

DISTRICT OF UCLUELET
MINUTES OF THE REGULAR COUNCIL MEETING
HELD IN THE UCLUELET COMMUNITY CENTRE, 500 MATTERSON DRIVE
Tuesday, March 14, 2023 at 4:00 PM

Present: **Chair:** Mayor McEwen
 Council: Councillors Anderson (Via Zoom), 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
 James MacIntosh, Director of Engineering Services
 Joseph Rotenberg, Manager of Corporate Services
 John Towgood, Municipal Planner
 Monica Whitney-Brown, Planning Assistant
 Samantha McCullough, Executive Assistant

Regrets:

1. CALL TO ORDER

The Council meeting was called to order at 4:10 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 Zoom, which may store data on foreign servers.

The Clerk clarified that due to technical difficulties, the meeting would likely not be broadcast on YouTube.

2. LATE ITEMS

- **2023 Grants in Aid and In-Kind Contributions**
Donna Monteith, Chief Financial Officer
- **CMHC Rapid Housing Initiative Grant - 1300 Peninsula Road [Updated]**
Bruce Greig, Director of Community Planning
- **449 Marine Drive Temporary Use Permit**
Paulette Bellavance, Resident

2023.2075.REGULAR *It was moved and seconded **THAT** the March 14, 2023 Regular Meeting agenda be amended as follows:*

1. *by adding late item 1.1., "2023 Grants in aid and In-Kind Contributions" as report item 9.8. and renumber the agenda accordingly;*
2. *by replacing report item 9.7. with late item 1.2., "CMHC Rapid Housing Initiative Grant – 1300 Peninsula Road [Updated]"; and*
3. *by adding late item 1.3., "449 Marine Drive Temporary Use Permit" to report item 9.4 "Temporary Use Permit 23-02 (449 Matterson Drive)".*

CARRIED.

3. APPROVAL OF THE AGENDA

3.1 March 14, 2023, Regular Council Meeting Agenda

2023.2076.REGULAR *It was moved and seconded **THAT** the March 14, 2023, Regular Council Meeting Agenda be approved as amended.*

CARRIED.

4. ADOPTION OF MINUTES

4.1 February 21, 2023, Regular Minutes

Council noted the Mr. Mills' name was spelt incorrectly.

2023.2077.REGULAR *It was moved and seconded **THAT** Council adopt the February 21, 2023, Regular Meeting Minutes as amended.*

CARRIED.

4.2 February 23, 2023, Special Minutes

2023.2078.REGULAR *It was moved and seconded **THAT** Council adopt the February 23, 2023, Special Meeting Minutes as presented.*

CARRIED.

5. PUBLIC INPUT & DELEGATIONS

5.1 Delegations

Faye Missar, Coastal Family Resource Coalition
Re: Community Health Priorities from the Coming Together Forum

Ms. Missar provided an overview of the health priorities identified at the 2022 Coming Together Forum attended by 90 health workers and community leaders, and hosted by the Coastal Family Resource Coalition. The following priority items were identified at the Forum:

- child and youth services and supports;
- transportation that connects all communities;
- funding and infrastructure;

- access to primary care;
- substance use;
- housing; and
- healthcare worker burnout.

Ms. Missar went on to outline the municipality's role addressing these priorities and requested a progress update on the creation of a Municipal Alcohol Policy.

2023.2079.REGULAR

*It was moved and seconded **THAT** the meeting be recessed for five minutes.*

CARRIED.

The meeting was adjourned 4:18 PM to address technical difficulties associated with video broadcasting. The meeting reconvened at 4:27 PM. At this point in time technical difficulties with video broadcasting on Zoom were resolved but the technical difficulties with broadcasting on YouTube were not. As a result, the meeting was not broadcast on YouTube.

After the meeting reconvened Ms. Missar completed the presentation.

6. PUBLIC HEARINGS

6.1 District of Ucluelet Zoning Amendment Bylaw No. 1324, 2023 and Development Variance Permit DVP23-02

The Mayor noted that the subject Bylaw and Development Permits relate to the property at 1300 Peninsula Road. The Mayor then outlined the rules of the public hearing and the Mayor and Clerk explained how members of the public could participate in the hearing.

The public hearing was declared open at 4:42 PM.

6.2 Proposed Bylaw, Proposed Development Variance Permit, and Background Information

Bruce Greig, Director of Community Planning, provided an overview of the subject Bylaw and Development Variance Permit.

As the District is the applicant for the rezoning, Mr. Greig also outlined the District's planned supportive housing development on the subject property and related Canada Mortgage and Housing Corporation Rapid Housing Initiative Grant application. This included a timeline and next steps for the project.

6.3 Related Written Submissions Received During the Notice Period

The Mayor requested that the Clerk read related correspondence received before the public hearing commenced but after the late agenda was published.

The Clerk read an email from Alex Klimek, resident, in opposition to the rezoning. The author noted concerns with increased density and wildlife impact.

6.4 Public Input

The Mayor called for public input three times. The following input was received:

- Judy Gray, 506 Marine Drive, provided her account of the history of the subject property and noted that a previous Council had denied an application to rezone the property for a six-plex. She also noted safety concerns raised during that rezoning application associated with the proximity of the wildlife corridor to the elementary.
- Matt Harbridge, 1816 Peninsula Road, expressed concerns about the quality of proposed construction of the units. He objected to the use of modular homes.
- Costian Leonard, 1288 Peninsula Road, expressed concerns with the parking on the site.
- Kathleen Congdon, 1192 Eber Road, spoke in support of the project but expressed concern about congestion and parking.
- Laurie Hannah, Executive Director of the Westcoast Community Resources Society, spoke in support of the project and noted demand for supportive housing as well as modular homes being comfortable to live in.

The public hearing was closed at 5:12 PM.

7. UNFINISHED BUSINESS

There was no unfinished business.

8. BYLAWS

8.1 Zoning Amendment and DVP for 1300 Peninsula Road *Bruce Greig, Director of Community Planning*

Council noted parking concerns raised during the public hearing could be addressed at a later stage in the development.

- 2023.2080.REGULAR *It was moved and seconded THAT Council, with regard to the proposed development of 5 affordable housing units at 1300 Peninsula Road:*
1. *give third reading and adopt District of Ucluelet Zoning Amendment Bylaw No. 1324, 2023; and,*

2. *authorize the Director of Community Planning to execute and issue Development Variance Permit 23-02.*

CARRIED.

9. REPORTS

9.1 Peninsula Road Safety and Revitalization *James MacIntosh, Director of Engineering Services*

Mr. MacIntosh presented this report in conjunction with Sean O'Conner (contractor from McElhanney Construction Engineering Company) and Kate Evans (contractor from Lanarc).

- Mr. MacIntosh addressed project design iterations which account for public feedback and escalating costs, and outlined Council's options;
- Mr. O'Conner presented a video 3D rendering flythrough of the design for proposed safety and revitalization of Peninsula Road between Forbes Road and Main Street;
- Ms. Evans provided details about the project related to landscape architecture and design iterations intended to enhance safety and project feasibility.

Mr. MacIntosh responded to Council questions related to the Ministry of Transportations and Infrastructure's timeline for the project. He noted that paving could be completed in 2024.

Mr. MacIntosh also addressed Council questions related to the quality of the planned work. Council emphasized the need for the works to be long-lasting and quality. Council also discussed the need to coordinate these works with the Storm Drain project and discussed concerns with escalating costs.

2023.2081.REGULAR *It was moved and seconded **THAT** Council direct staff to proceed with the Peninsula Road Safety and Revitalization Project as presented in 23-32 staff report and report back to Council with project phasing options for consideration.*

CARRIED.

9.2 Contract Authorization for Peninsula Road Storm Water System Engineering *James MacIntosh, Director of Engineering Services*

Mr. MacIntosh presented this report, and reviewed Council's options.

Council discussed concerns related to the District's aging assets and infrastructure. The direct award of the contract was also discussed.

2023.2082.REGULAR *It was moved and seconded **THAT** Council authorize the District to enter into a funding agreement for the provision of \$100,000 from the Ministry of Transportation and Infrastructure to fund their portion of the Peninsula Road storm water system engineering.*

CARRIED.

2023.2083.REGULAR *It was moved and seconded **THAT** Council direct staff to include \$183,000 plus applicable taxes in the 2023 capital budget for Peninsula Road storm water system engineering with the District's portion of the engineering costs funded through the BC Growing Communities Fund.*

CARRIED.

2023.2084.REGULAR *It was moved and seconded **THAT** Council authorize the award of a contract for \$183,000 plus all applicable taxes to McElhanney Engineering for the engineering services and design of the Peninsula Road storm water system.*

CARRIED.

9.3 Amphitrite House Construction Contract **James MacIntosh, Director of Engineering Services**

Mr. MacIntosh presented this report.

Council discussed escalated project costs and noted that this project is funded through the Resort Municipality Initiative, not property taxation.

2023.2085.REGULAR *It was moved and seconded **THAT** Council authorize the Mayor and Corporate Officer to execute a \$1,355,000 contract between the District of Ucluelet and Saltwater Building Co LTD for the supply of materials and labour to reconstruct the Amphitrite House and grounds inclusive of a \$150,000 contingency.*

CARRIED.

The meeting was recessed at 6:09 PM and the meeting recommenced at 6:16 PM.

9.4 Temporary Use Permit 23-02 (449 Matterson Drive) **Monica Whitney-Brown, Planning Assistant**

Ms. Whitney-Brown presented this report.

The Mayor provided an opportunity for the applicant's representative to speak. Kyle Corcoran noted the proposed amended Temporary Use Permit's (TUP) compliance with concerns raised at a previous Council meeting.

The Mayor called for comment from the public on the proposed TUP.

Paulette Bellavance, 1462 Victoria Road, opposed issuing the TUP. She noted safety concerns with the applicant's current worksite along

Victoria Road and Matterson Drive. Ms. Bellavance also noted that camping is available at local campgrounds.

The Clerk read the following emails received after the late agenda had been published:

- Bob and Pat Walton, 457 Marine Drive, supported the TUP;
- Destiny Poruchny, 1449 Victoria Road, opposed the TUP and noted concerns with cost savings derived from the TUP being passed on to consumers, project timelines and submitted that the applicant should house their employees in local accommodations;
- Karla Robison, 1435 Victoria Road, opposed the TUP and raised questions about the duration of TUP and whether it will be extended, as well as whether the cost savings derived from the TUP will be passed on to consumers. She also raised safety concerns associated with the applicant's current worksites.
- Michael Grandbois, 1328 Victoria Road, opposed the TUP and noted concerns with noise, wildlife attractants, waste management, aesthetics, and safety associated with the applicant's current worksite.

Council discussed the revised TUP and the public input. Council weighed the public benefit of issuing the permit against the opposition to the TUP.

Council also noted safety concerns associated with the applicants worksites along Victoria Road and Matterson Drive.

2023.2086.REGULAR *It was moved and seconded **THAT** Council authorize the Director of Community Planning to execute and issue Temporary Use Permit 23-02 to allow five seasonal Recreational Vehicle (RV) camping spaces for local workers at 449 Matterson Drive for a period of one year.*

CARRIED.

**9.5 Temporary Use Permit for 1950 Peninsula Rd.
Monica Whitney-Brown, Planning Assistant**

Ms. Whitney-Brown presented this report.

The Mayor provided an opportunity for the applicant's representative to present. The applicants outlined the proposed use and operations on the subject property. The subject property will be used for wholesale trade, warehousing, light manufacturing and retails uses.

The Mayor called for comment from the public on the proposed Temporary Use Permit (TUP). Judy Gray, 506 Marine Drive, spoke in support of the TUP, and noted the success of this business and

importance of supporting local businesses.

Council noted the strategic importance of creating a business friendly climate for local businesses.

2023.2087.REGULAR *It was moved and seconded **THAT** Council authorize the Director of Community Planning to execute and issue Temporary Use Permit 23-05 to allow wholesale trade, warehousing and light manufacturing uses in a portion of the Service Commercial property located at 1950 Peninsula Road for a period of three years.*

CARRIED.

**9.6 Development Variance Permit for 1425 Helen Road
Monica Whitney-Brown, Planning Assistant**

Ms. Whitney-Brown presented this report.

The Mayor provided an opportunity for the applicant to present. She was available to respond to Council questions but did not present.

The Mayor called for comment from the public on the proposed Development Variance Permit.

The Clerk read three emails in opposition to the Development Variance Permit:

- Denise Stoddard, 184 Matterson Drive, noted concerns safety associated with road congestions;
- Tracy Andrew, noted concerns pedestrian traffic safety concerns and conflict with the planned future sidewalk;
- Jennifer Clark, 231 Otter Road, noted concerns with congestion and that parking should be considered a cost of doing business for Bed and Breakfasts.

Council discussed concerns over on street parking on Helen Road.

Council asked the applicant what steps have been taken towards providing on site parking? The applicant noted that no concrete steps had been taken to date.

2023.2088.REGULAR *It was moved and seconded **THAT** Council authorize the Director of Community Planning to execute and issue Development Variance Permit DVP22-09 to waive the on-site parking requirements for a Bed & Breakfast use at 1425 Helen Road for a maximum period of two years.*

CARRIED.

**9.7 CMHC Rapid Housing Initiative Grant - 1300 Peninsula Road
[Updated]**

Bruce Greig, Director of Community Planning

The mayor noted that this item is Late Agenda Item 1.2. as the previous report had been replaced.

Mr. Greig, presented this report.

- 2023.2089.REGULAR *It was moved and seconded **THAT** the Regular Council Meeting continue past three and a half hours.* CARRIED.
- This resolution was adopted at 7:24 PM.
- 2023.2090.REGULAR *It was moved and seconded **THAT** Council authorize staff to submit a grant application for the 2023 Canada Mortgage and Housing Corporation Rapid Housing Initiative grant in an amount of \$3,534,610 for the 5-Unit Supportive Housing Project located at 1300 Peninsula Road.* CARRIED.
- 2023.2091.REGULAR *It was moved and seconded **THAT** Council authorize the Mayor and Corporate Officer to execute a non-binding Memorandum of Understanding with the Westcoast Community Resource Society for the ongoing operation of the Five-Unit Supportive Housing Development proposed to be built at 1300 Peninsula Road, should the District succeed in obtaining project funding from the 2023 CMHC RHI grant.* CARRIED.
- 2023.2092.REGULAR *It was moved and seconded **THAT** Council authorize the Mayor and Corporate Officer to execute a contract between Saltwater Building Co LTD and the District of Ucluelet for the Pre-Construction/Design Phase of the Five-Unit Supportive Housing Development proposed to be built at 1300 Peninsula Road for an amount not to exceed \$106,375 excluding taxes, funded from the Affordable Housing Reserve.* CARRIED.
- 2023.2093.REGULAR *It was moved and seconded **THAT** the Council meeting be recessed for five minutes.* CARRIED.

9.8 2023 Grants in Aid and In-Kind Contributions
Donna Monteith, Chief Financial Officer

Councillor Maftai recused himself due to a direct pecuniary interest and left the meeting at 7:29 PM.

The Mayor noted that this is Late Agenda Item 1.1.

Ms. Monteith presented the report and outlined the process which lead to Staff recommended allocation of Grant-In Aid funds.

2023.2094.REGULAR *It was moved and seconded THAT Council authorize the Grants in Aid and In-Kind contributions for 2023 as presented in Appendix B, Schedule of 2023 Grants in Aid and Council Contribution Requests attached to staff report No. 23-39.*

CARRIED.

**9.9 Notice of Land Disposition - Nuu-Chah-Nulth Tribal Council
Abby Fortune, Director of Parks & Recreation**

Councillor Maftei rejoined the meeting at 7:33 PM.

Ms. Fortune provided an overview of the report.

2023.2095.REGULAR *It was moved and seconded THAT Council authorize staff to issue a public Notice of Property Disposition for a portion of Lot A, Plan VIP569363, District Lot 281, Clayoquot Land District, Except Plan VIP81595 and more commonly referred to as 500 Matterson Drive portion of the building known as Office 143 and use of group/common space, by way of lease, for a term of three years from April 1, 2023, to March 31, 2026 in an amount of*

*\$379.10 per month plus GST between April 1, 2023 to March 31, 2024;
\$386.68 per month plus GST between April 1, 2024 to March 31, 2025;
and
\$394.41 per month plus GST between April 1, 2025 to March 31, 2026
plus GST*

CARRIED.

**9.10 Accessibility Committee - Establishment
Joseph Rotenberg, Manager of Corporate Services**

Mr. Rotenberg provided an overview of the report.

2023.2096.REGULAR *It was moved and seconded THAT Council approve the Accessibility Committee Terms of Reference as presented.*

CARRIED.

2023.2097.REGULAR *It was moved and seconded THAT Council establish an advisory committee known as the Accessibility Committee, governed by the Accessibility Committee Terms of Reference.*

CARRIED.

2023.2098.REGULAR *It was moved and seconded THAT Council direct Staff to commence the recruitment for the Accessibility Committee and present Committee membership applications for Council Appointment.*

CARRIED.

10. NOTICE OF MOTION

There were no notices of motion.

11. CORRESPONDENCE

11.1 Snow Removal *Matt Harbidge*

Council discussed Mr. Harbidge's letter and noted that it reflects community sentiment regarding the snow event. Staff noted a policy intended to mitigate events like this will be presented to Council for consideration.

11.2 Help Cities Lead - Report Back to Supporting Councils *Will Cole-Hamilton, Councillor, City of Courtenay*

11.3 Fibromyalgia Association Canada *Suzy Groenewegen, Alberta Regional Representative, Fibromyalgia Association Canada*

12. INFORMATION ITEMS

12.1 Ombudsperson Programming and Supports for Local Governments *Jay Chalke, Ombudsperson, Province of British Columbia*

12.2 VICEDA Distribution - Pan Van Isle Tourism Marketing Workshop *Keith Granbois, Chief Financial Officer & VP of Business Development, Nanaimo Airport Commission*

12.3 Celebrating Success: West Coast Resident Divert Equivalent of 125 Sea Lions of Organics From Landfill *Jodie Frank, ACRD Organics Coordinator*

12.4 2023-02-22 ACRD Receives BC Active Transport Funding for Trails *Heather Thomson, ACRD Communications Coordinator*

13. MAYOR'S ANNOUNCEMENTS AND COUNCIL COMMITTEE REPORTS

13.1 Councillor Shawn Anderson *Deputy Mayor, April 1 - June 30, 2023*

13.2 Councillor Jennifer Hoar *Deputy Mayor, January 1 - March 31, 2023*

- Attended the Wild Pacific Trail Society meeting March 1, 2023.
- Attended the Strategic Planning Session with District of Ucluelet Staff March 1 and 2, 2023.
- Received notice that additional funding for public libraries is included in 2023 provincial budget.

13.3 Councillor Ian Kennington *Deputy Mayor, July 1 - September 30, 2023*

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

13.5 Mayor Marilyn McEwen

- Attended the Alberni Clayoquot Regional District Budget Committee of the Whole and Board Meeting on February 22, 2023.
- Attended the District of Ucluelet (DOU) facilities tour on February 23, 2023.
- Attended the Ucluelet Chamber of Commerce AGM. Noted that the Chamber is currently recruiting Board Members.
- February 27, 2023 met with MP Gord Johns.
- Attended West Coast Committee Meeting on March 1, 2023 where lease recommendations related to two leases at the Long Beach Airport were discussed.
- Attended Strategic Planning Session with DOU Staff on March 1 and 2, 2023.
- Attended DOU Budget Open House on March 7, 2023.
- Attended March 8, 2023, Allberni Clayoquot Regional District Budget Committee of the Whole Meeting.
- March 14, 2023 met with the new Ucluelet RCMP Detachment Commander, Sergeant Jones. The Mayor welcomed Sergeant Jones to the community.
- Mayor McEwen noted Whale Fest 2023 events are available on the Whale Fest's website.

14. QUESTION PERIOD

14.1 Kathleen Congdon, 1192 Eber Road

Ms. Congdon requested that Council consider traffic safety issues associated with the intersection at Norah and Peninsula Road as part of the Peninsula Road Revitalization and Safety Project. She noted concerns associated with turning vehicles backing out of parking spots on Norah Road near that intersection.

15. CLOSED SESSION

15.1 Procedural Motion to Move In-Camera

2023.2099.REGULAR *It was moved and seconded **THAT** the meeting be closed to the public in order to address agenda items under Section 90(1)(a) of the Community Charter which is a matter related to 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.*

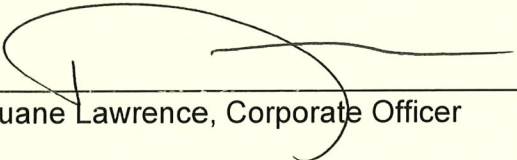
CARRIED.

The meeting was closed to the public at 7:55 PM.
The meeting was reopened to the public at 8:05 PM.


16. ADJOURNMENT

The meeting was adjourned at 8:05 PM.

CERTIFIED CORRECT: Minutes of the Regular Council Meeting
held on Tuesday, March 14, 2023 at 4:00 pm in the Ucluelet
Community Centre 500 Matterson Road, Ucluelet, BC.



Duane Lawrence, Corporate Officer



Marilyn McEwen, Mayor