

AGENDA

REGULAR MEETING OF COUNCIL

Tuesday, July 14, 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, July 14, 2015

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

AGENDA

1. **CALL TO ORDER**
2. **ADOPTION OF MINUTES**
 - 2.1. **June 18, 2015 Special Council Minutes** p.7
 - 2.2. **June 23, 2015 Regular Council Minutes** p.9
3. **MAYOR'S ANNOUNCEMENTS**
4. **PUBLIC INPUT, DELEGATIONS & PETITIONS**
5. **CORRESPONDENCE**
 - 5.1. **Request re: Mobile Business Licenses Program** p.15
Darby Cameron, Ministry of Jobs, Tourism and Skills Training
 - 5.2. **License Agreement re: CBC Radio One Change of Facilities** p.17
Jason Coleman, CBC/Radio-Canada
 - 5.3. **Proposed Recommendations from Ucluelet Aquarium Society**
Recommendation 1:
THAT Council appoint a Council liaison to the Ucluelet Aquarium Society board.

Recommendation 2:
THAT future agreements entered into between the District of Ucluelet and the Ucluelet Aquarium Society include a reference to the Council-appointed liaison.
6. **INFORMATION ITEMS**
 - 6.1. **Invitation to 10th China-Northeast Asia Expo** p.27
Canada-China Federation of Entrepreneurs
 - 6.2. **Invitation to 2nd Annual Resource Breakfast Services at UBCM** p.31
C3 Alliance Corporation
 - 6.3. **Invitation to Nominate for the 2015 Community Recognition Awards** p.33
Canadian Wood Council
 - 6.4. **Clayoquot Biosphere Trust Society's 2014 Annual Report** p.37
Clayoquot Biosphere Trust Society

- | | |
|--|-------------|
| 6.5. Request to Rescind Order in Council No. 148
Peace River Regional District | p.41 |
| 6.6. Follow-up re: Postal Service in Ucluelet
Canada Post | p.45 |
| 6.7. Thank-you to District of Ucluelet Parks and Recreation
Various | p.49 |

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-12/15
Jeanette O'Connor, Chief Financial Officer | p.51 |
| 8.2. | Adoption of District of Ucluelet Policies and Resolution to Repeal
Morgan Dossdall, Deputy Municipal Clerk | p.57 |
| 8.3. | Quarterly Managers' Report for Second Quarter, 2015
District of Ucluelet Staff | p.93 |
| 8.4. | Quarterly Motion Report for Second Quarter, 2015
District of Ucluelet Staff | p.99 |
| 8.5. | Business Walk Survey Report
Morgan Dossdall, Deputy Municipal Clerk | p.107 |
| 8.6. | Ukee Days Noise Bylaw Exemption and Road Closure
Abby Fortune, Director of Parks and Recreation | p.115 |
| 8.7. | Wild Pacific Trail Lighthouse Loop Project
Abby Fortune, Director of Parks and Recreation | p.117 |
| 8.8. | Endorsement and Integration of LED Technology in the District of Ucluelet
John Towgood, Planner I | p.121 |
| 8.9. | Alleviation of Congestion at Fish Cleaning Station in Small Craft Harbour
Kevin Cortes, Harbour Manager | p.129 |

9. LEGISLATION

- | | | |
|------|---|-------|
| 9.1. | Development Procedures Bylaw Report
John Towgood, Planner I | p.131 |
| 9.2. | Development Approval Procedures Bylaw No. 1164, 2015 | p.133 |
| 9.3. | Zoning Text Amendment Bylaw Report
John Towgood, Planner I | p.145 |
| 9.4. | Zoning Amendment Bylaw No. 1183, 2015 | p.153 |
| 9.5. | Water Restriction Implementation and Fine Schedule Report
Morgan Dossdall, Deputy Municipal Clerk | p.155 |
| 9.6. | Waterworks Amendment Bylaw No. 1184, 2015 | p.157 |

10. NEW BUSINESS

11. QUESTION PERIOD

12. CLOSED SESSION

Procedural Motion to Move In-Camera:

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

13. ADJOURNMENT

DISTRICT OF UCLUELET
 MINUTES OF THE SPECIAL COUNCIL MEETING
 HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE
JUNE 18, 2015 AT 7:30 PM

Present: **Chair:** Councillor McEwen
 Council: Councillors Oliwa and Noel
 Staff: Andrew Yeates, Chief Administrative Officer;
 Jeanette O'Connor, Chief Financial Officer;
 Morgan Dodsall, Recording Secretary

1. CALL TO ORDER:

Acting Mayor McEwen called the meeting to order at 7:30 pm

2. ADOPTION OF MINUTES:

None

3. PUBLIC INPUT, DELEGATIONS & PETITIONS:

Delegations

- ❖ Council received a verbal presentation from KPMG Auditor Lenora Lee of the District of Ucluelet's 2014 Audited Financial Statements

4. CORRESPONDENCE:

None

5. INFORMATION ITEMS:

None

6. REPORTS:

6.1 2014 Audited Financial Statements

Jeanette O'Connor, Chief Financial Officer

2015-167

It was moved by Councillor Noel and seconded by Councillor Oliwa

THAT Council receive and accept the 2014 Audited Financial Statements for the District of Ucluelet.

CARRIED

7. LEGISLATION:

None

8. NEW BUSINESS:

2015-168

It was moved by Councillor Noel and seconded by Councillor Oliwa

THAT Council write a letter to the Department of Fisheries and Oceans in support of local fish processors and in opposition to the increase in Joint Venture factory ships.

CARRIED

9. QUESTION PERIOD:

10. CLOSED SESSION:

11. ADJOURNMENT:

Acting Mayor McEwen adjourned the special council meeting at 8:20 pm.

CERTIFIED CORRECT: Minutes of the Special Council Meeting held on Thursday, June 23, 2015 at 7:30 pm in the George Fraser Community Room, 500 Matterson Road, Ucluelet, BC.

Marilyn McEwen
Acting Mayor

Andrew Yeates
CAO

6. INFORMATION ITEMS:

2015-171 It was moved by Councillor McEwen and seconded by Councillor Noel
THAT Council receive information items 6.1 and 6.2 as a block.

CARRIED

6.1 Migration of CBC Radio One Service to FM Canadian Broadcasting Corporation

2015-172 It was moved by Councillor Noel and seconded by Councillor McEwen
*THAT Council pursue a lease agreement with the CBC for conversion of their
radio service from AM to FM
AND THAT the lease be brought forward prior to sign off.*

CARRIED

6.2 Shrimp Trawl Fishery and By-Catch Reduction Lights Pacific Coast Shrimpers Cooperative Association

7. COUNCIL COMMITTEE REPORTS:

7.1 Councillor Mole

Food Bank on the Edge

- AGM held June 16; elected same executive board as before, with Chris Martin as chair
- Work on new roof had begun

Coastal Family Resource Coalition

- Held AGM last week, no updates yet

Other Reports

- Van Isle 360 and Edge to Edge Marathon events went really well, volunteers did a great job

7.2 Councillor McEwen

Ucluelet & Area Historical Society

- Received the binnacle from Amphitrite Lighthouse, which is currently on temporary display in lobby of District Office

Vancouver Island Regional Library

- Board meeting held June 20 in Nanaimo; received delegation from CUPE on loss of staff benefits, as hours were dropped in larger facilities in order to raise hours in smaller ones; 4 staff people would lose their benefits with the change; board is continuing with the program but will look for ways to get hours up

7.3 Councillor Noel

Central West Coast Forest Society

- AGM announced for July 16

Ucluelet Chamber of Commerce

- Edge to Edge Marathon had 418 registrants, slightly less than actually ran
- Van Isle 360 had 417 participants for their dinner, good turnout
- Want to officially congratulate volunteers for their work on these events

7.4 Councillor Oliwa

Harbour Advisory Committee

- Had great attendance at June 10 meeting; Rich Parlee was re-elected as chair;
- Received a delegation from sportsfishing group who presented statistics on economic benefits of their business; also expressed interest in speaking to new rates after the fees and charges review is brought forward

Aquarium Board

- Met this evening; Council has invited Laura, Aquarium manager, to speak at a regular Council meeting on the Aquarium's successes and statistics
- Aquarium has lots of educational programs running; currently looking at a funding proposal to run educational component in schools again to encourage interest in marine biology, as many students work at Aquarium; are receiving international interest in their facility and programs

Seaview Seniors Housing Society

- Abby Fortune attended last meeting to speak to age friendly component happening in community; focus is on accessibility; Council will receive formal report at July 14 regular meeting

7.5 Mayor St. Jacques

Alberni-Clayoquot Regional District

- Last meeting held June 10 in Tofino; also toured the landfill, which is visually looking good; had tour of airport to see new facilities, airport is also doing well; next year's tour will be in Ucluelet
- Attended Seafood Expo in Courtenay on behalf of ACRD; guest speaker was the Norwegian Ambassador, who spoke to thin fish and shellfish farming; farmed salmon is Norway's third largest export; they use no antibiotics in their farming (whereas in Canada we use 30g per tonne of salmon); currently looking into closed system salmon farming on the ocean
- DFO spoke to wild salmon, with pink and chum being two most abundant species (and yet both have small markets); Canada produces 3 times more farmed salmon than wild salmon caught; wild salmon is in decline; warm water is starting to bring in mackerel, and warm 2014 winter is the cause of current El Niño; wild fishery and farmed fishery are working together to promote salmon, which has improved market prices; farmed salmon prices have dropped due to better technology and is a significant industry
- Bryan Rydell from Pacific Salmon Foundation is undertaking a study in the Salish Sea to determine why salmon numbers are in decline; project budget is \$10M, with \$2M contributed from federal government and rest from foundations and donations; Salish Sea is the healthiest inland sea in the world

DFO Fisheries Committees for Groundfish & Hake

- Russian embargo has killed market for hake and local processing plant is concerned; possible foreign ship to come in if hake consortium can locate one, might be here as early as August

Other Reports

- Solid Waste Management Plan committee met last week; joint concluded that collection of organics for composting is not affordable for community of this size; group is still working on the cardboard issue; discussion on cost of the landfill and how small community can afford it, particularly during tourism season (as tourists are major landfill contributors)

2015-173 It was moved by Councillor Mole and seconded by Councillor Oliwa
THAT Council receive all committee reports. **CARRIED**

8. REPORTS:

8.1 Expenditure Voucher G-11/15
Jeanette O'Connor, Chief Financial Officer

2015-174 It was moved by Councillor Oliwa and seconded by Councillor McEwen
THAT Council receive Expenditure Voucher G-11/15. **CARRIED**

8.2 Adoption of District of Ucluelet Policies and Resolution to Repeal
Morgan Dosdall, Deputy Municipal Clerk

2015-175 It was moved by Councillor Oliwa and seconded by Councillor Noel
THAT Council receive report item 8.2 "Adoption of District of Ucluelet Policies and Resolution to Repeal" for information to allow the public time to review and provide comment;
AND THAT this report be brought forward again at the July 14 Regular Meeting. **CARRIED**

8.3 Policies re: Waiver of Fees and Charges
Morgan Dosdall, Deputy Municipal Clerk

2015-176 It was moved by Councillor Oliwa and seconded by Councillor Noel
THAT Council approve recommendation 2 of report item 8.3 "Policies re: Waiver of Fees and Charges", which states:
2. THAT Council hereby adopt and bring into effect Policy No. 15-7900-1, Fee Structure for Facility Use. **CARRIED**

- ❖ Mayor St. Jacques clarified that the policy is to remain in effect for one year only, and that staff are to bring forward a report on the implementation of the policy after it expires

8.4 Sign Variance Permit for Lot 8, VIP1686, District Lot 09 – 286 Main Street
John Towgood, Planner I

2015-177 It was moved by Councillor Oliwa and seconded by Councillor Mole
THAT Council approve recommendation 1 of report item 8.4 “Sign Variance Permit for Lot 8, VIP1686, District 09 (286 Main Street)”, which states:
1. *THAT a sign variance be issued for the above referenced property to allow a freestanding sign to be built 0.5m above the maximum allowable height of 3.5m.*

CARRIED

8.5 Presentation of the 2014 Draft Annual Report for Consideration
District of Ucluelet Staff

2015-178 It was moved by Councillor Mole and seconded by Councillor McEwen
THAT Council receive the 2014 Annual Report.

CARRIED

- ❖ Council requested that staff update the photographs on pg. 80 “Message from the CAO” and pg. 88 “2015 Work Plan”

9. LEGISLATION:

None

10. NEW BUSINESS:

2015-179 It was moved by Councillor Noel and seconded by Councillor McEwen
THAT staff notify BC Hydro and ask them to correct lighting along Bay Street, Odyssey Lane, and Coast Guard Road that are on staying on during that day, in an effort to be more energy conscious and reduce lighting costs.

CARRIED

11. QUESTION PERIOD:

12. CLOSED SESSION:

13. ADJOURNMENT:

Mayor St. Jacques adjourned the regular council meeting at 8:09 pm.

CERTIFIED CORRECT: Minutes of the Regular Council Meeting held on Tuesday, June 23, 2015 at 7:30 pm in the George Fraser Community Room, 500 Matterson Road, Ucluelet, BC.

Dianne St. Jacques
Mayor

Andrew Yeates
CAO

DRAFT

Subject: Mobile Business Licences Program Opportunity: Sharing Data & Face-to-Face

From: Cameron, Darby JTST:EX [<mailto:Darby.Cameron@gov.bc.ca>]

Sent: Wednesday, July 08, 2015 3:10 PM

To: Morgan Dosedall

Subject: RE: Mobile Business Licences Program Opportunity: Sharing Data & Face-to-Face

Hi Morgan,

I am pleased to hear that Ucluelet may be open to looking at the opportunity to potentially partner more broadly than Tofino to consider Port Alberni or perhaps the Central Island (Campbell River, Comox, Courtenay, Cumberland, Duncan, Lake Cowichan, Ladysmith, Nanaimo, North Cowichan, Parksville, Port Alberni and Qualicum) as well. Broadening your agreement to more communities can increase licencing compliance, reduce administrative burden, reduce business licence application processing, improve information flow between local governments and increase ability to monitor compliance. In addition to local governments, benefits are also expanded for businesses and residents. Basically we would be using your data to run analysis displaying the anticipated result in revenue for each community. This analysis would in no way commit Ucluelet or Tofino to any agreement. The analysis would just model the anticipated result should you wish to go down this road and partner more broadly with either Port Alberni or the Central Island. The information can support a discussion on options on how you may wish to best proceed.

I look forward to hearing back from you.

Thank you,
Darby

From: Morgan Dosedall [<mailto:mdosedall@ucluelet.ca>]

Sent: Wednesday, July 8, 2015 11:28 AM

To: Cameron, Darby JTST:EX

Hi Darby,

I am just in the process of getting direction from our Council on this. They will consider and provide feedback at their regular meeting next Tuesday; I should be able to get back to you on Wednesday with an answer.

Thank you,
Morgan

MORGAN DOSDALL

Deputy Municipal Clerk | **District of Ucluelet**
mdosedall@ucluelet.ca | 250.726.7744 ext. 231

From: Cameron, Darby JTST:EX [<mailto:Darby.Cameron@gov.bc.ca>]

Sent: Tuesday, July 07, 2015 1:49 PM

To: 'tdixon@tofino.ca'; Morgan Dosedall

Cc: Arruda, Jason JTST:EX

Dear Morgan and Trish,

As you know, we have been analysing data related to business licenses, and in particular, how revenues might function in a number of scenarios for the Mobile Business License. We hope to present this information to you and other stakeholders upon completing the analysis in the next few weeks.

We also plan to meet face-to-face with stakeholder in the North and Central Island to discuss the options available for introducing and/or expanding existing mobile business license programs. To do this, we would like to plan the appropriate meetings and would need your permission to share the data we are currently analysing for your municipalities with others in the North and Central Island. This would be useful in both planning the meeting and developing presentations for the possibility of expanding the central region and discussing further expansion to include North Vancouver Island.

Please let us know if sharing this data would be satisfactory and your interest in participating in a face-to-face meeting with the Central Island.

Thanks in advance for considering this and your response,

Darby

Darby J. Cameron | Senior Policy Analyst | [Small Business Programs](#) | [Ministry of Jobs, Tourism and Skills Training](#)
Phone: **250 387-0575** | Fax: 250 952-0113

[Mobile Business Licences](#)

Personal Key Values: Authentic, Forward-looking, Competent & Inspiring

From: Info Ucluelet
Subject: CBC Radio One Change of Facilities Request
Attachments: CBC Licence.docx

From: Jason Coleman [<mailto:jason.coleman@cbc.ca>]
Sent: Wednesday, June 24, 2015 11:48 AM
To: Morgan Dosdall
Subject: Re: CBC Radio One Change of Facilities Request

Hi Morgan,

Just wondering about a license for use of the property. Here is a copy of the one that was signed with the District for use of the water tank when we had our TV repeater operating. Please review and let me know if this one can be used... we are paying \$250/annum at the wharf for our AM site, this one is for \$500/annum, which was what we were paying at the water tank for TV.

Let me know what you think, if it works, we will add drawings as they come available and will have it signed here by CBC and forwarded.

Jason

--
Jason Coleman
Business Manager, West
CBC/Radio-Canada Transmission

(604) 662-6062
(604) 789-4232 cellular

jason.coleman@cbc.ca

www.cbctransmission.ca

NOTE FROM STAFF:

The Superintendent of Public Works has reviewed the proposed agreement and approves of the content.

-
Per Council Resolution No. 2015-172, this agreement is presented for Council's review and consideration prior to sign off.

LICENCE AGREEMENT

THIS AGREEMENT is dated for reference the XXth day of July 2015,

BETWEEN:

DISTRICT OF UCLUELET, a municipality having its offices at 200 Main Street, Ucluelet, British Columbia, V0R 3A0

(the “**Licensor**”)

AND:

CANADIAN BROADCASTING CORPORATION, a Crown corporation established under the laws of Canada, having its registered office at 181 Queen Street, Ottawa, ON, K1P 1K9 and a place of business at 700 Hamilton Street, Vancouver, BC, V6B 2R5

(the “**Licensee**”)

WHEREAS the Licensor is the registered owner of lands and premises located in the District of Ucluelet in the Province of British Columbia and legally described as Statutory Right-of-Way VIP 66736 of District Lot 472, Clayoquot District (the “**Lands**”).

AND WHEREAS the Licensee desires a licence over that portion of the Lands shown outlined in bold on the site plan attached hereto as Schedule A (the “**Licence Area**”) for the purpose of operating an FM broadcast undertaking.

NOW, THEREFORE, in consideration of the sum of Ten Dollars (\$10.00) paid by each party to the other and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by each party, and in consideration of the mutual promises of the parties contained herein, the parties hereto covenant and agree as follows:

Section 1: Grant of Licence

The Licensor hereby grants to the Licensee a non-exclusive licence (the “**Licence**”) to use the Licence Area for the Term for the purposes set out in section 4(a) below, all in accordance with the terms and conditions set out herein.

Section 2: Term

- (a) This Licence is made for a term commencing on September 1, 2015 (the “**Commencement Date**”) and terminating on August 31, 2020 (the “**Term**”), unless terminated earlier pursuant to the terms of this Licence.

Section 3: Licence Fee

- (a) In consideration of the licence herein granted, and without prior demand, the Licensee will pay to the Licensor annual licence fees in the sum of Five Hundred Dollars (\$500.00) (the “**Licence Fee**”), plus applicable taxes (including GST and any provincial sales tax, but excluding real property taxes), payable annually, in advance on the Commencement Date and on each and every anniversary of the Commencement Date throughout the Term, without set-off or abatement. Payment shall be made to the Licensor at the address set forth in section 7(f) below.
- (b) If for any reason, it becomes necessary to calculate Licence Fees, or any other charges or fees payable by the Licensee pursuant to this Licence, for irregular periods, an appropriate pro rata adjustment will be made on a daily basis.
- (c) Any increase in property taxes or any other levy assessed against the Licensor occurring after the date on which the Licensee first took possession of the Licence Area, which is directly attributable to the Licensee’s Works (as defined below), including any increase in a grant paid or payable in lieu of taxes, shall be paid directly by the Licensee to the Licensor or reimbursed by the Licensee on demand if such increase is paid by the Licensor.

Section 4: Use of the Licence Area

- (a) The Licence Area will be used by the Licensee for the sole purposes of installing, operating, modifying and maintaining broadcast communications equipment, including an equipment cabinet, together with antenna and related works required for broadcasting purposes, all as more particularly shown on the drawings attached hereto as Schedule B (collectively, the “**Works**”).
- (b) The exercise by the Licensee of the rights herein granted or the rights granted during the Early Occupancy Period and all Works effected by the Licensee shall be at the sole and exclusive risk of the Licensee. The Licensor shall not be liable to the Licensee for any loss, damages, costs and/or disbursements relating to property or trade of the Licensee, including any loss, damages, costs and/or disbursements occurring during the Early Occupation Period, save and except to the extent that such loss, damage, cost and/or disbursement is directly caused by the negligence of the Licensor or those for whom the Licensor is responsible.

Section 5: Licensee's Covenants

THE LICENSEE COVENANTS WITH THE LICENSOR:

- (a) that it will not, during the Term, transfer, assign or sublicense this Licence and will not permit or suffer any other person to occupy the whole or any part of the Licence Area and will not otherwise encumber the Licence Area, without the prior written consent of the Licensor, which consent will not be unreasonably withheld;
- (b) to indemnify and save harmless the Licensor, its officers, employees, contractors, subcontractors, agents, invitees and assigns against any and all liabilities, claims, demands, actions, causes of action, losses, damages and costs, including fees of solicitors and other professional advisors, which the Licensor may incur or be put to in connection with any breach, violation or non-performance of the Licensee's obligations under this Licence, any loss or damage to property, or any personal injury or bodily injury of any person arising out of in connection with the use and occupation of the Licence Area by the Licensee, its invitees or those for whom it is in law responsible, during the Term or during the Early Occupancy Period. This indemnity will survive the expiration or earlier termination of this Licence;
- (c) that no vehicles or equipment of any type belonging to or in the possession of the Licensee or its employees, servants, contractors, consultants or agents shall be allowed to interfere with the Licensor's use of the adjacent public road or driveway (the "**Road**");
- (d) to use the Road only for the purpose of gaining access to and egress from the Licensee's Works, provided that the Licensee's use of the Road shall be at the Licensee's sole risk and the Licensor shall bear no responsibility or liability for loss or damage to persons or property of the Licensee relating to the use of the Road or the condition thereof;
- (e) that the Licensee shall comply with all applicable rules, regulations and bylaws of the District of Ucluelet and other governing bodies, in any manner affecting the Works or the Lands or the Licence Area;
- (f) that the Licensee shall not do, or permit to be done, anything that may damage or injure the Licence Area or the Lands and the Licensee shall, at the Licensee's expense, maintain and repair any damage done to the Licence Area or the Lands (excluding ordinary wear and tear) as a result of the Licensee's exercise of its rights hereunder or as a result of the exercise of its rights during the Early Occupancy Period, all to the satisfaction of the Licensor;
- (g) that the Licensee shall at all times keep the Works and the Licence Area in a sanitary, clean, tidy and safe condition, to the satisfaction of the Licensor;

- (h) that the Licensee will not bring any Contaminants (as defined herein) onto, into or under the Licence Area or the Lands. For the purposes of this section 5(h) the term “contaminants” means any substance, including without limitation, urea formaldehyde, hydrocarbons, lead, pollutants, polychlorinated byphenyls (“PCBs”), contaminants, deleterious substances, dangerous substances or goods, hazardous, corrosive, or toxic substances, special waste, waste, pesticides, defoliants, and any material, including without limitation radioactive materials, asbestos-containing materials, PCB-containing equipment or materials, and any other solid, liquid, gas, vapour, odour, radiation, or combination of any of them, the storage, manufacture, handling, disposal, treatment, generation, use, transport, remediation or release into the environment of which is now or hereinafter prohibited, controlled, or regulated under any applicable law;
- (i) the Licensee will not suffer or permit any liens under the *Builders Lien Act* to be registered against title to the Lands by reason of labour, services, or materials supplied to the Licensee. In the event that any lien is so filed, the Licensee will take immediate action to cause same to be removed; and
- (j) the Licensee shall obtain and maintain during the Term, at the Licensee’s expense, the following insurance coverage with insurance companies satisfactory to the Licensor, acting reasonably, and in a form satisfactory to the Licensor, acting reasonably:
 - a. “All Risks” coverage for property of every kind owned or leased by the Licensee and/or which the Licensee is responsible for and has been installed by, or on behalf of the Licensee in the Licence Area, in an amount not less than the full replacement cost thereof; and
 - b. “Commercial General Liability” insurance including, but not limited to, bodily injury, including death, property damage, including loss of use thereof, tenants legal liability, personal injury liability, contractual liability, non-owned automobile liability and contractor’s protective insurance coverage, on an occurrence basis with limits of not less than Three Million Dollars (\$3,000,000) per occurrence, or an amount which the Licensor may from time to time specify, and showing the Licensor as an additional insured and such policy will include severability of interest and cross liability clauses.

All such insurance shall:

- a. be non-contributing with, and will apply only as primary and not as excess to, any other insurance available to the Licensor; and
- b. include a waiver of any subrogation rights which the Licensee’s insurers may have against the Licensor.

The Licensee shall furnish to the Licensor certificates, or other evidence acceptable to the Licensor, as to the insurance, from time to time effected by the Licensee, and its renewal or continuation in force.

Section 6: Licensor's Covenants

THE LICENSOR COVENANTS WITH THE LICENSEE:

- (a) that access to the Licence Area will be permitted to the Licensee and its employees, contractors and agents at all reasonable times for the purposes of this Licence.

Section 7: Mutual Covenants

IT IS FURTHER MUTUALLY AGREED BETWEEN THE PARTIES HERETO:

- (a) that the use and occupancy of the Licence Area by the Licensee during the Term and during the Early Occupancy Period will, under all circumstances, be viewed as a licence only and will not create or be deemed to create any legal or equitable interest in land in the Licence Area in the Licensee's favour;
- (b) that this Licence may be cancelled by either party forthwith on ninety (90) days prior written notice, as outlined in section 7(f) below;
- (c) if and whenever the Licensee defaults in observing or performing any of the terms and conditions set forth herein and such breach or failure is not remedied to the satisfaction of the Licensor, acting reasonably, within 14 days after delivery of written notice from the Licensor to the Licensee specifying the breach or failure, then the Licensor may:
 - a. terminate this Licence without further notice or legal process; and/or
 - b. perform, or cause to be performed, any such covenants and/or obligations, or any part thereof to be performed, at the Licensee's expense, the amount of which expense shall be deemed to be the cost incurred by the Licensor;
- (d) in the event that during the Term of this Licence, the Licensee ceases to hold the required approval from Industry Canada and/or the Canadian Radio-Television Telecommunications Commission to operate on the Licence Area, the Licensee shall cease transmitting forthwith and shall remove the Works from the Licence Area, in accordance with the terms of this Licence, and this Licence shall be terminated as of the later of the date of such cessation and the date that is ninety (90) days after the Licensor or the Licensee was given notice;
- (e) that upon the expiration or earlier termination of this Licence, the Licensee shall, at its expense, remove the Works from the Licence Area. The Licensee shall conduct such removal without damaging the Licence Area or the Lands and shall, at its expense, restore the Licence Area and the Lands to their original condition, to the satisfaction of the Licensor. Any property of the

Licensee, including the Works, remaining on the Licence Area or the Lands ninety (90) days after the expiry or earlier termination of this Licence shall be deemed to have been abandoned by the Licensee and shall become the property of the Licensor or, at the Licensor's discretion, shall be removed from the Licence Area or the Lands at the Licensee's expense.

- (f) any notice which is required to be given under this Licence may be effectively given by one party to the other if hand-delivered or mailed by prepaid registered mail or sent by facsimile and directed as follows:

to the Licensor at:

DISTRICT OF UCLUELET

200 Main Street
PO Box 999
Ucluelet, BC V0R 3A0

Attention: Corporate Officer
Fax: (250) 726-7335

to the Licensee at:

CANADIAN BROADCASTING CORPORATION

775 Cambie Street
P.O. Box 4600
Vancouver, BC, V6B 2R5

Attention: Business Manager, Transmission
Fax: (604) 662-6350

A notice will be deemed to be received on the day it is delivered, if delivered personally, on the date and at the time it is received by the recipient's facsimile, if delivered by facsimile, or seventy-two (72) hours after the time and date of mailing, if delivered by mail;

- (g) time will be of the essence of this Licence;
- (h) this Licence will be construed in accordance with and governed by the laws applicable in the Province of British Columbia;

- (i) no provision of this Licence will be considered to have been waived unless the waiver is in writing and a waiver of the Licensor of any breach of a term, covenant or condition of this Licence will not be considered to be a waiver of any subsequent breach of the term, covenant or condition or other term, covenant or condition;
- (j) this Licence constitutes the entire agreement between the parties and no understanding or agreement, oral or otherwise, exists between the parties with respect to the subject matter of this Licence, except as expressly set out in this Licence; and
- (k) this Licence may be executed in counterpart and delivered by email or facsimile transmission and such copies, together, will be deemed as effective as if a single Licence had been executed by the parties.

IN WITNESS WHEREOF the parties hereto have executed this agreement as of the date first written above.

DISTRICT OF UCLUELET

Per: _____
 Name:
 Title:

Per: _____
 Name:
 Title:

CANADIAN BROADCASTING CORPORATION

Per: _____
 Name: **Martin Marcotte**
 Title: **Director, Transmission**

Per: _____
 Name:
 Title: **Director, Finance and Strategy**

SCHEDULE A

[Site Plan of Licence Area to be attached]

SCHEDULE B

[Drawings of the Licensee's Works to be attached]

From: Info Ucluelet
Sent: Tuesday, July 07, 2015 2:13 PM
To: Council
Cc: Andrew Yeates; Morgan Dossdall
Subject: Invitation to Mayor Dianne St. Jacques for "Canada Business Day" at China-Northeast Asia Expo from Aug31th to Sep 2nd in 2015

Categories: Council

From: Canada China Federation of Entrepreneurs [<mailto:ccfe@canadachinabusiness.com>]

Sent: July-06-15 9:07 AM

To: Info Ucluelet

Subject: Invitation to Mayor Dianne St. Jacques for "Canada Business Day" at China-Northeast Asia Expo from Aug31th to Sep 2nd in 2015

Dear Mayor Dianne St. Jacques, The District of Ucluelet

It's my great pleasure to invite you attend at the 10th China-Northeast Asia Expo from Sep1 to Sep6 in year 2015, and join us as VIP at the 2nd "Canada Business Day" at China-Northeast Asia Expo at Sep2, 2015 in ChangChun of Jinlin. Invitation letter, key activities and Registration Form (Both in Chinese and English) is as following. Also attached.

http://ccfoe.org/event_details.php?id=308

http://ccfoe.org/images/global/agenda_9-1-3.pdf

http://ccfoe.org/images/global/NAE10_registerForm_ENG.pdf

http://ccfoe.org/event_details.php?id=312

Jinlin is one of fastest growing area in economy in China. Jilin is one of the largest agricultural provinces in China as well the largest automobile manufacturer in China. The well known China FAW is located in ChangChun. Jilin is also currently working on promoting tourism as one of the key industries in the province. There is a huge cooperation space between Jinlia and Canada in automobile, auto parts, agriculture, environmental, tourism, new energy and other fields. The more about Jilin province is as following: <http://english.jl.gov.cn/>

Following links are regarding "China-Northeast Asia Expo"

<http://www.neasiaexpo.org.cn/>

<http://city.sina.com.cn/city/f/neasiaexpo/>

Following are some of the reports regarding successful the 1st "Canada Business Day" which we were co-organizer, at China-Northeast Asia Expo in September 2013 in Jilin:

http://ccfoe.org/mediaReport_details.php?id=40

http://www.ccfoe.org/specialReport_northEastAsiaExpo.php

Following are some reports regarding business activities of Jinlin Vice Governor / Mayor / Vice Mayor 's delegation in Ontario :

http://ccfoe.org/event_details.php?id=298

http://ccfoe.org/event_details.php?id=299

http://ccfoe.org/event_details.php?id=295

http://ccfoe.org/event_details.php?id=296

http://ccfoe.org/event_details.php?id=297

http://ccfoe.org/event_details.php?id=293

http://ccfoe.org/mediaReport_details.php?id=34

http://ccfoe.org/event_details.php?id=318

http://ccfoe.org/event_details.php?id=143

I'll happy to provide update info about the 2nd "Canada Business Day" on Sep2 at 10th China-Northeast Asia Expo from September 1st to September 6th of year 2015. Good news right now is there will establish a "Canada Products Exhibition Centre" at Changchun state-level comprehensive bonded zone. Canada-China Federation of Entrepreneurs (CCFOE) organizes and selects Canadian quality products to enter the exhibition centre and it helps to sell these products through E-Commerce channel. CCFOE VIP members' products have priority to enter the exhibition centre.

Looking forward to seeing you and you are more than welcome to attend as Main VIP also give speech at the 2nd "Canada Business Day" on Sep2,2015 in Changchun City of Jilin Province of China.

Also we may make a special event only for the District of Ucluelet at Canada Business Day base on needing, also I believe you will be received by Jilin Government and Cities worm hospitality and nice reception. Hope may get your feedback by July.15 , 2015 .

Best Regards.

Jina Liu

President of Canada-China Federation of Entrepreneurs.

www.ccfoe.org

[Tel:4162738728](tel:4162738728)

Email: ccfe@CanadaChinaBusiness.com

Invitation

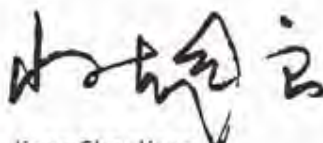
November 21st, 2014

China-Northeast Asia Expo (shortened as Northeast Asia Expo) is a comprehensive international and state-level exposition approved by the State Council of China and co-sponsored by the Ministry of Commerce, the National Development and Reform Commission of China and Jilin Provincial Government. As the world's only exposition that received the attention and participation from all six Northeast Asian countries, the Expo has been successfully held for nine times. Each ended with sound and fruitful results. Northeast Asia Expo has become an important platform of the friendly communication, economic promotion and cooperation in various sectors among China and Northeast Asian countries as well as countries worldwide. It has made an unique and active contribution to the intergovernmental dialogues, the regional economic and trade cooperation, cultural exchange in Northeast Asia, and to the development and international collaboration in Tumen River Region, the opening-up of Northeast Region of China to the outside world.

The 10th China-Northeast Asia Expo will be held from September 1 to 6, 2015 in Changchun City of Jilin Province, China. The program will focus on Exhibition and Showcase, Economic and Trade Cooperation, Conferences and Forums, as well as Cultural Exchanges. The exhibition hall is composed of Science & Technology Pavilion, ROK Commodities Pavilion, Taiwan Commodities Pavilion, Hong Kong Commodities Pavilion, Jilin Pavilion, Food Industry Pavilion, Medicine & Health Care Industry Pavilion, Northeast Asian and International Cooperation Industry Pavilion. The brand-name, quality, new-technology, featured and high-end products and the regional investment environment, policies, key projects for foreign cooperation will be demonstrated in these pavilions. All indoor booths will be specially designed and crafted. A series of high-level conference and forums such as the 8th High-level Forum on Northeast Asia Economic Cooperation, events for economic promotion and cultural exchange activities will be held during the expo.

You are sincerely invited to attend the Opening Ceremony and the High-level Forum on Northeast Asian Economic Cooperation at the 10th China-Northeast Asia Expo.

Your presence will be highly appreciated.



Jiang Chaoliang

President of the Organizing Committee for China-Northeast Asia Expo
Governor of the People's Government of Jilin Province, China



June 9, 2015

Mayor Diane St. Jacques
District of UCLUELET
PO BOX 999
UCLUELET BC V0R 3A0

Filecode: 0400-20 C3
X-Ref: 0220-50 2015
Forwarded to: Council, Andrews
 Physical Electronic



Dear Mayor St. Jacques,

Re: 2nd Annual Resource Breakfast Series September 22nd to 24th, 2015 – Vancouver, BC

On behalf of the BC Resource Sector, it is my sincere pleasure to invite two of your representatives to the 2nd annual *Resource Breakfast Series*. This exciting yearly event will be held at Vancouver’s Terminal City Club (TCC) spanning three mornings during the September 2015 Union of BC Municipalities’ (UBCM) Annual Convention. The breakfasts will take place from 7:00 to 8:30 am and each will focus on a different aspect of BC’s resource industry including the Energy and Mining, Natural Gas and Forest sectors. The hosted breakfasts provide an opportunity to network, receive brief updates on resource projects throughout the province, and meet representatives of the generous sponsoring companies.

Energy and Mining Sector Breakfast, Tuesday, September 22nd, 2015

Guest of Honor: Honourable Bill Bennett, Minister of Energy Mines and Core Review, *confirmed*

Natural Gas Sector Breakfast - Wednesday, September 23rd, 2015

Guest of Honor: Honourable Rich Coleman, Deputy Premier and Minister of Natural Gas Development and Minister Responsible for Housing, *invited*

Forest Sector Breakfast - Thursday, September 24th, 2015

Guest of Honor: Honourable Steve Thomson, Minister of Forest, Lands and Natural Resource Operations, *invited*

- Time:** 7:00 am-8:30 am
- Invited Guests:** 200 Mayors and Councillors (MLAs are also invited)
- Style:** Plated breakfast
- Location:** Terminal City Club (TCC) – 837 West Hastings St, Vancouver, BC
- Cost:** No charge, hosted breakfast
- Dress:** Business Casual

The TCC venue is perfectly located in downtown Vancouver just a short 5 minute walk from the Vancouver Convention Centre and provides a friendly, professional and strategically located venue, ideal for hosting this popular event.

Last year’s Resource Breakfast Series was a huge success, with a sellout crowd each day and representation from 75 different areas of the province. Due to the strong demand and interest experienced in 2014, we have expanded seating from 100 to 200 each day. As was the case last year, there will be a wide selection of Mayors, Councillors, MLAs, industry and association sponsors from across the province

408 – 688 West Hastings Street (604) 353-3136
Vancouver, British Columbia info@c3alliancecorp.ca
V6B 1P1, Canada www.c3alliancecorp.ca

to these complimentary breakfasts, Minister Bill Bennett has accepted our invitation to be the Guest of Honour at the Energy and Mining Sector breakfast. In addition, Ministers Steve Thomson and Rich Coleman have been invited to be our Guests of Honour at the Forest Sector and Natural Gas Sector breakfasts, respectively. These breakfasts present an excellent opportunity to meet and learn firsthand the latest news about BC's important resource sector.

Seating is limited and will be assigned on a first-come, first-served basis. To support and encourage a broad spectrum of leaders from across the Province, we are limiting local government seats to two per Municipal Council at any or all of the breakfasts. Please RSVP to info@c3alliancecorp.ca and specify which event(s) you would like your representatives to attend.

We look forward to seeing you at 2nd Annual Resource Breakfast Series.

Kind regards,

A handwritten signature in black ink, appearing to read 'Dan Jepsen', with a stylized flourish at the end.

Dan Jepsen
Chairman & CEO
C3 Alliance Corp.

cc: Hon. Rich Coleman, Minister of Natural Gas Development, Minister Responsible for Housing,
and Deputy Premier
Hon. Bill Bennett, Minister of Energy and Mines and Minister Responsible for Core Review
Hon. Steve Thomson, Minister of Forests, Lands and Natural Resource Operations
P. Jerry Asp, President, C3 Alliance Corp

Canadian
Wood
Council

Conseil
canadien
du bois



WOODWORKS!

Program of the Canadian Wood Council

Filecode: 0400-20 CWC

X-Ref:

Forwarded to: Council, Andrew

| Physical | | Electronic

June 2015

Dear Mayor and Members of Council:

We are looking forward to your annual UBCM Convention in Vancouver this September.

With this letter, I invite your community to nominate a recently completed civic building for the **2015 Community Recognition Awards**. The awards are presented annually to communities that advocate for specifying wood use in a local project or through visionary initiatives that work toward building a community culture of wood.

Wood use in public buildings brings pride to B.C. towns and cities, and leaves a lasting legacy, which is an enduring celebration of our culture of wood. **You can nominate a project today: www.wood-works.ca/bc**

If you are thinking of a new project, there has never been a better time to take advantage of the many benefits wood has to offer.

Why wood? Wood is good!

Choosing wood for building is a good choice for socio-economic, environmental, budgetary and health reasons. It's a good choice for our economy, as forestry is a significant economic engine in B.C., and either directly or indirectly benefits us all.

It is also the best choice for the environment, as nothing can make a green building "greener" than optimizing the use of wood materials. Growing trees absorb CO2 and emit oxygen; wood materials sequester CO2 throughout their use; and substituting wood for other materials avoids substantial amounts of CO2 emissions. The result: high performance civic buildings which recognize our wood history and help us realize future sustainability goals.

Advanced technology and modern building codes are expanding opportunities for wood building products and systems. The result: distinctive and innovative civic buildings, designed and built throughout B.C. - which are also cost-effective. Our province's wealth of leading-edge designers, supported by organizations such as Wood WORKS! BC and the Canadian Wood Council, can show you how to make more of your scarce building and operating budgets. Our technical advisors can outline all the recent innovations in wood building products and systems to create comfortable, flexible, healthy and effective spaces.

There is a growing body of research demonstrating that working, learning and healing environments can be more healthful if they include natural elements in design, including wood. Demonstrated positive impacts include higher levels of health, better concentration and generally improved occupant performance for workers, students, patients and residents.

What's new in the world of wood? Consider the advantages and possibilities.

Our technical advisors can outline all the recent innovations in wood building products and systems to create comfortable, flexible, healthy and effective spaces. We are here to offer our technical expertise, training and education to help your local government realize a lower carbon footprint, and warm, beautiful, human-centred environments in which people thrive. Please call me if you are ready to move forward with a new civic project and I can give you more information on the free services Wood WORKS! BC can provide to your project teams.

Yours truly,

Lynn Embury-Williams
Executive Director
Wood WORKS! BC

WOOD WORKS! BC

837 Riverside Drive, North Vancouver, BC V7H 1V6 | Toll Free: 1-877-929-9663 ext. 1

www.wood-works.ca

JUN 29 2015

July 14, 2015 CM

About Wood *WORKS!* BC

Wood *WORKS!* is a national industry-led program of the Canadian Wood Council, with a goal to support innovation and provide leadership on the use of wood products and systems. Through workshops, seminars and case studies, Wood *WORKS!* provides education, training and technical expertise to building and design professionals and local governments involved with commercial, institutional and industrial construction projects throughout B.C. For more than 17 years, Wood *WORKS!* BC has facilitated practical, efficient, versatile and cost-effective building and design solutions through the use of wood – the most sustainable, natural and renewable building material on Earth.

Wood *WORKS!* BC has also worked extensively with municipalities on projects ranging from fire halls to arenas to recreation centres. Wood *WORKS!* BC is a recognized resource to help B.C. communities with the “build with wood” requirements on publicly-funded projects under the Wood First Act, and our expertise is available free-of-charge.



Wood *WORKS!* BC: Services to Local Governments

- 1 Free Technical Advice**
 - Architectural, structural, fire, seismic, acoustic, envelope, environmental performance
- 2 Source Wood Design Expertise and Provide Connections**
- 3 Community Outreach**
 - Local Governments
 - Ministries / Associations
- 4 Source Products and Building Systems**
- 5 Professional Development/Liaison**
 - Architectural Institute of BC, Association of Professional Engineers of BC, Building Officials Association of BC
- 6 Wood First Act Compliance Support**

2014 Community Recognition Award winners



AVICC -- Association of Vancouver Island and Coastal Communities (includes several local governments and First Nations in the Comox Valley): Comox Valley Economic Development Society for the Vancouver Island Visitor Centre (Merit: City of Nanaimo and District of Tofino)



AKBLG -- Association of Kootenay Boundary Local Governments: City of Kimberley for the Mark Creek Bridge (Merit: Village of Canal Flats)



NCLGA -- North Central Local Government Association: Town of Smithers for the Bovill Square



SILGA -- Southern Interior Local Government Association: Town of Summerland for the R.C.M.P. Building



LMLGA -- Lower Mainland Local Government Association: Village of Pemberton for the Downtown Community Barn (Merit: City of Richmond and Village of Harrison Hot Springs)

“The Community Recognition Awards have been presented to large and small communities throughout B.C. Every community can and should build with wood first, and use it wherever possible, including accenting with wood products. Building with wood is good, and being recognized with a Community Recognition Award is icing on the cake.”

– Mary Sjostrom, Past Mayor – City Of Quesnel | Past President – UBCM

Mayor and Council
 District of Ucluelet
 Box 999
 Ucluelet, BC
 V0R 3A0

JUN 17 2015



Box 67 Tofino, BC
 CANADA V0R 3Z0

June 10, 2015

Filecode: 0230-20 CBT
 X-Ref:
 Forwarded to: Council, Andrew
 Physical Electronic

Dear Mayor and Council,

I am proud to include the Clayoquot Biosphere Trust Society's 2014 Annual Report. Highlights from the year included developing a clear vision and values for a future Biosphere Centre, hosting delegates from the Canadian Commission for UNESCO and releasing the 2014 Vital Signs® report. As the region's community foundation, we also continue to deliver granting programs and scholarships.

In 2014 we supported a variety of projects in your community. These included the Big Beach interpretive walk, amphibian and wetland monitoring, the creation of a risk management plan for Thornton Creek Hatchery and summer science camps at the Ucluelet Aquarium. As well, we provided university scholarships to a number of Ucluelet youth and provided field trip funds to UES and USS. The CBT also supported many regional organizations that benefit Ucluelet residents, including the Central West Coast Forest Society, the Association of Wetland Stewards for Clayoquot and Barkley Sound, the Pacific Rim Hospice Society, the Pacific Rim Arts Society, and Pacific Rim National Park Reserve.

I would like to acknowledge the involvement of Geoff Lyons and Dario Corlazzoli on the CBT board. We appreciate their support and dedication. The CBT recently held its AGM and I would like to introduce our Executive Committee: Tammy Dorward (co-chair), Cathy Thicke (co-chair), Gary Johnsen (treasurer), and Alan McCarthy (secretary). Other members of the Board include Joe James Rampanen, Anne Mack, Hannah Nichols and Rebecca Henn.

Looking forward, we will be utilizing our Vital Signs® data to calculate a living wage for the Clayoquot Sound Biosphere Reserve region this summer. We believe this research will be another means of creating and supporting an informed discussion about quality of life in our communities. Please contact the office if you would like to be involved in this pilot project. We look forward to sharing this research with you later this year.

Please do not hesitate to contact me if you have any questions about the CBT and our work.

Best regards,

Rebecca Hurwitz
 Executive Director

The Clayoquot Biosphere Trust is a community foundation that works on behalf of the entire region, from the traditional territory of the Hesquiaht First Nation to that of the Toquaht First Nation and all of the communities in between. From this unique perspective, we convene regional initiatives and conversations.

The CBT provides grants to support the work of local organizations and communities, but we also deliver our own programs. The three core priorities of the CBT are: youth and the biosphere; healthy communities; and a long-term vision of creating a permanent home for our organization, the Biosphere Centre. With your support, we continue to make a difference.

Tammy Dorward and Cathy Thicke
Co-chairs, CBT Board of Directors

HIGHLIGHTS OF 2014

Biosphere Centre

In February, the CBT board met to create a vision for the future Biosphere Centre. The building will be more than a permanent office location for the CBT – it will be a place of sharing and learning in and for the Clayoquot Sound Biosphere Reserve Region. Attentive to the UNESCO themes of education, science, and culture, the Biosphere Centre will be a physical space for convening the region. We envision a welcoming place and a community space – where residents, visitors, and researchers feel equally comfortable, and where scientists and storytellers can share their valuable knowledge and teachings. Based on this vision, the CBT will be conducting a feasibility study.

Engaging Nationally



Dr. Jim Darling shares his research with visiting delegates.

In June, board and staff had the opportunity to host a delegation from the Canadian Commission for UNESCO. Twenty four representatives from Canadian biosphere reserves and other UNESCO programs met with residents to discuss the themes of peace, reconciliation, and sustainability. Participants had an opportunity to experience the beauty of the Clayoquot Sound Biosphere Reserve, while learning about local scientific, educational, and cultural initiatives.

"We would like to commend your community for their exceptional achievement toward sustainability. The work done to preserve the environment, to create opportunities for sustainable tourism, and to encourage community based research are concrete demonstrations of the power that can be leveraged through a community working together towards a sustainable future."

- **Christina Cameron**,
President, Canadian Commission for UNESCO

Our Vision

The community of the Clayoquot Sound UNESCO Biosphere Reserve Region will live sustainably in a healthy ecosystem, with a diversified economy, and strong, vibrant and united cultures while embracing the Nuu-chah-nulth First Nations "living philosophies" of:

lisaak *living respectfully,*

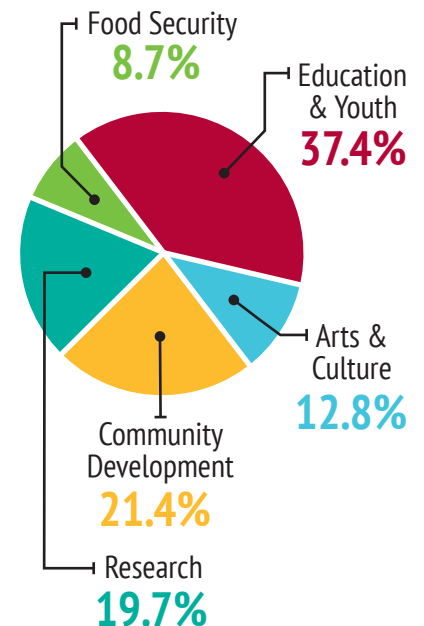
Qwa' aak qin teechemis *life in the balance, and*

Hishuk ish ts'awalk *everything is one and interconnected.*

Leadership

The CBT is led by a dedicated volunteer Board. Each of the eight communities in the Biosphere Region appoints a Director and Alternate Director to the Board. In addition, we welcome two at-large Directors and non-voting Board Advisors from the Federal and Provincial Government.

Funding at a Glance



Vital Signs

In October, the CBT released its second Vital Signs® report. Vital Signs® is a community check-up conducted by community foundations across Canada. This year the CBT, along with the District of Tofino, the District of Ucluelet, the Yuułuʔiłʔatḥ government, and the Tla-o-qui-aht First Nations, worked with SPARC-BC to develop a survey to help gather data at the scale of our region. This new tool allowed us to collect information not otherwise available on issues such as housing, seasonal employment, cost of living, and quality of life. The report informs our grantmaking and allows us to focus our programs and resources where they will make the biggest impact. The CBT will continue to issue Vital Signs® every two years.



"The Vital Signs report is a demonstration of the CBT's capacity and desire to work as neighbours for the betterment of their communities."

– Dr. Paul Hasselback,
Medical Health Officer, Island Health

Biosphere Reserve Research Plan

In December, the Research and Environment Committee met to discuss the need for an overarching research plan to guide visiting researchers, government agencies, local citizens, and stakeholders to advance the implementation of projects that meet ecosystem management objectives in the Clayoquot Sound Biosphere Reserve Region. As a first step, the committee agreed that the Conservation Framework used by the BC Ministry of Environment provides a useful threats classification system (based on the IUCN World Conservation Measures Partnership) for setting research priorities. Furthermore, the group identified the following criteria as guidelines for assessing priority research funding proposals:

- ▶ Research that addresses key species and ecosystem threats;
- ▶ Research that addresses a trend of degradation of target species that are showing a decline, or ecosystems of ecological and/or cultural importance; and
- ▶ Research that applies to conservation action.

You can make a difference

Our region has many challenges, but by working with the CBT you can be a part of the solutions. As a community foundation, we can help individuals and organizations establish and build permanent endowments to support local charitable activities. Gifts can be made in many ways, including one-time cash donations, but also multi-year pledges, and gifts made through estate planning such as bequests and life insurance policies.

To learn more about how you can make a gift, please contact CBT staff.

A founding contribution from the Government of Canada has offered support to the CBT since our beginning in 2000. We are grateful for their investment in our communities through the gift of a \$12 million endowment fund. This support continues to shape our achievements. CBT's fully audited financial statements are available on our website at:
<http://www.clayoquotbiosphere.org/web/who-we-are/documents/> Registered Charity Registration #870641727 RR0001

316 Main St.
P.O. Box 67
Tofino, BC
V0R 2Z0
250.725.2219
www.clayoquotbiosphere.org



CBT Grants by the Numbers

\$27,000 
Given in scholarships

\$34,675 
Funding supporting youth
14 PROJECTS

\$31,200 
Scientific
Research
Funding
9 PROJECTS

29 Public Events
Funded
Projects
Funded **9**

\$26,125 
Funding for
projects in First
Nations communities

10 
Region-wide
Projects

18 

Projects that build capacity
and support training initiatives





PEACE RIVER REGIONAL DISTRICT

JUN 22 2015

Office of: the Chair

via email to: MEM.Minister@gov.bc.ca

June 12, 2015

The Honourable Minister Bill Bennett
 Minister of Energy and Mines
 Minister Responsible for Core Review
 Room 301, Parliament Buildings
 Victoria, BC
 V8V 1X4

Dear Minister Bennett,

Re: Order in Council No. 148

Thank you for your quick response dated May 13, 2015 on behalf of Premier Clark to the Peace River Regional District letter, dated April 30, 2015 regarding the OIC #148 which removed lands from the ALR through a recommendation from the ELUC.

The ELUC was enacted to protect the environment and it would be important that the "executive committee" examine the duties of the ELUC.

Definitions:

1. In this Act:

"committee" means the Environment and Land Use Committee continued under this Act;

"environment" means all the external conditions or influences under which humans, animals, and plants live or are developed;

Duties of the Committee:

3. The committee has the following duties and powers:

(a) to establish and recommend programs designed to foster increased public concern and awareness of the environment;

PLEASE REPLY TO:

BOX 810, DAWSON CREEK, BC V1G 4H8 TELEPHONE: (250) 784-3200 or (800) 670-7773 FAX: (250) 784-3201 EMAIL: prrd.dc@prrd.bc.ca

9505 100 STREET, FORT ST. JOHN, BC V1J 4N4 TELEPHONE: (250) 785-8084 Fax: (250) 785-1125 EMAIL: prrd.fsj@prrd.bc.ca

- (b) to ensure that all the aspects of preservation and maintenance of the natural environment are fully considered in the administration of land use and resource development commensurate with a maximum beneficial land use, and minimize and prevent waste of those resources, and despoliation of the environment occasioned by that use;

DEFINITION OF DESPOLIATION — TO DESPOIL: WHICH MEANS: 1. TO SEVERELY DAMAGE OR RUIN (a place); 2. TO FORCEFULLY TAKE WHAT IS VALUABLE FROM (a place);

- (c) If considered advisable, to make recommendations to the Lieutenant Governor respecting any matter relating to the environment and the development and use of land and other natural resources;
- (d) to enquire into and study any matter related to the environment or land use;
- (e) to prepare reports, and, if advisable, to make recommendations to the Lieutenant Governor in Council;

Noted in your response is that you specify only Section 7 as though ELUC is acting in accordance with the Act whereas in Section 3 (a) (b) it would appear the actions that have been undertaken are contrary to the Act.

In reviewing your letter and obtaining a copy of the letter to Hydro Chair, Stephen Bellringer, it is also noted that your letter (undated) received by the ALC on Dec. 11th, 2013, shows you have already clearly stated the position of the Province, quote, "The Province is aware that one of the issues at the hearing will be the effect of the Project on agricultural land, some of which is located within the Agricultural Land Reserve." You also stated that, "Considering this joint environmental assessment, and its public hearing process under an independent Joint Review Panel, I am writing to inform you that the Government's current view is that this process should not be duplicated respecting these lands by a further process under the *Agricultural Land Commission Act*." Further stating, "Should the Project receive approval in the environmental assessment process, the Government will take appropriate action to ensure that the requirements of the *Agriculture Land Commission Act* will not apply to any of the lands potentially affected by the Project". Finally you state, "Please feel free to draw this letter to the attention of the Joint Review Panel at the hearing."

Even as the process had barely begun, the province was ensuring that they would remove any legal road blocks instead of allowing the Joint Review Panel to conduct the hearings in an unbiased manner. With statements such as were made in the letter to the Chair of BC Hydro and cc'd to Richard Bullock, then chair of the ALC, the province was clearly directing the ALC that there was no need for them to be involved. The ALC Act states that the Commission will only respond through an application process and, in this case, no application was ever made, therefore, there was no ability to respond to the JRP.

We believe that these actions are contrary to the ELUC and the ALC and are not acceptable. We request that you follow the provincially regulated acts and the recommendations of the JRP, rescind OIC # 148 and allow the BCUC to conduct an appropriate hearing.

For your further consideration, the Peace River Regional District forwarded the following resolution to the 2015 North Central Local Government Association (NCLGA) which was endorsed.

Therefore Be It Resolved:

That the Province of BC be requested to rescind Order in Council No. 148 until there has been adequate public input and respect shown for the legal requirements required to apply for removal of lands from the ALR.

There is mounting provincial concern with regard to the loss of valuable food producing lands.

Yours truly,



Lori Ackerman,
Chair

cc: Lieutenant Governor Judy Guichon
Premier Clark
Minister Steve Thompson
Minister Norm Letnick
MLA Pat Pimm
MLA Mike Bernier
UBCM members
Regional Districts
Frank Leonard, Chair, ALC

JUL 06 2015

Susan Margles

JUN 26 2015

HER WORSHIP MAYOR DIANNE ST. JACQUES
DISTRICT OF UCLUELET
PO BOX 999
UCLUELET BC V0R 3A0Vice-President
Government Relations
and Policy
CANADA POST
2701 RIVERSIDE DR SUITE N1200
OTTAWA ON K1A 0B1Vice-présidente
Relations gouvernementales
et politique
POSTES CANADA
2701 PROM RIVERSIDE BUREAU N1200
OTTAWA ON K1A 0B1
July 14, 2015

Dear Mayor St. Jacques:

Your letter forwarded by the Honourable Lisa Raitt was brought to my attention by Mr. Deepak Chopra, President and Chief Executive Officer. I note your concerns about postal service in Ucluelet and on Vancouver Island, and I welcome the opportunity to provide some information.

As you know, Canadians are sending less mail every year, and this reality is driving the need to transform the national postal service. Last year, Domestic Lettermail volumes fell by 1.4 billion pieces compared to 2006. Our Five-point Action Plan is a complex but necessary action that we are taking to transform our business in order to address the ongoing decline of Lettermail volumes. In conjunction with this initiative, we are transitioning customers receiving door-to-door delivery service to community mailbox service. We are also continuing to review our retail operations across the country to ensure that we operate in a cost-effective manner while providing a high level of service. The challenge is that Canadians in all communities are changing the way they use the postal system. As people are conducting more transactions via the internet, this means fewer stamp purchases and visits to the post office every year.

You mention the handling of lettermail on Vancouver Island. With our lettermail volumes in decline, we have the capacity to process more in our major processing facilities. Local lettermail from Vancouver Island is being sent to the Pacific Processing Centre (PPC) in Richmond, processed overnight and returned to the local offices for delivery. On average, about 80% of the mail being picked up from around Vancouver Island is intended for locations off the Island and is already being handled by the PPC. These changes have allowed us to reduce costs and improve overall efficiencies.

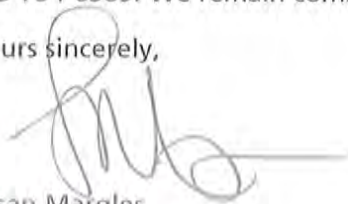
With respect to Ucluelet, I am advised that mail specifically deposited in the post office and intended for local delivery continues to be sorted at the office.

In regard to your comment about delivery delays, our review of the delivery network links between the Island and the PPC has turned up no recent issues that would account for the delays you mention. Our published delivery service standards for regular lettermail remain two business days locally, three business days regionally, and four business days nationally, not including the day of mailing.

As we do not keep records of the handling of regular lettermail, it is only by inspecting envelopes for specific postal markings or endorsements that we can sometimes provide a reason for service irregularities. If customers would care to retain any delayed envelopes and forward them to the attention of Brad Wood, Local Area Superintendent, he would be pleased to examine them to see if anomalies can be detected in their processing and corrective action initiated. Brad's mailing address is CANADA POST CORPORATION, 1847 EAST WELLINGTON RD, NANAIMO BC V9S 5X2.

Again, thank you for sharing your concerns. Should you require further information or assistance, please do not hesitate to contact Marnie Armstrong of our Municipal Engagement team at 613-734-6589. We remain committed to meeting the postal needs of all residents in your community.

Yours sincerely,



Susan Margles

c.c. Dr. James Lunney, M.P.

16 February 2015

Honourable Lisa Raitt
Minister of Transportation
Place de Ville, Tower C, 29th Floor
330 Sparks Street
Ottawa, O.N. K1A 0N5

Dear Ms. Raitt,

RE: Stop the Reduction of Canada Post Services

On behalf of District of Ucluelet Council, I am writing to you in response to the initiatives as outlined in the Canada Post Five-Point Action Plan.

Instead of maintaining services and determining ways to increase revenues in a manner that does not reduce current services, the Canada Post Plan would drastically cut services, hurting those that rely on those services and eliminating jobs throughout our country.

On the west coast of Vancouver Island, our mail has never been hand-delivered. And up until 2013 our mail was sorted locally, since much of our local mail stays in our local area; this ensured quick delivery to residents and businesses and kept much-needed steady hours for Canada Post employees in our communities. However, Canada Post has since removed all local area mailboxes and now ships mail to across-island to Victoria for sorting. And despite Canada Post spokesperson Anick Losier claiming that there would be no increase in delivery times, we have unfortunately experienced exactly that and – in more concerning cases – more mail that is being lost altogether.

We must ensure members of our community who are relying on the regular delivery of their cheques, invoices, and important personal letters are receiving them as timely as they were when the mail was sorted locally.

We urge you to allow for public consultation to discuss and consider the needs of the public for their postal service before unilaterally allowing Canada Post to implement its Action Plan.

Sincerely,



Dianne St. Jacques
Mayor, District of Ucluelet

cc: Denis Lemelin, President, Canadian Union of Postal Workers
Dr. James Lunney, MP (Nanaimo-Alberni)
Brad Woodside, President, Federation of Canadian Municipalities

JUN 22 2015

June 17th 2015

Dear Mayor and Council;

We would like to recognize and thank Abby Fortune and the entire Parks and Recreation staff for all of the hard work and dedication they put into making Ucluelet a thriving and engaging community to live in and raise children. The Ucluelet Parks and Recreation Department, and the many amazing programs and events it hosts, make this town a place families with children, young and old, are proud to call home. These programs, and the costs associated with running them, are an integral part of making Ucluelet the welcoming and family friendly town it is and is money well spent. The new Summer Recreation Guide with its host of fun filled activities, along with upcoming Ukee Days, are a testament to the value the Parks and Recreation Department bring to our community. Thank you for supporting these amazing programs and our children and citizens. You are helping to create a community that is more than just a tourist destination, it is a place we are happy to live, work and play in.

Sincerely,

Stanya van Wyngaardt
Steve Bradsher *W. Payne* *Thomas*
Don Pokora
Brookleigh
Cheryl Lyndal Johnson
Walter Stewart
John
Justin McQuaid
Alison Wentz
Y. H. H. H.
W. Swann
Robert Jones
J. Szymanski
Johanne Ferreira
Jacque van Wyngaardt

District of Ucluelet Expenditure Voucher

G-12/15

Date: July 8, 2015

Page: 1 of 5

CHEQUE LISTING:

AMOUNT

Cheques: # 22652 - # 22753	\$	385,158.86
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PAYROLL:

PR 013/15	\$	60,376.18
PR 014/15	\$	61,854.82

	\$	507,389.86
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RECEIVED FOR INFORMATION AT MEETING HELD:

July 14, 2015

Jeanette O'Connor, CFO

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
022652	002	19/06/2015	AE114	ARSENAULT KENDAL	2000506.002	REC HALL RENTAL	24.00		24.00	
022653	002	19/06/2015	AI103	ACHINBACK INDUSTRI	7888	PLAQUES	154.75		154.75	
022654	002	19/06/2015	BP940	BLACK PRESS	32575874	UKEE DAY AD	316.31		316.31	
022655	002	19/06/2015	CK608	CORTES KEVIN	D476	D476	8,755.69		8,755.69	
022656	002	19/06/2015	CKREX	CORTES KEVIN	121296	65014 REDEEMED	6,398.75		6,398.75	
022657	002	19/06/2015	COOP	UCLUELET CONSUMER'	71558412	#5	83.06		624.81	
					71558266	#24	131.50			
					71559752	#4	13.31			
					71560190	#4	18.34			
					71560324	#13	11.50			
					71560237	JERRY CAN	2.46			
					71560640	#12	99.97			
					71560228	#1	110.00			
					71558233	#12	54.94			
					71558235	JERRY CANS	41.37			
					71558236	JERRY CANS	58.36			
022658	002	19/06/2015	COOP	UCLUELET CONSUMER'	71560738	#2	65.46		730.06	
					71561300	#23	64.67			
					71561288	#3	136.25			
					71561117	#13	21.61			
					71563646	#20	25.40			
					71561183	MINIPUMP	1.45			
					715635549	#24	131.23			
					71564072	GREASE	17.88			
					71563510	#2	64.00			
					71563203	#4 & OIL	117.76			
					71563879	#12	84.35			
022659	002	19/06/2015	COOP	UCLUELET CONSUMER'	71568954	R1	30.45		566.18	
					71569670	#4	23.54			
					71567477	R2	25.77			
					71570184	#2	73.20			
					71567251	#23	60.00			
					71567094	#4	16.84			
					71564550	#18	14.21			
					71566977	R1	25.91			
					71566785	#2	65.12			
					71564762	#23 & JERRY CANS	122.41			
					71569830	#3	108.73			
022660	002	19/06/2015	COOP	UCLUELET CONSUMER'	71570191	#24	131.90		263.04	
					71571584	#23	69.79			
					71570976	#4	61.35			
022661	002	19/06/2015	CRC05	CANADIAN RED CROSS	IN00290166	SWIM BADGES	70.27		70.27	
022662	002	19/06/2015	CT002	CLEARTECH INDUSTRI	621331SJC	HYPOCHLORITE	696.36		696.36	
022663	002	19/06/2015	EISC2	ELITE IMAGE SOFTWA	9699	BYLAW BUS.CARDS	65.80		65.80	
022664	002	19/06/2015	EP275	PACIFIC ESCAPE RES	709	POOL RENTAL MAY 25	341.25		682.50	
					704	POOL RENTAL MAY 4/	341.25			
022665	002	19/06/2015	F9134	FORTUNE, MARK	121292	BASEBALLS	104.77		104.77	
022666	002	19/06/2015	GAL39	GALLOWAY PAUL ROBE	1138	RESCUE 1 SERVICE	390.99		390.99	
022667	002	19/06/2015	HS002	HOGAN, SARAH	121291	HOGAN-DANCE FIT MA	558.94		558.94	
022668	002	19/06/2015	IVC25	IMPACT VISUAL COMM	88717	BYLAW BUSINESS CAR	31.50		31.50	
022669	002	19/06/2015	K9286	KEMPS KIM	5600917	KEMPS-REIMBURSEMEN	175.00		175.00	
022670	002	19/06/2015	LB454	LADYBIRD ENGRAVING	669	BYLAW LOGO EMBROID	153.49		153.49	
022671	002	19/06/2015	LC077	LOOMIS EXPRESS	5478611	QNAP	89.81		89.81	

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
022672	002	19/06/2015	M9370	McEWEN MARILYN	121298 121299	MCEWEN-ARCR/ACHHN MCEWEN-LANDFILL/AI	103.68 32.40		136.08	
022673	002	19/06/2015	MF113	MINISTER OF FINANC	93463995	TAX NOTICES	1,823.21		1,823.21	
022674	002	19/06/2015	MFSMT	MINISTER OF FINANC	DUCL0076-Y2	SMART TOOL RENEWAL	315.00		315.00	
022675	002	19/06/2015	MI224	MUNICIPAL INSURANC	26288	SCHANTZ	150.00		150.00	
022676	002	19/06/2015	NA071	NOVAK ANNE	121290	NOVAK-CLAY ART & I	1,394.30		1,394.30	
022677	002	19/06/2015	PE226	PAVELEY EMMA	121294	PAVELEY-SPRING SWI	360.00		360.00	
022678	002	19/06/2015	RK179	ROBISON KARLA	121297	ROBISON-EMBC/JIBC	224.40		224.40	
022679	002	19/06/2015	SBR01	SONBIRD REFUSE & R	121295	75% OF TAG SALE	426.00		426.00	
022680	002	19/06/2015	SEP41	SKYE EMERGENCY PRE	116	RAPID DAMAGAE SEMI	1,443.75		1,443.75	
022681	002	19/06/2015	SI604	SHU IAN	121293	SHU-PD 1,2,3, ADUL	2,760.12		2,760.12	
022682	002	19/06/2015	WL109	WILLISTON DR. L	1171	UVFB	50.00		50.00	
022683	002	19/06/2015	WM802	MCBRINE WALTER	JUNE4/15	CONCRETE SLAB PLAC	325.00		325.00	
022684	002	19/06/2015	WP166	WINDSOR PLYWOOD -	53808A 53809A 53547A 53486A 55879A 55535A 55649A 54965A 54284A 54622A 55653A	PIER BLOCKS PAIL LINERS/SANDPA RED PAINT BEAMS PRUNING SHEARS BRUSH/TAGS/PAIL TOGGLE BOLT/WASHER PAINT PAINT BRUSHES PAINT PRUNING SAW/BLADES	214.77 27.89 174.35 1,443.13 29.53 71.86 3.65 530.26 49.90 196.00 307.35		3,048.69	
022685	002	19/06/2015	UC142	UCLUELET CONSUMER'	CO1044702 CO1090251 CO1091164 CO1023937 CO1041965 CO1095334 CO1041479 CO1091441 CO1042319 CO1082283 71568146	HAND CARTS HOTDOGS/BUNS/CONDI DISH BINS/CREAM/MI LIGHT BULGS SLUG BAIT/WATERING SUSHI INGREDIENTS FRUIT/NUTS VINEGAR P.PLATES/NAPKINS/C HOT DOG/HAMBURGER ICE	55.94 59.47 32.55 32.62 95.68 40.00 37.88 58.38 70.91 77.74 9.75		570.92	
022686	002	19/06/2015	UC142	UCLUELET CONSUMER'	CO1099342 CO1107855 CO1107868 CO1103660 CO1127073 CO1105634	WHEELBARROW ZIPLOCKS/TAPE ICE VINEGAR FRUIT/CRACKERS FLOWERS	64.95 34.43 5.98 53.91 32.17 42.54		233.98	
022687	002	26/06/2015	ACE07	ALBERNI COMMUNICAT	19552 19572 19576	PAGER REPAIR PAGER REPAIR PAGER REPAIR	49.28 102.33 184.75		336.36	
022688	002	26/06/2015	AJP15	ARCHIE JOHNSTONE P	REF1623-3	HVAC MAINTENANCE	2,520.00		2,520.00	
022689	002	26/06/2015	AL001	ACKLANDS - GRAINGE	0533822 0533527	VESTS/TESTING GAS VEST/GLOVES/CAUTIO	411.22 441.77		852.99	
022690	002	26/06/2015	AON01	AON REED STEENHOUS	47856 325	GEN LIABILITY JUN/15-JUN/16 INSU	75.00- 47,882.00		47,807.00	
022691	002	26/06/2015	AWA48	AWA ASPHALT LTD	72	ASPHALT	117,600.00		117,600.00	
022692	002	26/06/2015	BA139	SHARKY BALLOONS	007	CANADA DAY	100.00		100.00	
022693	002	26/06/2015	CE004	CORPORATE EXPRESS	38610597	STAMP	68.98-		103.79	

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
					38740970	NOTEBOOK/SHARPIES/	172.77			
022694	002	26/06/2015	CG440	COOPER HARVEY					399.96	Yes
022695	002	26/06/2015	CGISC	CGIS CENTRE	42186	JUL/15	683.04		683.04	
022696	002	26/06/2015	CK608	CORTES KEVIN	D477	D477	3,236.84		3,236.84	
022697	002	26/06/2015	CLC12	CARVELLO LAW CORPO	1092 1093	101041 101043	358.63 348.08		706.71	
022698	002	26/06/2015	CP300	CRITERION PICTURES	773667	MOVIES	24.31		24.31	
022699	002	26/06/2015	DC001	DOLAN'S CONCRETE L	UP75888	BAY ST SHOULDERING	504.70		504.70	
022700	002	26/06/2015	DFC01	DUMAS FREIGHT COMP	27633	FOUR STAR WATERWOR	145.74		145.74	
022701	002	26/06/2015	DT002	TOFINO DISTRICT OF	20150231	HODDER-BCRPA	328.38		328.38	
022702	002	26/06/2015	FS004	FOUR STAR WATERWOR	45574	METER BOXS/LIDS/SE	2,230.08		2,230.08	
022703	002	26/06/2015	FW050	FAR WEST FOODS GRO	290786 290724 290880 290785 290580	DOGGIE BAGS BLEACH TEA/SUGAR/CLEANER PAPER PRODUCTS PAPER PRODUCTS	112.65 30.82 54.84 389.83 74.30		662.44	
022704	002	26/06/2015	GPC25	GREATPACIFIC CONSU	190	OUTFALL MONITORING	3,415.63		3,415.63	
022705	002	26/06/2015	HT999	HANSON TAYLOR	247207	DEPOSIT REC HALL P	1,000.00		1,000.00	
022706	002	26/06/2015	IH042	INNER HARMONY SERV	3492	MAY/15 EXTRA'S	144.38		144.38	
022707	002	26/06/2015	LY001	YOUNG ANDERSON	88539 88540 88541	1190080 1190128 1190129	263.26 3,843.53 262.08		4,368.87	
022708	002	26/06/2015	MA952	MAXXAM ANALYTICS	VA889438 VA889459 VA893444	B535020 B539793 B544125	78.75 78.75 78.75		236.25	
022709	002	26/06/2015	MMB55	MURDY & McALLISTER	21122	4438	136.61		136.61	
022710	002	26/06/2015	OB090	O'BRIEN DR J	1248	MEDICAL EXAM	50.00		50.00	
022711	002	26/06/2015	PB703	PHOENIX BENEFITS S	100B	UVFB ACCIDENT INSU	2,615.00		2,615.00	
022712	002	26/06/2015	PC336	PETTY CASH FORTUNE	121302	LOGGER SPORTS PRIZ	6,250.00		6,250.00	
022713	002	26/06/2015	PI110	PUROLATOR INC	427894158 427828276	N.IS.LABS NI LABS/MAXXAM	35.68 63.57		99.25	
022714	002	26/06/2015	RPI46	ROADPOST INC. T462	RC081000078	JUNE/15	71.40		71.40	
022715	002	26/06/2015	SF061	STEVENS FLICKERINE	121301	STEVENS-YOGA JUN 3	351.61		351.61	
022716	002	26/06/2015	T9345	TOWGOOD JOHN	121303	TOWGOOD-SFU URBAN	712.10		712.10	
022717	002	26/06/2015	TB204	TOFINO BUS	9082370	P/W DAY	315.00		315.00	
022718	002	26/06/2015	TSC19	TRANSPARENT SOLUTI	7864	JUL/15 CLEARMAIL	20.95		20.95	
022719	002	26/06/2015	UC141	UCLUELET CHAMBER O	52079	VOLUNTEER OF THE Y	51.05		51.05	
022720	002	26/06/2015	UP459	UCLUELET PETRO-CAN	17117408 17117378 17117435	#4 BRAKES KEYS-REC HALL #12 WELD DOOR	1,068.13 11.20 52.09		1,131.42	
022721	002	26/06/2015	UR849	UCLUELET RENT-IT C	20924 20910 20610 20908	REPAIR WEDEATER WEDEATER HEAD MAY 1-JUN 1/15 SER BARK MULCH	114.78 102.55 1,176.00 252.00		1,645.33	

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
022722	002	26/06/2015	WC035	WES CAN FLAG AND P	13297	FLAG POLE	637.28		637.28	
022723	002	26/06/2015	WEYER	WEYERHAEUSER COMPA	121300	2015	67,537.10		67,537.10	
022724	002	26/06/2015	XC300	XPLORNET COMMUNICA	INV09715257	JUNE/15	61.59		61.59	
022725	002	03/07/2015	AD004	TYCO INTEGRATED FI	80354232 80354231 80354254	JUL-SEP/15 JUL-SEP/15 JUL-SEP/15	146.59 237.57 247.02		631.18	
022726	002	03/07/2015	AL001	ACKLANDS - GRAINGE	053246 0534059	VEST GLOVES/STRAP	82.10- 213.49		131.39	
022727	002	03/07/2015	AWA48	AWA ASPHALT LTD	77	UCC/LARCH PAVING	35,696.43		35,696.43	
022728	002	03/07/2015	CFS01	CLAYOQUOT FOREST S	106	YEARLY INSPECTION	329.28		329.28	
022729	002	03/07/2015	CK608	CORTES KEVIN	D478	D478	4,222.77		4,222.77	
022730	002	03/07/2015	CUPE1	CUPE LOCAL #118	06/15	JUN/15	1,332.42		1,332.42	
022731	002	03/07/2015	DC001	DOLAN'S CONCRETE L	UK38780	CONCRETE	289.24		289.24	
022732	002	03/07/2015	EO001	ENVIRONMENTAL OPER	F20150373	HYPHOCUS RENEWAL	105.00		105.00	
022733	002	03/07/2015	FL001	FAST LINE STRIPING	31350	WHITE SPORT STRIPE	1,155.00		1,155.00	
022734	002	03/07/2015	FS004	FOUR STAR WATERWOR	45734	STEEL RODS-MATTERS	741.03		741.03	
022735	002	03/07/2015	FW050	FAR WEST FOODS GRO	291462	SOAP/PAPER PRODUCT	196.38		196.38	
022736	002	03/07/2015	GE395	GALLOWAY ELECTRIC	475 471	REPLACE LIGHTS TSUNAMI SIREN REPA	197.46 157.98		355.44	
022737	002	03/07/2015	HS002	HOGAN, SARAH	121304	DANCE JUN/15	151.72		151.72	
022738	002	03/07/2015	IH042	INNER HARMONY SERV	3532	JUN/15	2,443.35		2,443.35	
022739	002	03/07/2015	IVC25	IMPACT VISUAL COMM	88756	SCHANTZ-BUSINESS C	63.00		63.00	
022740	002	03/07/2015	MA952	MAXXAM ANALYTICS	VA894084 VA894085 VA/896669	B8546681 B546694 B553113	110.25 157.50 273.00		540.75	
022741	002	03/07/2015	MH135	MEDEL HARRIET	121306 121307	ROAD TEST SUMMER CAMP SUPPLI	65.00 123.85		188.85	
022742	002	03/07/2015	MS170	REVENUE SERVICES O	07/15	JUL/15	2,569.50		2,569.50	
022743	002	03/07/2015	OB090	O'BRIEN DR J	1267	MEDICAL EXAMS	50.00		50.00	
022744	002	03/07/2015	PB002	PACIFIC BLUE CROSS	JUL/15	JUL/15	7,165.40		7,165.40	
022745	002	03/07/2015	PC285	PETTY CASH - BARBA	JUN/15	JUN/15	60.35		60.35	
022746	002	03/07/2015	PI110	PUROLATOR INC	427962500	NI LABS/MAXXAM	93.05		93.05	
022747	002	03/07/2015	RL068	RIVERA LYVIER	121305	LATIN FURY JUN/15	109.20		109.20	
022748	002	03/07/2015	SS419	SOLIDARITY SNACKS	346	EMERGENCY COMMITTT	34.90		34.90	
022749	002	03/07/2015	TU428	TOURISM UCLUELET	04/15	APR/15 GRANT	13,643.44		13,643.44	
022750	002	03/07/2015	UI923	UKEE INFO TECH	10165	IT SUPPORT	7,415.28		7,415.28	
022751	002	03/07/2015	UP459	UCLUELET PETRO-CAN	17117657 PC0341331	#4 DOOR HINGE E2 LIGHT BULBS	132.95 3.93		136.88	
022752	002	03/07/2015	UV146	UCLUELET VOLUNTEER	Q2/15	Q2/15	2,100.00		2,100.00	
022753	002	03/07/2015	CG440	COOPER HARVEY	AR_REFUND	COOPER AR2440 2012	399.96		399.96	
Total:							385,158.86	0.00	385,158.86	



STAFF REPORT TO COUNCIL

Council Meeting: July 14, 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. **AND THAT** Council hereby repeal all other existing policies of the District of Ucluelet with the exception of Policy No. 15-7900-01;
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 re-present to Council the 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.

At the June 23, 2015 Regular Council meeting, Council passed Resolution No. 2015-175 as follows:

*It was moved by Councillor Oliwa and seconded by Councillor Noel
THAT Council receive report item 8.2 "Adoption of District of Ucluelet Policies and
Resolution to Repeal" for information to allow the public time to review and provide
comment;
AND THAT this report be brought forward again at the July 14 Regular Meeting.*

SUMMARY AND CONCLUSION:

Staff recommend that the aforementioned policies be adopted as presented and all other policies, by resolution of Council, be repealed excepting Policy No. 15-7900-01 (Fee Structure for Facility Use) which was adopted for a one-year term at the June 23, 2015 Regular Council meeting.

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.

Mayor Dianne St. Jacques
District of Ucluelet



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:

- Damage Deposit Received _____
- Proof of Insurance Filed
- Indemnification Agreement Filed
- Municipal Equipment to be used Approved by Appropriate Departments
- 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

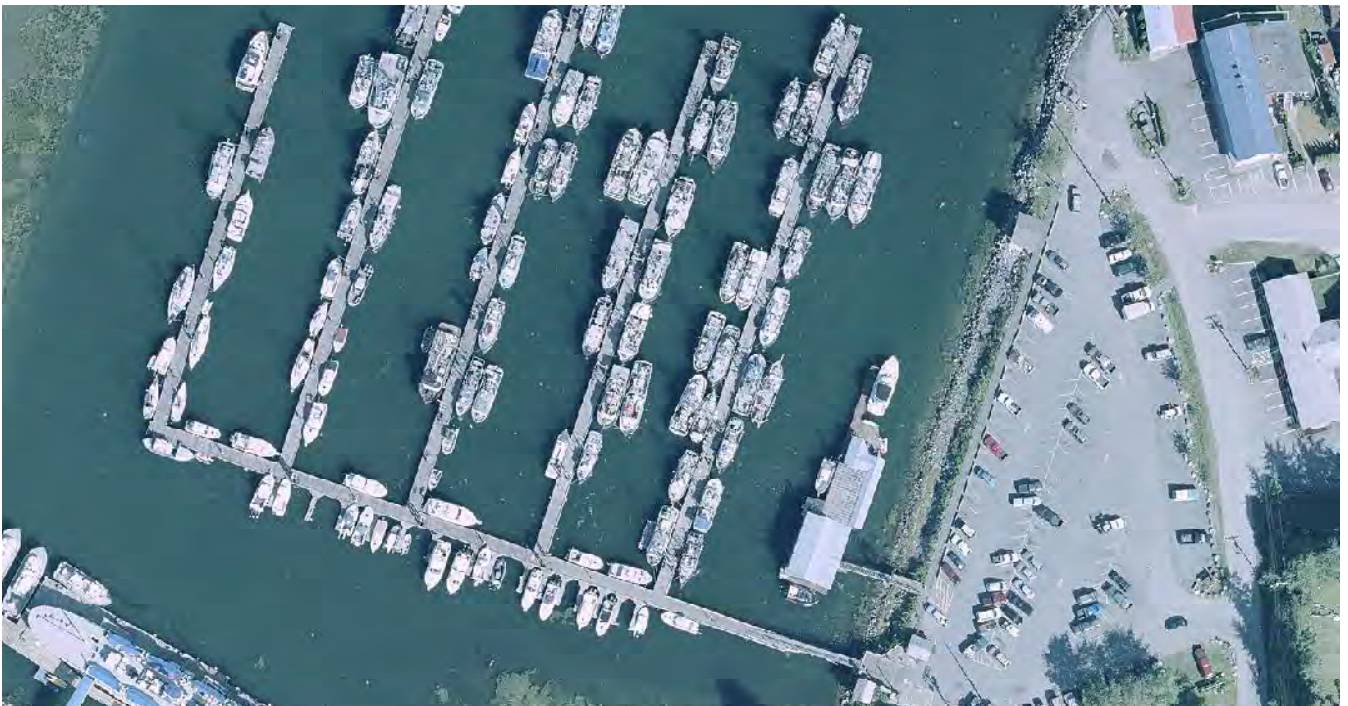
Fish Sales Dock A – Main Dock

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: JULY 14, 2015
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: DEPARTMENT HEADS

FILE NO: 0550-20-04

SUBJECT: SECOND QUARTERLY REPORT FOR 2015

RECOMMENDATION(S):

1. **THAT** Council receives this report for information.

PURPOSE:

The purpose of this report is to update Council on departmental highlights on a quarterly basis. The body of this report covers the quarter from April to the end of June, 2015.

PARKS AND RECREATION DEPARTMENT:

Grants:

Received:

- CBT Cultural Grants
 - Fall local culture Special Event \$2,500
 - Youth Travelling Art Show and workshop \$4,500
- Canada Day Grant – Federal \$800
 - Special event
- Summer Career Placement Grant – Federal \$2,873

Pending:

- Coop Community grant
 - Kimoto Park (denied will reapply 2016)
- Canada 150 Infrastructure Grant \$60,950
 - Skateboard Park expansion

Programming

- Our Youth Programmer worked with local youth to produce an extremely successful Youth Travelling Art Show and workshops, funded through CBT. Well attended by a number of local youth. Much of their work was showcased throughout the Peninsula. This project was also a partnership with PRAS and surrounding communities.
- In April the department also partnered with the West Coast Resource Society to present a local production of the Vagina Monologues in which the proceeds went to women at risk programming.

- We celebrated Earth Day on April 22nd with a presentation by local adventurer Markus Pukonen. Approximately 50 people attended this event. The project benefited CWFS and “Routes of Change “project.
- We supported the Purple Dragon Fundraising Dinner – attended by approximately 100 people to raise funds for local youth to travel to Trinidad for training and black belt testing.
- On June 8th the Department had a record day bringing in \$7,171.85 on Day Camp programs alone.
- The Department hired a Summer Leader
- The Department has expanded its summer programs for Tots this year as they are the emerging group coming up through programs.
- We now have a fully functioning pottery studio in which participants can purchase three month memberships. We will be fully launching this program in the fall of 2015.

Projects/Events

- We hosted the first Age Friendly Action Plan session on June 19th. The turnout was very good for both the workshop and the presentation on Senior’s successful Age Friendly initiatives in rural and remote communities in BC.
- The RMI program report for 2014 was completed and submitted to the provincial government.

Interdepartmental

- Warren Cannon and Abby Fortune have been working on two major projects this late spring, being the Little Beach access project and beautification and the reworking of the Bike Park (BMX track) and adding a beach volleyball court.
- Both projects are very close to completion.
- With the Bike park/volleyball court we have had three community input sessions with user groups. They have been very successful with great input and feedback on the whole project.

PUBLIC WORKS DEPARTMENT:

- Boat Launch:
Three concrete ramps were added to the community Boat Launch. The ramps were constructed by staff and added to the end of the existing ramp. The new ramps provide a longer and easier transition for launching vessels.
- Paving/path work:
Paving and path work has been completed this year. There were multiple sections of roads and paths done. Some of these areas are Bay Street (2 sections), Larch Road, Little Beach parking and the UCC sections.
- Public Works Week:
The Public Works and Parks staff hosted students from the Ucluelet Elementary School at the Public Works yard. Staff was on hand to discuss day to day operations, safety, and to display some of the equipment used to do the work.
- Line painting:
Line painting, crosswalks and stop bars have been completed throughout the community.

- **BMX Park:**
Staff has installed the culvert section. This section will now be able to accommodate the bike track as well as outdoor volleyball courts as per design.
- **Edge to Edge Marathon:**
Preparation work and beautification for this event was completed.
- **Fraser Lane Park Repairs:**
New border section was installed. The design opened a section in the border to combine the two park zones into one.
- **Little Beach:**
Old access was closed off and a temporary access put in place. Staff opened up the area with brushing and clearing which provides a view point of the beach from the parking area.

ADMINISTRATION/FINANCE DEPARTMENT:

- The 2015-2019 5-Year Financial Plan was adopted on May 14, 2015.
- The 2014 Financial Statements were presented to Council by our auditors, KPMG, on June 18, 2015. The District received an unqualified “clean” audit.
- The Climate Action Survey final report was submitted in June, 2015.
- The 2014 Annual Report was completed and approved in June, 2015.
- Two Bylaw Ambassadors have been hired for the summer months, operating mid-May to mid-September.
- The ladders to be installed on the floats located at 52 Steps, the Outer Basin, and the Inner Basin at the Ucluelet Small Craft Harbour sites have been received. DFO will be sending the specifications and installation instructions shortly.

ENVIRONMENTAL & EMERGENCY SERVICES DEPARTMENT:

I. EMERGENCY SERVICES

Ucluelet Volunteer Fire Brigade

- Discussion with PRNPR regarding a fire service agreement and provided applicable documents for background information
- NI 911 follow up regarding a callout to PRNPR, pass on all applicable jurisdictional agreements and maps, and request an updated service area map
- Ucluelet and Tofino automatic aid agreement follow up
- Review fireworks and outdoor burning applications
- Recruit 4 new members - prepare and review application packages, and conduct interviews
- Order and install a 25ft flagpole for the front of the fire hall
- Leadership management - letters to authenticate the transition of two lieutenants to captain status and a member to a lieutenant status, research service year pins and badges, and take steps towards a ranking ceremony
- Porsche club event tasks - fireworks permit, order/modify the banner, road closure council report, coordinate the Market group, evening BBQ + pancake breakfast + race track lunch

preparations and cleanup, attend the donation formality, communications, and obtain pictures for next year's event and annual report

- Install an exterior poster board at the fire hall and post updated Coastal Fire Centre bulletins
- Check on Island West fire pit layout and follow up
- Miscellaneous fire tasks: review training schedule, rescue exercise with BCAS and RCMSAR, infrared camera research, develop misc. forms (radio and turn-out gear inventory, truck maintenance checklist, roster list, callout and training document, tailboard form), accident insurance, truck servicing, badge letters for the Office of the Fire Commission badge, equipment and uniform orders, air tank testing, and meetings with the Chief's and officers

Emergency Coordinating Committee (ECC) - Monthly Meetings, Events and Training

- April monthly meeting - practice/demo emergency notification, radio training/information session review for the high frequency radio over-internet system (HAM radio), discuss the Emergency Preparedness Week events, and meeting minutes
- May Emergency Preparedness Week event - 2nd Annual Full-scale Community Tsunami Evacuation drill, Open House and BBQ at the fire hall/EOC, info sessions with Dr. Nick Hedley at the Ucluelet High School, and displays at the UCC, District and Chamber offices:
 - Communications - press release, ads and articles for media partners, poster design and setup, live radio interviews with CBC and a Vancouver radio station
 - Obtain and display inundation maps for the District, Chamber, and EOC
 - Develop community safe zone kits
 - Coordinate Sybille Sanderson from the CVRD to participate
 - Update Ucluelet's emergency preparation and response brochures
 - Prepare resident information packages
 - Thank you emails
 - Review lessoned learned summary with the ECC
- June monthly meeting - review the lesson learned summary from the 2nd Annual Full-scale Community Tsunami Evacuation drill and devise an action item list
- EM712 Operations Level 3 course for committee members and the fire brigade/first responders
- Rapid Damage Building Assessment and Safety Evaluation (Applied Technology Council - ATC20) seminar/training for the committee members, fire brigade/first responders, and contractors
- Recruit 4 new members

General - Events, meetings, communications, training, etc.

- Prepare an Emergency Signage policy
- Research the internal/external communications system, prepare contact lists, and demo/test/implement the internal communications system
- Emergency Management 714 Level 3 Logistics training
- Organize the EOC and functional kits
- Obtain quotes for emergency supplies

- Power outage - communications, generator start up, backup power suggestions for the server and phone system so communications can occur for the 1st hour during an outage
- Provide EMBC with Ucluelet and Tofino's Emergency Response Water and Drought plans

Emergency Social Services

- Edge to Edge Marathon support booth
- Monthly meetings
- Preplanning exercise at the UCC with participation from Tofino's ESS team
- Recruit 1 new member

II. ENVIRONMENTAL SERVICES

Japan Tsunami Marine Debris (JTMD) - Ucluelet and Barkley Sound Shoreline Cleanup Program

- NOAA Marine Debris Monitoring Assessment with the Ucluelet Secondary School sustainability class - monthly inventory with students, analysis, and reporting
- Work plan/proposal options for Ucluelet Council, Ministry of Environment, and BC Parks regarding the large scale marine debris removal project
- Discussions with Discovery Channel and Knowledge Network regarding debris removal projects
- Japanese artifact (Shinto) loan agreement/write up for an exhibit at the Vancouver Aquarium
- Expand on safety plan, best management practices, and methodologies for cleanup events
- Prepare an annual JTMD expenditures and summary report (accounting, description of work completed, metric achievements, and partners involved) for BC Parks, Japan consulate and Japan Ministry of Environment

Environment Program

- Finalize the Spill Response council report
- LIDAR flight - contact PRNPR and scientists/modellers with UBC and SFU

PLANNING DEPARTMENT:

- Review and Updates to Bylaws: Staff continue to review and update bylaws to reflect current legislation.
 - Policy and Procedures Bylaw #1164: First and Second Reading.
- Application Summary - this Quarter:
 - **Rezoning:** 1 new application (2 applications to date – 5 total in 2014)
 - **Dev. Permits:** 0 new application (1 permits to date – 4 total in 2014)
 - **Building Permits:** 14 new applications (21 permits to date 2014 – 39 total in 2014)
 - **Board of Variance:** 0 new applications (1 applications to date 2015 – 5 total in 2014)

- Grants:
 - Exploring the New Horizons grant for Seniors Program (NHSP).
- Ucluelet Webpage:
 - Added a 'Filming in Ucluelet' page to facilitate the application process. Requested Tourism Ucluelet to gather photos for a photo gallery that showcases Ucluelet as a filming destination.
- Research:
 - Researched and reported on a LED street lighting retrofit.
 - Boardwalk Research
 - Whispering Pines Research

Respectfully submitted:

Department Heads



Quarterly Motion Report

Period Covered: April 2015 – June 2015

Prepared for: July 14, 2015 Regular Council Meeting

Council Meeting Date: April 14, 2014

Res. No.	Status	Motion
2015-93	Complete	It was moved by Councillor Mole and seconded by Councillor Noel THAT it be recommended that staff send a letter of support to the ACRD in their application for lighting improvements for Long Beach Airport.
2015-94	Complete	It was moved by Councillor Mole and seconded by Councillor Noel THAT Council proclaim April as Organ and Tissue Donor Awareness month.
2015-95	Complete	It was moved by Councillor Mole and seconded by Councillor Oliwa THAT the District of Ucluelet proclaim April 28, 2015 as National Day of Mourning in Ucluelet; AND THAT the District of Ucluelet fly the National Day of Mourning Flag at half-mast for the week of April 28th out of respect for workers who have died on the job.
2015-96	Complete	It was moved by Mayor St. Jacques and seconded by Councillor Oliwa THAT Councillor Mole attend the Kap'Yong Memorial Ceremony on April 24 as Acting Mayor; AND THAT Pacific Rim National Park be notified of Councillor Mole's attendance.
2015-97	Complete	It was moved by Councillor McEwen and seconded by Councillor Noel THAT Councillor Mole attend the Community Justice Forum on April 24 as Acting Mayor to welcome and speak to the attendees.
2015-98	Council Action	It was moved by Councillor Mole and seconded by Councillor Oliwa THAT Mayor St. Jacques attend the Chief Elected Official Forum on June 24-25.
2015-99	Complete	It was moved by Councillor Mole and seconded by Councillor Noel THAT Council be encouraged to attend, if available, the Coming Together Forum on May 6.
2015-100	In Process	It was moved by Councillor McEwen and seconded by Councillor Noel THAT Council accept the BC Salmon Farmers Association invitation to tour a salmon farm. <i>Tour date arranged for July 13, 2015</i>

Res. No.	Status	Motion
2015-105	Complete	It was moved by Councillor Mole and seconded by Councillor McEwen THAT Council approve recommendation 1 of the 'Relocation of an Existing Mobile Vending Business License from 1801 Bay Street to 1685 Peninsula Road' report, which states: <ol style="list-style-type: none">1. THAT Council approve the relocation of a business license for a Mobile Vendor (Jiggers) from 1801 Bay Street to 1685 Peninsula Road subject to the conditions outlined below and within the body of this report.
2015-106	Complete	It was moved by Councillor McEwen and seconded by Councillor Mole THAT Council support the recommendation at the end of the 'Wooden Walkway and Structure Staining' report, which states that staff recommend staining wooden structures and walkways if time, staffing and budgets permit however staff would not recommend making it a requirement or an obligation to the District's maintenance program.
2015-107	Complete	It was moved by Councillor McEwen and seconded by Councillor Mole THAT Council approve recommendation 1 of the 'Zoning Amendment Bylaw #1180 - to amend Zoning Bylaw #1160, 2013 to remove Lot 34, Plan VIP79602 from Section CD-3A.1.4, which permits commercial and mixed commercial/ residential principal uses and place it in Section CD-3A.1.1 which permits single family dwellings as principle uses, which states: <ol style="list-style-type: none">1. THAT Zoning Amendment Bylaw No. 1180, 2015 be given Fourth Reading and Final Adoption having been given First and Second Reading February 24, 2015, Public Hearing and Third Reading March 24, 2015 and Ministry of Transportation and Infrastructure Approval on March 31, 2015.
2015-108	Complete	It was moved by Councillor Oliwa and seconded by Councillor McEwen THAT Council give Fourth Reading and subsequent Adoption to Zoning Amendment Bylaw No. 1180, 2015.

Council Meeting Date: April 28, 2015

Res. No.	Status	Motion
2015-111	Council Action	It was moved by Councillor Mole and seconded by Councillor Oliwa THAT Council direct Councillor Noel to discuss the details of the project with Ms. Smulders and explain the District's Grant-in-Aid process.
2015-115	Complete	It was moved by Councillor Mole and seconded by Councillor Oliwa THAT Council approve recommendation 1 of the "Pacific Rim Music Festival – Noise By-law Exemption Otalith" report, which states: <ol style="list-style-type: none">1. THAT Council grant an extension of the Noise Control Bylaw 915 for the Otalith Music Festival on Friday, August 21st and Saturday, August 22nd to midnight at the Seaplane Base Ball field Fairgrounds.
2015-116	Complete	It was moved by Councillor McEwen and seconded by Councillor Noel THAT Council approve recommendation 1 of the "Edge to Edge Marathon" report, which states: <ol style="list-style-type: none">1. THAT Council approve the road closures and additional request for operations of the Edge to Edge Marathon for June 14th, 2015.

Res. No.	Status	Motion
2015-117	Complete	<p>It was moved by Councillor Mole and seconded by Councillor Oliwa THAT Council approve recommendations 1 and 2 of the “Porsche Club Show n’ Shine” report, which state:</p> <ol style="list-style-type: none"> 1. THAT Council authorize the closure of Fraser Lane (9:00 a.m. – 4:00 p.m.) in front of the Village Green as well as the Main Street Dock on Saturday May 23rd for the Porsche Club Show n’ Shine event, which consists of approximately 50 cars; 2. THAT Council attends the Porsche Club festivities and invites the community to join them.
2015-118	In Process	<p>It was moved by Councillor Mole and seconded by Councillor Oliwa THAT Council refer late item 9.1 to staff for initial consideration and response.</p> <p>Late Item 9.1: Correspondence from Tom Petrowitz re: Building Scheme for Reef Point Beach Estates</p>

Council Meeting Date: May 12, 2015

Res. No.	Status	Motion
2015-120	In Process	<p>It was moved by Councillor Mole and seconded by Councillor McEwen THAT staff be directed to investigate the creation of smoking prohibition bylaw for District of Ucluelet parks and public areas.</p> <p><i>Will be pursued in the Fall, 2015</i></p>
2015-124	Complete	<p>It was moved by Councillor Oliwa and seconded by Councillor McEwen THAT Council approve recommendation 1 of the “Development Permit Application for: Lot 6, Plan VIP66186 (225 Boardwalk Boulevard)” report, which states:</p> <ol style="list-style-type: none"> 1. THAT Council approve the Development Permit on the above referenced property subject to the conditions outlined below and within the body of this report.
2015-125	In Process	<p>It was moved by Councillor Mole and seconded by Councillor Noel THAT staff be directed to obtain legal advice and clarity on any covenants registered on title for 225 Boardwalk Boulevard.</p>
2015-126	Complete	<p>It was moved by Councillor McEwen and seconded by Councillor Noel THAT Council approve recommendation 1 of the “2015 Five-Year Financial Plan” report, which states:</p> <ol style="list-style-type: none"> 1. THAT Council give up to three readings to the Five-Year Financial Plan Bylaw No. 1181, 2015.
2015-127	Complete	<p>It was moved by Councillor McEwen and seconded by Councillor Oliwa THAT Council give First Reading to District of Ucluelet Five Year Financial Plan Bylaw No. 1181, 2015.</p>
2015-128	Complete	<p>It was moved by Councillor Oliwa and seconded by Councillor Noel THAT Council give Second Reading to District of Ucluelet Five Year Financial Plan Bylaw No. 1181, 2015.</p>

Res. No.	Status	Motion
2015-129	Complete	It was moved by Councillor Noel and seconded by Councillor McEwen THAT Council give Third Reading to District of Ucluelet Five Year Financial Plan Bylaw No. 1181, 2015.
2015-130	Complete	It was moved by Councillor McEwen and seconded by Councillor Oliwa THAT Council approve recommendation 1 of the "2015 Tax Rates Bylaw" report, which states: 1. THAT Council gives up to three readings to the 2015 Tax Rate Bylaw No. 1182, 2015
2015-131	Complete	It was moved by Councillor McEwen and seconded by Councillor Oliwa THAT Council give First Reading to Annual Tax Rates Bylaw No. 1182, 2015.
2015-132	Complete	It was moved by Councillor Noel and seconded by Councillor McEwen THAT Council give Second Reading to Annual Tax Rates Bylaw No. 1182, 2015.
2015-133	Complete	It was moved by Councillor Oliwa and seconded by Councillor Oliwa THAT Council give Third Reading to Annual Tax Rates Bylaw No. 1182, 2015.
2015-134	Complete	It was moved by Councillor Mole and seconded by Councillor Oliwa THAT staff be directed to make suitable arrangements with Jay Cullen to present on Fukushima Radiation Monitoring in Ucluelet.

Council Meeting Date: May 14, 2015

Res. No.	Status	Motion
2015-135	Complete	It was moved by Councillor Noel and seconded by Councillor Oliwa THAT Council approve recommendation 1 of the "2015 Five-Year Financial Plan" report, which states: 1. THAT Council give Final Adoption to the Five-Year Financial Plan Bylaw No. 1181, 2015.
2015-136	Complete	It was moved by Councillor Oliwa and seconded by Councillor Noel THAT Council give Fourth Reading and Adoption to District of Ucluelet Five Year Financial Plan Bylaw No. 1181, 2015.
2015-137	Complete	It was moved by Councillor Oliwa and seconded by Councillor Noel THAT Council approve recommendation 1 of the "2015 Tax Rates Bylaw" report, which states: 1. THAT Council gives Final Adoption to the 2015 Tax Rate Bylaw No. 1182, 2015
2015-138	Complete	It was moved by Councillor Noel and seconded by Councillor Oliwa THAT Council give Fourth Reading and Adoption to Annual Tax Rates Bylaw No. 1182, 2015.
2015-139	Complete	It was moved by Councillor Noel and seconded by Councillor Oliwa THAT Roadmasters Safety Group Inc. be permitted to close one lane at the south corner of Marine Drive by Matterson, in accordance with submitted diagram, from 11am – 3pm on June 4, 2015 for the purposes of performing traffic control training.

Council Meeting Date: May 26, 2015

Res. No.	Status	Motion
2015-142	Complete	It was moved by Councillor Oliwa and seconded by Councillor McEwen THAT Council proclaim June 6, 2015 as Access Awareness Day in Ucluelet.
2015-143	In Process	It was moved by Councillor Oliwa and seconded by Councillor McEwen THAT Council authorize Environment Canada's Marine Water Quality Monitoring Unit to conduct an assessment on Ucluelet's sewage treatment system for the purposes of determining the impact of system on shellfish harvesting waters in the area. <i>Meeting took place with environment representative in May. Staff are continuing to work with the group</i>
2015-145	Complete	It was moved by Councillor Oliwa and seconded by Councillor McEwen THAT Council receive correspondence item 4.4 and that Mayor St. Jacques attend the ceremony. [Invitation to USS Commencement ceremony]
2015-148	Complete	It was moved by Mayor St. Jacques and seconded by Councillor Oliwa THAT Council appoint Councillor Noel to serve as Council's representative to Tourism Ucluelet.
2015-151	In Process	It was moved by Councillor McEwen and seconded by Councillor Oliwa THAT Council approve recommendation 1 and 2 of the "Proposal to amend the CS-7 Tourist Commercial & Residential zone to include "Personal Services" as a permitted use in section CS-7.1.1(1)" report, which states: <ol style="list-style-type: none"> 1. THAT Zoning Bylaw No. 1183, 2015 be given First and Second Readings; and, 2. THAT Zoning Bylaw No. 1183, 2015 be advanced to a Public Hearing. <i>Public hearing date set for July 14, 2015</i>
2015-152	Complete	It was moved by Councillor Oliwa and seconded by Councillor McEwen THAT Council give First Reading to Zoning Amendment Bylaw No. 1183, 2015.
2015-153	Complete	It was moved by Councillor Oliwa and seconded by Councillor McEwen THAT Council give Second Reading to Zoning Amendment Bylaw No. 1183, 2015.
2015-154	Complete	It was moved by Councillor Oliwa and seconded by Councillor McEwen THAT staff be directed to apply for the Canada 150 Community Infrastructure Program grant before the deadline of June 17, 2015 for the Skateboard Park.
2015-155	In Process	It was moved by Councillor Oliwa and seconded by Councillor McEwen THAT staff be directed to send a letter in support of the residual Pacific Salmon Treaty funds remaining allocated for use by coastal communities.
2015-156	Complete	It was moved by Councillor Noel and seconded by Councillor Oliwa THAT staff be directed to send a letter to the owners of Howler's Family Restaurant and the old #1 building to thank them for their efforts in updating and beautifying the buildings.

Res. No.	Status	Motion
2015-157	Complete	It was moved by Councillor McEwen and seconded by Councillor Noel THAT the District of Ucluelet rekindle its membership with the Vancouver Island Economic Alliance group.

Harbour Authority Meeting Date: June 2, 2015

Res. No.	Status	Motion
HA-002	Complete	It was moved by Councillor Oliwa and seconded by Councillor Mole THAT the Harbour Authority appoint Rich Parlee, Laurie Charnell, Randy Oliwa, Jeanette O'Connor, and Andrew Yeates to the Harbour Advisory Commission working group.
HA-003	In Process	It was moved by Councillor Oliwa and seconded by Councillor Mole THAT the Harbour Authority direct District staff to address the issue of water flowing down Hemlock Street and into the parking lot instead of into the catch basin. <i>Staff have reviewed the area and are looking at raising back area of catch basin to direct water into the catch basin</i>
HA-004	In Process	It was moved by Councillor Oliwa and seconded by Councillor McEwen THAT the Harbour Authority direct District staff to produce and bring forward a feasibility study on the creation of additional vehicle parking space for Small Craft Harbour by filling in the ditch on Hemlock Road; AND THAT District staff provide the Harbour Authority with any preliminary plans or documentation that has already been created on this expansion. <i>Underway; cost estimates are approximately \$18,000 to fill in ditch area</i>
HA-006	Complete	It was moved by Councillor Oliwa and seconded by Councillor Mole THAT the Harbour Authority submit a request to Fisheries and Oceans Canada to install a 7 knot speed limit sign in Small Craft Harbour on the piling outside of Island West.
HA-007	In Process	It was moved by Councillor Oliwa and seconded by Councillor McEwen THAT the Harbour Authority direct the Harbour Manager to bring forward a report on the HAC recommendation to install signage at the Small Craft Harbour fish cleaning station for "30 Minute Unloading Maximum" and "No Permanent Moorage". <i>Report going to Council on July 14, 2015</i>
HA-008	In Process	It was moved by Councillor Oliwa and seconded by Councillor McEwen THAT the Harbour Authority direct District staff to bring forward a report on how the residents of Ucluelet can access the emergency equipment located at Amphitrite Point Station. <i>Harbour Manager is acquiring information</i>
HA-009	Complete	It was moved by Councillor Oliwa and seconded by Councillor McEwen THAT the Harbour Authority and Harbour Advisory Commission be provided with a copy of the District's updated spill response plan.

Council Meeting Date: June 9, 2015

Res. No.	Status	Motion
2015-159	In Process	<p>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.</p> <ul style="list-style-type: none"> 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. <p><i>Karla is engaging with the school on use of the sign. Press release went out June 5, 2015. Letter sent to Canadian Coast Guard on June 16, 2015 – awaiting reply.</i></p>
2015-160	In Process	<p>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.</p>
2015-162	Complete	<p>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.</p>
2015-166	Complete	<p>It was moved by Councillor Noel and seconded by Councillor McEwen THAT Council approve the Tourism Ucluelet budget as presented.</p>

Special Council Meeting Date: June 18, 2015

Res. No.	Status	Motion
2015-167	Complete	<p>It was moved by Councillor Noel and seconded by Councillor Oliwa THAT Council receive and accept the 2014 Audited Financial Statements for the District of Ucluelet.</p>
2015-168	Complete	<p>It was moved by Councillor Noel and seconded by Councillor Oliwa THAT Council write a letter to the Department of Fisheries and Oceans in support of local fish processors and in opposition to the increase in Joint Venture factory ships.</p>

Council Meeting Date: June 23, 2015

Res. No.	Status	Motion
2015-172	In Process	<p>It was moved by Councillor Noel and seconded by Councillor McEwen THAT Council pursue a lease agreement with the CBC for conversion of their radio service from AM to FM AND THAT the lease be brought forward prior to sign off.</p> <p><i>Draft agreement to be presented to Council at July 14, 2015 meeting</i></p>
2015-175	Complete	<p>It was moved by Councillor Oliwa and seconded by Councillor Noel THAT Council receive report item 8.2 "Adoption of District of Ucluelet Policies and Resolution to Repeal" for information to allow the public time to review and provide comment; AND THAT this report be brought forward again at the July 14 Regular Meeting.</p>
2015-176	Complete	<p>It was moved by Councillor Oliwa and seconded by Councillor Noel THAT Council approve recommendation 2 of report item 8.3 "Policies re: Waiver of Fees and Charges", which states:</p> <p style="padding-left: 40px;">2. THAT Council hereby adopt and bring into effect Policy No. 15-7900-1, Fee Structure for Facility Use.</p>
2015-177	Complete	<p>It was moved by Councillor Oliwa and seconded by Councillor Mole THAT Council approve recommendation 1 of report item 8.4 "Sign Variance Permit for Lot 8, VIP1686, District 09 (286 Main Street)", which states:</p> <p style="padding-left: 40px;">1. THAT a sign variance be issued for the above referenced property to allow a freestanding sign to be built 0.5m above the maximum allowable height of 3.5m.</p>
2015-179	In Process	<p>It was moved by Councillor Noel and seconded by Councillor McEwen THAT staff notify BC Hydro and ask them to correct lighting along Bay Street, Odyssey Lane, and Coast Guard Road that are on staying on during that day, in an effort to be more energy conscious and reduce lighting costs.</p> <p><i>BC Hydro has been notified of this issue and will remedy.</i></p>



STAFF REPORT TO COUNCIL

Council Meeting: JULY 14, 2015
500 Matterson Drive, Ucluelet, BC V0R 3A0

AUTHOR: MORGAN DOSDALL, DEPUTY MUNICIPAL CLERK

FILE NO: 0640-30 BUSINESS WALKS

SUBJECT: MAY 12, 2015 BUSINESS WALK SURVEY REPORT

ATTACHMENT(S): NONE

RECOMMENDATION(S):

1. **THAT** Council receives this report for information.

PURPOSE:

The purpose of this report is to present the findings of the 'Business Walk' survey delivered and collected on May 12, 2015.

BACKGROUND:

On May 12, 2015, representatives of the Ucluelet Chamber of Commerce and Ucluelet Council visited local businesses to collect information on a number of key topics affecting business owners in Ucluelet.

The survey delivered 9 questions:

- 1) Are you interested in a revitalization tax exemption bylaw?
- 2) Are there challenges with current signage and/or the signage bylaw?
- 3) Are you interested in chatting about parking – do you have concerns about parking, where do our employees park, etc?
- 4) What do you do to improve the aesthetics of your property?
- 5) Do you have any bylaw enforcement needs?
- 6) Are you a Chamber member? If not, why not?
- 7) Are you a member of any other Chamber of Commerce?
- 8) Would you see a benefit in the development of a Ucluelet specific visitor experience program, i.e. an ambassador program?
- 9) Is there anything you need from us or the community?

TALLIED RESULTS:

In the end, 54 businesses participated in the survey. The results below are a reflection of the information collected from these participants. When compiling results, similar responses that emerged were grouped together to identify specific issues affecting multiple businesses.

- Figure 1 shows the response to Survey Question (1).

Respondents who fell into the 'Not Interested' or 'Unsure/ Need More Info' categories asked for more information on how the program works with regards to who pays what and when. There was an overall negative interest in the bylaw if the additional taxes would shift to residents.

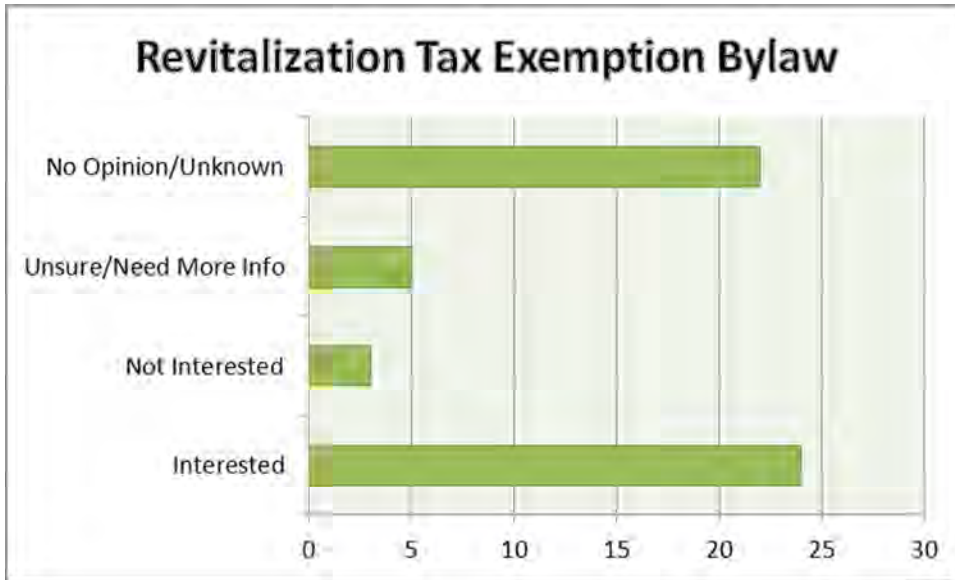


Figure 1 - Are you interested in a revitalization tax exemption bylaw?

- Figures 2 and 3 show the response to Survey Question (2).

In Figure 3, the 'Additional Signage' desired by business owners is primarily directional signage for businesses, trails, beaches, and the Cedar Street Parking Lot.

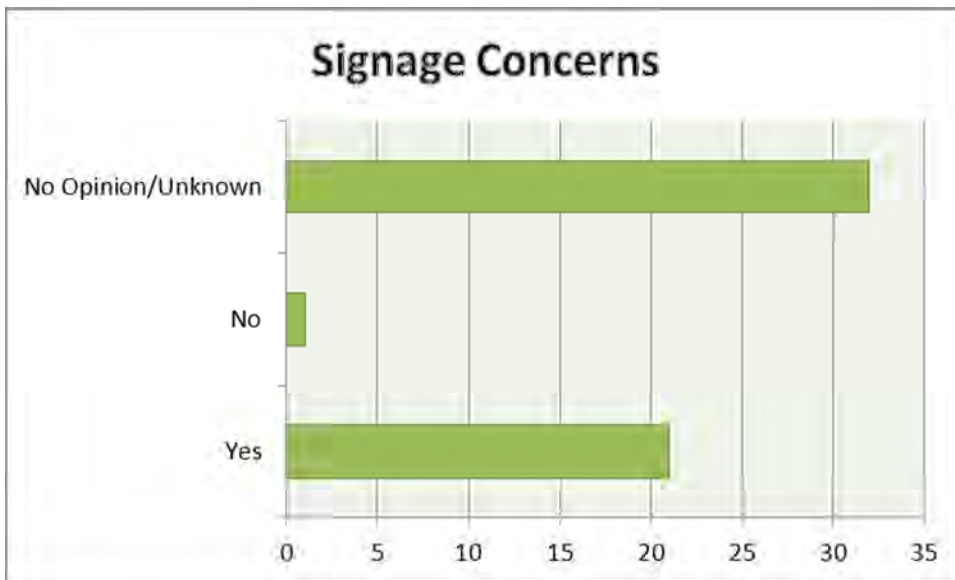


Figure 2 - Are there challenges with current signage and/or the signage bylaw?

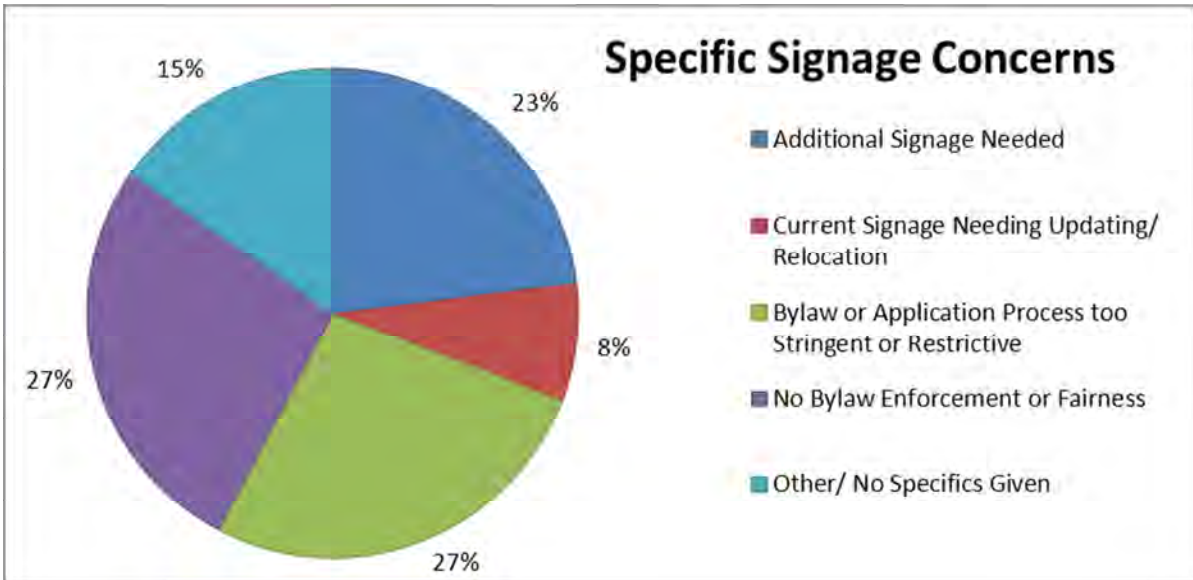


Figure 3 - Are there challenges with current signage and/or the signage bylaw?

- Figures 4 and 5 show the response to Survey Question (3).

In Figure 5, examples of 'Additional Signage Needed' included redirection of road users to the Cedar Street Parking Lot, and more control over where RVs are and are not allowed to park during the congested summer season.

Among the 'Dangerous Parking Areas Identified', responses pointed out the hazards of pull-in parking at the Raven Lady on Bay Street, and the need for more parallel parking indicators along Peninsula Road akin to the work done in front of the Blue Room restaurant.

It was also noted in the 'Other' category by more than one respondent that the Cedar Street Parking Lot is too far from central Ucluelet for it to be useful to visitors in the busy summer months.

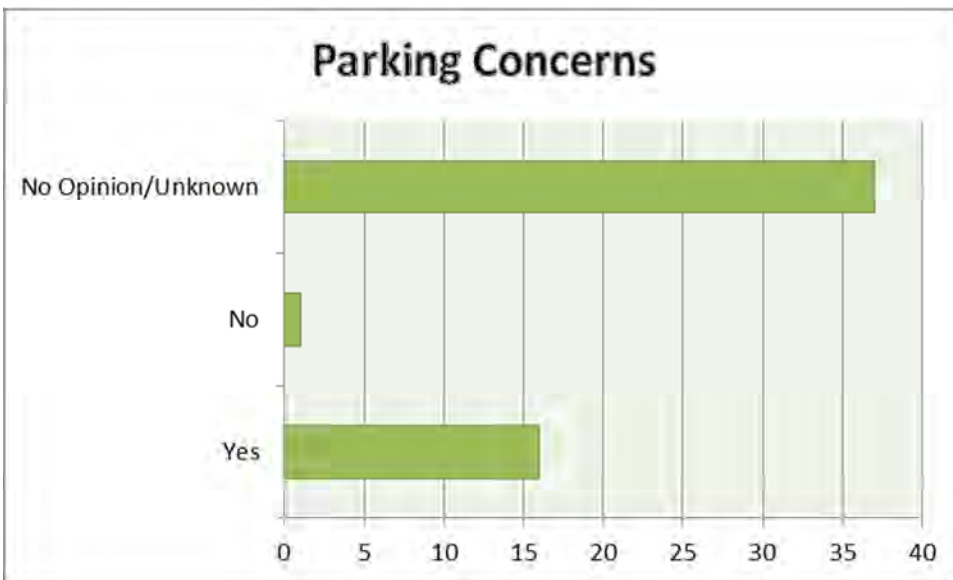


Figure 4 - Are you interested in chatting about parking – do you have concerns about parking, where do our employees park, etc?

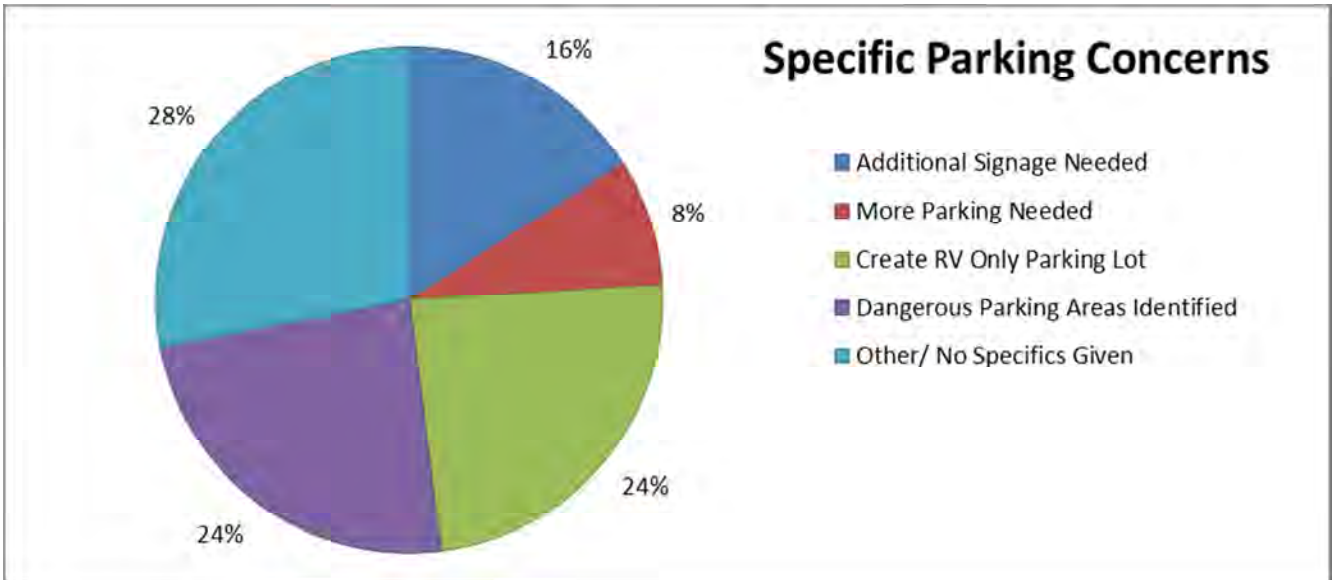


Figure 5 - Are you interested in chatting about parking – do you have concerns about parking, where do our employees park, etc?

- Figure 6 shows the response to Survey Question (4).

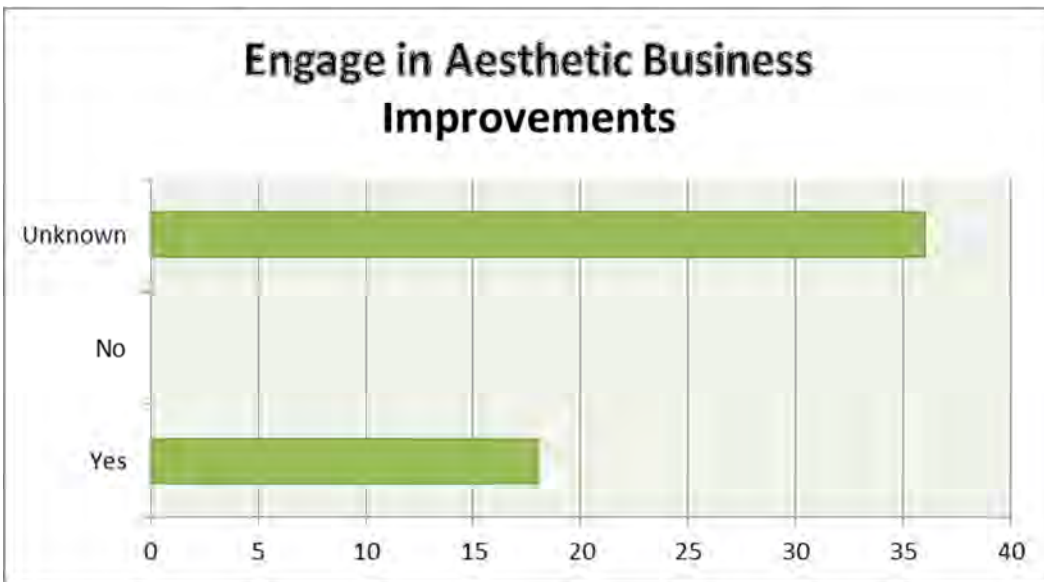


Figure 6 - What do you do to improve the aesthetics of your property?

Examples of activities engaged in by local business owners included landscaping, painting, some renovations/upgrades, and general maintenance and upkeep.

- Figures 7 and 8 show the response to Survey Question (5).

In Figure 8, the 'Other/ No Specifics Given' category included comments regarding untidy or derelict properties, drunk and disorderly conduct in public, and instances of pan-handling or busking.

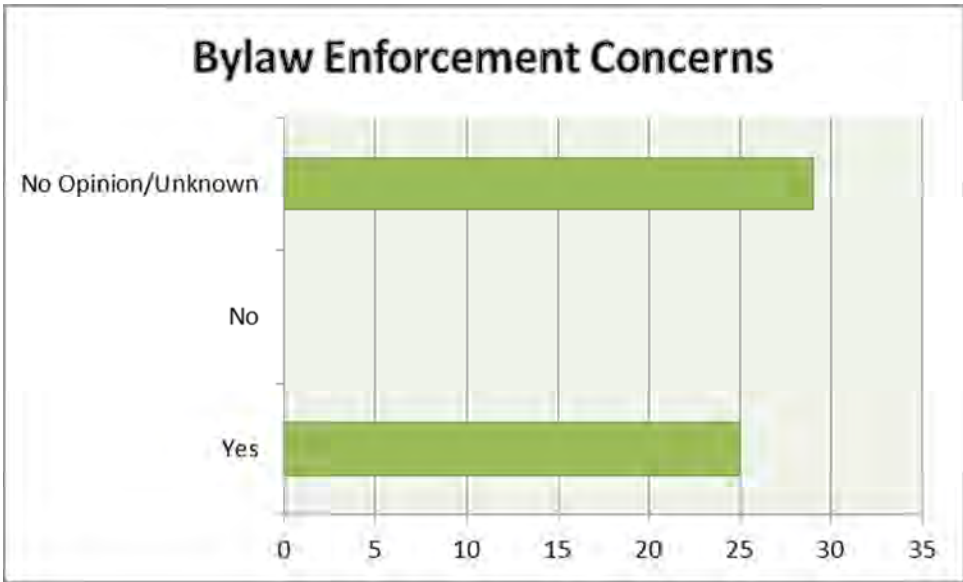


Figure 7 - Do you have any bylaw enforcement needs?

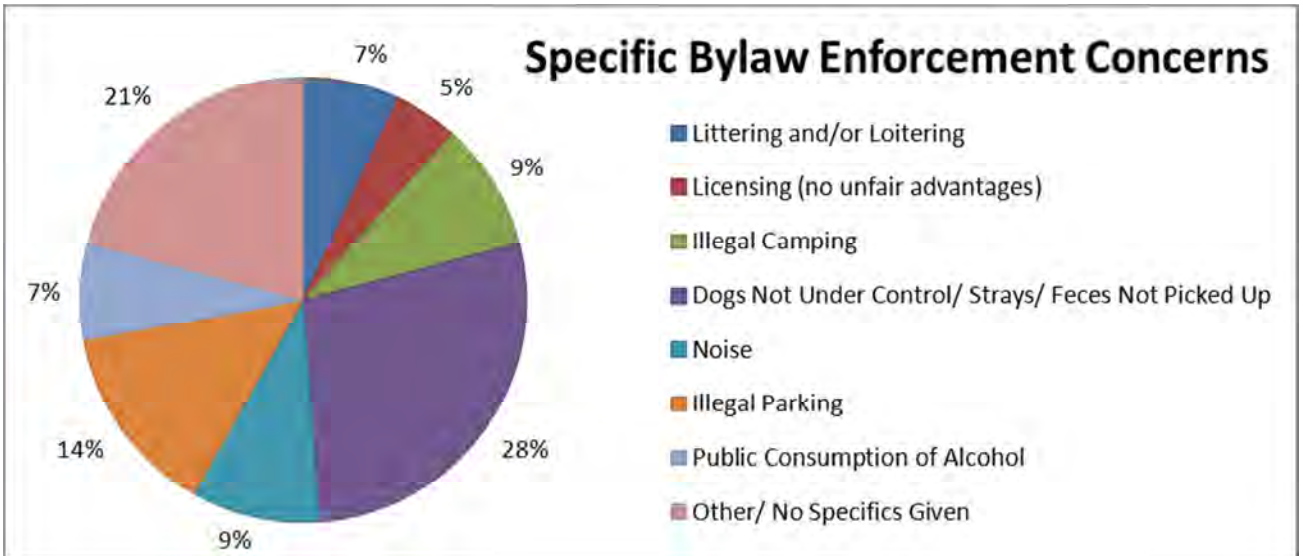


Figure 8 - Do you have any bylaw enforcement needs?

■ Figure 9 shows the response to Survey Question (6) and (7).

In the 'UCOC and Other Chambers' category, the other Chambers of Commerce that businesses are a member of include Tofino, Port Alberni, Qualicum, Parksville, Nanaimo, and Victoria. The one business that chose to join an external Chamber of Commerce only is part of the Port Alberni chamber.

Of those businesses who have chosen not to be members of the Ucluelet Chamber of Commerce (and a couple who are members), the main comment returned was that they are uncertain of the benefits that the Chamber provides to businesses (value for money).

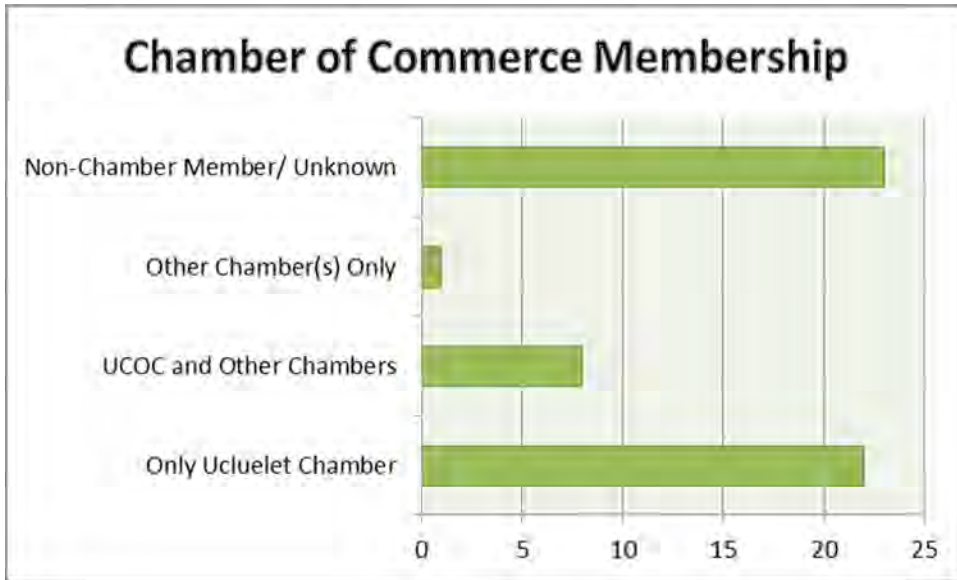


Figure 9 - Are you a Chamber member? If not, why not? Are you a member of any other Chamber of Commerce?

- Figure 10 shows the response to Survey Question (8).

Over half of the respondents gave a favourable vote for a visitor experience or ambassadorial program of some kind. Specific ideas mentioned included erecting an information kiosk, implementing a 'shop local' program, and providing 'ask me' services to visitors.

Of those who fell into the 'Unsure/ Need More Info' or 'Not Interested' categories, their primary concern included how the program would be funded and showing value for money.



Figure 10 - Would you see a benefit in the development of a Ucluelet specific visitor experience program, i.e. an ambassador program?

■ Survey Question (9) – “Is there anything you need from us or the community?”

This question prompted a variety of answers from the respondents, with most falling under four areas of concern:

- Public Works:
 - General road or sidewalk repairs (Eber Road was a common location cited for repair work needed, due to damage from fish plant and fuel trucks)
 - New sidewalk installation/ upgrades (streets cited were Rainforest Road, Bay Street, Helen Road)
 - More crosswalks and parking lines along Peninsula Road
- Planning: General concerns revolved around a need for more clarity and transparency on District processes and fees for permits (zoning, building, excavation, connections, etc.).
- Tourism Improvements:
 - Beautification to the District’s entrance/ general boulevard improvements
 - Improved access to water/ addition of waterfront walkways/ development of a water amenity map
 - More garbage cans
 - Add bike lock-ups around town
- Business Groups: Comments centered around a desire for community-led business initiative groups or merchant committees to engage on mutual issues and support.

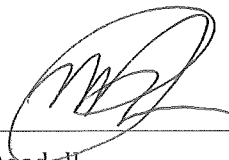
Outliers that were not captured by the above categories included:

- Movement on St. Aiden’s church
- Improved washroom availability (i.e. more locations and longer hours)
- More housing availability, especially for summer employees
- Improved communication to public using multimedia (e.g. audio, video), for example recorded Council meetings
- Polices to protect flora and fauna in greenspaces and along the Wild Pacific Trail (e.g. signs stipulating ‘no harvesting or collecting’)

SUMMARY AND CONCLUSION:

The ‘Business Walk’ survey was designed to collect and amalgamate the desires and concerns of local business owners in Ucluelet. The objective of this report is to convey the results of this survey for Council’s consideration.

Respectfully submitted:



Morgan Dostall,
Deputy Municipal Clerk



STAFF REPORT TO COUNCIL

Council Meeting: JULY 14, 2015
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: ABBY FORTUNE, DIRECTOR OF PARKS & RECREATION

FILE NO: 4520-20 NOISE;
8100-20 UKEE DAYS

SUBJECT: Ukee Days Noise Bylaw and Road Closure

RECOMMENDATION(S):

1. **THAT** Council grants an extension of the Noise Regulation Bylaw for the Ukee Days Music Festival on Saturday, July 25th at the Ukee Days Fairgrounds to midnight.
 2. **THAT** Council authorizes the closing of Fraser Lane (8:00 a.m. – 10:00 p.m.) in front of the Village Green on Friday, July 24th.
 3. **THAT** Council authorizes the closure of Marine Drive from 10:00 a.m. – 5:00 p.m. from west of Brown's Beach Parking lot to just before the corner of Marine Drive and Cynamoka on Saturday, July 25th for the Long Board competition.
 4. **THAT** Council attends the 41st Anniversary of Ukee Days on July 24th – 26th and invites the community to join them;
- or**
5. **THAT** Council not accept in whole or in part the recommendations made.


PURPOSE:

1. To allow the festivities and events to take place in accordance with the bylaw and road closures.
2. To encourage the community to attend Ukee Days.

BACKGROUND:

The Recreation Department will post this information in the appropriate media outlets to residents or businesses affected by the closures as well as a general information bulletin.

Respectfully submitted:



Abigail K. Fortune,
Director of Parks & Recreation



STAFF REPORT TO COUNCIL

Council Meeting: JULY 14, 2015
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: ABBY FORTUNE, DIRECTOR OF PARKS & RECREATION

FILE NO: 6380-20 WPT

SUBJECT: WILD PACIFIC TRAIL LIGHTHOUSE LOOP PROJECT

RECOMMENDATION(S):

1. **THAT** Council authorize the release of funds from the 'WPT – Special Projects' budget of \$10,000 for the Lighthouse Loop Project;

OR

2. **THAT** Council deny the request of the release of \$10,000 for the Lighthouse Loop Project.

PURPOSE:

The District of Ucluelet has budgeted \$10,000 annually to the Wild Pacific Trail Society to jointly support a proposed project as identified through the WPT Society's strategic plan to keep the trail in peak condition.

BACKGROUND:

The 2015 project as identified by the Wild Pacific Trail Society is as follows:

Lighthouse Loop

The Lighthouse Loop Viewpoints project marks the final stage in the construction process of completing the outstanding viewpoints on this trail section. This proposal outlines the work and the associated costs entailed in seeing this project through to completion. The project is scheduled for the Fall of 2015, lasting approximately 2 months in duration.

To ensure the enhancement of the views, the viewpoints must meet the following criteria:

- 1) Must have a substantial view,
- 2) Must not be adjacent to nor visible with another viewpoint.

These viewpoints will provide additional private ocean viewing areas for trail users, alleviating some of the traffic on the main trail during the busier months. They are generally more challenging and technical than the existing viewpoints. They must be constructed by hand using quad/trailer and wheelbarrow technology. As a result, these trail building techniques will produce unique viewing sites. They will provide additional bench sites particularly in locations where none exist currently, allowing trail users a place to rest. Significant log work is noted below along with other details.

Proposed Sites (as originally identified and labelled by Jim Martin):

1). ** 6m entry, log ballasting, 2 big perimeter logs, 1 run safety barrier	\$1600
4). ** 12m entry with side logs, 3 big perimeter logs, 4 stantions + 2 anchors safety barriers	\$2000
5). ** 6m entry, minor log ballasting, 3 big perimeter logs, no safety barriers	\$1200
6). ** 35m entry, quad width#, 2 big perimeter logs, 3 stantions + 2 anchors safety barriers	\$2800
7). ** 14m entry, substantial log ballasting, 4 stantions + 2 anchors safety barriers, side logs	\$3000
8). ** 12m entry, big perimeter log, side log, minor ballasting, 3 stantions + 2 anchors	\$2800
10). * 0m entry (trailside), big perimeter log, no safety barrier	\$1400
Platform at base of stairs to old boardwalk	\$2,450
Signage, & Miscellaneous	\$2,750
TOTAL	\$20,000

Refer to map for existing and proposed viewpoints

** Denotes quality whether for view or unique physical qualities*

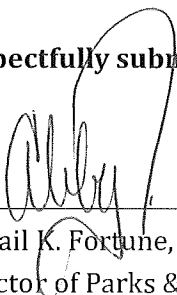
Denotes trail width determined by path of quad and trailer to deliver gravel

NOTE: 7, 8, 9, 10 are long hauls for pulling gravel and logs. Trailside viewpoints require no entry trail.

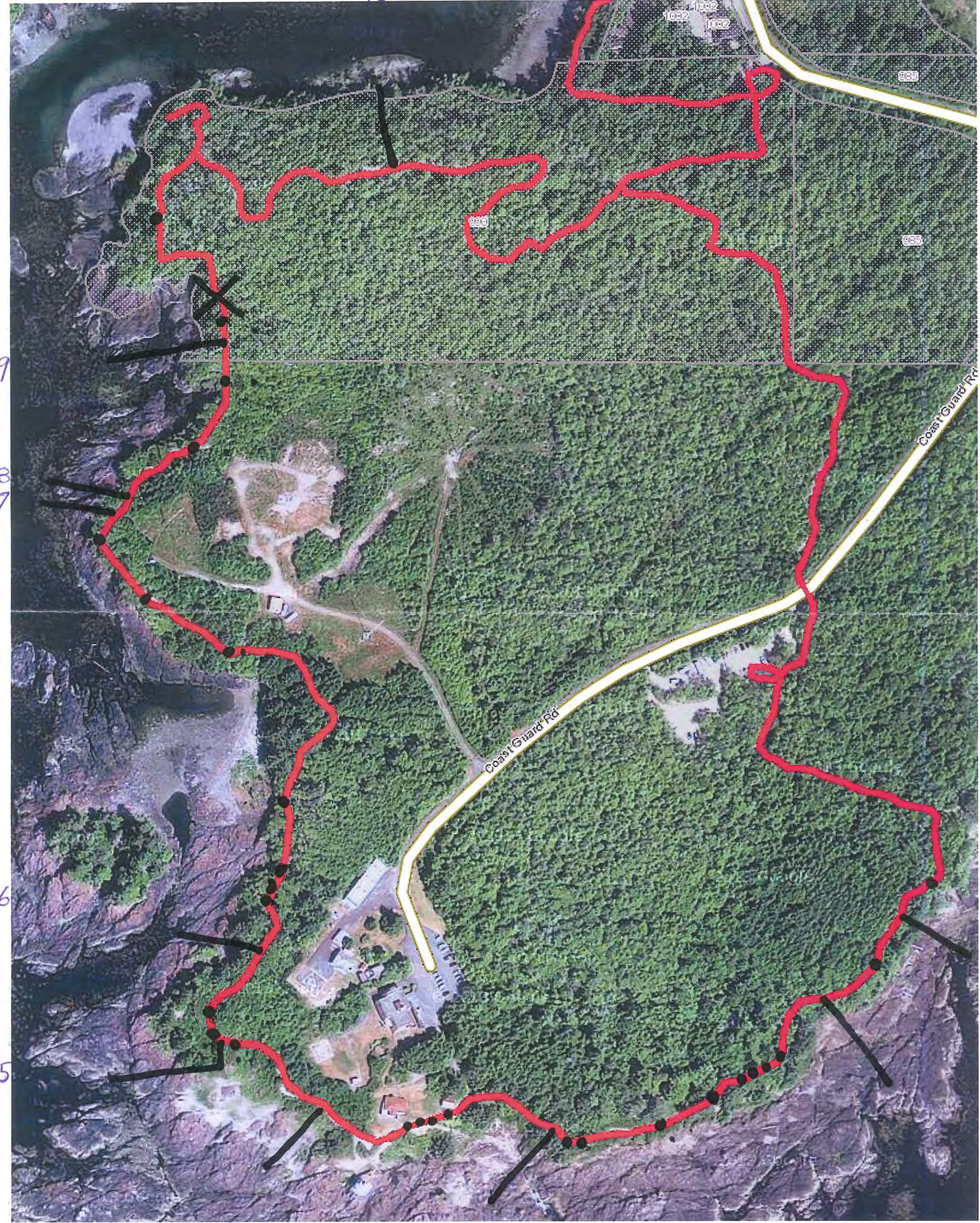
SUMMARY

The Wild Pacific Trail Society has a strong working relationship with the District of Ucluelet and has had much success with the jointly funded projects. The Lighthouse Loop project has been well thought out by the society and would complete this section of the trail further enhancing its beauty and the visitor experience.

Respectfully submitted:



Abigail K. Fortune,
Director of Parks & Recreation



- EXISTING⁴ BENCH SITES³ ON/OFF TRAIL
- PROPOSED SITES IN ORDER FROM PARKING LOT - CLOCKWISE
- X 8'x10' x 15' DECK - PLASTIC STRUCTURE w/ CEDAR TOPS



STAFF REPORT TO COUNCIL

Council Meeting: JULY 14TH, 2015
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: JOHN TOWGOOD, PLANNER 1

FILE NO: 6735-20 STREET LIGHTS

SUBJECT: THE ENDORSEMENT AND INTEGRATION OF LIGHT EMITTING DIODE (LED) TECHNOLOGY IN THE DISTRICT OF UCLUELET

ATTACHMENT(S): APPENDIX A – BC HYDRO’S LED STREETLIGHT PROJECT EVALUATION.

RECOMMENDATION(S):

1. THAT Council endorse the use of light emitting diode (LED) technology as an alternate replacement to high pressure sodium (HPS) street lighting; **and**,
 - a. THAT Council secure \$16,333 a year for 3 years running starting in the 2016 budget framework for the purpose of retrofitting the District of Ucluelet’s existing HPS street lighting; **and**,
 - b. THAT Council direct Staff to develop and implement a Request For Proposal (RFP) based on the body of this report to be implemented within the 2016 fiscal year; **and**,
 - c. That Council direct Staff to update Bylaw 521 to ensure all future developments and road works utilize LED technology;

OR

2. THAT Council not endorse the use of light emitting diode (LED) technology as an alternate replacement to high pressure sodium (HPS) street lighting.

PURPOSE:

To provide Council with information on the use of light emitting diode (LED) technology as an alternate to high pressure sodium (HPS) street lighting.

EXISTING INVENTORY ANALYSIS:

The District of Ucluelet’s existing street lighting is prominently HPS. There are approximately 350 street lights within the District of Ucluelet’s boundaries. The ownership and fiscal responsibility of those 350 streetlights is as follows:

- **The District of Ucluelet** own 179 HPS streetlights of varying wattages and is fiscally responsible for the hydro costs of these streetlights. These luminaires are the focus of this report.
- **BC Hydro** own 142 HPS streetlights with the District of Ucluelet being responsible for the hydro costs of these streetlights. These streetlights do not fall within the District of Ucluelet’s ability to convert to LED.

- **Individual Strata Subdivisions** own 40 +/- streetlights of various fixture types and wattages with the individual strata responsible for the hydro costs. These streetlights do not fall within the District of Ucluelet's ability to convert to LED.

The District of Ucluelet's existing streetlight inventory consists of:

- Cobra Head HPS streetlight



x16

- Ornamental HPS streetlight (Ocean West Style)



x56

- Ornamental HPS streetlight (Stagecoach Style)



x107

It should be noted that these existing HPS streetlights produce significant glare and 'up' light which is a major contribution to sky glow as identified by the International Dark-Sky Association (IDA). Of

the existing street lighting styles the stagecoach street light is subject to the most complaints and criticism due to its horizontal light pollution and non-dark sky compliance.

BENEFIT ANALYSIS FOR THE RETROFIT OF EXISTING HPS STREET LIGHTING TO LED TECHNOLOGY

The Province of B.C. and BC Hydro are strong proponents for the use of Light Emitting Diode (LED) Street Lighting. The benefits of converting to LED street lights are many and the perception of LED street lighting as being new technology is no longer valid. The main driver for the conversion is immediate utilities and maintenance cost reduction, environmental benefits and future cost avoidance associated with projected utility rate increases. LED street lighting is becoming the standard of many if not most municipalities.

BC Hydro has put together a very sophisticated “Financial Evaluation Tool” that calculates a financial comparison between the “Business as Usual” and “LED Conversion” models (see **Appendix A** for the BC Hydro LED Streetlight Project Evaluation Summary). This thoroughly designed tool accounts for the initial capital based on standard replacement cobra head fixtures, maintenance, installation, design consulting and incentives (see **Appendix A** for a list of Assumptions). For the purposes of this report a 3 year implementation and a project outcome of 15 years was used.

The following is a list of benefits and disadvantages of a LED Retrofit.

Benefits of an LED retrofit:

- Increased vehicular and pedestrian safety through better visibility, object recognition and colour performance.
- Fifty three (53) percent forecasted yearly reduction in energy costs.
- Forty eight (48) percent forecasted reduction in maintenance costs, due to the longevity of LED luminaires (16 years used in the evaluation but there are strong indications that these luminaries last 20 plus years)
- Eighteen (18) percent Return On Investment (ROI) over 15 years.
- Estimated \$106,369 in savings over 15 years.
- Reduction in the Districts street lighting carbon footprint.
- LED luminaires are certified by the International Dark-Sky Association (IDA) as dark-sky friendly and the replacement of these LED will enhance Ucluelet’s night sky viewing

Disadvantages of an LED retrofit:

- Initial capital investment
- The mix of BC Hydro’s HPS Street lighting and the proposed LED lighting may create areas with distinctly different lighting characteristics. These different lighting characteristics or “tiger strips” can cause driving difficulties. An area by area retrofit opposed to a fixture by fixture replacement can mitigate this effect.

FIXTURE STYLE REPLACEMENT:

Because of the unique styling of some of the fixtures a perfect style replication may not be possible or desired. It may be desirable for Ucluelet to standardize its street lighting style and the LED

retrofit is a very good opportunity to do that. Cost will be the prohibiting factor and break out for the style conversion will be explored within any proposed RFP for this work. This RFP will give a clearer picture of the options, costs and styling. The following is the general framework for what the HPS to LED conversion could look like:

- Cobra Head HPS streetlight



To



(Only the fixture head is replaced)

- Ornamental HPS streetlight (Ocean West Style)

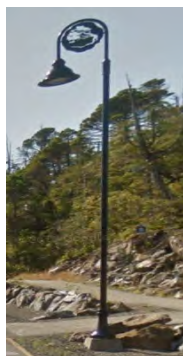


(Only the internal electronics are replaced)

- Ornamental HPS streetlight (Stagecoach Style)



To



(The Fixture head is replaced with a new arm, cap and LED head. The vendors will be requested to propose an arm style and light head that mimics the Ocean west style.)

REPLACEMENT STRATEGY:

It would be possible to replace the existing HPS fixtures as the HPS bulbs fail. The HPS bulbs have a 4-5 year life leading to a 4-5 year replacement period for the entire inventory. The following are disadvantages to replacing fixtures as HPS bulbs fail:

- No overall lighting design consideration.
- No bulk purchasing or installation cost saving.
- No coordinated replacement strategy that would mitigate the “tiger stripe” visual effect.
- No predictability to the expenditure.

Planning Staff consider the best approach to be a 3 year phasing of the retrofit of existing HPS street lighting to LED technology. This approach will offer the District of Ucluelet the opportunity to submit a request for proposals (RFP). This RFP will include design and supply with a breakout price for the installation to allow for local electrical contractors the opportunity to submit a proposal. It will be requested that a demonstration unit be installed for each unit style prior to contract commitment. The total capital investment (with the standard cobra replacement) or this project would be approximately \$16,333 for 3 years totaling \$50,000. There is a potential payback of the initial capital investment within 5 years and a 15% ROI or \$106,369 over a 15 year period. Using the non-standard replacement to standardize Ucluelet’s streetlights will add to the overall cost of the project. This extra expenditure will be known as the proposals are received and council could adjust the replacement strategy to suit its wishes.

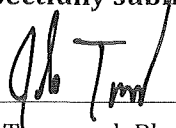
EXISTING STREET LIGHTING STANDARDS:

The Bylaw controlling specification for street lighting is the District of Ucluelet’s Subdivision Control Bylaw 521 and specifically Schedule "F", Engineering Standards & Specifications, Street Lighting. This Bylaw would need to be amended to require new development to utilize LED technology.

SUMMARY:

LED street lighting is no longer an emerging technology and is shown to have substantial benefit in both energy and maintenance costs as well as having superior lighting qualities. A retro fit of the existing HPS street lighting is shown through BC Hydro’s evaluation tool to make sense fiscally. The benefit of standardizing Ucluelet’s existing street lighting can be assessed as the cost of this benefit is proposed.

Respectfully submitted:



John Towgood, Planner 1

LED Streetlight Project Evaluation: LED retrofit only - STANDARD FIXTURES

0

January 0, 1900

Project Summary

3-year implementation
BC Hydro rate

Luminaire type retrofitted with LED:	Luminaire Count	% of total inventory
HPS or other 50 Watts	0	0%
HPS or other 70 Watts	41	100%
HPS or other 100 Watts	11	100%
HPS or other 150 Watts	110	100%
HPS or other 200 Watts	16	100%
HPS or other 250 Watts	0	0%
HPS or other 400 Watts	0	0%
HPS or other 1000 Watts	0	0%

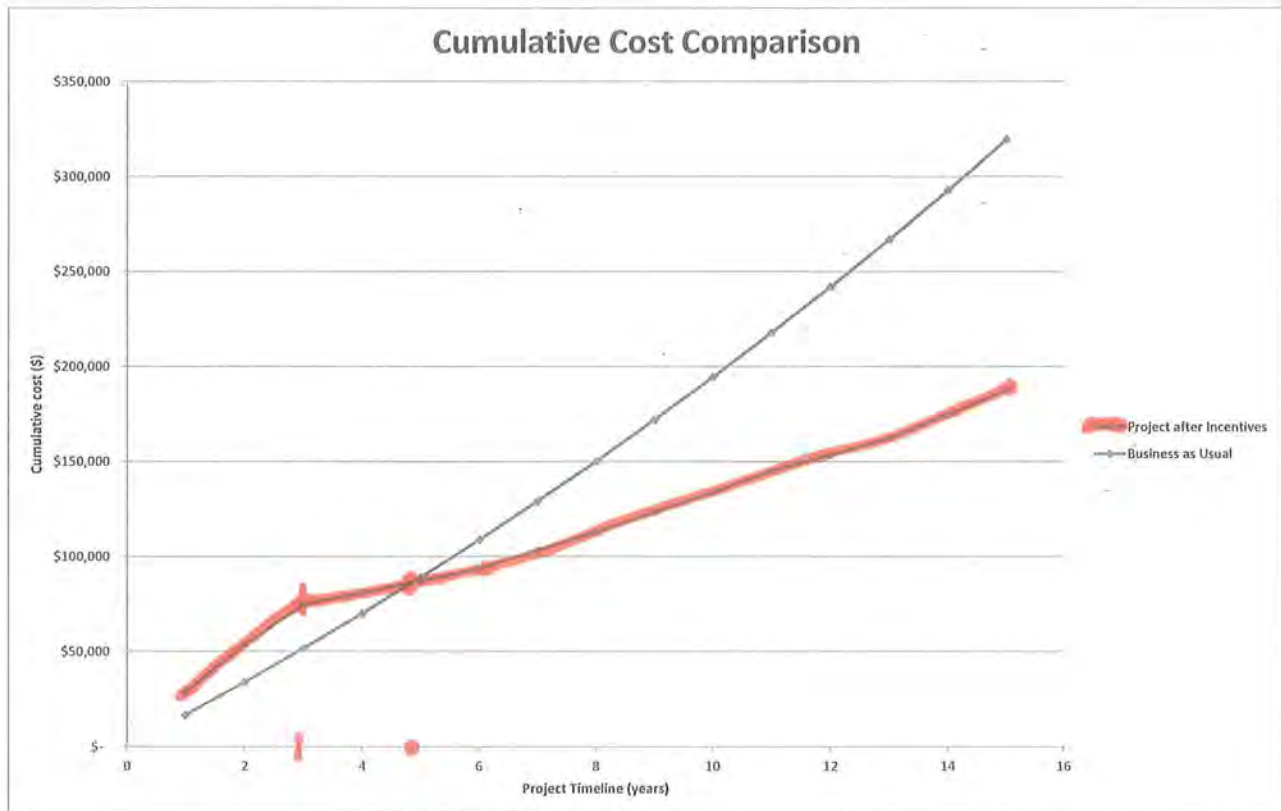
Total Yearly Energy (kWh)	
118,504	63,202

Financial Summary

Total Energy Savings (kWh)	829,528
Total \$ Savings	\$106,368.87
Post-Incentive ROI	18%
Post-Incentive Payback	5

	Business As Usual	Project
Capital (\$ Present Value)	\$27,635.88	\$48,828.89
Operation (\$ Present Value)	\$242,716.97	\$115,171.37
Total Cost (\$ Nominal)	\$344,667.56	\$187,078.83
Total Cost (\$ Present Value)	\$270,352.85	\$164,000.26

Incentives	
Joint Procurement Volume Discount (\$)	\$0.00
Power Smart Incentives (\$)	\$16,276.30
Other Incentives (\$)	\$0.00
Total Incentives (\$)	\$16,276.30



LED Streetlight Project Evaluation: LED retrofit with adaptive controls - ORNAMENTAL (OCEAN WEST)

0

January 0, 1900

Project Summary

5-year implementation
BC Hydro rate



Luminaire type retrofitted with LED + controls:	Luminaire Count	% of total inventory
HPS or other 50 Watts	0	0%
HPS or other 70 Watts	41	100%
HPS or other 100 Watts	11	100%
HPS or other 150 Watts	110	100%
HPS or other 200 Watts	16	100%
HPS or other 250 Watts	0	0%
HPS or other 400 Watts	0	0%
HPS or other 1000 Watts	0	0%

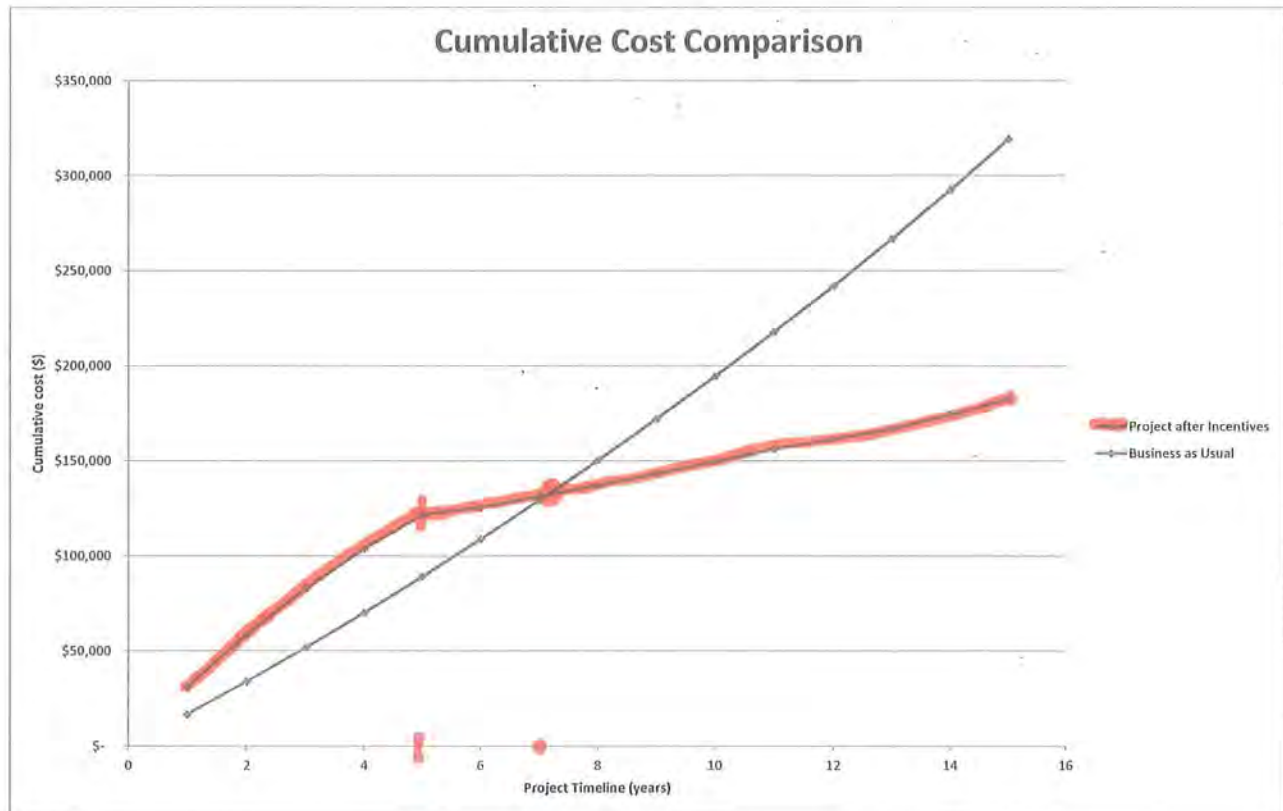
Total Yearly Energy (kWh)	
118,504	46,612

Financial Summary

Total Energy Savings (kWh)	1,078,386
Total \$ Savings	\$107,357.99
Post-Incentive ROI	13%
Post-Incentive Payback	8

	Business As Usual	Project
Capital (\$ Present Value)	\$27,635.88	\$79,671.52
Operation (\$ Present Value)	\$242,716.97	\$83,346.14
Total Cost (\$ Nominal)	\$344,667.56	\$189,224.26
Total Cost (\$ Present Value)	\$270,352.85	\$163,017.66

Incentives	
Joint Procurement Volume Discount (\$)	\$0.00
Power Smart Incentives (\$)	\$26,557.17
Other Incentives (\$)	\$0.00
Total Incentives (\$)	\$26,557.17



ASSUMPTIONS

ASSETS BUSINESS AS USUAL

- HPS fixtures average lifetime 15 years, HPS Light bulbs only 4-5 years.
- Business as Usual Scenario does not include capital cost; however, it considers a cost of replacement of the 5 percent of total intalled fixtures per year
- 5% of HPS fixtures and 25% of HPS light bulds will be replaced annually.
- This busines case does not take into account increasing quantities due to new installations (only replacements of existing infrastructure)
- This busines case considers capital costs of HPS fixtures and HPS light bulbs

FINANCIAL BUSINESS AS USUAL

- Business case evaluation is 15 years

OPERATION BUSINESS AS USUAL

- Prices on energy (.03 per watt per month) are estimated to raise 4.125% every year
- Maintance will be required for both, new LED luminaries and existing HPS
- For HPS, a 10 percent of the total plants is considered to require reactive maintance (failures and fixture replacement). Also a 25 percent is estimated for scheduled maintance (this includes cleaning and re-lamping costs (changing HPS light bulbs)
- 90 percent of HPS spot maintance and group maintance belongs to labour
- Inflation is 2% affecting costs of maintance

ASSETS LED and/or adaptive controls 20%, 50% and 70 % energy efficiency

· LED average lifetime is estimated between 15 (without adaptive controls) and 16 years or more with adaptive controls

· Prices do not include installation of new poles, general assumption and recommendation is to reuse and adapt existing poles

· Actual unit prices will depend on procurement process, for reference we are using prices provided by LED suppliers and City of Vancouver

· This business case assumes additional incentives; 10% joint procurement discount, 25% Power Smart contribution. Other grants may be available from various sources, but are not yet included.

· LED lights are constantly improving from bluish to warm white while costs are dropping. For this business case there is an estimation of 10 percent price reduction annually in capital, installation and consulting cost

· Prices for adaptative controls are estimated to be 125dols additional to luminarie price

· Costs for installation are estimated at 160 dols per luminarie, independently of the wattage

· Costs for consulting and designing services are estimated at 1% of capital cost, this includes administration fee for procurement services

· This busines case does not take into account increasing quantities due to new installations

FINANCIAL LED and/or adaptive controls 20%, 50% and 70 % energy efficiency

· Business case evaluation is 15 years

· A 2 to 4 percent discount rate is recommended

· Business plan considers a 1 to 5 years implementation period, longer or shorter implementation plans could be considered

· A discounted ROI calculation method has been used for this business case

· Cost of financing is not being considered in this business case

OPERATION LED and/or adaptive controls 20%, 50% and 70 % energy efficiency

· Prices on energy (.03 per watt per month) are estimated to raise 4.125% every year
Prices on energy estimate 3 different energy efficiency scenarios: 20%, 50% and 70% with adaptative controls

· The estimated potential from LED technology with Adaptive Controls represents a technical potential of ~50 GWh for roadway application and ~17 GWh for general public areas (example parks, pathways etc).

· A 5 percent of the total LED cost is considered for reactive maintance (after guarantee has expired)

· Scheduled maintance (cleaning) is required every 7 years

· Inflation is 2% affecting costs of maintance

· 10 years guarantee is considered

· A .25% fee over capital cost and installation has been considered to cover for joint procurement services.

OTHER ASSUMPTIONS

Ballast losses 50 Watts (%)	35%
Ballast losses 70 Watts (%)	30%
Ballast losses 100 Watts (%)	30%
Ballast losses 150 Watts (%)	25%
Ballast losses 200 Watts (%)	20%
Ballast losses 250 Watts (%)	18%
Ballast losses 400 Watts (%)	14%
Ballast losses 1000 Watts (%)	11%
Estimated energy efficiency of LED without adaptive controls (%)	50%
Estimated energy efficiency with LED + adaptive controls (%)	70%
Estimated efficiency with adaptive controls only (%)	20%
Electricity rate annual increase (%)	4%
Joint procurement discounts (% of total cost)	0%
Carbon price (\$ Cost of Carbon Neutral Government Program)	\$ 25.00
Carbon rate annual increase(%)	0%

Report to Council

This report has my recommendations to help alleviate the congestion issues around the fish cleaning dock and the parking in the front of the cleaning station in regards to signage and enforcement.



The loading/unloading area in front of the cleaning station already has signage on the station “Half hour parking 9am-9pm”. The issue here, as I see it, is enforcement.

Recommendations:

- To keep people from long-term parking (over the 30 minutes) we need to have signage to alert what the penalty is for parking over the 30-minute limit. The “30 minute maximum” should be painted on each yellow curb to identify the affected parking stalls. There could also be a fine in the \$25-\$50 range and even higher for those who decide to park there for days. The area is too tight to have a tow away zone as it would be too difficult to position the tow truck when the parking lot is full. To enforce the fine I would need tire boots to prevent the vehicle from just driving away without any consequences.



The issue with overnight moorage on the fish cleaning dock. Although I have used the dock at the end of the day (after 9pm) I've had boats moor there when the rest of the docks were full. I have the following recommendations to alleviate the congestion.

- We should erect signage on the wooded post on the far left of the picture stating, "Dock front for loading/unloading only. 30 minute maximum. No Overnight Moorage". We should also paint the front tie-up rail yellow as we do at all the other loading/unloading zones. I would like to be able to offer the back (shore side) of the dock as overnight or longer term moorage for the small vessels.

Kevin Cortes,
Harbour Manager



STAFF REPORT TO COUNCIL

Council Meeting: JULY 14, 2015
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: JOHN TOWGOOD, PLANNING PLANNER 1

FILE NO: 3900-25 BYLAW 1164

SUBJECT: DEVELOPMENT APPROVAL PROCEDURES BYLAW NO. 1164, 2015

RECOMMENDATION(S):

1. **THAT** the District of Ucluelet Development Approval Procedures Bylaw No. 1164, 2015 be given First, Second and Third Readings; and
 2. **THAT** the District of Ucluelet Development Approval Procedures Bylaw No. 1164, 2015 be placed on the next Council Agenda for consideration of Final Adoption;
- or**
3. **THAT** District of Ucluelet Development Approval Procedures Bylaw No. 1164, 2015 be referred back to Staff to make changes in accordance with direction from Council, and be returned for consideration at the earliest opportunity.

PURPOSE:

To provide Council with a newly drafted comprehensive development approval and procedures bylaw that is required by the *Local Government Act*.

SUMMARY:

Staff have consulted with legal counsel and prepared a comprehensive development approval procedures bylaw. Under section 895 of the *Local Government Act* ("LGA" or "Act"), Council must, by bylaw, define procedures under which an owner of land may apply for an amendment to the plan or bylaw or for the issue of a permit under Part 26 Planning and Land Use Management of the Local Government Act. The District has been without a procedures bylaw since the repeal of the previous Zoning Bylaw 800 last year. Bylaw 1164 primarily applies to the following (including amendments, modifications and extensions where applicable) but also can be extended to address other development approvals:

- (a) amendments to the Official Community Plan;
- (b) amendments to the Zoning Bylaw;
- (c) a Development Permit;
- (d) a Development Variance Permit;
- (e) a Temporary Use Permit;
- (f) any combination of the above permitted by law.

Schedule "A" of attached Bylaw 1164 includes an updated Development Application Form, and Section 5 outlines information requirements to accompany the various applications, and Section 7 identifies how staff is to process development applications.

Under Section 931 of the Act, Council may, by bylaw, impose fees for applications and inspections. Section 6 and Schedule “B” of attached Bylaw 1164 includes a fee schedule for development applications that largely replicates the schedule from the previous Zoning Bylaw, with some modest adjustments.

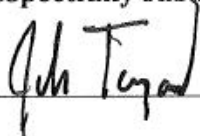
Council has authority to delegate matters to staff, and provide for reconsideration procedures. This is often done to simplify procedures (e.g. lapsed permits and Land Title Office matters), create administrative efficiencies (e.g. forms, signing covenants and documents) and reduce administration for “simple” applications. For example, Section 4 of Bylaw 1164 includes decision-making authority for the Manager of Planning or their delegate for “simple” Development Permit applications that do not require “security” and that relate to any of the following four areas: signage; where the value of construction is less than \$75,000; DP Amendments where the footprint, setbacks or height of buildings or structures identified in the original Development Permit is not altered; or DP renewals or extensions not exceeding twelve (12) months. There is limited discretion in consideration of DP applications, and in these cases, it is usually a straightforward manner to determine whether the DP Guidelines and objectives have been satisfied. If the applicant is not satisfied with the staff decision, they can appeal to Council and Bylaw 1164 includes reconsideration provisions.

Section 8 of Bylaw 1164 identifies the statutory requirements for Public Hearings and Notifications, including on-site signage for OCP and Zoning Bylaw matters. Under section 892(4) of the Local Government Act, Council is required to specify the distance for notification; Bylaw 1164 sets that at 100 metres distance from the property lines of parcel of land that is subject to the bylaw alteration.

Section 9 of Bylaw 1164 addresses abandoned and expired applications, which will reduce uncertainty and create efficiencies in application and bylaw tracking (which is important given other requirements in the Act for active applications). Section 10 addressed re-application procedures for matters where an application has been refused, in accordance with section 895(3) of the Act.

Overall, a development approval procedures bylaw is an essential part of every local government’s statutory requirements, and Bylaw 1164 carries forward both familiar practices (in Ucluelet and neighbouring local governments) with increased use of best practices and administrative efficiencies as well as streamlining regulations for simple matters.

Respectfully submitted:



John Towgood,
Planner I

DISTRICT OF UCLUELET

BYLAW NO. 1164, 2015

A Bylaw to establish development approval procedures for the District of Ucluelet

WHEREAS Council of the District of Ucluelet has adopted an Official Community Plan and a Zoning Bylaw,

AND WHEREAS in accordance with section 895 of the *Local Government Act*, Council must, by bylaw, define procedures under which an owner of land may apply for an amendment to the plan or bylaw or for the issue of a permit under Part 26 *Planning and Land Use Management* of the *Local Government Act*;

AND WHEREAS in accordance with section 931 of the *Local Government Act*, Council may, by bylaw, impose fees for applications and inspections;

AND WHEREAS Council has authority to delegate matters to staff, and provide for reconsideration procedures;

AND WHEREAS this table of contents is inserted for purposes of ease of reference only:

1. TITLE AND REPEAL:	1
2. INTERPRETATION AND DEFINITIONS	2
3. SCOPE AND APPLICATION.....	3
4. DELEGATED POWERS AND RECONSIDERATION:.....	4
5. APPLICATION AND INFORMATION REQUIREMENTS	5
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9. ABANDONED AND EXPIRED APPLICATIONS.....	10
10. RE-APPLICATION	10
SCHEDULE "A"	11
SCHEDULE "B"	12

NOW THEREFORE the Council of the District of Ucluelet in open meeting assembled enacts as follows:

1. TITLE AND REPEAL

- 1.1. This Bylaw may be cited for all purposes as "District of Ucluelet Development Approval Procedures Bylaw No. 1164, 2015" or the "Development Procedures Bylaw".
- 1.2. For purposes of information only, Schedule "A" of the District of Ucluelet Zoning Bylaw No. 800, 1999 has previously been repealed and no other bylaws are required to be repealed for this Bylaw to have full force and exclusive effect.

2. INTERPRETATION AND DEFINITIONS

- 2.1. In this Bylaw, the following terms have the following meanings:
- (a) "**Application**" means any one or more of the applications referred to in Section 3 *Scope and Application* of this Bylaw as is appropriate to the context;
 - (b) "**Official Community Plan**" or "**OCP**" means the District of Ucluelet Official Community Plan Bylaw No. 1140, 2011;
 - (c) "**Development Permit**" means a permit authorized by section 920 of the *Local Government Act*;
 - (d) "**Development Variance Permit**" means a permit authorized by section 922 of the *Local Government Act*;
 - (e) "**Housing Agreement**" means an agreement authorized by section 905 of the *Local Government Act*;
 - (f) "**Manager of Planning**" means the person hired or appointed as such by the District and includes his or her selected designate(s), and includes the District's highest level Planner when the Manager of Planning designation is vacate;
 - (g) means the person hired or appointed as such by the District and includes his or her selected designate(s);
 - (h) "**Phased Development Agreement**" means an agreement authorized by section 905.1 of the *Local Government Act*;
 - (i) "**Public Hearing**" means a Public Hearing of Council pursuant to section 890 of the *Local Government Act*;
 - (j) "**Temporary Use Permit**" means a permit authorized by section 921 of the *Local Government Act*;
 - (k) "**Works and Services**", for the purposes of this Bylaw, includes water supply, sanitary sewer supply and disposal, storm water drainage, and highway access;
 - (l) "**Zoning Bylaw**" means the District of Ucluelet Zoning Bylaw No. 1160, 2013.
- 2.2. Any enactment referred to in this Bylaw is a reference to an enactment of British Columbia and its regulations, as amended, revised, consolidated or replaced from time to time, and any bylaw referred to in this Bylaw is a referenced to an enactment of the Council of the District of Ucluelet as amended, revised, consolidated or replaced from time to time.
- 2.3. Any section, subsection, sentence, clause or phrase of this Bylaw, which is for any reason held to be invalid by the decision of any Court of competent jurisdiction, may be severed from the balance of this Bylaw without affecting the validity of the remaining portions of this Bylaw.
- 2.4. Defined terms are italicized in this bylaw for convenience purposes only, and the above definitions apply whether a term is italicized or not.

- 2.5. The following schedules are attached to and form a part of this Bylaw:
- (a) Schedule "A" – Development Application Form
 - (b) Schedule "B" – Fee Schedule

3. SCOPE AND APPLICATION

- 3.1. This Bylaw applies to applications for:
- (a) amendment to the Official Community Plan;
 - (b) amendment to the Zoning Bylaw;
 - (c) a Development Permit;
 - (d) a Development Variance Permit;
 - (e) a Temporary Use Permit;
 - (f) any combination of the above permitted by law;
- and including amendments, modifications and extensions where applicable.
- 3.2. To the extent necessary, this Bylaw also applies to applications for other approvals, exemptions or agreements related to the development of land, buildings or structures not specifically dealt with under other District bylaws and may include:
- (a) matters under Part 26 or Part 27 of the *Local Government Act*, such as Board of Variance applications, Housing Agreements, Phased Development Agreement, Floodplain Bylaw exemption, Minimum Frontage exemptions and Heritage Revitalization Agreements; and
 - (b) matters under other Provincial statutes, such as strata conversion of previously occupied buildings, covenants and statutory rights of way for which the District is a signatory or named party.
- Such applications may be made by an owner of land and must be accompanied by similar information requirements for processing in a similar manner as outlined in this Bylaw and in accordance with statutory requirements.
- 3.3. Nothing contained within this Bylaw shall relieve any person from the responsibility to seek and comply with other legislation applicable to the use, activity or other matter on their land, or otherwise.
- 3.4. Any one or more of the procedures in this Bylaw, except those that are governed by statutory provisions, may be temporarily suspended by unanimous vote of the Council present.
- 3.5. The failure of Council or staff to observe the provisions of this Bylaw does not affect the validity of resolutions passed or bylaws enacted by Council otherwise in compliance with statutory requirements.
- 3.6. Applications initiated by the District are subject only to statutory requirements, and not the additional procedures and requirements of this Bylaw.

4. DELEGATED POWERS AND RECONSIDERATION

- 4.1. The **Manager of Planning** is hereby delegated authority to:
- (a) prescribe application forms in addition to those prescribed by this Bylaw, and such forms may be different for different Applications under this Bylaw;
 - (b) with respect to information requirements:
 - (i) determine additional information requirements applicable to an Application as appropriate to and in consideration of the nature or complexity of the Application, the lands, surrounding lands and neighbourhoods, the District OCP and other plans and policies, including under the authority of section 920(11); or
 - (ii) waive or permit less detailed information to be provided where the information is not necessary or convenient for the processing of the Application;
 - (c) prescribe the form of permits applicable to permits issued under Part 26 of the *Local Government Act*;
 - (d) with respect to on-site notification signage required under Section 8 *Public Notification and Hearings* of this Bylaw:
 - (i) prescribe the form of notification sign; and
 - (ii) require that the Applicant secure the appropriate sign from the District, including payment of associated damage deposit and preparation fee; and
 - (e) with respect to Development Permits not requiring security, process and decide upon each or any of the following:
 - (i) Applications for signage;
 - (ii) Applications where the value of construction is less than \$75,000;
 - (iii) Amendments where the footprint, setbacks or height of buildings or structures identified in the original Development Permit is not altered;
 - (iv) Renewals or extensions not exceeding twelve (12) months.
- 4.2. Where an application is controversial, complicated or of particular importance each as determined in his/her sole discretion, the Manager of Planning may choose to make a recommendation for decision by Council instead of making a decision under delegated authority. The reconsideration provisions of this Bylaw do not apply to such decisions, either of the Manager of Planning or of Council.
- 4.3. The **Chief Administrative Officer** and **Corporate Officer** is hereby delegated authority to sign and issue permits approved within the scope of this Bylaw and to cancel permits when they lapse.
- 4.4. The **Mayor, Chief Administrative Officer** and **Corporate Officer** are hereby authorized to sign covenants and other documents related to the applications within the scope of this Bylaw.
- 4.5. **Reconsideration:** Where the **Manager of Planning** makes a decision under

delegated authority, an Applicant may request reconsideration by Council, and the following rules shall apply:

- (a) The Applicant's request for reconsideration must:
 - (i) be made in writing, addressed to the Corporate Officer;
 - (ii) be made within ten (10) business days of being notified of the decision of the Manager of Planning;
 - (iii) set out the specific decision it wishes reconsidered, the rationale for why the decision was inappropriate, and the specific alternative decision sought from Council.
- (b) The Manager of Planning should prepare a Report to Council responding to the Applicant's request and explaining the rationale for his/her decision.
- (c) The Chief Administrative Officer or the Corporate Officer should, or arrange to:
 - (i) schedule the request on the Agenda of a meeting of Council within six (6) weeks of receipt of the request;
 - (ii) notify the Applicant of the date at which the reconsideration will occur;
 - (iii) if the Applicant is not present at the meeting in which the decision is reconsidered, send written notification of Council's decision to the address on the Applicant's request for reconsideration.
- (d) Council:
 - (i) shall review the written submissions and may, but is not obligated, to hear from the Applicant or any other interested person;
 - (ii) must either confirm or modify the Manager of Planning's decision, or substitute its own decision.

4.6. In addition, decisions of the Manager of Planning regarding additional or lesser information requirements associated with applications may be reviewed and varied by Council, with or without request from the Applicant.

5. APPLICATION AND INFORMATION REQUIREMENTS

- 5.1. All Applications must:
- (a) be made by the owner of land affected, or by a person authorized in writing by the owner;
 - (b) be made on the form attached in the Schedules to this Bylaw or, where no form is attached, on the form prescribed by the District;
 - (c) be made in writing to the Manager of Planning;
 - (d) be accompanied by the fees identified in Schedule "B" to this Bylaw, or in a fees bylaw, or otherwise required by law; and
 - (e) be accompanied by the information requested:
 - (i) on the form;

- (ii) in this Bylaw, including its Schedules;
 - (iii) in the Development Permit Area ("DPA") designation identified in the Official Community Plan, where the land is within a DPA;
 - (iv) in Appendix A of the Official Community Plan, where the land contains a riparian area; and
 - (v) by the Manager of Planning when exercising authority under this Bylaw or otherwise under the *Local Government Act, Community Charter* or other applicable legislation.
- 5.2. If an Application for a Development Permit seeks to vary a bylaw under Division 7 or 11 of Part 26 of the *Local Government Act* and the applicable Development Permit guidelines do not address such variances, the Applicant must make a concurrent Application for a Development Variance Permit and pay the application fee in accordance with this Bylaw, or a fees bylaw.
- 5.3. For amendments to the **Official Community Plan**, the **Zoning Bylaw**, or both, and for **Development Permit** applications, the Applicant must provide all of the following in addition to the requirements of Section 5 *Application and Information Requirements*:
- (a) A written statement outlining the proposal in full including description of:
 - (i) the purpose of and reasons in support of the requested Application;
 - (ii) the existing and proposed use(s) of the land, including its building and structures;
 - (iii) the existing and proposed Works and Services for the land, including its building and structures; and
 - (iv) any consultations the Applicant has undertaken or proposes to undertake with neighbours and the community.
 - (b) Title Search made within 15 days of the date of Application, along with copies of all non-financial encumbrances (e.g. covenants, statutory rights of ways, easements, etc);
 - (c) Three full sized copies and one clearly legible 8.5 x 11" reduction of each of the following plans:
 - (i) Site plan, drawn to scale, showing:
 - site context,
 - topographical and geographical features on the site,
 - all buildings and structures, including roof structures,
 - density, floor area ratio, lot coverage and other regulations of applicable OCP designation and Zoning Bylaw zones,
 - parking and loading areas,
 - Works and Services, and street lighting,
 - areas subject to covenants, statutory rights of way and

easements,

- sidewalks, streets, lanes, highways and adjacent land uses where affected;

- (ii) Building elevations showing all sides of all buildings and structures, exterior finishes (including materials, colour and signage) and adjacent buildings to reference streetscape;
- (iii) Floor plans showing all areas and uses of all building floors;
- (iv) Landscape plans showing all sizes, species and planting locations on the site plan; and
- (v) Sign plans showing locations, lighting, dimensions and finishes of all free-standing signs, where applicable.

5.4. For **Development Variance Permits**, the Applicant must provide the information identified in this Section 5 *Application and Information Requirements*, but all only as it relates to the requested variance, acknowledging that Building Elevations, Floor Plans, and Sign Plan are not likely applicable.

5.5. For **Temporary Use Permits**, the Applicant must provide the information identified in this Section 5 *Application and Information Requirements*, but all only as it relates to the requested temporary use, acknowledging that Building Elevations, Floor Plans, and Sign Plan are not likely applicable.

5.6. **Change of Ownership:** If there is a change of ownership of a parcel of land that is the subject of an application pursuant to this Bylaw, the Applicant must provide an updated title search and written authorization from the new owner prior to proceeding further with the Application.

6. FEES

6.1. Where the fee for an Application is not specified in Schedule "B", or in a fees bylaw, the application fee shall be \$1,000.

6.2. Where an Application is withdrawn or defeated prior to Public Notification advertisements being placed and notices prepared for distribution, that portion of the fee shall be refunded.

6.3. **Additional Fees for Land Title Office and Legal Costs:**

- (a) All Applications that require Notice to be filed at the Land Title and Survey Authority Office shall include an additional fee corresponding to the prescribed by the Land Title and Survey Authority for such notice. This portion of the fee shall be refunded if approval for the Application is not granted, and therefore no Notice is filed.
- (b) All Applications, including but not limited to those Applications identified in Schedule "B", or in a fees bylaw, are to be supplemented with a fee for District legal costs related to covenants, statutory rights of way, housing agreements and other development agreements associated with, volunteered or required as a condition of approval, as identified on Schedule "B", or in a fees bylaw.

- (c) The Applicant remains at all times responsible for registration and registration costs of Land Title Office documents, and their own independent legal advice.
- (d) Where the District's actual legal costs are substantially lower or higher than the above-noted fee, the difference shall be refunded or paid accordingly.

7. STAFF PROCESSING OF APPLICATIONS

- 7.1. For complete Applications, the Manager of Planning:
- (a) shall review the Application and, where a decision of Council is required, prepare a report to Council, including a recommendation or alternatives as appropriate;
 - (b) may commence referrals to applicable District committees or commissions;
 - (c) may commence referrals to persons, organizations and authorities, either before or after Council direction;
 - (d) shall, in relation to Official Community Plan amendments,
 - (i) seek the direction of Council under sections 879 and 881 of the *Local Government Act*,
 - (ii) refer to the applicable persons, organizations and authorities, and
 - (iii) conduct or advise the Applicant to conduct the opportunities for consultation, as directed by Council;
 - (e) should otherwise process the Application in accordance with statutory requirements, the requirements of this Bylaw and Council direction.
- 7.2. An incomplete Application need not be processed until all requirements of Section 5 *Application and Information Requirements* have been satisfied, but the Manager of Planning may report to Council and seek Council direction.

8. PUBLIC NOTIFICATION AND HEARINGS

- 8.1. The Applicant is at all times responsible for satisfaction of statutory public notification requirements, and the Manager of Planning may arrange newspaper advertisements and public hearings.
- 8.2. For the purposes of section 892(4) of the *Local Government Act*, the distance specified for notification is 100 metres distance from the property lines of parcel of land that is subject to the bylaw alteration.
- 8.3. **Notification Signage for OCP and Zoning Applications:**
- (a) For Applications that include amendment of the Official Community Plan or the Zoning Bylaw, the Applicant must post one or more notification sign(s) on the land that is the subject of an Application, within fourteen (14) days of submitting the Application.
 - (b) Where the District has signs available to satisfy the requirements of this Section, the Applicant must:
 - (i) secure the signage from the District;
 - (ii) pay a preparation fee;

- (iii) provide a damage deposit, to be returned on the safe return of the sign(s).
 - (c) The Applicant must notify the Manager of Planning in writing that the sign has been posted.
 - (d) The notification sign must be:
 - (i) posted so as to face each highway on which the subject land has frontage;
 - (ii) posted so as to be unobstructed to viewing by the public;
 - (iii) placed at least 1 m above grade and not more than 2 m above grade;
 - (iv) placed not further back than three (3) metres from the property line adjacent the highway;
 - (v) maintained in good repair and replaced at the Applicant's cost if defaced, damaged or removed; and
 - (vi) removed within a reasonable time following the Council's final decision on the Application.
 - (e) The notification sign must contain the following:
 - (i) the type of Development Application;
 - (ii) a general description on the subject matter of the development application and the proposed development;
 - (iii) a sketch plan highlighting the land subject to the Application relative to neighbouring properties and highways;
 - (iv) the name and contact number of the Applicant, and the District's office, under the heading "For any additional information"; and
 - (v) such other information as prescribed, and in the form prescribed, if a form is prescribed.
 - (f) If the Applicant does not maintain a notification sign in accordance with this Bylaw, the Council or Manager of Planning may delay, postpone or cancel a Public Hearing until the requirements of the Bylaw have been complied with, and an additional public notification fee shall apply.
 - (g) A notification sign is not required if the Manager of Planning determines that the development that is the subject of the Application is so minor as to have minimal impact on abutting lands.
- 8.4. The public is entitled to make representations to the District respecting matters contained in the proposed Application where the *Local Government Act* requires a Public Hearing and such hearing is not waived. In all other instances, representations may be provided in writing up to the close of the business day of a Council decision, but leave of the person presiding at the Council meeting is required for oral representations at that Council meeting, however acknowledging that such does not create an additional personal or public duty of care or fairness than otherwise required by the *Local Government Act*.

9. ABANDONED AND EXPIRED APPLICATIONS

- 9.1. Every Application that has outstanding information requirements for a period greater than nine (9) months is deemed to have been abandoned, with fees forfeited.
- 9.2. Every Application not decided within eighteen (18) months of the date of Application is deemed to have expired, with fees forfeited.
- 9.3. All Applications abandoned or expired shall be considered closed, and shall require a new Application, with new fee.

10. RE-APPLICATION

- 10.1. The time limit for reapplication is six (6) months, which may only be varied in accordance with section 895(3) of the *Local Government Act*.

READ A FIRST TIME this ____ day of _____, **2015**.

READ A SECOND TIME this ____ day of _____, **2015**.

READ A THIRD TIME this ____ day of _____, **2015**.

ADOPTED this ____ day of _____, **2015**.

A TRUE AND CORRECT COPY of "District of Ucluelet Development Approval Procedures Bylaw No. 1164, 2015".

 Dianne St. Jacques
 Mayor

 Andrew Yeates
 Chief Administrative Officer

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

 Andrew Yeates
 Chief Administrative Officer

**SCHEDULE "A"
DEVELOPMENT APPLICATION FORM**

Development Application

District of Ucluelet
 Planning Department
 200 Main Street, Ucluelet, BC
 V0R 3A0, P.O. Box 999
 tel 250-726-4770 fax 250 726 7335

Type of Application

An application is submitted for one or more of the following:

- | | |
|--|--|
| <input type="checkbox"/> Official Community Plan Amendment | <input type="checkbox"/> Development Variance Permit |
| <input type="checkbox"/> Zoning Bylaw Amendment | <input type="checkbox"/> Temporary Use Permit |
| <input type="checkbox"/> Development Permit (no variances) | <input type="checkbox"/> Board of Variance |
| <input type="checkbox"/> Development Permit (with variances) | <input type="checkbox"/> Strata Conversion |
| <input type="checkbox"/> Development Permit Amendment | <input type="checkbox"/> Subdivision |

Description of Property

Civic Address (es): _____
 Legal Description: Lot _____ Plan _____ Block _____ Section _____ DL _____

Applicant Information

Notice of Disclosure to Applicant(s): The following contact information will be available to the public and may be posted on the Districts' website to allow interested parties to contact you about this application.

Applicant name: _____ Company name: _____
 Mailing address: _____ Postal Code: _____
 Tel : _____ Cell : _____
 Email : _____ Fax : _____

The undersigned owner/authorized agent of the owner makes an application as specified herein, and declares that the information submitted in support of the application is true and correct in all respects.

Applicant Signature: _____ Date: _____

Registered Owner(s)

List all registered owners. For strata properties, provide accompanying authorization from all strata owners (not just strata corp.). If the owner is an incorporated company/society, attach a current corporate/society search or "notice of directors".

Registered Owner (s) name: _____
 Mailing address: _____ Postal Code: _____
 Tel : _____ Cell : _____
 Email : _____ Fax : _____

Freedom of Information and Protection of Privacy Act (FOIPPA): Personal information is collected, used and disclosed under the authority of the Local Government Act, and section 26 (c) of the FOIPPA. The information will be used for the purpose of processing this application.

Owner Signature: _____ Date: _____

Office Use Only:

Folio No.:	File No.:	Date:	Receipt No.:	Fee:
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**SCHEDULE "B"
FEE SCHEDULE**

Type of Application	Application Fee	
	Base Fee	Additional Fees (Plus those in Notes)
Official Community Plan Amendment	\$400	+ \$500/ha. for properties greater than 1 ha. in area + \$300 Public Notice Fee
Zoning Bylaw Amendment (text and/or map)	\$600	+ \$500/ha. for properties greater than 1 ha. in area + \$300 Public Notice Fee
Development Permit	\$650	+ \$500/ha. for properties greater than 1 ha. in area
Development Permit – Amendment	\$250	
Development Variance Permit	\$350	+ \$150 Public Notice Fee
Temporary Use Permit	\$350	+ \$150 Public Notice Fee
Board of Variance	\$250	
Strata Conversion of Previously Occupied Building	\$500	
Subdivision	\$800	+ \$150 <i>per lot</i>

Notes: Fees in this section are in addition to and as applicable to the Application:

(1) Land Title and Survey Authority Fees:

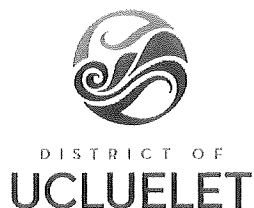
(i) At cost, as prescribed by the Land Title and Survey Authority.

(2) District Legal Fees:

(i) \$750.00 for documents not exceeding 5 pages,

(ii) \$1,500.00 for documents exceeding 5 pages, and

(iii) Otherwise at cost.



STAFF REPORT TO COUNCIL

Council Meeting: JULY 14, 2015
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: JOHN TOWGOOD, PLANNER 1

FILE NO:(RZ15-02) **XREF:** (3900-20)

SUBJECT: PROPOSAL TO AMEND THE CS-7–TOURIST COMMERCIAL & RESIDENTIAL ZONE TO INCLUDE "PERSONAL SERVICES" AS A PERMITTED USE IN SECTION CS-7.1.1(1).

ATTACHMENT(S): APPENDIX A – STAFF REPORT TO COUNCIL, MAY 26TH, 2015
APPENDIX B – MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE REFERRAL

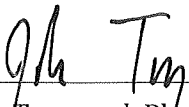
RECOMMENDATION(S):

1. **THAT** Zoning Amendment Bylaw No. 1183, 2015 be given Third Reading; **or**
2. **THAT** the zoning amendment application associated with Zoning Amendment Bylaw No. 1183, 2015, be considered and determined to not proceed further.

PURPOSE:

To advance Zoning Amendment Bylaw No. 1183, 2015 to Third Reading having been given First and Second Reading at an open meeting of Council on May 26th, 2015 and a Public Hearing on July 14th, 2015.

Respectfully submitted:



John Towgood, Planner 1



FOR REFERENCE

STAFF REPORT TO COUNCIL

Council Meeting: MAY 26, 2015

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: JOHN TOWGOOD, PLANNING ASSISTANT

FILE NO: (RZ15-02)

SUBJECT: PROPOSAL TO AMEND THE CS-7–TOURIST COMMERCIAL & RESIDENTIAL ZONE TO INCLUDE "PERSONAL SERVICES" AS A PERMITTED USE IN SECTION CS-7.1.1(1).

ATTACHMENT(S): APPENDIX A – APPLICATION

RECOMMENDATION(S):

1. **THAT** Zoning Bylaw No. 1183, 2015 be given First and Second Readings; and,
2. **THAT** Zoning Bylaw No. 1183, 2015 be advanced to a Public Hearing; **or**
3. **THAT** the zoning amendment application associated with Zoning Amendment Bylaw No. 1183, 2015, be considered and determined to not proceed further.

PURPOSE:

To provide Council with information on a proposed zoning amendment to add "Personal Services" to the list of permitted principle uses in the CS-7 - Tourist Commercial Zone.

BACKGROUND

The applicant is associated with the Moorage Development (The Moorage) and has submitted an application to amend the CS-7 zone to include "Personal Services" (**See Appendix A**). Personal Services are defined in the Zoning Bylaw as:

"Personal Services" means the use of a building for the provision of professional or personal services, with or without the accessory sale of goods, wares, merchandise, articles, or things directly related to such services, and includes a barber shop, beauty salon and aesthetics, cosmetic surgery, acupuncture, herbalists and naturopaths, massage services, tattoo parlour, shoe repair, dry cleaning shop, and launderette, specifically excluding financial institutions, commercial entertainment and offices;

CS-7 is a newly created zone created specifically for The Moorage residential/commercial development, located on Peninsula Road and Lyche Road and is currently not in use on any other property (see Figure 1).

FOR REFERENCE

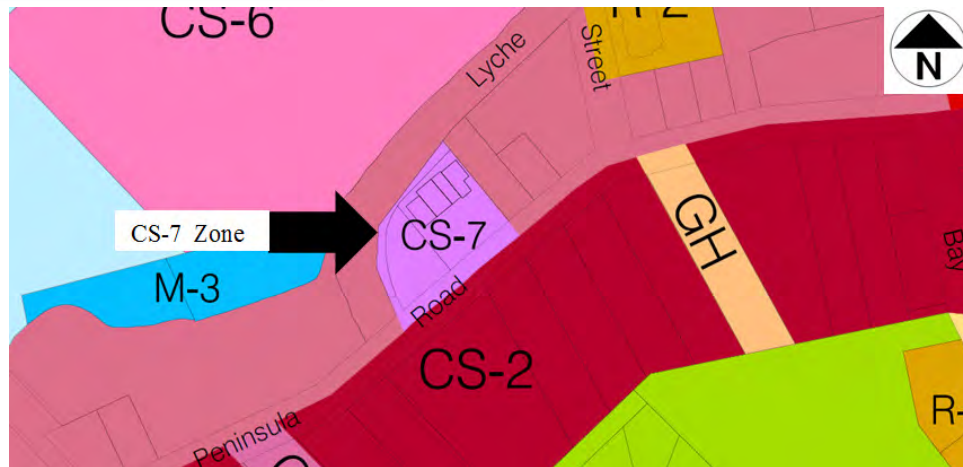


Figure 1

The creation of this zone was primarily to allow for mixed commercial/residential use. The Principle uses currently allowed in CS-7 are:

- (1) Principle:
 - (a) *Hotel*
 - (b) *Motel*
 - (c) *Resort Condo*
 - (d) *Mixed Commercial/Residential*
 - (e) *Mixed Commercial/Resort Condo*
 - (f) *Boutique Retail*
 - (g) *Convenience Store*
 - (h) *Office*
 - (i) *Bistro/Café*
 - (j) *Art Gallery*
 - (k) *Daycare Centre*
 - (l) *Public Assembly*

The commercial uses currently in place with-in that zone are:

- Real-estate agency - (h) *Office*
- Insurance agency - (h) *Office*
- Fishing accessories - (f) *Boutique Retail*
- Picture Framing - (f) *Boutique Retail*
- Environmental Society - (h) *Office*

THE OFFICIAL COMMUNITY PLAN

Ucluelet's Official Community Plan (OCP) addresses commercial uses in Section 3.6 (ii) (3) Tourist Commercial, with the following statement:

Allow limited and accessory commercial uses (e.g. kayak rental) within the Tourist Commercial designation in order to support a wider range of commercial uses within a compact and complete Village Square.

With Ucluelet being a Resort Municipality, the tourist/resort market represents a major part of our commercial economy and the service sector is an important accessory to that economy.

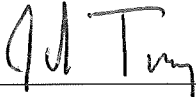
ZONING ANALYSIS:

CS-7 was created with site specific intent but the zone could be used in other locations in the future. The zone currently contains a real-estate and insurance agency, uses that would seem to fit within either the office or personal service definition. It is important to be mindful that a personal service use could include the following; a barber shop, beauty salon and aesthetics, cosmetic surgery, acupuncture, herbalists and naturopaths, massage services, tattoo parlour, shoe repair, dry cleaning shop, launderette or other similar services.

SUMMARY:

CS-7 Tourist Commercial & Residential, is as its title suggests, a tourist, commercial and residential zone. Personal services are a commercial element that inherently caters to both tourists and residents in a resort municipality.

Respectfully submitted:



John Towgood, Planning Assistant

FOR REFERENCE

From: Dave Thomas <northernorca@shaw.ca>
Sent: May-13-15 12:13 PM
To: John Towgood
Subject: 1917 Peninsula Zoning concern

Follow Up Flag: Follow up
Flag Status: Flagged

Hi John,

As you may be aware, back in 2012 along with District support; we succeeded in creating a new commercial zone dedicated to the Moorage development known as CS7 which addressed some usage issues and restrictions' that were problematic based on the original zoning designation. We wanted to allow residential owners to have the flexibility to live here full time, part time and/or rent out their unit to tourists. We also wanted the opportunity to market the commercial units to a wider array of businesses that would complement the development and the area as a whole. We were happy to have gained the support of staff and council to realize this goal however, as it turns out, we ended up falling short in one key area that has officially cost us 2 great opportunities and currently threatens a 3rd which are all classified as "Personal Services". We feel that small businesses such as a hair salon, massage, acupuncture, notary, lawyer are attracted to the clean modern feel and great location of the Moorage. These types of businesses would further enhance this part of town and we therefore seek to have "Personal Services" added to the allowable uses under our CS7 zoning as a "text amendment".

I hope you agree,

Sincerely,
Dave Thomas,
Northern Orca Construction Ltd.
250-390-0660 office
250-714-8605 cell


Rezoning Referral

District of Ucluelet
 Planning Department
 200 Main Street, Ucluelet, BC
 V0R 3A0, PO, Box 999
 tel 250-726-4770 fax 250 726 7335

RESPONSE SUMMARY

- Approval recommended for reasons outlined below.
- Recommended subject to conditions below.
- Agency's Interest is unaffected this approval.
- Approval not recommended due to reasons outlined below.

SEE ATTACHED

Signature: 	Title: DEVELOPMENT TECH.
Print name: TIM SILBERNAGEL	Department: DEVELOPMENT
Date: JUNE 22, 2015	Ministry: TRANSPORTATION / INFRASTRUCTURE

Office Use Only:

Folio No.:	File No.:	Date:
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- All buildings or structures are to meet or exceed the minimum 4.5m setback limitations from any public road boundary under the jurisdiction of the Ministry of Transportation and Infrastructure as specified by B.C. Regulation 513/04;
- Valid access permits will be required from the Ministry of Transportation and Infrastructure for public access to any proposed commercial development from roads within its jurisdiction. Detailed site plans showing traffic movements and a traffic impact study to determine the potential impact on its transportation system may be required. Generally, the Ministry prefers access to be consolidated into one access point;
- Offsite improvements on roads under the Ministry's jurisdiction may be required to be constructed, at the full cost of the developer, to ensure the development does not have a negative effect on the Ministry's transportation system. Valid permits will be required from the Ministry of Transportation and Infrastructure for any required offsite improvements including the installation of utility services and drainage works. Detailed designs may need to be submitted for consideration by the Ministry prior to permit issuance;
- Public road dedication may be required to fully contain offsite upgrades;
- All development signage is to be contained within private property boundaries;
- The Ministry of Transportation and Infrastructure does not permit public parking within its right-of-ways. Generally, all parking is to be contained within private property boundaries;
- A paved level apron may be required to minimize tracking of material onto public roads;
- No additional drainage is to be directed to the Ministry's drainage system (ie. Post development drainage flow is not to exceed pre development flows);

DISTRICT OF UCLUELET

Bylaw No. 1183, 2015

A bylaw to amend the "District of Ucluelet Zoning Bylaw No. 1160, 2013".

WHEREAS an application has been made to amend the CS-7-Tourist Commercial & Residential zone to include "Personal Services" as a permitted use in section CS-7.1.1(1);

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

1. Section CS-7.1.1(1) of the Zoning Bylaw is amended by adding "Personal Services", such that the subsection of the Zoning Bylaw reads as follows:

CS-7.1 Permitted Uses:

CS-7.1.1 The following uses are permitted, but *secondary permitted uses* are only permitted in conjunction with a *principal permitted use*:

(1) Principal:

- (a) *Hotel*
- (b) *Motel*
- (c) *Resort Condo*
- (d) *Mixed Commercial/Residential*
- (e) *Mixed Commercial/Resort Condo*
- (f) *Boutique Retail*
- (g) *Convenience Store*
- (h) *Office*
- (i) *Bistro/Café*
- (j) *Art Gallery*
- (k) *Daycare Centre*
- (l) *Public Assembly*
- (m) *Personal Services*

2. This bylaw may be cited as "Zoning Amendment Bylaw No. 1183, 2015".

READ A FIRST TIME this 26th day of May, 2015.

READ A SECOND TIME this 26th day of May, 2015.

PUBLIC HEARING held this XXth day of XX, 2015.

READ A THIRD TIME this XXth day of XX, 2015.

APPROVED IN ACCORDANCE WITH SECTION 52 OF THE TRANSPORTATION ACT
this 22th day of June, 2015.

ADOPTED this XXth day of XX, 2015.

CERTIFIED A TRUE AND CORRECT COPY of "District of Ucluelet Zoning Amendment
Bylaw No. 1183, 2015."

Mayor
Dianne St. Jacques

CAO
Andrew Yeates

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

CAO
Andrew Yeates



STAFF REPORT TO COUNCIL

Council Meeting: JULY 14, 2015
500 Matterson Drive, Ucluelet, BC V0R 3A0

AUTHOR: MORGAN DOSDALL, DEPUTY MUNICIPAL CLERK

FILE NO: 3900-25 BYLAW 1184

SUBJECT: WATER RESTRICTION IMPLEMENTATION AND FINE SCHEDULE – PROPOSED BYLAW NO. 1184, 2015

RECOMMENDATION(S):

1. **THAT** Council give up to three readings to proposed District of Ucluelet Waterworks Amendment Bylaw No. 1184, 2015;
or
2. **THAT** Council direct staff to amend proposed District of Ucluelet Waterworks Amendment Bylaw No. 1184, 2015 per Council's direction AND THAT the amended bylaw be brought forward at a subsequent meeting;
or
3. **THAT** Council abandon proposed District of Ucluelet Waterworks Amendment Bylaw No. 1184, 2015.

PURPOSE:

The purpose of this report is to present for Council consideration an amendment bylaw to address the implementation and associated fines for Water Restriction stages.

BACKGROUND:

During periods of drought, the District of Ucluelet follows a 'Water Shortage Response Plan' and 'Drought Plan' to regulate the use of water for the safety and security of residents. The 'Water Shortage Response Plan' uses a 4-stage approach to focus on water conservation during the summer months or other dry periods; these stages are known to the general public as Water Restrictions.

Currently, the District of Ucluelet does not have a bylaw or policy to address the implementation and enforcement of Water Restriction stages.

If proposed Bylaw No. 1184, 2015 is adopted by Council, it will provide the necessary authority for the District to enforce the regulations associated with the four Water Restriction stages:

- Stage 1 – Initial Advisory
- Stage 2 – Moderate Water Supply Shortage
- Stage 3 – Severe Water Supply Shortage
- Stage 4 – Critical Water Supply Shortage

PROPOSED CHANGES TO BYLAW 1136, 2011:

If adopted, the proposed bylaw will make the following changes to the District of Ucluelet Waterworks Regulation and Charges Bylaw No. 1136, 2011:

- Addition of new section to address the prescriptions for water regulation at the various 'Water Restriction' stages
- Addition of new schedule to address associated fines for bylaw infringement

The fines listed in the proposed bylaw adhere to the provisions of Section 96 (Penalties) within Bylaw No. 1136, and are as stipulated within the District of Ucluelet Water Shortage Response Plan.

SUMMARY AND CONCLUSION:

The objective of this report is to provide Council with information on the status of its current Waterworks Regulation and Charges Bylaw in regards to the treatment of implementation and enforcement of Water Restriction stages. It is the recommendation of staff that Council pursue adoption of the proposed amendment bylaw to provide for the legal implementation and enforcement of Water Restrictions.

Respectfully submitted:



Morgan Dostall,
Deputy Municipal Clerk

DISTRICT OF UCLUELET

Bylaw No. 1184, 2015

A bylaw to amend District of Ucluelet Waterworks Regulation and Charges Bylaw, No. 1136, 2011 regarding water restrictions.

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

1. This bylaw may be known and cited for all purposes as the “District of Ucluelet Waterworks Amendment Bylaw No. 1184, 2015”.
2. This bylaw amends the indicated provisions of District of Ucluelet Waterworks Regulation and Charges Bylaw No. 1136, 2011.
3. In Part 2 – DEFINITIONS between the paragraphs for “PERSON” and “RATE”, Council inserts:

“PUBLIC NOTICE POSTING PLACE” means the notice board at 200 Main Street, Ucluelet, British Columbia, the *District’s* website, and/or official *District* social media outlets.
4. Council renames “**Part 12 – RATES, FEES, AND CHARGES**” to “**Part 13 – RATES, FEES, AND CHARGES**”.
5. Immediately before renamed Part 13, Council:
 - a. inserts “**Part 12 – WATER RESTRICTION REGULATIONS**”
 - b. inserts the following after Part 12:

“ Provisions for Water Restriction Stages

84. The following restrictions on the use of water outside of any building are effective within all areas serviced by the *waterworks system*:

 1. When Stage 1 Water Restrictions are in effect, outdoor watering is restricted to twice per week between the hours of 6:00 a.m. to 10:00 a.m. and 6:00 p.m. to 10:00 p.m. for a maximum of two hours per day
 - (i) on even calendar dates at only those municipal addresses ending with numbers 0, 2, 4, 6, 8.
 - (ii) on odd calendar dates at only those municipal addresses ending with numbers 1, 3, 5, 7, 9.
 2. When Stage 2 Water Restrictions are in effect, outdoor watering is restricted to twice per week between the hours of 6:00 a.m. to 9:00 a.m. and 6:00 p.m. to 9:00 p.m. for a maximum of one hour per day
 - (i) on even calendar dates at only those municipal addresses ending with numbers 0, 2, 4, 6, 8.

- (ii) on odd calendar dates at only those municipal addresses ending with numbers 1, 3, 5, 7, 9.
- 3. When Stage 3 Water Restrictions are in effect, all outdoor watering is strictly prohibited.
- 4. When Stage 4 Water Restrictions are in effect, the *District* reserves the right to discontinue *water services* to all *persons* so served.
- 85. The *District*, in its absolute discretion, is authorized to impose at any time any other water use regulation which it deems advisable to further limit the external use of water. The authority of the *District* includes, but is not limited to, the right to further limit the hours of external water use on permitted days and to ban completely the external use of water at any time.
- 86. Notice of water use regulation and the effective date thereof shall be given by the *District* by publishing in the *public notice posting place* notice of the water use regulations, or addition thereto. Whenever feasible, the *District* will endeavor to also publish in a newspaper of local circulation.
- 87. Following the notice of a water use regulation, or addition thereto, no *person* may use water except in accordance with the provisions of such regulation.
- 88. Failure to abide by the provisions of water use regulation may be subject to the fines prescribed in Schedule F of this bylaw.”
- 5. Under renamed Part 13, Council renumbers sections 84 through 94 to 89 through 99, respectively.
- 6. Council renames “**Part 13 – OFFENCES AND PENALTIES**” to “**Part 14 – OFFENCES AND PENALTIES**”.
- 7. Under renamed Part 14, Council renumbers sections 95 through 100 to 100 through 105, respectively.
- 8. Under Part 15, Council renumbers section 101 to 106.
- 9. Under Part 16, Council renumbers sections 102 and 103 to 107 and 108, respectively.
- 10. Council inserts Schedule F, as follows:

SCHEDULE "F"

WATER RESTRICTION STAGES AND FINES

Ref. No.	Water Restriction Stage	Fine Amount for First Offence	Fine Amount for Repeat Offence
F-01	Stage 1	\$100	\$200
F-02	Stage 2	\$200	\$500
F-03	Stage 3	\$500	\$1,000
F-04	Stage 4	\$1,000	\$2,000

11. A decision by a court that any part of this bylaw is illegal, void, or unenforceable severs that part from this bylaw, and is not to affect the balance of this bylaw.

12. This bylaw is to come into force and take effect on the date of adoption.

READ A FIRST TIME this ** day of ***, 20**.

READ A SECOND TIME this ** day of ***, 20**.

READ A THIRD TIME this ** day of ***, 20**.

ADOPTED this ** day of ***, 20**.

CERTIFIED A TRUE AND CORRECT COPY of “District of Ucluelet Waterworks
Amendment Bylaw No. 1184, 2015.”

Mayor
Dianne St. Jacques

CAO
Andrew Yeates

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

CAO
Andrew Yeates