

**DISTRICT OF UCLUELET**  
**MINUTES OF THE REGULAR COUNCIL MEETING**  
**HELD IN THE UCLUELET COMMUNITY CENTER, 500 MATTERSON DRIVE**  
**Tuesday, May 31, 2022 at 4:00 PM**

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

Regrets:

**1       CALL TO ORDER**

1.1     **The meeting was called to order at 4:00pm.**

**2       ACKNOWLEDGEMENT OF THE YUULU?IŁ?ATH**

2.1     **Council acknowledged the Yuulu?ił?ath, on whose traditional territories the District of Ucluelet operates.**

**3       NOTICE OF VIDEO RECORDING**

3.1     **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.**

**4       LATE ITEMS**

4.1     **There were no late items.**

**5       APPROVAL OF AGENDA**

5.1     **May 31, 2022 Agenda**

2022.2107.REGULAR   *It was moved and seconded THAT Council approve the May 31, 2022 Regular Agenda.*

CARRIED.

**6       ADOPTION OF MINUTES**

## 6.1 May 10, 2022 Regular Minutes

2022.2108.REGULAR *It was moved and seconded THAT Council approve the May 10, 2022 Regular Minutes.*

CARRIED.

## 7 PUBLIC INPUT & DELEGATIONS

71 Public Input

72 Delegations

### **Jim Chisolm / Saya Masso, Tla-o-qui-aht First Nations Tribal Guardian Program - Kennedy Back Road System**

Saya Masso presented the details of the Tribal Guardian program to Council and requested their support. He will provide Council with program updates during the year.

2022.2109.REGULAR *It was moved and seconded THAT Council direct staff to reallocate \$20,000 designated for the relocation of the Tourism Ucluelet office to the District of Ucluelet Grants in Aid program; and  
It was moved and seconded THAT Council authorize a \$20,000 Grant in Aid to the Tla-o-qui-aht First Nations Tribal Park Guardian program for the oversight of dispersed camping.*

CARRIED.

### **Glenn Kaczmar / Brent Ashton, Pacific Rim Fishing Charters and Guest Lodge Re: Staff Accom's zoning completion**

Mr. Kaczmar request that Council reconsider their March 15, 2022 decision regarding Bylaw No. 1303. Mr. Ashton also spoke in support of Mr. Kaczmar's request.

2022.2110.REGULAR *It was moved and seconded THAT Council direct staff to bring March 15, 2022 Staff Report No. 22-29 back to Council for their reconsideration at the June 14, 2022 Council meeting.*

CARRIED.

## 8 UNFINISHED BUSINESS

### 8.1 There was no unfinished business.

2022.2111.REGULAR *It was moved and seconded THAT Council go into a Committee of the Whole at 4:42pm to discuss Items 9.1 and 9.2 on the agenda.*

CARRIED.

## 9 COMMITTEE OF THE WHOLE

### 9.1 Peninsula Road Safety and Revitalization Next Steps James MacIntosh, Director of Engineering Services

Mr. MacIntosh presented an overview of the project. Kate Evans from Lanarc Consultants provided the Committee with a slideshow presentation detailing the project process, public engagement overview and highlights, and next steps.

Mr. MacIntosh requested feedback from the Committee regarding the following key questions:

1. What are the Committee's key concerns, if any?

The Committee discussed concerns such as parking, landscaping, pullouts for delivery trucks, keeping the existing trees and reducing gravel as much as possible including in private driveways that meet the roadway.

2. What does the Committee like most about the conceptual design?

The Committee highlighted the following things they like the most in the conceptual design as active transportation, sidewalks, accessibility, safety and beautification.

3. Does the Committee support and endorse the overall direction?

The Committee is 100% in support of the overall direction of the project.

4. Is there anything the team has missed that needs to be discussed?

The Committee expressed the importance of addressing the lack of parking in the town. They discussed the creation of an overall parking management plan for the community as a whole.

A preliminary design will be brought to Council for an informational update in July 2022.

### 9.2 Affordable Housing RFP Duane Lawrence, Chief Administrative Officer

Mr. Lawrence presented the Committee with what the District has completed to date, next steps and options the District should be considering in the future, in order to address the lack of attainable and affordable housing.

2022.2112.REGULAR *It was moved and seconded THAT the Committee of the Whole recommend that Council direct staff to issue a request for proposal to engage a housing authority.*

*It was moved and seconded THAT the Committee of the Whole direct staff to continue to investigate:*

*the purchase of land to be dedicated to affordable housing projects; and the use of affordable housing partnership development agreements; and reducing development cost charges for affordable housing developments.*

*It was moved and seconded THAT the Committee of the Whole recommend Council authorize the Mayor to execute a Memorandum of Understanding in support of the development of a regional governance framework for coordinating and sharing resources to address affordable housing on the West Coast peninsula as presented in the May 31, 2022 Affordable Housing report.*

*It was moved and seconded THAT the Committee of the Whole rise and report to Council at 5:51pm.*

*It was moved and seconded THAT Council direct staff to issue a request for proposal to engage a housing authority.*

*It was moved and seconded THAT Council direct staff to continue to investigate:*

*the purchase of land to be dedicated to affordable housing projects; and the use of affordable housing partnership development agreements; and reducing development cost charges for affordable housing developments.*

*It was moved and seconded THAT Council authorize the Mayor to execute a Memorandum of Understanding in support of the development of a regional governance framework for coordinating and sharing resources to address affordable housing on the West Coast peninsula as presented in the May 31, 2022 Affordable Housing report.*

*It was moved and seconded THAT Council take a brief recess at 5:56pm, returning to session at 6:08pm.*

CARRIED.

## **10 BYLAWS**

### **10.1 Zoning Amendment and Development Permit for 604 Rainforest Drive**

**Bruce Greig, Director of Community Planning**

Mr. Greig provided a summary of his report.

2022.2113.REGULAR *It was moved and seconded THAT Council, with regard to the proposed development at 604 Rainforest Drive:*

1. Give first reading to District of Ucluelet Zoning Amendment Bylaw No. 1309, 2022;
2. Give second reading to District of Ucluelet Zoning Amendment Bylaw No. 1309, 2022;
3. Direct staff to give notice for a public hearing to be held on District of Ucluelet Zoning Amendment Bylaw No. 1309, 2022;
4. Indicate to the applicant and the public that adoption of District of Ucluelet Zoning Amendment Bylaw No. 1309, 2022, would be subject to registration of a Section 219 restrictive covenant on the title of 604 Rainforest Drive to ensure, as a matter of public interest, that the use, building, site works, and landscaping be developed as proposed in Staff Report No. 22-67.

CARRIED.

## **10.2 Update / Replacement of Official Community Plan Bruce Greig, Director of Community Planning**

Mr. Grieg presented a summary of his report providing information on steps to adopt a new Official Community Plan (OCP) bylaw - including new notification of a public hearing - for a draft OCP containing the same content as the recently adopted 2020 OCP, but with minor changes to clarify District policy affecting Francis Island.

- 2022.2114.REGULAR *It was moved and seconded THAT Council has considered the consultation requirements under Section 475 of the Local Government Act in relation to District of Ucluelet Official Community Plan Bylaw No. 1306, 2022;*
- It was moved and seconded THAT Council is satisfied that given the extensive consultation with owners of land affected by the District of Ucluelet Official Community Plan Bylaw No. 1306, 2022, during the 5 years of preparation of the draft Official Community Plan that was adopted by District of Ucluelet Official Community Plan Bylaw No. 1236, 2020, earlier this year, is sufficient for the purpose of consultation under Section 475 of the Local Government Act;*
- It was moved and seconded THAT Council is satisfied that consultation under Section 475 of the Local Government Act in relation to District of Ucluelet Official Community Plan Bylaw No. 1306, 2022, does not need to be early and ongoing;*
- It was moved and seconded THAT Council is satisfied that, given that the narrow focus of changes incorporated into District of Ucluelet Official Community Plan Bylaw No. 1306, 2022, are specific to Francis Island and minor clarifications, consultation on District of Ucluelet Official Community Plan Bylaw No. 1306, 2022, with the persons, organizations, and authorities identified in section 475(2)(b) of the Local Government Act, including the Yuułuʔiłʔatḥ Government, Alberni-Clayoquot Regional District, District of Tofino, School District 70 Board of Education or provincial agencies, is not required;*

*It was moved and seconded THAT Council has consulted with the boards of education of those school districts whose area includes the area covered by District of Ucluelet Official Community Plan Bylaw No.1306, 2022;*  
*It was moved and seconded THAT Council give first reading to District of Ucluelet Official Community Plan Bylaw No. 1306, 2022;*  
*It was moved and seconded THAT Council give second reading to District of Ucluelet Official Community Plan Bylaw No.1306, 2022;*  
*It was moved and seconded THAT Council consider District of Ucluelet Official Community Plan Bylaw No. 1306, 2022, in conjunction with the District of Ucluelet Financial Plan;*  
*It was moved and seconded THAT Council consider District of Ucluelet Official Community Plan Bylaw No. 1306, 2022, in conjunction with the Waste Management Plan;*  
*It was moved and seconded THAT Council refer District of Ucluelet Official Community Plan Bylaw No. 1306, 2022, to a public hearing; and,*  
*It was moved and seconded THAT Council direct staff to refer the staff report and bylaw to the Yuułuʔiłʔatḥ Government for their information.*

CARRIED.

### **10.3 Zoning Amendments: Housing vs. Short Term Rentals** **Bruce Greig, Director of Community Planning**

Mr. Greig presented a summary of his report recommending that action aimed at improving the availability and affordability of housing in the community be taken.

2022.2115.REGULAR *It was moved and seconded THAT Council give first reading to Ucluelet Zoning Amendment Bylaw No. 1310, 2022, that would remove Bed and Breakfast and add a detached Accessory Residential Dwelling Unit as a permitted accessory use in most single-family residential zones in the community;*

*It was moved and seconded THAT Council give second reading to Ucluelet Zoning Amendment Bylaw No. 1310, 2022;*

*It was moved and seconded THAT Council refer Ucluelet Zoning Amendment Bylaw No. 1310, 2022, to a public hearing;*

*It was moved and seconded THAT Council give first reading to Ucluelet Zoning Amendment Bylaw No. 1311, 2022, to create a new Schedule “D” B&B Overlay specific to those properties with established, licensed Bed and Breakfast operations as of June 1, 2022;*

*It was moved and seconded THAT Council direct staff to update the draft table and map amendments designating the properties in the new R-1B zone to include, in addition to those B&B operations already holding a valid*

*business licence, properties that can provide the following as of June 10, 2022:*

- a. proof of owner occupancy of the property as their principal residence prior to June 1, 2022, and a complete business licence application, demonstrating compliance with all municipal bylaws, for a new Bed and Breakfast operation;*
- b. proof of ownership of the property prior to June 1, 2022, and a complete building permit application for construction of a new house or renovation of an existing house to contain new Bed and Breakfast rooms; or,*
- c. proof of ownership of the property prior to June 1, 2022, and proof of building plans underway for a new house containing Bed and Breakfast rooms (including site plan, floor plans, contract and/or correspondence with house designer showing design to include Bed and Breakfast uses);*

*It was moved and seconded THAT Council direct staff to bring Ucluelet Zoning Amendment Bylaw No. 1311, 2022, back for consideration of second reading after any amendments to the table and map of subject properties in the draft Schedule "D" has been updated following June 10, 2022;*

*It was moved and seconded THAT Council advise potential applicants that after June 10, 2022, it will consider - under section 463 of the Local Government Act - directing staff to withhold building permits for any renovation, new construction or change of use for new Bed and Breakfast rooms or suites while Ucluelet Zoning Amendment Bylaw No. 1310, 2022, is under preparation;*

*It was moved and seconded THAT Council direct staff to use all District communication platforms to advise community members and property owners of the proposed zoning changes and process to consider Bylaw Nos. 1310 and 1311;*

*It was moved and seconded THAT Council direct staff to create a page on the District website containing links to all past staff reports and research into short term vacation rental (STR) uses and their impacts on housing supply, property values and community;*

*It was moved and seconded THAT Council direct staff to prepare an Official Community Plan bylaw amendment to create a new "Intensive Residential Development" designation and guidelines for a new Development Permit Area applying to the construction of new detached Accessory Residential Dwelling Units, for consideration at a future Committee-of-the-Whole meeting; and,*

*It was moved and seconded THAT Council direct staff to include a report to the Committee-of-the-Whole discussing options for creating permit-ready plans and/or a program to streamline construction of new detached Accessory Residential Dwelling Units on residential properties.*

CARRIED.

## 11 REPORTS

### 11.1 Pilot Project for Single Night Camping Abby Fortune, Director of Parks & Recreation

Ms. Fortune presented her report regarding potentially undertaking a single night overflow camping pilot project to address illegal camping within the boundaries of the District of Ucluelet. Council expressed concerns with providing a place for people to camp when they arrive to the area without proper reservations, and encouraged continued collaboration with Tourism Ucluelet in educating potential visitors to reserve ahead.

### 11.2 Contractor's Temporary Land Use James MacIntosh, Director of Engineering Services

Mr. MacIntosh presented a report proposing that staff be authorized to offer District lands to contractors if needed, to temporarily house their workers in recreational vehicles (RV) while working on District capital projects, in attempt to reduce construction cost estimates that include contractor accommodations.

2022.2116.REGULAR *It was moved and seconded THAT Council approve Option A, to authorize the use of District-owned land to temporarily house contractors while working on District capital projects; and  
It was moved and seconded THAT Council direct Staff to return to Council with the details and planning necessary to administer temporary contractor housing.*

CARRIED.

### 11.3 Recreational Vehicle Parking Pilot James MacIntosh, Director of Engineering Services

Mr. MacIntosh provided an overview of a proposed pilot project beginning in June 2022 and ending in October 2022 to take advantage of readily available parking locations ideal for RVs and to use signage to direct vehicles to those locations. Council requested that the Small Craft Harbour be removed from the list of potential locations that could be used. This pilot is part of a phased approach to control traffic within the community.

2022.2117.REGULAR



*It was moved and seconded THAT Council approve Option A, authorize Staff to undertake a Recreational Vehicle Parking Pilot Project for 2022.*

CARRIED.

**12 NOTICE OF MOTION**

**12.1 There were no Notices of Motions.**

**13 CORRESPONDENCE**

**13.1 Luxury Tax on Recreational Boats  
Christine Fraser, Mayor, Township of Spallumcheen**

**13.2 Medical Clinic  
David McColm & Sandra Benassini, Ucluelet residents**

**13.3 Updates on DFO Shellfish Aquaculture Management Advisory Committee  
Daniel Arbour, AVICC - DFO/SAMAC Representative**

**13.4 Marine Drive Public Walkway - Pedestrian Crossing  
Christine Brice, Strata Manager, Ardent Properties Inc.**

This crosswalk will be included in the upcoming line painting planned for the near future.

**13.5 BC Hydro UBCM Meeting Request Form  
Ted Olynyk, Community Relations Manager, BC Hydro**

**14 INFORMATION ITEMS**

**14.1 Resolution Tracking - May 2022  
Paula Mason, Manager of Corporate Services**

**14.2 ACRD News Release  
Heather Thomson, ACRD Communications Coordinator**

**15 MAYOR'S ANNOUNCEMENTS**

**15.1 Mayor Noël expressed his pleasure at the recent steps taken to resolve the Ucluelet Medical Clinic's issues.**

**16 COUNCIL COMMITTEE REPORTS**

**16.1 Councillor Marilyn McEwen  
*Deputy Mayor January 1 - March 15, 2022***

May 18, 2022: Attended the Open House provided by the developer for Minato Bay Developments

May 24, 2022 : Attended the District of Ucluelet's Committee of the Whole meeting regarding the same development

**16.2 Councillor Lara Kemps**  
***Deputy Mayor March 16 - May 31, 2022***

May 18, 2022: Attended the Open House provided by the developer for Minato Bay Developments

May 18, 2022: Attended USS PAC meeting

May 19, 2022: Attended the Chamber of Commerce meeting

May 24, 2022 : Attended the District of Ucluelet's Committee of the Whole meeting regarding the Minato Bay development

**16.3 Councillor Jennifer Hoar**  
***Deputy Mayor June 1 - August 15, 2022***

May 18, 2022: Attended the Open House provided by the developer for Minato Bay Developments

May 24, 2022 : Attended the District of Ucluelet's Committee of the Whole meeting regarding the same development

June 1, 2022: Attending a Wild Pacific Trail Society meeting

**16.4 Councillor Rachelle Cole**  
***Deputy Mayor August 16 - October 31, 2022***

May 18, 2022: Attended the Open House provided by the developer for Minato Bay Developments

May 24, 2022 : Attended the District of Ucluelet's Committee of the Whole meeting regarding the same development

Attended a live ACRD meeting, a Health Network meeting and a UEN meeting.

**16.5 Mayor Mayco Noël**

Mayor Noël asked Councillor Cole to report back to Council regarding the recent activity/land use at the Long-Beach airport lands.

**17 QUESTION PERIOD**

**17.1**

There was no public input via the audience, Zoom, telephone or email.

**18 ADJOURNMENT**

**18.1 The meeting was adjourned at 7:54pm.**

**CERTIFIED CORRECT:** Minutes of the Regular Council Meeting held on Tuesday, May 31, 2022 at 4:00 pm in the Ucluelet Community Centre, 500 Matterson Road, Ucluelet, BC.

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Mayco Noël, Mayor

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Paula Mason, Deputy Corporate Officer