



**REGULAR MEETING OF COUNCIL**  
**Tuesday, August 13, 2019 @ 2:30 PM**  
**George Fraser Room, Ucluelet Community Centre,**  
**500 Matterson Drive, Ucluelet**

**AGENDA**

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- 11.2 Councillor Marilyn McEwen  
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15. QUESTION PERIOD
16. ADJOURNMENT



**DISTRICT OF UCLUELET**  
**MINUTES OF THE REGULAR COUNCIL MEETING**  
**HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE**  
**Tuesday, July 9, 2019 at 2:30 PM**

Present:       **Chair:**           Mayor Noël  
                  **Council:**       Councillors Cole, Hoar, Kemps, and McEwen  
                  **Staff:**           Mark Boysen, Chief Administrative Officer  
                          Donna Monteith, Director of Finance  
                          Marlene Lagoa, Manager of Corporate Services  
                          Abigail Fortune, Manager of Parks and Recreation  
                          Bruce Greig, Manager of Community Planning  
                          John Towgood, Planner 1  
                          Warren Cannon, Manager of Public Works  
                          Joseph Rotenberg, Corporate Clerk  
                          Brent Ashton, Bylaw Officer

Regrets:

**1. CALL TO ORDER**

**1.1 Mayor Noël called this meeting to order at 2:30 PM.**

**2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY**

Council acknowledged the Yuułuꞵiꞵꞵꞵ First Nations on whose traditional territories the District of Ucluelet operates.

**3. ADDITIONS TO AGENDA**

**3.1 1. Addition to the Agenda Item No.12.6 Zoning Amendment for Cannabis Sales at 1786 Peninsula Road**

- a. **Replace page 231 of the Agenda, which forms part of Appendix A to report no. 19-93, with the following:**
  - o **2018-11-02 Fiona Goudy**
- b. **2019-07-09 Andrew Hanson Correspondence**

**4. APPROVAL OF AGENDA**

**4.1 July 9, 2019 Regular Agenda**

2017-001           **It was moved by Councillor Hoar and seconded by Councillor McEwen**  
                          ***THAT Council approve the July 9, 2019 Regular Agenda as amended.***

**CARRIED.**

## 5. ADOPTION OF MINUTES

### 5.1 June 25, 2019 Special Minutes

2017-002            **It was moved by Councillor McEwen and seconded by Councillor Kemps**  
                          *THAT Council Approve the June 25, 2019 Special Minutes as amended.*  
CARRIED.

### 5.2 June 25, 2019 Regular Minutes

2017-003            **It was moved by Councillor McEwen and seconded by Councillor Hoar**  
                          *That Council Approve the June 25, 2019 Regular Minutes as amended.*  
CARRIED.

## 6. UNFINISHED BUSINESS

### 6.1 Unfinished Business on Temporary Use Permit for Employee Housing - UHS *Joseph Rotenberg, Corporate Clerk*

Bruce Greig, Manager of Community Planning, presented this report.

- Mr. Greig explained that the matter was carried forward from June 25, 2019 Regular Council Meeting and Staff are now seeking direction from Council.

Council comments and questions:

- Noted that representatives from Ucluelet Harbour Seafoods (UHS) were not present. In response, Mr. Boysen explained that Dave Dawson (UHS representative) sent his regrets due to the Highway 4 road closure.
- Noted that Council members, UHS representatives and Waters Edge representative toured the proposed site.
- Noted that the tour resulted in the following findings:
  - Noise from is unlikely to be an issue for the Waters Edge.
  - Ten trailers are already on site.
  - The upper portion of the site is grasslands.
- Pointed out that under the current site plans trailers would be located on the grasslands.
- Noted the desire to protect the grasslands and recommended the site plans be amended to preserve the grasslands.
- Noted that sight lines from Waters Edge are also an issue with the current plans.

2017-004            **It was moved by Mayor Noël and seconded by Councillor McEwen**  
                          *THAT Council suggest that UHS submit a revised site plan for the Temporary Use Permit (TUP) application 19-02 for the property at 1970 Harbour Crescent.*  
CARRIED.

## 7. MAYOR'S ANNOUNCEMENTS

### 7.1 Marlene Lagoa, Manager of Corporate Services

- Noted that this is Ms. Lagoa's last Council Meeting.
- Thanked Ms. Lagoa for her hard work.

## 8. PUBLIC INPUT, DELEGATIONS & PETITIONS

### 8.1 Public Input

**J. Atkinson thanked UHS and Council for allowing him to participate in the site tour.**

**B. Holweg commended Council for the process implemented to assess UHS's application for Temporary Use Permit 19-02.**

### 8.2 Delegations

**Bob Hansen, WildSafeBC Pacific Rim Program  
Re: Overview of WildSafe BC programming**

Bob Hansen, WildSafeBC Pacific Rim Program, led this delegation. Highlights included:

- Noted that his role is to work with residents and the community as a whole to promote coexistence with wildlife.
- Explained his background and the organizations funding model which includes in-kind and financial support from both public and private entities.
- Asked those in attendance to follow the organization's Facebook page and noted resources are available on wildsafebc.com.
- Explained that he will be conducting the following local campaigns:
  - An information booth at the Ukee Market;
  - A door knocking campaign;
  - The Bin-Tagging Program; and,
  - Bear Aware Camping Workshops.
- Explained that bins will be tagged with a yellow sticker that notify resident that their garbage bin is a bear attractant, if the bin is put out before 5:00 AM.
- Noted that the Bin-Tagging Program has been implemented in Tofino.

- Displayed a wildlife alert map which shows wildlife activity in Ucluelet.
- Noted that he is seeking volunteers.
- Noted that Ucluelet is close to receiving Bear Smart Community status but the hazard assessment and human bear management plan need to be updated.
- Noted that local wildlife related bylaws are also excellent.

Councillor questions:

- Asked what a “chicken social” is? Mr. Hansen explained it is an opportunity for chicken owners to share knowledge about raising chickens and solutions to wildlife issues like chicken coops and electric fencing.
- Asked how bin-tagging will be implemented in Ucluelet? Mr. Hansen explained that he patrols and applies stickers to garbage bins which state that garbage bins must be put out on the morning of the regularly scheduled pickup day. He noted that he is looking for volunteer and bylaw officer assistance.
- Asked if the Thornton Creek Bear video will be distributed through WildSafeBC’s communication channels? Mr. Hansen explained that WildSafeBC will distribute the video and it was shown at a convention he attended.

## 9. CORRESPONDENCE

### 9.1 **Parking in and around 1917 Peninsula Road and 1920 Lyche Road** ***Ron Janco, Strata President***

Mayor Noël stated that he owns three units in the subject property and therefore has a conflict of interest. He left the meeting at 3:04 PM, before discussion regarding this item began.

Mark Boysen, Chief Administrative Officer, introduced the correspondence and explained the following:

- Staff have addressed concerns raised about sight-lines from the subject property's parking lot entrance on Peninsula Road by prohibiting parking in the sight-line.
- Staff are actively enforcing parking regulations along Lyche Road.
- The request for new signage is a significant step because additional resources and staff time will be required to enforce these parking regulations. There are also concerns about the precedent the signage and parking regulation would set.

Council comments and questions:



- Asked about overnight parking? Mr. Boysen explained that overnight camping is not allowed. Mr. Greig, Manager of Community Planning, clarified that vehicles are permitted to park in a spot for up to 72 hours but camping is prohibited.
- Noted that parking is an issue for only 60 days a year, commended enforcement efforts, and communicated reservations about additional signage.
- Noted that there are new businesses operating at the Canadian Princess Lodge & Marina (the “Princess”) and asked whether the Bylaw Officer has approached the Princess about parking associated with the new businesses? Brent Ashton, Bylaw Officer, responded that he contacted the Princess management team and the new businesses are using the Princess’ parking lot.
- Noted that the completion of the development across the road may worsen parking issues in the area.
- Asked if any further action is recommended by Staff? Mr. Boysen responded that no action is recommended at this time and Staff have been corresponding with Mr. Janco.

Mayor Noël returned to the meeting at 3:11 PM, after discussion regarding this item concluded.

**9.2 Provincial Heritage Site Designation for Terrace Beach and Hetinkis Park Archaeological Sites**  
***Martina Kapac de Frias, Ministry of Forests, Land and Natural Resource Operations and Rural Development***

Council noted that the enclosed notice must be distributed to all interested parties, and asked if the Staff had distributed the notice? Mr. Greig clarified that the Province is responsible for delivering the notice not the District.

**10. INFORMATION ITEMS**

- 10.1 Hwy 4 Kennedy Hill Safety Improvements Traffic Interruptions Update**  
***Emil Anderson Construction (EAC) Inc.***
- 10.2 Wild Pacific Trail Interpretative Walks Calendar**  
***Wild Pacific Trail Society***

**11. COUNCIL COMMITTEE REPORTS**

- 11.1 Councillor Rachelle Cole**  
***Deputy Mayor October - December 2019***

- June 28 attended Barkley Community Forest Annual General Meeting.
- July 1 attended the Canada Day festivities.
- July 4 attended the TRAPPA site tour related to Temporary Use Permit 19-02.
- July 9 attended the Harm Reduction Work Group which is working on an alcohol harm reduction plan.

#### 11.2 Councillor Marilyn McEwen

*Deputy Mayor November 2018 - March 2019*

- June 28 attended Barkley Community Forest Annual General Meeting.
- July 4 attended the TRAPPA site tour related to Temporary Use Permit 19-02.

#### 11.3 Councillor Lara Kemps

*Deputy Mayor April - June 2019*

- Stated that she had nothing to report that is different from preceding Councillors.

#### 11.4 Councillor Jennifer Hoar

*Deputy Mayor July - September 2019*

- June 28 attended Barkley Community Forest Annual General Meeting.
- July 4 attended the TRAPPA site tour related to Temporary Use Permit 19-02.
- Noted two Wild Pacific Trail events of interest scheduled for July 13th and 14th.

#### 11.5 Mayor Mayco Noël

- June 28 attended Barkley Community Forest Annual General Meeting.
- July 4 attended the TRAPPA site tour related to Temporary Use Permit 19-02.
- July 5 met with MLA Heyman, Minister of Environment and Climate Change, to discuss marine debris and making changes to recycling deposit requirements. Minister Heyman noted that his department will be issuing a report that outlines their key initiatives.

## 12. REPORTS

### 12.1 Cheque Listing - June 2019

**Joseph Rotenberg, Corporate Clerk**

Council questions:

- Asked what the expenditure related to Canadian Electric Vehicles was? Abigail Fortune, Director of Parks and Recreation, explained that the expense was associated with repairing two Electric Vehicles.
- Asked about the expenditures associated with a Perfect Mind? Ms. Fortune explained that a Perfect Mind is software used by Parks and Recreation to manage bookings and registration. The expense related to training staff received about the program.

**12.2 2018 Annual Report**

**Mark Boysen, Chief Administrative Officer**

Mark Boysen, Chief Administrative Officer, presented the Annual Report. He noted that the report is a statutory requirement and its format will be improved next year.

2017-005

**It was moved by Councillor Kemps and seconded by Councillor Cole**  
*THAT Council approve recommendation 1 of the report item, "2018 Annual Report" which states:*

1. *THAT Council adopt the District of Ucluelet 2018 Annual Report as attached.*

CARRIED.

**12.3 2018 Statement of Financial Information Report**

**Donna Monteith, Director of Finance**

2017-006

**It was moved by Councillor Cole and seconded by Councillor McEwen**  
*THAT Council approve recommendation 1 of the report item, "2018 Statement of Financial Information Report" which states:*

1. *THAT Council approve the District of Ucluelet 2018 Statement of Financial Information as attached.*

CARRIED.

**12.4 Cannabis Retail Sales - General Context**

**John Towgood, Planner 1**

Bruce Greig, Manager of Community Planning, presented this report. Highlights included:

- Explained that the Provincial licensing authority will only approve applicants that are approved by local governments.
- Noted that unlike liquor stores, the Provincial licensing authority will not limit the number of cannabis outlets in each municipality.

- Explained that all retail cannabis outlets in Ucluelet must apply for rezoning because of an amendment to local zoning bylaws passed last year.

## 12.5 Zoning Amendment for Cannabis Sales at 1972 Peninsula Road *John Towgood, Planner 1*

Bruce Greig, Manager of Community Planning, presented this report. Highlights included:

- Corrected figure two and noted that the red box which identifies the proposed retail unit should be over the unit immediately to the West of where it is shown.
- Noted that the unit's current parking is on the Ministry of Transportation and Infrastructure right of way.
- Noted that figure 4 is a conceptual drawing that shows a improved parking. Any implemented parking plan will not block the loading zone behind Abbondanza.
- Noted that this is an opportunity for Council to direct Staff draft the zoning amendment bylaw.
- Noted that the Applicant was not present.

Council questions and comments:

- Noted that is a good opportunity to address parking issues.
- Noted that they are keen to hear feedback at the public hearing.
- Noted that this is only the start of the process.

2017-007

**It was moved by Councillor Kemps and seconded by Councillor Cole**  
*THAT Council approve recommendation 1 of the report item, "Zoning Amendment for Cannabis Sales at 1972 Peninsula Road" which states:*

*1. THAT Council, with regard to the requested zoning amendment to add Cannabis Sales as a permitted use on a portion of the property at 1972 Peninsula Road:*

*a. direct Staff to prepare a zoning amendment bylaw for further consideration;*

*b. indicate to the applicant that the following should be submitted before a public hearing would be scheduled for the bylaw:*

*i. an application for a Development Variance Permit to reduce the number of on-site parking spaces, in conjunction with improvements to create safer on-street parking on the Peninsula Road and Norah Street frontages;*

*ii. detailed plans and application for a Development Permit for the form and character of changes to the front of the property; and,*

*iii. written confirmation of the applicant's commitment to funding new curb, gutter, sidewalk and landscaped boulevard works to improve pedestrian safety along the length of the property frontage.*

CARRIED.

2017-008

**It was moved by Councillor Kemps and seconded by Councillor McEwen THAT Council approve recommendation 2 of the report item, "Zoning Amendment for Cannabis Sales at 1972 Peninsula Road" which states:**

*2. THAT Council indicate that final adoption of a zoning amendment bylaw to authorize Cannabis Sales would be subject to receiving confirmation that the proponent has received licensing approval from the provincial Liquor and Cannabis Regulation Branch.*

CARRIED.

**12.6 Zoning Amendment for Cannabis Sales at 1786 Peninsula Road  
John Towgood, Planner 1**

- Late items received by Council:
  - a. Replace page 231 of the Agenda, which forms part of Appendix A to report No. 19-93, with the following:
    - 2018-11-02 Fiona Goudy
  - b. 2019-07-09 Andrew Hanson Correspondence

Bruce Greig, Manager of Community Planning, presented this report. Highlights included:

- Corrected figure 2, and explained that the box labelled subject property should be over property 1786 not 1728.
- Noted that the subject property has Larch Road and Peninsula Road frontage.
- Noted that the proposed retail site is in need of repair.
- Noted that the proposed retail site is located on Larch Road which is in need of improvements.
- Noted that the draft OCP, which is at first reading, recommends transitioning properties along Larch Road., to Multi-Family Residential.
- Noted that the owner plans to redevelop the entire property.
- Noted that the key question for Council to consider is whether Larch Road is the best place for an active retail location?

Council questions and comments:

- Noted that vulnerable populations reside near the site at the West Coast Resource Society house and Forest Glenn retirement community.
- Noted the applicant has received preliminary approval from the Liquor and Cannabis Regulation Branch.
- Noted that this is the only applicant who has received letters of support.
- Acknowledged Staff's reservations about the Larch Road location.
- Noted that the Larch Road entrance will continue to be used for offloading regardless of the success of this rezoning application.

Mr. Henry, the Applicant's representative, directed Council to the drawings of the property on pages 246 - 249 of the Agenda package and noted that the Applicant has experience retailing a controlled substance (alcohol).

2017-009

**It was moved by Councillor McEwen and seconded by Councillor Kemps THAT Council approve recommendation 1 of the report item, "Zoning Amendment for Cannabis Sales at 1786 Peninsula Road" which states:**

*1. THAT Council, with regard to the requested zoning amendment to add Cannabis Sales as a permitted use on a portion of the property at 1786 Peninsula Road:*

*a. encourage the applicant to amend their application to utilize a more appropriate location for an active retail store, rather than the Larch Road frontage;*

*b. encourage the applicant to provide detailed plans suitable for a Development Permit to show the resulting form and character of the proposal; and,*

*c. direct staff to prepare a zoning amendment bylaw for further consideration.*

CARRIED.

**12.7 Zoning Amendment for Cannabis Sales at 1685 Peninsula Road  
John Towgood, Planner 1**

Bruce Greig, Manager of Community Planning, presented this report. Highlights included:

- Noted that the proposed site is at the lower level of a large property which is accessible from Peninsula Road and backs onto the Cedar Road Parking Lot.
- Explained that the building was relocated to the site, needs

upgrades and a building permit was never issued for it's foundation.

- Noted that upgrades to the site will be required to create safe vehicle flow.
- Noted some parking on the site results in vehicles backing-out on to Peninsula Road.
- Noted that the site is central to town and is likely to be an area of future development.
- Explained that the applicant has agreed to the following:
  - Provide a statutory right of way registered in the name of the District of Ucluelet which would allow access to the Cedar Road Parking Lot through the site.
  - Provide \$20,000 for a gravel path from Peninsula Road to the Cedar Road Parking Lot.
  - Contribute \$23,500 for frontage upgrades along Peninsula Road.
  - Remove parking that backs onto Peninsula Road.
  - Allow the District to register a right of way plan on title for the District of Ucluelet's storm water pipe located on the Applicant's property.

Council comments and questions:

- Noted the benefit of accessing the Cedar Road Parking Lot through the Applicant's property.
- Noted the Applicant's proposed contributions are substantial.
- Noted that this may be one of many retail outlets on the property.

2017-010

**It was moved by Councillor McEwen and seconded by Councillor Kemps**

*THAT Council approve recommendation 1 of the report item, "Zoning Amendment for Cannabis Sales at 1685 Peninsula Road" which states:*

*1. THAT Council, with regard to the requested zoning amendment to add Cannabis Sales as a permitted use on a portion of the property at 1685 Peninsula Road:*

*a. direct Staff to prepare a zoning amending bylaw for further consideration;*

*b. indicate to the applicant that the following should be submitted before a public hearing would be scheduled for the bylaw:*

*i. detailed plans and application for a Development Permit for the form and character of changes to the property; and,*

*ii. written confirmation of the applicant's commitment to contributing to the funding of new curb, gutter, sidewalk and*

*landscaped boulevard works to improve pedestrian safety along the length of the property frontage.*

CARRIED.

2017-011

**It was moved by Councillor Kemps and seconded by Councillor McEwen**  
*THAT Council approve recommendation 1 of the report item, “Zoning Amendment for Cannabis Sales at 1685 Peninsula Road” which states:*

*2. THAT Council indicate that final adoption of a zoning amendment bylaw to authorize Cannabis Sales would be subject to receiving confirmation that the proponent has received licensing approval from the provincial Liquor and Cannabis Regulation Branch.*

CARRIED.

### 13. LEGISLATION

#### 13.1 Bylaw to Repeal Commissions *Joseph Rotenberg, Corporate Clerk*

Council comments and questions:

- Noted that Council's community engagement strategy recommends Recreation Commission Members, Harbour Advisory Commission Members and other interested residents engage directly with Council. Direct engagement will allow Council to make resolutions and hold District Staff accountable.

2017-012

**It was moved by Councillor McEwen and seconded by Councillor Hoar**  
*THAT Council approve recommendation 1 of the report item, “Bylaw to Repeal Commissions” which states:*

1. *THAT Council give First, Second, and Third Reading to the “Recreation Commission and Harbour Advisory Commission Repeal Bylaw No. 1250, 2019”.*

CARRIED.

### 14. OTHER BUSINESS

- There was no other business.

### 15. QUESTION PERIOD

**15.1 P. Timmermans noted that rezoning application for 1786 Peninsula Rd. had not been referred to public hearing. Counsel clarified that their resolution is for the application to be reworked. Mr. Greigs, further explained that a public hearing would not occur until after first and second reading of the zoning amendment bylaw.**

**15.2 Unidentified individual asked if the Fire Engine siren has a volume control? Councillor Cole explained there is no volume control on the siren.**



15.3 **A. Fortune** announced that Ukee Days is seeking volunteers.

16. **ADJOURNMENT**

16.1 **Mayor Noël** adjourned this meeting at 4:07 PM.

**CERTIFIED CORRECT:** Minutes of the Regular Council Meeting held on Tuesday, July 9, 2019 at 2:30 pm in the George Fraser Room, Ucluelet Community Centre, 500 Matterson Road, Ucluelet, BC.

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Mayco Noël  
Mayor

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Mark Boysen  
CAO



**DISTRICT OF UCLUELET**  
**MINUTES OF THE SPECIAL COUNCIL MEETING**  
**HELD IN THE LYCHE BOARDROOM, 200 MAIN STREET**  
**Thursday, August 1, 2019 at 12:00 PM**

Present:       **Chair:**           Mayor Noël  
                  **Council:**       Councillors Cole, Kemps, and McEwen  
                  **Staff:**           Mark Boysen, Chief Administrative Officer  
                                  Joseph Rotenberg, Acting Manager of Corporate Services

Regrets:       Councillor Hoar

**1. CALL TO ORDER**

**1.1 Mayor Noël called the meeting to order 1:05 PM.**

**2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY**

Council acknowledged the Yuułu?iŋ?ath First Nations on whose traditional territories the District of Ucluelet operates.

**3. ADDITIONS TO AGENDA**

**3.1 There were no additions to the agenda.**

**4. APPROVAL OF AGENDA**

**4.1 August 1, 2019 Special Agenda**

2017-001           **It was moved by Councillor McEwen and seconded by Councillor Cole**  
                                  *THAT Council approve the August 1, 2019 Special Agenda as presented.*

CARRIED.

**5. CLOSED SESSION**

**5.1 Procedural Motion to Move In-Camera:**

2017-002           **It was moved by Councillor Kemps and seconded by Councillor McEwen**  
                                  *THAT the meeting be closed to the public in order to address agenda items*  
                                  *under Section 90(1)(c) of the Community Charter.*

CARRIED.

**5.2 Mayor Noël suspended the special meeting at 1:07 PM and moved in-camera.**

**5.3 Mayor Noël adjourned the in-camera meeting at 3:07 PM and resumed the open meeting.**

**6. ADJOURNMENT**

**6.1 Mayor Noël adjourned the meeting at 3:07 PM.**

**CERTIFIED CORRECT:** Minutes of the Special Council Meeting held on Thursday, August 1, 2019 at 12:00 pm in the Lyche Boardroom, Ucluelet Municipal Hall, 200 Main Street Ucluelet, BC.

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Mayco Noël  
Mayor

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Mark Boysen  
CAO



## STAFF REPORT TO COUNCIL

Council Meeting: August 13, 2019  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** BRUCE GREIG, MANAGER OF COMMUNITY PLANNING

**FILE NO:** TUP19-02 UHS

**SUBJECT:** TEMPORARY USE PERMIT FOR EMPLOYEE HOUSING - UHS

**REPORT NO:** 19-107

**ATTACHMENT(S):** APPENDIX A – REVISED DRAFT PERMIT TUP19-02  
APPENDIX B – STAFF REPORT DATED JUNE 25, 2019  
APPENDIX C – STAFF REPORT DATED MAY 14, 2019  
APPENDIX D – REVISED SITE PLAN DATED JULY 24, 2019  
APPENDIX E – EMAIL TO NEIGHBOURS

### RECOMMENDATION:

1. **THAT** Council authorize issuance of Temporary Use Permit 19-02 to allow seasonal employee housing for up to three years in a maximum of 13 Recreational Vehicles on the property at 1970 Harbour Crescent, subject to the applicant installing and maintaining all services and making all site improvements in accordance with the conditions of TUP19-02 prior to occupying any of the RV units.

### BACKGROUND:

At its May 14, 2019, meeting Council considered a staff report on the Temporary Use Permit (TUP) application 19-02 (see Appendix C) and passed the following motion:

*"THAT Council direct staff to give notice of Council's intent to consider issuing a Temporary Use Permit for seasonal employee housing in up to 25 RV's on the property at 1970 Harbour Crescent, subject to receipt of more detailed plans showing:*

- a. *Detailed, dimensioned site layout clearly showing fire access lane and areas for vehicle parking, bicycle parking, garbage and recycling, screening along the south side, and amenity spaces (e.g., picnic table, recreation area, etc.);*
- b. *Engineer or Registered Onsite Wastewater Practitioner report for proposal to collect and pump wastewater, to Island Health standards;*
- c. *Engineer's plans confirming adequate services (water, power); and,*
- d. *Confirming dates of seasonal operation."*

At its June 25, 2019, meeting Council considered a further staff report on this application (see Appendix B) and passed the following motion:

*"THAT recommendations 1, 2, 3, and 4 of the report item, "Temporary Use Permit for Employee Housing – UHS" be brought back at the next Regular Meeting of Council scheduled for July 9, 2019 as unfinished business."*

On July 4<sup>th</sup>, members of Council, Staff, UHS staff and representatives from the Waters Edge resort met on site and discussed the potential visual and noise impacts of the proposal. Subsequently, at its July 9<sup>th</sup>, 2019, meeting Council passed the following motion:

*“THAT Council suggest that UHS submit a revised site plan for the Temporary Use Permit (TUP) application 19-02 for the property at 1970 Harbour Crescent.”*

**DISCUSSION:**

The applicant submitted a revised site plan on July 24, 2019 (see Appendix ‘D’). The plan is attached to the revised draft TUP19-02 (see Appendix ‘A’). The current proposal reduces the number of seasonal RV / trailer camping spaces for employees from a maximum of 25 to 13, located within the footprint of the currently paved area of the site

The required statutory notification for the TUP has been previously completed. Since the revised proposal is essentially the same but reduced in scale from the earlier proposal on which the public provided input, further notification and public comment on the application is not required before Council decides on whether to issue the permit. As a courtesy, staff informed those neighbours who had previously provided comment that a revised proposal has been received and would be brought to Council on the agenda of this meeting (see Appendix ‘E’). Whether further public input is to be invited on this matter is at the discretion of Council.

**OPTIONS:**

Staff recommend that the revised, smaller proposal is supportable subject to installation of the proper servicing and site improvements. Council authorize issuance of the TUP on the condition that occupancy of any RV’s is subject to installing the required water and sewer services and readying the site to the satisfaction of the District. Alternatively, Council could consider the following:

2. **THAT** Council add, remove or change the permit conditions and then issue the permit as amended; or,
3. **THAT** Council reject the TUP application.

**Respectfully submitted:** Bruce Greig, Manager of Community Planning  
Mark Boysen, Chief Administrative Officer



## APPENDIX A

## TEMPORARY USE PERMIT TUP19-02

### General Terms

1. This Temporary Use Permit is issued to:

Leader Fishing Ltd. Inc. No. BC0992586  
 320-522 7<sup>th</sup> Street  
 New Westminster, BC V3M 5T5

and

S&S Seafood Co. (Canada)  
 12 Orwell Street, Suite 200  
 North Vancouver, BC V7J 2G1

(the "**Permittee**")

as the registered owner and responsible tenant of, and shall apply only to, the lands and premises situated in the District of Ucluelet, in the Province of British Columbia, and more particularly described as:

Lot 5, District Lots 806 and 1991 Clayoquot District, Plan 20323  
 PID 003-527-867 (1970 Harbour Crescent)

(the "**Lands**").

2. This Temporary Use Permit is issued pursuant to section 492 to 497 of the *Local Government Act*.
3. This Temporary Use Permit is issued subject to compliance with all applicable District of Ucluelet Bylaws.
4. This permit does not relieve an owner or occupier from obtaining any other approvals required by any other jurisdiction, or from meeting any other applicable regulations.
5. The permit holder, as a condition of issuance of this Permit, agrees to comply with the requirements and conditions of **Schedules 1-4**, which are attached hereto and form part of this permit.
6. The land described herein shall be developed strictly in accordance with the terms and conditions and provisions of this Permit.
7. If the Permittee or its successor(s) in title does not substantially commence any construction with respect to which this permit was issued within six months after the date it was issued, the Permit shall lapse.
8. Notice shall be filed in the Land Title Office under section 503 of the *Local Government Act*, and upon such filing, the terms of this Permit or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.



- 9. This Permit is NOT a Building Permit.
- 10. This Permit is NOT a Development Permit.
- 11. Provisions of sections 495, 496 and 502 of the *Local Government Act* requiring security applies to this permit as set forth in **Schedule 2**.

**AUTHORIZING RESOLUTION** passed by the Municipal Council on the \_\_\_\_ day of **August, 2019**.

**IN WITNESS WHEREOF** this Temporary Use Permit is hereby executed and issued by the Municipality the \_\_\_\_ day of \_\_, 2019.

**THIS PERMIT SHALL EXPIRE** on the \_\_\_\_ day of **August, 2022**.

**THE DISTRICT OF UCLUELET**

by its authorized signatories:

\_\_\_\_\_  
Mayco Noël – Mayor

\_\_\_\_\_  
Mark Boysen – Corporate Officer

**OWNER**

by its authorized signatory

\_\_\_\_\_  
LEADER FISHING LTD. INC. NO. BC0992586

**TENANT MANAGING THE USE OF THE LANDS**

by its authorized signatory

\_\_\_\_\_  
DAVE DAWSON, GENERAL MANAGER  
S&S SEAFOOD CO. (CANADA)

**ISSUED** the \_\_\_\_ day of \_\_, 2019.

\_\_\_\_\_  
Bruce Greig - Manager of Community Planning





## Schedule 1 Required Undertaking

TO THE DISTRICT OF UCLUELET:

I, Dave Dawson, representing *the Lands* hereby undertake as a condition of issuance of this Temporary Use Permit to:

- a) Cease use and remove any structures built to support the temporary use from the subject property not later than 1 month after the termination date set out on the Temporary Use Permit.
- b) Remove any RV's, Trailers, or other vehicles or structures used or capable of being used for camping purposes from *the Lands* immediately upon expiry or revocation of the Temporary Use Permit.
- c) Abide by all conditions of the Temporary Use Permit.

I understand that should I not fulfill the undertakings described herein, the District of Ucluelet or its agents may enter upon *the Lands* and perform such work as is necessary to eliminate the temporary use and bring the use and occupancy of the property into compliance with the District of Ucluelet bylaws, and that any securities submitted to the District pursuant to the Temporary Use Permit shall be forfeited and applied to the cost of restoration of *the Lands* as herein set out.

I further understand that in the event of a default of the conditions contained within the Temporary Use Permit, I shall forfeit the securities submitted to the District of Ucluelet.

This undertaking is attached hereto and forms part of the Temporary Use Permit.

DATE: \_\_\_\_\_

PERMITTEE: \_\_\_\_\_

WITNESS: \_\_\_\_\_



## Schedule 2 Security

As a condition of the issuance of this Permit, the District of Ucluelet is holding a security set out below to ensure that development is carried out and operated in accordance with the terms and conditions of this Permit. Should any interest be earned upon the security, it shall accrue to the Permittee and be paid to the Permittee if the security is returned. The condition of the posting of the security is that should the Permittee fail to use the land as authorized according to the terms and conditions of the Permit and within the time provided, the District of Ucluelet may use the security to carry out the work by its servants, agents, or contractors, and any surplus shall be paid over to the Permittee; or should the Permittee carry out the development permitted by this Permit within the set time set out above, the security shall be returned to the Permittee. There is filed accordingly:

- a) A Letter of Credit or cash to be deposited into a specified bank account, to be held for the term of the permit in the amount of \$39,000. The purpose of the security is to cover any associated costs to the District of Ucluelet with respect to the removal, storage, and /or disposal of recreational vehicle units and associated structures or services.



### Schedule 3 Terms of Temporary Use Permit Conditions

- a) The permitted temporary use shall be limited to the following:

***A maximum of thirteen (13) long-term seasonal recreational vehicle (RV) / trailer camping units for employees, in the spaces shown.***

- b) The RV spaces are to be located only as indicated on the site plan (**Schedule 4**).
- c) The Permittee must oversee the use of the Lands and keep a manager / caretaker resident on site during any period when the seasonal employee units are occupied. The on-site manager's telephone and email contact shall be provided to the District and updated as required.
- d) The proposed seasonal RV space is for staff accommodation, to be inhabited by employees working for the Permittee. For clarity, this permit does not authorize short-term commercial tourist accommodation use of the proposed RV space. The minimum length of stay is 30 consecutive days. The maximum length of stay is 6 months.
- e) At the end of each seasonal stay, or within 6 months (whichever is less), the Permittee shall notify the Bylaw Services Officer in writing that the unit has been vacated.
- f) No person shall make, allow, or cause to be made any loud, objectionable, or unnecessary noise anywhere within the seasonal camping area which may disturb the peace, quiet, rest, enjoyment, comfort, and/or convenience of the neighborhood between the hours of 10 pm of one day and 7 am of the next day.
- g) The Permittee shall provide for collection and pickup of garbage and recycling in appropriate wildlife-proof containers.
- h) No RV spaces are to be occupied unless they are serviced by approved potable water and sewage disposal systems. Any failure to properly collect and dispose of septic waste will result in suspension of this permit and forfeit of the security deposit.
- i) No RV spaces are to be occupied until the access drive aisles, parking spaces, trailer pads and fire lanes are delineated to the satisfaction of the District. Access aisles and vehicle turnarounds are to be kept free at all times, for emergency access.
- j) No RV spaces are to be occupied until the Permittee has provided the site amenities and landscaping as shown on Schedule 4. The Permittee is to provide a detailed plan for fencing, landscaping and site amenities prior to construction, for approval by District staff.
- k) An on-site parking space shall be provided for each seasonal RV pad, in addition to the required parking for all other uses on site.
- l) No other temporary uses other than the above-mentioned uses shall be permitted. To be clear, no other camping or storing of RV's is allowed on the property, except as authorized by this permit and only in the locations shown on Schedule 4 of this permit.
- m) The municipal Bylaw Services Officer may arrange for site inspection at any time, in a reasonable manner, to monitor compliance with the terms of the Temporary Use Permit.

### Schedule 4 Site Plan

## TUP19-02 - SCHEDULE 4 SITE PLAN

PROJECT: UCLUELET HARBOUR SEAFOODS TEMPORARY USE PERMIT STAFF ACCOMMODATION

DRAWING TITLE: LAND USE CONCEPT PLAN

SCALE: 1:300

DATE: JULY 24, 2019

PREPARED FOR: UCLUELET HARBOUR SEAFOODS

PREPARED BY:



AREA OF SEASONAL EMPLOYEE CAMPING: MAX. 13 UNITS



## STAFF REPORT TO COUNCIL

Council Meeting: JUNE 25, 2019

500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** BRUCE GREIG, MANAGER OF COMMUNITY PLANNING

**FILE NO:** TUP19-02 UHS

**SUBJECT:** TEMPORARY USE PERMIT FOR EMPLOYEE HOUSING - UHS

**REPORT NO:** 19-80

**ATTACHMENT(S):** APPENDIX A – DRAFT PERMIT TUP19-02  
APPENDIX B – STAFF REPORT DATED MAY 14, 2019  
APPENDIX C – CORRESPONDENCE

### RECOMMENDATION:

1. **THAT** Council, at this point, gather public input on the proposal to allow seasonal employee housing for up to three years in a maximum of 25 Recreational Vehicles on the property at 1970 Harbour Crescent, but defer a decision on approving the requested Temporary Use Permit 19-02 until the applicant has installed approved services and otherwise readied the site according to the plans submitted and the conditions listed in the draft permit.

### BACKGROUND:

At its May 14, 2019, meeting Council considered a staff report on the Temporary Use Permit (TUP) application 19-02 and passed the following motion:

*“THAT Council direct staff to give notice of Council’s intent to consider issuing a Temporary Use Permit for seasonal employee housing in up to 25 RV’s on the property at 1970 Harbour Crescent, subject to receipt of more detailed plans showing:*

- a. *Detailed, dimensioned site layout clearly showing fire access lane and areas for vehicle parking, bicycle parking, garbage and recycling, screening along the south side, and amenity spaces (e.g., picnic table, recreation area, etc.);*
- b. *Engineer or Registered Onsite Wastewater Practitioner report for proposal to collect and pump wastewater, to Island Health standards;*
- c. *Engineer’s plans confirming adequate services (water, power); and,*
- d. *Confirming dates of seasonal operation.”*

### DISCUSSION:

The applicant submitted a detailed site plan on May 30, 2019. The plan is attached to the draft TUP19-02 (see Appendix ‘A’).

The applicant has stated that occupancy of the RV’s is *“expected to be May to October for the majority of the units. We may leave a few vacant if there is a need for winter occupancy November to April but each unit will not be occupied for more than 6 months.”*

Note the permit is subject to the owner's undertaking, security deposit and conditions as listed in Schedule 3 to the TUP. Staff recommend a security deposit in the amount of \$3,000 per seasonal camping space, i.e., a total security deposit of \$75,000.

The conditions of the permit also require that the applicant provide confirmation of approved water, sewer and electrical services prior to occupancy – this would enable the applicant to move forward with the site servicing, which the applicant has indicated is underway, while meeting the intent of conditions “b” and “c” from the Council motion of May 14, 2019, above.

A condition of the permit is that camping in RV's or any other structure or vehicle is permitted only as defined and in the area designated in the site plan attached as Schedule 4 to the TUP. The District is aware that a number of RV's have already been located on the property and are occupied; at the District's insistence, UHS has agreed to provide portable toilet facilities as an interim measure for these campers. These units would be the first to move to the new serviced spaces. Council could defer issuance of the requested TUP until the applicant has installed approved water and sewage services, delineation of fire lanes, screening, etc., to the District' satisfaction. Alternatively, Council could issue the permit with the conditions as drafted, including the requirement for installing screening and full servicing before occupancy, or could add conditions as it deems necessary.

The required statutory notification for the TUP has been completed. Council should now provide an opportunity to receive public comment on this application, and thereafter consider whether to issue the requested permit.

**OPTIONS:**

1. **THAT** Council, at this point, gather public input on the proposal to allow seasonal employee housing for up to three years in a maximum of 25 Recreational Vehicles on the property at 1970 Harbour Crescent, but defer a decision on approving the requested Temporary Use Permit 19-02 until the applicant has installed approved services and otherwise readied the site according to the plans submitted and the conditions listed in the draft permit.  
**(Recommended)**
2. **THAT** subject to public comment, Council consider authorizing issuance of Temporary Use Permit 19-02 for a period of up to three years, to allow seasonal employee housing in a maximum of 25 Recreational Vehicles on the property at 1970 Harbour Crescent;
3. **THAT** Council add, remove or change the permit conditions and then issue the permit as amended; or,
4. **THAT** Council reject the TUP application.

**Respectfully submitted:** Bruce Greig, Manager of Community Planning  
Mark Boysen, Chief Administrative Officer

## APPENDIX C

**STAFF REPORT TO COUNCIL**

Council Meeting: MAY 14, 2019

500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** BRUCE GREIG, MANAGER OF COMMUNITY PLANNING**FILE NO:** TUP19-02 UHS**SUBJECT:** TEMPORARY USE PERMIT FOR EMPLOYEE HOUSING - UHS**REPORT NO:** 19-56**ATTACHMENT(S):** Appendix A – TUP Application 1970 Harbour Crescent**RECOMMENDATION(S):**

1. **THAT** Council direct staff to give notice of Council's intent to consider issuing a Temporary Use Permit for seasonal employee housing in up to 25 RV's on the property at 1970 Harbour Crescent, subject to receipt of more detailed plans showing:
  - a. Detailed, dimensioned site layout clearly showing fire access lane and areas for vehicle parking, bicycle parking, garbage and recycling, screening along the south side, and amenity spaces (e.g., picnic table, recreation area, etc.);
  - b. Engineer or Registered Onsite Wastewater Practitioner report for proposal to collect and pump wastewater, to Island Health standards;
  - c. Engineer's plans confirming adequate services (water, power); and,
  - d. Confirming dates of seasonal operation.

**PURPOSE:**

The purpose of this report is for Council to consider an application for a Temporary Use Permit (TUP) submitted by Ucluelet Harbour Seafoods (UHS) for the seasonal accommodation of employees on the property at 1970 Harbour Crescent (former Trans-Pacific Fish plant).

UHS is working on options for creating more long-term employee housing but indicates that the requested TUP is necessary for providing employee housing as an interim solution (see application letter). The request is for a seasonal worker camp of up to 25 Recreational Vehicles to be parked and serviced on a leased area of the property at 1970 Harbour Crescent (see Figure 1).

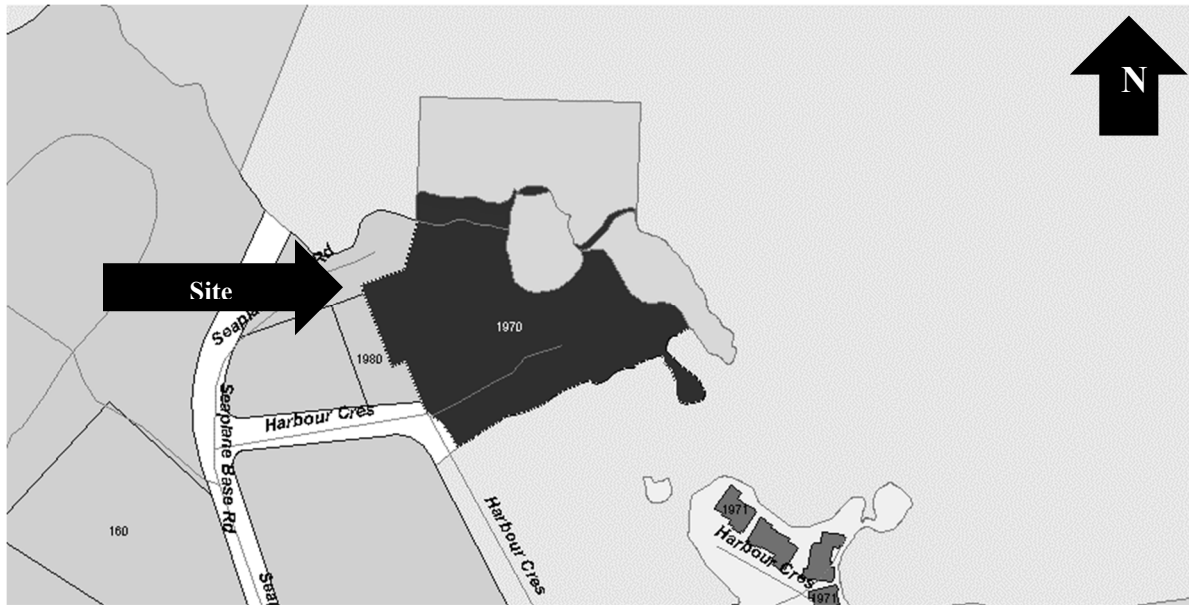


FIGURE 1: Site Context Map

**SUMMARY:**

The applicant has provided a sketch plan of the location and layout (see Appendix A). Significant aspects of the proposal include:

- the TUP is requested for a period of up to 3 years;
- no more than 2 staff would be housed in each RV;
- the site is not served by municipal sewer infrastructure - sewage is proposed to be collected in above-ground tanks and pumped by a septic service provider;
- the site will need installation of potable water and electrical service;
- collection of garbage and recycling will be done by private contractor;
- bike racks will be provided near the camp entrance;
- an on-site manager will be housed in one of the units, to provide monitoring and a point of contact for the camp; and,
- UHS has indicated willingness to screen the site to improve views from the nearby Water's Edge condominiums.

The plans submitted are somewhat conceptual, lacking detail on the specific layout of services and site amenities. At this point, in order to move the application forward in a timely manner, staff suggest that Council consider whether there is support for the concept of creating a seasonal worker camp in this location. If there is sufficient support, the applicant will need to provide more details on the proposal before public comment is received and/or a TUP is issued for the requested employee housing use.



**SITE:**

The location of the proposed camp on the former Trans-Pacific Fish plant site at 1970 Harbour Crescent is currently being used for storing unused industrial equipment and materials (see site plan and aerial photo).

There are no immediate residential neighbours to the site, however the Water's Edge Resort is located immediately south across a small bay.

The site is not served by the municipal sewer system, therefore the proposal for liquid waste management is to collect, pump and haul. Water and power are available nearby. Plumbing and electrical permits would be required to extend these services to the seasonal camp location.

**CONTEXT:**

Affordable employee housing has been identified as a key concern for the Ucluelet community. This is supported by:

- public input on the draft Official Community Plan;
- a survey conducted to request feedback from the community on the use of Community Forest funds; and
- feedback from the Ucluelet Business Retention and Expansion (UBERE) program, led by the Ucluelet Chamber of Commerce.

Ucluelet Harbour Seafoods has indicated that the proposed seasonal employee housing is necessary for the recruitment of new workers to expand their current workforce in Ucluelet.

**Discussion:**

As noted in previous reports, recreational vehicles are not appropriate for long-term or year-round housing. For seasonal use however (e.g., six months less a day), on a time limited basis the proposed use of RV's to house workers may be an entirely appropriate strategy.

The proposed location is level, paved and has already been leased by UHS for staging and storage purposes.

The site has few neighbours and few potential conflicts for the proposed temporary use, however it is also somewhat isolated. Staff recommend that some basic site amenities be included to improve the quality of life for workers if they are to be housed in this location (e.g., provision for outdoor seating, some active and/or passive recreation facilities). The inclusion of a bike rack is supported, and staff suggest that UHS consider providing a few shared bikes to enable workers to easily access the services in town.

To screen the proposed worker camp from the view of Water's Edge (and to permanently improve the visual appearance of the site), staff urge the applicant to plant a row of trees along the south side of the proposed camp compound, extending back to the site access from Harbour Crescent.

A TUP can be issued for a period of up to three years. The permit can stipulate a defined season or period of time when the worker housing could be occupied. The permit can include conditions to mitigate any impacts from the proposed use. The permit can also include an undertaking and security deposit to ensure any structures or services are removed and the site restored to its previous state once the use is discontinued.

Subject to public comment, and subject to the applicant providing more detailed plans of their proposal, staff can support the request for a TUP for temporary worker housing in this location. The requested TUP is a mechanism where the District can show support for a major employer in the community by allowing a degree of flexibility while a more permanent housing solution is



PROJECT:  
 UCLUELET HARBOUR  
 SEAFOODS  
 TEMPORARY USE  
 PERMIT  
 STAFF ACCOMMODATION

DRAWING TITLE:  
 LAND USE  
 CONCEPT PLAN

SCALE: 1:300  
 DATE: July 24 2019  
 PREPARED FOR:

APPENDIX D

UCLUELET HARBOUR  
 SEAFOODS  
 PREPARED BY:



**Joseph Rotenberg**

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**From:** Joseph Rotenberg  
**Sent:** August 2, 2019 2:30 PM  
**To:** Joseph Rotenberg  
**Subject:** Temporary Use Permit for Employee Housing – Ucluelet Harbour Seafood – 1970 Harbour Crescent

Dear neighbours;

You are receiving this email as a follow-up to the interest you previously showed in the application for a Temporary Use Permit (TUP) for employee housing on the property at 1970 Harbour Crescent. Ucluelet Harbour Seafoods has now submitted revised plans for their proposal. Mayor and Council will consider the amended application for TUP 19-02 at the Regular Council Meeting scheduled for August 13, 2019 at 2:30 PM. The draft Permit and the amended Site Plan will be published in the meeting agenda late next week. The agenda can be accessed at [www.ucluelet.ca](http://www.ucluelet.ca) once it is published, before the end of the day Friday, August 9<sup>th</sup>.

Sincerely,

*Joseph Rotenberg*



**Joseph Rotenberg**  
**Acting Manager of**  
**Corporate Services**  
Box 999, 200 Main Street  
Ucluelet, B.C., V0R 3A0  
Phone: 250-726-4772



# Alberni-Clayoquot Regional District

**WEST COAST COMMITTEE MEETING  
WEDNESDAY, JULY 17, 2019, 10:00 AM  
UCLUELET COMMUNITY CENTRE, 500 MATTERSON RD, UCLUELET, BC**

## **REVISED AGENDA**

	<b>PAGE #</b>
<b>1. <u>CALL TO ORDER</u></b>	
Recognition of Territories.	
<b>2. <u>APPROVAL OF AGENDA</u></b>	
<i>(motion to approve, including late items requires 2/3 majority vote)</i>	
<b>3. <u>PRESENTATION</u></b>	
a. Tricia Bryant – ACRD Asset Management Coordinator – “Long Beach Airport: Critical Infrastructure Information”	
<b>4. <u>CORRESPONDENCE</u></b>	
<b>5. <u>REQUEST FOR DECISIONS &amp; BYLAWS</u></b>	
<b>a. REQUEST FOR DECISION</b>	<b>4-31</b>
Long Beach Airport – Draft Land Use Strategy	
<i>THAT the West Coast Committee recommend to the ACRD Board of Directors to adopt the Long Beach Airport Land Use Strategy as the guiding policy for occupancy and activities at the Airport;</i>	
<i>THAT the West Coast Committee recommend to the ACRD Board of Directors direct staff to:</i>	
<i>a) Work with the Federal Government to address site contamination issues;</i>	
<i>b) Proceed with updating the Long Beach Airport lease rate appraisal; and</i>	
<i>c) Report back with revenue generating opportunities.</i>	
<b>b. REQUEST FOR DECISION</b>	<b>32-33</b>
West Coast Organics Composting Pilot Project	
<i>THAT the West Coast Committee recommend that the ACRD Board of Directors support an organics pilot project at the West Coast Landfill.</i>	

**c. REQUEST FOR DECISION**

Proposed West Coast Transit Service- Governance & Cost Apportionment Method

**34-37**

*THAT the West Coast Committee recommend that the Alberni-Clayoquot Regional District Board of Directors direct staff to develop an establishing bylaw for the proposed West Coast Transit service including the following:*

Participants

*Area " C", Long Beach, District of Tofino, District of Ucluelet, Toquaht Nation, and Yuułu?it?atḥ Government*

Cost Apportionment Method

*Cost apportionment between the participants of 50% population and 50% converted land and improvements*

Maximum Requisition

*Maximum requisition of the greater of \$550,000 or \$0.294 per \$1,000 of net taxable value of land and improvements in the service area*

**d. REQUEST FOR DECISION**

Alternate Approval Process Advocacy/Engagement for the proposed West Coast Transit Service

**38-39**

*THAT the West Coast Committee recommend to the ACRD Board of Directors that the ACRD advocate for elector assent in relation to the proposed West Coast Transit Service.*

**6. REPORTS**

- a. West Coast Landfill Annual Report (full report sent separately by email) **40**
- b. Coastal Addendum to the Alberni Valley Agricultural Plan 2019 Implementation Project **41-56**

*THAT the West Coast Committee receive reports a-b.*

**7. LATE BUSINESS****8. IN CAMERA**

*Motion to close the meeting to the public as per the Community Charter, sections:*

- i. 90 (1) (j): information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act;*
- ii. 90 (2) (b): the consideration of information received and held in confidence relating to negotiations between the regional district and a*

*provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.*

9. **RECOMMENDATIONS TO FROM IN-CAMERA**

10. **ADJOURN**



## REQUEST FOR DECISION

**To:** West Coast Committee

**From:** Rob Williams, General Manager of Environmental Services

**Meeting Date:** July 17, 2019

**Subject:** Long Beach Airport – Draft Land Use Strategy

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### Recommendations:

1. ***THAT the West Coast Committee recommend to the ACRD Board of Directors to adopt the Long Beach Airport Land Use Strategy as the guiding policy for occupancy and activities at the Airport;***
2. ***THAT the West Coast Committee recommend to the ACRD Board of Directors direct staff to:***
  - a) ***Work with the Federal Government to address site contamination issues;***
  - b) ***Proceed with updating the Long Beach Airport lease rate appraisal; and***
  - c) ***Report back with revenue generating opportunities.***

### Desired Outcome:

That the Land Use Strategy will provide a framework for future development at the Long Beach Airport by outlining available lands and by providing criteria for assessing submitted proposals.

### Background:

The ACRD Board of Directors identified the creation of a strategic plan a priority for the Long Beach Airport to guide development and to help generate revenue in order to increase cost recovery for the service. To assist with development plans at the airport, staff have drafted the attached Land Use Strategy for the Long Beach Airport. The Land Use Strategy identifies existing uses and leases at the airport and identifies potential development sites. The Strategy also identifies all infrastructure located at the airport with limitations of each component identified.

The Land Use Strategy outlines criteria for assessing land use proposals at the airport including consideration to: current and future needs of air services; needs of current lease holders; recognizing and respecting adjacent land uses, including the Pacific Rim National Park, First Nations, the District of Tofino, and the District of Ucluelet; providing opportunities for community services and facilities; and, generating lease revenue to support airport capital and operational costs.

A concern with development of lease lots on the airport property is the known historic contamination issues that are unresolved to date. As part of the airport transfer documents, any contamination issues are to be addressed by the Federal Government. This issue impacts the ability of the ACRD to lease lots on a long-term basis as a subdivision application is necessary and any contamination issues must be addressed at that time, which is a costly endeavor as outlined in the Land Use Strategy.





**Time Requirements – Staff & Elected Officials:**

Finalizing the Land Use Strategy will require a minor amount of staff time. Staff time will also be required to hire an appraiser, work with the Federal Government to address outstanding soil contamination issues, develop subdivision applications for long-term leases, and administrative time for preparation of lease documents.

**Financial:**

The Land Use Strategy identifies several vacant properties at the Long Beach Airport that have the potential to be leases either short-term or long-term, generating more revenue for the airport. Two of these properties have been surveyed but, for additional long-term lease lots, further survey costs would be required. Significant infrastructure investments may be required in order to provide utility (water, sewer, and electricity) services to the various lease lots.

Submitted by:   
\_\_\_\_\_  
Rob Williams, MSc, General Manager of Environmental Services

Approved by:   
\_\_\_\_\_  
Douglas Holmes, BBA, CPA, CA, Chief Administrative Officer

## **Long Beach Airport Land Use Strategy 2018 Update Table of Contents**

### 1.0 Purpose of the Land Use Strategy Update

### 2.0 Background information and current considerations

- 2.1 Site Location
- 2.2 Existing Uses and Leases
- 2.3 Airport Operations
- 2.4 Pacific Rim National Park Reserve
- 2.5 The South Long Beach OCP and Zoning
- 2.6 Historical Site Contamination
- 2.7 Environmentally Sensitive Areas and Habitat
- 2.8 Topography
- 2.9 Access
- 2.10 Infrastructure and Servicing
- 2.11 Fire Protection
- 2.12 Compatibility
- 2.13 Leasing and Tenure
- 2.14 Signage

### 3.0 Development Goals

- 3.1 Goal No. 1: Compatibility
- 3.2 Goal No. 2: Sustainable Development
- 3.3 Goal No. 3: Integration with Pacific Rim National Park
- 3.4 Goal No. 4: Recognition of Current Tenures
- 3.5 Goal No. 5: Revenue Generation
- 3.6 Goal No. 6: Implementation with Best Management Practices

### 4.0 Development Opportunities

- 4.1 Air Side Opportunities
- 4.2 Land Side Opportunities
- 4.3 Framework for evaluating proposals

### 5.0 Site Selection Criteria

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## 7.0 Implementation

### **Appendix A - Maps**

Map 1: Environmental

Map 2: Existing Leases

## 1.0 Purpose of the Land Use Plan Update

The Alberni Clayoquot Regional District owns and manages the Long Beach Airport. The Long Beach Airport is located within Pacific Rim National Park Reserve, 15 kilometres southeast of the District of Tofino and 24 kilometres northwest of the District of Ucluelet. The property is approximately 425 hectares, with much of the land reserved for airport-related use and operations. However, there are a number of potential development sites that may provide valuable services and revenue for the ACRD Region.

In 2007, a Long Beach Airport Land Use Plan was developed in order to assist the ACRD Board of Directors in understanding the potential land uses on the subject property and decision-making regarding leases, development, and other associated proposals. This Strategy has been created as an update to the 2007 plan, incorporating more recent developments, including zoning adopted in 2015, and reflecting the current needs of the airport and surrounding area.

This Land Use Strategy provides recommendations on long-term options for types and locations of uses on the site along with a framework for assessing proposals. The primary criteria for uses on the airport lands include considerations for:

- Meeting the current and future needs of commercial and private air service needs and opportunities;
- Recognize and respect the needs of current land uses and lease holders;
- Recognize and respect the surrounding land uses, including Pacific Rim National Park, First Nations Communities, and the Districts of Tofino and Ucluelet;
- Provide opportunities for community services and facilities; and
- Provide options for land use activities that will generate lease revenue to help support airport capital and operational costs.

This document was created through a combination of site visits, interviews, and examination of past reports and documents. Input from other agencies and the public was also sought through referrals and consultation.

The key objective of this strategy is to provide a synopsis of areas with development potential and develop a framework to assist the ACRD in allocating land and prioritizing uses within the Long Beach Airport Area. Criteria for assessing proposals and assisting with decision-making is also discussed in an attempt to understand what is feasible, compatible, and beneficial to the goals of the Long Beach Airport, ACRD, and surrounding area.

It can be seen as a tool to help guide the relationship between the ACRD and interested developers, tenants, or others to direct development on the land-side of the airport lands, and to identify potential challenges to leasing and development.

It is also intended to provide some recommendations for regarding the needs and priorities of the air-side of the airport lands, with an understanding that this may also require additional research and studies to be effective.

## **2.0 Background Information and Current Land-Use Considerations**

With a lengthy history and unique location, the Long Beach Airport has multiple current land use considerations that need to be acknowledged as a starting point for future development.

### **2.1 Site Location**

The Long Beach Airport is located in Clayoquot Sound, on the west coast of Vancouver Island, between the communities of Tofino and Ucluelet. The area has been home to First Nations for millennia, and has more recently become one of Canada's premier tourism destinations. The area the airport is located within has a complex social, ecological, and economic environment, and that should form the basis for the consideration of any development proposal

The airport is located immediately north of Long Beach, one of Canada's premier beaches and a focal point within Pacific Rim National Park. Just beyond the airport, further north, is Grice Bay and the Tofino Inlet. All of these locations are considered both environmentally and socially sensitive areas, and any development should seek to be compatible with the complexities of the area surrounding the airport.

The operation of the Long Beach Airport occupies approximately 148 hectares of the entire property. This includes 3 runways, taxi ways, and apron, though not all infrastructure is currently used. There are also a number of existing leases that affect the land-side portion of the airport lands. Along with other concerns, existing uses of the airport lands impact the development potential of other sites.

## 2.2 Existing Uses and Leases

Though the agreements vary in length and terms, the following existing leases are currently in place at the Long Beach Airport:

2.1.1 The Department of National Defense maintains and operates high frequency radio communications equipment in an area just north of the Meteorological Office off Airport Road, just prior to turning in towards the terminal building.

2.1.2 Atleo River Air Service Ltd. currently occupies lease lot A. The site has a hangar where they operate helicopter services and maintain their aircraft.

2.1.3 BC Parks Service currently occupies Lot E. The site has a residence and storage area.

2.1.4 Environment Canada occupies and operates a Meteorological Office in a portion of the building east of the terminal building off Airport Road. It is important that this office remains on the airport lands.

2.1.5 Boulton Spice Co. shares the remainder of the building that the Meteorological Office occupies. They have an agreement in place with the ACRD to maintain the building, while using their area for storage and spice manufacturing operations.

2.1.6 Terry Salman occupies lease lot B and maintains a hangar for storage and maintenance of his personal aircraft.

2.1.7 Tofino Air leases the location just inside the airside gate to the north of the terminal building for a hangar and also leases a water strip adjacent to runway 10-38. They also lease the house located between Parks Canada's maintenance yard and the Metrological Office for staff accommodations.

2.1.8 Parks Canada leases 3 locations accessed off Airport Road for vehicle maintenance, a works yard, and a maintenance compound. In return, Parks Canada maintains Airport Road and performs other necessary duties as well as an annual financial contribution.

2.1.9 Oceans Network Canada maintains and operates a series of transmitting and receiving antennae on a small parcel overlooking the Pacific Rim Highway and Long Beach.

2.1.10 Telus Communications Ltd. leases a small area of about 335 square metres on the west side of Airport Road for a repeater station.

2.1.11 Within the Terminal Building, Budget Car Rental lease kiosk #6, Island Express lease kiosk #7, and Pacific Coastal Air lease kiosks #8 and #9.

2.1.12 The Long Beach Recreation Cooperative leases approximately 75 hectares on the west and south sides of the airport lands where they operate a golf course, driving range, pro shop, restaurant and lounge clubhouse area, and a campsite. The last official lease expired in 2010 and a new lease has not yet been finalized.

## **2.3 Airport Operations**

Airport operations takes up approximately 148 acres of the airport lands. Much of this is fenced off from adjacent uses for safety reasons, with restricted access points. Within the fenced or air-side area, only airport related uses are permitted. These include runways, aprons, and taxiways, though not all are operational. There are also a number of structures, including the Long Beach Airport Terminal Building, an airport maintenance and storage building, a Tofino Air hanger, an Atleo Air hanger, a hanger owned by Mr. Terry Salman, the Long Beach Flying Club hanger, and some storage buildings.

The current configuration and use of the airport has a considerable influence on how the lands around it may be developed. This is due to:

2.3.1 The continued operation of the airport is the primary purpose of the airport lands. Any additional uses must be compatible with the needs of the Long Beach Airport.

2.3.2 Even though not all of the runways at the Long Beach Airport are used consistently, none of them have been officially closed. All three runways can therefore be used and must be cleared to Transport Canada Standards, including a “no-build” area existing from the centerline of each runway to a parallel line 200 metres on either side. Beyond this area and the ends of the runways, permitted building height increases in proportion to the distance from the centerline.

2.3.3 The continued use of all three runways means that potential development areas in the northeast region of the airport lands may only be accessible by bridging significant ravines between the current end of Airport Road and the northeast region of the lands. Decommissioning parts of the unused runways could provide an alternate and more cost-effective access.

## 2.4 Pacific Rim National Park Reserve

Prior to World War II, most of the land located between Ucluelet and Tofino was Crown Land. The Department of National Defense constructed the airport as a key base in the Pacific Theatre of the war effort and acquired the necessary land from the Government of Canada at that time. In 1970, Parks Canada acquired the land surrounding the airport that became a major portion of the renowned Pacific Rim National Park Reserve.

The National Park is one of the key reasons why over 1 million visitors come to the communities of Tofino and Ucluelet throughout the year. Along with being a critical part of the local economy, it is a unique ecological reserve that holds environmental, social, aesthetic, and spiritual importance in the region. A key consideration for any future development on the airport lands is that it respects the integrity and needs of the Park. The report written in 2007 recommends a minimum 30-metre buffer to be retained adjacent to park boundaries.

It is important to note that all access points to the airport lands cross Parks Canada land. The only access point that is officially recognized and permitted is Airport Road, turning off the highway and leading to the Long Beach Airport Terminal Building. Frequent and open communication between the ACRD and associated development proponents and Parks Canada will be important in any future land development projects.

## 2.5 The South Long Beach Official Community Plan and Airport Zoning

The Long Beach Airport is outside the area of the South Long Beach Official Community Plan (SLBOCP), but it is relevant document to any development proposals within the area. Section 6.1(h) of the SLBOCP indicates support for the long-term use and management of the airport as a major access point to west coast communities. Section 6.8 describes objectives and policies for the airport, including maintaining and improving services and facilities at the airport, making the airport more financially viable, and exploring the use of lands surplus to the needs of the airport for other economic development or community purposes.



In 2011, the ACRD began the rezoning process to change the zoning of the airport lands from Forest Reserve (A4) District to a newly created Airport (AV) District. In 2015 the rezoning was finalized and the new zoning came into effect.

This new zoning divides the airport lands into two zones: Alberni Valley Airport One (APAV1) District and Alberni Valley Airport Two (APAV2) District.

APAV1 provides for aviation-related and compatible community activities on publicly-owned land for uses associated with airport operations such as light industrial, commercial and recreational uses. Any developable area on the airport lands would have to be zoned APAV1, as the APAV2 zone is reserved for passive recreation, forestry, agriculture, and other low-impact activities.

Both the South Long Beach OCP and the existing zoning support development projects on the airport lands in appropriate locations. The APAV1 zoning permits a wide variety of uses, and the Board of Directors would discretion to consider and approve proposals that were brought forward.

## **2.6 Historical Site Contamination**

During the period of time where the airport lands were in use by the Department of National Defense and other users, a number of areas of the lands were contaminated by fuel, above and underground storage tanks, oil, gasoline, paint, septic tanks, and garbage. During the mid-1990s, Beatty-Franz and Associates undertook studies to understand the location and extent of the contamination. These studies were important components of the transfer of the airport lands to the ACRD, and indicated that remediation measures were necessary.

Transport Canada has managed and overseen the remediation of most of the contaminated portions of the airport lands. Follow-up studies in the mid-2000s indicated that certain areas still showed levels of contamination. In order to allow long-term leases and certain developments, a level of certification and involved site profiles will likely be needed for a number of potential sites. ACRD Staff are currently investigating what is necessary for each area and development proposals may depend on the determination of what is considered usable.

## 2.7 Environmentally Sensitive Areas and Habitat

As a result of the historical uses, the area is considered a “disturbed” site. There is no current inventory of environmentally sensitive areas on the airport lands, and there is limited assessment of the environmental features and assets of the site.

Numerous species of wildlife have been observed on the site, and some of the streams located around the eastern and northern reaches of the lands are known to be fish-bearing at various times throughout the year.

Parks Canada has identified certain areas of the airport lands as important wildlife corridors. In both the southern and northern portions of the lands, east-west travel corridors provide important zones for wildlife to move unimpeded through the area. These areas should be left undeveloped and should be considered in any adjacent development proposal.

## 2.8 Topography

Additional information on contours to follow.

## 2.9 Access

The only current recognized legal access to the airport lands is via Airport Road, located across the Pacific Rim Highway from the Long Beach overflow parking. Any other accesses, including the Golf Course access road, off Grice Bay Road., are not recognized as “public accesses” from a legal perspective, even though the Golf Course access road is heavily used and maintained as such.

The Airport Lands are surrounded by Pacific Rim National Park, and it will be challenging to obtain further legal permission to access the area outside of what is already established. This does not present a major issue, however, as most of the easily serviceable and developable land is accessed off Airport Road. Airport Road is partially paved and maintained by Parks Canada, and crosses a number of ravine areas. Most of the potential development sites identified can be accessed directly off of this road, however it stops prior to crossing a major ravine located just north of the terminal and parking area. Any development proposals for the northern portion of the Airport Lands may face significant access challenges.

An additional left turn lane was added at the entrance to the Airport Road on Highway 4 after the new terminal building was constructed. This additional turning lane improves safety at the junction of the Highway and Airport Road and fulfills a requirement for safe traffic flows onto the Airport Lands demanded by development in this area.

## 2.10 Infrastructure and Servicing

The original infrastructure associated with the airport was constructed by the Department of National Defence in the 1940s and has not been regularly maintained since. Many elements are in need of improvement.

2.9.1 Historically, there was a large network of roads that traversed the airport lands. Many of these roadbeds are still identifiable and may provide access to different proposed developments. Actual condition of the roadbeds and any required upgrades would have to be confirmed by a geotechnical engineer after the needs of any development have been determined.

2.9.2 Water is provided via a well on the airport lands and stored in a reservoir that was constructed by the Department of National Defense during World War II. There is currently a stable source of water but pump infrastructure is minimal and does not provide adequate pressure for fire-fighting needs. Improvement of the pump and associated infrastructure should be a priority associated with future development.

2.9.3 Sewage is treated onsite by a number of septic fields associated with the various existing developments. Any further development will require appropriate space for sewage disposal, and major developments should be built beyond capacity to accommodate future needs.

2.9.4 Electricity is provided to the airport lands via a single-phase BC Hydro line.

2.9.5 Telus telephone lines service the property. Both high-speed cable and dial-up internet service the various structures on the property.

### 2.11 Fire Protection

Fire protection services are provided by the Tofino and Ucluelet volunteer fire departments. Response time is approximately 20-25 minutes. There is currently limited fire-fighting capacity on the airport lands.

The airport lands have large reservoirs left over from the construction and use of the airport by the DND. There is ample supply and storage capacity to support onsite fire-fighting infrastructure, however the system currently lacks the capacity to provide the requisite pressure. According to the 1999 Water Supply for Public Fire Protection, a minimum residual water pressure of 150 kPa in the main is required during flow. Current pressure is far below this threshold.

The necessary additional infrastructure to meet the fire protection needs of the airport should be a priority concern when considering future development.

### 2.12 Compatibility

One of the most critical considerations for any proposed development is its compatibility with both the needs and operation of the Long Beach Airport and also the integrity of Pacific Rim National Park. New uses do not need to be airport-related, but incompatible uses should not be considered.

The airport has become a vital transportation link between the west coast and other regions. The area's growing popularity as a tourist destination has played a major part in the increasing use of the airport. It is likely that further facilities and runway improvements will be needed to accommodate future growth.

Pacific Rim National Park is also a major draw to the west coast for visitors and new residents. Any new development must respect the importance of the Park and function in a manner compatible to the needs and integrity of the Park.

### 2.13 Leasing and Tenure

One of the intentions of the ACRD for the Airport Lands is to offer leasehold tenure to businesses and organizations wishing to locate at the airport. This report is intended to aid decisions made relating to leasing. The length of lease tenure offered will be a key consideration for any prospective tenants.

Currently, lease tenures are limited to 3 years. Leases longer than 3 years must be registered on the property title. In order to achieve this, leased lands need to be properly described by subdivision or survey plan.

Contamination at the Long Beach Airport is a known concern that affects the ACRD's ability to further subdivide the property for leasing purposes. The subdivision process requires that a Contaminated Site Profile be submitted to the Ministry of Environment. Given the known contamination in certain areas of the airport, the ACRD is likely committed to completing a Level 1 Site Investigation and Level 2 Site Investigation. The costs of the Level 1 Site Investigation are estimated to be \$4000-\$5000. A Level 2 Site Investigation requires on the ground soil testing, estimated to be in excess of \$40,000. There is a clause in the transfer documents stating that the Federal Government is responsible for previous contamination, but the process is slow and lengthy.

These site investigations may prove a formidable obstacle to the long-term lease process.

#### **2.14 Signage**

Any signage for businesses or other tenants on the Airport Lands located on the Highway will have to be acceptable to Parks Canada and compatible with the signage location in the Park.

### **3.0 Development Goals**

The ACRD wishes to use suitable portions of the lands including and surrounding the Long Beach Airport for development opportunities in tandem with required airport improvements. As the demand for services at the airport increases, increased costs may become substantial. Infrastructure and other improvements will require funding sources that currently do not exist. Development of the lands may provide necessary funding, but should work towards the following goals:

#### **3.1 Goal No. 1: Compatibility**

When the Airport Lands were transferred to the ACRD from the federal government, a *Local Government Act* s. 219 Covenant was placed on the title to the property. One of the stipulations of this covenant is that "the land shall not be used for any purposes except the operation of a public aerodrome and uses compatible the operation of a public aerodrome".

### **3.2 Goal No. 2: Sustainable Development**

Development on the Airport Lands should strive to meet the criteria imposed by related planning documents and standards developed by other organizations, including smart growth, conservation design, and others as applicable.

### **3.3 Goal No. 3: Integration with PRNP**

The importance of the National Park to the area has already been discussed but cannot be overstated. All development on the Airport Lands must respect the integrity of the Park and have appropriate buffers from Park boundaries. Wildlife corridors through the Airport Lands must also be respected and kept clear with special attention given to the areas around them. Development should have no negative impact of any sort on the surrounding park or nearby bodies of water.

### **3.4 Goal No. 4: Recognition of Current Tenures**

Numerous existing leases and agreements are in place on the Airport Lands. These tenants are expected to continue to operate on the lands in conformance with their agreements. Acknowledging these agreements should be an important consideration along with any development proposal.

### **3.5 Goal No. 5: Revenue Generation**

Additional lease tenures and uses on the Airport Lands are intended to generate revenue that will fund needed infrastructure upgrades and support on-going operational costs. It is not intended that there will be any additional cost to the ACRD or constituents from any development activities. That stated, there are up front costs related to preparing lots for development. Staff will be investigating recovery mechanisms for these costs.

### **3.6 Goal No. 6: Implementation with Best Management Practices**

Best Management Practices (BMPs) are science-based approaches that achieved a desired development objective or standard. They are a dynamic set of practices that can be applied to a wide range of development activities, and should be employed in all development projects on the Airport Lands from planning to development, construction, and management.

#### 4.0 Development Opportunities

The Airport Lands are split into two main areas: air-side and land-side. Development of these areas will differ drastically as the goals of the airport are impacted in different ways throughout the lands. The majority of the options presented in this report will cater to land-side development as it has far less restrictions to adhere to.

A major development since the 2007 Long Beach Airport Land Use Plan was the development of a dedicated terminal building on the east side of the airport, accessed from Airport Road. Other areas of development potential include:

#### 4.1 Air-side Opportunities

Any development on the air-side of the Airport Lands would be limited to uses directly supporting airport activities and operations. Most of these uses do not have to exist within the fenced area, but consideration for their proximity to active runways, taxiways, and aprons should be important. Examples of potential uses to include or expand upon could be:

- Aircraft fueling facilities
- Aircraft maintenance and storage facilities
- Flying clubs
- Emergency air services
- Freight transport services
- Temporary uses, such as air shows
- Flight schools and training facilities
- Other uses that directly support the needs and operation of the airport

Any air-side related uses should be considered carefully and with the direct involvement and consultation of the airport superintendent and staff.

#### 4.2 Land-side Opportunities

According to the 2007 Long Beach Airport Land Use Plan, a number of potential non-airport related development opportunities were identified. In general, these proposed uses fell into the following categories:

- Community and recreational non-profit uses
- Commercial services and uses
- Light industrial uses
- Rental residential uses

These categories are not-prioritized and should not be considered as the only potential uses or options, but do provide a range of general categories of use that might be appropriate. Specific opportunities may include:

- Pool/Ice Rink/Recreation multiplex
- Etc.

As the lands may have the potential to house a variety of uses, there was also concerns about certain development projects that may not be appropriate for the Airport Lands or at least would require significant community consultation and input. These included:

- Hotels, motels, and other similar uses. As the airport is not a “destination” site, these uses should be confined to the communities of Tofino, Ucluelet, and First Nations Reserves.
- General consumer retail and service businesses should also be located in Tofino, Ucluelet, or on First Nations Reserves for the same reasons.
- Full-time residential use should be discouraged, as the Airport Lands should not be permitted to develop into a new townsite.

Site-specific requirements and design guidelines could also impact the acceptability of proposed developments and uses.

#### **4.3 Framework for Evaluating Proposals**

The general framework for evaluating proposals is based on the goals established in Section 3 of this report, current South Long Beach OCP and ACRD Zoning policies and regulations, and the existing needs and uses of the Airport Lands and surrounding area. It is meant to act as a general approach to understanding the validity and compatibility of a proposal, with consideration for the present and future needs of the property and users.

There are multiple important factors associated with each development project, and identifying why and how the proposal will affect or improve the current state of the Airport Lands in a standardized manner will allow for a fair and effective evaluation process. The following framework can be used as a starting point, but may be adjusted depending on the needs of the specific proposal.



#### **4.3.1 Step 1: Identify the Proposal and all development characteristics**

Having a clear understanding of the proposal and how it will alter the property is helpful for an informed decision. Gathering as much information as possible from the applicants will allow the Board of Directors and ACRD Staff to understand the physical impacts of the development and subsequently assess its overall effect on the Airport Lands.

#### **4.3.2 Step 2: Assess the compatibility of the proposal**

Once the physical characteristics of the proposal have been understood, the suitability for the site, Airport Lands, and surrounding area should be considered. This includes consideration for the visual, auditory, olfactory, psychological, and other potential impacts along with the precedent that the development is setting in the area.

The operation of the airport and the integrity of the neighbouring National Park have already been identified as two of the primary concerns related to compatibility. Other considerations might include environmental impacts, impacts on the ability of wildlife to cross the Airport Lands, current site contamination and potential for future site contamination, access, parking, and traffic flow requirements, present and potential future neighbouring uses on the Airport Lands, and other site specific issues.

#### **4.3.3 Step 3: Assess the sustainability of the proposal**

Although sustainability is a complicated term to define, evaluating the long term environmental, economic, and social benefits and drawbacks will be helpful when understanding if the proposal is a good fit for the airport lands. Standard frameworks, such as risk-assessment, cost/benefit analysis, or ecosystem services valuation may prove useful for evaluation.

#### **4.3.4 Step 3: Assess implementation and management of the proposal**

Understanding how the development will physically take shape and the level of management required may also be important in assessing suitability. Certain proposals, particularly related to residential developments, will require far different implementation and management considerations than storage

sites or other passive developments. Servicing levels, including water and sewer, may also be a key factor to consider.

#### **4.3.4 Step 4: Assess revenue generation potential**

One of the central reasons for entertaining development proposals on the Airport Lands is to provide a revenue source for the maintenance and operation of the services and facilities on the property. Although this is an important consideration, it is not the only concern and the previous steps in the framework should be assessed prior to understanding the revenue potential.

### **5.0 Site Selection Criteria**

There are two main uses that dominate much of the airport lands currently. The first is the airport itself and related facilities, which, at 148 acres, occupy slightly over one third of the total 425-hectare property. The second are the existing leases on the Airport Lands, including the Long Beach Golf Course, which occupy approximately 100 acres.

When examining the development potential for other sites on the Airport Lands, the following criteria were used:

#### **5.1 Accessibility**

The most obvious and significant obstacle to many of the developable sites on the Airport Lands is the challenge of access. Public access to the Airport Lands is a challenge, with the only legally recognized access point being Airport Road that turns off Highway 4.

Sites that can be accessed off Airport Road and without additional road construction should be given priority, at least in early stages of development, in an effort to keep costs down. Potential development sites in the northern portion of the Airport Lands should be avoided for the time being as infrastructure to provide access to these sites will likely be cost-prohibitive. Extending Airport Road further north will require crossing a large ravine. A cost estimate for this is unavailable and outside of the scope of this report but would likely be well into the hundreds of thousands of dollars.

## 5.2 Serviceability

Sites that can be easily serviced using existing infrastructure or with minor upgrades should be prioritized. Individual sites and projects may require special consideration for their infrastructure requirements, particularly sewer and water.

## 5.3 Site Suitability

The Airport Lands contain many sensitive ecological features and a wide variety of topographical features. Many portions of the lands were previously cleared and “disturbed” for the historic operation of the airport and associated uses. These sites are considered desirable sites, as they lend themselves to development or construction without substantial clearing or moving of earth. There is also less chance of environmentally negative disturbances or other risks that need to be controlled for.

Many of these sites are level, have been cleared, and have access to Airport Road and other, older road networks. Other important considerations include proximity to wildlife habitat areas, sensitive ecosystems, wildlife corridors, or particular areas of ecological sensitivity such as old growth forest, ravines, streams, or wetlands.

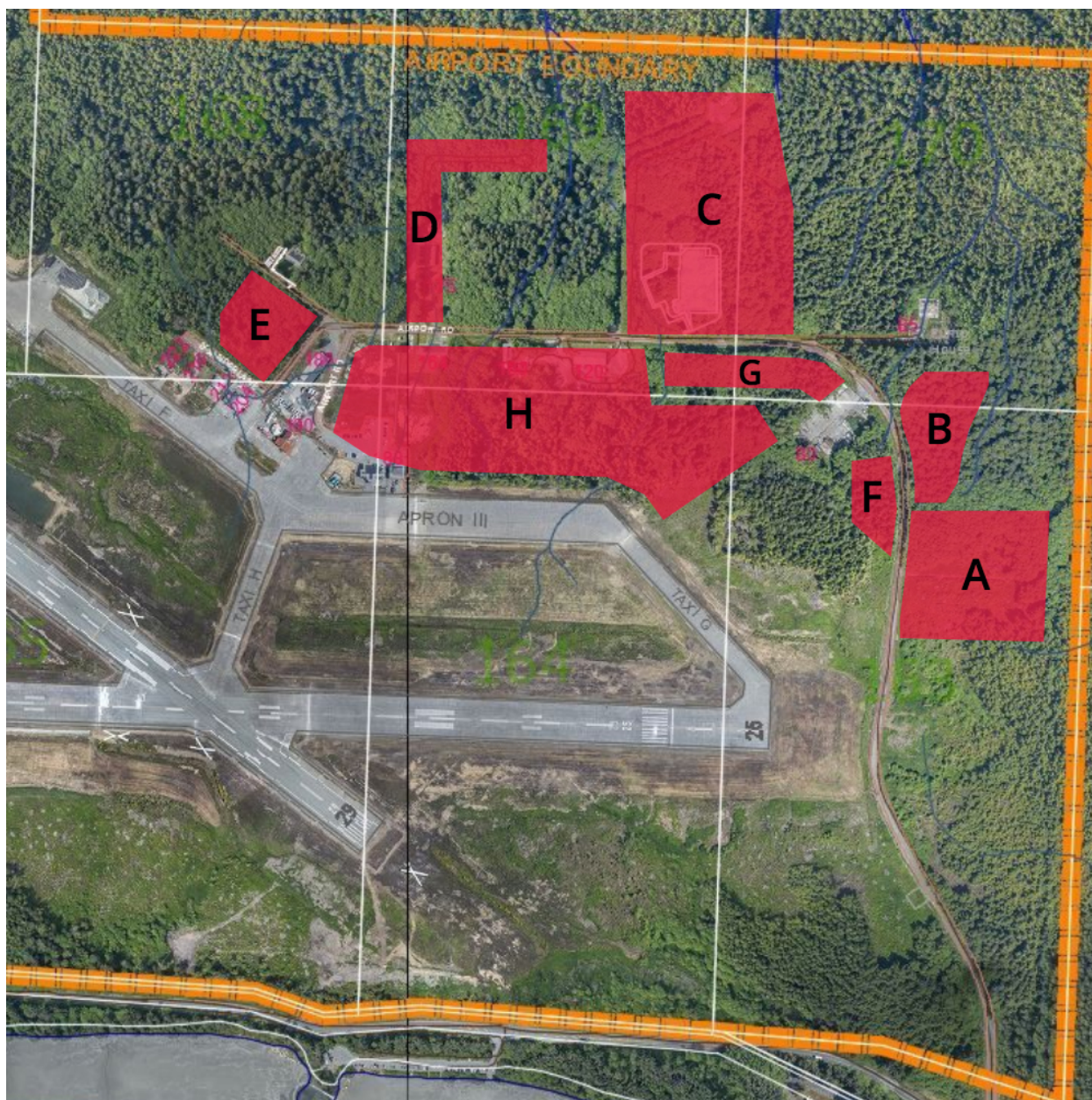
## 5.4 Buffering

Development should be not only compatible with surrounding areas and uses, but also incorporate appropriate buffers for the location. Areas adjacent to the Highway and Pacific Rim National Park and associated beaches should be avoided, and consideration for visual impacts should also be considered. Minimum buffer areas may vary from site to site, but a minimum 30-metre buffer may be an appropriate standard distance of separation.

### 6.0 Potential Development Sites

Based on the criteria described in section 5, there are approximately 37 hectares of land that could be considered suitable for development, with much more that could be released in later phases if necessary.

The sites described are general areas that have the potential to be developed for various purposes. Any specific uses would require further and more robust inspection and field investigations (geotechnical reports, site profiles, etc.) in order to determine their suitability.



### 6.1 Site A



Site A is approximately 2.8 hectares in size, and is fairly level until backing onto a large ravine. It is the former site of an Army Camp, and is located on the east side of Airport Road across from Runway 7-25. There are a number of old roadbeds still present on the site, along with numerous patches of metal debris, glass, boilers, and other discarded objects. Significant cleanup would likely be mandatory for this site, though its location makes it ideal for a business or service that can be easily accessed and serviced, such as staff housing or other seasonal accommodation.

### 6.2 Site B



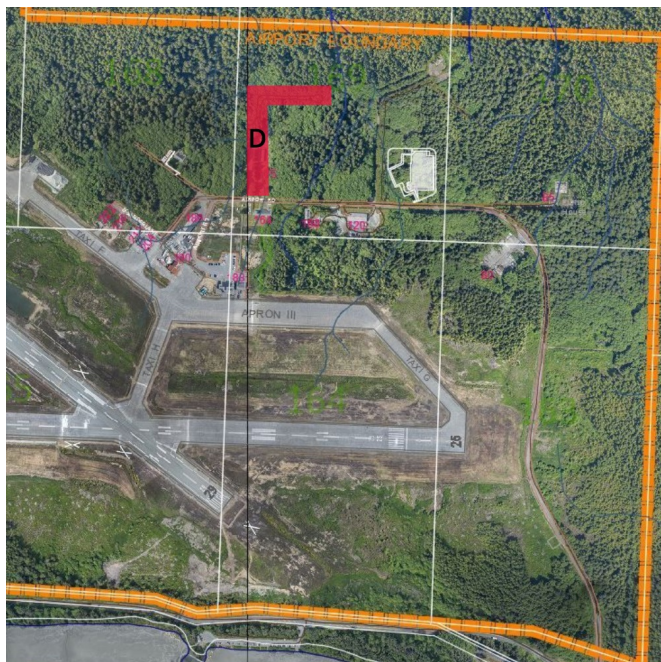
Site B is approximately 1.5 hectares in size, and would be connected to Site A except for the ravine that separates them on the north side of Site A. This site is adjacent to the current water treatment facility and wells that service the terminal and other buildings on the eastern side of the airport lands. This site would require careful environmental investigation to ensure that no disruption or contamination of the water supply occurs. Tourist-focused accommodation may be appropriate here.

### 6.3 Site C



Site C is one of the largest sites on the airport lands, at approximately 5.5 hectares. It is located on the northern side of Airport Road, around the bend from sites A and B, and can be accessed via a network of overgrown roadbeds that appear to be in decent shape. There is a large concrete building on the site that formerly housed a generator. This site would be of the easier locations to develop, and has been selected by the West Coast Multiplex Society as a good location for a potential multiplex consisting of an ice rink and pool. Though there is no formal agreement between the ACRD and the Society, that the location has been identified as a potential development location is an important consideration for the site moving forward.

### 6.4 Site D



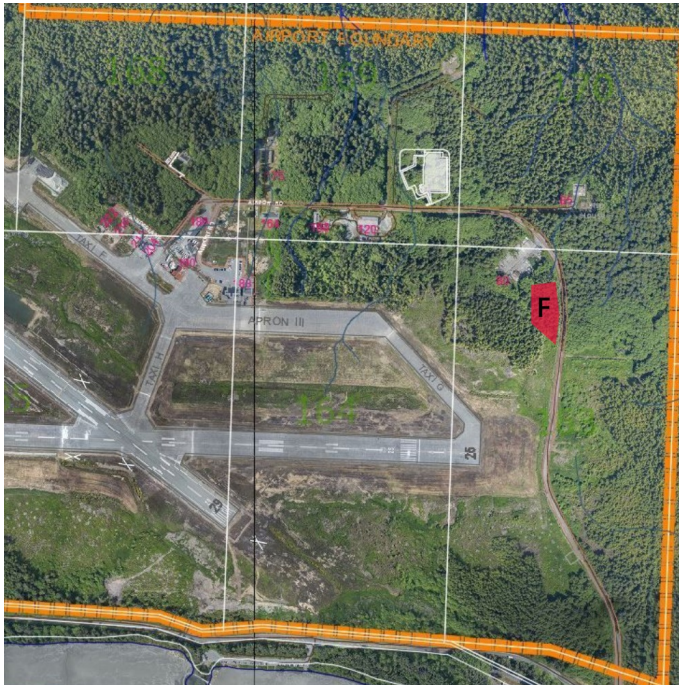
Site D is approximately 3.6 hectares in size, though some of this area is in Airport Two zone which does not permit intensive development. There are currently structures located on this site that are leased to BC Parks, and though the site is easily accessed and largely cleared, the presence of that existing lease will need to be considered when assessing development options for the area. Service commercial or residential uses may be appropriate for certain portions of this site.

### 6.5 Site E



Site E is approximately 1 hectare in size and located behind air side lease lots C and D on the other side of Lysander Road. This site is undeveloped and forested however a 0.4 hectare portion has been recently leased to Hazelwood Construction for an 18 month period. The site will be used for a laydown area, office and accommodations supporting their work on the LBA and other works on the West Coast.

#### 6.6 Site F



Site F is located on the west side of Airport Road, just before the bend in the road and next door to the Parks Canada wood yard. There is currently a major trail running through this site that allows pilots and other permitted airport users or employees to access the Airport Road from the end of the runway. Due to its current use and proximity to the active runway area, this site is appropriate for low-intensity development, including passive trails, community uses, and storage or service commercial uses.



**6.7 Site G**



Site G is strip of land on the south side of Airport Road approximately 1.7 hectares in size. Currently on the site is the Parks Canada wood yard and undeveloped land across the road from site C. Any development would need to accommodate the needs and uses of the Parks Canada wood yard, and uses similar to site F may be appropriate.

**6.8 Site H**



Site H consists of the parking lots, terminal building, metrological station, and other structures that directly serve the airport. Development in this area is constrained by existing uses and the presence of a large ravine east side of the site, but there are areas of the site that may be appropriate for commercial or airport-related services.

### **6.9 Other Areas**

There are numerous other sites and regions of land on the airport lands that may be appropriate for development, but cannot be easily accessed, serviced, or present other challenges. These include the northern areas of the airport lands, and regions of the south and eastern areas not used by the Long Beach Recreation Cooperative. Is it likely that any development in these areas will come after development in the previously mentioned sites and will require special consideration for infrastructure and access.

### **7.0 Implementation**

Development on the airport lands is largely dependent on the ability of the ACRD to offer leases with terms longer than three years. It is unlikely that a major development requiring significant investment would occur unless a longer term was available. As mentioned in section 2.13, the ACRD is currently working with the Federal Government to finance and carry out the Contaminated Site Profiles necessary for the ability to offer long term leases. Until this is resolved, it will be impossible to offer lease terms longer than three years and unlikely that appropriate tenants will approach the ACRD with development proposals.

Zoning changes that have been introduced have also allowed multiple uses that were not previously permitted. The new airport zones, described in section 2.5, provide allowances for the ACRD to approve a wide variety of developments and uses of the airport lands. These updated zones were an important step towards development of the lands, and will serve as an important guide for any future proposals.

Many of the original suggestions from the 2007 Land Use Plan have been implemented, including the hiring of a full-time airport supervisor and additional support staff, the construction of a terminal building, and the legalization of Airport Road. Although these developments have allowed the airport to provide much better service, there is still a need to generate revenue through leasing and development or other uses of the property to pay for needed infrastructure improvements and to lessen continuing expenses to the ACRD. Successfully offering long-term leases is a key component of this.





## REQUEST FOR DECISION

**To:** West Coast Committee  
**From:** Jenny Brunn, Manager of Operations  
**Meeting Date:** July 17<sup>th</sup>, 2019  
**Subject:** West Coast Organics Composting Pilot Project

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### **Recommendation:**

*That the West Coast Committee recommend that the ACRD Board of Directors support an organics pilot project at the West Coast Landfill.*

### **Desired Outcome:**

To conduct a pilot project at the West Coast Landfill to collect data on potential quantity and quality of organic material that will be collected and the performance of different technologies available for composting.

### **Summary:**

At the June 5<sup>th</sup> West Coast Committee Meeting, the proposal presented by Tofino Urban Farms to conduct a West Coast organics diversion pilot project was referred to staff. After review of the proposal and further investigation, staff have determined that there is merit in doing a pilot project. It is feasible to provide the necessary space, power and water at the West Coast Landfill without major modifications to the site or operations. It will also provide benefits to the current operations in providing a positive use for the stock pile of wood waste that continues to pose a fire risk in the summer.

Completing a pilot project will provide valuable data to assist in making key decisions on the next steps for organics composting on the West Coast. This includes:

- Verify volumes of compost generated from businesses to provide more accurate numbers for sizing a facility
- Compare the aerated and static composting technologies to determine if it will be effective for managing the volumes on the west coast (the choice of technology will significantly impact capital and operating costs).
- Determine the actual costs and logistical constraints of those technologies at the landfill site.

In order to move forward with a pilot project of this nature, staff recommend that an RFP to operate a 6-9 month pilot project at the West Coast Landfill is issued. Proposals will need to outline their methodology including how they intend to collect materials, process material using multiple technologies and manage the finished product. Details on site servicing requirements and how the operational costs of the pilot will be recovered (collection service fees, tipping fees, fees to the ACRD, compost sales, etc.) will also need to be outlined along with experience and references.

### **Background:**

ACRD staff have presented the comprehensive report on Organics Diversion Services Options to the West Coast Committee and received support to move forward with the option to build a local processing facility subject to public engagement. This proposed pilot will provide useful information to support the future processing facility and public engagement program.

**Time Requirements – Staff & Elected Officials:**

Staff time will be required to create, advertise, review and award an RFP for this project. Further staff time will be required to support the successful proponent in establishing the pilot and coordinate the work with on-going landfill operations.

**Financial:**


The capital costs for this pilot project are estimated to be minimal but there may be some costs associated with minor infrastructure or site supports. The cost for the pilot itself is anticipated to be cost neutral with the operational expenses offset by collection fees and compost sales. Any costs associated with the pilot would be eligible for grant funding.


**Policy or Legislation:**

Issuing an RFP for this pilot project will fulfill the requirements of the ACRD purchasing policy in ensuring open, fair and consistent methods for awarding work.

**Options Considered:**

Do not proceed with a pilot project at the West Coast Landfill.

Submitted by:   
\_\_\_\_\_  
Jenny Brunn, Manager of Operations

Approved by:   
\_\_\_\_\_  
Douglas Holmes, BBA, CPA, CA, Chief Administrative Officer



## REQUEST FOR DECISION

**To:** West Coast Committee

**From:** Teri Fong, Manager of Finance/  
Wendy Thomson, Manager of Administrative Services

**Meeting Date:** July 17, 2019

**Subject:** **Proposed West Coast Transit Service – Governance & Cost Apportionment Method**

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### **Recommendation:**

THAT the West Coast Committee recommend that the Alberni-Clayoquot Regional District Board of Directors direct staff to develop an establishing bylaw for the proposed West Coast Transit service including the following:

#### **Participants**

Area "C", Long Beach, District of Tofino, District of Ucluelet, Toquaht Nation, and Yuułu?it?ath Government

#### **Cost Apportionment Method**

Cost apportionment between the participants of 50% population and 50% converted land and improvements

#### **Maximum Requisition**

Maximum requisition of the greater of \$550,000 or \$0.294 per \$1,000 of net taxable value of land and improvements in the service area

### **Desired Outcome:**

To develop a governance model, cost apportionment method and establishing bylaw for the proposed new West Coast Transit service.

### **Background:**

At the regular meeting of the Alberni-Clayoquot Regional District (ACRD) Board of Directors held on June 12, 2019 a resolution was passed directing staff to report back with governance and allocation options in order to inform the pending alternate approval process for the establishment of a new West Coast Transit Service. The proposed conventional fixed route transit service would operate between Tofino, Ucluelet and Long Beach serving stops in between, including the First Nations communities of Hitacu, Esowista and Ty-histanis.

### **Governance**

The proposed new transit service will benefit all communities on the west coast. Staff recommend that all of the Regional District members on the West Coast (Ucluelet, Tofino, Long Beach, Toquaht and Yuułu?it?ath) participate in this service.

Regional District staff will reach out to the Tla-o-qui-aht First Nation and Ahousaht Nation as well as Parks Canada to see if there is interest in participating in this service through a partnership agreement with the Regional District.

### **Cost Apportionment**

Multiple cost apportionment models were considered for this new service. Attached is a spreadsheet that details the 3 apportionment methods that staff believe are worth discussion including:

1. Converted land and improvements
2. Population
3. Hybrid of 50% population and 50% land and improvements

Staff also considered other apportionment options such as number of revenue hours within a jurisdiction, kilometers traveled and service hours per capita but with no baseline information these are challenging to administer at this time. Staff recommend the hybrid model of 50% population and 50% land and improvements for a couple of reasons:

- The Treaty First Nation participants have very low assessed values until 2024 when the former reserve lands become taxable.
- There is a large range of average assessed values on the west coast with the average in Tofino being approximately \$861,000 and the average in Long Beach being \$357,923.
- A transit service is a people based service.

### **Alternate Approval Process (AAP)**

An AAP enables local governments to directly engage citizens about a proposed bylaw to establish a new regional district service.

Eligible electors within the service area have at least 30 days from the second required public notice to submit elector response forms to the local government Corporate Officer during an AAP. When 10% or more of the eligible electors sign and submit response forms, the local government cannot proceed with the matter proposed in the bylaw without first holding an assent voting opportunity (referendum). If less than 10% of eligible electors sign and submit an elector response form, the local government can proceed to adopting the service establishing bylaw.

### **Timelines**

Once the governance and cost apportionment methods are confirmed, Regional District staff will draft an establishing bylaw for consideration by the ACRD Board of Directors. The following are the proposed timelines:

<b>Date</b>	<b>Action</b>
August 28, 2019	ACRD Board of Directors consider 3 readings to the service establishing bylaw
August 29, 2019	If establishing bylaw receives 3 reading by the ACRD Board of Directors, the bylaw is then sent for approval by the Inspector of Municipalities (this process takes 3 – 4 weeks)
September 2019	Once the bylaw receives Inspector approval, staff will post a notice of the Alternate Approval Process for 2 consecutive weeks in the local newspaper etc.
September/October 2019	Electors within the service area will have at least 30 days to sign and submit an elector response form
October 2019/Nov. 2019	Depending on the outcome of the AAP Process, the ACRD Board can either adopt the service establishment bylaw, proceed to referendum or decide not to proceed with establishing the service
Feb/March 2020	If service established, work with BC Transit on expansion plan requirements for Provincial funding as well as other next steps to bring this service to fruition

**Time Requirements – Staff & Elected Officials:**

Staff time will be required to develop the bylaw and conduct an Alternate Approval process.

**Financial:**

BC Transit estimates the annual cost for this service is \$467,846. It is recommended by staff that the establishing bylaw include a maximum requisition limit of \$550,000 as the bylaw must stay relevant for a number of years and anticipate cost increases.

**Policy or Legislation:**

*Local Government Act* and *Community Charter* apply.

**Options Considered:**

Based on the above discussion the following options could be considered by the Directors:

1. That one or both of the Treaty First Nations chose not to participate in the service at this time.
2. That an apportionment method such as converted land and improvements or population only is chosen instead of the hybrid option that is recommended.
3. That staff is directed to come back with further apportionment options.
4. That the maximum requisition is reduced to \$525,000 recognizing that this will result in a bylaw amendment sooner than the higher maximum will require.



Submitted by: \_\_\_\_\_

Teri Fong, Manager of Finance



Submitted by: \_\_\_\_\_

Wendy Thomson, Manager of Administrative Services



Approved by: \_\_\_\_\_

Douglas Holmes, BBA, CPA, CA, Chief Administrative Officer



**ACRD West Coast Transit - Funding Option**

Requisition Maximum	\$	550,000.00
Requisition Max as Tax Rate	\$	0.294

**Average Assessed Value 2019**

Jurisdiction	Average Assessed
District of Tofino	861,129
District of Ucluelet	386,769
Electoral Area C - Long Beach	357,923
Yuułuᓃᓂᓄᓂᓄᓂᓄᓂ Government	228,350
Toquaht First Nation	109,088
Average	388,652

**Option 1: Converted Land & Improvements**

Jurisdiction	Converted Land & Improvements	Converted Land & Improvements as %	Converted Land & Improvements Requisition by Area	Residential Tax Rate	Estimated Household Cost based on Average Assessed Value
District of Tofino	141,697,323	58%	318,588	0.225	194
District of Ucluelet	72,672,850	30%	163,396	0.225	87
Electoral Area C - Long Beach	30,086,909	12%	67,647	0.225	80
Yuułuᓃᓂᓄᓂᓄᓂᓄᓂ Government	164,445	0%	370	N/A*	N/A*
Toquaht First Nation	-	0%	-	N/A*	N/A*
Totals	244,621,527	100%	550,000		

**Option 3: Population Apportionment and Recovery by Property Value Tax**

Jurisdiction	Population (2016 Census)	Population as %	Population Apportionment Requisition by Area	Residential Tax Rate	Estimated Household Cost based on Average Assessed Value
District of Tofino	1,932	42%	230,050	0.162	140
District of Ucluelet	1,717	37%	204,449	0.281	109
Electoral Area C - Long Beach	677	15%	80,613	0.268	96
Yuułuᓃᓂᓄᓂᓄᓂᓄᓂ Government	274	6%	32,626	N/A*	N/A*
Toquaht First Nation	19	0%	2,262	N/A*	N/A*
Totals	4,619	100%	550,000		

**Option 5: Hybrid of 50% Population and 50% Land and Improvements**

Jurisdiction	Population Apportionment Requisition by Area	Converted Land & Improvements Requisition by Area	Hybrid of 50% Population and 50% Land and Improvements	Residential Tax Rate	Estimated Household Cost based on Average Assessed Value
District of Tofino	230,050	318,588	274,319	0.194	167
District of Ucluelet	204,449	163,396	183,922	0.253	98
Electoral Area C - Long Beach	80,613	67,647	74,130	0.246	88
Yuułuᓃᓂᓄᓂᓄᓂᓄᓂ Government	32,626	370	16,498	N/A*	N/A*
Toquaht First Nation	2,262	-	1,131	N/A*	N/A*
Totals	550,000	550,000	550,000		

\*no tax rates are provided for the Treaty First Nations as they do not currently collect their requisitions by property tax



## REQUEST FOR DECISION

**To:** West Coast Committee

**From:** Douglas Holmes, Chief Administrative Officer

**Meeting Date:** July 17, 2019

**Subject:** Alternate Approval Process Advocacy/Engagement for the proposed West Coast Transit Service

### **Recommendation:**

That the West Coast Committee recommend to the ACRD Board of Directors that the ACRD advocate for elector assent in relation to the proposed West Coast Transit Service.

### **Desired Outcome:**

That the ACRD be purposeful in its engagement of the electors with respect to the proposed West Coast Transit Service.

### **Summary:**

The Board has options with respect to how the ACRD may engage the electors as they contemplate providing assent for the establishment of a proposed service. The range of activity and public engagement starts at a minimum of publishing the Alternative Approval Process (AAP) information sufficient to meet the minimum statutory requirements and continues to a full tax-payer-funded promotional/advocacy campaign. While this decision is not urgently required, staff would like guidance in this regard so that information that we prepare for the AAP is aligned with the Board's intentions.

### **Background:**

The Board, at the recommendation of the West Coast Committee, has resolved to seek elector assent for the establishment of a West Coast Transit Service. The Board of Directors have already satisfied themselves that there is a community need or desire for this service for them to have provided the direction to proceed with the AAP in the first instance. However, there is a range of advocacy options available to the Board while assent is being sought. Options, in broad terms, include:

1. Statutory minimum plus existing information:
  - The required notices for the AAP
  - Maintain the staff reports page on the ACRD website during the time leading up to the conclusion of the AAP
2. Active engagement to 'show' but not 'tell':
  - Materials in #1
  - Additional outreach (e.g. open houses) to describe the service and the cost implications in a 'neutral' way
  - Intention would be to inform as much as possible without recommending support or opposition

## 3. Active advocacy:

- Materials in #1
- Additional outreach (e.g. open houses) to describe the service and the cost implications in a manner that promotes the service to encourage the public to provide assent (by not signing the AAP documents)

**Time Requirements – Staff & Elected Officials:**

This will depend upon the option chosen with more time associated with more engagement.

**Financial:**

This will depend upon the option chosen with more cost associated with more engagement.

**Policy or Legislation:**

The *Local Government Act* governs the assent process for service establishing bylaws.

The courts have established the common law confirming the ability of Local Government to advocate for an initiative including the ability to spend tax payer money on an initiative.

**Options Considered:**

The options presented in this report have been considered. Staff recommend advocating for this service due to the social benefits of connecting the communities and the economic benefits of adding another option for making the workforce more mobile on the West Coast.



Submitted by: \_\_\_\_\_

Douglas Holmes, BBA, CPA, CA, Chief Administrative Officer



## REPORT FOR INFORMATION

**To:** West Coast Committee

**From:** Jenny Brunn, Manager of Operations

**Meeting Date:** July 17<sup>th</sup>, 2019

**Subject:** West Coast Landfill Annual Report

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### Summary:

The West Coast Landfill (WCL) has been in operation since 1980 and accepts waste from the District of Tofino, District of Ucluelet, Parks Canada, ACRD Electoral District C (Long Beach) and the First Nations communities of the Toquaht, Ucluelet, Ahousaht, Tla-o-qui-aht, and Hesquiaht.

The annual volume of waste landfilled in 2018 was down from previous years at approximately 6,037 tonnes, mainly due to a reduction in construction and demolition waste. The volume of space consumed was approximately 12,306 m<sup>3</sup> resulting in an estimated fill density of about 0.49 tonnes/m<sup>3</sup>. Given the estimated 737,153 m<sup>3</sup> of remaining airspace, the landfill will not reach it's originally approved capacity until 2079.

On-going monitoring of the leachate and landfill gas continued in 2018. There were 2 overflow events of the leachate system in 2018 because precipitation volumes consistently exceed the capacity of the system. There are historical concerns on the efficacy of the leachate treatment system and a feasibility study to resolve these issues is underway with plans to present options to the West Coast Committee by the fall of 2019. It is estimated that the landfill produced 301 tonnes of methane in 2018, well below the threshold requiring preparation of a LFG management plan.

Submitted by:

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Jenny Brunn, Manager of Operations

Reviewed by:

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Rob Williams, General Manager of Environmental Services

Approved by:

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Douglas Holmes, BBA, CPA, CA, Chief Administrative Officer



## ALBERNI-CLAYQUOT REGIONAL DISTRICT

3008 Fifth Avenue, Port Alberni, B.C. CANADA V9Y 2E3 Telephone (250) 720-2700 FAX: (250) 723-1327

### MEMORANDUM

**To:** West Coast Directors Committee

**From:** Alex Dyer MCIP, RPP, Planner

**Meeting Date:** July 17, 2019

**Subject:** Coastal Addendum to the Alberni Valley Agricultural Plan  
2019 Implementation Project

#### **Recommendation:**

*THAT the West Coast Directors Committee receive the staff report.*

#### **Background:**

The Coastal Addendum to the Alberni Valley Agricultural Plan was completed in 2018 and adopted by the ACRD Board in December 2018. The project included a series of public and stakeholder engagements, an assessment of food production and food security on the west coast, and an implementation plan to support increased agricultural production in the ACRD's coastal communities.

The ACRD Board included \$15,000 within the Regional Planning budget in the 2019-2023 Financial Plan to focus on an implementation plan for this project.

The ACRD has also recently secured a \$20,000 grant for a one year Systems Change project through the Vancouver Foundation. This project sets out to develop a model for regional agricultural support that better influences and informs Provincial frameworks, ensuring accommodation of the unique realities of various geographical regions and producer populations.

The project will include research into other BC models of regional agricultural support and aims to contribute to the development of a model and strategic plan for the Coastal Agricultural Roundtable (CAR), which was established during the development of the Coastal Addendum Plan. The ACRD will then be eligible to apply for second stage funding from the Vancouver Foundation in order to test and scale a model of agricultural support within the ACRD's coastal communities. This project will be led by ACRD Agricultural Support Worker.

Erika Goldt, from Clayoquot Biosphere Trust's Eat West Coast, has had meetings with elected officials from Toquaht Nation, Tla-o-qui-aht First Nation, and the Yuułuꞵiꞵath Government to discuss and share info about the Coastal Addendum and Coastal Agricultural Roundtable. There was interest expressed in exploring or expanding specific agricultural projects within those communities.

### **Next Steps:**

In the long term, it is intended that the implementation of the Coastal Addendum will be facilitated by professionals within the coastal communities. At present, staff have asked Heather Shobe, ACRD Agricultural Support, to facilitate the launch of the project.

The first phase of the implementation plan will be to engage coastal stakeholders in order to:

- i. share Coastal Addendum project outcomes and next steps;
- ii. secure a coastal host for the CAR;
- iii. promote participation and identify priorities of First Nation governments and councils;
- iv. organize a preliminary CAR meeting to be held in fall 2019; and
- v. identify opportunities for immediate financial support of educational events, public processes, or collective projects that reflect the recommendations of the Addendum's Implementation Plan.

A timeline and action items will be developed to include in a CAR strategic plan, in advance of the meeting. The Agricultural Support Worker will also contribute to developing the strategic plan following the stakeholder meeting.

### **Time Requirements – Staff & Elected Officials:**

The project will involve staff time to provide direction and to ensure that the work is specific to the implementation of the objectives in the plan. It is expected that the implementation project will work closely with the Agricultural Development Committee while the Coastal Agricultural Roundtable is established. Staff time will be required to liaise with the Agricultural Support Worker and Agricultural Development Committee.


### **Financial:**


The 2019-2023 Financial Plan included \$15,000 in 2019 within the Sustainability Planning budget line under Regional Planning to focus on implementation of the Coastal Addendum Plan.


### **Policy or Legislation:**

The Agricultural Plan implementation is part of Regional Planning. The Alberni Valley Agriculture Plan was developed in 2010-2011 in cooperation with the agricultural community. The Plan, which was adopted by the Board in 2011, sets out goals, objectives and action items to support agriculture in the Alberni Valley. The Coastal Addendum to the Alberni Valley

Agricultural Plan was developed in 2018 with specific goals to increase food production and food security within the coastal communities of the ACRD. The Plan was adopted by the ACRD Board in December 2018.

Submitted by:   
Alex Dyer, MCIP, RPP  
Planner

Submitted by:   
Mike Irg, MCIP, RPP  
Manager of Planning and Development

Approved by:   
Douglas Holmes BBA, CPA, CA  
Chief Administrative Officer

## Coastal Addendum: Implementation Plan

# Section 3: Implementation Plan

The Implementation Plan details the specific actions which can be undertaken by a variety of stakeholders in order to achieve the vision set out by the community. Everyone should be able to see themselves within the Plan, and its suggestions must be specific, measurable, time bound, realistic/doable, and appropriate within the context of the addendum and coastal community. Readers are encouraged to locate themselves within the stakeholders identified in the detailed plan and to undertake the associated activities.

The Implementation Plan consists of 3 Key activities and over 100 suggestions for other supportive activities. It includes some ‘low-hanging fruit’ where momentum and opportunities pre-exist within the community. Concurrently, it recommends some slower and more systemic strategies that integrate diverse values in order to enhance long-term viability.

“Supporting producers is hard,  
but we don’t have food without them.”

### 1) Overarching Goals

The Implementation Plan is based on the following 8 overarching goals. Each goal is a category of desirable outcomes that will help to solve the problems, take advantage of the opportunities, or mitigate the challenges identified through this project’s research and discourse. An example of a related action is provided for each goal here, and more are listed within the Detailed Plan.

#	Overarching Goal	Action Example
1	<b>Increase Food, Cultivation, and Business Literacy</b>	• Sponsor a series of agricultural business literacy workshops (Municipalities)
2	<b>Increase Youth, Nuu-Chah-Nulth, and Employment Projects</b>	• Develop an Octopus Garden, an agricultural project involving 8 coastal governments and councils (Municipal & Nuu-Chah-Nulth)
3	<b>Increase Access to Infrastructure</b>	• Dedicate land to agricultural development, including both large tracts and community spaces within new developments (Municipal, Nuu-Chah-Nulth, and Regional government/councils)
4	<b>Increase Financial Resources</b>	• Offer incentives to producers and processors (Various)
5	<b>Reduce Policy and Program Barriers</b>	• Ensure policies are scalable to small and emerging producers in remote areas with low population densities (Provincial & Federal Governments)
6	<b>Increase Soil and Water Resources</b>	• Make use of the available organic resources within the community (Various)
7	<b>Ensure Culturally-Appropriate Food Production/Branding</b>	• Participate in regional agricultural planning processes (Nuu-Chah-Nulth Governments, Councils, and Members)
8	<b>Expand and Diversify Seafood Operations</b>	• Develop secondary processing facilities, such as a Fish Stick plant (Businesses)



## Coastal Addendum: Implementation Plan

### 2) Key Activities

The following three key activities are primary. Each will support a number of the overarching goals and ensure long term programming, high sector visibility, and sustainability. **Their function is as the backbone of the implementation process.**

#### **A. Create Compost**

The quality of soils and lack of finished compost products has been widely acknowledged as a primary limitation to increased coastal production. Good soil is the foundation of most land-based agriculture and the coast boasts an abundance of some potential primary ingredients, such as restaurant and kitchen waste, kelp, and fish waste. Production of 'brown' matter for compost could be a primary agricultural operation through the production and management of alder, hemp, or other fast growing carbon crops.

All levels of governments have indicated interest in lowering the amount of organic materials being brought to landfill, and the ACRD has recently been awarded a \$6 million grant to assess options and develop infrastructure. Compost management at a household, business, or community level is also a good way to connect the general public to the food system and get them involved and educated about food production and its challenges and processes.

There are various ways to initiate a compost program, and the subject requires further study and discussion. Regardless of large scale projects, small scale and/or pilot projects must be strongly supported. Every small step or learning experience will be of assistance.

#### **B. Establish a Coastal Agriculture Roundtable (CAR)**

Convened by the ACRD, this roundtable will provide a formal opportunity for high level networking, policy discussion, project creation, and development of the primacy of agriculture within the coastal community. It will act as a direct channel to the ACRD, and subsequently to the Provincial Government. A qualified facilitator will serve to field questions, conduct required research, share funding opportunities and external project models, and make referrals to provincial government or other external supports. The ACRD's Agricultural Development Committee and Agricultural Support Workers currently provide a similar platform within the Alberni Valley, but the coastal needs and community are distinct.

This Roundtable will consist of a representative/s from:

- Each Nuu-Chah-Nulth and Municipal Government or Council;
- The ACRD;
- The Coastal Community Coordinator/s (See below)
- Producer and Processor sector (including marine and forest products);
- Food and Agricultural Organization/s;
- Restaurant and Retail Sector; and,
- Others as deemed beneficial.

In-person meetings are likely to be challenging considering the coastal geography, and therefore it is suggested that a minimum of 2 meetings take place annually, with members attending in

## Coastal Addendum: Implementation Plan

person if at all possible. In addition, these meetings must include an ability to participate via conference call or online video platform.

This body will assist with the specific work outlined in the ‘municipal’ and ‘regional’ government sections of the detailed Implementation Plan. More broadly, the CAR will:

- Bring agriculture and food production to the front of the agenda for individual communities
- Offer a venue for sharing resources, grant opportunities, experiences, and ideas for policy and project developments
- Form a backbone body for a coastal initiative such as an ‘Octopus Garden’ (see Table Note 3 of the Detailed Implementation Plan)
- Decide on priorities for Plan Implementation
- Ensure a cohesive coastal brand
- Reduce redundancies in activities and allow cross-referencing of projects
- Support high-level networking and partnership opportunities
- Allow primary producers and processors to directly engaged with local governments, providing context and perspective for policy, education, and event initiatives
- Reduce segregation and silos between land-based, marine, and forest-based food industries by providing an opportunity for direct affiliation
- Provide a platform for evaluation and monitoring of agricultural growth

Nuu-Chah-Nulth communities, in particular, will benefit by having administrative staff with agriculture, food production, or food sovereignty as part of their portfolio of responsibilities. This will support them to capitalize on the host of agricultural funding initiatives that exist for indigenous communities. With the potential financial and territorial resources available to them, they are well positioned to act as leaders in project development. Projects could include community-supportive education and training programs and, with Nuu-Chah-Nulth leadership, could fundamentally guide the creation of a culturally and earth-appropriate system for community nourishment.

### **C. Support a Coastal Community Coordinator**

Without someone to carry out the nuts and bolts of this Plan, much of it will simply not get done. Existing organizations are, positively speaking, *doing the best they can* with their existing resources, and government bodies are generally not in the business of ‘doing’, they are more accurately in the business of ‘deciding’.

While non-profits do employ people who act as organizers and community coordinators, their work is limited and chronically challenged by a dependence on short-term grant funding. Instead, the activities need to be assured, medium-term at a minimum, via established and primary funding. This funding could be secured by income generation programs or through innovative visitor taxation, such as a Restaurant Tax (See Table Note 4). Dedicated funding has the additional benefit of formally acknowledging and supporting agricultural development at the local government level, which in turn helps to influence public opinion. Once infrastructure, systems, coastal platforms, and income streams are established, the need for funding may be reduced.

In the present, the Plan requires someone who is funded at the coastal level and is actively engaged and on-the-ground in the community. It is important to note that this does need to be a

## Coastal Addendum: Implementation Plan

single person; the functions could be performed as a team, for example, with one person in the southern communities and one in the northern, or alternately, with one person in each community. The key in these cases would be that the team actively collaborates and develops a coordinated plan to ensure that all the necessary functions are carried out.

The Coastal Community Coordinator/s will:

- Sit on Coastal Agriculture Roundtable (CAR);
- Develop and facilitate opportunities for synergy, synchronicity, and cooperative efforts between producers and processors
  - Specifically those related to labor, materials, markets, import of resources, joint transportation, and development of producer collectives;
- Assist with educational events, annual celebrations of food, development of community projects, and provision of expertise and resources to farm start-ups;
- Monitor and collect data on local production, services, and supply chains, in order to
  1. Support producers with current industry information, and
  2. Assist Regional government with project monitoring and evaluation;

### 3) Monitoring and Evaluation

At the highest project level, the Coastal Community Coordinator/s and CAR will serve to collect, record, and share monitoring and evaluation data, and this will help to guide decision-making about action priorities. They will also produce and share their own internal frameworks for monitoring and evaluation, adjusting activities where they are not meeting baseline measurements of success (for example, diverse participation in the CAR).

The specifics of monitoring and evaluation procedures is not detailed for each action within the Implementation Plan, as it is unrealistic to assume that all of the actions will be taken or to know within what time frame they will occur. However, as actions are chosen for implementation, the person or organization involved is advised to develop a framework for monitoring and evaluation that includes:

1. Measurements of Success and Determination of Timelines
  - How will you know you've been successful?
  - What will you do to find out?
  - Who will do it?
  - On what timelines?
2. Collection/Recording of Data and Indicators:
  - Number of people impacted (educated, attending, served, etc.)
  - Number of activities (events, purchases, deliveries, engagements, etc.)
  - Production data (new farms, individual production levels, etc.)
  - Systemic impacts (new businesses, projects, trends, etc.)
  - Qualitative data (opinions, feedback, suggestions, etc.)
2. Process for Information Sharing
  - Who needs to know?
  - How will you share the info?

## Coastal Addendum: Implementation Plan

# Coastal Agriculture Implementation Plan

We aim to have specific and actionable activities for a variety of stakeholders that are balanced between some 'easy-pickings' and a more challenging long term perspective.

Create  
Compost  
*Fertile soils is a must*

Establish a  
Coastal Roundtable  
*We achieve more working together*

Support a  
Coastal Coordinator  
*If nobody does it, it won't get done!*



**Literacy** Increase Food, Cultivation, and Business Literacy  
*For example, sponsor a series of agricultural business literacy workshops*

**Employment** Increase Youth, First Nation, and Employment Projects  
*For example, develop an agricultural project involving multiple coastal governments or councils, like the Octopus Garden with Yuulu?il?ath*

**Infrastructure** Increase Access to Infrastructure  
*For example, dedicate land to agricultural development - large tracts and community spaces within new developments*

**Funding** Increase Financial Resources  
*For example, offer financial incentives, such as service fee reductions, to producers and to processors*

**Culture** Ensure Culturally Appropriate Food Production and Branding  
*For example, engage Nuu-chah-nulth stakeholders in agricultural planning processes*

**Soil & Water** Increase Soil and Water Resources  
*For example, commit to making local organic resources available for public use*

**Policy** Reduce policy and program barriers  
*For example, ensure policies are scalable for small and emerging producers in remote areas*

**Marine foods** Expand and Diversify Seafood Operations  
*For example, develop secondary processing facilities*

Infographic by: Erika Goldt, CBT

## 4) Implementation Plan, Detailed

The Detailed Implementation Plan Table follows, depicted by primary Goals and Stakeholders:

## Coastal Addendum: Implementation Plan - Detailed

Goal #1	Increase Food, Cultivation, and Business Literacy
Individuals	<ul style="list-style-type: none"> <li>• Take a course in how to grow your own food. Attend community food events/work bees</li> <li>• Talk about the importance of healthy, locally produced food with family and friends</li> <li>• Choose to acknowledge producers when speaking at events that include dining</li> <li>• Start and maintain a backyard vegetable garden or community garden plot</li> <li>• Participate in surveys about consumption, production, organic waste management and other matters related to local agricultural development</li> <li>• <b>Teachers</b> - Incorporate a school garden and agricultural literacy into curriculum (see Resources, Appendix 1). Take field trips to coastal production or processing facilities</li> </ul>
Organizations	<ul style="list-style-type: none"> <li>• Continue to develop and facilitate workshops and annual food and agricultural events</li> <li>• Continue to assist with development of new community gardens, farms, and food forests</li> <li>• Facilitate educational events about social enterprise, cooperatives &amp; wildlife mitigation</li> <li>• Use appropriate technology to reach various audiences (video, social media, etc)</li> <li>• Develop PR campaigns that educate residents about 'ugly food' and product seasonality</li> <li>• Develop a school garden program that includes crop production for lunch menus and chef's activities with students (see Resources, Appendix 1)</li> <li>• Convene local planning sessions that include chefs, institutions, distributors, and producers to share product and process needs and foster relationship-building</li> <li>• <b>Alberni Farmers' Institute</b> - Recruit membership from coastal communities</li> <li>• <b>Institutions</b> - Participate in a community forum to share product &amp; process needs and foster relationship-building &amp; development of purchase agreements with local producers</li> <li>• <b>Parks Canada/Wild Safe BC</b> - Deliver education on wildlife mitigation for producers</li> <li>• <b>Tourism Associations</b> - Include agri-tourism and bioregional food systems in promotions</li> <li>• <b>TUCG</b> - Develop and share lists of desired products &amp; appropriate pricing for producers.</li> </ul>
Municipal Governments	<ul style="list-style-type: none"> <li>• Sponsor an ongoing series of agricultural business development workshops, such as business and succession planning, operation and labor relations manuals, GAP planning, risk management, marketing, food safety, and bookkeeping (see Resources, Appendix 1)</li> <li>• Include food production and processing in recreational programming</li> </ul>
Regional Government	<ul style="list-style-type: none"> <li>• Ensure coastal stakeholders are included in Alberni Valley initiatives and organizations</li> <li>• Undertake further study to determine: current annual production volume; potential production given adequate soil resources; the annual amount and type of food imports and their recipients (tourism market vs residents); and associated costs (diesel, road maintenance, and environmental footprint)</li> </ul>
Nuu-Chah-Nulth Government/Councils	<ul style="list-style-type: none"> <li>• Develop cooking classes and gardens using traditional foods and methods in schools</li> <li>• Establish scholarship fund for food &amp; agricultural education (short &amp; long term programs)</li> <li>• Support member attendance at Indigenous Food Network events</li> </ul>
Provincial Government	<ul style="list-style-type: none"> <li>• Continue to develop and share training programs and reference sheets that support agricultural businesses and business development (see Resources, Appendix 1)</li> </ul>
Producers / Processors	<ul style="list-style-type: none"> <li>• Seek business mentorship and support with organizations such as Community Futures, Women's Enterprise Centre, Farm Business Advisory, other (see Resources, Appendix 1)</li> <li>• Join producer networks and support systems such as Young Agrarians, Farmers' Institutes, or others (see Resources, Appendix 1)</li> <li>• Share business plans and expertise with others.</li> <li>• Offer mentorship to new industry entrants</li> <li>• Include public education materials as part of marketing and promotional packages</li> <li>• Add business information to Island Health's Food Map, West Coast Growers' Guide, and other local databases</li> </ul>
Restaurants / Retailers	<ul style="list-style-type: none"> <li>• Participate in garden-to-table culinary programs at local schools</li> <li>• Participate in a community forum to share product and process needs and foster relationship-building and development of purchase agreements with local producers with local producers</li> </ul>

## Coastal Addendum: Implementation Plan - Detailed

Goal #2	Increase Youth, Nuu-Chah-Nulth, & Employment Projects
Individuals	<ul style="list-style-type: none"> <li>• <b>Teachers -</b> <ul style="list-style-type: none"> <li>• Develop programming that measures food imports, production, and purchasing habits</li> <li>• Use school gardens to develop business and marketing skills programming</li> </ul> </li> </ul>
Organizations	<ul style="list-style-type: none"> <li>• Facilitate development of a human resource and short term labor pool for agriculture that includes outreach to transients and travellers</li> <li>• Research and share models of successful agricultural projects</li> <li>• Support development of a coastal 4-H chapter</li> <li>• Facilitate gardening programs for children and/or those that connect elders to children</li> <li>• Support branding development and assist in marketing Nuu-Chah-Nulth products</li> </ul>
Municipal Governments	<ul style="list-style-type: none"> <li>• Make municipal land available for use in agricultural programs or initiatives</li> <li>• Research and develop Agro-forestry operations within the Barkley Community Forest</li> <li>• Develop programs to convert landscaping waste to compost</li> <li>• Shift focus of municipal plantings to edible species, train groundskeepers in organic cultivation, and invite community to participate in management and harvest</li> </ul>
Regional Government	<ul style="list-style-type: none"> <li>• Fund business and feasibility studies for new or expanding agricultural initiatives</li> </ul>
Nuu-Chah-Nulth Government/ Councils	<ul style="list-style-type: none"> <li>• Offer educational programs highlighting traditional food and cultivation to residents and transients</li> <li>• Consider agri-tourism and traditional food when developing cultural tours and programs</li> <li>• Employ a member to facilitate gardens, food storage, and equipment in communities</li> <li>• Engage elders in developing and managing native plant nurseries and traditional gardens</li> <li>• Invite speakers to share examples of successful projects at Government meetings</li> <li>• Participate in development of an 'Octopus Garden' (See Table Note 1)</li> <li>• Develop a therapeutic farm as an employment and training opportunity for youth and women</li> <li>• Initiate infrastructure projects in offshore communities (wood shavings for animal bedding, meal worms for feed, seed saving/plant nurseries, composting, rain or fog water harvesting, fencing)</li> <li>• Research and develop Agro-forestry operations within the Barkley Community Forest</li> </ul>
Provincial Government	<ul style="list-style-type: none"> <li>• Continue to offer a diverse complement of agricultural grants and programs</li> <li>• Fund pilot and research projects for non-traditional production systems such as grow-pods, aquaponics, and food forests in areas that lack a traditional agricultural land base or infrastructure</li> <li>• Ensure grant programs are scalable to small businesses in remote and sparsely populated areas</li> </ul>
Producers / Processors	<ul style="list-style-type: none"> <li>• Offer work/stay arrangements or temporary work to transient populations</li> <li>• Tap into existing employment grants such as Canada Summer Jobs, Get Youth Working, SOIL apprenticeships (See Resources, Appendix 1)</li> <li>• Offer volunteer opportunities to high school students needing volunteer credits</li> <li>• Develop and teach a curriculum for gardeners and farmers</li> <li>• Investigate and develop community-suggested agricultural business models, such as: <ul style="list-style-type: none"> <li>• Pork operation with animals fed with restaurant waste, Class E slaughter facility</li> <li>• Grow-pods within shipping container</li> <li>• Producer collective that shares material assets, markets, knowledge</li> <li>• Agri-tourism sideline to capture tourist dollars and showcase the industry</li> <li>• Non-food production (fibre, compost fodder, fuel, flowers, etc)</li> <li>• Garden 'start-up services' for residents, businesses, or community gardens</li> <li>• CSA and/or Winter production schemes</li> <li>• Value-added processing using coastal ingredients and branding schemes</li> </ul> </li> </ul>
Restaurants / Retailers	<ul style="list-style-type: none"> <li>• Identify high demand and desirable products</li> </ul>

## Coastal Addendum: Implementation Plan - Detailed

Goal #3	Increase Access to Infrastructure
Individuals	<ul style="list-style-type: none"> <li>• Consider sharing/leasing unused land to producers or organizations for food production</li> <li>• Work with neighbours to develop and manage neighbourhood garden plots, compost facilities, beehives, and small livestock pens</li> <li>• Offer transportation infrastructure (e.g. empty trucks) to producers/processors for imports/exports, where logistical support is provided by a community coordinator</li> </ul>
Organizations	<ul style="list-style-type: none"> <li>• Support development and management of neighbourhood garden plots, compost facilities, beehives, and small livestock pens</li> <li>• Assist with coordinating producer/processor access to transportation infrastructure and commercial kitchens</li> <li>• Develop community platform for sharing agricultural materials, tools, &amp; small infrastructure</li> <li>• Purchase and manage community-accessible equipment</li> <li>• <b>TUCG</b> - Create avenue for local producers with low production outputs to access services</li> <li>• <b>Vancouver Island Regional Library</b> - Start a seed library (see Table Note 2)</li> </ul>
Municipal Governments	<ul style="list-style-type: none"> <li>• Make municipal land available for use for agricultural production or processing facilities</li> <li>• Identify land parcels to secure perpetually for agricultural use in perpetuity, such as through Food Land Trusts</li> <li>• Donate expiring equipment and vehicles to food and agricultural organizations</li> <li>• Encourage residents to develop neighbourhood nodes for composting and food production</li> <li>• Offer financial credits for start-up costs to businesses who offer production spaces</li> <li>• Offer property tax credits for properties with accessible community gardens</li> <li>• Designate production spaces at multi-use community hubs and emergency centres</li> <li>• Support large-scale greenhouse projects</li> </ul>
Regional Government	<ul style="list-style-type: none"> <li>• Make regional land assets available for agricultural production or processing facilities</li> <li>• Continue to lobby for Regional Designation under Provincial Meat Inspection Regulations</li> <li>• Support large-scale agricultural infrastructure projects</li> </ul>
Nuu-Chah-Nulth Government/Councils	<ul style="list-style-type: none"> <li>• Develop agricultural infrastructure projects and community food storage facilities (coolers/freezers)</li> <li>• Purchase and manage community-accessible equipment</li> <li>• Develop community beehives, poultry and small livestock operations, and gardens</li> <li>• Undertake restoration of traditional clam, mussel and seaweed beds, berry and root gardens, t'ucup (sea urchin) gathering locations, and traditional drying/preserving areas</li> </ul>
Provincial Government	<ul style="list-style-type: none"> <li>• Donate expiring equipment and vehicles to food and agricultural organizations</li> <li>• Develop funding program for community infrastructure projects</li> <li>• Support development of Food Land Trusts or ALR within the coastal region, including parcels implementing alternative production systems</li> </ul>
Producers / Processors	<ul style="list-style-type: none"> <li>• Share in the use of infrastructure</li> <li>• Develop cooperatives or collaborative agreements with others</li> <li>• Apply to develop Class E abattoir facilities</li> <li>• Research land leasing models, including labor, financial, or product exchanges</li> <li>• Seek out interested land owners, share options, and engage in discourse &amp; negotiation</li> </ul>
Restaurants / Retailers	<ul style="list-style-type: none"> <li>• Consider avenues to allow producer or processor use of equipment or facilities</li> <li>• Develop dedicated marketing promotions for local producer/processor products</li> <li>• Dedicate a section of store space for local food, where residents can sell their extras</li> </ul>
Businesses	<ul style="list-style-type: none"> <li>• Ensure landscaping installations and services include edibles and their management</li> <li>• Invite producers to manage and harvest edible gardens</li> <li>• Stock agricultural inputs (feed, bedding, soil supplements, seed, etc) in retail spaces</li> <li>• Consider avenues for sharing infrastructure or retail space with producers/processors</li> </ul>

## Coastal Addendum: Implementation Plan - Detailed

Goal #4	Increase Financial Resources
Individuals	<ul style="list-style-type: none"> <li>• Buy local food directly from producers and at local markets</li> <li>• Donate cash to organizations specifically for food and agriculture related projects</li> </ul>
Organizations	<ul style="list-style-type: none"> <li>• Offer free tuition to producers for farm-related educational events</li> <li>• Offer no-cost promotional sections in newsletters for local growers and processors</li> <li>• Facilitate grant-writing workshops</li> <li>• <b>Association of BC Farmers' Markets</b> - allow use of nutrition coupons for low-income residents at markets in areas with low number of primary producers (See Table Note 3)</li> <li>• <b>Community Futures</b> - Offer business development programs that provide support resources and base wages to producers through a start-up period</li> </ul>
Municipal Governments	<ul style="list-style-type: none"> <li>• Support grant applications with in-kind offerings such as printing and room rentals</li> <li>• Waive business license fees for producers and processors</li> <li>• Share information about internally and externally available grants</li> <li>• Offer water credits to residential producers</li> <li>• Offer property tax credits for local producers who lack official BC Farm Tax Status</li> <li>• Implement a restaurant tax, similar to the hotel tax, to be used as a funding pool for agricultural operations and/or to fund a community coordinator (See Table Note 4)</li> <li>• Maintain annual budget for agricultural support and community agricultural initiatives</li> <li>• Include Agriculture as a focus for Community Economic Development Action meetings</li> </ul>
Regional Government	<ul style="list-style-type: none"> <li>• Assist with grant writing, support applications with in-kind offerings or matching funds</li> <li>• Serve as financial administrator for grant projects which support these recommendations</li> <li>• Ensure multi-year funding is made available</li> <li>• Promote coastal operations and organizations within the Alberni Valley and beyond</li> <li>• Develop a start-up grant for new producers</li> <li>• Develop a buy-local policy for regional events</li> </ul>
Nuu-Chah-Nulth Government/Councils	<ul style="list-style-type: none"> <li>• Tap into external programs and grant opportunities for indigenous agricultural initiatives</li> <li>• Develop tourism programs focused on traditional practices</li> <li>• Maintain annual budget and dedicated staff for food and agriculture initiatives</li> </ul>
Provincial Government	<ul style="list-style-type: none"> <li>• Provide incentives for institutions to purchase from local producers</li> <li>• Contribute funding for local and regional agricultural support</li> <li>• Publish an annual 'Guide to Agricultural Funding Resources' which includes Provincial and independent funding agencies and programs</li> </ul>
Producers / Processors	<ul style="list-style-type: none"> <li>• Engage in child care, labor, and equipment swaps with other producers</li> <li>• Check &amp; apply for available grants/ programs regularly (See Resources, Appendix 1)</li> <li>• Incorporate high-value products such as pea shoots and table centres into production schemes</li> <li>• Develop cooperatives to unite micro-producers and increase efficiency and profitability</li> <li>• Develop direct relationships with producers and/or processors</li> <li>• Develop business and succession plans and operations and employee manuals</li> <li>• Develop efficient and scalable production systems, scaling up where feasible</li> <li>• Seek support from industry associations (See Resources, Appendix 1)</li> </ul>
Restaurants / Retailers	<ul style="list-style-type: none"> <li>• Develop marketing promotions spotlighting local farmers, fishers, foragers, and products</li> <li>• Purchase and make use of 'ugly' vegetables</li> </ul>
Businesses	<ul style="list-style-type: none"> <li>• Offer service fee reductions for producers (massage, bookkeeping, wellness, childcare)</li> <li>• <b>Landlords</b> - consider reduced rents for producers/processors or for maintenance of edible gardens</li> <li>• <b>Banks/Credit Unions</b> - Offer free financing or postponed repayment on agricultural loans. Ensure loaning requirements are scaleable to small and start-up producers</li> </ul>



## Coastal Addendum: Implementation Plan - Detailed

Goal #5	Reduce Policy and Program Barriers
Individuals	<ul style="list-style-type: none"> <li>• Create a personal ‘local food’ policy and commit to buying from local producers</li> </ul>
Organizations	<ul style="list-style-type: none"> <li>• <b>Institutions</b> - Develop local purchasing and healthy food policies</li> <li>• <b>Certified Organic Association of BC</b> - Adapt or scale programs to increase accessibility to small and remote producers; develop new models that better support them in local markets</li> </ul>
Municipal Governments	<ul style="list-style-type: none"> <li>• Ensure agriculture and urban agriculture is included within OCPs and zoning bylaws including: <ul style="list-style-type: none"> <li>• Allowing small-scale commercial urban agriculture as a home occupation, including use of accessory buildings and allowances for infrastructure and human resources</li> <li>• Allowing commercial agriculture and greenhouses in commercial/industrial zones</li> <li>• Allowing for farm gate sales</li> <li>• Allowing for responsible composting and keeping of poultry and bees</li> <li>• Designating high ground ‘flood-safe’ areas for food / agricultural infrastructure</li> <li>• Ensuring supportive policies exist for signage and marketing of local food</li> </ul> </li> <li>• Ensure food &amp; agriculture is prioritized in sustainability &amp; emergency planning initiatives</li> <li>• Develop local purchasing and healthy food policies</li> <li>• Require developers to set aside spaces for community food production in new subdivisions or developments (fruit trees, community gardens, chicken runs, etc)</li> <li>• Endorse a Regional Food Charter (See Resources, Appendix 1)</li> </ul>
Regional Government	<ul style="list-style-type: none"> <li>• Bring motions that support the recommendations of this Addendum to the Association of Vancouver Island and Coastal Communities (AVICC) for adoption at the UBCM convention</li> </ul>
Nuu-Chah-Nulth Government/ Councils	<ul style="list-style-type: none"> <li>• Include traditional food gardens and food-related practices in school curriculum</li> <li>• Develop local purchasing and healthy food policies</li> <li>• Ensure food / agricultural is considered in planning processes, and funded and staffed</li> <li>• Develop policy outlining how members access food from and use community gardens.</li> <li>• Create a regulatory and protocol frameworks for traditional harvesting and cultivation of so-called ‘Non-Timber Forest Products’</li> <li>• Develop and share a protocol for appropriately approaching and communicating with Nuu-Chah-Nulth communities and governments when seeking partnership/participation</li> </ul>
Provincial Government	<ul style="list-style-type: none"> <li>• Ensure that policies reflect agriculture’s ecological, social, and economic value</li> <li>• Include the ACRD as a ‘Designated Region’ under the Meat Inspection Regulations</li> <li>• Amend Farm Property Tax regulations to allow groups of growers to apply cooperatively where there is an abundance of small parcels and no ALR land to lease in small portions</li> <li>• Adapt Farm Property Tax program to better support small scale and start-up producers in remote areas of low population density, where contributions are significant to local production</li> <li>• Amend grant eligibility requirements to be scalable to new or small-scale producers and processors (Eg. Farm Business Advisory, Investment Agriculture Foundation, Environmental Farm Plan)</li> <li>• Ensure that agricultural policies include NTFP, mushrooms, and native plants as eligible crops and aquaponics as a cultivation practices</li> <li>• Break down the silos and barriers between forestry, fisheries, and land-based production by cross referencing projects and forming inter-disciplinary tables</li> <li>• Ensure that Food and Food Security initiatives have a mandate and home within the Provincial Government Framework (e.g. ‘Ministry of Agriculture and Food’)</li> <li>• Establish regulatory framework for harvest/sale of wild game (e.g. deer) in remote area</li> </ul>
Producers / Processors	<ul style="list-style-type: none"> <li>• Develop and participate in a peer support and lobbying group</li> <li>• Write letters to and share data and concerns with government representatives</li> </ul>
Restaurants / Retailers	<ul style="list-style-type: none"> <li>• Develop local purchasing and healthy food policies</li> </ul>

## Coastal Addendum: Implementation Plan - Detailed

Goal #6	Increase Soil and Water Resources
<b>Individuals</b>	<ul style="list-style-type: none"> <li>• Start a backyard compost and donate the compost to a local producer</li> <li>• Reuse and collect rainwater and clean grey water where appropriate</li> <li>• Research and use design and maintenance systems that recycle materials, include perennial edibles, and use mulches / green manures to conserve water and build soil</li> </ul>
<b>Organization</b>	<ul style="list-style-type: none"> <li>• Share educational materials and support compost and rainwater harvesting efforts</li> <li>• Act as central contact point for tree service companies with regards to wood chip drop-offs</li> <li>• Develop a composting resource platform, where businesses, residents, and marine stakeholders can distribute and obtain organic matter</li> <li>• Apply for a kelp harvesting license for compost fodder</li> <li>• Facilitate joint purchases and transport of rainwater harvesting and storage systems</li> </ul>
<b>Municipal Governments</b>	<ul style="list-style-type: none"> <li>• Fund business and feasibility planning for community composting</li> <li>• Shred paper waste for composting operations</li> <li>• Hold public workshops on water conservation and rainwater harvesting.</li> <li>• Implement rainwater harvesting and storage rebates</li> <li>• Participate in regional initiatives concerning organic waste management</li> <li>• Offer municipal compost to producers at reduced cost</li> <li>• Consider growing 'brown' matter for compost on municipal land (alder, hemp, other)</li> <li>• Require water conservation and rainwater harvesting systems in new developments</li> <li>• Work with Barkley Sound Community Forest to access wood waste for composting</li> <li>• Research options and develop policy around separation of biosolids from other organic waste</li> </ul>
<b>Regional Government</b>	<ul style="list-style-type: none"> <li>• Fund business and feasibility planning for composting initiatives in coastal regions</li> <li>• Include marine compost and offall in regional composting initiatives</li> <li>• Lobby stakeholders to compost fish and marine waste within coastal region</li> </ul>
<b>Nuu-Chah-Nulth Government/ Councils</b>	<ul style="list-style-type: none"> <li>• Provide education to members about composting and water conservation</li> <li>• Develop and manage a community composting centre</li> <li>• Install rain water harvesting systems in agricultural operations and community gardens</li> <li>• Apply for grants for fog water collection and related research projects in offshore communities</li> </ul>
<b>Provincial Government</b>	<ul style="list-style-type: none"> <li>• Fund business and feasibility planning for composting initiatives</li> <li>• Ensure policies support keeping fish and marine waste within the Region for composting</li> <li>• Fund purchase and installation of rainwater harvesting and storage systems</li> </ul>
<b>Producers</b>	<ul style="list-style-type: none"> <li>• Collect compost and compostable waste from residents and businesses</li> <li>• Keep small livestock such as rabbits to recycle green waste and generate manure</li> <li>• Research and use design and maintenance systems that recycle materials, include perennial edibles, and use mulches / green manures to conserve water and build soil</li> <li>• Share composting resources such as wood chippers/shredders</li> <li>• Consider establishing aquaponics systems to deliver plant nutrients and recycle water</li> <li>• Grow crops as carbon fodder in a composting program</li> <li>• Apply for a kelp harvesting license for compost fodder</li> <li>• Install rain water harvesting and storage systems</li> </ul>
<b>Processors</b>	<ul style="list-style-type: none"> <li>• Install rain water harvesting and storage systems</li> <li>• Route fish plant offall and other organic waste to a composting program</li> </ul>
<b>Restaurants / Retailers / Businesses</b>	<ul style="list-style-type: none"> <li>• Sort waste according to waste types, including compostables</li> <li>• Shred paper and contribute food scraps to composting operations</li> <li>• Consider hiring a specialist to develop innovative composting schemes, such as blower or high heat, with the funds that currently go to waste tipping fees</li> </ul>

## Coastal Addendum: Implementation Plan - Detailed

Goal #7	Ensure Culturally-Appropriate Food Production and Branding
Individuals	<ul style="list-style-type: none"> <li>Observe and tend the natural food systems within the environment</li> <li>Foster 'wild' area, learn about the benefits of 'weeds' and proper foraging etiquette</li> </ul>
Organizations	<ul style="list-style-type: none"> <li>Ensure workshops include food that is locally available, easy to grow, and indigenous</li> <li>Include food stories, historical anecdotes, and local terroir in tourist promotions</li> <li>Reach out to elders when developing programs in order to share traditional techniques and knowledge about native plants and harvesting practices</li> <li>Create a branding contest for a local logo and slogan for regional food</li> </ul>
Municipal Governments	<ul style="list-style-type: none"> <li>Promote restoration of native plants and damaged ecosystems</li> <li>Foster wildlife borders &amp; corridors, diversity, and natural ecology in municipal plantings</li> </ul>
Regional Government	<ul style="list-style-type: none"> <li>Support development and implementation of a coastal brand</li> <li>Promote and support environmentally friendly agricultural practices in the region</li> </ul>
Nuu-Chah-Nulth Government/Councils	<ul style="list-style-type: none"> <li>Support development of a formal network of Nuu-Chah-Nulth people who are engaged in traditional harvesting and related food traditions</li> <li>Share traditional practices and history, with a focus on regenerative land management</li> <li>Facilitate workshops promoting and sharing info about healthy lifestyles and traditional food and medicines, including harvesting, hunting, and preparation techniques</li> <li>Convene member gatherings to discuss bioregional food and cultural practices, such as family gardens, and share info with outsiders with how the Nation would like to portray them and help uphold ancestral plant protocols</li> <li>Develop and share a framework for marketing and branding on the coast that is culturally appropriate and upholds traditional protocols</li> </ul>
Provincial Government	<ul style="list-style-type: none"> <li>Provide funding for regional branding campaigns</li> </ul>
Producers / Processors	<ul style="list-style-type: none"> <li>Include local and indigenous ingredients within recipes and value-added products (e.g. salal, fir tips, kelp, sea asparagus etc.)</li> <li>Include stories and historical anecdotes in sales promotions</li> </ul>
Restaurants / Retailers	<ul style="list-style-type: none"> <li>Develop regional food sections or menu highlights including bioregional and cultural information related to food</li> <li>Include stories and historical anecdotes in sales promotions</li> </ul>
Goal #8	Expand and Diversify Seafood Operations
Individuals	<ul style="list-style-type: none"> <li>Eat more local seafood</li> <li>Involve children in seafood harvesting and marine industry experiences</li> </ul>
Organizations	<ul style="list-style-type: none"> <li>Facilitate Marine 'Farm Tours' and educational events about the seafood industry</li> <li>Research and share models of sustainable shellfish and seafood operations</li> <li><b>Producer Associations:</b> Recruit members and lobby Governments</li> </ul>
Municipal Governments	<ul style="list-style-type: none"> <li>Engage seafood producers in planning initiatives: recreational/tourism programming, infrastructure developments, foreshore/harbour front considerations, or other</li> <li>Ensure local policy and bylaws allow for dock sales and marketing</li> </ul>
Regional Government	<ul style="list-style-type: none"> <li>Collate list of marine producers, production levels, and processing facilities</li> <li>Conduct a series of stakeholder engagement session, and conduct a SWOT-type analysis of local seafood industry</li> <li>Make further recommendations for local support, publish and share results</li> </ul>
Nuu-Chah-Nulth Government/Councils	<ul style="list-style-type: none"> <li>Share knowledge about the range of food traditionally harvested from the sea</li> <li>Employ members in marine harvesting initiatives</li> <li>Map and preserve traditional oyster and shellfish beds</li> <li>Develop seafood infrastructure projects and food storage facilities (coolers/freezers)</li> <li>Purchase and manage community-accessible equipment</li> </ul>

## Coastal Addendum: Implementation Plan - Detailed

<b>Provincial Government</b>	<ul style="list-style-type: none"> <li>Promote employment opportunities that keep people in traditional marine livelihoods</li> <li>Develop PR campaigns for BC's seafood industry that promote less-consumed products (e.g. oysters &amp; shellfish) and enhance appreciation and stewardship of sensitive coastal habitats</li> <li>Map and preserve traditional oyster and shellfish beds</li> <li>Develop a matrix of marine species being cultured in BC, other than fin fish, and their potential in the region including; historical production, processing requirements, required volume for economic feasibility, and any other species impediments/limitations</li> <li>Ensure that marine production is an eligible activity in agricultural programming, or that alternate programs exist for marine producers</li> <li>Increase funding support for value-added initiatives for current catches</li> <li>Fund automation equipment in order to support production hikes for the export market</li> <li>Develop a regulatory framework that better supports direct distribution of seafood products within coastal communities (dock sales; direct restaurant/retail store sales)</li> <li>Work with Federal govt. to reduce regulatory hurdles, overlaps, and multi-level permits</li> <li>Ensure BC and the Maritime provinces have similar aquaculture programs to eliminate competitive disadvantage</li> <li>Follow the recommendations of the 2018 Wild Salmon Committee report, particularly those of <i>Goal 3: Protect and enhance the economic, social and cultural benefits that accrue to BC communities from wild salmon and other seafood resources.</i></li> </ul>
<b>Producers</b>	<ul style="list-style-type: none"> <li>Work together to develop Community-Supported-Fishery operations (See Table Note 5)</li> <li>Tap into existing export markets</li> <li>Tap into labor opportunities through work/stay and volunteer networks (See Resources, Appendix 1)</li> <li>Consider agri-tourism events for promotional and financial inputs</li> </ul>
<b>Processors</b>	<ul style="list-style-type: none"> <li>Route waste to composting operations or develop composting infrastructure</li> <li>Keep processing opportunities available to other producers at the local level</li> <li>Access grants to develop secondary fish processing facilities locally (e.g. fish sticks)</li> </ul>
<b>Restaurants / Retailers</b>	<ul style="list-style-type: none"> <li>Include special sections in stores or menus with local seafood and industry information</li> <li>Cultivate relationships with local producers and processors</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li><b>Bank/Credit Unions</b> - Include marine producers and processors in low/no-interest agricultural loan options. Allow marine leases to be used as collateral for loans.</li> </ul>

### To Support All Goals - The 3 Key Activities:

- 1. Produce Compost**
- 2. Establish a Coastal Agriculture Roundtable (CAR)**
- 3. Support a Coastal Community Coordinator**

**Note 1: Octopus Garden** - Suggested during engagement sessions, this multi-governmental initiative would develop a joint agricultural project, sharing resources such as knowledge, equipment, labor, and markets and conducting inter-community trades within the ACRD's coastal region. The project will meld traditional practices and cultural paradigms with contemporary innovations to create a new and culturally-appropriate agricultural system.

**Note 2: Seed Library** - Seed Libraries allow growers to share seeds and support the development of acclimatized strains and are based on a take-some/leave-some approach. The Port Alberni branch of Vancouver Island Regional Library currently manages a Seed Library.

**Note 3: Nutrition Coupons** - The BC Farmers Market Association provides low-income families with coupons to purchase agricultural products at eligible Farmers' Markets. However, these markets must have more than 51% of tables occupied by primary producers, processed, or prepared foods.

**Note 4: Restaurant Tax** - Suggested during engagement sessions; similar to a Hotel Tax but used to fund coastal agricultural initiatives. It is hidden in the restaurant bill, and residents could be given an annual credit to offset it.

**Note 5: Community Supported Fishery (CSF)** - Similar to a CSA, in this model consumers purchase a share of various marine products at the beginning of the year and receive regular 'boxes' of available product. Skipper Otto is a model program which delivers product Canada-Wide.

**From:** [Coastal Animal Rescue & Education Network](#)  
**To:** [Info Ucluelet](#)  
**Date:** July 30, 2019 10:37:59 AM

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Dear Ucluelet Mayor & Council,

I am writing today to request a letter of support for CARE Network's application for a BC Rural Dividend Grant. We are preparing a grant application for ~\$50,000. Half of this will be used to hire an animal shelter consultant to help get our new facility at the airport properly setup. Our hope is that this consultant will then stay on as the shelter's manager.

The other half of the requested funds will be used to buy and install the fencing needed to keep the sheltered animals safe as well as the wild animals that surround us. We have been discussing design options with Bob Hansen of WildSafeBC. This portion of funds will also be used to buy the indoor kennel units needed.

Thank you in advance for considering this request,

James Rodgers  


--

CARE Network  
[info@coastalanimalrescue.ca](mailto:info@coastalanimalrescue.ca)  
[www.coastalanimalrescue.ca](http://www.coastalanimalrescue.ca)

Or find us on Facebook at [www.facebook.com/coastalanimalrescue](http://www.facebook.com/coastalanimalrescue)





August 8, 2019

District of Ucluelet  
PO BOX 999  
Ucluelet, BC  
V0R 3A0

**Re: Request for Support for BC Rural Dividend Project – West Coast Education Tourism Economy: Building Capacity and Resilient Communities Together**

Dear Mayor Noël and Council,

The West Coast NEST - regional education tourism initiative - is continuing to grow in the communities of Ucluelet, Yuułuʔiłʔatḥ, Toquaht, Tofino, Tla-o-qui-aht, Ahousat, and Hesquiaht. Coordinated by the Clayoquot Biosphere Trust and facilitated by the West Coast NEST platform, the project is supporting organizations and businesses within our communities to grow and expand their education tourism programs and markets, the delivery of capacity building opportunities for community members, and ultimately economic development and diversification. Over the past several years, Ucluelet individuals, organizations, and businesses have been involved with this initiative.

Recent capacity building opportunities included NEST-hosted workshops in grant writing, training for Board members, volunteers, and organizational staff, and career management workshops. Additionally, the NEST has supported the development of Ucluelet Secondary School's new Outdoor Education Semester, with funds for program equipment and producing the 'Adventure Tourism Employer Survey Report' to determine which skills, training, and certifications should be included in the program, to help youth gain employment in the adventure tourism economy. Further support for the Outdoor Education Semester is a component of the current project proposal.

The NEST has supported the development of new education programs in partnership with local education organizations/businesses such as Ucluelet Aquarium, UkeeKnits, and Black Rock Oceanfront Resort, and has connected visiting high school and university groups with a variety of local learning opportunities. These programs are drawing visiting learners to stay in Ucluelet for two to five days during non-peak tourism times. The NEST website, social media platforms, and Google Adwords campaigns are promoting educational programs and attracting new visiting learners. Additionally, we provide photos and written content that is used by our partner organizations, such as the Wild Pacific Trail Society, in their marketing efforts.

Clayoquot Biosphere Trust is seeking your support in our application to the BC Rural Dividend Program, to enable continued growth of the regional education tourism economy, through a two-year project to support local capacity building opportunities, as well as new education programs for visiting learners. We are requesting your partnership in our application to the Community and Economic Development stream, along with other project partners including the District of Tofino, Ucluelet Secondary School, Ucluelet Aquarium Society, Wild Pacific Trail Society, Royal Roads

PO Box 67, 316 Main Street, Tofino BC Canada VoR 2Z0  
T 250.725.2219 F 250.725.2384

[clayoquotbiosphere.org](http://clayoquotbiosphere.org)

University, and Pacific Rim Arts Society. Support from the District of Ucluelet, by way of \$25 000 per year for two years, matched by the District of Tofino and Clayoquot Biosphere Trust will enable a strong application to the activities of the proposed project. If not possible, then a commitment to partial support or growing support over the two-year term would be valuable in demonstrating increased sustainability and partnerships. During this proposed next phase of activities, we will support the creation and delivery of new learning opportunities and certification programs for local participants seeking future employment or currently working in tourism, support the creation of new education tourism products, and continue to expand market demand for local education tourism programs and attract a specific visitor profile interested in learning and broadening their understanding of the west coast culture, history, and ecology.

We ask for your support by providing a partnership letter to confirm the District's commitment to the project and role beyond financial support, for the project: West Coast Education Tourism Economy: Building Capacity and Resilient Communities Together, by August 14th and no later than the August 15 application deadline.

I have attached the District of Tofino partnership letter and copies of the NEST 2017 and 2018 annual reports for your reference. Please let me know if you have any questions and thank you for your consideration.

Sincerely,



Rebecca Hurwitz  
Executive Director  
Clayoquot Biosphere Trust





## DISTRICT OF TOFINO

P.O. Box 9, 121 Third Street, Tofino, B.C. V0R 2Z0

T: 250.725.3229 | F: 250.725.3775 | Email: [egoatcher-bergmann@tofino.ca](mailto:egoatcher-bergmann@tofino.ca) | Website: [tofino.ca](http://tofino.ca)

July 30, 2019

File No. COM-03

Via Email: [rebecca@clayoquotbiosphere.org](mailto:rebecca@clayoquotbiosphere.org)

Dear Rebecca Hurwitz:

**Re: Support for Clayoquot Biosphere Trust application to BC Rural Dividend Fund**

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The District of Tofino is pleased to partner in the Clayoquot Biosphere Trust's application to the BC Rural Dividend Fund in support of the West Coast Nest.

In its current Corporate Strategic Plan, a document that provides overarching guidance for decision making during its term of office, Tofino Mayor and Council prioritized the active support of local economic diversification, specifically listing educational tourism as a key area of focus.

Council's vision incorporates such diversification efforts as a key factor to realize a resilient and sustainable local economy that maintains and enhances the natural environment, sustains local livelihoods, promotes human well-being, and supports community development.

To this end, Tofino Council further states its support for educational tourism by its willingness to foster partnerships, develop political will, and consider funding support.

As part of Tofino's 2019-2021 Resort Development Strategy (RDS), educational tourism was identified as a key project area and \$55,000 budgeted for educational tourism over the three year term. Tofino's RDS was recently approved by the Ministry of Tourism, Arts and Culture.

If you have any questions or concerns, please do not hesitate to contact me at 250-725-3229 local 613 or by email at [afroment@tofino.ca](mailto:afroment@tofino.ca).

Sincerely,

A handwritten signature in black ink that reads "April Froment". The signature is written in a cursive, flowing style.

April Froment  
*Manager of Public Spaces, Cultural and Visitor Initiatives*



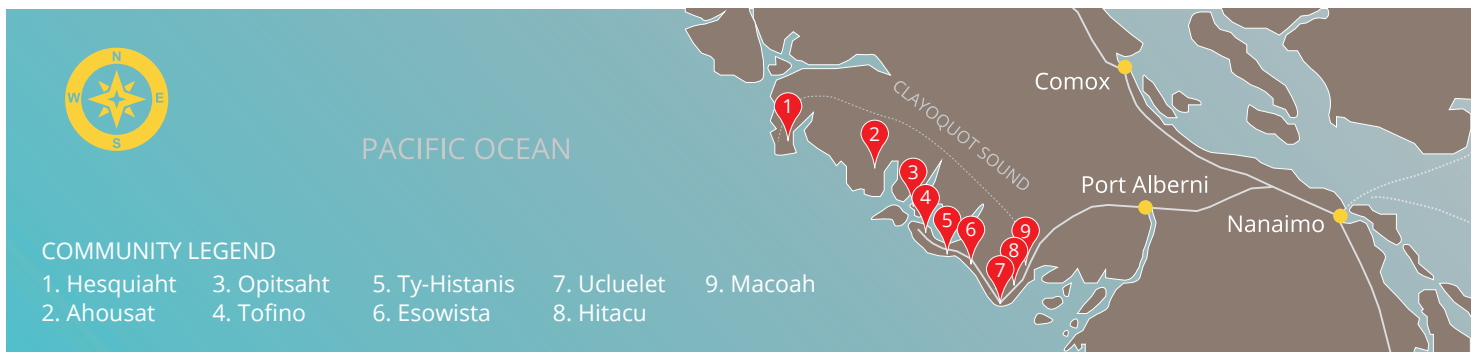
# WEST COAST NEST

Nature. Education. Sustainability. Transformation.

## 2017 Annual Report

In its first year, West Coast NEST successfully delivered on its mandate to share knowledge, build a stronger understanding, and strengthen our foundation for the future by:

- > supporting the creation of local education programs;
- > supporting the growth and expansion of education tourism products and markets within the region through the NEST resource website, social media, and other marketing efforts; and
- > supporting diversification and economic growth in local education organizations, businesses, and communities.



### Origin

West Coast NEST was born from a series of grassroots community-driven projects in response to the need to diversify the west coast tourism economy, broaden labour force skills, and increase the number of local youth employed in businesses. Today, the NEST is coordinated and administered by the Clayoquot Biosphere Trust, and continues to build on the core mandate of the UNESCO Biosphere designation by increasing our social, cultural, economic and environmental sustainability. In 2017, the NEST

was supported financially through the provincial Rural Dividend Fund, Tourism Tofino, and Tourism Ucluelet. Our Tourism partners also provided expert marketing contributions. Various cost-recovery social enterprise models are being tested in order to determine what mix of income generation will lead the NEST to support itself and spread benefits to local communities, organizations, and businesses. Our goal is that the NEST will become a self-sustaining regional initiative by 2022.

### Regional Partners



Through a collective of over 30 organizations, cultures, businesses, and communities, the NEST supports a wide variety of experiential learning opportunities surrounding science, nature, history, language, and Nuu-chah-nulth culture.

### Support for Program Development



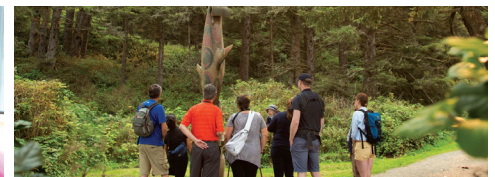
**RAINCOAST EDUCATION SOCIETY**  
\$5,000

Development of a new Clayoquot Sound Field School in partnership with the University of Victoria Geography Department and Tofino Botanical Gardens & Ecolodge.



**PACIFIC RIM LEADERSHIP CENTRE**  
\$2,500 & Marketing Support

Development of two new, 3-day leadership and project management retreat programs that will be offered in this fall/winter, along with marketing support.



**FIRST NATION TOURISM PROGRAM**  
\$5,000 & Marketing Support

Development of a training program, hosted by the Aauuknuk Lodge, designed to prepare local youth and adults to become community ambassadors and learn new skills to work in First Nation tourism.

## Local training

The NEST coordinated two additional training opportunities for local organizations including: Transitioning Under the Societies Act (lawyer Margaret Mason) and Program Evaluation workshop (Social Planning & Research Council of BC).

## Jobs supported

### DIRECT – 9 TOTAL

1 full-time, year-round  
Education Coordinator

4 part-time marketing positions

1 temporary, part-time high school  
outdoor education program assistant

1 full-time, then part-time,  
temporary Coordinator at  
Raincoast Education Society

1 temporary, part-time position  
to develop a new, outreaching  
leadership retreat

1 temporary, part-time position  
to develop/host a First Nation  
Tourism training program

### INDIRECT – 1,292 TOTAL

We estimate the NEST supports 2 indirect jobs per event or course that is listed on the website, one position to coordinate and one to deliver each education program.

Visiting learners also create demand for service jobs including retail, transportation, accommodation, food and beverage, recreation and leisure, cleaning, event planning, and travel agency services.



## Marketing

The NEST website, social media platforms, and other marketing efforts have demonstrated measurable growth in expanding education tourism in the region. These marketing services are carried out at no cost to our Regional Partners. Highlights include:

EVENTS AND COURSE LISTINGS – 153 course listings and 493 event listings

SOCIAL MEDIA PLATFORMS – 1,100 Instagram followers in our first year along with a steadily climbing presence on Facebook and Twitter

SOCIAL CAMPAIGNS – Trialled 2 successful campaigns between July and September 2017 yielding a total of 812 link clicks coming through the campaign, at a very efficient average Cost per Link Clicks of \$0.83

GOOGLE ADWORDS CAMPAIGN – West Coast NEST qualified for the Google Ad Grant in 2017, and again in 2018. The Ad Grant spend in 2017 was \$2,076, and is projected to be \$5,000-\$6,000 in 2018. Overall, most conversions came through the Outdoor Education campaign during the timeframe of June 1 to December 31, 2017. This campaign also generated the highest CTR.

Top Performing Non-Branded Keywords were 'Learning in the outdoors', 'Outdoor ed activities' and 'BC outdoor education'.



153 COURSES  
493 EVENTS  
1,100  
INSTAGRAM  
FOLLOWERS

GOOGLE ANALYTICS – Over the year, there has been an increase in the number of users searching organically for West Coast NEST. However, it should be noted that analytics show that paid channels such as our use of the Google Cost Per Click Ad Grant and Facebook attributed to the majority of the overall conversions on the website.

> Gender: 64.4% Female (1509), 35.57% Male (833) > Age: 25-34 (876), 35-44 (906), 45-54 (671)

> Geography: Majority of the traffic coming from Canada (79%); then US (10%)

> Cities: Vancouver, Ucluelet, Victoria, Calgary, Kingston, Colwood, Nanaimo, Surrey and Toronto

COMMUNITY PRESENCE – In addition to NEST collateral and over 100 event calendars being posted throughout the region, ongoing networking with DMOs and hospitality services is a priority.

> Education Fairs – Promoted education organizations and education tourism in our region by connecting with teachers at three exhibits.

> BC Council for International Education Summer Conference (Kelowna, June 18-20, 300 participants)

> BC Field Trips Fair (Richmond, September 25, 600 participants)

> Provincial Specialist Association Superconference (Vancouver, October 20-21, 6000 participants)

West Coast N.E.S.T, 316 Main Street, Tofino, British Columbia V0R 2Z0 T: 250-725-2219

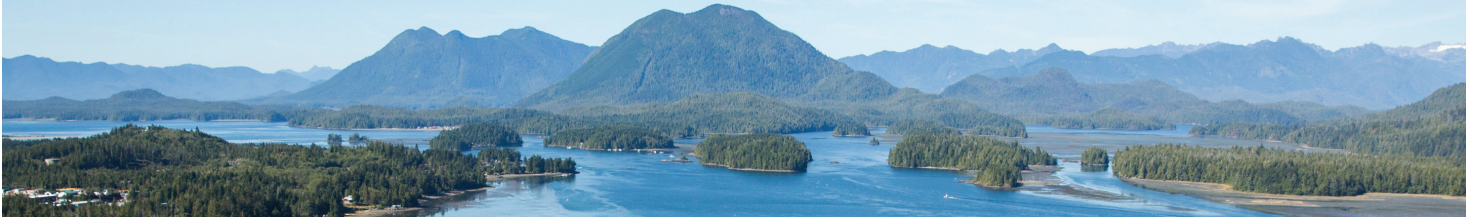
[visit westcoastnest.org](http://visitwestcoastnest.org)

   /westcoastnest



# WEST COAST NEST

Nature. Education. Sustainability. Transformation.



## 2018 Annual Report

West Coast NEST is a regional collaboration of communities, organizations and businesses from Hesquiaht to Ucluelet in British Columbia, Canada. Together we're strengthening our region by sharing knowledge, helping diversify the economy, and creating employment opportunities.



### How we impacted the region in 2018

#### PARTNERING EFFECTIVELY

The continued growth of our region's education tourism economy is very much a group effort. We work with over 30 Regional Partners—organizations, businesses, and communities delivering a wide range of experiential learning opportunities—to promote their courses and events, and collaborate on new offerings.

#### DEVELOPING PROGRAMS

This year we developed, hosted and/or supported four major educational tourism programs including:

- > A two-day knitting, weaving and nature retreat, led by local experts and artisans.
- > An Ocean Fair, in coordination with PromoScience expedition, to highlight the significance of our region's ocean research. Over 1,000 people attended the expedition over two days in Tofino and Ucluelet.
- > A Nuu-chah-nulth tourism training program hosted by Aauuknuk Lodge in Ahousaht. This program prepared participants to become ambassadors and learn new employment skills for Indigenous tourism.
- > Eleven workshops and guided tours for four academic groups visiting the West Coast. Students from St. George's School in Vancouver, UBC's Masters of International Forestry Program, and agriculture students from Tamagawa University attended these educational activities, which included Nuu-chah-nulth culture, cedar weaving, forest ecology, management, restoration, as well as birding on the on the Tofino mudflats.

#### 2018 HIGHLIGHTS

**4 major education tourism** programs attended by well over 1,000 people.

**6 capacity-building initiatives** for local organizations and businesses.

**Over 1,300 jobs supported** either directly or indirectly.

**52% growth in website traffic**

**Developing a financial** sustainability model to help drive us forward.

#### BUILDING CAPACITY

This year we supported six initiatives to create learning opportunities for local organizations and individuals including:

- > Two board training workshops for local Board Chairs, Board members, Executive Directors, and other organizational staff and volunteers.
- > A career management workshop for people from local organizations, businesses, and governments.
- > A five-day Critical Incident Stress Management program in partnership with Hesquiaht First Nation, Tla-o-qui-aht First Nations, and Ahousaht. Training was delivered by the Justice Institute of British Columbia.



SUPPORTING JOBS

6 DIRECT JOBS 

1369+ INDIRECT JOBS 

- 1 full-time, year-round Education Coordinator
- 1 part-time, year-round Social Media and Communications Coordinator
- 3 part-time marketing positions
- 1 part-time, temporary Ocean Fair Coordinator

- 188 temporary course-related positions
- 1166 temporary event-related positions
- 2 indirect jobs per event or course that is listed on the website; one position to coordinate and one to deliver each education program

A VOICE FOR THE REGION

The NEST website, social media platforms, and other marketing efforts support the growth and expansion of the education tourism market in our region. These marketing efforts are carried out at no cost to our Regional Partners.

HIGHLIGHTS INCLUDE:

**Event & course listings** for 94 courses and 572 educational events.

**Quarterly newsletter** to continue growing our audience to 98 subscribers.

**Social media presence** remained strong with 1111 followers on Instagram and 327 on Facebook.

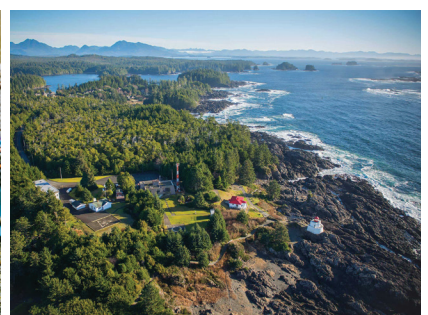
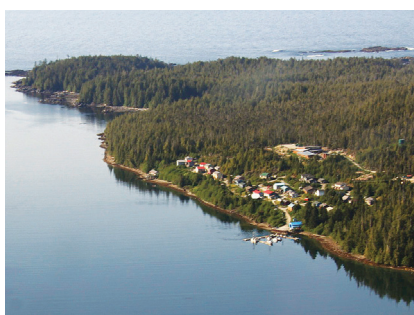
**Social campaigns** in August and September that inspired great engagement and resulted in good metrics – over 600 clicks to the website and more than 30,000 impressions. Our cost-per-click on Facebook was an efficient \$0.34.

**Google Analytics** results indicated 7501 new website users and 52% growth in overall traffic.

**Google Adwords** were used effectively to promote events and courses. The strongest performing campaigns were Events, Ecology & Wildlife and Branded, with click through rates of 10%, 7%, and 33% respectively.

**Community presence**

was further strengthened this year by displaying over 100 posters, presenting at the Tourism Ucluelet AGM, attending more than 10 Regional Partner events, co-authoring a poster with Dr. Laura Loucks for presentation at the Community Conservation Research Network Conference, and by being more visible in our new NEST hoodies.



BETTER TOGETHER

The NEST is a regional collaboration led by the Clayoquot Biosphere Trust to support the development of education tourism in our region. We continue to build on the core mandate of the UNESCO Biosphere designation by increasing our social, cultural, economic and environmental sustainability.



In 2018, the NEST was supported financially through the provincial Rural Dividend Fund in partnership with Ucluelet Aquarium Society, Ucluelet Secondary School, Royal Roads University, and AauuknuK Lodge, with Tourism Ucluelet providing both financial and in-kind contributions, and Tourism Tofino providing in-kind marketing support.

**Next steps for NEST** We are testing various social enterprise models to determine how best to become self-supporting and spread benefits to local communities, organizations, and businesses. Our goal is that the NEST will become a self-sustaining regional initiative by 2022.

For more information visit [westcoastnest.org](http://westcoastnest.org)

Nicole Gerbrandt, Education Coordinator T: 250-726-6508 E: [nicole@westcoastnest.org](mailto:nicole@westcoastnest.org)  
West Coast N.E.S.T, 316 Main Street, Tofino, British Columbia V0R 2Z0 T: 250-725-2219







# EMIL ANDERSON CONSTRUCTION (EAC) INC.

July 31<sup>st</sup>, 2019

**Re: Hwy 4 Kennedy Hill Safety Improvements  
Traffic Interruptions Update**

Dear Highway 4 travelers,

Attached is a copy of the August 2<sup>nd</sup>, 2019 to Sept 2<sup>nd</sup>, 2019 closure schedule. You can find a copy of the schedule on our *EAC Hwy 4 Kennedy Hill Project Updates* Facebook page at [facebook.com/eac.bc.ca.kennedy.hill/](https://facebook.com/eac.bc.ca.kennedy.hill/)

There is also a traffic advisory hotline which will provide detailed and up-to-date information to help plan your trip. The number is: **1-855-451-7152**.

Information will also be posted on electronic message boards at either ends of the project and along the Hwy 4 corridor between the west coast and Hwy 19 as well as information posted to [DriveBC.ca](https://DriveBC.ca). For your own safety, it is imperative you respect all construction signage, and stay well clear of any equipment.

We apologize for any inconveniences as a result of this project, but hope you understand that we are working towards a safer highway for all of us.

Further project information is available on the Ministry's project website at [gov.bc.ca/highway4kennedyhill](https://gov.bc.ca/highway4kennedyhill). Should you have any questions or concerns, you can leave a message on the traffic advisory hotline at 1 855 451-7152.

Sincerely,

**EMIL ANDERSON CONSTRUCTION (EAC) INC.**

Erin Pomeroy  
EAC Project Coordinator



2 – Aug	Friday	Road CLOSED between the following times: -1AM to 4AM -5AM to 7AM
3 – Aug	Saturday	No Closures
4 – Aug	Sunday	
5 – Aug	Monday	
6 – Aug	Tuesday**	Road CLOSED between the following times: -1AM to 4AM -5AM to 7AM -10PM to 12AM except on Fridays Expect up to 30-minute delays at all other times, day and night. ** Tuesday – No 1AM to 4AM and 5AM to 7AM
7 – Aug	Wednesday	
8 – Aug	Thursday	
9 – Aug	Friday	
10 - Aug	Saturday	
11 – Aug	Sunday	
12 – Aug	Monday	
13 – Aug	Tuesday	
14 – Aug	Wednesday	
15 – Aug	Thursday	
16 – Aug	Friday	No Closures
17 – Aug	Saturday	
18 – Aug	Sunday	
19 - Aug	Monday	Road CLOSED between the following times: -1AM to 4AM -5AM to 7AM -10PM to 12AM except on Fridays Expect up to 30-minute delays at all other times, day and night. ** Tuesday – No 1AM to 4AM and 5AM to 7AM
20 -Aug	Tuesday**	
21 – Aug	Wednesday	
22 – Aug	Thursday	
23 – Aug	Friday	
24 – Aug	Saturday	
25 – Aug	Sunday	
26 – Aug	Monday	
27 -Aug	Tuesday	
28 – Aug	Wednesday	
29 – Aug	Thursday	No Closures
30 - Aug	Friday	
31 – Aug	Saturday	
1 – Sept	Sunday	No Closures
2 - Sept	Monday	

 Find us on  
**Facebook**  
[@eac.bc.ca.kennedy.hill](https://www.facebook.com/eac.bc.ca.kennedy.hill)



**Joseph Rotenberg**

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**To:** Info Ucluelet  
**Subject:** RE: Whales Initiative - Educational Materials for Protecting the Southern Resident Killer Whale

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**From:** Darcey Bouvier <dbouvier@ucluelet.ca> **On Behalf Of** Info Ucluelet  
**Sent:** July 22, 2019 2:33 PM  
**To:** Council <Council@ucluelet.ca>  
**Cc:** Mark Boysen <mboysen@ucluelet.ca>; Joseph Rotenberg <jrotenberg@ucluelet.ca>  
**Subject:** Whales Initiative - Educational Materials for Protecting the Southern Resident Killer Whale

**From:** Southern Resident Killer Whales / Épaulards residents du Sud (TC) <[TC.SRKW-ERS.TC@tc.gc.ca](mailto:TC.SRKW-ERS.TC@tc.gc.ca)>  
**Sent:** July 22, 2019 1:03 PM  
**Subject:** Whales Initiative - Educational Materials for Protecting the Southern Resident Killer Whale

Hello,

Further to the email you received on May 31, 2019, Transport Canada has created a poster to provide more information on steps the government is taking to protect and recover the Southern Resident Killer Whale (SRKW). SRKW is extremely important for the local marine ecosystem and has cultural significance for Indigenous peoples and coastal communities in British Columbia. The Government of Canada recognizes that SRKW faces imminent threats to their survival and recovery, and that immediate action is required to protect them.

On May 10, 2019, the Government of Canada announced [2019 SRKW recovery measures](#). New measures vessels are required to follow include:

CURRENT: Effective June 1 – October 31, 2019:

- A mandatory 400 metre approach distance for all killer whales throughout SRKW critical habitat. The Minister of Transport has the ability to authorize commercial whale watching companies to approach other killer whale ecotypes to 200 metres, subject to certain conditions.
- Mandatory interim sanctuaries with restrictions on fishing and vessel activity in [Swiftsure Bank](#), south [Saturna Island](#) and west of [Pender Island](#).

UPCOMING: Effective August 1 – October 31, 2019:

- Mandatory area-based [fisheries closures](#) for recreational and commercial salmon in key foraging areas.

Other actions to take while SRKW are present in BC waters in greater numbers:

- A voluntary go slow down and fishery avoidance zone, asking boaters to reduce their speed to less than 7 knots and avoid fishing when within 1,000 metres of a whale in the [Enhanced Management Areas](#) that have been identified through the Gulf Islands, the Strait of Juan de Fuca and the Mouth of the Fraser River.
- Voluntary measures asking vessel operators to reduce noise by turning echo sounders off when not in use, and turning their engines to neutral idle when within 400 metres of a whale.

We are seeking your help in getting information on these measures out to those who are operating vessels in your area. Attached you will find the 2019 SRKW recovery measures education brochure from our May 31 email, and our new educational poster. We encourage you to print these documents for reference, display for viewing in your area, and share them broadly. **To request printed copies to share in your community, please contact [TC.SRKW-ERS.TC@tc.gc.ca](mailto:TC.SRKW-ERS.TC@tc.gc.ca).**

For more information on the 2019 measures and how the Government of Canada is keeping its promise to protect and support the recovery of this endangered, iconic whale population, please follow these links:

[Interim Order for the Protection of Killer Whales](#)

[Frequently Asked Questions: Interim Order](#)

[Whales Initiative: Protecting the Southern Resident Killer Whale](#)

Protecting species at risk is a responsibility shared by all Canadians and the federal government is committed to working with Indigenous people, provincial and territorial governments, and relevant industry stakeholders to achieve this goal

Thank you,

**Justin Huntley Smith**

Projects Officer & Coordinator – Marine Safety and Security  
Transport Canada/ Government of Canada

# Boating Around Killer Whales - South Coast of BC • 2019

Map of South Coast of Vancouver Island, British Columbia

**In Yellow and Orange Areas**

- Vessels must keep 400 m away from all killer whales except for vessels in transit\*
- Vessels should turn off echo sounders when in use
- Should turn engine to neutral/idle when within 400 m of a whale
- \* *Some whale watching operators can view non-southern Resident Killer Whales between 200-400 m if they meet specific conditions*

**In Orange Areas, vessels:**

- Should avoid fishing within 1000 m of killer whales
- Should go slow (7 knots or less) within 1000 m of killer whales

**In Red Areas, vessels:**

- Must avoid Interim Sanctuary Zones
- Exemptions include: accessing a residence or business on N. Pender or Saturna Island; vessel/person fishing for FSC or domestic purposes pursuant to a treaty; and indigenous persons exercising an existing right other than for fishing for non-commercial purposes
- A full list of exemptions here: <http://www.tc.gc.ca/eng/mediaroom/interim-order-protection-killer-whales-southern-british-columbia.html>

**Pink Outline Areas:**

- Fishery closures for recreational and commercial salmon (August 1-October 31)
- Numbers correspond to Pacific Fisheries Management Subareas

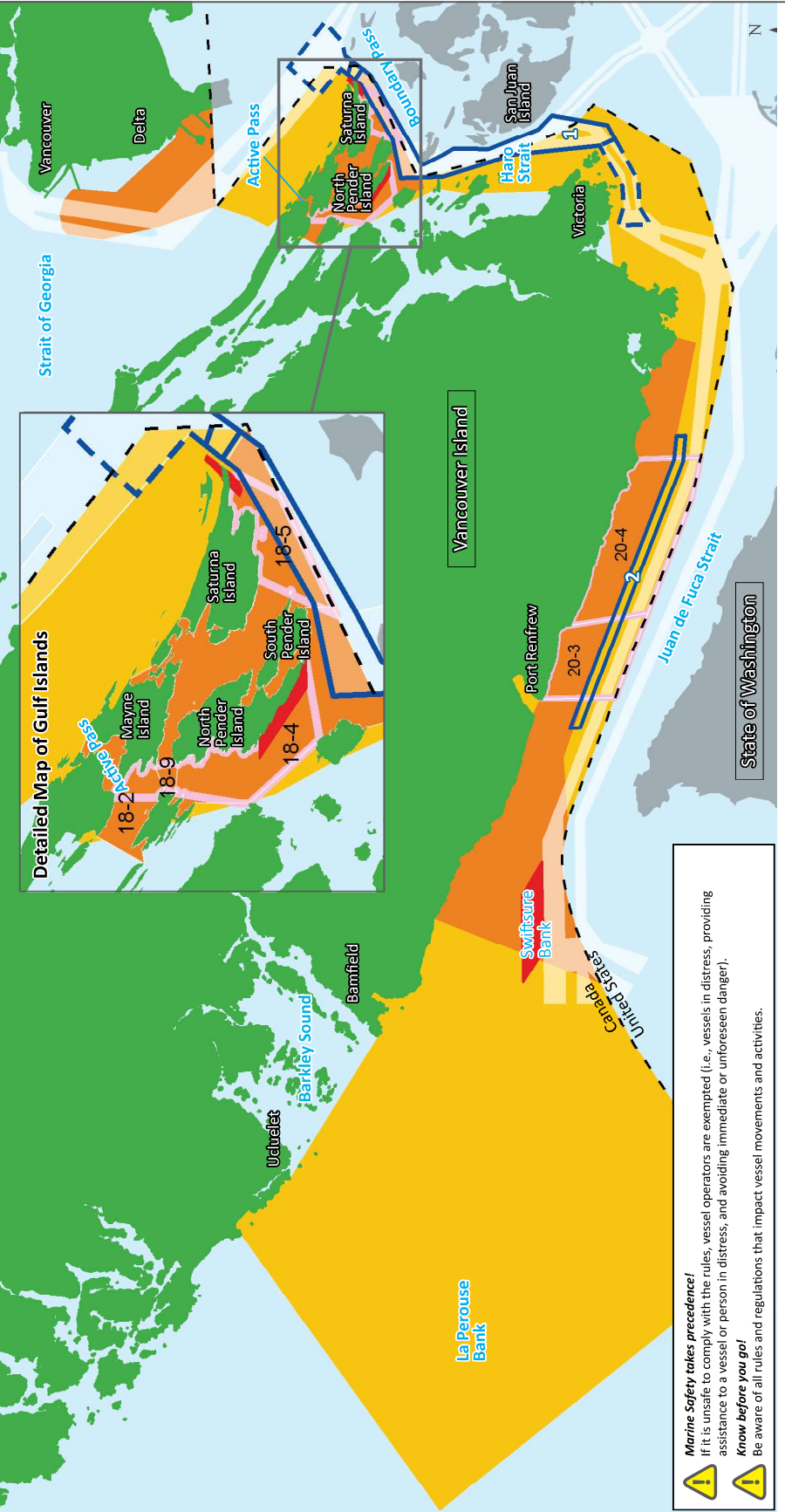
**Blue Outline Areas:**

(Voluntary Large Commercial Vessel Measures - coordinated by *Enhancing Cetacean Habitat and Observation* [ECHO] Program)

1. Haro Strait and Boundary Pass vessel slowdown trial
2. Strait of Juan de Fuca inshore lateral displacement trial

**White Areas** are Shipping Lanes

**Report violators to Fisheries and Oceans Canada:**  
1-800-465-4336



**Marine Safety takes precedence!**  
If it is unsafe to comply with the rules, vessel operators are exempted (i.e., vessels in distress, providing assistance to a vessel or person in distress, and avoiding immediate or unforeseen danger).

**Know before you go!**  
Be aware of all rules and regulations that impact vessel movements and activities.

✉ If you have any questions about the 400 m approach distance or Interim Sanctuary Zones, please contact Transport Canada at: [TC.SRKKW-ERS.TC@tc.gc.ca](mailto:TC.SRKKW-ERS.TC@tc.gc.ca)

✉ If you have any questions about fishery closures or boating around whales, please contact Fisheries and Oceans Canada at: [DFO.SRKKW-ERS.MPO@dfo-mpo.gc.ca](mailto:DFO.SRKKW-ERS.MPO@dfo-mpo.gc.ca)

[www.be-whalewise.org](http://www.be-whalewise.org)  
Be Whale Wise (includes rules for US waters)  
[www.be-whalewise.org](http://www.be-whalewise.org)

Visit: <http://www.pac.dfo-mpo.gc.ca/fm-gp/maps-cartes/srkw-ers/index-eng.html>  
or use QR Code to view detailed maps online



# Boating Around Killer Whales South Coast of BC · 2019



Boaters need to be aware when boating around killer whales. Always slow down when killer whales are near, if safe to do so.

**Rules that apply year-round:**

- Keep **200 metres** away from all killer whale populations in B.C. and the Pacific Ocean.

**Rules from June 1 until October 31 in critical habitat:**

- **Keep 400 metres** away when you see any killer whales.
- **No fishing or boating** around certain sections of Swifsure Bank, off the east coast of Saturna Island and south-west of North Pender Island.

**Additional ways you can help:**

- **Go Slow!** **Reduce your speed** to less than 7 knots and avoid fishing when you're within 1,000 metres of a killer whale. Areas to be aware of include Gulf Islands, the Strait of Juan de Fuca and the Mouth of the Fraser River.
- **Reduce noise** from boats by turning off your echo sounders when not in use, and engines to neutral idle when within 400 metres of a killer whale.

Please help protect Southern Resident Killer Whales! They live in the southern coast of British Columbia and are endangered.

**KEEP 400 METRES AWAY**

When you see any killer whales. It's the law!

(around 4 football fields)

**AVOID WHALE SANCTUARY**

No fishing or boating around Swifsure Bank, east coast of Saturna Island and south-west of North Pender Island. It's the law!

**REDUCE SPEED & AVOID FISHING**

Reduce your speed to less than 7 knots and avoid fishing when you're within 1,000 metres of a killer whale.

turn over for detailed map

**REDUCE VESSEL NOISE**

Turn off echo sounders when not in use, and engines to neutral idle when within approach distance of a killer whale.

Check out some additional resources:

Oceans Protection Plan  
<http://www.canada.ca/protecting-our-coasts>

Protecting Canada's Endangered Whales  
<https://www.tc.gc.ca/en/campaigns/working-together/protecting-endangered-whales.html>

Transport Canada's Interim Order (detailed information)  
<http://www.tc.gc.ca/eng/mediaroom/interim-order-protection-killer-whales-waters-southern-british-columbia.html>

Transport Canada's Interim Order (Questions and Answers, and maps)  
<https://www.tc.gc.ca/eng/mediaroom/frequently-asked-questions-io-protection-killer-whales-waters-southern-british-columbia.html>

Vancouver Fraser Port Authority's ECHO Program  
<http://www.portvancouver.com/echo>

Fisheries and Oceans Canada  
<http://dfo-mpo.gc.ca/campaign-campagne/protecting-whales-protgerbaileines/index-eng.html>

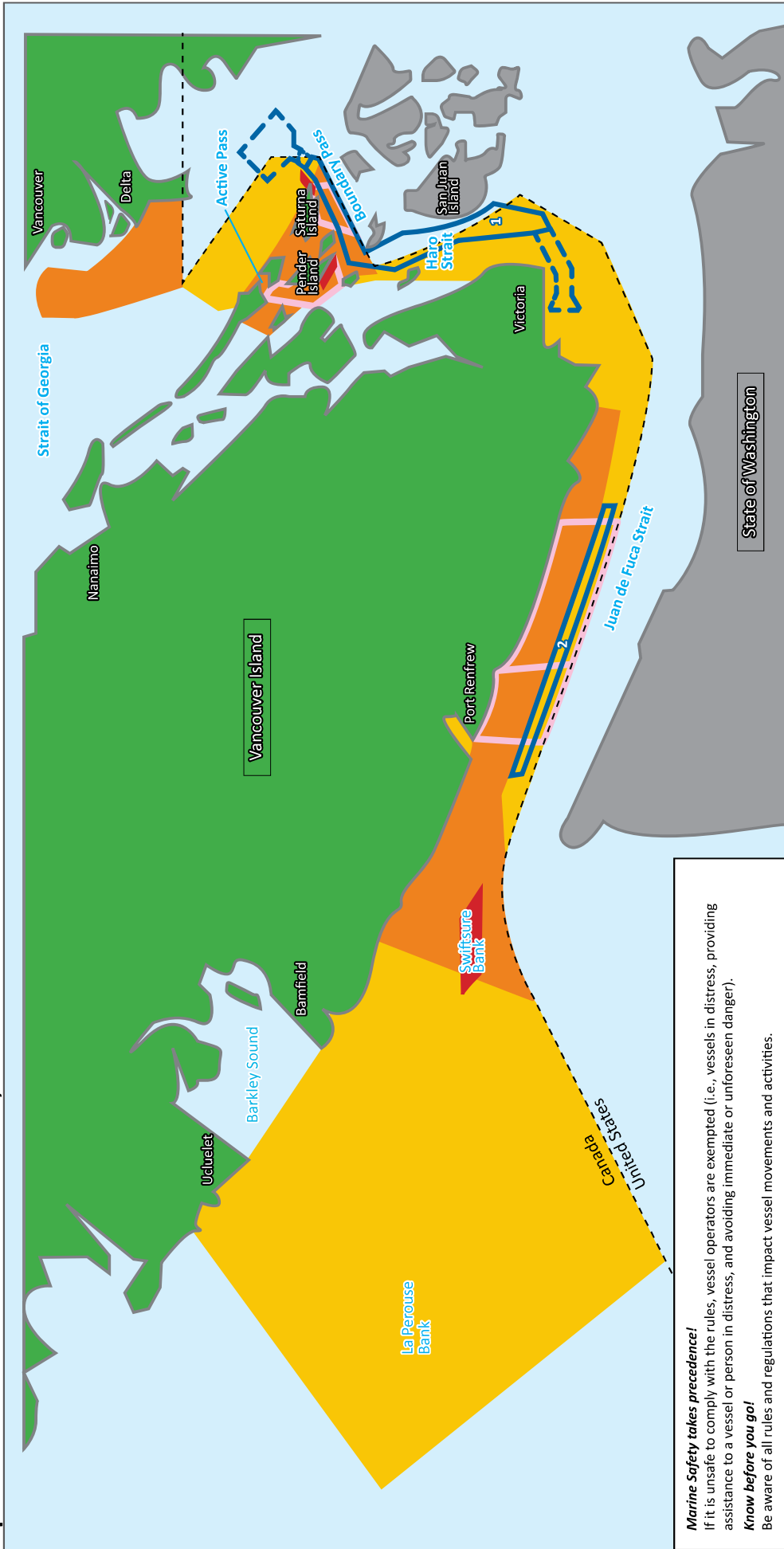
Be Whale Wise  
[Bewhalewise.org](http://www.bewhalewise.org)

**Report violators to Fisheries and Oceans Canada: 1-800-465-4336**

If you have any questions about the Interim Order, please contact Transport Canada at:  
[TC.SRKM-ERS.TC@tc.gc.ca](mailto:TC.SRKM-ERS.TC@tc.gc.ca)

If you have any questions about fishery closures or boating around whales, please contact Fisheries and Oceans Canada at:  
[DFO.SRKM-ERS.MPO@dfo-mpo.gc.ca](mailto:DFO.SRKM-ERS.MPO@dfo-mpo.gc.ca)

# Map of South Coast of Vancouver Island, British Columbia



**Marine Safety takes precedence!**  
 If it is unsafe to comply with the rules, vessel operators are exempted (i.e., vessels in distress, providing assistance to a vessel or person in distress, and avoiding immediate or unforeseen danger).  
**Know before you go!**  
 Be aware of all rules and regulations that impact vessel movements and activities.

**In all Yellow and Orange Areas (critical habitat), vessels:**

- Must keep 400 m away except for vessels in transit. Some whale watching operators can view non-Southern Resident Killer Whales up to 200 m if they meet specific conditions
- Should turn off echo sounders when not in use
- Should turn engine to neutral idle when within 400 m of a whale

**In all Orange Areas, vessels:**

- Should avoid fishing within 1000 m of killer whales
- Should go slow (7 knots or less) within 1000 m of killer whales

**In all Red Areas, vessels:**

- Must avoid Interim Sanctuary Zones (Accessing a residence or business on N. Pender or Saturna Island; vessel/person fishing for FSC or domestic purposes pursuant to a treaty; Indigenous persons exercising an existing right, other than for fishing for non-commercial purposes, are exempt)


**Pink Outline Areas:**

- Fishery closures for recreational and commercial salmon (August 1-October 31)

**Blue Outline Areas (coordinated by ECHO Program) (Large Commercial Vessel Measures - Voluntary)**

1. Haro Strait and Boundary Pass vessel slowdown trial
2. Strait of Juan de Fuca inshore lateral displacement trial

Visit: <http://www.pac.dfo-mpo.gc.ca/fm-gb/maps-cartes/srkw-ers/index-eng.html> or use QR Code to view detailed maps online







## STAFF REPORT TO COUNCIL

Council Meeting: AUGUST 13, 2019  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** JOSEPH ROTENBERG, ACTING MANAGER OF CORPORATE SERVICES

**FILE NO:** 1630-01

**SUBJECT:** CHEQUE LISTING – JULY 2019

**REPORT NO:** 19-95

**ATTACHMENT(S):** APPENDIX A: JULY 2019 CHEQUE LISTING

### **RECOMMENDATION(S):**

There is no recommendation. This report is provided for information only.

### **PURPOSE:**

The purpose of this report is to provide Council with a regular update on disbursed cheques.

### **BACKGROUND:**

Finance staff have provided a detailed list of last month's cheque run attached as Appendix A.

### **POLICY OR LEGISLATIVE IMPACTS:**

The cheque listing has been reviewed to ensure compliance with the *Freedom of Information and Protection of Privacy Act*. The names of individual's shown on the cheque listing are either employed with the District or contracted for the delivery of goods and services.

### **OPTIONS REVIEW:**

1. There is no recommendation. This report is provided for information only.  
**(Recommended)**
2. **THAT** Council provide alternative direction to staff.

**Respectfully submitted:**

Joseph Rotenberg, Acting Manager of Corporate Services  
Mark Boysen, Chief Administrative Officer

APPENDIX A

District of Ucluelet  
AP Cheque Listing  
July 2019

Cheque #	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
30974952	19-Jul-01	AD004	TYCO INTEGRATED FIRE & SECURITY CANADA I	80769483	JUL1-SEP30/19 FIREHALL	277.21		277.21	
30974954	19-Jul-01	AD004	TYCO INTEGRATED FIRE & SECURITY CANADA I	80769500	JUL1-SEP30/19 BAY ST WATER PLANT	281.14		281.14	
30974959	19-Jul-01	AD004	TYCO INTEGRATED FIRE & SECURITY CANADA I	80769484	JUL1-SEP30/19 UCC	162.86		162.86	
3186325	19-Jul-08	CRA00	CANADA REVENUE AGENCY	PP14/2019-1	PP14 SOURCE DEDUCTIONS	22081.95		22081.95	
3186377	19-Jul-08	CRA00	CANADA REVENUE AGENCY	PP14/2019-2	PP14 SOURCE DEDUCTIONS	1643.17		1643.17	
W000294815	19-Jul-08	S0171	MUNICIPAL PENSION PLAN	PP14/2019	PP14/19	14093.47		14093.47	
0780265	19-Jul-10	HC735	HOST COMPLIANCE LLC	1509	COMPLIANCE SOFTWARE 2019 ANNUAL FEE	13412.89		13412.89	
028906	19-Jul-15	BWP01	BLACK & WHITE PARTY RENTALS LTD	01-14595-3	TENT RENTALS-UD/19	2348.25		2348.25	
028907	19-Jul-15	BAR01	BOUNCE-A-RAMA RENTALS LTD.	122777	UKEE DAYS 2019 AMUSEMENTS	4042.5		4042.5	
028908	19-Jul-15	FA898	FORTUNE ABBY	122753	UKEE DAYS-CONTESTS/CASH FLOATS	9070		9070	
028909	19-Jul-15	JG323	JOHNSON GEOFF	122756	GEOFF JOHNSON/UD19	500		500	
028910	19-Jul-15	KD630	KARSCOT DISTRIBUTORS/FUN ZONE	3843	UKEE DAYS 2019 FINAL PYMT	3204.35		3204.35	
028911	19-Jul-15	MISC	JESSICA BEDARD	122757	JESSICA RABBIT UD/19	500		500	
028912	19-Jul-15	MISC	ILLVIS FRESHLY MUSIC	122758	ILLVIS FRESHLY UD/19	1200		1200	
028913	19-Jul-15	MISC	KYLE STEPHEN	122759	WISE YOUNG BLOOD UD/19	1000		1000	
028914	19-Jul-15	MISC	KURT CLAYTON	122760	KURT CLAYTON UD/19	500		500	
028915	19-Jul-15	MISC	MARK CRISSINGER	122761	MARK CRISSINGER UD/19	1000		1000	
028916	19-Jul-15	MISC	STEPHANIE KOKESCH	122762	KOKESCH BAND UD/19	500		500	
028917	19-Jul-15	MISC	WEST COAST LUMBERJACK SHOWS LTD.	122763	LOGGER SPORTS UD/19	3412.5		3412.5	
028918	19-Jul-15	MM011	MORRISON MYLES	122776	MORRISON-UD/19	700		700	
028919	19-Jul-15	OS813	OSBORNE JAMIE	122755	JAMIE OSBORNE-UD/19 CONTRACTED SERVICES	1000		1000	
028920	19-Jul-15	RR002	ROMPER ROOM	122764	CLIMBING WALL UD/19	1465.95		1465.95	
028921	19-Jul-15	TL292	TIGER LILY FARM	2019-11	PETTING ZOO/PONY RIDES-UD/19	1011.15		1011.15	
028922	19-Jul-15	US398	UCLUELET SECONDARY SCHOOL	122754	USS GLOBAL/UD-19	250		250	
028923	19-Jul-15	ACE92	ACE COURIER SERVICES	11209851	TRAN SIGN	47.74		47.74	
028924	19-Jul-15	ACE07	ALBERNI COMMUNICATIONS & ELECTRONICS LTD	27497 27582	PAGERS/RADIOS-TESTING & REPAIR PROGRAM RADIO-FIRE CHIEF TRUCK	182.34 75.47		257.81	
028925	19-Jul-15	AEL78	ALBION ELECTRIC LTD	749202 749237	PARKS TRAILER-ELECTRIC HOOKUP SCH WALKWAY LIGHTS-PENINSULA/LYCHE	983.03 1195.26		2178.29	
028926	19-Jul-15	AHI01	ALLES HOLDINGS INC	28 29	JUN 17-28/19 CONTRACT SERVICES JUL 1-12/19 CONTRACT SERVICES	504 504		1008	
028927	19-Jul-15	AQU01	AQUATERRA ELECTRIC	INV0004	BOAT BASIN ELECTRICAL REPAIR	710		710	
028928	19-Jul-15	AB166	ASHTON BRENT	122765	LYCHE COFFEE REIMBURSEMENT	30.98		30.98	
028929	19-Jul-15	ATL01	ATLAS FIRE & SAFETY EQUIPMENT LTD.	11015	UVFB SCBA MASKS & BAGS	2302.72		2302.72	
028930	19-Jul-15	BDC01	BD CARRUTHERS AND ASSOCIATES	02-19DU	STRATEGIC PLANNING	9822.75		9822.75	
028931	19-Jul-15	B9413	BEELEY PHIL	122772	JUN/19 MILEAGE-JANITORIAL WORK	64.7		64.7	
028932	19-Jul-15	MA952	BUREAU VERITAS CANADA (2019) INC.	VA1243584 VA1247729 VA1247071 VA1246894	WATER TESTING B948741 WATER TESTING B953374 SEWER TESTING B951040 WATER TESTING B951242	263.55 263.55 334.64 263.55		1125.29	
028933	19-Jul-15	BUS01	BUSTON, TONI	122768	YOUTH CONTRACT JUN/19	580		580	
028934	19-Jul-15	CGISC	CGIS CENTRE	43661	ADD BC HYDRO/TELUS LAYERS TO SLIMS	299.25		299.25	
028935	19-Jul-15	45r27	CONNECT ROCKET COMMUNICATIONS INC.	3168	JUL/19 MONTHLY SUBSCRIPTION	223.02		223.02	
028936	19-Jul-15	CE004	CORPORATE EXPRESS CANADA INC	50735542	PARKS OFFICE SUPPLIES	191.98		191.98	
028937	19-Jul-15	CUPE1	CUPE LOCAL #118	06/2019	CUPE DUES-JUN/19	2254.58		2254.58	
028938	19-Jul-15	DJ002	DRAESEKE JAN	122771	CHI GONG	231.35		231.35	
028939	19-Jul-15	DFC01	DUMAS FREIGHT COMPANY	67029 75873 75874	DUNCAN ELECTRIC CLEARTECH CLEARTECH	155.25 478.19 361.28		994.72	



APPENDIX A

District of Ucluelet  
AP Cheque Listing  
July 2019

Cheque #	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
028940	19-Jul-15	EB295	E.B. HORSMAN & SON	12069353 12077383 12073674 12073680 12070562 12077378 12086882 12075863	WELLFIELD ELECTRICAL WORK WELLFIELD ELECTRICAL WELLFIELD ELECTRICAL WELLFIELD ELECTRICAL WELLFIELD ELECTRICAL FIREHALL ELECTRICAL REPAIRS REC HALL ELECTRICAL FOR UKEE DAYS WELLFIELD ELECTRICAL	774.88 226.21 226.21 1286.8 2478.14 769.21 2787.55 -2147.79		6401.21	
028941	19-Jul-15	EISC2	ELITE IMAGE SOFTWARE CORP	23929	BUSINESS CARDS-GEDDES/ROTENBERG/PARKS	424.52		424.52	
028942	19-Jul-15	EV001	EVITT ELECTRIC CO. LTD.	31984C	UCC KEY COPYING	58.81		58.81	
028943	19-Jul-15	FW050	FAR WEST DISTRIBUTORS LTD	327728 327785 327861 327878	UCC-NITRILE GLOVES UCC-TOILET PAPER/HAND SOAP/GRBG BAGS UCC-HAND SANI/TOILET PPR/GRBG BAGS SCH-PAPER TOWEL/TOILET PAPER	10.09 345.9 340.05 301.19		997.23	
028944	19-Jul-15	fa898	FORTUNE ABBY	122775	CUPS/SAUCERS UCC-REIMBURSE	60		60	
028945	19-Jul-15	FSC10	FOUR STAR COMMUNICATIONS INC	51098	JUN/19	149.95		149.95	
028946	19-Jul-15	FC186	FREUNDLICH CONSULTING, CPA	9133 9132	M360 PROJECT INSTALMENT 2 M360 PROJECT MAY&JUN/19	11550 630		12180	
028947	19-Jul-15	GE395	GALLOWAY ELECTRIC	1146	UCC-LIGHTING	2085.2		2085.2	
028948	19-Jul-15	GB059	GIBSON BROS. CONTRACTING LTD.	2023804501	MARINE DR SIDEWALK MATERIAL	2352		2352	
028949	19-Jul-15	GPC25	GREATPACIFIC CONSULTING LTD	919	PROJECT REM2019 1005-007	2763.04		2763.04	
028950	19-Jul-15	GTN61	GREEN THUMB NURSERIES	902337	TREES-BAY SIMPLEX STN	302.4		302.4	
028951	19-Jul-15	GD215	GREGG DISTRIBUTORS LTD	011-724017	NUTS/BOLTS-PW SHOP	124.99		124.99	
028952	19-Jul-15	HS002	HOGAN, SARAH	122770	DANCE FIT JUN/19	126.42		126.42	
028953	19-Jul-15	IC130	INFOSAT COMMUNICATIONS	393311	JUL/19 SAT PHONE	65.12		65.12	
028954	19-Jul-15	IB275	ISLAND BUSINESS PRINT GROUP LTD	170377	SCH RECEIPT BOOKS	417.21		417.21	
028955	19-Jul-15	JR381	J. ROBBINS CONSTRUCTION LTD	3780	ALDER ST PATHWAY-GRAVEL	424.72		424.72	
029001	19-Jul-15	ZBC25	ZOE'S BAKERY AND CAFE	265	UVFB 70TH ANNIVERSARY	126		126	
029000	19-Jul-15	LY001	YOUNG ANDERSON	114244 114245 114246 114247	1190134 1190158 1190167 1190169	313.94 673.15 2568.5 2261.63		5817.22	
028999	19-Jul-15	XC300	XPLORNET COMMUNICATIONS INC	INV27458840	JUL/19	61.59		61.59	
028998	19-Jul-15	WC345	WURTH CANADA LTD	23582327 23584536 23582336	SAFETY EQUIPMENT-PARKS GLOVES-PW GLOVES/SMALL TOOLS-PW	348.89 26.98 400.99		776.86	
028997	19-Jul-15	WI250	WISHBONE INDUSTRIES LTD	10053	PUBLIC GRBG CANS/STEEL BASKETS	5649.85		5649.85	
028996	19-Jul-15	WP166	WINDSOR PLYWOOD - UCLUELET DIV.	91175A 91185A 91343A 91345A 92654A 92871A 92947A 92996A 93111A	NORAH LIFT STATION-CHAINS ALDER SIGN INSTALL MATERIALS LOCK CLASPS GORILLA GLUE-PW BIG BEACH CLEANING SUPPLIES EDNA BATCHELOR PARK WHEELBARROW PARTS KEY COPYING KEY COPYING/CABLE TIES	18.31 71.39 12.06 14.55 27.23 38.28 78.81 26.88 22.75	310.26		
028995	19-Jul-15	WP166	WINDSOR PLYWOOD - UCLUELET DIV.	90367A 90368A 90466A 90488A 90492A 90646A 90656A 90745A 91199A 91937A 90493A	BAY SIMPLEX BEAUTIFICATION HAMMERS-PW ALDER PARK PROJECT DAYCARE BORDER DAYCARE PERIMETER FENCING BAY SIMPLEX PROJECT ALDER PARK PROJECT STEEL PLATES BMX TRACK - HOSE PLAYGROUND BORDER PAINT/SUPPLIES DAYCARE PERIMETER FENCE	352.3 80.2 119.98 727.37 981.61 50.57 40.28 22.74 216.05 301.06 -863.52	2028.64		
028994	19-Jul-15	WCC28	WESTCOAST CONNECT	2698	GREEN THUMB/PRAIRIE COAST	156.73		156.73	
028993	19-Jul-15	VIEDA	VICEDA	13	INVEST CANADA MATCHING FUNDS	223.75		223.75	
028992	19-Jul-15	UI923	UKEE INFO TECH	10912	IT SUPPORT JUN/19	5120.44		5120.44	
028991	19-Jul-15	UV146	UCLUELET VOLUNTEER FIRE BRIGADE	Q2/19	Q2/19	2100		2100	
028990	19-Jul-15	UR849	UCLUELET RENT-IT CENTER LTD	33732 34136	JUN/19 PORTABLES SEWER PUMP-OUT	1545.6 173.6		2575.95	

APPENDIX A

District of Ucluelet  
AP Cheque Listing  
July 2019

Cheque #	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
				34046	BRUSHCUTTER/WEEDEATER	856.75			
028989	19-Jul-15	UP459	UCLUELET PETRO-CANADA	5284	TOWING-PARKS ELECTRIC VEHICLES	577.5		2037.09	
				5348	#10 REPAIRS	1010.58			
				5423	#1 REPAIRS	449.01			
028988	19-Jul-15	UC142	UCLUELET CONSUMER'S CO-OPERATIVE ASSN	C01100975	BATTS/CHORD	51.19		1100.25	
				C01091656	GARDEN SUPPLIES-PARKS	160.41			
				C01045022	SCH INNER BASIN-FAUCET HANDLES/PAINT	117.53			
				C01045575	TEA/CREAM/TAPE/BLEACH-UCC	57.99			
				C01098458	WHEELBARROW/CART-SCH	201.56			
				C01080162	STAFF BBQ	192.62			
				C01090762	UCC-CREAM/COFFEE/BAR MOP	34.78			
				C01044393	CANADA DAY FOOD/DRINKS	13.86			
				C01091224	TABLECLOTHS/COFFEE MAKER/KETTLE	270.31			
028987	19-Jul-15	UC142	UCLUELET CONSUMER'S CO-OPERATIVE ASSN	C01041980	YOUTH MOVIE & MEAL	48.85		3737.17	
				71222119	UVFB-ENGINE OIL	57.5			
				C01043329	CANADA DAY-FOOD	58			
				71219721	#1 OIL	6.52			
				71213191	RESCUE 2-PREM FUEL	31.45			
				71213463	#2 PREM FUEL	78.05			
				71217090	#2 PREM FUEL	93.01			
				71220204	#2 PREM FUEL	86.06			
				71223035	WHITE RANGER-PARKS USE	70.14			
				71224587	#2 PREM FUEL	82.45			
				5975	JUN/19 CARDLOCK	3125.14			
028986	19-Jul-15	TSC19	TRANSPARENT SOLUTIONS CORP	10585	CLEARMAIL AUG/19	20.95		20.95	
028985	19-Jul-15	TS002	TRAN SIGN 1999 LTD.	57529	CROSSWALK SIGNS	500.37		500.37	
028984	19-Jul-15	TU428	TOURISM UCLUELET	04/19	APR/19 MRDT	22541.4		22541.4	
028983	19-Jul-15	DT002	TOFINO DISTRICT OF	122766	LITTLE LEAGUE WRAP-UP	98.53		98.53	
028982	19-Jul-15	TAI01	TAIJI COMMUNICATIONS CORP	2686	UCLUELET STRATEGIC PLAN	1564.5		2472.75	
				2724	UCLUELET STRATEGIC PLAN	908.25			
028981	19-Jul-15	SBR01	SONBIRD REFUSE & RECYCLING LTD.	36116	JUN/19 RECYCLING TRANSFER FEE LYCHE	65.84		3064.89	
				36117	JUN/19 GARBAGE SCH	1313.79			
				36118	JUN/19 GARBAGE 52 STEPS	307.06			
				36119	JUN/19 GARBAGE WHISKEY DOCK	422.55			
				36120	JUN/19 GARBAGE PW	621.98			
				36121	JUN/19 GARBAGE UCC	288.52			
				36122	JUN/19 GARBAGE UVFB & UAC	45.15			
028980	19-Jul-15	SS419	SOLIDARITY SNACKS	173	FIREHALL MAINTENANCE DAY	224.7		608.55	
				165	ANCHOR PARK SNACKS	96.6			
				175	CANADA DAY CAKE	287.25			
028979	19-Jul-15	sw001	SIGNWORKS	5496	PARKS SIGNS-CEDAR/ALDER/ST.JACQUES	1243.2		1243.2	
028978	19-Jul-15	BA139	SHARKY BALLOONS	CAN20	CANADA DAY BUBBLE SHOW	50		50	
028977	19-Jul-15	RL068	RIVERA LYVIER	122769	LATIN CARDIO JUN/19	294.04		294.04	
028976	19-Jul-15	RID01	RIDGELINE MECHANICAL LTD	390151988	PARKING LOT PROGRESS #1	270771.21		270771.21	
028975	19-Jul-15	MS170	REVENUE SERVICES OF BC	07/19	JUL/19 MSP	1837.5		1837.5	
028974	19-Jul-15	PI110	PUROLATOR INC	441813384	ATLAS/MAXXAM/BULLARD	313.29		313.29	
028973	19-Jul-15	P0106	PLACE TV	9435	FRIDGE/MICROWAVE-PARKS BUILDING	447.98		447.98	
028972	19-Jul-15	PB104	PIONEER BOAT WORKS	78449	GALBRAITH-WORK BOOTS/CHAIN	269.01		269.01	
028971	19-Jul-15	PC285	PETTY CASH - LYVIER RIVERA	05/19	MAY/19 PETTY CASH	43		127	
				06/19	JUN/19 PETTY CASH	84			
028970	19-Jul-15	PBX12	PBX ENGINEERING LTD	6949	14282-01 UCLUELET SCADA	905.63		905.63	
028969	19-Jul-15	PR725	PACIFIC RIM MARINE SEARCH & RESCUE SOC	SRF 06/19	D671-D675	891.91		891.91	
028968	19-Jul-15	OCN01	OCN GARDEN CENTRE	012964	DISTRICT BEAUTIFICATION	541.84		541.84	
028967	19-Jul-15	NP156	NORTH PACIFIC REPAIR	128063	UCC-AV RACK CUSTOM SCREEN	51.45		51.45	
028966	19-Jul-15	MITC1	MITCHELL, CALI	13	JUN 24-JUL 9/19 CONTRACT SERVICES	1455		1455	
028965	19-Jul-15	MISC	SHACK VENTURES LTD.	SVL-2019-101	UKEE DAYS FLAG HANGING	577.5		577.5	
028964	19-Jul-15	MISC		2000994.002	DAMAGE DEPOSIT RETURN	500		500	
028963	19-Jul-15	MISC	COOMBS FIREFIGHTERS	122774	UVFB EVALUATIONS JUN 18&26	1300		1300	
028962	19-Jul-15	MF007	MINISTER OF FINANCE	94373202	UVFB FIRST RESPONDER SUPPLIES	525.25		525.25	
028961	19-Jul-15	MAL51	McELHANNEY ASSOCIATES LAND SURVEYING LTD	2231 107767	PROJECT 2231-46300-01 ROAD IMPROVMENTS	1627.5		1627.5	

APPENDIX A

District of Ucluelet  
AP Cheque Listing  
July 2019

Cheque #	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
028960	19-Jul-15	LB454	LADYBIRD ENGRAVING & WEB CREATIONS LTD	1705	DISTRICT JACKET EMBROIDERY	2693.6		2693.6	
028959	19-Jul-15	LS100	L'HOMME SOPHIE	122773	CANADA DAY CHOIR	200		200	
028958	19-Jul-15	KPMG4	KPMG LLP	8002566972	2018 AUDIT 2ND INTERIM BILLING	15750		15750	
028957	19-Jul-15	CK608	KASSLYN CONTRACTING	D675 D676	D675 D676	4624.96 6312.88		10937.84	
028956	19-Jul-15	FC000	JOHNSON COURTNEY	122767	WINTER GLEE/19	172		172	
31878912	19-Jul-16	WC168	WORKSAFE BC	Q2/19	Q2/19	11238.93		11238.93	
31918248	19-Jul-17	TP002	TELUS COMMUNICATIONS INC.	06/19	JUN/19	5937.25		5937.25	
31918275	19-Jul-17	BMC01	BELL MOBILITY INC	06/2019	JUN/19	1190.78		1190.78	
31918299	19-Jul-17	BC017	BC HYDRO	400003165303	JUN/19	17855.99		17855.99	
31922885	19-Jul-17	TP002	TELUS COMMUNICATIONS INC.	06/19 WELFLD	JUN/19 LOST SHOE CRK WELFLD	67.2		67.2	
029002	19-Jul-23	GK113	GALLANT KEITH	122779	STAGE TRUCK/SOUND-UD/19	3800		3800	
029003	19-Jul-23	MISC	UPSCOMB TANYA	122780	KIKI ECO ELF-UD/19	1000		1000	
029004	19-Jul-23	MISC	ISLAND PHOTOBOOTH	709	PHOTO BOOTH-UD/19	1680		1680	
029005	19-Jul-23	BA139	SHARKY BALLOONS	UD2019	BUBBLE SHOWS-UD/19	100		100	
029006	19-Jul-26	RD205	ACRD	7964	SEWAGE LAGOON REFUSE	91.2		91.2	
029007	19-Jul-26	AGS11	AGS BUSINESS SYSTEMS INC	54038	05/29/19-06/28/2019	748.97		748.97	
029008	19-Jul-26	AON01	AON REED STENHOUSE INC.	325000061228 325000061183 325000061220 325000061218 325000061221 325000061219	MARINA OPERATORS LIABILITY ACCIDENTAL DEATH & DISMEMBERMENT BOILER & MACHINERY PROPERTY INSURANCE COMMERCIAL GENERAL LIABILITY MISCELLANEOUS LIABILITY	2625 422 1923 62555 3200 2912		73637	
029009	19-Jul-26	AFS01	ASSOCIATED FIRE & SAFETY	22409	UVFB GLOVES/BOOTS	955.5		955.5	
029010	19-Jul-26	BIL30	BERKS INTERTRUCK LTD	167974	UVFB-RESCUE 1 CAFS REPAIR	246.85		246.85	
029011	19-Jul-26	BP940	BLACK PRESS GROUP LTD.	33712057	JUN/19 ADS	696.29		696.29	
029012	19-Jul-26	MA952	BUREAU VERITAS CANADA (2019) INC.	VA1250501 VA1249901 VA1251399	SEWER TESTING B955793 WATER TESTING B956216 WATER TESTING B958242	334.64 263.55 263.55		861.74	
029013	19-Jul-26	TLM38	CAMLOCK LOCKSMITHS	CH4032	KEY CUTTING-PARKS YARD	67.2		67.2	
029014	19-Jul-26	CIBC2		181158		770		770	
029015	19-Jul-26	CN411	CITY OF NANAIMO	122781	UVFB EXAM #11	120.75		120.75	
029016	19-Jul-26	CT002	CLEARTECH INDUSTRIES INC	795688 795687 187467 JMH	SODIUM HYPOCHLORITE/CONTAINER DEP SODIUM HYPOCHLORITE/CONTAINER DEP CONTAINER RETURN	236.89 846.89 -546		537.78	
029017	19-Jul-26	CCL88	CORLAZZOLI CONTRACTING LTD	0015	DANGER TREE REMOVAL-BIG BEACH/ODYSSEY	787.5		787.5	
029018	19-Jul-26	CE004	CORPORATE EXPRESS CANADA INC	50751460 50989878	KEYBOARD TRAY OFFICE SUPPLIES/DRY ERASE BOARDS	98.33 1093.28		1191.61	
029019	19-Jul-26	CP300	CRITERION PICTURES	796034	VIDEO LICENSE FEE 2019/20	1212.75		1212.75	
029020	19-Jul-26	EAR01	EARTHWAVE LANDSCAPES	711430	BIKEPARK REBUILD	4100		4100	
029021	19-Jul-26	FW050	FAR WEST DISTRIBUTORS LTD	328313 328399 328471	CLEAN SWEEP ITEMS BATHROOM SUPPLIES UKEE DAYS TREATS	946.89 181.49 349.18		1477.56	
029022	19-Jul-26	FOT01	FOOTPRINTS SECURITY PATROL INC.	90182	UD19 SECURITY 50%DEPOSIT	1371.75		1371.75	
029023	19-Jul-26	FYHOL	FYFE WELL & WATER SERVICES	2019-2119	WELL PUMP REPAIRS	31804.5		31804.5	
029024	19-Jul-26	GAL39	GALLOWAY PAUL ROBERT	122782	GALLOWAY-ELECTRICAL LICENSE REIMBURSE	105		105	
029025	19-Jul-26	G9421	GEDDES, RICK	122783	RESCUE 1 REPAIR REIMBURSEMENT	49.85		49.85	
029026	19-Jul-26	G8059	GIBSON BROS. CONTRACTING LTD.	22284 20963	GRAVEL-CEDAR RD PARKING LOT CRUSH	1960 560		2520	
029027	19-Jul-26	GW178	GRAY WHALE DELICATESSEN	992693	ESS/UEN MEETING SNACKS	141.75		141.75	
029028	19-Jul-26	GRE01	GREEN ROOTS PLAY EQUIPMENT INC	INV-355	REPLACEMENT ROCK WALL(SHIPPING)	252		252	
029029	19-Jul-26	HSS40	HACH SALES & SERVICE CANADA LTD	197942	ANNUAL CALIBRATION-TEST EQUIPMENT	3367.84		3367.84	

APPENDIX A

 District of Ucluelet  
 AP Cheque Listing  
 July 2019

Cheque #	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
029030	19-Jul-26	PD199	HARBOURVIEW DRUGSTORE	94346	HERNANDEZ-TWINRIX VACCINE	69.8		69.8	
029031	19-Jul-26	H9422	HERNANDEZ CALE	122784	WORK BOOTS-REIMBURSEMENT	207.85		207.85	
029032	19-Jul-26	IB275	ISLAND BUSINESS PRINT GROUP LTD	170349	ENVELOPES #10 WINDOW BLANK X2500	156.8		156.8	
029033	19-Jul-26	JR381	J. ROBBINS CONSTRUCTION LTD	3702	ASPHALT-PW YARD	1837.5		2752.55	
				3675	SOIL-SPRING COVE	477.2			
				3824	CEDAR RD PARKING LOT-BOULDERS	437.85			
029034	19-Jul-26	J1072	JUSTICE INSTITUTE OF B.C.	7673	GEDDES-FIRE INSPECTOR COURSE	1187.94		1187.94	
029035	19-Jul-26	CK608	KASSLYN CONTRACTING	D677	D677	7273.81		14428.49	
				D678	D678	7154.68			
029036	19-Jul-26	KA001	KOERS & ASSOCIATES ENGINEERING LTD.	9601-154	9601 MISC ENGINEERING-PENINSULA RD	642.21		26135.59	
				1643-024	1643 SEWAGE LAGOON REVIEW	827.8			
				9601-153	9601 MISC ENGINEERING-CEDAR/MARINE	3682.28			
				1762-019	1762 BAY ST SIMPLEX P/S REPLACEMENT	8054.39			
				1837-003	1837 CEDAR RD PARKING LOT REVIEW	891.85			
				1750-005	1750 BAY ST SANITARY SEWER	3853.75			
				1863-008	1863 SANITARY MASTER PLAN	8183.31			
029037	19-Jul-26	LB454	LADYBIRD ENGRAVING & WEB CREATIONS LTD	1712	UD/19 PARADE RIBBONS	125.68		125.68	
029038	19-Jul-26	MEC01	MEC PROJECTS LTD	1741	STREETLIGHT REPLACEMENT	314.31		2104.81	
				1752	SCADA/LAGOON-SURGE PROTECTION	1365			
				1753	SCADA/LAGOON-EXHAUST FAN	425.5			
029039	19-Jul-26	MF007	MINISTER OF FINANCE	94377945	WIPE PADS FOR RESPIRATORS	29.66		29.66	
029040	19-Jul-26	MITC1	MITCHELL, CALI	14	JUL 10-21/19	975		975	
029041	19-Jul-26	PB104	PIONEER BOAT WORKS	78454	CHAIN 5/16"	94.08		94.08	
029042	19-Jul-26	PC650	PRAIRIE COAST EQUIPMENT	E01240	LAWN MOWER-BALLFIELDS	2525.79		2525.79	
029043	19-Jul-26	PI110	PUROLATOR INC	441878158	MAXXAM	100.39		280.81	
				441936980	MAXXAM	45.27			
				441998669	MAXXAM	135.15			
029044	19-Jul-26	SUN02	SUN LIFE ASSURANCE COMPANY OF CANADA	62871	JUL/19 EAP PROGRAM	106.58		106.58	
029045	19-Jul-26	TB204	TOFINO BUS	2019-048	SHUTTLE-SURF COMPETITION	1890		1890	
029046	19-Jul-26	UP459	UCLUELET PETRO-CANADA	5366	WHITE RANGER(BYLAW)-REPAIRS	358.89		358.89	
029047	19-Jul-26	UR849	UCLUELET RENT-IT CENTER LTD	34134	AUGER BIT-EDNA BATCHELOR PARK	67.2		2066.13	
				34008	PUMP OUT-LIGHTHOUSE PORTABLE	173.6			
				34122	UVFB-SCISSOR LIFT RENTAL	369.6			
				34356	SEWER PUMP OUT	694.4			
				34360	SMALL TOOL REPAIR/TRIMMER LINE	260.12			
				34372	SEWER PUMP OUT-MAIN ST	434.01			
				34207	AUGER BIT/AUGER EXTENSION	67.2			
029048	19-Jul-26	VQ122	VISIONS QUEST PRODUCTIONS	122778	CIRCUS CAMP 2019	4767		4767	
029049	19-Jul-26	WI250	WISHBONE INDUSTRIES LTD	10078	BAYVIEW BENCH-ST.JACQUES PARK	4233.6		4233.6	
029050	19-Jul-26	WC345	WURTH CANADA LTD	23596208	HI-VIS VESTS	110.88		110.88	
029051	19-Jul-26	ZBC25	ZOE'S BAKERY AND CAFE	272	LAGOA-GOODBYE CAKE	136.5		136.5	
029052	19-Jul-26	ZW172	ZONE WEST ENTERPRISES LTD	60226	UVFB-UNIFORM ITEMS	1100.33		1100.33	
029053	19-Jul-30	PAC03	PACIFIC CHEVROLET BUICK GMC LTD.	11416	COLORADO 4X4 PARKS TRUCK	46642.4		46642.4	



## STAFF REPORT TO COUNCIL

Council Meeting: AUGUST 13, 2019  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** JOSEPH ROTENBERG, ACTING MANAGER OF CORPORATE SERVICES

**FILE NO:** 0550-20

**SUBJECT:** RESOLUTION TRACKING – JULY 2019

**REPORT NO:** 19-96

**ATTACHMENT(S):** APPENDIX A: RESOLUTION TRACKING (JULY 2019)

### **RECOMMENDATION(S):**

There is no recommendation. This report is provided for information only.

### **PURPOSE:**

The purpose of this report is to provide Council with a monthly status update on resolutions that have been adopted by Council.

### **BACKGROUND:**

The resolution follow-up status categories are:

- Assigned – action has not yet commenced;
- In Progress – action has been taken by staff; and
- Complete – action has been completed.

Items will be removed from the list after actions are shown once as being completed.

### **OPTIONS REVIEW:**

1. There is no recommendation. This report is provided for information only. **(Recommended)**
2. **THAT** Council provide alternative direction to staff.

**Respectfully submitted:**

Joseph Rotenberg, Acting Manager of Corporate Services  
Mark Boysen, Chief Administrative Officer

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Department Responsible	Follow-Up Status
Regular Council - 25 Sep 2018	11.3.	Lease with Ucluelet & Area Historical Society Abigail Fortune, Director of Parks & Recreation	THAT Council approve recommendation 1 of report item, "Lease With Ucluelet & Area Historical Society", which states: THAT Council enter into a lease agreement with the Ucluelet and Area Historical Society that is similar to their original Provincial Lease #111228 – Block A District Lot 1507, Clayoquot Land District for approximately 2.4 hectares.	Prepare lease agreement for signature.	Parks & Recreation	In Progress - Reviewing legal opinion. Lease to be drafted in the fall.
Regular Council - 25 Sep 2018	11.5.	Ucluelet Economic Development Strategy Progress Report Mark Boysen, Chief Administrative Officer	THAT Council approve the use of allocated Economic Development funds to support the following projects: a. Ucluelet Economic Development Web Tools Project (\$10,000).	Work with Chamber on Web Tools development project.	Corporate Services	In Progress
Regular Council - 11 Dec 2018	12.2.	2019 Council Meeting Schedule Marlene Lagoa, Deputy Municipal Clerk	THAT Council direct staff to update the District of Ucluelet Council Procedures Bylaw No. 1166, 2014 to reflect the new meeting schedule.	Update Council Procedures Bylaw.	Corporate Services	In Progress
Regular Council - 12 Feb 2019	12.6.	Video Recording of Council Meetings Marlene Lagoa, Manager of Corporate Services	THAT Council approve recommendation 1 of report item, "Video Recording of Council Meetings" which states: THAT Council approve \$2000 in the 2019 budget for a camera to record and stream council meetings on YouTube.	Implement webcasting of council meetings.	Corporate Services	In Progress
Regular Council - 14 May 2019	5.1.	April 9, 2019 Regular Minutes	THAT Council approve the April 9, 2019 Regular Minutes as presented.	Print, sign, file, post to website.	Corporate Services	Complete
Regular Council - 14 May 2019	5.2.	April 30, 2019 Public Hearing Minutes	THAT Council approve the April 30, 2019 Public Hearing Minutes as presented.	Print, sign, file, post to website	Corporate Services	Complete
Regular Council - 14 May 2019	13.4.	Zoning Amendment, Housing Agreement & DVP (354 Forbes Road) Marlene Lagoa, Manager of Corporate Services	THAT Council, with regard to the proposal to renovate the building on Lot 17, District Lot 281, Clayoquot District, Plan VIP76147 (354 Forbes Road) and request for zoning amendments to permit commercial tourist accommodation on the property: give third reading to the "District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1248, 2019"; give third reading to the "Ucluelet Housing Agreement Bylaw No. 1249, 2019"; and issue Development Variance Permit DVP19-03	Bring Bylaw No. 1248 & No. 1249 for adoption, once all subject to conditions being met	Community Planning	In Progress

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Department Responsible	Follow-Up Status
Regular Council - 28 May 2019	5.1.	April 23, 2019 Regular Minutes	THAT Council approve the April 23, 2019 Regular Minutes as presented.	Print, sign, scan, file, post to website	Corporate Services	Complete
Regular Council - 28 May 2019	13.1.	Zoning Bylaw Amendment (VR -2) Adoption Marlene Lagoa, Manager of Corporate Services	THAT Council approve recommendation 1 of legislation item, "Zoning Bylaw Amendment (VR-2) - Adoption" which states: THAT the "District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1241, 2019" be adopted.	Print, scan, sign and file.	Corporate Services	Complete
Regular Council - 28 May 2019	13.2.	Single-Use Plastics Bylaw - Adoption Marlene Lagoa, Manager of Corporate Services	THAT Council approve recommendation 1 of legislation item, "Single-Use Plastics Bylaw - Adoption" which states: THAT the "District of Ucluelet Single-use Plastic Regulation Bylaw No. 1247, 2019" be adopted.	Print, sign, scan and file.	Corporate Services	Complete
Regular Council - 11 Jun 2019	5.1.	May 14, 2019 Regular Minutes	THAT Council approve the May 14, 2019 Regular Minutes as presented.	Print, scan, sign, file and post to website.	Corporate Services	Complete
Regular Council - 11 Jun 2019	12.3.	2019 Purchase of Vehicles Using Equipment Reserve Fund Mark Boysen, Chief Administrative Officer	THAT Council approve recommendation 1 of report item, "2019 Purchase of Vehicles Using Equipment Reserve Fund" which states: THAT Council approve the allocation of \$123,000 from the Ucluelet Capital Works, Machinery, and Equipment Reserve Fund (Bylaw 696) to enable the purchase of vehicles for the 2019 budget year.	Update budget.	Finance	Complete
Regular Council - 11 Jun 2019	12.4.	District Community Engagement Update Mark Boysen, Chief Administrative Officer	THAT Council approve recommendation 1 of report item, "District Community Engagement Update" which states: THAT Council request staff plan a Community Town Hall with a focus on engagement for the Fall of 2019;	Plan Community Town Hall for October.	Corporate Services	In Progress
Regular Council - 11 Jun 2019	13.2.	Walkway Near Water's Edge Shoreside Suites		Provide Council with an update on viability of trail near Water's Edge Shoreside Suites	Parks & Recreation	Engineering Assessment Complete
Regular Council - 25 Jun 2019	5.1.	May 28, 2019 Regular Minutes	THAT Council approve the May 28, 2019 Regular Minutes as presented.	Print, sign, scan, post, and update minutes tracking	Administration	Complete
Regular Council - 25 Jun 2019	5.2.	June 11, 2019 Regular Minutes	THAT Council approve the June 11, 2019 Regular Minutes as presented.	Print, sign, scan, post, and update minutes tracking	Administration	Complete
Regular Council - 25 Jun 2019	9.1.	Tofino Bus Designated Bus Zone Travis Wilson, Tofino Bus and Vancouver Island Connector	THAT Staff investigate options for the Tofino Bus designate bus zone and report back to Council.	Investigate and report potential Tofino Bus designated pickup and drop off area.	Planning	In Progress

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Department Responsible	Follow-Up Status
Regular Council - 09 Jul 2019	5.1.	June 25, 2019 Special Minutes	THAT Council Approve the June 25, 2019 Special Minutes as amended.	Print, sign, scan, post minutes and update minute tracker.	Administration	Assigned
Regular Council - 09 Jul 2019	5.2.	June 25, 2019 Regular Minutes	That Council Approve the June 25, 2019 Regular Minutes as amended.	Print, sign, scan, post minutes and update minute tracker.	Administration	Assigned
Regular Council - 09 Jul 2019	6.1.	Unfinished Business on Temporary Use Permit for Employee Housing - UHS Joseph Rotenberg, Corporate Clerk	THAT Council suggest that UHS submit a revised site plan for the Temporary Use Permit (TUP) application 19-02 for the property at 1970 Harbour Crescent.	Notify applicant of the Council resolution, receive amended site plan, bring amended site plan back to Council for consideration.	Planning	Complete
Regular Council - 09 Jul 2019	12.5.	Zoning Amendment for Cannabis Sales at 1972 Peninsula Road John Towgood, Planner 1	<p>THAT Council approve recommendation 1 of the report item, "Zoning Amendment for Cannabis Sales at 1972 Peninsula Road" which states:</p> <p>1. THAT Council, with regard to the requested zoning amendment to add Cannabis Sales as a permitted use on a portion of the property at 1972 Peninsula Road:</p> <p>a. direct Staff to prepare a zoning amendment bylaw for further consideration;</p> <p>b. indicate to the applicant that the following should be submitted before a public hearing would be scheduled for the bylaw:</p> <p>i. an application for a Development Variance Permit to reduce the number of on-site parking spaces, in conjunction with improvements to create safer on-street parking on the Peninsula Road and Norah Street frontages;</p> <p>ii. detailed plans and application for a Development Permit for the form and character of changes to the front of the property; and,</p> <p>iii. written confirmation of the applicant's commitment to funding new curb, gutter, sidewalk and landscaped boulevard works to improve pedestrian safety along the length of the property frontage.</p>	Prepare zoning amendment (bring back for Council consideration) bylaw and notify applicant that a development variance permit (re parking), detailed plans and application for a form and character development permit and written commitment to fund curb etc... improvements are required before a Public Hearing will be scheduled.	Planning	Complete



Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Department Responsible	Follow-Up Status
Regular Council - 09 Jul 2019	12.5.	Zoning Amendment for Cannabis Sales at 1972 Peninsula Road John Towgood, Planner 1	<p>THAT Council approve recommendation 2 of the report item, "Zoning Amendment for Cannabis Sales at 1972 Peninsula Road" which states:</p> <p>2. THAT Council indicate that final adoption of a zoning amendment bylaw to authorize Cannabis Sales would be subject to receiving confirmation that the proponent has received licensing approval from the provincial Liquor and Cannabis Regulation Branch.</p>	Notify Applicant that final approval is subject to receipt of confirmation of licensing from LCRB.	Planning	Complete
Regular Council - 09 Jul 2019	12.6.	Zoning Amendment for Cannabis Sales at 1786 Peninsula Road John Towgood, Planner 1	<p>THAT Council approve recommendation 1 of the report item, "Zoning Amendment for Cannabis Sales at 1786 Peninsula Road" which states:</p> <p>1. THAT Council, with regard to the requested zoning amendment to add Cannabis Sales as a permitted use on a portion of the property at 1786 Peninsula Road :</p> <ul style="list-style-type: none"> <li>a. encourage the applicant to amend their application to utilize a more appropriate location for an active retail store, rather than the Larch Road frontage;</li> <li>b. encourage the applicant to provide detailed plans suitable for a Development Permit to show the resulting form and character of the proposal; and,</li> <li>c. direct staff to prepare a zoning amendment bylaw for further consideration.</li> </ul>	Prepare zoning amendment (bring back for Council consideration) bylaw and notify of part a and b of this resolution.	Planning	Complete

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Department Responsible	Follow-Up Status
Regular Council - 09 Jul 2019	12.7.	Zoning Amendment for Cannabis Sales at 1685 Peninsula Road John Towgood, Planner 1	<p>THAT Council approve recommendation 1 of the report item, " Zoning Amendment for Cannabis Sales at 1685 Peninsula Road" which states:</p> <p>1. THAT Council, with regard to the requested zoning amendment to add Cannabis Sales as a permitted use on a portion of the property at 1685 Peninsula Road:</p> <p>a. direct Staff to prepare a zoning amending bylaw for further consideration;</p> <p>b. indicate to the applicant that the following should be submitted before a public hearing would be scheduled for the bylaw:</p> <p>i. detailed plans and application for a Development Permit for the form and character of changes to the property; and,</p> <p>ii. written confirmation of the applicant's commitment to contributing to the funding of new curb, gutter, sidewalk and landscaped boulevard works to improve pedestrian safety along the length of the property frontage.</p>	Prepare zoning amending bylaw (bring back for Council consideration) and notify the applicant that detailed plans, application for a form and character development permit, and written confirmation of commitments to complete proposed improvements must be submitted before a public hearing will be schedule.	Planning	Complete
Regular Council - 09 Jul 2019	13.1.	Bylaw to Repeal Commissions Joseph Rotenberg, Corporate Clerk	<p>THAT Council approve recommendation 1 of the report item, "Bylaw to Repeal Commissions" which states:</p> <p>THAT Council give First, Second, and Third Reading to the "Recreation Commission and Harbour Advisory Commission Repeal Bylaw No. 1250, 2019".</p>	Bring Bylaw No. 1250, 2019 back for adoption.	Administration	Complete



## STAFF REPORT TO COUNCIL

Council Meeting: August 13, 2019  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** DONNA MONTEITH, CHIEF FINANCIAL OFFICER

**FILE NO:** 1880-20 (FIN. REPORT)

**SUBJECT:** FIVE YEAR FINANCIAL PLAN 2019-2023 BYLAW VARIANCE REPORT – Q2      **REPORT NO:** 19-97

**ATTACHMENT(S):** APPENDIX A: FIVE YEAR FINANCIAL PLAN 2019-2023 BYLAW VARIANCE SCHEDULE A

### **RECOMMENDATION(S):**

1. **THAT** Council receives the Five Year Financial Plan 2019-2023 Variance Report for the Second Quarter ending June 30, 2019.

### **PURPOSE/DESIRED OUTCOME:**

The purpose of this report is to advise Council as to the financial position and variances in relation to the Five Year Financial Plan 2019-2023 for the District on a quarterly basis.

### **STRATEGIC GOAL:**

This report follows the District's Strategic Plan expectations that quarterly reports to Council will provide an opportunity for Council and staff to regularly review and communicate progress.

### **BACKGROUND:**

This is a preliminary report to Council relaying the balances for the various revenue and expenditure summary totals for first two quarters covering the period of January 1 to June 30, 2019 as per the attached Schedule A. Explanations for some of the major variances identified are included in this report.

### **Discussion:**

#### **Total Revenues**

Taxes have been recorded for the year with minor variances due to the assessment roll. Internal transfers and deferred revenue entries will be posted as the offsetting expenses occur. Overall total revenues are consistent for the first half of the year.

Total Expenses

Expenses in all departments for the first two quarters of 2019 are reasonable except for environmental health. The cost of the community clean up weekend for garbage pickup was much higher than anticipated. However, overall expenses for the District are at 51.81% of the yearly budget, which is again consistent with the first half of the year.

Capital Projects

Capital projects are steady with 40% of expenses paid. This is also in line with the quarterly project update provided to Council by the Chief Administrative Officer.

Surpluses

Typically the surplus in Q2 is higher due to all taxes being recorded for the year.

**FINANCIAL IMPACTS:**

No financial impacts to the Financial Plan Bylaw No. 1245, 2019 to report at this time.

**OPTIONS REVIEW:**

1. **THAT** Council receives the Five Year Financial Plan 2019-2023 Variance Report for the Second Quarter ending June 30, 2019.

**Respectfully submitted:** Donna Monteith, Chief Financial Officer



**DISTRICT OF UCLUELET  
5-YEAR FINANCIAL PLAN  
Variance Report - As at June 30, 2019**

	Jun 30 2019 Actual	2019 Budget	Amount Over (Under) Budget	Percent of Budget Used
<b>REVENUE</b>				
Property Taxes	\$2,895,554	\$2,893,002	\$2,552	100.09%
1% Utility Taxes	44,325	48,085	(\$3,760)	92.18%
Federal/Provincial in place of taxes	56,255	73,000	(\$16,745)	77.06%
<b>Taxes</b>	<b>2,996,134</b>	<b>3,014,087</b>	<b>(\$17,953)</b>	<b>99.40%</b>
Sale of services	816,069	853,238	(\$37,169)	95.64%
Penalties and Interest earned	66,660	85,360	(\$18,700)	78.09%
Grants and donations	457,392	1,455,136	(\$997,744)	31.43%
Deferred revenues recognized (DCC, other)	-	590,889	(\$590,889)	0.00%
Water sale of services	464,760	775,650	(\$310,890)	59.92%
Sewer sale of services	388,410	630,350	(\$241,940)	61.62%
Transfers	-	1,171,314	(\$1,171,314)	0.00%
<b>Total revenue</b>	<b>5,189,424</b>	<b>8,576,024</b>	<b>(\$3,386,600)</b>	<b>60.51%</b>
<b>EXPENSE</b>				
Interest payments	38,547	94,783	(56,236)	40.67%
Amortization expenses	555,596	1,116,000	(560,404)	49.78%
General Government	987,225	1,452,739	(465,514)	67.96%
Protective services	124,120	326,271	(202,151)	38.04%
Transportation services	596,733	863,994	(267,261)	69.07%
Environmental health (Garbage/recycling)	24,836	10,000	14,836	248.36%
Cemetery	1,180	8,855	(7,675)	13.33%
Planning and Development	251,523	584,075	(332,552)	43.06%
Recreation and cultural services	677,111	1,276,835	(599,724)	53.03%
Water operations	183,002	743,217	(560,215)	24.62%
Sewer operations	182,896	515,680	(332,784)	35.47%
<b>Total expense</b>	<b>3,622,769</b>	<b>6,992,449</b>	<b>(3,369,680)</b>	<b>51.81%</b>
<b>ADD</b>				
Add back amortization	555,596	1,116,000	(560,404)	49.78%
Long term debt (and lease recognition) proceeds	-	30,000	(30,000)	0.00%
<b>Total additions</b>	<b>555,596</b>	<b>1,146,000</b>	<b>(590,404)</b>	<b>48.48%</b>
<b>DEDUCT</b>				
Principal payments debt	25,539	72,314	(46,775)	35.32%
Transfers to reserves	49,806	65,000	(15,194)	76.63%
Acquisitions of tangible capital assets	1,036,174	2,592,261	(1,556,087)	39.97%
<b>Total deductions</b>	<b>1,111,519</b>	<b>2,729,575</b>	<b>(1,618,056)</b>	<b>40.72%</b>
<b>Financial Plan Balance: Surplus (Deficit)</b>	<b>\$1,010,732</b>	<b>\$0</b>		





## STAFF REPORT TO COUNCIL

Council Meeting: AUGUST 13, 2019  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** ABIGAIL K. FORTUNE, MANAGER OF PARKS & RECREATION

**FILE NO:** 0550-20

**SUBJECT:** UCLUELET SOAPBOX DERBY

**REPORT NO:** 19-98

**ATTACHMENT(S):** APPENDIX A – SPECIAL EVENTS PERMIT  
APPENDIX B – CHAMBER OF COMMERCE LETTER  
APPENDIX C – LETTER OF SUPPORT

### **RECOMMENDATION(S):**

1. **THAT** Council approve the Special Events Permit for the Soap Box Derby organized by the Chamber of Commerce and scheduled for Saturday, September 21, 2019.
2. **THAT** Council approve the closure of the following roads from 8:00 AM to 4:00 PM on Saturday September 21, 2019:
  - a. Bay Street, from the intersection of Peninsula Road to the intersection of Cedar Road; and,
  - b. Cedar Road, from the intersection of Bay Street to the intersection of Park Lane.

### **PURPOSE/DESIRED OUTCOME:**

The purpose of this report is request approval for a Special Events Permit and road closures for the Ucluelet Soap Box Derby scheduled to occur on September 21, 2019.

### **BACKGROUND:**

The Ucluelet Chamber of Commerce has submitted a Special Events permit application form to run “Ukee’s Annual Soapbox Derby” on Saturday, September 21, 2019. The Chamber of Commerce has met or is in the process of meeting the requirements as laid out in the application form for an event of this kind.

Once approved by council, the Ucluelet Chamber of Commerce will be required to submit proof of insurance for the event naming the District of Ucluelet as additionally insured in a broad form Commercial General Liability Policy.

The Chamber of Commerce will be required to provide notification to residents and business that will be affected by the event prior to the derby.

### **TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:**

Staff will assist with the road closure process.

**FINANCIAL IMPACTS:**

No financial impact will result from the recommendations.

**OPTIONS REVIEW:**

1. **THAT** Council approve the Special Events Permit for the Soap Box Derby organized by the Chamber of Commerce and scheduled for Saturday September 21, 2019. **(Recommended)**
2. **THAT** Council approve the closure of the following roads from 8:00 AM to 4:00 PM on Saturday September 21, 2019:
  - a. Bay Street, from the intersection of Peninsula Road to the intersection of Cedar Road; and,
  - b. Cedar Road, from the intersection of Bay Street to the intersection of Park Lane. **(Recommended)**
3. **THAT** Council provide alternative direction to staff.

**Respectfully submitted:** Abby Fortune, Manager of Parks & Recreation  
Mark Boysen, Chief Administration Officer



APPENDIX A



DISTRICT OF UCLUELET  
SPECIAL EVENT PERMIT APPLICATION FORM

APPLICANT INFORMATION

Organization Name: Ucluelet Chamber of Commerce

Primary Contact Name: Lara Kemp

Mailing Address: [Redacted] Po box 428.

Phone: \_\_\_\_\_ Cell: [Redacted]

Email: chamberoffice@uclueletinfo.com

Secondary Contact Name: Mayco Noel

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: [Redacted]

Email: mayco.noel@gmail.com

EVENT INFORMATION

Event name: Uke's 1<sup>st</sup> Date: Sept 21, 19.

Location: Annual Soapbox Derby

Site Map attached:  
yes: \_\_\_\_\_ no: \_\_\_\_\_

Event Description: (please describe your event or attach a summary in letter format)

Is this an Annual Event?

yes:  no:

**Event Schedule**

<b>Set Up</b>	Date: <u>Sept 21</u>	Time: <u>8:00 am</u>	Day of Week: <u>SATURDAY</u>
<b>Event Starts</b>	Date: <u>Sept 21</u>	Time: <u>10 am</u>	Day of Week: <u>SATURDAY.</u>
<b>Event Ends</b>	Date: <u>Sept 21</u>	Time: <u>4 pm</u>	Day of Week: <u>SATURDAY.</u>
<b>Take Down</b>	Date: <u>Sept 21</u>	Time: _____	Day of Week: _____

Anticipated number of participants: 30 riders & 40-50 spectators

Will you be having security:  
yes:  no:

Please provide description of security plan.

Have you contacted to RCMP:  
yes:  no:

Parking: (please describe how event parking will be coordinated)  
parking in Cedar Road parking lot

How and when will affected residents and or businesses be notified:  
By letters delivered.

Road Closure Requested

yes:  no:

Details:

Road closure for bottom of Bay Street

Event Additional Requirements:

yes:  no:

Details:

**EQUIPMENT & ACTIVITIES**

Are there any musical entertainment features related to your event?

yes:  no:

Details:

Will sound amplification be used for announcements, speeches or other public addresses?

yes:  no:

Electrical Services Required: (please note municipality will not supply electrical cords)

yes:  no:

Details:

Will portable toilets be supplied for this event?

yes:  no:

will be located in  
Whales Tale parking lot

First Aid: In the event of an emergency or injury to participants what first aid provisions have been made:

Yes, BCAS on site.

Waste Management: What arrangements have been made to reduce litter/removal of waste during or after the event:

Garbage cans throughout event  
Recycling carts available

Accommodation: Have you taken into account accommodation requirements for your event.

yes: \_\_\_\_\_ no:

Details:

**FOOD & BEVERAGE**

Will food and beverage service be available during your event?

yes:  no: \_\_\_\_\_

Please note a Temporary Food Permit will required by Vancouver Island Health Authority

*Jiggers will be on-site.*

*whale's tale parking lot*

Will alcohol beverages be available during your event?

yes: \_\_\_\_\_ no:

If YES a Special Occasion License is required with a copy going to the District of Ucluelet as well as a plan for safe ride home and security.

\* Please also see Special Occasions Licence- Major Events document, Terms & Conditions - Government of BC

**CLEAN UP & GARBAGE**

Please note garbage must be removed immediately due to wildlife concerns

Site garbage plan:

Please provide site plan

Recycling Plan:

Garbage removal plan:

*garbage clean-up is the responsibility of the organizers and must occur on the day of the event*

Detailed event clean-up plan:

Please provide time line

**FEES**

Rental fee:

*/*

Deposit Fee:

*/*

\$500

**INSURANCE**

*Proof of Insurance required prior to the event.*

5 ok

**Commercial General Liability Insurance**

Broad form Commercial General Liability policy for a limit of not less than \$3,000,000.00 on an occurrence basis with respect to third party liability claims for bodily injury, property damage, personal injury. This policy shall include but is not limited to: Premises and operation Liability, Blanket Contractual Liability, Products and Completed Operations, Tenants' Legal Liability, Non-Owned Automobile Liability, Owner's and Applicant's Protective Liability, Contingent Employers' Liability, Breach of Conditions clause. The District of Ucluelet shall be added as "Additional Insured" along with Cross-Liability and Severability of Interest clauses.

\* A copy of the insurance must be provided to the District of Ucluelet

**Notice of Cancellation**

All such insurance policies shall stay in force and not be amended, cancelled or allowed to lapse and shall contain the necessary "Endorsements" to provide the District with thirty (30) days prior written notice.

**General**

The Applicant agrees to be responsible for any and all deductible amounts including any claim expenses incurred and policy premiums payments. All of the required Applicants' insurance policies shall be primary, non-contributing with respect to any insurance carried by the District. The District of Ucluelet reserves the right to impose such higher limits or other types of insurance as would reasonably be required of a prudent Applicant of similar event.

I have read and understand the Insurance requirements:



Initial required

Included:                    yes: \_\_\_\_\_                    no: \_\_\_\_\_ *to come*

**INDEMNITY AGREEMENT**

Without limiting any other obligation of the Applicant under this application or otherwise, the Applicant hereby agrees to Indemnify and Save Harmless the District of Ucluelet , its elected officials, officers, employees, servants, agents and others from whom the District is in law responsible, from and against any liability, loss, claims, damages, fines, or penalties, cost and expenses (including consulting fees), investigatory and legal expenses, and other actions or course of actions, suits, caused by or attributed to any willful or negligent act, omission, delay, or allegations thereof on the part on the Applicant, its officers, employees, subcontractors, agents, licensees, assignees, invitees or other persons engaged in the event pursuant to this Application or anyone else for whom the Applicant is in law responsible. Should the District be made a party to any litigation by or against the Applicant, then the Applicant will protect, indemnify and hold the District harmless and will promptly pay all costs, expenses, and legal fees (on a solicitor and own client basis) incurred or paid by the District in connection with such litigation upon demand. The Applicant will also promptly pay upon demand all costs, expenses and legal fees (on a solicitor and own client basis) that may occur or be paid by the District in enforcing the terms, covenants and conditions in this application. The Applicant's obligation

under this indemnification section will survive the expiry or termination of this application.

I have read and understand the Insurance requirements:



Initial required

DATE:

June 24, 2019.



## CONTACT

Email: [chamberoffice@uclueletinfo.com](mailto:chamberoffice@uclueletinfo.com)  
PO Box 428, Ucluelet BC V0R 3A0  
Phone: 250-726-4641  
[www.ucluelet.ca](http://www.ucluelet.ca)

July 15, 2019

To Whom It May Concern;

Whereas, the Ucluelet Chamber of Commerce. shall host the 1<sup>st</sup> Annual Community Soap Box Derby on Saturday, September 21<sup>st</sup>, 2019.

Now, therefore, be it resolved that the Board of Directors of The Ucluelet Chamber of Commerce hereby authorizes its Executive Director and its Board to host the Soap Box Derby as noted in our June 20<sup>th</sup>, 2019 minutes.

Lara Kemps, Executive Director, to act on behalf on Ucluelet Chamber of Commerce. in entering into an agreement with the District of Ucluelet; and to sign for and perform any and all responsibilities in relation to such agreement.

Sincerely,

Dian McCreary

Ucluelet Chamber of Commerce-President



August 8, 2019

To Whom It May Concern:

The **Ucluelet Chamber of Commerce** and the **Ucluelet Rent It Centre** have partnered up to bring the **Soap Box Derby** back to Ucluelet. The last time this event was in our community was the 70's and we're bringing this community event back to our town!

On **September 21<sup>st</sup>** kids and their families and friends will be racing down Bay Street. We wanted to let you know that the bottom of Bay Street from Peninsula Road and as well as Cedar Road will be closed to traffic from 8am to 4pm. Please come out and join in on the fun, there will be a food truck on site, ice cream, local radio and hopefully lots of spectators to cheer on the kids. If you have any questions, please don't hesitate to contact either of us at 250-726-4641.

Sincerely,

Lara Kemps & Mayco Noel





## STAFF REPORT TO COUNCIL

Council Meeting: AUGUST 13, 2019  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** MARK BOYSEN, CHIEF ADMINISTRATIVE OFFICER

**FILE NO:** 0640-30

**SUBJECT:** QUARTERLY PROJECTS UPDATE – 2<sup>ND</sup> QUARTER 2019

**REPORT NO:** 19-99

**ATTACHMENT(S):** APPENDIX A – 2019 QUARTERLY PROJECT STATUS REPORT TABLE  
APPENDIX B – STRATEGIC PLAN TRACKING FOR 2019

### **RECOMMENDATION(S):**

1. **THAT** Council receives this 2019 Q2 update on the progress of budgeted Staff projects.

### **PURPOSE:**

The purpose of this report is to provide a quarterly update to Council on the progress of key projects that were approved in the 2019 District of Ucluelet Budget. Over 30 projects worth \$3.1 million are planned for completion by the end of 2019.

### **BACKGROUND:**

Staff are pleased to provide this Q2 update on the status of departmental projects for 2019 (**Appendix A**). The current completion status is 45% and any exceedances to the approved projects budget will be reported to Council.

Staff have added Strategic Plan Tracking for 2019 (**Appendix B**) to provide Council with a progress update on actions listed in the 2019-2022 Strategic Plan.

**Table 1** below provides a summary of the 2019 projects that have been Scheduled, are In-Progress, or Completed.

**Table 1: 2<sup>nd</sup> Quarter 2019 Status of Departmental Actions.**

Department	Planning	Parks and Recreation	Public Works	Admin/ Finance	Fire-Emerg Services	Totals
<b>Scheduled</b>	0	0	1	0	0	<b>1</b>
<b>In-Progress</b>	6	4	9	4	2	<b>27</b>
<b>Completed</b>	0	2	2	0	0	<b>4</b>

**Respectfully submitted:**

Mark Boysen, Chief Administrative Officer

## 2019 Project Management Tracker

Average Completion: **45%**

Project	Category	Project Manager	Planned Start	Estimated Finish	Estimated Budget	Funding Source	Completion	Status
1 Downtown Core Revitalization Design	Community Planning	Bruce Greig	Apr-19	Dec-19	\$225,000	Gas Tax RMI	10%	Consultant work initiated.
2 Peninsula Road Revitalization Design	Community Planning	Bruce Greig	Apr-19	Dec-19	\$200,000	Gas Tax	10%	Consultant work initiated.
3 OCP Adoption	Community Planning	Bruce Greig	Jan-19	Jul-19	\$60,000	General	90%	Final draft under development.
4 Land Use Demand Study	Community Planning	Bruce Greig	Apr-19	Dec-19	\$25,000	Gas Tax	10%	Terms of reference underway.
5 DCC Bylaw Update	Community Planning	Bruce Greig	Jan-18	Jan-20	\$21,500	General	20%	Initiated - on hold pending Land Use Demand Study.
6 Flood Risk Assessment & Mapping	Community Planning	Bruce Greig	Jan-19	Dec-19	\$150,000	Grant	10%	Terms of reference developed.
7 Facilities Asset Plan	Asset Management	Mark Boysen	Apr-19	Dec-19	\$40,000	Gas Tax	10%	Contract awarded.
8 Health Centre Design	Asset Management	Mark Boysen	Mar-19	Dec-19	\$60,000	General	10%	Consultant work initiated.
9 Cedar Road Hub	Public Works	Warren Cannon	Jan-19	Jun-19	\$165,000	Gas Tax RMI	80%	Site in use, additional work in Fall.
# Marine Drive Path	Public Works	Warren Cannon	Oct-18	Jun-19	\$180,000	RMI	90%	Path in use, final landscaping required.
# Bay Street Duplex and Pathway	Sewer	Warren Cannon	Mar-19	Dec-19	\$480,000	Sewer Fees	10%	Initial design concepts under development.
# Bay Street Lift Station	Sewer	Warren Cannon	Oct-18	Jun-19	\$350,000	Sewer Fees	100%	Complete.
# Lagoon Upgrade	Sewer	Warren Cannon	Apr-18	Dec-19	\$350,000	Sewer Fees	90%	Near completion.
# Scada Sewer	Sewer	Warren Cannon	Oct-19	Dec-19	\$35,000	Sewer Fees	20%	Initiated.
# Sewer Master Plan	Sewer	Warren Cannon	Jan-19	Dec-19	\$50,000	Sewer Fees	25%	Initiated.
# Matterson Reservoir	Water	Warren Cannon	Oct-18	May-19	\$130,000	Water Fees	100%	Complete.
# Hwy Reservoir Valve	Water	Warren Cannon	Oct-19	Dec-19	\$35,000	Water Fees	0%	Prepare RFP.
# Well Upgrade	Water	Warren Cannon	Oct-19	Dec-19	\$80,000	Water Fees	75%	VFDs installed/New SCADA.
# Kennedy Lake	Water	Warren Cannon	Jun-19	Dec-19	\$50,000	Water Fees	25%	Raw water sampling.
# SCADA Water	Water	Warren Cannon	Sep-19	Dec-19	\$55,000	Water Fees	50%	Panel construction underway.
# UCC Capacitor Install	Parks and Recreation	Abby Fortune	Jun-19	Dec-19	\$20,000	General	10%	Confirming scope of work.
# Parks Office	Parks and Recreation	Abby Fortune	Mar-19	May-19	\$25,000	General	100%	Complete.
# Amphitrite Point Design	Parks and Recreation	Abby Fortune	Jun-19	Dec-19	\$60,000	RMI Rural Dividend	100%	Complete. Awaiting grant approval for construction.
# Heritage Sign - Spring Cove	Parks and Recreation	Abby Fortune	Mar-19	Dec-19	\$3,000	RMI	10%	Prepare RFP.
# WPT - Spring Cove	Parks and Recreation	Abby Fortune	Sep-18	Dec-19	\$75,000	RMI	90%	Near completion.
# St. Jacques Park	Parks and Recreation	Abby Fortune	Apr-18	Dec-19	\$83,750	RMI	90%	Near completion.
# Emergency Sirens	Fire and Emergency	Fire Chief	Mar-19	Dec-19	\$40,000	Community Forest	25%	Confirming final locations.
# Tsunami Kiosk (Tugwell)	Fire and Emergency	Fire Chief	Apr-19	Dec-19	\$63,700	RMI	10%	RFP Prepared.
# Webcasting	Corporate Services	Mark Boysen	Apr-19	Jun-19	\$2,000	General	50%	Equipment ordered, September launch.
# Harbour Projects	Small Craft Harbour	Harbourmaster	Apr-19	Dec-19	\$8,700	Harbour Reserves	30%	Initiated.

APPENDIX B

2019 Strategic Plan Tracker  
Strategic Plan Actions Planned for 2019



Year	Focus Area	Strategy	Activity	Status
2019	1 - MANAGING GROWTH & MAINTAINING QUALITY OF LIFE	Development bylaw/policy enhancement and modernization	Complete bylaw/policy gap analysis	Gap Analysis initiated, report to Council by end of year.
2019	2 - COMMUNITY DEVELOPMENT	Development of Health Centre	Conduct feasibility study/business case with Island Health	Project Tracker Action #8 - Health Centre Design.
2019	2 - COMMUNITY DEVELOPMENT	Acquire Amphitrite Lands	Pursue grant for lighthouse/residence	Grant submitted for \$1.1M. Response expected Fall 2019.
2019	2 - COMMUNITY DEVELOPMENT	Acquire Amphitrite Lands	Finalize operations agreement for lighthouse/residence	In discussions with DFO to finalize agreement.
2019	2 - COMMUNITY DEVELOPMENT	Complete Harbour Master Plan	Finalize and adopt HMP	Staff working with DFO to complete.
2019	3 - ASSET & INFRASTRUCTURE MANAGEMENT	Complete Asset Management Program	Conduct facility and fleet review	Project Tracker Action #7 - Facilities Asset Plan.
2019	3 - ASSET & INFRASTRUCTURE MANAGEMENT	Develop Peninsula Road Corridor and Infrastructure Strategy	Consultation with Ministry of Transportation and Infrastructure	Letter sent to Province to initiate discussions.
2019	3 - ASSET & INFRASTRUCTURE MANAGEMENT	Develop Peninsula Road Corridor and Infrastructure Strategy	Public planning and engagement program	Proposals received. Consultant work to begin this summer.
2019	3 - ASSET & INFRASTRUCTURE MANAGEMENT	Alignment of Utility Master Plans	Development Cost Charges review	Project Tracker Action #5 - DCC Bylaw Update.
2019	3 - ASSET & INFRASTRUCTURE MANAGEMENT	Alignment of Utility Master Plans	Complete Subdivision Bylaw update	Staff working with consultant (Urban Systems) to complete.
2019	4 - PARTNERSHIPS & COLLABORATION	Alignment of Strategic Plans	Formally share Strategic Plan with neighboring ACRD members and First Nations	Strategic Plan now approved. Plans will be shared this summer.





## STAFF REPORT TO COUNCIL

Council Meeting: AUGUST 13, 2019  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** ABIGAIL K. FORTUNE, MANAGER OF PARKS & RECREATION

**FILE NO:** 0550-20

**SUBJECT:** BC RURAL DIVIDEND PROGRAM APPLICATION

**REPORT NO:** 19-100

**ATTACHMENT(S):** APPENDIX A: WHISTLER CENTRE FOR SUSTAINABILITY PROJECT PROPOSAL

### **RECOMMENDATION(S):**

1. **THAT** Council authorize the submission of an application to the BC Rural Dividend Program for a Ucluelet Tourism Master Plan.

### **PURPOSE:**

To request that Council pass a resolution in favour of supporting the BC Rural Dividend Program Application for a Ucluelet Tourism Master Plan.

### **BACKGROUND:**

The Province requires the District to have a Resort Development Strategy (RDS) to outline how Resort Municipality Initiative (RMI) funding is planned for in the Ucluelet budget. Ucluelet does not currently have a Tourism Master Plan, which is a community-based document informed and developed by a group of stakeholders with a broad cross-section of interests related to tourism. The planning process provides an opportunity for business, local government, cultural organizations, other community-based groups and community members to:

- Identify a tourism vision that supports broad community desires;
- Understand tourism resources and potential;
- Capitalize on existing and emerging tourism opportunities;
- Address tourism obstacles;
- Allocate resources to pursue actions in the short/medium/long term; and,
- Set the future stage for long-term success.

Staff identified the Tourism Master Plan as an opportunity to submit a request for funding to the BC Rural Dividend Project under the Single Applicant funding stream. The maximum funding available under that stream is \$100,000 and the grant application is due on August 15<sup>th</sup>, 2019.

Staff requested a proposal to develop a Tourism Master Plan from the Whistler Centre for Sustainability (WCS)(See - Appendix A). WCS's proposal recommended that Ucluelet's Tourism Master plan address the following:

- Educate stakeholders about the value of tourism;
- Articulate what success for tourism looks like (a vision) for tourism stakeholders and the community, understanding what is desired;
- Confirm primary visitor markets and experiences;
- Understand the strengths and weakness (gaps) of the current tourism experience for various stakeholders (visitors, residents, businesses etc.);
- Identify key tourism opportunities for Ucluelet to act on; and,
- Articulate and prioritize short term actions (6 months-3 years), medium term directions (3- 5 years) and long term (10 year) goals that are adaptable and measurable (with indicators).

A master plan will inform future tourism related decisions. This plan will also supports the 2019-2022 Strategic Plan focus areas of managing growth and maintaining quality of life, and encouraging partnerships and collaboration.

If Ucluelet is awarded the grant, the Whistler Centre for Sustainability will deliver the Tourism Master Plan under the direction of the District of Ucluelet Manager of Parks & Recreation. This organization has extensive experience working with the 14 BC communities designated as Resort Municipalities.

Tourism Ucluelet and the Ucluelet Chamber of Commerce staff are in strong support of this application and both organizations are providing letters of support.

**TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:**

If awarded the grant, the Manager of Parks & Recreation will be the staff lead on the project with support from Tourism Ucluelet.

**FINANCIAL IMPACTS:**

The total project costs for the Master Tourism Plan would be approximately \$41,770. The District of Ucluelet would be required by the BC Rural Dividend Program to contribute 20% of the project costs – \$8,354. These funds are currently available in the Parks & Recreation contract services budget.

**POLICY OR LEGISLATIVE IMPACTS:**

N/A

**OPTIONS REVIEW:**

1. **THAT** Council authorize the submission of an application to the BC Rural Dividend Program for a Ucluelet Tourism Master Plan. **(Recommended)**
2. **THAT** Council provide alternative direction to staff.

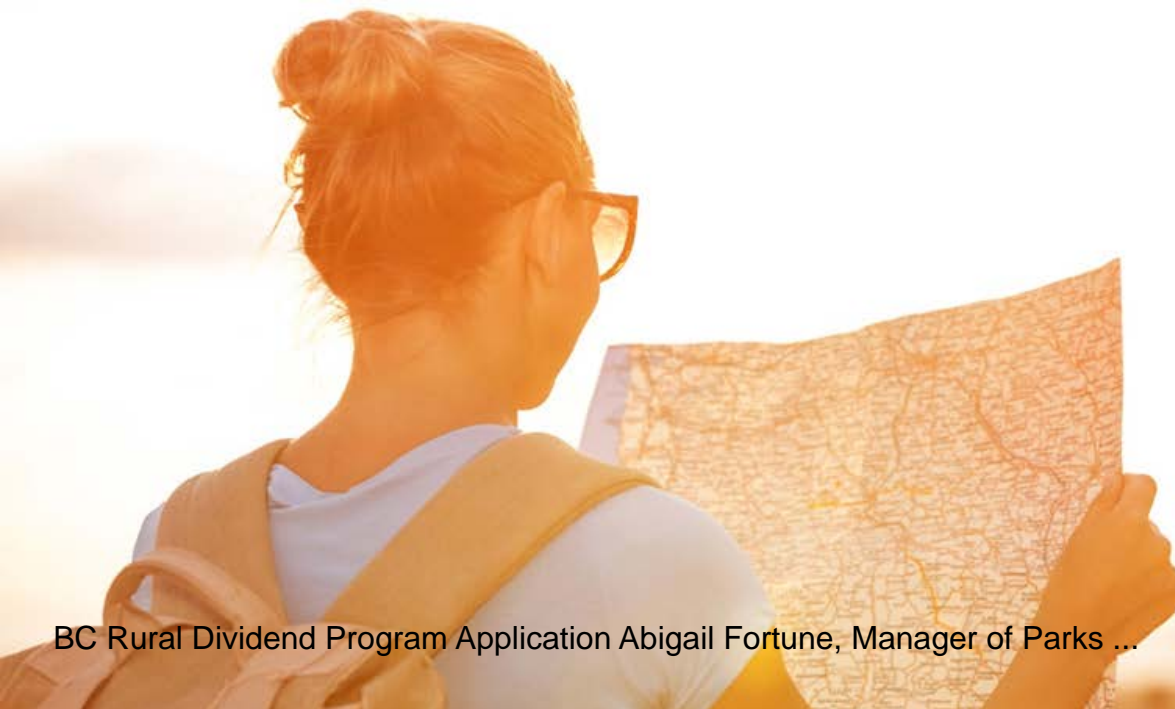
**Respectfully submitted:** Abigail K. Fortune, Manager of Parks & Recreation  
Mark Boysen, Chief Administration Officer

Creating the future **today.**

**CENTRE** *for*  
**SUSTAINABILITY**  
WHISTLER



**Ucluelet Tourism Plan  
Workplan and Budget**



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## Background and Introduction

### INTRODUCTION TO TOURISM PLANS

Tourism has been called the gateway to rural economic development and is a significant economic sector in many towns, regions and cities. More than any other industry, tourism requires collaboration and partnering amongst local, regional and provincial organizations as well as local residents, business groups and operators. Done right, tourism can bring many benefits to communities; doing it right requires proactive planning and ongoing governance for community success.

A community based tourism master plan is a document informed by the community and developed by a group of stakeholders with a broad cross-section of interests related to tourism. The planning process often provides an opportunity for business, local government, cultural organizations, other community-based groups and community members to:

- Identify a tourism vision that supports broad community desires
- Understand tourism resources and potential
- Capitalize on existing and emerging tourism opportunities
- Address tourism obstacles to overcome
- Allocate resources to pursue actions in the short/medium/long term
- Set the future stage for long-term success

## Scope

The Ucluelet Tourism Plan is expected to identify a shared community vision for tourism, and strategies to achieve it, by building on the assets that have made tourism successful to date and to leverage what Ucluelet is good at.

Much of Ucluelet's tourism success to date is as a result of the amazing natural setting, ocean shoreline and beach access, sunsets, storm watching, a rich cultural history, artisans, Pacific Rim National Park, a diversity of ocean based activities, an authentic community and undoubtedly the investments and entrepreneurship activities of local businesses, tourism organizations, the municipality and the province.

There is always room for improvement, and leveraging these assets is expected to help tourism in Ucluelet to achieve managed growth, service and goals to grow tourism in shoulder seasons.

In order to leverage the assets toward the successful tourism outcomes it is important to also consider and address some of the possible challenges and barriers to success. These might include:

- Funding certainty (MRDT/RMI), increased amounts, and additional private investment
- Defining the right amount of tourism and managing capacity

- Collaboration needs to be enhanced with in tourism, First Nations and with other industry
- Increased local support for tourism from leaders and community
- Quality experiences on the front line– staff retention and workforce housing

## TOURISM MASTER PLAN OUTCOMES

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Understanding the current context and tourism success sets the stage for the outcomes and deliverables required through the tourism planning process. These outcomes help to scope the project.

### PLAN OUTCOMES

The outcomes described for the plan include:

- Education about the value of tourism
- Articulate what success for tourism looks like (a vision) for tourism stakeholders and the community, understanding what is desired and not and what Ucluelet will be known for.
- Confirm primary visitor markets and experiences
- Understand the strengths and weakness (gaps) of the current tourism experience for various stakeholders ( visitors, residents, businesses etc)
- Identify key tourism opportunities and which ones Ucluelet should act on
- Articulate and prioritize short term actions (6 months-3 years), medium term directions (3-5 years) and long term (10 year) goals that are adaptable and measureable ( with indicators) toward success for tourism and tourism’s role in the community

*e.g 10 year goal* – Provide exceptional visitor experiences, a diversity of offerings and a strong value proposition to visit the area throughout the year (Indicator: Monthly deviation from the average room nights sold)

*Strategic direction* – Develop and promote value offerings in the appropriate seasons

*Actions* – Develop a festival, events and animation strategy in 2016

- Develop a sustainable implementation approach, look at adequate resources/funds, roles for various activities, including a schedule for checking in an reviewing progress

### COMMUNICATION OUTCOMES AND PROCESS

Communication needs before during and after the tourism planning process are important to consider. Expenses for paid communications will be covered by the District of Ucluelet or Tourism Ucluelet. The following communications objectives provide some guidance for planning communication activities.

**Preplan:** Build a foundation of understanding about the plan and the role tourism plays in Ucluelet.

Topics might include: Why a plan? Expectations? Role of tourism? Value of tourism? Some commonly cited challenges of tourism. For example, a plan includes a broad inspiring vision,

focused directions/resources, agreed upon specific implementable actions by tourism organizations and stakeholders, a process for continued collaboration activities to implement this plan and future tourism activities.






**During Plan:** Encouraging residents and stakeholders to participate in the engagement activities and to feel that they are being heard in these activities.

**Post Plan:** Celebrating the plan, showing gratitude to those who participated, and encouraging continued engagement for implementation.

These objectives are taken into approach in the workplan.

### ENGAGEMENT OUTCOMES

It is important for the plan development to get support from tourism stakeholders as well as community members to ensure a lasting plan with the commitment, support energy for implementation. In order to achieve this outcome the planning process needs to identify an engagement plan for the following stakeholders and the proposed IAP2 (International Association for Public Participation) participation approach. These approaches are taken into consideration in the workplan.

Level of Engagement				
Inform	Consult	Involve	Collaborate	Empower
 <ul style="list-style-type: none"> <li>• Neighbouring jurisdictions</li> <li>• Funders</li> </ul>	 <ul style="list-style-type: none"> <li>• Non-tourism Industry</li> <li>• Part-time residents</li> <li>• Businesses</li> <li>• Trades</li> <li>• Tourism Tofino</li> <li>• Destination BC</li> <li>• Go2HR</li> <li>• Relevant Provincial ministries, including Ministry of Tourism, Arts and Culture</li> </ul>	 <ul style="list-style-type: none"> <li>• Individual tourism businesses</li> <li>• Residents</li> <li>• Vancouver Island Tourism</li> <li>• Alberni Clayoquot Regional District</li> </ul>	 <ul style="list-style-type: none"> <li>• Parks Canada-Pacific Rim Long Beach and Broken Group Unit</li> <li>• Toquaht and Ucluelet First Nations</li> <li>• Tourism service providers (sector leads)</li> <li>• Non-profit tourism experience providers (Arts/Recreation/Heritage leads)</li> <li>• Real-Estate leads</li> </ul>	 <ul style="list-style-type: none"> <li>• District of Ucluelet Council</li> <li>• Chamber of Commerce/Tourism Ucluelet Board</li> </ul>
<b>Goal</b>				

To provide them with balanced and objective information to assist them in understanding the problem	To obtain their feedback on analysis, alternatives and/or decisions	To work directly with them throughout the process to ensure that their concerns and aspirations are consistently understood and considered.	To partner with them in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place the final decision making in the hands of this group.
<b>Promise to them</b>				
We will keep you informed.	We will keep you informed, listen to and acknowledge your concerns and provide feedback on how your input influenced or didn't influence solutions.	We will work with you to ensure that your concerns and issues are directly reflected in the alternatives developed and provide feedback on how input influenced solutions.	We will look to you for direct advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.
<b>Example Tactics</b>				
Send documents for review, open house	Survey, interviews, focus groups	Workshops, focus groups, interviews, surveys	Task force with participatory decision making, consensus building activities	Organization voting/ approval and implementation

## FINAL DELIVERABLES

- Final Tourism Plan Report and summary report (for example, a 'plan on a page')
- Final presentation
- Implementation plan document embedded or separate from the plan.
- Possible interim reports to consider:
  - Situation analysis summary
  - Engagement summaries – What we heard

## OUR APPROACH

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We believe that a successful tourism plan should be developed collaboratively by a broad cross-section of organizations involved in tourism. The planning process should provide an opportunity for business, local government, cultural organizations, other local groups and community members to:

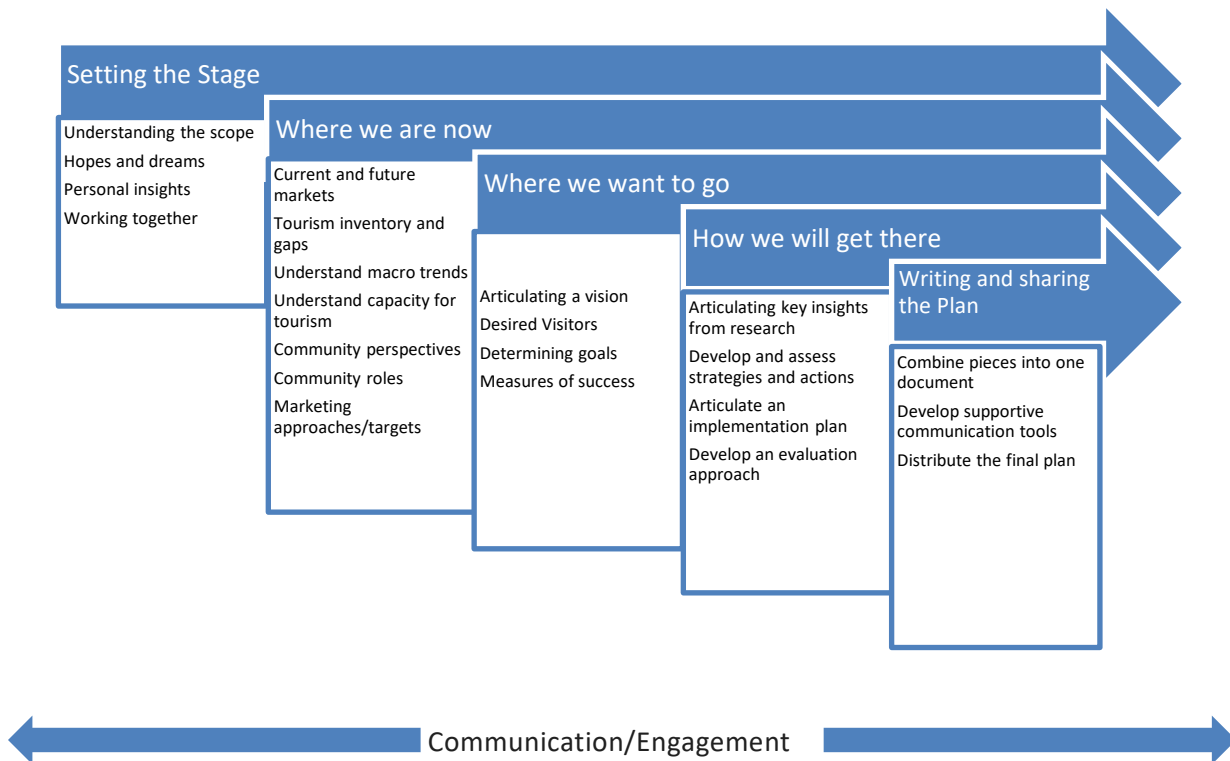
- Identify a tourism vision and shared direction for moving forward
- Understand local tourism resources, assets, gaps and potential
- Capitalize on existing and emerging tourism opportunities
- Address tourism barriers
- Identify potential strategies and key initiatives
- Prioritize the phased allocation of resources

Our approach includes both quantitative and qualitative research in order to ensure the vision, and the strategies to achieve it, should be based on the best available inspiration, and practices and information from both local stakeholders and provincial tourism partners.

Our facilitation and engagement techniques help identify a better understanding of the local strengths that can be leveraged to take advantage of current tourism trends. Focusing on strengths and achievements also fosters a positive project tone, helping people work together and creating the confidence needed to achieve something truly impressive.

In order for the master plan to be used effectively, the report itself needs to be readable, accessible and compelling.

Our plan development process has five essential phases that cumulatively build toward a final document:



## WORKPLAN

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### PHASE A: SETTING THE STAGE

#### 1. PROJECT KICK-OFF – ONLINE MEETING

- i. Meet with project leads (via conference call) to review scope (content, timeframes, geography), process, Tourism Plan (TP) timeline. Discuss any more sensitive issues.
- ii. Identify TP Task Force members in the process and invite them to an initial meeting.
- iii. Finalize Terms of Reference for the Task Force.

#### 2. DESIGN COMMUNICATION AND ENGAGEMENT STRATEGY AND ROLES

- i. Design public engagement/communication process beyond the Task Force, which may include conventional media, social media, surveys, focus groups, public sessions etc.
- ii. Consider the following groups and tactics described in the engagement outcomes on pages 3 and 4.

#### 3. REVIEW EXISTING DOCUMENTS AND PREPARE TP FRAMEWORK AND STRUCTURE

- i. Review existing documents to create framework and general structure for TP and identify possible vision and outcome elements from existing documents.
  - Ucluelet OCP
  - Current Resort Development Strategy
  - DBC Destination Development Plans – Vancouver Island
  - Council Strategic Plan
  - Climate Plan
  - Housing Affordability Strategy
  - Beautification plans
  - Etc.

#### 4. PREPARE AND HOST MEETINGS WITH THE TASK FORCE – IN PERSON

- i. Host interviews with key Task Force members as needed to introduce the TP process/examples, solicit commitment/involvement, ideas for engagement, governance of the ongoing TP.
- ii. Host kick off meeting with the Task Force to discuss the process and ongoing governance and stakeholder presentations

### PHASE B: WHERE ARE WE NOW? ASSESS THE CURRENT SITUATION

Engagement in this phase will include interviews with local tourism professionals, stakeholders and local leaders about the current and expected tourism outcomes and any concerns/insights with regards to tourism development. It will include on-line survey/workshops to reach out to the greater residential and business community.

## 5. IDENTIFY CURRENT OUTCOMES, MARKET AND EXPERIENCES

- i. Host focus group meetings with industry sectors
- ii. Community and business survey on current perceptions, strengths, concerns
- iii. Host a community open house (what is a tourism plan, value of tourism, current situation/strengths/weaknesses, vision/goals, ideas)

## 6. FINALIZE SITUATION ANALYSIS

- i. Determine current tourism results, value of tourism, market analysis, and relevant key markets using Destination Canada Profiles or other. Information gaps will be noted.
- ii. Develop baseline profile of the town's present situation including the identification of tourism assets, tourism development opportunities, status and potential tourism capacities review of tourism related infrastructure and a review of policy frameworks currently in place.
- iii. Host TF online meeting to review situation analysis and SWOT; finalize

## PHASE C: WHERE DO WE WANT TO GO? ARTICULATE VISION AND LONG TERM GOALS

### 7. DRAFT LONG-TERM GOALS

- i. Organize and host in person meeting with Task Force to identify vision, goals and key performance indicators. Draft key insights and implications identified during the meeting input.
- ii. Draft vision and goals based on meeting input.
- iii. Meet with industry leaders to review the draft goals and strategies/actions.

## PHASE D: HOW WILL WE GET THERE? DEVELOP PLAN (TIMING, ROLES, RESPONSIBILITIES)

### 8. IDENTIFY STRATEGIES – IN PERSON MEETING

- i. Meet with the Task Force to draft and then assess priority strategies based on goals/SWOT/Key Performance Indicators – consider all action ideas – with reasoning
- ii. Revise strategies/actions as required.

### 9. PREPARE IMPLEMENTATION PLAN

- i. Prepare a draft implementation plan with prioritized strategies/actions
- ii. Review the draft implementation plan with prioritized strategies/actions with the Task Force

### 10. DEVELOP THE DRAFT TP DOCUMENT

- i. Draft TP comprising:
  - o Summary
  - o Background
  - o Situation Analysis
  - o Description of Task Force and roles in executing TP
  - o Vision
  - o Goal statements

- Strategies/Actions
- Monitoring and Evaluation
- Implementation Governance
- ii. Share draft TP with Task Force for their review.
- iii. Host community/industry open house to present draft TP

#### PHASE E: SHARING AND CELEBRATING THE PLAN

11. FINALIZE ROLES AND RESPONSIBILITIES, ENSURE ONGOING RESOURCES.

12. PRESENT TP TO COUNCIL, PARTNERS AND COMMUNITY

- i. Make any final revisions, compile all information and submit final plan.



# Budget

The budget for the work plan outline above is \$40,270. Taxes are not included. A detailed budget is provided below and in the attached file.

<b>Workplan and Budget</b>	WCS	\$140	WCS Support	\$75	Total \$	Expenses	Total
<b>Phase A: Setting the Stage</b>	<b>36</b>	<b>\$ 5,040</b>	<b>0</b>	<b>\$ -</b>	<b>\$ 5,040</b>	<b>\$ 750</b>	<b>\$ 5,790</b>
<b>1. Project kick-off – Online Meeting</b>							
Meet with project lead to review scope (content, timeframes, geography), process, timeline (via conference call) of the Tourism Plan (TP). Discuss any more sensitive issues.	4	\$560			\$560		\$560
Identify final TP Task Force members and terms of reference	3	\$420			\$420		\$420
<b>2. Design Communication and engagement strategy and roles</b>							
Design public engagement/communication process beyond the Task Force, which may include conventional media, social media, surveys, focus groups, public sessions etc...	6	\$840			\$840		\$840
<b>3. Prepare and host Meetings with the Task Force – In person (September)</b>							
Host interviews with key Task Force members to introduce the TP process/examples, solicit commitment/involvement, confirm engagement and communication approach governance of the ongoing TP.	6	\$840			\$840	Combined trip	\$840
Host kick off meeting – process, governance of tourism, and presentations	12	\$1,680			\$1,680	\$ 750	\$2,430
<b>4. Review existing documents and prepare TP Framework and Structure</b>							
Review existing documents to create framework and general structure for TP and identify possible vision and outcome elements from existing documents.	5	\$700			\$700		\$700
<b>Phase B: Where are we now? Assess the Current Situation</b>	<b>76</b>	<b>\$ 10,640</b>	<b>28</b>	<b>\$ 2,100</b>	<b>\$12,740</b>	<b>\$ 1,400</b>	<b>\$14,140</b>
<b>5. Identify Current Perceptions, Market and Experiences</b>							
Host focus group conversations with industry sectors	24	\$3,360	4	\$300	\$3,660	\$ 1,000	\$4,660
Public Event- tourism plan information session and communication messages.	12	\$1,680			\$1,680	\$ 400	\$2,080
Community and business survey on current perceptions, strengths, concerns	12	\$1,680	24	\$1,800	\$3,480		\$3,480
<b>6. Finalize Situation Analysis</b>							
Determine current tourism results, value of tourism, market analysis, and relevant key markets using Canadian Tourism Commission Profiles or other. Information gaps will be noted.	6	\$840			\$840		\$840
Develop situation analysis of the present situation including the identification of tourism assets, tourism development opportunities, status and potential tourism capacities review of tourism related infrastructure and a review of policy frameworks currently in place.	16	\$2,240			\$2,240		\$2,240
Identify Insights and implications in a SWOT.	6	\$840			\$840		\$840
Host TF online meeting to review situation analysis; finalize	6	\$840			\$840		\$840
<b>Phase C: Where do we want to go? Articulate Vision and Long Term Goals</b>	<b>26</b>	<b>\$ 3,640</b>	<b>0</b>	<b>\$ -</b>	<b>\$ 3,640</b>	<b>\$ 750</b>	<b>\$ 4,390</b>
<b>Draft Vision and Long Term Goals</b>							
Organize and host meeting with Task Force to draft outcome-oriented goal statements and possible measurements of success.	16	\$2,240			\$2,240	750	\$2,990
Draft vision, goals and key performance indicators	6	\$840			\$840		\$840
Review vision, goals and indicators with Task Force (online)	4	\$560			\$560		\$560
<b>Phase D: How will we get there? Develop Plan (timing, roles, responsibilities)</b>	<b>77</b>	<b>\$ 10,780</b>	<b>4</b>	<b>300</b>	<b>\$11,080</b>	<b>\$ 2,300</b>	<b>\$13,380</b>
<b>8. Identify strategies – In Person Meeting</b>							
Design and facilitate Task Force workshop to draft and then assess strategies based on goals/SWOT – consider all action ideas – with reasoning	16	\$2,240	4	\$300	\$2,540	\$ 750	\$3,290
Organize strategies/actions as required.	3	\$420			\$420		\$420
Meet with industry leaders to review draft goals and strategies/actions.	4	\$560			\$560		\$560
<b>9. Prepare Implementation Plan</b>							
Prepare a draft implementation plan with prioritized strategies/actions	16	\$2,240			\$2,240		\$2,240
Review the draft implementation plan with prioritized strategies/actions, and discuss implementation with the Task Force	6	\$840			\$840		\$840
<b>10. Develop the DRAFT TP document</b>							
Write the draft Tourism Plan	18	\$2,520			\$2,520	\$ 800	\$3,320
Share the draft Tourism Plan with the Task Force.	2	\$280			\$280		\$280
Host community open house to present draft Tourism Plan.	12	\$1,680			\$1,680	\$ 750	\$2,430
<b>Phase E: Writing and Sharing the plan: Build in Implementation – in person meeting</b>	<b>13</b>	<b>\$ 1,820</b>	<b>0</b>	<b>\$ -</b>	<b>\$ 1,820</b>	<b>\$ 750</b>	<b>\$ 2,570</b>
<b>11. Finalize roles and responsibilities, confirm ongoing resources.</b>	<b>4</b>	<b>\$ 560</b>			<b>\$560</b>	<b>Combined Trip</b>	<b>\$560</b>
<b>12. Present TP to Council, Partners and Community</b>	<b>4</b>	<b>\$ 560</b>			<b>\$560</b>	<b>\$750</b>	<b>\$1,310</b>
Make any final revisions, compile all information and submit final plan.	5	\$700			\$700		\$700
<b>Totals</b>	<b>228</b>	<b>\$ 31,920</b>	<b>32</b>	<b>\$ 2,400</b>	<b>\$34,320</b>	<b>\$ 5,950</b>	<b>\$40,270</b>

## The Whistler Centre for Sustainability

The Whistler Centre for Sustainability is a mission-driven, enterprising non-profit organization with a vision of: a sustainable, livable world and sustainable, vibrant communities. To achieve this vision, we:

- Work with and support local governments with sustainable community planning and implementation.
- Support organizations with strategic planning and action planning.
- Design and implement new collaborative approaches to community challenges based on leading practices and social innovation strategies.

In addition to delivering community planning in a number of BC's Resort Municipalities, the Centre recently lead the development of Fernie's and Tofino's Tourism Master Plans, and a Maple Ridge Tourism Strategy. and Over the last five years we've helped the 14 BC communities designated as "Resort Municipalities" design tourism approaches, report on the overall economic impact of tourism, and more specifically their recent tourism investments, including the development of five Resort Development Strategies.

# CVs

# DAN WILSON



## Community Planning and Tourism Specialist Whistler Centre for Sustainability

4325 Blackcomb Way  
Whistler, BC  
V8E 0X5  
dwilson@whistlercentre.ca  
(604) 966-4457

### Professional Profile

Dan is a sustainability planner specialising in tourism economic development, monitoring and evaluation and energy/greenhouse gas emissions planning and implementation.

### Skills and Experience

#### Community Planning and Engagement

- Design, lead and facilitate community planning and implementation processes
- Trainer/practitioner in developing and implementing values based decision-evaluation frameworks for day to day and major community decisions
- Facilitation planning, design and delivery for small group process as well as large public gatherings

#### Tourism

- Community-based tourism planning
- Resource for BC's 14 Resort Municipalities on tourism planning, and monitoring and evaluation

#### Monitoring and Evaluation

- Indicator, target, and monitoring and evaluation system development
- Community survey development and data collection and analysis

### Professional Qualifications

#### Bachelor of Commerce (Tourism Management)

University of Victoria, Victoria, British Columbia.

#### MSC (Corporate Environmental Management and Government Policy)

International Institute for Industrial Environmental Economics, Lund University, Sweden

### Recent Professional Development

#### Facilitation Training

Dovetail Consulting

#### Eco-District Planning Level 1

Ecodistricts, US

#### Conflict Resolution

Justice Institute of BC

## Recent Client List

- Federation of Canadian Municipalities – Land Use Sector Leading Practices and GHG Reduction Potentials
- District of Ucluelet – Community Energy and Emissions Plan
- Tourism Fernie – Tourism Destination Development Plan
- Cortes Island – Economic Development Strategy
- Resort Municipalities of BC – Facilitation support, outcomes monitoring, and special tourism trend research
- Resort Municipality of Whistler – Transportation Goal Progress Monitoring
- City of Powell River – Community engagement on short term rentals
- Village of Pemberton – Community engagement on short term rentals
- City of Maple Ridge – Tourism Strategy, planning and engagement
- District of Squamish – Squamish2040 OCP review, community engagement
- District of Highlands – Community Sustainability Monitoring Report Update
- Powell River, BC – Community Sustainability Plan
- Squamish-Lillooet Regional District – Regional Growth Strategy Monitoring Report
- District of Sechelt – Sustainability Guided Development Permit Tool
- BC Ministry of Jobs, Tourism, and Skills Training – resort community support and resource
- District of Tofino – Tourism Master Plan and annual implementation planning
- Town of Canmore – Community Engagement Livable Canmore Affordable Housing
- Mountain Resort Municipality of Sun Peaks – Short Term Nightly Rental Strategy, GHG reduction plan
- Resort Municipality of Whistler – Community Energy and Climate Adaptation Plan
- Resort Municipality of Whistler – incentives for energy efficient homes program development
- Resort Municipality of Whistler- Parks and Valley Trail surveying
- City of Fernie, BC – official community plan update, quality of life report update
- BC Climate Action Secretariat – review of C.E.E.I. built environment indicators
- City of St. Albert, AB - Community Energy and Emissions Plan
- District of Highlands, BC – ICSP and OCP amendment, communications for sustainable built environment DPA guidelines
- Valemount, BC – Community Sustainability Plan
- Kimberley, BC – Community Sustainability Plan
- District of Invermere, BC – Community Energy and Emissions Plan

## Employment Record

### December 2008 - Present

Community Planning and Tourism Specialist  
Whistler Centre for Sustainability  
Whistler, BC

### July 2001 – December 2008

Community Sustainability Consultant  
Primarily with - Resort Municipality of Whistler  
Whistler, BC

### July 1998 – September 2007

Tourism Business Sector  
Various roles including: tourism enterprise owner (adventure tourism company, restaurant café), sales and marketing roles for Whistler Blackcomb Inc. and business process refinement and sustainability with Fairmont Hotels and Resorts.  
Whistler, BC



**CENTRE** *for*  
**SUSTAINABILITY**  
WHISTLER

*Creating the future **today.***



## STAFF REPORT TO COUNCIL

Council Meeting: AUGUST 13, 2019  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** JOSEPH ROTENBERG, ACTING MANAGER OF CORPORATE SERVICES

**FILE NO:** 055-20

**SUBJECT:** MUNICIPAL INSURANCE ASSOCIATION OF BC – VOTING DELEGATES

**REPORT NO:** 19-103

**ATTACHMENT(S):** NONE

### **RECOMMENDATION(S):**

1. **THAT** Council, via resolution, appoint three Council Members to fill the roles of Voting Delegate, First Alternate and Second Alternate to the Municipal Insurance Association of BC.

### **PURPOSE:**

The purpose of this report is to provide Council with an opportunity to change their Municipal Insurance Association of BC (MIABC) voting representatives.

### **BACKGROUND:**

MIABC is a member owned and driven association that provides a risk management services and insurance products to local governments. Their mission statement is as follows:

Through stable liability and property insurance, outreach programs and expert advice, the MIABC gives members the dependable support they need to keep their communities vibrant and alive.

The District of Ucluelet is a MIABC member and therefore eligible to vote at MIABC's Annual General Meeting (AGM). The District's current MIABC voting representatives are as follows:

- Voting Delegate: Dianne St. Jacques
- Alternate #1: Marilyn McEwen
- Alternate #2: Randy Oliwa

A Council resolution is required to change the District's MIABC representatives.

### **TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:**

Nominal staff time will be required to forward the resolution to MIABC.

The Voting Delegate or Alternate will attend the Voting Delegate Orientation and AGM scheduled for September 24<sup>th</sup> at 4:00 PM at the Fairmont Waterfront Hotel in Downtown Vancouver. This event will occur across the street from Vancouver Convention Centre, where the UBCM will be taking place.

### **FINANCIAL IMPACTS:**

No financial impact will result from changing the Voting Delegate and Alternates.

**POLICY OR LEGISLATIVE IMPACTS:**

There are no direct policy or legislative impacts with the option being recommended.

**OPTIONS REVIEW:**

1. **THAT** Council, via resolution, appoint three Council Members to fill the roles of Voting Delegate, First Alternate and Second Alternate to the Municipal Insurance Association of BC.  
**(Recommended)**
2. **THAT** Council provide alternative direction to staff.

**Respectfully submitted:** Joseph Rotenberg, Manager of Corporate Services  
Mark Boysen, Chief Administrative Officer





## STAFF REPORT TO COUNCIL

Council Meeting: AUGUST 13, 2019  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** JOHN TOWGOOD, PLANNER 1

**FILE NO:** 2450-01

**SUBJECT:** COVENANT MODIFICATION – 780 ODYSSEY LANE

**REPORT NO:** 19-101

**ATTACHMENT(S):** APPENDIX A – APPLICATION  
APPENDIX B – S.219 RESTRICTIVE COVENANT FB154854

### RECOMMENDATION(S):

1. **THAT** Council:
  - a. approve the proposed amendment of Covenant FB154854 for the property at 780 Odyssey Lane, to modify the greenspace setback requirement as per the terms and drawings within the body of this report; and,
  - b. authorize the Corporate Officer to execute the covenant modification documents for registration at the Land Title Office.

### PURPOSE:

To consider a request for a modification to the Section 219 restrictive covenant FB154854 on Strata Lot E, District Lot 283, Clayoquot District, Strata Plan VIS6520 together with an interest in the common property in proportion to the unit entitlement of the strata lot as shown on form V (PID 027-475-620, the “Subject Property” at 780 Odyssey Lane - see Figure 1), to reduce the minimum side yard setbacks for part of a deck off the west side of the principle building.

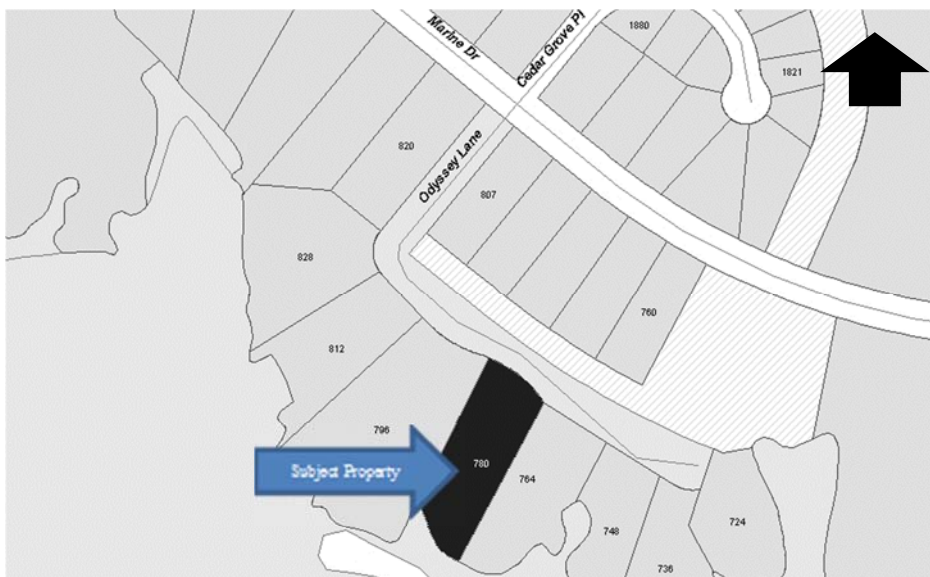


Figure 1- Property Location

**BACKGROUND:**

Since the time of subdivision which created these lots, the waterfront properties along Odyssey Lane all have a “setback area / greenspace covenant” registered on their respective property titles. In general terms a covenant registered in accordance with Section 219 of the *Land Title Act* is an agreement between a local government and the owner of land, in which the owner’s rights to use, build on or subdivide the land are limited in furtherance of some public purpose. In this case, covenant FB154854 creates a setback area in which the property owner covenants and agrees to preserve the setback area substantially in its natural state and not to cut, trim, damage, defoliate or remove trees or vegetation or excavate or remove soil or place fill on the setback area. The defined greenspace area for the subject property is 7.5m from the perimeter property lines as indicated on Schedule A of FB154854 (Figure 2).

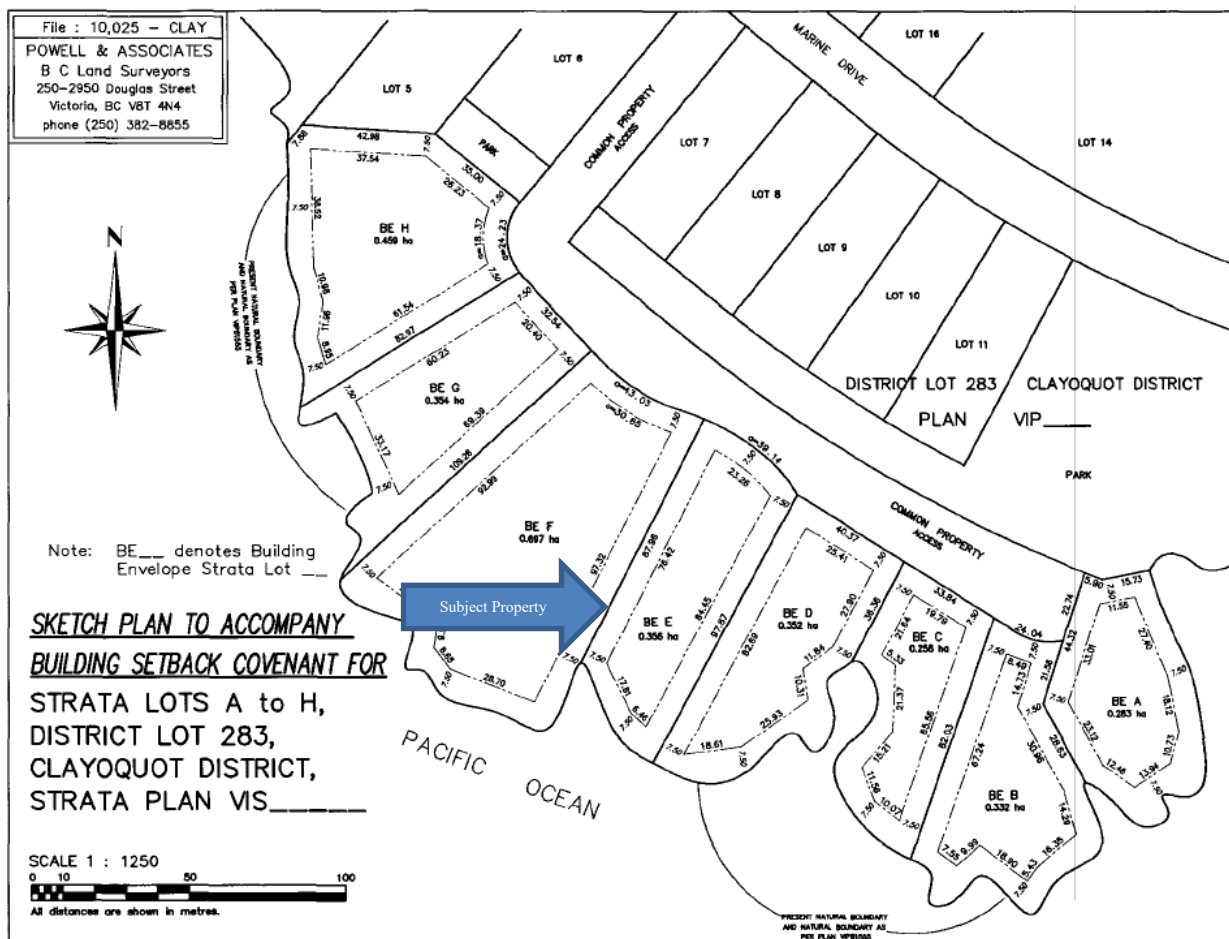


Figure 2 – Schedule A

This application to modify Covenant FB154854 was initially received November 6, 2018.

**DISCUSSION:**

The applicant is requesting to locate part of a deck to be within the setback area / greenspace. The reasoning stated (see application letter) is that significant trees were noted in an area where they had planned to locate a deck, and that a better location for the deck would be in an area to the side (see area labeled "Option 1" in Figure 3 below). This area is within the setback area / greenspace and a modification of the covenant would be required to allow the proposed deck to encroach into the covenant area. The proposed modification from a 7.5m side yard setback to a 4.41m side yard setback on the west side yard would allow the applicant to position the deck in the desired location. (Figure 3).

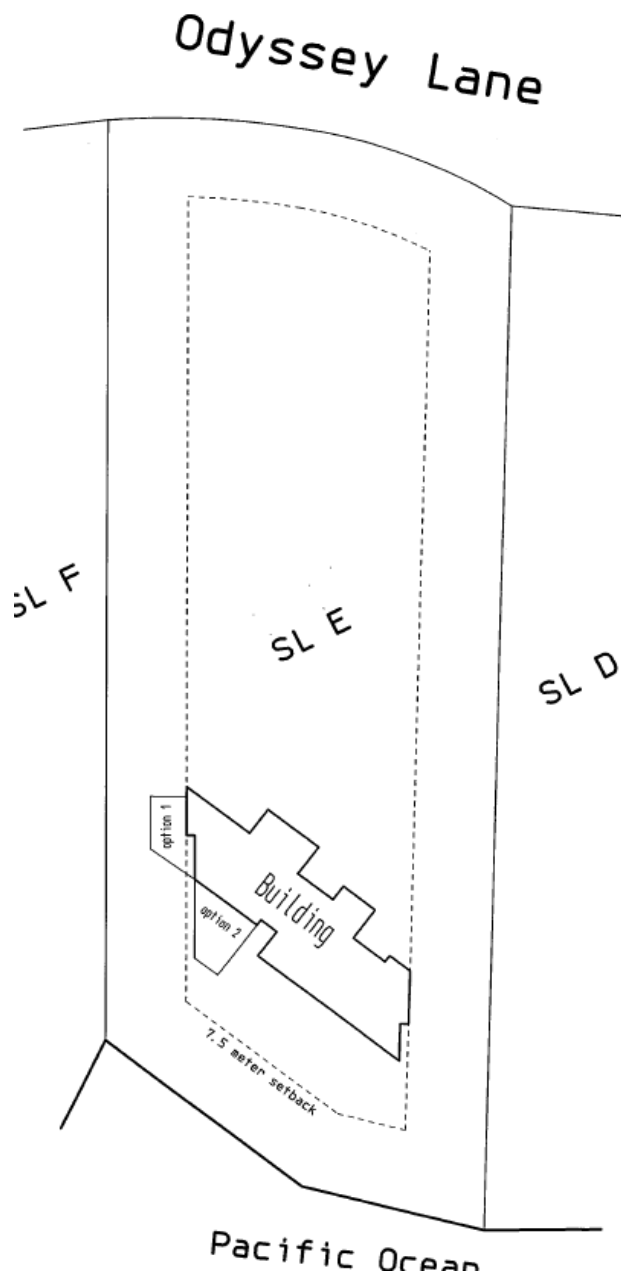


Figure 3 – Site Plan

**NOTIFICATION:**

The applicant owns the subject lot and the lot immediately to the west – the only property which might be impacted by this proposal. Because a covenant modification does not carry a statutory notification requirement (unlike a rezoning or variance), and since the only affected property is also owned by the applicant, Staff consider that neighborhood notification is not necessary in this case.

**ZONING REQUIREMENTS**

The covenanted greenspace setbacks are wider than the normal setbacks defined in the underlying CD-5E zoning. From the drawings supplied the proposal would still meet the zoning regulations. It should be noted that a complete zoning review will be completed when the applicant has supplied a full building permit submission including detailed drawings of the deck structure.

**SUMMARY:**

From a community perspective the intent of this covenant is to maintain an undisturbed green space area around the homes for environmental and aesthetic reasons. This proposal would still meet that intent. Staff consider the modification of Covenant FB154854 a reasonable request with no negative effects to the community.

**TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:**

There should be minimal Staff time to administer the modification of the covenant and all legal work will be the responsibility of the applicant.

**FINANCIAL IMPACTS:**

All cost associated with this proposal will be borne by the applicant and there would be no financial impact to the District of Ucluelet with the modification of this covenant.

**POLICY OR LEGISLATIVE IMPACTS:**

None

**OPTIONS REVIEW:**

Staff consider the requested covenant modification to be a reasonable request and are recommending Council approval. Alternatively, Council could consider the following:

2. **THAT** Council deny this application.

**Respectfully submitted:**

John Towgood, Planner 1  
Bruce Greig, Manager of Community Planning  
Mark Boysen, Chief Administration Officer

## APPENDIX A

District of Ucluelet

RE: Covenant Amendment

July 15, 2019

To Whom It May Concern:

We are currently building a house at 780 Odyssey Lane (Strata Lot E). We also own the lot directly next door (796 Odyssey Lane or Strata Lot F).

We are planning to build a deck off the side of the house on Lot E. There are two options for where to position the deck (see Explanatory Sheet 2):

- Option 1: On the northwest or Lot F side of the house
- Option 2: On the west or oceanside of the house

With our current Covenant, we are allowed to build the deck on the ocean side of the house (Option 2). While it may seem obvious to do this, this plan would require us to remove a large, beautiful tree and intact greenspace that we believe should remain in place.

We are interested in pursuing Option 1, for the reason that the greenspace in that area was wiped out during a strong windstorm in December 2018 when two of our trees were uprooted and fell, damaging the surrounding soil and vegetation. With the loss of trees and vegetation the excavation foot print around the perimeter of the house foundation is 10 feet on the northwest side of the house, compared half the size (5-6 feet) everywhere else. At this point the logical place to situate a deck is where the vegetation has already been removed so that we may preserve existing trees/greenspace.

As such, we are looking for the covenant to be amended to allow for a deck in the area of Option 1.

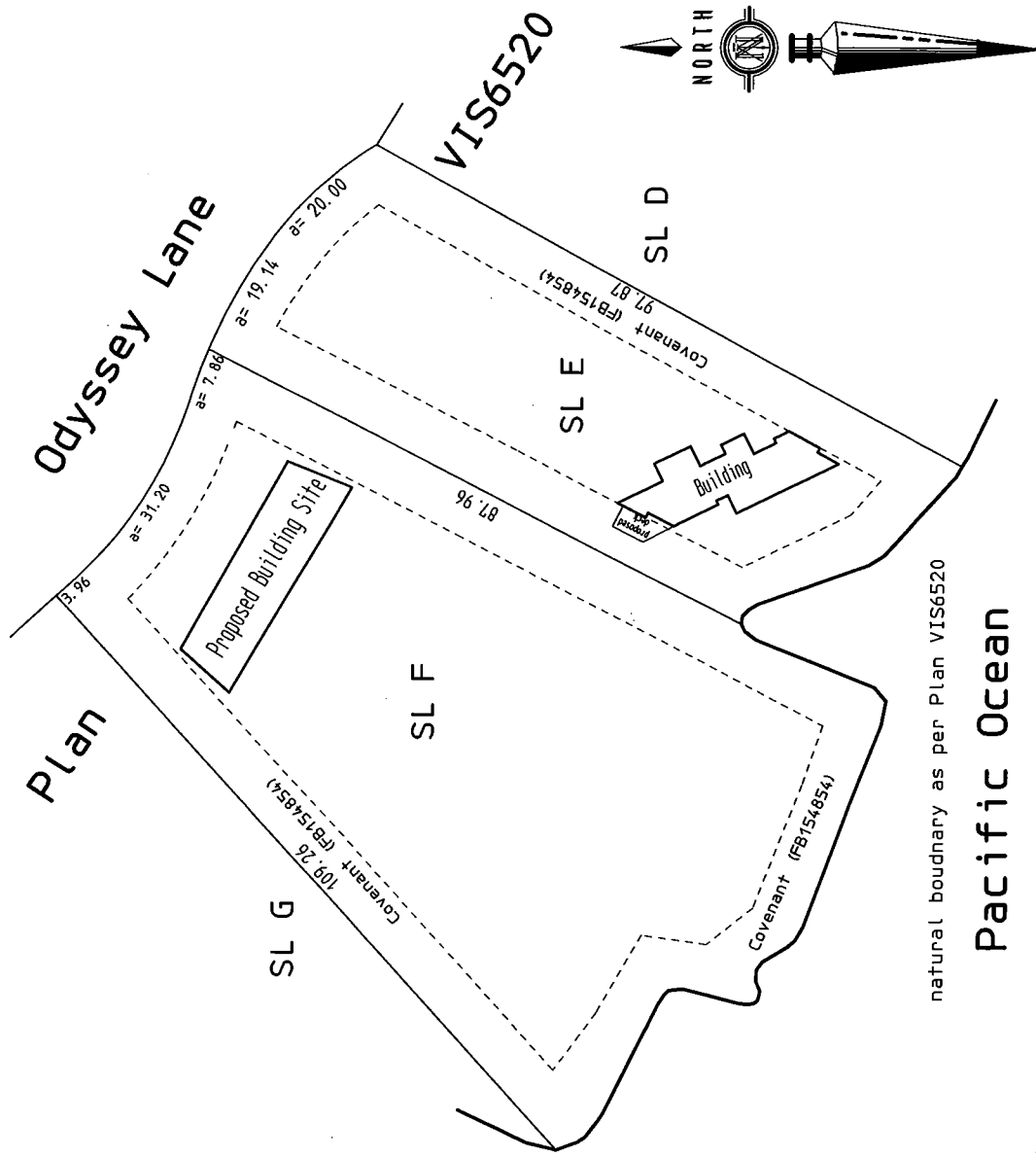
#### FUTURE IMPACT ON THE NEIGHBOURING LOT

Due to the topography and creeks on Lot F, there is only one area that a house can be built on. This has been confirmed by a Geotech report. We have attached a survey sketch depicting the only location that a house could be built (Explanatory Sheet 1). If we were granted the covenant amendment, a deck built in the location of Option 1 would not impact the future neighbouring house visually or otherwise.

Thank you for your time and consideration,

Adam Glen & Shoshana Frost

# Exploratory Sheet 1

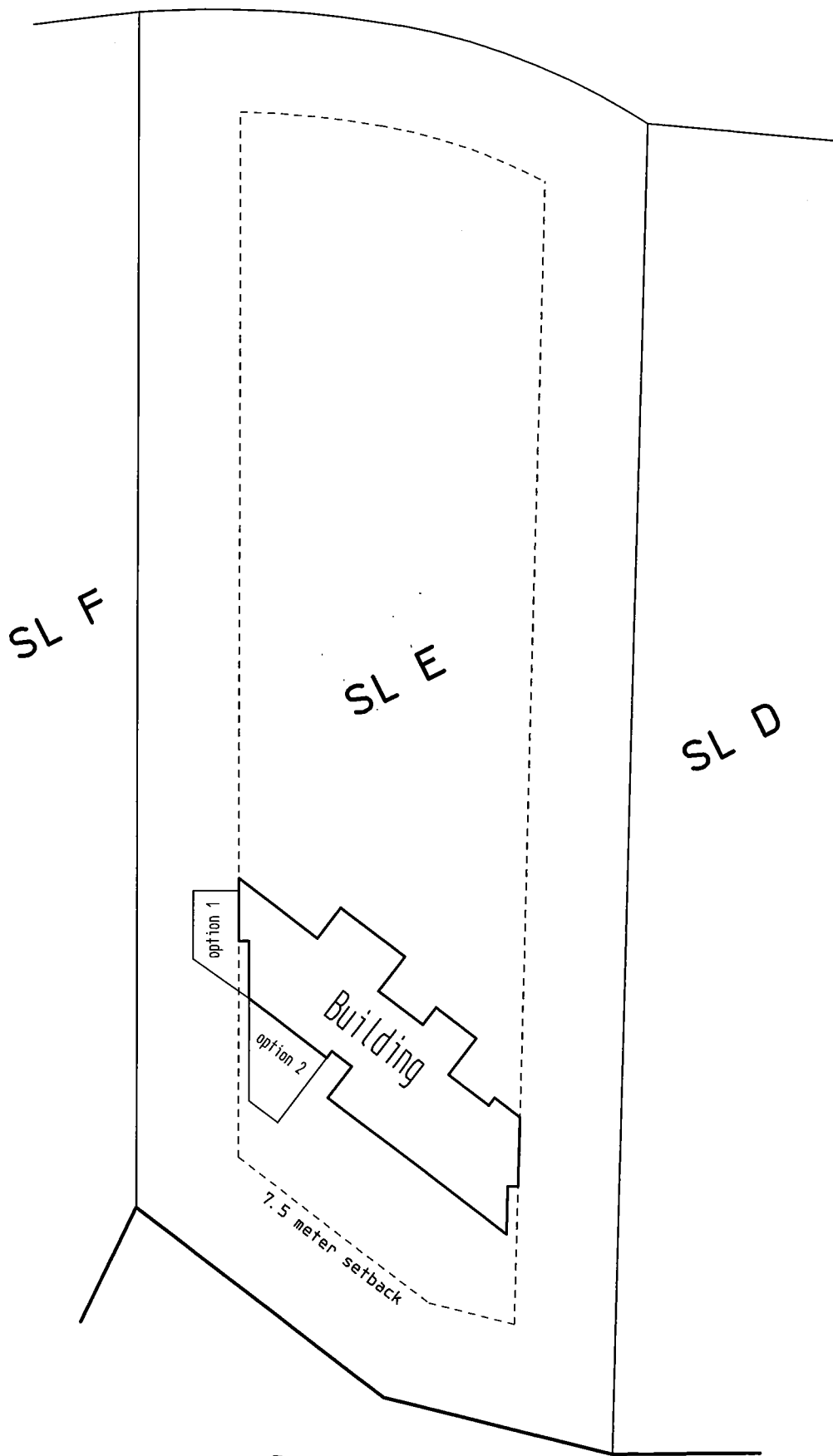


natural boundary as per Plan VIS6520

## Pacific Ocean

Odyssey Lane

Exploratory Sheet 2



Pacific Ocean

APPENDIX B

LAND TITLE ACT  
FORM C  
(Section 219.81)

14 MAR 2008 13 12

FB154854

Province of  
British Columbia

GENERAL INSTRUMENT - PART 1

(This area for Land Title Office use)

PAGE 1 of 8 pages

1. APPLICATION: (name, address, phone number and signature of Applicant, Applicant's solicitor or agent)

Mark S. Thompson, Singleton Urquhart LLP, Barristers & Solicitors, 1200 -  
925 West Georgia Street, Vancouver, B.C., V6C 3L2, (604) 682-7474

DYE & DURHAM

Mark S. Thompson

Greenspace Covenant Strata

2. PARCEL IDENTIFIER(S) AND LEGAL DESCRIPTION(S) OF LAND:\*

SEE SCHEDULE

SK A to H  
V156520

3. NATURE OF INTEREST:\*

DESCRIPTION

DOCUMENT REFERENCE  
(page and paragraph)

PERSON ENTITLED TO INTEREST

SEE SCHEDULE

4. TERMS: Part 2 of this instrument consists of (select one only)

(a) Filed Standard Charge Terms

—

D.F. Number:

(b) Express Charge Terms

X

Annexed as Part 2

(c) Release

—

There is no Part 2 of this instrument

A selection of (a) includes any additional or modified terms referred to in Item 7 or in a schedule annexed to this instrument. If (c) is selected, the charge described in Item 3 is released or discharged as a charge on the land described in Item 2.

5. TRANSFEROR(S):\*

Weyerhaeuser Company Limited Incorporation No. 51955A 925 West Georgia Street, Vancouver, B.C. V6C 3L2

6. TRANSFEREE(S): (including occupation(s), postal address(es) and postal code(s))\*

District of Ucluelet, PO Box 999, 200 Main Street, Ucluelet, B.C. V0R 3A0

7. ADDITIONAL OR MODIFIED TERMS:\*


N/A

GM 08/03/14 13:12:37 01 VI 796348  
CHARGE \$65.65

8. EXECUTION(S):\*\* This instrument creates, assigns, modifies, enlarges, discharges or governs the priority of the interest(s) described in Item 3 and the Transferor(s) and every other signatory agree to be bound by this instrument, and acknowledge(s) receipt of a true copy of the filed standard charge terms, if any.

EXECUTION DATE

Officer Signature(s)




Anne Giardini  
Barrister & Solicitor  
Weyerhaeuser Company Limited  
925 West Georgia Street  
Vancouver, BC, V6C 3L2

CAF to all signatures  
OFFICER CERTIFICATION:

Y	M	D
08	02	28

WEYERHAEUSER COMPANY LIMITED by  
its authorized signatories:

  
Name: Patrick M. Lane

  
Name: Unjoo Burlie

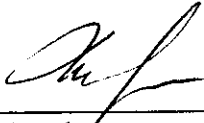
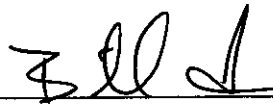
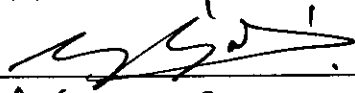
Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the Evidence Act, R.S.B.C. 1979, c. 116, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the Land Title Act as they pertain to the execution of this instrument.

\* If space insufficient, enter "SEE SCHEDULE" and attach schedule in Form E.  
\*\* If space insufficient, continue executions on additional page(s) in Form D.



LAND TITLE ACT  
FORM D

EXECUTIONS CONTINUED

Officer Signature(s)	EXECUTION DATE			Transferor/Borrower/Party Signature(s)
	Y	M	D	
 <hr/> M. GEK DEPUTY CORPORATE OFFICER DISTRICT OF UCLUELET, BOX 999, 200 MAIN ST UCLUELET, B.C. V0R 3A0	08	03	06	DISTRICT OF UCLUELET by its authorized signatories   <hr/> Name: BILL IRVING - ACTING MAYOR   <hr/> Name: G. LYONS - CAO

OFFICER CERTIFICATION:

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the Evidence Act, R.S.B.C. 1996, c. 124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the Land Title Act as they pertain to the execution of this instrument.

LAND TITLE ACT  
FORM E

PAGE 3 of 8 pages

**SCHEDULE**

ENTER THE REQUIRED INFORMATION IN THE SAME ORDER AS THE INFORMATION MUST APPEAR ON THE FREEHOLD TRANSFER FORM, MORTGAGE FORM OR GENERAL DOCUMENT FORM.

3. PARCEL IDENTIFIER(S) AND LEGAL DESCRIPTION(S) OF LAND:

(PID)	(Legal Description)
TBA	Strata Lot A, District Lot 283, Clayoquot District, Plan VIS <u>6520</u>
TBA	Strata Lot B, District Lot 283, Clayoquot District, Plan VIS _____
TBA	Strata Lot C, District Lot 283, Clayoquot District, Plan VIS _____
TBA	Strata Lot D, District Lot 283, Clayoquot District, Plan VIS _____
TBA	Strata Lot E, District Lot 283, Clayoquot District, Plan VIS _____
TBA	Strata Lot F, District Lot 283, Clayoquot District, Plan VIS _____
TBA	Strata Lot G, District Lot 283, Clayoquot District, Plan VIS _____
TBA	Strata Lot H, District Lot 283, Clayoquot District, Plan VIS _____

3. NATURE OF INTEREST:  
DESCRIPTION

DOCUMENT REFERENCE  
(page and paragraph)

PERSON ENTITLED TO INTEREST

S219 Land Title Act Covenant

Entire document

The Grantee

**Set Back Area/Greenspace Covenant****TERMS OF INSTRUMENT – PART 2**

---

**WHEREAS:**

- A. The Grantor is the registered owner in fee simple of certain lands in the District of Ucluelet (hereinafter referred to as the “Parent Lands”);
- B. The Grantee is the District of Ucluelet;
- C. The Grantor has applied to the Grantee’s Approving Officer for subdivision of the Parent Lands in accordance with the MDA as hereinafter defined, to create numerous diverse separate lots, including a Bare Land Strata Plan containing those 8 Strata Lots more particularly described in Item 2 of the Form C General Instrument Part I to which this is attached (the “Lands”, and separately, the “Lots”);
- D. In accordance with the Master Development Covenant (“MDA”) executed and registered in 2005, the Grantor agreed to restrict the development and use of the Lands and preserve certain amenities in their natural state in accordance with the terms of this Covenant, and wishes to grant this Covenant and indemnity to the Grantee;
- E. Section 219 of the *Land Title Act* provides, inter alia, that a covenant, whether negative or positive, in respect of the use of the Lands or the use of a building on or to be erected on land, may be given to provide that the Lands are to be built on or used in accordance with the covenant or are not to be used or built on except in accordance with the covenant or that a specified amenity is to be protected, preserved, maintained, enhanced, restored or kept in its natural state, and that the covenant in favour of a municipality or the Crown may be registered as a charge against the title to that land.

NOW THEREFORE in consideration of the payment of the sum of ONE (\$1.00) dollars by the Grantee to the Grantor and the premises and covenants herein contained and for other valuable consideration, receipt and sufficiency of which is hereby acknowledged by the parties, the parties hereto covenant and agree each with the other as follows:

1. For the purposes of this Covenant.

“**Set Back Area**” means the area of the Lands inward from each of the respective lot lines to the boundary of the area marked building envelope as set out on the surveyor sketch plan appended hereto as Schedule “A” as determined in accordance with the terms of the District of Ucluelet CD5 zoning Bylaw in force at the date of this agreement in accordance with the following uses that the portion of the Lands as noted below is assigned and restricted to:

Strata Lots A-G Vacation rental (VR-1)

Strata Lot H                      Guest house

Page 5 of 8 pages

**“Trees”** means any living, erect, woody plant which is:

- (a) 5 metres (16.3 feet) or more in height, or
  - (b) 10 centimetres (3.9) inches or more in diameter measured 1.5 metres above the ground.
2. The Grantor covenants and agrees, notwithstanding broader or greater uses and regulations in the Grantee’s Zoning Bylaw as amended from time to time, not to (nor apply for a building permit to) construct, erect or place any building or structure in the Set Back Area, and to comply with the terms of paragraph 4 hereof.
  3. The Grantor covenants and agrees that it shall not use (nor permit the use of) the Set Back Area for any use other than green space and a driveway.
  4. The Grantor further covenants and agrees to preserve the Set Back Area substantially in its natural state and, without limiting the foregoing, not to cut, trim, damage, defoliate or remove Trees or vegetation or excavate or remove soil or place fill on the Set Back Area unless such action is necessary to:
    - (a) provide a single driveway for ingress and egress from the highway fronting the Lands to the non-Set Back Area;
    - (b) build, construct, install, erect, maintain, repair or upgrade a building or structure on the non-Set Back Area of the Lands, subject however to the prior approval of the Grantee, whether such approval would or would not normally be required but for this Covenant; and
    - (c) prevent or remove an immediate hazard to the safety of persons or property, including without limitation hazards caused by blow down subject however to the provision of written notice, in advance if possible, to the Grantee.
  5. Notwithstanding section 4, the Grantor may:
    - (a) as long as Trees are not harmed or removed, alter or remove vegetation or place or remove fill in the Set Back Area in order to provide ocean views or additional high quality landscaping, subject to the provision of additional high quality landscaping; and
    - (b) on the initial development of the Lands and one time only (except for the ongoing maintenance of views created by this section), remove or alter up to fifty (50%) percent of the Trees located between the residence to be placed on the Lands and the one or two lot line(s) closest to the ocean from which ocean views may be obtained, in order to obtain ocean water views from the residence, provided that all the following requirements are first satisfied:

Page 6 of 8 pages

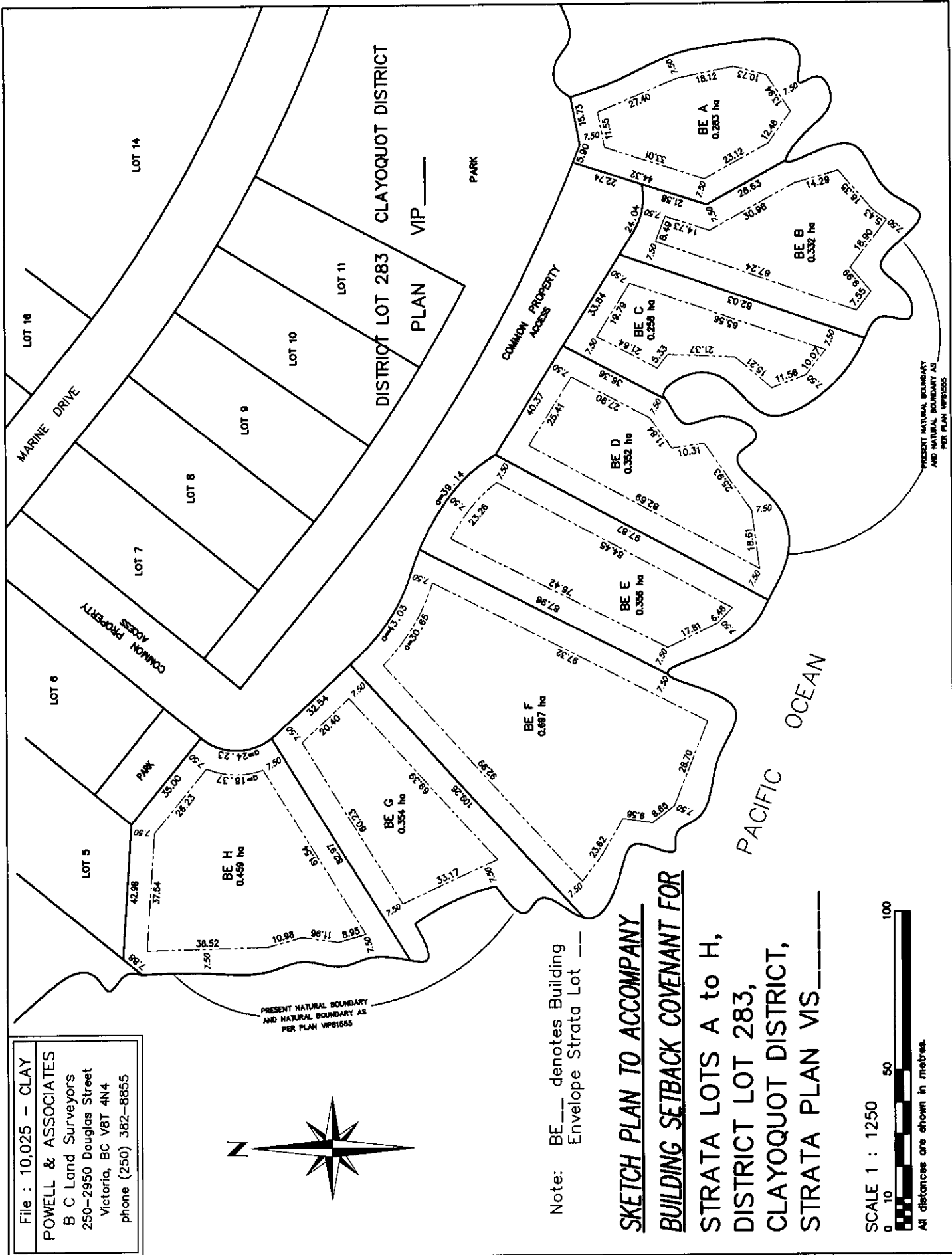
- (i) a report is prepared by a qualified professional arborist identifying all the Trees between the residence and the ocean and highlighting the Trees that are to be altered or removed;
  - (ii) the report is submitted to the Grantee for review and approval in its sole discretion acting reasonably;
  - (iii) any changes reasonably required by the Grantee with respect to the significant species or individual Trees are incorporated into the report;
  - (iv) replacement trees are planted elsewhere on the Lands at a rate of one new tree for every Tree removed if recommended by the arborist; and
  - (v) such tree alteration, removal or planting is conducted in compliance with the report and by or under the supervision of a qualified professional arborist.
6. The Grantor and Grantee agree that, with respect to single family residential properties less than seven thousand square feet (7,000 sq. ft.) in gross area, this Agreement shall only apply to the rear lot line Set Back Area.
7. Nothing herein contained or implied shall prejudice or affect the rights and powers of the Grantee and the exercise of its functions under any public and private statutes, bylaws, order and regulations, all of which maybe fully and effectively exercised in relation to the Lands as if this Covenant had not been executed and delivered by the Grantors.
8. The Grantor and the Grantee agree that the enforcement of this Covenant shall be entirely within the discretion of the Grantee and that the execution and registration of this covenant against the title to the Lands shall not be interpreted as creating any duty on the part of the Grantee to the Grantor or to any other person to enforce any provision or the breach of any provision of this Covenant.
9. The Grantor hereby releases and forever discharges the Grantee of and from any claim, cause of action, suit, demand, expenses, costs and legal fees whatsoever which the Grantor can or may have against the said Grantee for any loss or damage or injury that the Grantor may sustain or suffer arising out of this Covenant, except to the extent caused by the negligence of the Grantee.
10. The Grantor covenants and agrees to indemnify and save harmless the Grantee from any and all claims, causes of action, suits, demands, expenses, costs and legal fees whatsoever that anyone might have as owner, occupier or user of the Lands or by a person who has an interest in or comes onto the Lands or by anyone who suffers loss of life or injury to his person or property, that arises out of the terms and restrictions of this Covenant or a breach of this Covenant by the Grantor, except to the extent caused by the negligence of the Grantee.

Page 7 of 8 pages

11. It is mutually understood, acknowledged and agreed by the parties hereto that the Grantee has made no representations, covenants, warranties, guarantees, promises or Covenants (oral or otherwise) with the Grantor other than those contained in this Covenant.
12. The Grantor agrees to execute all other documents and provide all other assurances necessary to give effect to the covenants contained in this Covenant.
13. The Grantor shall pay the registration costs of the Grantee in connection with the registration of this Covenant. This is a personal covenant only.
14. The Grantor covenants and agrees for itself, its heirs, executors, successors and assigns, that it will at all times perform and observe the requirements and restrictions hereinbefore set out and they shall be binding upon the Grantor as personal covenants only during the period of its respective ownership of any interest in the Lands.
15. The restrictions and covenants herein contained shall be covenants running with the Lands and shall be perpetual, and shall continue to bind all of the Lands when subdivided, and shall be registered in the Victoria Land Title Office pursuant to section 219 of the Land Title Act as covenants in favour of the Grantee as a charge against the Lands in priority to all non-Grantee encumbrances.
16. This Covenant shall enure to the benefit of the Grantee and shall be binding upon the parties hereto and their respective heirs, executors, successors and assigns.
17. Wherever the expressions "Grantor" and "Grantee" are used herein, they shall be construed as meaning the plural, feminine or body corporate or politic where the context or the parties so require.

IN WITNESS WHEREOF the parties hereto hereby acknowledge that this Covenant has been duly executed and delivered by the parties executing Form C (pages 1 and 2) attached hereto.

SCHEDULE A



File : 10,025 - CLAY  
 POWELL & ASSOCIATES  
 B C Land Surveyors  
 250-2950 Douglas Street  
 Victoria, BC V8T 4N4  
 phone (250) 382-8855



Note: BE\_\_\_ denotes Building Envelope Strata Lot \_\_\_

**SKETCH PLAN TO ACCOMPANY  
 BUILDING SETBACK COVENANT FOR  
 STRATA LOTS A TO H,  
 DISTRICT LOT 283,  
 CLAYOQUOT DISTRICT,  
 STRATA PLAN VIS\_\_\_\_\_**

SCALE 1 : 1250  
 0 10 50 100  
 All distances are shown in metres.

END OF DOCUMENT







## STAFF REPORT TO COUNCIL

Council Meeting: August 13, 2019

500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** RICK GEDDES, FIRE CHIEF

**FILE NO:** 3900-25

**SUBJECT:** FIRE DEPARTMENT ESTABLISHMENT DRAFT BYLAW

**REPORT NO:** 19-102

**ATTACHMENT(S):** APPENDIX A: DISTRICT OF UCLUELET FIRE DEPARTMENT AND ESTABLISHMENT BYLAW NO. 1251, 2019

### **RECOMMENDATION(S):**

1. **THAT** Council give First, Second and Third Reading to the “District of Ucluelet Fire Department Establishment and Fire and Safety Regulations Bylaw No. 1251, 2019.”

### **PURPOSE:**

The purpose of this report is to introduce a bylaw that modernizes Ucluelet’s Volunteer Fire Brigade Establishment Bylaw.

### **BACKGROUND:**

Since the inception of the Ucluelet Volunteer Fire Brigade in 1949, significant advancements have been made in areas of firefighter safety, training, fire prevention, fire regulations, and the District of Ucluelet’s personnel structure.

While the Fire Department Establishment Bylaw has been amended multiple times over the years, it requires modernization to reflect today’s best practice in the aforementioned areas, as well as to satisfy today’s governing regulations.

A summary of the proposed changes includes the following:

- Updated and additional definitions which reflect current practice;
- Updates to several statements and clauses to align with current regulatory standards (ie: *“The Office of the Fire Commissioner’s Playbook”*);
- Removed reference to remuneration due to numerous amendments and conflicts over the years. Remuneration will be referenced in the Operational Guidelines;
- Removed language referring to the “Fire Committee”. The Fire Committee was comprised of the Mayor and Council and had “...supervision and control of the Fire Chief and Members”;
- Removed language that states “Council shall have power to purchase, and to acquire, when necessary, such firefighting apparatus, equipment and materials as are required for the upkeep and general efficiency of the Fire Brigade”;
- Removed reference to “the Fire Chief shall be held accountable to the Fire Committee”
- Added, “The Fire Chief is a fulltime staff member of the District’s Management team who reports to the CAO”;

- Additions to Sections 7 and 8 which authorize the Ucluelet Volunteer Fire Brigade to provide services and exercise powers outside the District of Ucluelet;
- Addition of Section 8 which refers to the authority to order a partial or total fire ban. Current bylaws do not provide this authority; and,
- Addition of Section 10 which refers to Section 2.8 of the “*BC Fire Code*.” This section requires owners of certain occupancy types to prepare, view, alter, and submit fire safety plans to the District.

**TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:**

The proposed bylaw will require no additional staff or elected official time.

**FINANCIAL IMPACTS:**

There are no additional financial impacts resulting from the proposed bylaw other than the Fire Chief’s administrative time to produce the document.

**POLICY OR LEGISLATIVE IMPACT:**

Adoption of this bylaw will allow the Ucluelet Volunteer Fire Brigade to operate in compliance with regulations such as *The Office of the Fire Commissioner’s Playbook* and the *B.C. Fire Code (2018)*.

**OPTIONS REVIEW:**

1. **THAT** Council give First, Second and Third Reading to the “District of Ucluelet Fire Department Establishment and Fire and Safety Regulations Bylaw No. 1251, 2019.”  
**(Recommended)**
2. **THAT** Council provide alternate direction to staff.

**Respectfully submitted:** Rick Geddes, Fire Chief  
Joseph Rotenberg, Acting Manager of Corporate Services  
Mark Boysen, Chief Administrative Officer

## APPENDIX A

**DISTRICT OF UCLUELET****Bylaw No. 1251, 2019**

A bylaw for the establishment and regulation of a fire department, and to provide for the prevention of fire and the protection of persons and property in the District of Ucluelet and fire service agreement areas.

---

**NOW THEREFORE** the Council of the District of Ucluelet, in open meeting assembled, enacts as follows:

**1. Citation**

- 1.1. This bylaw may be cited as the “District of Ucluelet Fire Department Establishment, and Fire and Safety Regulations Bylaw No. 1251, 2019.”

**2. Related Legislation**

- 2.1. The *British Columbia Fire Code Regulations*, *Fire Services Act*, *National Fire Protection Association Codes* (NFPA), and the *Open Burning Smoke Control Regulation (Waste Management Act)*, and all amendments thereto are deemed to be in effect within the District of Ucluelet, in conjunction with this bylaw.

**3. Definitions**

In this Bylaw, unless the context otherwise requires:

- 3.1. “Apparatus” means any vehicle provided with machinery, devices, equipment or materials for fire fighting as well as vehicles used to transport firefighters or supplies.
- 3.2. “BCWS” means the British Columbia Wildfire Service, a branch of the Government of British Columbia that is responsible for wildfire management and response services.
- 3.3. “Building” means any structure used or intended for supporting or sheltering any use or occupancy.
- 3.4. “Bylaw Officer” means any of the following:
  - (a) Bylaw Enforcement Officer for the District of Ucluelet;
  - (b) Fire Chief for the District of Ucluelet;

- (c) Chief Administrative Officer for the District of Ucluelet; or,
  - (d) Superintendent of Public Works for the District of Ucluelet.
- 3.5. “CAO” means the Chief Administrative Officer of the District of Ucluelet, or his or her designate.
- 3.6. “Council” means the Council of the District of Ucluelet.
- 3.7. “District” means the District of Ucluelet.
- 3.8. “District Service Area” means lands that are within or on the District’s municipal boundary or other areas approved by Council.
- 3.9. “EMBC” means Emergency Management British Columbia.
- 3.10. “Equipment” means any tools, contrivances, devices or materials used by the fire department in the provision of its authorized services or to combat an incident or other emergency.
- 3.11. “Fire Chief” means the member appointed by the CAO, as head of the Fire department.
- 3.12. “Fire Code” means the *British Columbia Fire Code Regulation* enacted under the *Fire Services Act*.
- 3.13. “Fire Commissioner” means the fire commissioner appointed pursuant to the *Fire Services Act*.
- 3.14. “Fire Department” means the Ucluelet Volunteer Fire Brigade.
- 3.15. “Fire Protection” means all aspects of fire safety including but not limited to fire prevention, fire fighting, or suppression, pre-fire planning, fire investigation, public education and information, training or other staff development and advising.
- 3.16. “Incident” means an event or situation to which the Fire Department has responded or would normally respond, whether alone, or in conjunction with other fire departments or emergency services.
- 3.17. “Incident Commander” means the Officer or other Member in charge of an incident under the incident command system in use by the Fire Department.

- 3.18. “Interface Fire” means any fire in a wildland-urban interface region where residential, industrial, recreational or agricultural structures are located adjacent to or among combustible wildland fuels.
- 3.19. “L AFC” means Local Assistant to the Fire Commissioner, as defined in the *Fire Services Act*.
- 3.20. “Member” means a person who is in good standing and holds a position within the Ucluelet Volunteer Fire Brigade as a Firefighter or Officer and has been designated as such by the Fire Chief.
- 3.21. “Officer” means a Member who is appointed by the Fire Chief, to a leadership role.
- 3.22. “Playbook” means the latest edition of the *Structure Firefighters Competency and Training Playbook* by the BC Office of the Fire Commissioner.
- 3.23. “Premise” means land, including enclosed land, foreshore and land covered by water, and anything on the land including:
- (a) A building or other permanent structure;
  - (b) A ship or vessel, train, railway car or vehicle, except while in operation;
  - (c) A trailer; or,
  - (d) A portable structure designed or used as a residence, for shelter, or to house a business.
- 3.24. “UVFB” means the Ucluelet Volunteer Fire Brigade, which primarily operates in the Fire Protection Service Area known as the District of Ucluelet.

#### **4. District of Ucluelet Fire Department**

- 4.1. There is hereby constituted a Fire Department for the District of Ucluelet to be known as the “Ucluelet Volunteer Fire Brigade”, and the head of the Department shall be known as the “Fire Chief”.

#### **5. Territorial Jurisdiction**

- 5.1. UVFB’s territorial jurisdiction is limited to the District Service Area.
- 5.2. Notwithstanding section 5.1, the UVFB may respond to an incident outside of the District Service Area in the following circumstances:

- (a) When authorized to do so by a Fire Service Delivery Agreement;
- (b) When authorized to do so by a Mutual Aid Agreement;
- (c) When authorized to do so by EMBC (ie: an EMBC Task Number has been assigned specific to the required service);
- (d) When in accordance with an agreement with or standard operating procedures established by BCWS or any other provincial emergency agency; or,
- (e) When response is required to provide fire suppression where a wildfire or an interface fire imminently threatens any part of the District Service Area.

## **6. Authorized Services**

6.1. UVFB is authorized to provide the following services within the District Service Area:

- (a) Interior Operations structural firefighting as defined by the Playbook;
- (b) Medical First Responder to “Red” and “Purple” calls;
- (c) BC Ambulance requests for assistance (ie: lift assists);
- (d) Auto extrication;
- (e) Low angle rope rescue;
- (f) Hazardous materials mitigation at the “Awareness” level;
- (g) Wildland urban interface fire suppression;
- (h) Motor vehicle incidents including automobile fires;
- (i) Fire safety inspections;
- (j) Fire prevention and public education;
- (k) Fire cause and origin investigation and support;
- (l) Tsunami or other act of nature emergency evacuations;

- (m) Marine fire suppression conducted from land or docks;
  - (n) Water rescue from the shore or dock;
  - (o) Trail rescue (utilizing the Fire Department's UTV or quad when necessary);
  - (p) Mutual aid and automatic aid where agreements exist;
  - (q) Electrical utility response;
  - (r) Pre-fire planning;
  - (s) Rescue;
  - (t) Emergency planning;
  - (u) Supporting Ucluelet's Emergency Preparedness Plan under the direction of the District Emergency Operations Centre;
  - (v) Provide aid to other incidents that relate to life and health safety and property conservation that are within the UVFB's scope of training; and,
  - (w) Provide aid to members of the public where that aid is consistent with the purpose of the UVFB or its training, and where that aid augments services of others initially, but does not replace the responsibility or accountability of another agency's mandate of service.
- 6.2. UVFB may provide the services identified in section 6.1 outside of the District Service area if they are delivered pursuant to, and authorized by any of the following:
- (a) A Fire Service Delivery Agreement;
  - (b) A Mutual Aid Agreement;
  - (c) An EMBC Task Number;
  - (d) An agreement with or standard operating procedures established by BCWS or any other provincial emergency agency; or,

- (e) A request for assistance from the BC Ambulance Service Station 134, except where access is only available via a gravel road or when it would be expedient to utilize another BC Ambulance unit.
- 6.3. The UVFB may provide fire suppression outside the District Service Area where a wildfire or an interface fire imminently threatens any part of the UVFB's District Service Area.
- 6.4. At any given Incident, the Fire Department is not required to provide an authorized service if, in the sole discretion of the Fire Chief or Incident Commander, there is insufficient Apparatus, Equipment or adequately trained Members to deliver such authorized service safely and in accordance with the applicable standards, including those set out under the *Fire Services Act* and *Workers Compensation Act*.

## 7. Fire Chief

- 7.1. The Fire Chief is a full-time staff member of the District's Management Team who reports to the CAO.
- 7.2. The Fire Chief must ensure that the UVFB conforms with the District Occupational Health and Safety Program and that the UVFB is compliant with the applicable requirements of the *Workers Compensation Act*
- 7.3. The Fire Chief must develop and maintain operational guidelines for the UVFB, covering the principal aspects of the Fire Department's operations, administration and organization.
- 7.4. The Fire Chief must ensure that each Member is properly trained to fulfill his or her respective role, and for any roles to which he or she is assigned at or in relation to an Incident. Minimum training standards are defined in the *Playbook*.
- 7.5. The Fire Chief must ensure that training records are maintained for all Members and that records are accurately documented in the UVFB's records management system.
- 7.6. The Fire Chief must adhere to the District purchasing policy and other applicable policies and bylaws.
- 7.7. The Fire Chief must manage the operational expenditures of the Fire Department within the limits of the annual budget approved by Council.
- 7.8. The Fire Chief has control, direction, and management of the public property, Apparatus, materials, and Equipment pertaining to or belonging to the UVFB.



- 7.9. The Fire Chief or any Member authorized by the Fire Chief to act on his or her behalf, may exercise one or more of the following powers within the District Service Area:
- (a) Enforce UVFB Operational Guidelines for the proper and efficient administration and operation of the Fire Department and make or amend and enforce such additional rules, policies and guidelines as are consistent with District bylaws, policies or guidelines;
  - (b) Enter onto property and inspect premises for conditions that may cause a fire, increase the danger of a fire or increase the danger to persons or property from a fire;
  - (c) If property is endangered by debris caused by lumbering, land clearing or industrial operation, require the person who is carrying on or who has carried on the operation, or the owner or occupier of the land on which the debris exists, to dispose of the debris, and undertake any other actions for the purpose of removing or reducing the danger as is necessary or advisable in the circumstances;
  - (d) In relation to an Incident (including during any related overhaul, clean up or investigation):
    - i. take measures considered necessary to prevent and suppress fires, including the demolition or removal of buildings and other structures or things to prevent the spread of a fire or mitigate any other hazard;
    - ii. enter, at any time, premises or property where the Incident is occurring, and to cause any Member, Apparatus or Equipment of the Fire Department, to enter as he or she deems necessary or advisable, in order to combat, control or deal with the Incident;
    - iii. enter, pass through or over buildings, vehicles, or property proximate to the Incident, and to cause any Member, Apparatus or Equipment of the Fire Department to enter, pass through or over buildings or property proximate to the Incident, where he or she deems it necessary or advisable to gain access to the Incident or to protect any person or property;
    - iv. exercise control over access to, and to evacuate, areas proximate to or threatened by an Incident (including public property, private property, buildings, streets and highways), and to manage vehicular and pedestrian traffic, as he or she deems necessary or advisable to prevent interference

with the Fire Department's response or the response of other emergency services to the Incident, or to reduce the risk to life or property;

- v. take reasonable actions to ensure the safety of Members, other emergency responders and the public, and to prevent or reduce damage to property;
  - vi. call upon a peace officer to assist and to provide security in and around the area of an Incident;
  - vii. commandeer any personnel and/or private equipment that the Fire Chief, or Officer in Charge, considers necessary to deal with an incident. The owner or occupant of the premise where the incident occurs will be responsible to pay all costs and charges that the District may incur while doing so;
- (e) Exercise the powers of an LAFC under the *Fire Services Act* (B.C.);
  - (f) Enforce this bylaw and any other District bylaws, rules, orders and regulations for the prevention and suppression of fires and protection of life and property;
  - (g) Enter any land or premises at all reasonable times to inspect conditions which may cause a fire, increase the danger of a fire or increase the danger to persons;
  - (h) Establish and maintain a regular system of fire safety inspections for occupancy types as required by the Fire Code;
  - (i) Make orders or to take measures to ensure that flammable material is:
    - (a) removed from land or premises;
    - (b) removed to another part of land or premises; or,
    - (c) rendered harmless or suitably safeguarded against fire requiring the placement and maintenance of barricades or the posting of "No Admittance" signs or the placement of locks on doors or windows, or better storage or containment of said materials or any combination of these; and,
  - (j) Collect and disseminate information regarding fires and fire hazards in or affecting the District Service Area.

7.10. The Fire Chief or any Member authorized by the Fire Chief to act on his or her behalf, may exercise any power listed under section 7.9. outside of the District Service Area provided those powers are authorized by a Mutual Aid Agreement, Fire

Service Delivery Agreement, EMBC, or are required to provide fire suppression where a wildfire or an interface fire imminently threatens any part of the District Service Area.

## **8. Burning Restrictions**

- 8.1. The Fire Chief or Bylaw Officer may:
- (a) order a partial or total ban on open air burning at any time and for any duration; or,
  - (b) suspend, cancel or restrict for such time as he or she deems necessary or desirable any or all burning permits issued under the District's "Bylaw to Regulate Outdoor Burning".

## **9. Members**

- 9.1. Members will be provided WorkSafe BC coverage while carrying out UVFB authorized activities.
- 9.2. In the absence of the Fire Chief, the Deputy Chief will assume the duties of the Fire Chief.
- 9.3. Where an Officer or other Member is an Incident Commander, he or she is deemed to have the powers of the Fire Chief.

## **10. Property Owner Responsibilities**

- 10.1. Every owner of every building, site, storage area or other area described in Section 2.8 of the *Fire Code* must:
- (a) provide for emergency procedures;
  - (b) prepare a Fire Safety Plan in a form acceptable to the Fire Chief, and submit an electronic copy of the plan to the Fire Chief;
  - (c) review the Fire Safety Plan at an interval of not more than 12 months;
  - (d) submit any proposed changes to the Fire Safety Plan for approval of the Fire Chief; and,

- (e) notify the Fire Chief that following the review of the Fire Safety Plan, no changes are proposed.
- 10.2. To prevent the entry of unauthorized persons, the owner or occupant of any premise that has been damaged due to an incident or is vacant for any reason, must secure the residence to the satisfaction of the Fire Chief.
- 10.3. If an owner or occupant fails to secure any premise, then the Fire Chief will direct the work to secure the premise. The owner or occupant will bear all costs involved in securing the premise.

## **11. Operational Guidelines**

- 11.1. Operational guidelines must reflect best practices and any requirements under the *Workers Compensation Act* (B.C.) or the regulations thereto.
- 11.2. All Members of the UVFB must review the Operational Guidelines annually and sign off as doing so.
- 11.3. The CAO may require that the Fire Department adopt new operational guidelines or amend any of its existing operational guidelines.

## **12. Other**

- 12.1. Fire Chiefs, Officers and Members are “local public officers” as defined by section 738 (1) of the *Local Government Act* (B.C.).

## **13. Severability**

- 13.1. If any provision of this Bylaw is held to be invalid by any court of competent jurisdiction, that provision shall be severed, and its severance shall not affect the validity of the remainder of the Bylaw.

## **14. Repeal**

- 14.1. The Ucluelet Volunteer Fire Brigade Bylaw No. 761, 1998, and amendments thereto are hereby repealed except insofar as they may repeal any other bylaw.

**READ A FIRST TIME** this \_\_\_<sup>th</sup> day of \_\_\_, 2019.

**READ A SECOND TIME** this \_\_\_<sup>th</sup> day of \_\_\_, 2019.

**READ A THIRD TIME** this \_\_\_<sup>th</sup> day of \_\_\_, 2019.

**ADOPTED** this \_\_\_\_\_<sup>th</sup> day of \_\_\_\_\_, 2019.

**CERTIFIED CORRECT:** “District of Ucluelet Fire Department Establishment, and Fire and Safety Regulations Bylaw No. 1251, 2019”

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Mayor Noël  
Mayor

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Mark Boysen  
Corporate Officer

**THE CORPORATE SEAL** of the  
District of Ucluelet was hereto  
affixed in the presence of:

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Mark Boysen  
Corporate Officer





## STAFF REPORT TO COUNCIL

Council Meeting: August 13, 2019

500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** JOSEPH ROTENBERG, ACTING MANAGER OF CORPORATE SERVICES

**FILE NO:** 3900-25

**SUBJECT:** BYLAW TO REPEAL COMMISSIONS

**REPORT NO:** 19-104

**ATTACHMENT(S):** APPENDIX A – BYLAW TO REPEAL REPORT – 19-90  
APPENDIX B – DRAFT BYLAW NO. 1250, 2019

### **RECOMMENDATION(S):**

1. **THAT** Council adopt the “Recreation Commission and Harbour Advisory Commission Repeal Bylaw No. 1250, 2019”.

### **PURPOSE:**

The purpose of this report is to bring back a repealing bylaw intended to discontinue the Recreation Commission and the Harbour Advisory Commission (HAC) for adoption.

### **BACKGROUND:**

At the July 9, 2019 Regular Meeting, Council reviewed the Bylaw to Repeal Report (Appendix A) and passed the following resolutions:

1. **THAT** Council give First, Second, and Third Reading to the “Recreation Commission and Harbour Advisory Commission Repeal Bylaw No. 1250, 2019”.

### **TIME REQUIREMENT – STAFF AND ELECTED OFFICIALS:**

Demand on staff time and resources will be reduced with the proposed bylaw repeal.

### **FINANCIAL IMPACTS:**

There will be Council Remuneration costs savings associated with Council Liaisons no longer attending Commission meetings. Some staff overtime cost savings will also be realized.

### **POLICY AND LEGISLATIVE IMPACTS:**

If adopted, Bylaw No. 1250, 2019 will discontinue the Recreation Commission and HAC immediately by repealing their establishing bylaws.

**OPTIONS REVIEW:**

1. **THAT** Council adopt the “Recreation Commission and Harbour Advisory Commission Repeal Bylaw No. 1250, 2019”.
2. **THAT** Council provide alternative direction to staff.

**Respectfully submitted:** Joseph Rotenberg, Acting Manager of Corporate Services  
Mark Boysen, Chief Administrative Officer





## STAFF REPORT TO COUNCIL

Council Meeting: JULY 9, 2019

500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** JOSEPH ROTENBERG, CORPORATE CLERK

**FILE NO:** 3900-25

**SUBJECT:** BYLAW TO REPEAL COMMISSIONS

**REPORT NO:** 19-90

**ATTACHMENT(S):** APPENDIX A - DISTRICT COMMUNITY ENGAGEMENT REPORT – REPORT NO 19-75  
APPENDIX B – DRAFT BYLAW NO. 1250, 2019

### **RECOMMENDATION(S):**

1. **THAT** Council give First, Second, and Third Reading to the “Recreation Commission and Harbour Advisory Commission Repeal Bylaw No. 1250, 2019”.

### **PURPOSE:**

The purpose of this report is to introduce a repealing bylaw intended to discontinue the Recreation Commission and the Harbour Advisory Commission (HAC).

### **BACKGROUND:**

At the June 11, 2019 Regular Meeting, Council reviewed the District of Ucluelet Engagement Update Report (Appendix A) and adopted the following resolutions:

1. *THAT Council request staff plan a Community Town Hall with a focus on engagement for the Fall of 2019; and*
2. *THAT Council direct staff to discontinue the Harbour Advisory Commission and the Parks and Recreation Commission.*

The Recreation Commission was established by the “Ucluelet Recreation Commission Establishment By-law No. 669, 1995”. HAC was established by the “Ucluelet Harbour Advisory Commission Bylaw No. 847, 2001”.

### **TIME REQUIREMENT – STAFF AND ELECTED OFFICIALS:**

Demand on staff time and resources will be reduced with the proposed bylaw repeal.

### **FINANCIAL IMPACTS:**

There will be Council Remuneration costs savings associated with Council Liaisons no longer attending Commission meetings. Some staff overtime cost savings will also be realized.

**POLICY AND LEGISLATIVE IMPACTS:**

If adopted, Bylaw No. 1250, 2019 will discontinue the Recreation Commission and HAC by repealing their establishing bylaws.

**OPTIONS REVIEW:**

1. **THAT** Council give First, Second, and Third Reading to the “Recreation Commission and Harbour Advisory Commission Repeal Bylaw No. 1250, 2019”.
2. **THAT** Council provide alternative direction to staff.

**Respectfully submitted:** Joseph Rotenberg, Corporate Clerk  
Marlen Lagoa, Manager of Corporate Services  
Mark Boysen, Chief Administrative Officer



## STAFF REPORT TO COUNCIL

Council Meeting: JUNE 11, 2019

500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** MARK BOYSEN, CHIEF ADMINISTRATIVE OFFICER

**FILE NO:** 0540-01

**SUBJECT:** DISTRICT COMMUNITY ENGAGEMENT UPDATE

**REPORT NO:** 19-75

**ATTACHMENT(S):** NONE

### **RECOMMENDATION(S):**

1. **THAT** Council request staff plan a Community Town Hall with a focus on engagement for the Fall of 2019; and
2. **THAT** Council direct staff to discontinue the Harbour Advisory Commission and the Parks and Recreation Commission.

### **PURPOSE:**

The purpose of this report is to provide background on current District engagement practices and summarize some discussion points for future considerations.

### **BACKGROUND:**

Since 2017, the District of Ucluelet has looked to improve its engagement with the community regarding current and proposed initiatives. Several existing methods of garnering community input were in place but required some improvements and increased resources.

The following is a list of methods currently used by the District to receive input from, and provide updates to, the Ucluelet community.

1. **Correspondence to Mayor and Council** – Local residents, businesses, and associations regularly provide input via letters, or email (info@ucluelet.ca), addressing Mayor and Council. This correspondence is shared directly with Council and most items are placed on the next Council agenda for discussion, as needed.
2. **Email Group** – The District manages an email listserv (Ukee Mail) that currently has 794 subscribers. Regular notices of events, disruptions, and input requests are sent through this email group.
3. **Social Media** – The Ucluelet Community is very active on social media, particularly Facebook. The District manages its own Facebook page which currently has 1,470 followers. In addition, there is also an active community page (Ucluelet Community Board) that currently has over 1,500 followers and shares District information.
4. **Project Based Engagement** – Online and open house engagement methods are used to gather feedback on specific projects or plans throughout the year. Some recent example includes the

Official Community Plan development in 2018, the annual budgeting process, and partnering with BC Transit with a dual open house on April 4, 2019.

5. **Council Liaisons** – Prior to 2019, Council members were assigned as liaisons for more than 30 community organizations and societies. This practice has been discontinued and Council now encourages these societies to come and speak directly with Council regarding updates or requests from their organizations. Council has also held two all-societies meetings since the start of their term. The District has also looked to improve communication with, and between, societies by establishing a centralized email list that allows community groups to provide updates with each other and Council.
6. **Advisory Committees** – The District currently has two committees of Council, the Harbour Advisory Commission and the Parks and Recreation Commission. These committees both meet to discuss specific issues but also have different formats from each other. The Harbour Advisory Commission reviews current issues related to the harbour and provides comment to the Harbour Authority (Council). The Parks and Recreation Committee reviews current issues for their area, but also have previously been allocated funds to initiate and lead projects. The committees have not met in 2019.

#### **DISCUSSION:**

There are several items worthy of discussion to improve engagement at the District. The ability for staff to effectively deliver improved engagement service is directly related to the availability of resources. Effective communication with the community must be clear, accurate, and with purpose. To achieve this for the spectrum of communication methods listed above, substantial amounts of staff time is required. Staff proposes that a Community Town Hall meeting in the Fall of 2019 to update the public on the status of current projects and provide an opportunity to comment on engagement practices provided in the Background of this report.

At this time, based on the observations in 2018, Staff are recommending that the benefits of the advisory committees to the District can be achieved in other ways. Staff believe that encouraging direct engagement with Council and the Harbour Authority is a much more effective use of resident, Staff, and Council time and resources. These committees also require additional staff time in the form of meeting planning, agenda setting, minute taking, and 2-3 staff members attending meetings. If needed, select committees (temporary) can be appointed by Council to discuss specific initiatives.

One potential consideration for the District is to conduct a satisfaction survey regarding District services. A public survey was used to gather community feedback on how the Barkley Community Forest funds should be spent. The District received 181 responses which is a very high level of feedback. Community surveying is a tool that the District could consider using more frequently.

#### **OPTIONS REVIEW:**

1. **THAT** Council request staff plan a Community Town Hall with a focus on engagement for the Fall of 2019. **(Recommended)**
2. **THAT** Council direct staff to discontinue the Harbour Advisory Commission and the Parks and Recreation Commission. **(Recommended)**
3. **THAT** Council provide alternative direction to staff.

**Respectfully submitted:** Mark Boysen, Chief Administrative Officer

**DISTRICT OF UCLUELET**

**Bylaw No. 1250, 2019**

A bylaw to repeal the Ucluelet Recreation and Harbour Advisory Commission establishment bylaws.

---

**WHEREAS** the “Ucluelet Recreation Commission Establishment By-law No. 669, 1995” establishes a commission known as the Ucluelet Recreation Commission and the “Ucluelet Harbour Advisory Commission Bylaw No. 847, 2001” establishes a commission known as the Ucluelet Harbour Commission; and,

**WHEREAS** Council wishes to discontinue the Ucluelet Harbour Advisory Commission and the Ucluelet Recreation Commission;

**NOW THEREFORE** the Council of the District of Ucluelet, in open meeting assembled, enacts as follows:

1. This bylaw may be known and cited for all purposes as the “Recreation Commission and Harbour Advisory Commission Repeal Bylaw No. 1250, 2019”.
2. The “Ucluelet Recreation Commission Establishment By-law No. 669, 1995” and any amendments thereto are hereby repealed.
3. The “Ucluelet Harbour Advisory Commission Bylaw No. 847, 2001” and any amendments thereto are hereby repealed.

**READ A FIRST TIME** this \*\* day of \*\*\*, 2019.

**READ A SECOND TIME** this \*\* day of \*\*\*, 2019.

**READ A THIRD TIME** this \*\* day of \*\*\*, 2019.

**ADOPTED** this \*\* day of \*\*\*, 2019.

**CERTIFIED CORRECT;** of the "Recreation Commission and Harbour Advisory Commission Repeal Bylaw No. 1250, 2019".

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Mayco Noël  
Mayor

---

Mark Boysen  
Corporate Officer

**THE CORPORATE SEAL** of the  
District of Ucluelet was hereto affixed  
in the presence of:

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Mark Boysen  
Corporate Officer

**DISTRICT OF UCLUELET****Bylaw No. 1250, 2019**

A bylaw to repeal the Ucluelet Recreation and Harbour Advisory Commission establishment bylaws.

---

**WHEREAS** the “Ucluelet Recreation Commission Establishment By-law No. 669, 1995” establishes a commission known as the Ucluelet Recreation Commission and the “Ucluelet Harbour Advisory Commission Bylaw No. 847, 2001” establishes a commission known as the Ucluelet Harbour Commission; and,

**WHEREAS** Council wishes to discontinue the Ucluelet Harbour Advisory Commission and the Ucluelet Recreation Commission;

**NOW THEREFORE** the Council of the District of Ucluelet, in open meeting assembled, enacts as follows:

1. This bylaw may be known and cited for all purposes as the “Recreation Commission and Harbour Advisory Commission Repeal Bylaw No. 1250, 2019”.
2. The “Ucluelet Recreation Commission Establishment By-law No. 669, 1995” and any amendments thereto are hereby repealed.
3. The “Ucluelet Harbour Advisory Commission Bylaw No. 847, 2001” and any amendments thereto are hereby repealed.

**READ A FIRST TIME** this 9<sup>th</sup> day of July, 2019.

**READ A SECOND TIME** this 9<sup>th</sup> day of July, 2019.

**READ A THIRD TIME** this 9<sup>th</sup> day of July, 2019.

**ADOPTED** this \*\* day of \*\*\*, 2019.

**CERTIFIED CORRECT;** of the "Recreation Commission and Harbour Advisory Commission Repeal Bylaw No. 1250, 2019".

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Mayco Noël  
Mayor

---

Mark Boysen  
Corporate Officer

**THE CORPORATE SEAL** of the  
District of Ucluelet was hereto affixed  
in the presence of:

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Mark Boysen  
Corporate Officer





## STAFF REPORT TO COUNCIL

Council Meeting: AUGUST 13, 2019  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** JOHN TOWGOOD, PLANNER 1

**FILE NO:** TUP19-05 127.096

**SUBJECT:** TEMPORARY USE PERMIT- 695 RAINFOREST DRIVE

**REPORT NO:** 19-105

**ATTACHMENTS:** Appendix A – Application  
Appendix B – Notice  
Appendix C – Temporary Use Permit TUP19-05

### RECOMMENDATIONS:

1. **THAT** Council provide an opportunity for public comment on this item; and,
2. **THAT**, subject to public comment, Council authorize issuance of Temporary Use Permit 19-05 for a period of up to three years, to allow seasonal accommodation for one Recreational Vehicle / Trailer space on the property at 695 Rainforest Drive.

### PURPOSE:

The purpose of this report is for Council to consider an application for a Temporary Use Permit (TUP) submitted by the owner of 695 Rainforest Drive (the “Subject Property”) for seasonal accommodation for one Recreational Vehicle / Trailer space (the “Space”).

The owner of the subject property is proposing to supply one seasonal accommodation space to house a locally employed family (see application letter in Appendix A).

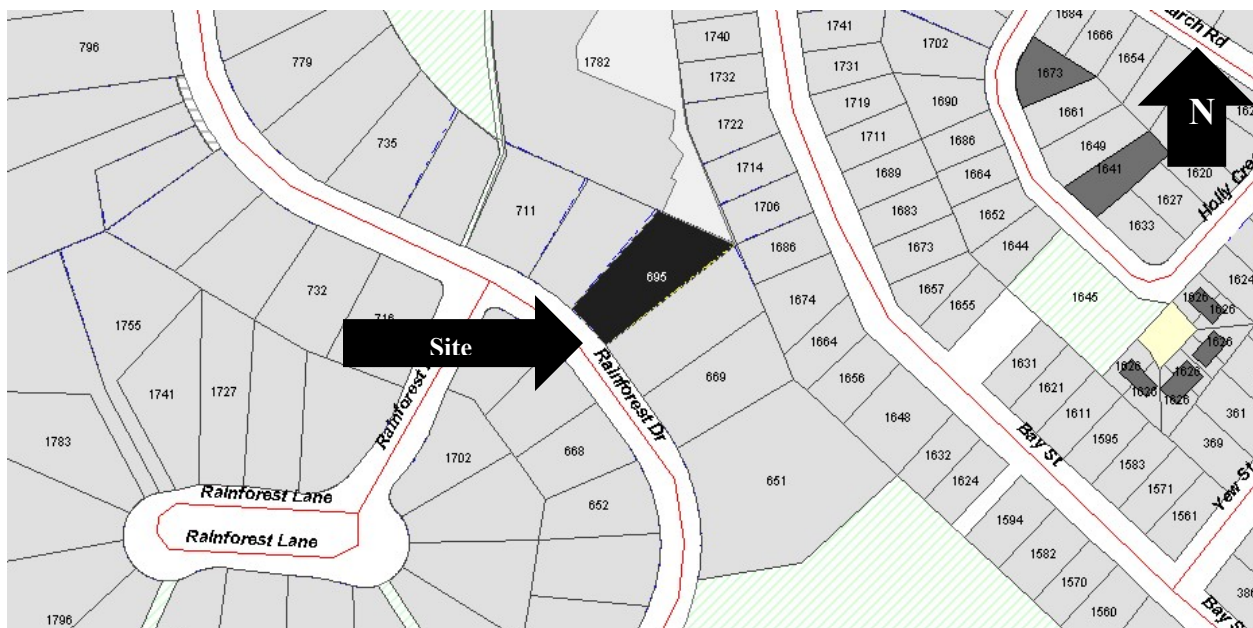


FIGURE 1: Site Context Map

**SITE:**

The subject property is on a large lot in a single family residential neighbourhood with a multifamily residential lot to the rear of the subject property. The subject property is prominently treed with an existing single-family dwelling (without a suite) located to the front of the proposed space. The proposed space is located in an area that was being prepared for a future garage/shop and the owner has stated that this garage is not going forward in the immediate future. The sewer, water, and hydro services were brought to the area in anticipation of the garage and can be easily made available for the proposed trailer use. The space is already cleared and surface with compact gravel.

**CONTEXT:**

Affordable employee housing has been identified as a key concern for the community by:

- the public input on the draft Official Community Plan;
- a survey conducted to request feedback from the community on the use of Community Forest funds; and
- the feedback from the Ucluelet Business Retention and Expansion (UBERE) program, led by the Ucluelet Chamber of Commerce.

The applicant has indicated that the proposed trailer site would be for locally employed families in need of housing.

**DISCUSSION:**

As noted in previous reports, recreational vehicles are not appropriate for long-term or year-round housing. For seasonal use however (e.g., six months less a day), on a time limited basis the proposed use of RV's to house workers may be an appropriate strategy.

A TUP can be issued for a period of up to three years. The permit can stipulate a defined season or period of time when the worker housing could be occupied. The permit can include conditions to mitigate any impacts from the proposed use. The permit can also include an undertaking and security deposit to ensure any structures or services are removed and the site restored to its previous state once the use is discontinued.

Subject to public comment staff can support the request for a TUP for seasonal accommodation in this location. The requested TUP is a mechanism where the District can show support for affordable / staff housing by allowing a degree of flexibility while a more permanent housing solution is found.

**TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:**

There are no anticipated time requirements other than to process the permit.

**FINANCIAL IMPACTS:**

There are no anticipated direct financial impacts of the proposal on the District.

**POLICY OR LEGISLATIVE IMPACTS:**

There are no anticipated Policy or Legislative Impacts. The necessary notification has been completed for the requested TUP, therefore Council should provide an opportunity for public input on this item prior to making a decision on the application.

**SUMMARY:**

The applicant has provided a sketch plan of the location and layout (see Appendix A). Significant aspects of the proposal include:

- the TUP is requested for a period of up to 3 years;
- the space will be fully serviced;
- no clearing will be required to create the space;
- collection of garbage and recycling will be done by existing residential pickup; and,
- the owner lives on site and will provide monitoring and a point of contact for the trailer spaces.

The proposed trailer site will be located towards the rear of the property, it will be serviced, and will have minimal impact to the neighborhood.

**OPTIONS REVIEW:**

Since the community has a shortage of rental and short-term housing options, alternatives such as the temporary use proposed in the application can be supported. Subject to public comment, staff are recommending that Council authorize the requested TUP subject to the conditions found in the attached draft permit.

Alternatively, Council has the following options:

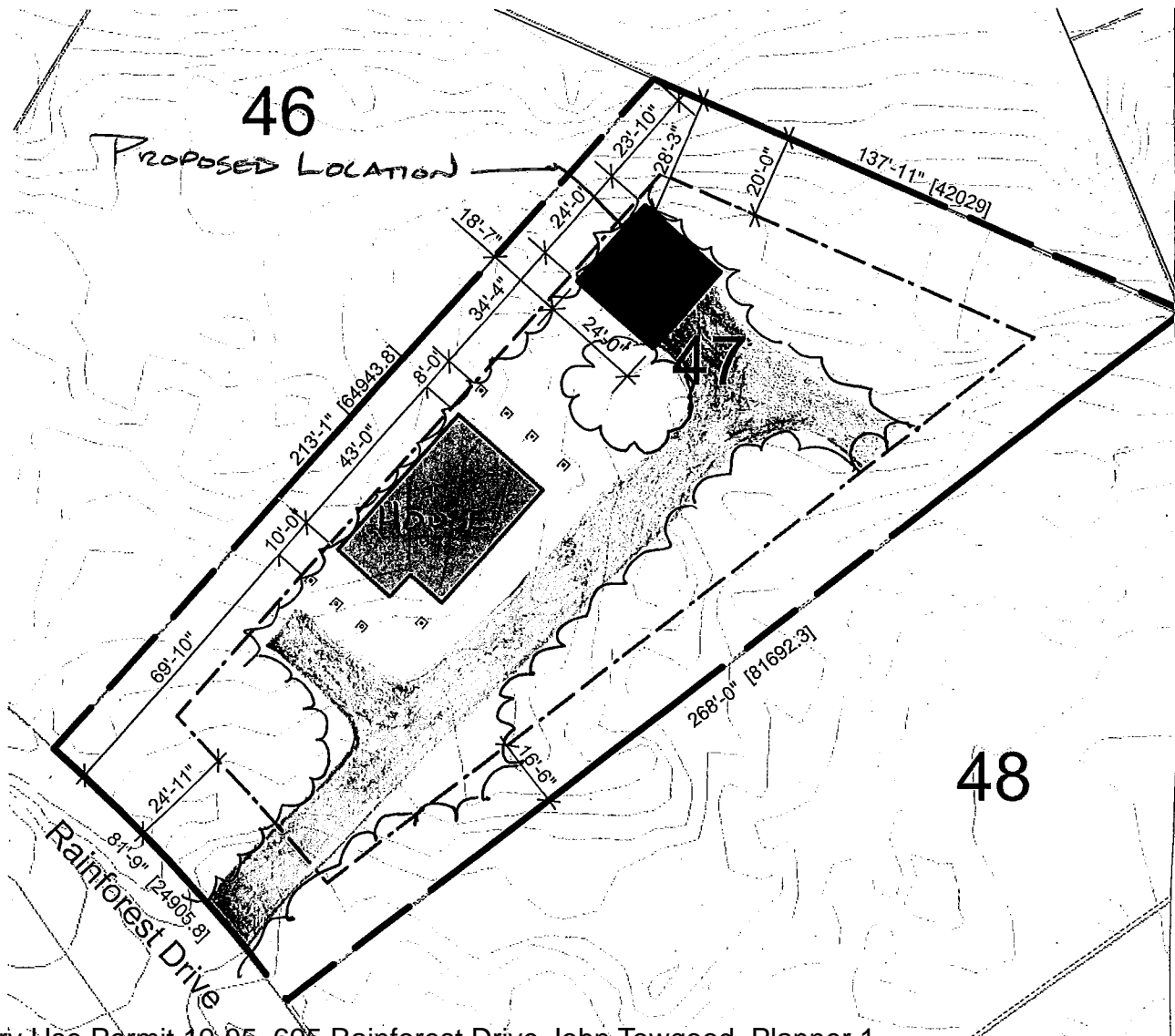
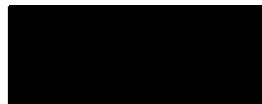
3. **THAT** Council defer further consideration of the TUP application until the applicant has provided more information on the proposal; or,
4. **THAT** Council reject the proposed temporary use permit application TUP19-05.

**Respectfully submitted:** John Towgood, Planner 1  
 Bruce Greig, Manager of Community Planning  
 Mark Boysen, Chief Administrative Officer

APPENDIX A

We are requesting approval to provide a temporary living space on our property for a recreational vehicle/trailer space. Friends of ours who live and work in the community are in need of a place to live. I feel that our property is a perfect fit for this sort of scenario, as the space we would provide is completely private from our neighbours and the road. We have left fully forested setbacks, and have vacant land on all sides of us. Also, water, sewer, and electrical services were run to the proposed area when we initially developed our property. This was done for future shop construction plans. I would hope to be allowed to provide this service for up to three years maximum, in which time I could generate the funds to afford my shop project, and help people in this affordable housing crisis. Thank you for your consideration in this matter.

Jeffrey and Heather Gray



DEAR COUNCIL

REF. TUP19-05

I AM WRITING YOU BECAUSE I WILL NOT BE ABLE TO ATTEND THE AUG. 13 MEETING. I ONLY LEARNED ABOUT IT'S PROCEEDINGS THIS PAST WEEKEND, AND HAVE ALREADY FINALIZED PLANNING FOR OUR FAMILY'S SUMMER VACATION. I HAVE SPOKEN TO MANY OF MY NEIGHBOURS, AND HAVEN'T RECEIVED ANY NEGATIVE FEEDBACK FROM THEM.

MY APOLOGIES FOR THIS, I HOPE THAT EVERYTHING GOES SMOOTHLY

SINCERELY

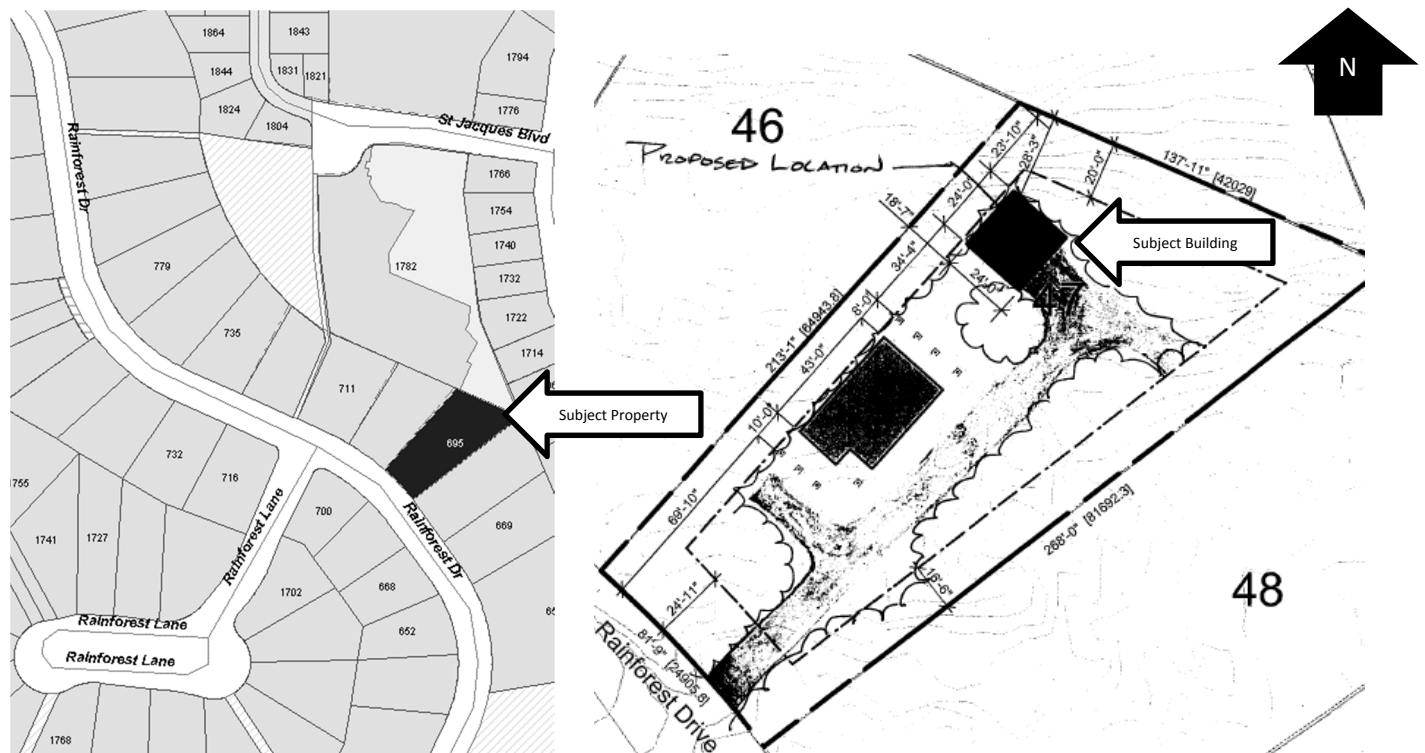
JEFFREY GRAY & HEATHER GRAY

A.D. Gray

5 AUG 2019

**Notice is hereby given** that the District of Ucluelet will be considering an application for the issuance of Temporary Use Permits, pursuant to Section 493 of the Local Government Act, at the Regular Meeting of Council held at the Ucluelet Community Centre, located at 500 Matterson Drive, Ucluelet B.C., on **August 13, 2019** commencing at **2:30 p.m.**

**TUP19-05:** The purpose of this Temporary Use Permit is to allow for seasonal accommodation for one recreational vehicle / trailer space on the property at 695 Rainforest Drive. The establishment of the temporary use would be subject to a number of conditions specified in the permit. The general location of the subject area is shown on the following sketches:



**Anyone who believes either of the proposed Temporary Use Permits will affect their interests** will be given an opportunity to be heard at the **August 13, 2019** Council Meeting. Inquiries, comments and concerns may also be directed to the District of Ucluelet's Planning Department by telephone at 250-726-7744 or email: [jtowgood@ucluelet.ca](mailto:jtowgood@ucluelet.ca).

Written submissions may be mailed to the District of Ucluelet, P.O. Box 999, Ucluelet B.C., V0R 3A0, or faxed to 250-726-7335 but must be received before the commencement of the Council Meeting. Written submissions must include your name and street address and will be considered part of the public record pursuant to the *Freedom of Information and Protection of Privacy Act*. A copy of the proposed permit and other relevant information may be inspected at the District of Ucluelet office at 200 Main Street from the date of this notice until the public hearing, between the hours of 8:30 a.m. to 4:00 p.m. on weekdays except statutory holidays.



## APPENDIX C

## TEMPORARY USE PERMIT TUP19-05

### General Terms

1. This Temporary Use Permit is issued to:

JEFFREY GRAY; HEATHER GRAY

Ucluelet, BC V0R 3A0

(the "Permittee")

as the registered owner of, and shall apply only to, the lands and premises situate in the District of Ucluelet, in the Province of British Columbia, and more particularly described as:

Lot 47, Plan VIP79602, District Lot 282, Clayoquot Land District ,PID 026432510 (659 Rainforest Drive)

(the "Lands").

2. This Temporary Use Permit is issued pursuant to section 492 to 497 of the *Local Government Act*.
3. This Temporary Use Permit is issued subject to compliance with all applicable District of Ucluelet Bylaws.
4. This Temporary Use Permit authorizes the following uses on the Lands:  
***One long-term seasonal recreational vehicle / trailer camping space.***
5. This permit does not relieve an owner or occupier from obtaining any other approvals required by any other jurisdiction, or from meeting any other applicable regulations.
6. The permit holder, as a condition of issuance of this Permit, agrees to comply with the requirements and conditions of **Schedules 1-4**, which are attached hereto and form part of this permit.
7. The land described herein shall be developed strictly in accordance with the terms and conditions and provisions of this Permit.
8. If the Permittee or its successor(s) in title does not substantially commence any construction with respect to which this permit was issued within six months after the date it was issued, the Permit shall lapse.
9. Notice shall be filed in the Land Title Office under section 503 of the *Local Government Act*, and upon such filing, the terms of this Permit or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
10. This Permit is NOT a Building Permit.
11. This Permit is NOT a Development Permit.
12. Provisions of sections 495, 496 and 502 of the *Local Government Act* requiring security applies to this permit as set forth in **Schedule 2**.



**AUTHORIZING RESOLUTION** passed by the Municipal Council on the \_\_\_\_ day of **August, 2019**.

**THIS PERMIT SHALL EXPIRE** on the \_\_\_\_ day of **August, 2022**.

**OWNER**

by its authorized signatory

\_\_\_\_\_  
JEFF GRAY / HEATHER GRAY

**ISSUED** the \_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Bruce Greig - Manager of Planning





**Schedule 1 Required Undertaking**

TO THE DISTRICT OF UCLUELET:

We, Jeffery and Heather Gray, representing *the Lands* hereby undertake as a condition of issuance of this Temporary Use Permit to:

- a) Cease use and remove any structures built to support the temporary use from the subject property not later than 1 month after the termination date set out on the Temporary Use Permit.
- b) Abide by all conditions of the Temporary Use Permit.

We understand that should we not fulfill the undertakings described herein, the District of Ucluelet or its agents may enter upon *the Lands* and perform such work as is necessary to eliminate the temporary use and bring the use and occupancy of the property into compliance with the District of Ucluelet bylaws, and that any securities submitted to the District pursuant to the Temporary Use Permit shall be forfeited and applied to the cost of restoration of *the Lands* as herein set out.

We further understand that in the event of a default of the conditions contained within the Temporary Use Permit, we shall forfeit the securities submitted to the District of Ucluelet.

This undertaking is attached hereto and forms part of the Temporary Use Permit.

DATE: \_\_\_\_\_

OWNERS: \_\_\_\_\_

WITNESS: \_\_\_\_\_



## **Schedule 2 Security**

As a condition of the issuance of this Permit, the District of Ucluelet is holding a security set out below to ensure that development is carried out and operated in accordance with the terms and conditions of this Permit. Should any interest be earned upon the security, it shall accrue to the Permittee and be paid to the Permittee if the security is returned. The condition of the posting of the security is that should the Permittee fail to use the land as authorized according to the terms and conditions of the Permit and within the time provided, the District of Ucluelet may use the security to carry out the work by its servants, agents, or contractors, and any surplus shall be paid over to the Permittee; or should the Permittee carry out the development permitted by this Permit within the set time set out above, the security shall be returned to the Permittee. There is filed accordingly:

- a) A Letter of Credit or cash to be deposited into a specified bank account, to be held for the term of the permit in the amount of \$1000. The purpose of the security is to cover any associated costs to the District of Ucluelet with respect to the removal of recreational vehicle units and associated structures or services.

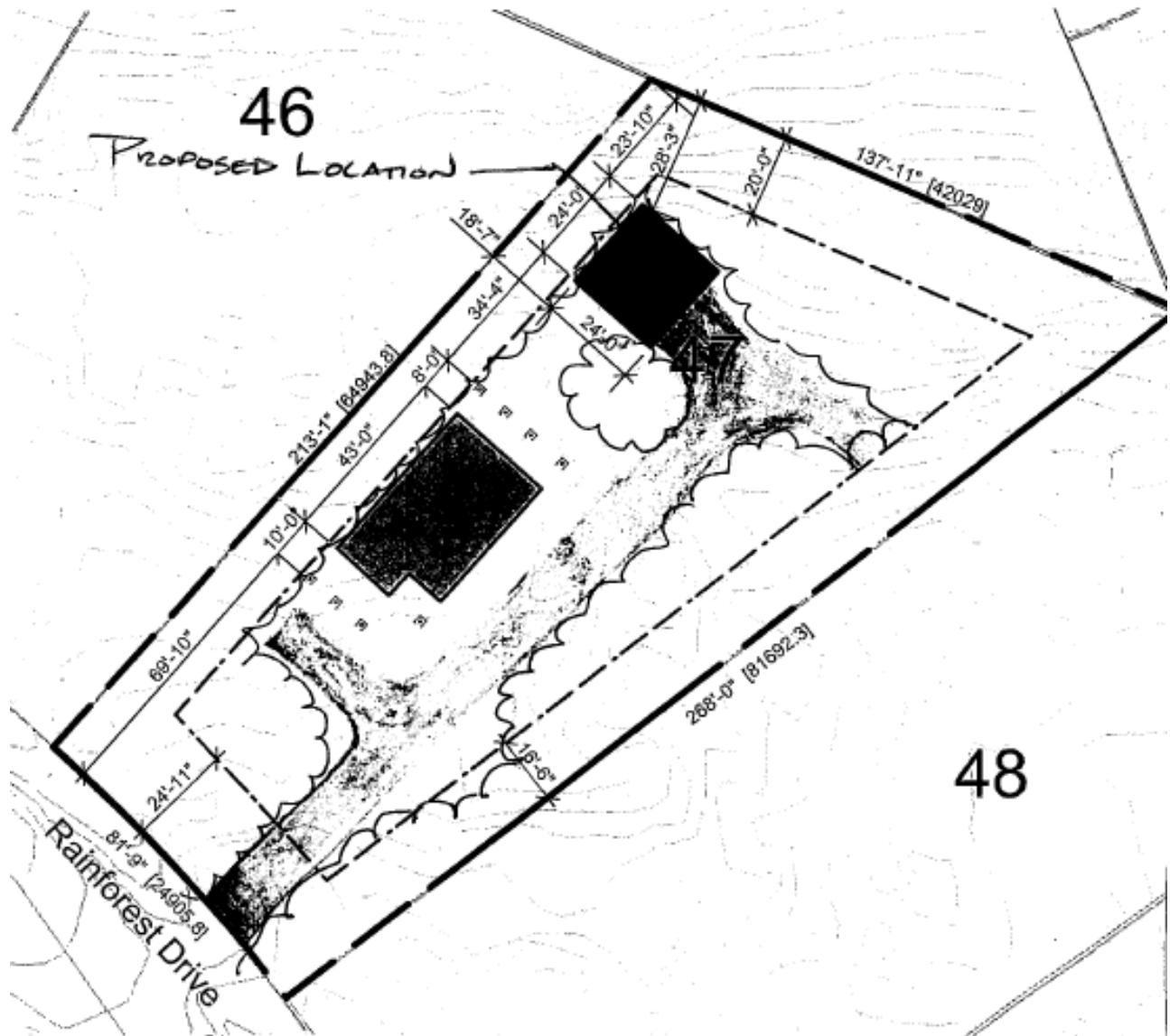


### Schedule 3 Terms of Temporary Use Permit Conditions

- a) The permitted temporary use shall be limited to the following uses;
- One long-term seasonal recreational vehicle / trailer camping space.***
- b) The trailer space is to be located as indicated on the site plan (**Schedule 4**)
- c) The Permittee or a manager / caretaker must oversee the use of the Lands and their telephone and email contact shall be provided to the District and updated as required.
- d) The proposed seasonal trailer space is for staff accommodation to be inhabited by employees working within the community. For clarity, this permit does not authorize short-term commercial tourist accommodation use of the proposed trailer space. The minimum length of stay is 30 consecutive days. The maximum length of stay is 6 months.
- e) At the end of each seasonal stay, or within 6 months (whichever is less), the Permittee shall notify the Bylaw Services Officer in writing that the unit has been vacated.
- f) No person shall make, allow, or cause to be made any loud, objectionable, or unnecessary noise anywhere within the seasonal camping area which may disturb the peace, quiet, rest, enjoyment, comfort, and/or convenience of the neighborhood between the hours of 10 pm of one day and 7 am of the next day.
- g) The Permittee shall provide for collection and pickup of garbage and recycling in appropriate wildlife-proof containers.
- h) The Trailer is to be full serviced or on-site washroom facilities are to be provided by the Permittee for use of the seasonal camping space, to the satisfaction of the District.
- i) An on-site parking space shall be provided for the seasonal trailer space, in addition to the required parking for all other uses on site.
- j) No other temporary uses other than the above-mentioned uses shall be permitted.
- k) The municipal Bylaw Services Officer may arrange for site inspection at any time, in a reasonable manner, to monitor compliance with the terms of the Temporary Use Permit.



Schedule 4 Site Plan





## STAFF REPORT TO COUNCIL

Council Meeting: August 13, 2019  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** JOHN TOWGOOD, PLANNER 1

**FILE NO:** 3360-20-RZ19-03

**SUBJECT:** ZONING BYLAW AMENDMENT FOR 1557 LARCH ROAD

**REPORT NO:** 19-106

**ATTACHMENT(S):** APPENDIX A – APPLICATION  
APPENDIX B – ZONING AMENDMENT BYLAW NO. 1253, 2019

### RECOMMENDATION:

1. **THAT** District of Ucluelet Zoning Amendment Bylaw No. 1253, 2019, be given first and second reading and advanced to a public hearing.

### PURPOSE:

To provide Council with information on an application to amend Zoning Bylaw No. 1160, 2013, (the “Zoning Bylaw”) for Lot 2, District Lot 282, Clayoquot Land District, Plan 33084, (PID 000-226-467 at 1557 Larch Road - the “Subject Property”); to change the zoning designation from CS-2 Service Commercial to R-2 Medium Density Residential.



Figure 1 – Subject Property

**BACKGROUND:**

An application to rezone the subject property to R-2 was received May 21, 2019. The subject property was, prior to the 1999, zoned (under Zoning Bylaw No. 514) as R-2 Two-Family Residential. At the time this zoning designation allowed the following:

**112.1 Uses Permitted**

- (1) Single family dwellings.
- (2) Two family dwellings.
- (3) Home occupations.
- (4) Accessory buildings and uses.

**112.2 Conditions of Use**

*Side yards shall be provided, the total of both of which shall not be less than 20% of lot width, provided that a yard not less than 3.7 meters (12 feet) wide shall adjoin any flanking street. In no case shall the width of any side yard fall below the minimum yard dimensions contained in Schedule No. II.*

In 1999, Zoning Bylaw No. 800 was adopted. The new zoning bylaw changed the zoning designations of numerous properties and water areas. This community-wide blanket zoning was intended to encourage commercial development in the centre of town, by removing the need for individual properties to rezone prior to redeveloping. This approach was presumably taken in an attempt to accelerate the transition of the area to higher densities and more commercial uses. Adopting a blanket “pre-zoning” in this way can be a bit of a blunt tool; as executed it has had the effect of placing many existing uses in the position of being lawfully non-conforming.

**“Lawful non-conforming” status:**

The *Local Government Act* (LGA) protects existing uses from zoning changes. If land or buildings are lawfully in use prior to the adoption of a new zoning bylaw or a zoning amendment which would remove that use; then that use may be continued as a non-conforming use:

***Division 14 of the LGA, Non-conforming Use and Other Continuations***

- 528** (1) *Subject to this section, if, at the time a land use regulation bylaw is adopted,*
- (a) *land, or a building or other structure, to which that bylaw applies is lawfully used, and*
  - (b) *the use does not conform to the bylaw, the use may be continued as a non-conforming use.*

Shifting properties into a non-conforming status has significant consequences. Lawfully non-conforming uses can continue but cannot expand or rebuild (without first obtaining a variance); the legal framework recognizes an expectation that non-conforming uses are expected to disappear over time. Lawfully non-conforming uses can affect the resale of property, and may limit an owner’s ability to get insurance and financing.

A more usual process to direct the long-term shift of land uses in a community-wide context is through the Official Community Plan bylaw (“OCP”), by designating future land uses within the mapping of a long-range land use plan. Subsequent property re-zonings are then usually initiated by a property owner when they have plans to re-develop their properties; those subsequent changes in the zoning designation must then align with the broad land-use categories defined in the OCP bylaw.

**DISCUSSION:**

The current owner has expressed that they would like to run a Bed and Breakfast (B&B) in their home. The current CS-2 zoning designation of the subject property does not include B&B as a permitted use. Since a B&B was not running on the property prior to 1999, the lawful non-conforming status which this property enjoys only covers the existing single-family residential (SFD) use. To facilitate the allowance of the B&B use, to remove the complications of having this property in a lawful non-conforming status, and to align with uses proposed for this area in the draft OCP Long-Range Land Use Map, Staff support the requested rezoning of the property. The current definition of the R-2 Zone would permit the establishment of a B&B on the property as an accessory use to the existing dwelling. Currently defined in the Zoning Bylaw No. 1160, 2013, the R-2 land use regulations are as follows:

***R-2 Zone – MEDIUM DENSITY RESIDENTIAL,***

*This Zone is intended for low to medium density residential uses in a variety of housing types.*

***R-2.1 Permitted Uses:***

***R-2.1.1*** *The following uses are permitted, but secondary permitted uses are only permitted in conjunction with a principal permitted use:*

***(1) Principal:***

*(a) Single Family Dwelling*

***(2) Secondary:***

*(a) Bed and Breakfast*

*(b) Home Occupation*

*(c) Secondary Suite*

***R-2.1.2*** *The following uses are permitted, but secondary permitted uses are only permitted in conjunction with a principal permitted use:*

***(1) Principal:***

*(a) Duplex Dwelling*

*(b) Multiple Family Residential*

*(i) Despite the above, Multiple Family Residential is not permitted on Lots 3, 4, 5 and 6 of Plan VIP76238.*

***(2) Secondary:***

*(a) Home Occupation*

***R-2.1.3*** *The following uses are permitted, with no secondary permitted uses:*

***(1) Principal:***

*(a) Moderate Level Support Services Housing*

As mentioned above, this designation would allow either a SFD or Multiple Family Residential use of the property at 1557 Larch Road.

**TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:**

Should the application proceed, staff time will be required to process this Zoning Bylaw Amendment, including giving notice of a Public Hearing.

**FINANCIAL IMPACTS:**

There are no direct financial implications to the District by advancing a proposed Bylaw and taxation of the property will not change as the property assessment is based on the use of a property not its zoning.

**POLICY OR LEGISLATIVE IMPACTS:**

The SFD use proposed is an existing use occurring on the property and the proposed R-2 zoning contains the Multi-Family Residential use which is consistent with the new draft OCP currently at first reading.

**SUMMARY**

The proposed zoning change to the R-2 Zone is a recognition of the existing SFD use occurring now and into the immediate future. As the R-2 Zone contains a Multi-Family Residential use, this change also works toward the land use envisioned in the Draft OCP Proposed Land Use Map.

**OPTIONS:**

Staff recommend that Council consider giving first and second reading to the attached Zoning Amendment Bylaw No. 1953, 2019, and advance the bylaw to a public hearing to gather community input. Alternatively, Council could consider the following:

2. **THAT** Council provide alternative direction to Staff and/or the applicant; **or**,
3. **THAT** Council reject the application.

**Respectfully submitted:** John Towgood, Planner 1  
Bruce Greig, Manager of Planning  
Mark Boysen, Chief Administrative Officer



APPENDIX A

District of Ucluelet

Hand delivered


May 5, 2019

Dear Sirs,

I would like to apply to change my zoning from CS2 – Service Commercial to R1 Residential. It was an oversight when we purchased. We have a residential home with commercial zoning and wish residential zoning.

Our application, cheque and title search are attached.

Kindest Regards,

  
Lesley Nicholson

**DISTRICT OF UCLUELET****Zoning Amendment Bylaw No. 1253, 2019**

A bylaw to amend the "District of Ucluelet Zoning Bylaw No. 1160, 2013".

---

**WHEREAS** the District of Ucluelet Council by Bylaw No. 1160, 2013, adopted the Zoning Bylaw and now deems it appropriate to amend the Zoning Bylaw;

**NOW THEREFORE** the Council of the District of Ucluelet, in open meeting assembled, enacts as follows;

1. Map Amendment:

Schedule A (Zoning Map) of District of Ucluelet Zoning Bylaw No. 1160, 2013, as amended, is hereby further amended by changing the zoning designation of Lot 2, District Lot 282, Clayoquot District, Plan 33084 (PID 000-226-467 at 1557 Larch Road), shown shaded on the map attached to this Bylaw as Appendix "A", from CS-2 Service Commercial to R-2 Medium Density Residential.

2. This bylaw may be cited as "District of Ucluelet Zoning Amendment Bylaw No. 1253, 2019".

**READ A FIRST TIME** this    day of            , 2019.

**READ A SECOND TIME** this    day of            , 2019.

**PUBLIC HEARING** this    day of            , 2019.

**READ A THIRD TIME** this    day of            , 2019.

**ADOPTED** this    day of            , 2019.

**CERTIFIED A TRUE AND CORRECT COPY** of “District of Ucluelet Zoning Amendment Bylaw No. 1253, 2019.”

---

Mayco Noël  
Mayor

---

Mark Boysen  
Corporate Officer

**THE CORPORATE SEAL** of the District of Ucluelet was hereto affixed in the presence of:

---

Mark Boysen  
Corporate Officer

Appendix 'A'

District of Ucluelet Zoning Amendment Bylaw No. 1253, 2019





## STAFF REPORT TO COUNCIL

Council Meeting: August 13, 2019  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** JOHN TOWGOOD, PLANNER 1

**FILE NO:** 3360-20-RZ18-10

**SUBJECT:** ZONING AMENDMENT FOR CANNABIS SALES AT 1786 PENINSULA ROAD      **REPORT NO:** 19-108

**ATTACHMENT(S):** APPENDIX A – JULY 9, 2019 STAFF REPORT  
APPENDIX B – ADDITIONS TO APPLICATION FOR 1786 PENINSULA ROAD  
APPENDIX C – BYLAW NO. 1254

### **RECOMMENDATION:**

1. **THAT** District of Ucluelet Zoning Amendment Bylaw No. 1254, 2019, be given First and Second Reading and advanced to a public hearing.

### **PURPOSE:**

To provide Council with information on an application to amend Zoning Bylaw No. 1160, 2013, (the “Zoning Bylaw”) to allow *Cannabis Sales* at 1786 Peninsula Road, Lot B, Clayoquot District, Plan VIP49257 (the “Subject Property”).

### **BACKGROUND:**

This application was first presented at a Regular Council Meeting on July 9, 2019 and Council made the following motion:

1. **THAT** Council, with regard to the requested zoning amendment to add *Cannabis Sales* as a permitted use on a portion of the property at 1786 Peninsula Road:
  - a. encourage the applicant to amend their application to utilize a more appropriate location for an active retail store, rather than the Larch Road frontage;
  - b. encourage the applicant to provide detailed plans suitable for a Development Permit to show the resulting form and character of the proposal; and,
  - c. direct staff to prepare a zoning amendment bylaw for further consideration.

Staff have encouraged the applicant to consider relocating the proposed cannabis retail location to the Peninsula Road frontage. The applicant relayed that this proposal is working towards a larger vision of the subject property’s future development.

The Applicant has provided a more refined set of project renderings and a sketch plan of his vision of the property’s future development (see Appendix B). The applicant had also offered to construct a gravel path from the corner of Bay Street and Larch Road to the south end of the applicant’s

properties, and provide a \$10,000 cash amenity contribution toward continuing that path to Matterson Drive.

Staff have prepared the attached draft Bylaw No. 1254, which would allow for *Cannabis Sales* on the Subject Property. The bylaw amendment would also define a maximum floor area of 93 square metres (1,000 sq.ft.) for the *Cannabis Sales* use on this or any other property which succeeds in rezoning to permit this use.

**OPTIONS REVIEW:**

Staff recommend that District of Ucluelet Zoning Amendment Bylaw No. 1254, 2019, be given First and Second Reading and advanced to a public hearing. Alternatively, Council could direct the following:

2. **THAT** Council reject the application; **or**
3. **THAT** Council provide alternative direction to Staff and/or the applicant.

**Respectfully submitted:** John Towgood, Planner 1  
Bruce Greig, Manager of Planning  
Mark Boysen, Chief Administrative Officer



**BACKGROUND:**

This application for *Cannabis Sales* was received March 27, 2019. For more general information on Cannabis Sales and associated legislation please see the preceding general report in this agenda.

**DISCUSSION:**

This application for a zoning amendment to permit *Cannabis Sales* is for an existing storage building located on the Larch Road frontage of the property at 1786 Peninsula (Figure 2).



Figure 2 – Proposed Building for Cannabis Sales

This property contains two existing buildings. One is the cold beer and wine store fronting Peninsula Road with a residence above and the other, the subject building, is an old garage/storage structure. This structure was built in 1974 as a garage under building permit U74-40 and it is currently in a somewhat rundown state - and is currently used for storage.

**Zoning**

The subject property is currently zoned CS-2 and this zone has a variety of possible commercial uses with *Retail* being the closest use to *Cannabis Sales*. The *Cannabis Sales* is defined in the Zoning Bylaw as follows:

***“Cannabis Sales”*** means the retail or wholesale sale of cannabis, and includes an operation which provides referrals or facilitates access to cannabis not physically sold on the premises, but does not include:

- a) sales of cannabis by a British Columbia Registered Pharmacist in a British Columbia regulated Pharmacy; or



b) authorized distribution by a Licenced Producer under Part 1 of the ACMPR by means other than retail sale.

Location

The subject building is located in a low-key location fronting Larch Road, one property east of Bay Street. Larch Road currently divides two distinctly different types of uses, Commercial and Residential as defined by Ucluelet’s Zoning Bylaw and the 2011 Official Community Plan (OCP).

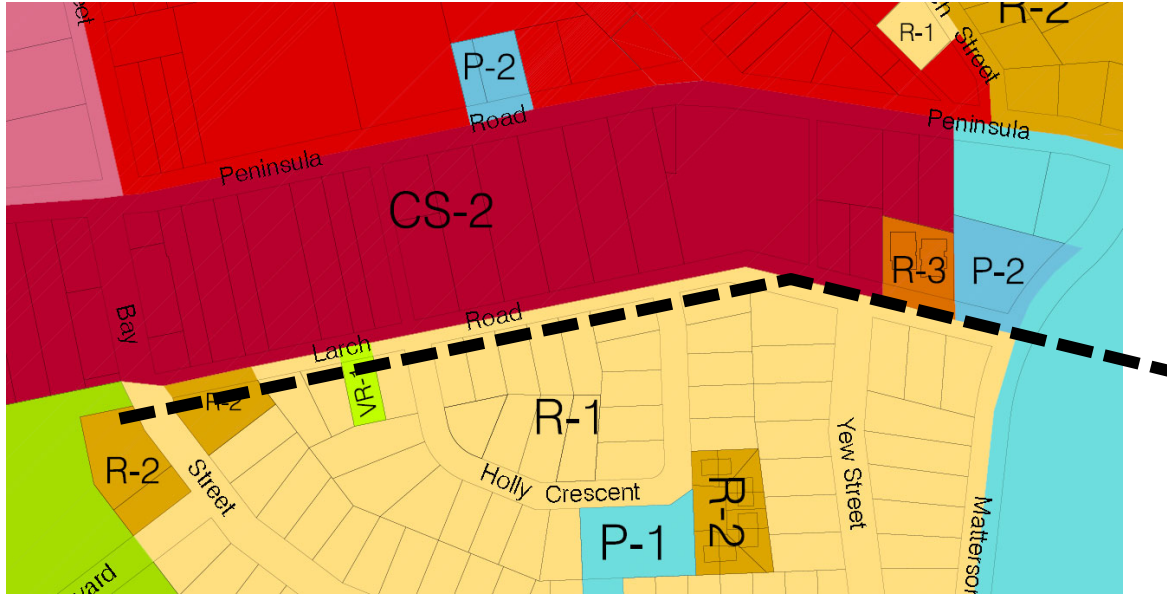


Figure 3 -The Zoning Map

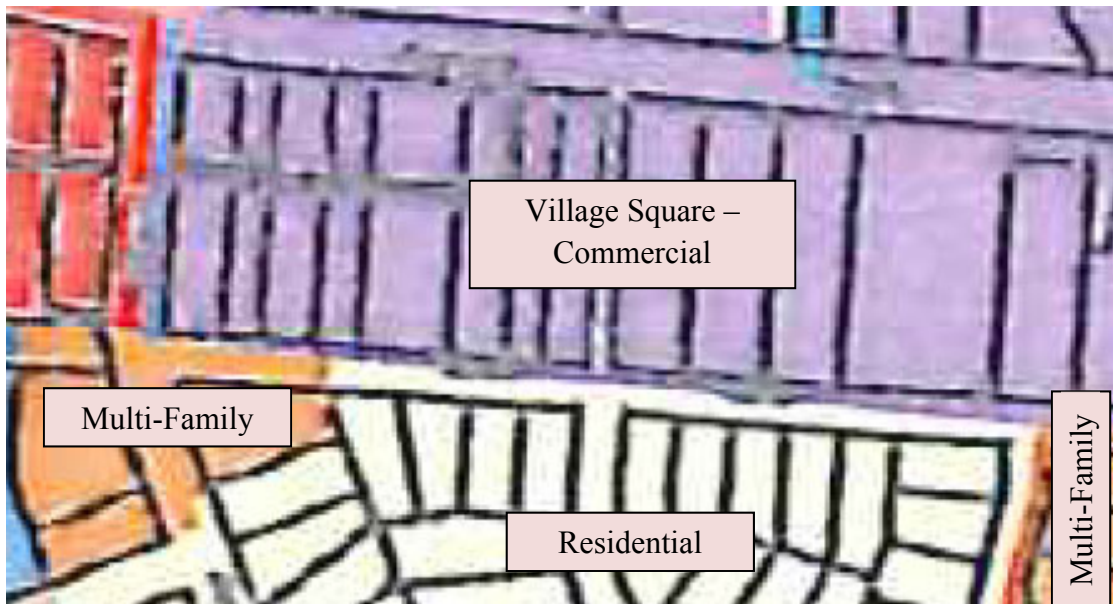


Figure 4 – OCP (Bylaw 1140) Land Use Plan

These bylaws would support intense commercial uses such as the proposed retail *Cannabis Sales* in the proposed location. Planning Staff have reviewed this policy and have proposed a different

approach to the area in the Draft OCP (*District of Ucluelet Official Community Plan Bylaw No. 1236, 2018*) which is currently at first reading.

Because of the strikingly different uses across the road from each other, a use such a Multi-Family would be more appropriate and a better transition than the more intense commercial use currently contemplated. The draft land use plan indicates that the long rectangular lots which front both Peninsula Road and Larch Road should be split zoned with the Larch Frontage area moving to a Multi-Family use over time (Figure 5).

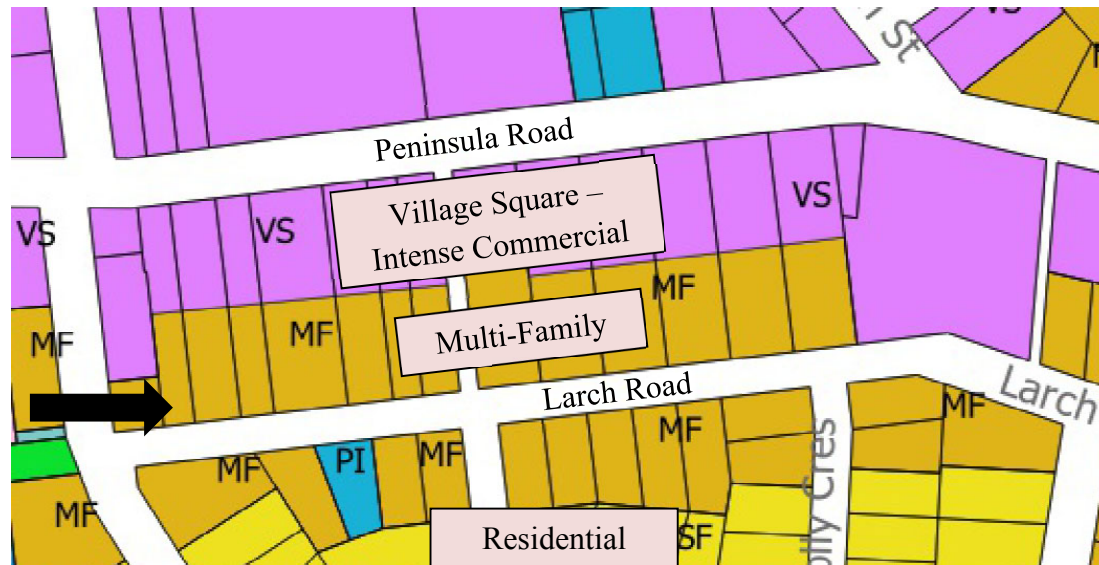


Figure 5 – The Draft OCP Proposed Land Use Plan

Because the Draft OCP Bylaw has reached first reading Council can hold this rezoning application until the new OCP is adopted, or it can consider this policy for the current rezoning application.

The following chart lists the minimum distances from the locations specified in the April 24, 2018 Council report:

School grounds (Min 300m)	600m
Public playground Holly Crescent (Min 300m)	288m
Licensed daycare facilities (Min 300m)	none in the area
Ucluelet Community Centre (Min 300m)	700m
Ucluelet Aquarium (Min 300m)	600m
Municipal Hall (Min 300m)	560m
Tugwell Sports Fields (Min 150m)	970m

It should be noted that these minimum distances are not legislated distances and Council can weigh the relative importance of these distances against the merits of each application.

#### Liquor and Cannabis Regulation Branch Approval

This applicant’s provincial application to become a licensed cannabis retailer has received preliminary approval by the LCRB at the time of the writing of this report.

### Form and Character

The proposed building is in a very poor state of repair and it has only been approved as a garage. Since the proposed *Cannabis Sales* use is a “change of use”, the building will need be brought up to the standard of the current building code under a building permit. From a review of the exterior of the building and from the drawings on file, staff consider that the building will need to be substantially rebuilt. The rebuilding will form part of a Development Permit and that applicant will require full Development Permit drawing package describing the rebuilding of the building and landscaping prior to a public hearing, if the proposal is to progress to that stage. Staff note that building views, signage and floor plans have already been provided; a more detailed site plan would be appropriate.

### Parking and Pedestrian Access

Parking is to be accessed off Larch behind the proposed building. There is currently a single gravel lane accessing the property and the parking area has a gravel base. To allow for a two-lane access, the applicant will need to widen and pave the access. Widening of the access will encroach into the neighboring lot. The applicant owns the neighboring lot and has stated that he will register an easement for that access and that the easement would be in place before adoption of the requested rezoning amendment (Figure 6).

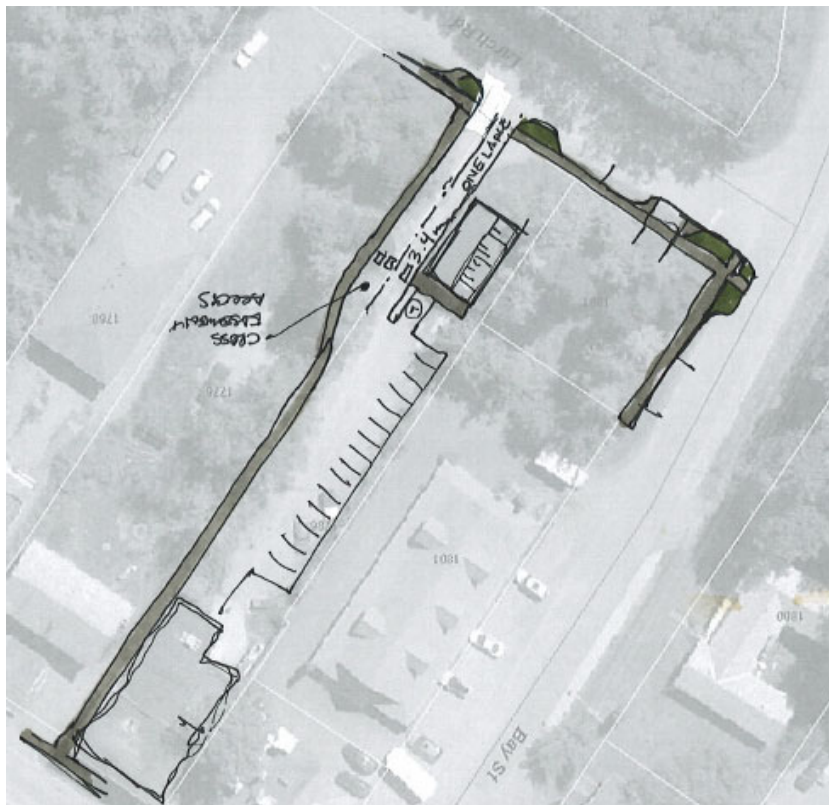


Figure 6 –Parking for Subject Property

Pedestrian access will be off of Peninsula Road and the applicant has indicated that they will create a gravel path as indicated in the sketch above. The applicant has also offered to create a gravel path across the Larch Road frontages of his properties. This work will be required to be professionally

designed, estimated, and financially secured before the potential adoption of the requested zoning amendment. Based on the detailed design and cost estimate, the applicant should confirm their commitment to providing these new works on the public road right-of-way.

**LANDSCAPING:**

The applicant is proposing to fully landscape the Larch Road frontage. This landscaping will need to be fully designed, estimated and reviewed prior to the public hearing.

**MITIGATE THE IMPACT TO THE NEW USE:**

The landscaping, the rebuilding of the building with new materials consistent with the OCP's Development Permit guidelines and the paving of the vehicle access should help mitigate the new proposed use.

**NET PUBLIC BENEFIT:**

The proposed street improvements represent a minor public benefit.

**TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:**

Should the application proceed, staff time will be required to process this Zoning Bylaw amendment and associated permits, including giving notice of a Public Hearing.

**FINANCIAL IMPACTS:**

There are no direct financial implications to the District.

**POLICY OR LEGISLATIVE IMPACTS:**

The addition of Cannabis Sales to a commercial zoning would not require an Official Community Plan amendment as Cannabis Sales is considered consistent with the current designation of the property for commercial use. A Development Permit will need to be submitted for review and potential approval could be issued at the time of bylaw adoption, if the application proceeds to that point.

**SUMMARY:**

The applicant is an established and supportive member of our business community and has run multiple business in town successfully, and to the benefit of the community. That being said, the location may not be appropriate for the intensity of retail traffic (foot and vehicle) that would be expected to occur with *Cannabis Sales*. As the applicant has obtained initial approval from the LCRB the applicant is encouraged to look for a more appropriate location, fronting a street sharing existing commercial uses.

**OPTIONS REVIEW:**

Staff recommend that the proponent be encouraged to amend their application to utilize a more appropriate location, and on that basis proceed to preparation of a zoning amendment bylaw. Alternatively, Council could direct the following:

2. **THAT** Council direct staff to prepare a bylaw for further consideration for the requested zoning amendment to add *Cannabis Sales* as a permitted use on a portion of the property at 1786 Peninsula Road, and encourage the applicant to provide detailed plans suitable for a Development Permit, prior to scheduling a public hearing, to show the resulting form and character of the proposal.
3. **THAT** Council give notice of its intent to consider issuing a Temporary Use Permit for *Cannabis Sales* on the property at 1786 Peninsula Road at this time, and reserve consideration of a zoning amendment bylaw to a future date once the use has an established track record in this location.
4. **THAT** Council reject the application.
5. **THAT** Council provide alternative direction to Staff and/or the applicant.

**Respectfully submitted:** John Towgood, Planner 1  
Bruce Greig, Manager of Planning  
Mark Boysen, Chief Administrative Officer

July 30<sup>th</sup>, 2019

Dear Mayor and Council,

In advance of the August 13<sup>th</sup> council meeting in Ucluelet, we have updated our renderings to help answer any questions about our cannabis application and store site.

As you were informed in the package presented on July 9<sup>th</sup>, 2019, so far in this process –

- We are the only applicant to have secured approval from the provincial government to operate a cannabis store in Ucluelet.
- We have been responsibly selling government-controlled alcohol since 2006 and our cannabis store focus will continue to be to educate the consumer.
- We have canvassed the neighbourhood and gathered signatures of support from both residents within 100 metres of the proposed store, as well as signatures from residents of Ucluelet.
- We met with the RCMP to discuss our location and security measures.
- We are the only cannabis retail applicant in Canada who has secured approval from the CIBC for a retail cannabis bank account.
- This property has CS2 zoning, it is very narrow, and it will always need loading access from Larch Rd, limiting opportunity for strictly multi-family.

We have attached updated colour renderings to this package to show the property and its surroundings more clearly. They show –

- Our proposed improvements to the building - keeping it 'low key' commercial.
- Our proposed improvements to the property, landscaping and footpaths.
- The removal of windows from the original building plans.
- A new footpath on Larch Street, from Bay Street to the end of the properties.
- Our vision of the future of the properties as a commercial hub for Ucluelet entrepreneurs.

Regards,



Andrew Hanson

July 30<sup>th</sup>, 2019

Dear Mayor and Council,

In addition to building and landscaping improvements at 1786 and 1776 Peninsula Rd, we would like to assist in the expansion of the sidewalk, continuing from our property to the Ucluelet CO-OP and beyond. We would like to contribute \$10,000 towards this project.

We believe this sidewalk will be a social benefit for the neighbourhood and community.

Regards,

A handwritten signature in blue ink, appearing to read "Andrew Hanson", written over a light blue horizontal line.

Andrew Hanson

# Store Front View





# Store Front from Peninsula Rd View



# Larch Rd Aerial View

Zoning Amendment for Cannabis Sales at 1786 Peninsula Road John Towgood,...



# Larch Rd Aerial View



# Larch Rd Street View



Future vision of 1786/1776 Peninsula Rd

Peninsula Rd

One Way  
Access of  
Peninsula Rd

Relocated  
Liquor  
Store

Off Street  
Loading

Retail

Retail

Retail

Toilets

Possible Food Truck  
Area

Retail Possible  
Residential  
above

Retail  
Possible  
Residential  
Above

Retail

Larch Rd

## APPENDIX C

**DISTRICT OF UCLUELET****Zoning Amendment Bylaw No. 1254, 2019**

A bylaw to amend the “District of Ucluelet Zoning Bylaw No. 1160, 2013”.

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**WHEREAS** the District of Ucluelet Council by Bylaw No. 1160, 2013, adopted the Zoning Bylaw and now deems it appropriate to amend the Zoning Bylaw;

**NOW THEREFORE** the Council of the District of Ucluelet, in open meeting assembled, enacts as follows:

1. Text Amendment:

Schedule B of the District of Ucluelet Zoning Bylaw No. 1160, 2013, as amended, is hereby further amended by adding the following subsections in alphanumerical order:

a.) to Section CS-2.1 Permitted Uses:

**“CS-2.1.3 In addition to the permitted uses under CS-2.1.1, *Cannabis Retail* is also permitted as a principal use on the following properties:**

**(1) PID: 014-935-368: Lot B, District Lot 282, Clayoquot District, Plan VIP49257 [1786 Peninsula Road].”**

b.) to Section CS-2.4 Maximum Size (Gross Floor Area), under subsection CS-2.4.1 Principal Building:

**“(3) Cannabis Retail                      93m<sup>2</sup> (1,000ft<sup>2</sup>)”**

2. This bylaw may be cited as “District of Ucluelet Zoning Amendment Bylaw No. 1254, 2019”.

**READ A FIRST TIME** this    day of                      , 2019.

**READ A SECOND TIME** this    day of                      , 2019.

**PUBLIC HEARING** this    day of                      , 2019.

**READ A THIRD TIME** this    day of                      , 2019.

**ADOPTED** this    day of                      , 2019.

**CERTIFIED A TRUE AND CORRECT COPY** of “District of Ucluelet Zoning Amendment Bylaw No. 1254, 2019.”

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Mayco Noël  
Mayor

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Mark Boysen  
Corporate Officer

**THE CORPORATE SEAL** of the  
District of Ucluelet was hereto  
affixed in the presence of:

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Mark Boysen  
Corporate Officer







## STAFF REPORT TO COUNCIL

Council Meeting: August 13, 2019  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** JOHN TOWGOOD, PLANNER 1

**FILE NO:** 3360-20-RZ18-05

**SUBJECT:** ZONING AMENDMENT FOR CANNABIS SALES AT 1972 PENINSULA ROAD      **REPORT NO:** 19-109

**ATTACHMENT(S):** APPENDIX A – JULY 9, 2019 STAFF REPORT  
APPENDIX B – BYLAW No.1255

### RECOMMENDATION:

1. **THAT** District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1255, 2019 be given First and Second Reading and advanced to a public hearing.

### PURPOSE:

To provide Council with information on an application to amend Zoning Bylaw No. 1160, 2013, (the “Zoning Bylaw”) to allow *Cannabis Sales* at 1972 Peninsula Road, Lot 1, Plan VIP7983, District Lot 284, Clayoquot Land District (the “Subject Property”).

### BACKGROUND:

This application was first presented at the Regular Council Meeting on July 9, 2019 and Council made the following motion:

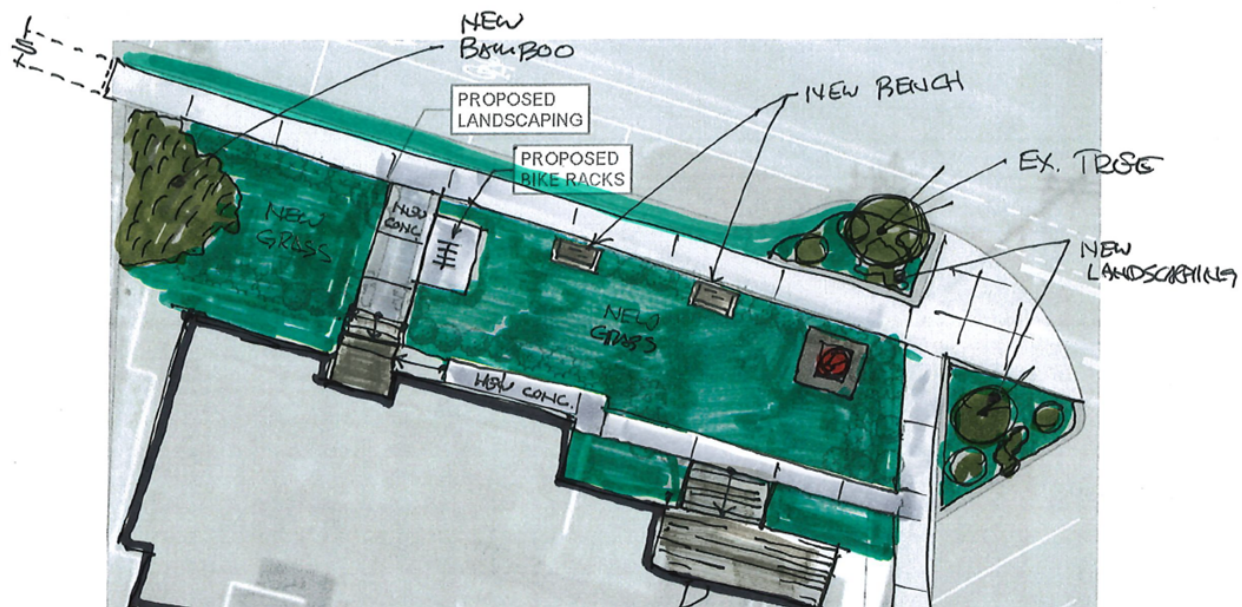
1. **THAT** Council, with regard to the requested zoning amendment to add *Cannabis Sales* as a permitted use on a portion of the property at 1972 Peninsula Road:
  - a. direct Staff to prepare a zoning amendment bylaw for further consideration;
  - b. indicate to the applicant that the following should be submitted before a public hearing would be scheduled for the bylaw:
    - i. an application for a Development Variance Permit to reduce the number of on-site parking spaces, in conjunction with improvements to create safer on-street parking on the Peninsula Road and Norah Street frontages;
    - ii. detailed plans and application for a Development Permit for the form and character of changes to the front of the property; and,
    - iii. written confirmation of the applicant’s commitment to funding new curb, gutter, sidewalk and landscaped boulevard works to improve pedestrian safety along the length of the property frontage.

2. **THAT** Council indicate that final adoption of a zoning amendment bylaw to authorize Cannabis Sales would be subject to receiving confirmation that the proponent has received licensing approval from the provincial Liquor and Cannabis Regulation Branch.

Staff have prepared the attached draft Bylaw No. 1255, which would allow for Cannabis Sales on the Subject Property. Note that the zoning amendments contemplated in Bylaw No. 1254 would already limit this use to a maximum gross floor area of 93 square metres (1,000 sq.ft.) on this lot.

The applicant has requested a Development Variance Permit to reduce the number of on-site parking spaces, in conjunction with improvements to create safer on-street parking on the Peninsula Road and Norah Street frontages. The applicant has also confirmed in writing their commitment to funding (as per estimate) new curb, gutter, sidewalk and landscaped boulevard works to improve pedestrian safety along the length of the property frontage.

The applicant has engaged McElhanney Engineering and will commit to professionally-designed landscaping and civil works that would be, at a minimum, reflective of the following sketch:



**OPTIONS REVIEW:**

Staff recommend that Bylaw No. 1255 be given First and Second Reading and advanced to a public hearing. Alternatively, Council could direct the following:

2. **THAT** Council reject the application; **or**
3. **THAT** Council provide alternative direction to Staff and/or the applicant.

**Respectfully submitted:** John Towgood, Planner 1  
Bruce Greig, Manager of Planning  
Mark Boysen, Chief Administrative Officer



## STAFF REPORT TO COUNCIL

Council Meeting: July 9, 2019  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** JOHN TOWGOOD, PLANNER 1

**FILE NO:** 3360-20-RZ18-05

**SUBJECT:** ZONING AMENDMENT FOR CANNABIS SALES AT 1972 PENINSULA ROAD

**REPORT NO:** 19-92

**ATTACHMENT(S):** APPENDIX A – APPLICATION FOR 1972 Peninsula Road

### **RECOMMENDATION:**

1. **THAT** Council, with regard to the requested zoning amendment to add *Cannabis Sales* as a permitted use on a portion of the property at 1972 Peninsula Road:
  - a. direct Staff to prepare a zoning amendment bylaw for further consideration;
  - b. indicate to the applicant that the following should be submitted before a public hearing would be scheduled for the bylaw:
    - i. an application for a Development Variance Permit to reduce the number of on-site parking spaces, in conjunction with improvements to create safer on-street parking on the Peninsula Road and Norah Street frontages;
    - ii. detailed plans and application for a Development Permit for the form and character of changes to the front of the property; and,
    - iii. written confirmation of the applicant's commitment to funding new curb, gutter, sidewalk and landscaped boulevard works to improve pedestrian safety along the length of the property frontage.
2. **THAT** Council indicate that final adoption of a zoning amendment bylaw to authorize Cannabis Sales would be subject to receiving confirmation that the proponent has received licensing approval from the provincial Liquor and Cannabis Regulation Branch.

### **PURPOSE:**

To provide Council with information on an application to amend Zoning Bylaw No. 1160, 2013, (the "Zoning Bylaw") to allow *Cannabis Sales* at 1972 Peninsula Road, Lot 1, Plan VIP7983, Clayoquot District (the "Subject Property" – see Figure 1).



Figure 1 – Subject Property

**BACKGROUND:**

This application for *Cannabis Sales* was received September 10, 2018. For more general information on Cannabis Sales and associated legislation please see the preceding general report in this agenda.

**DISCUSSION:**

This application is for the middle unit of the existing commercial building located at 1972 Peninsula (Figure 2).



Figure 2 – Proposed area of Cannabis Sales

The existing building was historically known as the Number One Market. In 2014 the current owner gave the building an extensive exterior upgrade and the interior area of the old market space was divided into two lease spaces. The proposed Cannabis Sales space is the middle unit and was most recently leased out to Snuggle Bunnies clothing store. This unit is currently leased to the applicant in anticipation of opening the proposed cannabis retail store. The two remaining spaces are leased out as Abbondanza Pizza to the east and Vancouver Island Hydroponics to the west.

### Zoning

The subject property is currently zoned CS-2 and this zone has a variety of possible commercial uses with *Retail* being the closest use to *Cannabis Sales*. The Cannabis Sales is defined in the Zoning Bylaw as follows:

***“Cannabis Sales” means the retail or wholesale sale of cannabis, and includes an operation which provides referrals or facilitates access to cannabis not physically sold on the premises, but does not include:***

- a) *sales of cannabis by a British Columbia Registered Pharmacist in a British Columbia regulated Pharmacy; or*
- b) *authorized distribution by a Licenced Producer under Part 1 of the ACMPR by means other than retail sale.*

### Location

The subject property is located at Peninsula Road and Norah Road. The following chart lists the minimum distances from the locations discussed by Council at its April 24, 2018, meeting:

School grounds (Min 300m)	1100m
Public playground on the corner of Cynamocha/Norah (Min 300m)	300m
Licensed daycare facilities (Min 300m)	none in the area
Ucluelet Community Centre (Min 300m)	1140m
Ucluelet Aquarium (Min 300m)	998m
Municipal Hall (Min 300m)	960m
Tugwell Sports Fields (Min 150m)	350m

It should be noted that these minimum distances are not legislated distances, and Council can weigh the relative importance of these distances against the merits of each application.

### Liquor and Cannabis Regulation Branch Approval

This proposal has not been approved by the Liquor and Cannabis Regulation Branch (LCRB) at the time of the writing of this report. Staff recommend that final adoption of any rezoning bylaw for Cannabis Sales be subject to receiving confirmation of licensing approval from the LCRB.

### Form and Character

The building at 1972 Peninsula Road is an established commercial building with a recent renovation that was approved through a development permit. The building is in good condition with materials consistent with the Peninsula Road development permit guidelines for Area No. 7 Peninsula Road. The signage locations have already been established in aluminum frames set into the building’s façade for each unit. Although the site is in a highly visible location, the building is

established with quality materials and the Province has rigorous advertising conditions limiting the signage on the store façade. The removal of the existing parking from the front of the building will result in changes to the front entrance area; detailed plans of hard and soft landscaping should be submitted prior to further consideration including community input at a public hearing.

### Parking

Parking is the biggest challenge with this proposal, as the property has no onsite parking - other than a small loading area off Norah Street. Because this is a rezoning for a potentially more intensive use, Council should consider appropriate upgrades to the parking and streetscape frontage. The existing building has historically utilized semi-onsite perpendicular parking accessed from both Peninsula Road and Norah Street (Figure 3).



Figure 3 – Existing parking for Subject Property

This type of parking requires reversing straight out into traffic; a situation which is dangerous for pedestrians, the driver and traffic on Peninsula Road and Norah Street. This type of parking should be eliminated whenever possible - no rezoning or variance request should be considered until a better street parking scenario is presented. A traffic consultant hired by the District has produced concept-level draft drawings of street improvements for Peninsula Road to explore pedestrian and safety improvements (Figure 4).

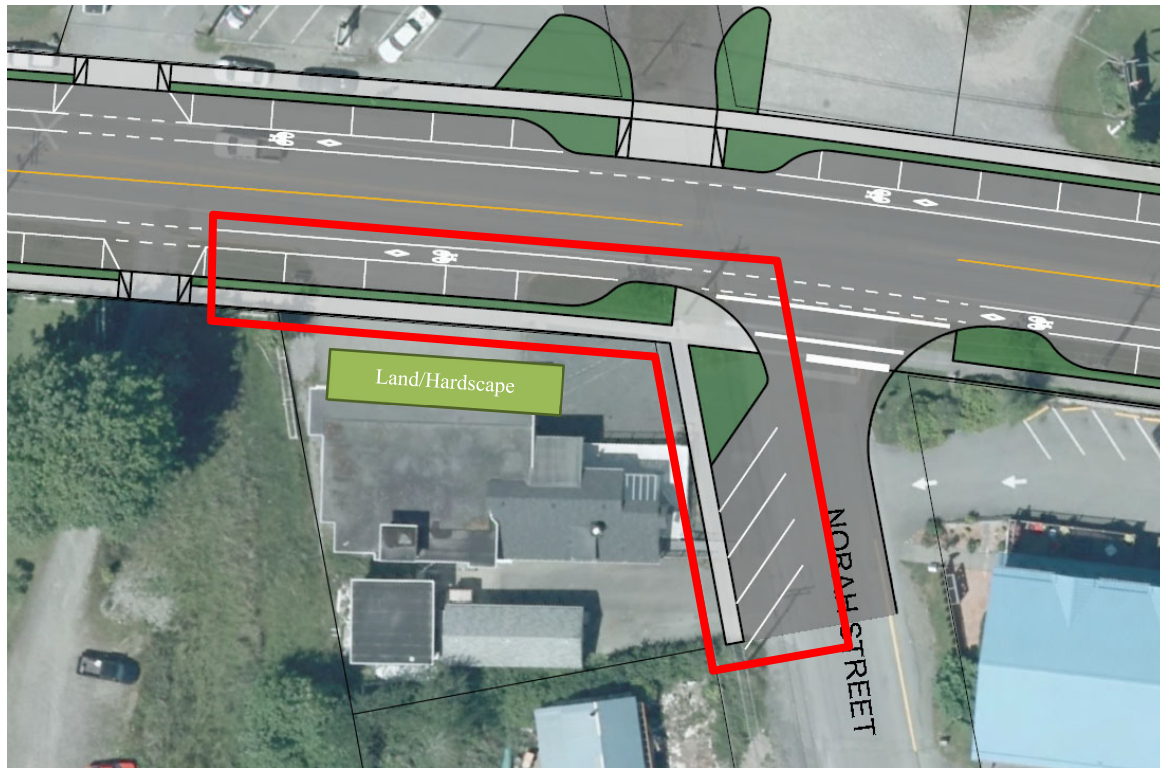


Figure 4 – Draft Street Improvements

The applicant has agreed in principle to make the improvements indicated above inside the bordered area. A class 'D' cost estimate by the traffic engineer for the portion of works fronting the property is \$23,500. Staff suggest that the applicant be requested to confirm their commitment in writing for either constructing at their cost or providing a cash contribution for these works. If constructed by the applicant, the engineering and construction would be to the District's standards and subject to bonding and acceptance by the District and Ministry of Transportation and Infrastructure (MoTI). If a cash contribution is provided, these works would most likely be constructed as part of a larger project (e.g., improving the entire block) with the timing to be determined by the District and MoTI.

Given the history of the building and changes of its use over time, Staff recommend that at this point Council issue a Development Variance Permit to document that the existing building with its areas of retail and restaurant space are compliant, despite the on-site parking requirements of the zoning bylaw.

**LANDSCAPING:**

With new road improvements the area that was paved parking fronting Peninsula Road will need to be landscaped. This landscaping will need to be designed, estimated and submitted for a Development Permit – staff recommend that these details be provided prior to a public hearing.

**MITIGATE THE IMPACT TO THE NEW USE:**

Considering the commercial location, planned improvements and established building, this location does not require further elements to mitigate the new use.

**NET PUBLIC BENEFIT:**

The proposed street improvements have direct and valuable public benefit and help resolve an existing substandard parking situation.

**TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:**

Should the application proceed, staff time will be required to process this Zoning Bylaw Amendment, including giving notice of a Public Hearing, and the associated permits.

**FINANCIAL IMPACTS:**

There are no direct financial implications to the District.

**POLICY OR LEGISLATIVE IMPACTS:**

The addition of Cannabis Sales to a commercial zoning would not require an Official Community Plan amendment as the property is already designated for commercial use. A Development Permit will be required, and could be issued at the time of bylaw adoption if the application proceeds to that point.

**SUMMARY:**

The proposed location for a *Cannabis Sales* storefront at 1972 Peninsula Road is appropriate and the associated street improvements would have direct public benefit.

**OPTIONS REVIEW:**

Staff recommend that the application proceed to the bylaw stage, including gathering public comment at a public hearing. Alternatively, Council could direct one of the following:

3. **THAT** Council give notice of its intent to consider issuing a Temporary Use Permit for *Cannabis Sales* on the property at 1972 Peninsula Road at this time, and reserve consideration of a zoning amendment bylaw to a future date once the use has an established track record in this location.
4. **THAT** Council reject the application.
5. **THAT** Council provide alternative direction to Staff and/or the applicant.

**Respectfully submitted:** John Towgood, Planner 1  
Bruce Greig, Manager of Planning  
Mark Boysen, Chief Administrative Officer



## APPENDIX B

**DISTRICT OF UCLUELET****Zoning Amendment Bylaw No. 1255, 2019**

A bylaw to amend the “District of Ucluelet Zoning Bylaw No. 1160, 2013”.

---

**WHEREAS** the District of Ucluelet Council by Bylaw No. 1160, 2013, adopted the Zoning Bylaw and now deems it appropriate to amend the Zoning Bylaw;

**NOW THEREFORE** the Council of the District of Ucluelet, in open meeting assembled, enacts as follows;

1. Text Amendment:

Schedule B of the District of Ucluelet Zoning Bylaw No. 1160, 2013, as amended, is hereby further amended by adding the following subsection in alphanumerical order:

- a.) under Section CS-2.1 Permitted Uses at the end of subsection CS-2.1.3 listing properties where *Cannabis Retail* is also a permitted principal use:

**“(2) PID: 000-410-144: Lot 1, District Lot 284, Clayoquot District, Plan VIP7983 [1972 Peninsula Road].”**

2. This bylaw may be cited as “District of Ucluelet Zoning Amendment Bylaw No. 1255, 2019”.

**READ A FIRST TIME** this    day of            , 2019.

**READ A SECOND TIME** this    day of            , 2019.

**PUBLIC HEARING** this    day of            , 2019.

**READ A THIRD TIME** this    day of            , 2019.

**ADOPTED** this    day of            , 2019.

**CERTIFIED A TRUE AND CORRECT COPY** of “District of Ucluelet Zoning Amendment Bylaw No. 1255, 2019.”

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Mayco Noël  
Mayor

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Mark Boysen  
Corporate Officer

**THE CORPORATE SEAL** of the  
District of Ucluelet was hereto  
affixed in the presence of:

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Mark Boysen  
Corporate Officer