

AGENDA

REGULAR MEETING OF COUNCIL

Tuesday, October 13, 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, October 13, 2015
George Fraser Room, Ucluelet Community Centre,
500 Matterson Drive, Ucluelet

AGENDA

- I CALL TO ORDER**
- II ADOPTION OF MINUTES**
(a) September 8, 2015 Regular Minutes pg.7
- III MAYOR'S ANNOUNCEMENTS**
- IV PUBLIC INPUT, DELEGATIONS & PETITIONS**
Delegations
- (a) Bill Morrison, Resident** pg.19
Re: Ukee Days Location
- (b) John Platenius, WildSafeBC** pg.21
Re: Update on WildSafeBC Program in Ucluelet
- V CORRESPONDENCE**
- (a) Proclamation re: Waste Reduction Week October 19-25, 2015** pg.23
Jessie Christophersen, Recycling Council of BC
- (b) Request re: Liveaboard in Small Craft Harbour** pg.25
Jared Fenwick
- (c) Proclamation re: Foster Family Month** pg.27
Hon. Stephanie Cadieux, Ministry of Children and Family Development
- VI INFORMATION ITEMS**
- (a) Pacific Rim Educational Tourism Initiative** pg.29
District of Tofino
- (b) Follow-up re: 2015 UBCM Meeting** pg.31
Ministry of Jobs, Tourism and Skills Training
- (c) BC Youth Parliament, 87th Parliament Session** pg.33
Youth Parliament of BC Alumni Society
- (d) Call to Action re: Climate Change** pg.37
Chris Rose, Quadra Island Resident
- VII COUNCIL COMMITTEE REPORTS**
- (a) 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*

(b) 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*

(c) 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*

(d) Councillor Randy Oliwa

Deputy Mayor January – March

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

⇒ *Other Reports*

(e) 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*

VIII REPORTS

- | | |
|--|-------|
| (a) Expenditure Voucher G-14/15 | pg.43 |
| Jeanette O'Connor, Chief Financial Officer | |
| (b) Monthly Motion Report, ending September 2015 | pg.51 |
| District of Ucluelet | |
| (c) Wild Pacific Trail Connector Grant Application | pg.57 |
| Abby Fortune, Director of Parks and Recreation | |
| (d) Pilot Solution for Emergency Notification | pg.75 |
| Karla Robison, Manager of Environmental and Emergency Services | |
| (e) Reciprocal Agreement for USS Reader Board Use | pg.79 |
| Karla Robison, Manager of Environmental and Emergency Services | |
| (f) Spill Response in Ucluelet | pg.89 |
| Karla Robison, Manager of Environmental and Emergency Services | |

IX LEGISLATION

- | | |
|--|--------|
| (a) Tax Exemption Bylaw Report | pg.135 |
| Jeanette O'Connor, Chief Financial Officer | |

X NEW BUSINESS

XI QUESTION PERIOD

XII 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), subsection (d) of the *Community Charter*.

XIII ADJOURNMENT

DISTRICT OF UCLUELET
 MINUTES OF THE REGULAR COUNCIL MEETING
 HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE
SEPTEMBER 8, 2015 AT 7:30 PM

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

1. CALL TO ORDER:

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

2. ADOPTION OF MINUTES:

2.1 July 14, 2015 Public Hearing Minutes

2015-212 It was moved by Councillor Mole and seconded by Councillor McEwen
 THAT the July 14, 2015 Public Hearing Minutes be adopted as presented.

CARRIED

2.2 July 14, 2015 Regular Council Minutes

2015-213 It was moved by Councillor McEwen and seconded by Councillor Mole
 THAT the July 14, 2015 Regular Council Minutes be adopted as amended.

CARRIED

ERRORS OR OMISSIONS

- ❖ July 14, 2015 Minutes, section 8.8: Replace “moved by Councillor Noel” with “moved by Councillor Oliwa”

BUSINESS OUT OF THE MINUTES

- ❖ Council requested the status of the report for 2015 community recognition awards; CAO Yeates responded that no options were available for 2015, but that staff will pursue projects for 2016
- ❖ Council requested confirmation that local mail is sorted in-house if delivered over the counter at the post office; this was confirmed to be fact

3. MAYOR’S ANNOUNCEMENTS

- ❖ Mayor St. Jacques expressed Council’s condolences for the loss of three crewmen of the Caledonia. The commercial fishing vessel went down Saturday morning, carrying a full load of Hake bound for Ucluelet. The vessel has fished out of Ucluelet for more than 30 years. Heartfelt condolences were expressed to the families of the three men.

- ❖ Mayor St. Jacques reaffirmed that Ucluelet remains in Level 2 Water Restrictions. The District closely monitors water levels, and due to very dry summer conditions, water has been slow to enter the aquifer. Notice of any changes in restrictions will be broadcast to the public. In the interim, the public is encouraged to share the update with curious citizens.

4. PUBLIC INPUT, DELEGATIONS & PETITIONS:

Delegations

4.1 **Jeremy Dunn, BC Salmon Farmers Association**

Re: Salmon Farming in BC - BCSFA Annual General Meeting

- ❖ Council received a presentation on the economic impacts of salmon farming and process of global certification. The BC Salmon Farmers Association AGM will be held in Tofino September 30 - October 2 at the Tin-Wis Hotel

4.2 **Elia Nicholson-Nave, KUU-US Crisis Line Society**

Re: Request for Letter of Support for SFRPHI Property

- ❖ Council received a verbal presentation and request for letter of support for the KUU-US Crisis Society's application to the Surplus Federal Real Property Homeless Initiative for federal property located in Ucluelet

4.3 **Margaret Morrison, Westcoast Community Resources Society**

Re: Second Stage Housing SFRPHI Project at 1800 Bay Street

- ❖ Council received a verbal presentation and request for letter of support for the WCRS's application to the Surplus Federal Real Property Homeless Initiative for federal property located in Ucluelet

5. CORRESPONDENCE:

5.1 **Proclamation re: Environmental Public Health Week 2015**

Crystal Brown, CIPHI BC

2015-214 It was moved by Councillor McEwen and seconded by Councillor Oliwa
THAT the District of Ucluelet proclaim September 21 to 25, 2015 as Environmental Public Health Week in Ucluelet.

CARRIED

5.2 **Request re: Safety Issues near Forest Glen**

Denise Sveinson, Sea View Seniors Housing Society

2015-215 It was moved by Councillor Oliwa and seconded by Councillor Noel
THAT correspondence item 5.2 be referred to the Director of Parks & Recreation as information supportive of the Age-friendly Action Plan project, and that staff respond to Denise Sveinson on her requests.

CARRIED

- ❖ Council requested that staff also assess the accessibility of the trail across the road from Forest Glen that extends towards Marine Drive

5.3 Request re: Wheelchair Accessibility to Beaches

Sheri Campbell and Dave LoPatriello

2015-216 It was moved by Councillor Oliwa and seconded by Councillor Mole
THAT correspondence item 5.3 be referred to the Director of Parks & Recreation as information supportive of the Age-friendly Action Plan project.

CARRIED

5.4 Sponsorship Request re: Raise a Reader Campaign

Pam Craig, Literacy Alberni

2015-217 It was moved by Councillor Mole and seconded by Councillor McEwen
THAT staff be directed to write a letter to Pam Craig requesting if the District of Ucluelet could offer any other, non-financial support for the Raise a Reader Campaign;
AND THAT information regarding the District of Ucluelet's Grant-in-Aid process be included in the letter as reference material for future financial requests.

CARRIED

5.5 Sponsorship Request re: Wickaninnish Inn Pro-Am

Keith Gibson, Long Beach Golf Course

2015-218 It was moved by Councillor Mole and seconded by Councillor McEwen
THAT the District of Ucluelet commit to a \$200 hole sponsorship for the Wickaninnish Pro-Am in support of the local high school.

CARRIED

5.6 Invitation re: 10th Anniversary Dinner on October 8, 2015

Robin Archdekin, Geoscience BC

2015-219 It was moved by Councillor Mole and seconded by Councillor McEwen
THAT correspondence item 5.6 be received for information.

CARRIED

5.7 Request re: Kimoto Park Playground Equipment

Mike and Jennifer Rhodes, Residents

2015-220 It was moved by Councillor Mole and seconded by Councillor Noel
THAT correspondence item 5.7 be received for discussion.

CARRIED

- ❖ Council requested that the Director of Parks & Recreation respond to the questions raised within correspondence item 5.7

6. INFORMATION ITEMS:

- 2015-221 It was moved by Councillor McEwen and seconded by Councillor Mole
THAT Council receive information items 6.1 through 6.14 as a block. **CARRIED**
- 6.1 Nuu-chah-nulth Opposition to Hake Reduction Fishery Proposal**
Nuu-chah-nulth First Nations
- 6.2 New Investment Announced for Parks Canada Sites in Pacific Rim**
Parks Canada
- 6.3 Auditor General for Local Government Annual Report**
Auditor General for Local Government
- 6.4 Nominations Open for CFIB Golden Scissors and Paperweight Awards**
Canadian Federation of Independent Business
- 6.5 Limited Duration Posting and RCMP Consultation**
RCMP
- 6.6 Policy Directive re: Liquor Control and Licensing Regulation**
Liquor Control and Licensing Branch, Province of BC
- 6.7 Asbestos Awareness and Registries**
Vancouver Island Building Trades
- 6.8 Meeting Follow-up re: Pacific Rim Investment**
Pacific Rim Connections
- 6.9 UBCM Invitation to Reception and Awards Presentation**
Kidney Foundation of Canada
❖ Council requested that staff RSVP on their behalf to the event
- 6.10 Call for Nominations – Medal of Good Citizenship**
BC Honours and Awards Secretariat
- 6.11 Ucluelet Awarded Level 3 Recognition for Achievement of Carbon Neutrality for 2014**
Green Communities Committee
- 6.12 Information on Applied Biology Professionals**
College of Applied Biology
- 6.13 Update from Community Paramedicine Initiative Committee**
Small Community Representative, UBCM

2015-222 It was moved by Councillor Oliwa and seconded by Councillor Mole
THAT staff be directed to arrange a meeting at the UBCM Conference with BC Ambulance personnel to discuss Community Paramedicine programs.

CARRIED

6.14 Invitation to Meet at UBCM

Opposition Spokesperson for Local Government

7. COUNCIL COMMITTEE REPORTS:

7.1 Councillor Mole

Food Bank on the Edge

- Food Bank held a successful breakfast during Ukee Days, raising more money at one event than past two breakfasts; it is their major fundraising event of the year
- New roof is complete
- Food Bank received a grant from Coastal Community Credit Union for a new cooler to accommodate increased amounts of produce being received through the Co-Op and the harvest from the Elementary School greenhouse

Ucluelet & Area Child Care Society

- Society is looking for guidance on what rent will be from District

Westcoast Community Resources Society

- Next meeting on September 10th

Coastal Family Resources Coalition

- Meeting held last week; Alberni-Clayoquot Health Network completed the transportation study and Coming Together report; will be hosting meeting in coming weeks to discuss transportation study outcomes
- There is a new social worker on the west coast; coalition would like some consistency in staffing
- Note that enrollment at Secondary School is less than 150 students, which is somewhat concerning; noted importance of supporting local youth

2015-223 It was moved by Councillor McEwen and seconded by Councillor Noel
THAT Councillor Mole be permitted to attend the upcoming Alberni-Clayoquot Health Network meeting.

CARRIED

7.2 Councillor McEwen

Ucluelet & Area Historical Society

- Next meeting on September 14th at 5pm at the Community Centre

Wild Pacific Trail Society

- Next meeting September 9th at 7pm at the Community Centre
- Society received great statistics from trail counters; approximately 50,000 people walked the Lighthouse Loop in August (averaging 1,600 people a day)
- Eight additional viewing platforms are being constructed, which should increase the counts more so

- New interpretive sign to be installed at Lighthouse to explain the buoy

Vancouver Island Regional Library Board

- Next meeting on September 19th

Other Reports

- Next wildlife meeting on September 17th in Tofino; members comprised of Parks, Ucluelet, Tofino, and BC Parks representatives; will discuss cohesive signage for the west coast
- Ucluelet Council attended a free bylaw compliance workshop on August 24th put on by Dominion GovLaw LLP

2015-224

It was moved by Councillor McEwen and seconded by Councillor Mole
THAT Council approve the installation of the new whistle buoy interpretative sign for the Lighthouse Loop trail.

CARRIED

7.3 Councillor Noel

Central West Coast Forest Society

- Attended AGM on July 16th; original board re-elected with Geoff Lyons, Gary Johnson, Don McMillan; society screened a movie on their creek restorations

7.4 Councillor Oliwa

Harbour Advisory Committee

- Met last week, mostly a review of topics after summer hiatus; Rich Parlee remains chair after election in June
- Small Craft Harbour will be meeting on September 11th with Harbour Advisory's SCH working group on the modernization project for the harbour

Seaview Seniors Housing Society

- Lots of discussion lately on progression of Age Friendly program, very exciting

7.5 Mayor St. Jacques

Other Reports

- Attended helipad meeting; currently slow progress; health authority doing a study to determine costs, should be done end of November
- Attended Regional Economic Development meeting at end of July; looking at options for the region, including how the Internet is changing business; working with Pat Deakin from Port Alberni to pursue
- Council met with Western Canada Marine Response group; they are looking at making Nanaimo a base, but want some ships and equipment on the west coast; discussed what kind of support to install at what locations either in Tofino, Ucluelet, or Port Alberni; looking forward to hearing more from this group
- Attended many Community Forest meetings with Toquaht partners; continuing to learn the management process and move project forward

- Shari Cummins is new community relations contact for Island Health
- Met with Tourism Ucluelet and Chamber of Commerce to plan and move forward on infrastructure funding
- Attended RCMP meeting with President Doiron and Chief Mack in Nanaimo regarding Sgt. Swann's transfer; they were polite and listened to concerns, but gave no commitments

DFO Fisheries Committees for Groundfish & Hake

- Still problems with markets for hake this year, so DFO approved a reduction fishery, whereby fish can be sent directly to fish farms as food; ironically new markets have arisen, so reduction fishery has been minimal
- Attended groundfish development authority meeting in Vancouver, which is a community-based board that gives out 10% of hake and groundfish quota based on applicants proposals for improving employment in coastal communities

Alberni-Clayoquot Regional District

- Local golf course requested tax exemption from the board, which has been referred to the budget
- Pursuing agriculture implementation project for the region; usually a focus on Alberni Valley in the past, but they are now including fish farming
- Experienced water conservation challenges this year; discussed rainwater harvesting as option

2015-225 It was moved by Councillor Oliwa and seconded by Councillor Mole
THAT Council receive all committee reports.

CARRIED

8. REPORTS:

8.1 Expenditure Voucher G-13/15
Jeanette O'Connor, Chief Financial Officer

2015-226 It was moved by Councillor Oliwa and seconded by Councillor McEwen
THAT Council receive Expenditure Voucher G-13/15.

CARRIED

8.2 Financial Update
Jeanette O'Connor, Chief Financial Officer

2015-227 It was moved by Councillor McEwen and seconded by Councillor Noel
THAT Council receive report item 8.2 "Financial Update" for information.

CARRIED

8.3 Barkley Community Forest Articles
Dave Douglas, Manager of Finance

2015-228 It was moved by Councillor Mole and seconded by Councillor Noel
THAT Council approve recommendations 1 and 2 of report item 8.3 "Barkley Community Forest Articles", which state:

1. **THAT** Council adopt the following changes to the Articles of Incorporation for the Barkley Community Forest Corporation:

(a) Replacing article 13.9 with the following wording:

13.9 Director Composition

Each shareholder shall nominate three (3) directors and the 6 directors shall nominate one (1) director.

(b) Replacing article 14.10 with the following wording:

14.10 Removal of Directors by Shareholder

The Shareholder may remove any director before the expiration of his or her term of office by special resolution. In that event, the shareholders may elect, or appoint by ordinary resolution, a director to fill the resulting vacancy. If the shareholders do not elect or appoint a director to fill the resulting Vacancy contemporaneously with the removal, then the directors may appoint or the shareholders may elect, or appoint by ordinary resolution, a director to fill that vacancy.

(c) Change the wording in 14.01 to reflect the following

14.1 Election at annual General Meeting

(2) 1 director of the 3 appointed by the District of Ucluelet will cease to hold office immediately before the election of appointment of directors under paragraph (1), but are eligible for re-election or re-appointment.

In 2015 the District of Ucluelet will appoint 3 directors, one (1) for a one (1) year term, one (1) for a two (2) year term and one (1) for a three (3) year term. In subsequent years the director that ceases to hold office immediately before the election or appointment of directors, will be appointed for a three year terms.

2. **AND THAT** Council add new clauses in article 17:

Notice of Meeting (to the shareholders)

The Shareholders must be given reasonable notice of meetings of the Barkley Community Forest Corporation board of directors.

Shareholder attendance at board meetings

The Barkley Community Forest Corporation board meetings may be attended by shareholder representatives.

CARRIED

9. LEGISLATION:

9.1 Development Procedures Bylaw Report

John Towgood, Planner I

2015-229 It was moved by Councillor McEwen and seconded by Councillor Mole
*THAT Council approve recommendation 1 of legislative report item 9.1
“Development Approval Procedures Bylaw No. 1164, 2015”, which states:*

1. *THAT the District of Ucluelet Development Approval Procedures Bylaw No. 1164, 2015 be given Fourth Reading*

CARRIED

9.2 Development Approval Procedures Bylaw No. 1164, 2015

2015-230 It was moved by Councillor Mole and seconded by Councillor McEwen
THAT Council give First Reading and Final Adoption to Development Approval Procedures Bylaw No. 1164, 2015.

CARRIED

9.3 Zoning Text Amendment Bylaw Report

John Towgood, Planner I

2015-231 It was moved by Councillor Mole and seconded by Councillor Oliwa
THAT Council approve recommendation 1 of legislative report item 9.3 "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)", which states:
1. *THAT Zoning Amendment Bylaw No. 1183, 2015 be given Fourth Reading*

CARRIED

9.4 Zoning Amendment Bylaw No. 1183, 2015

2015-232 It was moved by Councillor McEwen and seconded by Councillor Mole
THAT Council give Fourth Reading and Final Adoption to Zoning Amendment Bylaw No. 1164, 2015.

CARRIED

9.5 Water Restriction Implementation and Fine Schedule Report

Morgan Dosedall, Deputy Municipal Clerk

2015-233 It was moved by Councillor Mole and seconded by Councillor McEwen
THAT Council approve recommendation 1 of legislative report item 9.5 "Water Restriction Implementation and Fine Schedule - Proposed Bylaw No. 1184, 2015", which states:
1. *THAT Council give Fourth Reading and subsequent Adoption to District of Ucluelet Waterworks Amendment Bylaw No. 1184, 2015*

CARRIED

9.6 Waterworks Amendment Bylaw No. 1184, 2015

2015-234 It was moved by Councillor Mole and seconded by Councillor Oliwa
THAT Council give Fourth Reading and Final Adoption to Waterworks Amendment Bylaw No. 1184, 2015.

CARRIED

10. LATE ITEMS:

10.1 Request re: Letter of Support for Information on Optik TV

Ucluelet Video Services Ltd. (Ukee Cable)

- 2015-235 It was moved by Councillor McEwen and seconded by Councillor Mole
THAT Council provide a letter of support for Ucluelet Video Services Ltd expressing concern over possible unfair competition to local business created by the government-subsidized Highway 4 Fibre Build project.

CARRIED

11. NEW BUSINESS:

- 2015-236 It was moved by Councillor McEwen and seconded by Councillor Noel
THAT Council provide a letter of support to both the KUU-US Crisis Line Society and Westcoast Community Resources Society for their separate applications to the Surplus Federal Real Property Homelessness Initiative program.

Vote 4-1 (Mole opposed); CARRIED

- 2015-237 It was moved by Councillor Oliwa and seconded by Councillor Mole
THAT Council write a letter to Mr. Jeremy Dunn of the BC Salmon Farmers Association thanking him for his presentation to Council at the September 8, 2015 Regular Meeting, and expressing Council's support for the industry.

CARRIED

- ❖ Mayor St. Jacques requested that if any Council members are available, that they attend the BC Salmon Farmers AGM in Tofino

12. QUESTION PERIOD:

Council received questions and comments from the audience re:

- Pieter Timmermans (9058 Bay Street) inquired regarding clarification on the Surplus Federal Real Property Homelessness Initiative (SFRPHI) program, and if there were any updates on the Coast Guard lands application or the buildings
- Jake Vandort (1275 Rupert Road) inquired regarding qualifications of supervisors for the SFRPHI program houses

13. CLOSED SESSION:

- 2015-238 It was moved by Councillor Mole and seconded by Councillor McEwen
THAT the meeting be closed to the public in order to address agenda items under Section 90(1), subsections (e) of the Community Charter.

CARRIED

Mayor St. Jacques suspended the regular meeting and moved in-camera at 9:05 pm.

14. ADJOURNMENT:

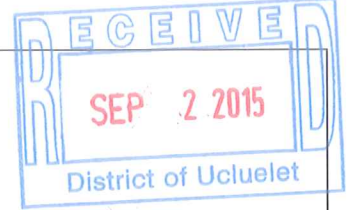
Mayor St. Jacques adjourned the in-camera meeting at 9:23 pm and resumed the open meeting at 9:24 pm.

Mayor St. Jacques adjourned the regular council meeting at 9:25 pm.

CERTIFIED CORRECT: Minutes of the Regular Council Meeting held on Tuesday, September 8, 2015 at 7:30 pm in the George Fraser Community Room, 500 Matterson Road, Ucluelet, BC.

Dianne St. Jacques
Mayor

Andrew Yeates
CAO



DISTRICT OF UCLUELET

Request to Appear as a Delegation

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

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

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

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

Requested Council Meeting Date: Oct 13/15

Organization Name: _____

Name of person(s) to make presentation: Bill Morrison

Topic: Ukee Days

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

Please describe:

RATIONALE FOR Maintaining Status Quo.

Contact person (if different from above): _____

Telephone Number and Email: 726 2390 womorrison@gmail.com

Will you be providing supporting documentation? Yes No

- If yes, what are you providing?
- Handout(s)
 - PowerPoint Presentation

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



DISTRICT OF UCLUELET

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Requested Council Meeting Date: OCTOBER 13, 2015

Organization Name: WILDSAFEBBC

Name of person(s) to make presentation: JOHN PLATENIUS

Topic: UPDATE ABOUT WILDSAFEBBC PROGRAM IN UCLUELET

Purpose of Presentation:

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

Please describe:

Contact person (if different from above): _____

Telephone Number and Email: 250-726-5096 pacrim@wildsafebc.com

Will you be providing supporting documentation? Yes No

If yes, what are you providing?

Handout(s)
 PowerPoint Presentation

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



Waste Reduction Week in Canada October 19-25, 2015



Semaine canadienne de réduction des déchets 19 au 25 octobre, 2015

September 14thth, 2015

Re Proclamation Request

Canada will celebrate its annual National Waste Reduction Week from October 19th through October 25th, 2015.

Each year the Recycling Council of British Columbia (RCBC) organizes BC's involvement in observing this important week. We would like to ask all municipal councils in BC and all Regional Districts to officially declare October 19th through 24th, 2015 as Waste Reduction Week in their respective communities.

Waste Reduction Week is intended to raise awareness about waste and its environmental and social impacts. The theme of Waste Reduction Week, "Too Good to Waste", is meant to draw attention to the richness and diversity of the natural world and the importance of working towards ecological sustainability through waste avoidance and resource conservation.

Please join RCBC in proclaiming October 19th-25th, 2015 as National Waste Reduction Week!

I have attached a sample proclamation for reference. For more information please contact me directly.

Thank you for your continued support!

Jessie Christophersen
Information Services Assistant
Recycling Council of British Columbia
#10 – 119 West Pender Street
Vancouver, BC V6B 1S5
jessie@rcbc.ca
604.683.6009 (ext. 317)

www.wrwcanda.com

Champion Sponsor



Please send this declaration to the Recycling Council of BC
By fax at 604-683-7255 or by email at wrr@rcbc.ca.
We thank you again for your commitment to waste reduction.

(Name of Municipality)

hereby recognizes

Waste Reduction Week in Canada

October 19-25, 2015

As a municipality, we are committed to conserving resources,
protecting the environment and educating the community.

We recognize the generation of solid waste and the needless waste of
water and energy resources as global environmental problems and
endeavour to take the
lead in our community toward environmental sustainability.

We have declared October 19-25, 2015, Waste Reduction Week in

Municipality

Signed

Date

Name and Position

Filecode: 0220-60 2015

X-Ref:

Forwarded to: Council, Andrew

 Physical Electronic

Att: Council

Sept/28/2015

As you recall, I, Jared Fenwick, was evicted from the docks of Ueluelet Harbor. I hope you also recall that I always payed my bills and offered to pay any fine, offered not to repeat the infraction and asked for a second chance to live in my home tied up in Ueluelet Harbor.

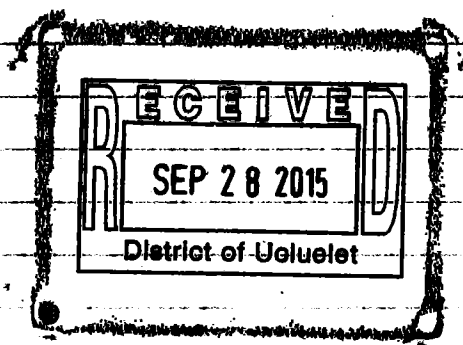
I am asking again.

My need is great. I have searched every space private and public. I have found nothing. Winter is coming and I have no place to go. The Port Albion dock where I am now is not a safe place in winter weather and there is no power or water. I need both and I need a liveaboard arrangement at or near the rates I had before. I need power to run a freezer because my very restricted diet requires it. I have been unsuccessful in attempts to sell my boat.

I want another chance to be a good citizen at the Ukee docks.

Please

Jared Fenwick



Jared @ nomadicoasis.com

Subject: Letter from the Honourable Stephanie Cadieux

From: MCF Correspondence Management MCF:EX [<mailto:MCF.CorrespondenceManagement@gov.bc.ca>]

Sent: Thursday, October 01, 2015 3:26 PM

To: Info Ucluelet <InfoUcluelet@ucluelet.ca>

Subject: Letter from the Honourable Stephanie Cadieux

Ref: 224236

Her Worship Mayor Dianne St. Jacques and Council
District of Ucluelet
E-mail: info@ucluelet.ca

Dear Mayor St. Jacques and Council:

As Minister of Children and Family Development, it is my great pleasure to proclaim October as Foster Family Month. For 25 years, the Government of British Columbia has taken this opportunity to recognize and celebrate the commitment and dedication of foster families to the children- and youth-in-care who have been welcomed into their homes and into your community.

British Columbia has approximately 7,200 children- and youth-in-care with a diverse range of needs. Each child is unique, and they deserve to be surrounded by caring adults in a supportive environment. I am truly grateful that there are special people in communities across the province who are committed to helping children, youth and their families when they need it most.

The Ministry of Children and Family Development (MCFD) has created an information kit, including printable posters and fact sheets, to help raise awareness of fostering in your community. To access this information, please open the following link on the MCFD Web site: <http://www.mcf.gov.bc.ca/foster/ffm.htm>.

It is without question that fostering can be challenging work. I therefore encourage you to recognize Foster Family Month wherever possible. Even the simple posting of a message in your municipal hall and community and recreation centres goes a long way towards showing these remarkable families that their efforts are valued, appreciated and much needed.

On behalf of the Government of British Columbia and its citizens, thank you for your recognition and continued support of foster families in your community.

Sincerely,

ORIGINAL SIGNED BY

Stephanie Cadieux
Minister of Children and Family Development

Subject: Letter from the District of Tofino re. Pacific Rim Educational Tourism Initiative
Attachments: 2015-06-17 Letter to WCA re Pacific Rim Education Tourism Initiative.pdf

From: Elyse Goatcher-Bergmann [<mailto:egoatcher-bergmann@tofino.ca>]
Sent: September-29-15 12:37 PM
To: Info Ucluelet <InfoUcluelet@ucluelet.ca>
Cc: Jane Armstrong <jarmstrong@tofino.ca>; Cathy Thicke <thicke@tofino.ca>
Subject: Letter from the District of Tofino re. Pacific Rim Educational Tourism Initiative

Good Afternoon,

At the May 26th, 2015 Regular Council meeting, District of Tofino Council passed two motions regarding the Pacific Rim Educational Tourism Initiative. A letter communicating the motions was sent to Yuułuʔiłʔatḥ and Tla-o-qui-aht First Nations, the Clayoquot Biosphere Trust, and the individual members of the Pacific Rim Educational Tourism Steering Committee.

The letter was sent to the District of Ucluelet Steering Committee representatives (Dianne St. Jacques, Sally Mole, and Andrew Yeates) in June of this year. At the time, however, we neglected to forward a copy to the District of Ucluelet at an administrative level.

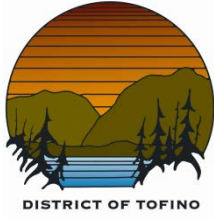
Please find attached to this email a copy of the letter for your reference. Should you have any questions or concerns, please do not hesitate to contact me at the information below.

Best,

Elyse Goatcher-Bergmann | Office Assistant | **District of Tofino** | 121 3rd Street, Box 9, Tofino BC V0R 2Z0
T 250.725.3229 ext 31 | **F** 250.725.3775 | **E** egoatcher-bergmann@tofino.ca | **W** www.tofino.ca

Please consider the environment before printing this e-mail.

This e-mail is confidential and is intended for the above-named recipient(s) only. Any unauthorized use or disclosure of this e-mail is prohibited. If you are not the intended recipient, please notify the sender immediately and securely destroy the communication. The District of Tofino is subject to the Freedom of Information and Protection of Privacy Act.



DISTRICT OF TOFINO

P.O. Box 9, 121 3rd Street, Tofino, B.C. V0R 2Z0

Telephone: 250.725.3229 | Fax: 250.725.3775 | Email: jarmstrong@tofino.ca | Website: www.tofino.ca

June 17, 2015

Tawney Lem
Executive Director
West Coast Aquatic Management Association
#3, 4310 10th Avenue
Port Alberni, BC V9Y 4X4

LGMA # 230-20/ CR – 2232

Dear Tawney Lem,

Re: Pacific Rim Educational Tourism Initiative

Thank you for your presentation at the May 26, 2015 Committee of the Whole meeting. At the Council meeting held June 9, 2015 the following resolution was passed regarding your presentation:

Resolution No. 199/15

THAT the District of Tofino Council recommends that the Pacific Rim Knowledge and Innovation Steering Committee select the Clayoquot Biosphere Trust as the coordinating body responsible for advancing the Pacific Rim Educational Tourism Initiative.

AND THAT a letter be written to the Yuułuꞵiꞵꞵath First Nation, Tla-o-qui-aht First Nation, the Clayoquot Biosphere Trust, and the Pacific Rim Educational Tourism Steering Committee to inform them of the District of Tofino Council's recommendation.

As a past coordinator of the Pacific Rim Knowledge and Innovation Steering Committee, please forward this letter on to the membership of the Steering Committee.

If you have any questions or concerns, please do not hesitate to contact me at 250-725-3229 local 57 or by email at jarmstrong@tofino.ca.

Sincerely,

Jane Armstrong
Manager of Corporate Services

cc. Yuułuꞵiꞵꞵath First Nation
Tla-o-qui-aht First Nation
Clayoquot Biosphere Trust
Pacific Rim Knowledge and Innovation Steering Committee

Filecode: 0410-20 MJTST
 X-Ref: 0390-20 2015 UBCEM
 Forwarded to:
 Physical Electronic



Ref: 110524

SEP 28 2015

Her Worship Mayor Dianne St. Jacques
 District of Ucluelet
 PO Box 999
 200 Main Street
 Ucluelet, BC V0R 3A0

Dear Mayor St. Jacques:

It was a pleasure to meet with your delegation at the Union of British Columbia Municipalities Annual Convention (Convention) held in Vancouver. I appreciated the opportunity to discuss the issues of significance to your community including the Resort Municipality Initiative and visitors information centres.

I am sure you will agree that it is important for all levels of government to communicate effectively in order to better serve our communities at large. The Convention provides us with the opportunity to discuss what is important to communities and to the province as a whole.

The Ministry of Jobs, Tourism and Skills Training and Minister Responsible for Labour is bringing together key lines of government to fully leverage emerging economic opportunities for the Province – creating jobs for families, and prosperity and sustainability for our communities.

Canada Starts Here: The BC Jobs Plan brings together employers and communities to enable job creation across BC, modernizing infrastructure to get goods to market, and expanding access into new trade zones for BC products and services. Together, we are building a strong British Columbia for tomorrow.

Thank you again for taking the time to share your thoughts and ideas with me. I appreciate your passion and commitment to help build a stronger, economically vibrant community and province.

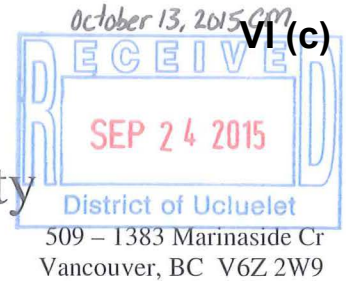
Sincerely,

Shirley Bond
 Minister

Youth Parliament of British Columbia



Alumni Society



Filecode: 0410-20 YPBC
X-Ref:
Forwarded to: *Council, Andrew*
 Physical Electronic

(604) 604-646-6623
registrar@bcyp.org

Dear Sir or Madam:

8 September 2015

Re: British Columbia Youth Parliament, 87th Parliament

The British Columbia Youth Parliament's 87th Parliament will hold its parliamentary session in Victoria at the Provincial Legislative Chambers from December 27 to 31, 2015. The Youth Parliament is a province-wide non-partisan organization for young people ages 16 to 21. It teaches citizenship skills through participation in the December parliamentary session and in community service activities throughout the year. **Youth Parliament is a one year commitment.**

I invite you to encourage eligible youth from your municipality or region to apply to sit as members of the Youth Parliament. Youth Parliament is non-partisan, and applicants need only be interested in learning more about the parliamentary process and in serving their community.

Each applicant who is accepted to attend as a member of BCYP must pay a **\$300** registration fee. Thanks to a grant from Coast Capital Savings, a substantial portion of the cost of transportation and accommodation is covered for all members. Financial support is available for applicants who cannot meet the expense of the registration fee. Requesting financial assistance will not affect an applicant's chance of being selected as a member. We also provide resources for applicants attempting to secure funding from community sources, including schools and service clubs (see www.bcyp.org/joinus.html).

Members will sit and debate in the Legislative Chambers for five days and will be accommodated for four nights at the Harbour Towers Hotel in Victoria. During that time, participants are supervised by members of the Board of Directors of the Youth Parliament of B.C. Alumni Society and other youth parliament alumni. In addition, transportation to and from Victoria will be provided for all members who require it.

I have enclosed an application form and two copies of a brochure about BCYP. I encourage you to make the application form and brochure available to interested young people and to make copies of the forms as needed. If your municipality sponsors a "youth of the year" award or has a municipal youth council, young people with that sort of initiative and involvement are ideal candidates for our organization. A soft copy of the form is available from our website at www.bcyp.org/joinus.html, along with soft copies of the brochure and a promotional poster.

All applications must be received by October 27, 2015. Applicants will be notified whether they have been selected in early November. If you require more information, please contact me by telephone or e-mail as indicated above, or visit our website at www.bcyp.org.

Yours truly,

Rhonda Vanderfluit
Registrar, Youth Parliament of B.C. Alumni Society

Made possible with support from:



MEMO FROM STAFF:

This information has been forwarded to the Ucluelet Secondary School for distribution to students.

British Columbia Youth Parliament (BCYP) is youth taking responsibility and initiative to make a positive impact in their communities. BCYP is a non-profit, non-partisan, parliamentary education and service organization. BCYP is an extraordinarily unique organization — for youth and by youth.

For a full year, 95 members pool their resources, creativity and determination for a common purpose: to advance, better, and improve the lives of the youth of British Columbia. BCYP brings together youth from across the province and unites them to fulfill the motto of “Youth Serving Youth”. The youth of BCYP reach out and make a difference across British Columbia.

Why?

Because they can.

And more importantly, because they care.

For more information on BCYP and its projects visit our website

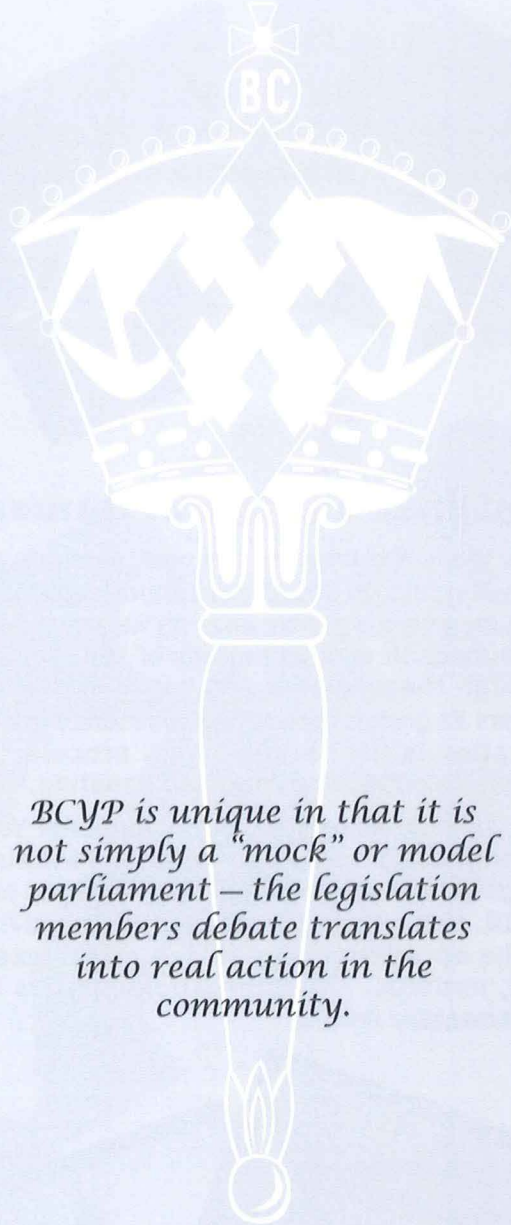
www.bryp.org

or contact the Premier

premier@bryp.org

For registration information contact our Registrar

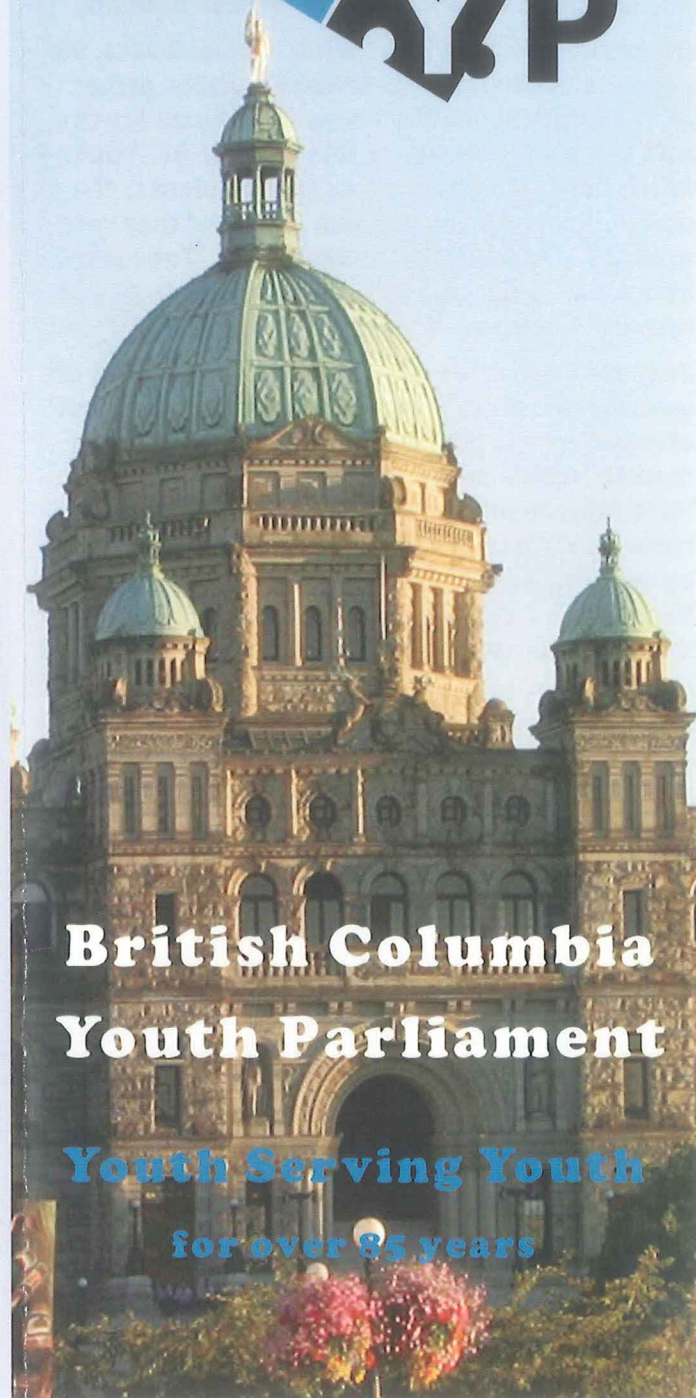
registrar@bryp.org



BCYP is unique in that it is not simply a “mock” or model parliament — the legislation members debate translates into real action in the community.



BCYP



**British Columbia
Youth Parliament**

Youth Serving Youth

for over 85 years

Why We Are a Parliament

British Columbia Youth Parliament began as the TUXIS Older Boys' Parliament in 1924. In 1974, upon the admittance of girls, it became BC Youth Parliament, and 2013 marked its 85th Session.

Every year, between December 27th and 31st, 95 young people from across British Columbia gather at the Legislative Chambers in Victoria for the annual parliamentary session of BC Youth Parliament. Members sit as independents; they do not represent any political party and they vote according to their own consciences. They learn about parliamentary process, debate topics of interest, and plan activities for the coming year.

Proposed activities are presented in the form of government bills. The debate is led by a Cabinet of experienced youth parliamentarians who spend months before preparing to present their plans. First-time members are also able to raise issues through debate on government legislation and by writing and presenting Private Members' Resolutions dealing with issues ranging from local to international in scope.

Once BCYP's bills are passed they must be put into effect. This is where BCYP differs from other youth parliaments in that BCYP is not a "model" or "mock" parliament — the legislation members pass translates directly into positive action in the community.



Regional Youth Parliaments

To increase the number of youth who are able to participate in Youth Parliament activities, BCYP members organize and run Regional Youth Parliaments in various regions of the province. Through these events, BC Youth Parliament furthers its goals of promoting community service, education in the parliamentary process, and training in public speaking and debating.

More local in scope than BCYP, Regional Youth Parliaments hold weekend-long sessions aimed at high school students between the ages of 14 and 18. Members gather to plan their activities for the upcoming year, as well as discussing local, national, and international issues in a parliamentary setting.

Youth Serving Youth

BCYP members plan and participate in group service events organized around the province. Members come together to volunteer with different organizations or special events, or serve to the community in ways of their own devising. They volunteer with summer camps, food banks, charity walks, soup kitchens, community support services, and other service organizations.

As well, all over British Columbia throughout the year, individual members of BCYP perform solo acts of service to their communities and lend a hand through their involvement with other organizations. Across the province, BCYP members help others in myriad ways, limited only by their imaginations and the will to carry out the projects they envision.



Community Fundraising

Each year BCYP organizes a variety of fundraising events across the province. Members work in groups and in their communities to raise the funds required to run BCYP's projects and cover its operational expenses. They also engage in service-related fundraising, working in groups and individually to raise money for a variety of causes.

Fundraisers range from pledge events and car washes to auctions and carnivals. Members also solicit donations from local businesses and prominent members of their local communities.



Subject: Climate Change
Attachments: UBCM_6.Aug 2014.docx

From: Chris Rose [<mailto:crose@twincomm.ca>]
Sent: Thursday, October 01, 2015 12:43 PM
To: Chris Rose <chris@sculptor.bc.ca>
Subject: Climate Change

(250) 285-3245

chris@sculptor.bc.ca

350 Sutil Road, PO Box 621

Quathiaski Cove

Quadra Island, BC V0P 1N0

www.sculptor.bc.ca

September 30, 2015

Mayor and Councillors of the 163 BC Municipalities

Regional District Directors

A call for action on Climate Change

Ladies and Gentlemen.

I am writing to you as an ordinary, but very concerned Canadian Citizen. I'm not a scientist, but I have been an observer of our environment for more than 80 years. I do not like what is happening to our world and fear for our grandchildren's future as well as the survival of our species on this planet. On 6. August 2014 I wrote a letter to the Chairperson UBCM (attached) and I received an answer with the suggestion that I should address my concerns to you the Municipalities Leaders directly.

As you know the world leaders have been debating the need for action to **mitigate Climate Change** in International conferences since 1990. Very few leaders have taken any action to avoid the "**Climate Tipping Point**" looming on the horizon. Methane and other dangerous GHGs as well as ocean hydrates are already released into the atmosphere at a rate that is greater than what the oceans can absorb, thus we are facing the acidification of the oceans which will result in the breakdown of the world ecosystem.

The time has come when we all and you as leaders of the BC. Communities in particular have to ask yourself „What can I do to mitigate the dangers of climate change?“ To help you in your debate, please look at the following information:

- (1) **Bavarian Village of Wildpoldsried Rages in \$5.7 Million/year by Selling Green Energy“** <<http://cleantechnica.com/2012/08/29/bavarian-village-rages-in-5-7-millionyear-by-selling-green-energy>>
- (2) **Big payoff from clean energy in the District of Rhein-Hunsruck, Germany;** <http://edmontonjournal.com/story_print.html?i=10332925&sponsor=> and <http://www.go100percent.org/cms/index.php?id=77&tx_ttnews%5Btt_news%5D=258&cHash=81261a7fdf5436a56620c595d7f531c9>
- (3) **The Spanish Island of El Hierro near it Goal**
<http://www.npr.org/sections/parallels/2014/09/17/349223674/tiny-spanish-island-nears-its-goal-100-percent-renewable-energy>>
- (4) **Costa Rica**
<http://www.iflscience.com/environment/costa-rica-has-only-used-renewables-electricity-year> and <<http://www.theguardian.com/commentisfree/2015/mar/30/truth-behind-costa-rica-renewable-energy-reservoirs-climate-change>>

Naturally there are many other jurisdictions in the world that have taken the big step forward in Clean Energy development. I recognize that our Premier will say: “We are already there and have been for years, remember Mr. W.C. Bennett got the ball rolling”. Yes, Bill Bennett built the great dams at the Peace River. It was done at high financial, environmental and social costs and with a total disregard for the rights of our Native People. Now we are facing similar problems with the intended construction of Site C-Dam. This time we are encountering additional and more serious difficulties; namely the rapid glacier melt – in 30 years there may not be enough water to fill the dams.

Should we consider alternative plans for future energy demands? - Should we prepare for events and make plans over which we have more local control? – There is no doubt that the development of clean energy at local levels will lead to a more robust economy by reducing costs, increase employment and reduced CO2 pollution.

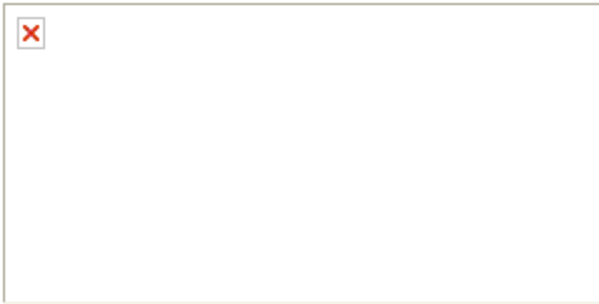
It is clear that we have to reduce the fossil fuel consumption to nearly ZERO as soon as possible. To achieve such a goal we have to think of changes in the transportation systems (car, rail, trucking, public transit etc.). We have to think of changes to the building codes and the construction methods (insulation, roof structures with solar panels and/green flat-roofs, light/energy-producing cladding, internal recycling and more efficient re-use of human/building waste, etc.). We have to think of the agricultural and farming production (solar panels on barn roofs, convert animal waste into methane to produce heat/energy). We should be thinking of “Farmer-Owned windmills” for the production of electricity as well as extra income and pensions. We have to think of the communication systems and the needs to extend it. We need to free ourselves of our copper dependency (transmission lines) and make energy and information available to every person regardless of their location and this should be done at the lowest cost possible.

The above are a few aspects that are required to mitigate climate change and they call for leadership at the local level.

As side from the question of what leaders in the community can do there is the aspect of what the individual can do? For your information, in early 2014 I sold \$20,000 of my RIFs (Pipe line) and invested that money in an Inverter and 30 Solar Panels. It took a little over two weeks for an electrician and a helper to install all the

equipment. Unfortunately a snowfall delayed the finished job by a week. See my video of the installation <https://www.youtube.com/watch?v=WMiWHp0FakY>

The following graphs show the result over the last 16, information is based on BC Hydro meter reading and inverter since March 2014. 2011-2013 data is based on BC Hydro Statements.



Since March 2014 the Solar Panels have produced a total of 13,649.54 Kwh of which 736.83 Kwh was feed back into BC Hydro grid. If I were 10 years younger I would install a small windmill and our power needs would reduce to zero. Furthermore I would install a power storage device such as Tesla batteries and or a flywheel. I would buy an electric car for short trips in the 100 km radius. On this subject I should mention that I see the demand for electric vehicles increase very soon and the public will look for recharging stations in the communities and thus force the local/provincial government into action through legislation to make these services available.

There are also some very positive trends developing, I quote from [Tracking the Energy Revolution — Canada 2015](#), “our annual assessment of the nation’s clean energy performance. We found that, thanks to provincial policy leadership, last year, the value of new clean energy projects approached CAD\$11 billion, up 88 percent from 2013. Further, in 2013, the most recent year for which reliable data exists, **Canada’s clean energy industries were together responsible for 26,900 direct jobs—up a respectable 14 percent over the previous year**”. (Coverage: [The Globe and Mail](#), [National Observer](#), [CBC News](#), [iPolitics](#), [The Exchange with Amanda Lang](#))

Finally, you may ask why I’m sending this letter. The answer is simple: We need greater leadership in Canada on environmental issues. We have squandered 20 years due to procrastination. If we don’t act quickly we will all fall behind and join the communities of the third world and experience unforeseeable disasters.

You may feel inclined to ignore the above or you may explore what actions you as leader can take. In either case I would be more than happy to hear about your plans – hopefully it will be a progression towards “Clean Energy” and mitigation of climate change

Best Regards,

Chris Rose



www.sculptor.bc.ca

350 Sutil Road, PO Box 621
Quathiaski Cove
Quadra Island, BC V0P 1N0
chris@sculptor.bc.ca

6. August 2014

The Chairperson UBCM
Suite 60-10551 Shellbridge Way
Richmond, BC.
V6X 2W9

Dear Madam/Sir

I read with interest your theme for the “Leading Edge – UBCM 2014” Conference in Whistler, September 2014.

My wife and I built our house in Whistler 1972 with the help of Mr. Jim Cook (concrete footings and roof). We sold our property in 1999. Our house was well constructed with #1 Fir and 2x6 T&G clear cedar roof-decking under the daily guidance of Mr. Jim Murray, Building Inspector and friend – it was built like a precursor to the R2000 systems. The house had a 2 bed-room suite for local workers and a three bedroom spacious area in which we lived for 26 years. The entire house landed up as landfill in 2000.

I am narrating the above as one problem that require attention for your deliberations. However, more importantly I would like to direct your attention to the UN “Fifth Intergovernmental Report on Climate Change”. Certainly some of your members may have heard about this report but most of you are probably unfamiliar with the details. As members of the world society we will have to take drastic actions forthwith to avoid the consequences looming on the horizon.

As a soft introduction to the subject of “Climate Change” I suggest that the members of the UBCM look at: “**National Ice Core Lab**” <<http://natgeotv.com/ca/extreme-ice/videos/national-ice-core-lab>> then view the videos “**Tipping Points**” <<http://www.thetippingpoints.com/>>. There is also a very important document. <<http://climatechange.worldbank.org/content/climate-change-report-warns-dramatically-warmer-world-century>>, 18.Nov.2012. Finally you may want to read the report by the President of the USA, July 2014 “**The Cost of Delaying Action to Stem Climate Change**”:

http://www.whitehouse.gov/sites/default/files/docs/the_cost_of_delaying_action_to_stem_climate_change.pdf.

No doubt some of your representatives may say “this is not in our jurisdiction” and will brush it off as “a problem for the Provincial and Federal Governments to resolve”. However, you are the elected leaders of your community and as your Conference theme suggests: “strive to become a leading edge practitioner, be innovative, accept significant challenges and find solutions”. I suggest that the looming natural disasters of flash-floods, wildfires, heat waves, ice storms and other extreme weather-pattern, changes that already taking place, will affect if not totally dislocate anticipated budget forecasts at all levels of society, thus Climate Change is a subjects that require your immediate attention because the impact of it will hit all our communities directly.

The question is what will the UBCM do to combat, mitigate and alleviate Climate Change”? Here are some thoughts for consideration:

- 1.) Send an expression of concern to the Provincial and Federal Governments that their present laws and rules of Green House Gas Emissions Reductions are insufficient and that they require immediate and more positive attention/actions
- 2.) Send an expression of concern to the Provincial and Federal Governments that the lack of support for the development of Clean Energy Production (Wind, Solar, Bio-mass, Thermal, Tidal power etc) is totally unsatisfactorily and has to be strengthened immediately.
- 3.) Send a request to the Provincial and Federal Governments that both Government levels change their fiscal policies from providing grants, subsidies, tax-exemptions/allowances, road constructions, water-rights, waste discharge rights and other direct and/or indirect benefits to fossil fuel mining companies – and that these direct and indirect benefits be stopped and be redirected in support of the Clean Energy Industry.
- 4.) In line with the recent request by the IMF that all levels of Government levy a considerably higher carbon tax on the petrochemical industry and reduce individual income taxes.
- 5.) Send a request to the Provincial and Federal Governments to change the building codes so that future private and public constructions are required to include modern clean energy producing/collecting devices (roofs, outside walls, walk-ways etc)
- 6.) Send a request to the Provincial and Federal Governments to start the planning/ implementation of electrification of the transportation industry (Railroads, Municipal Transit systems, cards, trucks etc)
- 7.) Send a request to the Provincial and Federal Governments that all public/private electric utilities that use water storage/dams as their supply source are required to install reverse flow water lines and or pumps.

At the municipal level you may want to start developing plans:

- 1.) All municipalities should begin with the installation of solar panels on the rooftops of all public buildings exposed to direct sunlight (city halls, sports arenas, bus shelters/garages, bus stops etc. (The cost of installations will pay for itself within 6 years)
- 2.) Building permits to private and/or corporate builders should be vetted for inclusion of clean energy devices. Clean energy should become part of any new construction or renovation.
- 3.) Renovations of older homes should be encouraged – demolition must be discouraged and only if there is a recycling plan in place.
- 4.) Many public water supply systems are built with an elevated source of the water. There may be opportunities to incorporate dynamo type turbines to harness electric power for municipal consumption.
- 5.) Wherever possible, the feasibility of wind turbines should be explored
- 6.) Solar panels (very popular in Europe) could augment and considerably reduce the cost of the municipal electric bill and surplus power returned to the public grid.
- 7.) Waste water must be another subject for consideration. The methane can be converted into energy, filtered water can be re-used for irrigation, the sludge can be converted into fertilizer (Some of the Whistler “gold” improved my garden for many years).

I encourage you to be aggressively proactive in the direction of clean energy and the reduction of the use of fossil fuel/petrochemical energy.

The world has not much time left. We have reached the “Tipping Point”.

For your interest I’m attaching a video of the installation of the solar panels on our house on Quadra Island in Feb/March 2014

<https://www.youtube.com/watch?v=WMiWHp0FakY>.

The 30 panels are producing 8Kw/day (clouds no sun) to 59Kw/day (sunny). Since 14.March 2014 the panels have produced 4851Kw which translates into an average 31.6Kw/day (reading Aug 5, 2014, 2 pm).

I wish you all the very best in your deliberations in the world class Resort Municipality of Whistler in September 2014. Please consider the points above.

Chris Rose

District of Ucluelet Expenditure Voucher

G-14/15

Date: October 8, 2015

Page: 1 of 7

CHEQUE LISTING:

AMOUNT

Cheques: # 23027 - # 23171	\$	344,474.94
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PAYROLL:

PR 019/15	\$	55,779.90
PR 020/15	\$	55,453.78

	\$	455,708.62
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RECEIVED FOR INFORMATION AT MEETING HELD:

October 13, 2015

Jeanette O'Connor, CFO

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
023027	002	04/09/2015	ACE07	ALBERNI COMMUNICAT	19925	PAGER REPAIR	162.40		162.40	
023028	002	04/09/2015	ACE92	ACE COURIER SERVIC	14151249	WESTERRA EQUIP	52.58		52.58	
023029	002	04/09/2015	AI151	ALL ISLAND MAILING	1954	INK CARTRIDGE	204.08		204.08	
023030	002	04/09/2015	AL001	ACKLANDS - GRAINGE	43540536189 43540536329 43540535999 43540536328	TRIPOD RENTAL GLOVES TRIPOD TRIPOD	44.04 64.58 945.91 945.91-		108.62	
023031	002	04/09/2015	CE004	CORPORATE EXPRESS	39225217	BINDERS/PENS/MARKE	153.76		153.76	
023032	002	04/09/2015	CF005	COLUMBIA FUELS	75121623543 751216245462	SHORE CLEANUP SHORE CLEANUP	20.71 208.49		229.20	
023033	002	04/09/2015	CK608	CORTES KEVIN	D487	D487	2,855.20		2,855.20	
023034	002	04/09/2015	CP300	CRITERION PICTURES	775138	08/15	43.35		43.35	
023035	002	04/09/2015	CUPE1	CUPE LOCAL #118	08/15	AUG/15	1,268.82		1,268.82	
023036	002	04/09/2015	DFC01	DUMAS FREIGHT COMP	43159 43158 20053	TRANSIGN CLEARTECH BEAVER ELECTRIC	396.90 427.43 128.68		953.01	
023037	002	04/09/2015	EL048	ERIK LARSEN DIESEL	713073	GREASE/EQUIP MAINT	163.47		163.47	
023038	002	04/09/2015	FRD67	FINELINE ROAD MARK	14215	UCC PARKING/FIRE H	1,850.32		1,850.32	
023039	002	04/09/2015	FSC10	FOUR STAR COMMUNIC	34055	08/15	136.50		136.50	
023040	002	04/09/2015	FW050	FAR WEST DISTRIBUT	294269	08/15 MOVIES	113.44		113.44	
023041	002	04/09/2015	GPC25	GREATPACIFIC CONSU	221	08/15	3,172.98		3,172.98	
023042	002	04/09/2015	LEASE	UCLUELET CONSUMERS	09/15	09/15	250.00		250.00	
023043	002	04/09/2015	MB673	MILLAR, BARB	37877	MILLAR REIMBURSEME	78.38		78.38	
023044	002	04/09/2015	MS170	REVENUE SERVICES O	09/15	SEPT/15	2,974.50		2,974.50	
023045	002	04/09/2015	PB002	PACIFIC BLUE CROSS	290375	09/15	7,158.96		7,158.96	
023046	002	04/09/2015	PC285	PETTY CASH - BARBA	08/15	08/15	132.15		132.15	
023047	002	04/09/2015	PI110	PUROLATOR INC	428570174 428505048	08/12/15 TESTING 08/15 WATER	61.10 109.69		170.79	
023048	002	04/09/2015	SJ004	S & J SERVICES	36220 36217 36218 36216 36219	08/15 08/15 08/15 08/15 08/15	651.00 138.60 315.00 1,386.00 315.00		2,805.60	
023049	002	04/09/2015	TS002	TRAN SIGN LTD.	147126	3WAY-COASTGUARD/RA	3,624.38		3,624.38	
023050	002	04/09/2015	TU428	TOURISM UCLUELET	06/15	06/15 GRANT	42,925.91		42,925.91	
023051	002	04/09/2015	UI923	UKEE INFO TECH	10203	08/15 IT SUPPORT	2,587.19		2,587.19	
023052	002	04/09/2015	UP459	UCLUELET PETRO-CAN	17118522 17118308 17118425	F150 REPAIRS OIL CHANGE 4 TON FUEL LINE/BA	84.22 110.14 385.73		580.09	
023053	002	04/09/2015	UR849	UCLUELET RENT-IT C	21439 21456	DRILL BIT HEMLOCK SEWER	79.52 1,764.00		1,843.52	
023054	002	11/09/2015	45R27	45 ROBOTS	847	3 MONTH SUBSCRIPTI	134.40		134.40	
023055	002	11/09/2015	AB553	ABBONDANZA	7 1 6	JTMD CLEANUP JTMD CLEANUP JTMD CLEANUP	100.00 75.00 100.00		275.00	

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
023056	002	11/09/2015	ACE92	ACE COURIER SERVIC	14154876	FINNING	22.30		22.30	
023057	002	11/09/2015	AD004	TYCO INTEGRATED FI	80371346 Z4326768	SEPT-NOV/PW-DOU AUTO ARMING	190.57 309.12		499.69	
023058	002	11/09/2015	AFS01	ASSOCIATED FIRE &	13768	AIRPACK MAINTENANC	264.32		264.32	
023059	002	11/09/2015	AL001	ACKLANDS - GRAINGE	0536539	AIRPACK MAINTENANC	463.91		463.91	
023060	002	11/09/2015	BE737	BENSON ERICA	121397	BENSON-SEPT 1-5/15	739.20		739.20	
023061	002	11/09/2015	CI192	CIBC - VISA CENTRE	AUG/15	AUG/15	10,553.53		10,553.53	
023062	002	11/09/2015	ck608	CORTES KEVIN	D488	D488	2,647.88		2,647.88	
023063	002	11/09/2015	CLC12	CARVELLO LAW CORPO	1155 1153 1154	101029 101013 101022	1,133.69 780.05 1,506.02		3,419.76	
023064	002	11/09/2015	CW344	COMPASS WEDDINGS					63.00	Yes
023065	002	11/09/2015	DC001	DOLAN'S CONCRETE L	UP75970 UP75969 UP75949 UP75968	YARD FINE BLEND YARD CRUSH BMX SAND BMX CRUSH	583.22 501.48 841.95 252.29		2,178.94	
023066	002	11/09/2015	DS514	DESROSIERS SARAH	121389 121391 121396	DESROSIERS-AUG YOG DESROSIERS-JULY YO DESROSIERS-SEPT YO	141.61 67.20 135.61		344.42	
023067	002	11/09/2015	EP910	EVAN PETERSON	4	AGE FRIENDLY ACTIO	118.13		118.13	
023068	002	11/09/2015	FC000	JOHNSON COURTNEY	121381	JOHNSON-MUSICAL TH	237.50		237.50	
023069	002	11/09/2015	FC006	FINNING (CANADA)	943500378 943501744 943503595	HOE-BALL JOINTS/PI BALLJOINT/NUT BALLJOINT	74.20 52.77 98.31		225.28	
023070	002	11/09/2015	FS004	FOUR STAR WATERWOR	46091 46079	FIRE HYDRANT METER WATER METER	1,032.33 3,637.92		4,670.25	
023071	002	11/09/2015	FW050	FAR WEST DISTRIBUT	294710 294667 295060 294527	PAPER PRODUCTS GARBAGE BAGS PAPER PRODUCTS PAPER PRODUCTS	355.75 157.59 220.98 351.83		1,086.15	
023072	002	11/09/2015	GB059	GIBSON BROS. CONTR	14249 14270	INSTALL ROAD PLATE L.BEACH-GRAVEL	225.75 275.94		501.69	
023073	002	11/09/2015	GPC25	GREATPACIFIC CONSU	231	OUTFALL MONITORING	2,994.61		2,994.61	
023074	002	11/09/2015	HS002	HOGAN, SARAH	121308	HOGAN-AUG/15 DANCE	47.99		47.99	
023075	002	11/09/2015	IH042	INNER HARMONY SERV	3655	AUG/15	2,443.88		2,443.88	
023076	002	11/09/2015	IS319	INPROTECT SYSTEMS	163872	SOLAR STOP SIGN	1,794.80		1,794.80	
023077	002	11/09/2015	LB004	LONG BEACH GOLF CO	121395	2015 PRO AM SPONSO	200.00		200.00	
023078	002	11/09/2015	LM836	MORRISON LINDSAY	121382	MORRISON-MUSICAL T	140.00		140.00	
023079	002	11/09/2015	MA952	MAXXAM ANALYTICS	VA910922 VA910923 VA910925 VA910926 VA912820 UC3982	B567035 B569345 B569354 B571703 B574057 VA896669 CREDIT	78.75 78.75 157.50 78.75 78.75 273.00-		199.50	
023080	002	11/09/2015	MM001	MAGIC MOMENTS SHIR	15-082501	NAME TAGS	131.04		131.04	
023081	002	11/09/2015	OM712	OLIWA MIRANDA	121383	OLIWA-MUSICAL THEA	160.00		160.00	

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023082	002	11/09/2015	PS351	PINA STUDIO & BOUT	17	T-SHIRTS	163.97		163.97	
023083	002	11/09/2015	PW280	PITNEYWORKS	AUG/15	POSTAGE	1,065.00		1,065.00	
023084	002	11/09/2015	RL068	RIVERA LYVIER	121307	RIVERA-AUG/15 LATI	138.01		138.01	
023085	002	11/09/2015	SB304	SCHANTZ BOB	AUG/15	AUG/15	1,456.00		1,456.00	
023086	002	11/09/2015	SBR01	SONBIRD REFUSE & R	23244 23243 23241 23245	AUG/15 -WD AUG/15-SCH AUG/15-52 STEPS AUG/15-PW	720.51 1,693.13 437.85 1,171.51		4,023.00	
023087	002	11/09/2015	SF061	STEVENS FLICKERINE	121380	STEVENS-AUG YOGA	200.00		200.00	
023088	002	11/09/2015	SW002	SEW WEST SIGNS	2184	SANDWICH BOARDS	336.00		336.00	
023089	002	11/09/2015	TE541	TECH ELECTRICAL CO	1420 1421	OPERATING PERMIT/S LAGOON AERATOR	374.85 518.18		893.03	
023090	002	11/09/2015	TM005	TELUS MOBILITY	AUG/15	AUG/15	1,264.37		1,264.37	
023091	002	11/09/2015	TP002	TELUS	AUG/15	AUG/15	3,532.34		3,532.34	
023092	002	11/09/2015	UR849	UCLUELET RENT-IT C	21370	AUG/15	1,176.00		1,176.00	
023093	002	11/09/2015	UV145	UCLUELET VIDEO SER	SEPT/15	SEPT/15-491	557.76		557.76	
023094	002	11/09/2015	WC345	WURTH CANADA LTD	140225	CLEANING SUPPLIES	101.93		101.93	
023095	002	11/09/2015	XC300	XPLORNET COMMUNICA	INV10654096	AUG&SEPT/15	145.58		145.58	
023096	002	18/09/2015	AGS11	AGS BUSINESS SYSTE	33806 33775	AUG/15 UCC AUG/15	182.08 166.75		348.83	
023097	002	18/09/2015	BC017	BC HYDRO & POWER A	AUG/15	AUG/15	17,972.30		17,972.30	
023098	002	18/09/2015	CGISC	CGIS CENTRE	42278	OCT/15	683.04		683.04	
023099	002	18/09/2015	CK608	CORTES KEVIN	D489	D489	3,224.40		3,224.40	
023100	002	18/09/2015	CUPE1	CUPE LOCAL #118	09/15	PP#18&19/15	1,170.57		1,170.57	
023101	002	18/09/2015	DFC01	DUMAS FREIGHT COMP	42815 30141	BARRELS METER FITTINGS	204.75 27.59		232.34	
023102	002	18/09/2015	HS002	HOGAN, SARAH	121399	HOGAN-FREE WEEK	30.00		30.00	
023103	002	18/09/2015	L9262	LANG, STEVE	6127617	LANG-BOOTS	203.93		203.93	
023104	002	18/09/2015	LC077	LOOMIS EXPRESS	5648396	IMAGE INSPECTION	314.16		314.16	
023105	002	18/09/2015	LV129	LANOVILLE CHRISTIN	121400	LANOVILLE-FREE WEE	30.00		30.00	
023106	002	18/09/2015	NP156	NORTH PACIFIC REPA	069884	#14 REPAIR	280.84		280.84	
023107	002	18/09/2015	NV785	NOVUS CONSULTING I	6286 6326	JULY/15 AUG/15	81.22 81.95		163.17	
023108	002	18/09/2015	PI110	PUROLATOR INC	428639780	N.IS.LABS	60.92		60.92	
023109	002	18/09/2015	RK179	ROBISON KARLA	#2-2015	ROBISON-SEATTLE	107.00		107.00	
023110	002	18/09/2015	RL068	RIVERA LYVIER	121402	RIVERA-FREE WEEK	80.00		80.00	
023111	002	18/09/2015	RPI46	ROADPOST INC. T462	RC08107734	SEPT/15	71.40		71.40	
023112	002	18/09/2015	SC006	SOFTCHOICE CORPORA	4071603	CLOUD SERVER PROTE	2,818.13		2,818.13	
023113	002	18/09/2015	SF061	STEVENS FLICKERINE	121401	STEVENS-FREE WEEK	240.00		240.00	
023114	002	18/09/2015	T9345	TOWGOOD JOHN	065476	PENS	29.91		29.91	

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023115	002	18/09/2015	TNS05	TOFINO NATURE SCHO	121403	OTTER PRGM AUG-SEP	3,060.00		3,060.00	
023116	002	18/09/2015	TSC19	TRANSPARENT SOLUTI	8020	OCT/15	20.95		20.95	
023117	002	18/09/2015	UP459	UCLUELET PETRO-CAN	17118592	TOGGLE SWITCH	15.00		15.00	
023118	002	18/09/2015	WP166	WINDSOR PLYWOOD -	62402A 61284A 61842A 62073A 62520A 63028A 63692A 63809A 64042A	BLADES GLOVES HOSE FITTING RENTAL-JACK HAMMER PLYWOOD LAG BOLT DOOR HINGE GLOVES PLUNGER	25.49 42.12 14.97 44.80 121.26 1.28 34.71 39.91 10.03		334.57	
023119	002	18/09/2015	Y9308	YEATES ANDREW	121358	YEATES-VICTORIA	315.44		315.44	
023120	002	21/09/2015	LY001	YOUNG ANDERSON	121494	S-135737	55,000.00		55,000.00	
023121	002	24/09/2015	AA211	ANDERSON, ALAN	121409	ANDERSON-FIRE SERV	144.44		144.44	
023122	002	24/09/2015	AL001	ACKLANDS - GRAINGE	0536184 0536170	VIDEO BORESCOPE GLOVES/SANITIZER	70.94 111.96		182.90	
023123	002	24/09/2015	BAR01	BOUNCE-A-RAMA RENT	B	EUROBUNGY	2,100.00		2,100.00	
023124	002	24/09/2015	BE737	BENSON ERICA	121412	BENSON-SEPT6-19/15	1,478.40		1,478.40	
023125	002	24/09/2015	BP940	BLACK PRESS	32644887	FALL PRGM/MOVIE NI	1,053.82		1,053.82	
023126	002	24/09/2015	BR330	BLACK ROCK MANAGEM	1111	SANDERSON-EOC WEEK	148.35		148.35	
023127	002	24/09/2015	CK608	CORTES KEVIN	D490	D490	2,548.21		2,548.21	
023128	002	24/09/2015	CP300	CRITERION PICTURES	775726	SEPT/15	22.40		22.40	
023129	002	24/09/2015	DWM72	D W McMULLEN & ASS	1440	2015 OH&S	28,104.84		28,104.84	
023130	002	24/09/2015	HM574	HELLIWELL MARNIE	121411	DEPOSIT REFUND	52.50		52.50	
023131	002	24/09/2015	JI072	JUSTICE INSTITUTE	20041926	UVFB-AED,FR3,CPR,S	1,128.75		1,128.75	
023132	002	24/09/2015	LGM01	LGMA-Records c/o C	121407	TOWGOOD-SAO	2,073.75		2,073.75	
023133	002	24/09/2015	MW002	MAJESTIC WEST COAS	5	SPRING PADDLE CLUB	714.00		714.00	
023134	002	24/09/2015	RK179	ROBISON KARLA	121408	ROBISON-MIEMC	49.68		49.68	
023135	002	24/09/2015	UC142	UCLUELET CONSUMER'	71607569 71609493 71608928 71612527 71614516 71616957 71619186 71622813 71608146 CO1102308 CO1099750	R1 #4 #5 #4 FUEL #10 #4 #24 #23 LONG LINING ROPE LONGING ROPE	50.74 14.28 47.28 135.07 147.85 126.33 132.26 132.44 42.07 240.47 164.64-		904.15	
023136	002	24/09/2015	UC142	UCLUELET CONSUMER'	71613558 71609794 71610800 71613177 71614758 71614379 71614404 71617215 71609808 71617761 71609964	E2 #2 #3 #1 #2 #23 #14 #4 4 #5 #23	85.48 77.00 108.93 112.00 76.76 70.65 50.65 14.70 15.45 80.11 70.28		762.01	

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void						
023137	002	24/09/2015	UC142	UCLUELET CONSUMER'	71624055	#12	46.44		701.96							
					71621843	#12	75.64									
					71625827	#5	50.79									
					71624070	#2	85.50									
					71622701	R1	100.94									
					71618902	BYLAW	73.62									
					CO1043787	FAN	40.31									
					CO1024226	SUMMER SLEEPOVER	44.05									
					71619011	#12	89.94									
					71618883	#5	72.26									
					CO1024284	YOUTH DINNER	22.47									
					023138	002	24/09/2015	UC142		UCLUELET CONSUMER'	CO1078593	CF MEETING	71.63		195.60	
											CO1128299	HOSE/NOZZLE/ADAPTO	53.96			
CO1128526	YOUTH DINNER	27.36														
CO1081717	BAKING SUPPLIES	24.77														
CO1046906	CLEAN WIPES	17.88														
023139	002	24/09/2015	UV146	UCLUELET VOLUNTEER	Q3/15	Q3/15	2,100.00		2,100.00							
023140	002	24/09/2015	WCSS1	WEST COAST SERVICE	121410	SUMMER PROGRAMS	251.60		251.60							
023141	002	24/09/2015	WI219	WALCO INDUSTRIES L	29699	GRAVEL REMOVAL	1,924.13		1,924.13							
023142	002	02/10/2015	AJP15	ARCHIE JOHNSTONE P	REF3225-1	HVAC MAINTENANCE	2,520.00		2,520.00							
023143	002	02/10/2015	CE004	CORPORATE EXPRESS	39444468	USB DRIVES	26.85		1,041.85							
					39409666	PAPER/UBCM ITEMS	743.23									
					39566372	STAMPS/CALCULATOR	271.77									
023144	002	02/10/2015	CFP22	CALEDONIA FIRE PRO	14600	SUPPRESSION SYSTEM	2,083.66		2,083.66							
023145	002	02/10/2015	CK608	CORTES KEVIN	D491	D491	3,263.47		3,263.47							
023146	002	02/10/2015	CP300	CRITERION PICTURES	775798	SEPT MOVIES	43.35		43.35							
023147	002	02/10/2015	DC001	DOLAN'S CONCRETE L	75974	GRAVEL-SHOULDERING	526.82		526.82							
023148	002	02/10/2015	DFC01	DUMAS FREIGHT COMP	38627	DUNCAN ELECTRIC	159.27		159.27							
023149	002	02/10/2015	DH143	DURWARD HEATHER	121414	DURWARD-MUSICAL TH	50.00		50.00							
023150	002	02/10/2015	FRD67	FINELINE ROAD MARK	14216	UCC LINEPAINTING	215.78		215.78							
023151	002	02/10/2015	FW050	FAR WEST DISTRIBUT	295364	PAPER PRODUCTS	175.88		69.86							
					295575	WATER	142.74									
					295481	SOAP/MOVIE SUPPLIE	225.59									
					290590	PAPER PRODUCT	94.35-									
					291499	WATER DEPOSIT	70.00-									
					292836	UKEE DAYS DONATION	250.00-									
					292876	WATER DEPOSIT	60.00-									
023152	002	02/10/2015	HS876	HINDER SANDRA	121415	HINDER-FREE FITNES	40.00		40.00							
023153	002	02/10/2015	HT999	HANSON TAYLOR	247216	SIGNS/SOFFITS	525.00		5,355.00							
					247217	STAIN SOFFITS	4,830.00									
023154	002	02/10/2015	IVC25	IMPACT VISUAL COMM	88844	BUSINESS CARDS	105.00		105.00							
023155	002	02/10/2015	LGM01	LGMA-Records c/o C	SEPT/15	LGMA 2015 MANUAL	336.00		336.00							
023156	002	02/10/2015	LY001	YOUNG ANDERSON					4,994.54	Yes						
023157	002	02/10/2015	MDC26	MYSTICAL DISTRIBUT	24544	FIREWORKS DEPOSIT	737.93		737.93							
023158	002	02/10/2015	PB104	PIONEER BOAT WORKS	52891	PIONEER-REFUND	625.00		625.00							
023159	002	02/10/2015	PC336	PETTY CASH FORTUNE	121416	MILK/CLAMPS/POSTAG	38.65		38.65							
023160	002	02/10/2015	PI110	PUROLATOR INC	428710542	MAXXAM	105.26		187.59							
					428773461	N.IS.LABS	82.33									
023161	002	02/10/2015	RG004	RECEIVER GENERAL F	1800041258	ROW LOT 462	525.00		525.00							

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023162	002	02/10/2015	S9326	SMULDERS MANDALA	121413	SMULDER-YOUTH CONT	240.00		240.00	
023163	002	02/10/2015	TC308	TRANE CANADA ULC	35619626	SEPT/15 INSPECTION	2,663.98		2,663.98	
023164	002	02/10/2015	TU428	TOURISM UCLUELET	07/15	JULY/15 GRANT	50,971.41		50,971.41	
023165	002	02/10/2015	UI923	UKEE INFO TECH	10212	09/15 IT SUPPORT	2,340.53		2,340.53	
023166	002	02/10/2015	UP459	UCLUELET PETRO-CAN	17118652 17118680 17118818 17118836	#9 TEMP SENSOR #5 BRAKE LINE #12 TOGGLE SWITCH #2 BRAKE PAD SHIMS	152.76 82.30 137.76 156.25		529.07	
023167	002	02/10/2015	UR849	UCLUELET RENT-IT C	21742 20495B	CHAIN OIL LB-MULCH	47.69 126.00		173.69	
023168	002	02/10/2015	WC345	WURTH CANADA LTD	22057883	GLOVES	42.74		42.74	
023169	002	02/10/2015	WPT01	WILD PACIFIC TRAIL	APR 27/15	WPT CRUSH	3,000.00		3,000.00	
023170	002	04/10/2015	LY001	YOUNG ANDERSON					4,994.54	Yes
023171	002	04/10/2015	LY001	YOUNG ANDERSON	89933-A 89931 89930 89932	1190128 1190123 1190080 1190127	3,378.04 479.41 133.40 1,003.69		4,994.54	
Total:							344,474.94	0.00	344,474.94	

*** End of Report ***



Monthly Motion Status Report

Period Covered: April 2015 – September 2015
Prepared for: October 13, 2015 Council Meeting

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. [re: Big Beach Invasive Species Removal Project]
2015-118	In Process	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. Late Item 9.1: Correspondence from Tom Petrowitz re: Building Scheme for Reef Point Beach Estates <i>John spoke with Tom in early June and offered to arrange a meeting. Tom said he would phone John and make an appointment, but has not yet made one. John inquired again in mid-September and is waiting for a response.</i>

Council Meeting Date: May 12, 2015

Res. No.	Status	Motion
2015-120	In Process	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. <i>Will be pursued in the Fall, 2015</i>

Council Meeting Date: May 26, 2015

Res. No.	Status	Motion
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. No updates yet from Environment Canada.</i>

Harbour Authority Meeting Date: June 2, 2015

Res. No.	Status	Motion
HA-004	In Process	<p>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;</p> <p>AND THAT District staff provide the Harbour Authority with any preliminary plans or documentation that has already been created on this expansion.</p> <p><i>Underway. Cost estimates have been put together and conceptual drawings completed by Planning. Public Works and Planning will put together a report.</i></p>

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>Item a/b - A draft participant agreement and policy for the use of the reader board at the Secondary School has been prepared. Vice Principal Mike Rhodes is currently reviewing and providing comments for these documents. The final agreement and policy is projected to be completed by mid-September.</i></p> <p><i>Item c - The temperature in Celsius has been altered.</i></p> <p><i>Item d - Press release went out June 5, 2015.</i></p> <p><i>Item e - Letter sent to Canadian Coast Guard on June 16, 2015 – currently awaiting reply.</i></p>

Res. No.	Status	Motion
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> <p><i>The policy is still in draft form and being reviewed by the park's owner and lawyers. Council was last updated on this at the July 14, 215 in-camera meeting.</i></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>CBC will be meeting with a structural engineer from McElhanney Consultants and Warren Cannon at the water tower site on Wednesday, September 16th, to go over attaching their antennae to the water tower.</i></p>

Council Meeting Date: July 14, 2015

Res. No.	Status	Motion
2015-186	In Process	<p>It was moved by Councillor Oliwa and seconded by Councillor Mole THAT staff be directed to perform a cursory review of the 2015 Community Recognition Awards to determine if the District of Ucluelet would be able to participate; AND THAT a report be brought forward on options for participation.</p> <p><i>District is too late to participate in 2015 Awards; will pursue options for 2016.</i></p>

Council Meeting Date: September 8, 2015

Res. No.	Status	Motion
2015-214	Complete	<p>It was moved by Councillor McEwen and seconded by Councillor Oliwa THAT the District of Ucluelet proclaim September 21 to25, 2015 as Environmental Public Health Week in Ucluelet.</p>
2015-215	Complete	<p>It was moved by Councillor Oliwa and seconded by Councillor Noel THAT correspondence item 5.2 be referred to the Director of Parks & Recreation as information supportive of the Age-friendly Action Plan project, and that staff respond to Denise Sveinson on her requests.</p>
2015-216	Complete	<p>It was moved by Councillor Oliwa and seconded by Councillor Mole THAT correspondence item 5.3 be referred to the Director of Parks & Recreation as information supportive of the Age-friendly Action Plan project.</p>

Res. No.	Status	Motion
2015-217	Complete	It was moved by Councillor Mole and seconded by Councillor McEwen THAT staff be directed to write a letter to Pam Craig requesting if the District of Ucluelet could offer any other, non-financial support for the Raise a Reader Campaign; AND THAT information regarding the District of Ucluelet's Grant-in-Aid process be included in the letter as reference material for future financial requests.
2015-218	Complete	It was moved by Councillor Mole and seconded by Councillor McEwen THAT the District of Ucluelet commit to a \$200 hole sponsorship for the Wickaninnish Pro-Am in support of the local high school.
2015-222	Complete	It was moved by Councillor Oliwa and seconded by Councillor Mole THAT staff be directed to arrange a meeting at the UBCM Conference with BC Ambulance personnel to discuss Community Paramedicine programs.
2015-223	Council Direction	It was moved by Councillor McEwen and seconded by Councillor Noel THAT Councillor Mole be permitted to attend the upcoming Alberni-Clayoquot Health Network meeting.
2015-224	In Process	It was moved by Councillor McEwen and seconded by Councillor Mole THAT Council approve the installation of the new whistle buoy interpretative sign for the Lighthouse Loop trail.
2015-228	In Process	It was moved by Councillor Mole and seconded by Councillor Noel THAT Council approve recommendations 1 and 2 of report item 8.3 "Barkley Community Forest Articles", which state: <ul style="list-style-type: none"> 1. THAT Council adopt the following changes to the Articles of Incorporation for the Barkley Community Forest Corporation: <ul style="list-style-type: none"> (a) Replacing article 13.9 with the following wording: <p>13.9 Director Composition Each shareholder shall nominate three (3) directors and the 6 directors shall nominate one (1) director.</p> (b) Replacing article 14.10 with the following wording: <p>14.10 Removal of Directors by Shareholder The Shareholder may remove any director before the expiration of his or her term of office by special resolution. In that event, the shareholders may elect, or appoint by ordinary resolution, a director to fill the resulting vacancy. If the shareholders do not elect or appoint a director to fill the resulting Vacancy contemporaneously with the removal, then the directors may appoint or the shareholders may elect, or appoint by ordinary resolution, a director to fill that vacancy.</p> (c) Change the wording in 14.01 to reflect the following <p>14.1 Election at annual General Meeting (2) 1 director of the 3 appointed by the District of Ucluelet will cease to hold office immediately before the election of appointment of directors under paragraph (1), but are eligible for re-election or re-appointment. In 2015 the District of Ucluelet will appoint 3 directors, one (1) for a one (1) year term, one (1) for a two (2) year term and one (1) for a three (3) year term. In subsequent years the director that ceases to hold office</p>

Res. No.	Status	Motion
		<p>immediately before the election or appointment of directors, will be appointed for a three year terms.</p> <p>2. AND THAT Council add new clauses in article 17:</p> <p>Notice of Meeting (to the shareholders) The Shareholders must be given reasonable notice of meetings of the Barkley Community Forest Corporation board of directors. Shareholder attendance at board meetings The Barkley Community Forest Corporation board meetings may be attended by shareholder representatives.</p>
2015-229	Complete	<p>It was moved by Councillor McEwen and seconded by Councillor Mole THAT Council approve recommendation 1 of legislative report item 9.1 “Development Approval Procedures Bylaw No. 1164, 2015”, which states:</p> <p>1. THAT the District of Ucluelet Development Approval Procedures Bylaw No. 1164, 2015 be given Fourth Reading</p>
2015-231	Complete	<p>It was moved by Councillor Mole and seconded by Councillor Oliwa THAT Council approve recommendation 1 of legislative report item 9.3 “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)”, which states:</p> <p>1. THAT Zoning Amendment Bylaw No. 1183, 2015 be given Fourth Reading</p>
2015-233	Complete	<p>It was moved by Councillor Mole and seconded by Councillor McEwen THAT Council approve recommendation 1 of legislative report item 9.5 “Water Restriction Implementation and Fine Schedule – Proposed Bylaw No. 1184, 2015”, which states:</p> <p>1. THAT Council give Fourth Reading and subsequent Adoption to District of Ucluelet Waterworks Amendment Bylaw No. 1184, 2015</p>
2015-235	Complete	<p>It was moved by Councillor McEwen and seconded by Councillor Mole THAT Council provide a letter of support for Ucluelet Video Services Ltd expressing concern over possible unfair competition to local business created by the government-subsidized Highway 4 Fibre Build project.</p>
2015-236	Complete	<p>It was moved by Councillor McEwen and seconded by Councillor Noel THAT Council provide a letter of support to both the KUU-US Crisis Line Society and Westcoast Community Resources Society for their separate applications to the Surplus Federal Real Property Homelessness Initiative program.</p>
2015-237	Complete	<p>It was moved by Councillor Oliwa and seconded by Councillor Mole THAT Council write a letter to Mr. Jeremy Dunn of the BC Salmon Farmers Association thanking him for his presentation to Council at the September 8, 2015 Regular Meeting, and expressing Council’s support for the industry.</p>



STAFF REPORT TO COUNCIL

Council Meeting: OCTOBER 13, 2015

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: ABBY FORTUNE, DIRECTOR OF PARKS & RECREATION

FILE No: 1855-05 ICET

SUBJECT: WPT Connector Grant Application

RECOMMENDATION(S):

1. **THAT** Council authorizes staff to submit a Stage 1 Application to the Island Coastal Economic Trust for the Wild Pacific Trail Connector; and
 2. **THAT** Council authorize/recognize this expenses in the 2016 Budget.
- OR**
3. **THAT** Council not accept in whole or in part the recommendations made in this report.

PURPOSE:

1. To allow the staff to submit the Stage 1 Application to ICET so that we can partially fund the project through grant funds.
2. As noted in the Parks & Recreation Master Plan, the Wild Pacific Trail is one of the main attractions for visitors in Ucluelet and loved by the locals. As one of the District's priority projects, this project will assist to make this trail as connected as possible.

BACKGROUND:

The District of Ucluelet is proposing to add several trail sections to the south end of the Wild Pacific Trail to connect the Big Beach trail with the Lighthouse Loop trail of this world class walking trail network. The new trail sections include He-tin-kis trail, Inner Harbour trail and Marine Avenue trail. The total distance of these trails is 1200m and once in place the Lighthouse Loop will be connected to the rest of the Wild Pacific Trail right up to the Ancient Cedars Loop. This will leave walkers a continuous 15 km trail route from the south end of Ucluelet to the north end of the town.

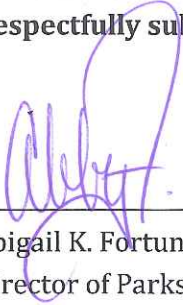
Funding for the project as budgeted for in 2016

Own Resources	\$ 29,950
RMI Funding	\$130,050
ICET	\$166,000
Total	<u>\$326,000</u>

ATTACHMENTS:

ICET Stage 1 Application

Respectfully submitted:



Abigail K. Fortune,
Director of Parks & Recreation

STAGE ONE APPLICATION

This application form is for projects over \$50,000.

SECTION 1 - APPLICANT INFORMATION

Applicant Information

Name of Organization:	District of Ucluelet		
Street Address or PO Box:	200 Main Street		
City/Town/Village:	Ucluelet, BC.	Postal Code:	V0R 3A0
Phone:	250-726-7744	Fax:	250-726-7335
Email:	ddouglas@ucluelet.ca		
Incorporation/Business/Society Number:			

Designated Officer (Signing Authority)

Officer's Name:	David Douglas		
Title:	Manager of Finance		
Street Address or PO Box:	200 Main Street, P.O. Box 999		
City/Town/Village:	Ucluelet, BC.	Postal Code:	V0R 3A0
Phone:	250-726-7744	Fax:	250-726-7335
Email:	ddouglas@ucluelet.ca		

Primary Contact (if different from Designated Officer)

Name & Title:	Abby Fortune		
Street Address or PO Box:	500 Matterson Drive, P.O. Box 999		
City/Town/Village:	Ucluelet	Postal Code:	V0R 3A0
Phone:	250-726-7772	Fax:	250-726-7774
Email:	afortune@ucluelet.ca		

SECTION 2 – PROJECT INFORMATION

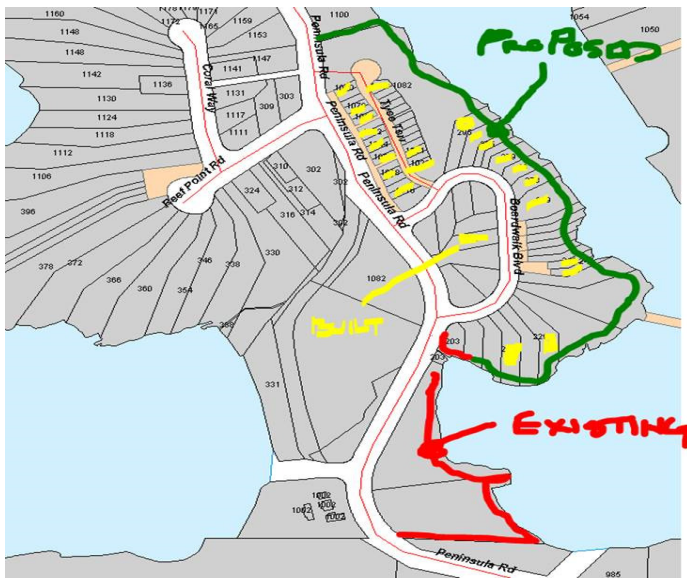
1. PROJECT NAME

WILD PACIFIC TRAIL CONNECTION TRAILS.

2. PROJECT DESCRIPTION

The District of Ucluelet is proposing to add several trail sections to the south end of the Wild Pacific Trail to connect the Big Beach trail with the lighthouse Loop trail of this world class walking trail network. The new trail sections include He-tin-kis trail, inner harbour trail and Marine Avenue trail. The total distance of these trails is 1200m and once in place the lighthouse loop will be connected to the rest of the Wild Pacific Trail right up to the Ancient Cedars Loop. This will leave walkers a continuous 15 km trail route from the south end of Ucluelet to the north end of the town.

In the District of Ucluelet's Five Year Trail Plan, the southern connection is identified as high priority and it is the next most important trail building project. Currently the trail is divided into three sections: lighthouse loop, big beach section and brown's beach to ancient cedars loop. Our long-term goal is to connect the Wild Pacific Trail from wild coastline of the Ucluth Peninsula to Florencia bay, which is the most southern point of the Pacific Rim National Park Reserve.

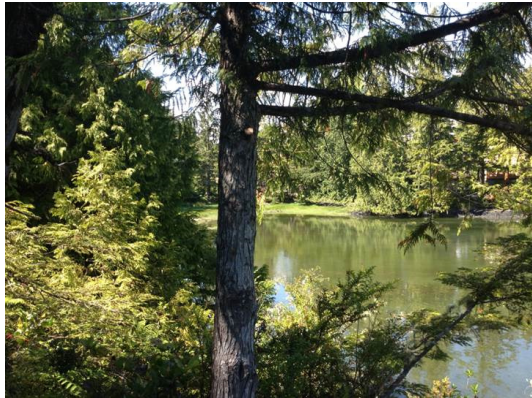


The proposed trail has been designed to trail standards, as agreed upon by the Wild Pacific Trail Society and the District of Ucluelet. The trails are designed to expose visitors to the kilometers of shoreline while minimizing damage to the fragile ecosystem.

The existing sections of the Wild Pacific Trail winds through ancient spruce and cedar Rainforests, skirting rugged cliffs and rocky promontories, and offers spectacular vistas of the Pacific Ocean. The trail has been designed to allow safe, easy access to all ages and abilities. Benches are provided at viewpoints. The views along this ever-changing and dynamic outer coast are breathtaking. As a result, Ucluelet is now attracting nature lovers, adventure seekers, photographers and other outdoor enthusiasts in increasing numbers year-round. This increased tourism is assisting to diversify the local economy.



The project schedule is laid out in the documentation. Start date will be in the fall with a twelve month planning, designing and build-out timeline.



Project Rationale

Tourism is an increasingly important industry to Ucluelet. It supports many local businesses in Ucluelet and the surrounding region, employing hundreds of people. Investments in recreational infrastructure, such as the Wild Pacific Trail, will stimulate the economy, create jobs and contribute to the health and quality of life in Ucluelet. The inherent value of the Wild Pacific Trail is the provision of high quality and safe recreational opportunities which attract new regional visitors and which compels visitors

to lengthen their stay in order to experience the whole trail, thus economic spinoff in the region.

Project Description and Activities

These trail and sidewalk segments represent the connecting the elements of Ucluelet's world famous wild pacific trail system. The sidewalks are critical pedestrian links that add connectivity to trails and parks enhancing the tourist experience. The Addition of a 940m Spring Cove trail segment adds the calm harbour prospective to Ucluelet's public realm and creates the dynamic of seeing the primeval outer west coast with the juxtaposition of a calm pristine harbor. There is currently no public access to Spring Cove's waterfront and the economic impact of the addition of this trail on our community as a whole cannot be understated. The spring cove trail runs on a right of way created as part of a 1999 development permit. The trail was never built and has been unused for the last 15 years but the Right of way and the vision are still there. The trail will require stairs, rock ballasting, debris removal and a small bridge. This trail element is one Ucluelet's most important undeveloped economic drivers and the sidewalk connections are key to its utilization.





3. INVESTMENT/SECTOR AREA

Please specify which area of investment/sector you are applying under.

- | | |
|---|--|
| <input type="checkbox"/> Forestry | <input type="checkbox"/> Small Business |
| <input type="checkbox"/> Transportation | <input type="checkbox"/> Economic Development |
| <input checked="" type="checkbox"/> Tourism | <input type="checkbox"/> Energy |
| <input type="checkbox"/> Mining | <input type="checkbox"/> Agriculture (including aquaculture) |

4. PROJECT TIMELINES

Estimated Project Start Date: December 2015

Estimated Project Completion Date: November 2016

5. PROJECT BENEFITS

Direct and indirect benefits of the trail

The indirect employment generated by the extension of this trail cannot be underestimated. The trail is known internationally as an interesting easy/moderate walking experience. The area surrounding the trail allows viewing of coastal forests, the Pacific Ocean and the flora and fauna that come with it. The trail is a „free-use” trail, which is an important contrast to the nearby Canadian National Park, Park user fee system. Generally, visitors to this area stay one to three nights and spend their money on accommodation, meals, and at local shops. The Wild Pacific Trail visitors are also likely to explore other local environmental/educational based activities such as our local aquarium or whale or bear watching tours. In addition, every increase to the length of the trail or interpretive signs will necessitate an extended stay within the region. This should have a corresponding positive impact private businesses and employment. Often visitors staying in nearby communities will drive to Ucluelet for the day to walk the trail. These day trippers are introduced to the community, spend money on food and beverages and at local retail shops. These same day trippers may decide to stay in Ucluelet on their next stay to the area, thus extending visitor stays.

Ongoing future maintenance of the trail and related facilities will be carried out by contractors and/or municipal workers of the District of Ucluelet, which should result in increased local employment.

The Wild Pacific Trail Society uses local businesses, when possible, for: refurbishing benches, installing benches and for installing and maintaining display map and interpretive signs. Signs are designed locally and some sign printing is done locally as well. The continued diversification of the local and regional economy will be enhanced should this project be approved.

In summary, this additional trail development will act as a catalyst to attract more visitors to Ucluelet and the surrounding region. And it should encourage longer stays and concomitant expansion in terms of visitor activities, services and facilities.

The community benefits from the tourism dollars that are generated from visitors to this area. Various community and school groups use this trail for walking groups and environmental education. Many local residents and businesses have expressed that the Wild Pacific Trail is one of the most important aspects of our community to stimulate the economy, create jobs and contribute to the health and quality of life in the community. With this in mind, it our hope that the Wild Pacific trail concept inspires other communities to create their own trails for these valuable benefits. What better example than the Wild Pacific Trail for promoting access to and responsible use of BC’s public lands and waters for public outdoor recreation?

6. COMMUNITY CONSULTATION AND SUPPORT

The collaborative planning process has been critical to this project. Not only has it included monthly meetings on collaboration with stake holders but the Wild Pacific Trail Society often facilitates public discussions and are in fact themselves a group of volunteers consulting with the District of Ucluelet. One of the foundations of the trail is not only to offer a variety of exposure to west coast wildlife but to be done in such a manner that there are opportunities for all trail users. From those just wanting an easy hike around the Light House area to those that want to explore the spectacular views and vegetation of the Artists" Loop. Annual work bees take place on the trail as well as public consultations on the next steps in trail development. There is much pride in the Wild Pacific Trail locally as well as the realization of what a tremendous asset it is in the business & tourism sectors of the community.

This process has included the Wild Pacific Trail Society, the District of Ucluelet, *Ucluelet Chamber of Commerce, the developers and the community itself.*

7. ORGANIZATION CAPACITY

The District of Ucluelet and the Wild Pacific Trail Society have significant experience in trail planning and construction. Some recent, relevant projects are as follows:

- 1999 Completion of initial phase of the Wild Pacific Trail
- 2002 6 km extension to the Wild Pacific Trail and related facilities
- 2007 Construction of Brown's Beach parking lot & re-routing of trail sections
- 2007 Construction of Tugwell Field connector trail
- 2008 Construction of Brown's Beach connector trail
- 2008 Construction of new trail access and parking lot in partnership with the Ucluelet Historical Society at the Lighthouse Loop
- 2008 Construction of a storm-watching viewing deck/viewing platform
- 2009 He-Tin-Kis Park trail, involved replacing an old boardwalk trail with the Wild Pacific Trail "standard gravel".
- 2010 Terrace Beach Interpretive Trail
- 2010 Artist Loop Trail, part 1.
- 2012 Artist Loop Trail, part 2.
- 2000-present: A series of trail-head map signs, directional signs, historical and interpretive signs have been completed along the trail route.
- 2013 Big Beach upgrade
- 2013 Children's interactive walk and games
- 2014 He-tin-kis stair upgrade
- 2015 Artist Loop Trail
- 2015 Lighthouse Loop viewpoint expansion

8. PROJECT SUSTAINABILITY

The District of Ucluelet and the Wild Pacific Trail Society jointly oversee and are committed to the maintenance and management of the trail. The Wild Pacific Trail

Society has recently gone into a maintenance agreement with the District of Ucluelet. Through this agreement, not only is the quality of the trail itself being maintained but also the long term maintenance of the trail is being address. The Wild Pacific Trail Society and the District of Ucluelet's Parks and Recreation Department co-manage the maintenance content of this MOU to ensure that quality and sustainability are maintained at all times. Please see attached maintenance standards that were established in 2009.

9. GLOBAL AND PROVINCIAL TOURISM INFLUENCES IN 2014

Canada's ranking by total tourism arrivals has dropped from 8th (19.6 million arrivals in 2000) to 17th (16.6million arrivals in 2013) amongst global travel destinations.¹ After a few years of fluctuating growth trends, 2014 international overnight travel to Canada emerged ahead (3.2%) of 2013, continuing the upward trend from 2009. International visits from the US increased by over 120,000 travelers, as compared to 2013.

The emerging China market significantly contributed to the increase (28% increase) by bringing in roughly 100,000 additional travelers. All other major markets such as the UK, Australia, Mexico, France, Germany, South Korea and India contributed minor amounts to the increase. Canadian outbound overnight trips to the US or other countries increased by 1.5% in 2014 compared to 2013. Outbound trips have continued on a similar growth trajectory during the past five years; with visits to the US at 14% higher than in 2010, though results are 2% lower than 2013. About 69% of all outbound overnight trips by Canadians were to the US in 2014.

The majority of visitation to BC is domestic, followed by other Canadian provinces with Alberta visitors leading the way (see Figure 2-1). In 2013, the number of visitors from Alberta increased by 28.6% and expenditures grew 44.2%.² Visitation levels by international and US markets on one or more night trips increased in 2014 by 5.3% from 2013 to 4.65 million trips resulting in an increase over that year's recent high. The increase from 2013 to 2014 was observed in both US and other international markets with US markets and Other countries increasing 3% and 9.3% from 2013 to 2014 respectively Despite the positive visitation trends from BC's largest international markets, total entries to Canada via BC have declined by 8% since 2000 (see Figure 2-2).

The year 2014 ended with the tenth increase in tourism spending in Canada since 2004 (2009 reported a decrease of 5%). Compared to 2013, spending increased 5%, which is greater than the increase from 2012 to 2013, but lower than the 7% annual growth realized in both 2010 and 2011. The increase was reported across all expenditure categories such as accommodation, transportation, food and beverage etc.³ Like Canada, BC's total revenue from tourism increased to 2013, coming in at \$13.9 billion or 3.6% greater than revenue results in 2012. Increased revenues were reported across

accommodation and food services, transportation services, retail services and other services. ⁴

General economic trends in 2014 showed ongoing recovery from the 2008 recession with consumer confidence from US markets generally climbing throughout 2014.⁵ This trend contrasts with 2008 and 2009, where economic conditions were not very conducive to tourism growth. Gas prices continued a 10 year upward trend with prices roughly the same in 2014 as 2013.⁶ Canada's dollar in 2014 may have played a greater role in Canada's price competitiveness compared to other destinations compared to 2013 as the dollar decreased throughout 2014 against the US dollar, EU Euro, UK Pound and the Chinese Yuan. A cheaper dollar generally makes Canada and BC more affordable for visitors.

1. Tourism Industry Association of Canada http://tiac.travel/advocacy_global.htm
2. Measuring the value of tourism in BC, 2003-2013, Statistics Canada, Travel Survey of Residents of Canada (includes travelers who spent one or more nights in BC)
3. Statistics Canada Tourism Expenditures, 2014 387-0001 Cansim Tables
4. Measuring the value of tourism in BC, 2003-2013
5. CTC, Tourism Snapshots from 2014
6. Stats Canada, CANSIM Table 326-0009

Local Information

- Visitor Centre visits resulted in an average of 19.2 visitors per hour.
- Annual room revenue was \$10.9 million, in the most recent reporting period a 16% increase from previous year.
- The average length of stay of visitors was 3 days an 8% increase to the prior year.
- The average total spending per day was \$592.
- 78% of visitors stayed overnight in Ucluelet, while 22% were there for a day trip.
- Active business licenses totaled 277 in the most recent reporting year, an increase of 18 licenses.
- The latest reported median income was \$28,130, this is an 8% increase from the previous year.

10. FUNDING AND BUDGET

Sources of Funding	\$ Amount	%
Community /Local Government	\$29,950	11
Other Funding Resort Municipalities Initiative Funding	\$120,050	37
Request from Island Coastal Economic Trust	\$166,000	51

Total Funding Source	\$326,000	

**TRAIL PROJECTS MUST COMPLETE APPENDIX A
DOWNTOWN REVITALIZATION PROJECTS MUST COMPLETE APPENDIX B**

AUTHORIZATION

I/we certify that the information provided in this Application Form is to the best of my/our knowledge, complete, true and accurate and the proposal including plans and budgets is fairly presented.

I/we authorize the Island Coastal Economic Trust to make any enquiries of persons, firms, corporations, federal and provincial government agencies/departments and non-profit organizations operating in our organization’s field of activities, to collect and share information with them, as Island Coastal Economic Trust deems necessary, in order to reach a decision on this application, to administer and monitor the implementation of the project and to evaluate results after project completion.

I/we agree that the information provided in this application form will be shared with the appropriate Regional Advisory Committee and Island Coastal Economic Trust staff and consultants.

I understand that the information in this application may be accessible under the Freedom of Information Act (FOI).

I/we also understand that all Trust correspondence, relative to our Application, must be kept confidential and that any breach whatsoever of confidentiality will immediately result in the annulment of the Application.

I/we also understand that ICET will not be responsible for any costs incurred in the preparation of this application, or any subsequent application for funding from the Trust, and this application is being prepared entirely at my/our own risk and cost.

Signature of Authorized Representative(s):	
Printed Name(s):	Jeanette O’Connor
Title(s):	CFO
Date:	

SUBMISSION

Application Form and all supporting documents should be submitted electronically, by email to info@islandcoastaltrust.ca

Please do not submit hard copies of the application by mail or fax.

APPENDIX A – TRAIL PROJECTS

If you are requesting funding for a trail project, please complete the following section ...

1. Collaborative planning

The collaborative planning process has been critical to this project. It has included the Wild Pacific Trail Society, the District of Ucluelet, Chamber of Commerce, the developers and the community itself.

2. Secured Land Tenure and Regulatory Approvals

The spring cove trail runs on a right of way created as part of a 1999 development permit. The trail was never built and has been unused for the last 15 years but the Right of way and the vision are still there.

Wild Pacific Trail means a contiguous portion of the Lands averaging fifteen (15) metres wide and but no less than ten (10) metres wide at any point, through the Lands and primarily the waterfront portions of the Lands, generally as shown on the Trail Network Plan, which is to be dedicated or otherwise secured in accordance with this Agreement for the use and enjoyment of the public in perpetuity.

"Subsidiary Trails" means portions of the Land averaging fifteen (15) metres wide and but no less than ten (10) metres wide at any point providing connections to the Wild Pacific Trail at various points, generally as shown on the Trail Network Plan, excepting only those portions of the trails located on lands dedicated as highway.

3. Value for Cost

- a. Location – is on the outer coast of the Ucluelet Peninsula, overseeing both the rainforest and the incredible outer coast line. This section shows the rugged portion of the coastline with views second to none.
- b. Terrain – the terrain is a very accessible for most level of fitness and allows those glimpses into wild that often require and technical level of hiking.
- c. Cost of Similar Trails - the trail is in line with other similar sections that have already been placed.
- d. Direct and Indirect Benefits – The direct and indirect benefits are numerous, including employment of locals to create the trail, using local suppliers and businesses, creating a significant attraction for the area, promoting healthy lifestyle, promoting the Ucluelet and the west coast.

4. Promote tourism attraction and incremental economic benefits

This expansion of the trail will not only attract new tourists, but will also retain visitors for extended periods of time. This will incrementally provide economic benefits to the

area, increasing the number of nights booked (accommodation), restaurant use, and generating more traffic to souvenir, gift shops and grocery stores.

The Wild Pacific Trail strongly compliments the broader region and is often cited as the main attraction to draw tourists to the Westcoast and is often used in Provincial tourism attraction strategies.

5. Significance of Trail

The significance of the trail is enormous both locally, provincially, nationally and beyond. The Wild Pacific Trail is a world-class trail and is Ucluelet's Number 1 tourist attraction. People will, for the first time; be able to enjoy an elevated panoramic view down the rugged coastline. This vital link will connect the core of this community to the Wyndansea property via the proposed trail extension. Again, the economic spin-off the business and tourism community is significant.

6. Quality Access Point

All Wild Pacific Trail trail-head access points are located within the District of Ucluelet. We offer parking facilities for passenger vehicles & motorcycles, commercial vehicles (tour buses) and also for recreational vehicles (RV's). We also provide bike racks at all major trail entrances. The trail is located along the length of the peninsula upon which Ucluelet is located. The main route of the trail has feeder trails that lead into residential and commercial areas within Ucluelet.

The trail heads can easily be reached by car, bike or on foot. The entire length of the trail can be walked within a half or full-day, depending on trail users pace. Trail users can plan their route to incorporate the town center and outlying areas and visit the local shops, cafes and restaurants. Many visitors to Ucluelet choose to leave their car at their accommodation and explore the trail and community by foot. This proposed trail extension will allow trail-users a longer, more continuous wilderness experience along the Wild Pacific Trail.

Visitors who are staying in Tofino and/or the Port Alberni/Oceanside area often make day-trips into Ucluelet. The Lighthouse Loop is currently our most popular section of the trail and accessing this section requires visitors to drive into Ucluelet and through the commercial and retail areas. This will increase community exposure and benefit local shops, service providers and accommodation providers for potential future visits. The main access points, nearest to the proposed trail extension are the Tugwell Fields parking lot (6.4km), Brown's Beach parking lot (5.5km) and the 'highway entrance' (8.4km). To describe the main access points:

Tugwell Field Parking lot: Identified on our map as a parking lot. This lot is large enough to accommodate large RV's. Trail users have access to: garbage, portable washrooms, dog bags, bike racks, brochure box and a large Wild Pacific Trail map sign & wildlife sign. In the space adjacent to the parking lot, the Tugwell Fields offer's several picnic tables.

Brown's Beach Parking lot: Identified on our maps as a parking lot, suitable for smaller RV's. Trail users have access to: garbage, portable washrooms, dog bags, bike racks, brochure box, donation box and a large Wild Pacific Trail map sign & wildlife sign. A short distance away (0.5km) is the Black Rock Oceanfront Resort, which offers a restaurant, lounge and toilet facilities for trail users. This parking lot will be the main area hikers will use for the new section of trail.

Highway Entrance: Identified on the map as a pedestrian entrance and not a parking lot. (Shown as trail entrance only) Trail users have access to: Large Wild Pacific Trail map sign and bike racks. Street-side parking is available for approximately six passenger vehicles. This entrance is accessible and ideal for pedestrian traffic using the multi-use path, which connects into the community of Ucluelet. Bike rentals are available in Ucluelet at Ukee Bikes. When development occurs to the north of Ucluelet another parking lot will be added.

Secondary trails and trail access points: There are secondary access trails throughout the community that pedestrians can use to access the main trail.

7. Sustainable Maintenance and Management Strategy

The District of Ucluelet and the Wild Pacific Trail Society jointly oversee and are committed to the maintenance and management of the trail. The Wild Pacific Trail Society has recently gone into a maintenance agreement with the District of Ucluelet. Through this agreement, not only is the quality of the trail itself being maintained but also the long term maintenance of the trail is being address. The Wild Pacific Trail Society and the District of Ucluelet's Parks and Recreation Department co-manage the maintenance content of this MOU to ensure that quality and sustainability are maintained at all times. Please see attached maintenance standards that were established in 2009.

8. Strategic Marketing Program

The Wild Pacific Trail is marketed locally by the Ucluelet Chamber of Commerce. Once visitors arrive on the West Coast, the first development that they see is the Pacific Rim Visitor Information Center (PRVIC). At the PRVIC, the Wild Pacific Trail is actively promoted by visitor services staff and signage, and our brochure is widely distributed to all info centres and many local businesses. In Ucluelet, visitors can get information about the Wild Pacific Trail from the downtown Ucluelet Chamber of Commerce office.

The Wild Pacific Trail is marketed regionally and provincially by Tourism Ucluelet. Tourism Ucluelet is working towards promoting Ucluelet as a year-round destination, actively developing new markets, creating brand recognition and maintaining existing markets. Tourism Ucluelet markets the WPT and Ucluelet in the following ways:
(Taken from the Tourism Ucluelet 2011/2012 Marketing Plan)

Trade Shows in BC and Alberta. In 2011, Tourism Ucluelet branded merchandise was distributed. Wild Pacific Trail brochures and DVD's of the video "Walking on the Edge" were available. (Please see our website to watch this video)

Print advertisements: Print advertisements are placed in regional and national tourism magazines. Including: Tofino Time, West Jet magazine, Times Colonist rack-cards, business cards, posters, fliers and merchandising.

Web marketing: Social media, new website, web advertising.

The Wild Pacific Trail is also members of the Longbeach/Tofino Chamber of Commerce and the Alberni Valley Chamber of Commerce. Our brochures are available through both locations.

The Wild Pacific Trail is already a world class trail system and is well known within the hiking community. On Trip Advisor, the Wild Pacific Trail is highly ranked by most reviewers as 'excellent' or 'very good' and is rated the top attraction in BC. We received several new reviews each week and year-round. We maintain our own website, which is heavily used for potential visitors. We are active on social media with accounts on Twitter and Facebook.

The New York Times wrote about the trail in 2012 in an article “The 31 places to go in 2010”. (See the media link on our website for an excerpt from that article and links to other media articles). The trail is heavily promoted by local businesses and accommodation providers who use the trail in their marketing campaigns. (Just search “wild pacific trail” and you will get pages of local businesses.)

The Wild Pacific Trail Society has generated some marketing ideas and a Marketing Plan will be completed this fall. In it, we have identified several areas where Tourism Ucluelet can help us, including: developing a rack-card for distribution at tourism centers and BC ferries, a website upgrade and a video promoting Ucluelet to be played in other communities on a tourism TV channel.

The Wild Pacific Trail has increased shoulder season visits as storm watching becomes more popular.



STAFF REPORT TO COUNCIL

Council Meeting: OCTOBER 13 2015
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: KARLA ROBISON, ENVIRONMENTAL AND EMERGENCY SERVICE MANAGER

FILE NO: 7130-25 NOTIFICATION

SUBJECT: PILOT SOLUTION FOR EMERGENCY NOTIFICATION

RECOMMENDATION(S):

1. **THAT** Council direct staff to move forward with the pilot solution;
or
2. **THAT** Council not move forward with the pilot solution and direct staff to come back to Council with additional information.

PURPOSE:

The purpose of this report is to provide Council with information pertaining to a pilot solution between the District of Ucluelet and 45 Robots Inc. to provide emergency notifications to residents and visitors during emergency events by means of the current internal communications notification system, and to obtain approval to proceed with the pilot solution.

BACKGROUND:

External communication systems, also known as mass notification systems or incident notification systems, are effective methods to rapidly convey a message to citizens. The purpose of Ucluelet's external communication system is to notify residents and visitors of emergency events and to provide safety instruction during the incident.

Since 2012, the Environmental & Emergency Service Department has conversed with the Canadian web-based software company 45 Robots Inc. with their incident tasking and operational communication tool called Connect Rocket. The District has been utilizing the company's internal communication tool since 2013, which has proved as a simple, reliable and user friendly software application to disseminate multichannel messages (i.e., text, voice-to-text, email and conference bridging) to emergency teams, first responders and to District staff.

Connect Rocket is currently developing a simple and highly effective community alerting platform and mass notification tool. Their new external communications system is anticipated to be launched in January 2016. The new tool can be added to the District's existing account and will provide the following features and functionality:

- Provide an online accessible sign-up form for residents;
- Allow residents to create an account with multiple numbers and a single e-mail;

- Allow residents to select a geographic region(s) associated with their residence/work;
- Allow residents to update/edit their account details;
- Automatically create lists based on geographic region - as selected by residents;
- Allow text, text-to-voice and e-mail messaging to lists;
- Integrate Short Code messaging to accelerate rate of messaging via short message service and increase delivery levels;
- Flag failed calls/messages for secondary follow-up;
- Notification to visitors with overseas mobile numbers;
- Unlimited direct customer support to the District; and
- A resident frequently asked question document.

In the interim, it is proposed that the District work with 45 Robots Inc. on a proof of concept to demonstrate the feasibility and verify the external notification application. A soft launch of the product would occur from October 2015 to January 2016 (or until the new external system is launched early in the New Year). The method for gathering resident and visitor data will be by way of automatic import of contract data through the District's current internal communication notification account. The soft launch will also support acceptance of this new external communications tool in the community prior to making it generally available as a hard launch.

The Environmental & Emergency Service Department has reviewed various notification systems, conversed with vendors and demoed multiply systems. Connect Rocket's application is by far the most user friendly and is a fraction of the cost in comparison to other vendors. For example, fees associated with ERMS for a three year contract term for implementation and training is \$1,600 and \$6,550 in year 1 and \$4,950 in year 2 and 3 for application, usage and licensing. SendWordNow training, activation and usage fees range from \$3,900 for 100 users to \$6,400 for 1000 users over a three year contact term.

FEES:

45 Robots Inc. anticipate the finished product will have three distinct costs associated with use. These costs are outlined below.

- Enrollment Fee of \$1,000. Customer set-up and training (reduced fee for the District due to the longstanding relationship).
- Monthly fee of between \$100-200.
- Usage as per current Connect Rocket pricing.

TERM:

Unlike other vendors researched, 45 Robots Inc. does not stipulate a contract term.

SUMMARY AND CONCLUSION:

It is recommended that Council supports the pilot solution between the District of Ucluelet and 45 Robots Inc. to provide emergency notifications to residents and visitors during emergency events by means of an automatic import of contract data through the current internal communication notification account. The pilot solution will extend the relationship with Connect Rocket, deliver a proof of concept, and provide a service for a fraction of the cost in comparison to other vendors.

After the pilot project is completed, a recommendation will be put forth to Council to continue with 45 Robots Inc. or to consider another vendor for internal and external communication applications.

Respectfully submitted:

A handwritten signature in blue ink, appearing to read "K. Robison", with a decorative flourish at the end.

Karla Robison, Environmental and Emergency Services



STAFF REPORT TO COUNCIL

Council Meeting: OCTOBER 13, 2015
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: KARLA ROBISON, ENVIRONMENTAL AND EMERGENCY SERVICE MANAGER

FILE NO: 7130-25 NOTIFICATION

SUBJECT: RECIPROCAL AGREEMENT FOR USS READER BOARD USE

ATTACHMENTS: APPENDIX 1 – RECIPROCAL AGREEMENT
APPENDIX 2 – COMMUNICATIONS POLICY AND PROCEDURE GUIDE

RECOMMENDATIONS:

1. **THAT** Council directs its signatories to sign the Reciprocal Agreement and provide a resolution for the Communications Policy and Procedure Guide;

or

2. **THAT** Council will not enter into this agreement and will direct staff to come back to Council with additional information.

PURPOSE:

The purpose of this report is to provide Council with information pertaining to the Reciprocal Agreement between the District of Ucluelet and the USS to utilize the reader board for sharing information with the public during high profile or imminent public emergency events and non-emergency public safety events.

BACKGROUND:

The District of Ucluelet, School District 70 and the Ucluelet Secondary School agreed to share costs for a collective reader board for the community. The purpose of the reader board from the District standpoint is to provide notifications and safety instruction during high profile or imminent public emergency events (e.g., tsunami warnings), as well as, notifications for non-emergency public safety events (e.g., campfire bans). The reader board will act as a component of the District's integrated public alerting system to inform citizens of possible imminent or unfolding hazards. From the USS standpoint, the reader board is to provide information about school activities and events that are public in nature or pertinent to the community.

The reader board was installed the spring of 2015 at the north side of the Ucluelet Secondary School property and has been utilized over the summer months to broadcast provincial and municipal campfire bans, as well as, municipal water restriction notifications. The reader board was also utilized on September 16, 2015 to assure the public that a tsunami evacuation was not

required for the Chile magnitude 8.3 earthquake. Since the installment of the sign, the USS has broadcasted school activities and events.

A Communications Policy and Procedure Guide was recently developed in collaboration with the Emergency Service Department and the Vice Principal of USS. The document outlines the context and approach, as well as, the procedures for the established notification types.

TERM:

With resolution by Council, the Reciprocal Agreement and Communications Policy and Procedure Guide shall commence on October 14, 2015 and continue until such time as the participants mutually agree, or until such date as a party specifies in a *Notice of Termination* which in any event shall be no less than thirty (30) days from the date such notice is delivered to the other participant.

SUMMARY AND CONCLUSION:

It is recommended Council directs its signatories to sign the Reciprocal Agreement and provide a resolution for the Communications Policy and Procedure Guide.

Respectfully submitted:



Karla Robison, Environmental and Emergency Services

RECIPROCAL AGREEMENT
Access to Shared Infrastructure:
Communication for the Reader Board

This AGREEMENT dated the 14th day of October, 2015

Between:

The District of Ucluelet, incorporated as a corporation under the *Municipal Act*,
carrying on business at 200 Main Street, Box 999, Ucluelet, BC V0R 3A0

And:

Ucluelet Secondary School
as represented by School District 7

(Collectively Referred to as the "Participants")

Whereas:

- A. The Participants' wish to share access to the reader board infrastructure for the purpose of sharing information to the public during high profile or imminent public emergency events, non-emergency public safety events, and for school activities and events.
- B. The District of Ucluelet has the authority to contract with the Ucluelet Secondary School under the *Community Charter*;
- C. The Participants' are authorized by a resolution [**Res.No.____; _____, 2015**] passed by Council for the District of Ucluelet.

NOW THEREFORE for good and valuable consideration and the covenants and agreements set out below, the Participants agree as follows:

1. Purpose and Objectives

The purpose of this Agreement is to provide Participants with mutual access to their respective reader board infrastructure to facilitate communications during high profile or imminent public emergency events (e.g., tsunami warnings), non-emergency public safety events (e.g., campfire bans), and for school activities and events (e.g., parent advisory meetings).

2. Term

The Agreement shall begin on the date first written above and continue until such time as the Participants mutually agree, or until such date as a Party specifies in a Notice of Termination which in any event shall be no less than thirty (30) days from the date such Notice is delivered to the other Participant.

3. Access and Agents

The District reader board agents include the CAO or designate, Emergency Service Manager, and a District representative (minimum of 3 agents). The District agents have access to the reader board from within the school via an independent reader board network located within the Vice Principals office. The District agents are also able to access the reader board by externally programming the reader board directly through a USB drive, which has preprogrammed messages.

The USS school key, alarm code and computer USB drive are located at the Emergency Operation Centre. District agents will have access to this material and means to connect to the reader board network via a laptop and/or tablet with appropriate software.

The USS agents include the Principal or designates and Vice Principal (minimum of 3 agents).

4. Training

An operational procedure orientation and training session will be conducted for District agents via the USS agents. Communications testing will occur twice a year in collaboration with the Participants during Emergency Preparedness Week (May) and ShakeOut (October).

5. Communications

See Appendix A: Communications Policy and Procedure Guide for the Reader Board.

6. Equipment and Infrastructure Responsibilities

The School District 70 and Ucluelet Secondary School installed the sign in the spring of 2015. The School District 70 and Ucluelet Secondary School are responsible for operating and maintaining the reader board and any supporting equipment (the "Equipment"), and where practicable, the Participants will make existing infrastructure available for operating and storing the Equipment.

7. Liability

The District of Ucluelet and School District 70 have agreed that USS will be the Owner of the reader board for the purpose of insurance and liability.

Each Participant shall indemnify the other and save it harmless from suits, actions, damages, liability, loss and expense in connection with loss of life, bodily or personal injury or property damage arising from or out of the use or occupancy of premises, infrastructure or Equipment or any part thereof, or occasioned wholly, or in part by any act or omission of its agents, contractors, employees, public servants or invitees including all areas and facilities for which access has been granted.

8. Dispute Resolution

The Parties will endeavour to resolve disagreements by informal discussions undertaken in good faith, without formal dispute resolution. However, if a disagreement is not resolved informally the Participants agree to select a mediator within thirty (30) days of a Participant sending a Notice to Mediate to the other Participant and equally share the costs of resolving the dispute through mediation. Should the Parties fail to resolve their disagreement through mediation they may pursue other means to resolve their differences and will bear their own applicable costs accordingly.

9. Notice

Any notice given pursuant to this Agreement shall be in writing and delivered personally, by courier, registered mail, e-mail or telecopy and, unless notice to the contrary is given, shall be addressed as follows:

District of Ucluelet
PO Box 999, 200 Main Street
Ucluelet, BC V0R 3A0
Email: info@ucluelet.ca
Attention: Manager of Environmental &
Emergency Services, Karla Robison

Ucluelet Secondary School
PO Box 40, 1450 Peninsula Road
Ucluelet, BC V0R 3A0
Email: mrhodes@sd70.bc.ca
Attention: Vice Principal, Mike Rhodes

A notice shall be deemed to have been received when the postal receipt is acknowledged by the party to whom it shall have been sent, if sent by registered mail, and on the following business day if sent by telecopy, e-mail or courier or delivered in person during business hours or the next day.

10. Amendments

This Agreement may be amended by written agreement signed by both Participants.

11. Law

The Participants shall comply with all applicable Federal, Provincial, District of Ucluelet and School District 70 laws, bylaws, codes, regulations, policies, and rules, and the Agreement shall be interpreted in accordance with the laws of British Columbia.

IN WITNESS WHEREOF the Participants have executed this AGREEMENT as of and with effect from the date first above written.

UCLUELET SECONDARY SCHOOL

Authorized Signatory

signed this _____ day _____, 2015

DISTRICT OF UCLUELET

Authorized Signatory

signed this _____ day _____, 2015

**DISTRICT OF UCLUELET & UCLUELET SECONDARY SCHOOL
COMMUNICATIONS POLICY AND PROCEDURE GUIDE FOR THE READER BOARD**

TOPIC:	READER BOARD COMMUNICATIONS POLICY AND PROCEDURE		
APPROVED BY:	Ucluelet Council	DATE:	OCTOBER 13, 2015
RESOLUTION #:	2015-10		
<i>(Amended)</i>			
PURPOSE			
<p>The purpose of the District of Ucluelet and Ucluelet Secondary School (USS) Communications Policy and Procedure Guide for the Reader Board is to ensure proactive and transparent communications with members of the public during high profile or imminent public emergency events, with non-emergency public safety events, and for school activities and events. The District of Ucluelet and USS are committed to being an open and progressive organizations to foster accountability, responsiveness and increase community participation.</p>			
POLICY			
<p>The District of Ucluelet and USS are committed to transparent and effective communications with citizens, businesses, the media, other governments and the public at large.</p>			
OBJECTIVE			
<p>To provide emergency information and safety instruction as quickly as possible, and offer updates as circumstances evolve to ensure the safety of community members. The reader board will act as a component of the District’s integrated public alerting system to inform citizens of possible imminent or unfolding hazards.</p>			
External Communications			
<p>The District of Ucluelet and USS engages in effective and meaningful dialogue with citizens, businesses, and partners in order to enhance accountability, approachability and mutual understanding. The reader board will support the following:</p>			
<ul style="list-style-type: none"> ○ Increase awareness and citizen engagement with high profile or imminent public emergency events; ○ Increase awareness and citizen engagement with non-emergency public safety events; and ○ Increase awareness and citizen engagement with school activities and events. 			
Reader Board Communication Guidelines			
<p>Reader board communications prepared by the District of Ucluelet and the USS will use plain language, be accurate, relevant, timely and consistent.</p>			

TOPIC: READER BOARD COMMUNICATIONS POLICY AND PROCEDURE

APPROVED BY: Ucluelet Council **DATE:** OCTOBER 13, 2015

RESOLUTION #: 2015-10

(Amended)

COMMUNICATIONS CONTEXT AND APPROACH

1. High Profile or Imminent Public Emergency Notifications

- Most emergencies occur with limited or no warning and can present an immediate threat to citizens.
- Information and speculation about the event can spread within minutes through social media.
- In consideration of the above, timely and accurate communication is critical for the safety and wellbeing of community members.
- The District of Ucluelet and USS are committed to meeting citizen expectations by sharing accurate information quickly.
- Therefore, those responsible for mobilizing the District of Ucluelet and USS reader board communications in the immediate aftermath of an event are authorized to utilize available channels to issue prompt notification and safety information in the first critical phase of response. This includes the authority to respond within minutes via the reader board with a follow up on social media to acknowledge reports of emergency events, indicate verification, and to urge community members to be alert and refer to the District website as the source of accurate information.
- At the beginning of an emergency, citizens expect authorities to have more information than they may have available. Efforts to communicate accurately and quickly may pose some communications as incomplete; however, honesty and speed are critical in emergency events to ensure public trust and safety.

2. Non-Emergency Public Safety Notifications

- On occasion the District will require the reader board to announce important non-emergency public safety notices such as campfire bans and water restrictions. These notifications are in the interest of public safety.

3. School Activities and Event Notifications

- Whereas communication of school events pertaining primarily to students or staff during regular school hours are not necessarily in the public interest, these types of communication will continue to remain as they have traditionally via in school announcements and notices posted within the school.
- The high profile placement of the reader board allows notifications to reach a wider audience beyond students and school personnel. School notices which are public in nature and therefore pertinent to the larger community, including, parents, residents, businesses, visitors etc. will be posted on the reader board along with other traditional means of communication such as email, social media, newspaper and newsletters.
- In the event of a high profile or imminent public emergency, school event notices will become secondary to emergency notifications and will resume when the emergency situation has passed.

TOPIC: READER BOARD COMMUNICATIONS POLICY AND PROCEDURE

APPROVED BY: Ucluelet Council **DATE:** OCTOBER 13, 2015

RESOLUTION #: 2015-10

(Amended)

PROCEDURES

1. High Profile or Imminent Public Emergency Notifications

- Step 1: The District of Ucluelet will compose the emergency message and review with the emergency communications management team to obtain approval of outgoing information.
- Step 2: During work hours, the District of Ucluelet will provide the emergency message to the USS for publicizing on the reader board.
- Step 3: During non-working hours and holidays, the District of Ucluelet has means to access the reader board from within the school and can externally program the reader board directly (see *Authorization and Training* below for more information).
- Step 4: The District of Ucluelet will be responsible for updating unfolding hazards and changes to emergency messages during the emergency event.
- Step 5: At the end of the emergency event, a cancellation or end of emergency notice will be publicized to illustrate when the event is over.

2. Non-Emergency Public Safety Notifications

- The following steps listed above for emergency events will be followed during non-emergency public safety notifications.

3. School Activities and Event Notifications

- The USS will be responsible for preparing and updating school notifications.

AUDIENCES

PRIMARY AUDIENCES

- Ucluelet citizens and businesses
- District of Ucluelet Council and staff
- Yuułuᑭiᑭᑭatᑭ
- Visitors
- Local media

SECONDARY AUDIENCES

- Potential funders
- Other local Municipal and First Nation governments
- Other government organizations (provincial and federal government departments, School District, Health Authority, education institution, etc.)
- Potential residents and businesses
- Regional and provincial media

AUTHORIZATION AND TRAINING

TOPIC: READER BOARD COMMUNICATIONS POLICY AND PROCEDURE

APPROVED BY: Ucluelet Council **DATE:** OCTOBER 13, 2015

RESOLUTION #: 2015-10

(Amended)

1. The District of Ucluelet

The District reader board agents include the CAO or designate, Emergency Service Manager, and a District representative (minimum of 3 agents). The District agents have access to the reader board from within the school via an independent reader board network located within the Vice Principals office. The District agents are also able to access the reader board by externally programming the reader board directly through a USB drive, which has preprogrammed messages.

The USS school key, alarm code and computer USB drive are located at the Emergency Operation Centre. District agents will have access to this material and means to connect to the reader board network via a laptop and/or tablet with appropriate software.

An operational procedure orientation and training session will be conducted for District agents via the USS agents. Communications testing will occur twice a year in collaboration with USS during Emergency Preparedness Week (May) and ShakeOut (October).

2. USS

The USS agents include the Principal or designates and Vice Principal (minimum of 3 agents).



STAFF REPORT TO COUNCIL

Council Meeting: OCTOBER 13, 2015
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: KARLA ROBISON, MANAGER OF ENVIRONMENTAL AND EMERGENCY SERVICES

FILE NO: 5280-12

SUBJECT: SPILL RESPONSE IN UCLUELET

ATTACHMENT(S): APPENDIX 1 – SMALL CRAFT HARBOUR ENVIRONMENTAL MANAGEMENT PLAN

RECOMMENDATION(S):

1. **THAT** Council direct staff to proceed with the proposed next steps to ensure delivery capability to correspond with the types and level of hazards that exist in Ucluelet.

OR

2. **THAT** Council not proceed with the proposed next steps for spill response mitigation in Ucluelet.

PURPOSE:

The purpose of this report is to provide Council with information pertaining to reporting, roles and responsibilities, containment, and next steps and recommendations for spill response in Ucluelet.

BACKGROUND:

Hazardous material spills (e.g., oil, gas leaks) must be reported as the environmental quality of water, land, or air may be threatened. Environmental emergencies are a shared responsibility between all levels of government and industry, where there is a mutual goal to safeguard the public, protect property, and preserve the natural environment.

REPORTING:

It is required by law through the B.C. Reg. 376/2008 Environmental Management Act Spill Reporting Regulation for the owner or person who has control or care of a substance to report a spill or an imminent spill. Reportable levels for certain substances can be viewed in a schedule to the Spill Reporting Regulation of the BC Environmental Management Act. Environmental emergencies such as hazardous material spills must be reported to the Emergency Management BC (EMBC) 24 hour toll-free number 1-800-663-3456. The dispatcher at the Emergency Operation Centre will ask the caller a variety of questions ranging from the location to the type of substance spilled. Following this call, the dispatcher will notify the Regional Environmental Emergency Response Officer at the BC Ministry of Environment (MOE).

ROLES AND RESPONSIBILITIES:

Local government has a responsibility to assess local risks, prepare emergency response plans, and to have a delivery capability commensurate with the types and level of hazards that exist in their community (MOE 2014). If the local government or the responsible owner for the spill is unable to cope with the situation or defaults response obligation, the provincial government must be prepared to undertake responsibility of the incident (MOE 2014). The federal government shares a similar responsibility to be prepared to access and respond to an environmental emergency. For instance, Transport Canada is the governing regulatory agency responsible for preparedness and response to oil spills in Canada. The Canadian Coast Guard (CCG) is responsible for conducting spill management under section 180 of the 2001 Canadian Shipping Act and has developed contingency plans to guide emergency response during marine spills (CCG 2014).

In 1995, the Canadian Shipping Act introduced additional rigorous standards for oil handling facilities and ships within Canadian Waters resulting in the West Coast Marine Response Corporation (WCMRC) becoming the only certified spill response organization on the west coast of Canada (WCMRC 2013). This corporation delivers a variety of safe and effective oil spill response services, such as training and equipment rental.

CONTAINMENT:

The Department of Fisheries and Oceans (DFO) Canada - Pacific Region provided the Ucluelet Harbour Authority with an Environmental Management Plan (EMP) for all Small Craft Harbour facilities in Ucluelet (see Appendix 1). The EMP is a requirement of the Harbour Authority Lease Agreement and outlines the management of potential negative impacts (e.g., fuel, waste oil, antifreeze, and solid waste leaks and spills) on the environment from harbour operations (DFO 2014). Ucluelet site staff, in particular Small Craft Harbour Manager, are responsible for adhering to the EMP, providing Environmental Best Management Practices for harbour users, participating in training activities associated with the EMP, and delivering documentation as required (DFO 2014).

Section 3.0 of the EMP under Emergency Actions outlines *all releases are to be contained and controlled as soon as possible, and safe to do so. The release / spill are to be recovered / cleaned-up using the appropriate personal protective equipment (PPE) and environmental emergency response kit and / or equipment* (DFO 2014).

Section 4.0 of the EMP outlines the following training requirements: Environmental Management Program training (½-day), Marine Spill Response training (1-day), Workplace Hazardous Materials Information System (½-day), and Transportation of Dangerous Goods (½-day).

Appendix 3 of the EMP outlines site specific spill kit locations and spill kit contents, while Appendix 9 of the EMP provides a spill response form. Fisheries and Oceans Canada have provided site specific spill-kits for all small craft harbour locations.

NEXT STEPS AND RECOMMENDATIONS:

To support Small Craft Harbour staff with potential containment operations and to ensure the District has delivery capability to correspond with the types and level of hazards that exist in Ucluelet, it is recommended that a Marine Spill Response training course be conducted in Ucluelet for the Small Craft

Harbour Manager, Environmental and Emergency Service Manager, and for First Responders (e.g., Public Works staff, Ucluelet Volunteer Fire Brigade, Ucluelet Emergency Committee members, etc.). Marine Spill Response training is a free 1-day course offered by the Harbour Authority Association B.C. A minimum of 12 people are required for the course to be offered in Ucluelet.

It is recommended that Council supports a discussion with WCMRC to provide education and perhaps some hands-on reimbursed training for future spill response collaboration in Ucluelet and surrounding impacted areas. A relationship through education and training with WCMRC could support local government obligations, as well as, a fee for service to the District to support spill response in Ucluelet and neighbouring areas.

SUMMARY AND CONCLUSION:

Spill response is a shared responsibility between all levels of government and industry. The local government has a responsibility to evaluate local risks, prepare emergency response plans, and to have a delivery capability to correspond with the types and level of hazards that exist in their community (MoE 2014). It is recommended that Marine Spill Response training, WCMRC training, and a follow-up table top exercise take place in Ucluelet to ensure the District is capable of providing containment of hazardous materials in a safe and efficient manner.

REFERENCES:

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Respectfully submitted:



Karla Robison
Manager of Environmental and Emergency Services



**Small Craft Harbours
Pacific Region**

**HARBOUR AUTHORITY
ENVIRONMENTAL
MANAGEMENT PLAN
UCLUELET WEST
SMALL CRAFT HARBOUR
2014**



**Fisheries Pêches
and Oceans et Océans**

Canada



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List Of Acronyms

- CEPA – Canadian Environmental Protection Act
- DFO – Department of Fisheries and Oceans
- EBMP – Environmental Best Management Practices
- EIR – Environmental Incident Report
- EMP – Environmental Management Plan
- EERP – Environmental Emergency Response Plan
- HA – Harbour Authority
- MSDS – Material and Safety Data Sheets
- PCB – Polychlorinated biphenyl congeners
- PEP – Provincial Environmental Program
- POL – Petroleum, oils and lubricants
- PPE – Personal Protective Equipment
- ROEC – DFO Regional Office of Environmental Coordination
- RPSS – Real Property Safety and Security
- SCH- Small Craft Harbours

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Purpose

The purpose of this Environmental Management Plan (EMP) is to protect the environment in the event of uncontrolled environmental incidents while at the same time protecting the crown, the harbour authority and the community by specifically demonstrating due diligence. The EMP is your guide to operating the harbour in an environmentally friendly manner. Harbour facilities that take on environmental responsibility can become eco-rated by the Clean Marine BC program of the Georgia Strait Alliance.

The EMP is a requirement of a Harbour Authority Lease Agreement, and identifies potential negative impacts that harbour operations may have on the environment. It also seeks to outline an ongoing plan to manage those impacts, which can include fuel leaks and spills, waste oil and used oil filters, antifreeze, solid waste, etc. The EMP also addresses long term planning & development goals, such as construction projects.

An EMP can reduce operational costs such as cleanup, waste removal and insurance. Environmentally aware project planning can also aid in evaluating and prioritizing projects. As well, integrating harbour projects with your EMP will assist in gaining project approval, project funding and project success.

Roles and Responsibilities

Ucluelet Harbour Authority is responsible for:

- Implementation and maintenance of this Environmental Management Plan;
• Identification and management of the potential negative impacts that harbour operations may have on the environment (air, land or water);
• Creation of an annual Action Plan using the template in Appendix 8, to monitor the potential impacts and to act as to reduce or limit these impacts;
• Reporting the status of the Action Plan to the Small Craft Harbours (SCH) on an annual basis;
• Identifying any changes to Environmental Aspects to Program Officers and ROEC;
• Verbally notifying the public, emergency response agencies, ROEC and Authorities (PEP and local health authorities) as required;
• Submitting Environmental Incident Reports (EIRs) and Halocarbon Release Reports to Program Officers, ROEC and PEP as required; and
• When deemed appropriate, take action to have polluters pay for cleanup.

Ucluelet Site Staff are responsible for:

- Adhering to this Environmental Management Plan;
• Providing users with the "Environmental Best Management Practices- For Harbour Users" (Appendix 10) as required;
• Participating in training activities related to this plan; and
• Providing information and completing documentation as required.

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Program Officers are responsible for:

- Communicating any regulatory changes to the EMP and version updates (as identified by ROEC) to SCHs;
- Undertaking periodic inspections to ensure SCH conformance to this EMP and environmental compliance requirements;
- Notifying ROEC of Environment Canada Visits to SCHs;
- Assisting in the coordination of training activities; and
- Monitoring overall environmental performance of SCHs.

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SECTION 1.0: SITE INFORMATION

The following sections characterize the harbour setting and harbour environment providing a snapshot of the current physical conditions of the harbour. The information provided in this section serves as an executive summary of all environmental aspects, and helps the harbour by having important information at their fingertips.

1.1 Harbour Setting and Harbour Environment

Ucluelet West SCH is located in Ucluelet, on the west coast of BC. This SCH is a low-energy non-dispersive site with significant anthropogenic impacts.

Address: 200 Hemlock St.
Box 910
Ucluelet, BC
V0R 3A0

Latitude: 48.94
Longitude: 125.53

Ucluelet West SCH Site Description	
Site Particulars	Specifications and Details
Harbour uses and services	Uses: small boat moorage Services: waste oil and waste oil filter collection, solid waste management (garbage), washroom/shower, and parking
Moorage infrastructure	Ucluelet Inner- 3 short ramps, one to five floats, one to floating building, one to small float Ucluelet Outer- fixed piling dock with ramp to 3 floats
Number of buildings	Total of 3 buildings: office building, washrooms/storage building with compound and metal hazmat shed
Number of employees	1 full time employee (7 days/week)
Number of fuel or used oil storage tanks / systems	1 waste oil tanks / 1 systems
Site characteristics <ul style="list-style-type: none"> ○ Physical geography: ○ Surrounding area use: ○ Proximity to residential neighbourhoods: 	<ul style="list-style-type: none"> ○ upland area with waterlot (dredged basin) ○ large resort to north of basin entrance and "Pacific Princess" sits aground in western corner of basin with floats and docks; upland area is developed with residential buildings, paved roads and parking ○ within town limits of Ucluelet

Refer to **Appendix 1** for a Site Plan.

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1.2 Contact Information

Internal Contact List		
	Name	Contact Information
Small Craft Harbour Site Manager – District of Ucluelet	Kevin Cortes	(250) 726-4241
Program Officer	Gaurav Sandha	(604) 666-9255
DFO Regional Office of Environmental Coordination (ROEC)	Suzanne Mittermuller	(250) 363-8907
Coast Guard		(604) 485-7511 or 1 800 742-1313
Pacific Region SCH Regional Director	Ken Smith	(604) 666-2231

External Contact List	
Name	Contact Information
Fire – Ucluelet	Emergency: 911 Non-Emergency: (250) 726-7138
Ambulance – Ucluelet	Emergency: 911 Non-Emergency: (250) 725-2252
Police – Ucluelet	Emergency: 911 Non-Emergency: (250) 726-7773
Air and Marine Emergency	1-800-567-5111
British Columbia Provincial Emergency Program (PEP)	1-800-663-3456 or (250) 729-8383
Health Canada (for biomedical product spills and health information)	(613) 957-0323
Local Hazardous Waste / Clean-Up Contractor http://www.env.gov.bc.ca/epd/hazwaste/licencees/index.htm	Hetherington Industries Ltd. 4715 Roger Street Port Alberni, BC (250) 724-5112

1.3 Environmental Aspects – Site Characterization

The environmental aspects of the SCH are the harbour operations that can interact with the environment, such as activities, products, or services. The 5 key environmental aspects for daily operations are:

- waste oil tanks
- hazardous material/hazardous waste
- halocarbons
- solid waste and
- waste water

Each environmental aspect is listed below with all of the important information contained in tabled format.

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1.3.1 Storage Tanks (Fuel or Waste Oil)

System Number	Product	Quantity	Location	Surrounding Area Description
EC-00019362 DFO-PAC-#453 BC3085	Waste oil (AST, double walled)	1136 L	In Hazmat shed with secondary containment. South side of parking lot	Hazmat shed on gravel. Grass and asphalt parking lot in immediate area.

1.3.2 Halocarbons

DFO Equipment Tag #	Description (a/c, fridge, freezer, water cooler, fire extinguisher)	Location	Equipment Type, Model, Serial Number	Refrigerant Type / Quantity in Use (kg)
	Domestic Fridge	Workshop	Unknown	Unknown

1.3.3 Hazardous Materials

Hazmat Storage Location	Product(s)	Quantity (average)	Surrounding Area (if storage exterior to a building)
Adjacent to waste oil tank	Waste oil filters, 5L used engine oil containers, and waste batteries. (Drums labelled)	6-9 Drum	In hazmat storage shed.

1.3.4 Solid Waste

Recycling Storage Location	Product(s)	Quantity (average)	Scheduled pickup
Main entrance	Garbage	2 dumpsters	M, W, F pick-up
Main entrance	Cans/bottles	Bin	2 to 3 times per week

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1.3.5 Wastewater

Type	Location	Comments
Stormwater Outfall	Discharge pipe at first float	Drainage from parking lot
Bilge Water Pump-out Facility	Not applicable	
Sewage Treatment	On wharf	Sewer pump-out station, discharge sent to municipal treatment

SECTION 2.0: ENVIRONMENTAL BEST MANAGEMENT PRACTICES (EBMPS) - FOR HARBOUR MANAGERS

Environmental Best Management Practices (EBMPs) are approaches that SCH have adopted to provide guidance for harbour managers to meet the standards, legislation, requirements and required objectives. The EBMPs in this section have been developed exclusively for use by the harbour managers and their staff. Additional EBMPs have been prepared for distribution to harbour users and can be found in Appendix 2.

2.1 Storage Tanks (Fuel or Waste Oil)

Storage tanks (fuel and waste oil) likely pose one of the greatest environmental risks at a SCH. As such, the management of storage tanks should be carefully monitored. The locations of these tanks are very important both to avoid spills occurring in a sensitive environment and to protect the tank from accidents. It is best to locate the tanks away from vehicular traffic if bollards or barriers are not in place.

It should be noted that waste oil tanks are regulated by Environment Canada and are required to be inspected and managed in a specific manner. The table below provides details on the management of waste oil tanks.

DO	DON'T
<ul style="list-style-type: none"> ✓ Lock disposal hatch after hours to avoid unauthorized dumping ✓ Ensure tank safety with bollards, barriers, anchoring and a bermed area ✓ Clean screen box of debris regularly ✓ Use Standard Operating Procedures and Inspection Checklists (Appendix 2) ✓ Affix proper signage (contact Program Manager for details) 	<ul style="list-style-type: none"> * Install in grassy area or on slope, near water on permeable terrain * Allow disposal of other fuels or antifreeze in waste oil storage tank

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2.2 Hazardous Materials and Hazardous Waste

Hazardous materials and Hazardous Wastes are any product that can cause harm to human health, the environment and/or property. As such, hazardous materials and hazardous wastes should be handled, stored, transported and disposed of in an appropriate manner so as to reduce the frequency and severity of impact from use. Find below a list of do's and don'ts for the general EBMPs related to handling, storage, transportation and disposal of hazardous materials, as well as EBMPs for specific types of commonly used hazardous materials.

2.2.1 Handling Hazardous Materials

Handle hazardous materials with care and attention.

DO	DON'T
<ul style="list-style-type: none"> ✓ Handle products in accordance with MSDS ✓ Ensure others in close proximity are aware when a product is in use. ✓ Ensure secondary containers are labelled in accordance with MSDS prior to decanting ✓ Ensure secondary containers are compatible with the hazardous product ✓ Handle products in well ventilated areas 	<ul style="list-style-type: none"> * Handle products unless MSDS is reviewed * Handle products unless trained in WHMIS

2.2.2 Storing of Hazardous Materials

Store hazardous materials in designated, safe, well ventilated areas.

DO	DON'T
<ul style="list-style-type: none"> ✓ Designate an area for hazardous materials storage ✓ Consult MSDS for storage compatibility of products ✓ Maintain up-to-date inventories of storage areas ✓ Store hazardous products with compatible materials only ✓ Store products in original containers with proper labels ✓ Store products safely to avoid accidents or spills ✓ Inspect containers to ensure they are not degraded and labels are legible ✓ Place appropriate spill kits adjacent to hazardous materials 	<ul style="list-style-type: none"> * Store flammable materials with oxidizers * Store materials containing PCBs for more than 30 days. * Decant products into dirty or incompatible containers * Stack products or store them in high traffic areas * Use time-dated products due to integrity of containers <ul style="list-style-type: none"> * Bleach - 2 years from purchase * Cleaners – 3 years from purchase * Paint – 3 years from purchase * Petroleum, oil and lubricants (POL) – 5 years from purchase * Compressed gas – see hydrostatic date

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2.2.3 Disposing of Hazardous Materials

Proper waste disposal is not a free service, but it is required by law. As such, the expense of waste disposal is a cost of doing business and should be reflected in the service rates charged to the harbour user.

Disposing of hazardous wastes may also require the completion of waste manifests to accompany the shipment during transport. To help you determine if a waste manifest is required for disposal, a decision tree has been included in Appendix 4. Also included is a completed waste manifest in Appendix 5. You should ensure that either you or the waste disposal company has filled out the manifest appropriately.

Examples of waste that could exist at the harbour include; liquid waste, waste batteries, and waste oil. The following checklist provides some general guidelines for disposal of hazardous materials/wastes.

DO	DON'T
<ul style="list-style-type: none"> ✓ Package hazardous wastes appropriately ✓ Store hazardous wastes separately from in-use hazardous products ✓ Label hazardous wastes according to WHMIS ✓ If required, generate and maintain waste manifests (retain for 5 years) ✓ Treat unknown products as hazardous 	<ul style="list-style-type: none"> ✗ Store waste with in-use products ✗ Mix hazardous wastes, it increases disposal costs and increases the potential hazard

2.2.4 Specific Hazardous Materials

Below are tables of do's and dont's for common hazardous materials. If your site has additional products not mentioned below, please identify the product to SCH or the ROEC and assistance in the development of product specific EBMPs will be provided.

Waste Lead-Acid Batteries

Both marine and automotive type batteries contain lead and sulphuric acid, which are harmful to the environment. Lead (particularly toxic to humans), is linked to brain and kidney dysfunction and can cause nervous, blood, digestive and reproductive ailments. Children are especially vulnerable, even to very low levels. Improper handling of batteries in the marine environment can have damaging consequences.

Battery vendors will generally take back out-of-service batteries and most times provide a small "casing" discount on the new battery. Even if there is no financial incentive they should still be returned.

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DO	DON'T
<ul style="list-style-type: none"> ✓ Store in a warm dry place, away from weather ✓ Return to a vendor once or twice a year 	<ul style="list-style-type: none"> ✗ Discard batteries with regular refuse

Waste Antifreeze

In the marine environment, antifreeze can be harmful to all living organisms. After use, it contains heavy metals that can be extremely toxic to marine organisms. However, since it is a complex chemical (ethylene glycol), waste antifreeze can be a valuable product and in many parts of the country major garages collect and recycle it. In all parts of the country, it is illegal to release antifreeze into the environment.

DO	DON'T
<ul style="list-style-type: none"> ✓ Store in properly labelled containers away from other liquid wastes ✓ Frequently return antifreeze for recycling 	<ul style="list-style-type: none"> ✗ Mix antifreeze with other liquids ✗ Empty into waste oil tank

Used Oil Filters

Spilling oil into the marine environment has a devastating impact on fish, birds and sea mammals. Used oil filters can contain up to a litre of oil, therefore, it is important that this oil be drained off and that the filter be disposed of properly. If disposed of improperly, even after the filter is in the landfill, residual oil can leach into surface ground water. Be sure to understand and follow proper disposal procedures for used oil filters.

DO	DON'T
<ul style="list-style-type: none"> ✓ Drain used filters before disposal ✓ Establish a dedicated bin for filters if one is not currently provided ✓ Dispose of via a licensed waste handler 	<ul style="list-style-type: none"> ✗ Dispose of waste filters with regular refuse ✗ Empty into waste oil

PCBs

Storage of PCB or PCB-suspect containing equipment (such as electronic ballasts) is strictly regulated and guidance should be sought from SCH in advance to receiving goods.

DO	DON'T
<ul style="list-style-type: none"> ✓ Inspect and make an inventory of equipment or fixtures containing PCBs ✓ Contact SCH to develop a plan to decommission PCB contaminated equipment ✓ Test oils in electrical equipment for PCBs if not marked ✓ Do not store waste PCBs for more than 30 days 	<ul style="list-style-type: none"> ✗ Remove or dispose of liquids or equipment that may contain PCBs in regular refuse ✗ Store waste PCBs for more than 30 days.

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2.3 Halocarbons

Halocarbons are synthetic chemicals found in **fridges, freezers, water coolers, air conditioners** and some **portable fire extinguishers** (halon). Due to the environmental impact related to halocarbons, it is very important to manage equipment with halocarbons appropriately.

Inventory **all** halocarbon containing equipment using the template found in Section 1.3.2, and attach an **inventory tag** shown below (Figure 1).

If halocarbon containing equipment is serviced, ensure the contractor is certified and the **service log** is filled out and affixed to the equipment.

If a leak is detected, fill out a **release report** and submit a copy to ROEC.

If halocarbon containing equipment is being disposed, ensure a certified contractor purges the refrigerant prior to disposal and a **decommissioning form** is filled out and attached to the equipment.

DO	DON'T
<ul style="list-style-type: none"> ✓ Inventory halocarbon containing equipment (Section 1.3.2) ✓ Send any changes in inventories to ROEC as required ✓ Affix tags on all halocarbon containing equipment ✓ Retain service records ✓ If during servicing of equipment, it is determined that a leak has occurred, a halocarbon release report is to be completed and forwarded to the Program Officer and ROEC. 	<ul style="list-style-type: none"> ✗ Dispose or recycle halocarbon equipment without having the refrigerant purged.



Figure 1: DFO Pacific Halocarbon Inventory Tags

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2.4 Wastewater

Stormwater Run-Off

Surface water is rainwater that falls onto upland properties and eventually runs into the harbour basin, often through storm drains. As this water travels across the surface of buildings, roads, parking lots and soil, it can pick up oily residues and sediment that can contaminate the harbour basin. Over time, deposits of sediment can build up and increase dredging costs or, more significantly, can harm the ocean environment.

Cleanliness is an important aspect of operations for fishing vessels, however abrasive or caustic cleansers can be toxic if they find their way into the marine environment. Power washing and steam blasting are popular cleaning methods because they are relatively cheap and effective. Careless use of these machines, however, can mean that oily residues and other toxins are regularly introduced into the marine environment. Ensure harbour users are working with environmentally safe cleaners or degreasers.

The Federal *Fisheries Act* states that placing any substance into water, which is "deleterious to fish or fish habitat" is a criminal violation (subject to fines of 200,000 dollars and/or 6 months in jail). Storm drains that lead to fish bearing waters are marked with yellow fish as part of DFO's awareness campaign. It is important to be aware of surface water's potential affect on the basin and to manage it properly.

DO	DON'T
<ul style="list-style-type: none"> ✓ Locate and assess the impact of storm water or sewage outfalls ✓ Design harbour improvements with fish habitat values ✓ Design upland service areas to avoid run-off directed into the ocean basin ✓ Report areas of excessive erosion 	<ul style="list-style-type: none"> × Leave paint, solvents or fuel containers unattended

Bilge Water

Bilge water can contain combinations of oil, fuel, solvents and other products. The use of bilge cleaners often only makes matters worse, as they tend to break down oils into smaller droplets and spread the contamination over a greater volume and into harbour sediments. Therefore, pumping untreated bilge water into the harbour or off shore should be avoided and will often constitute a violation of the *Fisheries Act*.

DO	DON'T
<ul style="list-style-type: none"> ✓ Ensure users are using absorbent pads to soak up oil and fuel in the bilge compartment ✓ Ensure users pump heavily contaminated bilge water into a holding tank ✓ Ensure users fit the bilge pump with an "oil-absorbent" filter ✓ Ensure users properly dispose of oil contaminated materials 	<ul style="list-style-type: none"> × Allow vessels to pump oily bilge water into the harbour

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Sewage

Sewage is a natural by-product of domestic and commercial activities and if properly managed its impact on the environment can be minimized. Grey and black water from harbour buildings and boat operations is a significant environmental, health and safety problem. Sewage can cause contamination of shellfish resources, contaminate tourist facilities (beaches) and create unhealthy work conditions for harbour users.

DO	DON'T
✓ Ensure users are following EBMP	× Allow users to pump untreated sewage into the harbour

2.5 Solid Waste

Non-hazardous solid waste (garbage) is a by-product of commercial and domestic activities. Costs for garbage disposal have been rising steadily over the past decade. Since waste disposal is a contracted operation, the Harbour Authority pays for this service with funds collected through moorage fees. However, there are ways to reduce your solid waste and disposal costs. For example, you could complete a Solid Waste Audit to help identify current solid waste management practices, assess applicable regulations and identify goals.

Solid Waste Audits are also a great way to setup a recycling program at the harbour. When setting up a recycling program remember that hazardous wastes such as paints, varnish, solvents, and batteries should be placed in a hazardous waste storage area. Ensure ample garbage bins are placed around the harbour to make sure that harbour users always have a garbage receptacle near them.

DO	DON'T
<ul style="list-style-type: none"> ✓ Set-up a recycling program in your harbour and recycle whenever possible ✓ Provide proper recycling bins for harbour users for plastics, cardboard, tin and glass ✓ Arrange for disposal of garbage bins as soon as they are full ✓ Schedule time for regular clean-up and end-of-season cleaning 	× Allow users to pollute the harbour

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SECTION 3.0: ENVIRONMENTAL EMERGENCY RESPONSE PLAN

The purpose of the Environmental Emergency Response Plan (EERP) is to eliminate, reduce and/or mitigate the health, safety, and environmental impact of an accidental release of a substance in sufficient quantity to cause an adverse effect on the environment or impair human health. This section will help address requirements for preparation, response, recovery and reporting for spills and releases. In the event of a spill directly onto water, contact the **Provincial Emergency Program (PEP) @ 1-800-663-3456**.

Emergency Actions

- Upon discovery of the emergency, take control until relieved by the Incident Commander (if applicable)
- Keeping a safe distance, determine the type and source of the spill.
- Define a safety perimeter.
- Contact the Harbour Manager if he/she is not on site and advise him/her of the situation. Upon arrival at the scene, the Harbour Manager will assume the duties of the Incident Commander.
- All releases are to be contained and controlled as soon as possible, and safe to do so. The release / spill is to be recovered / cleaned-up using the appropriate personal protective equipment (PPE) and environmental emergency response kit and/or equipment.
- **Be careful - do not take any action if there is imminent danger** (if toxic fumes or gases are present, or if there is any risk of explosion, wait for external emergency response to arrive).
- If appropriate, approach the site carefully, with the wind at your back.
- After donning the appropriate (check MSDS) personal protective equipment (PPE), use absorbent pads and booms to contain and absorb as much as possible. It is important that any products spilled be removed from water to reduce the risk of contaminant migration.
- Insofar as the situation permits, an attempt should be made to contain the spilled product in the smallest possible space close to the source.
- The recovery operation involves picking up, cleaning and temporarily storing the spilled substance and any sorbents used (remember that any used sorbents used to recover a hazardous material are considered hazardous waste).
- If needed, contact members of the public who may be adversely affected by the harm or danger of the spill.
- Contact the **Provincial Emergency Program (PEP) @ 1-800-663-3456** if:
 - The spill is from a waste oil tank
 - The spill is on or migrated to a water body
 - The spill is on land and greater than 100L

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- Wastes from spills can be collected in the hazardous waste bags provided in the spill kits or in double-lined open-top drums (that can be later sealed when necessary). The waste bags are to be properly labeled prior to filling. Waste labels are to include the following information:
 - name of the lead responder;
 - the product spilled, i.e. "waste oil";
 - the date; and
 - the contact number for the person identified above.
- Wastes are to be stored in a safe location designed for storage of hazardous waste. Ensure all waste is stored in such a manner as to reduce the potential for further spillage and/or impact to human health and safety.
- Ensure that all response equipment is adequately cleaned after a spill is cleaned. Any equipment/supplies that cannot be cleaned is to be disposed of with the hazardous waste from the spill.
- Use an accredited contractor for waste disposal activities and obtain a correctly completed manifest (i.e. a hazardous waste transportation manifest).
- Ensure spill kits used during a spill are replenished prior to putting the spill kits away.
- Regardless of size, an **Environmental Incident Report** is to be prepared and forwarded to SCH Program Officers and the DFO Regional Office of Environmental Coordination. Environmental Incident Report Forms are located in Appendix 9.

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SECTION 4.0: TRAINING REQUIREMENTS

Environmental Management Program Training

This is a ½ day training program that provides an overview on completion, implementation and maintenance of this environmental management plan. In addition, information provided on spill response, standard operation of tanks, management of halocarbons, and general best management practices for hazardous materials management.

Offered by: Regional Office of Environmental Coordination

Duration: ½ Day

Recommended frequency: once every 3 years

To arrange for training, contact Suzanne Mittermuller, DFO Regional Office of Environmental Coordination @ (250) 363-8907.

Marine Spill Response Training

Offered by: Harbour Authority Association of BC
To arrange for training contact Leslie Taylor, HAAE



Workplace Hazardous Materials Information

Offered by:

- o BC WHMIS Training - <http://www.bcwhmistraining.com/>
- o St. John Ambulance - <http://bc.sjatraining.ca/PreRegister.php>
- o YOW Canada Inc. - http://www.yowcanada.com/product_menu.asp
- o WHMIS.net - <http://www.whmis.net/>

Required frequency: once, plus annual refresher.

Transportation of Dangerous Goods (TDG)

Training and certification are required when transporting, offering for transport or storing dangerous goods. Two distinct certification requirements exist:

1. Shipper/Receiver – designed for those personnel who prepare and classify dangerous goods for shipment; and
2. Drivers – required for all personnel who drive vehicles that transport dangerous goods. Drivers must have the Dangerous Goods qualification to be qualified to transport dangerous goods.

Offered by:

- o BC WHMIS Training - <http://www.bcwhmistraining.com/>
- o St. John Ambulance - <http://bc.sjatraining.ca/PreRegister.php>
- o YOW Canada Inc. - http://www.yowcanada.com/product_menu.asp

Required Frequency: once every three years

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SECTION 5.0: ENVIRONMENTAL PLANNING AND REVIEW

The Environmental Management Plan (EMP) should be reviewed on an annual basis to ensure all information is still appropriate and up to date. If required, SCH can assist you in developing monitoring and review procedures that are appropriate for your harbour. For example, a daily operation checklist can help identify areas of priority prior to starting your day. A sample daily checklist has been provided in Appendix 7.

5.1 Project Planning

Any project planned by the harbour should be integrated with your EMP. Projects should make environmental and economic sense. Evaluation of the environmental benefits and costs of your project is a vital part in the planning process. Determining the environmental merit of the project in the planning stage can greatly impact the project's implementation and completion. An environmentally friendly project stands a much better chance of achieving regulatory and funding approval.

Primarily, your EMP should be used as a guide when considering projects for the harbour. Extra consideration should be given to those projects that are environmentally friendly, and stress the environmental strengths of the project when seeking support for your project. It will be helpful to complete an environmental cost/benefit analysis to determine the viability of the project. Remember, it is important to evaluate the environmental impact for both construction and later maintenance. Please refer to the Generic Small Craft Harbour Project Task List in Appendix 6 for assistance when planning projects.

5.2 Hull Maintenance and Repair

Hull maintenance usually involves the removal and reapplication of materials to protect and seal a boat's hull. The problem is that many of these finishing materials are toxic to living things. For example, many of the marine paints on vessels today contain high concentrations of lead, arsenic, and even PCBs. Removal of these materials can be harmful to human health and the environment and can constitute a violation of the *Fisheries Act*. It is important that these operations be carried out in a carefully controlled environment. Ensure that Environment Canada's Hull Maintenance recommended EBMPs are followed.

5.3 Action Plan

An action plan is a great planning tool for a harbour to keep important dates and plans at hand. Use this plan to identify policy and procedure reviews you want to do, to train staff, order signage, and create a set of goals for next year. An example is provided in Appendix 8 for your use; you can modify it and make it specific to your site.

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Ucluelet West

5.4 References

Contact the program officer for the latest references.

- Gaurav Sandha: 604-666-9255
- Christina Engel: 604-666-0146
- Ange Hill: 604-666-8809


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Appendix 1 – Site Plan

SECTION 6.0: APPENDIX


Site Plan

Location of fuel storage tank and/or waste oil tank (see site map, marked with red box): 


1. 1136L Waste Oil AST Tank (steel, double walled) located in hazmat storage shed.

Location of other hazardous material (see site map, marked with blue triangle): 


1. Waste oil filters stored in a drum located in hazmat storage shed.

Location of halocarbon containing equipment (see site map, marked with yellow square): 


1. Domestic fridge in the workshop.

Location of spill kit (see site map, marked with green diamond): 

1. Spill kit located adjacent to office building.
2. Spill kit at Wharfhead of Outer Dock

Location of recycling and solid waste disposal (see site map, marked with brown rectangle): 

1. 2 - Garbage dumpsters located at main entrance.

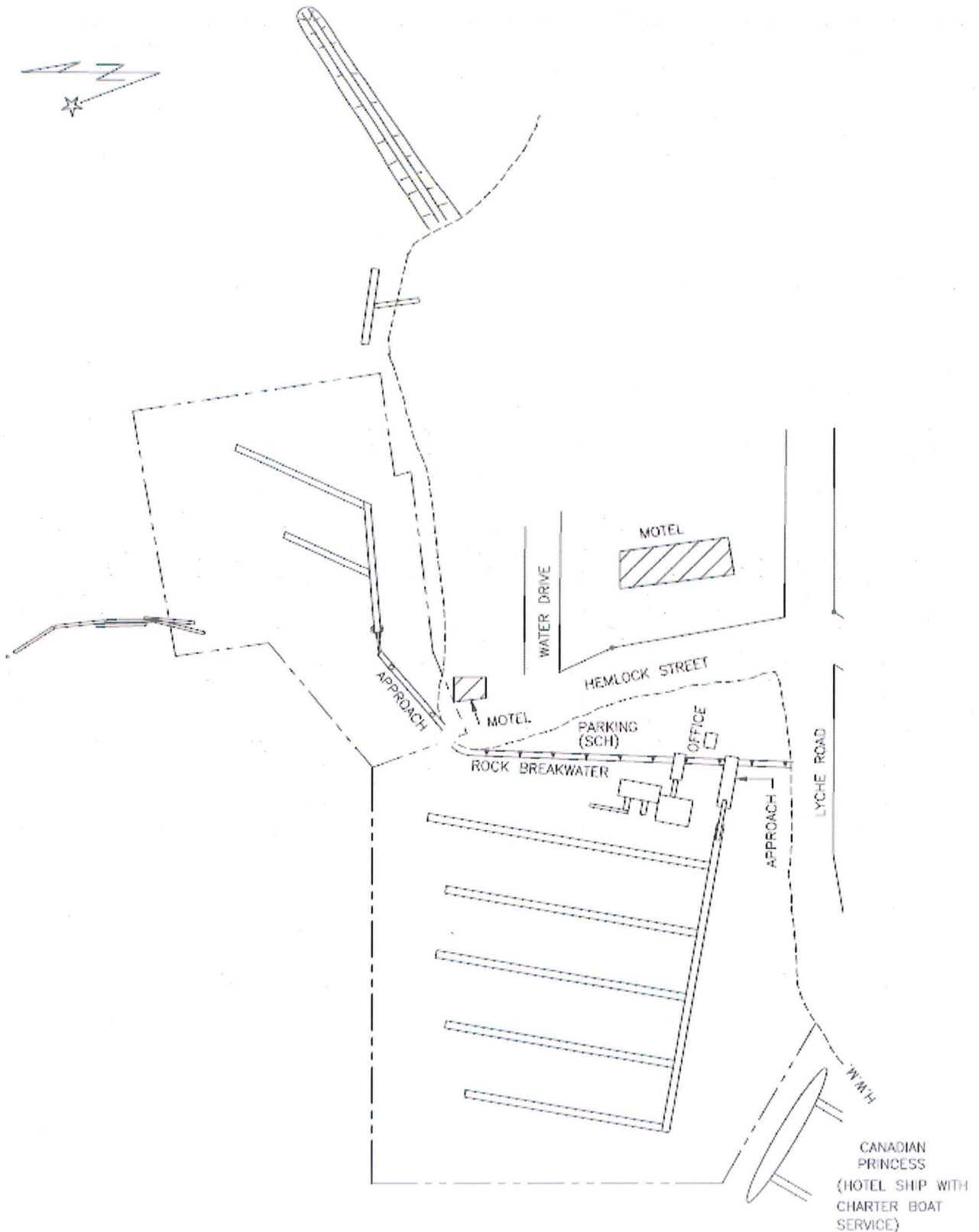
Location of wastewater system (see site map, marked with yellow diamond): 

1. Stormwater discharge pipe located at first float.

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Appendix 1 – Site Plan

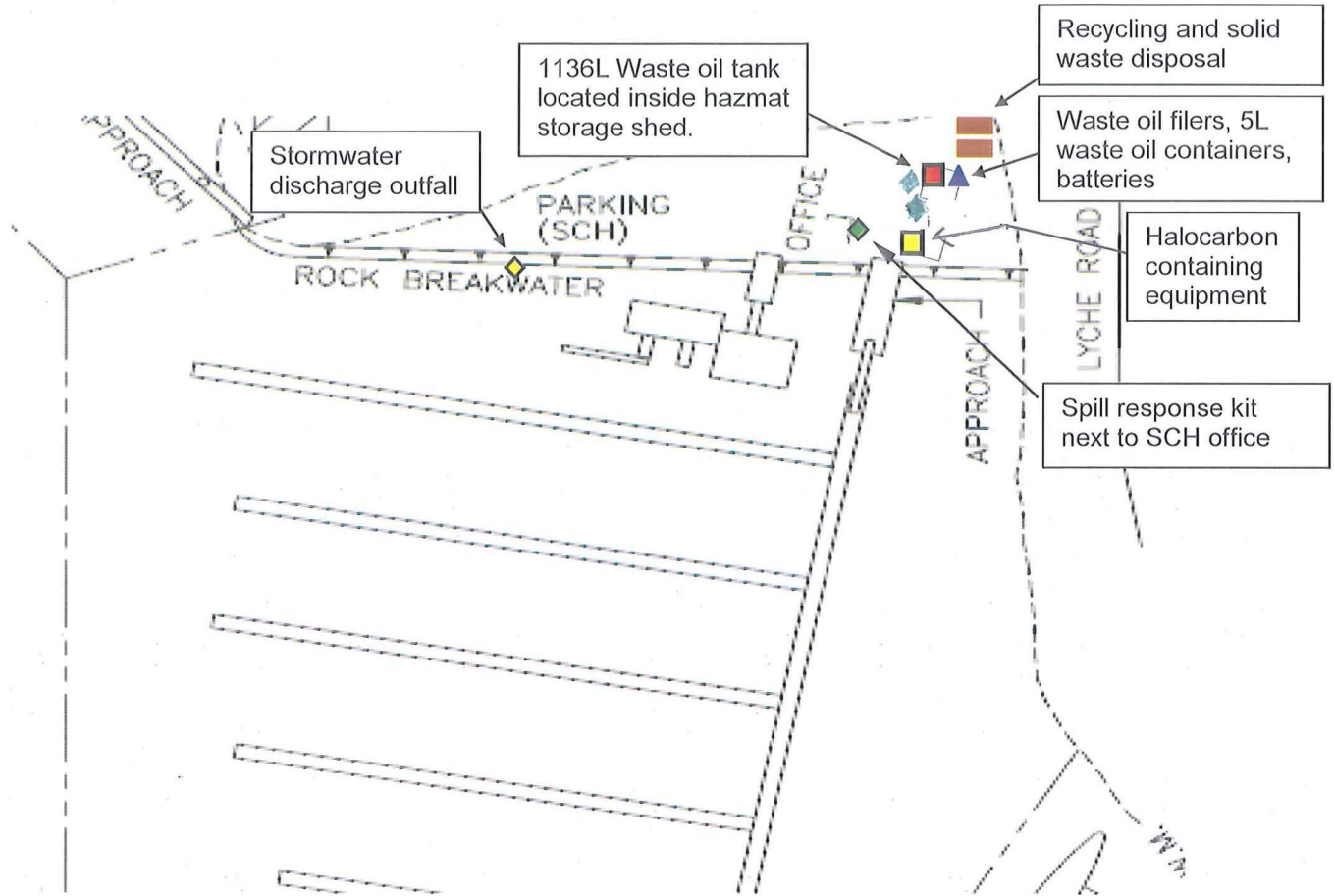


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Small Craft Harbours Environmental Management Plan

Appendix 1 – Site Plan



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Appendix 2 - Standard Operating Procedures for Waste Oil Tanks

Standing Operating Procedures for Waste Oil Storage Tank System

Regulations: Storage Tank Systems for Petroleum and Allied Petroleum Products, CEPA 1998, National Fire Code of Canada 2005, CCME Environmental Code of Practice for Aboveground and Underground Storage Tank Systems containing Petroleum and Allied Petroleum Products (Updated May 2009).

User Notes: Ensure all checklist fields are filled out, maintenance and disposal logs are completed when necessary and all supporting documentation is maintained. Records need to be maintained for 5 years. Records should be located at a place of work near the storage tank.

1. Environment Canada tank identification number should be clearly visible on the storage tank.
2. Complete all checklists at the required frequency.
3. System should be inspected for obviously abnormal conditions at least once each shift when system is in use.
4. The integrity of the tank should be inspected after moving the tank (e.g. monitor vacuum gauge or physically inspect interstitial space).
5. If you suspect or detect a leak, contact the RPSS Tank Coordinator
6. All spills are to be contained and controlled as soon as possible. Spills/releases outside of secondary containment need to be reported. Refer to the EERP for spill response and reporting guidelines.

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Small Craft Harbours Environmental Management Plan

Appendix 2 - Standard Operating Procedures for Waste Oil Tanks

Complete this checklist when the system is moved, or once a month whichever is more frequent.

Monthly checklist

Maintain this for five years from the date created

Product in the system:		Waste Oil / Waste Fuel					
EC Tank System Number:		EC-00019362		DFO PAC #:	DFO-PAC-#453		
Date	Inspected by	Component		Pressure (vacuum gauge)	Yes	No	Notes
		Tank (BC123, 300 L)	Tank Integrity				
		Spill box	Screen present, free of debris				
		Spill kit	Present or easily accessible?				
		Spill Plan (EERP)	Present or easily accessible?				
		Area	Free of debris?				
		Tank (BC123, 300 L)	Tank Integrity				
		Spill box	Screen present, free of debris				
		Spill kit	Present or easily accessible?				
		Spill Plan (EERP)	Present or easily accessible?				
		Area	Free of debris?				
		Tank (BC123, 300 L)	Tank Integrity				
		Spill box	Screen present, free of debris				
		Spill kit	Present or easily accessible?				
		Spill Plan (EERP)	Present or easily accessible?				
		Area	Free of debris?				

Ensure tank integrity by inspecting the interstitial space either physically or visually (vacuum gauge inspection). When inspecting the interstitial space physically indicate the presence of product in the yes/no column. Ensure spill kit is available, intact and the spill plan (EERP) is located in the red document holder. Ensure area surrounding tank is free of debris. If a leak is suspected contact the Regional Tank Coordinator.

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Small Craft Harbours Environmental Management Plan

Appendix 2 - Standard Operating Procedures for Waste Oil Tanks

Annual checklist						
Maintain this for five years from the date created						
Product in the system:		Waste Oil / Waste Fuel				
EC Tank System Number:		EC-00019362		DFO PAC #:	DFO-PAC-#453	
Complete this checklist annually. If a leak is suspected contact the Regional Tank Coordinator						
Date	Inspected by	Component		Yes	No	Notes
		Tank	Paint in good condition?			
		Tank	Damage or corrosion present?			
		Access	Area protected from vehicle collision?			
		Signage	EC tank identification number clearly visible on tank or fill pipe			
		Signage	DFO Tank # (eg B.C. 1260) clearly visible on tank			
		Signage	DFO-PAC Number clearly visible on tank			
		Signage	Labels* present and legible?			

* Labels required include:
 For Used Oil Only
 No Smoking
 Transportation of Dangerous Goods Placards
 DFO Attention Label

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Small Craft Harbours Environmental Management Plan

Appendix 2 - Standard Operating Procedures for Waste Oil Tanks

Disposal Log

Maintain this for five years from the date created

Product in the system:	Waste Oil / Waste Fuel	System Use:	Disposal
EC Tank System Number:	EC-00019362	DFO PAC#:	DFO-PAC-#453
Specific location of records:		B.C. Waste Generator #:	

This log is to be completed when product is disposed
Ensure records are maintained on site for five years.

Removal Date (MM/DD/YYYY)	Disposal Company	Gauge reading before removal	Gauge reading after removal	Waste oil removed (L)	Oil remaining following removal (L)	Tank Operators Name



Appendix 3 – Site Specific Spill-Kit Locations and Spill Kit Contents

List all spill kit locations, types and the contents.

Site Specific Spill Kits

Location	Type	Contents Listing
adjacent to office	Large "Oil Only"	100 x Oil Only Pads (White) 4 x 4' Oil Only Absorbent Socks (White) 10 x Oil Only Absorbent Pillows 10 oz Plug'n'Dike 2 x Disposable Chemical Splash Suit - Tyvek Coveralls 2 x Chemical Splash Goggles 2 x Nitrile Gloves 2 x Disposable Non-Latex Gloves 2 x Dust Masks 2 x Tyvek Booties (pair) 4 x Waste Labels/Zip Ties 4 x Hazmat Disposal Bags 1 x Sharpie - Permanent Black Marker 1 x Jug Universal Floor Dry (3lb) 1 x Security Tape 1 x Hand Broom and Dustpan 1 x Polyurethane Drain Cover 24" x 24" x ½" thick 1 x Emergency Response Guide Laminated Contents Listing

Complete in accordance with EBMPs. List all spill kits, locations and contents.

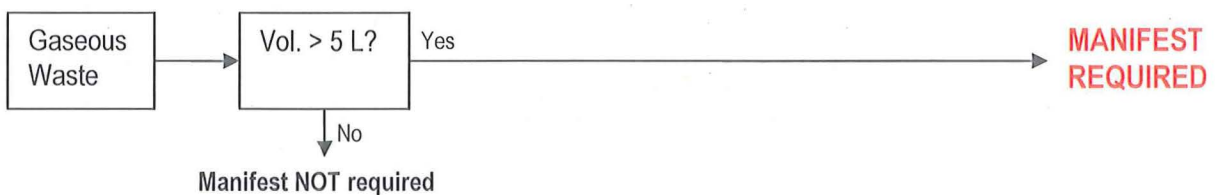
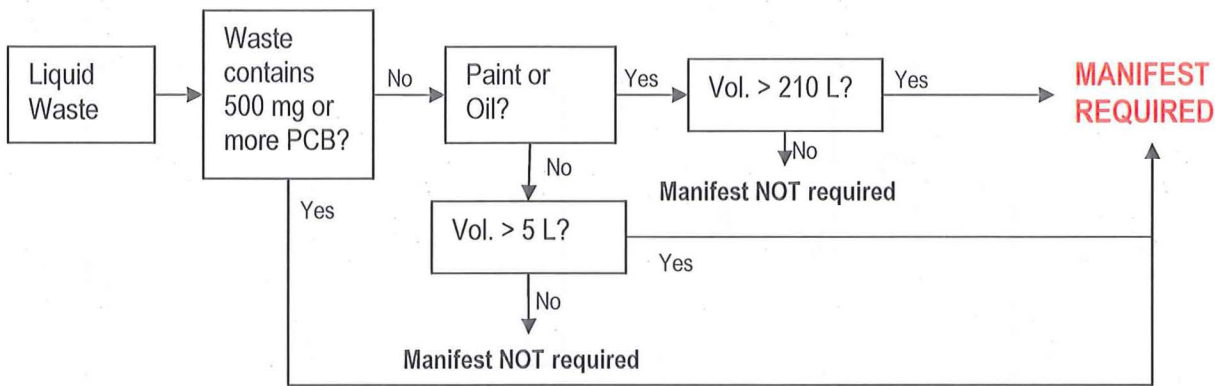
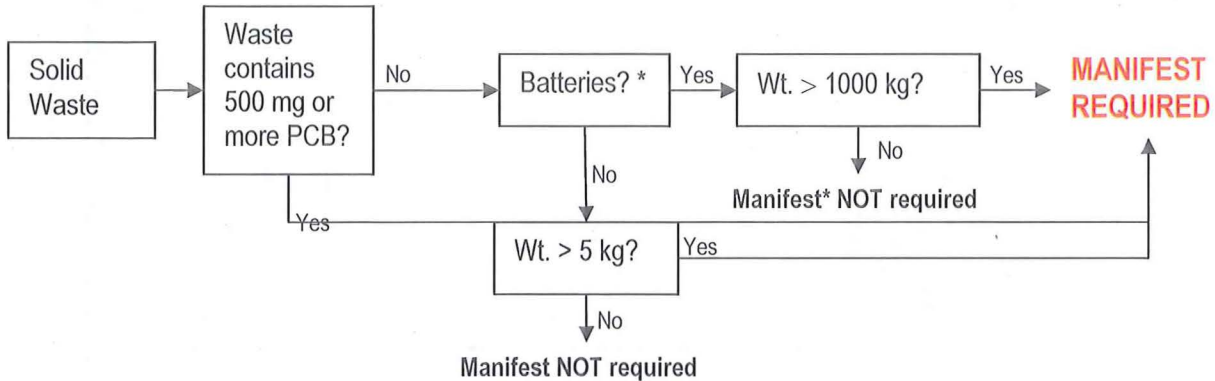
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Appendix 4 – Waste Manifest Decision Tree

Within BC

– Hazardous Waste Regulation (B.C. Reg. 261/2006)



A Manifest form is also NOT required when hazardous wastes are transported:

- Solely within the property boundaries of the generator for a distance less than 100 km,
- On a public road for a distance less than 3 km as per S.46(2)(b) of the Hazardous Waste Regulation
 - Note: shipping document may still be required under Federal TDG regs.

* Used Batteries

Shipping Forms Required	
Document	Quantity Kg
None	< 5
* Shipping Document	5 - 999
Manifest	≥ 1,000

*May use a manifest, but not required

Lead acid batteries must be accompanied by either a Manifest Form or a Shipping Document for Dangerous Goods, depending on the weight of the load.



FISHERIES AND OCEANS CANADA - PACIFIC REGION

Small Craft Harbours Environmental Management Plan

Appendix 5 - Sample Waste Manifests

SAMPLE

MOVEMENT DOCUMENT / MANIFEST DOCUMENT DE MOUVEMENT / MANIFESTE

This Movement document/manifest conforms to all federal and provincial transport and environmental legislation. Ce document de mouvement/manifeste est conforme aux législations fédérales et provinciales sur l'environnement et le transport.

Movement Document / Manifest Reference No. N° de référence du document de mouvement/manifeste

A Generator / consigneur Producteur / expéditeur Registration No. / Provincial ID No. N° d'immatriculation - d'id. provincial BCG 9999		B Carrier Transporteur Registration No. / Provincial ID No. N° d'immatriculation - d'id. provincial LT-9999		C Receiver / consignee Réceptionnaire / destinataire Registration No. / Provincial ID No. N° d'immatriculation - d'id. provincial WASTE RECOVERY INC PS-1111	
Company name / Nom de l'entreprise ABC WASTE COMPANY Mailing address / Adresse postale City / Ville Province Postal code / Code postal 1234 STORE ST, UPTOWN BC A9A 9A9 E-mail / Courriel électronique Tel. No. / N° de tél. ABC.WASTE@WASTE.CO BC (250) 999-999 Shipping site address / Adresse du lieu de l'expédition 4567 END ST. BC A9A 9A9		Company name / Nom de l'entreprise QUICK TRUCKING COMPANY Mailing address / Adresse postale City / Ville Province Postal code / Code postal 444 FRONT ST, VANCOUVER BC V6C 1T7 E-mail / Courriel électronique Tel. No. / N° de tél.		Receiver / consignee information same as in Part A. Les renseignements du réceptionnaire / destinataire est la même qu'à la Partie A. <input checked="" type="checkbox"/> Yes / OUI <input type="checkbox"/> No, complete the box below / Non, remplir la case ci-dessous Company name / Nom de l'entreprise Mailing address / Adresse postale City / Ville Province Postal code / Code postal E-mail / Courriel électronique Tel. No. / N° de tél. Receiver's site address / Adresse du lieu de destination	
Intended Receiver / consignee Réceptionnaire / destinataire prévus WASTE RECOVERY INC. PS-1111 Mailing address / Adresse postale City / Ville Province Postal code / Code postal 000-111 AVE OTHER BC A9A 9A9 E-mail / Courriel électronique Tel. No. / N° de tél. 250 999-9999 Receiving site address / Adresse du lieu de l'expédition 900 AVE BC A9A 9A9 ELSEWHERE BC A9A 9A9		Vehicle / Véhicule Trailer - Roll over No. 1 1 ^{re} remorque - wagon 3456-DW BC Trailer - Roll over No. 2 2 ^e remorque - wagon Port of entry / Point d'entrée International / International Port of exit / Point de sortie International / International Carrier Certification / I certify that I have received waste or recyclable materials from the generator / consigneur for delivery to the receiver / consignee as set out in Part A and that the information contained in Part B is complete and correct. / Attestation du transporteur : J'atteste avoir reçu les déchets ou matières recyclables du producteur / expéditeur en vue de leur livraison au réceptionnaire / destinataire, tels qu'ils figurent à la partie A et que les renseignements fournis à la partie B sont exacts et complets. Name of authorized person (print) / Nom de l'agent autorisé (caractères d'imprimerie) TOM BROWN Tel. No. / N° de tél. 250-999-9999 Year / Année Month / Mois Day / Jour Signature 09 03 21 <i>T Brown</i>		Date received / Date de réception Year / Année Month / Mois Day / Jour Time / Heures 2009 03 22 0600 A.M. <input checked="" type="checkbox"/> P.M. If waste or recyclable material to be transferred, specify intended company name. Si des déchets ou matières recyclables doivent être transférés, préciser le nom du destinataire.	
Prev. code Code antéc. ENVIRONMENTALLY HAZARDOUS		Shipping name Appellation réglementaire SUBSTANCE N.O.S.		Quantity received Quantité reçue 4750 L	
Class / Classe 9 UN3082		Units L or / ou Kg Unités L		Comments Commentaires -250	
National code in country of / Code du pays 01 L		Phys. state Etat phys. L		Shipment / Envoi <input checked="" type="checkbox"/> Accepted / Accepté <input type="checkbox"/> Refused / Refusé N N	
Notice No. N° de notification PCB		Class / Classe 9 UN351		Quantity received Quantité reçue 23.5 L	
National code in country of / Code du pays 01 L		Phys. state Etat phys. L		Shipment / Envoi <input checked="" type="checkbox"/> Accepted / Accepté <input type="checkbox"/> Refused / Refusé Y Y	
Name of authorized person (print) / Nom de l'agent autorisé (caractères d'imprimerie) JOHN DOE		Signature <i>John Doe</i>		Tel. No. / N° de tél. 250 999-9999	
Date shipped / Date d'expédition 09 03 21		Time / Heures 11:00		Scheduled arrival date / Date d'arrivée prévue 09 03 22	

MDE 04-1917 (07/07)

Instructions for completion and distribution on reverse / Instructions pour compléter et distribuer au verso

Copy / Copie 1 (white / blanche)

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Appendix 6 – Generic SCH Project Task List

Generic SCH Project Task List

	SCH Dedicated Projects	HA Proposed Projects
<u>Project Identification</u>		
Project Overview, Objective, Viability and Assessment	SCH HA	SCH HA
Project/Business Plan, Essential Requirements for proposed project, Justification and Drivers	SCH HA	SCH HA
Critical Factor Analysis (Identify Stakeholders, Land and Water tenures, Significant habitat issues, other external factors ie District, Local Public, Archaeological Impacts and First Nations Consultations)	SCH	SCH HA
Project Scope and Deliverables	SCH HA	SCH HA
Project Delivery Framework and Timelines (Start date, Completion date)	SCH-HA	SCH-HA
Identify Financing, Internal and External Funding Sources and Approvals	SCH	HA
Project Risk Analysis/Project Charter (Project Risk Profile, Risk Drivers, Environmental Risk Profile, Budget Risk Profile)	SCH	HA
Determining required Legal Water, Land Lots and steps to follow	SCH-HA	SCH-HA
CEAA Scoping and Screening*	SCH	SCH
<u>Site Evaluation & Conceptual Project Design</u>		
Site Condition Information	SCH/Consultant	HA/Consultant
Prepare Bio-Physical Inventory of the site	SCH/Consultant	HA/Consultant
Project Cost Estimation (Preliminary)	SCH/HA	HA
Conceptual Drawings and Proposals for internal and external use	SCH/HA	SCH/HA
Identifying Habitat issues and concerns	SCH	SCH-HA
Consult with DFO Habitat Biologist	SCH	SCH/HA/Consultant
Design possible compensation requirements	SCH	SCH/HA/Consultant
Discussion with DFO Habitat Biologist	SCH	SCH/HA/Consultant
<u>Develop Detailed Project Design</u>		
Project Cost Estimation (Detailed)	SCH-HA	HA/Consultant
Further Design Considerations due to SCH, Habitat and Public requirements	SCH	HA/Consultant
Discussion with DFO Habitat Biologist to prepare Authorization Document	SCH	HA/Consultant
Project CEAA Registry*	SCH	SCH
Final Project Assessment and complete CEAA report	SCH	SCH-HA-Consultant
<u>Tender</u>		
Tender Process	SCH	HA/Consultant
Tender Award	SCH	HA
<u>Site Construction/Installation</u>		
Site Inspection	SCH/Consultant	HA/Consultant
Environmental Monitoring	SCH/Consultant	HA/Consultant
Post Construction Report	SCH/Consultant	HA/Consultant
Construction Completion	SCH/Consultant	HA/Consultant
Future Monitoring	SCH/Consultant	HA/Consultant

* Regulatory task of Federal Lead Responsible Agency under *Canadian Environmental Assessment Act*

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Appendix 7- Sample Daily Operations Checklist

Sample Daily Operations Checklist

Date: Day ____ Month ____ Year ____

Weather: _____

Wind: Calm () Moderate () Strong () Gale () Direction Speed _____

Table with 3 columns: Pass, Fail (see notes), Item. Items include: Last Security Report, Vessel Check, Shore Power, Wharf Lights and Power Boxes, Wharf Approaches, Floats, Ramps, Fire Extinguishers, Domestic and Dry Fire water lines, Vessel Occupying Grid, Refuse Bin(s), Recycling Bin(s), Winches, Property and Decking, Floats, Spill Response Equipment, Harbour basin, Catchbasins, Upland and Shoreline.

Summary table with 9 columns: Seines, Gillnets, Trollers, Other CFV, Commercial, Aquaculture, Pleasure, Other, TOTAL.

Notes: _____

Completed by: _____

Footer table with 3 columns: Issue Date: February 22, 2010; Revision Date: June 9, 2014; Version: 3.1. Includes printing and uncontrolled copies information.



Appendix 8- Sample Harbour Authority Environmental Action Plan

Sample Harbour Authority Environmental Action Plan for 20XX-20XX

<u>Background</u>	Who	Due Date
Create a Database of the environmental status of the Harbour and of the use of hazardous materials in the Harbour.	Summer Student	Sep 5
<u>Policy and Procedures</u>		
Develop policy and procedures for recycling in the harbour.	Environment Committee	Nov 15
Develop policy and procedures for integrating EMP with the Harbour business plan.	Finance Committee	Jan 10
<u>Environmental Projects</u>		
Acquire appropriate length of containment boom, absorbent materials and a fire extinguisher and house in a new shed to be located on the dock.	Harbour Manager	Oct 5
Investigate the availability of an appropriate pump to be used in the event of boat sink age.	Harbour Manager	Aug 5
Train XXXX Harbour Authority employee(s) and Directors to conduct environmental inspections.	Harbour Manager	Feb 20
Investigate alternative methods of providing toilet facilities for Harbour users.	Environment Committee	Dec 2
<u>Communications</u>		
Post a sign containing the central items of the XXXX Harbour Authority's environmental policy.	Harbour Manager	Nov 15
Prepare an information workshop for Harbour users on how vessel owners can contribute to the environmental health of the harbour.	Environment Committee	Jan 20
<u>Monitoring and Review</u>		
Monitor the transport of fuels across the dock.	Harbour Manager	Sept 5
Monitor fuel spills and create a database.	Summer Student	Sept 5
Identify commercial vehicles using the Harbour and have them sign an agreement with the XXX Harbour Authority.	Harbour Manager	Nov 20
Create a set of goals and targets for 200X-200X.	Board of Directors	Mar 10

Approved By: _____

Date: _____

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Appendix 9 – Spill Report Form

TYPE OF ACCIDENT AND RECOVERY

Root cause of the accident

Description of the response activities taken

Measures taken to prevent subsequent occurrence

POST SPILL CHECKLIST / REQUIREMENTS

Complete as appropriate

	Date completed	Initial
<input type="checkbox"/> Waste response materials disposed		
<input type="checkbox"/> Spill kit replenished		
<input type="checkbox"/> Decontamination of response equipment		
<input type="checkbox"/> Staff debriefed (if applicable)		
<input type="checkbox"/> Review of spill response plan for updates / improvements		
<input type="checkbox"/> Report to Program Manager and DFO Environment		
<input type="checkbox"/> Verbal report to PEP (if applicable)		
<input type="checkbox"/> Written report to PEP (if applicable)		

REPORT PREPARED BY –

Name	Title	Telephone number

Signature:	Date (YYYY/MM/DD)	<input type="checkbox"/> ATTACHED: Other relevant reports, photos or documents
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Version 2.0	Distribution: Original = Site Manager	Copy = Program Manager, DFO Regional Office of Environmental Coordination
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Appendix 9 – Spill Report Form

TYPE OF ACCIDENT AND RECOVERY

Root cause of the accident

Description of the response activities taken

Measures taken to prevent subsequent occurrence

POST SPILL CHECKLIST / REQUIREMENTS

Complete as appropriate

	Date completed	Initial
<input type="checkbox"/> Waste response materials disposed		
<input type="checkbox"/> Spill kit replenished		
<input type="checkbox"/> Decontamination of response equipment		
<input type="checkbox"/> Staff debriefed (if applicable)		
<input type="checkbox"/> Review of spill response plan for updates / improvements		
<input type="checkbox"/> Report to Program Manager and DFO Environment		
<input type="checkbox"/> Verbal report to PEP (if applicable)		
<input type="checkbox"/> Written report to PEP (if applicable)		

REPORT PREPARED BY –

Name	Title	Telephone number
Signature:	Date (YYYY/MM/DD)	<input type="checkbox"/> ATTACHED: Other relevant reports, photos or documents
Version 2.0	Distribution: Original = Site Manager	Copy = Program Manager, DFO Regional Office of Environmental Coordination

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Environmental Best Management Practices (EBMPs) - For Harbour Users

Managing activities that could have a negative influence on the environment requires consideration of the direct impact your actions will have. It also requires that appropriate steps are taken to avoid or minimize the potential for damage to the environment. Our marine environment is very special and it needs to be protected.

Listed below are some of the negative impacts that harbour activities can have on the marine ecosystem. These impacts are described in order to assist harbour users in becoming more environmentally aware. They will help to ensure that due care is taken when embarking on these sorts of activities. Also listed for each impact are a number of “DO’s & DON’T’s to guide users in their actions. The EBMPs have been broken down into 5 categories; Hazardous Materials, Fuels, Wastewater, Solid waste, Projects (maintenance & repair).

Please take a few moments to read this package and familiarize yourself with the locations of important items such as spill kits, recycling, and garbage disposal on the attached site plan.

If any of the EBMPs do not apply to your harbour then please remove from this section prior to circulating this document to harbour users. Attach a site plan with this package.

HAZARDOUS MATERIALS

Liquid Waste

Generally, you should treat any liquid as a possible contaminant to the environment and, as such, you should follow the suggested guidelines for that liquid. Please label, and dispose of all bottles appropriately. If a bottle is found and its origin is unknown or the contents is unknown then treat it as a hazardous material.

DO	DON'T
<ul style="list-style-type: none"> ✓ Avoid spills, but should spills occur then clean them up immediately ✓ Collect and label waste liquids separately ✓ Return wastes liquids to local shops for recycling when possible ✓ Fix any leaks immediately ✓ Store waste liquids in properly labeled containers 	<ul style="list-style-type: none"> ✗ Mix liquid wastes ✗ Empty liquid wastes into any storm drains, on-board drains or the environment

Waste Antifreeze

In the marine environment, antifreeze can be harmful to all living organisms. After use, it contains heavy metals that can be extremely toxic to marine organisms. However, since it is a complex chemical (ethylene glycol), waste antifreeze can be a valuable product and in many parts of the country major garages collect and recycle it. In all parts of the country, it is illegal to release antifreeze into the environment.

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Appendix 10 – Environmental Best Management Practices (EBMPs) for Harbour Users

DO	DON'T
<ul style="list-style-type: none"> ✓ Avoid spills, but should spills occur then clean them up immediately ✓ Collect and label waste liquids separately ✓ Return wastes liquids to local shops for recycling when possible ✓ Fix any leaks immediately ✓ Store waste liquids in properly labelled containers ✓ Test to ensure that antifreeze needs to be changed before winterization 	<ul style="list-style-type: none"> ✗ Mix antifreeze with other liquids ✗ Empty into waste oil tank or place in on-board drains

Waste Lead-Acid Batteries

Both marine and automotive type batteries contain lead and sulphuric acid, which are harmful to the environment. Lead (particularly toxic to humans), is linked to brain and kidney dysfunction and can cause nervous, blood, digestive and reproductive ailments. Children are especially vulnerable, even to very low levels. Improper handling of batteries in the marine environment can have damaging consequences.

Battery vendors will generally take back out of service batteries and most times provide a small “casing” discount on the new battery.

DO	DON'T
<ul style="list-style-type: none"> ✓ Clean-up leaks with lime, baking soda, washing soda or soda wash ✓ Maintain batteries properly to ensure maximum life span ✓ Recycle batteries or battery compartments ✓ Take advantage of recycling services when purchasing new batteries ✓ Properly package and remove leaky batteries from service 	<ul style="list-style-type: none"> ✗ Discard spent batteries into the harbour ✗ Leave other types of batteries in the battery collection area

FUEL

Fuelling

Fuel and the marine environment do not mix well. Handling fuel at the water's edge is potentially the most harmful operation to the marine environment. There are two dangers: a major spill of many litres of gasoline or diesel fuel, or many small spills over time. A major spill can obviously have a severe impact and will likely require a coordinated response. In contrast, small spills often go unattended but the accumulated effect of many thousand small spills can be similarly devastating to the marine environment.

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Appendix 10 – Environmental Best Management Practices (EBMPs) for Harbour Users

DO	DON'T
<ul style="list-style-type: none"> ✓ Have absorbents handy to wipe up even small spills ✓ Ensure the fuel gauge works and is visible while fuelling ✓ Have an anti-surge valve in the filler line ✓ Fuel at commercial fuelling facilities where possible 	<ul style="list-style-type: none"> ✗ Dump fouled fuel overboard, it is illegal and harmful ✗ Fuel from truck to vessel without the proper approvals ✗ Fuel portable tanks on-board ✗ Leave full or even empty fuel containers on site unattended ✗ Fuel near fishing gear or the catch

Fuel Spills and Leaks

Fuel spilled into the marine environment threatens our livelihoods and is a violation of federal and provincial legislation. When spills occur and when leaks are discovered, an immediate response is required. In most cases, the Harbour Manager will be required to document the nature of the incident and may be required to make a formal report to federal and provincial officials.

DO	DON'T
<ul style="list-style-type: none"> ✓ Inform the Harbour Manager immediately should a spill occur ✓ Ensure you know where the spill kits are and how to use them ✓ Use absorbent pads, cloths or granules to clean-up even small spills on land ✓ Understand emergency response procedures ✓ Report any fuel odours or soil discoloration to the Harbour Manager 	<ul style="list-style-type: none"> ✗ Ignore even the smallest spill

Waste Oil and Lubricants

Waste oil, grease, hydraulic fluids and other petrochemical products are commonplace in the harbour. Handling them properly is an important aspect of environmental management. In many harbours, waste oil tanks have been installed and harbour users are encouraged to become knowledgeable about their use. The law says that sellers of motor oil must take back used oil free of charge (up to 20 litres/day) or refer you to a location within 4 km. Note that the program does not include empty oil bottles.

It is important to use these facilities properly to avoid contaminating the recovered products and to make sure that waste oil does not leak into nearby water. Alternatively, waste lubricants can be reused. Chainsaw bar oil is a particularly good use of used crankcase oil. Standard Operating Procedures for Waste Oil Storage Tank Systems should be followed to effectively manage waste oil at your facility.

DO	DON'T
<ul style="list-style-type: none"> ✓ Use the waste oil storage tank (if there is one on site) ✓ Take used motor oil back to the seller or use a 	<ul style="list-style-type: none"> ✗ Permit any leaks into the harbour or onto harbour property ✗ Mix waste oil, fuel, antifreeze or solvents

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<ul style="list-style-type: none"> certified collector ✓ Label containers with the contents ✓ Use catch drip trays while doing maintenance or repairs ✓ Keep wipe cloths on and to clean up small spills ✓ Store lubricants in secure location away from heat ✓ Secure waste oil tank when not in use ✓ Notify Harbour Manager when waste oil tank ¾ full ✓ Use recycled or synthetic oil and lubricants when available ✓ Clean-up work area so oil does not get in bilge water 	
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Used Oil Filters

Spilling oil into the marine environment has a devastating impact on fish, birds and sea mammals. Used oil filters can contain up to a litre of oil, therefore, it is important that this oil be drained off and that the filter be disposed of properly. If disposed of improperly, even after the filter is in the landfill, residual oil can leach into surface ground water. Be sure to understand and follow proper disposal procedures for used oil filters.

DO	DON'T
<ul style="list-style-type: none"> ✓ Drain used filters before disposal ✓ Deposit oil filters into the proper collection bin 	<ul style="list-style-type: none"> ✗ Put waste filters in the garbage ✗ Leave waste filters on harbour property in unmarked containers

WASTEWATER

Stormwater Run-Off

Surface water is rainwater that falls onto upland properties and eventually runs into the harbour basin. As this water travels across the surface of buildings, roads, parking lots and soil, it can pickup oily residues and sediment that can contaminate the harbour basin. Over time, deposits of sediment can build up and increase dredging costs or, more significantly, can harm the ocean environment.

The Federal *Fisheries Act* states that placing any substance into water, which is "deleterious to fish or fish habitat" is a criminal violation. Thus, it is important to be aware of surface water's potential affect on the basin and to manage it properly.

DO	DON'T
<ul style="list-style-type: none"> ✓ Use drip pan and drop sheets for doing repairs ✓ Clean-up any leaked material immediately ✓ Report spills or discoloration to Harbour 	<ul style="list-style-type: none"> ✗ Leave paint, solvents or fuel containers unattended

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<p>Manager</p> <ul style="list-style-type: none"> ✓ Report areas of excessive erosion ✓ Locate and assess areas of stormwater or sewage outfalls ✓ Consider fish habitat values when designing harbour improvements ✓ Design upland service areas to avoid run-off directed into the basin 	
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Bilge Water

Bilge water can contain combinations of oil, fuel, solvents and other products. The use of bilge cleaners often only makes matters worse, as they tend to break down oils into smaller droplets and spread the contamination over a greater volume and into harbour sediments. Therefore, pumping untreated bilge water into the harbour or off shore should be avoided and will often constitute a violation of the *Fisheries Act*. Bilge water pump out facilities should be used where available to capture badly contaminated bilge water so that it can be properly treated. Bilge water should be handled and stored separately from sewage pumpouts. By far, the easiest and cheapest remedy is simply to take care in fueling and maintaining engines, so that pollutants don't make their way down into the bilge. This preventative approach is best, not only because it is cheaper, but also because it avoids possible contamination of the catch.

DO	DON'T
<ul style="list-style-type: none"> ✓ Use absorbent pads to soak up oil and fuel in the bilge compartment ✓ Pump severely contaminated bilge water into a holding tank ✓ Fit the bilge pump with an “oil-absorbent” filter ✓ Properly dispose of oil contaminated materials 	<ul style="list-style-type: none"> ✗ Pump oily bilge water into the harbour ✗ Depend on the bilge pump to keep a vessel afloat

Sewage

Sewage is a natural by-product of domestic and commercial activities and if properly managed, its impact on the environment can be minimized. Grey and black water from harbour buildings and boat operations is a significant environmental, health and safety problem. Sewage can cause contamination of shellfish resources, contaminate tourist facilities (beaches) and create unhealthy work conditions for harbour users.

DO	DON'T
<ul style="list-style-type: none"> ✓ Use harbour washroom and shower facilities where available ✓ Minimize discharge of grey water in the harbour ✓ Avoid any other type of discharge ✓ Use a pump-out or porta-potty station where 	<ul style="list-style-type: none"> ✗ Discharge sewage into the harbour ✗ Dispose of fats, solvents, oils, emulsifiers, paints, poisons or other toxins in harbour drains or heads

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<ul style="list-style-type: none"> available ✓ Use environmentally safe cleaners in on-board heads, showers or sinks 	
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SOLID WASTE

Garbage

Garbage (solid waste) is also a by-product of commercial and domestic activities. Costs for garbage disposal have been rising steadily over the past decade. Since waste disposal is a contracted operation, the Harbour Authority pays for this service with funds collected through moorage fees. One way to keep costs down is to think about reducing packaging when bringing materials and supplies into the harbour and instituting a recycling program.

DO	DON'T
<ul style="list-style-type: none"> ✓ Set-up a recycling program in your harbour and recycle whenever possible ✓ Properly package and store hazardous waste such as paints, varnish, solvents, batteries ✓ Provide proper recycling bins for harbour users for cardboard, tin and glass ✓ Arrange for disposal of garbage bins as soon as they are full ✓ Schedule time for regular clean-up and end-of-season cleaning 	<ul style="list-style-type: none"> ✗ Allow users to pollute the harbour ✗ Throw cigarette or cigar butts into harbour ✗ Throw old nets, line or other gear into harbour ✗ Bring unnecessary packaging on board ✗ Bring household waste to the harbour for disposal

Hull Maintenance and Repair

Hull maintenance usually involves the removal and reapplication of materials to protect and seal a boat's hull. The problem is that many of these finishing materials are toxic to living things. For example, many of the marine paints on vessels today contain high concentrations of lead, arsenic, and even PCBs. Removal of these materials can be harmful to human health and the environment and can constitute a violation of the *Fisheries Act*. It is important that these operations be carried out in a carefully controlled environment.

DO	DON'T
<ul style="list-style-type: none"> ✓ Follow Environment Canada's Best Management Practices ✓ Work over drop sheets or a tarp whenever possible ✓ Dispose of drop sheets in a proper waste receptacle ✓ Seal containers of paints and solvents ✓ Dry cans of paint and solvents before disposal 	<ul style="list-style-type: none"> ✗ Use the tidal grid as a work space for hull maintenance ✗ Sandblast or spray paint in the harbour ✗ Use an abrasive to remove old finishes ✗ Mix paint or clean applicators on-board or on the docks or wharfs

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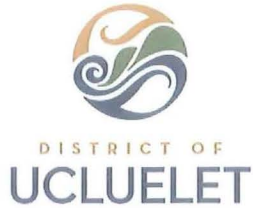
<ul style="list-style-type: none"> ✓ Use brushes and rollers for all alongside jobs ✓ Use small quantities of paints and solvents to avoid major spills ✓ Use environmentally safe products when available 	
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Washing

Cleanliness is an important aspect of operations for fishing vessels, however abrasive or caustic cleansers can be toxic if they find their way into the marine environment. Power washing and steam blasting are popular cleaning methods because they are relatively cheap and effective. Careless use of these machines, however, can mean that oily residues and other toxins are regularly introduced into the marine environment.

DO	DON'T
<ul style="list-style-type: none"> ✓ Cover catch basins during big jobs to prevent waste from entering the harbour through storm drains ✓ Use environmentally safe cleaners or degreasers ✓ Plug scuppers and self-bailers to prevent pollution of the harbour ✓ Remove loose and flaking paint and finishes before pressure washing on the tidal grid 	<ul style="list-style-type: none"> ✗ Power wash or steam blast wastewater into harbour ✗ Use cleaners with bleach, phosphate, sodium hydroxide, butoxyethanol and butylcellulose

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STAFF REPORT TO COUNCIL

Council Meeting: OCTOBER 13, 2015
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: JEANETTE O'CONNOR, CHIEF FINANCIAL OFFICER

FILE NO: 3900 – 25 BYLAW # 1185, 2015

SUBJECT: UCLUELET MUNICIPAL PROPERTY TAX EXEMPTION BYLAW FOR THE 2016 TAX YEAR

ATTACHMENT(S): APPENDIX #1 – TAX EXEMPTION PUBLIC NOTICE

RECOMMENDATION:

1. **THAT** Council gives up to three readings to “Ucluelet Municipal Property Tax Exemption Bylaw No. 1185, 2015”.

PURPOSE:


In order to exempt certain properties from municipal property taxes, the above noted bylaw must be adopted on or before October 31 in the year prior to the next taxation year. This will exempt these certain properties from land and/or improvement taxes for the taxation year of 2016.

BACKGROUND:

The *Community Charter* provides municipalities with the authority to exempt certain lands and/or improvements from municipal property taxation. The general authority is provided in Section 224, under which Council may offer exemption to a range of properties. The *Community Charter* requires that municipal property taxation exemption bylaws be adopted by October 31 for the subsequent taxation year.

The District of Ucluelet has previously exempted the churches, which are required statutory exemptions, the Ucluelet Historical Society, which has acquired title to the leased land on Coast Guard Drive for their future museum, the Food Bank on the Edge, which is a non-profit organization, and the Class 8 portion of the Army, Navy & Air Force Veterans, Unit 293. Also previously exempted are the Westcoast Community Resources Centre, the Nuu-Chah-Nulth Tribal Council, the Ministry of Child and Family Development, the Vancouver Island Regional Library and the Ucluelet Daycare Society, all of who are renting space at the Ucluelet Community Centre and providing services to the public. In addition, a portion of a property on Peninsula Road, which is now leased from the Ucluelet Consumers' Co-operative by the District, and the Ucluelet Aquarium Society have also been previously exempted. There have been no additional requests received for tax exemption for 2016.

Respectfully submitted:


JEANETTE O'CONNOR, CHIEF FINANCIAL OFFICER

NOTICE OF TAX EXEMPTION BYLAW NO.1185, 2015

Take notice that pursuant to Section 227 of the Community Charter, the District of Ucluelet Council intends to adopt the "Municipal Property Tax Exemption Bylaw No. 1185, 2015" at its regular Council meeting of October 27, 2015.

The purpose of this bylaw is to exempt from taxation under Section 224(2) of the Community Charter each parcel of land described in Column B of the Schedule to this Notice, together with any improvements on such parcel, for the year 2016. Each exemption is granted on the condition that the parcel is used, held, owned or occupied by the organization named in the corresponding row of Column A of the Schedule.

The estimated amount of the taxes that would be imposed on each parcel for 2016, if the exemption were not granted, is set out in Column C of the Schedule.

"A" APPLICANT	"B" LEGAL DESCRIPTION	"C" EXEMPTION
Christ Community Church of Ucluelet	Lot 1, Plan VIP9522, 1419 Peninsula Rd	\$1,954
Christ Community Church of Ucluelet	Lot 2, Plan VIP9522, 1439 Peninsula Rd	\$1,913
Bishop of Victoria	Lot 1, Plan VIP9024, 1663 Peninsula Rd	\$1,533
Bishop of Victoria	Lot 1, Plan VIP10396, 1651 Peninsula Rd	\$2,431
Trustees of the Congregation of Jehovah's Witnesses	Lot 6, Plan VIP30080, 315 Matterson Dr	\$2,663
Ucluelet & Area Historical Society	Block A, DL 1507; Lease 111228, Coast Guard Rd	\$9,122
Food Bank on the Edge	PT Lot 3, Plan 20323 (Leased portion only) 160 Sea Plane Base Rd	\$1,803
Westcoast Community Resources Centre	PT Lot A, Plan VIP56963, except Plan VIP75072 & except PT in PL VIP81595, 398 Matterson Dr	\$3,371
Nuu-Chah-Nulth Tribal Council	PT Lot A, Plan VIP56963, except Plan VIP75072 & except PT in PL VIP81595, 398 Matterson Dr	\$1,121
Ministry of Child and Family Development	PT Lot A, Plan VIP56963, except Plan VIP75072 & except PT in PL VIP81595, 398 Matterson Dr	\$1,121
Vancouver Island Regional Library	PT Lot A, Plan VIP56963, except Plan VIP75072 & except PT in PL VIP81595, 398 Matterson Dr	\$7,896
Ucluelet Daycare Society	PT Lot A, Plan VIP56963, except Plan VIP75072 & except PT in PL VIP81595, 398 Matterson Dr	\$12,382
Army, Navy & Air Force Veterans – Ucluelet Unit #293	Lot 1, Plan 5190, (Class 8 only) 1708 Peninsula Rd	\$2,269
Ucluelet Consumers Co-operative	PT Lot 2, Plan VIP3486, 1604 Peninsula Rd	\$4,957
Ucluelet Aquarium Society (UAS)	Block A, DL1689 & DL2191 covering unsurveyed Crown foreshore or land covered by water being part of the bed of the Ucluelet Inlet	\$35,882

**DISTRICT OF UCLUELET
BYLAW NO. 1185, 2015**

“A Bylaw to Exempt Certain Lands and/or Improvements from
Municipal Property Taxation for the 2016 taxation year”

WHEREAS, the *Community Charter* provides general exemptions from taxation;

AND WHEREAS, the *Community Charter* provides qualifications and exceptions to the general exemptions provided;

AND WHEREAS, the *Community Charter* empowers Council of the District of Ucluelet to, by bylaw adopted by 2/3 of its members; exempt certain lands or improvements or both from taxation;

AND WHEREAS, pursuant to the *School Act* as amended, property that is exempted from taxation under the *Community Charter* is also exempted from taxation under the *School Act*;

AND WHEREAS, it is deemed advisable to enact a new bylaw granting exemption to public worship properties, museum properties, and the interest in municipal buildings of a non-profit organization that uses or occupies as a tenant of the municipality;

NOW THEREFORE the Council of the District of Ucluelet enacts as follows:

Title

- 1) This bylaw may be cited as “Ucluelet Municipal Property Tax Exemption Bylaw No. 1185, 2015.”

Exemption for Public Worship Properties

- 2) The land hereinafter described and the improvements thereon which are set apart and in use for public worship are hereby exempt from taxation under the *Community Charter* for the year 2015.
 - a) Lots 1 and 2, Section 21, Clayoquot Land District, Plan 9522 registered in the name of the Christ Community Church of Ucluelet;
 - b) Lot 1, District Lot 282, Clayoquot Land District, Plan 10396 and Lot 1, District Lot 282, Clayoquot Land District, Plan 9024 registered in the name of the Bishop of Victoria;
 - c) Lot 6, District Lot 282, Clayoquot Land District, Plan 30080 registered in the name of the Ucluelet Congregation of Jehovah’s Witnesses.

Exemption for Museum Properties

- 3) The land hereinafter described and the improvements thereon which are set apart and in use for a museum are hereby exempt from taxation under the *Community Charter* for the year 2015.

- a) Folio 196.410, Block A, District Lot 1507, Clayoquot Land District, Plan 61995, Survey Plan filed with Active Lease to Ucluelet & Area Historical Society, Lands Branch Lease #111228.

Exemption for Non-Profit Organizations Using Municipal Property

- 4) The interest in municipal buildings of a non-profit organization that uses or occupies as a licensee or tenant of the municipality are hereby exempt from taxation under the *Community Charter* for the year 2015.
 - a) Food Bank on the Edge – 160 Sea Plane Base Road – Roll No. 181.060 being that portion of Lot 3, Plan 20323, District Lot 284, Clayoquot Land District that is used and owned by the Food Bank on the Edge;
 - b) Westcoast Community Resources Centre – 500 Matterson Drive - Roll No. 114.960 being that portion of Lot A, Plan VIP56963, District Lot 281, Clayoquot Land District that is used by the Westcoast Community Resources Centre;
 - c) Nuu-Chah-Nulth - 500 Matterson Drive - Roll No. 114.960 being that portion of Lot A, Plan VIP56963, District Lot 281, Clayoquot Land District that is used by the Nuu-Chah-Nulth First Nations;
 - d) Ministry of Child and Family Development – 500 Matterson Drive - Roll No. 114.960 being that portion of Lot A, Plan VIP56963, District Lot 281, Clayoquot Land District that is used by the Ministry of Child and Family Development;
 - e) Vancouver Island Regional Library – 500 Matterson Drive - Roll No. 114.960 being that portion of Lot A, Plan VIP56963, District Lot 281, Clayoquot Land District that is used by the Vancouver Island Regional Library;
 - f) Ucluelet Daycare Society – 500 Matterson Drive - Roll No. 114.960 being that portion of Lot A, Plan VIP56963, District Lot 281, Clayoquot Land District that is used by the Ucluelet Daycare Society.

Exemption for Recreational Properties

- 5) The land and improvements classified by the BC Assessment Authority as Class 8 (Recreation/Non-Profit) and excluding the land and improvements classified by the BC Assessment Authority as Class 6 are hereby exempt from taxation under the *Community Charter* for the year 2015.
 - a) Army, Navy & Air Force Veterans, Ucluelet Unit #293 - Folio 165.000 being Lot 1, Plan 5190, District Lot 282, Clayoquot Land District;

Exemption for Aquarium

- 6) Ucluelet Aquarium Society – Folio 152.020 being a Portion of District Lot 1689, Clayoquot Land District for aquarium purposes, license 113490.

Exemption for Land Leased by the Municipality

- 7) Lease by the District of Ucluelet – Folio 160.000 being a Portion of Lot 2, Plan 3486, District Lot 282, Clayoquot Land District, consisting of the entire frontage on 1604 Peninsula Road of approximately 86 feet, to a lot depth of approximately 120 feet of the Property, Leased from the Ucluelet Consumers’ Co-operative by the District of Ucluelet.

READ A FIRST TIME this day of **OCTOBER, 2015.**

READ A SECOND TIME this day of **OCTOBER, 2015.**

READ A THIRD TIME this day of **OCTOBER, 2015.**

ADOPTED this day of **OCTOBER, 2015.**

CERTIFIED CORRECT: Ucluelet Municipal Property Tax Exemption Bylaw No. 1185, 2015.

Mayor
Dianne St. Jacques

Chief Financial Officer
Jeanette O’Connor

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

Chief Administrative Officer
Andrew Yeates