

AGENDA

REGULAR MEETING OF COUNCIL

Tuesday, June 24, 2014

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



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REGULAR COUNCIL MEETING AGENDA

June 24, 2014 at 7:30 pm
 George Fraser Room, Ucluelet Community Centre
 500 Matterson Drive, Ucluelet, BC

	CALL TO ORDER:	
	ADOPTION OF MINUTES:	
Pg. 07	MIN-1 June 10, 2014 Regular Council Minutes	
	PUBLIC INPUT, DELEGATIONS & PETITIONS:	
Pg. 17	D-1 Pacific Rim Foundation – Presentation of 2014 Pacific Rim Foundation Scholarship Gary Marks, President & Donna Fraser, Secretary	
Pg. 19	D-2 Harbour Advisory Commission – Presentation of Extension Proposal for Outer Basin Rich Parlee, Chair, Harbour Advisory Commission	
	CORRESPONDENCE:	
Pg. 21	C-1 Tourism Ucluelet – Proposal to Implement a Banner Program Denise Stys-Norman on behalf of Dianne St. Jacques, Chair, Tourism Ucluelet	
Pg. 25	C-2 Community Works Fund Agreement 2014-2024 Rhona Martin, UBCM President	
	INFORMATION ITEMS:	
Pg. 47	I-1 BC Hydro Participating in the 2014 UBCM Convention Ted Olynyk, Community Relations Manager, Vancouver Island-Sunshine Coast	
Pg. 49	I-2 Pacific Rim Knowledge and Innovation Project Steering Committee – Draft Terms of Reference	
Pg. 57	I-3 Area G Salmon Troll Fishery in British Columbia Susan Farlinger, Regional Director General, Pacific Region, Fisheries and Oceans Canada	

REPORTS:

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R-1 Expenditure Voucher G-12/14
Jeanette O'Connor, CFO

Pg.
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R-2 Outfall Receiving Environmental Monitoring Program Report
Warren Cannon, Superintendent of Public Works

Pg.
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R-3 Paving Report
Warren Cannon, Superintendent of Public Works

Pg.
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R-4 Canada Day Road Closure
Abby Fortune, Director of Parks and Recreation

LEGISLATION: None

COM-1 COUNCIL COMMITTEE REPORTS

Councillor Dario Corlazzoli *Deputy Mayor October-December*

- ◆ Coastal Community Network
- ◆ Fisheries
- ◆ Signage Committee
- ◆ Ucluelet Chamber of Commerce
- ◆ Ucluelet Recreation Committee (*alternate*)
- ◆ Wild Pacific Trail
- ◆ Clayoquot Biosphere Trust Society (*alternate*)

Councillor Geoff Lyons *Deputy Mayor April-June*

- ◆ 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 *Deputy Mayor July-September*

- ◆ Harbour Advisory Commission
- ◆ School Liaison (*alternate*)
- ◆ Ucluelet & Area Child Care Society
- ◆ Ucluelet Affordable Housing Society
- ◆ Ucluelet Recreation Commission
- ◆ Vancouver Island Regional Library (*alternate*)
- ◆ 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>LATE ITEMS:</p>	
<p>NEW BUSINESS:</p>	
<p>PUBLIC QUESTION PERIOD:</p>	
<p>ADJOURNMENT</p>	
<p>RESOLVE INTO CLOSED SESSION</p> <p><i>Notice: 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>	

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DISTRICT OF UCLUELET
 Minutes of the Regular Council Meeting
 held in the George Fraser Room, 500 Matterson Drive,
 Ucluelet, BC on June 10, 2014 at 7:30 pm

COUNCIL PRESENT:

Acting Mayor Lyons
 Councillor Corlazzoli
 Councillor Mole
 Councillor Oliwa

STAFF PRESENT:

Andrew Yeates, CAO
 Morgan Dossdall, Recording Secretary

REGRETS:

Mayor Irving

CALL TO ORDER:

Acting Mayor Lyons called the meeting to order at 7:30 pm

IN-CAMERA:

Acting Mayor Lyons suspended the regular meeting and moved in-camera at 7:30pm
 Acting Mayor Lyons resumed the regular meeting at 7:53pm

APPROVAL OF MINUTES:**Errors or Omissions**

❖ MIN-1, Page 2: Amend line “Lyons, Oliwa opposed” to read “Lyons, Mole opposed”

MIN-1 May 27, 2014 Regular Council Minutes

Moved by Councillor Corlazzoli and seconded by Councillor Mole

BE IT RESOLVED: *THAT the May 27, 2014 Regular Council minutes be adopted as amended.*

Carried.

BUSINESS OUT OF THE MINUTES:

None

PUBLIC INPUT, DELEGATIONS & PETITIONS:

None

CORRESPONDENCE ITEMS:

None

INFORMATION ITEMS:

- I-1 AGLG Announces Local Government Auditees and Newest Audit Topics**
Shawna Cadieux, Office of the Auditor General for Local Government
- I-2 Identified Local Governments Selected for Audit under Planned Performance Audit Topics**
Basia Ruta, Auditor General for Local Government
- I-3 BC Emergency Health Services Resource Allocation Plan**
Deb Walters, Mayor, City of Pitt Meadows

Moved by Councillor Mole and seconded by Councillor Corlazzoli

BE IT RESOLVED: *THAT Council receive information items I-1 through I-3.*

Carried.

REPORTS:

- R-1 Expenditure Voucher G-11/14**
Jeanette O'Connor, CFO

Moved by Councillor Corlazzoli and seconded by Councillor Oliwa

BE IT RESOLVED: *THAT report R-1, Expenditure Voucher G-11/14, be approved.*

Carried.

- R-2 Update on Sidewalk Repairs**
Warren Cannon, Superintendent of Public Works

Moved by Councillor Corlazzoli and seconded by Councillor Mole

BE IT RESOLVED: *THAT Council approve the recommendations of report R-2, which state:*

- 1. THAT Council receive this report for information*
- 2. THAT Council direct staff to pursue the sidewalk repairs identified in this report.*

Carried.

LEGISLATION:

- L-1 Public Hearing Date for Zoning Bylaw No.1160, 2013**
Patricia Abdulla, Manager of Planning

Moved by Councillor Corlazzoli and seconded by Councillor Oliwa

BE IT RESOLVED: *THAT Council set September 9, 2014 as the Public Hearing date for Zoning Bylaw No.1160, 2013.*

Carried.

- L-2 Fourth Reading of District of Ucluelet Building Bylaw No.1165, 2014**
Patricia Abdulla, Manager of Planning

Moved by Councillor Corlazzoli and seconded by Councillor Oliwa

BE IT RESOLVED: *THAT Council give Fourth Reading and Final Adoption to District of Ucluelet Building Bylaw No.1165, 2014.*

Carried.

L-3 Fourth Reading of Sign Amendment Bylaw No.1172, 2014
Patricia Abdulla, Manager of Planning

Moved by Councillor Oliwa and seconded by Councillor Mole

BE IT RESOLVED: *THAT Council give Fourth Reading and Final Adoption to Sign Amendment Bylaw No.1172, 2014.*

Carried.

L-4 Development Permit Application for The Thornton Motel, 1861 Peninsula Road (Lot 1, Plan VIP60188, District 09)
John Towgood, Planning Assistant

Moved by Councillor Corlazzoli and seconded by Councillor Oliwa

BE IT RESOLVED: *THAT Council approve the recommendations of legislative report L-4, which state:*

1. *THAT Council receives this report for information*
2. *THAT Council give the approval of a Development Permit on the above referenced property subject to the conditions outlined below and within the body of this report.*

Carried.

L-5 Development Permit Application for The Relic Surf Shop, 1998 Peninsula Road (Lot 1, Plan VIP41206, District 09)
John Towgood, Planning Assistant

Moved by Councillor Mole and seconded by Councillor Corlazzoli

BE IT RESOLVED: *THAT Council approve the recommendations of legislative report L-5, which state:*

1. *THAT Council receive this report for information*
2. *THAT Council give the approval of a Development Permit on the above referenced property.*

Carried.

L-6 OCP Amendment Bylaw No.1173 and Zoning Amendment Bylaw No.1174, to permit "Single Family Dwelling" use as a "Permitted Use" in the Village Square Commercial Land Use Designation and the CS-1 Zone
Patricia Abdulla, Manager of Planning

Moved by Councillor Mole and seconded by Councillor Oliwa

BE IT RESOLVED: *THAT Council approve recommendations 1 through 3 of legislative report L-6, which state:*

1. *THAT Council give First and Second Reading to Official Community Plan Amendment Bylaw No.1173, 2014;*
2. *THAT Council give First and Second Reading to Zoning Amendment Bylaw No.1174, 2014;*
3. *THAT Council, having considered section 897 and 881 of the Local Government Act, direct staff to refer bylaws 1173 and 1174 to the persons, organizations and agencies noted in the staff report accompanying these bylaws.*

Carried.

Moved by Councillor Mole and seconded by Councillor Corlazzoli

BE IT RESOLVED: *THAT Council approve recommendations 4 and 5 of legislative report L-6, with subsequent dates for Public Hearings to be determined by Council, and for which the recommendations state:*

4. *THAT Council, having considered its financial plan and waste management plan, are satisfied that there would be no significant adverse impact to either from Bylaws 1173 and 1164; and*
5. *THAT Council direct staff to schedule and give notice of Public Hearing for bylaws 1173 and 1174 for a date in July or August 2014.*

Carried.

- ❖ Bylaw No.1173, 2014 was read a first time

Moved by Councillor Mole and seconded by Councillor Oliwa

BE IT RESOLVED: *THAT Council give First Reading to OCP Amendment Bylaw No.1173, 2014.*

Carried.

Moved by Councillor Oliwa and seconded by Councillor Mole

BE IT RESOLVED: *THAT Council give Second Reading to OCP Amendment Bylaw No.1173, 2014.*

Carried.

- ❖ Bylaw No.1174, 2014 was read a first time

Moved by Councillor Mole and seconded by Councillor Oliwa

BE IT RESOLVED: *THAT Council give First Reading to Zoning Amendment Bylaw No.1174, 2014.*

Carried.

Moved by Councillor Corlazzoli and seconded by Councillor Oliwa

BE IT RESOLVED: *THAT Council give Second Reading to Zoning Amendment Bylaw No.1174, 2014.*

Carried.

COM-1 COMMITTEE REPORTS:

Councillor Dario Corlazzoli

- **Ucluelet Chamber of Commerce**

Edge to Edge Marathon: congratulations to the UCOC and the community for a successful event

- **Wild Pacific Trail Society**

WPT Society and District partnered to complete the trail and staircase at Terrace Beach, which is now open. Inspection took place last week with Public Works and Recreation. Congratulations to entire group for a job well done

Meeting held to discuss new system for identifying parking lots, as current system is confusing and people have a hard time figuring out where they are. Will name parking lots after animals (e.g. whale parking lot, raven parking lot). Will post signs at parking lots and put stickers on trail maps to update them with new names

Moved by Councillor Corlazzoli and seconded by Councillor Oliwa

BE IT RESOLVED: *THAT Council approve the Wild Pacific Trail Society's new system for identifying parking lots and request that they proceed with posting parking lot signs and updating maps.*

Carried.

Society hosting program for interpretive walks: first walk is Saturday June 14 and will be kid-oriented with a scavenger hunt; next walk is Wednesdays (June 18 and June 25) with guided interpretation of shipwrecks and forest flora and fauna; Sunday walk (June 22) will be with Oyster Jim; tidal pool walks take place on June 15 and June 29. Program is in partnership with the Aquarium Society, and their interpreters are putting on the walks

Acting Mayor Lyons noted that Raincoast Education is also involved in the interpretive walk program

Councillor Geoff Lyons

- **Food Bank on the Edge**

Held AGM

- Revenue in 2013 down from 2012 in part due to less bottle revenue and Officials Sports Bar directed its funding to Cops for Cancer
- While Ucluelet and Tofino make food bank contributions, will put request to local First Nations to contribute, as some of their community do receive from the bank
- Elections: Chair Chris Martin, Vice Chair Sally Mole, Secretary Tierney Schievink, Treasurer Barb Millar, Director Leslie Anderson, Director Margaret Morrison; Food Bank is still looking for volunteers interested in being directors
- Eric Russcher stepped down after 15 years of dedicated service and was formally thanked

- Ucluelet and Area Historical Society

Held meeting June 9

- Hung new historical sign for Crow's Nest today; had photo op with owner
- The Lodge is next to receive a sign, and staff will clarify on timeframe for canoe log sign
 - CAO Yeates reported that staff will complete the boat launch sign first before the canoe log sign; timeframe estimated at 2 weeks
- Coast Guard land lease; District suggested that if the society forfeit their lease on Coast Guard Rd and transferred it to the District to aid the District in acquiring the land
- Plant sale held for Mother's Day, earning \$1000 for the USS global education students
- Request to staff for update on the lighthouse designation and what staff need from the society to proceed (and, if the Coast Guard house becomes available, the society would be interested in using it). Also, request for District to host the society at the main office for materials storage and meetings until society finds new location

- George Fraser Society

Hosting Summer Solstice plant sale on June 21 at UCC from 1pm to 4pm, with silent auctions, plant sales, and general fundraising; looking for volunteers

- Clayoquot Biosphere Trust Society

Held AGM

- \$12M, which has to be accounted for with inflation is now over \$15M, almost in line with inflation; still able to give out \$60k in donations; society's investments firmly in green funds with no fossil fuels
- Elections: two co-chairs Cathy Thicke and Tammy Dorward, Secretary Alan McCarthy, Treasurer Gary Johnsen
- Main discussion on proposed CBT centre, it's location and optimizing this for the society's needs, and possibility of sharing facility with anchor tenants or themselves being an anchor tenant

Special meeting

- JP Messier, Chair of Canadian Biosphere Resources from Quebec
- Discussion on similarities between both biosphere reserves: First Nations, mining challenges, and forestry accommodation. Discussed how to define mining within a biosphere and how to work with potential mining operations that come into a biosphere

Councillor Sally Mole

- Coastal Family Resource Coalition

Meeting held June 4

- Presentation from Children's Health Foundation of Vancouver Island (formerly Queen Alexander Foundation); provided info on grants available and their Bare Essentials program which provides support to families with medical needs not covered by the Province
- Tla-o-qui-aht having a 'Stop The Violence' walk on June 19 from junction to golf course, refreshments provided afterward, carpooling encouraged

- Adrienne Mason from CBT society gave input on Plan H grant that the CBT received; CBT doing a regional survey but also looking at community-specific topics
- Harbour Advisory Committee
Last meeting held May 5
 - Committee requested to present to Council at June 24 meeting to present on plans for the boat basin and expansion

Councillor Randy Oliwa

No meetings to report

LATE ITEMS:

None

NEW BUSINESS

- Vacant Houses
Clr. Corlazzoli proposed writing a letter to Parks Canada to ask them to maintain their vacant houses in town that are looking derelict; unfair to neighbours
- Wild Pacific Trail
Clr. Corlazzoli proposed writing a letter to the Wild Pacific Trail Society to thank them for job well done on trail construction at Terrace Beach and the District's partnership with them

Moved by Councillor Mole and seconded by Councillor Oliwa

BE IT RESOLVED: *THAT Council write a letter to the Wild Pacific Trail Society to thank them for their good work on the Terrace Beach trail construction and for partnering with the District on this project.*

Carried.

Clr. Lyons suggested that Council hold off on a letter to Parks Canada until Council can meet directly with Jim Morgan to discuss the situation, as this is a topic Council has previously discussed with him

Moved by Acting Mayor Lyons and seconded by Councillor Oliwa

BE IT RESOLVED: *THAT Council direct staff to contact Jim Morgan to arrange a meeting as soon as possible to discuss Parks Canada's vacant derelict houses in Ucluelet.*

Carried.

- Sargent Swann
Clr. Mole acknowledged Hitch Hike Mike and attendees of celebration of Sgt. Swann
Clr. Mole noted that the RCMP office have a book for community members to extend their condolences for the incident in Moncton

Moved by Acting Mayor Lyons and seconded by Councillor Mole

BE IT RESOLVED: *THAT Council write a letter to Hitch Hike Mike and RCMP staff thanking them for their contribution.*

Carried.

Moved by Councillor Oliwa and seconded by Councillor Corlazzoli

BE IT RESOLVED: *THAT Council write a letter to Eric Russcher thanking him for his past contributions to the community, in particular to the Food Bank on the Edge.*

Carried.

- Parksville

Clr. Oliwa met with Parliamentary Secretary to the Minister of Health for Healthy Living Michelle Stilwell in Parksville in celebration of the new beach equipment for people with mobility difficulties

Clr. Oliwa noted that he invited Ms. Stilwell to visit Ucluelet and challenged her to go paddle boarding

- Edge to Edge Marathon

Acting Mayor Lyons concurred with Clr. Corlazzoli in thanking the marathon organizers for their work

- Tourism Ucluelet

Moved by Acting Mayor Lyons and seconded by Councillor Oliwa

BE IT RESOLVED: *THAT Council direct staff to arrange a meeting for Council with Tourism Ucluelet to discuss their banner program.*

Carried.

- UBCM

Acting Mayor Lyons asked Council to consider the provincial representatives they would like to meet with at the upcoming UBCM meetings, and what topics they would like to discuss

- Recycling Meeting

Acting Mayor Lyons noted for the public that the District and Son Bird Refuse & Recycling are hosting a meeting to discuss the changes to the recycling program on June 18 at 7pm at the UCC

- Leadership Vancouver Island

Acting Mayor Lyons will be attending the graduation ceremony on June 13 at 1pm at the UCC; public is welcome to attend

- Yuulu?il?ath

Acting Mayor Lyons read a statement from the Yuulu?il?ath First Nations regarding the recent burning on their land:

The Yuułu?i?ath government will be completing an internal review of the burning of the Lost Shoe Creek area on Treaty lands last night. The burn permit from the Provincial government was to deal with logging debris and clean construction debris from Thornton Motel, which was used to start the fire. Photos of a large debris pile that were circulated on social media last week show a mixed debris pile and there are allegations that all the material was burned. The government understands the seriousness of this allegation and will be investigating thoroughly to ensure the burn complied with the Yuułu?i?ath government's Environmental Protection Act.

Acting Mayor Lyons summarized that the YFN and the Provincial government are both performing an investigation

- Water Issue

Acting Mayor Lyons requested that staff investigate a water flow in the culvert at Lyche and Hemlock, as there appears to be rapid water flow there even though the weather has been dry; Acting Mayor Lyons also requested that staff perform a chlorine test to determine if it is a leak or natural wellspring

PUBLIC QUESTION PERIOD

Council received questions from the public

ADJOURNMENT:

Acting Mayor Lyons adjourned the regular council meeting at 8:35pm.

CERTIFIED CORRECT: Minutes of the Regular Council Meeting held on Tuesday, June 10, 2014 at 7:30 pm in the George Fraser Community Room, 500 Matterson Road, Ucluelet, BC.

Geoff Lyons
Acting Mayor

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 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 the District Office at 250-726-7744 or email info@ucluelet.ca

Requested Council Meeting Date: *June 24, 2014*

Organization Name: *Pacific Rim Foundation*

Name of Presenter: *Gary Marks (President)*

Name of Applicant if Other than Above: *Donna Fraser (Secretary)*

Contact Phone Number & Email: *(250) 725-3774; donna355@telus.net*

Mailing Address with Postal Code: *Box 495, Tofino V0R 2Z0*

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

Topic: *Presentation of the 2014 Pacific Rim Foundation Scholarship*

Action You Wish Council to Take: *None*

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DISTRICT OF UCLUELET

Request to Appear as a Delegation

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The District Office will advise you of which Council meeting you will be scheduled for. For more information contact the District Office at 250-726-7744 or email info@ucluelet.ca

Requested Council Meeting Date: *June 24, 2014*

Organization Name: *Harbour Advisory Commission*

Name of Presenter: *Rich Parlee*

Name of Applicant if Other than Above: *HAC Members*

Contact Phone Number & Email: *(250) 726-6427*

Mailing Address with Postal Code: *Box 465, Ucluelet V0R 3A0*

Audio/Visual requirements: Laptop **YES** Projector **YES** Screen **YES**

Topic: *Extension of Outer Basin*

Action You Wish Council to Take: *Receive and consider recommendations.*

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Thursday, April 25, 2014

RECEIVED
VIA EMAIL

June 6, 2014

To District of Ucluelet,

Thank you for taking the time to review Tourism Ucluelets' initiative to implement a Banner program to contribute to the beautification of our community.

The purpose of the banner program would be to provide visual awareness and marketing to visitors. The intention is to have them lining the main arteries (Peninsula, Main St, Matterson Dr) of town welcoming people and providing visual cues that would remind visitors to seek out and discover what Ucluelet has to offer. Even though other forms of advertising are in place [ads in the westerly, posters through town, information centres and facebook] unless visitors were aware of events taking place and have made it part of their holiday or have noticed one of the aforementioned advertisements they may be missing out on a great opportunity. The banners would also provide some colour and brightness to town, especially on days that are gray and rainy.

The banners would promote events and activities such as kayaking, whale watching, surfing, the Aquarium, Wild Pacific Trail, Whale Fest, Edge to Edge, Ukee Days, Canada Day, Christmas etc. It could also be used as a promotional piece for specific events coming to town (Porsche club, Otalith Festival). The Flag Shop has a program call the 'Flag and Bag'. The purpose of the program is to provide another income stream for producing limited edition tote bags from banners that have been used for advertising purposes. For example, if the Whale Fest printed their annual poster on the flags they could be auctioned off at the silent auction to raise funds or sold as merchandise. This would be an excellent opportunity to raise additional funds for Whale Fest or the Edge to Edge Marathon.

TU has researched pricing and the company we would be using, is the Flag Shop, with locations in Victoria and Vancouver. This company has created flags for the City of Vancouver, Parksville, Merritt, Victoria to name a few, as well as, multiple businesses throughout British Columbia.

These banners are made from a heavy weight perforated vinyl material, designed to withstand intense weather conditions. The images are digitally printed which assists in maintaining the integrity of the image on the banner, plus we can have two separate images on either side without any transfer or distortion. There could be an image of various activities on one side and on the other we could have printed "Thank you for visiting Ucluelet, see you again soon!"

To attach the banners to the flag poles the mounting brackets and banner arms are designed to be aerodynamic to reduce wind resistance which would put less strain on poles and prevent warping. Two banner arms would be required per banner so it did not flap in the wind. As for the poles themselves, they would be a powder coated steel pole.

We would like to work with you to move this worthwhile project forward. The main challenge TU faces is due to the restrictions of our funding, we, as a marketing committee, are not able to address any infrastructure augmentations in Ucluelet. With this in mind we are asking the District to assist Tourism Ucluelet with this program by 1. supplying the poles and hardware, 2. planning the placement and 3. installation. In order to offset the costs of the poles some of the businesses in



town may be willing to provide sponsorship in way of purchasing them, however guidelines would have to be in place to ensure that the pole placement would not reflect who donated the pole. If Relic, Canadian Princess, and Gray Whales each sponsored a pole they would have to make do with the pole closest to them but not necessarily in front of their establishment. In return a small plaque could be added as a thank you for sponsorship.

Please note that all costs for the program are listed on the following pages.

Tourism Ucluelet would like to thank you for taking the time to review our proposal and look forward to your response.

Sincerely,

A handwritten signature in black ink, appearing to read "DStys-Norman".

Denise Stys-Norman on behalf of
Dianne St. Jacques, Chair
Tourism Ucluelet

Sample of flag material



NOTE: QUOTE DOES NOT INCLUDE SHIPPING OR TAX; QUOTE IS FOR SUPPLY ONLY AND IS ONLY RELEVANT FOR 90 DAYS (this quote was provided at the end of March 2014)

CUSTOM BANNERS

MATERIAL: DS Block-Out Mesh
 DIMENSIONS: 24"x60", 3 ½ inch sleeves top and bottom, 2 grommets
 PRINT OPTIONS: Printed on each side re. two designs
 # OF FLAGS: 10
 COST PER FLAG: \$169.58

TOTAL COST \$1,695.80 + TAX & SHIPPING

BANNER POLES WITH ARMS

TYPE: Steel pole powder coated
 LENGTH: 24 ft pole (21 ft above ground) - if we required a shorter pole , the price may vary
 DIAMETER: 2" diameter with ¼ inch walls
 Includes - 24" banner arms (basic)
 PRICE PER POLE: \$895.00 each, FOB Vancouver
 # OF POLES: 10

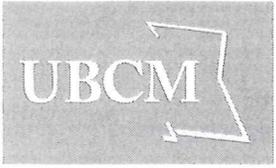
TOTAL COST FOR POLES: \$8950.00 + TAX & SHIPPING

Banner Flex Hardware (Single arms sets)

TYPE: Banner-Flex D3 with premium Airow arm (best quality available)
 Single banner arms****For power pole 38" diameter require 62" banding
 # OF UNITS REQUIRED: 20 (2 per banner)
 PRICE PER ARM: \$125.00 per arm (require 2 for each banner)
 ADDITIONAL REQUIREMENTS: Banding tool (required) \$149.95
 Banding role ¾ x 100ft \$465.00

TOTAL COST: \$3,115.00 (10 street banner units) + TAX & SHIPPING

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Gas Tax Program Services

...delivering the federal gas tax agreement funding in British Columbia

May 30, 2014

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

FILECODE: 2240-20 CWF
X-REF: 1880-20 GAS

Administration provided
By UBCM

Funding provided by:
Government of Canada



In partnership with:
The Province of BC



Gas Tax Program
Services

Local Government House
525 Government St
Victoria BC V8V 0A8

Phone: 250-356-5134
Fax: 250-356-5119

Website:

www.ubcm.ca
under
Funding Programs

Renewed Gas Tax Fund

Dear Mayor Bill Irving:

Please find enclosed two (2) copies of your Community Works Fund (CWF) Agreement 2014-2024 under the Administrative Agreement on the Federal Gas Tax Fund in British Columbia (Gas Tax Agreement). This Agreement will replace your current 2005-2015 CWF Agreement.

If Council resolves to enter into the Agreement, **the Mayor and the Corporate Officer should sign both copies and return both to UBCM, along with a certified Council resolution.** Upon receipt, the Union of BC Municipalities (UBCM) will sign and date the Agreement and return one fully executed copy for your records. At that time, and provided UBCM has received your 2013 Gas Tax annual expenditure report, UBCM will release your first of two Community Works Fund payments for 2014 in the amount of \$57,683.03 . Your second payment is expected to be released by December 2014 and payments will continue in a semi-annual basis over the term of the 2014-2024 CWF Agreement.

The CWF will continue to provide dedicated long-term predictable federal funding to local governments for investments in capital and capacity building projects. Local governments will continue to make local choice on which eligible projects to fund through this program.

UBCM will also be making an additional payment towards CWF funding from interest accumulated over the term of the first Gas Tax Agreement (2005 – present). It is expected that this payment will see an additional \$8 million allocated to BC Local Governments over the next two years of funding, and will coincide with your regular CWF payment starting July 2014.

Any CWF funding that you still have as unspent through CWF payments from 2005-2013 will be considered funds under your new CWF Agreement and any obligations outlined in the new Agreement will take effect for those funds upon completion of your 2013 Gas Tax annual expenditure report.

The renewed Gas Tax Agreement can be found on the UBCM website at www.ubcm.ca under the Funding Programs, Renewed Gas Tax Agreement tab.

Please feel free to contact Brant Felker, Gas Tax Policy & Program Manager if you have any questions about CWF or other programs under the Gas Tax Agreement. Brant can be reached by e-mail at bfelker@ubcm.ca or by phone at 250-356-0893.

Yours truly,

A handwritten signature in black ink, appearing to read "Rhona Martin". The signature is written in a cursive style with a large initial "R".

Rhona Martin
UBCM President

2014-2024 COMMUNITY WORKS FUND AGREEMENT
under the
ADMINISTRATIVE AGREEMENT
ON THE FEDERAL GAS TAX FUND IN BRITISH COLUMBIA

This Agreement made as of _____, 201__,

BETWEEN:

District of Ucluelet (the Local Government)

AND

The **UNION OF BRITISH COLUMBIA MUNICIPALITIES (UBCM)** as continued by section 2 of the *Union of British Columbia Municipalities Act RSC 2006, c.1*, as represented by the President

WHEREAS:

- A. Canada, British Columbia and UBCM wish to help communities build and revitalize their public infrastructure that supports national objectives of productivity and economic growth, a clean environment and strong cities and communities;
- B. Canada, British Columbia and UBCM have entered into the Agreement setting out the roles and responsibilities of the Parties for the administration of the Federal Gas Tax Fund (GTF) in British Columbia;
- C. The Agreement provides for delivery of funding that may be received by UBCM from Canada, including interest thereon, through three programs, one of which is Community Works Fund;
- D. The Agreement sets out the purpose, terms and conditions of the Community Works Fund, and requires that in order to receive Community Works Fund funding, a Local Government must sign a Funding Agreement with UBCM;

NOW THEREFORE, in consideration of the mutual promises herein, UBCM and the Local Government agree as follows:

1. PURPOSE

The purpose of this Community Works Fund Agreement is to set out the roles and responsibilities of the Local Government and UBCM related to any Community Works Fund funds that may be delivered to the Local Government by UBCM:

2. SCHEDULES

The following Schedules, originating in whole or part from the Agreement, are attached to and form part of this Community Works Fund Agreement:

- Schedule A - Definitions
- Schedule B - Eligible Project Categories
- Schedule C - Eligible and Ineligible Expenditures

Schedule D - Reporting and Audits
Schedule E - Communications Protocol

3. ROLE OF UBCM

3.1 UBCM has, pursuant to the Agreement, agreed with Canada and British Columbia to:

- A. receive GTF funding from Canada and allocate funds so received from Canada pursuant to the Agreement, including allocating Community Works Funds to the Local Government to be spent on Eligible Projects and Eligible Expenditures in accordance with the terms and conditions of this Community Works Fund Agreement;
- B. report to Canada and British Columbia, including Annual Reports and Outcome Reports, as required by the Agreement; and
- C. fulfill other roles and responsibilities as set out in the Agreement.

4. CONTRIBUTION PROVISIONS

- 4.1 Over the term of this Community Works Fund Agreement, UBCM will pay the Local Government its annual allocation within 30 days of receipt of such funds from Canada.
- 4.2 Payments under section 4.1 are subject to UBCM receiving sufficient GTF funds from Canada, and Local Government compliance with this Community Works Fund Agreement and any other Funding Agreement under the First Agreement.
- 4.3 Annual allocation is based on a formula set out in section 3.4 of Annex B of the Agreement. In the first year of this Community Works Fund Agreement, the Local Government will receive \$115,366.05, in two equal instalments which, subject to section 4.2, are expected to be delivered in the month following July 15 and November 15, 2014.
- 4.4 Annual allocation to the Local Government for all subsequent years under this Community Works Fund Agreement continue to be based on the funding formula set out in the Agreement, but are subject to change by UBCM from the amount set out in section 4.3 due to such circumstances as local government boundary changes and new Local Government incorporations, changes in Census populations and changes in amounts that may be received by UBCM from Canada.
- 4.5 Timing of payments in subsequent years under this Community Works Fund Agreement to the Local Government by UBCM are subject to change due to any changes in timing of payments to UBCM by Canada.

5. USE OF FUNDS BY LOCAL GOVERNMENT

- 5.1 Any GTF funding that may be received by the Local Government and any Unspent Funds, and any interest earned thereon held by the Local Government must be used by the Local Government in accordance with this Community Works Fund Agreement, including specifically Section 6. (Commitments of the Local Government).
- 5.2 Any GTF funding that may be received by the Local Government and any Unspent Funds, and any interest earned thereon held by the Local Government will be treated as federal funds with respect to other federal infrastructure programs.

6. COMMITMENTS OF THE LOCAL GOVERNMENT

- 6.1 The Local Government shall:

A. Ensure that any Unspent Funds and any GTF funding received from UBCM, as well as any interest earned thereon are expended and used in accordance with Schedule B (Eligible Project Categories) and Schedule C (Eligible and Ineligible Expenditures).

B. Treat any Unspent Funds and any GTF funding received from UBCM, as well as any interest earned thereon as federal funds with respect to other federal infrastructure programs.

C. Over the term of this Community Works Fund Agreement, ensure that any Unspent Funds and any GTF funding received from UBCM, as well as any interest earned thereon result in incremental spending as measured by the methodology, which will include a Base Amount, approved by the Partnership Committee.

D. Comply with all Ultimate Recipient requirements outlined in Schedule E (Communications Protocol).

E. During the term of this Community Works Fund Agreement work to strengthen Asset Management, in accordance with the Asset Management framework developed by the Partnership Committee.

F. Invest, in a distinct account, GTF funding received from UBCM in advance of paying Eligible Expenditures.

G. With respect to Contracts, award and manage all Contracts in accordance with the Local Government's relevant policies and procedures and, if applicable, in accordance with the Agreement on Internal Trade and applicable international trade agreements, and all other applicable laws.

H. Invest into Eligible Projects, any revenue that is generated from the sale, lease, encumbrance or other disposal of an asset resulting from an Eligible Project where such disposal takes place within five (5) years of the date of completion of the Eligible Project.

I. Submit a report to UBCM, in a format acceptable to UBCM, by June 1 in each year, which includes:

- GTF transactions of the Local Government for the previous calendar year, in sufficient detail to allow UBCM to produce the Annual Report required by Schedule D (Reporting and Audits);
- a declaration from the Chief Financial Officer that the Local Government has complied with all Funding Agreements between it and UBCM; and

- any other information required by UBCM to fulfill its responsibilities under the Agreement, including, but not limited to project outcomes in relation to anticipated program benefits, expenditures made for tangible capital assets, and progress made towards Asset Management improvements.

J. Allow Canada and UBCM reasonable and timely access to all of its documentation, records and accounts and those of their respective agents or Third Parties related to the use of any Unspent Funds and any GTF funding, as well as any interest earned thereon, and all other relevant information and documentation requested by Canada or UBCM or its designated representatives for the purposes of audit, evaluation, and ensuring compliance with this Community Works Fund Agreement.

K. Ensure that no current or former public servant or public office holder to whom any post-employment, ethics and conflict of interest legislation, guidelines, codes or policies of Canada applies will derive direct benefit from GTF funding, Unspent Funds and interest earned thereon, unless the provision or receipt of such benefits is in compliance with such legislation, guidelines, policies or codes.

L. Keep proper and accurate accounts and records in respect of all Eligible Projects for at least six (6) years after completion of the Eligible Project and, upon reasonable notice, make them available to Canada or UBCM.

M. Ensure actions do not establish or be deemed to establish a partnership, joint venture, principal-agent relationship or employer-employee relationship in any way or for any purpose whatsoever between Canada, British Columbia, or UBCM and the Local Government, or between Canada, British Columbia, or UBCM and a Third Party.

N. Ensure the Local Government does not represent themselves, including in any agreement with a Third Party, as a partner, employee or agent of Canada, British Columbia or UBCM.

O. Ensure that the Local Government will not, at any time, hold the Government of Canada or British Columbia or any of their respective officers, servants, employees or agents responsible for any claims or losses of any kind that they, Third Parties or any other person or entity may suffer in relation to any matter related to GTF funding or an Eligible Project and that they will, at all times, compensate the Government of Canada or British Columbia and their respective officers, servants, employees and agents for any claims or losses of any kind that any of them may suffer in relation to any matter related to GTF funding or an Eligible Project, except to the extent to which such claims or losses relate to the negligence of an officer, employee, or agent of Canada in the performance of his or her duties.

P. Ensure that the Local Government will not, at any time, hold UBCM or any of its officers, servants, employees or agents responsible for any claims or losses of any kind that they, Third Parties or any other person or entity may suffer in relation to any matter related to GTF funding or an Eligible Project and that they will, at all times, compensate UBCM and its officers, servants, employees and agents for any claims or losses of any kind that any of them may suffer in relation to any matter related to GTF funding or an Eligible Project, except to the extent to which such claims or losses relate to the act of negligence of an officer, employee, or agent of UBCM in the performance of his or her duties.

Q. Agree that the above requirements which, by their nature, should extend beyond the expiration or termination of this Agreement will extend beyond such expiration or termination.

7. TRANSITION

- 7.1 As of the effective date of this Community Works Fund Agreement, the First Community Works Fund Agreement is terminated.
- 7.2 Notwithstanding section 7.1, the Parties agree that prior to its termination, the First Community Works Fund Agreement is amended to add to section 6.2 of that agreement: Schedule A (Eligible Project Categories and Project Examples); Schedule B (Eligible Costs for Eligible Recipients) and Schedule E (Reporting and Audit).
- 7.3 Notwithstanding section 7.1, the Parties agree that the survival rights and obligations in Section 6.2 of the First Community Works Fund Agreement (including those added to that section by virtue of Section 7.2), and any other section of the First Community Works Fund Agreement that is required to give effect to that survival section, will continue to apply beyond the termination of the First Community Works Fund Agreement subject to the following:
- A. Regardless of any wording in the First Community Works Fund Agreement with another effect, Unspent Funds, including interest earned thereon, will, as of the effective date of this Community Works Fund Agreement, be subject to this Community Works Fund Agreement;
 - B. Unspent Funds that fall within the reporting period of the 2013 Annual Expenditure Report (as defined in the First Community Works Fund Agreement) will be reported by the Local Government to UBCM in accordance with the First Community Works Fund Agreement;
 - C. Unspent Funds that fall within the reporting period that includes January 1, 2014 to the effective date of this Community Works Fund Agreement will be reported by the Local Government to UBCM in accordance with this Community Works Fund Agreement;
 - D. The survival of the reporting obligations under Section 3.2 and section 1.1 of Schedule E (Reporting and Audits) of the First Community Works Fund Agreement extends only until these obligations are fulfilled by the Local Government for the 2013 reporting year, after which, the reporting obligations under Section 6.1(i) and Schedule D of this Community Works Fund Agreement will apply; and
 - E. Any matters that Section 3.1 (iv) and Schedule G of the First Community Works Fund Agreement would have applied to will be dealt with under Section 6.1(d) and Schedule E (Communications Protocol) of this Community Works Fund Agreement.

8. TERM

This Community Works Fund Agreement will be effective as of April 1, 2014 and will be in effect until March 31, 2024 unless the Parties agree to renew it. In the event where this Community Works Fund Agreement is not renewed, any GTF funding and Unspent Funds, and any interest earned thereon held by the Local Government, that have not been expended on Eligible Projects or other expenditures authorized by this Community Works Fund Agreement as of March 31, 2024 will nevertheless continue to be subject to this Community Works Fund Agreement until such time as may be determined by the Parties.

9. SURVIVAL

The rights and obligations, set out in Sections 5.1, 5.2 and 6.1 will survive the expiry or early termination of this Community Works Fund Agreement and any other section which is required to give effect to the termination or to its consequences shall survive the termination or early termination of this Community Works Fund Agreement.

10. AMENDMENT

The Local Government acknowledges that the Agreement may from time to time be amended by agreement of Canada, British Columbia and UBCM and if and whenever such amendments to the Agreement are made, the Local Government agrees that UBCM may require this Community Works Fund Agreement to be amended to reflect, at the sole discretion of UBCM, the amendments made to the Agreement. Where UBCM requires this Community Works Fund Agreement to be so amended, it will provide to the Local Government notice in writing of the amendments it requires. Such amendments shall form part of this Community Works Fund Agreement and be binding on the Local Government and UBCM thirty (30) days after such notice, unless before then the Local Government elects in writing to give written notice of termination of this Community Works Fund Agreement to UBCM.

11. WAIVER

No provision of this Community Works Fund Agreement shall be deemed to be waived by UBCM, unless waived in writing with express reference to the waived provisions and no excusing, condoning or earlier waiver of any default by the Local Government shall be operative as a waiver, or in any way limit the rights and remedies of UBCM or Canada.

12. NO ASSIGNMENT

This Community Works Fund Agreement is not assignable by the Local Government and the Local Government shall not assign, pledge, or otherwise transfer any entitlement to allocation of funds under this Community Works Fund Agreement to any person and shall upon receipt of any allocation of funds hereunder pay and expend such funds thereafter only in accordance with the terms of this Community Works Fund Agreement.

13. NOTICE

Any notice, information or document provided for under this Community Works Fund Agreement must be in writing and will be effectively given if delivered or sent by mail, postage or other charges prepaid, or by facsimile or email. Any notice that is delivered will have been received on delivery; and any notice mailed will be deemed to have been received eight (8) calendar days after being mailed.

Any notice to UBCM will be addressed to:

Executive Director
525 Government Street
Victoria, British Columbia
V8V 0A8
Facsimile: 250 356-5119
Email: ubcm@ubcm.ca

Any notice to the Local Government will be addressed to:

The Corporate Officer at the place designated as the Local Government office.

SIGNATURES

This Community Works Fund Agreement has been executed on behalf of the Local Government by those officers indicated below and each person signing the agreement represents and warrants that they are duly authorized and have the legal capacity to execute the agreement.

District of Ucluelet

UNION OF BC MUNICIPALITIES

Original signed by:

Original signed by:

Mayor

Corporate Officer

Corporate Officer

General Manager, Victoria Operations

Signed by District of Ucluelet on the _____
day of _____, 201__.

The Community Works Fund Agreement have
been executed by UBCM on the _____ day
of _____, 201__.

Schedule A – Definitions

“Agreement” means the Administrative Agreement on the Federal Gas Tax Fund in British Columbia.

“Annual Report” means the duly completed annual report to be prepared and delivered by UBCM to Canada and British Columbia, as described in Schedule D (Reporting and Audits).

“Asset Management” (AM) includes planning processes, approaches or plans that support integrated, lifecycle approaches to effective stewardship of infrastructure assets in order to maximize benefits and manage risk. AM is further described in Schedule F (Asset Management) of the Agreement, and can include:

- an inventory of assets;
- the condition of assets;
- level of service;
- risk assessment;
- a cost analysis;
- community priority setting;
- long-term financial planning.

“Base Amount” means an amount established over a time-period, reflecting non-federal investments in Infrastructure and against which GTF investments will be measured to ensure that GTF investments are incremental.

“Chief Financial Officer” means in the case of a municipality, the officer assigned financial administration responsibility under S. 149 of the *Community Charter*, and in the case of a Regional District, the officer assigned financial administration responsibility under S. 199 of the *Local Government Act*, R.S.B.C. 1996, c.323.

“Communications Protocol” means the protocol by which all communications activities related to GTF funding will be delivered as described in Schedule E (Communications Protocol).

“Community Works Fund” means the fund provided from the Federal gas tax revenues to be dispersed to local governments based on a percentage of the per capita allocation for local spending priorities in accordance with the terms and conditions set out in the Agreement.

“Community Works Fund Agreement” means this Agreement made between UBCM and Local Government.

“Contract” means an agreement between an Ultimate Recipient and a Third Party whereby the latter agrees to supply a product or service to an Eligible Project in return for financial consideration.

“Eligible Expenditures” means those expenditures described as eligible in Schedule C (Eligible and Ineligible Expenditures).

“Eligible Projects” means projects as described in Schedule B (Eligible Project Categories).

“First Agreement” means the agreement for the transfer of federal gas tax revenues entered into on September 19, 2005 by the Government of Canada, British Columbia and UBCM, with an expiry date of March 31, 2019, as amended.

“First Community Works Fund Agreement” means the agreement entered between UBCM and Local Government in order to administer the Community Works Fund under the First Agreement.

“Funding Agreement” means an agreement between UBCM and an Ultimate Recipient setting out the terms and conditions of the GTF funding to be provided to the Ultimate Recipient as entered under the First Agreement or the Agreement.

“GTF” means the Gas Tax Fund, a program established by the Government of Canada setting out the terms and conditions for the administration of funding that may be provided by Canada to recipients under section 161 of the *Keeping Canada’s Economy and Jobs Growing Act*, S.C. 2011, c. 24 as amended by section 233 of the *Economic Action Plan 2013 Act, No. 1*, S.C. 2013, c. 33, or any other source of funding as determined by Canada.

“Ineligible Expenditures” means those expenditures described as ineligible in Schedule C (Eligible and Ineligible Expenditures).

“Infrastructure” means municipal or regional, publicly or privately owned tangible capital assets in British Columbia primarily for public use or benefit.

“Local Government” means a municipality as defined in the *Community Charter* [SBC 2003] Chapter 26, a regional district as defined in the *Local Government Act* [RSBC 1996] Chapter 323, and the City of Vancouver as continued under the *Vancouver Charter* [SBC 1953] Chapter 55.

“Outcomes Report” means the report to be delivered by March 31, 2018 and again by March 31, 2023 by UBCM to Canada and British Columbia which reports on how GTF investments are supporting progress towards achieving the program benefits, more specifically described in Schedule D (Reporting and Audits).

“Partnership Committee” means the Committee required to be established by the Agreement to govern the implementation of the Agreement and further described in Annex C of the Agreement.

“Party” means Canada, British Columbia or UBCM when referred to individually and collectively referred to as “Parties”.

“Third Party” means any person or legal entity, other than Canada, British Columbia, UBCM or an Ultimate Recipient, who participates in the implementation of an Eligible Project by means of a Contract.

“Ultimate Recipient” means a Local Government.

“Unspent Funds” means Funds (as defined by the First Agreement) that have not been spent towards an Eligible Project (as defined under the First Agreement) prior to the effective date of the Agreement.

Schedule B – Eligible Project Categories

Eligible Projects include investments in Infrastructure for its construction, renewal or material enhancement in each of the following categories:

- A. Local roads, bridges – roads, bridges and active transportation infrastructure (active transportation refers to investments that support active methods of travel. This can include: cycling lanes and paths, sidewalks, hiking and walking trails).
- B. Highways – highway infrastructure.
- C. Short-sea shipping – infrastructure related to the movement of cargo and passengers around the coast and on inland waterways, without directly crossing an ocean.
- D. Short-line rail – railway related infrastructure for carriage of passengers or freight.
- E. Regional and local airports – airport-related infrastructure (excludes the National Airport System).
- F. Broadband connectivity – infrastructure that provides internet access to residents, businesses, and/or institutions in Canadian communities.
- G. Public transit – infrastructure that supports a shared passenger transport system which is available for public use.
- H. Drinking water – infrastructure that supports drinking water conservation, collection, treatment and distribution systems.
- I. Wastewater – infrastructure that supports wastewater and storm water collection, treatment and management systems.
- J. Solid waste – infrastructure that supports solid waste management systems including the collection, diversion and disposal of recyclables, compostable materials and garbage.
- K. Community energy systems – infrastructure that generates or increases the efficient usage of energy.
- L. Brownfield Redevelopment – remediation or decontamination and redevelopment of a brownfield site within Local Governments boundaries, where the redevelopment includes:
 - the construction of public infrastructure as identified in the context of any other eligible project category under the GTF, and/or;
 - the construction of Local Government public parks and publicly-owned social housing.
- M. Sport Infrastructure – amateur sport infrastructure (excludes facilities, including arenas, which would be used as the home of professional sports teams or major junior hockey teams (e.g. Western Hockey League)).
- N. Recreational infrastructure – recreational facilities or networks.

O. Cultural infrastructure – infrastructure that supports arts, humanities, and heritage.

P. Tourism infrastructure – infrastructure that attract travelers for recreation, leisure, business or other purposes.

Q. Disaster mitigation – infrastructure that reduces or eliminates long-term impacts and risks associated with natural disasters.

Eligible Projects also include:

R. Capacity building – includes investments related to strengthening the ability of Local Governments to develop long-term planning practices.

Note: Investments in health infrastructure (hospitals, convalescent and senior centres) are not eligible.

Schedule C – Eligible and Ineligible Expenditures

1. ELIGIBLE EXPENDITURES

1.1 Eligible Expenditures of Ultimate Recipients will be limited to the following:

A. the expenditures associated with acquiring, planning, designing, constructing or renovating a tangible capital asset, as defined by Generally Accepted Accounting Principles (GAAP), and any related debt financing charges specifically identified with that asset;

B. for capacity building category only, the expenditures related to strengthening the ability of Local Governments to improve local and regional planning including capital investment plans, integrated community sustainability plans, life-cycle cost assessments, and Asset Management Plans. The expenditures could include developing and implementing:

- studies, strategies, or systems related to asset management, which may include software acquisition and implementation;
- training directly related to asset management planning; and,
- long-term infrastructure plans.

C. the expenditures directly associated with joint communication activities and with federal project signage for GTF-funded projects.

1.2 Employee and Equipment Costs: The incremental costs of the Ultimate Recipient's employees or leasing of equipment may be included as Eligible Expenditures under the following conditions:

- the Ultimate Recipient is able to demonstrate that it is not economically feasible to tender a contract;
- the employee or equipment is engaged directly in respect of the work that would have been the subject of the contract; and
- the arrangement is approved in advance and in writing by UBCM.

1.3 Administration expenses of UBCM related to program delivery and implementation of this Agreement, in accordance with Section 9 (Use and Recording of Funds by UBCM) of Annex B (Terms and Conditions).

2. INELIGIBLE EXPENDITURES

The following are deemed Ineligible Expenditures:

- A. project expenditures incurred before April 1, 2005;
- B. project expenditures incurred before April 1, 2014 for the following investment categories:
 - highways;
 - regional and local airports;
 - short-line rail;
 - short-sea shipping;
 - disaster mitigation;
 - broadband connectivity;
 - brownfield redevelopment;
 - cultural infrastructure;
 - tourism infrastructure;
 - sport infrastructure; and
 - recreational infrastructure.
- C. the cost of leasing of equipment by the Ultimate Recipient, any overhead costs, including salaries and other employment benefits of any employees of the Ultimate Recipient, its direct or indirect operating or administrative costs of Ultimate Recipients, and more specifically its costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by its staff, except in accordance with Eligible Expenditures above;
- D. taxes for which the Ultimate Recipient is eligible for a tax rebate and all other costs eligible for rebates;
- E. purchase of land or any interest therein, and related costs;
- F. legal fees; and
- G. routine repair and maintenance costs.

Schedule D –Reporting and Audits

1. REPORTING

Reporting requirements under the GTF will consist of an Annual Report and an Outcomes Report that will be submitted to Canada and British Columbia for review and acceptance. The reporting year is January 1st to December 31st.

1.1 ANNUAL REPORT

By September 30th of each year, UBCM will provide to Canada and British Columbia an Annual Report in an electronic format deemed acceptable by Canada consisting of the following in relation to the previous reporting year:

Financial Report Table: The financial report table will be submitted in accordance with the following template.

Annual Report Financial Table	Annual	Cumulative
	20xx - 20xx	2014 - 20xx
UBCM		
Opening Balance ³⁴⁹	\$xxx	
Received from Canada	\$xxx	\$xxx
Interest Earned	\$xxx	\$xxx
Administrative Cost	(\$xxx)	(\$xxx)
Transferred to Ultimate Recipients	(\$xxx)	(\$xxx)
Closing Balance of unspent funds	\$xxx	
Ultimate Recipients in aggregate		
Opening Balance ³⁵⁰	\$xxx	
Received from UBCM	\$xxx	\$xxx
Interest Earned	\$xxx	\$xxx
Spent on Eligible Expenditures	(\$xxx)	(\$xxx)
Closing Balance of unspent funds	\$xxx	

³⁴⁹ For the 2014 Annual Report this means the amount reported as unspent by UBCM the 2013 Annual Expenditure Report (as defined under the First Agreement).

³⁵⁰ For the 2014 Annual Report this means the amount reported as unspent by Eligible Recipients (as defined under the First Agreement) in the 2013 Annual Expenditure Report (as defined under the First Agreement).

Independent Audit or Audit Based Attestation:

UBCM will provide an independent audit opinion, or an attestation based on an independent audit and signed by a senior official designated in writing by British Columbia and UBCM, as to:

- A. the accuracy of the information submitted in the Financial Report Table; and
- B. that Funds were expended for the purposes intended.

Project List

UBCM will maintain, and provide to Canada and British Columbia a project list submitted in accordance with the following template.

Annual Report - GTF Project List Template

Project ID	Ultimate Recipient	Project Title	Project Description	Investment category	Total Project Cost	Funds (GTF) Spent	Completed

1.2 OUTCOMES REPORT

By March 31, 2018 and March 31, 2023, UBCM will provide to Canada and British Columbia and make publicly available, an Outcomes Report that will report in aggregate on the degree to which investments are supporting the progress in British Columbia towards achieving the following program benefits:

- A. Beneficial impacts on communities of completed Eligible Projects;
- B. Enhanced impact of GTF as a predictable source of funding including incremental spending; and
- C. Progress made on improving Local Government Asset Management.

The Outcomes Report will present performance data and a narrative on program benefits. The partnership committee will develop and approve a methodology for reporting on performance in respect of each of the program benefits

2. AUDITS

Canada may, at its expense, carry out any audit in relation to the Agreement, and for this purpose, reasonable and timely access to all documentation, records and accounts that are related to the Agreement and the use of GTF funding, and any interest earned thereon, and to all other relevant information and documentation requested by Canada or its designated representatives, will be provided to Canada and its designated representatives by:

- British Columbia and UBCM, as applicable, where these are held by British Columbia, UBCM, or their respective agents or Third Parties; and
- Ultimate Recipients where these are held by the Ultimate Recipient or a Third Party or their respective agents.

Canada may, at its expense, complete a periodic evaluation of the GTF to review the relevance and performance (i.e. effectiveness, efficiency and economy) of the GTF. British Columbia and UBCM will provide Canada with information on program performance and may be asked to participate in the evaluation process. The results of the evaluation will be made publicly available.

Schedule E – Communications Protocol

1. PURPOSE

1.1 The provisions of this Communications Protocol apply to all communications activities related to any GTF funding which may be delivered by Canada, including allocations, and Eligible Projects funded under this Agreement. Communications activities may include, but are not limited to, public or media events, news releases, reports, web articles, blogs, project signs, digital signs, publications, success stories and vignettes, photo compilations, videos, advertising campaigns, awareness campaigns, editorials, awards programs, and multi-media products.

1.2 Through collaboration, the Parties agree to work to ensure clarity and consistency in the communications activities meant for the public.

2. JOINT COMMUNICATIONS APPROACH

2.1 The Parties agree to work in collaboration to develop a joint communications approach that identifies guiding principles, including those related to the provision of upfront project information, project signage, and planned communications activities throughout the year. This joint communications approach will have the objective of ensuring that communications activities undertaken each calendar year communicate a mix of Eligible Project types from both large and small communities, span the full calendar year and use a wide range of communications mediums.

2.2 The Parties agree that the initial annual joint communications approach will be finalized and approved by the partnership committee within 60 working days following the inaugural meeting of the partnership committee.

2.3 The Parties agree that achievements under the joint communications approach will be reported to the partnership committee once a year, or more frequently as requested by the partnership committee.

2.4 The Parties agree to assess the effectiveness of the joint communications approach on an annual basis and, as required, update and propose modifications to the joint communications approach. Any modifications will be brought to the partnership committee for approval.

3. INFORM CANADA ON ALLOCATION AND INTENDED USE OF GTF FUNDING FOR COMMUNICATIONS PLANNING PURPOSES

3.1 UBCM agrees to provide to Canada upfront information on planned Eligible Projects and Eligible Projects in progress on an annual basis, prior to the construction season. The Parties will agree, in the joint communications approach, on the date this information will be provided. The information will include, at a minimum:

Ultimate Recipient name; Eligible Project name; Eligible Project category, a brief but meaningful Eligible Project description; amount of Funds being used toward the Eligible Project; and anticipated start date.

3.2 The Parties agree that the above information will be delivered to Canada in an electronic format deemed acceptable by Canada. This information will only be used for communications planning purposes and not for program reporting purposes.

3.3 The Parties agree that the joint communications approach will define a mechanism to ensure the most up-to-date Eligible Project information is available to Canada to support media events and announcements for Eligible Projects.

4. PROJECT SIGNAGE

4.1 The Parties and Ultimate Recipients may each have a sign recognizing their contribution to Eligible Projects.

4.2 At Canada's request, Ultimate Recipients will install a federal sign to recognize federal funding at Eligible Project site(s). Federal sign design, content, and installation guidelines will be provided by Canada and included in the joint communications approach.

4.3 Where British Columbia, UBCM or an Ultimate Recipient decides to install a permanent plaque or other suitable marker with respect to an Eligible Project, it must recognize the federal contribution to the Eligible Project(s) and be approved by Canada.

4.4 The Ultimate Recipient is responsible for the production and installation of Eligible Project signage, or as otherwise agreed upon.

4.5 British Columbia or UBCM agree to inform Canada of signage installations on a basis mutually agreed upon in the joint communications approach.

5. MEDIA EVENTS AND ANNOUNCEMENTS FOR ELIGIBLE PROJECTS

5.1 The Parties agree to have regular announcements of Eligible Projects that are benefiting from GTF funding that may be provided by Canada. Key milestones may be marked by public events, news releases and/or other mechanisms.

5.2 Media events include, but are not limited to, news conferences, public announcements, official events or ceremonies, and news releases.

5.3 A Party or an Ultimate Recipient may request a media event.

5.4 Media events related to Eligible Projects will not occur without the prior knowledge and agreement of the Parties and the Ultimate Recipient.

5.5 The Party or Ultimate Recipient requesting a media event will provide at least 15 working days' notice to the other Parties or Ultimate Recipient of their intention to undertake such an event. The event will take place at a mutually agreed date and location. The Parties and the Ultimate Recipient will have the opportunity to participate in such events through a designated representative. The Parties will each designate their own representative.

5.6 The conduct of all joint media events and products will follow the *Table of Precedence for Canada* as outlined at <http://www.pch.gc.ca/pgm/ceem-cced/prtcl/precedence-eng.cfm>.

5.7 All joint communications material related to media events must be approved by Canada and recognize the funding of the Parties.

5.8 All joint communications material must reflect Canada's policy on official languages and the federal identity program.

6. PROGRAM COMMUNICATIONS

6.1 The Parties and Ultimate Recipients may include messaging in their own communications products and activities with regard to the GTF.

6.2 The Party or Ultimate Recipient undertaking these activities will provide the opportunity for the other Parties and Ultimate Recipient to participate, where appropriate, and will recognize the funding of all contributors.

6.3 The Parties agree that they will not unreasonably restrict the other Parties or Ultimate Recipient from using, for their own purposes, public communications products related to the GTF prepared by a Party or Ultimate Recipients, or, if web-based, from linking to it.

6.4 Notwithstanding Section 5 (Communications Protocol), Canada retains the right to meet its obligations to communicate information to Canadians about the GTF and the use of funding through communications products and activities.

7. OPERATIONAL COMMUNICATIONS

7.1 The Ultimate Recipient is solely responsible for operational communications with respect to Eligible Projects, including but not limited to, calls for tender, construction, and public safety notices. Operational communications as described above are not subject to the federal official language policy.

7.2 Canada, British Columbia, UBCM or the Ultimate Recipient will share information promptly with the Parties should significant emerging media or stakeholder issues relating to an Eligible Project arise. The Parties will advise Ultimate Recipients, when appropriate, about media inquiries received concerning an Eligible Project.

8. COMMUNICATING SUCCESS STORIES

British Columbia and UBCM agree to facilitate communications between Canada and Ultimate Recipients for the purposes of collaborating on communications activities and products including but not limited to Eligible Project success stories, Eligible Project vignettes, and Eligible Project start-to-finish features.

9. ADVERTISING CAMPAIGNS

Recognizing that advertising can be an effective means of communicating with the public, a Party or an Ultimate Recipient may, at their own cost, organize an advertising or public information campaign related to the GTF or Eligible Projects. However, such a campaign must respect the provisions of this Agreement. In the event of such a campaign, the sponsoring Party or Ultimate Recipient agrees to inform the other Parties of its intention, and to inform them no less than 21 working days prior to the campaign launch.

Subject: 2014 UBCM Conference

From: Dayle Hopp [<mailto:dayle.hopp@bchydro.com>]

Sent: June-16-14 3:37 PM

To: Andrew Yeates

Subject: 2014 UBCM Conference

Dear Mayor and Council:

BC Hydro is pleased to be participating in the 2014 UBCM Convention in Whistler the week of September 22nd.

If you would like to arrange a meeting on a local issue with one of our senior managers while you are at the convention, please send an email request, with a brief description of the issue, to Lisa Waddell (lisa.waddell@bchydro.com) by **Friday, August 1st**.

The meetings will be scheduled for September 24 or 25 and will be held in Gallery B at the Pan Pacific Whistler Village Centre. We will provide full details when we confirm your meeting date and time.

If you have any questions do not hesitate to contact me. During the convention, I can be reached at 250 618-6267.

We look forward to seeing you at the convention.

Sincerely,

Ted Olynyk
Community Relations Manager,
Vancouver Island-Sunshine Coast

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Pacific Rim Knowledge and Innovation Project Steering Committee

Background

Based on discussions with District of Tofino, Tla-o-qui-aht First Nation, District of Ucluelet, and Yuułuʔiłʔatḥ Government, Westcoast Aquatic Management Association (WAMA) has received funding to conduct a project titled 'Advancing the Pacific Rim knowledge and innovation economy' (see attached proposal and workplan). This project is meant to strengthen Pacific Rim communities' economic development plans by advancing the knowledge and innovation segments of their economies. Specifically, the project builds on previous research, momentum, and political will to create a regional knowledge and innovation hub with community nodes.

WAMA Directors hold accountability for expenditures of the funding under the terms of a contract with the federal government and Island Coastal Economic Trust and are responsible for management of the funding and contract deliverables.

WAMA Directors are establishing a Steering Committee (hereinafter referred to as the Committee) to provide project guidance.

Terms of Reference

Guiding Principles

1. The project will build on what exists now:
 - a. The unique Pacific Rim character; and the unique character of each community.
 - b. Needs and aspirations of each community
 - c. Research, reports, plans that have been completed to date
 - d. Knowledge and capacity of residents
 - e. Educational tourism that is occurring
 - f. Natural ecosystem
 - g. Organizations, businesses, etc.
 - h. Buildings, infrastructure, and other physical assets
 - i. Treaty settlement and First Nation rights and title
 - j. Partnership between First Nations and other communities
2. Effective participation and communication
 - a. Each community will actively contribute guidance and ideas to the project through the steering committee, and share relevant information or issues that are not confidential.
 - b. The project administrators and contractors will actively maintain professional communication and project management standards.
 - c. Any concerns that arise will be dealt with as directly and quickly as possible.

3. Recognition of interconnection, self-determination, and respect
 - a. Participating communities recognize that they are interconnected and benefit from working together, and also that each has its own needs, challenges, and directions. In finding a balance between acting individually and collectively, participants will strive to act with respect.

Project Outcomes

This project will focus on creating a regional Knowledge and Innovation hub and community nodes focused on the following four action areas:

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

Project Deliverables

The project will result in a tool outlining available knowledge and innovation assets in the area, information on target markets, and strategies for moving forward.

Specific deliverables are:

1. Vision, guiding principles and overall approach
2. Inventory of relevant assets
3. Outline of key challenges and institutional parameters
4. Specific objectives and targets to drive and measure progress
5. Target markets and profiles
6. Capacity and training opportunities
7. Strategies that represent unique niches and clear value propositions
8. Key partnerships, including First Nations, local governments, businesses, and educational institutions
9. Key action areas, next steps.

In addition, the project will lay the foundation for a knowledge and innovation hub, developing relationships and groundwork for continued success.

Customizing to Needs of Each Community

The project recognizes differences between communities, who may participate in different stages or parts of the project depending on previous work. Each

community will have its own niche strategies as well as sharing in regional strategies.

Committee Purpose

The Committee is established to provide guidance on completing the project deliverables as well as provide a forum for communications.

Participation

Up to three representatives from each of the four participating communities (District of Tofino, Tla-o-qui-aht First Nations, Yuułuʔiłʔatḥ Government and District of Ucluelet) will be appointed to the Committee using the appropriate method of each community such as a Council resolution,:

One representative of each community should be designated as the lead contact. Representatives should be authorized by their respective Councils or governments to provide the guidance needed for a successful project. Representatives should also provide updates or report back to their respective communities using methods appropriate for their community

All Committee members will be subject to the attached Code of Conduct, including conflict of interest guidelines. Failure to abide in the Code will result in removal from further participation.

WCA staff will facilitate and administer the project, and CBT staff will provide technical resource support.

Committee Process

The Committee will reflect the shared decision making process for committees established in the WCVI AMB Terms of Reference. In short, this includes an interest-based process of striving for consensus recommendations and outlining areas of agreement and disagreement.

Meeting Frequency

It is expected the committee will meet in-person up to four times. Short regularly scheduled conference calls every few weeks will be arranged to enable good communication and updates.

Evaluation

The project will be evaluated using the following criteria

- project was completed on time and on budget
- project was conducted in an efficient, professional, and locally appropriate manner

- strategies are appropriate to the region, practical, innovative, and provide a clear and affordable pathway to continued advancement of the knowledge and innovation economy.
- strategies enable communities to pursue individual strategies and work together.
- Level of participation from participants

Minutes and Reporting

Minutes for meetings and conference calls will be maintained and available to Committee members, and will include a public summary. The minutes and public summary will be approved before wider distribution. Formal reports by WAMA to ICET will be available to the Committee.

Communications Protocols

All committee members will strive to keep external communications about the project positive.

Media releases will be approved by each of the lead participants from each community.

CBT staff will be the point person for communications about the project, addressing any technical questions. Political questions will be referred to the contact people from each community.

Code of Conduct

Purpose

This Code of Conduct is intended to document the principles of conduct to be followed by WCA Committees. Its purpose is to:

- Promote honest and ethical conduct, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships;
- Promote accountability for adherence to this Code;
- Provide guidance to Chair or Co-Chairs to help them recognize and deal with ethical issues; and,
- Help foster a culture that uphold the values expressed in WCA's Coastal Plan.

Participants are expected to comply and act in accordance, at all times, with the principles stated above and the more detailed provisions provided hereinafter. Violations of this Code are grounds for disciplinary action including, but without limitation, immediate termination of participation.

Basic Obligations

Participants are to:

- (i) become familiar with, and conduct Committee business in accordance with this Code
- (ii) treat all participants, WAMA directors and employees, and WCA Board members in an honest, fair, and respectful manner;
- (iii) avoid situations where the participants personal interests are, or appear to be, in conflict with the objectives of the Committee (see below); and
- (iv) safeguard and properly use WAMA and the Committee's confidential information, assets and resources, as well as those of WAMA's partners.
- (v) abide by any communications or other protocols adopted by the committee

Values

Participants in WAMA processes are expected to uphold the following values:

Hishukish Ts'awalk – Everything is One

The Nuu-chah-nulth phrase Hishukish Ts'awalk (pronounced 'he-shook-ish tsa-walk') means 'everything is one'. This phrase embodies an understanding that all things are sacred and nothing is isolated from other aspects of life surrounding and within it. This concept contributes to a value system that promotes the need to be thrifty, not to be wasteful, and to be totally conscious of one's actual needs when interacting with others.

Isaak - Respect with Caring

- ✓ Act in a way that honours others.
- ✓ Take only what we need and try to give back in equal measure.
- ✓ Be aware of what is happening around us and the impacts we have on others.

Integrity

- ✓ Be truthful, straightforward, fair, and follow through on commitments so that we maintain our pride and earn trust.

Discipline

- ✓ Be disciplined in our thoughts, actions, and words.
- ✓ Seek good opportunities and set realistic goals, using sound judgment, skill, hard work, and creativity to achieve them.
- ✓ Recognize that less is sometimes more.

Communication

- ✓ Listen carefully and express ourselves in a clear, humble way.
- ✓ Share information, views, and responses appropriately so that we can identify and resolve problems and opportunities.
- ✓ Appreciate a good sense of humour.

Self, Family, and Community Minded

- ✓ Strive to be self sufficient while recognizing the need to give and receive support in our families and community.
- ✓ Appreciate diversity and uniqueness, as well as the need to share core values and work towards a common vision.

Conflict of Interest

A participant should not engage in any activity, practice or act which conflicts with the best interests of WAMA or the Committee. A conflict of interest occurs when a participant places or finds himself/herself in a position where his/her private or corporate interests conflict with the best interests of WAMA or the Committee, or have an adverse affect on the participant's motivation or the proper performance of their role as participant. Examples of such conflicts could include, but are not limited to:

- Attempting to influence a decision of the Committee or WAMA directors where the result would be personal gain for the individual or their affiliated company, association or community.
- Accepting outside employment with, or accepting personal payments from, any organization which may benefit from a decision of the sub-committee or WAMA directors or which seeks to undermine the sub-committee or WAMA directors;
- Accepting or giving gifts of more than modest value to or from other participants while on the sub-committee;
- Competing with the sub-committee or WAMA directors on the pursuit of a project or funding, or the purchase or sale of property, services or other interests or taking personal advantage of an opportunity in which the sub-committee or WAMA directors have an interest; and
- Having, or immediate family members having a financial interest in a firm which does business with the sub-committee or WAMA.

A participant who is, directly or indirectly, interested in a proposed contract with or transaction related to the affairs of the Committee must disclose fully and promptly to each of the other participants the nature and extent of such participant's interest. If a participant does not declare a conflict of interest, the participant may be removed from participation on the Committee.

To protect the interests of both the participant and Committee or WAMA, any activity that involves potential or apparent conflict of interest may be undertaken only after disclosure to the Committee or WAMA by the participant and review and approval by WAMA or the Committee Chair.

-END-

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Fisheries and Oceans
Canada

Pêches et Océans
Canada

Regional Director General
Pacific Region
Suite 200 - 401 Burrard Street
Vancouver, British Columbia
V6C 3S4

Directrice générale régionale
Région du Pacifique
Pièce 200 - 401 rue Burrard
Vancouver (C.-B.)
V6C 3S4



June 18, 2014

Your file *Votre référence*

Our file *Notre référence*

2014-501-00140

JUN 17 2014

Mayor Bill Irving
District of Ucluelet
200 Main Street
PO Box 999
Ucluelet, B.C.
V0R 3A0
info@ucluelet.ca

Dear Mayor Irving:

Thank you for your May 22, 2014 correspondence regarding Area G salmon troll fishery in British Columbia.

For your information, Fisheries & Oceans Canada (DFO) works with the commercial salmon fleets to develop commercial salmon harvest sharing arrangements consistent with an Allocation Policy for Pacific Salmon (1999). Commercial salmon allocation arrangements are negotiated annually through harvest committee representatives for each of the commercial fleets, including Area G troll, based on pre-season expectations. Annual pre-season adjustments are made to allocations by commercial advisors to meet overall allocation targets for the seine, gill net and troll fleets.

For 2014, commercial harvest representatives reached agreement on allocations for all of the commercial fleets and fisheries. Area G's portion of the Fraser River sockeye was identified as 0.5 percent of the commercial total allowable catch. Actual harvests will depend on the in-season abundance of Fraser sockeye; however, this allocation should support an Area G harvest opportunity in 2014. Timing, location and harvest number will be subject to in-season information and discussion through the Fraser Panel and Area G advisors. Planned fishing opportunities will be announced by Fishery Notice in-season.

In addition, Area G fishery openings for Fraser sockeye are also planned taking into account impacts on stocks of concern, including Interior Fraser coho. DFO is developing fishing plans with the Area G harvest committee to determine how best to harvest remaining allocations for chinook and other species for the remainder of the summer.

Work is underway to update the commercial salmon allocation framework to improve the long term stability, certainty, and resilience of the commercial salmon allocation arrangements. This work will benefit commercial harvesters and associated industries and communities.

Thank you for taking the time to write.

Yours sincerely,



Susan Farlinger
Regional Director General
Pacific Region

c.c.: Lisa Kerr, Salmon Team Lead, DFO
Rebecca Reid, DFO
Kathy Scarfo, Area G Troll Representative (Kathy@saltspring.com)

District of Ucluelet
Expenditure Voucher

G-12/14

Date: June 18, 2014

Page: 1 of 4

CHEQUE LISTING:

AMOUNT

Cheques: # 20927 - # 20992	\$	136,716.73
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PAYROLL:

PR 12/14	\$	58,805.98
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<u>\$</u>	<u>195,522.71</u>
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RECEIVED FOR INFORMATION AT MEETING HELD: June 24, 2014

Jeanette O'Connor, CFO

R-1.2

Report: M:\live\lapchklx.p
 Version: 010003-L58.68.00
 User ID: mdosdall

District of Ucluelet
 AP Cheque Listing
 Cheque # From 020927 To 020992(Cheques only)

Page: 1 of 3
 Date: 18/06/14
 Time: 10:51:53

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
020928	002	09/06/2014	AD004	TYCO INTEGRATED SE	80228549	P/W -LYCHE	180.60		180.60	
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020930	002	09/06/2014	C0434	CIRELLA ORNELLA	120917	SOCCER PICS	164.77		164.77	
020931	002	09/06/2014	CE004	CORPORATE EXPRESS	35731503	BINDERS/INDEX	172.53		172.53	
020932	002	09/06/2014	CGISC	CGIS CENTRE	41791	JUNE/14	380.99		380.99	
020933	002	09/06/2014	CI192	CIBC - VISA CENTRE	MAY/14	MAY/14	3,743.51		3,743.51	
020934	002	09/06/2014	CK608	CORTES KEVIN	D426	D426	7,219.75		7,219.75	
020935	002	09/06/2014	CLC12	CARVELLO LAW CORPO	850 853 848 851 852 849	101007 101041 101002 101022 101031 101006	1,653.46 828.77 781.50 3,681.30 443.79 6,440.00		13,828.82	
020936	002	09/06/2014	DC466	DYNAMEX CANADA LTD	953612	NI.LABS	22.20		22.20	
020937	002	09/06/2014	EP047	ENGINEERED PUMP SE	10490	GRINDER PUMP INSPE	2,110.57		2,110.57	
020938	002	09/06/2014	FW050	FAR WEST FOODS GRO	280786	DOG BAGS	57.25		57.25	
020939	002	09/06/2014	GF001	GRAPHICS FACTORY	21798	BOUNDRY/BOAT LAUNC	433.44		433.44	
020940	002	09/06/2014	HN200	HOLATKO NICHOLAS	120912	CLASS4/FIRST AID	180.00		180.00	
020941	002	09/06/2014	KM085	KAISER, MARIA	120915	KAISER MAY/14 STEP	44.28		44.28	
020942	002	09/06/2014	L9346	LYONS GEOFF	120919 120920 120921 120922	LYONS-CBT LYONS-MULTIPLEX LYONS-CBT LYONS-CBT	45.36 37.80 45.36 45.36		173.88	
020943	002	09/06/2014	LBG73	LONG BEACH GUTTERS	746202	POWER WASHING	414.75		414.75	
020944	002	09/06/2014	LEASE	UCLUELET CONSUMERS	JUN/14	JUN/14	250.00		250.00	
020945	002	09/06/2014	MC481	MARTIN CHRISTINE	120913	MARTIN MAY/14 YOGA	91.84		91.84	
020946	002	09/06/2014	MFL14	MINISTER OF FINANC	EMI183629	14515 PERMIT FEE	1,284.61		1,284.61	
020947	002	09/06/2014	MM001	MAGIC MOMENTS SHIR	13-00525	NAME PLATES	26.88		26.88	
020948	002	09/06/2014	MW001	MUNICIPAL WORLD IN	136636	MUNICIPAL WORLD	280.35		280.35	
020949	002	09/06/2014	MW002	MAJESTIC WEST COAS	120918	PADDLE CLUB	680.40		680.40	
020950	002	09/06/2014	ND001	VING VI NEWSPAPER	WNDI000003031 WNDI00002999	PORSCHE/CLEAN-UP PORSCHE/CLEAN-UP/F	394.20 563.04		957.24	
020951	002	09/06/2014	NI005	NORTH ISLAND LABOR	91023 90876 90977	110694-01,2,3,4,5 110465-01,2,3,4,5 11028-01	131.25 131.25 138.60		401.10	
020952	002	09/06/2014	O9232	O'CONNOR JEANETTE	120923	OCONNOR-GFOA	763.52		763.52	
020953	002	09/06/2014	PB002	PACIFIC BLUE CROSS	176796	JUNE/14	7,357.96		7,357.96	
020954	002	09/06/2014	PW280	PITNEYWORKS	MAY 25/14	MAY/14 POSTAGE	1,065.00		1,065.00	
020955	002	09/06/2014	RL068	RIVERA LYVIER	120916	MAY/14 REGGAETON	139.64		139.64	
020956	002	09/06/2014	RLF47	ROYNAT LEASE FINAN	JUNE/14	JUN01/14-MAY31/15	1,208.93		1,208.93	
020957	002	09/06/2014	SF061	STEVENS FLICKERINE	120914	STEVENS MAY/14 YOG	511.68		511.68	

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
020958	002	09/06/2014	SJ004	S & J SERVICES	272901	MAY/14 LYCHE	1,386.00		2,805.60	
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					272904	MAY/14 JANITORIAL	315.00			
					272903	MAY/14	315.00			
					272902	MAY/14	138.60			
020959	002	09/06/2014	TU428	TOURISM UCLUELET	MAR/14	MARCH/14 GRANT	15,831.21		15,831.21	
020960	002	09/06/2014	UC142	UCLUELET CONSUMER'	CO1042248	FOOD-YOUTH NIGHT	63.13		115.28	
					CO1096502	CURLING SNACKS	26.83			
					CO1084098	FOOD-KIDS PROGRAM	25.32			
020961	002	09/06/2014	ur849	UCLUELET RENT-IT C	18465	PORTABLE TOILETS	89.60		89.60	
020962	002	09/06/2014	WP166	WINDSOR PLYWOOD -	28183A	ANCHOR SCREWS	5.25		215.05	
					28184A	SHOP STOCK	191.88			
					28185A	CEMENT MIX	17.92			
020963	002	13/06/2014	AGS11	AGS BUSINESS SYSTE	32161	MAY/14 LYCHE	698.35		860.61	
					32162	MAY/14 UCC COPY CO	162.26			
020964	002	13/06/2014	BE737	BENSON ERICA	120931	BENSON-JUNE1-7	716.80		1,288.00	
					120930	BENSON-MAY25-31	571.20			
020965	002	13/06/2014	BR330	BLACK ROCK MANAGEM	1026	EASTER DONATION	200.00		200.00	
020966	002	13/06/2014	CK608	CORTES KEVIN	D427	D427	7,776.69		7,776.69	
020967	002	13/06/2014	DC466	DYNAMEX CANADA LTD	958711	N.I LABS	44.40		44.40	
020968	002	13/06/2014	DW137	D.W MCMULLEN & ASS	1352	OHS TRAINING	27,491.59		27,491.59	
020969	002	13/06/2014	EO001	ENVIRONMENTAL OPER	F20140373	HYPHOCUS RENEWAL	105.00		105.00	
020970	002	13/06/2014	FC000	FICK COURTNEY	120928	FICK-GLEE	909.90		909.90	
020971	002	13/06/2014	FW050	FAR WEST FOODS GRO	281101	WSHROM SUPPLIES	423.87		527.07	
					281170	WATER	103.20			
020972	002	13/06/2014	GC013	GLOBALSTAR CANADA	5997	MAY/14 SAT PHONE	138.88		138.88	
020973	002	13/06/2014	HS002	HOGAN, SARAH	120929	HOGAN-GLEE	909.90		909.90	
020974	002	13/06/2014	KGC97	KGC FIRE RESCUE IN	233565	RESCUE EQUIP MAINT	1,104.69		1,104.69	
020975	002	13/06/2014	LC077	LOOMIS EXPRESS	4837888	PROPERTY TAXES	124.24		124.24	
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					81390	1190123	629.56			
					81388	1190102	1,029.00			
					81387	1190095	206.47			
					81389	1190118	428.50			
020977	002	13/06/2014	MM011	MORRISON MYLES	120926	MORRISON-DEFENSE C	164.00		164.00	
020978	002	13/06/2014	NV785	NOVUS CONSULTING I	5542	INV 5500	52.50		3,369.19	
					5559	MAY/14	52.50			
					5573	MAY/14 IT SUPPORT	3,369.19			
020979	002	13/06/2014	RD205	ALBERNI-CLAYOQUOT	3172	GARBAGE	8.00		8.00	
020980	002	13/06/2014	SBR01	SONBIRD REFUSE & R	19045	MAY/14	2,887.50		12,550.56	
					18761	APR/14	2,887.50			
					19279	SPRING CLEAN-UP	5,296.52			
					19281	SPRING CLEAN-UP	1,479.04			
020981	002	13/06/2014	SC987	SIMPLY COMMUNICATI	313	HR CONSULT	5,018.00		5,018.00	
020982	002	13/06/2014	SI604	SHU IAN	120927	SHU-PD SPRING	1,950.80		1,950.80	
020983	002	13/06/2014	SP468	SOLERA PERFORMING	120932	SOLERA - BALLET CL	198.00		198.00	
020984	002	13/06/2014	SS302	SHEFFIELD SUZANNE	120925	REFUND	12.60		12.60	

R-1.4

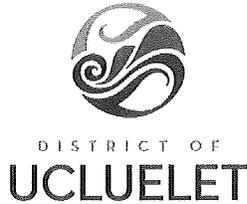
Report: M:\live\lapchklx.p
Version: 010003-L58.68.00
User ID: mdosdall

District of Ucluelet
AP Cheque Listing
Cheque # From 020927 To 020992(Cheques only)

Page: 3 of 3
Date: 18/06/14
Time: 10:51:54

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
020985	002	13/06/2014	SWE33	SEA WIND ELECTRIC	808502	DATA LINE/CONNECTI	353.54		353.54	
020986	002	13/06/2014	TLM38	CAMLOCK LOCKSMITHS	3013	DAYCARE/MAIN HALL	382.17		382.17	
020987	002	13/06/2014	TM005	TELUS MOBILITY	MAY/14	MAY/14	1,260.34		1,260.34	
020988	002	13/06/2014	UC142	UCLUELET CONSUMER'	CO104 5370	PIZZA TOPPINGS	70.66		120.31	
					CO108 5715	DINNER&MOVIE	25.96			
					CO104 4201	CURLING SNACKS	16.54			
					CO104 3849	LGHT BULBS	7.15			
020989	002	13/06/2014	UP459	UCLUELET PETRO-CAN	17113376	#4/SWITCH	260.41		1,301.97	
					17113384	#3/DOOR HANDLE	437.00			
					17113344	#2/BRAKES	436.09			
					17113144	#1/HEATER RESISTOR	156.20			
					17113105	KEY	4.48			
					17113249	GREASE	7.79			
020990	002	13/06/2014	UR849	UCLUELET RENT-IT C	18527	PUMP PORTABLES	224.00		224.00	
020991	002	13/06/2014	UV145	UCLUELET VIDEO SER	JUNE/2014	948-JUNE/14-948	41.33		599.09	
					JUNE/14	491-DATA TRANSFER	557.76			
020992	002	13/06/2014	Y9308	YEATES ANDREW	120933	YEATES GFOA	86.00		86.00	
Total:							136,716.73	0.00	136,716.73	

*** End of Report ***



STAFF REPORT TO COUNCIL

Council Meeting: JUNE 24, 2014
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: WARREN CANNON, PUBLIC WORKS SUPERINTENDENT

FILE NO: 0550-20

SUBJECT: OUTFALL RECEIVING ENVIRONMENTAL MONITORING PROGRAM

ATTACHMENT(S): NONE

RECOMMENDATION(S):

1. **THAT** Council award the outfall monitoring contract to Great Pacific Engineering & Environment

PURPOSE:

The purpose of this report is to provide Council with information on and a recommendation on awarding the Outfall Receiving Environmental Monitoring Program contract.

BACKGROUND:

Each year the District of Ucluelet contracts the work required for annual monitoring and reporting to the Ministry of Environment as a requirement of its operational permit to discharge effluent from the sewage lagoons on Hyphocus Island through the outfall. The scope of the work involves water column profiling monthly, water sampling, sediment sampling, visual seabed biophysical survey and data analysis and reporting all of which are to monitor the impacts it may have on the marine environment.

This year the District of Ucluelet has only received one proposal from Great Pacific Engineering & Environment in the amount of \$52,952.00. Staffs have attempted to find other firms and have contacted last year's contractor Worley Parsons Canada with no response.

SUMMARY AND CONCLUSION:

Staff will continue to seek engineering firms qualified and capable of conducting the work required for the outfall permit however due to the scope of the work and the timelines to be met it is recommend to council to award the Outfall Receiving Environmental Monitoring Program contract to Great Pacific Engineering & Environment for the proposed amount of \$ 52,952.00 for this year.

Respectfully submitted:

Warren Cannon,
Superintendent Public Works

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STAFF REPORT TO COUNCIL

Council Meeting: JUNE 24, 2014
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: WARREN CANNON, PUBLIC WORKS SUPERINTENDENT

FILE NO: 0550-20

SUBJECT: PAVING REPORT

ATTACHMENT(S): NONE

RECOMMENDATION(S):

1. **THAT** Council direct staff to pursue pavement of the sections identified in this report.

PURPOSE:

The purpose of this report is to provide Council with a recommendation on the areas to be paved for 2014.

BACKGROUND:

Each year staff review the paving master plan and identify areas in the community where sections of roads and pathways require paving improvements and report to Council.

This year these areas are:

Victoria and Marine	(widen corner)
Peninsula & Marine	(square off and add curb)
Alder & Eber	(widen corner)
Helen & Birch	(level road section)
Helen & Main	(level road sections)
Norah	(path section)
Peninsula	(apron section)

Total estimated cost of these areas is \$ 14,500.00

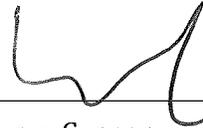
SUMMARY AND CONCLUSION:

The objective of this report is to recommend paving the sections identified in this report with a cost estimate of \$14,500.00.

The total cost estimate of \$14,500.00 does not exceed the allocated \$25,000.00 of the 2014 budget. It is staffs intent to move money left over into reserves for future paving required on Bay Street.

Staff will continue to seek engineering firms qualified and capable of conducting the work required for the outfall permit; however, due to the scope of the work and the timelines to be met it is recommended that Council award the Outfall Receiving Environmental Monitoring Program contract to Great Pacific Engineering & Environment for the proposed amount of \$ 52,952.00 for this year.

Respectfully submitted:



Warren Cannon,
Superintendent Public Works



STAFF REPORT TO COUNCIL

Council Meeting: Tuesday, JUNE 24, 2014
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: ABBY FORTUNE, DIRECTOR OF PARKS & RECREATION

FILE No: 8100-20 CANADA DAY

SUBJECT: CANADA DAY ROAD CLOSURE

RECOMMENDATION(S):

1. **THAT** Council authorizes the closing of Fraser Lane (10:00 a.m. - 4:00 p.m.) in front of the Village Green on Tuesday, July 1st, 2014
2. **THAT** Council attends the Canada Day Festivities and invites the community to join them.

PURPOSE:

The purpose of this report is to allow the use of Fraser Lane for Festivities on Tuesday, July 1st

To encourage the community to attend Canada Day

BACKGROUND:

The Ucluelet Parks & Recreation Department will post this information in the appropriate media outlets.

Respectfully submitted:

Abigail K. Fortune, Director of Parks & Recreation