



**REGULAR MEETING OF COUNCIL**  
**Tuesday, February 12, 2019 @ 2:30 PM**  
**George Fraser Room, Ucluelet Community Centre,**  
**500 Matterson Drive, Ucluelet**

**AGENDA**

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| 1. CALL TO ORDER   |         |
| 2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY  |         |
| 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 22, 2019 Regular Minutes<br><a href="#">2019-01-22 Regular Minutes</a>  | 5 - 15  |
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| 6. UNFINISHED BUSINESS   |         |
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| 6.2. AVICC - 2nd Call for Resolutions and Nominations<br>The Association of Vancouver Island and Coastal Communities<br><a href="#">U-2 AVICC Call for Nominations</a>                       | 23 - 36 |
| 7. MAYOR'S ANNOUNCEMENTS   |         |
| 8. PUBLIC INPUT, DELEGATIONS & PETITIONS   |         |
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| 9. CORRESPONDENCE  |         |
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|       | Marci DeWitt, Consulting Services   |         |
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| 9.2.  | Parks Canada User Fees Consultation Invitation<br>Pacific Rim National Park Reserve                         | 41 - 42 |
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| 9.4.  | Lease Agreement Request<br>Ucluelet and Area Childcare Society  | 45      |
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| 10.   | INFORMATION ITEMS   |         |
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| 10.2. | Planned Power Outage - Tofino, Ucluelet & Surround Communities<br>BC Hydro                                  | 49      |
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| 11.   | COUNCIL COMMITTEE REPORTS   |         |
| 11.1  | Councillor Rachelle Cole<br><i>Deputy Mayor October - December 2019</i>                                     |         |
| 11.2  | Councillor Marilyn McEwen<br><i>Deputy Mayor November 2018 - March 2019</i>                                 |         |
| 11.3  | Councillor Lara Kemps<br><i>Deputy Mayor April - June 2019</i>  |         |
| 11.4  | Councillor Jennifer Hoar<br><i>Deputy Mayor July - September 2019</i>                                       |         |
| 11.5  | Mayor Mayco Noël  |         |
| 12.   | REPORTS   |         |
| 12.1. | Transfer of Liquor Licence Location - Archipelago Cruises<br><i>John Towgood, Planner 1</i>                 | 51 - 63 |
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| 12.2. | EOC Training - UBCM Grant Application<br><i>Mark Boysen, Chief Administrative Officer</i>                   | 65 - 84 |
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| 12.3. | Fire Service Agreement with Yuułuꞑiꞑꞑath Government<br><i>Mark Boysen, Chief Administrative Officer</i>     | 85 - 89 |
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| 12.4. | Pacific Rim Visitors Centre Agreement with Parks Canada<br><i>Mark Boysen, Chief Administrative Officer</i> | 91 - 99 |

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- 12.5. Cheque Listing - January 2019 101 - 105  
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## 13. LEGISLATION

- 13.1. Terms of Reference for Advisory Committees of Council 133 - 139  
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[L-1 Terms of Reference Report](#)

## 14. OTHER BUSINESS

## 15. QUESTION PERIOD

## 16. CLOSED SESSION

- 16.1. Procedural Motion to Move In-Camera

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

## 17. ADJOURNMENT



**DISTRICT OF UCLUELET**  
**MINUTES OF THE REGULAR COUNCIL MEETING**  
**HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE**  
**Tuesday, January 22, 2019 at 4:30 PM**

Present:      **Chair:**            Mayor Noël  
                  **Council:**        Councillors Cole, Hoar, Kemps, and McEwen  
                  **Staff:**             Mark Boysen, Chief Administrative Officer  
                                 Marlene Lagoa, Manager of Corporate Services  
                                 Abigail Fortune, Manager of Parks and Recreation

Regrets:

**1. CALL TO ORDER**

- 1.1 Mayor Noël called the meeting to order at 4:32 PM.**
- 1.2 Mayor Noël recessed the regular meeting to reconvene the special meeting at 4:33 PM.**
- 1.3 Mayor Noël reconvened the regular meeting at 4:49 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 22, 2019 Regular Agenda**

2017-001            **It was moved by Councillor McEwen and seconded by Councillor Cole**  
                                  *THAT Council approve the January 22, 2019 Regular Agenda as presented.*  
**CARRIED.**

**5. ADOPTION OF MINUTES**

- 5.1 January 8, 2019 Regular Minutes**

Corrections to the Minutes:

- 9.9 Call for Written Submissions – Ride Hailing Services: add note to refer item to Marcie at the Alberni Clayoquot Health Network.
- 11.4 Councillor Marilyn McEwen – Pacific Rim Arts Society:

- Attended the meeting on December 13, 2018.
- They are planning for their 50th Anniversary in 2020.
- Missoula Children's Theatre is on from January 28 – February 2, 2019.
- ArtSplash to March 8 – 17, 2019.

2017-002           **It was moved by Councillor McEwen and seconded by Councillor Kemps**  
*THAT Council approve the January 8, 2019 Regular Minutes as amended.*  
CARRIED.

## 5.2    **January 23, 2018 Public Hearing Minutes**

2017-003           **It was moved by Councillor McEwen and seconded by Councillor Kemps**  
*THAT Council approve the January 23, 2018 Regular Minutes as presented.*  
CARRIED.

## 5.3    **August 7, 2018 Public Hearing Minutes**

2017-004           **It was moved by Councillor McEwen and seconded by Councillor Hoar**  
*THAT Council approve the August 7, 2018 Public Hearing Minutes as presented.*  
CARRIED.

## 6.    **UNFINISHED BUSINESS**

6.1    **There was no unfinished business.**

## 7.    **MAYOR'S ANNOUNCEMENTS**

- 7.1
  - **Next budget meeting Wednesday, January 30, 2019 at 1:00 PM**
  - **Second Mayor's luncheon next Thursday, January 31, 2019 from 12:00–1:30 PM.**
  - **Tomorrow is the Senior's Luncheon.**
  - **Tomorrow night there is a Harbour Advisory Commission meeting at 5:30 PM.**
  - **Ucluelet has been nominated in the Open for Business Award in the Small Business category for the Chamber's 2018 UBERE program.**

## 8.    **PUBLIC INPUT, DELEGATIONS & PETITIONS**

8.1    Public Input

**There were no members of the public who wished to speak.**

8.2    Delegations

**Cris Martin, Food Bank on the Edge**

## Re: Food Bank Building

- Cris Martin presented an update on the current condition of the Food Bank building and plan for a new building and grant opportunities.
- Provided Council with a copy of the feasibility study for the relocation of their building.
- Highlighted the issue of food insecurity and noted the west coast has the third highest living wage in BC.
- During the last two-year period had a 12% increase in client usage.
- Contracted a research assistant to assist with applying for grant opportunities.
- Vision for the new building is to be open and flexible and provide space for other community resources, such as storage, workshops, and community events.
- Council's comments to Cris Martin included:
  - Contacting MLA Scott Fraser about grant opportunities.
  - Option of finding a temporary location for about 36 months, and perhaps including them as part of a new build in the future.

## 9. CORRESPONDENCE

### 9.1 Ministry of Citizens' Services Reply Letter, Re: Hwy 4 Cellular Connectivity Howard Randell, Executive Director

- Council discussed the opportunity for the District to apply for new broadcast funding.
- Mayor Noël noted that the letter was sent to District of Tofino's Mayor Osborne.
- This item is to be brought back on the next regular agenda under Unfinished Business.

### 9.2 BC Vision Zero Summit Invitation Island Health

2017-005

**It was moved by Councillor McEwen and seconded by Councillor Hoar**  
*THAT Council authorize Councillor Cole to attend the BC Vision Zero Summit in Surrey on February 8, 2019.*

CARRIED.

### 9.3 BCMCLC Workshop at AVICC Elected Official Seminars Invitation BC Municipal Climate Leadership Council and Community Energy Association

2017-006

**It was moved by Councillor Cole and seconded by Councillor McEwen**  
*THAT Council authorizes Mayor and Councillors to attend the BC Municipal Climate Leadership Council Workshop on February 15, 2019.*

CARRIED.

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

- Council discussed submitting a resolution to AVICC regarding health care practitioners in rural BC communities.
- Mayor Noël noted the District should be working directly with Island Health before submitting a resolution.
- Mayor Noël is looking to bring forward to AVICC the late 2018 UBCM resolution on the 1% annual utilities tax.
- Councillors Hoar and McEwen volunteered to opt out of attending AVICC in 2019.

2017-007

**It was moved by Councillor Cole and seconded by Councillor McEwen**  
*THAT item 9.4 AVICC - 2nd Call for Resolutions and Nominations be brought back on the next regular agenda under Unfinished Business.*

CARRIED.

2017-008

**It was moved by Councillor McEwen and seconded by Councillor Cole**  
*THAT Council support submission of the District of Ucluelet's 2018 UBCM late resolution calling for the modernization of utility taxation to the 2019 AVICC Convention.*

CARRIED.

**9.5 Community Relations Annual Report and Storm Report**  
**BC Hydro**

- Mayor Noël noted that BC Hydro crews worked hard restoring service to the community following the storm.
- Mayor Noël recognized the District's work on opening an emergency operation centre and getting information out to the community.

2017-009

**It was moved by Councillor McEwen and seconded by Councillor Cole**  
*THAT Council send a letter of thanks to Ted Olynyk and all the crews at BC Hydro for all their work following the December windstorm.*

CARRIED.

**10. INFORMATION ITEMS**

**10.1 Executive Director Report - December 2018**  
**Tourism Ucluelet**

- Council expressed concern that the downtown visitor centre won't

be open until the end of May.

- CAO Mark Boysen shared that the District is in the process of updating the agreement with Parks Canada for the visitor centre at the junction.
- Mr. Boysen shared that good progress is being made on establishing washrooms by the downtown visitor centre office.
- Mayor Noël questioned the viability of the downtown office as Tourism Ucluelet sees more value for visitor services at the junction.
- Mayor Noël suggested that Councillor McEwen attend a Tourism Ucluelet meeting in the future.

#### **10.2 Public Comment Period: Amendments to Schedule 1 of the Species at Risk Act**

**Canadian Wildlife Service / Pacific Region Environment and Climate Change Canada**

#### **10.3 Upcoming Service Canada Visit to Ucluelet and Tofino Service Canada/Government of Canada**

#### **10.4 Maintenance Work to Begin Along Highway 4 in the Pacific Rim National Park Reserve Parks Canada**

### **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 Seniors Housing Society**

- Seniors Luncheon tomorrow at Forest Glen.

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

- On January 8, 2019 stopped by AGM to thank volunteers.

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

- Attended Ucluelet Emergency Network meeting on January 16, 2019. Discussed how they can get the UAC

Hall setup to be powered by the generator at the Fire Hall during a power outage.

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

**Aquarium Board**

- Attending meeting last week.
- They are trying to find solutions for storage.
- Biggest issue is how they house their summer hires.
- Mayor Noël asked on the status of the aquarium buying property for staff housing. Councillor Hoar shared that real estate prices are too high and unlikely a solution for this year.

**Wild Pacific Trail Society**

- Spring Cove Trail is close to being done.
- They are still working on the placement of the sidewalks.
- There was damage to the lighthouse loop view point which has been fixed.
- It is their 20th anniversary year.
- This is the first year they are spending more on education than trail maintenance.
- They are planning on hiring staff for trail maintenance this year.
- Planning a whale week during spring break at Amphitrite.
- Discussed issues with tour buses parking and whether to begin licencing tour groups.

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

**Recreation Commission**

- Next meeting has been delayed as the group is still waiting for terms of reference for the committees.

**Education Liaison - PACs**

- Missed the last meeting due to conflict with Ucluelet & Area Child Care Society meeting.

**Ucluelet & Area Child Care Society**

- Reviewed staff wages and licensing an after-school

program.

- Working on a letter to go to Council concerning the lease agreement.

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

**Alberni-Clayoquot Regional District Board - Alternate**

- Attended meeting on January 9, 2019 as the alternate.
- At the Committee of the Whole meeting voted on strategic priorities.
- The elections for Beaufort and Cheery Creek Directors was declared invalid by the Supreme Court. They will be holding by-elections for those areas.

**Vancouver Island Regional Library Board**

- Attended AGM on January 19, 2019.
- There are 29 new trustees representing 38 communities on Vancouver Island.
- Their new strategy is to own the libraries and not to be tenants.
- Submitting a grant application to the Canada Infrastructure Fund for the Courtenay branch.

**West Coast Multiplex Society**

- Attended as a delegation at the West Coast Committee Meeting on January 17, 2019 requesting a letter of support.

**=> Other Reports**

- Attended January 14, 2019 teleconference interview on health in rural communities with the Rural Coordination Centre of BC.

11.5 Mayor Mayco Noël

**West Coast Committee**

- Attended meeting January 17, 2019.
- West coast transit service implementation being delayed one year to 2021-2022.

- Providing a letter of support for the West Coast Multiplex.
- Update on airport services, upgrades and finding new uses and airport revenue sources.

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

- Attended meeting yesterday in Parksville on Initial 2019 Five Nations Multi-species Fishery Management Plan.
- Disappointed that there was no draft plan or information to take away.
- Concern was expressed with the low number of crab traps being offered to the five Nations.

## **12. REPORTS**

### **12.1 Amphitrite Point Project Funding Application *Abigail Fortune, Manager of Parks & Recreation***

- Abby Fortune, Manager of Parks and Recreation, presented an overview of the Investing in Canada Infrastructure funding program and on the Amphitrite Point project feasibility study.
- Tomorrow is the deadline for applications.
- District is awaiting letters of support from MLA Scott Fraser, the Chamber, and Wild Pacific Trail Society.
- Since the writing of the report the project timelines have changed. Grant decisions will be made by late summer or fall which pushes the timeline out to May 2022 which will work well with RMI funding.
- Council questions and discussion highlights included:
  - If project is not approved, staff would look for other funding sources.
  - The District's portion will be distributed over a three-year period.
  - Concerned with the maintenance and operating costs of the facility. Staff noted that RMI will not cover operating, but we can collect revenue through use of the space. Mayor Noël suggested working with Tourism Ucluelet instead of using taxpayers' money to support the tourism industry.
  - Suggested that staff get support letters from our neighbouring communities such as Ucluelet First Nation.
  - Asked when Council will see the budget plan for RMI funds. Staff are currently working on the 2019-2022 Resort Development Strategy and will present on future public realm projects at the January 30th budget meeting.

2017-010

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

*THAT Council approve recommendation 1 & 2 of report item, "Amphitrite Point Project Funding Application" which states:*

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.*

CARRIED.

## **12.2 Resolution Tracking - January 2019**

***Marlene Lagao, Manager of Corporate Services***

2017-011

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

*THAT Council approve recommendation 1 of report item, "Resolution Tracking - January 2019" which states:*

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

CARRIED.

## **12.3 2019 Council Appointments Update**

***Mayco Noël, Mayor***

- Mayor Noël presented his report asking Council to reconsider the appointments of council liaisons to community groups following what was heard at November 29, 2018 Committee of Whole meeting with community group representatives.
- Mayor Noël gave as an example the earlier delegation from the Food Bank and how important is for all of Council to hear important updates instead of these community groups assuming one Councillor is relaying their messages correctly.
- Mayor Noël also raised the pressure and discomfort that is added to Council's responsibility on regularly reporting out on committee meetings.
- Mayor Noël outlined the improvements being made to improve communications with Ucluelet Community Groups. Two meetings are schedule for 2019 and a centralized email distribution list for community groups will be established.
- Councillor Cole raised that she supported the issue initially as she thought it would mean that Councillors would not get paid to attend meetings. Her concern is that some of her community groups want to have a council liaison and will be disappointed.
- Council discussed the pros and cons of discontinuing the council liaison appointments.
- Staff noted their concern with the council committee reports include the length of meeting time it takes out of each meeting to report on decisions made at another meeting, and the risk of sharing incorrect or confidential information.

2017-012

**It was moved by Councillor Kempes and seconded by Councillor McEwen**  
*THAT Council approve recommendation 1, 2 & 3 of report item, "2019 Council Appointments Update" which states:*

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.*

CARRIED.

### 13. LEGISLATION

#### 13.1 Council Expense Reimbursement Policy

**Marlene Lagoa, Manager of Corporate Services**

2017-013

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

*THAT Council approve recommendation 1 of legislation item, "Council Expense Reimbursement Policy" which states:*

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

CARRIED.

### 14. OTHER BUSINESS

#### 14.1 Canadian Air Crane

- Mayor Noël raised his concerns with Canadian Air Crane's delay in reimbursing fire gear and equipment that was destroyed in the June 2017 fuel spill at Kennedy Lake.

- Mayor has reached out to the Barkley Community Forest, and partner Toquaht Holdings, asking them to send a letter on their dissatisfaction with how they have treated the matter.

2017-014

**It was moved by Mayor Noël and seconded by Councillor McEwen**

*THAT Council direct staff to send a joint letter with Barkley Community Forest Corporation partner Toquaht Holdings to Canadian Air Crane expressing our dissatisfaction with how they are handling the outstanding balance owed to the District of Ucluelet for the 2017 fuel tanker spill.*

CARRIED.

## 15. QUESTION PERIOD

- 15.1
- **P. Timmermans**, shared that he does like to hear a report on the fisheries. He asked if Council could incorporate issues like that in the Mayor's announcements and suggested using the **Westerly News** as a communication tool. Mayor Noël responded that updates on his activities will continue and that the District will begin webcasting council meetings.

## 16. ADJOURNMENT

- 16.1 **Mayor Noël adjourned the meeting at 7:17 PM.**

**CERTIFIED CORRECT:** Minutes of the Regular Council Meeting held on Tuesday, January 22, 2019 at 4:30 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 SPECIAL COUNCIL MEETING**  
**HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE**  
**Tuesday, January 22, 2019 at 4:00 PM**

Present:           **Chair:**           Mayor Noël  
                          **Council:**       Councillors Cole, Hoar, Kemps (arrived 4:08 PM), and McEwen  
                          **Staff:**           Mark Boysen, Chief Administrative Officer  
  Marlene Lagoa, Manager of Corporate Services  
  Bruce Greig, Manager of Community Planning  
  Abigail Fortune, Manager of Parks & Recreation  
  Warren Cannon, Manager of Public Works

Regrets:

**1. CALL TO ORDER**

**1.1 Mayor Noël called the meeting to order at 4:05 PM.**

**2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY**

Council would like to acknowledge 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 22, 2019 Special Agenda**

2017-001           **It was moved by Councillor Hoar and seconded by Councillor Cole**

*THAT Council approve the January 22, 2019 Special Agenda as presented.*

**CARRIED.**

**5. CLOSED SESSION**

**5.1 Procedural Motion to Move In-Camera**

2017-002           **It was moved by Councillor Hoar and seconded by Councillor Cole**

*THAT the January 22, 2019 Special Meeting of Council be closed to the public in order to address agenda items under Section 90(2)(b) of the Community Charter.*

**CARRIED.**

**5.2 Mayor Noël suspended the special meeting at 4:07 PM and moved in-camera at 4:08 PM.**

**5.3 Mayor Noël adjourned the in-camera meeting at 4:44 PM and resumed the open meeting.**

**6. ADJOURNMENT**

**6.1 Mayor Noël adjourned the meeting at 4:44 PM.**

**CERTIFIED CORRECT:** Minutes of the Special Council Meeting held on Tuesday, January 22, 2019 at 4:00 pm in the George Fraser Room, Ucluelet Community Centre 500 Matterson Road, Ucluelet, BC.

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Mayco Noël  
Mayor

---

Mark Boysen  
CAO



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>.

.../2

Ministry of Citizens' Services

Information Communication  
Technologies Division /  
Network BC

Mailing Address:  
PO Box 9412  
Victoria BC V8W 9V1

Telephone: 250 356-6118

-2-

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)



**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.

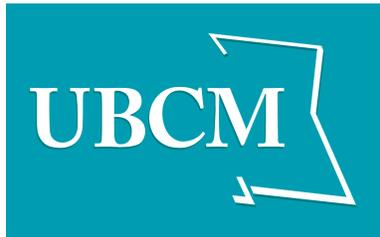
Resolutions submitted without background information **will not be considered** until the sponsor has provided adequate background information. This could result in the resolution being returned and having to be resubmitted as a late resolution.

### **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.



## 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: February 12, 2019

Organization Name: Weyerhaeuser

Name of person(s) to make presentation: Doug Cole

Topic: Update on Oceanwest Master Planning Activities

Purpose of Presentation:

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

Please describe:

Providing a general overview of the current master plan and share thoughts and updates on changes we would like to propose to the District. There are three slides we would like to show. I will forward those in advance of the meeting.

Contact person (if different from above): \_\_\_\_\_

Telephone Number and Email: \_\_\_\_\_

Will you be providing supporting documentation?  Yes  No

If yes, what are you providing?

Handout(s)

PowerPoint Presentation

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



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**From:** Info Ucluelet  
**Subject:** ACRD Application to the UBCM Childcare Planning Project

**From:** Marcie DeWitt \_\_\_\_\_  
**Sent:** January 25, 2019 1:58 PM  
**Subject:** Re: ACRD Application to the UBCM Childcare Planning Project

Thank you Marlene,

The ACRD Application to the UBCM Childcare Planning RFP was submitted January 20th 2019. After submission the UBCM contact sent correspondence regarding resolution wording from participating municipalities to comply with the funding program requirements. This requires a slight adaptation to ensure resolutions state that Councils support for the ACRD to apply for, receive and manage, grant funding on the Districts behalf. I have edited the correspondence which will be put forward to the City of Port Alberni (also requiring a slight adaption) for consideration from the Ucluelet Mayor and Council at their February 12th meeting.

**Issue:**

Council's further consideration of a resolution in support of the ACRD's application to the 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 is required.

**Background:**

At the November 13, 2018 regular meeting, Council supported a resolution as requested by the ACRD to support their application to the 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.

In order to comply with program requirements, Council's support also needs to indicate approval to apply for, receive and manage, grant funding on the Districts's behalf.

**Recommendation:**

The following resolution will satisfy the grant application requirements:

*That Council for the District of Ucluelet support the Alberni-Clayoquot Regional District's (ACRD) application to the UBCM Community Child Care Planning Program for funding to undertake child care planning activities and develop a community child care space creation action plan for ACRD region communities; and further that the ACRD, as the primary applicant, be authorized to apply for, receive and manage grant funding on the District of Ucluelet's behalf.*

Thank you for your participation in this project and additional finessing required. Please do not hesitate to contact me if any questions arise.

Regards

**Marcie DeWitt**

**Consulting Services**



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**From:** Info Ucluelet  
**Subject:** Parks Canada Fee Consultations

**From:** Bolduc, Crystal (PC)  
**Sent:** February 1, 2019 3:19 PM  
**Subject:** Parks Canada Fee Consultations

Good Afternoon,

As a valued partner and/or stakeholder, we would like to invite you to join us in a conversation about user fees, taking place at [www.parkscanada.gc.ca/consultations](http://www.parkscanada.gc.ca/consultations). This is an excellent opportunity to help guide Parks Canada's future pricing decisions, and make sure your voice is heard.

To ensure Parks Canada continues to provide exceptional visitor experiences, the Agency has launched a public consultation on fees for **optional value-added services and amenities** such as guided tours and programs, transit services, special event permits, and wedding permits for 2021 and beyond. This feedback will help inform future pricing decisions to ensure a fair fee for services that offer a high-value benefit for visitors. It is important to note that fees for admission, mooring, accommodation, and business licenses will not be considered as part of this consultation process. Any changes resulting from this public consultation would not be implemented until 2021.

We recognize that organizations such as your own have an important role to play in these discussions. That's why we hope you'll take the opportunity to share your organisation's views through our online engagement platform.

Visit [www.parkscanada.gc.ca/consultations](http://www.parkscanada.gc.ca/consultations) before February 15<sup>th</sup>, and be part of the conversation.

In addition to the consultation on optional value-added services and amenities, Parks Canada recently announced adjustments to Parks Canada fees that will come into effect January 1, 2020.

There will be a minor fee adjustment of 2.2% to Parks Canada fees, based on the Consumer Price Index and in accordance with the Government of Canada Service Fees Act. These small adjustments will allow Parks Canada to offer visitors opportunities to connect with nature and learn about our environment and history.

Due to an increase in the visitor offer in recent years, and to align with Parks Canada's national pricing model, admission fees at Pacific Rim National Park Reserve, and 23 other national parks and national historic sites will be adjusted, beginning January 1, 2020. Admission fees are based on the number of hours a visitor typically spends on-site and the level of service provided to visitors, including the availability and variety of programs, services, and facilities. These adjustments reflect the current visitor offer provided by these places. The Agency is communicating these January 1, 2020 adjustments now to ensure visitors and industry professionals can plan well in advance.

The revenue Parks Canada collects from fees is reinvested locally, helping to ensure that visitors continue to enjoy world-class experiences at some of Canada's most iconic destinations.

Thank you for your time, and if you should have any questions please do not hesitate to contact:

Dave Tovell  
Parks Canada  
Visitor Experience Manager, Pacific Rim National Park Reserve  
e-mail: [REDACTED]

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Pacific Rim National Park Reserve | Réserve de parc national Pacific Rim  
Parks Canada | Parcs Canada  
P.O. Box 280, Ucluelet, BC V0R 3A0 | C.P. 280, Ucluelet C-B V0R 3A0  
Telephone | Téléphone (250) 726-3500  
Email | [pc.pacrim.info.pc@canada.ca](mailto:pc.pacrim.info.pc@canada.ca)

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**

Thornton Creek Enhancement Society

January 31, 2019

PO Box 255

Ucluelet, BC

VOR 3A0

250-726-7566

[thornton.creek.hatchery@gmail.com](mailto:thornton.creek.hatchery@gmail.com)

Dear District of Ucluelet Mayor and Council,

The Thornton Creek Enhancement Society has been enhancing runs of Chinook, Coho and Chum salmon in Ucluelet area streams for over 35 years. We are a community based organization with a considerable volunteer component. Our work helps to maintain ecosystem integrity and contributes greatly to local First Nation, commercial and sport fisheries. We provide interpretive tours of our facility for visitors, locals and school groups and we participate in community events. This year we are assisting with the Salmon in the Classroom program at UES and USS that has students raising Chum fry from eggs for release into local streams.

We are now in our 29th year operating under a funding freeze from the Federal Government and subsequently we rely on grants to expand the scope of our work. We are seeking a letter of support from Mayor and Council for a funding application with the Pacific Salmon Foundation (PSF) that would assist us with the repair and resurfacing of our two raceways. The cost to refinish these raceways is approximately half of our annual budget so grant support is vital for this project to move ahead. The proposed repair will have at least a 50-year life span and will significantly improve rearing conditions for the Chinook and Chum fry that are reared in these raceways. Your letter of support for this proposal received by February 13, 2019 would be most valuable in assisting us with our fundraising efforts. With thanks,

Dave Hurwitz, manager

Thornton Creek Hatchery





1

C/O District of Ucluelet

PO Box 999

Ucluelet, BC

V0R 3A0

January 31, 2019

Over the past few months, the Board of Directors of the Ucluelet and Area Childcare Society has been working on a lease for the Children's Centre located at 500 Matterson Drive, Ucluelet, BC.

The society is a non-profit organization that is here to provide affordable childcare to the community. We are one of the most affordable childcare providers on Vancouver Island.

We would like to request that the Ucluelet Council continue our previous arrangement of \$1.00 per year for the next three years.

We are working towards developing a three year budget that would allow the society to make plans for the future regarding space, playground design, supplies and materials, storage concerns, increasing staff numbers and wages, and increasing our overall ability as a Centre to address the growing needs for childcare within our community.

The Centre has 65 children registered between the Group Daycare and Afterschool Programs. There is a waiting list with 23 children on it. North Island College has been increasing the number of Early Childhood Educator courses available on the West Coast and we are excited that over the next six months we will have many more Early Childhood Educators and Assistants available to start working in the Centre. This will allow us to expand our programs and to reopen the multi-age program, which is desperately needed in this community.

If you need any other further information or any financial information, please let us know. Thank you.

Sincerely,

Kathy de Vries, Daycare Manager

Brialyn Roberts, Co-Chair Ucluelet and Area Childcare Society

Dustin Riley, Co-Chair Ucluelet and Area Childcare Society

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Ucluelet Children's Centre, PO Box 536, Ucluelet, BC V0R 3A0 250-726-2339 [uclueletcare@gmail.com](mailto:uclueletcare@gmail.com)





# EMIL ANDERSON CONSTRUCTION (EAC) INC.

January 31, 2019

**Re: Hwy 4 Kennedy Hill Safety Improvements  
Traffic Interruptions Update**

Dear Highway 4 travelers,

Attached is a copy of the February 1, 2019 to February 18, 2019 closure schedule. You can find a copy of the schedule on our *EAC Hwy 4 Kennedy Hill Project Updates* Facebook page at [facebook.com/eac.bc.ca.kennedy.hill/](https://facebook.com/eac.bc.ca.kennedy.hill/)

There is also a traffic advisory hotline which will provide detailed and up-to-date information to help plan your trip. The number is: **1-855-451-7152**.

Information will also be posted on electronic message boards at either ends of the project and along the Hwy 4 corridor between the west coast and Hwy 19 as well as information posted to [DriveBC.ca](https://DriveBC.ca). For your own safety, it is imperative you respect all construction signage, and stay well clear of any equipment.

We apologize for any inconveniences as a result of this project, but hope you understand that we are working towards a safer highway for all of us.

Further project information is available on the Ministry's project website at [gov.bc.ca/highway4kennedyhill](https://gov.bc.ca/highway4kennedyhill). Should you have any questions or concerns, you can leave a message on the traffic advisory hotline at 1 855 451-7152.

Sincerely,

**EMIL ANDERSON CONSTRUCTION (EAC) INC.**

Erin Pomeroy  
EAC Project Coordinator



◆ BC Hydro will be working on the Highway on Friday, February 1<sup>st</sup> and Saturday, February 2<sup>nd</sup>  
 Please expect Single Lane Traffic and up to 30min delays during the following times  
 8:00am until 4:00pm

| DATE      |           | ROAD STATUS   |
|-----------|-----------|---|
| 1 - Feb ◆ | Friday    | Road CLOSED between the following times:<br>-1AM to 4AM<br>-5AM to 7AM<br>Expect up to 30-minute delays at all other times, day and night.  |
| 2 - Feb ◆ | Saturday  | Expect up to 30-minute delays at all other times, day and night.  |
| 3 - Feb   | Sunday    | <b>NO CLOSURES</b>  |
| 4 - Feb   | Monday    |   |
| 5- Feb    | Tuesday   | Road CLOSED between the following times:<br>-1AM to 4AM<br>-5AM to 7AM<br>-12PM to 1PM<br>-4PM to 5PM<br>-10PM to 12AM except on Fridays<br>Expect up to 30-minute delays at all other times, day and night.<br>** Friday – No 12PM to 1PM and 4PM to 5PM closure |
| 6 - Feb   | Wednesday |   |
| 7 - Feb   | Thursday  |   |
| 8 - Feb   | Friday    |   |
| 9 - Feb   | Saturday  |   |
| 10 - Feb  | Sunday    |   |
| 11- Feb   | Monday    |   |
| 12 - Feb  | Tuesday   |   |
| 13 - Feb  | Wednesday |   |
| 14 - Feb  | Thursday  |   |
| 15 - Feb  | Friday ** |   |
| 16 - Feb  | Saturday  | <b>NO CLOSURES</b>  |
| 17 - Feb  | Sunday    |   |
| 18 - Feb  | Monday    |   |

Find us on  
**Facebook**  
[@eac.bc.ca.kennedy.hill](https://www.facebook.com/eac.bc.ca.kennedy.hill)

# Planned power outage:

## Tofino, Ucluelet and surrounding communities

We need to switch off power in your area for about 8 hours for work related to the Kennedy Hill Safety Improvement Project. To keep our crews and the public safe, power must be switched off while we complete this important work.

**Where:** All customers in Tofino, Ucluelet, Ahousaht, Toquaht Bay, Salmon Beach, Port Albion and surrounding areas

**When:** Sunday, March 3

**Time:** 9 a.m. to 5 p.m.

To protect your equipment from damage during the outage, please turn off all lights, electric heaters, major appliances and unplug all electronics. We'll restore power as soon as we can.

Visit [bchydro.com/outages](https://www.bchydro.com/outages) or call 1 800 BCHYDRO (1 800 224 9376) for more information.





## STAFF REPORT TO COUNCIL

Council Meeting: FEBRUARY 12, 2019  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** JOHN TOWGOOD, PLANNER 1

**FILE NO:** 4320-50

**SUBJECT:** TRANSFER OF LIQUOR LICENCE LOCATION – ARCHIPELAGO CRUISES

**REPORT NO:** 19-07

**ATTACHMENT(S):** APPENDIX A – APPLICATION

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

1. **THAT** Council, after having considered the opinion of the community's residents and business operators as determined by notifications in the Westerly newspaper and on the District website, endorse the transfer of liquor licence for 466 442 BC LTD, Archipelago Cruises, from its current docking location at 1634 Cedar Road to its new location at 1943 Peninsula Road.

### **PURPOSE:**

The purpose of this report is to give Council information and options for processing a proposal to transfer the liquor licence for 466 442 BC LTD, Archipelago Cruises, from its current docking location at 1634 Cedar Road (the "Whiskey Landing" dock) to its new location at 1943 Peninsula Road (the "Canadian Princess Ship" dock). See Figure 1



Figure 1 – Site Plan

**BACKGROUND:**

An application was received December 17, 2018 to transfer the liquor licence for 466 442 BC LTD, Archipelago Cruises, from its current docking location at 1634 Cedar Road to its new location at 1943 Peninsula Road. The “*Liquor and Cannabis Regulation Branch*” (LCRB) requires a Local Government to either gather public input and comment or to opt out of the process.

**If providing comment:**

The local government must take into account the following considerations:

- location of the establishment;
- person capacity and hours of liquor service of the establishment.

The local government must comment on the following:

- impact of noise on the community in the immediate vicinity of the establishment;
- impact on the community if the application is approved;
- (for a food primary only) whether the amendment may result in the establishment being operated in a manner that is contrary to its primary purpose;
- views of residents, and a description of the method used to gather views; and
- the local government’s recommendations (including whether the application should be approved) and the reasons on which they are based.

In addition to providing comments, the local government must provide any reports that are referenced in its comments.

**NOTIFICATION**

A notification was put into the Westerly Newspaper for two weeks. The notice was also posted to the District website on January 29, 2019.

At the time of the writing of this report no comments have been submitted to District of Ucluelet Staff.

**ZONING REQUIREMENTS**

The proposed new location is zoned “M-3 Zone – MARINE COMMERCIAL”. This Marine Zone is intended for limited commercial, recreation and transportation uses and development, unless in conjunction with an upland marina. The proposed use is allowed as “*Recreational Services*” defined:

*“Recreational Services” means the commercial use of land, buildings or structures for sports and leisure activities and services, both on and off shore, and includes tours, charters, a health club, spa or swimming pool, specifically excluding a fairground;*

**ZONING**

Zoning requirements are reviewed as part of the business licence process but as parking has been a topic on this site with other application it is worth mentioning in this report. The applicant has indicated that the owner of the upland lot (the “Canadian Princess Resort”) provides up to 6 spots on its parking lot for the applicant. With the removal of the Canadian Princess ship the existing parking lot should currently have capacity for this use. The zoning bylaw lists Marina parking at 1 space per 4 moorage births. The property is the subject of an active application for expansion of the

resort accommodation on site; that application is with the owners undergoing revisions. When revised plans are submitted for the Development Permit, they should include analysis of the parking allocation for all uses on site including Archipelago Cruises.

**TIME REQUIREMENTS – & FINANCIAL IMPACTS:**

Staff time has been spent to process this application and undertake the notification. An application fee of \$750 was collected for the administration and notification of this application.

**DISCUSSION:**

Staff note that the liquor licence allows Archipelago to serve alcohol with a “catered gourmet picnic lunch” which is offered as part of their wildlife tours of Barkley Sound – the Peninsula Road location is merely the docking facility from which they operate. Staff therefore see no concerns with the application to change the location for the liquor licence. As noted above, the Canadian Princess site should have adequate parking for this tenant, and the total overall parking supply will be reviewed with future development applications which are underway.

**OPTIONS REVIEW:**

1. **THAT** Council, after having considered the opinion of the community’s residents and business operators as determined by notifications in the Westerly newspaper and on the District website, endorse the transfer of liquor licence for 466 442 BC LTD, Archipelago Cruises, from its current docking location at 1634 Cedar Road to its new location at 1943 Peninsula Road. **(Recommended)**
2. **THAT** Council provide a resolution to the LCRB listing any specific concerns on this application for the transfer of liquor licence for 466 442 BC LTD, Archipelago Cruises, from its current docking location at 1634 Cedar Road to its new location at 1943 Peninsula Road.

**Respectfully submitted:** John Towgood, Planner 1  
Bruce Greig, Manager of Community Planning  
Mark Boysen, Chief Administration Officer



Liquor and Cannabis Regulation Branch  
 400-645 Tye Road, Victoria, BC 9A 6X5  
 Mail: PO Box 9292 Stn Provincial Govt, Victoria, BC V8W 9J8  
 Phone: 1 866 209-2111 Fax: 250-952-7066

# LIQUOR PRIMARY TRANSFER OF LOCATION LICENCE APPLICATION

Liquor and Cannabis Regulation Form LCRB095

**Instructions:**

Using the attached guide, complete this application form and assemble all required documents. Once complete, follow instructions for submitting your application package to local government/first nation and the Liquor and Cannabis Regulation Branch.

**Part 1: Licence**

Licence Number:

Office use only  
 Job No.

Transfer of Location for:  Liquor Primary  Liquor Primary Club

**Part 2: Licensee**

Name:

Mailing address:      
Street City Province Postal Code

Contact Person:   
(Full name)

Telephone:  E-mail:

The licensee will, if the general manager approves the transfer of location of the licence, be the owner of the business in respect of which the licence was issued  Yes  No

At the time of application, the applicant is:

- The owner of or has an agreement to purchase the place or premises that will form the proposed establishment, **or**  Yes  No
- The lessee or has a binding offer to lease the place or premises that will form the proposed establishment.  Yes  No

At the time the relocation application is approved, the applicant will be:  Yes  No

- The owner of the place or premises that forms the establishment, **or**
- The lessee of the place or premises that forms the establishment (term no less than 12 months).

**Part 3: Application Contact Person**

Name:  Position:

Telephone:  E-mail:

This applicant authorizes the person below to be the primary contact for the duration of the application process only.

**Part 4: Current Establishment Information**

Establishment name:  Establishment Type:

Establishment address:      
Street City Province Postal Code

**Part 5: New Establishment Information**

Proposed name (if changing):

Physical address:   
Street   
City   
Province   
Postal Code

Telephone:  E-mail:

5a. Parcel Identifier (PID):

5b. Local Government/ First Nation:  Local police jurisdiction:

5c. Is this the same street block as the current location?  Yes  No

5d. Are you applying to increase the current hours of service or occupant load or add a patio?  Yes  No

5e. Identify all endorsements currently on your licence that you wish to keep at the new location:

5f. If the transfer is approved, would you like mail sent to this establishment?  Yes  No

5g. Will this establishment overlap a food primary licence (aka dual licence)?  Yes  No

5h. Is your new establishment a standalone patio with no interior seating?  Yes  No

5i. Is this location zoned for liquor service?  Yes  No

**Part 6: Establishment Proposal**

This section requires several supporting documents to be submitted with your application. Please see the checklist on page 3 of this form for more information regarding letter of intent, floor plans and site map.

6a. Will your primary business or establishment type change?  Yes  No

If yes, identify the new business/establishment type:

6b. Proposed Service Areas:

Complete the following based on your floor plan and occupant load (see page 6 of the guide).

| Area No.                                    | Floor Level (e.g. Basement, Main, 2nd) | Indoor               | Patio                | Occupant Load        |
|---|--|----------------------|----------------------|----------------------|
| 1.  | <input type="text"/>                   | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 2.  | <input type="text"/>                   | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 3.  | <input type="text"/>                   | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 4.  | <input type="text"/>                   | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 5.  | <input type="text"/>                   | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Total Occupant Load (of all service areas): |  | <input type="text"/> |                      |                      |

6c. Changes to Hours of Liquor Service

Check this box if there are no changes to the current hours of liquor service.

Identify new hours below:

Please note typo on current licence (Thurs. 10am - 11pm)

|       | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |      |
|-------|--------|---------|-----------|----------|--------|----------|--------|------|
| Open  | 10     | 10      | 10        | 10       | 10     | 10       | 10     | a.m. |
| Close | 11     | 11      | 11        | 11       | 11     | 11       | 11     | p.m. |

**Part 7: Declaration**

Section 57(1)(c) of the *Liquor Control and Licensing Act* states: "A person commits an offence if the person (c) provides false or misleading information in the following circumstances: (i) when making an application referred to in section 12; (ii) when making a report or when required and as specified by the general manager under section 59".

As the licensee or authorized signatory of the licensee, I understand and affirm that all of the information provided is true and complete.

Signature: R. Landry  
Authorized signatory of the licensee

Name: Landry, Renate Irmela (last / first / middle) (= Toddy)  
 Position: Owner/Manager (if not an individual)  
 Date: 05/12/2018 (Day/Month/Year)

Note: An agent, lawyer or third party operator may not sign the declaration on behalf of the licensee.

This form should be signed by an individual with the authority to bind the applicant. The Branch relies on the licensee to ensure that the individual who signs this form is authorized to do so. Typically, an appropriate individual will be as follows:

- If the licensee is an individual or sole proprietor, the individual himself/herself
- If the licensee is a corporation, a duly authorized signatory who will usually be an officer or, in some cases, a director
- If the licensee is a general partnership, one of the partners
- If the licensee is a limited partnership, the general partner of the partnership
- If the licensee is a society, then a director or a senior manager (as defined in the *Societies Act*)

If an authorized signatory has completed the *Add, Change or Remove Licensee Representative* form (LCRB101) and they have specifically permitted a licensee representative to sign this form on the licensee's behalf, the branch will accept the licensee representative's signature.

**Part 8: Checklist**

Your application package must include the following documents. An incomplete application will delay the licensing process.

- Completed Transfer of Location Application (this form).
- Letter of Intent (see page 5 & 6 of the guide).
- Floor Plan (2 copies) preferably with occupant load (see page 6 of the guide).
- Site Plan (i.g. Google or hand drawn map) that shows the location of all buildings, parking, road access and other features of the property. Identify all liquor licences and businesses operating at the same site.
- Proposed Signage if it will contain graphics or images.
- Golf Courses and Vessels: additional documents listed on page 7 of the guide.
- Family Food Service, if applicable (see Appendix I on page 9 of the guide).
- Patio(s), if applicable (see Appendix II on page 10 of the guide).
- Take your application form, letter of intent and floor plan to Local Government/First Nation (Part 9 below).
- After Part 9 is completed, submit your application package to the Branch (Parts 10 and 11 below).

**Part 9: Local Government/First Nation Confirmation of Receipt of Application**

This is to be filled out by the LG/FN prior to submitting this application to the Branch.

Local Government/First Nation (name):

Name of Official:  Title/Position:

Phone:  E-mail:

Date:

(Day/Month/Year)

Signature of Official: \_\_\_\_\_

Check here if the LG/FN will not be providing comment:  Yes  No

**Note:** The LG/FN cannot provide comment for their own application.

Is this establishment located on Treaty First Nation land?  Yes, opting out of comment

**Instructions for Local Government/First Nation (LG/FN)**

This serves as notice that an application to transfer the location of a liquor primary (LP) licence is being made within your community. The Branch requests that you consider this application (application form, appendices, floor plan and letter of intent) and provide written comment as outlined in 9a or 9b below.

**9a. Object or No Object**

If the LP licence is relocating on the same street block with no increase to hours of service or occupant load and no new patio (see question 5d on page 1) then public interest factors should not be affected by this move. The Branch requests written confirmation from LG/FN staff as to whether or not they have any objection to the proposed relocation. Proceed to 9b if this application may affect public interest factors.

Objection  No Objection

Comments:

**9b. Resolution/Comment**

If the LP licence is relocating further than the same street block, or applying to increase hours of service or occupant load or add a new patio (see question 5d on page 1), then public interest factors would be affected by this move. The Branch requests that you provide a resolution within 90 days of the above received date. Alternatively, LG/FN can create a bylaw delegating staff with the authority to provide comment.

- The applicant will bring their completed LP application form, letter of intent and floor plan to LG/FN.
- If there are any major issues (e.g. zoning), LG/FN may hold off signing the application until the issues are resolved or they have a plan to deal with the issues.
- When LG/FN is comfortable with the application proceeding, LG/FN staff will sign Part 9 of the application form and return it to the applicant. LG/FN will keep a copy of the signed application form and supporting documents.
- The applicant will submit the signed application package (with all required documents) to the Branch.
- Branch staff will contact LG/FN to confirm receipt of the application and identify the Branch staff responsible for processing the application.
- Branch staff and LG/FN staff will advise each other if there are any concerns with the proposed application.

To provide a resolution or comment:

- Gather public input for the community within the immediate vicinity of the establishment.
- Consider these factors which must be taken into account when providing resolution/comment:
  - The location of the establishment.
  - The person capacity and hours of liquor service of the establishment.
- Provide a resolution/comment with comments on:
  - The impact of noise on nearby residents.
  - The impact on the community if the application is approved.
  - The view of residents and a description of the method used to gather views.
  - The LG/FN recommendations (including whether or not the application be approved) and the reasons on which they are based.
- Provide any reports that are referenced in, or used to determine, the resolution/comment.
- If more than 90 days is required, provide a written request for extension to the Branch.
- If LG/FN opts out, or is the applicant, the Branch will gather public input and contact LG/FN staff for information to assist the Branch in considering the regulatory criteria.

If you have any questions, or the establishment is located on Treaty First Nation land, please call the Branch toll-free at 1-866-209-2111 to speak to the Senior Licensing Analyst.

### Part 10: Submit Application Package

Once signed by local government/first nation, submit your complete application package to:

Liquor and Cannabis Regulation Branch  
 Courier: 400-645 Tye Road, Victoria BC V9A 6X5  
 Mail: PO Box 9292 Stn Prov Govt Victoria, BC V8W 9J8  
 E-mail: [liquor.licensing@gov.bc.ca](mailto:liquor.licensing@gov.bc.ca)

If you have any questions, contact us toll-free at 866-209-2111 and ask to speak to the Senior Licensing Analyst for your geographic area. Or email us at [liquor.licensing@gov.bc.ca](mailto:liquor.licensing@gov.bc.ca) Or visit our website for more information: [www.gov.bc.ca/liquorregulationandlicensing](http://www.gov.bc.ca/liquorregulationandlicensing)

### Part 11: Application Fee \$2,000 (non-refundable)

In accordance with Payment Card Industry Standards, the branch is no longer able to accept credit card information via email.

Payment is by (choose one):

- Cheque, payable to Minister of Finance (if cheque is returned as non-sufficient funds, a \$30 fee will be charged)
- Money order, payable to Minister of Finance
- Credit card:  VISA  MasterCard  AMEX
- I am submitting my application by email and I will call with my credit card information. I will call Victoria Head Office at 250-952-5787 or 1-866-209-2111 and understand that no action can proceed with my application until the application fee is paid in full.
- I am submitting my application by fax or mail and have given my credit information in the space provided at the bottom of the page.

The information requested on this form is collected by the Liquor and Cannabis Regulation Branch under Section 26 (a) and (c) of the *Freedom of Information and Protection of Privacy Act* and will be used for the purpose of liquor licensing and compliance and enforcement matters in accordance with the *Liquor Control and Licensing Act*. Should you have any questions about the collection, use, or disclosure of personal information, please contact the Freedom of Information Officer at PO Box 9292 STN PROV GVT, Victoria, BC, V8W 9J8 or by phone toll free at 1-866-209-2111.

LCRB095

5 of 5

Liquor Primary Transfer of Location

### Credit Card Information (To be submitted by fax or mail only)

Name of cardholder (as it appears on card):

Credit card number:

Expiry date:

 / 

(Month)

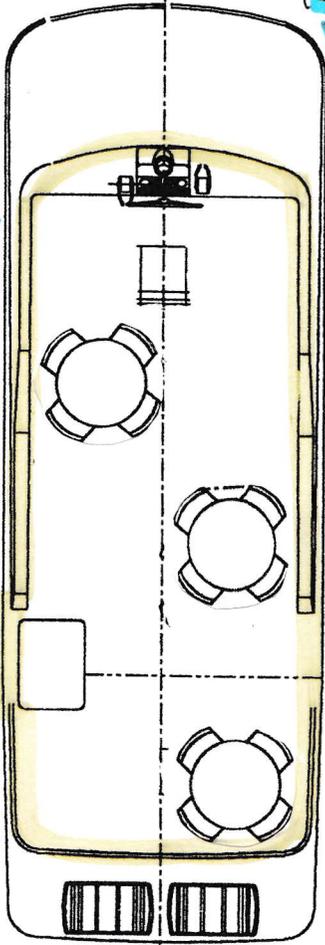
(Year)

Signature: ~~Liquor Licence Location – Archipelago Cruises John Towgood, ...~~

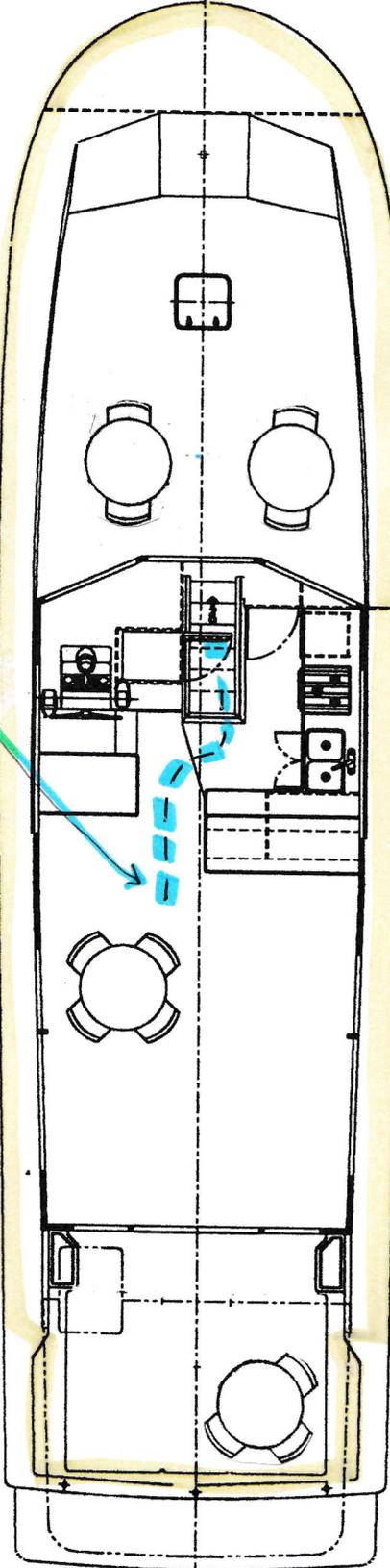
UPPER DECK

PLAN ON FLYING BRIDGE

ROUTE TO WASHROOM



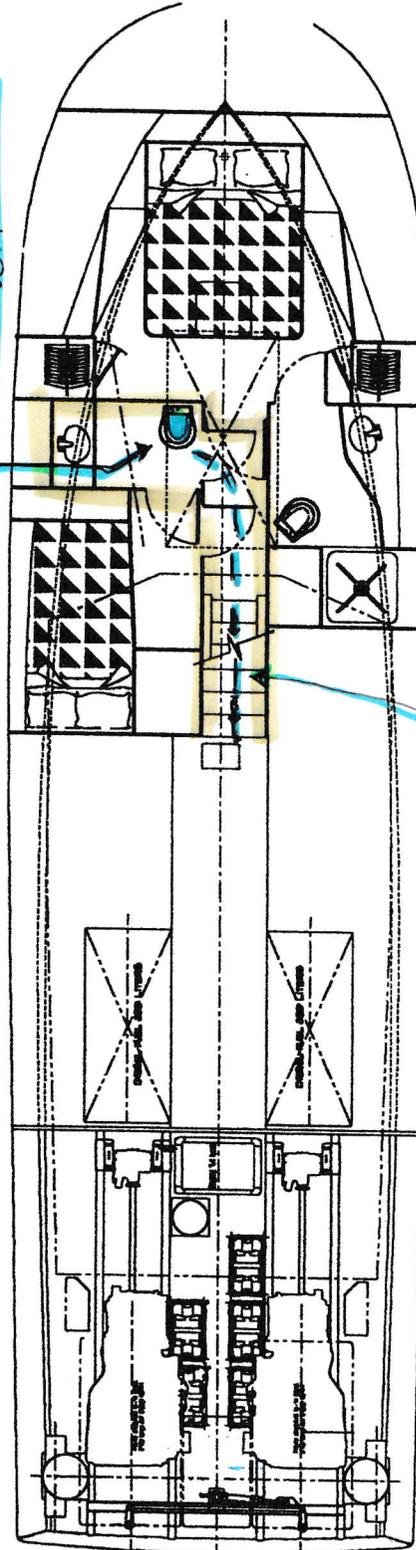
MAIN DECK  
T SALOON



LOWER DECK

GUEST WASHROOM

PLAN ON UPPER DECK



ROUTE TO WASHROOM

PLAN ON LOWER DECK

REVISIONS

JOHN CARLTON  
NAVAL ARCHITECT &  
MARINE CONSULTANT

466442 BC Ltd

M.V. Raincoast Maid

Stability Booklet drawings

Scale

Date

Client

Project

Sheet

0104

New Moorage Location for M.V. Raincoast Maiden at 1943 Peninsula Rd, Ucluelet, BC

Close up View of Boat Access & Parking



Map data ©2018 Google 20 m

## **LETTER OF INTENT - Liquor Primary Transfer of Location**

My husband and I own a 53 foot Canoe Cove luxury motor yacht with which we run scenic wildlife cruises out of Ucluelet. Our boat, the M.V. Raincoast Maiden, has been licensed since 2007 (Liquor Primary Licence #302535).

Our tours have been operating out of Whiskey Landing Marina at 1634 Cedar Rd. since 2007. As of May 2019 we will be operating out of the Canadian Princess Marina which is located at 1943 Peninsula Rd.

We are asking for our licence to be transferred to this new location.

### **Primary Focus of Business**

The primary focus of our business will not change with the change in location:

We offer a five to six hour Broken Group Islands Wildlife Cruise which includes a sit down gourmet meal while at anchor, a three hour Evening Wildlife Cruise and our boat is also available for private charters. Although the main focus of our tours is to offer a scenic wildlife cruise, being able to serve alcohol is a nice touch to offer our guests, many of whom enjoy a glass of wine with lunch or while watching the setting sun.

We sell beer, wine and champagne on our cruises.

### **Hours of Sale**

We serve alcohol only while out at sea and stop service well before arriving back at our tie up location. Because it is dark by 10 pm at the latest we are always back by that time, if not sooner. Our current licence is valid from 10 am until 11 pm which more than covers the time we are out at sea.

## **Food Service**

There is food available on all of our tours. Our day trip includes a muffin as well as a catered gourmet lunch and there are light snacks available on all of our tours.

All tours include free coffee, tea and water all day and there is juice and pop for sale.

## **Compositions of Neighbourhood**

The marina where we will dock is in an area that is mainly commercial rather than residential. There are no social facilities in the near vicinity and the only public building nearby is the police station which is within 4 blocks of this marina.

## **Potential Noise Concerns**

Our business has never received a noise complaint since being licenced.

Since we serve alcohol only while out at sea, noise is not a likely concern. The only time noise might be a factor is when our customers disembark at the end of a trip. However, because our trips focus on wildlife and scenery rather than being a “booze cruise” and because of the age and social standing of our clientele, noise has never been a factor.

Furthermore, since the safety of our customers is our concern while at sea, and since the number is limited to twenty three, we keep close scrutiny on the amount anyone is drinking.

## **Endorsements**

Our current licence allows minors on board provided that they are accompanied by a parent or a guardian. Although most of our guests are adults, we do get children, especially during the summer months when families are on holidays. We would appreciate this endorsement to be carried over to our new location.

## Liquor Primary Transfer of Location Application Notice

Notice is hereby given that the District of Ucluelet Council will be considering a **Liquor Primary Transfer of Location Application** at its regular Council meeting at the Ucluelet Community Centre, located at 500 Matterson Drive, Ucluelet B.C., on **February 12<sup>th</sup>, 2019** commencing at **2:30 p.m.**

As part of the **Liquor and Cannabis Regulation Branch** (LCLB) review process, the District of Ucluelet is responsible for gathering the views of nearby residents and businesses. The District of Ucluelet Council must then submit a recommendation to the LCLB on whether the application should be approved or not. The mandatory considerations for this Liquor Primary Transfer of Location Application are:

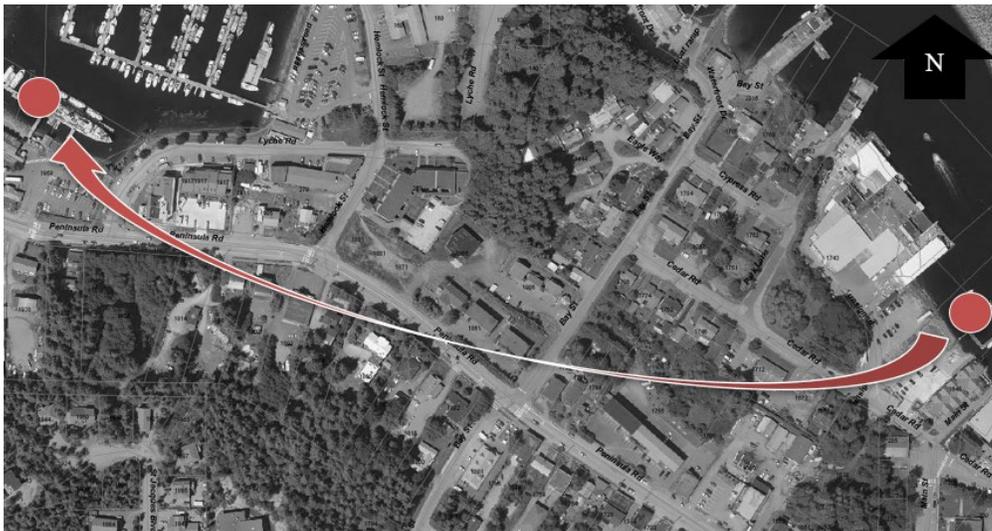
- The location of the establishment
- The person capacity and hours of liquor service of the establishment

The District of Ucluelet Council is to provide a resolution with comments on:

- The impact of noise on nearby residents.
- The impact on the community if the application is approved.
- The view of residents and a description of the method used to gather views.
- The Districts recommendations (including whether or not the application be approved) and the reasons on which they are based.

### Application Details:

- The transfer of the liquor licence for **466 442 BC LTD, Archipelago Cruises**, from its current docking location at 1634 Cedar Road to its new location at 1943 Peninsula Road.



**Anyone who believes this application will affect their interests** will be given an opportunity to be heard at the February 12<sup>th</sup> Meeting. Inquiries, comments and concerns may also be directed to District of Ucluelet's Planning Department by telephone at (250)-726-7744 or email: [jtowgood@ucluelet.ca](mailto:jtowgood@ucluelet.ca). Written submissions may also be mailed to the District of Ucluelet, P.O. Box 999, Ucluelet B.C., V0R 3A0, or faxed to (250)-726-7335 but must be received before the commencement of the Council Meeting. A copy of the application and other relevant information may be inspected at the District of Ucluelet office at 200 Main Street from 8:30 a.m. to 4:00 p.m. weekdays except statutory holidays.





## STAFF REPORT TO COUNCIL

Council Meeting: FEBRUARY 12, 2019  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** MARK BOYSEN, CHIEF ADMINISTRATIVE OFFICER

**FILE NO:** 1855-03

**SUBJECT:** EOC TRAINING – UBCM GRANT APPLICATION

**REPORT NO:** 19-08

**ATTACHMENT(S):**

APPENDIX A – 2019 APPLICATION FORM FOR THE COMMUNITY EMERGENCY PREPAREDNESS FUND

APPENDIX B – EOC DEVELOPMENT PROJECT PROPOSAL AND BUDGET

**RECOMMENDATION(S):**

1. **THAT** Council support Staff in the application for a 2019 Emergency Operation Centre (**EOC**) Development Project grant affiliated with the Community Emergency Preparedness Fund (**CEPF**).
2. **THAT** Council authorize the award of a sole source contract for the grant submission.

**PURPOSE:**

The purpose of this report is to provide an overview of the CEPF and the EOC Development Project Grant, and to obtain a required resolution of support from Council for the EOC grant. This grant will support resiliency for emergency preparedness and disaster response for the community through EOC training and equipment.

**BACKGROUND:**

Local governments and Treaty First Nations in BC are eligible to apply under the CEPF to build emergency response capacity and mitigate future flooding events. The CEPF is a suite of programs intended to enhance the resiliency of communities and their residents in responding to emergencies.

In 2018, the District of Ucluelet were awarded grants for two projects, 1) \$30,000 for EOC training and kits, and 2) \$21,000 for Emergency Social Services training. This year, the District is applying for additional funds to enhance and build upon the EOC development and training from 2018.

Under this grant, Holistic Emergency Preparedness and Response (**HEPR**) would provide advanced EOC training and equipment to enhance the EOC. Appendix A outlines the grant application to UBCM, and Appendix B outlines the grant proposal and budget for the project.

Staff recommend Council approval as this grant would support disaster response and recovery through equipment and training for EOC operations, as well as requirements outlined in Ucluelet's Bylaw to regulate emergency measures and procedures recommended in Ucluelet's Emergency Plan.

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

There would be operational Staff time to coordinate and participate in the EOC training.

**FINANCIAL IMPACTS:**

Financial impacts of the grant application are minimal. Refreshments will be provided during training with funds from the emergency preparedness 2019 budget.

**POLICY AND LEGISLATIVE IMPACTS:**

Local authority emergency plans are required through the *Emergency Program Act* and an HRVA is a requirement mandated by BC's *Local Authority Emergency Management Regulation*. Ucluelet's Bylaw to Regulate Emergency Measures outlined in Section 3 of this bylaw as *Duties and Responsibilities of Council* in Part (B) that *plans respecting the preparation for, response and recovery from emergencies and disaster, include:*

- (i) *A periodic review and updating of plans and procedures for that review,*
- (ii) *A program of emergency response exercises,*
- (iii) *A training program,*
- (iv) *Procedures by which physical and financial emergency resources or assistance may be obtained,*
- (v) *Procedures by which emergency plans are to be implemented, warning procedures to those persons who may be harmed or suffer loss in an emergency or impending disaster,*
- (vi) *Procedures to coordinate the provision of food, clothing, shelter, transportation and medical services to victims of emergencies and disasters, where that provision is made from within or outside of the municipality, and*
- (vii) *Procedures to establish the priorities for restoring essential services provided by the municipality, or recommend priorities to other service providers, that are interrupted during an emergency or disaster.*

**OPTION REVIEW:**

1. **THAT** Council support Staff in the application for a 2019 Emergency Operation Centre (EOC) Development Project grant affiliated with the Community Emergency Preparedness Fund (CEPF). **(Recommended)**
2. **THAT** Council authorize the award of a sole source contract for the grant submission. **(Recommended)**
3. **THAT** Council not support the grant application at this time.

**Respectfully submitted:** Mark Boysen, Chief Administrative Officer  
Alan Anderson, Captain

## Community Emergency Preparedness Fund

Appendix A

# Emergency Operations Centres & Training

## 2019 Application Form

Please complete and return the application form by **February 1, 2019**. All questions are required to be answered by typing directly in this form. If you have any questions, contact [cepf@ubcm.ca](mailto:cepf@ubcm.ca) or (250) 387-4470.

| <b>SECTION 1: Applicant Information</b> | <b>AP</b><br>(for administrative use only)                               |
|---|--|
| Applicant: District of Ucluelet         | January 29, 2019   |
| Contact Person*: Alan M. Anderson       | Fire & Emergency Services Coordinator                                    |
| Phone: 250 720 6525                     | E-mail: <a href="mailto:emergency@ucluelet.ca">emergency@ucluelet.ca</a> |

\* Contact person must be an authorized representative of the applicant.

| <b>SECTION 2: For <u>Regional Projects Only</u></b>  |
|--|
| <p><b>1. Identification of Partnering Local Authorities.</b> For all regional projects, please list all of the partnering local authorities included in this application. Refer to Section 2 in the Program &amp; Application Guide for eligibility.</p> |

| <b>SECTION 3: Project Summary</b>  |
|--|
| <p><b>2. Name of the Project:</b><br/>Ucluelet Emergency Management Program EOC Development Project.</p>   |
| <p><b>3. Project Cost &amp; Grant Request:</b><br/>Total Project Cost: 25,585.90      Total Grant Request: 25,000.00<br/>Have you applied for, or received funding for, this project from other sources?<br/>No.</p> |
| <p><b>4. Project Summary.</b> Provide a summary of your project in 150 words or less.<br/><br/>Below are the recommended next steps for further development and preparedness for the Ucluelet EOC team.</p>          |

Step 1: Holistic Emergency Preparedness & Response (the contractor) will facilitate and support the development of Ucluelet's EOC operational training standards and minimum requirements policy.

Step 2: Holistic Emergency Preparedness & Response (the contractor) will create and facilitate 2 custom EOC Refresher/Tabletop Exercise training days for district staff.

Step 3: Holistic Emergency Preparedness & Response (the contractor) will create and facilitate a custom Joint Regional EOC tabletop exercise to be completed in collaboration with the District of Tofino and the Ucluelet First Nations.

Step 4: Holistic Emergency Preparedness & Response (the contractor) will supply EOC equipment upgrades to support file storage, printing and power supply solutions.

These activities will be spread over three visits in 2019 to ensure staff work balance and manageable time allocations.

**5. Emergency Plan.** Describe the extent to which the proposed project will specifically support recommendations or requirements identified in the local Emergency Plan.

The Ucluelet Emergency Plan requires that specific training be provided to emergency personnel on an ongoing basis to support EOC activities. It was during these sessions that we were able to highlight shortcomings in key sections. Our proposed project would assist us greatly in the following areas:

- 1.) The ability to ensure an appropriate means of storing essential documentation securely, safely and with means of portability.
- 2.) The ability to increase scanning & printing abilities for essential functions within the EOC.
- 3.) The ability for the newly acquired portable EOC kit to run off auxiliary power in the event of a no power situation.
- 4.) The ability to develop EOC operational training requirements and policy around annual minimum hours.
- 5.) The ability to remedy the shortcomings identified in the emergency program in a timely fashion.

#### **SECTION 4: Detailed Project Information**

**6. Proposed Activities.** What specific activities will be undertaken as part of the proposed project? Refer to Section 4 of the Program & Application Guide for eligibility.

### **Visit 1 of 3**

#### **Day 1 - Morning Training**

#### **Review of Staff Positions in an Emergency Operations Centre**

Summary of duties and responsibilities of the positions required in an Emergency Operations Centre (EOC).

Topics include: A review of the roles and responsibilities of each of the EOC staff positions including completion of the forms and reports that are required of each position.

**Day 1 - Afternoon EOC Table-top Exercise****Lesson Plan - Objectives and Principals**

At the end of this session the student will be able to:

1) Complete the following forms in black ink with all appropriate information

- a. Position Log -15min to explain
- b. Status Report -All 30 min, 14 min for feedback
- c. Contact Directory -1 entry completed
- d. Action Plan -Planning to explain in their own words
- e. EOC Daily Expenditure Form
- f. Situation Report these forms 30 minutes

2) TABLE TOP

- i. Ensure everyone in the EOC is signed in and accounted for, using the EOC Sign-In sheet
- ii. Create an Event Status Board to track individual incidents with the event – (with coaching)
- iii. Obtain and outline specific areas on a map (provided) that are impacted by the Event (Alert Area)
- iv. Establish Priorities
- v. Complete an Action Planning Session
- vi. Communicate Alert and Order information to PREOC and Partner Shareholders
- vii. Complete an operational EOC Management Team Briefing
- viii. Prepare and determine how an Alert message will be communicated to community and stakeholders

**Day 2 - Ucluelet EOC Operational Training Standards Policy Development Session 1**

HEPR will support a session for the development of an internal Ucluelet EOC operational training standards policy complete with minimum requirements. HEPR will research existing policies and start creation of optional formats for review with key personnel from administration to support the development.

**Visit 2 of 2****Day 1 - Morning Training****Review of Staff Positions in an Emergency Operations Centre**

Summary of duties and responsibilities of the positions required in an Emergency Operations Centre (EOC).

Topics include: A review of the roles and responsibilities of each of the EOC staff positions including completion of the forms and reports that are required of each position.

**Day 1 - Afternoon EOC Table-top Exercise****Lesson Plan - Objectives and Principals**

At the end of this session the student will be able to:

- 1) Complete the following forms in black ink with all appropriate information
  - a. Position Log -15min to explain
  - b. Status Report -All 30 min, 14 min for feedback
  - c. Contact Directory -1 entry completed
  - d. Action Plan -Planning to explain in their own words

- e. EOC Daily Expenditure Form
- f. Situation Report these forms 30 minutes

## 2) TABLE TOP

- i. Ensure everyone in the EOC is signed in and accounted for, using the EOC Sign-In sheet
- ii. Create an Event Status Board to track individual incidents with the event – (with coaching)
- iii. Obtain and outline specific areas on a map (provided) that are impacted by the Event (Alert Area)
- iv. Establish Priorities
- v. Complete an Action Planning Session
- vi. Communicate Alert and Order information to PREOC and Partner Shareholders
- vii. Complete an operational EOC Management Team Briefing
- viii. Prepare and determine how an Alert message will be communicated to community and stakeholders

## **Day 2 - Ucluelet EOC Operational Training Standards Policy Development Session 2**

HEPR will support a second session for the review of an internal Ucluelet EOC operational training standards policy complete with minimum requirements. HEPR will have a new draft for review with key personnel from administration. This working session will be to finalize document.

## **Visit 3 of 3**

### **Regional Tabletop Exercise**

Once the EOC team has completed the 2 days of refresher training and exercises they can use their training by putting it into practice during a large Tabletop Exercise. Participants will get the opportunity to work in the different Emergency Operations Center (EOC) positions. They will be guided on how to set up an operations center and what information and record keeping will be required. This will help them gain confidence to effectively operate an EOC which will be essential during an emergency event.

### **Lesson Plan - Objectives and Principals**

At the end of this exercise the participants will be able to:

- 1) All participants will work to complete the following processes and forms with all appropriate information
  - a. Position Log (all positions)
  - b. Status Report (all positions)
  - c. Contact Directory (minimum of 4 entry completed by all personnel)
  - d. Action Plan (developed as collective group during EOC briefing meeting – created by planning)

- e. EAF – EOC Expenditure Authorization Form (completed by Finance Personnel)
  - f. EOC Daily Expenditure Form or spreadsheet (completed by Finance personnel)
  - g. Declaration of Local Emergency and Evacuation Order (Prepared by Planning)
  - h. Complete resource requests (Logistics and Operations Sections)
- 2) TABLE TOP
- a. Pick up portable EOC kit
  - b. Ensure all equipment is signed out and accounted for.
  - c. Ensure everyone in the EOC is signed in and accounted for, using the EOC Sign-In sheet
  - d. Create an Event Status Board to track individual incidents within the event
  - e. Obtain and outline specific areas on a map that are impacted by the Incident
  - f. Hold EOC Management Team Briefing (all Section Chiefs)
  - g. Communicate EOC status information to PREOC (Marc D'Aquino acting as Regional Manager) and partner stakeholders
  - h. Prepare and determine how the “evacuation order” will be issued and how messages will be communicated to community and stakeholders
  - i. Arrange transportation for people with medical challenges

#### **EM EOC Equipment.**

There is a need for more printing and scanning ability for the primary functions within the EOC and to be able to run off auxiliary power in the event of a no power situation. Storing documentation securely and safely with portability has been identified and will be addressed in this project.

#### **7. Group Lodging.** Describe the extent to which the proposed project will consider group lodging scenarios.

Group lodging scenarios will be considered in the context of the Operations Section with in the Branch – Emergency Social Services. The classroom training will instruct on the theory of how Group Lodging comes into play locally and the table top exercise will expose the need for Group Lodging and how it is activated through the EOC.

Situational up-dates will flow from Group Lodging (coach initiated) to the ESS Branch up to the Operations Section Chief for a EOC Section/Function Status Report. No off-site activities are planned, all activities will be in the training room.

**8. Transferability.** Describe the extent to which the proposed project may offer transferable resources and supplies to other local governments and First Nations (i.e. trained staff and/or equipment that will be made available to other communities, training resources and exercise plans other communities will be invited to utilize, etc.).

In our Ucluelet Emergency Network (a network of different organizations that discuss and plan how to support the EOC) we have identified that supportive services in our EOC will best come from within our community and from adjoining communities. We all agree as to the value for each community to train according to the BCEMS goals and standardized training. By training as such our communities can transfer both skills and equipment amongst ourselves which greatly improves our ability to cope with small and large incidents – inhouse. Ucluelet will invite our neighboring communities to join in the training.

**9. Partnerships.** Identify any other authorities you will collaborate with on the proposed project and specifically outline how you intend to work together.

The District of Tofino and the Ucluelet First Nations have both participated in a collaborative nature using BCEMS goals and standards in the past. These two communities will be invited to attend our hosted training at no cost to them as we secure this grant. We will amplify the value of this grant by going beyond our district boundaries to include two other governments that will also benefit from EOC training.

Describe how a collaborative approach will leverage efficiencies and be a cost-effective approach to the maintaining or improving of EOC operations.

There is only good value obtained by the tax payer when we continue to collaborate amongst our neighbouring communities. We are developing a common response culture that insures that we are being taught the same way with the Ucluelet First Nations and the District of Tofino. We are all more readily able to respond individually and collectively. We become familiar with each other's centres and are more easily put to safe and efficient service as all our training is standardized, our forms are standardized, the job requirements are standardized, and we have trained with their personnel.

**10. Capacity Building.** Describe how the proposed project will increase emergency response capacity (i.e. having the physical resources and the skills to respond to emergencies) in your community.

Being able to maintain mental muscle memory to respond to an EOC activation at a high level is a challenge. By receiving this training in three stages over 2019 we will be able to have two smaller tabletop training exercises and a larger multi community (Regional) tabletop exercise. When we activated our EOC recently we relied on lessons learned from our previous training to help us better navigate in the EOC to make the EOC supportive to our community needs. Local stakeholders, FIRE, RCMP, BC AMBULANCE SERVICE, SEARCH AND RESUCE, EMERGENCY SOCIAL SERVICES, PARKS

CANADA and SCHOOL DISTRICT #70 will also participate in building our EOC's capacity to respond to emergencies as they are trained.

**11. Evaluation.** How will the project be evaluated? How will performance measures and/or benchmarks be used to measure outcomes (i.e. tracking number of training events and exercises, external evaluators, etc.)?

There will two methods of evaluating our training:

1. The consultant will evaluate via observing participants participating in tabletop exercises using their acquired skills and the consultant giving feedback.
2. The consultant will provide participants with an evaluation form for feedback.

Observations made from these two evaluation methods will be used during a debrief session following the training to make plans for future improvements to our emergency program.

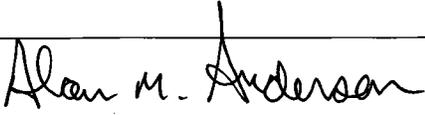
**12. Additional Information.** Please share any other information you think may help support your submission.

As a small isolated coastal resort community with very limited outside support and limited financial resources to afford the high costs of training this grant allows us access to very experienced trainers and exposure to BCEMS goals and principals. We don't have to reinvent the wheel we just customize the size of the wheel to fit our community. We see the need to be self-sustaining and that this grant will most certainly help us to be better prepared to respond to our community's needs, and to support our neighbouring communities in their times of need. This grant will support the District of Ucluelet in building our local capacity to respond to emergencies and developing working relationships with our neighbouring communities. If successful, this grant will strengthen greatly the leadership in our emergency program. Please consider favorably our request to receive this grant.

## SECTION 5: Required Application Materials

Only complete applications will be considered for funding. The following separate attachments are required to be submitted as part of the application:

- Detailed budget for each component identified in the application. This must clearly identify the CEPF funding request, applicant contribution, and/or other grant funding.
- Local government Council or Board resolution, or Treaty First Nation resolution, indicating support for the current proposed activities and willingness to provide overall grant management.
- For regional projects only: Each **partnering** local authority must submit a local government Council or Board resolution, or Treaty First Nation resolution, indicating support for the applicant to apply for, receive and manage the grant funding on their behalf.

|   |  |
|---|--|
| <b>SECTION 6: Signature</b>   |  |
| I certify that: (1) to the best of my knowledge, all information is accurate and (2) the area covered by the proposed project is within our local authority's jurisdiction (or appropriate approvals are in place). |  |
| Name: Alan M. Anderson  | Title: Fire & Emergency Services Coordinator |
| Signature: <br><i>An electronic or original signature is required.</i>   | Date: January 28, 2019                       |

Submit applications to Local Government Program Services, Union of BC Municipalities

E-mail: [cepf@ubcm.ca](mailto:cepf@ubcm.ca)

Mail: 525 Government Street, Victoria, BC, V8V 0A8

*Holistic Emergency  
Preparedness & Response*



| <b>Ucluelet - EOC Exercises/EOC Equipment Budget</b>                        |                            |                   |                    |
|---|----------------------------|-------------------|--------------------|
| <b>EM Training/Planning Activities</b>                                      | <b>Number of Days/Item</b> | <b>Daily Rate</b> | <b>Total</b>       |
| Facilitator Preparation (Exercise 1 - 2)                                    | 2                          | \$985.00          | \$1,970.00         |
| EOC Refresher/ Exercise (Exercise 1 - 2)                                    | 2                          | \$985.00          | \$1,970.00         |
| Facilitator Preparation (Regional Exercise 3)                               | 2                          | \$985.00          | \$1,970.00         |
| EOC Full Day Tabletop Exercise (Regional Exercise 3)                        | 1                          | \$985.00          | \$985.00           |
| EOC Operational Standards/Training Requirements Policy Development Sessions | 2                          | \$985.00          | \$1,970.00         |
| Facilitator Preparation - Document Development / Follow Up                  | 2                          | \$985.00          | \$1,970.00         |
| Printing/Power Points/Material/Supplies                                     | 3                          | \$165.00          | \$495.00           |
| <b>Total</b>  |                            |                   | <b>\$11,330.00</b> |
| <b>EM Consultant Travel</b>   | <b>Day/Distance</b>        | <b>Rate</b>       | <b>Total</b>       |
| Emergency Trainer - travel time - 3 trips                                   | 3                          | \$550.00          | \$1,650.00         |
| Mileage (\$/km) - 3 trips   | 1,206                      | \$0.550           | \$663.30           |
| Meals/Incidental (\$/day) Breakfast/Lunch/Dinner                            | 8                          | \$104.10          | \$832.80           |
| Accommodations  | 8                          | \$148.00          | \$1,184.00         |
| <b>Total</b>  |                            |                   | <b>\$4,330.10</b>  |
| <b>EM EOC Equipment</b>   | <b>Number of Days/Item</b> | <b>Rate</b>       | <b>Total</b>       |
| EOC Solar/Battery Power Supplies  | 1                          | \$3,711.45        | \$3,711.45         |
| Additional EOC Printer Kit  | 2                          | \$1,660.05        | \$3,320.10         |
| Planning File Storage Kit   | 1                          | \$1,449.30        | \$1,449.30         |
| <b>Total</b>  |                            |                   | <b>\$8,480.85</b>  |
|   |                            | <b>Subtotal</b>   | <b>\$24,140.95</b> |
|   |                            | <b>GST</b>        | <b>\$851.29</b>    |
|   |                            | <b>PST</b>        | <b>\$593.66</b>    |
|   |                            | <b>Total</b>      | <b>\$25,585.90</b> |

**Mailing Address:**

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## **Ucluelet Emergency Management Program Emergency Operations Center Development Project**

Every day the District of Ucluelet is faced with the risk of threats of natural and manmade disaster and must continue to train and prepare for these events. Holistic Emergency Preparedness and Response(HEPR) will work with the District of Ucluelet to provide Emergency Operations Centre(EOC) team training and supplies development.

In the prior year's emergency management training activities there were several highlighted outcomes. The first was to ensure there was an appropriate means of storing documentation securely and safely with portability. The second was the need for more printing and scanning ability for the primary functions within the EOC. The third was the ability for the newly acquired portable EOC kit to have the ability to run off of auxiliary power in the event of a no power situation. The final highlighted outcome was the need for the development of EOC operational training requirements and policy around annual minimum hours.

### **Recommended Next Steps:**

Below are the recommended next steps for further development and preparedness for the Ucluelet EOC team.

Step 1: HEPR will facilitate and support the development of Ucluelet's EOC operational training standards and minimum requirements policy.

Step 2: HEPR will create and facilitate 2 custom EOC Refresher/Tabletop Exercise training days.

Step 3: HEPR will create and facilitate a custom Joint Regional EOC tabletop exercise to be completed in collaboration with the District of Tofino and Ucluelet First Nation.

Step 4: HEPR will supply EOC equipment upgrades to support file storage, printing and power supply solutions.

These activities will be spread over three visits to ensure staff work balance and manageable time allocations.

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## **Visit 1**

### **Day 1 - Morning Training**

#### **Review of Staff Positions in an Emergency Operations Centre**

Summary of duties and responsibilities of the positions required in an Emergency Operations Centre (EOC).

Topics include: A review of the roles and responsibilities of each of the EOC staff positions including completion of the forms and reports that are required of each position.

### **Day 1 - Afternoon EOC Table-top Exercise**

#### **Lesson Plan - Objectives and Principals**

At the end of this session the student will be able to:

- 1) Complete the following forms in black ink with all appropriate information
  - a. Position Log -15min to explain
  - b. Status Report -All 30 min, 14 min for feedback
  - c. Contact Directory -1 entry completed
  - d. Action Plan -Planning to explain in their own words
  - e. EOC Daily Expenditure Form
  - f. Situation Report these forms 30 minutes
- 2) TABLE TOP
  - i. Ensure everyone in the EOC is signed in and accounted for, using the EOC Sign-In sheet
  - ii. Create an Event Status Board to track individual incidents with the event – (with coaching)
  - iii. Obtain and outline specific areas on a map (provided) that are impacted by the Event (Alert Area)
  - iv. Establish Priorities
  - v. Complete an Action Planning Session
  - vi. Communicate Alert and Order information to PREOC and Partner Shareholders

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- vii. Complete an operational EOC Management Team Briefing
- viii. Prepare and determine how an Alert message will be communicated to community and stakeholders

**Day 2 - Ucluelet EOC Operational Training Standards Policy Development  
Session 1**

HEPR will support a session for the development of an internal Ucluelet EOC operational training standards policy complete with minimum requirements. HEPR will research existing policies and start creation of optional formats for review with key personnel from administration to support the development.

**Visit 2**

**Day 1 - Morning Training**

**Review of Staff Positions in an Emergency Operations Centre**

Summary of duties and responsibilities of the positions required in an Emergency Operations Centre (EOC).

Topics include: A review of the roles and responsibilities of each of the EOC staff positions including completion of the forms and reports that are required of each position.

**Day 1 - Afternoon EOC Table-top Exercise**

**Lesson Plan - Objectives and Principals**

At the end of this session the student will be able to:

- 1) Complete the following forms in black ink with all appropriate information
  - a. Position Log -15min to explain
  - b. Status Report -All 30 min, 14 min for feedback
  - c. Contact Directory -1 entry completed
  - d. Action Plan -Planning to explain in their own words
  - e. EOC Daily Expenditure Form
  - f. Situation Report these forms 30 minutes

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## 2) TABLE TOP

- i. Ensure everyone in the EOC is signed in and accounted for, using the EOC Sign-In sheet
- ii. Create an Event Status Board to track individual incidents with the event – (with coaching)
- iii. Obtain and outline specific areas on a map (provided) that are impacted by the Event (Alert Area)
- iv. Establish Priorities
- v. Complete an Action Planning Session
- vi. Communicate Alert and Order information to PREOC and Partner Shareholders
- vii. Complete an operational EOC Management Team Briefing
- viii. Prepare and determine how an Alert message will be communicated to community and stakeholders

## **Day 2 - Ucluelet EOC Operational Training Standards Policy Development Session 2**

HEPR will support a second session for the review of an internal Ucluelet EOC operational training standards policy complete with minimum requirements. HEPR will have a new draft for review with key personnel from administration. This working session will be to finalize document.

## **Visit 3**

### **Regional Tabletop Exercise**

Once the EOC team has completed the 2 days of refresher training and exercises they can use their training by putting it into practice during a large Tabletop Exercise. Participants will get the opportunity to work in the different Emergency Operations Center (EOC) positions. They will be guided on how to set up an operations center and what information and record keeping will be required. This will help them gain confidence to effectively operate an EOC which will be essential during an emergency event.

### **Lesson Plan - Objectives and Principals**

At the end of this exercise the participants will be able to:

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1) All participants will work to complete the following processes and forms with all appropriate information

- a. Position Log (all positions)
- b. Status Report (all positions)
- c. Contact Directory (minimum of 4 entry completed by all personnel)
- d. Action Plan (developed as collective group during EOC briefing meeting – created by planning)
- e. EAF – EOC Expenditure Authorization Form (completed by Finance Personnel)
- f. EOC Daily Expenditure Form or spreadsheet (completed by Finance personnel)
- g. Declaration of Local Emergency and Evacuation Order (Prepared by Planning)
- h. Complete resource requests (Logistics and Operations Sections)

2) TABLE TOP

- a. Pick up portable EOC kit
- b. Ensure all equipment is signed out and accounted for.
- c. Ensure everyone in the EOC is signed in and accounted for, using the EOC Sign-In sheet
- d. Create an Event Status Board to track individual incidents within the event

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- e. Obtain and outline specific areas on a map that are impacted by the Incident
- f. Hold EOC Management Team Briefing (all Section Chiefs)
- g. Communicate EOC status information to PREOC (Marc D'Aquino acting as Regional Manager) and partner stakeholders
- h. Prepare and determine how the "evacuation order" will be issued and how messages will be communicated to community and stakeholders
- i. Arrange transportation for people with medical challenges

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**District of Ucluelet – EOC Support Supplies**

In the changing climate and environment, it is important that the community's emergency program and team stay up to date and in a state of readiness. The district has shown that emergency planning is important and should be considered in all operations from new ventures to restoration or maintenance of other programs.

HEPR will support Ucluelet with the development of these EOC support supplies.

**Planning Section File Storage Kit**

| Quantity | Item                 | Details  |
|----------|----------------------|--|
| 1        | Stationary Kit       | 1 - Dry Erase kit (1 eraser, 4 fine & 4 large markers)<br>2 – Roll of Scotch Tape<br>1 – Stapler/Staples/Staple Remover<br>2 – Box of Paper Clips (Large)<br>2 – Package of Binder Clips<br>12 – Pens<br>8 – Permanent Markers, Black ( Fine/medium Tip) |
| 2        | Hanging File Box     | Latch – Letter size hanging file   |
| 100      | Hanging File Folders | Multi Color - ICS  |
| 250      | File Folders         | Letter sized, multi-color - ICS  |
| 1        | USB Memory Stick     | 16gb / Extra Electronic copies of documents  |
| 4        | Clipboard            | Plastic  |
| 2        | Lock                 | Resettable combination lock  |
| 2        | Organizer Bag        | Coghlan's – Black Zippered   |
| 1        | Storage Case         | Pelican case, 1690-001-110, Black  |

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### **EOC Additional Printer Kit**

| <b>Quantity</b> | <b>Item</b>                | <b>Details</b>  |
|-----------------|----------------------------|---|
| 1               | Wireless Printer           | HP ePrint Officejet   |
| 1               | USB Printer Cable          | USB 2.0 printer cable   |
| 4               | Replacement Ink Cartridges | HP 902 black; 1 each of HP 902 cyan, HP 902 yellow and HP 902 magenta |
| 2               | Power bar                  | 6 outlet 2ft power bar w/ circuit breaker                             |
| 2               | Extension Cord             | Heavy duty, orange/yellow   |
| 1               | Kit Contents list          | Laminated list of kit contents  |
| 2               | Printer Paper              | Package (500 sheets) white printer paper                              |
| 1               | HiVis Safety Tape          | Yellow/Black Tape for Cords   |
| 2               | Lock                       | Combination   |
| 1               | Storage Case               | Pelican case, 1640, black   |

### **EOC Kit Power Supply – Solar Kit**

| <b>Quantity</b> | <b>Item</b>                         | <b>Details</b>                              |
|-----------------|-------------------------------------|---|
| 3               | Goal Zero – 8mm Extension Cord      | 30 ft                                       |
| 3               | Goal Zero – Yeti 400 Portable Power | USD/110v Outlet w/power supply charge cable |
| 3               | Goal Zero – Boulder 100             | Briefcase 100 watt Solar Panel Kit          |
| 2               | Lock                                | Resettable combination lock                 |
| 2               | Organizer Bag                       | Coghlan's – Black Zippered                  |
| 1               | Storage Case                        | Pelican case, 1500-000-110 - Black          |

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| <b>Ucluelet - EOC Exercises/EOC Equipment Budget</b>                        |                            |                   |                    |
|---|----------------------------|-------------------|--------------------|
| <b>EM Training/Planning Activities</b>                                      | <b>Number of Days/Item</b> | <b>Daily Rate</b> | <b>Total</b>       |
| Facilitator Preparation (Exercise 1 - 2)                                    | 2                          | \$985.00          | \$1,970.00         |
| EOC Refresher/ Exercise (Exercise 1 - 2)                                    | 2                          | \$985.00          | \$1,970.00         |
| Facilitator Preparation (Regional Exercise 3)                               | 2                          | \$985.00          | \$1,970.00         |
| EOC Full Day Tabletop Exercise (Regional Exercise 3)                        | 1                          | \$985.00          | \$985.00           |
| EOC Operational Standards/Training Requirements Policy Development Sessions | 2                          | \$985.00          | \$1,970.00         |
| Facilitator Preparation - Document Development / Follow Up                  | 2                          | \$985.00          | \$1,970.00         |
| Printing/Power Points/Material/Supplies                                     | 3                          | \$165.00          | \$495.00           |
| <b>Total</b>  |                            |                   | <b>\$11,330.00</b> |
| <b>EM Consultant Travel</b>   | <b>Day/Distance</b>        | <b>Rate</b>       | <b>Total</b>       |
| Emergency Trainer - travel time - 3 trips                                   | 3                          | \$550.00          | \$1,650.00         |
| Mileage (\$/km) - 3 trips   | 1,206                      | \$0.550           | \$663.30           |
| Meals/Incidental (\$/day) Breakfast/Lunch/Dinner                            | 8                          | \$104.10          | \$832.80           |
| Accommodations  | 8                          | \$148.00          | \$1,184.00         |
| <b>Total</b>  |                            |                   | <b>\$4,330.10</b>  |
| <b>EM EOC Equipment</b>   | <b>Number of Days/Item</b> | <b>Rate</b>       | <b>Total</b>       |
| EOC Solar/Battery Power Supplies  | 1                          | \$3,711.45        | \$3,711.45         |
| Additional EOC Printer Kit  | 2                          | \$1,660.05        | \$3,320.10         |
| Planning File Storage Kit   | 1                          | \$1,449.30        | \$1,449.30         |
| <b>Total</b>  |                            |                   | <b>\$8,480.85</b>  |
|   |                            | <b>Subtotal</b>   | <b>\$24,140.95</b> |
|   |                            | <b>GST</b>        | <b>\$851.29</b>    |
|   |                            | <b>PST</b>        | <b>\$593.66</b>    |
|   |                            | <b>Total</b>      | <b>\$25,585.90</b> |

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## STAFF REPORT TO COUNCIL

Council Meeting: FEBRUARY 12, 2019  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** MARK BOYSEN, CHIEF ADMINISTRATIVE OFFICER

**FILE NO:** 2240-20

**SUBJECT:** FIRE SERVICE AGREEMENT WITH Yuułuʔiłʔatḥ GOVERNMENT

**REPORT NO:** 19-09

**ATTACHMENT(S):**

APPENDIX A – Yuułuʔiłʔatḥ Government Specified Area Fire Protection Services Agreement - DRAFT

**RECOMMENDATION(S):**

1. **THAT** Council approve a new Fire Protection Services Agreement for Yuułuʔiłʔatḥ Government at a cost of \$5,000 annually for a period of 2 years.

**PURPOSE:**

The purpose of this report is to provide Council with a draft agreement for consideration that outlines proposed fire protection services to the Yuułuʔiłʔatḥ Government (YFN) Treaty Specified Lands (TSL) by the Ucluelet Volunteer Fire Department (UVFD).

**BACKGROUND:**

The UVFD provides the District of Ucluelet with fire protection service and has also established several other agreements in the region for service including:

- Alberni-Clayoquot Regional District (ARCD) areas including:
  - o Area C (Millstream)
  - o Long Beach Airport
- Structural fire protection support for the District of Tofino.
- Pacific Rim National Park Reserve - Parks Canada

In 2018, YFN contacted the District to discuss interest in providing fire protection services to YFN TSL's. The District and YFN worked together to draft an agreement (Appendix A) which outlines the service area boundaries (the Specified Area), terms of the agreement, and costs for the service.

Staff are recommending approval of the attached agreement. The two-year term will allow the two parties to expedite the service and to also have time to test the benefits and costs of the arrangement before a long-term agreement is established.

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

If the agreement is approved, the UVFB will consult, collaborate, investigate, evaluate and form an outline to create an operational guideline relative to a YFN fire service agreement:

1. Mapping made available to the UVFB which contains, hydrant locations and their water flows, street names with structure numbers that are identifiable from the road.
2. Identifying non-residential buildings and hazards that affect firefighter safety within the TSL.
3. Practicing responses to the TSL noting response times and observations recorded that help or hinder attending to an emergency within the TSL and then making such improvements for efficiencies and firefighter safety.
4. The UVFB will lead emergency scene management as command on TSL until YFD is competent to take lead at a fire scene and at that time the UVFB will support YFD.
5. Consideration will be given to making sure that we have personnel and equipment in Ucluelet to be able to respond to an emergency within the Ucluelet district boundary.
6. A list of emergency contact personnel from YFN that we can involve during response discussions.

**FINANCIAL IMPACTS:**

The agreement states that the YFN will compensate the District with \$5,000 per year for the two-year length of the agreement. Costs will be reviewed at the end of the two-year agreement period.

**POLICY AND LEGISLATIVE IMPACTS:**

The District's Fire Services Bylaw is currently under review. This agreement aligns with the current Ucluelet Fire Services Bylaw.

The agreement also aligns with the District's draft Official Community Plan's statement on YFN: Relationship and Reconciliation. The District of Ucluelet and the Yuułu?i?at? First Nation have adopted a protocol agreement, most recently updated in 2014, as a framework within which to advance a working relationship.

**OPTION REVIEW:**

1. **THAT** Council approve a new Fire Protection Services Agreement for Yuułu?i?at? Government at a cost of \$5,000 annually for a period of 2 years. **(Recommended)**
2. **THAT** Council request additional information be provided regarding the proposed Fire Protection Services Agreement.

**Respectfully submitted:** Mark Boysen, Chief Administrative Officer  
 Ted Eeftink, Fire Chief  
 Alan Anderson, Captain

**Yuulú?i?ath Government Specified Area Fire Protection Services Agreement**

**DRAFT**

THIS AGREEMENT made the XX of MONTH 2019.

BETWEEN:

**DISTRICT OF UCLUELET  
P.O. BOX 999  
200 MAIN STREET  
UCLUELET, BC V0R 3A0  
("Ucluelet")**

and

**Yuulú?i?ath GOVERNMENT – UCLUELET FIRST NATION  
P.O. BOX 699  
UCLUELET, BC V0R 3A0  
("UFN")**

WHEREAS the Ucluelet First Nations is required to provide fire protection services to Yuulú?i?ath Treaty Specified Lands (TSL) Area as hereinafter defined;

AND WHEREAS it has been agreed that the District of Ucluelet will provide such structure fire protection services to the said Treaty Specified Lands (TSL) on the terms and conditions hereinafter appearing;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises and in consideration of the mutual covenants and agreements hereinafter contained, it is agreed as follows:

1. Ucluelet hereby agrees to provide fire protection services as hereinafter defined to the area (hereinafter called "Treaty Specified Lands - TSL"), the boundaries of which are outlined in black pecked line on the plan in Schedule "A" which is attached hereto and forms part of this agreement, which specifically include, 1) Wya TSL 2) Junction TSL 3) Clakamucus TSL 4) Lost Shoe TSL and 5) Hitacu TSL
2. The term of this agreement will be for a period of two (2) years (February 25, 2019 - February 25, 2021 inclusive) and renewable for 2-year terms thereafter when mutually agreed to unless:
  - a) earlier terminated by written notice to be given by either party hereto at least twelve (12) months prior to the expiration of the term;
3. The District agrees to respond to fire emergencies within the Treaty Specified Lands with such equipment and personnel as may be deemed necessary to extinguish such fire and to protect adjoining structures from loss or damage

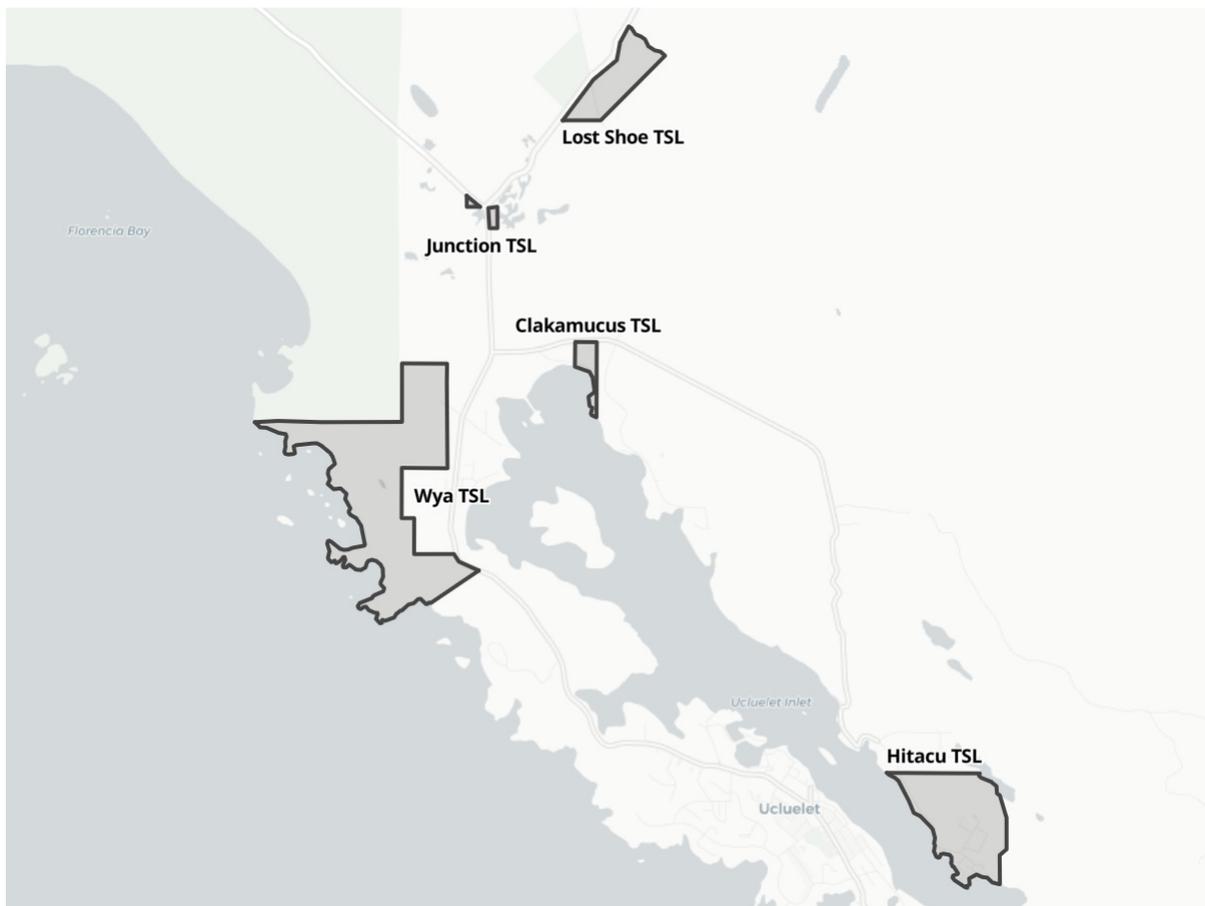
- caused by a structure fire, nothing in this agreement requires the Fire Chief of the District of Ucluelet to deploy personnel, apparatus or equipment to "the Treaty Specified Lands", where the Fire Chief or his/hers designate has determined that they are either unavailable or are required to provide fire protection within the District of Ucluelet fire service area.
4. It is agreed by the Parties hereto that lands within the Treaty Specified Land area held under a Tree Farm License and/or Treaty Specific forest lands are excluded from the provisions of Section 3 above except in so far as aid may be provided at the discretion of the Fire Chief to the Owners of such licenses and/or the British Columbia Forestry Service in the event of a fire occurring on such forested lands. A task number from the authority having jurisdiction must be issued prior to any fire response by the District of Ucluelet.
  5. The UFN will ensure that publicity is given in the Specified Area to the telephone numbers to be used in order that prompt notification can be given of the occurrence of a fire in the Treaty Specified Land area.
  6. The District of Ucluelet and the Yuułuꞑiꞑatꞑ Government may review services and the internal boundary of the Specified Area from time to time.
  7. In consideration and payment for the services to be rendered as provided herein, the Ucluelet First Nations agrees to pay to the District of Ucluelet the sums hereinafter set forth:
    - a) \$5,000 per year;
    - b) the sums as aforementioned shall become due and payable on the 25<sup>th</sup> of February 2019 and each anniversary date thereafter.
  8. In the event the parties hereto cannot agree on any matter during the term of this agreement, each party shall appoint one person to act as arbitrator on their behalf and the two persons so appointed shall appoint a third person. The three persons so appointed shall adjudicate the matter in dispute and their decision shall be binding upon both the parties hereto.
  9. This agreement shall be binding upon and ensure to the parties hereto their heirs and assigns.

**IN WITNESS WHEREOF** the parties have hereunto set their hands and seals on the day and year first above written.

**Yuułuꞑiꞑatꞑ GOVERNMENT – UCLUELET FIRST NATION**

**DISTRICT OF UCLUELET**

### APPENDIX "A"







## STAFF REPORT TO COUNCIL

Council Meeting: FEBRUARY 12, 2019  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** MARK BOYSEN, CHIEF ADMINISTRATIVE OFFICER

**FILE NO:** 2240-20

**SUBJECT:** PACIFIC RIM VISITORS CENTRE AGREEMENT WITH PARKS CANADA

**REPORT NO:** 19-10

**ATTACHMENT(S):**

APPENDIX A – 2019 PRVC LAND AGREEMENT

APPENDIX B – 2019 PRVC LAND AGREEMENT - SCHEDULE A MAP

APPENDIX C – 2019 PRVC LAND AGREEMENT - SCHEDULE B OPERATIONAL REQUIREMENTS

**RECOMMENDATION:**

1. **THAT** Council approve the new 2019 agreement between the District of Ucluelet and Parks Canada regarding the Pacific Rim Visitor Centre.

**PURPOSE:**

The purpose of this report is to provide Council with a draft agreement for consideration regarding Pacific Rim Visitor Centre on the District's property located at the Highway 4 junction between Ucluelet and Tofino.

**BACKGROUND:**

The District of Ucluelet owns the parcel of land located at the Highway 4 junction between Ucluelet and Tofino, described as Block B of District Lots 445 & 446, Clayoquot District (2040 Pacific Rim Highway, Ucluelet, BC). The Parks Canada Agency (Parks Canada) operates the Pacific Rim Visitors Centre (PRVC) and washroom facilities on the parcel. Tourism Ucluelet also operates out of the PRVC building and is in negotiations in a separate agreement with Parks Canada.

An agreement was established between the two parties in 2004 with a maximum term of 15 years. The agreement expired December 31<sup>st</sup>, 2018 and Parks Canada has drafted a new proposed agreement for Council's consideration (Appendix A-C)

The updated agreement is similar in terms and is proposed for another 10 years. A key update is a clarification of duties and responsibilities related to the property. These have been outlined in Appendix C of this report (Operational Requirements).

Staff have discussed with Parks Canada that the District may be considering changes to the property including a review of the building on site. Parks Canada has indicated initial interest is exploring these opportunities.

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

No additional staff time requirements.

**FINANCIAL IMPACTS:**

No additional financial impacts or requirements.

**POLICY AND LEGISLATIVE IMPACTS:**

No policy impacts.

**OPTION REVIEW:**

1. **THAT** Council approve the new 2019 agreement between the District of Ucluelet and Parks Canada regarding the Pacific Rim Visitor Centre. **(Recommended)**
2. **THAT** Council provide direction to staff regarding proposed revisions to the 2019 agreement between the District of Ucluelet and Parks Canada regarding the Pacific Rim Visitor Centre.
3. **THAT** Council direct staff to decline the agreement.

**Respectfully submitted:** Mark Boysen, Chief Administrative Officer

THIS AGREEMENT is made the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

BETWEEN:

DISTRICT OF UCLUELET  
P.O. Box 999  
200 Main Street  
Ucluelet, British Columbia  
VOR 3A0  
(the "District")

OF THE FIRST

PART

AND:

HER MAJESTY THE QUEEN IN RIGHT OF CANADA,  
As represented by the Minister of the Environment and Climate Change  
c/o Parks Canada Agency  
2040 Pacific Rim Highway, PO Box 280  
Ucluelet, British Columbia  
VOR 3A0  
("Her Majesty")

OF THE SECOND PART

WHEREAS Her Majesty has requested that She be authorized to enter upon and use a certain parcel of land (described below) owned by the District for the purpose of a shared Pacific Rim Visitor Centre and Washroom Facilities with the District;

AND WHEREAS Her Majesty is the owner of the said existing Pacific Rim Visitor Centre Building and Washroom Facilities;

AND WHEREAS the District is the registered owner of the said parcel of land;

NOW THEREFORE THIS AGREEMENT WITNESSES that, in consideration of the mutual covenants contained therein and of the payment of the sum of one dollar (\$1.00) paid by each of the District and Her Majesty to the other at or before the execution and delivery of this Agreement (the receipt and sufficiency of which is acknowledged by the District and Her Majesty) the parties hereto agree with each other as follows:

#### ARTICLE 1 – NATURE AND TERM OF LICENCE

1.01 The District hereby gives and grants to Her Majesty and Her Servants, agents, employees, licensees, contractors and subcontractors non-exclusive access,

through this Agreement, to enter upon that certain parcel of land in the District of Ucluelet, British Columbia, described as:

Block B of District Lots 445 & 446, Clayoquot District

shown in heavy outline and identified as the “Pacific Rim Visitor Centre and Washroom Facilities” on the plan attached as Schedule “A” (the “Site”)

Commencing on the first day of January, 2019 for a term of ten (10) years (the “Term”).

- 1.02 This Agreement may be terminated by either party at any time during the Term by giving ninety (90) days notice to the other party.
- 1.03 Upon the early termination of this Agreement or the end of the Term, Her Majesty shall have the option but not the obligation to remove the Pacific Rim Visitor Centre and/or Washroom Facilities from the Site within a reasonable period of time.

#### ARTICLE 2 – USE

- 2.01 Her Majesty shall use the site for the purpose of gaining access and use of the Pacific Rim Visitor Centre and Washroom Facilities which offers tourist and regional information to the general public.
- 2.02 The District and Her Majesty covenant and agree that they each will:
  - (a) not do or knowingly permit to be done any act or thing within its control which will interfere with or injure the Site or Pacific Rim Visitor Centre and Washroom Facilities and in exercising their rights hereunder do so in strict compliance with all applicable directives, rules, regulations, laws, and by-laws in force from time to time; and
  - (b) Use the Site for only those purposes specifically set out herein, unless otherwise agreed to in writing by both parties in a document indicating it is an amendment to this agreement, and signed with the same level of formality as this agreement.

#### ARTICLE 3 – GENERAL

- 3.01 **Risk.** All property of Her Majesty, at any time brought into the Pacific Rim Visitor Centre and Washroom Facilities shall be entirely at the risk of the District, with the exception only of any such loss, damage, or injury caused by the negligence of any officer, servant or agent of Her Majesty while acting within the scope of his or her duties or employment.
- 3.02 **Indemnification.** The District shall at all times indemnify and save harmless Her Majesty from and against and be responsible for all claims and demands, loss, costs, damages, collections, suits or other proceedings by whomsoever made, brought or prosecuted, based upon or attributable to this Agreement or

any actions taken or things done by the District, unless such damages or injury is due to the negligence of any officer, servant or agent of Her Majesty while acting within the scope of his or her duties or employment.

- 3.03 **Insurance.** The District shall maintain at all times during the currency of this Agreement, Property Insurance sufficient to cover the replacement value of building and contents and improvements to the site in respect of items owned or owned by the District. The District shall provide Her Majesty upon request with written proof that it maintains such insurance coverage.
- 3.04 **Access.** In keeping with the use provisions of Article 2, the officers, servants, and agents of each of the District and Her Majesty shall at all times have full and free access to the Highway Visitor Information Center and the Site.
- 3.05 **Assignment.** This Agreement shall not be assigned or transferred in whole or in part by either party without the prior written consent of the other.
- 3.06 **No Implied Interest.** The District and Her Majesty each acknowledge that a lease or any other interest is not granted to the other in respect of the Site or Pacific Rim Visitor Centre and Washroom Facilities by the terms of this Agreement.
- 3.07 **Members of the House of Commons.** No member of the House of Commons of Canada shall be admitted to any share or part of this Agreement or to any benefit to arise therefrom.

#### ARTICLE 4 – NOTICE

4.01 All notices or other communications necessary for the purposes of this Agreement shall be in writing and shall be delivered personally or by courier, or shall be sent by registered mail or by prepaid post or sent by facsimile, addressed,

- (a) in the case of the District, to:

200 Main Street  
P.O. Box 999  
Ucluelet, British Columbia  
V0R 3A0

Attention: Mark Boysen

Telephone: (250) 726-4777

Facsimile: (250) 726-7335

Or to such other address or facsimile number or addressed to such other person as the District may, from time to time, designate in writing to Her Majesty; and

- (b) in the case of Her Majesty, to:

Parks Canada  
2040 Pacific Rim Highway, PO Box 280  
Ucluelet, British Columbia  
VOR 3A0

Attention: Helen Davies, Coastal BC Field Unit Superintendent

Telephone: (250) 654-4048

Facsimile: (250) 654-4014

Or to such other address or facsimile number or addressed to such other person as Her Majesty may, from time to time, designate in writing to the District.

IN WITNESS WHEREOF the authorized signatory of the Minister of the Environment, on behalf of Her Majesty the Queen in Right of Canada, has hereunto subscribed her signature and the District has hereunto affixed its corporate seal attested to by the hands of its proper officer in that behalf is of the day and year first above written.

HER MAJESTY THE  
QUEEN IN RIGHT OF  
CANADA

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Witness

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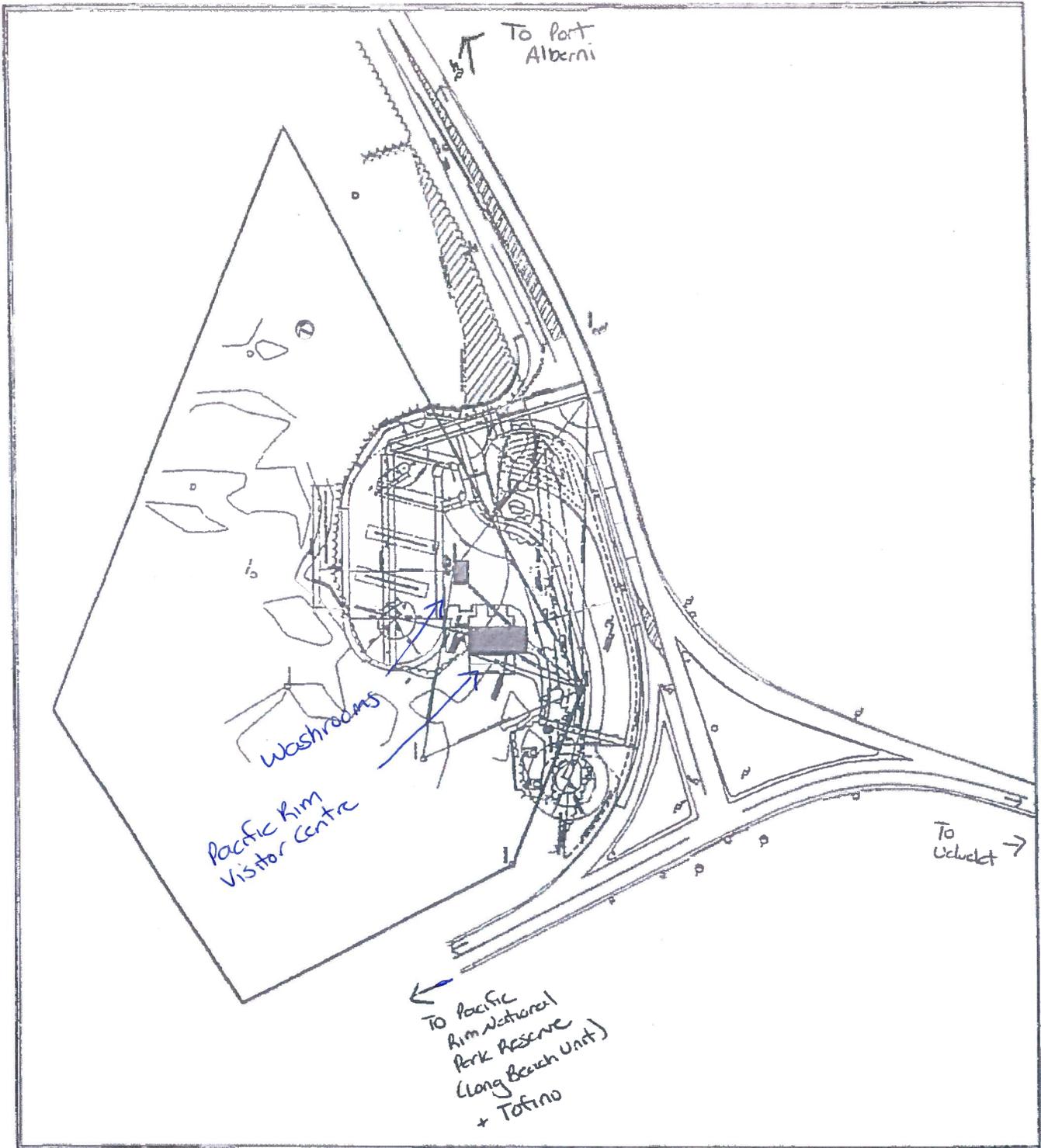
\_\_\_\_\_  
Superintendent  
Coastal BC Field Unit

\_\_\_\_\_  
Witness

District of Ucluelet

\_\_\_\_\_  
Authorized Signatory

SCHEDULE "A"  
Pacific Rim Visitor Centre and Washroom Facilities



## Schedule "B" Operational Requirements

## 1. The District acknowledges and agrees:

(a) Parks Canada and the District shall endeavour to keep all of the facilities as clean as possible. If any major issues arise with the washroom facilities, the Parks Canada janitors can be contacted to come assess emergencies when they are on strength. Parks Canada will pay 100% for the weekly deep cleanings of the visitor centre between May 1 and October 15<sup>th</sup>. Parks Canada will clean and stock the public washrooms at a minimum, daily, 7 days per week, in the peak season (and 5 days per week in the off season);

(b) Minor repairs to the facilities may be done by Parks Canada staff (i.e. light bulbs, minor repairs, etc.). Other minor moderations or repairs can be done by both Parks Canada and the District, provided Superintendent authorization is sought in a reasonably timely manner in advance (vandalism, electrical issues, etc.). Major asset maintenance repairs/projects shall be discussed by both Parks Canada and the District and shall only be completed provided said repairs are authorized by the Superintendent and funding models are fully agreed upon by all parties;

(c) Parks Canada and the District shall endeavour to maintain a clean environment both inside and outside the building. Furthermore, Parks Canada and the District shall not permit any unsecure animal attractants inside or outside the building. Traps or other mitigations shall be used by both Parks Canada and the District for rodents. The District will send documented encounters/sightings of rodents to the Parks Canada Visitor Services Team Lead II (or similar). If agreed upon by both Parks Canada and the District, an exterminator or outside agent may be hired to remove the rodent issue. For the aforementioned issue, if and where it arises, 100% of the costs will be paid for by Parks Canada;

(d) The District will be 100% responsible for the flagpoles and repair or replace as/when required. Parks Canada shall be responsible for the Canada flag on the flagpole and replace as/when required;

(e) The District will be 100% responsible for Line Painting in the parking lots and all directional signs related to parking and traffic control;

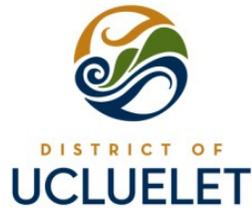
(f) The District will be 100% responsible for maintenance of the parking lots, stairs, railings, kiosks and all property outside of the "Pacific Rim Visitor Centre and Washroom Facilities";

(g) Parks Canada is 100% responsible for the costs to operate the public pay phone and maintain its functionality by reporting any issues to Telus;

(h) Parks Canada is 100% responsible for the security of the building including locks, the alarm system and the panic button at both desks. Parks Canada shall issue codes and keys to the District as required; and

(i) The District will be 100% responsible for landscaping including purchasing, planting, weeding, pruning and maintenance of flowers as well as brushcutting, trimming, and mowing the grass around the building. Parks Canada and the District shall strive to maintain a clean environment outside the building.





## STAFF REPORT TO COUNCIL

Council Meeting: FEBRUARY 12, 2019  
500 Matterson Drive, Ucluelet, BC V0R 3A0

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

**FILE NO:** 1630-01

**SUBJECT:** CHEQUE LISTING – JANUARY 2019

**REPORT NO:** 19-11

**ATTACHMENT(S):** APPENDIX A – JANUARY 2019 CHEQUE LISTING

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**RECOMMENDATION(S):**

There is no recommendation. This report is provided for information only.

**PURPOSE:**

The purpose of this report is to provide Council with a monthly listing of all cheques disbursed.

**BACKGROUND:**

Finance staff have provided a detailed list of the cheque run for January 2019 (Appendix A).

**POLICY OR LEGISLATIVE IMPACTS:**

The cheque listing has been reviewed to ensure compliance with the *Freedom of Information and Protection of Privacy Act*. The names of individual's shown on the cheque listing are either employed with the District or contracted for the delivery of goods and services.

**OPTIONS REVIEW:**

1. There is no recommendation. This report is provided for information only. **(Recommended)**
2. THAT Council provide alternative direction to staff.

**Respectfully submitted:** Marlene Lagoa, Manager of Corporate Services

Mark Boysen, Chief Administrative Officer

APPENDIX A

 District of Ucluelet  
 AP Cheque Listing  
 January 2019

| Cheque #   | Pay Date   | Vendor # | Vendor Name                          | Invoice #  | Description   | Invoice Amount  | Hold Amount | Paid Amount |
|------------|------------|----------|--------------------------------------|--|---|---|-------------|-------------|
| 353        | 2003-01-19 | MS910    | MICROSOFT                            | E030079T1O   | OFFICE 365 BUSINESS PREMIUM   | 463.06  |             | 463.06      |
| 354        | 2004-01-19 | ms910    | MICROSOFT                            | E030079Z2E   | OFFICE 365 BUSINESS ESSENTIALS  | 64.22   |             | 64.22       |
| 357        | 2004-01-19 | TC003    | TIMES-COLONIST                       | 122599   | BOYSEN-JAN/19 ONLINE SUBSCRPTN  | 10.49   |             | 10.49       |
| 26402414   | 2007-01-19 | TP002    | TELUS COMMUNICATIONS INC.            | 12/18 FIRE   | DEC/18 FIREHALL   | 184.8   |             | 184.8       |
| 346        | 2008-01-19 | CN043    | CROWS NEST UCLUELET                  | 01072019   | DAYTIMER-LYCHE OFFICE SUPPLY  | 17.85   |             | 17.85       |
| W000279751 | 2008-01-19 | S0171    | MUNICIPAL PENSION PLAN               | PP26/18  | PP26/18   | 11806.18  |             | 11806.18    |
| 028169     | 2009-01-19 | wp166    | WINDSOR PLYWOOD - UCLUELET DIV.      | 70430A<br>70498A<br>70781A<br>70901A<br>70933A<br>70968A<br>71455A<br>72167A<br>72239A | SINK CRACK FIX-UCC<br>CEMETARY MARKING SUPPLIES<br>CANNON PARK KIOSK MATERIALS<br>LAGOON FLOW METER ROPE<br>BOLTS FOR TOILET-FIREHALL<br>HASP-UCC<br>GARDEN HOSE<br>CANNON PARK KIOSK<br>XMAS DECOR | 25.75<br>54.06<br>248.91<br>43.16<br>10.28<br>7.55<br>112.07<br>381.61<br>17.21 |             | 900.6       |
| 356        | 2009-01-19 | MCH01    | MAILCHIMP                            | MC07968797   | JAN/19 MAIL SUBSCRPTN   | 27.32   |             | 27.32       |
| 355        | 2010-01-19 | HOS01    | HOSTGATOR                            | 67322521   | JAN/19 HOSTING SUBSCRPTN  | 68.01   |             | 68.01       |
| 028170     | 2011-01-19 | 45r27    | CONNECT ROCKET COMMUNICATIONS INC.   | 2772   | JAN/19 MONTHLY SUBSCRIPTION   | 284.03  |             | 284.03      |
| 028172     | 2011-01-19 | CE004    | CORPORATE EXPRESS CANADA INC         | 49341750<br>49383395   | YELLOW PAINT-UCC<br>OFFICE SUPPLIES-LYCHE   | 7.25<br>783.13  |             | 790.38      |
| 028173     | 2011-01-19 | CT002    | CLEARTECH INDUSTRIES INC             | 775494   | SODIUM HYPOCHLORITE   | 818.66  |             | 818.66      |
| 028174     | 2011-01-19 | JR381    | J. ROBBINS CONSTRUCTION LTD          | 3401   | LSCA RD-GRAVEL AND REPAIR   | 445.94  |             | 445.94      |
| 028175     | 2011-01-19 | MIE30    | MIECM                                | 2019-017   | 2019 MIECM DUES   | 200   |             | 200         |
| 028176     | 2011-01-19 | MS170    | REVENUE SERVICES OF BC               | 01/19  | JAN/19 MSP  | 1087.5  |             | 1087.5      |
| 028177     | 2011-01-19 | PI110    | PUROLATOR INC                        | 440216365  | MAXXAM 331677409681   | 40.65   |             | 40.65       |
| 028178     | 2011-01-19 | PW280    | PITNEWORKS                           | 010319   | JAN/19 POSTAGE  | 1590  |             | 1590        |
| 028179     | 2011-01-19 | SUN02    | SUN LIFE ASSURANCE COMPANY OF CANADA | 52572  | EAP PROGRAM-SUN LIFE  | 95.55   |             | 95.55       |
| 028180     | 2011-01-19 | tsc19    | TRANSPARENT SOLUTIONS CORP           | 10169  | CLEARMAIL FEB/19  | 20.95   |             | 20.95       |
| 028181     | 2011-01-19 | UKE01    | UKEE AUTO SERVICE                    | 134973   | UCC VEHICLE DOOR REPAIR   | 302.4   |             | 302.4       |
| 028182     | 2011-01-19 | UP459    | UCLUELET PETRO-CANADA                | 3384<br>3422   | #2-WIPER BLADES<br>#14 BOBCAT TIRE REPAIR   | 19.53<br>49.87  |             | 69.4        |
| 028183     | 2011-01-19 | ACE92    | ACE COURIER SERVICES                 | 11203009<br>14241153   | ISLAND BLUEPRINT<br>TRAN SIGN   | 34.82<br>81.44  |             | 116.26      |
| 028184     | 2011-01-19 | AGS11    | AGS BUSINESS SYSTEMS INC             | 47194  | 11/29/18-12/28/18   | 432.49  |             | 432.49      |
| 028185     | 2011-01-19 | ahi01    | ALLES HOLDINGS INC                   | 15   | ANDERSON CONTRACT SERVICES DEC 17-28  | 1008  |             | 1008        |
| 028186     | 2011-01-19 | BP940    | BLACK PRESS GROUP LTD.               | 33596511   | DEC/18 ADS  | 161.75  |             | 161.75      |
| 028187     | 2011-01-19 | CCL88    | CORLAZZOLI CONTRACTING LTD           | 8<br>9   | DANGER TREE REMOVAL<br>DANGER TREES-ODYSSEY LN  | 525<br>525  |             | 1050        |
| 028188     | 2011-01-19 | CE004    | CORPORATE EXPRESS CANADA INC         | 49323837<br>49285122<br>49282556   | OFFICE SUPPLIES-LYCHE<br>PROJECTOR-UCC<br>TEMPERA PAINT-UCC   | 233.13<br>1273.21<br>29.03  |             | 1535.37     |
| 028189     | 2011-01-19 | CK608    | KASSLYN CONTRACTING                  | D651   | D651  | 4483.21   |             | 4483.21     |
| 028190     | 2011-01-19 | CUPE1    | CUPE LOCAL #118                      | 12/18  | CUPE DUES-DEC/18  | 1094.83   |             | 1094.83     |
| 028191     | 2011-01-19 | DFC01    | DUMAS FREIGHT COMPANY                | 62437  | FOUR STAR WATERWORKS  | 72.81   |             | 72.81       |
| 028192     | 2011-01-19 | DJ002    | DRAESEKE JAN                         | 122572   | TAI CHI/CHI GONG  | 193.26  |             | 193.26      |
| 028193     | 2011-01-19 | EB295    | E.B. HORSMAN & SON                   | 11837035   | UPS FOR WELLFIELD   | 230.23  |             | 230.23      |
| 028194     | 2011-01-19 | EISC2    | ELITE IMAGE SOFTWARE CORP            | 22110  | BUSINESS CARDS-COUNCIL/MONTEITH/CANNON  | 623.63  |             | 623.63      |
| 028195     | 2011-01-19 | FSC10    | FOUR STAR COMMUNICATIONS INC         | 48867  | DEC/18  | 149.95  |             | 149.95      |
| 028196     | 2011-01-19 | FW050    | FAR WEST DISTRIBUTORS LTD            | 324261   | GRBG BAGS/HAND SANITIZER-PW   | 328.78  |             | 328.78      |

APPENDIX A

 District of Ucluelet  
 AP Cheque Listing  
 January 2019

| Cheque # | Pay Date   | Vendor # | Vendor Name                             | Invoice #  | Description  | Invoice Amount  | Hold Amount | Paid Amount |
|----------|------------|----------|---|--|--|---|-------------|-------------|
| 028197   | 2011-01-19 | H5002    | HOGAN, SARAH                            | 122573   | DANCE FIT DEC/18   | 88.96   |             | 88.96       |
| 028198   | 2011-01-19 | H5540    | HACH SALES & SERVICE CANADA LTD         | 181510   | CHLORINE REAGENT-PW  | 286.72  |             | 286.72      |
| 028199   | 2011-01-19 | ISL03    | ISLAND EQUIPMENT RENTALS                | 74189-1  | 26 FT SCISSOR LIFT RENTAL  | 876.4   |             | 876.4       |
| 028200   | 2011-01-19 | JRS01    | J.ROBBINS SAND & GRAVEL LTD.(use JR381) | 3391   | SAND-UCC   | 281.06  |             | 281.06      |
| 028201   | 2011-01-19 | KA001    | KOERS & ASSOCIATES ENGINEERING LTD.     | 1762-013<br>1763-007<br>1764-010<br>1643-023   | 1762 BAY ST SIMPLEX P/S REPLACEMENT<br>1763 MATTERSON ALTITUDE VALVE CHAMBER<br>1764 WELLFIELD VFD UPGRADES<br>1643 SEWAGE LAGOON REVIEW   | 7056<br>1212.75<br>206.72<br>716.22   |             | 9191.69     |
| 028202   | 2011-01-19 | KL923    | KERDMAN LINDSAY                         | 122575   | GYM  | 864.09  |             | 864.09      |
| 028203   | 2011-01-19 | MA952    | MAXXAM ANALYTICS                        | VA1204889<br>VA1205351   | WATER TESTING B8A8747<br>WATER TESTING B8B0709   | 425.25<br>252   |             | 677.25      |
| 028204   | 2011-01-19 | MITC1    | MITCHELL, CALI                          | 2  | CONSULTING FEES/MITCHELL   | 1014  |             | 1014        |
| 028205   | 2011-01-19 | PBX12    | PBX ENGINEERING LTD                     | 5932<br>5927<br>5931   | SCADA PROJECT 16331-03<br>SCADA PROJECT 14282-01<br>SCADA PROJECT 16331-02   | 7599.38<br>320.25<br>673.58   |             | 8593.21     |
| 028206   | 2011-01-19 | PI110    | PUROLATOR INC                           | 440107257<br>440169797   | MAXXAM<br>MAXXAM   | 124.61<br>43.02   |             | 167.63      |
| 028207   | 2011-01-19 | PRC04    | PACIFIC RIM CARPET CLEANING             | 3180   | CARPET CLEANING-UCC/LYCHE  | 3360  |             | 3360        |
| 028208   | 2011-01-19 | RID01    | RIDGELINE MECHANICAL LTD                | 390151845  | BAY ST PUMP STATION  | 171610.73   | 17161.07    | 154449.66   |
| 028209   | 2011-01-19 | RL068    | RIVERA LYVIER                           | 122574   | LATIN/SOUL DEC/18  | 141.75  |             | 141.75      |
| 028210   | 2011-01-19 | RW916    | ROBERT WYLIE                            | 122576   | JAN-DEC/18   | 162.5   |             | 162.5       |
| 028211   | 2011-01-19 | SBR01    | SONBIRD REFUSE & RECYCLING LTD.         | 34430<br>34428<br>34429<br>34427<br>34425<br>34426<br>34424  | DEC/18 GARBAGE UVFB & UAC<br>DEC/18 GARBAGE PW<br>DEC/18 GARBAGE UCC<br>DEC/18 GARBAGE WHISKEY DOCK<br>DEC/18 GARBAGE SCH<br>DEC/18 GARBAGE 52 STEPS<br>DEC/18 RECYCLING TRANSFER FEE LYCHE      | 88.37<br>627.86<br>144.09<br>321.8<br>1098.87<br>274.12<br>41.58                                |             | 2596.69     |
| 028212   | 2011-01-19 | SP010    | SUPERIOR PROPANE                        | 22711268   | PROPANE-UAC HALL   | 835.73  |             | 835.73      |
| 028213   | 2011-01-19 | SS419    | SOLIDARITY SNACKS                       | 108<br>107   | BUILDING CODE COURSE SNACKS<br>NEW COUNCIL ORIENTATION   | 480.11<br>322.88  |             | 802.99      |
| 028214   | 2011-01-19 | UC142    | UCLUELET CONSUMER'S CO-OPERATIVE ASSN   | 119<br>71150100  | TOILET PROGRAM (9 UNITS)<br>RESCUE#1 DIESEL  | 495<br>74   |             | 569         |
| 028215   | 2011-01-19 | UI923    | UKEE INFO TECH                          | 10820  | IT SUPPORT DEC/18  | 5407.52   |             | 5407.52     |
| 028216   | 2011-01-19 | UR849    | UCLUELET RENT-IT CENTER LTD             | 31914  | DEC/18 PORTABLES   | 1545.6  |             | 1545.6      |
| 028217   | 2011-01-19 | UV146    | UCLUELET VOLUNTEER FIRE BRIGADE         | DONATION2016   | 2016DONATION-FRIED,ADAM  | 3805.2  |             | 3805.2      |
| 028218   | 2011-01-19 | VAN01    | VAN VLIET BRYNN                         | 122571   | DEC/18 AFTERSCHOOL PROGRAM   | 150   |             | 150         |
| 028219   | 2011-01-19 | WI219    | WALCO INDUSTRIES LTD                    | 36506  | PUMPER TRUCK-HELEN RD VALVE  | 6183.98   |             | 6183.98     |
| 028220   | 2011-01-19 | WM275    | WHITE MAGNOLIA RESORT CO LTD            | 124<br>126   | NOV 15-28/18 POOL RENTAL<br>DEC 1-16/18 POOL RENTAL  | 1501.5<br>1535.63   |             | 3037.13     |
| 028221   | 2011-01-19 | WPT01    | WILD PACIFIC TRAIL SOCIETY              | 122577   | WPT SPRING COVE INTERIM INVOICE  | 26829.13  |             | 26829.13    |
| 26492031 | 2011-01-19 | BMC01    | BELL MOBILITY INC                       | 12/2018  | DEC/18   | 1530.82   |             | 1530.82     |
| 028222   | 2014-01-19 | TU428    | TOURISM UCLUELET                        | 10/18  | OCT/18 MRDT  | 18969.55  |             | 18969.55    |
| 028223   | 2014-01-19 | UC142    | UCLUELET CONSUMER'S CO-OPERATIVE ASSN   | 5725<br>71143276<br>71145289<br>71147481<br>71148038<br>71149407<br>71149552<br>71150009<br>71150682<br>11510<br>11509 | DEC/18 CARDLOCK<br>#2 PREM GAS<br>#2 PREM GAS<br>#2 PREM GAS<br>JERRY CANS-PW<br>#2 PREM GAS<br>#1 REG GAS<br>WHITE RANGER<br>WHITE RANGER<br>GENERATOR FUEL-HELEN RD<br>GENERATOR FUEL-JUNCTION | 1422.21<br>71.15<br>87.56<br>76.01<br>92.1<br>70<br>156.5<br>65.39<br>25.54<br>235.77<br>393.04 |             | 2695.27     |

APPENDIX A

 District of Ucluelet  
 AP Cheque Listing  
 January 2019

| Cheque # | Pay Date                   | Vendor # | Vendor Name                           | Invoice #    | Description                           | Invoice Amount | Hold Amount | Paid Amount |
|----------|----------------------------|----------|---------------------------------------|--------------|---------------------------------------|----------------|-------------|-------------|
| 028224   | 2014-01-19                 | UC142    | UCLUELET CONSUMER'S CO-OPERATIVE ASSN | 71150688     | SHOP GAS/CHAIN OIL-PW                 | 81.95          |             | 923.18      |
|          |                            |          |                                       | 71150697     | #3 REG GAS                            | 140.28         |             |             |
|          |                            |          |                                       | 71151728     | #2 PREM GAS                           | 61             |             |             |
|          |                            |          |                                       | C01043820    | KIDS IN THE KITCHEN                   | 33.57          |             |             |
|          |                            |          |                                       | C01043855    | AFTERSCHOOL PROGRAM                   | 26.31          |             |             |
|          |                            |          |                                       | C01098655    | CHRISTMAS LIGHTS-PW                   | 56.67          |             |             |
|          |                            |          |                                       | C01045670    | TEEN MOVIE AND MEAL                   | 39.03          |             |             |
|          |                            |          |                                       | C01035105    | ESS VOLUNTEER GIFT CARDS              | 400            |             |             |
|          |                            |          |                                       | C01087286    | AFTERSCHOOL PROGRAM                   | 27.94          |             |             |
|          |                            |          |                                       | C01047513    | COUNCIL SNACKS                        | 56.43          |             |             |
| 028225   | 2014-01-19                 | WP166    | WINDSOR PLYWOOD - UCLUELET DIV.       | 73604A       | CANON PARK KIOSK                      | 64.49          |             | 1919.84     |
|          |                            |          |                                       | 73760A       | CANON PARK KIOSK                      | 430.03         |             |             |
|          |                            |          |                                       | 72789A       | UAC RAMP REPAIR                       | 323.19         |             |             |
|          |                            |          |                                       | 73312A       | HOT WATER TAP CARTRIDGE-PW            | 7.46           |             |             |
|          |                            |          |                                       | 72768A       | AV LIGHT BAR-MAIN HALL                | 184.31         |             |             |
|          |                            |          |                                       | 73295A       | GALLOWAY-RAIN GEAR                    | 358.4          |             |             |
|          |                            |          |                                       | 73275A       | SAWBLADE                              | 156.79         |             |             |
|          |                            |          |                                       | 73516A       | KEYS COPIED                           | 100.8          |             |             |
|          |                            |          |                                       | 72965A       | GEORGE FRASER PARK KIOSK              | 109.14         |             |             |
|          |                            |          |                                       | 73379A       | DESK DRAWER SLIDER                    | 22.57          |             |             |
| 73849A   | ST.JACQUES PARK-PVC PIPING | 162.66   |                                       |              |                                       |                |             |             |
| 028226   | 2014-01-19                 | WP166    | WINDSOR PLYWOOD - UCLUELET DIV.       | 74144B       | EMERGENCY LIGHT BULBS                 | 3.3            |             | 49.15       |
|          |                            |          |                                       | 74015A       | HARDWARE CLOTH                        | 30.04          |             |             |
|          |                            |          |                                       | 73858A       | ST.JACQUES PARK-PVC PIPING            | 15.81          |             |             |
| 351      | 2014-01-19                 | AMA01    | AMAZON.COM.CA, INC.                   | 122598       | PICKLEBALL BALLS-UCC                  | 40             |             | 40          |
| 352      | 2014-01-19                 | MF113    | MINISTER OF FINANCE                   | 33509260     | 2018 BC BLDNG & PLMBING CODE BOOK     | 580.65         |             | 580.65      |
| 028227   | 2015-01-19                 | BLA01    | MICHALENKO, JOE                       | SJP-01       | ST.JACQUES PARK WALL-PYMT 1 OF 3      | 2455           |             | 2455        |
| 26640251 | 2016-01-19                 | TP002    | TELUS COMMUNICATIONS INC.             | 12/18        | DEC/18                                | 5175.5         |             | 5175.5      |
| 26643231 | 2016-01-19                 | WC168    | WORKSAFE BC                           | Q4/18        | Q4/18                                 | 9239.33        |             | 9239.33     |
| 26640271 | 2017-01-19                 | BC017    | BC HYDRO                              | 400003087417 | DEC/18                                | 24314.12       |             | 24314.12    |
| 028229   | 2025-01-19                 | ACE92    | ACE COURIER SERVICES                  | 14241488     | MNSTRY FORESTS/ISLAND BLPRNT/LADYBRD  | 71.41          |             | 71.41       |
| 028230   | 2025-01-19                 | AEL78    | ALBION ELECTRIC LTD                   | 749071       | EXTERIOR LIGHTS REPLACE-UCC           | 415.46         |             | 415.46      |
| 028231   | 2025-01-19                 | B9413    | BEELEY PHIL                           | 122588       | DEC/18 MILEAGE-JANITORIAL WORK        | 51.25          |             | 51.25       |
| 028232   | 2025-01-19                 | BR330    | BLACK ROCK MANAGEMENT INC.            | 110288       | RMI CONFERENCE LUNCH                  | 994.54         |             | 994.54      |
| 028233   | 2025-01-19                 | CE004    | CORPORATE EXPRESS CANADA INC          | 49147303     | WALL FILE POCKETS                     | 60.33          |             | 60.33       |
| 028234   | 2025-01-19                 | drc02    | D.R. CLOUGH CONSULTING                | UCLUELET18-1 | WPT SPRING COVE ENVRNMTL ASSMT        | 1461.6         |             | 1461.6      |
| 028235   | 2025-01-19                 | GB059    | GIBSON BROS. CONTRACTING LTD.         | 19915        | WATER TIE-IN HWY                      | 1595.23        |             | 2384.41     |
|          |                            |          |                                       | 20209        | ST.JACQUES PARK                       | 789.18         |             |             |
| 028236   | 2025-01-19                 | GE395    | GALLOWAY ELECTRIC                     | 1121         | UCC LIGHTING FIXTURE WORK             | 671.04         |             | 671.04      |
| 028237   | 2025-01-19                 | hi715    | TERRAPURE                             | E-87411      | ABSORBENT PAD WASTE-SCH               | 341.25         |             | 341.25      |
| 028238   | 2025-01-19                 | HOU01    | HOULE ELECTRIC LIMITED                | 342407R      | LOST SHOE CRK VFD CONTROLS            | 16988.61       | 1698.86     | 15289.75    |
| 028239   | 2025-01-19                 | KA001    | KOERS & ASSOCIATES ENGINEERING LTD.   | 1863-001     | 1863 SANITARY MASTER PLAN             | 2381.4         |             | 9696.63     |
|          |                            |          |                                       | 1762-014     | 1762 BAY ST SIMPLEX P/S REPLACEMENT   | 5755.19        |             |             |
|          |                            |          |                                       | 1863-002     | 1863 SANITARY MASTER PLAN             | 1488.38        |             |             |
|          |                            |          |                                       | 1763-008     | 1763 MATTERSON ALTITUDE VALVE CHAMBER | 71.66          |             |             |
| 028240   | 2025-01-19                 | LY001    | YOUNG ANDERSON                        | 111194       | 1190040                               | 603.18         |             | 6544.38     |
|          |                            |          |                                       | 111195       | 1190080                               | 267.25         |             |             |
|          |                            |          |                                       | 111196       | 1190134                               | 28.57          |             |             |
|          |                            |          |                                       | 111197       | 1190145                               | 542.7          |             |             |
|          |                            |          |                                       | 111198       | 1190157                               | 416.82         |             |             |
|          |                            |          |                                       | 111199       | 1190158                               | 1010.98        |             |             |
|          |                            |          |                                       | 111200       | 1190160                               | 232.78         |             |             |
|          |                            |          |                                       | 111201       | 1190161                               | 778.4          |             |             |
|          |                            |          |                                       | 111202       | 1190164                               | 2663.7         |             |             |
|          |                            |          |                                       | 028241       | 2025-01-19                            | PM110          | PERFECTMIND | UCL20181207 |
| 028242   | 2025-01-19                 | RF255    | RUSSELL FOOD EQUIPMENT LTD            |              |                                       |                |             | 294.4       |
| 028243   | 2025-01-19                 | RID01    | RIDGELINE MECHANICAL LTD              | 390151863    | PROGRESS #2                           | 219897.26      | 21989.73    | 197907.53   |
| 028244   | 2025-01-19                 | TU428    | TOURISM UCLUELET                      | 47           | = ("EVENT STAFF" VESTS")              | 291.2          |             | 291.2       |

APPENDIX A

District of Ucluelet  
AP Cheque Listing  
January 2019

| Cheque # | Pay Date   | Vendor # | Vendor Name                             | Invoice #  | Description   | Invoice Amount  | Hold Amount | Paid Amount |
|----------|------------|----------|---|--|---|---|-------------|-------------|
| 028245   | 2025-01-19 | UKE01    | UKEE AUTO SERVICE                       | 134961   | #4 DOOR REPLACEMENT   | 822.84  |             | 822.84      |
| 028246   | 2025-01-19 | UR849    | UCLUELET RENT-IT CENTER LTD             | 32099  | POWER OUTAGE EMRGNCY PUMPING  | 3897.6  |             | 3897.6      |
| 028247   | 2025-01-19 | US001    | URBAN SYSTEMS LTD.                      | 1427.0002.01   | PROJ 1427.0002.01 CAPITAL PLAN DVLPMT   | 2847.03   |             | 2847.03     |
| 028248   | 2025-01-19 | AHI01    | ALLES HOLDINGS INC                      | 16   | DEC31-JAN11/19 CONTRACT   | 1008  |             | 1008        |
| 028249   | 2025-01-19 | CE004    | CORPORATE EXPRESS CANADA INC            | 49422398<br>49433376<br>49477121<br>49418739                         | TEMPERA PAINT-UCC<br>TEMPERA PAINT-UCC<br>OFFICE SUPPLIES<br>DUOTANGS/SHARPIES/CHALK                                  | 7.25<br>7.25<br>175.62<br>225.49                      |             | 415.61      |
| 028250   | 2025-01-19 | CIVIN    | CIVIC INFO BC                           | 20190076   | 2019 MEMBERSHIP   | 143.85  |             | 143.85      |
| 028251   | 2025-01-19 | CK608    | KASSLYN CONTRACTING                     | D652<br>D653   | D652<br>D653  | 1198.09<br>1733.4                                     |             | 2931.49     |
| 028252   | 2025-01-19 | CN411    | CITY OF NANAIMO                         | 122594   | UVFB-EXAM #1,#3,#7  | 1365  |             | 1365        |
| 028253   | 2025-01-19 | DFC01    | DUMAS FREIGHT COMPANY                   | 43147  | CLEARTECH   | 638.95  |             | 638.95      |
| 028254   | 2025-01-19 | EISC2    | ELITE IMAGE SOFTWARE CORP               | 22396  | NOEL-BUSINESS CARDS   | 95.76   |             | 95.76       |
| 028255   | 2025-01-19 | FW050    | FAR WEST DISTRIBUTORS LTD               | 324443<br>324442<br>324477   | GRBG BAGS/SOAP-LYCHE<br>TOILET PPR/PPR TOWEL-UCC<br>GRBG BAGS-LYCHE   | 457.95<br>230.52<br>285.54                            |             | 974.01      |
| 028256   | 2025-01-19 | GAL39    | GALLOWAY PAUL ROBERT                    | 122596   | GALLOWAY-WORK BOOTS REIMBURSEMENT   | 175   |             | 175         |
| 028257   | 2025-01-19 | HAA01    | HAABC                                   | 122595   | HAABC 2019 SEMINAR  | 325   |             | 325         |
| 028258   | 2025-01-19 | HI715    | TERRAPURE                               | E-87400  | WASTE OIL REMOVAL-SCH   | 203.28  |             | 203.28      |
| 028259   | 2025-01-19 | JR381    | J. ROBBINS CONSTRUCTION LTD             | 3406<br>3407<br>3416   | ROAD MULCH-SCH<br>ROAD MULCH<br>BOAT RAMP GRAVEL  | 342.81<br>482.55<br>285.83                            |             | 1111.19     |
| 028260   | 2025-01-19 | LEASE    | UCLUELET CONSUMERS CO-OPERATIVE ASSN    | 01/19<br>02/19   | JAN/19 LEASE<br>FEB/19 LEASE  | 250<br>250  |             | 500         |
| 028261   | 2025-01-19 | MA952    | MAXXAM ANALYTICS                        | VA1209801<br>VA1209967   | WATER TESTING B904100<br>WATER TESTING B902173  | 263.55<br>263.55                                      |             | 527.1       |
| 028262   | 2025-01-19 | MB673    | MILLAR, BARB                            | 4990   | REIMBRSMNT-CLEANING/COFFEE  | 72.41   |             | 72.41       |
| 028263   | 2025-01-19 | MI224    | MUNICIPAL INSURANCE ASSOCIATION OF B.C. | L2019-253  | 2019 PREMIUM/LEGAL SERVICE  | 18202   |             | 18202       |
| 028264   | 2025-01-19 | MISC     |   | 127082   | REFUND  | 1832.23   |             | 1832.23     |
| 028265   | 2025-01-19 | MISC     | LEAGUE AND WILLIAMS                     | 20190070   | LEAGUE AND WILLIAMS-LEGAL ASTRAL BLUE   | 416.25  |             | 416.25      |
| 028266   | 2025-01-19 | MISC     |   | BP18-36  | BP18-36 DMG DEP RETURN  | 1000  |             | 1000        |
| 028267   | 2025-01-19 | n9371    | NOEL MAYCO                              | 122597   | NOEL-FISHERIES/BC HYDRO   | 540.93  |             | 540.93      |
| 028268   | 2025-01-19 | OE421    | ON THE EDGE ROOFING & CONTRACTING       | 315  | ROOF REPAIR-LYCHE BUILDING  | 262.5   |             | 262.5       |
| 028269   | 2025-01-19 | PI110    | PUROLATOR INC                           | 440264725<br>440326685   | BCRPA<br>MAXXAM   | 28.93<br>91.1   |             | 120.03      |
| 028270   | 2025-01-19 | SS419    | SOLIDARITY SNACKS                       | 115<br>116   | LUNCH-STRATEGIC PLANNING<br>ALL STAFF MEETING-COFFEE/SNACKS   | 99.23<br>97.65  |             | 196.88      |
| 028271   | 2025-01-19 | up459    | UCLUELET PETRO-CANADA                   | 3483   | #4-DOOR REPAIR  | 130.14  |             | 130.14      |
| 028272   | 2025-01-19 | VI200    | VANCOUVER ISLAND REGIONAL LIBRARY       | Q1/19  | Q1/19   | 27577   |             | 27577       |
| 028273   | 2025-01-19 | WAL01    | WALKER'S SAW SHOP LTD.                  | 107227   | WIRE HARNESS-SNOW EX EQUIPMENT  | 86.19   |             | 86.19       |
| 028274   | 2025-01-19 | WC345    | WURTH CANADA LTD                        | 23382245<br>23379186<br>23379189<br>23380359<br>23382246<br>23383880 | GLOVES-PW<br>GLOVES/VESTS/EARMUFFS-PW<br>GLOVES-PARKS/REC<br>GLOVES-PARKS/REC<br>GLOVES-PARKS/REC<br>GLOVES-PARKS/REC | 174.45<br>555.78<br>468.06<br>14.36<br>87.22<br>14.36 |             | 1314.23     |
| 028275   | 2028-01-19 | RD205    | ACRD                                    | 141-1/2018<br>117-1/2018   | F-1130 PRINCIPAL & INTEREST<br>F-1095 INTEREST  | 32189.13<br>31655                                     |             | 63844.13    |
| 26982648 | 1931-01-19 | CI192    | CIBC - VISA CENTRE                      | VISA/12/18   | DEC 16/18-JAN 15/19   | 1721.99   |             | 1721.99     |





## STAFF REPORT TO COUNCIL

Council Meeting: FEBRUARY 12, 2019  
500 Matterson Drive, Ucluelet, BC V0R 3A0

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

**FILE NO:** 1040-20

**SUBJECT:** VIDEO RECORDING OF COUNCIL MEETINGS

**REPORT NO:** 19-12

**ATTACHMENT(S):** APPENDIX A – TABLE OF COUNCIL VIDEO RECORDING OPTIONS

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

1. **THAT** Council approve \$2000 in the 2019 budget for a camera to record and stream council meetings on YouTube.

### **PURPOSE:**

The purpose of this report is to provide options for video recording and streaming council meetings online.

### **BACKGROUND:**

At the December 11, 2019 Regular Council Meeting, the following resolution was adopted:

*THAT staff bring back a report to Council on options for webcasting our Council meetings at the January 22, 2019 meeting.*

Three options have been identified for recording and streaming council meetings online:

1. Uploading directly to YouTube (e.g. Port Alberni);
2. Purchasing the Video Manager module as an add-on to the iCompass meeting management software (e.g. Tofino); and
3. Contracting the services of a professional videographer.

A comparative table of the video recording and streaming options is attached as Appendix A.

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

The recommendation is for the District to purchase a camera and upload the videos directly to YouTube. The camera will be mounted to the ceiling in the George Fraser Community Room and may be used by other user groups.

The first pilot phase will be to record the meetings and post them online within seven days. Once the recording and uploading of videos are consistently achieved, the second phase will be to livestream council meetings.

This option requires additional staff time before implementing as follows:

- Purchase and install camera.
- Setup a new Local Government account with YouTube and transfer older videos to new account and update hyperlinks on Ucluelet website.
- Update the Council webpages with information on the recording of meetings as well as adding hyperlinks to new/future YouTube videos.
- Preparing signage for the George Fraser Community Room informing the public that council meetings will be recorded.

This option requires additional staff time following every meeting to edit, save and upload video to YouTube. To reduce the amount of staff time spent on this activity, the District may select to only record regular meetings like the District of Tofino. The indirect staff cost is included in the options table in Appendix A.

In addition, at the beginning of each meeting the Mayor or Acting Mayor should state that the meeting is being recorded.

**FINANCIAL IMPACTS:**

The direct financial impact is \$2000 to purchase and mount a web camera in the George Fraser Community Room. There is no cost to livestreaming or uploading videos to YouTube.

**POLICY OR LEGISLATIVE IMPACTS:**

There are no direct policy or legislative impacts.

**OPTIONS REVIEW:**

1. **THAT** Council approve \$2000 in the 2019 budget for a camera to record and stream council meetings on YouTube. **(Recommended)**
2. **THAT** Council approve \$2000 in the 2019 budget for a camera to record and stream council meetings and another \$5,600 annually for the iCompass Video Manager module.
3. **THAT** Council approve \$6,000 annually for the professional recording of **regular** council meetings to be streamed on YouTube.
4. **THAT** Council provide alternative direction to staff.

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

### **Table of Council Video Recording Options**

The following table only considers the differences between the webcasting options. It does not evaluate the pros and cons of continuing with the status quo of not recording Council meetings.

| <b>OPTIONS</b>                           | <b>YouTube</b>  | <b>iCompass</b>  | <b>Contractor</b>   |
|--|---|--|---|
| <b>Implementation Cost</b>               | \$2,000   | \$2,000  | \$0   |
| <b>Annual Cost</b>                       | \$0   | \$5,600  | \$6,000 <sup>1</sup>  |
| <b>Indirect Staff Cost (per meeting)</b> | \$60  | \$100  | \$0   |
| <b>Onboarding Time</b>                   | Medium  | High   | Low   |
| <b>Livestream Option</b>                 | Yes   | Yes  | Yes   |
| <b>Pros</b>                              | <ul style="list-style-type: none"> <li>• Lowest annual cost.</li> </ul>   | <ul style="list-style-type: none"> <li>• Add-on Video Manager module to current meeting management software.</li> </ul>  | <ul style="list-style-type: none"> <li>• Professional high-quality images with ability to zoom in on speakers.</li> <li>• No direct staff time for setting up, editing, or uploading to YouTube.</li> </ul>     |
| <b>Cons</b>                              | <ul style="list-style-type: none"> <li>• Staff time to upload the video to YouTube and edit video if necessary (i.e. beginning, end, and recess)</li> </ul> | <ul style="list-style-type: none"> <li>• Videos will be stored on YouTube.</li> <li>• Staff time to manage the video using the software.</li> <li>• Tofino has reported technical challenges with the Video Manager module.</li> </ul> | <ul style="list-style-type: none"> <li>• Limited space in George Fraser Room for camera without interrupting pedestrian flow.</li> <li>• Due to cost per meeting, does not include special meetings.</li> </ul> |

**Notes:**

1. Cost of \$300 per meeting based on 20 regularly scheduled council meetings a year.





## STAFF REPORT TO COUNCIL

Council Meeting: FEBRUARY 12, 2019  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** JOHN TOWGOOD, PLANNER 1

**FILE NO:** 2450-01

**SUBJECT:** COVENANT MODIFICATION

**REPORT NO:** 19-13

**ATTACHMENT(S):** APPENDIX A – APPLICATION

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

1. **THAT** Council:
  - a. approve the proposed modification to Covenant FB154854 for 736 Odyssey Lane, by reducing the greenspace setback requirement as per the terms and drawings within the body of this report; **and**
  - b. direct that the Corporate Officer be authorized to execute the covenant modification documents for registration at the Land Title Office.

### **PURPOSE:**

To consider a request for a Modification to Section 219 Covenant, FB154854, for 736 Odyssey Lane (**Figure 1**), Lot B, Plan VIS6520 Clayoquot District together with an interest in the common property in proportion to the unit entitlement of the 3 strata lot as shown on form V (the "**Subject Property**") to reduce the minimum side yard setbacks for the principle building.



Figure 1- Property Location

**BACKGROUND:**

The waterfront properties along Odyssey Lane all have a Section 219 Covenant on their respective property titles. In general terms a Section 219 Covenant, which derives its powers from the Land Titles Act, is an agreement between a local government and the owner of land, in which the owner's rights to use, build on or subdivide the land are limited in furtherance of some public purpose. In this case FB154854, this 219 covenant creates a setback area in which the property owner covenants and agrees to preserve the setback area substantially in its natural state and, not to cut, trim, damage, defoliate or remove Trees or vegetation or excavate or remove soil or place fill on the setback area. The setback area for the subject property is 7.5m off the perimeter property lines as indicated on Schedule A of FB154854 (**Figure 2**).

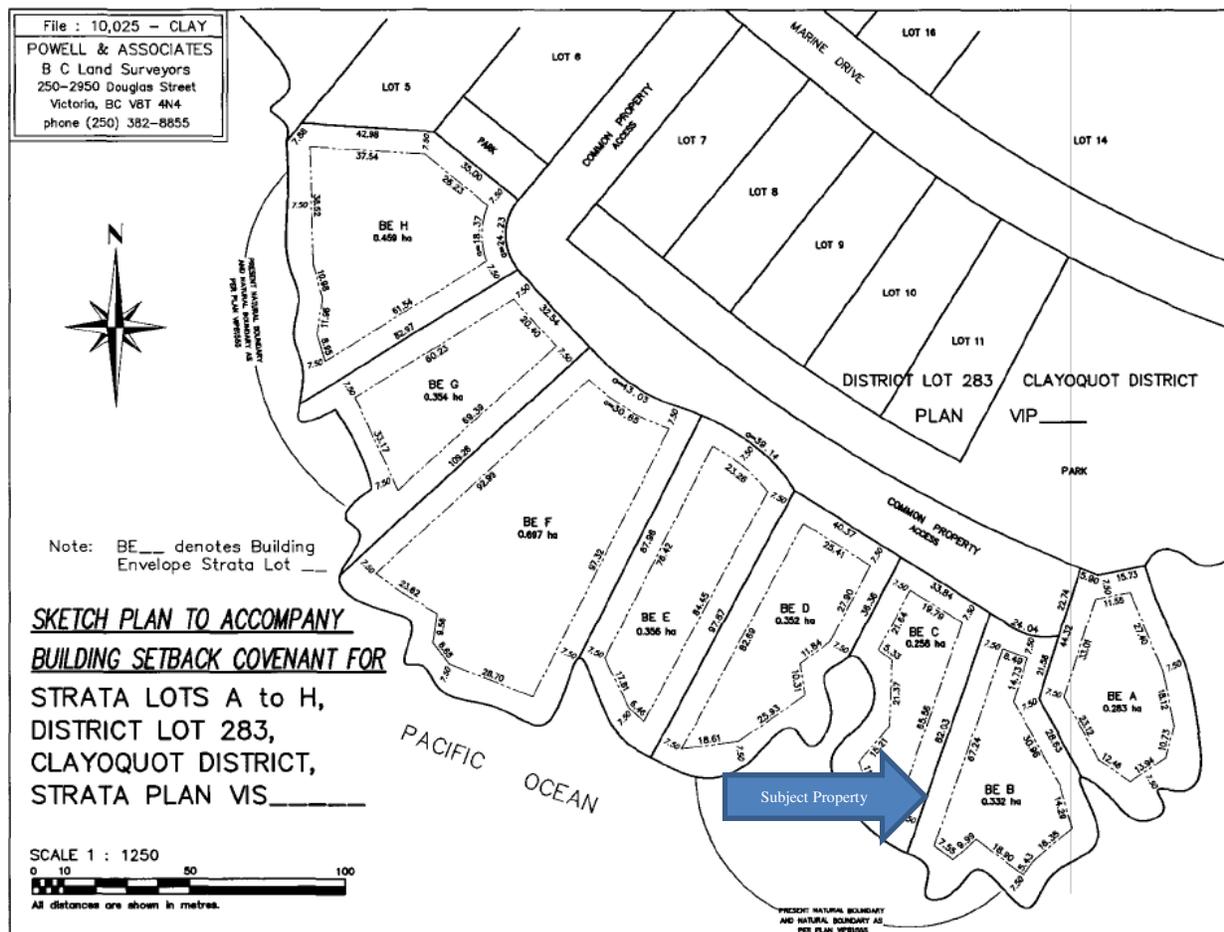


Figure 2 – Schedule A

This application to modify Covenant FB154854 was received November 6, 2018. The applicant is stating that since the last large storm that occurred in 2018, the owners have become concerned about positioning their home close to the natural boundary. The proposed modification, from a 7.5m side yard setback to a 4.47m side yard setback on the east side yard and a 4.4m side yard setback on the west side yard, would allow the applicant to position the home away from the natural boundary and at higher elevation relative to the highwater mark. (**Figure 3**).

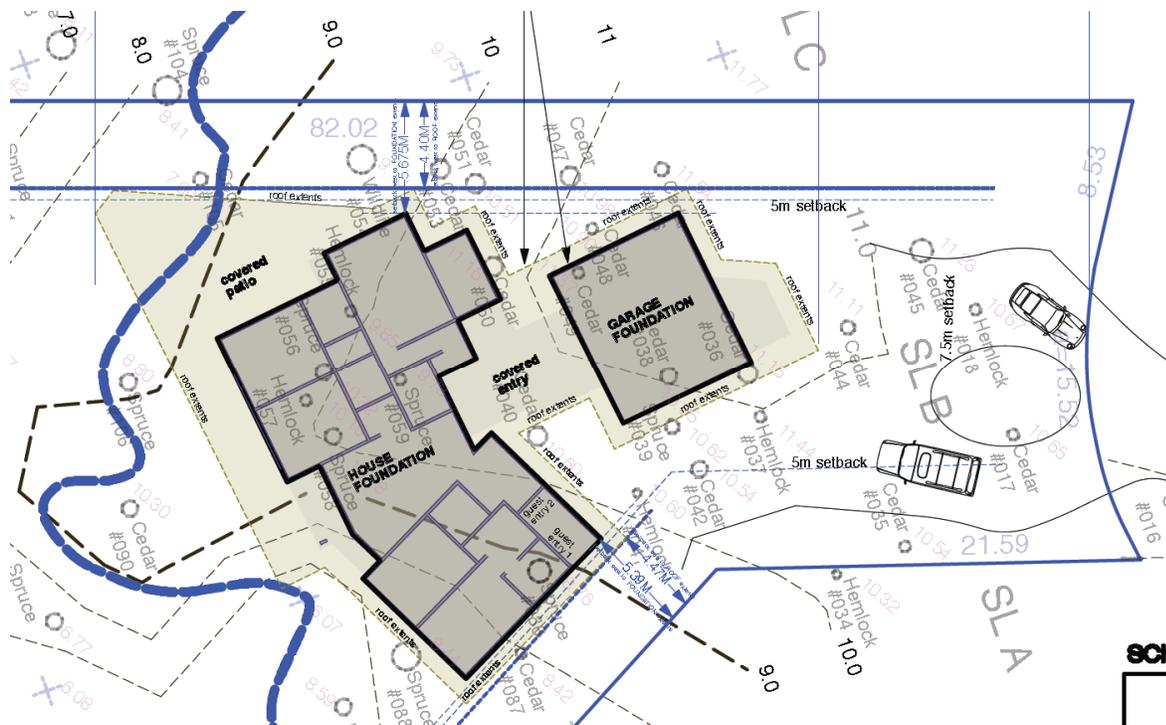


Figure 3 – Site Plan

**NOTIFICATION**

As a covenant modification is not bound by Local Government Act or District of Ucluelet notification requirement; a 100m notification was not done. Because this application would have a direct impact to the immediate neighbors, Staff requested the applicant to present their application to the immediate neighbors (**Figure 4**) and have them comment directly to District Staff. Both of these neighbors have relayed to Staff that they are supportive of the application.

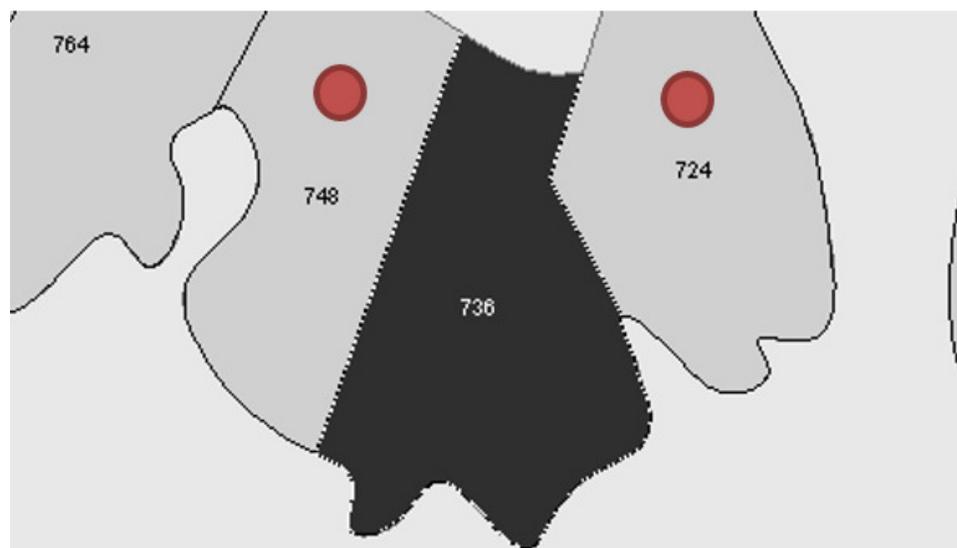


Figure 4

**ZONING REQUIREMENTS**

From the drawings supplied the proposal meets zoning requirements. It should be noted that a complete zoning review will be completed when the applicant has supplied a full building permit submission.

**DISCUSSION**

From a community perspective the intent of this covenant was to maintain an undisturbed green space area around the homes for environmental and aesthetic reasons. With the building moving to road side of the property there will be less green space to the sides of the property but there will also be more green space area to the water front area. Staff see this proposal as a shift of that green space area more than a loss of area. There may be a modest reduction in the separation of the proposed home and the adjacent home to the north, but as this proposal has the potential to create a safer building site and that both of adjacent land owners have shown support for the application, Staff consider the modification of Covenant FB154854 a reasonable request with negligible negative effects to the community.

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

There should minimal Staff time to administer the modification of the covenant and all legal work will be the responsibility of the applicant.

**FINANCIAL IMPACTS:**

There is no financial impact to the District of Ucluelet with the modification of this covenant.

**POLICY OR LEGISLATIVE IMPACTS:**

None

**OPTIONS REVIEW:**

1. **THAT** Council:
  - a. approve the proposed modification to Covenant FB154854 for 736 Odyssey Lane, as per the terms and drawings within the body of this report; **and**
  - b. direct that the Corporate Officer be authorized to execute the covenant modification documents for registration at the Land Title Office.

**(Recommended)**

2. **THAT** Council deny this application.

**Respectfully submitted:** John Towgood, Planner 1  
Bruce Greig, Manager of Community Planning  
Mark Boysen, Chief Administration Officer



November 05, 2018

| VARIANCE APPLICATION   |  |
|--|--|
| Copeland Residence, Lot B, Odyssey Lane, District of Ucluelet  |  |
| PROPERTY INFORMATION   |  |
| Legal Description:<br>Strata Lot B District Lot 283 Clayoquot District Strata Plan Vis6520 Together With An Interest In The Common Property In Proportion To The Unit Entitlement Of The Strata Lot As Shown On Form V |  |
| Parcel Identifier:<br>027-475-590  |  |
| Street Address:<br>Lot B, Odyssey Lane   |  |
| Applicable District of Ucluelet Policy Documents:  |  |
| 1. District of Ucluelet Zoning Bylaw No. 1160, 2013<br>Zoning: Bylaw 1160 section 306.2<br>Zoning: VR-1 / CD-5E SubZone (Development Area #4) OCEANWEST  |  |
| 2. Title Covenant: FBI54854 / Appendix, Schedule A   |  |
| 3. Lewkowich Engineering Associates Ltd., File Number F5339.01 Geotechnical Assessment   |  |
| 4. Survey -location A, B, C by AG Surveys Ltd  |  |
| 5. Variance Application Documents  |  |
| 6. Written Variance Rationale  |  |
| 7. Architectural Drawings of Proposed Residence  |  |
| SITE AND BUILDING METRICS  |  |
| 1. Lot Area: 35,840 SF (0.82 acres) / 3,325 sq. meters   |  |
| 2. House Lower Floor Area (ground waterfront level): 2,300 SF  |  |
| 3. House Main Floor Area (entry level from Odyssey Lane): 2,400 SF   |  |
| 4. Garage Floor Area: 672 SF   |  |
| 5. Breezeway Covered Entry: 345 SF   |  |
| 6. Storage Covered: 98 SF  |  |
| 7. Open Patio Covered off Kitchen: 600 SF  |  |
| 8. Building Footprint Total: 4,148 SF  |  |
| OWNER INFORMATION  |  |
| Joanne Copeland<br>3350 Wakefield Drive, Nanaimo, BC V9T 5M3   | jocopeland@shaw.ca<br>t.250.729.8819   |
| The Agent  | <b>Architrave Architecture Design Build Ltd.</b><br>Vince Iameo Architect, MAIBC<br>PO # 341 - 510 North Road, Gabriola Island, BC, V0R 1X0<br>2404 Nanoose Station Rd, Nanoose Bay, BC, V9P 9E5 |
|  | <a href="mailto:contact@architrave.ca">contact@architrave.ca</a><br>t.250.247.8796<br>t.250.468.0322   |

## SUMMARY OF PROPOSED VARIANCES & PURPOSE

### **VARIANCE – Interior Side Lot line 5.0 meter**

A variance is requested to build to a 5.0 meter *Interior Side Lot line*. This setback allowance is defined by the Ucluelet District Zoning Bylaw for the applicable zone: CD-5E & VR-1 but is overruled by Covenant FBI54854 which requires a 7.5 meter setback from property line all the way around perimeter.

Title Covenant: FBI54854 states:

“...notwithstanding broader or greater uses and regulations in the (Ucluelet District) Zoning Bylaw ... not to construct... in the setback area” Schedule A in the title covenant defines “setback area” as a 7.5 meter offset from property line all the way around perimeter within which no construction is allowed and vegetation to be left undisturbed.

*Requested Variance proposes reducing both east and west Interior Side Lot line setbacks from 7.5m to 5.0m. The resulting side yard reduction of 2.5m will facilitate an increased setback from natural boundary of Pacific Ocean by 6.0m from approximately 30m to 36m. Most importantly will provide a larger margin of protection from storm surge than a similar building sited that conforms to 7.5m Interior Side Lot line setback while lessening impact of build on vegetation along natural boundary to a greater extent than required by Title Covenant FBI54854.*

The proposed reduction of *Interior Side Lot line setback from 7.5m to 5.0m* will not result in “projections into the setback area” greater than 0.6m (2ft) as permitted by Zoning Bylaw 306.2

## OVERVIEW

Lot B, Odyssey Lane is located within the District of Ucluelet in a Tsunami zone. The geotechnical report prepared by Lewkowich Engineering Associates recommends a minimum Flood Construction Level (FCL) of 9.0 meters.

Proposed residence is a two-storey structure with an entry breezeway connecting a two-car garage. The Ground floor is proposed at an elevation of 9.25 meter and the Main floor elevation at 12.25 meter.

Main floor comprised of open plan living, main bedroom, and second bedroom or den totaling 2,400 SF. Ground floor is comprised of two vacation rentals plus lower amenity for main floor totaling 2,300 SF.

Two Vacation rentals located on Ground floor are respectively 600 SF and 769 SF with remaining area providing additional space for Main floor includes utility, recreation, and third bedroom.

A simple roofline is proposed that extends over house, garage, and breezeway includes, generous overhangs that protect building envelop from exposure to weather and ocean. The outline of roof follows irregular shape of property.

The irregular lot shape results in a convergence of property lines, with largest width at oceanfront natural boundary of approximately 200ft (61.0m) while property width at roadside, along Odyssey Lane reduces to width of 76ft (23.0m).

This variance requests an *Interior Side Lot line setback of 5.0 meters* allows locating proposed house further from oceanfront thereby reducing risk of impact from storm surge. The property line convergence on lot towards Odyssey results in encroachment at the 7.5m setback but not at 5.0m.

## RATIONALE

The District of Ucluelet & Tofino was subject to an extreme storm event in January of 2018. Historically extreme, this storm was well documented by local news media, and reports were that tidal surges reached a 9.0meter elevation.

The property Owner recorded impact of January 2018 tidal surge on Lot B, Odyssey lane. Observations were made of site disturbances as noted in movement of large rocks, logs, and debris, which indicated the approximate extent of ocean surge. This line has been plotted, and labeled “Storm Surge Event, January 2018” on topographic site plan included with this DVP submission. Additional confirmation came from local videos and footage of storm in relation to recognized landmarks including neighbouring residence.

The observed extent of recent storm surge roughly corresponds to an area on topographical survey at 9.0 meter contour validating the minimum Flood Control Level recommendation by Geotechnical report.

The basis of proposed variance is to mitigate risk of damage from storm surge. It considers both the flood control level recommendation of 9.0meter and the extent observed from recent extreme storm.

Included with this submission, are two scenarios each represented by a corresponding site plan illustrating the constraining impact of a 7.5meter Interior Side Lot line setback. The two scenarios indicate locations for proposed residence in relation to a 9.0m elevation and line of storm surge event from January 2018.

The preferred scenario, requires a variance allowing conformance to an Interior Side Yard of 5.0 meter which facilitates building siting north towards Odyssey Lane beyond line of January 2018 storm surge event. The 5.0 meter Interior Side Lot line allows an additional 6.0m of distance from oceanfront natural boundary increasing total setback to 36m (118 FT) from 30m (98 FT).

The least preferred scenario conforms to required 7.5m *Interior Side Lot line* and poses greater risk of impact from future storm surge. Given the tapered irregular shape of property and limited lot width along roadside at Odyssey Lane the building is pushed closer to oceanfront natural boundary and into boundary of the January 2018 storm event.

A variance is requested to supersede Covenant FBI54854 and the 7.5m *Interior Side Lot line*. The variance would allow an *Interior Side Lot line* of 5.0m as outlined by the District of Ucluelet’s zoning bylaw SubZone CD-5E, OceanWest Development Area #4.

The 7.5m *Interior Side Lot line* setback proposed by Covenant FBI54854 poses an unreasonable constraint given irregular shape of property.

## BENEFIT OF PROPOSED VARIANCE

Net result of *variance* is a 2.5m decrease in side yard while increasing oceanfront setback by 6.0m and this additional distance takes building beyond the extent of a 9.0m surge event with extents as recently recorded by the owner during an extreme storm event.

The relocation of proposed residence on Lot B further north back from oceanfront towards Odyssey Lane has the additional benefit of encroaching less on Lot A’s view corridor west towards Pacific Ocean.

There is an environmental benefit to protecting building structure from potentially damaging ocean surge events. Resources utilized in construction are preserved as is the energy expended to build. The community also benefits in that the dwelling and two vacation rentals are less likely to be damaged by extreme storm events, and retained for as long as possible to provide shelter to those who chose to dwell in the District of Ucluelet either while traveling or permanently residing.

## STRATEGIES TO MITIGATE EFFECTS OF VARIANCE

The design of house relates specifically to shape of property with a resulting roof form that reflects narrow width of property towards Odyssey Lane. An elegant singular low slope minimizes height impact while allowing broad roof overhangs protecting exterior building envelop, providing shade and shadow blending in with adjacent forest.

The dwelling footprint of 2400 SF proposed is well within District of Ucluelet zoning parameters, and building size requirements. Height without the variance is 8.5 meters and just under the 9 meter allowed. With the variance, building is tucked further into slope and height is reduced to 7.75 meters while maintaining a minimum flood construction level of 9.25 meters which is higher than the 9.0 meter minimum recommended by Lewkowich Engineering Consultants.

## CONCLUSION

The owner of Lot B, Odyssey Lane is willing to invest in the local community by building a substantial residence that includes two vacation accommodation units. The design aesthetic proposed along with an elegant palate of materials is respectful of an established tradition of West Coast architecture that harmonizes beautifully with natural elements.

The owner is also accepting risk of natural peril that such a construction may be subject to and in particular that of storm surge from either an extreme storm event or tsunami. Financial losses should they occur, cannot be indemnified or insured, and are largely responsibility of owner.

The variance requested provides a greater degree of risk management against potential future storm or tsunami surges. While this will not guarantee protection against such events and possible damage to structure that may occur, it does provide a greater degree of separation from the zone on property that recently was exposed to a storm event.

Granting of requested variances would facilitate provision of an increasingly durable amenity to those who choose to dwell and witness the drama of the great Pacific Ocean.

**Set Back Area/Greenspace Covenant**

**TERMS OF INSTRUMENT – PART 2**

---

**WHEREAS:**

- A. The Grantor is the registered owner in fee simple of certain lands in the District of Ucluelet (hereinafter referred to as the “Parent Lands”);
- B. The Grantee is the District of Ucluelet;
- C. The Grantor has applied to the Grantee’s Approving Officer for subdivision of the Parent Lands in accordance with the MDA as hereinafter defined, to create numerous diverse separate lots, including a Bare Land Strata Plan containing those 8 Strata Lots more particularly described in Item 2 of the Form C General Instrument Part I to which this is attached (the “Lands”, and separately, the “Lots”);
- D. In accordance with the Master Development Covenant (“MDA”) executed and registered in 2005, the Grantor agreed to restrict the development and use of the Lands and preserve certain amenities in their natural state in accordance with the terms of this Covenant, and wishes to grant this Covenant and indemnity to the Grantee;
- E. Section 219 of the *Land Title Act* provides, inter alia, that a covenant, whether negative or positive, in respect of the use of the Lands or the use of a building on or to be erected on land, may be given to provide that the Lands are to be built on or used in accordance with the covenant or are not to be used or built on except in accordance with the covenant or that a specified amenity is to be protected, preserved, maintained, enhanced, restored or kept in its natural state, and that the covenant in favour of a municipality or the Crown may be registered as a charge against the title to that land.

NOW THEREFORE in consideration of the payment of the sum of ONE (\$1.00) dollars by the Grantee to the Grantor and the premises and covenants herein contained and for other valuable consideration, receipt and sufficiency of which is hereby acknowledged by the parties, the parties hereto covenant and agree each with the other as follows:

1. For the purposes of this Covenant.

“**Set Back Area**” means the area of the Lands inward from each of the respective lot lines to the boundary of the area marked building envelope as set out on the surveyor sketch plan appended hereto as Schedule “A” as determined in accordance with the terms of the District of Ucluelet CD5 zoning Bylaw in force at the date of this agreement in accordance with the following uses that the portion of the Lands as noted below is assigned and restricted to:

Strata Lots A-G Vacation rental (VR-1)

Strata Lot H                      Guest house

**“Trees”** means any living, erect, woody plant which is:

- (a) 5 metres (16.3 feet) or more in height, or
  - (b) 10 centimetres (3.9) inches or more in diameter measured 1.5 metres above the ground.
2. The Grantor covenants and agrees, notwithstanding broader or greater uses and regulations in the Grantee’s Zoning Bylaw as amended from time to time, not to (nor apply for a building permit to) construct, erect or place any building or structure in the Set Back Area, and to comply with the terms of paragraph 4 hereof.
  3. The Grantor covenants and agrees that it shall not use (nor permit the use of) the Set Back Area for any use other than green space and a driveway.
  4. The Grantor further covenants and agrees to preserve the Set Back Area substantially in its natural state and, without limiting the foregoing, not to cut, trim, damage, defoliate or remove Trees or vegetation or excavate or remove soil or place fill on the Set Back Area unless such action is necessary to:
    - (a) provide a single driveway for ingress and egress from the highway fronting the Lands to the non-Set Back Area;
    - (b) build, construct, install, erect, maintain, repair or upgrade a building or structure on the non-Set Back Area of the Lands, subject however to the prior approval of the Grantee, whether such approval would or would not normally be required but for this Covenant; and
    - (c) prevent or remove an immediate hazard to the safety of persons or property, including without limitation hazards caused by blow down subject however to the provision of written notice, in advance if possible, to the Grantee.
  5. Notwithstanding section 4, the Grantor may:
    - (a) as long as Trees are not harmed or removed, alter or remove vegetation or place or remove fill in the Set Back Area in order to provide ocean views or additional high quality landscaping, subject to the provision of additional high quality landscaping; and
    - (b) on the initial development of the Lands and one time only (except for the ongoing maintenance of views created by this section), remove or alter up to fifty (50%) percent of the Trees located between the residence to be placed on the Lands and the one or two lot line(s) closest to the ocean from which ocean views may be obtained, in order to obtain ocean water views from the residence, provided that all the following requirements are first satisfied:

Page 6 of 8 pages

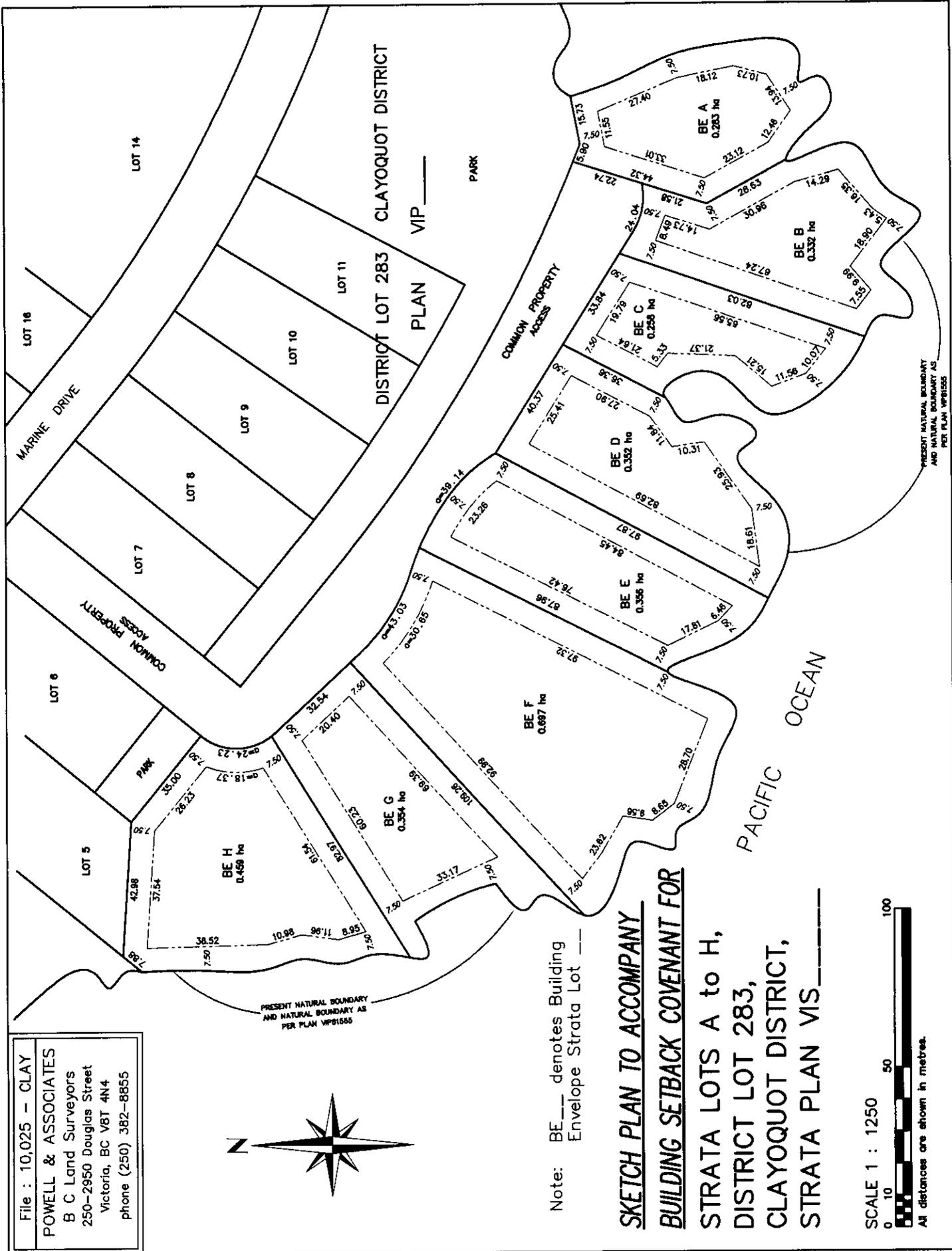
- (i) a report is prepared by a qualified professional arborist identifying all the Trees between the residence and the ocean and highlighting the Trees that are to be altered or removed;
  - (ii) the report is submitted to the Grantee for review and approval in its sole discretion acting reasonably;
  - (iii) any changes reasonably required by the Grantee with respect to the significant species or individual Trees are incorporated into the report;
  - (iv) replacement trees are planted elsewhere on the Lands at a rate of one new tree for every Tree removed if recommended by the arborist; and
  - (v) such tree alteration, removal or planting is conducted in compliance with the report and by or under the supervision of a qualified professional arborist.
6. The Grantor and Grantee agree that, with respect to single family residential properties less than seven thousand square feet (7,000 sq. ft.) in gross area, this Agreement shall only apply to the rear lot line Set Back Area.
7. Nothing herein contained or implied shall prejudice or affect the rights and powers of the Grantee and the exercise of its functions under any public and private statutes, bylaws, order and regulations, all of which maybe fully and effectively exercised in relation to the Lands as if this Covenant had not been executed and delivered by the Grantors.
8. The Grantor and the Grantee agree that the enforcement of this Covenant shall be entirely within the discretion of the Grantee and that the execution and registration of this covenant against the title to the Lands shall not be interpreted as creating any duty on the part of the Grantee to the Grantor or to any other person to enforce any provision or the breach of any provision of this Covenant.
9. The Grantor hereby releases and forever discharges the Grantee of and from any claim, cause of action, suit, demand, expenses, costs and legal fees whatsoever which the Grantor can or may have against the said Grantee for any loss or damage or injury that the Grantor may sustain or suffer arising out of this Covenant, except to the extent caused by the negligence of the Grantee.
10. The Grantor covenants and agrees to indemnify and save harmless the Grantee from any and all claims, causes of action, suits, demands, expenses, costs and legal fees whatsoever that anyone might have as owner, occupier or user of the Lands or by a person who has an interest in or comes onto the Lands or by anyone who suffers loss of life or injury to his person or property, that arises out of the terms and restrictions of this Covenant or a breach of this Covenant by the Grantor, except to the extent caused by the negligence of the Grantee.

Page 7 of 8 pages

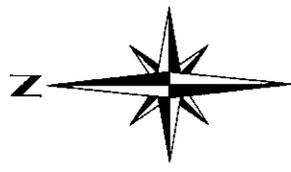
11. It is mutually understood, acknowledged and agreed by the parties hereto that the Grantee has made no representations, covenants, warranties, guarantees, promises or Covenants (oral or otherwise) with the Grantor other than those contained in this Covenant.
12. The Grantor agrees to execute all other documents and provide all other assurances necessary to give effect to the covenants contained in this Covenant.
13. The Grantor shall pay the registration costs of the Grantee in connection with the registration of this Covenant. This is a personal covenant only.
14. The Grantor covenants and agrees for itself, its heirs, executors, successors and assigns, that it will at all times perform and observe the requirements and restrictions hereinbefore set out and they shall be binding upon the Grantor as personal covenants only during the period of its respective ownership of any interest in the Lands.
15. The restrictions and covenants herein contained shall be covenants running with the Lands and shall be perpetual, and shall continue to bind all of the Lands when subdivided, and shall be registered in the Victoria Land Title Office pursuant to section 219 of the Land Title Act as covenants in favour of the Grantee as a charge against the Lands in priority to all non-Grantee encumbrances.
16. This Covenant shall enure to the benefit of the Grantee and shall be binding upon the parties hereto and their respective heirs, executors, successors and assigns.
17. Wherever the expressions "Grantor" and "Grantee" are used herein, they shall be construed as meaning the plural, feminine or body corporate or politic where the context or the parties so require.

IN WITNESS WHEREOF the parties hereto hereby acknowledge that this Covenant has been duly executed and delivered by the parties executing Form C (pages 1 and 2) attached hereto.

SCHEDULE A



File : 10,025 - CLAY  
 POWELL & ASSOCIATES  
 B C Land Surveyors  
 250-2950 Douglas Street  
 Victoria, BC V8T 4N4  
 phone (250) 382-8855

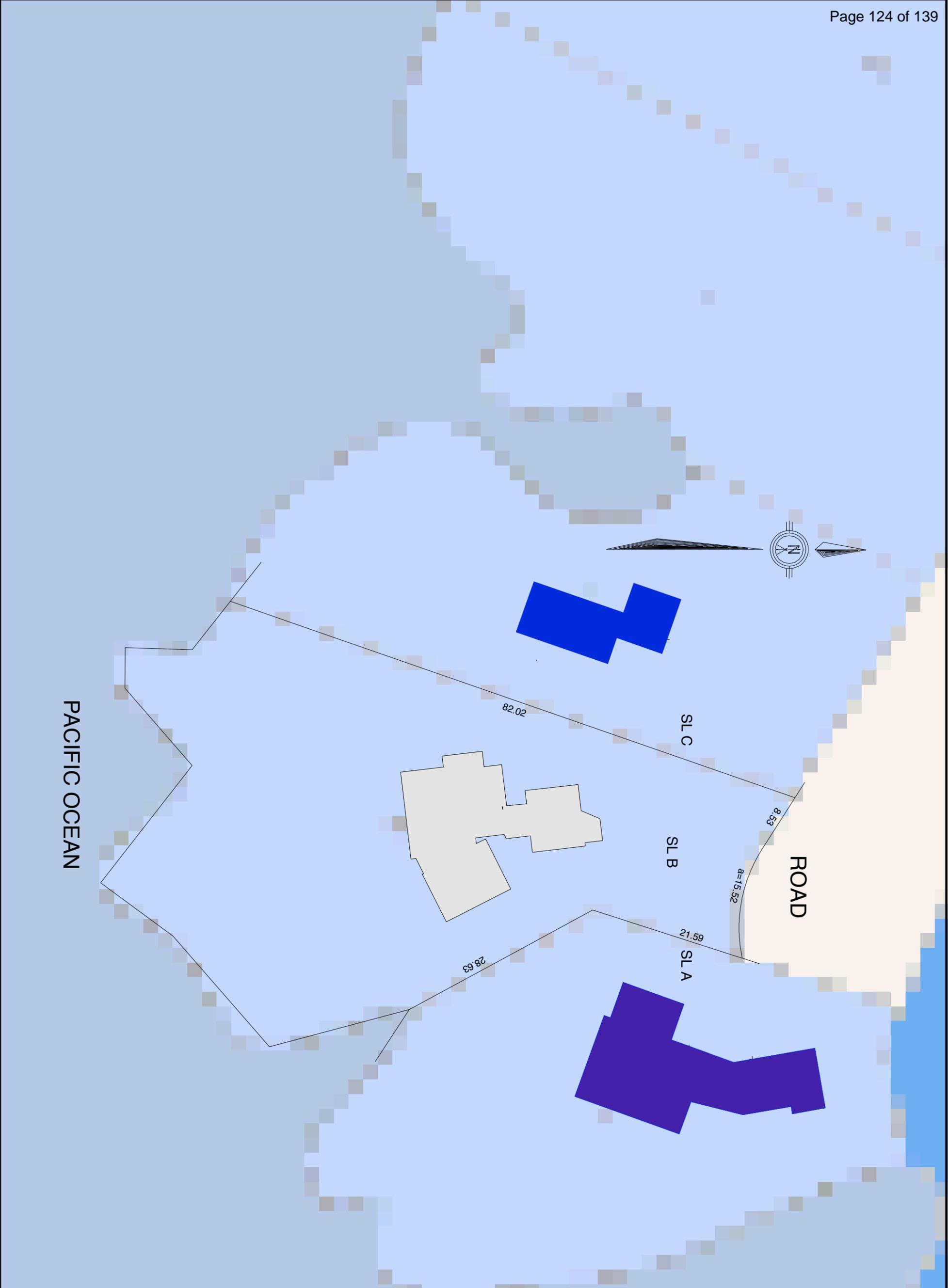


Note: BE\_\_\_ denotes Building Envelope Strata Lot \_\_\_

**SKETCH PLAN TO ACCOMPANY  
 BUILDING SETBACK COVENANT FOR  
 STRATA LOTS A TO H,  
 DISTRICT LOT 283,  
 CLAYOQUOT DISTRICT,  
 STRATA PLAN VIS\_\_\_**

SCALE 1 : 1250  
 0 10 50 100  
 All distances are shown in metres.

END OF DOCUMENT



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 ARCHITECTURE DESIGN BUILD LTD.  
 510 North Road, Gabriola Island, B.C.  
 (250) 247-5796 contact@architrave.ca

**SCHEMATIC DESIGN**

**UCLUELET, BC**  
 ODYSSEY LANE  
 lot b

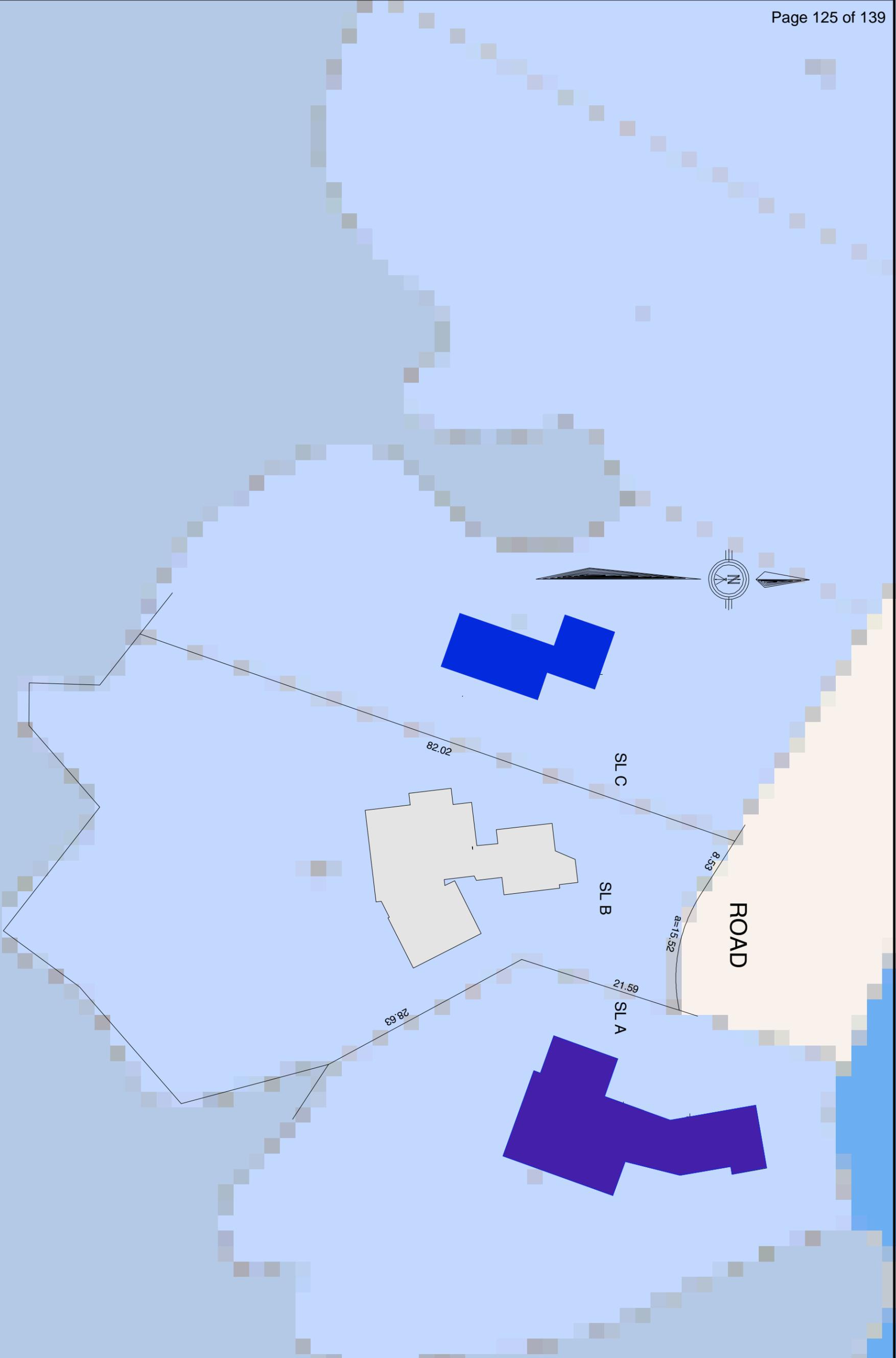
Drawing:  
 7.5 meter setback

Drawn By: VI  
 Date: June 25, 2018

Scale:

Project Number  
 288-2017.15

Covenant Modification John Towgood, Planner 1



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**SCHEMATIC DESIGN**

**UCLUELET, BC**  
 ODYSSEY LANE  
 lot b

Drawing:  
**5.0 meter setback**

Drawn By: VI

Date: June 25, 2018

Scale:

Project Number

288-2017.15

Covenant Modification John Towgood, Planner 1



Pacific Ocean

33.6 M

**STORM SURGE EVENT**  
 extents noted by Copeland Jan 18, 2018

**ROOF OUTLINE**  
**FOUNDATION**

13.79M

SL C

SL B

SL A

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**SCHEMATIC DESIGN**

**UCLUELET, BC**

**ODYSSEY LANE**  
 lot b

Drawing:

Variance  
 5.0 meter setback

Drawn By: VI

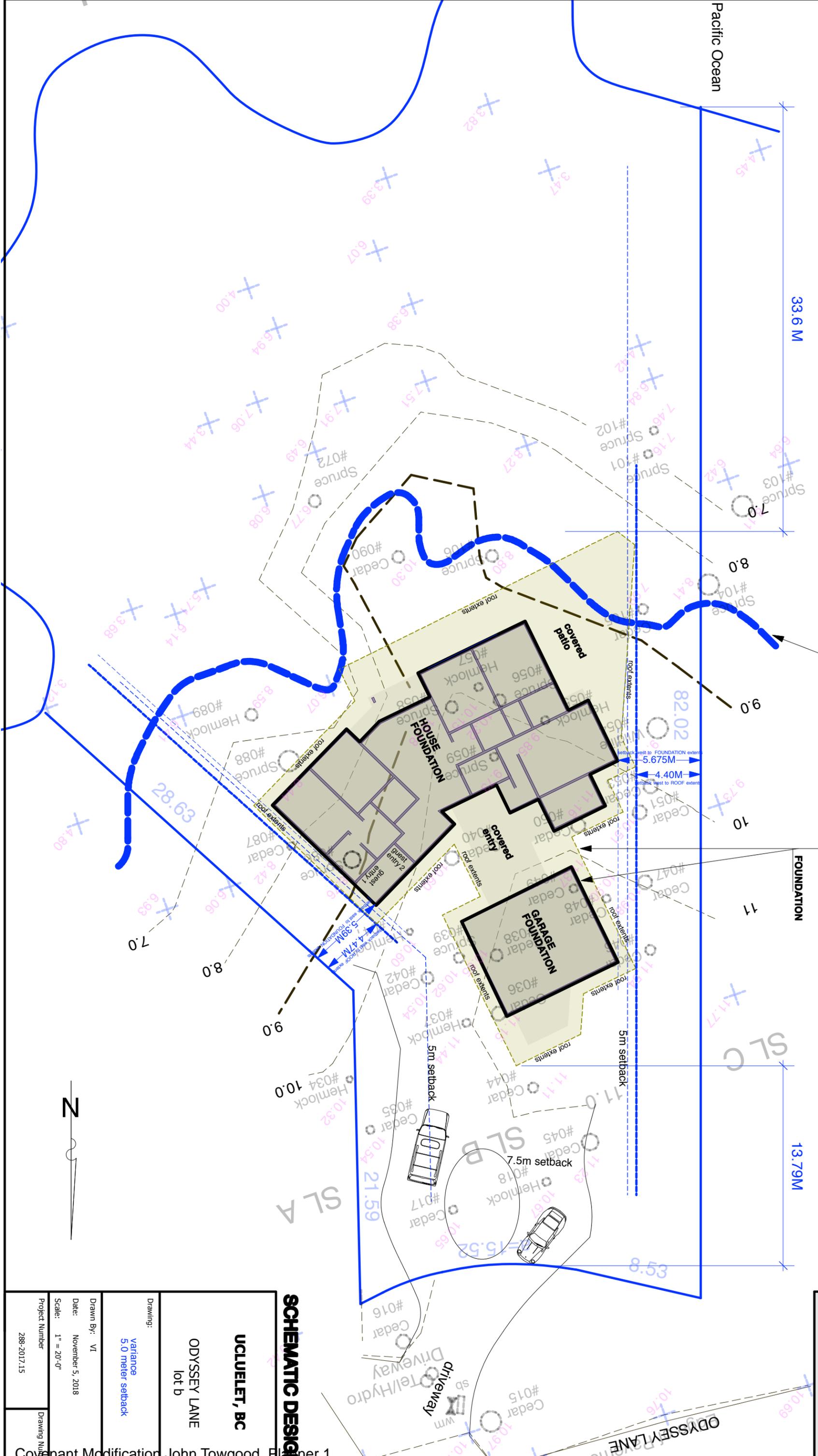
Date: November 5, 2018

Scale: 1" = 20'-0"

Project Number

288-2017.15

Covenant Modification John Towgood, Planner 1





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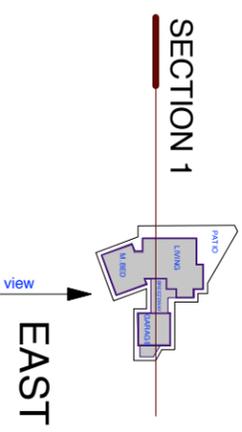
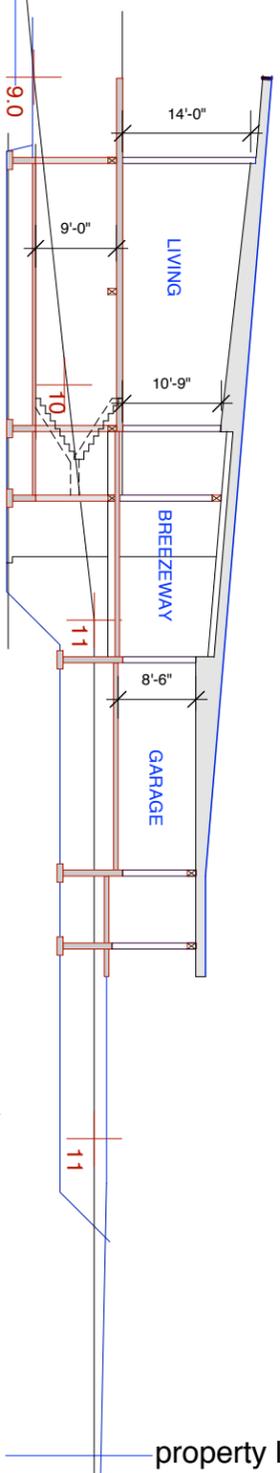
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**SCHEMATIC DESIGN**

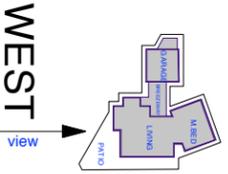
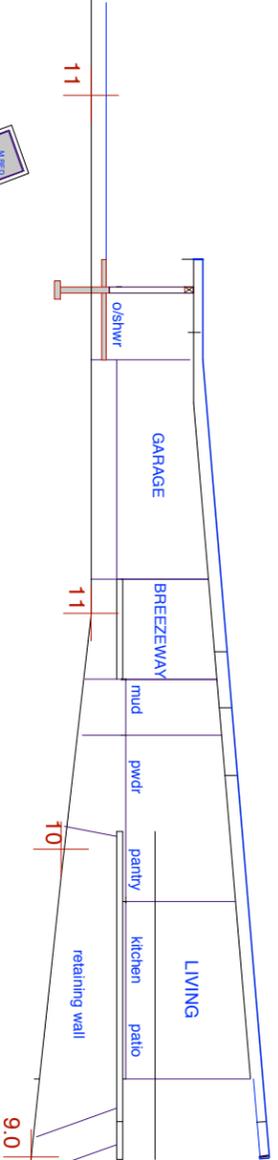
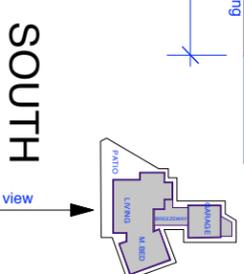
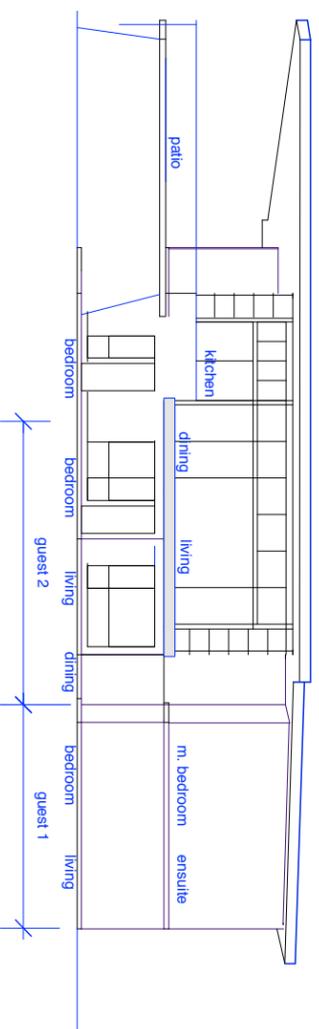
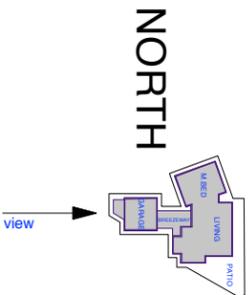
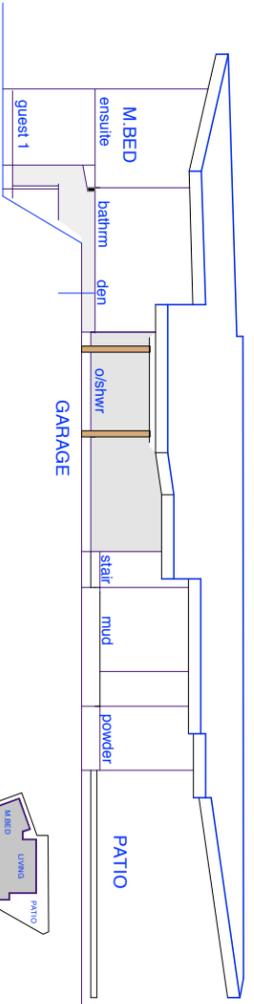
|                     |                |
|---------------------|----------------|
| <b>UCLUELET, BC</b> |                |
| ODYSSEY LANE        |                |
| lot b               |                |
| Drawing: main floor |                |
| Drawn By: VI        |                |
| Date: June 25, 2018 |                |
| Scale:              |                |
| Project Number      | Drawing Number |
| 288-2017.15         |                |



9.0m (30ft) MAXIMUM BUILDING HEIGHT



Pacific Ocean



Pacific Ocean

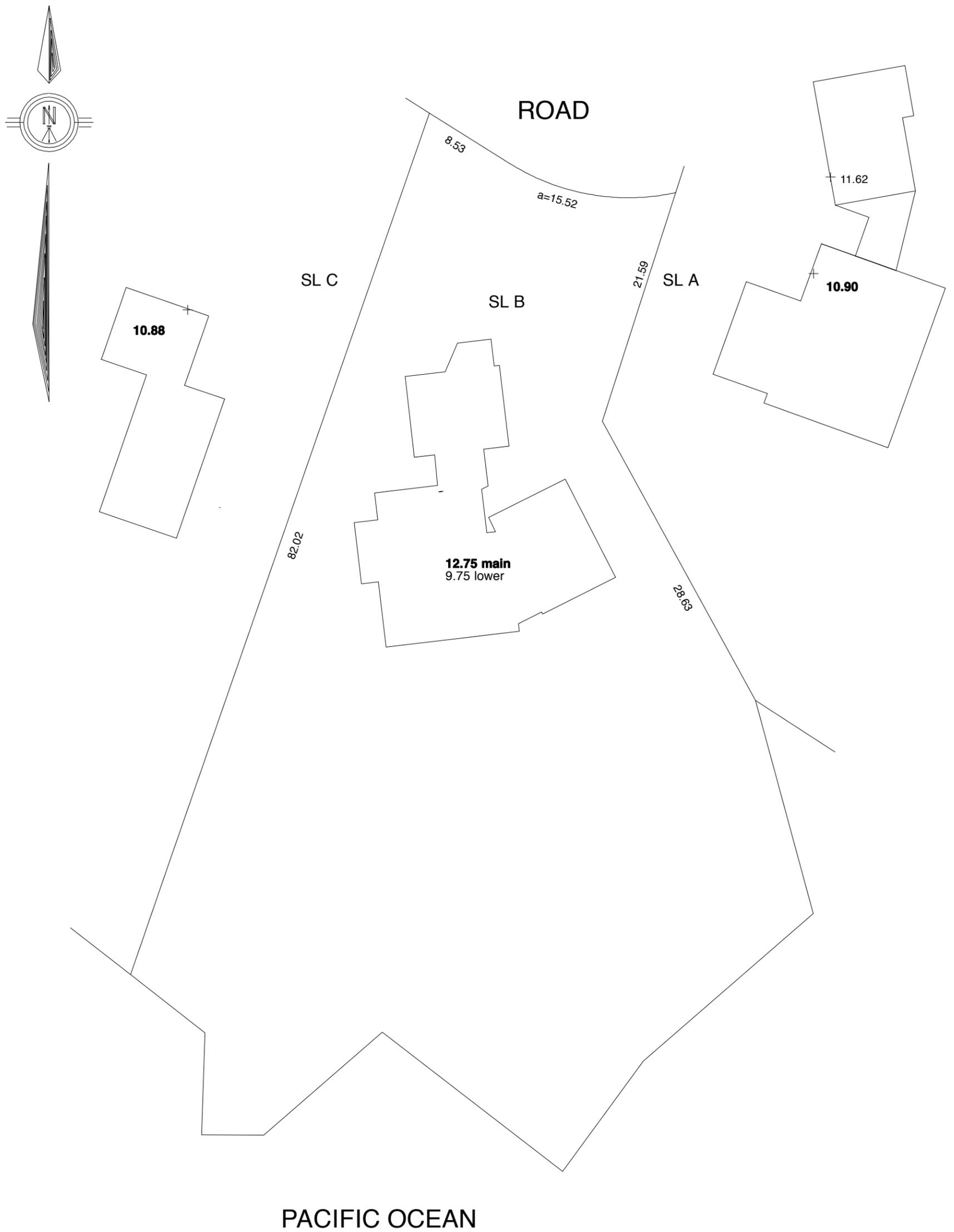
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**SCHEMATIC DESIGN**  
**UCLUELET, BC**  
 ODYSSEY LANE  
 lot b

Drawing:  
**ELEVATIONS**

|                        |                               |
|------------------------|-------------------------------|
| Drawn By: VI           | Project Number<br>288-2017.15 |
| Date: January 16, 2018 |                               |
| Scale:                 | Drawing Number                |
| Project Number         |                               |







## STAFF REPORT TO COUNCIL

Council Meeting: FEBRUARY 12, 2019  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** MARK BOYSEN, CHIEF ADMINISTRATIVE OFFICER

**FILE NO:** 0340-50

**SUBJECT: TERMS OF REFERENCE FOR ADVISORY COMMITTEES OF COUNCIL**

**REPORT NO:** 19-14

**ATTACHMENT(S):**

APPENDIX A – ADVISORY COMMITTEES TERMS OF REFERENCE POLICY

**RECOMMENDATION(S):**

1. **THAT** Council adopt the proposed District of Ucluelet Advisory Committees Terms of Reference Policy.

**PURPOSE:**

The purpose of this report is to provide for Council's consideration draft Terms of Reference (TOR) for advisory committees to Council.

**BACKGROUND:**

The District of Ucluelet Council now has two advisory committees including:

- Harbour Advisory Committee.
- Recreation Advisory Committee.

These committees previously had different TORs with different expectations. An updated single TOR has been drafted for Council's consideration (Appendix A) that will set consistent expectations and appointment processes for both committees.

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

The new terms clarifies that one staff member will be dedicated to each committee and that clerical and administrative support will be provided by Corporate Services. The appointed Council representative will serve as Chair of the committee.

**FINANCIAL IMPACTS:**

The advertising of appointments to the committees will be published in the Westerly news annually. The cost will be covered under the annual operating budget for advertising.

**POLICY AND LEGISLATIVE IMPACTS:**

The recommendation is to formally establish the TOR for advisory committees as a Council policy.

**OPTION REVIEW:**

1. **THAT** Council adopt the proposed District of Ucluelet Advisory Committees Terms of Reference Policy. **(Recommended)**
2. **THAT** Council request that different options be provided to Council regarding the proposed Terms of Reference.
3. **THAT** Council postpone consideration of the proposed Terms of Reference until the completion of strategic planning.

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




---

**POLICY NUMBER:** 4-0540-20
 

---

**REFERENCE:**

Advisory Committees Terms of Reference

**ADOPTED BY:**

DRAFT

**AMENDED DATE:**

N/A

**SUPERSEDES:**

New

**DEPARTMENT:**

Administration

**EFFECTIVE DATE:**

DRAFT

**Policy Statement:**

Page 1 of 3

Council may establish advisory committee(s) assigned to review specific areas of interest to Council. The role of the committees is to advise and make recommendations to Council that support the goals of Council which includes guidance from the Official Community Plan, Strategic Plan and other related District plans.

---

**1. Advisory Committees:**

The following advisory committees are established with the following purposes:

- a) Harbour Advisory Committee to advise on improvements to the harbour facilities and services.
- b) Recreation Advisory Committee to advise on parks and recreation matters that foster the wellbeing of individuals, the community, and the District's natural and built environments.

**2. Mandate:**

The Advisory Committee(s) will, consistent with the purpose described above, undertake the following:

- a) Provide feedback on key municipal documents and status updates on proposed and existing projects as requested.
- b) Respond to Council's requests for advice and information.
- c) Foster public awareness, recognition and support.
- d) Make recommendations to Council on issues relevant to the committee and the municipality at large.

**3. Membership:**

- a) The Committee will consist of up to nine members including:
  - One non-voting member of Council to serve as Chair, appointed by the Mayor;
  - One non-voting staff representative from the District of Ucluelet; and,
  - Seven voting community representatives as appointed by the Council.
- b) The Chief Administrative Officer will designate the appropriate staff as District representative on the committee.
- c) Corporate Services will provide clerical and administrative support for the committee.

**4. Appointments:**

- a) Vacancies on committees will be advertised on the District website and Westerly newspaper annually.
- b) Applications must be submitted using the enclosed form - *Application for Appointment to an Advisory Committee*.
- c) Members of committees will be appointed by a resolution of Council.
- d) Vacancies that come up during a term will not be advertised, except by a resolution of Council.

**5. Terms:**

- a) Members will be appointed for one or two year terms to ensure continuity of committee membership by maintaining a staggered term system.
- b) Members may be re-appointed for up to three consecutive terms.
- c) At Council's discretion a member's appointment may be rescinded if the person is absent from two consecutive meetings in any one year period, unless the absence is because of illness or injury or by a resolution of Council.
- d) If required, committee member appointments may be rescinded by a resolution of Council.

**6. Meetings:**

- a) Meeting quorum is four voting community representatives.
- b) Committees will meet a minimum of four times per year at the call of the Chair.
- c) No meetings are held during the summer and winter breaks (July, August and December).
- d) Meeting rules and procedures will be in accordance with the *Council Procedure Bylaw*.



**7. Minutes:**

- a) Minutes shall be recorded by District staff.
- b) Draft minutes shall be provided to Corporate Services at the earliest opportunity for inclusion on a Council agenda for Council's information.
- c) Minutes shall be adopted by the committees and the original adopted minutes must be signed by the Chair and provided to the Corporate Officer for the corporate record.

---

Mayor Mayco Noël  
District of Ucluelet



## Application for Appointment to an Advisory Committee

Please submit your application by **(day, month, year at time)**.

| PERSONAL INFORMATION |             |
|----------------------|-------------|
| Name                 |             |
| Home Address:        |             |
| Mailing Address:     |             |
| Home Phone:          | Cell Phone: |
| Email:               |             |

| COMMITTEE OF INTEREST  |                                |
|--|--------------------------------|
| Please indicate, in order of preference, <b>ONLY</b> the committees you are interested in. |                                |
| ___ Recreation Advisory Committee  | ___ Harbour Advisory Committee |

**What are your reasons for seeking appointment?**

**Outline how your skills and experiences support your application for appointment to this Committee?**

Personal information you provide on this form is collected to assist in administration and/or operational functions of the District of Ucluelet in accordance with the *Local Government Act* and *Community Charter*. The information will only be used for the purposes of committee recruitment and will not be released except in accordance with the *Freedom of Information and Protection of Privacy Act*. Questions about the collection of your personal information may be referred to the Manager of Corporate Services at 250.726.7744

**Describe your history of community involvement (both past and present).**

**TO BE SIGNED BY THE APPLICANT**

I confirm that the above information is true and correct.

\_\_\_\_\_  
Signature of Applicant

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

**Submit Your Application To:**

Mayor and Council (c/o Corporate Services)  
District of Ucluelet | PO BOX 999 – 200 Main Street | Ucluelet, BC V0R 3A0  
Telephone: 250.726.7744 | Email: info@ucluelet.ca

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