



COMMITTEE OF THE WHOLE MEETING
Thursday, November 29, 2018 @ 9:00 AM
George Fraser Room, Ucluelet Community Centre,
500 Matterson Drive, Ucluelet

AGENDA

	Page
1. CALL TO ORDER	
2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY	
<p>Council would like to acknowledge the Yuułu?i?at̓ First Nations on whose traditional territories the District of Ucluelet operates.</p>	
3. ADDITIONS TO AGENDA	
4. APPROVAL OF AGENDA	
5. MAYOR'S ANNOUNCEMENTS	
6. PUBLIC INPUT AND DELEGATIONS	
6.1. Delegations - Community Groups Introductions	
<p>A representative from each community group is invited to speak for up to 3 minutes to provide:</p> <ol style="list-style-type: none"> 1. Highlights of the group's activities; 2. Relationship with the District (i.e. Council liaisons); and 3. Suggestions for improved communication with Council. <p><i>Following the meeting, additional input may be sent to mlagoa@ucluelet.ca.</i></p>	
7. INFORMATION FROM COUNCIL	
7.1. 2019 Council Appointments	3 - 4
<p>R-1 2019 Appointments</p>	
7.2. 2019 Council Meeting Schedule (Verbal Update)	
7.3. Delegations to Council	5
<p>R-3 Council Delegation Form</p>	
7.4. Grant Writing - Letters of Support from District (Verbal Update)	
7.5. Grants in Aid Policy Update	7 - 11
<p>R-5 Grants in Aid Policy</p>	
8. OTHER BUSINESS	
9. QUESTION PERIOD	

10. ADJOURNMENT



MAYORAL REPORT TO COUNCIL

Inaugural Council Meeting: November 6, 2018
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: MAYOR MAYCO NOËL

FILE NO: 0530-10

SUBJECT: 2019 COUNCIL APPOINTMENTS

REPORT NO: 18-104

ATTACHMENT(S): 2019 COUNCIL APPOINTMENTS

PURPOSE:

The purpose of this report is to outline the Mayor's appointment of the newly elected Council to boards, commissions, and committees.

DISCUSSION:

Attached as Appendix A is the list of council appointments for 2019, effective November 7, 2018, for the following:

- Deputy Mayor;
- Boards, Commissions, and Committees; and
- Council liaisons to governmental and non-governmental organizations.

Respectfully submitted: Mayor Mayco Noël

2019 COUNCIL APPOINTMENTS

Appointee	Deputy Mayor	Board, Commission & Committee Appointments	Council Liaison Appointments
Councillor Rachelle Cole	October – December 2019		<ul style="list-style-type: none"> • Clayoquot Biosphere Trust Society (Alternate) • Coastal Family Resource Coalition • Sea View Seniors Housing Society • Ucluelet Emergency Network • Ucluelet Volunteer Fire Brigade • Westcoast Community Resources Society
Councillor Jennifer Hoar	July – September 2019	<ul style="list-style-type: none"> • Vancouver Island Library Board (Alternate) 	<ul style="list-style-type: none"> • Aquarium Board • Central West Coast Forest Society • Ucluelet & Area Historical Society • Wild Pacific Trail Society
Councillor Lara Kemps	April – June 2019	<ul style="list-style-type: none"> • Recreation Commission 	<ul style="list-style-type: none"> • Education Liaison – PACs • Pacific Rim Whale Festival Society • Tourism Ucluelet • Ucluelet & Area Child Care Society
Councillor Marilyn McEwen	November 2018 – March 2019	<ul style="list-style-type: none"> • Alberni-Clayoquot Regional District Board (Alternate) • Harbour Advisory Commission • Vancouver Island Library Board 	<ul style="list-style-type: none"> • Food Bank on the Edge • Pacific Rim Arts Society • West Coast Multiplex Society
Mayor Mayco Noël	N/A	<ul style="list-style-type: none"> • Alberni-Clayoquot Regional District Board • Airport Committee • Ucluelet Health Centre Working Group • West Coast Committee 	<ul style="list-style-type: none"> • Barkley Community Forest • Coastal Community Network • DFO Fisheries Committee for Groundfish & Hake • Groundfish Development Authority • Regional Fisheries Committee • Ucluelet Chamber of Commerce



DISTRICT OF UCLUELET

Request to Appear as a Delegation

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

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

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

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

Requested Council Meeting Date: _____

Organization Name: _____

Name of person(s) to make presentation: _____

Topic: _____

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

Please describe:

Contact person (if different from above): _____

Telephone Number and Email: _____

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.



POLICY NUMBER: 5-1850-1

REFERENCE:

Grants in Aid

ADOPTED BY:

Council
November 27, 2018

AMENDED DATE:

N/A

SUPERSEDES:

New

DEPARTMENT:

Finance

EFFECTIVE DATE:

November 27, 2018

Policy Statement:

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The District of Ucluelet provides grants in aid to financially assist community groups, not-for-profit societies and organizations for a specific project. It is recognized these organizations are valuable in helping the District provide a community focus. Funding decisions will be made on a year to year basis and continuing support should not be anticipated.

1. Criteria:

Criteria for evaluating proposals for grants in aid will be as follows:

- a) Not-for-profit community organizations operating within the District of Ucluelet or which provide a social service to Ucluelet residents.
- b) It should be a goal of each organization to reduce the amount of financial support requested from the District of Ucluelet in each subsequent fiscal year.
- c) The signature on the application must be an authorized signatory and representative of the organization.
- d) Proposal must be completed within 12 months of receipt of the grant.
- e) Preference will be given to organizations based in Ucluelet or those that provide a social service to Ucluelet residents and that there is no overlapping service already existing.

2. Ineligible Proposals:

The following types of proposals are ineligible to receive grants in aid and will not be considered by Council:

- a) Proposals requesting funding for sports organizations for competition/travel expense.
- b) Monies to subsidize a commercial organization.
- c) Projects that duplicate projects, programs, services or events already provided within the District of Ucluelet.



- d) Assistance for the payment of property taxes or other programs or services legislated by other levels of government.
- e) Proposals for support of research activities, staff training or professional activities.
- f) Proposals from individuals.
- g) Proposals from groups that did not submit the required final report from grants received in previous years.

3. Application Procedure:

- a) Application forms are available online at www.ucluelet.ca or by emailing a request to finance@ucluelet.ca. Completed forms and all supporting documentation may be delivered to 200 Main Street, mailed to Box 999 Ucluelet BC, V0R 3A0 or submitted by email to finance@ucluelet.ca.
- b) All applications must be received by December 15 each year.
- c) Each application should include the following details:
 - the nature, goals and objectives;
 - the names of those involved and if applicable a list of the Board of Directors;
 - projected statement of revenue and expenses;
 - additional support the organization receives from the District of Ucluelet: permissive tax exemption; in-kind donations; waiving of rental fees; and
 - any additional funding sources.

4. Grant Review Process:

- a) Applications will first be reviewed by the Finance Department to ensure each application is eligible and complete; no application will be considered if it is incomplete or if a previous grant was provided and the conditions of funding specified in this policy or by resolution of Council were not fully satisfied.
- b) Council will meet to review the applications prior to February 28 each year.
- c) At that meeting, applicants will be permitted 5 minutes to make a presentation to Council supporting their application.
- d) At a subsequent meeting, Council will make the final decision on the applications.
- e) The financial plan will be updated to reflect the total amount of cash and in-kind support to be provided by Grants in Aid.
- f) Grant financial payments will be made prior to March 31 each year.
- g) Any in-kind support commitments will be communicated to the appropriate departments.
- h) Communication will be sent to all applicants by the Finance department advising them of Council's decision.
- i) A list of recipients will be posted in the annual report.



5. Conditions of Support:

- a) Funding must be used for the purpose requested. Any funds not used for the requested purpose must be returned to the District of Ucluelet.
- b) District of Ucluelet financial support must be acknowledged at the event or in all printed publicity material relating to the funded activity.
- c) A final report must be submitted to Council by February 28 of the following year.

Mayor Mayco Noël
District of Ucluelet

GRANT-IN-AID APPLICATION FORM

Organization:

Name of Organization:		
Society Registration #:	Contact Person:	Contact Person Position:
Phone:	Fax:	E-mail:
Mailing Address:		

Organization Type:	
<input type="checkbox"/> Health/Social Services <input type="checkbox"/> Tourism/Economic Development <input type="checkbox"/> Youth Services	
<input type="checkbox"/> Arts & Culture <input type="checkbox"/> Sports & Recreation <input type="checkbox"/> Other:	
Purpose of Organization:	
Organization's Objectives (attach additional information if available):	
Nature of Services Provided by Organization:	
How many people do you expect to serve by this Grant Application?	Who are the people to benefit from your activity or functions?

Grant:

Grant-in-aid Amount Requested:	\$
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Activity or Functions to be Supported by this Grant Application:
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Implications for the Organization if this Grant is not approved:
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Declaration: On behalf of the organization, I hereby declare that the information included in this application is true and correct to the best of my knowledge.

Signature:	
Position\Title:	
Date of Application:	

OFFICE USE ONLY

Date Application Received:	
Amount Awarded:	