

AGENDA

REGULAR MEETING OF COUNCIL

Tuesday, December 10, 2013

7:30 p.m.

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

Council Members:

Mayor Bill Irving

Councillor Dario Corlazzoli

Councillor Geoff Lyons

Councillor Sally Mole

Councillor Randy Oliwa



THIS PAGE LEFT BLANK INTENTIONALLY



REGULAR COUNCIL MEETING AGENDA

December 10, 2013 at 7:30 pm
 George Fraser Room, Ucluelet Community Centre
 500 Matterson Drive, Ucluelet, BC

	CALL TO ORDER:	
Pg. 07	ADOPTION OF MINUTES: November 26, 2013 Harbour Authority and Regular Council Minutes	
Pg. 15	PUBLIC INPUT, DELEGATIONS & PETITIONS: D-1 Pacific Rim Whale Festival Society Gillian H. Nicol	
Pg. 17	CORRESPONDENCE: C-1 Request to Renew Pacific Rim Visitor Centre Agreement Susan Payne, Executive Director - UCOC & Visitor Centres	
Pg. 19	INFORMATION ITEMS: I-1 Vancouver Island Coast Guard Service Zoran Knezevic, Port Alberni Port Authority CEO	
Pg. 21	I-2 UBCM - Ministry of Jobs, Tourism, and Skills Training Shirley Bond, Minister	
Pg. 23	I-3 Proposed Changes to Agricultural Land Commission John Douglas, Mayor - City of Port Alberni	
Pg. 25	I-4 Tofino's Creative Salmon Certified as Organic Lisa Stewart, Communications Officer - Creative Salmon	
Pg. 27	I-5 BC Communities in Bloom - 2014 Membership Catherine Kennedy, Executive Director	
Pg. 29	I-6 Nuu-chah-nulth Tribal Council Meeting Confirmation Debra Foxcroft, President	
Pg. 31	I-7 Long Beach Area Reinforcement Project District of Ucluelet Council	

Pg. 33	REPORTS: R-1 Expenditure Voucher G-19/13 Jeanette O'Connor, CFO	
Pg. 37	R-2 Quarterly Manager's Report - October to December, 2013 District of Ucluelet	
Pg. 43	R-3 Quarterly Motion Report - October to November, 2013 District of Ucluelet	
Pg. 49	R-4 Financial Audit Services Contract Award Jeanette O'Connor, CFO	
LEGISLATION: None		
COM-1 COUNCIL COMMITTEE REPORTS		
Councillor Dario Corlazzoli <i>Deputy Mayor October-December</i> <ul style="list-style-type: none"> ◆ Coastal Community Network ◆ Fisheries ◆ Signage Committee ◆ Ucluelet Chamber of Commerce ◆ Ucluelet Recreation Committee <i>(alternate)</i> ◆ Wild Pacific Trail ◆ Clayoquot Biosphere Trust Society <i>(alternate)</i> 		
Councillor Geoff Lyons <i>Deputy Mayor April-June</i> <ul style="list-style-type: none"> ◆ Central West Coast Forest Society ◆ Food Bank on the Edge ◆ Local Marine Advisory Committee ◆ Ucluelet & Area Historical Society ◆ Clayoquot Biosphere Trust Society ◆ West Coast Multiplex Society 		
Councillor Sally Mole <i>Deputy Mayor July-September</i> <ul style="list-style-type: none"> ◆ Harbour Advisory Commission ◆ School Liaison <i>(alternate)</i> ◆ Ucluelet & Area Child Care Society ◆ Ucluelet Affordable Housing Society ◆ Ucluelet Recreation Commission ◆ Vancouver Island Regional Library <i>(alternate)</i> ◆ Westcoast Community Resources Society ◆ Coastal Family Resource Coalition 		

<p>Councillor Randy Oliwa <i>Deputy Mayor January-March</i></p> <ul style="list-style-type: none"> ◆ Parent Advisory Committee/Public School Liaison ◆ Sea View Senior’s Housing Society ◆ Ucluelet Volunteer Fire Brigade ◆ Ucluelet/Provincial Emergency Program ◆ Vancouver Island Regional Library Board <p>Mayor Bill Irving</p> <ul style="list-style-type: none"> ◆ Alberni-Clayoquot Regional District ◆ Pacific Rim Harbour Authority ◆ Aquarium Board 	
<p>NEW BUSINESS:</p>	
<p>PUBLIC QUESTION PERIOD:</p>	
<p>ADJOURNMENT</p>	
<p>RESOLVE INTO CLOSED SESSION</p> <p><i><u>Notice:</u> This meeting may be closed to the public only where items for consideration meet the requirements of Section 90 of the Community Charter.</i></p>	

THIS PAGE LEFT BLANK INTENTIONALLY

DISTRICT OF UCLUELET

Minutes of the Harbour Authority and Regular Council Meeting
held in the George Fraser Room, 500 Matterson Drive,
Ucluelet, BC on November 26, 2013 at 7:30 pm

COUNCIL PRESENT:

Mayor Irving
Councillor Corlazzoli
Councillor Mole
Councillor Lyons
Councillor Oliwa

STAFF PRESENT:

Andrew Yeates, CAO
Patricia Abdulla, Manager of Planning
Morgan Dossall, Recording Secretary

CALL TO ORDER:

Mayor Irving called the meeting to order at 7:33 pm.

APPROVAL OF MINUTES:

Moved by Councillor Mole, seconded by Councillor Lyons to adopt the November 12, 2013 Public Hearing minutes as presented.

CARRIED

Moved by Councillor Lyons, seconded by Councillor Mole to adopt the November 12, 2013 Regular Council minutes as presented.

CARRIED

ERRORS OR OMISSIONS:

None

PUBLIC INPUT, DELEGATIONS & PETITIONS:

None

CORRESPONDENCE:

None

INFORMATION ITEMS:

I-1 UBCM - Ministry of Transportation & Infrastructure
Honourable Todd Stone, Minister

I-2 Order of British Columbia - 2014 Call for Nominations
Karen Felker, Coordinator

I-3 Sail and Life Training Society - 2014 Bursary Offer
Robin Irving, Booking Manager

Moved by Councillor Mole, seconded by Councillor Corlazzoli to receive information items I-1 through I-3.

CARRIED

Moved by Councillor Mole, seconded by Councillor Corlazzoli to direct staff to write a letter to the Sail and Life Training Society in positive response to their letter, and to forward the bursary information to the Ucluelet Secondary School so that they may begin their selection process.

CARRIED

REPORTS:

R-1 Expenditure Voucher G-19/13

Jeanette O'Connor, CFO

Moved by Councillor Corlazzoli, seconded by Councillor Mole to approve Expenditure Voucher G-19/13.

CARRIED

LEGISLATION:

L-1 Fourth Reading of Bylaw No.1158, 2013 – RZ#13-02 for 286 Main Street

Patricia Abdulla, Planning Manager

Moved by Councillor Mole, seconded by Councillor Corlazzoli to approve fourth reading of Bylaw No.1158, 2013.

CARRIED

L-2 First and Second Reading of Bylaw No.1161 – RZ#13-03 for 1766 Cypress Road

Patricia Abdulla, Planning Manager

- ❖ Andrew Yeates, CAO, read out Bylaw No.1161.

Moved by Councillor Lyons, seconded by Councillor Corlazzoli to give first reading to Bylaw No.1161.

CARRIED

Moved by Councillor Corlazzoli, seconded by Councillor Lyons to give second reading to Bylaw No.1161.

CARRIED

Moved by Councillor Oliwa, seconded by Councillor Corlazzoli to move Bylaw No.1161 to a Public Hearing.

CARRIED

COM-1 COMMITTEE REPORTS:

Councillor Dario Corlazzoli

Wild Pacific Trail

- Met and discussed financials (2013 donations consistent with year's past)
- Work begun on trail replacement at Big Beach; WPT funding up to \$3k
- Will fund up to \$13k on repair/replacement of stairs at He-Tin-Kis Park
- New Ancient Cedars trail holding up well
- Merchandizing committee produced positive report on sales through Chamber of Commerce and Junction Information Centre
- Will be holding Director's Social in December

Fibre Optics

- Had conference call with Telus, BC Hydro, Network BC, District of Tofino, Mayor Irving, Councillors Mole and Corlazzoli, District of Ucluelet
- Major stakeholders have upcoming meeting in Vancouver to work on proposal
- Next conference call in couple of weeks

Fisheries

- Meeting November 29 with Groundfish Advisory Board in Nanaimo
- Will discuss policy changes on catching different fish species
- Looking for input from municipalities and private sectors to take to DFO

Noise Issues

- Met with fish plant owners - OK Fisheries, Neptune Ice, and Ukee Ice- to discuss noise complaints
- Had very receptive response; some recommendations already implemented, more to come
- Will follow-up in 6 months to check on status

Councillor Geoff Lyons

Central West Coast Forest Society

- AGM held November 21
- Election results: Chair Don McMillan, Vice-chair Erik Russcher, Secretary Treasurer divided into two positions: Secretary Warren Warttig and Treasurer Geoff Lyons
- Reported over \$230k in funding for past year (consisting of 25 projects)

Food Bank on the Edge

- Reminder that food hamper day is December 21 at 9am at UAC Hall; welcome volunteer donations or packers

Councillor Sally Mole

Ucluelet & Area Childcare Society

- Met November 19
- Decrease in enrolment indicated
- Agreement to sign lease with District

Councillor Randy Oliwa

Parent Advisory Committee/Public School Liaison

- USS PAC met in Tofino, November 18
- Trustee attended; emphasized communication and promoting west coast education
- SD70 met November 19
- Discussed economics of education on west coast; focus on communication and following process for bringing concerns to Ministry via school board
- SD70 keen to have District lobby on their behalf to Ministry

Ucluelet Volunteer Fire Brigade

- Met November 19 with trainer and Chief Eeftink
- Budget discussions
- New central filing system received go-ahead with ACRD; will allow UVFD to upload their reports via Internet to this system

Ucluelet/Provincial Emergency Program

- Joint meeting with ACRD November 22 with attendees including Tla-o-qui-aht First Nations, Port Alberni, and Impetusit First Nations
- Emergency Planning goal to develop policy for regional approach to bring to province (sharing assets, resources, and efforts)
- Tie in well with new response plan from province

Vancouver Island Regional Library Board

- Met November 23
- Opened four new libraries (Cortes Is., Port Renfrew, Lake Cowichan, Cumberland); Nanaimo North building new library
- Request from Town of Cedar currently denied

Mayor Bill Irving

Fibre Optics

- Local politicians have written to Premier on this issue
- Encourage all locals and organizations/businesses to write their own letters to Premier to support cause

Alberni-Clayoquot Regional District

- Last year District of Ucluelet voted to pay \$5/household as one-time payment to assist in getting Island Corridor rail lines running passenger services
- Funds will not be paid until conditions are met
- Report provided by VIA noting project is moving ahead; west coast request plan to tie Port Alberni into system (one of the conditions)
- ACRD hosting open house for their Parks and Trails Plan on November 28 at Ucluelet Community Centre
- Island Timberlands notice of blasting in vicinity of Ucluelet

Aquarium Board

- Memorandum of understanding is that District and Aquarium Board meet annually for discussions; will arrange date for early Spring

Moved by Mayor Irving, seconded by Councillor Mole to receive all committee reports.
CARRIED

COM-2 HARBOUR ADVISORY COMMISSION:

HAC Minutes and Recommendations – September 5, 2013 and November 7, 2013

Moved by Councillor Mole, seconded by Councillor Corlazzoli to receive September 5, 2013 and November 7, 2013 Harbour Advisory Commission minutes.

CARRIED

Moved by Councillor Corlazzoli, seconded by Councillor Mole to adopt the September 5, 2013 Harbour Advisory Commission minutes.

CARRIED

Moved by Councillor Corlazzoli, seconded by Councillor Mole to adopt November 7, 2013 Harbour Advisory Commission minutes.

CARRIED

Moved by Councillor Mole, seconded by Councillor Corlazzoli that the Harbour Authority provides the Harbour Advisory Commission with a map of the Small Craft Harbour facilities, which indicates location of floats and water lease.

CARRIED

Moved by Councillor Mole, seconded by Councillor Lyons that the Harbour Authority request a definition of "small craft" from Small Craft Harbours, as Ucluelet harbour is now required to accommodate larger boats.

CARRIED

Moved by Councillor Mole, seconded by Councillor Lyons that the Harbour Authority advocate to Small Craft Harbour to support the larger commercial boats, which have appeared in our fleet by providing adequate infrastructure.

CARRIED

Moved by Councillor Mole, seconded by Councillor Corlazzoli that the Harbour Authority direct staff to create a tracking spreadsheet of all recommendations made at the Harbour Advisory Commission and to include as an agenda item for each meeting.

CARRIED

Moved by Councillor Mole, seconded by Councillor Corlazzoli that the Harbour Authority request staff includes in the new harbour policy the Harbour Advisory Commission's recommendation that reserved moorage may not be assigned or transferred to any other person or entity.

CARRIED

Moved by Councillor Mole, seconded by Councillor Lyons that the Harbour Authority direct staff to define a safe location for float planes to tie up.

CARRIED

Moved by Councillor Mole, seconded by Councillor Corlazzoli that the Harbour Authority request staff includes in the new harbour policy the Harbour Advisory Commission's recommendation that there will not be any reserved berthage on the designated commercial fishing floats.

CARRIED

Moved by Councillor Mole, seconded by Councillor Corlazzoli that the Harbour Authority request staff includes in the new harbour policy the Harbour Advisory Commission's recommendation to ensure all boats currently paying commercial moorage have current commercial licenses.

CARRIED

Moved by Councillor Mole, seconded by Councillor Corlazzoli that the Harbour Authority agrees in principle with, and request staff includes in the new harbour policy, the Harbour Advisory Commission's recommendation of conducting inspections of all boats in the facility to show prop wash and prove a holding tank, and that any vessels that cannot prove and maintain mobility are not accepted.

CARRIED

Moved by Councillor Mole, seconded by Councillor Corlazzoli that the Harbour Authority make an inquiry to the Canadian Coast Guard regarding the emergency response boat location during the summer of 2013.

CARRIED

- ❖ Sailpast scheduled for December 18, 2013

NEW BUSINESS:

Aquarium

- Release day and dance on December 7; tickets available from the Aquarium

New Fish Plant

- Notice of grand opening of new Pacific Seafoods' Barkley plant in January 2014; will create 60-70 new jobs
- Explore creating an event around the grand opening

Moved by Councillor Corlazzoli, seconded by Councillor Mole to direct staff to write letters to the Minister of Jobs, Tourism, and Skills Training, the British Columbia Premier, and the DFO director to invite them to Ucluelet for a ribbon-cutting ceremony in celebration of the grand opening of Pacific Seafoods' Barkley plant.

CARRIED

Boat Launch

- Update on progress in fixing boat launch drop at low tide

Brian Roberts

- Request if may invite Brian Roberts (Community Carbon Marketplace) to visit Ucluelet, if he is coming to meet with District of Tofino

Moved by Councillor Mole, seconded by Councillor Corlazzoli to invite Brian Roberts to visit the District of Ucluelet and meet with Council.

CARRIED

School Signage

- Met with SD70 and RCMP to discuss school zone signage
- Would like to streamline signage and create bolder presentation
- Staff currently noting traffic patterns in area

Moved by Councillor Mole, seconded by Councillor Oliwa to coalesce the areas from Marine Drive, up Matterson Road, and along Peninsula Road in front of the schools into a playground zone with the associated speed restrictions and time frames.

CARRIED

UBCM

- AVICC resolution deadline moved up to late February
- Would suggest getting resolutions in as soon as possible to get early consideration

Wedding Certificate

- Black Rock has over 90 weddings booked for 2014 already
- Council to be reviewing and issuing commemorative certificates to newly-wedded couples thanking them for choosing Ucluelet and inviting them back for their anniversaries

Grant Opportunity

- \$5-20k available

- Request staff circulate grant to local organizations, and internally, to determine if grant can be utilized, and to bring information back to Council at December 10, 2013 Regular Meeting

Annual Meetings

- Suggest having annual meetings with key organizations - Chamber of Commerce, Small Craft Harbour, Wild Pacific Trail, Seaview Seniors Society

PUBLIC QUESTION PERIOD

Council received comments from the public regarding:

- ❖ Harbour Advisory Committee, additional information and clarification
- ❖ Thank-you to District for installation of new surveillance cameras at harbour

ADJOURNMENT:

Moved by Councillor Oliwa, seconded by Councillor Mole that it is in the opinion of Council that the public interest requires that persons other than members of Council and Officers be excluded from the meeting to consider confidential matters related to a legal issue, pursuant to section 90(1), subsections (c), (d), (g) and (i) of the Community Charter and that Council continue the meeting in closed session.

CARRIED

Mayor Irving suspended the regular council meeting at 8:45pm, and moved in-camera under section 90(1) of the Community Charter.

Mayor Irving adjourned the in-camera session at 9:52pm and resumed the regular council meeting at 9:53pm.

Moved by Councillor Corlazzoli, seconded by Councillor Lyons to give first reading to Bylaw No.1162, 2013.

CARRIED

Moved by Councillor Lyons, seconded by Councillor Oliwa to give second reading to Bylaw No.1162, 2013.

CARRIED

Moved by Councillor Corlazzoli, seconded by Councillor Oliwa to give notice that the Public Hearing is hereby waived for Bylaw No.1162, 2013 pursuant to Section 890(4) of the Local Government Act.

CARRIED

Mayor Irving adjourned the regular council meeting at 9:55pm.

CERTIFIED CORRECT: Minutes of the Harbour Authority and Regular Council Meeting held on Tuesday November 26, 2013 at 7:30 pm in the George Fraser Community Room, 500 Matterson Road, Ucluelet, BC

Bill Irving
Mayor

Andrew Yeates
CAO

THIS PAGE LEFT BLANK INTENTIONALLY



DISTRICT OF UCLUELET

Request to Appear as a Delegation

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

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

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

The District Office will advise you of which Council meeting you will be scheduled for. For more information contact Jeanette O'Connor, CFO at 250-726-4771 or email; info@ucluelet.ca

Requested Council Meeting Date: *December 10, 2013*

Organization Name: *Pacific Rim Whale Festival Society*

Name of Presenter: *Gillian H. Nicol*

Name of Applicant if Other than Above:

Contact Phone Number & Email: *Gillian – 726.5164 info@pacifcrimwhalefestival.com*

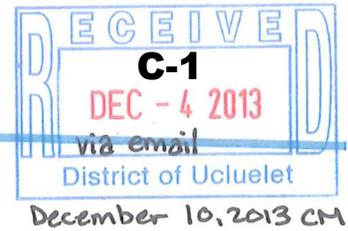
Mailing Address with Postal Code: *Box 955, 250 Main St. Ucluelet V0R 3A0*

Audio/Visual requirements: Laptop **NO** Projector **YES** Screen **YES**

Topic: *Formal thank-you for last year's participation in the Pacific Rim Whale Festival, and request if the District is able to continue supporting the Society another year.
Presentation of the results from last year's changes and development of the structure of the festival.*

Action You Wish Council to Take: *Support the Pacific Rim Whale Festival, as before.*

THIS PAGE LEFT BLANK INTENTIONALLY



November 30, 2013

Mayor and Council
District of Ucluelet
200 Main Street, Ucluelet, BC V0R 3A0

Dear Mayor and Council

On behalf of the Ucluelet Chamber of Commerce board of directors, we would like to respectfully renew the agreement between the Ucluelet Chamber of Commerce and the District of Ucluelet in regard to the Pacific Rim Visitor Centre as per the special resolution attached.

We have enjoyed an excellent working relationship with the District as well as Parks Canada and feel that we can continue to support our communities by providing the best regional information centre service we can. We have renewed our contract with Destination BC for the PRVC as our primary visitor centre for Ucluelet.

In addition, we would like to ask for a reprieve in rent for the months of January & February as the centre is closed during those months. With the funds that would be saved in not paying rent, we propose to host a trade show for the businesses of Ucluelet as a business incentive venture.

Over the course of the last few years, many new businesses have emerged, and we would like to offer these new and/or existing businesses the opportunity to showcase themselves to the public. It is quite apparent that many of these home-based businesses may offer services that the public is unaware of, as well as existing businesses that have been providing items or services for years that are underutilized. The Chamber would like to host a two-day trade show in addition to bringing in guest speakers in order to promote these local establishments.

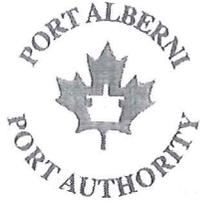
We look forward to once again providing great visitor services at the Junction as well as to our local businesses.

Yours truly,

Susan Payne
Executive Director,
Ucluelet Chamber of Commerce & The Pacific Rim Visitor Information Centre
1604 Peninsula, Ucluelet, BC
spayne@uclueletinfo.com

The Voice of Business
P.O. Box 428, Ucluelet, BC V0R 3A0 (250) 726-4641 info@uclueletinfo.com

THIS PAGE LEFT BLANK INTENTIONALLY



PORT ALBERNI PORT AUTHORITY
2750 Harbour Road
Port Alberni, B.C. V9Y 7X2
Tel. 250-723-5312 Fax. 250-723-1114
www.portalberniportauthority.ca

ADMINISTRATION PORTUAIRE DE PORT ALBERNI
2750, Harbour Road
Port Alberni, (C.-B.) V9Y 7X2
Tél. 250-723-5312 Fax. 250-723-1114
www.portalberniportauthority.ca



October 28, 2013

The Honourable Gail Shea,
Minister of Fisheries and Oceans
and Minister Responsible for Canadian Coast Guard
Room 556, Confederation Building
Ottawa, ON K1A 0A6

Dear Minister Shea:

Re: Vancouver Island Coast Guard Service

On behalf of the Port Alberni Port Authority I respectfully submit my concern with the recent announcement of the decision to close the Tofino Traffic Station of the Canadian Coast Guard. We believe this decision will negatively impact the ability of the Canadian Coast Guard to continue to monitor and respond to the safe navigation needs of vessels on the west coast of Vancouver Island. We also believe the absence of a marine traffic station in our region will become a serious challenge to attract potential shipping projects and investments as we pursue our port expansion plans.

Over the recent past the Alberni Inlet and Barkley Sound has seen a dramatic rise in both industrial shipping and recreational vessel traffic. Additionally, our port continues to work hard to attract new business opportunities, which will increase traffic of all different types of marine vessels ranging from recreation, commercial fisheries, barges, tugs, cruise ships, log and lumber, and container and commodities cargo ships. A number of new economic opportunities have materialized such as the attraction of a new commercial fishing fleet and increased lumber shipments based from our port. Additionally, our port is looking at very real potential projects that will increase marine traffic in the Alberni Inlet. Specific examples include the Raven Coal shipping terminal, Eagle Rock Aggregates, Liquefied Natural Gas, container trans-shipment and regional distribution shipping hub, home-porting of additional commercial fishing fleets, and both traditional and new luxury "pocket" cruise vessels.

Key examples of specific port growth initiatives we have achieved to date include:

- Transshipment Feasibility Study (50% funding received under the Government of Canada APGC TIF program)
- Liquefied Natural Gas Industrial Site Suitability Study (conducted by the Government of British Columbia)
- 750 Hectares of Land Reserve established by the Province of British Columbia specifically for port growth and expansion opportunities
- An Agreement with Huu-ay-aht First Nations to work jointly towards developing a new world class port in the Alberni Inlet



Canada

Canada's Inlet Port on the Pacific
Yours to Cruise and Discover

October 28, 2013
Page (2)

As the Port Alberni Port Authority and investors look to leverage diversified economic opportunities by shipping from our region to Canada's trading partners in the Asia Pacific Gateway Canada Initiative; marine traffic is sure to increase. A lack of a government regulatory body, like Traffic Service in Tofino, will seriously affect our ability to effectively market our port globally and attract investors to help us build a World Class Port in the region.

The Canadian Coast Guard has proudly provided a vital, and oft times, life-saving service in Canadian Waters since 1962. The Port Alberni Port Authority, its customers and community sincerely hope the level of service we've all come to rely upon continues for another 50 years.

I would appreciate an opportunity to further discuss our growth plans and this issue in person at your earliest convenience.

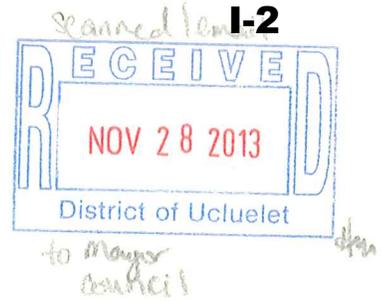
Yours truly,

PORT ALBERNI PORT AUTHORITY



Zoran Knezevic,
President & CEO

Canada



Ref: 101319

NOV 22 2013

His Worship Mayor Bill Irving
District of Ucluelet
PO Box 999
Ucluelet, BC V0R 3A0

Dear Mayor Irving:

Mayor Irving:

It was a pleasure to meet with your delegation at the Union of British Columbia Municipalities Annual Convention held in Vancouver. I appreciated the opportunity to discuss the issues of significance to your community.

I am sure you will agree that it is important for all levels of government to communicate effectively in order to better serve our communities at large. The Annual Convention provides us with the opportunity to discuss what is important to communities, and to the Province as a whole.

As the Minister responsible for developing and implementing the province's jobs initiatives, I am proud of my ministry's leadership on the *BC Jobs Plan*. The Ministry works hard to bring together key lines of government to fully support and leverage emerging economic opportunities for the Province – creating sustainable jobs for families, and prosperity for our communities.

I understand Ms. Shanna Mason, Assistant Deputy Minister, Economic Development Division, has already followed up regarding the licensing and operation of the processing vessels and is looking into who regulates this industry. We will follow up with you shortly.

Also, Mr. D. Scott MacDonald, Assistant Deputy Minister, Labour Market and Immigration Division, will follow up with his colleague at the Ministry of Natural Gas Development to get an update on the fibre optics project in regard to BC Hydro and TELUS. I look forward to hearing about the outcome of these discussions.

.../2

His Worship Mayor Bill Irving
Page 2

Thank you again for taking the time to share your thoughts and ideas with me. I appreciate your passion and commitment to help build a stronger, economically vibrant community and province.

Sincerely,



Shirley Bond
Minister



pc: Ms. Shanna Mason, Assistant Deputy Minister

Mr. D. Scott MacDonald, Assistant Deputy Minister



CITY OF PORT ALBERNI ^{I-3}

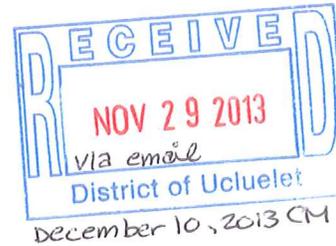
Office of the Mayor

City Hall
4850 Argyle Street,
Port Alberni, B.C. V9Y 1V8
Telephone: (250) 723-2146 Fax: (250) 723-1003

November 26, 2013

The Honourable Bill Bennett
Minister of Energy and Mines and Minister
Responsible for Core Review
PO BOX 9069, STN PROV GOVT
VICTORIA, BC V8W 9E2

The Honourable Pat Pimm
Minister of Agriculture
PO BOX 9043 STN PROV GOVT
VICTORIA BC
V8W 9E2



Dear Honourable Ministers:

As the Ministers responsible for the Core Review process and for agriculture in the province I am writing to you both in regards to possible changes to the Agricultural Land Commission (ALC).

There is no denying that our province's vast farmland is highly productive and central to our ability to maintain a vibrant agriculture industry and food supply. Protecting this landbase through the Agricultural Land Reserve (ALR) has been largely successful in mitigating urban encroachment and conversion to other non-agricultural uses.

It has been brought to our attention that the Province is considering changes to the ALC and ALR as part of the government's Core Review process. This has raised concerns from our council because of the values we hold for the promotion of farming and protection of farmland.

Council for the City of Port Alberni has voted unanimously in support of the BC Food Systems Network campaign to preserve the ALC and ALR. We therefore strongly encourage you to:

- retain the ALC as a province-wide, independent administrative body and the ALR as one zone for the whole province.
- work to strengthen the ALC by supporting their current reform efforts; and
- provide local governments with an opportunity to discuss any proposed changes to the ALR with the Province and the ALC;

Thank you for your attention to these matters.

Yours truly,
CITY OF PORT ALBERNI

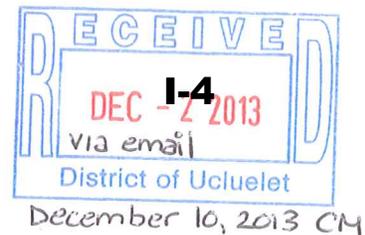
John Douglas
Mayor

- c. UBCM Member Municipalities
Premier Christy Clark
Scott Fraser, MLA Alberni-Pacific Rim

J:\Clerks_Confidential\Administration\Mayor\Letters\2013\ALR_ALC_Changes_Nov2013.docx

THIS PAGE LEFT BLANK INTENTIONALLY

December 2, 2013
FOR IMMEDIATE RELEASE



Creative Salmon achieves organic certification

Tofino, BC: Creative Salmon is the first farm-raised salmon producer in North America to achieve organic certification.

The Canadian-owned company has been raising indigenous Pacific Chinook (King) salmon using sustainable methods for many years. Now it has achieved all the criteria set out in the Canadian Organic Aquaculture Standard.

Accredited certifying body Global Trust regularly audits Creative Salmon to verify compliance with the standard.

Based in Tofino, British Columbia, in Clayoquot Sound on the west coast of Vancouver Island, Creative Salmon is a small company dedicated to quality, not quantity.

“We are thrilled to be a leader in organic aquaculture,” says Tim Rundle, Creative Salmon’s General Manager. “Consumers are looking for organic product. Creative Salmon is proud to offer an organic product backed by a made-in-Canada standard.”

The standard became official in May of 2012 when it was passed by the Canadian General Standards Board.

In order to meet the certification requirements, organic fish must have twice as much room to swim as conventional farm-raised fish.

“At Creative Salmon our fish have a low density environment occupying less than one per cent of the volume of their pen, even when fully grown,” says Rundle.

The organic standard also addresses chemicals, prohibiting antifoulants on nets.

“At Creative Salmon we clean and maintain our sites and our nets by power washing with sea water or by exposing them to natural ultraviolet from the sun,” says Rundle.

As required by the organic standard, Creative Salmon’s market fish are free of antibiotics and genetically modified organisms.

“We raise a Pacific species in the Pacific Ocean so our fish are perfectly adapted to the sea conditions including a natural tolerance to sea lice which means our fish don't require treatment with pesticides,” says Rundle.

Our fish feed is composed of sustainably-sourced fish meal and fish oil. Ingredients also include certified organic wheat as a binder and a naturally sourced pigment derived from a yeast.

“Our fish are fed a diet as close to their natural one as possible in a farm setting,” says Rundle. “Our major supplier, Taplow Feeds, is a valued partner in our organic process and is also certified to the organic standard.”

The organic certification also applies to Creative Salmon’s Sea Spring Hatchery as well as Lions Gate Fisheries’ processing plants in both Tofino and Delta.

Approximately 50 per cent of seafood consumed world-wide is farm raised, making aquaculture a vital and growing industry. Creative Salmon is North America’s only major producer of Pacific Chinook salmon.

- 30 -

For more information please contact:

Lisa Stewart, Creative Salmon Co. Ltd. Communications Officer

Phone: 250.725.2884 Cell: 250-266-2124 Email: lisa.stewart@creativesalmon.com

About the Canadian Organic Aquaculture Standard

The Canadian General Standards Board published the Canadian Organic Aquaculture Standard in May 2012. A committee (including industry members, consumer advocates, regulators, and environmental organizations) developed the standard. The draft went through extensive public review before being published.

To learn more about the Canadian Organic Aquaculture Standard, visit the Government of Canada <http://www.tpsgc-pwgsc.gc.ca/ongc-cgsb/publications/nouvelles-news/biologique-organic-eng.html> or the Canadian Aquaculture Industry Association <http://www.aquaculture.ca/organic>

About Creative Salmon Company Ltd.

Creative Salmon was founded in 1990. Despite being one of the smallest salmon farming companies in the world, Creative Salmon is fully integrated from producing our own brood stock and smolts to raising and harvesting the fish and processing them in a plant on a dock in Tofino. To learn more about Creative Salmon, visit www.creativesalmon.com

BC Communities in Bloom 2014 Membership

with **NEW** Community & Business Membership Categories

This is a great opportunity to recognize your contribution to this province and support our organization.

MEMBERSHIP CATEGORIES & BENEFITS		Newsletter	Newsletter Listing	Invite to Awards
1	Individual Membership* - \$20	yes	no	yes
NEW! SHOWCASE COMMUNITY MEMBERSHIP*		yes	One time	yes
2	Membership included with a Showcase Entry - \$100	✓	✓	✓
NEW! CORPORATE or CITY SUPPORTER*		yes	yes	yes
3	Basic - \$500	✓	✓	✓
4	Enhanced - \$1000	✓	Logo	✓

Membership shows your support for the British Columbia Communities in Bloom Society – Thank You!

Membership Benefits

- Newsletters (10+ issues/year)
- Invitation to fall Awards and Conference
- Invitation to Annual General Meeting
*one vote per membership category
- Entry point for judging
(upon approved application)

POTENTIAL MEMBERS:

- Individuals, Communities or Businesses with an interest in furthering the objectives of the BC Communities in Bloom society.
- Groups or individuals from past, present and future local CiB committees
- Future BC CiB Board Members and Judges

LEGAL:

- Applicant must reside in BC to be a member or with permission from the BC CiB Board.
- Per the BC CiB Constitution and Bylaws our Board has the right to refuse membership.



BCcommunitiesinbloom.ca

Name of Individual:	<input type="checkbox"/> Is this a renewal?
Name of Community or Business:	
Address:	
City/Province/Postal Code:	
Phone	
*Email (required)	
# _____ Membership Category \$ _____ Fee enclosed <input type="checkbox"/> Or please send an invoice <input type="checkbox"/>	Fee payable to: BC Communities in Bloom, #102 - 5783 176A Street, Surrey, BC V3S 6S6 (604) 576-6506
REQUEST FOR MORE INFO: <input type="checkbox"/> Judging <input type="checkbox"/> Board Member <input type="checkbox"/> Promotions or Tradeshows <input type="checkbox"/> Conference <input type="checkbox"/> Sponsorship Program <input type="checkbox"/> Other _____	FOR OFFICE USE ONLY: <input type="checkbox"/> Fee Paid or <input type="checkbox"/> Send Invoice Invoice or receipt number: _____ Membership number: _____

If you have ever thought of becoming a CiB judge this is the best way to let us know

Are you considering CiB for your community? I-5 (a)

EXPLANATION OF REGISTRATION CATEGORIES	COST
<p>1. NOVICE PROGRAM – First Year Audit Our Judge’s visit is an opportunity to review all CiB program elements with your local committee. No tour or CPB book to organize, but be prepared to host the judges (2-nights max) and have 3 - 10 people ready to workshop and review at least 3 of your best criteria; i.e. Floral, Landscape & Tidiness. Judges will supply a PowerPoint and show a Community Profile Binder sample, with a follow-up summary report of comments and suggestions.</p>	<p>Fee dependant upon population size - see 2014 Registration Form (see BC CiB website for form and additional information)</p>
<p>2. PROVINCIAL EDITION - Evaluated Participants are awarded a Bloom Rating Certificate and receive a written report at the Provincial Awards & Conference in the fall. THIS IS THE ONLY CATEGORY ELIGIBLE TO WIN A CRITERIA AWARD. Prerequisite to National and International levels of Competition.</p>	<p>Fee dependant upon population size - see 2014 Registration Form on PAGE 5</p>
<p>3. MENTOR PROGRAM – Evaluated Experienced CiB community mentors a new participant* to the program. Separate form and fee for each. MENTOR RECEIVES SPECIAL RECOGNITION THROUGHOUT THE YEAR. *or one that has been out of CiB for at least two years.</p>	<p>Fee dependant upon population size - see 2014 Registration Form</p>
<p>4. 5-BLOOM WINNER’S CIRCLE (non-evaluated) For communities that have received 5-blooms and want to continue CiB initiatives but would like to have a year off from competition.</p>	<p>½ Fee dependant upon population size - see 2014 Registration Form</p>
<p>5. FRIENDS (non-evaluated) For communities that have participated the year before and want to continue CiB initiatives but would like to have a year to regroup and reengage their committee.</p>	<p>½ Fee dependant upon population size - see 2014 Registration Form</p>
<p>6. COMMUNITY SHOWCASE (non-evaluated) Showcases a specific project or geographical segment within a community. Open to everyone, submissions also accepted from other levels of CiB in BC. Entries will be featured in our BC CiB newsletter and/or on website.</p>	<p>Fee per Project Submission - see 2014 Showcase Registration Form</p>
ALL REGISTERED PARTICIPANTS WILL RECEIVE RECOGNITION AT OUR FALL AWARDS, ON PRESS RELEASES AND WEBSITE	
<p>7. MEMBERSHIP CATEGORIES Individual, Community or Corporate - Newsletters (10+ issues/year) - Invitation to AGM (voting privileges for individual membership only) - Invitation to fall Awards and Conference - Entry point for judging (upon approved application)</p>	<p>As per the 2014 Membership Form (see page 3 for form and additional information)</p>



Nuuchahnulth Tribal Council ^{I-6}

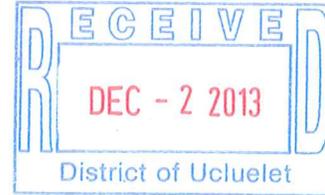
AHOUSAHT
DITIDAHT
ʔIIHATIS / ČIINAŦINT
HESQUIAHT
HUPACASATH

HUU-AY-AHT
KA:YU:K'TH'/CHE:K:TLES7ET'H'
MOWACHAHT/MUCHALAHT
NUCHATLAHT
TLA-O-QUI-AHT

TOQUAHT
TSESHAHT
UCHUCKLESAHT
YUUŁUʔIŁAŦ

P.O. BOX 1383
PORT ALBERNI, BC
V9Y 7M2

Tel: 250-724-5757
Fax: 250-723-0463



December 10, 2013 CM

November 28, 2013

Mayor Bill Irving
District of Ucluelet
PO Box 999
Ucluelet, BC V0R 3A0

Dear Mayor Irving,

Thank you very much for your kind and encouraging congratulatory letter.

I am scheduled to be on the Coast on January 27, 2014 and would be happy to meet with you late that afternoon if you are available. Please have your office confirm your availability with Clorissa Ginger, NTC Executive Assistant, via email: Clorissa.ginger@nuuchahnulth.org, or phone: 250-724-5757 ext. 244.

Yours truly,

Debra Foxcroft
President

cc: Ken Watts, NTC Vice-President

THIS PAGE LEFT BLANK INTENTIONALLY

3 December 2013

To: Stephen Watson
BC Hydro
400 Madsen Road, PO Box 1500
Nanaimo, B.C. V9R 5M3
steve.watson@bchydro.com

From: District of Ucluelet
200 Main Street, Box 999
Ucluelet, BC V0R 3A0
info@ucluelet.ca

Re: Long Beach Area Reinforcement Project

Thank you for your letter to the District of Ucluelet dated July 26, 2013 regarding the Long Beach Area Reinforcement Project, and specifically how BC Hydro is considering water quality issues during and post-construction; your letter was discussed at our District Council's August 13, 2013 regular meeting. It was very evident from your letter that BC Hydro is treating this seriously and has good plans in place - certainly showing due diligence in your protection measures, to the point where Council sees no reason to question your environmental responsibility on the substation project.

Your overview was most helpful. Please continue to keep Council apprised as this important project moves along.

Sincerely,



Bill Irving
Mayor, District of Ucluelet

District of Ucluelet . *Life on the Edge*®

200 Main Street

PO.Box 999

Ucluelet . BC . V0R 3A0

t. 250.726.7744

f. 250.726.7335

Ucluelet.ca

info@Ucluelet.ca

THIS PAGE LEFT BLANK INTENTIONALLY

District of Ucluelet Expenditure Voucher

G-20/13

Date: December 4, 2013

Page: 1 of 4

CHEQUE LISTING:

AMOUNT

Cheques: #20011 - # 20083	\$	176,233.11
---------------------------	----	------------

PAYROLL:

PR 024/13	\$	52,019.41
-----------	----	-----------

	<u>\$</u>	<u>228,252.52</u>
--	-----------	-------------------

RECEIVED FOR INFORMATION AT MEETING HELD: December 10, 2013

Jeanette O'Connor, CFO

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
020011	002	22/11/2013	AGS11	AGS BUSINESS SYSTE	720026	OCT/13 COPY COUNT	81.73		81.73	
020012	002	22/11/2013	AJP15	ARCHIE JOHNSTONE P	9429	HEAT PUMP	3,771.60		3,771.60	
020013	002	22/11/2013	AL001	ACKLANDS - GRAINGE	43540514300	GLOVES	124.46		124.46	
020014	002	22/11/2013	BC017	BC HYDRO & POWER A	NOV 4/13	NOV/13	16,589.52		16,589.52	
020015	002	22/11/2013	BCL16	BRUNNELL CONSTRUCT	PP#5	PP#5 INV1078	41,524.37	3,973.62	37,550.75	
020016	002	22/11/2013	BP940	BLACK PRESS	42552	WINTER SUPPLEMENT	763.84		763.84	
020017	002	22/11/2013	CE004	CORPORATE EXPRESS	34080064 33986725	DUO TANGS/LABELS PEN ROLLER	115.41 6.69		122.10	
020018	002	22/11/2013	CK608	CORTES KEVIN	D400	D400	1,475.41		1,475.41	
020019	002	22/11/2013	CRC05	CANADIAN RED CROSS	12115	SWIMMING	153.47		153.47	
020020	002	22/11/2013	DC001	DOLAN'S CONCRETE L	72944 73226 UK36957 UP72946	ROAD MULCH ROAD MULCH CONCRETE-SIDEWALK ROAD MULCH	101.91 411.84 89.94 170.33		774.02	
020021	002	22/11/2013	DFC01	DUMAS FREIGHT COMP	25313 25277	FITTINGS/PIPE/BOXE CARTON INSERT	296.17 29.07		325.24	
020022	002	22/11/2013	EL048	ERIK LARSEN DIESEL	711032	12-GREASE FITTING	13.44		13.44	
020023	002	22/11/2013	EO001	ENVIRONMENTAL OPER	2014 DUES	2014 DUES	294.00		294.00	
020024	002	22/11/2013	FB134	FEHR BRITTNEY	120828	MAT EXERCISES	1,951.60		1,951.60	
020025	002	22/11/2013	FS004	FOUR STAR WATERWOR	42338 42316	CURB STOPS SIDEWALK SUPPLIES	615.10 438.91		1,054.01	
020026	002	22/11/2013	FW050	FAR WEST FOODS GRO	277494 273956	BAGS/TEAWATER UKEE DAYS-YOUTH	147.78 229.35		377.13	
020027	002	22/11/2013	GE395	GALLOWAY ELECTRIC	235	HEAT PUMP-DISCONNE	153.30		153.30	
020028	002	22/11/2013	GMG15	GLACIER MEDIA GROU	7211 7196	PLAYSCHOOL SUPERVI PLAYSCHOOL SUPERVI	79.30 81.40		160.70	
020029	002	22/11/2013	IH042	INNER HARMONY SERV	2463 2318	OCT/13 JUL/13	2,443.88 2,443.88		4,887.76	
020030	002	22/11/2013	KS073	TOTAL DELIVERY SYS	159079	NI LABS	76.23		76.23	
020031	002	22/11/2013	LY001	YOUNG, ANDERSON	76808 76807	1190122 1190121	2,461.39 153.06		2,614.45	
020032	002	22/11/2013	ND001	VING VI NEWSPAPER	SUBSCRIPTION/ 2188 2158	2014 SUBSCRIPTION HALLOWEEN-THANK YO ADVERTISING	75.18 175.35 319.40		569.93	
020033	002	22/11/2013	NP156	NORTH PACIFIC REPA	039437	BACKHOE REPAIRS	50.40		50.40	
020034	002	22/11/2013	PC381	PETRO CANADA PRODU	026034 026195 026656 026693 026697 028132 028629 029175 026033 025792 NOV/13 DISCOU	JEERY CANS 17 18 12 3 3 8 10 RANGER NO RCPT NOV/13 DISCOUNT	131.80 20.00 14.86 83.91 129.61 129.83 125.00 138.33 51.02 137.82 34.04		928.14	
020035	002	22/11/2013	PC381	PETRO CANADA PRODU	026740 027199 027369	4 13 10	60.00 30.00 120.00		710.08	

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
					028470	RANGER	65.77			
					028431	4	106.55			
					028446	HALLOWEEN HOWL	24.42			
					026826	2	70.00			
					027252	11	80.00			
					027190	RANGER	63.50			
					027064	20	20.00			
					027367	12	69.84			
020036	002	22/11/2013	PC381	PETRO CANADA PRODU	029069	PROPANE	48.83		610.80	
					029176	17	31.19			
					029168	20	19.27			
					029531	9	110.13			
					028579	12	66.42			
					028605	2	70.00			
					029358	RANGER	70.00			
					028903	RESCUE 1	40.75			
					029727	RANGER	38.30			
					029109	10	114.00			
					NOV/13 CHRGS	NOV/13 CHARGES	1.91			
020037	002	22/11/2013	PGS93	PIN-GEL STEEL FABR	8192	ANTENNAS	3,113.60		3,113.60	
020038	002	22/11/2013	PR099	PACIFIC READY MIX	8434	CONCRETE-TUGWELL	35.84		743.13	
					8435	DOG KENNEL	707.29			
020039	002	22/11/2013	PW724	PETE'S GO WEST	2445	GREEN THUMB NURSER	49.25		49.25	
020040	002	22/11/2013	SI604	SHU IAN	120806	PURPLE DRAGON	662.15		662.15	
020041	002	22/11/2013	TU428	TOURISM UCLUELET	120108R	REVERSE ERRONEOUS	7,132.35-		18,986.85	
					NOV/11R	REVERSE ERRONEOUS	1,482.21-			
					120212R	REVERSE ERRONEOUS	11,820.76-			
					120497R	REVERSE ERRONEOUS	6,963.08-			
					AUG/13	AUG/13 GRANT	46,385.25			
020042	002	22/11/2013	UC142	UCLUELET CONSUMER'	C01090630	COVERALLS	34.70		331.88	
					C01090777	PLANTING SUPPLIES	77.25			
					C01080099	AFTERSCHOOL PROG-F	33.44			
					C01093526	CBT-LEADERSHIP GRA	159.85			
					C01121019	FLOUR/SALT/PENNE	26.64			
020043	002	22/11/2013	UI923	UKEE INFO TECH	10037	DATA RECOVERY JUL-	1,570.45		1,570.45	
020044	002	22/11/2013	WM802	MCBRINE WALTER	OCT30/13	LIFT TIME-SCADA	850.00		850.00	
020045	002	02/12/2013	AE003	ACTION EXCAVATING	1658	LARCH ST TIE-IN TO	12,371.63		12,371.63	
020046	002	02/12/2013	AGS11	AGS BUSINESS SYSTE	720066	NOV/13 COPY COUNT	306.36		306.36	
020047	002	02/12/2013	AL001	ACKLANDS - GRAINGE	43540515003	GLOVES/BATTERY	158.90		158.90	
020048	002	02/12/2013	AP251	ALBERNI PAVING & C	NOV/13	PAVING-LARCH/CHAMB	14,025.00		14,025.00	
020049	002	02/12/2013	CGISC	CGIS CENTRE	41609	DEC/13	349.23		349.23	
020050	002	02/12/2013	CK608	CORTES KEVIN	D401	D401	1,398.90		1,398.90	
020051	002	02/12/2013	CP300	CRITERION PICTURES	763791	MOVIES	21.17		120.97	
					764042	MOVIES	99.80			
020052	002	02/12/2013	CRACM	CRANNOCH CONSULTIN	DOU011-13	BAY ST	2,877.00		2,877.00	
020053	002	02/12/2013	DE977	DAVID EDWARDS	1056	ROCK BREAKING-SEWE	4,095.00		4,095.00	
020054	002	02/12/2013	DFC01	DUMAS FREIGHT COMP	25280	CURB STOPS-FOUR ST	39.19		493.80	
					34477	SKID/DRUMS-CLEARTE	454.61			
020055	002	02/12/2013	DT002	TOFINO DISTRICT OF	20130448	SOCCER COACH	262.50		262.50	
020056	002	02/12/2013	FW050	FAR WEST FOODS GRO	277113	WATER DEPOSIT	30.00-		116.94	
					277500	WATER/WSHRM PUCKS	59.57-			
					277561	SOAP/PAPER PRODUCT	206.51			

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
020057	002	02/12/2013	HS002	HOGAN, SARAH	120856	MT	1,744.55		1,744.55	
020058	002	02/12/2013	IW035	IMAGEWEAR: ATTN MA	5898059 5860875	HOODIE WITH LOGO WORK PANTS	51.03 136.06		187.09	
020059	002	02/12/2013	KA001	KOERS & ASSOCIATES	1330-005 1142-027	WATER CONSERVATION KOERS FEES	661.50 2,786.57		3,448.07	
020060	002	02/12/2013	KC301	KEMPS CLAIRE	120857	AFTER SCHOOL NOV/1	200.00		200.00	
020061	002	02/12/2013	KI001	WORLEYPARSONS CANA	161166	NOV/13	18,164.25		18,164.25	
020062	002	02/12/2013	KM085	KAISER, MARIA	120855	KAISER-OCT-NOV/13	260.76		260.76	
020063	002	02/12/2013	KS073	TOTAL DELIVERY SYS	159785	NI LABS	78.47		78.47	
020064	002	02/12/2013	LC077	LOOMIS EXPRESS	CX7107023	OCT/13 COURIER	193.60		193.60	
020065	002	02/12/2013	LM499	LOCKSMITH MONSTER,	CLU097	PLAYSCHOOL DOOR	92.40		92.40	
020066	002	02/12/2013	MMB55	MURDY & McALLISTER	19179	4438 OCT/13	420.88		420.88	
020067	002	02/12/2013	NI001	NORTH ISLAND COLLE	08-722949	FIRE FIGHTER 101 C	2,250.00		2,250.00	
020068	002	02/12/2013	NI005	NORTH ISLAND LABOR	88686 88644	LAGOON/HELEN RD/HW HWY RES/HELEN RD L	204.75 105.00		309.75	
020069	002	02/12/2013	PB104	PIONEER BOAT WORKS	69658	RUBBER BOOTS/RAIN	271.83		271.83	
020070	002	02/12/2013	PGS93	PIN-GEL STEEL FABR	8197	WELDING-DOG KENNEL	109.19		109.19	
020071	002	02/12/2013	S9326	SMULDERS MANDALA	120853	NOV/13	1,467.20		1,467.20	
020072	002	02/12/2013	SA255	SYBUS AUTUMN	120858	AFTER SCHOOL NOV/1	200.00		200.00	
020073	002	02/12/2013	SC006	SOFTCHOICE CORPORA	3528464 3523593 3522794	4GB MEMORY HARD DRIVE ENCLOSU PRO BOOK/DOCKING S	61.60 18.88 1,151.75		1,232.23	
020074	002	02/12/2013	SF061	STEVENS FLICKERINE	120854	NOV/13 YOGA	572.04		572.04	
020075	002	02/12/2013	SH219	SARGENT HEATHER	64074	NOV/13 SCAT	566.50		566.50	
020076	002	02/12/2013	SO001	SOCAN	10579539	UKEE DAYS TARIFF	91.99		91.99	
020077	002	02/12/2013	SP010	SUPERIOR PROPANE	20197962 17944482 21221066 847094 53412	SEP/13 UCC JUL/13-OLD TANK OCT/13 REC HALL-NEW TANK/ REC HALL-RE-INSTAL	608.00 1,103.92 603.88 1,366.72 183.99		1,658.67	
020078	002	02/12/2013	TK000	TUSON KIM	120830	DANCE	1,461.24		1,461.24	
020079	002	02/12/2013	UC142	UCLUELET CONSUMER'	C01049835 C01121150	CBT-LEADERSHIP AFTER SCHOOL CLUB-	153.02 30.56		183.58	
020080	002	02/12/2013	UR849	UCLUELET RENT-IT C	17162 17096 16616	PARKS PORTA CLEAN MULCH-CEDAR PARKIN PORTA PUMPOUT	274.40 448.00 224.00		946.40	
020081	002	02/12/2013	WCSS1	WEST COAST SERVICE	JULY/13	PNE TRIP-YOUTH	696.15		696.15	
020082	002	02/12/2013	WI219	WALCO INDUSTRIES L	22727	NOV/13 RENTAL/CLEA	280.00		280.00	
020083	002	02/12/2013	WP166	WINDSOR PLYWOOD -	14254A 14712A	TARPS-UVFB ROPE	68.70 9.92		78.62	
Total:							180,206.73	3,973.62	176,233.11	

*** End of Report ***

**STAFF REPORT TO COUNCIL**

Council Meeting: **DECEMBER 10, 2013**
 500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: DEPARTMENT HEADS**FILE NO:** 0550-20-04 2013**SUBJECT:** QUARTERLY MANAGERS' REPORT – OCTOBER TO DECEMBER 2013**RECOMMENDATION(S):**

1. **THAT** Council receive the following report for information.

PURPOSE:

The purpose of this report is to update Council on Departmental highlights on a quarterly basis. This report covers the quarter from October to December 2013.

REPORTS:**1. Parks & Recreation Department**

- Seaplane Base Recreation Hall Safety Upgrade:
 - The side of the building has been shored up along with some drainage issues being addressed, gutters have been replaced, and minor fix ups on the roof have been done.
 - Stairs still to be completed
- Budget, Strategic plan, and Work plan
 - Structure around the plans for 2014 has been created to put into play. This will also go towards the Departmental review.
 - Policy around facilities bookings
- Heat Pump Replacement
 - UCC Heat pump replaced. The cost of the equipment was picked up by the company
- Parks Maintenance Strategy
 - Looking at parks & playground strategy for maintenance and long term planning.
 - Putting hard numbers behind planning
- Working with the arborist to put in a tree strategy for next year.
- Programming analysis: researching trending over the last three years and implications to the Department and the facilities.
- Fall Programs – 2nd set
 - 22 fitness programs
 - 9 preschool programs
 - 10 children's programs
 - 4 seasonal programs i.e. Holiday Decorations
 - 8 adults programs (other than fitness)
 - 3 seasonal programs i.e. Winter Door Spray Decorating
 - Youth Leadership Program

- Through a CBT grant over 25 youth participated in a three week leadership program. Ukee Trailblazers.
- Special Events
 - Halloween Howl – partnered with PRAS for entertainment
 - Christmas Events:
 - UCC Christmas Tree Open House: Thursday, December 5th
 - Breakfast with Santa: Saturday, December 14th
 - Christmas Sailpast: Wednesday, December 18th

2. Planning and Building Services

- Strategic Planning Session with Council completed in October. Performance Reviews completed for Planning and Building Services staff and subsequent Work Plans for Department now complete. Department 2014 draft budget completed and submitted to Finance Department for Council's initial review.
- Zoning Bylaw #1160 received First Reading by Council late June. Staff received several submissions and comments in the first three months through the circulation and public input process. Staff have extended the public input period to ensure that stakeholders have had time to review and comment on the proposed bylaw. After a six month opportunity staff have not received any additional comments and have now begun to compile and review comments. Staff will bring the new Zoning Bylaw forward for 2nd Reading in early 2014.
- The ICBC / McElhanney Traffic Control Review and Recommendations Report was completed and received by Council. Staff have begun implementation of the recommendations as prioritized in the report and the accompanying Field Guide. RCMP, Staff, Council and representatives of the UES and USSS, PAC and Parent representatives met to discuss the traffic/pedestrian and drop off patterns on Peninsula along the school frontage. Further education, a review of road design, review of student drop off/staff and parent parking, and increased traffic enforcement were some of the topics discussed and the group will meet again in the New Year. In the interim the subject area will be designated and signed as *Playground Zone* thereby extending the hours in which the 30 km/h speed limit applies. Staff will be pursuing appropriate signage as well as the potential to install Vehicular Activated Traffic Calming Signs at the 'gateways' to the zone.
- Ucluelet Community Portal Webpage completed which incorporates Tourism Ucluelet, Chamber of Commerce and Municipal sites at www.ucluelet.ca
- Building Bylaw review and update including legal review is complete. Scheduled to come before Council for First and Second Readings in January.
- License Bylaw initial review complete. Staff anticipate the final draft in the New Year.
- Building/Bylaw/License Division Core Review near completion. This has included reviewing the Building Bylaw, License Bylaw and reviewing existing forms, procedures and services. Adoption of the new Building Bylaw and License Bylaw in early 2014 will be combined with the implementation of new forms and procedures for the divisions. The Final Phase of the Core review will be completed in the summer of 2014.
- A letter was sent to the Wyndansea delegation after their presentation on the October 22nd Council Meeting indicating that staff would continue to work with their proposal and outlining the process by which covenant modifications could be considered. An invitation was extended to meet with the developer on site at their convenience.

- RZ# 13-01 (The Church) and RZ 13-02 (The Yellow House on Main) both received Fourth Reading and Final Adoption and both complimenting the Village Square CS-1 Zoning with their individual and unique zoning.
- Staff and Council Planning Rep. met with the ice and fish plants with good solutions offered to assist in reducing operational noises and lessening impact. Also acknowledged was the need to meet twice yearly prior to seasonal operations. Staff will pursue.
- Staff have begun implementation of the 2014 Electronic Filing system for the Department several months early to work out any system issues. The system works well and with a possible future purchase of a document and plan scanner, the electronic filing/storage system for the Planning and Building Services Division will be complete.
- Design sketches for Phase II Boat Launch prepared for review. Parking, loading and boat trailer maneuvering layout design drawings completed for the newly built District Boat Launch. The new commemorative signage for the Pat Leslie Boat Launch and associated landscaping design is underway and preparations to have it complete and installed in early Spring 2014.

Building Permit Applications for 2013

- 27 Applications Received (25 issued to date of this report)
 - 28 Applications 2012
- \$24,296.56 in Building Permit Fees
 - \$20,346.79 in 2012
- \$1,357,990.00 Residential Construction Value
 - \$986,861.00 in 2012
- \$ 657,052.43 Commercial Construction Value
 - 2,576,926.17 in 2012
 - (\$1,800,000 of which was Moorage Phase II – remaining value at 776,926.17)

Rezoning Applications for 2013

- 3 RZ Applications
 - 4 RZ Applications in 2012
- \$2,700 in RZ Application Fees
 - \$3,600 in 2012

Subdivision Applications for 2013 (None received in 2012)

- 1 Strata Title
- \$500 in Application Fee

Development Permit/Development Permit Applications for 2013

- 4 DP/DVP Applications
 - 7 DP/DVP in 2012
- \$2,600 in Application Fees
 - \$3,250 in 2012

3. Environmental and Emergency Services Department

- Strategic Plan completed. Prepared draft work plan and 2014 budget for Council Review

Tsunami Debris – Ucluelet’s Marine Debris Program

- Ucluelet’s scientific monitoring site
 - Monthly monitoring (NOAA survey) in Oct, Nov and Dec with USS students
 - Data analysis and reporting
- Cleanup activities and specialized / task force cleanup teams
- Preparations and coordination with Japan Love Project for next cleanup in Mar 2014
- Response and recovery planning
- Aquatic invasive species (AIS) monitoring and reporting
 - A thorough AIS inventory was conducted in collaboration with the PRNPR. The updated AIS inventory and specimens were sent to Dr. James Carlton and the Pacific Biological Station (PBS) in Nanaimo.
- Collection and analysis of Japanese lumber + restoration project/memorial
 - Additional research and analysis required for slides presented in the Oct 21-24 Marine Debris Conference.
- Regional task group and specialized cleanup teams.
 - Joint collaboration with PRNPR and ACRD on the discovery, communications, AIS inventory, and removal of the Oct 6 tsunami debris boat.
- Public education and communications (info sessions media events, etc.)
 - Conducted three live CBC radio interviews on Oct 7 to discuss the findings of the tsunami debris boat on Oct 6.
 - Presented Ucluelet’s Marine Debris Program at the Pacific Rim Marine Debris Conference in Honolulu on Oct 21-24, sat on the Coast Communities Capacity Building Working Group and was asked to participate in the Environmental Impact Workshop and the Response Working Group.
 - Provided updated slides to Japan Love Project which were presented at the Marine Litter Summit in Tokyo on Nov 20 and 21.
 - Provided info to the Birds Study Canada for the British Columbia Coast Bird Watch (the newsletter for the BC coastal waterbird and beached bird surveys).
 - Presented lumber and debris displays at the Japanese weekend festivities on Nov 9 and 10 at the UCC.
 - Submit the Marine Debris presentation for Japan Consulate headquarters in Tokyo.
- Local representation for the Federal-Provincial Japanese Tsunami Debris Coordinating Committee (TDC)
 - Attend the Dec 5 Science and Monitoring subcommittee conference call.

Emergency

- General – Training, misc. meetings, collaboration, etc.
 - ShakeOut event on Oct 17.
 - Reviewed EMBC’s updated Tsunami Notification Process Plan and addressed Council’s Oct 8, 2013 resolution regarding provincial efforts with tsunami notification.
 - Ham radio upgrade equipment has been ordered. Installation planned to be completed before Christmas.
- Emergency Coordinating Committee
 - Monthly meetings
 - Oct 2 – EOC cleanup and organize

- Nov 27 – HH SSM presentation and discussion with Martin Dunsmuir from White Squall Consulting
- Emergency Social Services (ESS)
 - Monthly meeting in Nov (show and tell of bins and Level 2 response)
- Ucluelet Volunteer Fire Brigade
 - Meeting on Oct 8 with Deputy Chief Chris Jancowski and Chief Ted Eeftink.
 - Updated District hydrant map
 - House fire on Rupert Road on Oct 5. House fire on Nov 5 at Imperial Lane. Fire reports for the two house fires were submitted to the Office of the Fire Commissioner.
 - Fire Protection Service Agreement at Long Beach Airport
 - Work is continuing on reviewing the agreement
 - Meeting on Dec 9 to discuss the first draft of the Ucluelet and Tofino automatic agreement.

4. Finance / Administration Department

- The Ucluelet and Area Childcare Society lease close to being signed.
- The RFP for an external auditor closed on November 21, 2013. Five proposals were received. A final selection has been put forward to Council for their approval.
- Work has started on the 2013 year-end processes in preparation for the audit. There will also be extra work this year as staff make the transition from one auditing firm to another.
- A preliminary draft budget will be delivered to Council by this week.
- 2014 Business License and Dog License invoices have been prepared and mailed out.
- Four members of the Finance/Administration department have taken part in some professional development opportunities.
- Staff continue to make good progress with the electronic filing. The Central Filing system is shaping up nicely as well.
- Staff and the Harbour Manager continue to implement and follow new procedures and processes put in place to manage the Small Craft Harbour (SCH).
- A *Reserved Berthage* Policy has been drafted and forwarded to the HAC. The policy will be on the January 9, 2014 HAC agenda for their comments and suggestions.
- Three options of a *Live-Aboard* Policy have been drafted and forwarded to the HAC. The three options will be on the January 9, 2014 HAC agenda for their comments and suggestions.
- New recycling bins for the Small Craft Harbour have been ordered. Delivery will be early in 2014. They will be installed in the same location as the old ones.
- Video surveillance has been installed at Small Craft Harbour.
- A tracking spreadsheet of all recommendations made at HAC meetings has been set up, as requested by the HAC.
- Work on the 52 steps has begun.
- After consultation with adjacent property owners, two street lights have been ordered. These will be installed in the area of the SCH parking lot adjacent the park, signage and garbage area to provide adequate pedestrian and entry lighting.

- The Department has completed their strategic plan, and preliminary budget. Work plans are being completed along with performance reviews.

5. Public Works Department

- Water:
 - 4321 Mercantile creek Upgrade: UV reactors and panels installed with UV system. Operator Training has been completed and final commissioning is 90% complete. Scada Radio communication system installed and Scada panel, instrumentation, controls and water quality monitoring 90% complete. This Project has multiple milestones and is anticipated to be complete in December.
 - Matterson Reservoir: Radio communication have been installed and commissioned. Scada control panel 90% commissioned and Electrical 90% complete. This project has multiple milestones and its completion is dependent on the 4321 completion.
- Sewer:
 - Norah St. sewer: main infrastructure has been installed. Final tie-in scheduled for December
- Storm Drains:
 - Chamber Exit: Storm work complete and exit to Larch Road installed. Part of the Chamber sidewalk project and exit was to be installed to allow for vehicular traffic entering the New Chamber Building site to exit on to Larch Road eliminating any congestion on Peninsula Rd. The project design also addressed water pooling issues and improved road grades in that location.
- Paving:
 - Paving was completed on Larch Road as part of the Chamber sidewalk project and some patch work done on Yew St.
- Dog Kennel:
 - Interior construction underway and storage provision part of the project underway.
- Emergency Repairs Sewer/Storm Peninsula Road
 - New 200mm sanitary sewer main and 200mm sanitary storm main was extended approximately 60 meters along Peninsula road. Current sewer main failed and required this infrastructure for the repair. As part of the repair the sewer main was sized to accommodate flows for future needs and a storm line and catch basin was add to improve storm run-off from the road side.
- Broom and Alder removal:
 - The multi-use path was identified as an area of concern and a plan was developed for removal in 2014. Staff continue to remove broom and alder on an ongoing base throughout the community. Some of the more significant areas addressed this year were Little Beach area, Peninsula Road/Boardwalk Boulevard and Tugwell Field signage.
- Strategic Plan and Budget:
 - The Department has completed their strategic plan, and preliminary budget. Work plans are being completed along with performance reviews.

Respectfully Submitted,
Department Heads



STAFF REPORT TO COUNCIL

Council Meeting: DECEMBER 10, 2013
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: PATRICIA ABDULLA, MANAGER OF PLANNING

FILE NO: 0550-20-04 2013

SUBJECT: QUARTERLY MOTION REPORT FOR OCTOBER – NOVEMBER, 2013

ATTACHMENT(S): NONE

RECOMMENDATION(S):

1. **THAT** Council receives the Quarterly Motion Report for information.

PURPOSE:

The purpose of this report is to update Council on the status of motions passed in the quarter of October through November, 2013.

BACKGROUND:

Council passed a resolution at their July 9, 2013 Regular Council meeting directing staff to compile a list of all motions and their statuses to-date on a quarterly basis:

Moved by Councillor Corlazzoli, seconded by Councillor Lyons to direct staff include as part of the Regular Council agenda packages, on a quarterly basis, a list of all motions and their status to-date.

CARRIED

MOTIONS PASSED IN OCTOBER AND NOVEMBER 2013:

Council Meeting Date: October 08, 2013

Status	Motion
Complete	Moved by Councillor Corlazzoli, seconded by Councillor Mole to direct staff to contact Ukee Ice Fish Plant and Neptune Ice Fish Plant to discuss their noise levels.
Complete	Moved by Councillor Mole, seconded by Councillor Corlazzoli to receive correspondence item C-1 and to allow Scouts Canada to use the UAC Hall free of charge this year.
Complete	Moved by Councillor Oliwa, seconded by Councillor Corlazzoli to receive correspondence item C-2 and to direct staff to send a response letter to Andrea Murray.
Complete	Moved by Mayor Irving to receive correspondence item C-3 and to proclaim October as Foster Family Month.

Status	Motion
Complete	Moved by Councillor Corlazzoli, seconded by Councillor Mole to receive correspondence item C-4 and to direct staff to contact the owners of 1970 Harbour Drive to discuss their noise levels.
Complete	Moved by Councillor Mole, seconded by Councillor Corlazzoli to receive "Quarterly Motion Report for July- September, 2013" and to thank staff for a job well done.
Complete	Moved by Councillor Mole, seconded by Councillor Oliwa to receive "Quarterly Managers' Report for July-September, 2013" and to thank staff for providing the information to council.
In Process	Moved by Councillor Mole, seconded by Councillor Corlazzoli to receive "Proposed Signage for Historical Canoe Log" report and to direct staff to proceed with option 2. <i>{Option 2: "That Council direct staff to proceed with construction of the signage"}</i>
Complete	Moved by Councillor Corlazzoli, seconded by Councillor Mole to receive "Proposal to Rezone 1601 Peninsula Road" report and to direct staff to proceed with option 1. <i>{Option 1: "That staff and the District lawyer be directed to secure written Agreement of the applicant for his proposed responses to Council's conditions of Third Reading, and that Zoning Bylaw No.1156, 2013 and development permit and development variance permit #13-02 be brought back for consideration of approval upon execution of Agreement by the applicant"}</i>
Complete	Moved by Councillor Corlazzoli, seconded by Councillor Mole to give first and second readings to District of Ucluelet Zoning Amendment Bylaw No.1158, 2013 and to direct staff to move said bylaw to public hearing.
Complete	Moved by Councillor Mole, seconded by Councillor Oliwa to give first, second, and third readings to Ucluelet Municipal Tax Exemption Bylaw No. 1157, 2013.
Complete	Moved by Councillor Corlazzoli, seconded by Councillor Oliwa to approve recommendation 1 of "Birth Certification & Marriage Certificate" report. <i>{Option 1: "That Council receives the certificates for information and input"}</i>
Complete	Motion by Councillor Mole, seconded by Councillor Oliwa to write a letter to the Leslie family requesting permission to denominate the boat launch as "Pat Leslie Memorial Boat Launch".
Complete	Moved by Councillor Mole, seconded by Councillor Oliwa to direct staff to report back to Council on the installation of video surveillance cameras at Small Craft Harbour boat basin.
Complete	Moved by Councillor Mole, seconded by Councillor Oliwa to direct staff to report to Council any recycling concerns that occurred during this year's summer season at the Small Craft Harbour boat basin.
Not Started	Moved by Mayor Irving, seconded by Councillor Corlazzoli to write to Emergency Services BC to request status of the recommendations regarding how to improve District of Ucluelet response during an emergency.

Council Meeting Date: October 22, 2013

Status	Motion
In Process	Moved by Councillor Mole, seconded by Councillor Lyons to receive correspondence item C-1 and to refer to staff for review and report back to Council. {Item C-1: Zone Amendment Request by residential owners of Cedar & Cypress Rd.} <i>Staff Report to Council on November 12, 2013 Agenda</i>
Complete	Moved by Councillor Lyons seconded by Councillor Mole to receive correspondence item C-2 and refer to staff for review and report back to Council. {Item C-2: Bear-proof Garbage Bins & New Zoning Bylaw Request by Weyerhaeuser}
Complete	Moved by Councillor Lyons, seconded by Councillor Mole to direct staff to arrange a meeting with Parks Canada.
In Process	Moved by Mayor Irving, seconded by Councillor Oliwa to direct staff to address any infractions stated in the ICBC report.

Council Meeting Date: October 30, 2013

Status	Motion
Complete	Moved by Councillor Mole, seconded by Councillor Oliwa to adopt Ucluelet Municipal Property Tax Exemption Bylaw No. 1157, 2013.

Council Meeting Date: November 12, 2013

Status	Motion
Complete	Moved by Councillor Lyons, seconded by Councillor Mole to direct staff to refer each "Ucluelet" road listed in the BCAA "Worst Roads Survey" to the actual authorities responsible; where the authority is the Ministry of Highways, staff are to relay the District of Ucluelet's gratitude for recent upgrades in addition to calling their attention to the BCAA statistical report.
In Process	Moved by Councillor Mole, seconded by Councillor Oliwa to authorize Mayor Irving to sign the Memorandum of Understanding on Regional Higher Learning Initiatives on behalf of District of Ucluelet Council. <i>MoU tabled by District of Tofino Council.</i>
Complete	Moved by Councillor Mole, seconded by Councillor Oliwa to approve recommendations one and two of "Communal Garbage Collection System – Lots 37 and 68" Report to Council, which state: (1) THAT Council receives this report for information and; (2) THAT the SRWs remain in place on Lots 37 and 68.

Status	Motion
In Process	Moved by Councillor Oliwa, seconded by Councillor Mole to refer issue of rezoning request for Cedar Road and Cypress Road back to staff to investigate and report back to Council with recommendations on possibilities for resolving this request in an expeditious manner and without the need for the affected residents to wait for completion of the new zoning bylaw to be adopted.
Complete	Moved by Councillor Oliwa, seconded by Councillor Lyons to approve recommendation of "Holiday Season Office Hours" Report to Council, which states: (1) THAT Council authorize the closure of the Municipal office for the 2013 holiday season from Monday, December 23, 2013 through Friday, January 3, 2014. The office will reopen on Monday, January 6, 2014.
Complete	Moved by Councillor Oliwa, seconded by Councillor Mole to approve recommendation of "2014 Council Meeting Schedule" Report to Council, which states: (1) For council to adopt the regular Council meeting schedule for 2014.
Complete	Moved by Councillor Oliwa, seconded by Councillor Mole to approve recommendation of "Bay Street WTP Upgrade" Report to Council, which states: (1) THAT Council receives the Bay Street Water Treatment Plant Upgrade report for information.
Complete	Moved by Councillor Oliwa, seconded by Councillor Lyons to approve recommendation of "3 rd Reading Report – Rezoning #13-02, 286 Main Street CS-1 Village Square Zone to Amended CS-1 Village Square Zone" Report to Council, which states: (1) THAT Council give Third Reading to Bylaw #1158.
Complete	Moved by Councillor Lyons, seconded by Councillor Oliwa to give third reading to Bylaw No.1158, 2013.
Complete	Moved by Councillor Oliwa, seconded by Councillor Lyons to approve recommendation of "Development Permit and Development Variance Permit #13-02 for 1601 Peninsula Road, Lot A, DL 282, Clayoquot District Plan 3550" Report to Council, which states: (1) THAT Council give approval for Development Permit and Development Variance Permit #13-02 (DP and DVP #13-02) in accordance and following upon Final Adoption of the preceding staff report introducing Bylaw #1156 for consideration of Final Adoption.
Complete	Moved by Councillor Lyons, seconded by Councillor Mole to direct staff to write letters of support in the nominations of B. Touchie, and two others for the 2013 BC Achievement Award.

Council Meeting Date: November 26, 2013

Note: Motions Yet To Be Adopted

Status	Motion
In Process	Moved by Councillor Mole, seconded by Councillor Corlazzoli to direct staff to write a letter to the Sail and Life Training Society in positive response to their letter, and to forward the bursary information to the Ucluelet Secondary School so that they may begin their selection process.
Complete	Moved by Councillor Mole, seconded by Councillor Corlazzoli to approve fourth reading of Bylaw No.1158, 2013.
In Process	<p>Moved by Councillor Oliwa, seconded by Councillor Corlazzoli to move Bylaw No.1161 to a Public Hearing.</p> <p><i>Public Hearing date set for December 16th, 2013</i></p>
In Process	Moved by Councillor Mole, seconded by Councillor Corlazzoli that the Harbour Authority provides the Harbour Advisory Commission with a map of the Small Craft Harbour facilities, which indicates location of floats and water lease.
In Process	<p>Moved by Councillor Mole, seconded by Councillor Lyons that the Harbour Authority request a definition of "small craft" from Small Craft Harbours, as Ucluelet harbour is now required to accommodate larger boats.</p> <p><i>CAO and Mayor provided definitions; Councillor Mole will bring them to back to HAC</i></p>
Not Started	Moved by Councillor Mole, seconded by Councillor Lyons that the Harbour Authority advocate to Small Craft Harbour to support the larger commercial boats, which have appeared in our fleet by providing adequate infrastructure.
Complete	Moved by Councillor Mole, seconded by Councillor Corlazzoli that the Harbour Authority direct staff to create a tracking spreadsheet of all recommendations made at the Harbour Advisory Commission and to include as an agenda item for each meeting.
In Process	<p>Moved by Councillor Mole, seconded by Councillor Corlazzoli that the Harbour Authority request staff includes in the new harbour policy the Harbour Advisory Commission's recommendation that reserved moorage may not be assigned or transferred to any other person or entity.</p> <p><i>Will form part of new Harbour Policy</i></p>
In Process	Moved by Councillor Mole, seconded by Councillor Lyons that the Harbour Authority direct staff to define a safe location for float planes to tie up.
In Process	<p>Moved by Councillor Mole, seconded by Councillor Corlazzoli that the Harbour Authority request staff includes in the new harbour policy the Harbour Advisory Commission's recommendation that there will not be any reserved berthage on the designated commercial fishing floats.</p> <p><i>Will form part of new Harbour Policy</i></p>

Status	Motion
In Process	<p>Moved by Councillor Mole, seconded by Councillor Corlazzoli that the Harbour Authority request staff includes in the new harbour policy the Harbour Advisory Commission’s recommendation to ensure all boats currently paying commercial moorage have current commercial licenses.</p> <p><i>Will form part of new Harbour Policy</i></p>
In Process	<p>Moved by Councillor Mole, seconded by Councillor Corlazzoli that the Harbour Authority agrees in principle with, and request staff includes in the new harbour policy, the Harbour Advisory Commission’s recommendation of conducting inspections of all boats in the facility to show prop wash and prove a holding tank, and that any vessels that cannot prove and maintain mobility are not accepted.</p> <p><i>Will form part of new Harbour Policy</i></p>
Not Started	<p>Moved by Councillor Mole, seconded by Councillor Corlazzoli that the Harbour Authority make an inquiry to the Canadian Coast Guard regarding the emergency response boat location during the summer of 2013.</p>
In Process	<p>Moved by Councillor Corlazzoli, seconded by Councillor Mole to direct staff to write letters to the Minister of Jobs, Tourism, and Skills Training, the British Columbia Premier, and the DFO director to invite them to Ucluelet for a ribbon-cutting ceremony in celebration of the grand opening of Pacific Seafoods’ Barkley plant.</p>
In Process	<p>Moved by Councillor Mole, seconded by Councillor Corlazzoli to invite Brian Roberts to visit the District of Ucluelet and meet with Council.</p>
In Process	<p>Moved by Councillor Mole, seconded by Councillor Oliwa to coalesce the areas from Marine Drive, up Matterson Road, and along Peninsula Road in front of the schools into a playground zone with the associated speed restrictions and time frames.</p>

Respectfully submitted:



Patricia Abdulla, Manager of Planning



STAFF REPORT TO COUNCIL

Council Meeting: **DECEMBER 10, 2013**
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: JEANETTE O'CONNOR, CFO

FILE NO: 2240-20 KPMG

SUBJECT: FINANCIAL AUDIT SERVICES - CONTRACT AWARD

ATTACHMENT(S): N/A

RECOMMENDATION(S):

1. **THAT** Council award the External Financial Audit Services contract to the auditing firm KPMG.

PURPOSE:

The purpose of this report is to provide Council with the results of the Request for Proposals for the provision of external audit services.

BACKGROUND:

Review of the Finance Department's external providers of services was done during the core review which was recently completed. It was noted the District of Ucluelet has used the same accounting firm for external audit services for 23 years and it was decided to send out a Request for Proposals.

We received five (5) proposals. The criteria for selection was experience, knowledge of our accounting systems, qualified staff, provision of ongoing proactive assistance and support throughout the fiscal year, ability to provide additional services when required, and competitive rates.

KPMG is deemed to have best met all the criteria set out and to be the most suitable for our requirements over the next five (5) years. KPMG serves as auditor to 44 municipalities in BC, they are familiar with MAIS accounting software as well as other programs used in the Finance Department. Part of the services they provide is ensuring they provide proactive assistance and support throughout the year. KPMG's rates are approximately \$12,000 less than what we have been paying.

Respectfully submitted:



Jeanette O'Connor, CFO