

# AGENDA

## *REGULAR MEETING OF COUNCIL*

**Tuesday, May 10, 2016**

**7:30 p.m.**

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

**Council Members:**

Mayor Dianne St. Jacques

Councillor Sally Mole

Councillor Randy Oliwa

Councillor Marilyn McEwen

Councillor Mayco Noel



THIS PAGE LEFT BLANK INTENTIONALLY



**REGULAR MEETING OF COUNCIL  
Tuesday, May 10, 2016 @ 7:30 PM  
George Fraser Room, Ucluelet Community Centre,  
500 Matterson Drive, Ucluelet**

**AGENDA**

	Page
1. CALL TO ORDER	
2. ADDITIONS TO AGENDA	
3. ADOPTION OF MINUTES	
3.1. April 12, 2016 Public Hearing Minutes <a href="#">2016-04-12 Public Hearing Minutes</a>	5 - 7
3.2. April 26, 2016 Regular Minutes <a href="#">2016-04-26 Regular Minutes</a>	9 - 18
4. UNFINISHED BUSINESS	
5. MAYOR'S ANNOUNCEMENTS	
6. PUBLIC INPUT, DELEGATIONS & PETITIONS	
6.1 Public Input	
6.2 Delegations	
• Kate Mantta and Ryan McQuaid, Westcoast Community Resources Society Re: Request for Bridge Funding of \$5000 <a href="#">Community Outreach Program Funding Presentation</a>	19 - 31
7. CORRESPONDENCE	
7.1. Request re: "Straws Suck" Campaign in Ucluelet <i>Surfrider Foundation, Pacific Rim</i> <a href="#">Request for Support of Straws Suck Campaign</a>	33
7.2. Invitation to Attend re: BC Achievement Community Achievement Awards on May 25 <i>BC Achievement Foundation</i> <a href="#">BC Community Achievement Awards 2016</a>	35 - 43
8. INFORMATION ITEMS	
8.1. Inquiries on TELUS Small Cell Technology <i>Michael Maryka, Resident</i> <a href="#">Installation of Small Cell Technology</a>	45 - 51
8.2. New Horizons for Seniors Grant Program	53 - 55

*Service Canada*

[New Horizons for Seniors Program](#)

- 8.3. Updates for April & May in Pacific Rim National Park Reserve 57 - 58  
*Parks Canada*

[Pacific Rim National Park Reserve Update](#)

- 8.4. Announcement of Joint Arts BC and Heritage BC Conference in 2017 59 - 60  
*Pacific Rim Arts Society*

[Arts BC, Heritage BC Conference 2017](#)

- 8.5. BC Rural Dividend Program 61 - 80  
*Ministry of Forests, Lands and Natural Resources*

[BC Rural Dividend Program Guide](#)

## 9. COUNCIL COMMITTEE REPORTS

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

- Ucluelet & Area Child Care Society
- Westcoast Community Resources Society
- Coastal Family Resource Coalition
- Food Bank on the Edge
- Alberni Clayoquot Regional District - Alternate

=> *Other Reports*

- 9.2 Councillor Marilyn McEwen  
*Deputy Mayor July – September*

- West Coast Multiplex Society
- Ucluelet & Area Historical Society
- Wild Pacific Trail Society
- Vancouver Island Regional Library Board – Trustee

=> *Other Reports*

- 9.3 Councillor Mayco Noel  
*Deputy Mayor October – December*

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

=> *Other Reports*

- 9.4 Councillor Randy Oliwa

*Deputy Mayor January – March*

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

=> *Other Reports*

## 9.5 Mayor Dianne St. Jacques

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

=> *Other Reports*

## 10. REPORTS

- |       |   |           |
|-------|---|-----------|
| 10.1. | Expenditure Voucher G-09/16<br><i>Jeanette O'Connor, CFO</i><br><a href="#">Expenditure Voucher G-09/16</a>   | 81 - 84   |
| 10.2. | Porsche Club 'Show and Shine' on May 28, 2016 - Road Closure<br><i>Karla Robison, Manager of Environmental and Emergency Services</i><br><a href="#">Porsche Club Road Closure Report</a> | 85 - 87   |
| 10.3. | Edge to Edge Marathon on June 12, 2016 - Road Closure<br><i>Abby Fortune, Director of Parks and Recreation</i><br><a href="#">Edge to Edge Marathon Road Closure Report</a>               | 89 - 93   |
| 10.4. | Asset Management Policy No.3-1025-1<br><i>David Douglas, Manager of Finance</i><br><a href="#">Asset Management Policy Adoption Report</a>  | 95 - 111  |
| 10.5. | Proposed Breakwater for Small Craft Harbour<br><i>Morgan Dossdall, Deputy Clerk</i><br><a href="#">Small Craft Harbour Outer Basin Breakwater Report</a>                                  | 113 - 115 |
| 10.6. | Wild Pacific Trail Connector Funding<br><i>Jeanette O'Connor, CFO</i><br><a href="#">WPT Connector Funding Memo</a>   | 117       |

## 11. LEGISLATION

- |       |   |           |
|-------|---|-----------|
| 11.1. | Water Parcel Tax Bylaw - Three Readings<br><i>David Douglas, Manager of Finance</i> | 119 - 120 |
|-------|---|-----------|

[Water Parcel Tax Bylaw Report](#)

- |       |  |           |
|-------|--|-----------|
| 11.2. | Water Parcel Tax Bylaw No. 1197, 2016<br><a href="#">Water Parcel Bylaw No. 1197, 2016</a>   | 121 - 122 |
| 11.3. | Zoning Amendment Bylaw (1601 Peninsula) - Third Reading<br><i>John Towgood, Planner I</i><br><a href="#">Zoning Amendment Bylaw Report</a>                                     | 123 - 128 |
| 11.4. | Zoning Amendment Bylaw No. 1194, 2016<br><a href="#">Zoning Amendment Bylaw No. 1194, 2016</a>   | 129 - 130 |
| 11.5. | 2016 Five-Year Financial Plan Bylaw - Three Readings<br><i>Jeanette O'Connor, CFO</i><br><a href="#">Five-Year Financial Plan Bylaw Report</a>                                 | 131 - 132 |
| 11.6. | Five-Year Financial Plan Bylaw No. 1199, 2016<br><a href="#">Five-Year Financial Plan Bylaw No. 1199, 2016</a>   | 133 - 137 |
| 11.7. | 2016 Tax Rates - Three Readings<br><i>Jeanette O'Connor, CFO</i><br><a href="#">Tax Rate Bylaw Report</a>  | 139 - 140 |
| 11.8. | Tax Rate Bylaw No. 1200, 2016<br><a href="#">Tax Rate Bylaw No. 1200, 2016</a>   | 141 - 143 |
| 12.   | LATE ITEMS <ul style="list-style-type: none"> <li>• Late items will be addressed here as addenda items</li> </ul>  |           |
| 13.   | NEW BUSINESS   |           |
| 14.   | QUESTION PERIOD  |           |
| 15.   | CLOSED SESSION   |           |
|       | <i>Procedural Motion to Move In-Camera:</i><br>THAT the meeting be closed to the public in order to address agenda items under Section 90(1) of the <i>Community Charter</i> . |           |
| 16.   | ADJOURNMENT  |           |



Public Hearing  
April 12, 2016

*There were no written submissions.*

**Public Representations**

Mayor St. Jacques asked a first time if there are any representations from the public regarding Bylaw No. 1190, 2016.

*There were no comments from the public.*

Mayor St. Jacques asked a second time if there are any representations from the public regarding Bylaw No. 1190, 2016.

*There were no comments from the public.*

Mayor St. Jacques asked a third and final time if there are any representations from the public regarding Bylaw No. 1190, 2016.

*There were no comments from the public.*

**PH 2. Zoning Amendment Bylaw No. 1191, 2016**

Jeanette O'Connor, CFO, read Zoning Amendment Bylaw No. 1191, 2016

**PH 2a. Written Submissions**

- Lyle and Deidre Morrow; 652 Rainforest Drive - *Supported Bylaw No. 1191, 2016*
- Marcus Rannala; 651 Rainforest Drive - *Supported Bylaw No. 1191, 2016*

**Public Representations**

Mayor St. Jacques asked a first time if there are any representations from the public regarding Bylaw No. 1191, 2016.

*There were no comments from the public.*

Mayor St. Jacques asked a second time if there are any representations from the public regarding Bylaw No. 1191, 2016.

*There were no comments from the public.*

Mayor St. Jacques asked a third and final time if there are any representations from the public regarding Bylaw No. 1191, 2016.

*There were no comments from the public.*

**4 ADJOURNMENT**

4.1 Mayor St. Jacques closed the Public Hearing and adjourned at 7:05 pm

Public Hearing  
April 12, 2016

**CERTIFIED A TRUE AND CORRECT COPY** of the  
Minutes of the Public Hearing held on Tuesday, April 12,  
2016 at 7:00 pm in the George Fraser Community Room,  
500 Matterson Road, Ucluelet, BC.

---

Dianne St. Jacques  
Mayor

---

Jeanette O'Connor  
CFO



**DISTRICT OF UCLUELET**  
**MINUTES OF THE REGULAR COUNCIL MEETING**  
**HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE**  
**Tuesday, April 26, 2016 at 7:30 PM**

Present:      **Chair:**            Mayor St. Jacques  
                  **Council:**        Councillors McEwen and Oliwa  
                  **Staff:**             Jeanette O'Connor, Chief Financial Officer;  
                                  Morgan Dosedall, Recording Secretary

Regrets:                            Councillors Noel and Mole

**1. CALL TO ORDER**

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

**2. ADDITIONS TO AGENDA**

**3. ADOPTION OF MINUTES**

**3.1 April 5, 2016 Special Minutes (Closed)**

2016-162                    **It was moved by Marilyn McEwen and seconded by Randy Oliwa**  
    *THAT the April 5, 2016 Special Minutes be adopted as presented.*

CARRIED.

**3.2 April 12, 2016 Regular Minutes**

2016-163                    **It was moved by Randy Oliwa and seconded by Marilyn McEwen**  
    *THAT the April 12, 2016 Regular Minutes be adopted as presented.*

CARRIED.

**4. UNFINISHED BUSINESS**

- Clr. Oliwa requested clarification on status of Multiplex Society after receiving \$100,000 and if the Society could arrange to provide Council with quarterly updates

**5. MAYOR'S ANNOUNCEMENTS**

**6. PUBLIC INPUT, DELEGATIONS & PETITIONS**

**6.1 Public Input**

*B. Pitre* commented on the status of the BMX track and his desire to see it completed Council inquired if Mr. Pitre had spoken with District staff regarding his suggestions, and assured him that staff would be in contact with him directly

*D. Helmus* spoke to her support of Mr. Pitre and his comments

Council thanked her for speaking

## 6.2 Delegations

**Jill Doucette and Tina Stokvis, Synergy Sustainability Institute**

**Re: Vancouver Island Green Business Program**

- Council received a presentation from Synergy Sustainability Institute on their Green Business certification program, its mandate, and requested Council feedback on the program, identification of any barriers or interest to see this program move to Ucluelet, and for a letter of support.
- Council asked questions with regards to costs to businesses to participate

## 7. CORRESPONDENCE

### 7.1 Request for Input re: BC Spill Response Regime, Proposed Legislation Amendments

***Spills Response Regime Project, Ministry of Environment***

2016-164

**It was moved by Randy Oliwa and seconded by Marilyn McEwen**

*THAT Council refer correspondence item "BC Spill Response Regime" to staff for follow-up.*

CARRIED.

### 7.2 Proclamation Request re: Public Works Week, May 15-21st, 2016 ***Public Works Association of British Columbia***

2016-165

**It was moved by Randy Oliwa and seconded by Marilyn McEwen**

*THAT Council make the following proclamation:*

*WHEREAS public works infrastructure, facilities and services are vital to the health, safety and well-being of the residents of the District of Ucluelet; and WHEREAS such facilities and services could not be provided without the dedicated efforts of public works professionals, engineers and administrator who are responsible for building, operating and maintaining the public works systems that serve our citizens; and*

*WHEREAS the Public Works Association instituted Public Works Week as a public education campaign "to inform communities and their leaders on the importance of our nation's public infrastructure and public works services"; and WHEREAS it is in the public interest of citizens and civic leaders to gain knowledge of the public works needs and programs of their respective communities;*

*WHEREAS Public Works Week also recognizes the contributions of public works professionals;*

*NOW THEREFORE I, Dianne St. Jacques, Mayor of the District of Ucluelet, do hereby proclaim the week of May 15-21, 2016, as Public Works Week in Ucluelet.*

CARRIED.

**7.3 Invitation to Comment re: Issues and Opportunities of the "Sharing Economy" (e.g. Lyft, Uber, Airbnb)  
Honourable Peter Fassbender, Ministry of Community Sport and Cultural Development**

2016-166           **It was moved by Randy Oliwa and seconded by Marilyn McEwen**  
*THAT Council receive correspondence item "Issues and Opportunities of the Sharing Economy".*

CARRIED.

**7.4 Membership Invitation re: BC Economic Development Association  
BCEDA**

2016-167           **It was moved by Marilyn McEwen and seconded by Randy Oliwa**  
*THAT Council receive correspondence item "BC Economic Development Association Membership".*

CARRIED.

**7.5 Response re: Public Parking at the ANAF during the Summer  
Army, Navy and Air Force Veterans in Canada, Ucluelet Unit No.  
293**

2016-168           **It was moved by Marilyn McEwen and seconded by Randy Oliwa**  
*THAT Council direct staff to write a letter of response to the Army, Navy and Air Force Veterans (ANAF) Unit No. 293 to thank them for their correspondence dated February 1, 2016 and for their agreement to allow extra parking in their facility's parking lot and that the District would agree to assist the ANAF by using it's communication channels to alert the public of closures to the ANAF's parking lot for events hosted at their facility (e.g. Remembrance Day);*  
*AND THAT Council direct staff to write a letter of response to Marcelle Noel and Ellen Crowe-Swords with regards to their correspondence dated October 25, 2015 to inform them of the ANAF's response.*

CARRIED.

**8. INFORMATION ITEMS**

**8.1 BC Rural Dividend Funding Announced  
Rural Futures**

2016-169           **It was moved by Marilyn McEwen and seconded by Randy Oliwa**  
*THAT Council direct staff to contact Michael McLaughlin to arrange a meeting to acquire his assistance in discussion of projects that the District could put forward for the BC Rural Dividend Program.*

CARRIED.

**8.2 Bylaw Enforcement Best Practices Guide for Local Governments  
BC Ombudsperson**

2016-170           **It was moved by Marilyn McEwen and seconded by Randy Oliwa**

*THAT Council direct staff to forward a copy of the Ombudsperson's 'Bylaw Enforcement Best Practices Guide for Local Governments' to the Bylaw Ambassadors hired by the District for the summer season.*

CARRIED.

**8.3 Expanding Horizons Newsletter - Spring 2016  
Nanaimo Port Authority**

**8.4 Inequities of BC Home Owner Grant Program  
City of Burnaby**

2016-171 **It was moved by Marilyn McEwen and seconded by Randy Oliwa**  
*THAT Council receive all information items.*

CARRIED.

**9. COUNCIL COMMITTEE REPORTS**

9.1 Councillor Sally Mole  
*Deputy Mayor April – June*  
N/A

9.2 Councillor Marilyn McEwen  
*Deputy Mayor July – September*

**Ucluelet & Area Historical Society**

- Society provided written letter of support for the District's application for a Crown Land grant at the lighthouse lands, and were alerted that they must consent to cancel their lease on the land as a condition of sale of the land to the District
- Society toured the Lightkeeper's house on April 20 with the District Planner
- Society is updating an old draft business plan originally meant for a 'Pacific Rim National Museum'
- Society is creating two new pieces of historical signage: one for the Steamship Princess McQuinna binnacle and another for the Main Street cannon
- Heritage Fair happening April 28 at the Elementary School; Mayor St. Jacques, Councillor Mole, and Councillor McEwen will attend as judges
- Mother's Day Plant Sale Fundraiser happening May 7 at the UAC hall; donations are welcome between 5-6pm on May 6

**Wild Pacific Trail Society**

- Island Coastal Economic Trust (ICET) grant for \$75k announced on April 4; grant will allow the District to connect sections of the Wild Pacific Trail, specifically along Spring Cove waterfront and to connect the

Lighthouse Loop with the Ancient Cedars Loop via Marine Drive

- Clayoquot Biosphere Trust (CBT) confirmed \$5000 grant to society for their 2016 interpretive walks; will be able to deliver a full program this year
- Society is collaborating with Ucluelet Chamber of Commerce to replace the sign along Highway 4 with another that is more trail-oriented; Society has drafted a design that would include reflective material and be illuminated at night; Tourism Ucluelet is donating \$2800 to the new sign, money which historically they have donated to the Society for their printed brochures

=> **Other Reports**

- Attended 'Shared Services' meeting with the ACRD in Port Alberni on April 20; learned more about what services the ACRD provides to the region

9.3 Councillor Mayco Noel  
*Deputy Mayor October – December*  
N/A

9.4 Councillor Randy Oliwa  
*Deputy Mayor January – March*  
*No meetings to report*

9.5 Mayor Dianne St. Jacques

**Alberni-Clayoquot Regional District**

- Fisheries sub-committee met April 13; received report from West Coast Aquatic (WCA) on the status of the Pacific Salmon Treaty and Area G trollers; currently \$17-19M remains in the treaty account; three coastal areas (G, F, and H) will start discussion on impacts to their regions
- WCA requested that the ACRD make the \$20k usually granted to their group for their rehabilitation work to become a standing annual budget item
- Representative from the Department of Fisheries and Oceans reported on expected salmon runs in the Alberni Inlet for 2016: expect strong Sockeye returns, similar Chinook returns, and low Chum and Coho returns; low returns will mean a reduction from 4-2 for recreational limits on inshore areas
- Don Hall from the Nuu-chah-nulth Tribal Council (NTC) presented on the status of their court case; 127 witnesses have been called to-date and decision is expected by the summer of 2017

- NTC also suggested the creation of a Chinook management corridor that would be 1 mile from surf line on the coast where no fishing could take place
- Received update on purchase of a vehicle ferry by the Lady Rose Marine Services; group is currently dredging in their water lot to accommodate the new ferry but there is no update as yet on the function of the ferry in their fleet
- ACRD has agreed to extend their building inspection services to Ucluelet for one year until a more permanent contract can be created

#### **DFO Fisheries Committees for Groundfish & Hake**

- Attended Hake meeting in Vancouver on April 15; expect a large catch this year; was discussion but no decision on the foreign factory ships issue; will be another meeting next week in Vancouver

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

- Attended West Coast Committee meeting with Parks Canada to discuss their trail project; was an in-camera meeting at the behest of Parks Canada
- Mayor and Councillor Noel met with the Ucluelet Chamber of Commerce (UCOC) to get an update from them on their activities; the UCOC is responsible for delivering services at the Pacific Rim Visitor Centre (PRVC) and downtown office; directors are currently volunteering their time at both locations; are currently reviewing applications for their advertised PRVC Supervisor position; UCOC received joint innovation grant with Tofino that will install WiFi at the PVRC; tour services will also be provided to acquaint PRVC workers with our area; UCOC is having a guest speaker on May 11 to speak to topics such as urban studies and Airbnb; will also have a presentation on Futurpreneurs (young entrepreneurs) and a workshop to assist this group in building their businesses; the Tourism Association of Vancouver Island is coming in October; UCOC is working on increasing its interaction with community and its members, including doing regular luncheons and mixers; group will be reviewing their bylaws and procedures; UCOC will be looking to hire new Executive Director in the fall; Edge to Edge Marathon planning is going well, the route is complete, and numbers are up from last year

## **10. REPORTS**

### **10.1 Expenditure Voucher G-08/16**

***Jeanette O'Connor, CFO***

2016-172

**It was moved by Randy Oliwa and seconded by Marilyn McEwen**

***THAT Council receive Expenditure Voucher G-08/16.***

**CARRIED.**

**10.2 Bay Street and Cedar Road Ditch Drainage****Warren Cannon, Superintendent of Public Works**

- 2016-173           **It was moved by Marilyn McEwen and seconded by Randy Oliwa**  
*THAT Council receive report item "Bay Street and Cedar Road Ditch Drainage".*  
CARRIED.
- 2016-174           **It was moved by Marilyn McEwen and seconded by Randy Oliwa**  
*THAT Council approve forwarding "Option 1" of report item "Bay Street and Cedar Road Ditch Drainage" to the 2017 budget process, where "Option 1" proposes to enclose the ditch on Bay Street at the current elevation at an estimated cost of \$48,000.*  
CARRIED.

**11. LEGISLATION****11.1 Zoning Amendment Bylaw Report (Lot 5, Plan VIP76227)****John Towgood, Planner I**

- 2016-175           **It was moved by Randy Oliwa and seconded by Marilyn McEwen**  
*THAT Council approve recommendation 1 of legislative report item "Proposal to amend Zoning Bylaw No. 1160, 2013 by removing Lot: 5, Plan: VIP76227 District: 09 from Section CD-1 and place it in VR-1 – Vacation Rental", which states:*  
                   1. *THAT Zoning Amendment Bylaw No. 1190, 2016 be given Fourth Reading and subsequent adoption.*  
CARRIED.

**11.2 District of Ucluelet Zoning Amendment Bylaw No. 1190, 2016**

- 2016-176           **It was moved by Randy Oliwa and seconded by Marilyn McEwen**  
*THAT Council give Fourth Reading and subsequent adoption to District of Ucluelet Zoning Amendment Bylaw No. 1190, 2016.*  
CARRIED.

**11.3 Zoning Amendment Bylaw Report (Lot 50, Plan VIP79602)****John Towgood, Planner I**

- 2016-177           **It was moved by Marilyn McEwen and seconded by Randy Oliwa**  
*THAT Council approve recommendation 1 of legislative report "Proposal to amend Zoning Bylaw No. 1160, 2013 by removing Lot: 50, Plan: VIP79602, District: 09, from Section CD-3A.1.4 and place it in GH – Small Lot Single Family Residential ", which states:*  
                   1. *THAT Zoning Amendment Bylaw No. 1191, 2016 be given Fourth Reading and subsequent adoption.*  
CARRIED.

**11.4 Zoning Amendment Bylaw No. 1191, 2016**

2016-178            **It was moved by Marilyn McEwen and seconded by Randy Oliwa**  
                          *THAT Council give Fourth Reading and subsequent adoption to Zoning*  
                          *Amendment Bylaw No. 1191, 2016.*

CARRIED.

## 12. LATE ITEMS

### 12.1 Invitation re: Day of Mourning, April 28, 2016 **United Steelworkers**

2016-179            **It was moved by Randy Oliwa and seconded by Marilyn McEwen**  
                          *THAT Council receive late correspondence item "Day of Mourning".*

CARRIED.

### 12.2 Invitation re: 2016 BC Economic Summit, June 12-14, 2016 **Ministry of Jobs, Tourism, and Skills Training**

2016-180            **It was moved by Randy Oliwa and seconded by Marilyn McEwen**  
                          *THAT Council receive late correspondence item "2016 BC Economic Summit".*

CARRIED.

### 12.3 Invitation re: 2016 Creative City Network of Canada Island Region **Meet-Up** **Creative City Network of Canada**

2016-181            **It was moved by Marilyn McEwen and seconded by Randy Oliwa**  
                          *THAT Council receive late correspondence item "2016 Creative City Network*  
                          *of Canada".*

CARRIED.

## 13. NEW BUSINESS

### 13.1 CLR. OLIWA

- Requested that Council look into possible dates and arranging a resort municipality meeting with its three partners
- Commented on the great news that Sgt. Jeff Swann will be allowed to stay in the community
- Congratulated staff on completing installation of lighting for the junction 'Welcome to Ucluelet' sign
- Attended a Futurpreneur webinar

### 13.2 CLR. MCEWEN

- Reported for Clr. Noel that the UCOC sent a letter of support for the District's bid to host the Vancouver Island Emergency Preparedness Conference in 2017
- Requested an update on the status of arranging a meeting with Onni Group

- Requested an update on the status of the District's submission to host the 2018 Association of Vancouver Island Coastal Communities conference
- Requested an update on recent communications from School District 70

### 13.3 MAYOR ST.JACQUES

- Requested that staff look into installing seasonal garbage cans along Marine Drive for the Wild Pacific Trail connector route
- 2016-182      **It was moved by Dianne St. Jacques and seconded by Randy Oliwa**  
*THAT Council direct staff to arrange a meeting with the District of Tofino Council to discuss general updates for the region.*  
 CARRIED.
- 2016-183      **It was moved by Dianne St. Jacques and seconded by Marilyn McEwen**  
*THAT Council direct staff to arrange a meeting with the Yuulu?if?ath Government to discuss water and sewer.*  
 CARRIED.
- 2016-184      **It was moved by Dianne St. Jacques and seconded by Randy Oliwa**  
*THAT Council direct staff to bring forward a report that provides recommendations to address Mr. Cugini's property concerns as expressed to Council in his correspondence dated April 18, 2016.*  
 CARRIED.
- 2016-185      **It was moved by Dianne St. Jacques and seconded by Randy Oliwa**  
*THAT Council direct staff to contact the local RCMP to determine the status of their staffing and plans for the upcoming season.*  
 CARRIED.
- 2016-186      **It was moved by Randy Oliwa and seconded by Marilyn McEwen**  
*THAT Council direct staff to arrange a meeting with local RCMP to discuss their plans for the upcoming year, and share Council's perspective on community concerns.*  
 CARRIED.

### 14. QUESTION PERIOD

### 15. CLOSED SESSION

#### 15.1 Procedural Motion to Move In-Camera

- 2016-187      **It was moved by Dianne St. Jacques and seconded by Randy Oliwa**  
*THAT the meeting be closed to the public in order to address agenda items under Section 90(1) (a), (c), and (k) of the Community Charter.*  
 CARRIED.

**15.2 Mayor St. Jacques suspended the regular meeting at 8:35 pm.**

**16. ADJOURNMENT**

**16.1 Mayor St. Jacques adjourned the in-camera meeting at 10:03 pm and returned to the open meeting at 10:04 pm.**

**16.2 Mayor St. Jacques adjourned the regular meeting at 10:05 pm.**

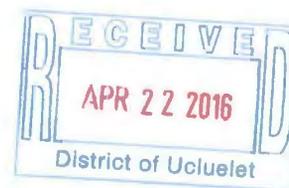
**CERTIFIED CORRECT:** Minutes of the Regular Council Meeting held on Tuesday, April 26, 2016 at 7:30 pm in the George Fraser Room, Ucluelet Community Centre, 500 Matterson Road, Ucluelet, BC.

---

Dianne St. Jacques  
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 the Council meeting. The Mayor (or Acting Mayor) is the chairperson and all comments are to be directed to the chairperson. It is important to address the chairperson as Your Worship or Mayor St. Jacques.

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

Requested Council Meeting Date: April 26/2016 or May 10/2016  
 Organization Name: Westcoast Community Resources Society  
 Name of person(s) to make presentation: Kate Mantta & Ryan McQuaid  
 Topic: Appealing for grant of fund through Community Social Reserve Fund  
 Purpose of Presentation:  Information only  
 Requesting a letter of support  
 Other (provide details below)

Please describe:

We are requesting \$5000.00 as a bridging fund to keep our Community Outreach Program going while we appeal to other sources for long term funding.

Contact person (if different from above): Kate Mantta - 266-0392  
 Telephone Number and Email: (250)726-2343 ppm@wccrs.ca

Will you be providing supporting documentation?  Yes  No  
 If yes, what are you providing?  Handout(s)  
 PowerPoint Presentation

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



## Westcoast Community Resources Society

500 Matterson Drive P.O. Box 868

Ucluelet, B.C., V0R 3A0

PH: (250)726-2343 Fax (250)726-2353

www.wccrs.ca

District of Ucluelet

19<sup>th</sup> April 2016

Dear Mayor and Councillors,

Regarding: appeal for grant of funds through the Community Social Reserve Fund, Bylaw 1015:

The Westcoast Community Resources Society is requesting \$5000.00 as a bridging fund to keep our Community Outreach Program going, while we try to apply for longer term funding.

Just last week we were informed that we were unsuccessful in applying for gaming funds for this core program. We have already sent our amended application for reconsideration to BC Gaming and are diligently seeking other sources of funding. In previous years we have received \$56K from Gaming to sustain Community Outreach services at 20 hours per week. We would very much appreciate your assistance in continuing to offer this much needed program and would value any other suggestions you may have.

WCRS acts as the initial contact for community members who are in crisis and have multiple and complex barriers to accessing support services, particularly people who are marginalized by poverty, health, homelessness or old age and are struggling with some aspect of their lives. Our Community Outreach Program offers a wide scope of services to address these needs:

- The point of navigation, advocacy and support that connects all people in all of our west coast communities to the agencies, resources and solutions they need to be safe, informed, empowered and connected.
- The only program that includes services for adult male clients.
- Collaborating with the Food Bank on the Edge, by assisting clients with applications for food security assistance, and by regularly delivering food boxes from the Food Bank to clients who have no transportation options in Ahousaht, Opitsaht, Esowista, Hitacu, and Tofino.

Many thanks for your time,

Yours most sincerely,

The Board of Directors for the Westcoast Community Resources Society:

Alan Anderson  
Board Chair



---

Board Directors:    Marva Chandler                    Judy Gray                    Derek Drake  
   Janet Busby                    Marcel Zobel                    Dianne St. Jacques

Kate Manta  
WCRS Personnel & Program Manager



---



April 22, 2016

To Whom It May Concern:

It has come to our attention that a key part of our weekly distribution of food hampers may be compromised. Ryan McQuaid has played an integral part in assisting us to get food to hungry families on the west coast of Vancouver Island.

The Food Bank on the Edge and the Westcoast Resources Society have been working cooperatively in an effort to serve those families who live in outlying areas. Specifically, we serve clients in the Ucluelet First Nations in Hitacu, the Tla-O-Qui-Aht First Nations in Tofino, Ahousaht and Hot Springs Cove.

Ryan is our "go to" man for delivering hampers to families who have transportation issues in these areas. Imagine having to get food assistance by way of boat, many messages back and forth setting up the delivery, coordinating times for pick up with the boat schedule, waiting two days after the request was made and then, oh sorry, we can't deliver your food as Ryan is no longer available?

We recognize and are grateful that we can utilize the services of the Women's Outreach Worker but this added work load may mean that some families wait an extra week for their food hamper if Heather is too busy. This scenario is unacceptable to us especially considering the possibility of hungry children having to wait for food.

We hope that Ryan's position will get the support needed so he can continue doing the important work he does for our community and surrounding communities on the west coast.

Sincere regards,

Cris Martin, Executive Director  
Food Bank on the Edge Society



**P.O. Box 845, Ucluelet, BC  
VOR-3A0**

October 13, 2015

To Whom It May Concern

I am writing this letter of support for the Westcoast Community Resources Society application for the Community Outreach Program.

In our small, geographically isolated region, communities are challenged by a lack of programs aiming to assist individuals requiring support. The need for universal, non-stigmatized child, youth and family programs has been seen again and again in needs assessments and focus groups in our region. The Community Outreach Program has been successful and consistent in offering navigational support to community members in our region through the facilitation of universal access programs, targeted outreach support and life skills assistance.

My role as the Coastal Family Resource Coalition Community Developer is to facilitate our local service integration efforts. Strong partnerships have been developed and formalized through this community-led initiative. The Coalition represents the majority of services and supports for children youth and families in the Central West Coast communities of Vancouver Island. WCRS is a founding member of this Coalition; the Community Outreach Program is an active participant in our service integration activities and has secured many collaborative opportunities with Coalition partners. Individual members have and will continue to partner with this initiative to offer the program guidance, expertise and resources in the development, delivery and maintenance of quality programming.

In summary, the Coalition strongly supports this proposal as a partner in building strong and capable communities that support healthy families and individuals. We encourage full consideration to funding this proposal.

Sincerely,

Juliet Van Vliet  
Community Developer  
Coastal Family Resource Coalition  
[juliet@coastalcoalition.ca](mailto:juliet@coastalcoalition.ca)  
250.726.5169



West Coast Mental Health & Substance Use  
272 Main Street, Ucluelet, BC V0R 3A0  
Phone: (250) 726-1282 ~ Fax: (250) 726-2681

---

October 16, 2015

To whom it may concern,

The purpose of this letter is to support and recognize the importance of the West Coast Community Resources Community Outreach Program position.

The community outreach position offers vital support to people who are in need of services and otherwise without resources. The fact that the position is mobile increases accessibility greatly, and allows for those people who may not have access to transportation to access services that they need.

This essential role provides community members with support in achieving basic needs. These needs may include accessing food from the food bank or assistance with navigating services in a remote rural community, all of which can become very complicated, as there may only be occasional in person access available.

This outreach position is a crucial support to community members who may not have mental health or substance use issues, or who choose not to access our service and are more comfortable seeking assistance elsewhere. The outreach worker is available to these folks so that they have someone to talk to when they are in need of support.

The wide- range of this position allows the person in this role to support people to be more well in their community which enhances the overall wellness of our town(s).

Please feel free to contact me if you have any questions.

Thank you

Krys Sciberras, MA, RCC  
Clinical Coordinator



Octoberer23, 2015

To whom it Concerns,

Please accept this letter of support to the Community Outreach Program of the Westcoast Community Resources Society (WCRS).

While the Yuutu?it?ath – Ucluelet First Nation - has a broad range of social, cultural and community development programs of its own - WCRS's programs have proven to be a valuable compliment to the programs we provide our citizens.

Their programs provide support in a range of issues such as food security, transportation, completion of government forms, referrals to other services and tax preparation through the Community Volunteer Income Tax Program.

Our Government is particularly appreciative of the mobile tax clinic that will be take place in the coming year. In addition to allowing individuals to complete and submit their taxes on line, and on-time, there is a strong component of education that helps to de-mystify taxes for first-time-filers, and assists many of our Elders and disabled citizens to ensure all the deductions and allowances they are eligible for - are claimed and properly completed.

The Community Volunteer Income Tax Program reflects our Government's commitment to accessibility and inclusivity in the delivery of services to all communities in our region, and ensures our citizens have the opportunity to benefit from these regardless of their age, ability, gender or income.

Please support this program to the greatest extent you can.

Kleco! Kleco!

Trevor Wickham  
Manager, Community Services

p 250.726.7342 . f 250.726.7552 . www.ufn.ca  
Ucluelet First Nation . PO Box 699, Ucluelet, BC V0R 3A0

October 13, 2015



To Whom It May Concern:

**Re: Westcoast Community Resources Society, Community Outreach Program**

I am writing to express my support for the Westcoast Community Resources Society's (WCRS) Community Outreach Program.

The Community Outreach Program is a valuable resource for community members as it supports individuals who are dealing with issues of food insecurity and transportation, as well as helps individuals navigate government services and complete tax returns. The Community Outreach Program is inclusive and accessible, offering free services to all community members in the region.

The CBT is a federally-registered charitable organization and the community foundation for our region. As a grant maker, the CBT has been pleased to support projects and activities of the WCRS. They have a history of working collaboratively with local partners to maximize project impacts. I am confident they will be able to deliver all aspects of the proposed program.

Once again, the CBT is pleased to provide this letter of support. Please contact me directly at 250.725.2219 or email [rebecca@clayoquotbiosphere.org](mailto:rebecca@clayoquotbiosphere.org) if you have any questions.

Sincerely,

A handwritten signature in cursive script that reads "Rebecca Hurwitz".

Rebecca Hurwitz  
Executive Director



27 October 2015

Dear Sir/Madam,

**RE: Support for Community Outreach Program**

On behalf of the District of Ucluelet Council, I am pleased to provide this letter in support of the Westcoast Community Resources Society's Community Outreach program being submitted to the Ministry of Community, Sport and Cultural Development for the Direct Access Grant.

The Community Outreach program is a valuable resource for our community members. The program assists in determining next steps in clients' particular circumstances, such as issues of food security, transportation, completing government forms, referrals to other services, and tax preparation through the Community Volunteer Income Tax Program.

Whether a person is in need of information, advocacy, technology access (phone, fax, Internet), advice, or emotional support, this program is designed to provide that assistance. And it is the mandate of the Community Outreach program to provide this direct support to the communities it serves in a caring and confidential manner, free of charge.

In conclusion, we fully endorse the efforts of the Westcoast Community Resources Society as they seek external funding to support a program designed to provide accessibility and inclusiveness in delivering services to all communities in our region. Any program that provides opportunity to participate regardless of age, ability, gender or economic status is of tremendous benefit to our community and communities-at-large.

Sincerely,

A handwritten signature in black ink, appearing to read "Dianne St. Jacques", written over a horizontal line.

Dianne St. Jacques  
Mayor, District of Ucluelet



October 1st, 2015.

To whom it may concern,

I am writing to show my support for the Community Outreach Program provided by Westcoast Community Resources Society.

This program has had a direct impact on some of my clients through its lunch program, where soup, a healthy meal and basic need, is provided. Clients of mine have mental health challenges and these young people perform and manage their mental health better after they have had a healthy meal.

Additionally, families that I work with can at times need assistance with tasks like completing applications for medication funding or income assistance. For families struggling with mental health challenges the support provided by the Community Outreach Programme has been crucial in helping them through these tasks.

My hope is that the support of this program continues as it can be essential in helping young people.

Please contact me if you would like to discuss further.

Respectfully,

Jason LeFevre, MA, RCC  
Clinician  
Child and Youth Mental Health Services

JL

---

Ministry of  
Children and Family  
Development

Child & Youth Mental  
Health Services.

Mailing Address:  
4088 8<sup>th</sup> Avenue  
Port Alberni BC V9Y 4S4

Telephone: (250) 720-2650  
Facsimile: (250) 720-2626  
Web:  
<http://www.gov.bc.ca/mcf/>

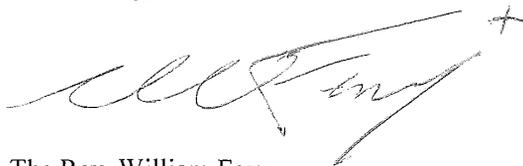
I am pleased to write in support of the Community Outreach program of the Westcoast Community Resources Society. This program has proven to be a valuable resource for our community members. The program assists in determining next steps in client's particular circumstances, such as issues of food security, transportation completing government forms, referrals to other services, and tax preparation through the Community Volunteer Income Tax Program.

Ucluelet First Nation is looking forward to hosting a mobile tax clinic that will be taking place in the coming year. In addition to allowing individuals to complete and submit their taxes online, there is a strong component of education to demystify taxes for first time filers, assist elderly to assure all deductions and allowances are claimed and ensure returns are complete.

In my experience observing and working with this Community Outreach program, it regularly demonstrates accessibility and inclusiveness. They deliver services to all communities in the region, and give all an opportunity to participate, regardless of age, gender or income.

I have seen many people positively impacted by this program. There are many in our communities who have received the help they needed, when they needed it because this program was in place. The Community Outreach program improves our community, and improves the lives of all who access it.

Yours Truly,

A handwritten signature in black ink, appearing to read 'W Ferrey', with a small cross-like mark at the end of the signature.

The Rev. William Ferrey,  
Incumbant, St. Columba Tofino  
A Shared Ministry of the  
Anglican Church of Canada and the United Church of Canada  
PO Box 266  
Tofino BC  
V0R2Z0



West Coast Mental Health & Substance Use  
272 Main Street, Ucluelet, BC V0R 3A0  
Phone: (250) 726-1282 ~ Fax: (250) 726-2681

---

October 1, 2015

Dear Whomever it May Concern,

Please accept this letter of support for the Westcoast Community Resources Society's Community Outreach program.

The Westcoast Community Resource Society is a non-profit organization that offers free and confidential services for community members within Ucluelet, Tofino, and the surrounding First Nation communities of Hitacu, Esowista, Opitsaht, Hesquiaht, and Ahousaht. The Community Outreach program provides information, referrals, support and advocacy to clients (often whom are experiencing multiple barriers such as mental health, substance use, homelessness, disabilities, and poverty) pertaining to housing, food security, transportation, completion of government forms, social networks, family matters, employment, emotional support, and brainstorming and weighing of options. This role requires the ability to support, and advocate for clients, many of whom are in crisis, and connect them with the appropriate resources. All of this is done with the underlying goal of empowering individuals within a client centered approach.

As a Mental Health & Substance Use Clinician within the Westcoast, I can speak to the fact that the Community Outreach program offers clients an extremely valuable resource and support within our communities. The Community Outreach program provides assistance for clients in navigating and accessing services within the provincial and federal government and comprehending and filling out forms such as income support, social assistance, disability, retirement, legal aid, and EI. As well, the Community Outreach program provides a Community Lunch in Ucluelet every week to increase community inclusion and accessibility. Additionally, a key component of the Community Outreach program is the Community Income Tax program which completes numerous community members' income tax returns for free.

Thank you for your time. Please feel free to contact me if you have any questions.

Sincerely,



Amanda Cameron, MA, RCC, West Coast Mental Health & Substance Use Clinician



Thursday, October 1, 2015

To whom it may concern,

Please accept this letter of support for the West Coast Community Resource Society application for funding for the Community Outreach program.

As the Director of Parks & Recreation I am able to observe the continuation and development of a number of outstanding programs that the outreach program offers. We have been able to discuss similar issues that require both an outreach model to better reach the needs of all the citizens of the west coast. This program has also created a strong working partnership with the food bank as well as a much needed tax program for the community.

We are very pleased to support this program and see its growth. As Ucluelet is a more remote community outreach workers provide an invaluable and unique support. Programs such as the Tax Support, Thursday Community lunch and other local programs are not only essential to promoting and sustaining the health and well-being of our community but critical to our community.

This program is a vital link for providing much need services to the community. If you require further information, please feel free to contact me at (250) 726-7772 ext 224 or [afortune@ucluelet.ca](mailto:afortune@ucluelet.ca).

Sincerely,

A handwritten signature in black ink, appearing to read "Abigail Fortune", written over a circular stamp or seal.

Abigail K. Fortune  
Director of Parks & Recreation

District of Ucluelet . *Life on the Edge*®

200 Main Street

P.O. Box 999

Ucluelet BC V0R 3A0

t. 250.726.7744

f. 250.726.7335

[Ucluelet.ca](http://Ucluelet.ca)

[info@Ucluelet.ca](mailto:info@Ucluelet.ca)





**Subject:** Straws suck campaign coming to Ucluelet!  
**Attachments:** Surfrider\_We Don't Suck\_Poster WITH ALL LOGOS SMALL.jpg

**From:** Surfrider Pacific Rim [<mailto:surfriderpacificrim@gmail.com>]  
**Sent:** April-26-16 2:11 PM  
**To:** Info Ucluelet <[InfoUcluelet@ucluelet.ca](mailto:InfoUcluelet@ucluelet.ca)>; [manager@whiskeylanding.com](mailto:manager@whiskeylanding.com)  
**Cc:** Ucluelet Aquarium <[uclueletaquarium@gmail.com](mailto:uclueletaquarium@gmail.com)>  
**Subject:** Straws suck campaign coming to Ucluelet!

Hey there,

I was hoping to touch base with the district to get some support for bringing the successful Surfrider Pacific Rim straws suck campaign to Ucluelet.

In Tofino, we asked all business to eliminate straws by Earth day and successfully succeeded in that goal. We'd love to help support Ucluelet succeed too! There has been so much media on this, and we'd love it to continue within Ukee!

Hoping to start with a list of business that I can start work with? Would the district or the Chamber be able to help with that?

Im taking part in a sustainability class at the high school on Friday in Ukee, and we will be transforming the kids into peaceful activists and with the backing of Ukee Aquarium, will be starting the mission to abolish plastic straws in Ukee.

Can we work together on this? :)

Michelle

--

Michelle Hall  
 Co Chair Surfrider Pacific Rim





---

**Subject:** 2016 BC Community Achievement Awards - Recipients Announced  
**Attachments:** 4.26.16 BC Community Achievement Awards Announced.pdf

**From:** BC Achievement [<mailto:cathrynwilson@bcachievement.com>]  
**Sent:** May-04-16 3:04 PM  
**To:** BC Achievement <[cathrynwilson@bcachievement.com](mailto:cathrynwilson@bcachievement.com)>  
**Subject:** 2016 BC Community Achievement Awards - Recipients Announced

On behalf of the BC Achievement Foundation, I am pleased to attach the recent announcement of the 2016 BC Community Achievement Award Recipients which is also available on our [website](#). A recipient from your community will be honoured at a presentation ceremony on May 25th at Government House in Victoria (doors open at 2:00pm). A formal invitation will be extended to you in the mail but the Foundation wanted to alert you to the 2016 Awardees. Please feel free to contact our office should you have questions.

Kind regards,

Cathryn Wilson | Executive Director  
BC Achievement Foundation  
T: 604-261-9777 | Toll Free: 1-866-882-6088  
[www.bcachievement.com](http://www.bcachievement.com)

**BRITISH COLUMBIA**  
**ACHIEVEMENT FOUNDATION**

**Honourable Peter Fassbender**

MINISTER OF COMMUNITY, SPORT AND CULTURAL DEVELOPMENT

*and*

**Keith Mitchell, QC**

CHAIR, BRITISH COLUMBIA ACHIEVEMENT FOUNDATION

*request the pleasure of your company*

*at the*

**British Columbia**  
**Community Achievement Awards**  
**2016 Presentation Ceremony**

*in the presence of*

**The Honourable Judith Guichon, OBC**

LIEUTENANT GOVERNOR OF BRITISH COLUMBIA

on Wednesday, May 25, 2016 at 2:30pm  
at Government House, 1401 Rockland Avenue, Victoria  
Reception to follow

Doors will open at 2:00pm  
Dress: Business Attire  
You will be asked to show this invitation at the front door

RSVP: 604-261-9777 or  
1-866-882-6088  
rsvp@bcachievement.com

## BRITISH COLUMBIA ACHIEVEMENT FOUNDATION

April 26, 2016  
FOR IMMEDIATE RELEASE

### **2016 B.C. Community Achievers Announced**

VANCOUVER – Premier Christy Clark and Keith Mitchell, chair of the British Columbia Achievement Foundation, today named this year’s recipients of the B.C. Community Achievement Awards.

“All British Columbians are inspired by those who lead by example, lending their time and talents in their community,” said Clark. “Thank you to the 2016 recipients; your commitment and generosity make a real difference in people’s lives.”

“We recognize individuals today who have made a significant contribution to their community either as volunteers or in the course of their work,” said Mitchell. “We are privileged to showcase and celebrate the achievements of these exceptional British Columbians.”

The recipients of the 2016 awards are:

- George Akwasi Gyabaah Anderson of Nanaimo
- Kathleen Barnard of North Vancouver
- Haji Charania of Victoria
- Ravneet Dhaliwal of Surrey
- Kamal Dhillon of Langley
- Thomas Dielissen of Prince George
- Brian Downie of Terrace
- Judy Fainstein of Victoria
- Robin Fennell of Clinton
- Dr. Jim Frankish of Vancouver
- Thor Froslev of Brackendale
- Karen Gilmore of Vancouver
- Raghwa Gopal of Kelowna
- John Hatchett of Sun Peaks
- Donald H.E. Hubbard of Nanaimo
- Barbara Hulme of Victoria
- Donald James, CM of Powell River
- Jim Kincaid of Tumbler Ridge
- “OysterJim” Martin & Barbara Schramm of Ucluelet

- Ceilidh Millar of New Westminster
- Dr. Eliza Olson of Delta
- Dr. Bernadette Pauly of Victoria
- John Pavelich of Enderby
- Henry Pejril of Kamloops
- Ruth Peterson of 100 Mile House
- Alex Sangha of Surrey
- Dr. Harold (Hal) Siden of Vancouver
- Shelagh Turner of Kelowna
- David Young of Vancouver
- Dr. Jay Yule of Powell River

An independent committee selects the recipients of the British Columbia Community Achievement Awards. The 2016 selection committee members are Mayor Henry Braun of the City of Abbotsford, Mayor Carol Leclerc of the City of Terrace and past recipients, Victoria Dobbyn of Roberts Creek, Daphne Goode of Victoria and Christopher Seguin of Kamloops.

The recipients of the 2016 awards will be recognized in a formal presentation ceremony at Government House in Victoria on May 25, 2016. Each recipient will receive a certificate and a medallion designed by B.C. artist Robert Davidson.

The British Columbia Achievement Foundation is an independent foundation established and endowed by the province of B.C. to celebrate excellence in the arts, humanities, enterprise and community service. Launched in 2003, the B.C. Community Achievement Awards were the first initiative of the foundation, followed by the B.C. Creative Achievement Award for Applied Art and Design, B.C.'s National Award for Canadian Non-Fiction, the B.C. Creative Achievement Award for First Nations Art, and the B.C. Aboriginal Business Awards.

-30-

Contact  
 Cathryn Wilson  
 Executive Director  
 BC Achievement Foundation  
 604.261.9777  
[info@bcachievement.com](mailto:info@bcachievement.com)

Learn more about the BC Achievement Foundation at: [www.bcachievement.com](http://www.bcachievement.com)

Backgrounders: 2016 Recipients

**George Akwasi Gyabaah Anderson, Nanaimo**

George Anderson began his community volunteering when he was still in high school, directing his efforts to improving the lives of those in need. He was elected as a city councillor at the young age of 20, where he continued to serve his community with dedication and passion leading the way in elevating engagement for all levels of society.

**Kathleen Barnard, North Vancouver**

Kathleen Barnard transformed her cancer diagnosis into a call for action and is dedicated to changing skin cancer related policy through her Save Your Skin Foundation. Her leadership in addressing and raising awareness around skin cancer issues has made British Columbia a better and more sun safe community.

**Haji Charania, Victoria**

Haji Charania is recognized as a key person in his community. For close to 45 years he has worked tirelessly to improve the quality of life in Saanich by co-founding what is now known as the North Quadra Community Association which influences many municipal improvements and, through volunteering extensively in his community. His consistent leadership demonstrates his passion and commitment to those he serves.

**Ravneet Dhaliwal, Surrey**

Ravneet Dhaliwal has served her community with inspiration and impact. As the co-founder of a unique mentorship and tutoring company, Ravneet made her mark as a youth leader who contributed to a program that not only helps students in school but also offers opportunities to lead them to their passions in life.

**Kamal Dhillon, Langley**

Kamal Dhillon leads efforts to address and raise awareness about domestic violence and serves as an inspiration to her community. She has truly made a difference speaking to organizations, schools, and police recruits at the Justice Institute of BC. Nationally, she has advocated for women experiencing domestic violence to the Department of Justice and at the World Bank and International Monetary Fund in Washington, DC.

**Thomas Dielissen, Prince George**

Tom Dielissen has helped shape the community of Prince George through his remarkable commitment to serve both its organizations and its citizens. The breadth and diversity of Tom's contributions have touched and changed the areas of arts, culture, sport, government and the underprivileged, to name a few. His selfless devotion is a catalyst to those with whom he volunteers to make a difference.

**Brian Downie, Terrace**

Brian Downie is committed to making life better in Terrace and his efforts span several decades and impact many aspects of community life. Whenever a need arises, Brian leads the fundraising to support local service projects and his volunteer commitment is legendary. A dedicated and quiet leader, Brian is the heart of his community.

**Judy Fainstein, Victoria**

Judy Fainstein has served as a community leader who inspires thousands of youth in British Columbia. Ten years ago, she started Youth for Environmental Stewardship (YesBC) to help young people become environmental leaders. Judy has ensured that the youth she works with take a leading role and this innovative approach has grown the organization into a meaningful and effective environmental education group in BC.

**Robin Fennell, Clinton**

Robin Fennell is an exceptionally dedicated resident of Clinton who has contributed to community life as a public servant and volunteer for more than 30 years. He leads by example and is willing to share his knowledge and expertise while lending a hand. Through his service, Robin has significantly impacted local government, economic development and recreation in his community.

**Dr. Jim Frankish, Vancouver**

Dr. Jim Frankish is honoured for his dedication and determination to helping others and making British Columbia a better place for its most vulnerable people. He co-led the world's largest study of supportive housing for homeless persons with mental illness and addictions. He is also a long-time volunteer board member. Dr. Frankish is a mentor who inspires the next generation of researchers and community leaders.

**Thor Froslev, Brackendale**

Thor Froslev has extensively championed and elevated arts and culture in his community. He founded the Brackendale Eagle Festival to celebrate the birds' winter arrival in Squamish, which has drawn the world to the town. His establishment of the Brackendale Art Gallery in the 1970s was a new and untried idea for a small BC logging town and, through his leadership and passion, it is now a cultural legacy for the community and its artists.

**Karen Gilmore, Vancouver**

Karen Gilmore embodies the values of the YWCA through her dedication of time and remarkable leadership. For more than two decades Karen has had an unwavering commitment to the YWCA Metro Vancouver and, in 2014 she joined the YWCA Canada Board of Directors, providing strategic direction that has helped to shape the YWCA movement. Karen is an invaluable mentor to emerging leaders within the YWCA network and serves as an inspiration to those she leads.

**Raghwa Gopal, Kelowna**

Technology and entrepreneurial advancement drive the commitment of Raghwa Gopal and his community involvement. His organization, Accelerate Okanagan, fosters technological entrepreneurship and mentors young entrepreneurs. Raghwa continuously shares his passion as a volunteer and endeavours to make Kelowna a destination for tech companies through citizen engagement.

**John Hatchett, Sun Peaks**

John Hatchett worked diligently initiating health services in the community of Sun Peaks. Through his efforts, thousands of visitors and residents have received medical assistance and access to doctors who collectively responded to John and his vision. His volunteer spirit is reflected in many achievements in Sun Peaks and he never hesitates to serve community activities on the mountain.

**Donald H.E. Hubbard, Nanaimo**

Over many years, Don Hubbard has given distinguished service to a number of boards. His commitments have included Vancouver Island University, Vancouver Island Health Authority, Ducks Unlimited, Nanaimo's Haven Society and the Rotary club. In all his volunteer undertakings, Don has demonstrated a dedication to making positive change in Vancouver Island's communities. His leadership is transformational and ensures that ideas are put into action.

**Barbara Hulme, Victoria**

Barbara Hulme is recognized for her many contributions as a Métis Elder, providing wisdom, experience, and teaching and mentorship at the University of Victoria. For more than 13 years, Barb has volunteered as an administrator, historian, citizenship coordinator and genealogy advisor in her local Métis office. All her efforts support and nurture the Métis community in Victoria.

**Donald James, CM, Powell River**

Don James has dedicated over four decades to Powell River's cultural community and has permanently improved and enriched arts and culture in the area. His vision for teaching music and developing an Academy and Festival has put Powell River on the world map and influenced the lives of all his students, their families and the community at large.

**Jim Kincaid, Tumbler Ridge**

As President of the Tumbler Ridge Museum Foundation, Jim Kincaid is a committed and inspiring voice that has achieved an international presence for the institution he serves. Jim also offers the community hope through his efforts as director of the Tumbler Ridge Global Geopark and has been pivotal in transforming the challenges of the local economy.

### **“Oyster Jim” Martin & Barbara Schramm, Ucluelet**

The Wild Pacific Trail on Vancouver Island exists because of the passionate work of “Oyster Jim” Martin and Barbara Schramm. The trail along the island’s west coast has made a significant contribution to the community of Ucluelet, Vancouver Island and British Columbia. “Oyster Jim” envisioned the trail located at the ocean’s edge, bushwhacking much of it himself. Barbara is dedicated to furthering the trail society’s educational goals along with administering its fundraising and management.

### **Ceilidh Millar, New Westminster**

Ceilidh Millar has made outstanding contributions in the areas of youth leadership and community volunteerism. Over the past eight years, Ceilidh has made a tangible difference in her community through her advocacy in the areas of anti-bullying, youth leadership and empowerment. She is a compelling role model who encourages and inspires others to be ‘change makers’.

### **Dr. Eliza Olson, Delta**

Dr. Eliza Olson, the visionary and a founder behind the Burns Bog Conservation Society has served as president since 1988 and volunteers as its executive director. Her leadership, advocacy and passion have ensured the successful protection and sustainability of Burns Bog for future generations.

### **Dr. Bernadette Pauly, Victoria**

As an educator, researcher and nurse, Dr. Bernie Pauly is recognized for her passionate commitment to improving the health of people marginalized by society. Her efforts have brought measurable results both at the street level and in collaboration with those who share her vision. Dr. Pauly continues working towards the goal of health equity.

### **John Pavelich, Enderby**

Shortly after arriving in Enderby to teach in 1967, John Pavelich set about doing everything he could to make life better for the city. He is a model volunteer who may be found raising funds through garage sales, building gazebos and ramps or organizing pancake breakfasts. John is integral to his community and has contributed to its social, cultural and economic well-being.

### **Henry Pejril, Kamloops**

Sports are at the core of Henry Pejril’s life and his dedicated passion drives his volunteer efforts. What started as coaching his children’s sports teams grew into the presidency of the Kamloops Sports Council and expanded into organizing numerous national and provincial cycling championships. He has also served as president of both the 2006 BC Summer Games and the 2011 Western Canada Summer Games. Henry’s work has allowed young athletes to compete and develop their physical and mental fitness.

**Ruth Peterson, 100 Mile House**

Ruth Peterson's vision has captured the history of 100 Mile House in murals which reflect the pioneering spirit of the community. Ruth researched, planned and coordinated resources to ensure that the murals are authentic and will last. Her exceptional efforts have impacted the town's visual beauty and given a voice to its forgotten past.

**Alex Sangha, Surrey**

Alex Sangha is an advocate for equality and human rights. As the founder of Sher Vancouver, a social, cultural and support organization LGBTQ South Asians, Alex is a strong voice for his community. His efforts have changed lives and he continues to advance LGBTQ programs and services within the health authority and broader community.

**Dr. Harold "Hal" Siden, Vancouver**

Since 2001, Dr. Siden has been the Medical Director at Canuck Place Children's Hospice, the first freestanding facility of its kind in North America; it is dedicated to providing paediatric palliative care for patients and their families. Dr. Siden has made the province of BC Canada's leader in paediatric palliative care and his efforts provide a model for other Canadian and international programs. He is a dedicated educator of the specialty he pioneered and remains a compassionate and involved clinician.

**Shelagh Turner, Kelowna**

Shelagh Turner is honoured for her remarkable commitment as Executive Director of the Canadian Mental Health Association, Kelowna Branch. Since 2005, Shelagh has transformed the organization through strong leadership and dedication to making significant changes in her community. Her consistent efforts through staff engagement and raising awareness are directed at the goal of making Kelowna a mentally health city.

**David Young, Vancouver**

David Young is a vocal and passionate advocate for society's most vulnerable persons. As Chief Executive Officer of Sources, David oversees the agency which delivers support programs to all levels of society including those who cope with isolation, addiction, poverty and conflict. Under his guidance and leadership, Sources has promoted social wellness in communities as diverse as Surrey, White Rock, Delta, Langley, Prince George and beyond.

**Dr. Jay Yule, Powell River**

Since 1999, Dr. Jay Yule's leadership in Powell River has had a profound impact on education, engagement and economic development. Programs for Aboriginal youth have resulted in improved graduation rates under his direction and he is responsible for creating pathways to academic success for all students. Dr. Yule has worked tirelessly to meet the needs of learners through innovative programs and partnerships and has been instrumental in creating work opportunities that ensure a more sustainable future for his community.



---

**Subject:** RE: Telus Installation of small/micro Cell sites  
**Attachments:** TELUS Microcell SC6 Handout v2.pdf; TELUS - Small Cell Information Letter (JU) (Mar 01, 2016).pdf

**From:** Morgan Dossall  
**Sent:** Tuesday, May 03, 2016 9:09 AM  
**To:** 'Michael Maryka' [REDACTED].net>  
**Cc:** Info Ucluelet <InfoUcluelet@ucluelet.ca>  
**Subject:** RE: Telus Installation of small/micro Cell sites

Hello Mr. Maryka,

We have been able to obtain additional information on the small cell technology. Please find excerpts on the small cells and Telus' installation authority below and attached to this email. There is also direct contact information included in one of the attachments should you have additional questions.

--

### **Regulatory Authority**

Innovation, Science and Economic Development Canada (formerly Industry Canada) is the regulatory authority for radiocommunications in Canada. In the Client Procedures Circular 2-0-03 (CPC) protocol, most recently amended in June of 2014 (<http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/sf08777.html>), ISED outlines certain types of wireless installations that are excluded from public and land use authority (municipal) consultation. Wireless equipment installed on existing infrastructure such as small cells on wood utility poles fall within these exclusions.

In addition, TELUS has a statutory right under section 43 of the Federal Telecommunications Act, to be on a public place with the consent of the "public authority", referred to in the Act, for the purposes of construction, transmission and maintenance of its transmission lines, as long as TELUS does not unduly interfere with the public's use and enjoyment of the said lands. TELUS already has the District's consent to be on this public place by virtue of the transmission line placement and permit process. In accordance with the Act, there is no requirement for "repeated" permission for additions, modifications and/or maintenance on TELUS infrastructure, once already obtained.

In short, TELUS does not conduct consultation with the public or land use authority or seek approval from municipalities for the installation of small cells. Instead, our approach is to notify municipalities of our planned work and make ourselves available to answer questions from the public during installation.

### **Health & Safety**

Small cells typically consume around 120W of electricity, in the same range of an incandescent light bulb. The units emit a maximum of 10 watts of radio energy. The units emit frequencies in the 1900 and 2100 MhZ range. Each small cell site has two units – one provides service to older 3G (UMTS) devices, while the other units provides 4G LTE service.

Attached is a short document that provides an overview of Health Canada's Safety Code 6 guidelines. Industry Canada has adopted these guidelines as a requirement that all carriers must comply with. Given the low power output of small cells, one can occupy an area anywhere outside of 1.5 metres from the front and sides of the small cell unit on a continuous 24/7 basis and remain compliant with SC6. Exposure to radio energy emitted from the units decreases exponentially the further that one is from the equipment. TELUS expects in most cases that the radio emission power will be significantly less than, below 10%, the Safety Code 6 threshold at ground level surrounding the small cell (4-m from the equipment).

--

Thank you again for you inquiry,  
Morgan

MORGAN DOSDALL  
Deputy Municipal Clerk | District of Ucluelet  
[mdosdall@ucluelet.ca](mailto:mdosdall@ucluelet.ca) | 250.726.7744 ext. 228

-----Original Message-----

From: Info Ucluelet  
Sent: Thursday, April 28, 2016 10:21 AM  
To: 'Michael Maryka' [mailto:██████████.net]  
Cc: Info Ucluelet <[InfoUcluelet@ucluelet.ca](mailto:InfoUcluelet@ucluelet.ca)>  
Subject: RE: Telus Installation of small/micro Cell sites

Hello Mr. Maryka,

Thank you for your correspondence.

Your inquiries have been forwarded to Council and are being followed up with Telus representatives for further information and response. Your inquiry has also been placed on the next public council meeting agenda (May 10) so that any responses received can be discussed and shared openly with the public.

Either Council or one of our staff will also follow-up with you directly once we have information to share.

Thank you again,  
Morgan

MORGAN DOSDALL  
Deputy Municipal Clerk | District of Ucluelet [mdosdall@ucluelet.ca](mailto:mdosdall@ucluelet.ca) | 250.726.7744

-----Original Message-----

From: Michael Maryka [mailto:██████████.net]  
Sent: Sunday, April 24, 2016 12:56 PM  
To: Info Ucluelet <[InfoUcluelet@ucluelet.ca](mailto:InfoUcluelet@ucluelet.ca)>  
Cc: [office@tofino.ca](mailto:office@tofino.ca)  
Subject: Telus Installation of small/micro Cell sites

Hello,

I believe that you have been approached by a Leducor/Telus representative regarding the installation of new wireless "small cell" equipment on existing telephone/hydro poles. I don't know how many details they have provided you but I think it was minimal.

I understand from my conversation with a Leducor technician that 10 of these sites will be installed in Ucluelet and 6 in Tofino. Essentially these are small cellular sites and are installed instead of a large Cellular Macro Tower which would require more permissions and consultations to install. Telus typically installs these small cell sites when there are known problems with Telus Cell phone coverage. Given the Mt. Ozzard location of the Telus Macro Cell tower I don't believe cell coverage in Ucluelet is poor thus requiring these installations. I can not comment on Telus cell coverage in Tofino.

These proposed small cell sites operate on the cellular frequencies and not on Wifi frequencies as Shaw's Hotspots are. They are only usable by Telus Mobility clients who would still incur data charges.

So I question their benefit to the larger community.

My main concern is that these 'small cell' sites are being located on poles next to peoples residences and there has been no consultation with local government and effected home owners. Telus says no consultation is required because the new equipment is being installed on "existing" infrastructure. I don't believe that just because they already have wooden poles strung with copper wires that they are allowed to install any new equipment they want to.

I assume that most home owners would prefer to not have these small cell sites radiating so close to their homes. I have tried to get technical details on the small cell equipment but Telus is reluctant to give more than just general information.

I believe the community would appreciate it if Council could look into this installation of 'small cell' equipment and have Telus provide justification for their installation as well as more technical information as to output power and radio frequency radiation patterns etc.

Thank you for your consideration.

--

Best regards,  
Michael Maryka

mailto: [REDACTED] .net

**TELUS Mobility**

3-4535 Canada Way

Burnaby, BC V5G 1J9

Telephone: 604-453-2694

Email: [Doug.Anastos@telus.com](mailto:Doug.Anastos@telus.com)**Subject: TELUS Wireless Upgrades**

Dear Neighbor:

At TELUS we understand how important it is for you to stay connected to your family, friends and business interests. So we are pleased to advise you that we are investing in some important upgrades to the TELUS wireless network in your community. This letter provides information on wireless "small cell" equipment that TELUS will be installing on existing poles in the area.

The use of wireless technology (smartphones, tablets, PCs) has increased substantially in your neighborhood. To keep up with this demand and ensure reliable wireless services are there when you need them, we need to make some upgrades to the network. Upon completion, your neighborhood will be on TELUS' LTE wireless network, one of the fastest in the world, with peak wireless data download speeds up to 75 megabits per second.

Given the largely residential character of your community, TELUS is using "small cells," some of the smallest wireless equipment available. Measuring 30 cm by 29 cm (approximately one square foot), these self-contained units include the antenna and electronics in an ultra-compact, low-powered package. The installations in your area will be similar to the installations shown in the photos on the following page.

We will do our best to minimize any disruption to you and your neighbors as we complete the upgrades. Each new small cell installation will take several short visits over a two week period.

We look forward to upgrading high-speed wireless service in your community. Please feel free to contact me directly should you have any questions.

Sincerely,

A handwritten signature in grey ink, appearing to read 'Doug Anastos', is positioned above the printed name.

Doug Anastos  
TELUS Mobility

TELUS Sample Small Cell Installations



## TELUS Microcell SC6 Compliance

Health Canada is the governing federal agency charged with protecting the health and safety of Canadians. The new Health Canada human exposure limits for radiofrequency electromagnetic energy are among the most rigorous limits in the world for both controlled and uncontrolled environment.

TELUS is committed to the safety of the public, as well as its own employees, partners and contractors by adhering to the regulations developed by Health Canada, and enforced by Industry Canada, the telecommunications regulator, which requires that the level of radio frequency energy coming from cell phones and towers fall below Health Canada's exposure limits.

Microcells are among the latest generation of wireless telecommunications devices. These are brief-case sized, low power, self-contained units that can be deployed to provide coverage or extra capacity for relatively small areas, compared to traditional "macro" cellular towers. Microcells are typically installed on wood poles, light poles or building exteriors. The chart below contains microcell operational data:

<b>Microcell Operational Data</b>	
<b>Transmit Frequency</b>	1900, 2100 MHz
<b>Transmission Power</b>	Up to 20 Watts

TELUS microcell installations comply with the Health Canada and Industry Canada standards. As with the traditional macro network, TELUS continually audits sites for compliance given new wireless technology deployments or changes to regulations.

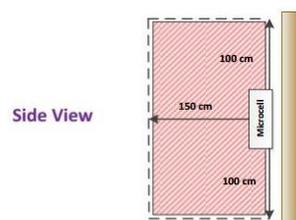
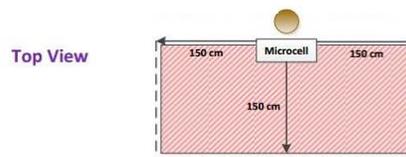
**Typical dual mounted microcell installation on a wood pole. Device mounting height is 5-12 meters above ground**



Illustration depicting the SC6 compliant area around a standard microcell installation. All areas outside that marked in YELLOW fall below SC6 limitations.



Clearance requirements for 2015 SC6 limits for microcells on wooden poles



References:

[http://www.hc-sc.gc.ca/ewh-semt/pubs/radiation/radio\\_guide-lignes\\_direct/index-eng.php](http://www.hc-sc.gc.ca/ewh-semt/pubs/radiation/radio_guide-lignes_direct/index-eng.php)



---

**Subject:** New Horizons for Seniors Program: Anticipated Call for Proposal

**From:** [W-T-CSPD-SCEP-NHSP-PNHA-BC-GD@servicecanada.gc.ca](mailto:W-T-CSPD-SCEP-NHSP-PNHA-BC-GD@servicecanada.gc.ca) [<mailto:W-T-CSPD-SCEP-NHSP-PNHA-BC-GD@servicecanada.gc.ca>]

**Sent:** April-25-16 2:06 PM

**Subject:** New Horizons for Seniors Program: Anticipated Call for Proposal

Good Afternoon,

This email is to advise you we anticipate the **New Horizons for Seniors – Community Based Projects** Call for Proposal to be launched shortly (May-June).

Eligible organizations may be eligible to receive up to \$25,000 for Community-based projects that enable seniors to share their knowledge, skills and experiences with others and help communities increase their capacity to address local issues.

Projects **must** address one or more of the program's five objectives:

1. promoting volunteerism among seniors and other generations;
2. engaging seniors in the community through the mentoring of others;
3. expanding awareness of elder abuse, including financial abuse;
4. supporting the social participation and inclusion of seniors; and
5. providing capital assistance for new and existing community projects and/or programs for seniors.

Projects **must**:

- be led or inspired by seniors. If inspired by seniors, they must be involved in the project's development and/or implementation in a **meaningful** way. **The role of seniors is a very important element when NHSP projects are being considered for funding.**
- occur within a 12-month (52-week) period. New Horizon for Seniors Program funding can only support projects that are completed within this time frame.
- For those projects that primarily meet one of the first four program objectives, projects must: involve programs or activities **not already** carried out by your organization.

For those projects that primarily meet the fifth objective (capital assistance), projects **must**:

- involve programs or activities not already carried out by your organization; and/or
- involve current programs or activities that **are at risk of not continuing** should the renovation and/or equipment purchase not be funded. These current programs or activities **must also meet one of the first four program objectives.**

Ineligible projects and activities

The following activities are not eligible for community-based funding:

- core or ongoing activities (activities regularly/normally carried out by the organization);
- activities where the role of seniors is minimal or not clearly described;
- projects to develop or deliver accredited primary, secondary, or post-secondary curricula;
- fundraising activities, door prizes or gifts;
- projects which provide a core health or social service to individuals
- programs or services that fall within the responsibility of other levels of government.

For more information please see <http://www.esdc.gc.ca/eng/seniors/funding/community/index.shtml>

Regards,

Program Delivery Team  
Vancouver Island

---

Bonjour,

Ce courriel est pour vous aviser que nous prévoyons l'appel à proposition du programme **Nouveaux horizons pour les aînés** sera lancé prochainement (mai-juin).

Les organismes admissibles peuvent recevoir jusqu'à 25 000 \$ pour des projets communautaires qui permettent aux aînés de partager leurs connaissances, leurs compétences et leurs expériences avec les autres et aider les collectivités à accroître leur capacité à résoudre des problèmes locaux.

Les projets **doivent** viser un ou plusieurs des cinq objectifs du programme :

- 1) Promouvoir le bénévolat chez les aînés et les membres d'autres générations;
- 2) Inciter les aînés à participer à la vie de leur collectivité en encadrant d'autres personnes;
- 3) Accroître la sensibilisation aux mauvais traitements envers les aînés, y compris l'exploitation financière;
- 4) Appuyer la participation et l'inclusion sociales des aînés;
- 5) Fournir une aide financière à l'immobilisation pour les projets et programmes communautaires, nouveaux ou existants destinés aux aînés.

Les projets **doivent** :

- être dirigés ou inspirés par des aînés. Si inspirés par des aînés, ces derniers doivent participer au développement ou à la mise en œuvre du projet de façon significative. **Le rôle des aînés constitue un élément très important lorsque les projets du PNHA sont considérés pour du financement.**
- se dérouler à l'intérieur d'une période de 12 mois (52 semaines). Le PNHA peut uniquement financer les projets qui sont terminés au cours de cette période.
- Pour les projets qui répondent principalement à l'un des quatre premiers objectifs du programme, les projets doivent viser des programmes et activités qui **ne sont pas déjà mis en œuvre** dans votre organisme.

Pour les projets qui répondent principalement au cinquième objectif, les projets **doivent** :

- viser les programmes et activités qui ne sont pas déjà mis en œuvre dans votre organisme; ou
- viser les programmes ou activités en cours qui **sont à risque de ne pas se poursuivre** si la rénovation ou l'achat d'équipements ne peuvent pas être financés. Ces programmes et activités en cours **doivent également répondre à l'un des quatre premiers objectifs du programme.**

Les activités suivantes ne donnent pas droit à un financement de projets communautaires:

- activités de base et courantes (les activités qui sont régulièrement ou normalement menées par votre organisme);
- activités où le rôle des aînés est minime ou n'est pas clairement décrit;
- projets qui élaborent ou dispensent de la formation accréditée primaire, secondaire ou postsecondaire;
- activités de levée de fonds, prix de présences ou cadeaux;
- des projets qui fournissent un service de santé de base ou de services sociaux aux individus
- programmes ou services relevant d'autres ordres de gouvernement..

Pour plus d'informations, veuillez visiter:

<http://www.edsc.gc.ca/fra/aines/financement/communautaires/index.shtml>

Cordialement,

Équipe de livraison de Programmes  
Île de Vancouver





Pacific Rim  
National Park Reserve

## Welcome to Pacific Rim National Park Reserve

Pacific Rim National Park Reserve is in the middle of some amazing rehabilitation projects to restore its infrastructure, including roads, shelters, and Green Point Campground. The park reserve is excited to have these projects underway as it means our visitors will be able to enjoy and experience the natural and cultural wonders of the park reserve for many years to come.

Due to the ongoing construction work, we had to temporarily close a few areas around the park reserve. We apologize for the inconvenience and are offering free entry to Pacific Rim National Park Reserve until April 30, 2016. We hope you will be back again soon to see the renewed park reserve.

## What can I do in the park reserve this April and May?



**Schooner Cove Trail** (located on Highway 4 south of Tofino)  
Follow this twisting boardwalk as it descends through young and old stands of cedar/hemlock forest and Sitka spruce fringe to Schooner Cove beach – a great place to do some tidal pool exploring at low tide! This trail is 1 km one way and has some long flights of stairs.

**Long Beach at North Beach Parking Lot** (located on Highway 4 halfway between Ucluelet and Tofino)  
Put on your walking shoes and make the trek to the very end of the beach to sit in one of Parks Canada's iconic red chairs. Hint: when you get to the rocky outcropping at the end of the beach, look up!



**Incinerator Rock** (located on Highway 4 north of Long Beach)  
Long Beach isn't just famous for its long stretch of sand and sky, it's also one of the best places to catch waves on the west coast of Canada. Put on a (thick) wet suit, take a lesson, and give surfing a try.

**Rainforest Trail** (located on Highway 4 south of Long Beach)  
Explore a world of ancient giants, drifting mists, witches' moss, twisted trees and rainforest wildlife on the Rainforest Trail. Each loop of the trail is 1 km and there are many short flights of stairs.



**Willowbrae and Halfmoon Bay Trails** (located off of Highway 4, 2 km south of the Ucluelet -Tofino Junction)  
Stroll along a path through old growth forest and discover secluded sandy beaches just waiting for your footprints. Halfmoon Bay Trail branches off of Willowbrae Trail 1 km in. Both trails are approximately 1.5 km one way and have long flights of stairs leading to the beach.

Disponible en français

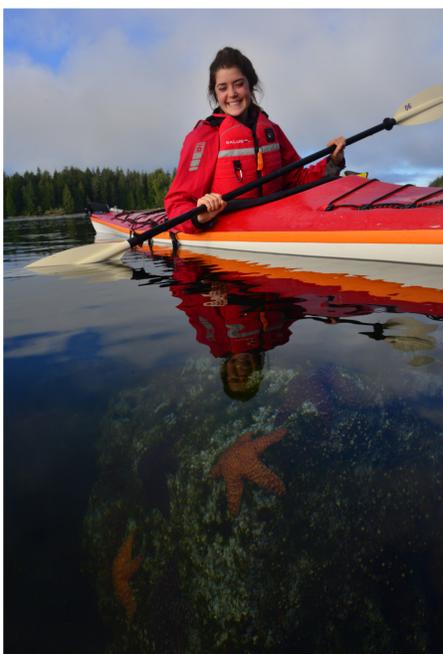
Last Update: 2016-04-20



Parks  
Canada

Parcs  
Canada

Canada



**Green Point Campground** (located on Highway 4 halfway between Ucluelet and Tofino)

Opening April 29th! Perched on the edge of a forested bluff looking out to the Pacific Ocean, this one-of-a-kind campground has been newly renovated and now offers fully serviced sites along with new shower facilities. Campers have the choice of serviced drive-in sites, primitive walk-in sites, equipped walk-in sites or a group site.

Reservations: [www.reservation.pc.gc.ca](http://www.reservation.pc.gc.ca)

**West Coast Trail** (Trailheads located just outside of Port Renfrew and Bamfield, with a 3rd access point at Nitinat Lake)

Opening May 1st! This 75km (5 to 7 day) backcountry hike along the rugged west coast is a must for the serious hiker! For hikers who only have a few days to spare, the trail has a third entrance at Nitinat Lake which makes hiking half the trail (2 to 3 days) an exciting option. Reservations: [www.reservation.pc.gc.ca](http://www.reservation.pc.gc.ca)

**Broken Group Islands** (accessible by water only, located between Ucluelet and Bamfield)

Paddle or motor through this stunning archipelago of islands with sheltered bays, shell beaches, densely forested islands, exposed reefs and bare wind-swept rocks. The islands are steeped in rich Nuu-chah-nulth culture and history and contain many sites of spiritual and cultural significance. The Tseshaht First Nation Beachkeepers patrol the islands May through September.

*Regular updates on infrastructure work in Pacific Rim National Park Reserve are available on the web at [parkscanada.gc.ca/pacificrim](http://parkscanada.gc.ca/pacificrim), Facebook at [www.facebook.com/PacificRimNPR](http://www.facebook.com/PacificRimNPR), and Twitter at @PacificRimNPR, or by calling 250-726-3500.*

Disponible en français

Last Update: 2016-04-20

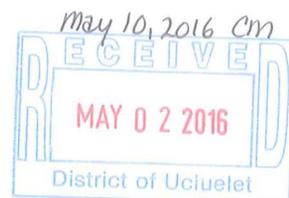


Parks  
Canada

Parcs  
Canada

Canada

# Pacific Rim Arts Society



Filecode: 0230-20 PRAS  
 X-Ref:  
 Forwarded to: Council, Andrew  
 [Physical] [X] Electronic

May 2<sup>nd</sup>, 2016

District of Ucluelet  
 P.O.Box 999,  
 Ucluelet, BC  
 V0R 3A0

Dear Mayor and Council,

The Pacific Rim Arts Society's board of directors is pleased to announce that we have been selected to host the Arts BC and Heritage BC joint conference in April of 2017.

We have a year to prepare for this event and we see this as an opportunity for collaboration between Tofino, Ucluelet and the local First Nation communities to add a unique cultural experience to this conference.

Arts BC and Heritage BC are supporting the fact that we will be holding events in Tofino and Ucluelet and we are presently in the process of obtaining quotes for venues and accommodations in order to book early for this conference. We have been in communication with both Tourism Tofino and Tourism Ucluelet. We will be promoting this event at the 2016 Arts BC/ Heritage BC conference in May of this year on Granville Island.

We are attaching a letter from the Arts BC president, Kathy Ramsey, sharing her thoughts about their selection of this area for the conference. We will keep you informed of our progress throughout the year and are looking forward to making this event a positive experience for all involved.

Sincerely,

Jacqueline Chamberland, Executive Director  
 PACIFIC RIM ARTS SOCIETY



March 2016

To Whom it May Concern:

RE: Arts BC, Heritage BC joint conference 2017

Arts BC and Heritage BC are pleased to announce a joint conference for 2017 in Tofino-Ucluelet alongside our good friends and local hosts, The Pacific Rim Arts Society. There is potential a fourth partner, The First People's Cultural Council.

Arts BC and Heritage BC are currently co-conferencing at Granville Island, May 5-7th "PlaceMaking: Where Arts and Heritage Collide." We anticipate 250-300 delegates from across the province to arrive in Vancouver for this year's conference, we don't anticipate that these numbers would be lower for the Pacific Rim.

Our anticipated dates for next year are Thursday April 20 - Saturday April 22, 2017 and Thursday April 27 - Saturday 29, 2017 - the shoulder season.

We have chosen the Pacific Rim in part because of the natural beauty and the rich arts and cultural heritage of the area but also because we are very aware that the communities on the Pacific Rim are keenly and passionately aware of how vital a dynamic arts and cultural scene are for a community's social wellbeing. I was lucky enough to facilitate a roundtable discussion on a Cultural Policy Framework for the Provincial Government about a year ago in Ucluelet. I was so struck by the deep knowledge of the participants on arts and cultural issues and feel strongly that your communities would be excellent role models for communities across the province. We realize our friends at the Pacific Rim Arts Society have played a large role in helping raise this awareness and we've recently asked PRAS Executive Director Jacqueline Chamberland and PRAS President Mark Penney to join our board. They will be key to a successful Conference in 2017 and we have no doubt they'll over-deliver!

We look forward to Conference 2017 on the Pacific Rim!

Kathy Ramsey, Arts BC President  
[www.artsbc.org](http://www.artsbc.org)  
[president@artsbc.org](mailto:president@artsbc.org)

"For the People Powering the Arts"

Arts BC PO Box 422 Nelson, BC V1L 5R2 (250) 352-5094 [ed@artsbc.org](mailto:ed@artsbc.org) [www.artsbc.org](http://www.artsbc.org)

# BC Rural Dividend Program Guide



First Round Application Intake 2016/17



# Contents

<b>Section 1 › Introduction</b>		<b>2</b>
<b>1.1</b>	First Application Intake for 2016/17	<b>2</b>
<b>1.2</b>	Second Application Intake for 2016/17	<b>2</b>
<b>Section 2 › Program Information</b>		<b>3</b>
<b>2.1</b>	Program Overview	<b>3</b>
<b>2.2</b>	Eligibility Criteria	<b>4</b>
<b>2.3</b>	Eligible Communities	<b>4</b>
<b>2.4</b>	Eligible Applicants	<b>5</b>
<b>2.5</b>	Eligible Partners	<b>6</b>
<b>2.6</b>	Project Categories	<b>6</b>
<b>2.7</b>	Funding Streams	<b>7</b>
<b>2.8</b>	Special Circumstances	<b>8</b>
<b>2.9</b>	Project Timelines	<b>8</b>
<b>2.10</b>	Eligible Project Costs	<b>8</b>
<b>2.11</b>	Review and Assessment Process and Timelines	<b>10</b>
<b>2.12</b>	Selection Criteria	<b>10</b>
<b>2.13</b>	Application Limit	<b>12</b>
<b>2.14</b>	Contracts and Reporting Requirements	<b>12</b>
<b>2.15</b>	Audits and Site Visits	<b>12</b>
<b>2.16</b>	Events and Communications	<b>13</b>
<b>2.17</b>	Freedom of Information	<b>13</b>
<b>2.18</b>	Conflict of Interest/Confidentiality	<b>13</b>
<b>Section 3 › Applying to the Program</b>		<b>14</b>
<b>3.1</b>	How to Apply	<b>15</b>
<b>3.2</b>	Application Support	<b>16</b>
<b>3.3</b>	Contact Information	<b>18</b>

# 1 Introduction

This document serves as the BC Rural Dividend Program (Program) Guide for the first application intake for 2016/17. It is intended to provide Program information to inform prospective applicants interested in applying for funding, and to offer direction in how to apply to the Program.

This document will be revised and reissued for future intakes to the Program.

## 1.1 » First Application Intake for 2016/17

The first application intake commences on April 4, 2016. The deadline for applications is 4:30 pm PDT on Tuesday, May 31, 2016.

Applications and all Mandatory Supporting Documentation must be submitted via email and received by the BC Rural Dividend Program Office by this time and date.

## 1.2 » Second Application Intake for 2016/17

There will be a second intake of applications for 2016/17 commencing on Monday, October 3, 2016, with a deadline of 4:30 pm PDT on Monday, October 31, 2016.



Ministry of  
Forests, Lands and  
Natural Resource Operations

BC Rural Dividend Program Guide | First Round Application Intake 2016/2017

## 2 Program Information

### 2.1 » Program Overview

The BC Rural Dividend Program assists rural communities with a population of 25,000 or less in strengthening their community resilience, and supporting their social, cultural and economic viability.

The Program is providing \$25 million a year over three years, beginning in 2016, to help rural communities across British Columbia reinvigorate and diversify their local economies, making them more attractive places to live and work.

The Program aims to contribute to the overall wellness, sustainability and livability of small rural communities. It recognizes the diversity among rural B.C. communities and ensures that funded projects support the unique vision and needs of each individual community and the local citizens.

The Program was developed in consultation with the Rural Advisory Council, made up of 13 members from across rural B.C. with a mandate to advise the government on how to best support rural prosperity and thriving rural communities across the province.

The Program is administered by the B.C. Ministry of Forests, Lands and Natural Resource Operations.



## 2.2 » Eligibility Criteria

Eligibility of applications will be determined based upon:

- › Eligibility of applicant
- › Eligibility of community
- › Full completion of the application, including all Mandatory Supporting Documentation
- › Application submitted before the intake deadline

In the event an application is determined to be ineligible, the applicant will be notified and such applications will not be considered for funding.

## 2.3 » Eligible Communities

The goal of the Program is to assist small rural communities across British Columbia.

The applications must demonstrate how the proposed project will support either:

- › A community with a population of 25,000 or less<sup>1</sup>, located outside of Metro Vancouver<sup>2</sup> and the Capital Regional District.<sup>3 4</sup>
- › An unincorporated area with a population of 25,000 people or less.

<sup>1</sup> Population figures must be based on Statistics Canada 2011 figures (including census agglomeration areas if applicable) [www12.statcan.gc.ca/census-recensement/2011/as-sa/fogs-spg/select-Geo-Choix.cfm?Lang=Eng&GK=CMA&PR=10#PR59](http://www12.statcan.gc.ca/census-recensement/2011/as-sa/fogs-spg/select-Geo-Choix.cfm?Lang=Eng&GK=CMA&PR=10#PR59)

<sup>2</sup> Metro Vancouver [www.metrovancouver.org](http://www.metrovancouver.org)

<sup>3</sup> Capital Regional District [www.crd.bc.ca](http://www.crd.bc.ca)

<sup>4</sup> Exceptions will be considered, e.g. communities in Juan de Fuca and Southern Gulf Islands Electoral Areas.



## 2.4 » Eligible Applicants

### Local Government

- › A municipal or regional government established by or under British Columbia legislation with a population of 25,000 people or less.
- › An unincorporated area with a population of 25,000 people or less whose application is submitted through a regional district or a not-for-profit organization. A community, for the purpose of application to the Program, is considered to be a settlement area within a regional district electoral area. A community's boundaries may also coincide with a service area boundary (existing or proposed).

### First Nations

- › A band council within the meaning of Section 2 of the *Federal Indian Act* or any successor to a band council established under federal legislation, governing bodies of treaty First Nations, Nisga'a Lisims Government and a Nisga'a Village Government.
- › A corporation controlled by a First Nation.

### Not-for-Profit Organizations

- › A not-for-profit organization based in an Eligible Community and whose mandate is focused on an Eligible Community.
- › An organization incorporated as a not-for-profit corporation or society formed under an Act of Canada or a province or territory of Canada and in good standing under the relevant Act.



## 2.5 » Eligible Partners

- › Eligible Applicants can partner with governments, First Nations or not-for-profit organizations to deliver a project. The partner(s) must meet the criteria of Eligible Applicant and have an active role in the project. And they may or may not contribute financially to the project.
- › Additionally, an Eligible Applicant can partner with for-profit entities as long as the proposed project identifies broad community benefits and does not negatively impact other businesses.

## 2.6 » Project Categories

The Program includes four broadly defined project categories designed to offer communities flexibility in applying for Program funding, and the opportunity to develop a wide range of solutions to the challenges their communities are facing. Project categories are outlined below.

<b>1</b>	<b>Community Capacity Building</b>
Projects that build the resources, capabilities and capacities of communities to deal with their key economic challenges and changes.	
Projects that provide or improve community services to support economic diversity, expand market accessibility and enhance quality of life to attract investment.	
<b>2</b>	<b>Workforce Development</b>
Projects that offer training and skills development opportunities, especially for youth, so they stay in the community or return if they have left.	
Projects that help ensure resilience in the local workforce by attracting, retaining and training workers.	
<b>3</b>	<b>Community and Economic Development</b>
Projects that help rural communities plan to build a foundation for economic growth or improve community vibrancy.	
Projects that implement strategies to support economic growth.	
<b>4</b>	<b>Business Sector Development</b>
Projects that increase new business creation, business growth and adaptability in the community.	
Projects that allow communities to retain existing businesses and encourage their expansion.	



## 2.7 » Funding Streams

There are three funding streams as detailed below. Both Single Applicant and Partnerships streams support the implementation of community-driven projects. The Partnerships stream encourages partnerships by offering the opportunity to apply at a significantly higher funding level.

The Project Development stream recognizes that some rural communities have limited capacity to develop projects, particularly when faced with abbreviated intake periods. This stream provides funding to support communities in undertaking some of the effort required to develop strong Single Applicant or Partnerships project applications for future intakes.

Funding Stream	Maximum Funding	Details
Project Development	\$10,000	<ul style="list-style-type: none"> <li>› Help communities to develop feasibility assessments and business cases for projects.</li> <li>› Eligible Applicant can apply for up to 100% of total project cost.</li> <li>› Eligible Applicant must show how the funding would support future eligible project applications.</li> <li>› No guarantee of funding in subsequent applications.</li> </ul>
Single Applicant	\$100,000	<ul style="list-style-type: none"> <li>› Eligible Applicant can apply for up to 80% of the total project cost.</li> <li>› Eligible Applicant must contribute at least 20% of the total project cost via financial or in-kind contributions (maximum 10% in-kind contribution).*</li> <li>› Eligible Applicant's contribution cannot be sourced from another government program at any level (except Community Works Fund).</li> </ul>
Partnerships	\$500,000	<ul style="list-style-type: none"> <li>› Eligible Applicant must have at least one Eligible Partner.</li> <li>› Eligible Applicant can apply for up to 60% of the project costs.</li> <li>› Eligible Applicant and Eligible Partners must contribute at least 40% of total project cost via financial or in-kind contributions (maximum 10% in-kind contribution).*</li> <li>› Contributions from Eligible Applicant and Eligible Partners cannot be sourced from another government program at any level (except Community Works Fund).</li> <li>› Eligible Applicant is signatory on funding agreement.</li> </ul>

\* In-kind contributions include goods and services donated to a project by the Eligible Applicant and/or Eligible Partners e.g. staff time, use of space or equipment. These types of contributions should be valued at fair market value.

## 2.8 » Special Circumstances

Under special circumstances where an Eligible Community is facing significant economic downturn and hardship due to the loss of a key economic driver, funding support will be considered on the basis of the community's unique situation. Funding under special circumstances will be considered on a case-by case basis, and is not limited to intake periods. For consideration under special circumstances, contact the Program.

## 2.9 » Project Timelines

Applications for projects that do not require additional steps before they can start (e.g. securing other funding, obtaining permits and approvals) will be more favourably ranked in the assessment and review process. The need for additional steps before the project can start will be taken into consideration in the review and assessment of applications. Such applications may also be deferred for consideration to a future intake round.

Projects may have timelines that continue into fiscal 2017/18. However, the timeline must demonstrate that the project will be completed within two years from the project start date.

## 2.10 » Eligible Project Costs

Eligible Project Costs must be considered direct and essential. They will be reviewed to determine if they are reasonable and have been accurately estimated. Costs that were incurred before the application was approved are ineligible under the Program. Inclusion of ineligible, unessential or unreasonable costs will be considered in the assessment and ranking of projects. Examples of costs that are eligible or ineligible for Program funding are listed below.



Eligible Costs	Ineligible Costs
Costs related to project implementation.	<ul style="list-style-type: none"> <li>› Any costs associated with administering the project, such as preparing progress reports.</li> <li>› Costs being claimed under any other programs.</li> <li>› Costs incurred outside of the time periods for the project as outlined in application.</li> <li>› Costs incurred for areas outside of the Eligible Community/Communities included in the application.</li> </ul>
<p>Community-based infrastructure costs where:</p> <ul style="list-style-type: none"> <li>› The project is small, such as minor renovations and retrofits to existing structures where the work is essential to support the proposed project.</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>› Program contribution is minimal compared with other contributions and overall costs, and the funding is key to leveraging other resourcing.</li> </ul>	<ul style="list-style-type: none"> <li>› Infrastructure that is not tied to a broader project and outcomes.</li> <li>› Infrastructure projects where the majority of the cost is charged to the Program.</li> <li>› Land acquisition.</li> <li>› New structures.</li> <li>› Water/sewer/road/sidewalk infrastructure projects.</li> </ul>
<p>Project management, including:</p> <ul style="list-style-type: none"> <li>› Consulting fees,</li> <li>› Business planning development, and</li> <li>› Project-related professional fees (e.g. architectural, accounting).</li> </ul>	<ul style="list-style-type: none"> <li>› Permits and approvals.</li> <li>› Legal costs.</li> <li>› Project-related professional fees payable to the Eligible Applicant.</li> </ul>
Design/engineering costs.	› Building construction costs for new facilities.
Wages/benefits for new hires to work 100% on eligible project-related activities.	› Operational costs, such as existing staff salaries and benefits (eligible as in-kind contributions from an Eligible Applicant or Eligible Partner).
Small capital purchases (excluding technology) that are essential to the implementation of the project.	<ul style="list-style-type: none"> <li>› Technology updates or software (e.g. computer hardware, software).</li> <li>› Large capital purchases (e.g. vehicles, machinery, furnishings).</li> </ul>
Marketing or promotion-related costs. Speaker stipends.	<ul style="list-style-type: none"> <li>› Directly lobbying of any level of government.</li> <li>› Travel to conferences, trade shows.</li> </ul>
<p>Meals and project travel related expenses based on government per diem rates:</p> <p><a href="http://www2.gov.bc.ca/local/myhr/documents/travel/travel_allowances_app1.pdf">www2.gov.bc.ca/local/myhr/documents/travel/travel_allowances_app1.pdf</a></p>	<ul style="list-style-type: none"> <li>› Remuneration and travel of elected officials.</li> <li>› Alcohol.</li> </ul>
Feasibility studies related directly to the project.	› Academic research that does not deliver concrete actions or tangible benefits.
Training activities as part of the Eligible Project or to support the project.	› GST and PST.

## 2.11 » Review and Assessment Process and Timelines

Eligible Applications will be subject to a competitive review and assessment process. Eligible Applications will be assessed and ranked against explicit selection criteria (see 2.12 Selection Criteria). If additional information is determined to be needed to support the review and assessment, Eligible Applicants will be contacted and additional information requested. The selection process will be objective and unbiased.

Project Development applications will undergo an expedited review and assessment process, and funding decisions are expected in early summer 2016.

Decisions on other applications are expected within four months after the application intake deadline. Applicants will not be notified of the ongoing status of their applications during the review and assessment process.

Funding decisions are final. Applications that are not funded in respect of a particular intake period may be re-submitted in a future intake period.

## 2.12 » Selection Criteria

The selection criteria below will be used in the review and assessment of Eligible Applications. The following selection criteria will be weighted more heavily:

- › Job creation and retention
- › Rural communities most in need
- › Significant leveraging of Program funding

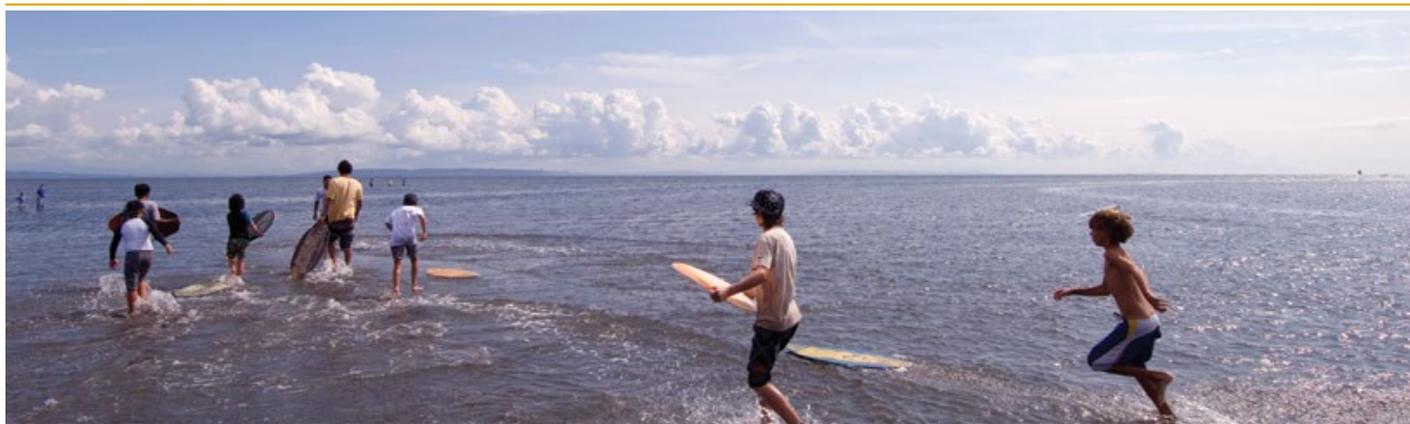
It is anticipated that the Program may be over-subscribed. Meeting the selection criteria does not guarantee that funding will be provided. Eligible Applications will be assessed on their ability to achieve the selection criteria against other applications. Those applications that most successfully demonstrate meeting the selection criteria will be prioritized for funding.

Applicants should provide sufficient information to support a thorough assessment of their project. Applicants are encouraged to identify measurable benefits or quantify potential benefits wherever possible to support assessment of their application.





Selection Criteria	Demonstrated Through
Community resiliency and economic strength	<ul style="list-style-type: none"> <li>› Increases economic competitiveness and economic diversity and/or activity.</li> <li>› Enhances the community's ability to attract and retain new and existing workforce, youth, employers and investors.</li> <li>› Increases efficiency and productivity, business creation and market growth within the community and in rural businesses.</li> </ul>
Job creation and retention	<ul style="list-style-type: none"> <li>› Provides for direct and indirect job creation.</li> <li>› Provides for prevention of job loss.</li> </ul>
Building partnerships and shared prosperity	<ul style="list-style-type: none"> <li>› Supports the creation or continuation of partnerships between rural communities that promote local economic growth and diversity.</li> <li>› Supports the creation or continuation of partnerships between rural non-First Nation communities and First Nation communities that promote local economic growth and diversity.</li> </ul>
Project feasibility, timeliness and sustainability	<ul style="list-style-type: none"> <li>› Demonstrates the ability to efficiently and effectively manage, leverage funding and complete the project for success.</li> <li>› Demonstrates the ability for the project to commence on a timely basis, and be completed within a two-year timeframe.</li> <li>› Demonstrates long-term financial, social and environmental sustainability principles.</li> </ul>
Greatest impact on rural communities	<ul style="list-style-type: none"> <li>› Provides for direct economic stimulus.</li> <li>› Demonstrates broader impact across community or multiple communities/regions.</li> <li>› Identifies and links project benefits and outcomes to project activities.</li> </ul>
Rural communities most in need	<ul style="list-style-type: none"> <li>› Identifies community tied to a major economic shock, crisis, or loss of key economic driver.</li> </ul>



### 2.13 » Application Limit

An Eligible Applicant is limited to submission of one Project Development application, and one project application (Single Applicant or Partnership) in each intake.

If multiple applications are submitted from a range of Eligible Applicants in support of one Eligible Community, these applications will be reviewed and assessed in relation to one another in addition to being reviewed and assessed against all other applications.

### 2.14 » Contracts and Reporting Requirements

Awarding of funding to successful applicants will be conditional upon finalization of a funding agreement that sets out the terms and conditions of the funding. Conditions will be attached to project funding awards to ensure that Program objectives are met, which will include reporting requirements. Funding recipients will be required to submit a final report that outlines the project's performance and outcomes. Further details on such requirements will be provided to successful applicants.

Failure to meet contractual requirements could result in termination of the funding agreement, require repayment of Program funds, and disqualify the funding recipient from further applications to the Program.

### 2.15 » Audits and Site Visits

Funding recipients may be subject to audit or site inspections at any time during the term of the funding agreement and for up to three years following the distribution of Program funds to the recipient, so the Province can examine project progress and documentation.





## 2.16 » Events and Communications

The funding agreement may require that the Ministry of Forests, Lands and Natural Resource Operations be kept informed about promotional activities related to the project, with a minimum notice period before public materials are distributed or events held.

It may also require that the Government of British Columbia and the Ministry of Forests, Lands and Natural Resource Operations be acknowledged in project communications, events and signage. Details regarding required acknowledgement of government support will be included in funding agreements.

## 2.17 » Freedom of Information

Applications submitted under the Program are subject to the *Freedom of Information and Protection of Privacy Act*. The information being collected is for the purpose of administering the Program and will be used for the purpose of evaluating eligibility under the Program.

## 2.18 » Conflict of Interest/Confidentiality

Program staff will uphold the standards for conflict of interest and confidentiality required by all Public Service employees.

## 3 Applying to the Program

### 3.1 » How to Apply

Please follow these steps:

#### 1. Learn about the Program:

Download and review Program documents:

There are a number of documents that all prospective applicants must carefully review before applying. These documents are posted on the Program website: [gov.bc.ca/ruraldividend](http://gov.bc.ca/ruraldividend).

The documents include:

- › Program Guide
- › Program Application Form
- › Application Instructions
- › Certification Form
- › Resolution Form

Review the Questions and Answers section on the Program website.

#### 2. Confirm your eligibility to apply:

Confirm you are an Eligible Applicant, and that your proposed project is in support of an Eligible Community. Consider your ability to develop the project, complete the Application Form, and the Mandatory Supporting Documents, and submit all required application materials by 4:30 pm PDT on Tuesday, May 31, 2016.

#### 3. Complete the Application Form:

The Application Form is a protected document and is to be completed electronically. Refer to the companion Application Instructions while completing the Application Form. If you need help in completing your Application Form (see 3.2 Application Support on page 16).

Save your application in the following format:

- › Applicant name
- › RD (for Rural Dividend),
- › Date completed (yy\_mm\_dd)
- › Example: tahsis\_RD\_16\_07\_05





#### 4. Complete the Mandatory Supporting Documentation required:

Each application must include the Mandatory Supporting Documentation (see table below).

The forms are protected documents to be completed electronically.

The Certification Form requires signatures. Once it is signed, it must be scanned for submission with the Application Form.

Take into account the timelines needed to finalize documentation (e.g. board resolution in support of application).

Mandatory Document/Form	Local government Regional districts	First Nations	Not-for-profit
Certification Form certifying information submitted is accurate	> Yes	> Yes	> Yes
Resolution Form confirming board or council support for the project	> Yes	> Yes	> Yes
Articles of incorporation or similar evidence of legal status	> No	> Yes	> Yes
Most recently audited financial statements	> No	> Yes	> Yes
Approved five-year financial plan	> Yes	> Yes	> If available
Letter(s) from partners confirming role and commitment to the project	> Yes	> Yes	> Yes
Letter(s) from stakeholders indicating support	> Yes	> Yes	> Yes

Letters of support will only be accepted from stakeholder organizations or community leaders in their professional capacity (i.e., Chamber of Commerce, Mayor, Community Development Organization). Letters from individual community residents will not be accepted.

Please do not provide any personal identifiers or third-party personal information (i.e. talk about others) in applications or supporting documents.

### 5. Determine which Optional Supplementary Documentation should be included:

In addition to the Mandatory Supporting Documentation, it is recommended that you include Optional Supplementary Documentation to support your Application Form. Suggestions include:

- › **Quotes** you have obtained from vendors or contractors to support your project budget.
- › **Other materials** such as business plans or feasibility studies that support your project.
- › **Details of consultation** and engagement with residents, First Nations or stakeholders as long as they are acting in their professional capacity.  
Please do not provide any personal identifiers or third-party personal information.

### 6. Submit to the Program:

Your fully completed Application Form, all Mandatory Supporting Documentation and any Optional Supplementary Documentation must be submitted electronically to [ruraldividend@gov.bc.ca](mailto:ruraldividend@gov.bc.ca).

Your complete application package for the first application intake must be received by the deadline of 4:30 pm PDT on Tuesday, May 31, 2016. Failure to meet these requirements will result in a determination of ineligibility.

All documents received by the Program will be treated as confidential; however, we will not guarantee security of the email during email transfer to the Program.

## 3.2 » Application Support

If you have a question that is not addressed in the Program Guide, Application Instructions, or the questions and answers section of the website ([gov.bc.ca/ruraldividend](http://gov.bc.ca/ruraldividend)), application support is available through FrontCounter BC at [FrontCounterBC@gov.bc.ca](mailto:FrontCounterBC@gov.bc.ca) or 1-877-855-3222.

Support is also available through FrontCounter BC offices, in 29 locations across B.C. ([www.frontcounterbc.gov.bc.ca/locations](http://www.frontcounterbc.gov.bc.ca/locations))

FrontCounter BC can also provide support if you need help submitting your application electronically.





## Contact Information

### FrontCounter BC

**TOLL-FREE:** 1-877-855-3222

**EMAIL:** [FrontCounterBC@gov.bc.ca](mailto:FrontCounterBC@gov.bc.ca)

**OFFICE LOCATIONS:** [www.frontcounterbc.gov.bc.ca/locations](http://www.frontcounterbc.gov.bc.ca/locations)

### Rural Dividend Program

**EMAIL:** [ruraldividend@gov.bc.ca](mailto:ruraldividend@gov.bc.ca)

**WEBSITE:** [gov.bc.ca/ruraldividend](http://gov.bc.ca/ruraldividend)

**District of Ucluelet  
Expenditure Voucher**

**G-09/16**

**Date: May 4, 2016**

**Page: 1 of 4**

**CHEQUE LISTING:**

**AMOUNT**

Cheques: # 24005 - # 24069	\$	81,217.01
----------------------------	----	-----------

**PAYROLL:**

PR 009/16	\$	60,007.86
-----------	----	-----------

<u>\$</u>	<u><b>141,224.87</b></u>
-----------	--------------------------

**RECEIVED FOR INFORMATION AT MEETING HELD: May 10, 2016**

*Jeanette O'Connor, CFO*

Report: M:\livelapchklx.p  
Version: 010003-L58.69.00  
User ID: mdsodall

District of Ucluelet  
AP Cheque Listing  
Cheque # From 024005 To 024069(Cheques only)

Page: 1 of 3  
Date: 04/05/16  
Time: 09:50:28

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
024005	002	26/04/2016	ACE92	ACE COURIER SERVIC	18151960 2303406	DELIVERY OF FLAT SHIPPING LAWN ROLL	38.15 20.10		58.25	
024006	002	26/04/2016	AD004	TYCO INTEGRATED FI	Z4327091	REPAIR DOOR LOCK	299.25		299.25	
024007	002	26/04/2016	AGS11	AGS BUSINESS SYSTE	34403	APR/16 LYCHE	976.33		976.33	
024008	002	26/04/2016	AL001	ACKLANDS - GRAINGE	9028261528	SHOE ASSEMBLY-UVFD	11.20		11.20	
024009	002	26/04/2016	BCF01	BC FIRE TRAINING O	2278	ANDERSEN-BCFTOA CO	750.00		750.00	
024010	002	26/04/2016	BCM30	BC MUNICIPAL SAFET	2903	DOSDALL-CSM TRAINI	78.75		78.75	
024011	002	26/04/2016	BE737	BENSON ERICA	121599	BENSON-YOUTH PROGR	1,120.00		1,120.00	
024012	002	26/04/2016	BP940	BLACK PRESS	32834451	MARCH/16 ADS	2,787.88		2,787.88	
024013	002	26/04/2016	BPC57	BARCO PRODUCTS CAN	BPC5233	MESSAGE BOARD	2,394.37		2,394.37	
024014	002	26/04/2016	CGISC	CGIS CENTRE	42491	MAY/16	691.92		691.92	
024015	002	26/04/2016	CK608	KASSLYN CONTRACTIN	D518	D518	3,064.23		3,064.23	
024016	002	26/04/2016	CP300	CRITERION PICTURES	778846	APRIL MOVIES	24.91		24.91	
024017	002	26/04/2016	CVIH1	VANCOUVER ISLAND H	S4147-2	ANNUAL-WATER OP/PE	250.00		250.00	
024018	002	26/04/2016	DC001	DOLAN'S CONCRETE L	UK38349 UP77516	SIGN BASE EDNA BAT MULCH-WPT	427.62 531.03		958.65	
024019	002	26/04/2016	DFC01	DUMAS FREIGHT COMP	36616 38241	SHIPPING-TRANS SIG SHIPPING-4 STAR WA	74.73 43.10		117.83	
024020	002	26/04/2016	FS004	FOUR STAR WATERWOR	47263	SUPPLY FOR WATERWO	1,813.73		1,813.73	
024021	002	26/04/2016	GB059	GIBSON BROS. CONTR	15576 15577	BASE MATERIAL-CEME HYDRO SAND-CEMETER	413.60 900.90		1,314.50	
024022	002	26/04/2016	GC950	GUNTER CHERA	121598	GUNTER-CHEESE MAKI	682.50		682.50	
024023	002	26/04/2016	HE701	HEROLD ENGINEERING	40376	STAMPED ENGINEER D	504.00		504.00	
024024	002	26/04/2016	II200	IGLOO INC	1867	JUMPSTART PACKAGE	525.00		525.00	
024025	002	26/04/2016	KA001	KOERS & ASSOCIATES	9601-141 1581-005	ENGINEERING SERVIC 1581 WATER MASTER	441.00 2,238.08		2,679.08	
024026	002	26/04/2016	KPMG4	KPMG LLP	8001052851	2015 AUDIT	21,000.00		21,000.00	
024027	002	26/04/2016	L9262	LANG, STEVE	121602	LANG-BCWWA TRT COU	466.70		466.70	
024028	002	26/04/2016	LG003	LGMA VANCOUVER ISL	121663	DOSDALL-LGMA/16	157.50		157.50	
024029	002	26/04/2016	M9370	McEWEN MARILYN	121600	MCEWEN-AVICC	194.40		194.40	
024030	002	26/04/2016	MA952	MAXXAM ANALYTICS	VA965412 VA965447 VA965429 VA964132	B625605 B50299 B625814 B50299	78.75 157.50 168.00 78.75		483.00	
024031	002	26/04/2016	N9371	NOEL MAYCO	121601	NOEL-AVICC	626.45		626.45	
024032	002	26/04/2016	PI110	PUROLATOR INC	430766939 430837611	MAXXAM/SDS MAXXAM	225.29 50.10		275.39	
024033	002	26/04/2016	PK113	PRINCE KAHUNA HOLD	180611-REFUND	REFUND/180611	107.45		107.45	
024034	002	26/04/2016	PW280	PITNEYWORKS	04/2016	MAR POSTAGE	116.24		116.24	
024035	002	26/04/2016	SBR01	SONBIRD REFUSE & R	24981 24983 24982 24979	MAR/16 WD MAR/16 UCC MAR/16 PW MAR/16	347.45 296.21 457.07 832.65		2,186.43	

Report: M:\livelapchklx.p  
Version: 010003-L58.69.00  
User ID: mdsdall

District of Ucluelet  
AP Cheque Listing  
Cheque # From 024005 To 024069(Cheques only)

Page: 2 of 3  
Date: 04/05/16  
Time: 09:50:31

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
					24980	MAR/16	253.05			
024036	002	26/04/2016	SC003	SHARE CANADA	06625	SEWER CLEANER/ENZY	2,672.25		2,672.25	
024037	002	26/04/2016	TM005	TELUS MOBILITY	3/16	MARCH/16	114.24		114.24	
024038	002	26/04/2016	TSC19	TRANSPARENT SOLUTI	8337	MAY/16 CLEARMAIL	20.95		20.95	
024039	002	26/04/2016	UP459	UCLUELET PETRO-CAN	17120831	BACKHOE-REPAIR FLA	104.16		104.16	
024040	002	02/05/2016	ACE07	ALBERNI COMMUNICAT	21239	EOC-COMPUTER NOTEB	688.87		688.87	
024041	002	02/05/2016	AD004	TYCO INTEGRATED FI	80444715	2016 SERVICE CHARG	248.33		248.33	
024042	002	02/05/2016	AFS01	ASSOCIATED FIRE &	14681	UVFD-TURN OUT GEAR	247.49		247.49	
024043	002	02/05/2016	AL001	ACKLANDS - GRAINGE	9033617110 9091926197	UVFD-POKE PIKE/10F GLOVES/RESPIRATOR-	201.25 115.37		316.62	
024044	002	02/05/2016	CK608	KASSLYN CONTRACTIN	D519	D519	2,171.59		2,171.59	
024045	002	02/05/2016	CN043	CROWS NEST UCLUELE	5315	PW-WATERPROOF NOTE	78.02		78.02	
024046	002	02/05/2016	CT002	CLEARTECH INDUSTRI	659322	HYPOCHLORITE	715.18		715.18	
024047	002	02/05/2016	CUPE1	CUPE LOCAL #118					1,609.35	Yes
024048	002	02/05/2016	CVIH1	VANCOUVER ISLAND H	S5629-2	ANNUAL/HEALTH PERM	150.00		150.00	
024049	002	02/05/2016	DFC01	DUMAS FREIGHT COMP	36733 40845 38259	TRANS SIGN/PW CLEARTECH FOURSTAR	70.77 427.43 218.61		716.81	
024050	002	02/05/2016	DJ143	DEVRIES JOHN					437.50	Yes
024051	002	02/05/2016	DM447	DOSDALL MORGAN	121604	DOSDALL-CSM WORKSH	216.00		216.00	
024052	002	02/05/2016	FW050	FAR WEST DISTRIBUT	298556 298555 299000 299111	DISH DETERGENT DISH DETERGENT-UCC PW-DOGGIE BAGS/GBA SCH-TPAPER/GBAGS/L	51.13- 51.13 404.49 228.05		632.54	
024053	002	02/05/2016	GE395	GALLOWAY ELECTRIC	664 650 649 651	WELCOME SIGN LIGHT REPAIR SENSOR/VICT REPAIR SEWER FLOAT REPAIR LIGHTS PW Y	2,679.60 122.93 136.50 556.76		3,495.79	
024054	002	02/05/2016	IR644	IRIDIA MEDICAL	16-0864	REPLACEMENT PADS/D	296.17		296.17	
024055	002	02/05/2016	JF072	JIGGERS FISH & CHI	121616	UVFD-RANKING CEREM	1,010.00		1,010.00	
024056	002	02/05/2016	JI072	JUSTICE INSTITUTE	20045289	UVFD-FIRE FIGHTER	200.00		200.00	
024057	002	02/05/2016	LD384	LUDWIG DOUGLAS	41216	COMM PHOTO SHOOT/U	350.00		350.00	
024058	002	02/05/2016	MA952	MAXXAM ANALYTICS	VA967167	B629796	78.75		78.75	
024059	002	02/05/2016	MS170	REVENUE SERVICES O	05/16	MAY/16	3,099.00		3,099.00	
024060	002	02/05/2016	O9310	OLIWA RANDY	121612 121613	OLIWA-SHARED SERVI OLIWA-AVICC	103.68 425.01		528.69	
024061	002	02/05/2016	PB002	PACIFIC BLUE CROSS	81897	MAY/16	7,398.66		7,398.66	
024062	002	02/05/2016	PI110	PUROLATOR INC	43905662	MAXXAMM/OCEANSIDE	180.17		180.17	
024063	002	02/05/2016	RPI46	ROADPOST INC. T462	RC08124296	S4 PHONE UTILITY S	216.34		216.34	
024064	002	02/05/2016	S9372	ST JACQUES DIANNE	121605 121606 121607 121608 121609	ST JACQUES-NTC MEE ST JACQUES-WHALEFE ST JACQUES-POVERTY ST JACQUES-BC SENI ST JACQUES-BI BUSI	45.36 45.36 103.68 45.36 371.58		2,091.60	

Report: M:\livelapchklx.p  
 Version: 010003-L58.69.00  
 User ID: mdosdall

District of Ucluelet  
 AP Cheque Listing  
 Cheque # From 024005 To 024069(Cheques only)

Page: 3 of 3  
 Date: 04/05/16  
 Time: 09:50:32

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
					121610	ST JACQUES-HAKE ME	640.82			
					121611	ST JACQUES-AVICC	839.44			
024065	002	02/05/2016	SA505	SAFETY AUTHORITY	488236	2016 OPERATING PER	146.00		146.00	
024066	002	02/05/2016	TL464	TERRA LINK HORTICU	2016-161046-0	ORGANICS FOR BALLF	4,160.09		4,160.09	
024067	002	02/05/2016	WN977	WOODS NANCY	121614	WOODS STEP IT UP	110.40		110.40	
024068	002	03/05/2016	CUPE1	CUPE LOCAL #118	YEADJUST15 04/16A	YE ADJUST15 APR/16	4.10 1,604.76		1,608.86	
024069	002	03/05/2016	DK143	DEVRIES KATHY	121615	DEVRIES AFTERSCHOO	437.50		437.50	
Total:							81,217.01	0.00	81,217.01	

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



## STAFF REPORT TO COUNCIL

Council Meeting: MAY 10, 2016  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** KARLA ROBISON, MANAGER OF ENVIRONMENTAL AND EMERGENCY SERVICES

**FILE NO:** 8100

**SUBJECT:** ROAD CLOSURE REQUEST FOR THE PORSCHE CLUB 'SHOW AND SHINE' EVENT

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

1. **THAT** Council authorizes the closure of Fraser Lane (in front of the Village Green) and the Main Street Dock from 9:00 a.m. to 4:00 p.m. on Saturday, May 28, 2016 for the Porsche Club 'Show and Shine' event.

**OR**

2. **THAT** Council considers the request to close Fraser Lane and the Main Street Dock on Saturday, May 28, 2016 and declines this request.

### **PURPOSE:**

The purpose of this report is to allow the use of Fraser Lane and the Main Street Dock to showcase approximately 50 cars on Saturday, May 28, 2016 and to encourage the community to attend the Porsche Club 'Show and Shine'.

### **BACKGROUND:**

The four-day Vancouver Island Region Porsche Club event is in its seventh year in Ucluelet. This is an unprecedented showing in one location for this club. The annual event is very popular with Porsche Club members due to previous success and the event sells out every year. This year's event will attract new people that haven't participated in past events. The Porsche Club has fundraised over of \$25,000 in the last 7 years for the Ucluelet Volunteer Fire Brigade.

The Porsche Club normally conducts their 'Show and Shine' at the Black Rock parking lot; however, in 2015 the event took place at Fraser Lane and Main Street Dock (see figure 1), which generated a great public turnout and showcased a unique Ucluelet setting (see figure 2). The event is proposed again this year at Fraser Lane and Main Street Dock to involve more community members and visitors.



Figure 1. Map of the requested closure of Fraser Lane and Main Street Dock.



Figure 2. Photo of the Main Street Dock during the 2015 Porsche Club Event. Photo credit to Porsche Club member Kevin Johnston.

The affected businesses will be contacted prior to the event. Signage, notices and advertisements will be put up to inform the public of the road closure and the event itself. The Harbour Contractor will be contacted in regards to the use of the Main Street Dock, and staff is working with the Porsche Club Committee and Tourism Ucluelet on logistics for the 'Show and Shine' event.

**SUMMARY AND CONCLUSION:**

Staff recommends Council approve the closure of Fraser Lane and the Main Street Dock locations for the 'Show and Shine' event on Saturday, May 28, 2016 from 9:00 a.m. to 4:00 p.m. The participants and community felt the event was a great success last year due to the central location for the event as it encouraged more community involvement.

**Respectfully submitted:**



---

Karla Robison,  
Manager of Environmental and Emergency Services





## STAFF REPORT TO COUNCIL

Council Meeting: MAY 10, 2016  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** ABBY FORTUNE, DIRECTOR OF PARKS & RECREATION

**FILE NO:** 8100-20 EDGE

**SUBJECT:** EDGE TO EDGE MARATHON 2016

**ATTACHMENT(S):** MAPS

### RECOMMENDATION(S):

1. **THAT** Council approves the road closures and additional operational requests for the Edge to Edge Marathon for June 12, 2016;
- or**
2. **THAT** Council denies the road closures and additional operational requests for the Edge to Edge Marathon for June 12, 2016.

### PURPOSE:

The purpose of this report is to update Council and request approval for the road closures and other operational requests from the Ucluelet Chamber of Commerce for the Edge to Edge Marathon on June 12, 2016.

### BACKGROUND:

The Ucluelet Chamber of Commerce and the District of Ucluelet have worked in partnership on this event since its inception. The Edge to Edge Marathon Race Committee is making the following requests for 2016:

- Road closures:
  - Closure of Fraser Lane and Cedar (in front of Village Green) from 8:00 am onward to 4:00 pm on race day.
  - Road closures for approximately two hour starting at 8:45 am on Cedar and Bay to clear major runners at the start for the Half Marathon (9:00 a.m.) and 10 km run (10:00 a.m.).
- Erect road signs for mileage signs.
- Public Works assistance with sandbags, cones and flagging and bleachers.
- Erect Advance Road Closure notices.
- Use selected areas of both sections of the Wild Pacific Trail and the entire length of the bike path (with cut grass, and gravel swept and pot holes filled).

- Use sandbags from the Public Works yard (they are mostly E to E's) to create running lanes.
- Have music and announcements prior to the start of the race (from 8am on).

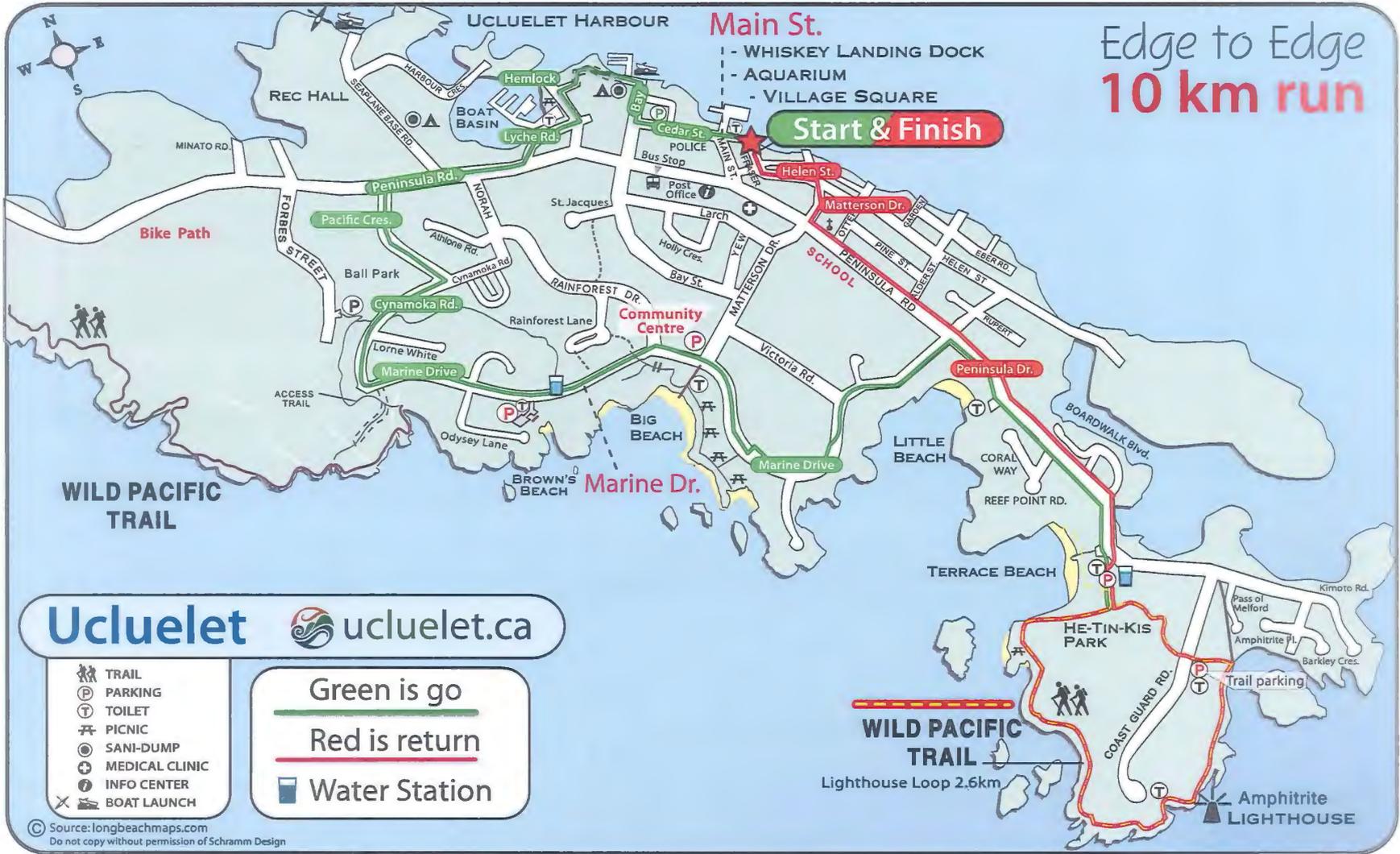
Additionally for 2016, the Chamber has requested road closure on the day of the Marathon on Main Street from Helen to the Whiskey Dock. The Chamber is working with the Friday Night Market Group as an added attraction to have them come out and set-up on Sunday afternoon.

**Respectfully submitted:**



---

ABBY FORTUNE,  
DIRECTOR OF PARKS & RECREATION











## STAFF REPORT TO COUNCIL

Council Meeting: MAY 10, 2016  
500 Matterson Drive, Ucluelet, BC V0R 3A0

---

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

**FILE NO:** 0340-50 POLICY

**SUBJECT:** ASSET MANAGEMENT POLICY

**ATTACHMENT(S):** ASSET MANAGEMENT POLICY NO. 3-1025-1

---

**RECOMMENDATION(S):**

1. **THAT** Council approves District of Ucluelet Asset Management Policy No. 3-1025-1.
- or**
2. **THAT** Council does not approve District of Ucluelet Asset Management Policy No. 3-1025-1.

**PURPOSE:**

The purpose of this report is to introduce Council to a new corporate policy #3-1025-1, an Asset Management Policy.

**BACKGROUND:**

Municipalities in British Columbia own, operate and maintain a wide range of infrastructure assets. These assets include transportation networks, water distribution systems, sewage collection & treatment systems, information technology systems, vehicle and equipment fleets, parks, and civic buildings. These assets are expected to operate efficiently and effectively for many years.

Best practices in asset management include developing an asset management policy to be adopted by Council, and used to guide the development and use of organizational asset management. An asset management policy expresses a Council's commitment to asset management and provides policy statements to guide staff in carrying out the organization's requirements in relation to assets purchased.

The policy presented will provide a framework for managing, classifying, valuing and amortizing capital assets for the purpose of financial statement reporting in compliance with the standards as established by the Public Sector Accounting Board (PSAB) of the Canadian Institute of Chartered Accountants (CICA).

Once the Asset Management policy # 3-1025-1 is adopted by Council, it is expected that staff implements the policy through the development and use of guidelines and practices.

**SUMMARY AND CONCLUSION:**

Staff is recommending approval of the Asset Management Policy # 3-1025-1. As an asset management policy, it will be a useful tool to institutionalize asset management within the District and to show Council's commitment to asset management as well as a guide to staff.

**Respectfully submitted:**



---

David Douglas, Manager of Finance.



The Corporation of the District of Ucluelet

**MUNICIPAL POLICY MANUAL****POLICY NUMBER:** 3-1025-1**REFERENCE:**

Asset Management

**ADOPTED BY:**Council  
{Date Adopted}**AMENDED DATE:**

N/A

**SUPERSEDES:**

New

**DEPARTMENT:**

Finance

**EFFECTIVE DATE:**

{Date}

**Policy Statement:**

Page 1 of 15

The purpose of this policy is to provide a framework for managing, classifying, valuing and amortizing capital assets for the purpose of financial statement reporting in compliance with the standards as established by the Public Sector Accounting Board (PSAB) of the Canadian Institute of Chartered Accountants (CICA).

**Definitions:**

**Amortization** is the accounting process of allocating the cost less the residual value of a tangible capital asset to operating periods as an expense over its useful life in a rational and systematic manner appropriate to its nature and use. Amortization expense is an important part of the cost associated with providing local government services, regardless of how the acquisition of tangible capital assets is funded. Depreciation accounting is another commonly used term to describe the amortization of tangible capital assets.

**Assets** are economic resources controlled by a local government as a result of past transactions or events and from which future economic benefits may be obtained. Assets have three essential characteristics:

- They embody a future benefit that involves a capacity, singly or in combination with other assets, to provide future net cash flows, or to provide goods and services;
- The local government can control access to the benefit; and
- The transaction or event giving rise to the local government's control of the benefit has already occurred.

**Asset impairment** occurs when conditions indicate that a tangible capital asset no longer contributes to a local government's ability to provide goods and services, or that the value of future economic benefits associated with the tangible capital asset is less than its net book value.



The Corporation of the District of Ucluelet

## MUNICIPAL POLICY MANUAL

**Betterments** are subsequent expenditures on tangible capital assets that:

- Increase previously assessed physical output or service capacity;
- Lower associated operating costs;
- Extend the useful life of the asset;
- Improve the quality of the output.

**Buildings** are owned by the municipality and include third party leased properties and all structures that provide shelter from the elements and function independent of an infrastructure network. Buildings are segmented by envelope, structure, electrical, mechanical and other significant component parts based on each component's useful life. This treatment provides for capital replacement of each component over the years of ownership.

**Capital Lease** is a lease with contractual terms that transfer substantially all the benefits and risks inherent in ownership of property to the lessee. For substantially all of the benefits and risks of ownership to be transferred to the lessee, one or more of the following conditions must be met:

- There is reasonable assurance that the lessee will obtain ownership of the leased property by the end of the lease term.
- The lease term is of such duration that the lessee will receive substantially all of the economic benefits expected to be derived from the use of the leased property over its life span.
- The lessor would be assured of recovering the investment in the leased property and of earning a return on the investment as a result of the lease agreement.

**Capitalization threshold** (recognition threshold) is the value above which assets are capitalized and reported in the financial statements.

**Carrying amount** is the amount at which a tangible capital asset is listed on the District's books. The Carrying amount is calculated at the original cost of an asset, less the accumulated amount of depreciation or amortization.

**Component** is a part of an asset with a cost that is significant in relation to the total cost of that asset. Component accounting recognizes that each part might have a different useful life and requires separate accounting for each component that has a different useful life than the whole asset.

**Cost** is the gross amount of consideration given to acquire, construct, develop or better a tangible capital asset, and includes all costs directly attributable to the asset's acquisition, construction, development or betterment, including installing the asset at the location and in the condition necessary for its intended use. The cost of a contributed tangible capital asset,



The Corporation of the District of Ucluelet

## MUNICIPAL POLICY MANUAL

including a tangible capital asset in lieu of a developer charge, is considered to be equal to its fair value at the date of contribution. Capital grants are not netted against the cost of the related tangible capital asset. The cost of a leased tangible capital asset is determined in accordance with Public Sector Guideline PSG-2 Leased Tangible Capital Assets.

**Depreciation** is the expense in an accounting period arising from the application of depreciation accounting.

**Direct costs** are incremental costs incurred by a local government for the acquisition, construction or development of a tangible capital asset. Direct costs would not have been incurred other than to acquire, construct or develop the tangible capital asset. For example, directly related employee salary and benefits, materials and supplies, equipment, temporary site buildings, legal and other professional fees are considered direct costs.

**Fair market value** is the amount for which an asset could be exchanged, or a liability settled, between knowledgeable and willing parties in an arm's length transaction who are under no compulsion to act.

**Group assets** are homogenous in terms of their physical characteristics, use and expected useful life. They have a unit value below the capitalization threshold but have a material value as a group. They are normally recorded as a single asset with one combined value, and are amortized using a composite amortization rate based on the average useful life of the assets in the group.

Although they are recorded in the financial systems as a single asset, each unit may be recorded in the asset sub-ledger for monitoring and control of its use and maintenance. Examples could include personal computers, furniture and fixtures, and small moveable equipment.

**Land** owned includes parkland, land for owned facilities and land under roads and sidewalks. All land owned is segmented by each parcel held. Parkland and land for facilities and leased facilities is quantified and included in the land database. Due to the age of the land under roads and sidewalks, existing land under the roads and sidewalks are deemed to have a nominal value of \$1.

**Land Improvements** include parking lots, fencing, landscaping, and artificial fields. Each asset when capitalized is separately recorded with an attached useful life.

**Straight-line amortization** allocates the cost less estimated residual value of a capital asset equally over each year of its estimated useful life.



The Corporation of the District of Ucluelet

## MUNICIPAL POLICY MANUAL

**Tangible capital assets** are non-financial assets (other than minor capital assets) having physical substance that:

- Are held for use in the production or supply of goods and services, for rental to others, for administrative purposes or for the development, construction, maintenance or repair of other tangible capital assets;
- Have useful economic lives extending beyond an accounting period;
- Are to be used on a continuing basis; and
- Are not for sale in the ordinary course of operations.

**Thresholds** are the minimum dollar value at which expenditures are recorded as assets (capitalized) and subsequently depreciated. Expenditures below the thresholds included in this policy are recorded as an expense of the current year.

**Useful life** is the estimate of either the period over which a local government expects to use a tangible capital asset, or the number of production or similar units that it can obtain from the tangible capital asset. The life of a tangible capital asset may extend beyond its useful life; and (other than land) is finite and is normally the shortest of the physical, technological, commercial and legal life.

**Write-down** is a reduction in the cost of a tangible capital asset to reflect the decline in the asset's value due to a permanent impairment.

### Guiding Principles:

1. District staff with responsibility for expenditure budgets will need to be familiar with the accounting rules for capital assets. These rules and the underlying concepts are explained in the following policy. Appendix A and B provide summary information relating to asset classes, useful lives, thresholds and types of expenses that are considered capital in nature.
2. All tangible property owned by the District, by way of purchase, donation or bequest and that qualifies as a capital asset is addressed in this policy.

### Tangible Capital Asset Test:

In accordance with the Public Sector Accounting Board requirement PS3150, tangible capital assets (TCA) are non-financial assets having physical substance that have these characteristics:

- (a) Are held for use in the production or supply of goods or services, for rental to others, for administrative purposes or for the development, construction, maintenance or repair of other tangible capital assets;
- (b) Have useful economic lives extending beyond an accounting period (1 year);
- (c) Are to be used on a continuing basis;
- (d) Are not for sale in the ordinary course of operations.



The Corporation of the District of Ucluelet

## MUNICIPAL POLICY MANUAL

### General:

- (a) The District's capital assets will be appropriately safeguarded, managed, maintained, and amortized.
- (b) It is the responsibility of each director, area manager, and staff member to ensure capital assets assigned to his or her custody are maintained and safeguarded.
- (c) The District's tangible capital assets are recorded at the date of receipt or when the asset is put into use.
- (d) The Finance Department is responsible for adjusting the accounting records.

### Measurement & Valuation of Assets:

- (a) The District's tangible capital assets are recorded at cost plus all ancillary charges necessary to place the asset in its intended location and condition for use.
- (b) Cost is the gross amount of consideration given to acquire, construct, develop, or better a tangible capital asset, and includes all costs directly attributable to acquisition, construction, development, or betterment, including installing the asset at its intended location and in a condition necessary for its intended use. (Cost includes all non-refundable taxes and duties, freight and delivery charges, installation and site preparation costs, and is net of any trade discounts or rebates).
- (c) The cost of land includes legal fees, land, registration fees, and transfer taxes; and costs necessary to make the land suitable for intended use, such as pollution mitigation, demolition and site improvements that become part of the land.
- (d) The cost of a contributed tangible capital asset, including a tangible capital asset in lieu of any development charges, is considered to be equal to its fair value at the date of contribution.
- (e) When two or more assets are acquired for a single purchase price, it is necessary to allocate the purchase price to the various assets. Allocation is based on the fair value of each asset at the time of acquisition or some other reasonable basis if fair value is not readily determinable.
- (f) A tangible capital asset's cost is reduced by its residual value prior to calculating amortization.
- (g) The cost of tangible capital assets are not reduced by capital grants related to the capital asset.

### Acquired Assets:



The Corporation of the District of Ucluelet

## MUNICIPAL POLICY MANUAL

- (a) Cost includes all costs directly attributable (e.g., construction, architectural and other professional fees) to the acquisition, construction or development of the asset and includes carrying costs such as internal design, inspection.
- (b) Capitalization of carrying costs ends when no construction or development is taking place or when a tangible capital asset is ready for use.

### Capitalization of Interest:

- (a) Borrowing costs incurred by the acquisition, construction and production of an asset that takes a substantial period of time to ready can be capitalized as part of the cost of the asset.
- (b) Capitalization of interest commences when expenditures and/or borrowing costs are incurred and activities that are necessary to prepare the asset for its intended use are in progress.
- (c) Capitalization of interest ceases when substantially all of the activities necessary to prepare the asset for its intended use are complete. If only minor modifications are outstanding, this indicates that substantially all of the activities are complete.

### Asset Betterments:

Betterments are costs incurred to enhance the service potential of a tangible capital asset by:

- Increasing the physical output or service capacity;
- Lowering the associated operating costs; or
- Extending the asset's useful life.

The costs of betterments are part of the cost of a tangible capital asset and are capitalized when they exceed the thresholds set out in this policy.

### Donated or Contributed Assets:

- (a) The cost of assets owned by the District but not paid for by the District, including contributions, gifts, and donations that meet the criteria for recognition is equal to the fair market value at the date of contribution.
- (b) Fair market value may be determined using market or appraisal values, or estimating replacement cost.

### Thresholds:

The purpose of a threshold is to set a dollar value above which expenditures (goods purchased and construction projects) are capitalized and subsequently depreciated. Thresholds help to determine whether expenditures are capitalized as assets and depreciated, or treated as a



The Corporation of the District of Ucluelet

## MUNICIPAL POLICY MANUAL

current year expense. Threshold dollar values are set to eliminate the recording and managing of low dollar value assets.

The capitalization thresholds set by the District are attached to this policy as Appendix A;

- (a) The full cost of preparing a tangible capital asset for its intended use is the aggregate cost of the capital asset. The aggregate cost is segmented into elemental components as set out in Appendix A and is based on the useful life of each component.

---

### Segmentation and Classification of Assets:

The level of detail in the capital asset inventory is a balance between the cost of data collection, management and analysis, and the beneficial use of the information gathered and maintained. The District has a wide range of assets that require varying levels of detail for maintaining inventory records, calculating depreciation, and reporting. Classification is based on the categories set out in Appendix A, and infrastructure is segmented by utility types that include roads, bridges, traffic signals, street lighting, sanitary sewers and storm drains. There are the following five methods of segregating and/or aggregating assets:

***Specific Assets (S)*** – examples include a parcel of land, a vehicle or a piece of machinery. Threshold limits apply to each asset, amortization is calculated on each asset (except land), and assets are retired or sold when they are no longer in use.

***Specific Assets with Components (SC)*** – examples include a recreation facility that can be segmented into major components that have different useful lives such as building structure, building envelope, mechanical systems, electrical and finishing. Threshold dollar limits apply to each component type, amortization is calculated on each component type, and component as sets are retired or sold when they are no longer in use.

***Specific Assets with Pooling (SP)*** – examples include furniture for a new facility. These assets are pooled by type and year of purchase. Threshold dollar limits apply to each asset type, and amortization is calculated on each asset type. Management intends to retire these assets at the end of their useful life.

***Infrastructure Asset Networks (IN)*** – examples include traffic signals or street lighting. Assets are pooled by network type and by the year of purchase. Threshold dollar limits apply to the asset network. These assets are only retired when the total number of units within network decreases.

***Infrastructure Assets with Components (IC)*** – examples include roads, bridges, storm drains and sanitary sewer systems. These are linear type assets and include major components with different useful lives. Each component is assigned an asset number that facilitates summary reporting, and thresholds apply to each component. Components may include a further level of detail identified as segments. Storm and sewer systems have the same system of classification.



The Corporation of the District of Ucluelet

## MUNICIPAL POLICY MANUAL

Classification of assets will be consistent with the major tangible capital asset classifications segmented by major component set out in Appendix A to this document.

---

### Leased Assets:

- (a) The cost of a leased tangible capital asset is determined in accordance with generally accepted accounting principles, including *Public Sector Guidelines PSG-2 Leased Tangible Capital Assets*.
- (b) Leases that meet the definitions of a capital lease are accounted for as though a capital asset was acquired and a liability was and incurred.
- (c) Leases are considered operating leases when the net present value of the future minimum lease payments or fair value, whichever is less, is less than the thresholds for that classification in Appendix A.

---

### Residual Value:

Residual value is the value the District expects to recover at the end of the useful life of an asset. The residual value of an asset is deducted from its initial valuation, prior to calculating amortization.

---

### Assessment of Useful Life:

Useful life is usually the shortest of the asset's physical, technological, commercial or legal life. Estimates of the useful life of the remaining unamortized portion of assets should be reviewed on a regular basis and revised when the appropriateness of change can be clearly demonstrated.

Useful life (versus physical life) is used to calculate amortization expense. The following are factors to consider when determining the useful life of an asset:

- Expected future usage
- Effects of technological obsolescence
- Expected wear and tear from use or the passage of time
- Maintenance programs
- Facts related to similar items that have been retired
- Changes in demand for services
- Conditions of existing comparable items

---

### Amortization:

Amortization is an annual charge to expenditures for the use of a capital asset.



The Corporation of the District of Ucluelet

## MUNICIPAL POLICY MANUAL

- (a) The cost, less any residual value, of a tangible capital asset is amortized over its useful life in a rational and systematic manner appropriate to its nature and use. The amortization method should be reviewed on a regular basis and revised when the appropriateness of a change can be clearly demonstrated.
- (b) Amortization is charged to operations on a straight-line basis based on the number of years of service, less salvage value. For infrastructure assets, the salvage value is deemed to be immaterial.
- (c) Amortization begins the year assets are entered into service. Appendix A sets for a comprehensive list of estimated useful lives of the assets.

### **Asset Disposal & Retirement:**

Disposals of tangible capital assets may occur by sale, trade-in, destruction, loss or abandonment, and represent a reduction in the Township's investment in tangible capital assets.

- (a) The cost and accumulated amortization of tangible capital assets are removed from the accounts when assets are disposed of. Any difference between the net proceeds and the carrying amount of the asset is accounted for as a revenue or expense in the statement of operations. The value received for a trade-in is a component of proceeds of disposal.
- (b) Infrastructure assets that are part of a network (traffic signals, streetlights) are only removed from the accounts if the replacement of the elements of the network exceeds the established threshold. In most cases, the annual replacement of a small percentage of the network will be an operating expense and will not result in the disposal of an asset.
- (c) When tangible capital assets are taken out of service, destroyed or replaced due to obsolescence, or are scrapped or dismantled, the Finance Department must be notified of the asset description and effective date of disposal prior to disposal.

### **Write Downs:**

The write-down of an asset occurs when a reduction in future economic benefit is expected to be permanent and the value of the future economic benefit is less than the tangible capital asset's net book value.

### **Accounting Presentation and Disclosure:**

Accounting procedures and presentation and disclosure of financial information related to tangible capital assets will be in accordance with generally accepted accounting principles.

### **Living Document:**

This policy is established to set guidelines for determining the valuation, classification, amortization rates and life expectancy of assets. It is recognized that not all assets will fall



The Corporation of the District of Ucluelet

## **MUNICIPAL POLICY MANUAL**

within the guidelines established, and from time to time there may be value in capitalizing assets that fall below the established thresholds, or to change the amortization method and expected useful economic life, or to account for an asset outside of an established pool or network. When determining the method for recording an asset, the District will consider the usefulness of the resulting information and the cost versus the benefit of collecting and maintaining it.

---

### **Attachments:**

- Appendix A - Asset Classification Index
- Appendix B - Capital Assets



The Corporation of the District of Ucluelet  
**MUNICIPAL POLICY MANUAL**

---

Dianne St. Jacques, Mayor  
District of Ucluelet



## APPENDIX A

## Asset Classification Index

Asset Classification	Type	Useful Life (Years)	Values	Threshold New Facility	Threshold if Network Capacity Expanded
<b>Assets - Not</b>					
General			S	Indefinite	\$ 1
Land	S	Indefinite	\$ 1		
ROW/Road Allowance	S	Indefinite	\$ 1		
Undeveloped ROW	S	Indefinite	\$ 1		
<b>Land Improvements</b>					
				\$ 1	
Fences	S	20	\$ 5,000	\$ 1	
Landscaping	S	25	\$ 10,000	\$ 1	
Outdoor Lighting	S	20	\$ 10,000		
Other Engineering	S/SP		\$ 10,000		
Parking lot Gravel	S	15	\$ 10,000		
Parking Lot Asphalt	S	20	\$ 10,000		
Retaining Walls	S	40	\$ 10,000		
Soccer Pitch	S	20	\$ 10,000		
Sprinkler System	S	25	\$ 10,000		
Trails - Gravel	S	15	\$ 10,000		
Trails - Asphalt	S	20	\$ 10,000		
<b>Buildings - Permanent</b>					
Structure	SC	40	\$ 40,000		
Roof	SC	25	\$ 10,000		
Electrical System	SC	25	\$ 10,000		
Mechanical System	SC	25	\$ 10,000		
HVAC	SC	25	\$ 10,000		
Washrooms	S	40	\$ 10,000		



The Corporation of the District of Ucluelet

**MUNICIPAL POLICY MANUAL**

<b>APPENDIX A (continued)</b>					
Asset Classification	Type	Useful Life (Years)	Values	Threshold New Facility	Threshold if Network Capacity Expanded
<b>Buildings Portable</b>	S	25	\$ 10,000		
<b>Furniture</b>	SP	5	\$ 3,000		
<b>IT Infrastructure</b>					
Software	S	5	\$ 5,000		
Hardware/Network Devices	S	5	\$ 5,000		
Hardware/Peripheral Devices	SP	3	\$ 5,000		
<b>Machinery and Equipment</b>					
Public Works				\$ 1	\$ 5,000
Fire/Emergency	S	12	\$ 5,000		
Recreation	S	10	\$ 5,000		
Parks	S	15	\$ 5,000		
<b>Motor Vehicles</b>					
Cars/ Pick-ups	S	10	\$ 10,000		
Heavy Trucks	S	15	\$ 10,000		
Fire	S	20	\$ 10,000		
Electric	S	10	\$ 10,000		
<b>Roads</b>					
Local - Bed	IC	60	\$ 20,000		\$ 5,000
Local - Surface	IC	30	\$ 10,000		\$ 5,000
Collector - Bed	IC	60	\$ 20,000		\$ 5,000
Collector - Surface	IC	20	\$ 10,000		\$ 5,000
Curbs	IC	30	\$ 10,000		\$ 5,000



The Corporation of the District of Ucluelet

**MUNICIPAL POLICY MANUAL**

<b>APPENDIX A (continued)</b>					
Asset Classification	Type	Useful Life (Years)	Values	Threshold New Facility	Threshold if Network Capacity Expanded
<b>Sidewalks</b>					
Sidewalks - Concrete	IC	40	\$ 10,000		\$ 5,000
Sidewalks - Asphalt	IC	30	\$ 10,000		\$ 5,000
<b>Street Lighting</b>					
	IN	30	\$ 5,000		\$ 5,000
<b>Traffic Signals</b>					
Controllers	IN	15	\$ 5,000		\$ 1
Hardware	IN	30	\$ 5,000		\$ 1
<b>Sanitary Sewer</b>					
Mains	IC	60	\$ 20,000		\$ 1
Manholes	IC	60	\$ 10,000		
Pumping Stations	S	25	\$ 10,000		\$ 1
Structures	SC	60	\$ 10,000		\$ 1
Electrical	SC	25	\$ 10,000		
Mechanical	SC	25	\$ 10,000		
<b>Storm Drainage</b>					
Mains	IC	60	\$ 20,000		\$ 1
Manholes	IC	60	\$ 10,000		
Catch Basins	IN	40	\$ 10,000		
<b>Water System</b>					
Mains	IC	60	\$ 20,000		\$ 1
Pump, Lift Stations	S	25	\$ 10,000		
Reservoirs	S	50	\$ 10,000		
Water processing	S	50	\$ 10,000		



## APPENDIX B

## Capital Assets

### **Expenses that could be included in the cost of an asset:**

- Amount paid to vendor (net of discounts or rebates)
- Direct construction costs (wages, vehicle charges, and goods issued from Stores)
- Transportation and freight charges
- Customs and brokers fees related to imports
- Handling and storage charges
- Engineering, architectural and other outside services for designs, plans, specifications and surveys
- Purchase price of land and buildings
- Legal fees related to the purchase
- Appraisal costs
- Advertising related to the construction or purchase
- Application fees
- Management fees
- Utility costs during construction
- Site preparation costs including the removal of existing buildings
- Transportation insurance costs
- Construction insurance costs
- Non-refundable purchase taxes (ex. PST)

### **Expenses that should never be included in the cost of an asset:**

- Feasibility studies – including site visits to see demonstrations
- Post implementation reviews – ex safety inspections after the asset has been put into use
- Training and training materials
- Advertising not related to the construction or purchase (open house)
- Hospitality (food, supplies related to open house or training/info sessions)
- Travel expenses for District staff
- Indirect charges for admin or overhead (District charges)





## STAFF REPORT TO COUNCIL

Council Meeting: MAY 10, 2016  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** MORGAN DOSDALL, DEPUTY CLERK

**FILE NO:** 0550-20

**SUBJECT:** PROPOSED BREAKWATER FOR SMALL CRAFT HARBOUR

**ATTACHMENT(S):** APPENDIX A - OVERVIEW OF PHASE 1 PLAN (MAP)

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

1. **THAT** Council accept the Phase 1 Plan layout as it appears in Appendix 'A' of this report;  
**OR**
2. **THAT** Council does not accept the Phase 1 Plan layout as it appears in Appendix 'A' of this report, AND THAT Council provide explanation of its concerns to the Department of Fisheries and Oceans.

### **PURPOSE:**

The purpose of this report is to provide an overview of the meeting between the Department of Fisheries and Oceans (DFO), District staff and Council, and Harbour Advisory Commission representatives regarding an update on the status of the proposed Phase 1 project to install breakwater structures in the outer boat basin.

### **OVERVIEW OF MAY 3<sup>RD</sup>, 2016 MEETING:**

DFO representatives presented the design for Phase 1 of the Small Craft Harbour Outer Basin (Appendix A). The design delivered by DFO was based on the design presented via public consultation but since revised by DFO engineers to account for optimal protection of the entire harbour and to allow for future expansion. It is DFO's mandate to support commercial fisheries and ensure harbours meet the needs of Small Commercial Vessels (SCVs). The design is no longer open to incidental refinements; however, DFO will receive input for concerns that are crucially impactful to the District in regards to the Small Commercial Vessels.

Phase 1 will involve the construction and installation of two breakwater structures in the outer boat basin. DFO is anticipating completion of the work by the end of summer 2016 in order to capitalize on the optimal weather conditions.

The District of Ucluelet will pursue grant opportunities that leverage the investment of the new harbour infrastructure. Funding prospects will be pursued to allow for the installation of a pedestrian walkway that will extend outward from the Small Craft Harbour docks. The walkway cost is approximated at \$250,000. DFO has agreed to assist the District in securing funding by providing the engineering specifications and the projected costs for the walkway.

**HARBOUR ADVISORY COMMISSION INPUT:**

The Harbour Advisory Commission received the Phase 1 Plan (Attachment A) at their meeting on May 4, 2016. It was the consensus of the Commission that proceeding with the project in the next few months is more desirable than insisting DFO allow for further input into final placement and/or public consultation, which could lead to the project not proceeding at all.

Therefore, as per the resolution below, it was recommended by the Commission that the Harbour Authority/Council approve the Phase 1 Plan.

*Moved by Commissioner Gudbranson and seconded by Commissioner Winpenny to recommend to the Harbour Authority to approve the installation of the catamarans as presented by the working committee.*

(Kimoto opposed); **CARRIED**

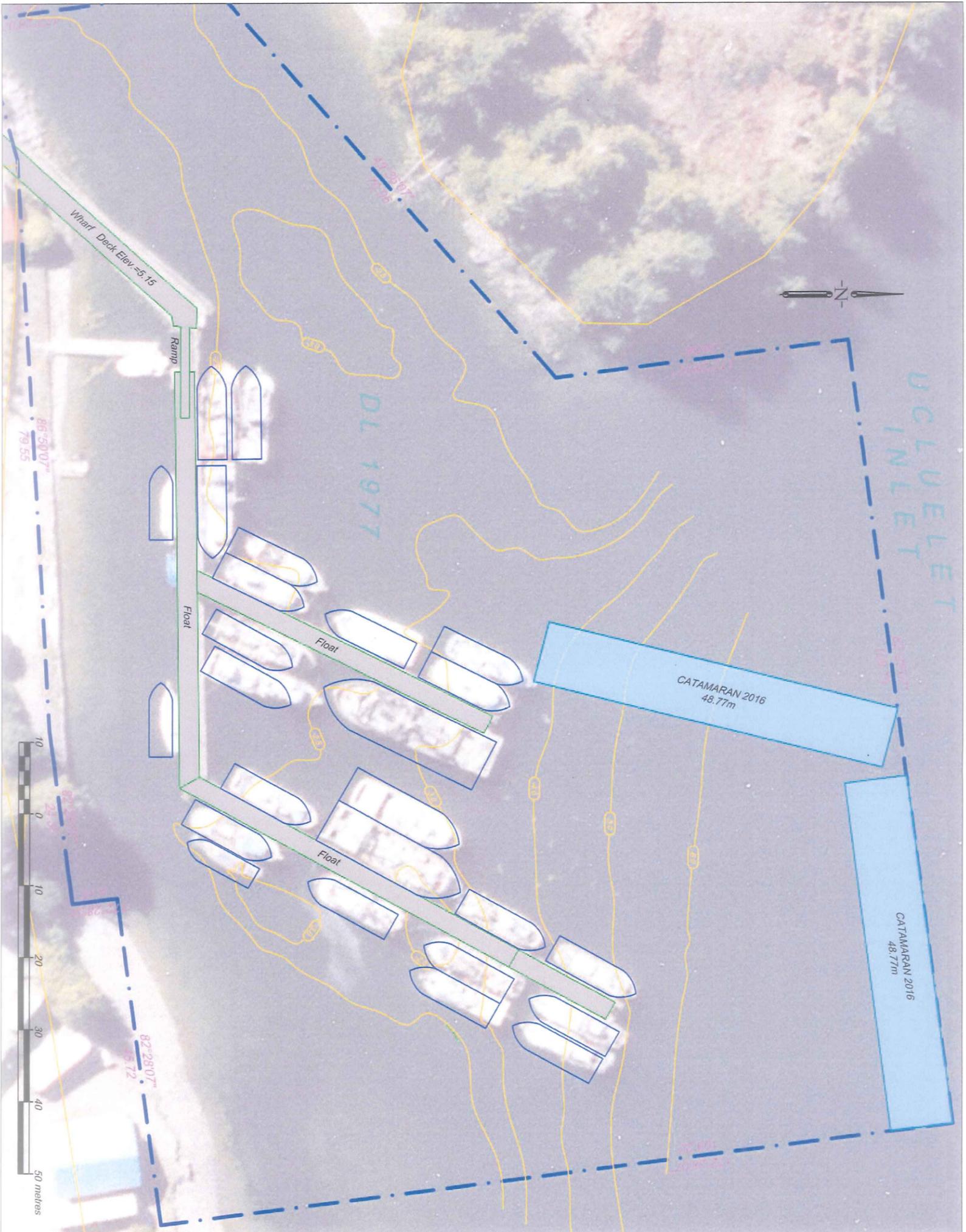
**SUMMARY AND CONCLUSION:**

The objective of this report is to provide a summary of the meeting whereby updates from DFO were received by representative stakeholders, and to request a Council resolution of support for the Phase 1 Plan (Attachment 'A') which will provide DFO the assurance they need in order to move forward with the project.

**Respectfully submitted:**

---

Morgan Dosdall,  
Deputy Municipal Clerk



<b>Small Craft Harbours Branch</b>			
DATE: 2016-03-31	APPROVED BY:	REVISION BY:	REVISION NO.:
UCLUELET, BC		DRAWN BY: D.J.B.	
CATAMARAN SCOPE OF WORK		REVISED BY:	
SH. 1 OF 2		DRAWING NUMBER: 1	





## STAFF MEMO TO COUNCIL

Council Meeting: MAY 10, 2016  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** JEANETTE O'CONNOR, CFO

**FILE NO:** 0550-20

**SUBJECT:** FUNDING SOURCES FOR WPT CONNECTORS INCLUDING MARINE AND HE-TIN-KIS

**DISCUSSION FROM MAY 6, 2016 (SUMMARIZED):**

On the budgetary item "Wild Pacific Trail – Connecting Pathways", Finance staff noted that the funding proposal approved by Council and submitted to ICET (Island Coastal Economic Trust) states that \$120,050 is coming from RMI Funding, and \$29,950 from Community/Local Government.

With the total budget for the project actually at \$225,000, the municipality will need another \$150,000 as ICET is now providing \$75,000. Previous Council discussions revolved around attempting to get approval to use RMI funding and, if that failed, to fund from Gas Tax; or, whether to fund from both sources, in whole or in part. The focus of discussion was the determination that, one way or another, those two areas had to be made safer.

**SUMMARY AND CONCLUSION:**

The objective of this memo is to summarize past Council conversation on funding sources and amount allocation for the WPT Connectors with a focus on the Marine Drive and He-Tin-Kis areas. This memo is forwarded for Council's information for financial planning discussion.

**Respectfully submitted:**

A handwritten signature in black ink, appearing to read "Jo'Connor", is written over a horizontal line.

Jeanette O'Connor, CFO





## STAFF REPORT TO COUNCIL

Council Meeting: MAY 10, 2016  
500 Matterson Drive, Ucluelet, BC V0R 3A0

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

**FILE No:** 3900-25 BYLAW 1197

**SUBJECT:** WATER PARCEL TAX

**ATTACHMENT(S):** BYLAW NUMBER 1197, 2016

### RECOMMENDATION(S):

1. **THAT** Council consider giving up to three readings to Water Parcel Tax Bylaw No. 1197, 2016.

### PURPOSE:

The purpose of this report is to request that Council give three readings to Bylaw No. 1197, 2016.

### BACKGROUND:

In 2011 the District of Ucluelet established the Parcel taxes for both water and sewer utilities. Four bylaws were required to levy these fees: a bylaw to create a tax roll for each utility and a bylaw to create the parcel tax for each utility based on the appropriate roll. The original parcel tax bylaw for water expired in 2015. Staff are bringing a new bylaw forward to Council for consideration.

The intention of the bylaw is to allocate the cost of the utilities to all parcels that benefit by the availability of the utilities, whether connected to them or not. Section 200 of the *Community Charter* states that Council may impose a parcel tax to provide all or part of the funding for a service. The parcel tax for the water utility is being used to support the funding of the services provided by the utilities.

### FINANCIAL IMPLICATIONS:

The water parcel tax was set at \$55.00/yr for the five year period ending in 2015. Staff are recommending an increase in each of the next five years:

2016	\$60.00/yr
2017	\$65.00/yr
2018	\$70.00/yr
2019	\$75.00/yr
2020	\$80.00/yr

This will increase the amount of revenue the District will receive for the water utility.

**SUMMARY AND CONCLUSION:**

The water utility is intended to be a self-sustaining utility where the revenues support the immediate expenses and fund the required capital improvements in future years. Increasing the parcel tax will help in covering increases in operating costs and capital renewals.

**OTHER OPTIONS FOR CONSIDERATION:**

1. Council consider three readings of Bylaw No 1197, 2016 with a parcel tax amount of \$55.00 for each of the five years.
2. Council consider three readings of Bylaw No 1197, 2016 with a parcel tax amount of \$60.00 for each of the five years.

**Respectfully submitted:**



---

David Douglas,  
Manager of Finance

**DISTRICT OF UCLUELET****Bylaw No. 1197, 2016**

A bylaw to impose a parcel tax on owners of land

---

WHEREAS THE Council of the District of Ucluelet is empowered by the Community Charter to impose and levy a parcel tax to provide all or part of the funding for a service;

AND WHEREAS certain costs have been incurred by the District of Ucluelet in providing water services within its boundaries;

AND WHEREAS it is deemed desirable and expedient to impose and levy a parcel tax on each parcel within the District of Ucluelet to provide a part of the funding for the service;

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

1. In this bylaw, unless the context otherwise requires, "Municipality" means District of Ucluelet.
2. A tax shall be and is hereby imposed upon the owners of land or real property included in the 2011 parcel tax roll prepared in accordance with "Water Parcel Tax Roll Bylaw No.1138, 2011" to provide part of the funding for the water service. The aforesaid tax is to be hereinafter referred to as the "parcel tax".
3. The parcel tax shall be levied in each year from 2016 to 2020 on each parcel within the Municipality included in the water parcel tax roll.
4. The amount of the annual parcel tax shall be:

2016	\$ 60.00	Per parcel
2017	\$ 65.00	Per parcel
2018	\$ 70.00	Per parcel
2019	\$ 75.00	Per parcel
2020	\$ 80.00	Per parcel
5. This bylaw may be known and cited for all purposes as the "Water Parcel Tax Bylaw No. 1197, 2016".

**READ A FIRST TIME** this XX day of XX, 2016.

**READ A SECOND TIME** this XX day of XX, 2016.

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

**ADOPTED** this XX day of XX, 2016.

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

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

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

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



## STAFF REPORT TO COUNCIL

Council Meeting: May 10, 2016  
500 Matterson Drive, Ucluelet, BC V0R 3A0

---

**FROM:** JOHN TOWGOOD, PLANNER 1      **FILE NO:** 3360-20      **FOLIO:** 175.995      **REF:** RZ16-04

**SUBJECT:** PROPOSAL TO AMEND ZONING BYLAW NO. 1160, 2013 BY ADDING THE DEFINITION FOR MICROBREWERY AND ADD MICROBREWERY AS A PERMISSIBLE USE TO 1601 PENINSULA WITHIN THE VILLAGE SQUARE COMMERCIAL (CS-1) ZONE.

**ATTACHMENT(S):** REPORT TO COUNCIL, APRIL 12, 2016

---

**RECOMMENDATION(S):**

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

1. **THAT** Zoning Amendment Bylaw No. 1194, 2016 be given Third Reading;
- OR**
2. **THAT** the rezoning application associated with Zoning Amendment Bylaw No. 1194, 2016 be considered and determined not to proceed further.

**PURPOSE:**

To provide for Council's consideration a bylaw to add a microbrewery use to 1601 Peninsula which falls within the Village Square Commercial (CS-1) zone.

**Respectfully submitted:**

---

John Towgood, Planner 1

**FOR REFERENCE**



## STAFF REPORT TO COUNCIL

Council Meeting: April 12<sup>th</sup>, 2016  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** JOHN TOWGOOD, PLANNER 1      **FILE NO:** 3360-20      **FOLIO:** 175.995      **REF:** RZ16-04

**SUBJECT:** PROPOSAL TO AMEND ZONING BYLAW NO. 1160, 2013 BY ADDING THE DEFINITION FOR MICROBREWERY AND ADD MICROBREWERY AS A PERMISSIBLE USE TO 1601 PENINSULA WITHIN THE VILLAGE SQUARE COMMERCIAL (CS-1) ZONE.

**ATTACHMENT(S):** APPENDIX A - REZONING APPLICATION SUBMISSION

### RECOMMENDATION(S):

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

1. **THAT** Zoning Amendment Bylaw No. 1194, 2016 be given First and Second Reading and advanced to a Public Hearing;

**OR**

2. **THAT** the rezoning application associated with Zoning Amendment Bylaw No. 1194, 2016 be considered and determined not to proceed further.

### PURPOSE:

To provide Council with information with respect to an application to add a microbrewery use to a specific property within the Village Square Commercial (CS-1) zone.

### BACKGROUND:

An application has been received to add the definition for microbrewery with accessory retail sales, tasting areas and lounge to the CS-1 zoning. The applicant has indicated that they would want this use to be permissible for 1601 Peninsula (the subject property). While the neighbourhood pub use, similar to the microbrewery lounge use, is allowed within the CS-1 zoning, the microbrew element involves a process of an industrial nature and this specific mixed use is not currently clearly defined in Ucluelet's zoning bylaw.

### ANALYSIS:

Microbreweries with lounge endorsements are becoming increasingly popular and successful throughout British Columbia. These microbreweries although industrial in nature are developing a commercial draw in their own right. It is this commercial draw that makes this industrial based use appropriate for key commercial locations. Since a Neighbourhood Pub is allowed within the CS-1 zoning the focus of this zoning amendment report is the industrial nature of the microbrew element not the lounge aspect of the operation. Breweries are classed by the Provincial Government into small, medium, and large facilities. There are 75-80 Small breweries or microbreweries in BC that produce 5,000 hl to 15,000 hl of beer per year. The small brewery sector is showing increasing

## FOR REFERENCE

growth potential across BC with great economic benefits for local economies with breweries becoming tourist draws in their own right. The applicant is proposing a small brewery or microbrewery that would not produce more than 15,000hl. There are examples of Microbreweries that are located in or close to commercial cores and the following are a few Vancouver Island examples:



**Townsite Brewing, Powell River:** Allowed as Light manufacturing, processing (a business offering liquor and liquor products for sale to the general public).



**Gladstone, Courtenay:** Allowed as Micro-Brewing limited to 400 m<sup>2</sup> (4,300sqft) and including accessory retail sale of goods produced on site



**Cumberland Brewery, Cumberland:** Allowed as a commercial use with the producing aspect associated to the liquor primary use.

## FOR REFERENCE



**Longbow Brewery, Nanaimo:** Allowed as a Microbrewery use with the brew pub under a separate Brew Pub use:

*MICRO-BREWERY use - means a small scale brewery dedicated to producing less than 12,500 hl of beer per year for sale to a number of licensed establishments and/or liquor stores within a local distribution area. Ancillary sales and tasting of beer brewed on-site shall be permitted. The Gross Floor Area of a micro-brewery shall not exceed 557m<sup>2</sup>.*

*BREW PUB - means a Neighbourhood Pub that manufactures up to 6,000 hectolitres of beer per year for on-site consumption and for sale on-site or to an off-site licensed establishment and/or liquor store within the local distribution area.*

Planning Staff have contacted the Local Governments for those Vancouver Island microbreweries that are located centrally in commercial zones. The resounding feedback has been positive with no complaints based on noise, smell, waste materials or loading. That being said there will be impact with the loading and unloading of material as the subject site does not have a designated onsite loading space. The applicant has indicated they will schedule those deliveries in the early hours of the morning similar to what the other businesses are currently doing. The lack of parking and loading was addressed when the property was rezoned to CS-1 and in Development Permit DP13-02. The brewing process will have two main waste byproducts. Solids which the applicant has proposed to remove to farms or the local landfill. Liquids which the applicant proposes to neutralize and drain into the sanitary sewer. It should be noted that the applicant will have to prove that use of the District of Ucluelet's sanitary sewer will cause no harm to the system before being allowed to connect.

Microbreweries must obtain a manufacturing licence issued by the Liquor Control and Licensing Branch (LCLB). A brewery is defined by the LCLB as a company that makes beer and is permitted to provide free samples for tasting, operate a retail store and apply for four additional uses:

- a lounge - allows for customers to purchase and consume product made on site;
- special event area - for events such as weddings;
- tour area - where the customer can tour the site; and
- picnic area - where a customer can consume purchased product (similar to a winery picnic area)

The lounge endorsement acts in many ways like a neighbourhood pub or a liquor primary establishment and as such would require specific Local Government approval by way of a Council resolution before LCLB approval. The following are LCLB policy directives which outlines the limited sale of all liquor types in Manufacturer Lounges:

*17.20.3 Lounge endorsement area(s)*

## FOR REFERENCE

*This endorsement allows patrons to consume liquor in a designated lounge area on the manufacturing site. In the case of a brewery or distillery patrons may consume products registered to the licensee by the glass (or other single serving). A lounge may include an indoor lounge area, a standalone outdoor patio area, or both. A lounge may be located in whole or in part in:*

- *an area designated as a sampling room,*
- *an on-site store, and /or*
- *a tour area.*

*Where there is a patio as well as an interior lounge area, the patio must be located adjacent to the interior lounge and meet patio policy requirements as per section 6.4 of this manual. The addition of a lounge or patio must be approved by the Branch and the local government /First Nation and have an occupant load determined by local officials (see chapter 3 for details on the application process for a lounge and the requirements for local government/ First Nation input). The applicant or licensee is responsible for complying with any local bylaws related to the patio. Patios must be designed to prevent noise disturbances to nearby residents and minimize the occasions where servers would be required to pass through an unlicensed area. To control patron access and egress, patios must be suitably bounded (e.g. by fencing, railings, planters, hedges, roped stanchions etc) and must have appropriate lines of sight for management of the area. The Agricultural Land Commission (ALC) may restrict the size and capacity of a lounge and/or patio lounge. Prior to submitting an application, applicants must verify if restrictions exist and provide details as applicable. Minors are permitted in lounges when they are:*

- *accompanied by a parent or guardian, or*
- *employed or retained as entertainers to entertain in the establishment*

*Hours of operation for lounges, subject to limitation by the general manager, are between 9 a.m and 4 a.m. of the next day. [Liquor Control and Licensing Act, section 35 Regulation, section 18(4)]*

### *17.20.10 Food service in lounges and special event areas*

*Unless exempted by the general manager, lounge and special event areas must make, at a minimum, a reasonable variety of hot or cold snacks and non-alcoholic beverages available to patrons at reasonable prices. Food service in the range generally offered by a restaurant is not expected, however packaged snacks such as chips, peanuts, and those commonly found in vending machines do not meet the minimum food requirement for lounges and special event areas. [Liquor Control and Licensing Act, section 73(1), Liquor Control and Licensing Regulations, sections 18(6) and 34, Liquor Control and Licensing Branch Policy]*

### *17.20.11 Food preparation facilities in lounges and special event areas*

*In the course of inspecting the licensed premises of lounges and special event areas, inspectors may inspect the records and licensed premises and consider whether the establishment has food preparation facilities sufficient to dispense the food items required by regulation. [Liquor Control and Licensing Act, section 73(1), Liquor Control and Licensing Regulations, sections 18(6) and 34, Liquor Control and Licensing Branch Policy]*

OCP

4 |

## FOR REFERENCE

The base use of a microbrewery is industrial which is not supported by the OCP for the area. But given the strong commercial elements associated with tastings, the tours, the retail sales and the lounge endorsement area, Planning Staff consider that the Microbrewery use is consistent with a commercial and pedestrian focus of the Village Square. The Official Community Plan (OCP) supports the zoning amendment as follows:

In the Village Square Policies section of the OCP:

*2. Tourist accommodation (e.g. boutique hotels) and supporting uses are encouraged (e.g. eating and drinking establishments) to locate in the Village Square designation;*

### **Zoning**

The use proposed requires the creation of new definitions within the Zoning Bylaw and a site specific CS-1 zoning amendment. Since a microbrewery involves an industrial element that is not normally appropriate to commercial environments we want to ensure that any microbrewery proposed for CS-1 would have a strong commercial component. Working with the applicant to ensure the definition meets their needs and any future expansion Planning Staff propose the following:

The addition of the following definitions to the zoning bylaw 1160:

*“Brew Pub” means a Neighbourhood Pub that manufactures up to 15,000 hectolitres of beer per year for on-site consumption and for sale on-site or to an off-site licensed establishment and/or liquor store within the local distribution area.*

*“Microbrewery” means a small scale brewery dedicated to producing more than 15,000 hectolitres of beer per year for sale to a number of licensed establishments and/or liquor stores within a local distribution area. Ancillary sales and tasting of beer brewed on-site shall be permitted.*

The addition of the following site specific use to the CS-1 zone in the zoning bylaw 1160:

*CS-1.1.5 PID 006-240-852, Lot A, Plan VIP3550, District: 09 [1601 Peninsula Road], Brew Pub is also permitted as a principle use.*

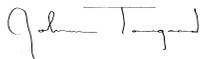
The addition of the following use to the CD-1 zone in the zoning bylaw 1160:

*CD-1.1.3 (1) (l) Microbrewery*

### **SUMMARY:**

The proposed zoning amendment to allow a Microbrewery use to the subject property would be consistent with the OCP. Microbreweries have been shown to be successful additions to the commercial centers across BC with the industrial nature of Microbrewery having minimal impact.

### **Respectfully submitted:**




---

John Towgood, Planner 1

**DISTRICT OF UCLUELET**

**Bylaw No. 1194, 2016**

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

---

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

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

THAT Zoning Bylaw 1160, 2013 be amended as follows:

1. That the following is added to Section 103 - Definitions:

"Microbrewery" means a Neighbourhood Pub that manufactures up to 6,000 hectolitres of beer per year for on-site consumption and for sale on-site or to an off-site licensed establishment and/or liquor store within the local distribution area.

2. That the following is added to Section CS-1.1 Permitted Uses:

CS-1.1.5 PID 006-240-852, Lot A, Plan VIP3550, District: 09 [1601 Peninsula Road], Microbrewery is also permitted as a principle use.

**READ A FIRST TIME** this 12th day of April, 2016.

**READ A SECOND TIME** 12th day of April, 2016.

**PUBLIC HEARING** held this 10th day of May, 2016.

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

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

**CERTIFIED A TRUE AND CORRECT COPY** of "District of Ucluelet Zoning Amendment Bylaw No. 1194, 2016."

---

Mayor  
Dianne St. Jacques

---

CAO  
Andrew Yeates

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

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



## STAFF REPORT TO COUNCIL

Council Meeting: MAY 10, 2016  
500 Matterson Drive, Ucluelet, BC V0R 3A0

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

**FILE NO:** 1700-03 2016

**SUBJECT:** 2016 FIVE-YEAR FINANCIAL PLAN

**ATTACHMENTS:** BYLAW NO. 1199, 2016

### **RECOMMENDATION:**

1. **THAT** Council give up to three readings to the Five-Year Financial Plan Bylaw No. 1199, 2016.

### **PURPOSE:**

To enact the 2016 Five-Year Financial Plan Bylaw, which sets out the budget for the years 2016 through 2020. The *Community Charter* requires an annual Five-Year Financial Plan be developed and adopted prior to May 15 every year.

### **BACKGROUND:**

The District of Ucluelet council held discussions about the 2016 Five-Year Financial Plan in a number of open public meetings between October and April December 20, 2016. On December 15, Council approved a provisional budget for 2016 so staff could begin projects earlier in the year.

Council has directed Staff to hold increases in property taxes to a minimum while maintaining service levels and to continue to be diligent in pursuing best prices and looking for innovative ways to proceed with projects and general operations. After the review of the departmental budgets, public input, and tax implications, Council provided direction for the Five-Year Financial Plan to include a 3% tax increase, which means an increase of \$38 per year on an average home, and an increase of \$70 for the average business property.

The following are some of the projects that will be undertaken during 2016:

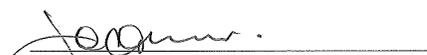
- Create a safe pathway along Peninsula Rd. from the He-Tin-Kis parking lot to the corner of Peninsula Rd. and Coast Guard Rd;
- Create a safe pathway along the crest of the hill on Marine Drive;
- Begin using LED lights for street lights;
- Begin the process of updating the Official Community Plan (OCP);
- Repair/replace some sections of sidewalk around town;
- Various items for the Ucluelet Volunteer Fire Brigade, including turnout gear, a new crew room, and new windows;
- Install three (3) more floats at the boat launch;

- Continue the work on the cemetery;
- Replace some of the wooden pilings with steel pilings at the Whiskey Dock;
- Put some money away in reserves.

**SUMMARY:**

The 5-Year Financial Plan 2016 – 2020 has been prepared based on the 2016 budget approved by Council.

**Respectfully submitted:**

  
Jeanette O'Connor,  
Chief Financial Officer

**DISTRICT OF UCLUELET**

**Bylaw No. 1199, 2016**

A Bylaw to Adopt a Five-Year Financial Plan  
For the Period 2016 to 2020 inclusive

---

**WHEREAS** the *Community Charter* requires a Municipality to prepare and adopt a financial plan, by bylaw, before May 15<sup>th</sup> in each year.

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

1. Schedules "A", "B", and "C" attached hereto and forming part of this Bylaw are hereby declared to be the Five Year Financial Plan of the District of Ucluelet for the years 2016 to 2020.
2. It shall be lawful for the Chief Financial Officer to pay from time to time the amounts which become necessary to the services and debt requirements mentioned in Schedule "A", attached hereto and forming part of this Bylaw.
3. All payments from Municipal Revenue for the current year made prior to the passage of this Bylaw are hereby ratified and confirmed.
4. This Bylaw may be cited for all purposes as the "**District of Ucluelet Five Year Financial Plan Bylaw No. 1199, 2016.**"
5. The District of Ucluelet Five Year Financial Plan Bylaw No. 1181, 2015 is repealed.

**READ A FIRST TIME** this xx<sup>th</sup> day of **May, 2016.**

**READ A SECOND TIME** this xx<sup>th</sup> day of **May, 2016.**

**READ A THIRD TIME** this xx<sup>th</sup> day of **May, 2016.**

**ADOPTED** this xx<sup>th</sup> day of **May, 2016.**

---

Mayor  
Dianne St. Jacques

---

CAO  
Andrew Yeates

---

*District of Ucluelet Five Year Financial Plan Bylaw No. 1199, 2016*

Schedule "A"  
 "District of Ucluelet 2016 - 2020 Five Year Financial Plan  
 Bylaw No. 1199, 2016"

	2016 Forecast	2017 Forecast	2018 Forecast	2019 Forecast	2020 Forecast
<b>REVENUE</b>					
Property Taxes	<b>\$2,674,192</b>	\$2,754,420	\$2,837,050	\$2,922,160	\$3,009,820
1% Utility Taxes	<b>39,297</b>	37,450	37,350	37,250	37,150
Federal/Provincial in place of taxes	<b>50,000</b>	50,000	50,000	50,000	50,000
<b>Taxes</b>	<b>2,763,489</b>	2,841,870	2,924,400	3,009,410	3,096,970
Sale of services	<b>731,289</b>	735,171	742,462	750,154	757,802
Penalties and Interest earned	<b>122,200</b>	118,200	118,200	118,200	118,200
Grants and donations	<b>589,575</b>	543,290	446,380	476,420	646,460
Deferred revenues recognized (DCC, other)	<b>359,000</b>	200,244	50,000	-	-
Water sale of services	<b>559,000</b>	566,420	575,130	584,930	594,930
Sewer sale of services	<b>530,200</b>	536,200	544,360	552,690	561,190
<b>Total revenue</b>	<b>5,654,753</b>	5,541,395	5,400,932	5,491,804	5,775,552
<b>EXPENSE</b>					
Interest payments	<b>82,460</b>	82,460	63,410	63,410	63,410
Amortization expenses	<b>771,000</b>	<b>792,000</b>	<b>808,000</b>	<b>824,000</b>	<b>831,000</b>
General Government	<b>1,058,681</b>	1,029,045	1,038,183	1,044,893	1,057,038
Protective services	<b>381,659</b>	348,900	320,610	324,000	331,835
Transportation services	<b>622,211</b>	598,432	600,165	591,377	644,083
Environmental health (Garbage/recycling)	<b>27,500</b>	27,900	28,310	28,730	29,150
Harbour	<b>321,870</b>	312,010	315,980	320,280	324,640
Cemetery	<b>10,485</b>	5,175	5,275	5,375	5,475
Environmental development (Planning)	<b>305,733</b>	327,143	252,973	242,570	255,510
Recreation and cultural services	<b>1,050,696</b>	1,185,644	1,039,580	1,048,110	1,047,715
Water operations	<b>436,292</b>	439,429	496,369	454,439	461,355
Sewer operations	<b>283,445</b>	262,954	262,434	271,984	271,550
<b>Total expense</b>	<b>5,352,032</b>	5,411,092	5,231,289	5,219,168	5,322,761
Surplus (deficit) carry forward to page 2	<b>\$302,721</b>	\$130,303	\$169,643	\$272,636	\$452,791

*District of Ucluelet Five Year Financial Plan Bylaw No. 1199, 2016*

Schedule "A"  
 "District of Ucluelet 2016 - 2020 Five Year Financial Plan  
 Bylaw No. 1199, 2016"  
 (page 2)

	2016 Forecast	2017 Forecast	2018 Forecast	2019 Forecast	2020 Forecast
Surplus (deficit) brought forward from page 1	<b>\$302,721</b>	\$130,303	\$169,643	\$272,636	\$452,791
<b>ADD</b>					
Add back amortization	<b>771,000</b>	792,000	808,000	824,000	831,000
Long term debt (and lease recognition) procee	-	30,000	505,000	30,000	30,000
Transfers from (to) equity accounts	<b>568,747</b>	379,653	(306,822)	4,180,268	(185,987)
<b>Total additions</b>	<b>1,339,747</b>	1,201,653	1,006,178	5,034,268	675,013
<b>DEDUCT</b>					
Principal payments debt	<b>95,436</b>	85,256	110,221	345,704	345,704
<u>Acquisitions of tangible capital assets</u>					
General Fund:					
Administration/Finance	<b>14,400</b>	9,600	119,400	29,400	9,400
Protective services	<b>78,932</b>	109,200	478,200	3,200	3,200
Transportation services	<b>362,850</b>	180,000	110,000	60,000	80,000
Enviro Health: Cemetery	<b>70,000</b>	-	-	-	-
Enviro Dev: Planning	<b>67,000</b>	30,000	-	-	-
Recreation	<b>32,900</b>	93,900	20,000	20,000	20,000
Parks	<b>49,950</b>	-	76,000	81,600	44,000
Culture	<b>40,000</b>	-	-	-	-
Total General Fund	<b>716,032</b>	422,700	803,600	194,200	156,600
Water Fund	<b>674,500</b>	607,000	110,000	4,550,000	50,000
Sewer Fund	<b>156,500</b>	217,000	152,000	217,000	575,500
<b>Acquisitions of tangible capital assets</b>	<b>1,547,032</b>	1,246,700	1,065,600	4,961,200	782,100
<b>Total deductions</b>	<b>1,642,468</b>	1,331,956	1,175,821	5,306,904	1,127,804
<b>Financial Plan Balance: Surplus (Deficit)</b>	<b>\$0</b>	\$0	\$0	\$0	\$0

*District of Ucluelet Five Year Financial Plan Bylaw No. 1199, 2016*

Schedule "B"  
 "District of Ucluelet 2016 - 2020 Five Year Financial Plan  
 Bylaw No. 1199, 2016"

Proportions of Total Revenue

Revenue Source	% of Total Revenue
Property Value Taxes	48.0%
Parcel Taxes	3.0%
User Fees & Charges	34.0%
Other Sources	15.0%
Proceeds from Borrowing	0.0%
TOTAL	100.0%

**Distribution of Property Tax between Property Classes**

Tax Revenue Source	% of Total Tax Revenue
Residential (1)	61.0%
Utilities (2)	1.0%
Business (6)	37.0%
Recreation/Non-Profit (8)	1.0%
TOTAL	100.0%

Schedule "C"

---

*District of Ucluelet Five Year Financial Plan Bylaw No. 1199, 2016*

“District of Ucluelet 2016 - 2020 Five Year Financial Plan  
Bylaw No. 1199, 2016”

Permissive Property Tax Exemptions

The District of Ucluelet Council passes the annual permissive exemption bylaw to exempt certain properties from property tax in accordance with guidelines set out by the *Community Charter*. There is no legal obligation to grant exemptions. Council chooses to grant exemptions as a method of recognizing there are organizations within our community which further Council’s objectives of enhancing the quality of life for community residents and that these services are delivered at the most economical rates. The permissive exemptions are evaluated with consideration to minimizing the tax burden to be shifted to the general taxpayer.

Permissive property tax exemptions are reviewed on an annual basis and are granted to those organizations meeting the requirements as set out under Sections 220 and 224 of the *Community Charter*.





## STAFF REPORT TO COUNCIL

Council Meeting: MAY 10, 2016  
500 Matterson Drive, Ucluelet, BC V0R 3A0

---

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

**FILE NO:** 1700-03 2016

**SUBJECT:** 2016 TAX RATES BYLAW

**ATTACHMENTS:** BYLAW NO. 1200, 2016

---

**RECOMMENDATION:**

1. THAT Council give up to three readings to the Tax Rate Bylaw No. 1200, 2016.

**PURPOSE:**

This bylaw supports the tax levy required by the District of Ucluelet 5 Year Financial Plan and levies that require the calculation of tax rates.

**BACKGROUND:**

The required tax levy for the District is established by the 5 year Financial Plan Bylaw. The levy amount is applied to the revised assessment roll to determine how the levy will be allocated to property owners by property class and assessed value. The revised roll is issued in March and incorporates any assessment appeals that have been resolved since January.

Property owners should note a variety of factors influence the assessment values on which final tax rates are based and the impact on individual properties will vary.

The same allocation process and calculation is used to allocate the dollar values levied by the Regional and Hospital Districts, and the Library. Other jurisdictions levy by issuing the rates directly. These are not included in this bylaw as they have already been established under provincial legislation. They include the School Tax, Policing, Municipal Finance Authority, and BC Assessment.

**FINANCIAL IMPLICATIONS:**

The District's primary source of revenue is the annual tax levy. The levy funds most of our operating expenditures and a significant portion of new and replacement capital for general municipal work. The financial plan for 2016 called for a 3% increase over the 2015 municipal tax levy.

**IMPLICATIONS TO THE ORGANIZATION:**

The rates in this bylaw complete the Financial Plan process for 2016 and enable the District of Ucluelet to meet the obligation of levying and collecting taxes for other bodies.

**SUMMARY:**

The Tax Rates Bylaw has been prepared based on the requirements of the 5 Year Financial Plan approved by Council.

**Respectfully submitted:**

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

**DISTRICT OF UCLUELET****BYLAW NO. 1200, 2016**

"A Bylaw for the Levying of Taxation Rates for Municipal, Debt, Regional Library, Regional Hospital, and Regional District Purposes for the year 2016"

---

**WHEREAS** the *Community Charter requires* a Council to, by bylaw, impose property value taxes for the year by establishing tax rates;

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

Title

1. This bylaw may be cited as "Annual Tax Rates Bylaw No. 1200, 2016".

Tax Rates

2. The following taxes rates are hereby imposed and levied for the year 2016:
  - I. General Municipal Purposes - For all lawful General Municipal purposes of the municipality on the value of land and improvements taxable for general municipal purposes, rates appearing in Column I of Schedule "A" attached hereto and forming a part of this bylaw.
  - II. General Municipal Debt - For Debt purposes on the value of land and improvements taxable for general municipal purposes, rates appearing in Column II of Schedule "A" attached hereto and forming a part of this bylaw.
  - III. Regional District Purposes - For purposes of the Regional District of Alberni-Clayoquot on the value of land and improvements taxable for regional district purposes, rates appearing in Column III of Schedule "A" attached hereto and forming a part of this bylaw.
  - IV. Regional Hospital District - For Hospital purposes on the value of land and improvements taxable for regional hospital district purposes, rates appearing in Column IV of Schedule "A" attached hereto and forming a part of this bylaw.
  - V. Library - For Library purposes on the value of land and improvements taxable for regional library purposes, rates appearing in Column V of Schedule "A", attached hereto and forming a part of this bylaw.

Effective Date

3. The aforementioned rates and taxes shall be considered to have been imposed on and from the first day of January 2016.

Terms of Payment and Penalties

4. The aforementioned rates and taxes shall be due and payable at the municipal office of the District of Ucluelet, at Ucluelet in the Province of British Columbia.
5. There shall be added to the unpaid taxes levied for the year 2016, in respect of each parcel of land and improvements thereon on the real property tax roll, five percent (5%) of the amount unpaid as of the fifth day of July 2016, and an additional five percent (5%) on the first day of October 2016.

**READ A FIRST TIME** this xx<sup>th</sup> day of **MAY, 2016**.

**READ A SECOND TIME** this xx<sup>th</sup> day of **MAY, 2016**.

**READ A THIRD TIME** this xx<sup>th</sup> day of **MAY, 2016**.

**ADOPTED** this xx<sup>th</sup> day of **MAY, 2016**.

**CERTIFIED CORRECT;** "Annual Tax Rates Bylaw No. 1200, 2016".

---

Dianne St. Jacques  
Mayor

---

Andrew Yeates  
Corporate Officer

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

---

Andrew Yeates  
Corporate Officer

**Bylaw No. 1200, 2016****District of Ucluelet****Schedule A**

2016 Tax Rates (Dollars of Tax per \$1,000 Taxable Value)

	I	II	III	IV	V
Property Class	General Municipal	Debt	Regional District of Alberni Clayoquot	Regional Hospital District	Library
Residential	4.7923	0.2824	0.5024	0.2912	0.1888
Utilities	31.1805	1.8360	1.7585	1.0191	1.2283
Business Other	12.4717	0.7349	1.2310	0.7134	0.4913
Recreation/Non- Profit	13.3472	0.7859	0.5024	0.2912	0.5258