

DISTRICT OF UCLUELET
MINUTES OF THE REGULAR COUNCIL MEETING
HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE
Tuesday, July 19, 2022 at 4:00 PM

Present: **Chair:** Mayor Noël
 Council: Councillors Cole, Hoar, Kemps, and McEwen
 Staff: Duane Lawrence, Chief Administrative Officer
 Donna Monteith, Chief Financial Officer
 James MacIntosh, Director of Engineering Services
 Bruce Greig, Director of Community Planning
 Abby Fortune, Director of Parks and Recreation
 Joseph Rotenberg, Manager of Corporate Services
 John Towgood, Municipal Planner
 Monica Whitney-Brown, Planning Assistant
 Nicole Morin, Municipal Inspector
 Paula Mason, Administration Clerk
 Samantha McCullough, Executive Assistant

Regrets:

2022.1.REGULAR CALL TO ORDER

The meeting was called to order at 4:00 PM.

2022.1.REGULAR1 ACKNOWLEDGEMENT OF THE YUULU?IL?ATH
Council acknowledged the Yuulu?il?ath, on whose traditional territories the District of Ucluelet operates.

2022.1.REGULAR2 NOTICE OF VIDEO RECORDING
Audience members and delegates were advised that the proceeding was being video recorded and broadcast on YouTube and Zoom, which may store data on foreign servers.

2022.2.REGULAR LATE ITEMS

There were no late items.

2022.3.REGULAR APPROVAL OF THE AGENDA

2022.3.REGULAR1 July 19, 2022, Regular Council Meeting Agenda

2022.2129.REGULAR *THAT Council approve the July 19, 2022, Regular Council Meeting Agenda as presented.*

CARRIED.

2022.4.REGULAR ADOPTION OF MINUTES

2022.4.REGULAR1 June 29, 2022, Special Council Minutes

2022.2130.REGULAR *THAT Council adopt the June 29, 2022, Special Council Meeting Minutes as presented.*

CARRIED.

2022.5.REGULAR PUBLIC INPUT & DELEGATIONS

2022.5.REGULAR1 Public Input

Jennifer Sheline - 1594 Bay Street

- Spoke in support of District of Ucluelet Zoning Amendment Bylaw No. 1310, 2022 as presented at the June 28, 2022 Public Hearing.

Samantha Hackett, Chair of the West Coast Multiplex Society

- Noted that she is available to address questions regarding Correspondence item 11.1.

2022.5.REGULAR2 Delegations

Gary Marks, Pacific Rim Foundation

Re: Dick Close Scholarship

Mr. Marks presented the Dick Close Scholarship to Pani Ayoubizadeh. This Scholarship recognizes a west coast student that is involved in the community, volunteers, and is determined to make a difference in the world.

Ms. Ayoubizadeh accepted the scholarship and thanked the community, her family, USS teachers, and the Pacific Rim Foundation for this scholarship.

2022.6.REGULAR UNFINISHED BUSINESS

There was no unfinished business.

2022.6.REGULAR1 Motion to move into Committee of the Whole

2022.2131.REGULAR *THAT Council move into a Committee of the Whole.*

CARRIED.

The Committee of the Whole commenced at 4:19 p.m.

2022.7.REGULAR COMMITTEE OF THE WHOLE

2022.7.REGULAR1 B&B, Short Term Rental and Accessory Residential Dwelling Units

Bruce Greig, Director of Community Planning

Mr. Greig presented this report.

The Committee sought clarification from Mr. Greig on several matters addressed in the report.

The Committee agreed to recommend the following goals and actions outlined in the report which relate to amending Ucluelet Business Regulation and Licensing Bylaw No. 922, 2003 and proposed Ucluelet Zoning Amendment Bylaw No. 1310, 2022:

Goal A: Preserve traditional B&B use in residential areas and consider ways to slow or contain Guest Suite uses in residential areas.

1.differentiate between a “traditional” B&B room (i.e.: connected within the main house with interaction between the host and guests) and short-term rental Guest Suite (i.e.: with separate entrance and self-contained sleeping, eating and bathing facilities, limited or no required guest-host interaction)

3. remove Guest Suite as an outright permitted accessory use in residential zones

4.require that a B&B and/ or Guest Suite may only operate in the principal residence of the business license holder

5.require that a B&B and/ or Guest Suite may only operate in the principal residence of the business license holder, during times that they are present / available to respond in person within 24 hours

Goal B: Establish a balance between residential and tourist commercial accommodation in residential zones to prioritize residential uses and maintain the “Low-ish Growth Scenario”.

1.reduce the number of Guest Suites permitted as an outright secondary use from 3 to 1.

3. allow consideration for additional Guest Suites and/or B&B rooms through a Temporary Use Permit.

5.cap the number of guest suites in residential zones.

Goal C: Stop or slow the loss of existing long-term rental suites.

1.investigate the potential to restrict or prohibit the conversion of long-term rental suites to tourist accommodation uses

2.maintain a low barrier for an owner to start a B&B (e.g., at a time of changing household finances)

3.permit property owners to operate B&B room(s) and long-term secondary suite or ADU rental on the same property

Goal D: Add ADUs as a permitted secondary use in residential zones.

1.allow ADUs to be located in the front, rear or sides of residential properties.

2.set greater setbacks for an ADU than for other accessory buildings (such as sheds)

Other

1.limit the impact to public on-street parking from private guest accommodation

2.change the minimum requirement for the number of off-street vehicle parking spaces for tourist accommodation in residential zones

3.require notification of neighbours before a new B&B or Guest Suite is authorized

The Committee also discussed parking issues and noted support for limiting driveway widths.

2022.2132.REGULAR *THAT the Committee of the Whole recommend that Council direct staff to amend the District of Ucluelet Zoning Amendment Bylaw No. 1310, 2022 and the Ucluelet Business Regulation and Licensing Bylaw No. 922, 2003, to meet the objectives and policy changes identified in the July 19, 2022 Committee of the Whole report No. 22-99.*

CARRIED.

2022.2133.REGULAR *THAT the meeting be recessed for five minutes.*

CARRIED.

Council recessed at 5:40 PM.
Council returned to the meeting 5:48 PM.

2022.2134.REGULAR *THAT the Committee of the Whole rise and report their recommendations regarding report No. 22-99.*

CARRIED.

2022.8.REGULAR BYLAWS

2022.8.REGULAR1 B&B, Short Term Rental and Accessory Residential Dwelling Units *Bruce Greig, Director of Community Planning*

Council discussed the Committee of the Whole recommendation regarding report No. 22-99.

Council requested that the amended bylaws be presented for consideration before the October 2022 General Election.

2022.2135.REGULAR *THAT Council direct staff to amend the District of Ucluelet Zoning Amendment Bylaw No. 1310, 2022 and the Ucluelet Business Regulation and Licensing Bylaw, Bylaw No. 922, 2003 to meet the objectives and policy changes identified by the Committee of the Whole in the July 19, 2022 committee of the whole report No. 22-99.*

CARRIED.

2022.8.REGULAR2 Officers and Officials Bylaw *Duane Lawrence, Chief Administrative Officer*

Mr. Lawrence presented this report.

2022.2136.REGULAR *THAT Council give first, second and third readings to District of Ucluelet Officers and Officials Bylaw No. 1315, 2022.*

CARRIED.

2022.9.REGULAR REPORTS

**2022.9.REGULAR1 Edge to Edge Marathon 2022 - Road Closure
Abby Fortune, Director of Parks & Recreation**

Councillor Kemps recused herself at 5:57 p.m. as she is an organizer of this event.

Ms. Fortune presented this report.

2022.2137.REGULAR **THAT** Council approve Option A, to authorize the closure of roads for the Edge to Edge Marathon on Sunday, October 16, 2022

- Marine Drive from 6:00 am to 5:00 pm from Rainforest Drive and Marine Drive to Matterson Road and Marine Drive including Big Beach parking lot;
- and,
- Road closures from 8:30 am to 10:00 am from Matterson Road and Marine Drive to Victoria Road and Marine Drive.

CARRIED.

**2022.9.REGULAR2 3rd Annual Dustin Riley Soap Box Derby
Abby Fortune, Director of Parks & Recreation**

Mayor Noel recused himself at 5:59 PM.

Ms. Fortune presented this report.

2022.2138.REGULAR **THAT** Council approve Option A, to authorize on Saturday September 17, 2022, for the 3rd Annual Dustin Riley Soap Box Derby, the closure of the following roads from 8:00 am to 5:00 pm:

- a. Bay Street, from the intersection of Peninsula Road to the intersection of Cedar Road;
- and,
- b. Cedar Road, from the intersection of Bay Street to the intersection of Park Lane.

CARRIED.

**2022.9.REGULAR3 2022 Deputy Corporate Officer Appointment
Joseph Rotenberg, Manager of Corporate Services**

Councillor Kemps and Mayor Noel reentered the meeting at 6:01 PM.

Mr. Rotenberg presented this report.

2022.2139.REGULAR

*THAT Council rescind Paula Mason's appointment as District of Ucluelet Deputy Corporate Officer; and,
THAT Council appoint Joseph Rotenberg, as the District of Ucluelet Deputy Corporate Officer.*

CARRIED.

**2022.9.REGULAR4 Contract Authorization for Storm Drain and Sanitary Sewer Upgrades
James Macintosh, Director of Engineering Services**

Mr. Macintosh presented this report.

2022.2140.REGULAR *THAT Council approve Option A, to authorize the Mayor and Corporate Officer to execute a contract to Vike Construction Ltd. for a total of \$422,000 (plus G.S.T.) for the supply of all materials, labor, and equipment to install Peninsula Road storm and sanitary sewer upgrades between Matterson and Otter Street.*

DEFEATED.

2022.2141.REGULAR *THAT Council approve Option A, to authorize the Mayor and Corporate Officer to execute a contract to Vike Construction Ltd. for a total of \$443,100 (plus G.S.T.) for the supply of all materials, labor, and equipment to install Peninsula Road storm and sanitary sewer upgrades between Matterson and Otter Street.*

CARRIED.

**2022.9.REGULAR5 Reserves and Surplus Policy No. 5-1860-1
Donna Monteith, Chief Financial Officer**

Ms. Monteith presented her report.

2022.2142.REGULAR *THAT Council approve Option A; to adopt District of Ucluelet Reserves and Surplus Policy No. 5-1860-1 as presented.*

CARRIED.

2022.10.REGULAR NOTICE OF MOTION

There were no Notices of Motion.

2022.11.REGULAR CORRESPONDENCE

**2022.11.REGULAR1 West Coast Multiplex MOU
Samantha Hackett, Chair, West Coast Multiplex**

Ms. Hackett provided clarification regarding the West Coast Multiplex MOU and operating costs.

The CAO recommended that this MOU be referred back to Staff for a report.

2022.2143.REGULAR *THAT Council refer West Coast Multiplex Society's letter to Staff to provide a report on the Memorandum of Understanding request.*

CARRIED.

2022.11.REGULAR2 **General goals and productivity regarding town planning**
David Smith

2022.12.REGULAR INFORMATION ITEMS

2022.12.REGULAR1 **2022-2026 Financial Plan Q1-2 Variance Report**
Donna Monteith, Chief Financial Officer

2022.12.REGULAR2 **Resolution Tracking - July 2022**
Joseph Rotenberg, Manager of Corporate Services

Ms. Fortune noted that Staff are in active discussion with the Ucluelet and Area Historical Society regarding the proposed lease agreement.

2022.12.REGULAR3 **Press Release - Community Emergency Preparedness Funding Announcement**
Heather Thomson, Communications Coordinator, ACRD

2022.12.REGULAR4 **Barkley Community Forest AGM – Report from Mr. T. Smith**
Terry Smith, Chair, Barkley Community Forest

The Mayor noted the annual dividend payment received in 2022 and the total dividend payments issued to the District since the Corporation was founded.

2022.12.REGULAR5 **Petition to School District 70 regarding tennis court closure**
Tessa Donald

2022.12.REGULAR6 **Clayoquot Biosphere Trust 2021 Annual Report**
Rebecca Hurwitz, Executive Director, Clayoquot Biosphere Trust

2022.12.REGULAR7 **Follow-up letter regarding May 2022 regional meetings with Minister Nathan Cullen and Minister Katrine Conroy**
Tara Faganello, Assistant Deputy Minister, Ministry of Municipal Affairs

2022.13.REGULAR MAYOR'S ANNOUNCEMENTS & COUNCIL COMMITTEE REPORTS

2022.13.REGULAR1 **Councillor Marilyn McEwen**

Deputy Mayor January 1 - March 15, 2022

2022.13.REGULAR2 Councillor Lara Kempes
Deputy Mayor March 16 - May 31, 2022

2022.13.REGULAR3 Councillor Jennifer Hoar
Deputy Mayor June 1 - August 15, 2022

2022.13.REGULAR4 Councillor Rachelle Cole
Deputy Mayor August 16 - October 31, 2022

2022.13.REGULAR5 Mayor Mayco Noël

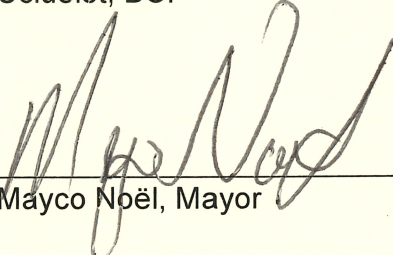
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2022.14.REGULAR QUESTION PERIOD

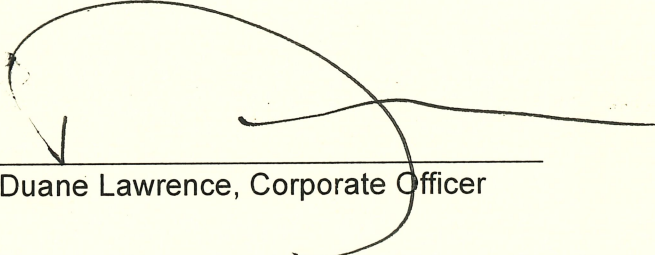
2022.15.REGULAR CLOSED SESSION
There was no closed session.

2022.16.REGULAR ADJOURNMENT
The meeting was adjourned at 6:34 PM.

CERTIFIED CORRECT: Minutes of the Regular Council Meeting held on Tuesday, July 19, 2022 at 4:00 pm in the George Fraser Room, Ucluelet Community Centre, 500 Matterson Road, Ucluelet, BC.



Mayco Noël, Mayor



Duane Lawrence, Corporate Officer

