

AGENDA

REGULAR MEETING OF COUNCIL

Tuesday, June 23, 2015

7:30 p.m.

**George Fraser Room, Ucluelet Community Centre
500 Matterson Drive,
Ucluelet, B.C.**

Council Members:

Mayor Dianne St. Jacques

Councillor Sally Mole

Councillor Randy Oliwa

Councillor Marilyn McEwen

Councillor Mayco Noel



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REGULAR MEETING OF COUNCIL

7:30 p.m.

Tuesday, June 23, 2015

George Fraser Room, Ucluelet Community Centre,
500 Matterson Drive, Ucluelet

AGENDA

1. **CALL TO ORDER**
2. **ADOPTION OF MINUTES**
 - 2.1. **June 9, 2015 Regular Council Minutes** p.5
3. **MAYOR'S ANNOUNCEMENTS**
4. **PUBLIC INPUT, DELEGATIONS & PETITIONS**
5. **CORRESPONDENCE**
 - 5.1. **Invitation re: Debunking Myths Surrounding Schizophrenia, Psychosis, and Violence** p.11
Jessica Vestergaard, BC Schizophrenia Society
6. **INFORMATION ITEMS**
 - 6.1. **Migration of CBC Radio One Service to FM** p.13
Canadian Broadcasting Corporation
 - 6.2. **Shrimp Trawl Fishery and By-Catch Reduction Lights** p.17
Pacific Coast Shrimpers Cooperative Association
7. **COUNCIL COMMITTEE REPORTS**
 - 7.1. **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⇒ *Other Reports*
 - 7.2. **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*

7.3. Councillor Mayco Noel

Deputy Mayor October – December

- Ucluelet Volunteer Fire Brigade
- Central West Coast Forest Society
- Ucluelet Chamber of Commerce
- Tourism Ucluelet
- Signage Committee

⇒ *Other Reports*

7.4. Councillor Randy Oliwa

Deputy Mayor January – March

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

⇒ *Other Reports*

7.5. Mayor Dianne St. Jacques

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

⇒ *Other Reports*

8. REPORTS

- | | |
|--|-------------|
| 8.1. Expenditure Voucher G-11/15 | p.19 |
| Jeanette O'Connor, Chief Financial Officer | |
| 8.2. Adoption of District of Ucluelet Policies and Resolution to Repeal | p.25 |
| Morgan Dosedall, Deputy Municipal Clerk | |
| 8.3. Policies re: Waiver of Fees and Charges | p.61 |
| Morgan Dosedall, Deputy Municipal Clerk | |
| 8.4. Sign Variance Permit for Lot 8, VIP1686, District Lot 09 – 286 Main Street | p.67 |
| John Towgood, Planner I | |
| 8.5. Presentation of the 2014 Draft Annual Report for Consideration | p.73 |
| District of Ucluelet Staff | |

9. LEGISLATION

None

10. NEW BUSINESS

11. QUESTION PERIOD

12. CLOSED SESSION

This meeting may be closed to the public where items for consideration meet the requirements of Section 90 of the *Community Charter*.

13. ADJOURNMENT

DISTRICT OF UCLUELET
 MINUTES OF THE REGULAR COUNCIL MEETING
 HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE
JUNE 9, 2015 AT 7:30 PM

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

1. CALL TO ORDER:

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

2. INTRODUCTION OF LATE ITEMS:

3. ADOPTION OF MINUTES:

2.1 May 26, 2015 Regular Council Minutes

2015-158 It was moved by Councillor McEwen and seconded by Councillor Noel
 THAT the May 26, 2015 Regular Council Minutes be adopted as presented.

CARRIED

4. BUSINESS OUT OF THE MINUTES:

4.1 Committee of the Whole Recommendations

- a. THAT Council direct District staff to contact Ucluelet Secondary School to engage on how to implement emergency planning programming using the new digital sign.
- b. THAT the digital sign at Ucluelet Secondary School be used for community event programming in addition to emergency planning.
- c. THAT the digital sign at Ucluelet Secondary School be altered to show the temperature in Celsius.
- d. THAT the District put out a press release to announce the hiring of two seasonal bylaw services ambassadors and to provide the public with information on the mandate of these positions and the procedure for making bylaw inquiries or complaints.
- e. THAT the District contact the Canadian Coast Guard to request their plans for keeping the grounds at Amphitrite Point maintained, to the same standard they have been for the past 25 years, this season and into the future.

2015-159 It was moved by Councillor Noel and seconded by Councillor Oliwa
 THAT the June 2, 2015 Committee of the Whole Recommendations (a through e)
 be adopted as a block.

CARRIED

5. PUBLIC INPUT, DELEGATIONS & PETITIONS:

Public Input

- ❖ *Robyn Cooley (1864 St. Jacques Blvd)* requested confirmation on the future plans for the development of the empty lot in her neighbourhood
 - Mayor St. Jacques noted that \$20k is allocated for lot development and best use is still being determined, but that stakeholder input will be sought
- ❖ *Ellen Kimoto (890 Peninsula Rd)* requested confirmation of the timeline for completion of the He-Tin-Kis pathway and Kimoto Tot park, and thanked Council for moving ahead with the projects
 - Mayor St. Jacques confirmed that \$75k is allocated for the two projects
 - CAO Yeates noted that there are still legal issues to sort out, but the aim is to start in latter part of 2015, to complete in 2016

6. CORRESPONDENCE:

6.1 Request re: 1956 Greywhale Place Building Exemption

Emil Daley, Resident

2015-160 It was moved by Councillor Mole and seconded by Councillor McEwen
THAT staff be directed to bring forward a policy that addresses the issues in Whispering Pines Trailer Park.

CARRIED

6.2 Input re: St. Jacques Boulevard Park Land Use

Carey McPherson, Dave McPherson, Bill Embury, Shelly LaRose - Residents

2015-161 It was moved by Councillor Noel and seconded by Councillor Oliwa
THAT Council receive correspondence item 6.2.

CARRIED

6.3 Request re: Cemetery Bylaw Exemption

A (Meri) Corlazzoli, Resident

2015-162 It was moved by Councillor McEwen and seconded by Councillor Oliwa
THAT Council grant an exemption of Article 36, subsection (1) of the Ucluelet Cemetery Bylaw No. 604, 1993 to permit an above-ground granite headstone for Lorenzo Corlazzoli.

CARRIED

7. INFORMATION ITEMS:

2015-163 It was moved by Councillor McEwen and seconded by Councillor Noel
THAT Council receive information items 7.1 and 7.2 as a block.

CARRIED

7.1 Follow-up re: Junior Canadian Rangers Program

Ministry of National Defence

7.2 Wall Mural Painting at 1932 Peninsula Road

Courtney Johnson

8. COUNCIL COMMITTEE REPORTS:

8.1 Councillor Mole

Food Bank on the Edge

- AGM set for June 16 at 6:30pm at the Food Bank; all input and new members are welcome

8.2 Councillor McEwen

Wild Pacific Trail Society

- Opening Event this Friday, June 12 at Big Beach, 10:30am - will be presenting the new children's educational displays that are installed; Clr. McEwen will be in attendance to speak at event

Vancouver Island Regional Library

- Next meeting in Nanaimo on June 13

Ucluelet & Area Historical Society

- Met June 8; UAHS is bringing an opera to Ucluelet in January 2016; currently working to move into basement at District Hall; are continuing to archive/ digitize old pictures and documents; looking into holding visioning session to lay out UAHS's long term plans; anxiously awaiting news on the lighthouse lands

8.3 Councillor Noel

Ucluelet Volunteer Fire Brigade

- New flagpole erected at Fire Hall

Central West Coast Forest Society

- Still looking for volunteers for 7:30am morning counting of the smolts

Ucluelet Chamber of Commerce

- Edge to Edge Marathon happening this weekend; event coordinators are still looking for volunteers for June 14

8.4 Councillor Oliwa

Harbour Advisory Committee

- Next meeting on June 10, and it will be open to the public in George Fraser Room at Community Centre; elections for new chair taking place; Clr. Oliwa will be in attendance to assist in chairing the meeting

8.5 Mayor St. Jacques

Alberni-Clayoquot Regional District

- Met May 27; Don Hall from NTC presented on the fisheries court case happening in Ahousaht this Autumn, they are fighting for job creation for fishermen and processing, the ACRD and District will provide Don with letters of support to expand the fishery; currently have 17k pieces to catch, which created 77 jobs

- Pat Deakin from ACRD also in attendance to request District's top 3 economic priorities; he is also working on a regional business license model
- Mayor St. Jacques will be attending BC Seafood Expo in Comox this weekend as ACRD representative
- Next board meeting is in Tofino, June 10

Groundfish Development Authority

- Had recent AGM via conference call; discussed challenges, particularly the poor overseas markets for hake and groundfish

Long Beach Airport Advisory

- Received a proposal to run electric car rental program out of airport; still in early stages of planning
- Orca Airways has a new 15 passenger aircraft, and are looking for a second plane
- Still another couple of weeks away from finishing cutting
- Opportunity to receive \$1.6M grant from Province for runway lighting; Airport is applying
- Fire department will be training at airport over the summer
- Received another proposal to run skydiving business out of airport section nearer to golf course
- Received request to erect art display at terminal building; lots of positive community feedback on this; will start Mark Hobson, proponent artist, but will explore how to share display with other artists
- Looking into possibility of earning carbon-neutral designation for the airport
- Next meeting will be in October, 2015

2015-164 It was moved by Councillor Mole and seconded by Councillor Noel
THAT Council receive all committee reports.

CARRIED

9. REPORTS:

9.1 Expenditure Voucher G-10/15
 Jeanette O'Connor, Chief Financial Officer

2015-165 It was moved by Councillor Mole and seconded by Councillor Oliwa
THAT Council receive Expenditure Voucher G-10/15.

CARRIED

10. LEGISLATION:

None

11. NEW BUSINESS:

2015-166 It was moved by Councillor Noel and seconded by Councillor McEwen
THAT Council approve the Tourism Ucluelet budget as presented.

CARRIED

12. QUESTION PERIOD:

Council received questions and comments from the public re:

- Expenditure Voucher G-10/15 and G-09/15
- Update on the Barkley Community Forest
 - Mayor St. Jacques announced that yesterday the District and Toquaht were awarded the Community Forest; the District received 6000Ha on a renewable license
- Correspondence item 6.3 *Cemetery Bylaw Exemption Request*
- Process for input and timelines for development of lot in St. Jacques neighbourhood
- Update on BMX track and volleyball court projects
- Concern for delineation of pedestrians and traffic on Matterson Road, and update on timeline for the installation of bollards and reflector discs
- Correspondence item 6.1 *1956 Greywhale Place Building Exemption Request*

13. CLOSED SESSION:

Mayor St. Jacques suspended the regular council meeting at 8:40 pm and moved in-camera under section 90(1), subsections (a), (g), (j) and (k) of the *Community Charter* at 8:41 pm.

14. ADJOURNMENT:

Mayor St. Jacques adjourned the in-camera meeting at 10:06 pm and resumed the open meeting at 10:07 pm.

RELEASE OF CLOSED MEETING DECISIONS

- The Van Isle 360 event will be waived all moorage fees for 2015
- District staff are applying for a foreshore lease near the Ucluelet Aquarium
- District staff are requesting the Pacific Rim National Park take care of outstanding maintenance issues at the Pacific Rim Visitor Centre per the current operational agreement

Mayor St. Jacques adjourned the regular council meeting at 10:08 pm.

CERTIFIED CORRECT: Minutes of the Regular Council Meeting held on Tuesday, June 9, 2015 at 7:30 pm in the George Fraser Community Room, 500 Matterson Road, Ucluelet, BC.

Dianne St. Jacques
Mayor

Andrew Yeates
CAO

From: Info Ucluelet
Sent: Thursday, June 11, 2015 8:15 AM
To: Council; Andrew Yeates
Cc: Morgan Dosdall
Subject: Event Invitation - BC Schizophrenia Society
Attachments: AGM 2015 Poster.jpg

Categories: Council

From: Jessica Vestergaard [<mailto:prov@bcss.org>]
Sent: June-10-15 2:52 PM
To: Info Ucluelet
Subject: Event Invitation - BC Schizophrenia Society

Dear Mayor St. Jacques, councillors, and municipal staff,

Please join us for an engaging and informative panel discussion: Debunking Myths Surrounding Schizophrenia, Psychosis, and Violence. This will be a six-person panel featuring a consumer, family member, psychiatrist, reporter, police representative, and use-of-force expert. Register [here](#) to attend. This event will also be livestreamed and available via webinar, please reply to this email to register for the webinar. If you have any questions please do not hesitate to contact me at 604-270-7841.

Sincerely,

Jessica Vestergaard
Administrative Coordinator
British Columbia Schizophrenia Society
Phone: 604-270-7841 Fax: 604-270-9861



A REASON TO HOPE. THE MEANS TO COPE.
BRITISH COLUMBIA SCHIZOPHRENIA SOCIETY

Debunking Myths Surrounding Schizophrenia, Psychosis, and Violence

BC SCHIZOPHRENIA SOCIETY AGM

Join us for an engaging panel discussion with consumer, family, police, psychiatry, and media representatives.

**Sunday, June 28th
1:00 pm - 3:30 pm**

**Harbour Centre – Fletcher
Challenge Theatre
555 W Hastings Street
Vancouver, BC**

Refreshments will be served

SPACE IS LIMITED

To register:

e-mail

prov@bcss.org

or phone

604-270-7841

**This presentation will be available
nation-wide through a live webinar.**

**Please contact us for more
information and registration.**

Subject: CBC Radio One Change of Facilities Request
Attachments: 01289-0 CBC Radio Tower.pdf

From: Jason Coleman [<mailto:jason.coleman@cbc.ca>]
Sent: Friday, June 12, 2015 10:42 AM
To: Morgan Dosdall
Cc: Andrew Yeates
Subject: Re: CBC Radio One Change of Facilities Request

Hi Morgan,

CBC is starting to work on finalizing plans to move our Radio One service to FM this summer (from the AM station currently operating from the Ucluelet wharf.) CBC's original plan was for an antenna mounted on a wooden pole, however, mounting on top of the water tower would be far and away the best option -- our engineers are concerned about the effect of the water tower on the signal coverage if we were to install on a wooden pole at the site.

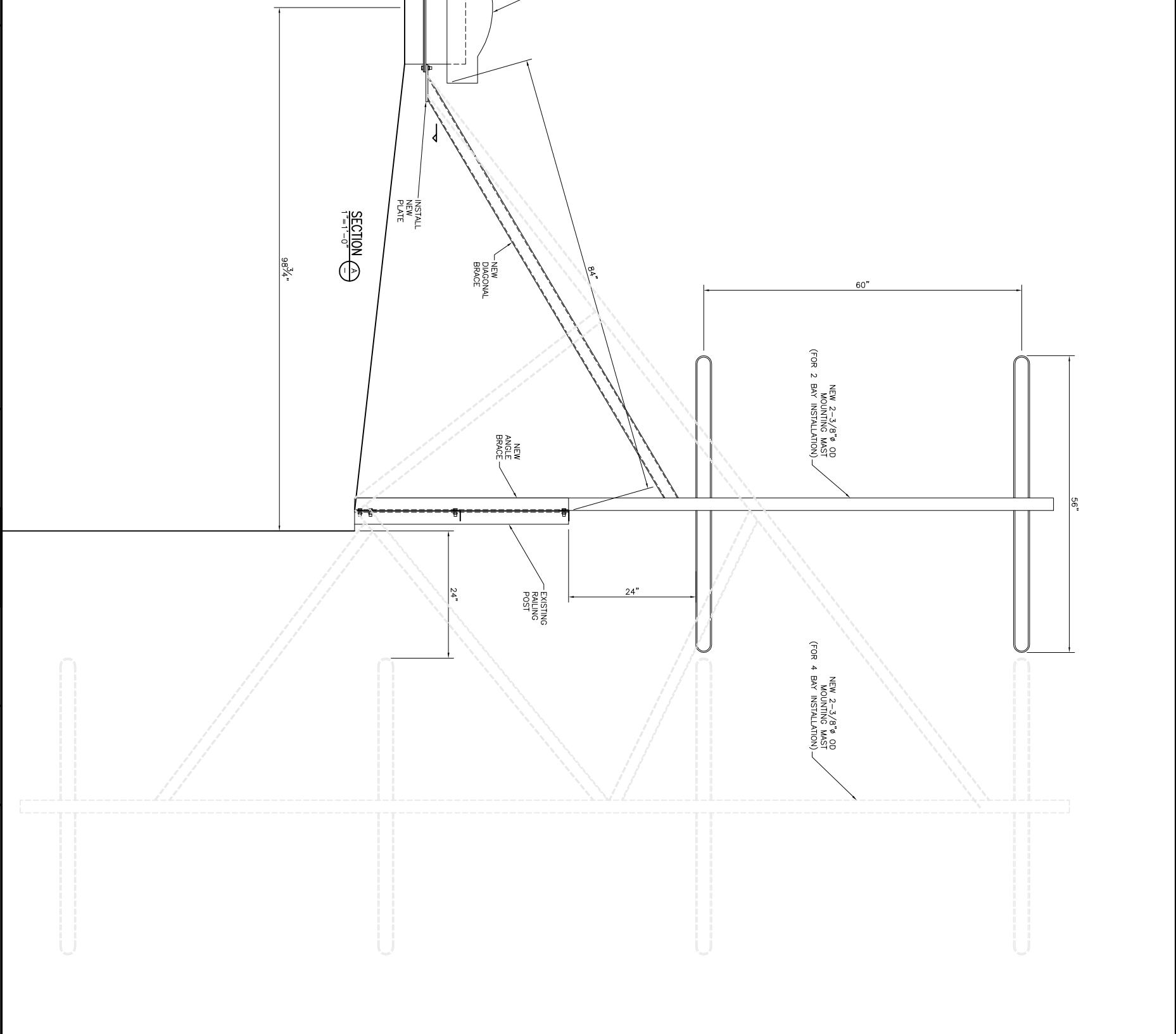
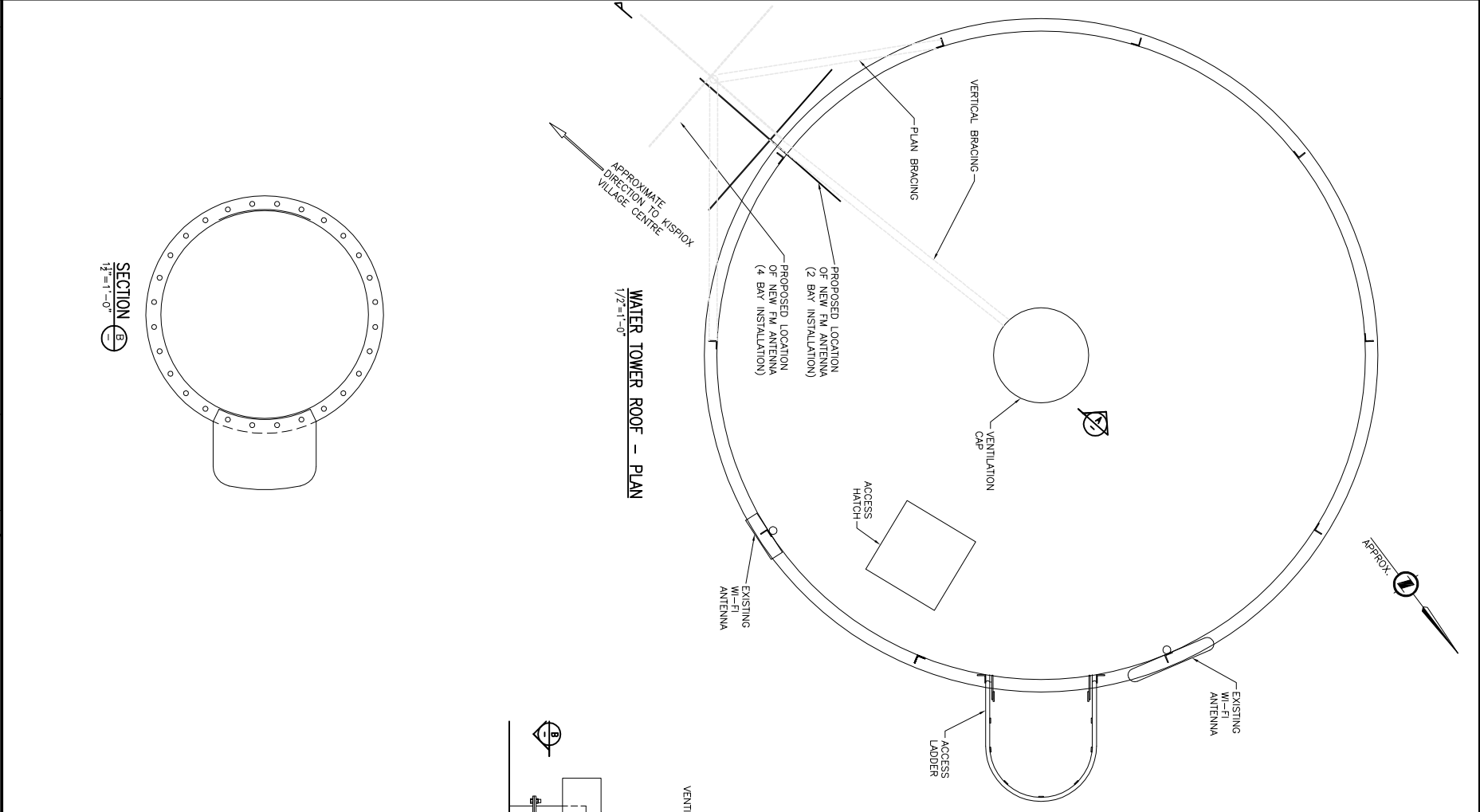
CBC recently installed a similar FM facility at a water tower in Sackville, NB (pictures attached) and would like to proceed with a project along the same lines (small antenna attached to the roof of the water tower and a small cabinet at the base.) Could you let me know if this would be acceptable to the Village, and if CBC could proceed with a lease along the same lines that we had for our TV installation at a prior water tower site.

Any questions or concerns, please do not hesitate to call.

Regards,
Jason







GENERAL NOTES

CHECK AND VERIFY ALL DIMENSIONS BEFORE COMMENCING ANY WORK. NOTIFY THE DESIGNER OF ANY ERRORS OR OMISSIONS. DRAWINGS SHOW COMPLETED STRUCTURES ONLY. TEMPORARY BRACING FOR CONSTRUCTION LOADING CONDITION IS THE RESPONSIBILITY OF THE CONTRACTOR. DO NOT CONSTRUCT FROM THESE DRAWINGS UNLESS MARKED 'ISSUED FOR CONSTRUCTION'.

INSPECTIONS

THE CONTRACTOR'S SUPERINTENDENT IS REQUIRED TO PRE-INSPECT THE WORK TO BE COMPLETED AS PER DOCUMENTS AND PROVIDE THE ENGINEER WITH A MINIMUM OF 24 HOURS NOTICE FOR INSPECTIONS. REVISIONS REQUIRED BY THE ENGINEER DUE TO INCOMPLETE WORK AND/OR DISCREPANCIES FROM PREVIOUS INSPECTIONS SHALL BE AT THE DISCRETION OF THE CONTRACTOR.

ALL WORK SHALL BE MADE ACCESSIBLE FOR INSPECTION FAILURE TO ONE REQUIRED NOTIFICATION AND ACCESSIBILITY MAY RESULT IN THE ENGINEER REQUESTING THE REMOVAL AND REPLACEMENT OF THE WORK AT THE CONTRACTOR'S EXPENSE.

FIELD REVIEWS ARE PROVIDED ONLY FOR THE WORK SHOWN ON THE STRUCTURAL DRAWINGS PREPARED BY McELHANNNEY CONSULTING LTD. (MCSL). REVIEWS ARE PERIODIC AND AT THE PROFESSIONAL JUDGEMENT OF MCSL TO ASCERTAIN THAT THE WORK IS IN GENERAL CONFORMANCE WITH THE PLANS AND SUPPORTING DOCUMENTS PREPARED BY MCSL AND TO FACILITATE COMPLETION OF THE LETTERS OF ASSURANCE REQUIRED BY BUILDING CODE AUTHORITIES.

FIELD REVIEWS ARE NOT CARRIED OUT FOR THE BENEFIT OF THE CONTRACTOR(S) NOR DOES THE FIELD REVIEW MAKE MCSL GUARANTORS OF THE CONTRACTOR'S WORK. IT REMAINS THE CONTRACTOR'S SOLE RESPONSIBILITY TO PROVIDE HIS OWN QUALITY CONTROL AND TO PERFORM THE WORK WITH GOOD WORKMANSHIP AND IN CONFORMANCE WITH THE CONTRACT DOCUMENTS.

DESIGN CRITERIA

STRUCTURAL DESIGN IS IN ACCORDANCE WITH THE B.C. BUILDING CODE 2006 CONCRETE DESIGN IS IN ACCORDANCE WITH CAN/CSA 423.3-04 WIND LOADS $450 = 0.4 \text{ kPa}$ ICE AND SNOW LOADS PER MANUFACTURER'S DATA PROVIDED, AND ADJUSTED FOR SPECIFIC INSTALLATION LOCATION

STRUCTURAL STEEL

FABRICATE AND ERECT STRUCTURAL STEEL TO CSA S16.1 PROVIDE STRUCTURAL STEEL TO CSA G40.21 WITH THE FOLLOWING GRADES:
 STRUCTURAL BARS AND PLATES, 300M
 PAINT STEEL SURFACES WITH ONE COAT OF GALVANIZING PRIMER

WELDING

WELD TO CSA W59 BY FABRICATORS QUALIFIED TO CSA W47.1-FABRICATOR TO PROVIDE COMPARING ENGINEER WITH WRITTEN CORROSION PROTECTION. MINIMUM SIZE OF FILLET WELDS, $1/16"$ LESS THAN THE THICKNESS OF MATERIAL BUT NOT LESS THAN $3/16"$. TOUCH UP ALL FIELD WELDS WITH PRIMER AFTER SLAG HAS BEEN REMOVED.

PRELIMINARY
 NOT TO BE USED FOR
 CONSTRUCTION OR FABRICATION

DEBURR ALL
 SHARP EDGES

HALF SIZE

No.	Date	Revision
0	SEP 23 '11	ISSUED FOR REVIEW

THIS DRAWING HAS BEEN PREPARED FOR THE CLIENT IDENTIFIED. TO MEET THE STANDARDS AND REQUIREMENTS OF THE APPLICABLE PUBLIC AGENCIES. McELHANNNEY CONSULTING SERVICES LTD. DOES NOT ACCEPT SUBSTANTIAL LIABILITY TO ANY OTHER PARTY INCLUDING CONTRACTORS, SUPPLIERS, CONSULTANTS, AND STAKE HOLDERS, OR THEIR EMPLOYEES OR AGENTS, FOR LOSS OR LIABILITY INCURRED AS A RESULT OF THEIR USE OF THESE DRAWINGS.

McElhannney
 McElhannney Consulting Services Ltd.
 SUITE #1 - 5008 FOHLE AVE
 TERRACE BC V8G 4S8
 PH (250) 695-7163
 FAX (250) 695-9996

Designed: JL	Checked: -	Date: SEPT 23/11
Drawn: JL	Surveyed:	

Approved: Sealed

CBC RADIO CANADA
 FM ANTENNA
 PLAN, ELEVATION, SECTION, AND DETAILS
 KISPIOX VILLAGE-BC

Client Project No. _____
 Client Drawing No. _____
 MCSL Project No. 2321-01289-0
 Drawing No. 01289-0-1
 Sheet 1 of 1
 Revision 1

From: Info Ucluelet
Sent: Thursday, June 11, 2015 8:13 AM
To: Council; Andrew Yeates
Cc: Morgan Dosdall
Subject: Connecting re SHRIMP TRAWL FISHERY

Importance: High

Categories: Council

From: Lorne Clayton [<mailto:clayton@ieccorporate.com>]
Sent: June-10-15 12:17 PM
To: Info Ucluelet
Subject: Connecting re SHRIMP TRAWL FISHERY
Importance: High

Mayor St. Jacques:

My name is Lorne Clayton, I am the Executive Director of the PCSCA (Pacific Coast Shrimpers Cooperative Association) representing the 230 license commercial shrimp trawl fishermen in BC.

As you may be aware after issues many years ago dealing with Eulachon bycatch our industry has suffered from loss of fishing opportunities, which resulted in shut down of processing facilities, etc. Towns like Ucluelet were directly impacted.

Over the past number of years the BC Shrimp industry has spent hundreds of thousands of dollars developing, and testing by-catch reduction fishing gear and we now are considered the cleanest shrimp fishery in the world and reduced our bycatch by some 95%.

Unfortunately, when we lost our processing, we lost markets and our fishery dropped to the point where only 17% of our licenses fish.

Recently, new markets have developed that take frozen, whole shrimp and as a result our fishing efforts have increased and you will notice in your town an increase in activity related to the fishing, loading, processing of shrimp. And we are pleased with the direct positive impact this has on Ucluelet.

Unfortunately, last year we left 53 Million lbs of shrimp in the waters off the West Coast of BC. As our industry gears up to fish for 2015 the quota has been reduced to 4 Million so the fishery may be short lived this summer.

We have access to a new technology (LED Lights) which have been tested in Oregon and they further reduce the by-catch of Eulachon another 95% and flatfish by 45-55% depending on species. The use of these lights are not legal in Canada and we are currently working with the Ministers Office in Ottawa to correct this issue. However it looks like this might be a 5 year struggle once DFO decided to support the change.

I bring these issues to your attention due to the direct impact this successful fishery has on your Town.

If there is any other information I can provide you, please do not hesitate to ask.

King Regards

W. E. Lorne Clayton, RPBio., QEP, CC-IATTC
Executive Director
PCSCA

District of Ucluelet Expenditure Voucher

G-11/15

Date: June 18, 2015

Page: 1 of 5

CHEQUE LISTING:

AMOUNT

Cheques: # 22563 - # 22651	\$	155,474.03
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PAYROLL:

PR 012/15	\$	60,349.04
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	<u>\$</u>	<u>215,823.07</u>
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RECEIVED FOR INFORMATION AT MEETING HELD: June 23, 2015

Jeanette O'Connor, CFO

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
022563	002	09/06/2015	AD004	TYCO INTEGRATED FI	Z4326650	KEYPAD	309.12		309.12	
022564	002	09/06/2015	AD557	AUJLA DENISE	121262	AUJLA-FRENCH PLYSC	1,257.54		1,257.54	
022565	002	09/06/2015	AGS11	AGS BUSINESS SYSTE	819733	INK CARTRIDGE	302.40		302.40	
022566	002	09/06/2015	AL001	ACKLANDS - GRAINGE	0532995 0533027 0533012 0533131 0533136 0533089	GAS MONITOR RENTAL GAS MONITOR RENTAL GAS MONITOR RENTAL RESPIRATOR WIPES PEDESTAL FAN LOCKS	416.64 416.64 138.88 23.43 163.47 151.54		477.32	
022567	002	09/06/2015	BE737	BENSON ERICA	121263	BENSON-MAY 10-23/1	1,299.20		1,299.20	
022568	002	09/06/2015	BR330	BLACK ROCK MANAGEM	1102	GEDDES-TRAINING	593.40		593.40	
022569	002	09/06/2015	CC111	CLAY & CO. WEB DES	3228A	EMERGENCY WEEK	53.55		53.55	
022570	002	09/06/2015	CFP22	CALEDONIA FIRE PRO	13476-1	ANNUAL INSPECTION	5,337.15		5,337.15	
022571	002	09/06/2015	CK608	CORTES KEVIN	D474	D474	4,328.65		4,328.65	
022572	002	09/06/2015	CP300	CRITERION PICTURES	773237 773274	MAY/15 MAY/15	69.11 43.35		112.46	
022573	002	09/06/2015	CUPE1	CUPE LOCAL #118	05/15	PP#06/15;09/15;11/	1,960.24		1,960.24	
022574	002	09/06/2015	D9375	DOUGLAS DAVID	121278	DOUGLAS-GFOA	1,163.00		1,163.00	
022575	002	09/06/2015	DC001	DOLAN'S CONCRETE L	UK37728 UP75858 UP75857	BMX TRACK BMX MULCH BMX MULCH	308.05 483.99 395.65		1,187.69	
022576	002	09/06/2015	DK143	DEVRIES KATHY	121276	DEVRIES-JUNE/15 AF	500.00		500.00	
022577	002	09/06/2015	DT002	TOFINO DISTRICT OF	20150219	YOUTH NIGHT	94.50		94.50	
022578	002	09/06/2015	F9133	FORTUNE, ABBY	121269	FORTUNE-BCRPA	408.28		408.28	
022579	002	09/06/2015	FC000	FICK COURTNEY	121261	FICK-GLEE FINAL 20	1,597.90		1,597.90	
022580	002	09/06/2015	FS004	FOUR STAR WATERWOR	45468	METER & PIPE	1,036.65		1,036.65	
022581	002	09/06/2015	FW050	FAR WEST FOODS GRO	289490 289837 289679	MINERAL WATER HOT & COLD CUPS MINERAL WATER	82.37 31.42 61.78		175.57	
022582	002	09/06/2015	GF001	GRAPHICS FACTORY	22660 22671	PORSCHE CLUB/DOCK PORSCHE CLUB SIGN	430.08 396.48		826.56	
022583	002	09/06/2015	H9315	HODDER KK	121268	HODDER-BCRPA	405.67		405.67	
022584	002	09/06/2015	hi538	HELMUS ISLA	121264	HELMUS-YOUTH ART S	200.00		200.00	
022585	002	09/06/2015	IH042	INNER HARMONY SERV	3470	MAY/15	2,443.88		2,443.88	
022586	002	09/06/2015	LB454	LADYBIRD ENGRAVING	660	MAYOR PLAQUES	35.29		35.29	
022587	002	09/06/2015	MA952	MAXXAM ANALYTICS	VA882523 VA889467 VA887336 VA887335 VA878351 VA875362 VA889454	B530564 B541694 B537478 B537502 B528375 B524426 B537472	78.75 78.75 168.00 157.50 78.75 78.75 78.75		719.25	
022588	002	09/06/2015	MF007	MINISTER OF FINANC	93452742	GLOVES/DRESSING/PA	67.12		67.12	
022589	002	09/06/2015	MS170	REVENUE SERVICES O	06/15	JUNE/15	2,961.00		2,961.00	
022590	002	09/06/2015	PB002	PACIFIC BLUE CROSS	267351	EHB JUNE 2015	6,950.09		6,950.09	

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
022591	002	09/06/2015	PC285	PETTY CASH - BARBA	05-02/15	05-02/15	144.20		144.20	
022592	002	09/06/2015	PSD25	PUBLIC SECTOR DIGE	6255	2015 MEMBSHP RENEW	324.50		324.50	
022593	002	09/06/2015	RL068	RIVERA LYVIER	121265 121277	RIVERA-LATIN FURY RIVERA-MAY/15 LATI	50.40 309.61		360.01	
022594	002	09/06/2015	s9372	ST JACQUES DIANNE	121270 121271 121272 121273 121274	ST.JACQUES-WCNC HE ST.JACQUES-EMERG.P ST.JACQUES-KWISITI ST.JACQUES-GSIC NA ST.JACQUES-PARKS C	103.68 103.68 16.20 194.40 21.60		439.56	
022595	002	09/06/2015	SA505	SAFETY AUTHORITY	339429	2015 OPERATING PER	151.34		151.34	
022596	002	09/06/2015	SF061	STEVENS FLICKERINE	121268	STEVENS-MAY 21-28/	178.80		178.80	
022597	002	09/06/2015	SJ004	S & J SERVICES	677236 677238 677237 677235 677239	MAY/15 MAY/15 MAY/15 MAY/15 MAY/15	138.60 315.00 315.00 1,386.00 651.00		2,805.60	
022598	002	09/06/2015	SS912	SANDERSON SYBILLE	121267	SANDERSON-OFFICER	371.91		371.91	
022599	002	09/06/2015	TE541	TECH ELECTRICAL CO	1407/15	LAGOON AIREATOR	752.08		752.08	
022600	002	09/06/2015	TH144	THOMAS HEATHER	121275	THOMAS-INSTR.ASST.	500.00		500.00	
022601	002	09/06/2015	TU428	TOURISM UCLUELET	03/15	MAR/15 GRANT	14,215.02		14,215.02	
022602	002	09/06/2015	UD806	UKEE DOGS EATERY	35	STRATEGIC PLAN	87.15		87.15	
022603	002	09/06/2015	UI923	UKEE INFO TECH	10154	QNAP,SCADA,WIFI,DO	4,432.05		4,432.05	
022604	002	09/06/2015	UP459	UCLUELET PETRO-CAN	17117056 17116981	#4-OIL CHANGE #10-BRAKES,U-JOINT	54.83 3,528.99		3,583.82	
022605	002	09/06/2015	UR849	UCLUELET RENT-IT C	20542	VIBRATOR	33.60		33.60	
022606	002	09/06/2015	WJ746	WALSH J.E.	121280	WALSH-YOUTH FOOD S	775.00		775.00	
022607	002	09/06/2015	Y9308	YEATES ANDREW	121279	YEATES-RMT MEETING	404.56		404.56	
022608	002	11/06/2015	45R27	45 ROBOTS	748	INTERNAL COMMUNICA	134.40		134.40	
022609	002	11/06/2015	ACE92	ACE COURIER SERVIC	14147701	ACKLANDS/CAMLOCK	40.54		40.54	
022610	002	11/06/2015	AD557	AUJLA DENISE	121286	AUJLA-FRENCH PLYSC	75.00		75.00	
022611	002	11/06/2015	AGS11	AGS BUSINESS SYSTE	33405 33424	MAY/15 MAY/15	133.11 1,239.70		1,372.81	
022612	002	11/06/2015	ap251	ALBERNI PAVING & C	2015	PATCHING	28,086.03		28,086.03	
022613	002	11/06/2015	BC017	BC HYDRO & POWER A	MAY/15	MAY/15	23,166.42		23,166.42	
022614	002	11/06/2015	C9194	CANNON WARREN	121281	CANNON-BCWWA	195.00		195.00	
022615	002	11/06/2015	CC111	CLAY & CO. WEB DES	3238	UPDATE WEB-EMERG S	17.85		17.85	
022616	002	11/06/2015	CE004	CORPORATE EXPRESS	38632067 38571706	SHARPIES PAPER,PENS, NOTE P	25.00 555.33		580.33	
022617	002	11/06/2015	CGISC	CGIS CENTRE	42146	MAY/15-DCC	157.50		157.50	
022618	002	11/06/2015	CI192	CIBC - VISA CENTRE	MAY/15	MAY/15	1,371.45		1,371.45	
022619	002	11/06/2015	CK608	CORTES KEVIN	D475	D475	4,141.24		4,141.24	
022620	002	11/06/2015	CN043	CROWS NEST UCLUELE	5236	DAYTIMER	22.34		22.34	
022621	002	11/06/2015	CP300	CRITERION PICTURES	773370	MAY/15	46.71		69.11	

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
					773447	MAY/15	22.40			
022622	002	11/06/2015	DFC01	DUMAS FREIGHT COMP	42261 35652	CLEARTECH DRUMS CLEARTECH	364.35 594.87		959.22	
022623	002	11/06/2015	EL048	ERIK LARSEN DIESEL	712678 712664 712688	#5-MIRROR REPAIR #12 GREASE WD BULL RAIL	50.12 156.80 151.99		358.91	
022624	002	11/06/2015	FRD67	FINELINE ROAD MARK	14163	ROAD MARKING	11,692.53		11,692.53	
022625	002	11/06/2015	FSC10	FOUR STAR COMMUNIC	32885	MAY/15	135.45		135.45	
022626	002	11/06/2015	FW050	FAR WEST FOODS GRO	289401 289995 290434 290326 290387	WATER TISSUE/SOAP PAPER PRODUCTS PAPER PRODUCTS VINEGAR	30.00- 104.85 260.67 181.01 49.80		566.33	
022627	002	11/06/2015	H1274	HOWLER'S	79105	BOWLING-AFTSCHL KI	144.90		144.90	
022628	002	11/06/2015	HR865	MPC CONSULTING LTD					8,664.85	Yes
022629	002	11/06/2015	HR865	MPC CONSULTING LTD					4,773.72	Yes
022630	002	11/06/2015	HS876	HINDER SANDRA	121287	HINDER-BALLET 2015	1,084.86		1,084.86	
022631	002	11/06/2015	IW035	IMAGEWEAR A DIVISI	261428004 261294504 261249503	BYLAW CLOTHING BYLAW CLOTHING BYLAW CLOTHING	157.84 342.66 120.92-		379.58	
022632	002	11/06/2015	LEASE	UCLUELET CONSUMERS	JUNE/15	JUNE/15	250.00		250.00	
022633	002	11/06/2015	M9277	MCDIARMID JOHN	121281	MCDIARMID-BOOTS	175.00		175.00	
022634	002	11/06/2015	MFL14	MINISTER OF FINANC	EMI217557	2015 PERMIT	1,284.61		1,284.61	
022635	002	11/06/2015	O9232	O'CONNOR JEANETTE	121283	O'CONNOR-GFOA	1,476.38		1,476.38	
022636	002	11/06/2015	OJ003	O'CONNOR JEANETTE	121282	O'CONNOR-REIMBURSE	81.34		81.34	
022637	002	11/06/2015	PC336	PETTY CASH FORTUNE	121289	CCD/SHIPPING FEES	44.31		44.31	
022638	002	11/06/2015	PI110	PUROLATOR INC	427530192 427676287 427600629 427753769	N.IS LABS/MAXXAM N.I LABS MAXXAM N.IS.LABS	74.43 153.01 26.84 68.67		322.95	
022639	002	11/06/2015	PW280	PITNEYWORKS	MAY/15	MAY/15 POSTAGE	1,035.00		1,035.00	
022640	002	11/06/2015	PW724	PETE'S GO WEST	3369	PORSCHE CLUB SIGN	22.28		22.28	
022641	002	11/06/2015	RD205	ALBERNI-CLAYQUOT	3981	GARBAGE	8.00		8.00	
022642	002	11/06/2015	SB304	SCHANTZ BOB	MAY/15	MAY/15	1,036.00		1,036.00	
022643	002	11/06/2015	SBR01	SONBIRD REFUSE & R	22398	MAY/15	2,586.81		2,586.81	
022644	002	11/06/2015	SF061	STEVENS FLICKERINE	121285	STEVENS-JUNE/15 YO	103.20		103.20	
022645	002	11/06/2015	SI604	SHU IAN	121288	SHU-PD GIRLS	262.40		262.40	
022646	002	11/06/2015	SS419	SOLIDARITY SNACKS	341 343	YOUTH MEAL RAPID DAMAGE SEMIN	52.50 157.88		210.38	
022647	002	11/06/2015	TM005	TELUS MOBILITY	MAY/15	MAY/15	1,089.98		1,089.98	
022648	002	11/06/2015	tp002	TELUS	MAY/15	MAY/15	3,553.51		3,553.51	
022649	002	11/06/2015	UP459	UCLUELET PETRO-CAN	17117260 17117308	#21 CEV DRIVERS DO #2-WIRE TERMINALS/	128.25 51.59		179.84	
022650	002	11/06/2015	UR849	UCLUELET RENT-IT C	20830	WEEDEATER LINE	79.80		79.80	

<u>Cheque #</u>	<u>Bank</u>	<u>Pay Date</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Invoice #</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Hold Amount</u>	<u>Paid Amount</u>	<u>Void</u>
022651	002	11/06/2015	UV145	UCLUELET VIDEO SER	MAY/15-491	MAY/15-491	557.76		557.76	
Total:							155,474.03	0.00	155,474.03	

*** End of Report ***



STAFF REPORT TO COUNCIL

Council Meeting: June 23, 2015
500 Matterson Drive, Ucluelet, BC V0R 3A0

AUTHOR: MORGAN DOSDALL, DEPUTY MUNICIPAL CLERK

FILE NO: 0340-01; 0550-20

SUBJECT: ADOPTION OF DISTRICT OF UCLUELET POLICIES AND RESOLUTION TO REPEAL

ATTACHMENT(S): APPENDIX A – MUNICIPAL POLICY MANUAL SECTIONS
APPENDIX B – POLICIES

RECOMMENDATION(S):

1. **THAT** Council hereby adopt and bring into effect the following policies of the District of Ucluelet:
 - a. Corporate Sponsorship, Policy No. 5-1855-1
 - b. Utilities Billings, Policy No. 5-1820-1
 - c. Annual Vacation Leave, Policy No. 7-2650-1
 - d. Pre-Approved Overtime Hours, Policy No. 7-2650-2
 - e. Sick Leave – Medical Appointments, Vacation or Other Leaves, Policy No. 7-2650-3
 - f. Animal Impounding, Policy No. 9-4020-2
 - g. Bylaw Enforcement, Policy No. 9-4000-1
 - h. Provisions for Filming in Ucluelet, Policy No. 9-4520-2
 - i. Special Occasion License Requirements, Policy No. 15-8100-1
 - j. Ucluelet Harbour Public Fish Sales, Policy No. 16-8700-3
2. **THAT** Council hereby repeal all other existing policies of the District of Ucluelet;
OR
3. **THAT** Council refer one or more policies back to staff for amendment per direction of Council;
OR
4. **THAT** Council receive this report for information only.

PURPOSE:

The purpose of this report is to present to Council revised, new, and updated policies for the District of Ucluelet as amended or created per direction of Council.

BACKGROUND:

The aforementioned policies (a through j) were reviewed by Council at one or more Council policy sessions held March 16, April 15, and May 4, 2015. At one or more of these sessions, these policies received substantial changes and/or were created at the behest of Council.

SUMMARY AND CONCLUSION:

Staff recommend that the aforementioned policies be adopted as presented and all other policies, by resolution of Council, be repealed.

Respectfully submitted:



Morgan Dosdall,
Deputy Municipal Clerk

APPENDIX A

The Corporation of the District of Ucluelet

MUNICIPAL POLICY MANUAL (Updated XXX, 2015)

SECTIONS:

- 1. Administration**
- 2. Buildings, Facilities and Properties**
- 3. Purchasing, Equipment and Supplies**
- 4. Information Systems and Services**
- 5. Finance**
- 6. Legal Matters**
- 7. Personnel (Human Resources)**
- 8. Land Administration**
- 9. Legislative and Regulatory Services**
- 10. Social and Community Services Planning**
- 11. Engineering and Public Works**
- 12. Parks Administration**
- 13. Planning and Development**
- 14. Protective Services**
- 15. Recreation and Cultural Services**
- 16. Transportation and Harbour Services**



POLICY NUMBER: 5-1855-1

REFERENCE:

Corporate Sponsorship

ADOPTED BY:

Council
 <Date Adopted>

AMENDED DATE:

N/A

SUPERSEDES:

#019/97

DEPARTMENT:

Administration

EFFECTIVE DATE:

<Date>

Policy Statement:

Page 1 of 2

The District of Ucluelet will provide an opportunity for businesses to make financial contributions towards programs, events, services or facilities in return for public recognition.

Definitions:

“Corporate Sponsorship” may be defined for the purposes of this policy by the following statements:

- a) Corporate Sponsorship gives on-going recognition through public awareness.
- b) The company may request exclusive marketing rights to promote their involvement with the infrastructure/activities as approved by the District of Ucluelet.

Guidelines:

1. District Goals, Objectives and Policies

Corporate involvement must not be in conflict with the goals, objectives, policies and bylaws of the District of Ucluelet and there will be no loss of District of Ucluelet jurisdiction or authority through corporate sponsorship.

2. Opportunities Offered Equitably

The District of Ucluelet must offer sponsorship opportunities to as many potential sponsors in any particular product or service category as possible, in order to be equitable.

- Corporate gifts and donations to the District of Ucluelet are outside of and unaffected by the corporate sponsorship program.



3. Signage

Signage that might form part of a corporate sponsorship agreement will conform to the District of Ucluelet's Signage Bylaw.

4. Press Release

No media materials discussing District of Ucluelet decisions will carry commercial corporate recognition of any sort.

5. Sponsored Materials

All sponsored products, materials and services must meet District of Ucluelet specifications and standards used in the purchase of similar materials.

6. Employee Participation

No employee shall be required to wear personal clothing with corporate logos or advertising.

7. Minor League Sports Teams

Neighbourhood sports teams (soccer, softball, etc.) are permitted to be sponsored by local businesses and merchants. These agreements may not form part of any District of Ucluelet sponsorship program.

The District of Ucluelet must approve corporate recognition on the District property, other than uniforms.

8. Evaluation

There will be an annual report of benefits and costs of corporate sponsorship.



POLICY NUMBER: 5-1820-1

REFERENCE:

Utilities Billings

ADOPTED BY:

Council
<Date Adopted>

AMENDED DATE:

N/A

SUPERSEDES:

#034/04

DEPARTMENT:

Finance

EFFECTIVE DATE:

<Date>

Policy Statement:

Page 1 of 2

That utility billing for construction commences when a building permit is issued by the District upon the following circumstances:

1. New Construction:

All utilities for new construction commence upon the issuance of a building permit.

2. Existing Buildings, Buildings Under Construction and Infill Vacant Land:

All utilities are to be billed from date of connection to the service. Public Works will advise the Finance Department of the connection date and any additional charges incurred during the installation.

3. Subdivisions with Pre-Service Connections to Property Line:

- a) Full rate;
- b) Full rate applicable for non-metered upon issuance of a building permit.

4. Temporary Bulk Use from Hydrant or Standpipe (metered) i.e. subdivisions, commercial developments

- a) Meter attached to hydrant - refundable deposit of \$850.00 less \$60.00 for installation and removal, less water use at \$0.50 per m³.
- b) Standpipe - installation cost and removal by estimate plus deposit of \$850.00 less water use at a rate per m³ (see relevant Bylaw).



The Corporation of the District of Ucluelet

MUNICIPAL POLICY MANUAL

Deposit and installation estimate is to be paid in advance of installation. Estimate will be adjusted to reflect actual cost of installation with credit or debit to deposit amount on disconnection.

Mayor Dianne St. Jacques
District of Ucluelet



POLICY NUMBER: 7-2650-1

REFERENCE:

Annual Vacation Leave

ADOPTED BY:

Council
<Date Adopted>

AMENDED DATE:

N/A

SUPERSEDES:

#028/00

DEPARTMENT:

Administration

EFFECTIVE DATE:

<Date>

Policy Statement:

Page 1 of 1

The District of Ucluelet will follow an Annual Vacation Leave policy to ensure employees regularly use their accrued vacation leave to ensure a healthy and rested staff and avoid excess accrued leave hours.

Guidelines:

- a) Management and staff are to make every effort to take their annual vacation leave.
- b) Staff may carry over a maximum of two weeks' vacation leave for the following year (non-accumulative).
- c) At the Chief Administrative Officer's discretion, unused excess vacation leave may be paid out or carried forward to the following year.
- d) Other considerations for vacation leave must be approved by the Chief Administrative Officer.

Mayor Dianne St. Jacques
District of Ucluelet



POLICY NUMBER: 7-2650-2

REFERENCE:
Pre-approved Overtime Hours

ADOPTED BY:
Council
<Date Adopted>

AMENDED DATE:
N/A

SUPERSEDES:
#009/96

DEPARTMENT:
Administration

EFFECTIVE DATE:
<Date>

Policy Statement:

Page 1 of 2

All overtime hours must be pre-approved by your immediate supervisor, in writing, prior to the commencement of duties.

This procedure will ensure fairness to all staff and avoid any confusion as to what was said and what hours were approved.

Attachments:

- Overtime Authorization Form

Mayor Dianne St. Jacques
District of Ucluelet



Overtime Authorization Form
District of Ucluelet

Employee Name: _____

Employee Title: _____

Department: _____

Today's Date (yy/mm/dd): _____

Overtime Required From: _____ to _____

Total Overtime Not to Exceed: _____ hours

Detailed Explanation Why Overtime is Required:

Employee Signature

Supervisor Signature

Date (yy/mm/dd)

Date (yy/mm/dd)



POLICY NUMBER: 7-2650-3

REFERENCE:

Sick Leave – Medical Appointments, Vacation or Other Leaves

ADOPTED BY:

Council
<Date Adopted>

AMENDED DATE:

N/A

SUPERSEDES:

#012/01

DEPARTMENT:

Finance

EFFECTIVE DATE:

<Date>

Policy Statement:

Page 1 of 2

The District of Ucluelet will provide personnel with some protection against the loss of salary during periods when they cannot perform their assigned responsibilities due to illness.

Sick Leave – Medical Appointments:

The District of Ucluelet permits the use of accrued sick leave for medical or dental appointments because the employer recognizes that preventative medical and dental attention benefits employees directly and the employer indirectly. The use of sick leave entitlement for medical and dental appointments is specified in the Collective Agreement, and the Exempt Staff Remuneration Business Case (policy 5-1920-1) states that “time off for medical appointments will be compensated as sick time. Paid time off for medical appointments will be managed ethically and responsibly by employees and will be subject to a preapproval process with the immediate supervisor and/or CAO.” This policy does not specify the use of sick leave for dental appointments.

It is expected that where employees elect to use sick leave to attend medical and dental appointments, that employees use medical and dental resources available in Ucluelet. Where such services are not available in Ucluelet, employees are expected to claim sick leave only for reasonable and appropriate travel time and time in attendance at the appointments. Where possible, staff should schedule their appointments so as to minimize the impact on their work schedules.

Employees residing outside of Ucluelet who elect to visit outside medical and dental practitioners (when qualified practitioners are available in Ucluelet) may use sick leave to attend their preferred practitioners, but use of the sick leave entitlement is limited to the reasonable and appropriate travel time between the employee’s residence and the medical office and time in attendance at the appointments. [Consistent with the principle that the employer does not discriminate in hiring out of town staff, the employer should not endure an additional burden for travel time between Ucluelet and another location to accommodate the preferences of employees residing outside of Ucluelet].



As appropriate, employees are expected to attend work before and/or after attending their appointments. It is inappropriate and an abuse of sick leave to claim a full day of sick leave for attending medical appointments where the reasonable and appropriate travel and attendance time do not warrant the claim.

Sick Leave – Vacation or Other Leaves:

The District of Ucluelet does not permit the use of accrued sick leave as a result of illness or injury, or medical or dental appointments, while on vacation (including time off in lieu of overtime) or leaves of absence.

The employer may consider exceptions to these policies on an individual case basis, each based on its own merit and "without prejudice".

Mayor Dianne St. Jacques
District of Ucluelet



POLICY NUMBER: 9-4020-2

REFERENCE:
Animal Impounding

ADOPTED BY:
Council
<Date Adopted>

AMENDED DATE:
N/A

SUPERSEDES:
#012/01

DEPARTMENT:
Public Works

EFFECTIVE DATE:
<Date>

Policy Statement:

Page 1 of 2

The District of Ucluelet will provide for the conveyance, impounding, and maintenance of animals impounded pursuant to Section 8 of the ‘District of Ucluelet Animal Control and Licensing Bylaw No. 803, 1999’ and any amendments thereto.

Procedure:

1. For animals impounded pursuant to Section 8 – Impounding of ‘District of Ucluelet Animal Control and Licensing Bylaw No.803, 1999’ (and applicable amendments), District staff will:
 - a. Ensure the animal has adequate water, food and bedding.
 - b. Collect necessary information such as:
 - dog tag (if any)
 - colour of animal
 - breed of animal
 - sex of animal
 - neutered or spayed
 - location and time of offence.
2. Provide all information to the Superintendent of Public Works or Foreman or Bylaw Officer. They will ensure a Bylaw Notice of Infraction form is filled out and signed. This form will be given to office staff and will include infraction charges and dog tag charge (if required). Office staff will draft a dog notice that will be posted by the Public Works department for 3 days at the following locations:
 - District office
 - Public Works yard



- Post office
 - Co-op
 - Laundromat
 - Community web portal
3. Any animal impounded pursuant to the 'District of Ucluelet Animal Control & Licensing Bylaw No.803, 1999' and its Amendments, and for which impoundment and maintenance charges and reimbursement of any veterinary services becomes chargeable to the owner, the District may deem such charges as property taxes and thereafter add same to the tax roll accruing to any property of the owner located within the District and thereafter collect those charges from the said owner in the same manner as property taxes.

No provision of this policy shall be construed as causing the District to be liable to the owner of the animal for any injury to, or sickness or death of the animal.

4. Once fines are paid by the owner and a receipt has been issued, office staff will inform Public Works staff to release the animal to the owner. If payment for fines is in the form of a post-dated cheque, the animal cannot be released until the cheque clears.
5. The Chief Administrative Officer may use discretion with respect to item #4.
6. In the event any problems arise with the owner of an animal, the Superintendent of Public Works is to be notified to deal with the problem.

Mayor Dianne St. Jacques
District of Ucluelet



POLICY NUMBER: 9-4000-1

REFERENCE:

Bylaw Enforcement

ADOPTED BY:

Council
<Date Adopted>

CROSS-REFERENCE:

Actions on Zoning and Bylaw Infractions Policy 9-4020-1

SUPERSEDES:

New

AMENDED DATE:

N/A

DEPARTMENT:

Administration

EFFECTIVE DATE:

<Date>

Policy Statement:

Page 1 of 5

The District of Ucluelet will, from time to time and in accordance with this policy, take enforcement action with respect to contraventions of its bylaws. It is the goal of Council to achieve voluntary compliance through increased public education and awareness of District regulations and their rationale.

The purpose of this policy is to provide guidance to staff on the receipt of complaints and the initiation of investigation and enforcement proceedings related to contraventions of municipal bylaws. The District will use discretion on a case-by-case basis to evaluate contraventions, and take reasonable steps to investigate contraventions in accordance with this policy and operational guidelines of the District.

Definitions:

For the purposes of this policy:

- **“District”** means District of Ucluelet.
- **“Bylaw”** or **“Municipal Bylaw”** means a bylaw adopted by the District of Ucluelet, and includes, but is not limited to, bylaws listed in Schedule ‘A’ of this policy.
- **“Bylaw Officer”** means any of the following:
 - a) Chief Administrative Officer of the District of Ucluelet, or his designate;
 - b) Chief Financial Officer of the District of Ucluelet;
 - c) Bylaw Enforcement Officer of the District of Ucluelet;
 - d) Animal Control Officer of the District of Ucluelet;
 - e) Members of the Royal Canadian Mounted Police and Auxiliary RCMP Officers.



Confidentiality:

- a) The identity of a complainant is to be considered confidential and will not be disclosed to anyone for any purpose, except as required by law, and in accordance with the following provisions:
 - i. The complainant's identity may not be disclosed to the person under investigation or any member of the public;
 - ii. A response of a person under investigation may not be disclosed to the complainant. Bylaw enforcement files may not be discussed with a complainant subsequent to the initial submission of a complaint;
 - iii. Where a person submits a request pursuant to the *Freedom of Information and Protection of Privacy Act* for the disclosure of personal information contained in a bylaw enforcement file, it is the District's policy to refuse disclosure under the applicable sections of the *Freedom of Information and Protection of Privacy Act*, unless consent is obtained by the person who supplied the information;
 - iv. Despite the foregoing, the District will not guarantee the anonymity and confidentiality of complainants and may disclose personal information in bylaw enforcement files in the following circumstances:
 - If the complaint has been publicly disclosed by the complainant;
 - If the investigation results in enforcement proceedings;
 - If disclosure is required pursuant to the provisions of the *Freedom of Information and Protection of Privacy Act*;
 - If an order for disclosure is issued by the Provincial Freedom of Information Commissioner under the *Freedom of Information and Protection of Privacy Act*;
 - As otherwise required by law.

Investigation:

- a) A Bylaw Officer, acting in the regular course of his or her duties, may initiate investigations and conduct inspections to determine compliance with all regulations, prohibitions and requirements of District bylaws.
- b) Investigations may be initiated by written complaint. A complaint with respect to an alleged contravention of a municipal bylaw must be documented in writing before the complaint will be considered for investigation, and must contain:
 - i. The name and contact information of the complainant;
 - ii. A description of the nature and location of the alleged contravention.
- c) Investigation and enforcement priority may be given to alleged contraventions that adversely affect the health, safety and security of the public; adversely affect the environment; or may result in liability for the District.



Enforcement:

- a) Where a Bylaw Officer has reasonable and probable grounds to believe and does believe that a violation of a bylaw exists or that abatement procedures are inadequate, he or she may enter upon any property to further an investigation or resolve any violation.
- b) Any person who violates any of the provisions of a municipal bylaw, or who suffers or permits any act or thing to be done in contravention of a bylaw, or who neglects to do or refrains from doing any act or thing that is required to be done by any of the provisions of a bylaw, shall be deemed to have violated the provisions of the bylaw and shall be liable to the penalties imposed in Municipal Ticket Information Bylaw No. 949, 2004 or amendments thereto. Each incident attended by a Bylaw Officer constitutes a separate offence and each day that such violation is permitted to continue will constitute a separate offence.
- c) In determining whether to commence enforcement proceedings, the District may consider one or more of the following criteria:
 - i. The scale, nature, and duration of the contravention;
 - ii. The amount of time that has elapsed since the contravention occurred;
 - iii. The impact of the contravention on the community;
 - iv. The resources available to resolve the matter;
 - v. The costs associated with enforcement action;
 - vi. Whether public safety is at risk;
 - vii. Whether enforcement may be a deterrent in future cases.
- d) The District's primary enforcement objective is to obtain voluntary compliance.
- e) If voluntary compliance is not achieved, the District may exercise enforcement powers in accordance with the following remedies:
 - i. Quasi-criminal proceedings in Provincial Court and any other remedy as set out in Section 260 of the *Community Charter*;
 - ii. Supreme Court injunction proceedings as set out in Section 274 of the *Community Charter*;
 - iii. Remedial action and any other remedy as set out in Part 3, Divisions 5-12 of the *Community Charter*, and the District may seek to fulfill those requirements at the expense of the person in contravention, in accordance with the provisions of Section 17 of the *Community Charter*.
- f) The District retains the discretion to not commence enforcement proceedings in accordance with one or more of the criteria listed in section (c), 'Enforcement', of this policy.
- g) The Bylaw Officer shall maintain a written record of inspections and investigations undertaken and record the disposition of all complaints received.



Penalty:

- a) It is the duty of the Bylaw Officer to enforce the provisions of municipal bylaws.
- b) Tickets issued for offences against municipal bylaws are authorized by the ‘Municipal Ticket Information Bylaw No. 929, 2004’, and amendments thereto, and fines will be in accordance with Municipal Ticket Information Bylaw No. 949, 2004 or amendments thereto.

Mayor Dianne St. Jacques
District of Ucluelet



APPENDIX A – DESIGNATED BYLAWS

The bylaws enumerated below (and all amendments thereto) have been designated by Council for monitoring, investigation, and enforcement by the District of Ucluelet:

- 1) District of Ucluelet Noise Control Bylaw No. 915, 2003
- 2) Ucluelet Business Regulation and Licensing Bylaw No. 922, 2003
- 3) Traffic & Parking Bylaw No. 948, 2004
- 4) Garbage Collection & Regulation Bylaw No. 960, 2004
- 5) District of Ucluelet Animal Control and Licensing Bylaw No. 803, 1999
- 6) Public Property Use Regulation Bylaw No. 963, 2004
- 7) Outdoor Burning Bylaw No. 978, 2005



POLICY NUMBER: 9-4520-2

REFERENCE:

Provisions for Filming in Ucluelet

ADOPTED BY:

Council
<Date Adopted>

AMENDED DATE:

N/A

SUPERSEDES:

#005/98

DEPARTMENT:

Planning

EFFECTIVE DATE:

<Date>

Policy Statement:

Page 1 of 8

The District of Ucluelet will encourage the use of Ucluelet for location filming. The use of Ucluelet for location filming can generate significant benefits for the local economy.

The promotion of the film industry, however, must be balanced against the impact of this industry's activities on Ucluelet's citizens. Where the two conflict, the municipality has a responsibility to protect the well-being and interests of the residents. The municipality must also recover its costs for the use of municipal services by the filming industry.

All filming within the District of Ucluelet, will be done under permit and will be subject to the terms and conditions of this policy. Other agencies within the geographic area that may also be involved in the approval process are: RCMP, Transport Canada, Fisheries and Oceans Canada, and the Ministry of Transportation & Highways.

Objectives:

- a. To facilitate the motion picture industry in its production endeavors by providing centralized and efficient procedure for obtaining District authorization when necessary for filming-on-location in Ucluelet.
- b. To promote the District of Ucluelet as an inviting environment for filming-on-location.
- c. To minimize any inconvenience to the general public and the citizens of Ucluelet as a result of filming-on-location activities.
- d. That by issuing District authorization to utilize public facilities for filming-on-location, the District is provided with appropriate liability insurance.
- e. To ensure that filming-on-location will not cause any irreparable damage to public or private property and in the event such damage does occur, the film company shall be responsible for all such repairs as required.
- f. To ensure that filming-on-location shall not jeopardize the safety and well-being of the general public.



- g. To ensure that the District recovers its costs for all services rendered associated with filming-on-location activities.
- h. To ensure that filming-on-location activities fully observe the bylaws of the District.
- i. The District of Ucluelet reserves the right to approve or deny any request for filming-on-location involving property, assets, rights-of-way, etc. owned or governed by the District.

Guidelines:

1. Applications

- a) In order to obtain approval for filming-on-location which involves the District property, including beaches, parks facilities, buildings, equipment, and streets, an application must be made to the Administrator;
- b) The application must be made well in advance of the project and not less than three (3) working days prior to commencement of filming activities. For complicated projects, additional advance notice will be required. The District cannot guarantee its authorization of the film project and/or provision of services if insufficient advance notice is not given.
- c) The application shall take the form of a Location Filming Application Form, a copy of which is attached to this policy as Schedule "A."
- d) Application forms are available from the District office.

2. Liability Insurance

- a) It will be the responsibility of the applicant to submit all required insurance documents with the Location Filming Application before the commencement of filming activities.
- b) The following insurance requirements must be satisfied:
 - i) The District of Ucluelet must be named as a co-insured in the applicant's liability policy;
 - ii) A Hold Harmless Agreement as set out in Schedule "B" must be entered into with the District;
 - iii) Liability policy must not be less than \$2 million, and under situations of potential greater exposure to the District, the liability insurance may be increased accordingly;
 - iv) The insurance policy must include a thirty (30) day cancellation clause;
 - v) Cross liability endorsement must be included in the insurance provisions;
 - vi) Proof of automobile insurance with \$5,000,000 liability insurance when any vehicles are used in the film.



3. Damage Deposit

- A damage and clean-up deposit (minimum of \$500.00) shall be submitted to cover any potential damage to District facilities equipment, etc. and shall be made prior to the commencement of filming;
- Damage deposits will be submitted to the District office by certified cheque, payable to the District of Ucluelet.
- Deposits will be refunded upon completion of the filming activities, an inspection by District staff and final approval of the Administrator.
- Any required repair, clean-up, or restoration will be undertaken by the film company. Any repairs, restoration, etc. not undertaken by the film company will be provided by the District, the cost of which will be drawn from the damage and clean-up deposit, along with overhead and administration fees.

4. Fees and Charges

- All fees associated with filming are based on cost recovery for the services provided by the District.
- A non-refundable fee of \$100.00 will be charged for processing each application.
- Fee amounts for the use of District beaches, parks, streets, equipment, staff, etc. are outlined on Schedule "C."

5. Traffic Management

Parking on District Streets

- Parking of film production vehicles on District streets is subject to prior approval of the Public Works Department. Requests must be made to the Administrator as far in advance as possible prior to commencement of filming.
- The placement of "special event" signs to accommodate film production vehicles may be provided by the District. Fees to cover costs of sign placement and removal are required.
- Street Closures
- Complete closure of streets for filming on-location is subject to the prior approval of the Public Works Department. Advance notice of two (2) weeks is required for street closures.
- The District will arrange for the placement of barricades, signs, etc. as required to ensure that the effects of the street closure are minimized. A fee for placement and removal will be required.
- The film production company will be responsible for all public relations with private citizens, businesses, and residents who may be affected by parking of vehicles and street closures. The film production company must notify in writing those individuals who may be affected by filming activities.



- Any film projects involving Highway 4 (Peninsula Road) will require approval from the Ministry of Transportation and Highways as this road falls under provincial jurisdiction.

Traffic Control

- Public Works staff may provide traffic control upon request to the Administrator. Advance notice of three (3) working days is required for this purpose.
- The film crew may provide traffic control through the use of qualified personnel and equipment, subject to District authorization.
- If film companies wish to employ the R.C.M.P. for traffic control, they are to make such arrangements directly with the R.C.M.P.

6. Fire Department Services

- All requests for the use of Fire Department equipment, vehicles, and personnel should be made to the Administrator.
- Any and all equipment and vehicles can be recalled without notice in case of emergency.
- Only Fire Department personnel will be permitted to operate equipment and vehicles and the Fire Department will specify the manpower required for such operation.

Attachments:

- Schedule A – Location Filming Application
- Schedule B – Hold Harmless Agreement
- Schedule C – Fee Schedule

Mayor Dianne St. Jacques
District of Ucluelet



SCHEDULE A

Location Filming Application District of Ucluelet

Date of Application: _____

Company Name: _____

Business Address: _____

Phone: _____ Fax: _____

Designated Representative On Site: _____

Name of Film / Commercial: _____

Give details of the **area(s)** you request, **when** you need them and for **how long**, including dates and details concerning **set-up** and **takedown**:

Number of People: _____ Number of Vehicles: _____

Types of Vehicles and Parking Requirements: _____

Subject of Film/ Shot: _____

Special Effects/ Props/ Noise: _____

Do you wish to deny public access to any public areas?

If yes, give details and safety precautions: _____

Are there any services you need to have provided by District of Ucluelet staff?

If yes, give details: _____



PLEASE NOTE:

- The applicant must hold insurance (public liability) in the amount of five million dollars (\$5,000,000). Proof of Insurance Certificate must accompany this application and name the District of Ucluelet as an insured.
- The *Hold Harmless Agreement*, as provided herein, must accompany this application (see Schedule B).
- Fees for filming are shown in Schedule C. The applicant agrees to pay any and all charges assessed by the District of Ucluelet.
- A damage deposit in the amount of \$5000, unless otherwise specified, must be attached to the application. The damage deposit must be in the form of a certified cheque payable to the District of Ucluelet.
- The District of Ucluelet reserves the right to reject any applications.

The applicant agrees that if permission to film is granted pursuant to this application, the applicant will abide by the Policy and Regulations for Filming in the District of Ucluelet in all matters related to the exercise of the permission so granted.

Applicant: _____
(Name of Company)

Date: _____

Representative: _____
(Print Name)

(Signature)

FOR OFFICE USE ONLY	
Check when complete and fill in date:	
<input type="checkbox"/>	Damage Deposit Received _____
<input type="checkbox"/>	Proof of Insurance Filed
<input type="checkbox"/>	Indemnification Agreement Filed
<input type="checkbox"/>	Municipal Equipment to be used Approved by Appropriate Departments
<input type="checkbox"/>	Staff Time and Charges Approved by All Affected Departments
Total Fees Paid: \$ _____	
Permit Granted: _____	_____
Administrator	Date



SCHEDULE B

Hold Harmless Agreement

_____ (the Applicant) agrees to assume and hold harmless the District of Ucluelet, its officers, employees, and agents from all liability to any person or property of whatsoever kind or nature which occurs as a result of filming activities for which they have been granted a permit by the District of Ucluelet.

Further, _____ (the Applicant) agrees to indemnify and defend, saving harmless the District of Ucluelet, its officers, employees, and agents against liability, or claims of liability, brought or made on behalf of any person for personal injury or property damage caused by or arising out of any act or omission of either the licensee, his agents or employees, including any officers or employees of the District of Ucluelet, or caused by or arising out of the condition of any District owned or controlled property, whether real or personal, and occurring during the period and as a result of the activities for which this permit was issued.

Business Name: _____

Applicant: _____

Signature: _____

Title: _____

Date: _____

Accepted for the District of Ucluelet

Clerk Administrator

Date



SCHEDULE C

Fee Schedule

1.	Film Application Fee	WAIVED
2.	Daily Use Fee	WAIVED
3.	Staff Time, if provided:	
	General Services	\$50.00 per staff member per hour
	Fire Crew	\$50.00 per crew member per hour
4.	Equipment:	
	Fire Tanker Truck	\$100.00 per hour
	Rescue Vehicle	\$100.00 per hour
	Service Vehicle	\$50.00 per hour
5.	Clean-up/ Damage Deposit	\$5000 minimum



POLICY NUMBER: 15-8100-1

REFERENCE:

Special Occasion License Requirements

ADOPTED BY:

Council
<Date Adopted>

AMENDED DATE:

N/A

SUPERSEDES:

#003/96

DEPARTMENT:

Parks and Recreation

EFFECTIVE DATE:

<Date>

Policy Statement:

Page 1 of 1

The District of Ucluelet offers its facilities for rental to assorted private functions at which alcohol is served. It is the District of Ucluelet’s mandate to ensure that the serving of alcohol is conducted in accordance with the provincial Special Occasion License requirements. As the owner of rented facilities, the District of Ucluelet encourages responsible attitudes towards drinking and driving.

It is the policy of the District of Ucluelet that organizers of events at municipal facilities at which alcohol is served meet the requirements of their Special Occasions Licence and have a Designated Driver Program in place.

Definitions:

- **Designated Driver Program** - An awareness program intended to educate the public to plan alternate means of transportation after drinking alcohol. Promotional material may be available through ICBC, CounterAttack, Mothers Against Drinking Driving, et cetera.

Regulations:

- a. All facility rentals on District property where alcohol will be served or consumed must provide proof of valid Special Occasions License for their event.
- b. As per Special Occasions License regulations, renters of District of Ucluelet facilities are required to have, and show proof of, having an approved Designated Driver Program in place.

Mayor Dianne St. Jacques
District of Ucluelet



POLICY NUMBER: 16-8700-3

REFERENCE:

Ucluelet Harbour Public Fish Sales

ADOPTED BY:

Council
<Date Adopted>

AMENDED DATE:

N/A

SUPERSEDES:

#003/95

DEPARTMENT:

Finance

EFFECTIVE DATE:

<Date>

Policy Statement:

Page 1 of 8

The District of Ucluelet will provide a safe and efficient facility to permit licensed commercial fishing vessels with current species / gear type / area tabs to sell their own catch, harvested on that vessel, directly to the public.

Application:

This policy shall apply to all users of the Ucluelet Harbour Authority (UHA) fish sales docks (see Appendix A for locations). All vessel owners and persons using said facility for whatever purpose do so at their own risk and are subject to all charges and orders set out by the Fishing and Recreational Harbours Act and Regulations and the Ucluelet Harbour Authority.

Regulating Authorities:

A. PRIMARY REGULATING AUTHORITIES

- Department of Fisheries and Oceans (Fishing and Recreational Harbours Act and Regulations).
- Fisheries Act.
- Ucluelet Harbour Authority.

B. OTHER REGULATING AUTHORITIES

- Federal
 - Department of Fisheries and Oceans
 - Health and Welfare Canada.
 - Industry Canada.
 - Royal Canadian Mounted Police.
- Provincial
 - Ministry of Agriculture and Fisheries.
 - Ministry of Health.



- Municipal
 - District of Ucluelet.

Qualifications for Use of Facility:

1. All vessels selling product must have current DFO licenses valid for all species being sold. The license tabs must be clearly displayed on the exterior of the vessel.
2. All vessels selling product must display a valid Provincial Vending License so it can be easily seen by the public and UHA staff.
3. Vending License Application Forms (Appendix C) can be obtained from the UHA main office.
4. All sales dock users must fill out and sign an Acknowledgement and Consent Form for the Public Fish Sales docks (Appendix B).
5. All Vessels must have a valid District of Ucluelet Business License.
6. All users must comply with the Department of Fisheries and Oceans Fish Inspection Regulations.
7. All products being sold must be freshly caught, commercially frozen or flash frozen at sea aboard a vessel with flash freezing equipment that meets the requirements set forth in the Department of Fisheries and Oceans Fish Inspection Regulations.

Conditions Governing Fish Sales:

1. Fish being offered for sale shall comply with all conditions set out by the Federal Food and Drugs Act.
2. Gutting, cutting, or processing product in any way is prohibited within the harbour. Any dressing of product must be carried out prior to arrival in the harbour. Processed seafood (i.e. smoked, dried, canned, steaked, etc.) must not be offered for sale.
3. Vessel owners must ensure that product offered for sale is not tainted, decomposed or unwholesome. Although the Ucluelet Harbour Authority is not a health authority, UHA reserves the right to remove a vendor and vessel should it deem the vendor's product to be substandard or in violation of this directive.
4. Product offal of any kind must be removed from the harbour by the owner and not disposed of in the harbour's waste facilities. All violators may be subject to cleanup charges in accordance with current UHA rates.
5. Only clean, new, non-toxic, food grade packaging material shall be used for wrapping product. (i.e. garbage bags are not permitted).
6. Only clean, potable water shall be used for washing down product being offered for sale (i.e. not sea water).



7. No person shall sell or offer for sale flash frozen fish that has been thawed unless the products are clearly marked as being “previously frozen.”
8. Containers, signs or any other auxiliary equipment must be kept on board vessels and not on the dock, pilings or any other harbour property.
9. All fresh product must be protected from contamination and maintained at a temperature less than 4 degrees Celsius (39 degrees Fahrenheit).
10. Display areas for fish sales must be protected from the elements (e.g. with a tarp). Containers and auxiliary equipment must be maintained in a clean and sanitary condition.
11. Selling of bivalve shellfish (oysters, clams, mussels and other bivalve molluscs) is not permitted.
12. All vendors selling products by weight must have a scale approved by Industry Canada for use in trade.
13. All crabs offered for sale must be alive and held in clean salt water.
14. All products offered for sale must be sold off of the same vessel that harvested them. Ucluelet Harbour Authority reserves the right to inspect catch slips to prove this, but accepts no responsibility for failing to do so.
15. All users must comply with the requirements of all regulating authorities as outlined in Section III above.
16. The Fish Seller shall hold the Ucluelet Harbour Authority harmless from any damage, expense or liability to, in respect of any person, arising out of the Fish Seller's occupancy of the space or anything or matter connected with such occupancy or the activities of the fish Seller, his servants, agents of employees, in conjunction therewith, whether or not such activities shall occur in the space, the structure or elsewhere.

Procedures Governing Berthage at Fish Sales Dock:

1. Vessel berthage charges shall be in accordance with this section, Ucluelet Harbour Authority Administrative Directive, as follows:
 - a. Berthage charges will be levied to all vessels when on the sales docks as determined by the Ucluelet Harbour Authority. There are no refunds in whole or in part in the event that the intended sales are not carried out. Power charges will be levied to all vessels plugged in to power on the sales dock.
2. Vessel berthage is on a first come, first serve basis. No reservations will be made for the sales docks.
3. Vessel owners having completed their sales must immediately remove their vessel from the sales docks if other vendors are waiting for a space. Wash down, etc. must be done elsewhere.
4. Vessels with flash frozen or commercially frozen product shall be permitted to sell their catch for an indefinite period. Vessels selling frozen product are also permitted to transfer



products from bona fide cold storage facilities and sell at a later time on their vessel, provided they can prove it is their catch and they have a commercial freezer on board their vessel to keep the product commercially frozen. Household freezers are not permitted on board vessels unless for convenience, only while the main body of product is kept in a commercial freezer.

5. All vessels are permitted to stay for a maximum of three consecutive days. Any extension beyond three days may or may not be granted at the discretion of the Ucluelet Harbour Authority.
6. Any complaints involving product quality may be forwarded to the appropriate regulating body listed in the “Regulating Authorities” section of this policy.

NOTE: The purchase of product from the sales dock is a private dealing between the buyer and the vendor.

7. All prices charged for product on the sales dock are at the sole discretion of the vendor.
8. A “Fish Selling Intentions List” will be maintained by the Harbour Manager to facilitate the public and other fishermen to know what fish are planning to be offered for sale. This list is voluntary and is not a reservation for any fish selling area. In fairness to all vessels, only two listings on the Intentions List will be accepted at a time.

This directive does not in any way supersede any Federal, Provincial, or Municipal legislation.

Attachments:

- Appendix A – Fish Sales Docks
- Appendix B – Acknowledgement and Consent Form for the Public Fish Sales Docks
- Appendix C – Vending Licence Application Forms

Mayor Dianne St. Jacques
District of Ucluelet



Appendix A: Fish Sales Docks

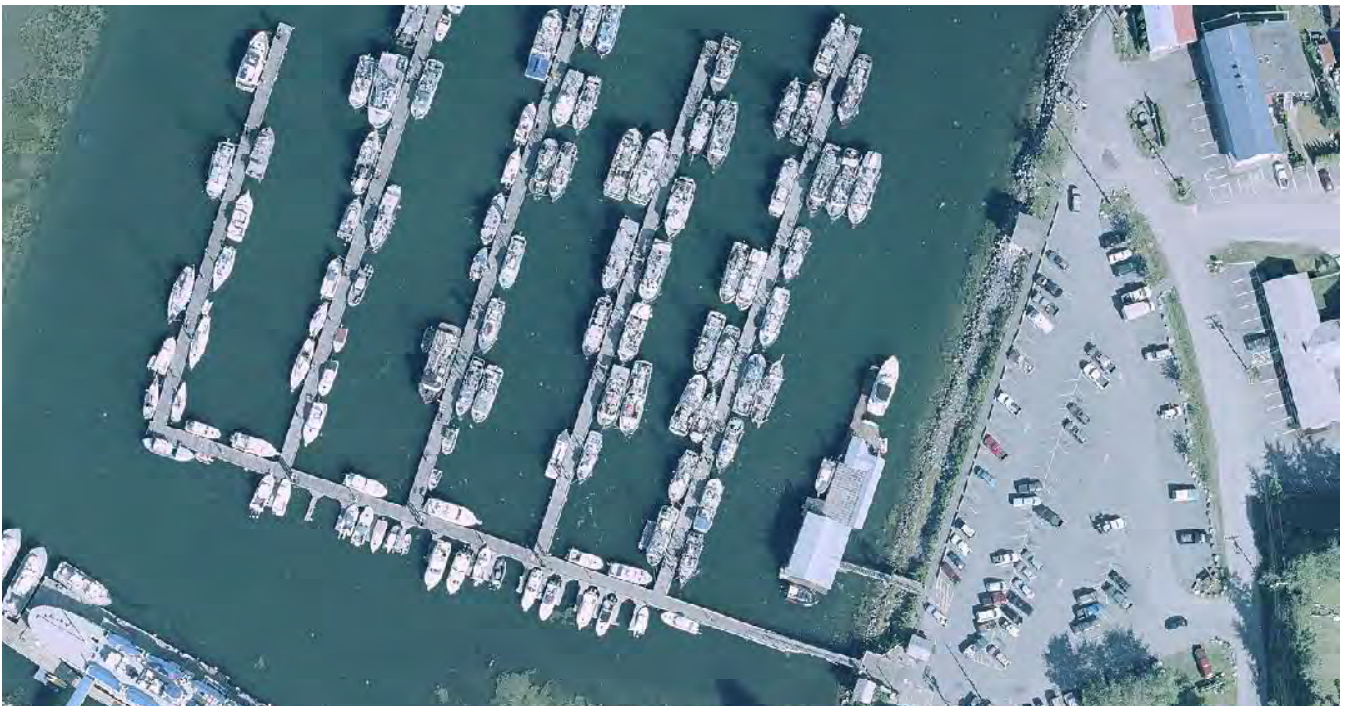
Fish Sales Dock A – Main Dock

Fish sales to be located on the south side of the lower dock finger only.



Fish Sales Dock B – Overflow Dock

Fish sales vendors are encouraged to use the first 100 ft. of the south side dock at Small Craft Harbour.



FISH SALES DOCK ACKNOWLEDGEMENT AND CONSENT FORM

I, _____ owner/operator of the fishing vessel

_____ CFV # _____

have read the UCLUELET HARBOUR PUBLIC FISH SALES DIRECTIVE and agree to abide by the contents therein. I understand that moorage and fish sales are subject to compliance with this agreement.

Signature

Date

Address

City

Province

Postal Code

Home Telephone

Vending License Number

Boat Phone

Ucluelet Harbour Authority Representative

Signature

Date

Appendix C: Vending Licence Application Forms

GENERAL TERMS OF A FISH VENDING LICENCE

FISHERIES ACT (R.S.B.C.)

Section 13

Licence required

- 13 (1) A person must not process fish or aquatic plants, or operate a plant in British Columbia or its coastal waters, unless the person holds a licence issued for that purpose under this Part and has paid the fee prescribed by the Lieutenant Governor in Council.
- (2) A person must not operate a fish buying station unless the person holds a licence issued for that purpose under this Part and has paid the fee prescribed by the Lieutenant Governor in Council.
- (3) Subsection (2) does not apply to
- (a) a person holding a licence under subsection (1) who purchases fish or aquatic plants only from a fisher at a duly licensed plant, or
 - (b) a person buying aquatic plants or fish, other than shellfish as defined in the regulations, direct from a fisher for that person's personal use.
- (4) A fisher must not sell or offer to sell fish under subsection (3) (b) unless he or she has a fisher's vending licence issued under this Part and has paid the fee prescribed by the Lieutenant Governor in Council.
- (6) A fisher licensed under subsection (4) must not sell or offer to sell fish except in accordance with the regulations.
- (7) A fisher must not sell or offer to sell shellfish except in accordance with the regulations.
- (8) Despite subsections (1) to (4), a person who holds a licence under the Fish Inspection Act is not required, in respect of the activities authorized by that licence, to hold a licence under this Part.

Section 20

Records kept by licensees

- 20 (1) A person holding a licence under this Part must keep a record of transactions with fish suppliers of the fish to be processed or held by the licensee.
- (4) A fisher who hold a fisher's vending licence must keep and submit a record of operations for which he or she is licensed on a form and at a time prescribed by regulations.
- (5) A fisher who is required to keep a record under subsection (4) must produce the record at any time on demand by an inspector of fisheries or a conservation officer.



Fisheries Act Regulations

Part 6

Reporting Requirements

- 19 (1) A fisherman who holds a fisherman's vending licence under section 13 of the Act must provide to the Department of Fisheries and Oceans (Canada), 555 West Hastings Street, Vancouver, B.C., V6B 5G3 on a weekly basis a record, prepared at the time of removal of fish from the fisherman's boat, of all fish removed since the previous report under this section, and must retain a copy for the fisherman's own records.
- (2) The record must contain at least the following information:
- (a) purchaser or offloader's name, address and telephone number;
 - (b) fisherman's name and address;
 - (c) date of purchase or offloading;
 - (d) name and CFV number of catching vessel used;
 - (e) description of gear used to harvest the fish and days spent fishing in each area;
 - (f) area or areas of catch and days spent fishing in each area;
 - (g) the individual species of each fish sold or offloaded;
 - (h) the description of the product or landed form of each species sold or offloaded;
 - (i) the number of fish (pieces) of each species sold or offloaded;
 - (j) the weight of each species sold or offloaded;
 - (k) the price paid for each species sold;
 - (l) the total value of each species sold or offloaded.

Holders of Fish Vending Licences should also be familiar with, and must abide by, the applicable sections of the Fish Inspection Regulations (R.S.B.C.).

Copies of Acts and Regulations may be obtained through Crown Publications, 521 Fort Street, Victoria, B.C. V8W 1E7 (250) 386-4636, or by contacting the

Ministry of Agriculture, Food and Fisheries in Courtenay (250) 897-7542.

Note: Applicants for a vendor's licence should contact the local health authority to determine requirements for vehicle and home sales.

Definition:

- **“fisher”** or **“fisherman”** means a person licensed under the Fisheries Act (Canada) for commercial fishing



STAFF REPORT TO COUNCIL

Council Meeting: June 23, 2015
500 Matterson Drive, Ucluelet, BC V0R 3A0

AUTHOR: MORGAN DOSDALL, DEPUTY MUNICIPAL CLERK

FILE NO: 0340-01; 0550-20

SUBJECT: POLICIES RE: WAIVER OF FEES AND CHARGES

ATTACHMENT(S): APPENDIX A – POLICIES

RECOMMENDATION(S):

1. **THAT** Council hereby adopt and bring into effect Policy No. 5-1810-1, Waiving of Fees and Other Charges;
or
2. **THAT** Council hereby adopt and bring into effect Policy No. 15-7900-1, Fee Structure for Facility Use;
or
3. **THAT** Council refer one or both aforementioned policies back to staff to amend and revise per direction of Council;
or
4. **THAT** Council abandon one or both aforementioned policies.

PURPOSE:

The purpose of this report is to present to Council two contrasting options to address the issue of waiving user fees and other charges for certain services and amenities offered by the District of Ucluelet.

BACKGROUND:

At the March 26, 2013 Regular Meeting, Council passed the following resolution:

Moved by Councillor Mole, seconded by Councillor Lyons to request that staff produce a report on the historical use of District facilities, including which non-profit groups have been approved for waived fees, and provide Council with a recommendation and a proposed policy for the deduction and waiving of fees.

CARRIED

Council received a first draft of the 'Waiving of Fees for Facility Use' policy at the March 11, 2014 Regular Meeting; discussion and direction from Council was for the policy to provide enough detail on the conditions that would permit a fee waiver in order to prevent final decision-making from being subjective and needing to go to Council for decision.

Council received the second draft of the 'Waiving of Fees for Facility Use' policy at the November 25, 2014 Regular Meeting, whereupon Council passed the resolution that staff further revise the policy per Council's recommendations for additional tightening of the decision matrix and identification of which user groups the policy would benefit.

Council has since received and reviewed Policy No. 5-1810-1, Waiving of Fees and Other Charges, and Policy No. 15-7900-1, Fee Structure for Facility Use, at one or more of their Policy sessions on March 16, April 15, or May 4, 2015.

SUMMARY AND CONCLUSION:

Policy No. 5-1810-1, Waiving of Fees and Other Charges, and Policy No. 15-7900-1, Fee Structure for Facility Use are contrasting policies that present options to Council for addressing requests from individuals and organizations for waived fees.

Staff recommend that Council either adopt one of the presented policies or provide further direction to staff on how to proceed with policy development.

Respectfully submitted:



Morgan Dosdall,
Deputy Municipal Clerk



POLICY NUMBER: 5-1810-1

REFERENCE:

Waiving of Fees & Other Charges

ADOPTED BY:

Council
<Date Adopted>

AMENDED DATE:

N/A

SUPERSEDES:

New

DEPARTMENT:

Finance

EFFECTIVE DATE:

<Date>

Purpose:

Page 1 of 1

To provide clarification regarding requests from non-profit organizations, individuals and businesses to reduce or waive fees and other charges.

Policy:

The District of Ucluelet relies on fees to offset the cost of certain services. These fees and charges are a vital part of the District’s revenues and help in reducing the amount of taxation that would otherwise be collected to fund the services.

While the Council of the District of Ucluelet recognizes and values the important work done by non-profit organizations and the contribution to the community by individuals and local businesses, the District of Ucluelet will not waive or reduce fees and other charges as this places an additional burden on the taxpayers.

Mayor Dianne St. Jacques
District of Ucluelet



POLICY NUMBER: 15-7900-1

REFERENCE:

Fee Structure for Facility Use

ADOPTED BY:

Council
<Date Adopted>

AMENDED DATE:

N/A

SUPERSEDES:

New

DEPARTMENT:

Parks & Recreation

EFFECTIVE DATE:

<Date>

Policy Statement:

Page 1 of 3

The District of Ucluelet relies on fees and other charges to offset the cost of certain services. These fees and charges are a vital part of District revenues and help in reducing the amount of taxation that would otherwise need to be collected to fund the services.

Conversely, the Council of the District of Ucluelet recognizes and values the important work done by non-profit organizations and the contributions made to the community by individuals and local businesses.

Principles:

Current practice for facility bookings is to track them in the District’s financial system whether a fee is charged to a user or not.

Groups seeking relief on paying fees must make application to the Parks & Recreation Department to assess need; this allows the Parks & Recreation Department to determine a group’s ability to pay the fee and/or direct costs associated with using the facility. The following options for the waiving or reducing of fees for facility use will be identified on the Facility Usage Form:

1. Where an organization is deemed to have the ability to pay, the District will not waive or reduce fees and other charges.
2. Where an organization does not have the ability to pay, the District will waive the fee and charge a cleaning fee and other direct costs associated with the use of facility.
3. The Director of Parks & Recreation may reduce the fees on long term or high use rentals.
4. This policy will be reviewed annually.



Attachments:

- Facility Usage Form

Mayor Dianne St. Jacques
District of Ucluelet



UCLUELET PARKS & RECREATION FACILITY USAGE

APPLICATION FORM

Organization Information

Organization Name:	
Contact Name:	Email:
Home Phone:	Cell Phone:
Mailing Address:	

Are you able to hold your event/program without waiving the fee? Yes No

Would you be able to afford half of the fee? Yes No

Is the facility request for a fundraising event and, if so, what is the fundraiser for?

Would you be interested in volunteering opportunities within the department? Yes No

Please note that the application is not contingent on volunteering, but is always appreciated.

Please check all that apply:

Profit	
Non-Profit	
Charity (registered)	
Community Group	
Fundraising	

Facility Request:

- All additional direct charges must be covered by the applicant (cleaning, etc.)
- Damage deposit may be required.
- We reserve the right to limit the number of waived fees for bookings.
- We reserve the right to bump a non-paying booking with notice.
- Facility requests are subject to availability of dates.

Facility Requested	Type of Event	Date(s) Requested	Amount Waived	Direct Cost Charges	Signature

I, the undersigned, certify that all the information contained in this application is correct to the best of my knowledge. I am aware that the application will be considered by the Ucluelet Parks and Recreation Department and that all information contained in this application will be kept confidential.

Signature

Name Printed

Date

Please return completed & signed form
to P.O. Box 999, 500 Matterson Drive,
Ucluelet V0R 3A0.

For more information, please contact
Abby Fortune, Director of Parks &
Recreation: 250-726-7772 or
afortune@ucluelet.ca

Follow-up By

Date



STAFF REPORT TO COUNCIL

Council Meeting: JUNE 23, 2015

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: JOHN TOWGOOD, PLANNER 1

FILE NO: 4520-20

SUBJECT: SIGN VARIANCE PERMIT FOR LOT 8, VIP1686, DISTRICT 09 (286 MAIN STREET)

ATTACHMENT(S): APPENDIX A – VARIANCE REQUEST

RECOMMENDATION(S):

1. **THAT** a sign variance be issue for the above referenced property to allow a freestanding sign to be built 0.5m above the maximum allowable height of 3.5m; **or**
2. **THAT** the sign variance application be considered and determined to not proceed further.

PURPOSE:

To provide Council with information on a proposed sign variance to allow a freestanding sign to be built 0.5m above the maximum allowable height of 3.5m

BACKGROUND

A sign application for 286 Main Street (Figure 1) was received requesting a freestanding sign with a total height of 4m. The District of Ucluelet's Sign Bylaw 1060, section 3.17.1.c allows a commercial freestanding sign to be built to a maximum height of 3.5m.

The height of a sign is defined by Bylaw 1060 as:

1.23 HEIGHT OF SIGN means the vertical distance measured from the highest point of the sign to the average grade elevation.

With grade defined as:

1.22 GRADE means the average ground surface elevation at the sign location.

The Proponent is requesting a variance based on the sidewalk being 0.5m +/- above the proposed signs average grade and that this grade change will diminish the visual impact of the sign from the sidewalk and street. The proponent has also indicated that the white picket fence run along the front property line will impact the exposure of the sign at the non-varied height (Figure 2).

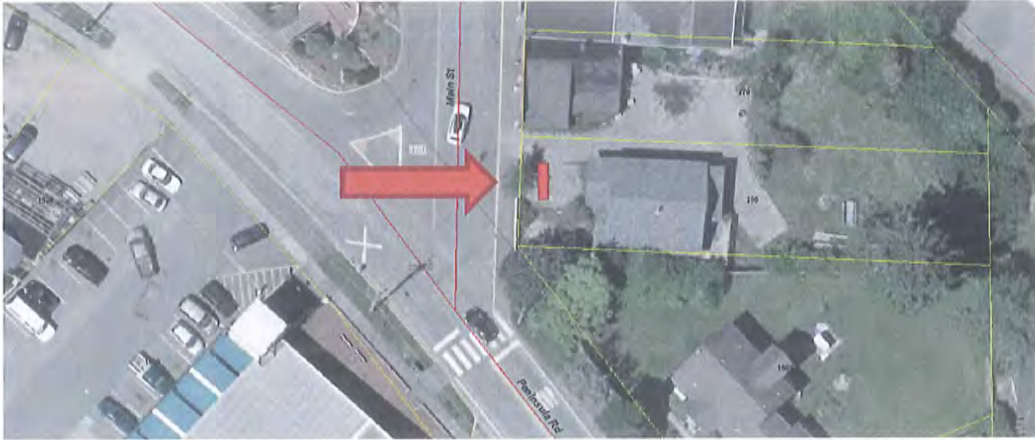


Figure 1

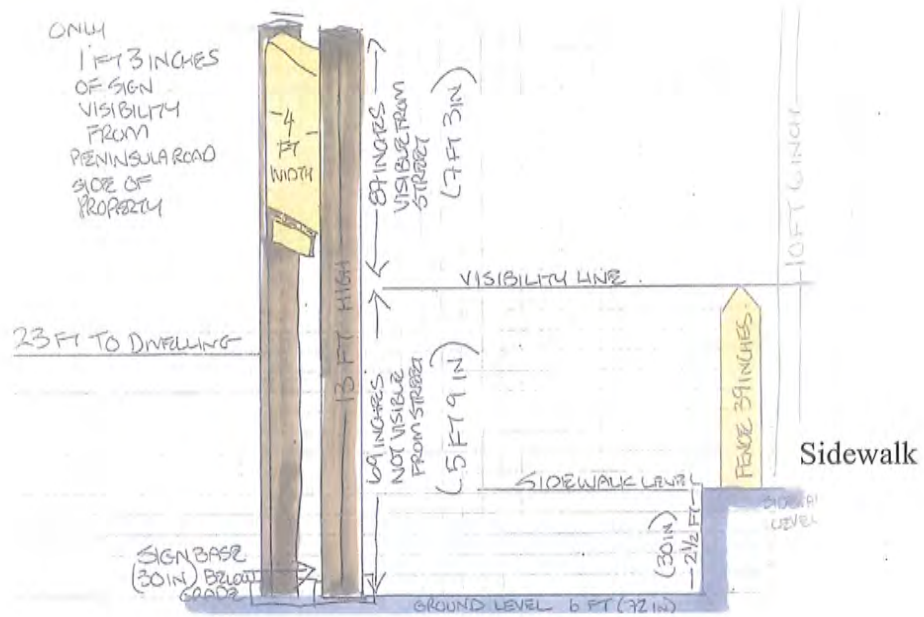


Figure 2

SUMMARY:

The impact of the .5m extension of height is directly mitigated by the drop in grade. The visual appearance from the street and sidewalk of the sign when varied should be consistent with the intent of the Sign Bylaw regulate signage size and ensure equal signage opportunities.

Respectfully submitted:

John Tow
 John Towgood, Planner 1

APPENDIX A

John Towgood

2800 MAIN ST.

LOT 8, V1P1G8G DIST 09

From: alton <adune_bajor@hotmail.com>
Sent: June-12-15 4:20 PM
To: John Towgood
Subject: Jacopo Galleria Business Sign Application - Additional Information
Attachments: sign amendment.pdf; 2015-06-11 12.33.26.jpg

Follow Up Flag: Follow up
Flag Status: Flagged

Hello John,

I am following up with you in regards to our signage application. We received a message from you earlier this week indicating our application with the 13 foot post height was deemed to be too tall for the District limit of 11 feet. We would like to request an exception in our circumstance due to the following details:

- Our yard space is 30 inches (2 1/2 feet) below the sidewalk level. Therefore after that is deducted in the total footage above grade would be 10 feet 6 inches
- We have a white picket fence that rises another 39 inches so with the proposed sign we submitted the actual visibility of the sign from street level will only be 87 inches (7 feet 3 inches)
- This would be reduced to only 57 inches (4 feet 9 inches) of visible signage if we were restricted to the District regulation of 11 feet
- Our neighbour to the right on Peninsula also has a yard perimeter fence that extends to the end of our property line and it obscures the sign for all traffic from that direction as it rises 6 feet (72 inches) from the street level so without the increase our signage would not be visible for 25% of oncoming traffic

All of these measurements are outlined in the attached diagram and photos for your review.

We would appreciate your taking the time to consider our request and we greatly look forward to hearing back from you with favourable news.

Kindest Regards,

Alton & Brandi Anfield
Jacopo Galleria

250-756-2077

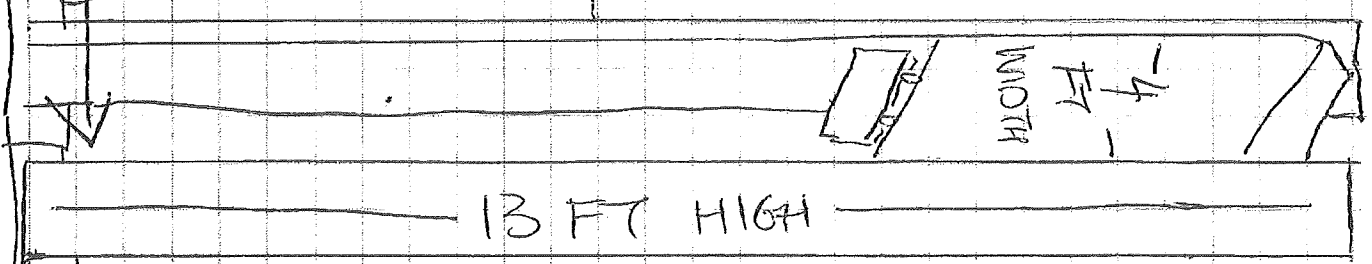
NEIGHBORING PROPERTY FENCE LINE - 72 IN (6 FT) HIGH.

ONLY

1 FT 3 INCHES
OF SIGN
VISIBILITY
FROM
PENINSULA ROAD
SIDE OF
PROPERTY

23 FT TO DWELLING

SIGN BASE
(30 IN) BELOW
GRADE



69 INCHES
NOT VISIBLE
FROM STREET

87 INCHES
VISIBLE FROM
STREET

(5 FT 9 IN)

(7 FT 3 IN)

VISIBILITY LINE

SIDEWALK LEVEL

(30 IN)
2 1/2 FT

FENCE 39 INCHES

10 FT 6 INCH

GROUND LEVEL 6 FT (72 IN)

... LINE FROM SIGN TO GROUND







STAFF REPORT TO COUNCIL

Council Meeting: JUNE 23, 2015
500 Matterson Drive, Ucluelet, BC V0R 3A0

AUTHOR: MORGAN DOSDALL, DEPUTY MUNICIPAL CLERK

FILE NO: 0640-20 2014

SUBJECT: PRESENTATION OF THE 2014 DRAFT ANNUAL REPORT FOR CONSIDERATION

ATTACHMENT(S): APPENDIX A – 2014 DRAFT ANNUAL REPORT

RECOMMENDATION(S):

1. **THAT** pursuant to Section 99 of the *Community Charter*, Council give consideration of the 2014 annual report prepared pursuant to Section 98 of the *Community Charter*, and any oral or written submissions from the public.

PURPOSE:

The purpose of this report is to present the annual report for Council consideration as required by Section 99 of the *Community Charter*, allowing for any submissions or questions from the public.

BACKGROUND:

The 2014 Draft Annual Report has been advertised according to Section 94 of the *Community Charter* and has been made available for public inspection in accordance with Section 97 of the *Community Charter*.

Respectfully submitted:

District of Ucluelet Staff



DISTRICT OF
UCLUELET



2014 ANNUAL REPORT

2014 Annual Report

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All photos taken by District of Ucluelet staff members

2014 Annual Report Message from the Mayor



...

Dianne St. Jacques
Mayor

2014 Annual Report

District Council



Councillor Randy Oliwa, Councillor Dario Corlazzoli,
Councillor Sally Mole, Councillor Geoff Lyons, and
Mayor Bill Irving

(Back to front & left to right)

2012 to 2014

2014 Annual Report

Message from the CAO

It is my great pleasure to present the 2014 Annual Report for the District of Ucluelet.

It has been another busy year for council and staff with many projects completed and new ones begun. I hope you find this report informative and that it provides a level of transparency and accountability for the operations of the district staff and council.

Major construction projects completed in 2014 included: Installation of the UV Filtration System at the Bay Street Water Treatment Plant, Pigging (water pipe cleaning) of the main water lines, improvements at Terrace Beach, completion of Phase I of the Pat Leslie Memorial Boat Launch, and adoption of a consolidated Zoning Bylaw to name but a few.

The department sections of this report endeavour to provide residents with an account of the work we have completed, an analysis of its level of success and the goals for 2015. The achievements highlighted in this Annual Report are a direct result of the work done by the District of Ucluelet staff who strives to provide outstanding service to the community. All staff are committed to transparency and accountability as the cornerstone of the service they deliver.

In 2015, we look forward to increased paving projects, beginning Phase II of the Pat Leslie Memorial Boat Launch, continued park improvements, and preparing for the rewrite of the Official Community Plan bylaw in 2016.

2014 was successful due to the leadership provided by the District Council and the numerous contributions from our community groups and volunteers. My thanks to all in the community for your efforts in 2014 and I look forward to continued success in 2015.

Please feel free to contact me with your comments, I welcome your input.

Andrew Yeates
Chief Administrative Officer



2014 Annual Report Organization

VISION

Our vision for the District of Ucluelet is to be a healthy, accountable and progressive organization that is supportive of its staff, and is outstanding in the provision of service to the public.

VALUES

- Respect
- Honesty
- Integrity
- Commitment
- Teamwork
- Visionary

MISSION

Our mission is to transform the organization into a healthy, safe place where a culture of empowerment challenges staff to work together to provide the best in government services to the residents of the District of Ucluelet.



Finance & Administration Department Overview

The Finance and Administration department's primary responsibility is to maintain the business foundation of the District. Its objective in achieving this is to provide accurate, timely information and support to the community, District departments, and Council. The department invests a considerable portion of its time and resources to Council-decision support and managing the financial, administrative, and legislative responsibilities of the District of Ucluelet. Additionally, the department provides some IT-related support to improve the effectiveness of internal and external communications, as well as exploring and incorporating technology-based information management and reporting tools to ensure accountability and transparency in all of the District's practices.



The Finance and Administration department's key responsibilities include:

- ▶ Prepare the District of Ucluelet's Five Year Financial Plan
- ▶ Collate articles for, design, and distribute the District's triannual newsletter, the *District Dispatch*
- ▶ Update and maintain the District portion of the community web portal to provide information on Council meeting dates, Council agendas and minutes, proclamations, informational items, and financial updates
- ▶ Track and report on the District's capital assets to the Provincial government
- ▶ Finance public infrastructure
- ▶ Plan for future municipal expenses
- ▶ Set the property tax rate annually, through direction from Council
- ▶ Notify the public of tax and utilities, business licence renewals, and pet licence renewals

Finance & Administration Department Overview

- Manage the District's annual financial auditing process
- Prepare the annual financial statements
- Maintain and update District contracts
- Maintain and manage access to corporate records, including District bylaws
- Conduct general management of the District of Ucluelet
- Provide superior customer service to the District's citizens, assisting them with items such as: notifications and payments for property tax, dog licences, utilities, and business licenses
- Provide IT technical assistance and manage technological office assets
- Create and manage District bylaws
- Perform financial reporting and internal controls
- Respond to requests received under the *Freedom of Information and Protection of Privacy Act*
- Provide administrative support to Council members, including the preparation and safekeeping of agendas, minutes, and bylaws for Council, Committee, and Commission meetings
- Perform general accounting for payables/receivables and payroll
- Oversee Small Craft Harbour lease for DFO
- Commit to achieving Council's directives and remain focused on the goals put forth to ensure the department is aligned with the community vision
- Generate efficiencies and continually improve service delivery to our citizens and businesses by providing exceptional service



Service & Accountability

Finance & Administration 2014 Accomplishments

- ▶ Advanced the District of Ucluelet's Communication Strategy utilizing the District newsletter, modern technologies, and social networking services to improve transparency and keep citizens apprised of important projects, bulletins, and press releases - (*ongoing*)
- ▶ Performed internal review of daily operations and prepared revised procedures for departmental tasks to ensure streamlined performance and accuracy - (*complete and ongoing*)
- ▶ Completed and put out three *District Dispatch* newsletters: Spring, Summer, and Fall editions
- ▶ Furthered an audit of internal records, both physical and electronic; under the Electronic Records Management System review, underwent strategic restructuring of electronic filing system for efficacy and security - (*ongoing*)
- ▶ Completed inter-departmental preparations for first Town Hall Meeting on the District's water supply and systems
- ▶ Designed and began offering commemorative Marriage and Birth Certificates for use by residents and visitors signed by the Mayor
- ▶ Began full-scale review of District policies - (*to be completed in 2015*)
- ▶ Created and published Small Craft Harbour newsletter and visitor guide
- ▶ Prepared list of properties going to tax sale
- ▶ Assisted other departments with grant applications and reporting



Finance & Administration 2015 Work Plan

- ▶ Complete the Records Management Audit and Implementation Program for physical and electronic filing
 - Success will be affirmed by increased efficiencies in information-retrieval and reduced occurrences of paper-trail gaps, contributing to: improved accuracy in reporting and overall productivity, cost-saving by increasing operational efficiency, and increased employee and customer satisfaction
- ▶ Implement strategic business efficiencies to optimize revenue stream and ensure maximum convenience to community in accessing the District's services
Success will be affirmed by:
 - The identification and utilization of financially viable revenue streams, increasing the spending power of the District;
 - The analysis and re-organization of reserve accounts to optimize the interest earned and identify modes of increased return on investment;
 - The positive feedback from residents on the creation of new and updated District forms and applications to be hosted on the community web portal
- ▶ Update the Fees and Charges Bylaw
 - Success will be affirmed by the revision and adoption of an updated Fees and Charges bylaw
- ▶ Update the Small Craft Harbour Facilities Bylaw
 - Success will be affirmed by the revision and adoption of an updated Small Craft Harbour Facilities bylaw
- ▶ Complete a review of and present updated District policies to Council for adoption to bridge policy gaps
 - Success will be affirmed by the revision and adoption of an update policy manual for the District of Ucluelet



Finance & Administration 2015 Work Plan

- ▶ Pursue regular and ongoing Parliamentary training and education
 - Success will be affirmed by enhanced efficiencies for Council during public meetings and improved agendas and minutes
- ▶ Complete organization-wide Communication Plan in cooperation with Council and other departments
Success will be affirmed by:
 - The development of an effective Communication Plan, adopted by Council, to enhance transparency and openness between the District and the public
 - Improved quality and timeliness of response to public inquiries
 - Improved engagement with and feedback from residents and community groups



Parks & Recreation Department Overview

The Ucluelet Parks and Recreation vision statement is to positively affect the overall health and wellbeing of the community by providing the best in recreation, tourism, and parks services to the residents of the District of Ucluelet and the community at large.



The Mission statement of the department is to provide opportunities for quality recreational services, community events, conferences, workshops, and gatherings through outstanding programs, facilities and customer service.

In a recent document produced by the Canadian Parks & Recreation Association, the following definition of recreation has been renewed:

“Recreation is the experience that results from freely chosen participation in physical, social, intellectual, creative and spiritual pursuits that enhance individual and community wellbeing.”

The vision for recreation in Canada is a place in which everyone is engaged in a meaningful and accessible recreation experience that fosters individual wellbeing, community wellbeing, and the wellbeing of our natural and built environments.

The Framework describes five goals and priorities for action under each goal. The goals are:

1. *Active Living* - Foster active living through physical recreation
2. *Inclusion and Access* - Increase inclusion and access to recreation for populations that face constraints to participation
3. *Connecting People and Nature* - Help people connect to nature through recreation
4. *Supportive Environment* - Ensure the provision of supportive physical and social environments that encourage participation in recreation and build strong, caring communities
5. *Recreation Capacity* - Ensure the continued growth and sustainability of the recreation field

As a “public good”, parks and recreation are viewed as essential services; they are the core building blocks of a healthy and flourishing community.

The Ucluelet Parks & Recreation Master Plan Executive Summary notes that Ucluelet has a strong sense of community. We feel this is reflected in the wide variety of recreation programs offered here and the special events occurring in the community each year. By continuing to provide and support excellent programs, special events, and facilities we hope to strengthen this sense of community.

Parks & Recreation 2014 Strategic Plan Accomplishments

Parts of the Parks and Recreation work plan have been adjusted or expanded for 2014, such as implementation of a Special Events form, the implementation of the Parks & Recreation Master Plan and the establishing of a baseline for the parks program.

What matters most, however, is that we continue to fulfill our mandate of promoting and facilitating healthy and active lifestyles in Ucluelet. And we do this by taking a leadership role through programming, facility improvements and creative partnerships with public and private sector groups who share our passion for a dynamic, inclusive, innovative and fun community.



Parks & Recreation 2014 Strategic Plan Accomplishments

GENERAL

ADMINISTRATION

- ✓ Implement the Parks & Recreation Master Plan

COMMUNITY

COMMUNICATION

- To participate in the creation an overall communications strategy for the District of Ucluelet. *This project was identified as a greater requirement for all departments, and has become a 2015 project.*
- A policy for waiving fees for facility use
- To develop a Facilities Maintenance Plan. *This project began in 2014 and will be completed in 2015 in time for the 2016 budget process*



ACCESSIBILITY

- ✓ To apply for funding to carry out a Facilities Accessibility Assessment Grant – *work will be done in 2015*

EVENT COORDINATION

- ✓ To work with and support other community organizations in regards to new events

A Strong & Healthy Community

Parks & Recreation 2015 Strategic Plan - Opportunities

◆ RECREATION COMMISSION

- Re-establishing the Ucluelet Parks & Recreation Committee as a committee of Council

◆ PROGRAMS

- Researching and implementing value-added programming
- To ensure that programming continues to be leading edge with a focus on Arts & Culture and current trend

◆ COMMUNITY CENTRE

- Open door to the community
- Focusing on community health & spirit

◆ PUBLIC WORKS/ PARKS PLANNING

- To continue to collaborate to establish an operating & Beautification Plan for the District of Ucluelet facilities and greenspace



Parks & Recreation 2015 Strategic Plan - Opportunities

◆ SERVICE EXCELLENCE

- Continue to commit to providing excellent service to patrons and the community to promote an atmosphere of friendly and efficient service

◆ MASTER PLAN

- Perform ongoing review and analysis of the Parks and Recreation Master Plan to ensure the department is upholding those tenets

◆ OPERATIONAL AUDIT

- On a seasonal basis, Recreation will perform a self-analysis to ensure it is performing in as productive and effective way as possible

Strategic priorities for 2015 include:

- Skateboard Park upgrades
- Little Beach upgrades
- BMX Park upgrades
- Volleyball Court installation
- Community Garden
- Boat Ramp upgrades



Parks & Recreation 2014 Recreation Program Registration



	2014
Arts and Crafts	20
Summer Camps	451
Dance - Children	25
Fitness - Adult & Children	370
General Programming - Adult & Children	170
Playschool	192
Soccer travelling teams	32
Summer Camp	315
Total	1575

This information is based on the ActiveNet statistics of the total number of participants registered in each category for 2014.

Environmental & Emergency Services

Emergency Services Overview

Emergency services supports and maintains a community emergency management system through preparedness, mitigation/prevention, response, and recovery for emergency and disasters. In May 2009, the Emergency Management Department was formalized by bringing the following community services under one leadership:

- Ucluelet Volunteer Fire Brigade,
- Ucluelet Emergency Social Services, and
- Ucluelet Emergency Coordinating Committee.

Ucluelet Volunteer Fire Brigade (UVFB)

The Ucluelet Volunteer Fire Brigade (UVFB) has been providing fire services for the community of Ucluelet for over 60 years. Each year the UVFB responds to an average of 80 callouts for fire, motor vehicle accidents, and first responder calls in Ucluelet, Electoral “Area C” of the Alberni Clayoquot Regional District (ACRD), Highway 4, the Pacific Rim National Park Reserve (PRNPR), and Tofino. In 2014 the fire brigade had 18 dedicated volunteers, which consisted of a fire chief, deputy fire chief, 1 captain, 2 lieutenants and 13 active members. The UVFB operates from the fire hall located at 1520 Peninsula Road.



Brigade members meet every Tuesday evening and on occasion during weekends to practice their skills, work towards their National Fire Protection Association (NFPA) certification, and participate in specialized courses. The UVFB’s main priority is providing services within the boundaries of the District of Ucluelet.

Since 2010, with the assistance of Port Alberni Fire Department, the fire brigade has been working on Level I and Level II NFPA 1001 training program. The NFPA 1001 program consists of 10 modules and is endorsed by the Justice Institute of British Columbia. Level I is the provincial standard for all paid and volunteer firefighters.

In June 2013, 8 brigade members graduated to the Level II standard. In December 2015, 5 brigade members will graduate to the Level II standard, while 8 members are working towards Level I. Upon completion of all ten modules, fire fighters are issued a Certificate of Achievement with both International Fire Service Accreditation Congress and ProBoard seals. The graduation of these dedicated volunteers is a momentous occasion for the fire brigade, the District, and the community.

Environmental & Emergency Services

Emergency Services Overview

Emergency Social Services (ESS)

The ESS team is responsible for coordination of the provision of shelter, food, clothing, transportation, medical services and reunification services to victims of emergencies and disasters for up to 72 hours. The ESS team meets bi-monthly and is comprised of approximately 15 volunteers.

Emergency Coordinating Committee (ECC)

Emergency management utilizes a “four pillar” approach that includes preparedness, mitigation/prevention, response, and recovery. The Emergency Coordinating Committee is responsible for developing and maintaining emergency response and recovery plans for the District. This committee meets every month and is a multidisciplinary group with representation from the RCMP, UVFB, BC Ambulance Service, Coast Guard, Royal Canadian Search and Rescue (RCMSAR), District of Ucluelet (Public Works, Finance, Planning, Recreation), Canadian Rangers, PRNPR, West Coast Inland Search and Rescue (WCISAR), ESS, Yuułuʔiłʔatḥ, ACRD, and volunteers from the public that bring expertise in emergency management.

The committee commenced in 2009 with the original purpose to develop and maintain an emergency plan that ensures an effective strategy to address many possible types of emergencies and disasters for the community of Ucluelet. With a living draft emergency plan in place, the committee is now exercising and improving the plan. The next goal for the committee is to develop a recovery plan.



The Emergency Management department aims to safeguard the wellbeing of residents and visitors through preparation, response, and recovery. This department supports all components of the emergency management system through teammanship, ongoing training, improving resources, and collaborative processes.

Environmental & Emergency Services 2014 Accomplishments

Ucluelet Volunteer Fire Brigade

- Regional resiliency - review, update, support, and develop mutual aid/service agreements:
 - Establish an automatic aid agreement with the District of Tofino
 - Establish a BC Emergency Health Services First Responder agreement
 - Establish a North Island 911 agreement to obtain optimal value services
 - Establish a service agreement for Long Beach Airport
 - Renew the Emergency Management British Columbia (EMBC) Road Rescue Services, Policy Bulletin 05.11 - Reimbursement for Local Government Services and Policy Bulletin 05.13 - Interim Policy Out of Jurisdiction Response by Fire Departments 'Medical Rescues'
 - Take steps towards a fire investigation program - fire investigator arrangement with Port Alberni Fire Department and the RCMP

- Operational Tool Kit:
 - Develop guidelines for first responder calls and response boundaries, update the North Island 911 fire protection and road rescue boundary map, and develop a community hydrant map

- Occupational Health and Safety Program:
 - Complete documentation and records for callouts, training, maintenance schedules, etc.
 - Update forms, resource inventories, and checklists
 - Research and collaborate with ACRD regarding a centralized records management database system for electronic record keeping to enhance the occupational health and safety program

- Fire Prevention and Safety Program:
 - Participate in fire week activities
 - Organize a fire hall annual open house
 - Prepare educational articles and information documents

Environmental & Emergency Services

2014 Accomplishments

Ucluelet Volunteer Fire Brigade

- ☑ Developed a Succession Development Program to advance in-house education training and succession management to ensure effective long-term capacity:
 - Officer training for one Lieutenant
 - Local Assistant Office Fire Commissioner training/certification
 - Training itinerary and delivery schedule for NFPA Level 1 and Level 2
 - Additional training and specialized courses and seminars (e.g., earthquake/tsunami workshop)
 - Steps towards a fire inspection program - fire inspector training outline and recommendations

- ☑ Supported the 5th Vancouver Island Porsche Club conference. Approximately \$10,000 was raised during community events with all proceeds provided to the Brigade's Rescue Fund for safety equipment required for road rescue calls. The Brigade purchased Rescue #2, a Utility Terrain Vehicle (side-by-side) with a MEDLITE Transport skid unit (spine board) with Porsche Club event proceeds from 2013 and 2014.



Environmental & Emergency Services 2014 Accomplishments

Emergency Social Services

- ✔ Prepared to support victims up to 72 hours for Level 1 incidents
- ✔ Bi-monthly meetings, develop leadership contingency, and expand on team morale and recruitment
- ✔ Level 1 and 2 response planning and training - prepare a draft Level 1 and 2 response plan, practice the plan through drills, table top exercises, etc.
- ✔ Training: Introduction to Group Lodging and Managing Walk-in Volunteers
- ✔ Conduct pre-planning to expand on business support for emergency events



Environmental & Emergency Services 2014 Accomplishments



The UVFB took part in the Ice Bucket Challenge on August 26, 2014 after being nominated by Captain John Millar. The challenge resonated with the team. The Brigade hopes the challenge contributed to raising awareness and funds, and empowering people with ALS and their families to live fuller lives through compassion and support.



Ucluelet Welcomes

The Vancouver Island Region Porsche Club of America

Thank You for Your Support, 2009 - 2014



Over \$10,000 raised during the Porsche Club event in 2014; proceeds provided towards to the Brigade's Rescue Fund.

Environmental & Emergency Services

2014 Accomplishments

Emergency Coordinating Committee

- ☑ Develop an Integrated Emergency Communications strategy:
 - Research and install a high frequency single-sideband modulation for the Emergency Operations Centre (HAM radio system)
 - Prepare emergency event notifications, configure educational information for webpages, and establish social media options for conveying emergency messages
 - Research, propose, and plan for an effective internal and external emergency notification system
 - Research and collaborate with the secondary school for an emergency signage reader board
 - Amateur radio training for ECC members and fire responders, information session by a radio consultant, communications drill, and radio practice sessions with HAM radio networks
 - Radio audit with Industry Canada and abide to an Industry Canada Order
 - Support the repeater/communications gear relocation at Mount Ozzard
 - NI 911 radio upgrade

- ☑ Education:
 - Annual Federal and Provincial emergency events (Emergency Preparedness Week, Shake Out, Fire Prevention Week), including the 1st annual full-scale community tsunami evacuation drill
 - Host a local, provincial, and federal earthquake and tsunami forum and present Ucluelet's emergency plan and emergency program
 - Liaise with the media and support public outreach through the delivery of public educational information sessions, displays, and emergency management presentations during community events for government officials, school groups, organizations, citizens, etc.
 - Enhance and develop educational brochures for residents and visitors
 - Expand department webpages to include tsunami evacuation and community safe zone details

- ☑ Regional resiliency:
 - Collaborate with the PRNPR on the Coast Safe Canada Program to improve tsunami response outreach and education through unified regional tsunami signage, mapping, and tools
 - Collaborate and provide a support letter to the ACRD for a regional emergency working group
 - Mid-Island Emergency Coordinator-Manager (MIEMC) committee initiatives and meetings

Environmental & Emergency Services 2014 Accomplishments

Emergency Coordinating Committee

- ☑ Respond to emergency events:
 - Response (evacuation), communications, and follow-up for ammonia leaks at Ucluelet Harbour Seafood
 - Response to earthquake Information Bulletin for the Apr 2014 M 6.6 Port Alice earthquake
- ☑ Prepare a UBCM resolution for a mass casualty medical preparedness plan for remote communities at risk of a subduction zone event that do not have a Vancouver Island Health Authority facility. This resolution was passed.
- ☑ Coordinate EM132 Community Recovery training for the ECC
- ☑ EMBC collaboration:
 - EMBC earthquake consolation meeting and follow-up (summary letter to Chair Mr. Henry Renteria and participate in a supplement meeting with EMBC to ensure comments will be addressed)
 - Update Ucluelet's community profile for EMBC's records
 - Participate with advance planning regarding wildfire activity, mutual aid strategy, and complete an ESS volunteer availability form
 - Review and comment on EMBC's Tsunami Notification Process Plan and address Council's resolution regarding Provincial efforts with tsunami notification
- ☑ Develop a template for the community disaster recovery plan



Environmental & Emergency Services 2014 Work Plan

Ucluelet Volunteer Fire Brigade

- Fire Inspection Program
 - Update 575 fire bylaw
 - Work towards establishing a Fire Prevention (Inspection) Officer by offering the following training: NFPA 1001 (Level 2), NFPA 1021 Fire Officer 1, NFPA 1031 Fire Inspector 1, BC Fire Code , specialized courses (sprinkler, NFPA 96 kitchen inspections)
 - Develop an annual fire inspection procedure/schedule and inspection list for for businesses



Environmental & Emergency Services 2015 Work Plan



Chief Eeftink



Environmental & Emergency Services

2015 Work Plan

Emergency Coordinating Committee

- Integrated Emergency Communications strategy:
 - Develop an emergency communication plan
 - Prepare emergency event notifications and draft declarations for a state of local emergency
 - Implement an internal and external emergency notification system
 - Develop a protocol and partnership agreement for the reader board at the secondary school
 - Coordinate amateur radio training/information session for the ECC and fire responders, and conduct regular testing of the high frequency single-sideband modulation (HAM radio system)

- Education:
 - Conduct annual Federal and Provincial events (Tsunami Ready Week, Emergency Preparedness Week, ShakeOut), including Ucluelet's 2nd annual full-scale community tsunami evacuation drill, public educational info sessions and displays, and host an Open House
 - Enhance the earthquake/tsunami educational brochure for the community
 - Support residents with neighbourhood emergency programs

- Training:
 - Elected Officials training
 - Coordinate EM712 Operations Level 3 EMBC/ JIBC emergency management course for the ECC
 - Attain EMBC/JIBC courses: EM110 Intro to Emergency Management, EM130 Developing Personal Preparedness Programs, EM139 Developing Emergency Management Plan, EM150 Introduction to EM Exercise Design, EM151 Developing & Conducting Discussion-Based Exercises, EM180 Applied EOC training, and EM714 Level 3 Logistics
 - Coordinate Rapid Damage Assessment training for the ECC, first responders, and contractors
 - Participate and present at EMBC webinars

- Respond to emergency events safely, efficiently, and effectively
 - Jan 7, 2015 Tofino earthquake response/communications and debrief



Environmental & Emergency Services 2015 Work Plan

Emergency Coordinating Committee

- Mitigation and preparedness - Emergency Coordinating Committee and EOC:
 - Prepare an information manual on how to operate an EOC for substitute emergency coordinators
 - Prepare emergency message/alert templates for different emergency events
 - Develop an ammonia leak evacuation procedure
 - Develop a draft community disaster recovery plan



BC Ambulance Unit Chief



Debriefing after 1st Annual Community Evacuation Drill



Environmental & Emergency Services 2015 Work Plan



**Ucluelet Elementary School Earthquake Evacuation and Controlled Release of Students
- Emergency Preparedness Week -**



Environmental & Emergency Services 2015 Work Plan

Emergency Preparedness Week



UCLUELET
Life on the Edge...

EXPLORE STAY COMMUNITY

TEST EVENT IN PROGRESS

If you felt an earthquake move to high ground "20 meters in 20 minutes"

- Health & Community Services
- Health & Community Services
- Emergency Management District Council

Welcome to Ucluelet, British Columbia

The Resort Municipality of Ucluelet is situated on the edge of the Wild Pacific Ocean. It offers visitors and residents the opportunity to live in and explore one of the most pristine coastlines. A true west coast working harbour, Ucluelet is a place rich in tradition and natural beauty.



Environmental & Emergency Services Community Profile

Captain Alan Anderson - Fire Brigade

Alan Anderson has volunteered with Ucluelet's Fire Brigade team since April 1, 2010. His commitment as an active volunteer Lieutenant for the past 2.5 years and dedication towards advanced training has qualified his new ranking as a Captain. This advancement is a significant achievement for the Fire Brigade and the community of Ucluelet. Over the last year, Captain Anderson has also served Ucluelet's Emergency Coordinating Committee.



Over the years as an active volunteer member and Lieutenant, Captain Anderson has shown exceptional direction and teamwork towards fellow Officers and brigade members. Whether it is taking a leadership role as Incident Commander during emergency calls or coordinating countless community events, Captain Anderson has rapidly built on the success of the Brigade. His ongoing commitment to achieve higher education, completing Fire Officer training, and to share his knowledge with brigade members through exercises and training has helped to instill the necessary skills required to ensure the Fire Brigade works as an efficient and effective unit during emergency calls. His willingness to learn, take action at any hour, progress, and work as a team member has helped to make the Brigade one of the most elite volunteer fire departments in British Columbia. The community of Ucluelet and surrounding area would not be as safeguarded without his leadership.



The District of Ucluelet is very thankful for Captain Anderson's ongoing loyalty and leadership throughout the years, as well as, his wife Leslie Anderson for her considerable support and commitment towards the Ucluelet Volunteer Fire Brigade, Emergency Social Services, and the community of Ucluelet.

Environmental & Emergency Services

Environmental Management Overview

Ucluelet is located in a biologically rich and diverse region with ecosystems of a sensitive nature. The Environment Department was established in March 2012 to assist the Emergency, Planning, Public Works, and Recreation Departments with programs associated with the maintenance or improvement of natural ecosystems. In an effort to protect and preserve our unique marine environment, urban forests, and green spaces, the Environment Department will initiate 'green initiatives' through initiative concepts, ecological objectives, and collaborative processes. Sustainable solutions and adaptation strategies for climate change mitigation are key areas of focus for the Environment Department.

In March 2012, the Environment Department established a Marine Debris Program as there was a high level of uncertainty on the quantity and movement of Japanese Tsunami Marine Debris (JTMD) following the Great Eastern Japan Earthquake. Monitoring the approximate 1.5 million tons of floating material in the Pacific is not a easy task, as wind and ocean currents greatly disperse materials leaving satellite tracking ineffective. Based on forecasts, the peak of the debris was anticipated to arrive in waters off Alaska to California in 2014, and is expected to trickle in for five years.

The Environment Department is working with local, provincial, federal and international partners to collect data, assess the debris, and reduce possible impacts to our natural resources and coastal communities. This local initiative has been recognized as a program that can serve as a model for other local government planning. Ucluelet's Marine Debris Program is adaptive to the JTMD situation as it evolves, and the response and recovery plan will act as a template for Ucluelet's Community Disaster Recovery Plan.



Environmental & Emergency Services

2014 Accomplishments

Marine Debris Program

- ☑ Ucluelet's Marine Debris Program to address JTMD consists of the following:
 - NOAA Marine Debris Monitoring Assessment Project (monthly inventory with students, analysis, reporting)
 - Debris removal projects with a variety of partner agencies e.g., Japan Love, Great Canadian Shoreline Program, PRNPR and specialized cleanup teams
 - Collection and analysis of Japanese architecture
 - Biofouling species reporting for the National Science Foundation (NSF) Rapid Response Research program
 - Response and recovery plan (disposing/recycling/reusing of debris items)
 - Communications plan and public cooperation through marine debris reporting and long-term awareness
- ☑ Complete a detailed inventory of collected probable Japanese marine species. Preserved and shipped biofouling species to Oregon State University and the Department of Fisheries and Oceans for tissue and shell sampling, genetic and isotope analysis, and endosymbionts.
- ☑ Collect, analyse, and inventory Japanese architecture. Information was shared and acclaimed by scientists on west coast US states, government officials, and the Japanese government and organizations.
- ☑ Collaborate with the Provincial and Federal Japanese Tsunami Debris Coordinating Committee
- ☑ Awarded \$81,538 in debris cleanup funds from the \$1 million grant that was graciously provided by the Japan government
- ☑ Coordinate a debris removal project in the Broken Group Islands for 70 students from the International Volunteer University Student Association in Japan and host a 3rd anniversary memorial event
- ☑ JTMD artifact display at the Maritime Museum in Victoria
- ☑ Return a confirmed JTMD item to Japan

Environmental & Emergency Services 2014 Accomplishments

Marine Debris Program

- ☑ Coordinate debris removal projects in the Broken Group Islands for aquatic invasive species scientist, the Vancouver Aquarium, and volunteers
- ☑ Presented Ucluelet's Marine Debris Program at the following forums:
 - Japan Tsunami Marine Debris Summary Meeting with the NOAA in Seattle, WA - May 13, 2014
 - Maritime Museum in Victoria, BC - July 26, 2014
 - Japanese Environmental Action Network Symposium at the Vancouver Aquarium - October 1, 2014
 - Japanese Environmental Action Network Symposium in Japan - November 9, 2014
 - Emergency Preparedness and Business Continuity Conference in Vancouver - November 19, 2014



Environmental & Emergency Services 2014 Accomplishments



Marine Debris Program

Environmental & Emergency Services 2014 Accomplishments



- A. *Fishing buoy located in a tree near Ishinomaki, Miyagi, Japan in November 2014*
- B. *IVUSA Student in the Broken Group Islands, Ucluelet*
- C. *Memorial at the Sendai Airport in Japan to mark the time of the Great Eastern Japan Earthquake*

Environmental & Emergency Services

2015 Work Plan

Marine Debris Program

- Continue with Ucluelet's Marine Debris Program to address JTMD:
 - NOAA Marine Debris Monitoring Assessment (monthly inventory with students, analysis, reporting)
 - Debris removal projects for the Ucluelet & Barkley Sound Shoreline Cleanup Program
 - Public education, citizen involvement, and present the program to interest groups and organizations (e.g., Pacific Rim Whale Festival) and continue with positive media relations
 - Work with the Japan Consulate to return confirmed items to Japan
 - Provide JTMD artifacts for museum exhibits (e.g., Vancouver Aquarium)
 - Prepare a summary report to the Ministry of Environment for their audit review (detailed accounting, description of work completed, metric achievements, partners involved, etc.) after completing this program



Environmental & Emergency Services 2015 Work Plan

Environment Program

- Research electric car stations and develop steps for installation of a new station



Environmental & Emergency Services Community Profile

David Payne - Emergency Coordinating Committee

Dave Payne has served Ucluelet's Emergency Coordinating Committee since 2004 and has specialized in communications for the Emergency Operations Centre. During this time, Mr. Payne has provided leadership in emergency management through communications support, attending regional workshops, incident response effectiveness for onsite communications management, leading communication drills and exercises, and community involvement. Mr. Payne also supports the Emergency Coordinating Committee through communication equipment recommendations, programming, inventories, installs, testing, and technical support. As a Mid-Island Emergency Radio Coordinator, Mr. Payne is actively involved with fellow radio operators to ensure effective delivery of emergency radio communications to Vancouver Island communities.

Mr. Payne obtains the Amateur Radio Operator Certificate and Restricted Operator Certificate - Marine Commercial. These certifications provide authorization to operate amateur radio apparatus in the amateur radio service and Very High Frequency (VHF) equipment. In 2014, Mr. Payne was instrumental with the acquisition and installment of a High Frequency (HF) Radio Internet Protocol (RoIP) technology for transmitting radio communication signals. RoIP provides the same performance as enhanced radio communication but uses a digital Internet Protocol (IP) network to enable communication and connection between two or more analog radio devices or radio networks. RoIP technology is driven by the need to span large geographic areas and the desire to provide more reliable links in radio systems. This technology allows for sending radio messages over the internet. Ucluelet is the first community in British Columbia to obtain this level of technology, which will support communications during emergency events during power outages or if telephone towers are down.

When Mr. Payne is not supporting the Emergency Coordinating Committee, he is actively involved as the Patrol Commander for the Canadian Rangers and as the Deputy Unit Leader for the RCMSAR. In 2014, Mr. Payne supported a moderate scale ammonia leak through effective incident command during the evacuation of Ucluelet's harbour. Mr. Payne has also supported Ucluelet's Marine Debris Program over the last few years by ensuring shoreline cleanup teams had appropriate communication equipment.

Mr. Payne has enhanced Ucluelet's Emergency Committee and the community of Ucluelet. The District of Ucluelet is very thankful for Mr. Payne's contributions and ongoing loyalty throughout the years.



Planning, Bylaw, & Building Services Department Overview

PLANNING

The Planning Department provides professional and technical advice to Council on current and future uses of land in the District and on issues concerning housing, the environment, culture and heritage preservation, transportation, tourism, harbour and managed water uses, and socio-economic policies. Planning is responsible for the administration of zoning, land use and development applications. Community planning, parks and trail network systems, streamside protection, and long term visions such as the Official Community Plan (OCP) all help to guide the yearly work plans and objectives of this Department.



The principle functions of the Planning Department are:

- ✦ Prepare land use plans and policies
- ✦ Serve the community by responding to a wide range of inquiries and applications related to the use and development of land
- ✦ Process development permits, board of variance referrals, and rezoning and subdivision applications
- ✦ Represent the District at Council meetings, attend affordable housing committee meetings, and other Council appointed committees as required
- ✦ Administer land use bylaws, standards and policies while being familiar with legislation and other approving agency jurisdictions
- ✦ Review applications in accordance with community vision expressed in the Official Community Plan
- ✦ Provide public education of planning processes and opportunity for meaningful public consultation

Planning, Bylaw, & Building Services Department Overview

BUILDING, LICENSE and BYLAW ENFORCEMENT

This division of the Department maintains the quality of life for the District of Ucluelet's citizens by ensuring safety through compliance with established building codes and community adopted bylaws. This division also receives and processes complaints and coordinates the bylaw enforcement activities for the District.

The principle functions of this division are:

- ✚ Process building and sign permits, conduct license inspections, and process bylaw complaints
- ✚ Conduct building permit inspections in accordance with the BCBC, Building Bylaw and other related applicable bylaws or safety codes
- ✚ Provide public education and respond to inquiries related to building, license and relevant bylaws



Planning, Bylaw, & Building Services 2014 Strategic Plan Accomplishments



The preparation of an Annual Report provides the opportunity to stop and reflect over the past year. With a sense of accomplishment we are able to see the results of civic engagement, involvement and collaborative efforts in the achievement of the past year's Strategic Plan. The valuable input of our community members, business leaders and a dedicated staff and Council

have once again been reflected in the successful accomplishments of the Department's 2014 Strategic Plan. The following highlights are only a few of the many successes and learning opportunities afforded this small department's team. We look forward to providing continued excellence in providing service to our community and building a strong base for future sustainable programmes, services and clarity for developers, land owners, businesses and those who express an interest in our livable community.

- ✦ Completed the Building Bylaw core review - *Final Adoption in 2014*
- ✦ Completed the Board of Variance Bylaw Review - *Final Adoption in 2014*
- ✦ Completed the Zoning Bylaw Review - *Final Adoption in 2014*
- ✦ Reviewed the Development Approval Bylaw and created the first draft
- ✦ Complete the mini park designs for 'end of road' locations and waterfront view access points
- ✦ Updated the form and function of the District's web portal, www.Ucluelet.ca
- ✦ Implemented a public access layer to the District's GIS system

Planning, Bylaw, & Building Services 2014 Strategic Plan Accomplishments

- + Completed the digitation of Building Permit data
- + Continued the support of Friday Night Market in Village Square
- + Provided mapping, graphic skills, project management and team support for Finance, Public Works and Recreation Department on the many team projects
- + Received and processed 39 Building Permit applications, 4 Development Permit applications, 5 Rezoning applications, and 5 Board of Variance applications



Building the future, together.

Planning, Bylaw, & Building Services Permit Statistics

Building Permits

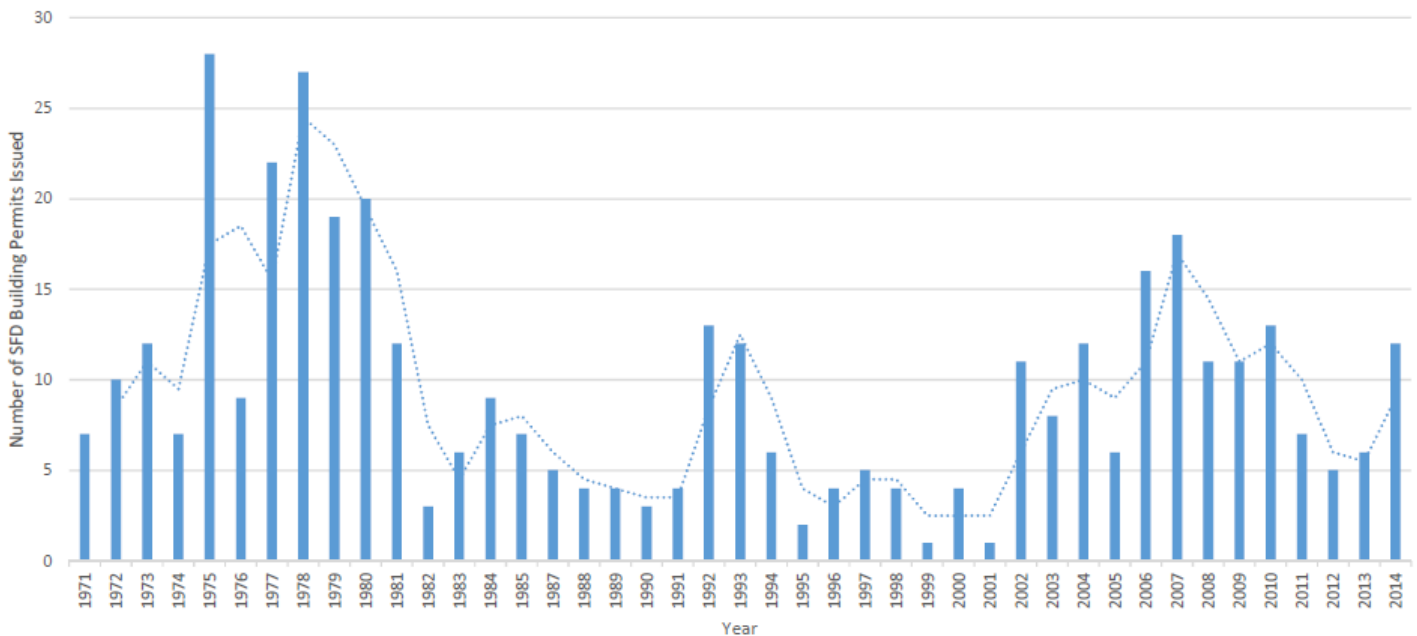
Number of Permits Issued and Total Value of Work by Building Type

Year 2014
Permit Status (All)

Row Labels	Number of Permits	Sum of Value of Work	Sum of Permit Fee Due
Commercial	11	\$ 1,425,711.66	\$ 10,483.68
Demolition	2	\$ -	\$ 70.00
Institutional	1	\$ 23,030.00	\$ 204.21
Residential	22	\$ 2,827,141.40	\$ 35,556.71
See comment	1	\$ -	\$ 750.00
Excavation	2	\$ -	\$ 100.00
Grand Total	39	\$ 4,275,883.06	\$ 47,164.60



Number of SFD Permits Issued by Year



Year

Planning, Bylaw, & Building Services 2015 Strategic Plan - Opportunities

As we move forward into 2015 we continue to build upon the successes of the past year(s). Much has been done in the past few years to ensure that we can indeed 'build' with a sure foundation; bylaws which are current, fees and processes which are relevant and sound, good communication and community relationships and ensuring that all is viewed through our Community Vision expressed in the Official Community Plan. With this in mind and in keeping with the District's Vision, Values and Mission statements the Planning, Bylaw and Building Services Department continues to review departmental bylaws, fees, and procedural bylaws. We continue to provide increased accuracy in our updated GIS system and have moved towards electronic filing and storage of building and development approvals. Staff continue to support public engagement and strive to provide a high level of service. The feedback from the development community indicates that we are well on our way.

Further objectives and plans for 2015 are:

- ✦ Review and implement the Development Approval Procedures Bylaw No. 1164, 2014
- ✦ Prepare the ground work for an Official Community Plan Review in 2016
- ✦ Develop and implement the Fees and Charges Bylaw
- ✦ Continue the core review of the Sign Bylaw, start the public consultation and implementation process
- ✦ Continue the organization and digitization of past developments
- ✦ Continue the development of internal systems to improve file tracking and access
- ✦ Review the use of LED street lighting and the possible implementation of LED lighting within Ucluelet existing neighborhoods. Explore adding a requirement for all new developments to install LED street lighting to the Subdivision Control Bylaw
- ✦ Review Ucluelet's street network, develop strategies to improve safety and the enhancement of the pedestrian experience. Research funding sources, grants and partnerships
- ✦ Research the procurement of an airborne *Light Detection and Ranging* (LiDAR) scan of the District of Ucluelet. LiDAR is a proven approach to creating fast and accurate terrain models and three dimensional set of points



Planning, Bylaw, & Building Services 2015 Strategic Plan - Opportunities

- ✦ Review Housing Policies and develop objectives and projects for the Affordable Housing Committee
- ✦ Initiate work on the Development Cost Charge Bylaw review and other miscellaneous bylaws
- ✦ Pursue hosting a 'Building Code Workshop' for community developers by Provincial representatives
- ✦ Continue to work with and encourage Ukee Friday Night Market in establishing a sense of community place in the Village Green
- ✦ Continue to build upon our desire to promote good communication, clarity of process and procedures, accuracy and surety in documentation and to provide excellence in service to both our citizens and neighbours of Ucluelet as well as to the development community



Public Works Department Overview

Building a community.



Public Works Department Overview

The Ucluelet Public Works department is comprised of a team of highly skilled people who are on call 24/7, 365 days a year, to ensure the community infrastructure is in good working order to enhance the community's health, safety, and overall quality of life. In addition to daily infrastructure, facility maintenance, and long-term infrastructure planning, the Public Works department takes on a number of key projects each year.

Key responsibilities of Ucluelet's Public Works staff includes:

- 24/7/365 response to any issues with community infrastructure and facilities
- Plans for enhancing efficiencies and replacement of infrastructure over time, for example, SCADA* & Bay Street Water Treatment Plant upgrade
- Monthly inspection of facilities, playgrounds and key infrastructure
- Record keeping of municipal infrastructure and facilities
- Staff training on an ongoing basis of water and sewer systems and grounds maintenance
- Maintenance of sewer system to meet National and Provincial standards, including treatment, transport and pump maintenance
- Maintenance of water system to Provincial standards, including purification and transport
- Maintenance of municipal roads and sidewalks, the Wild Pacific Trail, signage, grounds, facilities, parks, public washrooms and public garbage containers
- Conducting set-up, maintenance, and takedown for special events, for example: Ukee days and Canada Day



* SCADA - stands for *supervisory control and data acquisition*. For Ucluelet the SCADA system is a computer system that monitors and controls water/reservoir infrastructure.

Public Works 2014 Accomplishments



Public Works 2014 Accomplishments

- ☑ **Town Hall Meeting:** A town hall meeting was held at the Ucluelet Community Centre to discuss the community's water systems. The meeting was conducted by Mayor, Council and Staff which provided information on the past, present and future of the two systems. The meeting also gave some insight to water quality parameters and objectives implemented by the Province.
- ☑ **4321 Mercantile Water Source:** This upgrade provides a safe supply of drinking water for the community.
- ☑ **Water Pigging of the Main Transmission Line:** The pigging of the main line along the highway as well as a section of water main along Marine Drive.
- ☑ **Well replacement:** Well replacement for well #1. A new submersible pump and motor was installed able to produce approximately 350 gallons per minute.
- ☑ **Water Conservation Plan:** Plan looks at consumption for the last 15 years and provides recommendations for improvements and direction towards water conservation for future needs.
- ☑ **Boat Launch:** Staff installed a memorial sign at the boat launch and designed a garden area which provided a bench and native-type planting. A ramp extension was added to the top end of the launch.
- ☑ **Canoe Log Sign:** A traditional starting of a canoe carved in a log was placed at the Chamber site along Peninsula Road. History and informational signage was installed.



Public Works 2014 Accomplishments

- ☑ **Fraser Lane Retaining Wall:** The retaining wall along Fraser Lane was damaged by vehicle traffic. The wall provides a buffer between vehicle traffic and the playground situated on Fraser Lane at the Municipal Hall. Staff created a new design which calls for a rounded retaining wall to help with the vehicle traffic movement. The new design increased the road width to provide a safer pass for the commercial vehicle users, an increase in wall thickness for a stronger safety barrier between the traffic and playground, and staff brushed out the gardens to improve visibility.
- ☑ **ICBC Report:** Gateway signage - Peninsula Road installation of 4 gateway signs and sign changes to other signs in the area. This has decreased signage and confusion within the school zone area and has enforced 30km/h down to dusk .
- ☑ **Norah Street sewer:** Norah Street sewer infrastructure is complete. A new 150mm sanitary sewer main was installed to replace the existing collapsed line and a new 150mm sewer main was extended 20 meters up Norah Street to accommodate flows for future needs.
- ☑ **Speed Readers:** Speed readers have been installed along Peninsula Road between the school zones. The speed readers came as a recommendation from ICBC and a working group which consisted of Council, Staff, PAC members, School District 70 representatives and the RCMP.



Public Works 2015 Work Plan

In 2015, the Public Works Department will endeavour to:

- ◆ Implement a core review on departmental staff to identify their strengths and weaknesses so that they can be provided with proper direction and training
- ◆ Continue with OH&S training
- ◆ Standard First Aid re-certification for all crew members
- ◆ Traffic Control certification for all crew members
- ◆ Certification of public works in water and wastewater field

Public Works is committed to providing the following services for the citizens of Ucluelet now and into the future:

- ◆ Continue providing safe drinking water in a reliable and cost effective manner and look for foreseeable quality improvements
- ◆ Provide support and assistance to all departments
- ◆ Continue with the implemented capital works plan and try to meet and exceed target budgets provided to projects
- ◆ Carry on with preventative maintenance programs to ensure public infrastructure is maintained and look for immediate and long term solutions for better efficiencies
- ◆ Work with developers and their agents, engineers and contractors to ensure their construction and design is in compliance with District standards, regulations and requirements re: new sub-division bylaw
- ◆ Provide 24 hour emergency services and timely response to emergency needs and plan for upgrades and improvements to help assist re: axillary power at all our high output lift stations

The Public Works department's key responsibilities include:

- | | |
|--|--|
| <input type="checkbox"/> Water Master Plan | <input type="checkbox"/> Paving |
| <input type="checkbox"/> Well #4 upgrade | <input type="checkbox"/> Sidewalk repairs |
| <input type="checkbox"/> Pilot testing | <input type="checkbox"/> Bay street lift station |
| <input type="checkbox"/> Clean/Repair Matterson and the Highway Reservoirs | <input type="checkbox"/> He-Tin-Kis walkway |
| <input type="checkbox"/> Little Beach improvements | <input type="checkbox"/> Boat Launch |
| <input type="checkbox"/> BMX Track | <input type="checkbox"/> Beautification |

District of Ucluelet Annual Report 2014

Auditor's Report



KPMG LLP
Chartered Accountants
St. Andrew's Square II
800-730 View Street
Victoria BC V8W 3Y7
Canada

Telephone (250) 480-3500
Fax (250) 480-3539
Internet www.kpmg.ca

INDEPENDENT AUDITORS' REPORT

To the Mayor and Councillors of The District of Ucluelet

We have audited the accompanying consolidated financial statements of The District of Ucluelet, which comprise the consolidated statement of financial position as at December 31, 2014, the consolidated statements of operations, change in net financial assets and cash flows for the year then ended, and notes, comprising a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

District of Ucluelet Annual Report 2014

Auditor's Report

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on our judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the consolidated financial statements present fairly, in all material respects, the consolidated financial position of The District of Ucluelet as at December 31, 2014, and its consolidated results of operations, its consolidated changes in net financial assets and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

KPMG LLP

Chartered Accountants

District of Ucluelet Annual Report 2014

Financial Reporting Responsibilities

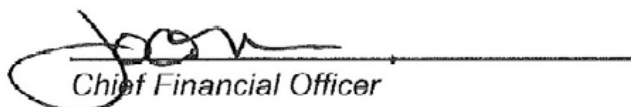
The accompanying consolidated financial statements of the District of Ucluelet (the "District") are the responsibility of management and have been prepared in compliance with applicable legislation, and in accordance with generally accepted accounting standards for local governments as established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. A summary of the significant accounting policies are described in note 1 to the consolidated financial statements. The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The District's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the financial statements. These systems are monitored and evaluated by management.

Mayor and Council meet with management and the external auditors to review the consolidated financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the consolidated financial statements.

The consolidated financial statements have been audited by KPMG LLP, independent external auditors appointed by the District. The accompanying Independent Auditors' Report outlines their responsibilities, the scope of their examination and their opinion on the District's financial statements.

On behalf of the District of Ucluelet ,


Chief Financial Officer