

Local Government Internship Program Host Profile – District of Ucluelet

About the Community

Ucluelet is a small coastal community located on the west coast of Vancouver Island in British Columbia. With a population of approximately 2,000 residents, the community sits along the edge of the Pacific Ocean and Barkley Sound, adjacent to the Pacific Rim National Park Reserve and Tofino. Ucluelet is situated within the traditional territory of the Yuułuʔilʔath (Nuu-chah-nulth) First Nation.

The community has a diverse local economy that blends long-standing marine industries such as fishing and aquaculture with a bustling tourism sector. Outdoor recreation is a major driver of year-round visitation, supported by popular attractions including the Wild Pacific Trail, Big Beach, and Barkley Sound. Surfing, kayaking, wildlife viewing, hiking, and storm watching contribute to a steady flow of visitors, alongside hospitality, retail, and local service businesses.

Community amenities include healthcare services, grocery and retail access, restaurants, banking, schools and childcare, recreational and cultural facilities, a public library, and a local aquarium. Surrounded by rugged coastline and temperate rainforest landscapes, Ucluelet combines natural assets with essential services that support a vibrant, active coastal community.

About the District

The District of Ucluelet is a full-service municipal organization serving a vibrant coastal community on Vancouver Island's west coast. The municipality employs approximately 40 staff across a wide range of service areas, including administration, finance, planning and development, public works, parks and recreation, and emergency services. The District operates with an annual operating budget of approximately \$9 million, supporting essential municipal infrastructure and community services.

The organizational culture at the District of Ucluelet is progressive, collaborative, and community focused. Environmental stewardship is a core value, reflected in both municipal operations and long-term planning. Staff are committed to mutual respect, teamwork, and maintaining a supportive workplace where professionalism and approachability go hand in hand. The organization encourages learning, innovation, and shared problem-solving while recognizing the importance of maintaining a positive, healthy work environment that values both dedication and enjoyment in day-to-day work.

The District is guided by values centered on respect, accountability, sustainability, and service excellence. Its vision emphasizes building a resilient, livable community that balances environmental protection with economic vitality. Further information about the District of Ucluelet and municipal services can be found at: www.ucluelet.ca.

Proposed Intern Activities

The intern will engage in a variety of projects and initiatives, including:

- Collaborating with multiple departments to gain exposure to diverse functional areas of local government.
- Supporting public engagement initiatives and municipal communications with the community and stakeholders.
- Assisting with logistics for Council and Committee meetings, public hearings, open houses, workshops, and other District events, including audiovisual setup.
- Locating and organizing files, including bylaws, policies, and resolutions.
- Supporting the preparation of agendas, minutes, correspondence, and statutory notices in consultation with the Director of Corporate Services and Bylaw.
- Conducting research and data analysis, and assisting with the preparation of bylaws, policies, reports, and related documents.
- Completing physical and digital filing tasks, including records disposition activities in accordance with the LGMA Retention and Destruction Schedule.
- Assisting with the preparation, editing, and formatting of District documents.
- Supporting election-related duties, including potential appointment as Second Deputy Chief Election Officer, depending on qualifications and organizational needs.
- Preparing and distributing public notices.
- Booking conferences, hotels, and meeting rooms for staff and elected officials.
- Assisting with human resources functions.
- Performing other related duties as assigned.

What the LG is looking for in a candidate:

- Diploma or degree in Public/ Business Administration, Communications, or a relevant diploma/ degree is preferred
- Knowledge of parliamentary procedure, applicable legislation, and government policies.
- Proven ability to maintain confidences and ensure the confidentiality of information and records.
- Knowledge of and/or skilled with standard office applications and equipment, with emphasis on Civic Web, Microsoft Office Suite, Adobe, and Canva applications.
- Strong research, writing, presentation, and communication skills
- Willingness to take on new challenges and to learn on the job