

**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?IŁ?ATH**  
**Council acknowledged the Yuulu?ił?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 Kemps  
*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

Ukee Days days starts on Friday July 22.

**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.

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Mayco Noël, Mayor

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Duane Lawrence, Corporate Officer