  
Ferry  
Ministry of Jobs, Tourism, and Skills Training**
- 9.8 **UBCM Follow-up re: Ucluelet RCMP Staffing  
Ministry of Public Safety and Solicitor General**
- 9.9 **Letter of Appreciation to the Ucluelet Volunteer Fire Brigade  
Chief John McKerney, City of Vancouver Fire and Rescue Services**

## 10. COUNCIL COMMITTEE REPORTS

- 10.1 Councillor Sally Mole  
*Deputy Mayor April – June*

### **Coastal Family Resource Coalition**

- Met November 2; the Westcoast Community Resources Society received funding for the Community Outreach program, which was enough to keep their full-time position; the Coalition is optimistic that this funding will continue in the future
- Ready-Set-Learn event for kindergarten readiness will be on November 14th at the Ucluelet Elementary School from 4-6pm
- Island Health has released a community wellness grant for local governments and non-profits; the Children's Health Foundation has also released some funding, up to \$12,000, for preventative health

- Long Beach Chapter of Rural and Remote Division of Family Practice, who oversees a coordinator who liaises with local doctors to coordinate health services on the west coast, have completed tallying results from an intensive survey; the results, which include Ucluelet-only statistics, are now available on the Coalition's website

### **Food Bank on the Edge**

- The Food Bank is busy fundraising, preparing for Christmas Hampers, and getting application forms out this week

10.2 Councillor Marilyn McEwen  
*Deputy Mayor July – September*

### **West Coast Multiplex Society**

- Met on November 7; Board had invited two of the managers of Sprung, which is a form of construction being considered - it is an all-aluminum construction, which only needs minimum foundation, is very durable, and would make for a great high ground safety zone; Sprung managers were also invited to the Board's meeting on December 12 at the Long Beach Golf Course, which is when Recreation Excellence will present the draft business plan and design

### **Ucluelet & Area Historical Society**

- Next meeting is November 14

### **Wild Pacific Trail Society**

- Next meeting is November 9

### **Vancouver Island Regional Library Board – Trustee**

- Next meeting is November 26

### **=> Other Reports**

- Attended the Vancouver Island Economic Alliance (VIEA) summit in Nanaimo on October 26-27; sessions attended included "The Disruptive Economy" (AirBnb, Uber), Ocean Networks Canada update, and crowd-funding for investment (which has been forwarded to the Wild Pacific Trail Society); Premier Clark also gave an address to

attendees; their 2nd State of the Island Report is available on their website

- Attended the Whale Fest AGM on November 3 at Black Rock Resort; Board elected 6 directors, but need 6 more in order to proceed with the event; anyone interested can let the coordinator or Councillor McEwen know, or go on their website; for the first time in 20 years, Whale Fest will not be holding their gala at the Wickaninnish, but are planning something larger and a little different

### 10.3 Councillor Mayco Noel

*Deputy Mayor October – December*

#### **Community Forest Board**

- Met on November 8; the Board is planning to do a 34,000 meter cut starting as early as January 2017, which will be comprised of 60% old growth and 40% second growth; there will be more road rehabilitation than road building, and this starts in the next few weeks
- Board has begun discussion with local schools to see if they can engage students in the cutting activities taking place; also discussing having a couple of show-and-shine days
- Currently working on communication improvements, and possibly utilizing Council's Spotlight document to provide updates to the community, as well as ensuring harvest maps are available on their website

#### **=> Other Reports**

- Had a phone conversation with the business that wanted follow-up from the business walk; was a good discussion

### 10.4 Councillor Randy Oliwa

*Deputy Mayor January – March*

### 10.5 Mayor Dianne St. Jacques

#### **=> Other Reports**

- Council held a Recreation Commission open house in October; the commission provides Council with their ideas for recreation in Ucluelet; have had some interest, but need a bit more to form the commission; had one person come out for

the open house, and hope more community members will consider putting their name forward

- Attended VIEA conference with Councillor McEwen; workshops attended included one on regional economic development, which spoke to a successful case study in Victoria where 10 municipalities in a small area, instead of spending money individually, came together to share resources; each member has one vote, regardless of size, but financial contributions scale with government size; this model might be something to think about for the west coast; Mayor St. Jacques also attended presentations from Telus, who are bringing fibre to the junction, and are slowly putting fibre all over Vancouver Island; new 5G service will be 200x faster than what the community previously had
- Attended meeting with Island Health on November 1; their doctors are looking for a larger space, and hope to rent in Ucluelet; group is currently brainstorming partnerships needed; current investigation includes a partnership with the District to build a health centre in the community; still working to get commitment from Island Health and the various public health providers and doctors; Dr. Drew Digney, who is Island Health's doctor-in-charge for the west coast, is very keen and will bring forward more information on how the District can move forward with this idea; Council is anticipating hearing back from Island Health by November 14 with more details on the building size they need, and other details
- Received call from Ministry of Education; Council was concerned the Ministry didn't have the information they needed to consider Ucluelet's schools in their capital plan, but are reassured now that the Ministry does have what they need and are going through it now; the options for Ucluelet include, in no particular order, either basic seismic upgrading, upgrading with some additional construction, or a new construction of a K-12; the school board's plans are going into the Province's budget process for consideration of which option to choose; timeline possibilities for school improvements is that they'll begin as early as 3 years before going into design, or up to 9 years
- Met recently with Mayor Osborne in Tofino; meeting was to discuss regional economic development; agreed that both municipalities affect each other when one has success; will have more discussion on how to take advantage of this together

2016-362

**It was moved by Councillor Noel and seconded by Councillor Mole.**

*THAT Council accept all committee reports.*

CARRIED.

## 11. REPORTS

### 11.1 Expenditure Voucher G-18/16

**Jeanette O'Connor, CFO**

- 2016-363            **It was moved by Councillor McEwen and seconded by Councillor Noel**  
                           *THAT Council receive Expenditure Voucher G-18/16 for information.*  
CARRIED.

### 11.2 2016 Holiday Season Office Hours

**Jeanette O'Connor, CFO**

- 2016-364            **It was moved by Councillor McEwen and seconded by Councillor Mole**  
                           *THAT Council approve recommendation 1 of report item "2016 Holiday Season*  
                           *Office Hours", which states:*  
                           1. *THAT Council authorize the closure of the Municipal Hall, Community*  
                           *Centre, and the Public Works and Parks departments for the 2016*  
                           *holiday season from Monday, December 19th, 2016 through January*  
                           *02, 2017. The offices will re-open on Tuesday, January 03, 2017.*  
CARRIED.

### 11.3 Request for Council Direction on Right of Way and possible Amenity Contribution for Lot 33, Plan VIP79602

**John Towgood, Planner 1**

- 2016-365            **It was moved by Councillor McEwen and seconded by Councillor Noel**  
                           *THAT Council approve recommendation 1 of report item "Request for Council*  
                           *direction on Right of Way and possible Amenity Contribution for Lot 33, Plan*  
                           *VIP79602", which states:*  
                           1. *THAT the amenity offer contained in the body of this report is*  
                           *satisfactory and Staff be directed to register the SRWs and amenity*  
                           *covenant prior to consideration of Final Adoption of Zoning Amendment*  
                           *Bylaw No. 1203, 2016.*  
CARRIED.

## 12. LEGISLATION

### 12.1 REPORT

**Zoning Amendment Bylaw No. 1208 - Rescind Third, Reconsider,  
Give Third Reading**

**John Towgood, Planner 1**

- 2016-366            **It was moved by Councillor Mole and seconded by Councillor McEwen**  
                           *THAT Council approve recommendations 1 through 3 of legislative report item,*  
                           *"Zoning Amendment Bylaw No. 1208 - Rescind Third, Reconsider, Give Third*  
                           *Reading", which states:*  
                           1. *THAT Council rescind third reading of Zoning Amendment Bylaw No.*  
                           *1208, 2016; AND*

2. *THAT Council receive and consider a written submission provided to the District within the timeframe allowed per the October 25, 2016 Public Hearing; AND*
3. *THAT Council consider giving Third Reading anew to Zoning Amendment Bylaw No. 1208, 2016.*

CARRIED.

2016-367      **It was moved by Councillor McEwen and seconded by Councillor Mole**  
*THAT Council rescind Third Reading of District of Ucluelet Zoning Amendment Bylaw No. 1208, 2016.*

CARRIED.

2016-368      **It was moved by Councillor Mole and seconded by Councillor McEwen**  
*THAT Council receive Maureen and Jim Harvey's written submission dated October 21, 2016 for consideration in relation to Zoning Amendment Bylaw No. 1208, 2016.*

CARRIED.

## 12.2 BYLAW

### District of Ucluelet Zoning Amendment Bylaw No. 1208, 2016

2016-369      **It was moved by Councillor McEwen and seconded by Councillor Noel**  
*THAT Council give Third Reading to District of Ucluelet Zoning Amendment Bylaw No. 1208, 2016.*

CARRIED.

Councillor Mole left the meeting at 8:11 pm due to a conflict of interest

## 12.3 REPORT

### Zoning Amendment Bylaw No. 1211, 2016 - First and Second Reading *John Towgood, Planner 1*

2016-370      **It was moved by Councillor McEwen and seconded by Councillor Noel**  
*THAT Council approve recommendation 1 of legislative report item "Proposal to Amend Zoning Bylaw No. 1160, 2013 by Removing Lot: 5 Plan: VIP17976 Section: 21 District: 09 From R-1 Zone - Single Family Residential and Place it in GH Zone - Guest House", which states:*

1. *THAT Zoning Amendment Bylaw No. 1211, 2016 be given First and Second Reading and advance to a public hearing.*

CARRIED.

## 12.4 BYLAW

### Zoning Amendment Bylaw No. 1211, 2016

2016-371      **It was moved by Councillor McEwen and seconded by Councillor Noel**  
*THAT Council give First Reading to Zoning Amendment Bylaw No. 1211, 2016.*

CARRIED.

2016-372      **It was moved by Councillor Noel and seconded by Councillor McEwen**

*THAT Council give Second Reading to Zoning Amendment Bylaw No. 1211, 2016.*

CARRIED.

Councillor Mole returned to the meeting at 8:15 pm

## 12.5 REPORT

### Request for First and Second Reading Zoning Amendment

*John Towgood*

- 2016-373      **It was moved by Councillor McEwen and seconded by Councillor Noel**  
*THAT Council approve recommendation 1 of legislative report item, "Proposal to Amend Zoning Bylaw No. 1160, 2013 by Removing Lot: 6 VIP76238 District: 09 From R-2 Zone - Medium Density Residential and Place it in GH Zone-Guest House" which states:*
1. *THAT Zoning Amendment Bylaw No. 1212, 2016 be given First and Second Reading and advance to a public hearing.*

CARRIED.

## 12.6 BYLAW

### Zoning Amendment Bylaw No. 1212, 2016

- 2016-374      **It was moved by Councillor McEwen and seconded by Councillor Noel**  
*THAT Council give First Reading to Zoning Amendment Bylaw No. 1212, 2016.*
- 2016-375      **It was moved by Councillor McEwen and seconded by Councillor Noel**  
*THAT Council give Second Reading to Zoning Amendment Bylaw No. 1212, 2016.*

CARRIED.

CARRIED.

## 13. LATE ITEMS

### 13.1 Proposed Education Signage for Boat Basin Central Westcoast Forest Society

- 2016-376      **It was moved by Councillor Mole and seconded by Councillor Noel**  
*THAT Council approve the education signage presented by the Central Westcoast Forest Society;*  
*AND FURTHER, that Council permit the Central Westcoast Forest Society to proceed in their plans to work with the District of Ucluelet to install signage and a metal donation box at the Small Craft Harbour.*

CARRIED.

### 13.2 Draft 2017 Budget for Tourism Ucluelet Denise Stys-Norman, Executive Director

- 2016-377      **It was moved by Councillor Mole and seconded by Councillor Noel**  
*THAT Council receive the 2017 draft budget and tactical plan for Tourism Ucluelet;*

*AND FURTHER, that Council arrange a meeting with Tourism Ucluelet to discuss the budget as presented.*

CARRIED.

## 14. NEW BUSINESS

### 14.1 Councillor Mole

- Councillor Mole requested that future agendas containing zoning amendments include the physical location of the property under consideration within the reports; Councillor Mole also requested that future agendas involving readings of zoning amendments always have the word 'amendment' included in the resolution to ensure there is clarity that it is an amending bylaw being considered, not the original bylaw being amended

## 15. QUESTION PERIOD

### 15.1 Council received questions and comments from the public re:

- Timeline for the adoption of Zoning Amendment Bylaw No. 1208, 2016

## 16. CLOSED SESSION

### 16.1 Procedural Motion to Move In-Camera

2016-378

**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 (e) and (j), of the Community Charter*

CARRIED.

## 17. ADJOURNMENT

**17.1** Mayor St. Jacques suspended the regular meeting at 8:21 pm and moved in-camera at 8:33 pm

**17.2** Mayor St. Jacques adjourned the in-camera meeting at 9:10 pm and resumed the regular meeting

**17.3** Mayor St. Jacques adjourned the regular meeting at 9:11 pm

**CERTIFIED CORRECT:** Minutes of the Regular Council Meeting held on Tuesday, November 8, 2016 at 7:30 pm in the George Fraser Room, Ucluelet Community Centre, 500 Matterson Road, Ucluelet, BC.

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Dianne St. Jacques  
Mayor

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Andrew Yeates  
CAO





## DISTRICT OF UCLUELET

### Request to Appear as a Delegation



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

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

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

The District Office will advise you of which Council meeting you will be scheduled for if you cannot be accommodated on your requested date. For more information contact the District Office at 250-726-7744 or email [info@ucluelet.ca](mailto:info@ucluelet.ca).

Requested Council Meeting Date: Nov. 22, 2016

Organization Name: Ucluelet Local Food Society

Name of person(s) to make presentation: Lorna Watson & Jeanne Keith-Ferris

Topic: Land for community gardening & Shawna Flynn

Purpose of Presentation:  Information only  
 Requesting a letter of support  
 Other (provide details below)

Please describe:

- To request that the district determine if they can provide access to land for a community garden
- Requesting a letter of support to assist our group for applying for a grant application.

Contact person (if different from above): Jeanne Keith-Ferris

Telephone Number and Email: 250-726-4249 jmkferris@gmail.com

Will you be providing supporting documentation?  Yes  No

If yes, what are you providing?

Handout(s)

PowerPoint Presentation

Note: Any presentations requiring a computer and projector/screen must be provided prior to your appearance date. The District cannot accommodate personal laptops.







## Board of Trustees 2017 Appointment Form Trustee

The \_\_\_\_\_ has appointed \_\_\_\_\_ as *Trustee* on the  
*Municipality/ Regional District* *name and title*  
 Vancouver Island Regional Library Board for the year 2017. The term of the appointment is  
 January 1 – December 31, 2017. 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 2017 Appointment Form Alternate

The \_\_\_\_\_ has appointed \_\_\_\_\_ as *Alternate* on the  
*Municipality/ Regional District* *name and title*  
 Vancouver Island Regional Library Board for the year 2017. The term of the appointment is  
 January 1 – December 31, 2017. 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.***



# Statement of Disclosure

## Financial Disclosure Act

### 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)

### 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

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

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

### Assets – 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

Print Form

Clear Form





NOV 15 2016

District of Ucluelet  
November 22, 2016 CM

November 14, 2016

Dear Council Members,

We respectfully request that you delay your plan in constructing a gravel pathway to link the Wild Pacific Trail on Marine Drive until the path can be completed in pavement or a proper residential street sidewalk.

While this project may have been part of your financial plan for a number of years, many residents on Marine Drive and surrounding areas were not aware that this plan did not involve a paved pathway, like the other linking residential portions of the Wild Pacific Trail.

We were sent a letter in July of 2016 notifying us of the construction of the trail. Nowhere in this letter was there a mention of the pathway being constructed of gravel. Nowhere else in town is there a gravel part of the Wild Pacific Trail connecting through a residential area.

This issue of the pathway construction using gravel instead of pavement or sidewalk, has now been understood properly and collectively by concerned residents.

We believe that construction of a gravel pathway will not make the road safer, but less so. People will continue to use the road as a path as long as it is not paved. The hill portion of the road is very dangerous and there will be wet, loose gravel. Wheelchairs and strollers will have problems using a gravel pathway and will be using the road. Visibility is extremely impaired in this area. We are concerned that the road will be even narrower in places, with a 2 metre wide path and a ditch being constructed.

We also believe that the gravel will create a constant mess along Marine Drive. The aesthetics of having a gravel path and drainage ditch are undesirable in a residential area.

A proper residential street sidewalk or paved pathway is needed for this area. If a gravel path is constructed, we believe that the impetus to then improve the path and build it the right way will lessen. There will be costs to repair pot holes and relevel a gravel path. Other projects will get put on the list of things that require funding, and redoing the pathway will become less of a priority. We believe that funds allocated to this project will be better used to do the pathway once - in pavement - not once now in gravel, and then years from now, redone in pavement.

There is still time to amend this project, as you have not yet gotten to the point of constructing the path. Here are our specific questions for Council:

1. Why was it not included in the letter sent to residents in July 2016 that the path would be gravel?
2. You have received 2 letters dated July 28, 2106, and September 9, 2016 from Erik Larsen protesting the construction of the gravel pathway, and the fact that the decision to do so was made without any consultation with, or notification to the residents. What have you done since receipt of those letters to communicate with the residents to get their opinions and feedback on the project?
3. Will you reconsider putting in a gravel pathway and start the project of creating a link to the Wild Pacific Trail in pavement or proper residential street sidewalk, doing whatever portion can be done with the allocated funds at this point?
4. If you will not reconsider #3 above, will you reconsider putting in a gravel pathway to link the trail, and construct either a paved pathway or sidewalk when there are sufficient funds to do the whole thing?

We believe that the construction of a gravel pathway linking the Wild Pacific Trail has been made unilaterally, and without due diligence on the part of Council to consult with the people that they are representing. Furthermore, Council Members have been aware for months about concerns from residents, and have done nothing to address them, stating instead simply that the gravel pathway will go ahead. We expect more from our elected representatives.

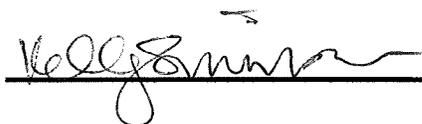
We will be in attendance at the council meeting on November 22, 2016. We will be bringing with us letters from other residents and concerned citizens. We intend to show that what Council has unilaterally decided does not represent the best interests or opinions of the residents. We insist that we be consulted and listened to on decisions that affect us as taxpayers and community members.

We look forward to discussing this matter further, and hearing your answers to our specific questions noted herein.

Yours truly,




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Livio Porcellato and Kelly Simonson, Property Owners of 350 Marine Drive, Ucluelet

THE CITY OF VICTORIA



OFFICE OF THE MAYOR



November 2, 2016

November 2, 2016

Mayor Dianne St. Jacques  
District of Ucluelet

Email: info@ucluelet.ca

**RE: Invitation to Attend VIP “Mayors for Mental Health” event at the Canadian Mental Health Association’s inaugural b4stage4 Conference**

Dear Mayor St. Jacques:

I am pleased to let you know that, as this conference is being held in the City of Victoria, I am the **host mayor** for the Canadian Mental Health Association’s **Mayors for Mental Health event** at its inaugural *b4stage4: Changing the way we think about mental illness and addictions* conference in Victoria on November 28<sup>th</sup>, 2016.

I am writing to personally invite you (or your designate) to the Mayors for Mental Health event for a unique opportunity to participate in an evening dialogue with your mayoral colleagues and leading thinkers in mental health and addictions policy and practice who will be attending the conference.

I would be honoured if you, or your designate, would participate in this important event.

This Mayors for Mental Health event will take place on **November 28, 2016** from **6:30pm to 8:00pm** at **Government House in Victoria** after the first day of the conference. The conference is bringing together leading thinkers, decision-makers, policy-makers, service providers, and people with direct experience of mental health and addiction problems from around the world to learn, discuss, and design a clear path forward to improve mental health and wellbeing in this country.

I, along with you, recognize the complexity of improving the mental health and wellbeing of Canadians. We understand the challenge in front of us – the disparity between physical and mental health care – and the critical need to clear a path forward to ensure mental health for all. We believe change and movement in the right direction is possible with your leadership.

Discussions about mental health and addictions have featured prominently at UBCM over the past several years. Continued pressures upon housing, policing, and municipally offered community services all contribute to a growing need to change the way we all think about mental health and addictions. We need to implement a way forward that is less reliant on our emergency departments and justice system when it comes to access to mental health and addictions care.

THE CITY OF VICTORIA



OFFICE OF THE MAYOR

This structured mingle will feature focused discussion on the following five pillars of CMHA's recently released five-point **b4stage4 Manifesto for Better Mental Health and Addiction Care in BC**:

1. Prevention and Early Intervention
2. Building Access to Addictions Health Care
3. Strengthening Recovery Closer to Home in Community
4. Improving Crisis Care
5. Leading Change in Mental Health and Addictions

**We are honoured to have the former UK Community and Social Care Minister, the Rt. Honourable Norman Lamb**, as an expert resource at the event. He has signaled strong interest in participating in an event of this kind and will be our plenary speaker at our conference. Mr. Lamb led significant shifts in mental health and addictions policy in the UK, influencing the implementation of "parity of esteem" between mental health and physical health in the National Health Service's Constitution.

In addition to participating in Mayors for Mental Health, you are cordially invited to spend as much time as you would like with us throughout the conference.

You might also consider seeking a motion at your next Council meeting to support CMHA's b4stage4 Manifesto.

Attached background materials include:

1. Information about the Rt. Honourable Norman Lamb
2. b4stage4 conference program
3. b4stage4 manifesto
4. b4stage4 endorsement form

Please write back to my Executive Assistant Danielle St. Jacques ([dstjacques@victoria.ca](mailto:dstjacques@victoria.ca)) to confirm if you or a designate can attend.

Thank you for considering this invitation.

Sincerely,

Mayor Lisa Helps  
City of Victoria



CMHA BC Division  
 905-1130 West Pender Street  
 Vancouver, BC, V6E 4A4  
 Tel: (604) 688-3234 or 1-800-555-8222  
 Fax: (604) 688-3236  
 www.cmha.bc.ca

## Norman Lamb Biography

*“No one has done more in the House to campaign for mental health” ~Jeremy Hunt, Health Secretary, in paying tribute to the Rt Hon Norman Lamb’s campaign<sup>1</sup>*

The Rt Hon Norman Lamb MP is viewed, by all accounts, as the architect of mental health promotion, prevention, and early intervention in the UK. Norman Lamb served as Minister of State for Care and Support from 2012 to 2015 and has been Member of Parliament for North Norfolk since 2001.

During his three years as a Government Minister, Norman Lamb:

- Steered the 2014 *Care Act* through Parliament. The 2014 *Care Act* is considered to be a historic piece of legislation as it was developed and passed through parliament collaboratively and was overhauled for the first time in 60 years.
- Played a leading role in driving mental health care to the top of the political agenda;
- Introduced the first ever maximum waiting time standards for mental health care;
- Pioneered the *Crisis Care Concordat*. The *Crisis Care Concordat* is a national agreement with 27 signatories from health, policing, social care, housing, local government, and third party sectors. The *Crisis Care Concordat* seeks to ensure that those experiencing mental health crises receive the help they need.
- Oversaw a reduction of 50% in the use of police cells for those in mental health crisis.
- Helped triple the number of people who can access psychological therapies.

Norman Lamb won the 2014 Political Studies Association award for best use of evidence in policy making and was awarded Rethink’s Chair’s Award for Outstanding Achievement in Mental Health in 2015.

In January 2015, Norman Lamb was appointed the Liberal Democrat spokesperson on health.

Currently, chief among his priorities is to ensure that mental health care is prioritized *equal* to physical health care. Norman Lamb has called for the Government to commit to “a comprehensive set of access and waiting time standards” for mental illnesses, similar to those that exist for physical illnesses such as cancer.<sup>2</sup>

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<sup>1</sup> North Norfolk Liberal Democrats (2016). Retrieved from:  
[http://www.normanlamb.org.uk/norman\\_lamb\\_comprehensive\\_waiting\\_time\\_standards\\_mental\\_health](http://www.normanlamb.org.uk/norman_lamb_comprehensive_waiting_time_standards_mental_health)

<sup>2</sup> Ibid.



# b4stage4

Changing the way we think about  
mental health and addiction

📍 VICTORIA CONFERENCE CENTRE, VICTORIA, BC 📅 NOVEMBER 28-30, 2016

The Canadian Mental Health Association influences practice through policy—by bringing together international leaders, policy makers, researchers, expert voices and advocates to the table to help BC think differently about mental health and addictions.

## PROGRAM



[www.b4stage4.ca](http://www.b4stage4.ca)

📘 [facebook.com/CMHABCDivision](https://facebook.com/CMHABCDivision)

🐦 @CMHABC #B4Stage4

# NOVEMBER 28 Conference Day 1

Designing systems of care: Valuing mental health and addiction care equal to physical health care

Registration opens

**30 mins**

Breakfast

**Block A  
30mins**

Acknowledgement of Indigenous territory and welcome

**Introduction—B4Stage4: Changing the way we think about mental health and addiction**

*Bev Gutray, CEO, Canadian Mental Health Association, BC Division*

*Lisa Helps, Mayor of Victoria, BC*

When it comes to mental illness and addiction, why do we often wait until it's too late? When we think about cancer, heart disease, or diabetes, we don't wait years to treat them. We start way before Stage 4. And when people have the early signs of those health problems, we try immediately to reverse those symptoms. This is what we should be doing when people are living with the early signs of mental health or addiction problems. We should act.

**Block B  
60mins**

B4Stage4 is a compelling idea that can change how we think about mental health and addiction.

The opening session will shine a spotlight on B4Stage4 and the value of prevention and early intervention for mental health and addiction, and the need to value and treat mental health and addiction care equal to physical health care.

Each speaker will be asked to provide remarks in response to the concept of B4Stage4.

**15 mins**

Break

**Block C**  
**1hr 45m**

**Plenary Keynote—*Designing systems of care: Valuing mental health and addiction care equal to physical health care***

*Rt Hon Norman Lamb, Member of Parliament, United Kingdom*

“No one has done more in the House to campaign for mental health,” is the way UK Secretary of State for Health, Jeremy Hunt describes the work of Norman Lamb, former Minister of State for Care and Support in the UK. As Minister, and now as a sitting MP, Norman tirelessly pushes for true equality between mental and physical health, influencing legislation, policy, and practice to get closer to that goal. Norman has shaped policy to advance equality between mental and physical health, secured Government endorsement of maximum waiting time standards with mental illness, and was the architect of the UK’s Crisis Care Concordat, designed to reduce the use of jail cells during mental health or addiction related emergencies and drive greater collaboration between police, ambulance, and health services. This keynote is an opportunity to learn about Norman’s incredible work within government, designing systems of care to value mental health equal to physical health.

**60 mins**

**Lunch**

**Block D**  
**60mins**

**Plenary Speaker—*Parity or disparity: Addressing mental health B4Stage4***

*Paul Gionfriddo, CEO Mental Health America*

The origins of the idea of B4Stage4 can be linked back to President and CEO of Mental Health America, Paul Gionfriddo. Through his role as the leader of America’s leading community-based non-profit, he has used the B4Stage4 concept to frame his organization’s commitments to promoting mental health as a critical part of overall wellness. The former Middletown Mayor, elected official for the Connecticut State Legislature, father, and author of his memoir *Losing Tim: How our health and education systems failed my son with schizophrenia*, has used the B4Stage4 concept to enact change in mental health care. Paul has influenced legislation, policy, and practice to secure prevention for all, early identification and intervention for those at risk, integrated health, mental health, and addiction services for those who need them, and recovery as a goal.

During this plenary presentation, Paul will describe the concept of B4Stage4, the momentum it has sparked in the US, and the ways in which the concept has helped to influence the design and passage of mental health legislation.

**15 mins**

**Break**

### Block E 45 mins

#### **Plenary Panel—*Levelling the playing field: A panel discussion on the addiction crisis and a call to action***

*Michael Pond, Founder, Pond Psychotherapy*

*Dr. Patrick Smith, National CEO, Canadian Mental Health Association*

*Dr. Perry Kendall, Provincial Health Officer*

*Facilitated by: Maureen Palmer, Co-Founder, Bountiful Films*

In April 2016, British Columbia declared a public health emergency after a repeated surge in substance-use related overdoses and deaths. We are at Stage 4. The timing has never been more critical to generate a significant shift in our system of care to support people in recovery from addiction. Our panel of experts will address the challenges with our current system of care and discuss in practical terms how we can move forward and build a truly integrated and coordinated system of addiction care.

### Block F 15 mins

#### **Introducing the *B4Stage4* manifesto: *Equality for mental health and addiction care***

We will be unveiling a cross-British Columbia and cross-party manifesto designed to persuade decision-makers to treat mental health and addiction equal to physical health care.

The manifesto will focus on ensuring our provincial systems of care afford the same right to timely access to evidence based treatment as those with physical health problems and ask government to strongly invest in prevention for all, early identification and intervention for those at risk, integrated and accessible health care, social and addiction services for those who need it, and recovery closer to home in community.

Delegates will be able to engage with the Manifesto throughout the conference, with opportunities to explore the ways in which policy and practice can bring the Manifesto to reality in British Columbia.

### Block G 60 mins

#### **Plenary Speaker—*Fighting for the gold standard: An olympian and mental health champion's story***

*Gillian Carleton, Olympic medalist*

Olympic medalist Gillian Carleton will share her story, passion, vision, and hopes for B4Stage4 to close the day.

**Day 1 closes**

### 6:30– 8:00 pm

#### **Mayors 4 Mental Health: Mingle at Government House—by invitation**

Local Mayors and National and Provincial Leaders will discuss raising awareness about mental health and addiction at the municipal level.

## NOVEMBER 29 Conference Day 2

Investing in young minds: Prevention and early intervention

**30 mins** Breakfast

Day 2 opens

### Plenary Speaker—*Children’s mental health: For the one and the many*

*Dr. Charlotte Waddell, Director, Children’s Health Policy Centre; Professor, Faculty of Health Sciences, SFU*

**Block A**  
**45 mins**

followed by

**Q&A**  
**15 mins**

Canada Research Chair in Children’s Health Policy and Professor in the Faculty of Health Sciences at SFU, Charlotte is a child and adolescent psychiatrist with longstanding interests in population health and health policy. Her work focuses on improving social and emotional wellbeing for all children, and on the public policies needed to reach these goals. In particular, she has steadfastly called for new investments in effective prevention programs, starting very early in childhood. She has also called for new investments to ensure that all young people with mental disorders have access to effective treatments. Her talk will provide an overview of the current program and service shortfalls, the impact on children and youth and on society as a whole, and the most promising approaches for addressing these shortfalls.

**15 mins** Break

**Block B**  
**60 mins**

### *Activating the B4Stage4 manifesto: Equality for mental health and addiction care*

Using a series of breakout sessions, conference delegates will have the opportunity to engage with the B4Stage4 Manifesto, designing next steps in policy and practice to move forward the *equality for mental health and addiction* agenda. Followed by a breakout session.

**60 mins** Lunch

**Plenary Panel—*Embracing the wisdom: Lived experience panel discussion on the cost of the status quo***

**Block C  
45 mins**

This panel centres lived experience as a source of understanding why we cannot continue with the status quo. Drawing from experiences in a range of evidence-based programs focused on prevention and early intervention, panelists will describe the difference made in their lives by having accessible and timely help available.

**15 mins**

Break

**Interactive Session—*How do we all stop paying for mental health and addiction care in the most expensive ways possible?***

*Joseph Puyat, Scientist, Centre for Health Evaluation and Research Outcomes Sciences and the Mental Health Program of Providence Care*

*Jennifer Berger, Program Consultant, Rehabilitation and Mental Health Program, Canadian Institute for Health Information*

**Block D  
60 mins**

Drawing from the work of the Canadian Institutes of Health, EY, and recent polling by IPSOS, conference delegates will learn how the status quo is unsustainable for our provincial health system. A doubling in the proportion of the BC population who receive timely and appropriate services and supports would likely require thousands of additional mental health professionals at a cumulative cost of billions of dollars over the next two decades. This session will focus on how we can collaborate in strengthening our mental health and addiction systems of care to be the health system we need.

**Block E  
60 mins**

***Finding our voice***

*Amelia Curran, singer songwriter, advocate*

Award-winning singer/songwriter and mental health advocate Amelia Curran closes the day with a performance of her song *This Video*, which she used to launch the Community Coalition 4 Mental Health in Newfoundland. Spoken word and music will help round out the day.

Day 2 closes

## NOVEMBER 30 Conference Day 3

Bold planning, bold action

**30 mins**

Breakfast

Day 3 opens

**Block A**  
**30 mins**

Taking Stock

**Block B**  
**45 mins**

**Plenary Speaker—*My journey through madness***

*Elyn Saks, Professor of Law, Psychology, and Psychiatry and the Behavioral Sciences, University of Southern California*

followed by

**Q&A**  
**15 mins**

Professor of Law, Psychology, and Psychiatry and the Behavioral Sciences, Elyn Saks lives with schizophrenia and has detailed her experience in an award-winning best-selling autobiography, *The Center Cannot Hold*. Elyn Saks discusses her experience and makes the case for B4Stage4.

**15 mins**

Break

**Block C**  
**60 mins**

**Plenary Panel—*Changing the way we think about mental health and addiction: The role of media***

*Andrea Woo, Reporter, The Globe and Mail*

*David Ball, Reporter and Photographer, Metro Vancouver*

*Travis Lupick, Reporter, The Georgia Straight*

*Additional panelists to be confirmed*

A lineup of BC's leading journalists and authors in the area of mental health and addiction discuss how media shapes our discourse about mental health and addiction.

**60 mins**

Lunch

**Block D**  
**60 mins**

**Plenary Speaker—*The Case for Reform***

*Andre Picard, Health Columnist, The Globe and Mail*

*Respondent(s): Rt Hon Norman Lamb, Member of Parliament, United Kingdom*

Andre Picard is one of Canada's top public policy thinkers and writers. During this plenary session, Andre will outline the need for systematic, thoughtful, and comprehensive reform of our mental health and addiction system of care.

**15 mins**

Break

**Block E**  
**45 mins**

**Closing Plenary Panel—*B4Stage4: A joint mandate for a way forward***

*Rt Hon Norman Lamb, Member of Parliament, United Kingdom*

*Acting Deputy Chief Constable Daryl Wiebe, Vancouver Police Department*

*Additional members to be confirmed*

We will be convening a panel of decision makers, policymakers, researchers, business leaders, service providers, and people with lived experience of mental health and addiction problems, with the goal of activating a new way forward for the mental health and wellbeing of British Columbia.

**Closing Remarks**

Day 3 closes

Program details subject to change



## A manifesto for better mental health and addiction care in British Columbia

There is a clear opportunity sitting in front of all of us. If, together, we take the bold steps needed to improve mental health in our province, we can improve the lives of thousands of people across British Columbia.

It is time to focus on prevention, early identification and early intervention. We currently pay for a system of care in the most expensive ways possible. People wait too long for care and too many people get their care from emergency departments and from police.

We can offer proven choices and supports to help people recover—clinical services, medications, peer supports, counselling, family supports, and other therapies. And keep people connected to their families and their community. Intervening as early as possible preserves a person's education, employment, social supports, housing—and it also costs less than the tragic revolving door of incarceration, hospitalization, and homelessness.

The Canadian Mental Health Association is calling for community organizations, academic institutions, professional associations, labour organizations, elected officials and business leaders to value mental health and addiction care equally to physical health care.

**GET LOUD. TAKE ACTION. [b4stage4.ca](https://b4stage4.ca)**

Invitation re: Mayors for Mental Health Event on November 28...

#b4stage4



Canadian Mental  
Health Association  
British Columbia  
*Mental health for all*

**We, the undersigned, believe action in these five areas will lead to better mental health in British Columbia**

### **1. Focus on prevention and early intervention**

- We must spend smart and invest wisely in effective community-based services and supports designed to prevent mental illness and intervene quickly with the early signs of mental health and addictions problems.
- We must work together to make sure people do not have to wait for months to receive a basic level of mental health and/or addictions help. People should be able to “ask once and get help fast.”

### **2. Build access to addictions health care**

- We must focus on building a standardized, compassionate, and evidence-based system of care, for people living with addictions problems.
- We must level the playing field and ensure people have just as much access to mental health and addictions health care as physical health care.

### **3. Strengthen recovery closer to home, in community**

- We must strengthen the safety net for the most vulnerable members of our community, living with mental health and/or addiction problems.
- We must build and implement a provincial housing strategy to ensure more people living with mental health and/or addictions problems have a safe place to call home.

### **4. Improve crisis care**

- We must continue to work together to reduce the number of suicides in British Columbia.
- We must ensure a reduction in the use of police, emergency departments, and the justice system as treatment for people living with mental health and/or addiction problems.

### **5. Lead change in mental health and addictions**

- We must have a province-wide plan for mental health and addictions, for both young people and adults that extends beyond two political terms.
- We must enable leadership and accountability through the appointment of a dedicated cabinet Minister of Mental Health and Addictions with a dedicated budget.

**I stand with the Canadian Mental Health Association in calling for a system of care that addresses mental health, addiction, and physical health equally.**

**GET LOUD. TAKE ACTION. [b4stage4.ca](http://b4stage4.ca)**

#b4stage4



**Canadian Mental  
Health Association**  
British Columbia  
*Mental health for all*

905 - 1130 W. Pender Street, Vancouver, BC V6E 4A4  
Tel: 604-688-3234 or 1-800-555-8222  
Fax: 604-688-3236 www.cmha.bc.ca

## Endorsement Form

Date: \_\_\_\_\_

To: Miki Talebi, Canadian Mental Health Association, BC Division (for b4stage4)

From: \_\_\_\_\_

### Re: b4stage4 Manifesto Endorsement

**Yes, I would like my organization to be an official endorser of the b4stage4 manifesto.**

*If yes...*

We would be willing to promote the manifesto on our website. The person CMHA can get in touch with to coordinate this is \_\_\_\_\_  
Email or phone: \_\_\_\_\_

We would be willing to promote the event in our agency's newsletter. The person CMHA can get in touch with to coordinate this is \_\_\_\_\_  
Email or phone: \_\_\_\_\_

**No, we do not wish to endorse this manifesto.**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Please fax this sheet to Miki Talebi at (604) 688-3236 OR scan and email to [miki.talebi@cmha.bc.ca](mailto:miki.talebi@cmha.bc.ca). Thank you!

**GET LOUD. TAKE ACTION. [b4stage4.ca](http://b4stage4.ca)**



**RECEIVED  
VIA EMAIL**

November 2, 2016

**November 4, 2016**

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

Dear Mayor and Councillors

Re: medal of Good Citizenship – Call for Nominations

The Honours and Awards Secretariat would appreciate your help in promoting the Medal of Good Citizenship and soliciting new nominations. Launched in 2015 by Premier Christy Clark, the prestigious Medal of Good Citizenship recognizes individuals who, through exceptional long-term service, have made outstanding contributions to their communities without expectation of remuneration or reward. The medal reflects their generosity, service, acts of selflessness and contributions to community life.

Since the first medal was presented in October 2015, 21 individuals and two communities have been named as recipients of the Medal. The full list of recipients can be access here. Please help us promote the Medal by informing your community about the opportunity to nominate one of its outstanding citizens.

The online [nomination form](#) is available on the [website](#). **Nominations are accepted year round but we are currently soliciting nominations to be received in the next few weeks for the Selection Committee to consider early in the New Year.**

The completed Nomination Forms, description of achievement, testimonial letters and any supporting materials must be submitted electronically as one package by email to the Honours and Awards Secretariat at [bchonoursandawards@gov.bc.ca](mailto:bchonoursandawards@gov.bc.ca).

For your convenience, a call for nominations poster is also attached. Should you or your contacts require any further information, please do not hesitate to contact our office by phone at 250.387.1616 or by email to [bchonoursandawards@gov.bc.ca](mailto:bchonoursandawards@gov.bc.ca).

Yours sincerely,

The Honourable Shirley Bond  
Minister of Jobs, Tourism and Skills Training  
and Chair of the Selections Committee



# MEDAL *of* GOOD CITIZENSHIP

## I WANT TO NOMINATE SOMEONE!

Nomination forms are available at  
[www.gov.bc.ca/medalofgoodcitizenship](http://www.gov.bc.ca/medalofgoodcitizenship).

For information on eligibility  
and other information:  
[www.gov.bc.ca/medalofgoodcitizenship](http://www.gov.bc.ca/medalofgoodcitizenship).

Email us at:  
[bchonoursandawards@gov.bc.ca](mailto:bchonoursandawards@gov.bc.ca)

Mail us at:  
Honours and Awards Secretariat  
P.O. Box 9422, Stn Prov Govt  
Victoria, BC V8V 1S2

Phone: 250-387-1616 Fax: 250-356-2814

*Show an*  
**EXTRAORDINARY**  
**CITIZEN** *their contributions*  
*are noticed*

The **MEDAL OF GOOD CITIZENSHIP** recognizes individuals who have acted in a particularly generous, kind or selfless manner for the common good without expectation of reward. The medal reflects their acts of selflessness, generosity, and service to community life at the local or regional level.

Formal recognition of citizens is an important way to express the gratitude and highlight exceptional role models for British Columbians.





# British Columbia MEDAL OF GOOD CITIZENSHIP



## PURPOSE

Provincial honours are a memorable and distinctive way for the government of British Columbia to thank and pay special tribute to those British Columbians whose lives exemplify excellence and achievement of the highest order. The men and women we honour are truly representative of the province of British Columbia's caring and diverse society, and their lives and deeds stand as shining examples for us all.

In 1989, the government of British Columbia established the British Columbia Medal of Good Citizenship to recognize persons who have acted in a particularly generous, kind or selfless manner for the common good without expectation of reward. This Medal was launched in 2015.

## WHO IS ELIGIBLE?

Any Canadian citizen who is a current or former long-term resident of British Columbia is eligible for nomination for the BC Medal of Good Citizenship. No elected federal, provincial or municipal representative may be awarded the Medal while such person remains in office. The Medal is not awarded for acts of bravery. Self-nominations will not be accepted. There is no age limit—youth nominations are welcome.

## HOW ARE RECIPIENTS SELECTED?

An independent selection committee considers all nominations.

## WHEN IS THE DEADLINE?

Nominations are accepted year-round. The person submitting the nomination must sign nomination forms.

## NOMINATION GUIDELINES

The completed signed nomination form, 500 word description of achievement, two signed testimonials and any supporting materials must be submitted electronically as one package. If more than one nomination is submitted for the same nominee, only the first nomination received will be considered. Please contact the Honours and Awards Secretariat for alternate submission options if required.

## NEED MORE INFORMATION?

Additional information and nomination forms may be obtained by contacting the British Columbia Honours and Awards Secretariat at 250-387-1616 or by email to [bchonoursandawards@gov.bc.ca](mailto:bchonoursandawards@gov.bc.ca)

The information on this form is collected under the authority of the Section 26(c) and 27(1)(c) of the *Freedom of Information and Protection of Privacy Act* [RSBC 1996 c.165] and will help us to assess the eligibility and to notify recipients of the Medal of Good Citizenship.

By submitting this form you are confirming that individuals who have agreed to submit letters in support of this nomination have authorized you to provide their information as disclosed on this form.

If you have any questions about the collection, use or disclosure of this information, please contact the Honours and Awards Secretariat at 250-387-1616 or by e-mail at [bchonoursandawards@gov.bc.ca](mailto:bchonoursandawards@gov.bc.ca). Knowledge of a proposed nomination should be restricted to the individuals compiling the nomination.

## B.C. MEDAL OF GOOD CITIZENSHIP – NOMINATION FORM

### Name of Person being Nominated

PREFIX FIRST NAME LAST NAME *(include post-nominals where applicable)*

TITLE ORGANIZATION

ADDRESS

CITY/TOWN PROVINCE POSTAL CODE

TELEPHONE CELL EMAIL

*Is your nominee a resident of British Columbia?*

DATE OF BIRTH (YYYY/MM/DD) YES NO *(specify)*

SHORT DESCRIPTION OF ACHIEVEMENT *(maximum 10 words)*

### Name of Nominator

PREFIX FIRST NAME LAST NAME *(include post-nominals where applicable)*

TITLE ORGANIZATION

ADDRESS

CITY/TOWN PROVINCE POSTAL CODE

TELEPHONE CELL EMAIL

SIGNATURE OF NOMINATOR DATE (YYYY/MM/DD)

Send the completed form and supporting material electronically to [bchonoursandawards@gov.bc.ca](mailto:bchonoursandawards@gov.bc.ca).

### Useful Contacts:

**MAIL:** Honours and Awards Secretariat  
P.O. Box 9422 STN PROV GOVT  
Victoria, British Columbia V8W 9V1

**COURIER:** 2<sup>nd</sup> Floor, 553 Superior Street  
Victoria, British Columbia V8V 1T7

Nominations are accepted year-round. The person submitting the nomination must sign nomination forms.

For more information, contact the British Columbia Honours and Awards Secretariat at 250-387-1616 or by email to [bchonoursandawards@gov.bc.ca](mailto:bchonoursandawards@gov.bc.ca)

## Each nomination must include the following:

- ▶ The completed nomination form signed by the nominator (including the 10 word summary)
- ▶ Description of achievement (500 words) submitted electronically describing:
  - ▶ an achievement which emphasizes and encourages the virtue of good citizenship by showing that the individual being nominated exemplifies that virtue;
  - ▶ the impact of the achievement and how the achievement enriched the lives of others;
  - ▶ what made this an outstanding achievement— indicate any extraordinary circumstances or challenges the nominee faced, if applicable include statistics or historical background;
  - ▶ examples of ongoing leadership and dedication;
  - ▶ how long you have known the nominee;
  - ▶ when the achievement was initiated and completed.
- ▶ A minimum of (2) two signed testimonials from (2) two separate individuals, other than the nominator, who have direct knowledge of the value and impact of the achievement and who support your nomination. Please ensure that the contact information (address, telephone number and e-mail) for the testimonial writers is included in the letter. Please *do not exceed six letters*. They must be on 8½ x 11" paper, typed or clearly hand-written in dark ink.

## Additional Information

You may provide material in support of your nomination. Please ensure that this material is succinct and directly relevant to the nomination. All support materials must be on 8½ x 11" paper, typed, reproduced or clearly hand-written in dark ink. Do not send originals of important or official documents, as they will not be returned.

### ACCEPTABLE

- ▶ Including an expanded statement of your reasons for the nomination
- ▶ Biography of the nominee
- ▶ List of achievements

### NON-ACCEPTABLE

- ▶ Cassettes
- ▶ Videotapes
- ▶ Compact discs
- ▶ Photographs
- ▶ Albums
- ▶ Newspaper clippings (unless photocopied onto 8½ x 11" paper) as they will be discarded

**PLEASE NOTE:** Nominations should be submitted electronically whenever possible. The completed Nomination Form, testimonial letters and any supporting materials are accepted year-round. The person submitting the nomination must sign nomination forms.



## Submitting your completed application

Please review and acknowledge the following. Please email your completed nomination to [bchonoursandawards@gov.bc.ca](mailto:bchonoursandawards@gov.bc.ca). Note that Supporters may be contacted to validate their testimonials.

- The Nominator (the person completing this form) is clearly identified and the contact information is complete to allow correspondence from the Honours and Awards Secretariat.
- Description of achievement (500 word max) is included.
- Two signed testimonials from two separate individuals, other than the nominator, are attached.
- The Freedom of Information requirements as specified are understood.
- I hereby declare that all the information provided in this application is true and accurate in every respect. I understand that the nominee would be denied the Medal if the information is found to be inaccurate for any reason.





November 3, 2016

**From:** Rita Koutsodimos [<mailto:RKoutsodimos@bchealthyliving.ca>]

**Subject:** UBCM follow-up: Communities on the Move Declaration

Dear Councillor McEwen,

It was a pleasure to meet you at the UBCM Conference! Thank you for coming by to talk with us at BC Healthy Living Alliance (BCHLA). We appreciated the opportunity to meet with so many local government leaders who are committed to making their communities healthier places to live.

As you may recall, one of the key priorities we were promoting at UBCM is for more robust investment and policy support from the province for healthier, active modes of transportation.

BC Healthy Living Alliance would like to invite your council to join us in the call for healthier communities by signing on to the:

[Communities on the Move Declaration: Creating Smart, Fair and Healthy Transportation Options For All BC Communities](#)

The 'Communities on the Move' declaration is intended to outline a vision for a healthy transportation system that meets the needs of all British Columbians.

- It lays out core values of safety, health, equity, environmental sustainability and economic opportunity that guide the vision and recommendations.
- The recommendations include a call for significant provincial investments in transit, active transportation planning and facilities and support for rural transportation, in addition to measures to enhance access among vulnerable populations and to improve safety.

The declaration will shine a spotlight on the resources needed by local governments to provide their residents with healthier transportation options. It is intended to galvanize and demonstrate support among diverse stakeholders.

BCHLA and Heart and Stroke Foundation are seeking endorsement from local governments as well as from the business and NGO communities. The declaration will be used to build public awareness and encourage debate and policy support in the upcoming election.

The ultimate goal is to convince provincial decision-makers to put in place the necessary funding and policy supports for a robust, active and public transportation system that serves the needs of all British Columbians.

Attached is a copy of the declaration for your review and consideration. Should you or your council have any question, please do not hesitate to contact Rita Koutsodimos by phone at (604)989-4546 or by email at [rkoutsodimos@bchealthyliving.ca](mailto:rkoutsodimos@bchealthyliving.ca).

Thank you for your consideration,

Mary Collins  
 Director  
 BC Healthy Living Alliance Secretariat  
 #310 – 1212 West Broadway  
 Vancouver, BC V6H 3V2  
 Tel: 604-629-1630  
 Fax: 604-629-1633

Join [BCHLA](#) on [Facebook](#) or [Twitter](#)

*BCHLA's vision is for a healthier British Columbia. Through leadership and collaboration, BCHLA is working to address the risk factors and health inequities that contribute significantly to chronic disease.*



## ***COMMUNITIES ON THE MOVE* DECLARATION: CREATING SMART, FAIR AND HEALTHY TRANSPORTATION OPTIONS FOR ALL BC COMMUNITIES**

### **VISION**

We envision that in 10 years, across BC - in communities small and large, it will be easy, safe and enjoyable to get around, whether by walking, biking, public transit, driving, ride-sharing or in a wheelchair. We want to see the provincial government making progressive investments that support active, connected and healthy communities with a wide range of mobility needs.

### **This vision is guided by the following VALUES:**

- **Safety for All Road Users**: The design and rules of the road should work towards a goal of zero fatalities so all British Columbians can arrive at their destination safely.
- **Healthy Communities**: It is easier for British Columbians to be active and healthy when there are safe biking and walking routes, good street design and regular transit.
- **Mobility for All**: Communities of all sizes need transportation options to enable everyone – including vulnerable groups such as children, older adults and those with disabilities or low incomes as well as non-drivers – to access education, employment, healthcare, recreation and cultural events and to foster important social connections.
- **Clean Air and Environment**: Public transit, telecommuting and active modes of transportation reduce local air pollution and carbon emissions that contribute to climate change.
- **Consideration of Community Needs**: All BC communities should have a range of convenient, affordable transportation options that are tailored to their context – whether urban or remote, dense or dispersed, small or suburban.
- **Cost Savings and Economic Opportunities**: Investments in active and public transportation can help to control rising healthcare costs while stimulating local business and tourism.

## What will it take:

- **Increased support and long-term funding for transit**
  - Provide full funding (\$400M/year) and policy support for implementation of the BC Transit Strategic Plan 2030 and local government 'Transit Future Plans' to grow transit service and meet local needs.<sup>1</sup>
  - Provide a fair share of capital funding and secure, predictable regional revenue tools for the full implementation of the TransLink Mayors' Council 10-Year Vision.
  - Provide funding for public transportation systems that serve small, rural, remote and isolated communities such as the use of school buses and bus services that feed into regional centres.
  
- **A Provincial Active Transportation Strategy**
  - Allocate \$100M per year over the next ten years to support the development of local cycling and walking infrastructure within a larger provincial network.<sup>2</sup> Priority should go to completing connected cycling and walking transportation networks.
  - Fund Active School Travel Planning and standardized cycling education for healthy, active children.
  - Increase capacity within the Ministry of Transportation by developing an Active Transportation unit that has the professional expertise to work on policy and planning.
  
- **Commitment to equity**
  - Improve handyDART service to meet demand and to expand accessibility to evenings, Sundays and holidays.
  - Revert back to the \$45 annual fee for Annual Bus Passes for Persons-with-Disability.
  - Ensure all public transit systems have affordable options for people with low incomes.
  - Ensure funding is allocated geographically and equitably across the province. Recognize infrastructure deficits for pedestrian, cycling and transit modes as well as limitations faced by rural, remote, geographically isolated and small communities as part of funding criteria.

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<sup>1</sup> Analysis by [David Suzuki Foundation](#) shows that although \$4.75 billion in provincial funds was promised in the 2008 Provincial Transit Plan – eight years into the 12-year plan, only 23 per cent per cent (\$1.1 billion) of the provincial contributions have been realized. DSF calculates that an average annual investment of \$400 M would be required to bridge the funding gap and add the capacity and level of service necessary to reduce traffic congestion, increase ridership and meet the 2020 Climate Change goals as outlined in the 2008 plan.

<sup>2</sup> \$100 million is an estimate for BC based on our population and what leading jurisdictions spend per person, per year on active transportation infrastructure (Netherlands \$40/person/year; Winnipeg \$32/person/year; Brisbane \$51/person/year; London \$27/person/year). This may seem like a large request but not in terms of transportation infrastructure costs, for example this amount is very close to what the Ministry of Transportation is spending to renovate a single interchange on Highway 1.

- **Regional considerations**

- Work with local governments to establish a Rural Transportation Strategy. Develop and fund innovative community transportation systems, ride-sharing, tele-services and telecommuting options that can serve rural and remote British Columbians including those who can't drive or don't have access to a vehicle.
- Provide support for the development and implementation of Winter City Guidelines that give residents the opportunity to be active all year long. This should include operational measures such as snow-clearing for active transportation networks and improved winter road maintenance to reduce accidents.
- Update Traffic Engineering Standards for managing industrial traffic in resource based communities so that they guide improvements in air quality, pedestrian and cycling movement as well as safety.
- Support the Metro Vancouver Mayor's Council to pursue alternative funding mechanisms – such as vehicle levies, road pricing (including tolling), local fuel and parking taxes and expansion of community/group passes.
- Continue and expand the UPASS program to the students and employees of postsecondary institutions.

- **Commitment to Safety**

- Support the BC Road Safety Strategy and work with all levels of government and other partners to achieve a goal of safe streets and zero fatalities. Speed limits should be reduced and strictly enforced, including through the use of speed cameras and other proven measures.
- Prioritize safety measures for vulnerable road users such as pedestrians, cyclists and those in wheelchairs and mobility devices.

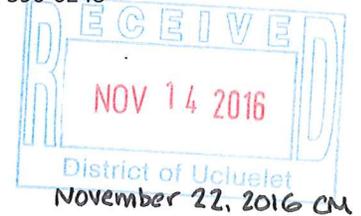
[Click Here to Sign Our Declaration and Join the Call for a Healthier British Columbia for ALL!](#)



104 – 550 Goldstream Avenue, Victoria BC V9B 2W7 Phone (250) 590-0204 Fax (250) 590-0248

November 8, 2016

DISTRICT OF UCLUELET  
PO BOX 999, 200 MAIN ST  
UCLUELET, BC V9R 3A0



**Re: M'akola Housing Holiday Gift Program – Request for Donations from our Valued Vendors**

Dear DISTRICT OF UCLUELET,

We would like to thank you for the quality work and service you have provided to our society and our families over the past year. M'akola is the largest Aboriginal Housing Provider in British Columbia, and we serve more than 5,000 household members across the province. Without a relationship with Valued Vendors such as you, we would not be able to fulfill our mandate of providing safe, affordable housing for vulnerable families and elders.

Although our housing is considered "Affordable", many of our families struggle with the additional costs and stresses of the winter holidays. In an effort to support those who are struggling, M'akola started our Holiday Gift Program, which collects donations and distributes holiday gifts to needy families in our housing across BC.

**The M'akola Housing Holiday Gift Program collects donations from Vendors like you and distributes gift certificates to our families and elders. This year, we are requesting cash donations, Thrifty's gift certificates, and Walmart gift certificates as donations. If you would like to pre-purchase gift certificates and donate them, please purchase them in \$5 and \$10 values. Any cash donations over \$50 will receive a charitable tax receipt. All donations will be graciously acknowledged on our website and through social media.**

In many Aboriginal cultures, gifting is a way to show respect. The M'akola Housing Holiday Gift Program is a show of respect from us to our residents, because without them, M'akola Housing would not exist, and we would not be able to have a relationship with you, our Valued Vendor.

Please consider donating to our M'akola Housing Holiday Gift Program today. If you have any questions, or, to drop off donations, please connect with your Regional Property Manager at the nearest regional office, or mail them to 104-550 Goldstream Avenue, Victoria BC V9B 2W7.

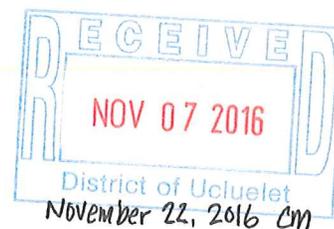
Sincerely,

A handwritten signature in blue ink, appearing to read 'Kevin Albers'.

Kevin Albers CPA, CGA, CAFM, CIHCM  
Chief Executive Officer  
M'akola Group of Societies

CC: Melanie Flint - 250-723-9855





November 3, 2016

Ref: 168988

Her Worship Mayor Dianne St. Jacques  
and Members of Council  
District of Ucluelet  
200 Main St  
PO Box 999  
Ucluelet BC V0R 3A0

Filecode: 0410-20 MCSCD  
X-Ref:  
Forwarded to: Council - Andrew  
[ ] Physical [ ] Electronic

Dear Mayor St. Jacques and Councillors:

As Minister of Community, Sport and Cultural Development and Minister responsible for TransLink, it was my pleasure to meet with your delegation during the 2016 Union of British Columbia Municipalities (UBCM) Convention, recently held in Victoria. In particular, I appreciated the opportunity to discuss in person the matters of importance to your community.

I recognize that the issue of split classification for strata accommodation properties (SAPs) has ramifications for some smaller resort municipalities in terms of revenues from property taxation. It is always a fine line between not overburdening taxpayers and ensuring local governments have the resources they need to meet service requirements. I also appreciated hearing your comments about taxation in relation to short term vacation rentals.

Government is examining these issues from the perspectives of finance, assessment and community impact to ensure that the potential implications of any actions are fully understood. Kevin Volk, Assistant Deputy Minister, Community and Legislative Services Division, and his team are working on assessment related matters. A member of Mr. Volk's team will follow up with your staff to further discuss your concerns regarding the classification of SAPs.

I appreciate the challenges you face with respect to managing the cost of infrastructure repair and applaud your efforts to think innovatively when looking to identify ways forward. As you are aware, the Clean Water and Wastewater Fund was launched on September 30, 2016. Our team will be pleased to work with your staff to see what opportunities are available to your community. Tara Faganello, Assistant Deputy Minister, Local Government Division, is the Ministry's staff contact for infrastructure matters and for short term vacation rental questions. Please feel free to contact Ms. Faganello's office by telephone at: 250 356-6575, or by email at: [Tara.Faganello@gov.bc.ca](mailto:Tara.Faganello@gov.bc.ca).

It is always valuable to hear directly from local governments regarding the challenges and opportunities in your communities. I look forward to continuing a productive dialogue over the coming months.

.../2

Ministry of Community,  
Sport and Cultural Development and  
Minister Responsible for TransLink

Office of the Minister

Mailing Address:  
PO Box 9056 Stn Prov Govt  
Victoria BC V8W 9E2  
Phone: 250 387-2283  
Fax: 250 387-4312

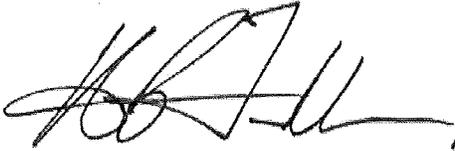
Location:  
Room 310  
Parliament Buildings  
Victoria BC

[www.gov.bc.ca/cscd](http://www.gov.bc.ca/cscd)

Her Worship Mayor Dianne St. Jacques  
and Members of Council  
Page 2

Thank you again to your delegation for taking the time to meet with me.

Sincerely,

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

Peter Fassbender  
Minister

pc: Kevin Volk  
Assistant Deputy Minister  
Community and Legislative Services Division

Tara Faganello  
Assistant Deputy Minister  
Local Government Division

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**Subject:** Engagement Bulletin - Pacific Traverse Trail Project in Pacific Rim National Park Reserve  
**Attachments:** Engagement Bulletin - November 1 2016.pdf; Engagement Bulletin - November 1 2016 FR.pdf

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**Subject:** Engagement Bulletin - Pacific Traverse Trail Project in Pacific Rim National Park Reserve

Good afternoon,

I am pleased to be able to forward you the attached Notice of Engagement for upcoming public information sessions on the new multi-use trail project that will connect the towns of Tofino and Ucluelet with the park reserve.

For further information on these sessions and the Pacific Traverse Trail Project please contact, Jessie Hannigan, Project Liaison, at 250-726-7165 ext. 502 or by email at [Jessie.Hannigan@pc.gc.ca](mailto:Jessie.Hannigan@pc.gc.ca).

### **Crystal Bolduc**

Promotions Officer, Pacific Rim National Park Reserve  
Parks Canada  
P.O. Box 280, Ucluelet, BC V0R 3A0  
[Crystal.Bolduc@pc.gc.ca](mailto:Crystal.Bolduc@pc.gc.ca) | Tel: 250-726-7165 ext. 517 | Cell: 250-726-3921

Agente de promotion, Réserve de parc national du Canada Pacific Rim  
Parcs Canada  
C.P. 280, Ucluelet C-B V0R 3A0  
[Crystal.Bolduc@pc.gc.ca](mailto:Crystal.Bolduc@pc.gc.ca) | Tél. : 250-726-7165 ext. 517 | Cel : 250-726-3921

FACEBOOK <https://www.facebook.com/PacificRimNPR> | <https://www.facebook.com/RPNPacificRim>  
TWITTER <https://twitter.com/PacificRimNPR> | <https://twitter.com/RPNPacificRim>

**Time to Connect | Un bon temps pour se rapprocher**



# Notice of Engagement

## Pacific Traverse Trail Project

**Ucluelet, BC, November 1, 2016**

Pacific Rim National Park Reserve is delighted to announce a new multi-use trail which will connect the towns of Tofino and Ucluelet with the park reserve. Approximately 28 km of trail will link the existing paved pathways constructed in nearby communities with the beaches and hiking trails of Pacific Rim National Park Reserve. Once complete, the trail will provide a high quality experience to a wide cross section of visitors and residents alike, and offer a new way of accessing park attractions.

To start the project, Parks Canada initiated a *Detailed Impact Analysis* to identify areas of the park reserve that are not suitable for a trail – including important wildlife corridors, critical habitat for species at risk, areas of high cultural sensitivity, and areas that would present a risk to visitor safety, among other things. Based on the results of this information, and the advice of local experts and Parks Canada staff, it has become clear that, to have the least environmental impact, there is a fairly defined area in the park reserve that will be suitable for a trail. Moving forward with this information, a bio-inventory has been conducted, documenting plant communities, aquatic and wildlife habitat, species presence, sensitive ecosystems, and rare species. As well, a cultural resource inventory is being completed by the Tla-o-qui-aht and Yuu-thlu-ilth-aht First Nations along the route identified as suitable for a trail.

Pacific Rim National Park Reserve is hosting public information sessions in the towns of Ucluelet and Tofino, as well as the community of Hitatcu and at the Tin Wis Resort to share the developments of this project with the community. The sessions serve to help residents become more familiar with the proposed trail, the project timelines, and what to expect when the trail is completed. Parks Canada is very excited about this project and the benefits the trail will bring to local residents, the local economy, and to visitors enjoying the area.

Residents who are interested in learning more about this exciting project are invited to join to staff from Pacific Rim National Park Reserve in these public information sessions on the dates below.

November 30, 2016	Yuu-thlu-ilth-aht Government Building	5:00 – 7:00 pm
December 2, 2016	Ucluelet Community Centre	5:00 – 7:00 pm
December 8, 2016	Tofino Council Chambers	5:00 – 7:00 pm
December 12, 2016	Tin Wis Resort, Wickaninnish Centre	5:00 – 7:00 pm

Funding for the new \$17.7 million multi-use trail was announced on March 22, 2016 as part of the Government of Canada's Budget 2016. Visit [http://www.budget.gc.ca/2016/docs/plan/ch2-en.html#\\_Toc446106694](http://www.budget.gc.ca/2016/docs/plan/ch2-en.html#_Toc446106694) to learn more about Budget 2016, and how Parks Canada is investing in infrastructure to ensure Canadians can continue to enjoy our world-class national parks system.

### Information:

Jessie Hannigan  
Project Liaison  
Pacific Rim National Park Reserve  
Parks Canada  
250-726-7165 ext. 502  
Jessie.Hannigan@pc.gc.ca





# Avis

## Projet de sentier à la RPN Pacific Rim

**Ucluelet (C.-B.), 1<sup>er</sup> novembre 2016**

La réserve de parc national (RPN) Pacific Rim est fière d'annoncer la création d'un nouveau sentier multifonctionnel qui reliera les localités de Tofino et d'Ucluelet à la RPN. Environ 28 km de sentier relieront en effet les voies pavées déjà construites dans les communautés avoisinantes et les plages et les sentiers de randonnée de la RPN Pacific Rim. Une fois terminé, ce sentier offrira une expérience de grande qualité aux visiteurs et aux résidents, ainsi qu'une nouvelle façon d'avoir accès aux attraits du parc.

Pour lancer le projet, Parcs Canada a d'abord procédé à une *Analyse d'impact détaillée* afin de déterminer quels sont les secteurs du parc non propices à la construction d'un sentier, notamment les importants corridors fauniques, les habitats essentiels d'espèces en péril, les secteurs de grande vulnérabilité sur le plan culturel et les secteurs pouvant poser un risque à la sécurité des visiteurs. À la lumière des résultats de cette analyse et des conseils d'experts locaux et d'employés de Parcs Canada, il est apparu clairement que pour minimiser l'impact environnemental, il se trouve un secteur assez bien délimité dans la RPN qui se prête à la construction d'un sentier. On a donc dressé l'inventaire des peuplements végétaux, des habitats aquatiques et fauniques, des espèces présentes, des écosystèmes sensibles et des espèces rares. Les Premières Nations Tla-o-qui-aht et Yuu-thlu-ilth-aht dressent aussi un inventaire des ressources culturelles le long du tracé pressenti pour le sentier.

La RPN Pacific Rim tient des séances publiques d'information dans les localités d'Ucluelet et de Tofino, ainsi qu'à Hitatcu et au centre de villégiature Tin Wis afin de renseigner la communauté sur l'avancement du projet. Ces séances aident les résidents à se familiariser avec le projet de sentier, avec son calendrier d'exécution et à savoir à quoi s'attendre quand il sera terminé. Parcs Canada est très enthousiaste à l'idée de réaliser ce projet et des bienfaits qu'il procurera aux résidents, à l'économie locale et aux visiteurs de la région.

Les personnes intéressées à en savoir davantage sur ce merveilleux projet sont invitées à rencontrer le personnel de la RPN Pacific Rim lors des séances publiques d'information dont les dates figurent ci-dessous.

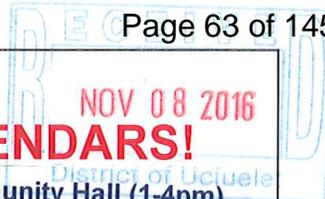
30 novembre 2016	Immeuble gouvernemental Yuu-thlu-ilth-aht	17 h à 19 h
2 décembre 2016	Centre communautaire d'Ucluelet	17 h à 19 h
8 décembre 2016	Salle du conseil de Tofino	17 h à 19 h
12 décembre 2016	Tin Wis Resort, centre Wickaninnish	17 h à 19 h

Un financement de 17,7 millions \$ pour le nouveau sentier multifonctionnel a été annoncé le 22 mars 2016 lors de la présentation du budget de 2016 du gouvernement du Canada. Pour en savoir plus sur le budget de 2016 et sur les investissements de Parcs Canada dans les infrastructures pour que les Canadiens puissent continuer de profiter d'un réseau de parcs nationaux de classe mondiale, visitez le [http://www.budget.gc.ca/2016/docs/plan/ch2-en.html#\\_Toc446106694](http://www.budget.gc.ca/2016/docs/plan/ch2-en.html#_Toc446106694).

### Information :

Jessie Hannigan, Agente de liaison du projet  
 Réserve de parc national Pacific Rim, Parcs Canada  
 250-726-7165 poste 502    [Jessie.Hannigan@pc.gc.ca](mailto:Jessie.Hannigan@pc.gc.ca)





# West Coast Job Expo

## MARK YOUR 2017 CALENDARS!

Thursday, March 2<sup>nd</sup>, 2017 – Ucluelet Community Hall (1-4pm)

Please contact me if you would like to receive Employers' Registration - to be circulated in January 2017. Kind regards,

*Ursula Banke*

West Coast Resource Centre Advisor / Community Employer Partnership Liaison

Alberni Valley Employment Centre

[ubanke@avemployment.ca](mailto:ubanke@avemployment.ca)

### West Coast Locations:

381 Main Street , P.O Box 1050, Tofino, BC V0R 2Z0

Ph: 250-725-8805 - Fax 250-725-2845

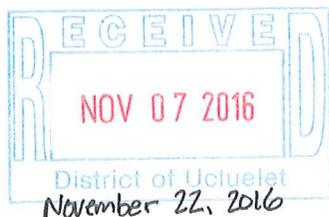
and

101- 1801 Bay Street, P.O Box 38, Ucluelet, BC V0R 3A0

Ph: 250-726-4243 Fax 250-726-2975

Filecode: 0230-20 AVEC  
X-Ref:  
Forwarded to: All Staff  
Physical [x] Electronic





Filecode: 0400-20 AVICC  
 X-Ref:  
 Forwarded to: Council, Andrew  
 Physical  Electronic

**TO:** AVICC Corporate Officers

**FROM:** Liz Cookson

**DATE:** November 1, 2016

**RE:** AVICC Resolutions Notice/Request for Submission;  
 Call for Nominations for AVICC Executive Committee;  
 Call for Presentations

The following message and attachment were emailed through your local government contacts with a request to forward on to your Mayor and Council or Chair and Board, your CAO and yourselves. So as to ensure that there is no inadvertent lack of communication, I am sending you this copy via regular mail.

#### **Resolutions Notice/Request for Submission and Call for Nominations**

Attached is the Resolutions Notice/Request for Submissions and the Call for Nominations for the AVICC Executive. Covering the two documents is a memo from President Price on behalf of Executive seeking members' continued assistance in strengthening the resolutions process.

Please note that this year's resolution and nomination deadline is **Tuesday, February 21, 2017**.

#### **Call for Presentations – 2017 AVICC AGM & Convention**

Members are encouraged to submit proposals for sessions they would like to see included in the 2017 AGM & Convention, especially if they relate to resolutions they expect to forward on new policy topics.

Proposals may be submitted online at

[http://ubcm.formstack.com/forms/avicc\\_2017\\_session\\_proposal](http://ubcm.formstack.com/forms/avicc_2017_session_proposal) by **December 2, 2016**.

#### **2016 AVICC AGM & Convention Minutes**

The Minutes of the 67<sup>th</sup> Annual Convention held April 8-10, 2016 in Nanaimo are posted on the website at <http://avicc.ca/category/resources/agmconvention-minutes/> The minutes are considered draft until approved by the membership at next year's Convention. Also posted on the website are copies of PowerPoint presentations for various sessions held within the Convention program, and the disposition of Resolutions from the Nanaimo Convention.

525 Government St, Victoria, BC V8V 0A8  
 Email: [avicc@ubcm.ca](mailto:avicc@ubcm.ca) • Tel: 250-356-5122 • Fax: 250-356-5119 • [www.avicc.ca](http://www.avicc.ca)

Representing Local Government on Vancouver Island, Sunshine Coast, Powell River and Central Coast

Call for Resolutions, Nominations and Presentations Associat...



**TO:** Mayors and Councils, Chairs and Boards  
Chief Administrative Officers, Corporate Officers

**FROM:** President Barbara Price

**DATE:** November 1, 2016

**RE:** **RESOLUTIONS NOTICE/REQUEST FOR SUBMISSIONS  
CALL FOR NOMINATIONS FOR AVICC EXECUTIVE COMMITTEE**

Attached is the Resolutions Notice/Request for Submissions and the Call for Nominations for the AVICC Executive. Please note that this year's resolution and nomination deadline is **Tuesday, February 21, 2017**.

Both AVICC and UBCM members strongly believe in the value of resolutions debate and continually seeks ways to improve the process. AVICC strives to mirror and complement UBCM's processes in order to develop efficiency and ease of understanding for delegates.

Debating of Resolutions by the Area Association in Advance of Submission to UBCM

We have asked for members' assistance in bringing forward resolutions for consideration at the Area Association as opposed to submitting them directly to UBCM and have appreciated that you have responded.

Number of Resolutions

We continue to hear from delegates during the AVICC Resolutions Sessions that some of the resolutions being considered are too general or focus on topics that are not under local government purview. Another concern is that bringing forward too many resolutions detracted from debate on the most important issues, and might not be to the benefit of local government because other levels of government could get side tracked on issues that are of lesser importance. Let's continue to ensure that resolutions that are being brought forward are specific and focus on new issues of provincial or AVICC-wide interest.

Late Resolutions

Last year, AVICC received six resolutions after the regular resolutions deadline with only one recommended that it be admitted for debate as a result of meeting the late resolutions criteria.

All three issues noted above will continue to be improved by adhering to the following two recommendations:

525 Government St, Victoria, BC V8V 0A8  
Email: [avicc@ubcm.ca](mailto:avicc@ubcm.ca) • Tel: 250-356-5122 • Fax: 250-356-5119 • [www.avicc.ca](http://www.avicc.ca)

Representing Local Government on Vancouver Island, Sunshine Coast, Powell River and Central Coast

- ✓ Forward your resolutions for debate first to our AVICC AGM & Convention by the regular resolutions deadline of **Tuesday, February 21, 2017.**
- ✓ Focus resolutions on new issues of provincial or AVICC-wide interest avoiding repeat resolutions by checking the UBCM Resolutions database available through the website at [www.ubcm.ca](http://www.ubcm.ca). Click on the Resolutions and Policy tab at the top of the page. It will be possible to enter a search to locate any Resolutions on the same topic that have been considered in the past and what the response has been.

Included with the Resolutions Notice are guidelines for preparing and submitting resolutions. We appreciate all efforts to expedite and facilitate the debate among members.

Sincerely,

A handwritten signature in black ink that reads "Barbara Price". The signature is written in a cursive, flowing style.

Councillor Barbara Price,  
President, AVICC



## 2017 AGM & CONVENTION

### RESOLUTIONS NOTICE REQUEST FOR SUBMISSIONS

#### DEADLINE FOR RESOLUTIONS

All resolutions must be received in the AVICC office by: **FEBRUARY 21, 2017**

#### SUBMISSION REQUIREMENTS

Resolutions submitted to the AVICC for consideration shall be received as follows:

1. One copy of the resolution by regular mail to:  
AVICC  
525 Government Street  
Victoria, BC  
V8V 0A8
- AND
2. One copy submitted electronically either through the online submission form or by email (submitting the resolution in MS Word is preferred):
    - a) Online [http://ubcm.formstack.com/forms/avicc\\_2017\\_resolutions\\_submission\\_form](http://ubcm.formstack.com/forms/avicc_2017_resolutions_submission_form)
    - b) Email to [avicc@ubcm.ca](mailto:avicc@ubcm.ca) (Word version of the resolution itself preferred)
    - The resolution should not contain more than two "whereas" clauses; and
    - Background documentation **must** accompany each resolution submitted.

Sponsors should be prepared to introduce their resolutions on the Convention floor.

#### LATE RESOLUTIONS

- a. Resolutions submitted following the expiry of the regular deadline shall be considered "Late Resolutions" and shall comply with all other submission requirements, except that a copy of the resolution must be forwarded to the AVICC by the Wednesday noon preceding the date of the Annual General Meeting. This year's late resolution deadline is **April 5, 2017**.
- b. Late resolutions shall be available for discussion after all resolutions printed in the Resolutions Book have been debated.
- c. Late resolutions are deemed to be appropriate for discussion only if the topic is such that it has arisen since or was not known prior to the regular deadline date for submission of resolutions.
- d. In the event that a late resolution is recommended to be admitted for discussion AVICC shall produce sufficient copies for distribution to the Convention.

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**AVICC AGM & Convention – April 7-9, 2017 – Campbell River**

### **UBCM ASKS FOR RESOLUTIONS TO BE CONSIDERED BY THE AREA ASSOCIATIONS FIRST**

UBCM urges members to submit resolutions first to Area Associations for consideration. Resolutions endorsed at Area Association annual meetings are submitted automatically to UBCM for consideration and do not need to be re-submitted to UBCM by the sponsor.

A resolution should be submitted directly to UBCM only if the resolution addresses an issue that arises after the Area Association annual meeting. In this case, local governments may submit council- or board-endorsed resolutions to UBCM prior to June 30 each year. Should this be necessary, detailed instructions are available under the Resolutions tab on <http://www.ubcm.ca>.

### **UBCM RESOLUTIONS PROCESS**

1. Members submit their resolutions to their Area Association for debate.
2. The Area Association submits the endorsed resolutions to UBCM.
3. The UBCM Resolution Committee reviews the resolutions for submission to the UBCM Convention.
4. Endorsed resolutions at the UBCM Convention are submitted to the appropriate level of government for responses.
5. Once the provincial responses have been conveyed to the UBCM they are forwarded to the sponsor for their review.

### **GUIDELINES FOR PREPARING RESOLUTIONS FROM THE UBCM**

#### **The Construction of a Resolution:**

All resolutions contain a preamble and enactment clause. The preamble describes *the issue* and the enactment clause outlines *the action being* requested. A resolution should answer the following three questions:

- What is the problem?
- What is causing the problem?
- What is the best way to solve the problem?

#### **Preamble:**

The preamble commences with a recital, or "WHEREAS", clause. This is a concise paragraph about the nature of the problem or the reason for the request. It should clearly and briefly outline the reasons for the resolution.

The preamble should contain no more than two "WHEREAS" clauses. If explaining the problem requires more than two preliminary clauses, then provide supporting documents to describe the problem more fully. Do not add extra clauses.

#### **Enactment Clause:**

The enactment clause begins with the words "THEREFORE BE IT RESOLVED". It must convey the resolution's intent, and should propose a specific action by AVICC and UBCM.

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action.

#### **How to Draft a Resolution:**

##### **1. Address one specific subject in the text of the resolution.**

Since your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. Delegates will not support a resolution if the issues it addresses are too complex for them to understand quickly.

**2. Use simple, action-oriented language and avoid ambiguous terms.**

Explain the background briefly and state the desired action clearly. Delegates can then consider the resolution without having to parse complicated text or vague concepts.

**3. Provide factual background information.**

Even a carefully constructed resolution may not clearly indicate the problem or the action being requested. Where possible, provide factual background information to ensure that the "intent" of the resolution is understood.

Two types of background information help to clarify the "intent" of a resolution:

i Supplementary Memo:

A brief, one-page memo from the author, that outlines the background that led to the presentation and adoption of the resolution by the local government.

ii Council/Board Report:

A report on the subject matter, presented to council or board in conjunction with the resolution. If it is not possible to send the entire report, then extract the essential background information and submit it with the resolution.

Resolutions submitted without adequate background information will not be considered until the sponsor has been consulted and has provided documentation outlining the intent of the resolution.

**4. Construct a brief, descriptive title.**

A title assists to identify the intent of the resolution and eliminates the possibility of misinterpretation. It is usually drawn from the "enactment clause" of the resolution.

For ease of printing in the Annual Report and Resolutions Book and for clarity of intent, a title should be no more than three or four words.

**5. Check legislative references for accuracy.**

Where necessary, identify:

- The correct jurisdictional responsibility (e.g., ministry or department within the provincial or federal government); and
- The correct legislation, including the name of the Act.

**6. Focus on issues that are province-wide.**

The issue identified in the resolution should be relevant to other local governments across the province. This will support proper debate on the issue and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC municipalities and regional districts.

**7. Avoid repeat resolutions.**

In the past, Resolutions have often come back year after year on the same topic. Members and staff are encouraged to search the UBCM Resolutions database available through the website at [www.ubcm.ca](http://www.ubcm.ca). Click on the Resolutions and Policy tab at the top of the page. It will be possible to locate any Resolutions on the same topic that have been considered in the past and what the response has been.

**8. Ensure that your own local government's process for handling/approving of resolutions to AVICC/UBCM is followed.**

## **UBCM GOLD STAR AND HONOURABLE MENTION RESOLUTIONS**

The UBCM Gold Star and Honourable Mention resolution recognition initiative was launched at the 2003 UBCM Convention, and is intended to encourage excellence in resolutions drafting and to assist UBCM members in refining their resolutions in preparation for submission to the annual UBCM Convention.

To be awarded the UBCM Gold Star or Honourable Mention recognition, a resolution must meet the standards of excellence established in the following Gold Star Resolutions Criteria, which are based on the resolution:

1. Resolution must be properly titled.
2. Resolution must employ clear, simple language.
3. Resolution must clearly identify problem, reason and solution.
4. Resolution must have two or fewer recital (WHEREAS) clauses.
5. Resolution must have a short, clear, stand-alone enactment (THEREFORE) clause.
6. Resolution must focus on a single subject, must be of local government concern province-wide and must address an issue that constitutes new policy for UBCM.
7. Resolution must include appropriate references to policy, legislation and regulation.
8. Resolution must be submitted to relevant Area Association prior to UBCM.

If you have any questions, please contact Reiko Tagami by email at [rtagami@ubcm.ca](mailto:rtagami@ubcm.ca) or by calling 604-270-8226 (extension 115).

### **MODEL RESOLUTION**

**SHORT TITLE:** \_\_\_\_\_

**Sponsor's Name** \_\_\_\_\_

WHEREAS \_\_\_\_\_

\_\_\_\_\_

AND WHEREAS \_\_\_\_\_

\_\_\_\_\_

THEREFORE BE IT RESOLVED that \_\_\_\_\_

\_\_\_\_\_

(Note: A second resolve clause if it is absolutely required should start as follows:)

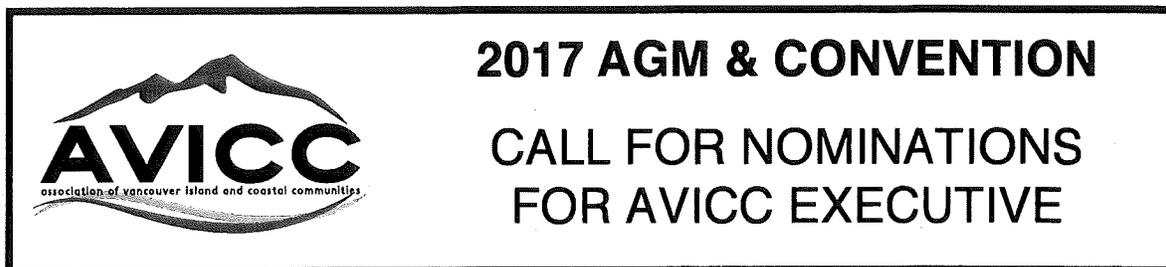
AND BE IT FURTHER RESOLVED that \_\_\_\_\_

\_\_\_\_\_

**AVICC**  
**525 Government Street**  
**Victoria, BC V8V 0A8**  
**Telephone: 250-356-5122**  
**email: [avicc@ubcm.ca](mailto:avicc@ubcm.ca)**

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**AVICC AGM & Convention – April 7-9, 2017 – Campbell River**



## 2017 AGM & CONVENTION

### CALL FOR NOMINATIONS FOR AVICC EXECUTIVE

AVICC is the collective voice for local government on Vancouver Island, the Sunshine Coast, Powell River and the Central Coast. The membership elects directors during the Convention to ensure the directions set by the general membership are carried forward. The Executive also provides the direction for the Association between Conventions.

This circular is notice of the AVICC Executive positions open for nomination, the process and the procedures for nomination.

#### 1. POSITIONS OPEN TO NOMINATIONS

The following positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Director at Large (3 positions)
- Electoral Area Representative

#### 2. NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE

The candidate must be an elected official of an AVICC member and must be nominated by two elected officials of an AVICC local government member.

Background information that defines the key responsibilities and commitments of an AVICC Executive member is available on request from the AVICC Office and is published on the website at [www.avicc.ca](http://www.avicc.ca)

A nomination and consent form should be used for all nominations (attached or on the website).

The Chair of the 2017 Nominating Committee will be Past President Joe Stanhope, Nanaimo Regional District Director.

#### 3. NEXT STEPS

It is part of the duties of the Nominating Committee to review the credentials of each candidate. A Report on Nominations including, at the candidate's option, a photo and 300-word biography will be prepared under the direction of the Nominating Committee and distributed in the AVICC Convention Newsletter.

**To Be Included In *The Report on Nominations*,  
Nominations Must Be Received By  
FEBRUARY 21, 2017**

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AVICC AGM & Convention – April 7-9, 2017 – Campbell River, BC

**4. AT CONVENTION**

The nomination process outlined above does not change the process whereby candidates can be nominated off the floor at the Convention. It does allow those that are interested in seeking office to be nominated in advance of the Convention with the "sanction" of a Nominating Committee and to have their biographical information published in the AVICC Convention Newsletter.

**5. FURTHER INFORMATION**

Copies of the "consent form" or duties of Executive members are available from the AVICC office or on the website.

All other inquiries should be directed to:

**Past President Joe Stanhope, Chair  
2017 Nominating Committee  
c/o AVICC  
525 Government Street  
Victoria, BC V8V 0A8**

Phone: (250) 356-5122

Email: [avicc@ubcm.ca](mailto:avicc@ubcm.ca)

## NOMINATIONS FOR THE 2017-18 AVICC EXECUTIVE

We are qualified under the AVICC Constitution to nominate<sup>1</sup> a candidate and we nominate:

Name: \_\_\_\_\_

Local Gov't Position (Mayor/Councillor/Director): \_\_\_\_\_

Municipality or Regional District Represented: \_\_\_\_\_

AVICC Executive Office Nominated For: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Position: \_\_\_\_\_ Position: \_\_\_\_\_

Muni/RD: \_\_\_\_\_ Muni/RD: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

### CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated to pursuant to the AVICC Constitution<sup>2</sup>. I also agree to provide the following information to the Chair, AVICC Nominating Committee (c/o AVICC Office) by **Tuesday, February 21, 2017**.

- 2"x3" Photo in digital format should be sent to [avicc@ubcm.ca](mailto:avicc@ubcm.ca)
- Biographical information. The maximum length of such information shall be 300 words. If the information provided is in excess, the Nominating Committee Chair shall edit as required. A copy in Word format should be emailed to [avicc@ubcm.ca](mailto:avicc@ubcm.ca)

Printed Name: \_\_\_\_\_

Position: \_\_\_\_\_

Muni/RD: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<sup>1</sup> Nominations require two elected officials of members of the Association.

<sup>2</sup> All nominees of the Executive shall be elected representatives of a member of the Association. Nominees for electoral area representative must hold the appropriate office.

**Return To: Past President Joe Stanhope, Chair, Nominating Committee, AVICC  
525 Government Street, Victoria, BC V8V 0A8  
or scan and email to [avicc@ubcm.ca](mailto:avicc@ubcm.ca)**

**AVICC AGM & Convention – April 7-9, 2017 – Campbell River, BC**



November 3, 2016

October 25, 2016

Union of BC Municipalities  
60 – 10551 Shellbridge Way  
Richmond, BC V6X 2W9

Dear UBCM Executive Committee

At the recent UBCM convention, resolution B 139 did not receive membership review and was referred to the Executive Committee. Sun Peaks Mountain Resort Municipality notes that this resolution does not reflect the history and background of the original decision by the Province.

*“Whereas the Family Day holiday is observed in British Columbia on the second Monday in February, while the Family Day holiday is observed on the third Monday in February in Alberta, Ontario and Saskatchewan, along with Louis Riel Day in Manitoba, Heritage Day in Nova Scotia and Islander Day in Prince Edward Island; And whereas aligning the BC Family Day holiday with other provinces would allow families to more conveniently share the holiday with family from other provinces; And whereas weather on the later February weekend is generally expected to be more favourable for highway travel as compared to a week earlier: Therefore be it resolved that UBCM encourage the Province of British Columbia to approve widespread calls to align the date of the BC Family Day holiday with the other provinces in Canada by moving the date of the BC Family Day holiday from the second Monday to the third Monday in February.”*

#### Background on Family Day Date Decision

In the Spring of 2012, the Province proposed the introduction of a new statutory holiday in February. At that time, the Province evaluated both the second and third Mondays in February as possible dates for the BC Family Day holiday.

The tourism industry quickly urged the Province to consider the second Monday of February instead of the third Monday. The third Monday is a major holiday in the USA and five Canadian Provinces, thus many tourist destinations, and in particular BC’s ski resorts, were already operating near full capacity on the third Monday. Tourism destinations were concerned that by selecting a BC Family Day holiday on the already busy third Monday, British Columbia’s families would be somewhat limited in terms of accessibility to BC’s tourist attractions.

Tourism industry members noted that the President’s week holiday in Washington State and Alberta’s Family Day were already considered prime vacation periods when occupancies were very strong and high season pricing generally applied. If the second week of February were to be selected, more British Columbia families would be able to participate in vacation experiences at lower costs. In order to make the Family Day holiday available to more skiers, most ski resorts in the Province volunteered to offer special lower rates for BC residents for this holiday Monday on the second week of February.

106-3270 Village Way PO Box 1002 Sun Peaks, BC V0E 5N0 Tel: 250-578-2020 Fax: 250-578-2023 Email: [admin@sunpeaksmunicipality.ca](mailto:admin@sunpeaksmunicipality.ca)  
[www.sunpeaksmunicipality.ca](http://www.sunpeaksmunicipality.ca)

The Provincial Government conducted an on-line poll between May 11<sup>th</sup> and May 22<sup>nd</sup> 2012 to obtain feedback and direction of British Columbians on the best date for BC Family Day. This poll gathered a total of 31,146 responses, of which 58% supported the second Monday in February, 30% supported the third Monday and 11% had no preference.

We understand that the BC Chamber of Commerce at its AGM has reviewed resolutions on two occasions and on both occasions rejected proposals to change the date of this holiday.

Canada West Ski Area Association (CWSAA) estimated that BC destination and local ski areas would collectively experience approximately \$8.2 million in incremental revenues as a direct result of a Family Day designated on a less frequented vacation period. Tourism Industry Association of British Columbia also strongly encouraged the Province not to select an already busy vacation period. Even non-winter resorts like Tofino supported the selection of the second week in February.

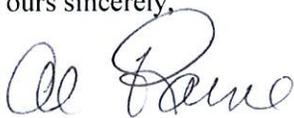
The experience to date has certainly proven to be beneficial for winter resort destinations. Family Day visitations were up by over 70% compared to the years prior to 2012 and the Family Day itself experienced a 300% plus increase across the Province according to CWSAA. On Family Day 2013, Sun Peaks experienced its 3<sup>rd</sup> busiest day of the winter and the busiest February day ever.

BC Family Day on the second Monday has generated significant economic benefit for the tourism industry and it has allowed more BC residents to participate in recreational activities with their families. We trust that those communities that are not reliant on tourism as a major industry will appreciate the importance of this holiday date and support those communities that rely on tourism for employment and investment.

We can appreciate that this situation may frustrate some families. However, given the positive impact that the 2<sup>nd</sup> Monday of February has on tourism businesses throughout the Province, we would hope that most families could adjust and plan around any inconveniences. In light of the greater common-good experienced by tourism businesses, their employees and recreation users in the Province, we suggest that this resolution should not be supported.

Thank you!

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Al Raine', written in a cursive style.

Al Raine  
Mayor

# District of Ucluelet Expenditure Voucher

**G-19/16**

**Date: November 17, 2016**

**Page: 1 of 3**

**CHEQUE LISTING:**

**AMOUNT**

Cheques: # 24913 - # 24956	\$	95,547.19
Voided Cheques:		4,327.53

**PAYROLL:**

PR 23/16	\$	64,605.74
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**\$ 160,152.93**

**RECEIVED FOR INFORMATION AT MEETING HELD:**

**November 22, 2016**

*Jeanette O'Connor, CFO*

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount
024913	2	07/11/2016	ACE07	ALBERNI COMMUNICATIONS & ELECTRONICS LTI	22417	PW-TEST RADIO/CHARGE BATTERY	49.28		3557.91
					22418	PW-TEST RADIO/BATTERY	190.18		
					22225	UVFB NEW RADIOS	3155.04		
					22430	UVFB REPAIR RADIO-ANTENNA/BATTERY	163.41		
024914	2	07/11/2016	ACE92	ACE COURIER SERVICES	14184241	COURIER SERVICES	114.25		114.25
024915	2	07/11/2016	AGS11	AGS BUSINESS SYSTEMS INC	14124	OCT/16	1099.45		1099.45
024916	2	07/11/2016	AJP15	ARCHIE JOHNSTONE PLUMBING AND HEATING L	1067-1RM	ANNUAL HVAC PMC INSPECTIONS	2520.02		2520.02
024917	2	07/11/2016	AL001	ACKLANDS - GRAINGER INC.	9231055626	CR APPARATUS FOAM	-308.57		7.6
					9251879400	BATTERIES-UVFD	46.37		
					9259237452	GLOVES/SCREWS/NUTS/WASHERS	261.45		
					9261993001	GLOVES	8.35		
024918	2	07/11/2016	BA860	BIRD ALLISON	121828	SHAKE OUT 2016	251.87		251.87
024920	2	07/11/2016	CGISC	CGIS CENTRE	42644	OCT/16	705.1		1397.02
					42675	NOV/16	691.92		
024921	2	07/11/2016	CK608	KASSLYN CONTRACTING	D547	D547	3020.47		3020.47
024923	2	07/11/2016	CUPE1	CUPE LOCAL #118	10/16	OCT/16	1298.9		1298.9
024924	2	07/11/2016	DF523	DEVOTION FISHING LTD	463803	BOAT CHARTER-DEBRIS LIFT	1134		1134
024925	2	07/11/2016	DP725	PAYNE DAVID	20SEP16	PAYNE-RADIO RENTAL	1275		1275
024926	2	07/11/2016	EV443	EPP VICKY	121825	EPP-AFTERSCHOOL PROGRAM	450		450
024927	2	07/11/2016	FS004	FOUR STAR WATERWORKS LTD.	48744	FORBES-NEW METER	419.64		419.64
024928	2	07/11/2016	GW178	GRAY WHALE DELICATESSEN	142817	JTMD-CLEANUP OP	30.45		30.45
024929	2	07/11/2016	HE701	HEROLD ENGINEERING LTD	42662	EMERG KIOSK DESIGN	541.8		541.8
024930	2	07/11/2016	HS002	HOGAN, SARAH	121822	HOGAN-DANCE FIT	147.94		147.94
024931	2	07/11/2016	IHP12	ILJA HERB	16201310MD	VID/PHOTO - PUBLIC ED	850		850
024932	2	07/11/2016	IR644	IRIDIA MEDICAL	16-2197	ANNUAL AED FEE/17	105		105
024933	2	07/11/2016	LB002	LB WOODCHOPPERS LTD.	254275	PACKER/REPAIR PULL CHORD	67.62		67.62
024934	2	07/11/2016	LP407	LEGION POPPY FUND	342264	NOV 11/WREATH	180		180
024935	2	07/11/2016	M9370	McEWEN MARILYN	121829	MCEWEN-MULTIPLY (MILEAGE)	32.4		32.4
024936	2	07/11/2016	MA952	MAXXAM ANALYTICS	VA1013832	B688060	78.75		1685.25
					VA1013831	B688063	645.75		
					VA1013818	B692813	645.75		
					VA1013835	B688105	157.5		
					VA1013827	B690172	78.75		
					VA1013822	B692820	78.75		
024937	2	07/11/2016	MB673	MILLAR, BARB	121817	MILLER-REIMBURSED EXPENSES	160.16		160.16
024938	2	07/11/2016	MS170	REVENUE SERVICES OF BC	11/16	NOV/16	3099		3099
024939	2	07/11/2016	MT955	MAINTTECH GROUP (RIB N' ROLLS)	403427	DEBIT MACHINE ROLLS	57.14		57.14
024940	2	07/11/2016	NLS01	NEW LINE SKATEPARKS INC	1075		1036.88		1036.88
024941	2	07/11/2016	NR310	NADEAU RENEE	121824	NADEAU-BABY YOGA	278.8		278.8
024942	2	07/11/2016	PGS93	PIN-GEL STEEL FABRICATORS LTD	8579	REPAIR-PLAYGROUND EQUIP	560		560
024943	2	07/11/2016	PI110	PUROLATOR INC	432738651	MAXXAM	84.01		84.01
024944	2	07/11/2016	RD205	ACRD	6372	DUMPING FEES	11.4		11.4
024945	2	07/11/2016	RL068	RIVERA LYVIER	121821	RIVERA-DANCE	119.52		119.52
024946	2	07/11/2016	RS496	RELIC SURF SHOP INC	121820	RELIC SURF SHOP	684		684

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount
024947	2	07/11/2016	S9372	ST JACQUES DIANNE	121826	ST JACQUES-UBCM VICTORIA	326.28		326.28
024948	2	07/11/2016	SC003	SHARE CANADA	8120	NATRAKLENE	1457.4		1457.4
024949	2	07/11/2016	SF061	STEVENS FLICKERINE	121823	STEVENS-YOGA	753.6		753.6
024950	2	07/11/2016	SS419	SOLIDARITY SNACKS	512	SHAKEOUT-SNACKS	84		84
024951	2	07/11/2016	TU428	TOURISM UCLUELET	08/16	AUG/16 GRANT	57254.64		57254.64
024952	2	07/11/2016	UP459	UCLUELET PETRO-CANADA	7123147	MISC FUSES	26.88		26.88
024953	2	07/11/2016	WC345	WURTH CANADA LTD	22462791	GLOVES	305.73		305.73
024954	2	07/11/2016	WP166	WINDSOR PLYWOOD - UCLUELET DIV.	97030A	CEMETERY-LUMBER/SCREWS/BLADE	163.26		6710.71
					97029A	RETURNED PURCHASED ITEMS	-180.47		
					96696A	DUPLICATE KEYS	20.16		
					95712A	TUGWELL-POWER SHED MATERIALS	1857.45		
					96943A	CEMETERY FENCING MATERIALS	2111.17		
					97024A	CEMETERY-BLADE/LUMBER/SCREWS	180.47		
					96842A	ALDER PARK-PIPE/WOOD	2283.81		
					96317A	WATER-CLAMP/BLADES	29.25		
					96318A	LYCHE-INCREASER DUCT	8.5		
					96313A	LSCA KIOSK-PAINTING SUPPLIES	9.53		
					95649A	LSCA KIOSK PAINT	227.58		
024955	2	07/11/2016	WP166	WINDSOR PLYWOOD - UCLUELET DIV.	96945A	ALL PURPOSE ADHESIVE	8.95		173.37
					96800A	CEMETERY FENCING MATERIALS	76.7		
					96849A	BROOM/KEYS	32.48		
					96957A	CEMETERY-PLYWOOD	40.75		
					96907A	TVI PREP-PAINT/TRAY/ROLLERS	14.49		
024956	2	08/11/2016	BCCFA	BRITISH COLUMBIA COMMUNITY FOREST	0702015	BCCFA CONTRACT-MULKEY	2177.08		2177.08
Total:							95,547.19	0.00	95,547.19

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





## STAFF REPORT TO COUNCIL

Council Meeting: NOVEMBER 22, 2016  
500 Matterson Drive, Ucluelet, BC V0R 3A0

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

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

**SUBJECT:** FINANCIAL UPDATE

**ATTACHMENT(S):** APPENDIX #1 – OPERATING REVENUE AND EXPENDITURE SUMMARY  
APPENDIX #2 – RESERVES

### PURPOSE:

The purpose of this report is to update Council on the status of projects scheduled for 2016 and to inform Council of the actual expenditures compared to the amounts budgeted for in the operating funds.

### OVERVIEW OF OPERATING REVENUES AND EXPENSES:

#### General Operating Revenues:

The District has received approximately 84% of the budgeted revenue amount in the General Operating Fund.

- The General Government Services revenue is still low at 61% and receiving the budgeted amount is doubtful. The total amount included in this category is quite small, under \$3,000, so it does not have a significant impact on the overall numbers.
- Public Health & Welfare (Cemetery) revenue is above the budgeted amount as a result of the increase in fees and charges.
- Revenue from Licenses, Permits and Fees is at 120%. Rezoning Development Variance are both already above their budgeted amounts. Business Licenses and Dog Licenses came in close to the budgeted amounts.
- Rent revenue, which includes the Seaplane Base Rec Hall and the Ucluelet Athletic Club Hall, remains low at 20%. Both these facilities are mainly used by groups such as the Scouts, Rangers, Girl Guides, etc.
- Overall, for the first nine months of the year, Recreation revenues appear to be on track at 76%.
- Interest appears to be low at 46% but some of the interest is not recorded until the year-end.
- Conditional Transfers, or grants, are at 74%, as there a couple of outstanding transfers, which we hope to receive in the next couple of months.
- Transfers from Own Funds does not occur until the end of the year when we do a journal entry to transfer the required amounts.

#### General Operating Expenses:

The District has spent approximately 77% of the budgeted expenditure amounts in the General Operating Fund. The reports were run at the beginning of November so they don't capture October invoices.

- Protective Services appears on the low side at 58%. Building Inspection, at 33%, is low as we have a building inspector come up from the Regional District for one day a week. Bylaw actual costs are over budget due to the decision to extend the term of the bylaw officer. Expense for Fire Protection and the Emergency program are typically higher in the fall than earlier in the year.
- Environmental Health Services is low at 52%.
- Public Health and Welfare Services (Cemetery) is already over budget. This is partially due to the decision to purchase more grave liners than originally planned. This was done to save money on the shipping and the product. The crews have also spent more time working on the cemetery grounds.
- Planning and Building Services appears low at 56%. This is due to lower than budgeted amounts for legal, consultants, and affordable housing costs.
- Recreation and Parks actual expenses, overall, appear close to budgeted amounts.
- Fiscal Services is close to where it should be. Some entries are done at year end.

#### Water Operating Revenues:

The District has received approximately 69% of the budgeted revenue amount in the Water Operating Fund. This is partially due to a budgeted transfer from Own Funds, which will be done at the end of the year.

- The metered revenues are close to what they were at this time last year. There are three more months to be billed for this year.
- The flat rate revenues are also close to what they were at this time last year.

#### Water Operating Expenses:

- The District has spent approximately 10% over the budgeted expenditure amounts in the Water Operating Fund. The net effect of these higher expenses paired with lower revenues in this fund indicates water fees and charges should be analyzed. The water fund already depends heavily on transfer from own funds, which is being depleted.

#### Sewer Operating Revenues:

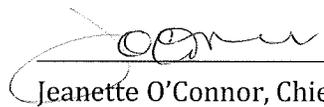
The District has received approximately 99% of the budgeted revenue amount in the Sewer Operating Fund.

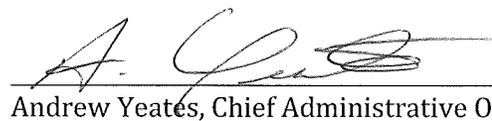
- The sewer revenues are based on a percentage of the metered water revenue are close to what they were at this time last year. There are three months of charges left to be billed for this year.

#### Sewer Operating Expenses:

The District has spent approximately 51% of the budgeted expenditure amounts in the Sewer Operating Fund. There has been a concerted effort to keep expenses down in this fund while we realize the lagoon remediation costs.

**Respectfully submitted:**

  
 \_\_\_\_\_  
 Jeanette O'Connor, Chief Financial Officer

  
 \_\_\_\_\_  
 Andrew Yeates, Chief Administrative Officer



**DISTRICT OF UCLUELET  
OPERATING REVENUE SUMMARY  
AS AT NOVEMBER 8, 2016**

Appendix #1

<b>OPERATING REVENUE</b>	<b>Actual 2016</b>	<b>Budget 2016</b>	<b>Over (under) 2016 Budget</b>	<b>% Rec'd</b>
PROPERTY TAXES - OWN	2,672,190	2,674,192	(2,002)	99.9%
1% UTILITY TAXES	39,297	39,297	0	100.0%
GRANTS IN LIEU OF TAXES	62,311	50,000	12,311	124.6%
GENERAL GOVERNMENT SERVICES	1,693	2,800	(1,107)	60.5%
PROTECTIVE SERVICES	27,511	27,600	(89)	99.7%
TRANSPORTATION - HARBOURS	322,893	326,635	(3,742)	98.9%
ENVIRONMENTAL HEALTH SERVICES	748	850	(102)	88.0%
PUBLIC HEALTH & WELFARE - CEMETERY	9,079	2,375	6,704	382.3%
LICENCES, PERMITS, FEES	95,131	79,200	15,931	120.1%
RENT	475	2,400	(1,925)	19.8%
RECREATION	217,539	287,129	(69,590)	75.8%
INTEREST	55,558	122,200	(66,642)	45.5%
UNCONDITIONAL TRANSFERS - OTHER GOV'TS	321,023	335,609	(14,586)	95.7%
CONDITIONAL TRANSFERS-OTHER GOV'TS	47,349	64,266	(16,917)	73.7%
TRANSFER FROM OWN FUNDS	5,000	526,461	(521,461)	0.9%
WATER REVENUES	640,309	926,550	(286,241)	69.1%
SEWER REVENUES	547,201	552,200	(4,999)	99.1%
	<b>5,065,308</b>	<b>6,019,764</b>	<b>(954,456)</b>	<b>84.1%</b>



**DISTRICT OF UCLUELET  
OPERATING EXPENSE SUMMARY  
AS AT NOVEMBER 8, 2016**

Appendix #1

<b>OPERATING EXPENSE</b>	<b>Actual 2016</b>	<b>Budget 2016</b>	<b>Over (under) 2016 Budget</b>	<b>% Spent</b>
<b>GENERAL GOVERNMENT SERVICES</b>				
COUNCIL INDEMNITIES	114,062	149,160	(35,098)	76.5%
GENERAL ADMINISTRATIVE	453,295	405,080	48,215	111.9%
OFFICE & ADVERTISING	119,266	194,463	(75,197)	61.3%
POSTAGE & TELEPHONE	20,563	29,700	(9,137)	69.2%
<b>OTHER GOVERNMENT SERVICES</b>				
LYCHE BUILDING	21,413	21,640	(227)	99.0%
TRAVEL & PROMOTION	91,517	140,803	(49,286)	65.0%
INSURANCE	67,550	80,335	(12,785)	84.1%
ELECTION	-	5,000	(5,000)	0.0%
<b>TOTAL GENERAL GOVERNMENT</b>	<b>887,666</b>	<b>1,026,181</b>	<b>(138,515)</b>	<b>86.5%</b>
<b>PROTECTIVE SERVICES</b>				
FIRE PROTECTION	102,444	190,573	(88,129)	53.8%
UCLUELET EMERGENCY PROGRAM	49,864	74,210	(24,346)	67.2%
JAPAN TSUNAMI DEBRIS	-	2,000	(2,000)	0.0%
BUILDING INSPECTION	13,046	39,550	(26,504)	33.0%
BYLAW	26,292	24,700	1,592	106.4%
<b>TOTAL PROTECTIVE SERVICES</b>	<b>191,647</b>	<b>331,033</b>	<b>(139,386)</b>	<b>57.9%</b>
<b>TRANSPORTATION SERVICES - PUBLIC WORKS</b>				
PUBLIC WORKS ADMINISTRATION	139,051	223,100	(84,049)	62.3%
EQUIPMENT MAINTENANCE	85,341	85,820	(479)	99.4%
PUBLIC WORKS YARD & BUILDINGS	54,517	49,841	4,676	109.4%
GRAVEL AND SWEEPING	28,255	45,000	(16,745)	62.8%
PAVING & SIDEWALKS	22,926	56,770	(33,844)	40.4%
STORM DRAINS	4,427	18,280	(13,853)	24.2%
TRAFFIC CONTROL	10,601	15,670	(5,069)	67.6%
STREET LIGHTING	32,391	50,480	(18,089)	64.2%
<b>TOTAL TRANSPORTATION SERVICES - PW</b>	<b>377,508</b>	<b>544,961</b>	<b>(167,453)</b>	<b>69.3%</b>
<b>TRANSPORTATION - HARBOUR &amp; WHARF</b>				
SMALL CRAFT HARBOUR	218,000	295,800	(77,800)	73.7%
52 STEPS	5,645	7,500	(1,855)	75.3%
MAIN STREET WHARF	16,511	18,570	(2,059)	88.9%
<b>TOTAL TRANSPORTATION SERVICES - HARBOUR</b>	<b>240,155</b>	<b>321,870</b>	<b>(81,715)</b>	<b>74.6%</b>



**DISTRICT OF UCLUELET  
OPERATING EXPENSE SUMMARY  
AS AT NOVEMBER 8, 2016**

Appendix #1

<b>OPERATING EXPENSE</b>	<b>Actual 2016</b>	<b>Budget 2016</b>	<b>Over (under) 2016 Budget</b>	<b>% Spent</b>
<b>ENVIRONMENTAL HEALTH SERVICES</b>				
ENVIRONMENTAL HEALTH SERVICES	14,170	27,500	(13,330)	51.5%
<b>PUBLIC HEALTH AND WELFARE SERVICES</b>				
CEMETERY	28,210	10,485	17,725	269.0%
<b>ENVIRONMENTAL DEVELOPMENT SERVICES</b>				
PLANNING & BUILDING SERVICES	77,138	137,067	(59,929)	56.3%
TOURISM	33,484	38,440	(4,956)	87.1%
TOTAL ENVIRONMENTAL DEVELOPMENT SERVICES	<b>110,622</b>	<b>175,507</b>	<b>(64,885)</b>	<b>63.0%</b>
<b>RECREATION &amp; CULTURAL SERVICES</b>				
RECREATION HALL	5,347	7,330	(1,983)	72.9%
RECREATION HALL - MATERIALS & SUPPLY	40	300	(260)	13.3%
UAC HALL	6,323	9,308	(2,985)	67.9%
JUNCTION INFO CENTRE	2,575	2,720	(145)	94.7%
PARKS & GROUNDS	208,038	238,477	(30,439)	87.2%
RECREATION	123,843	159,482	(35,639)	77.7%
ACTIVITIES	60,300	92,111	(31,811)	65.5%
PROJECTS	66,723	68,330	(1,607)	97.6%
DAYCAMP & SUMMER PROGRAMS	30,341	30,155	186	100.6%
PLAYSCHOOL	11,215	12,800	(1,585)	87.6%
YOUTH CONTRACT	15,165	31,143	(15,978)	48.7%
REC ADMINISTRATION	180,909	247,650	(66,741)	73.1%
TOTAL RECREATION & CULTURAL SERVICES	<b>710,818</b>	<b>899,806</b>	<b>(188,988)</b>	<b>79.0%</b>
<b>FISCAL SERVICES</b>				
DEBT CHARGES	110,647	162,320	(51,673)	68.2%
LEASES	6,894	15,576	(8,682)	44.3%
TRANSFERS TO OWN ACCOUNTS AND FUNDS	-	60,251	(60,251)	0.0%
CONDITIONAL TRANSFERS TO OTHER GOV'TS	332,461	349,384	(16,923)	95.2%
TOTAL FISCAL SERVICES	<b>450,002</b>	<b>587,531</b>	<b>(137,529)</b>	<b>76.6%</b>

## WATER EXPENDITURES



**DISTRICT OF UCLUELET  
OPERATING EXPENSE SUMMARY  
AS AT NOVEMBER 8, 2016**

Appendix #1

<b>OPERATING EXPENSE</b>	<b>Actual 2016</b>	<b>Budget 2016</b>	<b>Over (under) 2016 Budget</b>	<b>% Spent</b>
ADMINISTRATION	53,343	147,302	(93,959)	36.2%
OPERATING AND MAINTENANCE				
WATER CONNECTIONS	5,269	12,050	(6,781)	43.7%
WATER DISTRIBUTION SYSTEM	74,931	84,800	(9,869)	88.4%
WATER PUMPHOUSE & RESERVOIR TREATMENT	108,129	155,470	(47,341)	69.5%
TREATMENT	25,882	27,620	(1,738)	93.7%
TRANSFER TO OWN FUNDS	-	(184,242)	184,242	0.0%
<b>TOTAL WATER EXPENDITURES</b>	<b>267,553</b>	<b>243,000</b>	<b>24,553</b>	<b>110.1%</b>
<b>SEWER EXPENDITURES</b>				
ADMINISTRATION	53,566	131,445	(77,879)	40.8%
OPERATING AND MAINTENANCE				
SEWER CONNECTIONS	635	3,030	(2,395)	21.0%
DISTRIBUTION SYSTEM	40,073	70,404	(30,331)	56.9%
INFILTRATION\INFLOW	-	500	(500)	0.0%
SEWER LIFT STATIONS	54,951	98,066	(43,115)	56.0%
SEWAGE TREATMENT	41,354	59,140	(17,786)	69.9%
TRANSFER TO OWN FUNDS	-	13,115	(13,115)	0.0%
<b>TOTAL SEWER EXPENDITURES</b>	<b>190,579</b>	<b>375,700</b>	<b>(185,121)</b>	<b>50.7%</b>

District of Ucluelet  
Uncommitted Balances in Reserve Funds  
As of December 31, 2015

Appendix #2

Land Sale Reserve Fund	\$ 59,911
Recreation Reserve Fund	10,891
Park Dedication Reserve Fund	222,338
Parking Reserve Fund	18,272
Sewer Debt Reserve Fund	53,433
Social Reserve Fund	90,548
Capital Works, Machinery & Equipment Reserve Fund	84,770
DCCs	824,552
Gas Tax	1,037,443
Water	30,448
Sewer	63,879
Total DCCs & uncommitted balances in Reserve Funds & Accounts @ Dec 31/15	\$ 2,496,486





## STAFF REPORT TO COUNCIL

Council Meeting: November 22, 2016  
500 Matterson Drive, Ucluelet, BC V0R 3A0

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**FROM:** WARREN CANNON, PUBLIC WORKS SUPERINTENDENT **FILE No: 5600-06**

**SUBJECT:** CEDAR ROAD ALTITUDE/PRESSURE REDUCING VALVE (PRV) STATION

**ATTACHMENT(S):** NONE

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**RECOMMENDATION(S):**

1. **THAT** Council receives this report for information
2. **THAT** Council approve the lowest bid tender submission of \$192,517.00

**PURPOSE:**

The purpose of this report is to provide Council with the tendering results of the Cedar Road Altitude/Pressure Reducing Valve (PRV) Station and approve the recommendation provided in this report.

**BACKGROUND:**

The District of Ucluelet has received three bids to the Tendering of this project

IWC Excavating           \$260,054.19

Ridgeline Mechanical   \$199,321.80

Bowerman Excavating   \$192,517.00

All three bids exceed the amount budgeted in 2016.

This project is the first recommendation by Koers & Associates Engineering Ltd. to our Water Conservation Plan. The project will allow for the two systems to operate together reducing water loss and provide redundancy between the two reservoir systems.

Currently there are funds available from the Pilot Testing Project for Kennedy Lake Water source to help fund this project. Staff intend to utilize the funds from the Pilot Testing Project in the amount of \$58,000.00

**SUMMARY AND CONCLUSION:**

Option 1: Council approve staff to utilize the funds from the Pilot Testing Project in the amount of \$58,000.00 to move forward with awarding the Cedar Road Altitude/Pressure Reducing Valve (PRV) Station to Bowerman Excavating in the amount of \$192,517.00.

Option 2: Do not move forward with the Cedar Road Altitude/Pressure Reducing Valve (PRV) Station this year.

Staff recommend Option 1

**Respectfully submitted:**



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Warren Cannon,  
Superintendent Public Works



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Andrew Yeates,  
Chief Administrative Officer



## STAFF REPORT TO COUNCIL

Council Meeting: NOVEMBER 22<sup>ND</sup>, 2016  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** JOHN TOWGOOD, PLANNER 1

**FILE NO:** 3060-20

**REF. NO:** DP16-03

**SUBJECT:** DEVELOPMENT PERMIT FOR 1035 TYEE TERRACE

**ATTACHMENT(S):** APPENDIX A- DP APPLICATION

### RECOMMENDATION(S):

**That** Council considers approval of one of the following options:

1. **THAT** Development Permit DP16-03 for Lot 22, Plan VIS4490 be approved for the building of a Resort Condo cabin as per the drawings and notes attached as **Appendix A** and to the conditions outlined within the body of this report which includes the following Development Variances to Zoning Bylaw No.1160, 2013:
  - a. A Minimum front yard setback of 4.2m where Section CD-5.6.1 (1) (a) of the Zoning Bylaw states that an front yard of 6.0m is required"; **and**
  - b. A Minimum side yard setback of 1.2m where Section CD-5.6.1 (1) (c) of the Zoning Bylaw states that an interior side yard of 3.0m is required:

**OR**

2. **THAT** the Development Permit DP16-03 be considered and denied.

### DESIRED OUTCOME:

That Development Permit DP16-03 and associated variances for Lot 22, Plan VIS4490 (the "**Lands**") be approved.

### BACKGROUND

Planning Staff are in receipt of an application for a Development Permit the above referenced address. The subject property falls within the area described in the OCP as Development Permit Area No.3 (Reef Point). The following are the category's under the Local Government Act in which this Development Permit Area was established relates to:

- Protection of the natural environment, its ecosystems and biological diversity;
- Protection of development from hazardous conditions;
- Establishment of objectives for the form and character of development in the resort region.

The Development Permit Area No.3 (Reef Point) guidelines speak to protecting Reef Point's natural beauty and rich ecological qualities that add significant potential value to Ucluelet, its residents, and future generations in terms of character creation. It is these qualities – beautiful, natural, and wild –

which residents and people from afar come to experience; therefore an effort must be made to preserve and enhance this experience.

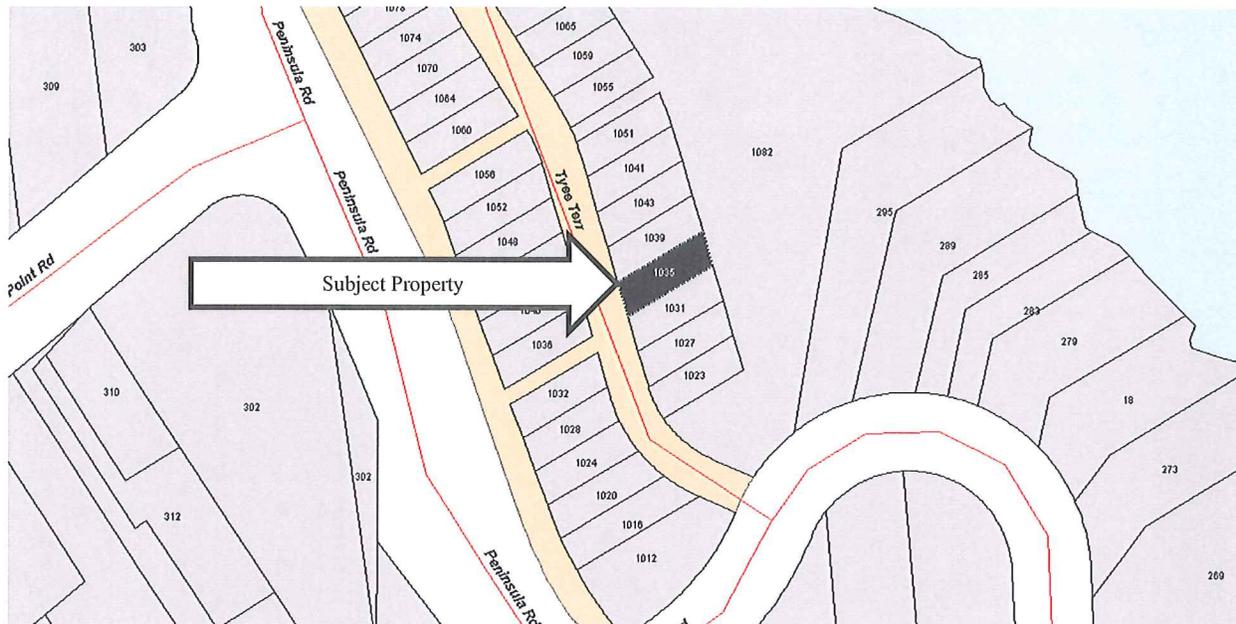


Figure 1

#### **OVERVIEW OF DEVELOPMENT PROPOSAL:**

The Applicant is proposing to build a 72.4m<sup>2</sup> (779sqft) resort condo at on the subject Lands. The buildings size and shape is constant with other buildings in the area. The applicant is proposing Hardi-Board, board and Batt style siding with natural cedar accents. This application is consistent with the neighbourhood context and the form and character guidelines.

#### **ZONING:**

The subject site fall within the CS-5 Zone – Tourist Commercial which allows for the proposed Resort Condo use. The zoning for CS-5 has minimum setbacks that are problematic for these smaller strata lots and require variances to Zoning Bylaw No.1160, 2013 for the lots to develop. The following are the required variances:

- a) A Minimum front yard setback of 4.2m where Section CD-5.6.1 (1) (a) of the Zoning Bylaw states that an front yard of 6.0m is required”; and
- b) A Minimum side yard setback of 1.2m where Section CD-5.6.1 (1) (c) of the Zoning Bylaw states that an interior side yard of 3.0m is required.

The above variances are consistent with the smaller lots in the area as indicated in Figure 2. The subject lot is in a strata subdivision (Plan VIS4490) and the side / front yard setbacks of the current build out do not conform Zoning Bylaw No.1160, 2013. Planning Staff have indicated in a previous report its intent to analyze the area and bring forward an amending bylaw to correct these issues and will do so as time permits.

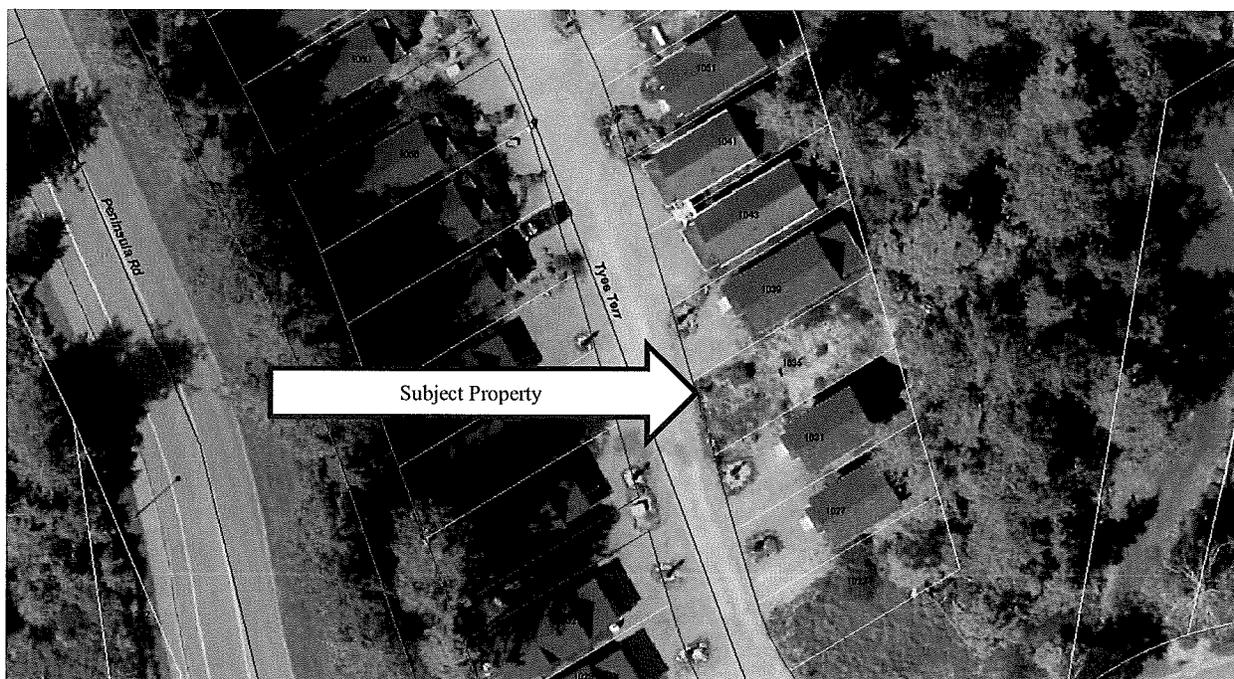
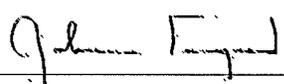


Figure 2

**SUMMARY:**

This application is consistent with the neighbourhood context and the form and character guidelines.

Respectfully submitted:   
 John Towgood, Planning 1

  
 Andrew Yeates, Chief Administrative Officer

October 18, 2016

RE: 1035 Tyee Terrace

To District Of Ucluelet Planning Department:

At present time 1035 Tyee Terrace is zoned CS5 which bylaws state that the side set backs and rear set backs be set at 10' and the front set backs be set at 20'. The lot is located in Reef Point Cottages. In the original development the set backs used were 4' on sides, 8' on rear, and 20' on the front. The lot we purchased to build our family cottage measures 23' in width x 62' in length. It is obvious that with the current set back restrictions we could only construct a cottage measuring 3' in width.

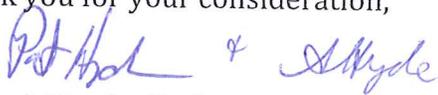
Due to the hardship of these set backs, we are proposing that both the sides and the rear set backs be granted a variance to the original allowances. We do not want to change the style or appeal of what already exists in the development, we merely wanting to mimic what already exists.

The set backs we are proposing are 4' on the right side, 5' on the left side, 8' on the rear, and 18' 3" on the front left corner and 21' 9" on the front right corner for an average of 20' along the front. This excludes eaves, fireplace outcrops, and porches and decks as per zoning bylaw number 306.3

We have kept with the existing building scheme and set backs that were originally in place. The only changes were to the left side. We used a 5' set back due to a conversation with the current building inspector who recommended for fire safety and glass allowance we abide by a 5' set back. No windows are placed on the right side of the structure where the 4' set back is located again due to this recommendation. Unlike existing structures in this development, we will be using noncombustible cladding for added protection.

When first purchasing this parcel we had dreams of building a family getaway cottage as advertised in the realty listing, but soon found out after purchasing the lot this would be impossible due to new bylaws. Building a 3' wide cottage is not feasible and nor can we knowingly sell an unusable piece of land; therefore, we would appreciate an amendment to be able to build what already exists in the Reef Point Cottages development.

Thank you for your consideration,



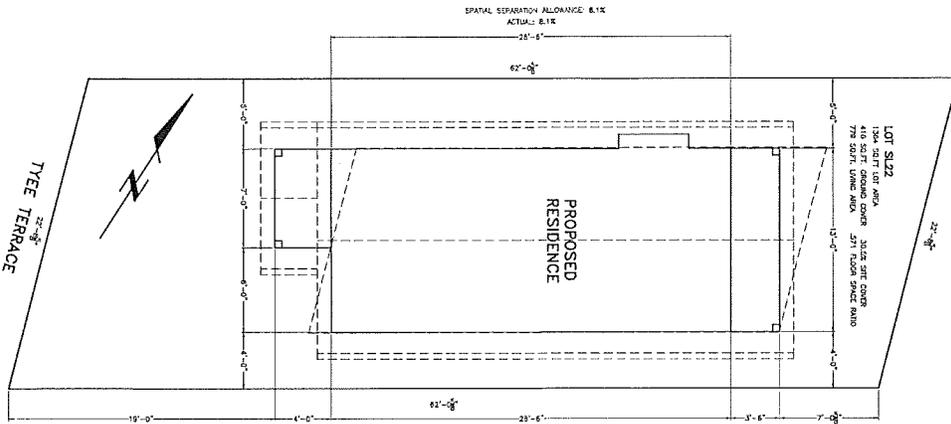
Pat and Aleisha Hyde

PREPARED BY:  
**LINDBERG CAD SERVICES**  
 AND ARCHITECTURAL CONSULTANTS  
 124 WEST 24TH AVENUE, SUITE 100  
 DENVER, CO 80202

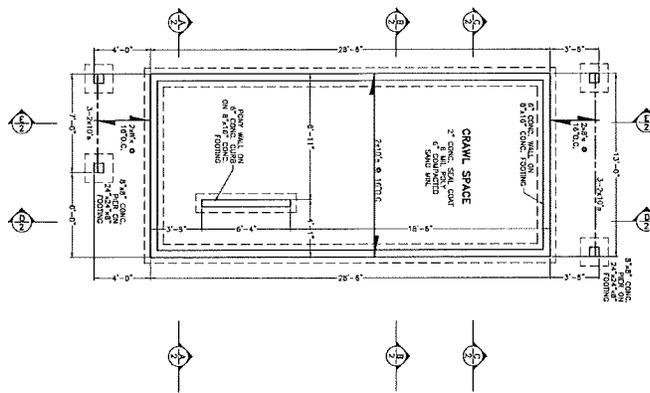
GENERAL NOTES:  
 1. BUILDING CONSTRUCTION TO MEET ALL REQUIREMENTS SPECIFIED TO CONSTRUCTION  
 CODES AND STANDARDS. ALL MATERIALS AND METHODS SHALL BE APPROVED BY THE  
 LOCAL BUILDING DEPARTMENT. ALL MATERIALS SHALL BE APPROVED BY THE LOCAL  
 BUILDING DEPARTMENT. ALL MATERIALS SHALL BE APPROVED BY THE LOCAL BUILDING  
 DEPARTMENT. ALL MATERIALS SHALL BE APPROVED BY THE LOCAL BUILDING DEPARTMENT.  
 2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS  
 AND APPROVALS FROM ALL APPLICABLE AGENCIES. ALL MATERIALS AND METHODS  
 SHALL BE APPROVED BY THE LOCAL BUILDING DEPARTMENT. ALL MATERIALS SHALL  
 BE APPROVED BY THE LOCAL BUILDING DEPARTMENT. ALL MATERIALS SHALL BE  
 APPROVED BY THE LOCAL BUILDING DEPARTMENT.

LEGEND:  
 ○ 1/2" X 1/2" INTERCONNECTED SPIRAL REINFORCING  
 ⊗ CARBON FIBER REINFORCING

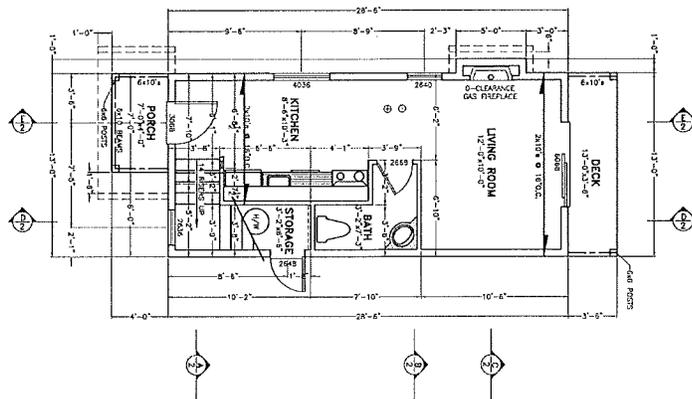
**HYDE RESIDENCE**  
 PREPARED FOR: PATTY HYDE  
 DATE: 09-23-18  
 SCALE: 1/4" = 1'-0"  
 SHEET: SITE FOUNDATION AND FLOOR PLANS  
 DRAWN BY: J.T.  
 CHECKED BY: J.T.  
 PROJECT NO: 18-020



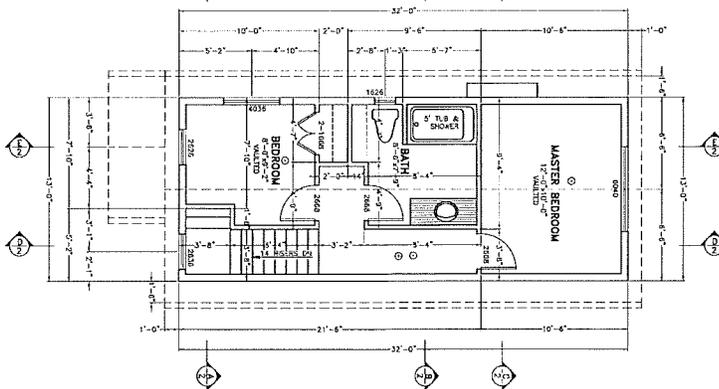
FOUNDATION PLAN



MAIN FLOOR PLAN



UPPER FLOOR PLAN

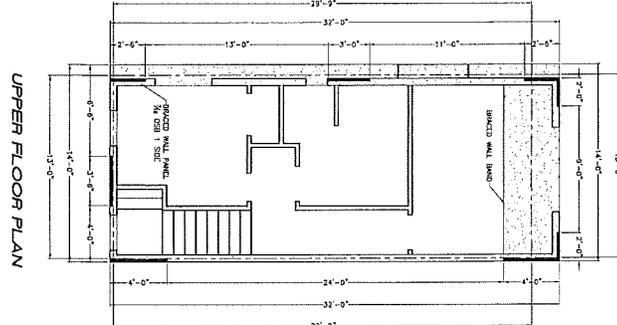
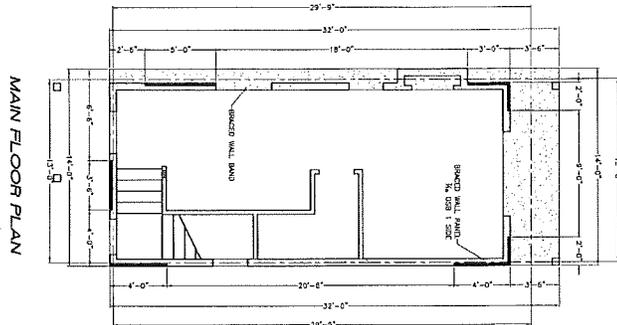


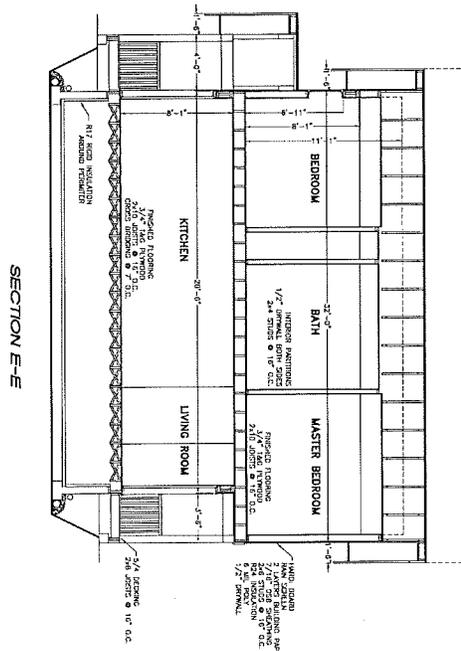
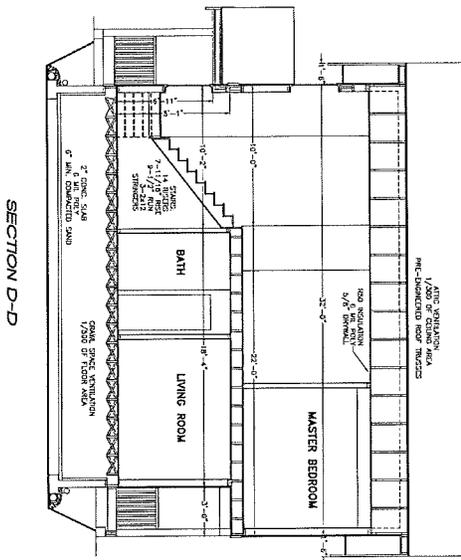
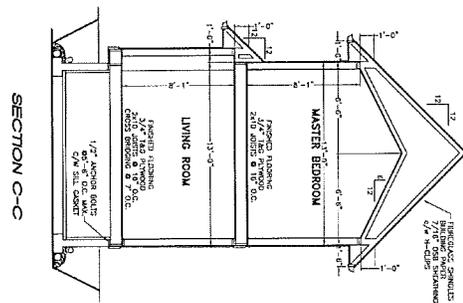
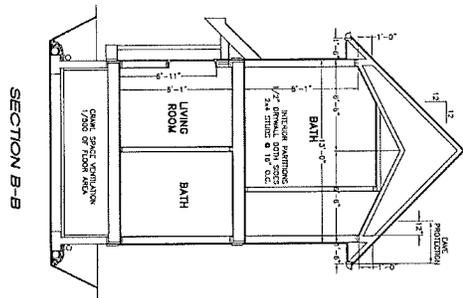
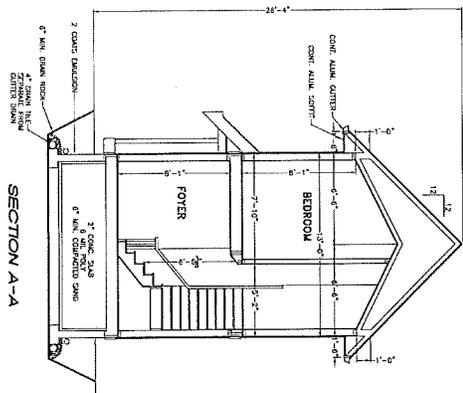
PREPARED BY  
**LINDBERG CAD SERVICES**  
 605 PLYMOUTH STREET, PHOENIXVILLE, PA 19373  
 TEL: 610-398-3749

GENERAL NOTES  
 ALL WORK SHOWN TO BE IN ACCORDANCE WITH ALL APPLICABLE CODES AND REGULATIONS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS PRIOR TO ANY CONSTRUCTION. UNLESS NOTED OTHERWISE, ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE SPECIFIED.

DESCRIPTION

**HYDE RESIDENCE**  
 PREPARED FOR: PAUL HYDE  
 PROJECT: BRACE WALL PANEL PLANS AND ELEVATIONS  
 DATE: 08-23-16  
 SCALE: 1/4" = 1'-0"  
 SHEET: 3 OF 3  
 APPROVED BY: [Signature]  
 DRAWN BY: [Signature]  
 CHECKED BY: [Signature]





PREPARED BY:  
**LINDBERG CAD SERVICES**  
 888 FISHERMAN'S CIRCLE, MANASSAS, VA 20108-2244  
 TEL: 703-244-3444

GENERAL NOTES:  
 BUILDING CONTRACTOR TO VERIFY ALL DIMENSIONS AGAINST CONSTRUCTION RECORD DRAWINGS. DIMENSIONS SHALL BE GIVEN BY TOTAL UNADJUSTED DIMENSIONS UNLESS INDICATED OTHERWISE. DIMENSIONS SHALL BE TO FACE UNLESS OTHERWISE NOTED.

ROOFING

ROOFING	1/2" OSB SHEATHING	ASPH/FLT SHINGLES
ROOF INSULATION	1" POLYISOCYANURATE	OVER OSB SHEATHING
ROOF VENTILATION	1" POLYISOCYANURATE	OVER OSB SHEATHING
ROOF FLASHING	3" GALV. STEEL	OVER OSB SHEATHING
ROOF DRAINAGE	3" GALV. STEEL	OVER OSB SHEATHING

WALLS

WALLS	2" X 4" STUDS @ 16" O.C.	1/2" GYPSUM BOARD	INSULATION	5/8" X 2" X 8" CELLOSPAN	1/2" GYPSUM BOARD
WALLS	2" X 4" STUDS @ 16" O.C.	1/2" GYPSUM BOARD	INSULATION	5/8" X 2" X 8" CELLOSPAN	1/2" GYPSUM BOARD
WALLS	2" X 4" STUDS @ 16" O.C.	1/2" GYPSUM BOARD	INSULATION	5/8" X 2" X 8" CELLOSPAN	1/2" GYPSUM BOARD

HYDE RESIDENCE

DATE	08-27-14	PREPARED FOR	HYDE RESIDENCE
SCALE	1/4" = 1'-0"	PROJECT	CROSS SECTIONS
SHEET	2 OF 3	DESIGNED BY	LINDBERG CAD SERVICES
		SCALE NO.	14-070





## STAFF REPORT TO COUNCIL

Council Meeting: NOVEMBER 22, 2016  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** MORGAN DOSDALL, DEPUTY MUNICIPAL CLERK

**FILE NO:** 0550-01 2017

**SUBJECT:** 2017 COUNCIL MEETING SCHEDULE

**ATTACHMENT(S):** APPENDIX A - 2017 COUNCIL MEETING SCHEDULE

### RECOMMENDATION(S):

1. **THAT** Council adopt the Regular Council Meeting Schedule for 2017;
- OR**
2. **THAT** Council direct staff to amend the Regular Council Meeting Schedule for 2017, as directed.

### PURPOSE:

The purpose of this report is to provide Council with a schedule of dates, times and places of regular Council meetings, Harbour Authority meetings, and Ucluelet Economic Development Corporation meetings for the 2017 calendar year.

### BACKGROUND:

Under *District of Ucluelet Council Procedures Bylaw 1166, 2014*, section 7, regular meetings of Council are held on the second and fourth Tuesday in each month, with the following exceptions:

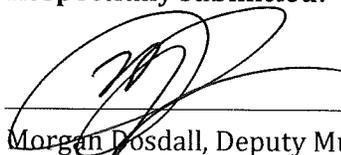
- on the fourth Tuesday of December;
- on any statutory holiday;
- within seven days of the inaugural meeting of Council following a general local election; and,
- during the annual convention of the Union of British Columbia Municipalities.

For the last several years, it has been the practice of Council to schedule one regular meeting of Council for the months of July and August, held on the second Tuesday in each of these two months.

Council is also required to meet as the Ucluelet Harbour Authority four times a year; these meetings are also denoted under their own heading on the attached schedule.

Council meets at least once a year as the Ucluelet Economic Development Corporation.

### **Respectfully submitted:**

  
Morgan Dosdall, Deputy Municipal Clerk

  
Andrew Yeates, CAO



# 2017 COUNCIL SCHEDULE

All regular meetings of Council will begin at 7:30 p.m. in the George Fraser Community Room at the Ucluelet Community Centre located at 500 Matterson Drive, Ucluelet, BC.

## Regular Council Meetings

January 10	April 25	September 12 *
January 24	May 9 *	October 10
February 14	May 23	October 24
February 28 *	June 13	November 14
March 14	June 27	November 28 *
March 28	July 11	December 12
April 11	August 8	

*\* Council also meets as the Ucluelet Economic Development Corporation at these meetings*

## Harbour Authority Meetings

February 21	May 16	September 5
November 21		



## STAFF REPORT TO COUNCIL

Council Meeting: NOVEMBER 22<sup>ND</sup>, 2016  
500 Matterson Drive, Ucluelet, BC V0R 3A0

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**FROM:** JOHN TOWGOOD, PLANNER 1      **FOLIO No:** 006.001    **REF No:** OCP16-02    **FILE No:** 3360-20

**SUBJECT:** PROPOSAL TO AMEND DISTRICT OF UCLUELET OFFICIAL COMMUNITY PLAN BYLAW No. 1140, 2011  
BY REMOVING LOT 1, PLAN VIP9200 FROM THE SERVICE COMMERCIAL DESIGNATION AND PLACE IT  
IN RESIDENTIAL – MULTI FAMILY

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### RECOMMENDATION(S):

**THAT** Council considers approval of one of the following options:

1. **That** Official Community Plan Amendment Bylaw No. 1210, 2016 be given third reading.

**OR**

2. **That** Official Community Amendment Plan Bylaw No. 1210, 2016 be considered and determined not to proceed further.

### DESIRED OUTCOME:

That Official Community Plan Amendment Bylaw No. 1210, 2016 be given third reading.

### BACKGROUND:

Council, at a Regular meeting on October 25th, 2016 gave Official Community Plan Amendment Bylaw No. 1210, 2016 its first and second reading.

The Proponent has applied to amend the District of Ucluelet's Official Community Plan Bylaw No. 1140, 2011 (the "OCP") to facilitate the conversion of an existing Single Family Dwelling ("SFD") into a duplex for supportive housing use. The KUU-US Crisis Line Society is a non-profit, accredited agency that has been incorporated since 1993. The society currently provides various services consisting of:

- 24hr crisis phone support line covering the Province of British Columbia.
- 24hr crisis mobile outreach in Port Alberni for those requiring one on one emotional support or risk assessments.
- Weekend food security outreach program for low to no income held in Port Alberni but open to all.
- Homeless outreach program assisting those to find housing and keep them housed through advocacy and landlord/tenant mediation for Port Alberni.
- Transitional Housing with onsite support programs and life skill development- located in Port Alberni.

- Assist people who are homeless or at-risk of becoming homeless to gain and maintain safe, independent, and affordable housing.

The Proponent has obtained the property at 1395 Helen Road from the Surplus Federal Real Property for Homelessness Initiative (SFRPHI). SFRPHI is a funding stream of the Homelessness Partnering Strategy and it makes surplus federal properties, such as this Parks Canada property, available to eligible recipients for projects to help prevent and reduce homelessness. This proposal contemplated the conversion of the existing parks Canada SFD into a duplex.

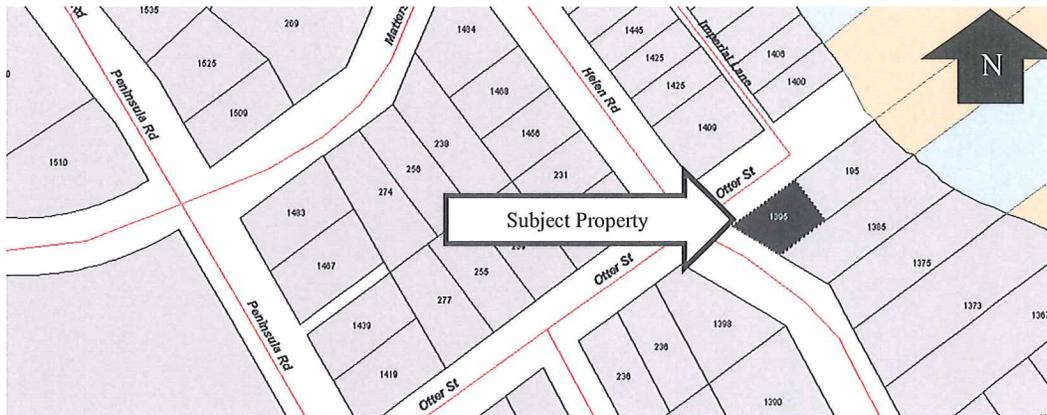


Figure 1

This is the second supportive housing project to be presented to Council in 2016. 1800 Bay Street was rezoned by the M'akola Group of Societies for a similar building conversion and housing program.

**OCP:**

The current Official Community Plan (OCP) designation for this property is "*Residential – Single Family*". The OCP's proposed land use designation map would need to be amended to allow a "*Residential – Multi-Family*" use to occur on the subject property.

The "*Residential – Multi-Family*" designation includes multi-family residential housing of medium to high-density, houses with coach houses, duplexes, row houses, cluster housing, townhouses and apartment buildings. This type of Medium to high density housing occurs throughout the community and in many instances they do not align with the OCP's land use designation. Both Multi-family properties noted in Figure 1 are designated "*Residential-Single Family*".

Considering that most neighborhoods have an element of Multi-Family and the mixed use conceptualized in the community's large Comprehensive Development Zones this OCP concept of defining areas that are specifically for Multifamily Residential is problematic. Planning Staff consider that the subject properties appropriate land use is residential and the surrounding Multi-family buildings and the communities mixed density nature supports the proposed designation.

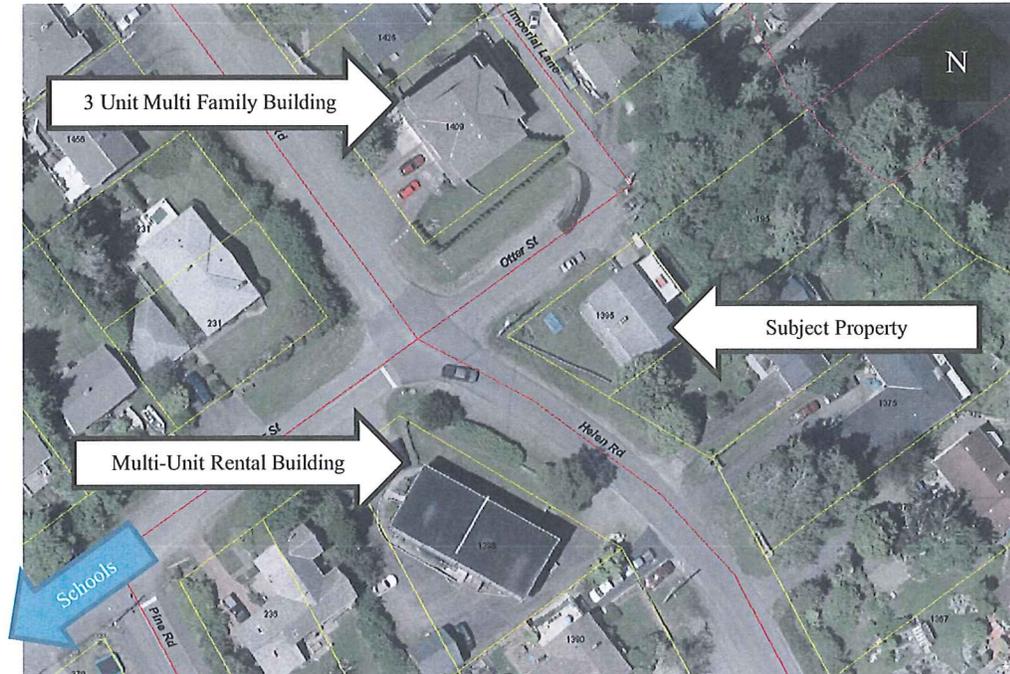


Figure 1

**ZONING:**

Zoning will be considered in the concurrent rezoning report.

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

Staff time to analyze and report on the application. The fees associated to OCP amendment attempt to recover those costs.

**FINANCIAL IMPACTS:**

There is no direct financial impact as a result of this OCP amendment

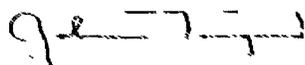
**POLICY OR LEGISLATIVE IMPACTS:**

This proposal would amend the District of Ucluelet's Official Community Plan, Bylaw No. 1140, 2011

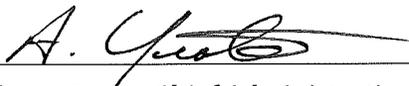
**SUMMARY:**

The need for affordable and supportive housing is present in Ucluelet, as it is in most communities across the province. KUU-US Crisis Line Society (the “**Proponent**”) is an experienced provider of social services and social housing. The existing multiple family buildings in the immediate area mitigate the impact of the increased density of this proposal. In addition, the walkable distance to schools and shops further supports this property's use as supportive housing.

**Respectfully submitted:**



John Towgood, Planning 1



Andrew Yeates, Chief Administrative Officer

**DISTRICT OF UCLUELET**

**Bylaw No. 1210, 2016**

A bylaw to amend the “District of Ucluelet Official Community Plan Bylaw No. 1140, 2011”.

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**WHEREAS** Section 471 of the *Local Government Act* identifies the purposes of an Official Community Plan as “a statement of objectives and policies to guide decisions on planning and land use management, within the area covered by the plan, respecting the purposes of local government”, and the District has adopted an Official Community Plan;

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

1. THAT the property with legal description of PID: 005-569-206 Lot 1, Plan VIP9200, District: 09, generally as shown highlighted in black on the Schedule ‘A’ attached to and forming part of this bylaw, be redesignated from Residential – Single Family to Residential - Multi Family and the text and schedules of the District of Ucluelet Official Community Plan Bylaw No. 1140, 2011 be amended accordingly.
2. This bylaw may be cited as “Official Community Plan Amendment Bylaw No. 1210, 2016”.

**READ A FIRST TIME** this 25th day of October, 2016.

**READ A SECOND TIME** this 25th day of October, 2016.

Considered in conjunction with the District of Ucluelet Financial Plan and the Liquid Waste Management Plan under Section 477 of the *Local Government Act* this     day of     , 2016.

**PUBLIC HEARING** this     day of     , 2016.

**READ A THIRD TIME** this     day of     , 2016.

**ADOPTED** this     day of     , 2016.

**CERTIFIED A TRUE AND CORRECT COPY** of “District of Ucluelet Official Community Plan Bylaw No. 1210, 2016.”

\_\_\_\_\_  
Mayor  
Dianne St. Jacques

\_\_\_\_\_  
CAO  
Andrew Yeates

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

\_\_\_\_\_  
CAO  
Andrew Yeates

**SCHEDULE 'A'**  
**Bylaw No. 1210, 2016**





## STAFF REPORT TO COUNCIL

Council Meeting: NOVEMBER 22<sup>ND</sup>, 2016  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** JOHN TOWGOOD, PLANNER 1

**FOLIO No:** 006-001 **REF No:** RZ16-09 **FILE No:** 3360-20

**SUBJECT:** PROPOSAL TO AMEND ZONING BYLAW NO.1160, 2013 BY REMOVING LOT: 1 BLOCK: 1 PLAN:  
VIP9200 SECTION: 21 DISTRICT: 09 FROM R-1ZONE – SINGLE FAMILY RESIDENTIAL AND PLACE IT  
IN R- 2 ZONE MEDIUM DENSITY RESIDENTIAL.

### RECOMMENDATION(S):

**THAT** Council considers approval of one of the following options:

1. **That** Zoning Amendment Bylaw No. 1209, 2016 be given third reading.

**OR**

2. **That** Zoning Amendment Bylaw No. 1209, 2016 be considered and determined not to proceed further.

### DESIRED OUTCOME:

That Zoning Amendment Bylaw No. 1209, 2016 be given third reading.

### BACKGROUND:

Council, at a Regular meeting on October 25th, 2016 gave Zoning Amendment Bylaw No. 1209, 2016 its first and second reading.

The Proponent has applied to amend the District of Ucluelet Zoning Bylaw No. 1160, 2013 (the “**Zoning Bylaw**”) to facilitate the conversion of an existing Single Family Dwelling (“**SFD**”) into a duplex for supportive housing use. The KUU-US Crisis Line Society is a non-profit, accredited agency that has been incorporated since 1993. The society currently provides various services consisting of:

- 24hr crisis phone support line covering the Province of British Columbia.
- 24hr crisis mobile outreach in Port Alberni for those requiring one on one emotional support or risk assessments.
- Weekend food security outreach program for low to no income held in Port Alberni but open to all.
- Homeless outreach program assisting those to find housing and keep them housed through advocacy and landlord/tenant mediation for Port Alberni.
- Transitional Housing with onsite support programs and life skill development- located in Port Alberni.

- Assist people who are homeless or at-risk of becoming homeless to gain and maintain safe, independent, and affordable housing.

The Proponent has obtained the property at 1395 Helen from the Surplus Federal Real Property for Homelessness Initiative (SFRPHI). SFRPHI is a funding stream of the Homelessness Partnering Strategy and it makes surplus federal properties, such as this Parks Canada property, available to eligible recipients for projects to help prevent and reduce homelessness. This proposal contemplated the conversion of the existing parks Canada SFD into a duplex.

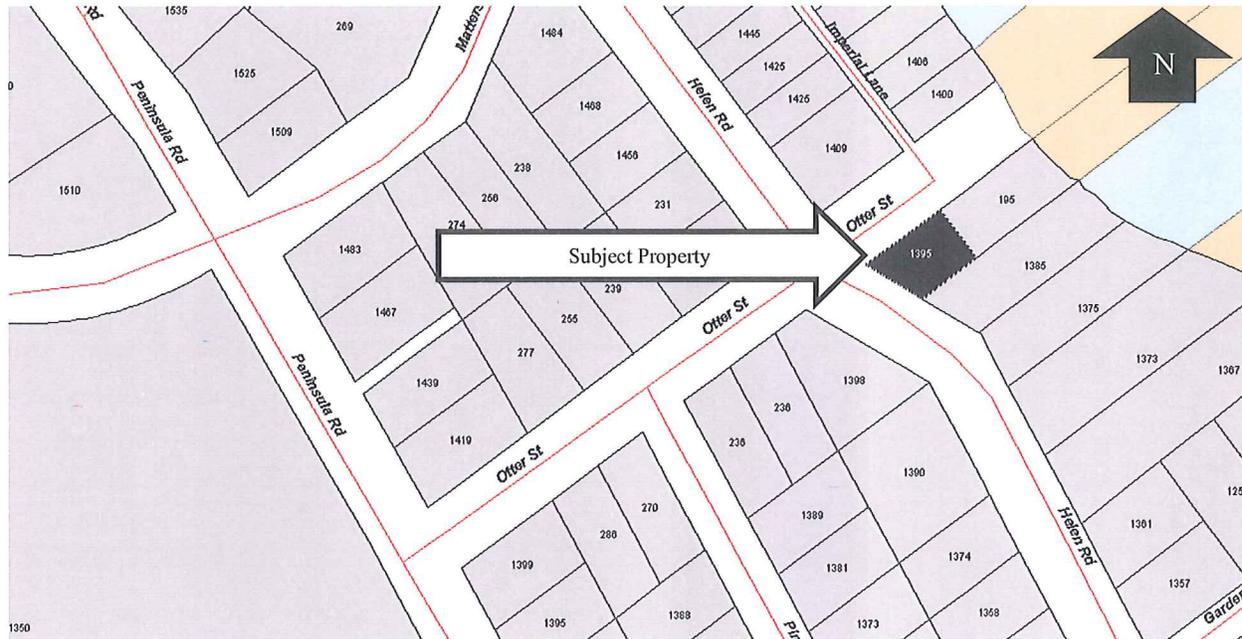


Figure 1

This is the second supportive housing project to be presented to Council in 2016. 1800 Bay Street was rezoned by the M'akola Group of Societies for a similar building conversion and housing program.

**OCP:**

The current Official Community Plan (OCP) designation for this property is "*Residential – Single Family*" and the OCP would need to be amended to "*Residential – Multi-Family*" to allow for this rezoning.

**ZONING:**

The subject lot is currently zoned R-1 and it is located in a residential neighbourhood with its immediate neighbors being two R-2 Zoned multi-family buildings to the south and west and a Vacation Rental to the east.

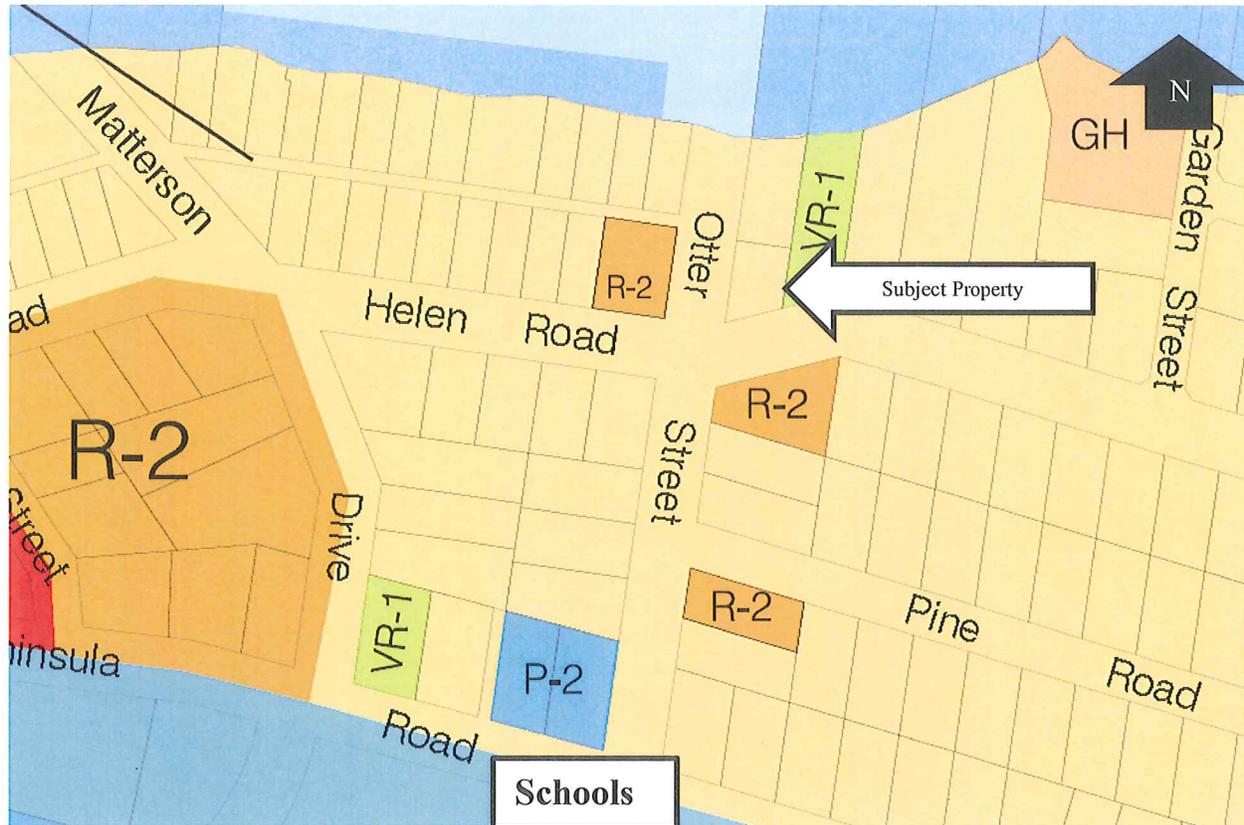


Figure 1

The subject sites lot size does not conform to the current R-1 zoning and would not conform to the proposed R-2 Zoning's minimum lot size requirement. Lot size is considered a density component and as density cannot be varied by Council, Staff have proposed a lot specific amendment approach. This would allow the proposed a duplex, specific to the supportive housing use, to occur on the subject lot within the R-2 zone:

*Duplex Dwelling: 750 m2 (8,075 ft2), but 429m2 (4617ft2) for a "Moderate Level Support Services Housing" development on PID: 005-569-206 Lot 1 of Plan VIP9200.*

Staff have also included a clause that restricts the Multiple Family use from occurring on the subject property:

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

*Principal:*

1. Duplex Dwelling
2. Multiple Family Residential
  - i. Despite the above, Multiple Family Residential is not permitted on Lots 3, 4, 5 and 6 of Plan VIP76238 and PID: 005-569-206 Lot 1 of Plan VIP9200.

The subject sites current building does not currently conform to its front, exterior side or rear yard setbacks and would not conform to the proposed zoning. Although not strictly required, it is best

practice to grant variances for these no conformities on third reading to allow for the proposed conversion to a duplex. Details of these variances would be supplied at 3<sup>rd</sup> reading if the application was to proceed to that point. The site area is limited for the extra parking required for the duplex conversion and the proponent would have to demonstrate compliance to the zoning bylaws parking requirements.

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

Staff time to analyze and report on the application. The fees associated to rezoning attempt to recover those costs.

**FINANCIAL IMPACTS:**

Ucluelet's tax base would theoretically increase by one unit if the building was to stratify. If the building remained one owner there would be no change in the tax rate other than an increase in building value. There is potential for the applicant to request for a tax exemption because of the non-profit status of the proposal.

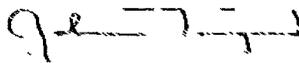
**POLICY OR LEGISLATIVE IMPACTS:**

This proposal would amend Zoning Bylaw No. 1160, 2013.

**SUMMARY:**

The need for affordable and supportive housing is present in Ucluelet as in most communities across the province. KUU-US Crisis Line Society (the "**Proponent**") is an experienced provider of social services and social housing. The existing multiple family buildings in the immediate area mitigate the impact of the increased density of this proposal. In addition, the walkable distance to schools and shops further support this property's use as supportive housing.

Respectfully submitted:



John Towgood, Planning 1



Andrew Yeates, Chief Administrative Officer

**DISTRICT OF UCLUELET****Bylaw No. 1209, 2016**

A bylaw to amend the "District of Ucluelet Zoning Bylaw No. 1160, 2013".

---

**WHEREAS** Section 479 and other parts of the *Local Government Act* authorize zoning and other development regulations;

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

1. That the sequential numbering within the R-2 Zone of Ucluelet Zoning Bylaw No. 1160, 2013 ("**Zoning Bylaw**") be amended accordingly to correct a numbering error.
2. That the property with legal description of PID: 005-569-206 Lot 1, Plan VIP9200, District: 09 (the "**Lands**"), generally as shown highlighted in black on the Schedule 'A' attached to and forming part of this bylaw, be rezoned from R-1 Single Family Residential to R-2 Medium Density Residential Zoning and the Maps of the Zoning Bylaw be amended accordingly.
3. That Section R-2.1.1(1)(b)(i) of the Zoning Bylaw is amended by adding the lands, such that subsection of the zoning bylaw reads as follow:  
 "(i) Despite the above, Multiple Family Residential is not permitted on Lots 3, 4, 5 and 6 of Plan VIP76238 and PID: 005-569-206 Lot 1 of Plan VIP9200."
4. That Section R-2.2.1(2) of the Zoning Bylaw is amended by adding a minimum lot size that accommodates the lands, such that subsection of the zoning bylaw reads as follow:  
 "Duplex Dwelling: 750m<sup>2</sup> (8,075 ft<sup>2</sup>), but 429m<sup>2</sup> (4617ft<sup>2</sup>) for a "Moderate Level Support Services Housing" development on PID: 005-569-206 Lot 1 of Plan VIP9200".
5. This bylaw may be cited as "Zoning Amendment Bylaw No. 1209, 2016".

**READ A FIRST TIME** this 25th of October, 2016.

**READ A SECOND TIME** this 25th of October, 2016.

**PUBLIC HEARING** this      day of      , 2016.

**READ A THIRD TIME** this      day of      , 2016.

**ADOPTED** this      day of      , 2016.

**CERTIFIED A TRUE AND CORRECT COPY** of “District of Ucluelet Zoning Amendment Bylaw No. 1209, 2016.”

\_\_\_\_\_  
Mayor  
Dianne St. Jacques

\_\_\_\_\_  
CAO  
Andrew Yeates

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

\_\_\_\_\_  
CAO  
Andrew Yeates

**SCHEDULE 'A'**  
**Bylaw No. 1209, 2016**







## STAFF REPORT TO COUNCIL

Council Meeting: NOVEMBER 22<sup>ND</sup>, 2016  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** JOHN TOWGOOD, PLANNER 1

**FOLIO NO:** 126.932 **REF NO:** RZ16-08 **FILE NO:** 3360-20

**SUBJECT:** PROPOSAL TO AMEND ZONING BYLAW NO.1160, 2013 BY ADDING THE DEFINITION FOR A "POCKET NEIGHBOURHOOD RESIDENTIAL" USE AND ADDING THAT USE AND ASSOCIATED REGULATIONS TO LOT 2, PLAN VIP80044.

### RECOMMENDATION(S):

THAT Council considers approval of one of the following options:

1. That Zoning Amendment Bylaw No. 1208, 2016 be given Fourth and Final Reading.

**OR**

2. That Zoning Amendment Bylaw No. 1208, 2016 be considered and determined not to proceed further.

### DESIRED OUTCOME:

That amended Zoning Amendment Bylaw No. 1208, 2016 be given Fourth and Final Reading.

### BACKGROUND:

Council, after a Public Hearing on 25th of October, 2016 gave a third reading to Bylaw No. 1208, 2016 at a Regular Meeting of Council on November 8th, 2016.

This application is proposing to develop a 2.92 acre lot, located at 1782 St. Jacques across from the Forest Glenn Seniors Center (Figure 1), to a "Pocket Neighbourhood" which is essentially small single family dwellings that are grouped around a shared central common green space.



Figure 1

1 |

The applicant is proposing a density of 24 dwelling units ranging in size from 70msq (770sqft) to 110msq (1200sqft) with a central greenspace and private gardens (Figure 2). The neighbourhood is accessed from within the property by a perimeter strata road with covered parking kept to the exterior of the development.

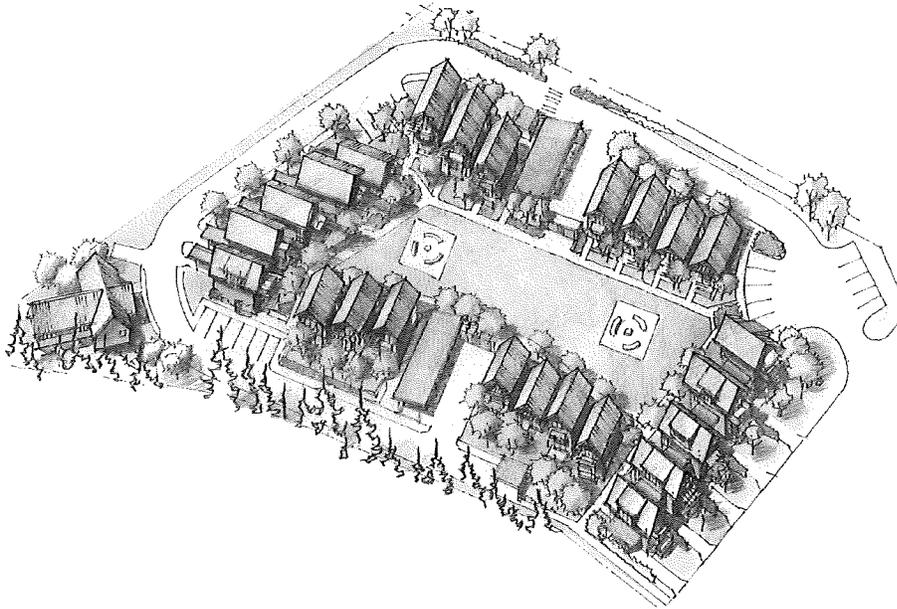


Figure 2

The current CD-3 zoning indicates MFR as the Principle Use:

*“Multiple Family Residential” (or “MFR”) means a building, or group of buildings on the same lot, each containing three or more dwelling units, for residential use only and specifically excluding commercial tourist accommodation, on a lot which includes a minimum useable outdoor recreation/ amenity space of:*

*(a) 16 m<sup>2</sup> per bedroom when in the R-2 Zone;*

*(b) 20 m<sup>2</sup> per bedroom when in the R-3 Zone;*

*(c) 8 m<sup>2</sup> per bedroom when in all other Zones (including the residential component of the mixed residential/commercial and mixed residential/industrial uses);*

The requirement that MFR must be *“a building, or group of buildings on the same lot, each containing three or more dwelling units”* indicates that a zoning amendment would be required to allow single detached units. Working with the applicant Staff proposed that the best approach would be to add a new use to the zoning bylaw and to the property. It should be noted that this is not a Development Permit and as the property does not fall into any development permit area the proponent is not required to complete a Development Permit for this development.

#### **OCP:**

The Official Community Plan (OCP) designation for this property is Comprehensive Development. This designation contemplates single family lots with a range of lot sizes and MFR. The original development for this area contemplated that the subject lot be MFR and this proposal is just a change in the form of MFR. The OCP specifically encourages alternative housing options, including bare land strata and the development of multi-family residential units within approximately a five minute walk of the Village Square.

**CURRENT ZONING:**

The subject lot is currently zoned CD-3 with the following permitted use that is specific for this property and zoning regulations:

**CD-3A.1.3** *The following use is permitted on Lot 2, Plan VIP80044, in the areas of the CD-3 Zone Plan labeled "Multiple Family", but secondary permitted uses are only permitted in conjunction with a principal permitted use:*

(1) Principal:

(a) Multiple Family Residential

(2) Secondary:

(a) Home Occupation

**CD-3A.2.1** *Minimum Lot Size:*

(2) Multiple Family Residential: 4,856 m<sup>2</sup> (1.2 acres)

**CD-3A.2.2** *Minimum Lot Frontage:*

(3) Multiple Family Residential: 23 m (75ft)

**CD-3A.3.1** *Maximum Number:*

(3) Multiple Family Residential: 20 dwelling units per lot

**CD-3A.3.2** *Maximum Floor Area Ratio:*

(3) Multiple Family Residential: 0.70

**CD-3A.3.3** *Maximum Lot Coverage:*

(3) Multiple Family Residential: 40%

**CD-3A.4.2** *Accessory Buildings:*

(3) Multiple Family Residential: 300 m<sup>2</sup> (3,225 ft<sup>2</sup>) combined total per lot

**CD-3A.5** *Maximum Height:*

**CD-3A.5.1** *Principal Buildings & Structures:*

(3) Multiple Family Residential: 11 m (36ft) or 3 storey

**CD-3A.6** *Minimum Setbacks:*

**CD-3A.6.1** *The following minimum setbacks apply, as measured from the front lot line, rear lot line and side lot lines(s), respectively:*

4) Multiple Family Residential:

(i) Principal Front/Side/Rear/Exterior yards = 6 m (20ft)

(ii) Accessory Front/Side/Rear/Exterior yards = 7.5 m (25ft)

**PROPOSED ZONING:**

The focus of this amendment is to allow for small single detached dwelling units in a strata or rental type ownership, rather than requiring the proposed dwelling units to be connected in groups, that contain three or more dwelling units. The following definition creates a use that would allow the proposed pocket neighbourhood residential use:

**"Pocket Neighbourhood Residential"** means a multi-family residential development in which four or more small Single Family Dwellings are grouped around a shared central common green space,

*connected by walkways, served by shared parking areas* and includes a minimum useable outdoor recreation/ amenity space of 20 m2 per bedroom:

The minimum useable outdoor recreation/ amenity space of 20 m2 per bedroom stated in the above definition represents the highest per bedroom requirement listed in the MFR use. The following are the only other changes in zoning regulation resulting from the proposed change of use:

- a. Pocket Neighbourhood Residential would be given a maximum density cap of *"30 dwelling units per lot"*. This facilitates the proposed density while not requiring the applicant to subdivide to attain their desired density of 24 units. It should be noted that the subdivision of the subject lot to two fee simple lots was contemplated during the original development for the area. The potential subdivision would result in a maximum density of 40 dwelling units. The proposed 30 unit's represents a theoretical reduction in what was contemplated when the Rainforest / St. Jacques Boulevard area was originally developed.
- b. A principle building maximum gross floor area restriction of *"140msq (1507ftsq) per individual dwelling unit"* would be added as a control to keep the units smaller and more attainable.
- c. Pocket Neighbourhood Residential buildings would not require the 11m (36ft) height allowed by the CD-3/MFR zoning. Staff propose an *"8m (26ft) or 2 storey maximum"* height of the principle buildings.

Parking, servicing and other regulatory requirements for this proposal will be reviewed at time of a subdivision and/or building permit application stage.

#### **AMENITY CONTRIBUTIONS:**

All amenities for the CD-3 area have been provided and continue to form an integral part of the community and the proposed rezoning does not increase the applicant's potential density.

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

Rezoning applications in general require significant Staff time to analyze and coordinate. The fees associated to rezoning attempt to recover those costs.

#### **FINANCIAL IMPACTS:**

There are no direct financial impacts as a result of this rezoning.

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

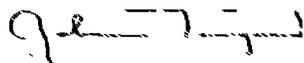
This proposal would amend Zoning Bylaw No. 1160, 2013.

#### **SUMMARY:**

The proposed zoning amendment adds a new form of Multiple Family Residential (or "MFR") best described as a pocket neighbourhood to Lot 2, VIP 80044, P.I.D.: 026-514-702 (the "Subject Lot"). Instead of the traditional MFR building or group of buildings that must contain three or more dwelling units, this proposal contemplates a MFR development in which small single detached family dwellings are grouped around a shared central common green space, connected by walkways and served by shared parking areas. This proposal does not contemplate an increase in density or significant changes to the zoning regulations from the current MFR use. This additional form for a MFR development represents a new and progressive housing option for Ucluelet that

tries to foster a sense of community among nearby neighbors, while preserving the individual owner's sense of place. The Subject Lots location is well suited for this type of development with the Forest Glenn Senior's Center across the road, a future community park immediately to the west and the site is in walking distance to the village core, schools and shops.

Respectfully submitted:



John Towgood, Planning 1



Andrew Yeates, Chief Administrative Officer



**DISTRICT OF UCLUELET****Bylaw No. 1208, 2016**

A bylaw to amend the "District of Ucluelet Zoning Bylaw No. 1160, 2013".

---

**WHEREAS** Section 479 and other parts of the *Local Government Act* authorize zoning and other development regulations;

**NOW THEREFORE** the owner of P.I.D. 026-514-702, Lot: 2, Plan: VIP 80044, District: 09 (the "**Lands**"), generally as shown highlighted in black on the Schedule 'A' attached to and forming part of this bylaw, has applied to amend the District of Ucluelet Zoning Bylaw 1160, 2013 ("**Zoning Bylaw**") in order to remove the Multiple Family Residential use from the lands and define and add Pocket Neighbourhood Residential use as a permitted principle land use;

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

1. That the Zoning Bylaw is amended by adding the following definition to Section 103 – Definitions:

**"Pocket Neighbourhood Residential"** means a multiple family residential development in which four or more small *Single Family Dwellings* are grouped around a shared central common green space, connected by walkways, served by shared parking areas and includes a minimum useable outdoor recreation/ amenity space of 20 m<sup>2</sup> per bedroom:

2. The Zoning Bylaw is amend by adding "Pocket Neighbourhood Residential" to Section CD-3A.1.3 (1), along with consequential amendments, such that those subsections of the Zoning Bylaw read as follows:

CD-3A.1.3 The following use is permitted on Lot 2, Plan VIP80044, in the areas of the CD-3 Zone Plan labeled "Multiple Family", but secondary permitted uses are only permitted in conjunction with a principal permitted use:

(1) Principal:

- (a) Multiple Family Residential
- (b) Pocket Neighbourhood Residential

(2) Secondary:

- (a) Home Occupation

3. Section CD-3A.2.1 of the Zoning Bylaw is amended adding a minimum lot size for Pocket Neighbourhood Residential such that the subsection reads as follows:

CD-3A.2.1 Minimum Lot Size:

- (1) Single Family Dwelling:

- (a) 645 m<sup>2</sup> (6,940 ft<sup>2</sup>) for 16 small lots.
  - (b) 1,450 m<sup>2</sup> (15,600 ft<sup>2</sup>) for maximum of 51 lots.
  - (2) Multiple Family Residential: 4,856 m<sup>2</sup> (1.2 acres)
  - (3) Mixed Commercial/Residential: 2,305 m<sup>2</sup> (24,800 ft<sup>2</sup>)
  - (4) Mixed Commercial/Resort Condo: 2,305 m<sup>2</sup> (24,800 ft<sup>2</sup>)
  - (5) Pocket Neighbourhood Residential: 8,093 m<sup>2</sup> (2.0 acres)
4. Section CD-3A.2.2 of the Zoning Bylaw is amended adding a minimum lot frontage for Pocket Neighbourhood Residential such that the subsection reads as follows:

CD-3A.2.2 Minimum Lot Frontage:

- (1) Single Family Dwelling: 18 m (60 ft)
  - (2) Duplex Dwelling: 18 m (60 ft)
  - (3) Multiple Family Residential: 23 m (75 ft)
  - (4) Pocket Neighbourhood Residential: 23 m (75 ft)
5. Section CD-3A.3.1 of the Zoning Bylaw is amended adding a maximum number of units for Pocket Neighbourhood Residential such that the subsection reads as follows:

CD-3A.3.1 Maximum Number:

- (1) Single Family Dwelling: 1 per lot
  - (2) Duplex Dwelling: 1 per lot
  - (3) Multiple Family Residential: 20 dwelling units per lot
  - (4) Dwelling Unit component of Mixed Commercial/Residential & Mixed Commercial /Resort Condo combined:
    - (a) 6 dwelling units on Lot 19, Plan VIP79602
    - (b) [Deleted by Zoning Amendment Bylaw No. 1188, 2016]
    - (c) 6 dwelling units on Lot 33, Plan VIP79602
    - (d) [Deleted by Zoning Amendment Bylaw No. 1180, 2015]
  - (5) Pocket Neighbourhood Residential: 30 dwelling units per lot
6. Section CD-3A.4.1 of the Zoning Bylaw is amended adding a maximum size (gross floor area) of the individual units for Pocket Neighbourhood Residential such that the subsection reads as follows:

CD-3A.4.1 Principal Building:

- (1) Mixed Commercial/Residential & Mixed Commercial/Resort Condo:
  - (a) 557.4 m<sup>2</sup> (6,000 ft<sup>2</sup>) gross floor area combined on Lot 19, Plan VIP79602;
  - (b) [Deleted by Zoning Amendment Bylaw No. 1188, 2016]
  - (c) 557.4 m<sup>2</sup> (6,000 ft<sup>2</sup>) gross floor area combined on Lot 33, Plan VIP79602;
  - (d) [Deleted by Zoning Amendment Bylaw No. 1180, 2015]
- (2) [Deleted by Zoning Amendment Bylaw No. 1208, 2016]

- (3) Pocket Neighbourhood Residential: 140 m<sup>2</sup> (1507 ft<sup>2</sup>) per individual dwelling unit.
  - (4) All other uses: N/A
7. Section CD-3A.4.2 of the Zoning Bylaw is amended adding a maximum combined area of accessory buildings for Pocket Neighbourhood Residential such that the subsection reads as follows:

CD-3A.4.2 Accessory Buildings:

- (1) Single Family Dwelling: 60 m<sup>2</sup> (645 ft<sup>2</sup>) combined total per lot
  - (2) Duplex Dwelling: 60 m<sup>2</sup> (645 ft<sup>2</sup>) combined total per lot
  - (3) Multiple Family Residential: 300m<sup>2</sup> (3,225ft<sup>2</sup>) combined total per lot
  - (4) [Deleted by Zoning Amendment Bylaw No. 1208, 2016]
  - (5) Pocket Neighbourhood Residential: 300 m<sup>2</sup> (3,225 ft<sup>2</sup>) combined total per lot
  - (6) All other uses: 80 m<sup>2</sup> (861 ft<sup>2</sup>) combined total per lot
8. Section CD-3A.5.1 of the Zoning Bylaw is amended adding a maximum principle building height for Pocket Neighbourhood Residential such that the subsection reads as follows:

CD-3A.5.1 Principal Buildings & Structures:

- (1) Single Family Dwelling: 9 m (30 ft) or 2 ½ storey
  - (2) Duplex Dwelling: 9 m (30 ft) or 2 ½ storey
  - (3) Multiple Family Residential: 11 m (36 ft) or 3 storey
  - (4) [Deleted by Zoning Amendment Bylaw No. 1208, 2016]
  - (5) Pocket Neighbourhood Residential: 8 m (26 ft) or 2 storey
  - (6) All other uses: 10 m (33 ft)
9. Section CD-3A.6.1(4) of the Zoning Bylaw is amended adding Pocket Neighbourhood Residential to the Multiple Family Residential setback section such that the subsection reads as follows:

(4) Multiple Family Residential / Pocket Neighbourhood Residential:

- (i) Principal 6 m (20 ft) 6 m (20 ft) 6 m (20 ft) 6 m (20 ft)
- (ii) Accessory 7.5 m (25 ft) 5 m (16.5 ft) 5 m (16.5 ft) 5 m (16.5 ft)
- (iii) In addition, for principal building, 15 m (50 ft) minimum yard setback applies to all lot lines abutting Marine Drive.

10. This bylaw may be cited as “Zoning Amendment Bylaw No. 1208, 2016”.

**READ A FIRST TIME** this 13th day of September, 2016.

**READ A SECOND TIME** this 13th day of September, 2016.

**RESCINDED AND READ A SECOND TIME**, as amended, this 11th day of October, 2016.

**PUBLIC HEARING** this 25th day of October, 2016.

**READ A THIRD TIME** this 25th day of October, 2016.

**RESCINDED, RECONSIDERED, AND READ A THIRD TIME** this 8th day of November, 2016.

**ADOPTED** this    day of    , 2016.

**CERTIFIED A TRUE AND CORRECT COPY** of “District of Ucluelet Zoning Amendment Bylaw No. 1208, 2016.”

\_\_\_\_\_  
Mayor  
Dianne St. Jacques

\_\_\_\_\_  
CAO  
Andrew Yeates

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

\_\_\_\_\_  
CAO  
Andrew Yeates







## STAFF REPORT TO COUNCIL

Council Meeting: NOVEMBER 22, 2016  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** DAVID DOUGLAS, MANAGER OF FINANCE

**FILE NO:** 0550-20

**SUBJECT:** DISTRICT OF UCLUELET FEES AND CHARGES BYLAW, PROPOSED AMENDMENT BYLAW NO. 1213, 2016.

**ATTACHMENT(S):** PROPOSED AMENDED SCHEDULE "L".

### **RECOMMENDATION(S):**

1. **THAT** Council gives three readings to proposed schedule "L" of District of Ucluelet Fees and Charges Amendment Bylaw, No. 1213, 2016 regarding water rates and fees

### **PURPOSE/DESIRED OUTCOME:**

The purpose of this report is to present to Council consideration of an amendment bylaw increasing fixed water rates and charges for commercial customers.

### **BACKGROUND:**

The District of Ucluelet has been encouraging commercial customers to install water meters for almost a year. Initially the District mailed out letters requesting commercial customer to install a meter at their place of business. Further to that the District increased water fees to encourage compliance of our original request. Still a number of our customers have not started the process of changing to water meters. Staff is requesting a further increase to the fixed rate water customers, to four times the original fixed rate, to motivate customers to actively pursue the installation of water meters. The last billing for fixed rate commercial customers was in September and the next billing is set for January 2017. The intent is to have all commercial customers on metering by the next billing period.

Commercial water fees	January fixed rate
Hotels Motels	\$ 384
Restaurants, Cafes, Dining Room, Lounges, Beer Parlours, Pubs	
Up to 60 seats	\$ 1,312
Over 60 seats	\$ 1,568
Churches	\$ 384
Clubs	\$ 672
Retail Establishments, Banks, Offices & Others not classified herein	\$ 448

Garage & Service Stations	\$ 512
Laundromats	\$ 448

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

Once the bylaw amendment has been given its final reading the District will charge the new fixed rate in January to commercial customers not on meters.

**FINANCIAL IMPACTS:**

If all commercial customers are not on metering at that point, the District will see an increase in revenues.

**POLICY OR LEGISLATIVE IMPACTS:**

None.

**OPTIONS:**

1. **THAT** Council gives three readings to proposed schedule “L “of District of Ucluelet Fees and Charges Amendment Bylaw, No. 1213, 2016 regarding water rates and fees.
2. **THAT** Council gives staff direction concerning water meter installations for commercial customers not on meters.

Respectfully submitted:

  
 \_\_\_\_\_  
 DAVID DOUGLAS, MANAGER OF FINANCE

  
 \_\_\_\_\_  
 Andrew Yeates, Chief Administrative Officer

**DISTRICT OF UCLUELET****Bylaw No. 1213, 2016**

A bylaw to amend District of Ucluelet Fees and Charges Bylaw No. 1186, 2016

---

The Council of the District of Ucluelet enacts as follows;

**Short Title**

1. This bylaw may be known and cited for all purposes as the "District of Ucluelet Fees and Charges Amendment Bylaw No. 1213, 2016".

**Application**

2. This bylaw amends the indicated provisions of District of Ucluelet Fees and Charges Bylaw No. 1186, 2016.

**Enactment**

3. Where there is a discrepancy between this Bylaw and any or all amendment bylaws enacted prior to this bylaw and affecting the District of Ucluelet Fees and Charges Bylaw No. 1186, 2016, then this Bylaw shall be deemed to supersede the prior bylaw(s) in the matter of the discrepancy.
4. This Bylaw shall come into full force and effect on the final adoption thereof.
5. Upon adoption hereof, this bylaw shall rescind first, second, and third reading of District of Ucluelet Fees and Charges Amendment Bylaw No. 1204, 2016 and cause Bylaw No. 1204, 2016 to be abandoned.

**Amendments**

6. District of Ucluelet Fees and Charges Bylaw No. 1186, 2016 is hereby amended as follows:
  - a. Deleting Schedule "L" in its entirety,  
and
  - b. Inserting the amended Schedule "L" attached hereto and forming part of this Bylaw.

**Severability**

7. If any section, subsection, sentence, clause or phrase of this Bylaw is for any reason held to be invalid by a decision of any court of competent jurisdiction, the invalid portion shall be severed and the part that is invalid shall not affect the validity of the remainder.

**READ A FIRST TIME** this 22nd day of November, 2016.

**READ A SECOND TIME** this 22nd day of November, 2016.

**READ A THIRD TIME** this 22nd day of November, 2016.

**ADOPTED** this \_\_\_ day of \_\_\_\_\_, 2016.

**CERTIFIED A TRUE AND CORRECT COPY** of "District of Ucluelet Fees and Charges Bylaw No. 1213, 2016."

\_\_\_\_\_  
Mayor  
Dianne St. Jacques

\_\_\_\_\_  
CAO  
Andrew Yeates

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

\_\_\_\_\_  
CAO  
Andrew Yeates

## District of Ucluelet Fees and Charges Bylaw No. 1186

Schedule 'L' Water

<b>Fixed Water Rates</b>	<b>Trimester</b>	<b>Plus GST</b>
Dwelling Unit, per unit (single family, duplex unit, apartment, suites, Guesthouses, etc.)	\$100.00	No
Mobile Home Park - per pad	\$100.00	No
Schools	\$100.00	No
plus, per classroom	\$100.00	No
Bed & Breakfast, Boarding, Lodging & Rooming Houses	\$100.00	No
plus, per room	\$50.00	No
Hotels & Motels	\$384.00	No
plus, per room for let	\$50.00	No
plus, pool charge	\$108.00	No
Restaurants, Cafes, Dining Room, Lounges, Beer Parlours, Pubs		
up to 60 seats	\$1,312.00	No
over 60 seats	\$1,568.00	No
Churches	\$384.00	No
Clubs	\$672.00	No
Home Occupations – Hairdressers, Salon/Spa/Beauty Services, Health Services, Daycares, Catering/Food and/or Food, Preparation Services, and other like classifications	\$100.00	No
Plus flat rate	\$32.00	No
Retail Establishments, Banks, Offices & Others not classified herein	\$448.00	No
Plus, per square foot gross area	\$0.0352	No
Garage & Service Stations	\$512.00	No
Laundromats	\$448.00	No
plus, per washing machine	\$32.00	No

<b>Metered Water Rates</b>	<b>Minimum Monthly Rate ***</b>	<b>Water Volume Allotment</b>	
Minimum for all meters	\$17.25	20 Cu. M.	No
When monthly allotment is exceeded, additional charges per cubic meter will be	\$0.85		No
Monthly rate for fire lines, per month (Plus water meter charges/day)	\$15.00		No
Rates for outside municipal boundaries, the above minimum monthly rates are multiplied by 1.4			

**Fees for Use of District's Hydrant for Water Supply**

Fee for the initial application for a permit to use a District hydrant	\$75.00		No
For further extension of the initial permit period	\$25.00		No
For Water usage from hydrant (Plus water meter charges/day)	\$10.00		No

## District of Ucluelet Fees and Charges Bylaw No. 1186

Schedule 'L' Water cont'd

Turning Off and Turning On of Services	Fees	Plus GST
Permanent turn off (Disconnection) (at water main) (Actual cost including all costs of pavement and sidewalk cut & repairs)	100% of actual cost	No
Temporary turn off (Disconnection) (at property line) (Actual cost including all costs of pavement and sidewalk cut & repairs)	100% of actual cost	No
Temporary turn off / on		
- during regular District working hours	\$30.00 / \$30.00	No
- outside regular District working hours	\$75.00/ \$75.00	No

**Testing of Water Meters**

For 16mm and 19mm (3/4") meter	\$110.00	No
For 25mm (1") meter	\$110.00	No
For 38 (1 1/2") meter	\$110.00	No
For 50 mm (2") meter	\$410.00	No
For 75 mm (3") meter	\$600.00	No
For 100 mm (4") meter	\$600.00	No
For 150 mm (6") meter	\$600.00	No
For meters over 150mm (6")	\$600.00	No

**Removal of Water Meter**

For 19mm water meter	100% of actual cost	Yes
For meter larger than 19mm (Actual cost incl. all costs of pavement and sidewalk cut & repairs)	100% of actual cost	Yes
Non-Emergency Service Call, after hours	\$200.00	No

**Water Service Connections**

The following fees shall be charged for all water service connections and shall be payable in

## Water tie-in

Installation of water line new connections 19mm (3/4") - 50mm (2") - plus cost of meter, pavement and sidewalk cut repairs	\$3,500.00	Yes
Over 50mm (2") - plus cost of meter, pavement and sidewalk cut repairs	\$4,000.00	Yes

**Chargable to 3rd party repairs**

Water system repairs	100% of actual cost plus 20%	Yes
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# TOURISM UCLUELET: 2017 ONE-YEAR TACTICAL PLAN

The purpose of this document is to provide an up-to-date document providing Tourism Ucluelet with an outline and tools to implement an effective marketing plan for 2017.

<b>Designated Recipient:</b>	<b>Ucluelet Tourism Association</b>
<b>Designated Accommodation Area:</b>	<b>District of Ucluelet</b>
<b>Date Prepared:</b>	<b>Nov 2016</b>
<b>MRDT Repeal Date:</b>	<b>June 30 2018</b>
<b>Five Year Period:</b>	<b>July 1 2012 – June 30 2018</b>

<b>Section 1: Overview and Update to Five-year Strategic Context</b>	
<b>Heading</b>	<b>Description</b>
<b>Strategic Direction</b>	<p>Tourism Ucluelet executes targeted marketing strategies that collectively build a strong, genuine brand, and develop outstanding customer and industry relationships. The Association liaises with all levels of government, and promotes best practice policies that venture to enhance (all the while remaining respectful to) our community, stakeholders and visitor experiences.</p> <p>Tourism Ucluelet uses the following guiding principles to conduct its affairs and decision-making process:</p> <ul style="list-style-type: none"> <li>• Utilizing market intelligence and customer focused feedback to refine marketing campaigns</li> <li>• Proactive, agile and innovative in identifying and leveraging market opportunities</li> <li>• Open, collaborative, inclusive and fair in all dealings with stakeholders</li> <li>• Financially responsible and efficient</li> </ul>
<b>Key Learnings and Conclusions</b>	<p>For 2017, Tourism Ucluelet will integrate calls to action and track ROI more effectively. A new tourism website will be completed in 2016. With the new site Tourism Ucluelet will begin to extrapolate data that will further inform to success of a campaign. Ensure the messaging is effectively reaching the target markets. Update the community's assets list and create strategies to showcase them in unique and meaningful ways.</p> <p>Further communication with stakeholders to collect data on trends in their business which reflect some visitor's intentions to come to the area.</p> <p>Work more closely with Destination BC and [as a community] focus more on the conference and retreats market which is beginning to grow.</p> <p>Facebook has become one of the top engagements for Tourism Ucluelet. The goal will be to continue to grow and maintain engagement all the while driving traffic to the tourism new website. This cost-effective way of advertising will allow Tourism Ucluelet to utilize other media channels and widen the scope of exposure.</p>
<b>Overall Goals and Objectives</b>	<p>To create strategic campaigns, marketing the community in a responsible way to increase visitor traffic to the website and social media pages. Efficiently collect the Net promoter index, Explorer Quotient data and monitor Visitor Centre traffic more effectively.</p>
<b>Strategies</b>	<p>Over the course of 2017, Tourism Ucluelet intends to increase its market awareness through multiple projects:</p> <ol style="list-style-type: none"> <li>1. Increased on-line advertising and retargeting to our key markets, primarily British Columbians, Albertans, Americans in the Pacific Northwest; promoting new website.</li> <li>2. Further engagement through our social media campaigns. Over the course of 2016 Tourism Ucluelet's Facebook presence has steadily grown to over 31K.</li> <li>3. Strategic print advertising in specific markets in Canada and the US. These print ads would work in conjunction with complementary on-line ads continually referring to the new website.</li> </ol>

	<ol style="list-style-type: none"> <li>4. Tourism Ucluelet will continue to partner with Tourism Tofino building on the Real West Coast campaign that began in 2015. Both DMO's will work further with the Pacific Rim National Park Reserve on this initiative as well as Port Alberni. This product was designed to promote the journey to the West Coast along the 'Surf highway #4' and capture key memorable locations along the way, all the while sharing through social media with the opportunity to prizes.</li> <li>5. Work with the with GO VI Consortium on a series of "Find your Elements" commercials in British Columbia and Alberta driving traffic to Vancouver Island, Ucluelet, the West Coast and the new Tourism Vancouver Island website.</li> <li>6. Work with Destination BC and Tourism Vancouver Island to increase Ucluelet's awareness through Familiarization Tours and co-op opportunities</li> <li>7. TU will continue to update its stock photo library to be current and in line with Destination BC.</li> <li>8. TU will be collaborating with the local stakeholders, organizations and the District of Ucluelet to enhance the community as an ideal location for retreats, conferences and weddings. Ucluelet has the facilities and infrastructure in place to accommodate small intimate gatherings to moderate sized groups. TU has taken small steps to recognize these potential revenue streams for the community and will be building our campaigns for these underdeveloped opportunities in 2017.</li> <li>9. To leverage, international markets, Tourism Ucluelet will use social media (primarily Facebook and Instagram) to reach this market segment as well as work with Tourism Vancouver Island to collaborate with Travel Trade and media opportunities.</li> </ol>
<b>Target Markets</b>	<p>Ucluelet's primary target markets are couples between the ages of 50-59 years of age, followed by professional couples and families who enjoy spending time experiencing Ucluelet's friendly community and dynamic environment. They enjoy being outdoors on trails, beaches and on the water. Most our visitors are from the South and Central region of Vancouver Island as well as the Vancouver and the lower mainland, followed by Alberta, Ontario and the Pacific Northwest (primarily Washington State and Oregon), with some growth coming out of California. Even though, it seems there are a substantial number of Europeans that visit Ucluelet, this segment only contributes to 4% of market share.</p> <p>The largest cohort of visitors booked at least 3-6mths prior to visiting. Interestingly, one third of visitors during peak season came to Ucluelet with as little as one week of planning prior to their trip. Most either went to the Ucluelet website and/or spoke to family and friends prior to booking. And the average daily stay is approximately 3.6 days.</p>

Section 2: One-Year Tactical Plan with Performance Measures
<b>Major Category:</b> <i>Marketing</i>
<b>Activity Title:</b> <i>Media Advertising and Production</i>
<b>Tactics:</b> Print Ads, Social Media, Tradeshow, Billboard, Commercials Tables 1
<p><b>Implementation Plan:</b> Over the course of 2017, Tourism Ucluelet will be working with our advertising partners [recurring and new] as well as consortium collaborations. Calls to action will be further refined driving traffic to the new website.</p> <p>Tourism Ucluelet [with the assistance of a focus group] recognized that visitors come to Ucluelet intentionally. They “Choose to be here”, Ucluelet is a “Stress Free” community and our visitors come to “Unplug and Reconnect” with nature, themselves and loved ones. Ucluelet and the coast is raw, powerful, pristine and calming. With one of BC’s top trails (the Wild Pacific Trail) as well as the Aquarium, Tourism Ucluelet will continue to curate imagery [in-line with Destination BC’s new guidelines] and showcase new products in conjunction with the aforementioned statements throughout all of our campaigns in 2017.</p>
<ul style="list-style-type: none"> <li>• <b><u>Media Advertising and Production</u></b> <p><i>Billboard</i> – Continue with the ‘Stress Free Zone Ahead’ billboard in Nanoose Bay for an additional year. This south facing sign is located north of Nanaimo, reaching (on average) 24,000 vehicles daily. The goal of this billboard is to target the commuter headed home; it is a daily reminder that Ucluelet is a place to unplug and reconnect with oneself, loved ones and nature. This untraditional billboard stands out amongst the rest; Tourism Ucluelet will follow up with a targeted Facebook campaign generating conversation and reminiscent memories of locals to Vancouver Island. The second phase of the project is to have a billboard in Port Alberni with same message. There will be a smaller sign also hanging at the junction of Hwy 4 and the Tofino Ucluelet Hwy with the same message. Tourism Ucluelet will further follow up with magnets and bumper stickers to sell at the Visitor Centre and use during Travel shows. Monitoring will be reported through social media engagement and click through data to the new website. Budget - \$20K</p> <p><i>Print</i> - All print ad will have calls to action with codes and the new website to track ROI. Tourism Ucluelet will continue to target print in key markets that resonate with travellers who could make the journey to the west coast of Vancouver Island. As our print budget is limited, we aim to utilize print that has a long shelf life distributed on Vancouver Island, the lower mainland, interior BC, Alberta and the pacific northwest region of the US.</p> <p><i>Coast Mountain Culture Magazine</i> – Produced twice a year (winter and summer) is a heavy photojournalistic magazine with intriguing articles and images that speaks to the “of the beaten path” traveller who could make the journey to Ucluelet. Even though it has a small circulation (20,000 annually), the reach is approximately 100,000 with a shelf life of a minimum of 6 months if not longer. Due to the style of the magazine, it is a piece that people keep and go back to. The medium age is 35, with the majority being male (54%) and is distributed (for free) to over 200 accommodation providers and retail outlets across the lower mainland (50%), pacific northwest and interior BC (30. %), backcountry operators and resorts (15%), including a 5% international subscription. Tourism Ucluelet will commit to a full page colour ad as well as a complimentary on-line ad embedded rotating on their website. Their website has been rebuilt and with committed ads</p> </li> </ul>

on their website for the winter of 2016/17 as well as commitment to the summer issue, Tourism Ucluelet looks forward to increased click throughs with this new website.

Budget - \$7200

*Times Colonist (TC) – Victoria*; Tourism Ucluelet will be placing up to 8 co-operative full page colour ads in the TC over the course of the year. These ads will run two weeks prior to major holidays (Valentine’s Day, Easter, May long weekend) as well as leading up to local events (Pacific Rim Whale Festival and Ukee Days) with calls to action reflective of the proceeding event or time of year.

Predominantly circulated in Victoria and surrounding communities, these print ads will run in the Saturday paper (weekly circulation of 213,000) in the Life Style section. Victoria, is a key market for not only Ucluelet but the Pacific Rim. This affluent city, offers a “staycation” approach to marketing Ucluelet as well as being a corridor to the US market via the Black Ball and Coho ferry services out Washington State.

Budget - \$4000

*Adventures NW Lifestyle Magazine* - It is within our strategic plan to gain exposure in Washington State. Tourism Ucluelet had the opportunity to meet the owner and editor of Adventures NW Lifestyle Magazine out of Bellingham. With distribution in Seattle, Portland, Metro Vancouver, Bellingham and Watcom County, this magazine offers access to 60,000 readers on a quarterly basis who are outdoor enthusiasts with the means and desire to travel. The average age of the reader is 32+ and an equal split between men and women. The editor continues to be a frequent visitor of Ucluelet and has written amazing stories about Ucluelet in the past. In the last year, the magazine has begun to collaborate with a Vancouver Island writer who supplies regular content about the Island; this in turn will provide further focus on the Island.

Budget - \$5200

*Tourism Vancouver Island Touring & Exploring Guide* - This is Tourism Vancouver Island’s flagship publication and is used extensively throughout the tourism industry. There are 100,000 copies printed with distribution to all Visitor Centres in British Columbia as well as more than 150 key locations across Vancouver Island and the Lower Mainland. The guide will also be sent directly to visitors through mail fulfillment and high-traffic locations throughout British Columbia and Alberta. The new website FindYourElement.ca has recently launched and within the first few months has already gained 30,000 - unique impressions. Tourism Ucluelet has committed to two full co-opted pages securing affordable print advertising for local stakeholders. As well as an additional enhanced listing for Ucluelet on the new website.

Budget - \$4500

*Commercials* - For the first-time Tourism Ucluelet will be making a sizable investment into commercials on Vancouver Island and in BC. We will be working with CTV to create content and run a series of commercials over a 6 to 8-week period in the off season [and early shoulder season] targeting Valentine’s Day, Storm watching, Pacific Rim Whale Festival and Spring break. The commercials will be spread throughout the course of the day, ensuring a large cross section of the demographic will have the potential to see the commercial. These will further contain calls to action to track ROI as well as an integrated Facebook campaign and Google Ads. All material will be focusing on the new website, specific events or times of year to experience the coast. During this time frame it is expected that there will be upwards of 928,000 impressions.

GO VI Consortium – Tourism Ucluelet has the opportunity of partaking in the GO VI Consortium with Parksville Qualicum Beach, Tofino and the Comox Valley. The overarching campaign will be branded to compliment and drive traffic the the new FlndYourElements.ca website. A 15 sec commercial will

run at the end of January for two weeks capturing the post holiday market, showcasing Storm Watching and leading into Valentine's Day. The Facebook Carousel will launch in November and run for the duration of the campaign. Ucluelet will partner with Tofino to create a West Coast Facebook Carousel complimenting the FindYourElements.ca brand Tourism Vancouver Island has created. This creative will drive visitation to the new website for the RDMO as well as the local DMO.

Budget - \$18,500

- **Social Media**

Tourism Ucluelet's Facebook page has been growing at a steady rate since the latter part of 2014. Currently, our Facebook page has just over 31K followers who are highly engaged with our content. We consistently review habits of our followers on Facebook and will continue to utilize user generated content through Facebook and Instagram to maintain interest. In 2017, our goal is to increase engagement and growth by of the Facebook page by 30% continually reaching out to our core markets domestically, nationally, internationally established countries as well as emerging markets. Dramatic photos and video tend to gain the most engagement, fostering memories as well as intriguing new comers to the coast. All posts are targeted towards markets that emulate the overall market that Destination BC is targeting – primarily British Columbians, Albertans, those from the pacific northwest.

Budget - \$15K

- **Consumer Shows and Events - Adventure Travel Show Vancouver and Calgary with Tofino and Parks Canada**

Tourism Ucluelet will be attending the Vancouver and Calgary Adventure Travel Shows, in partnership with Tourism Tofino and the Pacific Rim National Park Reserve under the Real West Coast brand. The goals is to attend as a region and ensure that when visitors make the journey out to the West Coast they book adequate time to stay and experience more than just one community or area. These shows brings upwards of 40K people over a weekend. In 2016, we interacted with approximately 1000 people over the two day Vancouver event. In 2017, our brand will be further cohesive with collateral as well as banners that are reflective of the Real West Coast campaign. The aim is to promote the area as an not to miss region and partake in a geocatch-like game along Canada's Surf highway – Hwy 4. There are 24 unique stops between Cathedral Grove and the West Coast. The goal is to celebrate the journey to the Coast and have visitors capture their experiences posting on Instagram using the handle #the\_real\_west\_coast.

Budget - \$8,000

- *Collateral production and distribution* – Tourism Ucluelet has had 5000 rack cards created to with a Scratch and Sniff sticker on one side, with a scratch overlay revealing a message on the back. The purpose of this design is to disrupt the rackcard holders with a unique and memorable sticker showing from the top of the card. The smelly sticker (smells like wood) was purposefully designed to trigger curiosity and memories from the consumers youth. The back side reveals an irreverent message to the consumer about the purpose for visiting Ucluelet. The card is interactive with minimal details, other than the new website, two breathtaking images during spring and winter and a map of where Ucluelet is located. These cards will be distributed to the five Destination BC corridor Visitor Centres. Further material will be created to provide as part of a media kit for Travel Trade and trade shows. This cost will include increased distribution to other Visitor Centres who are primary gateways for visitors traveling to the West Coast; ie Victoria, Nanaimo and Comox. Further production of the Real West Coast rack card will be created and be located on BC Ferries, primary

routes in anticipation that travelers will see it and engage in the game as they make their way to the West Coast.

All though difficult to measure, ROI will be determined for the Tourism Ucluelet cards by the number that are requested over the summer and remainder of the year. As well as feedback from consumers who interact with the card. With respects to the Real West Coast collateral, those visitors who take part in the game along the highway will show the ROI on the rack card.

Budget - \$10,000

- Other

*Education Tourism* – West Coast NEST is an education website developed by the Clayoquot Biosphere Trust in collaboration with Tourism Ucluelet, Tourism Tofino, both Districts, all societies and organizations who provide an educational component to their product; the Wild Pacific Trail offers interpretive walks throughout the summer on varying topics as well as all First Nations communities on the West Coast. This is truly a regional product. This site will offer information on courses that are institutional focused (university, high school, post graduate supplementary courses or programs) as well as consumer facing (interpretive walks, art classes and events). Tourism Ucluelet's goal is to support and drive traffic to the site, not to duplicate and compete. Tourism Ucluelet will have a landing page integrated into its website, providing basic details about the content to drive traffic to the specific site for further detail.

We will report traffic and impression from on-line marketing as well as request similar data from CBT.

Budget - \$8K

Combination of in-kind contribution and dollars to support marketing efforts such as collateral development and production, on-line google and Facebook ads.

*Honda Celebration of Lights* - Over the last two years [at the end of July] Tourism Ucluelet has had the opportunity to showcase the community at the Honda Celebration of Lights in Vancouver. Tourism Ucluelet will run a 15 second video clip about Ucluelet on the jumbo screen located at the entrance to the grounds. This ad will run 8 times an hour, over 10 hours a day for three days. The number of impressions as estimated at 1,000,000 over the course of the weekend. Even though the ROI does not offer precise measured impressions, the number of estimated impressions offers an opportunity for Ucluelet to showcase the community to a large group of people over a short period.

*Co-operative Programs* - Tourism Ucluelet will continue to utilize co-operative opportunities offered by Tourism Vancouver Island providing visitation to larger markets through campaigns that would otherwise be unaffordable; as an example, West Jet Up Magazine. This opportunity allows Tourism Ucluelet to showcase our community and its assets through well priced ad placements in the late off season providing exposure in over 90 destinations, on 3000 weekly flights, where up to 90% of travellers with West Jet read their Up Magazine during their trip.

Budget - \$4500

*Weddings/ Conferences/ Retreats/ Events* - Over the course of 2015 there were approximately 800 wedding licenses issued on the west coast between Ucluelet and Tofino. With the relatively new community centre corporate events and retreats have been increasing over the last few years. Resorts and accommodation providers who offer space have been also growing in this market. Ucluelet is listed in BC Meeting Places magazine as a potential venue for small to mid-sized groups.

The West Coast was also featured in an article about smaller more unique areas to go. It has been suggested that over the course of 2015, income into the community was upwards of \$1M dollars. To better understand the needs of this group of visitors Tourism Ucluelet will be working more closely with local stakeholders, the District of Ucluelet, wedding planners and event coordinators to better understand the market and what is required to complete an exceptional experience. To note, Ucluelet will see the Vancouver Island Emergency Preparedness Conference in April 2017. This is a bi-annual conference that can bring upwards of 350 emergency personnel and volunteers who support Island community collaboration and knowledge building for emergency preparedness. Ucluelet will also be hosting the Arts BC and Heritage BC Annual Conference in April. This conference brings together a vast array of artists from around BC and the world. The conference will be anticipating upwards of 220 attendees in the spring. Tourism Ucluelet will be assisting with in-kind support as well as to promote the event and provide information and direction to ensure the event is successful.

On an annual basis, Tourism Ucluelet provides support to following legacy events: the Pacific Rim Whale Festival, Edge to Edge Marathon, Pacific Rim Summer Festival, Cultural Heritage Festival, Pacific Rim Tea Festival, Ukee Days, in the way of collateral, social media and print. As the Ucluelet Aquarium and the Wild Pacific Trail are the community's marquee products, Tourism Ucluelet aims to incorporate all marketing showcasing either or both product. To better understand the impact of these events, Tourism Ucluelet will be requesting a detailed report from the organizers. Noting various demographic qualities of the attendees that frequented the aforementioned events and activities. A short interview (with the Chair) and survey (from the participants) will assist in better understanding the needs of the participants for future events.

Budget - \$25,000

Annually, Tourism Ucluelet provides local visitor information services to the Vancouver Island Regional Porsche Club event. This group of come to Ucluelet for three days fundraising for the Ucluelet Volunteer Fire Brigade. In the past the group has know to raise as much \$11K in a weekend. There are normally 150 guests who attend. Tourism Ucluelet's services are in-kind to the attendees.

In-kind Visitor information at event

<p><b>Major Category: <i>Destination Development &amp; Product Experience Mgmt.</i></b></p> <p><b><i>Product Experience and Training</i></b></p>
<p><b>Tactics:</b> With the development of the West Coast NEST Education Tourism initiative started by the Clayoquot Biosphere Trust in 2016, Tourism Ucluelet will be involved in the development and further marketing of the program. Furthermore, multiple organizations such as the Ucluelet Aquarium, Wild Pacific Trail, Central West Coast Forest Society, Thornton Creek Hatchery have begun offering Interpretive programs with Ambassadors to showcase and offer programs for locals and visitors alike to be engaged in the environment they are visiting.</p>
<p><b>Implementation Plan:</b> Tourism Ucluelet has implemented a basic model for support to organizations who are seeking Information or Interpretive Ambassador assistance for their programs.</p>
<p><b>Performance Measures:</b></p> <ul style="list-style-type: none"> <li>• Tourism Ucluelet will require post program reporting prior to year end. Reporting will include basic information regarding the type of visitor who attend and why they decided to take part in the program. This will assist in the future for further support and provide justification.</li> </ul> <p>Budget - \$20K</p>

<p><b>Major Category: <i>Visitor Services</i></b></p>
<p><b>Tactics:</b> Tourism Ucluelet will, for the first time, be overseeing Visitor Services for Ucluelet. The goal in 2017 is to ensure that the Centre is managed effectively and provides a warm and welcoming environment for guests to the West Coast.</p>
<p><b>Implementation Plan:</b> Beginning December 2016, Tourism Ucluelet will begin strategically reaching out to previous businesses and DMO's who collaborated in the past at the Pacific Rim Visitor Centre and re-engage for the future. We will furthermore, be reaching out to our stakeholders for feedback on areas of improvement to ensure our stakeholders feel that their business is being adequately represented. Tourism Ucluelet has itemized the operational costs of Visitor Services into the budget for 2017, along with supplementary revenue options to offset the costs. Merchandise, membership, rentals of floor space, as well as, billboard space will be reviewed. Granting from Federal and Provincial governments will also assist with offsetting the costs to manage the centre.</p>
<p><b>Performance Measures:</b></p> <ul style="list-style-type: none"> <li>• At the end of 2017, Tourism Ucluelet will review visitor numbers, speak with stakeholders for feedback as well as those strategic partners who rented space.</li> <li>• Perform a small survey with visitors after they have left the Centre on delivery of the service.</li> <li>• Tourism Ucluelet, will further collect data on activities within the Centre (calls, sales, collection of materials, stakeholder feedback)</li> <li>• Visitor volume in the Pacific Rim Visitor Centre will be reported accurately</li> </ul> <p>Budget – \$103,200</p>

Table 1

SEASON	MONTHLY	HOLIDAY	SLOGAN/DESCRIPTORS	ACTIVITY	EVENTS	TARGET MARKET	MARKET WHERE
<b>WINTER</b> Nov 1 to Feb 28	November	<ul style="list-style-type: none"> <li>• US Thanksgiving</li> <li>• Christmas</li> <li>• New Years</li> </ul>	<ul style="list-style-type: none"> <li>• Come dance in the rain!</li> <li>• No snow</li> <li>• Romance</li> </ul>	<ul style="list-style-type: none"> <li>• Ski and Surf</li> <li>• Storm Watching</li> <li>• Surf</li> </ul>	<ul style="list-style-type: none"> <li>• Aquarium Release Day</li> <li>• Surf Competition</li> <li>• Midnight Madness</li> </ul>	<ul style="list-style-type: none"> <li>• Couples (pre and post children)</li> <li>• Families (family day)</li> <li>• Surfers</li> </ul>	Alberta BC Northwest US California
	December	<ul style="list-style-type: none"> <li>• Christmas</li> <li>• New Years</li> <li>• Valentine's Day</li> <li>• BC &amp; AB Family Day (end of Dec)</li> <li>• <i>Winter Solstice</i></li> </ul>	<ul style="list-style-type: none"> <li>• Restore, rejuvenate for 2016</li> <li>• capture raw power of the coast</li> </ul>	<ul style="list-style-type: none"> <li>• Trail hiking WPT/PRNPR</li> <li>• Restore, rejuvenate</li> <li>• Sport Fishing</li> <li>• Food/local</li> </ul>			
	January	<ul style="list-style-type: none"> <li>• Valentine's Day</li> <li>• March Break</li> <li>• President's Day Weekend (Feb 16)</li> <li>• BC &amp; AB Family Day</li> <li>• Chinese New Year</li> </ul>	<ul style="list-style-type: none"> <li>• Romance</li> <li>• Family time</li> <li>• Restore, rejuvenate, return (post holiday stress)</li> <li>• Capture raw power</li> <li>• Be inspired!</li> </ul>		<ul style="list-style-type: none"> <li>• Whale Fest</li> <li>• Aquarium Opening</li> <li>• Art Splash</li> </ul>	<ul style="list-style-type: none"> <li>• Artists</li> <li>• Family</li> <li>• Couples</li> <li>• Active Living</li> </ul>	
	February	<ul style="list-style-type: none"> <li>• March Break</li> <li>• Easter</li> </ul>	<ul style="list-style-type: none"> <li>• Hop into Spring!</li> <li>• Family Exploration</li> <li>• Surf into Spring!</li> <li>• Hike into Spring!</li> </ul>				
<b>SPRING</b> Mar 1 to May 31	March	<ul style="list-style-type: none"> <li>• Easter</li> <li>• Victoria Day</li> <li>• US Memorial Day (May 25)</li> </ul>	<ul style="list-style-type: none"> <li>• Hop into Spring!</li> <li>• Family Exploration</li> </ul>	<ul style="list-style-type: none"> <li>• Whale Watching</li> <li>• Water sports</li> <li>• Hiking</li> <li>• Beachcombing</li> </ul>	<ul style="list-style-type: none"> <li>• Tea Festival (April)</li> <li>• Edge to Edge (Start late Feb)</li> <li>• George Fraser Day</li> <li>• Pacific Rim Summer Festival</li> </ul>	<ul style="list-style-type: none"> <li>• Gardeners</li> <li>• Families</li> <li>• Active living</li> <li>• Fishing</li> <li>• Artists</li> </ul>	Alberta BC Northwest US California
	April	<ul style="list-style-type: none"> <li>• Mother's Day</li> <li>• Victoria Day</li> <li>• US Memorial Day (may 25)</li> </ul>	<ul style="list-style-type: none"> <li>• Spoil your mother with a weekend getaway</li> <li>• Rhodos</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Sport Fishing</li> <li>• Restore, rejuvenate</li> <li>• Food/local</li> <li>• Zipline</li> </ul>			
	May	<ul style="list-style-type: none"> <li>• Mother's Day</li> <li>• Canada Day</li> <li>• Ukee Days</li> <li>• Father's Day</li> </ul>					

SEASON	MONTHLY	HOLIDAY FOCUS	Slogan/Descriptors	ACTIVITY FOCUS	EVENTS FOCUS	TARGET MARKET	MARKET WHERE
<b>SUMMER</b> <i>June 1 to Aug 31</i>	June	<ul style="list-style-type: none"> <li>• Father's Day</li> <li>• Canada Day</li> <li>• Ukee Days</li> <li>• <i>National Aboriginal Day (June 21)</i></li> <li>• <i>Summer Solstice (June 21)</i></li> <li>• BC/Heritage Day wknd</li> </ul>	<ul style="list-style-type: none"> <li>• Father's getaway</li> <li>• Play and have fun</li> <li>• try something new</li> <li>• long days</li> <li>• Feel it like we live it</li> </ul>	<ul style="list-style-type: none"> <li>• All water sports</li> <li>• Aquarium</li> <li>• Food/local</li> <li>• Fishing</li> <li>• Zipline</li> </ul>	<ul style="list-style-type: none"> <li>• Otalith Festival</li> <li>• Back to School</li> <li>• Surf Month (Oct)</li> </ul>	<ul style="list-style-type: none"> <li>• Men (dad's)</li> <li>• Active Living</li> <li>• families</li> <li>• Couples</li> </ul>	<ul style="list-style-type: none"> <li>• Alberta</li> <li>• BC</li> <li>• Northwest US</li> <li>• California</li> </ul>
	July	<ul style="list-style-type: none"> <li>• BC/Heritage Day wknd</li> <li>• Labour Day</li> </ul>					
	August	<ul style="list-style-type: none"> <li>• Labour Day</li> <li>• Thanksgiving (CDN)</li> </ul>					
<b>FALL</b> <i>Sept 1 to Oct 31</i>	September	<ul style="list-style-type: none"> <li>• Thanksgiving (CDN/US)</li> <li>• Columbus Day (Oct 12)</li> </ul>	<ul style="list-style-type: none"> <li>• sunsets</li> <li>• peaceful</li> </ul>	<ul style="list-style-type: none"> <li>• Food/local</li> </ul>	<ul style="list-style-type: none"> <li>• Surf Month (Oct)</li> </ul>	<ul style="list-style-type: none"> <li>• Families</li> <li>• Couples</li> <li>• Active Living</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Alberta</li> <li>• BC</li> <li>• Northwest US</li> <li>• California</li> </ul>
	October	<ul style="list-style-type: none"> <li>• US Thanksgiving (Nov 26)</li> <li>• Halloween</li> <li>• Remembrance Day</li> <li>• Christmas</li> <li>• New Years</li> </ul>					

## Section 3: MRDT Budget for One-Year Tactical Plan

Revenues		Budget \$
Carry-forward from previous calendar year		20500
MRDT		314500
Local government contribution		6000
Stakeholder contributions		5000
Co-op funds received (e.g. CTO; DMO-led projects)		8000
Other local stakeholder contributions		7000
Grants – Federal		37500
Grants – Provincial		
Grants/Fee for Service - Municipal		
Retail Sales		9000
Interest		
Other - signage space		3000
	<b>Total Revenues</b>	<b>416,500</b>
Expenses		Budget \$
<b>Marketing</b>		
Marketing staff – wage and benefits		45600
Media advertising and production		103500
Website - hosting, development, maintenance		5000
Social media		15000
Consumer Shows, events		8000
Collateral production, and distribution		13000
Travel media relations		5000
Travel trade		
Other (please describe)		
	<b>Subtotal</b>	<b>174,600</b>
<b>Destination &amp; Product Experience Management</b>		
Destination & Product Experience Management Staff – wage and benefits		
Industry development and training		
Product experience enhancement and training		10000
Research and evaluation		10000
Other (please describe)		
	<b>Subtotal</b>	<b>20000</b>
<b>Visitor Services</b>		
Visitor Services activities		103200
Other (please describe)		
	<b>Subtotal</b>	<b>103200</b>
<b>Meetings and Conventions</b>		
Meetings, conventions, conferences, and events etc.		
	<b>Subtotal</b>	
<b>Administration</b>		
Management and staff unrelated to program implementation – wages and benefits		50000
Finance staff – wages and benefits		4000
Human Resources staff – wages and benefits		
Board of Directors costs		
Information technology costs – workstation-related costs (i.e. computers, telephone, support, networks)		6200
Office lease/rent		6600
Expenses		Budget \$
General office expenses		29400
	<b>Subtotal</b>	<b>98200</b>

<b>Other</b>	
All other wages and benefits not included above	
Other activities not included above (please describe)	
<i>Subtotal</i>	
<b>Total Expenses:</b>	<b>416,500</b>
<b>Balance or Carry Forward</b>	