

**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, July 9, 2024 at 4:00 PM

Present:      **Chair:**            Mayor McEwen  
                 **Council:**        Councillors Anderson, Hoar (Via Zoom), Kennington, and Mafei  
                 **Staff:**             Duane Lawrence, Chief Administrative Officer  
                                Bruce Greig, Director of Community Planning  
                                Abby Fortune, Director of Community Services  
                                Joseph Rotenberg, Manager of Corporate Services  
                                Anneliese Neweduk, Planner  
                                Samantha McCullough, Manager of HR & Communications

Regrets:

**1. CALL TO ORDER**

The 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**

There were no late items.

**3. APPROVAL OF THE AGENDA**

**3.1 July 9, 2024, Regular Council Meeting Agenda**

2024.2216.REGULAR *IT WAS MOVED AND SECONDED:*

***THAT** the July 9, 2024, Regular Council Meeting agenda be adopted as presented.*

CARRIED.

**4. ADOPTION OF MINUTES**

**4.1 May 7, 2024 Committee of the Whole Meeting Minutes**

2024.2217.REGULAR *IT WAS MOVED AND SECONDED:*

*THAT the May 7, 2024 Committee of the Whole Meeting minutes be adopted as presented.*

CARRIED.

#### **4.2 May 13, 2024 Special Committee of the Whole Meeting Minutes**

2024.2218.REGULAR *IT WAS MOVED AND SECONDED:*

*THAT the May 13, 2024 Special Committee of the Whole Meeting minutes be adopted as presented.*

CARRIED.

#### **4.3 May 14, 2024 Regular Council Meeting Minutes**

2024.2219.REGULAR *IT WAS MOVED AND SECONDED:*

*THAT the May 14, 2024 Regular Council Meeting minutes be adopted as presented.*

CARRIED.

#### **4.4 May 28, 2024 Regular Council Meeting Minutes**

2024.2220.REGULAR *IT WAS MOVED AND SECONDED:*

*THAT the May 28, 2024 Regular Council Meeting minutes be adopted as presented.*

CARRIED.

#### **4.5 May 30, 2024 Special Committee of the Whole Meeting Minutes**

2024.2221.REGULAR *IT WAS MOVED AND SECONDED:*

*THAT the May 30, 2024 Special Committee of the Whole Meeting minutes be adopted as presented.*

CARRIED.

### **5. PUBLIC INPUT & DELEGATIONS**

#### **5.1 Delegations**

**Michelle Hall, Clayoquot Biosphere Trust**

**Re: Clayoquot Biosphere Trust Update**

Councillor Hoar entered the meeting at 4:04 PM and participated by Zoom.

The delegate outlined Clayoquot Biosphere Trust's (CBT) vision and provided an update on 2023 programming including the 2023 Vital Signs, West Coast NEST programming, Indigenous led restoration projects, the BC Biosphere Regional Gathering, a Regional Forum, their Networks for Biodiversity program, their Empowering Youth program, and their 2023 grant program.

The delegate described the key features of the Clayoquot Sound Biosphere Centre which will be a green accessible building and requested that Council express support for the Centre. Construction is anticipated to start in spring 2025.

**Rick Geddes, Fire Chief, District of Ucluelet and Robert McGuinness, Technical Director, Fire Underwriters Survey  
Re: Fire Underwriter's Survey Review**

Mr. McGuinness provided information about the Fire Underwriters, Fire Insurance Grading Index, Public Fire Protection Classification (PFPC), Dwelling Protection Grade, and the risk assessment conducted for Ucluelet. The District's current PFPC rating is 7. This is a provisional rating, subject to downgrade if the District fails to implement a hydrant maintenance program. Mr. McGuinness went on to outline the recommendations outlined in the Fire Underwriters Survey.

In response to Council questions, the delegate explained that implementing a hydrant maintenance program would allow the District to increase its PFPC rating to 6.

2024.2222.REGULAR

*IT WAS MOVED AND SECONDED:*

*THAT the delegation be permitted to go beyond the ten minute time limit.*

CARRIED.

**6. UNFINISHED BUSINESS**

There was no unfinished business.

**7. BYLAWS**

**7.1 Development Application Procedures Bylaw No. 1350. 2024  
Bruce Greig, Director Community Planning**

Mr. Greig presented this report.

2024.2223.REGULAR

*IT WAS MOVED AND SECONDED:*

*THAT Council give first, second and third reading to District of Ucluelet Development Application Procedures Bylaw No. 1350, 2024.*

CARRIED.

**7.2 Zoning Amendment for 1567 Imperial Lane  
Anneliese Neweduk, Planner**

Ms. Neweduk presented this report.

2024.2224.REGULAR

*IT WAS MOVED AND SECONDED:  
THAT Council give first, second, and third reading of the District of Ucluelet Zoning Amendment Bylaw No. 1342, 2024.*

CARRIED.

2024.2225.REGULAR *IT WAS MOVED AND SECONDED:  
THAT Council adopt the District of Ucluelet Zoning Amendment Bylaw No. 1342, 2024.*

CARRIED.

## **8. REPORTS**

### **8.1 Fire Department Apparatus Replacement Rick Geddes, Fire Chief**

The Fire Chief presented this report.

2024.2226.REGULAR *IT WAS MOVED AND SECONDED:  
THAT Council approve the sole sourcing of a 2025 Fort Garry fire pumper apparatus from Fire Power Emergency Apparatus, for the base price of \$510,000.00; and,*

*THAT Council approve an overall project price not to exceed \$700,000.00 plus GST.*

CARRIED.

### **8.2 Development Permit & Development Variance Permit for 1567 Imperial Lane Anneliese Neweduk, Planner**

Ms. Neweduk presented this report.

The applicant was invited to speak. The Applicant did not address Council.

Members of the public were invited to comment on the Development Variance Permit. There was no public input on the Development Variance Permit other than the correspondence published in the agenda.

2024.2227.REGULAR *IT WAS MOVED AND SECONDED:  
THAT Council authorize the Director of Community Planning to execute and issue Development Variance Permit DP24-02.*

CARRIED.

2024.2228.REGULAR *IT WAS MOVED AND SECONDED:  
THAT Council authorize the Director of Community Planning to execute and issue Development Permit DP24-03.*

CARRIED.

**8.3 Info Guide and Amnesty for Legalizing Secondary Suites**  
**Bruce Greig, Director of Community Planning**

Mr. Greig presented this report.

2024.2229.REGULAR *IT WAS MOVED AND SECONDED:*  
*THAT Council adopt Secondary Suite Legalization Amnesty / Incentive policy 13-6723-01, waiving for a period of one year the building permit fee for legalising an existing secondary suite.*

CARRIED.

2024.2230.REGULAR *IT WAS MOVED AND SECONDED:*  
*THAT Council receive the draft guide to “Building or Legalizing a Secondary Suite”, for information.*

CARRIED.

**8.4 Attainable Housing Definition: Policy 13-6722-01**  
**Bruce Greig, Director of Community Planning**

Mr. Greig presented this report.

In response to Council questions, Staff clarified the role of the policy within the development approval process for larger developments.

2024.2231.REGULAR *IT WAS MOVED AND SECONDED:*  
*THAT Council adopt Attainable Housing Definition Policy 13-6722-01 to clarify the local working definition of “attainable” housing.*

CARRIED.

2024.2232.REGULAR *IT WAS MOVED AND SECONDED:*  
*THAT the meeting be recessed for five minutes.*

CARRIED.

The meeting recessed at 5:49 PM and recommenced at 5:57 PM.

**8.5 Policy: Long-Term Rental Priority Draft Policy 13-6721-01**  
**Bruce Greig, Director of Community Planning**

Mr. Greig presented this report.

Council discussed the policy and noted that it would limit options for home owners, create uncertainty for buyers, and could have unfair effects. The importance of short-term rentals (STR) to the local economy and homeowners, the R1H Zone within which short-term rentals are prohibited, and STR's impact on escalating housing prices were also discussed. Council also discussed housing insecurity associated with secondary suites, implications of not adopting this policy on future grant funding applications, considering the appropriate number

of STRs at a future date, establishing a housing authority, and the need for purpose built rental housing.

2024.2233.REGULAR *IT WAS MOVED AND SECONDED:  
THAT Council adopt the Long-Term Rental Housing Priority Policy 13-6721-01 with an effective date of September 1, 2024.*

DEFEATED.

**8.6 ERIF Letters of Support**  
***Duane Lawrence, Chief Administrative Officer***

Mr. Lawrence presented this report.

2024.2234.REGULAR *IT WAS MOVED AND SECONDED:  
THAT Council authorize the Mayor to provide a letter of support to Economic Restoration Infrastructure Fund in support of their efforts to develop affordable sales and rental housing within the District of Ucluelet.*

CARRIED.

**8.7 Community Works Fund Agreement Renewal**  
***Jeffrey Cadman, Director of Finance***

Mr. Cadman presented this report.

2024.2235.REGULAR *IT WAS MOVED AND SECONDED:  
THAT Council authorize the Mayor and CAO to execute the Community Works Fund Agreement Renewal with the Union of British Columbia Municipalities (UBCM).*

CARRIED.

**8.8 Information Sharing Agreement Under the Short-Term Rental Accommodation Act**  
***Joseph Rotenberg, Manager of Corporate Services***

Mr. Rotenberg presented this report.

2024.2236.REGULAR *IT WAS MOVED AND SECONDED:  
THAT Council authorize the Corporate Officer to enter into and execute an information sharing agreement with the Provincial Government related to the Province's Short-term Rental Data Portal.*

CARRIED.

**9. NOTICE OF MOTION**

There were no notices of motion.

**10. CORRESPONDENCE**

**10.1 Request for Reconsider - 1061 Helen Road**  
***Paul Zhan, Principal, Elite-Design***

The Mayor noted that third reading of the subject bylaw, Official Community Plan Amendment Bylaw No. 1337, 2024, was defeated on June 25, 2024. The Mayor required that Council reconsider and vote again on this motion pursuant to section 131 of the *Community Charter*.

The Mayor noted that another public hearing should be held on the Official Community Plan Amendment Bylaw and the related District of Ucluelet Zoning Amendment Bylaw No. 1322, 2024, before Council reconsiders third reading of Official Community Plan Amendment Bylaw.

2024.2237.REGULAR *IT WAS MOVED AND SECONDED:*  
*THAT Council postpone reconsideration of the motion to give District of Ucluelet Official Community Plan Amendment Bylaw No. 1337, 2024, third reading until the September 3rd, Regular Council Meeting.*

CARRIED.

2024.2238.REGULAR *IT WAS MOVED AND SECONDED:*  
*THAT Ucluelet Official Community Plan Amendment Bylaw No. 1337, 2024 and District of Ucluelet Zoning Amendment Bylaw No. 1322, 2024, be referred to a public hearing.*

CARRIED.

**10.2 Request for Fuel Truck at Small Craft Harbour**  
***Louis Rouleau, Owner, WestCoast Wild Adventures Ltd.***

Staff were invited to speak and noted that the Department of Fisheries and Oceans Canada (DFO) will not support a fuel barge or truck at the Small Craft Harbour.

Council gave Mr. Rouleau an opportunity to speak to his letter. He noted that the fuel truck proposal is safer than the initial barge proposal and he plans to engage directly with DFO to discuss the fuel truck proposal.

**10.3 Withdrawal of Development/Variance Permit Application(s) for 1671 Cedar Road**  
***Ewen Stewart, Whiskey Landing Development Ltd.***

**10.4 VIS 6724, The Moorage - Peninsula and Lyche Road Upgrade Project**  
***Christine Brice, Strata Manager, Ardent Properties***

In response to Council questions Staff noted that a cleanup will occur once the Peninsula Road construction project is complete. Staff also noted that line painting will be completed on affected public roadways as part of the annual line painting program.

**10.5 Forbes Road**

**Bob Schantz**

Council discussed this item and noted that speeds should be monitored on Forbes Road and speedbumps considered, if necessary at a later date.

**11. INFORMATION ITEMS**

**11.1 Info Guide for Accessory Dwelling Units**  
***Bruce Greig, Director of Community Planning***

Mr. Greig presented this report.

**11.2 Resolution Tracking - July 2024**  
***Nancy Owen, Executive Assistant***

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

**12.1 Councillor Shawn Anderson**  
***Deputy Mayor, April 1 - June 30, 2024***

Councillor Maftai left the meeting at 7:06 PM and re-entered the meeting at 7:07 PM.

Councillor Anderson noted the 2024 Surf Responder Summit from July 27th to the 28th in Tofino.

Councillor Anderson attended the Barkley Community Forest Annual General Meeting on June 28th and the two Special Committee of the Whole strategic planning meetings on May 30th and July 4th.

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

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

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

Councillor Maftai attended two Special Committee of the Whole strategic planning meetings on May 30th and July 4th.

**12.5 Mayor Marilyn McEwen**

The Mayor noted that the Ucluelet Co-op was currently hosting a meeting in the Community Centre regarding the proposed amalgamation between the Ucluelet Co-op and Mid-Island Co-op. The Mayor also



noted the ongoing Pacific Rim Summer Festival.

The Mayor further noted the following upcoming events:

- Pacific Rim Summer Festival is hosting an Arts and Culture Walk at the Lighthouse on July 13th and a performance by Ballet Victoria on July 14th; and
- Ukee Days is from July 26th to the 28th. This is the 50th anniversary. The Mayor encouraged volunteering, participation in the memory board, and nominating individuals and businesses for Citizen of the Year, Volunteer of the Year, Youth of the Year, and Business of the Year.

The Mayor attended the following events:

- Alberni-Clayoquot Regional District Board (ACRD) meeting on June 26th where the Board adopted ACRD's Accessibility Plan and the West Coast Transit Rates were reduced for seniors;
- Barkley Community Forest Annual General Meeting on June 28 where the District was issued a \$50,000 dividend. No dividends are expected in the coming year;
- Pacific Rim Summer Festival Kickoff on June 30th;
- Canada Day celebration at the Village Green on July 1st;
- Special Committee of the Whole strategic planning meeting on July 4th; and
- Pacific Rim Summer Festival Sip and Rhyme event on July 8th.

**13. QUESTION PERIOD**

There were no questions.

**14. CLOSED SESSION**

There was no closed session.

**15. ADJOURNMENT**

**15.1 Procedural Motion to Adjourn**

2024.2239.REGULAR *IT WAS MOVED AND SECONDED:*

***THAT** the July 9, 2024, Regular Council Meeting be adjourned at 7:14 PM.*

**CARRIED.**

The meeting was adjourned at 7:14 PM.

**CERTIFIED CORRECT:**

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Duane Lawrence, Corporate Officer

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Marilyn McEwen, Mayor