

DISTRICT OF UCLUELET
MINUTES OF THE REGULAR COUNCIL MEETING
HELD IN THE UCLUELET COMMUNITY CENTRE, 500 MATTERSON DRIVE
Tuesday, April 11, 2023 at 4:00 PM

Present: **Chair:** Mayor McEwen
 Council: Councillors Anderson, Hoar, and Kennington
 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
 Monica Whitney-Brown, Planning Assistant
 Samantha McCullough, Manager of Communications and Human Resources

Regrets: Councillor Maftai

1. CALL TO ORDER

The 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 April 11, 2023, Regular Council Meeting Agenda

2023.2111.REGULAR *It was moved and seconded **THAT** Council approve the April 11, 2023, Regular Council Agenda as presented.*

CARRIED.

4. ADOPTION OF MINUTES

4.1 March 28, 2023, Regular Minutes

Council noted a typo on page 11 of the minutes. Birth was misspelled.

2023.2112.REGULAR *It was moved and seconded **THAT** the March 28, 2023, Regular Council Meeting minutes be adopted as amended.*

CARRIED.

5. UNFINISHED BUSINESS

There was no unfinished business.

6. BYLAWS

6.1 Rezoning Application 22-08 on 2108 Peninsula Road *Monica Whitney-Brown, Planning Assistant*

Ms. Whitney-Brown presented this report to council.

Council discussed the proposed amendment bylaw and noted that the short-term rental being contingent on the long-term rental weighs in favour of advancing the proposed bylaw to public hearing.

The applicant, Shane Hilder noted the rising costs of construction.

2023.2113.REGULAR *It was moved and seconded **THAT** Council give first and second reading to District of Ucluelet Zoning Amendment Bylaw No. 1327, 2023;*

CARRIED.

2023.2114.REGULAR *It was moved and seconded **THAT** Council refer District of Ucluelet Zoning Amendment Bylaw No. 1327, 2023 to a public hearing.*

CARRIED.

7. REPORTS

7.1 Lot 16 Utilities Servicing Contribution Agreement *James MacIntosh, Director of Engineering Services*

Mr. MacIntosh provided background on the Lot 16 project and presented this report. .

Council discussed the importance of upgrading infrastructure in a timely manner and use of the British Columbia Growing Communities fund.

2023.2115.REGULAR *It was moved and seconded:*

- ***THAT** Council authorize the development and execution of a \$136,000 plus G.S.T. Servicing Contribution Agreement between the District of Ucluelet and 0985470 B.C. LTD. to undertake upgrades to the offsite works and services required to service Lot-16; and,*
- ***THAT** Council authorize the expenditure of up to \$20,000 from the British Columbia Growing Communities Fund for the upgrading of existing service connections and engineering fees identified by the*

District as part of the Lot 16 servicing works being undertaken by 0985470 B.C. LTD. under the Servicing Contribution Agreement.

CARRIED.

7.2 MOU for Facility Use of USS and UES
Abby Fortune, Director of Parks & Recreation

Ms. Fortune presented this report, including background on previous use of Ucluelet Elementary and Secondary School facilities by the District of Ucluelet for recreation programming.

Council discussed weekend use, custodial requirements and financial implications of the proposed Memorandum of Understanding.

2023.2116.REGULAR *It was moved and seconded **THAT** Council direct staff to execute the Memorandum of Understanding for Facility Use of Ucluelet Secondary School and Ucluelet Elementary School between the District of Ucluelet and School District #70 Pacific Rim as presented in Appendix A of Report No 23-51.*

CARRIED.

2023.2117.REGULAR *It was moved and seconded **THAT** Council go into a Committee of the Whole.*

CARRIED.

Council went into Committee of the Whole at 4:22 PM.

8. COMMITTEE OF THE WHOLE

8.1 Council Strategic Plan
Duane Lawrence, CAO

Mr. Lawrence presented this report. He described the basis of the Strategic Plan Report, outlined the direction he is seeking from Council, and the Strategic Plan implementation process which could quarterly information report to Council.

Affordable Housing: The Committee of the Whole (CoW) discussed affordable housing as a strategic priority. Mr. Greig addressed Council questions related to creating permit ready plans for Accessory Dwelling Units (ADUs). Council discussed expediting the ADU approval in general, rather than limiting expedited approval to preapproved plans.

Fiscal Responsibility: The CoW discussed the importance of pursuing alternate revenue streams.

Sustainable Economy: The CoW discussed the link between economic sustainability and affordable housing.

Community to Community Collaboration: The CoW discussed the importance of a Regional Growth Plan.

Recreation: The CoW discussed the nexus between recreation programming, parks facilities and community health.

The CoW confirmed the following as the top short-term actions:

1. Official Community Plan review;
2. Parks and Recreation Master Plan update;
3. Vacant Property (Affordable Housing);
4. Establish Five-Year Capital Priorities; and
5. Water Treatment & Security.

The CoW recommended that the Strategic Priorities Chart be reviewed quarterly and requested that the report be finalized.

Council agrees that the strategic priorities chart will be reviewed quarterly.

8.2 Responsible Conduct Policy

Duane Lawrence, CAO

Mr. Lawrence provided an overview of this report, which included a part-by-part review of the proposed Responsible Conduct Policy (policy).

The policy was discussed by part. Detailed discussion about parts three and four took place. There was in-depth discussion on the proposed complaint procedure and the importance of the informal resolution process. A CoW member opposed the policy in general, as presented.

Mr. Lawrence will adjust part four of the policy to include a more robust informal resolution process, and expedite the investigation process.

2023.2118.REGULAR *It was moved and seconded **THAT** the Committee of the Whole rise without reporting.*

CARRIED.

Council returned to regular session at 6:20 PM.

2023.2119.REGULAR *It was moved and seconded **THAT** the Council meeting be recessed.*

CARRIED.

The meeting was recessed at 6:20 PM and returned to session at 6:26 PM.

9. NOTICE OF MOTION

There were no notices of motions.

10. CORRESPONDENCE

10.1 In-Kind Donation of District of Ucluelet Property for Strawberry Isle Marine Research Society Storage Container

Karyssa Arnett, Executive Director, Strawberry Isle Marine Research Society

Mr. Lawrence provided background information on Strawberry Isle's request.

2023.2120.REGULAR *It was moved and seconded **THAT** Strawberry Isle Marine Research Society's request for an In-Kind donation of space for their new storage container be deferred to staff to present a report to Council at a future date.*
CARRIED.

10.2 Survey Regarding Radon

Clèmence, Cyris, Gurveen, Harneet, and Rica - SFU Students working with CARST

11. INFORMATION ITEMS

11.1 Lot 13 for Agenda

Matt Harbidge, Resident

12. MAYOR'S ANNOUNCEMENTS AND COUNCIL COMMITTEE REPORTS

12.1 Councillor Shawn Anderson

Deputy Mayor, April 1 - June 30, 2023

- Attended an School District 70 strategic planning breakfast; noted that a survey for the strategic plan closes on April 14, 2023.
- Attended a meeting with developers regarding lands on Hyphocus Island.
- April 11, 2023 - Will attend a meetings about social procurement.
- April 11, 2023 - Will attend meeting with Barkley Community Forest Corporation Board of Directors.

12.2 Councillor Jennifer Hoar

Deputy Mayor, January 1 - March 31, 2023

- March 30, 2023 - Attended the Harbour Authority Meeting.
- Attended an School District 70 strategic planning breakfast where critical information was shared.
- April 5, 2023 - Attended the Wild Pacific Trail Society Meeting. The Society has filled their Naturalist position.
- April 6, 2023 - Attended phishing training with District staff.
- Will attend Association of Vancouver Island and Coastal Communities Convention in Nanaimo from April 14 to April 16, 2023.

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

- Attended a meeting with developers related to Hyphocus Island.

12.4 Councillor Mark Maftei
Deputy Mayor, October 1 - December 31, 2023

12.5 Mayor Marilyn McEwen

- March 29, 2023 - Attended a meeting with developers regarding lands on Hyphocus Island.
- March 30, 2023 - Attended Harbour Authority Meeting.
- March 31, 2023 - School District 70 strategic planning breakfast where the Trustee and Staff were present.
- April 5, 2023 - Attended Alberni-Clayoquot Regional District workshop conducted by West Coast Aquatic who is developing a BC Coastal Marine Strategy with first nations.
- April 6, 2023 - Attended phishing training with District staff.

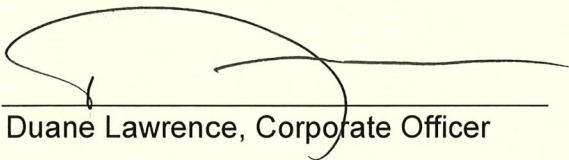
13. QUESTION PERIOD

There were no questions.

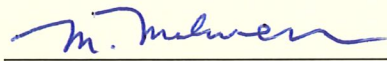
14. ADJOURNMENT

The meeting adjourned at 6:42 PM.

CERTIFIED CORRECT: Minutes of the Regular Council Meeting held on Tuesday, April 11, 2023 at 4:00 pm in the Ucluelet Community Centre 500 Matterson Road, Ucluelet, BC.



Duane Lawrence, Corporate Officer



Marilyn McEwen, Mayor