

**DISTRICT OF UCLUELET**  
**MINUTES OF THE REGULAR COUNCIL MEETING**  
**HELD IN THE UCLUELET COMMUNITY CENTRE, 500 MATTERSON DRIVE**  
**Tuesday, April 25, 2023 at 4:00 PM**

Present:     **Chair:**           Mayor McEwen  
              **Council:**       Councillors Anderson, Hoar, Kennington, and Maftei  
              **Staff:**            Duane Lawrence, Chief Administrative Officer  
                          Donna Monteith, Chief Financial Officer  
                          Bruce Greig, Director of Community Planning  
                          Abby Fortune, Director of Parks and Recreation  
                          Joseph Rotenberg, Manager of Corporate Services  
                          Monica Whitney-Brown, Planning Assistant

Regrets:

**1. CALL TO ORDER**

The meeting was called to order at 4:03 PM.

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

**1.2 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.**

**2. LATE ITEMS**

There were no late items.

**3. APPROVAL OF THE AGENDA**

**3.1 April 25, 2023, Regular Council Meeting Agenda**

2023.2121.REGULAR   *It was moved and seconded **THAT** the April 25, 2023, Regular Council Meeting Agenda be approved as presented.*

CARRIED.

**4. ADOPTION OF MINUTES**

**4.1 April 11, 2023, Regular Council Minutes**

2023.2122.REGULAR   *It was moved and seconded **THAT** the April 11, 2023, Regular Council Meeting Minutes be adopted as presented.*

CARRIED.

#### 4.2 April 13, 2023, Special Council Minutes

2023.2123.REGULAR *It was moved and seconded **THAT** the April 13, 2023, Special Council Meeting Minutes be adopted as presented.*

CARRIED.

### 5. PUBLIC INPUT & DELEGATIONS

#### 5.1 Delegations

##### **Denise Stys-Norman, Tourism Ucluelet**

##### **Re: Overview of Tourism Ucluelet**

Ms. Stys-Norman provided background on Tourism Ucluelet's mandate, vision, funding sources, 2022 activities including projects and messaging, and goals which include the introduction of committees tailored to local needs and messaging intended to attract responsible consumers to the area.

Ms. Stys-Norman responded to Council questions related to Tourism Ucluelet's messaging campaign which features Salty the Sea Otter and the total number of visitors on the West Coast per day during the high season which is over 10,000 visitors.

### 6. UNFINISHED BUSINESS

There was no unfinished business.

### 7. BYLAWS

#### 7.1 Rezoning Application 23-02 - 1633 Holly Crescent *Monica Whitney-Brown, Planning Assistant*

Councillor Kennington recused himself due to a conflict of interest and left the meeting at 4:26 PM.

Ms. Whitney-Brown presented this report.

The Applicant, Vaida Siga, provided background on the purchase of the property which is intended to create sustainable housing for applicant to age in.

Council discussed the blanket rezoning referred to in the report and Staff responded to questions related to this blanket rezoning.

A member of the public named Erik Larsen was invited to provide background about the blanket rezoning because he was a Council

member when it was adopted. Mr. Larsen provided background on the blanket rezoning and its relationship the Official Community Plan adopted in 1999. He noted that his property on Eber Road is also affected by the blanket rezoning.

Council discussed the value of creating additional long-term housing as well as the proposed temporary use permit for one Bed and Breakfast unit on site, to be considered at a later date.

2023.2124.REGULAR *It was moved and seconded **THAT** Council give first and second reading to District of Ucluelet Zoning Amendment Bylaw No. 1328, 2023.*

CARRIED.

2023.2125.REGULAR *It was moved and seconded **THAT** Council refer District of Ucluelet Zoning Amendment Bylaw No. 1328, 2023 to a public hearing.*

CARRIED.

## **7.2 Five-Year Financial Plan and Tax Rates Bylaws** **Donna Monteith, Chief Financial Officer**

Mr. Kennington re-entered the meeting at 4:40 PM after Bylaw Item 7.1 concluded.

Ms. Monteith presented this report and provided an overview of the proposed Bylaws and the budget process.

Ms. Monteith responded to question on where to find information about mill rates set by other taxation authorities that affect local residents and the "Federal/Provincial in place of taxes" line item in the 2023 - 2027 Financial Plan Bylaw which references crown properties which are not subject to municipal taxation.

2023.2126.REGULAR *It was moved and seconded **THAT** Council give first, second and third read to District of Ucluelet 2023–2027 Financial Plan Bylaw No. 1329, 2023.*

CARRIED.

2023.2127.REGULAR *It was moved and seconded **THAT** Council give first, second and third read to District of Ucluelet Annual Tax Rates Bylaw No. 1330, 2023.*

CARRIED.

## **7.3 Addition of Daycare Centre use to the CS-2 Zone and a Cleanup of Section 403** **John Towgood, Municipal Planner**

Bruce Greig, Director of Community Planning, presented this report and outlined the proposed Amendment Bylaw.

Councillor Kennington recused himself at 4:50 PM due to a conflict of interest.

2023.2128.REGULAR *It was moved and seconded **THAT** Council, give first and second reading to District of Ucluelet Zoning Amendment Bylaw No. 1326, 2023, and direct staff to give notice for a public hearing.*

CARRIED.

## 8. REPORTS

### 8.1 Finance Officer Appointment

***Duane Lawrence, Chief Administrative Officer***

Councillor Kennington re-entered the meeting at 4:52 PM after Bylaw Item 7.3 concluded.

Mr. Lawrence presented this report and outlined the rationale for updating the new appointments.

2023.2129.REGULAR *It was moved and seconded **THAT** Council rescind the appointment of Donna Monteith as the District of Ucluelet Finance Officer and Collector (of Taxes) effective May 5, 2023 at 6:00 PM.*

CARRIED.

2023.2130.REGULAR *It was moved and seconded **THAT** Council rescind Donna Monteith's appointment as a District of Ucluelet authorized signatory effective May 5, 2023 at 6:00 PM.*

CARRIED.

2023.2131.REGULAR *It was moved and seconded **THAT** Council appoint Duane Lawrence as the District of Ucluelet Finance Officer and Collector (of Taxes) effective May 5, 2023 at 6:00 PM.*

CARRIED.

### 8.2 Temporary Use Permit 23-04 - 250 Main Street

***Monica Whitney-Brown, Planning Assistant***

Ms. Whitney-Brown presented this report.

The Applicant, Andrew Hanson, advocated for issuance of a temporary use permit.

Council noted that issuing a temporary use permit would allow a trial period for the cannabis retail use at this location. Council also noted concerns with their ability to revoke or not renew the permit. Staff clarified that temporary use permits do not automatically extend at the end of their term, and outlined the renewal process.

Staff responded to Council questions related to a motion adopted in 2018 which outlined criteria for applications for zoning amendment bylaws to allow cannabis retail store use at the time they were first being considered in 2019.

2023.2132.REGULAR *It was moved and seconded **THAT** the meeting be recessed for two minutes.*

CARRIED.

The meeting was recessed at 5:00 PM and returned to session at 5:05 PM.

2023.2133.REGULAR *It was moved and seconded **THAT** Council direct Staff to give notice for public input and draft Temporary Use Permit 23-04 to allow a cannabis sales use at 250 Main Street for a period of three years.*

CARRIED.

### **8.3 Temporary Use Permit 1341 Eber Road - Neptune Ice Bruce Greig, Director of Community Planning**

Mr. Greig presented this report.

The applicants declined to address Council.

Staff addressed Council questions about how legal non-conforming status affects a property owner's ability to obtain building permits. Council also discussed the value of this form of business to Ucluelet's economy.

2023.2134.REGULAR *It was moved and seconded **THAT** Council direct staff to give notice of its intent to consider issuance of Temporary Use Permit 23-08 to allow fish processing and sales in a proposed new 84m<sup>2</sup> building on the Neptune Ice wharf at 1341 Eber Road for a period of three years, while a broader update to the marine industrial zones in Ucluelet proceeds.*

CARRIED.

## **9. NOTICE OF MOTION**

There were no notices of motion.

## **10. CORRESPONDENCE**

### **10.1 Boardwalk adjacent to Strata Plan VIS4943, 1971 Harbour Drive, Ucluelet, BC Christine Brice, Strata Manager**

Abby Fortune, Director of Parks and Recreation, noted that the referenced boardwalk construction is a two to three year project. This project is now funded and the permitting and planning process is underway.

### **10.2 Parking on Cedar Street**

## ***Pieter Timmermans***

Council noted the writer's recommendation to purchase the lot on Cedar Street for RV Parking. Council discussed:

- the need for better signage for the Cedar Hub Parking Lot and receiving a Staff report on this issue;
- encouraging RV Parking on Cedar Street; and,
- prohibiting RV Parking at specified locations in Ucluelet.

Council also discussed the strategic need to purchase property to be used for parking in the short-term and affordable housing in the long-term.

## **11. MAYOR'S ANNOUNCEMENTS AND COUNCIL COMMITTEE REPORTS**

### **11.1 Councillor Shawn Anderson**

***Deputy Mayor, April 1 - June 30, 2023***

- April 14 to 16 - Attended Association of Vancouver Island Coastal Communities Convention. Councillor Anderson noted the resolution process and the Attainable Housing Inspiration from Vancouver Island Communities workshop that he attended.
- Attended a Alberni Clayoquot Health Network and Coastal Family Resource Coalition meeting where health issues, youth initiatives, and harm reduction were discussed.

### **11.2 Councillor Jennifer Hoar**

***Deputy Mayor, January 1 - March 31, 2023***

- April 14 to 16 - Attended Association of Vancouver Island Coastal Communities Convention. Councillor Hoar noted Growing Farmers & Food Resilience in Cowichan Valley workshop where land matching programs were discussed. She further noted two quotes:
  - "When working with neighbours we need to be going more than half the way, more than half the time."
  - "Live with laughter."

### **11.3 Councillor Ian Kennington**

***Deputy Mayor, July 1 - September 30, 2023***

- April 14 to 16 - Attended Association of Vancouver Island Coastal Communities Convention. Councillor Kennington noted the Attainable Housing Inspiration from Vancouver Island Communities workshop where the Housing Accelerator Fund was discussed. He further noted the need to elevate affordable housing as a District strategic priority.

**11.4 Councillor Mark Maffei**  
***Deputy Mayor, October 1 - December 31, 2023***

- Attended the Community Non-Profit Info Session hosted by the Ucluelet Aquarium. Councillor Maffei noted the breadth and depth of local non-profit community.
- Encouraged residents to attend the Shorebird Soiree Fundraiser at Roar and Hotel Zed on April 27th.

**11.5 Mayor Marilyn McEwen**

- April 13, 2023 - Attended the District of Ucluelet Special Council Meeting. This was a budget meeting.
- April 13 to 16 - Attended Association of Vancouver Island Coastal Communities Convention and including the pre-convention program which was on April 13th. Mayor McEwen noted the recreation amenities showcased during the Nanaimo Community Amenity Tour.
- April 18 - Met with Lot 16 Developers
- April 19 - Attended workshop hosted by the Alberni-Clayoquot Regional District about social procurement.
- April 20 - Met with representatives from Telus to discuss local connectivity issues and planned upgrades. Highway 4 is slated for cell tower upgrades.

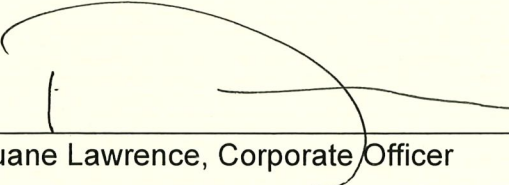
**12. QUESTION PERIOD**

Erik Larson, 1351 Eber Road, noted that Council had a policy to preserve marine industrial zoning for properties on the harbour. He provided background on his property, and neighboring properties on the harbour which no longer have marine industrial zoning due to a blanket zoning amendment bylaw adopted in 1999. He advocated for these properties to be zoned marine industrial and encouraged Council to prioritize this issue.

**13. ADJOURNMENT**

The meeting was adjourned at 5:51 PM.

**CERTIFIED CORRECT:** Minutes of the Regular Council Meeting held on Tuesday, April 25, 2023 at 4:00 pm in the Ucluelet Community Centre 500 Matterson Road, Ucluelet, BC.

  
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Duane Lawrence, Corporate Officer

  
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Marilyn McEwen, Mayor