



**2012**

**ANNUAL REPORT**



**DISTRICT OF  
UCLUELET**



# 2012 Annual Report

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## 2012 Annual Report

# Message from the Mayor

I am grateful, on behalf of council and staff, for the opportunity to provide some opening remarks in this Annual Report.

This report provides an opportunity for the community to read about the activities of council and staff for the last year. It is also an excellent forum to present council priorities for the coming year. Before beginning I would like to express my thanks to council, particular thanks to outgoing councillor Derek Drake and new councillor Sally Mole. The council also appointed new senior managers in both the Finance Department and Public Works Department. We were pleased to have promoted individuals from within our ranks based on the quality of their work and dedication to the community.

We have had a very busy year and council and staff have been very aggressive in seeing project through to completion. Project such as boat launch, Victoria Rd. Upgrades, new parking lots, upgrade to District offices and relocation of Chamber of Commerce office are very visible signs of completed projects but the District initiated several additional changes that take significant hour to accomplish, have important long term benefits but go virtually unnoticed. These include program upgrades in the finance department so council and staff will have timely information on the status of projects and budget expenses. The planning department is completing an exhaustive update and reconciliation of our zoning bylaws. The Parks and Recreation Department is finalizing the Parks Master Plan which will assist in future planning and investment priorities. Emergency Services has completed a number of program upgrades and provided provincial leadership in the development for a tsunami debris clean up policy. The Public Works Department has completed many important projects and though unseen are fundamental to the businesses and residents of our community. Finally a special thanks to our Chief Administrative Officer who has focussed staff efforts through good communications and systematic monitoring of progress.

There were many challenges facing our community in the past year. The economy provincially was stagnant and the federal government chose to close operations in the Coast Guard and reduce employment at the National Park. The council has taken a very active role in promoting economic development activities and challenging the announced closure. Although the economic climate is still anemic the council is encouraged to have met with seafood processors to discuss the reopening of all the plants in Ucluelet. In addition several land developments are moving forward and our community forest application is in its' final stage. We are also challenging the Federal Government to expedite the lighthouse transfer to the District so we can move forward with our museum project.

In conclusion I would like to thank the community for their work in promoting Ucluelet on many fronts. We need to reflect on how many major project this community sponsors or supports. Let me list a few; Edge to Edge Marathon, Van Isle 360 yacht race, Porsche Club Rally, Ukee Days, Association of Vancouver Island conference (voted best ever conference by delegates) and Tourism Ucluelet's Coast to Coast promotional tour (about Western Ontario at time of writing). It is hard to imagine a community of our size successfully carrying out all these major event.

Well done and thank you.



# 2012 Annual Report

# District Council



Councillor Randy Oliwa, Councillor Geoff Lyons,  
Councillor Derek Drake, Mayor Bill Irving and Councillor Dario Corlazzoli  
*(Back to front & left to right)*

2012 to 2014

## 2012 Annual Report

# Message from the CAO

It is my great pleasure to present the 2012 Annual Report for the District of Ucluelet.

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

Major construction projects completed in 2012 included: Renovations to the Lyche Building, Beautification at the Small Craft Harbour, funded additions to the Wild Pacific Trail, upgrades to the Kimoto Lift Station, cemetery improvements, Victoria Road drainage improvements, hosting of one of the most successful AVICC's ever, expansion of recreation programming and specifically youth programs, creation of council select committees on business enhancement and opportunities for higher education, and the construction of a public parking lot on Cedar Road to name but a few.



2012 saw the retirement of our Chief Financial Officer (CFO) Martin Gee as he and his wife Eleanor moved onto Campbell River to pursue new opportunities. Their contribution to the community was great and will be missed. Mrs. Jeanette O'Connor was appointed as the new CFO and the department immediately undertook a core review of systems and services. This was a major undertaking as all processes, systems, services and tasks were scrutinized, changed and or replaced to modernize our practices and improve our efficiencies. It was not an easy undertaking but was very worthwhile and finance and administration have never operated more efficiently.

The department sections of this report endeavour to provide residents with an account of the work we have completed, an analysis of its level of success and the goals for 2013. The achievements highlighted in this Annual Report are a direct result of the work done by the District of Ucluelet staff who strives to provide outstanding service to the community. All staff are committed to transparency and accountability as the cornerstone of the service they deliver.

2012 was successful due to the leadership provided by the District Council and the numerous contributions from our community groups and volunteers. My thanks to all in the community for your efforts in 2012 and I look forward to continued success in 2013.

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

Sincerely,  
Andrew Yeates



# 2012 Annual Report

# Organization

## Vision

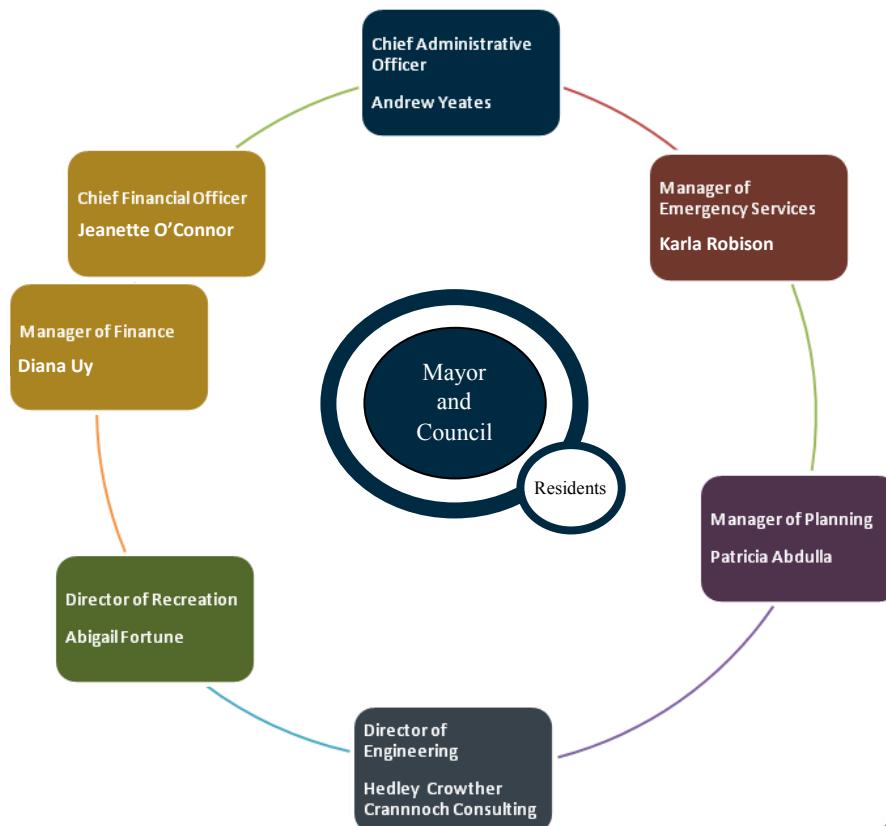
Our vision for the District of Ucluelet is to be a healthy, accountable and progressive organization that is supportive of its staff, and is outstanding in the provision of service to the public.

## Values

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

## Mission

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





# Emergency Management Department Overview

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

- Ucluelet Volunteer Fire Brigade
- Ucluelet Emergency Social Services
- Ucluelet Emergency Coordinating Committee

## Ucluelet Volunteer Fire Brigade (UVFB)

The Ucluelet Volunteer Fire Brigade (UVFB) has been providing fire services for the community of Ucluelet for over 60 years. Each year the UVFB responds to an average of 60 callouts for fire and motor vehicle accidents in Ucluelet, Electoral "Area C" of the ACRD, sections of Highway 4, the Pacific Rim National Park Reserve, and Tofino (when mutual aid assistance is requested). Currently the fire brigade has 15 dedicated volunteers, which consists of a fire chief, deputy fire chief, captain, officer, 2 lieutenants and 9 active members. The UVFB operates from one fire hall located at 1520 Peninsula Road.

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

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

This June 5 brigade members will graduate to the Level II standard while 8 brigade members will graduate to the Level I standard. Upon completion of all ten modules, the fire fighters will be issued a Certificate of Achievement with both International Fire Service Accreditation Congress and ProBoard seals. The graduation of these dedicated volunteers acts as a momentous occasion for the fire brigade, the District of Ucluelet and the community.



# Emergency Management Department Overview

## Emergency Social Services (ESS)

The ESS team is responsible for coordination of the provisions shelter, food, clothing, transportation, medical services and reunification services to victims of emergencies and disasters for up to 72 hours. The ESS team meets monthly and is comprised of approximately 20 volunteers.

## Emergency Coordinating Committee (ECC)

Emergency management utilizes a “four pillar” approach that includes preparedness, mitigation/prevention, response and recovery. The Emergency Coordinating Committee is responsible for developing and maintaining District emergency, response and recovery plans. This committee meets every month and is a multidisciplinary group with representation from the RCMP, UVFB, BC Ambulance Service, Coast Guard, Royal Canadian Search and Rescue, District (Public Works, Finance, Planning, Recreation), Canadian Rangers, Pacific Rim National Park Reserve, West Coast Inland Search and Rescue, Emergency Social Services, Yuułuʔilʔath, Alberni Clayoquot Regional District “Area C, and volunteers from the public that bring expertise in emergency management.

The committee commenced in 2009 with the original purpose to develop and maintain an emergency plan that ensures an effective strategy to address many possible types of emergencies and disasters for the community of Ucluelet. With the draft emergency plan in place, the committee is now looking at expanding their roles and redefining their vision, values and mission. The committee has recently established sub-committees to work on priority tasks.



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

## Emergency Management

# 2012 Accomplishments

### **Ucluelet Volunteer Fire Brigade**

- Hired two Lieutenants
- Developed a training itinerary and delivery schedule
  - Implemented and completed a rigorous training schedule
  - Eight crew members completed all of the modules for Level 2 certification, including Live Fire 2, of the National Fire Protection Association (NFPA), which is the provincial training standard
  - Five crew members completed modules from the NFPA. All members completed HAZMAT, Wildland Fire Fighting, driver training and Live Fire 1 certificates.
- Enhanced the occupational health and safety program through completed an thorough documentation
- Addressed communication issues through the installment of a repeater on Mount Ozzard
- Responded to 8 structural fires, including hotel, restaurant and house fires, in an effective and safe manner
- Researched and worked with Port Alberni Fire on a centralized records management and data base system to maintain record keeping standards
- Coordinate HAZMAT training for 22 regional emergency first responders

### **Emergency Social Services**

- Met on a monthly basis
- Level 1 Response training (drills, table top exercises, etc.)
- Prepared a draft Level 1 Response Plan
- Provided ESS to victims of a hotel, restaurant and structural house fire
- Hosted an ESS Meet and Greet course in Ucluelet
- Attended ESS Reception Centre, and Registration and Referrals training in Tofino
- Attended Emergency Preparedness Conference on Quadra Island
- Volunteered at a water station for the Edge to Edge Marathon
- Obtained resource acquisition from the UCC (potential reception centre)

## Emergency Management

# 2012 Accomplishments

### Emergency Coordinating Committee

- Conducted annual Federal and Provincial emergency events (Emergency Preparedness Week, Shake Out, etc.) and delivered effective public educational information sessions and displays during community events.
- Collaborated with Simon Fraser University on their mobile application Citizen Risk and spatial interface technologies to expand on preparation for emergencies.
- Renewed agreement with the ACRD to include an “Area C” representative (Millstream, Port Albion and homes at the head of the inlet) in District of Ucluelet emergency planning.
- Conducted monthly ECC meetings with detailed minutes
- Council, Emergency Manager and appointed district emergency management staff attend the Elected Officials Workshop
- Completed EOC CORE Level 1, EOC 120 Emergency Operations (98%), EOC EM-730 Emergency Evacuations (100%) training for JIBC Emergency Management Certificate
- Attended Mid-Island Emergency Coordinator-Manager meetings, presented the District of Ucluelet department's initiatives to the committee, participated in committee programs and proposals, etc.
- Summarize and review 2012 table top emergency exercise and initiated next steps
- Researched, proposed and planned for an effective internal and external emergency notification system
- Initiated and coordinated the establishment of a regional emergency working group with the surrounding communities, First Nation and jurisdictions
- Responded to Oct 27, 2012 and Watch and Advisory tsunami notifications appropriately
- Coordinated and facilitated a follow up meeting with regional emergency leaders to discuss the Oct 27, 2012 earthquake event. Developed an Oct 27, 2012 earthquake response and events summary work plan through the recommendations of the ECC and regional emergency leaders. Initiated the lessons learned and next steps outlined in this work plan.
- Expanded on Ucluelet’s tsunami emergency evacuation and community safe zone notification educational brochure for community and visitors

# Emergency Management 2013 Work Plan

## Ucluelet Volunteer Fire Brigade

- Formalize and enhance the occupational health and safety program
- Expand on the NFPA training program through specialized courses
- Continue with Level 2 NFPA for 5 crew members
- Recruit a cohort of 3 to 5 new members and initiate Level 1 NFPA training
- Formal celebration to recognize the completion of the NFPA training program for 8 members
- Continue to explore options for a centralized records management and data base system to maintain record keeping standards, in the meantime enhance record keeping by completing comprehensive records of callouts, training program, inventories of equipment and maintenance schedules, etc.
- Protect fire hall gear and equipment by developing a system to track assigned keys
- Continue to expand on leadership contingency plan (training, recruitment)
- Advance the in-house education training and succession management program to ensure effective long-term capacity
- Work with Yuułuʔilʔath (Ittatsoo) Fire Dept. on C2C joint projects
- Regional resiliency - review, update, develop and/or support mutual aid, service and/or sector agreements with Yuułuʔilʔath, PRNPR, Tofino Fire and ACRD airport
- Purchase and program 5 radios for repeater upgrade on Mount Ozzard
- Develop relevant operational guidelines
- Work with the Planning Dept. to develop an updated hydrant and civic map, outline the different hydrants on the map, and place the map in fire trucks
- Complete a resource contact information document for fire hall and fire trucks
- Complete a draft pre-planning document for high risk structural facilities
- Prevention/mitigation - work with new bylaw officer/fire inspector on a fire inspection program for Ucluelet business owners
- Install new sign/log on the fire hall
- Expand on creating a safe, positive and professional work environment

# Emergency Management 2013 Work Plan

## Emergency Coordinating Committee

- Conduct annual Federal and Provincial emergency events, conduct public educational info sessions provide emergency display at community events, host an Open House, etc.
- Support residents with neighbourhood emergency programs
- Practice the emergency plan with the ECC through tabletop exercises and drills, and develop a draft community emergency drill
- Continue to collaborate with Dr. Hedley from SFU on tsunami risk analysis, risk communication, risk mitigation, and building community resiliency in Ucluelet through the Citizen Risk survey, risk perception maps, and high quality visualization. With the assistance of Dr. Hedley's geo-visualization tools, appropriate locations for evacuation and emergency notification signs will be established. Implement additional tsunami signage (purchase and install), mapping and additional tools required to educate the public on tsunami response.
- Bring in experts to provide accurate information on hazards and risks, and explain mitigation measures (EMBC staff, specialists, etc.)
- Update and finalize the emergency plan, and develop a draft community disaster recovery plan
- Coordinate joint training with First Nations, jurisdictions and neighbouring communities
- Develop and implement an in-house education training and succession management program to ensure long-term capacity (individual exercises, group table tops, community drills, etc.)
- Enhance the earthquake/tsunami educational brochure for the community
- Research emergency supplies and containers, as well as, order and install an emergency containment cache at the main community safe zone. Order emergency kits for each department.
- Participate with the regional emergency working group meetings and activities
- Research grant options and if possible obtain funding for emergency preparedness initiatives
- Establish task groups to address the ECC priorities and 2013 work plan
- Conduct quarterly inspections (updated and organize) at the EOC

# Emergency Management 2013 Work Plan

## Emergency Coordinating Committee (Cont.)

- Develop an integrated emergency communications plan and policies
  - Establish a protocol agreement with Long Beach Radio for emergency events
  - Test, implement and monitor an internal and external emergency notification system
  - Research tsunami sirens
  - Update and install HAM radio equipment at the EOC
  - Update website and establish social media options for relaying emergency messages
  - Work with Ucluelet Secondary School (USS) with the installment of an emergency notification board
  - Continue to work with the local paper on informing the community of emergency initiatives
- Conduct monthly meetings followed with detailed meeting minutes
- Take EOC-EM185 Information Officer and EOC-132 Community Recovery training
- Update sector agreement for electoral area C
- Participate in Mid-Island Coordinator and Manager meetings and activities

## Emergency Social Services

- Complete and finalize a Level 1 Emergency Plan, update Level 1 Response paper work packages, practice the plan and apply lessons learned, and present the plan to Council
- Research mutual aid agreements
- Preplanning - obtain support from business regarding their support during an emergency (complete identified resource acquisitions)
- Training (drills, exercises, tabletops) for Level 2 Response
- Attend ESS Site Management training in Tofino
- Develop a leadership contingency plan and expand on team morale
- Update comfort kits
- Expand on team recruitment

# Emergency Management 2013 Work Plan

## Emergency Management Goals - Preparation, Response, Recovery

### Preparation

- Increased safety and resilience for residents and visitors
- Enhance cross-government and stakeholder coordination
- Build internal and external capacity
- Enhance Ucluelet's ability to manage large scale and catastrophic events

### Response and Implementation

- Implement additional tsunami signage, mapping, and tools required to educate the public on tsunami response
- If required, effectively and efficiently implement the Emergency Recovery Plan

### Recovery

- Develop an Emergency Recovery Plan



# Emergency Management Community Profile

## Fire Chief Ted Eeftink

Chief Eeftink has led the UVFB since 2009. During this time, Chief Eeftink has promoted the fire services in Ucluelet through exceptional leadership, training enhancement, incident command effectiveness, safety awareness, and community involvement.

In 2009, Chief Eeftink initiated the NFPA training program through the assistance of Deputy Fire Chief Chris Jancowski from Port Alberni Fire. Over the last 4 years, the two Chiefs have worked diligently with 15 active volunteer firefighters on their NFPA training certification. In June 2013, 8 members will graduate with Level 2 NFPA training certification, while 5 members will certify with Level 1 and advance to Level 2 training modules. Level 2 NFPA training certification is the provincial standard in British Columbia. This achievement is of unprecedented nature for a very small volunteer based brigade and is a reflection of Chief Eeftink's dedication, hard work, encouragement, coaching, and management of the fire brigade. Throughout this program the crew moral has become very positive and there have been measurable improvements that will have significant and enduring benefits to the community of Ucluelet, as well as, the fire service industry on the west coast.



Chief Eeftink dedicated immense time in 2009 and 2010 with renovations and upgrades at the fire hall, which addressed a variety of health and safety issues. The upgrades to the facility have not only created a better working environment but have increased crew moral. In 2011, Chief Eeftink initiated a very important repeater upgrade project on Mount Ozzard which now allows for all safety personal (police, ambulance and fire) to communicate with each other during emergency incidents.

In 2012, there were 8 structural fires in Ucluelet, including a 1 hotel, 1 restaurant and 3 house fires. During these incidents, Chief Eeftink led his crew with exceptional onsite management that ensured effective and safe firefighting. Chief Eeftink expands on safety awareness not only in the field, but through improvements to the UVFB's Occupational Health and Safety program by ensuring adequate and thorough documentation.

If Chief Eeftink is not leading his crew in training, he is busy recruiting, developing resource inventories, pre-planning, working on fire trucks, establishing operational guidelines, developing leadership contingency plans, leading fire prevention educational programs, assisting Ucluelet's Emergency Coordinating Committee, and displaying supreme leadership to his crew and community. Chief Eeftink looks forward to working with a new cohort of recruits this fall.

Chief Eeftink has bettered the community of Ucluelet and the fire services industry through ongoing dedication to training, excellent response and professionalism. The District of Ucluelet and Emergency Service Department would like to thank Chief Eeftink and his family for their ongoing commitment to the fire protection of the community of Ucluelet.



# Environmental Management Department Overview

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

In March 2012, the Environment Department established a Marine Debris Program as there still remains a high level of uncertainty on the quantity and movement of the Japanese tsunami debris following the March 2011 earthquake. Monitoring the approximate 1.5 million tons of floating material in the Pacific isn't as easy task, as wind effects and ocean currents greatly disperse materials leaving satellite tracking ineffective. Based on forecasts, the bulk of the debris is anticipated to arrive in waters off Alaska to California in 2013, and expected to trickle in for several years.

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



## Environmental Management

# 2012 Accomplishments

### Marine Debris Program

- Develop and implement Ucluelet's Marine Debris Program to address tsunami marine debris from the March 11, 2011 Japan earthquake/tsunami. The program consist of the following:
  - NOAA Shoreline Monitoring Program (monthly inventory with USS students; initiated in June 2012)
  - Clean-up Programs (Vancouver Aquarium Great Canadian Shoreline Program, Visitor and Local Clean-up Programs)
  - Response and Recovery Plan (draft short-term and long-term plan in place)
  - Communications Plan
  - Regional Task Group
- Worked with the Prov/Fed Japanese Tsunami Debris Coordinating Committee (TDC) subcommittees - the Debris Mgt. Planning Team + Scientific and Monitoring Team. Provided extensive comments on both Phase 1 and Phase 2 of the BC Tsunami Debris Management Plan, as well as, provided a variety of recommendations on next steps for local, regional and provincial governments.
- Facilitated, hosted and coordinated a meeting with Minister Terry Lake along with representatives from surrounding communities (including First Nations) and jurisdictions regarding Ucluelet's Marine Debris Program. An extensive presentation on the subject was provided.
- Enhanced cross-government and stakeholder coordination, and provided effective and consistent communication with stakeholders, partners and media groups. Hosted a variety of media groups and conducted live radio, radio, television and newspaper interviews.
- Delivered effective educational and communication strategies regarding this program. Presented Ucluelet's Marine Debris Program at Union of British Columbia Municipalities, as well as to all levels of governments, first nations, researchers, scientists, businesses, special interest groups and the public.
- Developed a relationship with the Japan Consulate & Japanese volunteer groups



## Environmental Management

# 2012 Accomplishments

### Marine Debris Program (Cont.)

- Established resourcing partners and outlined future opportunities for additional resources, supplies and equipment.
- Led the implementation of a regional emergency committee (met April & Nov)
- Collaborated with international students from Pearson College on marine art
- Collaboration with Dr. Hedley on the development of a marine debris iPhone app. Reputable features from this app were incorporated into Ocean Networks Canada Coastbuster mobile reporting marine debris app.
- Recruited and maintained volunteers (locals, visitors, Japan Love Project, etc.) and aligned volunteers to support significant clean-up events.
- Collaborated with Son Bird Refuse and Recycling on marine Debris End of Life and sustainable solutions for marine debris.



Benefits of SFU mobile marine debris app collaboration:

- Experts in spatial information, interfaces & apps
- Far less expensive than consultants!
- Cultivating new spatial information talent in BC
- Continuous follow-up/feedback/refinement/dev

### Environment Program

- Supported the Public Works department on a feasibility study for the two phase boat launch project, as well as, supported the permitting and reporting requirements required by DFO.
- Met with Yuułuʔilʔath regarding potential environmental hint programs (e.g., bioaccumulation monitoring, centralized storing area for marine debris, etc.)
- Outlined carbon reduction initiatives change for the Climate Action Revenue Incentive Public Report
- Reviewed ACRD Solid Waste Management Plan and met with ACRD Environment Manager regarding long-term plan for the landfill.
- Commented on environmental concerns for ACRD rezoning Referral RC 10001 (Block B, Lot 438)
- Collaborated with Son Bird Refuse and Recycling on sustainable solutions and processing equipment for recycling.

# Environmental Management

# 2013 Work Plan

## Marine Debris Program

- Continue to enhance and implement Ucluelet's Marine Debris Program to address tsunami marine debris from the March 11, 2011 Japan earthquake/tsunami and the long-term marine debris issue
  - NOAA shoreline monitoring program
  - Clean-up programs
  - Response and recovery
  - Communications
  - Regional task group
  - Specialized clean up teams
  - Aquatic invasive species monitoring and reporting
  - Continue to collect and analyse Japanese lumber and move forward on a restoration project/memorial and website
  - Bioaccumulation monitoring of Cs134/137 and hazardous materials
  - Public education
- Move forward and implement five recommendations outlined to Minister Lake and the TDC in Aug 2012
  - Clayoquot and Barkley Sound Marine Debris committee
  - Response teams and training
  - Tsunami debris symposium
  - Sustainable regional solutions
  - Pilot project and model
- Continue to work with the Prov/Fed Japanese Tsunami Debris Coordinating Committee subcommittees - the Debris Mgt. Planning Team + Scientific and Monitoring Team
- Install a long-lasting marine debris storage and sorting area, along with signage in appropriate locations or marine debris drop off, and continue to collaborate with Son Bird Refuse and Recycling
- Host a memorial event for the second anniversary of the March 2011 Japan earthquake/tsunami
- Provide comments and suggests for provincial funding application, and prepare a series of proposals to Ministry of Environment and TDC to move forward with next steps locally and regionally
- Coordinate large scale remote and hard to access clean-up projects with upwards for 70 volunteers from the Japan Love Project and Military personal (granted access to Canadian Rangers, Navy Vessels and possibly a military helicopter for a day clean up event)

# Environmental Management

# 2013 Work Plan

## Marine Debris Program (Cont.)

- Continue to work with local reports and the media (Aljazeera English Television, Chek/CBC News, CTV News, Victoria Times, Discovery Channel, etc.)
- Present Ucluelet's Marine Debris Program at public events (Raincoast Society Speaker Series, Van Isle 360, Japan Consulate, etc.)
- Work with Dr. James Carlton from William College in Massachusetts on his leading efforts with the National Science Foundation Rapid Response research program to understand the potential nature of invasive Japanese species arriving on Japanese Marine Debris.
- Provide updated presentation to Japan Consulate headquarters in Tokyo
- Work towards establishing a sister city in Japan
- Collaborate with Tourism Ucluelet and the Chamber of Commerce on eco-tourism opportunities



## Environment Program

- Support and assist with carbon reduction initiatives as outlined in the Climate Action Revenue Incentive Public Report
  - Research, purchase and install electric car chargers
  - Low flushing toilet initiative
  - Community gardens
  - Community composting
  - Education programs
- Assist the Planning Department with the development and revisions of bylaws and permits pertaining to the maintenance and/or development of natural ecosystems
- Assist Public Works with Phase 2 of the boat launch and other programs associated with the maintenance and/or development of natural ecosystems
- Work with Yuułuʔilʔath on carbon reduction initiatives

# Environmental Management Community Profile

## Stephen Holland - Volunteer for Ucluelet's ECC

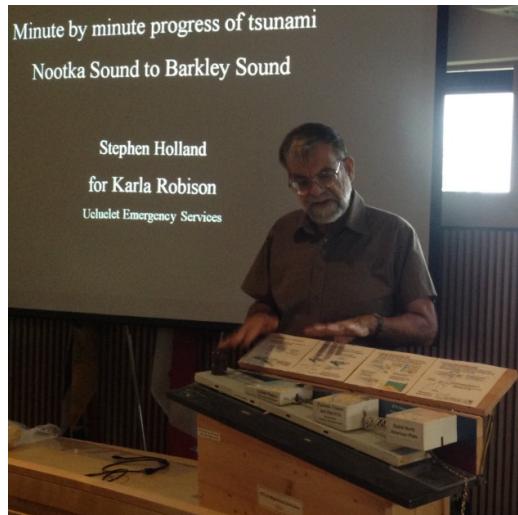
Stephen Holland is a retired science teacher who has a passion for seismology. He grew up in California near the San Andreas Fault and became fascinated with earthquakes at a young age. He moved to BC in 1965, became a science teacher, and was in Vernon Search and Rescue for 14 years. After retiring in 2000 to Sooke, he built a seismograph and joined the Juan de Fuca emergency program, where he gave many public talks about earthquakes and tsunamis, and got his amateur radio license so he could help with the emergency communications. He became a volunteer with the Pacific Geoscience Centre (PGC) in Sidney where he built working models on display showing how earthquakes operate, and attended seminars to keep up with the science of seismology.

To promote more public education into earthquake challenges and neighbourhood coping strategies, he is writing two "you-are-there" novels. One is about teenagers living in Victoria and Ucluelet who are caught in the next Big One. The second is about a First Nations young couple living in a small village in Nootka Sound, who barely survive the 1700 earthquake and tsunami that destroys their village. He gave a seminar to the PGC scientists about his extensive research into the 1700 event, and its effect on First Nations history and art, which was very favorably received.

In March 2012, he moved with his seismograph to Ucluelet, closer to ground zero, to continue promoting earthquake and tsunami awareness projects. He quickly joined the ECC as a volunteer, giving public talks during Emergency Preparedness week in May 2012, and again in May 2013, and is helping with projects such as evacuation points and emergency signage. His connection with the seismologists and other scientists has helped keep the Emergency Department and the ECC informed about the current science of earthquakes and tsunamis affecting Ucluelet. During recent earthquakes in Haida Gwaii and Alaska, he communicated with the Emergency Department and ECC about the science and significance of the events as they unfolded during late hours in the evening.

In April, 2012, he represented the Emergency Department at the Vancouver Island Emergency Preparedness (VIEP) conference in Saanich, using the model he made for the PGC. He was told by emergency leaders that it was the most popular table at the conference.

Stephen is also very involved with the Japan Tsunami Debris activities in 2012, and will continue to support the program in 2013. He assists the Environment Department by participating with monthly NOAA monitoring and debris clean up activities. Stephen also helps to analyze data and conduct research on aspects for the marine debris program, particularly for the recent Japanese-style lumber and aquatic invasive species appearing on our beaches. Stephen has most recently developed web pages to summarize findings, which will help emphasize Ucluelet as leader in helping beachcombers, scientists, governments and volunteer groups around the Pacific understand what they are finding.





## Public Works

# Department Overview

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

Key responsibilities of Ucluelet's Public Works staff include –

- 24/7, 365 response to any issues with community infrastructure and facilities
- Plan for enhancing efficiencies and replacement of infrastructure over time, for example, SCADA\* & Helen lift station\*\* upgrade.
- Inspect facilities, playgrounds and key infrastructure monthly
- Record keeping of municipal infrastructure and facilities
- Staff training on an ongoing basis of water and sewer systems and ground maintenance
- Maintain sewer system to meet provincial standards, including treatment, transport and pump maintenance
- Maintain water system to provincial standards, including purification and transport
- Maintain municipal roads and sidewalks, the Wild Pacific Trail, signage, grounds, facilities, parks, public washrooms and public garbage containers
- Conduct set-up, maintenance, and takedown for special events, for example, Ukee days, Canada Day
- Yearly project work, for example, mini-upgrade of Matterson Road, expanding the cemetery

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

\*\*Lift station is located at the low point of sewer collection. The purpose of the station is to transfer the sewage from the low point to a higher point in the system and eventually to the treatment plant.

Warren Cannon, Daryl Keeble, John Gouweleeuw, John McDiarmid, Steve Lang, Brent Taron, Andrew Eeftink  
(Missing: Hedley Crowther, Kevin Abbott, Kim Kemps)



## Public Works

# 2012 Accomplishments

### Public Works

- Upgrade of Matterson reservoir - ladder and safety railing, a new ladder with cage, was installed to meet industry standards. Power line from the junction box at Matterson to the control building installed. Control building to house SCADA system and security camera was constructed.
- Victoria Storm drainage - New increased size culverts were installed and road shoulders were increased to provide safe walking path.
- 4-3-2-1. Design complete and tender awarded. The new treatment plant will be equipped with Ultra Violet (UV), inline pumps and SCADA (Supervisory Control and Data Acquisition)
- Kimoto Lift station upgrade - Replaced Kiosk with control building with new controls, VFD's have been installed and emergency power hook-up to meet ministry standards.
- Boat Launch - The District of Ucluelet's boat Launch received DFO permit approval and has currently completed the concrete ramp for launching. The ramp is in use to date.
- Pigging Chamber- The pigging chambers are complete. The installation of two chambers (a loading chamber and a receiver) will allow access to the main potable water line to insert a scrubber (pig) into the interior of the waterline to aggressively clean build-up
- Peninsula Lights - The lights were installed and parking lot gravel poured and leveled
- Cemetery - Fence complete, material on hand for pillars. Material on new area has been leveled
- Chamber of Commerce - Site was brought to grade and services were brought to the lot.
- Bay & Cedar Storm - Project will be phased however the main storm line was installed
- ATV snow blade-complete



# Public Works

# 2013 Work Plan

## Public Works

### Water

- Complete SCADA improvements to the water system to ensure early warning of problems within that utility
- 4-3-2-1 Bay Street upgrade to meet VIHA requirements installations of UV equipment increase pumping capacity. This is a towns for tomorrow grant
- Well Upgrade increases the capacity of Well #4 with new pump and motor and control building
- Carry out preventive maintenance on Highway reservoir by cleaning and repairing reservoir and painting.

### Sewer

- Continue monitoring lift stations to detect loss of pumping efficiency
- Maintain effluent quality within our operating permit

### Boat Launch

- Ramp completed and installation of float and pilings to be complete

### Cedar Parking Lot

- Finalize landscaping and signage

### Sidewalks

- Carry out trip hazards repairs and install new sidewalk section in front of the new chamber building location
- Look at marine drive sidewalk layout





## Parks and Recreation

# Department Overview

As an overall thinking we, the Parks & Recreation Field, envision a Canada in which our communities are healthy, inclusive, welcoming, resilient and well planned. In essence, we grow people, build community, steward our environment and diversify our economy. As “public good” recreation and parks are viewed, in fact, as an essential service. The Ucluelet Parks & Recreation Department also believes in the philosophy listed above. Through our vision statement we have identified that our role is to “positively affect the overall health and well being of the community by providing the best in recreation, tourism, and parks services to the residents of the District of Ucluelet and the community at large”.

We as a department strive hard to ensure that we provide exceptional parks & recreational services to our community. For 2012 we are reassessing/assessing our role in the District and the community. By always reviewing what and why we are carrying out an activity, event, or creating a new partnership, we strive to go back to our vision statement to ensure that we are in fact providing the best product possible.

## **Ucluelet Parks & Recreation Department Objective**

To positively affect the overall health and well-being of the community by providing the best in Recreation, Tourism and Parks Services to the residents of the District of Ucluelet and the community at large.

Key responsibilities for the Ucluelet Parks and Recreation department include:

- Planning and delivery of recreation programs and special events year round
- Maintaining safe and fun parks and green spaces
- Maintaining recreation facilities
- Hosting special events and conferences
- Facilitate parks beautification projects
- Providing outstanding customer service
- Maintaining social network operating system for customers
- Working with community organizations to further expand the community events and programs
- Carrying out administrative duties for the Parks and Recreation Department
- Long-term planning for sustainable parks and recreation in Ucluelet



## Parks and Recreation

# Department Overview

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

The Ucluelet Parks & Recreation Master Plan Executive Summary notes that Ucluelet has a strong sense of community. We feel this is reflected in the wide variety of recreation programs offered here and the special events occurring in the community each year. In 2013, the Parks & Recreation Department will undertake an internal core review to assess our operations and how we can further develop our offerings to citizens of Ucluelet and area. By continuing to provide and support excellent programs, special events and facilities we hope to strengthen the sense of community.



Aileen Johnson, Mackenzie Bird, K.K.  
Hodder, Chris Galbraith, Wanda McAvoy,  
Abigail Fortune, Charlie Maccarl, Missing,  
Nicole Laderoute



## Parks and Recreation

# 2012 Accomplishments

## Administration

- Assessed Parks & Recreation Master Plan
- Established the start of a facilities and maintenance plan focusing on inventory, accessibility, fees and charges, and ultimately a replacement plan

## Projects

- Hosted the Association of Vancouver Island Coastal Communities (AVICC) Conference

## Programming

- Piloted an evaluation system for programs and instructors
- Expanded on Arts & Culture programs

## Special Events

- Assessed current inventory and need as well as researched standardizing events forms.
- Creating further partnerships with community partners in the provision of special events.

## Parks

- Establishing a quarterly parks beautification and maintenance schedule - ongoing. Assessed support and requirements needed for Parks Staff.
- Establishing base line requirements for all the parks and green spaces. This has occurred in discussion phase only. Further written baselines will be established in 2013.



## Parks and Recreation

# 2012 Accomplishments

### Parks and Recreation 2012 Snapshots



## Parks and Recreation

# 2012 Accomplishments

### Recreation Program Participation Registration 2012

	Children (under 18)	Adult	Totals
Arts & Crafts	64	15	79
Dance & Theatre	150	7	157
Educational	20	12	32
Fitness (includes Swimming, Purple Dragons, Yoga, Chi-gong, Trampoline)	195	90	285
Health & Wellness	16	60	76
Playschool	35	0	35
Special Events	45	89	134
Sports (includes Soccer, Ball Programs, Fencing)	180	4	184
Total	705	277	982

This information is based on the Active-net Stats of the total number participants registered in each category for 2012. This does not account for the number of programs they registered in.

Other parts of the work plan have been adjusted or expanded for 2013, such as implementation of a Special Events form, the implementation of the Parks & Recreation Master Plan and the establishing of the base line for the parks program. A Core Review will be the focus of the Parks & Recreation Department for 2013.

# Parks and Recreation 2013 Work Plan

## **Administration**

- Completing and implementing Parks & Recreation Master Plan
- Reviewing baseline for budget - CR
- Finalizing outstanding grants
- Assessing maintenance, usage, fees & charges - CR
- Creating Volunteer Data Base

## **Tourism**

- Facilitating and reporting out on Resort Municipality Initiative
- Researching AV/sound systems for UCC
- Reviewing feasibility for Conferences/conference services

## **Programming**

- Evaluating programs and identifying gaps - CR
- Creating formalized partnership with Pacific Rim Arts Society

## **Special Events**

- Creating a standardized form for the Department - CR
- Creating a "How to" information bulletin for outside groups

## **Parks**

- Further establishing base lines for Parks and Grounds - CR
- Creating a Playground replacement plan/policy
- Constructing St. Jacques Park

# Parks and Recreation

# Community Profile

## Volunteer of the Year - Suzanne Ryles

The Ucluelet Recreation Commission and the Parks & Recreation Department along with the community at large annually select a Volunteer of the Year. This person shows exemplary dedication to their community and supporting organizations.

For 2012, Suzanne Ryles was proudly selected as Volunteer of the Year for 2012. Suzanne serves as one of the Ucluelet Chamber of Commerce Board of Directors, and is also on the Board of Directors for Pacific Rim Arts Society (PRAS). You can find Suzanne volunteering at just about all of PRAS's events in addition to many, many other local events. Suzanne has been a fund-raising force for the Global Ed Class, the French class and other school activities in addition to volunteering her time for the Edge to Edge Marathon, the Van Isle 360, and Pacific Rim Whale Festival among others.

Through her dedication to the business community, the arts community and the school community, Suzanne has made a significant and lasting impact to these organizations and often allowing events/activities to take place because of her involvement.

Thank you Suzanne for your time and efforts for our communities.





## Finance and Administration

# Department Overview

The Finance and Administration Department's objective is to provide accurate, timely information and support to the Community, District Departments and Council. The Department manages the financial, administrative and legislative responsibilities of the District of Ucluelet.

Key responsibilities include:

- Prepare the District of Ucluelet's annual budget
- Track and report Ucluelet's capital assets to the Provincial Government
- Finance public infrastructure
- Plan for future municipal expenses
- Set the property tax rate annually, through direction from Council
- Notify public of tax and utility payments and business licence renewals
- Manage the District's annual financial auditing process
- Prepare annual financial statement
- Maintain and update District contracts
- Prepare council agendas and minutes
- Create and manage bylaws
- Conduct general management of the District of Ucluelet
- Provide customer service: notifying and receiving payment for property tax, dog licences, utilities and business licences
- Maintain District records and files
- Financial reporting and internal control
- Accounting and payroll
- Response to Freedom of Information and Protection of Privacy requests

## Finance and Administration

# 2012 Accomplishments

### Finance and Administration

- Liaised with other departments and Council to develop a conceptual plan for the cemetery
- Coordinated renovations to the Municipal Hall
- Developed and implemented a Procurement Policy
- Reviewed and implemented parcel taxes to appropriate accounts
- Underwent a successful Ucluelet Community Centre's grant audit
- Completed the setup of a 'local contractor list'

In 2012, a core review of the Finance Department was initiated to ensure the department was running as efficiently and effectively as possible. Core reviews are a means to identify cost-saving opportunities as well as areas for potential improvements. In 2012, efforts were undertaken to update procedures, streamline systems and workflows, and to improve quality in service in the following areas:

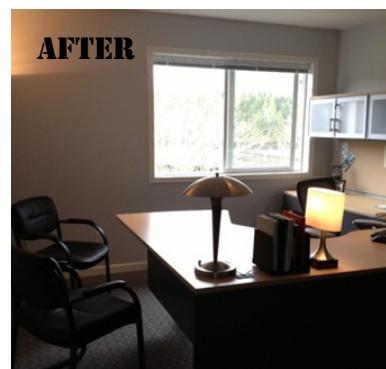
- Internal financial reporting
- Municipal data network
- Account Reconciliations
- Property taxation
- Payroll
- HST
- Green house gas emission reporting
- Central filing system
- Chart of Accounts
- Budget program
- Year-end Financial Statements

# Finance and Administration

# 2013 Work Plan

## Finance and Administration

- Implement the Electronic Records Management System
- Review and revise the Fees and Charges Bylaw
- Review and revise the Business Licence Bylaw
- Review and revise the Animal Control Bylaw
- Continue to improve on the District of Ucluelet's communication strategy



# Finance and Administration

# Community Profile

## Parcel Tax Roll Review Panel Members

The Parcel Tax Roll Review Panel members are Council appointed members and their role is to hear complaints and make corrections per the Community Charter. The Panel is currently composed of three members (in alphabetical order by last name): Peter Larkin, Walter McBrine, and Myles Morrison. The District of Ucluelet Finance and Administration Department would like to thank these three community members for volunteering their time.

### **Peter Larkin:**

Peter Larkin works for the Black Rock Resort as a Maintenance Manager. When he is not scheduled to work at the Black Rock Resort, he volunteers a lot of his time to the community. In addition to being in the Parcel Tax Review Panel, he is also a Volunteer Firefighter for the Ucluelet Fire Brigade. Mr. Larkin is also a member of the Ucluelet Harbour Advisory Commission, a Council appointed body which acts as an advisory to the District Council on matters pertaining to marine facilities owned, operated or administered by the District of Ucluelet. The Commission meets at least four times a year, formulating and recommending policies and procedures for Council consideration. The time and effort Mr. Larkin contributes to these different committees and his community is greatly appreciated.



### **Walter McBrine:**

Walter McBrine, a long time resident of Ucluelet, serves the community in many different ways. He volunteers for the Parcel Tax Review Panel, helps organize the 'Car lovers for show 'n shine' event year after year during Ukee Days, and has been known to show random acts of kindness in the community. Random acts of kindness include but not limited to loaning his flat deck to the Vancouver Island Parrot heads for the Ukee Days Parade float in 2006; donating material and labour to the Ucluelet Elementary School playground in 2009; help provide roof repairs to the Clayoquot Biosphere Trust in 2010, and provided last minute help to the Ucluelet Aquarium in 2012. Mr. McBrine is also known for his work with projects in Ucluelet such as Holly Park and Moorage Developments under McBrine & Stade Developments.

### **Myles Morrison:**

Aside from volunteering his services in the Parcel Tax Review Panel, Myles Morrison is a very active community member. He is a musician, foil fencing instructor and patrol leader of the Ucluelet Junior Canadian Rangers and an executive member of the Pacific Rim Arts Society.

Mr. Morrison is also the Co-ordinator of the West Coast Restorative Justice Program in Ucluelet and Tofino. The program provides an alternative to the court system by putting an offender face to face with the people affected by his or her actions. It keeps minor offenders out of the criminal justice system while facilitating dialogue and communication among those affected. Both the offender and victim must consent to the process and common referrals deal with theft, property damage, and harassment. Offenders who go through the court system re-offend at an 80 percent clip compared to 5 to 20 percent of those put through restorative justice. The victim needs to tell their story to the offender and the offender needs to hear the damage their actions caused. This program benefits both the victims and the offenders.



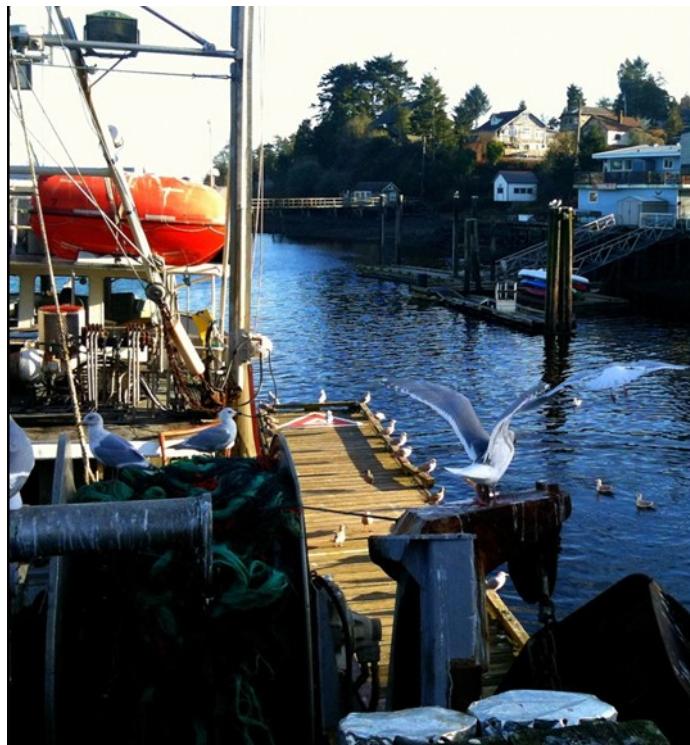
## Planning, Bylaw and Building Services Department

# Department Overview

### Planning

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

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



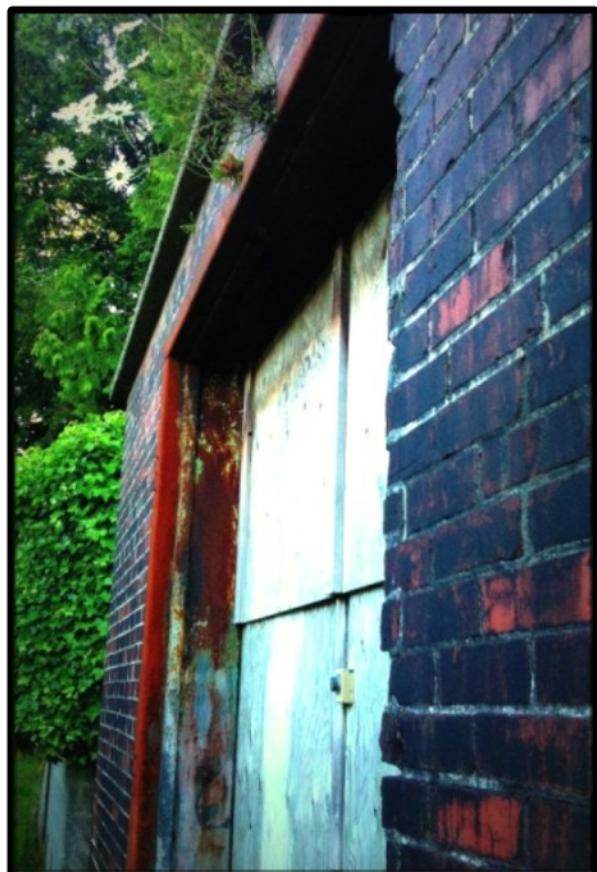
# Planning, Bylaw and Building Services Department

# Department Overview

## Building, License and Bylaw Enforcement

This Division of the Department maintains the quality of life for the District of Ucluelet's citizens by ensuring compliance with established building codes and enforcing the District's bylaws. This Division also receives and processes complaints and coordinates the bylaw enforcement activities for the District. The principle functions of this section are listed below.

- Process building and sign permits, as well as, conduct yearly business license and fire safety inspections.
- Conduct building permit inspections in accordance with the BCBC, Building Bylaw and other related applicable bylaws or safety codes.
- Provides public education and answers inquiries related to building, license and relevant bylaws.
- Investigate complaints of violations of related District Bylaws.



# Planning, Bylaw and Building Services Department

# 2012 Accomplishments

## Planning, Bylaw and Building Services Department

The year 2012 was a busy and eventful year for the Planning, Building and Bylaw Services Department. Staff were able to see the completion of much of the 2012 Strategic Plan while balancing changing priorities and needs of community interests. New and interesting challenges brought opportunities for this small Department which resulted in better communication with community members, encouraged inter-departmental team work and caused us to strive to provide even better service.

- Completed Draft Harbour Plan - Harbour Advisory Committee and Small Craft Harbours
- Completed Economic Development Strategy (UEDS )
- Established three business implementation Committees of Council under the UED
- Established Board of Variance; procedures and committee members
- Established Affordable Housing Committee
- Purchased land on Village Square perimeter to create parking lot and establish pedestrian linkages including creating a new zoning category and then rezoning the property
- Established working groups with Yuułuʔilʔath through Community to Community forums (C2C)
- Little Beach Middens and Area Interpretative Trail Study
- OCP and Harbour Discussions
- Joint Discussions on Economic Development Opportunities of violations of related District Bylaws.



## Planning, Bylaw and Building Services Department

# 2012 Accomplishments

### **Building, License and Bylaw Enforcement**

- Joint Discussions on Heritage and Cultural Sites and Signage
- Participating Member on Board of LVI (Leadership Vancouver Island) West Coast Chapter-Investing and building human capacity within our seven west coast communities
- Celebrated Heritage Week with Workshop and Cultural/Heritage Displays at the Ucluelet Community Center
- Management of Phase II of the District Hall Renovations
- Implemented a Friday Night Market in Village Square
- Pursued Public Water Access points and Parkettes; began surveys, inventory and design discussions
- Budgeted for and began work with Historical Society on a District Wide Signage Programme for places of Historical and cultural significance
- Designed new parking layout for Little Beach
- Prepared draft Business Plan for Amphitrite Lighthouse
- Designed new Kennel in Works Yard for animal control
- Received grant for integrated the District into the fabric of the ICIS or Integrated Cadastral Information Society
- Completed new Aerial Maps of District and harbour
- Implemented and managed Phase II District Signage Program to Tender Phase
- Implemented and managed innovative shared District/Tourism Ucluelet and Chamber Portal Webpage to Tender stage
- Completed Master Development Agreement and Comprehensive Development Compilation Studies and Records
- Completed First draft of Zoning Bylaw Revisions as well as conducted first joint Legal Review of bylaw
- Created new Mixed Residential /Commercial/Tourist Accommodation Bylaw - CS-7
- Re-drafted and received Council approval to increase the maximum FAR in R4-Small Lot Zones to facilitate a more livable modest sized SFD
- Approved 31 Building Permit, 6 Development Permits
- Received 4 rezoning applications, 3 of which received Final Adoption
- Processed three Board of Variance applications



# Bylaw and Building Services Department

# Department Overview

## Planning, Bylaw, and Building, Services Department

DP#	ADDRESS	PROJECT	STATUS
<b>2011 Development Permits</b>			
<b>11-1</b> 1661 Cedar      Rooftop Units      Complete			
<b>11-2</b>	1705 Peninsula	New Facade, Rooftop, Parking at rear and deck	Incomplete - pitched roof, formalized parking, roof overhang, parking sign
<b>11-3</b>	1620 Davison Plaza – Unit 1	New facade and side take out window	Complete
<b>11-4</b>	153 Hemlock	Exterior upgrades to Bayshore Hotel	Complete
<b>11-5</b>	1714 Peninsula	Enclose front portion of existing Deck	Complete
<b>11-6</b>	200 Main St.	Window replacements on exterior Facade District Hall	Complete
<b>2012 Development Permits</b>			
<b>12-1</b>	1627 Peninsula	Rebuild east wall with new windows for future potential – Blue Room	Complete
<b>12-2</b>	279 Peninsula	Phased upgrade to exterior of West Coast Motel	1 <sup>st</sup> Phase Complete – 2 <sup>nd</sup> Phase underway
<b>12-3</b>	2078 Peninsula	Co-op Car Wash at Gas Bar	Building Permit in, Startup projected for April
<b>12-4</b>	Lease Lot	Chamber of Commerce New building with landscaping	Building near completion, landscaping beginning
<b>12-5</b>		Cancelled (number not used)	
<b>12-6</b>	250 Main St.	Lodge Hotel exterior renovations, upgrades	Started and in progress
<b>12-7</b>	1685 Peninsula	Lighthouse clocktower	Near Completion

### DEVELOPMENT PERMIT FIVE YEAR STATISTICS

Year	No. of Permits	Total Bldg.	Const. Value Residential	Const. Value Non Residential	Total Const. Value \$\$
		Permit Fees \$	\$\$	\$\$	\$\$
<b>2012</b>	<b>31</b>	27,720	986,861	2,576,926	3,563,787
<b>2011</b>	<b>32</b>	26,736	2,154,012	1,553,400	3,707,412
<b>2010</b>	<b>36</b>	23,796	3,348,830	140,904	3,489,735
<b>2009</b>	<b>36</b>	28,736	3,299,714	317,956	3,617,679
<b>2008</b>	<b>29</b>	25,862	2,840,692	691,946	3,532,638

# Planning, Bylaw and Building Services Department

# 2013 Strategic Plan



As we move forward into 2013 we continue to build upon the successes of the past year (s). Much has been done in the past few years to ensure that we can indeed ‘build’ with a sure foundation; bylaws which are current, fees and processes which are relevant and sound, good communication and community relationships and ensuring that all is viewed through our Community Vision expressed in the recently adopted Official Community Plan. With this in mind and in keeping with the District’s Vision, Values and Mission statements the Planning, Bylaw and Building Services Division is undertaking a core review in the area of services provided in license and building inspections and bylaw enforcement. Further objectives and plans for 2013 are:

- Explore an efficient, integrated permitting system and bylaw notification system with Finance
- Explore electronic storage and future needs of GIS systems
- Conduct a building/license/bylaw Core Review
- Update and Revise Building Bylaw to current BC Building Code standards
- Complete Zoning Bylaw Review
- Update and revised Board of Variance Bylaw
- Collaborate with Finance to update Fees and Charges Bylaw
- Begin 2013/2014 DCC review and new bylaw
- Complete District Signage Program and implementation
- Explore Soils Removal/Excavation Permit Bylaw
- Complete Webpage Portal
- Review Animal Control Bylaw
- Explore Summer Ambassador or Student Bylaw Enforcement Opportunities
- Conduct a pedestrian/vehicular safety study with recommendations to Council
- Co-ordinate a District Open House for community to participate in
- Continue to work with Historical Society to produce a Council adopted signage/plaque program
- Complete Cedar Street Parking lot and Landscaping
- Continue to work with Yuułuʔilʔath on C2C joint projects

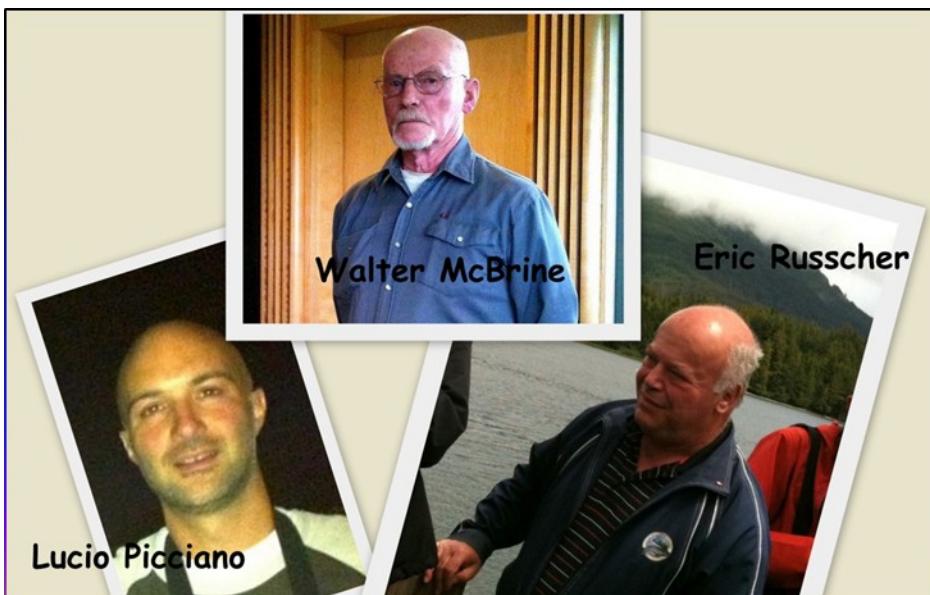


# Planning, Bylaw and Building Services Department

# Community Profile

## Board of Variance

Sitting on boards and committees and working hand in hand with staff and councillors is one of the best ways for citizens and community groups to influence decisions made at the municipal level. As a member of a board or committee there is an opportunity to have input as ideas are generated, to provide facts and figures that a committee can work with, and to create an atmosphere of cooperation that helps when conflicts arise. Legislated Boards, such as the Board of Variance, play an important role in providing an opportunity for community members to request a variance to a bylaw where



hardship might exist. The Board of Variance is a panel consisting of three persons who are principally responsible for hearing and making decisions on requests for minor variances, or relaxations to the siting, size and dimension provisions in the zoning bylaws. These unpaid

positions are filled by members of our community and we want to take this opportunity to express our gratitude for the important role they play. Local Government is dependent on those who step forward and volunteer to do their part in making our community a better place.

This term these three important positions are filled by:

- Eric Russcher: previously both a Mayor and Councillor of Ucluelet, Eric's smile and 'down to business' approach has served him well in both the community and at large as one of the recognizable promoters of our town.
- Walter McBrine: started in the building business in 1960 and has spent 50 years in total, with 40 years of that in Ucluelet.
- Lucio Picciano: property owner in Ucluelet since 2005, an architect since 1999 and avid outdoorsman since birth, with a keen interest in sustainable progress and elegant design.



# District of Ucluelet Annual Report 2012

# Auditors Report



CERTIFIED GENERAL ACCOUNTANTS  
MANAGEMENT CONSULTANTS

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## INDEPENDENT AUDITOR'S REPORT

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To the Members of District of Ucluelet

*Report on the Financial Statements*

We have audited the accompanying financial statements of District of Ucluelet, which comprise the statement of financial position as at December 31, 2012 and the statements of financial activities and accumulated surplus, change in accumulated surplus, change in net debt and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

*Management's Responsibility for the Financial Statements*

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

*Auditor's Responsibility*

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



# District of Ucluelet Annual Report 2012

# Auditors Report

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

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

#### *Opinion*

In our opinion, the financial statements present fairly, in all material respects, the financial position of District of Ucluelet as at December 31, 2012 and its financial performance and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

Our audit was made for the purpose of forming an opinion on the financial statements taken as a whole. The supplementary information included in Schedules 1 and 2 is presented for purposes of additional analysis. Such supplementary information has been subjected to the auditing procedures applied in the audit of the financial statements and, in our opinion, is presented fairly, in all material respects, in relation to the financial statements taken as a whole.



Port Alberni, B.C.  
May 15, 2013

CERTIFIED GENERAL ACCOUNTANTS

# 2012 Annual Report

# Financial Reporting Responsibilities

The accompanying financial statements of the District of Ucluelet have been prepared by management in accordance with Canadian public sector accounting standards and the integrity and objectivity of these financial statements are management's responsibility. Management is also responsible for the notes to the financial statements and schedules and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements. When alternative accounting methods exist, management has chosen those it deems most appropriate in the circumstances. These statements include certain amounts based on management's estimates and judgments. Management has determined such amounts based on a reasonable basis in order to ensure that the financial statements are presented fairly in all material respects.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced. The District of Ucluelet's accounting systems and related internal controls and supporting procedures are designed and maintained to provide reasonable assurance that financial records are complete and accurate and that assets are safeguarded against loss from unauthorized use or disposition. The procedures include training and selection of qualified staff, the establishment of an organizational structure that provides a well defined division of responsibilities, accountability for performance and communication of standards of business conduct.

The Municipal Council oversees management's responsibilities for the financial reporting and internal controls systems. The Finance Committee meets, when appropriate, with management and the external auditors to satisfy themselves that management's responsibilities are properly discharged. The Finance Committee meets regularly to review internal financial statements and reports back to Council. The Council meets to review and approve externally audited financial statements yearly.

The external auditors, Duncan Sabine Collyer Partners LLP (or "DSCP"), conduct an independent examination in accordance with generally accepted auditing standards and express their opinion on the financial statements. Their examination includes a review and evaluation of the District's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly. The external auditors have full and free access to financial management of the District of Ucluelet and meet when required.

On behalf of the District of Ucluelet



Ms. Jeanette O'Connor, Chief Financial Officer



# District of Ucluelet

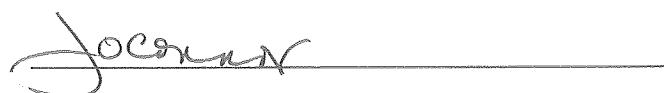
## Statement of Financial Position

Statement A

December 31, 2012 with comparative information for 2011

	2012	2011
<b>FINANCIAL ASSETS</b>		
Cash and short term investments	\$ 3,570,018	\$ 4,120,422
Cash and short term investments in trust	98,142	97,623
Accounts receivable (Note 5)	1,887,600	1,332,659
Inventory for resale	28,713	31,722
	<u>5,584,473</u>	<u>5,582,426</u>
<b>FINANCIAL LIABILITIES</b>		
Accounts payable and accrued liabilities (Note 6)	937,467	749,980
Refundable deposits	33,658	41,978
Trust liabilities	98,142	97,623
Deferred Revenue (Note 7)	1,039,211	897,411
Development cost charges (Note 8)	1,194,564	3,504,538
Debt: Debentures (Note 9), Lease obligations (Note 10)	2,018,639	2,050,037
	<u>5,321,681</u>	<u>7,341,567</u>
<b>NET FINANCIAL ASSETS (DEBT)</b>	<b>262,792</b>	<b>(1,759,141)</b>
<b>NON-FINANCIAL ASSETS</b>		
Inventory of supplies	54,384	80,610
Prepaid expenses	50,750	43,375
Tangible capital assets (Note 11 ), (Schedule 12) .....	36,487,506	36,629,819 .....
Work in progress (Note 12)	1,022,905	856,528
	<u>37,615,545</u>	<u>37,610,332</u>
<b>ACCUMULATED SURPLUS</b>	<b>\$ 37,878,337</b>	<b>\$ 35,851,191</b>

## CONTINGENT LIABILITY AND COMMITMENTS (Note 17)



Jeanette O'Connor, Chief Financial Officer

The accompanying notes are an integral part of these financial statements

# District of Ucluelet

Statement B

## Statement of Financial Activities and Accumulated Surplus

Year ended December 31, 2012 with comparative information for 2011

	2012 Budget (Unaudited)	2012	2011
<b>REVENUE</b>			
Tax levies and grants in lieu of taxes (Schedule 1)	\$ 2,648,657	\$ 2,751,354	\$ 2,426,236
Sale of services	1,711,450	1,479,675	1,676,192
Other revenue from own sources	241,000	2,728,901	260,620
Investment income	15,000	19,453	15,508
Grants and contributions	1,505,690	518,910	746,330
Total revenue	6,121,797	7,498,293	5,124,886
<b>EXPENSES</b>			
General government	1,049,500	1,168,672	973,188
Protective services	316,500	244,005	282,213
Transportation Services	782,500	775,716	800,017
Environmental health Services	38,500	34,564	37,633
Public health and welfare services	16,000	18,805	2,556
Environmental Development Services	398,000	344,815	372,590
Recreation and cultural services	970,000	1,090,666	1,016,434
Interest, debt reserve and debenture issue expense	82,500	85,230	84,071
Sewer utility	374,584	381,516	316,675
Water utility	438,000	363,861	340,316
Ucluelet Economic Development Corporation	-	60	52,620
Amortization	-	963,237	913,453
Total expenses	4,466,084	5,471,147	5,191,766
<b>ANNUAL SURPLUS (DEFICIT)</b>	<b>1,655,713</b>	<b>2,027,146</b>	<b>(66,880)</b>
<b>ACCUMULATED SURPLUS, BEGINNING OF YEAR</b>		<b>35,851,191</b>	<b>35,918,071</b>
<b>ACCUMULATED SURPLUS, END OF YEAR</b>		<b>\$ 37,878,337</b>	<b>\$ 35,851,191</b>

The accompanying notes are an integral part of these financial statements

# District of Ucluelet

Statement C

## Statement of Change in Accumulated Surplus

Year ended December 31, 2012 with comparative information for 2011

	Operating Capital and Reserve Funds and UEDC	Equity in Tangible Capital Assets (Note 13)	Reserve Accounts (Note 14)	2012	2011
ACCUMULATED SURPLUS - Beginning of year	\$ (648,333)	\$ 35,527,257	\$ 972,267	\$ 35,851,191	\$ 35,918,074
Annual surplus (deficit)	3,048,600	(1,021,454)	-	2,027,146	(66,880)
Debt repayment	(31,396)	31,396	-	-	-
Transfers to reserves	(56,625)	-	56,625	-	-
Tangible capital asset and work in progress additions	(990,058)	990,058	-	-	-
ACCUMULATED SURPLUS (DEFICIT) - End of year	1,322,188	35,527,257	1,028,892	37,878,337	35,851,194

The accompanying notes are an integral part of these financial statements

# District of Ucluelet

Statement D

## Statement of Change in Net Debt

Year ended December 31, 2012 with comparative information for 2011

	Budget (Unaudited)	2012	2011
Annual surplus	\$ -	\$ 2,027,146	\$ (66,880)
Acquisition of tangible capital assets	(949,600)	(946,231)	
Amortization of tangible capital assets	963,237	913,454	
	-	13,637	(32,777)
Acquisition of prepaid expenses	(46,124)	(43,375)	
Consumption of prepaid expenses	53,500	38,475	
Acquisition of inventory and supplies	(26,226)	(80,610)	
Consumption of inventory and supplies	-	93,318	
	(18,850)	7,808	
Change in net debt	-	2,021,933	(91,849)
Net debt, beginning of year	262,792	(1,759,141)	(1,667,292)
Net debt, end of year	\$ 262,792	\$ 262,792	\$ (1,759,141)

The accompanying notes are an integral part of these financial statements

# District of Ucluelet

## Statement E

### Statement of Cash Flows

Year ended December 31, 2012 with comparative information for 2011

	2012	2011
<b>Cash provided by (used in):</b>		
<b>Operating activities</b>		
Annual surplus	\$ 2,027,146	\$ (66,880)
Items not involving cash:		
Amortization of tangible capital assets	963,237	913,453
Actuarial adjustment on debt	(10,139)	(7,881)
Change in non-cash operating assets and liabilities:		
Accounts receivable	(554,941)	289,864
Inventory for resale	3,009	(3,783)
Accounts payable and accrued liabilities	187,487	61,298
Refundable deposits	(8,320)	(23,005)
Deferred revenue	141,800	(7,120)
Development cost charges	(2,309,974)	24,989
Inventory of supplies	26,226	12,708
Prepaid expenses	(7,375)	(4,900)
	458,156	1,188,743
<b>Capital activities:</b>		
Acquisition of tangible capital assets	(783,224)	(1,728,302)
Work in progress reductions	(166,376)	782,073
Adjustments to tangible capital assets	(37,701)	-
	(987,301)	(946,229)
<b>Financing activities:</b>		
Proceeds from debenture debt	-	1,948,000
Repayment of revenue anticipation temporary borrowing	-	(2,000,000)
Repayment of debenture debt	(61,717)	(14,942)
Proceeds of capital leases	60,945	-
Capital lease principal repaid	(20,487)	-
	(21,259)	(66,942)
Increase (decrease) in cash and cash equivalents	(550,404)	175,572
Cash and cash equivalents, beginning of year	4,120,422	3,944,848
<b>Cash and cash equivalents, end of year</b>	<b>\$ 3,570,018</b>	<b>\$ 4,120,420</b>

The accompanying notes are an integral part of these financial statements

# District of Ucluelet

Notes to Consolidated Financial Statements

Year ended December 31, 2012

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## 1. GENERAL

The District of Ucluelet (or the "District") is a municipality incorporated under the provisions of the British Columbia (or "BC") Community Charter. The activities of the corporation are carried out through the following funds: General Revenue Fund, General Capital Fund, Water Revenue Fund, Water Capital Fund, Sewer Revenue Fund, Sewer Capital Fund and Reserve Funds. In addition, these financial statements include the activities of the Ucluelet Economic Development Corporation which is owned by the District of Ucluelet.

## 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

### Basis of presentation

These financial statements, which are the representations of management, are prepared in accordance with Canadian public sector accounting standards for governments as prescribed by the Public Sector Accounting Board (PSAB) of the Canadian Institute of Chartered Accountants.

The District follows the fund basis of accounting. Funds are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations. Currently in use are:

#### (a) General Revenue Funds

To account for all financial resources except those required to be accounted for in another fund. The General Revenue Fund is the District's operating fund and includes collection of taxation, administering operations, roads, fire protection, etc.

#### (b) Capital Funds

To account for all tangible capital assets and unfunded work in progress of the District and is offset by long term debt and equity in tangible capital assets.

#### (c) Reserve Funds

To account for activities within designated funds established for specific purposes. The funds are governed by by-laws defining their purposes and are funded primarily by contributions from the General Revenue Fund plus interest earned on fund balances.

#### (d) Water and Sewer Funds

To account for operations that are financed and operated in a manner similar to private business operations, where the intent is that costs of providing the services on a continuing basis be financed or recovered at least partially through user charges.

### Financial Statements

The General Revenue Fund, General Capital Fund, Water Revenue Fund, Water Capital Fund, Sewer Revenue Fund, Sewer Capital Fund, Land Sale Reserve Fund, Recreation Reserve Fund, Park Dedication Reserve Fund, Parking Reserve Fund, Sewer Debt Retirement Reserve Fund, Equipment Replacement Reserve Fund, Density Bonusing Reserve Fund, Social Reserve Fund and Ucluelet Economic Development Corporation belong to one economic entity under control of Municipal Council.

# District of Ucluelet

Notes to Consolidated Financial Statements

Year ended December 31, 2012

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## 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

These financial statements reflect the removal of internal transactions and balances. The Cemetery Trust Fund administered by the District is specifically excluded from these financial statements.

### Measurement uncertainty

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Estimates and assumptions include the estimated useful life of tangible capital assets for amortization purposes and the estimated fair value of contributed capital assets, the net recoverable amount of accounts receivable, inventory of supplies and tangible capital assets and the extent of the pension and sick leave liabilities. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates. By their nature, these estimates are subject to measurement uncertainty, and the effect on the financial statements of changes in such estimates in future periods could be significant.

### Revenue recognition

Sources of revenue are recorded on the accrual basis and include revenue in the period in which the transactions or events occurred that give rise to the revenues and expenses in the period the goods and services are acquired and a liability is incurred or transfers are due. Revenue unearned in the current period is recorded as deferred revenue. Specifically:

(a) Taxation

Taxation revenues are recognized as revenue in the year they are levied. Taxes may be adjusted by way of supplementary roll adjustments through the BC Assessment appeal process. Levies imposed by other taxing authorities are not included as taxes for municipal purposes.

(b) Sales of services

User fee revenues are recognized when the service or product is rendered by the District and include charges for water and sewer usage, solid waste collection and recreation programs and admission.

(c) Other Revenue

Included in other revenue are permit and licence fees as well as fines and penalty charges which are recognized as revenue when the permit is granted or the fine/penalty is levied.

(d) Municipal Finance Authority Investment Income

The District invests in pooled funds of the Municipal Finance Authority of BC. Earnings of these funds are allocated to the members from time to time based on the market value of the pool. The District recognizes only its share of the realized earnings of the pool. This revenue is recorded as investment income and the amount is added to the cost of the units held. To the extent that these financial instruments have no stated rate of return, investment income is recognized as it is received.

(e) Other investment income

Recognized as revenue as earned.

# District of Ucluelet

## Notes to Consolidated Financial Statements

Year ended December 31, 2012

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### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

#### (f) Grants

Are recognized as revenues in the period that the events giving rise to the transfer occur.

#### (g) Sale of tangible capital assets

The proceeds less net book value resulting in a gain or loss on the disposal from the sale of tangible capital assets are recognized as revenue at the time of the sale.

#### Cash and cash equivalents

Cash consists of cash on hand and bank deposits. Highly liquid investments with maturities of three months or less at date of purchase are considered to be cash equivalents. Cashable term deposits, regardless of maturity date, are also considered highly liquid investments and are considered to be cash equivalents.

Cash equivalents consists of cashable term deposits. Term deposits are valued at cost plus accrued interest.

#### Inventory

The District restated its financial statements in 2009 to provide for recognition of inventory of supplies for internal use which were previously expensed in the year of acquisition.

Inventory of materials and supplies are valued at the lower of cost and net realizable value, with cost being determined on a first in, first out basis. If necessary, an allowance is made for damaged or obsolete goods. Property acquired for taxes subject to redemption and property acquired for taxes are carried at tax sale value.

Inventory for resale and property acquired for taxes subject to redemption are classified as financial assets. Inventory of supplies for internal use and property acquired for taxes are classified as non-financial assets.

#### Tangible Capital Assets

The District restated its financial statements in 2009 to comply with the provisions of Section 3150 of the Public Sector Accounting Board Handbook, Tangible Capital Assets, to provide for the recognition and amortization of tangible capital assets.

Tangible capital assets acquired or constructed for governmental purposes are reported as expenditures in the fund that finances the asset acquisition and are capitalized in the related capital fund. Capital projects are reported as capital assets when they have been funded. Prior to funding, capital projects are reported as work in progress.

Tangible capital assets are recorded at cost less accumulated amortization and are classified according to their functional use. Amortization is recorded on a straight-line basis over the estimated useful life of the asset commencing the year the asset is put into service. In the year of acquisition, one half the normal rate is used. Donated and contributed capital assets are reported at fair value at the time of donation or contribution. Estimated useful lives are as follows:

<u>Tangible Capital Asset</u>	<u>Useful life</u>
Buildings	10 to 60 years
Equipment	5 to 25 years
Drainage structures	30 to 50 years
Road structures	40 to 60 years
Other structures	15 to 50 years
Water structures	10 to 50 years
Sewer structures	10 to 50 years
Land	non-depreciable

The District regularly reviews its tangible capital assets to eliminate obsolete items.

# District of Ucluelet

Notes to Consolidated Financial Statements

Year ended December 31, 2012

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## 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

### Reserve accounts

Reserve accounts are non-statutory reserves for future expenditures which represent an allocation of revenue for future specific purposes.

## 3. COMPARATIVE FIGURES

Some of the comparative figures have been reclassified to conform to the current year's presentation.

## 4. FINANCIAL INSTRUMENTS

The District's financial instruments consist of cash and short term investments, cash and short term investments in trusts, accounts receivable, accounts payable and accrued liabilities, refundable deposits, trust liabilities and debenture debt. It is management's opinion that the District is not exposed to significant currency, interest rate or credit risks arising from these financial instruments. The fair value of these financial instruments approximates their carrying values.

## 5. ACCOUNTS RECEIVABLE

	2012	2011
Property taxes	\$ 1,502,288	\$ 949,621
Government	213,176	35,370
General, business licences, utilities	141,830	241,966
Other	60,215	135,611
Allowance for doubtful accounts	<u>(29,909)</u>	<u>(29,909)</u>
	\$ 1,887,600	\$ 1,332,659

# District of Ucluelet

## Notes to Consolidated Financial Statements

Year ended December 31, 2012

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### 6. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

	2012	2011
Government	\$ 106,671	\$ 352,880
Trade accounts payable	712,522	285,275
Salaries and wages	40,944	-
Accrued interim financing and debenture interest	15,442	15,404
Accrued employee benefits	51,144	85,673
Cemetery care trust fund	10,745	10,745
	<b>\$ 937,468</b>	<b>\$ 749,977</b>

### 7. DEFERRED REVENUE

	2012	2011
Other	\$ 25,775	\$ 4,972
Property taxes	23,024	24,732
Grants	136,923	136,640
Federal gas tax agreement	569,949	568,323
Hotel resort tax	283,540	162,744
	<b>\$ 1,039,211</b>	<b>\$ 897,411</b>

Gas tax funding is provided by the Government of Canada. A funding agreement between the District of Ucluelet and the Union of British Columbia Municipalities dictates gas tax funding may be used towards designated public transit, community energy, water, waste water, solid waste and capacity building projects. The change in the federal gas tax account balance during the year is as follows:

	2012	2011
Federal gas tax agreement - Beginning of year	\$ 568,323	\$ 445,734
Amounts accrued / received in the year	-	109,944
Interest earned	1,626	11,178
Adjustment	-	1,467
Federal gas tax agreement - End of year	<b>\$ 569,949</b>	<b>\$ 568,323</b>

# District of Ucluelet

## Notes to Consolidated Financial Statements

Year ended December 31, 2012

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### 8. DEVELOPMENT COST CHARGES

Development cost charges are restricted revenue liabilities representing funds received from developers and deposited into a separate reserve fund for capital expenditures. The District records these funds as restricted revenue liability which is then recognized as revenue when the related costs are incurred.

	Opening balance	Net Receipts	Draw down	Interest	Closing balance
Roads	\$ 1,235,628	\$ 37,125	\$ 1,258,424	\$ 900	\$ 15,229
Storm water	470,896	-	269,107	6,982	208,771
Sewer	990,611	10,950	614,651	13,728	400,638
Water	652,743	15,327	258,224	14,079	423,925
Parks	154,660	3,380	16,564	4,525	146,001
	\$ 3,504,538	\$ 66,782	\$ 2,416,970	\$ 40,214	\$ 1,194,564

### 9. DEBENTURE DEBT

2012

2011

MFA Issue 117. Bylaw 1074 - Ucluelet Community Centre, 25 year \$ **1,900,815** \$ 1,948,000 term bearing interest at 3.25% and maturing in October, 2036.

MFA Issue 73. Bylaw 829 - Fire Truck, 15 year term bearing interest at 6.36% and maturing in December, 2015.

**77,366**

102,037

**\$ 1,978,181** \$ 2,050,037

Principal and interest repayment terms are approximately:

	Principal	Interest	Total
2013	\$ 61,718	\$ 82,360	\$ 144,078
2014	61,717	82,360	144,077
2015	61,718	82,360	144,078
2016	46,775	63,310	110,085
2017	46,775	63,310	110,085

The principal amount of debenture debt is reduced by principal payments and actuarial adjustments representing interest earned on sinking funds held by the Municipal Finance Authority.

# District of Ucluelet

## Notes to Consolidated Financial Statements

Year ended December 31, 2012

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### 10. OBLIGATIONS UNDER CAPITAL LEASE

The District financed specific municipal hall, recreational and fire department equipment by entering into capital leases with the MFA Leasing Corp. The District will acquire ownership of the equipment at the end of the lease term. Repayments are due as shown.

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2013	\$ 21,530
2014	18,396
2015	1,370
Total minimum payments	41,296
Less: Amounts representing interest (at prime plus 1%)	(838)
Present value of net minimum capital lease payments	\$ 40,458

Total interest on leases for 2012 was \$1,035 (2011 - \$1,437).

### 11. TANGIBLE CAPITAL ASSETS

	Cost	Accumulated amortization	2012 <b>Net book value</b>	2011 Net book value
Land	\$ 11,577,102	\$ -	\$ <b>11,577,102</b>	\$ 11,346,961
Buildings	10,602,588	1,269,265	<b>9,333,323</b>	9,521,606
Equipment	2,249,851	1,005,518	<b>1,244,333</b>	1,285,166
Road structures	7,268,856	2,719,813	<b>4,549,043</b>	4,657,446
Drainage structures	1,413,540	474,373	<b>939,167</b>	969,321
Other structures	2,826,596	990,942	<b>1,835,654</b>	1,962,920
Water structures	3,697,883	1,716,269	<b>1,981,614</b>	1,986,197
Sewer structures	8,375,217	3,347,947	<b>5,027,270</b>	4,900,201
	<b>\$ 48,011,633</b>	<b>\$ 11,524,127</b>	<b>\$ 36,487,506</b>	<b>\$ 36,629,818</b>

The District records tangible capital assets under development as work in progress which is not subject to amortization, see (Note 12).

# District of Ucluelet

## Notes to Consolidated Financial Statements

Year ended December 31, 2012

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Over the years, the District received many contributions of tangible capital assets which were capitalized at their fair value at the time of receipt. During this year and in the prior year, no contributed capital assets were received.

For additional information, see the schedule of Tangible Capital Assets (Schedule 2).

### 12. WORK IN PROGRESS

	2012	2011
General Government	\$ 332,870	\$ 362,637
Sewer system	192,700	200,185
Water system	497,335	293,705
	<b>\$ 1,022,905</b>	<b>\$ 856,527</b>

During the year there were work in progress additions of \$526,748 (2011 - \$297,925) and transfers to tangible capital assets for completed projects of \$360,372 (2011 - \$1,079,998).

### 13. EQUITY IN TANGIBLE CAPITAL ASSETS

	2012	2011
Capital assets	\$ 36,487,506	\$ 36,629,819
Work in progress	1,022,905	856,527
Debenture debt	(1,978,181)	(2,050,037)
Capital fund	(4,973)	(4,973)
	<b>\$ 35,527,257</b>	<b>\$ 35,431,336</b>

# District of Ucluelet

Notes to Consolidated Financial Statements

Year ended December 31, 2012

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## 14. RESERVES FOR FUTURE EXPENDITURES

	2011	Additions	Transfer and expenditures	2012
<u>General Revenue Fund</u>				
Committed projects	\$ 195,500	\$ -	\$ (195,500)	\$ -
Future expenditure	30,417	-	(19,763)	<b>10,654</b>
CARIP Grant Reserve	-	1,626	-	<b>1,626</b>
Ukee Days	12,300	-	(12,300)	-
Office renovations	20,000	-	(20,000)	-
He tin Kis parking	10,334	-	(10,334)	-
Fire protection	98,104	-	(98,104)	-
Junction property purchase	125,000	-	(125,000)	-
Small craft harbour	270,285	-	-	<b>270,285</b>
Main Street wharf	52,000	-	(52,000)	-
Affordable housing	8,400	-	-	<b>8,400</b>
Clubhouse	50,000	-	(50,000)	-
Live fire training ground	5,000	-	(5,000)	-
	<b>\$ 877,340</b>	<b>\$ 1,626</b>	<b>\$ (588,001)</b>	<b>\$ 290,965</b>
<u>Water Utility Fund</u>				
Future expenditure	25,000	-	643,000	<b>668,000</b>
<u>Sewer Capital Fund</u>				
MFA surplus	69,927	-	-	<b>69,927</b>
	<b>\$ 972,267</b>	<b>\$ 1,626</b>	<b>\$ 54,999</b>	<b>\$ 1,028,892</b>

## 15. TRUST FUNDS

The District holds trust funds under British Columbia law for the purposes of maintaining a public cemetery. This fund has not been included in these financial statements.

	2012	2011
Balance - Beginning of year	\$ 24,858	\$ 24,713
Interest earned	<b>116</b>	130
Contribution	-	15
Balance - End of year	<b>\$ 24,974</b>	\$ 24,858

# District of Ucluelet

Notes to Consolidated Financial Statements

Year ended December 31, 2012

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## 16. MUNICIPAL FINANCE AUTHORITY DEBT RESERVE FUND

The Municipal Finance Authority of British Columbia (or "the Authority") provides capital financing for regional districts and their member municipalities. The Authority is required to establish a Debt Reserve Fund. Each regional district through its member municipalities who share in the proceeds of a debt issue is required to pay into the Debt Reserve Fund certain amounts set out in the debt agreements. The Authority pays into the Debt Reserve Fund these monies from which interest earned thereon less administrative expenses becomes an obligation to the regional districts. If at any time there are insufficient funds, the regional districts must use this fund to meet payments on its obligations. Should this occur the regional districts may be called upon to restore the fund.

Upon the maturity of a debt issue the unused portion of the Debt Reserve Fund established for that issue will be discharged to the municipalities. The proceeds from these discharges will be credited to income in the year they are received. As at December 31, the total investment of the Debt Reserve Fund was comprised of the following:

	2012	2011
General operations - fire truck	\$ 18,648	\$ 18,498
General operations - Ucluelet Community Centre	<b>55,858</b>	55,263
	<b>\$ 74,506</b>	\$ 73,761

## 17. CONTINGENT LIABILITY AND COMMITMENTS

### (a) Regional District Debt

Debt issued by the Regional District of Alberni Clayoquot is a direct joint and several liability of the Regional District and each member municipality including the District of Ucluelet.

### (b) Pension Liability

The municipality and its employees contribute to the Municipal Pension Plan (the Plan), a jointly trustee pension plan. The board of trustees, representing plan members and employers, is responsible for overseeing the management of the Plan, including investment of the assets and administration of benefits. The Plan is a multi-employer contributory pension plan. Basic pension benefits provided are based on a formula. The Plan has about 176,000 active members and approximately 67,000 retired members. Active members include approximately 35,000 contributors from local governments.

The most recent actuarial valuation as at December 31, 2009 indicated a \$1,024 million funding deficit for basic pension benefits. The next valuation will be as at December 31, 2012 with results available in 2013. Defined contribution plan accounting is applied to the Plan as the Plan exposes the participating entities to actuarial risks associated with the current and former employees of other entities, with the result that there is no consistent and reliable basis for allocating the obligation, Plan assets and cost to individual entities participating in the Plan.

# District of Ucluelet

Schedule 1

## Tax Levies and Grants in Lieu of Taxes

December 31, 2012 with comparative information for 2011

	Budget 2012 (unaudited)	2012	2011
<b>MUNICIPAL TAX LEVIES</b>			
General	\$ 2,402,657	\$ 2,455,494	\$ 2,327,217
Utility	36,000	36,250	32,442
Parcel Taxes	138,500	188,660	-
	2,577,157	2,680,404	2,359,659
Grants in lieu of taxes	71,500	70,951	66,579
<b>TOTAL MUNICIPAL TAXES</b>	<b>2,648,657</b>	<b>2,751,355</b>	<b>2,426,238</b>
<b>TAX LEVY COLLECTIONS FOR OTHER GOVERNMENTS</b>			
School Authorities	-	1,478,888	1,574,845
Policing	-	125,892	129,520
Regional Hospital	-	202,573	233,053
Regional District	-	262,302	241,339
BCAA	-	38,567	42,508
MFA	-	118	123
	-	2,108,340	2,221,388
<b>TOTAL TAXES COLLECTED</b>	<b>2,648,657</b>	<b>4,859,695</b>	<b>4,647,626</b>

## District of Ucluelet

Schedule of Tangible Capital Assets

Year ended December 31, 2012

### Schedule 2

	Opening balance	Additions	Disposals	Write Ups and downs	Balance End of Year	Accumulated Amortization Beginning of Year	Net Carrying Amount Beginning of Year	Deletions	Amortization End of Year	Accumulated Amortization End of Year	Net Carrying Amount End of Year
Land	\$ 11,346,961	\$ 230,141	\$ -	\$ 11,577,102	\$ -	\$ 11,346,961	\$ -	\$ -	\$ -	\$ -	\$ 11,577,102
Buildings	10,574,602	27,986	-	10,602,588	(1,052,996)	9,521,606	-	(216,269)	(1,269,265)	9,333,323	
Machinery And Equipment	2,151,030	61,120	-	37,701	2,249,851	(865,864)	1,285,166	-	(139,654)	(1,005,518)	1,244,333
Other Engineering Structures	2,826,596	-	-	2,826,596	(863,676)	1,962,920	-	(127,266)	(990,942)	1,835,654	
Roads	7,206,057	62,799	-	7,268,856	(2,548,611)	4,657,446	-	(171,202)	(2,719,813)	4,549,043	
Drainage	1,413,540	-	-	1,413,540	(444,219)	969,321	-	(30,154)	(474,373)	939,167	
Water	3,611,743	86,140	-	3,697,883	(1,625,546)	1,986,197	-	(90,723)	(1,716,269)	1,981,614	
Sewer	8,060,179	315,038	-	8,375,217	(3,159,978)	4,900,201	-	(187,969)	(3,347,947)	5,027,270	
	\$ 47,190,708	\$ 783,224	\$ -	\$ 37,701	\$ 48,011,633	\$ (10,560,890)	\$ 36,629,818	\$ -	\$ (963,237)	\$ (11,524,127)	\$ 36,487,506

