

**DISTRICT OF UCLUELET**  
**MINUTES OF THE REGULAR COUNCIL MEETING**  
**HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE**  
**Tuesday, April 24, 2018 at 7:30 PM**

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

Regrets:

**1. CALL TO ORDER**

**1.1 Mayor St. Jacques called the meeting to order at 7:48 PM.**

**2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY**

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

**3. ADDITIONS TO AGENDA**

**3.1 Pertaining to Agenda Item No. 12.1 Ucluelet OCP Bylaw Review - Project Update:**

- ADD Appendix A: Vancouver Island University: District of Ucluelet Official Community Plan Revision - Summary of Consultations Report.

**4. APPROVAL OF AGENDA**

**4.1 April 24, 2018 Regular Agenda**

2017-001            **It was moved by Councillor Noel and seconded by Councillor Mole**  
*THAT Council approve the April 24, 2018 Regular Agenda as amended.*

**CARRIED.**

**5. ADOPTION OF MINUTES**

**5.1 April 10, 2018 Regular Minutes**

- Councillor McEwen noted the omission under item 12.4 of a mover and seconder for the motion to approve a temporary use permit TUP-17-01.

- Marlene Lagoa, Deputy Municipal Clerk, confirmed the motion was moved by Councillor McEwen and seconded by Councillor Noel.

2017-002

**It was moved by Councillor Noel and seconded by Councillor Mole**  
*THAT Council approve the April 10, 2018 Regular Minutes as amended.*

CARRIED.

**6. UNFINISHED BUSINESS**

**6.1 There was no unfinished business.**

**7. MAYOR'S ANNOUNCEMENTS**

**7.1 There were no announcements.**

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

**8.1 Public Input**

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

**8.2 Delegations**

**Jamie Vann Struth, Ucluelet Chamber of Commerce**  
**Re: Update on the UBERE Program**

Jamie Van Struth presented the findings from the UBERE employer interviews.

Presentation highlights included:

- 57 employers interviewed;
- 3 upcoming workshops on social media promotion;
- Connecting small and medium businesses with similar needs to increase local capacity (e.g. staff training);
- Providing education on available government programs and support available to businesses (e.g. wage subsidies);
- Biggest issues were attraction and retention of staff, lack of housing, lack of year-round work for employees; and low wages;
- Majority of businesses have been experiencing strong and steady financial growth;
- Lack of understanding around public services such as property taxes calculations, development approval processes, and waste collection services;



- 53% of businesses believe the highway construction is going to negatively impact revenues; and that
- Business climate issues included lack of land for commercial or industrial development; lack of suitable commercial space for lease; and the supply, quality and cost of housing.

Mayor St. Jacques asked Mr. Van Struth if he could share the detailed survey responses with the District.

**Kerry Harwood,  
Housing, Staffing, Stress, and the Well-being of Ucluelet**

Kerry Harwood, resident, presented his concerns with the lack of affordable housing in Ucluelet to accommodate the local workforce. Concerns included the nightly rental market impacting room availability, and the health of employees who are stressed due to poor housing situations. Mr. Harwood shared how stressed workers negatively impact local businesses service levels.

Mr. Harwood suggested the following solutions:

- Residents opening spare rooms to seasonal workers;
- Establishing a housing corporation such as Tofino;
- Setting up a campground for local workers on vacant land and provide washroom services, common areas, as well as charging rent to recoup costs; and
- Offer stress management workshops and counselling services to local workers.

Mayor St. Jacques suggested that he speak with the Manager of Community Planning and the Westcoast Community Resources Society.

## **9. CORRESPONDENCE**

### **9.1 Coastal Addendum - Alberni Agriculture Plan Alberni-Clayoquot Regional District**

Mayor St. Jacques noted that the letter was a follow-up to the delegation made at the April 10, 2018 Regular Meeting and that the District has already committed to attending the May 15th meeting.

Bruce Greig, Manager of Community Planning, responded to questions concerning available agricultural land in the District that may be



surveyed by an agrolgist. Mr. Greig noted there was no municipal land that would be suitable to be studied and suggested that the free surveying opportunity is one that may be of interest to private land owners. Mayor St. Jacques suggested the community garden as one possible site.

- 2017-003            **It was moved by Councillor Mole and seconded by Councillor McEwen**  
*THAT Council refer correspondence item "Coastal Addendum – Alberni Agriculture Plan" to staff and if any additional action is needed to bring a report back to Council.*

CARRIED.

**9.2 Cannabis Taxation Revenue Sharing Reply**  
**Carole James, Ministry of Finance**

- 2017-004            **It was moved by Councillor McEwen and seconded by Councillor Noel**  
*THAT Council receive correspondence item "Cannabis Taxation Revenue Sharing Reply" for information.*

CARRIED.

**9.3 Emergency Relief to Communities Hit Hard by Salmon Deal**  
**Doug Kimoto**

- 2017-005            **It was moved by Councillor Oliwa and seconded by Councillor Noel**  
*THAT Council receive correspondence item "Emergency Relief to Communities Hit Hard by Salmon Deal" for information.*

CARRIED.

**10. INFORMATION ITEMS**

**10.1 Spring Clean-Up Day**  
**District of Ucluelet**

Concerns were raised with strata and commercial properties being excluded from the Spring Clean-Up Day and whether there was an opportunity to include them in future years.

**10.2 Insight into Salmon Farming**  
**BC Salmon Farmers Association**

**10.3 2018 Facility Hours of Operation**  
**Pacific Rim National Park Reserve**

- 2017-006            **It was moved by Councillor McEwen and seconded by Councillor Oliwa**  
*THAT Council receive information items 10.1, 10.2, and 10.3 as a block.*

CARRIED.

**11. COUNCIL COMMITTEE REPORTS**



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

**Ucluelet & Area Child Care Society**

- Met to discuss new provincial program and learned it will not assist with the daycare's revenues or expenditures.
- AGM is scheduled for May and they are seeking new board members.

**Westcoast Community Resources Society**

- Attended the Seniors Lunch earlier that day.
- New Horizons will be delivering workshops in May.

- 11.2 Councillor Marilyn McEwen  
*Deputy Mayor March – April*

**Ucluelet & Area Historical Society**

- AGM held April 22nd.
- Seven board members were re-elected and there is one vacancy on the board if anyone is interested.
- Featured a historical slideshow which served as a reminder that the region use to get more snow.

**=> Other Reports**

- Attended seniors lunch. The 2016 Age Friendly Action Plan was reviewed. The group is coming up with a seniors advisory committee. Provided input on seniors' activities and events. Fall Forum will be held on October 1st from 1 to 3 pm at the Ucluelet Community Centre. October 1st is the International Day of Older Persons.
- Attended Vancouver Island Real Estate Board Commercial Building Awards held April 19th in Nanaimo. Nominees included Ucluelet's Welcome Bay, Toquaht's multi-family housing, Ty Histans Health Centre (award of merit), and Tofino's Cypre Corner (award of excellence).

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

**Ucluelet Chamber of Commerce**



- Attended advisory committee meeting held April 23rd.
- Workshops are coming up in May.

#### **Tourism Ucluelet**

- Visitor data from the Pacific Rim Visitors Centre at the junction showed that March visitor numbers were up 41% from the previous year.
- Working with the George Fraser Committee to setup a popup museum this summer at the downtown visitor centre.

#### **Barkley Community Forest Board**

- Announced he had made an error at the April 10th meeting by announcing that fire wood permits were available. That was incorrect.
- Information will be made available once the firewood program rolls out in a couple of weeks.

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

##### **Aquarium Board**

- Attended meeting last week.
- Working on staff accommodation.
- Financials is incomplete but coming forward shortly.
- Invitation to have CAO Mark Boysen to meet with the Chair of the group and get an update on activities.

##### **Seaview Seniors Housing Society**

- Group has put out an open invitation to CAO Mark Boysen to join the group for their next meeting. Meet first Monday of every month.
- They have a new Facebook page – Forest Glen Seniors Housing Society.

#### 11.5 Mayor Dianne St. Jacques



=> **Other Reports**

AVICC

- Mayor and Council attended the Association of Vancouver Island and Coastal Communities (AVICC) from April 12–15 in Victoria. Workshop topics included: cannabis, opioid crisis, employer health tax, and happy cities.
- Attended a seafood working group session with government staff and Christina Burridge from the BC Seafood Alliance. Mayor is going to invite her to come and present on their work and how they are helping to market seafood products.
- Talked with Dr. Ralph Nilson from VIU and discussed the possibility of gaining the Coast Guard building as an education centre.

2016-7

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

*THAT Council receive the verbal committee reports.*

CARRIED.

**12. REPORTS**

**12.1 Ucluelet OCP Bylaw Review - Project Update**

***Bruce Greig, Manager of Community Planning***

2017-008

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

*THAT Council approve recommendation 1 from report item, "Ucluelet OCP Bylaw Review - Project Update" which states:*

- 1. THAT Council receive the District of Ucluelet Official Community Plan March 2018 Summary of Consultations Report for information.*

CARRIED.

**12.2 MSP - Impact of Provincial Changes**

***Carolyn Bidwell, Chief Financial Officer***

2017-009

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

*THAT Council approve recommendation 1 from report item, "MSP - Impact of Provincial Changes" which states:*

- 1. THAT Council receive report "MSP – Impact of Provincial Changes" for information.*

CARRIED.

**12.3 Cheque Listing - March 2018**

***Marlene Lagoa, Deputy Municipal Clerk***



The following items were discussed:

- Judy Gray was reimbursed only the portion of the development application costs directly related to hosting a public hearing as the application never progressed to that stage.
- The delay in paying the Tourism Ucluelet invoice from December 2017.

2017-010            **It was moved by Councillor Oliwa and seconded by Councillor Noel**  
*THAT Council approve recommendation 1 from report item, "Cheque Listing - March 2018" which states:*  
*1. THAT Council receive the District of Ucluelet's March 2018 Cheque Listings for information.*

CARRIED.

### 13. LEGISLATION

#### 13.1 REPORT - Five Year Financial Plan and Tax Rates Bylaws *Carolyn Bidwell, Chief Financial Officer*

2017-011            **It was moved by Councillor Mole and seconded by Councillor Noel**  
*THAT Council approve recommendations 1 and 2 from report item, "Five Year Financial Plan and Tax Rates Bylaws" which states:*  
*1. THAT the "District of Ucluelet 2018 – 2022 Financial Plan Bylaw No. 1229, 2018" be given first, second and third reading; and*  
*2. THAT the "District of Ucluelet Annual Tax Rates Bylaw No. 1230, 2018" be given first, second and third reading.*

CARRIED.

#### 13.2 BYLAW - District of Ucluelet 2018 - 2022 Financial Plan Bylaw No. 1229, 2018

2017-012            **It was moved by Councillor McEwen and seconded by Councillor Mole**  
*THAT District of Ucluelet 2018 - 2022 Financial Plan Bylaw No. 1229, 2018 be given first reading.*

CARRIED.

2017-013            **It was moved by Councillor Noel and seconded by Councillor McEwen**  
*THAT District of Ucluelet 2018 - 2022 Financial Plan Bylaw No. 1229, 2018 be given second reading.*

CARRIED.

2017-014            **It was moved by Councillor Oliwa and seconded by Councillor McEwen**  
*THAT District of Ucluelet 2018 - 2022 Financial Plan Bylaw No. 1229, 2018 be given third reading.*

CARRIED.



**13.3 BYLAW - District of Ucluelet Annual Tax Rates Bylaw No. 1230, 2018**

Councillor Oliwa noted that he liked the schedules in the older bylaws that showed the percentage of total population and dollar value for each class.

- 2017-015            **It was moved by Councillor Mole and seconded by Councillor Oliwa**  
*THAT District of Ucluelet Annual Tax Rates Bylaw No. 1230, 2018 be given first reading.*  
CARRIED.
- 2017-016            **It was moved by Councillor Mole and seconded by Councillor McEwen**  
*THAT District of Ucluelet Annual Tax Rates Bylaw No. 1230, 2018 be given second reading.*  
CARRIED.
- 2017-017            **It was moved by Councillor Noel and seconded by Councillor McEwen**  
*THAT District of Ucluelet Annual Tax Rates Bylaw No. 1230, 2018 be given third reading.*  
CARRIED.

**13.4 REPORT - Zoning Bylaw Amendments to Clarify the Definition of Cannabis Sales and Production**  
***Bruce Greig, Manager of Community Planning***

Bruce Greig, Manager of Community Planning, provided the following responses to Council's questions:

- The 90 days following adoption of federal and provincial legislation is only a recommendation of a reasonable amount of time for applications to be submitted. The timeline can be changed at Council's discretion.
- The 150m buffer from Tugwell Sports Fields was based on the size of the field and local geography. Increasing the buffer to 300m would exclude most commercial and industrial properties in that area of town.
- Limiting to two cannabis sales retail locations was based on it being a good number to begin with for a community of our size. If only one business licence was permitted it might establish a monopoly.

- 2017-018            **It was moved by Councillor Noel and seconded by Councillor McEwen**  
*THAT Council approve recommendation 1 from report item, "Zoning Bylaw Amendments to Clarify the Definition of Cannabis Sales and Production" which states:*
1. *THAT Council, with regard to the proposed zoning amendment to further define cannabis sales and cannabis production, and to clarify that these uses are not currently permitted in any zone within the municipality:*



- a. *give first and second reading to District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1228, 2018;*
- b. *advance the bylaw to a public hearing;*

CARRIED.

2017-019

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

*THAT Council approve recommendation 2 from report item, "Zoning Bylaw Amendments to Clarify the Definition of Cannabis Sales and Production" which states:*

*2. THAT Council indicate to the community and any future applicants that the following can be expected in the future consideration of rezoning applications for cannabis sales:*

- a. *any cannabis sales rezoning applications will be brought to Council no earlier than 90 days following the adoption of federal Bill C-45 and provincial legislation for the legal distribution and regulation of cannabis sales in BC, whichever is later;*
- b. *Council will consider the merits of any rezoning applications for cannabis sales in the context of federal and provincial regulations, community input at a joint public hearing, and the following preliminary criteria:*
  - i. *on commercial property located at least 300m from school grounds, public playgrounds, licensed daycare facilities, the Ucluelet Community Centre, Ucluelet Aquarium and Municipal Hall, and at least 150m from Tugwell Sports Fields;*
  - ii. *low-key storefront design and signage befitting the form and character of the Ucluelet streetscape and surrounding commercial properties;*
  - iii. *all other aspects normally considered with a commercial rezoning application (access, location and amount of parking, landscaping, etc.);*
  - iv. *any components of the proposal which may help to mitigate impacts of the new use or provide a degree of public amenity to present a net public benefit to the community; and,*

*3. after hearing public input, Council may deny all applications or approve one or more applications up to a maximum of two cannabis sales*

*retail locations in Ucluelet at this point in time.*

CARRIED.

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

2017-020

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

*THAT District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1228, 2018 be given first reading.*



CARRIED.

2017-021

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

*THAT District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1228, 2018 be given second reading.*

CARRIED.

## **14. OTHER BUSINESS**

### **14.1 Notice of Motion**

- Councillor Oliwa gave a notice of motion that at the next meeting he will be introducing a motion to review the CAO performance review policy and probationary review process.

### **14.2 Resolution Tracking**

- Councillor Noel noted he sent an email to staff listing three items that he would like to see added to the next resolution tracking list.

### **14.3 Barkley Community Forest**

- Councillor Mole noted she would like to keep the communication going with all parties and wished to share information on the availability of an aboriginal education fund.
- Councillor Noel asked if staff had an update on Council's wish to meet with the Barkley Community Forest Corporation to do some visioning.

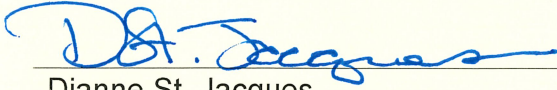
## **15. QUESTION PERIOD**

**15.1 Kerry Harwood, resident, asked about the status of the Community Forest funding and when a decision on how to spend the money will be made. Mayor St. Jacques responded that the District has not allocated the funds and that they will be seeking community input next month.**

## **16. ADJOURNMENT**

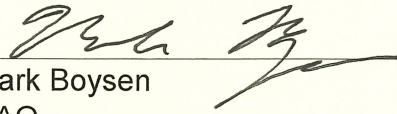
**16.1 Mayor St. Jacques adjourned the regular meeting at 9:13 PM.**

**CERTIFIED CORRECT:** Minutes of the Regular Council Meeting held on Tuesday, April 24, 2018 at 7:30 pm in the George Fraser Room, Ucluelet Community Centre, 500 Matterson Road, Ucluelet, BC.



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Dianne St. Jacques  
Mayor



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Mark Boysen  
CAO