



**REGULAR MEETING OF COUNCIL
Tuesday, May 23, 2017 @ 7:30 PM
George Fraser Room, Ucluelet Community Centre,
500 Matterson Drive, Ucluelet**

AGENDA

	Page
1. CALL TO ORDER	
2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY	
Council would like to acknowledge the Yuułu?iŋ?atŋ First Nations on whose traditional territories the District of Ucluelet operates.	
3. ADDITIONS TO AGENDA	
4. ADOPTION OF MINUTES	
4.1. May 9, 2017 Regular Minutes	5 - 15
2017-05-09 Regular Minutes	
4.2. May 9, 2017 Late Items Minutes	17 - 18
2017-05-09 Late Items Minutes	
5. UNFINISHED BUSINESS	
6. MAYOR'S ANNOUNCEMENTS	
7. PUBLIC INPUT, DELEGATIONS & PETITIONS	
7.1 Public Input	
7.2 Delegations	
• Marcie DeWitt, Alberni Clayoquot Health Network	19
Re: Alberni Clayoquot Working Together To Reduce Poverty Protocol Agreement	
D-1 ACHN Delegation Request	
8. CORRESPONDENCE	
8.1. Pacific Seafoods - UHS Plant Complaint	21
<i>Caitlyn Woodbury</i>	
C-1 Pacific Seafoods Complaint	
8.2. Welcome Wagon	23
<i>Megan Warrender</i>	
C-2 Welcome Wagon	
8.3. SPARC BC	25 - 27
<i>Lorraine Copas, Executive Director</i>	

[C-3 Accessible Communities](#)

- 8.4. Ucluelet Chamber of Commerce 29
Ursula Banke, Director

[C-4 Ucluelet Chamber](#)

9. INFORMATION ITEMS

- 9.1. Celebrating 30 Years of Engineering on Vancouver Island 31
 Koes & Associates Engineering Ltd.

[I-1 Koers Invite](#)

10. COUNCIL COMMITTEE REPORTS

- 10.1 Councillor Sally Mole
Deputy Mayor April – June

- Ucluelet & Area Child Care Society
- Westcoast Community Resources Society
- Coastal Family Resource Coalition
- Food Bank on the Edge
- Recreation Commission
- Ucluelet Health Centre Working Group

=> *Other Reports*

- 10.2 Councillor Marilyn McEwen
Deputy Mayor July – September

- West Coast Multiplex Society
- Ucluelet & Area Historical Society
- Wild Pacific Trail Society
- Vancouver Island Regional Library Board – Trustee
- Alberni-Clayoquot Regional District Board – Alternate

=> *Other Reports*

- 10.3 Councillor Mayco Noel
Deputy Mayor October – December

- Ucluelet Volunteer Fire Brigade
- Central West Coast Forest Society
- Ucluelet Chamber of Commerce
- Tourism Ucluelet
- Signage Committee
- Clayoquot Biosphere Trust Society - Alternate
- Barkley Community Forest Board

=> *Other Reports*

- 10.4 Councillor Randy Oliwa
Deputy Mayor January – March
- Vancouver Island Regional Library Board - Alternate
 - Harbour Advisory Committee
 - Aquarium Board
 - Seaview Seniors Housing Society
 - Education Liaison
- => *Other Reports*

- 10.5 Mayor Dianne St. Jacques
- Alberni-Clayoquot Regional District Board
 - West Coast Committee
 - Airport Committee
 - Coastal Community Network
 - Groundfish Development Authority
 - DFO Fisheries Committees for Groundfish & Hake
 - Regional Fisheries Committees
 - Pacific Rim Arts Society
 - Whale Fest Committees
 - Ucluelet Health Centre Working Group
- => *Other Reports*

11. REPORTS

- | | | |
|-------|--|---------|
| 11.1. | Expenditure Voucher G-10/17
<i>Carolyn Bidwell, CFO</i>
R-1 Expenditure Voucher | 33 - 34 |
| 11.2. | Request for Approval of Consulting Services for the District of Ucluelet Capital Project Work 2017-2019.
<i>Warren Cannon, Superintendent of Public Works</i>
R-2 Consulting Services for The District of Ucluelet | 35 - 36 |
| 11.3. | Request for Road Closure for the Porsche Club's Show and Shine Event
<i>Karla Robison, Manager of Environmental & Emergency Services</i>
Porsche Club Road Closure | 37 - 39 |
| 11.4. | Request for Temporary Use Permit and Associated Development Variance Permit
<i>John Towgood, Planner 1</i>
R-4 Black Rock Resort Temporary Use Permit and Development Variance Permit | 41 - 58 |

12. LEGISLATION

13. LATE ITEMS
 - Late items will be addressed here as addenda items
14. NEW BUSINESS
15. QUESTION PERIOD
16. CLOSED SESSION

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*.

17. ADJOURNMENT



REGULAR MEETING OF COUNCIL
Tuesday, May 9, 2017 @ 6:30 PM
George Fraser Room, Ucluelet Community Centre,
500 Matterson Drive, Ucluelet

AGENDA

Page

1. CALL TO ORDER 732pm

2. CLOSED SESSION

Procedural Motion to Move In-Camera:

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*.

3. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY

Council would like to acknowledge the Yuułu?if?ath First Nations on whose traditional territories the District of Ucluelet operates.

4. ADDITIONS TO AGENDA

O – would you like the proclamations added to the agenda or under new business?

M – under new business

5. ADOPTION OF MINUTES

5.1. April 25, 2017 Regular Minutes O - MC

[2017-04-25 Regular Minutes](#)

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6. UNFINISHED BUSINESS

7. MAYOR'S ANNOUNCEMENTS

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.

We are Losing two of our senior staff members, Jeanette O'Connor our CFO. This would have been her last Council meeting, however she is off sick. Jeanette is retiring and we wish her all our best. Morgan Dodsall, 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 will be missed and we wish her well.

It gives me great pride and joy to Introduce our new CFO Carolyn Bidwell; Carolyn comes from Huston, and has been the director of finance in Hope. Carolyn is now in week two.

8. PUBLIC INPUT, DELEGATIONS & PETITIONS

8.1 Public Input

Barb Biesley - apart of alliance holdings limited, which is a company that has affordable housing in our property. We are really excited about OCP review, where we feel that our small community really fits well within the OCP in terms

of the objectives and vision. We are really interested in seeing some amendments to zoning that would allow us to continue as residential into the future. We are really excited and would like to urge Council to move forward with that and it is our wish to be a part of the process as it moves forward. Mayor – Advised that unfortunately Pam Shaw from VIU is ill today and can't be with us, so we will be tabling the OCP 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
[D-1 Delegation Request Form](#)

9. CORRESPONDENCE

- 9.1. Request: Proclaim May as Missing Children's Month and May 25th as Missing Children's Day # - #
Child Find British Columbia
[C-1 Child Find Proclamation](#)
O move N second carried
- 9.2. Request: Participation in the Ocean Friendly Business Campaign - Rise Above Plastics Program # - #
Surfrider Pacific Rim
[C-2 Surfrider Pacific Rim](#)
Mc move we participate, mole 2nd

Mole: through chamber rep, we could also pass this onto chamber of comm.
 Mayor – set up meeting, will ask staff to do this

10. INFORMATION ITEMS

- 10.1. Ferry Service in Barkley Sound # - #
Ministry of Transportation and Infrastructure
[I-1 Ferry Service in Barkley Sound](#)
 M move received, mc 2nd

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 that I have been reading are very promising. the attendance is looking great.
- Westcoast Community Resources Society
- Coastal Family Resource Coalition
 Met last Wednesday, 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
 Prepping for agm in june.
- Recreation Commission
 Meeting tomorrow
- Ucluelet Health Centre Working Group

=> *Other Reports*

- 11.2 Councillor Marilyn McEwen
Deputy Mayor July – September

- 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.
- Vancouver Island Regional Library Board – Trustee
- Alberni-Clayoquot Regional District Board – Alternate

=> *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) – the upcoming upgrades to Highway 4 and 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

Mole: Who is the current Chair for the Westcoast Multiplex Society
McEwen: Samantha Hackett is the current chair.

Mole: With respect to the Wheels for Wellness, are there posters in the Dr's office and hospital?

McEwen: Yes, but we really need to get electronic copies to get the information out there.

11.3 Councillor Mayco Noel
Deputy Mayor October – December

- Ucluelet Volunteer Fire Brigade
 - Central West Coast Forest Society
 - Ucluelet Chamber of Commerce
 - 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.
 - Signage Committee
 - Clayoquot Biosphere Trust Society - Alternate
 - Barkley Community Forest Board
- => *Other Reports*
Mole are we at regular hours for TU PRVC?
Noel – will follow up
Mayor- How is TU doing with the visitor services?
Noel – Doing well, they received some funding and are doing well, Denise Norman has a good handle on everything.
Mayor- it would be nice to know at the next meeting how their numbers are doing; are their numbers up?

11.4 Councillor Randy Oliwa
Deputy Mayor January – March

- Vancouver Island Regional Library Board - Alternate
- Harbour Advisory Committee

- Aquarium Board
- 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

=> *Other Reports*

PAC meeting last nights, 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 on April 26th. 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.
- West Coast Committee
- 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.

Oliwa – Director Bennett posted yesterday May 18th 7pm information meeting of a possible commercial cardboard ban
Mayor - 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.

Oliwa – what happens to the cardboard that we recycle?

Mayor – That is a question for Andrew McGifford and Sun Bird.

- Coastal Community Network
- Groundfish Development Authority
- DFO Fisheries Committees for Groundfish & Hake
- Regional Fisheries Committees
- Pacific Rim Arts Society
- Whale Fest Committees
- Ucluelet Health Centre Working Group Gave Marie Duperrault 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* Motion to receive the reports: Noel - MC 2nd

12. REPORTS

- | | | |
|-------|--|-------|
| 12.1. | Expenditure Voucher G-9/17
<i>Jeanette O'Connor, CFO</i>
R-1 Expenditure Voucher
Mc, mole 2 nd
Mole – wanted to note on the 2 nd page 3 rd of the way down, #25651 Four Starr Water Works for water meters at Whisky Landing, will that be billed back to Whisky Landing?
Mayor – Carolyn can you check with Mr. Cannon and get back to us with an answer. | # - # |
| 12.2. | Update on the Official Community Planning Process
<i>John Towgood, Planner 1</i>
R-2 Update on the OCP
Motions to table O, mc 2nd | # - # |
| 12.3. | Edge to Edge Marathon Road Closure & Additional Operational Requests
<i>Abby Fortune, Director of Parks & Recreation</i>
R-3 Edge to Edge Marathon 2017
Mc rec 1 approves road closures, N 2nd | # - # |
| 12.4. | Request to Discharge Covenant EV152825 for Lot 1, VIP 76238
<i>John Towgood, Planner 1</i> | # - # |

R-4 Request to Discharge Covenant

O - Rec 1, N 2nd

O – Question for our Planner, want to ensure that staff is comfortable that by releasing the covenant we are not taking on any additional liability for the District

John – 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 represents a 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.

All in favour - carried

12.5. 2016 Draft Financial Statements

-

Jeanette O'Connor, CFO

R-5 Draft Statements

N rec 1, mc 2nd...carried

12.6. Request for Temporary Use Permit and Associated Development Variance Permit

-

John Towgood, Planner 1

R-6 Black Rock Oceanfront Resort

O – after reading the report, I will have to declare conflict with my commercial business.

8:10 Oliwa steps out of room

N – interesting one, another example of the problem in the community, struggle with the possibility of having more of these before us, questions if we are opening a can a worms; it is temporary but does the initial request turn into 24 months, turns into 48 months etc. There are other businesses that would probably like this model, would like to encourage but how do you manage it, it's on the applicants property, are they any policing the grounds, noise reduced the GM would have a pretty good control on the activities in the parking lot.

Mayor – asks for clarification from John on the map, page 159 and the placement of the trailers, but then on page 152 of the photo of the map it looks different.

John – worked with applicant to produce the map as the initial location wouldn't work, they are two different diagrams.

Mayors – clarifies the trailers are outside of area as shown on the first map of this report.

John – yes

Mayor so then my next question would be the displacement of parking, suggest underutilized at the end of their property, these parking spots are for what they currently operate at.

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

John – 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.

Mayor – To clarify it will be clear there will be no parking on Marine Drive or at the Browns Beach Parking Lot, but who will monitor that? How will we know if the vehicles are Black Rock vehicles, it seems quite problematic

Mayor – 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 – applicant relayed they are planning on fulfilling the original development plan for across the street for staff housing, potentially a multi-million dollar venture, will take some time to get going, however no commitment or timeline at this time for a permanent solution.

Mole – I do see the parking issues, but I also see the staff housing issue, worry that without provision of staff housing, 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, like the idea of the temporary permit, what if it goes sideways somewhere in that year, can we revoke that temporary permit?

John – would have to research that

MC – 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.

Mole- - I agree, given the proposed location of the trailers, I think it's in management's best interest to monitor the situation and feel confident in that.

Noel curious if the applicant would open up their staff housing if they have empty beds or would it be specific to Black Rock employees only?

John – only Black Rock employees

Mayor – I struggle with this one, the Black Rock is an amazing resort and important to our community and 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. Noel brings up a good point, if this industry...if we allow it here what will the domino effect be, we don't want to be a community of trailers. Best I can do in my own opinion would be one year, no extension.

MC – they do have a more permanent solution, need this as a temporary stop gap

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

M this will come back to us, there is a referral process 100m etc, given that we are able to take a second look at it at a future meeting

Noel- - on the applicant's property, vested interest to monitor this and think they will do their best.

Noel – recommendation #1 & proceed to public notification stage. Mayor, include a 1 year only clause...Oliwa - Mole 2nd. Carried

8:25 Councillor Oliwa returned to regular meeting

13. LEGISLATION

13.1. **REPORT**

Zoning Amendment Bylaw No.1216, 2017 - Third Reading and Adoption
John Towgood, Planner 1

[L-1 Amend Zoning Bylaw No. 1160](#)

-

Mc rec 1, n 2nd..carried

- 13.2. **BYLAW** # - #
 Zoning Amendment Bylaw No. 1216, 2017
[Bylaw 1216, 2017](#)
 Mc move 3rd reading, o 2nd..carried. 4th reading Oliwa, Mole 2nd carried

14. LATE ITEMS

- Late items will be addressed here as addenda items

- 14.1. Appointment of Financial Officer and Tax Collector # - #
Morgan Dosdall, Deputy Clerk
[R-1 Financial Officer Appointment](#)
 M rec 1 that Council appoint Carolyn Bidwell, N2nd

- 14.2. **REPORT** # - #
 2017 Five-Year Financial Plan - Three Readings
Jeanette O'Connor, CFO
[L-1 Five Year Financial Plan, Report](#)
 Mc rec 1, O 2nd..carried.

- 14.3. **BYLAW** # - #
 District of Ucluelet Five Year Financial Plan Bylaw No. 1217, 2017
[L-2 Bylaw 1217 Five Year Financial Plan](#)
 Mc move 1st reading Noel 2nd
 Oliwa move 2nd reading MC 2nd; Move 3rd reading Noel move 3rd , mc 2nd

- 14.4. **REPORT** # - #
 2017 Tax Rate Bylaw - Three Readings
Jeanette O'Connor, CFO
[L-3 Tax Rate Bylaw, Report](#)
 Mc move rec 1, O 2nd
 Mayor 3 reading

- 14.5. **BYLAW** # - #
 Annual Tax Rates Bylaw No. 1218, 2017
[L-4 Tax Rates Bylaw](#)
 MC move 1st, M 2nd
 2nd N, o 2nd
 3rd O, mole 2nd

15. NEW BUSINESS

O – in recognition of upcoming local government awareness week which coincides with the national public works week may 21-27, 2017.

O - Move proclamations for both

M – 2nd

M: won't ask staff to do anything, but wondering if we could have a conversation via email to take some snacks to the Public Works Yard; and maybe attend a student union meeting at the school

O – we have not met our new RCMP OIC; maybe an open invitation when that happens, would get together for a meeting. Previously met regularly twice a year. Mayor will call and connect with the new RCMP OIC

16. QUESTION PERIOD

Larsen- -update on official community plan, people mention sidewalks, hoping council will take notice, and people do not want anything but good sidewalks.

Joanne Goulet – concerned about the boardwalk built, feeling left in the dark and not sure what is going on.

Mayor, make an apt with Mr. Towgood and he will bring you up to speed on that.

17. ADJOURNMENT

8:33pm

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 (Acting CAO);
 Morgan Dosdall, Deputy Clerk
 Darcey Bouvier, Recording Clerk

Regrets:

1. LATE ITEMS

1.1 Appointment of Financial Officer and Tax Collector
Morgan Dosdall, Deputy Clerk

2016-1 **It was moved by Councillor Mole and seconded by Councillor Noel**
 THAT Council approve recommendation 1 of late item 14.1, "Appointment of
 Financial Officer and Tax Collector", which states:
 1. *THAT Council appoint Carolyn Bidwell as Financial Officer and Collector*
 (of taxes), as described by section 5 and 149 of the Community Charter,
 effective May 9, 2017.

CARRIED.

1.2 REPORT
2017 Five-Year Financial Plan - Three Readings
Jeanette O'Connor, CFO

2016-2 **It was moved by Councillor McEwen and seconded by Councillor Oliwa**
 THAT Council approve recommendation 1 of late item, 1.2, "2017 Five-Year
 Financial Plan", which states:
 1. *THAT Council give up to three readings to the Five Year Financial Plan*
 Bylaw No. 1217, 2017.

CARRIED.

1.3 BYLAW
District of Ucluelet Five Year Financial Plan Bylaw No. 1217, 2017

2016-3 **It was moved by Councillor McEwen and seconded by Councillor Noel**
 THAT Council give First Reading to the District of Ucluelet Five Year Financial
 Plan Bylaw No. 1217, 2017.

CARRIED.

2016-4 **It was moved by Councillor Oliwa and seconded by Councillor McEwen**
 THAT Council give Second Reading to the District of Ucluelet Five Year
 Financial Plan Bylaw No. 1217, 2017.

CARRIED.

2016-5 **It was moved by Councillor Noel and seconded by Councillor McEwen**
*THAT Council give Third Reading to the District of Ucluelet Five Year Financial
 Plan Bylaw No. 1217, 2017.*

CARRIED.

1.4 REPORT
2017 Tax Rate Bylaw - Three Readings
Jeanette O'Connor, CFO

2016-6 **It was moved by Councillor McEwen and seconded by Councillor Oliwa**
*THAT Council approve recommendation 1 of late item, 1.4, "Tax Rate Bylaw -
 Proposed Bylaw No. 1218, 2017" which states:*
 1. *THAT Council gives up to three readings to proposed District of Ucluelet
 2017 Tax Rate Bylaw No. 1218, 2017.*

CARRIED.

1.5 BYLAW
Annual Tax Rates Bylaw No. 1218, 2017

2016-7 **It was moved by Councillor McEwen and seconded by Councillor Mole**
THAT Council give First Reading to Annual Tax Rates Bylaw No. 1218, 2017.

CARRIED.

2016-8 **It was moved by Councillor Noel and seconded by Councillor Oliwa**
*THAT Council give Second Reading to Annual Tax Rates Bylaw No. 1218,
 2017.*

CARRIED.

2016-9 **It was moved by Councillor Oliwa and seconded by Councillor Mole**
THAT Council give Third Reading to Annual Tax Rates Bylaw No. 1218, 2017.

CARRIED.

CERTIFIED CORRECT: Minutes of the Late Items 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

Andrew Yeates
 CAO



DISTRICT OF UCLUELET

Request to Appear as a Delegation

All delegations requesting permission to appear before Council are required to submit a written request or complete this form and submit all information or documentation by 11:00 a.m. the Wednesday preceding the subsequent Council meeting. Applicants should include the topic of discussion and outline the action they wish Council to undertake.

All correspondence submitted to the District of Ucluelet in response to this notice will form part of the public record and will be published in a meeting agenda. Delegations shall limit their presentation to ten minutes, except by prior arrangement or resolution of Council.

Please arrive by 7:20 p.m. and be prepared for the Council meeting. The Mayor (or Acting Mayor) is the chairperson and all comments are to be directed to the chairperson. It is important to address the chairperson as Your Worship or Mayor St. Jacques.

The District Office will advise you of which Council meeting you will be scheduled for if you cannot be accommodated on your requested date. For more information contact the District Office at 250-726-7744 or email info@ucluelet.ca.

Requested Council Meeting Date: Next Available

Organization Name: Alberni Clayoquot Health Network

Name of person(s) to make presentation: Marcie DeWitt

Topic: Alberni Clayoquot Working Together To Reduce Poverty Protocol Agreement

Purpose of Presentation:

Information only

Requesting a letter of support

Other (provide details below)

Please describe:

The Alberni Clayoquot Health Network (ACHN) is seeking resolutions from municipalities and nations with in the ACRD to endorse the Working Together To Reduce Poverty Proctol Agreement. The ACHN has worked closely with local communities, service providers and decision makers to create a Theory of Change to begin action planning around poverty reduction as well as a Poverty Protocol for leadership to show support. The ACHN will highlight community engagment in process to date, the Theory of Change content, use and strategy and next steps as well as the Poverty Protocol endorsed by our local MLA and MP April 2nd 2017.

Contact person (if different from above): _____

Telephone Number and Email: 250-726-5019, achn@acrd.bc.ca

Will you be providing supporting documentation? Yes No

If yes, what are you providing?

Handout(s)

PowerPoint Presentation

Note: Any presentations requiring a computer and projector/screen must be provided prior to your appearance date. The District cannot accommodate personal laptops.

Subject: Pacific Seafoods - UHS Plant

Importance: High

From: Caitlin Woodbury
Sent: Friday, May 12, 2017 9:27 AM
Subject: Pacific Seafoods - UHS Plant

Good Morning,

We haven't had much luck making a complaint through the district office phone, so I thought I would contact you this way.

We are the neighbours beside the Pacific Seafood plant on Cedar Rd. We have been patient neighbours for many years, some more than that. None of us moved close to a fish plant and expected it to be noiseless. This past winter, the fish plant installed "screw compressors," which I assume are for a new freezer system. A few weeks ago, they finally turned these compressors on; they make the most horrible droning sound; much like what you would hear at the dentist, only a few octaves lower. It is so invasive of a noise, I can hear it through my ear plugs; ear plugs which have knocked out the sound of their plant, back-up beepers, yelling, pressure washing, the list goes on.

We have contacted their general manager, Ben Beens, and he has told us that they are remedying the situation. They have built an uninsulated enclosure around it, which has done absolutely nothing. Shouldn't they have ensured the noise would not be heard before they turned it on? In the District of Ucluelet Noise Bylaw, it states, "No person shall make or cause, or permit to be made or caused, any noise, loud music or similar disturbance of the peace, in or on a public or private place, which disturbs or tends to disturb the quiet, peace, rest, enjoyment, comfort, or convenience of any person or persons in the neighborhood or vicinity.... b) No person, being the owner, tenant or occupier of real property, shall allow or permit such real property to be used so that noise or sound which occurs thereon or emanates therefrom, disturbs or tends to disturb the quiet, peace, rest, enjoyment, comfort or convenience of any person or persons on the same piece of property or in the neighborhood or vicinity."

We have a right to quiet enjoyment of our homes and yards and currently, the only way to find "quiet, peace, rest, enjoyment, or comfort" is to leave our homes. We would like to have this dealt with without making formal complaints and petitioning the council. Their compressors should be shut off until such time that they are able to find a solution to the noise.

Please contact us as soon as possible.

Best regards,

Caitlin Woodbury and Cedar Rd./Cypress Rd. Residents

From: Info Ucluelet
Subject: Attention Mayor St. Jacques

From: Megan Warrender
Sent: Tuesday, May 16, 2017 3:01 PM
Subject: Attention Mayor St. Jacques

Hi Dianne,

My name is Megan Warrender, I am with the Port Alberni Welcome Wagon. I met you briefly at a regional district meeting in Port Alberni last year.

I wanted to connect with you because I would like to branch over to the ucluelet area and wondering what is the best avenue to go to get linked in.

I look forward to hearing from you,

Megan Warrender
Port Alberni Welcome Wagon Rep



Accessible Communities are Inclusive Communities

Celebrate Access Awareness Day
Saturday, June 3, 2017





Dear Mayor and Council:

RE: Access Awareness Day – June 3, 2017 – Accessible Communities are Inclusive Communities

June 3, 2017 marks SPARC BC's 20th annual Access Awareness Day! Access Awareness Day gives each of us an opportunity to look at our community and to think about how to make it more accessible and inclusive for everyone. The theme for this year's Access Awareness Day is "Accessible Communities are Inclusive Communities". As part of this year's focus, our goal is to draw attention to the different ways that communities can come together to promote greater accessibility and inclusion. The series of posters enclosed as part of this letter show the many different ways that accessibility is part of community life.

There are a number of different ways that your community can take part in Access Awareness Day. This includes passing a proclamation, hosting an accessibility event, or sharing information about some of your recent efforts to help make your community as accessible and inclusive as possible. As part of this package of materials we have also included a survey to learn more about local accessibility priorities and about the different types of accessibility-related initiatives that you have implemented in your community.

In 2016, forty-three different local governments passed a proclamation or wrote a letter of support recognizing the importance of accessibility and the role that it plays in building inclusive communities. Accessibility is not just about physical access and technical devices; it is also about ensuring that everyone has the right to share their talents, experience and abilities, and to engage in all aspects of community life. We hope that you will consider joining us in celebrating Access Awareness Day this year.

To help to support you in your efforts, we have included a number of different posters that can be used to build increased public awareness and support around the importance of working together to ensure that our communities are as accessible and inclusive as possible. As well, we have a limited amount of funding (small grants of \$500 per community) to help promote and support local accessibility events. To request additional posters or to suggest possible ways to partner around Access Awareness Day please do not hesitate to reach out to us by calling 604.718.7736 or by sending an email to mycommunity@sparc.bc.ca.

We know that true accessibility and inclusion is achieved by people and communities working together. By looking at ways to achieve greater accessibility, we are also building stronger, healthier and more inclusive communities. As part of this year's Access Awareness Day activities, our goal is to demonstrate the many different ways that communities across British Columbia have been successful in building accessibility and in creating communities where everyone is included! Please take a moment to reach out and to share your stories or ideas! We look forward to hearing from you.

Sincerely,

Lorraine Copas
Executive Director, SPARC BC

Access Awareness Day Proclamation

- WHEREAS** Accessibility and inclusion are essential for ensuring that all community members have access to opportunities, and the ability to fully participate in community life; and,
- WHEREAS** Accessibility should be part of all aspects of community life—physical, social and economic including employment, transportation, recreation and housing; and,
- WHEREAS** We all have a role to play in ensuring that our communities are as accessible and inclusive as possible.

THEREFORE BE IT RESOLVED:

The citizens of this community recognize the rights of all individuals with disabilities and the importance of ensuring that they have access to the opportunities that are important to them and that give their lives meaning.

IN WITNESS WHEREOF

I hereto set my hand to this signed _____

(Mayor/Chairperson)

This _____ day of _____, 2017.



Accessible Communities
are **Inclusive Communities**



sparc bc
people. planning. positive change



CONTACT

Email: chamberoffice@uclueletinfo.com
PO Box 428, Ucluelet BC V0R 3A0
Phone: 250-726-4641
www.ucluelet.ca

**To: Mayor and Council
District of Ucluelet**

**From: Board of Directors
Ucluelet Chamber of Commerce**

Date: May 18, 2017

**Subject: Request for change to Letter of Support – Apr 27/17
BC Rural Dividend Fund Application**

Dear Mayor and Council,

Please be informed that the amount of our funding application has changed from \$10,000 to \$100,000 to the BC Rural Dividend Fund for the project 'Ucluelet Business & Employment – Retention & Expansion (UBERE) Program.

On behalf of the Board of Directors, I would like to request a change in the wording of the Council's Letter of Support (Apr27/17) for our application to BC Rural Dividend Fund for \$100,000.

We hope to receive a revised Letter of Support no later than May 25th before the application deadline.

Kind regards

**Ursula Banke
Director
Ucluelet Chamber of Commerce**

Koers & Associates Engineering Ltd.

Celebrates 30 years of Engineering Service on Vancouver Island



Since 1987 we have provided consulting engineering services for infrastructure improvements in our communities and for developments on Vancouver Island. We are grateful to our clients for the opportunities provided to allow us to grow our company, and would like to invite you to celebrate with us.

Please join us in our Parksville Office, 194 Memorial Avenue,
Thursday, June 8th between 4 and 8 p.m. for an informal
Open House featuring refreshments and some light barbequed fare.

District of Ucluelet Expenditure Voucher

G-10/17

Date: May 17, 2017

Page: 1 of 2

CHEQUE LISTING:

AMOUNT

Cheques: # 25674 - # 25702	\$	65,903.82
Cheques: #	\$	
Voided Cheques:	\$	

PAYROLL:

PR 10/17'	\$	56,394.59
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	<u>\$</u>	<u>122,298.41</u>
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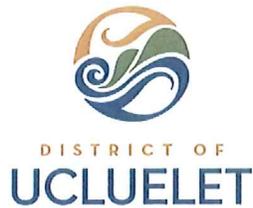
RECEIVED FOR INFORMATION AT MEETING HELD:

May 23, 2017

Carolyn Bidwell, CFO

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
025674	002	08/05/2017	AD557	AUJLA DENISE	121989	AUJLA-FRENCH PLAYS	960.00		960.00	
025675	002	08/05/2017	AG815	AG SURVEYS	17-791	CEMETERY SITE PLAN	6,125.70		6,125.70	
025676	002	08/05/2017	AGS11	AGS BUSINESS SYSTE	21017	APR/17	477.40		477.40	
025677	002	08/05/2017	AL001	ACKLANDS - GRAINGE	351472 33915 729674 33923	CAPSCREWS PADLOCKS/GLOVES GLOVES LOCKWASHERS/NUTS/C	38.77 156.29 109.24 48.73		353.03	
025678	002	08/05/2017	BC911	BC HYDRO CAD 13016	50784300	HYDRO POLE RELOCAT	4,315.50		4,315.50	
025679	002	08/05/2017	CE004	CORPORATE EXPRESS	44310403	HOLEPUNCH/BINDERS/	144.89		144.89	
025680	002	08/05/2017	CK608	KASSLYN CONTRACTIN	D572	D572	2,246.28		2,246.28	
025681	002	08/05/2017	CVIH1	VANCOUVER ISLAND H	S4147-3	ANNUAL-WATER OP/PE	250.00		250.00	
025682	002	08/05/2017	ET978	EEFTINK TED	122004	EEFTINK-BATTERY PU	111.69		111.69	
025683	002	08/05/2017	FE005	FALSTAFF ENTERPRIS					714.23	Yes
025684	002	08/05/2017	FW050	FAR WEST DISTRIBUT	308891	GARBAGE BAGS/HAND	103.65		103.65	
025685	002	08/05/2017	HS002	HOGAN, SARAH	121999	HOGAN-DANCEFIT	84.28		84.28	
025686	002	08/05/2017	MS421	SHAWN MILLS	121996	MILLS-COMOX TRAINI	221.94		221.94	
025687	002	08/05/2017	NLS01	NEW LINE SKATEPARK	1209	TENDER SUPPORT FEE	1,575.00		1,575.00	
025688	002	08/05/2017	O9310	OLIWA RANDY	122002	OLIWA-AVICC/17	264.60		264.60	
025689	002	08/05/2017	OG509	OLSON GARY	122003	OLSON-WORK BOOTS	193.19		193.19	
025690	002	08/05/2017	PB006	PAYETTE BOB					913.07	Yes
025691	002	08/05/2017	PB104	PIONEER BOAT WORKS	75023	RAIN GEAR	283.36		283.36	
025692	002	08/05/2017	RL068	RIVERA LYVIER	122001	RIVERA-HIPHOP/LINE	147.61		147.61	
025693	002	08/05/2017	SA505	SAFETY AUTHORITY	733942	2017 OPERATING PER	149.00		149.00	
025694	002	08/05/2017	SF061	STEVENS FLICKERINE	122000	STEVENS-YOGA	133.54		133.54	
025695	002	08/05/2017	SJ004	S & J SERVICES	236782 236784 236783 236785 236781	APR/17 JANITORIAL APR/17 JANITORIAL APR/17 JANITORIAL APR/17 JANITORIAL APR/17 JANITORIAL	138.60 315.00 315.00 651.00 1,386.00		2,805.60	
025696	002	08/05/2017	TS001	SKYLINE ATHLETICS	2162940	BASEBALLS	126.15		126.15	
025697	002	08/05/2017	TU428	TOURISM UCLUELET	02/17	FEB/17 GRANT	16,615.42		16,615.42	
025698	002	08/05/2017	UR849	UCLUELET RENT-IT C	25863	APR/17 TOILET CLEA	1,545.60		1,545.60	
025699	002	08/05/2017	VI200	VANCOUVER ISLAND R	Q2-17	Q2-17	24,933.00		24,933.00	
025700	002	08/05/2017	WP166	WINDSOR PLYWOOD -	14147A 15069A 14335A 12912A	DOCK REPAIR-PLANKS CAMERA-BOX LOCKS DUPLICATE KEYS PAINTERS TAPE/DUCT	22.27 23.39 33.60 30.83		110.09	
025701	002	16/05/2017	FE005	FALSTAFF ENTERPRIS	121997	SLEGTENHORST-ACCOM	714.23		714.23	
025702	002	16/05/2017	PB006	PAYETTE BOB	121998	PAYETTE-ACCOMODATI	913.07		913.07	
Total:							65,903.82	0.00	65,903.82	

*** End of Report ***



STAFF REPORT TO COUNCIL

Council Meeting: May 23, 2017

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: WARREN CANNON, PUBLIC WORKS SUPERINTENDENT

FILE NO:

SUBJECT: CONSULTING SERVICES FOR THE DISTRICT OF UCLUELET CAPITAL PROJECT WORK 2017-2019

ATTACHMENT(S): NONE

RECOMMENDATION(S):

1. **THAT** Council approve Koers & Associates Engineering Ltd. for a Two Year Standing Offer Agreement.

PURPOSE:

The purpose of this report is to request approval to award the Consulting Services for the District of Ucluelet Capital Project Work 2017-2019, to Koers & Associates Engineering Ltd.

BACKGROUND:

In March, 2017 a Request for Proposal ("**RFP**") was issued to select a qualified Engineering Firm to provide engineering services for the District of Ucluelet.

The objective of this RFP was to select a qualified engineering firm that would provide the District of Ucluelet consulting engineering services for various capital projects, over a two-year term through a standing offer agreement, as well as provide engineering services on an "as required" basis for the duration of the standing offer.

Standing Offer Agreement ("**SOA**") are used in many municipalities. Entering into a SOA will allow the District of Ucluelet's Staff to work directly with the Proponent without the need to prepare separate requests for proposal for each capital project over the term of the agreement. In addition, District Staff, and the successful Proponent's organization will be able to foster a relationship which supports the District of Ucluelet's mid and long-term strategies for the community.

Four responses from the RFP were received from the following firms:

- McElhanney Consulting Services Ltd.
- McGill & Associates Engineering Ltd.
- Herold Engineering Ltd.
- Koers & Associates Engineering Ltd.

Proposals were evaluated on: Team Experience, Past Performance, Project Management Approach, Fee Structure and Deliverables.

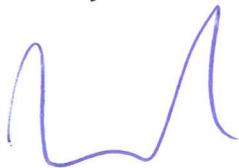
Of the four, Koers & Associates Engineering Ltd. scored the highest on the combined criteria. In addition, their knowledge of the District's infrastructure, as well as their past performance, provided them with the overall highest score.

SUMMARY AND CONCLUSION:

The Standing Offer Agreement is a two-year agreement, with a review after each year.

Staff recommend Council approve Koers & Associates Engineering Ltd. for the Consulting Services for the District of Ucluelet Capital Project Work 2017-2019 for the District of Ucluelet.

Respectfully submitted:



Warren Cannon,
Superintendent Public Works

STAFF REPORT TO COUNCILCouncil Meeting: MAY 23RD, 2017

500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** KARLA ROBISON, MANAGER OF ENVIRONMENTAL & EMERGENCY SERVICES

FILE NO: 8100

SUBJECT: ROAD CLOSURE REQUEST FOR THE PORSCHE CLUB 'SHOW AND SHINE' EVENT**RECOMMENDATION(S):**

1. **THAT** Council authorizes the closure 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 27th, 2017 for the Porsche Club 'Show and Shine' event.
2. **THAT** Council considers the request to close a short section of Main Street and Cedar Road, and Main Street Dock on Saturday, May 27th, 2017 and declines this request.

PURPOSE:

The purpose of this report is to allow the use of a short section of Main Street and Cedar Road, and Main Street Dock to showcase up to 50 cars on Saturday, May 27th, 2017, as well as, to encourage the community to attend the Porsche Club 'Show and Shine' event.

BACKGROUND:

The four day Vancouver Island Region Porsche Club event is in its eight year in Ucluelet. This is an unprecedented showing in one location for this club. The annual event is very popular with Porsche Club members due previous success and sells out each year. It is noted this year's event will attract new people that have never been to Ucluelet before. The Porsche Club has fundraised over \$30,000 in the last 8 years for the Ucluelet Volunteer Fire Brigade.

For the first five years of the event, the Porsche Club conducted their 'Show and Shine' at the Black Rock parking lot. In 2015 and 2016, the event took place along a short section of Main Street and Cedar Road, and on Main Street Dock (see figure 1). This location generated a great public turnout and showcased a unique Ucluelet setting (see figure 2). To involve more community members and visitors again this year, the event is proposed to take place at the same short section of Main Street and Cedar Road, and on Main Street Dock.

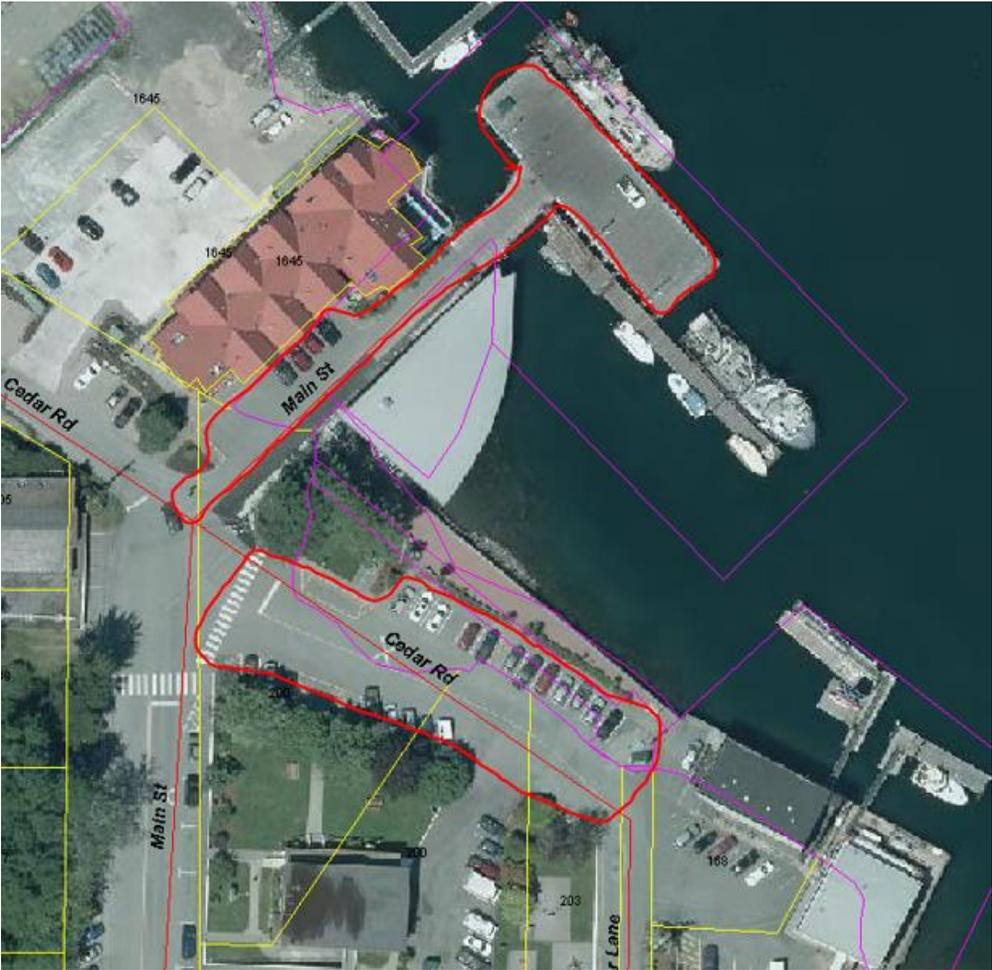


Figure 1. Map of the requested closure for a short section of Main Street and Cedar Road, and Main Street Dock.



Figure 2. Photo of the Main Street Dock during the 2015 Porsche Club Event. Photo credit to Porsche Club member Kevin Johnston.

The affected businesses will be contacted prior to the event. Signage, notices and advertisements will be distributed to inform the public of the road closure and the event itself. The Harbour Manager will be contacted in regards to the use of the Main Street Dock, and staff is working with the Porsche Club Committee and Tourism Ucluelet about logistics for the 'Show and Shine' event.

SUMMARY AND CONCLUSION:

The closure of Cedar Road and the Main Street Dock locations for the 'Show and Shine' event on Saturday, May 27th, 2017 from 9:00 a.m. to 4:00 p.m. Participants and community members felt the event was a great success the last two years due to the central location, as this encouraged more community involvement.

Respectfully submitted:



Karla Robison, Manager of Environmental & Emergency Services



STAFF REPORT TO COUNCIL

Council Meeting: MAY 23RD, 2017

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: JOHN TOWGOOD, PLANNER 1

FILE NO: 3060-20

FOLIO NO: 115.101

SUBJECT: REQUEST FOR TEMPORARY USE PERMIT AND ASSOCIATED DEVELOPMENT VARIANCE PERMIT

ATTACHMENT(S): APPENDIX A – APPLICATION
APPENDIX B – PERMIT TUP17-01

RECOMMENDATION(S):

That Council considers the approval of one of the following options:

1. **THAT** the temporary use permit, TUP17-01, for the “Common Area” of Plan: VIS6690, District: 09 (596 Marine Drive) be approved as detailed within the permit (“**Appendix B**”).

OR

2. **THAT** this request be considered and denied.

BACKGROUND

Planning Staff are in receipt of an application for a Temporary Use Permit and associated Development Variance Permit for 596 Marine Drive (**Figure 1**)

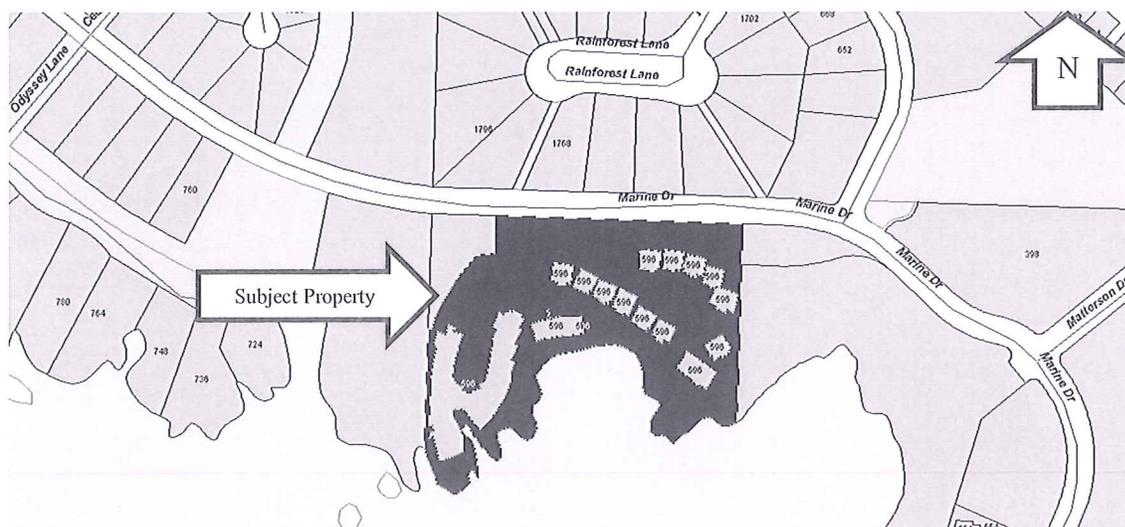


Figure 1- Site Location

The subject property is known as Blackrock Oceanfront Resort and is located on the Pacific Ocean off of Marine Drive.

OVERVIEW OF REQUEST:

The applicant is requesting to locate four premanufactured housing units (**Figure 2**) that would house 24 staff beds and provide washrooms and shower facilities. This application is asking for the Temporary Use Permit (“TUP”) to be in place for one year with a possible extension for an extra year. The applicant has stated that this is just a temporary fix to their staff accommodation concerns and that a permanent solution is being resolved. The applicant states the housing units will be closely monitored by the resorts management.



Figure 2 – Site Plan

TEMPORARY USE PERMIT

A Temporary Use Permit is a process laid out in the Local Government Act, Division 8, S.492 to S.497. A Temporary Use Permit allows a use of land, on a temporary basis, not otherwise permitted

in the District of Ucluelet's Zoning Bylaw. Temporary use permits may be issued for a period up to three years from the date the permit was approved by Council. Temporary use permits may be renewed once, subject to Council approval. Conditions under which a temporary use may be allowed are established in the permit, including the site design and layout, and length of time the temporary use can occur. Security deposits and letters of undertaking may also be required to ensure conditions are met. Some of the considerations of a temporary use permit are:

- if the temporary use will operate at an intensity of use suitable to the surrounding area;
- if the temporary use will be compatible with regard to use, design, and operation with other surrounding land uses; and
- that the temporary use will operate on a temporary basis only and includes plans, or a letter of undertaking to terminate the use and restore the site by the expiry date of the permit.

This application is requesting four units that could potentially house 24 staff. Staff consider the use will operate at an intensity of use suitable to the surrounding area. The design is not consistent with the OCP guidelines for the area but the temporary nature of the units and the landscaping that will mitigate the impact of the application need to be considered. The applicant is requesting a one year permit with the expectation that a permanent solution will be completed before the start of the next summer season.

ZONING:

The subject property is located in CD-2b Subzone – Black Rock, which is a site specific Compressive Development zone. The zone allows the following Uses:

(1) *Principal:*

(a) *Hotel*

(b) *Parking Lot*

(2) *Secondary:*

(a) *Accessory Residential Dwelling Unit*

The Applicant is requesting to add the Use "Staff Housing" which the zoning Bylaw defines as follows:

"Staff Housing" means the accessory residential use associated with but subordinate to, and occupied by the current employees of, one or more principal permitted uses on the lot on which it is located, or, in the case of comprehensive development Zones in accordance with the conditions under the CD Zone, and noting:

(a) *Staff Housing may be provided under the terms of a housing agreement with the District pursuant to section 905 of the Local Government Act;*

(b) *accessory residential use, for the purposes of this definition, means any combination of accessory residential dwelling units or bedrooms in a communal facility with common bathrooms, kitchen, dining and social facilities (not exceeding 6 bedrooms per communal facility), each bedroom considered one (1) "staff housing unit";*

This Application will also require zoning variances that will require the approval of a Development Variance Permit. The details of these Variances will be specified in the notification and the report submitted after the public notification stage.

In regards to parking the applicant is proposing to retain as much parking as possible through the arrangement of the units and to remove the existing storage area to allow for more parking. The applicant also indicates the southernmost parking area on the property could be used as overflow. It should be noted that parking at busy times has been noted to be close to capacity. The applicant has been made aware that at no time will parking be allowed on Marine Drive or in the Browns Beach Parking lot.

OCP:

The District of Ucluelet's Official Community Plan (the "OCP") sets out areas that require Development Permits. The OCP exempts Temporary Use Permits as follows:

Appendix B, Development Permit Area Exemptions

S.7. A Development Permit will not be required for the construction, building improvements or site improvements associated with approved temporary use permits.

This Application will not be required to do a Development Permit.

LEGAL REQUIREMENTS:

S.494 of the Local Government Act requires the following public notice requirements for temporary use permits:

- Mailed or otherwise delivered at least 10 days before the public hearing.
- Published in a newspaper at least 3 days and not more than 14 days before the adoption of the resolution to issue the permit.

Both these requirements have been completed.

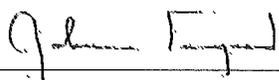
FINANCIAL IMPLICATIONS:

All costs including a legal review associated with this application will be the responsibility of the applicant.

SUMMARY:

The District of Ucluelet is currently experiencing housing shortage especially in the short term rental sector. The request to locate four premanufactured housing units, to house resort staff, would seem reasonable considering the current housing shortage. The location functions to the intent of the request and would only have a modest negative visual impact.

Respectfully submitted:



 John Towgood, Planning 1

Black Rock Oceanfront Resort

PO Box 310, 596 Marine Drive, Ucluelet, BC V0R 3A0
Business: 250-726-4802 Cell: 250-726-6277 email:
tbailey@blackrockresort.com

Interim Staff Housing Plan

The Black Rock Resort's best opportunity to solve a Staff Housing shortfall before the busy 2017 summer season.

Presentation to Ucluelet Town Council

April 5, 2017

Presented By: Ted Bailey, General Manager
Black Rock Oceanfront Resort

Black Rock Oceanfront Resort

Interim Staff Housing Plan

The Black Rock Resort's best opportunity to solve a staff housing shortfall before the busy 2017 summer season.

TABLE OF CONTENTS

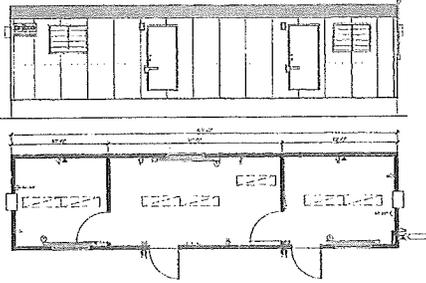
Introduction	3
Overview	3
Description	4
Location	5
Management	5
Displacement & Relocation of Parking	6
Current Staff parking Lot	7
Local Staff Housing Shortage News Article	8

DESCRIPTION

The following detailed diagrams (**APPENDIX A**) are turn-key and will be rented by a professional company that is in the business of supplying staff accommodations to many diversified companies in need of temporary staff housing.

APPENDIX A

10 x 40

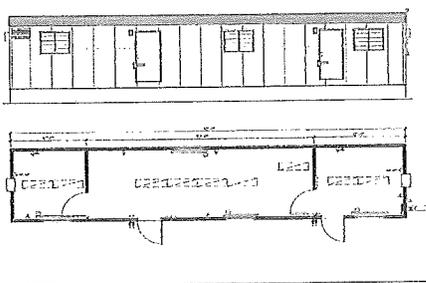


General Specifications

Exterior Siding:	Metal siding & metal fascia	Ceilings:	Vinyl clad gypsum (4'x8')
Interior Walls:	Wood paneling (New York Birch) or Vinyl clad paneling (Florwood Plus)	Floors:	EPDM (Rubber) roofing
Windows:	4'-0" x 3'-0" X0 horizontal slider with insect screen & security bars	Heating/Cooling:	Electric baseboard heaters (200) and air conditioning (1200)
Exterior Doors:	Solid-core door with passage cut, double-hung check chain and steel lock box	Lighting:	Fluorescent lights, 2-bulb, surface-mounted, Extra-light
Interior Doors:	Hollow-core door, prefinished wood with passage cut (if applicable)	Electrical:	120/240 volt single phase, must & weatherhead, electrical panel, duplex wall receptacle and telephone outlets (cable & wiring not included)
Floor:	Vinyl-composite tile (intermodal grade)		

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10 x 52

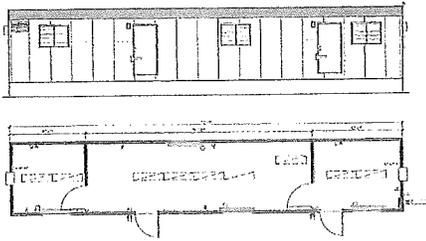


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10' x 25' WASHCAR

GENERAL SPECIFICATIONS:

Roof:	- 4' x 8' EPDM roofing	Floor:	- 2" non-slip metal sheet vinyl "Talon"
	- 2x4 spaced joists at 16" o.c.		- R12 Insulation
	- R12 Insulation	Walls:	- Exterior - 3/4" sheetrock & solid wood sheetrock
	- Vinyl clad gypsum w/31 board		- 1/2" sheetrock
Walls:	- Prefinished interior		- 2x4 studs @ 16" o.c.
	- 2x4 studs @ 16" o.c.		- 1/2" sheetrock
	- R12 Fluorocel Insulation	Roofing:	- Electric Baseboard heaters
	- Fluorocel Roof Guard (FRG)	Electrical:	- 120/240 volt single phase, must & weatherhead
Windows:	- 10' x 2' 6" x 10' X0		- 100 Amp. Main breaker
	with insect screen & security bars		- Extra-light
			- 3-bulb

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INTRODUCTION

The purpose of this presentation is to supply the Ucluelet Town Council with information in the support of our request to obtain a "Temporary Use Permit" for Staff Accommodation on our property at the Black Rock Oceanfront Resort.

OVERVIEW

The Black Rock Resort's main goal is to serve the many thousands of visitors to Ucluelet every year. In order to accomplish our goal of excellent, uncompromised customer service, we need to hire and retain a staff of experienced hospitality professionals.

In order to be a successful Destination Resort, we must have the ability to offer staff accommodation for the qualified individuals required. Right now we are in a handicapped position without the availability of staff accommodation.

Unlike previous years when the resort could just barely get by using rentable guest suites at the resort to house the staff needed, which took away needed revenue dollars from our profits at an alarming 30 units per night during the busy 4 month long summer season. We now find with the flourishing tourism business exceeding each previous year, we have now come to a point of desperately needing staff accommodations to fulfill our staffing needs.

Once we resolve our staffing needs we will be able to put back into the local economy, by renting the 30 units to visiting tourists and having an additional 60 – 100 paying customers visiting local shops, stores and attractions on a daily steady basis.

The staff accommodations required are meant to be a temporary solution. This would provide 24 staff beds situated in three trailers with an additional trailer to provide washroom and shower facilities. These units would be professionally managed by our Housekeeping & Maintenance Management Teams, with a twice daily overview presented to the General Manager & Director of Operations.

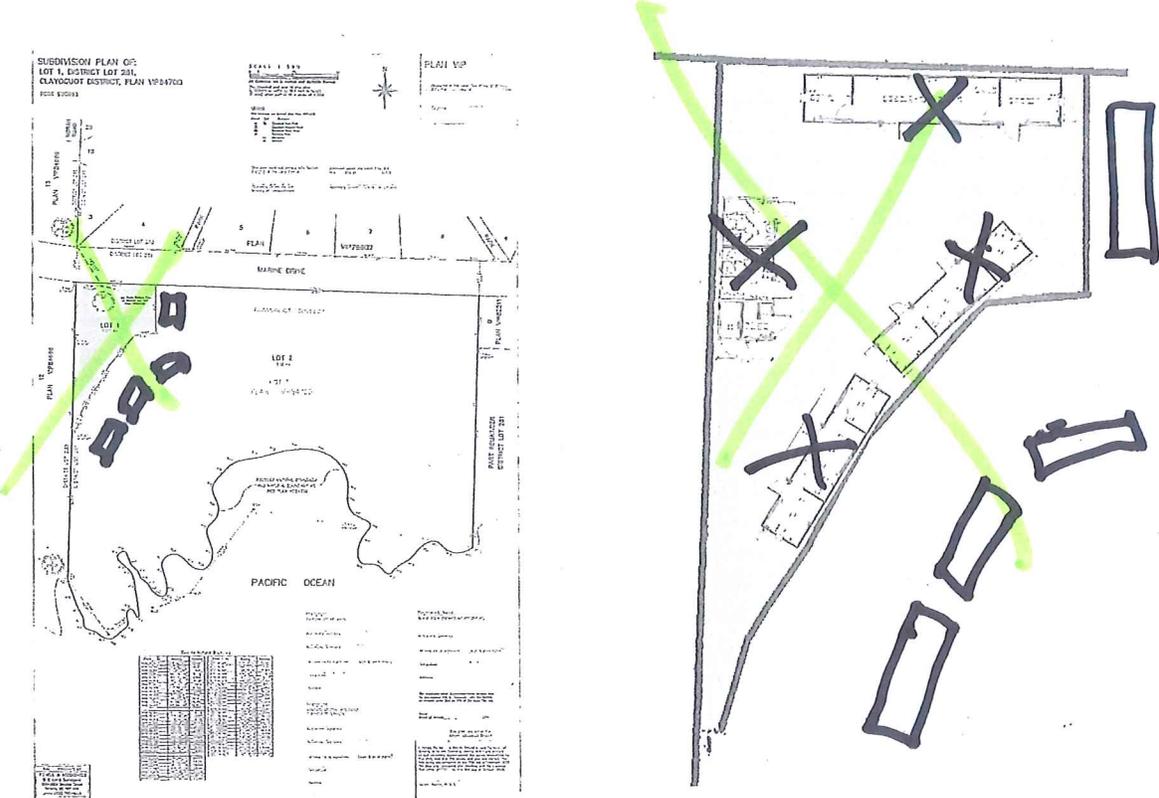
Our long term goal for the very near future is to build a permanent structure on our adjacent lot owned by the Black Rock Oceanfront Resort. This permanent structure would house 24 – 30 staff members on a year round basis.

This staff housing complex would also be professionally managed by our Housekeeping & Maintenance Management Teams, with a twice daily overview presented to the General Manager & Director of Operations.

LOCATION

The location for the temporary staff accommodations will be the adjacent staff parking lot and proposed layout is outlined in the following architectural drawing labeled (*APPENDIX B*).

APPENDIX B



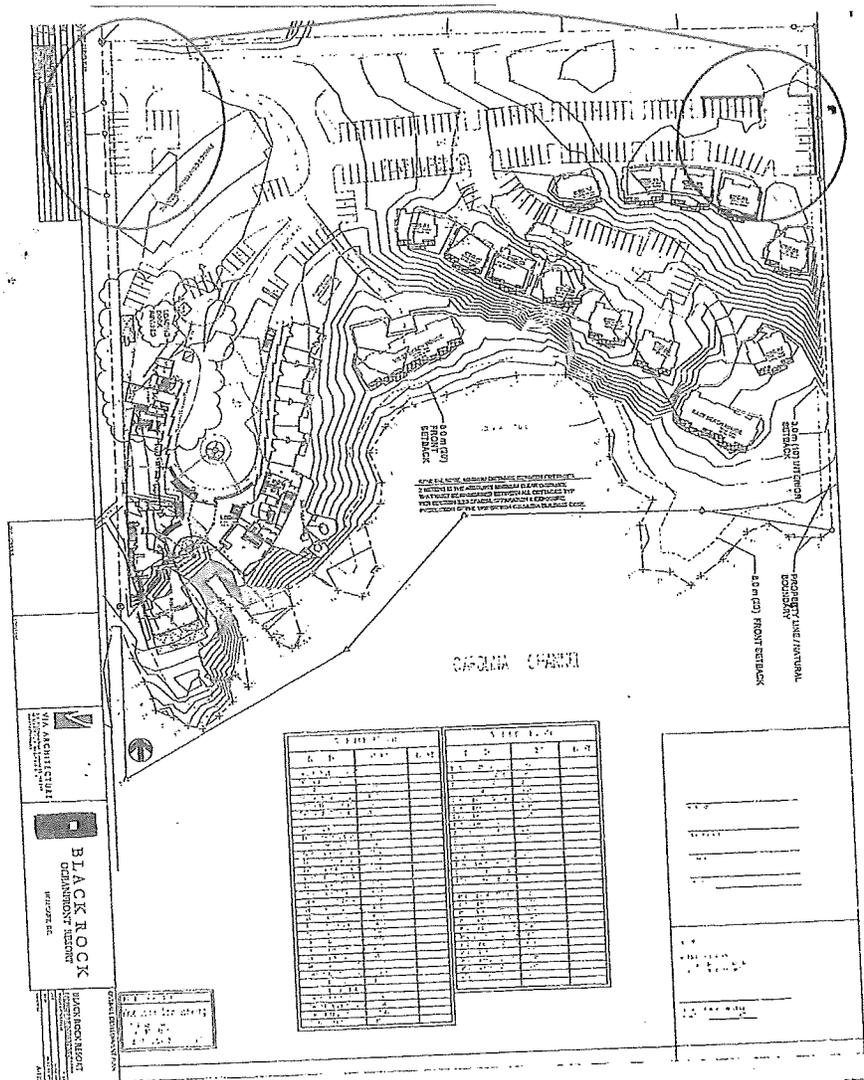
MANAGEMENT

The Temporary Staff Accommodation will be professionally managed by our Housekeeping & maintenance Management Team on 24 hours, 7 days per week schedule. The Black Rock Resort's General Manager & Director of Operations will also be keeping a close check and will monitor the site reports on a twice daily basis.

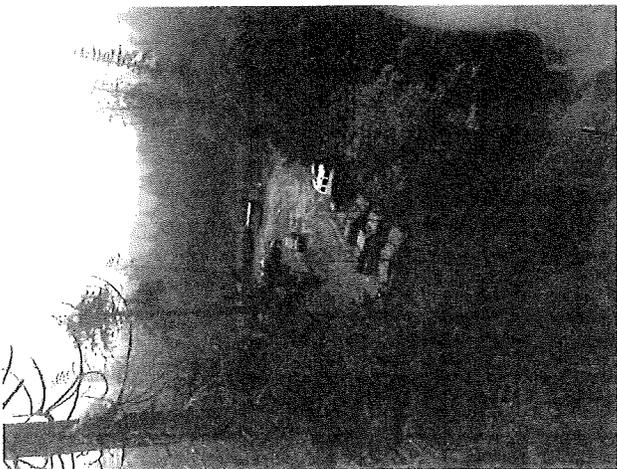
DISPLACEMENT & RELOCATION OF PARKING

We currently have, depending on our business flow, an average of 10 – 16 staff vehicles parked in this area that will be displaced. Once the trailers have been placed, set up and ready for use, we have a solution and have identified and planned for an alternate area at the south end of our parking lot that is rarely used to accommodate the staff vehicles. We have outlined the location in the following drawings labeled (**APPENDIX C**).

APPENDIX C



CURRENT STAFF PARKING LOT



LOCAL STAFF HOUSING SHORTAGE NEWS ARTICLE

'Desperate' need of housing for seasonal workers

MEGAN DOLSKI

VANCOUVER – The Globe and Mail

Published Monday, Jun. 13, 2016 10:08PM EDT

Last updated Monday, Jun. 13, 2016 10:09PM EDT

Pascale Froment left her house in Tofino last month to move with her fiancé and baby into a trailer in an empty lot she'd purchased nearby. She didn't sell her home; instead, she opened it for staff at the surf shop and school her family has owned for more than three decades.

Ms. Froment didn't really have a choice. Her workers had nowhere to live. "This year was something we had never seen before," she said. "It's been harder and harder for people to find accommodation and we got to the point that we weren't able to hire anybody."

Housing isn't a new problem in Tofino, B.C., a surfing hot spot and close-knit community of about 2,000 people on the west coast of Vancouver Island. The issue flares up every summer, when much of the district's long-term housing is listed as short-term rentals for the influx of tourists, leaving seasonal workers with nowhere affordable to stay.

"Now it's actually desperate," Ms. Froment said. She will likely be looking to hire more staff as the season peaks in July and August, but she's been getting résumés from people who are either camping or don't have a place to stay.

At a recent council meeting there was talk of easing restrictions for those who wanted to live in vehicles, making it legal for them to do so on private property. The idea was that it would help deal with seasonal shortages temporarily.

But Mayor Josie Osborne doesn't think that's the fix. "I don't think that is an acceptable way for people to live – in a unit that is designed for temporary accommodation," she said.

"Tofino council is really struggling, along with the local business community, to deal with the lack of seasonal staff accommodation."

Ms. Osborne acknowledges her community has a housing problem, but she concedes that's not going to change this summer. Instead, she's looking for long-term solutions, though she says that will require some extra help.

"We know that the federal and provincial government need to be partners in this," Ms. Osborne said. "Without that, there is no way a municipality can do this on its own."

BC Housing said it recognizes that housing is a pressing issue around the province, and is currently taking proposals from municipalities to develop affordable and social housing units. In an e-mail sent to The Globe, it encouraged Tofino to apply. It said that this year, the province has committed \$355-million to create 2,000 affordable rental housing units across the province.

"There are no magic bullets for this problem, in any community," Ms. Osborne said. "We need to work together to figure out the solutions that make the most sense and try them out."

Ms. Osborne looks to Whistler as a place that has learned by trial and error.

Faced with similar problems, the town created the Whistler Housing Authority in 1997. The agency, which has a goal of ensuring 75 per cent of the town's work force lives in Whistler, oversees development and manages an inventory of housing that only locals are permitted to own or rent. Whistler's mayor says the town has surpassed its goal but still faces housing challenges.

In Tofino, short-term rentals through Airbnb may be magnifying the problem. Ms. Osborne said units that would otherwise be used as long-term housing are being rented out for short-term rentals, which contributes to Tofino's overall lack of supply.

In March, Tofino hired a firm to look into online rental websites, including Airbnb, to help determine how many unlicensed rentals were operating in the district. Tofino will start fining those without a permit in 2017.

On the other hand, Ms. Osborne said Airbnb can also be a source of income that allows people to make enough money to stay in town, subsidizing the cost of living at a time when real estate prices are high.

"[Tofino] desperately needs social housing, desperately needs short-term housing for the summer months and desperately needs housing for young families," said Nick Jacquet, who runs the Tofino Travellers Guesthouse. He does some of his bookings through Airbnb. His place offers budget accommodation and homemade waffles, but even then, he's had a guest recently leave to rent out a trailer to be able to afford to stay in town.

"We just need to provide," said Mr. Jacquet. "If we are going to constantly ask for more and more tourism in Tofino then we will have to provide and plan for people to come here."

May 10th, 2017

TEMPORARY USE PERMIT TUP17-01

General Terms

1. This Temporary Use Permit is issued to:

Ted Bailey, Black Rock Oceanfront Resort Inc
701-17665 66a Ave, Surrey BC, V3S 2A7

(the "Permittee")

as the registered owner of, and shall apply only to, the lands and premises situate in the District of Ucluelet, in the Province of British Columbia, and more particularly described as:

Lot: "The Common Area", Plan: VIS6690 Section: Township: District: 09

(the "Lands").

2. This Temporary Use Permit is issued pursuant to section 492 to 497 of the *Local Government Act*.
3. This Temporary Use Permit is issued subject to compliance with all applicable District of Ucluelet Bylaws.
4. This permit does not relieve an owner or occupier from obtaining any other approvals required by any other jurisdiction, or from meeting any other applicable regulations.
5. This permit shall expire on May 9th, 2018.
6. The permit holder, as a condition of issuance of this Permit, agrees to comply with the requirements and conditions of **Schedules No. 1-4**, which are attached hereto and form part of this permit.
7. The land described herein shall be developed strictly in accordance with the terms and conditions and provisions of this Permit.
8. If the Permittee or its successor(s) in title does not substantially commence any construction with respect to which this permit was issued within six months after the date it was issued, the Permit shall lapse.
9. Notice shall be filed in the Land Title Office under section 503 of the *Local Government Act*, and upon such filing, the terms of this Permit or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
10. This Permit is NOT a Building Permit.
11. This Permit is NOT a Development Permit.
12. Provisions of sections 495, 496 and 502 of the Local Government Act requiring security applies to this permit as set forth in **Schedule 2**.



May 10th, 2017

Schedule 1 Required Undertaking

TO THE DISTRICT OF UCLUELET:

I, Ted Bailey, representing the strata of *the Lands* hereby undertake as a condition of issuance of our Temporary Use Permit to:

- a) Cease use and remove any structures built to support the temporary use from the subject property not later than 3 months after the termination date set out on the Temporary Use Permit.
- b) Abide by all conditions of the Temporary Use Permit.

We understand that should we not fulfill the undertakings described herein, the District of Ucluelet or its agents may enter upon the land described on the Temporary Use Permit and perform such work as is necessary to eliminate the temporary use and bring the use and occupancy of the land in compliance with the District of Ucluelet Zoning Bylaw No. 770 (1997), as amended, and that any securities submitted by us to the District pursuant to the Temporary Use Permit shall be forfeited and applied to the cost of restoration of our land as herein set out.

We further understand that in the event of a default of the conditions contained within the Temporary Use Permit by ourselves we shall forfeit the securities submitted by us to the District of Ucluelet.

This undertaking is attached hereto and forms part of the Temporary Use Permit.

DATE: _____

OWNERS: _____

WITNESS: _____

Schedule 2 Security

May 10th, 2017

As a condition of the issuance of this Permit, the District of Ucluelet is holding a security set out below to ensure that development is carried out in accordance with the terms and conditions of this Permit. Should any interest be earned upon the security, it shall accrue to the Permittee and be paid to the Permittee if the security is returned. The condition of the posting of the security is that should the Permittee fail to carry out the development hereby authorized according to the terms and conditions of the Permit within the time provided, the District of Ucluelet may use the security to carry out the work by its servants, agents, or contractors, and any surplus shall be paid over to the Permittee; or should the Permittee carry out the development permitted by this Permit within the set time set out above, the security shall be returned to the Permittee. There is filed accordingly:

- a) A Letter of Credit or cash to be deposited into a specified bank account, to be held for one year in the amount of \$1000. The purpose of the security is to cover any associated costs to the District of Ucluelet with respect to the removal of the staff housing units.

Schedule 3 Terms of Temporary Use Permit Conditions

- a) The permitted temporary commercial use shall be limited to the following uses;

Four premanufactured staff housing units that house up to 24 beds

- b) The proposed staff accommodation is only to be inhabited by employees working in the District of Ucluelet. For clarity, this permit does not authorize commercial accommodation use of the proposed units. The minimum length of stay is 30 consecutive days.
- c) No other temporary uses other than the above mentioned uses are permitted.
- d) All commercial uses shall be required to obtain a District of Ucluelet Business License.
- e) No District of Ucluelet Business License may be issued with respect to the proposed temporary use of the subject property prior to meeting all of the conditions of this Permit.
- f) No person shall make, allow, or cause to be made any loud, objectionable, or unnecessary noise anywhere within the staff housing area which may disturb the peace, quiet, rest, enjoyment, comfort, and/or convenience of the neighborhood between the hours of 10 pm of one day and 7 am of the next day.
- g) A manager or caretaker must reside on the Lands and their telephone and email contact shall be provided to the District and updated as required.
- h) All units to be serviced and that servicing to be to the satisfaction of the District of Ucluelet.
- i) Washroom facilities shall meet the Building code requirement for the proposed occupancy.
- j) The main internal road between shall be 3.5 m wide for one way and 6m for any two sections.
- k) The main hotel loading bay and laneway shall be maintained at all times.
- l) The existing storage area shall be removed and parking defined in its place.
- m) The road frontage landscaping along Marine Drive to be augmented with new cedar hedge.
- n) The four units to be located as indicated in the site plan (**Schedule 4**)
- o) The access to the Wild Pacific Trail is to be maintained at all times.
- p) No parking shall be allowed on Marine Drive or in the Browns beach parking lot for these units or the resort in general.
- q) No other temporary uses other than the above mentioned uses shall be permitted.



May 10th, 2017

Schedule 4 Site Plan

