



**REGULAR MEETING OF COUNCIL**  
**Tuesday, June 12, 2018 @ 7:30 PM**  
**George Fraser Room, Ucluelet Community Centre,**  
**500 Matterson Drive, Ucluelet**

**AGENDA**

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1. CALL TO ORDER	
2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY	
2.1. Council would like to acknowledge the Yuułu?i?ath First Nations on whose territories the District of Ucluelet operates.	
3. ADDITIONS TO AGENDA	
4. APPROVAL OF AGENDA	
5. ADOPTION OF MINUTES	
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11.1	Councillor Sally Mole <i>Deputy Mayor January – February</i>	
	<ul style="list-style-type: none"> <li>• Ucluelet &amp; Area Child Care Society</li> <li>• Westcoast Community Resources Society</li> <li>• Coastal Family Resource Coalition</li> </ul>	

- Food Bank on the Edge
- Recreation Commission
- Ucluelet Health Centre Working Group

=> *Other Reports*

11.2 Councillor Marilyn McEwen  
*Deputy Mayor March – April*

- West Coast Multiplex Society
- Ucluelet & Area Historical Society
- Wild Pacific Trail Society
- Vancouver Island Regional Library Board – Trustee

=> *Other Reports*

11.3 Councillor Mayco Noel  
*Deputy Mayor July – October*

- Ucluelet Volunteer Fire Brigade
- Central West Coast Forest Society
- Ucluelet Chamber of Commerce
- Tourism Ucluelet
- Signage Committee
- Clayoquot Biosphere Trust Society - Alternate
- Barkley Community Forest Board
- Alberni-Clayoquot Regional District Board – Alternate

=> *Other Reports*

11.4 Councillor Randy Oliwa  
*Deputy Mayor May – June*

- Vancouver Island Regional Library Board - Alternate
- Harbour Advisory Commission
- Aquarium Board
- Seaview Seniors Housing Society
- Education Liaison

=> *Other Reports*

11.5 Mayor Dianne St. Jacques

- Alberni-Clayoquot Regional District Board
- West Coast Committee
- Airport Committee

- Coastal Community Network
  - Groundfish Development Authority
  - DFO Fisheries Committees for Groundfish & Hake
  - Regional Fisheries Committees
  - Pacific Rim Arts Society
  - Pacific Rim Whale Festival Committees
  - Ucluelet Health Centre Working Group
- => *Other Reports*

## 12. REPORTS

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| 13.4. | <b>REPORT</b> - Application to Amend Zoning Bylaw No. 1160, 2013 (1068 Helen Road)<br><i>John Towgood, Planner 1</i><br><a href="#">L-4 Report - RZ18-02</a>                  | 165 - 179 |
| 13.5. | <b>BYLAW</b> - District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1233, 2018   | 181 - 182 |

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14. OTHER BUSINESS
15. QUESTION PERIOD
16. ADJOURNMENT



**DISTRICT OF UCLUELET**  
**MINUTES OF THE REGULAR COUNCIL MEETING**  
**HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE**  
**Tuesday, May 22, 2018 at 7:30 PM**

Present:      **Chair:**           Mayor St. Jacques  
                  **Council:**       Councillors McEwen, Mole, Noel, and Oliwa  
                  **Staff:**           Mark Boysen, Chief Administrative Officer  
                          Bruce Greig, Manager of Community Planning  
                          Barb Millar, Manager of Finance  
                          Marlene Lagoa, Deputy Municipal Clerk

Regrets:

**1. CALL TO ORDER**

**1.1 Mayor St. Jacques called the meeting to order at 7:30 PM.**

**2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY**

**2.1 Council acknowledged the YuułuꞀiꞀꞀath First Nations on whose territories the District of Ucluelet operates.**

**3. ADDITIONS TO AGENDA**

**3.1 There were no additions to the agenda.**

**4. APPROVAL OF AGENDA**

**4.1 May 22, 2018 Regular Agenda**

2017-001           **It was moved by Councillor Noel and seconded by Councillor Oliwa**  
                          ***THAT Council approve the May 8, 2018 Regular Agenda as presented.***

**CARRIED.**

**5. ADOPTION OF MINUTES**

**5.1 May 8, 2018 Regular Minutes**

- **Westcoast Multiplex Society:** Replace "Toquaht" with "Tla-o-qui-aht" First Nation.
- **Pacific Coastal Air:** Add "Chamber Manager" after "Tourism Ucluelet".

2017-002           **It was moved by Councillor Mole and seconded by Councillor McEwen**  
                          ***THAT Council approve the May 8, 2018 Regular Minutes as amended.***

CARRIED.

**6. UNFINISHED BUSINESS**

6.1 There was no unfinished business.

**7. MAYOR'S ANNOUNCEMENTS**

7.1 There were no announcements.

**8. PUBLIC INPUT, DELEGATIONS & PETITIONS**

8.1 Public Input

**There were no members of the public who wished to speak.**

**9. CORRESPONDENCE**

**9.1 Premier's Awards for Excellence in Education  
Ministry of Education**

2017-003 **It was moved by Councillor McEwen and seconded by Councillor Noel**  
*THAT Council receive correspondence item, "Premier's Award for Excellence in Education" for information, distribute on Ukee Mail, and that the Education Liaison share the information with the Parent Advisory Committee (PAC).*

CARRIED.

**9.2 Opportunity for Rental Housing for Local Residents  
Chris Le Fevre**

2017-004 **It was moved by Councillor Mole and seconded by Councillor McEwen**  
*THAT Council direct Staff to enter into conversations with Chris Le Fevre.*

CARRIED.

**9.3 Regional Housing Discussion Invitation  
Alberni Clayoquot Health Network**

2017-005 **It was moved by Councillor McEwen and seconded by Councillor Mole**  
*THAT as many members of Council as possible, participate in the upcoming regional housing discussion.*

CARRIED.

**9.4 8th Biennial Coming Together Forum Invitation  
Coastal Family Resource Coalition**

2017-006 **It was moved by Councillor Mole and seconded by Councillor McEwen**  
*THAT all of Council attend the Coming Together Forum if they are able to.*

CARRIED.

**9.5 Commencement Ceremony Invitation  
Ucluelet Secondary School**



2017-007            **It was moved by Councillor Oliwa and seconded by Councillor McEwen**  
                          *THAT Mayor St. Jacques attend the June 16th USS Commencement*  
                          *Ceremony.*

CARRIED.

**9.6 Provincial Employer Health Tax**  
**The City of Langley**

2017-008            **It was moved by Councillor Mole and seconded by Councillor McEwen**  
                          *THAT Council receive correspondence item, "Provincial Emergency Health*  
                          *Tax" for information.*

CARRIED.

**10. INFORMATION ITEMS**

**10.1 Service Canada Mobile Outreach Site in Ucluelet**  
**Service Canada**

**10.2 \$10M Investment in ICET Adds Focus on Technology & Innovation**  
**Sectors for the Island & Sunshine Coast**  
**Island Coastal Economic Trust**

**10.3 Highway 4 - Kennedy Hill Safety Improvements Traffic Interruptions**  
**Update**  
**Emil Anderson Construction (EAC) Inc.**

**10.4 Border Implications of Bill C-45**  
**The Honourable Mobina Jaffer, Q.C.**

**10.5 Proposed Amphitrite Centre (Closed Amphitrite Coast Guard**  
**Building)**  
**Mayor Diane St. Jacques, District of Ucluelet**

2017-009            **It was moved by Councillor Oliwa and seconded by Councillor Noel**  
                          *THAT Council receive information items 10.1 to 10.5 as a block.*

CARRIED.

**11. COUNCIL COMMITTEE REPORTS**

**11.1 Councillor Sally Mole**  
*Deputy Mayor January – February*

**Westcoast Community Resources Society**

- Reminded Council of the May 31st Coming Together Forum at the Ucluelet Community Centre.

11.2 Councillor Marilyn McEwen  
Deputy Mayor March – April

**Ucluelet & Area Historical Society**

- Attended May 14th meeting.
- First meeting after AGM and held election of officers.
- Plant sale on Mother's Day was a big success raising \$1845.
- Planning a booth for Ukee Days.
- Group is looking for a letter of acknowledgement from the District regarding the lot they gave up when the Wild Pacific Trail was built. The land was in reserve to be used for a museum. They are looking for a letter acknowledging they will get something in return for relinquishing that land.

2016-10

**It was moved by Councillor McEwen and seconded by Councillor Mole.**

*THAT staff investigate the property that was relinquished by the Ucluelet & Area Historical Society when the Wild Pacific Trail parking lot was built on Coast Guard Road.*

CARRIED.

=> **Other Reports**

**Tourism Ucluelet**

- Attended May 15th meeting.
- Doing a Bell Media mobile ad campaign for this year instead of the survey.
- Tourism Vancouver Island is now an official Google verifier and will be visiting Ucluelet very soon.
- Fall campaign is called "Canada Surf Highway".
- Working on getting press release out to local businesses encouraging the use of "delays" versus closures.
- Questioned why spring clean up day coincides with the Porsche Club event.
- Questioned why two boats are allowed permanent moorage at Whiskey Dock. Concerns around dock being intended for visiting vessels and where guests, who go out on boats, are parking.

2016-11

**It was moved by Councillor McEwen and seconded by Councillor Oliwa.**

*THAT the Spring Cleanup Day not coincide with any tourism event weekend.*

CARRIED.

2016-12

**It was moved by Councillor McEwen and seconded by**

**Councillor Noel.**

*THAT staff investigate why there are two boats now permanently moored at Whiskey Dock.*

CARRIED.

- 11.3 Councillor Mayco Noel  
*Deputy Mayor July – October*

**Ucluelet Chamber of Commerce**

- Edge to Edge Marathon has more than 500 runners registered. Chamber is working with Tourism Ucluelet on event advertising.
- Visitor Centre opening May long weekend and every weekend until the summer.
- Five-year plan has been submitted and approved.
- Visitor numbers are up 13% at the junction.
- National Surf Canada Competition was well received.
- Parks Canada visitor numbers at Green Point were three times higher than projected.
- Parks Canada's new bathrooms to open at the end of May.

**Barkley Community Forest Board**

- Currently on third phase.
- Shareholders are requesting some future projections from the group in order to make sound decisions.
- AGM for shareholders is tentatively scheduled for June 27th.
- Appointments to the Board are currently being advertised.
- Need to confirm the length of the appointment term.
- Financial Audit is taking place right now.
- Island Timberlands have been contracted to complete Phase 3.

2016-13

**It was moved by Councillor Noel and seconded by Councillor Oliwa.**

*THAT CAO Mark Boysen will investigate to confirm the length of the appointment of Ucluelet members at the AGM.*

CARRIED.

- 11.4 Councillor Randy Oliwa  
*Deputy Mayor May – June*

There were no committee reports from Councillor Oliwa.

## 11.5 Mayor Dianne St. Jacques

**Alberni-Clayoquot Regional District Board**

- Attended May 9th meeting.
- Discussed marine protected areas. There is a large area right off our coast. Joy Hillier will be presenting to the ACRD Board on where they are in their process.

**DFO Fisheries Committees for Groundfish & Hake**

- Large catch this year with a portion of the catch being assigned to a foreign factory ship for processing.
- Hake is here and schooling up outside Ucluelet as it has done historically.
- Draft economic impact report has been put out and we should have final copy in the first week of June.

**Regional Fisheries Committees**

- Attended May 16th meeting.
- New attendees included Eric Angel, Uu-a-thluk Fisheries Program Manager, and Allison Witter, provincial representative.
- Allison Witter wants to visit Ucluelet to meet with us and see our facilities.
- Discussed possibility of fisheries being a topic at the Vancouver Island Economic Development conference.
- West Coast Aquatic are pursuing offering round table services for other fishery sectors as they have been successful with a round table on Salmon.
- Limited success of catching and studying bullfrogs and koi at Sproat Lake.

2016-14

**It was moved by Councillor Noel and seconded by Councillor Mole.**

*THAT Council receive the verbal committee reports.*

CARRIED.

**12. REPORTS****12.1 January 23, 2018 Tsunami Warning Event Review**

***Mark Boysen, Chief Administrative Officer***

- The Emergency Network group will be meeting on Thursday.
- The group will be reviewing and updating the emergency plan.
- The District has received several responses to the Fire &

Emergency Services Support Contractor. A decision will be made next week.

2017-015

**It was moved by Councillor McEwen and seconded by Councillor Mole**  
*THAT Council approve recommendation 1 of report item, "January 23, 2018 Tsunami Warning Event Review" which states:*

1. *THAT Council receive the January 23, 2018 Tsunami Warning Event Review for information.*

CARRIED.

## 12.2 Edge to Edge Marathon 2018

**Abby Fortune, Director of Parks & Recreation**

- Councillor McEwen noted there is no full marathon planned as indicated in the report. There is only a half marathon and a 10K run.

2017-016

**It was moved by Councillor Mole and seconded by Councillor McEwen**  
*THAT Council approve recommendation 1 of report item, "Edge to Edge Marathon 2018" which states:*

1. *THAT Council approves the road closures and additional operational requests for the June 17, 2018 Edge to Edge Marathon.*

CARRIED.

## 12.3 Cheque Listing - April 2018

**Marlene Lagoa, Deputy Municipal Clerk**

2017-017

**It was moved by Councillor Mole and seconded by Councillor Oliwa**  
*THAT Council approve recommendation 1 of report item, "Cheque Listing - April 2018" which states:*

1. *THAT Council receive the District of Ucluelet's April 2018 Cheque Listings for information.*

CARRIED.

## 13. LEGISLATION

### 13.1 REPORT - Zoning Bylaw Amendments to Clarify the Definition of Cannabis Sales and Production

**Bruce Greig, Manager of Community Planning**

2017-018

**It was moved by Councillor McEwen and seconded by Councillor Mole**  
*THAT Council approve recommendation 1 of legislation item, "Zoning Bylaw Amendments to Clarify the Definition of Cannabis Sales and Production" which states:*

1. *THAT Zoning Bylaw Amendment Bylaw No. 1228, 2018 be given third reading.*

CARRIED.

**13.2 BYLAW - District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1228, 2018**

2017-019           **It was moved by Councillor Oliwa and seconded by Councillor McEwen**  
*THAT District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1228, 2018 be given Third reading.*

CARRIED.

**13.3 REPORT - Election and Assent Voting Bylaw**  
***Marlene Lagoa, Deputy Municipal Clerk / Chief Election Officer***

2017-020           **It was moved by Councillor Noel and seconded by Councillor Mole**  
*THAT Council approve recommendation 1 of legislation item, "Election and Assent Voting Bylaw No. 1231, 2018" which states:*

1. *THAT the Election and Assent Voting Bylaw No. 1231, 2018 be given first, second, and third reading.*

CARRIED.

**13.4 BYLAW - Election & Assent Voting Bylaw No. 1231, 2018**

2017-021           **It was moved by Councillor Oliwa and seconded by Councillor McEwen**  
*THAT Election and Assent Voting Bylaw No. 1231, 2018 be given First reading.*

CARRIED.

2017-022           **It was moved by Councillor McEwen and seconded by Councillor Mole**  
*THAT Election and Assent Voting Bylaw No. 1231, 2018 be given Second reading.*

CARRIED.

2017-023           **It was moved by Councillor Noel and seconded by Councillor Oliwa**  
*THAT Election and Assent Voting Bylaw No. 1231, 2018 be given Third reading.*

CARRIED.

**13.5 REPORT - Sewer Parcel Tax Bylaw**

2017-024           **It was moved by Councillor Mole and seconded by Councillor McEwen**  
*THAT Council approve recommendation 1 and 2 of legislation item, "Sewer Parcel Tax Bylaw" which states:*

1. *THAT the Sewer Parcel Tax Bylaw No. 1232, 2018 be given first, second, and third reading; and*
2. *THAT a Special Meeting of Council be scheduled for May 24, 2018 to adopt Bylaw No. 1232.*

CARRIED.

**13.6 BYLAW - Sewer Parcel Tax Bylaw No. 1232, 2018**

2017-025           **It was moved by Councillor Noel and seconded by Councillor Oliwa**  
*THAT Sewer Parcel Tax Bylaw No. 1232, 2018 be given First reading.*

CARRIED.

2017-026            **It was moved by Councillor Mole and seconded by Councillor McEwen**  
                          *THAT Sewer Parcel Tax Bylaw No. 1232, 2018 be given Second reading.*

CARRIED.

2017-027            **It was moved by Councillor Oliwa and seconded by Councillor McEwen**  
                          *THAT Sewer Parcel Tax Bylaw No. 1232, 2018 be given Third reading.*

CARRIED.

#### 14. OTHER BUSINESS

##### 14.1 Local Government Awareness Week Proclamation Office of the Mayor - District of Ucluelet

- Mayor St. Jacques proclaimed this week, May 20 – 26, 2018, as Local Government Awareness Week.

##### 14.2 Public Works Open House

- On Thursday, May 24th there will be an Open House at the Public Works Yard from 10 am to 2 pm and lunch will be served.

#### 15. QUESTION PERIOD

15.1 There were no members of the public who wished to speak.

#### 16. ADJOURNMENT

16.1 Mayor St. Jacques adjourned the regular meeting at 8:17 PM.

**CERTIFIED CORRECT:** Minutes of the Regular Council Meeting held on Tuesday, May 22, 2018 at 7:30 pm in the George Fraser Room, Ucluelet Community Centre, 500 Matterson Road, Ucluelet, BC.

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Dianne St. Jacques  
Mayor

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Mark Boysen  
CAO





**DISTRICT OF UCLUELET**  
**MINUTES OF THE PUBLIC HEARING**  
**HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE**  
**Tuesday, May 22, 2018 at 6:30 PM**

Present:       **Chair:**           Mayor St. Jacques  
                  **Council:**       Councillors McEwen, Mole, Noel, and Oliwa  
                  **Staff:**           Mark Boysen, Chief Administrative Officer  
                          Bruce Greig, Manager of Community Planning  
                          Marlene Lagoa, Deputy Municipal Clerk

Regrets:

**1. CALL TO ORDER**

1.1 Mayor St. Jacques called the public hearing to order at 6:30 PM.

**2. EXPLANATION OF PUBLIC HEARING PROCESS**

2.1 Mayor St. Jacques explained that the purpose of a Public Hearing is to hear representations from persons who deem their interest in property affected by the bylaws, as outlined in the Notices of the Public Hearing. Mayor St. Jacques advised that the Notice of the Public Hearing has been advertised and is distributed to those present together with a copy of the rules that will govern the hearing. Council will listen to representations on the matter in the Notice of Public Hearing and may answer pertinent questions but will not debate any issue. Council will not make any decision on any matter at the Hearing.

**Rules Governing Public Hearing**

1. As provided for in the Local Government Act, the Council is required to hold a Public Hearing before adopting an Official Community Plan Bylaw, Zoning Bylaw or amendments thereto.
2. At a Public Hearing all persons who deem their interest in property affected by the proposed bylaws shall be afforded an opportunity to be heard on matters contained in the bylaw.
3. The Council may give such effect, as it deems fit, to representations made at a Public Hearing, in the bylaws as adopted.
4. At a Public Hearing the Council is under no obligation to enter into a debate on any issue. The purpose of a hearing is to hear representations, which will later be considered by the Council in their regular meeting.

**3. NOTICE OF PUBLIC HEARING**

3.1 Notice

**4. PUBLIC HEARING - Zoning Amendment Bylaw No. 1228, 2018**

4.1 Presentation of Bylaw No. 1228, 2018

- Bruce Greig, Manager of Community Planning, stated that in general terms the purpose of the proposed bylaw is to amend the zoning bylaw by: adding the definition for cannabis, cannabis sales, and cannabis production; and replacing section 303.3(6) with "Cannabis Production and Cannabis Sales, except as expressly permitted elsewhere in the Bylaw".
- Purpose of the bylaw amendment is to differentiate between regular retail sales and cannabis retail.
- Any cannabis sales location would need to rezone to permit that use following the adoption of the federal and provincial legislation.
- Noted staff did have a copy of the Official Community Plan and Zoning Bylaw available for members of the public.

4.2 Reports and Materials for Bylaw No.1228, 2018

4.3 Excerpts from Previous Council Meetings

4.4 Public Representations for Bylaw No. 1228, 2018

a. There were no written submissions.

b. Mayor St. Jacques asked a first time if there were any representations from the public.

There were no comments from the public.

c. Mayor St. Jacques asked a second time if there were any representations from the public.

There were no comments from the public.

d. Mayor St. Jacques asked a third and final time if there were any representations.

There were no comments from the public.

**5. ADJOURNMENT**

5.1 Mayor St. Jacques declared the public hearing closed at 6:32 PM.

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CAO

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Mayor



**DISTRICT OF UCLUELET**  
**MINUTES OF THE SPECIAL COUNCIL MEETING**  
**HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE**  
**Thursday, May 24, 2018 at 10:00 AM**

Present:       **Chair:**           Mayor St. Jacques  
                   **Council:**       Councillors McEwen, Mole, Noel, and Oliwa  
                   **Staff:**           Mark Boysen, Chief Administrative Officer  
                                   Marlene Lagoa, Deputy Municipal Clerk

Regrets:

**1. CALL TO ORDER**

**1.1 Mayor St. Jacques called the meeting to order at 10:00 AM.**

**2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY**

**2.1 Council acknowledged the Yuułu?iŋ?ath First Nations on whose territories the District of Ucluelet operates.**

**3. ADDITIONS TO AGENDA**

**3.1 There were no additions to the agenda.**

**4. APPROVAL OF AGENDA**

**4.1 May 24, 2018 Special Agenda**

2017-001               **It was moved by Councillor Mole and seconded by Councillor McEwen**  
                                   ***THAT Council approve the May 24, 2018 Special Agenda as presented.***

**CARRIED.**

**5. MAYOR'S ANNOUNCEMENTS**

**5.1 There were no announcements.**

**6. PUBLIC INPUT, DELEGATIONS & PETITIONS**

**6.1 Public Input**

There were no members of the public who wished to speak.

**7. LEGISLATION**

**7.1 Sewer Parcel Tax Bylaw (Report #2)**  
***Marlene Lagoa, Deputy Municipal Clerk***

2017-002            **It was moved by Councillor Mole and seconded by Councillor McEwen**  
*THAT Council approve recommendation 1 of report item, "Sewer Parcel Tax*  
*Bylaw (Report #2)" which states:*  
                 1. *THAT the Sewer Parcel Tax Bylaw No. 1232, 2018 be adopted.*  
CARRIED.

**7.2 BYLAW - Sewer Parcel Tax Bylaw No. 1232, 2018**

2017-003            **It was moved by Councillor McEwen and seconded by Councillor Mole**  
*THAT Sewer Parcel Tax Bylaw No. 1232, 2018 be adopted.*  
CARRIED.

**8. OTHER BUSINESS**

8.1    **There was no other business.**

**9. QUESTION PERIOD**

9.1    **There were no members of the public who wished to speak.**

**10. ADJOURNMENT**

10.1   **Mayor St. Jacques adjourned the meeting at 10:03 AM.**

**CERTIFIED CORRECT:** Minutes of the Special Council  
Meeting held on Thursday, May 24, 2018 at 10:00 AM in the  
George Fraser Room, Ucluelet Community Centre 500  
Matterson Road, Ucluelet, BC.

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Dianne St. Jacques  
Mayor

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Mark Boysen  
CAO



## DISTRICT OF UCLUELET

### Request to Appear as a Delegation

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

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

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

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

Requested Council Meeting Date: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Name of person(s) to make presentation: \_\_\_\_\_

Topic: \_\_\_\_\_

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

Please describe:

Contact person (if different from above): \_\_\_\_\_

Telephone Number and Email: \_\_\_\_\_

Will you be providing supporting documentation?  Yes  No

If yes, what are you providing?

Handout(s)  
 PowerPoint Presentation

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





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**Subject:** BC Hydro Invitation to Meet at 2018 UBCM Convention  
**Attachments:** UBCM 2018 BC Hydro Meeting Request Form.docx

**From:** Waddell, Lisa  
**Sent:** May-22-18 3:24 PM  
**Subject:** BC Hydro Invitation to Meet at 2018 UBCM Convention



May 22, 2018

Mayor Dianne St. Jacques  
District of Ucluelet

Dear Mayor St. Jacques and Council:

BC Hydro is pleased to be participating in the upcoming 2018 UBCM Convention in Whistler during the week of September 10-14, 2018.

If you would like to arrange a meeting on a local issue with one of our senior managers while you are at the convention, please fill out the attached form and return it with your email request to Lisa Waddell ([lisa.waddell@bchydro.com](mailto:lisa.waddell@bchydro.com)) by **Friday, July 13<sup>th</sup>**. We may not be able to accommodate meeting requests received after this date.

Meetings will be scheduled for September 11, 12 or 13. We will provide full details when we confirm your meeting date and time.

If you have any questions, please don't hesitate to contact me at 250-755-7180 (office) or 250-618-6267 (cell).

We look forward to seeing you at the convention.

Sincerely,

A handwritten signature in black ink, appearing to read "T. Olynyk".

Ted Olynyk  
Community Relations Manager  
Vancouver Island-Sunshine Coast



UBCM 2018 Meeting Request with BC Hydro

Municipality:
Attendees:
Topic: (Please pose as a question):
Background:
Key Contact:

# Please join us

**On behalf of Island Health Board Chair Leah Hollins, you are invited to join our Board of Directors for a community partnership luncheon on Thursday, June 28, 2018.**

**The gathering will be attended by Island Health's Board of Directors, senior and local leadership, local elected officials and community partners and will include a partnership update from President and CEO, Kathy MacNeil.**

**We welcome you or your delegate:**

**Thursday, June 28, 2018  
11:45am - 1pm (Doors open at 11:30 am)  
Best Western Barclay Hotel, 4277 Stamp Avenue**

**Kindly RSVP to [louise.carlow@viha.ca](mailto:louise.carlow@viha.ca) by June 14, 2018  
or call 250-370-8693 for more information.**

**Buffet lunch served at 11:45 am, opening comments begin at 12 pm.  
Please advise if you have any food allergies or special dietary requirements and  
we will make appropriate arrangements.**

Lunch will be followed by Island Health's Board Public Forum at 1:30 pm at the Italian Hall (4065-6th Avenue, Port Alberni). We invite you to join us for an update on Island Health's priorities, performance in the last fiscal year and achievements.

*Excellent health and care for everyone,  
everywhere, every time.*



**Louise Carlow** | Board Liaison

Royal Jubilee Hospital  
Begbie Hall 353, 1952 Bay St. Victoria, BC V8R 1J8  
Phone: 250.370-8693 | Mobile: 250.857.6067  
email: [louise.carlow@viha.ca](mailto:louise.carlow@viha.ca) | web: [www.viha.ca](http://www.viha.ca)





HOUSE OF COMMONS  
CHAMBRE DES COMMUNES  
CANADA



### Gord Johns

Member of Parliament  
Courtenay-Alberni

#### Parliamentary Office

Room 319  
Confederation Building  
Ottawa, ON,  
K1A 0A6

Tel: 613-992-0903  
Fax: 613-992-0913

gord.johns@parl.gc.ca  
www.gordjohns.ndp.ca

May 7th, 2018

The Honourable Catherine McKenna  
Minister of Environment and Climate Change

Dear Minister McKenna,

RE: Surfguard and Lifeguard Tower programme

I'm writing to bring your attention to an issue that affects my riding: inadequate signage in Pacific Rim National Park. This park is frequented by over a million local and non-local people a year. Clear signage that outlines the potential dangers of erratic surf and currents is critical to ensure their safety.

It's my understanding that a federal programme for surfguard and lifeguard towers maintenance and signage existed for several decades until it was cut by the Conservative government in 2012. Not funding this vital piece of Pacific Rim National Park infrastructure leads to inadequate signage at the beach and beach visitors are resultingly put in precarious situations of unpredictable surf conditions.

My constituent Courteney Preyser in fact stated: *``The issue is close to my heart as My husband and I, my two nephews and my niece nearly drowned in the rip current around Lovekin Rock last August. The signage at the beach is woefully inadequate - and had we been aware we never would have put ourselves in danger like that. While our harrowing story has a good ending, I am fearful of how many other visitors to the park could find themselves in our situation - literally 5-10 mins after entering the water - with what should have been a day of fun - we were fighting for our lives.``*

With high tourism season fast approaching, I urge you to allocate the necessary funds and assist the Pacific Rim National Park in closing the gaps in signage on Long Beach. Visitors to this outstandingly beautiful beach should be clearly informed of the possible dangers of riptides, surfs, and undertows. Please feel free to get in touch with me should you wish to go over this in person.

Best regards,

Gord Johns, MP Courtenay-Alberni

Cc:

Wayne Stetski, MP, NDP Critic for Parks



---

**Subject:** Plaid for Dad 2018

**From:** Maria Glidden <[maria.glidden@prostatecancer.ca](mailto:maria.glidden@prostatecancer.ca)>

**Sent:** May-24-18 12:14 PM

**Subject:** Plaid for Dad 2018

### PLAID FOR DAD POLITICAL AMBASSADOR REQUEST

Dear Mayor Dianne St. Jacques,

I am reaching out to introduce you to an exciting campaign, *Plaid for Dad, in support of Prostate Cancer Canada*. This is a fun employee engagement program taking place in workplaces across the country the Friday before Father's Day. I would love to have you join us in making Canada Plaid for Dad on June 15<sup>th</sup>!

Political ambassadors play a key role in spreading the word about Plaid for Dad and challenging communities across Canada to participate and donate to support the 1 in 7 Canadian men who will be diagnosed with prostate cancer.

Plaid for Dad launched in 2015 with 200 workplaces raising over \$250,000. Over the last three years the hashtag **#PlaidForDad** has trended on Twitter and in 2017 Plaid for Dad earned over 180,000,000 media impressions. Hundreds of thousands of Canadians participated and Prostate Cancer Canada tripled the size of the program.

#### We're asking you to:

- Post a picture or video of yourself wearing plaid on social media with one of the following captions/messages:
  - o 1 in 7 Canadian men will be diagnosed with prostate cancer. Wear #PlaidforDad with me on Friday, June 15 to raise funds and awareness for dads everywhere. [plaidfordad.ca](http://plaidfordad.ca)
  - o I'm honouring dads across the country. Join me and go plaid Friday, June 15 to end prostate cancer. Show Canada your photos using #PlaidforDad. [plaidfordad.ca](http://plaidfordad.ca)
  - o My wardrobe is improving lives of dads with prostate cancer. Join me and wear #PlaidforDad Friday, June 15. [plaidfordad.ca](http://plaidfordad.ca)

#### About Prostate Cancer Canada

*Prostate Cancer is the most commonly diagnosed cancer in Canadian men. Approximately 21,300 new cases will be diagnosed in 2018, and over 4,100 men will be lost to the disease each year. Early detection saves lives – the survival rate is close to 100% when detected early.*

*Prostate Cancer Canada is the leading national foundation dedicated to the elimination of the most common cancer in men through research, advocacy, education, support and awareness. As the largest charitable investor in prostate cancer research in Canada, Prostate Cancer Canada is committed to continuous discovery in the areas of prevention, diagnosis, treatment, and support. Prostate Cancer Canada is proud to have been*

*named one of Canada's top 3 health charities for efficiency and financial transparency in the Financial Post's 2017 Charities of the Year list.*

If you have any questions please don't hesitate to be in touch. Thank you in advance for your support of Prostate Cancer Canada and Plaid for Dad.

Best regards,

Falyn Katz  
National Director, Corporate and Community Development  
Prostate Cancer Canada  
(416)441-2131x246  
[falyn.katz@prostatecancer.ca](mailto:falyn.katz@prostatecancer.ca)



**Darcey Bouvier**

---

**Subject:** Ban the Bag Program - Letter of Support

**From:** Zoes Bakery and Cafe <[info@zoesbakeryandcafe.com](mailto:info@zoesbakeryandcafe.com)>

**Sent:** May 27, 2018 12:28 PM

**Subject:** Ban the Bag Program - Letter of Support

Hello,

Zoe's Bakery & Cafe

supports a bylaw on banning single use plastic bags from all business checkouts in the District of Ucluelet.

Plastics have become one of the greatest threats to the health of our oceans, and our business demonstrates that you do not need plastic bags in order to successfully operate. We encourage the District of Ucluelet to ban single use plastic bags from checkouts in order to protect the health of our environment, and take this step to become a leader in eliminating single use plastics here on the west coast.

Sincerely,

Allie Bonner

*Bakery Manager*

**Zoë's Bakery & Cafe**

250 Main Street,

PO Box 1301, Ucluelet BC

VoR 3A0

[www.zoesbakeryandcafe.com](http://www.zoesbakeryandcafe.com)

[\(250\)726 \(CAKE\) 2253](tel:(250)726-2253)





Raincoast Education Society  
PO Box 815; 1084 Pacific Rim Hwy  
Tofino, BC V0R 2Z0  
Ph. 250 725 2560  
Email. [info@raincoasteducation.org](mailto:info@raincoasteducation.org)

Hello,

We are writing to express our support for a bylaw presented by Surfrider Pacific Rim on banning single use plastic bags from all business checkouts in the District of Tofino.

As many of us are now aware, plastics have become one of the greatest threats to the health of our oceans. We work hard alongside other local organizations and businesses to demonstrate that we can all operate without relying on single use plastics, including plastic bags. We urge the District of Tofino and the District of Ucluelet to ban single use plastic bags in order to protect the health of our environment, and take this step to become a leader in eliminating single use plastics here on the west coast.

Sincerely,

The Raincoast Education Society Team

---



**Darcey Bouvier**

---

**Subject:** Ban the Bag Campaign

**From:** Pina Styles

**Sent:** June 5, 2018 5:00 PM

**Subject:** Ban the Bag Campaign

Piña Styles supports a bylaw on banning single use plastic bags from all business checkouts in the District of Tofino.

Plastics have become one of the greatest threats to the health of our oceans, and our business demonstrates that you do not need plastic bags in order to operate. We urge the District of Tofino to ban single use plastic bags in order to protect the health of our environment, and take this step to become a leader in eliminating single use plastics here on the west coast.

Sincerely,

Pina Styles

.....  
Customer Care | Piña

Piña: 250 726-7469

[sweetstuff@pinastyles.com](mailto:sweetstuff@pinastyles.com)

<http://www.pinastyles.com>



---

**From:** Info Ucluelet  
**Subject:** Marine Drive Pathway

**From:** Marc Fuller  
**Sent:** June-06-18 1:30 PM  
**Subject:** RE: Marine Drive Pathway

#### **LETTER INTENDED FOR COUNCIL**

Hello Mayor and Council

We are writing about the new pathway/sidewalk addition to the Wild Pacific Trail planned for Marine Drive in 2018. First of all - thank you. This is amazing news and we celebrate the addition of this pathway/sidewalk to this area. Providing a safer route for all along this well travelled road is wonderful and much anticipated.

We however have one concern.

It was brought to our attention that a portion of this NEW pathway/sidewalk is planned for the south side of Marine Drive from Sunset Point to just before Snug Harbour Inn. There is already a fully paved usable walkway in place across the street. on the north side of the road, begging the question: do we really need to spend an already tight budget to create a pathway/sidewalk on this portion of the trail that already exists?

Not only is this existing pathway/sidewalk paved with accompanied culverts and drainage, it is also well lit under street lights. To double up on this walkway on the dark side of the street may not be the best use of budget, resources, time, and space on the road. Having 2 pathways will also mean the District will have to maintain 2 pathways instead of one.

As a solution can we not save the added expense and just tie into this existing and fully functional section of the trail?

Is the current flow of the Wild Pacific Trail not already using this existing portion of the pathway/sidewalk?

Currently this paved pathway/sidewalk extends safely from Big Beach, crosses at the crosswalk at the beginning of The Ridge development, and continues until almost Snug Harbour Inn on the north side of Marine Drive. It would seem more budget friendly to have the much anticipated NEW connection of the Wild Pacific Trail use the existing paved pathway/sidewalk and commence construction at the END of the paved portion near Snug Harbour Inn. Our resources can then be spent more wisely on creating a very safe crosswalk in this area (trees trimmed back, clear signs, painted road lines etc.) or on any other much needed project - perhaps a 24hour medical clinic?

We hope you will consider this suggestion of using what we already have instead of spending unnecessarily.

With intentions of a great Ukee,  
Andrea Murray + Takaya Fuller + Finn Fuller + Marc Fuller







## Pacific Rim Interpretive Programs June 2018

### Guided Walks

On Various Trails

**Shoreline Explore:** A guided tour of the fascinating world that exists where land and sea meet.

**Coastal Creatures:** Search for signs of the exciting animals that call the rainforest, ocean, and beaches their home. Towering whale spouts, crawling banana slugs, what will we find today?

**Rainforest Walk:** Experience the sights, sounds, and scents of an old growth rainforest during a two-hour walk along Schooner Cove Trail.

**Tracking the Wild:** Come search for the tracks of Bears, Wolves and Cougars, on the beach and in the dunes.

**Sand Dunes Walk:** Walk the slopes and crests of windblown sand. Discover a world that is not beach or forest, but a strange and disappearing blend of both.

**Comber's Beach Birding Walk:** See and hear shorebirds, seabirds and songbirds as you stroll through the forest to the beach with an interpreter. Meet at Comber's parking lot at 8:30 am on Sunday mornings.

### Theatre Shows

At Green Point Campground Theatre

**Hippies, Pioneers & Outcasts:** The West Coast has long been known for its free spirits and eclectic culture. Hear stories from characters, past and present, who call the end of the road home.

**Whale Tales:** Grey, humpback, and orca whales are some of the most captivating creatures that visit the Park Reserve. Learn about their mysterious and fascinating lives, and how our relationship with them has changed over time.

**Bears, Wolves, Cougars:** Discover what happens when bears, wolves and cougars try to share this place with the people who live and visit here.

### Prop Talks

At K<sup>w</sup>isitit Visitor Centre  
(Thursday at Grice Bay)

Fun, hands-on activities for everyone – young and old! Ask a staff member what's happening today!



Pacific Rim  
National Park Reserve

# Free Adventures Every Day! June 2018

Guided Walks

Prop Talks

Theatre Shows

**Sunday**

Comber's Bird Walk  
8:30 am  
Comber's Parking Lot

**Monday**

Coastal Creatures  
11:00 am  
Kw'isitits Visitor Centre

**Tuesday**

Rainforest Walk  
11:00 am  
Schooner Cove Trail

**Wednesday**

Tracking the Wild  
11:00 am  
Kw'isitits Visitor Centre

**Thursday**

Sand Dunes Walk  
11:00 am  
Kw'isitits Visitor Centre

**Friday**

Rainforest Walk  
11:00 am  
Schooner Cove Trail

**Saturday**

Shoreline Explore Walk  
11:00 am  
Kw'isitits Visitor Centre

Sea Otters  
2:00 pm  
Kw'isitits Visitor Centre

Carnivore Snapshots  
2:00 pm  
Kw'isitits Visitor Centre

Touch Table:  
Jaws, Paws & Claws  
2:00 pm  
Kw'isitits Visitor Centre

Touch Tank with the  
Ucluelet Aquarium  
2:00 pm  
Kw'isitits Visitor Centre

Ghost Shrimp, Pipefish  
& Shorebirds  
2:00 pm  
Grice Bay

Touch Table:  
Jaws, Paws & Claws  
2:00 pm  
Kw'isitits Visitor Centre

Slugs  
2:00 pm  
Kw'isitits Visitor Centre

Whale Tales  
8:00 pm  
Green Point Theatre

Programs start  
Sunday June 3rd

Hippies, Pioneers &  
Outcasts  
8:00 pm  
Green Point Theatre

Bears, Wolves &  
Cougars  
8:00 pm  
Green Point Theatre

GUIDED WALKS take approximately 90 minutes. DOGS ARE NOT PERMITTED. No recording devices. Arrive early, parking may be limited.

THEATRE SHOWS are presented at Green Point Campground Theatre. Doors open at 7:45 pm. No unattended children for any events.

For more information contact: Pacific Rim Visitor Centre (250-726-4212)

PLEASE NOTE: Events may be subject to change without notice.

Follow us!



CoastSmart.ca



Parks  
Canada





## EMIL ANDERSON CONSTRUCTION (EAC) INC.

June 1, 2018

**Re: Hwy 4 Kennedy Hill Safety Improvements  
Traffic Interruptions Update**

Dear Organization,

Below is a brief update on what to expect over the next few weeks at our jobsite. Please note that we will no longer be using the 5AM-to-7AM and the 12PM-to-1PM closures for the week starting on June 4<sup>th</sup>.

Date		Road Status
01-Jun	Friday	No more delays
02-Jun	Saturday	No delays
03-Jun	Sunday	
04-Jun	Monday	
05-Jun	Tuesday	Expect up to 30 minute delays from 7AM to 5PM
06-Jun	Wednesday	
07-Jun	Thursday	
08-Jun	Friday	
09-Jun	Saturday	
10-Jun	Sunday	
11-Jun	Monday	
12-Jun	Tuesday	-5AM to 7AM
13-Jun	Wednesday	-12PM to 1PM
14-Jun	Thursday	Expect up to 30 minute delays at all other times between 7AM and 5PM
15-Jun	Friday	
16-Jun	Saturday	
17-Jun	Sunday	No delays



## EMIL ANDERSON CONSTRUCTION (EAC) INC.

18-Jun	Monday*	Road closed between the following times: 1AM to 4AM 5AM to 7AM 10PM to 12AM Expect 30min delays outside these times (days and nights) *No 1AM to 4AM closure on Monday June 18 **No 10PM to 12AM closure on Fridays
19-Jun	Tuesday	
20-Jun	Wednesday	
21-Jun	Thursday	
22-Jun	Friday**	

There is also a traffic advisory hotline which will provide detailed and up-to-date information to help plan your trip. The number is: **1 855 451-7152**.

Information will also be posted on electronic message boards at either ends of the project and along the Hwy 4 corridor between the west coast and Hwy 19 as well as information posted to **DriveBC.ca**.

For your own safety, it is imperative you respect all construction signage, and stay well clear of any heavy equipment.

We apologize for any inconveniences as a result of this project, but hope you understand that we are working towards a safer highway for all of us.

Further project information is available on the Ministry's project website at [www.gov.bc.ca/highway4kennedyhill](http://www.gov.bc.ca/highway4kennedyhill). Should you have any questions or concerns, you can leave a message on the traffic advisory hotline at 1 855 451-7152.

Sincerely,

Emil Anderson Construction (EAC) Inc.

David Gourlay  
EAC Project Coordinator

---

**Subject:** New area code 672 for British Columbia

**From:** Lucie Papineau Pugliese

**Sent:** May-23-18 7:36 AM

**Subject:** New area code 672 for British Columbia

## **Telecommunications Alliance**

### **New area code 672 for British Columbia**

Starting May 4, 2019, an additional area code will be introduced in British Columbia. The introduction of the new area code 672 is the result of a [decision](#) by the Canadian Radio-Television and Telecommunications Commission (CRTC) and is intended to meet the continuously growing demand for more telephone numbers.

The introduction of a new area code creates millions of additional telephone numbers without affecting the existing numbers. The new area code 672 will be added to the current 604, 250, 778 and 236 area codes already in use in British Columbia. After May 4, 2019, consumers and businesses requesting a new phone number may receive one with the new area code. Numbers with the new 672 area code will only be assigned to customers once there is no longer a sufficient supply of numbers with the existing area codes – 604, 250, 778 and 236.

The introduction of a new area code in a region does not affect the geographic boundaries for local calling areas or the way long distance calls are dialed. Special numbers such as 211, 311, 411, 611 and 911 will not be affected and will still be dialed using only three digits.

### **The Telecommunications Alliance**

Canada's major telecommunications service providers have joined forces to develop a communications campaign informing the public about the introduction of new area codes in certain calling areas. For more information about new area codes in Canada, please visit [newareacodes.ca](http://newareacodes.ca).

Lucie Papineau Pugliese  
Telecommunications Alliance



---

**Subject:** Rail Facts 2018

**From:** Island Corridor Foundation

**Sent:** May-28-18 10:23 AM

**Subject:** Rail Facts 2018



## Island Corridor Foundation

### Some Rail Facts Might Help

By  
Graham Bruce, CEO  
Island Corridor Foundation

It may be too early to write off rail for Vancouver Island. Here are some points to consider.

First, there are no cost estimates nor is there a business case for converting the rail line to a bus corridor if in fact it could be done at all. Rail corridors were granted for rail purposes and when that use is abandoned significant issues that could impact the integrity of the corridor may come into play. Bridges and signals would all have to be modified or changed, combined with the costly removal of the track and rebuilding of a bus lane. Once removed it is very unlikely track would be re-installed.

Second, VIA Inter-city passenger service is the key to improving island rail use. VIA will provide 3 Rail Diesel Cars (RDC); liability insurance; and an annual \$1.4 million operating subsidy. Southern Rail (SVI) has agreed to cover any operating deficiency for a ten year period. SVI will also maintain the track. This means the inter-city service operates without

provincial or local taxpayer contributions. Schedules will now be the responsibility of SVI and ICF and better reflect public demand.

Third, the tourist excursion train business case undertaken by the Nanaimo Port Authority and SVI supports an increase of cruise ships that will create a significant positive impact to Nanaimo. Also there are potential benefits to Chemainus and Ladysmith as well as to the McLean Mill & Steam Train attraction at Port Alberni. SVI would be responsible for the operational cost of the excursion train.

Fourth, before the communities of the Capital Regional District give up on commuter train service between Victoria and Langford they should remember the millions of dollars they have already spent on bridge and crossing upgrades over the past 10 years in anticipation of rail being re-instated.

Fifth, using two 3-RDC commuter trains with a passing siding, there is the capacity to move 1200 passengers per hour over the 19 minute route. While these types of trains aren't very flashy, they are functional for the improved track conditions, easy to operate and available. The CRD or the provincial government would be responsible for operational costs.

Sixth, we are told federal infrastructure funding for track upgrades is available if there is renewed provincial participation. The \$43 million Rail Services and Track Infrastructure 2017 Plan can easily be modified if necessary.

Seventh, Southern Rail is one of the best short line rail operators and quite likely the only operator that can make the long term Island rail commitment as they have done. SVI will underwrite the VIA inter-city passenger service, maintain the track and pay a track license fee to ICF.

Eighth, add in the NDP/Green alliance, 13 of 14 provincial Island seats; a commitment to reduce greenhouse gas emissions; concerns about climate change; traffic congestion in the CRD; economic opportunities for island communities; much higher gas prices; everyday affordability and rail becomes a real option if you are looking to the future.

Vancouver Island is one of the best places in the world to live. Not fully discovered but it will be and population will increase substantially. Our younger generation today and those who come tomorrow will be glad there is a rail transportation system. So let's keep buses on the highways and trains on the tracks.



[VISIT OUR WEBSITE](#)

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Island Corridor Foundation, Box 375 Stn A, Nanaimo, BC V9R 5L3 Canada

[SafeUnsubscribe™ info@ucluelet.ca](mailto:SafeUnsubscribe%20info@ucluelet.ca)

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Sent by [info@islandrail.ca](mailto:info@islandrail.ca) in collaboration with



Try it free today



**Subject:** Island Health Board of Directors to meet in Port Alberni

**From:** Yeung, Wing Yan (Vienna)

**Sent:** May-18-18 10:01 AM

**Subject:** Island Health Public Service Announcement: Island Health Board of Directors to meet in Port Alberni

viha.ca/news



## PUBLIC SERVICE ANNOUNCEMENT

FOR IMMEDIATE RELEASE  
May 18, 2018

### Island Health Board of Directors to meet in Port Alberni

**ISLAND WIDE** - Island Health's Board of Directors will hold its next public forum in Port Alberni.

**Date:** Thursday, June 28, 2018  
**Time:** 1:30pm – 3:30pm  
**Where:** The Italian Hall, 4065-6<sup>th</sup> Avenue, Port Alberni

The forum will feature a presentation by Island Health President and CEO Kathy MacNeil on Island Health's priorities, performance in the last fiscal year and achievements.

Island Health welcomes written questions from the public and applications to make presentations to our Board of Directors. Questions or requests for presentations to the Island Health Board must be submitted before 4:00 pm on Thursday, June 7, 2018. For more information visit: [http://www.viha.ca/about\\_viha/board\\_of\\_directors/meetings/](http://www.viha.ca/about_viha/board_of_directors/meetings/).

**Media Inquiries:**  
Vienna  
Yeung  
Phone: 250-331-8547  
Email: [WingYan.Yeung@viha.ca](mailto:WingYan.Yeung@viha.ca)





## STAFF REPORT TO COUNCIL

Council Meeting: JUNE 12, 2018

500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** ABBY FORTUNE, DIRECTOR OF PARKS & RECREATION

**FILE NO:** 8100-20 CANADA DAY

**SUBJECT:** CANADA DAY ROAD CLOSURE & COMMUNITY INVITE

**REPORT NO:** 18-51

**ATTACHMENT(S):** N/A

### **RECOMMENDATION(S):**

1. **THAT** Council authorizes the closure of Fraser Lane (8:00 a.m. – 4:00 p.m.) in front of the Village Green on Sunday, July 1<sup>st</sup>, 2018.
2. **THAT** Council attend the Canada Day Festivities, endeavor to wear red and white and invite the community to join them.

### **PURPOSE:**

The purpose of this report is to allow the use of Fraser Lane for the Canada Day festivities on Sunday, July 1<sup>st</sup> and to encourage the community to attend.

### **BACKGROUND:**

The Ucluelet Parks & Recreation Department will post this information in the appropriate media outlets as well as inform the businesses near the event of the road closure.

### **FINANCIAL IMPACTS:**

We have received a grant from the Minister of Canadian Heritage for \$650 for the general expenses for the day. The remaining expenses are accounted for in the 2018 budget as well as community donations.

**Respectfully submitted:** Abby Fortune, Director of Parks & Recreation

Mark Boysen, Chief Administrative Officer





## STAFF REPORT TO COUNCIL

Council Meeting: JUNE 12, 2018

500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** ABBY FORTUNE, DIRECTOR OF PARKS & RECREATION

**FILE NO:** 4520 – 20 NOISE

**SUBJECT:** COMMUNITY MOVIE – NOISE BY-LAW EXTENSION

**FILE NO:** 18-52

### **RECOMMENDATION(S):**

1. **THAT** Council grant an extension of the Noise Control Bylaw 915 to the Black Rock Resort, in partnership with the District of Ucluelet Parks & Recreation Department, to present a Community Outdoor Movie Night, Sunday July 8<sup>th</sup> to 11:30 p.m. at the Seaplane Base Ballfield;

### **PURPOSE:**

The purpose of this report is to allow the Black Rock, in partnership with the District of Ucluelet Parks & Recreation Department, to operate a Community Outdoor Movie Night in accordance with the by-law.

### **BACKGROUND:**

This will be the third year Black Rock Resort and the Ucluelet Parks & Recreation Department have co-run an outdoor movie night for the community. The movie that will be showing is the Wedding Singer. The intent is to have the movie start at approximately 9:00 p.m. (sunset is 8:32 pm). All proceeds from this event will be going to the Ucluelet Elementary School lunch program.

### **POLICY OR LEGISLATIVE IMPACTS:**

To permit the Black Rock Resort and the Ucluelet Parks & Recreation Department to act outside the Noise Control Bylaw 915, Section 3, Article (g), which states:

Without in any way limiting the prohibition contained in Section Two (2), the following are specifically prohibited within the Municipal limits of the District:

- g) The use of any drum, loud speaker or other instrument or any noise-making device between 10:00 p.m. (2200 hrs.) of one day and 7:00 a.m. (0700 hrs.) of the next day, or any device for the production or amplification of sound either in or upon private premises or in any public place without first having obtained the permission of the Council.

**Respectfully submitted:** Abigail K Fortune, Director of Parks & Recreation

Mark Boysen, Chief Administrative Officer







## STAFF REPORT TO COUNCIL

Council Meeting: JUNE 12, 2018  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** MARK BOYSEN, CHIEF ADMINISTRATIVE OFFICER

**FILE NO:** 2240-20

**SUBJECT:** UCLUELET TOURISM ASSOCIATION AGREEMENT EXTENSION

**REPORT NO:** 18-53

**ATTACHMENT(S):** 2016-2018 UCLUELET TOURISM ASSOCIATION TOURISM PROMOTION AGREEMENT

### **RECOMMENDATION(S):**

1. **THAT** Council approve a 1-year extension of the existing Ucluelet Tourism Association Tourism Promotion Agreement with the District of Ucluelet until May 31, 2019.

### **PURPOSE:**

The purpose of this report is to request that council consider extending the existing Ucluelet Tourism Association (UTA) Tourism Promotion Agreement with the District of Ucluelet to May 31, 2019. The current agreement expired May 31, 2018.

### **BACKGROUND:**

The District has held an agreement with the UTA to provide tourism marketing, programs, and projects utilizing funds enabled through the Municipal and Regional District Tax (MRDT) and Section 123 of the Provincial Sales Tax Act.

The one year extension is being recommended to allow the incoming Council an opportunity to align the agreement with the District's strategic plan for 2019-2022.

### **OPTIONS REVIEW:**

1. **THAT** Council approve a 1-year extension of the existing Ucluelet Tourism Association Tourism Promotion Agreement with the District of Ucluelet until May 31, 2019. **(Recommended.)**
2. **THAT** Council provide feedback on the expired agreement and direct staff to review and update a new agreement for Council's consideration.

**Respectfully submitted:** Mark Boysen, Chief Administrative Officer



DISTRICT OF  
**UCLUELET**

## District of Ucluelet and Ucluelet Tourism Association Tourism Promotion Agreement

File: 2240-20 TU

Term: January 1, 2016 - May 31, 2018

**THIS AGREEMENT** dated for reference the **9th** day of **February**, 2016.

**BETWEEN:**

**DISTRICT OF UCLUELET**, a municipality having its offices at 200 Main Street, P.O. Box 999, Ucluelet, British Columbia, V0R 3A0 (telephone: 250-726-7744; facsimile: 250-726-7335)

(the "District")

OF THE FIRST PART

**AND:**

**UCLUELET TOURISM ASSOCIATION**, an independent entity, with a mailing address of P.O. Box 698, Ucluelet, British Columbia, V0R 3A0 (email: info@discoverucluelet.com)

(the "UTA")

OF THE SECOND PART

**WHEREAS:**

- A. The Municipal and Regional District Tax (MRDT) is a program enabled by Section 123 of the *Provincial Sales Tax Act*, which imposes a tax of up to three percent on the purchase price of accommodation in a designated accommodation area on behalf of a municipality, regional district, or eligible entity (designated recipient);
- B. The District is recognized by the Ministry of Jobs, Tourism and Skills Training as a MRDT participating municipality;
- C. The UTA has agreed to provide tourism marketing, programs or projects under the MRDT to contribute to increasing tourism revenue, visitation, and economic benefits in and on behalf of the District;
- D. The UTA has agreed to provide tourism marketing, programs, and projects in a manner authorized by the *Designated Accommodation Area Tax Regulation*;

**NOW THEREFORE**, in consideration of the premises and the terms, conditions, consideration, warranties, and representations contained herein, the parties hereto covenant and agree with each other as follows:

**1. TERM**

**1.1** Commencing on the 1st day of January, 2016, to and including the 31st day of May, 2018, the UTA shall provide tourism marketing, programs and projects on behalf of the District pursuant to the terms of this Agreement.

**2. FUNDING CONDITIONS**

**2.1** The District will forward to the UTA funds received under the MRDT program, which is in effect for the period of January 1, 2016 to May 31, 2018.

**2.2** The District will retain \$1,000 each year to cover administration costs associated with this Agreement.

**2.3** The UTA agrees to receive MRDT funds from the District in accordance with this Agreement.

**2.4** The UTA shall use MRDT funds provided by the District for the purpose of providing tourism marketing, programs and projects for the District in keeping with the approved budget and tactical plan (Appendix D).

**2.5** The UTA shall keep all undisbursed MRDT funds in a separate interest-bearing account. All interest earned on the MRDT funds shall form part of the MRDT funds for the purpose of providing tourism marketing, programs and projects.

**2.6** The UTA shall keep adequate accounting records each year of all MRDT-related expenditures and maintain those records for seven years. These records shall be made available to the District upon request.

**2.7** Revenues earned from activities and projects financed by the MRDT funds shall form part of the MRDT funds for the purpose of providing tourism marketing, programs and projects in keeping with the approved budget and tactical plan (Appendix D).

**2.8** The UTA and District shall not, without prior written consent of the other party, incur any expense in the name of or for which the other party shall be required to reimburse the other, or for which the other party in any other way shall be liable to any other person, excepting pursuant to the terms of this Agreement. Neither party shall have authority to contract or incur any liability in the name of the other party.

**2.9** The UTA shall expend all MRDT funds by May 1st, 2018, and shall not incur any liability for which the MRDT funds are to be utilized beyond May

31st, 2018. Any MRDT funds unspent at that time shall be remitted to the District.

### **3. BUDGET**

- 3.1** The District acknowledges that the UTA fiscal period is January 1 - December 31.
- 3.2** Upon signing of this Agreement, the UTA shall submit to the District an annual budget, approved by resolution of the Board of the UTA for the current fiscal year relating to the expenditure of the MRDT funds. The budget shall outline the sources of revenue and nature of operating and capital expenditures to be financed by the MRDT funds.
- 3.3** Prior to January 1st of each year of the term of this Agreement, the UTA shall submit to the District an annual budget, approved by resolution of the Board of the UTA for the current fiscal year relating to the expenditure of the MRDT funds. The budget shall outline the sources of revenue and nature of operating and capital expenditures to be financed by the MRDT funds.
- 3.4** The District shall within 45 days of receipt of the proposed budget submitted by the UTA pursuant to Sections 3.2 or 3.3 of this Agreement, notify the UTA in writing as to whether the budget is approved, or whether the District requests changes to the budget. In the event that the UTA and the District are unable to agree upon a budget, then the provisions of Section 10 of this Agreement shall apply. The UTA acknowledges and agrees that it shall only expend monies from the MRDT funds in accordance with a budget, as approved or determined pursuant to this Section.
- 3.5** The parties acknowledge and agree that the MRDT funds will be a variable amount, and any budget will be based upon an estimate of MRDT funds to be received by the UTA. In the event that the MRDT funds in any fiscal year are less than estimated, the UTA may reduce its expenditure on any particular approved budget item or items, in its sole discretion. In the event that the MRDT funds in any fiscal year are greater than estimated, the UTA may, with the written consent of the District, where such consent is not to be unreasonably withheld, expend such excess funds on any particular budgeted item or items in the fiscal year, or alternatively, utilize such excess funds in a future fiscal year.

### **4. PAYMENT**

- 4.1** The District shall transfer the MRDT funds received from the Province of British Columbia to the UTA within 21 days of receipt of the MRDT funds by the District with the first transfer of MRDT funds being within 15 days of receipt of the signed Agreement. The District shall, on the request of the

UTA, provide an accounting of the MRDT funds received from the Province of British Columbia.

## **5. REPORTING**

5.1 The UTA shall provide to the District an annual report by January 31st, for the 12 month period ending December 31st, in each year and a final report by December 31, 2018 detailing the manner in which the MRDT funds were spent in regards to tourism marketing, programs and projects, including unaudited financial statements of such revenue and expenditures as per Appendix B of this Agreement.

## **6. COMPLIANCE WITH REGULATIONS**

6.1 The UTA shall in all respects abide by and comply with all applicable lawful rules, regulations and bylaws of the federal, provincial, local governments, or any other governing body whatsoever, in any manner affecting the MRDT funds.

## **7. ACCESS**

7.1 A representative of the District may, upon notice to the UTA, inspect the books of account and records during normal business hours to review, copy or audit the same and such representative shall be provided with access to all accounts and records related to this Agreement.

## **8. INSURANCE AND INDEMNITY**

8.1 The UTA covenants to obtain and keep in force during the term of this Agreement at its sole expense, insurance satisfactory to the District protecting the District and the UTA (without any rights of cross-claim or subrogation against the District) against claims for personal injury, death, property damage, or third party or public liability claims arising out of, in connection with, or in any way related to works undertaken pursuant to this Agreement, in an amount not less than \$5,000,000 and with the District named as additional insured.

8.2 The UTA shall indemnify and save harmless the District from and against all claims, demands, losses, costs, damages, actions, suits, or proceedings by whomever made, brought or prosecuted and in any manner based upon, arising out of, related to, occasioned by or attributed to any breach of any provision of this Agreement to be performed by the UTA and the officials, servants, employees, members, agents, and contractors of the UTA.

8.3 The UTA shall submit such policy or policies or certified copies thereof and any renewals thereof to the District for review and approval together with proof of payment of premiums thereof. Every policy shall contain a

provision that written 30-day notice of cancellation shall be given to the District.

## 9. DEFAULT AND TERMINATION

- 9.1 The parties hereto agree that either party may terminate this Agreement by giving the other party 90 days written notice of its intention to do so provided that in the event that the UTA has incurred a contractual obligation or other liability pursuant to an approved budget extending more than 90 days past the date that any such written notice is received by the UTA from the District, then in such an event, the District shall continue to provide MRDT funds for the purposes of such contractual obligation or other liability and the provisions of this Agreement shall continue to apply with respect to such contractual obligation or other liability.
- 9.2 Subject to Section 9.1, the District may terminate this Agreement if at any time, in the opinion of the District, acting reasonably, the UTA has used or dispersed MRDT funds in a manner contrary to the MRDT program and such expenditure was not authorized pursuant to an approved budget.
- 9.3 Subject to Section 9.1, upon termination of this Agreement, any unspent MRDT funds received shall be returned to the District.

## 10. DISPUTE RESOLUTION

- 10.1 The parties will endeavour to resolve any disputes by negotiations; however, if a dispute is not resolved by negotiation within 10 days of commencing negotiations, the UTA and District will forthwith submit the dispute to a mediator who is acceptable to both parties and whose expenses will be shared equally by them. If both parties cannot agree on a mediator, a mediator will be appointed by the British Columbia International Commercial Arbitration Centre.
- 10.2 If mediation pursuant to Section 10.1 does not result in a resolution of the dispute within 10 days of the commencement of mediation, the parties will forthwith submit the dispute to arbitration by a single arbitrator who is acceptable to both parties and whose expenses will be shared equally by them. If both parties cannot agree on an arbitrator, an arbitrator will be appointed by the British Columbia International Commercial Arbitration Center. The determination of the arbitrator will be conclusive and binding on the parties. The B.C. *International Commercial Arbitration Act* or successor legislation will apply to the arbitration.

## 11. NOTICES

11.1 Any notice or other writing required or permitted to any of the parties shall be sufficiently given if delivered personally, by courier or if transmitted by facsimile or email to the addresses or facsimile numbers specified on Page 1 of this Agreement. Such addresses, emails, and facsimile numbers may be changed from time to time by either party giving notice as above provided.

## 12. ASSIGNMENT

12.1 This Agreement shall not be assigned by either party without prior written approval of the other.

## 13. ENTIRE AGREEMENT

13.1 This Agreement shall be deemed to constitute the entire Agreement between the District and the UTA hereto with respect to the subject matter hereof and shall supersede all previous negotiations, representations, and documents in relation hereto made by any party to this Agreement.

## 14. SEVERANCE

14.1 If any portion of this Agreement is held to be illegal or invalid by a court of competent jurisdiction, the illegal or invalid portion must be severed and the decision that it is illegal or invalid does not affect the validity of the remainder of this Agreement.

## 15. INTERPRETATION

15.1 Headings are inserted in this Agreement for convenience only and shall not be construed as affecting the meaning of this Agreement.

15.2 This Agreement constitutes the entire Agreement amongst the parties and there are no terms, conditions, representations, or warranties, expressed or implied, statutory or otherwise, except for those expressly set forth herein.

15.3 Whenever the singular or masculine is used herein, the same shall be construed as meaning the plural or feminine or body politic or corporate where the context of the parties hereto so require.

15.4 This Agreement shall inure to the benefit of and be binding upon the parties hereto and their permitted successors and assigns.

This Agreement takes effect upon being signed by a duly authorized representative from each of the parties.

For the DISTRICT OF UCLUELET:



Mayor of Ucluelet  
Dianne St. Jacques



Chief Administrative Officer  
Andrew Yeates


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For the UCLUELET TOURISM ASSOCIATION: )



Chair - Ucluelet Tourism Association  
Tracy Eeftink

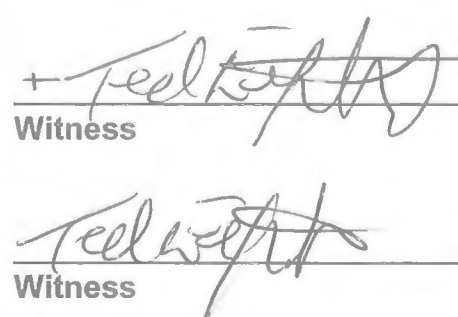


Executive Director  
Denise Stys-Norman

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## APPENDICES

Appendix A - MRDT Program Requirements

Appendix B - Annual Financial Report

Appendix C - Annual Performance Report

Appendix D - Annual Tactical Plan

# APPENDIX A



## **Municipal and Regional District Tax Program Requirements**

**Fall 2015**

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## 1. Overview

The purpose of this document is to outline the requirements for the Municipal, Regional, and District Tax Program (“MRDT program”) and provide guidance and assistance to municipalities, regional districts, and eligible entities (“designated recipients”) applying for or renewing the Municipal, Regional, and District Tax (“the tax”) within their communities. This document includes application materials and other forms and templates to assist with application, renewal, and reporting requirements.

**Designated Recipient:** *The municipality, regional district or eligible entity that receives the revenue from the tax in a designated accommodation area.*

## 2. Enabling Legislation

Section 123 of the *Provincial Sales Tax Act* (refer to [http://www.bclaws.ca/civix/document/id/complete/statreg/12035\\_00](http://www.bclaws.ca/civix/document/id/complete/statreg/12035_00))

imposes a tax of up to three percent on the purchase price of accommodation in a specified geographic area of the province (“designated accommodation area”) on behalf of a designated recipient.

**Designated Accommodation Area:** *A specified geographic area of the province in which the tax will be applied on behalf of a designated recipient.*

## 3. Program Purpose

The purpose of the MRDT program is to assist designated recipients to fund tourism marketing, programs and projects.

The MRDT program is jointly administered by the Ministry of Finance, the Ministry of Jobs, Tourism and Skills Training, and Destination British Columbia.

The MRDT program is one of a number of supports available to enhance tourism marketing in BC. The MRDT program is intended to help grow BC revenues, visitation and jobs, and amplify BC’s tourism marketing efforts in an increasingly competitive marketplace. To promote a coordinated and efficient use of funds, the following **MRDT program principles** have been adopted:

- Effective tourism marketing, programs and projects
- Effective local-level stakeholder support, and inter-community collaboration
- Marketing efforts that are coordinated and complementary to provincial marketing strategies and tactics
- Fiscal prudence and accountability.

## 4. Eligible Use of Funds

The *Designated Accommodation Area Tax Regulation* (refer to [http://www.bclaws.ca/civix/document/id/complete/statreg/93\\_2013](http://www.bclaws.ca/civix/document/id/complete/statreg/93_2013)) sets out the authorized purposes

for funds collected under the MRDT program. Authorized purposes are tourism marketing, programs and projects, and any other prescribed purposes as set out in the regulation.

The MRDT program is intended to contribute to the increase of local tourism revenue, visitation, and economic benefits and should be supported by both local governments and tourism industry stakeholders.

Funds from the MRDT program should augment current funding and cannot be used to replace existing sources of tourism funding in a community.

As the MRDT program is intended to primarily fund tourism marketing, programs and projects, consideration will only be given in special circumstances to the financing of capital expenditures such as new tourism facilities or infrastructure. Proposals for capital spending must be included in the designated recipient's Five-Year Strategic Business Plan, and must demonstrate strong local stakeholder support in order to be considered as an authorized use of MRDT program funds. These proposals will be approved on a case-by-case basis by the Province of British Columbia ("the Province".) Applicants must contact Destination British Columbia program staff prior to submitting an application including capital expenditures (refer to Section 13: Further Information).

Designated recipients are expected to effectively manage administrative costs related to MRDT projects. Administration costs, where applicable, include:

- Management and staff unrelated to program implementation
- Finance staff
- Human Resources staff
- Board of Directors costs
- Employee-related information technology costs (i.e. computers, telephone, support, network connections)
- Office lease/rent
- General office expenses

Considerable scrutiny will be applied to ensure that MRDT program funds are used for authorized tourism purposes.

## 5. Eligible Applicants

### 5.1 Designated Recipients

The following are eligible to be a designated recipient under the MRDT program:

- Municipalities
- Regional districts
- Eligible entities.

Under the *Provincial Sales Tax Act*, to qualify as an eligible entity, an applicant must:

- Be a not-for-profit business association (e.g. a society incorporated under the *Society Act*; entities incorporated under the *Business Corporations Act* are not eligible). Note that a not-for-profit society whose specific purpose is tourism marketing is preferred.
- Have a place of business in the designated accommodation area

- Be actively engaged in tourism marketing, programs or projects in the designated accommodation area.

## 5.2 Designated Accommodation Area

The designated accommodation area may be:

- A whole municipality, but not a portion of a municipality
- A whole regional district or a portion of a regional district
- A combination of municipalities and portions of regional districts.

The tax may be levied in more than one municipality or regional district on behalf of a single designated recipient.

There can be no overlap with any other designated accommodation area in which the tax applies.

Generally, an electoral area is the smallest portion of a regional district that may be prescribed as a designated accommodation area.

## 5.3 Delegation of Administration

Municipalities and regional districts may either administer the MRDT program directly or delegate administration to a service provider (such as a destination marketing organization). The municipality or regional district remains the designated recipient and remains fully responsible for compliance with all MRDT program requirements.

Eligible entities are not permitted to delegate the administration of the MRDT program to a service provider.

The Province does **not** mediate disputes between municipalities or regional districts and their service providers. A service agreement that details the deliverables and conflict resolution procedure is strongly recommended.

## 6. MRDT Program Overview

### 6.1 How the MRDT Program Works

Applicants may apply to request that the Province levy the tax on their behalf in a designated accommodation area.

The tax applies to purchases of taxable accommodation within the designated accommodation area. The tax is collected by the Province on behalf of the designated recipient.

The Province charges each designated recipient a fee to recover the cost to government for administering and enforcing of the tax. The fee is \$20 per month per accommodation provider in the designated accommodation area and is subject to change.

Funds equal to the tax collected in the designated accommodation area minus the administration fee are forwarded to the designated recipient on a monthly basis.

For new and renewal applications, the tax will be implemented for a period of five years. To extend the tax for an additional five-year period, a designated recipient must re-apply. There is no restriction on the number of times a designated recipient can apply to renew the tax.

Under the *Provincial Sales Tax Act*, **all** designated recipients must account annually to the Province on how MRDT program funds are spent (refer to Section 10: Annual Performance Management and Reporting Requirements).

### 6.2 Three Percent Rate

The *Provincial Sales Tax Act* was amended in 2015 to increase the maximum tax rate on the purchase of accommodation that may be imposed in a designated accommodation area from two percent to three percent of the purchase price of the accommodation.

Increasing the rate of tax is optional. A designated recipient may request a change in the rate of the tax to three percent of the purchase price of the accommodation prior to their renewal date by submitting a complete application containing all requirements listed in Section 7: Application Requirements. If approved, the tax will be renewed at the new rate for another five-year period. Designated recipients not subject to renewal requirements will be required to submit a complete application for the new rate one time only.

It is intended that designated recipients implementing a rate of three percent will sponsor and contribute to a provincial Tourism Events Program. Under this program, 0.2 percentage points of the incremental one percent of the tax will contribute to a provincially-led program to support tourism events that are expected to increase tourism to or within British Columbia.

Designated recipients with a three percent tax rate will be subject to enhanced reporting requirements (refer to Appendix 2.2 for further details).

### 6.3 Key Timelines

New applications for the tax and applications for rate changes must be submitted at least **nine** months in advance of the desired effective date of the tax.

Renewal applications must be submitted at least **six** months in advance of the end of the five-year term of the tax (“repeal date”).

Under extraordinary circumstances, designated recipients may make a written request to the Minister of Finance for an extension of the application deadline.

Failure to submit a completed application by the deadline may result in the tax ceasing to apply in a particular designated accommodation area.

## 7. Application Requirements

New applications, rate changes, and renewal application requirements include consultation and support from local governments, tourism industry stakeholders and accommodation providers. The application must include **all** of the following information and be submitted as a single complete package:

- A completed application form (refer to Appendix 1.1) signed by an authorized signing authority of the municipality, regional district or eligible entity that confirms that all program requirements have been met and all required documents are included in the application package.
- A Five-Year Strategic Business Plan with first year tactical details that meets all the requirements set out in Appendix 1.2. The applicant is required to make its Five-year Strategic Business Plan available to tourism industry stakeholders and accommodation providers as part of the industry consultation and accommodation support requirements on page 7.
- Evidence that the funds from the tax are incremental to existing sources of tourism funds. The funds from the tax are intended to augment current funding and cannot be used to replace existing sources of tourism funding in a community. An applicant must note any additional funding sources that will be available to support the Five-Year Strategic Business Plan.
- Evidence of consultation and support from local governments.
  - **If a municipality is applying,** the municipality must provide evidence that the regional district has been consulted and indicate whether the regional district supports or opposes the imposition of the tax in the municipality. Evidence could be in the form of a letter from the regional district's Board of Directors.
  - **If a regional district is applying,** the regional district must provide evidence that all municipalities within the regional district have been consulted and agree with the tax being imposed in the regional district. Evidence must be in the form of letters of support from the municipality(ies).
  - **If an eligible entity is applying,** the entity must provide evidence that all municipalities and regional districts within the designated accommodation area have been consulted and agree with the tax being imposed in the designated accommodation area on behalf of the eligible entity. Evidence must be in the form of letters of support from the municipality(ies) and regional district(s).
  - In the case of a conflict between a municipality, regional district or eligible entity about who the designated recipient is for an application or whether the tax should be imposed in a municipality, priority will be given to the position of the municipality.
- Evidence of authority and request to impose the tax.
  - **If a municipality is applying,** the municipality must pass a bylaw that requests the Province levy the tax on its behalf and provide a copy of the bylaw with the application.
  - **If a regional district is applying,** the regional district must pass a resolution that requests the province levy the tax on its behalf and provide a copy of the resolution with the application. The regional district must also provide evidence of its authority to use funds for the intended purpose either through letters patent or statutory authority.
  - **If an eligible entity is applying,** the eligible entity must submit a letter that requests the province levy the tax on its behalf. The eligible entity must also provide evidence of its



authority to use funds for the intended purpose by submitting copies of its certificate of incorporation, articles of incorporation, constitution and bylaws.

- The bylaw, resolution or letter must contain the following information:
  - Rate of tax to be imposed
  - Description of the geographic area in which the tax is to be imposed
  - Purpose for the funds
  - Desired effective date of the tax.
- Documentation on how the MRDT program, including revenue, will be administered (e.g. directly by the designated recipient or through a service provider). If a municipality or regional district is proposing to delegate administration of the program to a service provider, the name and address of the service provider must be included.
- Evidence of consultation with tourism industry stakeholders  
Evidence that the applicant has consulted with and received broad support from tourism industry stakeholders within the designated accommodation area in respect of the application. The applicant is required to make its Five-year Strategic Business Plan available to tourism industry stakeholders. Examples of consultation activities could include presentations at town hall meetings, annual general meetings and information sessions.
- An Accommodation Directory Form that lists all of the accommodation providers who offer accommodation that is taxable under the *Provincial Sales Tax Act* within the designated accommodation area, and the number of units each accommodation provider offers within the designated accommodation area (refer to Appendix 1.3). While the Province is able to provide an applicant with the names and addresses of registrants under the *Provincial Sales Tax Act*, it remains the responsibility of the designated recipient to ensure the accommodation directory is a complete and accurate list. For further information on taxable and exempt accommodation, please see PST Bulletin 120 Accommodation (refer to [http://www.sbr.gov.bc.ca/documents\\_library/bulletins/pst\\_120.pdf](http://www.sbr.gov.bc.ca/documents_library/bulletins/pst_120.pdf)).
- An Accommodation Sector in Support of MRDT Form (refer to Appendix 1.4) that provides evidence that an applicant has sufficient support from accommodation providers who offer taxable accommodation within the designated accommodation area. The minimum required level of support is at least 51 percent of the accommodation providers representing at least 51 percent of the total number of units of accommodation offered by those accommodation providers in the designated accommodation area. Higher support from accommodation providers will increase the likelihood that an application will be approved, providing all other requirements are met. The

**Tourism industry stakeholders:** Examples may include, but are not limited to, the following within the designated accommodation area:

- Accommodation providers;
- Attractions, sightseeing, activities and other primary tourism businesses;
- Restaurants, retail and other tourism related businesses;
- Regional and local tourism associations;
- Product Sector organizations;
- Parks and recreation;
- Visitor Centres; and
- Other government agencies and organizations that have programs and services that relate to tourism.

**For more information on taxable or exempt accommodation refer to** PST Bulletin 120 Accommodation [http://www.sbr.gov.bc.ca/documents\\_library/bulletins/pst\\_120.pdf](http://www.sbr.gov.bc.ca/documents_library/bulletins/pst_120.pdf).

applicant is required to make its Five-year Strategic Business Plan available to accommodation providers.

- Confirmation that Destination British Columbia has been consulted to ensure that proposed spending is coordinated and does not duplicate Destination British Columbia's broader promotional programs and is complementary to provincial marketing strategies and tactics.
- Third Party Authorization Form. If the designated recipient wishes the Province to discuss the application with their service provider the designated recipient must sign and submit the Third Party Authorization Form (refer to Appendix 1.5).
- Disclosure of Information Authorization Form. Applicants must authorize the Ministry of Finance to share information about the designated recipient in respect to the MRDT program with Destination British Columbia and the Ministry of Jobs, Tourism and Skills Training for the purpose of program administration and evaluation, and development of provincial tourism policy (refer to Appendix 1.6).
- A signed Tourism Events Program Sponsorship Undertaking if the application is for a three percent tax rate (refer to Appendix 1.7).

## 8. Application Procedure

Complete application packages must be submitted in PDF format by email to Destination British Columbia (MRDT@destinationbc.ca). The applicant will receive an email from Destination British Columbia confirming receipt of the application package.

Applicants may be contacted to provide additional information.

Failure to provide complete and accurate information may result in the application being delayed, returned or rejected.

Applicants can find more information about application timelines in Section 6.3.

## 9. Upon Approval of Application

If the application is approved by Cabinet, the *Designated Accommodation Area Tax Regulation* will be amended to prescribe the designated recipient, the designated accommodation area, the rate of tax, the effective date of the tax, the repeal date of the tax if applicable, and the approved uses of the revenue from the tax for a five-year period.

The applicant will be informed by the Ministry of Finance when the amendment to the *Designated Accommodation Area Tax Regulation* has been made and will be given information on when the tax will come into effect.

For new applications, the tax will be implemented effective the first day of the month that is three full months after the month in which the tax was approved. For example, if Cabinet approves the tax in

May, the tax will be implemented in the designated accommodation area beginning September 1. This provides sufficient time for accommodation providers to prepare to collect the tax.

For rate changes, the new tax rate will be implemented effective the first day of the month that is one full month after the month in which the tax was approved. For example, if Cabinet approves the tax in May, the new tax rate will be implemented in the designated accommodation area beginning July 1.

The Consumer Taxation Programs Branch of the Ministry of Finance will provide information on the procedures for collecting and remitting the tax to all accommodation providers required to collect and remit the tax. Accommodation providers may also refer to PST Bulletin 120 *Accommodation* (refer to [http://www.sbr.gov.bc.ca/documents\\_library/bulletins/pst\\_120.pdf](http://www.sbr.gov.bc.ca/documents_library/bulletins/pst_120.pdf)).

## 10. Annual Performance Management and Reporting Requirements

Under the *Provincial Sales Tax Act*, all designated recipients must account annually to the Province for how money received from the tax has been spent. Therefore, **all designated recipients** must submit an **Annual Performance Report**, a **Financial Report**, and a **One-Year Tactical Plan**, signed by the authorized signing authority of the designated recipient, annually to the Province (email to MRDT@destinationbc.ca).

### Annual Performance Report:

- Designated recipients must report on performance metrics related to the four MRDT program principles.
- Designated recipients with a three percent tax rate will be subject to additional reporting requirements.
- The Annual Performance Report must also include a summary of the tactics, activities and key outputs and outcomes.
- A template for the Annual Performance Report is provided in Appendix 2.2.
- **The Annual Performance Report must be submitted by April 30 of each year.**

### *The MRDT program principles are:*

- *Effective tourism marketing, programs and projects*
- *Effective local-level stakeholder support, and inter-community collaboration*
- *Marketing efforts that are coordinated and complementary to provincial marketing strategies and tactics*
- *Fiscal prudence and accountability.*

### Financial Report:

- The Financial Report must include a detailed budget for the year ending and the year ahead. The Financial Report must show how all of the money received from the tax was spent and certify that all of the money received from the tax was used solely for approved purposes.
- The Financial Report must show that spending of money received from the tax was consistent with the Five-Year Strategic Business Plan.
- The Financial Report must also show the amounts, sources, and uses of all other tourism revenues.
- A template for the Financial Report is provided in Appendix 2.1
- **The Financial Report must be submitted by April 30 of each year.**

### One-Year Tactical Plan:

- The One-Year Tactical Plan must include:
  - A brief overview of the strategic direction from the Five-Year Strategic Business Plan.

- Key strategies for the year, if different from the Five-Year Strategic Business Plan, and key target markets.
- Detailed tactics for the next year, including details about tactics and activities, as well as a proposed budget for the next year.
- Performance measures for next year, including expected outputs, outcomes, and performance metrics. The performance measures must relate to the MRDT program principles (as outlined in Appendix 2.2).
- The One-Year Tactical Plan should be made available to tourism industry stakeholders.
- A suggested template for the One-Year Tactical Plan is provided in Appendix 2.3.
- **The One-Year Tactical Plan must be submitted by November 30 of each year, commencing November 30, 2016.** If plans are available earlier, please submit as they become available.

**Please note:**

- Designated recipients from larger communities (those that have the capacity for ongoing multi-year planning and reporting) may be asked to provide their multi-year rolling business plans annually for the purpose of program administration and evaluation.
- Designated recipients not subject to the renewal application requirements must submit a Five-Year Strategic Business Plan every five years. The first Five-year Strategic Business Plan must be submitted to the Province **by November 30, 2016.**

## 11. Amendments

The *Designated Accommodation Area Tax Regulation* sets out the designated recipient, the designated accommodation area, the rate of the tax, the repeal date of the tax, and the approved uses of the revenue from the tax for a five-year period. Any other use of the revenue is prohibited.

Requests for interim changes to the designated recipient or the designated accommodation area will not be considered. Changes to the designated recipient or the designated accommodation area can only be made in a renewal application.

Proposed changes in the use of revenue from the tax by the designated recipient that require amendments to the *Designated Accommodation Area Tax Regulation* will generally only be considered with renewal applications, for example, a proposal to use revenue from the tax for capital projects.

Designated recipients do not require approval from the Province for changes in marketing tactics previously submitted in their one-year Tactical Plan (as part of their application package or submitted with the annual review), as long as the tactics are consistent with the overall approved five-year Strategic Business Plan.

Any other material changes, that are significant shifts in the direction set out in either the One-Year Tactical Plan or the Five-Year Strategic Business Plan, must be submitted to Destination British Columbia for approval in advance of the change being implemented.

## 12. Monitoring, Compliance, and Termination

Designated recipients are required to comply with all MRDT program requirements, including eligible use of funds and annual reporting requirements. The Minister of Finance may terminate the tax in a designated accommodation area if the designated recipient is found to be in non-compliance with MRDT program requirements, and the non-compliance is not corrected in a timely manner.

The Ministry of Finance undertakes various compliance related activities as part of the administration of provincial consumption taxes, including the MRDT program, to ensure that all amounts due are remitted. The tax is levied under the *Provincial Sales Tax Act*. Any compliance activities undertaken in relation to the tax are carried out as part of those conducted for the Provincial Sales Tax (“PST”) according to the schedules and guidelines established for PST.

The Ministry of Finance will review specific lead information provided (for example, a hotel operating without collecting applicable taxes) and will make a determination as to whether any additional follow up may be necessary. The Ministry may conduct any further investigation deemed warranted.

A designated recipient may make a written request to the Minister of Finance to have the tax cease before the scheduled repeal date.

If the tax ceases in a designated accommodation area for any reason (e.g. failure to submit a completed renewal application on time, written request for early termination, or termination for non-compliance) a new application to impose the tax in that designated accommodation area would be required and it would be subject to the normal processing time associated with new applications.

## 13. Further Information

Applicants can request further **information about the MRDT program** by contacting Destination British Columbia by email at [MRDT@destinationbc.ca](mailto:MRDT@destinationbc.ca) or by phone at 604-660-6391.

For information on the **administration and enforcement of the tax**, please contact the Ministry of Finance:

Toll-free from anywhere in Canada call:

1-877-388-4440 Fax: 250-356-2195

E-mail: [CTBTaxQuestions@gov.bc.ca](mailto:CTBTaxQuestions@gov.bc.ca)

Please complete all MRDT application requirements and send to [MRDT@destinationbc.ca](mailto:MRDT@destinationbc.ca) in **one complete package** in PDF format.

## Appendix 1.1 Municipal and Regional District Tax Application Form

**Legal Name of Applicant:** \_\_\_\_\_  
**Designated Accommodation Area:** \_\_\_\_\_  
**Rate of Tax (up to 3%):** \_\_\_\_\_  
**Implementation or Renewal Date:** \_\_\_\_\_

Check when completed	Requirement
<input type="checkbox"/>	<i>Five-year Strategic Business Plan (Appendix 1.2)</i>
<input type="checkbox"/>	<i>Evidence that funds from the tax are incremental to existing sources of tourism funds</i>
<input type="checkbox"/>	<i>Evidence of consultation and support, as applicable, from local governments</i>
<input type="checkbox"/>	<i>Evidence of authority and request to impose the tax (e.g. Bylaw, resolution or letter requesting tax)</i>
<input type="checkbox"/>	<i>Certificate of incorporation, copies of articles of incorporation, constitution, and bylaws (eligible entities only)</i>
<input type="checkbox"/>	<i>Documentation of how the MRDT program, including revenue, will be administered (where applicable)</i>
<input type="checkbox"/>	<i>Evidence of consultation with tourism industry stakeholders</i>
<input type="checkbox"/>	<i>Accommodation Directory Form (Appendix 1.3)</i>
<input type="checkbox"/>	<i>Accommodation Sector in Support of Municipal and Regional District Tax Form (Appendix 1.4)</i>
<input type="checkbox"/>	<i>Confirmation of consultation with Destination British Columbia</i>
<input type="checkbox"/>	<i>Third party Authorization Form (Appendix 1.5, where applicable)</i>
<input type="checkbox"/>	<i>Disclosure of Information Authorization Form (Appendix 1.6)</i>
<input type="checkbox"/>	<i>Tourism Events Program Sponsorship Undertaking (3% applicants only) (Appendix 1.7)</i>

By signing this application form, you certify that the information included in the application package is accurate, that all Municipal and Regional District Tax program requirements have been met, and that all required documents have been included in the application package.

Applicant's Authorized Signing Authority Name	Applicant's Authorized Signing Authority Title
Date	Applicant's Authorized Signing Authority Signature



## Appendix 1.2 Five-Year Strategic Business Plan

A municipality, regional district or eligible entity interested in applying for the Municipal and Regional District Tax or a renewal of the Municipal and Regional District Tax must submit an application as set out in the MRDT Program Requirements. A Five-Year Strategic Business Plan is required **at time of application**. This Five-Year Strategic Business Plan must include a detailed One-Year Tactical Plan for the first year of program implementation. Each year (years two through five of the program), the One-Year Tactical Plan must be updated and resubmitted (by November 30<sup>th</sup>) to reflect current marketing activities for the year as part of the annual reporting obligations. A separate template has been provided to guide the development of these year two through five plans (refer to Appendix 2.3).

The Five-Year Strategic Business Plan must encompass the five-year period covered by the application and it **must** include the following elements:

- Section 1: Five-year strategic overview with identified targets and actions for the five year period
- Section 2: One-Year Tactical Plan with performance measures, and
- Section 3: Detailed Budget for Year One

Your Five-Year Strategic Business Plan must adhere to the MRDT program principles.

Please ensure there is alignment between provincial tourism strategies and community tourism efforts. The applicant and designated recipients not subject to renewal applications are required to make their Five-year Strategic Business Plan available to tourism industry stakeholders and accommodation providers as part of the industry consultation and accommodation support requirements.

Your Five-Year Strategic Business Plan must identify marketing strategies, key markets and targets that the community will focus on to build its tourism business and the steps it needs to take to achieve desired results.

Your Five-year Strategic Business Plan should answer the following key questions:

- What business objectives related to tourism does your community expect to achieve?
- What type of growth does your community want to achieve (in the short and long term)?
- How will your community achieve these objectives?
- What type of tourism products will you need?
- What type of visitor are you hoping to attract?

Please contact Destination British Columbia at [MRDT@destinationbc.ca](mailto:MRDT@destinationbc.ca) for any questions.

For more information on tourism business planning, please visit Destination British Columbia's website (refer to [www.destinationbc.ca/Resources/Developing-a-Tourism-Plan.aspx](http://www.destinationbc.ca/Resources/Developing-a-Tourism-Plan.aspx)).

### Quick Reference Guide

#### (from the MRDT Program Requirements):

- *The intention of the tax is to assist designated recipients to fund tourism marketing, programs and projects.*
- *Funds from the MRDT program are intended to augment current funding and cannot be used to replace existing sources of tourism funding in a community.*
- *The MRDT program is intended to contribute to the increase of local tourism revenue, visitation, and economic benefits and should be supported by local government and tourism stakeholders.*

#### The MRDT program principles are:

- *Effective tourism marketing, programs and projects*
- *Effective local-level stakeholder support, and inter-community collaboration*
- *Marketing efforts that are coordinated and complementary to provincial marketing strategies and tactics*
- *Fiscal prudence and accountability.*

### Five-Year Strategic Business Plan Template

**Designated Recipient:** \_\_\_\_\_  
**Community Name:** \_\_\_\_\_  
**Date Prepared:** \_\_\_\_\_  
**MRDT Term Expiry Date:** \_\_\_\_\_  
**Five Year Period:** \_\_\_\_\_

A description/instructions pertaining to each section is provided in grey text as a guide only. **The format of your Five-Year Strategic Business Plan may be developed specific to your community needs and resources, but must include all required sections of the Five-Year Strategic Business Plan listed below.** If using this template, please delete the grey text and provide your response accordingly.

Section 1: Five-Year Strategic Overview	
<b>Vision and Mission</b>	<ul style="list-style-type: none"> <li>• <i>The Vision is future focused, something to be pursued, a destination, inspirational, and verifiable.</i></li> <li>• <i>The Mission is present focused, reason for being, a roadmap, concrete, and measurable.</i></li> </ul>
<b>Strategic Context</b>	<ul style="list-style-type: none"> <li>• <i>The Strategic Context will be developed by conducting a situation analysis. The situation analysis is an integral part of this Five-Year Strategic Business Plan and should include current trends, forecasts and areas of priority to address the following:</i> <ul style="list-style-type: none"> <li>○ <i>What are the current economic and tourism conditions?</i></li> <li>○ <i>What challenges and opportunities exist?</i></li> <li>○ <i>Key learnings.</i></li> </ul> </li> </ul>
<b>Overall Goals, Objectives and Targets</b>	<ul style="list-style-type: none"> <li>• <i>Goals and Objectives are the quantifiable results the recipient expects to achieve over the five year period. Goals should be realistic, achievable, yet challenging and should include a timeline.</i></li> <li>• <i>Example objectives include amount of MRDT revenue, visitation levels, or visitor revenue desired by a certain date. If an objective is difficult to measure, indicators can be used; for example, the increase in visitors to a sample of operators or the number of enquiries at a website or visitor center could be indicators for overall visitation levels.</i></li> <li>• <i>Targets should be identified for all Objectives for the five year period.</i></li> </ul>
<b>Strategies - Key Actions</b>	<ul style="list-style-type: none"> <li>• <i>Strategies describe the broad direction the community will take to achieve the stated goals and objectives.</i></li> <li>• <i>Strategies look longer term and may not change from year to year while tactics are short-term actions to achieve the implementation of a strategy.</i></li> <li>• <i>Strategies could include but are not limited to promotional strategies as well as relevant Destination development and Product experience and visitor services strategies:</i> <ul style="list-style-type: none"> <li>○ <i>Examples of promotional strategies are social media, media</i></li> </ul> </li> </ul>



<b>Section 1: Five-Year Strategic Overview</b>	
	<p><i>relations, advertising, joint or levered promotions, or consumer shows.</i></p> <ul style="list-style-type: none"> <li>○ <i>Destination development and product experience strategies may include those addressing infrastructure and policy issues, or products for tourism development.</i></li> <li>○ <i>Visitor services strategies may include approaches to satisfy visitor information needs.</i></li> </ul> <ul style="list-style-type: none"> <li>● <i>Applicants should provide a description of the overall resource allocation by major category</i></li> <li>● <i>Applicants should list key actions for each year of the five year period with more detail in the first three years.</i></li> </ul>
<b>Brand Positioning</b>	<p><i>Please provide the following:</i></p> <ul style="list-style-type: none"> <li>● <i>A statement that clearly defines how the community will be positioned and the rationale.</i></li> <li>● <i>This positioning statement should provide direction for product development and promotional activities.</i></li> <li>● <i>Brand positioning may include other communities clustered within a larger area.</i></li> </ul>
<b>Target Markets</b>	<p><i>Please provide:</i></p> <ul style="list-style-type: none"> <li>● <i>The types of visitors that are priorities for the community, stating primary and secondary target markets.</i></li> <li>● <i>Geographic target markets, demographic, and activity-based target groups.</i></li> </ul>
<b>Management, Governance, and Administration</b>	<p><i>Please provide:</i></p> <ul style="list-style-type: none"> <li>● <i>A description of the proposed management, governance and administration process for the activities and funds.</i></li> <li>● <i>For example, whether the applicant will be carrying out the proposed activities or, in the case of a municipality or regional district, whether a service provider such as a local tourism association or other organization will be responsible for carrying out the proposed activities.</i></li> <li>● <i>The applicant remains responsible for monitoring and reporting on the use of funds, even where the activities are delegated.</i></li> </ul>
<b>Sources of Funding</b>	<ul style="list-style-type: none"> <li>● <i>Please indicate other available sources of funding to fund tourism marketing, programs and projects in addition to the MRDT.</i></li> <li>● <i>Funds from the MRDT must be incremental to existing sources of funding.</i></li> <li>● <i>The funds from the MRDT must not replace existing sources of tourism funding in the community.</i></li> </ul>

## Section 2: One-Year Tactical Plan with Performance Measures

Please provide a **Project Plan** for each major activity you will undertake in the year ahead using MRDT funds. Authorized purposes of MRDT funds are tourism marketing, programs and projects and any other prescribed purposes as set out by regulation.

**Project plans should include the following information for each activity. The recipient can organize the plan in a manner that best reflects their individual approach.**

1. The **major category** of the activity. Examples could include marketing, destination and product experience management, visitor services, etc.

Marketing, which may include:

- Media Advertising and Production
- Website - Hosting, Development, Maintenance
- Social Media
- Consumer Shows and Events
- Collateral production and distribution
- Travel Media Relations
- Travel Trade
- Other.

Destination and Product Experience Management, which may include:

- Industry Development and Training - Enhancing Education and Knowledge (for example: Market Readiness, Packaging and Industry Workshops)
- Product Experience Enhancement and Training (for example: Itinerary Development, Content Development and Key Experience Creation)
- Research & Evaluation
- Other.

Visitor Services, which may include:

- Visitor Services Activities (for example: Visitor Services via Social Media, Mobile Apps, Roving/Mobile Visitor Services, Ambassadors, Kiosks)
- Other.

Meetings and Conventions:

- Examples could include conferences, events, sales, etc.

Other:

- Other activities not covered by the above categories, such as capital expenditures if **pre-approved by government** (prior to application), etc.

2. Please list and describe **the tactics** your community will use to achieve the strategies outlined in Section 1 of your Five-Year Strategic Business Plan. There may be several tactics for each activity.
3. Please provide an **implementation plan** that includes a short description, quantifiable objectives, rationale, action steps, potential partnerships, resources, sources of funding, responsibilities, timeframe, budget, and evaluation mechanism.
4. Please outline the **performance measures, expected outputs and outcomes**. Note, designated recipients receiving a tax rate of 3% are subject to additional reporting requirements. Please refer to Appendix 2.2 for more information about annual reporting of performance measures.

A Project Plan Template is attached on the following page for reference.

## Project Plan Template

A description/instructions pertaining to each section is provided in grey text as a guide only. **The format of your Project Plan may be developed specific to your community needs and resources. If using this template, please delete the grey text and provide your response accordingly.**

<p><b>Major Category:</b> <i>(e.g., Marketing - Travel Trade; Visitor Services – Mobile Apps; Conferences)</i></p>		
<p><b>Activity Title:</b> <i>Please provide the title of activity.</i></p>		
<p><b>Tactics:</b></p> <p><i>Please list and describe the tactics to be used to achieve the strategies outlined in Section 1 of the Strategic Business Plan. There may be several tactics for each activity.</i></p>		
<p><b>Implementation Plan:</b></p> <p><i>For each activity, an implementation plan should include a short description, quantifiable objectives, rationale, action steps, potential partnerships, resources, sources of funding, responsibilities, timeframe, budget, and evaluation mechanism.</i></p>		
<p><b>Performance Measures:</b></p> <ul style="list-style-type: none"> <li>• <i>Please review the tactics listed above and identify expected outcomes and outputs for each.</i></li> <li>• <i>Report out annually on the performance measures (refer to Appendix 2.2).</i></li> <li>• <i>The performance measures must align with the four MRDT Program Principles:</i> <ul style="list-style-type: none"> <li>○ <i>Effective tourism marketing, programs and projects</i></li> <li>○ <i>Effective local-level stakeholder support, and inter-community collaboration</i></li> <li>○ <i>Marketing efforts that are coordinated and complementary to provincial marketing strategies and tactics</i></li> <li>○ <i>Fiscal prudence and accountability.</i></li> </ul> </li> <li>• <i>Consider the following definitions when preparing the output and outcome measures:</i> <ul style="list-style-type: none"> <li>○ <i>Outputs - measure the level of service provided by a project or provides information about what was done. They define "what you did", e.g., hosted four media familiarization trips.</i></li> <li>○ <i>Outcomes - measures on the achievement of broader goals such as increasing average visitor yield or enhancing the customer experience.</i></li> </ul> </li> <li>• <i>Examples only:</i> <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;"> <p><u>Output Measures:</u></p> <ul style="list-style-type: none"> <li>• <i>Types of marketing activities</i></li> <li>• <i>Number of event campaigns and results</i></li> <li>• <i>Description of social media activities and outcomes</i></li> <li>• <i>Number of media placements</i></li> <li>• <i>Number of conventions and meeting sales</i></li> <li>• <i>Webpage visits</i></li> <li>• <i>Visitor inquiries/calls</i></li> </ul> </td> <td style="vertical-align: top;"> <p><u>Outcome Measures:</u></p> <ul style="list-style-type: none"> <li>• <i>Visitor volume</i></li> <li>• <i>Visitor nights &amp; visitor spending</i></li> <li>• <i>Visitor revenues</i></li> <li>• <i>Average length of stay</i></li> <li>• <i>Accommodation revenues</i></li> <li>• <i>Number of new tourism businesses</i></li> </ul> </td> </tr> </table> </li> </ul>	<p><u>Output Measures:</u></p> <ul style="list-style-type: none"> <li>• <i>Types of marketing activities</i></li> <li>• <i>Number of event campaigns and results</i></li> <li>• <i>Description of social media activities and outcomes</i></li> <li>• <i>Number of media placements</i></li> <li>• <i>Number of conventions and meeting sales</i></li> <li>• <i>Webpage visits</i></li> <li>• <i>Visitor inquiries/calls</i></li> </ul>	<p><u>Outcome Measures:</u></p> <ul style="list-style-type: none"> <li>• <i>Visitor volume</i></li> <li>• <i>Visitor nights &amp; visitor spending</i></li> <li>• <i>Visitor revenues</i></li> <li>• <i>Average length of stay</i></li> <li>• <i>Accommodation revenues</i></li> <li>• <i>Number of new tourism businesses</i></li> </ul>
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**Section 3: MRDT Budget for Year One**

Designated recipients **must** complete the budget table as provided below.

<b>Revenues</b>		<b>Budget \$</b>
	Carry-forward from previous calendar year	
	MRDT	
	Local government contribution	
	Stakeholder contributions	
	Co-op funds received (e.g. CTO; DMO-led projects)	
	Other local stakeholder contributions	
	Grants – Federal	
	Grants – Provincial	
	Grants/Fee for Service - Municipal	
	Retail Sales	
	Interest	
	Other	
	<b>Total Revenues</b>	
<b>Expenses</b>		<b>Budget \$</b>
<b>Marketing</b>		
	Marketing staff – wage and benefits	
	Media advertising and production	
	Website - hosting, development, maintenance	
	Social media	
	Consumer shows and events	
	Collateral production and distribution	
	Travel media relations	
	Travel trade	
	Other (please describe)	
	<b>Subtotal</b>	
<b>Destination &amp; Product Experience Management</b>		
	Destination & Product Experience Management Staff – wage and benefits	
	Industry development and training	
	Product experience enhancement and training	
	Research and evaluation	
	Other (please describe)	
	<b>Subtotal</b>	
<b>Visitor Services</b>		
	Visitor services activities	
	Other (please describe)	
	<b>Subtotal</b>	
<b>Meetings and Conventions</b>		
	Meetings, conferences, conventions, sales, events etc.	
	<b>Subtotal</b>	
<b>Administration</b>		
	Management and staff unrelated to program implementation – wages and benefits	
	Finance staff – wages and benefits	
	Human Resources staff – wages and benefits	
	Board of Directors costs	
	Information technology costs – workstation-related costs (i.e. computers, telephone, support, networks)	
	Office lease/rent	

Expenses		Budget \$
	General office expenses	
	<i>Subtotal</i>	
	<b>Other</b>	
	All other wages and benefits not included above	
	Other activities not included above (please describe)	
	<i>Subtotal</i>	
	<b>Total Expenses:</b>	
<b>Balance or Carry Forward</b>		





## Appendix 1.4 Accommodation Sector in Support of Municipal and Regional District Tax Form

**Legal Name of Applicant:** \_\_\_\_\_ **Rate of Tax (2% or 3%):** \_\_\_\_\_

The Municipal and Regional District Tax is being proposed or is up for renewal in your municipality/region. The Municipal and Regional District Tax is intended to assist municipalities, regional districts and eligible entities in funding local tourism marketing programs and projects, **as outlined in the applicant’s Five-year Strategic Business Plan**. Accommodation providers may request a copy of the Five-year Strategic Business Plan from the applicant.

The Municipal and Regional District Tax will apply to purchases of accommodation that are taxable under the *Provincial Sales Tax Act* within the designated accommodation area.

As an owner/manager offering accommodation, your input is critical. **The minimum support required from the accommodation sector for the tax to be imposed is at least 51% of the number of establishments that would collect the tax within the municipality/region representing at least 51% of the total number of rooms.**

**BY SIGNING THIS FORM, YOU HAVE INDICATED THAT YOU SUPPORT IMPLEMENTATION OF THE MUNICIPAL AND REGIONAL DISTRICT TAX IN YOUR MUNICIPALITY/REGION AND THAT YOU ARE AUTHORIZED TO ACT ON BEHALF OF YOUR ORGANIZATION.** [ATTACH ADDITIONAL SHEETS AS REQUIRED]

Property Name	Address	Number of Units	Owner/Manager (Print Name)	Signature	Date

**Freedom of Information and Protection of Privacy Act (FOIPPA).** The personal information on this form is collected for the purpose of administering the Municipal and Regional District Tax program under the authority of the *Provincial Sales Tax Act* and section 26 of FOIPPA. Questions about the collection or use of this information can be directed to Destination British Columbia at [MRDT@destinationbc.ca](mailto:MRDT@destinationbc.ca).

## Appendix 1.5 Third Party Authorization Form

As part of our commitment to protect your privacy and confidentiality you can use this form to authorize Destination British Columbia to communicate and exchange information regarding the Municipal and Regional District Tax program with your representative. If you wish to cancel or change any part of this authorization please advise Destination British Columbia by email at [MRDT@destinationbc.ca](mailto:MRDT@destinationbc.ca).

This authorization does not change your responsibilities and obligations under the Municipal and Regional District Tax Program.

---

### Section 1: Applicant Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Name and Title of Authorized Signing Authority: \_\_\_\_\_

---

### Section 2: Authorization of a Third Party Representative

I authorize Destination British Columbia to communicate with my representative named below on the Municipal and Regional District Tax program.

Name of Representative: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ Email: \_\_\_\_\_

---

### Section 3: Applicant Signature

By signing this form, you acknowledge that Destination British Columbia is authorized to communicate with your representative named above but that you remain fully responsible for fulfilling all obligations under the Municipal and Regional District Tax program.

Applicant's Authorized Signing Authority Name	Applicant's Authorized Signing Authority Title
Date	Applicant's Authorized Signing Authority Signature



**Freedom of Information and Protection of Privacy Act (FOIPPA).** The personal information on this form is collected for the purpose of administering the Municipal and Regional District Tax program under the authority of the *Provincial Sales Tax Act* and section 26 of FOIPPA. Questions about the collection or use of this information can be directed to Destination British Columbia at [MRDT@destinationbc.ca](mailto:MRDT@destinationbc.ca).

## Appendix 1.6 Disclosure of Information Authorization Form

Confidentiality restrictions under the *Provincial Sales Tax Act* prevent the Ministry of Finance from disclosing tax information collected under the Act except under limited circumstances. Administration of the Municipal and Regional District Tax program requires the Ministry of Finance to share information with the Ministry of Jobs, Tourism and Skills Training and with Destination British Columbia for the purpose of program administration and evaluation, and development of provincial tourism policy.

Signing this form will allow the Ministry of Finance to share information about the applicant with respect to the MRDT program with the Ministry of Jobs, Tourism and Skills Training and Destination British Columbia for the above purposes.

If you wish to cancel or change any part of this authorization please advise Destination British Columbia by email at [MRDT@destinationbc.ca](mailto:MRDT@destinationbc.ca).

This authorization does not change your responsibilities and obligations under the Municipal and Regional District Tax program.

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### Section 1: Applicant Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Name and Title of Authorized Signing Authority: \_\_\_\_\_

---

### Section 2: Authorization

- I authorize the Ministry of Finance to share information about the applicant with respect to the Municipal and Regional District Tax program with the Ministry of Jobs, Tourism and Skills Training and Destination British Columbia for the purpose of program administration and evaluation, and development of provincial tourism policy.

Applicant's Authorized Signing Authority Name	Applicant's Authorized Signing Authority Title
Date	Applicant's Authorized Signing Authority Signature

## Appendix 1.7 Tourism Events Program Sponsorship Undertaking For 3% Applications Only

**Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Fax Number:** \_\_\_\_\_  
**Designated Recipients:** \_\_\_\_\_  
**Designated Accommodation Area:** \_\_\_\_\_

In support of its application to introduce or increase the Municipal and Regional District Tax rate under section 123 of the *Provincial Sales Tax Act* at or to 3% (“3% MRDT”), the Applicant agrees that, subject to approval of its application and implementation of the 3% MRDT, the Applicant will sponsor the provincial Tourism Events Program as further described in Schedule A as may be amended by the Province from time to time, as long as the 3% MRDT applies and the Tourism Events Program is continued. In particular, the Applicant consents upon becoming a Designated Recipient with a 3% MRDT in the Designated Recipient’s Designated Accommodation Area to:

- Make Sponsorship Payments to the Her Majesty the Queen in the Right of the Province of British Columbia (the “Province”) in relation to the provincial Tourism Events Program, equal to 2/30 of the Net Distributable 3% MRDT Collections (as defined in Schedule B hereto) collected in the Designated Recipient’s Designated Accommodation Area; and
- The Province retaining a portion of the 3% MRDT it collects as agent of the Designated Recipient by way of set-off in respect of the money the Designated Recipient owes to the Province, in accordance with Schedule B hereto.

For purposes of this undertaking, "Sponsorship Payments" means monthly payments to the Province by the Designated Recipient, to be used for sponsoring the provincial Tourism Events Program so long as it continues, from Net Distributable 3% MRDT Collections in accordance with Schedule B.

Applicant’s Authorized Signing Representative Name	Applicant’s Authorized Signing Representative Title
Date	Applicant’s Authorized Signing Representative Signature

## Schedule A

### Tourism Events Program Overview

British Columbia's tourism sector is a key economic driver in the provincial economy, helping to create jobs and keep the province diverse, strong and growing. British Columbia is an internationally renowned destination, with spectacular communities in close proximity to wilderness, and an excellent reputation for delivering remarkable experiences for travellers.

Understanding that tourism is one of the world's most competitive industries, the Province has launched a new **Tourism Events Program**, designed to support world class events that can enhance the volume of visitors to British Columbia and increase global recognition for the province.

Building on the successes British Columbia has seen through events with high tourism value and provincial significance, such as the FIFA World Cup and the Canada Winter Games, the Tourism Events Program will support a wide range of events, including arts, cultural or internationally recognized competitive sporting events.

Funding available through the Tourism Events Program is **limited** and it is expected that there will be considerable interest. Funding will be prioritized to only support events that offer the following opportunities for the province:

- Raise awareness nationally and internationally of British Columbia's tourism brands; and
- Motivate Canadians and people from around the world to travel and experience British Columbia's natural beauty and/or world class infrastructure.

All applications must further meet the following criteria. **The events must:**

1. Offer **high tourism value**, resulting in incremental visitor expenditures and other economic benefits that exceed the Province's contribution (such as: lengthen the tourism season; expanded event scope to encourage longer visitation);
2. Engage the local community(ies) and **attract a significant volume of visitors**;
3. Align with provincial, regional and/or community tourism **marketing strategies**; and
4. Be **supported** by the local community(ies).

**Only proposals meeting all the program criteria will be considered. Priority will be given to proposals that offer the greatest tourism and economic impact.**

### Applying for the Tourism Events Program

All event proposals must include the following information:

- A **description** of the proposed event and how the event criteria are met.
- An event **business case** including funding sources, business model, and level of support from the community(ies), local stakeholders and relevant organizations, and strategies to ensure event success.
- **Target market(s), participants** and **strategies** to attract national and international attention.
- Analysis on the **return on investment** and anticipated **tourism and economic benefits** to the host community(ies) during the event period, these can include:
  - Expected visitation or hotel occupancy;
  - Expected tourism revenue;
  - Expected local employment;

- Expected media exposure;
- Expected number of national and international media on site; and
- Expected **long-term** tourism, social and economic benefits to British Columbia.

**All event proposals will be assessed according to the stated program criteria and applicants must be prepared to demonstrate how their proposals meet these criteria.**

A final event report, including key tourism and economic outcomes, is required for all funded projects.

Funding recipients must demonstrate a coordinated and effective use of program funds.

**Inquiries and event proposals can be sent to [MRDT@destinationbc.ca](mailto:MRDT@destinationbc.ca)**

**Schedule B**  
**Sponsorship Payments and Payments to the Designated Recipient**  
**Of 3% MRDT Revenue**

**Provincial Payment to the Designated Recipient**

The following table illustrates how the Province will calculate the monthly payments it makes to the Designated Recipient in accordance with the *Provincial Sales Tax Act* and with this undertaking to sponsor the provincial Tourism Events Program, as may be amended from time to time by the Province.

**Monthly Payments to Designated Recipient**

Adjustment/ Result	
	Monthly gross collections of the 3% MRDT [ tax collected under sections 123, 123.2(3) and 123.3(3) of the <i>Provincial Sales Tax Act</i> ]
Plus or Less:	Ministry of Finance collection/audit assessment adjustments in respect of previous periods
Less:	MRDT collection/administration fee [set by the Ministry of Finance from time to time ]
Equals:	<b>Net Distributable 3% MRDT Collections</b>
Less:	Sum of all <b>Sponsorship Payments</b> in a month [i.e., Net Distributable 3% MRDT Collections multiplied by 2/30]
Equals:	<b>Total Payment to Designated Recipient</b> in a month

## Appendix 2.1 Financial Report

Under the *Provincial Sales Tax Act*, all designated recipients, including designated recipients not subject to the renewal application requirement, must report back to the Province annually in the form of a Financial Report **by April 30<sup>th</sup> of each year.**

The Financial Report must show how all of the money received from the tax was spent and certify that all of the money received from the tax was used solely for approved purposes. The Financial Report must show that spending of money received from the tax was consistent with the Five-Year Strategic Business Plan. The Financial Report must also show the amounts, sources, and uses of all other tourism revenues.

**Designated Recipient:** \_\_\_\_\_

**Designated Accommodation Area:** \_\_\_\_\_

**Date Prepared:** \_\_\_\_\_

**MRDT Repeal Date (if applicable):** \_\_\_\_\_

**Total MRDT Funds Received:** \_\_\_\_\_

**Year Ending:** \_\_\_\_\_

### Section 1: Actual Spending by Market

*Add more rows as needed.*

Geographic Market	MRDT \$ by Market	Other \$ by Market	Total (gross) \$ by Market	% of Total \$ by Market
BC				
Alberta				
Ontario				
Other Canada				
Washington				
California				
Other USA				
China				
UK				
Germany				
Australia				
Japan				
Other International <i>(Please specify)</i>				
<b>Total</b>				

**Section 1: MRDT Budget Variance Report**

 Designated recipients **must** complete the table as provided below.

Revenues		Current Year		
		Budget \$	Actual \$	Variance
	Carry forward from previous calendar year			
	MRDT			
	Local government contribution			
	Stakeholder contributions			
	Co-op funds received (e.g. CTO; DMO-led projects)			
	Other local stakeholder contributions			
	Grants - Federal			
	Grants - Provincial			
	Grants/Fee for Service - Municipal			
	Retail Sales			
	Interest			
	Other			
	<b>Total Revenues</b>			
Expenses		Budget \$	Actual \$	Variance
	<b>Marketing</b>			
	Marketing staff – wage and benefits			
	Media advertising and production			
	Website - hosting, development, maintenance			
	Social media			
	Consumer shows and events			
	Collateral production and distribution			
	Travel media relations			
	Travel trade			
	Other			
	<i>Subtotal</i>			
	<b>Destination &amp; Product Experience Management</b>			
	Destination and product experience management staff – wage and benefits			
	Industry development and training			
	Product experience enhancement and training			
	Research and evaluation			
	Other			
	<i>Subtotal</i>			
	<b>Visitor Services</b>			
	Visitor Services activities			
	Other (please describe)			
	<i>Subtotal</i>			
	<b>Meetings and Conventions</b>			

Expenses		Budget \$	Actual \$	Variance
	Meetings, conventions, conferences, sales, events etc.			
	<i>Subtotal</i>			
<b>Administration</b>				
	Management and staff unrelated to program implementation - wages and benefits			
	Finance staff – wages and benefits			
	Human Resources staff – wages and benefits			
	Board of Directors costs			
	Information technology costs – workstation related costs (i.e. computers, telephone, support, networks)			
	Office lease/rent			
	General office expenses			
	<i>Subtotal</i>			
<b>Other</b>				
	All other wages and benefits not included above			
	Other activities not included above (please describe)			
	<i>Subtotal</i>			
	<b>Total Expenses</b>			
<b>Balance or Carry Forward</b>				

By signing this form, you certify that the above information is an accurate representation of the actual tourism related expenditures for the jurisdiction defined under the terms of the Municipal and Regional District Tax.

Designated Recipient's Authorized Signing Authority Name	Designated Recipient's Authorized Signing Authority Title
Date	Designated Recipient's Authorized Signing Authority Signature



## Appendix 2.2 Annual Performance Report

Under the *Provincial Sales Tax Act*, all designated recipients, including designated recipients not subject to the renewal application requirement, must report back to the Province annually. As such, all designated recipients (or the designated recipient’s service provider), are required to complete the following Annual Performance Report as well as a Financial Report (refer to Appendix 2.1) **by April 30<sup>th</sup> of each year.**

All designated recipients are required to fill in the sections below.

**Only** those designated recipients that receive the three percent tax rate will be required to report out on additional metrics (as indicated below).

A description/instructions pertaining to each performance metric is provided in grey text as a guide only. Please delete the grey text and provide your response accordingly.

**Designated Recipient:** \_\_\_\_\_ **Report Completed:**   dd-mm-yr    
**Designated Accommodation Area:** \_\_\_\_\_ **Reporting period: Jan 1- Dec 31 – yr\***  
 \*or for first year of term, indicate accordingly

1. Effective tourism marketing, programs and projects			
MRDT-funded tourism marketing, programs and projects maximize the potential for increased visitation and growth in tourism business activity, employment and incremental tourism revenue.			
Mandatory Metric	Designated Recipient Response		
<b>MRDT Revenue</b>	<i>Report on the total annual MRDT revenue received by the Designated Recipient. The period should be between January 1 to December 31 of the reporting year (or portion thereof in the first year of reporting).</i>		
<b>MRDT activities, tactics, investment efforts and outcomes</b> (as per your One-Year Tactical Plan)	<p><i>Report on the MRDT activities, tactics, investment efforts and resulting outputs achieved in the reporting period indicated above.</i></p> <p><i>Metrics will vary by tactic. Example metrics include:</i></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><u><i>OUTPUT MEASURES</i></u></p> <ul style="list-style-type: none"> <li>• <i>Types of marketing activities</i></li> <li>• <i>Number of event campaigns and results</i></li> <li>• <i>Description of social media activities and outcomes</i></li> <li>• <i>Number of media placements</i></li> <li>• <i>Number of conventions and meeting sales</i></li> <li>• <i>Webpage visits</i></li> <li>• <i>Visitor inquiries/calls.</i></li> </ul> </td> <td style="width: 50%; vertical-align: top;"> <p><u><i>OUTCOME MEASURES</i></u></p> <ul style="list-style-type: none"> <li>• <i>Visitor volume</i></li> <li>• <i>Visitor nights and visitor spending</i></li> <li>• <i>Visitor revenues</i></li> <li>• <i>Average length of stay</i></li> <li>• <i>Accommodation revenues</i></li> <li>• <i>Number of new tourism businesses.</i></li> </ul> </td> </tr> </table>	<p><u><i>OUTPUT MEASURES</i></u></p> <ul style="list-style-type: none"> <li>• <i>Types of marketing activities</i></li> <li>• <i>Number of event campaigns and results</i></li> <li>• <i>Description of social media activities and outcomes</i></li> <li>• <i>Number of media placements</i></li> <li>• <i>Number of conventions and meeting sales</i></li> <li>• <i>Webpage visits</i></li> <li>• <i>Visitor inquiries/calls.</i></li> </ul>	<p><u><i>OUTCOME MEASURES</i></u></p> <ul style="list-style-type: none"> <li>• <i>Visitor volume</i></li> <li>• <i>Visitor nights and visitor spending</i></li> <li>• <i>Visitor revenues</i></li> <li>• <i>Average length of stay</i></li> <li>• <i>Accommodation revenues</i></li> <li>• <i>Number of new tourism businesses.</i></li> </ul>
<p><u><i>OUTPUT MEASURES</i></u></p> <ul style="list-style-type: none"> <li>• <i>Types of marketing activities</i></li> <li>• <i>Number of event campaigns and results</i></li> <li>• <i>Description of social media activities and outcomes</i></li> <li>• <i>Number of media placements</i></li> <li>• <i>Number of conventions and meeting sales</i></li> <li>• <i>Webpage visits</i></li> <li>• <i>Visitor inquiries/calls.</i></li> </ul>	<p><u><i>OUTCOME MEASURES</i></u></p> <ul style="list-style-type: none"> <li>• <i>Visitor volume</i></li> <li>• <i>Visitor nights and visitor spending</i></li> <li>• <i>Visitor revenues</i></li> <li>• <i>Average length of stay</i></li> <li>• <i>Accommodation revenues</i></li> <li>• <i>Number of new tourism businesses.</i></li> </ul>		
<b>Key Learnings</b>	<i>Please provide an assessment of effectiveness of tactics, describe what worked, what didn't and lessons learned.</i>		

<b>2. Effective local-level stakeholder support and inter-community collaboration</b> Designated recipients are responsible for engaging with key stakeholders, establishing local-level support, and seeking out efficiencies through collaborative activities to inform appropriate decision-making regarding investments.	
Mandatory Metric	Designated Recipient Response
<b>Extent of Local-level Stakeholder Engagement</b>	<p><i>Report on the engagement activities they have undertaken annually to ensure stakeholders are informed and have the ability to provide input on direction. Metrics will vary by tactic.</i></p> <p><i>Example of metrics include the number and descriptions of:</i></p> <ul style="list-style-type: none"> <li>• <i>Outreach communications (such as newsletters, marketing plans and annual reports)</i></li> <li>• <i>Conferences, engagement sessions, or annual general meetings.</i></li> </ul>
<b>Stakeholder Satisfaction</b>	<p><b><i>Only for designated recipients collecting 3% tax:</i></b></p> <p><i>The designated recipient must conduct an annual stakeholder survey to:</i></p> <ul style="list-style-type: none"> <li>• <i>Assess the level of awareness of tourism marketing activities in the community (region)</i></li> <li>• <i>Assess the level of satisfaction with the use of MRDT funds.</i></li> </ul> <p><i>Examples of tourism industry stakeholders may include, but are not limited to, the following within the designated accommodation area:</i></p> <ul style="list-style-type: none"> <li>• <i>accommodation providers;</i></li> <li>• <i>attractions, sightseeing, activities and other primary tourism businesses;</i></li> <li>• <i>restaurants, retail and other tourism related businesses;</i></li> <li>• <i>Regional and local tourism associations;</i></li> <li>• <i>Product Sector organizations;</i></li> <li>• <i>Parks and recreation;</i></li> <li>• <i>Visitor Centres; and</i></li> <li>• <i>Other government agencies and organizations that have programs and services that relate to tourism.</i></li> </ul> <p><i>The designated recipient must append a copy of the survey (list of questions asked), list of respondents and aggregated results to this report.</i></p> <p><i>The designated recipient must seek Destination British Columbia's feedback on the methodology, defining the survey questions and survey audience prior to issuing the survey.</i></p>
<b>Community Collaboration</b>	<p><b><i>Only for designated recipients collecting 3% tax:</i></b></p> <p><i>Report on the collaborative activities and outcomes to demonstrate partnerships and alignment within and across communities on tourism marketing activities and with provincial or federal tourism-related agencies as appropriate.</i></p>

Mandatory Metric	Designated Recipient Response
<b>Community Collaboration</b>	<p><i>Examples of collaborative activities include:</i></p> <ul style="list-style-type: none"> <li>• <i>Meetings and discussions with other designated recipients or Destination Marketing Organizations in other designated accommodation areas</i></li> <li>• <i>Meetings and discussions with other tourism industry stakeholders on shared interests and goals</i></li> <li>• <i>Integrated planning</i></li> <li>• <i>Sharing of resources on content and asset development</i></li> <li>• <i>Aligned product development</i></li> </ul> <p><i>Cooperative and or partnered marketing campaigns/initiatives</i></p>
<p><b>3. Marketing Efforts Are Coordinated and complementary to provincial marketing strategies and tactics:</b>            Designated recipients are responsible for ensuring their marketing efforts complement and do not duplicate those of Destination British Columbia to avoid overlap at the community level and dilution of BC's marketing message in key domestic and international markets.</p>	
Mandatory Metric	Designated Recipient Response
<b>Provincial Alignment</b>	<p><i>Report on actions taken to verify that proposed activities are in complimentary and support Destination BC, regional, community and/or other available tourism strategic and/or marketing plans as part of the completion of One-Year Tactical Plan.</i></p> <p><i>Examples of actions taken could include:</i></p> <ul style="list-style-type: none"> <li>• <i>Refer to Destination British Columbia's strategic plan and regional plans</i></li> <li>• <i>Liaise/consult with regional and/or provincial staff during strategic/tactical plan development</i></li> <li>• <i>Provincial or regional staff attendance at community AGM, planning sessions or marketing showcases</i></li> <li>• <i>Attendance at provincial marketing and/or planning sessions</i></li> <li>• <i>Attendance at regional marketing and/or planning sessions</i></li> <li>• <i>Attendance at regional annual conferences/marketing presentations.</i></li> </ul>
<b>Coordinated with Destination British Columbia on Travel Media and Travel Trade Activities</b>	<p><b><i>Only for designated recipients collecting 3% tax:</i></b>  <i>Report on actions taken to ensure travel trade and travel media activities are coordinated with Destination BC's overarching marketing plan, and similar activities undertaken by other designated recipients.</i></p> <p><i>The designated recipient should also report on any outcomes of trade show and travel trade activities.</i></p>

<b>4. Fiscal prudence and accountability</b> All designated recipients must be accountable, transparent, and make fiscally prudent investments in community tourism marketing.	
<b>Mandatory Metric</b>	<b>Designated Recipient Response</b>
<b>Effective Financial Management</b>	<i>The designated recipient must provide a completed Financial Report (refer to Appendix 2.1) that shows how MRDT funds were spent consistent with the designated recipient's Five-Year Strategic Business Plan and certify that all of the revenue was used solely for purposes as approved in their One-Year Tactical Plan.</i>
<b>Streamlined Administrative Costs</b>	<i>The designated recipient must identify and include all administrative costs as outlined in Appendix 2.1 and in accordance to the definition provided in the MRDT Program Requirements (Section 4: Eligible Use of Funds).</i>
<b>Leveraging of Other Marketing Funds</b>	<i>The designated recipient must provide details (in this space) regarding what steps they undertook to leverage funding over the year.</i>  <i>Additionally, the designated recipient must provide the amount(s) and source(s) of marketing funds leveraged from other sources in the Financial Report (refer to Appendix 2.1).</i>

By signing this form, you certify the accuracy and completeness of the information provided above.

Designated Recipient's Authorized Signing Authority Name	Designated Recipient's Authorized Signing Authority Title
Date	Designated Recipient's Authorized Signing Authority Signature

## Appendix 2.3 One-Year Tactical Plan

Under the *Provincial Sales Tax Act*, all designated recipients, including designated recipients not subject to the renewal application requirement, must report to the Province annually. As such all designated recipients (or the designated recipient's service provider), are required to complete the following One-year Tactical Plan **no later than November 30<sup>th</sup> each year for years two through five**. If plans are available earlier, please submit as they become available. A Five-year Strategic Business Plan is required in year 1.

The One-year Tactical Plan must be consistent with the Five-year Strategic Business Plan and be based on the calendar year.

**A sample Tactical Plan template has been provided below. However, the format of the Tactical Plan may be developed specific to your community needs and resources.**

Similar to the Five-year Strategic Business Plan, the One-year Tactical Plan must adhere to the MRDT program principles (see box).

Please ensure there is alignment between provincial tourism strategies and community tourism efforts. Additionally, designated recipients should make their One-year Tactical Plans available to tourism industry stakeholders.

If you wish to make material modifications to the Five-year goals, strategies or targets, the changes must be identified in the One-year Tactical Plan and may require approval from the Province (see Section 11: Amendments in Program Requirements).

Your One-year Tactical Plan must contain the following information:

- An overview of the strategic direction from the Five-Year Strategic Business Plan
- Key learning and conclusions from the previous year
- Details about activities and tactics for the upcoming year
- Expected outcomes
- Availability of revenue from other sources to fund projects in addition to the funds from the tax (Reminder: funds from the tax must be incremental to existing sources of funding. The funds from the tax must not replace existing sources of tourism funding in a community)
- A proposed budget for the year ahead

For questions, please contact Destination British Columbia at [MRDT@destinationbc.ca](mailto:MRDT@destinationbc.ca).

### *Quick Reference Guide*

#### *(from the MRDT Program Requirements):*

- *The intention of the tax is to assist designated recipients to fund tourism marketing, programs and projects.*
- *Funds from the MRDT program are intended to augment current funding and cannot be used to replace existing sources of tourism funding in a community.*
- *The MRDT program is intended to contribute to the increase of local tourism revenue, visitation, and economic benefits and should be supported by local government and tourism stakeholders.*

#### *The MRDT program principles are:*

- *Effective tourism marketing, programs and projects*
- *Effective local-level stakeholder support, and inter-community collaboration*
- *Marketing efforts that are coordinated and complementary to provincial marketing strategies and tactics*
- *Fiscal prudence and accountability.*

## One-Year Tactical Plan Template

**Designated Recipient:** \_\_\_\_\_  
**Designated Accommodation Area:** \_\_\_\_\_  
**Date Prepared:** \_\_\_\_\_  
**MRDT Repeal Date:** \_\_\_\_\_  
**Five Year Period:** \_\_\_\_\_

A description/instructions pertaining to each section is provided in grey text as a guide only. **The format of your One-Year Tactical Plan may be developed specific to your community needs and resources.** If using this template, please delete the blue text and provide your response accordingly. If using your own report template, please ensure it includes the following sections:

Section 1: Overview and Update to Five-year Strategic Context	
Heading	Description
<b>Strategic Direction</b>	<ul style="list-style-type: none"> <li><i>A brief overview of the strategic direction from the Five-Year Strategic Business Plan, which may include an articulation of the Vision, Mission, Goals and Objectives from the Five-Year Strategic Business Plan.</i></li> </ul>
<b>Key Learnings and Conclusions</b>	<ul style="list-style-type: none"> <li><i>Key learnings and conclusions from a situation analysis or annual review that will inform your One-Year Tactical Plan.</i></li> <li><i>Provide an update on progress to date for current year activities.</i></li> </ul>
<b>Overall Goals, and Objectives</b>	<ul style="list-style-type: none"> <li><i>Overall Goals, Objectives and Targets, if different from the Five-year Strategic Business Plan.</i></li> </ul>
<b>Strategies</b>	<ul style="list-style-type: none"> <li><i>Key Strategies for the year, if different from the Five-Year Strategic Business Plan. If any change in Key Strategies is deemed to be material or a substantial shift from original direction set, then approval from Destination British Columbia will be required before implementation.</i></li> </ul>
<b>Target Markets</b>	<ul style="list-style-type: none"> <li><i>The types of visitors that are priorities for your community for the next year, stating primary and secondary target markets. Include geographic target markets, demographic, and activity-based target groups.</i></li> <li><i>The desired length of stay that your community is seeking from the target markets, from day visits or overnight getaways to longer vacations.</i></li> </ul>

## Section 2: One-Year Tactical Plan with Performance Measures

Please provide a **Project Plan** for each major activity you will undertake in the year ahead using MRDT funds. Authorized purposes of MRDT funds are tourism marketing, programs and projects and any other prescribed purposes as set out by regulation.

**Project plans should include the following information for each activity. The recipient can organize the plan in a manner that best reflects their individual approach.**

1. The **major category** of the activity. Examples could include marketing, destination and product experience management, visitor services, etc.

Marketing, which may include:

- Media Advertising and Production
- Website - Hosting, Development, Maintenance
- Social Media
- Consumer Shows and Events
- Collateral production and distribution
- Travel Media Relations
- Travel Trade
- Other.

Destination and Product Experience Management, which may include:

- Industry Development and Training - Enhancing Education and Knowledge (for example: Market Readiness, Packaging and Industry Workshops)
- Product Experience Enhancement and Training (for example: Itinerary Development, Content Development and Key Experience Creation)
- Research & Evaluation
- Other.

Visitor Services, which may include:

- Visitor Services Activities (for example: Visitor Services via Social Media, Mobile Apps, Roving/Mobile Visitor Services, Ambassadors, Kiosks)
- Other.

Meetings and Conventions:

- Examples could include conferences, events, sales, etc.

Other:

- Other activities not covered by the above categories, such as capital expenditures if **pre-approved by government** (prior to application), etc.

2. Please list and describe **the tactics** your community will use to achieve the strategies outlined in Section 1 of your Five-Year Strategic Business Plan. There may be several tactics for each activity.
3. Please provide an **implementation plan** that includes a short description, quantifiable objectives, rationale, action steps, potential partnerships, resources, sources of funding, responsibilities, timeframe, budget, and evaluation mechanism.
4. Please outline the **performance measures, expected outputs and outcomes**. Note, designated recipients receiving a tax rate of 3% are subject to additional reporting requirements. Please refer to Appendix 2.2 for more information about annual reporting of performance measures.

A Project Plan Template is attached on the following page for reference.

## Project Plan Template

A description/instructions pertaining to each section is provided in grey text as a guide only. **The format of your Project Plan may be developed specific to your community needs and resources. If using this template, please delete the grey text and provide your response accordingly.**

<p><b>Major Category:</b> <i>(e.g., Marketing - Travel Trade; Visitor Services – Mobile Apps; Conferences)</i></p>
<p><b>Activity Title:</b> <i>Please provide the title of activity.</i></p>
<p><b>Tactics:</b></p> <p><i>Please list and describe the tactics to be used to achieve the strategies outlined in Section 1 of the Strategic Business Plan. There may be several tactics for each activity.</i></p>
<p><b>Implementation Plan:</b></p> <p><i>For each activity, an implementation plan should include a short description, quantifiable objectives, rationale, action steps, potential partnerships, resources, sources of funding, responsibilities, timeframe, budget, and evaluation mechanism.</i></p>

<p><b>Performance Measures:</b></p> <ul style="list-style-type: none"> <li>• <i>Please review the tactics listed above and identify expected outcomes and outputs for each.</i></li> <li>• <i>Report out annually on the performance measures (refer to Appendix 2.2).</i></li> <li>• <i>The performance measures must align with the four MRDT Program Principles:</i> <ul style="list-style-type: none"> <li>○ <i>Effective tourism marketing, programs and projects</i></li> <li>○ <i>Effective local-level stakeholder support, and inter-community collaboration</i></li> <li>○ <i>Marketing efforts that are coordinated and complementary to provincial marketing strategies and tactics</i></li> <li>○ <i>Fiscal prudence and accountability.</i></li> </ul> </li> <li>• <i>Consider the following definitions when preparing the output and outcome measures:</i> <ul style="list-style-type: none"> <li>○ <i>Outputs - measure the level of service provided by a project or provides information about what was done. They define "what you did", e.g., hosted four media familiarization trips.</i></li> <li>○ <i>Outcomes - measures on the achievement of broader goals such as increasing average visitor yield or enhancing the customer experience.</i></li> </ul> </li> <li>• <i>Examples only:</i> <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;"> <p><u>Output Measures:</u></p> <ul style="list-style-type: none"> <li>• <i>Types of marketing activities</i></li> <li>• <i>Number of event campaigns and results</i></li> <li>• <i>Description of social media activities and outcomes</i></li> <li>• <i>Number of media placements</i></li> <li>• <i>Number of conventions and meeting sales</i></li> <li>• <i>Webpage visits</i></li> <li>• <i>Visitor inquiries/calls</i></li> </ul> </td> <td style="vertical-align: top;"> <p><u>Outcome Measures:</u></p> <ul style="list-style-type: none"> <li>• <i>Visitor volume</i></li> <li>• <i>Visitor nights &amp; visitor spending</i></li> <li>• <i>Visitor revenues</i></li> <li>• <i>Average length of stay</i></li> <li>• <i>Accommodation revenues</i></li> <li>• <i>Number of new tourism businesses</i></li> </ul> </td> </tr> </table> </li> </ul>	<p><u>Output Measures:</u></p> <ul style="list-style-type: none"> <li>• <i>Types of marketing activities</i></li> <li>• <i>Number of event campaigns and results</i></li> <li>• <i>Description of social media activities and outcomes</i></li> <li>• <i>Number of media placements</i></li> <li>• <i>Number of conventions and meeting sales</i></li> <li>• <i>Webpage visits</i></li> <li>• <i>Visitor inquiries/calls</i></li> </ul>	<p><u>Outcome Measures:</u></p> <ul style="list-style-type: none"> <li>• <i>Visitor volume</i></li> <li>• <i>Visitor nights &amp; visitor spending</i></li> <li>• <i>Visitor revenues</i></li> <li>• <i>Average length of stay</i></li> <li>• <i>Accommodation revenues</i></li> <li>• <i>Number of new tourism businesses</i></li> </ul>
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**Section 3: MRDT Budget for One-Year Tactical Plan**

Designated recipients **must** complete the budget table as provided below.

<b>Revenues</b>		<b>Budget \$</b>
	Carry-forward from previous calendar year	
	MRDT	
	Local government contribution	
	Stakeholder contributions	
	Co-op funds received (e.g. CTO; DMO-led projects)	
	Other local stakeholder contributions	
	Grants – Federal	
	Grants – Provincial	
	Grants/Fee for Service - Municipal	
	Retail Sales	
	Interest	
	Other	
	<b>Total Revenues</b>	
<b>Expenses</b>		<b>Budget \$</b>
<b>Marketing</b>		
	Marketing staff – wage and benefits	
	Media advertising and production	
	Website - hosting, development, maintenance	
	Social media	
	Consumer Shows, events	
	Collateral production, and distribution	
	Travel media relations	
	Travel trade	
	Other (please describe)	
	<b>Subtotal</b>	
<b>Destination &amp; Product Experience Management</b>		
	Destination & Product Experience Management Staff – wage and benefits	
	Industry development and training	
	Product experience enhancement and training	
	Research and evaluation	
	Other (please describe)	
	<b>Subtotal</b>	
<b>Visitor Services</b>		
	Visitor Services activities	
	Other (please describe)	
	<b>Subtotal</b>	
<b>Meetings and Conventions</b>		
	Meetings, conventions, conferences, and events etc.	
	<b>Subtotal</b>	
<b>Administration</b>		
	Management and staff unrelated to program implementation – wages and benefits	
	Finance staff – wages and benefits	
	Human Resources staff – wages and benefits	
	Board of Directors costs	
	Information technology costs – workstation-related costs (i.e. computers, telephone, support, networks)	
	Office lease/rent	

Expenses	Budget \$
General office expenses	
<i>Subtotal</i>	
<b>Other</b>	
All other wages and benefits not included above	
Other activities not included above (please describe)	
<i>Subtotal</i>	
<b>Total Expenses:</b>	
<b>Balance or Carry Forward</b>	

## Appendix 2.1 Financial Report

Under the *Provincial Sales Tax Act*, all designated recipients, including designated recipients not subject to the renewal application requirement, must report back to the Province annually in the form of a Financial Report **by April 30<sup>th</sup> of each year.**

The Financial Report must show how all of the money received from the tax was spent and certify that all of the money received from the tax was used solely for approved purposes. The Financial Report must show that spending of money received from the tax was consistent with the Five-Year Strategic Business Plan. The Financial Report must also show the amounts, sources, and uses of all other tourism revenues.

**Designated Recipient:** \_\_\_\_\_

**Designated Accommodation Area:** \_\_\_\_\_

**Date Prepared:** \_\_\_\_\_

**MRDT Repeal Date (if applicable):** \_\_\_\_\_

**Total MRDT Funds Received:** \_\_\_\_\_

**Year Ending:** \_\_\_\_\_

### Section 1: Actual Spending by Market

*Add more rows as needed.*

Geographic Market	MRDT \$ by Market	Other \$ by Market	Total (gross) \$ by Market	% of Total \$ by Market
BC				
Alberta				
Ontario				
Other Canada				
Washington				
California				
Other USA				
China				
UK				
Germany				
Australia				
Japan				
Other International <i>(Please specify)</i>				
<b>Total</b>				

**Section 1: MRDT Budget Variance Report**
*Designated recipients **must** complete the table as provided below.*

Revenues		Current Year		
		Budget \$	Actual \$	Variance
	Carry forward from previous calendar year			
	MRDT			
	Local government contribution			
	Stakeholder contributions			
	Co-op funds received (e.g. CTO; DMO-led projects)			
	Other local stakeholder contributions			
	Grants - Federal			
	Grants - Provincial			
	Grants/Fee for Service - Municipal			
	Retail Sales			
	Interest			
	Other			
	<b>Total Revenues</b>			
Expenses		Budget \$	Actual \$	Variance
	<b>Marketing</b>			
	Marketing staff – wage and benefits			
	Media advertising and production			
	Website - hosting, development, maintenance			
	Social media			
	Consumer shows and events			
	Collateral production and distribution			
	Travel media relations			
	Travel trade			
	Other			
	<i>Subtotal</i>			
	<b>Destination &amp; Product Experience Management</b>			
	Destination and product experience management staff – wage and benefits			
	Industry development and training			
	Product experience enhancement and training			
	Research and evaluation			
	Other			
	<i>Subtotal</i>			
	<b>Visitor Services</b>			
	Visitor Services activities			
	Other (please describe)			
	<i>Subtotal</i>			
	<b>Meetings and Conventions</b>			

Expenses		Budget \$	Actual \$	Variance
	Meetings, conventions, conferences, sales, events etc.			
	<i>Subtotal</i>			
<b>Administration</b>				
	Management and staff unrelated to program implementation - wages and benefits			
	Finance staff – wages and benefits			
	Human Resources staff – wages and benefits			
	Board of Directors costs			
	Information technology costs – workstation related costs (i.e. computers, telephone, support, networks)			
	Office lease/rent			
	General office expenses			
	<i>Subtotal</i>			
<b>Other</b>				
	All other wages and benefits not included above			
	Other activities not included above (please describe)			
	<i>Subtotal</i>			
	<b>Total Expenses</b>			
<b>Balance or Carry Forward</b>				

By signing this form, you certify that the above information is an accurate representation of the actual tourism related expenditures for the jurisdiction defined under the terms of the Municipal and Regional District Tax.

Designated Recipient's Authorized Signing Authority Name	Designated Recipient's Authorized Signing Authority Title
Date	Designated Recipient's Authorized Signing Authority Signature

## Appendix 2.2 Annual Performance Report

Under the *Provincial Sales Tax Act*, all designated recipients, including designated recipients not subject to the renewal application requirement, must report back to the Province annually. As such, all designated recipients (or the designated recipient’s service provider), are required to complete the following Annual Performance Report as well as a Financial Report (refer to Appendix 2.1) **by April 30<sup>th</sup> of each year.**

All designated recipients are required to fill in the sections below.

**Only** those designated recipients that receive the three percent tax rate will be required to report out on additional metrics (as indicated below).

A description/instructions pertaining to each performance metric is provided in grey text as a guide only. Please delete the grey text and provide your response accordingly.

**Designated Recipient:** \_\_\_\_\_ **Report Completed:**   dd-mm-yr  

**Designated Accommodation Area:** \_\_\_\_\_ **Reporting period: Jan 1- Dec 31 – yr\***  
\*or for first year of term, indicate accordingly

1. Effective tourism marketing, programs and projects			
MRDT-funded tourism marketing, programs and projects maximize the potential for increased visitation and growth in tourism business activity, employment and incremental tourism revenue.			
Mandatory Metric	Designated Recipient Response		
<b>MRDT Revenue</b>	<i>Report on the total annual MRDT revenue received by the Designated Recipient. The period should be between January 1 to December 31 of the reporting year (or portion thereof in the first year of reporting).</i>		
<b>MRDT activities, tactics, investment efforts and outcomes</b> (as per your One-Year Tactical Plan)	<i>Report on the MRDT activities, tactics, investment efforts and resulting outputs achieved in the reporting period indicated above.</i>  <i>Metrics will vary by tactic. Example metrics include:</i>  <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <u>OUTPUT MEASURES</u> <ul style="list-style-type: none"> <li>• Types of marketing activities</li> <li>• Number of event campaigns and results</li> <li>• Description of social media activities and outcomes</li> <li>• Number of media placements</li> <li>• Number of conventions and meeting sales</li> <li>• Webpage visits</li> <li>• Visitor inquiries/calls.</li> </ul> </td> <td style="width: 50%; vertical-align: top;"> <u>OUTCOME MEASURES</u> <ul style="list-style-type: none"> <li>• Visitor volume</li> <li>• Visitor nights and visitor spending</li> <li>• Visitor revenues</li> <li>• Average length of stay</li> <li>• Accommodation revenues</li> <li>• Number of new tourism businesses.</li> </ul> </td> </tr> </table>	<u>OUTPUT MEASURES</u> <ul style="list-style-type: none"> <li>• Types of marketing activities</li> <li>• Number of event campaigns and results</li> <li>• Description of social media activities and outcomes</li> <li>• Number of media placements</li> <li>• Number of conventions and meeting sales</li> <li>• Webpage visits</li> <li>• Visitor inquiries/calls.</li> </ul>	<u>OUTCOME MEASURES</u> <ul style="list-style-type: none"> <li>• Visitor volume</li> <li>• Visitor nights and visitor spending</li> <li>• Visitor revenues</li> <li>• Average length of stay</li> <li>• Accommodation revenues</li> <li>• Number of new tourism businesses.</li> </ul>
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<b>Key Learnings</b>	<i>Please provide an assessment of effectiveness of tactics, describe what worked, what didn't and lessons learned.</i>		

<b>2. Effective local-level stakeholder support and inter-community collaboration</b> Designated recipients are responsible for engaging with key stakeholders, establishing local-level support, and seeking out efficiencies through collaborative activities to inform appropriate decision-making regarding investments.	
<b>Mandatory Metric</b>	<b>Designated Recipient Response</b>
<b>Extent of Local-level Stakeholder Engagement</b>	<p><i>Report on the engagement activities they have undertaken annually to ensure stakeholders are informed and have the ability to provide input on direction. Metrics will vary by tactic.</i></p> <p><i>Example of metrics include the number and descriptions of:</i></p> <ul style="list-style-type: none"> <li>• <i>Outreach communications (such as newsletters, marketing plans and annual reports)</i></li> <li>• <i>Conferences, engagement sessions, or annual general meetings.</i></li> </ul>
<b>Stakeholder Satisfaction</b>	<p><b><i>Only for designated recipients collecting 3% tax:</i></b>  <i>The designated recipient must conduct an annual stakeholder survey to:</i></p> <ul style="list-style-type: none"> <li>• <i>Assess the level of awareness of tourism marketing activities in the community (region)</i></li> <li>• <i>Assess the level of satisfaction with the use of MRDT funds.</i></li> </ul> <p><i>Examples of tourism industry stakeholders may include, but are not limited to, the following within the designated accommodation area:</i></p> <ul style="list-style-type: none"> <li>• <i>accommodation providers;</i></li> <li>• <i>attractions, sightseeing, activities and other primary tourism businesses;</i></li> <li>• <i>restaurants, retail and other tourism related businesses;</i></li> <li>• <i>Regional and local tourism associations;</i></li> <li>• <i>Product Sector organizations;</i></li> <li>• <i>Parks and recreation;</i></li> <li>• <i>Visitor Centres; and</i></li> <li>• <i>Other government agencies and organizations that have programs and services that relate to tourism.</i></li> </ul> <p><i>The designated recipient must append a copy of the survey (list of questions asked), list of respondents and aggregated results to this report.</i></p> <p><i>The designated recipient must seek Destination British Columbia’s feedback on the methodology, defining the survey questions and survey audience prior to issuing the survey.</i></p>
<b>Community Collaboration</b>	<p><b><i>Only for designated recipients collecting 3% tax:</i></b>  <i>Report on the collaborative activities and outcomes to demonstrate partnerships and alignment within and across communities on tourism marketing activities and with provincial or federal tourism-related agencies as appropriate.</i></p> <p><i>Examples of collaborative activities include:</i></p> <ul style="list-style-type: none"> <li>• <i>Meetings and discussions with other designated recipients or Destination</i></li> </ul>

	<p><i>Marketing Organizations in other designated accommodation areas</i></p> <ul style="list-style-type: none"> <li>• <i>Meetings and discussions with other tourism industry stakeholders on shared interests and goals</i></li> <li>• <i>Integrated planning</i></li> <li>• <i>Sharing of resources on content and asset development</i></li> <li>• <i>Aligned product development</i></li> <li>• <i>Cooperative and or partnered marketing campaigns/initiatives.</i></li> </ul>
<p><b>3. Marketing Efforts Are Coordinated and complementary to provincial marketing strategies and tactics:</b>          Designated recipients are responsible for ensuring their marketing efforts complement and do not duplicate those of Destination British Columbia to avoid overlap at the community level and dilution of BC's marketing message in key domestic and international markets.</p>	
<b>Mandatory Metric</b>	<b>Designated Recipient Response</b>
<b>Provincial Alignment</b>	<p><i>Report on actions taken to verify that proposed activities are in complimentary and support Destination BC, regional, community and/or other available tourism strategic and/or marketing plans as part of the completion of One-Year Tactical Plan.</i></p> <p><i>Examples of actions taken could include:</i></p> <ul style="list-style-type: none"> <li>• <i>Refer to Destination British Columbia's strategic plan and regional plans</i></li> <li>• <i>Liaise/consult with regional and/or provincial staff during strategic/tactical plan development</i></li> <li>• <i>Provincial or regional staff attendance at community AGM, planning sessions or marketing showcases</i></li> <li>• <i>Attendance at provincial marketing and/or planning sessions</i></li> <li>• <i>Attendance at regional marketing and/or planning sessions</i></li> <li>• <i>Attendance at regional annual conferences/marketing presentations.</i></li> </ul>
<b>Coordinated with Destination British Columbia on Travel Media and Travel Trade Activities</b>	<p><b><i>Only for designated recipients collecting 3% tax:</i></b>  <i>Report on actions taken to ensure travel trade and travel media activities are coordinated with Destination BC's overarching marketing plan, and similar activities undertaken by other designated recipients.</i></p> <p><i>The designated recipient should also report on any outcomes of trade show and travel trade activities.</i></p>



<b>4. Fiscal prudence and accountability</b> All designated recipients must be accountable, transparent, and make fiscally prudent investments in community tourism marketing.	
Mandatory Metric	Designated Recipient Response
<b>Effective Financial Management</b>	<i>The designated recipient must provide a completed Financial Report (refer to Appendix 2.1) that shows how MRDT funds were spent consistent with the designated recipient's Five-Year Strategic Business Plan and certify that all of the revenue was used solely for purposes as approved in their One-Year Tactical Plan.</i>
<b>Streamlined Administrative Costs</b>	<i>The designated recipient must identify and include all administrative costs as outlined in Appendix 2.1 and in accordance to the definition provided in the MRDT Program Requirements (Section 4: Eligible Use of Funds).</i>
<b>Leveraging of Other Marketing Funds</b>	<p><i>The designated recipient must provide details (in this space) regarding what steps they undertook to leverage funding over the year.</i></p> <p><i>Additionally, the designated recipient must provide the amount(s) and source(s) of marketing funds leveraged from other sources in the Financial Report (refer to Appendix 2.1).</i></p>

By signing this form, you certify the accuracy and completeness of the information provided above.

Designated Recipient's Authorized Signing Authority Name	Designated Recipient's Authorized Signing Authority Title
Date	Designated Recipient's Authorized Signing Authority Signature

# APPENDIX D

## Appendix 2.3 One-Year Tactical Plan

Under the *Provincial Sales Tax Act*, all designated recipients, including designated recipients not subject to the renewal application requirement, must report to the Province annually. As such all designated recipients (or the designated recipient's service provider), are required to complete the following One-year Tactical Plan **no later than November 30<sup>th</sup> each year for years two through five**. If plans are available earlier, please submit as they become available. A Five-year Strategic Business Plan is required in year 1.

The One-year Tactical Plan must be consistent with the Five-year Strategic Business Plan and be based on the calendar year.

**A sample Tactical Plan template has been provided below. However, the format of the Tactical Plan may be developed specific to your community needs and resources.**

Similar to the Five-year Strategic Business Plan, the One-year Tactical Plan must adhere to the MRDT program principles (see box).

Please ensure there is alignment between provincial tourism strategies and community tourism efforts. Additionally, designated recipients should make their One-year Tactical Plans available to tourism industry stakeholders.

If you wish to make material modifications to the Five-year goals, strategies or targets, the changes must be identified in the One-year Tactical Plan and may require approval from the Province (see Section 11: Amendments in Program Requirements).

Your One-year Tactical Plan must contain the following information:

- An overview of the strategic direction from the Five-Year Strategic Business Plan
- Key learning and conclusions from the previous year
- Details about activities and tactics for the upcoming year
- Expected outcomes
- Availability of revenue from other sources to fund projects in addition to the funds from the tax (Reminder: funds from the tax must be incremental to existing sources of funding. The funds from the tax must not replace existing sources of tourism funding in a community)
- A proposed budget for the year ahead

For questions, please contact Destination British Columbia at [MRDT@destinationbc.ca](mailto:MRDT@destinationbc.ca).

**Quick Reference Guide  
(from the MRDT Program Requirements):**

- *The intention of the tax is to assist designated recipients to fund tourism marketing, programs and projects.*
- *Funds from the MRDT program are intended to augment current funding and cannot be used to replace existing sources of tourism funding in a community.*
- *The MRDT program is intended to contribute to the increase of local tourism revenue, visitation, and economic benefits and should be supported by local government and tourism stakeholders.*

**The MRDT program principles are:**

- *Effective tourism marketing, programs and projects*
- *Effective local-level stakeholder support, and inter-community collaboration*
- *Marketing efforts that are coordinated and complementary to provincial marketing strategies and tactics*
- *Fiscal prudence and accountability.*

## One-Year Tactical Plan Template

**Designated Recipient:** \_\_\_\_\_

**Designated Accommodation Area:** \_\_\_\_\_

**Date Prepared:** \_\_\_\_\_

**MRDT Repeal Date:** \_\_\_\_\_

**Five Year Period:** \_\_\_\_\_

A description/instructions pertaining to each section is provided in grey text as a guide only. **The format of your One-Year Tactical Plan may be developed specific to your community needs and resources.** If using this template, please delete the blue text and provide your response accordingly. If using your own report template, please ensure it includes the following sections:

Section 1: Overview and Update to Five-year Strategic Context	
Heading	Description
<b>Strategic Direction</b>	<ul style="list-style-type: none"> <li><i>A brief overview of the strategic direction from the Five-Year Strategic Business Plan, which may include an articulation of the Vision, Mission, Goals and Objectives from the Five-Year Strategic Business Plan.</i></li> </ul>
<b>Key Learnings and Conclusions</b>	<ul style="list-style-type: none"> <li><i>Key learnings and conclusions from a situation analysis or annual review that will inform your One-Year Tactical Plan.</i></li> <li><i>Provide an update on progress to date for current year activities.</i></li> </ul>
<b>Overall Goals, and Objectives</b>	<ul style="list-style-type: none"> <li><i>Overall Goals, Objectives and Targets, if different from the Five-year Strategic Business Plan.</i></li> </ul>
<b>Strategies</b>	<ul style="list-style-type: none"> <li><i>Key Strategies for the year, if different from the Five-Year Strategic Business Plan. If any change in Key Strategies is deemed to be material or a substantial shift from original direction set, then approval from Destination British Columbia will be required before implementation.</i></li> </ul>
<b>Target Markets</b>	<ul style="list-style-type: none"> <li><i>The types of visitors that are priorities for your community for the next year, stating primary and secondary target markets. Include geographic target markets, demographic, and activity-based target groups.</i></li> <li><i>The desired length of stay that your community is seeking from the target markets, from day visits or overnight getaways to longer vacations.</i></li> </ul>

## Section 2: One-Year Tactical Plan with Performance Measures

Please provide a **Project Plan** for each major activity you will undertake in the year ahead using MRDT funds. Authorized purposes of MRDT funds are tourism marketing, programs and projects and any other prescribed purposes as set out by regulation.

**Project plans should include the following information for each activity. The recipient can organize the plan in a manner that best reflects their individual approach.**

1. The **major category** of the activity. Examples could include marketing, destination and product experience management, visitor services, etc.

Marketing, which may include:

- Media Advertising and Production
- Website - Hosting, Development, Maintenance
- Social Media
- Consumer Shows and Events
- Collateral production and distribution
- Travel Media Relations
- Travel Trade
- Other.

Destination and Product Experience Management, which may include:

- Industry Development and Training - Enhancing Education and Knowledge (for example: Market Readiness, Packaging and Industry Workshops)
- Product Experience Enhancement and Training (for example: Itinerary Development, Content Development and Key Experience Creation)
- Research & Evaluation
- Other.

Visitor Services, which may include:

- Visitor Services Activities (for example: Visitor Services via Social Media, Mobile Apps, Roving/Mobile Visitor Services, Ambassadors, Kiosks)
- Other.

Meetings and Conventions:

- Examples could include conferences, events, sales, etc.

Other:

- Other activities not covered by the above categories, such as capital expenditures if **pre-approved by government** (prior to application), etc.

2. Please list and describe **the tactics** your community will use to achieve the strategies outlined in Section 1 of your Five-Year Strategic Business Plan. There may be several tactics for each activity.
3. Please provide an **implementation plan** that includes a short description, quantifiable objectives, rationale, action steps, potential partnerships, resources, sources of funding, responsibilities, timeframe, budget, and evaluation mechanism.
4. Please outline the **performance measures, expected outputs and outcomes**. Note, designated recipients receiving a tax rate of 3% are subject to additional reporting requirements. Please refer to Appendix 2.2 for more information about annual reporting of performance measures.

A Project Plan Template is attached on the following page for reference.

## Project Plan Template

A description/instructions pertaining to each section is provided in grey text as a guide only. **The format of your Project Plan may be developed specific to your community needs and resources. If using this template, please delete the grey text and provide your response accordingly.**

**Major Category:** *(e.g., Marketing - Travel Trade; Visitor Services – Mobile Apps; Conferences)*

**Activity Title:** *Please provide the title of activity.*

### Tactics:

*Please list and describe the tactics to be used to achieve the strategies outlined in Section 1 of the Strategic Business Plan. There may be several tactics for each activity.*

### Implementation Plan:

*For each activity, an implementation plan should include a short description, quantifiable objectives, rationale, action steps, potential partnerships, resources, sources of funding, responsibilities, timeframe, budget, and evaluation mechanism.*

### Performance Measures:

- *Please review the tactics listed above and identify expected outcomes and outputs for each.*
- *Report out annually on the performance measures (refer to Appendix 2.2).*
- *The performance measures must align with the four MRDT Program Principles:*
  - *Effective tourism marketing, programs and projects*
  - *Effective local-level stakeholder support, and inter-community collaboration*
  - *Marketing efforts that are coordinated and complementary to provincial marketing strategies and tactics*
  - *Fiscal prudence and accountability.*
- *Consider the following definitions when preparing the output and outcome measures:*
  - *Outputs - measure the level of service provided by a project or provides information about what was done. They define "what you did", e.g., hosted four media familiarization trips.*
  - *Outcomes - measures on the achievement of broader goals such as increasing average visitor yield or enhancing the customer experience.*
- *Examples only:*

<p><u><i>Output Measures:</i></u></p> <ul style="list-style-type: none"> <li>• <i>Types of marketing activities</i></li> <li>• <i>Number of event campaigns and results</i></li> <li>• <i>Description of social media activities and outcomes</i></li> <li>• <i>Number of media placements</i></li> <li>• <i>Number of conventions and meeting sales</i></li> <li>• <i>Webpage visits</i></li> <li>• <i>Visitor inquiries/calls</i></li> </ul>	<p><u><i>Outcome Measures:</i></u></p> <ul style="list-style-type: none"> <li>• <i>Visitor volume</i></li> <li>• <i>Visitor nights &amp; visitor spending</i></li> <li>• <i>Visitor revenues</i></li> <li>• <i>Average length of stay</i></li> <li>• <i>Accommodation revenues</i></li> <li>• <i>Number of new tourism businesses</i></li> </ul>
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### Section 3: MRDT Budget for One-Year Tactical Plan

Designated recipients **must** complete the budget table as provided below.

Revenues	Budget \$
Carry-forward from previous calendar year	
MRDT	
Local government contribution	
Stakeholder contributions	
Co-op funds received (e.g. CTO; DMO-led projects)	
Other local stakeholder contributions	
Grants – Federal	
Grants – Provincial	
Grants/Fee for Service - Municipal	
Retail Sales	
Interest	
Other	
<b>Total Revenues</b>	
Expenses	Budget \$
<b>Marketing</b>	
Marketing staff – wage and benefits	
Media advertising and production	
Website - hosting, development, maintenance	
Social media	
Consumer Shows, events	
Collateral production, and distribution	
Travel media relations	
Travel trade	
Other (please describe)	
<i>Subtotal</i>	
<b>Destination &amp; Product Experience Management</b>	
Destination & Product Experience Management Staff – wage and benefits	
Industry development and training	
Product experience enhancement and training	
Research and evaluation	
Other (please describe)	
<i>Subtotal</i>	
<b>Visitor Services</b>	
Visitor Services activities	
Other (please describe)	
<i>Subtotal</i>	
<b>Meetings and Conventions</b>	
Meetings, conventions, conferences, and events etc.	
<i>Subtotal</i>	
<b>Administration</b>	
Management and staff unrelated to program implementation – wages and benefits	
Finance staff – wages and benefits	
Human Resources staff – wages and benefits	
Board of Directors costs	
Information technology costs – workstation-related costs (i.e. computers, telephone, support, networks)	
Office lease/rent	

<b>Expenses</b>		<b>Budget \$</b>
General office expenses		
	<i>Subtotal</i>	
<b>Other</b>		
All other wages and benefits not included above		
Other activities not included above (please describe)		
	<i>Subtotal</i>	
	<b>Total Expenses:</b>	
<b>Balance or Carry Forward</b>		







## STAFF REPORT TO COUNCIL

Council Meeting: June 12, 2018  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** MARK BOYSEN, CHIEF ADMINISTRATIVE OFFICER

**FILE NO:** 1855-03

**SUBJECT:** OPTIONS FOR CARBON NEUTRALITY FOR THE DISTRICT OF UCLUELET

**REPORT NO:** 18-54

**ATTACHMENT(S):** NONE

### **RECOMMENDATION(S):**

1. **THAT** Council approve the purchase of verified carbon offsets for 2017 to achieve carbon neutrality; and
2. **THAT** staff work with Tourism Ucluelet and the Chamber of Commerce to highlight the District's commitment to climate action to encourage local businesses and visitors to do the same.

### **PURPOSE:**

The purpose of this report is to confirm Council's support for the the purchase of carbon offsets to achieve carbon neutrality for the 2017 reporting year.

### **BACKGROUND:**

Each year the District of Ucluelet submits a Climate Action Revune Incentive Program (CARIP) report to the Province to:

- 1) Meet the District's commitment to the BC Climate Action Charter goals which include:
  - a. Carbon neutrality in respect of corporate operations;
  - b. Measuring and reporting on their community GHG emissions; and
  - c. Creating complete, compact and energy-efficient rural and urban communities.
- 2) Summarize emissions from municipal operations;
- 3) Calculate the carbon tax funds that will be returned to the District; and
- 4) To report on related projects and actions in municipal operations and the community.

To address the carbon neutrality goal of the Climate Action Charter, the District has previously purchased offsets. For the 2016 year, the District choose the alternative of using the offset funds to conduct an energy consumption analysis for the Distict's municipal operations.

**OPTIONS FOR CARBON OFFSET FUNDS:**

For the 2017 year, staff are proposing two options to Council:

1. Purchasing offsets for the 2017 reporting year, or
2. Allocating offset funds to a reserve account to fund climate action projects.

Municipalities must take into account a range of considerations when it comes to deciding on their commitment to carbon neutrality including, 1) what level of commitment to make within the BC Climate Action Framework, and 2) of the choices available, which of those are in the best interest of the community.

To meet the requirements of the BC Climate Action Charter, the Province provides different levels within their framework for municipalities to either achieve or work towards carbon neutrality.

**Level 1: Demonstrating Progress on Charter Commitments**

Demonstrate progress on fulfilling one or more of their Charter commitments.

**Level 2: Measuring GHG Emissions**

Local governments that achieve level 1 and have completed a corporate carbon inventory for the reporting year.

**Level 3: Accelerating Progress on Charter Commitments**

Local governments that achieve levels 1 and 2 and demonstrate significant climate action (corporately or community wide) to reduce GHG emissions.

**Level 4: Achievement of Carbon Neutrality**

Local governments that achieve carbon neutrality in the reporting year will receive a letter from the GCC acknowledging their accomplishments and a '**Climate Action Community – Carbon Neutral 2017**' logo, for use on websites and letter head.

To determine what is in the best interest of the community, staff reviewed carbon offsetting options based on the following criteria:

- Type, location and quality of carbon offset projects;
- Cost of the offset per tonne of greenhouse gas;
- Ability to lead by example in the community (residents and businesses); and
- Alignment with tourism promotion and branding.

Based on this criteria, Staff is recommending the purchase of carbon offsets from Offsetters, specifically their Synergy Portfolio option. These offsets provide thoroughly verified projects and has been utilized by both local governments and businesses. There is a strong brand recognition as well which could encourage other local businesses to consider this option for their organization.

While the Carbon Fund option provides the municipality the opportunity to lead by example by funding its own climate action projects, the funds available are not enough to be impactful.

A summary of these options is provided below in Table 1.

**Table 1: Options for Use of Carbon Offset Funds**

Option	Offset Description	Status Achieved
Offset Option 1: Offsetters	<p>a) The General Portfolio: Mix of high-quality projects (with a minimum 25% Canadian mix). Cost of \$20/tonne of GHG.</p> <p>b) The Synergy Portfolio: Projects from British Columbia and Uganda that have been completed to various high quality standards. Cost of \$25/tonne of GHG. <b>(Recommended)</b></p> <p>c) The Gold Standard Portfolio: A premium collection of international projects that have a strong focus on added social and environmental benefits. Cost of \$30/tonne of GHG.</p> <p>d) The Quadra Island Forestland Conservation Project: our newest project is a stand-alone project (rather than being included in a portfolio) on Quadra Island that has converted 418 hectares of forestland designated to be logged into protected BC Parkland. Cost of \$25/tonne of GHG.</p>	Carbon Neutrality  Climate Action Charter Requirements Level 4
Offset Option 1: Community Carbon Marketplace	<p>e) Net Zero Waste: A company that implemented a food, green and agricultural waste commercial composting facility to serve the residents and businesses of the Abbotsford Area. Cost of \$20/tonne of GHG.</p> <p>f) West Coast Railway Museum: The project involves using a 58-foot-deep ground source, electricity-driven heat pump, powered heating system. Cost of \$30/tonne of GHG.</p> <p>g) Sea to Sky Soils: Organic waste diversion in the Squamish region. Cost of \$30/tonne of GHG.</p>	Carbon Neutrality  Climate Action Charter Requirements Level 4
Reserve Option 2: Ucluelet Carbon Fund	The District can set aside funds in a separate reserve fund that would support climate action projects within municipal operations or in the community.	Accelerating Progress on Charter

		Climate Action Charter Requirements Level 3
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**FINANCIAL IMPLICATIONS:**

Based on an estimated carbon footprint of 100 tonnes for the District municipal operations, the proposed options vary in cost from \$2,000 to \$3,000 (\$20-\$30 per tonne of GHG) to achieve carbon neutrality.

The 2018 Budget allocated \$1,700 to the purchase of carbon offsets and the 2017 CARIP reporting grant will also provide the District with an additional \$1,000. This results in total funds of \$2,700 being available to cover the costs of the offsets.

**OPTIONS REVIEW:**

Staff recommend the following:

1. **THAT** Council approve the purchase of verified carbon offsets for 2017 to achieve carbon neutrality. **(Recommended)**
2. **THAT** staff work with Tourism Ucluelet and the Chamber of Commerce to highlight the District's commitment to climate action to encourage businesses and visitors to do the same. **(Recommended)**
3. **THAT** Council allocate funds to a reserve account to fund climate action projects.

**Respectfully submitted:** Mark Boysen, Chief Administrative Officer



## STAFF REPORT TO COUNCIL

Council Meeting: JUNE 12, 2018  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** MARLENE LAGOA, DEPUTY MUNICIPAL CLERK

**FILE NO:** 0550-20

**SUBJECT:** RESOLUTION TRACKING – MAY 2018

**REPORT NO:** 18-55

**ATTACHMENT(S):** APPENDIX A – RESOLUTION TRACKING (MAY 2018)

### **RECOMMENDATION(S):**

1. **THAT** Council receive the District of Ucluelet's Resolution Tracking List from May 2018 for information.

### **PURPOSE:**

The purpose of this report is to provide Council with a monthly status update on all resolutions that have been adopted by Council.

### **BACKGROUND:**

The resolution follow-up status categories are:

- Assigned – action has not yet commenced;
- In Progress – action has been taken by staff; and
- Complete – action has been completed.

Items will be removed from the list after actions are shown once as being completed.

### **OPTIONS REVIEW:**

1. THAT Council receive the District of Ucluelet's Resolution Tracking List from May 2018 for information. **(Recommended)**
2. THAT Council provide alternative direction to staff.

**Respectfully submitted:** Marlene Lagoa, Deputy Municipal Clerk  
Mark Boysen, Chief Administrative Officer

RESOLUTION TRACKING -  
 May 2018  
 District of Ucluelet

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Staff Responsible	Follow-Up Status
Late Items - 11 Jul 2017	1.2.	Appointment of Chief Administrative Officer and Corporate Officer Don Schaffer, Interim CAO/CO	THAT Council approve recommendation 1 and 2 of late item, "Appointment of Mark Boysen as Chief Administrative Officer and Corporate Officer" which states: THAT Council appoint Mark Boysen as Chief Administrative Officer and Corporate Officer. THAT Council appoint Don Schaffer as Interim Deputy Corporate Officer from July 11, 2017 until August 11, 2017.	Prepare and sign Oath.  Scan and file Oath.	Don Schaffer  Marlene Lagoa	Complete  In Progress
Regular Council - 12 Sep 2017	8.3.	Boundary Amendment - West Coast Multiplex Service Area Wendy Thompson, Manager of Administrative Services, Alberni-Clayoquot Regional District (ACRD)	THAT Council pass a resolution consenting to the ACRD Board of Directors adopting Bylaw E1056-1. Moved By Councillor McEwen, Seconded By Councillor Mole	Create a certified resolution consenting to the ACRD Board of Directors adopting Bylaw E1056-1.	Marlene Lagoa  <i>Confirm ACRD received Certified Resolution</i>	Complete
Regular Council - 14 Nov 2017	11.3.	Peninsula Road Crosswalks John Towgood, Planner 1	THAT Council approve recommendation 1 of report item, "Peninsula Road Crosswalks" which states: THAT Council endorse, and communicate to the businesses in the vicinity, two new Ministry of Transportation and Infrastructure constructed crosswalks on Peninsula Road as per the locations and details within the body of this report.	Communicate to the businesses in the vicinity once more details are available.	John Towgood	In Progress

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Staff Responsible	Follow-Up Status
Regular Council - 12 Dec 2017	11.4.	Ucluelet OCP Bylaw Report - Project Update Bruce Greig, Manager of Community Planning	<p>THAT Council approve recommendation 1, 2, 3 &amp; 4 of report item, "Ucluelet OCP Bylaw Review - Project Update" which states:</p> <p>THAT Council, with respect to the ongoing project to review and update the Official Community Plan bylaw:</p> <p>1. give early notice to the following agencies of the District's intent to update the Ucluelet Official Community Plan bylaw, and invite their participation and input:</p> <p>Yuułupı̄łath Legislature – Ucluelet First Nation;</p> <p>‘tukwaałath Council - Toquaht Nation;</p> <p>Alberni Clayoquot Regional District;</p> <p>District of Tofino;</p> <p>School District 70;</p> <p>Island Health;</p> <p>Ministry of Transportation and Infrastructure;</p> <p>Pacific Rim National Park Reserve;</p> <p>Clayoquot Biosphere Trust;</p> <p>Westcoast Community Resources Society;</p> <p>Alberni Clayoquot Health Network;</p> <p>Wild Pacific Trail Society;</p> <p>Tourism Ucluelet; and</p>	<p>Enter agreement with VIU</p> <p>Send Notice to Agencies</p> <p>Invite First Nation</p>	Bruce Greig	<p>Complete</p> <p>In Progress</p> <p>In Progress</p>
Regular Council - 13 Feb 2018	8.5.	UBCM Follow-Up Letter Ministry of Municipal Affairs and Housing	THAT Council receive correspondence item, "UBCM Follow-Up Letter" for information and refer the letter to staff for information on the availability of an Infrastructure Planning Grant.	Follow up on the availability of an Infrastructure Planning Grant	Warren Cannon	Complete
Regular Council - 27 Feb 2018	12.7.	BYLAW - Bylaw No. 1225, 2018 <i>The Wave mixed commercial/ multi-family building (590 Marine Dr)</i>	THAT Zoning Amendment Bylaw No. 1225, 2018 be given third reading.	Bring back Bylaw for Adoption. <i>After applicant provides restrictive covenant.</i>	Bruce Greig	In Progress

RESOLUTION TRACKING -  
 May 2018  
 District of Ucluelet

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Staff Responsible	Follow-Up Status
Regular Council - 27 Feb 2018	12.5.	BYLAW - Bylaw No. 1227, 2018 <i>Black Rock Staff Housing (620 Marine Dr)</i>	THAT Housing Agreement Bylaw No. 1227, 2018, be given third reading.	Bring back Bylaw for Adoption. <i>To come forward with Bylaw No. 1224</i>	Bruce Greig	In Progress
Regular Council - 27 Feb 2018	12.4.	BYLAW - Bylaw No. 1224, 2018 <i>Black Rock Staff Housing (620 Marine Dr)</i>	THAT Zoning Amendment Bylaw No. 1224, 2018 be given third reading.	Bring back Bylaw for Adoption. <i>After applicant provides easement + covenant (fire access + parking).</i>	Bruce Greig	In Progress
Regular Council - 27 Feb 2018	12.2	BYLAW - Bylaw No. 1226, 2017	THAT Council adopt the Council Remuneration, Expense Reimbursement and Benefits Bylaw No. 1226, 2017.	Print, sign, scan, file.	Darcey Bouvier	Complete
Regular Council - 27 Feb 2018	11.1.	Ucluelet Economic Development Strategy Update Mark Boysen, Chief Administrative Officer	THAT Council approve recommendation 1 and 2 of report item, "District of Ucluelet Economic Development Strategy Update" which states: 1. THAT Council approve the finalized District of Ucluelet's Economic Development Strategy Update. 2. THAT Council direct staff to provide a progress update on the status of Economic Development Strategy actions at the May 8th Council meeting.	Provide UEDS progress update at May 8th Council.	Mark Boysen	Complete
Regular Council - 27 Mar 2018	9.1.	Request for Support of Pre-hospital Critical Care Petition BC Heros	THAT the District sign the BC HEROS online petition.	Ensure the petition is signed.	Darcey Bouvier	Complete
Regular Council - 10 Apr 2018			THAT Council direct Staff to send a letter to Ken Webb congratulating him on retiring after a 32-year long career maintaining the highways.	Write letter to Ken Webb for Council.	Darcey Bouvier	Complete
Regular Council - 10 Apr 2018	5.1.	March 20, 2018 Special Minutes	THAT Council approve the March 20, 2018 Special Minutes as presented.	Print, sign, scan, file.	Darcey Bouvier	Complete



RESOLUTION TRACKING -  
 May 2018  
 District of Ucluelet

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Staff Responsible	Follow-Up Status
Regular Council - 10 Apr 2018	5.2.	March 22, 2018 Special Minutes	THAT Council approve the March 22, 2018 Special Minutes as presented.	Print, sign, scan, file.	Darcey Bouvier	Complete
Regular Council - 10 Apr 2018	5.3.	March 27, 2018 Regular Minutes	THAT Council approve the March 27, 2018 Regular Minutes as amended.	Print, sign, scan, file.	Darcey Bouvier	Complete
Regular Council - 10 Apr 2018	9.6.	2018 UBCM Convention - BC Assessment Meeting Invitation BC Assessment Local Government and Communications Division	THAT the District accept an invitation to meet with BC Assessment on September 11, 2018 during the UBCM Convention.	RSVP for Mayor	Marlene Lagoa	In Progress
Regular Council - 24 Apr 2018	13.2.	BYLAW - District of Ucluelet 2018 - 2022 Financial Plan Bylaw No. 1229, 2018	THAT District of Ucluelet 2018 - 2022 Financial Plan Bylaw No. 1229, 2018 be given third reading.	Adoption at May 8 Regular Council	Carolyn Bidwell	Complete
Regular Council - 24 Apr 2018	13.3.	BYLAW - District of Ucluelet Annual Tax Rates Bylaw No. 1230, 2018	THAT District of Ucluelet Annual Tax Rates Bylaw No. 1230, 2018 be given third reading.	Adoption at May 8 Regular Council	Carolyn Bidwell	Complete
Regular Council - 24 Apr 2018	13.5.	BYLAW - District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1228, 2018	THAT District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1228, 2018 be given first reading.	Schedule Public Hearing for May 22.	Bruce Greig	Complete
Regular Council - 24 Apr 2018	9.1.	Coastal Addendum - Alberni Agriculture Plan Alberni-Clayoquot Regional District	THAT Council refer correspondence item "Coastal Addendum – Alberni Agriculture Plan" to staff and if any additional action is needed to bring a report back to Council.	Report back to Council if any additional action is needed.	Bruce Greig	Complete
Regular Council - 24 Apr 2018	5.1.	April 10, 2018 Regular Minutes	THAT Council approve the April 10, 2018 Regular Minutes as amended.	Print, sign, scan, file.	Darcey Bouvier	Complete
Unknown			Water Meters - Motion that installation to all commercial users - we have raised the penalties for non compliance, If you are not aware of these perhaps have a read of our increased fines in place.	Report back to Council. <i>This is an ongoing project.</i>	Warren Cannon	In Progress

RESOLUTION TRACKING -  
 May 2018  
 District of Ucluelet

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Staff Responsible	Follow-Up Status
Unknown			Secondary Suites - motion to look at options to existing property owners - Height restrictions are limiting build	Get Council direction on the exact nature of the concerns with building height.	Bruce Greig	Complete - Moved to OCP



## STAFF REPORT TO COUNCIL

Council Meeting: JUNE 12, 2018  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** MARLENE LAGOA, DEPUTY MUNICIPAL CLERK

**FILE NO:** 1830-01

**SUBJECT:** DRAFT 2017 FINANCIAL STATEMENTS

**REPORT NO:** 18-56

**ATTACHMENT(S):** DRAFT CONSOLIDATED FINANCIAL STATEMENTS (DECEMBER 31, 2017)

### **RECOMMENDATION(S):**

1. **THAT** Council receives and accepts the District of Ucluelet Draft Financial Statements for the year ended December 31, 2017.

### **PURPOSE:**

The purpose of this report is to obtain Council's approval of the 2017 Draft Financial Statements. The Canadian auditing standards dictate Council approval must be received prior to the auditor dating and releasing the audit report.

### **BACKGROUND:**

The firm KPMG LLP has completed their audit of the amounts and disclosures in the financial statements for 2017. In the opinion of KPMG LLP the 2017 draft financial statements present fairly, in all material respects, the financial position of the District of Ucluelet as of December 31, 2017 and its results of operations, its changes in net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

**Respectfully submitted:** Marlene Lagoa, Deputy Municipal Clerk  
Mark Boysen, Chief Administration Officer

***DRAFT*** Consolidated Financial Statements of

## **DISTRICT OF UCLUELET**

Year ended December 31, 2017

# DISTRICT OF UCLUELET

Consolidated Financial Statements

**DRAFT**

Year ended December 31, 2017

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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.

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*Chief Financial Officer*

## 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, 2017, 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.



The District of Ucluelet  
Page 2

*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, 2017, 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

**DRAFT**

December 31, 2017, with comparative information for 2016

	2017	2016
<b>Financial assets:</b>		
Cash and cash equivalents	\$ 1,378,389	\$ 113,547
Restricted cash	28,361	23,091
Investments	4,836,939	5,742,964
Accounts receivable (note 2)	1,236,376	630,539
	<u>7,480,065</u>	<u>6,510,141</u>
<b>Financial liabilities:</b>		
Accounts payable and accrued liabilities (note 3)	373,007	604,484
Refundable deposits	7,469	3,025
Deferred revenue (note 4)	448,629	520,514
Development cost charges (note 5)	839,727	832,662
Debt (note 6)	2,115,000	1,710,237
	<u>3,783,832</u>	<u>3,670,922</u>
<b>Net financial assets</b>	3,696,233	2,839,219
<b>Non-financial assets:</b>		
Tangible capital assets (note 7)	37,803,355	36,771,302
Inventory of supplies	20,944	14,134
Prepaid expenses	54,311	43,927
	<u>37,878,610</u>	<u>36,829,363</u>
Commitments and contingencies (note 13)		
<b>Accumulated surplus (note 8)</b>	<u>\$ 41,574,843</u>	<u>\$ 39,668,582</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

**DRAFT**

Year ended December 31, 2017, with comparative information for 2016

	Financial plan (note 14)	2017	2016
<b>Revenue:</b>			
Taxation, net (note 9)	\$ 2,632,705	\$ 3,011,950	\$ 2,986,657
Sale of services	2,136,517	1,765,456	1,713,156
Other revenue from own sources	98,150	342,248	179,571
Investment income	-	44,203	47,194
Grants and contributions (note 10)	2,231,420	2,116,310	664,145
<b>Total revenue</b>	<b>7,098,792</b>	<b>7,280,167</b>	<b>5,590,723</b>
<b>Expenses:</b>			
General government services	1,136,004	1,077,456	995,577
Protective services	432,312	349,639	368,898
Transportation services	1,221,346	1,229,522	1,169,156
Planning and environmental services	320,885	229,066	207,095
Recreation and cultural services	1,432,831	1,350,738	1,383,583
Sewer utility	638,177	469,875	527,883
Water utility	431,714	667,610	653,481
	<b>5,613,269</b>	<b>5,373,906</b>	<b>5,305,673</b>
Annual surplus (deficit)	1,485,523	1,906,261	285,050
Accumulated surplus, beginning of year	39,668,582	39,668,582	39,383,532
<b>Accumulated surplus, end of year</b>	<b>\$ 41,154,105</b>	<b>\$ 41,574,843</b>	<b>\$ 39,668,582</b>

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

## DISTRICT OF UCLUELET

Consolidated Statement of Change in Net Financial Assets

**DRAFT**

Year ended December 31, 2017, with comparative information for 2016

	Financial plan (note 14)	2017	2016
Annual surplus (deficit)	\$ 1,485,523	\$ 1,906,261	\$ 285,050
Acquisition of tangible capital assets	(3,285,720)	(2,144,620)	(1,132,711)
Amortization of tangible capital assets	746,000	1,112,567	1,103,751
	(2,539,720)	(1,032,053)	(28,960)
Net acquisition of inventory of supplies	-	(6,810)	10,000
Net acquisition (consumption) of prepaid expenses	-	(10,384)	(14,684)
Change in net financial assets	(1,054,197)	857,014	251,406
Net financial assets, beginning of year	2,839,219	2,839,219	2,587,813
Net financial assets, end of year	\$ 1,785,022	\$ 3,696,233	\$ 2,839,219

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

# DISTRICT OF UCLUELET

Consolidated Statement of Cash Flows

## **DRAFT**

Year ended December 31, 2017, with comparative information for 2016

	2017	2016
Cash provided by (used in):		
<b>Operating activities:</b>		
Annual surplus	\$ 1,906,261	\$ 285,050
Items not involving cash:		
Amortization of tangible capital assets	1,112,567	1,103,751
Actuarial adjustment on debt	(10,633)	(8,430)
Change in non-cash operating assets and liabilities:		
Accounts receivable	(605,837)	243,515
Properties held for sale	-	34,593
Accounts payable and accrued liabilities	(231,477)	(48,479)
Refundable deposits	4,444	(38,068)
Deferred revenue	(71,885)	164,733
Development cost charges	7,065	8,110
Inventory of supplies	(6,810)	10,000
Prepaid expenses	(10,384)	(14,683)
	<u>2,093,311</u>	<u>1,740,092</u>
<b>Capital activities:</b>		
Acquisition of tangible capital assets	(2,144,620)	(1,132,711)
	<u>(2,144,620)</u>	<u>(1,132,711)</u>
<b>Investing activities:</b>		
Decrease (increase) in restricted cash	(5,270)	(628)
Decrease (increase) in investments	906,025	(877,134)
	<u>900,755</u>	<u>(877,762)</u>
<b>Financing activities:</b>		
Proceeds on debt	470,250	-
Capital financing repaid	(8,079)	(8,807)
Debt repaid	(46,775)	(46,775)
	<u>415,396</u>	<u>(55,582)</u>
Increase (decrease) in cash and cash equivalents	1,264,842	(325,963)
Cash and cash equivalents, beginning of year	113,547	439,510
Cash and cash equivalents, end of year	<u>\$ 1,378,389</u>	<u>\$ 113,547</u>

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

# DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements

**DRAFT**

Year ended December 31, 2017

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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)

**DRAFT**

Year ended December 31, 2017

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## 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)

**DRAFT**

Year ended December 31, 2017

## 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

# DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

**DRAFT**

Year ended December 31, 2017

---

## 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)

**DRAFT**

Year ended December 31, 2017

## 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) Contaminated sites:

The District records a liability in its financial statements when contamination on non-active property exceeds an accepted environmental standard and the District is directly responsible, or accepts responsibility for, the damage. The liability is measured at the District's best estimate of the costs directly attributable to remediation of the contamination. No contaminated sites liabilities have been recorded in these financial statements.

(o) 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.

## 2. Accounts receivable:

	2017	2016
Property taxes	\$ 187,777	\$ 255,816
Due from other governments	864,923	111,230
General, business licenses, utilities	180,102	197,120
Other	3,809	66,608
Allowance for doubtful accounts	(235)	(235)
	<b>\$ 1,236,376</b>	<b>\$ 630,539</b>

# DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

**DRAFT**

Year ended December 31, 2017

### 3. Accounts payable and accrued liabilities:

	2017	2016
Trade accounts payable	\$ 177,773	\$ 366,709
Salaries and wages payable	74,037	75,807
Accrued employee benefits	95,123	132,249
Due to other governments	9,101	15,843
Accrued interest	16,973	13,876
	<b>\$ 373,007</b>	<b>\$ 604,484</b>

### 4. Deferred revenue:

	2017	2016
Hotel resort tax	\$ 341,231	\$ 471,249
Property taxes	52,817	32,402
Grants	43,760	8,031
Other	10,821	8,832
Total deferred revenue	<b>\$ 448,629</b>	<b>\$ 520,514</b>

### 5. 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 balance	Net receipts	Draw down	Interest	Closing balance
Roads	\$ 18,817	\$ -	\$ -	\$ 160	\$ 18,977
Storm water	201,771	-	-	1,712	203,483
Sewer	413,489	-	-	3,508	416,997
Water	46,600	-	-	396	46,996
Parks	151,985	-	-	1,289	153,274
	<b>\$ 832,662</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,065</b>	<b>\$ 839,727</b>

# DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

**DRAFT**

Year ended December 31, 2017

## 6. 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 and actuarial earnings	Net debt 2017	Net debt 2016
MFA Issue 117	\$ 1,948,000	\$ 312,979	\$ 1,635,021	\$ 1,692,429
MFA Issue 1195	470,250	-	470,250	-
Equipment financing	43,700	33,970	9,729	17,808
	<b>\$ 2,461,950</b>	<b>\$ 346,949</b>	<b>\$ 2,115,000</b>	<b>\$ 1,710,237</b>

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, 2017 there were contingent demand notes of \$50,232 (2016 - \$35,563) 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:

2018	\$ 116,735
2019	148,924
2020	148,924
2021	148,924
2022	148,924

# DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

**DRAFT**

Year ended December 31, 2017

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## 6. Debt (continued):

(c) Interest expense:

Interest paid during the year was \$69,977 (2016 - \$77,186).

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# DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

**DRAFT**

Year ended December 31, 2017

7. Tangible capital assets:

2017	Land	Sewer structures	Buildings	Vehicles and equipment	Other structures	Roads	Drainage structures	Water structures	Work In Progress	Total 2017
<b>Cost:</b>										
Balance, beginning of year	\$11,588,490	8,675,985	10,959,619	2,471,122	3,346,214	7,646,936	1,559,012	5,607,315	\$ 759,828	\$52,614,521
Additions	300,078	-	11,762	320,770	122,285	91,771	-	-	1,297,954	2,144,620
Disposals	-	-	-	(144,000)	-	-	-	-	-	(144,000)
Transfers	-	-	-	166,240	-	36,024	-	-	(202,264)	-
Balance, end of year	11,888,568	8,675,985	10,971,381	2,814,132	3,468,499	7,774,731	1,559,012	5,607,315	1,855,518	54,615,141
<b>Accumulated amortization:</b>										
Balance, beginning of year	-	4,158,843	2,163,470	1,603,787	1,542,306	3,465,646	614,855	2,294,312	-	15,843,219
Disposals	-	-	-	(144,000)	-	-	-	-	-	(144,000)
Amortization	-	207,457	231,416	126,291	148,933	189,952	35,343	173,175	-	1,112,567
Balance, end of year	-	4,366,300	2,394,886	1,586,078	1,691,239	3,655,598	650,198	2,467,487	-	16,811,786
Net book value, end of year	\$11,888,568	4,309,685	8,576,495	1,228,054	1,777,260	4,119,133	908,814	3,139,828	\$ 1,855,518	\$37,803,355

# DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

**DRAFT**

Year ended December 31, 2017

## 7. Tangible capital assets (continued):

2016	Land	Sewer structures	Buildings	Vehicles and equipment	Other structures	Roads	Drainage structures	Water structures	Total 2016
<b>Cost:</b>									
Balance, beginning of year	\$11,588,490	8,663,570	10,931,150	2,445,489	3,120,817	7,646,936	1,559,012	5,526,346	\$51,481,810
Additions	-	12,415	28,469	25,633	225,397	-	-	80,969	372,883
Balance, end of year	11,588,490	8,675,985	10,959,619	2,471,122	3,346,214	7,646,936	1,559,012	5,607,315	51,854,693
<b>Accumulated amortization:</b>									
Balance, beginning 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
Amortization	-	206,937	226,773	136,275	144,893	189,406	35,676	163,791	1,103,751
Balance, end of year	-	4,158,843	2,163,470	1,603,787	1,542,306	3,465,646	614,855	2,294,312	15,843,219
Net book value, end of year	\$11,588,490	4,517,142	8,796,149	867,335	1,803,908	4,181,290	944,157	3,313,003	\$36,011,474

# DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

**DRAFT**

Year ended December 31, 2017

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## 7. 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.

(e) Work in progress:

During the year there were net additions to work in progress of \$1,095,691 (2016 - \$759,827). Amortization of work in progress commences in the year the asset is transferred to tangible capital assets and is put into service.

# DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

**DRAFT**

Year ended December 31, 2017

## 8. Accumulated surplus:

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

	2017	2016
Investment in tangible capital assets	\$ 35,688,355	\$ 35,061,065
Reserve funds and other surplus	4,599,079	3,442,196
Gas Tax Agreement Reserve	1,287,409	1,165,321
	<b>\$ 41,574,843</b>	<b>\$ 39,668,582</b>

## 9. Taxation:

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

	2017	2016
Municipal purposes:		
General	\$ 2,655,919	\$ 2,671,924
Utility	42,381	39,297
Parcel taxes	218,530	213,125
Grants in lieu of taxes	95,120	62,311
	<b>3,011,950</b>	<b>2,986,657</b>
Taxes levied for other authorities:		
School authorities	1,148,961	1,266,591
RCMP	129,070	131,325
Regional Hospital	157,193	149,383
Regional District	249,029	257,741
BC Assessment Authority	25,886	30,027
Vancouver Island Regional Library	98,878	99,445
Municipal Finance Authority	107	103
	<b>1,809,124</b>	<b>1,934,615</b>
<b>Total taxes collected</b>	<b>\$ 4,821,074</b>	<b>\$ 4,921,272</b>



# DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

**DRAFT**

Year ended December 31, 2017

## 10. 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:

	2017	2016
Operating transfers:		
Small communities and equalization payments	\$ 325,148	\$ 321,023
Other	139,168	92,431
	464,316	413,454
Capital transfers:		
Other	1,529,906	129,557
Gas Tax Agreement Funds	122,088	121,134
	1,651,994	250,691
<b>Total revenue</b>	<b>\$ 2,116,310</b>	<b>\$ 664,145</b>

## 11. 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 193,000 active members and approximately 90,000 retired members. Active members include approximately 38,000 contributors from local government.

The most recent actuarial valuation as at December 31, 2015 indicated a \$2,224 million funding surplus for basic pension benefits. The next valuation will be as at December 31, 2018 with results available later in 2019. Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension 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 \$139,814 (2016 - \$171,945) for employer contributions to the plan in fiscal 2017.

# DISTRICT OF UCLUELET

Notes to Consolidated Financial Statements (continued)

**DRAFT**

Year ended December 31, 2017

## 12. 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.

	2017	2016
Opening balance	\$ 25,024	\$ 25,024
Interest earned	492	-
Ending balance	\$ 25,516	\$ 25,024

## 13. 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)

**DRAFT**

Year ended December 31, 2017

## 14. Financial plan data:

The financial plan data presented in these financial statements is based upon the 2017 operating and capital budgets approved by Council on May 11, 2017. 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
<b>Revenues:</b>	
Financial plan	\$ 7,098,792
Total revenue	7,098,792
<b>Expenses:</b>	
Financial plan	5,626,911
Less cemetery expenses	13,642
Annual surplus	\$ 1,485,523

## 15. 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)

**DRAFT**

Year ended December 31, 2017

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## 15. 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, 2017

**15. Segmented information (continued):**

2017	General Government	Protective Services	Transportation Services	Planning and Environmental Services	Recreation and Cultural Services	Water Utility	Sewer Utility	Total
<b>Revenue:</b>								
Taxation, net	\$ 2,793,420	\$ -	\$ -	\$ -	\$ -	\$ 94,770	\$ 123,760	\$ 3,011,950
Sale of services	4,129	-	373,046	29,625	239,439	678,279	440,938	1,765,456
Grants and contributions	789,727	15,900	7,000	-	100,156	1,203,527	-	2,116,310
Investment income	44,203	-	-	-	-	-	-	44,203
Other revenue from own sources	241,936	3,173	-	84,841	-	8,915	3,383	342,248
<b>Total revenue</b>	<b>3,873,415</b>	<b>19,073</b>	<b>380,046</b>	<b>114,466</b>	<b>339,595</b>	<b>1,985,491</b>	<b>568,081</b>	<b>7,280,167</b>
<b>Expenses:</b>								
Salaries and wages	497,103	191,289	306,747	86,122	462,811	254,055	180,687	1,978,814
Contracted services	156,205	16,812	401,296	62,348	144,946	91,190	2,593	875,390
Materials and supplies	28,998	57,197	108,987	8,476	161,177	41,487	19,377	425,699
Interest and other	174,674	75,130	58,783	10,503	150,085	25,338	890	495,403
Audit and legal	106,634	79	29,490	61,616	-	-	-	197,819
Telephone and utilities	37,184	4,151	54,274	-	51,370	82,364	58,871	288,214
Amortization	27,036	54,606	269,944	-	380,349	173,175	207,457	1,112,567
<b>Total expenses</b>	<b>1,027,834</b>	<b>399,264</b>	<b>1,229,521</b>	<b>229,065</b>	<b>1,350,738</b>	<b>667,609</b>	<b>469,875</b>	<b>5,373,906</b>
<b>Annual surplus (deficit)</b>	<b>\$ 2,845,581</b>	<b>\$ (380,191)</b>	<b>\$ (849,475)</b>	<b>\$ (114,599)</b>	<b>\$ (1,011,143)</b>	<b>\$ 1,317,882</b>	<b>\$ 98,206</b>	<b>\$ 1,906,261</b>

**DISTRICT OF UCLUELET**

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2017

**15. Segmented information (continued):**

2016	General Government	Protective Services	Transportation Services	Planning and Environmental Services	Recreation and Cultural Services	Water Utility	Sewer Utility	Total
<b>Revenue:</b>								
Taxation, net	\$ 2,773,532	\$ -	\$ -	\$ -	\$ -	\$ 88,260	\$ 124,865	\$ 2,986,657
Sale of services	2,484	-	359,287	17,975	261,717	612,460	459,233	1,713,156
Grants and contributions	591,157	15,900	7,000	42,864	7,224	-	-	664,145
Investment income	47,194	-	-	-	-	-	-	47,194
Other revenue from own sources	128,421	1,335	-	31,025	-	6,580	12,210	179,571
<b>Total revenue</b>	<b>3,542,788</b>	<b>17,235</b>	<b>366,287</b>	<b>91,864</b>	<b>268,941</b>	<b>707,300</b>	<b>596,308</b>	<b>5,590,723</b>
<b>Expenses:</b>								
Salaries and wages	497,104	157,645	338,982	86,121	462,811	254,055	180,687	1,977,405
Contracted services	117,899	42,087	302,927	11,932	165,614	73,799	49,017	763,275
Materials and supplies	40,143	74,289	105,384	8,897	202,891	80,553	33,649	545,806
Interest and other	212,434	35,163	60,055	37,965	155,835	13,406	875	515,733
Audit and legal	55,493	-	6,465	62,179	-	-	-	124,137
Telephone and utilities	45,468	4,908	51,316	-	49,277	67,877	56,720	275,566
Amortization	27,036	54,806	304,027	-	347,155	163,791	206,936	1,103,751
<b>Total expenses</b>	<b>995,577</b>	<b>368,898</b>	<b>1,169,156</b>	<b>207,094</b>	<b>1,383,583</b>	<b>653,481</b>	<b>527,884</b>	<b>5,305,673</b>
<b>Annual surplus (deficit)</b>	<b>\$ 2,547,211</b>	<b>\$ (351,663)</b>	<b>\$ (802,869)</b>	<b>\$ (115,230)</b>	<b>\$ (1,114,642)</b>	<b>\$ 53,819</b>	<b>\$ 68,424</b>	<b>\$ 285,050</b>



## STAFF REPORT TO COUNCIL

Council Meeting: JUNE 12, 2018  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** MARLENE LAGOA, DEPUTY MUNICIPAL CLERK

**FILE NO:** 3360-20 & 3900-25

**SUBJECT:** ADOPTION OF BYLAW NO. 1228 & BYLAW NO. 1231

**REPORT NO:** 18-57

**ATTACHMENT(S):** DISTRICT OF UCLUELET ZONING BYLAW AMENDMENT BYLAW NO. 1228, 2018  
ELECTION & ASSENT VOTING BYLAW NO. 1231, 2018

### **RECOMMENDATION(S):**

1. **THAT** Council adopt District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1228, 2018; and
2. **THAT** Council adopt Election and Assent Voting Bylaw No. 1231, 2018.

### **PURPOSE/DESIRED OUTCOME:**

The purpose of this report is to request Council adopt Bylaw No. 1228 and Bylaw No. 1231.

### **BACKGROUND:**

#### **Bylaw No. 1228 - Zoning Bylaw Amendment (Cannabis Sales and Production)**

At the April 24, 2018 regular council meeting, Council gave first and second reading to Zoning Bylaw Amendment Bylaw No. 1228, 2018 which amends the District of Ucluelet Zoning Bylaw No. 1160, 2013 by adding and clarifying the definitions for cannabis sales and production.

A public hearing was held for Bylaw No. 1228 on May 22, 2018. Following the public hearing, Council gave third reading to Bylaw No. 1228 at its regular council meeting.

#### **Bylaw No. 1231 - Election and Assent Voting**

At the May 22, 2018 regular council meeting, Council gave first, second, and third reading to the Election and Assent Voting Bylaw No. 1231, 2018.

Updating the District's election bylaw is necessary to reflect recent amendments to the *Local Government Act* (LGA). Adoption of Bylaw No. 1231 will result in the following changes to the District's election procedures:

1. In accordance with the LGA, moving the general local election from every 3 years to 4 years, and from the 3<sup>rd</sup> Saturday of November to the 3<sup>rd</sup> Saturday of October; and
2. In the event of a tie vote following a judicial recount, the District will conduct a run-off election for the tied candidates only.

**Respectfully submitted:** Marlene Lagoa, Deputy Municipal Clerk  
Bruce Greig, Manager of Community Planning  
Mark Boysen, Chief Administration Officer



**DISTRICT OF UCLUELET****Bylaw No. 1228, 2018**

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

---

**WHEREAS** the District of Ucluelet Council proposes to amend the definitions within the District of Ucluelet Zoning Bylaw No. 1160, 2013 to clarify the definition of cannabis sales and production;

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

District of Ucluelet Zoning Bylaw No. 1160, 2013 as amended is hereby further amended as follows:

1. By adding the following definition to Section 103.1, immediately following the definition of “Accessory Retail Sales and Administration Office”:

“**ACMPR**” means the Access to Cannabis for Medical Purposes Regulations, SOR/2016-230 under the *Controlled Drugs and Substances Act*, S.C. 1996, c. 19, or successor legislation.

2. By adding the following definitions to Section 103.1, immediately following the definition of “Camping Space”:

“**Cannabis**” means any part of the cannabis plant, and includes its preparations and derivatives and any substance that is identical to any phytocannabinoid produced by, or found in, such a plant, but does not include: a non-viable seed of a cannabis plant; a mature stalk of a cannabis plant, without any leaf, flower, seed, or branch, and fiber derived from such stalks; and the roots or any part of the root of a cannabis plant.

“**Cannabis Sales**” means the retail or wholesale sale of *cannabis*, and includes an operation which provides referrals or facilitates access to *cannabis* not physically sold on the premises, but does not include:

- a) sales of *cannabis* by a British Columbia Registered Pharmacist in a British Columbia regulated Pharmacy; or
- b) authorized distribution by a Licenced Producer under Part 1 of the ACMPR by means other than retail sale.

“**Cannabis Production**” means the use of any land, building or structure for the growing, production, processing, destruction, storage or distribution of Cannabis, including by one or more persons under one or more registrations under Part 2 of the ACMPR, but does not include:

- a) *Cannabis Sales*; or
- b) Non-commercial activities by a registrant or designated person under Part 2 of the ACMPR.

3. By deleting the current Section 303.3(6) and replacing with the following:  
“(6) *Cannabis Production or Cannabis Sales*, except as expressly permitted elsewhere in this Bylaw.”
4. This bylaw may be cited as “District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1228, 2018”.

**READ A FIRST TIME** this 24<sup>th</sup> day of **April, 2018**.

**READ A SECOND TIME** this 24<sup>th</sup> day of **April, 2018**.

**PUBLIC HEARING** held this 22<sup>nd</sup> day of **May, 2018**.

**READ A THIRD TIME** this 22<sup>nd</sup> day of **May, 2018**.

**ADOPTED** this        day of        , **2018**.

**CERTIFIED A TRUE AND CORRECT COPY** of “District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1228, 2018.”

\_\_\_\_\_  
Mayor  
Dianne St. Jacques

\_\_\_\_\_  
Chief Administrative Officer  
Mark Boysen

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

\_\_\_\_\_  
Chief Administrative Officer  
Mark Boysen

## DISTRICT OF UCLUELET

### BYLAW NO. 1231, 2018

A bylaw to provide for the determination of procedures for the conduct of elections  
and assent voting.

---

The Council of the District of Ucluelet enacts as follows:

#### 1. CITATION

This Bylaw may be cited for all purposes as "Election and Assent Voting Bylaw No. 1231, 2018."

#### 2. ELECTOR REGISTRATION

As authorized under the *Local Government Act*, for all elections and assent voting the most current available Provincial list of voters prepared under the *Election Act*, shall become the register of resident electors on the 52<sup>nd</sup> day prior to general voting day.

#### 3. GENERAL LOCAL ELECTION

As required under the *Local Government Act*, elections for the mayor and all councillors must be held:

- (a) in the year 2014 and in every 4<sup>th</sup> year after that; and
- (b) on the 3<sup>rd</sup> Saturday of October in the year of the election.

#### 4. BY-ELECTION

As required under the *Local Government Act*, an election must be held to fill a vacancy in an elected local government office.

#### 5. ASSENT VOTING

Assent voting opportunities must be held in accordance with the *Local Government Act*.

#### 6. ADVANCE VOTING

- (a) As required under the *Local Government Act*, an advance voting opportunity must be held the 10<sup>th</sup> day before general voting day for elections and assent voting.
- (b) In accordance with the *Local Government Act* for municipalities with a population of 5,000 or less, a second advance voting opportunity will not be held for elections and assent voting.

**7. GENERAL**

- (a) Any enactment referred to herein is a reference to an enactment of British Columbia and regulations thereto, as amended, revised, consolidated or replaced from time to time.
- (b) If any part, section, sentence, clause, phrase or word of this bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder which shall continue in full force and effect and be construed as if the bylaw had been adopted without the invalid portion.

**8. REPEAL**

“District of Ucluelet Local Government Elections Procedural Bylaw No. 1088, 2008” and all amendments thereto are hereby repealed.

**READ A FIRST TIME** this 22<sup>nd</sup> day of **May, 2018**.

**READ A SECOND TIME** this 22<sup>nd</sup> day of **May, 2018**.

**READ A THIRD TIME** this 22<sup>nd</sup> day of **May, 2018**.

**ADOPTED** this day of , **2018**.

**CERTIFIED CORRECT:** “Election and Assent Voting Bylaw No. 1231, 2018.”

---

Dianne St. Jacques  
Mayor

---

Mark Boysen  
Corporate Officer

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

---

Mark Boysen  
Corporate Officer



## STAFF REPORT TO COUNCIL

Council Meeting: June 12, 2018  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** JOHN TOWGOOD, PLANNER 1

**REF NO:** RZ18-02 **FOLIO NO:** 196.071 **FILE NO:** 3360-20

**SUBJECT:** APPLICATION TO AMEND ZONING BYLAW No. 1160, 2013 (1068 HELEN ROAD) **REPORT NO:** 18-58

**ATTACHMENT(S):** APPENDIX A –APPLICATION  
APPENDIX B – ZONING AMENDMENT BYLAW No. 1233

### RECOMMENDATION:

1. **THAT** District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1233, 2018 be given first and second reading and advanced to a public hearing.

### PURPOSE:

To provide Council with information on an application to amend Zoning Bylaw No 1160, 2013 (the “Zoning Bylaw”), that proposes to increase the Floor Area Ratio from .35 to .43 and allow a Secondary Suite (SS) to operate concurrently with a Bed and Breakfast (B&B) use in a single family dwelling on 1068 Helen Road (Lot 1, D.L. 543 Native Island, Clayoquot District, Plan VIP86443, P.I.D. 027-856-194). See figure 1 below:

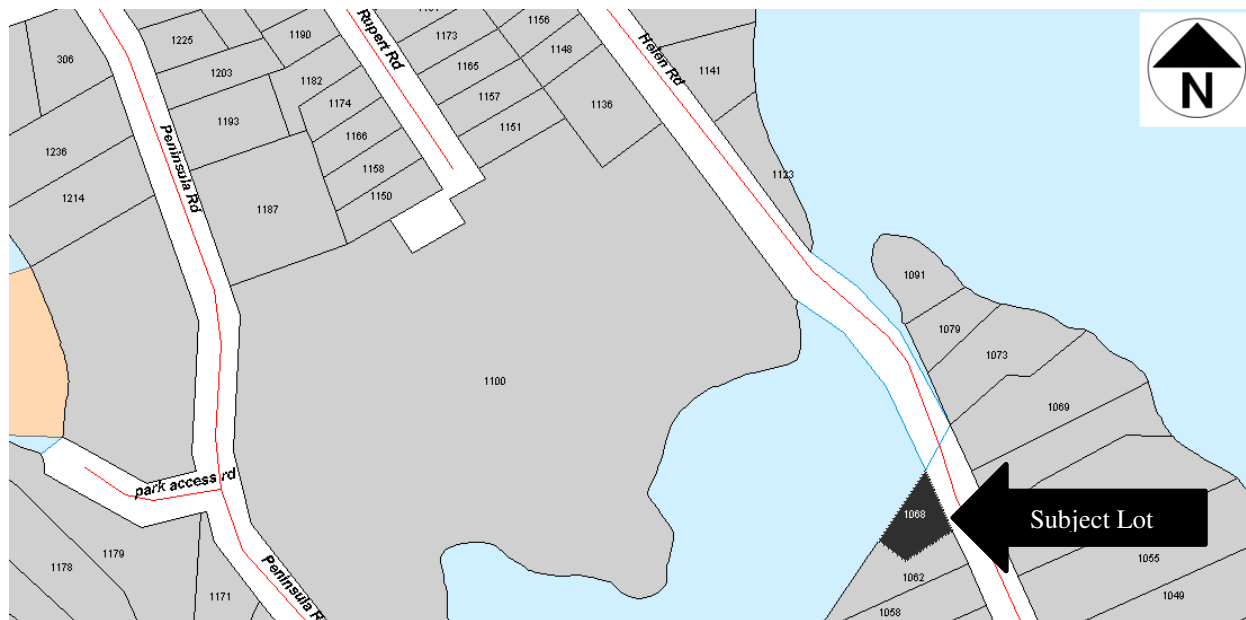


Figure 1 - Subject Lot.

**BACKGROUND:**

The Applicant, prior to this rezoning amendment request, applied for a variance through the Board of Variance (the “BOV”) on March 15th, 2018, to reduce the required front yard setback from 7.5m to 4.93m. The purpose of the requested variance was to allow for a 552sf building addition. Staff at that time did a zoning check of the information supplied, however the BOV application showed plans of the addition but did not include the entire existing building. The applicant was successful in the variance request and subsequently completed their drawings and applied for a building permit. As part of the planning check for the building permit, Staff reviewed the existing building floor area, combined with the final building permit submission for the addition. It was noted in this review that the addition would put the building over the allowable Floor Area Ratio (the “FAR”). As density is not something that can be varied, Staff had to relay to the applicant that a zoning amendment would be required.

**DISCUSSION:**

Staff have suggested that the applicant apply for a lot-specific zoning amendment. There was a choice for the application to either:

- request rezoning of the property to R2- Medium Density residential; or
- to request a lot-specific amendment.

The rezoning to R-2 would also be reasonable since the FAR would work for their proposal, plus the neighbourhood already has several intensified residential elements such as R-2 and Guest House (GH) zoning (**Figure 2**).

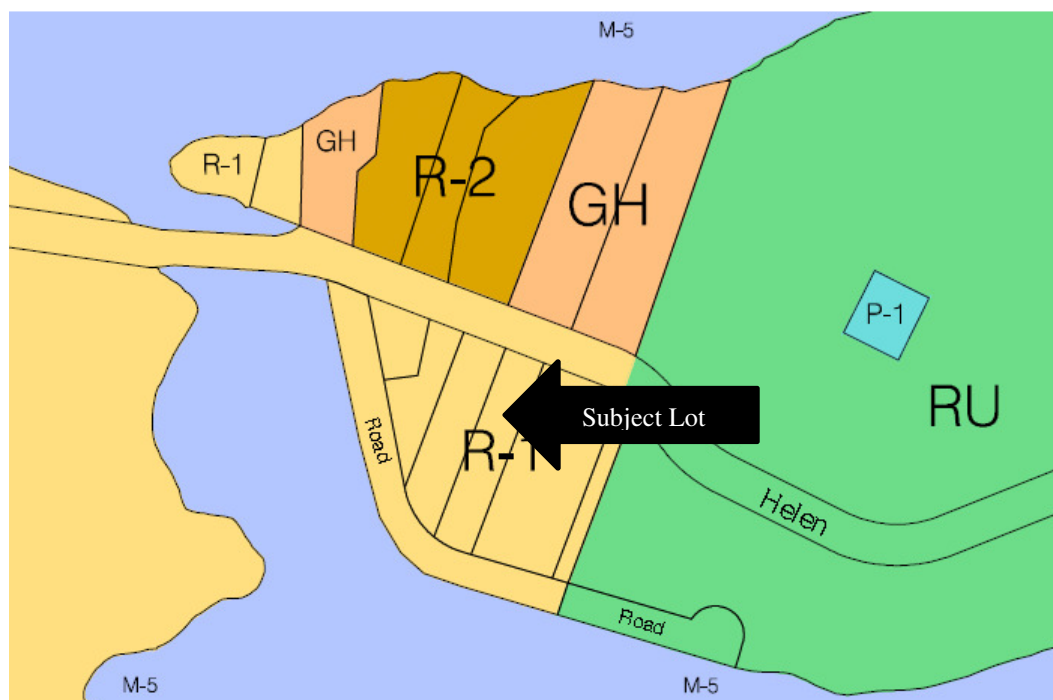


Figure 2 - Zoning map

The other option was to create a lot specific zoning amendment that is designed to fit their proposal. Staff consider this approach to spot zone this specific property a better approach. The following are requested amendments:

Floor Area Ration:

The applicant is requesting an increase in the maximum FAR from .35 to point .43 to allow for their proposed 552sf addition. The increase would be less than the maximum FAR for R-2 which is .50 and less than GH which does not have a FAR restriction.

Secondary suite to operate in a single-family dwelling that is operated as Bed and Breakfast:

In the applicant's Building Permit application, the applicant indicated that the addition will not have a full-size fridge or a stove but would have no internal connection to the existing dwelling. The zoning bylaw does not speak to a requirement for all rooms to be accessed internally so the proposal would have been just considered an externally accessed room. Staff suggested that since they will need an amendment anyway that they should request that the addition be allowed to operate as a Secondary Suite (**SS**) concurrent with their existing B&B operation. Currently SS and B&B cannot be operated together in the same Single-Family Dwelling (**SFD**):

**403.2** For greater certainty, notwithstanding other provisions of this Bylaw, Secondary Suites:

*(2) must not be established or operate in a single-family dwelling that is used as a Bed & Breakfast or Guest House.*

**404.2** For greater certainty, notwithstanding other provisions of this Bylaw, Bed and Breakfasts:

*(c) must not be combined with or located, in whole or in part, in a duplex, multiple family residential building, mixed commercial/ residential, mixed industrial/residential, accessory residential dwelling unit, or in a secondary suite or a single-family dwelling that has a secondary suite.*

Planning Staff, while recognizing the intent of these clauses is to reduce the impact of secondary uses within residential neighborhoods, have also witnessed a steady conversion of SS to B&B as a result of the prevalence of online bookings for short term rentals. This conversion of existing SS stock is further challenging Ucluelet's housing shortfall. Planning Staff have been exploring regulatory changes aimed at protecting long-term rental suites from being converted to B&B use; allowing concurrent B&B and SS secondary uses could be one avenue. This policy change has not progressed to the point where it could be presented to Council and the community as a broader strategy, but the current application brings this issue to the forefront. In fact, the current application could serve as something of a pilot, and an opportunity to seek some public input on this regulatory change. Staff note that the applicant has already provided a number of letters of support from neighbours (see **Appendix A**).

Other Zoning Requirements:

The applicant has supplied a drawing indicating the location of the required parking for their existing SFD (2 spaces), their existing B&B (3 spaces) and the proposed SS (1 Space). It is important to note that this application only represents one additional parking space requirement. Note that spaces 4, 5, and 6 are accessed off an unused road right-of-way which is currently part of an informal coastal trail. Staff would like to note that the layout and access to these spaces might need to be adjusted as the formal plans for this ROW, trail, and possible public parking are developed.

**TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:**

Should the application proceed, staff time will be required to prepare and process this Zoning Bylaw Amendment including giving notice of a Public Hearing.

**FINANCIAL IMPACTS:**

There would be no direct financial impact to District operations as a result of this zoning amendment.

**POLICY OR LEGISLATIVE IMPACT:**

The subject property is designated within the Official Community Plan proposed land use map as Residential Single Family which contemplates these residential uses and as such this application could be considered consistent with the OCP.

**SUMMARY:**

The proposed zoning amendment represents a subtle increase in FAR density, but this density would be less than the R2 and GH zoning components found within the area. The proposed concurrent operation of SS and B&B is something staff are contemplating in a district-wide context. The proposal adds back in a secondary housing element to the site and, subject to public comment, Staff support the concurrent use of SS and B&B on this property. Should Council have concerns with the concurrent use of a secondary suite and a B&B, the draft Bylaw No. 1233 could be amended to remove that provision and still move forward as a site-specific increase to the FAR only.

**OPTIONS REVIEW:**

1. That Zoning Amendment Bylaw No. 1233 be given first and second reading and advanced to a public hearing. (**Recommended**); or,
2. That Council amend Bylaw No. 1233 by making a motion to remove section R-1.7(2) which would allow for concurrent Secondary Suite and Bed & Breakfast secondary uses, and then give first and second reading to the amended bylaw and advance to a public hearing; or,
3. That Council defer the current request to seek further information from the applicant; or,
4. That Council determine that Bylaw No.1233 should not proceed further.

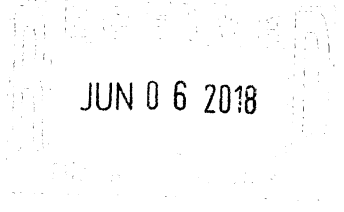
**Respectfully submitted:** John Towgood, Planner 1  
Bruce Greig, Manager of Planning  
Mark Boysen, Chief Administrative Officer



June 5, 2018

## Appendix A - Application

District of Ucluelet Council Members  
 c/o District of Ucluelet – Planning Department  
 200 Main Street, PO 999 Ucluelet BC, V0R 3A0



JUN 06 2018

Dear Council Members:

This letter is to request the Council to review and grant an amendment to the District of Ucluelet Zoning Bylaw No. 1160, 2013 to add a lot specific Floor Area Ratio for a residence at 1068 Helen Street in Ucluelet. The amendment requested is for an addition to be added to the current structure so that Stuart Timewell's elderly parents may reside there.

We the Applicants are specifically requesting the Bylaw R-1.7. Other Regulations, maximum floor ratio to .43 from .35 and a secondary suite may be established or operate in a single family dwelling that is used as a Bed and Breakfast.

The addition that is proposed will have a 325 square feet foot print, be two levels high, with a total of 668 square feet. The addition will be attached to the current structures foundation, the floor space of which is 3000 square feet and is completely finished. The proposed addition design and layout shall be constructed in a manner, we feel, achieves harmony with the neighborhood, fosters peaceful relations with neighbors, and blends in visually in a low-key, unobtrusive manner with the surroundings. As such, it is clearly in harmony with the overall intents and purposes of the lot. Please see addition plans.

The granting of such amendment, we feel, will not be detrimental to the public welfare as the proposed amendment does no harm to either public or private interests, and is not injurious to any neighbouring property or interest. In fact, granting the proposed amendment, we feel, will serve only to create more long term rental housing for the future; a more pleasing visual harmony by virtue of the careful architectural design to make the addition blend and visually disappear. At present there are no residences directly across from where the addition is to be sited and in future will not impact their view corridors, as they will more than likely build on the harbour side of their lots. The immediate neighbours to the south have large lots and the addition would not impede their views or obstruct their entry or exists to the highway. The property has enough parking spaces on the lot for 3 guest vehicles, 1 secondary suite vehicle and 2 main house vehicles. The immediate neighbours have signed letters of support for the addition site. Please see letters attached.

The addition is being built to accommodate Stuart Timewell's elderly Mother and Step-Father who are low income, in need of care and extra support to live out the rest of their lives with dignity, happiness and peace with family who care and support them.

If the amendment is not supported it will cause undue hardship to the Applicants as:

- a. Their parents will be forced to move into an assisted care home in another city in which they do not have family nearby. This I am sure will cause an early and untimely death.
- b. Placing their parents into a current B&B room would remove 33% of their income in which they need to pay mortgage and bills. This would cause further undue hardship for their family.
- c. Placing their parents into a current room inside the house will not provide them with enough personal space to live their own lives as they wish.

The request for the amendment to the bylaw is so the Applicants may build an addition to the current structure for their elderly parents and in future, the long term rental market. The addition will not encroach or infringe on any

neighbouring residential properties, nor would it impose any hardship on neighbours, nor would it create a situation where any neighbours quality of life, property value or peaceful co-existence would be negatively affected. The proposed amendment would allow for the elderly parents to live with dignity, be financially secure and have their own personal space.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "R. Timewell".

Stuart Timewell & Roy Wilmin  
PO Box 511, 1068 Helen Street  
Ucluelet BC V0R 3A0

PH: (250)686-7029

E-Mail: stvicbc@gmail.com

# AG SURVEYS

Site Plan of:

**Lot 1, District Lot 543, Native Island,  
Clayoquot District, Plan VIP86443**

Parcel Identifier: 027-856-194

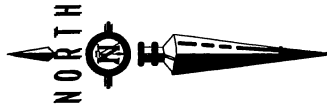
Civic address: 1068 Helen Street, Ucluelet BC

**SCALE - 1 : 300**

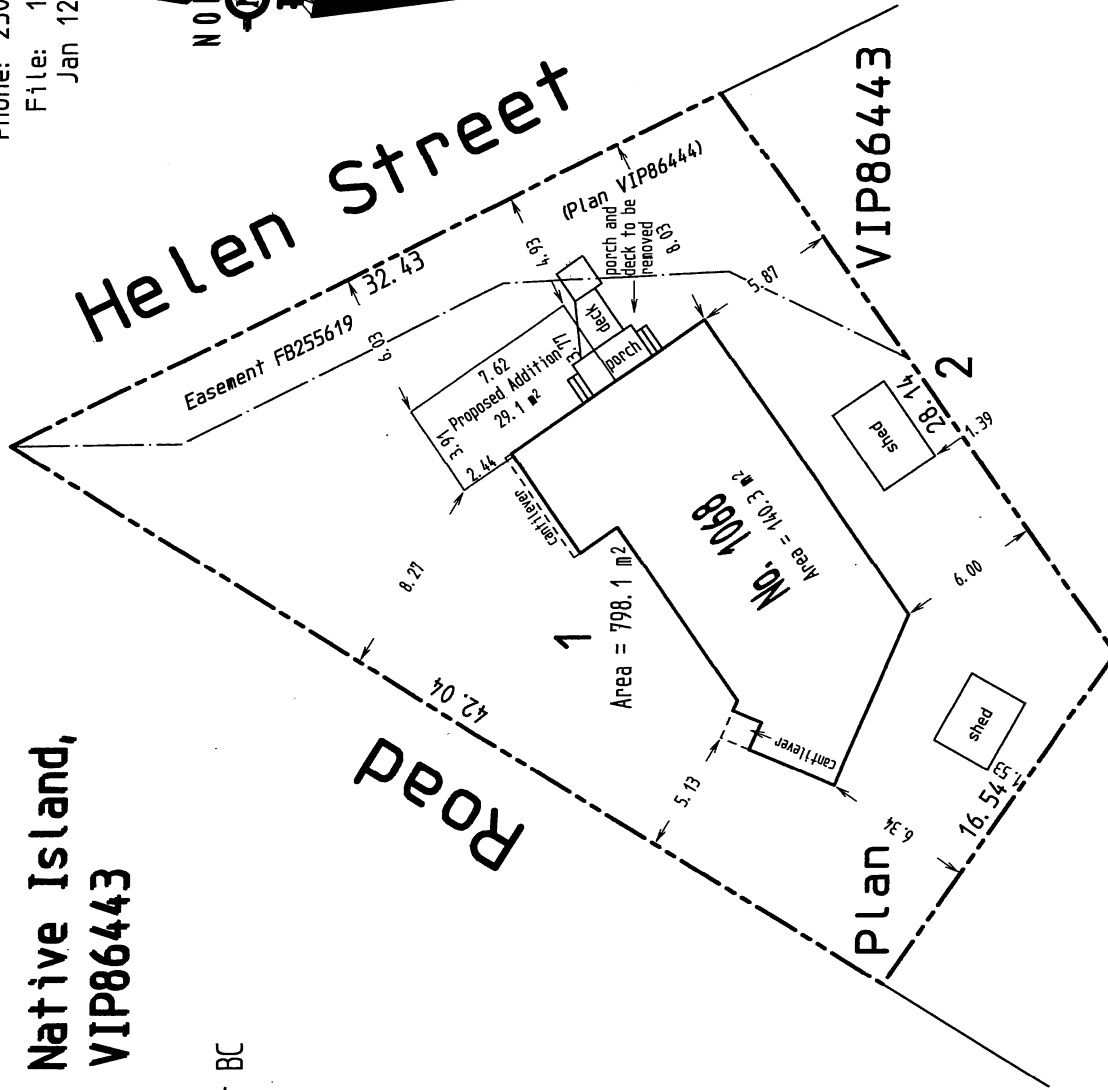


All distances are in metres and decimals thereof.

Percentage Lot Coverage of Existing Building and Proposed Addition = 21.2% (plot on 8.5" x 11" sheet)



110-545 MARINE DRIVE  
UCLUELET, B. C.  
VOR 3A0  
Phone: 250-266-4536  
File: 129-Helen  
Jan 12/2018



The following non-financial charges are shown on the current title and may affect the property  
EV152826 - Statutory Building Scheme  
FB255619 - Easement

Parcel dimensions shown hereon are derived from Land Title Office records.





# The Ucluelet Board of Variance Letter of Ruling

Stuart Timewell / Roy Wilmin  
 Box 511, Ucluelet BC,  
 VOR 3A0

March 16th, 2018

**Re: Board of Variance Appeal: B0V18-01**  
 Civic Address: 1068 HELEN ROAD  
 Legal Address: Lot: 1 Plan: VIP86443  
 Zoning: R-1 Single Family Residential

**Dear Applicant,**

Please be informed that at the 15th March 2018 meeting of the Ucluelet Board of Variance, the board unanimously approved your appeal to vary Zoning Bylaw 1160, 2013 as follows:

1. A Front Yard Setback of 4.93m (16.2ft) where section R-1.6.1 (1) (a) of the Zoning Bylaw states a required minimum of 7.5m (25ft)

Regards,

John Towgood, Planner 1

District of Ucluelet . *Life on the Edge*<sup>®</sup>

200 Main Street

PO Box 511

+1 250 734 7777

Ucluelet.ca

100%

May 6, 2018

District of Ucluelet Council Members  
c/o District of Ucluelet – Planning Department  
200 Main Street, PO 999 Ucluelet BC, V0R 3A0

Dear Committee Members:

We are the neighbours to Stuart Timewell and Roy Wilmin of 1068 Helen Street. They have spoken to us about the proposed addition they would like to build for Stuart’s elderly parents. We are aware of the Bylaw amendment proposed:


**R-1.7 Other Regulations**

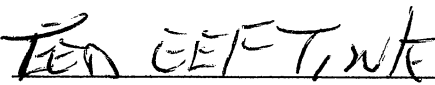
**R-1.7.1** Notwithstanding other regulations in this bylaw, the lands legally describes as Lot 1, D.L.543 Native Island, Clayoquot District, Plan VIP86443, P.I.D. 027-856-194 (1068 Helen Road), the following regulations apply:

- (1) Maximum Floor Ratio: 0.43
- (2) A secondary suite may be established or operate in a single family dwelling that issued as a Bed and Breakfast.

We support (support/don't support) their requests to have their bylaw amendment as we believe there is no undue hardship caused by the proposed addition to us, nor do we see it impacting our property values.

Sincerely,

  
\_\_\_\_\_  
Sign Name

  
\_\_\_\_\_  
Print Name

  
\_\_\_\_\_  
Provide address and contact number

May 6, 2018

District of Ucluelet Council Members  
c/o District of Ucluelet – Planning Department  
200 Main Street, PO 999 Ucluelet BC, V0R 3A0

Dear Committee Members:

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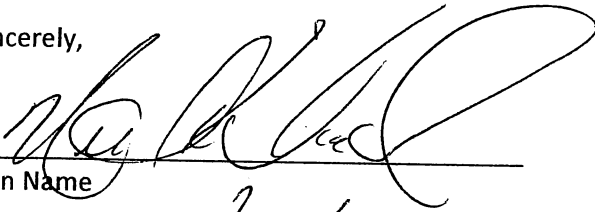
**R-1.7 Other Regulations**

**R-1.7.1** Notwithstanding other regulations in this bylaw, the lands legally describes as Lot 1, D.L.543 Native Island, Clayoquot District, Plan VIP86443, P.I.D. 027-856-194 (1068 Helen Road), the following regulations apply:

- (1) Maximum Floor Ratio: 0.43
- (2) A secondary suite may be established or operate in a single family dwelling that issued as a Bed and Breakfast.

We ~~support~~ (don't support) their requests to have their bylaw amendment as we believe there is no undue hardship caused by the proposed addition to us, nor do we see it impacting our property values.

Sincerely,



Sign Name

NICK R. YARNAUK

Print Name

1049 HELEN ROAD (250) 720-9751

Provide address and contact number

May 6, 2018

District of Ucluelet Council Members  
c/o District of Ucluelet – Planning Department  
200 Main Street, PO 999 Ucluelet BC, V0R 3A0

Dear Committee Members:

We are the neighbours to Stuart Timewell and Roy Wilmin of 1068 Helen Street. They have spoken to us about the proposed addition they would like to build for Stuart’s elderly parents. We are aware of the Bylaw amendment proposed:

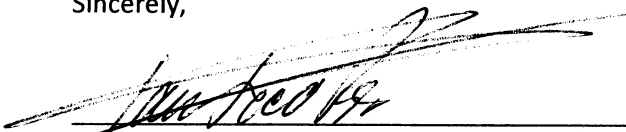
**R-1.7 Other Regulations**

**R-1.7.1** Notwithstanding other regulations in this bylaw, the lands legally describes as Lot 1, D.L.543 Native Island, Clayoquot District, Plan VIP86443, P.I.D. 027-856-194 (1068 Helen Road), the following regulations apply:

- (1) Maximum Floor Ratio: 0.43
- (2) A secondary suite may be established or operate in a single family dwelling that issued as a Bed and Breakfast.

We support/don't support their requests to have their bylaw amendment as we believe there is no undue hardship caused by the proposed addition to us, nor do we see it impacting our property values.

Sincerely,




---

Sign Name

*Ian Jacobs*

---

Print Name

*1050 Helen Rd Ucluelet BC V0R3A0 250 266 1713*

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Provide address and contact number



May 6, 2018

District of Ucluelet Council Members  
c/o District of Ucluelet – Planning Department  
200 Main Street, PO 999 Ucluelet BC, V0R 3A0

Dear Committee Members:

We are the neighbours to Stuart Timewell and Roy Wilmin of 1068 Helen Street. They have spoken to us about the proposed addition they would like to build for Stuart’s elderly parents. We are aware of the Bylaw amendment proposed:

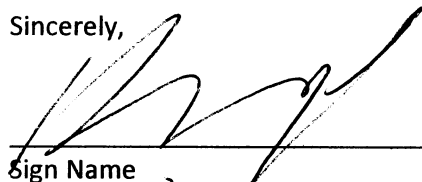
**R-1.7 Other Regulations**

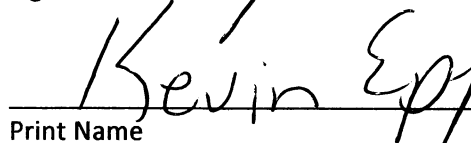
**R-1.7.1** Notwithstanding other regulations in this bylaw, the lands legally describes as Lot 1, D.L.543 Native Island, Clayoquot District, Plan VIP86443, P.I.D. 027-856-194 (1068 Helen Road), the following regulations apply:


- (1) Maximum Floor Ratio: 0.43
- (2) A secondary suite may be established or operate in a single family dwelling that issued as a Bed and Breakfast.

We support/don't support their requests to have their bylaw amendment as we believe there is no undue hardship caused by the proposed addition to us, nor do we see it impacting our property values.

Sincerely,

  
\_\_\_\_\_  
Sign Name

  
\_\_\_\_\_  
Print Name

  
\_\_\_\_\_  
Provide address and contact number

May 6, 2018

District of Ucluelet Council Members  
c/o District of Ucluelet – Planning Department  
200 Main Street, PO 999 Ucluelet BC, V0R 3A0

Dear Committee Members:

We are the neighbours to Stuart Timewell and Roy Wilmin of 1068 Helen Street. They have spoken to us about the proposed addition they would like to build for Stuart's elderly parents. We are aware of the Bylaw amendment proposed:

**R-1.7 Other Regulations**

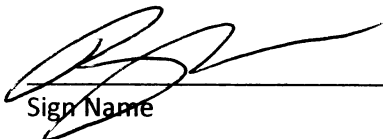
**R-1.7.1** Notwithstanding other regulations in this bylaw, the lands legally describes as Lot 1, D.L.543 Native Island, Clayoquot District, Plan VIP86443, P.I.D. 027-856-194 (1068 Helen Road), the following regulations apply:

(1) Maximum Floor Ratio: 0.43

(2) A secondary suite may be established or operate in a single family dwelling that issued as a Bed and Breakfast.

We (**support/don't support**) their requests to have their bylaw amendment as we believe there is no undue hardship caused by the proposed addition to us, nor do we see it impacting our property values.

Sincerely,

  
\_\_\_\_\_  
Sign Name

Brock Johansen  
\_\_\_\_\_  
Print Name

1073 Helen Rd - 250-266-0595  
\_\_\_\_\_  
Provide address and contact number

May 6, 2018

District of Ucluelet Council Members  
c/o District of Ucluelet – Planning Department  
200 Main Street, PO 999 Ucluelet BC, V0R 3A0

Dear Committee Members:

We are the neighbours to Stuart Timewell and Roy Wilmin of 1068 Helen Street. They have spoken to us about the proposed addition they would like to build for Stuart’s elderly parents. We are aware of the Bylaw amendment proposed:

**R-1.7 Other Regulations**

**R-1.7.1** Notwithstanding other regulations in this bylaw, the lands legally describes as Lot 1, D.L.543 Native Island, Clayoquot District, Plan VIP86443, P.I.D. 027-856-194 (1068 Helen Road), the following regulations apply:

- (1) Maximum Floor Ratio: 0.43
- (2) A secondary suite may be established or operate in a single family dwelling that issued as a Bed and Breakfast.

We (support/don't support) their requests to have their bylaw amendment as we believe there is no undue hardship caused by the proposed addition to us, nor do we see it impacting our property values.

Sincerely,



\_\_\_\_\_  
Sign Name

Leanne Pelosi

In support

\_\_\_\_\_  
Print Name

1055 helen rd ucluelet Bc

\_\_\_\_\_  
Provide address and contact number



**DISTRICT OF UCLUELET**

**Bylaw No. 1233, 2018**

A bylaw to amend the District of Ucluelet Zoning Bylaw (1068 Helen Road).

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**WHEREAS** the District of Ucluelet Council by Bylaw No. 1160 adopted the Zoning Bylaw and now deems it appropriate to amend the Zoning Bylaw;

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

1. Text Amendment:

Schedule B of District of Ucluelet Zoning Bylaw No. 1160, 2013, as amended, is hereby further amended by adding a new subsection R-1.7 to the R-1 Single Family Residential zone as follows:

**“R-1.7 Other Regulations:**

R-1.7.1 Notwithstanding other regulations in this bylaw, on the lands legally described as Lot 1, District Lot 543 Native Island, Clayoquot District, Plan VIP86443, P.I.D. 027-856-194 (1068 Helen Road), the following regulations apply:

- (1) Maximum Floor Area Ratio: 0.43
- (2) A *secondary suite* is a permitted use in a *single family dwelling* which also contains a Bed and Breakfast use.”

2. Citation:

This bylaw may be cited for all purposes as the “District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1233, 2018”.

**READ A FIRST TIME** this     day of     , 2018.

**READ A SECOND TIME** this     day of     , 2018.

**PUBLIC HEARING** held this     day of     , 2018.

**READ A THIRD TIME** this     day of     , 2018.

**ADOPTED** this     day of     , 2018.

**CERTIFIED A TRUE AND CORRECT COPY** of “District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1233, 2018.”

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Dianne St. Jacques  
Mayor

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Mark Boysen  
Corporate Officer

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

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Mark Boysen  
Corporate Officer