

**DISTRICT OF UCLUELET**  
**MINUTES OF THE REGULAR COUNCIL MEETING**  
**HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE**  
**Tuesday, May 8, 2018 at 7:30 PM**

Present:      **Chair:**            Mayor St. Jacques  
                 **Council:**        Councillors McEwen, Mole, Noel, and Oliwa  
                 **Staff:**            Mark Boysen, Chief Administrative Officer  
                                 Marlene Lagoa, Deputy Municipal Clerk

Regrets:

**1. CALL TO ORDER**

**1.1 Mayor St. Jacques called the meeting to order at 7:33 PM.**

**2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY**

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

**3. ADDITIONS TO AGENDA**

**3.1 Pertaining to Agenda Item No. 12.2 Ucluelet Economic Development Strategy Progress Report**

- **Add Cheryl McLay, Regional Manager Vancouver Island/Coast - Regional Economic Operations, from the Ministry of Forest, Lands, Natural Resource Operations and Rural Development.**

**4. APPROVAL OF AGENDA**

**4.1 May 8, 2018 Regular Agenda**

2017-001            **It was moved by Councillor Oliwa and seconded by Councillor Noel**  
*THAT Council approve the May 8, 2018 Regular Agenda as amended.*

**CARRIED.**

**5. ADOPTION OF MINUTES**

**5.1 April 24, 2018 Regular Minutes**

2017-002            **It was moved by Councillor McEwen and seconded by Councillor Oliwa**  
*THAT Council approve the April 24, 2018 Regular Minutes as presented.*

**CARRIED.**

6. UNFINISHED BUSINESS

6.1 There was no unfinished business.

7. MAYOR'S ANNOUNCEMENTS

7.1 Press Release: Tsunami Siren Testing in Ucluelet on May 9th from 1 PM - 3 PM

- Reminder of the community emergency siren testing taking place the following day between 1 -3 pm.
- Encouraged the public to participate in the online survey to provide input on what they heard and how loud it was.
- More information is available on the District website.

8. PUBLIC INPUT, DELEGATIONS & PETITIONS

8.1 Public Input

- Lucas Bewick, Volunteer Coordinator, USS Surfrider Youth Club, spoke to the importance of a plastic bag ban to youth in the community as they are going to have to deal with it in their lifetime.
- Emmett Wellman, Co-chair, USS Surfrider Youth Group, spoke in support of the District enacting a bylaw to ban plastic bags noting the need to protect the beautiful community and set an example.

8.2 Delegations

**Lilly Woodbury & Laura Griffich-Chochrane, Surfrider Pacific Rim & Ucluelet Aquarium  
Re: Ban the Bag Campaign**

- Lilly Woodbury and Laura Griffich-Chochrane presented on the Surfrider's Ban the Bag Campaign and the work completed to date with Ucluelet businesses. They requested that the District implement a bylaw banning plastic bags in Ucluelet.

2016-3

**It was moved by Mayor St. Jacques and seconded by Councillor Oliwa.**

*THAT Council refer the City of Victoria's Plastic Bag Bylaw to staff for review and to report back to Council on what would be appropriate for Ucluelet.*

CARRIED.

9. CORRESPONDENCE

9.1 Proclamation Request for National Missing Children's Month and Missing Children's Day  
Child Find British Columbia

2017-004

It was moved by Councillor McEwen and seconded by Councillor Noel

**WHEREAS** Child Find British Columbia, a provincial member of Child Find Canada is a non-profit, registered charitable organization, incorporated in 1984; AND

**WHEREAS** The Mandate of Child Find British Columbia is to educate children and adults about abduction prevention; to promote awareness of the problem of missing children, and to assist in the location of missing children; AND

**WHEREAS** Child Find has recognized Green as the colour of Hope, which symbolizes a light in the darkness for all missing children; AND

**WHEREAS** Child Find's annual Green Ribbon of Hope Campaign will be held in the month of May and May 25th is National Missing Children's Day; AND

**THEREFORE BE IT RESOLVED THAT**

*I, Mayor St. Jacques of the District of Ucluelet, do hereby proclaim May as Child Find's Green Ribbon of Hope month and May 25th as National Missing Children's day. I urge our citizens to wear a green ribbon as a symbol of Hope for the recovery of all missing children; and to remain vigilant in our common desire to protect and nurture the youth of our Province.*

CARRIED.

9.2 \*Councillor McEwen excused herself from the meeting at 7:53 PM due to her relationship with Mr. Blackwell.

9.3 Request for Letter of Support  
Lance Blackwell

- Council discussed the changes to Mr. Blackwell's request for a letter of support for a tourist radio channel in Ucluelet. The letter of support is to aid his application to the Coast Guard for placement of a broadcast antenna on Mount Ozzard. Mr. Blackwell is no longer seeking a temporary antenna at the Pacific Rim Visitor Information Centre.

2017-005

It was moved by Councillor Mole and seconded by Councillor Noel

*THAT the District write a letter of support in principal for a tourist radio channel.*

CARRIED.

9.4 \*Councillor McEwen returned to the meeting at 8:01 PM.

10. INFORMATION ITEMS

**10.1 Highway 4 Kennedy Hill Safety Improvements Notice to Start Work  
Emil Anderson Construction (EAC) Inc.**

**10.2 Employer Health Tax Implications  
District of Clearwater**

2017-006                    **It was moved by Councillor Mole and seconded by Councillor Noel**  
*THAT Council receive information items for 10.1 and 10.2 as a block.*

CARRIED.

## **11. COUNCIL COMMITTEE REPORTS**

11.1 Councillor Sally Mole  
*Deputy Mayor January – February*

### **Westcoast Community Resources Society**

- 2018 Coming Together Forum is being held May 31st at the Ucluelet Community Centre.

11.2 Councillor Marilyn McEwen  
*Deputy Mayor March – April*

### **West Coast Multiplex Society**

- First meeting following the AGM was held May 7th.
- Tofino Pool Society is putting a pause on their efforts and returning funds to people they collected money from. Studies have already been completed to include a pool as part of the Phase 2 of the Multiplex.
- Toquaht First Nation Election is May 9th. The newly elected Chief Counsellor will be a delegation at their May 25th meeting.
- They are still looking for a government body to help with applying for federal and provincial funding. Tla-o-qui-aht First Nation has been identified as a possibility.
- Conducting a Capital Campaign Feasibility Assessment to determine if the group can raise funds to build the Multiplex. They hope to have it done by July.

### **Wild Pacific Trail Society**

- Met on May 2nd.
- AGM and board elections is scheduled for June 10th in the George Fraser Room at the Ucluelet Community Centre.

- Injecting herbicide into the stock of knotweed along the trail and lighthouse.
- A group of students from Vancouver volunteered to help maintain the trail and donated garden tools to the Society.

**=> Other Reports**

**BC Community Achievement Awards**

- On April 25th attended the BC Community Achievement Awards in Victoria. Previous RCMP Sargent Jeff Swan was receiving the award. Received a reward. Ceremony at government house. Lots of good food afterwards.

**Harbour Air Launch**

- On May 3rd attend the launch of Harbour Air services at Tofino Resort. Tofino and Ucluelet locals can fly standby for 50% off regular fares with proof of residency. Harbour Air is looking for a dock in Ucluelet to use when Tofino is fogged in.

**Pacific Coastal Air**

- On May 4th attending meeting with CAO, Tourism Ucluelet, Chamber Manager and Pacific Coastal Air. Pacific Coastal requested a meeting to provide an update on their services.

11.3 Councillor Mayco Noel  
*Deputy Mayor July – October*

**Barkley Community Forest Board**

- On May 9th Ucluelet Secondary Schools students are planting 1000 trees in the Barkley Community Forest.

11.4 Councillor Randy Oliwa  
*Deputy Mayor May – June*

**=> There were no committee reports from Councillor Oliwa.**

11.5 Mayor Dianne St. Jacques

**Alberni-Clayoquot Regional District Board**

- Passed motion to support letter about Area G Troll

Fisheries and the \$17 million that the Federal Government is holding back from Pacific fishermen.

- Porsche Club event on May 25th and 26th was approved to operate at the Tofino-Long Beach Airport.
- Area C Long Beach appointed Ashley Hawker as their new representative to the Clayoquot Biosphere Trust Board.

#### **=> Other Reports**

##### **Pacific Rim National Park**

- Met with Superintendent Karen Hogan and Tofino Mayor Osborne.
- The Bike pathway in the park is not to be completed until 2021. Major challenge is how to mitigate the speed of bikes at Long Beach Hill. Parks have put in an elevated bike trail design for the red legged frog area.
- The washrooms are being constructed at Wickaninnish Beach and Incinerator Rock.
- April 2020 marks the 50th Birthday of the National Park Reserve and there will be a year long celebration.
- Park Management Plan needs to be updated by 2020.
- Planning to pilot a ban of dogs on the beach from Green Point to Combers during shorebird migration in 2019. Other national parks ban dogs altogether and they are looking at doing that here.
- Have funding for a "Wild About Wolves" research program to conduct a 5 year long research and monitoring of wolves in Long Beach.
- The park has 1.8 Wildlife Specialists. They currently have 27 full-time employees. Historically, the largest number of staff they had was 53 full-time employees.
- They are looking for summer employees.
- In 2017 the visitor count was 1.2 million and the numbers this year are already very strong.

2016-7

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

*THAT Council receive the verbal committee reports.*

CARRIED.

## **12. REPORTS**

### **12.1 Road Closure Request for the Porsche Club 'Show and Shine' Event**

***Abby Fortune, Director of Parks and Recreation***

- Councillor Oliwa asked that staff remind local businesses of the event.

2017-008

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

*THAT Council approve recommendation 1 from report item, "Road Closure Request for the Porsche Club 'Show and Shine' Event" which states:*

1. *THAT Council authorizes the close of a short section of Main Street (in front of Whiskey Landing) and Cedar Road (in front of the Village Green), and the Main Street Dock (Whiskey Dock) from 9:00 a.m. to 4:00 p.m. on Saturday May 26, 2018 for the Porsche Club 'Show and Shine' event.*

CARRIED.

## 12.2 Ucluelet Economic Development Strategy Progress Report *Mark Boysen, Chief Administrative Officer*

- CAO Mark Boysen presented an update on the Ucluelet Economic Development Strategy. Staff prepared a summary table proposing six new actions for implementing the high priority strategies for Council's consideration.
- Mayor St. Jacques noted that the District has an opportunity to work on medium priority strategy number 7 with the Vancouver Island University planning group with planning the Coast Guard building and surrounding lands.
- Councillor Oliwa noted the importance of implementing strategy number 9 which is the development of resource packages. Mayor St. Jacques suggested that it might be something the District can work with the Chamber's UBERE program on.
- Mayor welcomed special guest Cheryl McLay, Regional Manager Vancouver Island/Coast - Regional Economic Operations, from the Ministry of Forest, Lands, Natural Resource Operations and Rural Development. Ms. McLay provided an update on provincial programs and funding options to support economic development in rural communities. Moving forward she would like to formalize the working relationship between Ucluelet and the Province through an agreement.

2017-009

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

*THAT Council approve recommendation 1 from report item, "Ucluelet Economic Development Strategy Progress Report" which states:*

1. *THAT Council approve the seven new economic development actions identified in Appendix A as amended.*

CARRIED.

2017-010

**It was moved by Mayor St. Jacques and seconded by Councillor McEwen**

*THAT Ucluelet Economic Development Strategy item number 7 be moved to the high priority grouping.*

CARRIED.

**12.3 Appointment of Chief and Deputy Election Officers**  
**Marlene Lagoa, Deputy Municipal Clerk**

2017-011

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

*THAT Council approve recommendation 1 from report item, "Appointment of Chief and Deputy Election Officers" which states:*

- 1. THAT Council appoints Marlene Lagoa, Deputy Municipal Clerk, as Chief Election Officer, and Abigail Fortune, Director of Parks and Recreation, as Deputy Chief Election Officer for the purposes of conducting the 2018 General Local Election.*

CARRIED.

**12.4 Resolution Tracking - April 2018**  
**Marlene Lagoa, Deputy Municipal Clerk**

Council provided the following comments:

- Options for secondary suites can be based on what comes out of OCP. Discussion on height restrictions limiting build of secondary suites was likely in relation to accessory buildings and possibly the Zoning Bylaw No. 1160.
- A report on commercial rate meters should include how many are complete, how many yet to be completed, and target date for completion.

2017-012

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

*THAT Council approve recommendation 1 from report item, "Resolution Tracking - April 2018" which states:*

- 1. THAT Council receive the District of Ucluelet's Resolution Tracking List from April 2018 for information.*

CARRIED.

**12.5 Quarterly Projects Update - 1st Quarter 2018**  
**Mark Boysen, Chief Administrative Officer**

2017-013

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

*THAT Council approve recommendation 1 from report item, "Quarterly Projects Update - 1st Quarter 2018" which states:*

- 1. THAT Council receives this 2018 Q1 update on the progress of budgeted staff projects.*

CARRIED.

**12.6 CAO Performance Monitoring Policy**  
**Councillor Randy Oliwa**

- Councillor Oliwa spoke to his motion and how Council would have benefitted by having a CAO Performance Monitoring Policy in place



when the last CAO resigned in February 2017.

2017-014            **It was moved by Councillor Oliwa and seconded by Councillor McEwen**  
*THAT Council direct staff to research other communities, reach out to Canadian Association of Municipal Administrators, as well as engage council for their input in drafting a Chief Administrative Officer Interim review (6 month) and annual review policy and then bring forward to council a report with options of how to proceed.*

CARRIED.

### 13. LEGISLATION

#### 13.1 REPORT - Five Year Financial Plan and Tax Rates Bylaws (Report #2) *Marlene Lagoa, Deputy Municipal Clerk*

2017-015            **It was moved by Councillor McEwen and seconded by Councillor Oliwa**  
*THAT Council approve recommendations 1 and 2 from report item, "Five Year Financial Plan and Tax Rates Bylaws (Report #2)" which states:*

1. *THAT Council adopt the District of Ucluelet 2018 – 2022 Financial Plan Bylaw No. 1229, 2018; and*
2. *THAT Council adopt the District of Ucluelet Annual Tax Rates Bylaw No. 1230, 2018.*

CARRIED.

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

2017-016            **It was moved by Councillor McEwen and seconded by Councillor Oliwa**  
*THAT District of Ucluelet 2018 – 2022 Financial Plan Bylaw No. 1229, 2018 be adopted.*

CARRIED.

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

2017-017            **It was moved by Councillor McEwen and seconded by Councillor Oliwa**  
*THAT District of Ucluelet Annual Tax Rates Bylaw No. 1230, 2018 be adopted.*

CARRIED.

### 14. OTHER BUSINESS

#### 14.1 Truck Traffic

- Councillor Noel raised concerns with the fish truck traffic around the high school. He would like to see the District host a meeting with the various fish companies to discuss collaborative solutions to minimize the impact of truck traffic in the community.

2017-018            **It was moved by Councillor Noel and seconded by Councillor McEwen**

*THAT Council direct staff to schedule a meeting with the various fish companies in town to discuss truck traffic.*

CARRIED.

## **14.2 Local Government Awareness Week**

- Councillor Oliwa noted he has spoken with staff and is working with a teacher at Ucluelet Secondary School on potential activities to recognize Local Government Awareness Week happening May 20-26th.
- Activities that have been discussed include:
  - Making a proclamation at the May 22nd Regular Council Meeting.
  - High School students are preparing a local government essay or bylaw as part of a school assignment.
  - Selecting one or two students to participate as a “local government official for a day” and do a mock Council Meeting.
- CAO Mark Boysen shared that the Public Works department does an annual event during that same week with elementary school students.

2017-019

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

*THAT Council refer the Local Government Awareness Week information sheet to Staff; and*

*THAT Council direct Staff to coordinate some activities with the students and bring forward a proclamation to the May 22nd meeting.*

CARRIED.

## **14.3 STR Report**

- Council asked for a detailed report on bylaw enforcement. Information being requested include an update on short-term rentals, where we are at and how effective we have been to date, as well as an update on business licence numbers.

## **15. QUESTION PERIOD**

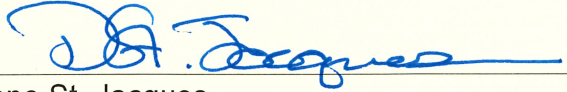
**15.1 There were no members of the public who wished to speak.**

## **16. ADJOURNMENT**

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

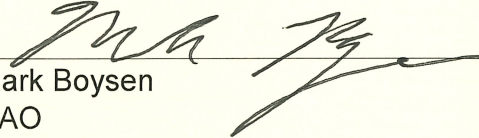
**CERTIFIED CORRECT:** Minutes of the Regular Council Meeting held on Tuesday, May 8, 2018 at 7:30 pm in the George Fraser Room, Ucluelet Community Centre, 500 Matterson Road,

Ucluelet, BC.



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Dianne St. Jacques  
Mayor



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Mark Boysen  
CAO