

**DISTRICT OF UCLUELET**  
**MINUTES OF THE REGULAR COUNCIL MEETING**  
**HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE**  
**Tuesday, December 12, 2017 at 7:30 PM**

Present:      **Chair:**       Mayor St. Jacques  
                  **Council:**     Councillors McEwen, Oliwa, Mole, and Noel  
                  **Staff:**         Mark Boysen, Chief Administrative Officer  
                                  Darcey Bouvier, Recording Secretary

Regrets:

**1. CALL TO ORDER**

1.1    **Mayor St. Jacques called the meeting to order at 7:30 p.m.**

**2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY**

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

**3. ADDITIONS TO AGENDA**

**4. ADOPTION OF MINUTES**

**4.1 November 28, 2017 Regular Minutes**

- Councillor McEwen noted a typo on page 8, which should read Ancient Cedars Loop.
- Mayor St. Jacques noted the meeting regarding the survey will include a preliminary report, not the final results.

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

*THAT Council approve the November 28, 2017 Regular minutes as amended.*

**CARRIED.**

**5. UNFINISHED BUSINESS**

**5.1 Councillor Noel**

- Questioned if Staff had made contact with EMCON yet to discuss line painting and safety concerns.
- CAO Mark Boysen advised this task has not yet been completed but will see to it.

**6. MAYOR'S ANNOUNCEMENTS**

6.1 Mayor St. Jacques advised this Council meeting was the last meeting of the year and wished everyone a happy Holiday Season.

7. PUBLIC INPUT, DELEGATIONS & PETITIONS

7.1 Public Input

7.2 Delegations

8. CORRESPONDENCE

8.1 Request for Support Re: Prevention of Quagga and Zebra Mussels  
District of Sicamous

It was moved by Councillor McEwen and seconded by Councillor Oliwa

*THAT Council direct staff to write a letter of support to the District of Sicamous for the Prevention of Quagga and Zebra Mussels using the template provided.*

CARRIED.

8.2 Health Hazards of "Smart Meters"  
Peter B. Boulton

It was moved by Councillor Mole and seconded by Councillor Oliwa

*THAT Council receive correspondence item, "Health Hazards for Smart Meters" for discussion.*

CARRIED.

It was moved by Councillor Mole and seconded by Councillor McEwen

*THAT Council refer correspondence item, "Health Hazards of Smart Meters" to Staff, along with the previous referral regarding 5g.*

CARRIED.

8.3 Request for Support: West Coast Nest BC Rural Dividend  
Application  
Rebecca Hurwitz, Clayoquot Biosphere Trust

It was moved by Councillor Oliwa and seconded by Councillor McEwen

*THAT Council receive correspondence item, "Request for Support: West Coast Nest BC Rural Dividend Application" for discussion.*

CARRIED.

It was moved by Councillor Oliwa and seconded by Councillor McEwen

*That Council direct Staff to write a letter of support to the Clayoquot Biosphere Trust for their application to the BC Rural Dividend Program so they may move forward with a two-year continuation of the West Coast Knowledge Economy.*

CARRIED.

9. INFORMATION ITEMS

- 9.1 **BC Council of Forest Industries Announcement**  
**BC Council of Forest Industries**
- 9.2 **Recreation Commission Minutes**  
**Councillor Sally Mole**

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

*THAT Council move information item, "Recreation Commission Minutes" to the budget process.*

CARRIED.

- 9.3 **Service Canada Visit to the West Coast Communities**  
**Service Canada - Government of Canada**

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

*THAT Council receive information items, 9.1, 9.2 and 9.3 as a block.*

CARRIED.

## 10. COUNCIL COMMITTEE REPORTS

- 10.1 Councillor Sally Mole  
*Deputy Mayor April – June*

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

- Assembly and distribution of the Christmas hampers takes place on Friday, December 22nd at the UAC Hall at 9:00 am.

### **Westcoast Community Resources Society**

- Ucluelet Community Christmas luncheon is tomorrow, Wednesday, December 13th at the Ucluelet Community Centre from 12:00-2:00pm.

- 10.2 Councillor Marilyn McEwen  
*Deputy Mayor July – September*

### **West Coast Multiplex Society**

- Met December 4, 2017.
- Anxiously awaiting the results of the survey.
- Sponsored an everyone welcome skate at the Alberni Valley Multiplex on November 20th. Almost 200 people attended, with 70 from Ahousaht. MP Gord Johns there too.

- New member on their committee, Shaun Mills.

#### **Ucluelet & Area Historical Society**

- Met Monday, December 11th.
- Still looking for a permanent home for their museum. looking at light keepers house, however that is in the tsunami zone and damp being right next to the ocean. Also interested in the Parks property on Peninsula and Bay St. Most recently, the Army, Navy & Airforce Club #293 is potentially looking to partner with them to offer the Society space in their building.

#### **Wild Pacific Trail Society**

- Met December 6th.
- Investigating the BC Association for Charitable Gaming Association for a grant under the environmental category. After much research and discussion, the Society will look at applying under a different category for their education centre.
- Telus had a community celebration on December 7th at the Ucluelet Community Centre to mark the transitioning of Ukee Cable to Telus. They made a donation to the Trail Society in the memory of John Ludlow in the amount of \$5,000.
- Telus had one request for recognition, so the Society will dedicate a bench to John Ludlow and to acknowledge Telus.
- Merchandise program going really well, receiving over \$1,200 last month. The merchandise also provides good advertising.

### **10.3 Councillor Mayco Noel** *Deputy Mayor October – December*

#### **Ucluelet Volunteer Fire Brigade**

- Had their annual Fireman's Christmas Ball on December 8th at the Black Rock Resort.
- They currently have 23 members, 11 of which have successfully completed the NFPA 1001 level 2. The members which are at that level possess the professional standards qualifications to be professional firefighters anywhere.

## **Tourism Ucluelet**

- Meeting tomorrow, December 13th.
- AGM, March 03, 2018 and currently have three vacant seats
- Pacific Rim Visitor Centre stats: 2015 - 78 visitors, 2016 - 22, 2017 - 136 people already this month. The PRVC is open 7 days a week.

### **10.4 Councillor Randy Oliwa Deputy Mayor January – March**

#### **Harbour Advisory Committee**

- Met November 29th.
- Introductory meeting; Advisory was able to communicate to CAO Mark Boysen the successes that have worked for the Committee and the Small Craft Harbour and the challenges.
- They are dedicated to working with the Harbour Authority and the CAO.

#### **Aquarium Board**

- AGM was November 30th, chaired by Bill Morrison.
- Changes to the Societies Act, they had to update their Bylaws. Went with a 30 member model. New bylaws were adopted and same Board of Directors.
- Release Day went really well.
- March 01, 2018 is their opening day.

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

- Operates Forest Glen; had their AGM November 5th, all their Board members stayed on for another term. New Board member, Heidi Shaw.
- December 11th, Board confirmed their new structure for their president and vice president.
- New food service contractor. Thank you to Sandy Clark with Matterson House who stepped in to help in the interim; the Board also thanked Sheena Brine.
- Society has a building sub-committee. Same architect and consultant produced a document for phase 2, for an additional 10 units. Spoke to John Jessup, on December 4th; grant application for the feasibility study in the amount of \$10,000 will be submitted for the next round of funding which is available April 2018.

- Age Friendly Initiative contractor, Paulette Bellavance will be joining the Board for a meeting in January. As a contractor she will be providing an age friendly data base for all the services available to seniors with a step-by-step process on how to access them.
- Jan Draeske is the Society's representative on the new Ucluelet's Business and Employment Retention and Expansion Program (UBERE) Advisory Team. The Society is hopeful that by increasing their community partnerships and community profile it will highlight the need for 10 more units.
- Wanted to clarify that Forest Glen is not a care home or a seniors centre, it is an independent-living, seniors' housing development.

### **Education Liaison**

- Ucluelet Secondary School (USS) & Ucluelet Elementary School (UES) PAC are both at full compliment. USS had their meeting at the new Ty-Histanis Health Centre. They also have a new playschool. Alternating meetings between Ucluelet, a First Nations Community and Tofino.
- USS has 157 students.
- UES and USS are always fundraising. USS fall golf tournament brought in almost \$10,000 to the athletics department. Thank you to the community and all the businesses who donate to the schools.

### **=> Other Reports**

- Attended the West Coast Regional Human and Animal Co-Existence Working Group meeting on December 6th from 1-4pm at the Toquaht Nation.
- Council will host one of the next meetings and provide lunch.
- Karla Robison, the District's Environmental & Emergency Services manager will be the go between that organization, Staff and Council
- The group identified some key goals

## **10.5 Mayor Dianne St. Jacques**

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

- Meeting tomorrow, December 13th in Port Alberni.

## Groundfish Development Authority

- Groundfish Trawl Association is putting together an economic development impact study in regards to Hake and the District will be participating in that. The study will help the conversation around more BC freezer trawlers at sea, or more plants on shore. This will take place in the next few months and Ucluelet will be able to participate in that.
- Along with CAO Mark Boysen, they attended the Resort Municipality Initiative in Vancouver today. Minister Beare was present; this program runs out in March 2018 and were hopeful for news of an extension, however that did not take place. The Minister is going to champion this program through their Provincial budget process. Mark Boysen, Abby Fortune and Mayor St. Jacques are going to collaborate on a written submission in regards to the questions the Ministry put forward today.

### => **Other Reports**

- Attended the Telus celebration that honoured John Ludlow and Ukee Cable that have been here since 1960. John Ludlow and Ukee Cable provided a great service, supported the community through donations of their time, equipment and financial donations.
- Telus previously had 2 employees on the coast, they now have 5 and may add more.
- Telus also attended the elementary school where they donated \$2,000 for new computers. They are championing an anti-bullying cyber-program.

## 11. REPORTS

### 11.1 2018 Council Meeting Schedule

**Mark Boysen, Chief Administrative Officer**

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

*THAT Council approve recommendation 1 of report item, "2018 Council Meeting Schedule", which states:*

1. *THAT Council adopt the Regular Council Meeting Schedule for 2018.*

CARRIED.

### 11.2 FCM Municipal Asset Management Program Funding and Resolution

**Mark Boysen, Chief Administrative Officer**

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

*THAT Council approve recommendation 1 & 2 of report item, "FCM Municipal Asset Management Program Funding and Resolution" which states:*

*1. THAT Council approve the use of Public Works funds to support the District's Asset Management Program; and*

*2. THAT Council approve the following resolution required for the FCM grant application:*

*a. THAT Council directs staff to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for Asset Management Systems Development in Ucluelet.*

*b. THAT Council directs Staff to commit to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance the District's asset management program:*

- Asset Manager Software Module, Capital Planning and Analysis Software Module, and a Work Order Management Software Tool*
- Data Review/Migration and Implementation*
- Asset Management Training Workshops on Asset Management Systems*

*c. THAT Council direct the District of Ucluelet to commit \$11,890.00 from its budget towards the cost of this initiative.*

CARRIED.

**11.3 BC Rural Dividend Application Resolution**  
***Abby Fortune, Director of Parks & Recreation***

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

*THAT Council approve recommendation 1 & 2 of report item, "BC Rural Dividend Application Resolution" which states:*

- 1. THAT Council authorizes the submission of an application to the BC Rural Dividend Program for the Feasibility Study of the Amphitrite Point Lands, and*
- 2. THAT Council support the Amphitrite Lighthouse Building Plan through its duration.*

CARRIED.

**11.4 Ucluelet OCP Bylaw Report - Project Update**  
***Bruce Greig, Manager of Community Planning***



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

*THAT Council receive report item, "Ucluelet OCP Bylaw Review - Project Update" for discussion.*

CARRIED.

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

*THAT Council approve recommendation 1, 2, 3 & 4 of report item, "Ucluelet OCP Bylaw Review - Project Update" which states:*

*THAT Council, with respect to the ongoing project to review and update the Official Community Plan bylaw:*

*1. give early notice to the following agencies of the District's intent to update the Ucluelet Official Community Plan bylaw, and invite their participation and input:*

- o Yuulu?if?ath Legislature –Ucluelet FirstNation;*
- o 'tukwaa?ath Council -Toquaht Nation;*
- o AlberniClayoquot Regional District;*
- o District ofTofino;*
- o SchoolDistrict70;*
- o Island Health;*
- o Ministry of Transportation and Infrastructure;*
- o PacificRimNational Park Reserve;*
- o ClayoquotBiosphereTrust;*
- o Westcoast Community ResourcesSociety;*
- o AlberniClayoquot HealthNetwork;*
- o Wild PacificTrailSociety;*
- o TourismUcluelet; and*
- o UclueletChamberofCommerce*

*2. reach out to the leadership of the Yuulu?if?ath and'tukwaa?ath FirstNations to:*

- a. inviteYuulu?if?ath and'tukwaa?ath FirstNations'participationin theupdate of the UclueletmunicipalOfficialCommunity Plan;*
- b. askhowthe Yuulu?if?ath and'tukwaa?ath would like to be consultedon this project;*
- c. inquire whether the Yuulu?if?ath and'tukwaa?ath FirstNations areinterestedinco- authoring a new section ofthemunicipalOCP tooverview therelationship between theUclueletmunicipalgovernment, thebroadercommunity, First Nationspeopleand traditional lands;and,*
- d. invite discussionwith theYuulu?if?ath FirstNationLegislature and Staff, andthe 'tukwaa?ath Council and Staff on areasofmutualinterest and support;*

*3. endorse the work plan as outlined in the staff report; and,*

4. authorize Staff to enter into a sole-source consulting agreement with Vancouver Island University for the scope of research, consultation and analysis as detailed in Appendix 'A' to the Staff report, for an honorarium fee not to exceed \$15,000.

CARRIED.

**11.5 Development Variance Permit for the Whispering Pines Mobile Home Park**  
**John Towgood, Planner 1**

It was moved by Councillor Noel and seconded by Councillor Oliwa

*THAT Council approve recommendation 1 of report item, "Development Variance Permit for the Whispering Pines Mobile Home Park" which states:*

1. *THAT Council approve Development Variance Permit (DVP17-4) for Lot A, D.L. 283, Plan VIP86121, PID 027-782-093, conditional to a 3m statutory right of way, running along the eastern property line, being granted to the District of Ucluelet within one year of the approval of this permit, with the deletion of the wording "and shall not exceed 540 square feet" from item 6.iii.*

CARRIED.

**11.6 Short-Term Rental Program - Update**  
**Bruce Greig, Manager of Community Planning**

It was moved by Councillor McEwen and seconded by Councillor Oliwa

*THAT Council receive report item, "Short-Term Rental Program - Update" for information.*

CARRIED.

**12. LEGISLATION**

**13. LATE ITEMS**

**14. NEW BUSINESS**

**14.1 Councillor Noel**

- Requested Staff write a letter to MLA Scott Fraser requesting a meeting in the New Year.
- CAO Mark Boysen advised he believes a letter has been sent but will confirm.

**14.2 Councillor Oliwa**

- Requested to attend the Critical Communications Workshop at the Ucluelet Community Centre on Tuesday, December 19th from 12:00 - 4:00 pm.

**15. QUESTION PERIOD**

**15.1 Council received questions and comments from the public pertaining to:**

- Illegal suites and zoning amendments pertaining to affordable housing.

**16. CLOSED SESSION**

**16.1 Procedural Motion to Move In-Camera:**

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

*THAT Council*

CARRIED.

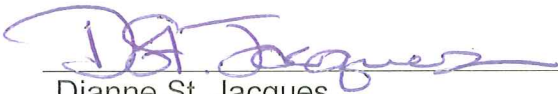
**16.2 Mayor St. Jacques suspended the regular meeting at 9:50 pm and moved in-camera at 9:56 pm.**

**17. ADJOURNMENT**

**17.1 Mayor St. Jacques adjourned the in-camera meeting at 10:57 pm and resumed the regular meeting.**

**17.2 Mayor St. Jacques adjourned the regular meeting at 10:57 pm.**

**CERTIFIED CORRECT:** Minutes of the Regular Council Meeting held on Tuesday, December 12, 2017 at 7:30 pm in the George Fraser Room, Ucluelet Community Centre, 500 Matterson Road, Ucluelet, BC.



Dianne St. Jacques  
Mayor



Mark Boysen  
CAO