



DISTRICT OF TOFINO REGULAR COUNCIL MEETING

Council Chamber, Municipal Office
May 6, 2014 at 10:00 AM

AGENDA

Page

1. CALL MEETING TO ORDER

2. ADOPTION OF AGENDA

3. ADOPTION OF MINUTES

4 - 9 3.1 Minutes of the Regular Council Meeting held April 15, 2014

Recommendation:

THAT the minutes of the regular Council meeting held April 15, 2014 be adopted.

[2014-04-15 Regular Council Minutes](#)

10 - 12 3.2 Minutes of the Special Council Meeting held April 25, 2014

Recommendation:

THAT the minutes of the special Council meeting held April 25, 2014 be adopted.

[2014-04-25 Special Council Minutes](#)

4. BUSINESS ARISING FROM THE MINUTES

5. ANNOUNCEMENTS FROM THE MAYOR

6. DELEGATIONS

13 - 15 6.1 Policing Priorities for the District of Tofino (April 1, 2014 to March 31, 2015) - Sgt. James Anderson, Tofino RCMP

[2014-04-29 Delegation Request - Sergeant James Anderson](#)

[RCMP Annual Performance Plan 2014-2015 - Acknowledgement of Consultation](#)

16 6.2 Practice Space for the Black Pearls - Christine Lowther

[2014-04-03 Delegation Request - Christine Lowther](#)

7. CORRESPONDENCE FOR INFORMATION ONLY

17 - 19 7.1 Correspondence from Lois Warner regarding Monks Property

[2014-04-09 Letter from Lois Warner re Monks Property](#)

8. CORRESPONDENCE REQUIRING ACTION

20 - 22 8.1 Correspondence from Child Find BC requesting that the Mayor proclaim May as Missing Children's Month in Tofino and May 25, 2014 as Missing Children's Day in Tofino

[2014-04-16 Letter from Child Find BC re Proclamation for Missing Children's Month & Day](#)

9. TABLED ITEMS

10. UNFINISHED BUSINESS

- 23 - 28** 10.1 Terms of Reference for the West Coast Vancouver Island Marine Economic Development Committee established by West Coast Aquatic
Recommendation:
THAT the terms of reference for the West Coast Vancouver Island Marine Economic Development Committee, established by West Coast Aquatic, be endorsed.
[Terms of Reference - Committee on WCVI Marine Economic Development](#)

11. REPORTS

- 11.1 Association of Vancouver Island and Coastal Communities (AVICC) - Verbal Reports from Councillors Anderson, Baert, Cameron and Thorogood
- 11.2 Vancouver Island Regional Library Board - Verbal Report from Councillor Anderson
- 29 - 31** 11.3 Special Event Permit Application - Pacific Rim Summer Festival Concert – July 5, 2014 (Report from Resort Municipality Initiative Services)
Recommendation:
THAT staff be authorized to issue a special event permit to the Pacific Rim Arts Society (PRAS) for use of the Village Green to hold a free concert from 5 pm to midnight on Saturday, July 5, 2014; and THAT Third Street between Campbell and Neill Streets be closed to permit a food vendor market from 4 pm to midnight on Saturday, July 5, 2014.
[2014-05-06 RTC - 2014 Summer Fest Concert](#)
- 32 - 33** 11.4 Special Event Permit Application - Tofino Public Market – May 17 – September 27, 2014 (Report from Resort Municipality Initiative Services)
Recommendation:
THAT staff be authorized to issue a special event permit to organizers of the Tofino Public Market for use of the Village Green from 10 am – 2 pm every Saturday beginning May 17 through September 27, 2014.
[RTC - 2014 Tofino Public Market](#)
- 34 - 35** 11.5 Audit Committee
Minutes:
THAT the minutes of the Audit Committee meeting held April 25, 2014 be received.
[2014-04-25 Audit Committee Minutes](#)
- 36 - 37** 11.6 Tofino Recreation Commission
Minutes:
THAT the minutes of the Tofino Recreation Commission meeting held April 16, 2014 be received.
[16-04-2014 TRC Minutes](#)

12. BYLAWS

- 38 - 51** 12.1 District of Tofino 2014-2018 Financial Plan Bylaw No. 1202, 2014
Recommendation:
THAT District of Tofino 2014-2018 Financial Plan Bylaw No. 1202, 2014 be adopted.
[2014-2018 Financial Plan Bylaw No. 1202, 2014](#)
- 52 - 55** 12.2 District of Tofino 2014 Annual Tax Rates Bylaw No. 1199, 2014
Recommendation:
THAT District of Tofino 2014 Annual Tax Rates Bylaw No. 1199, 2014 be adopted.
[2014 Annual Tax Rates Bylaw No. 1199, 2014](#)

13. NEW BUSINESS

14. 15 MINUTE QUESTION PERIOD

15. IN CAMERA

THAT the meeting be closed to the public pursuant to Sections 90(1)(a)(c) & (e) of the *Community Charter* to discuss matters relating to

- employee relations
- the acquisition, disposition or expropriation of land or improvements

16. RECONVENE FROM IN CAMERA MEETING

17. ADJOURNMENT

**REGULAR MEETING
DISTRICT OF TOFINO COUNCIL**

**April 15, 2014 at 10:00 AM
Council Chamber**

MINUTES

PRESENT: Mayor J. Osborne
Councillors Anderson, Baert, Cameron, McMaster, Thorogood
Robert MacPherson, Chief Administrative Officer
Nyla Attiana, Director of Financial Services
Jane Armstrong, Manager of Corporate Services
Bob Schantz, Manager of Public Works and Building Inspection
Press, Public

ABSENT: Councillor Thicke

1. CALL MEETING TO ORDER

Mayor Osborne called the meeting to order at 10:00 am.

2. ADOPTION OF AGENDA

Resolution No. 138/14 Moved by Mayor Osborne Seconded by Councillor McMaster
THAT the April 15, 2014 Agenda be amended by adding item 8.3 - Correspondence from Ken
Gibson regarding Gibson Street.

CARRIED

Resolution No. 139/14 Moved and Seconded by Councillors Cameron/Thorogood
THAT the April 15, 2014 agenda be adopted as amended.

CARRIED

3. ADOPTION OF MINUTES

3.1 Minutes of the Regular Council Meeting held March 25, 2014

Resolution No. 140/14 Moved and Seconded by Councillors McMaster/Cameron
THAT the minutes of the regular Council meeting held March 25, 2014 be adopted.

CARRIED

3.2 Minutes of the Public Hearing held March 4, 2014

Resolution No. 141/14 Moved and Seconded by Councillors McMaster/Baert
THAT the minutes of the Public Hearing held March 4, 2014 be adopted.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES

None.

5. ANNOUNCEMENTS FROM THE MAYOR

Mayor Osborne:

- thanked the Tofino Volunteer Fire Department for hosting the annual Volunteer Appreciation Luncheon on April 10, 2014 and announced that Rene Gibson was recognized for over 40 years' service to the community with a Volunteer Service Award
- advised that Parks Canada will be conducting a visitor survey this summer June through August
- thanked Parks Canada Superintendent Jim Morgan and staff for initiating the installation of directional signage to the airport
- advised of plans to work with Ucluelet Mayor Bill Irving on approaching the Province to replace current signage at the Highway 4 junction with simpler directional signage to the communities, and to include First Nations
- advised that the Alberni Clayoquot Regional District is providing the Raincoast Education Society with \$4,000 to undertake public education and school programs about recycling
- advised that Naomi Yamamoto, Minister of State for Tourism and Small Business and several staff from the Ministry of Jobs, Tourism and Skills Training would be in Tofino on April 16, 2014 to help conduct the "Business Walks" program

Mayor Osborne's [notice of announcements](#) is attached to and forms part of these minutes.

6. DELEGATIONS

None.

7. CORRESPONDENCE FOR INFORMATION ONLY

- 7.1 Correspondence from College of Veterinarians of BC regarding Rural Veterinary Services.

Resolution No. 142/14 Moved and Seconded by Councillors Anderson/McMaster
THAT the letter from the College of Veterinarians of BC regarding rural veterinary services dated March 18, 2014 be received for information.

CARRIED

8. CORRESPONDENCE REQUIRING ACTION

- 8.1 Correspondence from Skeena-Queen Charlotte Regional District requesting support against Ferry Service Cuts

Resolution No. 143/14 Moved and Seconded by Councillors Baert/Thorogood
WHEREAS the BC Ferry Coalition is actively carrying out valuable work towards opposing service cuts and fare increases on the BC Ferries;
THEREFORE be it resolved:
THAT Tofino Council support the coalition in its endeavors and that a letter be sent to Skeena-Queen Charlotte Regional District, the Premier of the Province and the Ministry of Transportation stating our position.

CARRIED

- 8.2 Correspondence from Michael Mullin regarding Weeping Cedar Woman Siting

Resolution No. 144/14 Moved and Seconded by Councillors Baert/McMaster
THAT the correspondence from Michael Mullin regarding Weeping Cedar Woman Siting dated March 20, 2014 be received for information.

CARRIED

Nyla Attiana, Director of Financial Services left the meeting at 10:24 am and returned at 10:26 am.

8.3 Correspondence from Ken Gibson regarding Gibson Street

Moved and Seconded by Councillors Baert/Thorogood
THAT staff be directed to report to Council options to create emergency access on West Gibson Street.

Motion Amended

Moved and Seconded by Councillors Anderson/Cameron
THAT the motion be amended by adding "for 2015 budget consideration".

Resolution No. 145/14 Moved and Seconded by Councillors Anderson/Cameron
THAT staff be directed to report to Council options to create emergency access on West Gibson Street for consideration during the 2015 budget deliberations.

CARRIED

9. TABLED ITEMS

None.

10. UNFINISHED BUSINESS

None.

11. REPORTS

11.1 Municipal Finance Authority Short Term Financing – 832 Ocean Park Drive (Report from Financial Services)

Resolution No. 146/14 Moved and Seconded by Councillors Baert/Cameron
THAT the staff report "Municipal Finance Authority Short Term Financing – 832 Ocean Park Drive" dated April 15, 2014 regarding financing for the purchase of 832 Ocean Park Drive be received for information;

AND THAT a liability under Section 175 of the *Community Charter* be authorized to purchase the property and improvements at 832 Ocean Park Drive in the amount of \$139,883.30.

CARRIED

Bob MacPherson, CAO left the meeting at 10:26 am and returned at 10:28 am.

11.2 2014-2018 Financial Plan and 2013 Surplus Allocation (Report from Financial Services)

Resolution No. 147/14 Moved and Seconded by Councillors Baert/McMaster
THAT the staff report "2014-2018 Financial Plan and 2013 Surplus Allocation" dated April 15, 2014 be received for information.

CARRIED

Resolution No. 148/14 Moved and Seconded by Councillors Baert/Cameron
THAT of the 2013 Operating Fund Surplus staff be authorized to allocate \$2,300 to Recreation Programming, \$9,215 to the Community Children's Centre's Equipment Reserve and \$100,000 to General Reserve.

CARRIED

Resolution No. 149/14 Moved and Seconded by Councillors Baert/Cameron
THAT of the balance of the 2013 Operating Fund Surplus that remains after allocating \$2,300 to Recreation Programming, \$9,215 to the Community Children's Centre's Equipment Reserve and \$100,000 to General Reserve, 50% be allocated to the Roads Infrastructure Reserve Fund and 50% to the Sewer Utility Reserve Fund.

DEFEATED

Councillor Thorogood left the meeting at 10:53 am and returned at 10:55 am.

Resolution No. 150/14 Moved and Seconded by Councillors McMaster/Baert
THAT of the balance of the 2013 Operating Fund Surplus that remains after allocating \$2,300 to Recreation Programming, \$9,215 to the Community Children's Centre's Equipment Reserve and \$100,000 to General Reserve, 40% be allocated to the Roads Infrastructure Reserve Fund, 40% to the Sewer Utility Reserve Fund and 20% to the Water Utility Reserve Fund.

CARRIED

11.3 Weeping Cedar Woman Siting (Report from CAO)

Resolution No. 151/14 Moved and Seconded by Councillors Baert/McMaster
THAT Council authorize the temporary location of the Weeping Cedar Woman carving at the exterior of the Tofino Community Hall commencing on or about April 20, 2014 and ending October 31, 2014;
AND THAT a bond for the removal of the carving in the amount of \$1,500 be provided to the District should a permanent location not be found;
AND FURTHER THAT evidence of indemnity insurance satisfactory to the District be provided.

CARRIED

Bob Schantz, Manager of Public Works and Building Inspection left the meeting at 11:09 am and returned at 11:11 am.

11.4 Committee of the Whole

Resolution No. 152/14 Moved and Seconded by Councillors McMaster/Cameron
THAT the minutes of the Committee of the Whole meeting held March 24, 2014 be received.

CARRIED

Resolution No. 153/14 Moved and Seconded by Councillors Cameron/Thorogood
THAT the "Tofino Civic Hub Needs Assessment and Building Conditions Study" by Cityspaces Consulting & Urban Arts Architecture dated March 18, 2014 attached as Appendix 1 to the staff report "Tofino Civic Hub Needs Assessment and Feasibility Update" dated March 24, 2014 be received for information.

CARRIED

Councillor Cameron left the meeting at 11:18 am and returned at 11:21 am.
Nyla Attiana, Director of Financial Services and Bob Schantz, Manager of Public Works and Building Inspection left the meeting at 11:58 am.

Resolution No. 154/14 Moved and Seconded by Councillors Baert/Cameron
THAT staff be directed to ensure that the orientation of the Civic Hub, including the option of Main Street, be taken into consideration before proceeding to referendum.

CARRIED

11.5 Design Review Panel

Resolution No. 155/14 Moved and Seconded by Councillors Anderson/McMaster
THAT the minutes of the Design Review Panel meeting held April 1, 2014 be received.

CARRIED

11.6 Volunteer Recognition Committee

Resolution No. 156/14 Moved and Seconded by Councillors McMaster/Cameron
THAT the minutes of the Volunteer Recognition Committee meeting held April 3, 2014 be received.

CARRIED

12. BYLAWS

None.

13. NEW BUSINESS

None.

14. 15 MINUTE QUESTION PERIOD

Press asked questions regarding

- \$1500 bond for removal of the Weeping Cedar Woman statue
- temporary location for the Weeping Cedar Woman statue
- rural veterinary services

Public asked questions regarding the Weeping Cedar Woman statue

15. IN CAMERA

Resolution No. 157/14 Moved and Seconded by Councillors Baert/Cameron
THAT the meeting be closed to the public pursuant to Sections 90(1)(a) (b) (c) & (e) of the Community Charter to discuss matters relating to

- employee relations
- personal information of individuals being considered for a municipal award or honour
- the acquisition, disposition or expropriation of land or improvements

CARRIED

Council closed the meeting at 11:42 am and returned to open session at 2:20 pm.

Resolution No. 158/14 Moved by Mayor Osborne Seconded by Councillor McMaster
THAT Council recess until 12:45 pm.

CARRIED

16. RECONVENE FROM IN CAMERA MEETING

Resolution No. 163/14 Moved and Seconded by Councillors Cameron/Thorogood
THAT Council rise from in-camera without report and return to the open meeting.

CARRIED

17. ADJOURNMENT

Resolution No. 164/14 Moved by Councillor Cameron
THAT the meeting be adjourned at 2:20 pm.

CARRIED

CERTIFIED CORRECT:

Josie Osborne, Mayor

Robert MacPherson, Corporate Officer

**SPECIAL COUNCIL MEETING
DISTRICT OF TOFINO COUNCIL**

**April 25, 2014 at 11:00 AM
Council Chamber**

MINUTES

PRESENT: Mayor J. Osborne
Councillors Anderson, McMaster, Thicke, Thorogood
Nyla Attiana, Director of Financial Services
Jane Armstrong, Manager of Corporate Services
Public

ABSENT: Councillors Baert, Cameron

1. CALL MEETING TO ORDER

Mayor Osborne called the meeting to order at 11:00 am.

2. ADOPTION OF AGENDA

Resolution No. 165/14 Moved and Seconded by Councillors McMaster/Thorogood
THAT the April 25, 2014 agenda be adopted as presented.

CARRIED

3. REPORTS

- 3.1 Enforcement of Bylaws by Notice – Agreement for Dispute Adjudication Services (Report from Manager of Corporate Services)

Resolution No. 166/14 Moved and Seconded by Councillors McMaster/Thorogood
THAT staff be authorized to amend "District of Tofino Bylaw Notice Enforcement and Dispute Adjudication System Bylaw No. 1107, 2010" by adding as a schedule an agreement with the City of Nanaimo to provide dispute adjudication services in accordance with the terms and conditions outlined in the staff report "Enforcement of Bylaws by Notice – Agreement for Dispute Adjudication Services" dated April 25, 2014.

CARRIED

Councillor Thicke arrived to the meeting at 11:04 am.
Jane Armstrong, Manager of Corporate Services left the meeting at 11:04 am.

- 3.2 Audit Committee Meeting

Resolution No. 167/14 Moved and Seconded by Councillors Thorogood/McMaster
THAT the 2013 audited financial statements be approved.

CARRIED

- 3.3 2014 Council Grants and 2014 Arts and Culture Grants Application Review

The process for reviewing and awarding 2014 Arts & Culture Grants and 2014 Council Grants was discussed.

4. BYLAWS

4.1 District of Tofino 2014-2018 Financial Plan Bylaw No. 1202, 2014

Resolution No. 168/14 Moved and Seconded by Councillors McMaster/Thorogood
THAT "District of Tofino 2014-2018 Financial Plan Bylaw No. 1202, 2014" be amended by editing the Objectives of Schedule B to state:

Over the next three years, the District will consider changes to the proportions and sources of revenue funding which will include:

- reviewing the water rates for user fees and charges
- reviewing the sewer rates for user fees and charges

and may include:

General

- reviewing the rates for user fees and charges
- examining new sources of revenue, primarily from user fees and charges which may include making use of existing or new assets and or services
- increasing tax rates

Water

- reviewing the methodology used to calculate user fees and charges
- determining other sources of funds to offset the costs of operating, maintaining or expanding the water delivery and treatment system

Sewer

- reviewing the methodology used to calculate user fees and charges
- determining other sources of funds to offset the costs of operating, maintaining or expanding the wastewater water delivery and treatment system

CARRIED

Resolution No. 169/14 Moved and Seconded by Councillors McMaster/Thicke
THAT "District of Tofino 2014-2018 Financial Plan Bylaw No. 1202, 2014" be introduced as amended and read a first, second and third time.

CARRIED

4.2 District of Tofino 2014 Annual Tax Rates Bylaw No. 1199, 2014

Resolution No. 170/14 Moved and Seconded by Councillors Anderson/McMaster
THAT "District of Tofino 2014 Annual Tax Rates Bylaw No. 1199, 2014" be introduced and read a first, second and third time.

CARRIED

5. ADJOURNMENT

Resolution No. 171/14 Moved by Councillor McMaster
THAT the meeting be adjourned at 12:04 pm.

CARRIED

CERTIFIED CORRECT:

Josie Osborne, Mayor

Jane Armstrong, Deputy Corporate Officer

DELEGATION REQUEST FORM

Name of delegate(s) and title, if applicable:

James Anderson
Sergeant in charge of Tofino RCMP

(Please note only those persons listed on the agenda may address Council.)

Delegation Status: Representing a Group / Organization / Business
 Attending as an Individual

Name of Group / Organization / Business, if applicable: RCMP

Meeting type and date requested: (for upcoming meeting dates [click here](#))

Regular Council Meeting Committee of the Whole

2014/05/06

year/month/day

Suggested title of presentation / topic:

Policing Priorities for the District of Tofino
April 1, 2014 to March 31, 2015

Provide a brief outline of your presentation: (Clearly outline the topic and identify any specific issues or concerns.)

It is again time to discuss policing priorities for the new fiscal year. Most of the priorities have been discussed over the previous fiscal year and remain fairly standard such as "Visibility of the Police" which includes beach patrols, downtown foot patrols and community events, and "Traffic Safety" which includes fair traffic enforcement for the prevention of serious and fatal crashes.

Again we are keen to continue our partnership with Tofino Bylaw.

We have added Resolution IC-674/13 to explore a Neighbourhood Watch concept in Tofino.

Our Town Hall meeting in March did not produce any policing concerns from the public.

Of course priorities can be added, subtracted or changed at any time throughout the year.

Discussion / copies of Acknowledgement of Consultation for Mayor and Council.

(If space is insufficient, please attach a separate sheet.)

What outcome do you hope to achieve?

Signing of Agreement by the Mayor

Audio Visual Requirements & Hand-Outs:

Do you wish to make a PowerPoint presentation? Yes No

If yes, please forward an electronic copy no later than noon the **Monday before** the meeting date.

If you wish to circulate additional materials as part of your presentation, please bring 8 copies.

Contact Information:

Contact person		
Address		
City		Postal code
Phone	Cell	Email

Submission Deadlines

Requests need to be **received by noon** the Wednesday before the meeting date. Please submit your form to the Corporate Services Department:

E-mail: click "Submit" button below to send form to corporateservices@tofino.ca
Fax: 250-725-3775
Mail: Corporate Services, District of Tofino, PO Box 9, Tofino BC V0R 2Z0
Hand: Municipal Hall, 121 Third St., Tofino BC

Please be advised that the information submitted will be included in the meeting agenda package and form part of the public record. Agenda packages are posted on our website the Thursday before the meeting date.

Guidelines for Delegates

Maximum Speaking Times

Delegates are provided a maximum speaking time of 15 minutes. At the discretion of Council, an unlimited Q & A period may follow.

At Council's sole discretion, the time limit for speaking may be extended beyond 15 minutes.

Meeting Times & Locations

Regular Council meetings start at 10:00 AM and are held in the Council Chamber, Municipal Office, 380 Campbell Street. Committee of the Whole meetings are held in the same location at 6:00 PM.

Delegations are received early in the agenda, so presenters need to be in attendance at meeting start times.

Addressing Council

The Mayor will invite delegates to proceed to the podium based on agenda order.

Please address members of Council as follows:

- Mayor – "Mayor Osborne" or "Your Worship"
- Councillors – "Councillor" followed by their last name

In general, dialogue between Council members and delegates is through the Mayor.

The personal information on this form is collected under the authority of the Community Charter and Local Government Act for administrative purposes of the District of Tofino. Personal information may only be used and disclosed as provided in the Freedom of Information and Protection of Privacy Act.

Submit



Royal Canadian Gendarmerie royale
Mounted Police du Canada

Annual Performance Plan

Plan annuel de rendement

Acknowledgement of Consultation

Attestation de la consultation

District / Detachment Information - Renseignements sur le district ou le détachement

Fiscal Year - Année financière 2014 - 2015

PACIFIC REGION

E

ISLAND DISTRICT

TOFINO DETACHMENT

TOFINO DETACHMENT P

Tofino

Community Name(s) - Nom(s) de la(des) collectivité(s)

1. Tofino

This letter acknowledges that the stakeholders of the above-noted detachment / district / unit area or community(ies) and the RCMP have consulted and discussed our progress against last year's priority issues. Further it has been agreed that over the coming year we will collectively focus on the following priority issues.

La présente lettre atteste que les responsables de la région du détachement/district/service ou de la ou des collectivités susmentionnées et de la GRC se sont consultés et ont discuté des progrès accomplis par rapport aux enjeux prioritaires de l'année dernière. Il a aussi été convenu que les enjeux suivants constituent les enjeux prioritaires sur lesquels nous concentrerons conjointement nos efforts au cours de l'année à venir.

Community Priority issue(s) - Enjeu(x) prioritaire(s) pour la collectivité

1. Police / Community Relations-Visibility of police
2. Substance Abuse-Alcohol
3. Traffic-Safety (motor vehicles, roads)

4. CONTINUE TO PARTNER WITH TOFINO BYLAW
5. EXPLORE "NEIGHBOURHOOD WATCH" IN TOFINO (RESOLUTION #IC-674/13)

District / Detachment Commander - Chef de district / détachement

James Anderson

District / Detachment Commander

Signature - Signature

Date

Community Representative - Représentant(e) de la collectivité

Mayor Josie Osborne

Name - Nom

Signature - Signature

Date

Name of delegate(s) and title, if applicable:

Christine Lowther

Delegation Status:

Attending as an Individual

Meeting type requested:

Regular Council meeting

Meeting date requested:

6 May, 2014

Suggested title of presentation / topic:

Requesting help finding year-round (indoor) practice space in Tofino for the Black Pearls.

Provide a brief outline of your presentation:

I wish to read a letter to council describing their awesome roller derby team, inspiring those in governmental power to help that team find practice space here at home, thereby reducing carbon footprint and burnout, while increasing civic pride and community excitement. Council will learn how hard the team has worked, how great it is for local women and how much the Pearls need not a whole new building, not a pool, not an ice rink - just a floor. *I will ease fears of floor wreckage.*

What outcome do you hope to achieve?

Practice space.



Josie Osborne, mayor, and members of Tofino municipal council

I feel you should be aware of a letter which I have sent to Mr. John Shields with regards to Monks Point property.

This letter will also be sent to Board members of the TLC, the editor of "The Westerly News" and Scott Fraser, MLA for Alberni-Pacific Rim riding.

Lois Warner
Lois Warner

- Council information
- CAO
- Planner
- Public Works
- Parks/Recreation
- Fire Chief
- Council Reference
- Deputy Clerk
- Finance
- Building Inspector
- Bylaw Enforcement
- Agenda _____
- _____

2256 Idiens Way,
Comox, B.C. V9M 3Y9
April 9, 2014

John Shields,
Director of Operations for TLC

Dear Mr. Shields,

It was with shock and dismay that I read the April 2, 2014 Westerly News report concerning the March 29, 2014 meeting at Monks Point property. As Harold Monks' sister, Lois Warner, I am deeply disappointed that The Land Conservancy appears to wish to sell the property to reduce their debts.

Harold was a man of integrity. He believed he was leaving Monks Point property to an organization which, to quote your home page, says "when we take properties under care our goal is to protect them in perpetuity". In his will, my brother made very substantial donations to the Tofino Anglican church and Tofino hospital. It stands to reason that he would have also considered the town of Tofino as well as the general public, when he gave TLC the property, with the intention that it would be extensively used by the above.

Although I do not live in Tofino, I have retained an interest in the town. My family's use of the property for up to one month a year has been helpful in keeping us in touch with family roots. We chose to bury Harold's ashes on the property knowing how much he loved the place. This has been made clear in your website tribute to him. Your write up is correct concerning my brother and the property but there is one gross inaccuracy which is extremely troubling. At no time since my brother's death have I ever been interviewed by anyone from TLC. I would like to know where this quote came from. As you know, attributing a quote to someone is serious, especially when put out in the public domain. Please remove this quote from your website immediately.

I would like to hear what your plans are for the Monks Point property. Via public discourse, I understand there are/were mortgages taken out on the property after TLC took it over in the spring of 2009. If this is true, it is upsetting to realize that TLC has used the property for its own gain and not with the intention intended when it was left to them, debt free. Could you please clarify this situation for me?

It is unlikely that anyone on the staff of TLC knew my brother. Integrity, honesty, sincerity, generosity and trustworthy all describe the man, Harold F. Monks. I feel that his trust has been abused and I won't rest until Harold's last wishes are honored.

Sincerely,

Lois Warner
Lois Warner



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Monks Point Park



Captain Harold F. Monks loved the ocean. Born in Tofino, B.C., Harold grew up surrounded by water and gained a real affinity for sailing and all things nautical. But no matter how much time Harold spent on the sea, his greatest passion was for the place he called home – a beautiful 2.5-acre waterfront property near Tofino harbour.

Set high on a bluff, the property is often described as having waterfront on three sides. Harold's house offers fantastic views of the harbour and Clayoquot Sound, while a [rental cottage](#) on the property looks out over Duffin Cove to the south.

As an adult he purchased the home from his parents and maintained it as his anchor to friends and family on Vancouver Island. The park-like grounds held memories of his mother in the rhododendron blooms each spring, while the home looks out on the docks where his father worked. As a sea pilot, Harold saw many places the world over and viewed this as a special place that held memories of the historic past of Tofino. Harold wanted to protect this treasure and share it with his community. Thanks to Harold's fondness for things "shipshape", the property has been exquisitely manicured. With its gorgeous rhododendrons, the site looks much more like a park than a residential lot.

To Harold, this place wasn't merely a property where he lived. It was a living connection to the memory of his parents, to his friends, his community, and to people everywhere. He loved the idea that he was maintaining a place for friends to gather, share a meal, tell stories, and have a laugh. That's why Harold chose to leave the property to The Land Conservancy of BC in his Will with the dream that "Monks Point Park" would be created for future generations to enjoy.

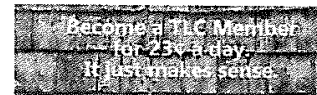
Sadly, Harold passed away in the summer of 2008. And while we are saddened to have lost a dear friend, we are honoured that Harold chose The Land Conservancy to make his dream a reality. Harold's sister, Lois Warner says: "We are pleased to see the family home placed in the hands of The Land Conservancy where it will be nurtured and cared for as a lasting community icon. By fulfilling my brother's legacy wishes, the history and home of the Monks in Tofino will live on, which would have delighted my parents as well."

• **Donate Today!**

Help protect special places you care about in B.C.



• **TLC Membership**



• **What's Happening at TLC**



• **Support TLC on Facebook**



The Land Conservancy of British Columbia

Like 2,249

• **Navigate TLC**

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[Marion's Challenge](#)

[Properties](#)

[Lower Mainland Region](#)

[Vancouver Island Region](#)

[Abkhazi Garden](#)

[Cowichan River](#)

[Keating Farm Estate](#)

[Matthews Point, Galiano Island](#)

[Nanaimo River](#)

[Cusheon Cove](#)

[Joseph Lohbrunner Farm and Bird Sanctuary](#)

[Clare Winnett Copeland Property](#)



Serving British Columbia Since 1984
Provincial Toll Free: 1.888.689.3463 www.childfindbc.com

April 16, 2014

Dear Mayor and Councilors,

Re: Proclamation for National Missing Children’s Month and Missing Children’s Day

I write today on behalf of Child Find British Columbia. Child Find BC requests that your local government proclaim May as Missing Children’s Month and May 25th as missing Children’s Day.

Child Find BC provides “ALL ABOUT ME” ID Kits with child finger printing and photos, to at no cost to families and Child Find BC hosts these Child Find ID Clinics throughout BC. Child Find BC provides education, including public speakers, literature and tips for families to assist them in keeping all of our children safe.

We hope that you will raise this proclamation for consideration to your Council and your community at your next meeting.

Most recent reporting from the RCMP show that over 8,000 cases of missing children were reported in British Columbia and over 45,000 cases in Canada. Through the support of municipal governments like yours we are able to educate and bring awareness to thousands of BC families on this important issue.

Thank you so much for your consideration of this request and your continuing commitment to Community Services in BC and the children and families of BC. If you have any questions regarding this request please contact the Child Find BC office at 1-888-689-3463.


Yours truly,

Crystal Dunahee President, Child Find BC

Victoria Office
 2722 Fifth Street, 208
 Victoria, BC V8T 4B2
 (250) 382-7311
 Fax (250) 382-0227
 Email:
childvicbc@shaw.ca

“A charitable non-profit organization working with searching families and law enforcement to reduce the incidence of missing and exploited children.”

*A Missing Child is
 Everyone's
 Responsibility*



If you or your organization would like to host an “All About Me” ID clinic, have an idea for an event in your community or would like literature and information on becoming a member and supporter of Child Find BC, please call us at 1-888-689-3463.

Your Letterhead here

National Missing Children's Month and Missing Children's Day

WHEREAS Child Find British Columbia, a provincial member of Child Find Canada is a non-profit, registered charitable organization, incorporated in 1984; **AND**

WHEREAS The Mandate of Child Find British Columbia is to educate children and adults about abduction prevention; to promote awareness of the problem of missing children, and to assist in the location of missing children; **AND**

WHEREAS Child Find has recognized Green as the colour of Hope, which symbolizes a light in the darkness for all missing children; **AND**

WHEREAS Child Find's annual Green Ribbon of Hope Campaign will be held in the month of May and May 25th is National Missing Children's Day; **AND**

THEREFORE BE IT RESOLVED THAT

I, (Mayors Name) of the (city, town, municipality), do hereby proclaim May as Child Find's Green Ribbon of Hope month and May 25th as National Missing Children's day. I urge our citizens to wear a green ribbon as a symbol of Hope for the recovery of all missing children; and to remain vigilant in our common desire to protect and nurture the youth of our Province.

_____ Mayor

Signed at _____ this _____ day of May, 2014

A missing child is everyone's responsibility. La disparition d'un enfant concerne tout le monde.

CHILD FIND

January - December 2013 • Janvier - Décembre 2013

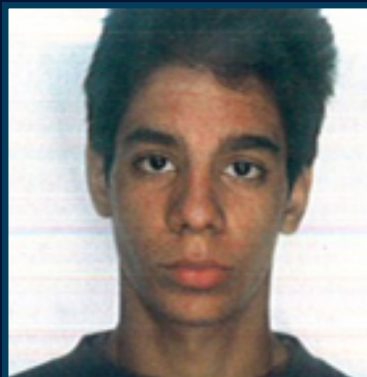
Have you seen these missing children? Avez-vous vu ces enfants?



Karina Wolfe
Case number/Numéro de dossier : 3225-SR
Date of birth / Date de naissance
May 7, 1990 / **7 mai 1990**
Missing since / Disparu le
July 2, 2010 / **2 juillet 2010**
Missing from: **Saskatoon, Saskatchewan**
Disparu de : **Saskatoon, Saskatchewan**



Melanie Lynn Temperton
Date of birth / Date de naissance
April 3, 1968 / **3 avril 1968**
Missing since / Disparu le
September 21, 1988 / **21 septembre 1988**
Missing from: **Mascouche, Quebec**
Disparu de : **Mascouche, Québec**



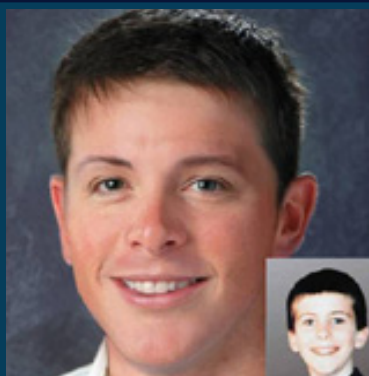
James Daniel Khan
Date of birth / Date de naissance
April 18, 1991 / **18 avril 1991**
Missing since / Disparu le
July 15, 2010 / **15 juillet 2010**
Missing from: **Montreal, Quebec**
Disparu de : **Montréal, Québec**



Mitchell O'Brien
Case number/Numéro de dossier : 10,000-P
Date of birth / Date de naissance
November 29, 1991 / **29 novembre 1991**
Missing since / Disparu le
November 9, 1996 / **9 novembre 1996**
Missing from: **St. John's, Newfoundland and Labrador**
Disparu de : **St. John's, Terre-Neuve et Labrador**



Adam O'Brien
Case number/Numéro de dossier : 10,000-P
Date of birth / Date de naissance
October 28, 1982 / **28 octobre 1982**
Missing since / Disparu le
November 9, 1996 / **9 novembre 1996**
Missing from: **St. John's, Newfoundland and Labrador**
Disparu de : **St. John's, Terre-Neuve et Labrador**



Trevor O'Brien
Case number/Numéro de dossier : 10,000-P
Date of birth / Date de naissance
May 5, 1985 / **5 mai 1985**
Missing since / Disparu le
November 9, 1996 / **9 novembre 1996**
Missing from: **St. John's, Newfoundland and Labrador**
Disparu de : **St. John's, Terre-Neuve et Labrador**



Tamra Jewel Keepness
Case number/Numéro de dossier : 3136-U
Date of birth / Date de naissance
September 1, 1998 / **1 septembre 1998**
Missing since / Disparu le
July 5, 2004 / **5 juillet 2004**
Missing from: **Regina, Saskatchewan**
Disparu de : **Régina, Saskatchewan**



Dylan Koshman
Case number/Numéro de dossier : 3197-SR
Date of birth / Date de naissance
April 11, 1987 / **11 avril 1987**
Missing since / Disparu le
October 11, 2008 / **11 octobre 2008**
Missing from: **Edmonton, Alberta**
Disparu de : **Edmonton, Alberta**



Michael Wayne Dunahee
Case number/Numéro de dossier : 2503-S
Date of birth / Date de naissance
May 12, 1986 / **12 mai 1986**
Missing since / Disparu le
March 24, 1991 / **24 mars 1991**
Missing from: **Victoria, British Columbia**
Disparu de : **Victoria, Colombie-Britannique**



Jeffrey Dupres
Case number/Numéro de dossier : 122-S
Date of birth / Date de naissance
March 16, 1977 / **16 mars 1977**
Missing since / Disparu le
April 24, 1980 / **24 avril 1980**
Missing from: **Slave Lake, Alberta**
Disparu de : **Slave Lake, Alberta**



Charles K J Horvath-Allan
Case number/Numéro de dossier : 2703-SR
Date of birth / Date de naissance
August 21, 1968 / **21 août 1968**
Missing since / Disparu le
May 26, 1989 / **26 mai 1989**
Missing from: **Kelowna, British Columbia**
Disparu de : **Kelowna, Colombie-Britannique**



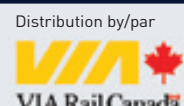
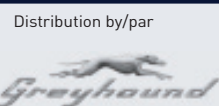
Lindsey Jill Nicholls
Case number/Numéro de dossier : 2523-U
Date of birth / Date de naissance
September 12, 1978 / **12 septembre 1978**
Missing since / Disparu le
August 2, 1993 / **2 août 1993**
Missing from: **Comox Valley, British Columbia**
Disparu de : **Comox Valley, Colombie-Britannique**

1-800-387-7962

all calls confidential • tous les appels sont confidentiels



childfind.ca



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Terms of Reference Committee on WCVI Marine Economic Development

1 Preamble

Westcoast Aquatic Management Association has been awarded a contract for \$489,500 to provide marine economic development services to eligible coastal communities in the West Coast of Vancouver Island.

WAMA Directors hold accountability for expenditures of the funding under the terms of a contract with DFO and are responsible for management of the funding and contract deliverables.

WAMA Directors are establishing a committee of eligible communities to develop and guide a strategy for providing services and achieving outcomes.

2 Terms of Reference

2.1 Service Principles

- Strengthen local ownership
- Build Self-Reliance
- Develop and maintain standards
- Avoid duplication and leverage existing resources

2.2 Service Outcomes

The following outcomes are outlined in WAMA's contract for service provision.

- Needs related to economic capacity and prosperity have been identified;
- Economic development and diversification plans to address those needs have been developed;
- Communities have been assisted in implementing economic development and diversification plans; and,
- Communities and individuals wanting to exit the salmon troll fishery have been assisted in filling out and submitting applications for funding/grants available through pre-existing Federal, Provincial, or local government, or other programs to address economic development needs.

The following broader outcomes have been identified by communities:

- Wealth has been created and distributed
- Social and economic health and well-being has been improved
 - Happy children

- Healthy balanced physical, mental, spiritual, emotional
- Opportunities have been provided for individuals to prosper and be secure
 - Meaningful work
 - Feeling productive
 - Responding to challenges
 - Financial security
 - Contributing to community
 - Waking up happy
 - Good relationships
 - Having needs (and some wants) met
 - Not wanting to be anyone else
 - Feeling grateful
 - Leaving the world a better place
- Communities are more unified
- Environmental stewardship has increased.

2.3 Committee Purpose

The Committee is established to provide guidance on a strategy that maximizes the services WAMA provides eligible communities and leads to tangible results for each desired outcome.

The strategy will strive to establish WCVI as an international leader in creating sustainable coastal economies. It will focus on short term impacts and long term sustainability.

2.4 Scope

The focus is on marine-related economic development. Strategy components may include:

- Infrastructure
- Knowledge
- Training and labour adjustment
- Business creation and/or partnerships
- Studies and Information
- Planning
- Building self-reliance
- WCVI regional access to marine resources, including securing and maintaining licences and quota for Chinook and other species, and fish production.
- Sense of connection to marine environment
- Working Together, Networking, Sharing, Learning, Building a community of practice
- Branding and Story

2.5 Committee Process

The Committee will reflect the shared decision making process for committees established in the WCVI AMB Terms of Reference. In short, this includes an interest-based process of striving for consensus recommendations and outlining areas of agreement and disagreement.

2.6 Participation

The following will be invited to participate:

- Local government and First Nations representatives appointed by Mayor /Chief and Councils from each eligible community, including Quatsino, Kyuquot, Zeballos, Ahousaht, Tofino, Ucluelet, Port Alberni, and Bamfield.

It is up to each Mayor/Chief and Council whether they wish to appoint a representative and participate. WAMA is under no obligation to meet separately with those who choose not to participate.

All participants will be subject to the attached Code of Conduct, including conflict of interest guidelines. Failure to abide in the Code will result in removal from further participation.

Other groups, such as the Province of BC Seafood Development Branch, Nuuchahnulth Economic Development Commission, local government economic development commissions/corporations, Western Economic Development, marine-related businesses, and non-profits, may be invited by the Committee to provide input as appropriate, and/or may be invited by WAMA Directors to join the Committee.

2.7 Minutes and Reporting

Minutes will be maintained and available to Committee members.

Formal reports by WAMA to DFO regarding progress on contract deliverables will be available to the Committee.

2.8 Meeting Frequency

It is expected the committee will meet in-person several times in the Fall of 2013 to develop a strategy, and then two or three times a year afterwards to monitor progress and discuss issues of common interest. Short conference calls will be arranged more frequently to enable good communication.

3 Code of Conduct

3.1 Purpose

This Code of Conduct is intended to document the principles of conduct to be followed by WCA Committees. Its purpose is to:

- Promote honest and ethical conduct, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships;
- Promote accountability for adherence to this Code;
- Provide guidance to Chair or Co-Chairs to help them recognize and deal with ethical issues; and,
- Help foster a culture that uphold the values expressed in WCA's Coastal Plan.

Participants are expected to comply and act in accordance, at all times, with the principles stated above and the more detailed provisions provided hereinafter. Violations of this Code are grounds for disciplinary action including, but without limitation, immediate termination of participation.

3.2 Basic Obligations

Participants are to:

- (i) become familiar with, and conduct Committee business in accordance with this Code
- (ii) treat all participants, WAMA directors and employees, and WCA Board members in an honest, fair, and respectful manner;
- (iii) avoid situations where the participants personal interests are, or appear to be, in conflict with the objectives of the Committee (see below); and
- (iv) safeguard and properly use WAMA and the Committee's confidential information, assets and resources, as well as those of WAMA's partners.
- (v) abide by any communications or other protocols adopted by the committee

3.3 Values

Participants in WAMA processes are expected to uphold the following values:

Hishukish Ts'awalk – Everything is One

The Nuu-chah-nulth phrase Hishukish Ts'awalk (pronounced 'he-shook-ish tsa-walk') means 'everything is one'. This phrase embodies an understanding that all things are sacred and nothing is isolated from other aspects of life surrounding and within it. This concept contributes to a value system that promotes the need to be thrifty, not to be wasteful, and to be totally conscious of one's actual needs when interacting with others.

Isaak - Respect with Caring

- ✓ Act in a way that honours others.
- ✓ Take only what we need and try to give back in equal measure.
- ✓ Be aware of what is happening around us and the impacts we have on others.

Integrity

- ✓ Be truthful, straightforward, fair, and follow through on commitments so that we maintain our pride and earn trust.

Discipline

- ✓ Be disciplined in our thoughts, actions, and words.
- ✓ Seek good opportunities and set realistic goals, using sound judgment, skill, hard work, and creativity to achieve them.
- ✓ Recognize that less is sometimes more.

Communication

- ✓ Listen carefully and express ourselves in a clear, humble way.
- ✓ Share information, views, and responses appropriately so that we can identify and resolve problems and opportunities.
- ✓ Appreciate a good sense of humour.

Self, Family, and Community Minded

- ✓ Strive to be self sufficient while recognizing the need to give and receive support in our families and community.
- ✓ Appreciate diversity and uniqueness, as well as the need to share core values and work towards a common vision.

3.4 Conflict of Interest

A participant should not engage in any activity, practice or act which conflicts with the best interests of WAMA or the Committee. A conflict of interest occurs when a participant places or finds himself/herself in a position where his/her private or corporate interests conflict with the best interests of WAMA or the Committee, or have an adverse affect on the participant's motivation or the proper performance of their role as participant. Examples of such conflicts could include, but are not limited to:

- Attempting to influence a decision of the Committee or WAMA directors where the result would be personal gain for the individual or their affiliated company, association or community.
- Accepting outside employment with, or accepting personal payments from, any organization which may benefit from a decision of the sub-committee or WAMA directors or which seeks to undermine the sub-committee or WAMA directors;
- Accepting or giving gifts of more than modest value to or from other participants while on the sub-committee;
- Competing with the sub-committee or WAMA directors on the pursuit of a project or funding, or the purchase or sale of property, services or other interests or taking personal advantage of an opportunity in which the sub-committee or WAMA directors have an interest; and
- Having, or immediate family members having a financial interest in a firm which does business with the sub-committee or WAMA.

A participant who is, directly or indirectly, interested in a proposed contract with or transaction related to the affairs of the Committee must disclose fully and promptly to each of the other participants the nature and extent of such participant's interest. If a participant does not declare a conflict of interest, the participant may be removed from participation on the Committee.

To protect the interests of both the participant and Committee or WAMA, any activity that involves potential or apparent conflict of interest may be undertaken only after disclosure to the Committee or WAMA by the participant and review and approval by WAMA or the Committee Chair.



The Corporation of the District of Tofino

REPORT TO COUNCIL

MEETING DATE	May 6, 2014	RTC Submission Date:	May 6, 2014
		A/T #:	CR-n/a
TO	Mayor & Council	File #:	Special Events
FROM	RMI Services		
SUBJECT	Special Event Permit Application Pacific Rim Summer Festival Concert – July 5, 2014		

RECOMMENDATION

THAT staff be authorized to issue a special event permit to the Pacific Rim Arts Society (PRAS) for use of the Village Green to hold a free concert from 5 pm to midnight on Saturday, July 5, 2014; and

THAT Third Street between Campbell and Neill Streets be closed to permit a food vendor market from 4 pm to midnight on Saturday, July 5, 2014.

CAO'S COMMENTS

I support the recommendation of the Manager of RMI Services.

PURPOSE

This report seeks Council approval for PRAS to use the Village Green from 5 pm to midnight, and to close Third Street between Campbell and Neill Streets from 4 pm to midnight on Saturday, July 5, 2014.

STRATEGIC PRIORITY OF COUNCIL

Top 6 - #4 Develop a Tourism Strategy which encourages and supports a diverse local economy.

1. Project/Initiative: 4.c) Provided festivals and events assistance

FINANCIAL IMPACTS

RMI staff will work with PRAS to ensure conditions of the permit are met and assist concert organizers where possible. The cost of staff support does not impact taxation as it is funded through the Special Event and Festival Support area of the 2012 – 2016 Resort Development Strategy.

A small amount of Public Works resources will be required for the closure of Third Street.

Per District of Tofino policy, a \$1,000 refundable security deposit will be collected at the time of permit issuance. Concert organizers will be responsible for ensuring the site is clean after the event and safeguards will be in place to protect the lawn from being damaged by the stage. Any resulting clean-up, maintenance or repair required from the District will be deducted from the damage deposit.

BACKGROUND

District of Tofino Public Property Use Regulation Bylaw No. 1098, 2009 requires events held on District property to obtain a special event permit from Council. The bylaw also prohibits loud noise which may disturb a neighborhood between the hours of 10 pm of one day and 7 am of the next day.

PRAS has applied for a special event permit to use the Village Green on Saturday July 5, 2014 for a free concert and have requested permission to close Third Street between Campbell and Neill Streets to host a food market during the event. PRAS also requested an exemption from the Public Property Use Regulation Bylaw in order amplify sound until midnight.

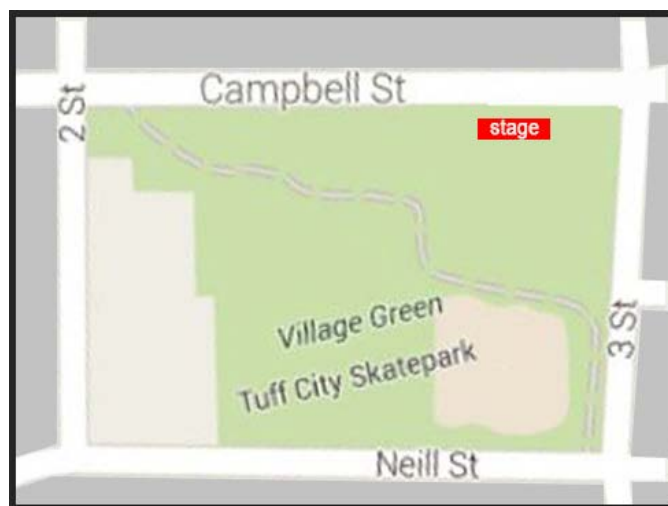
The applicants anticipate 300 attendees at the concert.

DISCUSSION

The 26th Annual Pacific Rim Summer Festival will be held from July 4 - 20, 2014 with music, dance, theatre and art events taking place in different venues throughout Tofino and Ucluelet. As part of the festival, PRAS is proposing a free family-friendly concert on July 5, with local and external talent. While the line-up has not yet been confirmed, organizers intend to feature fire spinners, local DJs and three musical acts.

The proposed concert venue is the Village Green. PRAS plans to hire a mobile stage truck which will be parked on the north side of the Green, facing the skate park (see image). To protect the lawn from damage, plywood and/or tire platforms will be used to locate and site the stage truck.

PRAS intends to close Third Street between Campbell and Neill Streets to host a food market. Local food vendors will be invited to participate and vendors will be required to hold temporary food serving permits through Island Health. Alcohol will not be served.



As a condition of the event permit, PRAS will be required to notify neighbourhood residents of the concert, including details about the road closure and hours of amplified noise. PRAS will work with the RCMP to create plans for event security and traffic management. To reduce parking congestion, PRAS will encourage people to arrive car-free.

PRAS is seeking marketing support from Tourism Tofino to help promote the entire Pacific Rim Summer Festival series of events.

Respectfully submitted,

Ivana Kraljevic, RMI Festival and Event Services Assistant
For April Froment, Manager of RMI Services



The Corporation of the District of Tofino

REPORT TO COUNCIL

MEETING DATE May 6, 2014
RTC Submission Date: May 6, 2014

TO Mayor & Council
A/T #: CR-n/a

FROM RMI Services
File #: Special Events

SUBJECT **Special Event Permit Application -
Tofino Public Market - May 17 - September 27, 2014**

RECOMMENDATION

THAT staff be authorized to issue a special event permit to organizers of the *Tofino Public Market* for use of the Village Green from 10 am – 2 pm every Saturday beginning May 17 through September 27, 2014.

CAO'S COMMENTS

I concur with the recommendation of the Manager of RMI Services.

PURPOSE

This report seeks Council approval for the *Tofino Public Market* to use the Village Green from 10 am – 2 pm every Saturday beginning May 17 through September 27, 2014.

STRATEGIC PRIORITY OF COUNCIL

Top 6 - #4 Develop a Tourism Strategy which encourages and supports a diverse local economy.

1. Project/Initiative: 4.c) Provided festivals and events assistance

FINANCIAL IMPACTS

RMI staff will work with Tofino Public Market organizers to ensure conditions of the permit are met and assist market organizers where possible. There is no direct impact on taxation as staff support time is funded through the Special Event and Festival Support area of the 2012 – 2016 Resort Development Strategy.

BACKGROUND

District of Tofino Public Property Use Regulation Bylaw No. 1098, 2009 requires that events held on or requiring use of District property obtain a special events permit.

The Tofino Public Market Society has applied for a special event permit to use the Village Green from 10 am – 2 pm every Saturday beginning May 17 through September 27, 2014 for a public market.

The applicants anticipate an average of 500 attendees at each weekend market.

DISCUSSION

For over four years, the Tofino Public Market has created a festive atmosphere on the Village Green, providing visitors and residents with live entertainment and informative workshops, as well as an opportunity to shop for locally made goods.

In 2014, the Tofino Public Market intends to run every Saturday from May 17 to September 27 from 10 am to 2 pm. Activities will include artisan vendors, live music, interactive workshops and children's activities. Organizers will partner with local organizations, such as *PRAS* and the *Carving on the Edge Festival*, to present arts-related entertainment and workshops, including a First Nations cedar weaving workshop.

The Market intends to reduce the amount of waste materials produced by utilizing the existing recycling bins and encouraging vendors to recycle, compost and use green products. When signing on for the season, vendors agree to not damage the premises and leave no garbage behind. A market coordinator will be on site every Saturday to ensure the site is clean, and that market activities are conducted safely and in accordance with Tofino's bylaws.

Respectfully submitted,

Ivana Kraljevic, RMI Festival and Event Services Assistant
For April Froment, Manager of RMI Services

**AUDIT COMMITTEE MEETING
DISTRICT OF TOFINO
April 25, 2014 at 9:00 AM
Council Chamber, Municipal Office
MINUTES**

PRESENT:

Josie Osborne, Chair
Duncan McMaster, Committee Member
Allen Anderson, Committee Member
Nyla Attiana, Director of Financial Services

ABSENT:

Bob MacPherson, CAO

A) CALL MEETING TO ORDER

Chair called the meeting to order at 9:04 am.

B) ADOPTION OF AGENDA

Resolution Move and Seconded by McMaster/Anderson
THAT the agenda be adopted as circulated / amended.

CARRIED

C) ADOPTION OF MINUTES

1. Minutes of the Audit Committee meeting held Tuesday, February 04, 2014.

Resolution Move and Seconded by Anderson/McMaster
THAT the minutes of the **Audit Committee** meeting held **Tuesday, February 04, 2014** be approved.

CARRIED

D) BUSINESS ARISING FROM THE MINUTES

E) DELEGATIONS

1. Ben Capps, CA and Anita Johnson, CA, Smythe Ratcliffe Chartered Accountants (Draft 2013 Financial Statements for the District of Tofino)

Resolution Move and Seconded by Anderson/McMaster

THAT Council approve the 2013 Audited Financial Statements.

F) **TABLED ITEMS**

G) **UNFINISHED BUSINESS**

H) **REPORTS**

I) **NEW BUSINESS**

J) **ADJOURNMENT**

Resolution Moved and Seconded by McMaster/Anderson
THAT the meeting be adjourned at 9:45 am.

CARRIED

CERTIFIED CORRECT:

Josie Osborne, Chair

Nyla Attiana, Recording Secretary

**TOFINO RECREATION COMMISSION MEETING
DISTRICT OF TOFINO**

**April 16, 2014 at 6:00 PM
Council Chamber, Municipal Office**

MINUTES

PRESENT:

Alex Cutler
Sarah Timberlake
Andy Greig
Sabrina Donovan
Amanda Moore
Tom Stere
Laura Lundy
Kyla Emery

ABSENT:

Susan Spencer
Jen Boulton

A) CALL MEETING TO ORDER

Chair called the meeting to order at 6:02 pm.

B) ADOPTION OF AGENDA

Resolution Move and Seconded by Timberlake/Donovan
THAT the agenda be adopted as circulated.

CARRIED

C) ADOPTION OF MINUTES

1. Minutes of the Tofino Recreation Commission meeting held Wednesday, February 19, 2014.

Resolution Move and Seconded by Cutler/Timberlake
THAT the minutes of the **Tofino Recreation Commission** meeting held **Wednesday, February 19, 2014** be approved.

CARRIED

D) BUSINESS ARISING FROM THE MINUTES

E) DELEGATIONS

F) CORRESPONDENCE

G) TABLED ITEMS

H) UNFINISHED BUSINESS

I) REPORTS

J) NEW BUSINESS

1. Government of Canada's New Horizons Seniors Program Grant for Centennial Park
 - The Recreation Commission is supportive of this project and suggested funding for a bocce ball court or horseshoe pit, pending support of stakeholders.
 - Staff will propose suggested park upgrades at an upcoming Centennial Park stakeholder meeting and report back to the Commission.
2. Canada Day
 - Discussed the event schedule for this year's celebration.
 - Funding from this year's event could go towards the Centennial Park upgrades.

K) ADJOURNMENT

Resolution Moved and Seconded by Donovan/Greig
THAT the meeting be adjourned at 6:50 pm.

CARRIED

CERTIFIED CORRECT:

Alex Cutler, Chair

Laura Lundy, Recording Secretary



DISTRICT OF TOFINO

CORPORATION OF THE
DISTRICT OF TOFINO

**DISTRICT OF TOFINO 2014-2018 FINANCIAL
PLAN BYLAW NO. 1202, 2014**

Effective Date – Month X, 2014

DISTRICT OF TOFINO 2014-2018 FINANCIAL PLAN

BYLAW NO. 1202, 2014

A Bylaw to approve the 5 Year Financial Plan for the years 2014-2018

WHEREAS pursuant to Section 165 of the *Community Charter*, a municipality must have a financial plan that is adopted annually;

AND WHEREAS the planning period for a financial plan is 5 years;

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

1. Citation

This bylaw may be cited for all purposes as "District of Tofino 2014-2018 Financial Plan Bylaw No. 1202, 2014."

2. Schedules

Schedule 'A' attached hereto and forming part of this bylaw is hereby declared to be the Five Year Financial Plan of the District of Tofino for the period January 1, 2014 to and including December 31, 2018.

Schedule 'B' attached hereto and forming part of this bylaw is hereby declared to be the Statement of Objectives and Policies in accordance with Section 165 (3.1) of the *Community Charter*.

3. Repeal

The District of Tofino 2013-2017 Financial Plan Bylaw No. 1184, 2013 is hereby repealed.

READ A FIRST TIME on April 25, 2014

READ A SECOND TIME on April 25, 2014

READ A THIRD TIME on April 25, 2014

ADOPTED on Month day, 2014

Josie Osborne, Mayor

2014-2018 Financial Plan Bylaw No.1202, 2014

Robert MacPherson, Corporate Officer

Page 2 of 14

Schedule 'A'

2014-2018 Financial Plan Bylaw No.1202, 2014

District of Tofino					
General Segments 5 Year Financial Plan					
Fiscal Years 2014 to 2018 inclusive					
	2014	2015	2016	2017	2018
Revenues					
Property Tax - Residential	\$ (1,656,133)	\$ (1,794,275)	\$ (1,824,684)	\$ (1,902,228)	\$ (1,887,340)
Property Tax - Utility	\$ (14,464)	\$ (15,670)	\$ (15,936)	\$ (16,615)	\$ (16,485)
Property Tax - Commercial	\$ (1,219,329)	\$ (1,321,011)	\$ (1,343,424)	\$ (1,400,576)	\$ (1,389,603)
Property Tax - Recreation/Non-Profit	\$ (46,330)	\$ (50,211)	\$ (51,046)	\$ (53,176)	\$ (52,767)
Excess Levies re: Supplements	\$ -	\$ -	\$ -	\$ -	\$ -
GILT/PILT and other levies in lieu of taxes	\$ (107,231)	\$ (134,251)	\$ (136,936)	\$ (139,675)	\$ (142,468)
Total Revenue from Property Taxes	\$ (3,043,487)	\$ (3,315,418)	\$ (3,372,027)	\$ (3,512,270)	\$ (3,488,662)
Parcel Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Fees and Charges	\$ (569,818)	\$ (572,211)	\$ (579,725)	\$ (587,388)	\$ (595,205)
Proceeds from Borrowing	\$ -	\$ -	\$ -	\$ -	\$ -
Proceeds from Grants	\$ (993,563)	\$ (885,408)	\$ (885,918)	\$ (886,438)	\$ (886,969)
Proceeds from Amenity Restricted Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Proceeds from DCC Restricted Revenue	\$ -	\$ -	\$ -	\$ -	\$ (20,000)
Proceeds from Capital Works Reserve	\$ (15,261)	\$ (15,261)	\$ (515,261)	\$ (15,261)	\$ -
Proceeds from Special Projects Reserve	\$ (120,849)	\$ (14,522)	\$ -	\$ -	\$ -
Proceeds from General Operating Surplus	\$ (411,682)	\$ (350,000)	\$ (350,000)	\$ (350,000)	\$ (350,000)
Proceeds from Gas Tax Deferred Revenue	\$ (326,522)	\$ -	\$ -	\$ -	\$ -
Proceeds from Resort Municipality Deferred Revenue	\$ (827,232)	\$ (96,912)	\$ -	\$ -	\$ -
Proceeds from Resort Municipality Initiative Current Year	\$ (602,239)	\$ (680,000)	\$ (680,000)	\$ (680,000)	\$ (680,000)
Proceeds from Fire Truck Reserve	\$ -	\$ -	\$ -	\$ -	\$ -
Proceeds from PW Reserves	\$ (125,528)	\$ (60,000)	\$ (180,000)	\$ (120,000)	\$ (110,000)
Proceeds from other Reserves	\$ (471,197)	\$ -	\$ -	\$ -	\$ (60,000)
Other Sources	\$ (277,582)	\$ (285,731)	\$ (289,724)	\$ (299,161)	\$ (389,442)
Total Revenue not from Property Taxes	\$ (4,741,472)	\$ (2,960,046)	\$ (3,480,628)	\$ (2,938,248)	\$ (3,091,616)
Total Revenues	\$ (7,784,959)	\$ (6,275,464)	\$ (6,852,654)	\$ (6,450,518)	\$ (6,580,278)

Schedule 'A' Continued

District of Tofino					
General Segments 5 Year Financial Plan					
Fiscal Years 2014 to 2018 inclusive					
Expenditures	2014	2015	2016	2017	2018
Legislative	\$ 241,246	\$ 244,130	\$ 248,093	\$ 252,135	\$ 256,258
General Administration	\$ 1,172,937	\$ 1,204,609	\$ 1,215,693	\$ 1,166,791	\$ 1,215,642
Recreation	\$ 248,998	\$ 243,284	\$ 247,883	\$ 252,580	\$ 257,378
Community Children's Centre	\$ 150,933	\$ 151,601	\$ 152,283	\$ 152,978	\$ 153,688
Planning	\$ 311,126	\$ 263,543	\$ 268,814	\$ 274,190	\$ 459,674
Bylaw	\$ 149,681	\$ 192,775	\$ 195,937	\$ 159,171	\$ 162,477
Public Works	\$ 831,142	\$ 790,084	\$ 801,790	\$ 829,976	\$ 842,663
Fire Department	\$ 270,266	\$ 293,153	\$ 298,623	\$ 304,210	\$ 309,917
Emergency Operations	\$ 68,677	\$ 70,201	\$ 71,765	\$ 73,370	\$ 75,018
RMI Services	\$ 1,112,662	\$ 1,448,326	\$ 1,351,499	\$ 1,351,589	\$ 1,351,684
Payments of Principal and Interest on Municipal Debt	\$ 125,089	\$ 86,391	\$ 71,841	\$ 72,878	\$ 69,794
Transfers to Capital - Administration	\$ 20,000	\$ -	\$ -	\$ -	\$ -
Transfers to Capital - Recreation	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers to Capital - CCC	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers to Capital - Planning	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers to Capital - Public Works	\$ 25,528	\$ 94,000	\$ 723,000	\$ 283,000	\$ 176,000
Transfers to Capital - Fire Department	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers to Capital - Emergency Planning	\$ 40,000	\$ -	\$ -	\$ -	\$ -
Transfers to Capital - RMI Services	\$ 1,836,165	\$ -	\$ -	\$ -	\$ -
Transfers to Special Projects Reserve	\$ 155,000	\$ 470,000	\$ 470,000	\$ 470,000	\$ 470,000
Transfers to Recreation Equipment Reserve	\$ 14,500	\$ 7,500	\$ 19,500	\$ 19,500	\$ 19,500
Transfers to CCC Equipment Reserve	\$ 9,215	\$ -	\$ -	\$ 2,147	\$ 4,515
Transfers to Fire Department Operating Reserve	\$ 34,522	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Transfers to Fire Department Fire Truck Reserves	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
Transfers to Capital Works Reserve	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers to OCP Reserve	\$ 20,000	\$ 22,500	\$ 22,500	\$ 32,500	\$ 32,500
Transfers to Zoning Bylaw Reserve	\$ -	\$ -	\$ -	\$ 30,000	\$ 30,000
Transfers to Stump Dump Reserve	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers to PW Reserves	\$ 252,967	\$ 113,366	\$ 113,433	\$ 143,502	\$ 113,572
Transfers to Water Operating	\$ 499,638	\$ 485,000	\$ 485,000	\$ 485,000	\$ 485,000
Transfers to Sewer Operating	\$ 119,667	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 7,784,959	\$ 6,275,464	\$ 6,852,654	\$ 6,450,518	\$ 6,580,278

Schedule 'A' Continued

District of Tofino					
5 Year Capital Plan					
Fiscal Years 2014 to 2018 inclusive					
Sources of Funds	2014	2015	2016	2017	2018
Council Capital Revenues	\$ -	\$ -	\$ -	\$ -	\$ -
Administration Capital Revenues	\$ (20,000)	\$ -	\$ -	\$ -	\$ -
Recreation Capital Revenues	\$ -	\$ -	\$ -	\$ -	\$ -
CCC Capital Revenues	\$ -	\$ -	\$ -	\$ -	\$ -
Development Services Capital Revenues	\$ -	\$ -	\$ -	\$ -	\$ -
Public Works Capital Revenue	\$ (25,528)	\$ (94,000)	\$ (723,000)	\$ (283,000)	\$ (176,000)
Fire Department Capital Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Emergency Operations Capital Revenue	\$ (40,000)	\$ -	\$ -	\$ -	\$ -
Misc Capital Revenue	\$ (1,836,165)	\$ -	\$ -	\$ -	\$ -
Water Capital Revenues	\$ (419,805)	\$ (455,000)	\$ (495,000)	\$ (600,000)	\$ (900,000)
Sewer Capital Revenues	\$ (27,500)	\$ (50,000)	\$ (545,000)	\$ (145,000)	\$ (1,238,000)
Developer Contributions	\$ -	\$ -	\$ -	\$ -	\$ -
Total Sources of Funds	\$ (2,368,998)	\$ (599,000)	\$ (1,763,000)	\$ (1,028,000)	\$ (2,314,000)
Uses of Funds	2014	2015	2016	2017	2018
Council Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
Administration Capital Expenditures	\$ 20,000	\$ -	\$ -	\$ -	\$ -
Recreation Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
CCC Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
Development Services Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
Public Works Capital Expenditures	\$ 25,528	\$ 94,000	\$ 723,000	\$ 283,000	\$ 176,000
Fire Department Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
Emergency Operations Capital Expenditures	\$ 40,000	\$ -	\$ -	\$ -	\$ -
Miscellaneous Capital Expenditures	\$ 1,836,165	\$ -	\$ -	\$ -	\$ -
Water Capital Expenditures	\$ 419,805	\$ 455,000	\$ 495,000	\$ 600,000	\$ 900,000
Sewer Capital Expenditures	\$ 27,500	\$ 50,000	\$ 545,000	\$ 145,000	\$ 1,238,000
Total Use of Funds	\$ 2,368,998	\$ 599,000	\$ 1,763,000	\$ 1,028,000	\$ 2,314,000

Schedule 'A' Continued

District of Tofino					
Water Segment 5 Year Financial Plan					
Fiscal Years 2014 to 2018 inclusive					
	2014	2015	2016	2017	2018
Revenues					
Fees and Charges from sale of services	\$ (705,281)	\$ (692,095)	\$ (692,095)	\$ (692,095)	\$ (692,095)
Other Revenue	\$ (74,675)	\$ (1,000)	\$ (121,000)	\$ (1,000)	\$ (1,000)
Grants	\$ -	\$ -	\$ -	\$ -	\$ -
Proceeds from Borrowing	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers from Resort Municipality Deferred Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers from DCC Restricted Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers from Water Capital Surplus	\$ (111,289)	\$ -	\$ -	\$ -	\$ -
Transfers from Water Operating Surplus	\$ (32,790)	\$ (60,000)	\$ -	\$ (85,000)	\$ (115,000)
Transfers from General Operating/Surplus	\$ (290,560)	\$ (499,638)	\$ (485,000)	\$ (485,000)	\$ (485,000)
Transfers from Sewer Operating	\$ -	\$ -	\$ -	\$ -	\$ -
Total Water Revenues	\$ (1,214,595)	\$ (1,252,733)	\$ (1,298,095)	\$ (1,263,095)	\$ (1,293,095)
Expenditures					
Administration	\$ 342,426	\$ 336,261	\$ 427,080	\$ 358,322	\$ 354,688
Pump Stations	\$ 38,635	\$ 34,926	\$ 36,614	\$ 38,395	\$ 40,274
Equipment	\$ 1,186	\$ 2,237	\$ 2,289	\$ 2,343	\$ 2,398
Reservoirs	\$ 49,696	\$ 39,512	\$ 24,183	\$ 24,772	\$ 25,380
Treatment	\$ 85,656	\$ 79,343	\$ 80,930	\$ 82,548	\$ 84,199
Delivery and Other	\$ 131,400	\$ 89,100	\$ 74,653	\$ 75,676	\$ 76,720
Interest and Expenses on Debt	\$ 88,315	\$ 88,265	\$ 90,030	\$ 91,831	\$ 93,668
Transfers to Water Capital	\$ 75,000	\$ 134,833	\$ 75,000	\$ 75,000	\$ -
Transfers to Water Capital Reserve	\$ 369,549	\$ 419,805	\$ 455,000	\$ 495,000	\$ 600,000
Transfers to General Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers to Water Operating Surplus	\$ 32,732	\$ 28,451	\$ 32,316	\$ 19,209	\$ 15,769
Total Water Expenditures	\$ 1,214,595	\$ 1,252,733	\$ 1,298,095	\$ 1,263,095	\$ 1,293,095

Schedule 'A' Continued

District of Tofino					
Sewer Segment 5 Year Financial Plan					
Fiscal Years 2014 to 2018 inclusive					
	2014	2015	2016	2017	2018
Revenues					
Fees and Charges from sale of services	\$ (602,500)	\$ (602,500)	\$ (602,500)	\$ (602,500)	\$ (602,500)
Other Revenue	\$ (490,000)	\$ -	\$ -	\$ -	\$ -
Grants	\$ -	\$ -	\$ -	\$ -	\$ -
Proceeds from Borrowing	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers from DCC Restricted Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers from Sewer Capital Surplus	\$ -	\$ (27,315)	\$ (27,315)	\$ (27,315)	\$ (27,315)
Transfers from Sewer Operating Surplus	\$ (23,994)	\$ -	\$ -	\$ -	\$ -
Transfers from General Surplus	\$ -	\$ -	\$ -	\$ -	\$ -
Total Sewer Revenues	\$ (1,116,494)	\$ (629,815)	\$ (629,815)	\$ (629,815)	\$ (629,815)
Expenditures					
Administration	\$ 284,098	\$ 284,098	\$ 284,098	\$ 284,098	\$ 284,098
Lift Stations	\$ 69,617	\$ 69,617	\$ 69,617	\$ 69,617	\$ 69,617
Equipment	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600
Treatment	\$ -	\$ -	\$ -	\$ -	\$ -
Delivery and Miscellaneous	\$ 125,500	\$ 125,500	\$ 125,500	\$ 125,500	\$ 125,500
Interest and Expenses on Debt	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers to General Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers to Sewer Operating Surplus	\$ 25,479	\$ -	\$ -	\$ -	\$ -
Transfers to Sewer Reserves	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers to Sewer Capital	\$ 611,200	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
Total Sewer Expenditures	\$ 1,116,494	\$ 629,815	\$ 629,815	\$ 629,815	\$ 629,815

Schedule 'B'

2014-2018 Financial Plan Bylaw No. 1202, 2014

Statement of Objectives and Policies

Funding Sources

The proportion of total revenue proposed to be raised from each type of funding source is illustrated in Tables 1 through 4.

General Operating

Other sources form a large proportion of the revenue in the general operating budget. The other sources consist mainly of transfers from reserves and grant funds, either already approved or to be applied for. As a small community with a limited property tax base and the desire to provide an infrastructure to accommodate a large seasonal influx of persons, it is important to have other sources of funds to supplement property taxes.

Property taxes also form a large proportion of revenue for the general operating budget. As a revenue source, property taxation offers a number of advantages, for example, it is simple to administer and explain to taxpayers. It offers a stable and reliable source of revenue for services that are difficult or undesirable to fund on a user-pay basis. These include services such as general administration, fire protection, recreation programs, child care, bylaw enforcement and infrastructure upgrades.

Property tax revenue includes a property value tax levy specifically related to water and sewer infrastructure repairs and replacements. The levy cannot be charged in excess of \$485,000 per annum and there must be an approved water and sewer capital plan in place relating to the infrastructure repair and replacement projects. The amount included in the Financial Plan for 2014 is \$439,805. The amount included for years 2015 to 2018 is the maximum of \$485,000 and is subject to change based on approved annual infrastructure projects.

Water Operating

User fees and charges form the greatest proportion of revenue in the water operating budget. As a revenue source, user fees and charges permits the cost of operating, maintaining and expanding the system to be distributed in a proportional system to the users of the system.

Other Sources form the second greatest proportion of revenue for the water operating budget. The other sources consist mainly of transfers from general

SCHEDULE "B" (Continued)

operating and general operating surplus, water operating and water capital reserves. As a small community with a limited water user base and the desire to

provide water infrastructure to accommodate a large seasonal influx of persons, it is important to have outside sources of funds to supplement the user fees.

Sewer Operating

User fees and charges represent the greatest proportion of revenue for the sewer operating budget. As a revenue source, user fees and charges permits the cost of operating, maintaining and expanding the system to be distributed in a proportional system to the users of the system.

Other sources represent the second greatest proportion of revenue for the sewer operating budget. Other sources consist mainly of grant funds, transfers from general operating and general operating surplus and capital reserves.

Table 1: Sources of Revenue - General Operating

Revenue Source	% of Total Revenue	Dollar Value
Property Value Taxes	39.1%	\$3,043,487
Parcel Taxes	0.0%	\$0
User fees and charges	7.3%	\$569,818
Other sources	53.6%	\$4,171,655
Proceeds from Borrowing	0.0%	\$0
Total	100.0%	\$7,784,959

Table 2: Sources of Revenue - Water Operating

Revenue Source	% of Total Revenue	Dollar Value
Property Value Taxes	0.0%	\$0
Parcel Taxes	0.0%	\$0
User fees and charges	55.2%	\$692,095
Other sources	44.8%	\$560,638
Proceeds from Borrowing	0.0%	\$0
Total	100.0%	\$1,252,733

SCHEDULE “B” (Continued)

Table 3: Sources of Revenue - Sewer Operating

Revenue Source	% of Total Revenue	Dollar Value
Property Value Taxes	0.0%	\$0
Parcel Taxes	0.0%	\$0
User fees and charges	83.7%	\$616,500
Other sources	16.3%	\$119,667
Proceeds from Borrowing	0.0%	\$0
Total	100.0%	\$736,167

Table 4: Sources of Revenue - Consolidated

Revenue Source	% of Total Revenue	Dollar Value
Property Value Taxes	31.1%	\$3,043,487
Parcel Taxes	0.0%	\$0
User fees and charges	19.2%	\$1,878,413
Other sources	49.6%	\$4,851,960
Proceeds from Borrowing	0.0%	\$0
Total	100.0%	\$9,773,860

Objective:

Over the next three years, the District will consider changes to the proportions and sources of revenue funding which will include reviewing water and sewer rates for user fees and charges and may include:

General

- Reviewing the rates for user fees and charges,
- Examining new sources of revenue, primarily from user fees and charges which may include making use of existing or new assets and or services,
- Increasing tax rates.

Water

- Reviewing the methodology used to calculate user fees and charges
- Determining other sources of funds to offset the costs of operating, maintaining or expanding the water delivery and treatment system.

SCHEDULE "B" (Continued)

Sewer

- Reviewing the methodology used to calculate user fees and charges
- Determining other sources of funds to offset the costs of operating, maintaining or expanding the wastewater water delivery and treatment system.

Policies:

The District of Tofino (District) will review all user fee levels and charges to ensure they are adequately meeting both the capital and delivery costs of the service as well as meeting the goals and objectives of the District in terms of cost-recovery, if any.

Universal water metering will continue to ensure that appropriate user fees are being collected for water consumption usage.

Water and Sewer will charge consumption fees and charges to offset the operating and capital costs of maintaining, improving and expanding the delivery and treatment systems.

Where possible, grants or outside contributions through partnerships or agreements, including DCCs, will be sought to offset as much of the costs for studies, operational or capital costs as possible in order to lessen the reliance on property value taxes or user fees and charges.

Distribution of Property Taxes

The distribution of property taxes among the property classes is illustrated in Table 5. The practice of Council has been to set taxes in order to maintain modified proportional tax stability. This is accomplished by maintaining the proportion of taxes paid by each class year over year modified by changes in Non Market Change (Real Growth) for each year. This can affect the rates over time as one class or another experiences growth which is different from other classes. In 2013 Council maintained this approach with the exception of Class (2) Utilities. The Utilities class was set at a rate 2.5 times the rate of Class (6) Business and Other.

The residential property class provides the largest proportion of property tax revenue. This is appropriate as this class also forms the largest portion of the assessment base. Business and Other provides the second largest proportion of property tax revenue. This class includes most of the accommodation sector including hotels and resorts. The remaining property classes are very small and provide very minor proportions of the total property tax revenue.

SCHEDULE "B" (Continued)

Table 5: Distribution of Property Tax Rates

Property Class	% of Total Property Taxation	Dollar Value
(1) Residential	56.4%	\$1,656,133
(2) Utilities	0.5%	\$14,464
(3) Supportive Housing	0.0%	\$0
(4) Major Industrial	0.0%	\$0
(5) Light Industrial	0.0%	\$0
(6) Business and Other	41.5%	\$1,219,329
(7) Managed Forest	0.0%	\$0
(8) Recreation/Non-profit	1.6%	\$46,330
(9) Farmland	0.0%	\$0
Total	100.0%	\$2,936,256

Policy:

The District of Tofino (District) will distribute the property taxes amongst the various property classes using a method to maintain modified proportional stability. This will be accomplished by maintaining the proportion of taxes paid by each class, year over year, modified by changes in Non Market Change (real growth) for each year. The exception to this approach is for Class (2) Utilities where the 2013 rate was increased to 2.5 times the rate in Class (6) Business and Other. The Utilities class rate will increase to \$40 per \$1,000 of assessed value by 2016.

Objective:

The District will continue to use the modified proportional stability method in all classes except Class (2) where rates will increase to \$40 by 2016.

Over the next three years, the District may consider further changes to the method in which property taxes are distributed which may include:

- setting property tax rate multiplier levels and targets,
- setting property tax distribution percentage levels and targets, or
- another method of property tax distribution which may include a combination of levels and targets.

SCHEDULE “B” (Continued)

The methods by which the District may seek to accomplish this could include:

- determining an estimated average use of municipal resources by various property classes and the setting of a multiplier rate,
- tying to rates in other selected communities,
- determining a desired proportion of property taxes for each property class, or
- another method or combination of methods.

The District may consider the following factors to determine future decision-making:

- tax shifts from one or more property classes to another,
- initiatives to maintain, encourage or discourage development of various property types,
- alignment of the property tax rate multipliers or percentage distributions with the social and economic goals of the community,
- comparison of rate multipliers or percentage distributions in other selected communities, or
- another method or combination of methods.

Permissive Tax Exemptions

Bylaw 1188, 2014 contains a list of permissive tax exemptions granted for the 2014 and 2015 taxation year. The District has an existing permissive tax exemption policy which guides the administration and approval of permissive tax exemptions.

Policy:

Some of the eligibility criteria for permissive tax exemptions that are outlined in the policy include the following:

- The tax exemption must demonstrate benefit to the community and residents of the District of Tofino (District) by enhancing the quality of life (economically, socially, and, or culturally) within the community.
- The goals, policies and principles of the organization receiving the exemption must not be inconsistent or in conflict with those of the District.
- The organization receiving the exemption must be a registered non-profit society, as the support of the municipality will not be used for commercial and private gain.

SCHEDULE "B" (Continued)

Objective:

The District will continue to consider permissive tax exemptions to non-profit societies meeting the criteria.

Over the next three years, the District may consider methods to expand its offering of permissive tax exemptions to possibly include revitalization tax exemptions targeted at green development for the purposes of encouraging development that will meet our *Climate Action Charter* commitments.

The methods to expand the offerings of permissive tax exemptions to be considered may include:

- The potential determination of eligibility requirements for green revitalization tax exemptions;
- The potential development of a green revitalization tax exemption program which details the kinds of green activities that the potential exemption program will target; and
- Potential methods to integrate a potential green revitalization tax exemption program into the District's existing economic initiatives as a potential means of attracting residential, retail and commercial businesses to further invest in sustainable living in the community.



DISTRICT OF TOFINO

CORPORATION OF THE
DISTRICT OF TOFINO

**District of Tofino 2014 Annual Tax Rates Bylaw
No. 1199, 2014**

Effective Date – Month X, 2014

DISTRICT OF TOFINO

2014 ANNUAL TAX RATES BYLAW NO. 1199, 2014

A Bylaw to Impose Rates on all Taxable Land and Improvements within the District of Tofino

WHEREAS pursuant to section 197 of the *Community Charter* a council must, by bylaw, impose property value taxes for the year by establishing tax rates.

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

1. Citation

This bylaw may be cited for all purposes as "District of Tofino 2014 Annual Tax Rates Bylaw No. 1199, 2014."

2. Tax Rates

Schedule "A", attached hereto and forming part of this by-law, outlines the annual rates which are hereby imposed and levied on all taxable land and improvements according to their assessed value to provide the money required for:

Column A - General Municipal

All lawful general purposes of the municipality, including provision for uncollectible taxes and for taxes that it is estimated will not be collected during the year;

Column B – Regional Library

The money which, when added to the amount remaining in the regional library rate account from the previous year, is sufficient for the municipal share of the expenses of the regional library, according to the requisition submitted by the regional library;

Column C – Regional Hospital

The money which, when added to the balance in the hospital rate account from the previous year, is sufficient for the municipal share of the regional hospital district expenses and the debt incurred for hospital purposes, according to the requisition submitted to the Council by the Regional Hospital Board;

Column D – Regional District

The money which, when added to the amount remaining in the regional district rate account from the previous year, is sufficient for the municipal share of the expenses and debt payments of the regional district, according to the requisition submitted by the regional board.

3. Minimum Tax

The minimum amount of tax levied in any year on a parcel of real property shall be One (\$1.00) Dollar.

4. Severability

If a portion of this Bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed and the remainder is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.

READ A FIRST TIME on April 25, 2014

READ A SECOND TIME on April 25, 2014

READ A THIRD TIME on April 25, 2014

ADOPTED on Month day, 2014

Josie Osborne, Mayor

Robert MacPherson, Corporate Officer

Schedule 'A'

District of Tofino 2014 Annual Tax Rates Bylaw No. 1199, 2014

	I	II	III		IV	V	VI
Property Class	General Municipal	Debt	PVTL	Total Municipal	Regional District	Regional Hospital	Library
Residential	2.4307	0.0891	0.4439	2.9637	0.4396	0.3547	0.1459
Utilities	24.1077	0.8836	4.4028	29.3940	1.5386	1.2415	1.4470
Light Industry	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Business Other	7.1384	0.2616	1.3037	8.7038	1.0770	0.8691	0.4285
Recreation/Non-Profit	8.7474	0.3206	1.5975	10.6655	0.4396	0.3547	0.5251
Farm	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000