



SPECIAL MEETING OF COUNCIL
Thursday, January 23, 2020 @ 2:00 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?if?ath First Nation, on whose traditional territories the District of Ucluelet operates.	
3.	NOTICE OF VIDEO RECORDING	
	Audience members and delegates are advised that this proceeding is being video recorded and broadcast on YouTube.	
4.	ADDITIONS TO AGENDA	
5.	APPROVAL OF AGENDA	
6.	ADOPTION OF MINUTES	
6.1.	December 10, 2019 Regular Minutes 2019-12-10 Regular Minutes	3 - 12
6.2.	December 12, 2019 Special Minutes 2019-12-12 Special Minutes Budget	13 - 16
7.	MAYOR'S ANNOUNCEMENTS	
8.	PUBLIC INPUT	
9.	CORRESPONDENCE	
10.	INFORMATION ITEMS	
11.	REPORTS	
11.1.	2020 Community Planning Operating Budget (Verbal Report) <i>Bruce Greig, Manager of Community Planning</i>	
11.2.	2020 Parks & Recreation Operating Budgets (Verbal Report) <i>Abby Fortune, Manager of Parks and Recreation</i>	
11.3.	2020 Fire & Emergency Services Operating Budgets (Verbal Report) <i>Rick Geddes, Fire Chief</i>	
11.4.	2020 Finance & Corporate Services Operating Budgets (Verbal Report)	

Donna Monteith, Chief Financial Officer & Joseph Rotenberg, Manager of Corporate Services

- 11.5. 2020 Public Works and Small Craft Harbour Operating Budgets (Verbal Report)

Mark Boysen, Chief Administrative Officer

- 11.6. Public Works Projects - Water and Sewer (Verbal Report)

Warren Cannon, Manager of Public Works

12. OTHER BUSINESS

13. QUESTION PERIOD

14. 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)(f) of the *Community Charter*.

15. ADJOURNMENT

DISTRICT OF UCLUELET
MINUTES OF THE REGULAR COUNCIL MEETING
HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE
Tuesday, December 10, 2019 at 2:30 PM

Present: **Chair:** Mayor Noël
 Council: Councillors Cole, Hoar, Kemps, and McEwen
 Staff: Mark Boysen, Chief Administrative Officer
 Donna Monteith, Chief Financial Officer
 Joseph Rotenberg, Manager of Corporate Services
 Bruce Greig, Manager of Community Planning
 Brent Ashton, Bylaw Officer
 John Towgood, Planner 1
 Nicole Morin, Corporate / Planning Clerk

Regrets:

1 CALL TO ORDER

1.1 Mayor Noël called the meeting to order at 2:30 pm.

2 ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY

Council acknowledged the Yuułuꞵiꞵꞵath First Nations on whose traditional territories the District of Ucluelet operates.

3 NOTICE OF VIDEO RECORDING

Council advised District of Ucluelet Staff, audience members and delegates that this Council proceeding is being video recorded and the recording will be live streamed or subsequently published on the District of Ucluelet's YouTube channel.

4 ADDITIONS TO AGENDA

4.1 Addition to Agenda Item No. 13.2. - Temporary Use Permit - 1861 Peninsula Road

2019-12-06 Josie Love

2016-12-09 Jonathan Cross YFN

2019-12-10 Gertrude Touchie

2019-12-10 Michelle Corfield

5 APPROVAL OF AGENDA

5.1 December 10, 2019 Regular Agenda

2019.001.REGULAR **It was moved by Councillor McEwen and seconded by Councillor Cole**
 THAT Council approve the December 10, 2019 Regular Agenda as amended.

CARRIED.

6 ADOPTION OF MINUTES**6.1 November 20, 2019 Special Minutes**

2019.002.REGULAR **It was moved by Councillor Kemps and seconded by Councillor McEwen**
THAT Council approve the November 20, 2019 Special Minutes as presented.
 CARRIED.

6.2 November 26, 2019 Regular Minutes

Council noted a typo on page 9. It should read Waterworth, not Wataworth.

2019.003.REGULAR **It was moved by Councillor Hoar and seconded by Councillor Kemps**
THAT Council approve the November 26, 2019 Regular Minutes as amended.
 CARRIED.

7 MAYOR'S ANNOUNCEMENTS**7.1 Mayor Noël noted:**

- **Steve Lang's retirement from the District of Ucluelet and thanked Steve for his years of service.**
- **Kennedy Flats Annual Back Roads Clean Up on December 7th was a great success, thanked all those who took part.**

8 PUBLIC INPUT, DELEGATIONS & PETITIONS**8.1 Public Input**

Dan Vedova, resident, noted that the province should be patrolling the areas where the back road cleanup occurred, as it falls in their jurisdiction.

He also commented on the temporary use permit (Agenda Item No. 13.2) being brought before Council, and noted the following:

- He lives across the street from the Thorton Motel and noted that the management of tenants is difficult given the landlord tenants act and referred to the difficulties at the Ucluelet Lodge.
- There are no cooking facilities on site so outdoor cooking may become an issue.
- He is concerned about the the possible occurrence of parties and how they will be monitored and controlled.
- That if granted this permit will further limit the supply of tourist accommodation.
- That three years is a long temporary use permit.

8.2 Delegations

Rebecca Hurwitz, Clayoquot Biosphere Trust (CBT)**Re: Ucluelet Community Fund**

Rebecca Hurwitz, CBT, presented a slideshow, highlights included:

- Possibility of creating a Ucluelet Community Fund, including the fund structure and how it could contribute to Ucluelets' priorities.
- Funds would be pooled with other endowment funds, in fossil fuel-free investments with earnings returned to the District.
- Tofino used a similar tool to create a legacy fund for Councillor Dorothy Baird, combined with funds from Tourism Tofino.
- Noted that the fund is unique tool for philanthropy, and can be set up to be used in the case of disaster emergency response.

Council questions and comments:

- Are funds from different sources kept separately within the fund to track earnings? Ms. Hurwitz noted that funds from different sources are accounted for separately.
- Interest would be given annually? Ms. Hurwitz responded that yes it is returned if requested.
- Can spending of funds be overseen by Council? Ms. Hurwitz answered that it can be.

Marcie Dewitt, Alberni Clayoquot Child Care Action Plan Team**Re: Alberni Clayoquot Child Care Action Plan**

Marcie Dewitt presented a slideshow, noting that this project included a(n):

- Inventory of child care spaces.
- Policy, plan and bylaw review.
- Regional parent survey presented which relied on anecdotal evidence.
- Early Childcare Education sector survey presented with anecdotal evidence.
- Interviews, focus groups and open houses.

Ms. Dewitt noted the following key findings:

- Top space needs are in infant/toddler & before/after school care.
- Options for parents - when and where they access child care is important.
- Child care has a tremendous economic impact on families and communities.
- There is a early child care and education sector staffing crisis

where workers are not sufficiently valued or compensated for the work performed.

Council questions & comments:

- Would it be helpful for Staff to write a letter of support for the 10 dollar-a-day childcare program to the local MLA and MP? Ms. Dewitt answered that it would be helpful.

Bob Hansen, WildsafeBC Pacific Rim
Re: Program Update - Support Request

Bob Hansen presented a slideshow, noting the following highlights:

- Reports of bears in residential areas are way up this year, particularly in November, probably due to great fruit yields and historically low chum salmon run numbers.
- Multi-pronged approach to engagement includes door to door bin tagging, and securing commercial bins with chain/carabeener.
- Plans for fruit gleaning and and electric fence loaner program to start next year.

Council questions & comments:

- Noted that 9 bears were shot and killed this year and asked where that occurred? Mr. Hansen answered 1 in Ucluelet, 2 in Millstream, 1 Ittatsoo, 2 Tofino, 2 or 3 in Ti-Histanis.
- Asked why we don't here about the bears being destroyed? Mr. Hansen noted this information has been published in the Westerly news as well as on his social media accounts.
- Is funding secured for 2020? Regional District has put in a request to provide 5 year funding for this program which would cover a portion of operational cost. The remainder will be raised through partnerships.
- Do you test electric fences? Mr. Hansen answered that he has done testing on a number of occasions for residents.

9 CORRESPONDENCE

9.1 Letter of Support for Canadian Libraries Access to Digital Content *Rosemary Bonanno, Executive Director, Vancouver Island Regional Library*

2019.004.REGULAR **It was moved by Councillor McEwen and seconded by Councillor Cole**
*THAT Staff send a letter of support for the right of Canadian libraries to access
 digital content for their communities.*

CARRIED.

9.2 Alberni Clayoquot Health Network (ACHN) Member Recruitment 2019

Marcie Dewitt, ACHN Coordinator

2019.005.REGULAR **It was moved by Councillor McEwen and seconded by Mayor Noël**
THAT Councillor McEwen is appointed to Alberni-Clayoquot Health Network Transportation Working Group.

CARRIED.

9.3 Reef Point Strata Plan VIS 4490, 1012 Tye Terrace, Ucluelet, BC - Water Meter Installation

Christine Brice, Strata Manager, Reef Point Strata Plan VIS 4490

Mark Boysen, Chief Administrative Officer noted that there is no plan to waive the fees at this point.

Council noted that it will be a hardship for the District to waive fees and directed that Staff take no action on this matter.

10 INFORMATION ITEMS

10.1 Hwy 4 Kennedy Hill Safety Improvements Traffic Interruptions Update

Erin Pomeroy, EAC Project Coordinator

11 COUNCIL COMMITTEE REPORTS

11.1 Councillor Rachelle Cole
Deputy Mayor October - December 2019

- Dec 5, attended EOC Training & Barkley Community Forest Partner Meeting.
- Dec 9, attended Government 101 with students from Ucluelet Secondary School.

11.2 Councillor Marilyn McEwen
Deputy Mayor November 2018 - March 2019

- Dec 4, attended Wild Pacific Trail Meeting.
- Dec 9, attended Government 101 with students from Ucluelet Secondary School.

11.3 Councillor Lara Kemps
Deputy Mayor April - June 2019

- Nov 29, participated in Midnight Madness festivities.
- Dec 13, attended Community Lunch at Ucluelet Community Centre by West Coast Community Resource Society.

- 11.4 Councillor Jennifer Hoar
Deputy Mayor July - September 2019
- Dec 4, attended Wild Pacific Trail Meeting.
- 11.5 Mayor Mayco Noël
- Dec 7, attended Fireman's Ball.
 - Dec 5, attended Barkley Community Forest Meeting.
 - Dec 9, attended Seaview Seniors' Society Meeting.

12 REPORTS

12.1 Cheque Listing

Nicole Morin, Corporate / Planning Clerk

Council asked if a grant will be covering some of the Urban Systems cost, noted in line item no. 163? Mr. Boysen noted that these charges are related to the Open House and were not part of the monies covered by grant funding.

12.2 2020 Council Appointments

Mayco Noël, Mayor

Council noted that Councillor McEwen needs to be added to table for the Alberni Clayoquot Health Network Transportation Working Group.

2019.006.REGULAR **It was moved by Councillor Kemps and seconded by Councillor Hoar**

THAT Council approve recommendations 1 - 5 of the report item, "Five Year Financial Plan Meeting Schedule (2020-2024)" which state:

1. *THAT Councillor Cole be appointed as representative to the Alberni-Clayoquot Regional District Board (ACRD) and Councillor Kemps be appointed as alternate.*
2. *THAT Mayor Noël be appointed to the Ucluelet Health Centre Working Group.*
3. *THAT Councillor Cole be appointed to the ACRD West Coast Committee and ACRD Long Beach Airport Advisory Committee.*
4. *THAT Mayor and Council be appointed as Council Liaisons in accordance with Appendix A to this report.*
5. *THAT Councillors Cole, McEwen, Kemps, and Hoar be designated to serve as Deputy Mayor in accordance with Appendix A of this report.*

CARRIED.

13 LEGISLATION

13.1 Zoning Bylaw Amendment for 1178 Coral Way

Bruce Greig, Manager of Community Planning

Bruce Greig, Manager of Community Planning, presented this report. He noted the following:

- That this matter is about detached cottages and a development variance permit.
- This is a relatively large property.
- The proposed bylaw does not create a community wide amendment but could be seen as a pilot project.
- Council could consider what name they would like to apply to the particular type of accessory dwelling unit, i.e. coastal cabin, surf shack etc.
- That the applicant may not be present.

Council questions & comments:

- Noted that this is for long term rentals only and asked how this is policed? Mr. Greig answered that the short term rental is not allowed on properties with this type of zoning. He further noted that they actively monitor these types of rentals and the bylaw officer is responsible for this.
- Noted that the garage space is larger than the dwelling space and asked if there is a potential for the garage space to be split and become another dwelling? Mr. Greig answered that the bylaw would not permit a second dwelling unit and further noted that conversion of the garage would require a building permit.
- Noted that they want to see more of these secondary dwellings and it is possible and necessary trend.

2019.007.REGULAR **It was moved by Councillor Hoar and seconded by Councillor Cole**

THAT Council approve recommendation 1 of the report item, "Zoning Bylaw Amendment for 1178 Coral Way" which states:

1. *THAT District of Ucluelet Zoning Amendment Bylaw No. 1259, 2019, be given first and second reading and advanced to a public hearing.*

CARRIED.

2019.008.REGULAR **It was moved by Councillor Hoar and seconded by Councillor McEwen**

THAT Council approve recommendation 2 of the report item, "Zoning Bylaw Amendment for 1178 Coral Way" which states:

2. *THAT Council give notice of its intent to consider issuing a Development Variance Permit to vary the following regulations within the Zoning Bylaw No. 1160, 2013, for the proposed construction of a detached accessory building containing a garage and accessory residential dwelling unit on the property at 1178 Coral Way as follows:*
 - a. *increase the permitted size of accessory buildings under section R-*

1.4.2 from a maximum combined total of 60m² (645ft²) to a maximum of 122m² (1,310ft²).

CARRIED.

13.2 Temporary Use Permit - 1861 Peninsula Road Bruce Greig, Manager of Community Planning

Bruce Greig presented the report. He noted the following:

- The purpose is to allow a motel to be used for long term staff housing, which is longer than the 30 days currently allowed under the property's motel zoning.
- Conditions such as onsite manager, no cooking on hotplates and regular fire inspection apply as well as others outlined in report.
- Notice requirement has been met and it is appropriate to receive public input today.

Council invited the applicants to speak.

Dave Dawson, General Manager for Pacific Seafood Canada, which operates Ucluelet Harbour Seafoods spoke to the application. He noted the following:

- There is area near the laundry room, located near the rear of the building, which will be turned into a kitchen area for residents.
- It has been difficult finding suitable sewage treatment as well as finding people who want to live in trailers at the TRAPPA site (which the Applicant has a temporary use permit to use for employee housing).
- The applicant is recruiting workers from east coast of Canada.

Jonathan Cross, YFN, spoke to the application. He noted the following:

- The property has not been commercially successful as they hoped, and they have been exploring options for the property, including sale of the property.
- Pacific Seafood Canada's proposal for investing in the property is a very positive arrangement for YFN.
- Detailed the different types of accommodation that are available on the property including a small house and building with two bedroom apartments.

The Public was invited to speak.

Public questions & comments

Matt Harbidge, resident, asked how parties and noise complaints will be handled? Mr Dawson answered that there will be an onsite manager

who will handle these issues if they occur.

Dan Vedova, resident, noted the importance of maintaining trees as a buffer to the site as well as the importance of regular inspections and strong management who are able to evict non-compliant residents.

Council questions & comments:

- Noted that as this is a temporary permit which can be rescinded if permit conditions are violated.
- Asked if there would be storage for gear? Jonathan Cross, YFN, noted that gear would not be stored in any locations visible from the property's exterior.

- 2019.009.REGULAR **It was moved by Councillor McEwen and seconded by Councillor Hoar**
THAT Council approve recommendations 1 and 2 of report item "Temporary Use Permit - 1861 Peninsula Road" which state:
1. *THAT Council provide an opportunity for public comment on this item; and,*
 2. *THAT, subject to public comment, Council authorize issuance of Temporary Use Permit 19-06 to allow residential and seasonal accommodation for up to three years in the Thornton Motel located at 1861 Peninsula Road.*

CARRIED.

13.3 Procurement and Disposal Policy **Donna Monteith, Chief Financial Officer**

- 2019.010.REGULAR **It was moved by Councillor Cole and seconded by Mayor Noël**
THAT Council approve recommendations 1 and 2 of report item "Procurement and Disposal Policy" which states:
1. *THAT Council adopt the proposed Procurement and Disposal Policy No 3-1200-5.*
 2. *THAT Council repeal Procurement and Disposal Policy No 3-1200-4.*

CARRIED.

14 OTHER BUSINESS

14.1 Mayor Noël noted challenges with landfill accessibility and the lack of a green drop-off location which could result in some waste reduction.

He requested that Staff provide an update about the Frank Jones memorial and provide options for updating the memorial.

- 2019.011.REGULAR **It was moved by Mayor Noël and seconded by Councillor McEwen**
THAT Staff provide Council with options for rejuvenating the Frank Jones

Memorial site.

CARRIED.

15 QUESTION PERIOD

15.1 Geoff Lyons asked about late correspondence received. Council noted that copies of it were available with Manager of Corporate Planning.

16 CLOSED SESSION

16.1 Procedural Motion to Move In-Camera

2019.012.REGULAR **It was moved by Mayor Noël and seconded by Councillor Cole**
THAT the meeting be closed to the public in order to address agenda items under Section 90(1)(g) of the Community Charter.

CARRIED.

17 ADJOURNMENT

Mayor Noël adjourned the meeting at 4:55 pm.

CERTIFIED CORRECT: Minutes of the Regular Council Meeting held on Tuesday, December 10, 2019 at 2:30 pm in the George Fraser Room, Ucluelet Community Centre, 500 Matterson Road, Ucluelet, BC.

Mayco Noël
Mayor

Mark Boysen
CAO

DISTRICT OF UCLUELET
MINUTES OF THE SPECIAL COUNCIL MEETING
HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE
Thursday, December 12, 2019 at 2:00 PM

Present: **Chair:** Mayor Noël
 Council: Councillors Cole, Hoar, Kemps, and McEwen
 Staff: Mark Boysen, Chief Administrative Officer
 Donna Monteith, Chief Financial Officer
 Joseph Rotenberg, Manager of Corporate Services
 Nicole Morin, Corporate / Planning Clerk

Regrets:

1. CALL TO ORDER

1.1 Mayor Noël called the meeting to order at 2:05 PM.

2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY

Council acknowledged the Yuułuꞵiꞵꞵath First Nations on whose traditional territories the District of Ucluelet operates.

3. NOTICE OF VIDEO RECORDING

Council advised District of Ucluelet Staff, audience members and delegates that this Council proceeding is being video recorded and the recording will be live streamed or subsequently published on the District of Ucluelet's YouTube channel.

4. ADDITIONS TO AGENDA

4.1 There were no additions to the agenda.

5. APPROVAL OF AGENDA

5.1 December 12, 2019 Special Council Budget Agenda

2019.001 **It was moved by Councillor Hoar and seconded by Councillor Cole**
 THAT Council approve the December 12, 2019 Special Council Budget
 Agenda as presented.

CARRIED.

6. PUBLIC INPUT, DELEGATIONS & PETITIONS

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

7. REPORTS

7.1 Overview of Municipal Budgeting

Donna Monteith, Chief Financial Officer

Ms. Monteith presented a slideshow on Municipal Budgeting Process, highlights included:

- Fund Accounting Review of Principles
- District of Ucluelet Sources of Revenue
- 2019 Expenditures & Revenues
- Overview of Financial Plan Objectives
- Surplus Funds Objectives
- Reserve Funds Objectives
- Tax Allocation to Classes
- Existing Permissive Tax Exemptions
- Development Cost Charges

Council questions & comments:

- Are Barkley Community Forest funds part of the statutory reserve fund? Ms. Monteith answered that those funds are not in a statutory reserve fund but Council will need to approve expenditures from that fund.
- Does Seaview Senior's Housing Society qualify for a Permissive Tax Exemption? Ms. Monteith answered that it currently doesn't and Council noted that they would like Staff to investigate a permissive tax exemption for this society.

7.2 Overview of Strategic Plan Projects

Mark Boysen, Chief Administrative Officer

Mr. Boysen presented a slideshow on the Strategic Plan, noting that staff use this plan to prioritize projects and related work, some highlights included:

- Bylaw and Policy Gap Analysis is underway.
- Housing Needs Assessment is scheduled to for 2020.
- Health Centre, Amphitrite Lands and Harbour Master plan are moving forward.
- Public Realm Project which includes Peninsula Road Corridor and Village Green.
- Utility management will include a Roads Master Plan, lighting systems and sidewalks.
- Development Cost Charges (DCC).
- Alignment of Strategic Plans Collaboration Model
 - Joint Council Meeting scheduled for January 20th, currently in the process of confirming 3-4 key topics, one of which could be Regional Planning initiatives.
 - Two Joint Council Meetings per year could be a positive outcome of this initial meeting.

- Asset & Infrastructure Management Updates
 - Noted facility assessment has been completed, which include both inventory and condition assessments. This data will be reviewed, analyzed and assessed by Staff in light of programming and use analysis to present a full picture so Council can consider future investments in facilities.
 - Noted it can take years to develop a robust asset management system and plans to provide a detailed summary in March 2020.
- Mr. Boysen noted that Barkley Community Forest Funds this can be brought forward for further discussion if any items were to be reconsidered or added to the list for 2020.

Council questions & comments:

- Mayor Noël noted that a committee originated and based here on the west coast may better represent west coast interests.
- Councillor McEwen noted that funds could be available through Community to Community Grants for community collaboration.
- Councillor Cole asked for the facility assessment to be forwarded to her? Mr. Boysen noted that he would provide the assessment to Council for their confidential review.
- Council recommended that a community fund be brought back for discussion in January as a possible budget item.
- Councillor McEwen asked if the Historical Society funding is intended for a museum? Mr. Boysen noted that it is not allocated to a specific project at this time, though Council has written a letter of support for the museum.

8. OTHER BUSINESS

8.1 There was no other business.

9. QUESTION PERIOD

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

10. CLOSED SESSION

10.1 Procedural Motion to Move In-Camera

2019.002

It was moved by Mayor Noël and seconded by Councillor Cole

THAT the meeting be closed to the public in order to address agenda items under Section 90(1)(a)and(c).

CARRIED.

11. ADJOURNMENT

11.1 Mayor Noël adjourned the meeting at 4:23 PM.

CERTIFIED CORRECT: Minutes of the Special Council Meeting held on Thursday, December 12, 2019 at 2:00 pm in the George Fraser Room, Ucluelet Community Centre 500 Matterson Road, Ucluelet, BC.

Mayco Noël
Mayor

Mark Boysen
CAO