



**REGULAR MEETING OF COUNCIL
Tuesday, May 9, 2023 @ 4:00 PM
Ucluelet Community Centre,
500 Matterson Drive, Ucluelet**

LATE AGENDA

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1. LATE ITEMS	
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DISTRICT OF UCLUELET
MINUTES OF THE REGULAR COUNCIL MEETING
HELD IN THE UCLUELET COMMUNITY CENTRE, 500 MATTERSON DRIVE
Tuesday, April 25, 2023 at 4:00 PM

Present: **Chair:** Mayor McEwen
 Council: Councillors Anderson, Hoar, Kennington, and Mattei
 Staff: Duane Lawrence, Chief Administrative Officer
 Donna Monteith, Chief Financial Officer
 Bruce Greig, Director of Community Planning
 Abby Fortune, Director of Parks and Recreation
 Joseph Rotenberg, Manager of Corporate Services
 Monica Whitney-Brown, Planning Assistant

Regrets:

1. CALL TO ORDER

The meeting was called to order at 4:03 PM.

1.1 ACKNOWLEDGEMENT OF THE YUULU?IŁ?ATH

Council acknowledged the Yuulu?ił?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 25, 2023, Regular Council Meeting Agenda

2023.2121.REGULAR *It was moved and seconded **THAT** the April 25, 2023, Regular Council Meeting Agenda be approved as presented.*

CARRIED.

4. ADOPTION OF MINUTES

4.1 April 11, 2023, Regular Council Minutes

2023.2122.REGULAR *It was moved and seconded **THAT** the April 11, 2023, Regular Council Meeting Minutes be adopted as presented.*

CARRIED.

4.2 April 13, 2023, Special Council Minutes

2023.2123.REGULAR *It was moved and seconded **THAT** the April 13, 2023, Special Council Meeting Minutes be adopted as presented.*

CARRIED.

5. PUBLIC INPUT & DELEGATIONS

5.1 Delegations

Denise Stys-Norman, Tourism Ucluelet Re: Overview of Tourism Ucluelet

Ms. Stys-Norman provided background on Tourism Ucluelet's mandate, vision, funding sources, 2022 activities including projects and messaging, and goals which include the introduction of committees tailored to local needs and messaging intended to attract responsible consumers to the area.

Ms. Stys-Norman responded to Council questions related to Tourism Ucluelet's messaging campaign which features Salty the Sea Otter and the total number of visitors on the West Coast per day during the high season which is over 10,000 visitors.

6. UNFINISHED BUSINESS

There was no unfinished business.

7. BYLAWS

7.1 **Rezoning Application 23-02 - 1633 Holly Crescent Monica Whitney-Brown, Planning Assistant**

Councillor Kennington recused himself due to a conflict of interest and left the meeting at 4:26 PM.

Ms. Whitney-Brown presented this report.

The Applicant, Vaida Siga, provided background on the purchase of the property which is intended to create sustainable housing for applicant to age in.

Council discussed the blanket rezoning referred to in the report and Staff responded to questions related to this blanket rezoning.

A member of the public named Erik Larsen was invited to provide background about the blanket rezoning because he was a Council

member when it was adopted. Mr. Larsen provided background on the blanket rezoning and its relationship the Official Community Plan adopted in 1999. He noted that his property on Eber Road is also affected by the blanket rezoning.

Council discussed the value of creating additional long-term housing as well as the proposed temporary use permit for one Bed and Breakfast unit on site, to be considered at a later date.

2023.2124.REGULAR *It was moved and seconded **THAT** Council give first and second reading to District of Ucluelet Zoning Amendment Bylaw No. 1328, 2023.*

CARRIED.

2023.2125.REGULAR *It was moved and seconded **THAT** Council refer District of Ucluelet Zoning Amendment Bylaw No. 1328, 2023 to a public hearing.*

CARRIED.

7.2 Five-Year Financial Plan and Tax Rates Bylaws **Donna Monteith, Chief Financial Officer**

Mr. Kennington re-entered the meeting at 4:40 PM after Bylaw Item 7.1 concluded.

Ms. Monteith presented this report and provided an overview of the proposed Bylaws and the budget process.

Ms. Monteith responded to question on where to find information about mill rates set by other taxation authorities that affect local residents and the "Federal/Provincial in place of taxes" line item in the 2023 - 2027 Financial Plan Bylaw which references crown properties which are not subject to municipal taxation.

2023.2126.REGULAR *It was moved and seconded **THAT** Council give first, second and third read to District of Ucluelet 2023–2027 Financial Plan Bylaw No. 1329, 2023.*

CARRIED.

2023.2127.REGULAR *It was moved and seconded **THAT** Council give first, second and third read to District of Ucluelet Annual Tax Rates Bylaw No. 1330, 2023.*

CARRIED.

7.3 Addition of Daycare Centre use to the CS-2 Zone and a Cleanup of Section 403 **John Towgood, Municipal Planner**

Bruce Greig, Director of Community Planning, presented this report and outlined the proposed Amendment Bylaw.

Councillor Kennington recused himself at 4:50 PM due to a conflict of interest.

2023.2128.REGULAR *It was moved and seconded **THAT** Council, give first and second reading to District of Ucluelet Zoning Amendment Bylaw No. 1326, 2023, and direct staff to give notice for a public hearing.*

CARRIED.

8. REPORTS

8.1 Finance Officer Appointment

Duane Lawrence, Chief Administrative Officer

Councillor Kennington re-entered the meeting at 4:52 PM after Bylaw Item 7.3 concluded.

Mr. Lawrence presented this report and outlined the rationale for updating the new appointments.

2023.2129.REGULAR *It was moved and seconded **THAT** Council rescind the appointment of Donna Monteith as the District of Ucluelet Finance Officer and Collector (of Taxes) effective May 5, 2023 at 6:00 PM.*

CARRIED.

2023.2130.REGULAR *It was moved and seconded **THAT** Council rescind Donna Monteith's appointment as a District of Ucluelet authorized signatory effective May 5, 2023 at 6:00 PM.*

CARRIED.

2023.2131.REGULAR *It was moved and seconded **THAT** Council appoint Duane Lawrence as the District of Ucluelet Finance Officer and Collector (of Taxes) effective May 5, 2023 at 6:00 PM.*

CARRIED.

8.2 Temporary Use Permit 23-04 - 250 Main Street ***Monica Whitney-Brown, Planning Assistant***

Ms. Whitney-Brown presented this report.

The Applicant, Andrew Hanson, advocated for issuance of a temporary use permit.

Council noted that issuing a temporary use permit would allow a trial period for the cannabis retail use at this location. Council also noted concerns with their ability to revoke or not renew the permit. Staff clarified that temporary use permits do not automatically extend at the end of their term, and outlined the renewal process.

Staff responded to Council questions related to a motion adopted in 2018 which outlined criteria for applications for zoning amendment bylaws to allow cannabis retail store use at the time they were first being considered in 2019.

2023.2132.REGULAR *It was moved and seconded **THAT** the meeting be recessed for two minutes.*

CARRIED.

The meeting was recessed at 5:00 PM and returned to session at 5:05 PM.

2023.2133.REGULAR *It was moved and seconded **THAT** Council direct Staff to give notice for public input and draft Temporary Use Permit 23-04 to allow a cannabis sales use at 250 Main Street for a period of three years.*

CARRIED.

8.3 Temporary Use Permit 1341 Eber Road - Neptune Ice Bruce Greig, Director of Community Planning

Mr. Greig presented this report.

The applicants declined to address Council.

Staff addressed Council questions about how legal non-conforming status affects a property owner's ability to obtain building permits. Council also discussed the value of this form of business to Ucluelet's economy.

2023.2134.REGULAR *It was moved and seconded **THAT** Council direct staff to give notice of its intent to consider issuance of Temporary Use Permit 23-08 to allow fish processing and sales in a proposed new 84m² building on the Neptune Ice wharf at 1341 Eber Road for a period of three years, while a broader update to the marine industrial zones in Ucluelet proceeds.*

CARRIED.

9. NOTICE OF MOTION

There were no notices of motion.

10. CORRESPONDENCE

10.1 Boardwalk adjacent to Strata Plan VIS4943, 1971 Harbour Drive, Ucluelet, BC Christine Brice, Strata Manager

Abby Fortune, Director of Parks and Recreation, noted that the referenced boardwalk construction is a two to three year project. This project is now funded and the permitting and planning process is underway.

10.2 Parking on Cedar Street

Pieter Timmermans

Council noted the writer's recommendation to purchase the lot on Cedar Street for RV Parking. Council discussed:

- the need for better signage for the Cedar Hub Parking Lot and receiving a Staff report on this issue;
- encouraging RV Parking on Cedar Street; and,
- prohibiting RV Parking at specified locations in Ucluelet.

Council also discussed the strategic need to purchase property to be used for parking in the short-term and affordable housing in the long-term.

11. MAYOR'S ANNOUNCEMENTS AND COUNCIL COMMITTEE REPORTS

11.1 Councillor Shawn Anderson

Deputy Mayor, April 1 - June 30, 2023

- April 14 to 16 - Attended Association of Vancouver Island Coastal Communities Convention. Councillor Anderson noted the resolution process and the Attainable Housing Inspiration from Vancouver Island Communities workshop that he attended.
- Attended a Alberni Clayoquot Health Network and Coastal Family Resource Coalition meeting where health issues, youth initiatives, and harm reduction were discussed.

11.2 Councillor Jennifer Hoar

Deputy Mayor, January 1 - March 31, 2023

- April 14 to 16 - Attended Association of Vancouver Island Coastal Communities Convention. Councillor Hoar noted Growing Farmers & Food Resilience in Cowichan Valley workshop where land matching programs were discussed. She further noted two quotes:
 - "When working with neighbours we need to be going more than half the way, more than half the time."
 - "Live with laughter."

11.3 Councillor Ian Kennington

Deputy Mayor, July 1 - September 30, 2023

- April 14 to 16 - Attended Association of Vancouver Island Coastal Communities Convention. Councillor Kennington noted the Attainable Housing Inspiration from Vancouver Island Communities workshop where the Housing Accelerator Fund was discussed. He further noted the need to elevate affordable housing as a District strategic priority.

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

- Attended the Community Non-Profit Info Session hosted by the Ucluelet Aquarium. Councillor Maffei noted the breadth and depth of local non-profit community.
- Encouraged residents to attend the Shorebird Soiree Fundraiser at Roar and Hotel Zed on April 27th.

11.5 Mayor Marilyn McEwen

- April 13, 2023 - Attended the District of Ucluelet Special Council Meeting. This was a budget meeting.
- April 13 to 16 - Attended Association of Vancouver Island Coastal Communities Convention and including the pre-convention program which was on April 13th. Mayor McEwen noted the recreation amenities showcased during the Nanaimo Community Amenity Tour.
- April 18 - Met with Lot 16 Developers
- April 19 - Attended workshop hosted by the Alberni-Clayoquot Regional District about social procurement.
- April 20 - Met with representatives from Telus to discuss local connectivity issues and planned upgrades. Highway 4 is slated for cell tower upgrades.

12. QUESTION PERIOD

Erik Larson, 1351 Eber Road, noted that Council had a policy to preserve marine industrial zoning for properties on the harbour. He provided background on his property, and neighboring properties on the harbour which no longer have marine industrial zoning due to a blanket zoning amendment bylaw adopted in 1999. He advocated for these properties to be zoned marine industrial and encouraged Council to prioritize this issue.

13. ADJOURNMENT

The meeting was adjourned at 5:51 PM.

CERTIFIED CORRECT: Minutes of the Regular Council Meeting held on Tuesday, April 25, 2023 at 4:00 pm in the Ucluelet Community Centre 500 Matterson Road, Ucluelet, BC.

Duane Lawrence, Corporate Officer

Marilyn McEwen, Mayor

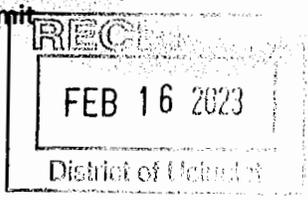
District of Ucluelet
Planning Department
200 Main Street, Ucluelet, BC
VOR 3A0, PO. Box 999
tel 250-726-4770 fax 250 726 7335

Development Application

Type of Application

An application is submitted for one or more of the following:

- Official Community Plan Amendment
- Zoning Bylaw Amendment
- Development Permit (no variances)
- Development Permit (with variances)
- Development Permit Amendment
- Development Variance Permit
- Temporary Use Permit
- Board of Variance
- Strata Conversion
- Subdivision



Description of Property

Civic Address (es): 1015 Peninsula Rd. Ucluelet, BC.
 Legal Description: Lot 5 Plan VIP 67274 Block _____ Section 21 DL _____

Applicant Information

Notice of Disclosure to Applicant(s): The following contact information will be available to the public and may be posted on the Districts' website to allow interested parties to contact you about this application.

Applicant name: Alex Paquin Company name: Wild Pacific
 Mailing address: _____ Postal Code: _____
 Tel: _____
 Email: _____

The undersigned owner/authorized agent of the owner makes an application as specified herein, and declares that the information submitted in support of the application is true and correct in all respects.

Applicant Signature: [Signature] Date: Feb. 12/23

Registered Owner(s)

List all registered owners. For strata properties, provide accompanying authorization from all strata owners (not just strata corp.). If the owner is an incorporated company/society, attach a current corporate/society search or "notice of directors".

Registered Owner (s) name: Alex Paquin & Shane Korpan
 Mailing address: _____ Postal Code: _____
 Tel: _____
 Email: _____

Freedom of Information Act, and section 26 (c) of the FOIPPA. The information will be used for the purpose of processing this application.

Owner Signature: [Signature] Date: Feb. 12/23

Office Use Only:

Folio No.:	File No.:	Date:	Receipt No.:	Fee:
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Wild Pacific Camp Intent Letter

To: District of Ucluelet

Re: Conversion of the "yurt" log office building into the new strata plan for the property located at 1015 Peninsula Rd., Ucluelet, BC

February 10th, 2023,

Dear Ucluelet District staff and officials,

We wish to convert the yurt into the new strata plan as a strata unit (SL1 on site proposed strata plan).

The "yurt" is a round log cabin that we have been using as an office and base for running the Wild Pacific Camp RV resort. It is a 1 bedroom/1bath unit that was given an occupancy permit by the DOU (attached with this application) in 2019 and was built and permitted in 2018 (DP 17-06, DVP 17-03, and BP 17-62).

There was a bit of confusion as the yurt positioning is 2 feet further north than what the original proposed plan showed. The unit needed to be placed on solid rock and this was not possible given the lay of the land 2 feet further south. Therefore a new DVP was approved in August 2022 by council to clearly define the actual yurt position, as well as its driveway and parking. (DVP 22-04).

The conversion is time sensitive as the unit will need to be registered simultaneously with the Strata plan for the other 8 cabin units, at the time when they get installed (Spring 2023) The 8 upcoming units are being built off site so the installation will be much faster than an on-site build.

It is our intention to run the new resort as a 9 unit vacation rental property, and have them individually strata titled into this new Building Strata, where the land and common property will be managed by the strata.

Included with our application;

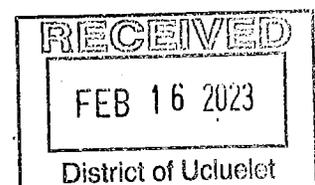
- New BP application form for the Strata conversion
- Occupancy permit (2019)
- Gas Permit
- Electrical Final
- Structural and Architectural Stamped plans
- Schedule C-B
- Proposed new Strata Plan
- Flash drive with all the PDF files

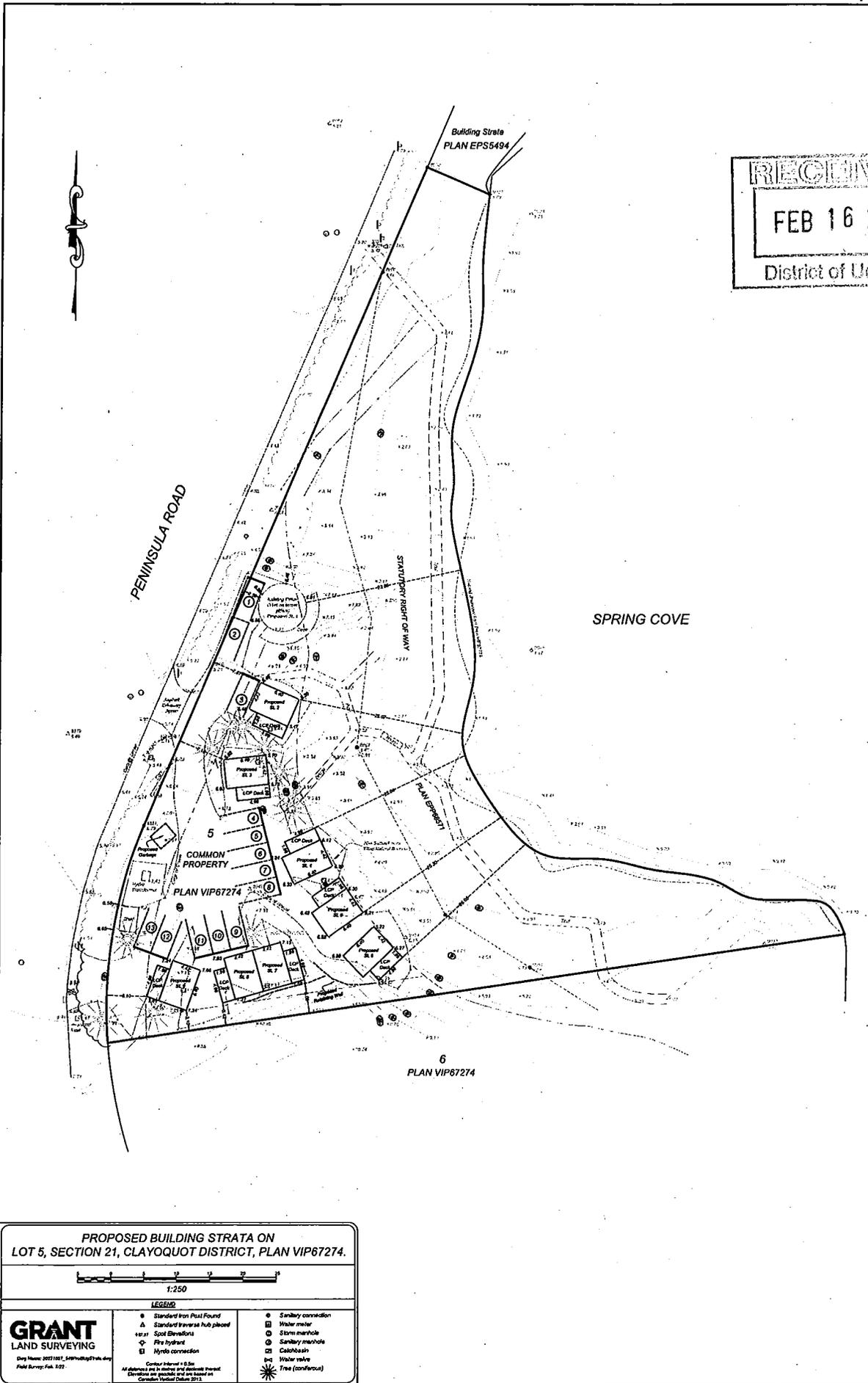
Thank you kindly for your attention and help for this procedure.

Warm regards,



Alex Paquin & Shane Korpan
Owners, Wild Pacific Camp





RECEIVED
FEB 16 2023
District of Columbia

**PROPOSED BUILDING STRATA ON
LOT 5, SECTION 21, CLAYOQUOT DISTRICT, PLAN VIP67274.**

1:250

**GRANT
LAND SURVEYING**
 Day Home: 2022.0827.5491@grantland.com
 Field Survey: 2022.0827

LEGEND

● Standard Iron Pin Found	○ Sanitary connection
▲ Standard Inverted Hub placed	□ Water meter
○ Spot Elevations	○ Storm manhole
⊕ Fire hydrant	○ Sanitary manhole
⊖ Hydro connection	⊖ Catchbasin
○ Contour Interval = 0.2m	⊖ Water valve
All elevations are in meters and indicated throughout Distances are provided and are based on Canadian Vertical Datum 2011	⊖ Tree (contourous)

GRANT LAND SURVEYING INC.
800 MAIN STREET
CLAYTON, B.C. V9R 6P9
WWW.GRANTLANDSURVEYING.COM

BRITISH COLUMBIA BUILDING CODE 2018

SCHEDULE C-B

Forming Part of Subsection 2.2.7., Division C of the
British Columbia Building Code

Building Permit Number
(for authority having jurisdiction's use)

ASSURANCE OF PROFESSIONAL FIELD REVIEW AND COMPLIANCE

- Notes: (i) This letter must be submitted after completion of the project but prior to final inspection by the *authority having jurisdiction*. A separate letter must be submitted by each *registered professional of record*.
 (ii) This letter is endorsed by: Architectural Institute of BC, Association of Professional Engineers and Geoscientists of the Province of BC, Building Officials' Association of BC, and Union of BC Municipalities.
 (iii) In this letter the words in italics have the same meaning as in the British Columbia Building Code.

To: The *authority having jurisdiction*

RD of Alberni-Clayoquot

Name of Jurisdiction (Print)

Re: Structural and Civil Engineering

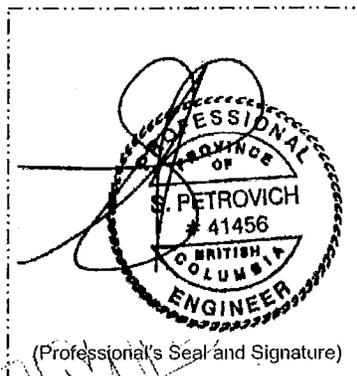
Discipline (e.g. Architectural, etc.) (Print)

New yurt

Name of Project (Print)

1015 Peninsula Rd. Ucluelet, BC

Address of Project (Print)



(Professional's Seal and Signature)

(Each *registered professional of record* shall complete the following:)

Stephen Petrovich P.Eng

Name (Print)

SMP-Services Corp.

Address (Print)

2200 - 444 5th ave SW, Calgary AB T2P 2T8

Address (Print) (continued)

403-605-7231

Phone Number

2019-02-16

Date

I hereby give assurance that

- (a) I have fulfilled my obligations for *field review* as outlined in Subsection 2.2.7., Division C of the British Columbia Building Code and in the previously submitted Schedule B, "ASSURANCE OF PROFESSIONAL DESIGN AND COMMITMENT FOR FIELD REVIEW," and
- (b) those components of the project opposite my initials in Schedule B substantially comply in all material respects with
 - (i) the applicable requirements of the British Columbia Building Code and other applicable enactments respecting safety, not including construction safety aspects, and
 - (ii) the plans and supporting documents submitted in support of the application for the *building permit*,
- (c) I am a *registered professional of record* as defined in the British Columbia Building Code.

(If the *registered professional of record* is a member of a firm, complete the following:)

I am a member of the firm SMP-Services Corp.

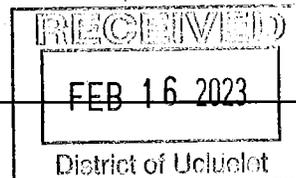
and I sign this letter on behalf of the firm.

(Print name of firm)

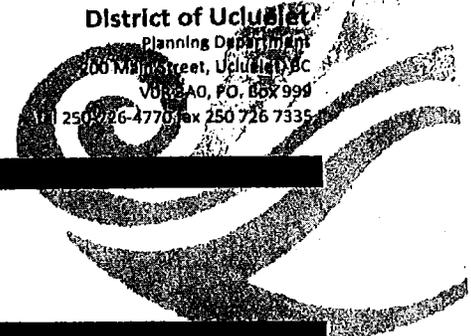
Note: The above letter must be signed by a *registered professional of record*, who is a *registered professional*. The British Columbia Building Code defines a *registered professional* to mean

- (a) a person who is registered or licensed to practise as an architect under the Architects Act, or
- (b) a person who is registered or licensed to practise as a professional engineer under the Engineers and Geoscientists Act.

GRP's Initials



Occupancy Permit



District of Uclulet
Planning Department
200 Main Street, Uclulet BC
V0N 1A0, P.O. Box 999
Tel: 250 726-4770, Fax: 250 726-7335

Building Permit Number

BP 17-62

Class Of Occupancy

- | | |
|--|---|
| <input type="checkbox"/> A1 Assembly - performing arts | <input checked="" type="checkbox"/> C Residential occupancies |
| <input type="checkbox"/> A2 Assembly not elsewhere in A | <input type="checkbox"/> D Business and personal services |
| <input type="checkbox"/> A3 Assembly occupancies - arena | <input type="checkbox"/> E Mercantile occupancies |
| <input type="checkbox"/> A4 Assembly occupancies | <input type="checkbox"/> F1 High-hazard industrial |
| <input type="checkbox"/> B1 Detention occupancies | <input type="checkbox"/> F2 Medium-hazard industrial |
| <input type="checkbox"/> B2 Treatment occupancies | <input type="checkbox"/> F3 Low-hazard industrial |
| <input type="checkbox"/> B3 Care occupancies | |

Description of Property

Property Owner: Wild Pacific Yurts & Campground

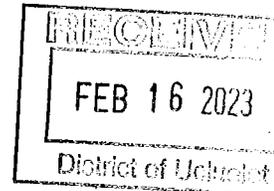
Civic Address (es): 1015 Peninsula Rd.

Zoning: CS-5

Legal Description: Lot 5, Section 21, Clayoquot District, Plan VIP67274, PID: 024-167-525, Folio: 61.250

Conditions

N/A



IMPORTANT NOTICE

The occupancy approved under this permit refers only to inspected components of the above building permit(s), and such occupancy is permitted as of the date shown. This permit is not a warranty that the subject building or any part of the building complies with all Regional and Provincial regulations covering zoning and building construction or that the building or any part of the building is without defect. Conformity to all regulations is the responsibility of the owner.

March 21, 2019

Date

Building Inspector Signature