

**DISTRICT OF UCLUELET**  
**MINUTES OF THE REGULAR COUNCIL MEETING**  
**HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE**  
**Tuesday, May 9, 2017 at 6:30 PM**

Present:       **Chair:**           Mayor St. Jacques  
                  **Council:**       Councillors McEwen, Oliwa, Mole, and Noel  
                  **Staff:**           Carolyn Bidwell, Chief Financial Officer  
                          Morgan Dossdall, Deputy Clerk  
                          Darcey Bouvier, Recording Secretary

Regrets:

**1. CALL TO ORDER**

**1.1 Mayor St. Jacques called the meeting to order at 6:30 pm.**

**2. CLOSED SESSION**

**2.1 Procedural Motion to Move In-Camera**

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

*THAT the meeting be closed to the public in order to address agenda items under Section 90(1) (a) and (j) of the Community Charter.*

CARRIED.

**2.2 Mayor St. Jacques adjourned the in-camera meeting and resumed the regular meeting at 7:30 pm.**

**3. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY**

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

**4. ADDITIONS TO AGENDA**

**5. ADOPTION OF MINUTES**

**5.1 April 25, 2017 Regular Minutes**

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

*THAT Council approve the April 25, 2017 Regular Minutes as presented.*

CARRIED.

**6. UNFINISHED BUSINESS**

**7. MAYOR'S ANNOUNCEMENTS**

- 7.1 Mayor St. Jacques advised the Emergency Notification Service will be tested on May 11th at 2:00 pm. Karla Robison, our Environmental & Emergency Services Coordinator would like any feedback form that exercise.
- 7.2 Mayor St. Jacques noted two of the District's senior staff members are leaving. Jeanette O'Connor, our Chief Financial Officer is retiring after 18 years. This would have been Jeanette's last Council meeting, however she is off sick. Council would like to wish Jeanette all the best. Morgan Dosdall, our Deputy clerk is also leaving us and we would like to thank her for all the great work she has done for our community and for Council. Morgan and Jeanette will be missed and we wish them both well.
- 7.3 Mayor St. Jacques introduced our new Chief Financial Officer, Carolyn Bidwell. Carolyn comes from Huston, and was the Director of Finance in Hope. Carolyn comes to us with extensive experience, and is now in her second week with us.

## 8. PUBLIC INPUT, DELEGATIONS & PETITIONS

### 8.1 Public Input

B. Beasley is apart of Alliance Holdings Limited, which is a company that has affordable housing on their property. Beasley stated they are really excited about the Official Community Plan (OCP) review. Beasley feels that our small community really fits well within the OCP, in terms of the objectives and vision. They are really interested in seeing some amendments to zoning that would allow them to continue as residential into the future. Beasley stated they are really excited and would like to urge Council to move forward with that and noted it is their wish to be a part of the process as it moves forward.

Mayor St. Jacques advised that Pam Shaw, from Vancouver Island University is ill today, and will not be with us tonight. Therefore, we will be tabling the OCP review at this point.

### 8.2 Delegations

**Lenora Lee, KPMG**

**Re: Update on Audit for year ending December 31, 2016**

- We have completed the audit of financial statements for the 2016 fiscal year for the District of Ucluelet. We have issued an unqualified clean audit opinion which indicates

that there is no material mis-statements within the financial statements, and the accounting policies are in accordance within the appropriate standards for Public Sector Organizations. In terms of the financial results of the District for the 2016 fiscal year there was a surplus of \$285,000 in comparison to a deficit last year \$310,000. Also, the budget for the current year was \$313,000. Some of the key changes year on year included changes to the tax rate base as well as the tax rates, changes to some of the billings for water, as well as collection of government funding community grants, such as the small communities grants and gas tax or community works funding. In terms of expenses the District had a scheduled and included a 2.25% increase for salaries and benefits within the collective agreement that had been negotiated, and other tiny differences on expenditures that were incurred over the year. The District spent approximately 1.1 million on capital additions/capital assets that were either replaced or that were new and the acquisitions were funded from gov't grants. The largest being such as the lagoon rebuild that was funded through a tsunami grant and a resort municipality grant, as well as expansion to cemetery, the big beach project, signage and improvements to the water meters. Overall the financial statements present a positive surplus for the year, with no outstanding issues on matters as relating to our audit. Thank management for all their assistance over the course of the audit and a timely response.

**Pam Shaw, Vancouver Island University**  
**Re: OCP Review**

## **9. CORRESPONDENCE**

### **9.1 Request: Proclaim May as Missing Children's Month and May 25th as Missing Children's Day** ***Child Find British Columbia***

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

*THAT Council proclaim May as Missing Children's Month, and May 25th as Missing Children's Day.*

**CARRIED.**

### **9.2 Request: Participation in the Ocean Friendly Business Campaign - Rise Above Plastics Program** ***Surfrider Pacific Rim***

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

*THAT Council participate in Surfrider Pacific Rim's Ocean Friendly Business*

Campaign.

CARRIED.

## 10. INFORMATION ITEMS

### 10.1 Ferry Service in Barkley Sound

#### *Ministry of Transportation and Infrastructure*

It was moved by Councillor Mole and seconded by Councillor McEwen

*THAT Council receive information item, "Ferry Service in Barkley Sound" for information.*

CARRIED.

## 11. COUNCIL COMMITTEE REPORTS

### 11.1 Councillor Sally Mole

*Deputy Mayor April – June*

#### **Ucluelet & Area Child Care Society**

Plan to stop in at the Day Care tomorrow. The reports are looking very promising and their attendance is looking great.

#### **Coastal Family Resource Coalition**

Met last Wednesday. This was more of a workshop event for the day, looking at Government Structure and ways to move forward with our existing group. This group has been in existence for over 15 years now and we have been lucky enough to have four of our founding members there, so it was great to see that continuity. By the end of the discussion we looked at Clayoquot Biosphere Trust (CBT) holding the funds that deliver a lot of the programs that the coalition does and that pays for the Coordinator's wages. Right now it is currently held by the West Coast Resources Society, so this would take a bit of work off that Society. The CBT are more than happy to take this on. Today they had an information meeting on Naloxone for education and distribution as there are more services providers that want more knowledge and a sense on how to access it and how to distribute it.

#### **Food Bank on the Edge**

- They are busy prepping for their AGM in June.

#### **Recreation Commission**

- Their next meeting is tomorrow at 7:30 at the Ucluelet Community Centre.

**11.2** Councillor Marilyn McEwen  
*Deputy Mayor July – September*

**West Coast Multiplex Society**

West Coast Multiplex Society met May 1, 2017. April 13th was the West Coast Multiplex Election Committee Meeting. They had 3 architectural firms to choose from, and chose VDA Architecture as the successful proponent for delivering detailed plans for Phase 1 of the Multiplex and Ice Arena. There will be a meeting set up later this month with VDA, Alberni Clayoquot Regional District, West Coast Committee, and members of the Society, for discussion on design options. Their AGM taking place on June 5th, 2017 at 7pm at the Long Beach Golf Course. That would be a good opportunity for anyone that is interested in the Multiplex to come out and take a look and listen to the Society. Their big fundraiser is the Scramble Golf Tournament and will be held on September 16th, 2017.

**Ucluelet & Area Historical Society**

Met yesterday. Their big fundraiser is the Mother's Day plant sale which is this Saturday at the UAC Hall, doors open at 11:00am; no admission fee. The Society requested a donation of paint from the Ucluelet Co-op, as this is an initiative put out by the Co-op for non-profit societies. Asked for paint for the interior of the lighthouse keepers house but what the Co-op has offered them is exterior paint for the outside of the Lighthouse itself as well as the labour to do it. The Society is still hoping they will receive the paint for the inside as well. There is a website sub-committee and are revamping their website; that meeting is happening tomorrow. They also look after the George Fraser Garden and the plaques that are put there. The missing plaques have been found and are looking at the cost of getting more plaques done so people can commemorate loved ones that have passed.

**Wild Pacific Trail Society**

Held their AGM on May 6, 2017. There was the ribbon cutting event at Inspiration Point at 2:00pm and was well attended; they then adjourned to Black Rock to hold the business portion of their meeting; they have 13 seats on their Board, they split it up so 6 of those seats are serving their second year of a two year term, so there were 7 seats available for nomination. The 7 seats were filled by 5 previous members and two new members (Renee Wissink from Pacific Rim National Park, and Julian Ling from Ucluelet Info Tech) They also have a permanent Director seat for

a representative from the Ucluelet First Nation and Vi Mundy has been in that seat for the past year. There was a 2016 In-Review slideshow, 18 highlights of their accomplishments last year.

=> **Other Reports**

The West Coast Transportation Committee meeting was held on May 2, 2017. Update by the Committee that BC Transit will be doing a feasibility study but are not able to do it in 2017. The Committee has allocated \$5,000 for this process and is very interested in acting as an advisory board to that feasibility study to ensure local priorities and information are identified and fed into that report and to ensure that we are on the list for 2018 for BC Transit to do that study.

BC Wheels for Wellness statistics include: January 19 riders, February 29 riders, and March 25 riders. Overall ridership has been decreasing, so there really needs to be more of a push to get the information out there so the communities know about it. Requested an electronic poster that we could distribute through all our networks; possibility of getting that information into the recreation guides that are coming up; recommendation for a 1 year recognition event to highlight the progress of the program and to bring more awareness to the program.

Ministry Of Transportation (MOT), regarding the upcoming upgrades to Highway 4, there will be subsequent road closures. Mike Pearson from the MOT will be going out to local leadership to get input on delays and the impact, and seek feedback on ways to reduce that impact.

- Councillor Mole: Who is the current Chair for the Westcoast Multiplex Society? Councillor McEwen: Samantha Hackett.
- Councillor Mole: With respects to Wheels for Wellness, are there posters in the Dr.'s offices and at the Hospital? Councillor McEwen: Yes, but reiterated the need for electronic copies to better spread the information.

**11.3 Councillor Mayco Noel**  
*Deputy Mayor October – December*

**Tourism Ucluelet**

5 year strategic plan review; where is Tourism Ucluelet going to be in 10 years so it wasn't really a 5 year review. Talk included: they don't have a clear vision statement; year round tourism; and hired a consultant to help them brainstorm and pull together

everyone's ideas, including a mission statement. There is also a move from destination and marketing to destination management. There was funding for 3 students over a 9 week period with Federal funding. Survey's done with members of TU, staff housing, accessibility to transportation...not really a TU issue. 2% tax, do we go to 3%. TU would rather stick with 2% but get full compliance for those who should be paying the 2%, is this provincial thing or a District issue.

- Councillor Mole: What are the regular hours for Tourism Ucluelet and the Pacific Rim Visitor Centre? Councillor Noel: I will have to follow up on that.
- Mayor St. Jacques: How is Tourism Ucluelet doing with visitor services? It would be nice to know at the next meeting how their numbers are doing. Councillor Noel: They are doing really well; they received some funding and Denise Norman has an excellent handle on everything.

**11.4 Councillor Randy Oliwa**  
*Deputy Mayor January – March*

**Seaview Seniors Housing Society**

- Organization is doing well; general operations are good; facility is full and functioning smoothly and is a great asset for the community. Will find out mid-June how we are making out for the grant application for a feasibility study for Phase 2.

**Education Liaison**

- PAC meeting last night, stellar turn out, call from the current chair due to lack of parent participation at the high school level; Elementary School is very strong, granted the numbers in the high school are low but growing; have full executive for the first time in a long time for the Ucluelet Secondary School, we have co-chairs from Ucluelet and Tofino, treasurer, secretary, full and active board. Grant funding and applications are going in for the gaming grant. Current chair staying in the community and willing to participate as the past president; we thanked Carolyn Corlazzoli is huge resource to have in the community for her many years of service.
- Election time, high school and some of the elementary school grades will participated in the studentvote.ca which encourages young people to vote; statistically when taught in the curriculum, parent votes goes up. Schools held their

election but won't release the results until after the Provincial Election.

We have great administrator at the High School.

Use to be a golf tournament called the Pro-Am scramble, from that a public/private fundraising event, use to raise between 15-20,000 per year, but has since gone by the way side, they are now back to car washes and plant sales. Came up with a new golf tournament that will be June 24th, is family oriented and modeled after a survivor style game. Fee to join pays for the event and the sponsorship goes back to the school for the athletics and band. They will also need volunteers, Abby Fortune is the USS Co-Chair.

## 11.5 Mayor Dianne St. Jacques

### **Alberni-Clayoquot Regional District Board**

Met on April 26, 2017. The ACRD is submitting grant applications to Gas Tax for trail for the Traverse Trail for the hook-up portion on behalf of the District and we will support them on that. One of the issues with the ACRD is creating a service for the link up to the new Traverse Trail. We have a current agreement on the bike trail; need to locate documentation; and see what we can do to expand that service from the Junction to the head of the trail in the Park itself.

### **Airport Committee**

Meeting yesterday at the Parks Board. Robert Dodds from Primal Communications was in attendance and he is doing the marketing plan on behalf of our community for the airport, presented a new logo, and is putting together a report on next steps. Looking positive for the airport; kiosks are full with one still available, Robert has been reaching out to the airlines and accommodation providers to let them know what is going on at the airport. Mark Fortune, apron lighting installed, line painting starting today. We look forward as the marking progresses to have presentations with Tourism Ucluelet, Chamber of Commerce and a possible tour of the airport and see what the opportunities are out there.

### **Ucluelet Health Centre Working Group**

Gave Marie Duperault a call as we haven't heard from her in a while. There isn't a request for proposals prepared yet; island health has a lot of processes they have to go through and are still waiting to hear from Mental Health and from Public Health but are still determined to move forward on it. Asked Marie to keep us



informed.

=> **Other Reports**

- Councillor Oliwa - noted Director Bennett posted yesterday May 18, 2017 at 7pm there is information meeting of a possible commercial cardboard ban.

Andrew McGifford from the ACRD is putting together that information meeting and the ACRD is going to put a ban on commercial cardboard starting July 1st, 2017.

Councillor Oliwa questioned what will happen to the cardboard that we recycle? Mayor St. Jacques: that will be a question for Andrew McGifford and Sun Bird.

2016-6

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

*THAT Council accept all committee reports.*

CARRIED.

## 12. REPORTS

### 12.1 Expenditure Voucher G-9/17 *Jeanette O'Connor, CFO*

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

*THAT Council receive Expenditure Voucher G-9/17.*

CARRIED.

### 12.2 Update on the Official Community Planning Process *John Towgood, Planner 1*

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

*THAT Council table report item, 12.2 "Update on the Official Community Planning Process".*

CARRIED.

### 12.3 Edge to Edge Marathon Road Closure & Additional Operational Requests *Abby Fortune, Director of Parks & Recreation*

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

*THAT Council approve recommendation 1 of report item, "Edge to Edge Marathon 2017" which states:*

1. *THAT Council approves the road closures and additional operational requests for the Edge to Edge Marathon for June 11, 2017.*

CARRIED.

### 12.4 Request to Discharge Covenant EV152825 for Lot 1, VIP 76238 *John Towgood, Planner 1*

- Councillor Oliwa: Question for our Planner, as we want to ensure that Staff are comfortable that by releasing the covenant, we are not taking on any additional liability for the District.
- John Towgood - Planner 1: the applicant still needs to go through some legal steps – most likely a geo tech report will be required; one would assume the original covenant went on with a professional opinion saying this covenant is safe for the intended use/setting, so to discharge this we will probably need another geo-tech report stating the changes would not represent a liability to the District.

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

*THAT Council receive report item 12.4, "Request to Discharge Covenant EV152825 for Lot 1, VIP 76238".*

CARRIED.

## **12.5 2016 Draft Financial Statements**

*Jeanette O'Connor, CFO*

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

*THAT Council receive report item, 12.5, "Draft Financial Statements".*

CARRIED.

## **12.6 Request for Temporary Use Permit and Associated Development Variance Permit**

*John Towgood, Planner 1*

Councillor Oliwa: after reading the report, I will have to declare conflict with my commercial business.

8:10 pm Councillor Oliwa stepped out of the room.

Councillor Noel: this application is an interesting one; another example of the problem in the community; struggle with the possibility of having more of these before us; questioned if we are opening a can a worms; it is temporary but does the initial request turn into 24 months, that turns into 48 months etc. There are other businesses that would probably like this model but how do you manage it; it's on the applicants property; are they any policing the grounds; potential of noise. I recognize the General Manager would have a pretty good control on the activities in the parking lot.

Mayor St. Jacques: asked for clarification from John Towgood on the map, page 159 and the placement of the trailers, as it differs from page 152 of the photo of the map.

John Towgood: I worked with applicant to produce the map as the initial location wouldn't work, they are two different diagrams. I did mark a red "X" through the one, but should have made it more obvious.

Mayors St. Jacques: Just to clarify, the trailers are outside of area as shown on the first map of this report?

John Towgood: Yes they are.

Mayor St. Jacques: My next comment would be the displacement of parking. It was suggested that space is underutilized at the end of their property, these parking spots are for what they currently operate at.

John Towgood: Yes, we had some discussions on parking; they have an area with some storage units that they will dismantle and use that area. That will increase their parking, parking lot will be utilized better, but there will be an increased usage there when busy parking gets close capacity.

Mayor St. Jacques – so if the trailers are going to displace 16 spots, and will be housing 24 people, that is potentially 40 spots, I don't see how that is going to work.

John Towgood: they are trying to locate the trailers so that they will still have parking in front; all very tight, but because of temporary nature of it, variances for parking will be part of the development variance. This application is for notification, the next steps would be to follow the Local Government Act for Notification, this includes 100m mail out, and 1 newspaper article. We would then appear in the next Council meeting on May 23, 2017.

Mayor St. Jacques: To clarify, it will be clear there will be no parking on Marine Drive or at the Browns Beach Parking Lot. However, who will monitor that? How will we know if the vehicles are Black Rock vehicles, it seems quite problematic. Furthermore, they state they are working toward a permanent solution. Do we have any idea what that permanent solution is and what that would look like and when will this happen?

John Towgood: The applicant relayed they are planning on fulfilling the original development plan for their lot across the street for staff housing; this is potentially a multi-million dollar venture and will take some time to get going. However there is no commitment or timeline at this time for a permanent solution.

Councillor Mole: I do see the parking issues, but I also see the staff housing issue and worry that without provision of staff housing, the functions of that resort may be curtailed. We know that the Resort is a valuable resource for our community and does employ a lot of staff. I like the idea of the temporary permit but what if it goes sideways somewhere in that year, can we revoke that temporary permit?

John Towgood: I would have to research that.

Councillor McEwen: Management is going to monitor the staff accommodation twice per day given that it would be a temporary use permit, I would be comfortable going forward with this. Staff housing is getting worse, not better.

Councillor Mole: I agree, given the proposed location of the trailers, I think it's in their Management's best interest to monitor the situation.

Councillor Noel: I'm curious if the applicant would open up their staff housing if they have empty beds, or would the housing be specific to Black Rock employees only?

John Towgood: Under the definition of a Temporary Permit, it would only

be open to Black Rock employees.

Mayor St. Jacques: I struggle with this one, the Black Rock is an amazing resort and important to our community and I support it; but staff housing is an issue for everyone for many years, the hope would have been that the Black Rock was working toward this since they opened; this was brought to their attention when they were building, that staff housing would be an issue; yet they haven't been doing this and are now asking for this temporary solution. Councillor Noel brings up a good point, in this industry, if we allow it here what will the domino effect be? We don't want to be a community of trailers. The best I can do in my own opinion, would be one year with no extension.

Councillor McEwen: While they do have a more permanent solution, they need this as a temporary stop gap.

Mayor St. Jacques: I agree they do, but we are not clear what that solution is and would really like to know.

Councillor Mole: This will come back to us, there is referral process which includes the 100m mailout etc.,. Given that we are able to take a second look at it at a future meeting I feel confident in moving forward.

Councillor Noel: As this is on the applicants property, they have a vested interest to monitor this, and think they will do their best.

End of discussion.

- At 8:25pm Councillor Oliwa returned to Regular Meeting

**It was moved by Councillor Noel and seconded by Councillor Mole THAT Council approve recommendation 1 of report item 12.6, "Request for Temporary Use Permit and Associate Development Variance Permit" for a**

*period of 1 year only, which states:*

1. *THAT Staff be directed to proceed with the public notification stage for a Temporary Use Permit and associated Development Variance Permit for 596 Marine Drive (Black Rock Resort).*

CARRIED.

## **13. LEGISLATION**

### **13.1 REPORT**

**Zoning Amendment Bylaw No.1216, 2017 - Third Reading and Adoption**

***John Towgood, Planner 1***

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

*THAT Council approve recommendation 1 of legislation item, "To Amend Zoning Bylaw No. 1160, 2013 by Rewording the Exception to Section 306.2 to Allow this Exception to Cover More Than Master Development Agreement Associated with a Comprehensive Development (CD) Zone" which states:*

1. *THAT Zoning Amendment Bylaw No. 1216, 2017, have Third Reading and Fourth and Final Reading.*

CARRIED.

## 13.2 BYLAW

### Zoning Amendment Bylaw No. 1216, 2017

It was moved by Councillor McEwen and seconded by Councillor Oliwa

*THAT Council give Third Reading to Zoning Amendment Bylaw N. 1216, 2017.*

CARRIED.

It was moved by Councillor Oliwa and seconded by Councillor Mole

*THAT Council give Fourth Reading and Adoption to Zoning Amendment Bylaw No. 1216, 2017.*

CARRIED.

## 14. LATE ITEMS

- Late items will be addressed here as addenda items

## 15. NEW BUSINESS

### 15.1 Councillor Oliwa

- In recognition of upcoming Local Government Awareness Weeks, which also happens to coincide with the National Public Works Week May 21-27, 2017.
- We have not met our new RCMP Officer In Charge yet; perhaps we could extend and open invitation for a meeting when he is available.
- Mayor St. Jacques noted she will call and connect with the new RCMP OIC and set up a meeting.

It was moved by Councillor Oliwa and seconded by Councillor Mole

*THAT Council proclaim May 21 to May 27, 2017 as Local Government Awareness Week.*

CARRIED.

It was moved by Councillor Oliwa and seconded by Councillor Mole

*THAT Council proclaim May 21 to May 27, 2017 as National Public Works Week.*

CARRIED.

### 15.2 Councillor Mole

- In recognition of National Public Works Week, if we as Council could have a conversation via email to arrange taking some treats to the Public Works Yard.
- Also suggest that Council attend a Student Union Meeting at the School.

## 16. QUESTION PERIOD

### 16.1 Council received questions and comments from the audience

regarding:

- The OCP and sidewalks
- The boardwalk being built

**17. ADJOURNMENT**

**17.1 Mayor St. Jacques adjourned the regular meeting at 8:33 pm.**

**CERTIFIED CORRECT:** Minutes of the Regular Council Meeting held on Tuesday, May 9, 2017 at 6:30 pm in the George Fraser Room, Ucluelet Community Centre, 500 Matterson Road, Ucluelet, BC.

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

  
\_\_\_\_\_  
Carolyn Bidwell  
CFO / Acting CAO