



REGULAR MEETING OF COUNCIL
Tuesday, February 28, 2017 @ 7:30 PM
George Fraser Room, Ucluelet Community Centre,
500 Matterson Drive, Ucluelet

AGENDA

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1. CALL TO ORDER	
2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY	
<p>Council would like to acknowledge the Yuułu?iŋ?atŋ First Nations on whose traditional territories the District of Ucluelet operates.</p>	
3. ADDITIONS TO AGENDA	
4. ADOPTION OF MINUTES	
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Recreation Commission	

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- 9.2. Canada's 150th Anniversary - Showcase your Community Communities in Bloom

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[I-2 Celebrate Canada's 150th Anniversary](#)

10. COUNCIL COMMITTEE REPORTS

10.1 Councillor Sally Mole

Deputy Mayor April – June

- Ucluelet & Area Child Care Society
- Westcoast Community Resources Society
- Coastal Family Resource Coalition
- Food Bank on the Edge
- Recreation Commission
- Alberni Clayoquot Health Network Table of Partners
- Alberni Clayoquot Regional District - Alternate

=> *Other Reports*

10.2 Councillor Marilyn McEwen

Deputy Mayor July – September

- West Coast Multiplex Society
- Ucluelet & Area Historical Society
- Wild Pacific Trail Society
- Vancouver Island Regional Library Board – Trustee

=> *Other Reports*

10.3 Councillor Mayco Noel

Deputy Mayor October – December

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

=> *Other Reports*

10.4 Councillor Randy Oliwa

Deputy Mayor January – March

- Vancouver Island Regional Library Board - Alternate

- Harbour Advisory Committee
- Aquarium Board
- Seaview Seniors Housing Society
- Education Liaison

=> *Other Reports*

10.5 Mayor Dianne St. Jacques

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

=> *Other Reports*

11. REPORTS

- | | | |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 11.1. | Expenditure Voucher G-4/17
<i>Jeanette O'Connor, CFO</i>
R-1 Expenditure Voucher | 43 - 48 |
| 11.2. | Development Permit Request for 1695 Larch Road
<i>John Towgood, Planner 1</i>
R-2 Development Permit | 49 - 59 |
| 11.3. | Pacific Rim Musical Festival - Noise By-Law Exemption Request
<i>Abby Fortune, Director of Parks & Recreation</i>
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12. LEGISLATION

13. LATE ITEMS

- Late items will be addressed here as addenda items

14. NEW BUSINESS

15. QUESTION PERIOD

16. CLOSED SESSION

Procedural Motion to Move In-Camera:

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

17. ADJOURNMENT

DISTRICT OF UCLUELET
MINUTES OF THE PUBLIC HEARING
HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE
Tuesday, February 14, 2017 at 9:30 AM

Present: **Chair:** Councillor Oliwa
 Council: Councillors McEwen, Mole, and Noel
 Staff: Andrew Yeates, Chief Administrative Officer;
 Darcey Bouvier, Recording Secretary

Regrets: Mayor St. Jacques

1 CALL TO ORDER

1.1 Acting Mayor Oliwa called the meeting to order at 9:30 am

2 EXPLANATION OF PUBLIC HEARING PROCESS

2.1 CAO Andrew Yeates explained that the purpose of a Public Hearing is to hear representations from persons who deem their interest in property affected by the bylaws, as outlined in the Notices of the Public Hearing. Mayor St. Jacques advised that the Notice of the Public Hearing has been advertised and is distributed to those present together with a copy of the rules that will govern the hearing. Council will listen to representations on the matter in the Notice of Public Hearing and may answer pertinent questions, but will not debate any issue. Council will not make any decision on any matter at the Hearing.

Rules Governing Public Hearing

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

3 PUBLIC HEARING - Zoning Amendment Bylaw No. 1211, 2016

3.1 Presentation of Bylaw No. 1211, 2016

Andrew Yeates, CAO, read Zoning Amendment Bylaw No. 1211, 2016.

3.2 Written Submissions for Bylaw NO. 1211, 2016

Andrew Yeates, CAO, read the written submissions into the record.

Arvid and Susan Hasse - Opposed

- Lives directly behind proposed property
- Concerns over VRBO's and their associated issues
- VRBO's increase the transient population
- VRBO's could potentially affect the resale of neighbouring properties
- Concerns over increased traffic and pedestrian safety
- Concern over privacy and minimal buffer zone
- Concerns over parking

Jennifer Nemis - Support

- Direct neighbor
- No concerns or issues

3.3 Public Representations for Bylaw No. 1211, 2016

1. Acting Mayor Oliwa asked a first time if there were any representations from the public regarding Zoning Amendment Bylaw No. 1211, 2016.
 - Jason Hayes-Holgate addressed the concerns raised by his neighbor in the written submission that opposes their application.
2. Acting Mayor Oliwa asked a second time if there were any representations from the public regarding Zoning Amendment Bylaw No. 1211, 2016.
 - *There were no comments from the public*
3. Acting Mayor Oliwa asked a third time if there were any representations from the public regarding Zoning Amendment Bylaw No. 1211, 2016.
 - *There were no comments from the public*

4 ADJOURNMENT

- 4.1 Acting Mayor Oliwa declared the public hearing terminated at 9:40 am.

CERTIFIED CORRECT: Minutes of the Public Hearing held on Tuesday, February 14, 2017 at 9:30 am in the George Fraser Room, Ucluelet Community Centre, 500 Matterson Road, Ucluelet, BC.

Randy Oliwa
Acting Mayor

Andrew Yeates
CAO

DISTRICT OF UCLUELET
MINUTES OF THE REGULAR COUNCIL MEETING
HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE
Tuesday, February 14, 2017 at 10:00 AM

Present: **Chair:** Councillor Oliwa
 Council: Councillors McEwen, Mole, and Noel
 Staff: Andrew Yeates, Chief Administrative Officer;
 Darcey Bouvier, Recording Secretary

Regrets: Mayor St. Jacques

1. CALL TO ORDER

1.1 Acting Mayor Oliwa called the meeting to order at 10:00 am

2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY

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

3. ADDITIONS TO AGENDA

4. ADOPTION OF MINUTES

4.1 January 24, 2017 Regular Minutes

2017-038 **It was moved by Councillor McEwen and seconded by Councillor Noel**
 THAT Council approve the January 24, 2017 Regular Minutes as presented.
CARRIED.

5. UNFINISHED BUSINESS

5.1 Councillor Noel inquired as to whether the Chamber of Commerce was provided a copy of all the businesses with a current business license, to which the CAO replied that the District would be providing that to them.

5.2 Acting Mayor Oliwa inquired if the business license application was available on the District of Ucluelet website, to which the CAO replied in the affirmative.

6. MAYOR'S ANNOUNCEMENTS

6.1 Acting Mayor Oliwa noted for the public that in light of an administrative error denoting the incorrect time on the public hearing agenda, Council proposed to table discussion of Bylaw No. 1211, 2016 to a future meeting.

2017-039

It was moved by Councillor McEwen and seconded by Councillor Noel
THAT Council table discussion of Third Reading for Zoning Amendment Bylaw
No. 1211, 2016.

CARRIED.

7. PUBLIC INPUT, DELEGATIONS & PETITIONS

7.1 Public Input

F. Kennington presented on the issue of 1813 Cedar Grove Place and its intended designation as parkland, noting residents are in favour of it being gifted to the District to be used this way; Ms. Kennington requested the District keep residents informed of any actions taken with the property, nothing that to-date District staff have been very responsive and helpful.

E. Larsen inquired if the District was able to locate any additional funds to assist with the quality of the proposed Marine Drive Trail. Mr. Larsen also requested the date of the next public budget meeting.

- Council responded that this project is one of the budget items for this year and want to ensure residents that Council intend to produce a nice, safe product but have not yet moved ahead on anything. There isn't a public budget meeting date set as of yet.

K. Fleming requested a new screen be installed on the sewer lagoon bypass due to the amount of plastic waste products that were found on the beach.

- Council responded that the District is currently upgrading the sewer lagoon, and will look into the issue.

R. Alexander advised he is in the process of converting old film that features Ucluelet in the late 1960's onto disc. Mr. Alexander plans to host a public showing of the films this Spring once they are converted and will donate the final product to the Ucluelet and Area Historical Society.

J. Ferris presented on behalf of the Ucluelet Local Food Society in support of the potential Community Garden with Edna Batchelor Park as the key site. Ms. Ferris hoped the location would be solidified soon so the Society could apply for grants.

Andrew Bailey questioned when the next Public Hearing would be.

- CAO Yeates replied there isn't currently a date set.

7.2 Delegations

Laurie Skene, Resident

Re: Development in Riparian Areas as per the OCP

- Council received a verbal presentation from local resident Laurie Skene regarding potential development in Riparian Areas as per the Official Community Plan. Ms. Skene provided Council with a handout, and referred to sections of the OCP Bylaw. Ms. Skene noted that her intent in presenting to Council was to request the District to hold off on any potential work until an environmental scan has been completed and the validity of a right of way is ensured.

8. CORRESPONDENCE

8.1 Request re: Proclamation of Toastmasters' Month Toastmasters International

2017-040

It was moved by Councillor Mole and seconded by Councillor Noel

THAT Council proclaim February 2017 as Toastmasters' Month in the District of Ucluelet.

CARRIED.

8.2 Request to Partner re: Pure Water Running Project Logan Ronhovde

2017-041

It was moved by Councillor McEwen and seconded by Councillor Mole

THAT Council write a letter of support for the Pure Water Running project that promotes clean drinking water initiatives in Nepal.

CARRIED.

8.3 Appointments to Clayoquot Biosphere Trust Board Rebecca Hurwitz

2017-042

It was moved by Councillor Mole and seconded by Councillor Noel

THAT Council move correspondence item "Appointments to Clayoquot Biosphere Trust Board" to an in-camera discussion.

CARRIED.

9. INFORMATION ITEMS

2017-045

It was moved by Councillor McEwen and seconded by Councillor Noel

THAT Council receive information items 9.1 through 9.6 as a block.

CARRIED.

**9.1 Resurrection of the Postal Bank
The Canadian Postmasters and Assistants Association**

**9.2 Public Discussion on Climate Change & Energy
Gord Johns MP**

**9.3 January 11, 2017 Minutes
Recreation Commission**

**9.4 Let's Save Our Heritage Infrastructure
Peter Van Loan MP**

2017-043 **It was moved by Councillor McEwen and seconded by Councillor Mole**
THAT Council direct staff to write a letter in support of Bill C-323.

CARRIED.

**9.5 Funding Support for French Programs
Honourable Norm Letnick**

2017-044 **It was moved by Councillor Oliwa and seconded by Councillor McEwen**
*THAT Council pass the funding support information from the BC Government
Francophone Affairs Program onto Parks and Recreation.*

CARRIED.

**9.6 Correspondence re: Rural Education Feedback
Ucluelet Council**

10. COUNCIL COMMITTEE REPORTS

10.1 Councillor Sally Mole
Deputy Mayor April – June

Ucluelet & Area Child Care Society

- Next meeting with the Day Care to be after the Regular Council Meeting

Westcoast Community Resources Society

- Next meeting with the Society will be next week in Tofino

Food Bank on the Edge

- Volunteers are actively preparing for the Chowder Chow Down event which is part of the upcoming Pacific Rim Whale Festival

Recreation Commission

- Minutes are on the Agenda to be reviewed

- 10.2 Councillor Marilyn McEwen
Deputy Mayor July – September

West Coast Multiplex Society

- Attended a West Coast Committee meeting on January 26, 2017 that included the Multiplex Board of Directors. They submitted a letter requesting the survey (to go out to all 5 communities to see if they are still interested in having this project) be postponed until the architectural plans are completed. Once the architectural plans are done, then the survey will be sent out.

- 10.3 Councillor Mayco Noel
Deputy Mayor October – December

Ucluelet Chamber of Commerce

- Recently held their 29th AGM. Erin McDonald is their new Executive Director, and comes from Nanaimo with lots of experience in social media and advertising. They have 13 spots available and 10 new members, whom are all women. The Chamber is heading in a great direction.

Community Forest Board

- The Barkley Community Open House was on February 8th. Lots of good feedback, community engagement and interest overall. Fallers will be starting a right of way; as well, they will be starting some road rehabilitation within the next week.

- 10.4 Councillor Randy Oliwa
Deputy Mayor January – March

=> Other Reports

- Attended the Barkley Community Forest Open House. The Board was pleasantly surprised at the number of people that attended. Other forestry representatives of non-profit organizations were also in attendance; gave lots of positive comments.

2016-46

It was moved by Councillor Oliwa and seconded by Councillor Mole.
THAT Council accept all committee reports.

CARRIED.

11. REPORTS

11.1 Expenditure Voucher G-3/17 *Jeanette O'Connor, CFO*

2017-047 **It was moved by Councillor Mole and seconded by Councillor McEwen**
 THAT Council receive Expenditure Voucher G-3/17 for information.
CARRIED.

11.2 Development Variance Permit for Lot 50 *John Towgood, Planner 1*

2017-048 **It was moved by Councillor McEwen and seconded by Councillor Noel**
 THAT Council approve recommendation 1 of report item, "Development
 Variance for Lot 50, DL 282 Plan VIP79602", which states:
 1. *THAT Development Variance Permit DVP17-01 be approved as per the*
 drawings and conditions outlined within the body of this report.
CARRIED.

11.3 Community Garden *Abby Fortune, Director of Parks & Recreation* *John Towgood, Planner 1*

2017-049 **It was moved by Councillor McEwen and seconded by Councillor Mole**
 THAT Council approve recommendation 1 of report item, "Community Garden",
 which states:
 1. *THAT Council support, in principle, the Ucluelet Local Food Society*
 proposal to establish a community garden on District lands; AND
 THAT Council support the Ucluelet Food Society recommendation to
 locate the garden in Edna Batchelor Park and to pursue and/or support
 appropriate grant opportunities.
CARRIED.

11.4 Bylaw Statistics Report *Christian Drabosenig, Bylaw Services Ambassador*

2017-050 **It was moved by Councillor Noel and seconded by Councillor McEwen**
 THAT Council receive report item "Bylaw Statistics Report" for information.
CARRIED.

12. LEGISLATION

12.1 REPORT **Zoning Amendment Bylaw No. 1212, 2016 - Fourth Reading** *John Towgood, Planner 1*

2017-051 **It was moved by Councillor Noel and seconded by Councillor Mole**
 THAT Council approve recommendation 1 of legislation item, "Proposal to
 Amend Zoning Bylaw No. 1160, 2013 by Removing Lot: 6 Plan: VIP76238
 District: 09 From R-2 Zone - Medium Density Residential and Place it in GH

Zone-Guest House", which states:

1. *THAT Zoning Amendment Bylaw No. 1212, 2016 be given Fourth and Final Reading.*

CARRIED.

12.2 BYLAW

District of Ucluelet Zoning Bylaw No. 1212

2017-052

It was moved by Councillor McEwen and seconded by Councillor Mole THAT Council give Fourth and final reading to Zoning Amendment Bylaw No. 1212, 2016.

CARRIED.

12.3 REPORT

Zoning Amendment Bylaw No. 1211, 2016 - Third Reading *John Towgood, Planner 1*

12.4 BYLAW

Zoning Amendment Bylaw No. 1211, 2016

13. LATE ITEMS

14. NEW BUSINESS

14.1 Councillor Mole

- Clr. Mole noted that there was a motion by the Recreation Commission members to amend their Terms of Reference. They include:
 1. The ability to fund-raise and to use those funds as the Commission deems necessary.
 2. The Commission should be able to initiate their own events.
 3. The quorum should be increased from 3 to 5 members.
 4. Should set the Chair and Vice Chair position. Possibility to include a treasurer position as well.
- The Recreation Commission held their 2nd meeting on February 8th, 2017. The District's Director of Parks and Recreation discussed the Parks and Recreation Master Plan, provided an update on where their department is with current projects and how they would work with Recreation Commission.

2017-053

It was moved by Councillor Mole and seconded by Councillor McEwen THAT Council make a motion to amend the Terms of Reference for the Recreation Commission.

CARRIED.

14.2 Councillor Noel

- Clr. Noel inquired if the District was able to utilize funds from part of the fees and charges for the Harbour Commission Coast

Guard Auxiliary; CAO Yeates advised the CFO is currently working with the Harbour Master on this matter.

14.3 Acting Mayor Oliwa

- Would like Council to support Tofino in their resolution going forward this year to the Association of Vancouver Island and Coastal Communities (AVICC) convention, which will focus on the split classification of commercial/non-commercial residential type structures that BC Assessment currently has.

2017-054

It was moved by Councillor Oliwa and seconded by Councillor Noel

THAT Council support Tofino's resolution at the Association of Vancouver Island and Coastal Communities Convention in April, 2017 regarding split classifications.

CARRIED.

- Cllr. Oliwa inquired if Council would like to include an educational component again in this year's budget. This would include attendance at the Association of Vancouver Island and Coastal Communities Convention (AVICC), as well as the Union of BC Municipalities (UBCM); Council agreed they would like to continue with the same education budget component for 2017.

2017-055

It was moved by Councillor Oliwa and seconded by Councillor Noel

THAT Council hold a working meeting on February 20, 2017 at 10:00 am to review the budget and OCP review process.

CARRIED.

- Coast Smart is a project that was funded a couple of years ago with close to a million dollars from the Federal National Search and Rescue Secretariat New Initiatives Fund, with Ucluelet, Tofino and Parks Canada as partners. This federally-funded Coastal Safety Program is ramping up progress with a completion date of March 2017. However, this was the first time Council learned that the District will be taxed with the installation charges of these signs.

2017-056

It was moved by Councillor Oliwa and seconded by Councillor Noel

THAT Council request a copy of the Coast Smart Group's budget for their Coastal Safety Signage Program.

CARRIED.

15. QUESTION PERIOD

15.1 Council received questions and comments from the public regarding:

- Moving an appointment of an individual to a committee to an in-

camera session.

- The Tofino resolution that Ucluelet will be supporting and whether or not this would include properties like the Black Rock Resort.
- Appreciation and thank you to Mayor and Council for doing such a great job.
- Request for information on the West Coast Health Centre.
- The importance of environmental assessments on properties.
- Information and questions on Spring Cove.
- Request for information to be posted on the District of Ucluelet's website.

16. CLOSED SESSION

16.1 Procedural Motion to Move In-Camera

2017-057

It was moved by Councillor Oliwa and seconded by Councillor Noel
THAT the meeting be closed to the public in order to address agenda items under Section 90(1), subsections (d) and (e) of the Community Charter.

CARRIED.

17. ADJOURNMENT

17.1 Acting Mayor Oliwa suspended the regular meeting at 11:19 am and moved in-camera at 11:30 am.

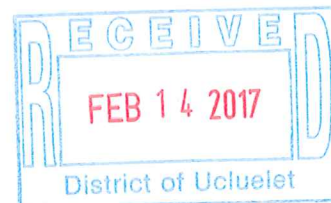
17.2 Acting Mayor Oliwa adjourned the in-camera meeting at 12:25 pm and returned to the open meeting.

17.3 Acting Mayor Oliwa adjourned the regular meeting at 12:26 pm.

CERTIFIED CORRECT: Minutes of the Regular Council Meeting held on Tuesday, February 14, 2017 at 10:00 am in the George Fraser Room, Ucluelet Community Centre, 500 Matterson Road, Ucluelet, BC.

Randy Oliwa
Acting Mayor

Andrew Yeates
CAO

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

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

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

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

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

Requested Council Meeting Date: February 21STOrganization Name: Emerald Sea Protection SocietyName of person(s) to make presentation: Gabriel HowellsTopic: Whiskey Dock Cleanup

Purpose of Presentation:

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

Please describe:

To secure permission to do an underwater cleanup of whiskey dock in conjunction with UES.

Contact person (if different from above): _____

Telephone Number and Email: (250) 726-3876 gabehowells@gmail.com

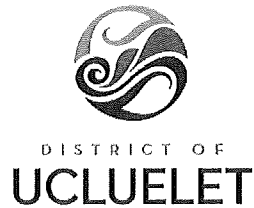
Will you be providing supporting documentation?

- 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.



STAFF MEMO TO COUNCIL

Council Meeting: FEBRUARY 28, 2017
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: DAVID M. DOUGLAS, MANAGER OF FINANCE

FILE NO: 0550-20

SUBJECT: RE: LETTER FROM DLP DESIGNS INC.

ATTACHMENT(S): DLP LETTER COMMERCIAL WATER MEETING INSTALLATION

RECOMMENDATION(S):

1. **THAT** Council receives the DLP Design's letter to Council for information.

BACKGROUND:

Over a year ago the District of Ucluelet sent out letters to its commercial accounts informing them of the process and deadline associated with the installation of commercial water meters. Several commercial accounts missed the deadline and were charged additional water fees. District staff has had conversations with Mr. Lucio Picciano of DLP Designs Inc. and as a result he wishes to send this letter to Council. Staff informed Mr. Picciano that water fees increased to those customers who did not meet the meter installation deadline and that Council approved the increases upon recommendation of Staff.

SUMMARY AND CONCLUSION:

The objective of this memo is to inform Council of the concerns of DLP Design Inc.

Respectfully submitted:

A handwritten signature in black ink, appearing to read "David M. Douglas", written over a horizontal line.

DAVID M. DOUGLAS, MANAGER OF FINANCE

DLP DESIGNS INC.

LETTER TO COUNCIL – DISTRICT OF UCLUELET

DATE: January 18 2017

272 MAIN ST
UCLUELET BC V0R 3A0Filecode: 0220-60 2017
X-Ref:
Forwarded to: Council, Andrews
[] Physical [x] Electronic**COMMERCIAL WATER METER INSTALLATION**

Dear Mayor and Council,

I am the owner of the commercial property at 272 Main st.

I am writing this letter to ask that the latest bill for water and sewer that is associated with my account be adjusted to reflect past billed amounts of \$658.40 tri-annually. (\$1975.20 annual)

It is my understanding that the \$3,031.20 showed as owing, is in fact a penalty for not having installed the required meter by the date of April 2016. (I did pay \$658.40 in Feb 2016) This was communicated to me via telephone and email by the Financial Manager, no further explanation of why the bill is so high or how it is calculated was given. Simply, it represented in part a penalty for not meeting the deadline. There is also no explanation of the previous bill amount of \$1013.60 – I have not received any notices for this amount.

The current bill of \$3,031.20, based on the explanation given to me could be calculated in this way:

Past previous amounts for annual water/sewer usage: $\$658.40 \times 3 = \1975.20

Current amount as shown in Notice of 16/09/16 reflecting full year: \$3,031.20

Previous amounts paid in 2016: \$658.40

$\$3,031.20 - (\$1975.20 - \$658.40) = \1714.40 **Penalty**

I feel this penalty is onerous and excessive and I was not duly warned of its total. There have been no damages as a result of missing the April deadline. But please allow me to explain the situation.

Beginning in late 2015, I received a notice in the mail to install a new commercial water meter (see attached), undated and shows no information regarding penalties.

The first notice caused me to call around to look for information about installing these meters.

I reside in Vancouver, seldom traveling to Ucluelet, and had attempted to organize this remotely early in 2016.

I then downloaded the Water Meter Application where a list of numbers was made available for local trades.

A second notice was received in January 2016 but undated. See attached.

Before April I attempted several times to contact not only all of the numbers on the list but other plumbing trades listed online. No responses.

A third notice was not received.

April past and I tried again to organize the installation from abroad, again no responses except for one plumber.

After a series of messages back and forth this plumber stopped responding as well, this brings me into July. At this point I also called the District to help me with the difficulty I had been having finding trades. Again I was referred to the list on the Application. I explained the situation with the unreachable numbers, no further help was offered.

3139 WELLINGTON AVE
VANCOUVER, BC V5R 1W2T: 778-889-6849
lucio@dlpdesigns.com

See attached copy of the *Water Meter Application* that I printed for my office use. I have made notes next to the numbers supplied by the District. One of the phone numbers is completely incorrect. Another never gets answered and has no messaging.

By chance, in September I encountered a neighboring property owner who gave me the number of a landscape worker that was organizing installation of meters, this contact is not on the Districts list. The company is *Out of Our Tree*. They immediately began work to organize the installation of our meter after I applied for the permit on Oct 17 2016. The meter was then installed during the week of November 12th 2016. It is now fully operational per District requirements.

I ask that you consider reversing the penalty associated with my account given the above information. I would like to pay the two past due installments of \$658.40 up to the installation of the meter, or any adjusted usage after the November completion. Please adjust my Notice to reflect the \$658.40 paid in February 2016 and the 2 past due installments totaling \$1316.80.

Again, the late installation did not result in any damages. This is also a small commercial building with very low water usage.

Thank you for reviewing my request.

Sincerely,

Lucio Picciano
Owner – 272 Main St.



Attached:

1. Installation of Commercial Water Meters Notice #1 – undated – 2 pages
2. Installation of Commercial Water Meters Notice #2 – undated – 2 pages
3. Water Meter Application – 4 pages
4. District of Ucluelet – Utility Notice with Amount Due – 1 page



Dear: Utility Customer

RE: Installation of commercial water meters

Please be advised that the District of Ucluelet is undertaking the process of converting all commercial flat rate customers to meter customers by April 2016. This is in an effort to protect our water source, reduce consumption and develop an overall system which will support a user pay system. This process requires that each flat rate commercial customer undertake the cost and installation of a water meter on their property. To ensure customers are in compliance, the District has specified the meters that need to be installed by the commercial client.

Once the water meter installation is completed both water and sewer charges will be billed monthly and will be based on the volume of water used in a month. Additionally, the water meter will become the property of the District of Ucluelet and will be maintained, repaired and replaced if necessary by the District.

Attached are excerpts from **By-law 1136, 2011:**

Water Meter Requirements

48. *The Council may, whenever it shall deem it advisable, compel the use of water meters by any person using or consuming water supplied by the District and may refuse to supply water to any premises unless the person requiring the water shall first enter into an agreement to take, use and pay for the water according to the terms and conditions.*

Installation of Water Meters

50. *Meters shall be installed on all water services in a manner of such make and design as is prescribed by the District from time to time.*
51. *The cost of supplying and installing a meter, meter box, fittings and all appurtenances shall be borne by the customer.*
52. *The District shall have the right to enter into the premises and onto the real property to inspect and maintain the water meter, fixtures and appurtenances at any reasonable time.*
56. *The meter is owned and maintained by the District. The meter chamber, lid, fixtures and appurtenances other than the meter are owned and maintained by the owner.*
57. *The District shall maintain and repair or replace all meters, regardless of size, when rendered unserviceable through fair wear and tear. Where replacement or repair of any meter is rendered necessary by the act, neglect, or carelessness of the owner or occupant of any premises, any expense caused to the District shall be charged against and collected from the owner or occupant of the premises.*

District of Ucluelet . Life on the Edge®

200 Main Street

PO.Box 999

Ucluelet . BC . VoR 3A0

t. 250.726.7744

f. 250.726.7335

Ucluelet.ca

info@Ucluelet.ca



Dear: Utility Customer

RE: Reminder Note for Installation of commercial water meters

Please be reminded that the District of Ucluelet is undertaking the process of converting all commercial flat rate customers to meter customers by April 2016. This is in an effort to protect our water source, reduce consumption and develop an overall system which will support a user pay system. This process requires that each flat rate commercial customer undertake the cost and installation of a water meter on their property. To ensure customers are in compliance, the District has specified the meters that need to be installed by the commercial client.

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District of Ucluelet. *Life on the Edge*®

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PO.Box 999

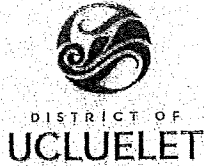
Ucluelet, BC, V0R 3A0

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f. 250.726.7335

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info@Ucluelet.ca



**District of Ucluelet
Water Meter Application**

Owner Name: <u>DLP DESIGNS INC. (LUCIO PICCIANO)</u>
Service Address: <u>272 MAIN ST</u>
Legal Address:
Billing Address: <u>#806-318 HOMEIN ST / VANCOUVER / BC</u>
Phone Number: <u>778-882-6049</u> Secondary Phone:

Contractor Name: OUT OF OUR TREES LINDSAY GRUBS Phone Number: 1 250 266 0758

Type of Service

<input type="checkbox"/> Single Family	<input type="checkbox"/> Manufacture Home- private lot	<input checked="" type="checkbox"/> Commercial
<input type="checkbox"/> Duplex	<input type="checkbox"/> Hotel/Motel	<input type="checkbox"/> Industrial
<input type="checkbox"/> Townhouse/Condo	<input checked="" type="checkbox"/> Office/General	<input checked="" type="checkbox"/> Other
<input type="checkbox"/> Multi Family 3 & 4 Units	<input type="checkbox"/> Restaurant	
<input type="checkbox"/> Multi Family 4+ Units	<input type="checkbox"/> Institution	


Meter Size

<input type="checkbox"/> 3/4"	<input type="checkbox"/> 1 1/2"	<input type="checkbox"/> 3"	<input type="checkbox"/> 6"
<input type="checkbox"/> 1"	<input type="checkbox"/> 2"	<input type="checkbox"/> 4"	<input type="checkbox"/> Other

Water Meter

Manufacturer:
Meter Type:
Model No:
Body Serial No:
Strainer Installed:
By-pass: Yes _____ No _____ Valve Sealed _____ Valve Closed _____
Location of Meter:
District Fees: Water Turn on /off \$25.00 Inspection: \$110.00 (Fees must be paid prior to installation.)

I understand that water service will be furnished and used in accordance with the rules, regulations and bylaws of the District of Ucluelet. I further understand that the District does not in any manner guarantee continuous delivery of water on demand nor does it assume any responsibility for damages which may occur due to a interruption of water delivery or change in pressure.

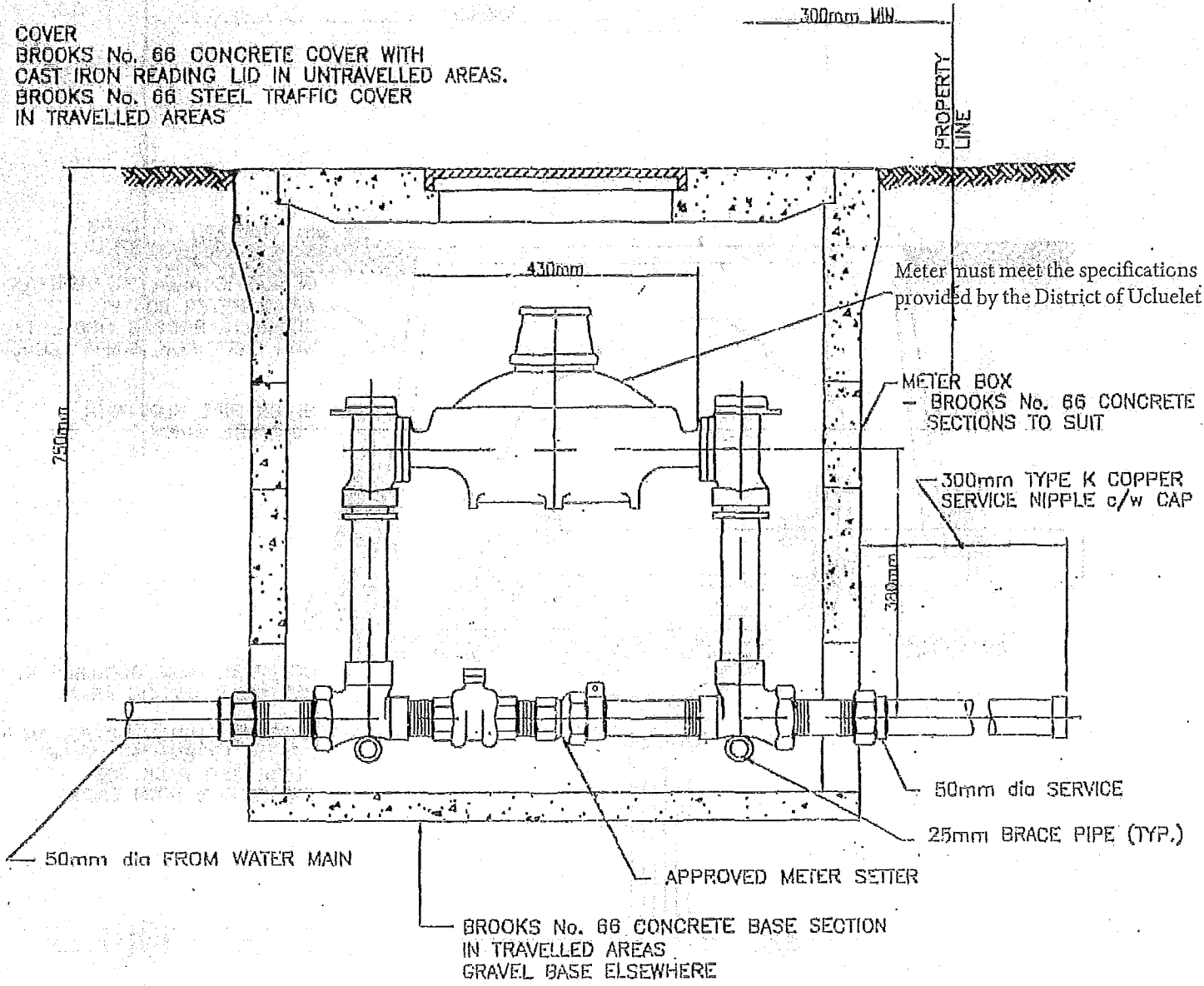
Signed by Owner:  Date OCT 17/16
LUCIO PICCIANO
(print name)

District Inspector Approval of Water Meter Installation (for office use only)	
Building Permit Number :	Inspection Date:
Meter operational: Yes _____ No _____	
Meter reading at inspection	
Inspected by:	

District of Ucluelet

Master meter radio read with XTR

COVER
 BROOKS No. 66 CONCRETE COVER WITH
 CAST IRON READING LID IN UNTRAVELLED AREAS.
 BROOKS No. 66 STEEL TRAFFIC COVER
 IN TRAVELLED AREAS



Notes:

1. Meter to be installed by an experienced contractor and inspected by the District of Ucluelet.
2. Meter setters to be flanged and equipped with bypass, lockable inlet valve, lockable bypass valve and check valve.
3. Meter setters must be as per specifications provided by the District of Ucluelet.

Water Shut off

- District of Ucluelet
250-726-7744

Water Meters

1. Suppliers - Meters, meter setters and parts:

- Four Star Water Works
- CORIX
- Andrew Sheret Limited

2. Plumbers:

- Long beach plumbing
Brad - 250-726-1234 (5168) - will call back - NO CALL BACK
- Rod's Plumbing - NO ANSWER SERVICE - NEVER ANSWERS PHONE
Rod - 250-266-5025
- Archie Johnson Plumbing
250-754-2222 → NUMBER INCORRECT
- Tofino Plumbing → NO RESPONSES
250-726-7875

3. Contractors (excavation):

- Gibson Brothers Contracting
Scott - 250-725-3945
- Dave Edwards
Dave - 250-726-4368
- Action Excavation
Ray - 250-725-8065
- Brian White Excavating
Brian - 726-4219

} ALL WANTED ME TO FWD
PLUMBER FIRST - SEE ABOVE.

DISTRICT OF UCLUELET

PO Box 999, Ucluelet, B.C. V0R 3A0
 Telephone: (250) 726-7744 Fax: (250) 726-7335

DLP DESIGNS INC

3156 29TH AVE E

VANCOUVER, BC V5R 1W2

LAST PAYMENT 02/16 - 658.⁴⁰

BARB
 - NO WATER METER
 - APRIL DEADLINE
 DAVE
 - LETTER →

NEVER REC'D

Billing Date: 16/09/16

Previous Balance: 1,013.60

Payments Applied: 0.00

Adjustments: 0.00

Total Current Charges: 2,017.60

Amount Due: 3,031.20

Account #	Folio #	Service Address	Service Period	Due Date
000000368-0	154005	- 272 MAIN ST	01/09/16 TO 31/12/16	20/10/16

CURRENT CHARGES:		** A NOTE TO OUR CUSTOMERS **
Water	1,714.40	Please phone the District office at (250) 726-7744 if you have any questions about your utility bill. Please note our office will be closed: Monday, October 10, 2016 Friday, November 11, 2016 and Monday December 19 through to Tuesday January 03 2017.
Sewer	303.20	
	0.00	
	0.00	
	0.00	
	0.00	
	0.00	
Total Current Charges:	2,017.60	NB: Please note that any utility bills unpaid on December 31, 2016 will be rolled into property taxes & will appear as arrears on your 2017 property tax notice.

DISTRICT OF UCLUELET
 PO Box 999,
 Ucluelet, BC V0R 3A0
 Tel: (250) 726-7744
 Fax: (250) 726-7335

Utility Notice
 PAYABLE AT MOST FINANCIAL INSTITUTIONS
 PLEASE REMIT THIS PORTION WITH YOUR PAYMENT

LETTER TO
 COUNCIL
 Mayor &
 COUNCIL

154005
 Folio Number

000000368-0
 Account Number

DLP DESIGNS INC

3156 29TH AVE E

VANCOUVER, BC V5R 1W2

Amount Due: 3,031.20

Service Period: 01/09/16 TO 31/12/16

Amount Paid

Water meter requirements

Water meter Parts list	5/8" x 3/4" service (Home)	Outside building installation
5/8" x 3/4" CJ x CJ meter setter 15"		
5/8" x 3/4" Master meter Radio read meter		
# 37 12" Concrete box		
# 37 Steel Lid		
# 37 6" concrete extension		
3/4" Stainless steel liner		
3/4" CJ x CJ Coupling		

Water meter Parts list	1" x 1" service (Home)	Outside building installation
1" CJ x CJ meter setter 15"		
1" Master meter Radio read meter		
# 37 12" Concrete box		
# 37 Steel Lid		
6" concrete extension		
1" Stainless steel liner		
1" CJ x CJ Coupling		

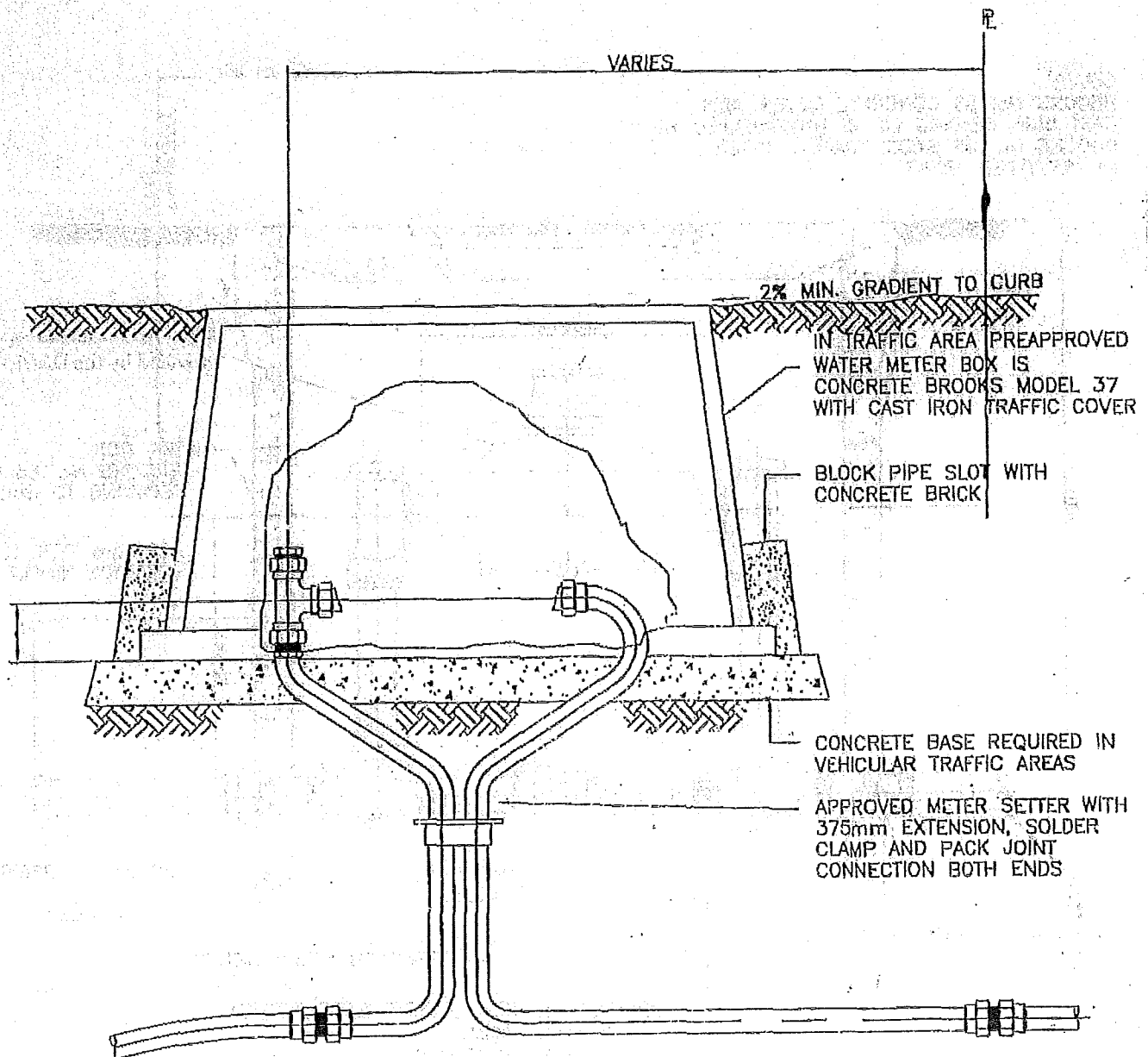
Water meter Parts list	1 1/2" x 1 1/2" service (Home)	Outside building installation
1 1/2" CJ x CJ meter setter 15"		
1 1/2" Master meter Radio read meter C/W XTR		
T 266 12" Concrete box		
T 266 Steel Lid		
1 1/2" Stainless steel liner		
1 1/2" CJ x CJ Coupling		

Water meter Parts list	2" x 2" service (Home)	Outside building installation
2" CJ x CJ meter setter 15"		
2" Master meter Radio read meter C/W XTR		
T 266 12" Concrete box		
T 266 Steel Lid		
2" Stainless steel liner		
2" CJ x CJ Coupling		

Other information

Any meters that need to be installed inside a building, please call the District of Ucluelet office at 250-726-7744.

District of Ucluelet
Master meter radio read.



Notes:

1. For 50mm dia service see drawing A1.
2. Meter to be installed by an experienced contractor and inspected by the District of Ucluelet.
3. Meter Setters to be equipped with lockable inlet valve, single check outlet valve, and solder clamp and pack joint connection both ends.
4. Meter setters must be as per specifications provided by the District of Ucluelet.

PROPERTY INFORMATION

PROPERTY ADDRESS	PROPERTY TYPE	PROPERTY VALUE	PROPERTY TAXES
12345 Main St, Anytown, CA 90210	Single-Family Residential	\$1,200,000	\$12,000
67890 Elm St, Anytown, CA 90210	Commercial	\$500,000	\$5,000
11111 Oak St, Anytown, CA 90210	Industrial	\$2,500,000	\$25,000
22222 Pine St, Anytown, CA 90210	Multi-Family Residential	\$800,000	\$8,000
33333 Birch St, Anytown, CA 90210	Public	\$1,000,000	\$10,000
44444 Cedar St, Anytown, CA 90210	Other	\$300,000	\$3,000
55555 Willow St, Anytown, CA 90210	Other	\$150,000	\$1,500
66666 Spruce St, Anytown, CA 90210	Other	\$75,000	\$750
77777 Fir St, Anytown, CA 90210	Other	\$37,500	\$375
88888 Hemlock St, Anytown, CA 90210	Other	\$18,750	\$187.50
99999 Cypress St, Anytown, CA 90210	Other	\$9,375	\$93.75
00000 Juniper St, Anytown, CA 90210	Other	\$4,687.50	\$468.75



Please follow the steps provided below when installing a water meter at your premises.

1. All meters should be installed outside of your premises.
2. Fill out the attached Water Meter Application form.
3. Pay the required fees of \$ 135.00 to the District of Ucluelet. The fee is for the inspection of the installed water meter and for water shut off and turn on.
4. Only Master radio read meters specified by the District may be installed.
5. Set up the installation with a contractor and plumber.
6. Inform the District of installation date and time.
7. The District will shut off the water and inspect the installation and turn the water back on.
8. Meter charges will start the month following the installation. Meters will be read on a monthly basis. Water bills will be mailed by the 15th of a month for the previous month's usage.
9. A utility bill credit will be issued to consumers on prepaid utility accounts for the balance of the flat rate proportionate to the unexpired portion covered by the flat rate payment.
10. Commercial properties will likely be connected by a 1 ½" service line, other sizes may exist.

If you have any questions regarding this process or procedures around installation of a water meter please contact the District of Ucluelet 250-726-7744.

District of Ucluelet

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4. Only Master radio read meters specified by the District may be installed. List of suppliers and meter information is attached.
5. Set up the installation with a contractor and plumber. List of contractors is attached.
6. Inform the District of installation date and time.
7. The District will shut off the water and inspect the installation and turn the water back on.
8. Meter charges will start the month following the installation. Meters will be read on a monthly basis. Water bills will be mailed by the 15th of a month for the previous month's usage.
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10. Commercial properties will likely be connected by a 1 ½" service line, other sizes may exist.

Attached is a package that contains further information about the water meters and installation process. If you have any questions regarding this process or procedures around installation of a water meter please contact the District of Ucluelet: 250-726-7744.

District of Ucluelet



22 February 2017

Mr. Jon Jensen
Porsche Club of America – Vancouver Island Region
PO Box 24006
Royal Oak
Victoria, B.C. V8Z 7E7
Email: [REDACTED]

Dear Mr. Jensen,

RE: Annual Porsche Club Event in Ucluelet

On behalf of the members of the District of Ucluelet Council and the more than 1,600 residents of Ucluelet, it gives me great pleasure to welcome back the Vancouver Island Porsche Club.

We are perpetually honoured and delighted when your club membership chooses to return to our little corner of paradise to share their passion with our residents and tourists. The weekend events that have historically been held at Black Rock Resort and - more recently - along our harbour in the Village Green have always been met with much enthusiasm and excitement. We are thrilled that your club has again chosen the District of Ucluelet to host your getaway and club events!

Thank you for returning to Ucluelet for your eighth year in our community and please accept our best wishes for a wonderful event and continued success.

Sincerely,

Randy Oliwa
Acting Mayor, District of Ucluelet

District of Ucluelet . *Life on the Edge*®

200 Main Street

PO.Box 999

Ucluelet . BC . V0R 3A0

t. 250.726.7744

f. 250.726.7335

Ucluelet.ca

info@Ucluelet.ca



Recreation Commission
February 8, 2017
7:30 pm UCC

Call to Order: Chair Faye Missar called the meeting to order at 7:35pm

Present: Melissa Bucha, Ian Riddick, Katherine L'oiselle, Shelly LaRose, Juiette Van Vliet, Kiersten Johnson, Denise Stys-Norman, Nicole LeBrandt, Sally Mole – Council Liaison and Abby Fortune – Director of Parks and Recreation

Apologies: Darcey Bouvier, Carey McPherson, Lara Kemps

Approval of Agenda: Moved by Shelley LaRose; Seconded by Denise Stys-Norman

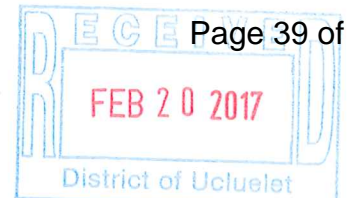
Approval of Minutes: Moved by Shelley LaRose; Seconded by Denise Stys-Norman

Business:

- Welcome and Introductions
- Abby Fortune, Director of Parks and Recreation provided an overview of Council's Strategic Plan for the Department. Ms. Fortune also went over the Parks and Recreation Master Plan and provided an overview of their Department. At present, Parks and Recreation have 28 instructors hired for various programs; completed a new-resident welcome package; received \$200 for the Family Day Fun Run Event; \$45,000 for Age Friendly grant for St. Jacques Park (open house to be held at the Forest Glad Seniors Home on February 15th, 2017); submitted a large grant application for Canada Day's 150th Anniversary and will be looking at partnering with neighbouring communities, with the possibility of fireworks; (Ms. Fortune questioned if the Recreation Commission could assist with lunch food and cake for the Canada Day Celebration – we will discuss this further at our March meeting); other grant successes include Clayoquot Biosphere Trust funding the Folklore Event, and the Mountain Mentors Program; One concern that was noted regarding the trails at St. Jacques Park was the amount of motorized traffic.
- Members expressed a continued interest in a tour of our local parks and facilities. It was agreed a late afternoon timeslot would work best and would look at setting a date at our March meeting.

Adjournment: The meeting was adjourned at 8:40pm

Next Meeting: March 8th, 2017 at 7:30pm; location TBA



February 28, 2017 CM

Enhancing Green Spaces
in Communities



Mise en valeur des espaces
verts au sein des collectivités

Filecode: 0400-20 C1B
X-Ref:
Forwarded to: Council
 Physical Electronic

Celebrate

Canada's 150th Anniversary

Showcase your Community
by participating in the
Communities in Bloom Program



BC Communities in Bloom – Suite 103 – 19289 Langley Bypass, Surrey, BC V3S 6K1
Catherine Kennedy T: 604 576-6506 Email: c.kennedy@telus.net
www.bccib.ca



Communities in Bloom is a Canadian non-profit organization committed to fostering civic pride, environmental responsibility and beautification through community involvement and the challenge of a national program with focus on the enhancement of green spaces in communities

"People, plants and pride... growing together"

Program: Communities in Bloom is all about greening, through environmental, natural heritage conservation and horticultural actions, our communities by engaging citizens of all ages, businesses and institutions with the municipalities...and showcasing and celebrating our achievements. The program consists of communities receiving information and being evaluated either provincially or nationally by a volunteer jury of trained professionals on the accomplishments of their entire community (municipal, private, corporate and institutional sectors, citizens) on the following criteria: Tidiness, Environmental Action, Heritage Conservation, Urban Forestry, Landscape and Floral Displays.

History: Established in 1995, with the guidance of Britain in Bloom, Tidy Towns of Ireland and Villes et Villages Fleuris de France, Communities in Bloom now includes hundreds of communities across the country, and an international challenge involving communities from the United States, Asia and Europe allows participants to compete internationally.

Benefits: The pride, sense of community and feeling of accomplishment generated through participation are visible in communities across Canada. These benefits make Communities in Bloom a program where everyone wins. Participants can benefit financially from the program through community tourism initiatives, business opportunities for the entire community, and other related projects. A valuable information exchange network allows communities to share accomplishments, best practices and projects.

All participants are showcased on the Communities in Bloom website through the "Explore our Communities", Resource and CommNews sections. The *Communities in Bloom Magazine* features participants and program results, as well as articles and educational content. Communities in Bloom develops, with its partners and sponsors, initiatives and promotional opportunities.

Provincial, National and International Awards - Symposium on Parks and Grounds: The annual Provincial, National and International awards ceremonies along with the Symposium on Parks and Grounds, held jointly in the fall are a unique opportunity for elected officials, parks and grounds professionals and community volunteers to learn and share about current issues, trends and challenges in horticulture and gardening, community tourism and projects, environmental awareness, and to showcase...and celebrate their achievements. Workshops are also held in all provinces throughout the year.

The **Communities in Bloom Foundation**, established to support the educational aspect of its activities, is dedicated to funding, developing and disseminating education and awareness to a wide audience on the value, improvement, importance and sustainable development of green spaces and the natural environment in Canadian society. The foundation also awards bursaries to students in horticulture / environment programs.

His Excellency, the Right Honourable David Johnston, C.C., C.M.M., C.O.M., C.D. Governor General of Canada is the Patron of Communities in Bloom.

Within the context of climate change and environmental concerns, all communities involved in the program can be proud of their efforts, which provide real and meaningful environmental solutions and benefit all of society

BC Communities in Bloom – Suite 103 – 19289 Langley Bypass, Surrey, BC V3S 6K1
Catherine Kennedy T: 604 576-6506 Email: c.kennedy@telus.net

Canada's 150th Anniversary - Showcase your Community Communi...



2017 PROVINCIAL EDITION

BRITISH COLUMBIA COMMUNITIES IN BLOOM

**FINAL DEADLINE:
MARCH 31, 2017**

MUNICIPALITY (PLEASE PRINT)		TOTAL POPULATION	MAYOR
NAME OF MUNICIPAL CONTACT		POSITION / TITLE	
ADDRESS		CITY	POSTAL CODE
()			
PHONE	MUNICIPAL CONTACT EMAIL		
NAME OF COMMUNITY CONTACT OR LOCAL CiB CHAIR		WEBSITE ADDRESS FOR COMMUNITY	
()			
PHONE	COMMUNITY CONTACT/CHAIR E-MAIL		
PARTICIPATION CATEGORIES (please indicate your level of participation)		REGISTRATION FEE Based on Population Size:	
<input type="checkbox"/> NOVICE Audit program to introduce CiB. Workshop with a pair of BC CiB facilitators in your community. (see other side for more info)	<input type="checkbox"/> FRIENDS (½ Fee) NON-EVALUATED: holds your bloom rating one-year.	<input type="checkbox"/> up to 1000 - \$475 <input type="checkbox"/> 1001 to 2000 - \$575 <input type="checkbox"/> 2001 to 5000 - \$625 <input type="checkbox"/> 5001 to 10,000 - \$750	<input type="checkbox"/> 10,001 to 20,000 - \$875 <input type="checkbox"/> 20,001 to 50,000 - \$975 <input type="checkbox"/> 50,001 to 100,000 \$1150 <input type="checkbox"/> 100,000+ - \$1450 (Plus 5% GST)
<input type="checkbox"/> PROVINCIAL EDITION EVALUATED Receive a Bloom Rating Award and 18-page report from trained BC CiB Judges	ONLY CATEGORY ELIGIBLE TO WIN A CRITERIA AWARD		

EVALUATED PARTICIPANTS should plan to:

- Create a local 'in Bloom' action committee: citizens, business, service clubs and a municipal representative (Councillor, Public Works, Administrator, Parks/Recreation);
- Prepare for an **Evaluation** to take place in mid to late July;
- Create a **Community Profile Book** (CPB) outlining the community's achievements in the specific evaluation criteria;
- Develop a simple budget to cover registration fee and to create community wide CiB awareness projects, i.e.: parades, tidy up days. Consider planning some fundraising events too;
- Host 2- facilitator (judges) typically 3rd week of July. 2-nights maximum in separate rooms (Hotel, B&B or Billeting if certain conditions can be met); with meals during evaluation day.
- Also, budget for sending delegate(s), to the BC CiB Provincial Awards and Conference Event in the fall. Network with other participants and how to maximize your CiB program.

COMMUNITY RECEIVES:

- Getting Started Package of Information;
- Evaluation by a pair of trained BC CiB facilitators for 1-2 days;
- Bloom Rating Certificate (2 to 5 blooms);
- 18+ page Evaluation Report with Comments & Suggestions;
- 5-Bloom Winners receive a special recognition Street Banner;
- Profile on www.bccib.ca and Gardens BC tourism website;
- Information about National Competition in future years.

BENEFITS to Community:

- **Involves People of all ages to be part of the Volunteer Effort**
- **CiB Program is a tool to encourage Tidiness & Beautification**
- **Promotes Excellence in Horticultural Best Practices**
- **Provides Focus & Deadline for new & ongoing Projects**
- **CPB and Evaluation Report showcases Community Assets**
- **Report is a Cost-Effective Measurement of Success**

Cheque payable to: BC Communities in Bloom **Mailing Address:** Suite 102, 19289 Langley Bypass, Surrey, BC V3S 6K1

AMOUNT ENCLOSED \$ Population Fee + 5% GST = \$ GST # 8446 03670 RT0001

PLEASE INVOICE US AT: Above Address

CANCELLATION POLICY: Before April 30th a \$50.00 fee may be charged, after that, all registration fees are non-refundable.

Request more information: Membership Sponsorship **Catherine Kennedy (604) 576-6506** c.kennedy@telus.net



Grow your commUnity Pride

NOVICE PROGRAM

The purpose of this program is to supply information on how to become an 'in Bloom' community. It is an audit process designed to help new participants at an early stage when they are forming committees and to provide an overview to help maximize efforts and resources. Get started today with a proven and cost-efficient community enhancement program. Please see the registration form for additional information.

A pair of BC Communities in Bloom Judges will:

- Travel to the community (typically third week in July) to supply a direct face to face explanation of the program;
- Workshop with 3-10 people (ideally representatives of each of the evaluation criteria) Facilitator/Judges will show a PowerPoint presentation with some examples of what goes into the Community Profile Book (CPB);
- Explain how the CiB evaluation process helps a community inventory successes and areas for improvement;
- Show how understanding the **Evaluation Form**, planning the **Evaluation Tour** and creating a **Community Profile Book** all work together to maximize points for subsequent years;
- Help the Novice Participant identify potential partnerships and what they can enhance in their community.

Communities should be prepared to:

- Show their 3-best criteria, so judges can supply a written summary in addition to their onsite comments & suggestions;
- Host an evening reception (or Volunteer Appreciation event) with key stakeholders to profile groups that represent the criteria; Heritage, Environmental, Horticulture, Beautification and other key sectors from municipal, service organizations and businesses. (table displays or speaker presentations);
- Tour in the morning to show the judges around the community (2-4 hours with 2 or 3 people max) and then in the afternoon, attend the Workshop (2-3 hours with up to 10 people who represent some of the criteria: heritage etc).

Additional Considerations for Community:

- Pay a registration fee based on population size (please see the 2017 Registration form for details);
- Host two people, 2-nights max. in separate rooms, (Hotel, B&B or Billeting if certain conditions can be met), with meals;
- May need to pick-up judges from the nearest airport, otherwise no additional travel costs;
- No Community Profile Binder to create or Judges Evaluation Tour to plan which means a Bloom Rating will not be awarded, but your committee will have a very clear idea of how to proceed for the following year.
- Community will be profiled as a participant in the CiB program: Map, Website and Fall Awards Ceremony.

Scheduling Timeline:

- **Day 1:** expect Judges to arrive mid-afternoon for evening event;
- **Day 2:** tour/workshop to be finished by dinnertime so that the judges have a minimum 3-hours to work on the summary document in their hotel room (or provide a quiet area for them to work);
- **Optional:** wrap-up breakfast meeting before the judges leave for the next community;
- The Judge's Summary Document will be presented at the British Columbia CiB Awards & Conference in the fall. The Conference provides an excellent opportunity for new participants to network with other communities.

Communities of all sizes are welcome to participate

BC Communities in Bloom 102 - 19289 Langley Bypass, Surrey BC V3S 6K1

Contact Catherine 604 576-6506 | www.bccib.ca | c.kennedy@telus.net

District of Ucluelet Expenditure Voucher

G-04/17

Date: February 22, 2017

Page: 1 of 6

CHEQUE LISTING:

AMOUNT

Cheques: # 25272 - # 25386	\$	405,436.91
Cheques: #	\$	
Voided Cheques:	\$	

PAYROLL:

PR 4/17	\$	63,711.89
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\$	469,148.80
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RECEIVED FOR INFORMATION AT MEETING HELD:

February 28, 2017

Jeanette O'Connor, CFO

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
025273	002	01/02/2017	ACE92	ACE COURIER SERVIC	14190015	DOU-KOERS	22.47		22.47	
025274	002	01/02/2017	AL001	ACKLANDS - GRAINGE	443885	PADLOCKS	90.45		90.45	
025275	002	01/02/2017	AS311	ACME SUPPLIES LTD	690115	ICEMELT	2,684.42		2,684.42	
025276	002	01/02/2017	BC010	ACCESS POINT INFOR	419	BEACH MAT	3,019.20		3,019.20	
025277	002	01/02/2017	CE004	CORPORATE EXPRESS	43364265 43358701 43311645	BADGE MAKER EW71839420 REF:43192472	1,068.09 24.62- 55.99-		987.48	
025278	002	01/02/2017	CK608	KASSLYN CONTRACTIN	D558	D558	440.14		440.14	
025279	002	01/02/2017	CUPE1	CUPE LOCAL #118	01/17	JAN/17	1,612.00		1,612.00	
025280	002	01/02/2017	DC001	DOLAN'S CONCRETE L	UP37865 UK41565	ROAD MULCH CONCRETE-WPT KIOSK	238.00 220.54		458.54	
025281	002	01/02/2017	DFC01	DUMAS FREIGHT COMP	49330 52516	FOUR STAR CLEAR TECH	43.10 446.96		490.06	
025282	002	01/02/2017	FS004	FOUR STAR WATERWOR	49112 49137 49149	SEWER FLOAT SWITCH WATER FITTINGS WATER FITTINGS	1,867.38 1,399.17 392.98		3,659.53	
025283	002	01/02/2017	GF001	GRAPHICS FACTORY	24181	HETINKIS SIGN	88.48		88.48	
025284	002	01/02/2017	HRDOW	HR DOWNLOADS INC	70408	HR PACKAGE	2,723.70		2,723.70	
025285	002	01/02/2017	HSS40	HACH SALES & SERVI	132898	CHLORINE/SOLUTION	714.35		714.35	
025286	002	01/02/2017	IO001	ISLAND OVERHEAD DO	55367	O/H DOOR ANNUAL IN	1,414.30		1,414.30	
025287	002	01/02/2017	JSC61	J & S CONTRACTING	170103	HEAT PUMP REPAIRS	2,563.69		2,563.69	
025288	002	01/02/2017	LB002	LB WOODCHOPPERS LT	259960	REPAIR AQUAJET	753.21		753.21	
025289	002	01/02/2017	LY001	YOUNG ANDERSON	98443 98441 98442	1190138 1190133 1190134	2,563.32 198.63 266.73		3,028.68	
025290	002	01/02/2017	MMB55	MURDY & McALLISTER	22922	FILE 4438	90.42		90.42	
025291	002	01/02/2017	PF686	PROFIRE EMERGENCY	SO011078 INV014326 INV014327 INV014325	UVFB-PARTS ANNUAL R1- ANNUAL SERVICE ENG 1- ANNUAL SERV ENG 2 ANNUAL SERVI	418.42 820.79 1,545.56 2,281.34		5,066.11	
025292	002	01/02/2017	PI110	PUROLATOR INC	433522113	MAXXAM	76.33		76.33	
025293	002	01/02/2017	PP112	PETER PUMP CO LTD	1091	CONCRETE-WPT KIOSK	952.35		952.35	
025294	002	01/02/2017	REI50	REAL ESTATE INSTIT	121902	INPUT MAG/MAILING	29.47		29.47	
025295	002	01/02/2017	UP459	UCLUELET PETRO-CAN	7124072 7124081	COOLANT GMC SIERRA-HEADLIG	94.04 29.61		123.65	
025296	002	01/02/2017	UR849	UCLUELET RENT-IT C	25161	PRESSURE WASHER RE	272.26		272.26	
1342419	002	06/02/2017	CI192	CIBC - VISA CENTRE	01/17	JAN/17	4,202.41		4,202.41	
1342425	002	06/02/2017	TP002	TELUS	01/17/SCH	JAN/17-SCH	322.47		322.47	
1343025	002	06/02/2017	BMC01	BELL MOBILITY INC	01/17	JAN/17	980.88		980.88	
025297	002	07/02/2017	AGS11	AGS BUSINESS SYSTE	17433	JAN/17	152.56		152.56	
025298	002	07/02/2017	AL001	ACKLANDS - GRAINGE	403524	9V BATTERY	76.87		76.87	
025299	002	07/02/2017	CE004	CORPORATE EXPRESS	43357784 43396488 43510364	RUBBER BANDS POCKET FILES GLUE STICKS	10.93 23.26 61.39		794.86	

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					43303309	SHREDDER OIL	15.96			
					43291959	OFFICE CHAIR	250.45			
					43316802	FOLDER/PEN/FILES	162.37			
					43285516	BINDERS/FOLDERS/MA	270.50			
025300	002	07/02/2017	CK608	KASSLYN CONTRACTIN	D559	D559	2,559.05		2,559.05	
025301	002	07/02/2017	CT002	CLEARTECH INDUSTRI	155257CAG 690622	CONTAINER RETURN HYPOCHLORITE	273.00- 743.40		470.40	
025302	002	07/02/2017	EL048	ERIK LARSEN DIESEL	714531	BACKHOE-REPLACE HO	112.47		112.47	
025303	002	07/02/2017	EP047	ENGINEERED PUMP SE	55694	MARINE DR/PUMP	1,860.32		1,860.32	
025304	002	07/02/2017	F0257	FIRE CHIEFS ASSOCI	1276	FCABC/17 DUES	326.00		326.00	
025305	002	07/02/2017	GPC25	GREATPACIFIC CONSU	462 463	PROJ 1005-003 PROJ 1005-004	10,424.61 11,530.39		21,955.00	
025306	002	07/02/2017	HS002	HOGAN, SARAH	121906	HOGAN-DANCE FIT	66.35		66.35	
025307	002	07/02/2017	IH042	INNER HARMONY SERV	4350	JAN/17 CLEANING SE	2,149.88		2,149.88	
025308	002	07/02/2017	MA952	MAXXAM ANALYTICS	VA1036840 VA1036445 VA1036957	B703994 B702320 B705757	78.75 78.75 78.75		236.25	
025309	002	07/02/2017	NP156	NORTH PACIFIC REPA	INV-0075	EYEWASH REPAIR	112.00		112.00	
025310	002	07/02/2017	PI110	PUROLATOR INC	433585838	MAXXAM	179.41		179.41	
025311	002	07/02/2017	RL068	RIVERA LYVIER	121904	RIVERA-CARDIO/DANC	89.03		89.03	
025312	002	07/02/2017	SF061	STEVENS FLICKERINE	121905	STEVENS-YOGA	174.55		174.55	
025313	002	07/02/2017	TS001	SKYLINE ATHLETICS	2154066	RACQUETS/SHUTTLES	272.16		272.16	
025314	002	07/02/2017	U0148	UBCM	UBCM-393 UBCM-729	NET WORKBOOK PLANNERS/CALENDARS	32.85 141.49		174.34	
025315	002	07/02/2017	UP459	UCLUELET PETRO-CAN	7124184	#2 CANYON-FILTER	145.43		145.43	
025316	002	07/02/2017	UR849	UCLUELET RENT-IT C	25387 25226	JAN/17 PUMP OUT JAN/17 TOILET CLEA	470.40 2,262.40		2,732.80	
025317	002	07/02/2017	VF001	VOLUNTEER FIREFIGH	RENEW17	VFAB/RENEWAL 17	175.00		175.00	
025318	002	07/02/2017	VT001	VANCOUVER ISLAND F	2017	ANNUAL FEES/17	80.00		80.00	
025319	002	07/02/2017	WC811	WEST COAST WINTER	121903	WC WINTER MUSIC SO	500.00		500.00	
025320	002	07/02/2017	WP166	WINDSOR PLYWOOD -	5001A 4935A 4888A 5100A 6527A 6217A 6316A 6215A 6214A 6213A 6760A	SPACE HEATER DUPLICATE KEYS BALL VALVES SUPPLIES-WPT KIOSK PAINT/BRUSH/LINERS ROOFING MATERIALS- TAPE/ZAP STRAPS SUPPLIES LAGOON SI SUPPLIES LAGOON SI SUPPLIES LAGOON SI CEDAR-RAIL REPAIRS	55.10 6.72 17.40 1,171.29 139.56 2,030.11 25.50 82.23 101.11 93.05 224.09		3,946.16	
025321	002	07/02/2017	WP166	WINDSOR PLYWOOD -	6819A 6769A 7204A	PIPE STRAPPING BROOM/DUST PANS PLYWOOD	6.37 51.52 42.12		100.01	
1345055	002	07/02/2017	TP002	TELUS	1/17	JAN/17	3,778.30		3,778.30	
1350027	002	10/02/2017	TM005	TELUS MOBILITY	01/17	JAN/17	114.24		114.24	
025322	002	14/02/2017	ACE92	ACE COURIER SERVIC	14190825 9207367	SHIPPING-DUNCAN EL SHIPPING-ATS TRAFF	194.97 24.51		243.99	

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					14190649	FLOCOR	24.51			
025323	002	14/02/2017	ATS51	ATS TRAFFIC	40001389	MOTOR/SALT SPREADE	703.07		703.07	
025324	002	14/02/2017	CE004	CORPORATE EXPRESS	43554237	PADS/FOLDERS/HIGHL	134.53		134.53	
025325	002	14/02/2017	CIVIN	CIVIC INFO	2017222	CFO POSTING	446.25		446.25	
025326	002	14/02/2017	CK608	KASSLYN CONTRACTIN	D560 SCH#10497	D560 SCH#10497/JAMIES	2,084.07 48.91		2,132.98	
025327	002	14/02/2017	DE001	DUNCAN ELECTRIC MO	P3236	PMP REPAIR-HEMLOCK	3,745.76		3,745.76	
025328	002	14/02/2017	DWS54	DOGWASTE SOLUTIONS	1026	DOGGIE BAGS	588.12		588.12	
025329	002	14/02/2017	EV443	ACKERMAN VICKY	121908	EPP/ACKERMAN-AFTER	350.00		350.00	
025330	002	14/02/2017	FSC10	FOUR STAR COMMUNIC	40199	JAN/17	143.33		143.33	
025331	002	14/02/2017	FW050	FAR WEST DISTRIBUT	307321 307322	W/R SUPPLIES-AQUAR W/R SUPPLIES	87.99 132.22		220.21	
025332	002	14/02/2017	LEASE	UCLUELET CONSUMERS	02/17 1/17	FEB/17 JAN/17	250.00 250.00		500.00	
025333	002	14/02/2017	LG003	LGMA	121907	LGMA/17 RENEWAL	279.97		279.97	
025334	002	14/02/2017	M9370	McEWEN MARILYN	121910	MCEWEN-LGLA/2017	759.42		759.42	
025335	002	14/02/2017	MS170	REVENUE SERVICES O	02/17	FEB/17	1,026.00		1,026.00	
025336	002	14/02/2017	NLS01	NEW LINE SKATEPARK	CAD1156	DESIGN FEE/PROPOSA	2,362.50		2,362.50	
025337	002	14/02/2017	O9310	OLIWA RANDY	121911	OLIWA-HAABC	140.70		140.70	
025338	002	14/02/2017	PB104	PIONEER BOAT WORKS	74733	MCDIARMID-BOOTS	114.45		114.45	
025339	002	14/02/2017	PI110	PUROLATOR INC	433654603	MAXXAM	159.66		159.66	
025340	002	14/02/2017	S9372	ST JACQUES DIANNE	121912	ST JACQUES-MLA MCR	247.40		247.40	
025341	002	14/02/2017	SBR01	SONBIRD REFUSE & R	27370 27368 27369 27367 27372 27371	JAN/17 GARBAGE JAN/17 GARBAGE 52 JAN/17 GARBAGE WD JAN/17 GARBAGE SCH JAN/17 GARBAGE UVF JAN/17 GARBAGE	571.10 276.15 377.48 659.40 102.27 194.99		2,181.39	
025342	002	14/02/2017	SJ004	S & J SERVICES	236754 280750 236755 236757 280749	JAN/17 JANITORIAL JAN/17 JANITORIAL- JAN/17 JANITORIAL JAN/17 JANITORIAL- JAN/17 JANITORIAL-	315.00 138.60 315.00 651.00 1,386.00		2,805.60	
025343	002	14/02/2017	TSC19	TRANSPARENT SOLUTI	8823	CLEARMAIL	20.95		20.95	
025344	002	14/02/2017	TU428	TOURISM UCLUELET	11/16	NOV/16 GRANT	15,261.80		15,261.80	
025345	002	14/02/2017	UM100	UNRAU MICHAELA	121909	UNRAU-KIDS CLAY	640.00		640.00	
025346	002	14/02/2017	XC300	XPLORNET COMMUNICA	INV16481043	FEB/17	77.27		77.27	
220685	002	15/02/2017	S0171	MUNICIPAL PENSION	PP003/17	PP003/17	10,327.50		10,327.50	
1358187	002	17/02/2017	BC017	BC HYDRO & POWER A	2/17	JAN/17	27,859.18		27,859.18	
025347	002	21/02/2017	ACE07	ALBERNI COMMUNICAT	22940	REPAIR-CHARGE TOWE	79.38		79.38	
025348	002	21/02/2017	B2365	BOWERMAN EXCAVATIN	9073H	HOLDBACK INVOICE 9	7,253.40		7,253.40	
025349	002	21/02/2017	BP940	BLACK PRESS	33087294	JAN/17 ADS	302.92		302.92	
025350	002	21/02/2017	BSR80	BEST SEARCH AND RE	6626674	SEWER ROW-PEN/PINE	46.47		46.47	

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
025351	002	21/02/2017	CCL88	CORLAZZOLI CONTRAC	23	TREE FALLING	525.00		525.00	
025352	002	21/02/2017	CE004	CORPORATE EXPRESS	43489537 43593167 43617400 43651933	SANITIZER/CLEANER/ INK CARTRIDGE/TONE PAPER/PENS/STAMP/T OFFICE SUPPLIES/MA	18.50 345.93 483.75 67.17		915.35	
025353	002	21/02/2017	CGISC	CGIS CENTRE	42767 42795	FEB/17 MAR/17	712.86 699.54		1,412.40	
025354	002	21/02/2017	CK608	KASSLYN CONTRACTIN	D561	D561	1,031.26		1,031.26	
025355	002	21/02/2017	CMS75	COMTEX MICRO SYSTE	143432	CELLMODEM/INSTALL/	1,030.40		1,030.40	
025356	002	21/02/2017	CPSI	CANADIAN PLAYGROUN	13489	MCAVOY-CPSI RE-CER	548.80		548.80	
025357	002	21/02/2017	CT002	CLEARTECH INDUSTRI	693167 157151ILV	HYPOCHLORITE CONTAINER RETURN	781.03 273.00-		508.03	
025358	002	21/02/2017	CUPE1	CUPE LOCAL #118	02/17	FEB/17	808.93		808.93	
025359	002	21/02/2017	DFC01	DUMAS FREIGHT COMP	52446 52320 51565 49333 11766	ENGINEERED PMP SYS SHIPPING-CLEARTECH CLEARTECH FOUR STAR WATERWOR LB WOODCHOPPERS	107.84 183.75 446.96 43.10 71.44		853.09	
025360	002	21/02/2017	DP725	PAYNE DAVID	121914	PAYNE-EMERG RADIO	151.20		151.20	
025361	002	21/02/2017	FW050	FAR WEST DISTRIBUT	306331 307371	CLEANSWEEP SUPPLIE WATER COOLER	270.40 136.92		407.32	
025362	002	21/02/2017	IB275	ISLAND BUSINESS PR	160680	UTILITY BILLS	557.76		557.76	
025363	002	21/02/2017	ICT01	ICOMPASS TECHNOLOG	17169	ANNUAL SUBSCRIPTIO	2,766.40		2,766.40	
025364	002	21/02/2017	IWC22	IWC EXCAVATION LTD	17001-02R	PROGRESS DRAW #2	138,777.86	13,877.79	124,900.07	
025365	002	21/02/2017	JSC61	J & S CONTRACTING	170202	UCC VALVE REPAIR/H	5,140.80		5,140.80	
025366	002	21/02/2017	KA001	KOERS & ASSOCIATES	1403-009 1643-008	1403 CEDAR ROAD PR 1643 SEWAGE LAGOON	2,051.48 16,145.46		18,196.94	
025367	002	21/02/2017	KPMG4	KPMG LLP	8001401657	2016 AUDIT	10,500.00		10,500.00	
025368	002	21/02/2017	LY001	YOUNG ANDERSON	98877 98878 98879 98880 98882 98883 98881 98440 98439	1190080 1190128 1190134 1190136 1190139 1190140 1190138 1190128 1190080	964.94 481.60 439.49 45.92 529.66 903.16 400.14 1,831.87 87.36		5,684.14	
025369	002	21/02/2017	MA952	MAXXAM ANALYTICS	CP3210795	AIR PACKS	341.25		341.25	
025370	002	21/02/2017	PBX12	PBX ENGINEERING LT	3014	SCADA MTCE	2,584.38		2,584.38	
025371	002	21/02/2017	PC285	PETTY CASH - BARBA	DEC16 DEC16-2	DEC/16 DEC/16	93.60 97.02		190.62	
025372	002	21/02/2017	PI110	PUROLATOR INC	433723837	MAXXAM	76.33		76.33	
025373	002	21/02/2017	PW280	PITNEYWORKS	020817	FEB/17 POSTAGE	1,050.00		1,050.00	
025374	002	21/02/2017	RD205	ACRD	121815 73374 75135	ACRD/JULY 01-DEC31 WPT-DUMP RUN WPT-DUMP RUN	14,907.81 8.00 8.00		14,923.81	
025375	002	21/02/2017	SBR01	SONBIRD REFUSE & R	121913	75% GARGBAGE TAG S	1,217.25		1,217.25	

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
025376	002	21/02/2017	SP010	SUPERIOR PROPANE	14524542	TANK RENTAL-UCC	158.98		158.98	
025377	002	21/02/2017	TS002	TRAN SIGN LTD.	150432	TELESPAR KITS/RIVE	2,166.08		2,166.08	
025378	002	21/02/2017	U0148	UBCM	D-4514	UBCM-2017 ANNUAL D	1,181.43		1,181.43	
025379	002	21/02/2017	UC142	UCLUELET CONSUMER'	71835702 71836012 71837554 71838106 71836127 71840963 CO1025748 71843625 20161199A CO1097283 20170199	#2 CANYON #10 #24 #9 #5 #24 SPACE HEATERS(4) #9 REMAINDER INTEREST REFUND-SNACKS INTEREST CHARGE	55.42 120.30 118.18 110.57 42.53 114.30 161.24 111.29 24.13 6.00 0.36		852.32	
025380	002	21/02/2017	UC142	UCLUELET CONSUMER'	71838347 71838294 71838335 71837607 71838101 71836781 71840503 71840379 71838950 71838949 71842193	GMC-MINPUMPER #3 PROPANE-TORCH #23 #12 #2 #23 #2 #2 #4 #4 CHEVY	30.81 108.60 22.00 69.34 57.65 58.24 71.78 66.24 73.00 85.21 100.00		742.87	
025381	002	21/02/2017	UC142	UCLUELET CONSUMER'	CO1042740 CO1040603 CO1076027 71842765 CO1045503 CO1032143 71844614 71843671 CO1046940 71844830 71844882	MILK/TEA CREAM/MILK/TEA BUDGET MTG-LUNCH #2 CANYON MILK/CREAM SNACKS/SUPPLIES #24 #2 PLAYSCHOOL SUPPLIE #12 #13 TRACTOR	19.06 17.86 81.90 73.01 6.88 59.06 108.19 36.31 12.51 80.31 28.26		523.35	
025382	002	21/02/2017	UC142	UCLUELET CONSUMER'	CO1076217 CO1097275 CO1095384 CO1096745 CO1076448 CO1076892 CO1094804 CO1091081	EMERG MTG-SNACKS SNACKS BULBS/MILK/CLEANIN XMAS LIGHTS-PW BUDGET MTG JAN 30/17 BUDGET M RESCUE#1 SNACKS	76.64 38.11 36.22 33.50 82.74 88.75 90.75 25.47		472.18	
025383	002	21/02/2017	UP459	UCLUELET PETRO-CAN	7123205 7123227 7124300	#5-NEW BATTERY #18-REPAIR WIRES #9 VAN-OIL CHANGE	366.83 454.51 78.35		899.69	
025384	002	21/02/2017	VI200	VANCOUVER ISLAND R	Q1-17	Q1-17	24,933.00		24,933.00	
025385	002	21/02/2017	WIRRL	WEST ISLE RESOURCE	3086	MULCH-CEMETERY	1,417.50		1,417.50	
025386	002	21/02/2017	WSP16	WSP CANADA INC	626288	LAGOON GEOTECH SER	535.50		535.50	
Total:							405,436.91	13,877.79	391,559.12	

*** End of Report ***



STAFF REPORT TO COUNCIL

Council Meeting: FEBRUARY 28TH, 2017
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: JOHN TOWGOOD, PLANNER 1

FILE NO: 3060-20

REF. NO: DP17-01

SUBJECT: DEVELOPMENT PERMIT FOR 1695 LARCH ROAD

ATTACHMENT(S): APPENDIX A - APPLICATION

RECOMMENDATION(S):

That Council considers approval of one of the following options:

1. **THAT** Development Permit DP17-01 for Lot B, Plan VIP77503 be approved for a takeout food building as per the drawings and notes attached as **Appendix A** and to the conditions outlined within the body of this report.

OR

2. **THAT** the Development Permit DP17-01 be tabled for more information.

OR

3. **THAT** the Development Permit DP17-01 be considered and denied.

DESIRED OUTCOME:

THAT Development Permit DP17-01 for Lot B, Plan VIP77503 be approved for the building of a takeout food building as per the drawings and notes attached as Appendix A and to the conditions outlined within the body of this report.

BACKGROUND

Planning Staff are in receipt of an application for a Development Permit for 1695 Larch Road (**Figure 1**), Lot B, Plan VIP77503 (the "**Subject Property**"). The subject property falls within the area described in the OCP as *Development Permit Area No.7 (Peninsula Road)*. The following are the categories under the Local Government Act in which this Development Permit Area was established and relates to:

- *Protection of the natural environment, its ecosystems and biological diversity;*
- *Revitalization of an area where commercial use is permitted;*
- *Establishment of objectives for the form and character of development in the resort region.*

The Development Permit Area No.7 (Peninsula Road) guidelines speak to the objectives of this Development Permit Area include: assisting in the revitalization of Peninsula Road as the gateway and main approach into Ucluelet; minimizing adverse effects on the natural environment; and, helping to realize the form and character giving qualities of the street, particularly the quality of the public realm.



Figure 1

OVERVIEW OF DEVELOPMENT PROPOSAL:

The Applicant is proposing to convert a food truck into a building for the purposes of a takeout food venue and then to clad the building in cedar (Figure 2) to meet the form and character of the development guidelines.



Figure 2

The conversion of a food truck into a building has been done in Ucluelet for the old Cynamocha Café kitchen and in Tofino for the Tacofino and the Wildside Grill. The process involves securing the building to a foundation and having the buildings use approved by an architect or engineer. The location of the takeout building in a planning context may offer a solution to an unresolved area by creating use and a pedestrian draw to the area in general. Planning Staff had previously created a sketch (Figure 3) in an attempt to resolve the area and the applicant's proposal just happened to align with that concept.

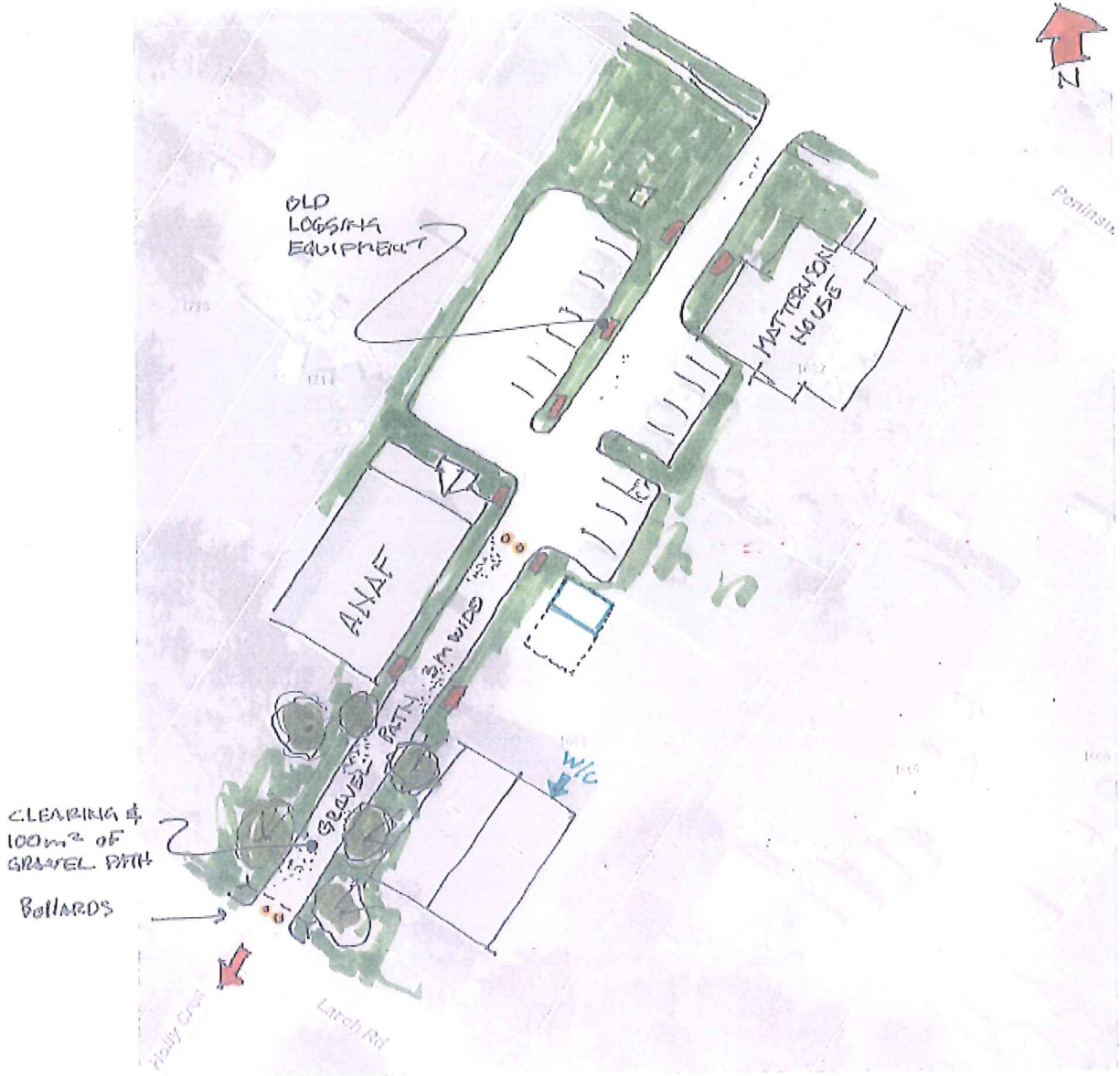


Figure 3 - Sketch of what the area could look like and function one day.

The applicant has recently constructed a fence to stop a pre-existing pedestrian and vehicle traffic pattern that trespassed on this property. The applicant has offered to work with staff to clear the District lane that runs parallel to their property in order to establish a new pedestrian pattern. This lane is undeveloped but is a key element for the flow of pedestrian traffic and should be a priority

to resolve. This fence is currently very utilitarian in nature, but the applicant plans to add elements of character to it that are similar to (Figure 4) below.

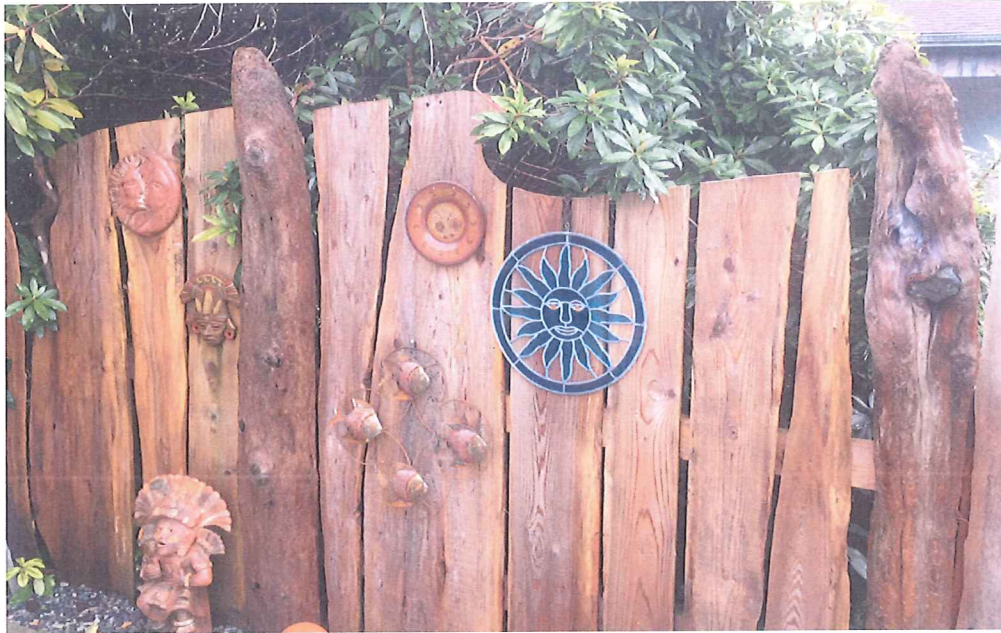


Figure 4

In order to indicate the scale and scope of the application Planning Staff have created a plan of the compound (Figure 5) to supplement the applicant's drawings.

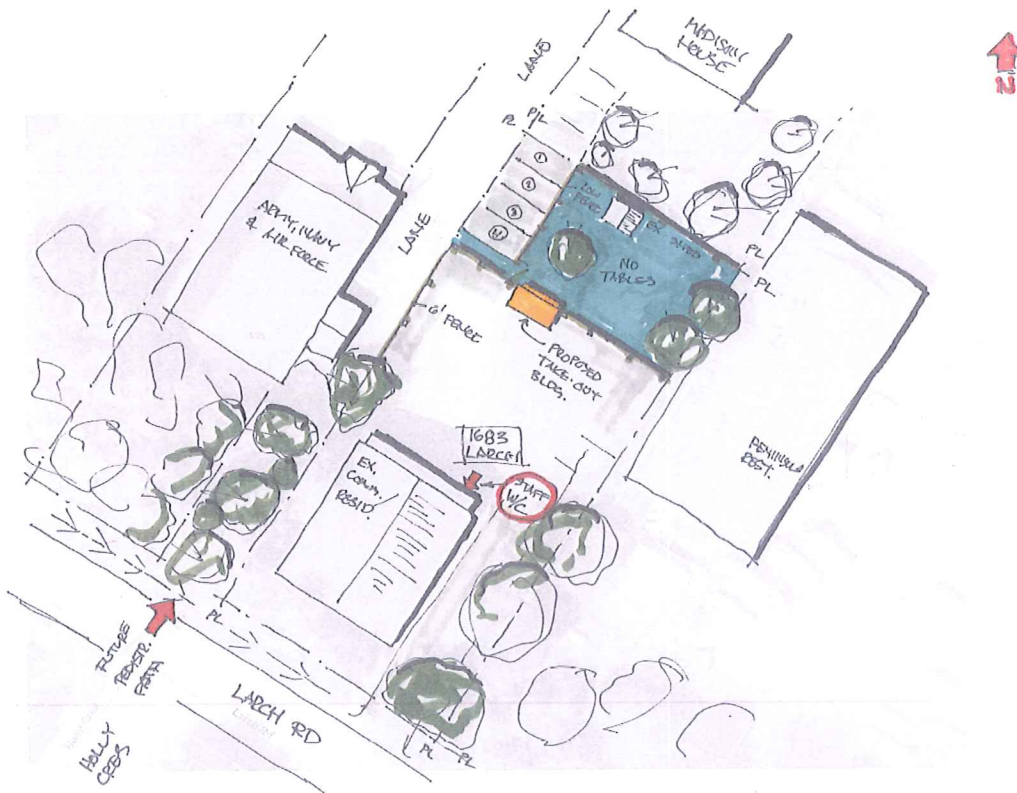


Figure 5

ZONING:

The subject site falls within the CS-2 Zone – Service Commercial which allows for the proposed “Take Out Food Services” use with “Take Out Food Services” defined as:

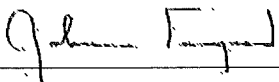
“an eating establishment where food is prepared in a building on the same lot, without table service or seating and sold to the public primarily for consumption off-site;

The applicant has stated that tables will not be added to the property and that this is a pickup and go food service. The applicant has indicated the employee’s will have access to washrooms on the main floor of the commercial/residential building. Staff have indicated to the applicant that if tables are added public washrooms will need to be provided. The application meets the density, setback and parking requirements as indicated by Zoning Bylaw 1160.

SUMMARY:

This application is unique with the proposed commercial element facing internally into the property and fronting an undeveloped lane. Staff consider this application as a step in the right direction by adding to the commercial density of this core area while bringing some resolution on how these properties and lane interact. Although the application has many unique elements it follows the development guidelines and is a step forward in the revitalization of this commercial area.

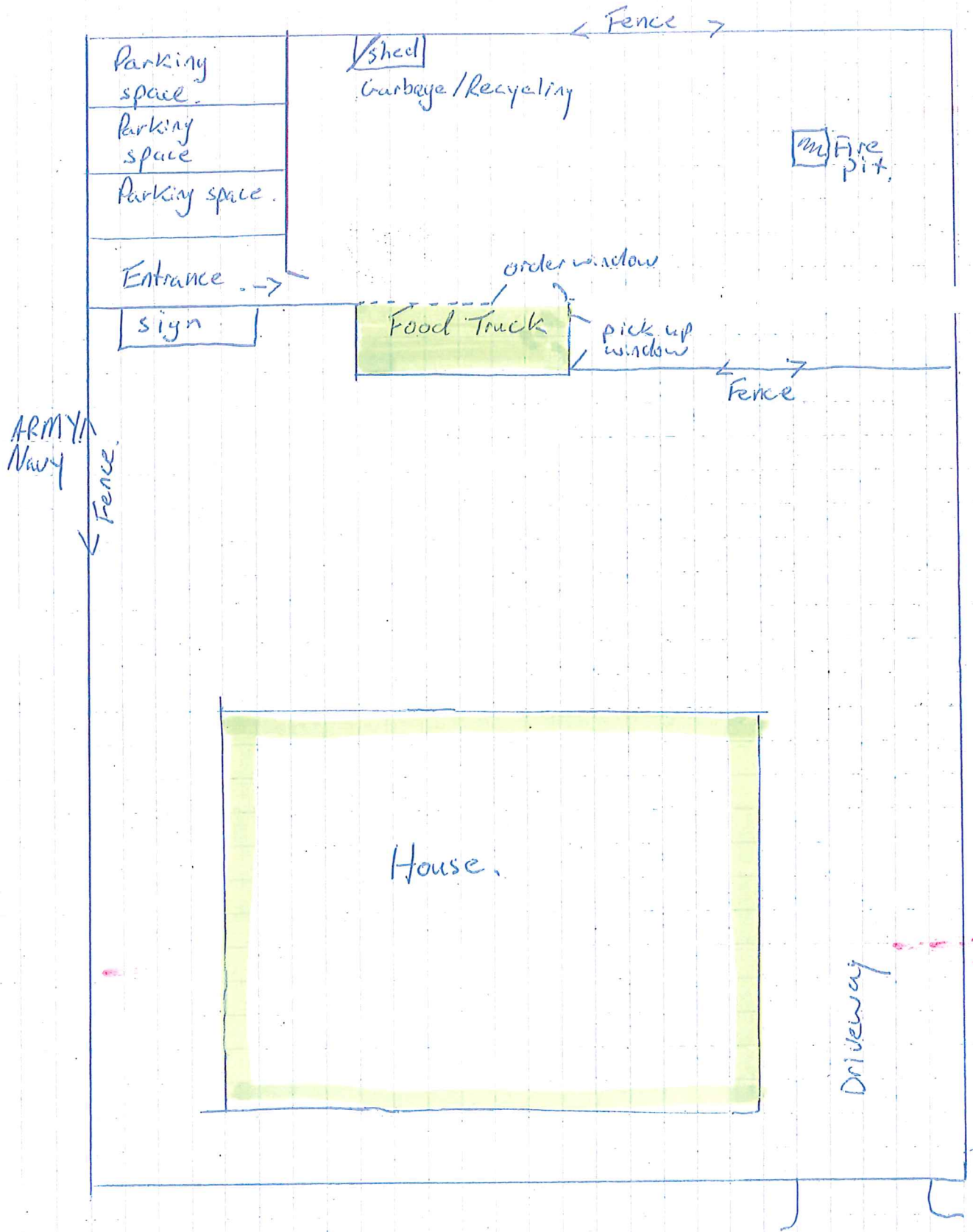
Respectfully submitted:



John Towgood, Planning 1



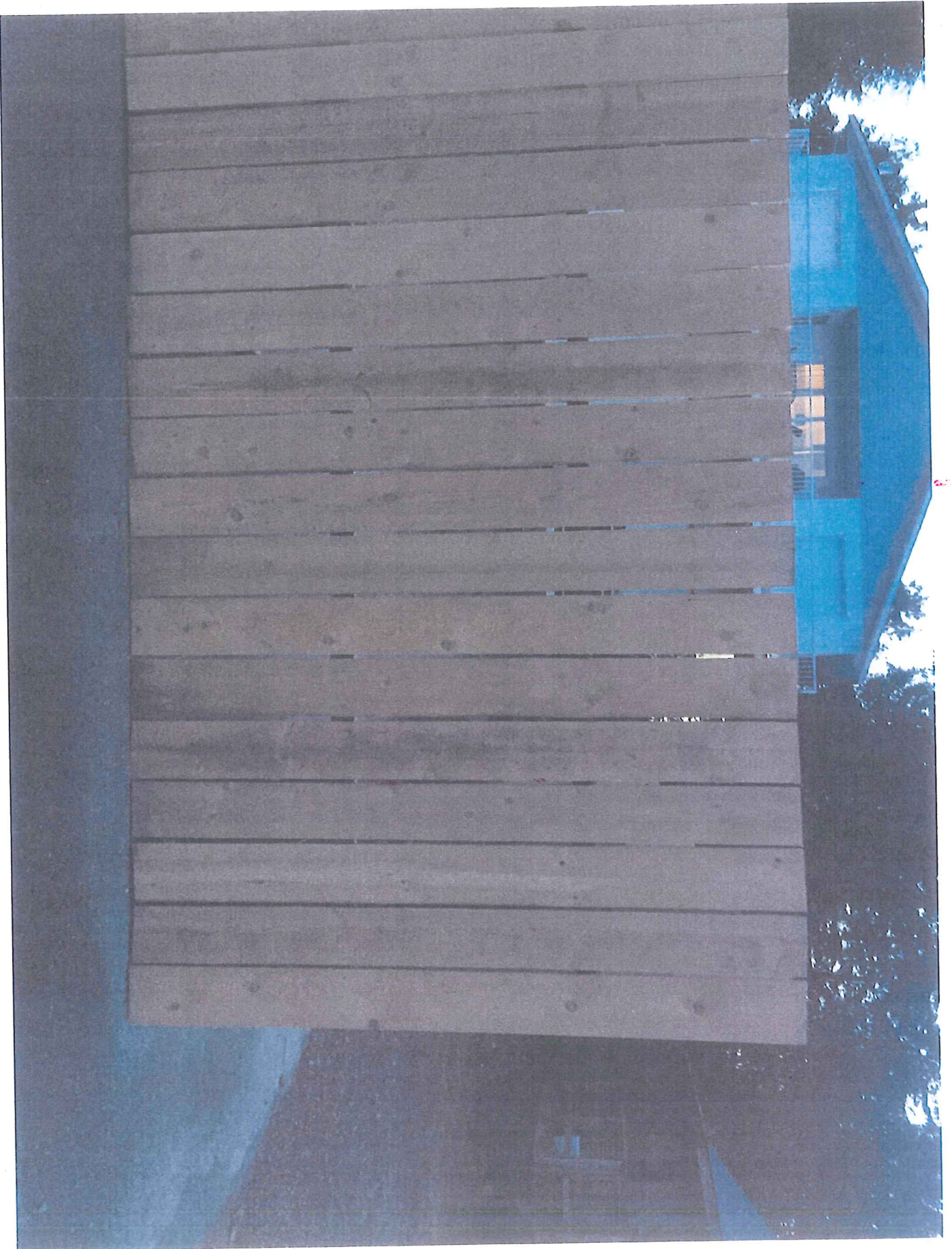
Andrew Yeates, Chief Administrative Officer



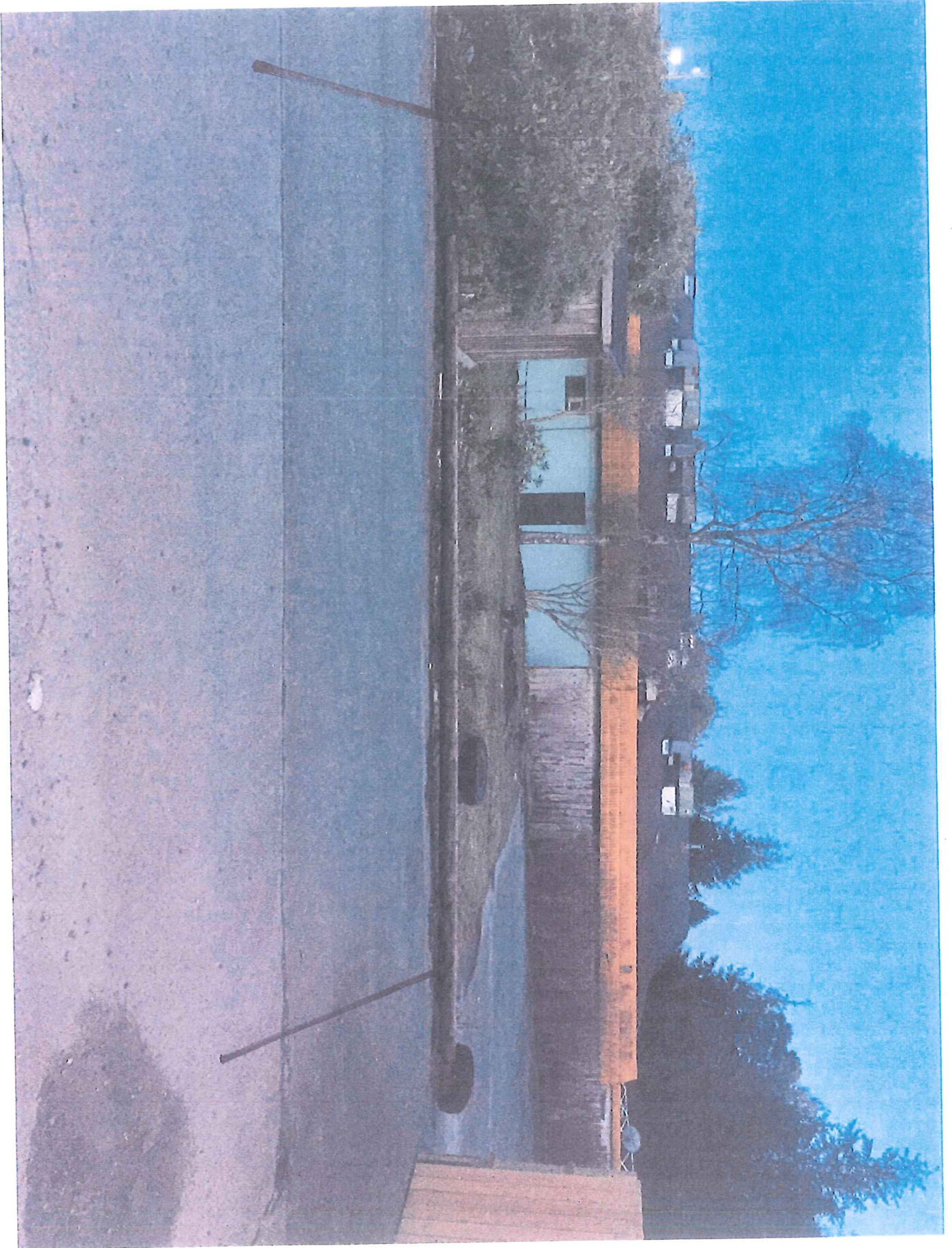


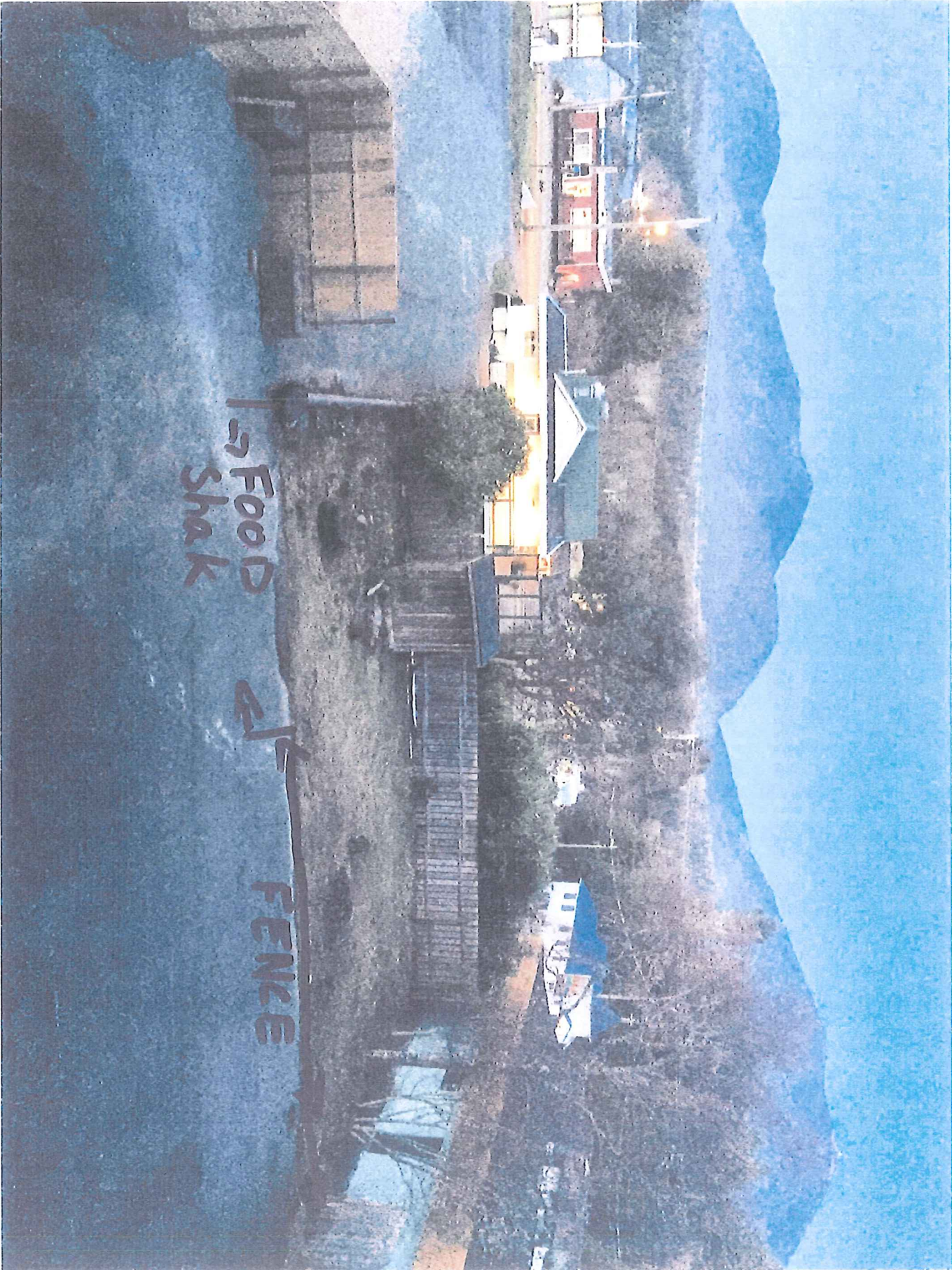
FENCE MATERIAL: FIR

SIGN: ATTACHED TO FENCE



PARKING





Development Permit Request for 1695 Larch Road John Towgood,...





STAFF REPORT TO COUNCIL

Council Meeting: FEBRUARY 28, 2017
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: ABBY FORTUNE, DIRECTOR OF PARKS & RECREATION

FILE NO: 4520 – 20 NOISE

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

ATTACHMENTS: SPECIAL EVENTS PERMIT APPLICATION

RECOMMENDATION(S):

1. **THAT** Council grant an extension of the Noise Control Bylaw 915 for the Otalith Music Festival on Friday, August 18 and Saturday, August 19 to 11:30 p.m. at the Seaplane Base Ballfield Fairgrounds; **or**
2. **THAT** Council deny an extension of the Noise Control Bylaw 915 for the Otalith Music Festival.

PURPOSE/DESIRED OUTCOME:

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

To provide council with organizational updates of the festival as discussed with the coordinators.

BACKGROUND:

The Director of Parks & Recreation and the local RCMP have recently met with the organizing committee of Otalith to further address any issues put forward by council and the RCMP. RCMP are satisfied that the Otalith organizing committee has addressed their concerns moving forward.

The organizing committee also addressed the garbage issue with a plan for the 2017 festival as outlined in their special events application and discussed with the Director of Parks & Recreation. They are also willing to explore an overall revised layout if Council so desires.

The Fifth Annual Otalith Music Festival is a celebration of indie and folk music on the West Coast of Vancouver Island hosted in Ucluelet over the past 4 years. Otalith are expecting to bring approximately 2,000 people to the fairgrounds (Seaplane Base Rd) to enjoy great music in a relaxed atmosphere. Otalith promotes an atmosphere that is child-friendly, encourages local food vendors and maintains a small footprint by sorting waste on site. Otalith is the cheapest multi-day music festival on Vancouver Island with any profits donated to environmentally conscious organizations. This year the *Jamie Collins: Legend and Legacy Fund* and *Pacific Wild* will be accepting the proceeds raised.

The Otalith Festival will be taking place August 18 & 19, 2017. Attached please find their special events form. Music is slated to begin at 4 pm on Friday the 18th, finishing at 11:30 pm, and on Saturday, August 20 from 12:00pm to 11:30pm.

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

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

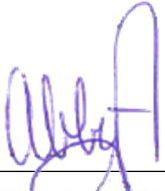
POLICY OR LEGISLATIVE IMPACTS:

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

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

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

Respectfully submitted:



 Abigail K Fortune, Director of Parks & Recreation



 Andrew Yeates, Chief Administrative Officer



DISTRICT OF UCLUELET
SPECIAL EVENT PERMIT APPLICATION FORM

APPLICANT INFORMATION

Organization Name: Pacific Rim Music Festival Society

Primary Contact Name: [REDACTED]

Mailing Address: PO Box 430, Tofino BC V0R2Z0

Phone: [REDACTED] Cell: same

Email: [REDACTED]

Secondary Contact Name [REDACTED]

Mailing Address: same as above

Phone: [REDACTED] Cell: same

Email: [REDACTED]

EVENT INFORMATION

Event name: Otalith Music Festival V Date: August 17-19, 2017

Location: Sea Plane Base Field
Site Map attached:
yes: X no:

Event Description: (please describe your event or attach a summary in letter format)
Fifth annual music fesitval celebrating local talent and raising money for other non profits in the area. All ages with full liquor license.

Is this an Annual Event?
yes: X no:

Event Schedule

Set Up Date: 08/16/2017 Time: 10:00AM Day of Week Wednesday

Event Starts	Date: <u>08/18/2017</u>	Time: <u>4:00PM</u>	Day of Week	<u>Friday</u>
Event Ends	Date: <u>08/19/2017</u>	Time: <u>11:30PM</u>	Day of Week	<u>Saturday</u>
Take Down	Date: <u>08/20/2017</u>	Time: <u>8:00AM</u>	Day of Week	<u>Sunday</u>

Anticipated number of participants: 2000

Will you be having security:
 yes: X no: _____

Please provide description of security plan.

Paid professional security company based out of Victoria. We plan on having aprox. 20 security guards on staff for the duration of the festival. We have also communicated with local RCMP to coordinate security needs outside of the licensed area including the attached parking lot. We will be shortening the length of some preformance sets in an effort to keep patrons on the festival grounds for the duration of programming.

Have you contacted to RCMP:
 yes: X no: _____

Parking: (please describe how event parking will be coordinated)

We will have parking volunteers coordinating parking.

How and when will affected residents and or businesses be notified

We have reached out to all local businesses to inform them of event hours.

Road Closure Requested
 yes: _____ no: X

Details:

Event Additional Requirements:
 yes: _____ no: _____

Details:

EQUIPMENT & ACTIVITIES

Are there any musical entertainment features related to your event?

Pacific Rim Musical Festival - Noise By-Law Exemption Reques...

yes: X no: _____

Details: 13 live music acts and 5 DJ's ranging from bluegrass, classic rock, punk and hip-hop

Will sound amplification be used for announcements, speeches or other public addresses?

yes: X no: _____

Electrical Services Required: (please note municipality will not supply electrical cords)

yes: X no: _____

Details: We will require access to the electrical box as well as any available generators.

Will portable toilets be supplied for this event?

yes: X no: _____

First Aid: In the event of an emergency or injury to participants what first aid provisions have been made:

We will have licensed emergency medical responders on staff for the duration of the event.

Waste Management: What arrangements have been made to reduce litter/removal of waste during or after the event:

We are working with a local company to remove all waste.

Accommodation: Have you taken into account accommodation requirements for your event.

yes: X no: _____

Details: Several of our acts will be camping near the venue at Ucluelet Campground. A number of artists are also staying off site at The Cabins and Black Rock Resort.

FOOD & BEVERAGE

Will food and beverage service be available during your event?

yes: X no: _____

Please note a Temporary Food Permit will be required by Vancouver Island Health Authority

Will alcohol beverages be available during your event?

yes: X no: _____

If YES a Special Occasion License is required with a copy going to the District of Ucluelet

as well as a plan for safe ride home and security.

* Please also see Special Occasions Licence- Major Events document, Terms & Conditions - Government of BC

CLEAN UP & GARBAGE Please note garbage must be removed immediately due to wildlife concerns

Site garbage plan: Please provide site plan

Recycling Plan: We will be working with Food Bank of the Edge to deal with all of our recyclable removals.

Garbage removal plan: As in previous years, we will have aprox. 1 dumpster worth of garbage.

Detailed event clean-up plan: We have a full section of our volunteer team committed to garbage and recycling removal. We will be cleaning throughout the duration of the event and have ample staff for a final 'clear' Friday and Saturday nights. We also have a significant number of volunteers committed to Sunday morning.

FEES

Rental fee: _____ Deposit Fee: _____ \$500

INSURANCE

Commercial General Liability Insurance

Broad form Commercial General Liability policy for a limit of not less than \$3,000,000.00 on an occurrence basis with respect to third party liability claims for bodily injury, property damage, personal injury. This policy shall include but is not limited to: Premises and operation Liability, Blanket Contractual Liability, Products and Completed Operations, Tenants' Legal Liability, Non-Owned Automobile Liability, Owner's and Applicant's Protective Liability, Contingent Employers' Liability, Breach of Conditions clause. The District of Ucluelet shall be added as "Additional Insured" along with Cross-Liability and Severability of Interest clauses.

* A copy of the insurance must be provided to the District of Ucluelet

Notice of Cancellation

All such insurance policies shall stay in force and not be amended, cancelled or allowed to lapse and shall contain the necessary "Endorsements" to provide the District with thirty (30) days prior written notice.

General

The Applicant agrees to be responsible for any and all deductible amounts including any claim

expenses incurred and policy premiums payments. All of the required Applicants' insurance policies shall be primary, non-contributing with respect to any insurance carried by the District. The District of Ucluelet reserves the right to impose such higher limits or other types of insurance as would reasonably be required of a prudent Applicant of similar event.

I have read and understand the Insurance requirements: AA Initial required

Included: yes: _____ no: X (waiting on our final policy plan)

INDEMNITY AGREEMENT

Without limiting any other obligation of the Applicant under this application or otherwise, the Applicant hereby agrees to Indemnify and Save Harmless the District of Ucluelet , its elected officials, officers, employees, servants, agents and others from whom the District is in law responsible, from and against any liability, loss, claims, damages, fines, or penalties, cost and expenses (including consulting fees), investigatory and legal expenses, and other actions or course of actions, suits, caused by or attributed to any willful or negligent act, omission, delay, or allegations thereof on the part on the Applicant, its officers, employees, subcontractors, agents, licensees, assignees, invitees or other persons engaged in the event pursuant to this Application or anyone else for whom the Applicant is in law responsible. Should the District be made a party to any litigation by or against the Applicant, then the Applicant will protect, indemnify and hold the District harmless and will promptly pay all costs, expenses, and legal fees (on a solicitor and own client basis) incurred or paid by the District in connection with such litigation upon demand. The Applicant will also promptly pay upon demand all costs, expenses and legal fees (on a solicitor and own client basis) that may occur or be paid by the District in enforcing the terms, covenants and conditions in this application. The Applicant's obligation under this indemnification section will survive the expiry or termination of this application.

I have read and understand the Insurance requirements: AA Initial required

DATE: 02/14/2017