



REGULAR MEETING OF COUNCIL
Tuesday, August 9, 2016 @ 7:30 PM
George Fraser Room, Ucluelet Community Centre,
500 Matterson Drive, Ucluelet

AGENDA

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1. CALL TO ORDER	
2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY <i>We acknowledge, respect and honour the Yuułu?it?ath First Nations on whose traditional territories the District of Ucluelet operates and all First Nations people residing within the boundaries of Ucluelet.</i>	
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10. COUNCIL COMMITTEE REPORTS

- 10.1 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*
- 10.2 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*

10.3 Councillor Mayco Noel
Deputy Mayor October – December

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

=> *Other Reports*

10.4 Councillor Randy Oliwa
Deputy Mayor January – March

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

=> *Other Reports*

10.5 Mayor Dianne St. Jacques

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

=> *Other Reports*

11. REPORTS

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David Douglas, Manager of Finance

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13. LATE ITEMS

- 13.1. Opposition to Garbage Disposal Site 143 - 152
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14. NEW BUSINESS

15. QUESTION PERIOD

16. CLOSED SESSION

Procedural Motion to Move In-Camera:

THAT the meeting be closed to the public in order to address agenda

items under Section 90(1) of the *Community Charter*.

17. ADJOURNMENT

DISTRICT OF UCLUELET
MINUTES OF THE REGULAR COUNCIL MEETING
HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE
Tuesday, July 12, 2016 at 7:30 PM

Present: **Chair:** Mayor St. Jacques
 Council: Councillors McEwen, Oliwa, and Mole
 Staff: Andrew Yeates, Chief Administrative Officer;
 Morgan Dossall, Recording Secretary

Regrets: Councillor Noel

1. CALL TO ORDER

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

2. ADDITIONS TO AGENDA

3. ADOPTION OF MINUTES

3.1 June 28, 2016 Regular Minutes

2016-294 **It was moved by Sally Mole and seconded by Marilyn McEwen**

THAT Council approve the June 28, 2016 Regular Minutes as presented.

CARRIED.

4. UNFINISHED BUSINESS

5. MAYOR'S ANNOUNCEMENTS

5.1 Council thanked the community and staff for their participation in the Canada Day celebrations, which went well and had a good turnout

5.2 Council reminded the public that Ukee Days is happening from July 22-24, 2016

6. PUBLIC INPUT, DELEGATIONS & PETITIONS

6.1 Public Input

- E. Crowe-Swords requested clarification regarding a foul odour on the south side of Hyphocus Island and mechanical sounds emanating from the sewage lagoon field; she requested confirmation if sewage was leaking into the harbour and what was being done to mitigate environmental concerns, if so
 - Council confirmed that there is minor seepage from cell #1 at the sewage lagoons; the seepage is treated wastewater and

not raw sewage; District has set up catchments for the seepage material; mechanical noises are due to the pumpers at the field that are moving the cell's contents to allow repairs; other trucks are currently also servicing out lines; desludging will take place at the lagoons next week; once desludging is complete, cell #1 will be repaired and all four cells will be relined with new technology material

- Council noted that that there should not be any persistent odours as the system is aerated continually; the District is working with the appropriate government agencies on the work; the expenditure was unexpected and not part of the budget, but would be covered from savings
- G. Lyons thanked Council for including report item 10.5 on the agenda and stated his disfavour of the service right of ways for Cedar Grove Place and Lorne White Place and his recommendation that Council approve releasing the SRWs
- G. Lyons requested that Council consider converting the District-owned Imperial Lane property into an offsite parking area once remediation of the area is complete

6.2 Delegations

Cathy Whitcomb & Ursula Banke, Ucluelet Chamber of Commerce/Alberni Valley Employment Centre Re: Grant Application Partnership Request

- Council received a presentation and handouts on the grant application that the Ucluelet Chamber of Commerce and Alberni Valley Employment Centre would like to submit to the Clayoquot Biosphere Trust (CBT) for funding for the 2017 West Coast Job Expo in Ucluelet; only registered charities, educational institutions, and local or First Nations governments are eligible to apply to the CBT; as such, the presenters requested if Council would agree to allow the District to be the signing body for the grant
- Council received background information on: the success of the last expo, held in Tofino, which had 28 exhibitors (of which 22 were employers) and over 175 job seekers; event had arranged bus service from several communities; results of a survey handed out revealed strong desire for an annual expo
- Council commented on the benefit of employing locals to

diminishing short-term housing stress

- Council asked questions with regards to: other sources of funding and partnership opportunities with the District

7. CORRESPONDENCE

7.1 Request for Input re: Property Tax Gap The Canadian Federation of Independent Business

2016-295 **It was moved by Randy Oliwa and seconded by Marilyn McEwen**
THAT Council direct staff to forward the District of Ucluelet's property tax gap information to The Canadian Federation of Independent Business.
CARRIED.

7.2 Invitation re: Highway 4 Celebration Event All Nations Trust Company

2016-296 **It was moved by Marilyn McEwen and seconded by Sally Mole**
THAT Council direct staff to RSVP on behalf of Council and/or the Mayor for the Highway 4 Celebration Event, hosted by the All Nations Trust Company, to be held September 22, 2016.
CARRIED.

7.3 Request for Support re: Resolution on Tenant Evictions Through Renovations City of New Westminster

2016-297 **It was moved by Randy Oliwa and seconded by Marilyn McEwen**
THAT Council receive correspondence item "Request for Support re: Resolution on Tenant Evictions through Renovations" for information.
CARRIED.

8. INFORMATION ITEMS

2016-298 **It was moved by Randy Oliwa and seconded by Marilyn McEwen**
THAT Council receive information items 8.1 through 8.3 as a block.
CARRIED.

8.1 Accessibility 2024 Two Year Progress Update Ministry of Social Development and Social Innovation

8.2 City of Cranbrook Performance Audit Report Auditor General for Local Government

8.3 Order to Amend Species at Risk Act Government of Canada, Species at Risk Public Registry

9. COUNCIL COMMITTEE REPORTS

- 9.1 Councillor Sally Mole
Deputy Mayor April – June

Food Bank on the Edge

- The Food Bank is hosting a Deluxe Breakfast at Ukee Days with Chef Riddick; breakfast will be at the community centre; looking for the community to show their support

- 9.2 Councillor Marilyn McEwen
Deputy Mayor July – September

West Coast Multiplex Society

- Society is planning their golf tournament for October 1; the tournament is their biggest fundraiser of the year

- 9.3 Councillor Mayco Noel
Deputy Mayor October – December

N/A

- 9.4 Councillor Randy Oliwa
Deputy Mayor January – March

Seaview Seniors Housing Society

- Met July 11; Society is renewing their five-year lease with the Province but new lease will not have cost of living or new adjustments; board will create a select committee in the Fall to work on Phase 2; independent living facility has 10 residents on site, all doing well; discussing bringing in a local RMT, and possibly spa companies, as well as the Sunshine Club
- Propose Council arrange a working meeting to prepare topic points for meetings with Ministers at UBCM

- 9.5 Mayor Dianne St. Jacques

Alberni-Clayoquot Regional District

- Coastal Fire Centre presented a discussion on wildfires, including what worked or didn't work during the Dog Mountain fire last year; discussed how Province is preparing in event of another dry summer; volunteer firefighters now receiving training in these types of fires

Groundfish Development Authority

- Hake is going well, better than it has in years; fish are a good size and there is lots of activity at Ucluelet's local plants

=> **Other Reports**

- West Coast Committee of the Regional District met; Pacific Rim National Park was in attendance who discussed their new trail; discussed new marketing person for the airport; committee met with new marketer on site to discuss possibilities for what can be done at the airport, e.g. tourism, regularly scheduled flights, and possibilities of live cargo shipping; installation of lights and GPS at airport are on schedule, to be completed in early August
- Island Coastal Economic Trust held their 10th anniversary event recently; Ucluelet has utilized this organization many times for grants; Ucluelet was represented at the event by the Wild Pacific Trail and Ucluelet Aquarium, who gave presentations on how their past grants were utilized and their positive effects on Ucluelet's economy
- Attended a reconciliation workshop through the ACRD; it is a term heard often with First Nations, and it means different things to different communities; group discussed what it meant to them and steps for moving forward but it is not a quick or easy process
- Council met with RCMP representatives to discuss hiring of Ucluelet's new Officer-in-Charge; will be setting up a committee of five members to interview the RCMP's top three candidates; committee will be comprised of 2 Council members, 1 Toquaht First Nation member, 1 Yuułu?ił?ath Government member, and 1 RCMP member
- Mayors of Tofino and Ucluelet, and the Yuułu?ił?ath President met with the CEO of Parks Canada; discussed community relationship with Parks (re: what is working and what could improve); discussing Parks plan for housing their staff in Ucluelet; CEO was open to listening to opinions regarding housing
- Met July 11 with Island Health; discussed opening a health centre in Ucluelet, what that would look like, and how District could partner with Island Health to provide a space for professionals such as doctors, physiotherapists and various health specialists; Dr. Wendy Johnson and Marie Duperreault were in attendance; group will meet again in a month to discuss more details on tenants

2016-299 **It was moved by Sally Mole and seconded by Marilyn McEwen.**
 THAT Council accept all committee reports as presented.

CARRIED.

10. REPORTS

10.1 Expenditure Voucher G-13/16 *Jeanette O'Connor, CFO*

2016-300 **It was moved by Marilyn McEwen and seconded by Randy Oliwa**
 THAT Council receive Expenditure Voucher G-13/16 for information.

CARRIED.

10.2 Second Quarterly Report for 2016 *Department Heads*

2016-301 **It was moved by Marilyn McEwen and seconded by Randy Oliwa**
 THAT Council receive the "Second Quarterly Report for 2016" for information.

CARRIED.

10.3 Monthly Motion Status Report *Department Heads*

2016-302 **It was moved by Marilyn McEwen and seconded by Sally Mole**
 THAT Council receive the "Monthly Motion Status Report" for information.

CARRIED.

10.4 Statement of Financial Information For 2015 *Jeanette O'Connor, Chief Financial Officer*

2016-303 **It was moved by Sally Mole and seconded by Marilyn McEwen**
 *THAT Council approve recommendation 1 of report item "Statement of
 Financial Information for 2015", which states:*

1. *THAT Council receive and approve the Statement of Financial
 Information as presented.*

CARRIED.

10.5 Request to Release Service Right of Ways *John Towgood, Planner 1*

2016-304 **It was moved by Sally Mole and seconded by Randy Oliwa**
 *THAT Council table report item "Service Right of Ways FB255981 and
 FB239158" to be brought forward at a future Council meeting pending a
 consultation with the affected residents and further information regarding any
 associated ties with the Bear Aware program.*

CARRIED.

11. LEGISLATION

11.1 Proposal to Amend District of Ucluelet Official Community Plan

Bylaw**John Towgood, Planner 1**

- 2016-305 **It was moved by Randy Oliwa and seconded by Sally Mole**
THAT Council approve recommendation 1 of legislative report item "Proposal to amend District of Ucluelet Official Community Plan Bylaw No. 1140, 2011 by removing Lot 2, Plan VIP29119 from the Service Commercial Designation and place it in Residential - Multi Family", which states:
 1. *THAT Official Community Plan Amendment Bylaw No. 1205, 2016 be given first and second reading and advance to a public hearing.*
 CARRIED.

11.2 Official Community Plan Amendment Bylaw No. 1205, 2016

- 2016-306 **It was moved by Marilyn McEwen and seconded by Sally Mole**
THAT Council give First Reading to Official Community Plan Amendment Bylaw No. 1205, 2016.
 CARRIED.

- 2016-307 **It was moved by Sally Mole and seconded by Marilyn McEwen**
THAT Council give Second Reading to Official Community Plan Amendment Bylaw No. 1205, 2016.
 CARRIED.

11.3 Proposal to Amend Zoning Bylaw - 1800 Bay Street**John Towgood, Planner 1**

- 2016-308 **It was moved by Marilyn McEwen and seconded by Sally Mole**
THAT Council approve recommendation 1 of legislative report item "Proposal to amend Zoning Bylaw No. 1160, 2013 by removing Lot 2, Plan VIP29119 from the CS-2 Service Commercial Zone and place it in R-2 Zone - Medium Density Residential", which states:
 1. *THAT Zoning Amendment Bylaw No. 1202, 2016 be given first and second reading and advance to a public hearing.*
 CARRIED.

11.4 Zoning Amendment Bylaw No. 1202, 2016

- 2016-309 **It was moved by Sally Mole and seconded by Randy Oliwa**
THAT Council gives First Reading to Zoning Amendment Bylaw No. 1202, 2016.
 CARRIED.

- 2016-310 **It was moved by Sally Mole and seconded by Randy Oliwa**
THAT Council gives Second Reading to Zoning Amendment Bylaw No. 1202, 2016.
 CARRIED.

11.5 Proposal to Amend Zoning Bylaw - Lot 33 Rainforest Drive**John Towgood, Planner 1**

- 2016-311 **It was moved by Marilyn McEwen and seconded by Sally Mole**
THAT Council approve recommendation 1 of legislative report item "Proposal to amend Zoning Bylaw No. 1203, 2013 by removing Lot 33, Plan VIP79602 from the CD-3 Zone Commercial/Residential and place it in R-2 Zone - Medium Density Residential", which states:
 1. *THAT Zoning Amendment Bylaw No. 1203, 2016 be given first and second reading and advance to a public hearing.*
CARRIED.
- 11.6 Zoning Amendment Bylaw No. 1203, 2016**
- 2016-312 **It was moved by Marilyn McEwen and seconded by Sally Mole**
THAT Council gives First Reading to Zoning Amendment Bylaw No. 1203, 2016.
CARRIED.
- 2016-313 **It was moved by Sally Mole and seconded by Marilyn McEwen**
THAT Council gives Second Reading to Zoning Amendment Bylaw No. 1203, 2016.
CARRIED.
- 11.7 Proposal to Amend Fees and Charges Amendment Bylaw**
David Douglas, Manager of Finance
- 2016-314 **It was moved by Marilyn McEwen and seconded by Randy Oliwa**
THAT Council approve recommendation 1 of legislative report item "District of Ucluelet Fees and Charges Bylaw, Proposed Amendment Bylaw No. 1204, 2016", which states:
 1. *THAT Council gives three readings to proposed schedule " L" of District of Ucluelet Fees and Charges Amendment Bylaw, No. 1204, 2016 regarding water rates and fees.*
CARRIED.
- 11.8 District of Ucluelet Fees and Charges Amendment Bylaw No. 1204, 2016**
- 2016-315 **It was moved by Marilyn McEwen and seconded by Randy Oliwa**
THAT Council give First Reading to District of Ucluelet Fees and Charges Amendment Bylaw No. 2014, 2016.
CARRIED.
- 2016-316 **It was moved by Randy Oliwa and seconded by Marilyn McEwen**
THAT Council give Second Reading to District of Ucluelet Fees and Charges Amendment Bylaw No. 2014, 2016.
CARRIED.
- 2016-317 **It was moved by Marilyn McEwen and seconded by Sally Mole**
THAT Council give Third Reading to District of Ucluelet Fees and Charges Amendment Bylaw No. 2014, 2016.

CARRIED.

12. LATE ITEMS**12.1 Proposal to Amend Zoning Bylaw - Water Lot 2099
*John Towgood, Planner I***

2016-318

It was moved by Dianne St. Jacques and seconded by Sally Mole

THAT Council approved recommendation 2 of legislative report item "Proposal to amend Zoning Bylaw No. 1160, 2013 by changing the Zone Designation of a Water Lot with the Legal Description of District Lot 2099 Clayoquot District, 19T.729, N51Degrees 27' 05" E, from M-5 Zone – Marine Recreation and Protection to M-3 Zone – Marine Commercial", which states:

2. *THAT the rezoning application associated with Zoning Amendment Bylaw No. 1201, 2016 be considered and determined not to proceed further.*

CARRIED.

12.2 Zoning Amendment Bylaw No. 1201, 2016*No action taken***13. NEW BUSINESS****13.1 OLIVA**

- Council noted that a Destination Development Planning workshop with Destination BC is happening July 21 from 1:00 to 3:30 pm at the community centre; Council asked to confirm that the invitation was forwarded to Ucluelet's DMO and local Chamber of Commerce; all local tourism-industry businesses and stakeholders are invited to attend; more information is available at the municipal office
- Council discussed the proposed rainbow sidewalk project following an initial report from staff on possible locations and costs; Council discussed obtaining lower quotes or finding other funding sources, as well as some negative community response to doing a rainbow in favour of something more "west coast" themed
- Council discussed moving the topic of maintenance of the George Fraser gardens to the next budget discussion; discussed benefits of placing more value in their upkeep; George Fraser group possibly being reinvigorated but would need manpower; proposed future walking tours out to the cemetery and importance of gardens on the route to look good as an economic driver for Ucluelet
- Council discussed the fire truck counter petition process and the possibility of funding any of the truck directly instead of through

added debt; the fire truck must be through a loan as no money was put aside by past Councils for a new apparatus; at any time, Council can pass a resolution to secure a reserve account for a future fire truck purchase

13.2 MOLE

2016-319

It was moved by Sally Mole and seconded by Randy Oliwa

THAT Council direct staff to work with the Ucluelet Chamber of Commerce and Alberni Valley Employment Centre in their application to the Clayoquot Biosphere Trust for funding for a 2017 Job Expo in Ucluelet.

CARRIED.

13.3 MAYOR ST. JACQUES

- BC processing ships that are currently processing Hake are requesting the ability to do more than basic processing in order to increase their business; members of Groundfish Committees are concerned how this would affect shoreside plants

2016-320

It was moved by Sally Mole and seconded by Marilyn McEwen

THAT Council give consent for Mayor St. Jacques to participate in a sub-group for Groundfish Committees with the mandate to develop a plan to forestall any decision-making on the proposals of BC fish processing ships for increased latitude in fish processing until additional information on the effects and consequences to shoreside fish plants is determined.

CARRIED.

14. QUESTION PERIOD

15. CLOSED SESSION

15.1 Procedural Motion to Move In-Camera

2016-321

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

CARRIED.

- 15.2 Mayor St. Jacques suspended the regular meeting at 9:18 pm and moved in-camera at 9:20 pm.

16. ADJOURNMENT

- 16.1 Mayor St. Jacques adjourned the in-camera meeting at 9:20 pm and resumed the open meeting at 9:21 pm.

- 16.2 Mayor St. Jacques adjourned the regular meeting at 9:22 pm.

CERTIFIED CORRECT: Minutes of the Regular Council Meeting held on Tuesday, July 12, 2016 at 7:30 pm in the George Fraser Room, Ucluelet Community Centre, 500 Matterson Road, Ucluelet, BC.

Dianne St. Jacques
Mayor

Andrew Yeates
CAO



DISTRICT OF
UCLUELET

DISTRICT OF UCLUELET

JUL 18 2016

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.

Requested Council Meeting Date: July 12 Aug. 9

Organization Name: Beachcomber Ocean Tours

Name of person(s) to make presentation: Cam MacPherson

Topic: Tiny office

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

Please describe:

Before proceeding owners of potential rental property want to know if they will be taxed? Or what is the procedure.

Contact person (if different from above): _____

Telephone Number and Email: 250 726-8921

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.

Subject: 2016 UBCM Convention: Resolutions Submitted by the City of Prince George
Attachments: City of Prince George 2016 UBCM Resolutions.pdf

Subject: 2016 UBCM Convention: Resolutions Submitted by the City of Prince George

Good afternoon,

At the City of Prince George regular Council meeting held June 27, 2016, Council gave consideration to proposed Union of British Columbia Municipalities (UBCM) resolutions regarding: Gaming Funds Available to Non-Profit Community Organizations; Call for a Poverty Reduction Plan for British Columbia; and Federal Marijuana Tax Fund. Please find attached the proposed resolutions for your review and a request for your support at the 2016 UBCM Convention.

Thank you,



LESLIE JACKSON

Legislative Assistant

leslie.jackson@princegeorge.ca

1100 Patricia Blvd, Prince George, BC, Canada V2L 3V9

P: 250.561-7655



ADMINISTRATIVE SERVICES

LEGISLATIVE SERVICES DIVISION

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July 19, 2016

Attention: UBCM Member Municipalities,

At the City of Prince George regular Council meeting held June 27, 2016, Council gave consideration to proposed Union of British Columbia Municipalities (UBCM) resolutions regarding: Gaming Funds Available to Non-Profit Community Organizations; Call for a Poverty Reduction Plan for British Columbia; and Federal Marijuana Tax Fund. The following resolutions were approved for submission to the UBCM for consideration at the 2016 Convention:

1. Gaming Funds Available to Non-Profit Community Organizations

WHEREAS each year charitable groups and non-profit organizations in municipalities are challenged with finding enough funding to provide services and programs integral to the health of every community;

AND WHEREAS since the Provincial Government changed the Community Charitable Gaming Program from multiyear grants to a single year grant in 2010, the Gaming Program has demonstrated a shift towards inflexible policies, a reduction in gaming revenue, sectors removed and then reinstated after public pressure, with discretionary funding;

AND WHEREAS the reduction and elimination of this funding has impacted the ability of non-profit organizations to deliver services that contribute to the economic viability, sustainability and cultural fabric of our communities;

AND WHEREAS if community programming is viewed as a priority to the educational, cultural, recreational, environment, public safety and social wellbeing of every British Columbian, then Government of BC spending priorities need to include a Gaming Program with funding that is both sustainable and enhanced;

AND WHEREAS the Charitable Gaming Program cannot and should not exist without charities and communities being the priority behind the Program as it would otherwise fail in its mandate and its historical promise;

THEREFORE BE IT RESOLVED that the UBCM urge the Government of BC to form a committee to provide for the restoration of the Community Charitable Gaming Grant program and grants to the funding levels of 2008/2009, re-implement a 3 year grant funding model for stability of programming and provide a proportional share of the gaming revenues to community organizations so that as revenues increase, gaming grant funding increases proportionately.

2. Call for a Poverty Reduction Plan for British Columbia

WHEREAS the poverty rate in British Columbia continues to be among the highest in Canada yet BC is the last province in Canada to have a commitment to a poverty reduction plan;

AND WHEREAS many impacts of poverty are experienced at the local level, and local residents pay for poverty in increased health care costs, higher crime, higher demand for community, social and charitable services, lack of school readiness, reduced school success, and lower economic productivity;

THEREFORE BE IT RESOLVED that the Union of British Columbia Municipalities urge the Government of BC to follow the lead of all provinces and territories by adopting a comprehensive and accountable provincial poverty reduction strategy to reduce the number of people living in poverty in BC by setting concrete targets and timelines to reduce poverty.

3. Federal Marijuana Tax Fund

WHEREAS BC local governments bear the financial burden of Federal Government policy approaches that emphasize enforcement of marijuana prohibition, consume significant portions of municipal budgets and that divert law enforcement attention away from criminal activities where police involvement can better improve community safety;

AND WHEREAS the UBCM in the past has endorsed a resolution that it lobby senior governments to research the regulation and taxation of marijuana that could provide funding to municipalities as a revenue source for police activities related to community safety and drug law enforcement;

AND WHEREAS the UBCM has reviewed possible taxation models and suggested a model similar to that of the gas tax fund, which would create a new revenue source for municipalities and that would be established within Federal legislation;

AND WHEREAS the Federal Government has indicated that it plans to consult with Canadians in 2016 and to introduce new marijuana legislation in 2017;

THEREFORE BE IT RESOLVED that the Union of British Columbia Municipalities urge the Government of BC to request the Federal Government include local government as part of the marijuana taxation equation through the establishment of a Federal Marijuana Tax that would provide revenue that would be shared with municipalities across the province.

On behalf of Prince George City Council, your support of these resolutions at the 2016 UBCM Convention is appreciated.

If you have any questions or would like more information, please contact me at cityclerk@princegeorge.ca or (250) 561-7793.

Sincerely,


Maureen Connelly
Deputy Corporate Officer

Encl. Staff Report dated June 17, 2016 - Proposed 2016 UBCM Resolutions



COMMITTEE REPORT TO COUNCIL

1100 Patricia Blvd. | Prince George, BC, Canada V2L 3V9 | www.princegeorge.ca

DATE: June 17, 2016

TO: MAYOR AND COUNCIL

NAME AND TITLE: Councillor Brian Skakun, Chair
Standing Committee on Intergovernmental Resolutions

SUBJECT: Proposed 2016 Union of British Columbia Municipalities Resolutions

ATTACHMENTS: Schedule A - Proposed Resolutions regarding Community Charitable Gaming Grant Program, Poverty Reduction Plan for BC, Federal Marijuana Tax Fund and Community Based Agricultural Extension Program Provincial Proposal

RECOMMENDATIONS:

THAT Council:

1. Endorse resolutions 1, 2, and 3, attached as Schedule A to the report dated June 17, 2016 titled "Proposed 2016 Union of British Columbia Municipalities (UBCM) Resolutions" to be submitted for consideration by the UBCM Resolutions Committee at the 2016 Convention; and
2. Support resolution 4, as outlined on Schedule A attached to the report dated June 17, 2016 titled "Proposed 2016 Union of British Columbia Municipalities (UBCM) Resolutions" regarding the June 16, 2016 resolution of the Regional District of Fraser-Fort George Board with respect to a Community Based Agricultural Extension Program Provincial Proposal.

PURPOSE:

For Council consideration and decision.

STRATEGIC PRIORITIES:

The Standing Committee on Intergovernmental Resolutions held meetings in the month of May and June to consider items referred by Council for consideration. At the last meeting of the Committee held June 14, 2016 the Committee directed the attached resolutions be forwarded for Council approval to submit to the Union of British Columbia Municipalities (UBCM) 2016 Convention. City Council referred three matters to the Committee for consideration of UBCM resolutions.

Resolution 1 regarding Gaming Grants was initiated by a delegation from the Northern Interior Communities Association who cited concerns with decreased funding. It recommends that the Province restore and enhance the funding arrangements or the Community Charitable Gaming Grant program so

that charitable groups and non-profit organizations in municipalities can provide services and programs integral to the health of every community.

The resolution regarding a Poverty Reduction Plan for BC came forward from Mayor Hall and urges the Province of BC to adopt a comprehensive poverty reduction strategy to reduce the number of people living in poverty by setting concrete targets and timelines for poverty reduction.

The third resolution regarding the Federal Marijuana Tax Fund was put forward by Committee. It encourages the federal government as part of any marijuana regulation and taxation program to include funding to local government as a revenue source.

The last item Beyond the Market Proposal for a Provincial Community-Based Extension Services Program is in regards to supporting the local food and agricultural sector across the BC Highway 16 region. Given the nature of the resolution and the wide area that would be impacted, the Committee requested that Administration contact the Regional District of Fraser-Fort George (RDFFG) to inquire on whether their board would consider taking the lead on this proposal. On June 16, 2016 the RDFFG Board passed a resolution outlined on Schedule A attached to this report and requested City Council's support for their resolution.

The deadline for resolution submissions to the UBCM is June 30, 2016.

SUMMARY AND CONCLUSION:

The Standing Committee on Intergovernmental Resolutions supports the attached three resolutions regarding a Community Charitable Gaming Grant Program, Federal Marijuana Tax Fund and Poverty Reduction Plan for BC and recommends they be advanced to the UBCM 2016 Convention for consideration.

RESPECTFULLY SUBMITTED:



Councillor Brian Skakun, Chair
Standing Committee on Intergovernmental Resolutions

MEETING DATE: June 27, 2016

City of Prince George UBCM Resolutions

1. Gaming Funds Available to Non-Profit Community Organizations

WHEREAS each year charitable groups and non-profit organizations in municipalities are challenged with finding enough funding to provide services and programs integral to the health of every community;

AND WHEREAS since the Provincial Government changed the Community Charitable Gaming Program from multiyear grants to a single year grant in 2010, the Gaming Program has demonstrated a shift towards inflexible policies, a reduction in gaming revenue, sectors removed and then reinstated after public pressure, with discretionary funding;

AND WHEREAS the reduction and elimination of this funding has impacted the ability of non-profit organizations to deliver services that contribute to the economic viability, sustainability and cultural fabric of our communities;

AND WHEREAS if community programming is viewed as a priority to the educational, cultural, recreational, environment, public safety and social wellbeing of every British Columbian, then Government of BC spending priorities need to include a Gaming Program with funding that is both sustainable and enhanced;

AND WHEREAS the Charitable Gaming Program cannot and should not exist without charities and communities being the priority behind the Program as it would otherwise fail in its mandate and its historical promise;

THEREFORE BE IT RESOLVED that the UBCM urge the Government of BC to form a committee to provide for the restoration of the Community Charitable Gaming Grant program and grants to the funding levels of 2008/2009, re-implement a 3 year grant funding model for stability of programming and provide a proportional share of the gaming revenues to community organizations so that as revenues increase, gaming grant funding increases proportionately.

2. Call for a Poverty Reduction Plan for British Columbia

WHEREAS the poverty rate in British Columbia continues to be among the highest in Canada yet BC is the last province in Canada to have a commitment to a poverty reduction plan;

AND WHEREAS many impacts of poverty are experienced at the local level, and local residents pay for poverty in increased health care costs, higher crime, higher demand for community, social and charitable services, lack of school readiness, reduced school success, and lower economic productivity;

THEREFORE BE IT RESOLVED that the Union of British Columbia Municipalities urge the Government of BC to follow the lead of all other provinces by adopting a comprehensive and accountable provincial poverty reduction strategy to reduce the number of people living in poverty in BC by setting concrete targets and timelines to reduce poverty.

3. Federal Marijuana Tax Fund

***WHEREAS** BC local governments bear the financial burden of Federal Government policy approaches that emphasize enforcement of marijuana prohibition, consume significant portions of municipal budgets and that divert law enforcement attention away from criminal activities where police involvement can better improve community safety;*

***AND WHEREAS** the UBCM in the past has endorsed a resolution that it lobby senior governments to research the regulation and taxation of marijuana that could provide funding to municipalities as a revenue source for police activities related to community safety and drug law enforcement;*

***AND WHEREAS** the UBCM has reviewed possible taxation models and suggested a model similar to that of the gas tax fund, which would create a new revenue source for municipalities and that would be established within Federal legislation;*

***AND WHEREAS** the Federal Government has indicated that it plans to consult with Canadians in 2016 and to introduce new marijuana legislation in 2017;*

***THEREFORE BE IT RESOLVED** that the Union of British Columbia Municipalities urge the Government of BC to request the Federal Government include local government as part of the marijuana taxation equation through the establishment of a Federal Marijuana Tax that would provide revenue that would be shared with municipalities across the province.*

4. Community Based Agricultural Extension Program Provincial Proposal

***WHEREAS** the agriculture industry in B.C. is an extremely important economic sector providing strong and independent jobs with good potential for growth with the right forms of support;*

***AND WHEREAS** British Columbia has the oldest farmers on average in Canada (56 years) and the lowest percentage of farmers under 25 years of age, necessitating the need for training a new generation of farmers;*

***AND WHEREAS** there are significant gaps in knowledge and training for existing farmers and those wanting to enter the agriculture sector;*

***AND WHEREAS** there is a lack of agriculture extension services across British Columbia, often cited as a significant barrier to new and young farmers;*

***THEREFORE** be it resolved that in support of the Province of British Columbia's Jobs Strategy, that UBCM call upon the Province to deliver a province-wide community based agricultural extension program to support knowledge enhancement for new, prospective and existing farmers.*

Subject: Bike Rodeo

Hello,

The Ucluelet RCMP is planning a children's bike rodeo in conjunction with the Cops for Cancer Tour de Rock arriving at the Ucluelet Co-op on October 1. We would like to have the bike rodeo at the Co-op prior to the riders arrival.

For the event we are wanting to have Larch Road closed between Yew Street and Holly Crescent from 10:00 - 3:00 on October 1 and would need the district to install barricades and remove them afterward.

Please forward this request on to district and counsel for approval and please let me know if there is anything else I am required to do for this request to move forward.

Thank you,

Carrie

Carrie Midlane, PSE
Ucluelet RCMP Detachment/ Government of Canada
carrie.midlane@rcmp-grc.gc.ca
Tel: 250-726-7773/Fax: 250-726-2593

Carrie Midlane, EFP
Détachement de la GRC d'Ucluelet / Gouvernement du Canada
carrie.midlane@rcmp-grc.gc.ca
Tél.: 250-726-7773 / Téléc.: 250-726-2593

Recommendations:

1.(a) THAT Council approve the temporary closure of Larch Road (between Yew Street and Holly Crescent) from 10:00am to 3:00pm on October 1, 2016 for the children's bike rodeo;

(b) AND THAT Council approve authorization for the District to erect and remove barricades, as necessary, for the children's bike rodeo on October 1, 2016.

-

or

-

2. THAT Council approve 1(a) or 1(b) of the previous recommendation.

-

or

-

3. THAT Council consider the request for a temporary road closure of Larch Road on October 1, 2016 for the children's bike rodeo and deny the request.

Subject: ATTN COUNCIL: Permission for Boat Basin Signage

Subject: RE: ATTN COUNCIL: Permission for Boat Basin Signage

Hello,

My name is Emily from Central Westcoast Forest Society here in Ucluelet, BC.

I have attached a letter asking permission to install signage at boat basin harbour, as well as an example of the sign we hope to install.

Please do not hesitate to contact me with any questions.

We look forward to hearing from you.

Sincerely,

Emily



CENTRAL
WESTCOAST
FOREST
SOCIETY

1920 #2 Lyche Road
Po Box 641 Ucluelet BC, V0R 3A0
250-726-2424
info@clayoquot.org
clayoquot.org

Ucluelet Council
PO Box 999
200 Main Street
Ucluelet, BC V0R 3A0

Re: Sign installation at the Boat Basin

Dear Mayor Dianne St. Jacques and Councillors,

Central West Coast Forest Society (CWFS) is a local charity based in Ucluelet. The mandate of CWFS is to: (1) Restore forest and stream ecosystems that have been negatively impacted by human activities; (2) Enhance aquatic and terrestrial habitat management through research and monitoring projects; (3) Engage the community through education and employment.

CWFS would like to install an interpretive sign at the Boat Basin Dock in the Ucluelet Inner Harbour. The sign, created by CWFS, will outline the characteristics of a healthy watershed. We would like to install this sign to educate the many locals and tourists that use this dock about the aspects of a healthy ecosystem.

The streams, creeks and rivers in this region have been degraded by historical logging practices and human activities. With the help of many in-kind and financial partners, CWFS has been working for 21 years to help restore these damaged systems. Unfortunately, there are still many high priority streams and forest ecosystems in the area that have not been restored, and are still unable to support healthy wildlife and salmon populations. Through this sign we hope to remind locals and tourists that the health of our surrounding streams, lakes and rivers have a direct impact on fish and wildlife populations. As many individuals visit this dock daily to partake in chartered fishing or wildlife viewing trips, we feel that an educational sign at the Boat Basin is the ideal location to reach a variety of people.

Please see the attached an example of a sign we've installed at other locations – the content would differ slightly, while maintaining the general concept “importance of a healthy watershed”. With the Council's permission, we hope to install this sign at your earliest convenience. Please let us know if you have any questions or suggestions that could contribute to the success of this project.

Thanks for your time and consideration. We look forward to hearing from you.

Sincerely,

Emily Grubb

ENGLISH COVE WATERSHED

STRUCTURAL CHARACTERISTICS OF A HEALTHY CREEK

TOFINO IS A FISH-FRIENDLY COMMUNITY!

Thanks to Central Westcoast Forest Society and multiple financial and in-kind partners, culverts and roads that historically blocked fish passage are being redesigned with fish in mind! New culverts are being installed to ensure that fish can migrate and have access to the entire watershed. The increased access to spawning and rearing habitat results in an increase in fish abundance. This project is an excellent example our community's effort to restore wildlife habitat, to rebuild wild Pacific salmon populations, and undo the damage done in the hope for a brighter better future for the generations to come.

To find out more about Central Westcoast Forest Society, please visit:

www.clayoquot.org

Or contact us by email at:
info@clayoquot.org

PARTNERS:

Ministry of Transportation and Infrastructure, Department of Fisheries and Ocean Recreational Conservation Partnership Program, Pacific Salmon Foundation Community Salmon Program, Alberni-Clayoquot Regional District, Tla-o-qui-aht First Nations, and District of Tofino.

VEGETATION

Stream-side shrubs and herbs stabilize the soil, increasing infiltration of runoff and reducing erosion. Overhanging vegetation helps to moderate water temperatures by providing shade. The shrub layer also helps to build the organic soil layer through leaf litter fall, contributing to a rich and diverse ecosystem.

ALLOCHTHONOUS ORGANIC INPUT

Allochthonous organic input, also called leaf litter fall, consists of fallen leaves, branches and other organic materials that accumulate in a creek. The input of this material is vital for the health of a water body. This organic material is full of nutrients that are broken down by stream-bottom dwelling insects known as benthic invertebrates. The allochthonous material feeds the invertebrates, which in turn feed the fish, making it an integral component of this complex ecosystem.

LARGE CONIFERS

Coniferous trees like the Western red-cedar, Sitka spruce, and Western hemlock grow abundantly on the banks of creeks and play a vital role in riparian ecosystems. These trees can reach heights of 60 m and can develop root masses over 6 m in diameter. Their large root masses help to stabilize the channel, reducing bank erosion. Towering over the stream they provide shade and help to moderate water temperatures during cold winters and hot summers.

UNDERCUT BANKS

Undercut banks are a natural structural feature of healthy streams that develop slowly over time. Undercut banks are the perfect hiding place for both adult and juvenile fish. Salmon and trout are a vital food source for eagles, bears, small mammals, and of course, humans! With so many predators fish need lots of places to hide!

LARGE WOODY DEBRIS

Large woody debris (LWD), such as large logs and root wads, offer shelter and protection from predation. They can create back eddies and still water where fish rest and conserve energy. LWD also provide insect rearing habitat, which in turn provides food for rearing fish. The hydraulic function of LWD is also vital in shaping the stream: scouring pools, slowing the transport of gravel and allochthonous material downstream, and the creation of undercut banks.

BOULDERS

Large boulders provide refuge for fish during peak winter flows; creating eddies where fish can rest and conserve energy. A large boulder or series of boulders can also create turbulence and increase water velocities oxygenating the water, creating scour pools, and helping to transport materials and sediment downstream.

DEEP POOLS

Pools are areas of deeper and slower moving water. The concave bottom of a pool often collects finer sediments and organic material. Pools offer excellent rearing habitat for juvenile fish. The cooler water temperatures and slower moving water allow the juvenile fish to conserve energy and increase caloric intake. A pool of sufficient depth can provide protection from predators above the water. Deep pools also retain water during low flow periods providing valuable year round rearing habitat.

SPAWNING GRAVEL

Anadromous fish, like salmon, return from the ocean to freshwater lakes, rivers, creeks and streams to deposit their eggs. An adult salmon can lay as many as 4,000 eggs! In order to spawn successfully salmon require appropriately sized gravel to lay their eggs in a gravel nest (known as a redd). Each species of salmon and trout require a different mixture of gravel sizes. The survival of the eggs depends greatly on availability of clean oxygenated gravel, free of fine sediments and pollutants.

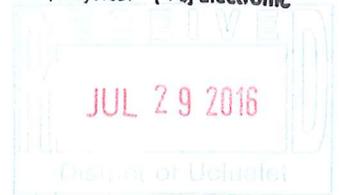


CENTRAL WESTCOAST FOREST SOCIETY



Fisheries and Oceans Canada

Pêches et Océans Canada



July 28, 2016.

District of Ucluelet Council.

Dear Council members.

We are in receipt of your notice to us , regarding a "Trail" connector to be located on Marine Drive.

We are not opposed to anyone walking by our house, we are however very upset that this project has progressed as far as being construction in a couple of months.

Firstly you should have consulted with the residents on Marine Drive, to find out if they would prefer a gravel path, a paved path or a "Proper residential street sidewalk"

It is certainly our opinion that you do not construct a "Trail" on a residential street.

If this is part of the "Alternate Design" strategy adopted by Council some years ago, it makes no more sense today than it did then.

It is our opinion that you are just trying to do a cheap job, which will create a constant mess along with removing street parking.

It is our opinion that without a proper sidewalk, people will just continue to walk on the road.

We realize that the idea of a trail on a residential street may seem Funky or neat to some people, but we believe that it is just haywire and out of place.

Finally we suggest that you put this project on the back burner until we can afford to do it right.

Your truly

Erik & Linda Larsen

332 Marine Dr

Subject: 2016 Local Economic Development in B.C. Survey Results
Attachments: led_survey_infographic_final.pdf

Subject: 2016 Local Economic Development in B.C. Survey Results



The results are in!

As promised, we wanted to notify everyone that the results are now available from the 2016 Local Economic Development in B.C. survey that was conducted in March. We want to sincerely thank everyone who participated; we have already begun using the results in our planning and development of upcoming products and services. The results were presented and discussed at the 2016 BCEDA Economic Summit in June, as well as to UBCM's Community Economic Development Committee last week. The summary infographic will also be circulated at BCEDA/MJTSTL's Economic Development Building Blocks workshops being held in various communities around the province, and we will continue to follow up on trends observed from the survey results.

We've attached the results infographic to give you a snapshot of the findings; the summary report and full results tables can be accessed from:

<http://www2.gov.bc.ca/gov/content/employment-business/economic-development/resources/stakeholder-engagement>

Thank you once again, and if you have any questions feel free to contact any of us directly.

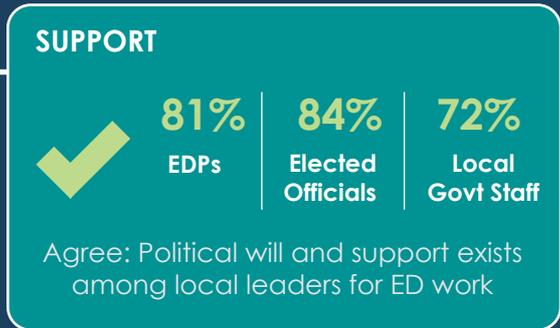
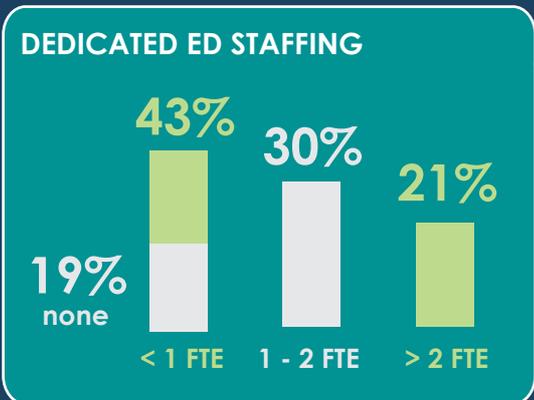
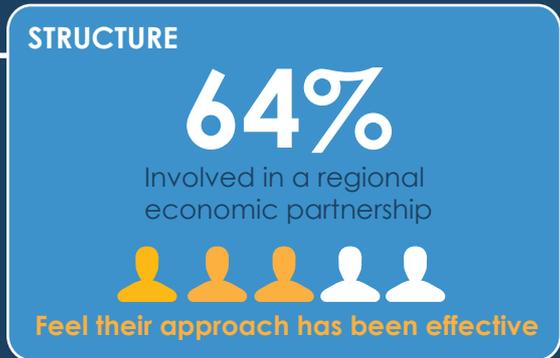
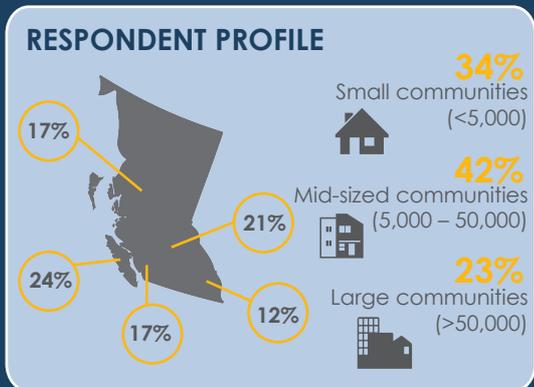
Sonja Cunningham, Ministry of Jobs, Tourism and Skills Training Sonja.Cunningham@gov.bc.ca

Marie Crawford, UBCM mcrawford@ubcm.ca

Dale Wheeldon, BCEDA dwheeldon@bceda.ca

Local Economic Development in BC 2016 Survey

Over 400 economic development stakeholders from around the province participated in the survey, including Economic Development Practitioners (18%), elected officials (31%) and local government staff (22%).



In partnership:



Ministry of
Jobs, Tourism
and Skills Training



BCEDA
BC Economic Development Association

PLANNING



Have and actively use an **ED PLAN**

Of those who have a plan,

75%
think it's
EFFECTIVE

43%
update
annually

27%
update
every 2-4 yrs

COMMON FORMS OF REPORTING ON ED EFFORTS:



Formal Reports

57%



Website

25%



Public Events

24%



Social Media

23%

MOST COMMON BRE ACTIVITIES

- Community profile (70%)
- Developed website (64%)
- Personal contact w/ businesses (56%)
- Business Walks program (45%)
- Promotional brochure (44%)
- Promotion of "Buy Local" events (44%)

CHALLENGES

INTERNAL

52% Lack of financial resources

46% Lack of human resources

34% Lack of leadership/priority

EXTERNAL

55% Lack of support

50% Global economic conditions

29% Resource downturn

TRACKING

32% Have a performance measurement plan

32% Don't have a plan, but provide info as needed

20% Don't have a plan, and are not asked for performance info

PRIORITIES & ACTIVITIES

65% Business retention & expansion (BRE)

48% Tourism & cultural activities

41% Business & industry attraction

25% Entrepreneurial development

RESOURCES

85%

would find additional resources, training & external support valuable for their communities

ECONOMIC DIVERSITY



33% consider their communities reliant on a single resource or industry

43% consider their communities very or moderately resilient to economic fluctuations



In partnership:



Ministry of
Jobs, Tourism
and Skills Training



Subject: Unconditional Grant Funding Letter - June 2016 Payment

Subject: Unconditional Grant Funding Letter - June 2016 Payment

Ref: 167872

Her Worship Mayor Dianne St. Jacques & Council
 District of Ucluelet
 PO Box 999
 Ucluelet, BC V0R 3A0

Email: info@ucluelet.ca

cc: joconnor@ucluelet.ca

Dear Mayor St. Jacques and Members of Council:

I am pleased to inform you of the 2016 Small Community and Traffic Fine Revenue Sharing grants for your municipality. These provincial grant programs support strong and vibrant communities by ensuring municipalities have the necessary fiscal capacity to provide good governance and community safety to their citizens.

For 2016, the Province of British Columbia will provide approximately \$103.4 million to municipalities throughout British Columbia (\$48.5 million through Small Community Grants and \$54.9 million through Traffic fine Revenue Sharing). This amount will be marginally lower than the 2015 funding because, if you recall from last year, the Province advanced approximately \$5 million from the 2016 budgeted grant amount to the 2015 grant payment. This was a one-time adjustment.

If you have any questions or comments regarding your grant amount, please feel free to contact Ms. Jennifer Richardson, Policy Analyst, Local Government Infrastructure and Finance Branch, by email at: Jennifer.Richardson@gov.bc.ca or by telephone at: 250-356-9609.

Unconditional Grant Funding	Purpose	Payment Date	Amount
Small Community Grants	Local government services	June 29, 2016	\$321,023
Traffic Fine Revenue Sharing Grants	Defray the cost of local police enforcement	June 29, 2016	\$ 0

Sincerely,

"Original signed by"

Peter Fassbender
 Minister of Community, Sport and Cultural Development
 Minister Responsible for TransLink

Subject: Rural Dividend Program – Approval of Funding

From: Rural Dividend FLNR:EX [<mailto:ruraldividend@gov.bc.ca>]

Sent: July-29-16 3:38 PM

To: David Douglas <ddouglas@ucluelet.ca>

Subject: Rural Dividend Program – Approval of Funding

Dear David Douglas,

Thank you for your interest in the Rural Dividend Program and the submission of your application for funding.

At this time the Ministry of Forests, Lands and Natural Resource Operations (FLNRO) is pleased to confirm a grant of \$10,000 to the District of Ucluelet to be applied to the Ucluelet Economic Development Strategy Update.

Please respond to this email by Wednesday, August 3 to confirm your interest in continuing on with the grant process.

The Ministry will be issuing press releases in the near future to announce funding for successful project development applications. We require that you keep confidential confirmation of your funding until it is announced publically by the Province.

Once we receive confirmation from you, we will follow up to provide you with the Grant Letter, and further details on the conditions for funding.

If you have any further questions, please contact the Program Office at 250-356-7950.

Regards,



Jason Fisher

Associate Deputy Minister

Forest Sector

Ministry of Forests, Lands and Natural Resource Operations

Office of the Chair
Tel. 604 432-6215 Fax 604 451-6614

JUL 18 2016

File: CR-12-01
Ref: SD 2016 Jun 24

The Honourable Mary Polak
Minister of Environment
PO Box 9047, Stn Prov Govt
Victoria, BC V8W 9E2
VIA EMAIL: env.minister@gov.bc.ca

Dear Minister Polak:

Re: Mattress and Bulky Furniture Extended Producer Responsibility

At its June 24, 2016 regular meeting, the Board of Directors of the Greater Vancouver Sewerage and Drainage District ('Metro Vancouver') considered a report on issues related to mattress recycling and disposal in the Metro Vancouver region and adopted the following resolution:

That the GVS&DD Board:

- a) *write a letter to the Minister of Environment requesting an amendment to the B.C. Recycling Regulation to require the implementation of an Extended Producer Responsibility (EPR) program for mattresses and other bulky furniture by 2017; and*
- b) *copy all municipalities and regional districts in the Province on the letter.*

The Province of B.C. has been a leader in implementing extended producer responsibility (EPR) programs for a broad range of products, including most recently packaging and printed paper, has improved the management of many products in British Columbia. Responsibility for recycling these products has been shifted from municipalities to producers, convenient systems have been put in place for recycling of materials that may create negative environmental impact, and producers are now considering the full-life cycle impacts of their products by implementing design changes.

Building upon the success of current EPR programs, Metro Vancouver believes that it is important to move forward with the implementation of EPR programs for mattresses and bulky furniture. Mattresses and other furniture are specifically identified in the Canadian Council for Ministers of the Environment Canada-Wide Action Plan for EPR as targets for new EPR programs by 2017. The Ministry of Environment has previously communicated its intent to implement EPR programs for mattresses and bulky furniture by 2017.

An estimated 165,000 mattresses are recycled each year in the Metro Vancouver region, of which approximately 60,000 are handled at Metro Vancouver transfer stations. An additional 32,000 mattresses and 59,000 bulky furniture items are picked up by municipalities, either through illegal dumping clean-up programs or large item pick-up programs. Recycling generates significant energy

18674661

4330 Kingsway, Burnaby, BC, Canada V5H 4G8 • 604-432-6200 • www.metrovancover.org

savings and greenhouse gas benefits, but at significant cost to taxpayers. Metro Vancouver estimates the cost to regional taxpayers of illegal dumping clean-up and bulky items pick-up programs for mattresses and bulky furniture to be as high as \$5,000,000 per year.

Establishing an EPR program for mattresses and bulky furniture would result in a number of benefits:

1. The cost for collection and recycling of mattresses and bulky furniture would be incorporated into the price of the items rather than being funded by municipal taxpayers.
2. Variability in commodity markets would not impact the potential for recycling mattresses.
3. Mattress production could be changed or alternatively innovative recycling systems could be implemented to manage hard-to-recycle products such as pocket-coil mattresses
4. Mattresses could be recycled by businesses and residents free of charge, reducing the potential for illegal dumping

Within the last year or so, new mattress EPR programs have launched in California, Connecticut and Rhode Island. Given a common pool of mattress and bulky furniture brand owners operating in the United States and Canada, this is a key time to begin moving forward to include these product categories in the *B.C. Recycling Regulation*.

We thank you in advance for your consideration of this request. We would be pleased to discuss how we can work together as partners to facilitate the implementation of this and other EPR programs. Please feel free to contact me to discuss further, or have your staff contact Andrew Doi of the Solid Waste Services Department.

Yours truly,



Greg Moore
Chair, Metro Vancouver Board

GM/PH/sw

cc: All Municipalities and Regional Districts in the Province of BC

Encl: "Mattress Recycling Update" Report to GVS&DD Board dated June 24, 2016 (Doc# 17939528)

To: Zero Waste Committee

From: Sarah Wellman, Senior Engineer, Solid Waste Services

Date: May 26, 2016 Meeting Date: June 9, 2016

Subject: **Mattress Recycling Update**

RECOMMENDATION

That the GVS&DD Board:

- a) write a letter to the Minister of Environment requesting an amendment to the B.C. Recycling Regulation to require the implementation of an Extended Producer Responsibility (EPR) program for mattresses and other bulky furniture by 2017; and
- b) copy all municipalities and regional districts in the Province on the letter.

PURPOSE

The purpose of this report is to update the Greater Vancouver Sewerage and Drainage District ('Metro Vancouver') Board on issues related to mattress recycling in the region and seek direction to write the Minister of the Environment to request that the Province implement an EPR program for mattresses and other bulky furniture.

BACKGROUND

At its April 27, 2012 meeting, the GVS&DD Board adopted the following resolution:

That the Board request the Chair to send a letter to the Provincial Government highlighting the importance of implementing an Extended Producer Responsibility program for mattresses and other large furniture items.

The Board Chair's letter is attached (Attachment 1) along with the response from the Ministry of Environment (Attachment 2).

In 2014, Maple Ridge submitted the following UBCM resolution requesting an EPR program for mattresses:

2014 B97: Maple Ridge

WHEREAS the Province is transitioning responsibility for end-of-life management of goods to industry through the use of product stewardship program as governed by the BC Ministry of Environment Recycling Regulation;

AND WHEREAS there is currently no product stewardship program for used mattresses and improperly discarded mattresses have to be disposed of by local government at taxpayers expense:

THEREFORE BE IT RESOLVED that UBCM request the provincial government to require industry to develop a product stewardship program to adequately address end-of-life management of waste mattresses.

This resolution was endorsed by UBCM, and received the following response from the Ministry of Environment:

The Ministry of Environment supports UBCM's request to include waste mattresses under future product stewardship programs to ensure the costs associated with managing these commonly discarded products are transferred to the producers responsible. In fact, the Ministry has committed to meeting the targets set out in the Canadian Council of Ministers of the Environment's (CCME) Canada-wide Action Plan for Extended Producer Responsibility (EPR) programs – including those for construction and demolition materials, furniture (including mattresses, hide-a-beds, etc.), textiles, carpets and appliances by 2017. BC continues to lead all jurisdictions in this regard. Continued efforts in the Lower Mainland to collect and recycle these items are encouraged as they will not only support waste diversion, but will help establish this industry as a proven entity and inform future consultations regarding the upcoming EPR program for mattresses.

An estimated 160,000 to 170,000 mattresses are recycled each year in the Metro Vancouver region, of which approximately 60,000 are handled at Metro Vancouver transfer stations with the remainder delivered directly to the mattress recyclers either by private industry, private pick up services, or by municipalities that offer collection services and/or pick up illegally dumped mattresses.

In 2011, the *Tipping Fee and Solid Waste Disposal Regulation Bylaw* (Tipping Fee Bylaw) was changed to ban mattresses from disposal due to operational impacts and to encourage mattress recycling. Mattresses are received at Metro Vancouver transfer stations for \$15 per unit to pay for the cost of recycling the mattresses.

Due to challenges recycling pocket coil mattress springs, in 2015, the Tipping Fee Bylaw was amended to provide a \$25 discount per tonne at the Waste-to-Energy Facility for loads containing more than 85% metal in recognition of the value of the metal in loads, and also to help reduce costs for mattress recyclers with no recycling alternative for these pocket coil springs.

At the September 10, 2015 Zero Waste Committee directed staff to report back to the Committee on:

the effectiveness of the mattress surcharge

MATTRESS AND OTHER BULKY FURNITURE DISPOSAL AND RECYCLING

The past practice of disposing of mattresses commingled in the waste stream was operationally challenging due to the bulkiness of mattresses, which makes them difficult to handle during waste pickup and transport. Their low density makes them undesirable landfill material, and the springs have a tendency to impact landfill and transfer station equipment (e.g. puncture hydraulic systems). Removal of mattresses from the waste stream has helped reduce maintenance on transfer station and landfill equipment.

The majority of the mattresses collected at transfer stations are recycled. In mattress recycling there are secondary markets for the steel of the innerspring unit, the polyurethane foam, the cover (toppers), the cotton, and the wood. According to the May 2012 CalRecycle Study “Mattress and Box Spring Case Study: The Potential Impacts of Extended Producer Responsibility in California on Global Greenhouse Gas (GHG) Emissions”, mattress and box spring recycling and component reuse generates significant energy and greenhouse gas benefits.

Pocket coils are difficult to recycle, as it is challenging to separate the metal from the fabric. Metro Vancouver is currently accepting pocket coil mattresses at the Waste-to-Energy Facility, and recovers the metal for recycling.

Up until recently, there were three private companies in the region recycling over 160,000 mattresses. Metro Vancouver’s disposal ban on mattresses has been key in the development of this industry. With declining metal prices mattress recycling companies have faced economic challenges because historically metal was the primary revenue source from recycling mattresses.

As of May 2016, one of the recycling companies, Recyc-Mattress, stopped accepting mattresses. Without an EPR program in place for mattresses, the net costs for mattress recycling must be charged to residents, businesses and the public sector dropping off mattresses for recycling. Over the last two years, Metro Vancouver’s drop-off costs at the private recycling facilities have increased from \$9 to \$13 per unit. Metro Vancouver has maintained drop-off fees at \$15 at transfer stations despite the increased recycling costs to reduce the potential for illegal dumping.

With the temporary closure of Recyc-Mattress, there have been more discarded mattresses than the local capacity for recycling. As a result, Metro Vancouver is temporarily stock-piling some mattresses, and may need to send some mattresses to landfill. This issue highlights the need for an EPR program for mattresses to stabilize the recycling capacity in the region regardless of commodity prices.

Other bulky furniture such as couches are recyclable in the same manner as mattresses, and these products are also a challenge from a disposal perspective due to their bulk and the presence of springs. The cost of recycling couches is approximately \$30 – \$45 per unit. If an EPR program for mattresses and bulky furniture was put in place, couches and other bulky furniture could be banned from disposal, dramatically increasing recycling of these products and reducing impacts on the disposal system.

Illegal Dumping

Illegal dumping is an ongoing concern in the region. It causes environmental, health and social impacts, and is a considerable resource and financial burden on governments, businesses and residents. In particular, municipalities often bear the majority of costs associated with reactively cleaning up and disposing of abandoned waste.

Despite the availability of recycling programs provided by Metro Vancouver and the private sector, illegal dumping of mattresses is common in the region.

The resident’s principal barriers to mattress recycling in the region include:

- difficulty and cost of transporting mattresses to transfer stations or appropriate recyclers,
- recycling fee charged when a customer drops off a mattress, and

These barriers contribute to continued incidents of illegal dumping in many member municipalities.

An estimated 10,000 mattresses and 16,000 other pieces of large furniture are abandoned each year in the region with an average municipal unit cost for collection of \$50 per unit (includes labour, and transportation), which leads to a cost of approximately \$1,300,000 per year for member municipalities.

Anecdotally, the highest portion of abandoned mattresses occur in urbanized areas with a transient population near apartment complexes or multi-family dwellings. In these areas, many residents do not own vehicles, rely solely on public transportation, or own small vehicles not suitable for transporting large and bulky mattresses.

It is uncertain as to the relative impact of recycling fees compared to transportation barriers in determining the number of illegally dumped mattresses. Drop-off revenues for mattresses at Metro Vancouver and City of Vancouver transfer stations equal approximately \$900,000 per year, and cover most of the cost of recycling these mattresses. Reduction or elimination of these fees is unlikely to eliminate illegal dumping and as such reduction or elimination of fees would result in a net cost. Drop-off fees could be eliminated if an EPR program for mattresses is put in place.

Large Item Pick-Up Programs in the Region

Many municipalities have implemented large item pick-up programs as a way to reduce incidents of illegal dumping. These programs are generally available only to residences served by municipal garbage collection. There are a combination of various features in member municipalities' programs, including the types of materials collected, pick-up limits, housing types serviced, collection frequency, collection fee, etc. Approximately 22,000 mattresses and 43,000 pieces of furniture are picked up through large item pick-up programs each year.

EPR Program for Mattresses

There is urgent need for an EPR program for mattresses and other bulky furniture in the region. Lack of an EPR program increases the potential for illegal dumping of these items and transfers costs to municipalities that must pick-up illegally dumped items. In many cases municipalities incur additional costs by offering large item pick-up programs at no cost to residents to reduce the potential for illegal dumping. Recent changes to commodity markets have reduced the economic viability of local mattress recycling businesses and may result in the requirement to landfill recyclable mattresses. The Ministry of Environment has previously communicated that they targeted implementing an EPR program for mattresses and bulky furniture by 2017. The typical timeframe for EPR programs to be implemented following a change to the Recycling Regulation is approximately 18 months, and as such, even if a change to the Recycling Regulation is made in 2016, it could be 2018 before a program is in place. It is important to highlight to the Ministry of Environment the urgent need to proceed with an EPR program for mattresses and other bulky furniture.

ALTERNATIVES

1. That the GVS&DD Board:
 - a) write a letter to the Minister of Environment requesting an amendment to the B.C. Recycling Regulation to require the implementation of an Extended Producer Responsibility (EPR) program for mattresses and other bulky furniture by 2017; and
 - b) copy all municipalities and regional districts in the Province on the letter.

2. That the Zero Waste Committee receive the report titled “Mattress Recycling Update”, dated May 26, 2016 for information and provide alternate direction to staff.

FINANCIAL IMPLICATIONS

If the Board approves Alternative 1, correspondence will be sent to the Minister of Environment to advocate for an EPR program for mattresses and other bulky furniture.

SUMMARY/CONCLUSION

An estimated 160,000 to 170,000 mattresses are recycled each year in the Metro Vancouver region, of which approximately 60,000 are handled at Metro Vancouver transfer stations. Mattress recycling generates significant energy and greenhouse gas benefits, and reduces Metro Vancouver’s operational and maintenance costs when compared to disposal. A mattress recycling fee is collected by Metro Vancouver at the transfer stations, and paid to mattress recyclers to help cover the cost of dismantling and recycling mattress components.

Many municipalities have developed large item pick-up programs to reduce the incidences and costs associated with illegal dumping.

An EPR program for mattresses and bulky furniture is urgently needed, as changes to commodity markets have reduced the economic viability of local recycling businesses and may result in the requirement to landfill potentially recyclable mattresses. Lack of an EPR program increases the potential for illegal dumping of these products and transfers costs to municipalities. There is a need to continue to urge the Minister of Environment to address this ongoing issue and to introduce an EPR program for mattresses and other bulky furniture and therefore staff recommend Alternative 1.

Attachments and References:

Attachment 1: Letter from Chair Moore to Minister Terry Lake, dated June 19, 2012

Attachment 2: Letter from Minister Terry Lake to Chair Moore, dated December 11, 2012

17939528

**metro**vancouver

Greater Vancouver Regional District • Greater Vancouver Water District

Greater Vancouver Sewerage and Drainage District • Metro Vancouver Housing Corporation

4330 Kingsway, Burnaby, BC, Canada V5H 4G8 604-432-6200 www.metrovancouver.org

Office of the Chair
Tel. 604-432-6215 Fax 604-451-6614File: CR-24-03-EPR
RT: 3960

JUN 19 2012

The Honourable Terry Lake
Minister of Environment
PO Box 9047, Stn Prov Govt
Victoria, BC V8W 9E2Dear Minister ~~Lake~~: *TERRY***Re: Acceleration of an Extended Producer Responsibility (EPR) Program for Mattresses and Large Upholstered Furniture**

As part of the Canadian Council of Ministers of the Environment (CCME) Canada-wide Action Plan for EPR, all provinces committed to implementing a program for furniture, including mattresses, by the Phase II target of 2017.

The leadership demonstrated by the Province, Metro Vancouver and others, has created a robust recycling industry for mattresses and large upholstered furniture, with three processors located in the Lower Mainland. With the recent emergence of this local recycling industry, Metro Vancouver implemented a ban on the disposal of mattresses at regional disposal facilities in January 2011. A \$20 per mattress fee was charged to cover the costs of collection, transportation and processing. In 2011, over 125,000 mattresses were recycled into their wood, metal, foam, and fibre components, leading to over 70 green jobs added in this recycling sector. These valuable natural resources were reused and/or recycled thereby avoiding the disposal of these materials in landfills and the extraction of new natural resources.

While this initiative has been an overwhelming success from an environmental perspective, the combination of the ban and the \$20 per unit fee has resulted in the unintended consequence of illegal dumping by a minority of individuals unwilling to pay a fee for responsible management of products at the end of their useful life. As a result, municipalities incur significant costs to responsibly manage these products, as opposed to the manufacturers, producers, distributors and retailers who do not currently bear the full environmental cost to manage their products.

We ask that the Ministry of Environment amend the Recycling Regulation to include mattresses and large upholstered furniture and accelerate the implementation of this EPR program to 2015. This request to accelerate EPR implementation is explicitly stated in action 1.1.10 of our Integrated Solid Waste and Resource Management Plan which was approved last year. The infrastructure and regulatory structure already exists in Metro Vancouver and could be easily extended throughout the Province.

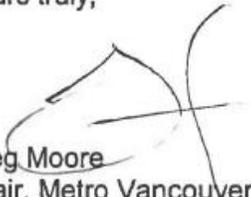
Minister of Environment

Acceleration of an Extended Producer Responsibility Program for Mattresses and Large Upholstered Furniture

Page 2 of 2

We thank you in advance for your kind consideration of this request. We would be pleased to discuss how we can work together as partners to facilitate the acceleration of this and other EPR programs. Please feel free to contact me to discuss this matter further, or have your staff contact Andrew Doi, Environmental Planner, at 604-436-6825.

Yours truly,

A handwritten signature in black ink, appearing to read 'Greg Moore', written over a faint circular stamp or watermark.

Greg Moore
Chair, Metro Vancouver Board

GM/PH/ad



Reference: 171883

DEC 11 2012

Greg Moore, Chair
and Directors
Metro Vancouver Board
4330 Kingsway
Burnaby BC V5H 4G8

Dear Chair Moore and Directors:

Thank you for your letter of June 19, 2012, regarding the acceleration of an extended producer responsibility (EPR) program for mattresses and large upholstered furniture in British Columbia (BC). I apologize for the delay in responding.

As you may know, BC has recently been recognized for its leadership position on EPR. BC has more EPR programs than any jurisdiction in Canada and is further advanced towards fulfilling its Canadian Council of Ministers of Environment Canada-wide Action Plan (CAP) for EPR.

A date for the addition of mattresses and large upholstered furniture to the Recycling Regulation has not been set at this point in time. Ministry of Environment staff are currently actively engaged on the implementation of the packaging and printed paper product category under the Recycling Regulation. Further product additions to the Regulation will be addressed in priority sequence.

The Ministry's 2011/12 – 2013/14 Service Plan highlights our commitment to the CAP for EPR. The CAP recommends that EPR programs be implemented by 2017 for construction and demolition materials, furniture, textiles, carpets and appliances, including ozone-depleting substances. We are making every effort to meet these 2017 targets, and I would like to assure you that mattresses and large upholstered furniture will be included in future discussions.

I would like to acknowledge and commend Metro Vancouver for extending, as documented in action 1.1.3 under Goal 1 of the Metro Vancouver Integrated Solid Waste and Resource Management Plan, the offer to provide staffing support and partner with the Ministry to help advance EPR in the province. This offer of support has the potential to assist in steering waste diversion activities in a manner that will ultimately eliminate waste or effectively manage it as a resource.

...2

Ministry of
Environment

Office of the
Minister

Mailing Address:
Parliament Buildings
Victoria BC V8V 1X4

Telephone: 250 387-1187
Facsimile: 250 387-1356

-2-

I see the recent Memorandum of Understanding (MOU) on EPR between Metro Vancouver and the Ministry as a promising start to Metro Vancouver's commitment to advance EPR in collaboration with the Province and I encourage the use of the MOU as the mechanism to capture opportunities where Metro Vancouver and the Province can work together to develop new EPR programs.

If you have any further suggestions for the development of EPR programs, or any questions about the content of this letter, please do not hesitate to contact Ms. Meegan Armstrong, Head of Industry Product Stewardship in the Ministry of Environment, at 250 387-9944 or by email at Meegan.Armstrong@gov.bc.ca.

Thank you again for writing.

Sincerely,

A handwritten signature in black ink, appearing to read "Terry Lake". The signature is fluid and cursive, with a large initial "T" and "L".

Terry Lake
Minister of Environment

Subject: Summit news for you and your network

From the Podium

2nd Annual Report on the Island Economy

We are happy to announce that the 2nd 'State of the Island' Economic Report will be released at the Economic Summit on October 26 and 27, 2016 at the Vancouver Island Conference Centre in Nanaimo, BC.

2016 is the 10th anniversary of the 'State of the Island' Economic Summit where hundreds of people gather to network, compare notes, learn of emerging trends, opportunities, and to explore solutions to nagging problems. Last year, the Economic Alliance released its first ever 'State of the Island' Economic Report which has since been used extensively in presentations and business decisions while being referenced frequently by media regarding the Island economy.

'We knew that the Report would be important to public and private decision-making on Vancouver Island but we had no idea how unique it would be. We have learned that our Economic Report is the only third-party report of its kind--reporting on the state of the economy for an entire region--in British Columbia. The uptake has been astounding and it positions Vancouver Island with solid, measured data in context with provincial, national and international economic outlooks.' - George Hanson, President, Vancouver Island Economic Alliance.

This Report has made possible because of the initiative and continuing sponsorship of MNP, by initial sponsorship from the Nanaimo Airport, Coastal Community Credit Union, BC Ferries, BC Hydro, and additional sponsorship by BC Ministry of Jobs, Tourism and Skills Training.

"It is critical for decision makers to have access to accurate and relevant data. The combination of Island-specific statistics with editorial to expose economic trends will make the 2016 `State of the Island` Economic Report a must read for business, industry and government leaders." - Giles Newman, Partner, BDO Canada, and Chair, VIEA Economic Report Committee

The consulting lead on the report project, Susan Mowbray, will be a keynote presenter at the Summit where each Summit delegate will receive a copy of the report.

"Our MNP team is excited to continue to partner with VIEA to produce the 'State of the Island' Economic Report. We've received a lot of positive feedback about the easy-to-read format of the first Economic Report and the valuable insights it provides on what`s happening in the Vancouver Island economy. The Report has very quickly become a 'go to' document for anyone doing business and considering doing business on the Island." - James Byrne, Regional Managing Partner, Vancouver Island, MNP LLP

Register for the 2016 Summit

State of the Island Economic Summit - October 26 and 27, 2016...

You're Invited!



Page 59 of 154
Today's BC Liberals

The 21st Annual Rich Coleman, MLA Appreciation BBQ

A photograph of Rich Coleman, MLA, and a woman standing outdoors in front of green foliage. Rich is on the left, wearing a dark polo shirt and pants, smiling. The woman is on the right, wearing a dark sleeveless top, also smiling.

"Over 20 years and counting! This annual event, AKA 'the chicken BBQ on that farm in Langley', is our way of sharing our thanks for your continued support. None of this would be possible without each of you, so please come and enjoy!" - Rich

**For members* of the Fort Langley/Aldergrove Riding Association
The Annual General Meeting will begin at 1pm**

Please RSVP to this FREE event, visit <http://bclib.ca/e522> OR call (778) 574-RSVP (7787)

Rich Coleman, MLA - Fort Langley/Aldergrove
PO Box 31097, RPO Thunderbird, Langley BC V1M 0A9

CANADA	POSTES
POST	CANADA
Postage paid	Port payé
Addressed	Médiaposte
Admail	avec adresse
1292137	



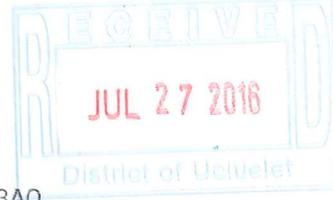
Thank You!

Sunday September 11

6612 224 Street, Langley Family Fun Starts at 2pm

File: 0410-20 MNGD

7/0
Dianne Anema
District of Ucluelet
- 200 MAIN STREET
PO BOX 999
UCLUELET BC V0R 3A0



For members of the Fort Langley/Aldergrove Riding Assc
our Annual General Meeting will begin at 1pm*



Please RSVP to this FREE event, visit <http://bclib.ca/e522> OR call (778) 574-RSVP (7787)



Acting Criminal Operations Officer, Core Policing
C/Supt. Dave Attfield
Mailstop#306
14200 Green Timbers Way
Surrey, BC V3T 6P3

Your file Votre référence

July 6, 2016

Our file Notre référence

Her Worship Mayor Dianne St. Jacques
District of Ucluelet Administration Office
PO Box 999
Ucluelet, BC VOR 3AO

Dear Madam Mayor St. Jacques:

I am writing to provide an update on the commitments by Deputy Commissioner Craig Callens at the Union of British Columbia Municipalities and outlined in his letter to you dated October 30, 2015. As he did, I wish to start by sincerely thanking you for bringing your concerns forward at the 2015 Union of British Columbia Municipalities. Such feedback is an essential tool in allowing the RCMP to better meet the expectation of the communities we serve.

Assistant Commissioner Norm Lipinski had been charged with following through on these commitments. As he is no longer with the RCMP, I will be addressing the two primary commitments that were made at the time of the UBCM meeting.

Commitment 1:

Examination of a LDP staffing model that may distinguish the duration of a posting for a non-commissioned officer in charge (detachment commander) and subordinates.

A formal review of the LDP staffing model was conducted by the BC RCMP Human Resource Officer's office. The review recognized that we could clarify and improve our policies/protocols and as such, are moving forward with the following related items:

- i) Creating a residency policy for BC RCMP as a whole. Our intent is to identify units and/or detachments where it is paramount for the members to live within the service area. We will also examine the feasibility of mandatory use of supplied housing, within this policy project.
- ii) We will clarify our existing LDP policy as to minimum and maximum tenures. As well, the extension policy will be reviewed for clarity purposes.
- iii) We will "tighten" up our expectations for members going into LDPs via the transfer planning process, including the expectation of living in the community if required and tenures/extensions.

The review also found that there was no need to change our LDP policy to differentiate tenures between NCOs and non NCOs. This is mainly due to the fact that the community conditions that are used as criteria for determining LDP status, apply equally to NCOs and non NCOs.

Commitment 2:

Allow an overlap of time between Sergeant Swann's departure and the incoming Detachment Commander to ensure that the transition is properly completed and that the previous work of Sergeant Swann, so valued by the community, is not lost.

When Sgt. George Jenkins took over as the NCO i/c of the Detachment on February 8, 2016, Sgt. Jeff Swann remained in place, in a subordinate role, to provide the transition continuity the community sought.

As you are aware of, recent events have had both Sgt. George Jenkins and Sgt. Jeff Swann transition to new postings. As an interim measure Sgt. Blaine Mumford, NCO i/c Tofino Detachment, will be overseeing the operation of Ucluelet Detachment (while maintaining his role in Tofino) until such time as a new NCO i/c arrives. The staffing process for a new Detachment Commander has begun and your office will play a vital role in the selection process.

I conclude by once again thanking you for reaching out through the forum of the UBCM.

Should you have any questions or concerns, please feel free to contact Inspector Brian Edwards (RCMP Government Liaison Officer) at brian.edwards@rcmp-grc.gc.ca or by telephone at 778-290-2054.

Yours truly,



C/Supt. Dave Attfield
Acting Criminal Operations Officer-Core Policing
British Columbia RCMP, "E" Division



Selina Robinson, MLA
(Coquitlam-Maillardville)



Province of
British Columbia
Legislative Assembly



Filecode: 0410-20 LEG 15

X-Ref:

Forwarded to: Council, Andrew

Physical [x] Electronic

Selina Robinson, MLA
(Coquitlam - Maillardville)
Victoria Office:
Room 201
Parliament Buildings
Victoria, BC V8V 1X4

Community Office:
102 - 1108 Austin Avenue
Coquitlam, BC V3K 3P5
Telephone: 604 933-2001
Facsimile: 604 933-2002

July 5, 2016

Her Worship Mayor Dianne St. Jacques and Council
District of Ucluelet
Box 999
Ucluelet, BC V0R 3A0

Dear Mayor St. Jacques and Councillors,

I hope your summer is going well. I am writing to you in preparation for the UBCM Convention September 26-30. I am pleased to inform you that all of the Opposition MLAs will be at the UBCM Convention and that we would love to meet with you and hear more about your issues and concerns.

In order to book an appointment with an MLA during UBCM please contact my Legislative Assistant Brontë Renwick-Shields at bronte.renwick-shields@leg.bc.ca or call 250-952-7647 and she will be happy to schedule an appointment for you. Please let Brontë know the specific issues or concerns that you would like to address in the meeting so that we can ensure the appropriate MLAs are in attendance.

We would also like to remind you that the Opposition will be hosting a free breakfast on the Friday morning of UBCM in the Crystal Ballroom Room at the Fairmont Empress Hotel, doors open at 6:45 am but please come when you can before 8:30 am. We would love to have you join us, invitations and further information will be included in your Convention package.

Yours sincerely,

Selina Robinson, M.L.A Coquitlam-Maillardville
Opposition Spokesperson for Local Government, Seniors and Sports

District of Ucluelet Expenditure Voucher

G-14/16

Date: July 29, 2016

Page: 1 of # 8

CHEQUE LISTING:

AMOUNT

Cheques: # 24323 - # 24488	\$	1,844,582.84
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PAYROLL:

PR 15/16	\$	63,360.59
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\$	1,907,943.43
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RECEIVED FOR INFORMATION AT MEETING HELD: August 9, 2016

Jeanette O'Connor, CFO

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024324	002	07/07/2016	BE737	BENSON ERICA	121693	BENSON-YOUTH CONTR	2,128.00		2,128.00	
024325	002	07/07/2016	BIL30	BERKS INTERTRUCK L	30553	REPAIRS-ENGINE 1	2,330.62		2,330.62	
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024328	002	07/07/2016	CGISC	CGIS CENTRE	42507	TECH SERVICE	393.75		393.75	
024329	002	07/07/2016	CK608	KASSLYN CONTRACTIN	D529	D529	5,686.15		5,686.15	
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024331	002	07/07/2016	CT002	CLEARTECH INDUSTRI	149244 666514	CONTAINER RETURN HYPOCHLORITE	273.00- 715.18		442.18	
024332	002	07/07/2016	CUPE1	CUPE LOCAL #118	06/16	JUN/16	1,299.05		1,299.05	
024333	002	07/07/2016	DC796	DAVE'S CONTRACTING	1056 1059	FIRE HALL WORK FIRE HALL WORK	2,144.10 787.50		2,931.60	
024334	002	07/07/2016	DFC01	DUMAS FREIGHT COMP	53955 53982	MACKAY PRECAST CLEARTECH	283.50 427.35		710.85	
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024336	002	07/07/2016	FSC10	FOUR STAR COMMUNIC	47752 47877	REPLACEMENT FIRE H WATER METER PARTS	2,562.00 810.49		3,372.49	
024337	002	07/07/2016	FW050	FAR WEST DISTRIBUT	300635	UCC SUPPLIES	456.25		456.25	
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024341	002	07/07/2016	HI715	HETHERINGTON INDUS	60870	OIL REMOVAL	150.15		150.15	
024342	002	07/07/2016	HS002	HOGAN, SARAH	121696	HOGAN-DANCE FIT	83.96		83.96	
024343	002	07/07/2016	IH042	INNER HARMONY SERV	4140	JUN/16 CLEANING SE	2,443.88		2,443.88	
024344	002	07/07/2016	KGC97	KGC FIRE RESCUE IN	234331	SERVICING RESCUE T	1,501.15		1,501.15	
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Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
024355	002	07/07/2016	P RTP1	PACIFIC RIM TRANSP	1143	COURTENAY	21.00		68.25	
					1049	COURIER FEES	47.25			
024356	002	07/07/2016	PSD25	PUBLIC SECTOR DIGE	7340	2016 MEMBSHP RENEW	309.75		309.75	
024357	002	07/07/2016	PV001	PIPE-EYE VIDEO INS	11099	LAGOON REPAIRS	14,579.25		14,579.25	
024358	002	07/07/2016	RL068	RIVERA LYVIER	121697	RIVERA-LATIN CARDI	147.60		147.60	
024359	002	07/07/2016	RPI46	ROADPOST INC. T462	RC08126741	S4 PHONE UTILITY S	220.65		220.65	
024360	002	07/07/2016	S9372	ST JACQUES DIANNE	121698	ST JACQUES-AWARDS/	380.36		1,032.44	
					121699	ST JACQUES-PRNP TR	43.20			
					121700	ST JACQUES-HAKE MT	608.88			
024361	002	07/07/2016	SP010	SUPERIOR PROPANE	11657001	PROPANE-UCC	772.68		772.68	
024362	002	07/07/2016	SS419	SOLIDARITY SNACKS	472	JOINT COUNCIL MTG	131.60		131.60	
024363	002	07/07/2016	U0148	UNION OF BC MUNICI	2017 DOG TAGS	DOG TAGS 2017	109.72		109.72	
024364	002	07/07/2016	UC142	UCLUELET CONSUMER'	71724218	#12	58.41		1,151.03	
					71724644	#9	94.73			
					71724653	#24	108.25			
					71725181	#2	63.01			
					71725205	#13	15.88			
					71725750	#5	65.20			
					71726172	#10	146.23			
					71726349	#4	124.29			
					71726362	#12	65.67			
					5166	FUEL HELEN GENERAT	180.35			
					5167	FUEL LSC GENERATOR	229.01			
024365	002	07/07/2016	UC142	UCLUELET CONSUMER'	71729905	#23	50.20		762.76	
					71730264	R #1	74.96			
					71730961	#5	75.83			
					71730978	#12	66.59			
					71730998	#10	67.23			
					71727561	PACKER	3.12			
					71727971	#23	61.05			
					71728096	FUEL HELEN GENERAT	133.31			
					71728564	#2	61.43			
					71728700	#23	55.75			
					71731352	#3	113.29			
024366	002	07/07/2016	UC142	UCLUELET CONSUMER'	71731404	#2	57.79		638.87	
					71731407	#24	124.83			
					71731535	#5	55.09			
					71732560	PROPANE	8.80			
					71732828	ICE-OPEN HOUSE	17.50			
					71733799	#7	61.31			
					71734519	R#1	51.23			
					71734640	#2	64.00			
					71735561	#4	21.52			
					71735897	#23	50.78			
					71736132	#4	126.02			
024367	002	07/07/2016	UC142	UCLUELET CONSUMER'	C01043512	CREAM/TEA/MILK	33.32		571.27	
					C01030799	YOUTH-FOOD	38.23			
					C01041207	YOUTH-FOOD	17.52			
					71736433	#24	88.77			
					71736629	PROPANE- PORSCHE B	16.50			
					71737109	#10/PROPANE	80.21			
					71737964	#2	63.02			
					71737978	#1	112.60			
					71738083	RANGER	58.93			
					71738345	#12	52.34			
					71738362	#4	9.83			
024368	002	07/07/2016	UC142	UCLUELET CONSUMER'	C01047976	PW WEEK SUPPLIES	71.82		779.30	
					C01044139	YOUTH MOVIE NIGHT-	24.83			
					C01094403	BASKET STUFFER	243.00			
					C01086112	BASEBALL	29.58			

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					CO1046491	SURF SCHOOL-SNACKS	26.27			
					CO1048133	PW SUPPLIES	14.53			
					CO1094404	SCH-HANGING BASKET	119.39			
					CO1048893		43.70			
					CO1075697	COUNCIL LUNCH MTG	129.34			
					CO1045941	AFTERSCHOOL SNACKS	43.00			
					CO1047541	WATER-ETRUCK BATTE	33.84			
024369	002	07/07/2016	UC142	UCLUELET CONSUMER'	CO1098694	MILK/CREAM/MATS	73.78		145.81	
					CO1088950	TEEN NIGHT SUPPLIE	30.61			
					CO1087275	LOCKS-LYCHE BLDG	41.42			
024370	002	07/07/2016	UP459	UCLUELET PETRO-CAN	17121532	#12 BACKHOE REPAIR	2,749.53		2,749.53	
024371	002	07/07/2016	VIE01	VANCOUVER ISLAND E	649	RENEWAL FEES	525.00		525.00	
024372	002	07/07/2016	WG015	WRISTBAND GIANT	21301	WRISTBANDS	253.01		253.01	
1037953	002	11/07/2016	ST497	SURVEYOR OF TAXES	INIT REMIT/20	2016 INITIAL REMIT	779,401.23		779,401.23	
024373	002	12/07/2016	AD004	TYCO INTEGRATED FI	80471133	JUL 1-SEPT/16 UCC	151.84		410.15	
					80471154	BAY ST JUL 1-SEP 3	258.31			
024374	002	12/07/2016	AGS11	AGS BUSINESS SYSTE	34770	JUNE/16 LYCHE	664.21		952.98	
					34771	JUNE/16 UCC	288.77			
024375	002	12/07/2016	AL001	ACKLANDS - GRAINGE	9156657539	PPE-GLOVES/BATTERI	395.42		882.80	
					9156657547	SPILL PADS	487.38			
024376	002	12/07/2016	APW90	ADVANCE PRESSURE W	4151	UCC KITCHEN EXHAUS	420.00		420.00	
024377	002	12/07/2016	BP940	BLACK PRESS	47187	SUMMER SUPPLEMENT	740.06		740.06	
024378	002	12/07/2016	CE477	CROW EXCAVATING	201638	CEMETERY WALL 15/0	10,500.00		10,500.00	
024379	002	12/07/2016	CK608	KASSLYN CONTRACTIN	D530	D530	12,614.89		12,614.89	
024380	002	12/07/2016	DC796	DAVE'S CONTRACTING	1057	INSTALL SHELVES/CA	2,782.50		2,940.00	
					1061	LOCKER INSTALLATIO	157.50			
024381	002	12/07/2016	FW050	FAR WEST DISTRIBUT	300701	CANADA DAY SUPPLIE	91.25		91.25	
024382	002	12/07/2016	GB054	GUDBRANSON BARB	121795	CANADA DAY	66.08		66.08	
024383	002	12/07/2016	LB002	LB WOODCHOPPERS LT	236726A	UNPAID TAX 266726	23.35		136.92	
					236084	BRUSHCUTTER SERVIC	113.57			
024384	002	12/07/2016	NR310	NADEAU RENEE	121791	NADEAU-YOGA	85.20		85.20	
024385	002	12/07/2016	PB104	PIONEER BOAT WORKS	73528	NET KNIVES/BULB/CL	45.87		45.87	
024386	002	12/07/2016	PC336	PETTY CASH FORTUNE	121703	UKEE DAYS FLOAT	6,450.00		6,450.00	
024387	002	12/07/2016	PD199	HARBOURVIEW DRUGST	121706	PPE-SUNSCREEN/BUG	98.46		98.46	
024388	002	12/07/2016	RD205	ACRD	2015	2015 O/S GARBAGE/R	12,454.43		12,454.43	
024389	002	12/07/2016	SBR01	SONBIRD REFUSE & R	25617	JUNE/16	691.61		971.02	
					25613	JUNE/16 UCC	201.92			
					25615	JUN/16 UAC	77.49			
024390	002	12/07/2016	SJ004	S & J SERVICES	234279	JUNE/16 AQUARIUM	651.00		2,490.60	
					234275	JUNE/16	1,386.00			
					234278	JUNE/16 JANITORIAL	315.00			
					234276	JUNE/16 FIRE HALL	138.60			
024391	002	12/07/2016	SS419	SOLIDARITY SNACKS	480	CANADA DAY CAKE	268.80		268.80	
024392	002	12/07/2016	TSC19	TRANSPARENT SOLUTI	8477	AUG/16 CLEARMAIL	20.95		20.95	
024393	002	12/07/2016	UP459	UCLUELET PETRO-CAN	17121697	#24-OIL CHANGE	91.56		1,116.89	
					17121658	#2 -OIL CHANGE	115.86			
					17121704	#3 TRUCK-REPAIRS	909.47			

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024394	002	12/07/2016	UR849	UCLUELET RENT-IT C	23813 23541 23755 23764	FALL PROTECTION JUNE/16 REPAIRS TO BLOWEER BARK MULCH	16.13 1,344.00 42.62 708.75		2,111.50	
024395	002	12/07/2016	VIFST	FLAG SHOP (THE VAN	1092	BANNER ARMS/POLES	5,726.01		5,726.01	
024396	002	12/07/2016	WI250	WISHBONE INDUSTRIE	8161	BEAR PROOF WASTE C	8,425.76		8,425.76	
1056473	002	13/07/2016	CI192	CIBC - VISA CENTRE	6/2016	JUN/16	3,959.90		3,959.90	
1058951	002	14/07/2016	tm005	TELUS MOBILITY	JUN/16	JUN/16	114.24		114.24	
1058951	002	14/07/2016	TP002	TELUS	JUN/16	JUN/16	3,581.36		3,581.36	
1058952	002	14/07/2016	BC017	BC HYDRO & POWER A	06/16	JUN/16	19,235.49		19,235.49	
1056474	002	15/07/2016	BMC01	BELL MOBILITY INC	6/2016	JUN/16	875.23		875.23	
024400	002	20/07/2016	AA211	ANDERSON, ALAN	15321	ANDERSON-LUNCH FOR	165.72		165.72	
024401	002	20/07/2016	BA001	BOYKO, AL	121717	LOGGER SPORTS ANNO	300.00		300.00	
024402	002	20/07/2016	BA139	SHARKY BALLOONS	121715	BALLOONS AND BUBBL	300.00		300.00	
024403	002	20/07/2016	BAR01	BOUNCE-A-RAMA RENT	121722	BOUNCER/EUROBUNGY	5,722.50		5,722.50	
024404	002	20/07/2016	BCCFA	BRITISH COLUMBIA C	07202015	BCCFA SERVICE CONT	2,177.08		2,177.08	
024405	002	20/07/2016	BP490	BURDEN SUSAN AND P	49000	49000-OVERPAYMENT	2,886.00		2,886.00	
024406	002	20/07/2016	CB001	CONGDON, BRIAN	340858	CONGDON-BATTERY EX	599.54		599.54	
024407	002	20/07/2016	CB352	COULSON BARRY	121712	STAGE TRUCK	2,100.00		2,100.00	
024408	002	20/07/2016	CE004	CORPORATE EXPRESS	41756025	DUAL MONITOR KIT S	152.32		152.32	
024409	002	20/07/2016	CGISC	CGIS CENTRE	42552	JUL/16	705.10		705.10	
024410	002	20/07/2016	CK608	KASSLYN CONTRACTIN	D531	D531	5,213.83		5,213.83	
024411	002	20/07/2016	COM01	CANADIAN CORPS OF	121719	SECURITY FOR UKEE	467.46		467.46	
024412	002	20/07/2016	DC796	DAVE'S CONTRACTING	1060	SERVER ROOM-UPGRAD	504.00		504.00	
024413	002	20/07/2016	DFC01	DUMAS FREIGHT COMP	49360	FOUR STAR WATERWOR	97.71		97.71	
024414	002	20/07/2016	DOCO1	DOCO ADVENTURES LT	121710	TRAIN/GAMES	800.00		800.00	
024415	002	20/07/2016	F9134	FORTUNE, MARK	15320	R1-BATTERY EXCHANG	27.07		27.07	
024416	002	20/07/2016	FSC10	FOUR STAR COMMUNIC	37529	JUN/16	143.33		143.33	
024417	002	20/07/2016	FW050	FAR WEST DISTRIBUT	300074	EXERCISE COASTAL R	282.89		282.89	
024418	002	20/07/2016	GE395	GALLOWAY ELECTRIC	701	INSTALLATION-PROJ/	919.28		919.28	
024419	002	20/07/2016	GK113	GALLANT KEITH	121711	UKEE DAYS SOUND TE	1,850.00		1,850.00	
024420	002	20/07/2016	GPC25	GREATPACIFIC CONSU	369	OUTFALL MONITORING	4,377.31		4,377.31	
024421	002	20/07/2016	GW178	GRAY WHALE DELICAT	142811	COASTAL RESPONSE E	422.94		422.94	
024422	002	20/07/2016	KA001	KOERS & ASSOCIATES	1403-003 1643-001	1403 INTERCONNECTI 1643-SEWAGE LAGOON	5,567.63 4,762.54		10,330.17	
024423	002	20/07/2016	KA413	KLEM ALYX	121713	WINDOW GIRLS	300.00		300.00	
024424	002	20/07/2016	KA622	KRISTIANSEN & ASSO	2016-0004 2016-0003	KRISTENSEN TRAVEL CONSULT REVIEW FEE	591.16 9,555.00		10,146.16	
024425	002	20/07/2016	LD384	LUDWIG DOUGLAS	020616	SHAKE ZONE EVENT	100.00		200.00	

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					070616	TSUNAMI EVAC DRILL	100.00			
024426	002	20/07/2016	LGM01	LOCAL GOVERNMENT M	16667	LGMA WEBINAR FEES	162.75		162.75	
024427	002	20/07/2016	LY001	YOUNG ANDERSON	95299	1190040	693.85		9,054.02	
					95300	1190118	797.66			
					95301	1190127	2,428.25			
					95302	1190128	796.54			
					95303	1190129	439.94			
					95304	1190131	1,849.46			
					95305	1190132	2,048.32			
024428	002	20/07/2016	M9277	MCDIARMID JOHN	85831A	McDIARMID BOOT ALL	175.00		175.00	
024429	002	20/07/2016	M9370	McEWEN MARILYN	121725	McEWEN TRANSPORT A	126.90		126.90	
024430	002	20/07/2016	MA409	MORROW ALEX	121714	ROYS BAG & THE RUB	300.00		300.00	
024431	002	20/07/2016	MIE30	MIECM	2016-13	MIECM/2016 DUES	50.00		50.00	
024432	002	20/07/2016	ML100	MITIC LAURA	121718	CARMANAH	2,000.00		2,000.00	
024433	002	20/07/2016	MMB55	MURDY & McALLISTER	21900	4438	278.01		278.01	
024434	002	20/07/2016	MS008	MAD SCIENCE VANCOU	121721	KIDS SCIENCE SHOW	1,168.55		1,168.55	
024435	002	20/07/2016	MS170	REVENUE SERVICES O	07/16	JULY/16	2,799.00		2,799.00	
024436	002	20/07/2016	NI001	NORTH ISLAND COLLE	121709	NIC/OFFICER DEV.CO	2,000.00		2,000.00	
024437	002	20/07/2016	PC336	PETTY CASH FORTUNE	121716	KIDS LOGGER SPORTS	50.00		50.00	
024438	002	20/07/2016	PGS93	PIN-GEL STEEL FABR	8539	MANHOLE LAGOON REP	1,142.40		1,142.40	
024439	002	20/07/2016	PI110	PUROLATOR INC	431658652	MAXXAM	98.08		98.08	
024440	002	20/07/2016	PSP12	PEBBLE STAR PRODUC	121720	CHILDREN'S ENTERTA	1,275.00		1,275.00	
024441	002	20/07/2016	RD205	ACRD	2016	2016 TAX LEVY	257,848.00		257,848.00	
024442	002	20/07/2016	RH204	ALBERNI-CLAYOQUOT	2016	2016 TAX LEVY	149,427.00		149,427.00	
024443	002	20/07/2016	RPS01	CEDAR GRILL	15302	EXERCISE COASTAL R	500.00		660.00	
					15303	TSUNAMI EVAC DRILL	160.00			
024444	002	20/07/2016	S9372	ST JACQUES DIANNE	121724	ST JACQUES PARKS C	45.36		45.36	
024445	002	20/07/2016	SBR01	SONBIRD REFUSE & R	25614	JUN/16 SCH	1,321.22		2,203.55	
					25612	JUN/16 52 STEPS	253.06			
					25616	JUN/16 WD	629.27			
024446	002	20/07/2016	SJ004	S & J SERVICES	23427A	JUN/16	315.00		315.00	
024447	002	20/07/2016	SS419	SOLIDARITY SNACKS	468	EXERCISE COASTAL R	1,087.60		1,561.50	
					467	TSUNAMI EDUCATION	293.40			
					466		180.50			
024448	002	20/07/2016	TL292	TIGER LILY FARM	121723	PETTING ZOO/PONIES	932.40		932.40	
024449	002	20/07/2016	UI923	UKEE INFO TECH	10324	IT SUPPORT	1,012.20		1,012.20	
024450	002	20/07/2016	UR849	UCLUELET RENT-IT C	23886	BARK MULCH	130.20		520.80	
					23880	BARK MULCH	390.60			
024451	002	20/07/2016	UV145	UCLUELET VIDEO SER	JUL/16	JUL/16	574.50		574.50	
024452	002	20/07/2016	ZBC25	ZOE'S BAKERY AND C	070616	COASTAL RESPONSE E	61.69		61.69	
024453	002	21/07/2016	BC206	BC ASSESSMENT AUTH	121726	2016 PILT/LEVY	30,725.26		30,725.26	
024454	002	21/07/2016	MF207	MUNICIPAL FINANCE	121729	2016 LEVY/PILT	105.72		105.72	
024455	002	21/07/2016	RD205	ACRD	121728	PILT	10,882.09		10,882.09	

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024456	002	21/07/2016	RH204	ALBERNI-CLAYOQUOT	121727	PILT	7,570.27		7,570.27	
1058915	002	21/07/2016	ST497	SURVEYOR OF TAXES	2016 2ND REMI	2ND REMIT	193,008.61		193,008.61	
1066248	002	21/07/2016	PB002	PACIFIC BLUE CROSS	370257	JULY PREMIUMS	7,059.31		7,059.31	
1066274	002	21/07/2016	WC168	WORKSAFE BC	Q2/16	Q2/16	9,238.47		9,238.47	
024457	002	25/07/2016	AON01	AON REED STEENHOUS	325-13515000	2016-2017	47,816.00		47,816.00	
024458	002	25/07/2016	DWM72	D W McMULLEN & ASS	1492	2016 OH&S	28,984.96		28,984.96	
024459	002	25/07/2016	09854	0985470 BC LTD	114896	114896-OVERPAYMENT	9,509.00		9,509.00	
024460	002	25/07/2016	BFW26	BUGMAN FAR WEST	A2016077	PEST CONTROL-LYCHE	313.95		313.95	
024461	002	25/07/2016	CE477	CROW EXCAVATING	201637	HAZARD REPORT/PINE	3,675.00		3,675.00	
024462	002	25/07/2016	CEV16	CANADIAN ELECTRIC	24503	#21-MOTOR REPAIR	311.03		311.03	
024463	002	25/07/2016	CK608	KASSLYN CONTRACTIN	D532	D532	5,363.32		5,363.32	
024464	002	25/07/2016	CUPE1	CUPE LOCAL #118	07/16	JUL/16	1,365.53		1,365.53	
024465	002	25/07/2016	DC001	DOLAN'S CONCRETE L	UP77643	MULCH-MARINE DRIVE	249.48		249.48	
024466	002	25/07/2016	DC796	DAVE'S CONTRACTING	1063	DEMOLITION/POTTERY	2,625.00		2,625.00	
024467	002	25/07/2016	DG001	DUNSMORE GORDON	114917	114917 OVERPAYMENT	275.00		275.00	
024468	002	25/07/2016	DM447	DOSDALL MORGAN	121731	DOSDALL-LGMA AGM/N	284.40		284.40	
024469	002	25/07/2016	DSG10	D'SIGN GUY	3254 3253	BANNERS - TOURISM KIMOTO PARK SIGN-P	156.80 107.52		264.32	
024470	002	25/07/2016	FS004	FOUR STAR WATERWOR	47939	SEWER REPAIR/PINE	3,210.20		3,210.20	
024471	002	25/07/2016	FW050	FAR WEST DISTRIBUT	301617	AQUARIUM-TISSUE/G.	123.32		123.32	
024472	002	25/07/2016	IH002	CONNECT HEARING	PSIN0123663	CREW HEARING TEST	365.40		365.40	
024473	002	25/07/2016	IW035	IMAGEWEAR A DIVISI	7755357 7725019 7733111 7738554 7761171	PW CLOTHING PPE-PUBIC WORKS PPE-PUBLIC WORKS PPE-PULIC WORKS PPE-PUBLIC WORKS	52.92 1,744.06 725.76 80.63 223.40		2,826.77	
024474	002	25/07/2016	JI072	JUSTICE INSTITUTE	20046154	UVFD EXAM FEES	190.00		190.00	
024475	002	25/07/2016	JR381	J. ROBBINS CONSTRU	209	MULCH-REC HALL/YAR	504.52		504.52	
024476	002	25/07/2016	K9286	KEMPS KIM	713001	KEMPS-PPE REIMBURS	90.68		90.68	
024477	002	25/07/2016	MA952	MAXXAM ANALYTICS	VA987556	B50299	78.75		78.75	
024478	002	25/07/2016	PD650	PAUL DAVIS CVI	109-12-172	ASBESTOS ABATEMENT	11,906.74		11,906.74	
024479	002	25/07/2016	PI110	PUROLATOR INC	431730271	MAXXAM	65.09		65.09	
024480	002	25/07/2016	PW280	PITNEYWORKS	121708	JUL/16 POSTAGE	1,050.00		1,050.00	
024481	002	25/07/2016	R9348	ROPER RUSSEL	138051	ROPER-SAFETY BOOTS	175.00		175.00	
024482	002	25/07/2016	RBCTX	RBC- PERSONAL SERV	128056	128056 OVERPAYMENT	276.88		276.88	
024483	002	25/07/2016	SC006	SOFTCHOICE CORPORA	4306479	MS OFFICE 365	4,150.47		4,150.47	
024484	002	25/07/2016	TU428	TOURISM UCLUELET	04/16	APR/16 GRANT	17,616.97		17,616.97	
024485	002	25/07/2016	UP459	UCLUELET PETRO-CAN	17121829	#4 TRUCK-STEERING	172.41		172.41	
024486	002	25/07/2016	UR849	UCLUELET RENT-IT C	23990	CHAIN OIL	18.12		302.99	

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					23947	MULCH-REC HALL	195.30			
					23928	TAMPER REPAIR	89.57			
024487	002	25/07/2016	UV146	UCLUELET VOLUNTEER	02/16	Q2/16	2,100.00		2,100.00	
024488	002	25/07/2016	y9308	YEATES ANDREW	1190128	YEATES-LY001:11901	163.40		163.40	
Total:							1,844,582.84	0.00	1,844,582.84	

*** End of Report ***



STAFF REPORT TO COUNCIL

Council Meeting: AUGUST 9, 2016

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: DAVID DOUGLAS, MANAGER OF FINANCE

FILE NO: 0340-50

SUBJECT: ADOPTION OF DISTRICT OF UCLUELET POLICIES

ATTACHMENT(S): APPENDIX A – PURCHASING AND DISPOSAL POLICY NO. 3-1200-4
APPENDIX B – ENVIRONMENTAL PURCHASING POLICY NO. 3-1200-3

RECOMMENDATION(S):

1. **THAT** Council hereby adopt and bring into effect the following policies of the District of Ucluelet:
 - a) Purchasing and Disposal Policy No. 3-1200-4
 - b) Environmental Purchasing Policy No. 3-1200-3

Or

2. That Council refer one or more policies back to staff for amendment per direction of Council:

Or

3. That Council receive this report for information only.

PURPOSE/DESIRED OUTCOME:

The purpose of this report is to present to Council revised and updated policies for the District of Ucluelet.

SUMMARY:

Staff recommend that the aforementioned policies be adopted as presented.

BACKGROUND:

The aforementioned policies were repealed by Council at its June 23, 2015 meeting. Staff have reviewed these policies making moderate changes to the Purchasing and Disposal policy and no changes to the Environmental purchasing policy.

TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:

No further time requirements needed.

FINANCIAL IMPACTS:

The Purchasing policies will provide staff with approved procurement rules that staff will be held to compliance.

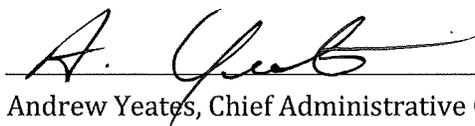
POLICY OR LEGISLATIVE IMPACTS:

In addition to this procurement policy the District has procurement procedures which together contribute to a procurement program that empower the staff responsible for the procurement process with the direction and consistency they need for successful procurement.

Respectfully submitted:



David Douglas, Manager of Finance



Andrew Yeates, Chief Administrative Officer



The Corporation of the District of Ucluelet

MUNICIPAL POLICY MANUAL

POLICY NUMBER: **3-1200-4**

REFERENCE:

Purchasing and Disposal Policy

ADOPTED BY:

Council

<Date Adopted>

CROSS-REFERENCE:

Environmental Purchasing Policy 3-1200-3

SUPERSEDES:

#3-1200-2

AMENDED DATE:

N/A

DEPARTMENT:

Finance

EFFECTIVE DATE:

<Date>

Policy Statement:

Page 1 of 11

The objective of this policy is to establish general practices to be followed to purchase goods and services and dispose of surplus goods and materials. These practices will enable cost-effective, timely and efficient purchasing while maintaining equal opportunity for qualified suppliers.

Purchasing goods and services is an activity that is of considerable interest to elected officials, the business community and the public. These groups must be assured that the District's purchasing decisions are made for the benefit of the District and are without favour or bias.

Suppliers of goods and services must be able to compete for municipal business and must be aware that the municipality does not accept responsibility for paying for any service or work until it has been properly authorized.

Employees responsible for purchasing must strive for the best value. Lowest price may not be the best value. Additional factors such as quality, residual value, training, maintenance, delivery and shipping terms, warranties, payment terms, performance and environmental impact must be considered.

This policy applies to all departments and commissions of the District that use corporate funds for the acquisition of goods or services.

Definitions:

Competition means a competitive process such as a Request for Offer (RFO), Request for Proposal (RFP), or Tender.

Competitive bid is a formal request for to supply goods or services. The department responsible develops specifications for that need and issues a Request for Bid, (RFB). The RFB includes all the information a vendor should need in order to develop a bid submission.



Direct acquisition or Sole Source means the only supplier who has the ability or capacity to supply specified goods or services or the supplier the District is obligated contractually to use in the circumstances of a particular purchase.

District means “District of Ucluelet”

Expenditure means an expenditure made in respect of a purchase.

Purchase means the purchase of goods, equipment, or services.

Request for quotation is a formal request for bids, in writing, to supply goods or services. Quotations are not opened in public. Total bid prices shall be made available for public review on request.

Request for expression of interest is an invitation for suppliers to express interest in a particular project, commodity or service, providing in general terms, ideas that will meet the requirements.

Request for proposals is a formal request for sealed proposals to supply goods or services that may or may not be fully defined or specified. Proposals are opened in public at a set time and place.

Single Source means where there is a single supplier that clearly provides the best value to the District in the circumstances of a particular purchase or the circumstances in which the purchase is required are extraordinary or involve an emergency.

Telephone quotation is a formal request for bids, verbal, to supply goods or services. Quotations are not opened in public. Total bid prices shall be summarized on the verbal quotation form and made available for public review on request.

Tender is a formal request for sealed bids to supply goods or services in response to an advertised invitation. Tenders are opened in public at a set time and place.

Principles:

Purchasing activities are to be carried out in a manner that:

- Enhances competitive bidding, so that required goods or services are obtained in a timely manner, in the desired quantity, of the desired quality, and in the most cost-effective manner possible.
- Gives qualified suppliers’ equal opportunity.
- Encourages the development of local sources of supply where there is no increase in cost to the District.
- Insures that decisions are based on demonstrable technical and operational considerations.
- Insures that decisions are based on the total cost of ownership.

In order to increase the District’s awareness and use of environmentally sound products and services, municipal staff is encouraged to review requirements to ensure that, wherever possible



and economical, specifications provide for use of goods and services that are more environmentally acceptable.

Standards of Conduct

Employees will conduct themselves in a manner that a reasonable and informed third party would conclude as being appropriate when expending District funds.

Where an employee has been privy to confidential or sensitive information, it is their responsibility to ensure that it remains so. Such information must not be used for any personal gain or advantage. Information given in the course of an employee's professional activity should be forthright and not intended to mislead or deceive others.

Employees shall maintain relationships with suppliers and third parties in a manner that contributes to and promotes fair competition in the market and protects the interests and reputation of the District. Employees should not use their position to garner personal favours or advantages.

General

District staff will endeavour to determine if goods, equipment or services, including construction services, can be provided internally prior to commencing any external purchases.

In all circumstances, the District will comply with the spirit and intent of all applicable trade agreements and any other applicable legislation.

Every competition must clearly state that the competition is subject to the terms of this Purchasing Policy.

To obtain better value through larger scale purchases, the District may, with the approval of the Chief Administrative Officer, access other public agencies' agreements when appropriate.

The District may enter into an agreement with a supplier for goods, equipment, or services only if that gives the District the best value in connection with quality, service, and price, as compared to the value given by other suppliers.

Before a purchase is committed to, it must be authorized through the issuance of a Purchase Order, and if applicable, an agreement approved by the Finance Department.

Dividing a single purchase into two or more purchases or payments to circumvent policies, purchase card limits and/or levels of signing authority is prohibited.

Supplier Invoices are to be mailed to: Box 999, 200 Main St or emailed to info@ucluelet.ca.

**Authority, Responsibility and Limits:**

The Chief Administrative Officer has overall responsibility to ensure compliance with this policy.

Department Heads are responsible for ensuring that this policy is followed within their areas of control. In this regard, Department Heads shall ensure that:

- Expenditures comply with the District's Financial Plan.
- Sufficient analysis and discussion has taken place.
- The risk of fraud, embezzlement and error is minimized.

Department Heads may delegate purchasing authority to employees in their department, subject to the limits set out below. The Finance Department must be advised in writing of all delegations of purchasing authority.

Purchasing approval limits are:

Council	over \$100,000
Chief Administrative Officer	up to \$100,000
Chief Financial Officer	up to \$50,000
Department Head	up to \$25,000
Manager	up to \$10,000

Notwithstanding these approval limits, the Chief Administrative Officer may direct staff to submit any contract or agreement to Council for approval.

All purchases of goods or services, reimbursements of expenses and refunds shall involve at least two (2) individuals in the ordering, receiving and/or approval process. Evidence of this shall be in the form of two different signatures or initials on the transaction documents as a whole.

Purchasing Methods and Limits:1. Direct Acquisition

Goods or services up to a cost of \$2,000 may be purchased directly from a supplier. Telephone or written quotations are recommended.

2. Telephone Quotations

Telephone quotations from at least three suppliers are required for the purchase of goods or services with a cost from \$2,001 to \$10,000. Written quotations are recommended.

3. Written Quotations

Written quotations from at least three suppliers are required for the purchase of goods or services with a cost from \$10,001 to \$25,000. Competitive bid, tenders, requests for proposals or request for expression of interest may also be used.

4. Competitive Bid



Competitive bid from at least three suppliers are required for the purchase of goods or services with a cost from \$25,001 to \$75,000. Tenders, requests for proposals or requests for quotations may also be used.

5. Tenders or Requests for Proposals

Formal tenders or requests for proposals (RFP) must be used for purchases of goods or services with a cost greater than \$75,000.

In compliance with the Agreement on Internal Trade all procurements of goods, services or construction projects over \$75,000 shall be advertised nationally using the Province of British Columbia's BC Bid service (<http://www.bcbid.gov.bc.ca/open.dll/welcome>).

Purchase Options:

1. Petty Cash

Petty cash may be used for purchases under \$25 where the District does not have an account with the supplier or where the purchase is less than the supplier's minimum amount for sales on account.

2. Purchasing or Credit Card

A purchasing or credit card may be used for purchases under \$1,000 per transaction where the District does not have an account with the supplier or where the purchase is less than the supplier's minimum amount for sales on account. This limitation does not apply to expenses associated with an approved convention or seminar, e.g. registration fees, airfares, accommodation, etc.

3. Purchase Order

Purchase orders must be issued for all purchases of goods or services, other than for purchases by petty cash.

4. Authorization of Purchase Orders

Purchases over \$2,001 must be submitted for authorization of the Manager of Finance or the Chief Financial Officer prior to releasing the purchase order number to the supplier of goods, services or contractor.

5. Open Purchase Order

Where greater efficiency will result via purchasing goods or services from one supplier for all or part of a calendar year an "Open Purchase Order" may be issued. Quotation and tendering limits apply to the estimated overall value of the open purchase order. Open purchase orders must be reissued for each calendar year.

Competitions that Exceed Budget:

A competition cannot be awarded if it exceeds the Council approved budget.



The Manager of the applicable Department, who jointly with the Chief Financial Officer and the Chief Administrative Officer, will determine whether to reject the bid or seek Council approval to shift or increase the budget.

Used Goods or Equipment:

To ensure maximum value to the District's purchasing dollars, the purchasing function and performance must be optimized. To this end, the District may consider the purchase of used goods or equipment where a positive business case can be shown.

Sustainability guidelines:

The District considers the environmental, social and economic value of the goods and services being purchased with the intent to shift spending away from goods and services that negatively impact the environment and society towards products and services that are more environmentally sound and socially beneficial.

Specifications and Evaluation Criteria:

User departments are responsible for preparing specifications that can be easily interpreted by qualified suppliers. In addition, unless it can be demonstrated that there are valid technical, operational or financial reasons for not doing so, specifications must be prepared that can be fulfilled by more than one product or manufacturer.

Where price is not the only consideration, departments must describe in advance the criteria and method of evaluation that will be used to determine the relative merits of quotations, tenders or proposals.

Lowest Cost Purchase:

Where a recommended purchase is not the least cost, a report justifying the selection shall be submitted for the approval of the appropriate Department Head or the Chief Administrative Officer, depending on the level of purchasing authority described earlier in this policy.

Sole Source Purchases:

Sole source purchases generally occur when there is only one available supplier of a product or service that meets the District's needs or during an emergency. The terms and conditions for the purchase are completed through negotiation.

Exemptions to the competitive quotation/bidding process may be approved by the Chief Administrative Officer in the following circumstances:

1. The compatibility of an item with existing equipment, facilities or services is a paramount consideration.
2. The good or service is required to cope with an emergency.



3. An item is purchased for testing and trial use.
4. An item is currently rented with a rental contract that has a purchase option and the purchase option is beneficial to the District.
5. An item is offered for sale by tender, auction or negotiation and purchasing the item is clearly in the best interest of the District.

Alberni-Clayoquot Region Joint Purchasing Group:

The District will participate in the joint procurement of commonly used goods and services where it is in the District's best interest to do so.

Emergency Purchases:

Emergency purchases may be required to restore or maintain acceptable levels of community services or to prevent further damage, serious delays or injury.

In an emergency the preparation, documentation and analysis set out in the usual purchasing procedures may not be possible. Oral authorization to bypass normal purchasing procedures, including sole-source purchasing, is acceptable.

All normal purchasing documentation and reporting, complete with signed authorizations, as required, is to be completed as soon as possible after the emergency.

Purchase Orders at Year-End:

In order to facilitate year-end cut-off procedures, purchase orders issued late in each fiscal year shall be examined to ensure that the purchase relates to the current year. This does not apply to regular receipts on open purchase orders or to the reissue of open purchase orders for the following calendar year.

Purchase orders for goods or services that have not been received in full during the fiscal year shall be a commitment in the following fiscal year to the extent not completed.

Petty Cash Funds:

All petty cash funds will operate on an imprest basis, i.e. reimbursement will be made for authorized disbursements to restore the total fund to its original amount. All requests to establish petty cash funds, or to change the imprest amount, shall be made by the Department Head to the Chief Financial Officer.

All petty cash disbursements must be supported by a fully completed Petty Cash Voucher with an attached store receipt. Petty cash funds may not be used for personal loans, IOUs, payment of wages (including contracted services) or payment of business travel expenses.

All petty cash reimbursements will be by cheque payable to the fund custodian. Petty cash reimbursement cheques may be cashed by District cashiers.



Petty cash funds must be kept segregated from other funds in a cash box acquired for this purpose and stored in a secure location. Petty cash funds are subject to audit by Finance staff and the District's external auditors.

Purchasing or Credit Cards:

Purchasing or credit cards reduce operating costs associated with low value, non-repetitive purchases of goods or services. If this method of purchasing is available, each Department Head shall submit requests for purchasing or credit cards to the Chief Financial Officer.

Credit limits and designated areas of acceptable use for each card will be related to departmental needs and determined individually after consultation between the Department Head and the Chief Financial Officer.

The holder of a purchasing or credit card is responsible for documenting all charges on the card as directed by the Finance Department. In the event of loss or destruction of a purchasing or credit card the cardholder must notify the Finance Department immediately. Upon termination of employment a purchasing or credit card must be returned to the Finance Department.

A purchasing or credit card shall not be used by anyone other than the person whose name appears on the card. A purchasing or credit card shall not be used for personal purposes. Cash advances are not permitted on a purchasing or credit card.

All receipts from using purchasing or credit cards must be submitted to the Finance Department immediately. Failure to submit all receipts will result in the rescinding of the purchasing or credit card for a period of six (6) months.

Cheque Requisition Form:

The cheque requisition form is generally used in circumstances where there is no invoice. Examples of this situation include:

- Fee refunds to a member of the public
- Registration fees for a conference or seminar
- Statutory fees, e.g. Land Title Office

Travel Forms:

The Expense Statement shall be used to claim all expenses for travel and allowances on municipal business including attendance at conferences and seminars. Allowable expenses include personal vehicle use, parking, business meals, bus fares, taxi fares, etc. as well as all expenses for registration, travel, accommodation and meals associated with attendance at an approved convention or seminar that have not been paid directly or paid using a purchasing card.

Disposal of Surplus Assets:

Surplus assets shall be disposed using the following priority:

1. As a trade-in for a new piece of equipment.



2. Offering it to other civic departments.
3. Advertising it for sale on the District's web site.
4. Advertising it for sale at public auction.
5. Donating it, without competition, to any non-profit organization, subject to the approval of the Chief Administrative Officer.

Surplus equipment with a market value less than the costs of disposition may be disposed of by the least-cost method available, taking into account any environmental implications of the disposal.

The Finance Department shall be provided with a written description of all assets transferred between departments, or disposed of by donation, trade-in, sale or discard.

Appeals:

The appeal process allows those who feel the purchasing process was flawed to discuss the matter and seek redress.

An aggrieved proponent must advise the Chief Administrative Officer in writing within five business days of the event causing the issue, stating the nature and basis of their appeal.

The Chief Administrative Officer, within five days, shall convene a meeting of the proponent and the appropriate municipal staff to attempt to resolve the proponent's concerns. Within five business days of this meeting, the Chief Administrative Officer will advise the proponent in writing of the administrative decision on their appeal.

If the proponent's concerns are not satisfied then, within a further five days, the proponent may request that the Municipal Council hear their appeal.

Council must hear the issue at the next regularly scheduled meeting. Both municipal staff and the proponent may make presentations on the matter. The Corporate Administrator shall provide the proponent with Council's decision, in writing, within five days. The decision of Council shall be considered final.

Prohibitions:

The following activities are prohibited:

1. The division of purchases or contracts to bypass the approval and purchasing limits in this policy.
2. Purchases by the District from any member of Council, an employee or member of their immediate families or from any other source that would result in a conflict of interest.
3. Purchases by the District of any goods or services for personal use by or on behalf of any member of Council, employee or member of their immediate families.
4. Acceptance of personal gifts or gratuities from any current or potential suppliers of goods or services.



In addition, new capital expenditures shall not be made prior to adoption of the current year's Financial Plan unless authorized in writing by the Chief Administrative Officer who may refer the item to Council for approval.

Unauthorized Purchases:

Unauthorized purchases are the personal financial responsibility of the individual making the commitment and the District reserves the right to recover all costs from the employee and consider appropriate disciplinary action.

Freedom of Information:

Freedom of Information ("FOI") and Protection of Privacy legislation applies to all purchasing records. Any such records may be the subject of an FOI request and may be released to a third party by the District's FOI Co-ordinator.

Suppliers – PST

1. Out of Province Suppliers

If no provincial sales tax is charged the Finance Department will calculate the sales tax owing and remit the tax moneys to the Ministry of Finance. The cost of the items purchased will be increased by the sales tax.

State of Emergency

In the event of an activation of the District's Emergency Operations Centre or if a State of Emergency is declared by District Council, the Federal, Provincial or Regional Governments for the District of Ucluelet for the purposes of this policy, the following shall apply:

- a) The Director/Deputy Director of the EOC shall have the authority of the Chief Administrative Officer
- b) The Finance Section Chief may increase District's Purchasing Card holders' limits to a level that they consider appropriate based on the nature of the emergency
- c) The Supply Branch Coordinator, the Procurement Unit Coordinate and/or Incident Commanders shall have the authority of the Manager

Documentation and procedures provided by Emergency Management BC shall be followed to ensure Disaster Financial Assistance eligibility is maintained.



Attachments:

The attached documents form part of the Purchasing and Disposal Policy.

- Verbal Quotation Form

Dianne St. Jacques
Mayor, District of Ucluelet



VERBAL QUOTATION FORM (up to \$10,000)

Procurement Description

Description of purchase/service.....

 Project Number (if applicable): Project (if applicable):

Quotation and Evaluation

Selection Criteria

The following suppliers were asked to quote (minimum of two – five quotes)

Date	Company/Contact Name/Contact Number	Amount Quoted
.....	\$
.....	\$
.....	\$
.....	\$
.....	\$

The recommended quote is from For an amount of \$

Justification:

Signed: Date: / /

Name / Title Procurement Officer/s

Contract Award

Purchase Order Issued (Products/minor services only) or Purchase Order Number:

Letter of Appointment (Services) (Acknowledged by Contractor & filed) or Yes

Letter of Engagement (Consultancy) (Acknowledged by Consultant & filed)

Is the Contractor a small business? (i.e. employs less than 20 people)

Signed: Date: / /



POLICY NUMBER: 3-1200-3
REFERENCE:

Environmental Purchasing

ADOPTED BY:

CAO

<Date Adopted>

CROSS-REFERENCE:

Purchasing and Disposal Policy 3-1200-4

SUPERSEDES:

#3-1200-1

AMENDED DATE:

N/A

DEPARTMENT:

Finance

EFFECTIVE DATE:

<Date>

Policy Statement:

Page 1 of 3

The District of Ucluelet will support the purchase of environmentally preferred products to reduce the impact our workplace has on the environment.

The District as an organization recognizes that our operations have an impact on the environment. This policy has been formulated to empower and encourage employees in sound decision-making in regards to purchasing environmentally friendly products.

Definitions:

For the purposes of this policy:

- **"District"** means "District of Ucluelet"
- **"Employees"** means both unionized and management employees, unless specifically stated otherwise.
- **"Recycling"** means the process of collecting, sorting, cleansing, treating, and reconstituting materials that would otherwise become solid waste, and returning them to the economic mainstream in the form of raw material for new, reused, or reconstituted products which meet the quality standards necessary to be used in the marketplace.
- **"Waste Prevention"** means any action undertaken by an individual or organization to eliminate or reduce the amount or toxicity of materials before they enter the municipal solid waste stream. This action is intended to conserve resources, promote efficiency, and reduce pollution.
- **"Environmentally Preferable Products"** means products that have a lesser impact on human health and the environment when compared with competing products. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation and/or disposal of the product.



- **“Recycled Products”** are products manufactured with waste material that has been recovered or diverted from the waste stream. Recycled material may be derived from post-consumer waste (material that has served its intended end-use and been discarded by a final consumer), industrial scrap, manufacturing waste and/or other waste that otherwise would not have been utilized.
- **“Practical”** means sufficient in performance and reasonably available at a reasonably competitive cost (10% higher in price than regular product).

Guidelines:

- a) All employees will purchase recycled and environmentally preferable products whenever practical.
- b) Employees should try to solicit the use of recycled and other environmentally preferred products in its procurement documents as appropriate.
- c) Departments must practice waste prevention whenever practical.

Best Practices:
a) Procurement Practices

All departments must evaluate, at least, the following environmentally preferable product categories and purchase them whenever practical.

- i. Printing and writing paper, including all imprinted letterhead paper, envelopes, copy paper and business cards. When practical, these should contain a minimum of 30% post-consumer recycled content.
- ii. Paper Products, including janitorial supplies, shop towels, hand towels, facial tissue, toilet paper, seat covers, corrugated boxes, file boxes, hanging file folders and other products comprised largely of paper.
- iii. Remanufactured laser printer toner cartridges and remanufactured or refillable ink-jet cartridges.
- iv. Cleaning and janitorial supplies which are non-hazardous and low on phosphate. Products which are water based and are easily biodegradable. Contracts for janitorial and cleaning services should specify the use of EcoLogo approved products where practical.
- v. Recycled plastic outdoor-wood substitutes, including plastic lumber, benches, fencing, signs and posts.

b) Waste Prevention Practices

All district employees are encouraged to reduce their consumption of resources by incorporating the following practices into their daily activities.

- i. Consider durability and reparability of products prior to purchase.



- ii. Conduct routine maintenance on products/equipment to increase the useful life.
- iii. Use duplex features on laser printers and copiers. Specify duplex on print jobs.
- iv. Send and store information electronically when possible. This includes e-mail, intranet, and scanning.
- v. Review record retention policies and implement document imaging systems.
- vi. Other waste prevention practices that further the goals of this policy.

c) Responsibilities of District employees

All District staff are responsible for the implementation of this policy and will:

- i. Practice waste prevention whenever possible.
- ii. Continue to utilize recycling programs and expand them where possible.
- iii. Procure recycled products whenever practical.
- iv. Develop, evaluate and maintain information about environmentally preferable and/or recycled products containing the maximum practical amount of recycled materials. Cross-feed information to other Departments when potential use of a product exists.
- v. Develop specifications used in public bidding aimed at eliminating barriers to recycled content products, such as outdated or overly-stringent product specifications and specifications not related to product performance.
- vi. Ensure that procurement documents issued by the Departments require environmental preferred alternatives whenever practical.
- vii. Educate and promote this policy through management and leading by example.
- viii. Maintain and use information, furnished by its customers, about environmentally preferable and recycled products containing the maximum practical amount of recycled materials and encourage Departments to purchase such products whenever possible.
- ix. Inform vendors of our Environmental Purchasing Policy.

Responsibility:

All departments; staff that prepare tendering documents and that purchase products for the municipality.

Dianne St. Jacques

Mayor, District of Ucluelet



STAFF REPORT TO COUNCIL

Council Meeting: AUGUST 09, 2016
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: JEANETTE O'CONNOR, CHIEF FINANCIAL OFFICER

FILE NO: 1880-20-03

SUBJECT: FINANCIAL UPDATE

ATTACHMENT(S): APPENDIX #1 – OPERATING REVENUE AND EXPENDITURE SUMMARY
APPENDIX #2 – PROJECT UPDATES

PURPOSE:

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

OVERVIEW OF OPERATING REVENUES AND EXPENSES:

General Operating Revenues:

The District has received approximately 77% of the budgeted revenue amount in the General Operating Fund.

- The General Government Services is quite low at 38% and receiving the budgeted amount is doubtful. The total amount is quite small, so it does not have a significant impact.
- Licenses, Permits and Fees are already at 99%. Rezoning and Board of Variance are both already above their budgeted amounts. Business Licenses and Dog Licenses came in close to the budgeted amounts.
- Rent is also low at 14% and again receiving the budgeted amount is doubtful. This revenue comes from renting the Seaplane Base Rec Hall and the Ucluelet Athletic Club Hall. It appears fewer people are renting these two older facilities.
- Overall, Recreation appears to be on the low side at 40%. This is because Day Camp Fees and Ukee Days revenues have not been recorded. The programs of Ball / Adults / Gym / Dance are doing well at 98%, with Ball well above the budgeted revenue. The Youth and Soccer programs are at 128% with the Youth at three times the budgeted amount. Fitness is also doing well at 83%. The leases appear lower than they should be as the BC Government is behind on their payments. Movies and Swimming are only at 9% and may not make their budgeted amounts.
- Interest appears to be low at 36% but most of the interest is not recorded until the year-end.
- Conditional Transfers appears quite low at 27%, but these transfers will be coming in within the next couple of months.

Water Operating Revenues:

The District has received approximately 44% of the budgeted revenue amount in the Water Operating Fund.

- The metered revenues are slightly lower than they were at this time last year. There are six more months to be billed for this year.
- The flat rate revenues are slightly higher than they were at this time last year. There is one more trimester to bill for and the commercial flat rates for water have been tripled.

Sewer Operating Revenues:

The District has received approximately 71% of the budgeted revenue amount in the Sewer Operating Fund.

- The sewer revenues based on a percentage of the metered water revenue are also slightly lower than they were at this time last year. There are six months of charges left to be billed for this year.
- The flat rate revenues are slightly lower than they were at this time last year. There is one more trimester to bill for in this year.

General Operating Expenses:

The District has spent approximately 52% of the budgeted expenditure amounts in the General Operating Fund.

- Protective Services appears on the low side at 35%. Building Inspection, at 12%, is low because the Regional District has not billed us for the building inspection yet.
- Environmental Health Services is low at 28% but the District has not received the invoice for the Spring Clean-up yet.
- Public Health and Welfare Services (Cemetery) is already over budget. This is partially due to the decision to purchase more grave liners than planned. This was done to save money on the shipping and the product. The crews have also spent more time working on the cemetery grounds.
- Planning and Building Services appears low at 30%
- Recreation
- Fiscal Services

Water Operating Expenses:

The District has spent approximately 74% of the budgeted expenditure amounts in the Water Operating Fund.

Sewer Operating Expenses:

The District has spent approximately 31% of the budgeted expenditure amounts in the Sewer Operating Fund.

Respectfully submitted:



Jeanette O'Connor, Chief Financial Officer



Andrew Yeates, Chief Administrative Officer



**DISTRICT OF UCLUELET
OPERATING REVENUE SUMMARY
27-Jul-16**

Appendix #1

OPERATING REVENUE	Actual 2016	Budget 2016	Over (under) 2016 Budget	% Rec'd
PROPERTY TAXES - OWN	2,674,550	2,674,192	358	100.0%
1% UTILITY TAXES	39,297	39,297	0	100.0%
GRANTS IN LIEU OF TAXES	-	50,000	(50,000)	0.0%
GENERAL GOVERNMENT SERVICES	1,062	2,800	(1,738)	37.9%
PROTECTIVE SERVICES	20,500	27,600	(7,100)	74.3%
TRANSPORTATION - HARBOURS	227,616	389,125	(161,509)	58.5%
ENVIRONMENTAL HEALTH SERVICES	475	850	(375)	55.9%
PUBLIC HEALTH & WELFARE - CEMETERY	1,950	2,375	(425)	82.1%
LICENCES, PERMITS, FEES	78,537	79,200	(663)	99.2%
RENT	339	2,400	(2,061)	14.1%
RECREATION	115,859	287,129	(171,270)	40.4%
INTEREST	43,658	122,200	(78,542)	35.7%
UNCONDITIONAL TRANSFERS - OTHER GOV'TS	321,023	335,609	(14,586)	95.7%
CONDITIONAL TRANSFERS-OTHER GOV'TS	17,215	64,266	(47,051)	26.8%
TRANSFER FROM OWN FUNDS	5,000	526,461	(521,461)	0.9%
WATER REVENUES	405,973	926,550	(520,577)	43.8%
SEWER REVENUES	390,699	552,200	(161,501)	70.8%
	4,343,752	6,082,254	(1,738,502)	71.4%



DISTRICT OF UCLUELET
OPERATING EXPENSE SUMMARY
27-Jul-16

Appendix #1

OPERATING EXPENSE	Actual 2016	Budget 2016	Over (under) 2016 Budget	% Spent
GENERAL GOVERNMENT SERVICES				
COUNCIL INDEMNITIES	73,029	149,160	(76,131)	49.0%
GENERAL ADMINISTRATIVE	296,153	405,080	(108,927)	73.1%
OFFICE & ADVERTISING	96,866	194,463	(97,597)	49.8%
POSTAGE & TELEPHONE	12,068	29,700	(17,632)	40.6%
OTHER GOVERNMENT SERVICES				
LYCHE BUILDING	15,737	21,640	(5,903)	72.7%
TRAVEL & PROMOTION	65,513	140,803	(75,290)	46.5%
INSURANCE	45,753	80,335	(34,582)	57.0%
ELECTION	-	5,000	(5,000)	0.0%
TOTAL GENERAL GOVERNMENT	605,118	1,026,181	(421,063)	59.0%
PROTECTIVE SERVICES				
FIRE PROTECTION	71,928	190,573	(118,645)	37.7%
UCLUELET EMERGENCY PROGRAM	28,856	74,210	(45,354)	38.9%
JAPAN TSUNAMI DEBRIS	-	2,000	(2,000)	0.0%
BUILDING INSPECTION	4,586	39,550	(34,964)	11.6%
BYLAW	10,339	24,700	(14,361)	41.9%
TOTAL PROTECTIVE SERVICES	115,709	331,033	(215,324)	35.0%
TRANSPORTATION SERVICES - PUBLIC WORKS				
PUBLIC WORKS ADMINISTRATION	94,371	223,100	(128,729)	42.3%
EQUIPMENT MAINTENANCE	52,863	85,820	(32,957)	61.6%
PUBLIC WORKS YARD & BUILDINGS	43,201	49,841	(6,640)	86.7%
GRAVEL AND SWEEPING	23,637	45,000	(21,363)	52.5%
PAVING & SIDEWALKS	10,629	56,770	(46,141)	18.7%
STORM DRAINS	2,071	18,280	(16,209)	11.3%
TRAFFIC CONTROL	7,265	15,670	(8,405)	46.4%
STREET LIGHTING	18,401	50,480	(32,079)	36.5%
TOTAL TRANSPORTATION SERVICES - PW	252,438	544,961	(292,523)	46.3%
TRANSPORTATION - HARBOUR & WHARF				
SMALL CRAFT HARBOUR	141,008	295,800	(154,792)	47.7%
52 STEPS	4,390	7,500	(3,110)	58.5%
MAIN STREET WHARF	10,662	18,570	(7,908)	57.4%
TOTAL TRANSPORTATION SERVICES - HARBOUR	156,060	321,870	(165,810)	48.5%

ENVIRONMENTAL HEALTH SERVICES

ENVIRONMENTAL HEALTH SERVICES	7,598	27,500	(19,902)	27.6%
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PUBLIC HEALTH AND WELFARE SERVICES

CEMETERY	12,603	10,485	2,118	120.2%
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ENVIRONMENTAL DEVELOPMENT SERVICES

PLANNING & BUILDING SERVICES	41,204	137,067	(95,863)	30.1%
TOURISM	28,792	38,440	(9,648)	74.9%
TOTAL ENVIRONMENTAL DEVELOPMENT SERVICES	69,996	175,507	(105,511)	39.9%

RECREATION & CULTURAL SERVICES

RECREATION HALL	3,060	7,330	(4,270)	41.7%
RECREATION HALL - MATERIALS & SUPPLY	16	300	(284)	5.4%
UAC HALL	5,027	9,308	(4,281)	54.0%
JUNCTION INFO CENTRE	2,552	2,720	(168)	93.8%
PARKS & GROUNDS	128,325	238,477	(110,152)	53.8%
RECREATION	78,296	159,482	(81,186)	49.1%
ACTIVITIES	45,882	92,111	(46,229)	49.8%
PROJECTS	34,812	68,330	(33,518)	50.9%
DAYCAMP & SUMMER PROGRAMS	6,276	30,155	(23,879)	20.8%
PLAYSCHOOL	10,031	12,800	(2,769)	78.4%
YOUTH CONTRACT	15,165	31,143	(15,978)	48.7%
REC ADMINISTRATION	108,431	247,650	(139,219)	43.8%
TOTAL RECREATION & CULTURAL SERVICES	437,874	899,806	(461,932)	48.7%

FISCAL SERVICES

DEBT CHARGES	32,217	162,320	(130,103)	19.8%
LEASES	3,830	15,576	(11,746)	24.6%
TRANSFERS TO OWN ACCOUNTS AND FUNDS	-	60,251	(60,251)	0.0%
CONDITIONAL TRANSFERS TO OTHER GOV'TS	332,461	349,384	(16,923)	95.2%
TOTAL FISCAL SERVICES	368,507	587,531	(219,024)	62.7%

WATER EXPENDITURES

ADMINISTRATION	32,420	147,302	(114,882)	22.0%
OPERATING AND MAINTENANCE				
WATER CONNECTIONS	2,625	12,050	(9,425)	21.8%
WATER DISTRIBUTION SYSTEM	52,615	84,800	(32,185)	62.0%
WATER PUMPHOUSE & RESERVOIR	75,314	155,470	(80,156)	48.4%
TREATMENT	15,608	27,620	(12,012)	56.5%
TRANSFER TO OWN FUNDS	-	(184,242)	184,242	0.0%
TOTAL WATER EXPENDITURES	178,582	243,000	(64,418)	73.5%

SEWER EXPENDITURES

ADMINISTRATION	33,071	131,445	(98,374)	25.2%
OPERATING AND MAINTENANCE				
SEWER CONNECTIONS	98	3,030	(2,932)	3.2%
DISTRIBUTION SYSTEM	24,368	70,404	(46,036)	34.6%
INFILTRATION\INFLOW	-	500	(500)	0.0%
SEWER LIFT STATIONS	31,508	98,066	(66,558)	32.1%
SEWAGE TREATMENT	28,613	59,140	(30,527)	48.4%
TRANSFER TO OWN FUNDS	-	13,115	(13,115)	0.0%
TOTAL SEWER EXPENDITURES	117,658	375,700	(258,042)	31.3%

**DISTRICT OF UCLUELET
PROJECT EXPENSE USE FUNDS (GENERAL, WATER, AND SEWER)
NON-RECURRING OPERATIONAL EXPENSES**

Appendix #2

Description	2016	2016	Over (under)	27/07/2016	Status and why
	Actual	Budget	Budget	Spent	
	\$ 139,668	\$ 402,959	\$ (263,291)	34.66%	
			Column 1		
Carbon Offset Purchases	1,620	2,500	(880)	64.80%	Purchased.
Consultant Fees - Records Management S	-	30,000	(30,000)	0.00%	RFP was not tendered in First Quarter as planned due to unexpected loss of staff person (staff time identified as critical to execution). HR did not find suitable replacement until mid-year (June), and staff person will require records training prior to start of process. Anticipate staff person to be trained and ready by end of Third Quarter. At this juncture, plans are to retain committed services before the end of Fourth Quarter. Execution will be completed in 2017.
Electronics - Trucks UVFB	3,473	3,461	12	100.36%	Complete.
Grind / pave	-	30,000	(30,000)	0.00%	Quotes are received. Paving company is available at the end of August and the section between Larch and Holly Crescent will be paved.
Sidewalk Replacement	1,452	10,750	(9,298)	13.51%	Sidewalk between Howlers and old Number 1 is complete. The next section, which will continue towards Norah and connect to the new section, will be started in September.
ICBC Recommendations (from report)	771	6,500	(5,729)	11.86%	Medium risk signs are complete. Next steps will be to review the ICBC report for the low risk signage and prepare cost estimates. There are outstanding invoices for the medium risk signs which will increase the 'Actual' dollar amount.
Pine Road Property	14,840	30,000	(15,160)	49.47%	Prior to demolition asbestos material had to be removed from the house. The removal was completed by the end of May 2016. On July 21, the building was brought down (collapsed). Contractor is currently breaking the materials up and removing debris to the garbage dump. The expected date of completion is July 29. When the contractor is done, the site will be free of any material and will be left as a gentle sloping lot; any large holes will be filled, leaving a fairly flat surface.
SCH Park	-	4,150	(4,150)	0.00%	This project is planned for September. A garbage can and picnic table (with a concrete pad) will be installed at the Small Craft Harbour area (where the alders were taken down). This project is expected to be on budget.
License Bylaw	-	4,000	(4,000)	0.00%	Quotes are being requested. Plan is to get this underway in August and completed by November.
Development Cost Charges bylaw	3,750	20,000	(16,250)	18.75%	Project now 35% complete and a \$1,575 invoice is being signed off. Engineer is doing all the studies and infrastructure reviews required to rewrite the bylaw.
Sign Bylaw Review	-	1,000	(1,000)	0.00%	Quotes are being requested. Plan is to get project underway in August and have it ready for Council by November.

**PROJECT EXPENSE USE FUNDS (GENERAL, WATER, AND SEWER)
NON-RECURRING OPERATIONAL EXPENSES**

Appendix #2

Description	2016	2016	Over (under)	27/07/2016	Status and why
	Actual	Budget	Budget	Spent	
	\$ 139,668	\$ 402,959	\$ (263,291)	34.66%	
				Column1	
Heritage Signage Plaques	-	3,000	(3,000)	0.00%	This project, which will tell the history of the cannon in the Village Green, is 40% done with the first draft expected August 1, which will be brought to Council. We will be invoiced at that time and will receive the final invoice upon completion.
Official Community Plan - review	2,340	40,000	(37,660)	5.85%	VIU is engaged and preparing for the first public engagement starting September. Pam Shaw is writing this into her VIU work plan for the students. An update from Ms. Shaw is expected by September.
LED Lighting	1,138	16,333	(15,195)	6.97%	Pilot lights are in place and web page and survey material are in development for public input.
Small Parks (End of Roads)	-	7,200	(7,200)	0.00%	The Alder 'end-of-road' park project is planned for the end of September, as per the work plan. A garbage can, picnic table (with a concrete pad), and signage will be installed. This project is expected to be on budget.
Little Beach (Cla-wa-chulk-tu Interpretation Plan)	899	20,950	(20,051)	4.29%	This project consists of the clearing of brush, surface laying of a pathway and installation of a bench. A RFP will be put out in early August. The work is expected to start in October.
Bike Park	1,049	6,500	(5,451)	16.13%	The signage will be installed by August 10. There are some outstanding invoices that will increase the 'Actual' amount spent.
State board park	-	11,900	(11,900)	0.00%	RFP should be out by August 12. This cost is for the first design phase and public consultation. Plan is to have construction drawings ready to go for April 2017.
WPT - Special Projects	-	10,000	(10,000)	0.00%	Approved by Council; waiting for invoice from the Wild Pacific Trail Society.
Parks amenities	8,050	12,300	(4,250)	65.44%	Bear proof garbage cans have arrived and staff will install them the week of August 8. They will be placed along Marine Drive, as requested by Council. Bike racks for Little Beach and Lions park are being ordered.
TVI Conference	-	10,000	(10,000)	0.00%	Tourism Vancouver Island Conference is scheduled for this October. At the time of budget planning, the conference was requiring a golf tournament to be hosted by the District, but this is no longer the case. Tourism Ucluelet has also agreed to pay for the opening reception. The District is sharing the costs of delegate gifts (umbrellas) with TU. We will be under budget by about \$7,000 for this event.
Tugwell Fields Washrooms	-	5,500	(5,500)	0.00%	Power shed design and plug-in ports are complete. Staff are working with BC Hydro to finalize the underground design work. The project is to start in September.
Banner Program	9,782	10,000	(218)	97.82%	Actual costs were more than original quote (in US dollars) received last year. Final project will probably overrun by \$2,000. Banners are purchased and installed where the poles were already in place. Council approved locations for the ten new poles. Excavation of the holes and concrete pouring has been scheduled for July 27 - 29. Once the concrete has cured, the poles and banners will go up. This will occur mid to late August.

**PROJECT EXPENSE USE FUNDS (GENERAL, WATER, AND SEWER)
NON-RECURRING OPERATIONAL EXPENSES**

Appendix #2

Description	2016	2016	Over (under)	27/07/2016	Status and why
	Actual	Budget	Budget	Spent	
	\$ 139,668	\$ 402,959	\$ (263,291)	34.66%	
			Column1		
Water Fountain	-	5,100	(5,100)	0.00%	Quotes were received, and were under budget by approximately \$1,500. This project should be complete by the end of August, in time for Fall program start.
Seniors Grant Expenses	8,268	8,265	3	100.03%	This community project is complete. The District now has an Age Friendly Action Plan, which allows us to apply for both an Accessibility Grant and the New Horizons Seniors grant based on projects in this report.
Youth Leadership Grant Expenses	-	2,500	(2,500)	0.00%	The District received a youth grant through CBT in April. The Youth Leadership Grant was not received. The District will reapply if we are successful at hiring a Youth Coordinator, who would develop the program associated with the Youth Leadership Grant. Interviewing for this position will take place in early August.
Beach Access Mats	-	10,000	(10,000)	0.00%	The supplier of the beach mats believes the mats he typically provides are not strong enough to withstand the weather and tides of our area. The supplier is attempting to source a stronger mat and will call about his findings by August 10.
Move for Health	-	1,000	(1,000)	0.00%	BCRPA did not offer this grant in 2016 therefore we did not do a project for Move for Health Day. However, we applied for and received the Family Day Grant through UBCM and BCRPA. This event was a very successful Family Day run.
Repair & Clean - Reservoirs	70,796	57,000	13,796	124.20%	Complete. In 2016, both the Highway reservoir and the Matterson reservoir went through cleaning and disinfecting to improve water quality within the community.
Water Master Plan	28,369	20,000	8,369	141.84%	Draft is complete. The consultant will present to Council as part of a request to hold a community water meeting in October. Some of the work was done and budget spent in 2015. Total budget was \$20,000 and \$28,369 has been spent in 2015 and 2016
Sewer Master Plan	-	20,000	(20,000)	0.00%	A RFP will be sent out by the end of August. This plan allows the District to plan and manage strategies, develop long-term economical and social benefits, and maintain a sustainable sewer system.



STAFF REPORT TO COUNCIL

Council Meeting: AUGUST 9, 2016
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: JOHN TOWGOOD, PLANNER 1 **FOLIO No:** 127.994 **REF No:** OCP16-01 **FILE No:** 3360-20

SUBJECT: PROPOSAL TO AMEND DISTRICT OF UCLUELET OFFICIAL COMMUNITY PLAN BYLAW NO. 1140, 2011
BY REMOVING LOT 2, PLAN VIP29119 FROM THE SERVICE COMMERCIAL DESIGNATION AND PLACE IT
IN RESIDENTIAL – MULTI FAMILY

RECOMMENDATION(S):

THAT Council considers approval of one of the following options:

1. **That** Official Community Plan Amendment Bylaw No. 1205, 2016 be given third reading.

OR

2. **That** Official Community Amendment Plan Bylaw No. 1205, 2016 be considered and determined not to proceed further.

SUMMARY:

The commercial continuity on the Peninsula Road Corridor, the Village Green and areas that celebrate Ucluelet's uniqueness and beauty should be protected as commercially designated properties. The Subject lot is off of Peninsula Road facing Bay Street and is not a critical property in the context of commercial continuity.

BACKGROUND:

An application has been received that proposes to rezone Lot 2, Plan VIP29119 (the 'Property') from CS-2 Service Commercial to R-2 Medium Density Residential. As part of that rezoning process a review of the OCP was completed and indicated that an OCP amendment would be required before the property could be rezoned as proposed. The property (Figure 1) is owned by Her Majesty the Queen in Right of Canada, managed by Public Works and Government Services Canada and the Parks Canada Agency.



Figure 1

The property currently falls under the proposed land use designation of Service Commercial. The applicant is proposing to rezone the property to facilitate a conversion of an existing single family dwelling to a duplex dwelling. This rezoning would require the property to be redesignated within the Official Community Plan (OCP) as Residential–Multifamily. The purpose of the proposed land use designation within the OCP is to guide future development in a broader sense of the community as a whole. The subject property currently falls under the proposed land use designation of Service Commercial is located on an intersection of three different proposed land use designations (Figure 2):

- Service Commercial
- Village Square
- Residential – Multi Family

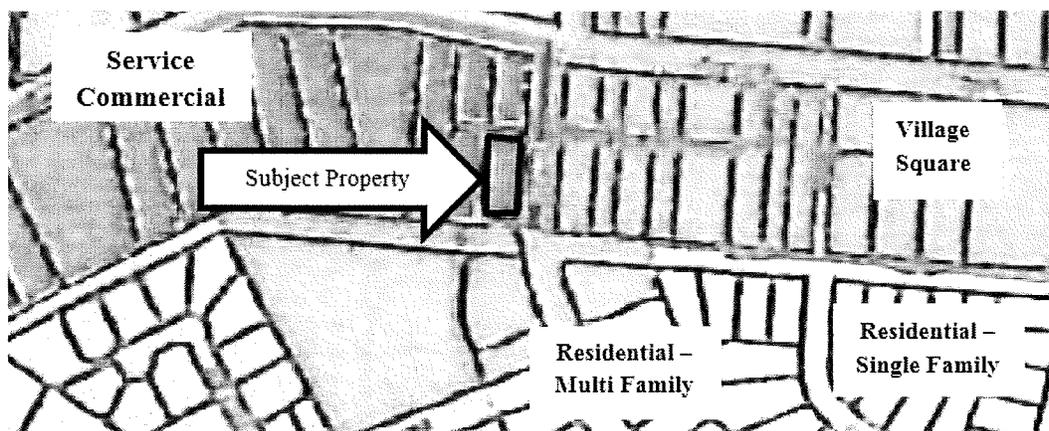


Figure 2

The commercial continuity on the Peninsula Road Corridor, the Village Green and areas that celebrate Ucluelet’s uniqueness and beauty should be protected as commercially designated

properties. The Subject property is off of Peninsula Road and is not a critical property in the context of commercial continuity. The Neighbourhood directly to south is designated Residential – Multifamily and an extension of that designation to the subject property is constant with the objectives of the OCP to create a variety of housing types.

ZONING:

This report is to be read with the concurrent rezoning application and detailed zoning information will be within that report.

TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:

An OCP amendment in general require Staff time to analyze and coordinate. The fees associated to this amendment attempt to recover those costs.

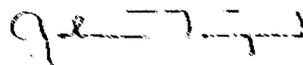
FINANCIAL IMPACTS:

There are no direct financial impacts.

POLICY OR LEGISLATIVE IMPACTS:

This proposal would amend District of Ucluelet Official Community Plan Bylaw No. 1140, 2011 and allow for the possible rezoning of the property to R-2 Medium Density Residential.

Respectfully submitted:



John Towgood, Planning 1



Andrew Yeates, Chief Administrative Officer

DISTRICT OF UCLUELET

Bylaw No. 1205, 2016

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

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

AND WHEREAS the District has received an application to amend the OCP from several existing residents and is desirous of facilitating the continued use and enjoyment of their properties for single family residential use in the Village Square;

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

1. THAT the property with legal description of P.I.D. 001-423-975 Lot: 2, Block: A Plan: VIP29119, District: 09, generally as shown highlighted in black on the Schedule ‘A’ attached to and forming part of this bylaw, be redesignated from Service Commercial to Residential - Multi Family and the Text and Schedules of the District of Ucluelet Official Community Plan Bylaw No. 1140, 2011 be amended accordingly.
2. This bylaw may be cited as “Official Community Plan Amendment Bylaw No. 1205, 2016”.

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

READ A SECOND TIME this 12th day of July, 2016.

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

PUBLIC HEARING held this day of , 2016.

READ A THIRD TIME this day of , 2016.

ADOPTED this day of , 2016.

CERTIFIED A TRUE AND CORRECT COPY of “District of Ucluelet Official Community Plan Bylaw No. 1205, 2016.”

Mayor
Dianne St. Jacques

CAO
Andrew Yeates

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

CAO
Andrew Yeates

SCHEDULE 'A'
Bylaw No. 1205, 2016





STAFF REPORT TO COUNCIL

Council Meeting: AUGUST 9, 2016
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: JOHN TOWGOOD, PLANNER 1 **FOLIO NO:** 127.994 **REF NO:** RZ16-06 **FILE NO:** 3360-20
SUBJECT: PROPOSAL TO AMEND ZONING BYLAW No.1160, 2013 BY REMOVING LOT 2, PLAN VIP29119 FROM THE CS-2 SERVICE COMMERCIAL ZONE AND PLACE IT IN R-2 ZONE – MEDIUM DENSITY RESIDENTIAL

RECOMMENDATION(S):

THAT Council considers approval of one of the following options:

1. **That** Zoning Amendment Bylaw No. 1202, 2016 be given third reading.

OR

2. **That** Zoning Amendment Bylaw No. 1202, 2016 be considered and determined not to proceed further.

SUMMARY:

This application not only has the purely land use factors present in most rezoning's it also has an important social component. Westcoast Community Resources Society is a local non-profit organization with a proven record for providing programs to support the areas vulnerable residents. The M'akola Group have provided safe, affordable housing for Aboriginal and non-Aboriginal families who were in need of housing on Vancouver Island since 1984. This application represents years of study and collaboration between these two experienced groups, the District of Ucluelet and the Federal Government. The rezoning to R-2 has strong merits from a land use point of view with its location just off Peninsula Road. The creation of social housing is an imperative facing many communities and the proposed duplex represents a viable opportunity to create social housing for vulnerable families in Ucluelet.

BACKGROUND:

An application has been received that proposes to rezone Lot 2, Plan VIP29119 (the 'Property') from CS-2 to R-2. The property is owned by Her Majesty the Queen in Right of Canada, managed by Public Works and Government Services Canada and the Parks Canada Agency, and has until recently housed Parks Canada employees. The building is considered a lawfully non-conforming single family residence (SFD) and it is currently sitting vacant.

The West Coast Resource Society (WCRS) have partnered with the M'akola Group of Societies Administration and Development Services Office (the 'Proponent') and have expressed an interest in acquiring this property through the Surplus Federal Real Property for Homelessness Initiative (SFRPHI). The SFRPHI is a funding stream of the Homelessness Partnering Strategy (HPS). It makes surplus federal real properties available to eligible recipients for projects to help prevent and

reduce homelessness. As part of that application process the property must be zoned correctly for its intended use.



Figure1

Planning Staff have broken down the analysis as follows:

OCP

The Official Community Plan (OCP) analysis for this application is being reviewed in a concurrent OCP application and must progress and be adopted concurrently with this application.

Current Zoning

The Property is currently zoned:

CS-2 Zone – SERVICE COMMERCIAL. This Zone is intended for convenient shopping opportunities for those travelling in vehicles and those commercial uses which, due to their service nature, may require larger lot areas. Vibrancy is added with mixed uses including residential and tourist commercial accommodation.

CS-2.1.1 The following uses are permitted, but secondary permitted uses are only permitted in conjunction with a principal permitted use:

(1) Principal:

- (a) Hotel*
- (b) Motel*
- (c) Mixed Commercial/Residential*
- (d) Mixed Commercial/Resort Condo*
- (e) Office*
- (f) Tourist Information Booth*
- (g) Retail, including supermarket*
- (h) Convenience Store*
- (i) Restaurant*
- (j) Bistro/Café*
- (k) Take Out Food Services*
- (l) Personal Services*

- (m) Commercial Recreation*
- (n) Studio*
- (o) Community Use*
- (2) Secondary:*
 - (a) Accessory Residential Dwelling Unit*

The property has been used as a SFD to house Pacific Rim National Park Employees. This continued use, since the property was rezoned in 1999, would give the SFD use a lawfully non-conforming status.

Proposed Zoning

The applicant is proposing the subject property be rezoned:

R-2 Medium Density Residential. This Zone is intended for low to medium density residential uses in a variety of housing types.

R-2.1.1 The following uses are permitted, but secondary permitted uses are only permitted in conjunction with a principal permitted use:

- (1) Principal:*
 - (a) Single Family Dwelling*

- (2) Secondary:*
 - (a) Bed and Breakfast*
 - (b) Home Occupation*
 - (c) Secondary Suite*

R-2.1.2 The following uses are permitted, but secondary permitted uses are only permitted in conjunction with a principal permitted use:

- (1) Principal:*
 - (a) Duplex Dwelling*
 - (b) Multiple Family Residential*
 - (c) Despite the above, Multiple Family Residential is not permitted on Lots 3, 4, 5 and 6 of Plan VIP76238.*

- (2) Secondary:*
 - (a) Home Occupation*

R-2.1.3 The following uses are permitted, with no secondary permitted uses:

- (1) Principal:*
 - (a) Moderate Level Support Services Housing*

The lot area is 1000.4m² (10,768ft²) and would support all permitted uses listed above. A Development variance permit will be required for any siting non-conformance and will form part of the third reading report should the application progress to that point. The following chart indicates some of the key differences between the two zones.

	CS-2 (Maximum)	R-2 (Maximum)	Proposed
Max. # Residential units	4 *	3	2
Floor Area Ratio	0.6 (7,538)	0.7	.18

Lot Coverage	50%	40%	18%
Front Yard Setback	0'	25'	13'
Rear Yard Setback	10'	20'	10'

*It should be noted that it is the owners and or developers responsibility to verify all calculations within in this chart and report.
 * It should be noted that residential in CS-2 must be on the second floor*

Supportive Housing

The WCRS is proposing to use the property as moderate level support services housing, which is the use of an otherwise residential duplex or multiple family residential building to include housing that has the option to provide services within the dwelling units for people that require:

- social service assistance
- for people that are victims of abuse
- assisted living units with medical need, or disabilities

The WCRS plan to convert this existing house into a duplex consisting of a one bedroom unit and a two bedroom unit for the housing of vulnerable families in Ucluelet.

Commercial

Although the rezoning does represent a loss of a commercially zoned property, the subject property is off Peninsula Road and does not represent a break in the commercial focus of the Peninsula Road Corridor.

Neighbourhood Impact and Continuity

The applicant is utilizing the existing building and any changes will have minimum visual impact. Any major exterior changes would require a form and character development permit. The change in density from the current SFD to the duplex would be less than what would be allowed under the current zoning and should be viewed in that context. The neighbourhood has two R-2 lots in the immediate area (Figure 2), one developed into a multifamily building and one that has not been developed.

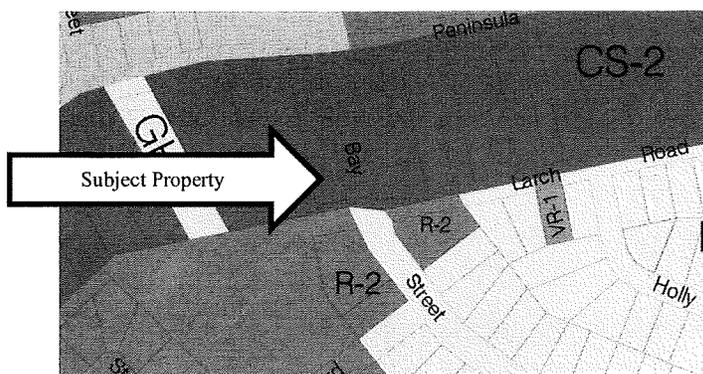


Figure 2

Amenity Contributions

Due to the supportive house nature of this rezoning and the density similarities between CS-2 and R-2 Planning Staff do not consider amenity contributions to be appropriate for this proposal.

TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:

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

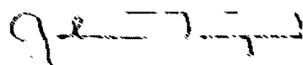
FINANCIAL IMPACTS:

There are no direct financial impacts.

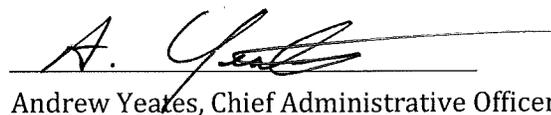
POLICY OR LEGISLATIVE IMPACTS:

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

Respectfully submitted:



John Towgood, Planning 1



Andrew Yeates, Chief Administrative Officer

DISTRICT OF UCLUELET

Bylaw No. 1202, 2016

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

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

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

1. THAT the property with legal description of P.I.D. 001-423-975 Lot: 2, Block: A Plan: VIP29119, District: 09, generally as shown highlighted in black on the Schedule 'A' attached to and forming part of this bylaw, be rezoned from CS-2 Service Commercial to R-2 Medium Density Residential and the Text and Zoning Maps of the District of Ucluelet Zoning Bylaw No. 1160, 2013 be amended accordingly.

2. This bylaw may be cited as "Zoning Amendment Bylaw No. 1202, 2016".

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

READ A SECOND TIME this 12th day of July, 2016.

PUBLIC HEARING held this day of , 2016.

READ A THIRD TIME this day of , 2016.

ADOPTED this day of , 2016.

CERTIFIED A TRUE AND CORRECT COPY of "District of Ucluelet Zoning Amendment Bylaw No. 1202, 2016."

Mayor
Dianne St. Jacques

CAO
Andrew Yeates

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

CAO
Andrew Yeates

SCHEDULE 'A'
Bylaw No. 1202, 2016





STAFF REPORT TO COUNCIL

Council Meeting: AUGUST 9, 2016

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: JOHN TOWGOOD, PLANNER 1

FOLIO NO: 127.082 **REF NO:** RZ16-07 **FILE NO:** 3360-20

SUBJECT: PROPOSAL TO AMEND ZONING BYLAW NO.1160, 2013 BY REMOVING LOT 33, PLAN VIP79602 FROM THE CD-3 ZONE COMMERCIAL / RESIDENTIAL AND PLACE IT IN R-2 ZONE – MEDIUM DENSITY RESIDENTIAL

ATTACHMENT(S): None

RECOMMENDATION(S):

THAT Council considers approval of one of the following options:

1. **That** Zoning Amendment Bylaw No. 1203, 2016 be given third reading.

OR

2. **That** Zoning Amendment Bylaw No. 1203, 2016 be considered and determined not to proceed further.

SUMMARY:

The proposed zoning amendment removes the commercial/resort condo element of the current zone and focuses the properties use to multifamily. This change will encourage the development of a purely multifamily building that would be more appropriate to the neighbourhood than a mixed commercial/residential/resort condo building.

BACKGROUND:

In 2004/2005 a large 50 lot development locally known as the Rainforest Estates was created. It consisted of primarily single family dwellings with four larger mixed commercial/residential lots (one of which has been rezoned to a single family dwelling use and another to the R-4 zone), two large multifamily lots and a community care facility. None of the mixed commercial/residential lots or large multifamily lots have been developed and approximately 70% of the single family residential lots still remain to be developed. The area has two lots that are designated parks but are not at this time developed. The subject site (Figure 1) is zoned for mix of commercial, residential and resort condo uses with the residential and resort condo component only being allowed on the second floor.

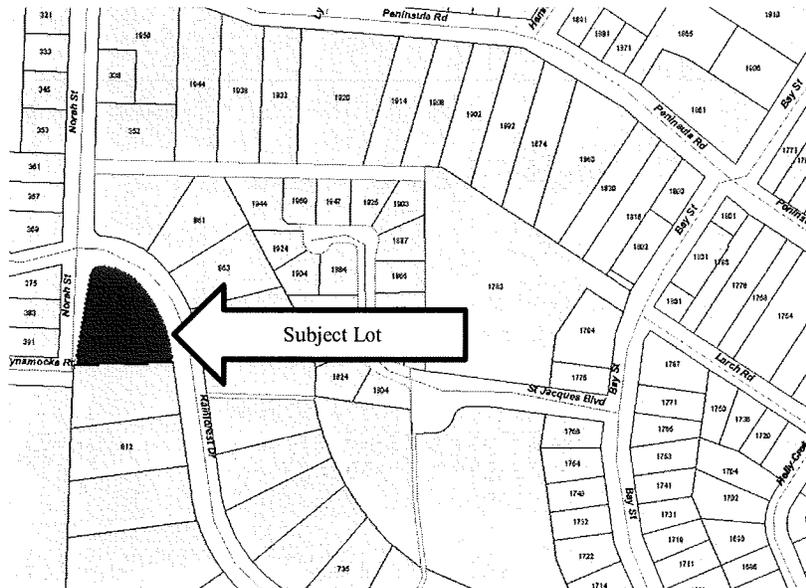


Figure 1

Planning Staff have broken down the analysis as follows:

OCP

The Official Community Plan (OCP) under Section 1.5 (1) encourages the retention of commercial uses near the Village Square or Village Core. This is further underlined in Ucluelet's subsequent 2012 Economic Development Strategy. The subject site falls just outside the area designated as the Village Square and thus the removal of commercial uses from the subject site is not in conflict with the OCP.

Current Zoning

The subject property is currently zoned CD-3A and is part of a 2004 comprehensive development that included the Rainforest Estates subdivision, the St. Jacques subdivision, the Seaview Seniors Center and the skate park. The zoning regulations that are specific to lot 29 are as follows:

CD-3A.1.4 The following uses are permitted on Lots 19, 29, and 33, all of Plan VIP79602, in the areas of the CD-3 Zone Plan labeled "Commercial/ Residential", but secondary permitted uses are only permitted in conjunction with a principal permitted use:

(1) Principal:

- (a) Office*
- (b) Retail*
- (c) Personal Services*
- (d) Daycare Centre*
- (e) Commercial Entertainment*
- (f) Recreational Services*
- (g) Community Use*

(2) Secondary:

- (a) Mixed Commercial/Residential*
- (b) Mixed Commercial/Resort Condo*

CD-3A.3.1 Maximum Number:

Dwelling Unit component of Mixed Commercial/Residential & Mixed Commercial/Resort Condo combined:

(b) 6 dwelling units on Lot 33, Plan VIP79602

CD-3A.4.1 Principal Building:

(1) Mixed Commercial/Residential & Mixed Commercial/Resort Condo:

(b) 557.4 m² (6,000 ft²) gross floor area combined on Lot 33, Plan VIP79602;

With Mixed Commercial/Residential and Mixed Commercial/Resort Condo being defined as follows:

"Mixed Commercial/Residential" means the use of a building containing a combination of:

- (a) commercial uses that are otherwise permitted within the Zone on any storey, including commercial tourist accommodation uses not on the first storey, and*
- (b) residential uses located exclusively at the second storey or higher, unless otherwise specified in a particular Zone;*

"Mixed Commercial/Resort Condo" means the use of a building containing a combination of:

- (a) commercial uses that are otherwise permitted within the Zone, excluding commercial tourist accommodation uses, on any storey; and*
- (b) commercial tourist accommodation uses located exclusively at the second storey or higher;*

Lot 33 supports a variety of commercial use on the ground floor and up to 6 dwelling units of residential or resort condo use. The total gross floor area, combined is 557.4.2 m² (6,000ft²). Both the subjects property's Floor Area Ratio(FAR) and Lot coverage allow for a greater gross floor area than allowed under section CD-3A.4.1 743.2 m² (8,000 ft²) and are therefore made redundant.

The zoning for this lot can support various use combinations and as a general rule of thumb, to analyze a developments impact it is best to consider the best and highest use the subject lot can support. With this in mind Planning Staff have created a hypothetical CD-3 buildout for visualization purposes:

- Two 46.6m² (500ft²) commercial units on the ground floor
- Six 77.4m² (833ft²) dwelling units on the second Floor
- Total gross floor area 557.4.2 m² (6,000 ft²)

The following sketch has been created to help visualize the current zonings potential density and impact (Figure 2). It should be noted all sketches and calculations in this report are for visualization purposes only and their inclusion in this report does not verify the acceptance of the site or building design or the accuracy of the calculations by the District of Ucluelet.

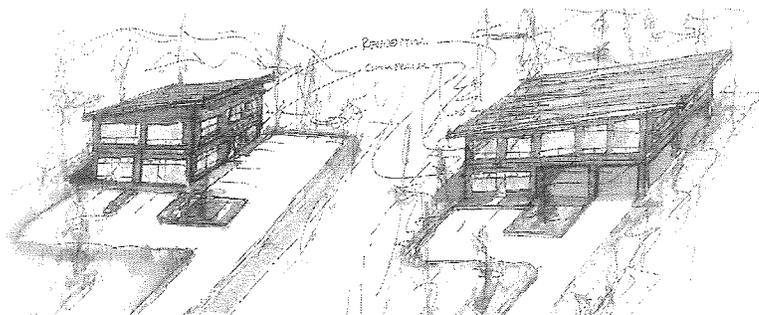


Figure 2

Proposed Zoning

The applicant is proposing the subject lot be rezoned to R-2 Medium Density Residential. This Zone is intended to facilitate medium density residential multifamily dwellings. The setbacks, the floor area ratio (FAR), the lot coverage and building height have the same values as the current zoning.

The key zoning differences are:

- Maximum number of units:
 - CD-3 – 6 units
 - vs
 - R-2 – 10 units(Base density of 30 units per hectare)
- Maximum size:
 - CD-3 - Total gross floor area 557.4.2 m² (6,000 ft²)
 - vs
 - FAR 2407.9m² (25,918ft²)

The applicant has proposed a three unit multifamily building with a maximum FAR of 278.7m² (3,000ft²) which is substantially less than the maximum allowed.

Affordable Housing

A healthy community has housing options with inventory available that accommodates citizens of all income groups. This can be termed the affordability ladder and Ucluelet currently has an excess inventory of larger more expensive lots. Both the current zoning and the proposed zoning represent a needed housing opportunity.

Commercial

The original 2004 vision of this developments commercial elements seems at odds with the neighborhood's single family dwelling focus and was likely a response to the high growth pressure of the time. To maintain commercial density in Ucluelet's commercial cores all commercial is encouraged through policy to develop within those designated areas. The exception would be commercial elements that advance and celebrate Ucluelet's identity such as locations with coastal/water views, unique forest locations or places of historical significance.

Neighbourhood Impact and Continuity

Although the zoning change represents a potentially significant increase in building size and density. Planning staff consider a build out to that density unlikely. The proposed three unit multifamily building is a reduction in what was envisioned in the original comprehensive development.

Amenity Contributions

In the original 2004 Comprehensive Development, the density bonusing framework was based on a 10% parkland dedication, amenity contribution, provided in the form of public recreational amenities, open space and green space.

1. A "tot" park worth approx. \$20,000.00;
2. A skateboard park and associated parking area worth approx. \$200,000.00;

- 3. The rebuilding and reconstruction of the Big Beach Trail from Bay Street to Marine Drive and dedication of a public right-of-way from Bay Street to Big Beach (Big Beach Trail) worth approx. \$25,000.00;
- 4. The construction 1,500 metres of Trail within District right-of-ways (1,500 metres at \$80/m) valued at \$120,000.00;
- 5. The donation of a 7,100 ft² lot to the District of Ucluelet for a daycare centre and the dedication of an additional 4.12 acres of parkland on DL 282. (\$50,589.00);
- 6. The construction of a basketball court worth approx. \$55,000.00;
- 7. A \$100,000.00 monetary contribution to the District of Ucluelet payable at the time of the completion of subdivision of DL 282 (2004);

All amenities from the original 2004 development have been provided, and continue to form an integral part of the community.

TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:

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

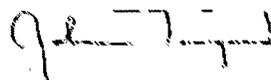
FINANCIAL IMPACTS:

There are no direct financial impacts.

POLICY OR LEGISLATIVE IMPACTS:

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

Respectfully submitted:



John Towgood, Planning 1



Andrew Yeates, Chief Administrative Officer

DISTRICT OF UCLUELET**Bylaw No. 1203, 2016**

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

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

AND WHEREAS the owner of Lot 33, District Lot 282, Clayoquot District, Plan VIP79602 (the "**Lands**"), generally as shown highlighted in black on the Schedule 'A' attached to and forming part of this bylaw, has applied to amend the District of Ucluelet Zoning Bylaw No. 1160, 2013 ("**Zoning Bylaw**") in order to remove the commercial and mixed commercial/ residential uses from the Lands and rezone the lands to R-2 Medium Density Residential.

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

1. Section CD-3A.1. 4 of the Zoning Bylaw is amended by deleting the Lot "33" reference for the Lands from the short legal descriptions along with consequential amendments, such that those subsections of the Zoning Bylaw read as follows:

"CD-3A.1.4 The following uses are permitted on Lot 19, all of Plan VIP79602, in the areas of the CD-3 Zone Plan labeled "Commercial/ Residential", but secondary permitted uses are only permitted in conjunction with a principal permitted use:

- (1) Principal:
 - (a) Office
 - (b) *Retail*
 - (c) *Personal Services*
 - (d) *Daycare Centre*
 - (e) *Commercial Entertainment*
 - (f) *Recreational Services*
 - (g) *Community Use*
- (2) Secondary:
 - (a) Mixed Commercial/Residential
 - (b) Mixed Commercial/Resort Condo"

2. Section CD-3A.3(4)(b) of the Zoning Bylaw is amended by deleting the 6 dwelling units assigned to the Lands as the "*Dwelling Unit* component of Mixed Commercial/Residential & Mixed Commercial/Resort Condo combined:" density, and replacing with a parenthetical annotation such that the subsection reads as follows:

"CD-3A.3	Density:	
CD-3A.3.1	Maximum Number:	
(1)	Single Family Dwelling:	1 per lot
(2)	Duplex Dwelling:	1 per lot
(3)	Multiple Family Residential:	20 dwelling units per lot

(4) *Dwelling Unit* component of Mixed Commercial/Residential & Mixed Commercial/Resort Condo combined:

- (a) 6 dwelling units on Lot 19, Plan VIP79602
- (b) *[Deleted by Zoning Amendment Bylaw No. 1188, 2016]*
- (c) *[Deleted by Zoning Amendment Bylaw No. 1203, 2016]*
- (d) *[Deleted by Zoning Amendment Bylaw No. 1180, 2015]*

3. Section CD-3A.4.1(1)(b) of the Zoning Bylaw is amended by deleting the maximum size (gross floor area) assigned to the Lands, and replacing with a parenthetical annotation such that the subsection reads as follows:

“CD-3A.4 Maximum Size (Gross Floor Area):

CD-3A.4.1 Principal Building:

(1) Mixed Commercial/Residential & Mixed Commercial/Resort Condo:

- (a) 557.4 m2 (6,000 ft2) gross floor area combined on Lot 19, Plan VIP79602;
- (b) *[Deleted by Zoning Amendment Bylaw No. 1188, 2016]*
- (c) *[Deleted by Zoning Amendment Bylaw No. 1203, 2016]*
- (d) *[Deleted by Zoning Amendment Bylaw No. 1180, 2015]*

4. The Zoning Map and the CD-3 Zone Plan of the Zoning Bylaw be updated accordingly.

5. This bylaw may be cited as “Zoning Amendment Bylaw No. 1203, 2016”.

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

READ A SECOND TIME this 12th day of July, 2016.

PUBLIC HEARING this day of , 2016.

READ A THIRD TIME this day of , 2016.

ADOPTED this day of , 2016.

CERTIFIED A TRUE AND CORRECT COPY of “District of Ucluelet Zoning Amendment Bylaw No. 1203, 2016.”

Mayor
Dianne St. Jacques

CAO
Andrew Yeates

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

CAO
Andrew Yeates

SCHEDULE "A"
Bylaw 1203, 2016





STAFF REPORT TO COUNCIL

Council Meeting: AUGUST 09, 2016
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: JEANETTE O'CONNOR, CHIEF FINANCIAL OFFICER

FILE No: 3900-25 BYLAW 1206

SUBJECT: UCLUELET CEMETERY BYLAW – PROPOSED BYLAW No. 1206, 2016

RECOMMENDATION(S):

1. **THAT** Council gives up to three readings to proposed District of Ucluelet Cemetery Management Bylaw No. 1206, 2016;

or

THAT Council direct staff to amend proposed District of Ucluelet Cemetery Management Bylaw No. 1206, 2016 per Council's direction AND THAT the amended bylaw be brought forward at a subsequent meeting;

or

THAT Council abandon proposed District of Ucluelet Cemetery Management Bylaw No. 1206, 2016.

PURPOSE:

The purpose of this report is to present for Council consideration a draft Cemetery Management Bylaw that will bring us into compliance with the newest standards set out in the *Cremation, Interment and Funeral Services Act S.B.C., 2004 C35*.

BACKGROUND:

Several years ago, the District of Ucluelet was audited by a Compliance Inspector from the Business Practices and Consumer Protection Authority. The primary audit recommendation was to rewrite the cemetery bylaw to ensure it complied with the standards set out in the *Cremation, Interment and Funeral Services Act S.B. C., 2004 C35* (CIFSA). A draft cemetery bylaw was written and reviewed for accuracy with regards to legislation, terminology and methodology.

This draft cemetery bylaw differs significantly from the current bylaw, Cemetery Bylaw 604, 1993. Definitions have been added or removed as required. The bylaw contains several new sections and subsections. These changes were made to comply with the CIFSA and to produce a document that

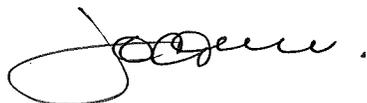
accurately details the function of the cemetery in a logical order that can be easily referenced by District staff and the public.

Interment in the District of Ucluelet cemetery must comply with current legislation, and the bylaw encompasses these points. Permits and application procedures have changed. The bylaw now addresses transfer of unused lots, surrender of lots to the District, and the reclamation of the right of interment. The time frame for application to inter is specified. Cemetery maintenance can only be carried out in a timely and cost effective manner if the proper sizing and installation of memorials is enforced.

SUMMARY AND CONCLUSION:

Staff recommend the proposed District of Ucluelet Cemetery Management Bylaw No. 1206, 2016 be given up to three readings.

Respectfully submitted:



Jeanette O'Connor, CFO



Andrew Yeates, Chief Administrative Officer



STAFF REPORT TO COUNCIL

Council Meeting: AUGUST 09, 2016
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: JEANETTE O'CONNOR, CHIEF FINANCIAL OFFICER

FILE No: 3900-25 BYLAW 1206

SUBJECT: UCLUELET CEMETERY BYLAW – PROPOSED BYLAW No. 1206, 2016

RECOMMENDATION(S):

1. **THAT** Council gives up to three readings to proposed District of Ucluelet Cemetery Management Bylaw No. 1206, 2016;

or

THAT Council direct staff to amend proposed District of Ucluelet Cemetery Management Bylaw No. 1206, 2016 per Council's direction AND THAT the amended bylaw be brought forward at a subsequent meeting;

or

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PURPOSE:

The purpose of this report is to present for Council consideration a draft Cemetery Management Bylaw that will bring us into compliance with the newest standards set out in the *Cremation, Interment and Funeral Services Act S.B.C., 2004 C35*.

BACKGROUND:

Several years ago, the District of Ucluelet was audited by a Compliance Inspector from the Business Practices and Consumer Protection Authority. The primary audit recommendation was to rewrite the cemetery bylaw to ensure it complied with the standards set out in the *Cremation, Interment and Funeral Services Act S.B. C., 2004 C35* (CIFSA). A draft cemetery bylaw was written and reviewed for accuracy with regards to legislation, terminology and methodology.

This draft cemetery bylaw differs significantly from the current bylaw, Cemetery Bylaw 604, 1993. Definitions have been added or removed as required. The bylaw contains several new sections and subsections. These changes were made to comply with the CIFSA and to produce a document that

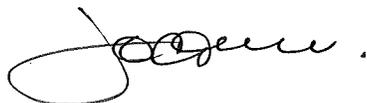
accurately details the function of the cemetery in a logical order that can be easily referenced by District staff and the public.

Interment in the District of Ucluelet cemetery must comply with current legislation, and the bylaw encompasses these points. Permits and application procedures have changed. The bylaw now addresses transfer of unused lots, surrender of lots to the District, and the reclamation of the right of interment. The time frame for application to inter is specified. Cemetery maintenance can only be carried out in a timely and cost effective manner if the proper sizing and installation of memorials is enforced.

SUMMARY AND CONCLUSION:

Staff recommend the proposed District of Ucluelet Cemetery Management Bylaw No. 1206, 2016 be given up to three readings.

Respectfully submitted:



Jeanette O'Connor, CFO



Andrew Yeates, Chief Administrative Officer

DISTRICT OF UCLUELET

BYLAW No. 1206, 2016

A Bylaw to provide for the regulation, operation, and maintenance of the Municipal Cemetery

The Council of the District of Ucluelet, in open meeting assembled, enacts as follows;

TITLE

1. This Bylaw may be cited for all purposes as the “District of Ucluelet Cemetery Management Bylaw No. 1206, 2016”.

DEFINITIONS

2. Unless context otherwise requires, terms defined in this bylaw and the “*Cremation, Interment, and Funeral Services Act*” shall have the meanings ascribed to them unless expressly defined otherwise herein:

Administration Fee means fees levied to cover additional administrative costs associated with the transfer or surrender of a Right of Interment.

Administrative Authority means the Business Practices and Consumer Protection Authority established under the *Business Practices and Consumer Protection Authority Act*.

Administrator means the Chief Administrative Officer of the District, or duly appointed designate.

Applicant means an individual who has applied to the District for a Right of Interment.

Care Fund means an irrevocable trust fund established, held and administered in accordance with CIFSAs for the purpose of financing the future maintenance and care of a cemetery once all lots are occupied or reserved.

Caretaker means the person duly authorized by the Administrator to perform Interments and to care for and maintain the Cemetery.

Cemetery means any parcel or tract of land, together with any incidental or ancillary buildings, which are set aside, used, maintained, or operated as a cemetery by the District of Ucluelet.

Cemetery Policy means any written guidelines and procedures for office and field operations established by the Administrator and utilized for management of the Cemetery.

CIFSA means the *Cremation, Interment and Funeral Services Act*, SBC 2004, C35 administered by the Administrative Authority, as may be amended or superseded from time to time and all regulations made thereunder.

Control of Disposition means the person or agency as defined in Section 5 of the CIFSA who has the authority to control the disposition of the Human Remains or Cremated Remains.

Council means the Council of the District of Ucluelet.

Cremation, Interment and Funeral Services Act means the *Cremation, Interment, and Funeral Services Act*, SBC 2004, C35, as amended from time to time.

Cremated Remains means the human bone fragments that remain after cremation that may also include the residue or any other materials cremated with the Human Remains.

Cremation Vault means a receptacle made of durable materials placed in a ground cremation Lot to encase an urn, or urns, holding cremated remains. A Cremation Vault has a lid and is placed during the Interment process.

Disinterment means the removal of Human Remains along with the casket or container, or any remaining portion of the casket or container holding the Human Remains, from the Lot in which the Human Remains had been interred.

Exhumation means the exposure of interred Human Remains for viewing or for examination, whether in or removed from the Lot in which the Human Remains had been interred.

Family Member means a parent or step-parent, a grandparent or step-grandparent, a sibling (natural, adopted or step), a Spouse, a child (natural, adopted or step) or a grandchild (natural, adopted or step).

Fees means the schedule of fees as prescribed in the District of Ucluelet Fees and Charges Bylaw No. 1186, 2016, as amended from time to time.

Funeral Provider means an individual licensed, under the CIFSA, to arrange, conduct or direct funerals or the transfer or disposition of the Human Remains, or to arrange burials.

Grave Liner means a receptacle made of durable material placed around the casket to provide reinforcement to the Lot. A Grave Liner may, or may not, have a bottom and is placed during the burial process.

Holiday means any of the following days, namely New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, BC Day, Labour Day, Thanksgiving

Day, Remembrance Day, Christmas Day, Boxing Day, and any day or part of a day proclaimed a civic holiday.

Human Remains means a dead human body in any stage of decomposition, but does not include Cremated Remains.

Interment means the disposition by burial of Human Remains or human Cremated Remains in a Lot.

Interment Right Holder means a person who holds a Right of Interment.

Interment Authorization means a document completed at time of need that may include statistical, executor and next of kin information that authorizes Interment of the deceased by the person with Control of Disposition.

Lot means a space used, or intended to be used in the Cemetery, for the Interment of Human Remains or Cremated Remains under a Right of Interment and includes a grave or plot.

Medical Health Officer means the person duly appointed from time to time by the Council as the Medical Health Officer for the District.

Memorial means a structure installed at the Cemetery to identify and commemorate a deceased person that may, or may not, be interred at the Cemetery. This includes, but is not limited to, markers, tablets, pillows and plaques.

Right of Interment means a certificate that provides for the future right to inter Human Remains or Cremated Remains in a designated Lot.

Spouse as defined in CIFSA, means a person who is:

- a) married to another person;
- b) has lived with another person in a marriage-like relationship for a period of at least 2 years immediately before the other person's death.

“Urn” means any receptacle, temporary or permanent, used for the encasement of Cremated Remains.

The use of words signifying the masculine shall include the feminine.

APPLICATION OF BYLAW

3. Subject to any contrary provision in the CIFSA, this Bylaw applies to the Cemetery operated by the District and to all additional real and personal property, within or without the District of Ucluelet, which may be acquired and held by the District for use as a District Cemetery at a future time, and shall be observed for Interment of the human deceased, and for their management, operation and preservation and the terms, conditions and fees set out shall apply to every Right of Interment within the

Cemetery. The administration of the Cemetery shall be carried out in conformity with the Administrative Authority and CIFSA.

4. The following described real property is set aside, held, laid out, developed, improved, used, and maintained as the District owned Cemetery and is dedicated for that use, and shall continue to be used, operated, and maintained for that purpose and shall not be used for any other purpose:

District of Ucluelet Cemetery

PID: 006-826-261, Lot 1541, Clayoquot District

5. Council shall have power to determine, from time to time, the size and layout of the Lots, the developments and improvements to be carried out and made in and to the Cemetery, subject to compliance with the requirements of CIFSA.

ADMINISTRATION OF BYLAW

6. The Administrator is responsible for the general administration of the Bylaw and will:
 - a. maintain all records and information for the administration, operation, maintenance and management of the Cemetery as is required by the Administrative Authority under the CIFSA;
 - b. issue all Rights of Interment and permits required and authorized by this Bylaw, except as otherwise provided in this Bylaw; and
 - c. establish Cemetery Policy, subject to this Bylaw and Council direction.

RIGHT OF INTERMENT

7. The District may, subject to payment of Fees, grant to any person a Right of Interment for a vacant, unreserved Lot. A Right of Interment does not vest in the holder any title or interest in the land or Lot but instead provides for the right to inter the person named on the Right of Interment Certificate.
8. The issuance of a Right of Interment does not entitle the holder to require the District to inter the Human Remains or Cremated Remains of the designated person in the Lot unless the holder complies in all respects with the provisions of the Bylaw, including, without limitation, the payment of all Fees related to the Interment.
9. A Right of Interment for any unused Lots may be transferred to a Family Member at the discretion of the Administrator. The Interment Right Holder or executor must supply this request in writing and the original Interment right must be surrendered to the District. Fees, payable to the District, associated with an Interment right transfer, may include:
 - a. an Administration Fee;
 - b. the difference between Fees paid originally and current Fees if there has been a change in residency status; and

- c. the difference between Fees paid originally and current fees if there have been changes in fee rates.
10. An Interment Right Holder shall either reserve the right to use that Lot for themselves or authorize another person to be interred in the Lot to which the Interment Right refers. An Interment Right Holder may only designate one Lot for their own use.
11. A Right of Interment may be surrendered to the District at the discretion of the Administrator. A refund, equal to the purchase price less the Care Fund contribution, will be issued to the Interment Right Holder provided:
- a. there are no Interments in the designated Lot;
 - b. the Interment Right Holder or his executor provides written notice to the District for intent to surrender the right;
 - c. the original license or Right of interment is surrendered;
 - d. an Administration Fee is paid; and
 - e. any Fee associated with the removal of any Memorial that is on, or embracing the surrendered Lot, is paid.
12. Upon approval of the Administrative Authority, a Right of Interment may be reclaimed by the District if:
- a. the Interment Right Holder would be at least 90 years of age;
 - b. a minimum period of 50 years has elapsed from the date the prior right of interment was sold;
 - c. a minimum 90 days has passed since a notice of intent to reclaim has been sent to the last known address of the Interment Right Holder;
 - d. the District has made diligent attempts to contact the Interment Right Holder but is not able to locate them.

RIGHT OF REFUSAL

13. The Council reserves the right to refuse to sell the use of more than two grave spaces to any one individual.

INTERMENTS

14. An interment shall be made within the Cemetery once the person with Control Disposition has completed and duly signed an Interment Authorization and paid all applicable Fees.
15. Only Human Remains, or Cremated Remains of a human body, shall be interred and memorialized in the Cemetery.
16. Interments:
- a. shall only be performed within the Cemetery by the Caretaker
 - b. shall only be conducted in predefined Lots approved by the Administrative Authority and;

- c. shall be conducted with all reasonable care and attention.
17. The District and its Caretaker are not responsible for damage to any casket, Urn or other container, sustained during an Interment or disinterment, except where such damage is caused by gross negligence of the District and its Caretaker.
 18. Application for an Interment Authorization shall be made at least seventy-four (74) hours before the Interment is to take place. The Administrator may schedule the Interment in a shorter time frame subject to full compliance with all other applicable provisions of this Bylaw.
 19. In the event of an interment not being exercised after a License Contract is completed and the date of interment has passed, the Contract and the License of the reserved lot space will be considered null and void, and no refund will be issued to the Purchaser.
 20. The bodies of person who have died having any infectious disease shall be interred as directed by the Medical Health Officer.
 21. The following apply to all in-ground Interments:
 - a. A Grave Liner is required for each in-ground burial Interment.
 - b. A Cremation Liner is required for each in-ground cremation Interment.
 - c. All Cremated Remains must be interred in a sealed container constructed of permanent, durable material approved by the Administrator.
 - d. The Administrator may allow for the interment of up to four (4) Cremated Remains on any full-size Lot provided there is no objection to the Interment of Cremated Remains by Family Members, as defined in the CIFSA.
 - e. No casket burial is permitted in a full-size Lot after Cremated Remains have been interred in that Lot.
 - f. Each cremation Lot may hold up to two (2) Cremated Remains.
 - g. The Administrator must supply permission for the purchase of any Grave Liner from a source other than the District, with permission based on the item's size, design, material and construction. The installation of Grave Liners will be subject to a handling Fee and must be paid in full prior to installation. The Administrator may request that Grave Liners be installed by their supplier, under the supervision of the Caretaker, with the installation being at the Applicant's expense.
 - h. Any charges incurred by the Cemetery above and beyond the standard scope of services, in the handling of Grave Liners not supplied by the District will be charged to the Applicant and paid prior to Interment.
 22. Interments shall be performed within the following hours, or at other times approved by the Administrator:
 - a. In-ground casket burial – 9:00 a.m. and 3:30 p.m., Monday to Friday.
 - b. Interment of Cremated Remains – 8:30 a.m. and 3:30 p.m., Monday to Friday.

- c. The Administrator may schedule Saturday, Sunday or Statutory Holiday Interments subject to the payment of additional Fees and availability of the Caretaker.
 - d. The person with Control of Disposition shall be responsible for any late arrival Fees if the Human Remains or Cremated Remains are delivered to the Cemetery outside of the above prescribed times.
23. Families may request permission to witness the Interment process at the Cemetery subject to the following criteria:
- a. A request to witness the Interment must be communicated to the Administrator when confirming Interment date and time.
 - b. The District will not be held liable for any injury to a member of the public while attending or witnessing an Interment process.
 - c. All proceedings at the Interment site shall be under the sole direction of the Caretaker.

EXHUMATIONS AND DISINTERMENTS

24. Pursuant to Section 16 of the CIFSA a Cemetery must not exhume or disinter Human Remains or Cremated Remains until:
- a. the Administrator receives a written request to do so from the person who has the control of Disposition of the remains;
 - b. approval of the Exhumation by the Administrative Authority is received by the Administrator;
 - c. the Administrator gives written notice to, and receives permission from, a Medical Health Officer for the area of the health region in which the Cemetery is located when the Human Remains are those of a person who, at the time of death, was known to have had an infectious or contagious disease or other disease dangerous to public health; and
 - d. payment of the prescribed Fee is received, or acceptable payment arrangements have been made with the Administrator.
25. The District shall exercise all due care and attention in making an Exhumation or Disinterment but is not responsible for damage to any casket, Urn or other container sustained during Exhumation or Disinterment.
26. The District's responsibility with respect to Exhumation or Disinterment is limited to:
- a. excavation of sufficient quantities of soil to permit access to the Human or Cremated Remains;
 - b. and closure of the Lot.
27. In accordance with Section 18 of the CIFSA, a Funeral Provider is required for the handling of any Human Remains in the existing Lot or any transfer of the remains to the new Lot or location. The Funeral Provider shall be employed at the expense of the Interment Right Holder or their successors.

MEMORIALS

28. Memorials will only be installed, removed or modified in the Cemetery when:
 - a. an Interment Right Holder or authorized representative, or a person authorized by the Administrator, has made application to the Administrator;
 - b. the applicable contribution is paid to the Care Fund as required in the CIFSA; and
 - c. all outstanding fees relating to the Lot, Interment and Memorial installation have been paid in full.
29. All Memorials shall only be placed, installed or removed by the Caretaker or other person authorized by the Administrator. All Memorials shall conform to the approved plan of the cemetery and its sections, and shall be constructed of granite or bronze or other material(s) of a permanent nature as approved by the Administrator.
30. Installation of Memorials shall occur during regular business hours. Installations will be made as soon as possible after delivery of the Memorial to the District and timelines may vary depending on scheduling issues, weather conditions and ground conditions.
31. The District shall not be held liable for, or be obliged to repair, any breakage or damage to any Memorial in the Cemetery, except as shall arise as the result of the gross negligence of the Caretaker.
32. The Interment Right Holder, or the deceased's descendants, is required to keep in proper repair, at their expense and to the satisfaction of the District, all Memorials upon their Lot. Should any Memorial or Lot adornment erected in the Cemetery fall into a state of disrepair, then the Administrator will document the condition and have the Memorial or Lot adornment repaired or removed from the Cemetery, in each case at the expense of the Lot Holder or their successors. Interment Right Holders may request that the District make repairs. All costs associated with the repairs will be borne by the Interment Right Holder.
33. No ground Lot shall be defined by a fence, railing, coping, hedge, or by any other marking except as permitted in the Memorial provisions of this Bylaw.
34. Where it is necessary to remove any Memorial to permit or enable an interment, the cost of such removal shall be borne by the Lot Holder or their successors in respect to such interment.
35. The Lot Holder or their successors shall be responsible for the cost of any damage to any Memorial resulting from ground settlement, vandalism or any causes beyond the control of the District.

Ground Interment Memorials

36. Ground Interment Memorials, including those for cremation Lots, shall be installed flush with the ground.
37. A Memorial permit shall be issued by the Administrator to authorize installation of all ground interment Memorials not supplied by the District.
38. The Administrator may refuse to issue a permit to the applicant if the Applicant has failed to comply with the requirements of this Bylaw. The Administrator may reject Memorials, despite the prior issuance of a Memorial Permit, when the Memorial does not comply with the specifications in this Bylaw, is not in keeping with the standards of the Cemetery, or contains epitaphs deemed inappropriate by the Administrator.
39. The finished dimensions of a granite Memorial or a bronze Memorial attached to a concrete base shall be in accordance with the Memorial Permit.

Cremation Memorials

40. Cremation Memorials apply to any bronze plaque for use on a Memorial book but do not include Memorials for in-ground cremation Interment.
41. Bronze plaques for Cremation Memorials shall be supplied and installed by the District.
42. Where incorrect inscription instructions, dimension, specifications or locations are given on the Memorial installation application and signed by the Interment Right Holder, their successors, or the cremation Memorial supplier, then the cremation Memorial shall be removed and reinstalled at the expense of the Interment Right Holder or their successors.

GENERAL PROVISIONS AND REGULATIONS

43. Every person, including those in funeral processions, when entering and while within a Cemetery, shall obey the instructions of the Caretaker. Any person not behaving with proper decorum within the Cemetery or who disturbs the peace, quiet and good order of the Cemetery may be evicted by the Caretaker, and in addition, shall be guilty of an infraction of this Bylaw.
44. No person shall discharge any firearm within the Cemetery, except at Military Funerals where the discharge of firearms is permitted only in regular volleys, under the command of the officer in charge, and only during the conduct of the burial service.
45. Cemetery roadways are for the exclusive use of Interment processions, Cemetery patrons, or others as approved by the Administrator. Vehicles shall not exceed ten

(10) kilometers per hour. All operators of vehicles shall, at all times, obey the directions and orders of the Caretaker.

46. Animals shall not be permitted in the Cemetery at any time, except that dogs may be permitted in the Cemetery provided the dog is kept on a leash of a maximum length of three (3) meters.
47. No person owning or having custody, care or control of a dog shall allow the dog to deposit excrement within the Cemetery unless that person immediately removes the excrement and disposes of it in a sanitary manner.
48. Cut and artificial flowers, wreaths and floral tokens (tributes) may be placed on Lots in the Cemetery, but may be removed by the Caretaker and disposed of, when their condition is considered to be detrimental to the appearance or beauty of the Cemetery. Plant material and grave adornments associated with seasonal events or celebrations will be removed 30 days after the event by the Caretaker.
49. No person, other than the Caretaker, shall plant, remove, cut down or destroy any tree, shrub, plant, flower, bulb or decorative feature within a Cemetery.
50. No person, other than the Administrator, shall solicit orders for goods or services within the Cemetery.
51. No person shall destroy, damage, or deface any Lot, Memorial, fence, vegetation, gate or any structure in the Cemetery or injure or destroy any Cemetery improvements.
52. No person shall deposit any rubbish or offensive material within the Cemetery.
53. No person shall play at any game or sport within the Cemetery.

PENALTIES

54. Every person who violates any of the provisions of this bylaw will be liable on summary conviction to a fine and penalty not exceeding two thousand Dollars (\$2,000.00) and costs, or in default of payment thereof, or in the alternative to imprisonment for a period not exceeding six (6) months.
55. Notwithstanding anything herein contained, the administration and operation of the cemetery shall be carried out at all times in accordance with the *Cremation, Interment, and Funeral Services Act*, SBC 2004 C35, as amended, from time to time.

CARE FUND

56. A Care Fund for the future maintenance and care of the Cemetery and the Lots therein is hereby established, set aside and maintained. All monies in the Care Fund

will be held and invested as trust funds by the District and in accordance with the requirements of the CIFSA.

- 57. The Care Fund will be maintained with the District’s bankers in an account to be designated as the “Care Fund.” The Administrator and the Chief Financial Officer of the District will be responsible for all deposits to such account and for ensuring that:
 - a. the account at all times complies with the provisions of the CIFSA;
 - b. any investment of any monies in the Care Fund is permitted under the CIFSA, the *Local Government Act*, the *Community Charter* and this Bylaw; and
 - c. any interest earned on the investments of the Care Fund may be used for the maintenance and care of the Cemetery in the year in which the interest and income is earned, or may be retained in the Care Fund to increase the principal sum.

58. The Administrator may, on behalf of the District, accept voluntary payments to the Care Fund from any person or organization.

59. The principal sum of the Care Fund will not be reduced other than in accordance with an order from the Administrative Authority pursuant to the CIFSA.

ADMINISTRATIVE PROVISIONS

60. This bylaw hereby repeals the District of Ucluelet Cemetery Bylaw No. 604, 1993, Ucluelet Cemetery Amendment Bylaw No. 666, 1995 in their entirety.

READ A FIRST TIME this xx day of month, year.

READ A SECOND TIME this xx day of month, year

READ A THIRD TIME this xx day of month, year

ADOPTED this xx day of month, year

CERTIFIED A TRUE AND CORRECT COPY of “District of Ucluelet Cemetery Management Bylaw No. 1206, 2016.

Mayor
Dianne St. Jacques

CAO
Andrew Yeates

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

CAO
Andrew Yeates

**STAFF REPORT TO COUNCIL**

Council Meeting: AUGUST 9TH, 2016
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: JOHN TOWGOOD, PLANNER 1

FILE NO: 2360-30 CEDAR, LORNE WHITE

SUBJECT: SERVICE RIGHT OF WAYS FB255981 AND FB239158

ATTACHMENT(S): APPENDIX No. 1 -JULY 12TH REPORT
APPENDIX No. 2 -PURCHASERS PETITION

RECOMMENDATION(S):

1. **THAT** Council supports the release of service right of way FB255981 and Fb239158

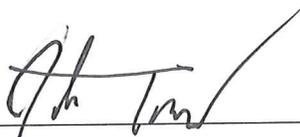
Or

2. **That** Council reviews the removal request and declines

AUGUST 9TH UPDATE:

July 12th, 2016 Staff was requested to petition the immediate neighbourhood in regards to the request to remove the Service Right of Ways (SRW) as laid out in the attached July 12th report (**Appendix No.1**). A potential purchaser of one the subject lots volunteered to canvas the street submit the petition (**Appendix No.2**). Staff have contacted a section of the list verified the petition.

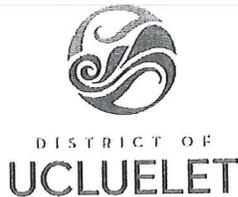
Respectfully submitted:



John Towgood, Planner 1



Andrew Yeates, Chief Administrative Officer



STAFF REPORT TO COUNCIL

Council Meeting: JULY 12TH, 2016
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: JOHN TOWGOOD, PLANNER 1 **FOLIO No:** 180.659 & 180.627 **FILE No:** 2360-30 CEDAR
SUBJECT: SERVICE RIGHT OF WAYS FB255981 AND FB239158 2360-30 LORNE WHITE

ATTACHMENT(S): APPENDIX A – REQUEST LETTER
APPENDIX B – NOVEMBER 2013 PLANNING REPORT

RECOMMENDATION(S):

1. **THAT** Council supports the applicants request to release service right of ways FB255981 and FB239158

Or

2. **THAT** Council has reviewed the applicants request to release the service right of ways FB255981 and FB239158 and declines.

DESIRED OUTCOME:

The purpose of this report is to supply Council with information on the possible release of two service right of ways (SRW) that have been built for the purpose of a single point neighbourhood garbage collection. Planning Staff recommend that the applicants request to release service right of ways FB255981 and FB239158 be supported.

SUMMARY:

The benefit of a single point neighbourhood garbage collection to mitigate garbage bear conflict is debatable. With only two established neighbourhood garbage collection points in Ucluelet a future community wide neighbourhood garbage collection strategy would be improbable to implement and is not currently contemplated by Planning Staff.

BACKGROUND:

In a November 12th, 2013 regular meeting of council Planning Staff submitted a report on the possible removal of SRW FB255981 and FB239158 and Council declined to remove the subject SRW at that time. Planning Staff consider that enough time has passed since that November 2013 planning report to review the SRW removal again. To Planning Staff's knowledge a communal type garbage collection for residential lots as part of the Bear Aware program was never developed and is not currently contemplated. These SRW are located in the middle of the front yard of lot 68, VIP86449 and in the rear of the exterior side yard of lot 37, VIP86134 (Figure 1 and 2). These SRW have been built but never used. The majority of Ucluelet is currently covered by curb side

residential weekly garbage pickup including Ucluelet's residential strata lot subdivisions. Planning staff consider that the effectiveness of the proposed single point neighbourhood garbage collection to limit human-bear conflict by reducing wildlife attractants is questionable when comparing to curbside pickup where garbage is taken out the morning of the pickup.

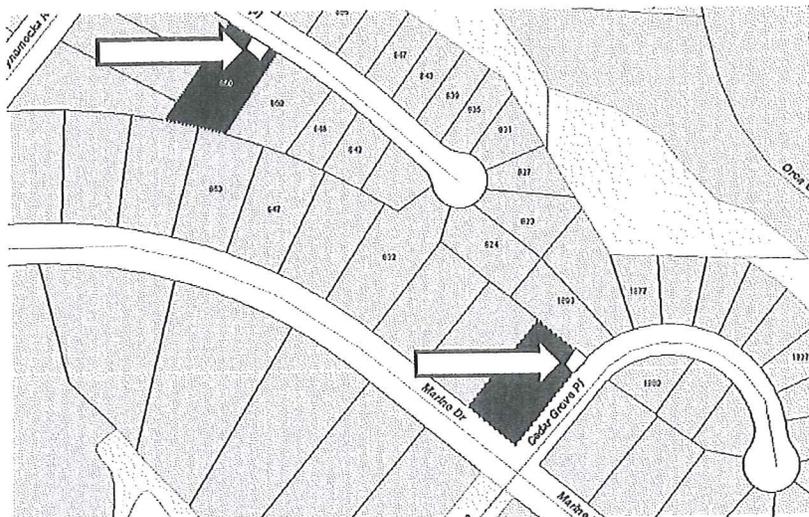


Figure 1

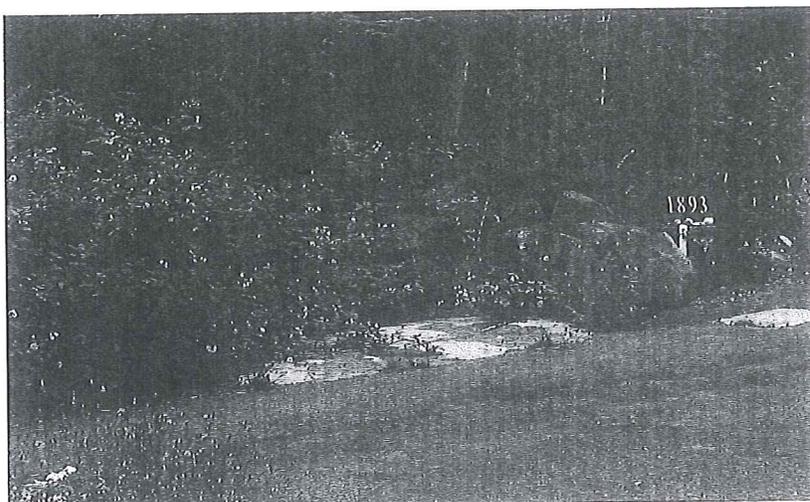


Figure 2

With just these two established neighbourhood garbage collection points a future community wide neighbourhood garbage collection strategy would be impractical to implement.

TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:

Weyerhaeuser and Mr. Waudby have indicated that they will prepare the forms for the release of these covenants. Staff involvement would be to review the documents and a minor amount of coordination.

FINANCIAL IMPACTS:

Weyerhaeuser and Mr. Waudby have indicated that they will pay the costs related to registration of the respective documents and the applicant has not indicated any expectation for the District of Ucluelet to remove the current infrastructure.

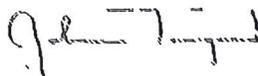
POLICY OR LEGISLATIVE IMPACTS:

To Planning staffs knowledge there is no direct policy that involves neighbourhood garbage collection points. Part of section 3.1 of the subject covenants has a clause that contemplates the release of the SRW as follows:

"the operation and maintenance of the Works is a pilot project for the purpose of temporarily ascertaining the viability of the Works as a garbage collection station, and that if the Grantee, in its sole option, determines that such use of the Right of Way and the Works is not viable, or discontinues its use as such, then the Grantee shall, upon the request of the Grantor or its successors in title from time to time, at the sole cost of the Grantee remove the Works, restore the Land and the Right of Way (so far as is reasonably practical) to its prior state as part of a residential property before installation of the Works, and register a discharge of this Statutory Right of Way in the Victoria Land Title Office."

Considering the length of time that has gone by since the creation of these covenants this clause should be considered and the use of these SWR's reviewed.

Respectfully submitted:



John Towgood, Planning 1



Andrew Yeates, Chief Administrative Officer

JUN 23 2016

To: Mayor and Council:

Re: SRW's FB255981 and FB239158

During the process of the two subdivisions which produced the Cedar Grove and Lorne White cul-de-sacs Weyerhaeuser was asked if we would be prepared to try a communal garbage collection system as part of the Bear Aware initiative. This was not a formal part of the approval process, but instead was the then Planner, Felice Mazzoni, asking us a favour. We agreed to give it a try and SRW's were registered against lot 37 on Cedar Grove and 68 on Lorne White for this sole purpose.

Part of the agreement (Clause 3) was that if the experiment did not work or was abandoned the registered documents would, upon application of the Grantor, be released and the areas prepared by Weyerhaeuser for the containers would be restored as much as reasonably possible to their original condition. Weyerhaeuser was relying on these covenants when it agreed to the SRW's being put in place. At the time of the subdivision registration there was still no way worked out by the District as to how the actual collection of the garbage by Sonbird and billing to the lots would be accomplished. To my knowledge the activation of these SRW's for garbage collection has not been considered at all by staff in the 7 or 8 years they have been in place, except when I requested their release in late 2013.

That request was turned down, seemingly on two counts:

1. The cul-de-sacs were not fully built out yet, and
2. The SRW's were part of the approval process.

The latter point is not accurate. There is no mention in the PLA's or any correspondence related to the creation of these two cul-de-sacs that registration of these two SRW's was in any way a requirement for getting approval. It was a favour being asked of Weyerhaeuser, asked in the spirit of co-operation that existed between the District and the company at that time.

On behalf of Weyerhaeuser and Darren Waudby, the owner of Lot 37, I respectfully request that the District now approve release of these two SRW's. Both Weyerhaeuser and Mr. Waudby are willing to prepare the release forms and pay the costs related to registration of the respective documents, and also to waive our rights under Clause 3 to have the District restore the areas.

Thank you for your consideration of this matter,

Charles Smith



STAFF REPORT TO COUNCIL

Council Meeting: NOVEMBER 12, 2013
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: PATRICIA ABDULLA, MANAGER OF PLANNING & BUILDING SERVICES **FILE NO:** 3320-20 WEYERHAEUSER

SUBJECT: COMMUNAL GARBAGE COLLECTION SYSTEM – LOTS 37 AND 68

ATTACHMENT(S): N/A

RECOMMENDATION(S):

1. **THAT** Council receives this report for information **and**;
2. **THAT** the SRWs remain in place on Lots 37 and 68

PURPOSE:

The purpose of this report is to provide Council with information in response to an email request of Mr. Charles Smith of Weyerhaeuser to remove the SRW for communal garbage bins on two lots; one of the conditions by which approval for the two subdivisions in Ocean West Development was given (See Figure 1).

BACKGROUND:

As part of the approval process for these subdivision communities within Ocean West, sustainable, environmental and green initiatives were proposed. Ucluelet has received awards and is still recognized for many of these initiatives including the use of French Drains, developing residential lots in a compact fashion, building narrower and winding roads, utilizing pedestrian pathways and linkages and instituting Bear Aware policies and Communal Garbage provisions.

As represented in Council reports and news articles in 2008 this proposed pilot project, agreed to by Weyerhaeuser, promoted policies already in place with respect to the Bear Aware Program. Building bear proof community garbage collection into an eco-friendly community was a selling feature, not only as part of the subdivision approval but remains described in Ocean West's real estate webpage as "features of this beautiful neighbourhood".

SUMMARY:

It is recognized that this project is a 'pilot project' but an important one in the creation of the sustainable and environmentally friendly community upon which the two subdivisions were approved. At this point in time there are only several lots which have been built upon. It is too soon to determine the success of this project and its viability. It would be prudent to pursue the concept of the local residential garbage collection at such time as further build out of the residential

subdivision permits. The concept of this system has not been abandoned and there has not been an attempt to make such a determination or discontinue the proposed use. Simply, its implementation at this stage would be too costly for the few residents in the subdivision at this time. Staff will bring the matter forward in the future when sufficient build out will allow for that determination to occur.



Figure 1

Respectfully submitted:


Patricia Abdulla, Manager of Planning

Request to Ucluelet Council to release the SRW title charges for garbage collection/disposal sites

The following list is land owners on Lorne White Place or Cedar Grove Place who **oppose** the use of a garbage collection/disposal site in their neighbourhood. Their signature and comments were collected in a online petition asking for the removal of the SRW, as many lots still haven't been built out and it seemed the best way to engage those owners — door to door canvassing wouldn't represent the majority of owners.

LWP - Lorne White Place
CGP - Cedar Grove Place

Lot 59 LWP:

~ Zoe Jewell
~ Alexandre Roy

Comment: I own a lot on that street and a garbage pick up site like this is ridiculous

Lot 68 LWP:

~ James Inkster (pending purchaser)

Comment: I have a conditional offer to purchase a lot on Lorne White, but am very opposed to the idea of a community garbage collection facility and can not complete a purchase unless this covenant is removed.

Lot 69 LWP:

~ Susan Payne

Comment: In addition to bear/animal attractants, there seems to be an issue with illegal camping in this area and the bins would likely be used for public use if not locked, posing more problems.

Lot 60 LWP:

~ Tammy Shymko

Comment: I am a owner of a property on Lorne white place and would not like to see a bin that will attract bears and unwanted garbage from outside users

863 LWP:

~ Jenna Hopkins
~ Jon Hopkins

Comment: I live on Lorne White Place, across from the zoned area for a large garbage bin. As we currently have curb side pickup I see no need for this bin. I also work in Pacific Rim National Park Reserve and I can say that we are always dealing with illegal garbage dumping, toxic material dumping and I see this being an issue with this location given the illegal camping.

Lot 71 LWP:

~ Dominga Tokarek

Lot 56 LWP:

~ Nick Killins

Comment: I don't want a dump location there

Lot 72 LWP:

~ Khaled Khalifa

Comment: I own a property on Lorne White Place and I oppose disposing of garbage at a communal site on the side of the road on my street

832 LWP:

~ Christoph Eversmann

Comment: We have just moved to our newly built home here on Lorne White Place, and do not want a garbage disposal/collection station located in our neighbourhood.

~ Beverly Eversmann

Comment: We have just moved to our newly built home here on Lorne White Place, and do not want a garbage disposal/collection station located in our neighbourhood.

859 LWP:

~ Andy Loiselle

Comment: I do not want wildlife to be attracted to the can.. I is still a remote area off of the trail. I have 3 children who play on the street in front of proposed site

Lot 58 LWP:

~ Michael Jewell

Comment: Had I known this "site" was "on the books" when we purchased our lot and have now built our house I would have been quite concerned and seriously factored in its removal on the decision to purchase in Lorne White Place. I'm seriously taken aback with the knowledge of this situation. Please remove it. Thank you.

~ Louise Jewell

Comment: Had I known this garbage disposal station was even a remote possibility on Lorne White Place, I know for a fact that I would have ensured it was "OFF the books" before EVER purchasing. I do NOT want a garbage disposal station located on my street. Please remove this possibility immediately. Thank you.

Lot 55 CGP:

~ Paul Freimuth

Comment: I live right beside the proposed garbage collection site on Cedar Grove Place the current cur side pickup works well and I pay city taxes for this service. I see no need to add an eyesore to my neighbourhood to do a job that is already being done well.

Lot 47 & 48 CGP:

~ Mike Waters

Comments: I'm signing because I own property near the area proposed as the new dump. I oppose this area because I believe having a dump literally within the town will lead to confrontations with wildlife. The dump between ucluelet and Tofino is away from most dwellings in the area and the ucluelet dump should also be situated away from town and dwellings.

~ Rob Waters

1880 CGP:

~ Kathy Dellow

Lot 70 CGP:

~ Elyse Goacher-Bergmann

Lot 52 CGP:

~ Livio Porcellato

Lot 44 CGP:

~ Tracy Rawa

Comment: I'm signing because I am a future Ucluelet resident who with my husband own a lot on Cedar Grove Place.

SUMMARY:

- ~ 22 land owner signatures against the use of garbage bins
- ~ 18 properties represented of the possible 34
- ~ Developer still has 7 being marketed for sale

Considering the Developer is making the request, that means 25 of the 34 properties are asking that the SRWs be released from titles.

Subject: requesting letter of support
Attachments: image001.jpg; ATT00001.htm; Letter of Support.doc; ATT00002.htm

From: Ms Joan Miller <joan.miller@infilm.ca>

Date: August 4, 2016 at 4:16:17 PM PDT

Subject: requesting letter of support

Good afternoon

Vancouver Island North Film Commission is applying for \$5000 from Island Coastal Economic Trust to update our regional website. Our current website is being held together with Band-Aids.

The new website will be used to manage a workforce development pilot program we are working on with the Ministry of Jobs Tourism and Skills Development as well as NIC and VIU

We are also working with the Vancouver Island Trade Unions (Carpenters / Electricians / PipeFitters etc. to take people with skills and give them a film module allowing them to get experience on the slate of films we want to bring in.

Creating a local crew-base is the next step in the development of the film, television, animation and game sectors. Projects will come here for location but will stay if we have a viable experience local crew.

The details of the pilot program which will encompass the Island north of the Malahat will be announced once the research and development stage is complete and we enter into the implementation phase.

In the meantime we are getting ready for the project and updating our web tools in order to manage the crew database.

We would appreciate a letter of support for our application.

Attached is a template to work from.

Chers Joan

Joan Miller
Vancouver Island North Film Commission
Enterprise Centre 900 Alder Street
Campbell River, BC
Canada, V9W 2P6
250-287-2772 work
250-287-6948 cell
www.infilm.ca

9 August 2016

Island Coastal Economic Trust
Attn: Line Robert, Chief Executive Officer
#108 - 501 4th Street
Courtenay BC V9N 1H3

Dear Ms. Robert,

RE: Letter of Support for Vancouver Island North Film Commission

I am writing this letter on behalf of the District of Ucluelet Council.

We wholeheartedly support the work of the Vancouver Island North Film Commission (INfilm). To date, the attraction of the film and television sector has brought in one hundred million dollars in direct economic impact to the region.

The region recognizes the growth of the film and television sector in our region, much of this due to the hard work of the Vancouver Island North Film Commission.

In this day and age everyone reaches to the web for their information. An easily navigated website with current information and tools is key to business success.

The District of Ucluelet fully supports INfilm's application to the Economic Development Readiness Program for the development of updated web content and tools to support business retention and expansion.

Sincerely,

Dianne St. Jacques
Mayor, District of Ucluelet