



SPECIAL MEETING OF COUNCIL

George Fraser Community Room, Ucluelet Community Centre,
500 Matterson Drive, Ucluelet, and
Electronically via Zoom (Ucluelet.ca/CouncilMeetings)
Tuesday, October 29, 2024 @ 3:30 PM

MINUTES

Present: **Chair:** Mayor McEwen
 Council: Councillors Anderson, Hoar (Via Zoom), Kennington and Maftai
 Staff: Duane Lawrence, Chief Administrative Officer
 Jeffrey Cadman, Director of Finance
 Joseph Rotenberg, Manager of Corporate Services
 Nancy Owen, Executive Assistant

Regrets:

1. CALL TO ORDER

The October 29, 2024, Special Council Meeting was called to order at 3:30 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 AGENDA

3.1 October 29, 2024, Special Meeting Agenda

2024.2038.SPECIAL *IT WAS MOVED AND SECONDED:*

***THAT** the October 29, 2024, Special Council Meeting Agenda be adopted as presented.*

CARRIED.

4. CLOSED SESSION

4.1 Procedural Motion to Move In-Camera

2024.2039.SPECIAL *IT WAS MOVED AND SECONDED:*

THAT the October 29, 2024 Special Council Meeting be closed to the public pursuant to the following section of the Community Charter:

- *90(1)(l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report].*

CARRIED.

The meeting was closed to the public at 3:34 PM and returned to open session at 4:06 PM.

Councillor Maftai entered the meeting at 3:39 PM, while Council was in closed session.

5. ADOPTION OF MINUTES

5.1 October 10, 2024 Regular Council Meeting Minutes

2024.2040.SPECIAL *IT WAS MOVED AND SECONDED:*

THAT the October 10, 2024 Regular Council Meeting Minutes be adopted as presented.

CARRIED.

6. UNFINISHED BUSINESS

There was no unfinished business.

7. BYLAWS

7.1 Permissive Tax Exemption Bylaw *Jeffrey Cadman, Director of Finance*

Mr. Cadman presented this report.

2024.2041.SPECIAL *IT WAS MOVED AND SECONDED:*

THAT Council adopt District of Ucluelet Permissive Tax Exemption Bylaw No. 1358, 2024.

CARRIED.

7.2 Delegation of Authority Bylaw and Consequential Updates to the Procurement and Disposal Policy *Joseph Rotenberg, Manager of Corporate Services*

Mr. Rotenberg presented this report. Council noted concerns with sections 20, 21 and 22 of the proposed Delegation of Authority Bylaw. In particular they noted concerns with restrictive covenants required by

the District and registered on title to property being a barrier for development. Council provided informal direction to staff to update the Bylaw by removing the delegated authority related to discretionary covenants and to present the updated bylaw at a later date.

8. REPORTS

8.1 Municipal Visitor Parking Program *Duane Lawrence, Chief Administrative Officer*

Mr. Lawrence presented this report and a slideshow that presented a series of questions and potential resolutions. The following outlines these questions and related Council discussion:

1. Does Council wish to proceed with the Municipal Visitor Parking Program and authorize an agreement with HotSpot?
 - Council discussed opposition to the parking program but noted the benefit of parking program revenues.
2. Does Council want Staff to use vehicle licence plate readers (V-LPR) to enforce the parking program?
 - Council discussed limited Bylaw enforcement capacity and efficiencies associated with using the V-LPR system to enforce the program.
3. Should the hiring of an additional Bylaw Officer be considered as part of the 2026 budget process or as part of the 2025 budget process?
 - Council discussed community interest in hiring an additional Bylaw Enforcement Officer as soon as possible.
 - In response to Council questions, Staff noted difficulties attracting applicants to the currently funded seasonal Bylaw Officer position, and explained that it is anticipated that a fulltime position may be more attractive to applicants. This fulltime position would be partially funded through parking program revenues.
4. Who should be exempt from parking fees and to what extent?
 - Council discussed the recommended exemptions and noted that there should be exemptions for vehicles used temporarily by residents.
 - In response to Council questions, Staff clarified that Bylaw Officers and designated District Staff would have access to vehicle registration for exempt vehicles but external enforcement agencies like the RCMP would not.
 - Council noted potential issues with seasonal workers proving residency.
 - Laura Griffith-Cochrane, resident and Executive Director of the Ucluelet Aquarium, was invited to speak and noted that volunteers should also be exempt.

5. How much should parking fines be?
 - Council discussed imposing higher fines than recommended by Staff. In response to Council questions, Staff outlined the ticketing process and enforcement mechanisms.
6. How much should parking fees be?
 - Laura Griffith-Cochrane, resident and Executive Director of the Ucluelet Aquarium, was invited to speak and advocated for lower parking fees, especially when the program is introduced. She noted that some visitors choose Ucluelet because it is more affordable than Tofino and many visitors are day visitors from Tofino, Port Alberni, and Nanaimo.
 - Council discussed fees being similar to Tofino's rates.
 - Council noted there should be an alternate rate for Recreation Vehicles and multi-day parking passes.
7. Should pay kiosks be purchased? If so, how many?
 - Council noted the value of using QR codes rather than kiosks.

2024.2042.SPECIAL *IT WAS MOVED AND SECONDED:*
THAT Council authorize the Mayor and Corporate Officer to execute a revenue sharing agreement between HotSpot and the District of Ucluelet for the implementation and provision of a visitor parking program.

CARRIED.

2024.2043.SPECIAL *IT WAS MOVED AND SECONDED:*
THAT Council authorize the purchase of a vehicle mounted license plate reader system to be utilized for parking enforcement.

CARRIED.

2024.2044.SPECIAL *IT WAS MOVED AND SECONDED:*
THAT Council direct staff to include a 3-year temporary Bylaw Officer position in the 2025 to 2029 financial plan for consideration.

CARRIED.

2024.2045.SPECIAL *IT WAS MOVED AND SECONDED:*
THAT Council direct staff to draft a parking enforcement bylaw that:
a. exempts Ucluelet, Yuulu?it?ath, ACRD South Long Beach – Area C, Toquaht, Tla-o-qui-aht, Ahousaht, and Hesquiaht residents from the Ucluelet Visitor Parking Program;
b. exempts businesses from the Ucluelet Visitor Parking Program, subject to a \$50 annual registration fee; and,
c. exempts Tofino residents from the Ucluelet Visitor Parking Program, subject to a \$50 annual registration fee.

CARRIED.

2024.2046.SPECIAL *IT WAS MOVED AND SECONDED:*
THAT Council direct staff to amend the municipal ticketing bylaw to include

finest for parking violations in an amount of \$50.00 for the first offence, reduced to \$10 if paid on the day the ticket was issued, and \$150 for the second offence and all subsequent offences.

CARRIED.

2024.2047.SPECIAL *IT WAS MOVED AND SECONDED:*

***THAT** Council direct staff to present amendments to the Ucluelet Fees and Charges bylaw to include a visitor parking program daily rate of \$10.00.*

CARRIED.

8.2 Barkley Community Forest Legacy Reserve Fund **Jeffrey Cadman, Director of Finance**

Mr. Cadman presented this report.

In response to Council questions, Staff clarified that the 3% revenue projection presented in the report is a conservative projection based on a ten year forecast.

2024.2048.SPECIAL *IT WAS MOVED AND SECONDED:*

***THAT** Council direct staff to prepare an allocation of \$1,500,000 from the Barkley Community Forest Reserve Fund to the Barkley Community Forest Legacy Reserve Fund for consideration in the 2025-2029 Financial Plan.*

CARRIED.

2024.2049.SPECIAL *IT WAS MOVED AND SECONDED:*

***THAT** Council direct staff to develop a Barkley Community Forest Legacy Reserve policy that:*

- a. allocates fifty percent of the annual interest earned on investment income from the Barkley Community Forest Legacy Reserve Fund to the Grants in Aid program and reinvests the remainder of the investment income back into the legacy reserve;*
- b. allocates fifty percent of the future dividends received from the Barkley Community Forest to the Barkley Community Forest Legacy Reserve Fund;*
- c. authorizes staff to allocate up to \$100,000 of unallocated operational surplus annually to the Barkley Community Forest Legacy Reserve if feasible; and*
- d. allows for the acceptance of community donations to the Barkley Community Forest Legacy Reserve.*

CARRIED.

8.3 Five-Year Financial Plan Meeting Schedule (2025 - 2029) **Jeffrey Cadman, Director of Finance**

Mr. Cadman presented this report.

2024.2050.SPECIAL *IT WAS MOVED AND SECONDED:*

***THAT** Council receive the Five-Year Financial Plan Meeting Schedule (2025 – 2029) as presented.*

CARRIED.

8.4 Ucluelet 2024 Interim Housing Needs Report
Bruce Greig, Director of Community Planning

Duane Lawrence, Chief Administrative Officer, presented this report.

Council discussed the need to update the Housing Needs Report / West Coast Housing Need and Demand Study, which was developed in 2021.

2024.2051.SPECIAL *IT WAS MOVED AND SECONDED:*

THAT Council endorse the 2024 Ucluelet Interim Housing Needs Report - Appendix to the 2021 Ucluelet Housing Needs Report / West Coast Housing Need and Demand Study.

CARRIED.

9. INFORMATION ITEMS

9.1 Ucluelet Housing Actions - Update
Bruce Greig, Director of Community Planning

Duane Lawrence presented this report. Council noted the need to update the Official Community Plan Bylaw to reflect current construction costs and attract developers.

In response to Council questions, Mr. Lawrence clarified that Housing Accelerator Program funding is allocated to updating the District's Development Cost Charges Bylaw, updating the District's Works and Services Bylaw, partially funding an additional Planning Department position, and constructing infrastructure upgrades required to further housing development. Mr. Lawrence also outlined the potential for a regional housing authority. It was noted that Ucluelet's Housing Authority needs may differ from Tofino's.

9.2 RCMP Monthly Policing Report September 2024
Marc Jones, Sergeant, Ucluelet RCMP Detachment

9.3 Follow Up to Meeting with Ministry of Housing Representatives at the 2024 UBCM Convention
Teri Collins, Deputy Minister, Ministry of Housing

10. CORRESPONDENCE

10.1 Request for Letter of Support for Ucluelet Aquarium
Rachel Baker, Interim Assistant Curator, Ucluelet Aquarium

2024.2052.SPECIAL *IT WAS MOVED AND SECONDED:*

THAT Council authorize a letter of support for the Ucluelet Aquarium's application to Rural Economic and Diversification Grant, for funding to

complete essential upgrades to the Aquarium.

CARRIED.

**10.2 Q&A to September 24th Regular Council Meeting for 221 Minato Rd
*Juliette Green, Strategic Impact Director, ERIF Sustainable
Solutions***

**10.3 Correspondence Related to ERIF 221 Minato Rd. Proposed
Development
*Giovanni Corlazzoli, Resident***

10.4 Correspondence Related to Sea Lions on 52 Steps Dock

In response to Council questions, Duane Lawrence, Chief Administrative Officer, noted that a non-permanent railing has been installed to dissuade Sea Lions from using the dock and Staff are seeking necessary approvals from the Department of Fisheries and Oceans to install a permanent railing.

10.5 2025 AVICC AGM & Convention

2024.2053.SPECIAL *IT WAS MOVED AND SECONDED:*

***THAT** Council Authorize Mayor McEwen, Councillors Hoar, Anderson and Maftei to represent the District of Ucluelet at the 2025 AVICC Annual General Meeting and Convention; and*

***THAT** Council direct Staff to complete all related accommodation and convention bookings.*

CARRIED.

10.6 2025 Appointments: Vancouver Island Regional Library Board

11. NOTICE OF MOTION

There were no notices of motions.

12. MAYOR'S ANNOUNCEMENTS AND COUNCIL COMMITTEE REPORTS

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

Councillor Anderson:

- attended an Alberni Clayoquot Health Network meeting where a housing needs study that featured a case study on Area C of the Alberni Clayoquot Regional District was presented;
- met with representatives from Centre for Applied Research, Technology and Innovation to discuss seaweed farming in the region; and
- attended Vancouver Island Economic Alliance Annual Summit. Councillor Anderson noted the good work that the Ucluelet and

Tofino Long Beach Chamber of Commerce Executive Directors do at this conference.

2024.2054.SPECIAL *IT WAS MOVED AND SECONDED:*

THAT the Council meeting go beyond three and a half hours.

CARRIED.

This motion was adopted at 6:55 PM.

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

Councillor Hoar attended a Vancouver Island Regional Board Meeting where collections management issues were discussed. Councillor Hoar is interested in continuing to serve on this Board.

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

Councillor Kennington attended Vancouver Island Economic Alliance Annual Summit and noted a meetings with Staff from the Port Alberni Port Authority, University of Victoria, and the Energy Conservation Assistance Program.

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

Councillor Maffei attended Clayoquot Biosphere Trust's Regional Forum and subsequently met with representatives from that organization to discuss engaging stakeholders to connect existing climate and other environment related programs with funding. This could include revitalizing the Ucluelet Harbour. He also attended Halloween Howl.

12.5 Mayor Marilyn McEwen

Mayor McEwen attended:

- a Coastal Safety Meeting called by MP Gord Johns, where options for bringing back the Surf Guard Program were discussed on October 16th;
- an inclusive governance workshop hosted by the Alberni-Clayoquot Regional District on October 18th;
- the finish line for the Edge to Edge marathon on October 20th;
- Vancouver Island Economic Alliance summit on October 23rd; and
- an Alberni Clayoquot Regional District open house on their Solid Waste Management Plan, on October 28th.

13. QUESTION PERIOD

There were no questions.

14. CLOSED SESSION

14.1 Procedural Motion to Move In-Camera

2024.2055.SPECIAL *IT WAS MOVED AND SECONDED:*

***THAT** the October 29, 2024 Special Council Meeting be closed to the public pursuant to the following section of the Community Charter:*

- *90(1)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.*

CARRIED.

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

15. ADJOURNMENT

15.1 Procedural Motion to Adjourn the Meeting

The meeting returned from closed session at 8:13 PM.

2024.2056.SPECIAL *IT WAS MOVED AND SECONDED:*

***THAT** the October 29, 2024, Special Council Meeting be adjourned at 8:14 PM.*

CARRIED.

CERTIFIED CORRECT:

Duane Lawrence, Corporate Officer

Marilyn McEwen, Mayor