

DISTRICT OF UCLUELET
MINUTES OF THE REGULAR COUNCIL MEETING
HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE
Tuesday, March 9, 2021 at 3:30 PM

Present: **Chair:** Mayor Noël
Council: Councillors Cole, Hoar, Kemps, and McEwen (All Via Zoom)
Staff: Donna Monteith, Chief Financial Officer and Acting CAO (Via Zoom)
Abby Fortune, Manager of Recreation & Tourism (Via Zoom)
Bruce Greig, Manager of Community Planning (Via Zoom)
Warren Cannon, Manager of Operations (Via Zoom)
Rick Geddes, Fire Chief (Via Zoom)
Joseph Rotenberg, Corporate Services
Sharon Evans, Administration Clerk

Regrets:

1. CALL TO ORDER

The meeting was called to order at 3:40 PM.

2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY

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

3. NOTICE OF VIDEO RECORDING

Audience members and delegates were advised that the proceeding was being broadcast on YouTube and Zoom, which may store data on foreign servers.

4. ADDITIONS TO AGENDA

There were no additions to the Agenda.

5. APPROVAL OF AGENDA

5.1 March 9, 2021, Regular Council Agenda

2021.2067.REGULAR **It was moved by Councillor Cole and seconded by Councillor McEwen**
THAT Council approve the March 9, 2021, Regular Council Agenda as presented.

CARRIED.

6. ADOPTION OF MINUTES

6.1 October 20, 2020, Committee of the Whole Minutes

Council noted a number of typos, which have been sent to the Clerk.

2021.2068.REGULAR **It was moved by Councillor Kemps and seconded by Councillor McEwen**

THAT Council adopt the October 20, 2020, Committee of the Whole Minutes as amended.

CARRIED.

6.2 January 19, 2021, Joint Council Committee of the Whole Minutes

2021.2069.REGULAR **It was moved by Councillor Hoar and seconded by Councillor Kemps**

THAT Council adopt the January 19, 2021, Joint Council Committee of the Whole minutes as presented.

CARRIED.

7. UNFINISHED BUSINESS

There was no unfinished business.

8. MAYOR'S ANNOUNCEMENTS

The Mayor Noted that March 8th was Women's Day. He thanked the women in his life and in Ucluelet.

The Mayor rose and reported the following:

- a. At the February 23, 2021, Closed Council Meeting Council adopted the following motions:
 - i. **THAT** Council direct staff to request a Minister's Order from the Province of BC to write-off outstanding property taxes and applicable penalties in the amount of \$1,713.43 for Folio #70062.201.
 - ii. **THAT** Council direct staff to consent to the Amended Consumer Proposal having the Estate No. 11-2483390.
- b. At the February 25, 2021, Closed Council Meeting, Council appointed Toni Buston to act as the District of Ucluelet's representative on the Clayoquot Biosphere Trust Board.
- c. At the February 25, 2021, Closed Council Meeting, Council selected Jerry Berry Consulting, to provide Executive Search Services and Don Schaffer to provide Council assistance with the CAO hiring process.

9. PUBLIC INPUT, DELEGATIONS & PETITIONS

9.1 Public Input

Public input via Zoom.

There was no input via Zoom.

Public input via email to communityinput@ucluelet.ca

There was no input via email.

9.2 Delegations

Mark Maftei, Raincoast Education Society Re: Shorebird tracking tower at Amphitrite Point

Mr. Maftei presented this delegation. He sought permission to explore options to install a telemetry tower at Amphitrite Point to support ongoing scientific research carried out by the Raincoast Education Society regarding shorebirds. Mr. Maftei explained the importance of this location and that the Pacific Rim is one of the last places that shorebirds stop in significant concentrations on their migration to Alaska. He also noted that the Amphitrite House would be an ideal location, and Raincoast Education Society would like to see the tower installed by May of 2021.

2021.2070.REGULAR

It was moved by Mayor Noël and seconded by Councillor Cole.

THAT Staff provide a report to Council with options for Raincoast Education Society to mount the tracking device on District property.

CARRIED.

10. CORRESPONDENCE

10.1 Food Bank on the Edge - Lease Agreement Cris Martin, Food Bank on the Edge

2021.2071.REGULAR **It was moved by Mayor Noël and seconded by Councillor McEwen**

THAT Staff provide a report to Council with options for the Food Bank lease.

CARRIED.

10.2 Ucluelet Chamber of Commerce - CBT Grant Laurie Filgiano, Executive Director

Councillor Kemps left the meeting because she is a Director of the Ucluelet Chamber of Commerce.

2021.2072.REGULAR **It was moved by Mayor Noël and seconded by Councillor Cole**

THAT Staff report back to Council regarding the Chamber of Commerce request that the District of Ucluelet submit an Arts & Culture grant application to the Clayoquot Biosphere Trust on their behalf for the Common Ground Market project.

CARRIED.

10.3 Letters to Mayor and Council Will Cole - Hamilton, City of Courtenay Councillor

2021.2073.REGULAR **It was moved by Councillor McEwen and seconded by Councillor Hoar**
THAT Staff draft the letters of support requested by Councillor Cole-Hamilton, City of Courtenay.

CARRIED.

11. INFORMATION ITEMS

12. COUNCIL COMMITTEE REPORTS

12.1 Councillor Marilyn McEwen *Deputy Mayor January - March 2021*

- February 25 - Attended Special Budget Meeting. District Department operating budgets were presented.
- March 4 - Attended Committee of the Whole Meeting. Grant in Aid and In-Kind Contribution applicants presented their funding requests.

12.2 Councillor Lara Kemps *Deputy Mayor April - June 2021*

- February 24 - Attend the Ucluelet Chamber of Commerce AGM. Councillor Kemps was elected to be a Director.
- February 25 - Attended Special Budget Meeting.
- March 4 - Attended Committee of the Whole Meeting.

12.3 Councillor Jennifer Hoar *Deputy Mayor July - September 2021*

- February 25 - Attended Special Budget Meeting.
- March 3 - Attended Wild Pacific Trail Society Meeting. Trail enhancements were discussed and donations are down.
- March 4 - Attended Committee of the Whole Meeting.

12.4 Councillor Rachelle Cole *Deputy Mayor October - December 2021*

- February 24 - Attended the ACRD Special Budget Meeting. The ACRD grant application to the Community Economic Recovery Infrastructure Program for \$875,000 to construct the bike path connector between the Pacific Rim National Park bike trail and the current ACRD bike trail was not successful. She subsequently met with the ACRD CFO, to discuss alternative grant funding options.
- March 3 - Attended the Westcoast Committee Meeting.
- March 3 - Attended an ACRD Stakeholders Meeting regarding backroad camping. This is an issue throughout the ACRD. A working group was created to address the issue.

12.5 Mayor Mayco Noël

- February 24 - Attend the Ucluelet Chamber of Commerce AGM.
- Attended a Barkley Community Forest working meeting - This corporation is working towards new strategies related to old growth in the Community Forest.
- Received update from Island Health regarding the rollout of the COVID-19 vaccine. A community approach to vaccination will be used in Ucluelet.
- March 9 - Attended meeting with Dr. Henry and the other Resort Municipalities.

13. REPORTS

13.1 Fire Hall Feasibility Study

Rick Geddes, Fire Chief

Chief Geddes provided this report. He outlined the reasons for obtaining the feasibility study, its focus areas, and deliverables. He further noted that the study would enable the District to apply for grants for the Fire Hall.

Chief Financial Officer, Donna Monteith, noted that grant funds are not usually available to conduct feasibility studies.

The Mayor noted that there is value in having the feasibility study available to apply for grants.

Councillor Kemps left the meeting at 4:23 PM due to technical difficulties and returned to the meeting at 4:30 PM.

2021.2074.REGULAR **It was moved by Councillor Hoar and seconded by Councillor McEwen**
THAT Council approves entering into a sole-source service agreement with Liberty Construction Group, utilizing up to \$30,000 of Barkley Community Forest funds, to provide the services as described in the "Fire Hall Feasibility Study Services Budget Proposal" dated March 3, 2021.

CARRIED.

13.2 2021 Grant in Aid and In-Kind Contributions

Donna Monteith, Chief Financial Officer, Acting CAO

Ms. Monteith presented this report. Noted the following:

- This year's Grant in Aid budget is \$20,000, and \$15,500 in grants have been requested.
- The District provides the Whale Festival Society with \$20,000 in Resort Municipality Initiative funds annually for their festival. Tourism Ucluelet also provides \$6,000 to this Society annually.

- The value of Ucluelet and Area Child Care Societies total In-Kind Contribution request is \$43,000, not the \$37,660 shown on the District of Ucluelet In-Kind Council Contribution 2021 summary. This ask is for a rent reduction equivalent to \$30,610 for the Society' rent at the Ucluelet Community Centre and approximately \$12,390 rent of the Ucluelet Athletic Club Hall. Ms. Monteith noted approximately \$11,000 in hard annual costs associated with operating the UAC Hall.
- There are tax implications associated with providing In-Kind Contributions.

Abby Fortune, Manager of Recreation and Tourism, noted the following:

- An overlap with Surfrider Pacific Rim Grant in Aid proposal to develop signage with the District's Wayfinding Project. Ms. Fortune noted that she could engage with Surfrider Pacific Rim through the Wayfinding Project.
- Any In-Kind Council Contribution does not guarantee that space is available at District facilities for planned rentals.
- The Ucluelet and Area Child Care Society is using the UAC Hall for afterschool programming during the school year and potentially summer daycare programming in July and August. The summer program could displace programming in that Hall.
- That the Westcoast Community Resource Society is requesting a rent reduction for space they lease at the Ucluelet Community Centre. This reduction amounts to approximately one-quarter of their annual rent.

The Mayor left the meeting during Council discussion and decisions related to the Central Westcoast Forest Society because he is the Chair of that Societies' Board.

Council discussed the overlap between the Surfrider Pacific Rim's signage project and the District's Wayfinding Project. They declined to fund Surfrider's grant in aid request because of this overlap. Staff will engage with Surfrider to develop the Wayfinding Project.

Council discussed the importance of the District providing funding for the Ucluelet Secondary School graduation banner program.

Councillor Kemps left the meeting during all discussions and decisions related to the In-Kind Contribution to the Chamber of Commerce because she is Board member.

2021.2075.REGULAR **It was moved by Councillor McEwen and seconded by Councillor Hoar**
THAT Council approve the Clayoquot Biosphere Trust's \$1,000 Grant in Aid request for their Small Youth Action Grant program.

CARRIED.

- 2021.2076.REGULAR **It was moved by Councillor Hoar and seconded by Councillor Kemps**
THAT Council approve the Central Westcoast Forest Society's \$2,500 Grant in Aid request to support the development of an interpretive room.
 CARRIED.
- 2021.2077.REGULAR **It was moved by Councillor Cole and seconded by Councillor McEwen**
THAT Council approve the Food Bank on the Edge's \$2,000 Grant in Aid request to purchase food for distribution when donated food items are low.
 CARRIED.
- 2021.2078.REGULAR **It was moved by Councillor Kemps and seconded by Councillor Cole**
THAT Council approve the Pacific Rim Hospice Society's \$3,000 Grant in Aid request for their youth mentoring and grief counselling programs.
 CARRIED.
- 2021.2079.REGULAR **It was moved by Councillor Hoar and seconded by Councillor Cole**
THAT Council approve the Pacific Rim Whale Festival Society's \$1,500 Grant in Aid request to support their annual festival.
 CARRIED.
- 2021.2080.REGULAR **It was moved by Councillor Cole and seconded by Councillor Kemps**
THAT Council provide a \$500.00 Grant in Aid to the Ucluelet Secondary School to support their annual scholarship.
 CARRIED.
- 2021.2081.REGULAR **It was moved by Councillor Hoar and seconded by Councillor McEwen**
THAT Council approve the West Coast Community Resources Society's \$2,500 Grant in Aid request for the West Coast Free Counselling Clinic.
 CARRIED.
- 2021.2082.REGULAR **It was moved by Councillor McEwen and seconded by Councillor Hoar**
THAT Council approve a \$3,000 In-Kind Council Contribution to the Ucluelet Chamber of Commerce.
 CARRIED.
- 2021.2083.REGULAR **It was moved by Councillor Hoar and seconded by Councillor Kemps**
THAT Council approve a \$725 In-Kind Council Contribution to the Girl Guides of Canada.
 CARRIED.
- 2021.2084.REGULAR **It was moved by Councillor McEwen and seconded by Councillor Cole**
THAT Council approve a \$500 In-Kind Council Contribution to the Pacific Rim Whale Festival Society.
 CARRIED.
- 2021.2085.REGULAR **It was moved by Councillor Hoar and seconded by Councillor Kemps**
THAT Council approve a \$700 In-Kind Council Contribution to Pacific Rim Toastmasters.
 CARRIED.

- 2021.2086.REGULAR **It was moved by Councillor Kemps and seconded by Councillor Hoar**
THAT Council approve a \$1,375 In-Kind Council Contribution to the Paula Ross Dance Society.
 CARRIED.
- 2021.2087.REGULAR **It was moved by Councillor McEwen and seconded by Councillor Kemps**
THAT Council approve a \$1,410 In-Kind Council Contribution to the Ucluelet and Area Historical Society.
 CARRIED.
- 2021.2088.REGULAR **It was moved by Councillor Kemps and seconded by Councillor Hoar**
THAT Council approve a \$725 In-Kind Council Contribution to the Ucluelet Canadian Junior Rangers.
 CARRIED.
- 2021.2089.REGULAR **It was moved by Councillor Cole and seconded by Councillor Kemps**
THAT Council approve a \$5,700 In-Kind Council Contribution to the Westcoast Community Resources Society.
 CARRIED.
- 2021.2090.REGULAR **It was moved by Councillor Hoar and seconded by Councillor Kemps**
THAT Council approve a \$350 In-Kind Council Contribution to the Food Bank on the Edge.
 CARRIED.
- 2021.2091.REGULAR **It was moved by Mayor Noël and seconded by Councillor McEwen**
THAT Council approve a \$30,600 In-Kind Council Contribution to the Ucluelet and Area Childcare Society.
 CARRIED.
- 2021.2092.REGULAR **It was moved by Councillor Hoar and seconded by Councillor McEwen**
THAT discussion regarding the Ucluelet and Area Childcare Society request for In-Kind Contributions to offset their rent payments at the Ucluelet Athletic Club Hall be deferred to the March 18, 2021, Special Council Meeting.
 CARRIED.

13.3 Quarterly Projects Update - Q4 2020
Donna Monteith, Chief Financial Officer, Acting CAO

Rick Geddes, Fire Chief, noted that:

- signage and solar panels must be installed at the Tugwell Field Emergency Kiosk to complete this project.
- storage options and decals for the Emergency Support Services trailer at the Fire Hall will be addressed.

Council requested that the Planning Permit Tracker (Appendix C to the

report) be expanded to provide information about wait times associated with the processing of development permit, rezoning, temporary use, and development variance applications. They also recommended adding information about building permits to this report.

2021.2093.REGULAR **It was moved by Councillor McEwen and seconded by Councillor Hoar**
THAT Council receives this Q4 2020 update on the progress of budgeted Staff projects.

CARRIED.

13.4 Cheque Listing - February 2021
Joseph Rotenberg, Manager of Corporate Services

13.5 Resolution Tracking - February 2021
Sharon Evans, Administrative Clerk

Donna Monteith, Chief Financial Officer and Acting CAO, noted that Staff met with Ardent Properties regarding their complaint related to the water billing at Whiskey Landing, and plan to audit the situation and bring back a report for Council's consideration at a later date.

Bruce Greig, Manager of Community Planning, noted that Staff hopes to soon have additional information about scheduling the public hearing related to the Cabins at Terrace Beach.

2021.2094.REGULAR **It was moved by Mayor Noël and seconded by Councillor Kemps**
THAT Council take a five minute break.

CARRIED.

14. LEGISLATION

14.1 Zoning Amendment - Garage FAR Exemption in the R1 Zone
Bruce Greig, Manager of Community Planning

Council took a five-minute break at 5:05 PM and returned to the session at 5:10 PM.

Mr. Greig presented this report. He noted that Bylaw No. 1269 updated the definition of Gross Floor Area in Zoning Bylaw No. 1160, 2013, to remove the exemption for garages in the calculation of Floor Area Ratio (FAR). Mr. Greig explained Floor Area Ratios' function in zoning, how it relates to the massing of buildings on any given site, and how it differs from setbacks.

Mr. Greig explained that Bylaw No. 1287, 2021, was drafted in response to a request by Council to review the removal of the garage exemption. As drafted, the Bylaw would reinstate an unlimited exemption in FAR calculation for garages in the R-1 Zone. He noted the recommendation

on page 126 of the agenda that Council amend Bylaw No. 1287, 2021, to cap the garage exemption at 56 meters squared (600 feet squared). He noted 56 meters square is a large two-car garage.

Council discussed the purpose of exempting garage spaces from the calculation of FAR in residential zones and the recommended 56 meters square cap on the exemption. They also discussed their beliefs regarding private property regulation.

Council also discussed whether there might be any implications of reinstating the garage FAR exemption on constructing secondary detached suites. Mr. Greig noted that Zoning regulations related to FAR would apply to secondary suites unless they were also exempted from that calculation.

- 2021.2095.REGULAR **It was moved by Councillor McEwen and seconded by Councillor Hoar**
THAT Council give first reading to District of Ucluelet Zoning Amendment Bylaw No. 1287, 2021.
CARRIED.
- 2021.2096.REGULAR **It was moved by Councillor McEwen and seconded by Councillor Hoar**
THAT Council amend District of Ucluelet Zoning Amendment Bylaw No. 1287, 2021, by replacing the words "building areas" in subsection R-1.3.2(a) with the words "up to 56m2 (600 ft2) of building area."
CARRIED.
- 2021.2097.REGULAR **It was moved by Councillor McEwen and seconded by Councillor Hoar**
THAT Council give second reading to District of Ucluelet Zoning Amendment Bylaw No. 1287, 2021, as amended, and refer the bylaw to a public hearing.
CARRIED.

14.2 Water and Sewer Parcel Tax Bylaws **Donna Monteith, Chief Financial Officer, Acting CAO**

Ms. Monteith outlined the proposed bylaws and their purposes.

- 2021.2098.REGULAR **It was moved by Councillor Hoar and seconded by Councillor Cole**
1. THAT the Sewer Parcel Tax Bylaw No. 1285, 2021 be given first, second, and third reading.
CARRIED.
- 2021.2099.REGULAR **It was moved by Councillor Hoar and seconded by Councillor Cole**
2. THAT the Water Parcel Tax Bylaw No. 1286, 2021 be given first, second, and third reading.
CARRIED.

15. OTHER BUSINESS

There was other business.

16. QUESTION PERIOD

16.1 Questions via Zoom.

An unidentified writer encouraged Council to consider the Floor Area Ratios set out in in the Zoning that applies to properties in the Pass of Melfort neighbourhood. Bruce Greig, Manager of Community Planning explained there are various Floor Area Ratios that apply to different properties in Pass of Melfort neighbourhood.

16.2 Questions via communityinput@ucluelet.ca

Nora O'Malley of the Westerly News asked about the Mayor's reference to old growth during his Council Committee Report. The Mayor explained that the Barkley Community Forest Board is reviewing their Forest Stewardship Plan.

17. CLOSED SESSION

17.1 Procedural Motion to Move In-Camera

2021.2100.REGULAR **It was moved by Mayor Noël and seconded by Councillor McEwen**

THAT the meeting be closed to the public in pursuant to Section 90(1)(c) and (g) of the Community Charter in order to address items related to:

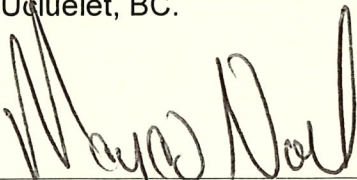
- *personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; and,*
- *litigation or potential litigation affecting the municipality.*

CARRIED.

18. ADJOURNMENT

The meeting was adjourned 6:37 PM.

CERTIFIED CORRECT: Minutes of the Regular Council Meeting held on Tuesday, March 9, 2021 at 3:30 pm in the George Fraser Room, Ucluelet Community Centre, 500 Matterson Road, Ucluelet, BC.



Mayco Noël
Mayor



Joseph Rotenberg
Corporate Officer