



# District of Ucluelet

BRITISH COLUMBIA, CANADA

2015 Annual Report



2015 Annual Report  
January 1 to December 31, 2015

This document was prepared by the Administration Department, with departmental information provided by each Department Head.

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## 2015 Annual Report

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## 2015 Annual Report

# Message From The Mayor



As Mayor and representative of your elected Council, I am pleased to provide the opening comments for this Annual Report.

2015 was Ucluelet Council's first full year of our current term. It was a busy and productive time, with many discussions and decisions on issues affecting the community and our residents. I would like to thank District Council, staff, and the public for their involvement.

As you read this report, which highlights the activities of the different departments of the District, you can see our Council and staff have moved forward on a number of big projects. The community has a very dedicated and focused Council and staff.

We are a very active community, and Council has made it a priority to encourage and support our residents and the good works done by them through the plethora of community groups, societies, and boards. Transparency and communication are a vital part of this support, and Council has made an effort to effectively engage the public with social media, press releases, newsletters, website content, newspaper print, UkeeMail, holding public open houses, and meeting individually or collectively with many organizations

and external agencies. We have chosen to do this not only for economic efficiency but also out of respect and support for the work of our many volunteers and boards.

While there are many worthwhile projects set for 2016, I would like to speak to one of the largest initiatives that our municipality plans to undertake – implementation of a new and updated Official Community Plan (OCP). With the last OCP adopted in 2011, Council heard from our constituents that our community has changed dynamically since then, with primary vocalizations recognizing Ucluelet's booming tourism industry and parallel growth in the accommodation and small business sectors. The OCP will address these new challenges, and community input will be invaluable in guiding its revision to accommodate topics ranging from an increasingly entrepreneurial population, to affordable housing choices, age-friendly infrastructure, or pursuing more tourist-friendly town amenities.

## 2015 Annual Report

# Message From The Mayor

Financial resilience is also a cornerstone of any Official Community Plan and the District is working diligently to maintain a sustainable budget, and balancing community needs and wants with affordability. Council continues to challenge the organization to seek efficiencies and “do more with less”.

Implementation of the Official Community Plan and public consultation process will begin in 2016 and likely will continue into 2017. It is a time-intensive process, but certainly a vital one for our community to undertake on a regular basis. It is critical that a Council supports a clear direction for the community that inspires hope and encourages participation. There will be many opportunities for voices to be heard through a series of upcoming public meetings and input gathering sessions, both in respect to OCP implementation decisions and other key financial directions. Council will continue to listen and learn from residents in order to navigate Ucluelet through an ocean of change towards a sustained prosperity—and your continued participation is encouraged as these initiatives move forward.

Thank you Ucluelet.

*Dianne St. Jacques*  
Mayor



2015 Annual Report

# District Council



Councillor Randy Oliwa, Councillor Mayco Noël,  
Councillor Sally Mole, Councillor Marilyn McEwen, and  
Mayor Dianne St. Jacques  
*(Back to front & left to right)*

2014 to 2018

## 2015 Annual Report

# Message from the CAO

It is my great pleasure to present the 2015 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 2015 included: Installation of the UV Filtration System at the Bay Street Water Treatment Plant, Pigging (water pipe cleaning) of the main water lines, improvements at Terrace Beach, completion of Phase I of the Pat Leslie Memorial Boat Launch, and adoption of a consolidated Zoning Bylaw to name but a few.

The department sections of this report endeavour to provide residents with an account of the work we have completed, an analysis of its level of success and the goals for 2016. The achievements highlighted in this Annual Report are a direct result of the work done by the District of Ucluelet staff who strives to provide outstanding service to the community. All staff are committed to transparency and accountability as the cornerstone of the service they deliver.

In 2016, we look forward to increased paving projects, construction of connecting sidewalks and trail extensions, continued park improvements, and preparing for the rewrite of the Official Community Plan bylaw.

2015 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 2015 and I look forward to continued success in 2016.

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

*Andrew Yeates*

*Chief Administrative Officer*





# 2015 Annual Report Organization

## VISION

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

## VALUES

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- Respect
- Honesty
- Integrity
- Open
- Commitment
- Transparent
- Collaborative
- Forward-Thinking

## MISSION

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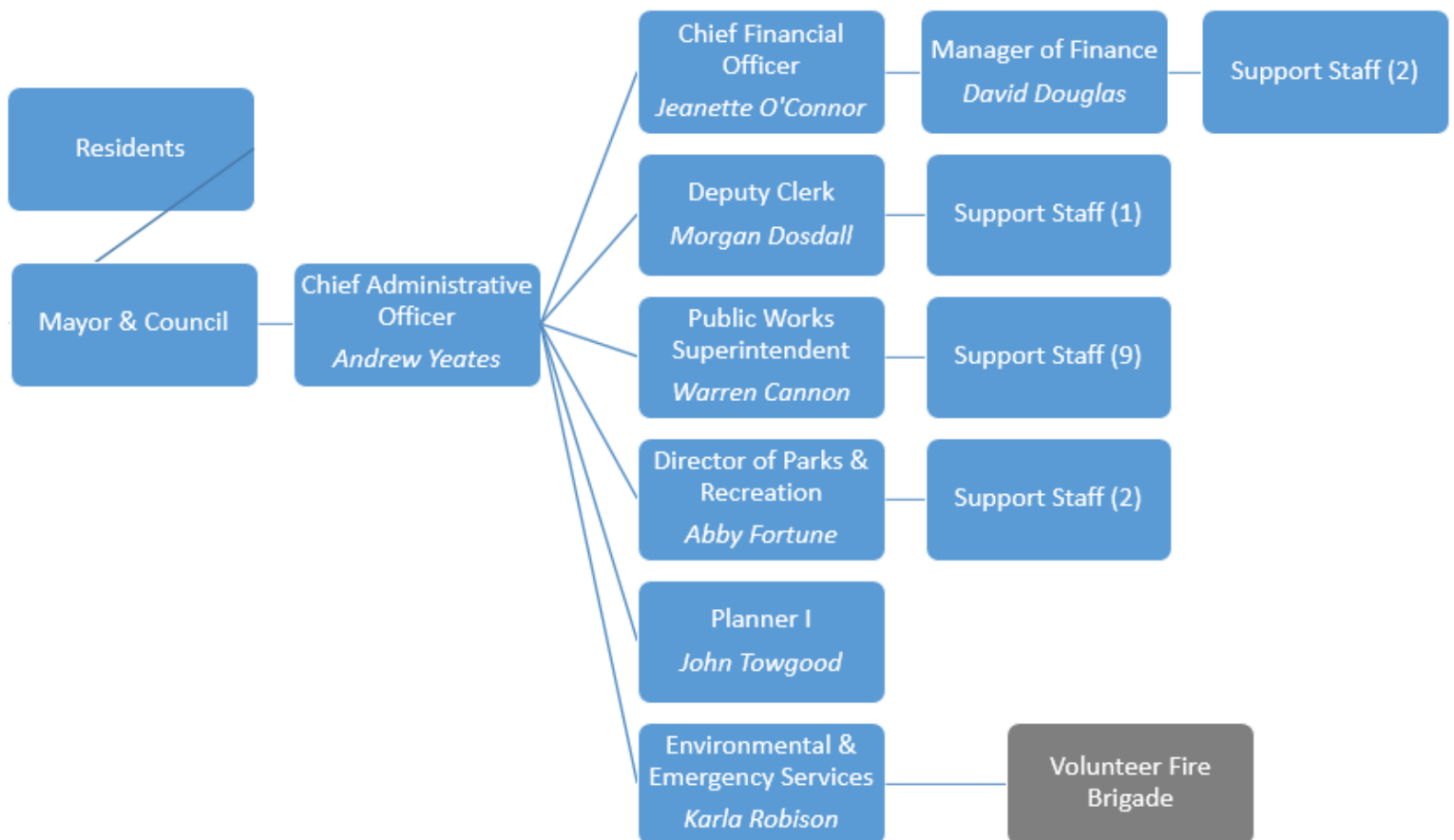
The District of Ucluelet is committed to being an open and transparent organization to foster accountability and responsiveness, increase community participation, and drive economic opportunities.





# 2015 Annual Report

# Organizational Chart



# Finance & Administration Department Overview

## The Finance and Administration department's key responsibilities include:

- ▶ Prepare the District of Ucluelet's Five Year Financial Plan
- ▶ Collate articles for design, and distribute the District's triannual newsletter: the *District Dispatch*
- ▶ Update and maintain the District portion of the community web portal and social media outlets (Facebook, Twitter, Instagram) to provide information on Council meeting dates, Council agendas and minutes, proclamations, informational items, notifications, job opportunities, and financial updates
- ▶ Track and report on the District's capital assets to the Provincial government
- ▶ Finance public infrastructure
- ▶ Plan for future municipal expenses
- ▶ Set the property tax rate annually, through direction from Council
- ▶ Notify the public of tax and utilities, business licence renewals, and pet licence renewals
- ▶ Maintain the District's corporate memory through records management
- ▶ Receive all money paid to the District of Ucluelet
- ▶ Maintain the District's corporate memory through records management

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

# Finance & Administration Department Overview

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



# Finance & Administration

## 2015 Accomplishments



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### UKEE MAIL - Tune in to your Community!

Sign up and get the latest local news and information such as:

- Community Notices
- Community Events
- Parks and Recreation Program Guides
- Urgent Information Bulletins

Enter your email in the box below.

Submit and get connected!



- Advanced the District of Ucluelet's Communication Strategy utilizing the District newsletter, modern technologies, and social networking services to improve transparency and keep citizens apprised of important projects, bulletins, and press releases - *(ongoing)*
- Performed internal review of daily operations and prepared revised procedures for departmental tasks to ensure streamlined performance and accuracy - *(ongoing)*
- Procured a change machine for the Small Craft Harbour
- Assisted in procuring two street lights for the Small Craft Harbour
- Optimized various recurring tasks for efficiency and accuracy by utilizing full breadth of tools available; for example, accounting for harbour revenues, generating invoices for water metered properties, and maintaining internal databases
- The Finance Committee held a public input session to garner community participation in developing strategic direction for the 2014-2018 Five Year Financial Plan
- Went to tender and hired a new auditing firm, KPMG LLP
- Hired a new Harbour Master
- Began review of the Fees and Charges bylaw
- Completed and sent in a repayable loan agreement with Barkley Community Forest in the amount of \$22,500



# Finance & Administration 2015 Accomplishments

- ▶ Began resolution-tracking to assure the timely completion of Council-directed tasks with quarterly reporting to Council
- ▶ Underwent review and revision of Financial and Administrative policies and procedures
- ▶ Completed and put out three *District Dispatch* newsletters: Spring, Summer, and Fall editions
- ▶ Completed full-scale review of District policies
- ▶ Prepared list of properties going to tax sale
- ▶ Equipped Council with a computer in the main office for ease of access to budgetary information and policies
- ▶ Assisted other departments with grant applications and reporting



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# Finance & Administration

## 2016 Work Plan

- ▶ Complete the Records Management Audit and Implementation Program for physical and electronic filing
  - Success will be affirmed by increased efficiencies in information-retrieval and reduced occurrences of paper-trail gaps, contributing to: improved accuracy in reporting and overall productivity, cost-saving by increasing operational efficiency, and increased employee and customer satisfaction
- ▶ Implement strategic business efficiencies to optimize revenue stream and ensure maximum convenience to community in accessing the District's services  
Success will be affirmed by:
  - The identification and utilization of financially viable revenue streams, increasing the spending power of the District;
  - The analysis and re-organization of reserve accounts to optimize the interest earned and identify modes of increased return on investment;
  - The positive feedback from residents on the creation of new and updated District forms and applications to be hosted on the community web portal
- ▶ Update the Fees and Charges Bylaw
  - Success will be affirmed by the revision and adoption of an updated Fees and Charges bylaw
- ▶ Update the Small Craft Harbour Facilities Bylaw
  - Success will be affirmed by the revision and adoption of an updated Small Craft Harbour Facilities bylaw
- ▶ Review all of the reports and recommendations in the performance audits produced by the office of the Auditor General for Local Government
  - Success will be affirmed by implementing best practice recommendations to improve the delivery of services to our citizens
- ▶ Undergo thorough Asset Management reporting, maintenance and asset renewal planning  
Success will be affirmed by:
  - The development of plans for condition reporting, maintenance and asset renewal
  - Completion of an Asset Management Report that sets out the cost and timing of renewals and provides an understanding of the financial requirements to complete the renewals

# Finance & Administration 2016 Work Plan

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



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# Parks & Recreation Department Overview

The District of Ucluelet Parks & Recreation Department is committed to providing modern, creative, and innovative parks and recreation services that provide for the wants and needs of all age groups represented in the community.

Excerpt from article for BCRPA Spring Magazine May 2016 Abby Fortune, Director of Parks and Recreation:



*“Recreation and the perception of recreation, it can be argued, have in fact changed over the years. Why and how recreation is so important is being better explained and understood. Recreation is being seen as an essential service, a critical component to community growth, health and development.*

*Working in a small, rural community, documents such as the Benefits catalogue have certainly assisted over the years. Pathways to Wellbeing has now provided a whole different level of practicality and sophistication to the explanation and understanding of recreation in Canada and, even more importantly, how to relay that information to others.*

*By adopting the five goals of the document: Active Living, Inclusion and Access, Connecting People and Nature, Supportive Environments and Recreation Capacity, not only are we able to move these goals forward but move them forward as a united front no matter what size of community.*

*A vision for Recreation in Canada becomes the vision for recreation in your community. “We envision our community (Canada) in which everyone is engaged in meaningful, accessible recreation experiences that foster: Individual wellbeing, community wellbeing and the wellbeing of our natural and built environments.” What powerful words to live by and support your community around. Imagine giving your Commission or Council these words to use and make them become a part of the fabric of the community.*

*Understanding and providing a foundation for what we do is so important. We are providing a fundamental service to our community and to Canada by focusing on concrete goals. The renewed definition of Recreation as the “experience that results from freely chosen participation in physical, social, intellectual, creative and spiritual pursuits that enhance individual and community wellbeing”, helps to support the framework goals.”*





# Parks & 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. As always, our focus is to continue to provide and support excellent programs, special events with community group involvement and facilities, and continue to promote an all encompassing focus to help strengthen the sense of community. Ucluelet Parks and Recreation Department is committed to ensuring a level of excellence in its service to the community and continues to strive to promote an atmosphere of friendly and efficient service.



# Parks & Recreation 2015 Accomplishments



## PARKS & RECREATION MASTER PLAN



To continue to ensure that the plan is a living document by identifying the steps noted in the plan for long term implementation. This is an important part of the Department and will continue on.



# Parks & Recreation 2015 Accomplishments

## CORE REVIEW

- The Parks & Recreation Department will start the process of a core review by looking at all aspects of the department from the ground up for efficiency and effectiveness. This process was started in 2015 primarily focusing on Special Events and parks projects. This will continue for 2016 for administration.

## RECREATION COMMISSION

- Re-establishing the Ucluelet Parks & Recreation Committee as a committee of council – this process was started in 2015 but still continues.



# Parks & Recreation 2015 Accomplishments

## PROGRAMS

- ✓ Analyzing recreation programs and closing the gap on identified needs
  - This was certainly identified as a key programming review for 2015. Gaps were identified with plans in play for 2016. Much of this was identified in Senior's programming.
- ✓ Researching and implementing value added programming
- ✓ To ensure that programming continues to be leading edge with a focus on Arts & Culture and current trends
  - The Arts & Culture projects had great success in 2015 with a large travel art show with the youth group and the opening of the pottery section to the Arts & Crafts Room

## UCC

- ✓ Open door to the community
  - This is both a necessity and a challenge to find the balance to an Open Door policy and maintaining control of the facility and surroundings.
- ✓ Focusing on community health & spirit
  - More partnering was established with the local health entities and counsellors. Youth was a focus in 2015



# Parks & Recreation 2015 Accomplishments

## PARKS PLANNING

- ☑ Continue to collaborate on the establishment of an operating & Beautification Plan for the District of Ucluelet facilities and greens space. This process was further developed in 2015 but will continue to be a focus.

## DEPARTMENT TRAINING

- ☑ To evaluate training gaps within each Department and establish a long term strategy for further education.
  - Succession planning will need to be established.
- ☑ Exploring proactive learning for departmental staff. This was deferred to 2016.





# Parks & Recreation 2016 Work Plan

## ◆ SERVICE EXCELLENCE

- Ensuring a level of excellent customer service through policy and training

## ◆ ENHANCE RECREATION PROGRAMS AND SERVICES

- Engaging in active feedback ensuring that programming and services are in line with the wants and the needs of the community.

## ◆ ADDED VALUE PROGRAMS

- Researching and implementing value added programming

## ◆ REVITALIZE PARKS & RECREATION PRINCIPLES

- Application of the Parks & Recreation Master Plan and the Age Friendly Plan
- Continue to ensure that both plans are living documents
- Identifying the steps noted in the plan for long term implementation to put into a plan

## ◆ THE TOURIST EXPERIENCE

- Enhance the “Ucluelet Experience”
  - Advertise the walkability of the community; Community walking plan to be created in 2016; In Town Connectors
- Provide for outdoor needs
  - Development of Parkettes through RMI funding
- Umbrella program
  - Partnering with Tourism Ucluelet to distribute umbrella’s throughout town
- Banners
  - In conjunction with Tourism Ucluelet, continuing phase two of the banner project



# Parks & Recreation 2016 Work Plan

Projects and staffing will be the focus of 2016 for the Parks & Recreation Department.

## ◆ Projects for 2016:

- Age Friendly Grant Completion
  - ⇒ Working Document
- Skateboard Park Expansion Project
  - ⇒ Project planning in 2016
- Wild Pacific Trail Connector
  - ⇒ Connector trail from He-Tin-Kis to Marine Drive
- Resort Municipality Initiative Projects
  - ⇒ Infrastructure programs through RMI funding
- Beach Volleyball Court
  - ⇒ Completion of park
- St. Jacques Park Planning
  - ⇒ Planning and clearing
- Little Beach – pathways
  - ⇒ Infrastructure project
- Alder Street – end of park
  - ⇒ Furnishings



## ◆ CORE REVIEW

- Parks & Recreation Department will start the process of a core review looking at all aspects of the department from the ground up for efficiency and effectiveness. For 2016 the focus will be administration.

## ◆ UCLUELET COMMUNITY CENTRE

- Parks Open Door to the community: Creation of Welcoming packages for new residents of the community; Providing a central targeted area for information to be disseminated



# Parks & Recreation 2016 Work Plan

## ◆ PARKS PLANNING

- Continue to collaborate on establishing an Operating & Beautification Plan for the District of Ucluelet facilities and greens space.

## ◆ DEPARTMENT TRAINING

- To further establish/clarify roles and responsibilities within the Department
- To evaluate training gaps within the Department and establish long term strategy for further education.
- Exploring proactive learning for departmental staff.



# Parks & Recreation 2015 Recreational Program Registrations

This information is based on the Active-net Stats of the total number participants registered in each category for 2014 and 2015.

| 2014               | Enrollment |
|--------------------|------------|
|                    | Totals     |
| Adult - Fitness    | 21         |
| Adult - General    | 49         |
| Adult - Low Impact | 2          |
| Ball Programs      | 41         |
| Camps              | 239        |
| Children - Dance   | 21         |
| Children - Fitness | 114        |
| Children - General | 302        |
| Playschool         | 181        |
| Preschool Programs | 81         |
| Punch Cards - 6    | 78         |
| Punch Cards -12    | 26         |
| Soccer             | 68         |
| Swimming           | 422        |
| Youth Programs     | 2          |

| 2015               | Enrollment |
|--------------------|------------|
|                    | Totals     |
| Adult - Fitness    | 130        |
| Adult - General    | 176        |
| Adult - Low Impact | 84         |
| Ball Programs      | 58         |
| Camps              | 347        |
| Children - Dance   | 118        |
| Children - Fitness | 210        |
| Children - General | 302        |
| Playschool         | 188        |
| Preschool Programs | 47         |
| Punch Cards - 6    | 96         |
| Punch Cards - 12   | 20         |
| Soccer             | 72         |
| Swimming           | 313        |
| Youth Programs     | 55         |

# Parks & Recreation 2015 Community Profile

## Barb Schramm, President of the Wild Pacific Trail Society



Barb Schramm became a member of the Wild Pacific Trail Society in 1999. Schramm started off volunteering her time and expertise for the society by focusing on the branding and communications plan, as well as establishing the original website.

Schramm's next step was to become a member of the executive committee for the WPTS, which she did in 2004. Her key roles have been through board leadership with the grants, and the visioning of the society. She feels the agenda of the WPT Society has grown over the years. "Think big, dream big or you will get small results" is her mantra.

The trail means so much to Schramm. She sees it as an unique interface for people to really connect with the outdoors. "The Trails slaps you in the face." Fitness, wellness, economic opportunities are all things Schramm sites as important aspects of the trail. She feels that the trail does make a difference in people lives and that visitors agree.

"Being involved in the community is the most important thing you can do," says Schramm, when you are a volunteer you can be outrageous, creating that fire in your belly." In her lifetime Schramm hopes to see the trail connect with the Pacific Rim National Park.

Besides having fun with her fellow members of the Wild Pacific Trail Society, or on work bees and thrilling visioning sessions, Schramm cites much of the recent success with the trail on the evolution of the relationship between the society and the District. "The synergy of cooperation is flowing so that we are all pulling on the same rope. This is the biggest gain for the society."





# Emergency Management Department Overview

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

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

## Ucluelet Volunteer Fire Brigade (UVFB)



The Ucluelet Volunteer Fire Brigade (UVFB) has been providing fire services for the community of Ucluelet for over 60 years. Each year the UVFB responds to an average of 100 callouts for fire, motor vehicle accidents, and first responder calls in Ucluelet, Electoral “Area C” of the Alberni Clayoquot Regional District (ACRD), Highway 4, the Pacific Rim National Park Reserve (PRNPR), and Tofino. Currently the fire brigade has 21 dedicated volunteers, which consists of a fire chief, deputy fire chief, 3 captains, 1 lieutenant, and 15 active members. The UVFB operates from the fire hall located at 1520 Peninsula Road.

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

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

In June 2013, 8 brigade members graduated to the Level II standard. By December 2016, 5 brigade members will graduate to the Level II standard, while 8 members are working towards Level I. Upon completion of all 10 modules, fire fighters are issued a Certificate of Achievement with both International Fire Service Accreditation Congress and Pro-Board seals. The graduation of these dedicated volunteers is a momentous occasion for the fire brigade, the District, and the community.

# Emergency Management Department Overview

## Emergency Social Services (ESS)

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

## Emergency Coordinating Committee (ECC)

Emergency management utilizes a “four pillar” approach that includes mitigation, preparedness, response, and recovery. The Emergency Coordinating Committee is responsible for developing and maintaining emergency response and recovery plans for the District. This committee meets every month and is a multidisciplinary group with representation from the Royal Canadian Mounted Police (RCMP), UVFB, British Columbia Ambulance Service (BCAS), Canadian Coast Guard (CCG), Royal Canadian Search and Rescue (RCMSAR), District (Public Works, Finance, Planning, Recreation, Administration), Canadian Rangers, Pacific Rim National Park Reserve (PRNPR), West Coast Inland Search and Rescue (WISAR), ESS, Yuułu?it?ath, Elementary School Principle, and volunteers from the public that bring expertise in emergency management. Currently, there are 20 representatives on this committee.

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



**Emergency Social Services Team**



**Emergency Coordinating Committee**

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

# Emergency Management Goals

## Emergency Management Goals - Preparation, Response and Recovery

### Preparation

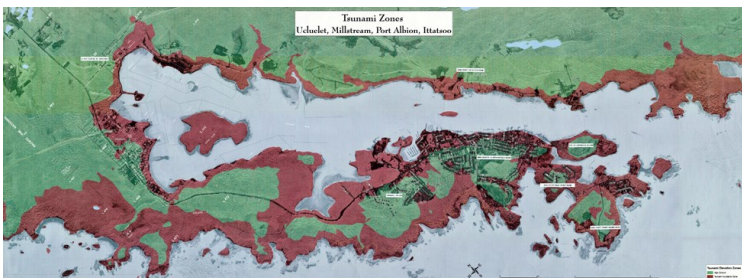
- Increase safety and resilience for residents and visitors
- Enhance cross-government and stakeholder coordination
- Build internal and external capacity
- Enhance Ucluelet's ability to manage large scale and catastrophic events

### Response

- Implement additional tsunami signage, mapping, and tools required to educate the public on tsunami response
- Effectively and efficiently implement the Emergency Response Plan during emergency events

### Recovery

- Develop an Emergency Recovery Plan



Emergency kits for District Emergency Management Team / EOC Directors

Ucluelet's 20 m tsunami inundation map;  
Ucluelet's motto is  
*20 Meters in 20 Minutes*





# Emergency Management 2015 Accomplishments

## Ucluelet Volunteer Fire Brigade

- ☑ Regional resiliency - review, update, support, and develop mutual aid/service agreements:
  - Finalize the automatic aid fire service agreement between Ucluelet and Tofino
  - Establish a BC Emergency Health Services First Responder agreement
  - Finalize the Emergency Management British Columbia (EMBC) new road rescue agreement
  - Work towards a service agreement with PRNPR and Yuuʷuʷiʔatʰ
- ☑ Operational Tool Kit:
  - Update operational guidelines
  - Meet with ACRD staff to update the North Island (NI) 911 fire service protection and road rescue boundary map with location identifiers
  - Purchase tablets and install a computer aided dispatch software system to observe real-time incidents to support response time
  - Purchase modern-day VHF radios and complete a radio inventory
- ☑ Occupational Health and Safety Program:
  - Complete thorough documentation and records for callouts, training, maintenance schedules, etc.
  - Update forms, resource inventories, and checklists
  - Update expired turnout gear
- ☑ Fire Prevention and Safety Program:
  - Small Craft Harbour fire suppression upgrade
  - Burn Awareness and Fire Prevention Week - school fire safety presentations and provided fire safety manuals to students; annual Fire Hall Open House
  - Prepare educational articles and information documents
  - Review fireworks and outdoor burning applications
- ☑ Succession Development Program - advance in-house education training and succession management to ensure effective long-term capacity:
  - Transition of two Lieutenants to Captain status and one member to a Lieutenant status
  - Officer training for Captain Alan Anderson
  - Local Assistant Office Fire Commissioner (OFC) certification for Chief Eeftink, Deputy Chief Fortune, and Lieutenant Udell
  - Training itinerary and delivery schedule for NFPA Level 1 and Level 2
  - Additional training and specialized courses and seminars (e.g., earthquake/tsunami workshop)
  - Steps towards a fire inspection program
- ☑ Respond to 80 fire and road rescue calls, and 38 first responder calls, including Ucluelet's first wildland fire (total of 118 callouts); setup Critical Incident Stress debrief sessions; and conduct reporting
- ☑ Purchase a pedometer and initiate steps towards a hydrant testing program



# Emergency Management 2015 Accomplishments

## Ucluelet Volunteer Fire Brigade

- ✔ Support the 6th Vancouver Island Porsche Club conference; \$5,876 was raised through community events with all proceeds provided to the Brigade's Rescue Fund for safety equipment
- ✔ Host a Christmas Tree chipping event for the community
- ✔ Install a 25 foot flag pole and host a flag pole raising ceremony
- ✔ Work with the Fire Truck Committee and research options for Engine #2 replacement in 2017, and issue a Request for Proposal for a new fire engine
- ✔ Recruit 5 new members and expand on crew moral and professionalism
- ✔ Conduct a fire hall security check and reset Tyco security alarm key pad
- ✔ Electrical upgrade for the fire hall and generator
- ✔ Rapid Damage Assessment seminar ATC-20 and Working Together CAO/Fire Chief conference



**Captain Alan Anderson**



**Fire Hall annual open house and BBQ**



**Flag pole raising ceremony with Ucluelet Council and the UVFB**





# Emergency Management 2015 Accomplishments

## Ucluelet Volunteer Fire Brigade - Wildland Fire

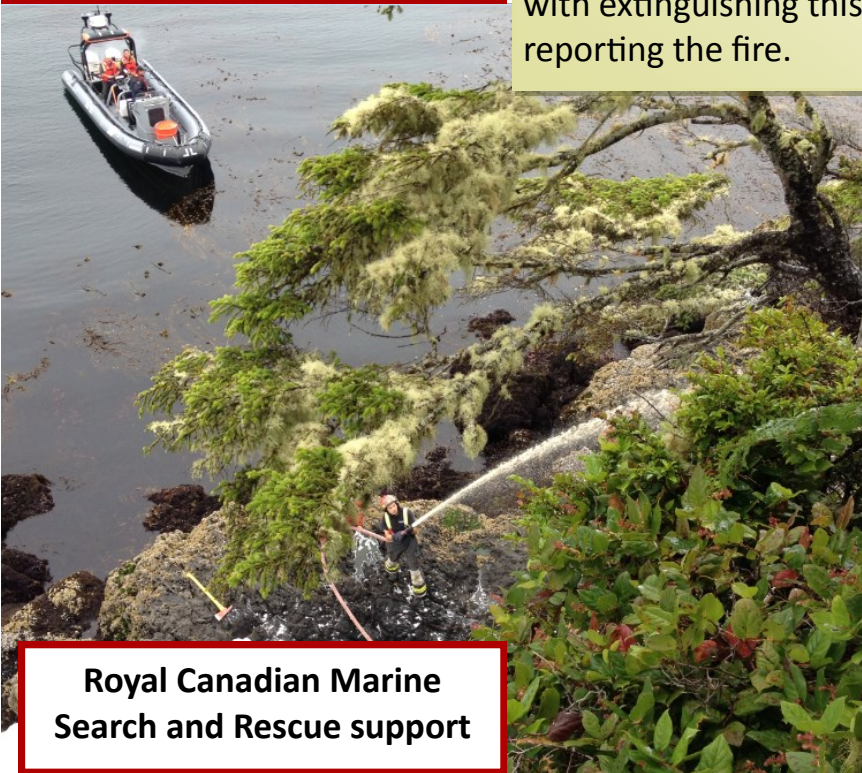
The summer of 2015 was an unprecedented year for droughts and wildfires in B.C. For the first time, the area known as the 'Fog Zone' had a fire ban issued by the Coastal Fire Centre. Prior to the Provincial ban, the District of Ucluelet issued several campfire bans in Ucluelet's municipal boundary. The District fire prevention bylaw with service by the UVFB Brigade authorizes the management of fire prevention measures within the District of Ucluelet.

Despite the campfire bans, Ucluelet experienced its first wildland fire in the forested area between Little Beach and Terrace Beach. The response and team work by first responders and emergency personnel was exceptional.

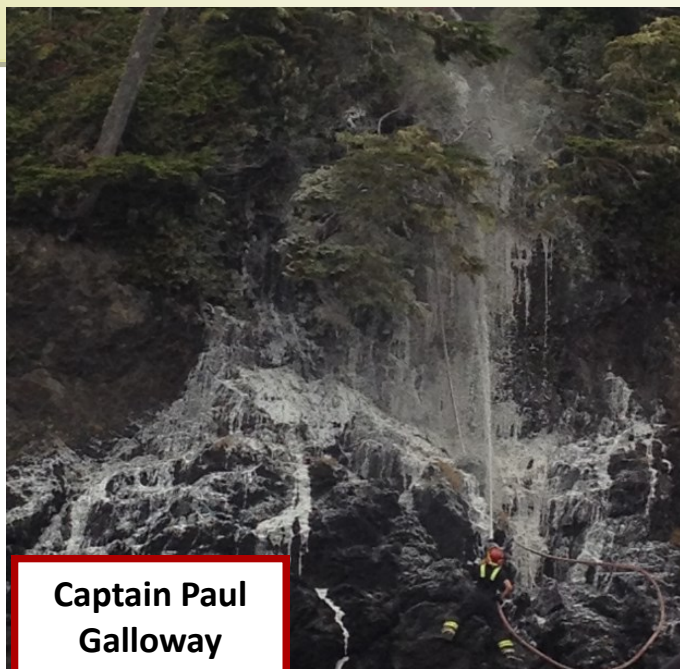
The District of Ucluelet would like to thank the UVFB, Ucluelet RCMP detachment, Public Works staff, the CCG Mid-Shore Patrol Vessel from the M. Charles M.B., and the Coastal Fire Centre for assisting with extinguishing this fire, as well as, Alexander McNaughton for reporting the fire.



**Member Shaun Mills attacking the fire from above**



**Royal Canadian Marine Search and Rescue support**



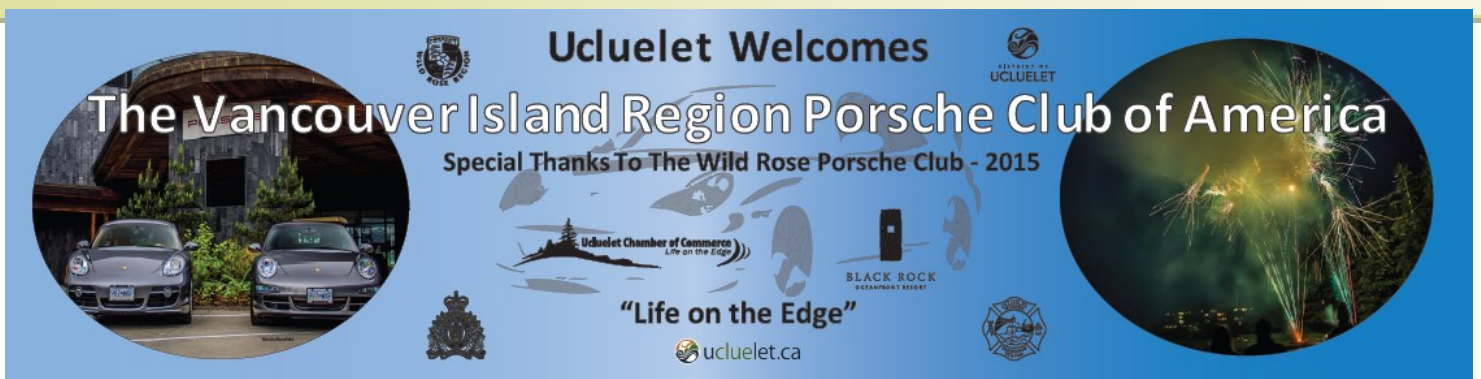
**Captain Paul Galloway attacking fire from below**



# Emergency Management 2015 Accomplishments

The District of Ucluelet would like to thank the Vancouver Island Porsche Club of America for supporting the UVFB and the community of Ucluelet. A total of \$5,876 was raised for the Fire Brigade's Rescue Fund and \$12,486 under a separate fundraising campaign for the RCMP Tour de Rock Cops for Cancer 2015 Tour. Proceeds for this campaign will go towards the Canadian Cancer Society for child cancer research and summer camps for children with cancer. The Vancouver Island Porsche Club of America and surrounding clubs from the interior of BC and Alberta have fund-raised over \$25,000 for the Ucluelet Volunteer Fire Brigade since 2009. The Fire Brigade's Rescue Fund supports the purchasing of safety equipment such as: harnesses, ropes, pulleys and helmets for road rescue calls. Last year the Brigade purchased Rescue #2, a Utility Terrain Vehicle (side-by-side) with a MED-LITE Transport skid unit (spine board), which is designed to carry one patient, a first responder attendant and emergency gear. The Brigade Society will determine the rescue equipment to purchase with this year's event proceeds.

A special thank you to Captain Alan Anderson for all his hard work coordinating this event and to Brigade member Dan Mose for catching, marinating and barbecuing the tasty salmon and halibut for the Friday evening BBQ/fireworks event and the Saturday race track lunch at the airport. Also a big thank you to Back Rock Ocean Front Resort for hosting the Porsche Club, as well as, Tourism Ucluelet and the Chamber of Commerce for accommodating our guests over the weekend. Thank you to the Ucluelet RCMP Detachment, Fire Brigade members and the community of Ucluelet for your ongoing support. The District of Ucluelet looks forward to next year's equally successful event and community participation!



\$5,876 was raised during the Porsche Club event in 2015; proceeds provided towards to the Brigade's Rescue Fund.

# 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.

Fire Chief Ted Eeftink





# Emergency Management 2015 Accomplishments

## Emergency Social Services

- ✓ Available to support victims up to 72 hours for Level 1 incidents, and respond to residents and visitors that require support from emergency events
- ✓ Bi-monthly meetings, develop leadership contingency, and expand on team morale and recruitment
- ✓ Level 1 and 2 response planning and training - prepare a draft Level 1 and 2 response plan, practice the plan through drills, table top exercises, etc.
- ✓ Training - Introduction to Group Lodging and Managing Walk-in Volunteers, Reception Centre Mobile Support training
- ✓ Conduct preplanning exercise and expand on business support for emergency events with participation from Tofino's ESS team
- ✓ Attend the Emergency Preparedness Conference
- ✓ Support the Edge-to-Edge Marathon through a water station
- ✓ Prepare level 2 response bins and update comfort kits
- ✓ Participate with the ECC and with annual events



ESS Volunteers Lesley Anderson and Linda Meyer at a Shake Out public information booth at Ucluelet's Community Centre.



# Emergency Management 2015 Accomplishments

## Emergency Coordinating Committee

- ☑ Develop an Integrated Emergency Communications Strategy:
  - Implement an internal and external emergency notification system: review mass notification community call out systems and provide a recommendation report for Council; proceed with an agreement with 45 Robot's to conduct a soft launch for resident emergency notifications in 2015 and a hard launch with their proposed advanced system in 2016 for visitors and residents; prepare a Privacy Impact Assessment for the Ministry of Technology; conduct quarterly internal communications tests for the UVFB, ECC, ESS, WISAR, and Council with the current internal emergency notification system
  - Install an Emergency Notification Reader Board at the Secondary School and develop a Communications Policy and Procedure Guide, as well as, a Reciprocal Agreement for the shared infrastructure between the District and the Secondary School
  - Prepare emergency event notifications, configure educational information for webpages, and establish social media options for conveying emergency messages
  - Amateur radio training for ECC members and first responders, communications drill, and radio practice sessions with HAM radio networks including the high frequency single-sideband modulation.
  - Collaborate with Simon Fraser University (SFU) Professor Dr. Peter Anderson regarding testing of emergency communications for his pilot project that is supported by EMBC
- ☑ Annual events and public awareness:
  - Annual Federal and Provincial emergency events (Tsunami Preparedness Week, Emergency Preparedness Week and Shake Out)
  - Administer Ucluelet's 2nd Annual Full-Scale Community Tsunami Evacuation Drill
  - Liaise with the media
  - Support public outreach through the delivery of public educational information sessions, displays, and emergency management presentations during community events for government officials, school groups, organizations, citizens, etc. and have guest speakers present at the events
  - Enhance and develop educational brochures for residents and visitors, and converse with Dr. Johnstone on recommendations for an earthquake/tsunami brochure
  - Expand department webpages to include tsunami evacuation and community safe zone details
  - Expand on public awareness for Ucluelet's Community Safe Zones and publicize Ucluelet's motto - *20 Meters in 20 Minutes*
- ☑ Prepare briefing notes for Council for their Minister meetings:
  - BC Emergency Health Services (BCEHS) Emergency Preparedness Collaboration in relation to the 2014 UBCM resolution for a mass causality medical preparedness plan for remote communities at risk of a subduction zone event that do not have a Vancouver Island Health Authority facility
  - Emergency preparedness and seismic upgrade

# Emergency Management 2015 Accomplishments

## Emergency Coordinating Committee

- ☑ Education:
  - Obtain Emergency Management (EM) courses: EM110 Introduction to EM in Canada, EM139 Developing EM Plan, EM150 Introduction to EM Exercise Design, EM130 Developing Personal Preparedness Programs, EMRG-1151, EM180 Applied EOC, and 714 Level 3 Logistics training
  - Coordinate Rapid Damage Building Assessment and Safety Evaluation (Applied Technology Council - ATC20) seminar/training for the ECC members, the UVFB, first responders, and contractors
  - Coordinate EM Operations Level 3 training through the Justice Institute BC (JIBC) with Ucluelet's ECC and first responders
  - Elected Officials training
- ☑ Regional resiliency:
  - Collaborate with the PRNPR on the Coast Smart Program to improve coastal safety culture through outreach, education, signage, mapping, mobile application tools, etc.
  - Host a regional marine accident lessons learned workshop after the Leviathan accident
  - Participate in Mid-Island Emergency Coordinator-Manager (MIECM) committee initiatives and meetings
  - Encourage to the ACRD to support a regional emergency working group
  - Participate in a multi-agency meeting hosted by WISAR
- ☑ Respond to emergency events safely, efficiently and effectively:
  - Response, communications and debrief for the Jan 7, 2015 M 4.6 earthquake near Tofino
  - Communications for the Apr 24, 2015 M 6.1 earthquake near Haida Gwaii
- ☑ EMBC collaboration:
  - EMBC conference calls regarding the 2016 Exercise Coastal Response exercise, participate in planning conferences, and devise a draft scenario and various exercise for Ucluelet to participate in the provincial exercise
  - Participate with conference calls and advance planning regarding wildfire activity, drought events, mutual aid strategy, relay weather and river forecast synopses to staff and volunteers
  - Complete an ESS volunteer availability form
  - Update Ucluelet's Community Profile for EMBC's records, (which was shared with other communities as a pilot assignment)
  - Provide an ESS lodging summary to EMBC
  - Review EMBC's Immediate Response Plan, annual report and strategic plan
  - Follow up regarding the Mass Causality Resolution and the community evacuation exercise
  - Provide Ucluelet and Tofino's Emergency Response Water and Drought Plans
  - Outline hazards in Ucluelet for EMBC's public education program (interactive hazards map to teach BC students about emergency preparedness)
  - Update the Provincial Emergency Notification System contact list for EMBC

# Emergency Management 2015 Accomplishments

## Emergency Coordinating Committee

- ✓ Recruit four new members for the ECC including Parks Canada staff, Principal from the Elementary School Ranger leader, and engineer from Harold Engineering
- ✓ Clean, organize, and take inventory of materials and equipment at the EOC, as well as the function kits
- ✓ Research community emergency recovery plans
- ✓ Collaborate with Heath Emergency Management BC regarding community medical supplies
- ✓ Collaborate with Ocean Networks Canada with their tsunami radar project at Long Beach Airport
- ✓ Prepare an Emergency Signage Policy
- ✓ Converse with Dr. Hedley, Dr. Anderson and Dr. Johnstone regarding LIDAR flight and tsunami inundation modelling/mapping options
- ✓ Monthly ECC and Emergency Management team meetings with detailed minutes, and practice the emergency plan
- ✓ Obtain emergency supply kits for managers to support citizens at the Community Safe Zones

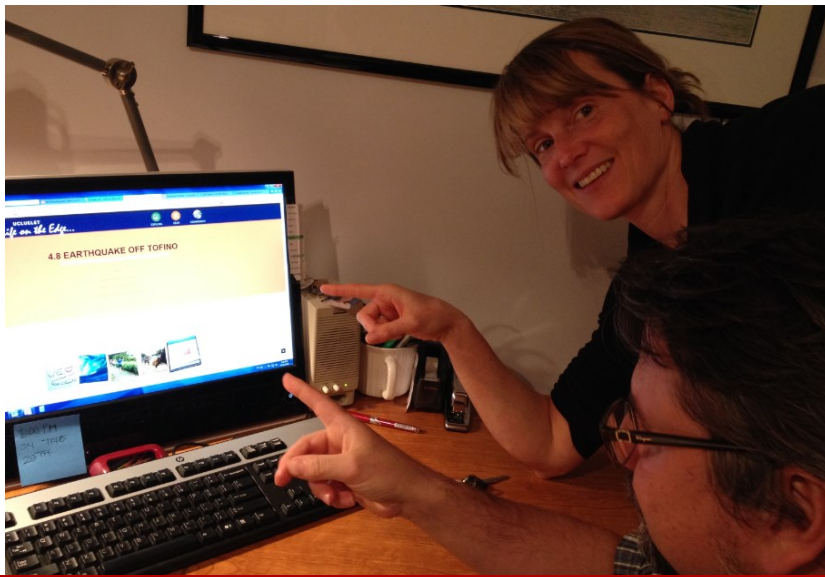
### Emergency Management Operations Level 3 training through the Justice Institute BC with Ucluelet's Emergency Coordinating Committee and First Responders





# Emergency Management 2015 Accomplishments

## Emergency Communications



**Website Emergency Banner - Communications for the 4.8 earthquake near Tofino on January 7, 2015**

The District of Ucluelet recognizes that during emergency events, an integrated communications strategy is required to ensure communication to internal and external emergency teams and personnel, residents and visitors, neighbouring communities and jurisdictions, and supporting government organizations.

A variety of proactive and transparent communications systems have been tested and incorporated into Ucluelet's emergency communications plan.

The various public alerting system in place inform citizens of possible imminent or unfolding hazards, provide emergency information and safety instruction promptly, and offer updates as circumstances evolve.

**Testing mobile communication devices with Holistic Emergency Preparedness and Response**



**Joint Reader Board with the District of Ucluelet and Secondary School**



# Emergency Management 2015 Accomplishments

The communities on the west coast of Vancouver Island are susceptible to marine accidents. A Hazard Risk and Vulnerability Analysis conducted in Ucluelet defined large scale marine accidents as high impact/risk with an occasional to slight chance for occurrence. On October 25, 2015, the Tofino whale watching accident occurred and illustrated that marine accidents are a true risk to coastal communities.

The Emergency Service Department coordinated a Marine Accident Workshop for regional communities and various organizations that responded to the accident. The purpose of the workshop was to share ideas and experiences, identify lessons learned, and gather information to assist with future processes, plans and procedures for marine accidents. At the workshop the following objectives were discussed:

- Review initial activities and roles and responsibilities;
- Confirm interdependencies and interoperability between various level of Government, First Nation communities, NGO and participating agencies
- Identify potential resource requirements and logistical support mechanisms.

The District of Ucluelet would like to thank the following participants for taking part in the workshop: Yuułuʔiłʔatḥ Government, Tla-o-qui-aht First Nation, Ahousaht First Nation, Toquaht First Nation, Community of Bamfield, District of Tofino, Alberni-Clayquot Regional District, Royal Canadian Marine Search and Rescue, Pacific Rim National Park Reserve, British Columbia Ambulance Service, Canadian Coast Guard, Royal Canadian Marine Search and Rescue, Ucluelet Volunteer Fire Brigade, Tofino Fire Department, West Coast Inland Search and Rescue Committee, Ucluelet and Tofino Emergency Social Services, and representatives from Ucluelet's Emergency Coordinating Committee.



Participants at the Marine Accident Workshop on November 25, 2015 at the Yuułuʔiłʔatḥ Community Centre.



# Emergency Management 2015 Accomplishments

## Emergency Preparedness Week—2nd Annual Community Tsunami Evacuation Drill



### EMERGENCY PREPAREDNESS WEEK

2nd Annual Community Tsunami Evacuation Drill

**Tuesday May 5th from 6:00 pm to 8:00 pm**

The District of Ucluelet and Emergency Personnel are asking residents and visitors to participate in Annual Community Tsunami Evacuation Drill. Please practice your family's emergency plan and evacuate with your emergency kits to Ucluelet's main Community Safe Zone Ucluelet Secondary School (1450 Peninsula Rd.) between 6:00 pm and 8:00 pm.

#### What will happen between 6:00 to 8:00 pm?

- The Fire Hall siren will sound at approximately 6:00 pm to notify residents that the exercise is starting and will be tested intermittently until 8:00 pm.
- The District of Ucluelet will demonstrate their internal communications system to notify First Responders and Emergency Personnel.
- First Responders - Fire, Police, and Search and Rescue will conduct mock evacuations for homes located in low lying areas.
- Ucluelet's Emergency Social Services team will activate a Reception Centre at the Secondary School Band Room. Please ensure you register your family at the Reception Centre.
- The Emergency Committee will activate an Emergency Operation Centre at the Fire Hall.
- Emergency preparedness information will be provided.
- The event will be broadcasted on Ukee Radio - tune into 99.5FM

*Thank you for participating in this important community exercise.*

For more information: Contact the Environmental and Emergency Service Manager Karla Robison at [emergency@ucluelet.ca](mailto:emergency@ucluelet.ca) or 250.726.4780

# Emergency Management 2016 Work Plan

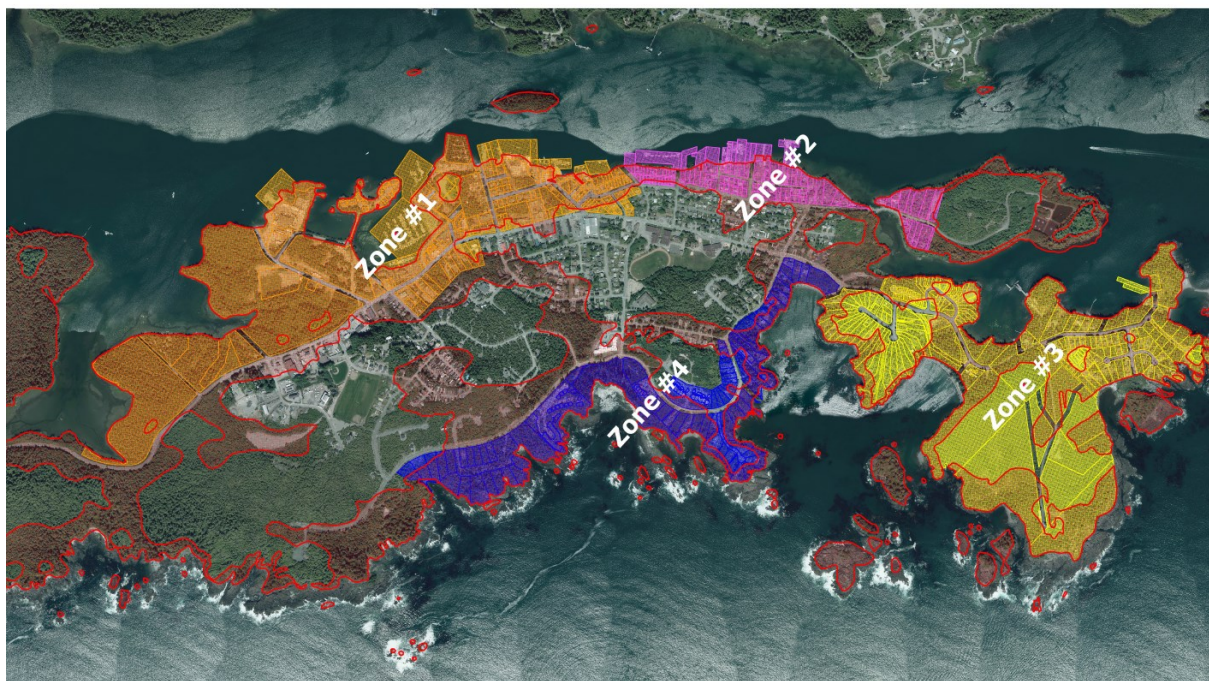
## Emergency Preparedness Week - Tsunami Evacuation Plan



### Tsunami Evacuation Zones

Prepared By  
**cgis**

Ucluelet's  
Tsunami  
Evacuation  
Zones



Ucluelet's  
Community  
Safe Zones





# Emergency Management 2015 Accomplishments

## Emergency Coordinating Committee - Secondary School Earthquake Drill During Shake Out



Elementary students DROP, COVER, and HOLD ON



Captain Anderson discussing logistics with Principal Jennifer Adamson



Elementary students entering into the tennis courts for controlled release



# Emergency Management 2015 Accomplishments

## Emergency Coordinating Committee - Secondary School Earthquake Drill During Shake Out

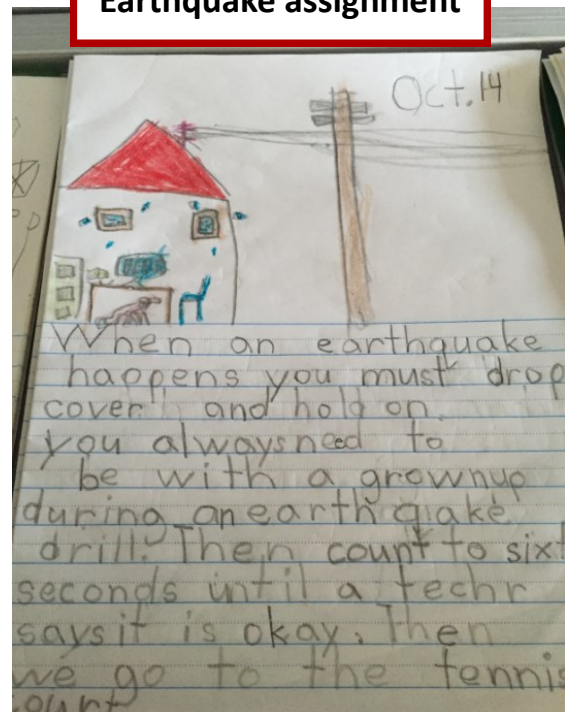


Elementary students in the tennis court waiting for their parents to pick them up



Elementary students sticking together

Earthquake assignment



First responders supporting the exercise



# Emergency Management 2015 Accomplishments

## Shake Out with the Junior Rangers

Junior Rangers practicing setting up emergency tents

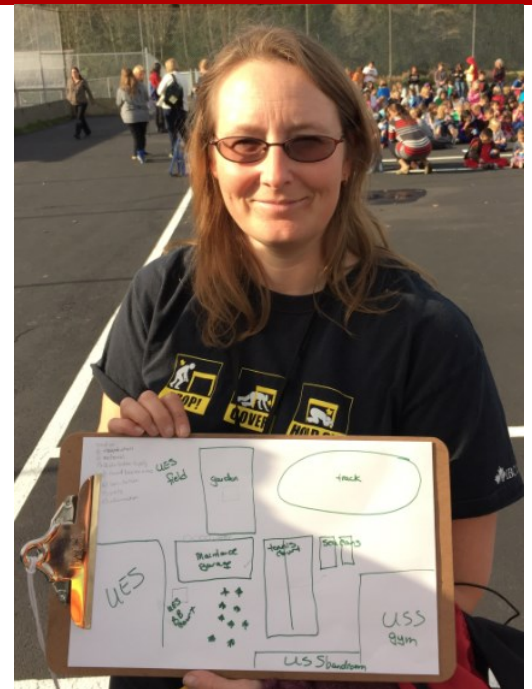


Junior Rangers practicing cooking with emergency food rations



The Junior Rangers participated in a Shake Out drill with the District of Ucluelet on October 15, 2015. The Rangers practiced cooking emergency food rations and setting up Ranger tents from the emergency supplies stored in the Canadian Armed Forces E-Cans.

First Responders and Emergency Committee Members discussed advanced planning for emergency response and evacuee provisions at the school grounds.



ESS volunteer Christine Brice with the draft evacuee provisional plan for Ucluelet's main Community Safe Zone.

# Emergency Management Community Profile

## Sargent Jeff Swann - Ucluelet ECC Representative

Sergeant Jeff Swann has a passion for community service. With a long lineage of policing in his family, Sgt. Swann and his two sisters naturally followed the footsteps of their great-grandfather an Irish Constabulary, a grandfather who policed for 43 years, a father that served the RCMP for 35 years, and a dedicated uncle who served as a Corporal. After receiving an English Major from the University of Alberta, Sgt. Swann wasted no time and graduated from the RCMP Academy in Regina, Saskatchewan in 1996.

During his 21 years of service to the RCMP, Sgt. Swann has conducted diverse roles such as a Trainer, Senior Constable, Watch Commander, Corporal Plainclothes Supervisor, Acting Commander of Plainclothes Unit including a Drug Section, and a Detachment Commander. He established paramount accolades and unprecedented accomplishments at member posts in Barriere, Salt Spring Island, Fort St. John, and during his current position as a Detachment Commander in Ucluelet, BC. During this time,

Sgt. Swann received Citizen of the Year award at Barriere, Youth Police Officer of the Year for British Columbia, Police Officer of the Year at Fort St. John, District Commander's Certificate of Appreciation at Ucluelet, Certificate of Appreciation from E Division Commanding Officer for 10 years of instructing DARE, and the Queen Diamond Jubilee Medal for his ongoing contributions and distinguished service to the community and to Canada. During the last 7 years in Ucluelet, Sgt. Swann established the Joint Vessel Enforcement Patrol Program that is now considered a Best Practice for all Island Districts on coastal waters of British Columbia, significantly reduced crime on the west coast, particularly with local drug trade, and provided supreme leadership to the Ucluelet Detachment and the citizens of Ucluelet.





# Emergency Management Community Profile



**HAM Radio Operation David Payne at Ucluelet's EOC**

## **HAM Radio Operator David Payne at Ucluelet's EOC**

Dave Payne has served Ucluelet's Emergency Coordinating Committee since 2004 and has specialized in communications for the Emergency Operations Centre. During this time, Mr. Payne has provided leadership in emergency management through communications support, attending regional workshops, incident response effectiveness for onsite communications management, leading communication drills and exercises, and community involvement. Mr. Payne also supports the Emergency Coordinating Committee through communication equipment recommendations, programming, inventories, installs, testing, and technical support. As

a Mid-Island Emergency Radio Coordinator, Mr. Payne is actively involved with fellow radio operators to ensure effective delivery of emergency radio communications to Vancouver Island communities.

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

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

# Emergency Management 2016 Work Plan

## Ucluelet Volunteer Fire Brigade

- Provide safe, effective and efficient response for structural fires, motor vehicle accidents, first responder, and rope rescue calls
- Regional resiliency - review, update, develop and support mutual aid, service, and sector agreements:
  - Finalize the Long Beach Airport service agreement
  - Works towards a service agreement with Yuuʔuʔiʔatʔ (Ittatsoo) Fire Department
  - Work towards a service agreement with the PRNPR and provided applicable documents for background information
  - Meet with the Mapping and Computer Technician from the ACRD to confirm boundary service areas to obtain an updated NI 911 service area map
  - Works towards a service agreement for Port Albion and requested service agreement from Tinlet Fishing Ltd.
- Operational Tool Kit:
  - Develop operational guidelines
  - Obtain water pressure and flow information to finalize the hydrant flow map
  - Obtain two tablet for the Officers and Engine #1 and Rescue #1 with Visinet Mobile to provide real-time and historical incident information with node base mapping through NI 911 VisiCAD
  - Meet with Comox Fire to learn about iPad and tablet applications, and obtain mobile applications
  - Outfit and order turnout gear for the brigade
- Occupational Health and Safety Program:
  - Participate with the District Occupational Health and Safety (OH&S) committee and incorporate the UVFB OH&S factors into the District's program
  - Complete thorough documentation and records for callouts, training, maintenance schedules, etc.
  - Update forms, inventories, and checklists (tailboard, radio, OFC badge letters, turn-out gear, etc.)
  - Explore options for a centralized records management and database system to maintain electronic record keeping and enhance OH&S
- Succession Development Program - advance in-house education training and succession management to ensure effective long-term capacity:
  - NFPA Level 1 and 2 training, and first responder training
  - Additional training and specialized courses/seminars such as: earthquake/tsunami workshop, officer training, Rapid Damage Assessment, Long Beach Airport training, etc.
  - Support members to take on Lieutenant roles and responsibilities
  - Design and coordinate a ranking ceremony to authenticate the fire Chief's and transition of two lieutenants to captain status and one member to a lieutenant status, as well as, provide service year pins and badges
  - Recruit a cohort of three to five new members

# Emergency Management 2016 Work Plan

## Ucluelet Volunteer Fire Brigade

- BC Fire Service Regulatory Compliance Requirements:
  - Meet with Officers to conduct, review and discuss the OFC audit and inspection form, and move forward with required revisions to the Fire bylaw, operational guidelines, OH&S program, define the service level, and support any other Playbook training standards
- Fire Prevention and Safety Program:
  - Participate in Fire Prevention Week activities and the Fire Hall Annual Open House
  - Prepare educational articles and information documents
  - Preplan for high risk facilities and develop resource inventories
- Fire Truck Order and Delivery:
  - Develop a request for proposal scoring matrix document; review fire truck bids with Officers and score bids; and conduct reference checks
  - Attend a pre-construction fire truck meeting; prepare a letter of intent to HUB Fire; and Council report with recommendation
  - Award bid; initiate next steps for build and delivery; and provide unsuccessful bid letters
- Fire Hall Upgrade Project:
  - Meet with the Officers regarding the response room layout; meet with a variety of contractors to obtain quotes for shelving projects and window replacement, and coordinate projects
  - Equipment orders (lockers, office furniture, tv, etc.)
  - Coordinate work-bee to paint fire hall and install new lockers
- Fire Inspection Program:
  - Work towards establishing a Fire Prevention (Inspection) Officer by supporting the following training: NFPA 1001 (Level 2), NFPA 1021 Fire Officer 1, NFPA 1031 Fire Inspector 1, BC Fire Code, specialized courses (sprinkler, NFPA 96 kitchen inspections)
  - Develop an annual fire inspection procedure/schedule and inspection list for for businesses
- Porsche Club Event:
  - Work with the event coordinator, approve the fireworks permit, obtain a welcome letter, assist with contents for the welcome bags and modify the banner and junction sign order
  - Prepare a road closure council report
  - Support activities throughout the 4 day event
- Coordinate the Brigade to participate with emergency preparedness training and exercises
- Conduct communications for annual events and incidents (social media, articles, posters, ads)
- Expand on creating a safe, positive, and professional work environment
- Research siding upgrade for the fire hall

# Emergency Management 2016 Work Plan

## Emergency Social Services

- Bi-monthly meetings
- Level 1 and 2 response planning and training - prepare a draft Level 1 and 2 response plan; practice the plan through drills, table top exercises etc., and be prepared to support victims
- Training - ESS100 Introduction to ESS, ESS 114 Introduction to Reception Centres, ESS Director assignment and EMRG-1681 ESS Director
- Conduct preplanning: expand on business support for emergency events, review supplier lists, coordinate a reception centre open house, and outreach to community service groups
- Support the Elementary School Fun Fair and Edge-to-Edge Marathon
- Update level 2 response/group lodging bins and comfort kits
- Support the ECC and participate in annual events
- Recruitment drive and support a funded Director position



Reception centres (RC) are locations designated by the local ESS team, in cooperation with the local authority, as safe gathering places for people displaced from their homes as a result of an emergency or disaster. At the RC, individuals can register and receive short-term services as well as information about the emergency situation.

Reception centres have sometimes been referred to as evacuation centres, registration centres, disaster relief centres, or family centres. The term reception centre describes the initial function of the centre - to receive evacuees who have been forced from their homes as a result of an emergency or disaster.



# Emergency Management 2016 Work Plan

## Emergency Coordinating Committee

- Respond to emergency and storm events safely and effectively; coordinate beach and trail closures
- Integrated Emergency Communications Strategy:
  - Improve the emergency communication plan and strategy
  - Order a M-SAT phone, complete a service agreement form and request for Ucluelet to be on the network, obtain orientation and training from Dr. Peter Anderson from SFU and Holistic Emergency Preparedness and Response, provide training for ECC, and test device and utilize during annual and emergency events
  - Prepare emergency event notifications and draft declarations for a state of local emergency
  - Implement the hard launch for the emergency notification system for residents and visitors
  - Coordinate an amateur radio training/information session for the ECC and first responders, and conduct regular testing of the high frequency single-sideband modulation (HAM radio system)
  - Research tsunami sirens
  - Conduct emergency communication testing with Dr. Peter Anderson from SFU and provide recommendations and comments
  - Media relations (press release/media advisory, articles, posters, website info, interviews, etc.) for annual events, Exercise Coastal Response, Shake Zone, emergency incidents, etc.
- Education and annual events:
  - Conduct annual Federal and Provincial events for Tsunami Ready Week, Emergency Preparedness Week, and Shake-Out
  - Conduct the 2nd Annual Full-Scale Community Tsunami Evacuation Drill
  - Public educational information sessions and displays
  - Host an Open House at the EOC
  - Participate in the Elementary School Earthquake Drill with a control release of students
  - Review the Canadian Armed Forces (CAF) emergency containment, practice setting up supplies with the Junior Rangers, and conduct steps towards advance planning for emergency provisions supplies
  - Present Ucluelet's Emergency Program for citizens, school groups, special events and at meetings
  - Enhance the earthquake/tsunami educational brochure for the community
  - Liaise with the media and support public outreach
  - Update department webpages
  - Attend the Emergency Preparedness Business Continuity Conference (EPBCC)
- Coast Smart:
  - Meet with advisory committee members, review and finalize terms of reference for the advisory committee, and work with the committee on the review to obtain experts to support risk assessments, outreach, mobile application, signage, etc.
  - Prepare a news release and assist with a letter to the editor as follow up to a Westerly article, and prepare and review key messages for a radio interview

# Emergency Management 2016 Work Plan

## Emergency Coordinating Committee

- Exercise (Ex) Coastal Response and Staunch Maple:
  - Attend the final planning conference and participate in EMBC conference calls
  - Prepare a draft scenario outline and capacity requirement invite for volunteers, first responders, neighbouring communities and jurisdictions, etc. To participate in Ucluelet's scenarios and training
  - Provide updates and meet with EMBC and the CAF regarding Ucluelet's scenario and exercise design
  - Develop injects for the master exercise plan
  - Conduct an EOCX rehearsal - EOC operations and communications via M-SAT, HAM radio, VHF and provide situation reports to the Vancouver Island Provincial Regional Emergency Operation Centre (VIPREOC)
  - Meet with the Elementary and Secondary School staff to provide an overview of the events and obtain participation
  - Invite and host first responders, neighbouring communities, contractors, etc. to Rapid Damage Assessment (RDA) training for Staunch Maple
  - Coordinate helicopter safety training for Junior Rangers, the ECC, and first responders
  - Prepare for the 3<sup>rd</sup> Annual Full-scale Community Tsunami Evacuation drill on June 7, and update evacuation kit and emergency preparation and response brochures, and prepare over 200 door-to-door information packages
  - Present Exercise Coastal Response and Staunch Maple to Ucluelet's Council
  - Conduct EOC operations and communications via M-SAT, HAM radio, VHF to the VIPREOC
  - Participate in EOC operation in Port Alberni
  - Host and coordinate EOC operations and various RDA, SAR, and heavy lift/rubble scenarios with first responders, emergency personnel, and the CAF
  - Conduct a mass triage event with upwards of 25 patients with various injuries
  - Participate in a debrief in Port Alberni
  - Conduct all communications- press release, ads and articles, poster design and setup, key messages, conduct media interview, etc.
  
- Shake Zone (earthquake simulator):
  - Finalize schedule and contract
  - Prepare a proposal and submit to possible supporting organizations, and obtain \$3,700 in donations from Clayoquot Biosphere Trust, Westland Insurance, Insurance Bureau of Canada, and School District 70 to fund and support the event
  - Attend monthly conference calls regarding the Vancouver Island schedule and media relations
  - Finalize the waiver and provide to the schools, and coordinate a student schedule with the school staff
  - Host and coordinate the event and manage information booths including an earthquake model

# Emergency Management 2016 Work Plan

## Emergency Coordinating Committee

- BC Emergency Health Services (BCEHS) Emergency Preparedness collaboration:
  - Meet with Lance Stephenson regarding follow-up to mass causality resolution, briefing note, and letter from the minister to the District
  - Meet with District Manager from BCEHS Amy Pole and BCAS Ucluelet Unit Chief Rachelle Cole regarding emergency preparedness collaboration with the District e.g., Ex Coastal Response, National Emergency Strategic Stockpile, advance medical planning, etc.
- EOC upgrades:
  - Research equipment and supplies, purchase a projector and screen, and coordinate cable install, and shelving build projects
- E-Can Project:
  - Research and source emergency containment provisions, materials, equipment, and obtain lists of supplies from BCEHS and suppliers, and follow up with a suppliers regarding quotes
  - Determine location for the emergency container
  - Source out e-cans and anchor bolts / lock welds
  - Construct a concrete foundation and install the e-can
- Recovery Plan:
  - Research international, regional-provincial, and scientific-institutional plans; prepare draft plan
- Regional resiliency:
  - Participate with the Regional Emergency Working Group and the MIECM meetings and activities
- Training and conferences:
  - Coordinate EM712 Operations Level 3 EMBC/ JIBC emergency management course for the ECC
  - Attain EMBC/JIBC courses: EM110 Intro to Emergency Management, EM130 Developing Personal Preparedness Programs, EM139 Developing Emergency Management Plan, EM150 Introduction to EM Exercise Design, EM151 Developing & Conducting Discussion-Based Exercises, EM180 Applied EOC training, and EM714 Level 3 Logistics
  - Coordinate Rapid Damage Assessment training for the ECC, first responders, and contractors
  - Participate and present at EMBC webinars
  - Prepare a submission to present at the Emergency Preparedness Business Continuity Conference and provide a presentation about Ucluelet's Emergency Program
- 2017 Vancouver Island Emergency Preparedness (VIEP) Conference:
  - Prepare and submit a conference bid and obtain over 30 letters of support from partnering organizations, and confirm proposed dates, and awarded the bid
  - Prepare a conference bid presentation for the VIEP Society annual general meeting
  - Select a coordinating committee and prepare for hosting upwards of 350 people



# Emergency Management 2016 Work Plan

## Emergency Coordinating Committee

- Neighbourhood Program:
  - Work with Jeanne Keith-Ferris on the Neighbourhood Program for the residents that reside around Amphitrite point
  - Attend the Neighbourhood Program event and provide an update on Ucluelet's Emergency Program
  - Have Jeanne present the program to the ECC
- Community Safe Zone Kiosk Project:
  - Obtain \$90,000 in Resort Municipal Fund Initiative
  - Work with an engineering company/carpenter to finalize the design for the solar powered kiosks with JTMD timbers, as well as, the Cascadia Subduction Zone and tsunami bulletin signage
  - Obtain quotes for kiosk and signage construction, and install a pilot project kiosk at Coast Guard Rd.
- EMBC collaboration:
  - Update the Emergency Community Profile
  - Participate in provincial conference calls and advance planning for emergency incidents
  - Participate in EMBC's webinars and weather conference calls (floods and storm events)
- Emergency Coordinating Committee and EOC:
  - Monthly meetings and detailed minutes
  - Review, update, and incorporate lessons learned into the emergency plan
  - Practice the emergency plan with the ECC through tabletops, exercises, and drills and practice the evacuation plan during annual events
  - Prepare an information manual on how to operate an EOC for substitute emergency coordinators
  - Prepare emergency message/alert templates for different emergency events
  - Develop an ammonia leak evacuation procedure
  - Recruit experts and speakers to provide accurate information about area hazards/risks and support mitigation and prevention measures
  - Collaborate with Dr. Hedley from SFU on tsunami risk analysis, risk communication, risk mitigation, and building community resiliency through the Citizen Risk survey, risk perception maps, and high quality visualization (geo-visualization tools can assist with determining appropriate locations for evacuation and emergency signage)
  - Conduct quarterly inspections at the EOC
- Miscellaneous tasks:
  - Review the Emergency Program Act and the *2016 Prepared and Resilient discussion paper on the legislative framework for emergency management in BC* and submit comments to EMBC and UBCM
  - Marine accident workshop summary and follow-up from the Dec 2015 meeting
  - Review NTWC changes to Tsunami Public Alert Bulletins

# 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 Emergency, Planning, Public Works, and Recreation Departments with programs associated with the maintenance or improvement 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 was a high level of uncertainty on the quantity and movement of Japanese Tsunami Marine Debris (JTMD) following the Great Eastern Japan Earthquake. Monitoring the approximate 1.5 million tons of floating material in the Pacific is not a easy task, as wind and ocean currents greatly disperse materials leaving satellite tracking ineffective. Based on forecasts, the peak of the debris was anticipated to arrive in waters off Alaska to California in 2014, and is expected to trickle in for five years.

The Environment Department is working with local, provincial, federal and international partners to collect data, assess the debris, and reduce possible impacts to our natural resources and coastal communities. This local initiative has been recognized as a program that can serve

as a model for other local government planning. Ucluelet's Marine Debris Program is adaptive to the JTMD situation as it evolves, and the response and recovery plan will act as a template for Ucluelet's Community Disaster Recovery Plan.



**The Vancouver Island  
Surfrider Chapter assist  
with Ucluelet's Marine**

# Environmental Management 2015 Accomplishments

## Marine Debris Program

- ☑ Implement Ucluelet's Marine Debris Program to address JTMD consist of the following:
  - National Oceanic Atmospheric Administration (NOAA) Marine Debris Monitoring Assessment Project (monthly inventory with students, analysis, reporting);
  - Debris removal projects with a variety of partner agencies e.g., Gulf of Alaska Keeper (GoAK), Surfrider Foundation, Japan Love, Great Canadian Shoreline Program, PRNPR ,and specialized cleanup teams;
  - Collection and analysis of Japanese architecture;
  - Biofouling species reporting for the National Science Foundation (NSF) Rapid Response Research Program;
  - Response and recovery plan (helicopter long-lining, shipping, recycling, and reusing of debris items) ; and
  - Communications plan and public cooperation through marine debris reporting and long-term awareness.
- ☑ Complete a detailed inventory of collected probable Japanese marine species. Preserved and shipped biofouling species to Oregon State University and the Department of Fisheries and Oceans for tissue and shell sampling, genetic and isotope analysis, and endosymbionts.
- ☑ Collect, analyse, and inventory Japanese architecture. Information was shared and acclaimed by scientists on west coast US states, government officials, and the Japanese government and organizations.
- ☑ Collaborate with the Provincial and Federal Japanese Tsunami Debris Coordinating Committee .
- ☑ Prepare and administer a Health and Safety Plan and establish cleanup methodologies and best practices for consolidating debris and long-ling materials with a helicopter for cleanup events, and share the plan and methodologies with other cleanup organizations.
- ☑ Conduct shoreline cleanup projects through the \$81,538 in debris cleanup grant from the \$1 million grant that was graciously provided by the Japan government.
- ☑ Coordinate an unprecedented large-scale, complex Tsunami Debris and Marine Debris Removal Project in the Broken Group Islands and for shorelines around Ucluelet, including: coordinate and converse with a variety of collaborative partners (Parks, RCMSAR, DFO, RCMP), specialized cleanup team, volunteers, helicopter outfit, Tug Billie H. and Dioskouroi barge; helicopter long-line consolidated debris from two central debris caches to the barge; obtain municipal insurance and Parks permits for cleanup and removal projects; collaborate with international agencies (GoAK, Alaska Department of Environmental Conservation, Waste Management and NOAA).
- ☑ Provide effective communication with stakeholders and partners. Host two documentary companies (Knowledge Network and Ecoprins), prepare news releases and advisories, engage with media partners, conduct several radio, television and newspaper interviews.
- ☑ Present Ucluelet's Marine Debris Program and provide a speech to media and international partnering agencies at a press conference in Seattle, WA for the Large-Scale, Complex Marine Debris Removal Project
- ☑ Prepare and submit a status report to the MoE.

# Environmental Management 2015 Accomplishments

## Marine Debris Program

- ✓ Expand on Japanese relations and partnerships with neighbouring communities, organizations, jurisdictions, scientists, and government officials
- ✓ Recruit and align volunteers to support future initiatives
- ✓ Participate with the Vancouver Island Marine Debris Working Group
- ✓ Present Ucluelet's Marine Debris Program at the Pacific Rim Whale Festival and display tsunami artifacts.
- ✓ Prepare a briefing note for Council regarding tsunami debris for their meeting with the Environment Minister.

**August 4, 2015, the District of Ucluelet contracted a helicopter to long line 73 'super sacks' and 26 bulky debris loads to the Dioskouroi barge, which contributed to the super sack total of 3407 and over 7000 Yd<sup>3</sup> of assorted debris.**



## Environment Program

- ✓ Water Shortage Response Plan review and revisions, and support water restriction requirements and communications
- ✓ Support and outline carbon reduction initiatives for the Climate Action Revenue Incentive Public Report
- ✓ Collaborate in Community-to-Community forums with Yuułu?i?ath
- ✓ Provide Council with a report pertaining to reporting, roles and responsibilities, containment, and next steps and recommendations for spill response in Ucluelet, as well as, participate in a mock spill response exercise and debrief with Columbia Fuels and support a spill in Ucluelet's Harbour
- ✓ Review Golder Associate's drill project proposal



# Environmental Management 2015 Accomplishments

## Large-Scale, Complex Tsunami Debris and Marine Debris Removal Project - Overview

The Great East Japan earthquake and tsunami of March 11, 2011 resulted in debris transiting the Pacific Ocean and depositing large quantities of marine debris along rugged shorelines in Alaska and western Canada.

The Alaska Department of Environmental Conservation, along with several government agencies, non-profit organizations, and business partners in Alaska and British Columbia have endeavoured an unprecedented effort - funded in large part by a generous donation from the Government of Japan - to remove marine debris from beaches in Alaska and British Columbia. Using helicopters with sling load capabilities and a 300-foot barge, this operation has taken 32 days at sea to deliver several hundred tons of debris to Seattle, Washington for recycling and landfilling. The Gulf of Alaska Keeper, an Alaskan non-profit organization was contracted by the State of Alaska to coordinate this project.

The debris was collected from various beaches in Alaska, with collection starting at Kodiak Island and continuing to various locations in the Gulf of Alaska and then to Yacutat Bay, with a final pick up near the community of Ucluelet. On Tuesday August 4, 2015, the District of Ucluelet contracted a helicopter to long line 73 'super sacks' (1-tonne agriculture bags) and 26 bulky debris loads to the Dioskouroi barge, which contributed to the super sack total of 3407 and over 7000 Yd<sup>3</sup> of assorted debris.

Since 2012, the District of Ucluelet (through Council's leadership in pursuing this issue) has been a key figure for the Japan Tsunami Debris file through the establishment of Ucluelet's Marine Debris Program, and as a local government subcommittee representative for the Provincial-Federal Japan Tsunami Debris Coordinating Committee Planning and Scientific Monitoring teams. Ucluelet's program has gained respect and recognition from neighbouring communities and jurisdictions, all levels of governments, international scientists and organizations, local to international media companies, and the people of Japan. The District of Ucluelet was awarded \$81,538 in 2014 for shoreline cleanup efforts in the Ucluelet, Barkley Sound and Broken Group Island areas.

The District of Ucluelet was pleased to participate in this unprecedented international effort which would have never been possible without the generosity of the Government of Japan and the collaboration efforts from various government agencies, non-profit organizations, business partners and volunteers. The relations and co-operation between Japan, Alaska, Canada, British Columbia and coastal communities in response to the disaster and resulting debris signify that by working collectively we can protect our shared marine environment.

Once the barge arrived to Seattle, the marine debris was unload onto the Waste Management's dock for local environmental volunteer groups to sort through the material for recycling at an event coordinated by Parley for the Oceans, (a national non-profit organization focused on addressing threats to the world's oceans.) Material Innovation Company, Bionic Yarn will then transform the sorted marine debris plastic into high-performance textiles and polymers. All remaining debris was transported via train to the Columbia Ridge landfill.

The relations and co-operation between Japan, Alaska, Canada, British Columbia and coastal communities in response to the disaster and resulting debris signify that by working collectively we can protect our shared marine environment..

# Environmental Management 2015 Accomplishments

## Large-Scale, Complex Tsunami Debris and Marine Debris Removal Project - Thank you

The District of Ucluelet would like to thank all the people and organizations involved with the 2015 shoreline cleanup and removal projects: the Vancouver and Washington Japan Consulate; Japan Environmental Action Network with special thanks to Hanako Yokota; Gulf of Alaska Keeper with special thanks to Chris Pallister and his team; the State of Alaska Department of Environmental Conservation with special thanks to Janna Stewart; the National Oceanic Atmospheric Administration with special thanks to Peter Murphy; BC Parks / BC Ministry of Environment; Waste Management with special thanks to William Hickey; Tug Billie H. with special thanks to Capt. Doug Owens; Pacific Rim National Park Reserve - Parks Canada with special thanks to superintendent Jim Morgan, Arlene Armstrong, Émilie Auja, Tanya Dowdall, Jon Hopkins, Peter Clarkson; Tseshaht Beach Keepers with special thanks to Fred Seiber, Hank, and Kevin; Royal Canadian Marine Search and Rescue (RCMSARD-38) with special thanks to Dave Payne and Jacque Wynyard, Royal Canadian Mounted Police with special thanks to Paul Galloway and Sgt. Jeff Swann; the Ucluelet Volunteer Fire Brigade with special thanks to Daniel Mose, Jonny Ferguson, Sebastian Duque-Charry; Department of Fisheries and Oceans with special thanks to Dan Smith; Green Wave Consulting with special thanks to Robert and Dennis Hollingshead; Vagabond Gear with special thanks to Kelley Brown, Ecoprins with special thanks to Lennert and Quiten Prinsen; Sea Legacy with special thanks to Cristina and Juliana Mittermeier; Ucluelet Aquarium with special thanks to Andrew McCurdy; Vancouver Island Surf Rider Foundation with special thanks Gillian and Rachel Montgomery, to Jean Francois Savard, Danny Amato, Steve Murray, Nicola Grace, Lynn Wharram, Krysia Zurowski, Jamie McKay; Pacific Rim Surfrider Foundation with special thanks to Karine Gordon-Beawmier; E&B Helicopters with special thanks to Bobby Paul; special thanks to various other volunteers - Melissa Galloway, Stephen Holland, Daniel Grinnell, Will Ravch-Davis, Philippe Tremblay, Blake Enton, Emanueke Langlols; and special thanks to the media - The Westerly, The Province, The Vancouver Sun, Washington Post, Global BC, CTV, Chek, and Mother Nature Network.

**Dioskouroi barge with approximately 1 million pounds of marine debris.**



**Karla Robison and Chris Pallister on the Dioskouroi barge after a press conference in Seattle, WA on August 7, 2015.**



# Environmental Management 2015 Accomplishments

## Large-Scale, Complex Tsunami Debris and Marine Debris Removal Project

Marine debris before cleaning a  
shoreline in the Broken Group Islands



Royal Canadian Marine Search and Rescue  
supporting cleanup activities



Securing lines to consolidated marine debris  
in 1-tonne agriculture bags and getting ready  
for helicopter long-lining





# Environmental Management 2015 Accomplishments

## Large-Scale, Complex Tsunami Debris and Marine Debris Removal Project

Department of  
Fisheries and  
Ocean's sup-  
porting cleanup  
activities



Parks Canada supporting cleanup activities

Royal Canadian Mounted Police sup-  
porting cleanup activities





# Environmental Management 2015 Accomplishments

## Large-Scale, Complex Tsunami Debris and Marine Debris Removal Project

Marine debris collection after cleaning a shoreline in the Broken Group



Volunteer Lennart Prinsen collecting small pieces of Styrofoam south of Ucluelet's Harbour



Tseshah Beach Keepers supporting cleanup activities



Volunteers removing a very large net on George Fraser Island





# Environmental Management 2015 Accomplishments

## Large-Scale, Complex Tsunami Debris and Marine Debris Removal Project



1-tonne agriculture bags consolidated at a central location south of Ucluelet's Harbour



Environmental and Emergency Service Manager long-lining 'super sacks' - 1 tonne agriculture bags filled with marine debris



Helicopter long-lining marine debris



# Environmental Management 2016 Work Plan

## Marine Debris Program

- Continue with Ucluelet's Marine Debris Program to address JTMD:
  - Debris removal projects for the Ucluelet and Barkley Sound Shoreline Cleanup Program
  - Obtain an extension from the MoE to continue to utilize the awarded grant funds
  - Obtain additional funding from the MoE to conduct additional shoreline cleanup events
  - Collect and analyse Japanese architecture and biofouling species and reporting for the NSF
  - Continue to expand on safety plans, best management practices, and methodologies
  - Response and recovery plan (long-lining, shipping, disposing, recycling, and reusing debris items)
  - Public education, citizen involvement, and present the program to interest groups and organizations and continue with media relations
  - Work towards a JTMD memorial monument with Japanese partners and community members
  - Work with the Japan Consulate to return confirmed items to Japan
  - Provide JTMD artifacts for museum exhibits
  - Prepare a summary report to MoE for their audit review (detailed accounting, description of work completed, metric achievements, partners involved, etc.) after completing this program
  - Support emergency mitigation and preparedness outreach by remembering March 11, 2011



Secondary school students finding Japanese marine debris at the NOAA monitoring site in 2015.



Japanese lumber found in Mar 2015 in the Broken Group Islands. The lumber will be used for a memorial monument.



# Environmental Management 2016 Work Plan

## Environment Program

- Collaborate with West Coast Marine Response Corporation regarding spill response strategies for Ucluelet, participate with Area Response Planning Initiative Sill Response Pilot Project with the CCG to further enhance Canada's Marine Safety System, learn about preparations for future tanker traffic increase along the west coast of Vancouver Island, and review and provide recommendations for the MoE Land Based Spill Preparedness and Response in BC
- Coordinate marine spill response training through the Department of Fisheries and Oceans Harbour Authority Association for first responders and emergency personnel
- Assist Public Works with water conservation advancing the Water Shortage Response Plan and the Water Works Emergency Response Plan, support the maintenance and updating of systems
- Conduct hydrant testing and produce a hydrant flow map
- Support carbon reduction initiatives for the Climate Action Revenue Incentive Public report
- Assist the Planning Department with the development and revisions of bylaws and permits pertaining to the maintenance and/or development of natural ecosystems
- Research electric car stations and develop steps for installation of a new station
- Research steps towards a community composting program
- Collaborate with Yuułu?it?ath on any related or joint projects to assist with regional emergency resiliency, and partnership development with environmental and emergency initiatives + C2C workshops



**Over 1 million pounds  
of marine debris was  
collected from Alaska to  
British Columbia**

**Helicopter safety briefing with the  
specialized cleanup team.**





# Planning, Bylaw, & Building Services Department Overview



## PLANNING

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



# Planning, Bylaw, & Building Services Department Overview

## The principle functions of the Planning Department are:

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



# Planning, Bylaw, & Building Services Department Overview

## **BUILDING, LICENSE and BYLAW ENFORCEMENT**

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

### **The principle functions of this division are:**

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





# Planning, Bylaw, & Building Services 2015 Accomplishments



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The preparation of an Annual Report provides the opportunity to stop and reflect over the past year. With a sense of accomplishment we are able to see the results of civic engagement, involvement and collaborative efforts in the achievement of the past year's Strategic Plan. The valuable input of our community members, business leaders and a dedicated staff and Council have once again been reflected in the successful accomplishments of the Department's 2015 Strategic Plan. The following highlights are only a few of the many successes and learning opportunities afforded this small department's team. We look forward to providing continued excellence in providing service to our community and building a strong base for future sustainable programmes, services and clarity for developers, land owners, businesses and those who express an interest in our livable community.



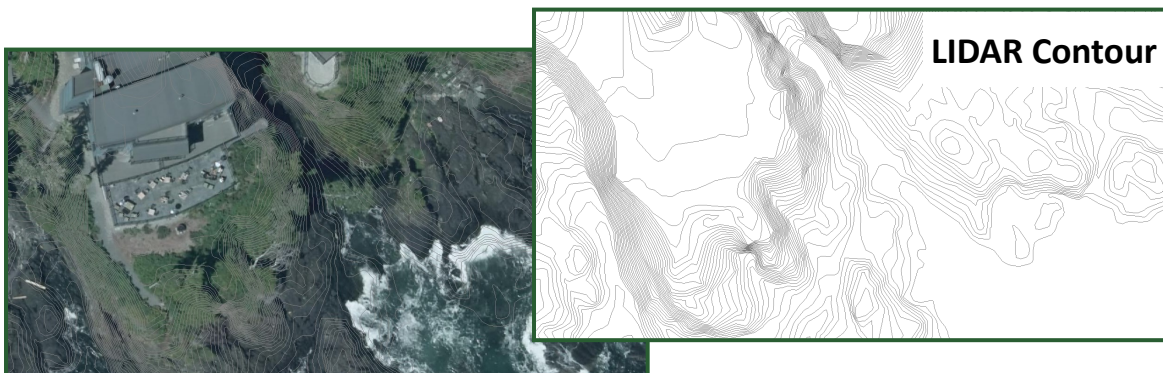
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# Planning, Bylaw, & Building Services

## 2015 Accomplishments

- ✦ Prepared the ground work for an Official Community Plan Review in 2016/2017
- ✦ Implemented a LED street lighting strategy for the conversion of Ucluelet's existing street lighting to LED technology
- ✦ Reviewed Ucluelet's street network, develop strategies to improve safety and the enhancement of the pedestrian experience. Research funding sources, grants and partnerships
- ✦ Completed an airborne Light Detection and Ranging (LiDAR) scan of the District of Ucluelet
- ✦ Completed and adopted the Development Approval Bylaw
- ✦ Implemented a review of the DDC Bylaw
- ✦ Continued to improve the in-house and public GIS system
- ✦ Researched and implemented smoking control bylaw
- ✦ Completed a Whiskey Dock historical sign
- ✦ Provided mapping, graphic skills, project management and team support for Finance, Public Works and Recreation Department on the many team projects
- ✦ Received and processed 43 Building Permit applications
- ✦ Received and processed 4 Development Permit applications
- ✦ Received and processed 2 Rezoning applications
- ✦ Received and processed 3 Board of Variance applications



# Planning, Bylaw, & Building Services Permit Statistics

## Building Permit Pivot Table

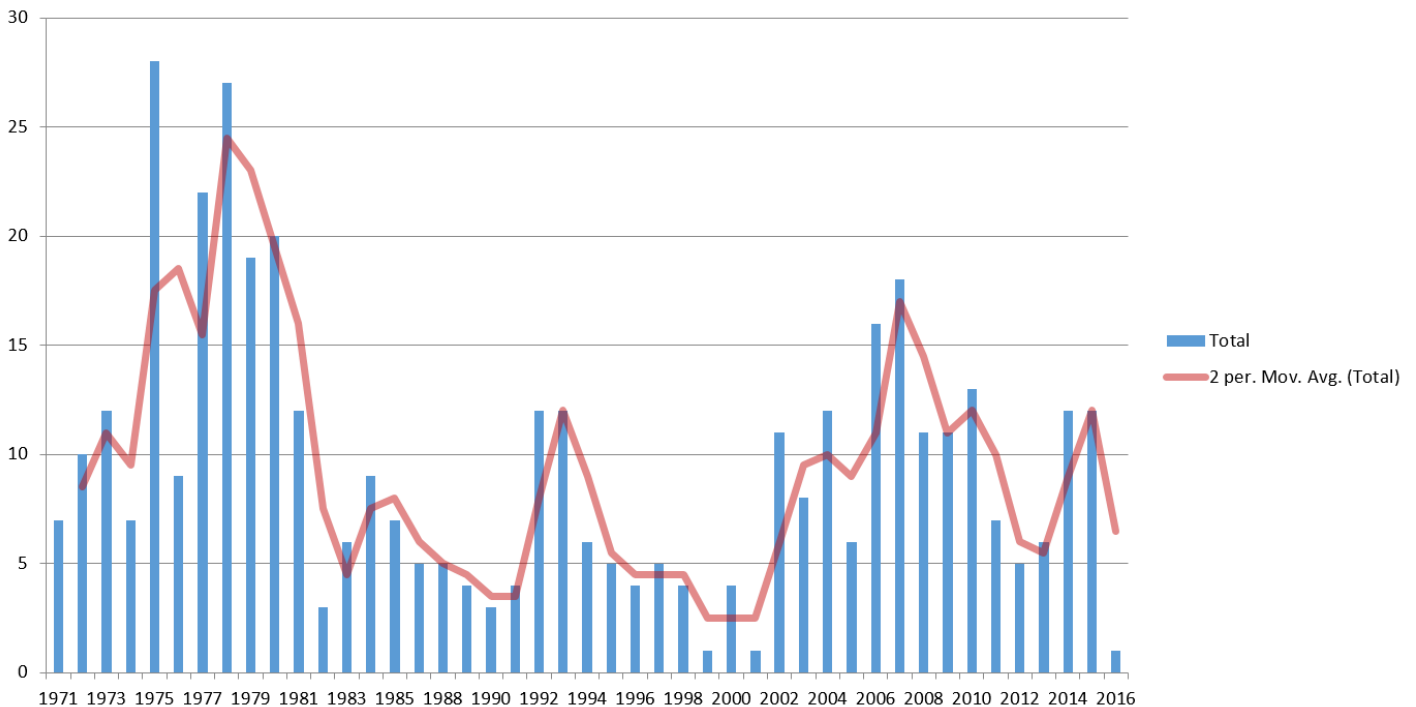
Number of Permits Issued and Total Value of Work by Building Type

Year 2015  
Permit Status (All)

| Row Labels             | Number of Permits | Sum of Value of Work   | Sum of Permit Fee Due |
|------------------------|-------------------|------------------------|-----------------------|
| Commercial             | 7                 | \$ 107,800.00          | \$ 1,204.60           |
| Demolition             | 2                 |                        | \$ 70.00              |
| Institutional          | 1                 |                        |                       |
| Residential            | 30                | \$ 3,572,210.50        | \$ 26,961.04          |
| (blank)                |                   |                        |                       |
| Excavation             | 2                 |                        | \$ 70.00              |
| Commercial/Residential | 1                 | \$ 3,500.00            | \$ 67.50              |
| <b>Grand Total</b>     | <b>43</b>         | <b>\$ 3,683,510.50</b> | <b>\$ 28,373.14</b>   |



## Total SFD Permits Issued by Year



# Planning, Bylaw, & Building Services 2016 Work Plan

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

## Further objectives and plans for 2016 are:

- ✦ Implement the public outreach for the Official Community Plan Review
- ✦ Work with Parks and Recreation on a review of the communities pedestrian connectors
- ✦ Continue to develop a strategy , funding sources and partners to increase the safety of the Peninsula Road/ Main Street intersection
- ✦ Continue the organization and digitization of past developments
- ✦ Continue the development of internal systems to improve file tracking and access
- ✦ Review, analyses and report on the LED street lighting pilot lights
- ✦ Develop a purchasing and implementation strategy for of the of LED street lighting
- ✦ Explore adding a requirement for all new developments to install LED street lighting to the Subdivision Control Bylaw
- ✦ Review Ucluelet's street network, develop strategies to improve safety and the enhancement of the pedestrian experience. Research funding sources, grants and partnerships
- ✦ Review the Zoning Bylaw and develop and "Zoning Clean Up" amendment





# Planning, Bylaw, & Building Services 2016 Work Plan

- ✦ Review Housing Policies and develop objectives and projects for Affordable Housing Committee
- ✦ Support the development of the Wild Pacific Trail extension
- ✦ Continue to work with and encourage Ukee Friday Night Market in establishing a sense of community place in the Village Green
- ✦ Continue to build upon our desire to promote good communication, clarity of process and procedures, accuracy and surety in documentation and to provide excellence in service to both our citizens and neighbours of Ucluelet as well as to the development community



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# Public Works Department Overview





# Public Works Department Overview

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

## Key responsibilities of Ucluelet's Public Works staff includes:

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



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



# Public Works 2015 Accomplishments





# Public Works 2015 Accomplishments

- ☑ **Water Master Plan:** Preliminary work was completed in 2015 on the water master plan and work continues in 2016 on this project. Water Master Plans are a review of municipal water systems. The plan establishes guiding principles for an integrated water utility structure to serve current and future water supply needs for the community.
- ☑ **Well #3 conditioning:** As part of the wellfield rehabilitation and maintenance program each well is treated and cleaned to remove sediment build-up within the wellhead casing. This year well #3 was treated.
- ☑ **Well #4 Upgrade:** Well #4 upgrade has been progressively moving forward in 2015. The work completed this year was the construction of a Variable Frequency Drive (VFD) Cabinet mounted inside the control room. The completion of the electrical component will be in 2016.
- ☑ **Cleaning Matterson/Highway Reservoirs:** In 2015 Staff completed the operational procedures and developed a schedule to clean both reservoirs. The process required the reservoir to be off- line and drained prior to work commencing, while still maintaining water within the distribution system. This project required timing and water sources to be replenished, therefore the work was carried over and to be completed early in 2016.
- ☑ **Paving/walkway repairs:** there were multiple sections of roads and pathways completed this year. Some of these section were Bat Street (2 locations), Larch, the multi-use path and the Ucluelet Community Center Parking.



# Public Works

## 2015 Accomplishments

- ☑ **Flashing Beacon Peninsula/Main:** As part of the ICBC recommendation Staff installed a solar powered flashing beacon at the corner Peninsula/Main. The beacon provides awareness and early notification to the intersection.
- ☑ **Sewer:** Sewer main improvements along Helen Road and Matterson Drive. The installation of a 200mm sewer main was installed. The design provided provisions to allow for residents along Matterson Drive to tie into the main sewer system network.
- ☑ **Boat Launch:** Three concrete ramps were added to the community Boat Launch. The ramps were constructed by staff and added to the end of the existing ramp. The new ramps provide a longer and easier transition for launching vessels.
- ☑ **Little Beach Improvements:** Staff were able to revitalize this existing area within the community. The area was cleared and brushed out providing a more open look. A new walkway was constructed to provide easier access to the beach area. New parking lot improvement were also added which included paving a bigger parking section, parking lot layout and stalls and a picnic table for the community to
- ☑ **BMX Track:** With the communities involvement Staff constructed a Bike Track. The Track is approximately 144m long and 6m wide. There is a series of bumps and turn for the community to enjoy and a provision put in for a future outdoor volleyball court.
- ☑ **He-Tin-Kis/George Fraser Park:** The he-tin-is parking area and the George Fraser Park both have received refurbished picnic benches in their area. Staff were also able to refurbish the existing sign for the He-Tin –Kis trail and have it installed.
- ☑ **Public Works Week:** The Public Works and Parks staff hosted students from the Ucluelet Elementary School at the public works yard. Staff was on hand to discuss day to day operations, safety and display some of the equipment used to do the work.



# Public Works 2016 Work Plan

In 2015, the Public Works Department will endeavour to:

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

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

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

## The Public Works department's key responsibilities include:

- |                                                                           |                                                                     |
|---------------------------------------------------------------------------|---------------------------------------------------------------------|
| <input type="checkbox"/> Cleaning of Matterson and the Highway Reservoirs | <input type="checkbox"/> Lift Station control buildings             |
| <input type="checkbox"/> Water Master Plan                                | <input type="checkbox"/> Paving                                     |
| <input type="checkbox"/> Well #4                                          | <input type="checkbox"/> ICBC Recommendations (medium risk signage) |
| <input type="checkbox"/> Interconnection Station                          | <input type="checkbox"/> Boat Launch                                |
| <input type="checkbox"/> SCADA Controls                                   | <input type="checkbox"/> Big Beach Parking                          |

# District of Ucluelet Annual Report 2015

## Auditor's Report



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

Telephone (250) 480-3500  
Fax (250) 480-3539  
Internet [www.kpmg.ca](http://www.kpmg.ca)

### **INDEPENDENT AUDITORS' REPORT**

*To the Mayor and Councillors of The District of Ucluelet*

We have audited the accompanying consolidated financial statements of The District of Ucluelet, which comprise the consolidated statement of financial position as at December 31, 2015, the consolidated statements of operations, change in net financial assets and cash flows for the year then ended, and notes, comprising a summary of significant accounting policies and other explanatory information.

#### *Management's Responsibility for the Consolidated Financial Statements*

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

#### *Auditors' Responsibility*

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on our judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.

# District of Ucluelet Annual Report 2015

## Auditor's Report

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### *Opinion*

In our opinion, the consolidated financial statements present fairly, in all material respects, the consolidated financial position of The District of Ucluelet as at December 31, 2015, and its consolidated results of operations, its consolidated changes in net financial assets and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

*KPMG LLP*

Chartered Accountants



# District of Ucluelet Annual Report 2015

## Financial Reporting Responsibilities

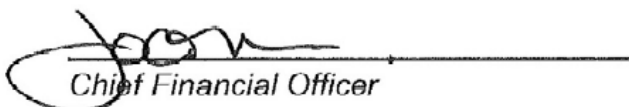
The accompanying consolidated financial statements of the District of Ucluelet (the "District") are the responsibility of management and have been prepared in compliance with applicable legislation, and in accordance with generally accepted accounting standards for local governments as established by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

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

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

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

On behalf of the District of Ucluelet ,

  
Chief Financial Officer



Consolidated Financial Statements of

## **DISTRICT OF UCLUELET**

Year ended December 31, 2015

***DRAFT***



# DISTRICT OF UCLUELET

Consolidated Financial Statements

Year ended December 31, 2015

## Index:

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## **MANAGEMENT'S RESPONSIBILITY FOR THE CONSOLIDATED FINANCIAL STATEMENTS**

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

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

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

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

---

*Chief Financial Officer*



**KPMG LLP**  
**Chartered Professional Accountants**  
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Victoria BC V8W 3Y7  
Canada

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## INDEPENDENT AUDITORS' REPORT

*To the Mayor and Councillors of The District of Ucluelet*

We have audited the accompanying consolidated financial statements of The District of Ucluelet, which comprise the consolidated statement of financial position as at December 31, 2015, the consolidated statements of operations, change in net financial assets and cash flows for the year then ended, and notes, comprising a summary of significant accounting policies and other explanatory information.

### *Management's Responsibility for the Consolidated Financial Statements*

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

### *Auditors' Responsibility*

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

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

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

### *Opinion*

In our opinion, the consolidated financial statements present fairly, in all material respects, the consolidated financial position of The District of Ucluelet as at December 31, 2015, and its consolidated results of operations, its consolidated changes in net financial assets and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Chartered Professional Accountants

Month DD, YYYY  
Victoria, Canada



# DISTRICT OF UCLUELET

## Consolidated Statement of Financial Position

December 31, 2015, with comparative information for 2014

|                                                   | 2015                 | 2014                 |
|---------------------------------------------------|----------------------|----------------------|
| <b>Financial assets:</b>                          |                      |                      |
| Cash and cash equivalents                         | \$ 439,510           | \$ 2,574,791         |
| Restricted cash                                   | 22,463               | 27,422               |
| Investments                                       | 4,865,830            | 1,639,358            |
| Accounts receivable (note 3)                      | 874,054              | 1,358,077            |
| Properties held for sale                          | 34,593               | 79,998               |
|                                                   | <u>6,236,450</u>     | <u>5,679,646</u>     |
| <b>Financial liabilities:</b>                     |                      |                      |
| Accounts payable and accrued liabilities (note 4) | 652,963              | 767,792              |
| Refundable deposits                               | 41,093               | 30,066               |
| Deferred revenue (note 5)                         | 355,781              | 335,493              |
| Development cost charges (note 6)                 | 824,552              | 811,674              |
| Debt (note 7)                                     | 1,774,248            | 1,863,522            |
|                                                   | <u>3,648,637</u>     | <u>3,808,547</u>     |
| <b>Net financial assets</b>                       | 2,587,813            | 1,871,099            |
| <b>Non-financial assets:</b>                      |                      |                      |
| Tangible capital assets (note 8)                  | 36,742,341           | 37,583,794           |
| Inventory of supplies                             | 24,134               | 34,134               |
| Prepaid expenses                                  | 29,244               | 59,203               |
|                                                   | <u>36,795,719</u>    | <u>37,677,131</u>    |
| Commitments and contingencies (note 14)           |                      |                      |
| <b>Accumulated surplus</b> (note 9)               | <u>\$ 39,383,532</u> | <u>\$ 39,548,230</u> |

The accompanying notes are an integral part of these consolidated financial statements.

On behalf of the District:

\_\_\_\_\_  
Chief Financial Officer

# DISTRICT OF UCLUELET

## Consolidated Statement of Operations

Year ended December 31, 2015, with comparative information for 2014

|                                         | Financial plan<br>(note 15) | 2015                 | 2014                 |
|-----------------------------------------|-----------------------------|----------------------|----------------------|
| <b>Revenue:</b>                         |                             |                      |                      |
| Taxation, net (note 10)                 | \$ 2,579,004                | \$ 2,811,136         | \$ 2,780,591         |
| Sale of services                        | 1,775,385                   | 1,541,509            | 1,540,448            |
| Other revenue from own sources          | 108,050                     | 264,591              | 285,442              |
| Investment income                       | -                           | 63,160               | 39,596               |
| Grants and contributions (note 11)      | 745,689                     | 598,627              | 1,197,329            |
| <b>Total revenue</b>                    | <b>5,208,128</b>            | <b>5,279,023</b>     | <b>5,843,406</b>     |
| <b>Expenses:</b>                        |                             |                      |                      |
| General government services             | 1,140,267                   | 1,068,527            | 911,965              |
| Protective services                     | 486,668                     | 398,005              | 317,349              |
| Transportation services                 | 1,218,535                   | 1,198,828            | 1,234,468            |
| Planning and environmental services     | 298,680                     | 220,320              | 302,728              |
| Recreation and cultural services        | 1,412,136                   | 1,451,721            | 1,275,832            |
| Sewer utility                           | 539,366                     | 559,581              | 519,226              |
| Water utility                           | 385,934                     | 546,739              | 566,069              |
|                                         | <b>5,481,586</b>            | <b>5,443,721</b>     | <b>5,127,637</b>     |
| Annual surplus (deficit)                | (273,458)                   | (164,698)            | 715,769              |
| Accumulated surplus, beginning of year  | 39,548,230                  | 39,548,230           | 38,832,461           |
| <b>Accumulated surplus, end of year</b> | <b>\$ 39,274,772</b>        | <b>\$ 39,383,532</b> | <b>\$ 39,548,230</b> |

The accompanying notes are an integral part of these consolidated financial statements.

# DISTRICT OF UCLUELET

## Consolidated Statement of Change in Net Financial Assets

Year ended December 31, 2015, with comparative information for 2014

|                                                      | Financial plan<br>(note 15) | 2015         | 2014         |
|------------------------------------------------------|-----------------------------|--------------|--------------|
| Annual surplus (deficit)                             | \$ (273,458)                | \$ (164,698) | \$ 715,769   |
| Acquisition of tangible capital assets               | (1,143,700)                 | (276,526)    | (145,910)    |
| Amortization of tangible capital assets              | 740,000                     | 1,117,979    | 1,102,120    |
| Loss on disposal of work in progress                 | -                           | -            | 36,134       |
|                                                      | (403,700)                   | 841,453      | 992,344      |
| Net acquisition of inventory of supplies             | -                           | 10,000       | 10,250       |
| Net acquisition (consumption)<br>of prepaid expenses | -                           | 29,959       | (29,362)     |
| Change in net financial assets                       | (677,158)                   | 716,714      | 1,689,001    |
| Net financial assets, beginning of year              | 1,871,099                   | 1,871,099    | 182,098      |
| Net financial assets, end of year                    | \$ 1,193,941                | \$ 2,587,813 | \$ 1,871,099 |

The accompanying notes are an integral part of these consolidated financial statements.



# DISTRICT OF UCLUELET

## Consolidated Statement of Cash Flows

Year ended December 31, 2015, with comparative information for 2014

|                                                      | 2015               | 2014                |
|------------------------------------------------------|--------------------|---------------------|
| Cash provided by (used in):                          |                    |                     |
| <b>Operating activities:</b>                         |                    |                     |
| Annual surplus                                       | \$ (164,698)       | \$ 715,769          |
| Items not involving cash:                            |                    |                     |
| Amortization of tangible capital assets              | 1,117,979          | 1,102,120           |
| Loss on disposal of work in progress                 | -                  | 36,134              |
| Actuarial adjustment on debt                         | (17,564)           | (15,460)            |
| Change in non-cash operating assets and liabilities: |                    |                     |
| Accounts receivable                                  | 484,023            | 778,658             |
| Properties held for sale                             | 45,405             | (48,801)            |
| Accounts payable and accrued liabilities             | (114,829)          | (133,613)           |
| Refundable deposits                                  | 11,027             | (4,092)             |
| Deferred revenue                                     | 20,288             | (530,448)           |
| Development cost charges                             | 12,878             | 4,746               |
| Inventory of supplies                                | 10,000             | 10,250              |
| Prepaid expenses                                     | 29,959             | (29,362)            |
|                                                      | <u>1,434,468</u>   | <u>1,885,901</u>    |
| <b>Capital activities:</b>                           |                    |                     |
| Acquisition of tangible capital assets               | (276,526)          | (145,910)           |
|                                                      | <u>(276,526)</u>   | <u>(145,910)</u>    |
| <b>Investing activities:</b>                         |                    |                     |
| Decrease (increase) in restricted cash               | 4,959              | (772)               |
| Decrease (increase) in investments                   | (3,226,472)        | 278,135             |
|                                                      | <u>(3,221,513)</u> | <u>277,363</u>      |
| <b>Financing activities:</b>                         |                    |                     |
| Proceeds on debt                                     | -                  | 43,700              |
| Capital lease repaid                                 | (9,993)            | (26,648)            |
| Debt repaid                                          | (61,717)           | (61,717)            |
|                                                      | <u>(71,710)</u>    | <u>(44,665)</u>     |
| Increase (decrease) in cash and cash equivalents     | (2,135,281)        | 1,972,689           |
| Cash and cash equivalents, beginning of year         | 2,574,791          | 602,102             |
| Cash and cash equivalents, end of year               | <u>\$ 439,510</u>  | <u>\$ 2,574,791</u> |
| Supplemental cash flow information:                  |                    |                     |
| Cash paid for interest                               | \$ 82,929          | \$ 82,360           |
| Cash received from interest                          | 60,116             | 39,596              |

The accompanying notes are an integral part of these consolidated financial statements.

# DISTRICT OF UCLUELET

## Notes to Consolidated Financial Statements

Year ended December 31, 2015

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District of Ucluelet (the "District") is a municipality in the Province of British Columbia and operates under the provisions of the Local Government Act and the Community Charter of British Columbia. The District's principal activities include the provision of local government services to residents of the incorporated area.

### 1. Significant accounting policies:

The consolidated financial statements of the District are prepared by management in accordance with Canadian public sector accounting standards for governments as recommended by the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants of Canada. Significant accounting policies adopted by the District are as follows:

(a) Reporting entity:

The consolidated financial statements reflect the combination of all the assets, liabilities, revenues, expenses, and accumulated surplus of the District. Inter-departmental balances and transactions have been eliminated. The consolidated financial statements of the District also include the activities of the Ucluelet Economic Development Corporation which is owned by the District. The District administers certain trust assets on behalf of external parties which are excluded from the financial statements.

(b) Basis of accounting:

The District follows the accrual method of accounting for revenues and expenses. Revenues are normally recognized in the year in which they are earned and measurable. Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and/or the creation of a legal obligation to pay.

(c) Government transfers:

Government transfers are recognized in the consolidated financial statements as revenues in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made, except when and to the extent the transfer gives rise to an obligation that meets the definition of a liability.

(d) Property tax revenue:

Property tax revenue is recognized on the accrual basis using the approved tax rates and the anticipated assessment related to the current year.

# DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2015

---

## 1. Significant accounting policies (continued):

(e) Deferred revenue:

Deferred revenue includes grants, contributions and other amounts received from third parties pursuant to legislation, regulation and agreement which may only be used in certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred, services performed, or the tangible capital assets are acquired, thereby extinguishing the related liability.

(f) Development cost charges:

Development cost charges are amounts which are restricted by government legislation or agreement with external parties. When qualifying expenditures are incurred development cost charges are recognized as revenue in amounts which equal the associated expenses.

(g) Cash and cash equivalents:

Cash and cash equivalents include short-term, highly liquid investments with a term to maturity of 90 days or less at acquisition. Cash equivalents also include investments in the Municipal Finance Authority of British Columbia ("MFA") Money Market Funds which are recorded at cost plus earnings reinvested in the funds.

(h) Deposits and prepayments:

Receipts restricted by third parties are deferred and recorded as deposits and are refundable under certain circumstances. Deposits and prepayments are recognized as revenue when qualifying expenditures are incurred.

(i) Employee future benefits:

The District and its employees make contributions to the Municipal Pension Plan. These contributions are expensed as incurred.

Sick leave and other benefits are available to the District's employees. The costs of these benefits are estimated based on accumulated sick leave and best estimates of future usage and expected future salary and wage increases. The obligations under these benefit plans are accrued based on projected benefits as the employees render services necessary to earn the future benefits.



# DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2015

---

## 1. Significant accounting policies (continued):

(j) Properties held for sale:

Properties held for sale represent tax sale properties which are ready and available to be sold. They are valued at lower of cost or expected net realizable value. No amortization is recorded on properties held for sale.

(k) Investment income:

Investment income is reported as revenue in the period earned. When required by the funding government or related Act, investment income earned on deferred revenue, development cost charges and deposits and prepayments is added to the investment and forms part of the liability balance.

(l) Debt:

Debt is recorded net of related payments and actuarial earnings.

(m) Non-financial assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

(i) Tangible capital assets

Tangible capital assets are recorded at cost which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The costs, less residual value, of the tangible capital assets, excluding land, are amortized on a straight line basis over their estimated useful lives as follows:

| Asset               | Useful life - years |
|---------------------|---------------------|
| Buildings           | 10 - 60             |
| Equipment           | 5 - 25              |
| Other structures    | 15 - 50             |
| Roads               | 20 - 60             |
| Sewer structures    | 10 - 50             |
| Drainage structures | 30 - 50             |
| Water structures    | 10 - 50             |

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# DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2015

---

## 1. Significant accounting policies (continued):

### (m) Non-financial assets (continued):

#### (i) Tangible capital assets (continued)

Amortization is charged annually, including in the year of acquisition and disposal. Assets under construction are not amortized until the asset is available for productive use.

Tangible capital assets are written down when conditions indicate that they no longer contribute to the District's ability to provide goods and services, or when the value of future economic benefits associated with the asset are less than the book value of the asset.

#### (ii) Contributions of tangible capital assets

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and also are recorded as revenue.

#### (iii) Natural resources

Natural resources that have not been purchased are not recognized as assets in the consolidated financial statements.

#### (iv) Works of art and cultural and historic assets

Works of art and cultural and historic assets are not recorded as assets in these consolidated financial statements.

#### (v) Interest capitalization

The District does not capitalize interest costs associated with the acquisition or construction of a tangible capital asset.

#### (vi) Leased tangible capital assets

Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as leased tangible capital assets. All other leases are accounted for as operating leases and the related payments are charged to expenses as incurred.

# DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2015

---

## 1. Significant accounting policies (continued):

(m) Non-financial assets (continued):

(vii) Inventory of supplies

Inventory of supplies held for consumption are recorded at lower of cost and replacement cost.

(n) Use of estimates:

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the period. Significant estimates include assumptions used in estimating historical cost and useful lives of tangible capital assets and estimating provisions for accrued liabilities including employee future benefits and contingencies. Actual results could differ from these estimates.

(o) Adoption of new accounting policy:

The District adopted Public Sector Accounting Board Standard PS 3260 Liability for Contaminated Sites effective January 1, 2015. Under PS 3260, contaminated sites are defined as the result of contamination being introduced in air, soil, water or sediment of a chemical, organic, or radioactive material or live organism that exceeds an environmental standard. This Standard relates to sites that are not in productive use and sites in productive use where an unexpected event resulted in contamination. The District adopted this standard on a retroactive basis and there were no adjustments to surplus as a result of the adoption of this standard.

## 2. Comparative information:

Certain 2014 comparative information has been reclassified to conform with the financial statement presentation adopted for the current year.



# DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2015

### 3. Accounts receivable:

|                                       | 2015       | 2014         |
|---------------------------------------|------------|--------------|
| Property taxes                        | \$ 677,302 | \$ 1,100,541 |
| Due from other governments            | 24,344     | 54,989       |
| General, business licenses, utilities | 124,134    | 149,538      |
| Other                                 | 67,690     | 53,244       |
| Allowance for doubtful accounts       | (19,416)   | (235)        |
|                                       | \$ 874,054 | \$ 1,358,077 |

### 4. Accounts payable and accrued liabilities:

|                            | 2015       | 2014       |
|----------------------------|------------|------------|
| Trade accounts payable     | \$ 419,935 | \$ 535,708 |
| Salaries and wages payable | 66,734     | 57,541     |
| Accrued employee benefits  | 115,100    | 118,418    |
| Due to other governments   | 26,598     | 29,879     |
| Accrued interest           | 13,876     | 15,442     |
| Other                      | 10,720     | 10,804     |
|                            | \$ 652,963 | \$ 767,792 |

# DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2015

## 5. Deferred revenue:

|                               | 2015              | 2014              |
|-------------------------------|-------------------|-------------------|
| Hotel resort tax              | \$ 302,437        | \$ 238,922        |
| Property taxes                | 29,053            | 15,226            |
| Grants                        | 13,427            | 67,218            |
| Other                         | 10,864            | 14,127            |
| <b>Total deferred revenue</b> | <b>\$ 355,781</b> | <b>\$ 335,493</b> |

## 6. Development cost charges:

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

|             | Opening<br>balance | Net receipts    | Draw down   | Interest        | Closing<br>balance |
|-------------|--------------------|-----------------|-------------|-----------------|--------------------|
| Roads       | \$ 15,480          | \$ 1,726        | \$ -        | \$ 166          | \$ 17,372          |
| Storm water | 198,145            | -               | -           | 2,126           | 200,271            |
| Sewer       | 405,850            | 1,271           | -           | 3,044           | 410,165            |
| Water       | 43,781             | 1,780           | -           | 328             | 45,889             |
| Parks       | 148,418            | 845             | -           | 1,592           | 150,855            |
|             | <b>\$ 811,674</b>  | <b>\$ 5,622</b> | <b>\$ -</b> | <b>\$ 7,256</b> | <b>\$ 824,552</b>  |

# DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2015

## 7. Debt:

- (a) The District issues debt instruments through the Municipal Finance Authority (MFA), pursuant to security issuing bylaws under authority of the Local Government Act, to finance certain capital expenditures.

|                           | Gross debt          | Repayments<br>and actuarial<br>earnings | Net debt<br>2015    | Net debt<br>2014    |
|---------------------------|---------------------|-----------------------------------------|---------------------|---------------------|
| MFA Issue 117             | \$ 1,948,000        | \$ 200,366                              | \$ 1,747,634        | \$ 1,800,706        |
| MFA Issue 73              | 300,000             | 300,000                                 | -                   | 26,208              |
| Debt                      | 2,248,000           | 500,366                                 | 1,747,634           | 1,826,914           |
| Capital lease obligations | 43,700              | 17,085                                  | 26,614              | 36,608              |
|                           | <u>\$ 2,291,700</u> | <u>\$ 517,451</u>                       | <u>\$ 1,774,248</u> | <u>\$ 1,863,522</u> |

As a condition of the borrowing through the MFA, the District is obligated to lodge security by means of demand notes and interest bearing cash deposits based on the amount of the borrowing. The deposits are included in the District's financial statements as restricted cash. If the debt is repaid without default, the deposits are refunded to the District. The notes, which are contingent in nature, are held by the MFA to act as security against the possibility of debt repayment default and are not recorded in the financial statements. Upon the maturity of a debt issue the demand notes are released and deposits refunded to the District. As at December 31, 2015 there were contingent demand notes of \$35,563 (2014 - \$49,094) which are not included in the financial statements of the District.

The loan agreements with the Alberni-Clayoquot Regional District and the MFA provide that, if at any time the scheduled payments provided for in the agreements are not sufficient to meet the MFA's obligations in respect to such borrowings, the resulting deficiency becomes a liability of the District.

- (b) Principal and interest payments on debt for the next five years are as follows:

|      |            |
|------|------------|
| 2016 | \$ 110,085 |
| 2017 | 110,085    |
| 2018 | 110,085    |
| 2019 | 110,085    |
| 2020 | 110,085    |



# DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2015

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## 7. Debt (continued):

(c) Interest expense:

Interest paid during the year was \$82,929 (2014 - \$82,360).

- (d) The District leases certain municipal hall and fire department equipment under capital lease agreements. The District will acquire ownership of the equipment at the end of the lease term. Principle and interest repayments are due as shown.

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|                                                                |    |        |
|----------------------------------------------------------------|----|--------|
| 2016                                                           | \$ | 9,192  |
| 2017                                                           |    | 9,192  |
| 2018                                                           |    | 9,014  |
|                                                                |    | <hr/>  |
|                                                                |    | 27,398 |
| Less amount representing interest (at a rate of prime plus 1%) |    | (783)  |
|                                                                |    | <hr/>  |
| Present value of net minimum capital lease payments            | \$ | 26,615 |

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# DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2015

## 8. Tangible capital assets:

| 2015                             | Land         | Sewer structures | Buildings  | Vehicles and equipment | Other structures | Roads     | Drainage structures | Water structures | Total 2015   |
|----------------------------------|--------------|------------------|------------|------------------------|------------------|-----------|---------------------|------------------|--------------|
| <b>Cost:</b>                     |              |                  |            |                        |                  |           |                     |                  |              |
| Balance, beginning of year       | \$11,588,490 | 8,628,817        | 10,923,440 | 2,432,315              | 3,070,213        | 7,541,643 | 1,559,012           | 5,461,353        | \$51,205,283 |
| Additions                        | -            | 34,753           | 7,710      | 13,174                 | 50,604           | 105,293   | -                   | 64,992           | 276,526      |
| Balance, end of year             | 11,588,490   | 8,663,570        | 10,931,150 | 2,445,489              | 3,120,817        | 7,646,936 | 1,559,012           | 5,526,345        | 51,481,809   |
| <b>Accumulated amortization:</b> |              |                  |            |                        |                  |           |                     |                  |              |
| Balance, beginning of year       | -            | 3,745,643        | 1,713,889  | 1,305,153              | 1,256,922        | 3,087,157 | 543,215             | 1,969,510        | 13,621,489   |
| Amortization                     | -            | 206,263          | 222,808    | 162,359                | 140,491          | 189,083   | 35,964              | 161,011          | 1,117,979    |
| Balance, end of year             | -            | 3,951,906        | 1,936,697  | 1,467,512              | 1,397,413        | 3,276,240 | 579,179             | 2,130,521        | 14,739,468   |
| Net book value, end of year      | \$11,588,490 | 4,711,664        | 8,994,453  | 977,977                | 1,723,404        | 4,370,696 | 979,833             | 3,395,824        | \$36,742,341 |

# DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2015

## 8. Tangible capital assets (continued):

| 2014                             | Land         | Sewer structures | Buildings  | Vehicles and equipment | Other structures | Roads     | Drainage structures | Water structures | Total 2014   |
|----------------------------------|--------------|------------------|------------|------------------------|------------------|-----------|---------------------|------------------|--------------|
| <b>Cost:</b>                     |              |                  |            |                        |                  |           |                     |                  |              |
| Balance, beginning of year       | \$11,588,490 | 8,432,650        | 10,905,180 | 2,388,705              | 2,928,496        | 7,540,125 | 1,559,012           | 3,948,239        | 49,290,897   |
| Additions                        | -            | 196,167          | 18,260     | 43,610                 | 141,717          | 1,518     | -                   | 1,513,114        | 1,914,386    |
| Balance, end of year             | 11,588,490   | 8,628,817        | 10,923,440 | 2,432,315              | 3,070,213        | 7,541,643 | 1,559,012           | 5,461,353        | 51,205,283   |
| <b>Accumulated amortization:</b> |              |                  |            |                        |                  |           |                     |                  |              |
| Balance, beginning of year       | -            | 3,539,988        | 1,490,486  | 1,147,273              | 1,118,207        | 2,899,481 | 507,282             | 1,816,652        | 12,519,369   |
| Amortization                     | -            | 205,655          | 223,403    | 157,880                | 138,715          | 187,676   | 35,933              | 152,858          | 1,102,120    |
| Balance, end of year             | -            | 3,745,643        | 1,713,889  | 1,305,153              | 1,256,922        | 3,087,157 | 543,215             | 1,969,510        | 13,621,489   |
| Net book value, end of year      | \$11,588,490 | 4,883,174        | 9,209,551  | 1,127,162              | 1,813,291        | 4,454,486 | 1,015,797           | 3,491,843        | \$37,583,794 |

# DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2015

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## 8. Tangible capital assets (continued):

### (a) Contributed tangible capital assets:

There were no contributed assets recognized during the year.

### (b) Tangible capital assets disclosed at nominal values:

Where an estimate of fair value could not be made, the tangible capital asset has been recognized at a nominal value.

### (c) Works of art and historical treasures:

The District manages and controls various works of art and non-operational historical cultural assets including buildings, artifacts, paintings and sculptures located at District sites and public display areas. These assets are not recorded as tangible capital assets and are not amortized.

### (d) Write-down of tangible capital assets:

No write-down of tangible capital assets occurred during the year.



# DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2015

## 9. Accumulated surplus:

Accumulated surplus consists of individual fund surplus and reserves and reserve funds as follows:

|                                       | 2015                 | 2014                 |
|---------------------------------------|----------------------|----------------------|
| Investment in tangible capital assets | \$ 34,968,093        | \$ 35,720,272        |
| Reserve funds and other surplus       | 3,377,996            | 2,922,588            |
| Gas Tax Agreement Reserve             | 1,037,443            | 905,370              |
|                                       | <u>\$ 39,383,532</u> | <u>\$ 39,548,230</u> |

## 10. Taxation:

Taxation revenue, reported on the statement of operations, is comprised of the following:

|                                     | 2015                | 2014                |
|-------------------------------------|---------------------|---------------------|
| Municipal purposes:                 |                     |                     |
| General                             | \$ 2,505,444        | \$ 2,475,421        |
| Utility                             | 37,942              | 39,057              |
| Parcel taxes                        | 205,490             | 203,080             |
| Grants in lieu of taxes             | 62,260              | 63,033              |
|                                     | <u>2,811,136</u>    | <u>2,780,591</u>    |
| Taxes levied for other authorities: |                     |                     |
| School authorities                  | 1,294,023           | 1,301,315           |
| RCMP                                | 131,218             | 129,575             |
| Regional Hospital                   | 147,624             | 173,861             |
| Regional District                   | 249,815             | 210,465             |
| BC Assessment Authority             | 31,833              | 32,628              |
| Vancouver Island Regional Library   | 98,859              | 95,251              |
| Municipal Finance Authority         | 101                 | 100                 |
|                                     | <u>1,953,473</u>    | <u>1,943,195</u>    |
| Total taxes collected               | <u>\$ 4,764,609</u> | <u>\$ 4,723,786</u> |

# DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2015

## 11. Grants and contributions:

The District recognizes the transfer of government funding received as revenues in the period that the events giving rise to the transfer occurred and the eligibility criteria have been met. Grants and contributions reported on the statement of operations are comprised of:

|                                             | 2015              | 2014                |
|---------------------------------------------|-------------------|---------------------|
| Operating transfers:                        |                   |                     |
| Small communities and equalization payments | \$ 335,609        | \$ 204,325          |
| Other                                       | 118,094           | 52,486              |
|                                             | <u>453,703</u>    | <u>256,811</u>      |
| Capital transfers:                          |                   |                     |
| Other                                       | 27,736            | 35,148              |
| Gas Tax Agreement Funds                     | 117,188           | 905,370             |
|                                             | <u>144,924</u>    | <u>940,518</u>      |
| Total revenue                               | <u>\$ 598,627</u> | <u>\$ 1,197,329</u> |

The District receives Federal Gas Tax Agreement Funds through an agreement with the Union of BC Municipalities. Effective April 1, 2014 the agreements were revised for all new funding and for amounts unspent from prior periods. The new agreement broadened the scope of eligible expenditures for these funds and eliminated certain potential repayment criteria. These changes resulted in a change in the accounting for such funds and all amounts are now recognized when received. In fiscal 2014, all amounts previously deferred were recognized into revenue, including amounts received in the period.

## 12. Pension plan:

The District 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 185,000 active members and approximately 80,000 retired members. Active members include approximately 37,000 contributors from local government.

# DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2015

## 12. Pension plan (continued):

The most recent actuarial valuation as at December 31, 2012 indicated a \$1,370 million funding deficit for basic pension benefits. The next valuation will be as at December 31, 2015 with results available later in 2016. Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution plan accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate with the result that there is no consistent and reliable basis for allocating the obligation, assets and cost to the individual employers participating in the Plan.

The District paid \$115,998 (2014 - \$106,935) for employer contributions to the plan in fiscal 2015.

## 13. Trust funds:

Trust funds administered by the District have not been included in the consolidated statement of financial position nor have their operations been included in the consolidated statement of operations. The District holds trust funds under British Columbia law for the purposes of maintaining a public cemetery.

|                 | 2015 |        | 2014 |        |
|-----------------|------|--------|------|--------|
| Opening balance | \$   | 24,994 | \$   | 24,964 |
| Interest earned |      | 30     |      | 30     |
| Ending balance  | \$   | 25,024 | \$   | 24,994 |

## 14. Commitments and contingencies:

- (a) Debt issued by the Regional District of Alberni Clayoquot ("RDAC"), under provisions of the Local Government Act, is a direct, joint and several liability of the RDAC and each member municipality within the RDAC, including the District.
- (b) In the normal course of a year, claims for damages are made against the District. The District records an accrual in respect of legal claims that are likely to be successful and for which a liability amount is reasonably determinable. The District is self-insured for general liability claims through membership in the Municipal Insurance Association of British Columbia. Under this program, member municipalities are to share jointly for general liability claims against any member in excess of \$5,000. Should the Association pay out claims in excess of premiums received, it is possible that the District, along with the other participants, would be required to contribute towards the deficit.

# DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2015

## 15. Financial plan data:

The financial plan data presented in these financial statements is based upon the 2015 operating and capital budgets approved by Council on May 14, 2015. The chart below reconciles the approved financial plan to the financial plan figures reported in these financial statements. Cemetery expenses are included in the financial plan but excluded from annual deficit because these funds are held in trust and not reported in the financial statements of the District (note 14).

|                        | Financial plan amount |
|------------------------|-----------------------|
| Revenues:              |                       |
| Financial plan         | \$ 5,208,128          |
| Total revenue          | 5,208,128             |
| Expenses:              |                       |
| Financial plan         | 5,498,206             |
| Less cemetery expenses | (16,620)              |
| Total expenses         | 5,481,586             |
| Annual deficit         | \$ (273,458)          |

## 16. Segmented information:

The District is a diversified municipal organization that provides a wide range of services to its citizens. District services are provided by departments and their activities reported separately. Certain functions that have been separately disclosed in the segmented information, along with the services they provide, are as follows:

### General government

The general government operations provide the functions of corporate administration and legislative services and any other functions categorized as non-departmental.

### Protective services

Protective services is comprised of three different functions, including the District's emergency management agency, fire, and regulatory services. The emergency management agency prepares the District to be more prepared and able to respond to, recover from, and be aware of, the devastating effects of a disaster or major catastrophic event that will impact the community. The fire department is responsible for providing critical, life-saving services in preventing or minimizing the loss of life and property from fire and natural or man-made emergencies. The mandate of the regulatory services function is to promote, facilitate and enforce general compliance with the provisions of bylaws that pertain to the health, safety and welfare of the community and provide a full range of planning services related to zoning, development permits, variance permits, and current regulatory issues.



# DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2015

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## 16. Segmented information (continued):

### **Transportation services**

Transportation services is responsible for a wide variety of transportation functions such as roads and streets. As well, services are provided around infrastructure, transportation planning, pedestrian and cycling issues, harbour facilities, and on-street parking regulations, including street signs and painting.

### **Planning and environmental services**

Planning works to achieve the District's community planning goals through the official community plan, and other policy initiatives. Environmental services was established to assist the Emergency, Planning, Public Works, and Recreation Departments with programs associated with the maintenance or improvement of natural ecosystems.

### **Recreation and cultural services**

Parks is responsible for the maintenance and development of all park facilities. Cultural services facilitate the provision of recreation and wellness programs and services.

### **Water and Sewer Utilities**

The Water and Sewer Utilities operate and distribute the water and sewer networks. They are responsible for the construction and maintenance of the water and sewer distributions systems, including mains and pump stations.

The accounting policies used in these segments are consistent with those followed in the preparation of the consolidated financial statements as disclosed in note 1.

# DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2015

## 16. Segmented information (continued):

| 2015                            | General<br>Government | Protective<br>Services | Transportation<br>Services | Planning and<br>Environmental<br>Services | Recreation<br>and Cultural<br>Services | Water Utility    | Sewer Utility      | Total               |
|---------------------------------|-----------------------|------------------------|----------------------------|-------------------------------------------|----------------------------------------|------------------|--------------------|---------------------|
| <b>Revenue:</b>                 |                       |                        |                            |                                           |                                        |                  |                    |                     |
| Taxation, net                   | \$ 2,605,646          | \$ -                   | \$ -                       | \$ -                                      | \$ -                                   | \$ 80,795        | \$ 124,695         | \$ 2,811,136        |
| Sale of services                | 23,193                | -                      | 332,286                    | 4,200                                     | 275,324                                | 490,600          | 415,906            | 1,541,509           |
| Grants and contributions        | 553,612               | 15,900                 | 7,000                      | -                                         | 22,115                                 | -                | -                  | 598,627             |
| Investment income               | 63,160                | -                      | -                          | -                                         | -                                      | -                | -                  | 63,160              |
| Other revenue from own sources  | 120,325               | 61,376                 | -                          | 29,223                                    | -                                      | 49,624           | 4,043              | 264,591             |
| <b>Total revenue</b>            | <b>3,365,936</b>      | <b>77,276</b>          | <b>339,286</b>             | <b>33,423</b>                             | <b>297,439</b>                         | <b>621,019</b>   | <b>544,644</b>     | <b>5,279,023</b>    |
| <b>Expenses:</b>                |                       |                        |                            |                                           |                                        |                  |                    |                     |
| Salaries and wages              | 430,442               | 131,396                | 308,412                    | 115,774                                   | 491,272                                | 238,267          | 189,661            | 1,905,224           |
| Contracted services             | 137,988               | 33,643                 | 327,861                    | 32,741                                    | 158,450                                | 55,475           | 71,469             | 817,627             |
| Materials and supplies          | 62,607                | 102,466                | 134,095                    | 3,776                                     | 233,992                                | 38,437           | 24,554             | 599,927             |
| Interest and other              | 257,758               | 70,457                 | 52,143                     | 49,193                                    | 169,471                                | 2,350            | -                  | 601,372             |
| Audit and legal                 | 112,327               | -                      | 15,065                     | 18,836                                    | -                                      | -                | -                  | 146,228             |
| Telephone and utilities         | 42,698                | 4,256                  | 46,988                     | -                                         | 45,702                                 | 49,767           | 65,953             | 255,364             |
| Amortization                    | 24,707                | 55,787                 | 314,264                    | -                                         | 352,834                                | 162,443          | 207,944            | 1,117,979           |
| <b>Total expenses</b>           | <b>1,068,527</b>      | <b>398,005</b>         | <b>1,198,828</b>           | <b>220,320</b>                            | <b>1,451,721</b>                       | <b>546,739</b>   | <b>559,581</b>     | <b>5,443,721</b>    |
| <b>Annual surplus (deficit)</b> | <b>\$ 2,297,409</b>   | <b>\$ (320,729)</b>    | <b>\$ (859,542)</b>        | <b>\$ (186,897)</b>                       | <b>\$ (1,154,282)</b>                  | <b>\$ 74,280</b> | <b>\$ (14,937)</b> | <b>\$ (164,698)</b> |

# DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2015

## 16. Segmented information (continued):

| 2014                              | General<br>Government | Protective<br>Services | Transportation<br>Services | Planning and<br>Environmental<br>Services | Recreation and<br>Cultural<br>Services | Water Utility   | Sewer Utility    | Total             |
|-----------------------------------|-----------------------|------------------------|----------------------------|-------------------------------------------|----------------------------------------|-----------------|------------------|-------------------|
| <b>Revenue:</b>                   |                       |                        |                            |                                           |                                        |                 |                  |                   |
| Taxation, net                     | \$ 2,577,511          | \$ -                   | \$ -                       | \$ -                                      | \$ -                                   | \$ 79,915       | \$ 123,165       | \$ 2,780,591      |
| Sale of services                  | 3,376                 | -                      | 358,647                    | 5,550                                     | 271,110                                | 486,892         | 414,873          | 1,540,448         |
| Grants and contributions          | 1,168,856             | 15,900                 | 7,000                      | -                                         | 5,573                                  | -               | -                | 1,197,329         |
| Investment income                 | 39,596                | -                      | -                          | -                                         | -                                      | -               | -                | 39,596            |
| Other revenue from own<br>sources | 164,704               | 76,686                 | -                          | 42,992                                    | -                                      | 400             | 660              | 285,442           |
| <b>Total revenue</b>              | <b>3,954,043</b>      | <b>92,586</b>          | <b>365,647</b>             | <b>48,542</b>                             | <b>276,683</b>                         | <b>567,207</b>  | <b>538,698</b>   | <b>5,843,406</b>  |
| <b>Expenses:</b>                  |                       |                        |                            |                                           |                                        |                 |                  |                   |
| Salaries and wages                | 398,300               | 112,134                | 300,789                    | 181,916                                   | 438,383                                | 237,633         | 158,819          | 1,827,974         |
| Contracted services               | 125,773               | 31,236                 | 298,242                    | 9,827                                     | 141,967                                | 85,215          | 61,575           | 753,835           |
| Materials and supplies            | 12,653                | 42,493                 | 131,024                    | 5,378                                     | 132,429                                | 26,977          | 25,003           | 375,957           |
| Interest and other                | 270,636               | 73,069                 | 120,885                    | 39,624                                    | 164,519                                | 6,748           | 3,002            | 678,483           |
| Audit and legal                   | 40,645                | 2,138                  | 27,170                     | 65,983                                    | -                                      | -               | -                | 135,936           |
| Telephone and utilities           | 40,150                | 2,746                  | 42,429                     | -                                         | 46,196                                 | 56,639          | 65,172           | 253,332           |
| Amortization                      | 23,808                | 53,533                 | 313,929                    | -                                         | 352,338                                | 152,857         | 205,655          | 1,102,120         |
| <b>Total expenses</b>             | <b>911,965</b>        | <b>317,349</b>         | <b>1,234,468</b>           | <b>302,728</b>                            | <b>1,275,832</b>                       | <b>566,069</b>  | <b>519,226</b>   | <b>5,127,637</b>  |
| <b>Annual surplus (deficit)</b>   | <b>\$ 3,042,078</b>   | <b>\$ (224,763)</b>    | <b>\$ (868,821)</b>        | <b>\$ (254,186)</b>                       | <b>\$ (999,149)</b>                    | <b>\$ 1,138</b> | <b>\$ 19,472</b> | <b>\$ 715,769</b> |