

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

Present:       **Chair:**       Mayor Noël  
                  **Council:**     Councillors Cole, Hoar, Kemps, and McEwen  
                  **Staff:**       Mark Boysen, Chief Administrative Officer  
                          Bruce Greig, Manager of Community Planning   John  
                          Towgood, Planner 1  
                          Warren Cannon, Superintendent of Public Works  
                          Donna Monteith, Chief Financial Officer  
                          Rick Geddes, Fire Chief  
                          Joseph Rotenberg, Manager of Corporate Services

Regrets:

**1. CALL TO ORDER**

**2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY**

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

**3. ADDITIONS TO AGENDA**

**3.1       1. Addition to the Agenda Item No. 9.1 Child Care Planning  
Open Houses!**  
          **a. 2019-09-10 Tracy Smyth Correspondence**

**2. Addition to Agenda - New Item - No. 12.6 Building Inspection  
Services Agreement**  
          **a. Building Inspection Services Agreement (Report No:  
19-116 and Appendixes)**

**4. APPROVAL OF AGENDA**

**4.1       September 10, 2019 Regular Agenda**

2017-001       **It was moved by Councillor McEwen and seconded by Councillor Kemps**  
                  ***THAT Council approve the September 10 Regular Agenda as amended.***

CARRIED.

**5. ADOPTION OF MINUTES**

**5.1 February 20, 2019 Special Minutes**

Councillor McEwen noted a typo on page 7. Carrie Hoto should read Carrie Ho.

2017-002            **It was moved by Councillor McEwen and seconded by Councillor Cole**  
*THAT Council approve the February 20, 2019 Special Meeting Minutes as amended.*

CARRIED.

**5.2 February 26, 2019 Special Minutes**

2017-003            **It was moved by Councillor Cole and seconded by Councillor McEwen**  
*THAT Council approve the February 26, 2019 Special Meeting Minutes as presented.*

CARRIED.

**5.3 June 7, 2019 Special Minutes**

2017-004            **It was moved by Councillor McEwen and seconded by Councillor Hoar**  
*THAT Council approve the June 7, 2019 Special Meeting Minutes as presented.*

CARRIED.

**5.4 August 13, 2019 Regular Minutes**

2017-005            **It was moved by Councillor McEwen and seconded by Councillor Kemps**  
*THAT Council approve the August 13, 2019 Regular Meeting Minutes as presented.*

CARRIED.

**5.5 February 19, 2019 Committee of the Whole Minutes**

2017-006            **It was moved by Councillor Cole and seconded by Councillor McEwen**  
*THAT Council approve the February 19, 2019 Committee of the Whole Minutes as presented.*

CARRIED.

**6. UNFINISHED BUSINESS**

6.1    **There was no unfinished business.**

**7. MAYOR'S ANNOUNCEMENTS**

7.1    **There were no Mayor's announcements.**

**8. PUBLIC INPUT, DELEGATIONS & PETITIONS**

8.1    **Public Input**

Nora O'Malley, resident and reporter for the Westerly News, noted that on September 1, 2019 an article was published in the Time Colonist about Ucluelet presenting accessibility issues for visitors with physical disabilities. Ms. O'Malley asked if Council was aware of the article and if there was a response or a plan in place to make Ucluelet more accessible?

Mayor Noël referred the question to Mark Boysen, Chief Administrative Officer. Mr. Boysen responded as follows:

- He was interviewed for the article.
- The District of Ucluelet contractor, Urban Systems, has been retained to assist with the Village Green and Peninsula Road neighbourhoods.
- Urban Systems has an accessibility expert whom the District will work with to address accessibility issues in the Village Green and Peninsula Road areas.
- The District also plans to work with local business to help them make their businesses more accessible for people with physical disabilities.

## **9. CORRESPONDENCE**

### **9.1 Child Care Planning Open Houses!**

*Marcie DeWitt, Consultant*

### **9.2 PROCLAMATION REQUEST - Waste Reduction Week 2019**

*Jessie Christophersen, Information Services Assistant, Recycling Council of British Columbia*

Council noted that they do not typically make proclamations or dedicate weeks. Councillor Hoar, noted that waste is a critical local issue and that residents should make an effort to divert waste from the landfill.

### **9.3 Tourism Vancouver Island Conference Invitation**

*Anthony Everret, President & CEO, Tourism Vancouver Island*

Mayor Noël noted that Tourism Ucluelet representatives will be attending this conference.

### **9.4 WEBINAR: Provincial Plastics Policy Paper**

*Chris Clarke, Policy Analyst, Ministry of Environment and Climate Change Strategy BC*

Councillor Kemps noted that she plans to attend this webinar and invited other members of Council to join her.

### **9.5 Climate Change Disaster Assistance for Commercial Fishery**

**Participants**

**Tony Roberts Jr, President, Native Brotherhood of BC and Joy Thorkelson, President, UFAWU-UNIFOR**

2017-007            **It was moved by Councillor Cole and seconded by Councillor McEwen**  
*THAT Council directs Staff to send a letter of support for climate disaster assistance for commercial fishery participants.*  
CARRIED.

**9.6 Joint Local Government Submission regarding Provincial Plastics Action Plan**  
**Karen Elliott, Mayor of Squamish and Josie Osborne, Mayor of Tofino**

2017-008            **It was moved by Councillor Hoar and seconded by Councillor McEwen**  
*THAT the District of Ucluelet Council supports and wishes to join the submission from the District of Squamish and Tofino in response to the Ministry of Environment and Climate Change Strategy's proposed amendment to the Recycling Regulation of the Environmental Management Act.*  
CARRIED.

**9.7 Coastal Agricultural to the Alberni Agriculture Plan, Implementation Project**  
**Heather Shobe, ACRD Agricultural Support Worker**

Council noted that Heather Shobe will be attending an October meeting as a delegation and noted the poster supplied by Shobe.

2017-009            **It was moved by Councillor McEwen and seconded by Councillor Cole**  
*THAT Council directs Staff to distribute the Coastal Agriculture Opportunity for Funding poster through Ukee Mail.*  
CARRIED.

**9.8 Imperial Lane Traffic Issues**  
**Marg Vedova, Resident**

Council requested that Staff address correspondence items 9.8 and 9.9. Warren Cannon, Superintendent of Public Works, explained that traffic flows and street movement will be incorporated into the downtown area improvements.

Council asked if water control would be addressed? Mr. Cannon responded that water control improvements in the area identified in the correspondence are budgeted to be addressed in 2020.

Council noted that item 9.8 recommended painting the water flow bump with reflective paint.

2017-010            **It was moved by Councillor McEwen and seconded by Councillor Hoar**

*THAT Council direct Public Works staff to investigate options for painting or otherwise bringing attention to the water control bump on Imperial Lane.*

CARRIED.

2017-011

**It was moved by Mayor Noël and seconded by Councillor Hoar**

*THAT Council directs Staff to send letters to Marg Vedova and David McIntosh regarding the action plan for addressing their concerns related to traffic flow on Imperial Lane.*

CARRIED.

**9.9 Imperial Lane Traffic Issues**  
*David McIntosh, Resident*

**10. INFORMATION ITEMS**

**10.1 HWY 4 Kennedy Hill Safety Improvements Traffic Interruption Update**  
*Emil Anderson Construction (EAC) Inc.*

Council noted that this schedule has been updated.

**10.2 Green Communities Committee**  
*Tara Faganello, Assistant Deputy Minister, Ministry of Municipal Affairs and Housing BC, and Garry MacIsaac, Executive Director, Union of British Columbia Municipalities*

2017-012

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

*THAT Council directs Staff to share with the community, the District of Ucluelet's level four recognition - Achievement of Carbon Neutrality - from the Provincial-Union of British Columbia Municipalities Green Communities Committee.*

CARRIED.

**10.3 Service Canada and Canada Revenue Agency visiting the west coast from September 16-20th, 2019**  
*Kirsty Allen, Citizen Services Officer, Service Canada/Government of Canada*

**10.4 Rehabilitation of salmon stream road crossing culvert along Grice Bay Road begins August 26, 2019**  
*Dave Tovell, Visitor Experience Manager, Pacific Rim National Park Reserve*

**10.5 Reduced speed zones in effect in construction zone - Pacific Rim National Park Reserve**  
*Dave Tovell, Visitor Experience Manager, Pacific Rim National Park Reserve*

**10.6 Investing in Canada Infrastructure Program (ICIP) - Environmental Quality: Project # IG0100 - Kennedy Lake Water Treatment Plant**

**(WTP)**

**Liam Edwards, Executive Director, Ministry of Municipal Affairs and Housing BC**

Council requested that Mark Boysen, Chief Administrative Officer, speak to this item. Mr. Boysen, noted the following:

- The District of Ucluelet's ICIP Environmental Quality Program grant application for a Kennedy Lake Water Treatment Plant was not successful.
- Through the grant application process the District of Ucluelet gathered vital information about the cost of collecting water from Kennedy Lake.
- Funding for other options for expanding water supply will be discussed at initial budget in meetings. Water rates may also be discussed.

## **11. COUNCIL COMMITTEE REPORTS**

11.1 Councillor Rachelle Cole  
*Deputy Mayor October - December 2019*

- **Attended meeting as Alternative Clayoquot Biosphere Trust Director.**

11.2 Councillor Marilyn McEwen  
*Deputy Mayor November 2018 - March 2019*

- **West Coast Multiplex Scramble is scheduled for Saturday September 14, 2019.**
- **Wild Pacific Trail 20th Anniversary Celebration is scheduled for Saturday September 28, 2019.**

11.3 Councillor Lara Kemps  
*Deputy Mayor April - June 2019*

- **First inaugural Ukee Soapbox Derby is scheduled for September 21, 2019 and registration closes on Friday September 13, 2019.**
- **20th Annual Edge to Edge Half Marathon & 10KM Race is scheduled for October 20, 2019. Over 320 runners have registered.**
- **The Ucluelet Chamber of Commerce is developing a "Ski to Surf Video" to promote employee swaps with ski resort municipalities.**
- **The Ucluelet Chamber of Commerce Youth Entrepreneurship program will start in November and**

will be conducted in partnership with the youth room.

11.4 Councillor Jennifer Hoar  
*Deputy Mayor July - September 2019*

**Nothing to report.**

11.5 Mayor Mayco Noël

**Nothing to report.**

## **12. REPORTS**

**12.1 Cheque Listing - August 2019**  
***Joseph Rotenberg, Manager of Corporate Services***

Council noted that costs associated with the speed humps were higher than expected and asked if a fourth speed hump will be installed. In response, Warren Cannon, Public Works Superintendent, stated that the fourth speed bump may be installed, if it is needed.

**12.2 Resolution Tracking - August 2019**  
***Joseph Rotenberg, Manager of Corporate Services***

**12.3 Council Meeting Webcasting Policy**  
***Joseph Rotenberg, Manager of Corporate Services***

2017-013 **It was moved by Councillor Kemps and seconded by Councillor Hoar**  
*THAT Council approve recommendation 1 of the report item, "Council Meeting Webcasting Policy" which states:*  
1. *THAT Council adopt policy number 1-0550-1 titled Council Webcasting.*  
CARRIED.

**12.4 Edge to Edge Marathon 2019**  
***Abigail Fortune, Manager of Parks & Recreation***

Councillor Kemps recused herself because she is organizing the Edge to Edge Marathon and left Council Chambers at 2:58 PM.

2017-014 **It was moved by Councillor Hoar and seconded by Councillor McEwen**  
*THAT Council approve recommendations 1 and 2 of report item, "Edge to Edge Marathon 2019" which state:*  
1. *THAT Council approve the closure of the following roads on Sunday, October 20, 2019 for the Edge to Edge Marathon:*  
a. *Fraser Lane, from Helen Road to Main Street (in front of Village Green) from 7:00 AM to 3:00 PM; and,*  
b. *Main Street and Cedar Road, from the intersection of Main Street and Fraser Lane to the intersection of Cedar Road and Bay Street from 8:30 AM to 10:00 AM or until all Edge to Edge*

- participants complete this portion of the race.*
2. *THAT Council approve the following Edge to Edge Marathon operational requirements:*
    - a. *Use of the front section of City Hall on the race day by event staff and participants; and,*
    - b. *Music and announcements from 8:00 AM until the conclusion of the Edge to Edge Marathon.*

CARRIED.

**12.5 Tax Sale Appointments**  
***Donna Monteith, Chief Financial Officer***

Councillor Kemps returned to Council Chamber at 3:01 pm after Council dealt with item 12.4.

Council asked if \$575,000 bid amount is standard? Donna Monteith, Chief Financial Officer, responded that this is not a standard amount but instead determined by applying a formula which is 75% of the assessed value of the most expensive property for sale at the Tax Sale.

2017-015

**It was moved by Councillor Kemps and seconded by Councillor McEwen**  
*THAT Council approve recommendations 1 and 2 of report item, "Tax Sale Appointments" which state:*

1. *THAT Council appoint Tamara Nelson, Finance Supervisor, as the acting tax collector for the District of Ucluelet effective from September 30, 2019 at 12:01 AM to October 1, 2019 at 11:59 PM, for the purposes of conducting the annual tax sale under section 645 of the Local Government Act. (Recommended)*
2. *THAT Council appoint, Mark Boysen, Chief Administrative Officer, as the authorized bidder up to a maximum of \$575,000 for the District of Ucluelet during the annual tax sale beginning September 30, 2019 under 648 of the Local Government Act. (Recommended)*

CARRIED.

**12.6 Building Inspection Services Agreement**  
***Bruce Greig, Manager of Community Planning***

Bruce Greig, Manager of Community Planning presented the report. Highlights include:

- Current agreement expired in June.
- The current arrangement works well.
- There have been an incremental wage increases. It is now a 3 year agreement.
- At this time building permit are provided in a timely fashion.
- Staff will consider whether an additional building inspector is necessary in the future.



- Noted that 1 (c) of the agreement will be amended to strike "..., during the probation period of sixty (60) working days or six (6) Calendar months, which ever comes first, the base rate will be multiplied by a factor of 0.9." and add "."

2017-016

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

*THAT Council approve recommendation 1 of the report item, "Building Inspection Services Agreement" which states:*

1. *THAT Council consent to the receipt of building inspection services from the District of Tofino according to the terms and conditions set-out in the Building Inspection Services Agreement dated for reference the 4th day of September, 2019.*

CARRIED.

### 13. LEGISLATION

#### 13.1 Fire Department Establishment Draft Bylaw - Adoption

*Rick Geddes, Fire Chief*

2017-017

**It was moved by Councillor Cole and seconded by Councillor Hoar**

*THAT Council approve recommendation 1 of the legislation item, "Fire Department Establishment Draft Bylaw - Adoption" which states:*

1. *THAT Council adopt the "District of Ucluelet Fire Department Establishment, and Fire and Safety Regulations Bylaw No. 1251, 2019.*

CARRIED.

### 14. OTHER BUSINESS

14.1 There was no other business.

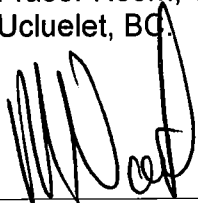
### 15. QUESTION PERIOD

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

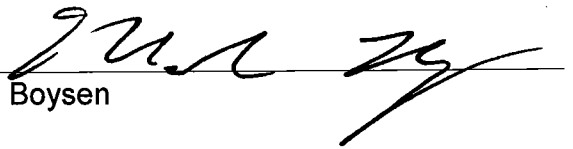
### 16. ADJOURNMENT

16.1 Mayor Noël adjourned the meeting at 3:09 PM.

**CERTIFIED CORRECT:** Minutes of the Regular Council Meeting held on Tuesday, September 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

