



**COMMITTEE OF THE WHOLE MEETING**  
**Tuesday, June 16, 2020 @ 12:00 PM**  
**Activity Room One, Ucluelet Community Centre,**  
**500 Matterson Drive, Ucluelet**

**AGENDA**

	Page
1. CALL TO ORDER	
2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY	
<p>Council would like to acknowledge the Yuułuꞵiꞵath First Nation, on whose traditional territories the District of Ucluelet operates.</p>	
3. ADDITIONS TO AGENDA	
4. APPROVAL OF AGENDA	
5. ADOPTION OF MINUTES	
5.1. January 20, 2020 Special Joint Committee of the Whole <a href="#">2020-01-20 Joint Council Committee of the Whole Minutes</a>	3 - 5
5.2. February 19, 2020 Regular Committee of the Whole Meeting <a href="#">2020-02-19 Committee of the Whole Minutes</a>	7 - 13
6. MAYOR'S ANNOUNCEMENTS	
7. PUBLIC INPUT AND DELEGATIONS	
7.1. Delegations - Community Groups Presentations	
<p>A representative from each community group is invited to speak up to 3 minutes to provide highlights of the group's activities.</p>	
8. REPORTS	
8.1. District of Ucluelet Update (Verbal Report) <i>Mark Boysen, Chief Administrative Officer</i>	
9. ADJOURNMENT	



**SPECIAL JOINT COMMITTEE OF THE WHOLE MEETING  
DISTRICT OF TOFINO AND DISTRICT OF UCLUELET**

**January 20, 2020 at 9:00 AM  
Ucluelet Community Centre, Main Hall**

**MINUTES**

**PRESENT: District of Tofino**  
Mayor J. Osborne  
Councillors Anderson, Chalmers, McQuade, Stere  
Robert MacPherson, Chief Administrative Officer  
Elyse Goatcher-Bergmann, Manager of Corporate Services

**District of Ucluelet**  
Mayor M. Noël  
Councillors Cole, McEwen, Kemps, Hoar  
Mark Boysen, Chief Administrative Officer  
Donna Monteith, Director of Finance  
Joseph Rotenberg, Manager of Corporate Services  
Bruce Greig, Manager of Community Planning  
Nicole Morin, Corporate / Planning Clerk

**ABSENT:** District of Tofino Councillors McMaster and Law

**1. CALL MEETING TO ORDER**

- 1.1 District of Ucluelet Mayor Noël called the meeting to order at 9:00 a.m., and acknowledged the Yuułu?if?ath First Nation, on whose traditional territory the meeting was being held.

**2. NEW BUSINESS**

2.1 Districts of Tofino and Ucluelet Council to Council Meeting  
(9:00 a.m.-12:30 p.m.)

**1. Introductions:**

District of Ucluelet Mayor Noël facilitated a round of introductions of elected Council members and staff from the Districts of Ucluelet and Tofino.

**2. Strategic Plan Review and Alignment (i.e. Housing Affordability, Health Services, Communications):**

- District of Ucluelet Mayor Noël introduced and summarized each of the initiatives listed in the District of Ucluelet 2019-2022 Strategic Plan, including key upcoming projects such as the OCP, an Asset Inventory, new Community Health Centre and Housing Needs Assessment.
- Bruce Greig, Manager of Community Planning for the District of Ucluelet, provided an overview of common initiatives where the Districts of Ucluelet and Tofino staff have worked together, including single-use item regulations, emergency preparedness, childcare planning and land use analyses.
- District of Tofino Mayor Osborne highlighted key themes in the District of Tofino 2019-2022 Strategic Plan, and noted that Council was set to update the Plan in the coming months due in part to the recent by-election of Councillor Dan Law. The Mayor noted waste water and emergency preparedness, and a renewed emphasis on community health and well-being through initiatives like an alcohol policy and childcare service review. Mayor Osborne concluded with a desire to see more conversation about a combined, regional destination marketing organization.

Group discussion included an overview of how each community runs its Harbour Authority, and priorities for conversations about Highway 4 with the Ministry of Transportation and Infrastructure at the 2020 UBCM Convention.

**3. ACRD Regional Services:**

*Councils recessed at 11:00 a.m. and returned to the meeting at 11:15 a.m.*

The group discussed regional approaches to several projects such as:

- Alignment between Tofino, Ucluelet and ACRD Housing Needs Assessments;
- Communication about the regulation of short term rental operations across the West Coast region (including electoral areas);
- How each municipality participates in ACRD regional planning services for Area 'C';
- Maintenance, standards and costs of regional trail systems (Tofino Multi-Use Path (M.U.P.), Pacific Rim National Park Reserve ʔapsčiiik tašii, Ucluelet M.U.P., ACRD connector M.U.P.)
- Sub-Regional emergency coordination service for the West Coast.

*Kel Roberts, ACRD Area 'C' Director, and Doug Holmes, ACRD CAO, joined the meeting at 11:50 a.m.*

ACRD CAO Doug Holmes updated the group on non-treaty First Nation participation in regional district governance and offered to bring the idea of ACRD sub-regional emergency coordination to the West Coast Committee for consideration.

2.2 **Lunch**  
(12:00-1:30 p.m.)

- 2.3 West Coast Elected Officials Meeting: Representatives from the ACRD, Area 'C', District of Tofino, District of Ucluelet, Yucluthaht Government, and Toquaht Government (1:30 p.m.-3:00 p.m.)

President Charles McCarthy of the Yuuluʔiʔath Government welcomed the group to Yuuluʔiʔath territory.

**Introductions of Newly Arrived Attendees:**

Tla-o-qui-aht First Nation

- Chief Moses Martin

Toquaht Nation Government

- Member of Council Naomi Mack
- Member of Council Noah Plonka
- Member of Council Kirsten Johnsen
- Director of Operations Angela Polifroni

Yuuluʔiʔath Government

- President Charles McCarthy
- Member of the Legislature Al McCarthy
- Director of Operations Suzanne Williams

School District 70

- Sandra Leslie

**Discussion:**

District of Ucluelet Mayor Noël delivered an overview of the morning's meeting between the two municipal Councils and opened a round-table for representatives to speak to regional priorities.

Topics included emergency planning, Kennedy Lake as a water source, housing needs assessments, and the regional concern about a lack of cellular coverage in some communities and along Highway 4.

- The group discussed sending a joint letter or coordinating a lobbying effort to private industry and the provincial government for improved cellular service along Highway 4.
- Representatives from the District of Tofino offered to contact TELUS to propose the idea of increasing cellular coverage and reviewing the tactics used to lobby for fibre-optic internet.

**3. ADJOURNMENT**

- 3.1 The meeting was adjourned at 2:45 p.m.

CERTIFIED CORRECT:

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Mayco Noël, Mayor

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Mark Boysen, CAO

January 20, 2020

Special Committee of the Whole Minutes



**DISTRICT OF UCLUELET**  
**MINUTES OF THE COMMITTEE OF THE WHOLE MEETING**  
**HELD IN ACTIVITY ROOM 1, 500 MATTERSON DRIVE**  
**Wednesday, February 19, 2020 at 7:00 PM**

Present:       **Chair:**       Mayor Noël  
                  **Council:**   Councillors Cole, Hoar, Kemps, and McEwen  
                  **Staff:**       Donna Monteith, Chief Financial Officer  
                          Abby Fortune, Manager of Parks and Recreation  
                          Joey Rotenberg, Manager of Corporate Services

Regrets:

**1. CALL TO ORDER**

**1.1 The Committee of the Whole was called to order by Mayor Noël at 7:00 PM.**

**2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY**

Council acknowledged the Yuuluʔiʔath First Nation, on whose traditional territories the District of Ucluelet operates.

**3. ADDITIONS TO AGENDA**

**3.1 There were no additions to the agenda.**

**4. APPROVAL OF AGENDA**

**4.1 February 19, 2020 Committee of the Whole Agenda.**

2020.2020.COW   **It was moved by Councillor McEwen and seconded by Councillor Kemps**  
*THAT Council adopt the February 19, 2020 Committee of the Whole Agenda as presented.*

CARRIED.

**5. PUBLIC INPUT**

**5.1 There was no public input at this time.**

**6. MAYOR'S ANNOUNCEMENTS**

**6.1 The Mayor noted that tonight's Delegations would have 5 minutes to present their Grant-In-Aid application.**

**7. DELEGATIONS - 2020 Grant-In-Aid**

**7.1 Ukee Public Market Society**  
***Marnel Saunders, President***

Marnel Saunders, President of the Ukee Public Market Society, led this delegation. She explained that a \$2,500 grant will be used to hire a Market Coordinator. She further noted that Ukee Public Market will also need Grant-In-Aid funds in future years.

Council question and comments:

- How many visitors attended the Market in 2019? Ms. Marnel responded that approximately 5000 people attended the Market.
- Was the 2019 Grant-In-Aid funding helpful for Ukee Public Market? Ms. Marnel responded in the affirmative.

**7.2 Food Bank on the Edge**  
***Cris Martin, Board President***

Barb Millar, Food Bank on the Edge Treasurer, led this delegation. She noted that the food bank is requesting a \$2000.00 Grant-In-Aid and an in-kind contribution in the form of free rental of the Main Hall and Ucluelet Community Centre kitchen (rather than the UAC Hall) for the Christmas hamper distribution day. Grant-In-Aid funds will be used to purchase food when the Food Bank's supply of donated items is depleted.

Council questions and comments:

- How many people are serviced by the food bank? Ms. Millar explained that the food bank distributes 80 - 100 food hampers per month. 1/3 of those hampers are for individuals and the remaining are distributed to families.
- What communities are serviced by the food bank? Ms. Millar responded, Ucluelet, Tofino and the five first nation communities.

**7.3 Central Westcoast Forest Society**  
***Mandala Smulders, Director of Operations***

Was not in attendance.

**7.4 Sea View Seniors' Housing Society**  
***Cathy Whitcomb, Administrative Coordinator***

Jan Draeske, Director on Sea View Seniors' Housing Society, led the delegation. She explained that the Society is requesting \$4,500 in Grant-In-Aid funds to continue its monthly seniors lunches throughout 2020. The funds will be used for event planning, coordination, inviting guests speakers, and advertising. She further noted that:

- 125 different individuals have attended the lunches since they started,

- between 40 and 50 older adults are served at each lunch, and
- 10-12 individuals volunteer at each lunch, many of whom are older adults.

Council questions and comments:

- How much funds are required to present this event for the remainder of 2020? Ms. Draeske responded that \$4,500 is required.
- Has the Society applied for the CBT Vital Grants for this project? Ms. Draeske responded that the Society has not applied to Vital Grants for this project. The Society did apply for funds intended to support the use of Forest Glenn as a warming centre during emergencies.

**7.5 Wild Pacific Trail Society**  
***Barbara Schramm, President***

Barbara Schramm, President of the Wild Pacific Trail Society, led this delegation. She noted that the \$3,000 Grant-In-Aid funds will be used to expand educational programming provided by the Society. She further noted the Society uses contractors and their staff to provide educational programming.

Council questions and comments:

- What caused the increased visitation numbers in March of 2019? Ms. Schramm noted that increased visitation occurred is linked to Whale Fest, which did not occur in 2019. She further noted that in 2020 there will be 2 programs offered by the Society on each day of Whale Fest.

**7.6 Westcoast Community Resources Society**  
***Margaret Morrison, Executive Director***

Margaret Morrison, Executive Director of the Westcoast Community Resources Society, led this delegation. She explained that the Society is applying for \$5,000 in Grant-In-Aid funding to provide counselling services to adults that do not have insurance coverage. This program would be run for part of 2020. She further explained that the program was offered in Tofino for a five month period. During that period 43 individuals were supported. The counselor employed in Tofino will be used in Ucluelet and the program will not be run without Grant-In Aid funding.

**7.7 Clayoquot Biosphere Trust Society**  
***Rebecca Hurwitz, Executive Director***

Was not in attendance.

**7.8 Pacific Rim Hospice Society**  
***Tarni Jacobsen, Executive Director***

Tara Souch, Child and Youth Counselor with the Pacific Rim Hospice Society, led this delegation. She noted that Tarni Jacobsen sent her regrets and explained that the Society is applying for \$4,000 in Grant-In-Aid funding to provide four child grief and loss workshops to the Ucluelet Elementary and Secondary School students and offer eight weeks of Grief Group Counselling at both the Ucluelet Elementary and Secondary schools.

Council questions:

- What age ranges will participate? Ms. Souch explained that only school aged youth will participate in the program.
- Does the School District provide funding? Ms. Souch responded that as far as she knew the School District does not provide funding. She said that she would follow-up with the Executive Director on that issue.

**7.9 Pacific Rim Arts Society**  
***Susan Payne, Executive Director***

Miles Morrison, Pacific Rim Arts Society Board Member, led this delegation. He noted that arts and culture is a key component of economically viable communities. Mr. Morrison reviewed the events held by Pacific Rim Arts Society in 2019 and noted that this year is the Society's 50th anniversary. He explained that the Grant-In-Aid funds of \$5,000 would be used to support the 2020 Missoula Children's Theater production, 2020 Art Splash Annual Art Show, the 2020 Cultural Heritage Festival, and the 2020 Pacific Rim Summer Festival. He explained that Grant-In-Aid funds will be leveraged to obtain other funds.

Council asked if the Society had applied to Tourism Ucluelet and the District of Tofino for funds? Mr. Morrison responded in the affirmative.

**7.10 Ucluelet Junior Canadian Rangers**  
***Bernadette Herbert, Adult Committee Chair***

Bernadette Herbert, Adult Committee Chair of the Ucluelet Junior Canadian Rangers, led this delegation. She noted that Grant-In-Aid funds would be used to fund the Junior Canadian Ranger's annual camp-out. She further noted that the group is also seeking an in-kind contribution for weekly meetings at the UAC Hall.

**7.11 Pacific Rim Toastmasters**  
***Marilyn McEwen, Secretary / Treasurer***

Marilyn McEwen, Secretary / Treasurer of Pacific Rim Toastmasters, led this delegation. Ms. McEwen explained that this is an application for in-kind funding in the form of meeting space at the Ucluelet Community Centre (UCC). She also explained that Toastmasters meets at the UCC weekly, has ten members and each member is pays \$2.00 to attend each meeting. Attendance fees are paid to the District of Ucluelet.

**7.12 Pacific Rim Whale Festival Society**  
***Kristi Udell, Board Chairperson***

Kristi Udell, Pacific Rim Whale Festival Society Board Chairperson, led this delegation. Ms. Udell explained that this is an application for in-kind contributions in the form of room rentals at the Ucluelet Community Centre. She noted that the Society Board meets at the UCC once a month during the summer and twice a month during the rest of the year. She further explained that the in-kind contribution would allow the Society to host the Chowder Chow Down and Maritime Kids Day at the UCC.

Council asked if the rooms had already been booked? Ms. Udell responded in the affirmative.

**7.13 Ucluelet & Area Historical Society**  
***Barb Gudbranson, President***

Barb Gudbranson, President of the Ucluelet & Area Historical Society, led this delegation. Ms. Gudbranson explained that this is an in-kind application for the use of UCC meeting rooms for the Society's Board meetings.

Council asked how often the Society's Board meets? Ms. Gudbranson explained that they meet at least once a month.

**7.14 Girl Guides of Canada**  
***Heather Riddick, Guider***

Was not in attendance.

**7.15 Scouts Canada 1st Ucluelet Group**  
***Graham Aspinell, Treasurer & Scouter***

Graham Aspinell, Treasurer & Scouter of Scouts Canada 1st Ucluelet Group, explained that this is an application for in-kind contributions in the form of weekly meeting space at the UAC Hall.

**7.16 Ucluelet Area Childcare Society**  
***Graham Aspinell, Acting Chair***

Kathy Devries, of the Ucluelet Area Childcare Society, led this delegation. She discussed the services the daycare provides, pricing, current enrollment and its waiting list. This application is for in-kind funding associated with the daycare's space at the UCC.

Council questions and comments:

- Council requested that Ms. Devries to further discuss the pea gravel issue. Ms. Devries noted the pea gravel is an issue and it would be beneficial to replace it with a rubber playground mat. The total cost of replacement would be approximately \$250,000.
- Council encouraged Societies to communicate with Council via the regular delegation process.

**7.17 Raincoast Education Society**  
***Mark Maftei, Executive Director***

Mark Maftei, Executive Director of the Raincoast Education Society, led this delegation. He noted that this application is for a \$4,860 Grant-In-Aid to supplement operating costs associated with special trips for field school participants and the Society's bus. He further noted that in-kind support is requested for use of the George Fraser room at the UCC for the Raincoast Education Speakers Series.

Council asked how many people attend Raincoast Education Speaker Series events? Mr. Maftei responded that 20 people were in attendance at this evenings event but on average closer to 30 to 40 people attend the events. Their largest turnout was about 80 people.

**8. REPORTS**

**8.1 Council Grant-in-Aid Request Summary**  
***Donna Monteith, Chief Financial Officer***

**9. ADJOURNMENT**

**9.1 The Committee of the Whole was adjourned at 8:18 PM.**

**CERTIFIED CORRECT:** Minutes of the Committee of the Whole Meeting held on Wednesday, February 19, 2020 at 7:00 pm in the Activity Room One, Ucluelet Community Centre, 500 Matterson Road, Ucluelet, BC.

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Mayco Noël

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Mark Boysen

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Mayor

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CAO