



**REGULAR MEETING OF COUNCIL  
Tuesday, June 28, 2016 @ 7:30 PM  
George Fraser Room, Ucluelet Community Centre,  
500 Matterson Drive, Ucluelet**

**AGENDA**

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1. CALL TO ORDER	
2. ADDITIONS TO AGENDA	
3. ADOPTION OF MINUTES	
3.1. June 14, 2016 Regular Minutes	5 - 16
<a href="#">2016-06-14 Regular Minutes</a>	
4. UNFINISHED BUSINESS	
5. MAYOR'S ANNOUNCEMENTS	
6. PUBLIC INPUT, DELEGATIONS & PETITIONS	
6.1 Public Input	
6.2 Delegations	
• Gary Marks, Pacific Rim Foundation	17
Re: Scholarship Presentation	
<a href="#">D-1 PRF Award</a>	
7. CORRESPONDENCE	
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Canada Union of Postal Workers	
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7.2. Request for Nominations re: 2016 Community Recognition Awards	29 - 32
Canadian Wood Council	
<a href="#">C-2 Call for 2016 Community Recognition Awards</a>	
8. INFORMATION ITEMS	
8.1. 2016 Open For Business Awards	33 - 39
Hon. Coralee Oakes, Minister of Small Business and Red Tape Reduction	
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Tofino General Hospital Foundation	
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Matt Jeneroux, MP - Conservative Official Opposition Critic for Western Economic Diversification

[I-3 Canada 150 Fund Reminder](#)

- 8.4. Climate Leadership Plan Summary of Input 45 - 46  
Ministry of Community, Sport and Cultural Development

[I-4 Climate Leadership Plan Summary of Input](#)

- 8.5. Lobbying Actions Against Logging of Old Growth Timber 47 - 48  
United Steel Workers

[I-5 Issue of Logging of Old Growth](#)

## 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-12/16<br><i>Jeanette O'Connor, CFO</i><br><a href="#">R-1 Expenditure Voucher</a>  | 49 - 52   |
| 10.2. | 2015 Annual Report for Consideration<br><i>Morgan Dosdall, Deputy Clerk</i><br><a href="#">R-2 2015 Annual Report for Consideration</a>  | 53 - 167  |
| 10.3. | Request for Noise Bylaw Exemption and Road Closure Approval for Ukee Days<br><i>Abby Fortune, Director of Parks &amp; Recreation</i><br><a href="#">R-3 Ukee Days Noise Bylaw Exemption and Road Closure</a> | 169 - 170 |
| 10.4. | Banner Pole Placement Approval<br><i>Abby Fortune, Director of Parks &amp; Recreation</i><br><a href="#">R-4 Banner Placement Approval</a>   | 171 - 175 |
| 10.5. | Request to Release Funds for Wild Pacific Trail Bog Interpretive Walk<br><i>Abby Fortune, Director of Parks &amp; Recreation</i><br><a href="#">R-5 WPT Bog Loop Funds Release</a>                           | 177 - 181 |
| 10.6. | Request for Noise Bylaw Exemption for Otalith Music Festival<br><i>Abby Fortune, Director of Parks &amp; Recreation</i><br><a href="#">R-6 Otalith Noise Bylaw Exemption</a>                                 | 183 - 184 |

### 11. LEGISLATION

- |       |  |     |
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| 11.1. | Fees And Charges Bylaw - Fourth Reading<br><i>David Douglas, Manager of Finance</i><br><a href="#">L-1 Fees and Charges Bylaw Report</a> | 185 |
|-------|--|-----|

11.2. District of Ucluelet Fees and Charges Bylaw No. 1186, 2016

187 - 216

[L-2 Fees and Charges Bylaw 1186](#)

12. LATE ITEMS

- Late items will be addressed here as addenda items

13. NEW BUSINESS

14. QUESTION PERIOD

15. CLOSED SESSION

*Procedural Motion to Move In-Camera:*

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

16. ADJOURNMENT



Vancouver, Port Alberni, and Lethbridge; Ms. Johnson noted her desire to see all crosswalks in Ucluelet re-painted, but if one was chosen, her preference would be for the crosswalk nearest to Image West to be done

- Mayor St. Jacques thanked Ms. Johnson for her request and noted that staff will look into it
- (b) P. Timmermans noted that an eagle was killed by hydro lines near the Island West Resort due to the fish processing plants' offal trucks being left open and attracting the birds; Mr. Timmermans requested if the District has any bylaws governing this activity
- Council responded that District staff would follow up with the fish plant owners on the issue
  - CAO noted that while it may not be covered by a bylaw, the activity would be covered by environmental legislation; CAO suggested that Mr. Timmermans call the environmental management offices to alert them

## 6.2 Delegations

### (a) **Lenora Lee, KPMG**

#### **RE: Presentation of Draft 2015 Audited Financial Statements**

- Ms. Lee gave a verbal presentation on the audited 2015 financial statements, outlining highlights and comparisons with the previous audit year

## 7. CORRESPONDENCE

### 7.1 **Invitation re: UBCM Resource Breakfast Series C3 Alliance Corporation**

2016-254

**It was moved by Randy Oliwa and seconded by Mayco Noel**

*THAT Council approve sending Mayor St. Jacques and Councillor Noel to the UBCM Resource Breakfast Series for the Finance Sector and Forest Sector, and Councillor Mole and Councillor Oliwa to the UBCM Resource Breakfast Series for the Natural Gas Sector.*

CARRIED.

### 7.2 **Support re: Provincial General Election 2017 Elections BC**

2016-255

**It was moved by Mayco Noel and seconded by Marilyn McEwen**

*THAT Council receive correspondence item "Provincial General Election 2017" for information.*

CARRIED.

**7.3 Request re: Sale of Wine in Grocery Stores  
BC Government and Service Employees' Union**

2016-256

**It was moved by Mayco Noel and seconded by Marilyn McEwen**

*THAT Council receive correspondence item "Sale of Wine in Grocery Stores" for information.*

CARRIED.

**7.4 Request re: Declaration and Support for Prostate Cancer  
Awareness  
Prostate Cancer Canada**

2016-257

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

*THAT Council approve the following resolution:*

*WHEREAS prostate cancer is the most common cancer among Canadian men;*

*AND WHEREAS 1 in 8 Canadian men will be diagnosed with the disease during his lifetime;*

*AND WHEREAS up to 23,600 Canadian men are newly diagnosed each year;*

*AND WHEREAS over 90% of prostate cancer cases are curable if detected and treated in their earliest stages;*

*AND WHEREAS those with a family history of the disease or those of African or Caribbean descent are at a greater risk of getting prostate cancer;*

*AND WHEREAS Prostate Cancer Canada recommends that men get a PSA test in their 40s to establish their baseline;*

*AND THEREFORE BE IT RESOLVED THAT I, Mayor Dianne St. Jacques of the District of Ucluelet, do hereby proclaim September as Prostate Cancer Awareness Month.*

CARRIED.

2016-258

*THAT Council approve the following resolution:*

*WHEREAS the economic, family and social costs to our province would be significantly diminished through increased awareness and early detection of prostate cancer;*

*AND THEREFORE BE IT RESOLVED that the District of Ucluelet requests the provincial government make PSA testing free for all men in the province to ensure all men have the opportunity to have their prostate cancer diagnosed as early as possible so that survival will be improved.*

CARRIED.

**8. INFORMATION ITEMS**

2016-259

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

*THAT Council receive information items 8.1 through 8.11 as a block.*

CARRIED.

**8.1 UBCM Meetings open June 13, 2016 for Registration  
Premier Christy Clark**

**8.2 Call for Proposal for the federal Enabling Accessibility Fund  
Service Canada**

2016-260

**It was moved by Marilyn McEwen and seconded by Mayco Noel**

*THAT Council direct staff to forward Service Canada's Call for Proposal for the federal Enabling Accessibility Fund to the Seaview Seniors Society, Wild Pacific Trail Society, and any other appropriate community organizations for their consideration.*

CARRIED.

**8.3 Letter to Minister Fassbender on Issue of Airbnb and Uber  
Sun Peaks Municipality**

- Councillor Oliwa volunteered to draft a letter of response to Minister Fassbender on the issue of Airbnb and Uber-like services in Ucluelet

**8.4 Update on Pacific Rim National Park Amenity Availability in June  
Parks Canada**

**8.5 General Update from Opposition Spokesperson for Local  
Government  
Selina Robinson, MLA**

**8.6 Thank-You for Supporting the Community Outreach Program  
Westcoast Community Resources Society**

**8.7 Discussion of Heliport nearby to Residential Care Facility  
Westcoast Native Health Care Society**

**8.8 Wolf Advisory for Long Beach Unit of Pacific Rim National Park  
Reserve  
Parks Canada**

**8.9 CBT Impact Report for 2015  
Clayoquot Biosphere Trust**

**8.10 Canada 150 Infrastructure Funding Opportunity Announced  
Gord Johns, MP**

- Council inquired if the District is applying for this grant; CAO responded that the skateboard park extension project was submitted under the Canada 150 program

**8.11 Resolution for Cigarette Butt Deposit Return Program  
City of North Vancouver**

**9. COUNCIL COMMITTEE REPORTS**

9.1 Councillor Sally Mole  
*Deputy Mayor April – June*

N/A

9.2 Councillor Marilyn McEwen  
*Deputy Mayor July – September*

**(a) West Coast Multiplex Society**

- Society met last week; currently working on promotional brochure and posters for the Multiplex; will print 2000 brochures and 50 posters for distribution; promotion in part to get word out for the west coast multiplex scramble fundraiser on October 1; there is no Pro-Am this year, so society is hopeful this will increase funds raised at the scramble; society to volunteer at the Saltwater Classic on July 2-3, and they receive some proceeds from the event for their volunteerism

**(b) Ucluelet & Area Historical Society**

- Successful Heritage Fair on April 28; received a large thank-you card signed by the school kids

**(c) Wild Pacific Trail Society**

- AGM held June 5; held board director elections; those still with 1 year left on their term include Don Ferris, Heather Grimshire, Rick Williamson, Ed Chernis, Hans Terlingen, and Dario Corlazzoli; newly elected board members for a 2-year term are Barbara Schramm, Tracy Eeftink, Ted Eeftink, Keith Martin, and Michael Jewel; status quo for election of executives, with Barbara Schramm as President, Jim Martin as Trail Manager, Shannon Szymczakowski as Secretary/Administrator, and Don Ferris as Chair/Treasurer
- Accomplishments for past year included: completion of Artist's Loop in February 2015, held 100th anniversary celebration of Lighthouse in March, created Big Beach interpretive displays, created logoware program, installed new signage, installed crow's nest, with new section of trail by Spring Cove underway
- Currently planning lots of interpretive walks for almost every day in June, and will continue through the summer

**(d) Vancouver Island Regional Library Board – Trustee**

- Attended recent meeting; received board's 2015 Annual Report and Strategic Plan for 2016-2020; Tofino is mentioned in the strategic plan for a revamp of their library; Ucluelet is not mentioned; some libraries (Nanaimo) now have machines for printing your own book, which are very good quality

9.3 Councillor Mayco Noel  
*Deputy Mayor October – December*

**(a) Tourism Ucluelet**

- TU website is delayed but are hoping to pull it together in next couple of weeks for the summer; noted that Wild Pacific Trail collected traffic numbers in May that rival August last year; Porsche Club event went well, they will return next year; Tourism Vancouver Island planning going well; 10 more banner poles to install by mid-summer; TU will provide \$2500 in assistance to Wild Pacific Trail for tour wages instead of signage; raised questions on the 2% hotel tax and how it is policed; some general concern over weed epidemic, but District is keeping up on it well and doing what they can; marathon went well

9.4 Councillor Randy Oliwa  
*Deputy Mayor January – March*

**(a) Seaview Seniors Housing Society**

- Society forwarded a letter to Council regarding an opportunity for 4 input sessions on funding for affordable living facilities; board feels they are not in position to take on the application task at this time; board has formed a building committee to look at public input and other organizations to facilitate information-gathering; is a possibility for District to provide administrative support the way we do with the Harbour Advisory Commission; feel need to invest dollars if a successful application is going to be made; would be great to have a second set of buildings built

**=> Other Reports**

- May 27 meeting with Harbour Authority Association of BC Mid-Island Zone at French Creek; area has breakwaters similar to those Ucluelet will get; manager running group

works with DFO and North Island and oversees our area; group offers online surveys, training, mentoring, websites, economic development, and communication; excellent resource to tap into, looking forward to structuring Ucluelet's participation; 2017 conference will be in Port Alberni; will have opportunity to put together and showcase our harbour in a presentation for 3-4 minutes

**(b) Education Liaison**

- Attended last PAC meeting of the year; news that Pro-Am is not happening this year a blow to Secondary School as fundraiser contributed \$20k a year to athletics programs; began brainstorming on how to replace this money; doing a bigger call out to Tofino parents for representation on the PAC; will start alternating meetings between the two communities; asked for follow up from capital planning group, as no funding announcements made for west coast schools; suggest partnering with Tofino and continuing pitch for seismically sound schools

9.5 Mayor Dianne St. Jacques

=> ***Other Reports***

- Attended West Coast Committee meeting on May 31 in Tofino; Multiplex Society and Tla-o-qui-aht First Nation in attendance; Multiplex requested extension of Rec Excellence contract to keep it moving forward, but it was decided that Russel Dyson of ACRD would determine feasibility and planning over next 3 months; TFN put forward request regarding illegal float homes at Kennedy Lake and Clayoquot Sound; this is a challenge for the region, difficult to control, especially on provincial lands; will attempt to find solutions
- Council met with NDP MLA Jennifer Rice who is also BC's health critic; was an information-gathering meeting for her on goings-on in Ucluelet
- Attended government to government meeting in Ittatsoo last week; all west coast governments were represented; discussed mutual areas of concern, including highway improvements (will invite Minister to meet with leaders to discuss), transportation issues and Wheels for Wellness (will discuss how to get permission for service between Tofino and Ucluelet), and the helipad situation (will write to Island Health on west coast health issues); group will meet in October again to discuss regional emergency planning

- Manager of Finance joined Mayor St. Jacques at meeting on social procurement in Port Alberni; led by Sandra Hamilton from AVICC; social procurement now law in Europe; idea is that dollars spent also contribute to the community in some social way; Qualicum has put a policy in place; idea is a big shift; Prime Minister Trudeau in a budget speech referenced social procurement for their federal contracts; a group is putting policy ideas together to share across the Island; can also be related to food-growing; example of Jim Pattinson leasing land for grow-to-order in Saanich for his Save-on-Foods stores
- Met with Tofino Council today; had good conversation on how to work together on mutual issues; will do it again in 6 months or so

**(a) Alberni-Clayoquot Regional District**

- Met last week; meeting lasted 14 minutes as Exercise Coastal Response was happening; toured the event in Port Alberni, was a very impressive display; Salvation Army able to make food for 3000 people; athletic hall was set up with cots; had a portable hospital in trailers manned with staff; even had morgue facilities; very thorough exercise

**(b) DFO Fisheries Committees for Groundfish & Hake**

- Met with Barry McMillan; concern with BC processing ships wanting to expand their licenses; will be a UBCM topic for the Minister of Agriculture

2016-261

**It was moved by Mayco Noel and seconded by Marilyn McEwen.**

*THAT Council accept all committee reports as presented.*

CARRIED.

**10. REPORTS**

**10.1 Expenditure Voucher G-11/16**

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

2016-262

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

*THAT Council receive Expenditure Voucher G-11/16 for information.*

CARRIED.

**10.2 Asset Management Development Report**

***David Douglas, Manager of Finance***

2016-263

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

*THAT Council approve recommendations 1 and 2 of report item "Asset Management Development Report", which state:*

1. *THAT Council accept the Asset Management Development Report and*
2. *THAT Council provide direction to staff concerning the Asset Management Development Report.*

*AND WHEREBY Council directs staff to devise a plan that incorporates the Asset Management Development Report recommendations into a five-year strategy for Council to discuss during the next budget process.*

CARRIED.

**10.3 Canada Day Road Closure Report**  
***Abby Fortune, Director of Parks and Recreation***

2016-264 **It was moved by Marilyn McEwen and seconded by Mayco Noel**

*THAT Council approve recommendations 1 and 2 of report item "Canada Day Road Closure", which state:*

1. *THAT Council authorizes the closure of Fraser Lane (10:00 am - 4:00 pm) in front of the Village Green on Friday, July 1st, 2016.*
2. *THAT Council attend the Canada Day Festivities and invite the community to join them.*

CARRIED.

**10.4 2015 Draft Financial Statements Report**  
***Jeanette O'Connor, CFO***

2016-265 **It was moved by Randy Oliwa and seconded by Mayco Noel**

*THAT Council approve recommendation 1 of report item "2015 Draft Financial Statements Report", which states:*

1. *THAT Council receives and accepts the District of Ucluelet Draft Financial Statements for the year ended December 31, 2015 and the 2015 Audit Findings Report.*

CARRIED.

**11. LEGISLATION**

**11.1 Fees and Charges Bylaw - Three Readings**  
***David Douglas, Manager of Finance***

2016-266 **It was moved by Marilyn McEwen and seconded by Mayco Noel**

*THAT Council approve recommendation 1 of legislative report item "Fees and Charges Bylaw", which states:*

1. *THAT Council give Bylaw No. 1186, 2016 Ucluelet Fees and Charges Bylaw its FIRST, SECOND and THIRD reading.*

CARRIED.

**11.2 District of Ucluelet Fees and Charges Bylaw No. 1186, 2016**

2016-267 **It was moved by Marilyn McEwen and seconded by Randy Oliwa**

*THAT Council give First Reading to District of Ucluelet Fees and Charges Bylaw No. 1186, 2016.*

CARRIED.

2016-268

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

*THAT Council give Second Reading to District of Ucluelet Fees and Charges Bylaw No. 1186, 2016.*

CARRIED.

2016-269

**It was moved by Mayco Noel and seconded by Marilyn McEwen**

*THAT Council give Third Reading to District of Ucluelet Fees and Charges Bylaw No. 1186, 2016.*

CARRIED.

### **11.3 Zoning Amendment Bylaw (Water Lot adjacent to 1331 Eber Road) - Two Readings**

***John Towgood, Planner 1***

2016-270

**It was moved by Randy Oliwa and seconded by Mayco Noel**

*THAT Council approve recommendation 1 of legislative report "Zoning Amendment Bylaw", which states:*

1. *THAT Zoning Amendment Bylaw No. 1201, 2016 be given First and Second Reading and be advanced to a Public Hearing.*

CARRIED.

### **11.4 Zoning Amendment Bylaw No. 1201, 2016**

2016-271

**It was moved by Randy Oliwa and seconded by Mayco Noel**

*THAT Council give First Reading to Zoning Amendment Bylaw No. 1201, 2016.*

CARRIED.

2016-272

**It was moved by Mayco Noel and seconded by Randy Oliwa**

*THAT Council give Second Reading to Zoning Amendment Bylaw No. 1201, 2016.*

CARRIED.

## **12. LATE ITEMS**

### **12.1 Invitation re: World Paddle for the Planet Day in Ucluelet on June 26**

***Bob Purdy***

2016-273

**It was moved by Marilyn McEwen and seconded by Mayco Noel**

*THAT Council approve sending Councillor Mole on Council's behalf to attend the World Paddle for the Planet Day in Ucluelet on June 26, 2016 at Little Beach.*

CARRIED.

## **13. NEW BUSINESS**

**13.1 Councillor Oliwa**

- Requested an update from staff on when garbage cans will be installed along Marine Drive
- Requested an update on progress for installation of the He-Tin-Kis pathway along Peninsula Road

2016-274

**It was moved by Randy Oliwa and seconded by Marilyn McEwen***THAT Council direct staff to research the possibility of creating a rainbow sidewalk in Ucluelet.*

CARRIED.

**13.2 Mayor St. Jacques**

2016-275

**It was moved by Dianne St. Jacques and seconded by Randy Oliwa***THAT Council direct staff to write a letter to Assistant Deputy Minister Shanna Mason and Regional Director Ryan Spillett of the Ministry of Education to follow up on the March 16, 2016 school tour in Ucluelet and to request an update on discussions had during that meeting.*

CARRIED.

**14. QUESTION PERIOD****15. CLOSED SESSION****15.1 Procedural Motion to Move In-Camera**

2016-276

**It was moved by Mayco Noel and seconded by Marilyn McEwen***THAT the meeting be closed to the public in order to address agenda items under Section 90(1), subsection (k) of the Community Charter.*

CARRIED.

**15.2 Mayor St. Jacques suspended the regular meeting and moved in-camera at 8:59 pm.****16. ADJOURNMENT****16.1 Mayor St. Jacques adjourned the in-camera meeting at 10:12 pm and resumed the open meeting at 10:13 pm****16.2 Mayor St. Jacques adjourned the open meeting at 10:14 pm**

**CERTIFIED CORRECT:** Minutes of the Regular Council Meeting held on Tuesday, June 14, 2016 at 7:30 pm in the George Fraser Room, Ucluelet Community Centre, 500 Matterson Road, Ucluelet, BC.

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Dianne St. Jacques  
Mayor

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Andrew Yeates  
CAO



## DISTRICT OF UCLUELET

### Request to Appear as a Delegation

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

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

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

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

Requested Council Meeting Date: June 28, 2016

Organization Name: Pacific Rim Foundation

Name of person(s) to make presentation: Gary Marks

Topic: Presentation of \$40,000.00 scholarship

Purpose of Presentation:

Information only

Requesting a letter of support

Other (provide details below)

Please describe:

Gary will present the award and speak a few words about our benefactor mr. Richard (Dick) Close.

Contact person (if different from above): Donna Fraser

Telephone Number and Email: donna355@shaw.ca

Will you be providing supporting documentation?  Yes  No

If yes, what are you providing?

Handout(s)

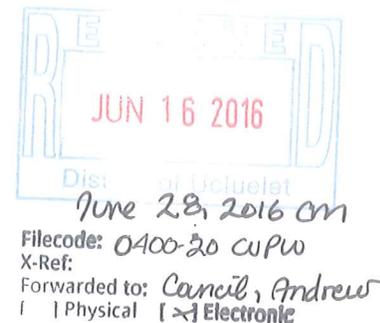
PowerPoint Presentation

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





377, rue Bank Street,  
Ottawa, Ontario K2P 1Y3  
tel./tél. 613 236 7238 fax/télé. 613 563 7861



June 6, 2016

Dianne St. Jacques  
Mayor  
District of Ucluelet  
PO Box 999 200 Main St  
Ucluelet, BC V0R 3A0

Dianne St. Jacques,

**Re: Federal government reviewing our public postal service - Have your say!**

I am writing to let you know that the federal government is conducting a review of Canada Post. It says that everything but postal privatization is on the table. This means daily mail delivery, restoring home delivery, postage rates, the moratorium on post office closures and more.

The review will have two phases. The government has appointed an independent task force to collect input from Canadians, do research, gather facts and identify options for the future of our postal service by September 2016. Following this, a parliamentary committee will consult with Canadians on the options identified by the task force and make recommendations to the government by year's end. The government expects to announce its decisions about Canada Post in the spring of 2017. For more information, go to [CUPW.ca/canadapostreview](http://CUPW.ca/canadapostreview) and [Canada.ca/canadapostreview](http://Canada.ca/canadapostreview)

While CUPW welcomes the opportunity to look at the future of our public postal service, we have a number of concerns about the review. The review's first phase – the part that determines the options that will be examined – is being held over the summer. As well, there has been very little information and advertising about the review, except in social media. We are concerned people will not learn about the review until it's too late.

CUPW would like to ensure that the views of municipalities are considered. Therefore, we would like you, if at all possible, to provide input to the Canada Post Review. We have attached a resolution for your consideration, information on providing input and some fact sheets on key issues.

Thank you very much for considering our request. There's a lot at stake and we appreciate anything you can do to help. We would also like to take this opportunity to express our gratitude to the many municipalities that supported our campaign to stop the cuts that Canada Post announced in December 2013, including the end of home mail delivery. We had a major victory when Canada Post announced a temporary hold on its plan to eliminate door-to-door delivery. CUPW is confident that we can build on this success and convince the Canada Post Review to recommend against further cuts in favour of new services that generate revenues and allow us to build a universal, affordable and green public postal system for future generations.

In solidarity,

Mike Palecek  
National President

c.c. National Executive Committee, Regional Executive Committees, National Union Representatives, Regional Union Representatives, Specialists, Campaign Co-ordinators, Negotiators, CUPW locals



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# A bank for everyone

## Support Postal Banking

Postal banking is the provision of financial and banking services through a post office. It is not a new or radical idea. Postal banks already exist in many parts of the world where they are used to:

- increase financial inclusion
- promote economic development
- and generate revenue to preserve public postal service and jobs

In fact, our post office used to have a national savings bank – up until 1969 – and there is no reason we shouldn't have one today.

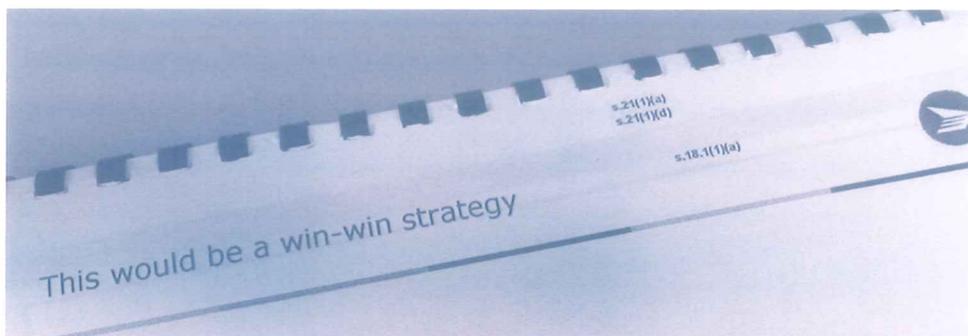


### Why do we need postal banking?

- 1** Banks are failing to meet the needs of a growing number of Canadians. Thousands of towns and villages across our country do not have a bank. But many of them have a post office that could provide access to financial and banking services.
- 2** Nearly two million Canadians in urban and rural areas desperately need an alternative to predatory payday lenders. A postal bank could be that alternative.

**3** Canadian banks have raked in enormous profits while cutting service, closing branches and charging some of the highest banking and ATM fees in the world. We deserve better.

**4** Post administrations around the world, including Canada Post, have seen traditional mail volumes decline in recent years. Many post offices have added or expanded financial services in order to lessen their dependence on declining mail volumes and revenues. Postal banking could help Canada Post make money and increase its ability to provide public postal service and create decent jobs in communities throughout Canada.



## Canada Post's secret postal banking study

Canada Post conducted a secret four-year study on postal banking that indicates that adding this service “would be a win-win strategy” for the corporation. This study was obtained through an Access to Information (ATI) request. Unfortunately, 701 of the study's 811 pages were redacted. CUPW has asked Canada Post's President to release the full report, but he has refused.

## What would a postal bank look like?

There are many different models of postal banking. Some postal administrations set up their own bank. Others act as a financial intermediary by providing services in partnership with banking and other financial institutions, such as credit unions. In this instance, they work with one or a number of institutions, which operate nationally or in different regions. Some postal banks deliver a broad range of financial services, while others provide a more limited offering.

Services provided by postal banks:

- Savings and checking accounts
- Online banking
- Bank machines
- Credit cards, debit cards, pre-paid cards
- Money transfers, including remittances
- Insurance (home, auto, travel, etc.)
- Loans and mortgages
- Investment products (RRSPs, mutual funds, annuities)
- Foreign currency
- Other services such as financial counselling

## Government review of Canada Post

CUPW wants the government review of Canada Post to recommend the addition of financial and banking services at Canada Post, or at a minimum, a task force to determine how to deliver new financial and banking services through our postal service.

Please consider making this recommendation to the review.

### For more information:

A postal bank for everyone – Support Postal Banking  
[www.cupw.ca/PostalBanking](http://www.cupw.ca/PostalBanking)

Why Canada Needs Postal Banking  
<http://www.policyalternatives.ca/publications/reports/why-canada-needs-postal-banking>

The Banks Have Failed Us: Postal Banking To The Rescue  
<http://www.cupw.ca/postal-banking-rescue>

Rural Canada is underserved by financial services: Why post offices need to offer banking services  
[http://cpaa-acmpa.ca/pub/files/banking\\_services\\_SEPT23Eng.pdf](http://cpaa-acmpa.ca/pub/files/banking_services_SEPT23Eng.pdf)

Banking on a future for posts  
<http://www.cupw.ca/campaign/resources/banking-future-posts>





## A Canada Post for Everyone



## Daily door-to-door delivery: It's not just more convenient. It's better for the environment.

Canada Post delivers billions of letters and parcels to homes and businesses every year. Many Canadians consider it a trusted and valuable service.

But did you know that home mail delivery is the most environmentally friendly way of moving letters and parcels from sender to receiver? And it's greener when it's done five or six days a week.

### Why Canada Post is the greener option

The boom in online shopping means that millions more parcels are being delivered by Canada Post and other delivery companies. That's a lot of cars and trucks on delivery runs.

Last year, the number of parcels delivered by Canada Post alone increased by almost 10%. But with Canada Post, the amount of greenhouse gas emissions barely increases. Why? Because, unlike other delivery companies, Canada Post already has people delivering mail and parcels to every neighbourhood in the country on a daily basis.

From an environmental perspective, Canada Post is the best delivery option. According to a 2011 report, getting a parcel delivered by Canada Post can cause up to 6 times less CO<sub>2</sub> emissions than an overnight delivery by a courier, and 3 times less than having a customer make a 5-km trip to pick it up in a store.

### Why daily delivery is the greener option

If we cut mail delivery back to three days per week, Canada Post would lose its environmental advantage. It would make Canada Post's parcel delivery more expensive, which would result in the corporation losing market share to less environmentally efficient companies.

A vehicle delivering letters and parcels together keeps down the cost and environmental impact of each piece.



**Our daily door-to-door delivery network is part of a sustainable future for Canada Post.**

**Let's keep it greener.**

## **What if I don't get my mail every day?**

Lots of us don't get mail every day. That kind of fluctuation in volume is already built into the delivery system. Having carriers deliver fewer days per week would only make it harder to reduce our carbon footprint.

Businesses of all sizes rely on daily delivery for cash flow and time-sensitive items. So courier companies would step in to fill in the gap, meaning three or more delivery trucks and vans driving the same streets.

## **Why door-to-door delivery is the greener option**

There are many reasons why people hate so-called "community mailboxes":

- they cause more traffic congestion
- lower property values
- thefts, and injuries due to slips and falls

They also cause more people to drive to pick up their mail, creating more pollution. Cars sit idling while residents struggle to open frozen locks and get the mail.

One poll shows that over a third (34.2%) of people drive to pick up their mail from a group mailbox.



## A Canada Post for Everyone



### **Our Postal Service is Under Review: What's In It For You?**

The federal government says it wants to ensure that "Canadians receive quality postal services at a reasonable price."

It's asking Canadians for our input. So, how do you think our national postal service should change with the times?

### **High Quality Service to Meet Our Changing Needs.**

People everywhere are sending fewer letters through the mail, which has affected the revenues of post offices around the world. Some postal systems have raised prices or cut services and jobs, as Canada Post did when the Conservatives were in power.

But post offices in many other countries have expanded their services and branched out into new avenues in order to make more money.

It's time for Canada Post to make full use of its presence in every community and add new revenue-generating services. Here are a few options to think about:

#### **Why Not Get More At The Counter?**

With 6,300 outlets, Canada Post has the largest retail network in the country. It could be doing a lot more with this network.

#### **Get Your Documents:**

Canada Post already processes passport applications and issues fishing and hunting licenses. It could also accept identity card applications, provide identity authentication services, register voters, certify documents, issue permits and much, much more.

Canada Post could also process payments and cheques for federal and provincial governments, and offer government services in places that don't have any.

#### **Get a Bank for Everyone:**

Canada Post used to and could still provide financial and banking services like other post offices around the world. We could provide savings and chequing accounts; bank machines; lines of credit, mortgages, money transfers, etc.

Postal banking is profitable in many parts of the world and could reinvest its profits back into our communities. See CUPW's A Bank for Everyone campaign and go to [cupw.ca/PostalBanking](http://cupw.ca/PostalBanking).

#### **Get Display Space:**

Canada Post's retail space could be better used in many locations. Why not rent display space to artists and producers for showcasing their specialty goods for fixed lengths of time? Showcase "Canadiana"? Or help on-line sales of products through a website portal like the Swiss post office?

#### **Why Not Get Better Cell, Internet and Secure Data Service?**

Canadians want simple, affordable internet and cell phone service. Canada Post could offer basic cell phone packages. It could also use its infrastructure to provide high-speed internet in rural and remote areas that do not have access to this service. Many post offices in Europe, such as the UK, Italy and France, already offer internet and cell service.

Canada Post could also collect data quickly and frequently for ethical use in transportation, infrastructure and public planning.

## Why Not Get More at the Door?

With the largest delivery network in the country, Canada Post could deliver a lot more.

### Get More Parcels:

The parcel delivery sector is growing rapidly as a result of e-commerce and internet marketing. It doesn't make sense to have multiple courier companies driving down the same streets every day to deliver parcels.

Canada Post could provide last mile delivery for the entire sector. This would lower prices and be good for the environment because it would reduce our use of fossil fuels, and cut pollution and traffic congestion.

Canada Post already provides last mile for FedEx in rural and small communities.

### Get Your Groceries:

Canada Post could partner with large grocery stores to offer home delivery across the country like the Swiss and Danish post offices.

## Remember, It's A Canada Post for Everyone

Of course, Canada Post isn't simply about making money. Like other Crown corporations, it is supposed to serve our public interest.

As well as considering revenue-generating services, Canada Post ought to be strengthening and expanding the services it provides to all Canadians. For example:

### Get Better Services to Indigenous and Northern Communities:

- Postal Banking
- Food Mail

### Get a Greener Canada Post:

- Electric Car Charging Stations at Post Offices
- Made in Canada Electric Postal Fleet
- Door-to-door as the greener option

For more information, visit [cupw.ca](http://cupw.ca) and [deliveringcommunitypower.ca](http://deliveringcommunitypower.ca)



### Get Better Services for Seniors and People with Mobility Issues:

Our population is aging and we need to keep our communities connected.

Canada Post used to have a service called Letter Carrier Alert that allowed letter carriers to monitor seniors and people with disabilities. Many letter carriers still informally check up on their neighbourhoods and the people on their routes. In partnership with municipal governments, communities, health care providers and seniors, we can keep doing this, helping older Canadians to remain in their homes for as long as possible.

La Poste in France is a leader in testing such new roles for the letter carriers. It partners with pharmacies to deliver medicine and works with organizations to check on people who are vulnerable, isolated or disabled.

Japan Post also has a service called "Watch Over" that checks on seniors and reports back to family members for a small monthly fee.

This service costs the equivalent of about \$8.40 US per month. According to the Inspector General of the United States Postal Service, a similar service in the US would generate \$12.6 million in revenues annually if just one per cent of its 12.5 million older adults that live alone signed up.

Japan Post will deliver 4-5 million iPads to seniors by 2020. The iPads will have apps that facilitate check-ins and remind seniors to take their medications, eat and exercise.

## CONTACT INFORMATION FOR CANADA POST REVIEW

### **Step 1: Providing input to the task force now**

The task force is collecting input from Canadians through a ‘question of the week’. It is also providing a number of ways for people to make general comments (June 23<sup>rd</sup> deadline for municipalities and organizations, end of July deadline for public):

- Online: [Canada.ca/canadapostreview](http://Canada.ca/canadapostreview)
- Email: [TPSGC.ExamendeSPC-CPCReview.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.ExamendeSPC-CPCReview.PWGSC@tpsgc-pwgsc.gc.ca)
- Twitter: Tweet and use #CPReview2016 hashtag
- Facebook: Like, share and comment at [Facebook.com/Canada-Post-Review-521437564704406](https://www.facebook.com/Canada-Post-Review-521437564704406)
- **Instagram:** Share photos and include the #CPReview2016 hashtag
- Fax: 1-844-836-8138
- Mail:  
Canada Post Review  
CP 2200  
Matane, QC G4W 0K8

Please share your input with us at [Feedback@cupw-sttp.org](mailto:Feedback@cupw-sttp.org) or mail to Mike Palecek, President, Canadian Union of Postal Workers, 377 Bank Street, Ottawa, Ontario, K2P 1Y3

### **What to say?**

Tell the task force what you want from your public postal service and what you don't want. Make suggestions on how postal services could be expanded. You can get information on new services and other issues in the weeks to come at [CUPW.ca/canadapostreview](http://CUPW.ca/canadapostreview)

### **Step 2: Providing input to the parliamentary committee in the fall**

The government says that details about the parliamentary committee's consultations will be made public as they become available.

### Public review on future of Canada Post

**Whereas** Canada Post announced drastic cutbacks to our public postal service in December 2013, including plans to end home mail delivery in our country.

**Whereas** there was a huge public outcry in response to the cutbacks and stiff opposition from most federal parties, including the Liberal Party, which promised to halt the delivery cuts and conduct a review of Canada Post, if elected.

**Whereas** the delivery cuts were halted and our Liberal government is currently conducting a Canada Post Review, starting with an independent task force that will collect input from Canadians, do research, gather facts and draft a discussion paper in September of 2016, identifying viable options for postal service in this country.

**Whereas** a parliamentary committee will consult with Canadians in the fall of 2016 on the options that have been identified in the task force's discussion paper and then make recommendations to the government on the future of Canada Post.

**Whereas** it will be crucial for the task force and parliamentary committee to hear our views on key issues, including the importance of maintaining the moratorium on post office closures, improving the Canadian Postal Service Charter, restoring home mail delivery, keeping daily delivery, adding postal banking, greening Canada Post, and developing services to assist people with disabilities and help older Canadians to remain in their homes for as long as possible.

**Therefore be it resolved** that (name of municipality) provide input to the Canada Post Review task force and make a submission when the parliamentary committee consults with Canadians this fall.



June 2016

Dear Mayor and Members of Council:

Filecode: OADO-20 WOODWORKS  
X-Ref:  
Forwarded to: Council, Andrew  
 Physical  Electronic

### **The Call for Nominations for the 2016 Community Recognition Awards is now open!**

With this letter, I invite your community to identify a recently completed civic building or structure with wood use (either architecturally or structurally), and submit your nomination for the 2016 Community Recognition Awards, to be presented this September at the UBCM in Victoria. The awards are presented annually to local governments that advocate for specifying wood use in a local project or through visionary initiatives that work toward building a community culture of wood. Wood use in public buildings brings pride to B.C. towns and cities, and leaves a lasting legacy, which is an enduring celebration of our culture of wood.

If you are thinking of a new project, there has never been a better time to take advantage of the many benefits wood has to offer.

### **Why wood? Wood is good!**

Choosing wood for civic buildings is good for cultural, environmental, budgetary and health reasons. It's also a good choice for our economy, since forestry is a significant economic engine in B.C., and either directly or indirectly benefits us all. We are proud to say that B.C. is recognized as a global leader for wood innovation in building and design, with taller and larger wood buildings being built in centres all around the province, using technologically advanced wood products and systems - made in B.C.

It is also the best choice for the environment, as nothing can make a green building "greener" than optimizing the use of wood which has a smaller carbon footprint than other building materials. Wood also benefits occupants in the indoor environment. Research has shown people thrive when working and learning in beautiful and high-quality spaces finished with natural materials like wood.

### **What's new in the world of wood? Consider the advantages and possibilities.**

Wood *WORKS!* BC and the Canadian Wood Council are here to offer our technical expertise, training and education to help your local government realize a lower carbon footprint, lower building costs, and comfortable, high-performance and effective spaces for your community. Please call me if you are ready to move forward with a new civic project and I can give you more information on the professional technical services Wood *WORKS!* BC can provide to your project teams, FREE of charge.

The Wood *WORKS!* BC Community Recognition Awards program is your opportunity to showcase your community and a wood project that has brought pride to your citizens.

**Submit your nomination today! [www.wood-works.ca/bc](http://www.wood-works.ca/bc)**

Regards,

Lynn Embury-Williams  
Executive Director  
Wood *WORKS!* BC  
1 877 929 9663 – ext. 1  
[Lembury-williams@wood-works.ca](mailto:Lembury-williams@wood-works.ca)

PS Please note that nominations are only open to local governments and their projects. Projects must have been completed within the last three years and built in whole or part with local government funds. Self-nominations are accepted and encouraged.

**Deadline for nominations: Friday, August 26**

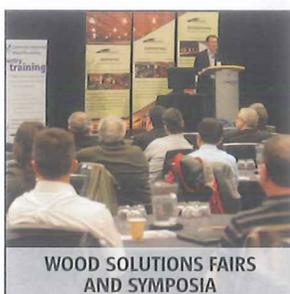
**WOOD WORKS! BC**

837 Riverside Drive, North Vancouver, BC V7H 1V6 | Toll Free: 1-877-929-9663 ext. 1

[www.wood-works.ca](http://www.wood-works.ca)

Request for Nominations re: 2016 Community Recognition Award...

## About Wood *WORKS!* BC



WOOD SOLUTIONS FAIRS  
AND SYMPOSIA



WOOD DESIGN  
LUNCHEON CONFERENCES



IN-HOUSE SEMINARS



WORKSHOPS



WOOD DESIGN AWARDS



TECHNICAL SUPPORT

Wood *WORKS!* is a national industry-led program of the Canadian Wood Council, with a goal to support innovation and provide leadership on the use of wood products and systems. Through conferences, workshops, seminars and case studies, Wood *WORKS!* provides education, training and technical expertise to building and design professionals and local governments involved with commercial, institutional and industrial construction projects throughout B.C. For almost two decades, Wood *WORKS!* BC has facilitated practical, efficient, versatile and cost-effective building and design solutions through the use of wood – the most sustainable, natural and renewable building material on Earth.

Wood *WORKS!* BC has also worked extensively with municipalities on projects ranging from fire halls to arenas to recreation centres. Wood *WORKS!* BC is a recognized resource to help B.C. communities with the “build with wood” requirements on publicly-funded projects under the Wood First Act, and our expertise is available free-of-charge.

### Wood *WORKS!* BC: Services to Local Governments

#### I. Free Technical Advice

- structural, fire, seismic, acoustic, envelope, architectural, building performance

#### II. Community Outreach

- Local Governments
- Ministries / Associations

#### III. Sourcing Products and Building Systems

#### IV. Professional Development/Liaison

- Architectural Institute of BC, Association of Professional Engineers of BC, Building Officials Association of BC, etc.

#### V. Passive Design Aspirations Support

## 2015 Community Recognition Award Winners



**AVICC -- Association of Vancouver Island and Coastal Communities:**

**Town of Qualicum Beach for the Qualicum Beach Fire Hall**

(MERIT: Vancouver Island Regional Library, representing 28 municipalities and 10 regional districts for libraries in City of Nanaimo and Town of Lake Cowichan)



**AKBLG -- Association of Kootenay Boundary Local Governments:**

**Village of Kaslo for the 5th Street Unity Bridge**

(MERIT: City of Kimberley/Village of Midway)



**NCLGA -- North Central Local Government Association:**

**District of Chetwynd for the Chetwynd Municipal Hall**

(MERIT: Village of Burns Lake)



**SILGA -- Southern Interior Local Government Association:**

**Columbia Shuswap Regional District for administrative and board offices in the City of Salmon Arm**

(MERIT: Village of Clinton/City of Armstrong)



**LMLGA -- Lower Mainland Local Government Association:**

**Squamish-Lillooet Regional District for the Garibaldi Fire Hall in the Town of Whistler**

(MERIT: City of Surrey/City of Port Moody)



**Subject:** 2016 Open for Business Awards - Call for Submissions  
**Attachments:** Open for Business Awards Application Package.pdf

**From:** Info Ucluelet  
**Sent:** Tuesday, June 14, 2016 8:18 AM  
**To:** Morgan Dosdall <mdosdall@ucluelet.ca>  
**Subject:** 2016 Open for Business Awards - Call for Submissions

Ref: 37825

Dear Mayor and Chair:

As Chair of the British Columbia (BC) Small Business Roundtable (Roundtable), I am pleased to invite your community to compete for the 2016 Open for Business Awards.

Launched in 2013, this award recognizes communities that are undertaking initiatives and partnerships to reduce the cost and complexity of doing business in BC. For 2016, based on feedback from the 2016 Regional Roundtable Consultations, the Roundtable wants to foster competition within the regions to celebrate communities that are going above and beyond to get to “yes” on important initiatives that empower small business owners to strengthen their communities.

Please note that the deadline for submitting an application is **August 1, 2016**, with the finalists announced in September. The winners will be announced at an event in the Legislature during the UBCM Annual Convention in September.

I encourage your staff and government officials to collaborate with your local business improvement association, chamber of commerce, economic development officers and small business community to seek their endorsement of your award submission.

The Open for Business Awards [Best Practices Guide](#) highlights local government initiatives that are in the spirit of the [BC Small Business Accord](#) and helped distinguish finalist communities as “open for business.” These best practices were identified by the Roundtable through the evaluation of past Open for Business Awards submissions. They represent communities that have reduced regulatory overlap, leveraged partnerships to improve government interactions with small businesses and accelerated local economic development for the small business community.

Information about the Roundtable, the BC Small Business Accord and the Open for Business Awards is available in the attached application package as well as at [www.smallbusinessroundtable.com](http://www.smallbusinessroundtable.com).

The Roundtable Secretariat is available to support the preparation of your application and can be contacted by telephone at 250 387-9083 or by email to: [roundtablesecretariat@gov.bc.ca](mailto:roundtablesecretariat@gov.bc.ca).

We look forward to receiving your submission.

Sincerely,

Coralee Oakes  
Minister of Small Business and Red Tape Reduction  
and Minister Responsible for the Liquor Distribution Branch

Attachment

2016 Open For Business Awards Hon. Coralee Oakes, Minister o...

## APPLICATION PACKAGE 2016 OPEN FOR BUSINESS AWARDS



2015 Open for Business Award Winners with Minister Oakes and  
and Small Business Roundtable Vice-Chair Cybele Negris

### Submission Instructions:

Please complete the application as it relates to your community's support for small business. An online version of the application can be found at: :  
<https://www.smallbusinessroundtable.ca/Home/Open-for-Business-Awards.aspx>

To be considered for this award, your submission must be received in our office by: **August 1, 2016**

**Your completed application, along with any applicable attachments and the three letters of reference**, may be sent by mail, email or faxed to the following addresses:

Mail: Small Business Roundtable Secretariat  
Ministry of Small Business and Red Tape Reduction  
Small Business Branch  
PO BOX 9822 SNT PROV GOVT  
Victoria, BC V8W 9N3

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

Fax: (250) 952-0113

If you have questions, please contact:  
Small Business Roundtable Secretariat  
Phone: (250) 952-0403  
Email: [RoundtableSecretariat@gov.bc.ca](mailto:RoundtableSecretariat@gov.bc.ca)

### **STEP 1: Provide Contact Information**

Please provide contact information for the person submitting/managing this application. The committee may need to follow up with this individual for more information:

Name/Title:  
Name of First Nation/Municipality/Community/ Regional District:  
Email:  
Phone:  
Mailing address:

**STEP 2: Complete attached Application Form (Note: if preferred, you may submit a typed version that includes answers to all of the application questions rather than using the provided application form.)**

**STEP 3: Provide three letters of reference as described in the Application below.**

## 2016 Open for Business Awards Application Package

### 1. Of the following items, please identify which initiative(s) your community has implemented or subscribed to:

- Use and/or promotion of technology platforms to expedite business services and reduce paper burden requirements for small business (e.g., automated business licensing, online applications/forms, etc)
- Community Marketing Strategy in place (e.g., does your local government have a branding strategy or media plan targeted to the small business sector)
- Mobile Business Licence Program  
(<http://www2.gov.bc.ca/gov/content/employment-business/business/small-business/mobile-business-licence-program>)
- BizPaL Permitting and Licensing Program  
(<http://www.bcbizpal.ca/?b=59>)
- Promotion and use of Business Walks  
(<http://www2.gov.bc.ca/gov/content/employment-business/economic-development/developing-your-community/support-your-business-community/business-walks/plan-a-business-walk>)
- Business Friendly Proclamations
- Investment Attraction Toolkit
- Platform/Toolkit on Connecting Local Government Resources to Small Business
- Business Seminars and Workshops
- Community Fairs & Festivals/Career Fairs/Business Oriented Fairs
- Trade and Investment Missions/Initiatives
- Municipal Business Concierge Service (or central point of contact business platform)



**b) How is your local government working to reduce costs for the small business sector (e.g., reducing taxes, reducing application or licensing fees, reducing wait times for licensing or permit approvals, or any other innovative initiatives)?**

**Please list all that apply.**

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**4. a) Do you measure and/or track any of the following activities in your community?**

Customer satisfaction scores (CSAT) and engagement

Turnaround times on permitting, licencing, zoning and other business related processes

Awareness and access to small business resources (e.g., number of downloads, hand-outs distributed, referrals to business associations)

Other:

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Relevant explanation(s) for any of the above:

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**b) Are the above processes or activities listed above formalized in any of the community's policy or procedural documents (note: examples of documents are welcomed for adjudication purposes):**

Yes

No

**5. How is your community making it easier to attract, develop and retain high-skilled or entrepreneurial talent?**

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**6. Attached to your application package, please submit three letters of reference from a business leader, small business owner or local business organization (e.g., Chamber of Commerce, industry association not funded by local government).**

**The letters should demonstrate how your local government is helping your small business sector and highlight any initiatives that have made a positive impact on small businesses.**





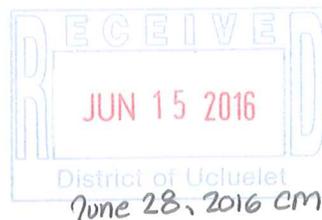


Ottawa

Room 1130, The Valour Building  
 Ottawa, Ontario K1A 0A6  
 Tel.: 613-992-3594  
 Fax.: 613-992-3616  
 matt.jeneroux@parl.gc.ca



HOUSE OF COMMONS  
 CHAMBRE DES COMMUNES  
 CANADA



Constituency

#204, 596 Riverbend Square  
 Edmonton, AB T6R 2E3  
 Tel: 780-495-4351  
 Fax: 780-495-4485  
 matt.jeneroux.c1@parl.gc.ca

Filecode: 0A20-20 MP  
 X-Ref:  
 Forwarded to: Council, Andrew  
 Physical  Electronic

*Matt Jeneroux*

Member of Parliament  
 Edmonton Riverbend

OTTAWA

June 2, 2016

Mayor St. Jacques  
 PO Box 999  
 Ucluelet BC V0R 3A0

Dear Mayor St. Jacques:

As the Conservative Official Opposition Critic for Western Economic Diversification, I want to encourage you to promote the Canada 150 Infrastructure Fund within your communities. The time frame for which applicants can submit applications is short, and means we need to act quickly.

The government has reintroduced the previous Conservative Government's *Canada 150 Community Infrastructure Program* through the Western Economic Diversification department. The *Canada 150 Community Infrastructure Program* (accepting applications from **May 24 – June 22, 2016**) will invest in projects undertaking renovations to existing community infrastructure.

I encourage you to check out more information on the program. Please ensure eligible projects in your riding are aware of the short timeframe.

**Canada 150 Infrastructure Program:** <http://www.wd-deo.gc.ca/eng/18872.asp>

I appreciate you taking the time to share this program in your communities. If you have any questions or concerns, please do not hesitate to contact me directly.

Sincerely,

Matt Jeneroux, MP  
 Edmonton Riverbend  
 Official Opposition Critic for Western Economic Diversification



**Subject:** Summary of Local Government Engagement on the CLT's Recommendations  
**Attachments:** CLP Regional Engagement Webinars- Input.pdf; CLP Regional Engagement Webinars 2016 - Provincial Staff Contacts.pdf

**From:** Info Ucluelet  
**Sent:** Tuesday, June 21, 2016 8:18 AM  
**To:** Council <Council@ucluelet.ca>  
**Cc:** Andrew Yeates <Ayeates@ucluelet.ca>; Morgan Dosedall <mdosedall@ucluelet.ca>  
**Subject:** Summary of Local Government Engagement on the CLT's Recommendations

*This email is being sent on behalf of Tara Faganello, ADM, Local Government Division, Ministry of Community, Sport and Cultural Development*

Dear Mayors, Chairs, Chief Administrative Officers and other webinar participants:

In March 2016, the Ministry of Community, Sport and Cultural Development hosted six engagement webinars on the Climate Leadership Plan with local governments from across BC, and committed to sending you a summary of the content discussed during the webinars.

In preparation for the anticipated release of the government's Climate Leadership Plan, I would like to share with you a summary of input on the Climate Leadership Team's 32 recommendations, that was received from participants during the webinars. The comments recorded during these consultations will continue to be useful in informing government's direction on climate action.

For context and reference, please find attached the previously sent list of Provincial Staff Contacts, and the Climate Leadership Team's 32 recommendations are included in the January 2016 Consultation Guide:

<http://engage.gov.bc.ca/climateleadership/files/2016/01/ConsultationGuide-ClimateLeadershipPlan.pdf>

If you have any questions about the engagement process or the content of the attached materials, please contact the Intergovernmental Relations and Planning Branch at [IRPD@gov.bc.ca](mailto:IRPD@gov.bc.ca) or call 250 387-4037.

Thank you,

*Tara A. Faganello, CPA CGA BA Ec.*  
Assistant Deputy Minister  
Local Government Division  
Ministry of Community, Sport and Cultural Development

Telephone: 250-356-6575

*{please be green with this email content}*

---

**From:** Mezynska, Urszula CSCD:EX  
**Sent:** Friday, March 18, 2016 2:57 PM  
**To:** Mueller, Brent CSCD:EX  
**Subject:** Staff Contacts - Local Government Engagement on the CLT's Recommendations

*This email is being sent on behalf of Tara Faganello, ADM, Local Government Division, Ministry of Community, Sport and Cultural Development*

Dear Mayors, Chairs, Chief Administrative Officers, and other webinar participants,  
Climate Leadership Plan Summary of Input Ministry of Communi...

Please consider this a preliminary follow up message to our engagement webinars with local governments on the Climate Leadership Plan Recommendations.

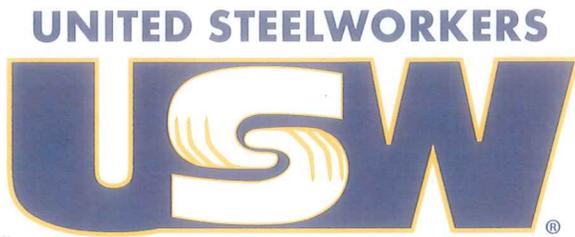
Thank you to those who were available to participate, and we appreciate that some of you could not join us.

Over the past two weeks, we completed six engagement sessions with local governments across all regions of the province, and received valuable feedback on the Climate Leadership Team's 32 recommendations.

Staff is currently working on a thematic compilation of the comments that were received during the sessions, and those will be sent to you in the coming weeks. If you have any follow up questions related to the webinar discussions, please find attached the contact information for provincial government staff who participated in the consultations.

In the interim, while we prepare to send out additional follow up materials, if you have questions about the consultation process, please contact Brent Mueller, A/Director, Intergovernmental Relations at [Brent.Mueller@gov.bc.ca](mailto:Brent.Mueller@gov.bc.ca) or 250 387-2540.

Finally, a reminder to everyone that submissions on the Climate Leadership Team's recommendations are being accepted until March 25, 2016 (at noon). Submissions can be emailed to [climateleadershipplan@gov.bc.ca](mailto:climateleadershipplan@gov.bc.ca)



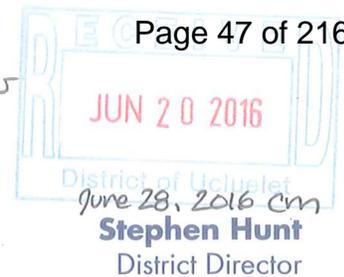
UNION AND STRENGTH FOR WORKERS

## District 3

Western Provinces and Territories

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

Page 47 of 216



June 14, 2016

Mayor & Councillors  
District of Ucluelet  
200 Main Street, Box 999  
Ucluelet, BC  
V0R 3A0

Dear Mayor & Councillors,

I'm writing to draw your attention to an issue of importance to members of the United Steelworkers working in the BC forest industry, particularly those employed on Vancouver Island.

It has come to our attention that certain organizations are lobbying for an end to old growth logging in the Walbran area of TFL 46, and more recently, some other areas of the Island. Such a move would inflict considerable harm to the thousands of workers employed in the forest industry throughout Coastal BC.

Our union believes strongly in the value of our province's working forests. Our forests are a renewable resource that requires proper management to ensure their sustainability for generations to come. We have not shied away from raising our concerns when actions are undertaken that threaten this sustainability; be it from companies that are not logging responsibly, governments that are allowing for record number of log exports or organizations which seek to lock up large areas of the working forest resulting in lost jobs, economic activity and reduced revenue for important government programs.

High value timber from old growth logging is an integral element of the forest industry that provides balance to the lower value strands of timber that are logged by our members.

As these issues are discussed, we ask you to consider the perspective of forest workers, their families and communities that rely upon a sustainable, working forest for their livelihoods.

Should Council be interested, our office would be pleased to present more information on this important topic for your consideration.

United Steel, Paper and Forestry, Rubber, Manufacturing, Energy, Allied Industrial and Service Workers International Union

300 - 3920 Norland Avenue, Burnaby, BC V5G 4K7 • 604-683-1117 • 604-688-6416 [Fax] • www.usw.ca .../continued

Lobbying Actions Against Logging of Old Growth Timber United...

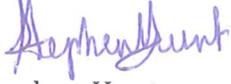


2009 210

Page 2  
June 14, 2016

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Sincerely,



Stephen Hunt  
Director

SH/SL/gt



Copy: Alberni-Clayoquot Regional District  
Bob Matters  
USW Vancouver Island Local Unions

Our ref: 1980-136-1 Coast Locals Correspondence  
1980-131- Steelworkers Wood Council Correspondence  
1620-100 Timber Harvesting

# District of Ucluelet Expenditure Voucher

**G-12/16**

**Date: June 24, 2016**

**Page: 1 of #4**

**CHEQUE LISTING:**

**AMOUNT**

Cheques: # 24240 - # 24299	\$	193,918.93
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**PAYROLL:**

PR 13/16	\$	64,141.79
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\$	<b>258,060.72</b>
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**RECEIVED FOR INFORMATION AT MEETING HELD: June 28, 2016**

*Jeanette O'Connor, CFO*

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
024240	002	14/06/2016	AGS11	AGS BUSINESS SYSTE	34647 34648	MAY/16 LYCHE MAY/16 UCC	507.27 311.81		819.08	
024241	002	14/06/2016	AL001	ACKLANDS - GRAINGE	9132738122	PW SUPPLIES	208.53		208.53	
024242	002	14/06/2016	BWP01	BLACK & WHITE PART	121674	TENT RENTAL DEPOSI	1,500.00		1,500.00	
024243	002	14/06/2016	CE004	CORPORATE EXPRESS	41511047 41642387	STAND UP DESKS/MAT SUPPLIES-LYCHE	1,796.48 98.52		1,895.00	
024244	002	14/06/2016	CEA55	COWICHAN ENERTY AL	16	CARBON OFFSETS	1,701.00		1,701.00	
024245	002	14/06/2016	CK608	KASSLYN CONTRACTIN	D525 D490A	D525 D490A (D526)	7,435.76 3,629.82		11,065.58	
024246	002	14/06/2016	CLC12	CARVELLO LAW CORPO	1265 1330	101007 101007	364.00 449.31		813.31	
024247	002	14/06/2016	CP300	CRITERION PICTURES	779452	JUN/16 MOVIE FREIG	47.31		47.31	
024248	002	14/06/2016	CUPE1	CUPE LOCAL #118	05/16	MAY/16	1,164.63		1,164.63	
024249	002	14/06/2016	FC000	JOHNSON COURTNEY	121672	JOHNSON-GLEE	3,060.89		3,060.89	
024250	002	14/06/2016	FSC10	FOUR STAR COMMUNIC	37315	MAY/16	132.30		132.30	
024251	002	14/06/2016	HC279	HUBER CHANTAL	121679	HUBER-YOGA SUB	118.80		118.80	
024252	002	14/06/2016	IL610	IDEXX LABORATORIES	607710097 607710098	IRRADIATED COLILER DISPOSABLE QUANTI-	980.57 227.15		1,207.72	
024253	002	14/06/2016	LY001	YOUNG ANDERSON	94205 94206 94204	1190127 1190128 1190080	691.14 528.09 316.34		1,535.57	
024254	002	14/06/2016	MA952	MAXXAM ANALYTICS	VA977971 VA977597	B50299 B50299	78.75 420.00		498.75	
024255	002	14/06/2016	MB117	MEDLAR BLAKE	DOU2016-01	WASTEWATER COMPLIA	1,882.65		1,882.65	
024256	002	14/06/2016	MFSMT	MINISTER OF FINANC	EMI250879	DISCHARGE ANNUAL F	1,284.61		1,284.61	
024257	002	14/06/2016	MS170	REVENUE SERVICES O	06/16	JUNE/16	3,399.00		3,399.00	
024258	002	14/06/2016	NP156	NORTH PACIFIC REPA	124480	BOBCAT REPAIR	100.80		100.80	
024259	002	14/06/2016	O9232	O'CONNOR JEANETTE	121677	O'CONNOR-GF0A WHIS	471.56		471.56	
024260	002	14/06/2016	PB002	PACIFIC BLUE CROSS	361772	JUN/16	6,084.85		6,084.85	
024261	002	14/06/2016	PBX12	PBX ENGINEERING LT	2260	CAPITAL PROJ/SCADA	12,993.75		12,993.75	
024262	002	14/06/2016	PI110	PUROLATOR INC	431248954 431318312	MAXXAM MAXXAM	136.65 150.88		287.53	
024263	002	14/06/2016	RD205	ACRD	4803	BAGGED GARBAGE/MAR	8.00		8.00	
024264	002	14/06/2016	RD205	ACRD	4966	DUMP FEES/MAY 16	89.30		89.30	
024265	002	14/06/2016	SI604	SHU IAN	121673	SHU-PURPLE DRAGON	4,165.60		4,165.60	
024266	002	14/06/2016	TC308	TRANE CANADA ULC	36388915	MAR/16 CONTRACT FE	2,690.61		2,690.61	
024267	002	14/06/2016	TDS28	THREE DIMENSIONAL	16050-1	WAYFINDING SIGNS P	17,840.13		17,840.13	
024268	002	14/06/2016	TSC19	TRANSPARENT SOLUTI	8438	JUL/16 CLEARMAIL	20.95		20.95	
024269	002	14/06/2016	TU428	TOURISM UCLUELET	03/16	MAR/16 GRANT	23,078.36		23,078.36	
024270	002	14/06/2016	UC141	UCLUELET CHAMBER O	121375	2016 BL CONTRIBUTI	23,538.20		23,538.20	
024271	002	14/06/2016	UP459	UCLUELET PETRO-CAN	17121329	GMC VAN REPAIRS	104.16		104.16	

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
024272	002	14/06/2016	WP166	WINDSOR PLYWOOD -	83653A	CABLE TIES	6.36		1,151.40	
					84452A	WATER METER SUPPLI	55.89			
					84330A	DRILL BIT	8.79			
					84488A	REDI MIX	54.47			
					83554A	SPRAY PAINT	26.71			
					83851A	YELLOW PAINT WHISK	233.62			
					84119A	DOCK REPAIRS	246.79			
					83910A	UCC SUPPLIES	19.01			
					84700A	RED PAINT	341.38			
					85282A	ROCKITE	31.89			
					84257A	YELLOW PAINT/BOARD	126.49			
024273	002	14/06/2016	WP166	WINDSOR PLYWOOD -	85753A	WD40	9.45		368.98	
					86042A	PW-DUPLICATE KEYS	20.16			
					86370A	UVFD-SUPPLIES	14.62			
					86020A	VAN BLADES	65.58			
					86141A	NAILS	89.02			
					85388A	DOCK REPAIRS	48.03			
					85859A	WHITE PAINTFOR SCH	122.12			
024274	002	14/06/2016	Y9308	YEATES ANDREW	121676	YEATES-RRMI WHISTL	356.56		356.56	
024275	002	15/06/2016	BP940	BLACK PRESS	32808175	FEB/16	2,045.84		2,045.84	
024277	002	21/06/2016	45R27	45 ROBOTS	1172	APR-JUN 2016	138.74		138.74	
024278	002	21/06/2016	AEL78	ALBION ELECTRIC LT	748218	REPLACE LIGHT FIXT	1,460.68		1,460.68	
024279	002	21/06/2016	BCM30	BC MUNICIPAL SAFET	2903	DOSDALL-CSM TRAINI	78.75		78.75	
024280	002	21/06/2016	BE737	BENSON ERICA	121683	BENSON-YOUTH CONTR	1,422.40		1,422.40	
024281	002	21/06/2016	CCL88	CORLAZZOLI CONTRAC	19	TREE FALLING	840.00		840.00	
024282	002	21/06/2016	CK608	KASSLYN CONTRACTIN	D527	D527	4,202.38		4,202.38	
024283	002	21/06/2016	CN043	CROWS NEST UCLUELE	5340	THANKYOU CARDS	37.75		37.75	
024284	002	21/06/2016	CP300	CRITERION PICTURES	779292	MAY MOVIES	47.31		47.31	
024285	002	21/06/2016	DC001	DOLAN'S CONCRETE L	UP77614 UP77603	CEMETARY WALL WORK BOAT LAUNCH	2,658.60 256.91		2,915.51	
024286	002	21/06/2016	DFC01	DUMAS FREIGHT COMP	40402	CLEARTECH	183.75		183.75	
024287	002	21/06/2016	DK143	DEVRIES KATHY	121682	DEVRIES-AFTERSCHOO	50.00		50.00	
024288	002	21/06/2016	FW050	FAR WEST DISTRIBUT	300279	JANITORIAL SUPPLIE	227.63		227.63	
024289	002	21/06/2016	HS876	HINDER SANDRA	121684	HINDER-BALLET	1,031.56		1,031.56	
024290	002	21/06/2016	KA001	KOERS & ASSOCIATES	1403-002 1581-007 1627-001	1403 INTERCONNECTI 1581 WATER MASTER 1627-DCC UPDATE	6,749.89 733.16 3,937.50		11,420.55	
024291	002	21/06/2016	LY001	YOUNG ANDERSON	94740 94745 94744 94746 94747 94739 94741 94742 94743	1190080 1190129 1190128 1190131 1190132 1190040 1190095 1190118 1190127	390.11 2,660.67 165.21 66.08 66.08 66.08 133.95 99.13 2,225.67		5,872.98	
024292	002	21/06/2016	PC336	PETTY CASH FORTUNE	121685	JUNE/16	30.71		30.71	
024293	002	21/06/2016	PI110	PUROLATOR INC	431388159	MAXXAM	113.42		113.42	
024294	002	21/06/2016	RS496	RELIC SURF SHOP IN	121681	SURF/SKATE CLUB	1,904.62		1,904.62	

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
024295	002	21/06/2016	SBR01	SONBIRD REFUSE & R	25395	MAY/16	643.02		2,796.54	
					25394	MAY/16	525.32			
					25393	MAY/16	157.19			
					25392	MAY/16	1,069.43			
					25397	MAY/16	115.61			
					25396	MAY/16	285.97			
024296	002	21/06/2016	SP010	SUPERIOR PROPANE	835811	PROPANE	772.69		772.69	
024297	002	21/06/2016	UI923	UKEE INFO TECH	10313	IT SUPPORT	756.00		756.00	
024298	002	21/06/2016	UP459	UCLUELET PETRO-CAN	17120831A	REPAIR TIRE/BACKHO	104.16		104.16	
024299	002	21/06/2016	UR849	UCLUELET RENT-IT C	23536	#4/#3/KOMBI REPAIR	305.89		479.49	
					23618	PUMP OUT	173.60			
Total:							193,918.93	0.00	193,918.93	

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



## STAFF REPORT TO COUNCIL

Council Meeting: JUNE 28, 2016

500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** MORGAN DOSDALL, DEPUTY CLERK

**FILE NO:** 0640-20 2015

**SUBJECT:** 2015 ANNUAL REPORT FOR CONSIDERATION

**ATTACHMENT(S):** 2015 ANNUAL REPORT

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

1. **THAT** Council consider the 2015 Annual Municipal Report and any submissions or questions from the public.

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

The purpose of this report is to present for Council's formal adoption the 2015 Annual Municipal Report. Sections 98 and 99 of the *Community Charter* require all British Columbian municipalities to prepare an annual report for the benefit of its constituents prior to June 30.

### **SUMMARY & BACKGROUND:**

The annual report includes general information about the community as well as a number of items that are statutory in nature. The financial statements are a required element of the report, as is information regarding the annual bylaw to exempt taxes on some properties in the community.

The report must also contain information respecting municipal services and operations, a statement of the municipality's objectives (for the previous and current year), and a progress report expressing the municipality's achievement of its objectives.

It is staff's intention to continually both improve and expand the nature and usefulness of the information included in the Annual Municipal Report.

### **LEGISLATIVE IMPACTS:**

Section 98 of the *Community Charter* lays out the stipulations for the preparation and contents of the Annual Report, which staff have satisfied in the 2015 report as presented.

Section 99 of the *Community Charter* requires that Council consider the Annual Report and any submissions or questions from the public prior to June 30, as satisfied by this report to Council.

Section 99 also prescribes that the Annual Report have been made available for public review at least 14 days prior to Council's consideration. This has been satisfied by staff making the Annual Report available as of June 9, 2016 at the Main Street office and on [ucluelet.ca](http://ucluelet.ca).

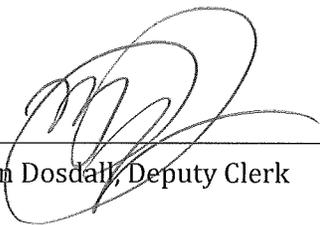
**COMMUNICATION:**

The final approved Annual Report will be made permanently available on the District's website (ucluelet.ca), and published copies will be available at the Municipal Hall for perusal *in situ*.

**CONCLUSION:**

The District's 2015 Annual Report is attached. In accordance with the *Community Charter*, Council is required to consider the Annual Report at a public meeting prior to June 30, 2016.

**Respectfully submitted:**

  
\_\_\_\_\_  
Morgan Dossall, Deputy Clerk

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

**DRAFT**



# District of Ucluelet

BRITISH COLUMBIA, CANADA

## 2015 Annual Report



2015 Annual Report  
January 1 to December 31, 2015

This document was prepared by the Administration Department, with departmental information provided by each Department Head.

Cover photo credit: James Wheeler, 2011  
[www.photo-blog.ca](http://www.photo-blog.ca)

All photos taken by District of Ucluelet staff unless otherwise credited

## 2015 Annual Report

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## 2015 Annual Report

# Message From The Mayor



As Mayor and representative of your elected Council, I am pleased to provide the opening comments for this Annual Report.

2015 was Ucluelet Council's first full year of our current term. It was a busy and productive time, with many discussions and decisions on issues affecting the community and our residents. I would like to thank District Council, staff, and the public for their involvement.

As you read this report, which highlights the activities of the different departments of the District, you can see our Council and staff have moved forward on a number of big projects. The community has a very dedicated and focused Council and staff.

We are a very active community, and Council has made it a priority to encourage and support our residents and the good works done by them through the plethora of community groups, societies, and boards. Transparency and communication are a vital part of this support, and Council has made an effort to effectively engage the public with social media, press releases, newsletters, website content, newspaper print, UkeeMail, holding public open houses, and meeting individually or collectively with many organizations

and external agencies. We have chosen to do this not only for economic efficiency but also out of respect and support for the work of our many volunteers and boards.

While there are many worthwhile projects set for 2016, I would like to speak to one of the largest initiatives that our municipality plans to undertake – implementation of a new and updated Official Community Plan (OCP). With the last OCP adopted in 2011, Council heard from our constituents that our community has changed dynamically since then, with primary vocalizations recognizing Ucluelet's booming tourism industry and parallel growth in the accommodation and small business sectors. The OCP will address these new challenges, and community input will be invaluable in guiding its revision to accommodate topics ranging from an increasingly entrepreneurial population, to affordable housing choices, age-friendly infrastructure, or pursuing more tourist-friendly town amenities.

## 2015 Annual Report

# Message From The Mayor

Financial resilience is also a cornerstone of any Official Community Plan and the District is working diligently to maintain a sustainable budget, and balancing community needs and wants with affordability. Council continues to challenge the organization to seek efficiencies and “do more with less”.

Implementation of the Official Community Plan and public consultation process will begin in 2016 and likely will continue into 2017. It is a time-intensive process, but certainly a vital one for our community to undertake on a regular basis. It is critical that a Council supports a clear direction for the community that inspires hope and encourages participation. There will be many opportunities for voices to be heard through a series of upcoming public meetings and input gathering sessions, both in respect to OCP implementation decisions and other key financial directions. Council will continue to listen and learn from residents in order to navigate Ucluelet through an ocean of change towards a sustained prosperity—and your continued participation is encouraged as these initiatives move forward.

Thank you Ucluelet.

*Dianne St. Jacques*

*Mayor*



## 2015 Annual Report

# District Council



Councillor Randy Oliwa, Councillor Mayco Noël,  
Councillor Sally Mole, Councillor Marilyn McEwen, and  
Mayor Dianne St. Jacques  
*(Back to front & left to right)*

2014 to 2018

## 2015 Annual Report

# Message from the CAO

It is my great pleasure to present the 2015 Annual Report for the District of Ucluelet.

It has been another busy year for council and staff with many projects completed and new ones begun. I hope you find this report informative and that it provides a level of transparency and accountability for the operations of the district staff and council.

Major construction projects completed in 2015 included: Installation of the UV Filtration System at the Bay Street Water Treatment Plant, Pigging (water pipe cleaning) of the main water lines, improvements at Terrace Beach, completion of Phase I of the Pat Leslie Memorial Boat Launch, and adoption of a consolidated Zoning Bylaw to name but a few.

The department sections of this report endeavour to provide residents with an account of the work we have completed, an analysis of its level of success and the goals for 2016. The achievements highlighted in this Annual Report are a direct result of the work done by the District of Ucluelet staff who strives to provide outstanding service to the community. All staff are committed to transparency and accountability as the cornerstone of the service they deliver.

In 2016, we look forward to increased paving projects, construction of connecting sidewalks and trail extensions, continued park improvements, and preparing for the rewrite of the Official Community Plan bylaw.

2015 was successful due to the leadership provided by the District Council and the numerous contributions from our community groups and volunteers. My thanks to all in the community for your efforts in 2015 and I look forward to continued success in 2016.

Please feel free to contact me with your comments, I welcome your input.

*Andrew Yeates*

*Chief Administrative Officer*



# 2015 Annual Report Organization

## VISION

Our vision is for the District of Ucluelet to be a healthy, accountable, progressive organization that is outstanding in the provision of service to the public.

## VALUES

- Respect
- Honesty
- Integrity
- Open
- Commitment
- Transparent
- Collaborative
- Forward-Thinking

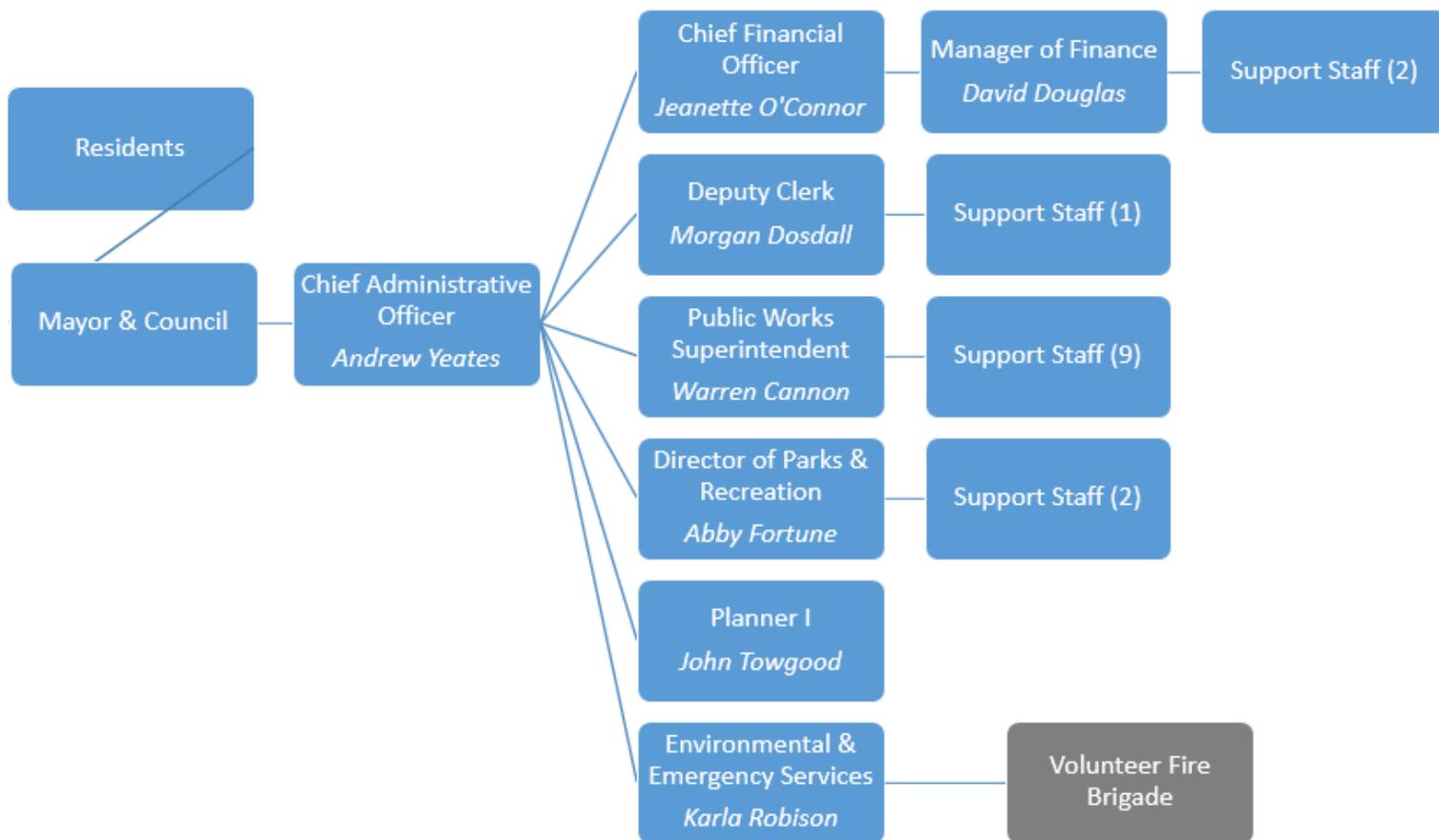
## MISSION

The District of Ucluelet is committed to being an open and transparent organization to foster accountability and responsiveness, increase community participation, and drive economic opportunities.



# 2015 Annual Report

# Organizational Chart



# Finance & Administration Department Overview

## The Finance and Administration department's key responsibilities include:

- ▶ Prepare the District of Ucluelet's Five Year Financial Plan
- ▶ Collate articles for design, and distribute the District's triannual newsletter: the *District Dispatch*
- ▶ Update and maintain the District portion of the community web portal and social media outlets (Facebook, Twitter, Instagram) to provide information on Council meeting dates, Council agendas and minutes, proclamations, informational items, notifications, job opportunities, and financial updates
- ▶ Track and report on the District's capital assets to the Provincial government
- ▶ Finance public infrastructure
- ▶ Plan for future municipal expenses
- ▶ Set the property tax rate annually, through direction from Council
- ▶ Notify the public of tax and utilities, business licence renewals, and pet licence renewals
- ▶ Maintain the District's corporate memory through records management
- ▶ Receive all money paid to the District of Ucluelet
- ▶ Maintain the District's corporate memory through records management

The Finance and Administration department's primary responsibility is to maintain the business foundation of the District. Its objective in achieving this is to provide accurate, timely information and support to the community, District departments, and Council. The department invests a considerable portion of its time and resources to Council-decision support and managing the financial, administrative, and legislative responsibilities of the District of Ucluelet. Additionally, the department provides some IT-related support to improve the effectiveness of internal and external communications, as well as exploring and incorporating technology-based information management and reporting tools to ensure accountability and transparency in all of the District's practices.

# Finance & Administration Department Overview

- ▶ Manage the District's annual financial auditing process
- ▶ Prepare the annual financial statements
- ▶ Maintain and update District contracts, agreements, and leases
- ▶ Maintain and manage access to corporate records, including municipal bylaws, giving consideration to Protection of Privacy legislation and Records Management best practices
- ▶ Conduct general management of the District of Ucluelet
- ▶ Provide superior customer service to the District's citizens, assisting them with items such as: notifications and payments for property tax, dog licences, utilities, and business licenses
- ▶ Provide IT technical assistance and manage technological office assets
- ▶ Create and manage District bylaws
- ▶ Perform financial reporting and internal controls
- ▶ Respond to requests received under the *Freedom of Information and Protection of Privacy Act*
- ▶ Provide administrative support to Council members, including the preparation and safekeeping of agendas, minutes, resolutions, and bylaws for Council, Committee, and Commission meetings
- ▶ Perform general accounting for payables/receivables and payroll
- ▶ Oversee Small Craft Harbour lease for DFO
- ▶ Commit to achieving Council's directives and remain focused on the goals put forth to ensure the department is aligned with the community vision
- ▶ Generate efficiencies and continually improve service delivery to our citizens and businesses by providing exceptional service



# Finance & Administration

## 2015 Accomplishments



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### UKEE MAIL - Tune in to your Community!

Sign up and get the latest local news and information such as:

- Community Notices
- Community Events
- Parks and Recreation Program Guides
- Urgent Information Bulletins

Enter your email in the box below.

Submit and get connected!



- Advanced the District of Ucluelet's Communication Strategy utilizing the District newsletter, modern technologies, and social networking services to improve transparency and keep citizens apprised of important projects, bulletins, and press releases - *(ongoing)*
- Performed internal review of daily operations and prepared revised procedures for departmental tasks to ensure streamlined performance and accuracy - *(ongoing)*
- Procured a change machine for the Small Craft Harbour
- Assisted in procuring two street lights for the Small Craft Harbour
- Optimized various recurring tasks for efficiency and accuracy by utilizing full breadth of tools available; for example, accounting for harbour revenues, generating invoices for water metered properties, and maintaining internal databases
- The Finance Committee held a public input session to garner community participation in developing strategic direction for the 2014-2018 Five Year Financial Plan
- Went to tender and hired a new auditing firm, KPMG LLP
- Hired a new Harbour Master
- Began review of the Fees and Charges bylaw
- Completed and sent in a repayable loan agreement with Barkley Community Forest in the amount of \$22,500

# Finance & Administration

## 2015 Accomplishments

- ▶ Began resolution-tracking to assure the timely completion of Council-directed tasks with quarterly reporting to Council
- ▶ Underwent review and revision of Financial and Administrative policies and procedures
- ▶ Completed and put out three *District Dispatch* newsletters: Spring, Summer, and Fall editions
- ▶ Completed full-scale review of District policies
- ▶ Prepared list of properties going to tax sale
- ▶ Equipped Council with a computer in the main office for ease of access to budgetary information and policies
- ▶ Assisted other departments with grant applications and reporting



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# Finance & Administration

## 2016 Work Plan

- Complete the Records Management Audit and Implementation Program for physical and electronic filing

  - Success will be affirmed by increased efficiencies in information-retrieval and reduced occurrences of paper-trail gaps, contributing to: improved accuracy in reporting and overall productivity, cost-saving by increasing operational efficiency, and increased employee and customer satisfaction
- Implement strategic business efficiencies to optimize revenue stream and ensure maximum convenience to community in accessing the District's services

Success will be affirmed by:

  - The identification and utilization of financially viable revenue streams, increasing the spending power of the District;
  - The analysis and re-organization of reserve accounts to optimize the interest earned and identify modes of increased return on investment;
  - The positive feedback from residents on the creation of new and updated District forms and applications to be hosted on the community web portal
- Update the Fees and Charges Bylaw

  - Success will be affirmed by the revision and adoption of an updated Fees and Charges bylaw
- Update the Small Craft Harbour Facilities Bylaw

  - Success will be affirmed by the revision and adoption of an updated Small Craft Harbour Facilities bylaw
- Review all of the reports and recommendations in the performance audits produced by the office of the Auditor General for Local Government

  - Success will be affirmed by implementing best practice recommendations to improve the delivery of services to our citizens
- Undergo thorough Asset Management reporting, maintenance and asset renewal planning

Success will be affirmed by:

  - The development of plans for condition reporting, maintenance and asset renewal
  - Completion of an Asset Management Report that sets out the cost and timing of renewals and provides an understanding of the financial requirements to complete the renewals

# Finance & Administration

## 2016 Work Plan

- ▶ Pursue regular and ongoing Parliamentary training and education
  - Success will be affirmed by enhanced efficiencies for Council during public meetings and improved agendas and minutes
- ▶ Complete organization-wide Communication Plan in cooperation with Council and other departments
 

Success will be affirmed by:

  - The development of an effective Communication Plan, adopted by Council, to enhance transparency and openness between the District and the public
  - Improved quality and timeliness of response to public inquiries
  - Improved engagement with and feedback from residents and community groups



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# Parks & Recreation Department Overview

The District of Ucluelet Parks & Recreation Department is committed to providing modern, creative, and innovative parks and recreation services that provide for the wants and needs of all age groups represented in the community.

Excerpt from article for BCRPA Spring Magazine May 2016 Abby Fortune, Director of Parks and Recreation:



*“Recreation and the perception of recreation, it can be argued, have in fact changed over the years. Why and how recreation is so important is being better explained and understood. Recreation is being seen as an essential service, a critical component to community growth, health and development.*

*Working in a small, rural community, documents such as the Benefits catalogue have certainly assisted over the years. Pathways to Wellbeing has now provided a whole different level of practicality and sophistication to the explanation and understanding of recreation in Canada and, even more importantly, how to relay that information to others.*

*By adopting the five goals of the document: Active Living, Inclusion and Access, Connecting People and Nature, Supportive Environments and Recreation Capacity, not only are we able to move these goals forward but move them forward as a united front no matter what size of community.*

*A vision for Recreation in Canada becomes the vision for recreation in your community. “We envision our community (Canada) in which everyone is engaged in meaningful, accessible recreation experiences that foster: Individual wellbeing, community wellbeing and the wellbeing of our natural and built environments.” What powerful words to live by and support your community around. Imagine giving your Commission or Council these words to use and make them become a part of the fabric of the community.*

*Understanding and providing a foundation for what we do is so important. We are providing a fundamental service to our community and to Canada by focusing on concrete goals. The renewed definition of Recreation as the “experience that results from freely chosen participation in physical, social, intellectual, creative and spiritual pursuits that enhance individual and community wellbeing”, helps to support the framework goals.”*



# Parks & Recreation Department Overview



As a “public good” parks and recreation are viewed as essential services. They are fundamental, core building blocks of a healthy and flourishing community.

The Ucluelet Parks & Recreation Master Plan Executive Summary notes that Ucluelet has a strong sense of community. We feel this is reflected in the wide variety of recreation programs offered here and the special events occurring in the community each year. As always, our focus is to continue to provide and support excellent programs, special events with community group involvement and facilities, and continue to promote an all encompassing focus to help strengthen the sense of community. Ucluelet Parks and Recreation Department is committed to ensuring a level of excellence in its service to the community and continues to strive to promote an atmosphere of friendly and efficient service.

# Parks & Recreation 2015 Accomplishments



## PARKS & RECREATION MASTER PLAN



To continue to ensure that the plan is a living document by identifying the steps noted in the plan for long term implementation. This is an important part of the Department and will continue on.

# Parks & Recreation 2015 Accomplishments

## CORE REVIEW

- The Parks & Recreation Department will start the process of a core review by looking at all aspects of the department from the ground up for efficiency and effectiveness. This process was started in 2015 primarily focusing on Special Events and parks projects. This will continue for 2016 for administration.

## RECREATION COMMISSION

- Re-establishing the Ucluelet Parks & Recreation Committee as a committee of council – this process was started in 2015 but still continues.



# Parks & Recreation 2015 Accomplishments

## PROGRAMS

- ☑ Analyzing recreation programs and closing the gap on identified needs
  - This was certainly identified as a key programming review for 2015. Gaps were identified with plans in play for 2016. Much of this was identified in Senior's programming.

- ☑ Researching and implementing value added programming

- ☑ To ensure that programming continues to be leading edge with a focus on Arts & Culture and current trends

- The Arts & Culture projects had great success in 2015 with a large travel art show with the youth group and the opening of the pottery section to the Arts & Crafts Room

## UCC

- ☑ Open door to the community
  - This is both a necessity and a challenge to find the balance to an Open Door policy and maintaining control of the facility and surroundings.

- ☑ Focusing on community health & spirit
  - More partnering was established with the local health entities and counsellors. Youth was a focus in 2015



# Parks & Recreation 2015 Accomplishments

## PARKS PLANNING

- Continue to collaborate on the establishment of an operating & Beautification Plan for the District of Ucluelet facilities and greens space. This process was further developed in 2015 but will continue to be a focus.

## DEPARTMENT TRAINING

- To evaluate training gaps within each Department and establish a long term strategy for further education.
  - Succession planning will need to be established.
- Exploring proactive learning for departmental staff. This was deferred to 2016.



# Parks & Recreation 2016 Work Plan

## ◆ SERVICE EXCELLENCE

- Ensuring a level of excellent customer service through policy and training

## ◆ ENHANCE RECREATION PROGRAMS AND SERVICES

- Engaging in active feedback ensuring that programming and services are in line with the wants and the needs of the community.

## ◆ ADDED VALUE PROGRAMS

- Researching and implementing value added programming

## ◆ REVITALIZE PARKS & RECREATION PRINCIPLES

- Application of the Parks & Recreation Master Plan and the Age Friendly Plan
- Continue to ensure that both plans are living documents
- Identifying the steps noted in the plan for long term implementation to put into a plan

## ◆ THE TOURIST EXPERIENCE

- Enhance the “Ucluelet Experience”
  - Advertise the walkability of the community; Community walking plan to be created in 2016; In Town Connectors
- Provide for outdoor needs
  - Development of Parkettes through RMI funding
- Umbrella program
  - Partnering with Tourism Ucluelet to distribute umbrella’s throughout town
- Banners
  - In conjunction with Tourism Ucluelet, continuing phase two of the banner project



# Parks & Recreation 2016 Work Plan

Projects and staffing will be the focus of 2016 for the Parks & Recreation Department.

## ◆ Projects for 2016:

- Age Friendly Grant Completion
  - ⇒ Working Document
- Skateboard Park Expansion Project
  - ⇒ Project planning in 2016
- Wild Pacific Trail Connector
  - ⇒ Connector trail from He-Tin-Kis to Marine Drive
- Resort Municipality Initiative Projects
  - ⇒ Infrastructure programs through RMI funding
- Beach Volleyball Court
  - ⇒ Completion of park
- St. Jacques Park Planning
  - ⇒ Planning and clearing
- Little Beach – pathways
  - ⇒ Infrastructure project
- Alder Street – end of park
  - ⇒ Furnishings



## ◆ CORE REVIEW

- Parks & Recreation Department will start the process of a core review looking at all aspects of the department from the ground up for efficiency and effectiveness. For 2016 the focus will be administration.

## ◆ UCLUELET COMMUNITY CENTRE

- Parks Open Door to the community: Creation of Welcoming packages for new residents of the community; Providing a central targeted area for information to be disseminated

# Parks & Recreation 2016 Work Plan

## ◆ PARKS PLANNING

- Continue to collaborate on establishing an Operating & Beautification Plan for the District of Ucluelet facilities and greens space.

## ◆ DEPARTMENT TRAINING

- To further establish/clarify roles and responsibilities within the Department
- To evaluate training gaps within the Department and establish long term strategy for further education.
- Exploring proactive learning for departmental staff.



# Parks & Recreation

## 2015 Recreational Program Registrations

This information is based on the Active-net Stats of the total number participants registered in each category for 2014 and 2015.

2014	Enrollment
	Totals
Adult - Fitness	21
Adult - General	49
Adult - Low Impact	2
Ball Programs	41
Camps	239
Children - Dance	21
Children - Fitness	114
Children - General	302
Playschool	181
Preschool Programs	81
Punch Cards - 6	78
Punch Cards -12	26
Soccer	68
Swimming	422
Youth Programs	2

2015	Enrollment
	Totals
Adult - Fitness	130
Adult - General	176
Adult - Low Impact	84
Ball Programs	58
Camps	347
Children - Dance	118
Children - Fitness	210
Children - General	302
Playschool	188
Preschool Programs	47
Punch Cards - 6	96
Punch Cards - 12	20
Soccer	72
Swimming	313
Youth Programs	55

# Parks & Recreation 2015 Community Profile

## Barb Schramm, President of the Wild Pacific Trail Society



Barb Schramm became a member of the Wild Pacific Trail Society in 1999. Schramm started off volunteering her time and expertise for the society by focusing on the branding and communications plan, as well as establishing the original website.

Schramm's next step was to become a member of the executive committee for the WPTS, which she did in 2004. Her key roles have been through board leadership with the grants, and the visioning of the society. She feels the agenda of the WPT Society has grown over the years. "Think big, dream big or you will get small results" is her mantra.

The trail means so much to Schramm. She sees it as an unique interface for people to really connect with the outdoors. "The Trails slaps you in the face." Fitness, wellness, economic opportunities are all things Schramm sites as important aspects of the trail. She feels that the trail does make a difference in people lives and that visitors agree.

"Being involved in the community is the most important thing you can do," says Schramm, when you are a volunteer you can be outrageous, creating that fire in your belly." In her lifetime Schramm hopes to see the trail connect with the Pacific Rim National Park.

Besides having fun with her fellow members of the Wild Pacific Trail Society, or on work bees and thrilling visioning sessions, Schramm cites much of the recent success with the trail on the evolution of the relationship between the society and the District. "The synergy of cooperation is flowing so that we are all pulling on the same rope. This is the biggest gain for the society."



# Emergency Management Department Overview

Emergency services supports and maintains a community emergency management system through preparedness, mitigation/prevention, response, and recovery for emergency and disasters. In May 2009, the Emergency Management Department was formalized by bringing the following community services under one leadership:

- Ucluelet Volunteer Fire Brigade,
- Ucluelet Emergency Social Services, and
- Ucluelet Emergency Coordinating Committee.

## Ucluelet Volunteer Fire Brigade (UVFB)



The Ucluelet Volunteer Fire Brigade (UVFB) has been providing fire services for the community of Ucluelet for over 60 years. Each year the UVFB responds to an average of 100 callouts for fire, motor vehicle accidents, and first responder calls in Ucluelet, Electoral “Area C” of the Alberni Clayoquot Regional District (ACRD), Highway 4, the Pacific Rim National Park Reserve (PRNPR), and Tofino. Currently the fire brigade has 21 dedicated volunteers, which consists of a fire chief, deputy fire chief, 3 captains, 1 lieutenant, and 15 active members. The UVFB operates from the fire hall located at 1520 Peninsula Road.

Brigade members meet every Tuesday evening and on occasion during weekends to practice their skills, work towards their National Fire Protection Association (NFPA) certification, and obtain specialized courses. The UVFB’s main priority is providing services within the boundaries of the District of Ucluelet.

Since 2010, with the assistance of Port Alberni Fire Department, the fire brigade has been working on Level I and Level II NFPA 1001 training program. The NFPA 1001 program consists of 10 modules and is endorsed by the Justice Institute of British Columbia. Level I is the provincial standard for all paid and volunteer firefighters.

In June 2013, 8 brigade members graduated to the Level II standard. By December 2016, 5 brigade members will graduate to the Level II standard, while 8 members are working towards Level I. Upon completion of all 10 modules, fire fighters are issued a Certificate of Achievement with both International Fire Service Accreditation Congress and Pro-Board seals. The graduation of these dedicated volunteers is a momentous occasion for the fire brigade, the District, and the community.

# Emergency Management Department Overview

## Emergency Social Services (ESS)

The ESS team is responsible for coordination of the provisions of shelter, food, clothing, transportation, medical services and reunification services to victims of emergencies and disasters for up to 72 hours. The ESS team meets bi-monthly and is comprised of 15 volunteers.

## Emergency Coordinating Committee (ECC)

Emergency management utilizes a “four pillar” approach that includes mitigation, preparedness, response, and recovery. The Emergency Coordinating Committee is responsible for developing and maintaining emergency response and recovery plans for the District. This committee meets every month and is a multidisciplinary group with representation from the Royal Canadian Mounted Police (RCMP), UVFB, British Columbia Ambulance Service (BCAS), Canadian Coast Guard (CCG), Royal Canadian Search and Rescue (RCMSAR), District (Public Works, Finance, Planning, Recreation, Administration), Canadian Rangers, Pacific Rim National Park Reserve (PRNPR), West Coast Inland Search and Rescue (WISAR), ESS, Yuułu?it?ath, Elementary School Principle, and volunteers from the public that bring expertise in emergency management. Currently, there are 20 representatives on this committee.

The committee commenced in 2009 with the original purpose to develop and maintain an emergency plan that ensures an effective strategy to address many possible types of emergencies and disasters for the community of Ucluelet. With a living draft emergency plan in place, the committee is now exercising and improving the plan. The next goal for the committee is to develop an emergency recovery plan.



**Emergency Social Services Team**



**Emergency Coordinating Committee**

The Emergency Management department aims to safeguard the wellbeing of residents and visitors through mitigation, preparedness, response, and recovery. This department supports all components of the emergency management system through ongoing training, improving resources, and collaborative processes.

# Emergency Management Goals

## Emergency Management Goals - Preparation, Response and Recovery

### Preparation

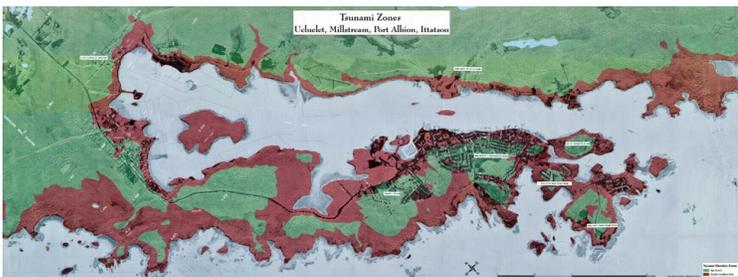
- Increase safety and resilience for residents and visitors
- Enhance cross-government and stakeholder coordination
- Build internal and external capacity
- Enhance Ucluelet's ability to manage large scale and catastrophic events

### Response

- Implement additional tsunami signage, mapping, and tools required to educate the public on tsunami response
- Effectively and efficiently implement the Emergency Response Plan during emergency events

### Recovery

- Develop an Emergency Recovery Plan



**Emergency kits for District Emergency Management Team / EOC Directors**

**Ucluelet's 20 m tsunami inundation map;  
Ucluelet's motto is  
20 Meters in 20 Minutes**



# Emergency Management 2015 Accomplishments

## Ucluelet Volunteer Fire Brigade

- Regional resiliency - review, update, support, and develop mutual aid/service agreements:
  - Finalize the automatic aid fire service agreement between Ucluelet and Tofino
  - Establish a BC Emergency Health Services First Responder agreement
  - Finalize the Emergency Management British Columbia (EMBC) new road rescue agreement
  - Work towards a service agreement with PRNPR and Yuuʔuʔiʔatʔ
- Operational Tool Kit:
  - Update operational guidelines
  - Meet with ACRD staff to update the North Island (NI) 911 fire service protection and road rescue boundary map with location identifiers
  - Purchase tablets and install a computer aided dispatch software system to observe real-time incidents to support response time
  - Purchase modern-day VHF radios and complete a radio inventory
- Occupational Health and Safety Program:
  - Complete thorough documentation and records for callouts, training, maintenance schedules, etc.
  - Update forms, resource inventories, and checklists
  - Update expired turnout gear
- Fire Prevention and Safety Program:
  - Small Craft Harbour fire suppression upgrade
  - Burn Awareness and Fire Prevention Week - school fire safety presentations and provided fire safety manuals to students; annual Fire Hall Open House
  - Prepare educational articles and information documents
  - Review fireworks and outdoor burning applications
- Succession Development Program - advance in-house education training and succession management to ensure effective long-term capacity:
  - Transition of two Lieutenants to Captain status and one member to a Lieutenant status
  - Officer training for Captain Alan Anderson
  - Local Assistant Office Fire Commissioner (OFC) certification for Chief Eeftink, Deputy Chief Fortune, and Lieutenant Udell
  - Training itinerary and delivery schedule for NFPA Level 1 and Level 2
  - Additional training and specialized courses and seminars (e.g., earthquake/tsunami workshop)
  - Steps towards a fire inspection program
- Respond to 80 fire and road rescue calls, and 38 first responder calls, including Ucluelet's first wildland fire (total of 118 callouts); setup Critical Incident Stress debrief sessions; and conduct reporting
- Purchase a pedometer and initiate steps towards a hydrant testing program

# Emergency Management 2015 Accomplishments

## Ucluelet Volunteer Fire Brigade

- ✔ Support the 6th Vancouver Island Porsche Club conference; \$5,876 was raised through community events with all proceeds provided to the Brigade's Rescue Fund for safety equipment
- ✔ Host a Christmas Tree chipping event for the community
- ✔ Install a 25 foot flag pole and host a flag pole raising ceremony
- ✔ Work with the Fire Truck Committee and research options for Engine #2 replacement in 2017, and issue a Request for Proposal for a new fire engine
- ✔ Recruit 5 new members and expand on crew moral and professionalism
- ✔ Conduct a fire hall security check and reset Tyco security alarm key pad
- ✔ Electrical upgrade for the fire hall and generator
- ✔ Rapid Damage Assessment seminar ATC-20 and Working Together CAO/Fire Chief conference



**Captain Alan Anderson**

### Fire Hall annual open house and BBQ



### Flag pole raising ceremony with Ucluelet Council and the UVFB



# Emergency Management 2015 Accomplishments

## Ucluelet Volunteer Fire Brigade - Wildland Fire

The summer of 2015 was an unprecedented year for droughts and wildfires in B.C. For the first time, the area known as the 'Fog Zone' had a fire ban issued by the Coastal Fire Centre. Prior to the Provincial ban, the District of Ucluelet issued several campfire bans in Ucluelet's municipal boundary. The District fire prevention bylaw with service by the UVFB Brigade authorizes the management of fire prevention measures within the District of Ucluelet.

Despite the campfire bans, Ucluelet experienced its first wildland fire in the forested area between Little Beach and Terrace Beach. The response and team work by first responders and emergency personnel was exceptional.

The District of Ucluelet would like to thank the UVFB, Ucluelet RCMP detachment, Public Works staff, the CCG Mid-Shore Patrol Vessel from the M. Charles M.B., and the Coastal Fire Centre for assisting with extinguishing this fire, as well as, Alexander McNaughton for reporting the fire.



**Member Shaun Mills attacking the fire from above**



**Royal Canadian Marine Search and Rescue support**



**Captain Paul Galloway attacking fire from below**



# Emergency Management 2015 Accomplishments

The District of Ucluelet would like to thank the Vancouver Island Porsche Club of America for supporting the UVFB and the community of Ucluelet. A total of \$5,876 was raised for the Fire Brigade's Rescue Fund and \$12,486 under a separate fundraising campaign for the RCMP Tour de Rock Cops for Cancer 2015 Tour. Proceeds for this campaign will go towards the Canadian Cancer Society for child cancer research and summer camps for children with cancer. The Vancouver Island Porsche Club of America and surrounding clubs from the interior of BC and Alberta have fund-raised over \$25,000 for the Ucluelet Volunteer Fire Brigade since 2009. The Fire Brigade's Rescue Fund supports the purchasing of safety equipment such as: harnesses, ropes, pulleys and helmets for road rescue calls. Last year the Brigade purchased Rescue #2, a Utility Terrain Vehicle (side-by-side) with a MED-LITE Transport skid unit (spine board), which is designed to carry one patient, a first responder attendant and emergency gear. The Brigade Society will determine the rescue equipment to purchase with this year's event proceeds.

A special thank you to Captain Alan Anderson for all his hard work coordinating this event and to Brigade member Dan Mose for catching, marinating and barbecuing the tasty salmon and halibut for the Friday evening BBQ/fireworks event and the Saturday race track lunch at the airport. Also a big thank you to Back Rock Ocean Front Resort for hosting the Porsche Club, as well as, Tourism Ucluelet and the Chamber of Commerce for accommodating our guests over the weekend. Thank you to the Ucluelet RCMP Detachment, Fire Brigade members and the community of Ucluelet for your ongoing support. The District of Ucluelet looks forward to next year's equally successful event and community participation!



**\$5,876 was raised during the Porsche Club event in 2015; proceeds provided towards to the Brigade's Rescue Fund.**

# Emergency Management Community Profile

## Fire Chief Ted Eeftink

Chief Eeftink has led the UVFB since 2009. During this time, Chief Eeftink has promoted the fire services in Ucluelet through exceptional leadership, training enhancement, incident command effectiveness, safety awareness, and community involvement.

In 2009, Chief Eeftink initiated the NFPA training program through the assistance of Deputy Fire Chief Chris Jancowski from Port Alberni Fire. Over the last 4 years, the two Chiefs have worked diligently with 15 active volunteer firefighters on their NFPA training certification. In June 2013, 8 members will graduate with Level 2 NFPA training certification, while 5 members will certify with Level 1 and advance to Level 2 training modules. Level 2 NFPA training certification is the provincial standard in British Columbia. This achievement is of unprecedented nature for a very small volunteer based brigade and is a reflection of Chief Eeftink's dedication, hard work, encouragement, coaching, and management of the fire brigade. Throughout this program the crew moral has become very positive and there have been measurable improvements that will have significant and enduring benefits to the community of Ucluelet, as well as, the fire service industry on the west coast.

Chief Eeftink dedicated immense time in 2009 and 2010 with renovations and upgrades at the fire hall, which addressed a variety of health and safety issues. The upgrades to the facility have not only created a better working environment but have increased crew moral. In 2011, Chief Eeftink initiated a very important repeater upgrade project on Mount Ozzard which now allows for all safety personal (police, ambulance and fire) to communicate with each other during emergency incidents.

In 2012, there were 8 structural fires in Ucluelet, including a 1 hotel, 1 restaurant and 3 house fires. During these incidents, Chief Eeftink led his crew with exceptional onsite management that ensured effective and safe firefighting. Chief Eeftink expands on safety awareness not only in the field, but through improvements to the UVFB's Occupational Health and Safety program by ensuring adequate and thorough documentation.

If Chief Eeftink is not leading his crew in training, he is busy recruiting, developing resource inventories, pre-planning, working on fire trucks, establishing operational guidelines, developing leadership contingency plans, leading fire prevention educational programs, assisting Ucluelet's Emergency Coordinating Committee, and displaying supreme leadership to his crew and community. Chief Eeftink looks forward to working with a new cohort of recruits this fall.

Chief Eeftink has bettered the community of Ucluelet and the fire services industry through ongoing dedication to training, excellent response and professionalism. The District of Ucluelet and Emergency Service Department would like to thank Chief Eeftink and his family for their ongoing commitment to the fire protection of the community of Ucluelet.

Fire Chief Ted Eeftink



# Emergency Management 2015 Accomplishments

## Emergency Social Services

- ✓ Available to support victims up to 72 hours for Level 1 incidents, and respond to residents and visitors that require support from emergency events
- ✓ Bi-monthly meetings, develop leadership contingency, and expand on team morale and recruitment
- ✓ Level 1 and 2 response planning and training - prepare a draft Level 1 and 2 response plan, practice the plan through drills, table top exercises, etc.
- ✓ Training - Introduction to Group Lodging and Managing Walk-in Volunteers, Reception Centre Mobile Support training
- ✓ Conduct preplanning exercise and expand on business support for emergency events with participation from Tofino's ESS team
- ✓ Attend the Emergency Preparedness Conference
- ✓ Support the Edge-to-Edge Marathon through a water station
- ✓ Prepare level 2 response bins and update comfort kits
- ✓ Participate with the ECC and with annual events



**ESS Volunteers Lesley Anderson and Linda Meyer at a Shake Out public information booth at Ucluelet's Community Centre.**



# Emergency Management 2015 Accomplishments

## Emergency Coordinating Committee

- Develop an Integrated Emergency Communications Strategy:
  - Implement an internal and external emergency notification system: review mass notification community call out systems and provide a recommendation report for Council; proceed with an agreement with 45 Robot's to conduct a soft launch for resident emergency notifications in 2015 and a hard launch with their proposed advanced system in 2016 for visitors and residents; prepare a Privacy Impact Assessment for the Ministry of Technology; conduct quarterly internal communications tests for the UVFB, ECC, ESS, WISAR, and Council with the current internal emergency notification system
  - Install an Emergency Notification Reader Board at the Secondary School and develop a Communications Policy and Procedure Guide, as well as, a Reciprocal Agreement for the shared infrastructure between the District and the Secondary School
  - Prepare emergency event notifications, configure educational information for webpages, and establish social media options for conveying emergency messages
  - Amateur radio training for ECC members and first responders, communications drill, and radio practice sessions with HAM radio networks including the high frequency single-sideband modulation.
  - Collaborate with Simon Fraser University (SFU) Professor Dr. Peter Anderson regarding testing of emergency communications for his pilot project that is supported by EMBC
- Annual events and public awareness:
  - Annual Federal and Provincial emergency events (Tsunami Preparedness Week, Emergency Preparedness Week and Shake Out)
  - Administer Ucluelet's 2nd Annual Full-Scale Community Tsunami Evacuation Drill
  - Liaise with the media
  - Support public outreach through the delivery of public educational information sessions, displays, and emergency management presentations during community events for government officials, school groups, organizations, citizens, etc. and have guest speakers present at the events
  - Enhance and develop educational brochures for residents and visitors, and converse with Dr. Johnstone on recommendations for an earthquake/tsunami brochure
  - Expand department webpages to include tsunami evacuation and community safe zone details
  - Expand on public awareness for Ucluelet's Community Safe Zones and publicize Ucluelet's motto - *20 Meters in 20 Minutes*
- Prepare briefing notes for Council for their Minister meetings:
  - BC Emergency Health Services (BCEHS) Emergency Preparedness Collaboration in relation to the 2014 UBCM resolution for a mass causality medical preparedness plan for remote communities at risk of a subduction zone event that do not have a Vancouver Island Health Authority facility
  - Emergency preparedness and seismic upgrade

# Emergency Management 2015 Accomplishments

## Emergency Coordinating Committee

- Education:
  - Obtain Emergency Management (EM) courses: EM110 Introduction to EM in Canada, EM139 Developing EM Plan, EM150 Introduction to EM Exercise Design, EM130 Developing Personal Preparedness Programs, EMRG-1151, EM180 Applied EOC, and 714 Level 3 Logistics training
  - Coordinate Rapid Damage Building Assessment and Safety Evaluation (Applied Technology Council - ATC20) seminar/training for the ECC members, the UVFB, first responders, and contractors
  - Coordinate EM Operations Level 3 training through the Justice Institute BC (JIBC) with Ucluelet's ECC and first responders
  - Elected Officials training
- Regional resiliency:
  - Collaborate with the PRNPR on the Coast Smart Program to improve coastal safety culture through outreach, education, signage, mapping, mobile application tools, etc.
  - Host a regional marine accident lessons learned workshop after the Leviathan accident
  - Participate in Mid-Island Emergency Coordinator-Manager (MIECM) committee initiatives and meetings
  - Encourage to the ACRD to support a regional emergency working group
  - Participate in a multi-agency meeting hosted by WISAR
- Respond to emergency events safely, efficiently and effectively:
  - Response, communications and debrief for the Jan 7, 2015 M 4.6 earthquake near Tofino
  - Communications for the Apr 24, 2015 M 6.1 earthquake near Haida Gwaii
- EMBC collaboration:
  - EMBC conference calls regarding the 2016 Exercise Coastal Response exercise, participate in planning conferences, and devise a draft scenario and various exercise for Ucluelet to participate in the provincial exercise
  - Participate with conference calls and advance planning regarding wildfire activity, drought events, mutual aid strategy, relay weather and river forecast synopses to staff and volunteers
  - Complete an ESS volunteer availability form
  - Update Ucluelet's Community Profile for EMBC's records, (which was shared with other communities as a pilot assignment)
  - Provide an ESS lodging summary to EMBC
  - Review EMBC's Immediate Response Plan, annual report and strategic plan
  - Follow up regarding the Mass Causality Resolution and the community evacuation exercise
  - Provide Ucluelet and Tofino's Emergency Response Water and Drought Plans
  - Outline hazards in Ucluelet for EMBC's public education program (interactive hazards map to teach BC students about emergency preparedness)
  - Update the Provincial Emergency Notification System contact list for EMBC

# Emergency Management 2015 Accomplishments

## Emergency Coordinating Committee

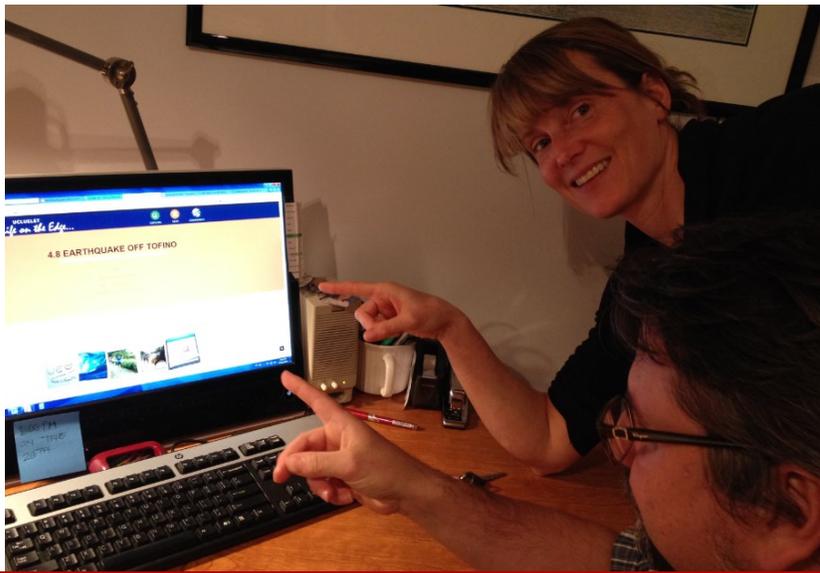
- ✓ Recruit four new members for the ECC including Parks Canada staff, Principal from the Elementary School Ranger leader, and engineer from Harold Engineering
- ✓ Clean, organize, and take inventory of materials and equipment at the EOC, as well as the function kits
- ✓ Research community emergency recovery plans
- ✓ Collaborate with Health Emergency Management BC regarding community medical supplies
- ✓ Collaborate with Ocean Networks Canada with their tsunami radar project at Long Beach Airport
- ✓ Prepare an Emergency Signage Policy
- ✓ Converse with Dr. Hedley, Dr. Anderson and Dr. Johnstone regarding LIDAR flight and tsunami inundation modelling/mapping options
- ✓ Monthly ECC and Emergency Management team meetings with detailed minutes, and practice the emergency plan
- ✓ Obtain emergency supply kits for managers to support citizens at the Community Safe Zones

### Emergency Management Operations Level 3 training through the Justice Institute BC with Ucluelet's Emergency Coordinating Committee and First Responders



# Emergency Management 2015 Accomplishments

## Emergency Communications



**Website Emergency Banner - Communications for the 4.8 earthquake near Tofino on January 7, 2015**

The District of Ucluelet recognizes that during emergency events, an integrated communications strategy is required to ensure communication to internal and external emergency teams and personnel, residents and visitors, neighbouring communities and jurisdictions, and supporting government organizations.

A variety of proactive and transparent communications systems have been tested and incorporated into Ucluelet's emergency communications plan.

The various public alerting system in place inform citizens of possible imminent or unfolding hazards, provide emergency information and safety instruction promptly, and offer updates as circumstances evolve.

**Testing mobile communication devices with Holistic Emergency Preparedness and Response**



**Joint Reader Board with the District of Ucluelet and Secondary School**

# Emergency Management 2015 Accomplishments

The communities on the west coast of Vancouver Island are susceptible to marine accidents. A Hazard Risk and Vulnerability Analysis conducted in Ucluelet defined large scale marine accidents as high impact/risk with an occasional to slight chance for occurrence. On October 25, 2015, the Tofino whale watching accident occurred and illustrated that marine accidents are a true risk to coastal communities.

The Emergency Service Department coordinated a Marine Accident Workshop for regional communities and various organizations that responded to the accident. The purpose of the workshop was to share ideas and experiences, identify lessons learned, and gather information to assist with future processes, plans and procedures for marine accidents. At the workshop the following objectives were discussed:

- Review initial activities and roles and responsibilities;
- Confirm interdependencies and interoperability between various level of Government, First Nation communities, NGO and participating agencies
- Identify potential resource requirements and logistical support mechanisms.

The District of Ucluelet would like to thank the following participants for taking part in the workshop: Yuułuʔiłʔatḥ Government, Tla-o-qui-aht First Nation, Ahousaht First Nation, Toquaht First Nation, Community of Bamfield, District of Tofino, Alberni-Clayquot Regional District, Royal Canadian Marine Search and Rescue, Pacific Rim National Park Reserve, British Columbia Ambulance Service, Canadian Coast Guard, Royal Canadian Marine Search and Rescue, Ucluelet Volunteer Fire Brigade, Tofino Fire Department, West Coast Inland Search and Rescue Committee, Ucluelet and Tofino Emergency Social Services, and representatives from Ucluelet's Emergency Coordinating Committee.



**Participants at the Marine Accident Workshop on November 25, 2015 at the Yuułuʔiłʔatḥ Community Centre.**

# Emergency Management 2015 Accomplishments

## Emergency Preparedness Week—2nd Annual Community Tsunami Evacuation Drill



### EMERGENCY PREPAREDNESS WEEK

2nd Annual Community Tsunami Evacuation Drill  
Tuesday May 5th from 6:00 pm to 8:00 pm

The District of Ucluelet and Emergency Personnel are asking residents and visitors to participate in Annual Community Tsunami Evacuation Drill. Please practice your family's emergency plan and evacuate with your emergency kits to Ucluelet's main Community Safe Zone Ucluelet Secondary School (1450 Peninsula Rd.) between 6:00 pm and 8:00 pm.

#### What will happen between 6:00 to 8:00 pm?

- The Fire Hall siren will sound at approximately 6:00 pm to notify residents that the exercise is starting and will be tested intermittently until 8:00 pm.
- The District of Ucluelet will demonstrate their internal communications system to notify First Responders and Emergency Personnel.
- First Responders - Fire, Police, and Search and Rescue will conduct mock evacuations for homes located in low lying areas.
- Ucluelet's Emergency Social Services team will activate a Reception Centre at the Secondary School Band Room. Please ensure you register your family at the Reception Centre.
- The Emergency Committee will activate an Emergency Operation Centre at the Fire Hall.
- Emergency preparedness information will be provided.
- The event will be broadcasted on Ukee Radio - tune into 99.5FM

*Thank you for participating in this important community exercise.*

For more information: Contact the Environmental and Emergency Service Manager Karla Robison at [emergency@ucluelet.ca](mailto:emergency@ucluelet.ca) or 250.726.4780

# Emergency Management 2016 Work Plan

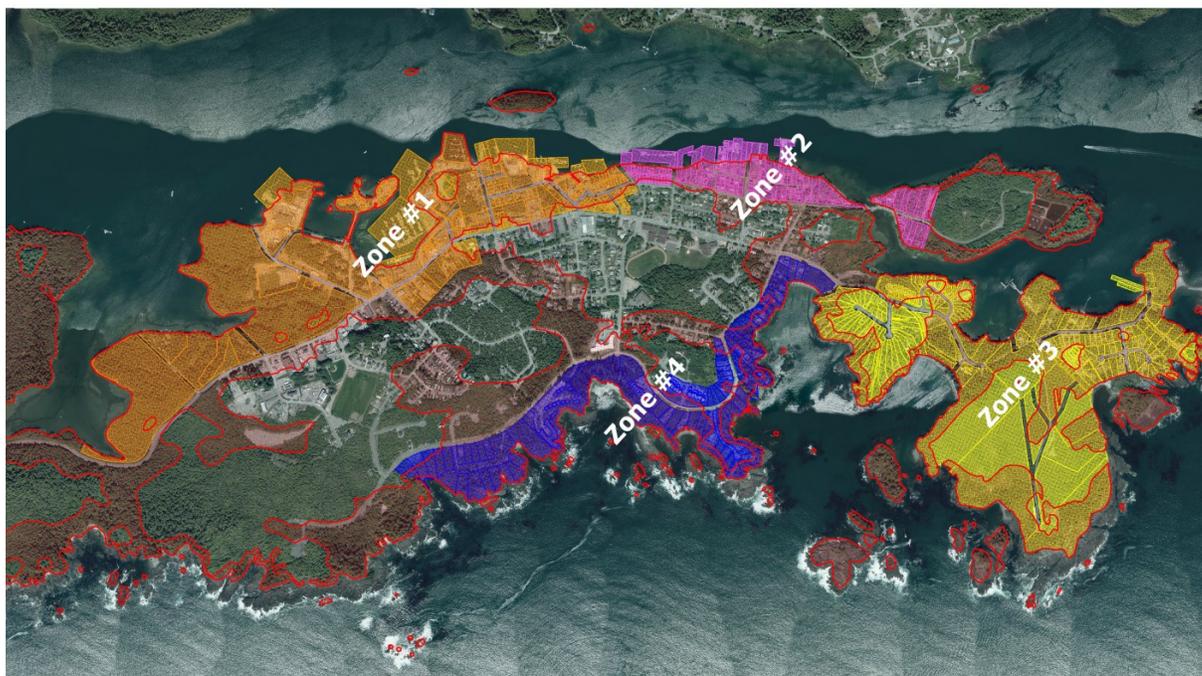
## Emergency Preparedness Week - Tsunami Evacuation Plan



### Tsunami Evacuation Zones



Ucluelet's  
Tsunami  
Evacuation  
Zones



Ucluelet's  
Community  
Safe Zones



# Emergency Management 2015 Accomplishments

## Emergency Coordinating Committee - Secondary School Earthquake Drill During Shake Out



**Elementary students DROP, COVER, and HOLD ON**



**Captain Anderson discussing logistics with Principal Jennifer Adamson**



**Elementary students entering into the tennis courts for controlled release**

# Emergency Management 2015 Accomplishments

## Emergency Coordinating Committee - Secondary School Earthquake Drill During Shake Out

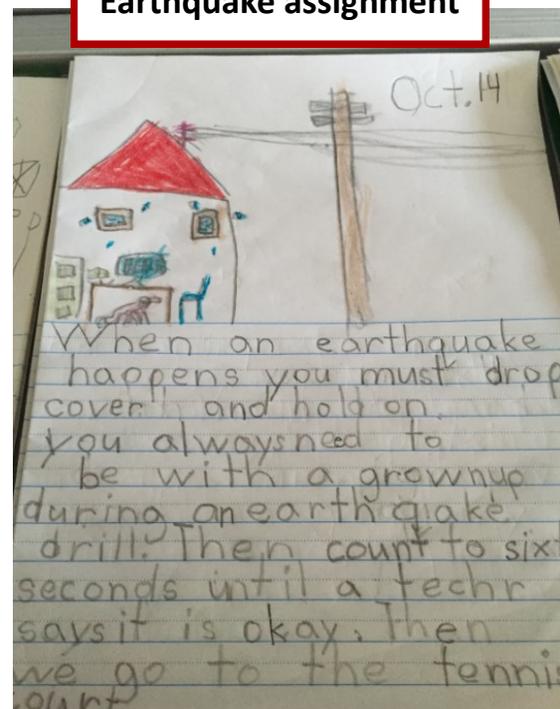


Elementary students in the tennis court waiting for their parents to pick them up



Elementary students sticking together

Earthquake assignment



First responders supporting the exercise



# Emergency Management 2015 Accomplishments

## Shake Out with the Junior Rangers

Junior Rangers practicing setting up emergency tents

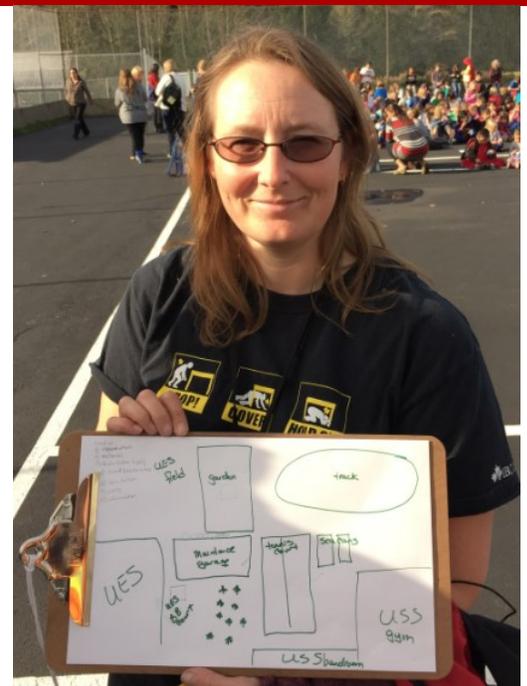


Junior Rangers practicing cooking with emergency food rations



The Junior Rangers participated in a Shake Out drill with the District of Ucluelet on October 15, 2015. The Rangers practiced cooking emergency food rations and setting up Ranger tents from the emergency supplies stored in the Canadian Armed Forces E-Cans.

First Responders and Emergency Committee Members discussed advanced planning for emergency response and evacuee provisions at the school grounds.



ESS volunteer Christine Brice with the draft evacuee provisional plan for Ucluelet's main Community Safe Zone.

# Emergency Management Community Profile

## Sargeant Jeff Swann - Ucluelet ECC Representative

Sergeant Jeff Swann has a passion for community service. With a long lineage of policing in his family, Sgt. Swann and his two sisters naturally followed the footsteps of their great-grandfather an Irish Constabulary, a grandfather who policed for 43 years, a father that served the RCMP for 35 years, and a dedicated uncle who served as a Corporal. After receiving an English Major from the University of Alberta, Sgt. Swann wasted no time and graduated from the RCMP Academy in Regina, Saskatchewan in 1996.

During his 21 years of service to the RCMP, Sgt. Swann has conducted diverse roles such as a Trainer, Senior Constable, Watch Commander, Corporal Plainclothes Supervisor, Acting Commander of Plainclothes Unit including a Drug Section, and a Detachment Commander. He established paramount accolades and unprecedented accomplishments at member posts in Barriere, Salt Spring Island, Fort St. John, and during his current position as a Detachment Commander in Ucluelet, BC. During this time,

Sgt. Swann received Citizen of the Year award at Barriere, Youth Police Officer of the Year for British Columbia, Police Officer of the Year at Fort St. John, District Commander's Certificate of Appreciation at Ucluelet, Certificate of Appreciation from E Division Commanding Officer for 10 years of instructing DARE, and the Queen Diamond Jubilee Medal for his ongoing contributions and distinguished service to the community and to Canada. During the last 7 years in Ucluelet, Sgt. Swann established the Joint Vessel Enforcement Patrol Program that is now considered a Best Practice for all Island Districts on coastal waters of British Columbia, significantly reduced crime on the west coast, particularly with local drug trade, and provided supreme leadership to the Ucluelet Detachment and the citizens of Ucluelet.



# Emergency Management Community Profile



**HAM Radio Operation David Payne at Ucluelet's EOC**

## HAM Radio Operator David Payne at Ucluelet's EOC

Dave Payne has served Ucluelet's Emergency Coordinating Committee since 2004 and has specialized in communications for the Emergency Operations Centre. During this time, Mr. Payne has provided leadership in emergency management through communications support, attending regional workshops, incident response effectiveness for onsite communications management, leading communication drills and exercises, and community involvement. Mr. Payne also supports the Emergency Coordinating Committee through communication equipment recommendations, programming, inventories, installs, testing, and technical support. As

a Mid-Island Emergency Radio Coordinator, Mr. Payne is actively involved with fellow radio operators to ensure effective delivery of emergency radio communications to Vancouver Island communities.

Mr. Payne obtains the Amateur Radio Operator Certificate and Restricted Operator Certificate - Marine Commercial. These certifications provide authorization to operate amateur radio apparatus in the amateur radio service and Very High Frequency (VHF) equipment. In 2014, Mr. Payne was instrumental with the acquisition and installment of a High Frequency (HF) Radio Internet Protocol (RoIP) technology for transmitting radio communication signals. RoIP provides the same performance as enhanced radio communication but uses a digital Internet Protocol (IP) network to enable communication and connection between two or more analog radio devices or radio networks. RoIP technology is driven by the need to span large geographic areas and the desire to provide more reliable links in radio systems. This technology allows for sending radio messages over the internet. Ucluelet is the first community in British Columbia to obtain this level of technology, which will support communications during emergency events during power outages or if telephone towers are down.

Mr. Payne has enhanced Ucluelet's Emergency Committee and the community of Ucluelet. The District of Ucluelet is very thankful for Mr. Payne's contributions and ongoing loyalty throughout the years.

# Emergency Management 2016 Work Plan

## Ucluelet Volunteer Fire Brigade

- Provide safe, effective and efficient response for structural fires, motor vehicle accidents, first responder, and rope rescue calls
- Regional resiliency - review, update, develop and support mutual aid, service, and sector agreements:
  - Finalize the Long Beach Airport service agreement
  - Works towards a service agreement with Yuułuʔiłʔatḥ (Ittattoo) Fire Department
  - Work towards a service agreement with the PRNPR and provided applicable documents for background information
  - Meet with the Mapping and Computer Technician from the ACRD to confirm boundary service areas to obtain an updated NI 911 service area map
  - Works towards a service agreement for Port Albion and requested service agreement from Tinlet Fishing Ltd.
- Operational Tool Kit:
  - Develop operational guidelines
  - Obtain water pressure and flow information to finalize the hydrant flow map
  - Obtain two tablet for the Officers and Engine #1 and Rescue #1 with Visinet Mobile to provide real-time and historical incident information with node base mapping through NI 911 VisiCAD
  - Meet with Comox Fire to learn about iPad and tablet applications, and obtain mobile applications
  - Outfit and order turnout gear for the brigade
- Occupational Health and Safety Program:
  - Participate with the District Occupational Health and Safety (OH&S) committee and incorporate the UVFB OH&S factors into the District's program
  - Complete thorough documentation and records for callouts, training, maintenance schedules, etc.
  - Update forms, inventories, and checklists (tailboard, radio, OFC badge letters, turn-out gear, etc.)
  - Explore options for a centralized records management and database system to maintain electronic record keeping and enhance OH&S
- Succession Development Program - advance in-house education training and succession management to ensure effective long-term capacity:
  - NFPA Level 1 and 2 training, and first responder training
  - Additional training and specialized courses/seminars such as: earthquake/tsunami workshop, officer training, Rapid Damage Assessment, Long Beach Airport training, etc.
  - Support members to take on Lieutenant roles and responsibilities
  - Design and coordinate a ranking ceremony to authenticate the fire Chief's and transition of two lieutenants to captain status and one member to a lieutenant status, as well as, provide service year pins and badges
  - Recruit a cohort of three to five new members

# Emergency Management 2016 Work Plan

## Ucluelet Volunteer Fire Brigade

- BC Fire Service Regulatory Compliance Requirements:
  - Meet with Officers to conduct, review and discuss the OFC audit and inspection form, and move forward with required revisions to the Fire bylaw, operational guidelines, OH&S program, define the service level, and support any other Playbook training standards
- Fire Prevention and Safety Program:
  - Participate in Fire Prevention Week activities and the Fire Hall Annual Open House
  - Prepare educational articles and information documents
  - Preplan for high risk facilities and develop resource inventories
- Fire Truck Order and Delivery:
  - Develop a request for proposal scoring matrix document; review fire truck bids with Officers and score bids; and conduct reference checks
  - Attend a pre-construction fire truck meeting; prepare a letter of intent to HUB Fire; and Council report with recommendation
  - Award bid; initiate next steps for build and delivery; and provide unsuccessful bid letters
- Fire Hall Upgrade Project:
  - Meet with the Officers regarding the response room layout; meet with a variety of contractors to obtain quotes for shelving projects and window replacement, and coordinate projects
  - Equipment orders (lockers, office furniture, tv, etc.)
  - Coordinate work-bee to paint fire hall and install new lockers
- Fire Inspection Program:
  - Work towards establishing a Fire Prevention (Inspection) Officer by supporting the following training: NFPA 1001 (Level 2), NFPA 1021 Fire Officer 1, NFPA 1031 Fire Inspector 1, BC Fire Code, specialized courses (sprinkler, NFPA 96 kitchen inspections)
  - Develop an annual fire inspection procedure/schedule and inspection list for for businesses
- Porsche Club Event:
  - Work with the event coordinator, approve the fireworks permit, obtain a welcome letter, assist with contents for the welcome bags and modify the banner and junction sign order
  - Prepare a road closure council report
  - Support activities throughout the 4 day event
- Coordinate the Brigade to participate with emergency preparedness training and exercises
- Conduct communications for annual events and incidents (social media, articles, posters, ads)
- Expand on creating a safe, positive, and professional work environment
- Research siding upgrade for the fire hall

# Emergency Management 2016 Work Plan

## Emergency Social Services

- Bi-monthly meetings
- Level 1 and 2 response planning and training - prepare a draft Level 1 and 2 response plan; practice the plan through drills, table top exercises etc., and be prepared to support victims
- Training - ESS100 Introduction to ESS, ESS 114 Introduction to Reception Centres, ESS Director assignment and EMRG-1681 ESS Director
- Conduct preplanning: expand on business support for emergency events, review supplier lists, coordinate a reception centre open house, and outreach to community service groups
- Support the Elementary School Fun Fair and Edge-to-Edge Marathon
- Update level 2 response/group lodging bins and comfort kits
- Support the ECC and participate in annual events
- Recruitment drive and support a funded Director position



Reception centres (RC) are locations designated by the local ESS team, in cooperation with the local authority, as safe gathering places for people displaced from their homes as a result of an emergency or disaster. At the RC, individuals can register and receive short-term services as well as information about the emergency situation.

Reception centres have sometimes been referred to as evacuation centres, registration centres, disaster relief centres, or family centres. The term reception centre describes the initial function of the centre - to receive evacuees who have been forced from their homes as a result of an emergency or disaster.

# Emergency Management 2016 Work Plan

## Emergency Coordinating Committee

- Respond to emergency and storm events safely and effectively; coordinate beach and trail closures
- Integrated Emergency Communications Strategy:
  - Improve the emergency communication plan and strategy
  - Order a M-SAT phone, complete a service agreement form and request for Ucluelet to be on the network, obtain orientation and training from Dr. Peter Anderson from SFU and Holistic Emergency Preparedness and Response, provide training for ECC, and test device and utilize during annual and emergency events
  - Prepare emergency event notifications and draft declarations for a state of local emergency
  - Implement the hard launch for the emergency notification system for residents and visitors
  - Coordinate an amateur radio training/information session for the ECC and first responders, and conduct regular testing of the high frequency single-sideband modulation (HAM radio system)
  - Research tsunami sirens
  - Conduct emergency communication testing with Dr. Peter Anderson from SFU and provide recommendations and comments
  - Media relations (press release/media advisory, articles, posters, website info, interviews, etc.) for annual events, Exercise Coastal Response, Shake Zone, emergency incidents, etc.
- Education and annual events:
  - Conduct annual Federal and Provincial events for Tsunami Ready Week, Emergency Preparedness Week, and Shake-Out
  - Conduct the 2nd Annual Full-Scale Community Tsunami Evacuation Drill
  - Public educational information sessions and displays
  - Host an Open House at the EOC
  - Participate in the Elementary School Earthquake Drill with a control release of students
  - Review the Canadian Armed Forces (CAF) emergency containment, practice setting up supplies with the Junior Rangers, and conduct steps towards advance planning for emergency provisions supplies
  - Present Ucluelet's Emergency Program for citizens, school groups, special events and at meetings
  - Enhance the earthquake/tsunami educational brochure for the community
  - Liaise with the media and support public outreach
  - Update department webpages
  - Attend the Emergency Preparedness Business Continuity Conference (EPBCC)
- Coast Smart:
  - Meet with advisory committee members, review and finalize terms of reference for the advisory committee, and work with the committee on the review to obtain experts to support risk assessments, outreach, mobile application, signage, etc.
  - Prepare a news release and assist with a letter to the editor as follow up to a Westerly article, and prepare and review key messages for a radio interview

# Emergency Management 2016 Work Plan

## Emergency Coordinating Committee

- Exercise (Ex) Coastal Response and Staunch Maple:
  - Attend the final planning conference and participate in EMBC conference calls
  - Prepare a draft scenario outline and capacity requirement invite for volunteers, first responders, neighbouring communities and jurisdictions, etc. To participate in Ucluelet's scenarios and training
  - Provide updates and meet with EMBC and the CAF regarding Ucluelet's scenario and exercise design
  - Develop injects for the master exercise plan
  - Conduct an EOCX rehearsal - EOC operations and communications via M-SAT, HAM radio, VHF and provide situation reports to the Vancouver Island Provincial Regional Emergency Operation Centre (VIPREOC)
  - Meet with the Elementary and Secondary School staff to provide an overview of the events and obtain participation
  - Invite and host first responders, neighbouring communities, contractors, etc. to Rapid Damage Assessment (RDA) training for Staunch Maple
  - Coordinate helicopter safety training for Junior Rangers, the ECC, and first responders
  - Prepare for the 3<sup>rd</sup> Annual Full-scale Community Tsunami Evacuation drill on June 7, and update evacuation kit and emergency preparation and response brochures, and prepare over 200 door-to-door information packages
  - Present Exercise Coastal Response and Staunch Maple to Ucluelet's Council
  - Conduct EOC operations and communications via M-SAT, HAM radio, VHF to the VIPREOC
  - Participate in EOC operation in Port Alberni
  - Host and coordinate EOC operations and various RDA, SAR, and heavy lift/rubble scenarios with first responders, emergency personnel, and the CAF
  - Conduct a mass triage event with upwards of 25 patients with various injuries
  - Participate in a debrief in Port Alberni
  - Conduct all communications- press release, ads and articles, poster design and setup, key messages, conduct media interview, etc.
  
- Shake Zone (earthquake simulator):
  - Finalize schedule and contract
  - Prepare a proposal and submit to possible supporting organizations, and obtain \$3,700 in donations from Clayoquot Biosphere Trust, Westland Insurance, Insurance Bureau of Canada, and School District 70 to fund and support the event
  - Attend monthly conference calls regarding the Vancouver Island schedule and media relations
  - Finalize the waiver and provide to the schools, and coordinate a student schedule with the school staff
  - Host and coordinate the event and manage information booths including an earthquake model

# Emergency Management 2016 Work Plan

## Emergency Coordinating Committee

- BC Emergency Health Services (BCEHS) Emergency Preparedness collaboration:
  - Meet with Lance Stephenson regarding follow-up to mass causality resolution, briefing note, and letter from the minister to the District
  - Meet with District Manager from BCEHS Amy Pole and BCAS Ucluelet Unit Chief Rachelle Cole regarding emergency preparedness collaboration with the District e.g., Ex Coastal Response, National Emergency Strategic Stockpile, advance medical planning, etc.
- EOC upgrades:
  - Research equipment and supplies, purchase a projector and screen, and coordinate cable install, and shelving build projects
- E-Can Project:
  - Research and source emergency containment provisions, materials, equipment, and obtain lists of supplies from BCEHS and suppliers, and follow up with a suppliers regarding quotes
  - Determine location for the emergency container
  - Source out e-cans and anchor bolts / lock welds
  - Construct a concrete foundation and install the e-can
- Recovery Plan:
  - Research international, regional-provincial, and scientific-institutional plans; prepare draft plan
- Regional resiliency:
  - Participate with the Regional Emergency Working Group and the MIECM meetings and activities
- Training and conferences:
  - Coordinate EM712 Operations Level 3 EMBC/ JIBC emergency management course for the ECC
  - Attain EMBC/JIBC courses: EM110 Intro to Emergency Management, EM130 Developing Personal Preparedness Programs, EM139 Developing Emergency Management Plan, EM150 Introduction to EM Exercise Design, EM151 Developing & Conducting Discussion-Based Exercises, EM180 Applied EOC training, and EM714 Level 3 Logistics
  - Coordinate Rapid Damage Assessment training for the ECC, first responders, and contractors
  - Participate and present at EMBC webinars
  - Prepare a submission to present at the Emergency Preparedness Business Continuity Conference and provide a presentation about Ucluelet's Emergency Program
- 2017 Vancouver Island Emergency Preparedness (VIEP) Conference:
  - Prepare and submit a conference bid and obtain over 30 letters of support from partnering organizations, and confirm proposed dates, and awarded the bid
  - Prepare a conference bid presentation for the VIEP Society annual general meeting
  - Select a coordinating committee and prepare for hosting upwards of 350 people

# Emergency Management 2016 Work Plan

## Emergency Coordinating Committee

- Neighbourhood Program:
  - Work with Jeanne Keith-Ferris on the Neighbourhood Program for the residents that reside around Amphitrite point
  - Attend the Neighbourhood Program event and provide an update on Ucluelet's Emergency Program
  - Have Jeanne present the program to the ECC
- Community Safe Zone Kiosk Project:
  - Obtain \$90,000 in Resort Municipal Fund Initiative
  - Work with an engineering company/carpenter to finalize the design for the solar powered kiosks with JTMD timbers, as well as, the Cascadia Subduction Zone and tsunami bulletin signage
  - Obtain quotes for kiosk and signage construction, and install a pilot project kiosk at Coast Guard Rd.
- EMBC collaboration:
  - Update the Emergency Community Profile
  - Participate in provincial conference calls and advance planning for emergency incidents
  - Participate in EMBC's webinars and weather conference calls (floods and storm events)
- Emergency Coordinating Committee and EOC:
  - Monthly meetings and detailed minutes
  - Review, update, and incorporate lessons learned into the emergency plan
  - Practice the emergency plan with the ECC through tabletops, exercises, and drills and practice the evacuation plan during annual events
  - Prepare an information manual on how to operate an EOC for substitute emergency coordinators
  - Prepare emergency message/alert templates for different emergency events
  - Develop an ammonia leak evacuation procedure
  - Recruit experts and speakers to provide accurate information about area hazards/risks and support mitigation and prevention measures
  - Collaborate with Dr. Hedley from SFU on tsunami risk analysis, risk communication, risk mitigation, and building community resiliency through the Citizen Risk survey, risk perception maps, and high quality visualization (geo-visualization tools can assist with determining appropriate locations for evacuation and emergency signage)
  - Conduct quarterly inspections at the EOC
- Miscellaneous tasks:
  - Review the Emergency Program Act and the *2016 Prepared and Resilient discussion paper on the legislative framework for emergency management in BC* and submit comments to EMBC and UBCM
  - Marine accident workshop summary and follow-up from the Dec 2015 meeting
  - Review NTWC changes to Tsunami Public Alert Bulletins

# Environmental Management Department Overview

Ucluelet is located in a biologically rich and diverse region with ecosystems of a sensitive nature. The Environment Department was established in March 2012 to assist the Emergency, Planning, Public Works, and Recreation Departments with programs associated with the maintenance or improvement of natural ecosystems. In effort to protect and preserve our unique marine environment, urban forests, and green spaces, the Environment Department will initiate 'green initiatives' through initiative concepts, ecological objectives, and collaborative processes. Sustainable solutions and adaptation strategies for climate change mitigation are key areas of focus for the Environment Department.

In March 2012, the Environment Department established a Marine Debris Program as there was a high level of uncertainty on the quantity and movement of Japanese Tsunami Marine Debris (JTMD) following the Great Eastern Japan Earthquake. Monitoring the approximate 1.5 million tons of floating material in the Pacific is not a easy task, as wind and ocean currents greatly disperse materials leaving satellite tracking ineffective. Based on forecasts, the peak of the debris was anticipated to arrive in waters off Alaska to California in 2014, and is expected to trickle in for five years.

The Environment Department is working with local, provincial, federal and international partners to collect data, assess the debris, and reduce possible impacts to our natural resources and coastal communities. This local initiative has been recognized as a program that can serve

as a model for other local government planning. Ucluelet's Marine Debris Program is adaptive to the JTMD situation as it evolves, and the response and recovery plan will act as a template for Ucluelet's Community Disaster Recovery Plan.



**The Vancouver Island  
Surfrider Chapter assist  
with Ucluelet's Marine**

# Environmental Management

## 2015 Accomplishments

### Marine Debris Program

- Implement Ucluelet's Marine Debris Program to address JTMD consist of the following:
  - National Oceanic Atmospheric Administration (NOAA) Marine Debris Monitoring Assessment Project (monthly inventory with students, analysis, reporting);
  - Debris removal projects with a variety of partner agencies e.g., Gulf of Alaska Keeper (GoAK), Surfrider Foundation, Japan Love, Great Canadian Shoreline Program, PRNPR ,and specialized cleanup teams;
  - Collection and analysis of Japanese architecture;
  - Biofouling species reporting for the National Science Foundation (NSF) Rapid Response Research Program;
  - Response and recovery plan (helicopter long-lining, shipping, recycling, and reusing of debris items) ; and
  - Communications plan and public cooperation through marine debris reporting and long-term awareness.
- Complete a detailed inventory of collected probable Japanese marine species. Preserved and shipped biofouling species to Oregon State University and the Department of Fisheries and Oceans for tissue and shell sampling, genetic and isotope analysis, and endosymbionts.
- Collect, analyse, and inventory Japanese architecture. Information was shared and acclaimed by scientists on west coast US states, government officials, and the Japanese government and organizations.
- Collaborate with the Provincial and Federal Japanese Tsunami Debris Coordinating Committee .
- Prepare and administer a Health and Safety Plan and establish cleanup methodologies and best practices for consolidating debris and long-ling materials with a helicopter for cleanup events, and share the plan and methodologies with other cleanup organizations.
- Conduct shoreline cleanup projects through the \$81,538 in debris cleanup grant from the \$1 million grant that was graciously provided by the Japan government.
- Coordinate an unprecedented large-scale, complex Tsunami Debris and Marine Debris Removal Project in the Broken Group Islands and for shorelines around Ucluelet, including: coordinate and converse with a variety of collaborative partners (Parks, RCMSAR, DFO, RCMP), specialized cleanup team, volunteers, helicopter outfit, Tug Billie H. and Dioskouroi barge; helicopter long-line consolidated debris from two central debris caches to the barge; obtain municipal insurance and Parks permits for cleanup and removal projects; collaborate with international agencies (GoAK, Alaska Department of Environmental Conservation, Waste Management and NOAA).
- Provide effective communication with stakeholders and partners. Host two documentary companies (Knowledge Network and Ecoprins), prepare news releases and advisories, engage with media partners, conduct several radio, television and newspaper interviews.
- Present Ucluelet's Marine Debris Program and provide a speech to media and international partnering agencies at a press conference in Seattle, WA for the Large-Scale, Complex Marine Debris Removal Project
- Prepare and submit a status report to the MoE.

# Environmental Management 2015 Accomplishments

## Marine Debris Program

- ☑ Expand on Japanese relations and partnerships with neighbouring communities, organizations, jurisdictions, scientists, and government officials
- ☑ Recruit and align volunteers to support future initiatives
- ☑ Participate with the Vancouver Island Marine Debris Working Group
- ☑ Present Ucluelet's Marine Debris Program at the Pacific Rim Whale Festival and display tsunami artifacts.
- ☑ Prepare a briefing note for Council regarding tsunami debris for their meeting with the Environment Minister.

**August 4, 2015, the District of Ucluelet contracted a helicopter to long line 73 'super sacks' and 26 bulky debris loads to the Dioskouroi barge, which contributed to the super sack total of 3407 and over 7000 Yd<sup>3</sup> of assorted debris.**



## Environment Program

- ☑ Water Shortage Response Plan review and revisions, and support water restriction requirements and communications
- ☑ Support and outline carbon reduction initiatives for the Climate Action Revenue Incentive Public Report
- ☑ Collaborate in Community-to-Community forums with Yuułu?it?ath
- ☑ Provide Council with a report pertaining to reporting, roles and responsibilities, containment, and next steps and recommendations for spill response in Ucluelet, as well as, participate in a mock spill response exercise and debrief with Columbia Fuels and support a spill in Ucluelet's Harbour
- ☑ Review Golder Associate's drill project proposal

# Environmental Management 2015 Accomplishments

## Large-Scale, Complex Tsunami Debris and Marine Debris Removal Project - Overview

The Great East Japan earthquake and tsunami of March 11, 2011 resulted in debris transiting the Pacific Ocean and depositing large quantities of marine debris along rugged shorelines in Alaska and western Canada.

The Alaska Department of Environmental Conservation, along with several government agencies, non-profit organizations, and business partners in Alaska and British Columbia have endeavoured an unprecedented effort - funded in large part by a generous donation from the Government of Japan - to remove marine debris from beaches in Alaska and British Columbia. Using helicopters with sling load capabilities and a 300-foot barge, this operation has taken 32 days at sea to deliver several hundred tons of debris to Seattle, Washington for recycling and landfilling. The Gulf of Alaska Keeper, an Alaskan non-profit organization was contracted by the State of Alaska to coordinate this project.

The debris was collected from various beaches in Alaska, with collection starting at Kodiak Island and continuing to various locations in the Gulf of Alaska and then to Yacutat Bay, with a final pick up near the community of Ucluelet. On Tuesday August 4, 2015, the District of Ucluelet contracted a helicopter to long line 73 'super sacks' (1-tonne agriculture bags) and 26 bulky debris loads to the Dioskouroi barge, which contributed to the super sack total of 3407 and over 7000 Yd<sup>3</sup> of assorted debris.

Since 2012, the District of Ucluelet (through Council's leadership in pursuing this issue) has been a key figure for the Japan Tsunami Debris file through the establishment of Ucluelet's Marine Debris Program, and as a local government subcommittee representative for the Provincial-Federal Japan Tsunami Debris Coordinating Committee Planning and Scientific Monitoring teams. Ucluelet's program has gained respect and recognition from neighbouring communities and jurisdictions, all levels of governments, international scientists and organizations, local to international media companies, and the people of Japan. The District of Ucluelet was awarded \$81,538 in 2014 for shoreline cleanup efforts in the Ucluelet, Barkley Sound and Broken Group Island areas.

The District of Ucluelet was pleased to participate in this unprecedented international effort which would have never been possible without the generosity of the Government of Japan and the collaboration efforts from various government agencies, non-profit organizations, business partners and volunteers. The relations and co-operation between Japan, Alaska, Canada, British Columbia and coastal communities in response to the disaster and resulting debris signify that by working collectively we can protect our shared marine environment.

Once the barge arrived to Seattle, the marine debris was unload onto the Waste Management's dock for local environmental volunteer groups to sort through the material for recycling at an event coordinated by Parley for the Oceans, (a national non-profit organization focused on addressing threats to the world's oceans.) Material Innovation Company, Bionic Yarn will then transform the sorted marine debris plastic into high-performance textiles and polymers. All remaining debris was transported via train to the Columbia Ridge landfill.

The relations and co-operation between Japan, Alaska, Canada, British Columbia and coastal communities in response to the disaster and resulting debris signify that by working collectively we can protect our shared marine environment..

# Environmental Management 2015 Accomplishments

## Large-Scale, Complex Tsunami Debris and Marine Debris Removal Project - Thank you

The District of Ucluelet would like to thank all the people and organizations involved with the 2015 shoreline cleanup and removal projects: the Vancouver and Washington Japan Consulate; Japan Environmental Action Network with special thanks to Hanako Yokota; Gulf of Alaska Keeper with special thanks to Chris Pallister and his team; the State of Alaska Department of Environmental Conservation with special thanks to Janna Stewart; the National Oceanic Atmospheric Administration with special thanks to Peter Murphy; BC Parks / BC Ministry of Environment; Waste Management with special thanks to William Hickey; Tug Billie H. with special thanks to Capt. Doug Owens; Pacific Rim National Park Reserve - Parks Canada with special thanks to superintendent Jim Morgan, Arlene Armstrong, Émilie Aujla, Tanya Dowdall, Jon Hopkins, Peter Clarkson; Tseshaht Beach Keepers with special thanks to Fred Seiber, Hank, and Kevin; Royal Canadian Marine Search and Rescue (RCMSARD-38) with special thanks to Dave Payne and Jacque Wynyard, Royal Canadian Mounted Police with special thanks to Paul Galloway and Sgt. Jeff Swann; the Ucluelet Volunteer Fire Brigade with special thanks to Daniel Mose, Jonny Ferguson, Sebastian Duque-Charry; Department of Fisheries and Oceans with special thanks to Dan Smith; Green Wave Consulting with special thanks to Robert and Dennis Hollingshead; Vagabond Gear with special thanks to Kelley Brown, Ecoprins with special thanks to Lennert and Quiten Prinsen; Sea Legacy with special thanks to Cristina and Juliana Mittermeier; Ucluelet Aquarium with special thanks to Andrew McCurdy; Vancouver Island Surf Rider Foundation with special thanks Gillian and Rachel Montgomery, to Jean Francois Savard, Danny Amato, Steve Murray, Nicola Grace, Lynn Wharram, Krysia Zurowski, Jamie McKay; Pacific Rim Surfrider Foundation with special thanks to Karine Gordon-Beawmier; E&B Helicopters with special thanks to Bobby Paul; special thanks to various other volunteers - Melissa Galloway, Stephen Holland, Daniel Grinnell, Will Ravch-Davis, Philippe Tremblay, Blake Enton, Emanueke Langlols; and special thanks to the media - The Westerly, The Province, The Vancouver Sun, Washington Post, Global BC, CTV, Chek, and Mother Nature Network.

**Dioskouroi barge with approximately 1 million pounds of marine debris.**



**Karla Robison and Chris Pallister on the Dioskouroi barge after a press conference in Seattle, WA on August 7, 2015.**

# Environmental Management 2015 Accomplishments

## Large-Scale, Complex Tsunami Debris and Marine Debris Removal Project

Marine debris before cleaning a shoreline in the Broken Group Islands



Royal Canadian Marine Search and Rescue supporting cleanup activities



Securing lines to consolidated marine debris in 1-tonne agriculture bags and getting ready for helicopter long-lining



# Environmental Management 2015 Accomplishments

## Large-Scale, Complex Tsunami Debris and Marine Debris Removal Project

Department of  
Fisheries and  
Ocean's sup-  
porting cleanup  
activities



Parks Canada supporting cleanup activities

Royal Canadian Mounted Police sup-  
porting cleanup activities



# Environmental Management 2015 Accomplishments

## Large-Scale, Complex Tsunami Debris and Marine Debris Removal Project

Marine debris collection after cleaning a shoreline in the Broken Group



Volunteer Lennart Prinsen collecting small pieces of Styrofoam south of Ucluelet's Harbour



Tseshah Beach Keepers supporting cleanup activities



Volunteers removing a very large net on George Fraser Island



# Environmental Management 2015 Accomplishments

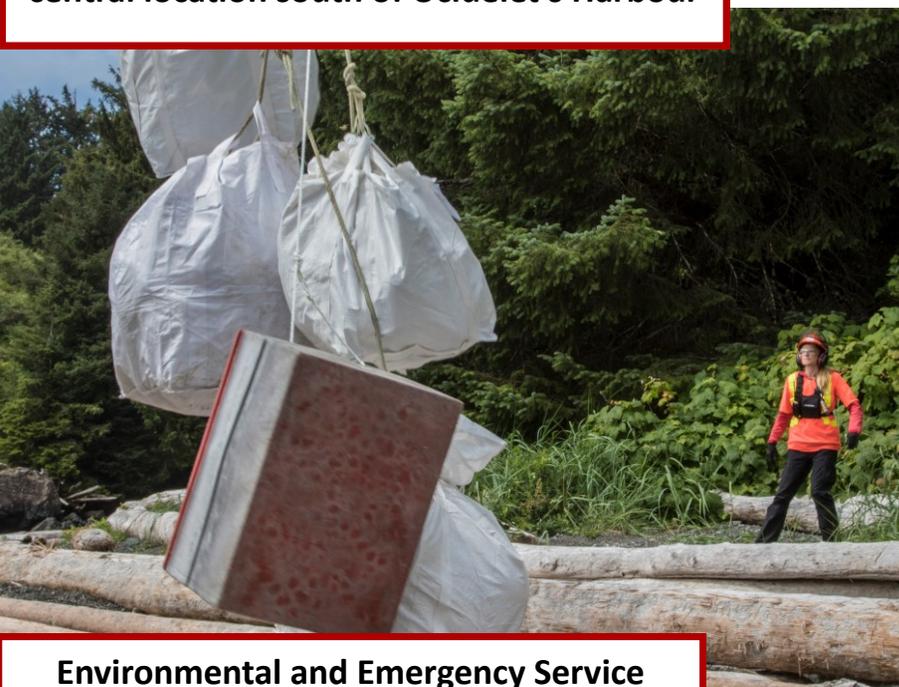
## Large-Scale, Complex Tsunami Debris and Marine Debris Removal Project



1-tonne agriculture bags consolidated at a central location south of Ucluelet's Harbour



Helicopter long-lining marine debris



Environmental and Emergency Service Manager long-lining 'super sacks' - 1 tonne agriculture bags filled with marine debris

2015 Annual Report - District of Ucluelet, Deputy ...

# Environmental Management 2016 Work Plan

## Marine Debris Program

- Continue with Ucluelet's Marine Debris Program to address JTMD:
  - Debris removal projects for the Ucluelet and Barkley Sound Shoreline Cleanup Program
  - Obtain an extension from the MoE to continue to utilize the awarded grant funds
  - Obtain additional funding from the MoE to conduct additional shoreline cleanup events
  - Collect and analyse Japanese architecture and biofouling species and reporting for the NSF
  - Continue to expand on safety plans, best management practices, and methodologies
  - Response and recovery plan (long-lining, shipping, disposing, recycling, and reusing debris items)
  - Public education, citizen involvement, and present the program to interest groups and organizations and continue with media relations
  - Work towards a JTMD memorial monument with Japanese partners and community members
  - Work with the Japan Consulate to return confirmed items to Japan
  - Provide JTMD artifacts for museum exhibits
  - Prepare a summary report to MoE for their audit review (detailed accounting, description of work completed, metric achievements, partners involved, etc.) after completing this program
  - Support emergency mitigation and preparedness outreach by remembering March 11, 2011



**Secondary school students finding Japanese marine debris at the NOAA monitoring site in 2015.**



**Japanese lumber found in Mar 2015 in the Broken Group Islands. The lumber will be used for a memorial monument.**

# Environmental Management 2016 Work Plan

## Environment Program

- Collaborate with West Coast Marine Response Corporation regarding spill response strategies for Ucluelet, participate with Area Response Planning Initiative Sill Response Pilot Project with the CCG to further enhance Canada's Marine Safety System, learn about preparations for future tanker traffic increase along the west coast of Vancouver Island, and review and provide recommendations for the MoE Land Based Spill Preparedness and Response in BC
- Coordinate marine spill response training through the Department of Fisheries and Oceans Harbour Authority Association for first responders and emergency personnel
- Assist Public Works with water conservation advancing the Water Shortage Response Plan and the Water Works Emergency Response Plan, support the maintenance and updating of systems
- Conduct hydrant testing and produce a hydrant flow map
- Support carbon reduction initiatives for the Climate Action Revenue Incentive Public report
- Assist the Planning Department with the development and revisions of bylaws and permits pertaining to the maintenance and/or development of natural ecosystems
- Research electric car stations and develop steps for installation of a new station
- Research steps towards a community composting program
- Collaborate with Yuułu?it?ath on any related or joint projects to assist with regional emergency resiliency, and partnership development with environmental and emergency initiatives + C2C workshops



Helicopter safety briefing with the specialized cleanup team.





# Planning, Bylaw, & Building Services Department Overview



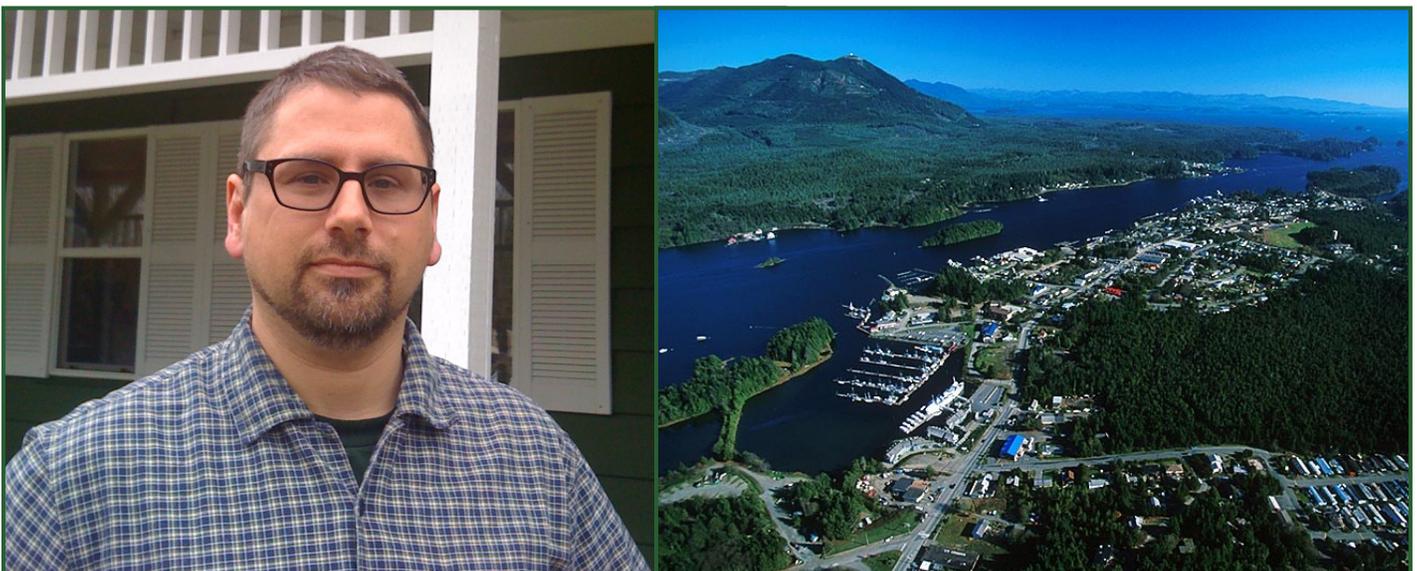
## PLANNING

The Planning Department provides professional and technical advice to Council on current and future uses of land in the District and on issues concerning housing, the environment, culture and heritage preservation, transportation, tourism, harbour and managed water uses, and socio-economic policies. Planning is responsible for the administration of zoning, land use and development applications. Community planning, parks and trail network systems, streamside protection, and long term visions such as the Official Community Plan (OCP) all help to guide the yearly work plans and objectives of this Department.

# Planning, Bylaw, & Building Services Department Overview

## The principle functions of the Planning Department are:

- ✦ Prepare land use plans and policies
- ✦ Serve the community by responding to a wide range of inquiries and applications related to the use and development of land
- ✦ Process development permits, board of variance referrals, and rezoning and subdivision applications
- ✦ Represent the District at council meetings, attend affordable housing committee meetings, and other Council appointed committees as required
- ✦ Administer land use bylaws, standards and policies while being familiar with legislation and other approving agency jurisdictions
- ✦ Review applications in accordance with community vision expressed in the Official Community Plan
- ✦ Provide public education of planning processes and opportunity for meaningful public consultation



# Planning, Bylaw, & Building Services Department Overview

## **BUILDING, LICENSE and BYLAW ENFORCEMENT**

This division of the Department maintains the quality of life for the District of Ucluelet's citizens by ensuring safety through compliance with established building codes and community adopted bylaws. This division also receives and processes complaints and coordinates the bylaw enforcement activities for the District.

### **The principle functions of this division are:**

- ✦ Process building and sign permits, conduct license inspections, and process bylaw complaints
- ✦ Conduct building permit inspections in accordance with the BCBC, Building Bylaw and other related applicable bylaws or safety codes
- ✦ Provide public education and respond to inquiries related to building, license and relevant bylaws



# Planning, Bylaw, & Building Services 2015 Accomplishments



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The preparation of an Annual Report provides the opportunity to stop and reflect over the past year. With a sense of accomplishment we are able to see the results of civic engagement, involvement and collaborative efforts in the achievement of the past year's Strategic Plan. The valuable input of our community members, business leaders and a dedicated staff and Council have once again been reflected in the successful accomplishments of the Department's 2015 Strategic Plan. The following highlights are only a few of the many

successes and learning opportunities afforded this small department's team. We look forward to providing continued excellence in providing service to our community and building a strong base for future sustainable programmes, services and clarity for developers, land owners, businesses and those who express an interest in our livable community.

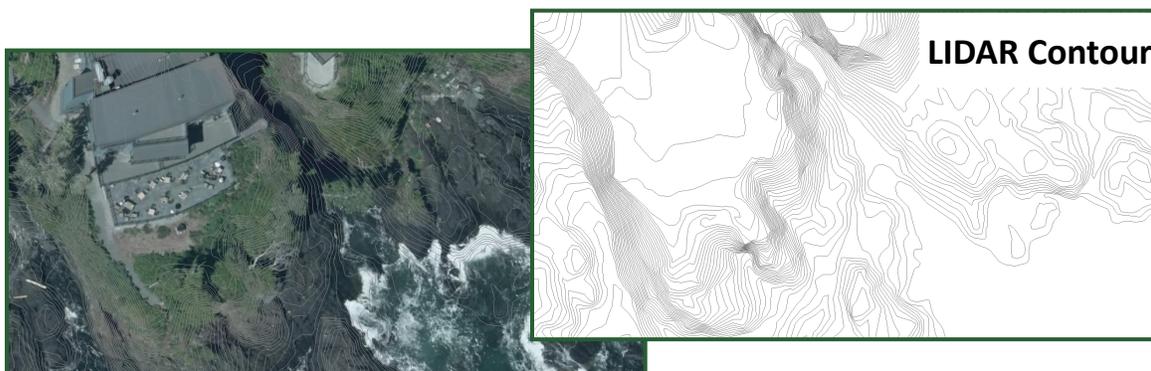


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# Planning, Bylaw, & Building Services

## 2015 Accomplishments

- ✦ Prepared the ground work for an Official Community Plan Review in 2016/2017
- ✦ Implemented a LED street lighting strategy for the conversion of Ucluelet's existing street lighting to LED technology
- ✦ Reviewed Ucluelet's street network, develop strategies to improve safety and the enhancement of the pedestrian experience. Research funding sources, grants and partnerships
- ✦ Completed an airborne Light Detection and Ranging (LiDAR) scan of the District of Ucluelet
- ✦ Completed and adopted the Development Approval Bylaw
- ✦ Implemented a review of the DDC Bylaw
- ✦ Continued to improve the in-house and public GIS system
- ✦ Researched and implemented smoking control bylaw
- ✦ Completed a Whiskey Dock historical sign
- ✦ Provided mapping, graphic skills, project management and team support for Finance, Public Works and Recreation Department on the many team projects
- ✦ Received and processed 43 Building Permit applications
- ✦ Received and processed 4 Development Permit applications
- ✦ Received and processed 2 Rezoning applications
- ✦ Received and processed 3 Board of Variance applications



# Planning, Bylaw, & Building Services Permit Statistics

## Building Permit Pivot Table

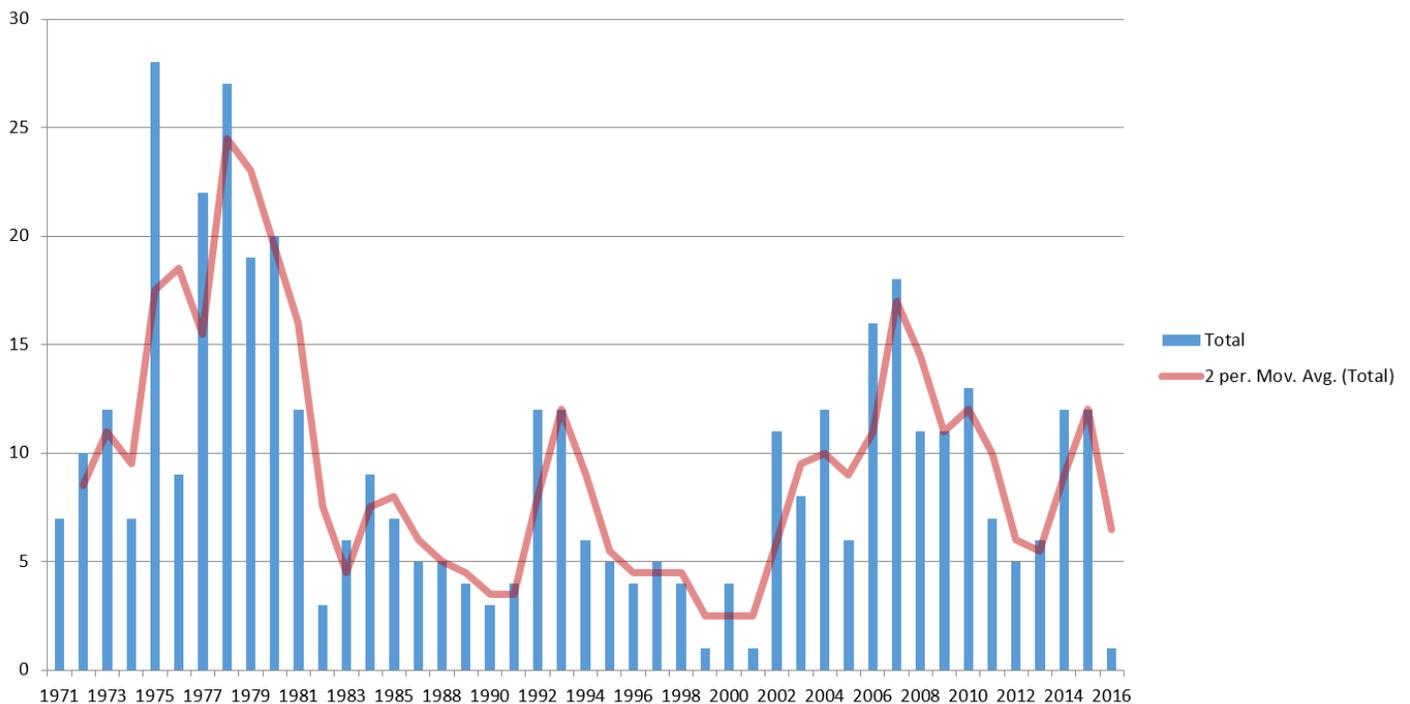
Number of Permits Issued and Total Value of Work by Building Type

Year 2015  
Permit Status (All)

Row Labels	Number of Permits	Sum of Value of Work	Sum of Permit Fee Due
Commercial	7	\$ 107,800.00	\$ 1,204.60
Demolition	2		\$ 70.00
Institutional	1		
Residential	30	\$ 3,572,210.50	\$ 26,961.04
(blank)			
Excavation	2		\$ 70.00
Commercial/Residential	1	\$ 3,500.00	\$ 67.50
<b>Grand Total</b>	<b>43</b>	<b>\$ 3,683,510.50</b>	<b>\$ 28,373.14</b>



## Total SFD Permits Issued by Year



# Planning, Bylaw, & Building Services

## 2016 Work Plan

As we move forward into 2015 we continue to build upon the successes of the past year(s). Much has been done in the past few years to ensure that we can indeed 'build' with a sure foundation; bylaws which are current, fees and processes which are relevant and sound, good communication and community relationships and ensuring that all is viewed through our Community Vision expressed in the recently adopted Official Community Plan. With this in mind and in keeping with the District's Vision, Values and Mission statements the Planning, Bylaw and Building Services Department continues to review departmental bylaws, fees, and procedural bylaws. We continue to provide increased accuracy in our updated GIS system and have moved towards electronic filing and storage of building and development approvals. Staff continue to support public engagement and strive to provide a high level of service. The feedback from the development community indicates that we are well on our way.

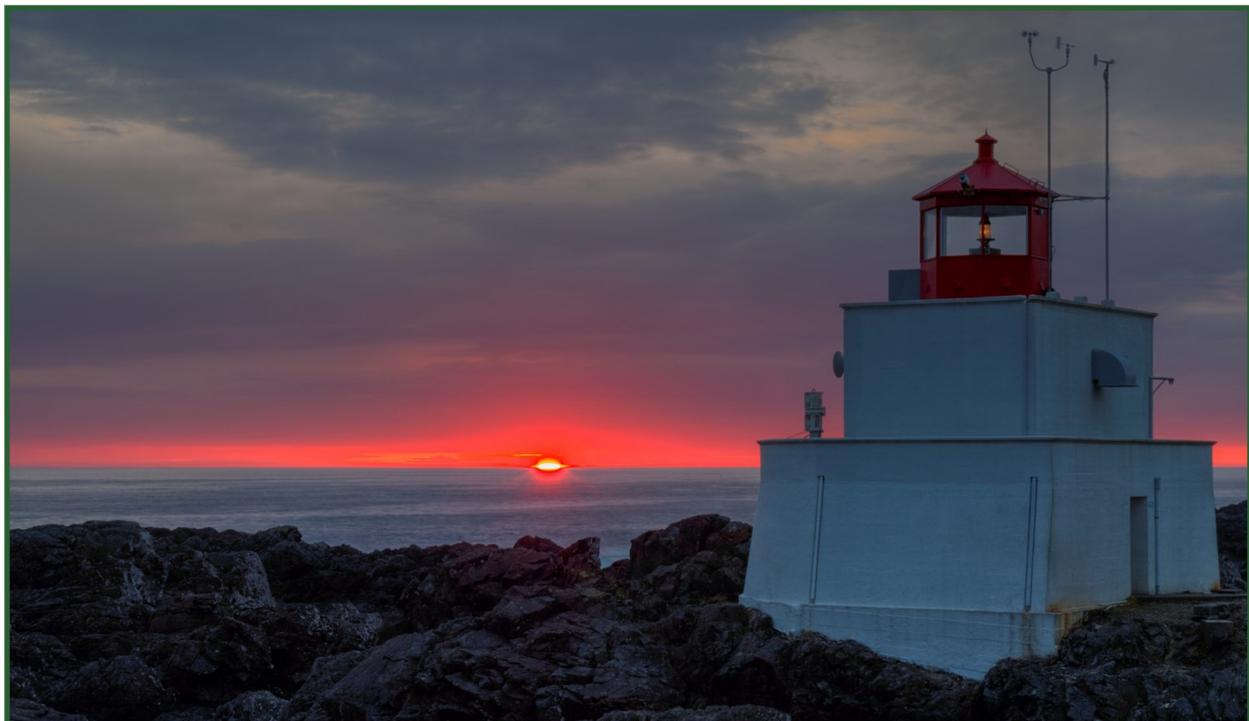
### Further objectives and plans for 2016 are:

- ✦ Implement the public outreach for the Official Community Plan Review
- ✦ Work with Parks and Recreation on a review of the communities pedestrian connectors
- ✦ Continue to develop a strategy , funding sources and partners to increase the safety of the Peninsula Road/ Main Street intersection
- ✦ Continue the organization and digitization of past developments
- ✦ Continue the development of internal systems to improve file tracking and access
- ✦ Review, analyses and report on the LED street lighting pilot lights
- ✦ Develop a purchasing and implementation strategy for of the of LED street lighting
- ✦ Explore adding a requirement for all new developments to install LED street lighting to the Subdivision Control Bylaw
- ✦ Review Ucluelet's street network, develop strategies to improve safety and the enhancement of the pedestrian experience. Research funding sources, grants and partnerships
- ✦ Review the Zoning Bylaw and develop and "Zoning Clean Up" amendment



# Planning, Bylaw, & Building Services 2016 Work Plan

- ✚ Review Housing Policies and develop objectives and projects for Affordable Housing Committee
- ✚ Support the development of the Wild Pacific Trail extension
- ✚ Continue to work with and encourage Ukee Friday Night Market in establishing a sense of community place in the Village Green
- ✚ Continue to build upon our desire to promote good communication, clarity of process and procedures, accuracy and surety in documentation and to provide excellence in service to both our citizens and neighbours of Ucluelet as well as to the development community



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# Public Works Department Overview



# Public Works Department Overview

The Ucluelet Public Works department is comprised of a team of highly skilled people who are on call 24/7, 365 days a year, to ensure the community infrastructure is in good working order to enhance the community's health, safety, and overall quality of life. In addition to daily infrastructure, facility maintenance, and long-term infrastructure planning, the Public Works department takes on a number of key projects each year.

## Key responsibilities of Ucluelet's Public Works staff includes:

- 24/7/365 response to any issues with community infrastructure and facilities
- Plans for enhancing efficiencies and replacement of infrastructure over time, for example, SCADA\* & Bay Street Water Treatment Plant upgrade
- Monthly inspection of facilities, playgrounds and key infrastructure
- Record keeping of municipal infrastructure and facilities
- Staff training on an ongoing basis of water and sewer systems and grounds maintenance
- Maintenance of sewer system to meet National and Provincial standards, including treatment, transport and pump maintenance
- Maintenance of water system to Provincial standards, including purification and transport
- Maintenance of municipal roads and sidewalks, the Wild Pacific Trail, signage, grounds, facilities, parks, public washrooms and public garbage containers
- Conducting set-up, maintenance, and takedown for special events, for example: Ukee days and Canada Day



\* SCADA - stands for *supervisory control and data acquisition*. For Ucluelet the SCADA system is a computer system that monitors and controls water/reservoir infrastructure.

# Public Works 2015 Accomplishments



# Public Works

## 2015 Accomplishments

- ☑ **Water Master Plan:** Preliminary work was completed in 2015 on the water master plan and work continues in 2016 on this project. Water Master Plans are a review of municipal water systems. The plan establishes guiding principles for an integrated water utility structure to serve current and future water supply needs for the community.
- ☑ **Well #3 conditioning:** As part of the wellfield rehabilitation and maintenance program each well is treated and cleaned to remove sediment build-up within the wellhead casing. This year well #3 was treated.
- ☑ **Well #4 Upgrade:** Well #4 upgrade has been progressively moving forward in 2015. The work completed this year was the construction of a Variable Frequency Drive (VFD) Cabinet mounted inside the control room. The completion of the electrical component will be in 2016.
- ☑ **Cleaning Matterson/Highway Reservoirs:** In 2015 Staff completed the operational procedures and developed a schedule to clean both reservoirs. The process required the reservoir to be off- line and drained prior to work commencing, while still maintaining water within the distribution system. This project required timing and water sources to be replenished, therefore the work was carried over and to be completed early in 2016.
- ☑ **Paving/walkway repairs:** there were multiple sections of roads and pathways completed this year. Some of these section were Bat Street (2 locations), Larch, the multi-use path and the Ucluelet Community Center Parking.



# Public Works

## 2015 Accomplishments

- Flashing Beacon Peninsula/Main:** As part of the ICBC recommendation Staff installed a solar powered flashing beacon at the corner Peninsula/Main. The beacon provides awareness and early notification to the intersection.
- Sewer:** Sewer main improvements along Helen Road and Matterson Drive. The installation of a 200mm sewer main was installed. The design provided provisions to allow for residents along Matterson Drive to tie into the main sewer system network.
- Boat Launch:** Three concrete ramps were added to the community Boat Launch. The ramps were constructed by staff and added to the end of the exciting ramp. The new ramps provide a longer and easier transition for launching vessels.
- Little Beach Improvements:** Staff were able to revitalize this existing area within the community. The area was cleared and brushed out providing a more open look. A new walkway was constructed to provide easier access to the beach area. New parking lot improvement were also added which included paving a bigger parking section, parking lot layout and stalls and a picnic table for the community to
- BMX Track:** With the communities involvement Staff constructed a Bike Track. The Track is approximately 144m long and 6m wide. There is a series of bumps and turn for the community to enjoy and a provision put in for a future outdoor volleyball court.
- He-Tin-Kis/George Fraser Park:** The he-tin-is parking area and the George Frazer Park both have received refurbished picnic benches in their area. Staff were also able to refurbish the exiting sign for the He-Tin –Kis trail and have it installed.
- Public Works Week:** The Public Works and Parks staff hosted students from the Ucluelet Elementary School at the public works yard. Staff was on hand to discuss day to day operations, safety and display some of the equipment used to do the work.

# Public Works 2016 Work Plan

In 2015, the Public Works Department will endeavour to:

- ◆ Implement a core review on departmental staff to identify their strengths and weaknesses so that they can be provided with proper direction and training
- ◆ Continue with OH&S training
- ◆ Standard First Aid re-certification for all crew members
- ◆ Traffic Control certification for all crew members
- ◆ Certification of public works in water and wastewater field

Public Works is committed to providing the following services for the citizens of Ucluelet now and into the future:

- ◆ Continue providing safe drinking water in a reliable and cost effective manner and look for foreseeable quality improvements
- ◆ Provide support and assistance to all departments
- ◆ Continue with the implemented capital works plan and try to meet and exceed target budgets provided to projects
- ◆ Carry on with preventative maintenance programs to ensure public infrastructure is maintained and look for immediate and long term solutions for better efficiencies
- ◆ Work with developers and their agents, engineers and contractors to ensure their construction and design is in compliance with District standards, regulations and requirements re: new sub-division bylaw
- ◆ Provide 24 hour emergency services and timely response to emergency needs and plan for upgrades and improvements to help assist re: axillary power at all our high output lift stations

## The Public Works department's key responsibilities include:

- |   |   |
|---|---|
| <input type="checkbox"/> Cleaning of Matterson and the Highway Reservoirs | <input type="checkbox"/> Lift Station control buildings             |
| <input type="checkbox"/> Water Master Plan                                | <input type="checkbox"/> Paving                                     |
| <input type="checkbox"/> Well #4  | <input type="checkbox"/> ICBC Recommendations (medium risk signage) |
| <input type="checkbox"/> Interconnection Station                          | <input type="checkbox"/> Boat Launch                                |
| <input type="checkbox"/> SCADA Controls                                   | <input type="checkbox"/> Big Beach Parking                          |

# District of Ucluelet Annual Report 2015

## Auditor's Report



**KPMG LLP**  
**Chartered Professional Accountants**  
 St. Andrew's Square II  
 800-730 View Street  
 Victoria BC V8W 3Y7  
 Canada

Telephone (250) 480-3500  
 Fax (250) 480-3539  
 Internet [www.kpmg.ca](http://www.kpmg.ca)

### INDEPENDENT AUDITORS' REPORT

*To the Mayor and Councillors of The District of Ucluelet*

We have audited the accompanying consolidated financial statements of The District of Ucluelet, which comprise the consolidated statement of financial position as at December 31, 2015, the consolidated statements of operations, change in net financial assets and cash flows for the year then ended, and notes, comprising a summary of significant accounting policies and other explanatory information.

#### *Management's Responsibility for the Consolidated Financial Statements*

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

#### *Auditors' Responsibility*

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on our judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.

# District of Ucluelet Annual Report 2015

## Auditor's Report

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### *Opinion*

In our opinion, the consolidated financial statements present fairly, in all material respects, the consolidated financial position of The District of Ucluelet as at December 31, 2015, and its consolidated results of operations, its consolidated changes in net financial assets and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.



Chartered Accountants

# District of Ucluelet Annual Report 2015

## Financial Reporting Responsibilities

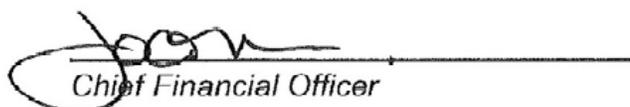
The accompanying consolidated financial statements of the District of Ucluelet (the "District") are the responsibility of management and have been prepared in compliance with applicable legislation, and in accordance with generally accepted accounting standards for local governments as established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. A summary of the significant accounting policies are described in note 1 to the consolidated financial statements. The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The District's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the financial statements. These systems are monitored and evaluated by management.

Mayor and Council meet with management and the external auditors to review the consolidated financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the consolidated financial statements.

The consolidated financial statements have been audited by KPMG LLP, independent external auditors appointed by the District. The accompanying Independent Auditors' Report outlines their responsibilities, the scope of their examination and their opinion on the District's financial statements.

On behalf of the District of Ucluelet ,

  
Chief Financial Officer



Consolidated Financial Statements of

## **DISTRICT OF UCLUELET**

Year ended December 31, 2015

***DRAFT***

# DISTRICT OF UCLUELET

Consolidated Financial Statements

Year ended December 31, 2015

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Consolidated Statement of Change in Net Financial Assets	5
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## **MANAGEMENT'S RESPONSIBILITY FOR THE CONSOLIDATED FINANCIAL STATEMENTS**

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*Chief Financial Officer*



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### *Management's Responsibility for the Consolidated Financial Statements*

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

### *Auditors' Responsibility*

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on our judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### *Opinion*

In our opinion, the consolidated financial statements present fairly, in all material respects, the consolidated financial position of The District of Ucluelet as at December 31, 2015, and its consolidated results of operations, its consolidated changes in net financial assets and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Chartered Professional Accountants

Month DD, YYYY  
 Victoria, Canada

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# DISTRICT OF UCLUELET

## Consolidated Statement of Financial Position

December 31, 2015, with comparative information for 2014

	2015	2014
<b>Financial assets:</b>		
Cash and cash equivalents	\$ 439,510	\$ 2,574,791
Restricted cash	22,463	27,422
Investments	4,865,830	1,639,358
Accounts receivable (note 3)	874,054	1,358,077
Properties held for sale	34,593	79,998
	<u>6,236,450</u>	<u>5,679,646</u>
<b>Financial liabilities:</b>		
Accounts payable and accrued liabilities (note 4)	652,963	767,792
Refundable deposits	41,093	30,066
Deferred revenue (note 5)	355,781	335,493
Development cost charges (note 6)	824,552	811,674
Debt (note 7)	1,774,248	1,863,522
	<u>3,648,637</u>	<u>3,808,547</u>
<b>Net financial assets</b>	2,587,813	1,871,099
<b>Non-financial assets:</b>		
Tangible capital assets (note 8)	36,742,341	37,583,794
Inventory of supplies	24,134	34,134
Prepaid expenses	29,244	59,203
	<u>36,795,719</u>	<u>37,677,131</u>
Commitments and contingencies (note 14)		
<b>Accumulated surplus (note 9)</b>	<u>\$ 39,383,532</u>	<u>\$ 39,548,230</u>

The accompanying notes are an integral part of these consolidated financial statements.

On behalf of the District:

\_\_\_\_\_  
Chief Financial Officer

# DISTRICT OF UCLUELET

## Consolidated Statement of Operations

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

	Financial plan (note 15)	2015	2014
<b>Revenue:</b>			
Taxation, net (note 10)	\$ 2,579,004	\$ 2,811,136	\$ 2,780,591
Sale of services	1,775,385	1,541,509	1,540,448
Other revenue from own sources	108,050	264,591	285,442
Investment income	-	63,160	39,596
Grants and contributions (note 11)	745,689	598,627	1,197,329
<b>Total revenue</b>	<b>5,208,128</b>	<b>5,279,023</b>	<b>5,843,406</b>
<b>Expenses:</b>			
General government services	1,140,267	1,068,527	911,965
Protective services	486,668	398,005	317,349
Transportation services	1,218,535	1,198,828	1,234,468
Planning and environmental services	298,680	220,320	302,728
Recreation and cultural services	1,412,136	1,451,721	1,275,832
Sewer utility	539,366	559,581	519,226
Water utility	385,934	546,739	566,069
	<b>5,481,586</b>	<b>5,443,721</b>	<b>5,127,637</b>
Annual surplus (deficit)	(273,458)	(164,698)	715,769
Accumulated surplus, beginning of year	39,548,230	39,548,230	38,832,461
<b>Accumulated surplus, end of year</b>	<b>\$ 39,274,772</b>	<b>\$ 39,383,532</b>	<b>\$ 39,548,230</b>

The accompanying notes are an integral part of these consolidated financial statements.

## DISTRICT OF UCLUELET

### Consolidated Statement of Change in Net Financial Assets

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

	Financial plan (note 15)	2015	2014
Annual surplus (deficit)	\$ (273,458)	\$ (164,698)	\$ 715,769
Acquisition of tangible capital assets	(1,143,700)	(276,526)	(145,910)
Amortization of tangible capital assets	740,000	1,117,979	1,102,120
Loss on disposal of work in progress	-	-	36,134
	(403,700)	841,453	992,344
Net acquisition of inventory of supplies	-	10,000	10,250
Net acquisition (consumption) of prepaid expenses	-	29,959	(29,362)
Change in net financial assets	(677,158)	716,714	1,689,001
Net financial assets, beginning of year	1,871,099	1,871,099	182,098
Net financial assets, end of year	\$ 1,193,941	\$ 2,587,813	\$ 1,871,099

The accompanying notes are an integral part of these consolidated financial statements.

# DISTRICT OF UCLUELET

## Consolidated Statement of Cash Flows

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

	2015	2014
Cash provided by (used in):		
<b>Operating activities:</b>		
Annual surplus	\$ (164,698)	\$ 715,769
Items not involving cash:		
Amortization of tangible capital assets	1,117,979	1,102,120
Loss on disposal of work in progress	-	36,134
Actuarial adjustment on debt	(17,564)	(15,460)
Change in non-cash operating assets and liabilities:		
Accounts receivable	484,023	778,658
Properties held for sale	45,405	(48,801)
Accounts payable and accrued liabilities	(114,829)	(133,613)
Refundable deposits	11,027	(4,092)
Deferred revenue	20,288	(530,448)
Development cost charges	12,878	4,746
Inventory of supplies	10,000	10,250
Prepaid expenses	29,959	(29,362)
	<u>1,434,468</u>	<u>1,885,901</u>
<b>Capital activities:</b>		
Acquisition of tangible capital assets	(276,526)	(145,910)
	<u>(276,526)</u>	<u>(145,910)</u>
<b>Investing activities:</b>		
Decrease (increase) in restricted cash	4,959	(772)
Decrease (increase) in investments	(3,226,472)	278,135
	<u>(3,221,513)</u>	<u>277,363</u>
<b>Financing activities:</b>		
Proceeds on debt	-	43,700
Capital lease repaid	(9,993)	(26,648)
Debt repaid	(61,717)	(61,717)
	<u>(71,710)</u>	<u>(44,665)</u>
Increase (decrease) in cash and cash equivalents	(2,135,281)	1,972,689
Cash and cash equivalents, beginning of year	2,574,791	602,102
Cash and cash equivalents, end of year	<u>\$ 439,510</u>	<u>\$ 2,574,791</u>
Supplemental cash flow information:		
Cash paid for interest	\$ 82,929	\$ 82,360
Cash received from interest	60,116	39,596

The accompanying notes are an integral part of these consolidated financial statements.

# DISTRICT OF UCLUELET

## Notes to Consolidated Financial Statements

Year ended December 31, 2015

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District of Ucluelet (the "District") is a municipality in the Province of British Columbia and operates under the provisions of the Local Government Act and the Community Charter of British Columbia. The District's principal activities include the provision of local government services to residents of the incorporated area.

### 1. Significant accounting policies:

The consolidated financial statements of the District are prepared by management in accordance with Canadian public sector accounting standards for governments as recommended by the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants of Canada. Significant accounting policies adopted by the District are as follows:

(a) Reporting entity:

The consolidated financial statements reflect the combination of all the assets, liabilities, revenues, expenses, and accumulated surplus of the District. Inter-departmental balances and transactions have been eliminated. The consolidated financial statements of the District also include the activities of the Ucluelet Economic Development Corporation which is owned by the District. The District administers certain trust assets on behalf of external parties which are excluded from the financial statements.

(b) Basis of accounting:

The District follows the accrual method of accounting for revenues and expenses. Revenues are normally recognized in the year in which they are earned and measurable. Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and/or the creation of a legal obligation to pay.

(c) Government transfers:

Government transfers are recognized in the consolidated financial statements as revenues in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made, except when and to the extent the transfer gives rise to an obligation that meets the definition of a liability.

(d) Property tax revenue:

Property tax revenue is recognized on the accrual basis using the approved tax rates and the anticipated assessment related to the current year.

# DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2015

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## 1. Significant accounting policies (continued):

### (e) Deferred revenue:

Deferred revenue includes grants, contributions and other amounts received from third parties pursuant to legislation, regulation and agreement which may only be used in certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred, services performed, or the tangible capital assets are acquired, thereby extinguishing the related liability.

### (f) Development cost charges:

Development cost charges are amounts which are restricted by government legislation or agreement with external parties. When qualifying expenditures are incurred development cost charges are recognized as revenue in amounts which equal the associated expenses.

### (g) Cash and cash equivalents:

Cash and cash equivalents include short-term, highly liquid investments with a term to maturity of 90 days or less at acquisition. Cash equivalents also include investments in the Municipal Finance Authority of British Columbia ("MFA") Money Market Funds which are recorded at cost plus earnings reinvested in the funds.

### (h) Deposits and prepayments:

Receipts restricted by third parties are deferred and recorded as deposits and are refundable under certain circumstances. Deposits and prepayments are recognized as revenue when qualifying expenditures are incurred.

### (i) Employee future benefits:

The District and its employees make contributions to the Municipal Pension Plan. These contributions are expensed as incurred.

Sick leave and other benefits are available to the District's employees. The costs of these benefits are estimated based on accumulated sick leave and best estimates of future usage and expected future salary and wage increases. The obligations under these benefit plans are accrued based on projected benefits as the employees render services necessary to earn the future benefits.

# DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2015

## 1. Significant accounting policies (continued):

### (j) Properties held for sale:

Properties held for sale represent tax sale properties which are ready and available to be sold. They are valued at lower of cost or expected net realizable value. No amortization is recorded on properties held for sale.

### (k) Investment income:

Investment income is reported as revenue in the period earned. When required by the funding government or related Act, investment income earned on deferred revenue, development cost charges and deposits and prepayments is added to the investment and forms part of the liability balance.

### (l) Debt:

Debt is recorded net of related payments and actuarial earnings.

### (m) Non-financial assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

#### (i) Tangible capital assets

Tangible capital assets are recorded at cost which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The costs, less residual value, of the tangible capital assets, excluding land, are amortized on a straight line basis over their estimated useful lives as follows:

Asset	Useful life - years
Buildings	10 - 60
Equipment	5 - 25
Other structures	15 - 50
Roads	20 - 60
Sewer structures	10 - 50
Drainage structures	30 - 50
Water structures	10 - 50

# DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2015

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## 1. Significant accounting policies (continued):

### (m) Non-financial assets (continued):

#### (i) Tangible capital assets (continued)

Amortization is charged annually, including in the year of acquisition and disposal. Assets under construction are not amortized until the asset is available for productive use.

Tangible capital assets are written down when conditions indicate that they no longer contribute to the District's ability to provide goods and services, or when the value of future economic benefits associated with the asset are less than the book value of the asset.

#### (ii) Contributions of tangible capital assets

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and also are recorded as revenue.

#### (iii) Natural resources

Natural resources that have not been purchased are not recognized as assets in the consolidated financial statements.

#### (iv) Works of art and cultural and historic assets

Works of art and cultural and historic assets are not recorded as assets in these consolidated financial statements.

#### (v) Interest capitalization

The District does not capitalize interest costs associated with the acquisition or construction of a tangible capital asset.

#### (vi) Leased tangible capital assets

Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as leased tangible capital assets. All other leases are accounted for as operating leases and the related payments are charged to expenses as incurred.

# DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2015

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## 1. Significant accounting policies (continued):

(m) Non-financial assets (continued):

(vii) Inventory of supplies

Inventory of supplies held for consumption are recorded at lower of cost and replacement cost.

(n) Use of estimates:

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the period. Significant estimates include assumptions used in estimating historical cost and useful lives of tangible capital assets and estimating provisions for accrued liabilities including employee future benefits and contingencies. Actual results could differ from these estimates.

(o) Adoption of new accounting policy:

The District adopted Public Sector Accounting Board Standard PS 3260 Liability for Contaminated Sites effective January 1, 2015. Under PS 3260, contaminated sites are defined as the result of contamination being introduced in air, soil, water or sediment of a chemical, organic, or radioactive material or live organism that exceeds an environmental standard. This Standard relates to sites that are not in productive use and sites in productive use where an unexpected event resulted in contamination. The District adopted this standard on a retroactive basis and there were no adjustments to surplus as a result of the adoption of this standard.

## 2. Comparative information:

Certain 2014 comparative information has been reclassified to conform with the financial statement presentation adopted for the current year.

# DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2015

### 3. Accounts receivable:

	2015	2014
Property taxes	\$ 677,302	\$ 1,100,541
Due from other governments	24,344	54,989
General, business licenses, utilities	124,134	149,538
Other	67,690	53,244
Allowance for doubtful accounts	(19,416)	(235)
	<b>\$ 874,054</b>	<b>\$ 1,358,077</b>

### 4. Accounts payable and accrued liabilities:

	2015	2014
Trade accounts payable	\$ 419,935	\$ 535,708
Salaries and wages payable	66,734	57,541
Accrued employee benefits	115,100	118,418
Due to other governments	26,598	29,879
Accrued interest	13,876	15,442
Other	10,720	10,804
	<b>\$ 652,963</b>	<b>\$ 767,792</b>

# DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2015

## 5. Deferred revenue:

	2015	2014
Hotel resort tax	\$ 302,437	\$ 238,922
Property taxes	29,053	15,226
Grants	13,427	67,218
Other	10,864	14,127
<b>Total deferred revenue</b>	<b>\$ 355,781</b>	<b>\$ 335,493</b>

## 6. Development cost charges:

Development cost charges represent funds received from developers and deposited into a separate reserve fund for capital expenditures. The District records these funds as a liability upon receipt which is then recognized as revenue when the related costs are incurred.

	Opening balance	Net receipts	Draw down	Interest	Closing balance
Roads	\$ 15,480	\$ 1,726	\$ -	\$ 166	\$ 17,372
Storm water	198,145	-	-	2,126	200,271
Sewer	405,850	1,271	-	3,044	410,165
Water	43,781	1,780	-	328	45,889
Parks	148,418	845	-	1,592	150,855
	<b>\$ 811,674</b>	<b>\$ 5,622</b>	<b>\$ -</b>	<b>\$ 7,256</b>	<b>\$ 824,552</b>

## DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2015

### 7. Debt:

- (a) The District issues debt instruments through the Municipal Finance Authority (MFA), pursuant to security issuing bylaws under authority of the Local Government Act, to finance certain capital expenditures.

	Gross debt	Repayments and actuarial earnings	Net debt 2015	Net debt 2014
MFA Issue 117	\$ 1,948,000	\$ 200,366	\$ 1,747,634	\$ 1,800,706
MFA Issue 73	300,000	300,000	-	26,208
Debt	2,248,000	500,366	1,747,634	1,826,914
Capital lease obligations	43,700	17,085	26,614	36,608
	<b>\$ 2,291,700</b>	<b>\$ 517,451</b>	<b>\$ 1,774,248</b>	<b>\$ 1,863,522</b>

As a condition of the borrowing through the MFA, the District is obligated to lodge security by means of demand notes and interest bearing cash deposits based on the amount of the borrowing. The deposits are included in the District's financial statements as restricted cash. If the debt is repaid without default, the deposits are refunded to the District. The notes, which are contingent in nature, are held by the MFA to act as security against the possibility of debt repayment default and are not recorded in the financial statements. Upon the maturity of a debt issue the demand notes are released and deposits refunded to the District. As at December 31, 2015 there were contingent demand notes of \$35,563 (2014 - \$49,094) which are not included in the financial statements of the District.

The loan agreements with the Alberni-Clayoquot Regional District and the MFA provide that, if at any time the scheduled payments provided for in the agreements are not sufficient to meet the MFA's obligations in respect to such borrowings, the resulting deficiency becomes a liability of the District.

- (b) Principal and interest payments on debt for the next five years are as follows:

2016	\$ 110,085
2017	110,085
2018	110,085
2019	110,085
2020	110,085

## DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2015

### 7. Debt (continued):

(c) Interest expense:

Interest paid during the year was \$82,929 (2014 - \$82,360).

(d) The District leases certain municipal hall and fire department equipment under capital lease agreements. The District will acquire ownership of the equipment at the end of the lease term. Principle and interest repayments are due as shown.

2016	\$	9,192
2017		9,192
2018		9,014
		27,398
Less amount representing interest (at a rate of prime plus 1%)		(783)
Present value of net minimum capital lease payments	\$	26,615

**DISTRICT OF UCLUELET**

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2015

**8. Tangible capital assets:**

2015	Land	Sewer structures	Buildings	Vehicles and equipment	Other structures	Roads	Drainage structures	Water structures	Total 2015
<b>Cost:</b>									
Balance, beginning of year	\$11,588,490	8,628,817	10,923,440	2,432,315	3,070,213	7,541,643	1,559,012	5,461,353	\$51,205,283
Additions	-	34,753	7,710	13,174	50,604	105,293	-	64,992	276,526
Balance, end of year	11,588,490	8,663,570	10,931,150	2,445,489	3,120,817	7,646,936	1,559,012	5,526,345	51,481,809
<b>Accumulated amortization:</b>									
Balance, beginning of year	-	3,745,643	1,713,889	1,305,153	1,256,922	3,087,157	543,215	1,969,510	13,621,489
Amortization	-	206,263	222,808	162,359	140,491	189,083	35,964	161,011	1,117,979
Balance, end of year	-	3,951,906	1,936,697	1,467,512	1,397,413	3,276,240	579,179	2,130,521	14,739,468
Net book value, end of year	\$11,588,490	4,711,664	8,994,453	977,977	1,723,404	4,370,696	979,833	3,395,824	\$36,742,341

**DISTRICT OF UCLUELET**

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2015

**8. Tangible capital assets (continued):**

2014	Land	Sewer structures	Buildings	Vehicles and equipment	Other structures	Roads	Drainage structures	Water structures	Total 2014
<b>Cost:</b>									
Balance, beginning of year	\$11,588,490	8,432,650	10,905,180	2,388,705	2,928,496	7,540,125	1,559,012	3,948,239	49,290,897
Additions	-	196,167	18,260	43,610	141,717	1,518	-	1,513,114	1,914,386
Balance, end of year	11,588,490	8,628,817	10,923,440	2,432,315	3,070,213	7,541,643	1,559,012	5,461,353	51,205,283
<b>Accumulated amortization:</b>									
Balance, beginning of year	-	3,539,988	1,490,486	1,147,273	1,118,207	2,899,481	507,282	1,816,652	12,519,369
Amortization	-	205,655	223,403	157,880	138,715	187,676	35,933	152,858	1,102,120
Balance, end of year	-	3,745,643	1,713,889	1,305,153	1,256,922	3,087,157	543,215	1,969,510	13,621,489
Net book value, end of year	\$11,588,490	4,883,174	9,209,551	1,127,162	1,813,291	4,454,486	1,015,797	3,491,843	\$37,583,794

# DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2015

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## 8. Tangible capital assets (continued):

### (a) Contributed tangible capital assets:

There were no contributed assets recognized during the year.

### (b) Tangible capital assets disclosed at nominal values:

Where an estimate of fair value could not be made, the tangible capital asset has been recognized at a nominal value.

### (c) Works of art and historical treasures:

The District manages and controls various works of art and non-operational historical cultural assets including buildings, artifacts, paintings and sculptures located at District sites and public display areas. These assets are not recorded as tangible capital assets and are not amortized.

### (d) Write-down of tangible capital assets:

No write-down of tangible capital assets occurred during the year.

# DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2015

## 9. Accumulated surplus:

Accumulated surplus consists of individual fund surplus and reserves and reserve funds as follows:

	2015	2014
Investment in tangible capital assets	\$ 34,968,093	\$ 35,720,272
Reserve funds and other surplus	3,377,996	2,922,588
Gas Tax Agreement Reserve	1,037,443	905,370
	<b>\$ 39,383,532</b>	<b>\$ 39,548,230</b>

## 10. Taxation:

Taxation revenue, reported on the statement of operations, is comprised of the following:

	2015	2014
Municipal purposes:		
General	\$ 2,505,444	\$ 2,475,421
Utility	37,942	39,057
Parcel taxes	205,490	203,080
Grants in lieu of taxes	62,260	63,033
	<b>2,811,136</b>	<b>2,780,591</b>
Taxes levied for other authorities:		
School authorities	1,294,023	1,301,315
RCMP	131,218	129,575
Regional Hospital	147,624	173,861
Regional District	249,815	210,465
BC Assessment Authority	31,833	32,628
Vancouver Island Regional Library	98,859	95,251
Municipal Finance Authority	101	100
	<b>1,953,473</b>	<b>1,943,195</b>
<b>Total taxes collected</b>	<b>\$ 4,764,609</b>	<b>\$ 4,723,786</b>

# DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2015

## 11. Grants and contributions:

The District recognizes the transfer of government funding received as revenues in the period that the events giving rise to the transfer occurred and the eligibility criteria have been met. Grants and contributions reported on the statement of operations are comprised of:

	2015	2014
Operating transfers:		
Small communities and equalization payments	\$ 335,609	\$ 204,325
Other	118,094	52,486
	453,703	256,811
Capital transfers:		
Other	27,736	35,148
Gas Tax Agreement Funds	117,188	905,370
	144,924	940,518
<b>Total revenue</b>	<b>\$ 598,627</b>	<b>\$ 1,197,329</b>

The District receives Federal Gas Tax Agreement Funds through an agreement with the Union of BC Municipalities. Effective April 1, 2014 the agreements were revised for all new funding and for amounts unspent from prior periods. The new agreement broadened the scope of eligible expenditures for these funds and eliminated certain potential repayment criteria. These changes resulted in a change in the accounting for such funds and all amounts are now recognized when received. In fiscal 2014, all amounts previously deferred were recognized into revenue, including amounts received in the period.

## 12. Pension plan:

The District and its employees contribute to the Municipal Pension Plan (the "Plan"), a jointly trustee pension plan. The Board of Trustees, representing plan members and employers, is responsible for overseeing the management of the Plan, including investment of the assets and administration of benefits. The Plan is a multi-employer contributory pension plan. Basic pension benefits provided are based on a formula. The plan has about 185,000 active members and approximately 80,000 retired members. Active members include approximately 37,000 contributors from local government.

# DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2015

## 12. Pension plan (continued):

The most recent actuarial valuation as at December 31, 2012 indicated a \$1,370 million funding deficit for basic pension benefits. The next valuation will be as at December 31, 2015 with results available later in 2016. Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution plan accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate with the result that there is no consistent and reliable basis for allocating the obligation, assets and cost to the individual employers participating in the Plan.

The District paid \$115,998 (2014 - \$106,935) for employer contributions to the plan in fiscal 2015.

## 13. Trust funds:

Trust funds administered by the District have not been included in the consolidated statement of financial position nor have their operations been included in the consolidated statement of operations. The District holds trust funds under British Columbia law for the purposes of maintaining a public cemetery.

	2015		2014	
Opening balance	\$	24,994	\$	24,964
Interest earned		30		30
Ending balance	\$	25,024	\$	24,994

## 14. Commitments and contingencies:

- (a) Debt issued by the Regional District of Alberni Clayoquot ("RDAC"), under provisions of the Local Government Act, is a direct, joint and several liability of the RDAC and each member municipality within the RDAC, including the District.
- (b) In the normal course of a year, claims for damages are made against the District. The District records an accrual in respect of legal claims that are likely to be successful and for which a liability amount is reasonably determinable. The District is self-insured for general liability claims through membership in the Municipal Insurance Association of British Columbia. Under this program, member municipalities are to share jointly for general liability claims against any member in excess of \$5,000. Should the Association pay out claims in excess of premiums received, it is possible that the District, along with the other participants, would be required to contribute towards the deficit.

# DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2015

## 15. Financial plan data:

The financial plan data presented in these financial statements is based upon the 2015 operating and capital budgets approved by Council on May 14, 2015. The chart below reconciles the approved financial plan to the financial plan figures reported in these financial statements. Cemetery expenses are included in the financial plan but excluded from annual deficit because these funds are held in trust and not reported in the financial statements of the District (note 14).

	Financial plan amount
Revenues:	
Financial plan	\$ 5,208,128
Total revenue	5,208,128
Expenses:	
Financial plan	5,498,206
Less cemetery expenses	(16,620)
Total expenses	5,481,586
Annual deficit	\$ (273,458)

## 16. Segmented information:

The District is a diversified municipal organization that provides a wide range of services to its citizens. District services are provided by departments and their activities reported separately. Certain functions that have been separately disclosed in the segmented information, along with the services they provide, are as follows:

### General government

The general government operations provide the functions of corporate administration and legislative services and any other functions categorized as non-departmental.

### Protective services

Protective services is comprised of three different functions, including the District's emergency management agency, fire, and regulatory services. The emergency management agency prepares the District to be more prepared and able to respond to, recover from, and be aware of, the devastating effects of a disaster or major catastrophic event that will impact the community. The fire department is responsible for providing critical, life-saving services in preventing or minimizing the loss of life and property from fire and natural or man-made emergencies. The mandate of the regulatory services function is to promote, facilitate and enforce general compliance with the provisions of bylaws that pertain to the health, safety and welfare of the community and provide a full range of planning services related to zoning, development permits, variance permits, and current regulatory issues.

# DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2015

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## 16. Segmented information (continued):

### **Transportation services**

Transportation services is responsible for a wide variety of transportation functions such as roads and streets. As well, services are provided around infrastructure, transportation planning, pedestrian and cycling issues, harbour facilities, and on-street parking regulations, including street signs and painting.

### **Planning and environmental services**

Planning works to achieve the District's community planning goals through the official community plan, and other policy initiatives. Environmental services was established to assist the Emergency, Planning, Public Works, and Recreation Departments with programs associated with the maintenance or improvement of natural ecosystems.

### **Recreation and cultural services**

Parks is responsible for the maintenance and development of all park facilities. Cultural services facilitate the provision of recreation and wellness programs and services.

### **Water and Sewer Utilities**

The Water and Sewer Utilities operate and distribute the water and sewer networks. They are responsible for the construction and maintenance of the water and sewer distributions systems, including mains and pump stations.

The accounting policies used in these segments are consistent with those followed in the preparation of the consolidated financial statements as disclosed in note 1.

**DISTRICT OF UCLUELET**

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2015

**16. Segmented information (continued):**

2015	General Government	Protective Services	Transportation Services	Planning and Environmental Services	Recreation and Cultural Services	Water Utility	Sewer Utility	Total
<b>Revenue:</b>								
Taxation, net	\$ 2,605,646	\$ -	\$ -	\$ -	\$ -	\$ 80,795	\$ 124,695	\$ 2,811,136
Sale of services	23,193	-	332,286	4,200	275,324	490,600	415,906	1,541,509
Grants and contributions	553,612	15,900	7,000	-	22,115	-	-	598,627
Investment income	63,160	-	-	-	-	-	-	63,160
Other revenue from own sources	120,325	61,376	-	29,223	-	49,624	4,043	264,591
<b>Total revenue</b>	<b>3,365,936</b>	<b>77,276</b>	<b>339,286</b>	<b>33,423</b>	<b>297,439</b>	<b>621,019</b>	<b>544,644</b>	<b>5,279,023</b>
<b>Expenses:</b>								
Salaries and wages	430,442	131,396	308,412	115,774	491,272	238,267	189,661	1,905,224
Contracted services	137,988	33,643	327,861	32,741	158,450	55,475	71,469	817,627
Materials and supplies	62,607	102,466	134,095	3,776	233,992	38,437	24,554	599,927
Interest and other	257,758	70,457	52,143	49,193	169,471	2,350	-	601,372
Audit and legal	112,327	-	15,065	18,836	-	-	-	146,228
Telephone and utilities	42,698	4,256	46,988	-	45,702	49,767	65,953	255,364
Amortization	24,707	55,787	314,264	-	352,834	162,443	207,944	1,117,979
<b>Total expenses</b>	<b>1,068,527</b>	<b>398,005</b>	<b>1,198,828</b>	<b>220,320</b>	<b>1,451,721</b>	<b>546,739</b>	<b>559,581</b>	<b>5,443,721</b>
<b>Annual surplus (deficit)</b>	<b>\$ 2,297,409</b>	<b>\$ (320,729)</b>	<b>\$ (859,542)</b>	<b>\$ (186,897)</b>	<b>\$ (1,154,282)</b>	<b>\$ 74,280</b>	<b>\$ (14,937)</b>	<b>\$ (164,698)</b>

**DISTRICT OF UCLUELET**

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2015

**16. Segmented information (continued):**

2014	General Government	Protective Services	Transportation Services	Planning and Environmental Services	Recreation and Cultural Services	Water Utility	Sewer Utility	Total
<b>Revenue:</b>								
Taxation, net	\$ 2,577,511	\$ -	\$ -	\$ -	\$ -	\$ 79,915	\$ 123,165	\$ 2,780,591
Sale of services	3,376	-	358,647	5,550	271,110	486,892	414,873	1,540,448
Grants and contributions	1,168,856	15,900	7,000	-	5,573	-	-	1,197,329
Investment income	39,596	-	-	-	-	-	-	39,596
Other revenue from own sources	164,704	76,686	-	42,992	-	400	660	285,442
<b>Total revenue</b>	<b>3,954,043</b>	<b>92,586</b>	<b>365,647</b>	<b>48,542</b>	<b>276,683</b>	<b>567,207</b>	<b>538,698</b>	<b>5,843,406</b>
<b>Expenses:</b>								
Salaries and wages	398,300	112,134	300,789	181,916	438,383	237,633	158,819	1,827,974
Contracted services	125,773	31,236	298,242	9,827	141,967	85,215	61,575	753,835
Materials and supplies	12,653	42,493	131,024	5,378	132,429	26,977	25,003	375,957
Interest and other	270,636	73,069	120,885	39,624	164,519	6,748	3,002	678,483
Audit and legal	40,645	2,138	27,170	65,983	-	-	-	135,936
Telephone and utilities	40,150	2,746	42,429	-	46,196	56,639	65,172	253,332
Amortization	23,808	53,533	313,929	-	352,338	152,857	205,655	1,102,120
<b>Total expenses</b>	<b>911,965</b>	<b>317,349</b>	<b>1,234,468</b>	<b>302,728</b>	<b>1,275,832</b>	<b>566,069</b>	<b>519,226</b>	<b>5,127,637</b>
<b>Annual surplus (deficit)</b>	<b>\$ 3,042,078</b>	<b>\$ (224,763)</b>	<b>\$ (868,821)</b>	<b>\$ (254,186)</b>	<b>\$ (999,149)</b>	<b>\$ 1,138</b>	<b>\$ 19,472</b>	<b>\$ 715,769</b>





## STAFF REPORT TO COUNCIL

Council Meeting: JUNE 28, 2016  
500 Matterson Drive, Ucluelet, BC V0R 3A0

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

**FILE NO:** 8100-20 UKEE DAYS

**SUBJECT:** UKEE DAYS, REQUEST FOR NOISE BYLAW EXEMPTION AND ROAD CLOSURE APPROVAL

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

1. **THAT** Council approve an extension of the *District of Ucluelet Noise Control Bylaw No. 915, 2003*, Section 3(g) for Ukee Days festivities on Saturday, July 23, 2016 at the Ukee Days Fairgrounds (160 Seaplane Base Road) to midnight.

**and**

2. **THAT** Council authorize the closing of Fraser Lane (10:00 a.m. – 10:00 p.m.) in front of the Village Green on Friday, July 22, 2016.

**and**

3. **THAT** Council attends the Ukee Days festivities on July 22 – 24, 2016 and invites the community to join them.

**or**

4. **THAT** Council reject all or part of the recommendations.

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

The purpose of this report is to allow the Ukee Days festivities and events to take place in accordance with municipal bylaws and road closures.

Also, to encourage the community to attend.

### **BACKGROUND:**

The Parks & Recreation Department will publicize the closure and the noise bylaw extension via the appropriate media outlets in order to make residents or businesses affected by the closures aware, as well as a provide general information bulletin.

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

*District of Ucluelet Noise Control Bylaw No. 915, 2003* - Section 3:

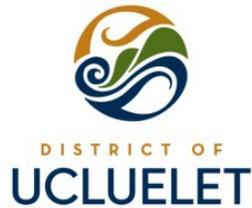
Without in any way limiting the prohibition contained in Section Two (2), the following are specifically prohibited within the Municipal limits of the District:

- (g) The use of any drum, loud speaker or other instrument or any noise-making device between 10:00 p.m. (2200 hrs.) of one day and 7:00 a.m. (0700 hrs.) of the next day, or any device for the production or amplification of sound either in or upon private premises or in any public place without first having obtained the permission of the Council provided that nothing contained in this Bylaw shall be deemed to apply to any motor vehicle under the control of the Fire Department, while responding to a fire alarm, or to any police officer in the discharge of his duty, or to any licensed ambulance or to the use of any siren by the Fire or Police Department, or in connection with the operation of the ambulance.

**Respectfully submitted:**

\_\_\_\_\_  
Abigail K. Fortune, Director of Parks & Recreation

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



## STAFF REPORT TO COUNCIL

Council Meeting: JUNE 28, 2016, 2016  
500 Matterson Drive, Ucluelet, BC V0R 3A0

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

**FILE NO:** 0470-20 TU BANNERS

**SUBJECT:** BANNER POLE PLACEMENT APPROVAL

**ATTACHMENT(S):** MAP, HIGHWAYS APPROVAL FOR PLACEMENT

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

1. **THAT** Council approve the placement of the banner poles for the second phase of the banner program.

**or**

2. **THAT** Council reject the placement of the banner poles as laid out and ask staff to resubmit alternative locations.

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

The purpose of this report is to have final Council approval for the locations of the banner poles leading up to the entrance of town for phase two as suggested by Tourism Ucluelet.

To request that Council pass a resolution in favour of the proposed placements.

### **SUMMARY:**

In our second year, of the three-year joint project with Tourism Ucluelet, we have hung over 30 banners throughout town. As per the overall plan of the banner project, we are currently in possession of 5 poles and have ordered 5 more poles for a total of 10 to be placed in 2016.

In 2017, we will be placing another 5 poles and ordering 15 banner arm pairs to complete the project.

### **BACKGROUND:**

As Council is aware, the purpose of the banner program is to provide visual awareness, marketing to the visitors and beautification for the community. The intention is to have them lining some of the main arteries of town, welcoming people. The banners are also providing some colour and brightness to the town. The joint project has been extremely well received to-date.

### **FINANCIAL IMPACTS:**

This program is funded through RMI monies.

**POLICY OR LEGISLATIVE IMPACTS:**

Ministry of Transportation and Infrastructure has approved the District of Ucluelet permit to construct signs under section 214 of the *Motor Vehicle Act*.

**Respectfully submitted:**

\_\_\_\_\_  
Abigail K. Fortune, Director of Parks & Recreation

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





BRITISH  
COLUMBIA

Ministry of Transportation  
and Infrastructure

Permit/File Number: 2016-02827

Office: Vancouver Island District

## PERMIT TO CONSTRUCT SIGNS UNDER SECTION 214 OF THE "MOTOR VEHICLE ACT"

PURSUANT TO TRANSPORTATION ACT AND/OR THE INDUSTRIAL ROADS ACT AND/OR THE MOTOR VEHICLE ACT AND/OR AS DEFINED IN THE NISGA'A FINAL AGREEMENT AND THE NISGA'A FINAL AGREEMENT ACT.

**BETWEEN:**

The Minister of Transportation and Infrastructure

Vancouver Island District  
Third Flr  
2100 Labieux Road  
Nanaimo, BC V9T 6E9  
Canada

("The Minister")

**AND:**

District of Ucluelet  
PO Box 999  
Ucluelet, British Columbia V0R 3A0  
Canada

("The Permittee")

**WHEREAS:**

- A. The Minister has the authority to grant permits for the auxiliary use of highway right of way, which authority is pursuant to both the Transportation Act and the Industrial Roads Act, the Motor Vehicle Act, as defined in the Nisga'a Final Agreement and the Nisga'a Final Agreement Act;
- B. **The Permittee has requested the Minister to issue a permit pursuant to this authority for the following purpose:**  
  
**The installation, operation, and maintenance of banner poles along Peninsula Road, Ucluelet within Peninsula Road (Tofino-Ucluelet Highway), located as per map and application submitted.**
- C. The Minister is prepared to issue a permit on certain terms and conditions;

ACCORDINGLY, the Minister hereby grants to the Permittee a permit for the Use (as hereinafter defined) of highway right of way on the following terms and conditions:

1. That the banner poles and signs shall be erected only in a position approved by the Minister or any person appointed by him.
2. The banner poles and signs shall be maintained at all times in a neat and tidy condition to the satisfaction of any of the above officials.
3. That this permission shall not be transferable and shall be in force only during such time as the said banner poles and signs are operated and maintained by the applicants to the entire satisfaction of the Minister.
4. That this permit may be terminated at any time at the discretion of the Minister of Transportation and Infrastructure, and that the termination of this permit shall not give right to any cause of action or claim of any nature whatsoever.
5. That poor maintenance of the banner poles and signs or non-compliance with the terms of this permit or with the standards of message and design as set down in the Sign Regulations shall be sufficient cause for removal of the banner poles and signs by authorized employees of the Ministry of Transportation and Infrastructure. After removal, no responsibility is taken for the safety of the banner poles and signs or for its return to the holder of this permit.



BRITISH  
COLUMBIA

Ministry of Transportation  
and Infrastructure

Permit/File Number: 2016-02827

Office: Vancouver Island District

6. No banner poles and signs are to be placed closer than 100 metres to any standard traffic sign, except where the applicant's sign is placed at an intersection as a directional sign (e.g., the type 6 or 6A sign).
7. The Ministry must be contacted for final approval of banner poles and signs location in the field before installation.
8. As a condition of this permit, the permittee unconditionally agrees with the Ministry of Transportation and Infrastructure that the permittee is the prime contractor or will appoint a qualified prime contractor, as described in Section 118 of the Workers Compensation Act, for the purposes of the work described by this permit, at the work location described in this permit, and that the permittee or designated prime contractor will observe and perform all of the duties and obligations which fall to be discharged by the prime contractor pursuant to the Workers Compensation Act and the Occupational Health and Safety Regulation.
9. The permittee is advised and acknowledges that the following hazards may be present at the work location and need to be considered in co-ordinating site safety: overhead hazards, particularly electrical or telecommunications lines; buried utilities, particularly electrical, telecommunication, and gas lines; traffic, danger trees, falling rocks, and sharp or infectious litter.
10. Any works within the Ministry right-of-way that fall within the scope of "engineering" under the Engineers and Geoscientists Act will be performed by a Professional Engineer, and shall comply with this Ministry's "Engineer of Record and Field Review Guidelines". The Guidelines can be viewed on the Ministry's website at [http://www.th.gov.bc.ca/publications/Circulars/All/T\\_Circ/2009/t06-09.pdf](http://www.th.gov.bc.ca/publications/Circulars/All/T_Circ/2009/t06-09.pdf)
11. The permittee is responsible for preventing the introduction and spread of noxious weeds on the highway right-of-way as defined by the British Columbia Weed Control Act and Weed Control Regulation.
12. That all banner poles and signs shall be at least 6 metres from the edge of the nearest traveled lane.
13. The banner poles and signs must be maintained and repaired, as required, at the cost and responsibility of the District of Ucluelet.
14. The banner poles and signs must not be sited so as to be hazardous to the travelling public.
15. Banner poles and signs are not to be located within any road ditch system.
16. The owner of the banner poles and signs is responsible for any damage and/or liability claims that may arise due to the banner poles and signs.
17. Banner poles and signs are not to interfere or conflict with any Ministry of Transportation & Infrastructure's facilities, i.e.: signal lights, luminaries, signs, etc.
18. Banner poles and signs installations are not to conflict with any private utilities (i.e.: BC Hydro, Telus, Fortis BC, etc.).
19. Municipal approval is required for all signs under their jurisdiction.
20. Permittee is responsible for ensuring that all works are contained to the highway right of way. Any works located within private property must have the owner's permission.
21. The Permittee will ensure that the works do not, impair, impede or otherwise interfere with; I. public passage on the Highways; II. the provision of highway maintenance services by the Province, or by its servants, contractors, agents or authorized representatives of the Province in connection with the Highways; or III. the operation of the Highways;
22. Permittee will be responsible for moving or adjusting the signs should such become necessary in connection with highway relocation or improvements. The cost of any such moves will be the responsibility of the permittee.
23. The Ministry of Transportation and Infrastructure reserves the right to remove the banner poles and signs should there be any non-compliance with the terms of this permit.

The rights granted to the Permittee in this permit are to be exercised only for the purpose as defined in Recital B on page 1.

Dated at Nanaimo, British Columbia, this 1 day of June, 2016

Anika Johal  
District Development Technician  
On Behalf of the Minister





## STAFF REPORT TO COUNCIL

Council Meeting: JUNE 28, 2016  
500 Matterson Drive, Ucluelet, BC V0R 3A0

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

**FILE NO:** 6380-20 WPT

**SUBJECT:** WILD PACIFIC TRAIL SOCIETY – BOG Interpretive WALK

**ATTACHMENT(S):** LIGHTHOUSE LOOP BOG Interpretive WALK

**RECOMMENDATION(S):**

1. **THAT** Council support the Lighthouse Loop Bog Interpretive Walk project
2. **THAT** Council authorizes the release of the funds from Special Projects Budget of \$10,000
3. **THAT** denies the release of the funds for the Lighthouse Loop Bog Interpretive Walk project

**PURPOSE/DESIRED OUTCOME:**

The purpose of this report is to have Council officially release the funds set aside, by budget, for a Wild Pacific Trail Society project as outlined.

**BACKGROUND:**

As in the past, the District of Ucluelet has budgeted \$10,000 to support the Wild Pacific Trail Society for an annual project as identified by the society.

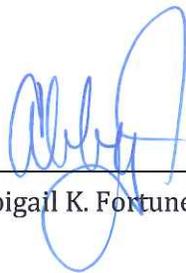
It is the hope of the Wild Pacific Trail Society to complete the Lighthouse Loop Bog Interpretive Walk project as laid out in the attached appendix.

**FINANCIAL IMPACTS:**

As per 2016 Budget

1026906001	WPT - Special Projects	
	This is for partnering with WPT to keep the trail in peak condition	
	2016 Project	10,000
	1026906001 - Forecast	10,000

**Respectfully submitted:**



\_\_\_\_\_  
Abigail K. Fortune, Director of Parks & Recreation

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

# LIGHTHOUSE LOOP BOG INTERP WALK

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Location: 70 m NW from CG Rd across from Whale Parking Lot

Length: 500 m

Description: A directional loop through the bog area

Construction Method: standard gravel on cloth on grade

Environmental Concerns: sensitive mosses and wet areas

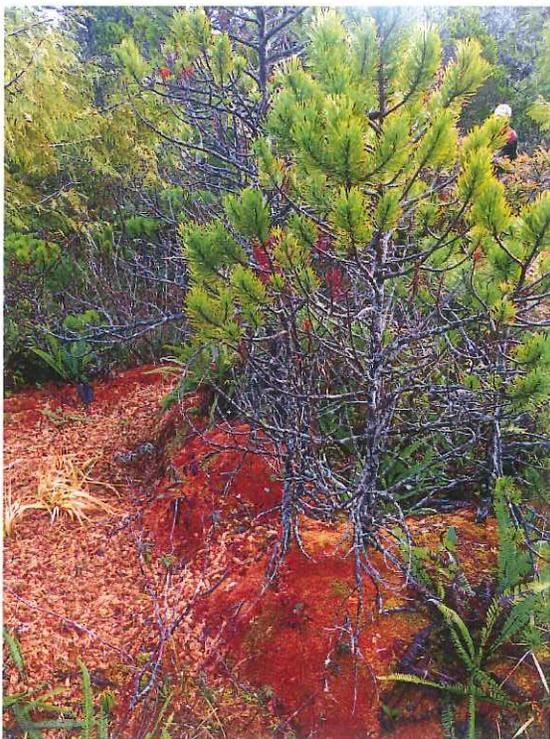
Preservation Prescriptions: The trail bed will be located on established forest root masses where possible. All low areas will have 4" culverts installed to insure water cross-transfer to maintain bog integrity. Single runs of SS cables will be installed along trail side in sensitive areas to maintain foot traffic onto the gravel trail.

Signage: Directional and interpretive signage will be installed as appropriate. Bog plants such as Labrador tea, sedges, stunted Shorepines, and hopefully Sundews will be highlighted.

Signs will stress that people should not walk on the moss.



Note red Coast guard parcel boarder is well away from the bog trail.

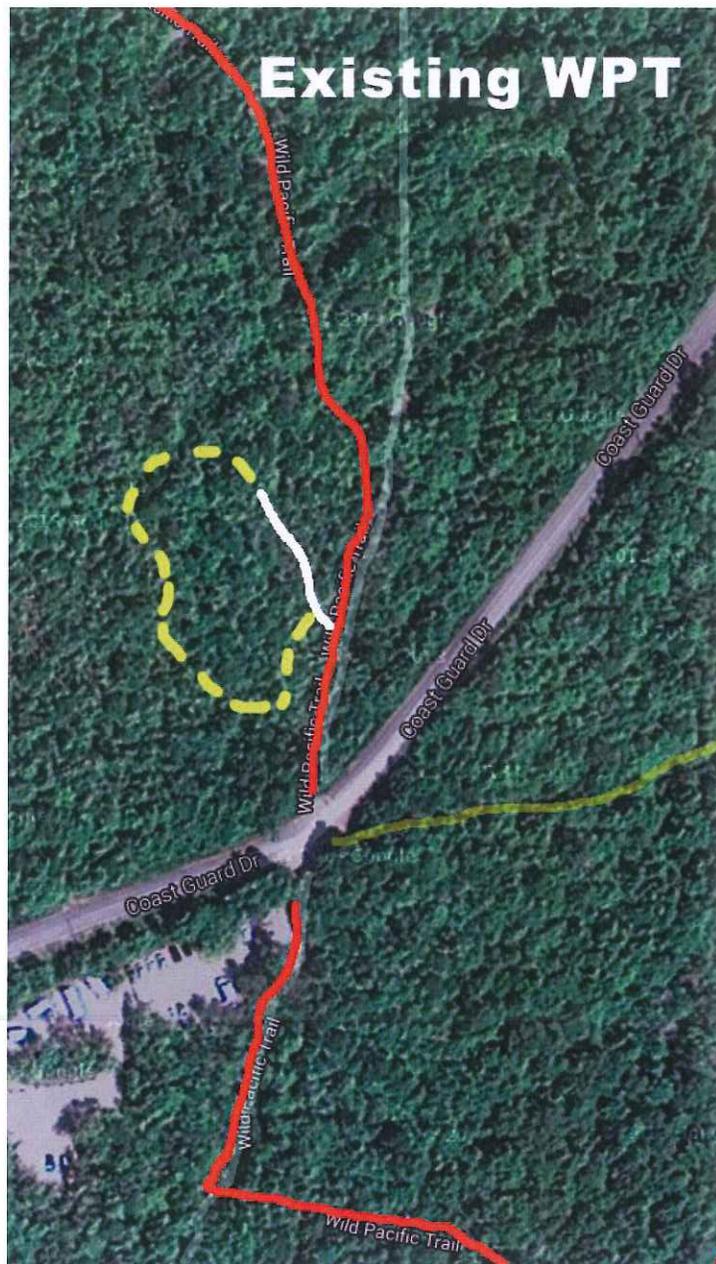


This photo is of shore pines on moss hummocks in the bog area.

White line shows the 'test section'

Jim has bushed out for review of the wire barrier designed to prevent people leaving the trail.

This bog is a woodland bog, not open water.



## Bog Trail Estimate

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This is located on the lighthouse loop

Location: 70m NW from Coast Guard Road across from Whale Parking Lot

Length: 500 m

Description: A directional loop through the bog area

Construction Method: standard gravel on cloth on grade

Environmental Concerns: Sensitive mosses and woodland bog areas

Preservation Prescriptions: The trail bed will be located on established forest root masses where possible. All low areas will have 4" culverts installed to insure water cross---transfer to maintain bog integrity. Single runs of SS cables will be installed along trail side in sensitive areas to maintain foot traffic onto the gravel trail.

Signage: Directional and interpretive signage will be installed as appropriate

This bog is a woodland bog, not open water, but frequent drainage pipes will be used to make sure any water flow will not be interrupted. Interpretive signs will stress that people should not walk on the moss. Bog plants such as Labrador tea, sedges, stunted Shorepines, and hopefully Sundews will be highlighted.

### Costs:

6-7 loads of crush @\$285=	\$1,995
Black Plastic and Cable (on hand) =	\$1,500
Geotec Paper=	\$300
Miscellaneous materials	<u>\$205</u>
Tot all Materials	\$4,000
Labour approx 120 hours @\$50/ hour=	<u>\$6,000</u>
<b>TOTAL COST</b>	<b>\$10,000</b>

May 2016





## STAFF REPORT TO COUNCIL

Council Meeting: JUNE 28, 2016  
500 Matterson Drive, Ucluelet, BC V0R 3A0

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

**FILE NO:** 4520 – 20 NOISE

**SUBJECT:** PACIFIC RIM MUSIC FESTIVAL – NOISE BY-LAW EXEMPTION OTALITH

### RECOMMENDATION(S):

1. **THAT** Council grant an extension of the Noise Control Bylaw 915 for the Otalith Music Festival on Friday, August 19 and Saturday, August 20 to midnight at the Seaplane Base Ballfield Fairgrounds; **or**
2. **THAT** Council deny an extension of the Noise Control Bylaw 915 for the Otalith Music Festival.

### PURPOSE/DESIRED OUTCOME:

The purpose of this report is to allow the Pacific Rim Music Festival – Otalith, to operate their musical festival in accordance with the by-laws

### BACKGROUND:

The Fourth Annual Otalith Music Festival is a celebration of indie and folk music on the West Coast of Vancouver Island hosted in Ucluelet over the past 3 years. Otalith brings 700 - 1100 people to the fairgrounds (Seaplane Base Rd) to enjoy great music in a relaxed atmosphere. Music is slated to begin at 5pm on Friday the 19<sup>th</sup>, finishing at 11:30pm, and on Saturday, August 20 from 12:00pm to 11:30pm. Otalith promotes an atmosphere that is child-friendly, encourages local food vendors and maintains a small footprint by sorting waste on site. Otalith is the cheapest multi-day music festival on Vancouver Island with any profits donated to environmentally conscious organizations. This year the *Jamie Collins: Legend and Legacy Fund* and *Pacific Wild* will be accepting the proceeds raised.

The Otalith Festival will be taking place August 19 & 20, 2016. They have submitted their special events form and have paid their damage deposit.

The Pacific Rim Musical Festival Society is also working with Ukee Days this year, coordinating the musical portion of the event.

The Otalith Festival will post this information in the appropriate media outlets to residents or businesses affected by the Noise Control Bylaw or as additionally required by Council.

**POLICY OR LEGISLATIVE IMPACTS:**

To permit the Pacific Rim Music Festival Society (Otalith Festival) to act outside the Noise Control Bylaw 915, Section 3, Article (g), which states:

Without in any way limiting the prohibition contained in Section Two (2), the following are specifically prohibited within the Municipal limits of the District:

- g) The use of any drum, loud speaker or other instrument or any noise-making device between 10:00 p.m. (2200 hrs.) of one day and 7:00 a.m. (0700 hrs.) of the next day, or any device for the production or amplification of sound either in or upon private premises or in any public place without first having obtained the permission of the Council.

**Respectfully submitted:**



\_\_\_\_\_  
Abigail K Fortune, Director of Parks & Recreation

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



## STAFF REPORT TO COUNCIL

Council Meeting: JUNE 28, 2016

500 Matterson Drive, Ucluelet, BC V0R 3A0

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

**FILE NO:** 3900-25 BYLAW 1186

**SUBJECT:** FEES AND CHARGES BYLAW

**ATTACHMENT(S):** BYLAW NO. 1186, 2016 FEES AND CHARGES BYLAW

**RECOMMENDATION(S):**

1. **THAT** Council give Bylaw No. 1186, 2016 Ucluelet Fees and Charges Bylaw its FOURTH reading and subsequent ADOPTION.
- OR**
2. **THAT** Council provide direction to staff concerning Bylaw No. 1186, 2016 Ucluelet Fees and Charges Bylaw.

**PURPOSE:**

The purpose of this report is to present Council with Bylaw No. 1186, 2016 Fees and Charges Bylaw for consideration of Fourth Reading/Adoption.

**SUMMARY AND CONCLUSION:**

Overall revenues to the District will increase this year and in future years depending on the service activity. The District's staff intend on reviewing these fees annually making adjustments where necessary. The annual fee review process including recommendations and Council approval should be completed prior to the end of a year to start on January 1 of the following year.

**Respectfully submitted:**

David Douglas, Manager of Finance

Andrew Yeates, Chief Administrative Officer



## DISTRICT OF UCLUELET

### Bylaw No. 1186, 2016

A bylaw to authorize the fixing of fees and charges for various city services

---

WHEREAS the Council of the District of Ucluelet is empowered and authorized pursuant to section 194 of the Community Charter to fix the fees, terms and conditions under which services may be supplied and used within the District of Ucluelet; and

WHEREAS the Council deems it desirable and expedient to fix the fees, terms and conditions under which services are supplied and used.

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

#### Definitions

1. In this bylaw, unless the context otherwise requires:
  - a. **“Service”** means the sale of material or the supply of a service by the District of Ucluelet.
  - b. **“District”** means the District of Ucluelet.
  - c. **“Due date”** means the date shown on the invoiced which shall be no less than thirty (30) days from the invoice date to fall on a date the District Administration Office is regularly open.
  - d. **“Owner”** means the legal owner or registered lessee of and real property who has the right of access to and control of any land, building or premise to which any of the provision of this bylaw apply.

#### General Conditions

2. All fees and charges, as set out in Schedules A – P hereto attached and forming part of this bylaw, are hereby imposed and levied by the District, and shall be payable at the District Administration Office.
3. All fees and charges as set forth by this bylaw shall be due and payable on or before the due date and/or prior to the delivery of goods and services.
4. The fees and charges levied or imposed under the provisions of this bylaw, as set out in Schedules A – P, are a special charge upon the lands or real property in respect of which the materials are supplied or used.
5. All fees and charges levied or imposed under the provisions of this bylaw as set out in Schedules A – P, in addition to any other remedies, may be levied, collected and recovered from the Owner charged or used in the same manner and subject to the same incidents as taxes upon land and improvements.

#### Administrative Provisions

- 6. This bylaw hereby repeals “Ucluelet Administrative Fees and Charges Bylaw No. 980, 2005” and all amendments thereto.
- 7. This bylaw may be cited for all purposes as the “District of Ucluelet Fees and Charges Bylaw No. 1186, 2016”.
- 8. This bylaw sets out a 20% administrative fee to be applied to fees and charges identified as “actual costs”.
- 9. This bylaw sets out fees and charges with respect to other District bylaws and where such other bylaws contain similar fees and charges, this bylaw is deemed to prevail.

Severability

- 10. If any appendix, section, paragraph or phrase of this bylaw is for any reason held to be invalid by a decision of a Court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this bylaw.

**READ A FIRST TIME** this day 14th of June, 2016

**READ A SECOND TIME** this day 14th of June, 2016

**READ A THIRD TIME** this day 14th of June, 2016

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

**CERTIFIED A TRUE AND CORRECT COPY** of the “District of Ucluelet Fees and Charges Bylaw No. 1186, 2016”.

---

Dianne St. Jacques,  
Mayor

---

Andrew Yeates,  
CAO

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

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Andrew Yeates,  
CAO

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

Schedule 'A' General and Administrative

Fees

Plus GST

**Financial Services**

N.S.F. Charges	\$35.00	No
N.S.F. Charges - US Funds Cheques	Current Bank Charge	No
Financial Notice reprints - Invoices, & Utility Notices	\$5.00	No
Certificates of Outstanding taxes(to other than the owner)	\$40.00	No
Copy of Tax notice	\$40.00	No
BC online Searches	\$40.00	No

**Miscellaneous Services**

Ucluelet Logo Pins	Free	No
Ucluelet Logo Key Chains - each	Free	No

**Photocopying/Faxing/information searches**

8 1/2 x 11	\$0.50 per page	Yes
8 1/2 x 14	\$0.50 per page	Yes
11 x 17	\$0.75 per page	Yes
8 1/2 x 11 Colour	\$1.00	Yes
8 1/2 x 14 Colour	\$1.00	Yes
Faxing (to send a fax)	\$4.00 (first page) \$1.00 (each additional page)	Yes
Faxing (to receive a fax)	\$2.00 (first page) \$0.50 (each additional page)	Yes
Historical Information, research of District records that involves staff time in excess of 15 minutes		Yes
- First hour or portion of	\$40.00	
- Each additional 15 minutes	\$10.00	Yes

**Copies of Bylaws & Plans**

Official Community Plan Bylaw (Includes copy of map)	\$50.00	Yes
Subdivision Bylaw	\$60.00	Yes
Zoning Bylaw	\$50.00	Yes
Zoning Map (Large, Colour)	\$50.00	Yes
Arial Maps	\$70.00	Yes

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

Schedule 'B' Public Works

Fees

Plus GST

**Machine Operation/Labour**

All rates for during regular work hours			
Parks/Public Works Labour	Labour - per hour	\$65.00	No
	Supervisor - per hour	\$85.00	No
Public Works Machine Time	Backhoe - Per hour	\$95.00	Yes
	5 ton truck - per hour	\$95.00	Yes
	Pick-up - per hour	\$50.00	Yes
	Lawn Tractor - per hour	\$75.00	Yes

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

Schedule 'C' Building inspection

Fees

Plus GST

**Building Permit Fees**

Damage Deposit(held for damage of District property)	\$1,000.00	No
A damage deposit fee is required in accordance with Section 18.2 of Bylaw 1165, 2014 and payment must be in the form of a cheque provided at the time the Building Permit fee is paid.		
The fees payable for a permit for construction, addition, extension, alteration and repair of any building or any other work requiring a permit and not specifically listed here shall be as follows:		
Proposed Value of Work:		
Up to a value of \$1,000	\$100.00	No
Plus For each \$1,000 or fraction thereof	\$8.00	No

Where the District relies under Section 11 of bylaw No. 1165, 2014 on Professional Plan Certification in issuing a Building Permit, the fees payable for a Building Pennit shall be reduced in accordance with Section 11.4 of bylaw No. 1165, 2014 .

When a permit is issued pursuant to this bylaw, but construction has not commenced, 75% of the permit fee may be refunded to the applicant upon application for the cancellation of the permit, provided no refund in the amount of less than \$25.00 shall be made.

Plus fee for total value of works to rehabilitate the structure in accordance with "Valuation" section of this Schedule.

Re-inspection fee	\$65.00	No
Excavation permit only	\$50.00	No
Demolition Permit	\$50.00	No
Building moving fee	\$200.00	No
Plus fee for total value of works to rehabilitate the structure in accordance with "Building Permit Fees"		
Extension of permits with a construction value of \$50,000.00 or less	\$50.00	No
Extension of building permits with a construction value greater than \$50,000.00.	\$100.00	No
Plan checking fee	\$130.00 for the first hour, \$65.00 per hour after	No
Plumbing inspection fee	\$ 8.00 per fixture	No

**Valuation**Single Family Dwelling

The estimated value of the proposed work is the estimated value of construction as determined in accordance with the Marshall & Swift, "Marshall & Swift Valuation Service" or "Residential Cost Handbook", as applicable and as amended from time to time, using "average" quality of construction.

Other Construction

Commercial Buildings (owner built) – the estimated value of the proposed work is the estimated value of construction as determined in accordance with the Marshall & Swift, "Marshall & Swift Valuation Service" or "Residential Cost Handbook", as applicable and as amended from time to time, using "average" quality of construction.

Commercial Buildings (other than owner built)	Contract Value	No
Pools (including required fencing)	Contract Value	No

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

**Schedule 'D' Planning and Development**

Fees

Plus GST

**Subdivision**

Application Fee	\$800.00 plus \$ 150.00 per lot	No
Fee for each Strata Phase	\$500.00	Yes
Fee for each Strata Phase revision	\$150.00	Yes
Strata Conversion of Previously Occupied Building	\$500.00	Yes

**Zoning and Official Community Plan Application Fees**

Official Community Plan Amendment	\$1,600.00 plus \$500.00 per Ha. over 1 Ha. plus public hearing fee	Yes
Zoning Bylaw Amendment (Text and/or Map)	\$1,000.00 plus \$500.00 per Ha. over 1 Ha. plus public hearing fee	Yes
The Public Hearing fees shall be refundable if Council declines to advance the application to a Public Hearing		

**Development**

Minor Development Permit	\$300.00	No
Development Permit	\$1,000.00 plus \$500.00 per Ha. over 1 Ha.	No
Development Variance permit	\$600.00 plus \$500.00 public notice fee	No
Temporary Use Permit	\$350.00 plus \$500.00 public notice fee	No
Reissuance of an expired Development Permit	\$400.00	No
Reissuance of an expired Development Variance Permit	\$400.00	No

**Board of Variance**

Application	\$600.00	Yes
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**Subdivision Servicing**

Administration fee (% of construction value)	1%	No
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**Liquor-Primary Establishments**

Application fee	\$250.00	Yes
Application Fee & Public process fee	\$250.00 plus \$500 public notification fee	Yes
Changes to License - application fee	\$250.00 plus \$500 public notification fee	Yes
Confirmation of Occupant Load - application fee	\$200.00	Yes
Special occasion license	\$100.00	Yes

**Mobile vending**

Application Fee	\$150.00	No
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## District of Ucluelet Fees and Charges Bylaw No. 1186

Schedule 'D' Planning and Development cont'd

Plus GST

## Fees

## Other

Public Hearing Fee	\$700.00	No
Public Notification fee	\$500.00	no
Land Title Search (When not provided at time of application)	\$30.00	yes
Plotter printing fees for all documents over 11' x 17'	\$4.50 per sq foot	Yes
Location certificate	Actual cost	Yes
Appraisals	Actual cost	yes
Legal fees and Survey costs	Actual cost	yes
Any additional legal and/or Survey costs which are required in the processing of any of the applications listed in this fee schedule will be born by the applicant including but not limited to the preparation and registration of restrictive covenants, land use contract amendments, statutory rights of way, road closure and disposition.	Actual cost	Yes

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

## Schedule 'E' Filming Fees

Fees

Plus GST

## Filming Fees Schedule

Film Application Fee	\$100.00	Yes
Daily Use Fee	\$0.00	Yes

## Stafftime, if provided

- General Services	\$ 65.00 per hour	No
- Fire Crew	\$ 65.00 per hour	No

## Equipment

- Fire Tanker Truck	\$ 65.00 per hour	No
- Rescue Vehicle	\$ 65.00 per hour	No
- Service Vehicle	\$ 65.00 per hour	No
Clean-up/Damage Deposit	\$5,000.00 Minimum	No

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

**Schedule 'F' Animal Control**

Fees

Plus GST

**License and Pound Fees**

## License Fees

Spayed or Neutered dog	\$25.00	No
Unspayed or Unneutered dog	\$40.00	No
Kennel License	\$100.00	No
Temporary boarding permit	\$10.00	No

**Licenses Purchased after July 1st**

Spayed or Neutered dog	\$15.00	No
Unspayed or Unneutered dog	\$25.00	No

**Pound Fees**

Seizing and impounding any licensed dog	\$40.00 (plus \$10.00 per day)	No
Seizing and impounding any unlicensed dog	\$60.00 (plus \$10.00 per day)	No
Seizing and impounding any dog a subsequent time within a three month period (in addition to the above fee)	\$100.00 (plus \$10.00 per day)	No
Seizing and impounding a vicious dog (Per offence)	\$400.00	No

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

## Schedule 'G' Fireworks

Fees

Plus GST

## Fireworks Fees

	Fees	Plus GST
Fireworks Vender Permit	\$50.00	No
Fireworks Discharge permit	\$50.00	No

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

<u>Schedule 'H' Cemetery</u>	Price	Care fund	Total	Plus GST
Cemetery lot (Plus care fund)	\$500.00	\$ 175.00	\$ 675.00	No
Cremated remains lot (Plus care fund)	\$200.00	\$ 50.00	\$ 250.00	No

**Services****Opening and closing of grave for burial**

Cemetery lot Opening & closing	\$800.00			No
Cremated remains lot	\$250.00			No

**Opening and closing grave for Exhumation**

Cemetery lot Opening & closing	\$1,500.00			No
Cremated remains lot	\$500.00			No

**Additional fees:**

Burials after 4:00 p.m., Monday to Friday	\$350.00			No
Burials on Saturday, Sunday or Statutory Holiday	\$450.00			No
Transfer of License	\$25.00			No
Cremated remains container	\$150.00			Yes
Grave liners	\$700.00			Yes
Field of Honour - Crosses	\$45.00			No

**Installation of Memorials**

## Granite

20 cm x 28 cm ( 8" x 12")	(\$10.00)	\$150.00	\$ 25.00	\$175.00	No
25 cm x 45 cm ( 10" x 16")	(\$10.00)	\$175.00	\$ 25.00	\$200.00	No
30 cm x 50 cm ( 12" x 20")	(\$10.00)	\$200.00	\$ 25.00	\$225.00	No
45 cm x 75 cm ( 18" x 30")	(\$10.00)	\$225.00	\$ 25.00	\$250.00	No

## Bronze

20 cm x 28 cm ( 8" x 12")	(\$10.00)	\$200.00	\$ 25.00	\$225.00	No
25 cm x 45 cm ( 10" x 16")	(\$10.00)	\$225.00	\$ 25.00	\$250.00	No
30 cm x 50 cm ( 12" x 20")	(\$10.00)	\$250.00	\$ 25.00	\$275.00	No
45 cm x 75 cm ( 18" x 30")	(\$10.00)	\$275.00	\$ 25.00	\$300.00	No
Removal for engraving and reinstallation of memorials		\$200.00			No
- re-install in concrete add		\$50.00			No

**Memorial Book Marker**

Book Marker plaque, engraved and installed	\$200.00			No
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## District of Ucluelet Fees and Charges Bylaw No. 1186

Schedule 'I' Parks & Recreation

## Facility &amp; Equipment Rentals

Rooms	Commercial fee	Non-commercial Non- Profit Fee		Plus GST
<b>Council Chambers</b>				
Four Hours	\$100.00	\$ 75.00		Yes
Day rate	\$250.00	\$ 125.00		Yes
<b>Community Room</b>				
Per hour	\$35.00	\$ 25.00		Yes
half day (4 hours)	\$75.00	\$ 50.00		Yes
full day (8 hours)	\$125.00	\$ 90.00		Yes
<b>Activity Room 1</b>				
Per hour	\$30.00	\$ 20.00		Yes
half day (4 hours)	\$55.00	\$ 40.00		Yes
full day (8 hours)	\$105.00	\$ 70.00		Yes
<b>Activity Room 2</b>				
Per hour	\$30.00	\$ 20.00		Yes
half day (4 hours)	\$55.00	\$ 40.00		Yes
full day (8 hours)	\$105.00	\$ 70.00		Yes
<b>Activity Room 1 &amp; 2</b>				
Per hour	\$40.00	\$ 30.00		Yes
half day (4 hours)	\$85.00	\$ 75.00		Yes
full day (8 hours)	\$165.00	\$ 130.00		Yes
Event/Dance *	\$230.00	\$ 180.00		Yes
Damage Deposit *	\$150.00	\$ 150.00		No
<b>Arts &amp; Crafts Room</b>				
Per hour	\$35.00	\$ 25.00		Yes
half day (4 hours)	\$55.00	\$ 40.00		Yes
full day (8 hours)	\$105.00	\$ 70.00		Yes

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

Schedule 'I' Parks & Recreation cont'd

Facility & Equipment Rentals	Commercial fee	Non-commercial Non- Profit Fee	Cleaning Fee	Plus GST
<b>Fitness Studio</b>				
Per hour	\$35.00	\$ 25.00		Yes
half day (4 hours)	\$65.00	\$ 50.00		Yes
full day (8 hours)	\$125.00	\$ 75.00		Yes

**Main Hall**

Per hour	\$80.00	\$ 50.00		Yes
half day (4 hours)	\$230.00	\$ 200.00		Yes
full day (8 hours)	\$405.00	\$ 350.00		Yes
Event/Dance *	\$460.00	\$ 410.00		Yes
Damage deposit *	\$250.00	\$ 250.00		No

**Kitchen**

Per hour	\$45.00	\$ 35.00		Yes
half day (4 hours)	\$65.00	\$ 50.00		Yes
full day (8 hours)	\$125.00	\$ 100.00		Yes

**Event/Wedding Rates****Main Hall (includes Kitchen Rental)**

Kid's birthday party (3 - 4 hr)	\$75.00	\$ 50.00	\$ 30.00	Yes
Weddings **		\$ 810.00	\$ 115.00	Yes
Event/Dance *	\$250.00	\$ 200.00	\$ 60.00	Yes
Funeral		\$ 250.00	\$ 60.00	Yes
Damage Deposit **	\$500.00	\$ 500.00		No
Damage Deposit *	\$350.00	\$ 350.00		No

**Activity Room 1 & 2**

Kid's birthday party (3 - 4 hr)	\$35.00	\$ 30.00	\$ 30.00	Yes
Weddings *		\$ 380.00	\$ 115.00	Yes
Event/Dance *	\$230.00	\$ 180.00	\$ 60.00	Yes
Kitchen (booked with Activity Rooms)	\$150.00	\$ 150.00		Yes
Funeral		\$ 150.00	\$ 60.00	Yes

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

Schedule 'I' Parks & Recreation cont'd

## Rec Hall &amp; UAC Hall

	Commercial fee	Non- commercial/Non- Profit Fee	Cleaning Fee	Plus GST
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**Seaplane Base Rec Hall - No Events**

Per hour	\$35.00	\$ 25.00		Yes
3 Hour Rate	\$50.00	\$ 40.00		Yes
Daily hall rental	\$80.00	\$ 70.00		Yes
Day Evening hall rental; 1:00 pm to 12:00 pm	\$150.00	\$ 140.00		Yes
half day (4 hours)	\$80.00	\$ 70.00		Yes
Damage Deposit	\$60.00	\$ 60.00		

full day (8 hours)	\$160.00	\$ 130.00		Yes
Damage Deposit *	\$150.00	\$ 150.00		Yes

Evening Decorating	\$40.00	\$ 30.00		Yes
Additional Clean up time to 6:00 pm (weekends only)	\$40.00	\$ 30.00		Yes

**UAC Hall**

Per hour	\$35.00	\$ 25.00		Yes
3 hours	\$50.00	\$ 45.00		Yes
half day (4 hours)	\$80.00	\$ 75.00		Yes
full day (8 hours)	\$160.00	\$ 130.00		Yes
birthday party (3 - 4 hr)		\$ 30.00	\$ 30.00	Yes
Event	\$230.00	\$ 180.00	\$ 60.00	Yes
Weddings		\$ 350.00	\$ 60.00	Yes
Damage Deposit *	\$150.00	\$ 150.00		No

**Equipment - Other Fees and Charges**

Coffee Service (up to 20 people)	\$20.00	\$ 20.00		Yes
- additional 10 people	\$5.00	\$ 5.00		Yes
Fridge storage	\$15.00	\$ 15.00		
Table Cloth Charge	\$10.00	\$ 10.00		Yes
Tents	\$25.00	\$ 25.00		Yes
Tables	\$10.00	\$ 10.00		Yes
Chairs	\$2.00	\$ 2.00		Yes
BBQ	\$25.00	\$ 25.00		Yes
Damage Deposit - Tables and Chairs (per Item)	\$10.00	\$ 10.00		No
Damage Deposit - Tents & Barbeque	\$50.00	\$ 50.00		No
Staff call out to event or wedding (Per hour)	\$65.00	\$ 65.00		

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

Schedule 'I' Parks & Recreation cont'd

	Fees			Plus GST
<b>Program Fees</b>				
<b>Adult Fitness</b>				
Drop-in fitness - Adult	\$12.00			Inclusive
Drop-in sports programs	\$2.00			
<b>Passes</b>				
Punch pass 6	\$60.00			Inclusive
Punch Pass 12	\$120.00			
				Inclusive
<b>Other</b>				
Toastmasters	\$2.00			Inclusive
<b>Pottery studio</b>				
One month access	\$40.00			Yes
Two month access	\$70.00			Yes
Three month access	\$100.00			Yes
<b>Movies</b>				
Adult	\$6.00			Inclusive
Children up to 12 years of age	\$4.00			No
<b>Field Fees</b>				
Events	\$1,000.00			Yes
Damage Deposit	\$500.00			Yes
Tournaments Per day	\$100.00			Yes
Damage deposit for activity with a liquor License	\$250.00			Yes
<b>Beach Weddings</b>				
Big Beach	\$50.00			Yes
Terrace Beach	\$50.00			Yes
Little Beach	\$50.00			Yes
<b>Advertising</b>				
1/6 page advertisement in Supplement	\$50.00			Yes

▪ A 10% administration fee will be charged for persons cancelling their registration PRIOR to the beginning of the program. Exceptions will be at the discretion of the Director of Parks & Recreation.

▪ A 10% administration fee, plus a prorated charge, will be levied to persons who cancel a program AFTER the program has begun.

▪ Full refunds will be given to those who withdraw prior to one weeks' notice of the scheduled program start.

▪ Full refunds will be given in the event that the District of Ucluelet Parks & Recreation Department has cancelled a program.

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

**Schedule 'J' Harbours**

Fees

Plus GST

**Moorage Rates for small craft harbours, 52 steps and Whiskey Dock**

All Moorage rates are charged per foot (of overall length of vessel)
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**Charter Operators**

- Daily	N/A	N/A
- Weekly	N/A	N/A
- Monthly	\$7.30	Yes
-Quarterly	N/A	N/A
-Annually	\$50.00	Yes
Whiskey Dock - Daily	\$1.00	N/A

**Commercial Vessels - Fishing and Other**

Must have license issued by Federal regulators

- Daily	\$0.25	Yes
- Weekly	N/A	N/A
- Monthly	\$3.00	Yes
-Quarterly	\$6.00	Yes
-Annually	\$20.00	Yes

**Recreational Vessels**

Recreational (October 1 to March 31)

- Daily	\$0.60	Yes
- Weekly	\$3.65	Yes
- Monthly	\$5.45	Yes
-Quarterly	\$11.00	Yes
-Annually	\$44.55	Yes

Recreational (April 1 to September 30)

- Daily	\$0.90	Yes
- Weekly	\$5.30	Yes
- Monthly	\$7.00	Yes
-Quarterly	\$17.60	Yes
-Annually	\$44.55	Yes

**Reserved Berth**

- Monthly	\$75.00	Yes
-Seasonal (for a 6 month period, season)	\$450.00	Yes

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

**Schedule 'J' Harbours cont'd**

Fees

Plus GST

**Seaplanes** Moorage rates are charged for tie up periods (dropping off or picking up passengers)

2 Hour period	\$50.00	Yes
Each additional hour	\$25.00	Yes

**Live aboard - Lease Rates**

All Moorage rates are charged per foot (of overall length of vessel)

- Monthly	N/A	N/A
-Quarterly	N/A	N/A
-Annually	\$54.00	Yes

Lease fees for the first three months are non-refundable with the balance refunded at 85% of the unused portion.

**Wharfage Fees**

For Vessels that have not paid a moorage fee within the twenty-four hour period immediately before or after loading or unloading goods and/or persons, other than owner and crew members, at any harbour facility, the wharfage fee is payable in advance.

**Charter vessel**

Per day or part thereof	\$50.00	Yes
Annual Rate	\$1,500.00	Yes

**Commercial Vessel**

Per day or part thereof	\$250.00	Yes
Annual Rate	\$2,000.00	Yes

For Charter Vessels that have paid a moorage fee within the twenty-four hour period immediately before or after loading or unloading goods and/or persons, other than owner and crewmembers, at any harbour facility, the wharfage fee is payable in advance.

**Commercial Vessel**

Per day or part thereof	\$25.00	Yes
Annual Rate	\$500.00	Yes

**Other Business Activities**

For all other businesses operating on or utilizing harbour facilities during the course of business activities, the Wharfage fee is payable in advance.

Per day of part thereof	\$100.00	Yes
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## District of Ucluelet Fees and Charges Bylaw No. 1186

Schedule 'K' Signage

Sign Fees	Fees		Plus GST
For each fixed, permanent sign with a sign area up to 3m <sup>2</sup>	\$75.00		No
For each fixed, permanent sign with a sign area exceeding 3m <sup>2</sup>	\$150.00		No
Each temporary sign	\$30.00		No
Sign variance application	\$50.00		No

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

Schedule 'L' Water

Fixed Water Rates	Trimester		Plus GST
Dwelling Unit, per unit (single family, duplex unit, apartment, suites, Guesthouses, etc.)	\$100.00		No
Mobile Home Park - per pad	\$100.00		No
Schools	\$100.00		No
plus, per classroom	\$100.00		No
Bed & Breakfast, Boarding, Lodging & Rooming Houses	\$100.00		No
plus, per room	\$50.00		No
Hotels & Motels	\$192.00		No
plus, per room for let	\$50.00		No
plus, pool charge	\$108.00		No
Restaurants, Cafes, Dining Room, Lounges, Beer Parlours, Pubs			
up to 60 seats	\$656.00		No
over 60 seats	\$784.00		No
Churches	\$192.00		No
Clubs	\$336.00		No
Home Occupations – Hairdressers, Salon/Spa/Beauty Services, Health Services, Daycares, Catering/Food and/or Food, Preparation Services, and other like classifications	\$100.00		No
Plus flat rate	\$32.00		No
Retail Establishments, Banks, Offices & Others not	\$224.00		No
Plus, per square foot gross area	\$0.0352		No
Garage & Service Stations	\$256.00		No
Laundromats	\$224.00		No
plus, per washing machine	\$32.00		No

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

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

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

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

Schedule 'L' Water cont'd

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

**Testing of Water Meters**

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

**Removal of Water Meter**

For 19mm water meter	100% of actual cost	Yes
For meter larger than 19mm	100% of actual cost	Yes
Non-Emergency Service Call, after hours	\$200.00	No

**Water Service Connections**

The following fees shall be charged for all water service connections and shall be payable in advance and prior to connection:

## Water tie-in

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

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

Schedule 'M' Sewer

Fixed Sewer Rates	Fees Trimester	Plus GST
Dwellings, per unit (single family, duplex unit, apartment, suites, Guesthouses, etc.)	\$84.00	No
Mobile Home Park, per pad	\$84.00	No
Schools	\$84.00	No
- plus, per classroom	\$84.00	No
Bed & Breakfast, Boarding, Lodging, Rooming Houses,	\$84.00	No
- plus, per room	\$42.00	No
Hotels & Motels	\$84.00	No
- plus, per room for let	\$42.00	No
Restaurants, Cafes, Dining Rooms, Lounges, Beer Parlours, Pubs	\$272.00	No
- plus, per square foot gross area	\$0.0392	No
Churches	\$108.00	No
Clubs, Recreation and Public Halls	\$140.00	No
- plus, per square foot gross area	\$0.0392	No
Home Occupations - Hairdressers, Salon, Spa, Beauty Services, Health, Services, Daycares, Catering/Food, and/or Food Preparation Services, and other like classifications in addition to flat rate for residential	\$28.00	No
Retail Establishments, Banks, Offices and Others not classified herein	\$92.00	No
- plus, per square foot gross area	\$0.0392	No
Garages & Service Stations	\$106.00	No
Laundromats	\$95.00	No
- plus, per washing machine	\$28.00	No
Campgrounds, per site	\$12.00	No
Sani-Stations	\$112.00	No

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

Schedule 'M' Sewer cont'd**Metered Sewer Rates**

## Fees

## Plus GST

Metered sewer rates apply whenever the consumption of water to a connected user is measured and billed by the readings of a water meter.

Volume of waste water is deemed to be 75% of metered water consumption for the period being billed.

Minimum Monthly Rate	\$11.00	No
Sewage volume allotment per month	15 cu/m.	No
The rate charged is applied per cubic meter of waste water after the allotment has been reached	\$0.80	No

**Sewer Connection/Disconnection Fees**

Sanitary Sewer Tie-in	\$2,500.00	Yes
Installation of sanitary sewer 4" pipe or less	\$3,000.00	Yes
Installation of sanitary sewer 6" pipe or less	\$4,000.00	Yes
Over 6 inch pipe - \$ all costs associated with cutting pavement, sidewalks, repairs, plus 10%.		
Disconnection Fee - including pavement/sidewalk repairs	Actual Cost	Yes
Tipping Fee for Trucked Waste, per occasion	\$82.50	No
Inspection Fees: per inspection	\$75.00	No

When a building containing multiple units is being supplied metered service through a common connection line, if each unit has its own certificate of indefeasible title, the minimum usage charge will apply to each unit. Should the building be under one title, only one minimum usage charge will apply.

In the event of a faulty meter or undetected leaks, sewage consumption billing will be calculated on the estimated water consumption per the provisions of the Waterworks Regulation and Charges Bylaw considered together with any current amendments to that bylaw.

Metered water for a dedicated fire service is not subject to sewage charges unless the Metered water for a dedicated fire service is not subject to sewage charges unless the user is drawing water from the fire service connections for purposes other than firefighting. In such a case the sewage will be calculated per the charges laid out in tills bylaw for metered water consumption. The charges will date to the first evidence of such use.

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

Schedule 'N' Storm

## Fees

**Storm Sewer Connection/Disconnection Fees**

Storm Drain tie-in	\$200.00	Yes
Installation of 4" Storm drain	\$3,500.00	Yes
Installation of 6" Storm drain	\$4,000.00	Yes

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

<u>Schedule 'O' Environmental</u>	Fees	Plus GST
Garbade tag (Garbage can)	\$3.00	No
Garbage service fee	\$9.00 Per month	No

## District of Ucluelet Fees and Charges Bylaw No. 1186, 2016.

## Schedule 'P' Business Licences

Class	Nature of Business	Particulars	Fee Per Annum (unless otherwise stated)
<b>ACCOMMODATION</b>			<b>FEE</b>
1	Apartment	From any person carrying on the business of renting apartments on a monthly or lease basis	\$150.00
2	Bed & Breakfast	From any person carrying on the business of offering bed & breakfast accommodation	\$225.00 each additional available room \$75.00
3	Campground	From any person carrying on the business of renting campground spaces to transient travellers or vacationers	\$225.00, plus \$5.00 per available site
4	Guesthouse	From any person carrying on the business of offering Guesthouse Accommodations	\$225.00, plus \$10.00 per available room
5	Hostel	From any person carrying on the business of offering Hostel accommodations	\$225.00, plus \$10.00 per available room
6	Hotel	From any person carrying on the business of offering hotel accommodation	\$225.00, plus \$10.00 per available room
7	Motel	From any person carrying on the business of offering motel accommodation	\$225.00, plus \$10.00 per available room
8	Rooming House	From any person carrying on the business of offering for rent three or more rooms in a dwelling unit	\$225.00, plus \$10.00 per available room
9	Trailer Park & Mobile Home Court	From any person carrying on the business of renting permanent spaces for trailers or mobile homes	\$150.00, plus \$5.00 per available site
10	Vacation Rentals	From any person carrying on the business of offering vacation rentals to transient travellers or vacationers	\$225.00, plus \$10.00 per available room
10(b)	Resort Condominium	From any person carrying on the business of offering Resort Condominium rentals to transient travellers and/or vacationers	\$150.00 first unit, plus \$50.00 each additional available unit

**CHARTERS, TOURS, RENTALS**

11	Charters	From any person carrying on the business of fishing boat charters, scenic, nature or adventure tours/charters whether by boat or other form of transportation, and all like businesses not hereinbefore listed.	\$150.00
12	Boat, Kayak, Bicycle Rentals	From any business carrying on the business of rental agency for boats, kayaks, bicycles and any other form of land or water transportation, excepting motor vehicles	\$150.00

**FINANCIAL**

13	Bank or Credit Union	From any person carrying on the business of a banker	\$550.00
14	Other Financial Institution	From any person carrying on the business of Loan, Mortgage, Investment, Finance or Collection Agency or Stockbroker	\$550.00

**INSURANCE, TRAVEL, REAL ESTATE**

15	Insurance Agency	From any person carrying on the business of an insurance agency, including general, life, property or vehicle insurance	\$150.00
16	Property Management	From any Person carrying on the business of property management services	\$150.00
17	Real Estate Agency	From any person carrying on the business of a real estate agency	\$150.00
18	Travel Agency or Booking Agency	From any person carrying on the business of a travel agency or booking or ticket agency	\$150.00

**MOTOR VEHICLES, EQUIPMENT & ASSOCIATES BUSINESS**

19	Service Stations	From any person carrying on the business of vehicle fuel sales and the sale of vehicle accessories	\$150.00
20	Repair Garage	From any person carrying on the business of a garage for the purpose of repairs and service to motor vehicles	\$150.00
21	Auto Body & Painting Shops	From any person carrying on the business of carrying on the business of an auto body and/or auto painting shop	\$150.00
22	Vehicle Sales	From any person carrying on the business of new or used vehicle sales	\$250.00
23	Vehicle Rentals	From any person carrying on the business of renting new or used vehicles	\$250.00
24	Car Wash	From any person carrying on the business of motor vehicle washing	\$150.00

**HOME OCCUPATIONS**

25	Catering or Food and/or Beverage Preparation Services – Home Occupation	From any person carrying on the business of Catering or Food or Beverage Preparation Services and all like classifications not hereinbefore listed, providing services as a Home Occupation.	\$150.00
26	Day Care or Child Care – Home Occupation	From any person carrying on the business of a day care or child care as a Home Occupation – up to eight children	\$150.00
27	Hairdresser / Health Services – Home Occupation	From any person carrying on the business of hairdresser, aesthetician, barber or beautician, and all like classifications not hereinbefore listed, providing services as a Home Occupation.	\$150.00
28	Home Occupations	From any person carrying on the business of a Home Occupation not specifically provided for herein.	\$150.00

**SALES OR PROFESSIONAL SERVICES**

29	Sales - Retail and/or Wholesale 1500 sq. ft. or less	From any business that sells, rents, or offers for sale, whether as a retailer or wholesaler, any goods, wares, merchandise or service not otherwise specifically provided for herein.	\$150.00
	Retail and/or Wholesale Sales Over 1500 sq. ft. but less than 3500 sq. ft.		\$300.00
	Retail and/or Wholesale Sales Over 3500sq. Ft.		\$400.00
30	Consultants or Professionals	From any person carrying on, maintaining, owning or operating any business, trade, occupation, profession, calling, undertaking or things and all like classifications not listed below: Accountant , Optometrist, Architect, Orthodontist, Barrister, Surveyor, Chiropractor Practitioner, Veterinary, Dental Technician Services, Professional, Dentist/Dental Surgeon Services, Consulting, Engineer, Unclassifies, Medical Practitioner	\$150.00

**FOOD/BEVERAGE SERVICES**

31	Neighbourhood Pub, Marine Pub, Brew Pub, Lounge	From any person carrying on the business of a Lounge, Neighbourhood Pub, Marine Pub, Brew Pub and all like classifications not hereinbefore listed, who is the possessor of a license issued pursuant to the Liquor Control and Licensing Act.	\$400.00
32	Dance Hall, Cabaret	From any person carrying on the business of a Dance Hall or Cabaret, and who is the possessor of a license issued pursuant to the Liquor Control and Licensing Act.	\$400.00
33	Licensed Restaurant, Bistro, Café	From any person carrying on the business of a restaurant, bistro, or café and all like classifications not hereinbefore listed, who is the possessor of a license issued pursuant to the Liquor Control and Licensing Act.	\$250.00
34	Unlicensed Restaurant, Bistro, Café	From any person carrying on the business of a restaurant, bistro, or café and all like classifications not hereinbefore listed, who <b>does not</b> possess a license issued pursuant to the Liquor Control and Licensing Act,	\$150.00
35	Catering or Food and/or Beverage Preparation Services	From any person carrying on the business of Catering or Food or Beverage Preparation Services and all like classifications not hereinbefore listed.	\$150.00
36	U-Brew, U-Vin, Licensed Private Liquor Store	From any person carrying on the business of a U-Brew, U-Vin or license private liquor store.	\$150.00

**MISCELLANEOUS**

37	Hairdresser / Beauty Services	From any person carrying on the business of a hairdresser, aesthetician, barber or beautician, and all like classifications	\$150.00
38	Day Care or Child Care Centre	From any person carrying on the business of a Day Care or Child Care Centre - up to eight children - nine or more children	\$150.00 \$250.00
39	Marina	From any person carrying on the business of a marina for boat moorage	\$150.00
40	Promoters of Entertainment or Sporting Events	From any resident business or person carrying on the business of promoting entertainment or sporting events and all like classifications not hereinbefore listed.	\$150.00
41	Fish Processing Plant	From any person carrying on the business of a fish plant where processing of fish or marine products is carried out for resale	\$350.00
42	General Contractor	From any person carrying on the business of building, roofing, plumbing or electrical contracting and all like classifications not hereinbefore listed.	\$150.00

**MISCELLANEOUS Continued**

43	Itinerants	From any non-resident business or person carrying on, maintaining, owning or operating within the District any of the following: Auctioneers, Carnival, Circus, Concert Hall, Dog &/or Cat Show, Exhibitions, Horse or Pony Show, Theatrical Shows (when held in other than a duly licensed theatre) and all other forms of itinerant shows, entertainment, amusement or exhibition not hereinbefore enumerated	\$150.00
<b><i>See Section 12 for additional requirements</i></b>			
44	Spa, Fitness or Exercise Facility	From any person carrying on the business of a Fitness or Exercise Facility or offering Spa Services and all like classifications not hereinbefore listed.	\$150.00
45	Subcontractor	From any person carrying on the business of building, roofing, plumbing, electrical or carpentry subcontractor to a general contractor and all like classifications not hereinbefore listed.	\$125.00
46	Vendors	Council give Bylaw No. 1186, 2016 Ucluelet Fees and Charges Byla	\$25.00 per street market season
47	All Other Businesses	Includes all other resident and non-resident businesses, trades or services not hereinbefore described.	\$150.00
48	Transfer of an existing Business License	Whereby a person relocates his existing business to a new location within the municipality.	\$30.00
<b><i>Note: This fee is not applicable in the case of an ownership change. New owners of an existing business must apply for a new business license and pay the applicable fee.</i></b>			