

DISTRICT OF UCLUELET
MINUTES OF THE REGULAR COUNCIL MEETING
HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE
Tuesday, December 11, 2018 at 7:30 PM

Present: **Chair:** Mayor Noël
 Council: Councillors Cole, Hoar, Kemps, and McEwen
 Staff: Mark Boysen, Chief Administrative Officer
 Marlene Lagoa, Deputy Municipal Clerk
 Bruce Greig, Manager of Community Planning
 John Towgood, Planner 1
 Donna Monteith, Director of Finance

Regrets:

1. CALL TO ORDER

1.1 Mayor Noël called the meeting to order at 7:30 PM.

2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY

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

3. ADDITIONS TO AGENDA

3.1 Removal of Agenda Item under No. 8.2 DELEGATIONS

- **Rose VanDusen, KUU-US Crisis Line Society**
Re: Development of Vacant Lot 11 on Bay Street

3.2 Addition of Agenda Item No. 9.6

- **Ucluelet Elementary School Safety Concerns**
Ucluelet Elementary School PAC Chair

3.3 Addition of Agenda Items under No. 12.4 Development Permit & Development Variance Permit; 1714 Peninsular Road

Written Submissions from:

- Jeannette Garcia
- Ian Riddick, Heartwood Kitchen
- Angela-Mare L'Heureux, Tofino Soap Company
- Shawna Flynn
- Richard Norwood, Norwoods Restaurant
- Judy Gray

- Marianne & Daniel Vogel
- Mark Shaw
- Army Navy Air Force Veterans of Canada, Unit 293

4. APPROVAL OF AGENDA

4.1 December 11, 2018 Regular Agenda

2017-001 **It was moved by Councillor Hoar and seconded by Councillor Cole**
 THAT Council approve the December 11, 2018 agenda as amended.
CARRIED.

5. ADOPTION OF MINUTES

5.1 November 6, 2018 Inaugural Minutes

2017-002 **It was moved by Councillor McEwen and seconded by Councillor Hoar**
 THAT Council approve the November 6, 2018 Inaugural Minutes as presented.
CARRIED.

5.2 November 27, 2018 Regular Minutes

- Amend minutes under 8.1 Public Input to correct spelling of J. Bekker.

2017-003 **It was moved by Councillor Kemps and seconded by Councillor Hoar**
 THAT Council approve the November 27, 2018 Regular Minutes as amended.
CARRIED.

6. UNFINISHED BUSINESS

6.1 There was no unfinished business.

7. MAYOR'S ANNOUNCEMENTS

- 7.1
 - Invitation to attend Community Christmas Luncheon tomorrow at 12 noon at the Community Centre.
 - Sail Past is also tomorrow night starting at 7 PM.

8. PUBLIC INPUT, DELEGATIONS & PETITIONS

8.1 Public Input

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

8.2 Delegations

Terry Smith, Board Chair - Barkley Community Forest Corporation

Re: Distribution of Funds to Partners

- Terry Smith, Board Chair, presented a cheque for \$1,000,000 to the District of Ucluelet.
- Mr. Smith gave an update on the large volume of work done to date and noted that revenue will likely be smaller next year and in the future as logging operations slow down.
- Mayor Noël thanked board members Terry Smith and Dario Corlazzoli for attending.

Sgt. Steve Mancini, Ucluelet RCMP

Re: General Update / Discussion

Sgt. Mancini, Detachment Commander for the Ucluelet RCMP, presented an overview of policing activities, highlights included:

- Significant changeover in staff recently. They will have four new Constables.
- Success in dealing with narcotics and will continue working on that next year.
- He wants to hear from Council what policing services are needed.
- April 1st they are going to be setting new priorities.
- Distributed information on calls for service based on the day of the week, month, and case type.
- Had a few major files this year that were challenging.
- They are a bit ahead on calls for service this year over last and not slowing down.
- In the new year, they might be bringing in some retired members to help with interim staffing shortages.

Sgt. Mancini responded to Council's questions on the following:

- There has been minimal strain on Ucluelet RCMP as the new police station is under construction in Tofino.
- Since August 2017 prisoners have been housed in Ucluelet but they increased the number of guards including having staff drive in from Tofino.
- There are three constables that are dedicated to Ucluelet. The fourth constable's time is dedicated 90% to Ucluelet First Nation.

9. CORRESPONDENCE

9.1 Congratulations to Mayor and Council Seniors Advocate British Columbia

- The Seniors Advocate is a good contact for Forest Glen to find available resources and grants.

**9.2 Congratulations to Mayor and Council
Auditor General for Local Government**

- Councillors were encouraged to check out the website and review the performance audits for best practices in local government.

**9.3 Congratulations to Mayor and Council
Ministry of Municipal Affairs and Housing**

**9.4 Congratulations to Mayor and Council
The Consulate General of the People's Republic of China in
Vancouver**

**9.5 Issuing Licenses for the Retail Sale of Non-medical Cannabis
Ministry of Attorney General**

**9.6 Ucluelet Elementary School Safety Concerns
Ucluelet Elementary School PAC Chair**

- Council discussed PAC's safety concern with cars speeding by the school.
- Bruce Greig, Manager of Community Planning, noted that the District is working with an Engineering firm on safety and pedestrian improvements on Peninsular Road.
- Conceptual design plans will be ready in January for review by Council before being shared with the community for public input.
- Council asked staff for more information on interim solutions.
- CAO Mark Boysen advised Council that there were concerns with the speed bumps being an issue for big trucks. There is also a series of actions that need to be done, such as communication with the neighbours and installation of signage.
- One option identified was re-establishing the 30 km painting on the road.

10. INFORMATION ITEMS

10.1 There were no information items.

11. COUNCIL COMMITTEE REPORTS

11.1 Councillor Rachelle Cole
Deputy Mayor October - December 2019

Clayoquot Biosphere Trust Society (Alternate)

- Missed the last meeting due to attending the Alberni

Community and Women's Services Society Open House.

Coastal Family Resource Coalition

- Councillor Hoar attended the last meeting on her behalf.

=> Other Reports

- Attended open house event in Port Alberni and was impressed with their facility and number of programs.

11.2 Councillor Jennifer Hoar
Deputy Mayor July - September 2019

Aquarium Board

- Board is having their AGM tonight.
- They are looking for a new Director for the Board.
- The Mini-Aquarium Conference will be hosted in Ucluelet from February 15 – 18, 2019.
- The release day event was a success.

Central West Coast Forest Society

- AGM was held.
- Have a booklet out on their activities over the last year.
- The society needs a letter appointing them to the Board.

Ucluelet & Area Historical Society

- Meeting held on Monday.
- They would like the District to send a formal request by letter asking for the Society's letter of support for the District's funding application for Amphitrite lands.
- CAO Mark Boysen provided an update on future work being planned for Amphitrite Lands.
- Hoping to have a meeting with the Wild Pacific Trail Society and District staff to discuss more details about the proposed Amphitrite project.

Wild Pacific Trail Society

- Going to provide a letter of support in concept to support the District's funding application for Amphitrite lands.
- Discussed safety issues with the crosswalk and storms.
- Co-op has donated paint and supplies to paint the lighthouse.

=> Other Reports

Coastal Family Resource Coalition

- Attended meeting on behalf of Councillor Cole.
- Meeting discussions included new programs, upcoming information session on foster care, transit feasibility study, and mental health first aid course in the spring.

Vancouver Island Economic Alliance

- State of the Island Economic Report is available to members.
- They have an "Island Good" trademarked program that may be of benefit to producers in our town.
- Business match event is happening in March.

11.3 Councillor Lara Kempes *Deputy Mayor April - June 2019*

Recreation Commission

- Meeting was delayed until they have a new term of reference established.

Education Liaison - PACs

- Attended Ucluelet Secondary School PAC meeting last week.

Pacific Rim Whale Festival Society

- AGM was last night.
- Reviewed survey responses.
- There are four new board members, but they are looking for a total of twelve by December 21.
- Festival is being postponed in 2019.
- Hosting a fundraiser in March.

11.4 Councillor Marilyn McEwen *Deputy Mayor November 2018 - March 2019*

Alberni-Clayoquot Regional District Board - Alternate

- Attended November 22 meeting as the Mayor's alternate.
- Heard from two delegations: Sprout Lake Water Quality Committee and Alberni Valley Drag Racing Society.
- There was a request from the Coastal Restoration Society to waive the tipping fees for the Ahousaht First Nation clean up project. Item was referred to staff to get higher

levels of government to assist with the cost.

West Coast Multiplex Society

- Attended meeting on December 3.
- Tla-o-qui-aht First Nation is applying for 90% project funding from the Federal and Provincial government.
- Mayor Noël noted that the matter will likely be discussed at the ACRD West Coast Committee meeting.

=> Other Reports

Vancouver Island Economic Alliance

- Attended Board Meeting with Councillor Hoar.
- First year they started charging for this report - available on amazon.
- Council discussed adding the VIEA Summit it to the list of Council conferences for 2019.

11.5 Mayor Mayco Noël.

=> Other Reports

Amphitrite Lands Open House

- Thanked staff for putting on the event and organizing a meeting with key community groups.

Island Coastal Economic Trust

- Attended a meeting last week for the north island.

New Council Orientation Training

- Held training yesterday with Tofino Council on council meeting procedures.

RCMP

- Earlier today had a meeting with Sgt. Mancini and Chief Superintendent Sullivan to get an update on policing activities.

Southern Killer Whales

- Will share messaging with Council later this week on the shared regional messaging concerning the southern killer whales.

12. REPORTS

12.1 Cheque Listing - November 2018

Marlene Lagoa, Deputy Municipal Clerk

- Staff responded to Council's questions concerning payments made to Xplornet Communications and GreatPacific Consulting.

12.2 2019 Council Meeting Schedule

Marlene Lagoa, Deputy Municipal Clerk

2017-004

It was moved by Councillor McEwen and seconded by Councillor Cole

THAT Council approve recommendation 1, 2 and 3 of report item, "2019 Council Meeting Schedule" which states,

1. *THAT Council adopt the proposed 2019 council meeting schedule as presented.*
2. *THAT Council direct staff to give notice of the 2019 meeting schedule in accordance with the Community Charter.*
3. *THAT Council direct staff to update the District of Ucluelet Council Procedures Bylaw No. 1166, 2014 to reflect the new meeting schedule.*

CARRIED.

12.3 Fire Year Financial Plan Meeting Schedule (2019-2023)

Donna Monteith, Director of Finance

2017-005

It was moved by Councillor Hoar and seconded by Councillor Kemps

THAT Council approve recommendation 1 of report item, "Five Year Financial Plan Meeting Schedule (2019-2023)" which states:

1. *THAT Council approve the Five-Year Financial Plan Meeting Schedule for the years 2019 to 2023 as presented.*

CARRIED.

12.4 Development Permit & Development Variance Permit; 1714 Peninsula Road

John Towgood, Planner 1

- Bruce Greig, Manager of Community Planning, presented an overview of the development application.
- Requesting both a DP and DVP to renovate a garage at 1714 Peninsula Road to create two ground floor motel rooms with a second floor with another two units.
- Issues include an access aisle for the future that would be more consistent with the design guidelines.
- The variances being requested are interior side setback, setback of parking areas, and width of drive aisle.
- The proposal does not match the DP guidelines.
- A number of support letters have been submitted in support of the application.
- Council asked questions for clarification on the current space available for the lane-way.
- Staff noted that access for the fire department is to be determined

- at the building permit application phase.
- Written submissions were received from:
 - Jeannette Garcia
 - Ian Riddick, Heartwood Kitchen
 - Angela-Mare L'Heureux, Tofino Soap Company
 - Shawna Flynn
 - Richard Norwood, Norwoods Restaurant
 - Judy Gray
 - Marianne & Daniel Vogel
 - Mark Shaw
 - Army Navy Air Force Veterans of Canada, Unit 293

J. Atkinson, was curious if the intended use of the new building is for restaurant staff accommodation or holiday accommodation. If there is a concrete wall, that is a great opportunity for a painted mural in the community.

J. Gray, noted she was involved with applicants acquisition of the property. The wall will be concrete for fire suppression, but there won't be a blank wall on the east side of the building. Negotiations have been ongoing with neighbouring property owner for the easement over the paved areas. The neighbouring property is up for sale. In the future, it would make sense for the properties to share a joint driveway with access from Larch Road.

L. Verney-Downey, the applicant, noted the addition is intended for a motel and they currently have a three-bedroom apartment above the restaurant for staff housing. The plan is to extend the property driveway to Larch Road. We would prefer to wait to put it in as a joint project once the property is sold to new property owners. They are going to paint the wall and make it fit as best as they can. The frontage with doors to the suites would use a wooden staircase. There are plans for some planting to mitigate the visual impact from the street.

2017-006

It was moved by Councillor Hoar and seconded by Councillor Kemps

THAT Council approve option number 3 of report item, "Development Permit & Development Variance Permit; 1714 Peninsula Road" which states:

3. THAT Council approve Development Variance Permit DVP18-05 and Development Permit DP18-13 for the renovation and addition to a one-storey accessory building to create a two-storey, four-unit motel building located at 1714 Peninsula Road.

CARRIED.

**12.5 Zoning Bylaw Amendment Application (506) Marine Drive
John Towgood, Planner 1**

- Bruce Greig, Manager of Community Planning, provided an overview of the development application.
- The request is to amend the zoning bylaw to change the application of the VR-2 to allow a principal dwelling unit at 506 Marine Drive to be rented on a short-term basis as long as they have a full-time resident in the secondary suite.
- Staff noted that no properties currently have VR-2 zoning; however, there are some VR-1 scattered throughout town.
- The application was considered by the previous Council and was not supported.
- The difference with the application this time around is the removal of that stand-alone use.
- Mr. Greig clarified there are two decisions before council: first, to amend the VR-2 zoning to remove the stand alone vacation use; and second, if VR-2 is amended, is there support for the rezoning at 506 Marine Drive to VR-2.
- Mr. Greig shared with Council that there are other applications interested in expanding vacation rental use more broadly.
- John Towgood, Planner 1, indicated that the current property owners plan is to rent it out when they are away on holidays; however, the next property owner will be able to rent it out year-round as a vacation property.
- J. Gray, applicant, addressed Council and noted that the VR zoning went through many different changes ten to twelve years ago. Both of our neighbours on Marine Drive are legal non-conforming VR-2 with the main house as commercial and a suite.

2017-007

It was moved by Councillor McEwen and seconded by Councillor Kemps
THAT Council approve recommendations 1 and 2 of report item, "Zoning Bylaw Amendment Application (506 Marine Drive) which states:

1. *THAT Council direct staff to prepare a Zoning Amendment Bylaw to remove the standalone Vacation Rental of an entire single-family dwelling from the permitted uses under the Vacation Rental (VR-2) regulations; and,*
2. *THAT Council direct staff to prepare a site-specific Zoning Amendment Bylaw to permit the short-term rental of the main house on the property at 506 Marine Drive under the amended Vacation Rental (VR-2) regulations.*

CARRIED.

13. LEGISLATION

13.1 Third Reading of Zoning Amendment Bylaw No. 1239, 2018 (1672 Cedar Road)

Bruce Greig, Manager of Community Planning

2017-008

It was moved by Councillor McEwen and seconded by Councillor Kemps
THAT Council approve recommendation 1 of legislation item, "Third Reading of Zoning Amendment Bylaw No. 1239, 2018 (1672 Cedar Road), which states:
1. *THAT District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1239, 2018, be given third reading.*

CARRIED.

14. OTHER BUSINESS

14.1 Council Meeting Webcasting

2017-009

It was moved by Councillor Kemps and seconded by Councillor Hoar
THAT staff bring back a report to Council on options for webcasting our Council meetings at the January 22, 2019 meeting.

CARRIED.

14.2 Council Committee Liaisons

- Mayor Noël gave a notice of motion that a report on our council committee liaison model will be on the January 22, 2019 Council Agenda along with the new council remuneration policy.

15. QUESTION PERIOD

15.1 **J. Atkinson**, noticed that past the boat launch area there are scattered derelict boat wrapped up together. Is there an effort to eventually move some of those? There is wood smoke coming from one of the boats. There are funds the government has available for cleaning up derelict boats.

D. Kimoto, shard that Ahousaht has applied to remove 35 derelict boats and asked if the Harbour Authority can apply to remove some of those derelict boat. There is a boat that has been in the inner basin for 12 years. There is a potential disaster for oil leaks. The question has been asked at the Harbour Advisory Commission but there is paperwork that needs to be dealt with.

- CAO M. Boysen, responded that if the boats have identified, the Harbour Advisory Commission could make a recommendation to the Harbour Authority for their removal

16. CLOSED SESSION

16.1 Procedural Motion to Move In-Camera

2017-010

It was moved by Mayor Noël and seconded by Councillor Cole
THAT the meeting be closed to the public in order to address an agenda item under Section 90(1) sub-sections (e), (g), and (i) of the Community Charter.

CARRIED.

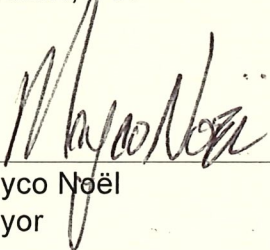
16.2 Mayor Noël suspended the regular meeting at 9:24 PM and moved in-camera at 9:29 PM.

17. ADJOURNMENT

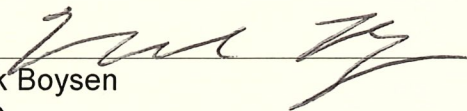
17.1 Mayor Noël adjourned the in-camera meeting at 9:41 PM and resumed the regular meeting.

Mayor Noël adjourned the regular meeting at 9:42 PM.

CERTIFIED CORRECT: Minutes of the Regular Council Meeting held on Tuesday, December 11, 2018 at 7:30 pm in the George Fraser Room, Ucluelet Community Centre, 500 Matterson Road, Ucluelet, BC.



Mayco Noël
Mayor



Mark Boysen
CAO