

**DISTRICT OF UCLUELET**  
MINUTES OF THE REGULAR COUNCIL MEETING  
HELD ELECTRONICALLY AND IN THE GEORGE FRASER COMMUNITY ROOM  
IN THE UCLUELET COMMUNITY CENTRE, 500 MATTERSON DRIVE  
Tuesday, June 25, 2024 at 4:00 PM

Present:      **Chair:**           Mayor McEwen  
                  **Council:**       Councillors Anderson, Kennington, and Maftai (via Zoom)  
                  **Staff:**           Duane Lawrence, Chief Administrative Officer  
                          Jeffrey Cadman, Director of Finance  
                          Bruce Greig, Director of Community Planning  
                          Abby Fortune, Director of Community Services  
                          Rick Geddes, Fire Chief  
                          Joseph Rotenberg, Manager of Corporate Services  
                          John Towgood, Municipal Planner  
                          Nancy Owen, Executive Assistant

Regrets:       Councillor Hoar

**1. CALL TO ORDER**

The June 25, 2024, Regular Council Meeting was called to order at 4:00 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**

**2.1 Additional Public Hearing Written Submissions Related to Bylaw Nos. 1337, 2024 and 1322, 2024**

**2.2 Letter of Support Request - Raincoast Education Society**

2024.2201.REGULAR *IT WAS MOVED AND SECONDED:*

*THAT the June 25, 2024, Regular Council Meeting Agenda be amended by:*

- adding the late item titled “Additional Public Hearing Written Submissions Related to Bylaw Nos. 1337, 2024 and 1322, 2024” under Public Hearing Item 5.1.3; and*
- adding the late item titled “Letter of Support Request – Raincoast Education Society” as Correspondence Item 10.4.*

CARRIED.

### 3. APPROVAL OF THE AGENDA

#### 3.1 June 25, 2024, Regular Council Meeting Agenda

2024.2202.REGULAR *IT WAS MOVED AND SECONDED:*

*THAT the June 25, 2024, Regular Council Meeting agenda be adopted as amended.*

CARRIED.

### 4. ADOPTION OF MINUTES

#### 4.1 April 30, 2024, Regular Council Meeting Minutes

2024.2203.REGULAR *IT WAS MOVED AND SECONDED:*

*THAT the April 30, 2024, Regular Council Meeting Minutes be adopted as presented.*

CARRIED.

### 5. PUBLIC HEARINGS

#### 5.1 District of Ucluelet Official Community Plan Amendment Bylaw No. 1337, 2024, and District of Ucluelet Zoning Amendment Bylaw No. 1322, 2024

The Mayor outlined the rules of the public hearing. Staff provided information about participating in the hearing in-person or electronically.

The Mayor opened the public hearing at 4:06 PM.

#### 5.2 Proposed Bylaws & Related Information

The Director of Community Planning outlined the purpose of the subject bylaws in general terms.

#### 5.3 Related Written Correspondence Received During the Notice Period

The Mayor noted the written correspondence about the subject bylaws on the agenda, including the late item. The following summarizes that correspondence:

- Patricia Sieber, Carl Sieber, and Silva Johnson (Helen Road) wrote in opposition to the development. They raised concerns with increased density, Helen Road's capacity for increased traffic, the Causeway's narrow road width, and the potential precedent approving this development could set. They further outlined difficulties associated with widening the road but acknowledged the need for housing in Ucluelet.

- Lindsey Black (Helen Road), wrote in opposition to the subject bylaws and noted the development would not be consistent with Policy 3.155 of the Official Community Plan. Ms. Black further noted concerns with pedestrian safety, increased density, and the development's impact on the area's natural state.
- Shirley and Keith Martin (Helen Road), wrote in opposition to the development. They cited concerns with the density of the development and increased traffic.
- Benoît Sandjian (Helen Road), outlined a number of questions related to the development. The questions relate to parking, the housing capacity of each dwelling unit, affordability, vegetation retention, and impact on land values.
- Jennifer Yakimishyn and Darren Salisbury (Helen Road), wrote in opposition to the development. They raised concerns related to density, traffic, and the narrow width of the Causeway.
- Leanne Pelosi (Helen Road), wrote in opposition to the development and noted concerns related to density, ecological impact, and pedestrian safety.
- Kristen O'Keefe (Rupert Road), wrote in opposition to the development and noted concerns related to density, ecological impact, pedestrian safety, and issues with emergency vehicle access to Helen Road.
- Tracy Eeftink (Helen Road), wrote in opposition to the development. She cited concerns related to density and setting a precedent for future development approvals in the neighbourhood.
- Christine Skucas (Helen Road), wrote in opposition to the development and cited concerns related to density, traffic, road widths, and community impact.

#### **5.4 Applicant Presentation**

The Mayor invited the applicant to present. The applicant did not present.

#### **5.5 Public Input**

The Mayor called three times for public input.

Patricia Sieber (Helen Road), spoke in opposition to the development. She noted her letter and concerns related to setting a precedent for future development on Hyphocus, road capacity/infrastructure, and increased traffic.

Christine Skucas (Helen Road), spoke in opposition to the development. She noted concerns with the roads capacity for increased traffic, the density of the development, and setting a precedent for future growth.

The public hearing was closed at 4:16 PM.

## 6. UNFINISHED BUSINESS

### 6.1 Development Application Procedures - Input *Bruce Greig, Director of Community Planning*

Mr. Greig presented this report.

Council discussed the questions identified on page seven and eight of the report.

Council also discussed receiving progress reports on applications, Staff developing a real time permit tracker, and creating a mechanism for delayed applications to be automatically referred to Council. In addition, Council discussed implementing a design review panel.

Council noted the reports required during the planning review process and associated delays. Staff provided information about this iterative process. Council discussed investigating this process and improving communication with applicants.

- 2024.2204.REGULAR *IT WAS MOVED AND SECONDED:*  
***THAT** Council direct Staff to prepare a draft development approval bylaw which delegates approval of the following permits to Staff:*
- *Minor Development Variance Permits;*
  - *Temporary Use Permits; and*
  - *Environmental Development Permits.*
- CARRIED.
- 2024.2205.REGULAR *IT WAS MOVED AND SECONDED:*  
***THAT** Council direct Staff to prepare a draft bylaw development where applications are approved by staff or else elevated to Council for consideration.*
- CARRIED.
- 2024.2206.REGULAR *IT WAS MOVED AND SECONDED:*  
***THAT** Council direct Staff to prepare a draft development approval bylaw which requires a panel to review Form and Character Development Permits.*
- CARRIED.
- 2024.2207.REGULAR *IT WAS MOVED AND SECONDED:*  
***THAT** Council direct Staff to prepare a draft development approval bylaw:*
1. *which requires reusable notification signs to be posted for the following proposed developments:*
- *OCP & Zoning Bylaw Amendments;*

- *Development Variance Permits;*
  - *Temporary Use Permits;*
  - *Form and Character Permits; and*
- 2. includes general information about the proposal and where additional information can be found.*

CARRIED.

## **7. BYLAWS**

### **7.1 Five-Year Financial Plan - Amendment** ***Jeffrey Cadman, Director of Finance***

Mr. Cadman presented this report and highlighted the proposed amendments to the Five-Year Financial Plan.

2024.2208.REGULAR *IT WAS MOVED AND SECONDED:*

***THAT Council give the first, second and third readings to District of Ucluelet 2024 – 2028 Financial Plan Amendment Bylaw No. 1349, 2024.***

CARRIED.

### **7.2 Rezoning and OCP Amendment for 1061 Helen Road** ***Anneliese Neweduk, Planner***

Bruce Greig, Director of Community Planning, presented this report.

Mr. Greig, addressed Council questions related to parking requirements, floor area ratio, and setbacks.

Council discussed the development and noted public input in opposition.

2024.2209.REGULAR *IT WAS MOVED AND SECONDED:*

***THAT Council give third reading to District of Ucluelet Official Community Plan Amendment Bylaw No. 1337, 2024.***

DEFEATED.

### **7.3 Zoning Amendment/Development Permit for 2102 Peninsula Road** ***Anneliese Neweduk, Planner***

Councillor Kennington declared a conflict of interest and recused himself because he is the development consultant working on this project. Councillor Kennington left the meeting at 5:59 PM.

The applicant was invited to speak, and responded to Council questions related to the resort condo element of the development.

2024.2210.REGULAR *IT WAS MOVED AND SECONDED:*

***THAT Council direct Staff to give notice of first reading for District of Ucluelet Zoning Amendment Bylaw No. 1343, 2024.***

CARRIED.

Councillor Kennington re-entered the meeting at 6:09 PM after item 7.2 was dealt with.

Councillor Anderson left the meeting at 6:09 PM and re-entered at 6:12 PM.

## 8. REPORTS

### 8.1 Fire Services Development Design Policy No. 14-7320-2 *Rick Geddes, Fire Chief*

Chief Geddes presented this report.

2024.2211.REGULAR *IT WAS MOVED AND SECONDED:  
THAT Council adopt District of Ucluelet Fire Services Development Design Policy No. 14-7320-2.*

CARRIED.

### 8.2 Environmental Development Permit for 354 Pass of Melfort *Madeleine Haynes, Planning Assistant*

Bruce Greig, Director of Community Planning, presented this report.

The applicant presented. He noted ongoing revegetation work on the site.

2024.2212.REGULAR *IT WAS MOVED AND SECONDED:  
THAT Council authorize the Director of Community Planning to execute and issue Development Permit 24-01 for the property at 354 Pass of Melfort to allow a 3'-wide crushed gravel pathway and landscaping with the intent of enhancing the foreshore.*

CARRIED.

## 9. NOTICE OF MOTION

There were no notices of motion.

## 10. CORRESPONDENCE

### 10.1 Question of Re-Zoning Hyphocus Island *Patricia Sieber, Carl Sieber & Silva Johansson*

In response to Council questions, Staff noted that the developer's representatives are likely to present at an upcoming Council Meeting.

### 10.2 Terrace Beach Public Parking *Pieter Timmermans*

In response to Council questions, Staff provided information about the

parking area referenced in this correspondence item.

**10.3 Peninsula Road Safety and Revitalization Project Related Correspondence**

***Amie Shimizu, Howler's Family Restaurant and Courtney Johnson, Image West Gallery***

In response to Council questions, Staff provided information about communications between businesses affected by the referenced construction on Peninsula Road.

**10.4 Letter of Support Request - Raincoast Education Society**

Councillor Maftai declared a conflict of interest due to his role as the Executive Director of the Raincoast Education Society and recused himself. Councillor Maftai left the meeting at 6:24 PM.

2024.2213.REGULAR *IT WAS MOVED AND SECONDED:*

***THAT Mayor and Council provide a letter of support that highlights how the BC Community Grant funds would be spent in support of the RES Field School Program.***

CARRIED.

Councillor Maftai rejoined the meeting at 6:26 after item 10.4 was dealt with.

**11. INFORMATION ITEMS**

**11.1 Small Craft Harbour Report Update**

***Kevin Cortes, Harbour Manager and Abby Fortune, Director of Community Services***

Ms. Fortune presented this report.

In response to Council questions, Kevin Cortes (Harbour Manager) clarified that some American recreational fishing vessels have returned to the the Ucluelet Harbour since the end the COVID 19 Pandemic, but the closure of the local customs station has suppressed this number.

**11.2 Support for Downloading Costs on Municipalities**

***Councillor Katie Neustaeter, Deputy Mayor, City of Kamloops***

**12. MAYOR'S ANNOUNCEMENTS AND COUNCIL COMMITTEE REPORTS**

**12.1 Councillor Shawn Anderson**

***Deputy Mayor, April 1 - June 30, 2024***

Councillor Anderson led a tour of Ucluelet Primary School students through the District Office and attended an Alberni-Clayoquot Health Network meeting where the Coastal Family Resource Coalition

presented. He also attended a meetings with Yuułuᑭiᑭᑭᑭᑭ Government representatives and representatives from a development company known as ERIF.

**12.2 Councillor Jennifer Hoar**  
***Deputy Mayor, January 1 - March 31, 2024***

**12.3 Councillor Ian Kennington**  
***Deputy Mayor, July 1 - September 30, 2024***

Councillor Kennington attended a meeting with Yuułuᑭiᑭᑭᑭ Government representatives on June 17th, where mutual priorities were discussed, and a meeting with School District 70 representatives where collaboration opportunities were identified.

**12.4 Councillor Mark Maffei**  
***Deputy Mayor, October 1 - December 31, 2024***

**12.5 Mayor Marilyn McEwen**

Mayor McEwen noted the Canada Day festivities which will occur on July 1st from 12 pm to 3 pm at the Village Green.

The Mayor attended an Alberni-Clayoquot Regional District Committee of the Whole meeting on June 12th where their grant in aid program was reviewed. On June 13th the Mayor met with other Mayors to discuss challenges and successes.

On June 17th the Mayor attended a meeting with Yuułuᑭiᑭᑭᑭ Government representatives where common interests, projects, and developing a signage about Yuułuᑭiᑭᑭᑭ history to be installed in Ucluelet were discussed. The Mayor also met with the development company known as ERIF.

On June 22nd the Mayor attended the Ucluelet Secondary School Graduation ceremony and on June 25th she attended a meeting with representatives from School District 70.

**13. QUESTION PERIOD**

**13.1 Amie Shimizu**  
***Howler's Family Restaurant***

Ms. Shimizu outlined the impact the construction on Peninsula Road has had on her business, Howler's Family Restaurant. She noted that revenues are substantially down and this is Howler's high season. As a result, Howler's has had to close their lunch sitting and layoff



employees.

Ms. Shimizu explained that District Staff informed her that the project would occur in the fall. She asked why the project occurred in the spring and summer? Staff explained the construction schedule was determined by unplanned delays and grant funding deadlines.

Ms. Shimizu noted specific incidents related to the construction which interfered with customer access to Howler's. She noted a gravel pile which impeded access to the lot over a weekend and the loss of parking spaces used by customers with accessibility challenges.

Ms. Shimizu also outlined several ongoing safety concerns associated with the construction and noted that the parking spots constructed on Peninsula Road near Howler's appear to be narrower than other spots provided elsewhere along the construction corridor.

Ms. Shimizu concluded by providing details about a water shutoff that was shorter than communicated by District Staff, and caused Howler's to close unnecessarily.

### 13.2 Mayco Noel

Mr. Noel spoke in support of Ms. Shimizu and further highlighted the impact of the construction project on local businesses.

## 14. CLOSED SESSION

### 14.1 Procedural Motion to Move In-Camera

2024.2214.REGULAR *IT WAS MOVED AND SECONDED:*

*THAT the June 25, 2024, Regular Council Meeting be closed to the public pursuant to the following sections of the Community Charter:*

- *90(1)(a) 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;*
- *90(1)(g) litigation or potential litigation affecting the municipality;*
- *90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and*
- *90(2)(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.*

CARRIED.

The meeting was closed to the public at 7:08 PM. Councillor Maftai left the

meeting at this time.

**15. ADJOURNMENT**

**15.1 Return from Closed Session**

Council returned from closed session at 8:12 PM.

Council reported that Geoff Lyons, Julian Ling, and Darrio Corlazzoli were selected during the closed session to represent the District of Ucluelet on the Barkley Community Forest Corporation Board of Directors.

2024.2215.REGULAR *IT WAS MOVED AND SECONDED:*

***THAT** the June 25, 2024, Regular Council Meeting be adjourned at 8:13 PM.  
CARRIED.*

**CERTIFIED CORRECT:**

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Duane Lawrence, Corporate Officer

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Marilyn McEwen, Mayor

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Certified Fair and Accurate, Joseph  
Rotenberg, Manager of Corporate  
Services