



**REGULAR MEETING OF COUNCIL**  
**Tuesday, January 22, 2019 @ 4:30 PM**  
**George Fraser Room, Ucluelet Community Centre,**  
**500 Matterson Drive, Ucluelet**

**AGENDA**

	Page
1. CALL TO ORDER	
2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY	
2.1. Council would like to acknowledge the Yuułu?i?at̓ First Nations on whose traditional territories the District of Ucluelet operates.	
3. ADDITIONS TO AGENDA	
4. APPROVAL OF AGENDA	
5. ADOPTION OF MINUTES	
5.1. January 8, 2019 Regular Minutes <a href="#">2019-01-08 Regular Minutes</a>	5 - 11
5.2. January 23, 2018 Public Hearing Minutes <a href="#">2018-01-23 Public Hearing Minutes</a>	13 - 14
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7. MAYOR'S ANNOUNCEMENTS	
8. PUBLIC INPUT, DELEGATIONS & PETITIONS	
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8.2 Delegations	
• Cris Martin, Food Bank on the Edge Re: Food Bank Building <a href="#">D-1 Food Bank Delegation</a>	19
9. CORRESPONDENCE	
9.1. Ministry of Citizens' Services Reply Letter, Re: Hwy 4 Cellular Connectivity Howard Randell, Executive Director <a href="#">C - 1 Ministry of Citizens' Services Correspondence</a>	21 - 23
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- 9.3. BCMCLC Workshop at AVICC Elected Official Seminars Invitation 29 - 30  
BC Municipal Climate Leadership Council and Community Energy Association

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- 9.4. AVICC - 2nd Call for Resolutions and Nominations 31 - 44  
The Association of Vancouver Island and Coastal Communities

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- 9.5. Community Relations Annual Report and Storm Report 45 - 67  
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- 10.1. Executive Director Report - December 2018 69 - 70  
Tourism Ucluelet

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- 10.2. Public Comment Period: Amendments to Schedule 1 of the Species at Risk Act 71 - 72  
Canadian Wildlife Service / Pacific Region Environment and Climate Change  
Canada

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- 10.3. Upcoming Service Canada Visit to Ucluelet and Tofino 73 - 75  
Service Canada/Government of Canada

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- 10.4. Maintenance Work to Begin Along Highway 4 in the Pacific Rim National Park 77  
Reserve  
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## 11. COUNCIL COMMITTEE REPORTS

- 11.1 Councillor Rachelle Cole  
*Deputy Mayor October - December 2019*
- Clayoquot Biosphere Trust Society (Alternate)
  - Coastal Family Resource Coalition
  - Sea View Seniors Housing Society
  - Westcoast Community Resources Society
  - Ucluelet Volunteer Fire Brigade

=> *Other Reports*

- 11.2 Councillor Jennifer Hoar  
*Deputy Mayor July - September 2019*
- Vancouver Island Regional Library Board (Alternate)
  - Aquarium Board
  - Central West Coast Forest Society
  - Ucluelet & Area Historical Society

- Wild Pacific Trail Society

=> *Other Reports*

11.3 Councillor Lara Kemps  
*Deputy Mayor April - June 2019*

- Recreation Commission
- Education Liaison - PACs
- Pacific Rim Whale Festival Society
- Tourism Ucluelet
- Ucluelet & Area Child Care Society

=> *Other Reports*

11.4 Councillor Marilyn McEwen  
*Deputy Mayor November 2018 - March 2019*

- Alberni-Clayoquot Regional District Board - Alternate
- Harbour Advisory Commission
- Vancouver Island Regional Library Board
- Food Bank on the Edge
- Pacific Rim Arts Society
- West Coast Multiplex Society

=> *Other Reports*

11.5 Mayor Mayco Noël

- Alberni-Clayoquot Regional District Board
- Airport Committee
- Ucluelet Health Centre Working Group
- West Coast Committee
- Barkley Community Forest
- Coastal Community Network
- DFO Fisheries Committees for Groundfish & Hake
- Groundfish Development Authority
- Regional Fisheries Committee
- Ucluelet Chamber of Commerce

=> *Other Reports*

12. REPORTS

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14. OTHER BUSINESS
15. QUESTION PERIOD
16. ADJOURNMENT

**DISTRICT OF UCLUELET**  
**MINUTES OF THE REGULAR COUNCIL MEETING**  
**HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE**  
**Tuesday, January 8, 2019 at 2:30 PM**

Present:      **Chair:**           Acting Mayor McEwen  
                  **Council:**       Councillors Cole, Hoar, and Kemps  
                  **Staff:**           Mark Boysen, Chief Administrative Officer  
                          Bruce Greig, Manager of Community Planning  
                          Darcey Bouvier, Recording Secretary

Regrets: Mayor Noël

**1. CALL TO ORDER**

**1.1 Acting Mayor McEwen called the meeting to order at 2:30 PM.**

**2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY**

**2.1 Council acknowledged the Yuułu?iŋ?ath First Nations on whose traditional territories the District of Ucluelet operates.**

**3. ADDITIONS TO AGENDA**

**3.1 There were no additions to the agenda.**

**4. APPROVAL OF AGENDA**

**4.1 January 8, 2019 Regular Agenda**

2017-001           **It was moved by Councillor Cole and seconded by Councillor Kemps**  
                          *THAT Council approve the January 8, 2019 agenda as presented.*

CARRIED.

**5. ADOPTION OF MINUTES**

**5.1 December 11, 2018 Regular Minutes**

2017-002           **It was moved by Councillor Kemps and seconded by Councillor Cole**  
                          *THAT Council approve the December 11, 2018 Regular Minutes as presented.*

CARRIED.

**5.2 December 11, 2018 Public Hearing Minutes**

2017-003           **It was moved by Councillor Cole and seconded by Councillor Kemps**  
                          *THAT Council approve the December 11, 2018 Public Hearing Minutes as amended.*

CARRIED.

## 6. UNFINISHED BUSINESS

6.1 There was no unfinished business.

## 7. MAYOR'S ANNOUNCEMENTS

7.1 Acting Mayor McEwen noted the budget meetings are open to the public and encouraged everyone to attend. The next meetings will be held January 16, 2019 1:00 - 5:00 PM and January 30, 2019 1:00 - 5:00 PM at the Ucluelet Community Centre.

## 8. PUBLIC INPUT, DELEGATIONS & PETITIONS

8.1 Public Input

**J.Ferris** - Commented on the illegal use of fireworks in town and questioned the District's ability to enforce bylaws when there is an infraction.

- CAO Mark Boysen advised that residents report all infractions to our Bylaw Officer who will then investigate the complaint. If the infraction is occurring after 11:00 PM, then the RCMP need to be called.

**J. Atkinson** - Also commented on the illegal use of fireworks at Water's Edge, but stated he would be speaking to management there.

**J. Bekker** - Noted a spelling mistake on the December 11, 2018 minutes under section 12.3 - "Five" instead of "Fire"

**P.Timmermans** - Would like to thank BC Hydro for all the hard work and questioned if Mayor and Council could direct Staff to write a thank you letter on behalf of the District.

## 9. CORRESPONDENCE

9.1 Ministry of Municipal Affairs and Housing Correspondence  
Hon. Selina Robinson

9.2 Ministry of Fisheries and Oceans Reply  
Hon. Jonathan Wilkinson

- Councillor Kemps noted there is still an opportunity for the public to provide input on the BC Wild Salmon Strategy until January 11, 2019. This strategy will support restoring healthy and abundant wild salmon stocks in BC. To learn more about the strategy and to comment online, go to [engage.gov.bc.ca](http://engage.gov.bc.ca). There will also be a meeting about this in Langford on January 10th.

**9.3 Critical Habitat Orders for Northern and Southern Resident Killer Whales in Canada**  
**Fisheries and Oceans Canada**

**9.4 Multi-Stakeholder Meeting Invitation - Five Nations (Multi-species) Fishery Management Plan**  
**Fisheries and Oceans Canada**

- Councillors Kemps, and Cole wish to participate in this meeting via Webex.

2017-004

**It was moved by Councillor Hoar and seconded by Councillor Cole**

*THAT Mayor Noël attend the Multi-stakeholder meeting on January 21, 2019 from 9:30 - 3:30 PM, at the Tigh-na-mara Resort in Parksville, or participate via Webex.*

CARRIED.

**9.5 Pacific Rim Surf-Related Injury Prevention Workshop Invitation**  
**Lifesaving Society**

- Councillors Cole and McEwen wish to attend this workshop on Thursday, January 31, 2019 from 9:00 AM - 3:00 PM at the Ucluelet Community Centre.

**9.6 Regionally-Focused Forestry Webinar For Coastal Communities Invitation**  
**Ministry of Forests, Lands, Natural Resource Operations & Rural Development**

- Councillor Cole has already signed up for this webinar and suggested Mayor Noël may wish to as well.

**9.7 Business Match Conference Invitation**  
**Vancouver Island Economic Alliance**

- Acting Mayor McEwen suggested this correspondence be referred to the Chamber of Commerce.
- Council Kemps advised she already contacted them requesting more information and will follow up once she's heard back.

**9.8 Letter of Support Request**  
**Huu-ay-aht First Nation**

2017-005

**It was moved by Councillor Cole and seconded by Councillor Hoar**

*THAT Council direct Staff to write a letter of support for their project to receive funding to make improvements to the road linking the City of Port Alberni to the community of Bamfield.*

CARRIED.

**9.9 Call for Written Submissions - Ride Hailing Services**

## Legislative Assembly of British Columbia

### 9.10 Congratulations to Mayor and Council Municipal Finance Authority of BC

### 9.11 Congratulations to Mayor and Council Telus

2017-006

**It was moved by Councillor Hoar and seconded by Councillor Cole**  
*THAT Council direct Staff to write a follow up letter regarding WIFI and the installation of emergency phones on Highway 4, and to invite a Telus representative to appear as a delegation at their convenience.*

CARRIED.

### 9.12 Congratulations to Mayor and Council United Way Central & Northern Vancouver Island

2017-007

**It was moved by Councillor Cole and seconded by Councillor Kemps**  
*THAT Council direct Staff to invite a United Way - Central & Northern Vancouver Island representative to appear as a delegation at their convenience.*

CARRIED.

### 9.13 Congratulations to Mayor and Council E-Comm 911

### 9.14 Complaint Letter Nancy Holliday

- CAO Boysen clarified that what was written in this letter is not reflective of what actually transpired over those two days. Staff did go door to door and hand out flyers the second day, while working hard to repair the water main breaks.

## 10. INFORMATION ITEMS

### 10.1 Federal Environmental Assessment and Public Comment Period Kwispaa LNG Project

### 10.2 Hwy 4 Kennedy Hill Safety Improvements Traffic Interruptions Update Emil Anderson Construction (EAC) Inc.

## 11. COUNCIL COMMITTEE REPORTS

### 11.1 Councillor Rachelle Cole *Deputy Mayor October - December 2019*

#### **Clayoquot Biosphere Trust Society (Alternate)**

- Next meeting is February 7, 2019.

#### **Coastal Family Resource Coalition**

- Next meeting is February 6, 2019.

#### **Sea View Family Resources Coalition**

- They will be resuming their monthly lunches, in coordination with the Westcoast Community Resources Society.
- There will also be blood pressure clinics on alternating weeks.

#### **Ucluelet Volunteer Fire Brigade**

- Will be attending the Fire Brigade's Quarterly and AGM tonight.

11.2 Councillor Jennifer Hoar  
*Deputy Mayor July - September 2019*

=> **Nothing to report at this time.**

11.3 Councillor Lara Kemp's  
*Deputy Mayor April - June 2019*

=> **Nothing to report at this time.**

11.4 Councillor Marilyn McEwen  
*Deputy Mayor November 2018 - March 2019*

#### **Pacific Rim Arts Society**

- December 13, 2020 is their 50th Anniversary and they are already planning for that.
- Missoula Children's Theatre is on January 28, 2019 at the Tofino Community Centre.
- ArtSplash is on March 8, 2019 at the Black Rock Oceanfront Resort.
- Cultural Heritage Festival is on May 18 to June 1, 2019. The local rich Japanese Culture will be their upcoming theme.
- First Nations Consultation Project, will be hiring a research assistant. Received 10 applications and shortlisted to 4.
- New Executive: Sue Payne - Executive Director; Mark Penny - President; Jen McLeod - Vice President; Treasurer - Myles Morrison.

### West Coast Multiplex Society

- Finalizing grant applications for the Rural Communities Grant. Deadline is January 23, 2019. They have letters of support from the Clayoquot Biosphere Trust, MP Gord Johns, and from both Tofino and Ucluelet Chamber of Commerce.
- Everyone welcome skate is on January 28, 2019 in Port Alberni. Free transportation and lunch provided.

=> **Other Reports**

11.5 Mayor Mayco Noël

=> **Not in attendance.**

## 12. REPORTS

### 12.1 Cheque Listing - December 2018

*Marlene Lagoa, Deputy Municipal Clerk*

- Acting Mayor McEwen asked about the "MAIS" supplier. CAO Boysen advised it is the finance software used at the District.

## 13. LEGISLATION

### 13.1 Adoption of Zoning Amendment Bylaw No. 1239, 2018 (1672 Cedar Road)

*Bruce Greig, Manager of Community Planning*

- Bruce Greig, Manager of Community Planning noted there was an error with the title of this report as it should read "Adoption" rather than "3rd Reading".

2017-008

**It was moved by Councillor Kempf and seconded by Councillor Cole**

*THAT Council approve recommendation 1 of legislation item, "Adoption of Zoning Amendment Bylaw, No. 1239, 2018 (1672 Cedar Road), which states:*

1. *THAT District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1239, 2018, be adopted.*

CARRIED.

## 14. OTHER BUSINESS

14.1 There was no other business.

**15. QUESTION PERIOD**

**15.1 There were no questions.**

**16. ADJOURNMENT**

**16.1 Acting Mayor McEwen adjourned the meeting at 3:10 PM.**

**CERTIFIED CORRECT:** Minutes of the Regular Council Meeting held on Tuesday, January 8, 2019 at 2:30 pm in the George Fraser Room, Ucluelet Community Centre, 500 Matterson Road, Ucluelet, BC.

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Mayco Noël  
Mayor

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Mark Boysen  
CAO



**DISTRICT OF UCLUELET**  
**MINUTES OF THE PUBLIC HEARING**  
**HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE**  
**Tuesday, January 23, 2018 at 7:00 PM**

Present:       **Chair:**           Mayor St. Jacques  
                  **Council:**       Councillors McEwen, Oliwa, Mole, and Noel  
                  **Staff:**           Mark Boysen, Chief Administrative Officer;  
                          Darcey Bouvier, Recording Secretary

Regrets:

**1. CALL TO ORDER**

1.1 Mayor St. Jacques called the public hearing to order at 7:00pm

**2. EXPLANATION OF PUBLIC HEARING PROCESS**

2.1 Rules Governing Public Hearing

1. As provided for in the Local Government Act, the Council is required to hold a Public Hearing before adopting an Official Community Plan Bylaw, Zoning Bylaw or amendments thereto.
2. At a Public Hearing all persons who deem their interest in property affected by the proposed bylaws shall be afforded an opportunity to be heard on matters contained in the bylaw.
3. The Council may give such effect, as it deems fit, to representations made at a Public Hearing, in the bylaws as adopted.
4. At a Public Hearing the Council is under no obligation to enter into a debate on any issue. The purpose of a hearing is to hear representations, which will later be considered by the Council in the meeting.

**3. PUBLIC HEARING - Zoning Amendment Bylaw No. 1219, 2017**

3.1 Presentation of Bylaw No. 1219, 2017

*Mark Boysen, CAO, read Zoning Amendment Bylaw No. 1219, 2017*

3.2 RZ17-03, CS-5 Side Yard Setback Zoning Bylaw Amendment Report

Mayor noted this report and the Certified Resolution were added to agenda to provide background information to the public.

3.3 November 14, 2017 Certified Resolution

3.4 Written Submissions for Bylaw No. 1219, 2017

*There were no written submissions*

3.5 Public Representations for Bylaw No. 1219, 2017

1. Mayor St. Jacques asked a first time if there were any representations from the public regarding Zoning Amendment Bylaw No. 1219, 2017.
2. Mayor St. Jacques asked a second time if there were any representations from the public regarding Zoning Amendment Bylaw No. 1219, 2017.
3. Mayor St. Jacques asked a third and final time if there were any representations from the public regarding Zoning Amendment Bylaw No. 1219, 2017.

**4. ADJOURNMENT**

4.1 Mayor St. Jacques declared the public hearing terminated at 7:06 pm

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Dianne St. Jacques  
Mayor

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Mark Boysen,  
CAO

**DISTRICT OF UCLUELET**  
**MINUTES OF THE PUBLIC HEARING**  
**HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE**  
**Tuesday, August 7, 2018 at 7:00 PM**

Present:       **Chair:**           Mayor St. Jacques  
                  **Council:**       Councillors McEwen, Mole, Noel, and Oliwa  
                  **Staff:**           Mark Boysen, Chief Administrative Officer  
                          Bruce Greig, Manager of Community Planning  
                          Marlene Lagoa, Deputy Municipal Clerk

Regrets:

**1. CALL TO ORDER**

1.1 Mayor St. Jacques called the meeting to order at 7:00 PM.

**2. EXPLANATION OF PUBLIC HEARING PROCESS**

2.1 Rules Governing Public Hearing

1. As provided for in the Local Government Act, the Council is required to hold a Public Hearing before adopting an Official Community Plan Bylaw, Zoning Bylaw or amendments thereto.
2. At a Public Hearing all persons who deem their interest in property affected by the proposed bylaws shall be afforded an opportunity to be heard on matters contained in the bylaw.
3. The Council may give such effect, as it deems fit, to representations made at a Public Hearing, in the bylaws as adopted.
4. At a Public Hearing the Council is under no obligation to enter into a debate on any issue. The purpose of a hearing is to hear representations, which will later be considered by the Council in their regular meeting.
5. Following the Public Hearing, Council will not accept further communications or presentations from the public or the applicant respecting this bylaw.

**3. NOTICE OF PUBLIC HEARING**

3.1 Notice

**4. PUBLIC HEARING - Ucluelet Zoning Amendment Bylaw 1234, 2018**

4.1 Presentation of Bylaw No.1234, 2018

Bruce Greig, Manager of Community Planning, stated that in general

terms the purpose of the proposed bylaw is to amend the Zoning Bylaw by:

- designating all properties within the District as an area where Temporary Use Permits may be allowed for short-term land uses and development opportunities.
- Temporary User Permits may be issued for any period of up to 3 provided no public health, safety problems, or environmental degradation should result.
- Conditions may be placed on the permit to address things such as environmental protection, post-development site restoration, and nuisance abatement measures.

4.2 Reports and Materials for Bylaw No.1234, 2018

4.3 Excerpts from Previous Council Meetings

4.4 Public Representations for Bylaw No. 1234, 2018

a. There were no written submissions.

b. Mayor St. Jacques asked a first time if there were any representations from the public.

There were no comments from the public.

c. Mayor St. Jacques asked a second time if there were any representations from the public.

There were no comments from the public.

d. Mayor St. Jacques asked a third and final time if there were any representations.

There were no comments from the public.

## 5. ADJOURNMENT

5.1 Mayor St. Jacques declared the public hearing closed at 7:03 PM.

**CERTIFIED CORRECT:** Minutes of the Public Hearing Meeting held on Tuesday, August 7, 2018 at 7:00 pm in the George Fraser Room, Ucluelet Community Centre, 500 Matterson Road, Ucluelet, BC.

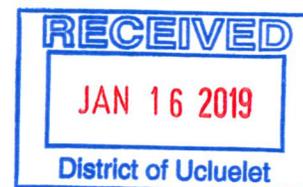
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Dianne St. Jacques  
Mayor

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Mark Boysen  
CAO



**DISTRICT OF UCLUELET**Request to Appear as a Delegation

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

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

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

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

Requested Council Meeting Date: January 22, 2019

Organization Name: FOOD BANK ON THE EDGE

Name of person(s) to make presentation: CRIS MARTIN

Topic: FOOD BANK building

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

Please describe:

To give an update on current condition of our building; our actions to continue searching for grant opportunities

Contact person (if different from above):

Telephone Number and Email: [REDACTED]

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.





January 14, 2019

Ref: 110938

Her Worship Josie Osborne  
Mayor of District of Tofino  
PO Box 9  
Tofino, BC V0R 2Z0  
[osborne@tofino.ca](mailto:osborne@tofino.ca)

Dear Mayor Osborne and Local Leaders:

Happy New Year and best wishes for your happiness and prosperity in 2019. I am following up on your correspondence dated November 7, 2018, from local government and First Nations leaders in your region regarding cellular connectivity along Highway 4. Your letter has been referred to the Ministry of Citizens' Services and I am pleased to respond in my role as Executive Director responsible for initiatives to advance connectivity in B.C.

Reliable connectivity is critical especially during emergency situations along highways. Reliable voice and data communications are critical for road safety and for accident victims and first responders to reach each other in time of need. There is a recognized market failure for cellular services along highway sections where the revenue cannot support the cost to deploy and maintain the service. This is an important national issue that is under review by the federal department of Innovation, Science and Economic Development, the Canadian Radio-Television Commission (CRTC). In BC, there are an estimated 5,000 kilometers of primary and secondary highways in rural areas that do not have cellular services. The cost to address this lack of coverage is extremely high and will require all levels of government to work together on solutions.

Last year, the CRTC announced a new Broadband Fund to be launched in Spring 2019 that is expected to include funding for the expansion of cellular coverage along highways. This will be the first time that public funding has been made available to address gaps in cellular coverage along highways. We are hopeful this program will provide some assistance to service providers to enable them to expand service where it is feasible for them to do so. The CRTC fund is an opportunity for all levels of government to work with service providers to prepare a proposal for the CRTC intake and I encourage you to consider leading this effort to address coverage gaps, including Highway 4. More information on the Broadband Fund can be found here:

<https://www.canada.ca/en/radio-television-telecommunications/news/2018/09/crtc-announces-details-of-the-broadband-fund.html>.

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Ministry of Citizens' Services

Information Communication  
Technologies Division /  
Network BC

Mailing Address:  
PO Box 9412  
Victoria BC V8W 9V1

Telephone: 250 356-6118

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As you might be aware, Rogers has recently built a tower in the Sprout Lake area which will extend new cellular coverage along a portion of Highway 4 and the area surrounding Sprout Lake and Port Alberni. I have listed contacts for both companies here that should be able to provide an indication if they have other sites planned in their future build program. For Rogers, please contact Glenn Alsaker at [glenn.alsaker@rci.rogers.com](mailto:glenn.alsaker@rci.rogers.com) and for TELUS, please contact Aurora Sekela, [Aurora.Sekela@telus.com](mailto:Aurora.Sekela@telus.com).

I would be happy to discuss options and next steps in light of the new federal funding program. Please contact me at (250) 953-3978 or by email at [Howard.Randell@gov.bc.ca](mailto:Howard.Randell@gov.bc.ca). Thank you for bringing this important topic to our attention.

Sincerely,



Howard Randell, Executive Director  
Network BC

pc: Chief Greg Louie, Ahousaht First Nation  
[info@ahousaht.ca](mailto:info@ahousaht.ca)

Chief Councillor Moses Martin, Tla-o-qui-aht First Nation  
[chief@tla-o-qui-aht.org](mailto:chief@tla-o-qui-aht.org)

Chief Anne Mack, Toquaht Nation  
[annem@toquaht.ca](mailto:annem@toquaht.ca)

Les Doiron, President, Yuułu?ih?ath Government  
[Les.doiron@UFN.ca](mailto:Les.doiron@UFN.ca)

Her Worship Sharie Minions, Mayor of City of Port Alberni  
[sharie\\_minions@portalberni.ca](mailto:sharie_minions@portalberni.ca)

His Worship Mayco Noel, Mayor of District of Ucluelet  
[info@ucluelet.ca](mailto:info@ucluelet.ca)

Rob Bullock, Executive Director, Ahousaht First Nation  
[info@ahousaht.ca](mailto:info@ahousaht.ca)

.../3

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Elyse Goatcher-Bergmann, Manager of Corporate Services  
[egoatcher-bergmann@tofino.ca](mailto:egoatcher-bergmann@tofino.ca)

Honourable Claire Trevena, Minister of Transportation and Infrastructure  
[Minister.Transportation@gov.bc.ca](mailto:Minister.Transportation@gov.bc.ca)

Honourable Jinny Sims, Minister of Citizens' Services  
[CITZ.Minister@gov.bc.ca](mailto:CITZ.Minister@gov.bc.ca)

Honourable Scott Fraser, Minister of Indigenous Relations and Reconciliation  
[ABR.Minister@gov.bc.ca](mailto:ABR.Minister@gov.bc.ca)

Network BC, Ministry of Citizens' Services  
[NetworkBC@gov.bc.ca](mailto:NetworkBC@gov.bc.ca)



**Office of the  
Chief Medical  
Health Officer**

January 15, 2019

*Sent via email*

Mayor and Council  
City or District of Ucluelet

Dear Mayor and Council:

**COWICHAN AREA**

250.331.8591

Shannon Waters  
MD MHS Sc FRCPC  
601-222 Cowichan Way  
Duncan, BC V9L 6P4

**NORTH ISLAND**

250.331.8591

Charmaine Enns  
MD, MHS Sc, FRCPC  
355-11th Street  
Courtenay, BC V9N 1S4

**CENTRAL ISLAND**

250.739.6304

Paul Hasselback  
MD, MSc, FRCPC  
3rd Floor 6475 Metral  
Drive  
Nanaimo, BC V9T 2L9

**SOUTH ISLAND**

250.519.3406

Richard Stanwick, CMHO  
MD, MSc, FRCPC, FAAP

Murray Fyfe  
MD, MSc, FRCPC

Dee Hoyano  
MD, FRCPC

430 –1900 Richmond Ave.  
Victoria, BC V8R 4R2

**After Hours On Call**  
1.800.204.6166

Traffic crashes are a leading cause of serious injury and deaths in communities and on highways on Vancouver Island and throughout British Columbia. **Vision Zero** is an approach that has been used successfully in other jurisdictions to reduce traffic related trauma by focusing on safe roads, vehicles, speeds and drivers. There are opportunities for local governments and other stakeholders to make a difference through this approach.

To improve our knowledge of this approach in BC, the first **BC Vision Zero Summit**, is being held February 8<sup>th</sup> and 9<sup>th</sup> at Surrey City Hall and the Civic Hotel. Local government elected officials, and space permitting, road safety staff are invited and encouraged to consider attending this event.

**Invitation and Registration Link:**

<https://visionzerobc2019.eventbrite.ca>

Password: roadsafety123

**About:**

The first Vision Zero Summit in BC will present shared solutions to our shared challenges. Come listen to experts who are working to eliminate traffic fatalities and severe injuries on their streets, while increasing safe, healthy and equitable mobility for all.

**Who is hosting this?**

The event is hosted by the City of Surrey in partnership with Provincial Health Services Authority, Fraser Health, and Vancouver Coastal Health, and supported by Island, Interior, and Northern Health Authority.

**Who is invited?**

Civic Leaders, local government road safety staff, police and school leaders are given first opportunity to register. The event intended to foster conversation and learning on taking a proactive, preventative approach to prevent serious injuries and save lives across our BC communities. If space permits, other interested road safety partners will be welcome.

**When and where?**

February 8 and 9, 2019 at the Landmark Surrey City Hall (13450 104 Ave) and the new boutique Civic Hotel, in the heart of Surrey City Centre. Attendees may register for one or both days. Discounted room rates are offered to Summit participants at the Civic Hotel.

**For more information, contact:**

Megan Oakey, Provincial Manager - Injury Prevention, BC Centre for Disease Control  
[Megan.Oakey1@bccdc.ca](mailto:Megan.Oakey1@bccdc.ca)

Shabnem Afzal, Road Safety Manager, City of Surrey, [Shabnem.Afzal@surrey.ca](mailto:Shabnem.Afzal@surrey.ca)



Paul Hasselback, MD, MSc, FRCPC  
Medical Health Officer



Charmaine Enns, MD, MHSc, FRCPC  
Medical Health Officer



Shannon Waters, MD, MHSc, FRCPC  
Medical Health Officer



Dee Hoyano, MD FRCPC  
Medical Health Officer



Murray Fyfe, MD, MSc, FRCPC  
Medical Health Officer



Richard S. Stanwick, MD, MSc, FRCPC, FAAP  
Chief Medical Health Officer



# Upcoming Events

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Posted: January 14, 2019

## 2019 BC Vision Zero Summit

*City of Surrey, Provincial Health Services Authority, Fraser Health, Vancouver Coastal Health*

Mark your calendar because every life matters.

Vision Zero's approach has proven successful on the Swedish road network since 1997 and its momentum is growing. With highly positive road safety outcomes and proven approaches to get there, we have much to learn from leaders taking the steps to prioritize human life in the public realm by using this effective strategy throughout their towns and cities in both rural and urban settings.

The first Vision Zero Summit in BC will present shared solutions to our shared challenges. Come listen to experts who are working to eliminate traffic fatalities and severe injuries on their streets, while increasing safe, healthy and equitable mobility for all.

### Who is hosting this?

The event is hosted by the City of Surrey in partnership with Provincial Health Services Authority, Fraser Health, and Vancouver Coastal Health, and supported by Island, Interior, and Northern Health Authority.

### Who is invited?

This event is intended to foster conversation and learning on taking a proactive, preventative approach to prevent serious injuries and save lives across our BC communities.

Civic Leaders, local government road safety staff, police and school leaders are given first opportunity to register. If space permits, other interested road safety partners will be welcome.

### When and where?

February 8 and 9, 2019 at the Landmark Surrey City Hall (13450 104 Ave) and the new boutique Civic Hotel, in the heart of Surrey City Centre. Attendees may register for one or both days. Discounted room rates are offered to Summit participants at the Civic Hotel.

### What does it cost?

Day 1 costs \$50, with all proceeds supporting road safety within British Columbia. Day 2 is complimentary. Registration includes breakfast and lunch.

**Day 1 - Friday, February 8**

Learn about Vision Zero and what makes it an effective approach to road safety for all cities regardless of size or geography. High profile Speakers from BC and beyond will share their experience of implementing VZ Road Safety Plans and what worked to reduce fatal and serious injuries on their roads. Safe Schools Panels will explore how to develop programs. And, to help move your community towards Vision Zero, grant opportunities will also be introduced.

**Day 2 - Saturday, February 9**

Hear how the City of Portland has successfully been implementing Vision Zero. Washington State Traffic Safety Commission share their experiences relating to the legalization of cannabis and impacts on road safety. Tackling tough issues and developing solutions that work, our speakers will provide an opportunity for participants to ask questions and receive advice from practitioners. Also learn about the role of technology in road safety through futuristic sessions, Ted Talks, activations- including VIP access to autonomous vehicle rides - related to Surrey and Vancouver's joint Smart Cities initiative.

**To register:** [Eventbrite](#) **Password:** roadsafety123

**Contact**

Jennifer Cowden

604-910-0732

[jennifer@dfcevents.ca](mailto:jennifer@dfcevents.ca)

<https://www.surrey.ca/>

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**Date:** February 8 - 9, 2019

**Event Type:** Summit

**Location:** Surrey, BC

**Region:** Lower Mainland

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**From:** Info Ucluelet  
**Subject:** BCMCLC Workshop at AVICC Elected Official Seminars - February 14 & 15

**From:** Susan Chalmers  
**Sent:** January 7, 2019 12:44 PM  
**Subject:** BCMCLC Workshop at AVICC Elected Official Seminars - February 14 & 15

Dear Corporate Administration,

The BC Municipal Climate Leadership Council and Community Energy Association are hosting a workshop related to climate action planning after both AVICC Elected Official Seminars at the Tigh-na-mara Resort in Parksville in mid-February. We would appreciate it if you could directly email the details of this event to your Mayor and Councillors OR include the details of the workshop as an information item on your next council meeting agenda (see below).

### **How can you support climate action and clean growth in your community?**

**Join the BC Municipal Climate Leadership Council (BCMCLC) and the Community Energy Association for an interactive workshop on the topic of climate action immediately following the AVICC Elected Official Seminars. The workshops will be held from 2:45-4:45 pm on February 14 (AVICC session 1) and February 15 (AVICC session 2) in the Carmanah Room at the Tigh-na-mara Resort.**

**Who is it for?** This workshop is for newly elected officials to learn about the roles of local governments in climate and energy planning as well as project and program implementation. It is also for returning elected officials to receive a refresher and updates on federal and provincial government initiatives and emerging opportunities for local governments to take action on climate change.

#### **Learn about:**

- the roles of local and senior governments;
- the foundations of community energy planning;
- key actions for the building, transportation, waste and energy sectors; and
- reporting and recognition for local government climate action.

**Get inspired** by case studies from leaders in your region and discuss strategies with your peers in small breakout group sessions.

To register for one of these workshops, visit the following web links:

February 14 - <https://climateaction101avicceos1.eventbrite.ca>

February 15 - <https://climateaction101avicc2.eventbrite.ca>

For further information about this event, please contact Maya Chorobik at 604-628-7076 (ext. 709) or [mchorobik@communityenergy.bc.ca](mailto:mchorobik@communityenergy.bc.ca).

Kind Regards,  
Susan

**Susan Chalmers**, Administrator



*Facilitators of the BC Municipal Climate Leadership Council*

Office: (604) 628-7076 ext. 707 | Mobile: (778) 871-2711

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**From:** Info Ucluelet  
**Subject:** AVICC January Update - 2nd Call for Resolutions and Nominations, Interim Electoral Area Representative, DFO Shellfish Aquaculture Committee Representative, Convention Registration  
**Attachments:** 2019 Call for Resolutions with sample.pdf; 2019 Nominations Package.pdf; Shellfish AMAC ToR final.pdf

**From:** AVICC

**Sent:** January 11, 2019 9:26 AM

**Subject:** AVICC January Update - 2nd Call for Resolutions and Nominations, Interim Electoral Area Representative, DFO Shellfish Aquaculture Committee Representative, Convention Registration

*Please forward this email to elected officials, the CAO and Corporate Officer:*

#### **1. Resolutions and Nominations Deadline**

The AVICC Executive would like to remind members that the deadline for resolutions to be submitted for the 2019 AVICC AGM & Convention is February 7, 2019. The call for resolutions that was initially sent out in November is included again with this email. The package provides guidelines for drafting clear resolutions and a sample resolution.

Also attached is the Nomination package for positions on the AVICC Executive. Signed nomination and consent forms need to be received by the AVICC office by February 7, 2019 in order for candidates to be included in the report on nominations. Candidates may also be nominated from the floor at the Convention.

#### **2. Interim Electoral Area Representative**

Director Vanessa Craig, representing Electoral Area B in the Regional District of Nanaimo, has joined the AVICC Executive as interim Electoral Area Representative. This position became available when former Sunshine Coast Regional District Director Ian Winn did not seek re-election. Director Craig will serve in this role until the Convention in April, and is eligible to be re-elected to this role during the Convention. The Executive welcomes Director Craig, and is looking forward to working with her.

#### **3. Call for an AVICC Representative on the Aquaculture Management Advisory Committee (AMAC) for Shellfish.**

An Aquaculture Management Advisory Committee (AMAC) for shellfish was established by Fisheries and Oceans Canada to provide advice and make recommendations on planning, policy and operational decisions related to the aquaculture management of shellfish in BC. The full terms of reference for the committee including details on the committee composition and goals are attached to this email.

AVICC is seeking expressions of interest from elected officials from our region to act as AVICC's representative on this committee. Members interested in serving as the representative should review the attached terms of reference, and email an application to [avicc@ubcm.ca](mailto:avicc@ubcm.ca) by February 2nd. The application should describe the member's background and experience as it relates to shellfish aquaculture. The next meeting of the AMAC is scheduled for April 30th in Courtenay, and applicants should confirm that they will be available to attend that meeting.

The member appointed will be expected to report back to the AVICC Executive on the discussions and outcomes of the committee's work. The member appointed will be responsible for representing the full AVICC membership, and responsible for obtaining and communicating to AMAC the input and guidance of AVICC members. Minutes from the last two AMAC Shellfish meetings are available to interested members by request to [avicc@ubcm.ca](mailto:avicc@ubcm.ca)

#### **4. Convention Registration**

The AVICC Executive is reviewing the excellent proposals received for sessions at the upcoming convention. The program is being developed, and registration will be opening early in February. There will be another member update sent out with information about the convention sessions, with a link for delegates to register online through CivicInfo.



## 2019 AGM & CONVENTION

### RESOLUTIONS NOTICE REQUEST FOR SUBMISSIONS

#### DEADLINE FOR RESOLUTIONS

All resolutions must be received in the AVICC office by: **FEBRUARY 7, 2019**

#### IMPORTANT SUBMISSION REQUIREMENTS

To submit a resolution to the AVICC for consideration please send:

1. One copy submitted as a **word document** by email to [avicc@ubcm.ca](mailto:avicc@ubcm.ca); AND
2. One copy of the resolution by regular mail to:  
AVICC, 525 Government Street, Victoria, BC V8V 0A8

Guidelines for preparing a resolution follow, but the basic requirements are:

- Resolutions are only accepted from AVICC member local governments, and must have been endorsed by the board or council.
- Members are responsible for submitting accurate resolutions.
- Separate **background information explaining the resolution must** accompany each resolution submitted. This information will be shared on the AVICC website.
- Sponsors should be prepared to introduce their resolutions on the Convention floor.
- The resolution should not contain more than two "whereas" clauses.
- Each whereas clause must only have **one sentence**.
- Local government staff should check the accuracy of legislative references, and be able to answer questions from AVICC/UBCM about each resolution. Contact AVICC/UBCM for assistance in drafting the resolution.

#### LATE RESOLUTIONS

- a. A resolution submitted after the regular deadline is treated as a "Late Resolution". Late Resolutions need to be received by AVICC by noon on **Wednesday, April 10<sup>th</sup>**.
- b. Late resolutions are not included in the resolutions package sent out to members before the Convention. They are included in the Report on Late Resolutions that is distributed on-site.
- c. The Resolutions Committee only recommends late resolutions for debate if the topic was not known prior to the regular deadline date or if it is emergency in nature. Late Resolutions require a special motion to admit for debate.
- d. Late resolutions are considered after all resolutions printed in the Resolutions Book have been debated. The time is set out in the program, and is normally on Sunday morning.

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**AVICC AGM & Convention – April 12-14, 2019 – Powell River**

## **UBCM RESOLUTION PROCEDURES**

UBCM urges members to submit resolutions to Area Associations for consideration. Resolutions endorsed at Area Association annual meetings are submitted automatically to UBCM for consideration and do not need to be re-submitted to UBCM by the sponsor.

UBCM and its member local governments have observed that submitting resolutions first to Area Associations results in better quality resolutions overall. If absolutely necessary, however, local governments may submit council or board endorsed resolutions directly to UBCM prior to June 30. Should this be necessary, detailed instructions are available on the UBCM website.

## **UBCM RESOLUTIONS PROCESS**

1. Members submit resolutions to their Area Association for debate.
2. The Area Association submits resolutions endorsed at its Convention to UBCM.
3. The UBCM Resolutions Committee reviews the resolutions for submission to its Convention.
4. Resolutions endorsed at the UBCM Convention are submitted to the appropriate level of government for response.
5. UBCM will forward the response to the resolution sponsor for review.

## **UBCM RESOLUTIONS GUIDELINES**

### **The Construction of a Resolution:**

All resolutions contain a preamble and an enactment clause. The preamble describes *the issue* and the enactment clause outlines *the action being* requested. A resolution should answer the following three questions:

- a) What is the problem?
- b) What is causing the problem?
- c) What is the best way to solve the problem?

### **Preamble:**

The preamble begins with "WHEREAS", and is a concise paragraph about the nature of the problem or the reason for the request. It answers questions (a) and (b) above, stating the problem and its cause, and should explain, clearly and briefly, the reasons for the resolution.

The preamble should contain no more than two "WHEREAS" clauses. Supporting background documents can describe the problem more fully if necessary. Do not add extra clauses.

Only one sentence per WHEREAS clause.

### **Enactment Clause:**

The enactment clause begins with the phrase "THEREFORE BE IT RESOLVED", and is a concise sentence that answers question (c) above, suggesting the best way to solve the problem. The enactment should propose a specific action by AVICC and/or UBCM.

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action.

## **How to Draft a Resolution:**

### **1. Address one specific subject in the text of the resolution.**

Since your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. Delegates will not support a resolution if it is unclear or too complex for them to understand quickly. If there are multiple topics in a resolution, the resolution may be sent back to the sponsor to rework and resubmit, and may end up as a Late Resolution not admitted for debate.

### **2. Use simple, action-oriented language and avoid ambiguous terms.**

Explain the background briefly and state the desired action clearly. Delegates can then debate the resolution without having to try to interpret complicated text or vague concepts.

### **3. Check legislative references for accuracy.**

Research the legislation on the subject so the resolution is accurate. Where necessary, identify:

- the correct jurisdictional responsibility (responsible ministry or department, and whether provincial or federal government); and
- the correct legislation, including the title of the act or regulation.

### **4. Provide factual background information.**

Even a carefully written resolution may not be able to convey the full scope of the problem or the action being requested. Provide factual background information to ensure that the resolution is understood fully. Submit background information in one of the following formats:

#### i Supplementary Memo:

A brief, one-page memo from the author, that outlines the background that led to the presentation and adoption of the resolution by the local government.

#### ii Council/Board Report:

A report on the subject matter, presented to the council or board along with the resolution. If it is not possible to send the entire report, then extract the essential background information and submit it with the resolution.

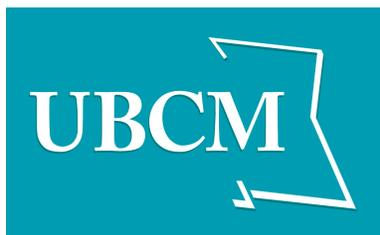
Resolutions submitted without background information **will not be considered** until the sponsor has provided adequate background information. This could result in the resolution being returned and having to be resubmitted as a late resolution.

### **5. Construct a brief, descriptive title.**

A title identifies the intent of the resolution and helps eliminate the possibility of misinterpretation. It is usually drawn from the "enactment clause" of the resolution. For ease of printing in the Annual Report and Resolutions Book and for clarity, a title should be no more than three or four words.

### **6. For resolutions to be debated at UBCM, focus on issues that are province-wide.**

The issue identified in the resolution should be relevant to other local governments across the province. This will support productive debate and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC municipalities and regional districts.



## Sample Resolution

**CURTAIL JUMPING OVER DOGS**  
[SHORT TITLE]

**City of Green Forest**  
[Sponsor]

WHEREAS the quick brown fox jumped over the lazy dog;

**Semicolon** precedes  
"WHEREAS" clause.

AND WHEREAS the lazy dog does not enjoy games of leapfrog:

**Colon** precedes  
"THEREFORE" clause.

THEREFORE BE IT RESOLVED that the quick brown fox will refrain from jumping over the lazy dog.

[A second enactment clause, if absolutely required:]

AND BE IT FURTHER RESOLVED that in the future the quick brown fox will invite a different partner to participate in games of leapfrog.

*Your resolution should follow the structure of this sample resolution.*

*Draft your resolution to be as readable as possible within these guidelines.*



## 2019 AGM & CONVENTION

### CALL FOR NOMINATIONS FOR AVICC EXECUTIVE

AVICC members elect directors to the Executive Committee at the Convention. The Executive Committee ensures that the policies set by the general membership are carried forward, and provides direction for the Association between Conventions. This circular is notice of the AVICC Executive Committee positions open for nomination, and the procedures for nomination.

#### 1. POSITIONS OPEN TO NOMINATIONS

The following positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Director at Large (3 positions)
- Electoral Area Representative

#### 2. NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE

Candidates must be an elected official of an AVICC local government member and must be nominated by two elected officials of an AVICC local government member. Background information on the key responsibilities and commitments of an AVICC Executive member is provided following the nomination form. The Chair of the 2019 Nominating Committee is Past President Mary Marcotte.

#### 3. NEXT STEPS

The Nominating Committee will review the credentials of each candidate for eligibility. A Report on Nominations including a photo and 300-word biography will be prepared under the direction of the Nominating Committee and distributed prior to the Convention.

**To be included in the Report on Nominations,  
Nominations Must Be Received By FEBRUARY 7, 2019**

#### 4. AT CONVENTION

Candidates may also be nominated at the Convention from the floor. Candidates and their two nominators must be elected officials of an AVICC local government member.

#### 5. FURTHER INFORMATION

All enquiries should be directed to:

**Past President Mary Marcotte, Chair, 2019 Nominating Committee**  
c/o AVICC  
525 Government Street  
Victoria, BC V8V 0A8  
Phone: (250) 356-5122  
email: [avicc@ubcm.ca](mailto:avicc@ubcm.ca)

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**AVICC AGM & Convention – April 12-14, 2019 – Powell River, BC**

## NOMINATIONS FOR THE 2019-20 AVICC EXECUTIVE

We are qualified under the AVICC Constitution to nominate<sup>1</sup> a candidate and we nominate:

Candidate Name: \_\_\_\_\_

Current Local Gov't Position (Mayor/Councillor/Director): \_\_\_\_\_

Local Government Represented: \_\_\_\_\_

**AVICC Executive Office** Nominated For: \_\_\_\_\_

### MEMBERS NOMINATING THE CANDIDATE:

Printed Name: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Position: \_\_\_\_\_ Position: \_\_\_\_\_

Muni/RD: \_\_\_\_\_ Muni/RD: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

### CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated for pursuant to the AVICC Bylaws and Constitution<sup>2</sup>. I also agree to provide the following information to [avicc@ubcm.ca](mailto:avicc@ubcm.ca) by **Thursday, February 7, 2019**.

- Photo in digital format
- Biographical information of approximately 300 words

Printed Name: \_\_\_\_\_

Current Position: \_\_\_\_\_

Muni/RD: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<sup>1</sup> Nominations require two elected officials of local governments that are members of the Association.

<sup>2</sup> All nominees must be an elected official of an AVICC local government member. Nominees for the position of Electoral Area Representative must be an Electoral Area Director.

**Return To: Past President Mary Marcotte, Chair, Nominating Committee,  
c/o AVICC, 525 Government Street, Victoria, BC V8V 0A8  
or scan and email to [avicc@ubcm.ca](mailto:avicc@ubcm.ca)**

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**AVICC AGM & Convention – April 12-14, 2019 – Powell River, BC**



## BACKGROUND INFORMATION FOR CANDIDATES TO THE AVICC EXECUTIVE

### 1. RESPONSIBILITY OF AVICC EXECUTIVE

Under the AVICC Bylaws:

*“The Executive shall manage or supervise the management of the Society”*

See <http://avicc.ca/about-the-avicc/constitution-bylaws/> for a complete copy of the AVICC Constitution and Bylaws.

### 2. AVICC EXECUTIVE STRUCTURE

- President
- First Vice-President
- Second Vice-President
- Director at Large (three positions)
- Electoral Area Representative
- Past President

#### COMMITTEES

The President may appoint Executive members to AVICC committees and to external committees and working groups as required. The Nominating Committee is a standing committee and is comprised of the Past President and the Secretary-Treasurer. All members of the Executive serve on the Resolutions Committee.

#### CONTRACTED EMPLOYEE

The Association contracts with UBCM for the provision of key services that support the Association. A staff person based in Victoria’s Local Government House provides the key functions. The President is responsible for overseeing the regular activities of the Association and for providing direction to staff.

### 3. EXECUTIVE MEETINGS

The full Executive meets in person five times a year, following this general pattern:

- During the last day of the annual Convention (less than 15 minutes)
- Mid June
- End of October
- Mid January
- Thursday before the Annual Convention

Executive meetings (other than those in conjunction with the Convention) are generally held on a Friday or Saturday from 10:00 am to 3:00 pm and are typically held in Nanaimo. Meetings by teleconference occur 2-3 times per year on an as needed basis (60-90 minutes).

Travel expenses and a per diem are provided for Executive Meetings. For the meeting held on the Thursday before the Convention, reimbursement is only for the added expenses that would not normally be incurred for attending the annual Convention.

## **SHELLFISH AQUACULTURE MANAGEMENT ADVISORY COMMITTEE (AMAC) TERMS OF REFERENCE (TOR)**

### **Background**

The marine finfish Aquaculture Management Advisory Committee (AMAC) is being established by Fisheries and Oceans Canada (DFO) Pacific Region to provide formal advice and make recommendations to the Department on planning, policy and operational decisions related to aquaculture management in British Columbia. This process is designed to be stream-lined, representative, and cross-sectoral.

### **Purpose of Aquaculture Management Advisory Committees (AMAC)**

AMACs are the mechanism which will bring together a range of interests related to aquaculture to provide coordinated analysis and advice to DFO with regard to aquaculture in British Columbia. AMACs provide a venue for discussion and dialogue, both between and among industry, First Nations, stakeholders and local/provincial and federal governments. This advice will play an important role in DFO's ongoing development of the marine finfish Integrated Management of Aquaculture Plan (IMAP). Consistent with advisory committee processes established to support other fisheries, AMACs provide a transparent opportunity for all interested groups to better understand and participate in the planning and management cycle for aquaculture.

DFO has also developed bilateral processes with First Nations and the aquaculture industry. It is envisioned that these processes will complement, inform and support work being done within the AMACs, and allow for more targeted discussions to identify and address specific issues. DFO also participates in other bilateral processes already in place in the Pacific Region with environmental non-governmental organization groups, recreational fishing advisory boards and commercial fishing industry advisory boards.

Consistent with legal obligations related to consultation and accommodation, DFO undertakes First Nations consultations outside of the AMAC process. Dealings with respect to consultation on Rights and Title as it relates to aquaculture licensing and management take place directly between DFO and local communities/Nations, outside of the aquaculture advisory processes.

### **AMAC Goal and Objectives**

The goal of the AMAC is to provide regular and ongoing advice to DFO on the management of aquaculture in British Columbia. AMACs are one tool that government uses to make decisions related to aquaculture management, and are the main venue for external stakeholders and aggregate First Nations groups to provide input into the management cycle.

AMACs serve as a vehicle to strengthen the management of aquaculture in British Columbia, through the following draft objectives:

- Set out, according to a determined planning cycle, key management issues and associated plans (set objectives, implementation, measure progress, evaluate) for the IMAPs;
- Provide input and advice regarding DFO aquaculture policies, the development of area and ecosystem-based planning processes, and general Conditions of Licence;
- Serve as a forum for collaborative dialogue and work aimed at improving Canada's management of aquaculture and performance of the industry from both an environmental and economic standpoint; and;

- Provide overall general advice to DFO on the overall management of aquaculture which reflects a variety of perspectives from key groups.

### **Guiding Principles**

In general, DFO advisory processes operate according to an accepted set of principles, designed to guide participation of the parties in the advisory committee process. Drawing on many decades of experience, and with reference to other policies and processes, DFO provides the following principles to guide discussion and decisions on how AMACs are structured and will operate:

- Environmental and Social Sustainability
  - Participants will work to increase their individual and collective knowledge about the aquaculture industry and its possible impacts on the environment. The committee members will provide input to the process which seeks to ensure sustainable aquatic ecosystems, while recognizing that the activity of aquaculture and the success of the industry economically is broadly beneficial to the people of Canada.
- Respect for Process:
  - All participants will respect the terms of reference established for the role and conduct of advisory structures in general and this advisory committee in particular. The AMAC is not intended to duplicate or interfere with any other consultation process within Fisheries and Oceans Canada. The department should refer stakeholders and other outside parties who offer unsolicited recommendations and advice outside of the established process to the appropriate advisory body contact. The department will inform the AMAC of any unsolicited advice it receives.
- Transparent:
  - There should be transparency throughout the process based on open lines of communication and the provision of timely, accurate, accessible, clear and objective information by both the department and participants. This information will be available to all participants in the process on an equal basis. Organizers will provide access to agendas and information needed as a starting point for an informed discussion well in advance of the meetings. In addition, this information and meeting summary notes will be made available to the public to ensure accountability to all Canadians.
- Accountable:
  - Participants who are representatives of a constituency are expected to bring to the discussions the general views, knowledge and experience of those they represent, and bring back an awareness and understanding to their constituencies about deliberations of the consultation activity and reasons for decisions taken. All participants share accountability for explaining how their input/advice was used and why and how decisions are taken.
- Broad Representation:
  - Representation on the advisory committee should relate to the mandate and function of the committee. Participation in advisory committees should reflect a broad range of interests in aquaculture issues in Pacific Region, so that to the extent possible, a diversity of perspectives are engaged.

**Respectful participation:**

- Participation in the advisory committee process involves responsibilities. Members participate in good faith. Members of the advisory committee will establish an operating environment that promotes and supports civil and productive discussions.
- Effective:
  - All participants should be satisfied that the process can achieve the objectives of the committee. The process will not force consensus, but will seek consensus where possible through the collaboration of participants. This does not mean that participants will always agree with the final advice, outcome, or recommendation. Where there is disagreement, or conflicting opinion with respect to the work of the committee, these variations in opinion will be captured in the meeting notes. The process must be cost-effective, and set out and respect realistic timeframes.

**Management Cycle**

The timing of the management cycle for IMAPs will relate to the timeframe for required decision-making. Issues include the frequency of required science and policy reviews, and the length of aquaculture licences and related need for review of conditions of licence. Meetings are expected to take place in the spring and fall of each year.

**Committee Composition**

DFO's objective is that AMACs will be moderate in size, and comprised of a range of interests that would work together within the committee structure to advise DFO on matters related to aquaculture. Groups with interests peripheral to aquaculture, who have established linkages to DFO through other established processes, may link to the AMACs through a designated DFO staff aquaculture liaison. Non-members may also be invited to participate in specific meetings of the AMAC, either as observers or guests.

**Membership and Participation**

Aquaculture industry	7 seats
First Nations	7 seats
Environmental Organizations	3 seats
Aquaculture Associations	1-2 seats
<u>Regional Districts</u>	<u>2 seats</u>
TOTAL:	20-21 seats

The Government of Canada and the Government of British Columbia will participate in the process of the committee, providing ex-officio representatives as required, but will not have seats on the committee, which is expected to provide advice and recommendations to government.

In addition to the regular participants, the Department or committee members may wish to invite guests or observers to participate in the process. This may include other government departments with jurisdictions related to aquaculture, or other interest groups without seats on the Committee.

Meetings of the AMACs will be open to general observers, but only appointed members, invited guests, and governmental staff will be able to actively participate in the meetings.

The AMACs will link with other processes, for example those where DFO works directly with industry or First Nations. These processes will continue to be part of the ongoing dialogue between DFO and various partners related to aquaculture and may help limit the need for extensive representation on the advisory committees themselves. Items that are shared in these processes may be shared at the AMAC.

### **Alternates**

Each of the participating organizations can identify alternate members for each sitting AMAC member, or for a group of members. Only these alternates will be able to replace the members, should they be unable to attend a meeting.

### **Committee Appointments**

#### **Selection of Committee Members**

The following selection method will be used to appoint participants to the AMAC process:

- Participants nominated by their sector/organization
- Nominations forwarded to the Department
- Department appoints nominees

#### **Term of Members**

Each member or alternate will serve at the pleasure of the nominating host organization. The normal duration of an appointment will be three years, but if a member resigns or loses the support of their nominating organization a term may be shorter than three years. Decisions of this nature should take place through discussions between the nominating organization and DFO.

#### **Ad Hoc Working Groups**

The Aquaculture Management Advisory Committee may convene ad-hoc working groups comprised of members, alternates, and other persons whose perspectives it may determine are required. In all circumstances where the AMAC agrees that a Working Group is to be instituted, the Committee will develop a written implementation plan, including a timeline for the working group that details the task to be undertaken and the reporting requirement.

#### **Selection of a Facilitator**

The AMAC will be facilitated by a person that has the capacity and skills to manage the process. This person will not be required to fill another function related to the committee simultaneously and will not participate in content discussions. The facilitator may be a DFO representative, a member of the AMAC, or an independent individual. DFO will engage the members of the committee in process of selecting the facilitator.

## **Roles and Responsibilities**

### **In terms of the functioning of the Committee, the AMAC will:**

- I. Conduct meetings consistent with its Terms of Reference;
- II. Establish an annual meeting plan consisting of a schedule of meetings and anticipated agenda items;
- III. Develop feedback (advice and/or recommendations) relating to the management framework for aquaculture in British Columbia, including the development of the marine finfish Integrated Management of Aquaculture Plan (IMAP), taking into account departmental priorities, the views of the interests represented on the committee, and supporting data and documentation where possible;
- IV. Provide advice to the Department of Fisheries and Oceans;
- V. Fully explore all matters on its agenda in a manner that seeks to understand the interests of all concerned. The committee will seek, but not force consensus, and if it becomes apparent to the facilitator that further dialogue on a specific issue is not productive, the varying opinions of committee members will be recorded and discussion will move forward;
- VI. Review and provide feedback on records of meetings within a limited time frame and accept those records of meetings before the records are made publicly available; and;
- VII. Review its Terms of Reference and engage in an evaluation at the completion of every two years.

### **AMAC Members will:**

- I. Clearly articulate the interest and concerns of their interest group and incorporate them into the committee's discussions;
- II. Contribute to clarifying perspectives and concerns in all discussions by listening carefully, asking pertinent questions, and educating themselves regarding the interests of other members whether or not they are in agreement with them;
- III. Encourage and allow members to test tentative ideas and exploratory suggestions without prejudice to future discussions;
- IV. Keep their constituencies informed of the role of the advisory committee;
- V. Obtain the input and guidance of their constituencies on the issues of discussion at meetings;
- VI. Encourage the engagement of their constituencies in dialogue which will contribute to the discussions at the committee table;
- VII. Represent information, views and outcomes of committee discussions accurately and appropriately, and;
- VIII. Share responsibility for the success of the committee.

### **Fisheries and Oceans Canada (DFO) staff will:**

- I. Respect the process by referring stakeholders and other outside parties who offer unsolicited advice outside of the process to the appropriate advisory committee contact;
- II. Respect the process by directing any unsolicited advice to the appropriate committee members;
- III. Respect the process by informing the committee of any unsolicited advice the department receives;
- IV. Provide logistical support the scheduling, preparing agendas, securing facilities, copying materials, managing discussions, and drafting summary minutes of the advisory committee meetings;
- V. Present information to the committee that enables it to engage in informed discussions on issues for which the department is currently seeking advice, or that the advisory committee has included on its agenda;

- VI. Identify when issues are impacting upon the department's legislative, policy, or program mandates;
- VII. Communicate the outcomes of the advisory committee deliberations, including both common positions, and diverging perspectives, to other staff, other programs, and senior managers as appropriate; and;
- VIII. Provide updates on how the department responds to the advice received during advisory committee meetings in a timely, open, and transparent manner that outlined the rationale for the department's response.

**The Province of BC will:**

- I. Respect the process by referring stakeholders and other outside parties who offer recommendations and advice outside of the established process to the appropriate advisory body contact;
- II. Identify when issues are impacting on the province's legislative, policy or program mandates;
- III. Communicate the outcomes of the advisory committee deliberations throughout the provincial ministries; and;
- IV. Respond to questions and requests for information arising from the deliberations of the advisory committee in a timely manner.

**The process facilitator will:**

- I. Manage the process consistent with the Terms of Reference and agreed upon agenda; promote interactive dialogue, and enable all perspectives to be heard within the constraints of the time available;
- II. Support bringing issues to closure by ensuring that there is clarity on the topics being discussed, a summation of the advice and recommendations of the committee, and acknowledgement of any outstanding issues or concerns;
- III. Identify areas where there are conflicts and support processes through which those conflicts can be addressed; and;
- IV. Prior to the conclusion of every meeting, engage the members in the identification of agenda items and scheduling for the next meeting of the committee.

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**From:** Info Ucluelet  
**Subject:** BC Hydro Community Relations Annual Report and Storm Report - Vancouver Island-Sunshine Coast  
**Attachments:** BCH18-1055-CR\_2018\_AR\_VancouverIslandSunshineCoast.pdf; BC Hydro storm report January 2019.pdf

**From:** Waddell, Lisa  
**Sent:** January 4, 2019 4:23 PM  
**Subject:** BC Hydro Community Relations Annual Report and Storm Report - Vancouver Island-Sunshine Coast



January 4, 2019

Mayor Noel Mayco  
District of Ucluelet

Dear Mayor Mayco and Council:

Congratulations to you and your council on your recent election. I was hoping to send this congratulatory note earlier, but we had a little wind event in Nanaimo.

The storm hit the Island on December 20 was the worst ever to hit BC Hydro's system. While there may have been stronger storms in the past, such as Typhoon Freda in 1962, nothing did more damage to our system and impacted more customers than this recent event. At its peak, 150,000 -- just over one third -- of our Island customers, were without power. We brought crews in from other parts of the province, Alberta and even Atlantic Canada to help with restoration. By mid-day on December 31 the last customers were restored.

In addition to our Vancouver Island Community Relations Annual Report detailing our work over the past year, I have attached a report on the storm.

Vancouver Island-Sunshine Coast Community Relations team is a small team of just Karla Louwers and I. Throughout the storm event we worked closely with many communities and their emergency staff. Our job is to maintain and build the relationship between your organization and ours.

We are available to assist you in addressing any BC Hydro related issues that are brought to your attention. In the past, we've provided assistance on BC Hydro related matters in your community such as construction projects, vegetation management, outages, and community funding programs.

We recognize the commitment you have made to serve your community and look forward to working with you through this new term.

For more information on our funding programs and support for local governments, please visit <http://www.bchydro.com/community.html>

Again, congratulations on your recent election.

Sincerely,

A handwritten signature in black ink, appearing to read "T. Olynyk". The signature is fluid and cursive, with a long horizontal stroke at the beginning and two large loops at the end.

Ted Olynyk  
Manager, Vancouver Island-Sunshine Coast  
Community Relations

Attachments

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This email and its attachments are intended solely for the personal use of the individual or entity named above. Any use of this communication by an unintended recipient is strictly prohibited. If you have received this email in error, any publication, use, reproduction, disclosure or dissemination of its contents is strictly prohibited. Please immediately delete this message and its attachments from your computer and servers. We would also appreciate if you would contact us by a collect call or return email to notify us of this error. Thank you for your cooperation.

# Storm report:

The most damaging storm  
in BC Hydro's history



## Report

January 2019



The windstorm that hit B.C.'s South Coast on December 20 resulted in more than 750,000 customers without power and thousands of damaged pieces of equipment.

## Highlights

- The December 20 storm was the most damaging storm in BC Hydro's history—and was unlike any previous weather event BC Hydro had encountered because:
  - The wind came from multiple directions—including the southeast, south and southwest.
  - The windstorm was preceded by several heavy rain events—more than 400 millimetres of rain fell in some areas leading up to the storm, which destabilized trees.
  - The wind speeds were significant—topping 100 kilometres per hour in some areas.
- The storm left more than 750,000 customers without power, making it larger than the August 2015 windstorm that affected the Lower Mainland and Fraser Valley, and larger than the 2006 windstorm that hit Vancouver Island and devastated Stanley Park in Vancouver.
  - More than 400,000 customers in the Lower Mainland and Fraser Valley were impacted.
  - Vancouver Island and the Gulf Islands were the hardest hit with nearly 350,000 customers without power, which represents more than 80 per cent of the total number of customers in those areas.
- With more than 1,900 spans of wire, 390 power poles, 700 cross-arms and 230 transformers that needed to be repaired or replaced, responding to the storm required BC Hydro's single biggest mobilization of staff, contractors and resources.
  - There were more than 900 field workers working to restore power, including crews from the Interior, and contractor crews from Alberta and the East Coast.
- Within the first 24 hours, BC Hydro had restored power to over 550,000 customers.
  - All customers in the Lower Mainland and Fraser Valley were restored by December 24; however, the damage and access issues on Vancouver Island and the Gulf Islands due to trees on the roads made it particularly challenging, causing repairs to take much longer.
  - All customers impacted by the December 20 storm were restored by December 31.
- While BC Hydro is proud of how the crews responded and the quick restoration for many of its customers, there are always things that can be improved on. For example:
  - Some customers encountered challenges when trying to report downed lines because 9-1-1 operators in certain areas were overwhelmed with calls. Safety is BC Hydro's number one priority, and this is something it will take away to work on with community partners.
  - BC Hydro will work with cities and municipalities to better map out major intersections and primary traffic routes so circuits feeding those areas can be prioritized to avoid traffic congestion and related safety issues.
  - BC Hydro is looking at ways it can provide more support to communities that experience outages over 72 hours, including having a customer service representative available for face-to-face communication.
  - BC Hydro knows some customers had challenges learning about the status of their outage, and will continue to ensure it is providing timely updates to its customers.

On December 20, a severe windstorm hit B.C.'s South Coast, resulting in the most damaging storm BC Hydro has experienced. The storm left more than 750,000 customers without power from Parksville to Victoria on Vancouver Island and West Vancouver to Mission on the Mainland, and damaged or destroyed thousands of pieces of electrical equipment. Responding to the storm involved the single biggest mobilization of staff, contractors and resources in BC Hydro's history.

This report looks at why this storm caused so much damage, how BC Hydro responded, how it stacks up against previous devastating storms, what was learned and how the learnings will inform the response to future storms.

## Wild winds and water

The December 20 storm was unlike any previous weather event BC Hydro and its infrastructure had encountered. One of the main reasons the storm was so damaging is that wind came from multiple directions and, when combined with the rain, destabilized, uprooted and damaged trees and vegetation throughout Vancouver Island, the Gulf Islands and parts of the Lower Mainland and Fraser Valley. This resulted in an unprecedented amount of damage to BC Hydro's distribution infrastructure.

The windstorm was preceded by several heavy rain events, which affected ground conditions and trees. More than 400 millimetres precipitation fell in some areas over the week leading up to the December 20 storm. As a result, soils were completely saturated to a point where they were seeping water even when it was not raining. Saturation reduces the stability of the soil and some coniferous trees, like Douglas Firs and Hemlocks, have shallow roots making them more vulnerable.

Another major contributing factor was the wind on December 20 came from three different directions. During the early morning, winds came from the southeast, by the late morning they were coming from the south, and by the early to mid-afternoon they were coming from the southwest. Southwest winds, in particular, are known to cause significant damage across the Cowichan Valley, Duncan, Nanaimo and the Gulf Islands—and happen less frequently than other wind directions. The duration of strong southwest winds in Duncan was more than 12 hours, and Salt Spring and some of the other southern Gulf Islands experienced them for 8 hours.

In addition, the low pressure centre of the storm tracked across north-central Vancouver Island, making it the optimal storm track for strong winds over the most populated areas of the South Coast—the southern half of Vancouver Island and the Lower Mainland. The storm's central pressure was 982 millibars, which made it much more intense than most storms that typically cross the South Coast. For reference, a Category 1 hurricane has a central pressure of about 980 millibars.

Summary of wind speeds	
Location	Wind speed
Lennard Island Lighthouse	144 km/h
Tofino	111 km/h
Saturna Island	102 km/h
Abbotsford	101 km/h
Tsawwassen	98 km/h
Esquimalt	94 km/h
Victoria Airport	89 km/h
Vancouver Airport	87 km/h
Nanaimo	85 km/h

Source: Environment Canada



Crews repairing extensive damage in Nanaimo.

The wind speeds during the storm were significant. The sustained winds were generally in the range of 70 to 100 kilometres per hour; however, in some areas gusts topped 100 kilometres per hour.

Finally, this was the first widespread strong windstorm on the South Coast since last winter. As a result, the "clearing" effect that would have occurred through several smaller windstorms had not happened yet. This left a significantly higher amount of vegetation susceptible during this storm.

## The aftermath

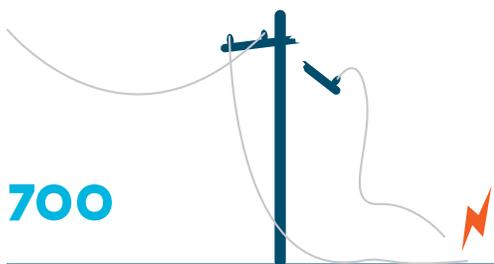
With winds above 100 kilometres per hour and the storm on a perfect track to do damage, the result was complete destruction in some areas. Otherwise healthy trees and branches came crashing down on BC Hydro’s equipment and roads across Vancouver Island, the Gulf Islands, parts of the Lower Mainland and Fraser Valley. Once the winds died down, more than 750,000 customers were left without power.

In total, more than 400,000 customers in the Lower Mainland and Fraser Valley were impacted; however, Vancouver Island and the Gulf Islands were hit the hardest with nearly 350,000 customers left without power, which represents more than 80 per cent of the total number of customers in those areas.



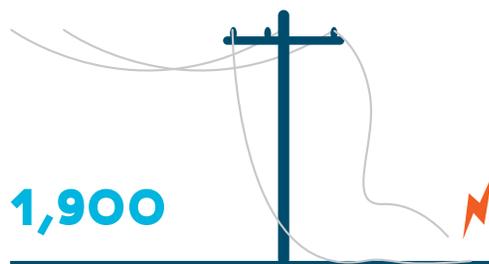
Trees made many roads inaccessible—particularly on the Gulf Islands.

Across the South Coast, 1,900 spans of wire, 390 power poles, 700 cross-arms and 230 transformers needed to be repaired or replaced. This storm resulted in more than 5,800 trouble orders—that is 19 times greater than the number of trouble orders BC Hydro receives during an average storm. A trouble order is how work is assigned to crews so that power can be restored. This ranges from removing a tree from a line to replacing a power pole.



**700**

Cross-arms



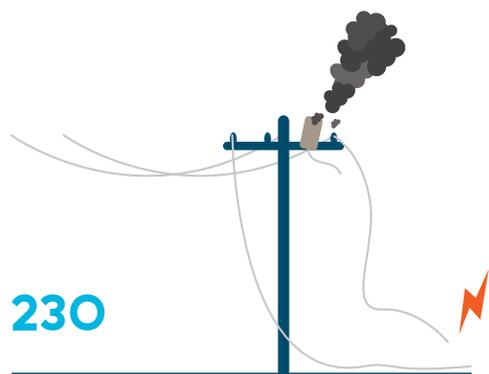
**1,900**

Spans of wire down



**390**

Power poles



**230**

Transformers

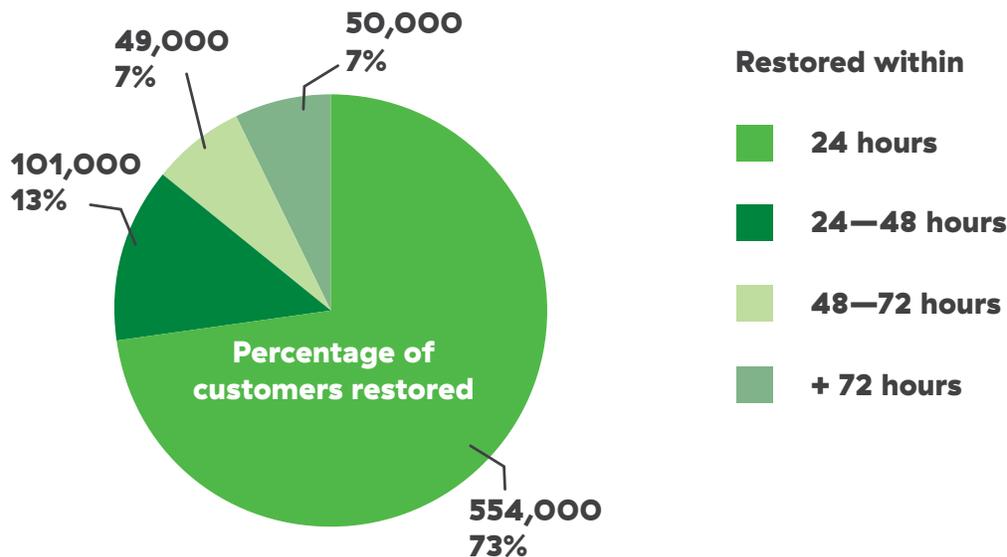
## The response

The unique nature of the storm meant it required an unprecedented mobilization of resources and people. Prior to the storm, BC Hydro's team of both in-house and contractor meteorologists were closely tracking the incoming system, and BC Hydro had crews on standby to respond. Multiple storm rooms had been established in the regions that were to be impacted so crews could respond immediately and be moved around with ease to restore power in the hardest hit areas.

Every available resource was brought in to support restoration efforts. There were more than 900 field workers working around-the-clock. Crews from the Interior, Alberta and East Coast were brought in for additional support. Within the first 24 hours, BC Hydro had restored power to over 550,000 customers.

While BC Hydro made significant progress restoring power to customers in the first few days, it was not able to move its crews around as easily as it would during a typical windstorm because it hit four regions at once. Typically, BC Hydro is able to move crews quickly between the regions so that it can get extra help to the hardest hit areas. Moving this many crews and bringing the trucks, heavy machinery and materials that were needed to rebuild the system over to the many islands and regions added an additional layer of complexity. This was one of the reasons there were longer than average restoration times for many customers.

## Customer restoration by outage time



All customers in the Lower Mainland and the Fraser Valley were restored by December 24; however, however, the damage on Vancouver Island and the Gulf Islands was particularly challenging and took longer to repair. The Ministry of Transportation and Infrastructure noted there were trees down on 100 per cent of the roads in some of the southern Gulf Islands. This made access extremely challenging in some places.

In other areas, portions of the distribution system needed to be completely rebuilt due to the destruction. On Salt Spring Island alone, more than 500 spans of wire needed to be replaced. Because so much of the damage occurred on the Gulf Islands, some crews were sent over by water taxi. The restoration efforts, however, were not just about moving people – it was also about moving materials. Thousands of pieces of electrical equipment were required to make repairs, and in the Gulf Islands some of the materials and equipment were sent over by barge. The management of materials during this storm was a significant success.

BC Hydro crews also had to complete a lot of repair work in rural or remote areas, which required extensive work off the main roads without the support of trucks. Crews were required to get to some sites by ATV or hike through forests on foot.

All customers impacted by the December 20 windstorm were restored by December 31. BC Hydro experienced no serious safety incidents, which considering the hours worked (and often overnight) and the number of workers, was exceptional.



Example of infrastructure damage on Gabriola Island.

### How is work prioritized?

The safety of the public and the crews is BC Hydro's top priority. Restoring power always starts by addressing immediate dangers like potentially live wires across roads or near homes, and bringing power back to critical services like hospitals.

Crews then make repairs to high-voltage transmission lines and substations as this brings the most customers back as quickly as possible. They then work on the smaller pockets of customers and those located at the end of a circuit where repairs to the rest of the circuit need to be completed first.

## Comparing the most damaging storms

Over the past two decades, three major storms have impacted the South Coast. In 2006, a storm that struck in early December resulted in 240,000 customers losing power. This was the same storm that caused devastation in Stanley Park and had a significant impact on Vancouver Island. At the time, it was considered the single largest storm impact in BC Hydro's history, and it did more damage to the distribution system than what would typically be experienced in an entire year.

The next major storm happened in 2015. The Lower Mainland and Vancouver Island were hit by an unusual late summer windstorm that left about 700,000 customers without power. At the time, it was BC Hydro's new single largest outage event.

The windstorm on December 20 was more damaging than the 2006 and 2015 windstorms. It resulted in more than 750,000 customers without power, which is the equivalent to more than 60 per cent of the customers impacted by storms in all of 2017.

When compared to the August 2015 windstorm, the December windstorm was worse in every category. While the total number of customers was not much greater, it is not just the number of customers without power that measures the impact of a storm. The damage in August 2015 was nowhere near as extensive as the damage from the December 20 storm. The August 2015 storm had over 2,400 trouble orders, the December 20 storm resulted in more than 5,800. While there were 10,000 metres of damaged power line in 2015, this storm was over 8 times that—more than 86,000 metres.

### How the August 2015 windstorm compares to the December 2018 windstorm

2015 windstorm		2018 windstorm	
Number of customer without power	700,000	Number of customer without power	+ 750,000
Metres of damaged power line	10,000	Metres of damaged power line	86,000
Number of damaged power poles	200	Number of damaged power poles	390
Number of damaged cross-arms	500	Number of damaged cross-arms	700
Pieces of electrical equipment damaged	1,200	Pieces of electrical equipment damaged	3,200

## Looking ahead: continuing to improve storm response

BC Hydro reviews its response at the end of every storm—regardless of the storm’s size. It is a regular part of its operations. While BC Hydro is proud of how the crews responded and the quick restoration for many of its customers, there are always ways BC Hydro can improve.



For example, some customers encountered challenges when trying to report downed lines in their communities. Local 9–1–1 operators in some communities were overwhelmed and in certain areas these calls were not being treated as a priority. Safety is BC Hydro’s number one priority, and it is something it will be taking away as an area to improve on with community partners.

Another area of opportunity is to connect with cities and municipalities to better map out major intersections and primary traffic routes so that BC Hydro can prioritize the circuits feeding these areas during future major storms. This will help to prevent major traffic congestion and the safety risks this can create.

BC Hydro is also looking at ways it can provide more support to communities that are affected by outages that are more than 72 hours long as a result of an extreme storm like the windstorm on December 20.

Since BC Hydro is typically able to restore 95 per cent of customers within 24 hours, it generally does not have customers without power for this length of time. However, this storm has highlighted the need to have customer service representatives available for face-to-face communications in the hardest hit communities.

In addition, BC Hydro knows some customers had challenges learning about the status of their outage, and will continue to ensure its providing timely updates to its customers.

BC Hydro released a [report](#) in November 2018 that found storms and extreme weather events in B.C. are becoming more frequent and severe. In the past five years, the number of individual storm events BC Hydro has responded to has tripled. The December windstorm is another indicator that this trend is not slowing down, and the frequency and severity of the storms are now increasing. For example, this storm generated more than twice the number of storm-related outages than BC Hydro experienced in all of 2013.

To battle against this increasingly extreme weather, BC Hydro remains focused on preparing for storm season year-round. It is using its smart meter network and introducing new technology and processes to improve its response times, some of which includes:

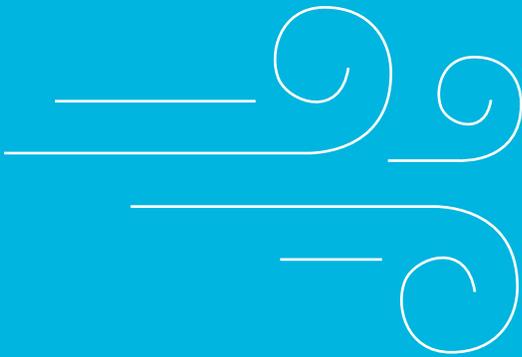
- **Enhanced prediction logic:** using an algorithm and the smart meter network, BC Hydro’s system can confirm an outage and mark its location on a map, where a dispatcher can then analyze and send a crew to investigate and make necessary repairs.
- **New mobile dispatch tools:** these tools communicate via satellite and transfer information from the field to the operations centre faster and more frequently—providing more timely updates for customers.
- **Improved meteorology models:** this information provides greater insight into where and when a storm might hit so BC Hydro can ensure crews are ready to respond quickly.

## Don't be powerless in a power outage

It is difficult to predict how much damage a storm may cause to BC Hydro's system and how long a power outage might last. This is why it is important for British Columbians to be prepared with the right supplies and information on hand.

BC Hydro recommends:

- **Having a well-stocked emergency kit:** this should include basic supplies like:
  - Flashlight
  - Extra batteries
  - First-aid kit
  - Blanket or warm clothing
  - Ready-to-eat non-perishable food
  - A three day supply of bottled water for each member of the household
  - Other optional items include personal toiletries, medications, cash in small bills, copies of important documents, a portable cell-phone charger and books or games.
- **Developing a preparedness plan:** share it and be sure everyone knows what to expect and what to do.
- **Knowing where to get updates and information:** customers can visit [bchydro.com/outages](https://www.bchydro.com/outages) from their mobile device for the most up-to-date information on an outage and estimated restoration times once available.



# Vancouver Island—Sunshine Coast Community Relations 2018 Annual Report

October/November 2018

Transmission line work near Kennedy Lake. Photo courtesy of Dylan Martini, BC Hydro Power Line Technician.

## Jordan River Hydroelectric System Safety Update

Just north of Victoria, on the west coast of Vancouver Island at the mouth of a river, is an area known as *diitiida* meaning “drifted ashore”; we know it now as Jordan River. Once a thriving community for First Nations, a purchase agreement between BC Hydro and the Pacheedaht First Nation means the area will once again be a gathering place for people of the Pacific Northwest.

The reacquired 28 hectares of land were originally purchased by BC Hydro in response to the release of a 2014 seismic study of its generation facilities across the province. The study revealed that the expected ground motion at Jordan River in an extreme seismic event – an 8 to 9 magnitude earthquake – is much greater than previously thought due to its proximity (about 40 kilometres) to the Cascadia subduction zone. It showed that Jordan River’s seismic hazard risk is three times higher than that of the Lower Mainland, and about double the ground motion hazard of our Campbell River system. This was a significant change in our understanding of the seismic hazard.

### Did you know?

BC Hydro’s generating facilities on Vancouver Island can only meet about 20% of the Island’s total demand. About 80% of electricity comes from the mainland through underwater cables.

The Jordan River system includes the Bear Creek, Elliott and Jordan River diversion dams, as well as a generating station. It primarily serves greater Victoria, providing about 10% of electrical supply for Vancouver Island. The generating station does not run continuously, but only as needed to meet peak-use times, when demand for electricity is very high.



Jordan River Diversion Dam and Reservoir.

The dam is one of our more robust facilities in B.C.; however, we’re not aware of any dams – anywhere – in the world that are built to withstand the ground motions expected in the Jordan River system during a massive subduction zone earthquake.

Nonetheless, once aware of the increased risk, we knew we needed to reduce it as much as possible. The highest risk was to permanent residents downstream from the Jordan River Dam. They would have less ability to respond quickly to a major earthquake. We offered to purchase overnight residences in the evacuation zone and all but one of the owners took us up on it. Since the properties have been purchased and rezoned to restrict residential use and development, the level of risk has decreased.

The initial plans of the Pacheedaht First Nation are to develop eco-tourism offerings for the area which will fit with the Zen-infused surfing enclave.

## Message from Chris O’Riley, President



BC Hydro is pleased to share our Community Relations annual reports detailing some of our work in your region.

With municipal elections recently completed, I want to start by welcoming new and returning elected officials. We look forward to working with you over the course of your tenure.

We know that affordable, reliable and clean electricity is vital to British Columbia’s economic prosperity and our quality of life. We continue to invest over \$2 billion per year to upgrade aging assets and build new infrastructure to ensure our system is ready to support British Columbia’s growing population and economy.

At the same time, we have an important responsibility to keep electricity rates affordable for our customers. We’re working with the Government of B.C. to keep electricity rates low and predictable over the long-term, while ensuring we have the resources we need to continue to provide clean, safe and reliable electricity. We’ve also enhanced our customer-facing affordability programs, and will continue to focus on making it easier for our customers to do business with us.

Inside this report, you’ll find many examples of how we’re working with your communities. You’ll also find some important indicators of how we’re doing, for example, in providing you with reliable power.

In the Vancouver Island–Sunshine Coast region, we recently completed replacement of the John Hart Generating Station in Campbell River. It now provides enough power for about 80,000 homes. As well, we’re continuing to plan three large projects to keep the Campbell River system dams safe and seismically strong.

With our operations extending to every corner of the province, we’re proud to consider ourselves not just service providers, but also members of your communities. If you have any questions, please contact our Community Relations representatives in your region. We’d be pleased to help.

Sincerely,

Chris O’Riley

President & Chief Operating Officer

BC Hydro

### Quick Facts

#### PROVINCE-WIDE:

4 million customers

Electricity is delivered through a network of:

- 79,000 kilometres of transmission and distribution lines
- over 300 substations
- 1 million plus utility poles

Capital investments of more than \$2 billion a year

#### VANCOUVER ISLAND–SUNSHINE COAST GENERATING CAPACITY:

<b>Ash</b>	28 MW
<b>Clowhom</b>	33 MW
<b>John Hart</b>	126 MW
<b>Jordan River</b>	170 MW
<b>Ladore</b>	47 MW
<b>Puntledge</b>	24 MW
<b>Strathcona</b>	64 MW
<b>Others:</b>	
IPPs	1077 MW
	(566 MW Vancouver Island & 511 MW Sunshine Coast)

MW = megawatt

IPPs = Independent Power Producers



## Site C update

Site C will be a third dam and hydroelectric generating station on the Peace River in northeast B.C. Construction started over three years ago in July 2015, and the project is expected to be completed in 2024.

In late 2017, the project underwent a review by the B.C. Utilities Commission and in December the Government of B.C. approved the continuation of the project.

During the third year of construction, the project expanded into new work areas. This includes advancement of earthworks for the dam and generating station, vegetation clearing and access road construction in portions of the transmission line corridor, construction of the Site C substation, and clearing and road maintenance in the lower and eastern reservoir.

The project reached several milestones in 2018, including:

- the large excavation on the north bank slope has been substantially completed and parts of the dam and powerhouse are starting to take shape on the south bank
- the first diversion tunnel began in late August and work is expected to start on the second diversion tunnel in fall 2018
- the majority of large procurements were completed, including contracts for the generating station and spillway, Site C Substation, transmission line construction, and hydro-mechanical equipment

BC Hydro also delivered on several commitments in the region this year. In February, we launched the \$20 million BC Hydro Peace Agricultural Compensation Fund to support agricultural production and agrifood initiatives in the Peace region. We also continued to provide grants to support non-profit organizations in the Peace region through the Generate Opportunities (GO) Fund.

For more information on Site C, please select [sitecproject.com](http://sitecproject.com).



The Site C powerhouse buttress and main service bay pad, looking upstream, in August 2018.

## Electric vehicle charging stations added to cross-province network

This year, we've added 28 new fast-charging stations to our electric vehicle charging network.

Now drivers of electric vehicles can travel across B.C. from Tofino to the Alberta border. The network is designed to provide drivers with charging options when they need them – helping reduce the 'range anxiety' many drivers feel about long road trips.

BC Hydro's fast-charging network can charge an electric vehicle's battery to 80% in 30 minutes or less. With this infrastructure in place, electric vehicle ownership becomes a feasible option for all residents of B.C. As well, tourists driving electric vehicles can confidently travel across the province to visit our communities.

The number of electric vehicles on our roads is growing – there are currently more than 9,000 in B.C. and that is expected to rise to 300,000 by 2030. Since 2017, we've seen a 63% increase in the number of charging sessions at our stations – more than 22,000 charges between May 2017 and May 2018. This represents around 542,000 kilometres of driving and the equivalent of approximately 138,000 kilograms in carbon dioxide emissions savings.

We've been installing charging stations throughout the province since 2012 with support from the provincial and federal governments and in partnership with municipalities, regional districts and others, like Loblaw's and the first of its kind Accelerate Kootenays initiative. This two-year, \$2.1 million project is the result of an innovative collaboration between local and provincial governments as well as funding agencies that have worked together to address the charging infrastructure gap in the Kootenays.

This year we added 12 new stations in the Lower Mainland, six on Vancouver Island, two along the Coquihalla Highway, and a total of 13 as part of the Accelerate Kootenays network – eight in the East Kootenay and Highway 1, with another five in the West Kootenay owned and operated by FortisBC.

We're now working on stations that will connect drivers from Kamloops north to Prince George, and eventually to Prince Rupert.

# Regional information

## Capital projects

### JOHN HART GENERATING STATION REPLACEMENT COMPLETED

The new John Hart Generating Station is in operation. The project was initiated in 2007 to resolve safety, reliability and downstream fish habitat concerns to a facility that was built in the 1940s. After going through funding and regulatory approvals, InPower BC, our project contractor, started construction in 2014. People working on the project in Campbell River peaked at about 500 in June 2017. It was a massive effort that included a high regard for safety – there were no lost time accidents during about 3.3 million person hours worked.



A July 2018 view from the service tunnel into the powerhouse cavern. Two of the three turbines/generators are the circular works.



View from Campbell River of the tailrace tunnel outlet to the right of the old generating station.

In spring 2018, we started operating the low level outlet valves on the downstream side of the John Hart Dam, and the watering up of the nearly 1.6 kilometre tunnel to the powerhouse, and then downstream of it, the approximate 600 metre long surge chamber and tailrace tunnel that leads to the river.

#### What's a tailrace?

It is a water outlet, downstream of a dam or generating station, which discharges water that has passed through the turbines to generate electricity.

The new water bypass facility, built within the powerhouse to protect downstream fish habitat with constant water flow should one or more of the turbines go off-line, was also started up in the spring. The first of the three turbine/generators came online in July 2018, with the entire facility up and running by early October.

We transitioned from the old facility to the new one by shutting down the old generators one at a time starting in October 2017, through to October 2018. We had key members of the community officially shut them down, including City of Campbell River Mayor and Council and our community liaison committee.

In September, BC Hydro and InPower BC held our fourth and final community event. It was a unique opportunity to see the new facility before it started operating in October. People were driven to the site by bus and went through the tunnels and had a tour of the massive underground powerhouse. The limited 1,240 tickets were sold out quickly. The ticket cost was \$5 and the funds raised—over \$6,000—went to North Island College's apprenticeship scholarship program.

While this massive project is now complete, we still need to decommission the old facility including removing the three penstocks or pipes, two of the three surge towers, and bringing the old generating station down to ground level. That work will go through to summer 2019. For more information, please select [bchydro.com/johnhart](http://bchydro.com/johnhart).

## CAMPBELL RIVER SYSTEM UPGRADE PROJECTS

We continue to plan three large projects – that may all start as early as 2021 – to keep the Campbell River system dams safe and seismically strong.

These include a seismic upgrade to John Hart Dam, replacement of three spillway gates at Ladore Dam, and upgrades to our water discharge abilities at Strathcona Dam.



## Reliability performance



We recognize how important the reliable supply of electricity is to our customers. We'll continue to improve, reinforce and maintain the electrical system.

The information below provides a comparison between Fiscal 2017 and Fiscal 2018 for communities in the Vancouver Island–Sunshine Coast region. These statistics include interruptions due to planned outages.

Community	Fiscal 2017 Average customer interruption duration (hours)	Fiscal 2018 Average customer interruption duration (hours)	Fiscal 2017 Average number of interruptions per customer	Fiscal 2018 Average number of interruptions per customer
Campbell River	3.64	3.73	3.21	3.82
Courtenay	3.28	2.40	4.86	2.35
Duncan	3.02	2.66	5.15	4.93
Gulf Islands	3.79	4.16	8.86	7.51
Nanaimo	2.09	1.40	1.04	1.62
Parksville	1.32	1.61	0.34	1.31
Port Alberni	1.82	2.24	2.97	1.71
Port Hardy	4.45	2.18	5.19	5.68
Powell River	2.51	3.02	1.83	2.32
Qualicum Beach	2.44	1.89	4.69	4.96
Sechelt	3.38	3.02	3.92	3.27
Victoria	2.15	2.42	0.47	0.59

# Supporting communities

## Weekend loggers and public safety

A report released by BC Hydro finds electrical contact incidents involving ‘weekend loggers’ – homeowners trimming trees and pruning hedges on their property – are up 60% from 2013.

The report titled *Crossing the line: The dangerous rise of incidents involving power lines and ‘weekend loggers’* found there have been more than 400 incidents over the past five years and many more go unreported. In fact, it is estimated that 7,500 British Columbians have had a close call with electricity while pruning trees or doing work on a roof, such as cleaning gutters or replacing shingles.

According to a survey of 800 British Columbians conducted for the report, a large number of ‘weekend loggers’ are unprepared or unaware of vital safety rules:

- 80% of those surveyed do not know how far their tools should be from overhead power lines when doing yard work
- 60% of those surveyed trim trees, bushes and hedges near power lines without the help of a professional

We want to remind the public that when trimming a tree, a property owner, their equipment and the tree should be at least three metres – about a car length – away from a power line.

The report also finds there are other important safety rules British Columbians are unaware of:

- 30% of those surveyed are under the mistaken impression that tools and ladders must touch a power line to be dangerous; however, electricity can “arc” or jump from power lines across a gap to tools and ladders
- 20% of those surveyed believe trees cannot conduct electricity; however, trees do conduct electricity and branches that touch power lines can make the tree a safety hazard – especially when wet

Public safety is a top priority at BC Hydro where it is promoted year-round through a number of channels, including radio, television, online and face-to-face at community events. We also offer safety programs for elementary and secondary students as well as free training for trades workers and first responders. For more information on how to stay safe around electricity, please select [bchydro.com/besafe](http://bchydro.com/besafe).



## Trees and vegetation management

Our electrical system is complex and highly efficient, with over 79,000 kilometres of overhead transmission and distribution power lines throughout the province. Managing trees and plants around these lines is important for safety and service reliability.

Our vegetation management team regularly inspects trees and other tall vegetation growing under or adjacent to our overhead system to identify potential problems. Tall, diseased or flawed trees can fall or grow into power lines, causing electrical outages.

Vegetation management contractors – we employ professional arborists and foresters that follow strict environmental guidelines – then prune or remove trees and vegetation in areas where the lines may be impacted. What’s more, when an area experiences reliability issues, we assess the local distribution lines for potential tree-related causes. Even with a proactive management program, more than half of all outages in B.C. are caused by trees. For more information, please select [bchydro.com/trees](http://bchydro.com/trees).

## Community ReGreening Program

Our Community ReGreening Program helps fund urban tree planting that’s related to visual aesthetics and environmental enhancements. We pay for seedlings, medium and large trees in cities and towns across B.C. Over the past 20 years, we’ve funded the planting of more than 300,000 trees.

We partner with local communities and Tree Canada to help make sure appropriate trees are planted around power lines, while enhancing open spaces. The program is intended for small-scale community projects and is open to local governments served by BC Hydro. All applications need to be received by January 31, to be eligible for funding within the same year. For more information, please select [bchydro.com/regreening](http://bchydro.com/regreening).

In 2017–2018, successful applications for greening included:

Community	Project	Funding
Campbell River	Cemetery beautification	\$3,000
Central Saanich	Naturalization	\$3,500
Courtenay	Parks and road beautification	\$4,000
Esquimalt	Saxe Point Park area street trees	\$9,500
Langford	Community garden	\$1,500
Nanaimo	Beaufort Park food forest	\$6,000
North Saanich	Community greening	\$1,288
Oak Bay	Midland/Lansdowne canopy	\$7,650
Parksville	Park beautification	\$4,000
Qualicum Beach	Road beautification	\$800
Sechelt	Growing community root	\$3,000
Victoria	Boulevard replacement trees	\$9,750

## Beautification program – new information

We provide financial assistance to municipal governments for conversion of overhead electrical distribution lines to underground facilities, and for installation of decorative wraps on our existing pad-mounted equipment.

Since wraps were first added to the program a few years ago, we've seen year-over-year increases. Due to this popularity, we're establishing a stand-alone funding program and simplifying the application process. The beautification fund will remain and continue to support undergrounding projects.

While we work to launch this new program, we're not currently accepting any new applications. Please check back with us in the coming months for additional information by selecting [bchydro.com/beautification](http://bchydro.com/beautification).

This past year, successful applicants for conversion of overhead to underground facilities included:

- City of Nanaimo
- City of Victoria

Successful applicants for decorative wraps included:

- City of Duncan
- District of Sechelt



Decorative wrap in Sechelt with artist Philippe Sokazo. Photo courtesy of District of Sechelt.



Decorative wrap in Sechelt with artist Kim LaFave. Photo courtesy of District of Sechelt.

## Decorative wrap policy

We allow decorative wraps to be installed on our pad-mounted equipment. Municipal governments, strata councils, property managers and well-established community groups (i.e. Business Improvement Associations, Kinsmen, Lions or Rotary Clubs, Neighbourhood Associations) or businesses (established for five years or more) are eligible to apply. Requests from individual homeowners or renters aren't being accepted at this time.

For more information about the decorative wrap policy and installation guidelines, please select [bchydro.com/wrap](http://bchydro.com/wrap).

## Fish & Wildlife Compensation Program



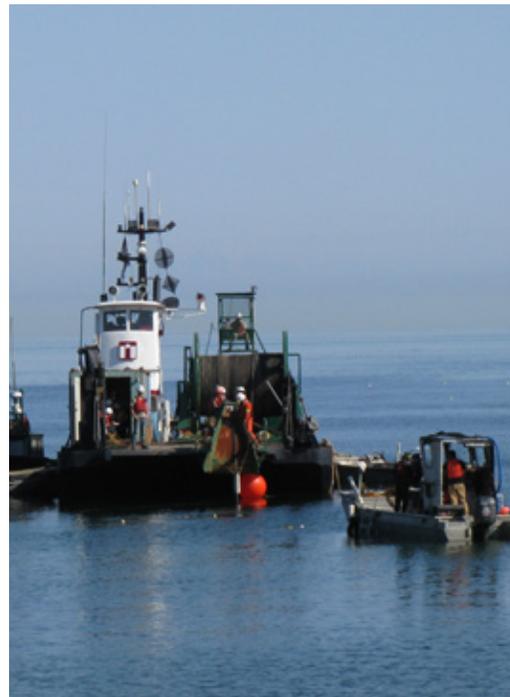
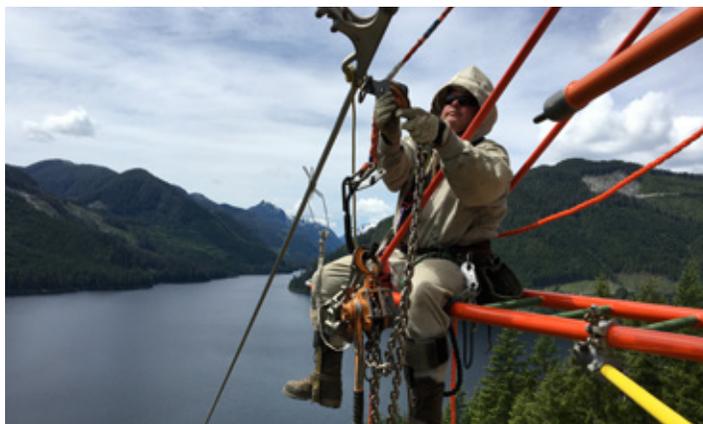
The 500th Vancouver Island marmot born in captivity was released on Mount Washington. Photo courtesy of Marmot Recovery Foundation.

The Fish & Wildlife Compensation Program (FWCP) is a partnership of BC Hydro, the B.C. Government, Fisheries and Oceans Canada, First Nations, and public stakeholders, to conserve and enhance fish and wildlife in watersheds impacted by BC Hydro dams.

In 2017–2018, the FWCP funded 10 regional projects, in the Ash, Campbell, Puntledge, and Jordan River watersheds, for a total of just over \$525,000. They included releasing captive-bred, and wild-born, Vancouver Island marmots on Mount Washington; improving fish passage at Simms Park in Courtenay; and improving spawning habitat in Jordan River.

Since 1999, there's been more than \$34.3 million invested in fish and wildlife projects in the Coastal region (which includes Vancouver Island and the Sunshine Coast). For more details, please select [fwcp.ca](http://fwcp.ca).

## BC Hydro working in your community



## Grants-in-lieu

We pay net property tax and grant payments to local governments. The grant program is a provincial government initiative and the amounts paid are determined under the current legislation. Listed below are the grants paid to each community in the Vancouver Island–Sunshine Coast region as of June 30, 2018.

Municipality/District	School Taxes*	Grants	Other Taxes	Total Payments
Regional District of Alberni–Clayoquot	0	\$55,518.00	0	\$55,518.00
Village of Alert Bay	\$3,560.24	\$8,555.21	0	\$12,115.45
City of Campbell River	\$2,949,359.00	\$905,317.31	0	\$3,854,676.31
Capital Regional District	0	\$337,076.00	0	\$337,076.00
District of Central Saanich	\$313,698.23	\$252,575.60	\$5,943.66	\$572,217.49
City of Colwood	\$40,843.20	\$130,497.42	0	\$171,340.62
Town of Comox	\$36,515.00	\$116,802.34	0	\$153,317.34
Regional District of Comox Valley	0	\$47,587.00	0	\$47,587.00
City of Courtenay	\$191,292.00	\$418,480.96	0	\$609,772.96
Village of Cumberland	\$10,224.20	\$32,200.19	0	\$42,424.39
City of Duncan	\$8,375.00	\$58,388.62	0	\$66,763.62
Township of Esquimalt	\$170,930.40	\$261,593.91	0	\$432,524.31
Town of Gibsons	\$52,801.36	\$67,309.63	\$578.20	\$120,689.19
Village of Gold River	\$10,653.00	\$19,860.24	0	\$30,513.24
District of Highlands	\$89,713.00	\$27,115.23	0	\$116,828.23
Town of Ladysmith	\$62,415.95	\$109,551.37	0	\$171,967.32
Town of Lake Cowichan	\$26,521.28	\$36,215.25	\$240.00	\$62,976.53
City of Langford	\$197,931.40	\$341,203.66	0	\$539,135.06
District of Lantzville	\$104,514.64	\$57,404.36	\$14.00	\$161,933.00
District of Metchosin	\$59,584.44	\$53,739.53	0	\$113,323.97
City of Nanaimo	\$747,892.24	\$1,931,627.72	0	\$2,679,519.96
District of North Cowichan	\$851,806.52	\$1,124,240.64	\$1,110.00	\$1,977,157.16
District of North Saanich	\$110,402.78	\$174,430.34	\$200.00	\$285,033.12
District of Oak Bay	\$35,027.60	\$133,275.52	0	\$168,303.12
City of Parksville	\$39,731.00	\$132,032.81	0	\$171,763.81
City of Port Alberni	\$182,209.15	\$690,667.68	\$67.83	\$872,944.66
Village of Port Alice	\$6,534.56	\$14,566.33	0	\$21,100.89
District of Port Hardy	\$66,010.06	\$87,474.23	0	\$153,484.29
Town of Port McNeill	\$9,581.00	\$39,558.07	0	\$49,139.07
City of Powell River	\$161,309.36	\$421,799.90	\$2,128.60	\$585,237.86
Town of Qualicum Beach	\$98,697.74	\$155,449.16	\$32.42	\$254,179.32
District of Saanich	\$1,102,580.48	\$1,676,577.22	\$2,366.89	\$2,781,524.59
Village of Sayward	\$2,733.60	\$3,648.16	0	\$6,381.76
District of Sechelt	\$65,505.08	\$140,163.81	\$303.24	\$205,972.13
Sechelt Indian Gov't District	\$6,164.00	\$27,209.07	0	\$33,373.07
Town of Sidney	\$21,643.76	\$120,935.00	0	\$142,578.76

\*Local governments collect school taxes which are then forwarded to the provincial government to help fund school districts.

## Grants-in-lieu continued

Municipality/District	School Taxes*	Grants	Other Taxes	Total Payments
District of Sooke	\$101,510.36	\$141,743.43	0	\$243,253.79
Regional District of Strathcona	0	\$126,900.00	0	\$126,900.00
Regional District of Sunshine Coast	0	\$65,432.00	0	\$65,432.00
Village of Tahsis	\$17,449.48	\$20,940.44	0	\$38,389.92
District of Tofino	\$10,385.00	\$44,033.59	0	\$54,418.59
District of Ucluelet	\$11,604.40	\$36,437.85	0	\$48,042.25
City of Victoria	\$661,122.70	\$1,424,804.94	\$252.02	\$2,086,179.66
Town of View Royal	\$119,059.00	\$139,872.25	0	\$258,931.25
Village of Zeballos	\$1,917.54	\$4,179.18	0	\$6,096.72

\*Local governments collect school taxes which are then forwarded to the provincial government to help fund school districts.

## Community grants

By providing power to the people and businesses of this province, we provide an essential and important service. We also believe in doing more than that: we offer two types of grants to support non-profit organizations and registered charities that are making a difference in their communities. Last year, we supported over 63 community-based projects across every region of the province.

Our grants are given out in three focus areas: building the workforce of tomorrow, public safety and promoting smart energy ideas. When planning for your project, please keep in mind that our grants have set criteria and application deadlines. To learn more, please select [bchydro.com/grants](http://bchydro.com/grants).

Some of the organizations that we supported in the Vancouver Island-Sunshine Coast region this past year included:

Organization	Project	Community	Grant
Metchosin Emergency Program	Emergency Preparedness Information Session for Children and Families	Metchosin/Beecher Bay	\$500
North Island Emergency Preparedness	Regional Emergency Support Services Director's Workshop	North Vancouver Island	\$1,500
Strathcona Regional District	9th Annual Upper Island Safety Conference	Campbell River	\$1,000
Vancouver Island Emergency Preparedness Conference Society	Vancouver Island Emergency Preparedness Conference	Victoria	\$2,000
Salt Spring Community Energy Group (in partnership with Gulf Islands Educational Trust Fund of SD64)	Solar Scholarship/MYSEEC Renewable Energy Education Program	Salt Spring Island	\$1,000
Coast Rogue Arts Society	Rogue Arts Festival Workshop Series in Solar Energy, Water Recycling, etc.	Roberts Creek	\$1,000
Society for the Advancement of Young Scientists	Vancouver Island Regional Science Fair	Victoria region	\$2,000
Powell River Salmon Society	Power Our Fish 2018 educational programs	Powell River	\$2,000
Bamfield Community School Society	Summer Camp	Bamfield	\$2,000



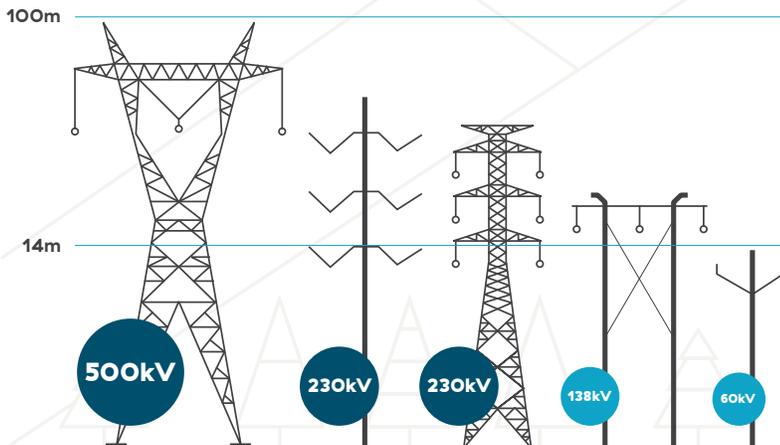
We supported Habitat Acquisition Trust's Goldstream Chums Program in 2017.

## Types of power lines

We rely on a system of transmission towers and power lines to carry the electricity produced at our generating stations to the homes and businesses in B.C.

### Transmission lines

Transmission lines are the big, high voltage power lines that bring electricity from where it's made at our generating stations to substations near communities across B.C.

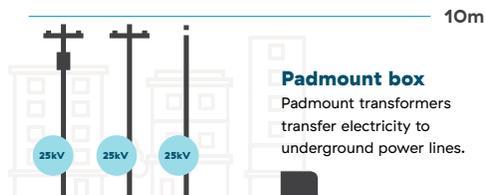


### What's a kV?

kV stands for kilovolt, which is a unit of potential energy. One kV is equal to 1,000 volts.

### Distribution lines

Distribution lines are the smaller, lower voltage lines that carry electricity from the substation to your home or business.



### Padmount box

Padmount transformers transfer electricity to underground power lines.

# BC Hydro Community Relations

At BC Hydro we build strong relationships to support the unique needs and strengths of the communities we serve. Our Community Relations team does this by listening, providing information and working together with communities. We're the point of contact for local government, media, local business and community groups. Whether it's for capital projects, corporate initiatives and programs, local BC Hydro activities, significant planned outages, emergency response or unplanned power outages, we work hard to meet the needs of our stakeholders and ensure communities are kept informed.

## Vancouver Island–Sunshine Coast

If you have questions or comments for us, please contact:

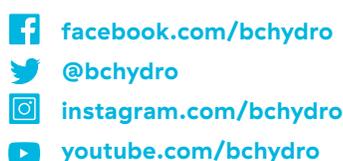
<p>Ted Olynyk Manager, Community Relations Vancouver Island–Sunshine Coast 250 755 7180 <a href="mailto:ted.olynyk@bchydro.com">ted.olynyk@bchydro.com</a></p>	<p>Karla Louwers Public Affairs Officer 250 755 4713 <a href="mailto:karla.louwers@bchydro.com">karla.louwers@bchydro.com</a></p>	<p>Stephen Watson Stakeholder Engagement Advisor 250 755 4795 <a href="mailto:steve.watson@bchydro.com">steve.watson@bchydro.com</a></p>
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## BC Hydro guide for local government

Quick access to key information on [bchydro.com](http://bchydro.com)

<b>My Hydro and Energy Savings initiatives</b>	
<a href="http://bchydro.com/myhydro/">bchydro.com/myhydro/</a>	Log in to manage your account.
<b>Energy savings programs</b> <a href="http://bchydro.com/energysavings">bchydro.com/energysavings</a>	Learn how you can be smart with your power. Take advantage of rebates and programs.
<b>Smart Meters</b> <a href="http://bchydro.com/smartmeters">bchydro.com/smartmeters</a>	Find out how smart meters help us better manage our electricity grid, and improve service and reliability.
<b>Projects</b>	
<b>Capital Projects</b> <a href="http://bchydro.com/projects">bchydro.com/projects</a>	We're investing more than \$10 billion in our province over the next five years. Learn more about projects taking place in your region.
<b>Programs</b>	
<b>Beautification program</b> <a href="http://bchydro.com/beautification">bchydro.com/beautification</a>	Our beautification fund assists municipal governments in achieving their objectives related to environmental concerns and visual aesthetics. Learn more about the program and the principal considerations that should be included in a proposal.
<b>Community ReGreening Program</b> <a href="http://bchydro.com/regreening">bchydro.com/regreening</a>	The regreening program assists municipalities with urban tree planting while helping to make sure appropriate trees are planted around power lines.
<b>Community Giving</b>	
<b>Grants for community groups</b> <a href="http://bchydro.com/grants">bchydro.com/grants</a>	Learn about our funding opportunities and how to apply for them.
<b>Scholarships &amp; Endowments</b> <a href="http://bchydro.com/scholarships">bchydro.com/scholarships</a>	We look to build the next generation of engineers, electricians, and many other key roles who will help us deliver clean energy for generations. Learn about our scholarship and endowment opportunities.
<b>Report an outage</b>	
<b>How to report a power outage</b> <a href="http://bchydro.com/outages">bchydro.com/outages</a>	Check the outage map or list to see if we know your power is out. If not, call us at 1 800 BCHYDRO (1 800 224 9376) or *HYDRO (*49376) on your mobile phone to report it.

Get info on energy savings initiatives, our projects, important announcements, outages and more.





**Executive Director Report – DECEMBER 2018**

Visitor Services – The Pacific Rim Visitor Centre is now open for winter hours 10 – 4pm Monday to Thursday and 10-5 Friday to Sunday, coinciding with Parks.

The downtown office is currently under construction. Out of our Tree Construction is currently closing in the public washroom and creating an access to the washroom from outside. It will reopen May long weekend 2019.

**Visitor Services numbers for October & November – 2018 over 2017**

	<b>2018</b>	<b>2017</b>	<b>% (↑/↓)</b>
<b># of Visitors - PRVC DECEMBER</b>	1,095	866	↑26.4%
<b>Q4 OVERALL</b>	7,321	6,437	↑13.7%
<b>OVERALL</b>	78,763	79,298	↓0.7%*
<b>DOWNTOWN OVERALL</b>	6,575	4,549	↑44.5%
<b>2018 VISITOR NUMBERS OVERALL</b>	<b>85,338</b>	<b>83,847</b>	<b>↑2%</b>

\*note – 2017 was free in the National Park – numbers trending well

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***District of Ucluelet and Parks Canada Contract Renewal***

Feedback was submitted to the District of Ucluelet and Parks Canada for review and feedback from staff and lawyers. Meetings pending for January 2019.

**Pacific Rim Whale Festival Meeting**

Follow up meeting to review results of the survey that was sent out. The meeting took about 90 minutes and it was determined that the Pacific Rim Whale Festival would not take place for 2019 and that that a letter would be written notifying both communities of the festivals' current state.

The AGM took place at the beginning of December and it was noted that there was a total of 6 directors. 2019 would bring a new meeting and review of next steps.

**Tourism Vancouver Island Leadership Meeting – Parksville**

It was a half day round table discussion about the future direction of TVI and how it can improve it's ability to help Island DMO's and stakeholders.

**Tourism Vancouver Island & Destination BC – Media Workshop**

This was a full day workshop focusing on Destination BC's media program, how it works and what each DMO can get out of it. Also, how to work with Influencers, a visiting Journalist program, the growth of Podcasts and quality articles over the quantity of articles.

Currently TVI has 65 press trips booked for 2019.

We are also going to work on programs to develop standard protocols and lists of who has committed to assisting with media – costs and donations.

***Other Key Meetings and Calls***

- On This Spot conference call regarding the APP and use in Ucluelet
- Anthony Everett – TVI – media prep should TU need to speak regarding the impact of Critical Habitat closures on the fishing industry
- Separate meetings with Mike Dandurand and Landon Sveinson regarding items to finalize for video and photos
- Spoke with Barb Gudbranson regarding the On This Spot app, she is very interested to learn more and get the Historical Society involved
- Weekly and bi-weekly meetings with Brent, Lara Kemps (Chamber)
- Monthly meetings with Mark Boysen, CAO of DOU

**From:** Info Ucluelet  
**Subject:** Public Comment Period: Amendments to Schedule 1 of the Species at Risk Act

**From:** EP.RPY / SAR.PYR (EC) <ec.ep.rpy-sar.pyr.ec@canada.ca>  
**Sent:** January 3, 2019 2:25 PM  
**Subject:** Public Comment Period: Amendments to Schedule 1 of the Species at Risk Act

Hello,

On Saturday, December 29, 2018, a proposal to amend Schedule 1 of the *Species at Risk Act* (SARA) for nine migratory bird species was published in part I of the *Canada Gazette*. The proposal and related background information can be found at: [https://wildlife-species.canada.ca/species-risk-registry/document/default\\_e.cfm?documentID=3394](https://wildlife-species.canada.ca/species-risk-registry/document/default_e.cfm?documentID=3394).

The proposal can be found under “current public consultations” on the Species at Risk Registry: [https://wildlife-species.canada.ca/species-risk-registry/involved/consultation/default\\_e.cfm](https://wildlife-species.canada.ca/species-risk-registry/involved/consultation/default_e.cfm).

This marks the beginning of a 45-day public comment period during which you can share your comments on the proposal either by writing to [ec.LEPreglementations-SARAregrulations.ec@canada.ca](mailto:ec.LEPreglementations-SARAregrulations.ec@canada.ca) or calling 1 800 668-6767. The public comment period will end on **Wednesday, February 12, 2019**.

The Minister of the Environment will take into consideration comments and any additional information received following this publication and make a listing recommendation for each species to the Governor in Council. After species are listed, recovery strategies must be published within one year for endangered species and within two years for extirpated and threatened species.

Species found in British Columbia that are included in the proposal are the following:

Legal Population Name	Scientific Name	Current Status	Proposed Status	Range
<b>Species proposed for addition to Schedule 1 of SARA</b>				
Black Swift	<i>Cypseloides niger</i>	None	Endangered	British Columbia, Alberta
Cassin's Auklet	<i>Ptychoramphus aleuticus</i>	None	Special concern	British Columbia, Pacific Ocean
Evening Grosbeak	<i>Coccothraustes vespertinus</i>	None	Special concern	Everywhere in Canada except Nunavut
Red-necked Phalarope	<i>Phalaropus lobatus</i>	None	Special concern	Everywhere in Canada
<b>Species proposed for reclassification on Schedule 1 of SARA</b>				

Legal Population Name	Scientific Name	Current Status	Proposed Status	Range
Pink-footed Shearwater	<i>Ardenna creatopus</i>	Threatened	Endangered	British Columbia, Pacific Ocean

Respectfully,

**Conservation Planning Unit**

Canadian Wildlife Service / Pacific Region

Environment and Climate Change Canada / Government of Canada

5421 Robertson Road, Delta, BC, V4K 3N2

[ec.ep.rpy-sar.pyr.ec@canada.ca](mailto:ec.ep.rpy-sar.pyr.ec@canada.ca)

**Subject:** Upcoming Service Canada visit to Ucluelet and Tofino - February 4th and 5th  
**Attachments:** Tofino\_Feb5\_2019\_NextVisitposter.doc; Ucluelet\_Feb 4\_2019\_NextVisitposter.doc

**From:** Kirsty Allen  
**Sent:** January 15, 2019 10:28 AM  
**Subject:** Upcoming Service Canada visit to Ucluelet and Tofino - February 4th and 5th

Good morning,

Service Canada will be visiting Ucluelet on February 4<sup>th</sup> and Tofino on February 5<sup>th</sup>, 2019, and I have attached printable posters for each of these visits which include the hours of service and locations as well.

#### **UCLUELET**

February 4 from 10:30 am to 3:30 pm  
 The Ucluelet Community Centre  
 500 Matterson Dr.  
 Ucluelet, BC

#### **TOFINO**

February 5 from 9:00 am to 2:30 pm  
 Tofino Legion-basement  
 331 Main St, Tofino, BC V0R 2Z0  
 Tofino, BC

The Service Canada Clinic will provide community members with:

- The opportunity to apply for a Social Insurance Number (SIN)  
 The SIN is required for children when setting up a Registered Educational Savings Plan (RESP), or for youth starting their first jobs. The SIN must also be updated for individuals who have changed their name since obtaining their SIN. Information about what ID you need to apply for a SIN is available here <https://www.canada.ca/en/employment-social-development/services/sin/before-applying.html>
- Assistance with Public Pensions such as the Canada Pension (CPP), Old Age Security (OAS) & Guaranteed Income Supplement (GIS)
- Assistance with Employment Insurance (EI) enquiries/issues/questions
- Passport application (review only)
- Access codes for the My Service Canada Account which now links up to the Canada Revenue Agency Account
- If you are a business owner or an employer required to have your ID validated for the Record of Employment on the Web (ROE Web) registration we can help you.  
 Information about the required identification can be found here <https://www.canada.ca/en/employment-social-development/programs/ei/ei-list/reports/roe-web-admin-guide>
- Information on a range of Government of Canada programs and services such as the Registered Educational Saving Program (RESP), and Apprenticeship Grants

I will send out another reminder that we are coming closer to the date of our visit, and your assistance in informing the community we are coming by promoting our visit is genuinely appreciated.

Kind regards,

Kirsty

Kirsty Allen

Citizen Services Officer: Citizen Services

Service Canada/Government of Canada

[kirsty.allen@servicecanada.gc.ca](mailto:kirsty.allen@servicecanada.gc.ca)

Agente de services aux citoyens: Services aux citoyens

Service Canada/ Gouvernement du Canada

[kirsty.allen@servicecanada.gc.ca](mailto:kirsty.allen@servicecanada.gc.ca)

# Service Canada



## Ucluelet Scheduled Outreach Site

### Where?

The Ucluelet Community Centre  
500 Matterson Dr.  
Ucluelet, BC

### When?

February 4, 2019 10:30 am to 3:30 pm

## Ucluelet Site de services externes réguliers

### Lieu?

Le Centre Communautaire de Ucluelet  
500 avenue Matterson  
Ucluelet, C-B

### Quand?

le 4 février, 2019 10h 30 à 15 h 30

### Some of the services we provide:

- ✓ Employment Insurance (EI),
- ✓ Old Age Security (OAS),
- ✓ Guaranteed Income Supplement (GIS),
- ✓ Canadian Pension Plan (CPP), Death and survivor and CPP Disability,
- ✓ Social Insurance Numbers
- ✓ Passport application review only

*People serving people*

*Au service des gens*

Upcoming Service Canada Visit to Ucluelet and Tofino Service Canada/Gove...



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**From:** Info Ucluelet  
**Subject:** Maintenance Work to begin along Highway 4 in Pacific Rim National Park Reserve - Monday, January 14th, 2019

**From:** Bolduc, Crystal  
**Sent:** January 11, 2019 1:52 PM  
**Subject:** Maintenance Work to begin along Highway 4 in Pacific Rim National Park Reserve - Monday, January 14th, 2019

Good afternoon,

Beginning on Monday, January 14<sup>th</sup>, 2019 important maintenance work will take place along Highway 4 in Pacific Rim National Park Reserve to address recent storm damage as well as to remove hazardous alder trees. Parks Canada expects that this work will continue until March 31<sup>st</sup>, 2019. Please expect short delays (up to 15 minutes) and alternating traffic on Highway 4 in Pacific Rim National Park Reserve.

For more information on this maintenance work please visit our [website](#).

For more information and updates on trail and area closures in Pacific Rim National Park Reserve due to storm damage, please visit the [Important Bulletin](#) section on our website.

Thank you for your patience while this work is being completed.

#### **Crystal Bolduc**

Promotion Officer, Pacific Rim National Park Reserve  
Parks Canada  
P.O. Box 280, Ucluelet, BC V0R 3A0  
[Crystal.Bolduc@canada.ca](mailto:Crystal.Bolduc@canada.ca) | Tel: 250-726-7165 ext. 517 | Cell: 250-726-3921

Agente de promotion, Réserve de parc national du Canada Pacific Rim  
Parcs Canada  
C.P. 280, Ucluelet C-B V0R 3A0  
[Crystal.Bolduc@canada.ca](mailto:Crystal.Bolduc@canada.ca) | Tél. : 250-726-7165 ext. 517 | Cel : 250-726-3921

FACEBOOK <https://www.facebook.com/PacificRimNPR> | <https://www.facebook.com/RPNPacificRim>  
TWITTER <https://twitter.com/PacificRimNPR> | <https://twitter.com/RPNPacificRim>

**Parks Canada - 450 000 km<sup>2</sup> of memories / Parcs Canada - 450 000 km<sup>2</sup> de souvenirs**





## STAFF REPORT TO COUNCIL

Council Meeting: JANUARY 22, 2019  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** ABIGAIL K. FORTUNE, MANAGER OF PARKS & RECREATION

**FILE NO:** 6240-20

**SUBJECT:** AMPHITRITE POINT PROJECT FUNDING APPLICATION

**REPORT NO:** 19-03

**ATTACHMENT(S):** APPENDIX A – AMPHITRITE POINT FEASIBILITY STUDY  
APPENDIX B – AMPHITRITE POINT DRAFT PROJECT BUDGET

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

1. **THAT** Council direct staff to submit a grant funding application for Amphitrite Point Project through the Investing in Canada Infrastructure Program – Community, Culture, and Recreation Program Funding.
2. **THAT** Council support the Amphitrite Point Project and commits the District of Ucluelet to its share of \$362,926 in funding for the project.

### **PURPOSE:**

The purpose of this report is to have council authorize the Manager of Parks & Recreation to proceed with the funding application for the Amphitrite Point Project to the *Canada Infrastructure Program - Community, Culture and Recreation Stream* and commit the District's 26.67% share of funding.

### **BACKGROUND:**

#### Amphitrite Point

In 2018 the District of Ucluelet received a planning grant to carry out a feasibility study for the Amphitrite Point Park Lands (Appendix A).

From this feasibility study, a design concept was created to move forward on the project for developing the site. The revitalization of Amphitrite Point is intended to improve accessibility and safety to one of the most iconic locations on the Ucluelet Peninsula and be the peak experience along the Wild Pacific Trail that everyone can access and enjoy.

The renovation of the existing lighthouse keeper's residence will provide quality gathering and watching areas along with interpretation opportunities to showcase some of Ucluelet's impressive natural, cultural and historical community makeup. The current concrete lighthouse was built in 1915 and the lighthouse keeper's residence in 1964.

The Amphitrite Point lands have deteriorated and what was once boasted as an accessible area for all to enjoy the vistas of the Wild Pacific Trail is now rather rugged and does not cater well to those with mobility issues. In recent years dramatic weather occurrences during storm season has resulted in the District prioritizing safety for our growing community and visitors alike. The quality of the recreational experience would be greatly improved by addressing the accessibility to Amphitrite point, and incorporating safe view points and boundaries to the lighthouse lands.

With this project there is an opportunity to utilize the existing structure as a welcoming space for the public to learn about the nature, culture and history of Ucluelet. The improved facility would provide permanent accessible washrooms, sheltered and protected viewing areas, space for interpretive displays and presentations, and overall more facility space for other options.

### Funding Grant

In the late fall of 2018, the *Investing in Canada Infrastructure Program* (ICIP) was announced. This grant opportunity provides funds for cost-sharing infrastructure investments between the governments of Canada and British Columbia, and local governments. The *Community, Culture, and Recreation* (CCR) Program stream supports cost-sharing of infrastructure projects in communities across the province.

Canada and British Columbia governments are investing up to \$134.84 million in the initial intake of the ICIP CCR Stream to support infrastructure projects in communities across the province.

A project must meet at least one of the following outcomes to be eligible:

- Improved access to cultural, recreational and community infrastructure.
- Increased quality of cultural, recreational and community infrastructure.

Applicants also must be able to cost-share the project and cover any cost over-runs. Funding is available up to 73.33% of the eligible project costs (40% Government of Canada, 33.33% Province of British Columbia). Municipalities may only submit one application.

### **TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:**

Staff have already spent the time to complete the grant application by the submission deadline of January 23, 2019. If the application is successful, the Manager of Parks & Recreation or designate will head/liaison on the project. A provincial response on funding decisions can take up to six months.

The anticipated timeline for the project would be:

#### **2019 - 2020**

1. Design Development
  - a. Hiring Design team
  - b. Contract Documents for bid packages
  - c. Council approval
2. Request For Proposals (RFP) bid package out

#### **2020 - 2021**

1. Award contract
2. Start construction

**FINANCIAL IMPACTS:**

The second recommendation is to have Council commit the District of Ucluelet's 26.67% cost-share of \$362,926 in funding for the project. The total estimated project cost is \$1,360,800 (Appendix B). These funds could potentially come from Resort Municipality Initiative (RMI) funding over the next three years, pending approval from the Province for the Resort Development Strategy 2019-2022 for Ucluelet.

**POLICY OR LEGISLATIVE IMPACTS:**

There are no policy or legislative impacts related to this funding application.

**OPTIONS REVIEW:**

1. **THAT** Council direct staff to submit a grant funding application for Amphitrite Point Project through the Investing in Canada Infrastructure Program – Community, Culture, and Recreation Program Funding. **(Recommended)**
2. **THAT** Council support the Amphitrite Point Project and commits the District of Ucluelet to its share of \$362,926 in funding for the project. **(Recommended)**
3. **THAT** the District delay applying for grant funding for Amphitrite Point Project at this time.

**Respectfully submitted:** Abigail K. Fortune, Manager of Parks & Recreation  
 Marlene Lagoa, Manager of Corporate Services  
 Mark Boysen, Chief Administration Officer

# AMPHITRITE POINT

## FEASIBILITY STUDY

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PREPARED BY MURDOCH DE GREEFF INC, LANDSCAPE ARCHITECTS  
DECEMBER 2018



# Contents

4	Introduction
7	Design Challenges & Opportunities
8	Storm Safety
9	Concept 1: Amphitheater
10	Concept 2: Lighthouse Oval
11	Lighthouse Residence
12	Open House Response
13	Revised Concept: View Deck
14	Revised Lighthouse Residence

## Appendix

15	Open House Presentation Boards
23	Open House Presentation Boards with Comments
30	Revised Concept Boards



Storm watching is a popular activity at Amphitrite Point.  
Photo by Barbara Schramm.

# Introduction

The Amphitrite lighthouse lands is one of the most iconic locations on the Ucluelet Peninsula. It serves as a trailhead to the Wild Pacific Trail and offers fantastic views of Barkley Sound and the open Pacific Ocean. The site also hosts an historic lighthouse and caretaker's house. Locals and tourists are drawn to the site's various amenities and to Amphitrite Point's natural beauty.

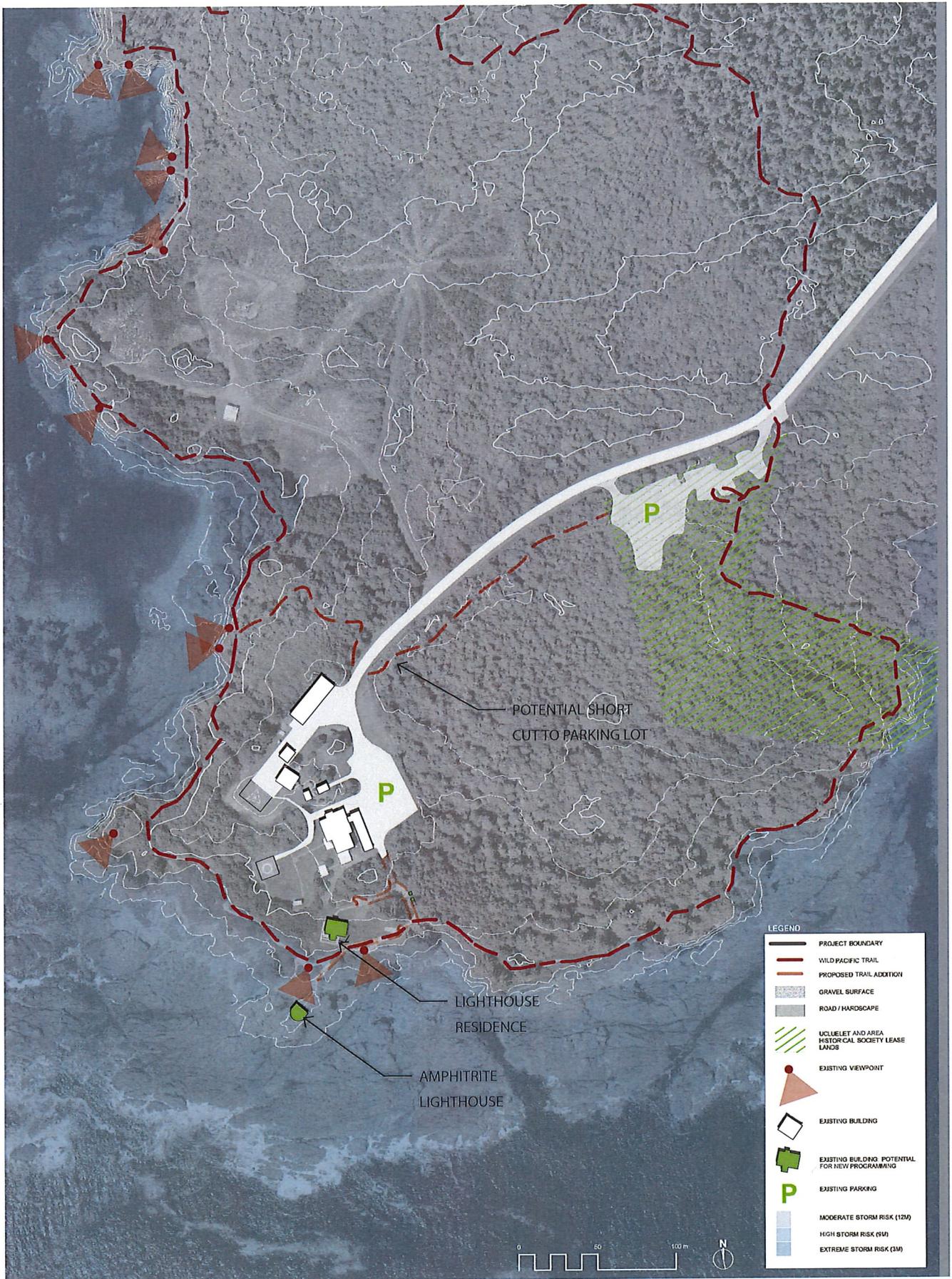
Amphitrite Point is becoming one of the most popular tourist destinations on the West Coast. The District of Ucluelet is undertaking a revitalization of these lands in order to improve accessibility and safety. This renovation will also provide quality gathering and watching areas along with interpretation opportunities to showcase some of Ucluelet's impressive natural, cultural and historical community makeup.

In 2018 the District of Ucluelet acquired an 18.3 ha portion of the Amphitrite Point lands from the Coast Guard. The District launched a feasibility study to explore potential uses and programs, as well as provide concepts for physical improvements to accommodate programmed uses for Amphitrite Point.

The District of Ucluelet hired the Landscape Architecture Firm, Murdoch de Greeff Inc. (MDI), to carry out the feasibility study. After becoming familiar with the site and meeting with District of Ucluelet representatives, MDI produced a set of analytical drawings and conceptual plans which were presented during public open houses. The plans were also presented to two major stakeholder, the Ucluelet and Area Historical Society and the Wild Pacific Trail Society. The open house boards are included in Appendix 1.

The open house was well attended, and attendees were encouraged to post questions and comments directly on the boards. These comments are included in Appendix 2.

Right: Site analysis plan of Amphitrite Point Lands.





# Design Challenges & Opportunities

During the early stages of the feasibility study, MDI identified four major aspects that design for the site would need to address: the existing lighthouse residence building, accessibility, safety, and parking. A set of design requirements was generated for each aspect, and these were incorporated into the conceptual design concepts for the site.

## LIGHTHOUSE RESIDENCE

The existing lighthouse residence building has historical value and is a relatively sound building. It requires some upgrades, however, to make it a usable public space. Electrical, structural and aesthetic upgrades are required to make the building safe and pleasant for public use. Moreover, the building currently faces away from the site's major gathering area and the lighthouse, so consideration must be given to re-orienting the entry and sight lines of the building.

- Convert the lighthouse residence to an interpretive centre.
- Reorient the building to welcome visitors from the trail and parking area.
- Build a large deck overlooking the main gathering space.
- Enhance aesthetics and add glazing towards lighthouse.
- Make structural, safety, and system improvements required for public use.
- Decommission existing entry, and de-emphasize basement door.

## GATHERING/WATCHING AREAS

Storm watching is one of the primary draws to Amphitrite Point. Stormwatching areas with great views of breaking waves would greatly enhance the site.

- Expand the existing large gathering space.
- Provide safe, elevated viewpoints for stormwatching.

## ACCESSIBILITY

Existing pathways to the lighthouse residence and through the site are not currently accessible to people of all abilities.

- Ensure all major pathways and egress routes meet BCBC and ADA standards.

## SAFETY

Visitors to Amphitrite Point are drawn to the lighthouse, but currently steep drops and rogue waves make lighthouse access dangerous.

- Restrict access to the lighthouse.
- Shift the existing trail between the main gathering area and the smaller lookout to the north to avoid going below the high storm zone.
- Employ a variety of site measures to direct people towards safe areas and away from dangerous ones.

## PARKING

There is inadequate parking to the site.

- Expand the main parking lot into adjacent lawn areas.
- Explore locations for new parking areas.
- Include accessible stalls.

Clockwise from Top:  
Lighthouse Residence,  
Stormwatching at the  
Lighthouse, Parking,  
and Example of Poor  
Accessibility.

# Storm Safety

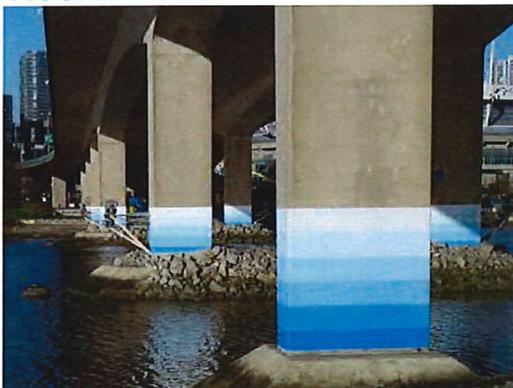
People come from all over the world to admire giant waves crashing over the Amphitrite Lighthouse, and this aspect of the site is one to be celebrated. Priority, however, lies with ensuring that people are able to use the site in a safe way. During the feasibility study, four strategies for ensuring safety were identified: Barriers; visual cues; safe watching areas; and signs.

## BARRIERS AND SEPARATION



- Separate 'storm safe' trails from trails that go below the high storm line.
- Provide ways of barricading trails during heavy storms.
- Erect fences where people should not be going.

## VISUAL CUES



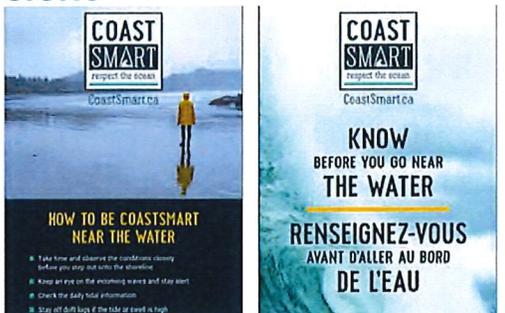
- Install 'visual cues' in the landscape that alert visitors that they are in a storm zone. These include:
  - Markers that show high-tide/high-storm
  - Examples of storm damage
  - Gateways that mark danger zones

## SAFE WATCHING AREAS



- Intentionally create pleasant, safe stormwatching areas that offer fantastic views.
- Create stormwatching areas that are protected from the elements.

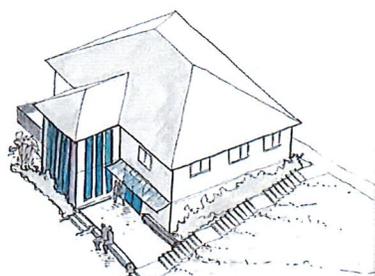
## SIGNS



- Install signs at junctions and barriers.

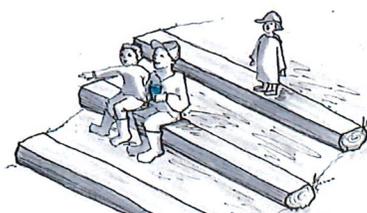
# Concept 1: Amphitheater

This concept proposes an amphitheater directed towards ocean views. The existing entrance to the lighthouse keepers building is maintained and improved to ensure accessibility. The entrance is emphasized by a path and a landscape stair that take people from the trail to the building.



## INTERPRETIVE CENTRE

- Convert the lighthouse residence to an interpretive centre.
- Add windows to the ocean.
- Fill in low areas around the building and ensure accessibility.
- Enhance aesthetics and add glazing towards lighthouse.
- Make structural, safety, and system improvements required for public use.
- Add a covered stormwatching areas and viewing decks



## GATHERING/WATCHING AREAS

- Install amphitheater style log seating towards ocean.
- Expand the existing large gathering space.
- Maintain the existing viewpoint nearest to the lighthouse.

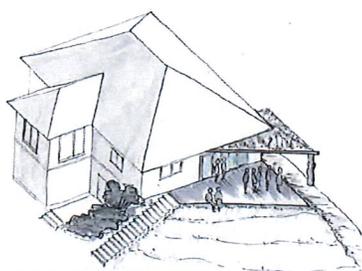


## STORM SAFETY

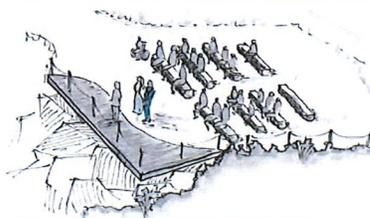
- Separate access to the lighthouse from the Wild Pacific Trail and highlight risk with sign posts. Fence off viewing area around the lighthouse and install interpretive signs.
- Potential to provide access into and onto the lighthouse.

# Concept 2: Lighthouse oval

This concept proposes to create a new entry way for the lighthouse residence, facing a large gathering space below.



- INTERPRETIVE CENTRE
- Convert the lighthouse residence to an interpretive centre.
- New front door at the east side to welcome visitors from the trail and parking area.
- Build a large deck overlooking the main gathering space.
- Enhance aesthetics and add glazing towards lighthouse.
- Make structural, safety, and system improvements required for public use.
- Decommission existing entry, and de-emphasize basement door.



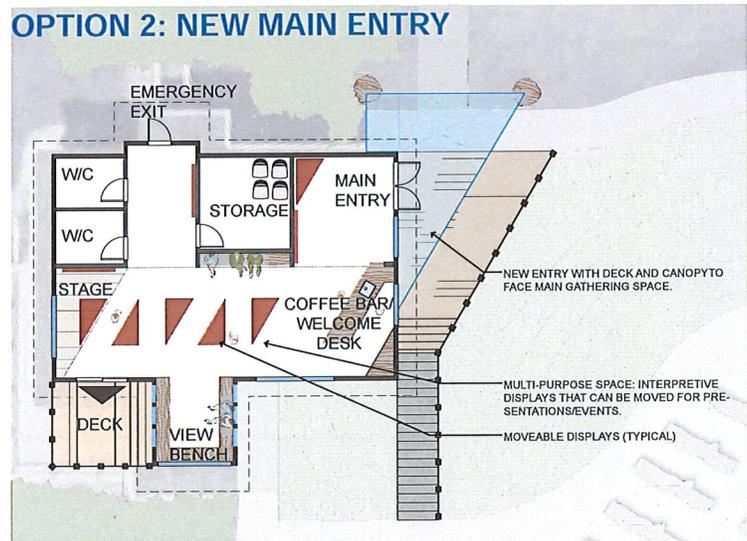
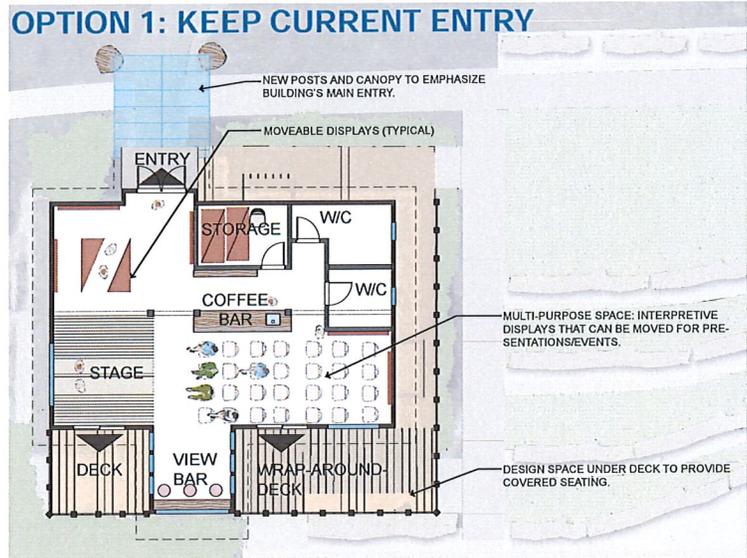
- GATHERING/WATCHING AREAS
- Expand the existing large gathering space and extend with a viewing deck.
- Install interpretive kiosks at major stops along the trail.



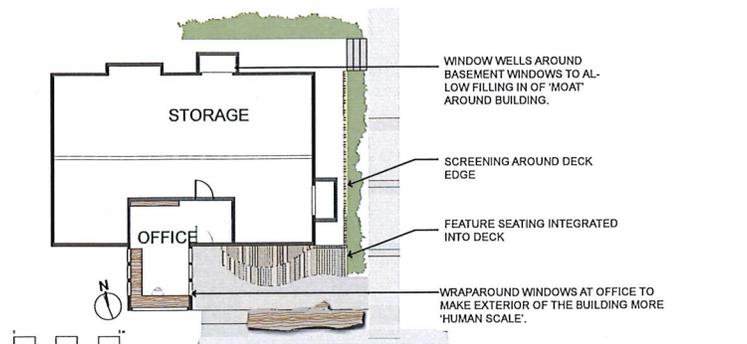
- STORM SAFETY
- Do not sanction access to the lighthouse. Potential to provide trail access to beach area.
- Shift the existing trail between the main gathering area and the smaller lookout to the north to avoid going below the high storm zone.

# Lighthouse Residence

Two different layouts for the lighthouse residence were proposed at the Open House. In both instances, the programming of the building includes its use as an interpretive centre and a space for small events. A welcome bar and/or coffee bar are provided, as well as washroom facilities and seating to emphasize the view.



**BASEMENT LEVEL**





# Open House Response

The Open House was well attended. Members of the Wild Pacific Trail Society, the Uclulet and Area Historical Society, and the general public offered ideas and opinions about the proposed programming and design of the site. These comments are summarized to the right, and can be found in Appendix 2.

## BOARD 1: SITE ANALYSIS

1. Museum - there were multiple comments/stickers expressing a desire for a museum, or for the lighthouse residence to be designed as a museum.
2. Preserve existing plank road (historical artifact).
3. Minimize new infrastructure, preserve natural environment.
4. Accessibility was seen as important.

## BOARD 2: POTENTIAL PROGRAMS

1. In order of most 'stickered' to least, the most popular programs were: historical interpretation, storm watching, lectures and performances, nature interpretation.
2. Many comments expressed concern over using the site as a wedding venue, due to incompatibility with public use.
3. One comment expressed preference for no formal playground as the entire site provides natural play opportunities.

## BOARD 3: STORM SAFETY

1. Most people preferred access to the lighthouse be provided.
2. There was a preference for the use of visual cues and safe stormwatching areas over erecting signs and barriers.

## BOARD 4: CONCEPT 1

1. Many people supported the idea of an amphitheater, but preferred the direction to be concave rather than convex as shown on the plan.
2. Many people preferred to include a deck with the amphitheater.
3. A number of comments related to materiality - there was a wish for seating that would stay dry and not be slippery.

## BOARD 5: CONCEPT 2

1. The wood deck was very popular. Some comments related to the importance of covered stormwatching areas, and the need to protect the front entry from winds blowing from the south and east.
2. There was a preference for movable seating in the open gathering area, rather than log seating as shown.

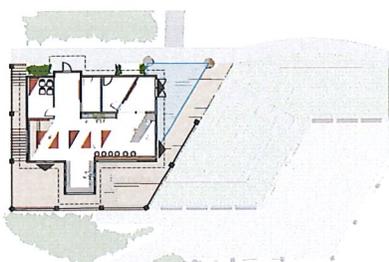
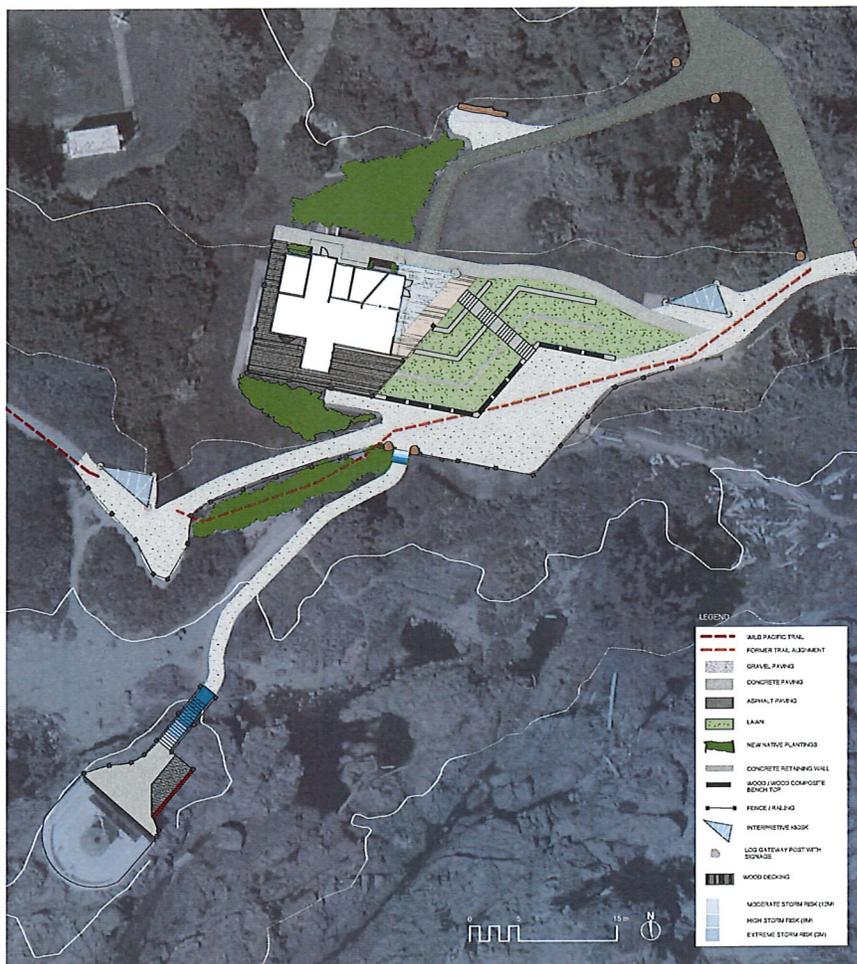
## BOARD 6: LIGHTHOUSE RESIDENCE

1. The wrap-around deck was very popular.
2. Open house attendees liked the idea of the view bar, and suggested expanding it.
3. There was general preference for the new main entry.

# Revised Concept: View Deck

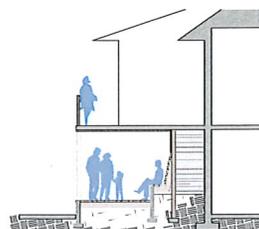
This revised concept combines the features that were preferred by attendees to the open house. The entry to the building is oriented to the east, a large wrap-around deck is included, and the amphitheater is adjusted so that a convex shape is formed by two of the edges.

Many people preferred the option of keeping access to the lighthouse open. This concept provides lighthouse access while incorporating many safety features.



## INTERPRETIVE CENTRE

- New front door at the east side to welcome visitors from the trail and parking area.
- Build a large deck overlooking the main gathering space.
- Enhance aesthetics and add glazing towards lighthouse.
- Make structural, safety, and system improvements required for public use.
- Design underside of deck to provide covered seating.



## GATHERING/WATCHING AREAS

- Expand the existing large gathering space.
- Install interpretive kiosks at major stops along the trail.
- Install amphitheater-like seating steps with views to the ocean.

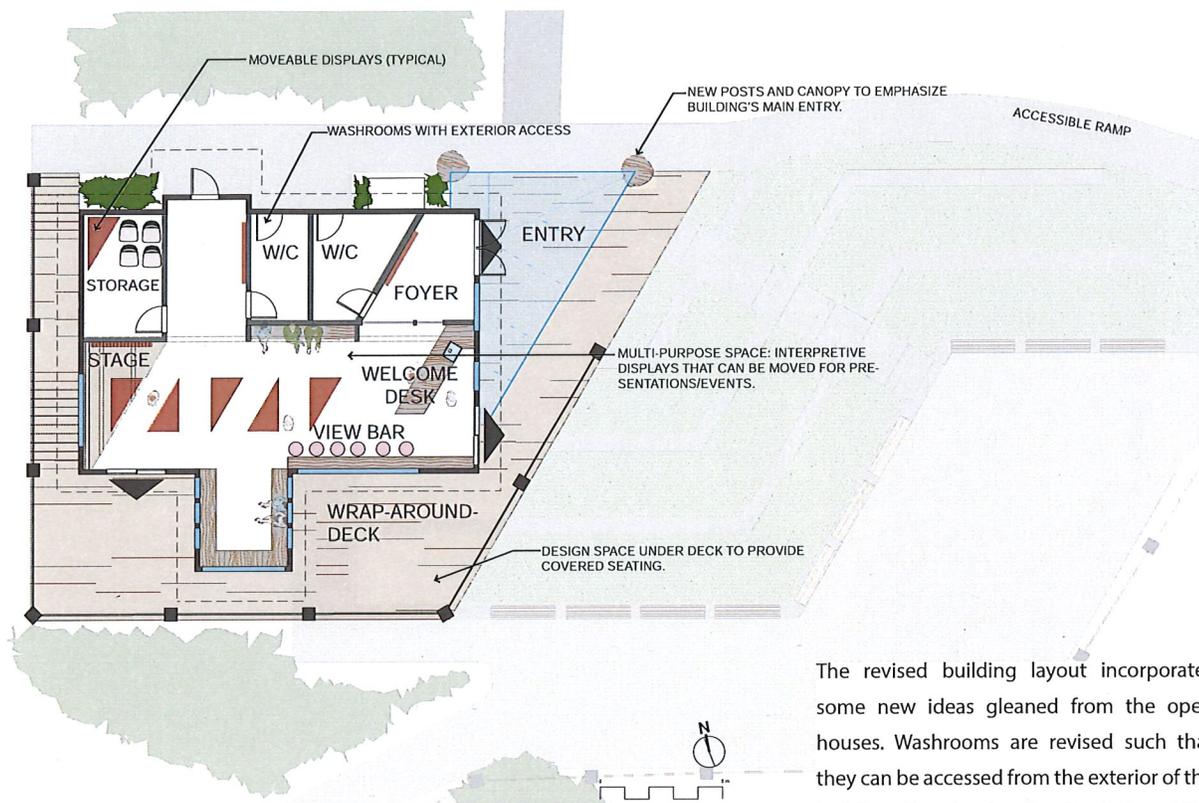


## STORM SAFETY

- Separate access to the lighthouse from the Wild Pacific Trail and highlight risk with sign posts.
- Upgrade the pathway and stair to the lighthouse.
- Install a viewing platform with interpretive signs and guard rails.

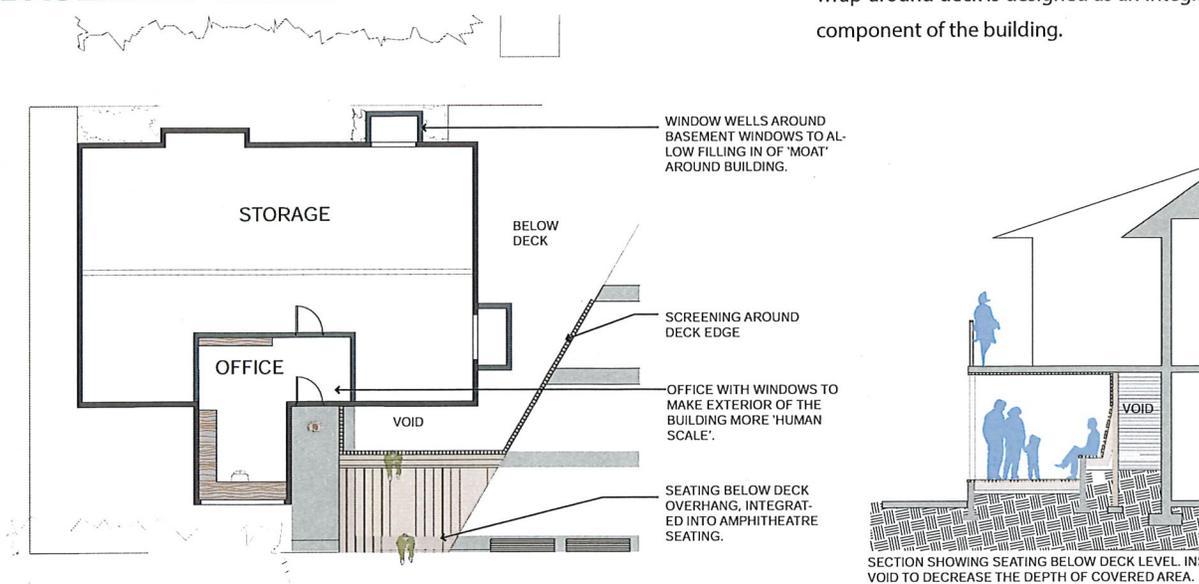
# Revised Lighthouse Residence

## NEW ENTRY AND WRAPAROUND DECK



The revised building layout incorporates some new ideas gleaned from the open houses. Washrooms are revised such that they can be accessed from the exterior of the building. The view bar is extended, and the wrap-around deck is designed as an integral component of the building.

## BASEMENT LEVEL





200 -524 Culduthel Road  
Victoria, BC, V8Z 1G1  
p 250.412-2891

## Amphitrite Point Draft Project Fundraising Budget

*Based on Concept Landscape Plans submitted to District of Ucluelet  
December 2018.*

### 1. Site Assessment and Mitigation

**Cost**

Hazardous Materials Inspection	\$	7,000.00
Hazardous Materials Remediation	\$	80,000.00
<b>Subtotal</b>	<b>\$</b>	<b>87,000.00</b>

### 2. Consultant Fees

**Cost**

Landscape Architectural (Lead)	\$	42,000.00
Architectural	\$	20,000.00
Other Subconsultants	\$	8,000.00
<b>Subtotal</b>	<b>\$</b>	<b>70,000.00</b>

### 3. Site Prep & Demolition

Demolition/Removal of Septic Tank	\$	3,000.00
Clear & Grub	\$	5,000.00
Grading & Excavation	\$	10,000.00
<b>Subtotal</b>	<b>\$</b>	<b>18,000.00</b>

### 4. Building Renovation

Demolition and Removal	\$	16,000.00
Structural Upgrades	\$	200,000.00
Canopy and New Entry	\$	60,000.00
Plumbing & Electrical Upgrades	\$	25,000.00
Insulation/vapour barrier	\$	25,000.00
Additional windows/doors	\$	60,000.00
Furnishings, signage and AV	\$	95,000.00
Drywall, flooring	\$	60,000.00
Washrooms	\$	30,000.00
Septic System	\$	30,000.00
<b>Subtotal</b>	<b>\$</b>	<b>601,000.00</b>

### 5. Landscape

Plants, Soil & Grass	\$	30,000.00
Hardscape, Deck & Retaining Walls	\$	77,000.00
Site Furnishings	\$	170,000.00
Phase 2 - Lighthouse	\$	66,000.00
<b>Subtotal</b>	<b>\$</b>	<b>343,000.00</b>

### 6. Final

Clean Up	\$	5,000.00
Programming & Open House	\$	10,000.00
<b>Subtotal</b>	<b>\$</b>	<b>15,000.00</b>

**Project Sub-Total** \$ **1,134,000.00**

<b>Contingency (20%)</b>	<b>\$ 226,800.00</b>	
<b>Total Estimate:</b>	<b>\$ 1,360,800.00</b>	<b>plus GST</b>

date: January 16, 2019  
 prepared by Scott Murdoch, RLA

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**Costing Assumptions:**

1	Estimates are based on very conceptual drawings produced for the Amphitrite Point feasibility study. These estimates should be treated as Class D Estimates at best.
2	All estimates are Not For Construction but provide an opinion of probable costs based on relevant industry experience. Cost estimates should be refined in conjunction with design development and should ONLY be used for establishing budgets.
3	Site Prep & Demolition costs assume that cut and fill volumes are balanced on site and that no bedrock removal is required.





## STAFF REPORT TO COUNCIL

Council Meeting: JANUARY 22, 2019  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** MARLENE LAGO, MANAGER OF CORPORATE SERVICES

**FILE NO:** 0550-20

**SUBJECT:** RESOLUTION TRACKING – JANUARY 2018

**REPORT NO:** 18-04

**ATTACHMENT(S):** APPENDIX A – RESOLUTION TRACKING (JANUARY 2019)

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

1. **THAT** Council direct staff to schedule a meeting with Minister Adrian Dix and MLA Scott Fraser to discuss the proposed health centre.

### **PURPOSE:**

The purpose of this report is to provide Council, for information only, with a status update on resolutions adopted at past Council meetings.

### **BACKGROUND:**

The resolution follow-up status categories are:

- Assigned – action has not yet commenced;
- In Progress – action has been taken by staff; and
- Complete – action has been completed.

Items will be removed from the list after actions are shown once as being completed.

### **DIRECTION TO STAFF:**

Staff is looking for direction from the new Council on whether they wish to extend an invitation to meet with Minister Adrian Dix and MLA Scott Fraser to discuss the proposed health centre.

At the September 25, 2018 Regular Council Meeting, the following resolution was carried:

*“THAT Council invite Minister Adrian Dix and MLA Scott Fraser to visit and be made fully aware of the health centre being proposed for Ucluelet and the advantages being west coast community.”*

### **OPTIONS REVIEW:**

1. **THAT** Council direct staff to schedule a meeting with Minister Adrian Dix and MLA Scott Fraser to discuss the proposed health centre. **(Recommended)**

2. **THAT** Council postpone meeting with Minister Adrian Dix and MLA Scott Fraser at this time.
3. **THAT** Council provide alternative direction to staff.

**Respectfully submitted:** Marlene Lagoa, Manager of Corporate Services  
Mark Boysen, Chief Administrative Officer

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Department Responsible	Follow-Up Status
Regular Council - 14 Nov 2017	11.3	Peninsula Road Crosswalks John Towgood, Planner 1	THAT Council approve recommendation 1 of report item, "Peninsula Road Crosswalks" which states: THAT Council endorse, and communicate to the businesses in the vicinity, two new Ministry of Transportation and Infrastructure constructed crosswalks on Peninsula Road as per the locations and details within the body of this report.	<del>Communicate to the businesses in the vicinity once more details are available.</del> <b>Advance notice was not provided by MoTI. But they did show up.</b>	Community Planning	Complete
Regular Council - 26 Jun 2018	12.7	Development Permit Amendment For DP17-06 (1672 Cedar Road) John Towgood, Planner 1	THAT Council approve recommendation 1 of report item, "Development Permit Amendment for DP17-06 (1672 Cedar Road)" which states: THAT Council approve the amendment of Development Permit DP17-06 to allow the changes to the building form as described in the staff report dated June 26, 2018.	Amend DP17-06.	Community Planning	Complete
Regular Council - 25 Sep 2018	8.1.	Space for Primary Care Services Reply Ministry of Health	THAT Council invite Minister Adrian Dix and MLA Scott Fraser to visit and be made fully aware of the health centre being proposed for Ucluelet and the advantages being west coast community.	Draft Letter for Mayor.	Corporate Services	In Progress - <b>Seeking direction from New Council</b>
Regular Council - 25 Sep 2018	11.3.	Lease with Ucluelet & Area Historical Society Abigail Fortune, Director of Parks & Recreation	THAT Council approve recommendation 1 of report item, "Lease With Ucluelet & Area Historical Society", which states: THAT Council enter into a lease agreement with the Ucluelet and Area Historical Society that is similar to their original Provincial Lease #111228 – Block A District Lot 1507, Clayoquot Land District for approximately 2.4 hectares.	Prepare lease agreement for signature.	Parks & Recreation	In Progress - Reviewing legal opinion

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Department Responsible	Follow-Up Status
Regular Council - 25 Sep 2018	11.4.	CAO Performance Review Policy Mark Boysen, Chief Administrative Officer	THAT Council approve recommendation 1 of report item, "CAO Performance Review Policy" which states: THAT Council adopt the proposed CAO Performance Review Policy.	Print policy for signature.	Corporate Services	In Progress
Regular Council - 25 Sep 2018	11.5.	Ucluelet Economic Development Strategy Progress Report Mark Boysen, Chief Administrative Officer	THAT Council approve the use of allocated Economic Development funds to support the following projects: b. Affordable Housing Needs Assessment (\$20,000).	Issue RFP for housing needs assessment.	Community Planning	In Progress
Regular Council - 25 Sep 2018	11.5.	Ucluelet Economic Development Strategy Progress Report Mark Boysen, Chief Administrative Officer	THAT Council approve the use of allocated Economic Development funds to support the following projects: a. Ucluelet Economic Development Web Tools Project (\$10,000).	Work with Chamber on Web Tools development project.	Corporate Services	In Progress
Regular Council - 25 Sep 2018	12.2.	BYLAW - District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1234, 2018	THAT District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1234, 2018 be adopted.	Process, sign, scan, file.	Corporate Services	In Progress
Regular Council - 09 Oct 2018	5.1	August 21, 2018 Special Minutes	THAT Council approve the August 21, 2018 Special Minutes as amended.	Correct Minutes. Print, Sign, Scan, File, Website.	Corporate Services	Complete
Regular Council - 09 Oct 2018	5.2	September 18, 2018 Special Minutes	THAT Council approve the September 18, 2018 Special Minutes as presented.	Print, Sign, Scan, File, Website	Corporate Services	Complete
Regular Council - 09 Oct 2018	5.3	September 25, 2018 Regular Minutes	THAT Council approve the September 25, 2018 Regular Minutes as presented.	Print, Sign, Scan, File, Website	Corporate Services	Complete
Regular Council - 09 Oct 2018	9.2	Oceans Protection Plan - Hazardous & Noxious Substances Oceans Protection Plan BC	THAT Council refer correspondence item, "Oceans Protection Plan - Hazardous & Noxious Substances" to staff for action.	For action/input by December 21.	Corporate Services	Complete

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Department Responsible	Follow-Up Status
Regular Council - 09 Oct 2018	12.5	Development Permit; 239 Boardwalk Boulevard John Towgood, Planner 1	THAT Council approve recommendation 1 of report item, "Development Permit; 239 Boardwalk Boulevard" which states: THAT Council approve Development Permit DP18-09 for the construction of 21 Resort Condo units with an accessory basement storage unit on the property at 239 Boardwalk Boulevard: Lot 8 and Lot 9, Section 21, Clayoquot District Plan, VIP66186.	Issue DP 18-09	Community Planning	Complete
Inaugural Council - 06 Nov 2018	6.1.	2019 Council Appointments	THAT Council appoint to the 2019 Vancouver Island Regional Library Board Councillor Marilyn McEwen as representative and Councillor Jennifer Hoar as alternate.	Send certified resolution to VIRL	Corporate Services	Complete
Inaugural Council - 06 Nov 2018	6.1.	2019 Council Appointments	THAT Council appoint to the Alberni-Clayoquot Regional District Board Mayor Mayco Noël as representative and Councillor Marilyn McEwen as alternate.	Send certified resolution to ACRD.	Corporate Services	Complete
Regular Council - 13 Nov 2018	5.1.	October 9, 2018 Regular Minutes	THAT Council approve the October 9, 2018 minutes as presented.	Print, sign, scan, file, post to website.	Corporate Services	In Progress
Regular Council - 13 Nov 2018	9.4.	Letter from Minister Farnworth Re: UBCM Ministry of Public Safety and Solicitor General	THAT COUNCIL direct staff to arrange an evening meeting between Council and Sergeant Steve Mancini to get an update on RCMP activities.	Set a meeting date.	Corporate Services	Complete
Regular Council - 13 Nov 2018	9.10.	Nominations for Electoral Area Representative, LGLA Sessions in February The Association of Vancouver Island and Coastal Communities	THAT as many Councillors that are able, attend the LGLA Sessions in February in Parksville.	Register Council and book accommodations.	Corporate Services	Complete

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Department Responsible	Follow-Up Status
Regular Council - 13 Nov 2018	9.11.	Child Care Planning Project Request for Support Alberni-Clayoquot Regional District	THAT Council support the Alberni-Clayoquot Regional District's application to the provincial Community Child Care Planning Program for funding to undertake child care planning activities and develop a 'community child care space creation action plan' for the region's communities .	Prepare and send Certified Resolution.	Corporate Services	Complete
Regular Council - 13 Nov 2018	9.13.	Congratulations and Offer to Provide Industry Briefing to Council BC Council of Forest Industries	THAT Council invite the BC Council of Forest Industries to make a presentation to council.	Invite to make a presentation.	Corporate Services	Complete
Regular Council - 13 Nov 2018	10.1.	West Coast Seniors Hub 2018 Fall Forum - Event Summary & Recommendations Westcoast Community Resources Society	THAT Council direct staff to send a thank you letter to Ursula Banke for her work on the West Coast Seniors Hub – Fall Forum.	Draft letter for Mayor.	Corporate Services	Complete
Regular Council - 13 Nov 2018	12.1.	Quarterly Projects Update - 3rd Quarter 2018 Mark Boysen, Chief Administrative Officer	THAT Council direct staff to include the funding source for each budget item in the quarterly reports beginning in 2019.	Update 2019 quarterly reports to include funding sources.	Corporate Services	Assigned
Regular Council - 13 Nov 2018	12.4.	Clean Water and Waste Fund (Green Infrastructure Environmental Quality Program) Mark Boysen, Chief Administrative Officer	THAT Council approve recommendation 2 or report item, "Kennedy Lake Clean Water and Waste Fund Application", which states: 2. THAT Council request staff bring forward a report to consider a loan authorization for 2019 that would provide future funding for a Kennedy Lake Water Treatment System.	Prepare loan authorization report.	Corporate Services	Complete
Regular Council - 13 Nov 2018	13.1.	Application to Amend Zoning Bylaw No. 1160, 2013 (1672 Cedar Road) John Towgood, Planner 1	THAT Council approve recommendation 1 of legislation item, "Application to Amend Zoning Bylaw No. 1160, 2013 (1672 Cedar Road), which states: THAT District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1239, 2018 be given first and second reading and advanced to a public hearing.	Schedule Public Hearing. Bring back bylaw for 3rd reading and adoption.	Community Planning	Complete

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Department Responsible	Follow-Up Status
Regular Council - 27 Nov 2018	5.1.	November 13, 2018 Regular Minutes	THAT Council approve the November 13, 2018 Regular Minutes as amended.	Amend Minutes, Print, Sign, Scan, File, Post to Website.	Corporate Services	Complete
Regular Council - 27 Nov 2018	9.4.	Congratulations Letter Paul Hasselback, Medical Health Officer	THAT Council invite Dr. Hasselback to a Council meeting at his convenience to make a presentation.	Invite Dr. Hasselback to a Council meeting to make a presentation.	Corporate Services	Complete
Regular Council - 27 Nov 2018	9.7.	Disc Golf Request Myles Morrison	THAT Council refer the letter from Myles Morrison regarding the disc golf request to the Recreation Commission.	Refer letter to Recreation Commission.	Parks & Recreation	Assigned
Regular Council - 27 Nov 2018	12.3.	Appointment of Financial Officer and Tax Collector Marlene Lagoa, Deputy Municipal Clerk	THAT Council approve recommendation 1 of report item, "Appointment of Financial Officer and Tax Collector" which states: THAT Council appoint Donna Monteith as the Financial Officer and Collector (of taxes) as prescribed in the Community Charter , effective November 27, 2018.	Oath of Office - administer and file.	Corporate Services	Complete
Regular Council - 27 Nov 2018	12.4.	Grants in Aid Policy Report Donna Monteith, Director of Finance	THAT Council approve recommendation 1 of report item, "Grants in Aid Policy Report" which states: THAT Council adopt the proposed Grants in Aid Policy.	Distribute new policy to community groups and post to the website.	Corporate Services	Complete
Regular Council - 27 Nov 2018	12.5.	Online Accommodation Platform (OAP) Revenues Mark Boysen, Chief Administrative Officer	THAT Council approve recommendation 1 of report item, "Online Accommodation Platform (OAP) Revenues" which states: THAT Council direct staff to request Provincial permission for newly collected OAP MRDT revenues to be directed to the District of Ucluelet's Affordable Housing Reserve Fund.	Request provincial approval for affordable housing funds.	Corporate Services	Complete

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Department Responsible	Follow-Up Status
Regular Council - 27 Nov 2018	12.6.	Development Permit; 257 Boardwalk Boulevard John Towgood, Planner 1	THAT Council approve recommendation 1 of report item, "Development Permit; 257 Boardwalk Boulevard' which states: THAT Council approve Development Permit DP18-11 for the construction of a 1-unit Resort Condo with an accessory basement storage unit on the property at 257 Boardwalk Boulevard: Strata lot A, Section 21, Clayoquot District Strata Plan VIS6124.	Issue DP18-11	Community Planning	In Progress
Regular Council - 27 Nov 2018	12.7.	Development Permit; 255 Boardwalk Boulevard John Towgood, Planner 1	THAT Council approve recommendation 1 of report item, "Development Permit; 255 Boardwalk Boulevard' which states: THAT Council approve Development Permit DP18-12 for the construction of a 1-unit Resort Condo with an accessory basement storage unit on the property at 255 Boardwalk Boulevard: Strata lot B, Section 21, Clayoquot District Strata Plan VIS6124.	Issue DP18-12	Community Planning	In Progress
Regular Council - 27 Nov 2018	13.1.	Council Remuneration Bylaw Marlene Lagoa, Deputy Municipal Clerk	THAT Council approve recommendation 1 of legislation item, "Council Remuneration Bylaw" which states: THAT Council direct staff to develop a policy that clarifies Council authorization for remuneration under the Council Remuneration, Benefits and Expenses Reimbursement Bylaw No. 1226, 2017 .	Draft council remuneration policy.	Corporate Services	Assigned

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Department Responsible	Follow-Up Status
Regular Council - 27 Nov 2018	13.2.	Single-Use Shopping Bag Bylaw Marlene Lagoa, Deputy Municipal Clerk	THAT Council approve recommendation 1 and 2 of legislation item, "Single-Use Shopping Bag Bylaw" which states: THAT Council direct staff to coordinate with the District of Tofino, Surfrider Pacific Rim Chapter, and the Ucluelet Aquarium, in development a proposed bylaw to restrict the distribution of single-use plastic shopping bags and plastic straws. THAT Council direct staff to bring back a bylaw that restricts the distribution of single-use plastic shopping bags and plastic straws within the District of Ucluelet for Council's consideration.	Draft Bylaw for Council.	Corporate Services	Assigned
Regular Council - 27 Nov 2018	13.3.	Adoption of Zoning Amendment Bylaw No. 1225, 2018, and Approval of DVP18-02 and DP18-03 for the Development of a Mixed Commercial/Multi-Family Building at 590 Marine Drive (The Wave) John Towgood, Planner 1	THAT Council approve recommendation A, B and C of legislation item, "Adoption of Zoning Amendment Bylaw No. 1225, 2018, and Approval of DVP18-02 and DP18-03 for the Development of a Mixed Commercial/Multi-Family Building at 590 Marine Drive (The Wave)" which states: THAT Council, with regard to a development of a mixed commercial / multi-family residential building containing 7 townhomes on Lot B, District Lot 281, Clayoquot District, Plan VIP82211: A. adopt Zoning Amendment Bylaw No. 1225, 2018; B. approve the issuance of Development Variance Permit DVP18-02; and, C. approve the issuance of Development Permit DP18-03.	Issue DVP18-02 and DP 18-03	Community Planning	In Progress

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Department Responsible	Follow-Up Status
Regular Council - 27 Nov 2018	13.3.	Adoption of Zoning Amendment Bylaw No. 1225, 2018, and Approval of DVP18-02 and DP18-03 for the Development of a Mixed Commercial/Multi-Family Building at 590 Marine Drive (The Wave) John Towgood, Planner 1	THAT Council approve recommendation A, B and C of legislation item, "Adoption of Zoning Amendment Bylaw No. 1225, 2018, and Approval of DVP18-02 and DP18-03 for the Development of a Mixed Commercial/Multi-Family Building at 590 Marine Drive (The Wave)" which states: THAT Council, with regard to a development of a mixed commercial / multi-family residential building containing 7 townhomes on Lot B, District Lot 281, Clayoquot District, Plan VIP82211: A. adopt Zoning Amendment Bylaw No. 1225, 2018; B. approve the issuance of Development Variance Permit DVP18-02; and, C. approve the issuance of Development Permit DP18-03.	Bylaw No. 1225 - print, sign, scan, file.	Corporate Services	In Progress
Regular Council - 27 Nov 2018	13.4.	Kennedy Lake Water Supply Loan Authorization Mark Boysen, Chief Administrative Officer	THAT Council approve recommendation 1 of legislation item, "Kennedy Lake Water Supply Loan Authorization" which states: THAT the Council give first, second and third readings to Kennedy Lake Water Supply Loan Authorization Bylaw No. 1240, 2018.	Bring bylaw back for adoption.	Corporate Services	Complete
Regular Council - 27 Nov 2018	14.1.	Westcoast Community Resources Society	THAT Council provide a letter of support for the Westcoast Community Resources Society's application to the Community Gaming Grant for funding the Community Outreach program.	Draft letter for Mayor's signature.	Corporate Services	Complete
Regular Council - 27 Nov 2018	14.2.	Small Craft Harbour Recognition Program	THAT Council nominate Harbour Manager Kevin Cortes for the Small Craft Harbours Pacific Region's Individual Distinction Award.	Submit nomination on behalf of Council.	Corporate Services	Complete

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Department Responsible	Follow-Up Status
Regular Council - 27 Nov 2018	14.3.	Committee Appointments	THAT Mayor Noël be appointed to the Groundfish Development Authority and Coastal Community Network.	Send Certified Resolution to committee.	Corporate Services	Complete
Regular Council - 11 Dec 2018	5.1.	November 6, 2018 Inaugural Minutes	THAT Council approve the November 6, 2018 Inaugural Minutes as presented.	Print, sign, scan, file, website.	Corporate Services	Complete
Regular Council - 11 Dec 2018	5.2.	November 27, 2018 Regular Minutes	THAT Council approve the November 27, 2018 Regular Minutes as amended.	Print, sign, scan, file, website.	Corporate Services	Complete
Regular Council - 11 Dec 2018	5.2.	November 27, 2018 Regular Minutes		Print, sign, scan, file, website.	Corporate Services	Complete
Regular Council - 11 Dec 2018	12.2.	2019 Council Meeting Schedule Marlene Lagoa, Deputy Municipal Clerk	THAT Council approve recommendation 1, 2 and 3 of report item, "2019 Council Meeting Schedule" which states, THAT Council adopt the proposed 2019 council meeting schedule as presented. THAT Council direct staff to give notice of the 2019 meeting schedule in accordance with the Community Charter. THAT Council direct staff to update the District of Ucluelet Council Procedures Bylaw No. 1166, 2014 to reflect the new meeting schedule.	Update Council Procedures Bylaw.	Corporate Services	Assigned

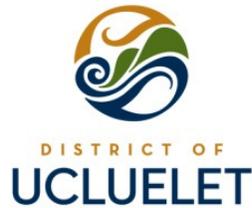
Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Department Responsible	Follow-Up Status
Regular Council - 11 Dec 2018	12.2.	2019 Council Meeting Schedule Marlene Lagoa, Deputy Municipal Clerk	THAT Council approve recommendation 1, 2 and 3 of report item, "2019 Council Meeting Schedule" which states, THAT Council adopt the proposed 2019 council meeting schedule as presented. THAT Council direct staff to give notice of the 2019 meeting schedule in accordance with the Community Charter. THAT Council direct staff to update the District of Ucluelet Council Procedures Bylaw No. 1166, 2014 to reflect the new meeting schedule.	Give notice of the 2019 meeting schedule.	Corporate Services	Complete
Regular Council - 11 Dec 2018	12.3.	Five Year Financial Plan Meeting Schedule (2019-2023) Donna Monteith, Director of Finance	THAT Council approve recommendation 1 of report item, "Five Year Financial Plan Meeting Schedule (2019-2023)" which states: THAT Council approve the Five-Year Financial Plan Meeting Schedule for the years 2019 to 2023 as presented.	Post the 2019 Budget meeting schedule.	Corporate Services	Complete
Regular Council - 11 Dec 2018	12.4.	Development Permit & Development Variance Permit; 1714 Peninsula Road John Towgood, Planner 1	THAT Council approve option number 3 of report item, "Development Permit & Development Variance Permit; 1714 Peninsula Road" which states: 3. THAT Council approve Development Variance Permit DVP18-05 and Development Permit DP18-13 for the renovation and addition to a one-storey accessory building to create a two-storey, four-unit motel building located at 1714 Peninsula Road.	Issue DVP18-05 and DP 18-13.	Community Planning	In Progress

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Department Responsible	Follow-Up Status
Regular Council - 11 Dec 2018	12.5.	Zoning Bylaw Amendment Application (506) Marine Drive John Towgood, Planner 1	THAT Council approve recommendations 1 and 2 of report item, "Zoning Bylaw Amendment Application (506 Marine Drive) which states: THAT Council direct staff to prepare a Zoning Amendment Bylaw to remove the standalone Vacation Rental of an entire single-family dwelling from the permitted uses under the Vacation Rental (VR-2) regulations; and, THAT Council direct staff to prepare a site-specific Zoning Amendment Bylaw to permit the short-term rental of the main house on the property at 506 Marine Drive under the amended Vacation Rental (VR-2) regulations.	Draft a site-specific Zoning Amendment Bylaw for 506 Marine Dr.	Community Planning	In Progress
Regular Council - 11 Dec 2018	12.5.	Zoning Bylaw Amendment Application (506) Marine Drive John Towgood, Planner 1	THAT Council approve recommendations 1 and 2 of report item, "Zoning Bylaw Amendment Application (506 Marine Drive) which states: THAT Council direct staff to prepare a Zoning Amendment Bylaw to remove the standalone Vacation Rental of an entire single-family dwelling from the permitted uses under the Vacation Rental (VR-2) regulations; and, THAT Council direct staff to prepare a site-specific Zoning Amendment Bylaw to permit the short-term rental of the main house on the property at 506 Marine Drive under the amended Vacation Rental (VR-2) regulations.	Draft a Zoning Amendment Bylaw to update uses in VR-2.	Community Planning	In Progress

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Department Responsible	Follow-Up Status
Regular Council - 11 Dec 2018	13.1.	Third Reading of Zoning Amendment Bylaw No. 1239, 2018 (1672 Cedar Road) Bruce Greig, Manager of Community Planning	THAT Council approve recommendation 1 of legislation item, "Third Reading of Zoning Amendment Bylaw No. 1239, 2018 (1672 Cedar Road), which states: THAT District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1239, 2018, be given third reading.	Bring Bylaw No. 1239 to Council for adoption.	Corporate Services	Complete - Adopted Jan. 8, 2019
Regular Council - 11 Dec 2018	14.1.	Council Meeting Webcasting	THAT staff bring back a report to Council on options for webcasting our Council meetings at the January 22, 2019 meeting.	Provide report on options for webcasting for Jan 22 Agenda.	Corporate Services	In Progress
Regular Council - 11 Dec 2018	14.2.	Council Committee Liaisons		Prepare report with Mayor Noel for Jan 22 Agenda.	Corporate Services	In Progress
Regular Council - 08 Jan 2019	5.1.	December 11, 2018 Regular Minutes	THAT Council approve the December 11, 2018 Regular Minutes as presented.	Print, sign, scan, post, file, website.	Corporate Services	In Progress
Regular Council - 08 Jan 2019	5.2.	December 11, 2018 Public Hearing Minutes	THAT Council approve the December 11, 2018 Public Hearing Minutes as amended.	Amend, print, scan, post, file, website.	Corporate Services	In Progress
Regular Council - 08 Jan 2019	9.4.	Multi-Stakeholder Meeting Invitation - Five Nations (Multi-species) Fishery Management Plan Fisheries and Oceans Canada	THAT Mayor Noel attend the Multi-stakeholder meeting on January 21, 2019 from 9:30 - 3:30 PM, at the Tigh-na-mara Resort in Parksville, or participate via Webex.	RSVP for Mayor Noel.	Corporate Services	Complete
Regular Council - 08 Jan 2019	9.5.	Pacific Rim Surf-Related Injury Prevention Workshop Invitation Lifesaving Society		Contact organizer to confirm attendance.	Corporate Services	Complete
Regular Council - 08 Jan 2019	9.8.	Letter of Support Request Huu-ay-aht First Nation	THAT Council direct Staff to write a letter of support for their project to receive funding to make improvements to the road linking the City of Port Alberni to the community of Bamfield.	Write the letter.	Corporate Services	Complete

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Department Responsible	Follow-Up Status
Regular Council - 08 Jan 2019	9.11.	Congratulations to Mayor and Council Telus	THAT Council direct Staff to write a follow up letter regarding WIFI and the installation of emergency phones on Highway 4, and to invite a Telus representative to appear as a delegation at their convenience.	Write a follow-up letter and invite to appear as a delegation.	Corporate Services	Assigned
Regular Council - 08 Jan 2019	9.12.	Congratulations to Mayor and Council United Way Central & Northern Vancouver Island	THAT Council direct Staff to invite a United Way - Central & Northern Vancouver Island representative to appear as a delegation at their convenience.	Invite United Way Staff.	Corporate Services	Complete
Regular Council - 08 Jan 2019	13.1.	Adoption of Zoning Amendment Bylaw No. 1239, 2018 (1672 Cedar Road) Bruce Greig, Manager of Community Planning	THAT Council approve recommendation 1 or legislation item, "Adoption of Zoning Amendment Bylaw, No. 1239, 2018 (1672 Cedar Road), which states: THAT District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1239, 2018, be adopted.	Print, scan, post, file.	Corporate Services	In Progress





## MAYORAL REPORT TO COUNCIL

Council Meeting: January 22, 2019  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** MAYOR MAYCO NOËL

**FILE NO:** 0530-10

**SUBJECT:** 2019 COUNCIL APPOINTMENTS UPDATE

**REPORT NO:** 19-05

**ATTACHMENT(S):** 2019 COUNCIL APPOINTMENTS V. 2

### **RECOMMENDATIONS:**

1. **THAT** Council discontinue the appointment of a council liaison to the following community groups effective January 22, 2019:
  - Aquarium Board
  - Central West Coast Forest Society
  - Coastal Family Resource Coalition
  - Education Liaison to Parent Advisory Councils
  - Food Bank on the Edge
  - Pacific Rim Arts Society
  - Pacific Rim Whale Festival Society
  - Sea View Seniors Housing Society
  - Tourism Ucluelet
  - Ucluelet & Area Child Care Society
  - Ucluelet & Area Historical Society
  - Ucluelet Chamber of Commerce
  - Ucluelet Emergency Network
  - Ucluelet Volunteer Fire Brigade
  - West Coast Multiplex Society
  - Westcoast Community Resources Society
  - Wild Pacific Trail Society
2. **THAT** Council direct staff to setup an email list that includes Ucluelet community groups and Council.
3. **THAT** Council schedule to meet with Ucluelet community groups on April 26, 2019 and November 1, 2019.

### **PURPOSE:**

The purpose of this report is to discontinue the historical practice of appointing Council members to a liaison role on Ucluelet community groups.

**BACKGROUND:**

The list of 2019 Council Appointments was presented at the November 6, 2018 Inaugural Council Meeting. The historical practice has been to appoint Council members on an annual basis to various internal and external committees. Council members are then expected to report out on the highlights of the meetings they attend at the next regular council meeting.

**DISCUSSION:**

The new Council wishes to update the committee liaison structure to:

- minimize the number of meetings council members are required to attend;
- align with the council liaison practices of other municipalities;
- reduce the cost of having council members attend additional meetings; and
- improve communication between Ucluelet community groups and District Council and staff.

A special Committee of the Whole meeting was held on November 29, 2018 for the new Council to meet with representatives of Ucluelet community groups. At that meeting Council heard about each group's relationship with the District as well as ideas for improved communications moving forward. Council heard from representatives that a council liaison was not required and that there was a strong interest in the District hosting working meetings that bring all community groups together in a less formal setting. The multiple options available to community groups to communicate with Council was also discussed.

These communication options include:

- addressing correspondence to Mayor and Council;
- presenting as a delegation at a regular council meeting;
- requesting letters of support from Council for grant applications; and
- applying for grant in aid for a specific project.

The recommendation is to discontinue the appointment of a council liaison to Ucluelet community groups. To improve communication moving forward, a centralized email list will be established that allows community groups to provide updates with each other and Council. Please note, formal requests to the District will still need to follow the formal communication options outlined above.

**TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:**

The recommendation moving forward is for Council to meet more informally with community groups. Meetings are to be scheduled twice a year to learn about recent activities and to hear any concerns. Meeting dates for this year are Friday, April 26, 2019 and Friday, November 1, 2019.

Council members are still encouraged to continue participating in community groups they are interested in as an individual community member; however, they may not represent the District or speak on behalf of Council. Council members are advised to direct community groups to use one of the multiple communication options available if they have questions or requests for the District.

**FINANCIAL IMPACTS:**

The recommendation to discontinue appointments to community groups will save the District an average of \$80 per meeting. The total estimated savings is \$8,000 annually.

Compensation of \$80 for meetings up to four hours, and \$160 for meetings over four hours, is set in the *Council Remuneration, Expense Reimbursement and Benefits Bylaw No. 1226, 2017*. This fee applies to meetings that are over and above regular and special meetings of Council.

**POLICY OR LEGISLATIVE IMPACTS:**

The discontinuation of appointments to community groups does not require any changes to the *Council Remuneration, Expense Reimbursement and Benefits Bylaw No. 1226, 2017*.

District staff will need to develop some terms of reference outlining proper use of the centralized email list before implementation.

**OPTIONS REVIEW:**

1. **THAT** Council discontinue the appointment of a council liaison to the following community groups effective January 22, 2019:

- Aquarium Board
- Central West Coast Forest Society
- Coastal Family Resource Coalition
- Education Liaison to Parent Advisory Councils
- Food Bank on the Edge
- Pacific Rim Arts Society
- Pacific Rim Whale Festival Society
- Sea View Seniors Housing Society
- Tourism Ucluelet
- Ucluelet & Area Child Care Society
- Ucluelet & Area Historical Society
- Ucluelet Chamber of Commerce
- Ucluelet Emergency Network
- Ucluelet Volunteer Fire Brigade
- West Coast Multiplex Society
- Westcoast Community Resources Society
- Wild Pacific Trail Society

**(Recommended)**

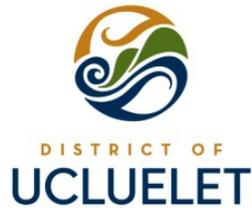
2. **THAT** Council direct staff to setup an email list that includes Ucluelet community groups and Council. **(Recommended)**
3. **THAT** Council schedule to meet with community groups on April 26, 2019 and November 1, 2019. **(Recommended)**
4. **THAT** Council provide alternative direction to staff.

**Respectfully submitted:** Mayor Mayco Noël

## APPENDIX A

**2019 COUNCIL APPOINTMENTS**

<b>Appointee</b>	<b>Deputy Mayor</b>	<b>Board, Commission &amp; Committee Appointments</b>	<b>Council Liaison Appointments</b>
<b>Councillor Rachelle Cole</b>	October – December 2019		<ul style="list-style-type: none"> <li>• Clayoquot Biosphere Trust Society (Alternate)</li> </ul>
<b>Councillor Jennifer Hoar</b>	July – September 2019	<ul style="list-style-type: none"> <li>• Vancouver Island Library Board (Alternate)</li> </ul>	
<b>Councillor Lara Kemps</b>	April – June 2019	<ul style="list-style-type: none"> <li>• Recreation Commission</li> </ul>	
<b>Councillor Marilyn McEwen</b>	November 2018 – March 2019	<ul style="list-style-type: none"> <li>• Alberni-Clayoquot Regional District Board (Alternate)</li> <li>• Harbour Advisory Commission</li> <li>• Vancouver Island Library Board</li> </ul>	
<b>Mayor Mayco Noël</b>	N/A	<ul style="list-style-type: none"> <li>• Alberni-Clayoquot Regional District Board</li> <li>• Airport Committee</li> <li>• Ucluelet Health Centre Working Group</li> <li>• West Coast Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Barkley Community Forest</li> <li>• Coastal Community Network</li> <li>• DFO Fisheries Committee for Groundfish &amp; Hake</li> <li>• Groundfish Development Authority</li> <li>• Regional Fisheries Committee</li> </ul>



## STAFF REPORT TO COUNCIL

Council Meeting: JANUARY 22, 2019  
500 Matterson Drive, Ucluelet, BC V0R 3A0

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**FROM:** MARLENE LAGOA, MANAGER OF CORPORATE SERVICES

**FILE NO:** 0340-50

**SUBJECT:** COUNCIL EXPENSE REIMBURSEMENT POLICY

**REPORT NO:** 19-06

**ATTACHMENT(S):** APPENDIX A – COUNCIL EXPENSE REIMBURSEMENT POLICY  
APPENDIX B – COUNCIL REMUNERATION BYLAW NO. 1226, 2017

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

1. **THAT** Council adopt the Council Expense Reimbursement Policy.

### **PURPOSE:**

The purpose of adopting the policy is to provide clarity on the types of meetings and events that are eligible for reimbursement under the *Council Remuneration, Expense Reimbursement and Benefits Bylaw No. 1226, 2017* (the “Bylaw”).

### **BACKGROUND:**

At the November 27, 2018 Regular Council Meeting, the following resolution was adopted:

*THAT Council direct staff to develop a policy that clarifies Council authorization for remuneration under the Council Remuneration, Benefits and Expenses Reimbursement Bylaw No. 1226, 2017.*

The bylaw provides that council members receive compensation for attending meetings, training, conventions or events when authorized by Council to represent the District. Council has asked staff to draft a policy to clarify the types of meetings or events that are eligible under the Bylaw.

A draft Council Expense Reimbursement Policy is attached as Appendix A.

### **TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:**

The new policy will reduce the time it takes for staff to process the reimbursement of council expenses.

**FINANCIAL IMPACTS:**

The purpose of the policy is to clarify eligible expenses for reimbursement under the Bylaw. There is no increase needed to the current annual budget already included in the five-year financial plan.

The purpose of the policy is also to more closely define the types of meetings or events that are not eligible, thus, potentially reducing the number of meeting expenses that are claimed for reimbursement.

**POLICY OR LEGISLATIVE IMPACTS:**

The recommendation is to adopt a new Council Expense Reimbursement Policy to further define the scope of authorized meeting and events in the *Council Remuneration, Expense Reimbursement and Benefits Bylaw No. 1226, 2017*.

**OPTIONS REVIEW:**

1. **THAT** Council adopt the Council Expense Reimbursement Policy. **(Recommended)**
2. **THAT** Council direct staff to amend the Council Expense Reimbursement Policy and report back to Council.
3. **THAT** Council provide alternative direction to staff.

**Respectfully submitted:** Marlene Lagoa, Manager of Corporate Services  
Mark Boysen, Chief Administrative Officer




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**POLICY NUMBER:** 5-XXXX-X
 

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**REFERENCE:**  
 Council Expense Reimbursement

**ADOPTED BY:**  
 DRAFT

**AMENDED DATE:**  
 N/A

**SUPERSEDES:**  
 New

**DEPARTMENT:**  
 Finance

**EFFECTIVE DATE:**  
 DRAFT

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**Policy Statement:**

Page 1 of 2

The purpose of this policy is to provide clarification regarding the types of meetings and events that are eligible, or ineligible, for reimbursement under the *Council Remuneration, Expense Reimbursement and Benefits Bylaw No. 1226, 2017* (the "Bylaw").

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**1. Council Authorized:**

Council members are authorized to represent the District, and be reimbursed in accordance with the Bylaw, when a resolution is adopted at a council meeting that either:

- a) Appoints the council member to a board or organization,
- b) Authorizes the council member to attend a course or convention, or
- c) Authorizes the council member to attend a meeting or event as the District representative.

**2. Eligible Meetings and Events:**

The following types of meetings and events will be entitled to compensation:

- a) All District of Ucluelet board and committee meetings, including the Harbour Authority and Ucluelet Economic Development Corporation;
- b) Joint meetings between Ucluelet Council and another board, including but not limited to:
  - Barkley Community Forest Corporation;
  - Local Governments and their committees;
  - First Nations;
  - School District; and



The Corporation of the District of Ucluelet

## MUNICIPAL POLICY MANUAL

- Boards or organizations based within the District.
- c) Workshop, planning or training sessions hosted by District staff or contracted consultants (e.g. Strategic Planning);
- d) When requested by the CAO, attending business meetings with District staff in the role of Mayor, Acting Mayor, or Council representative; and
- e) Any other meetings when a resolution is adopted at a council meeting.

### 3. Ineligible Meetings and Events:

The following meetings and events will not be entitled to compensation:

- a) Regular and special Council meetings, including budget and in-camera meetings;
- b) District and non-District public events that are advertised and open to the general public, except when the Mayor or Acting Mayor is requested to fulfill a ceremonial role.
- c) Meetings with residents, businesses, and representatives from governmental and non-governmental organizations without prior authorization from Council or CAO.
- d) Annual General Meetings, except when a council member is appointed to represent the District on the board;
- e) Educational webinars that are free of charge; and
- f) Meetings where expenses are paid by other agencies (e.g. Vancouver Island Regional Library).

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Mayor Mayco Noël  
District of Ucluelet

**District of Ucluelet****Bylaw No. 1226, 2017**

A Bylaw to provide for annual remuneration, expense reimbursement and benefit allowances for members of the Council of the District of Ucluelet

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

**Repeal**

1. "Council Remuneration, Benefits and Expenses Bylaw No. 1042, 2007" and all amendments thereto are hereby repealed.

**Remuneration**

2. The base annual remuneration for the Mayor shall be \$24,331.77 per annum effective August 1, 2017. Hereafter the base salary shall be adjusted annually on January 1 of subsequent years to reflect changes in the annual Consumer Price Index for British Columbia as published by Statistics Canada. One-third of the remuneration is for expenses incidental to the discharge of the duties of the Mayor's office.
3. The base annual remuneration for each Council member shall be \$13,907.08 per annum effective August 1, 2017. Hereafter the base salary shall be adjusted annually on January 1 of subsequent years to reflect changes in the Consumer Price Index for British Columbia as published annually by Statistics Canada. One-third of the allowance is for expenses incidental to the discharge of the duties of the Councillors' office.

**Expense Reimbursement**

4. The Mayor and Acting Mayor, while acting in the capacity of the Mayor, are hereby authorized to and shall be entitled to reimbursement of expenses incurred for the entertainment of guests of the District or to promote the interests of the District.
5. When authorized by Council to represent the District, engage in District business, or attend a meeting, course or convention outside the boundaries of the District, members of Council shall be entitled to reimbursement of expenses incurred during their absences from the District in accordance with Schedule "A" – Schedule of Expenses, which is attached to and forms part of this Bylaw.
6. When authorized by Council to represent the District on a board or organization which meets within the boundaries of the District, members of Council shall be entitled to reimbursement of expenses incurred as a result of this representation, with the exception of meals and mileage.
7. When authorized by Council to represent the District at meetings over and above regular and special meetings of Council, members of Council shall be entitled to compensation pursuant to Schedule "B" – Per Meeting and Travel Day Allowance, which is attached to and forms part of this Bylaw.

8. Members of Council who travel on District business or for attendance at seminars, conferences and other training or educational purposes will adhere to the procedures and guidelines specified in Schedule "C" – Expense Reimbursement Procedures and Guidelines, which is attached to and forms part of this Bylaw.
9. Attendance at conferences, conventions, courses, seminars and other meetings, and expenditures on gifts or other protocol-related expenditures, shall be limited to the budget provided for Council for these purposes in the Five Year Financial Plan bylaw.

**Benefits**

10. The District is hereby authorized to enter into agreements for medical, dental and life insurance benefits for Council members and their dependents.
11. Benefit premiums will be paid by the District of Ucluelet and participation in any or all of the benefit plans shall be at the Council member's option. Council members opting not to participate in benefit plans are not eligible to receive the equivalent amount of remuneration as a cash benefit.

**Citation**

12. This bylaw may be cited for all purposes as "Council Remuneration, Expense Reimbursement and Benefits Bylaw No. 1226, 2017".

**READ A FIRST TIME** this 11<sup>th</sup> day of **July**, 2017.

**READ A SECOND TIME** this 11<sup>th</sup> day of **July**, 2017.

**READ A THIRD TIME** this 11<sup>th</sup> day of **July**, 2017.

**ADOPTED** this 27<sup>th</sup> day of February, 2018.

**CERTIFIED A TRUE AND CORRECT COPY of "Council Remuneration, Benefits and Expense Reimbursement Bylaw No. 1226, 2017".**



Dianne St. Jacques  
Mayor



Mark Boysen  
CAO/Corporate Officer

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



Mark Boysen  
CAO/Corporate Officer

## Bylaw No. 1226, 2017

## Schedule "A"

## Schedule of Expenses

Travel			
	Mileage	Maximum allowance permitted by the Canada Revenue Agency for tax purposes as set annually	
	Other – air travel, etc.	100% reimbursement	Receipts required
Meals			
	Breakfast	\$12.00	
	Lunch	\$23.00	
	Dinner	\$30.00	
Accommodation		100% reimbursement	Receipts required
Transportation	Taxi, ferry, parking, etc.	100% reimbursement	Receipts required
Registration fees	Seminars, conventions, etc.	100% reimbursement	Receipts required

## Bylaw No. 1226, 2017

## Schedule "B"

## Per Meeting and Travel Day Allowance

Per Meeting Allowance: for meetings over and above regular or special meetings of Council		
<i>Note – Individual meetings in the context of a larger event such as a convention or seminar are not considered as separate meetings for expense calculations</i>		
For meetings or travel days up to 4 hours	\$80.00	
For meetings or travel days lasting 4 hours or longer	\$160.00	

**Bylaw No. 1226, 2017****Schedule "C"****Expense Reimbursement Procedures and Guidelines**

1. Travel must be arranged by the most economic means available, taking into consideration cost, convenience, the need for a vehicle at a destination, and the ability of members of Council to travel together.
2. If a member of Council chooses to use a personal vehicle for long distance travel instead of an airline, the amount which will be reimbursed will be the lesser of the economy class airfare based on booking far enough in advance of the event to qualify for discounted rates plus related ground transportation, or the distance to be travelled by the most direct route, multiplied by the current rate per kilometre.
3. Where a member of Council chooses a means of transportation other than those described above, reimbursement shall only be for an amount equivalent to that which would have otherwise been incurred.
4. If circumstances require a means of transportation other than described, thereby incurring a greater cost, the increased cost shall require the approval of the Mayor.
5. All transportation expenses except mileage shall be paid on the basis of single fares.
6. Members of Council may be reimbursed annually for the difference between the insurance premium they would normally pay for their personal vehicle without District use, and the premium for business class coverage necessitated by District use, provided that the Council member has not or would not normally insure that vehicle for business use coverage.
7. Members of Council will be reimbursed the cost of repairing damage to a personal vehicle, to a maximum of \$500.00 or the amount of the insurance deductible, whichever is the lesser, when the damage occurs while the vehicle is being used for District purposes.
8. When reserving or obtaining accommodation, members of Council making their own arrangements will request the Provincial government rate.
9. If a spouse is accompanying a member of Council, the District will pay an additional \$10.00 per night for a double room rate. Any expense greater than \$10.00 will be at the member's expense and will not be reimbursed.
10. Hotel expenses for movies, bar service or any other room service fee will not be reimbursed.
11. When a member of Council chooses to stay with friends or relatives, an allowance of \$25.00 per night may be claimed without receipts for a gift for hosting.
12. Members of Council attending a meeting, conference, convention, course or seminar will not request meal allowances for meals that are provided at the event.

13. Incidental expenses and sundry travel items are included within the incidental portion of the allowance provided by Schedule "B" – Per Meeting and Travel Day Allowance to this Bylaw; no additional reimbursement will be paid.
14. At the discretion of the Mayor, expenses for laundry, long distance calls home on the basis of a maximum of one ten-minute call per day, and other reasonable expenses will be reimbursed upon provision of receipts.
15. Members of Council must complete a travel expense form immediately upon return from travel, and forward these to the Chief Financial Officer for processing.
16. Receipts for all claimed travel expenses must be provided in accordance with Schedule "A" – Schedule of Expenses to this Bylaw.
17. When a member of Council chooses to travel on municipal business or to attend a conference, convention, course or seminar with a spouse or other family members, the District will not pay any additional expenses beyond those associated with the member of Council, with the following exceptions:
  - a) \$10.00 increase to the accommodation rate to upgrade from a single occupancy rate to a double occupancy rate.
  - b) At the annual convention of the Union of BC Municipalities only, the cost of the spouse's attendance at the Welcome Reception, UBCM Banquet, and the cost of one Partner Program per day on both Wednesday and Thursday of the convention.

All other expenses associated with the spouse/family member travelling with the member of Council will be at that member's expense.