

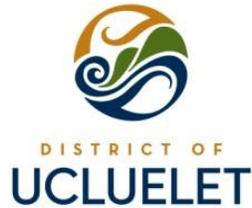


**REGULAR MEETING OF COUNCIL  
Tuesday, March 23, 2021 @ 3:30 PM  
George Fraser Room, Ucluelet Community Centre,  
500 Matterson Drive, Ucluelet**

**LATE AGENDA**

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1. LATE ITEMS	
1.1. Add the report titled "Seasonal Worker Housing - TUP for RV's Pilot" as Report Item Number 12.3. and renumber the remaining agenda items accordingly. <a href="#">R - Staff Accommodation Pilot Project</a>	3 - 5





## STAFF REPORT TO COUNCIL

Council Meeting: MARCH 23, 2021  
500 Matterson Drive, Ucluelet, BC V0R 3A0

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

**FILE NO:** 4020-20 STR

**SUBJECT:** SEASONAL WORKER HOUSING – TUP FOR RV'S PILOT

**REPORT NO:** 21-39

**ATTACHMENT(S):** NONE

### **RECOMMENDATIONS:**

1. **THAT** Council indicate whether there is support for staff to focus time on a pilot project for a batch TUP intake for businesses and/or property owners looking to house a seasonal worker for this summer; and, if so,
2. **THAT** Council waive collection of the notification portion of the individual TUP application fee, since any applications moving forward through the batch pilot project would be advertised in a single joint notice.

### **PURPOSE:**

The purpose of this report is to provide a brief outline of potential steps to provide a streamlined Temporary Use Permit (TUP) intake and review process for temporary housing in RV's for seasonal workers, and gauge Council support for a pilot project for this summer.

### **BACKGROUND:**

Arising from a conversation among the Emergency Operation Centre's *COVID-19 Recovery Task Force*, including Tourism Ucluelet and Chamber of Commerce representatives along with District staff, the notion of a pilot project for seasonal worker housing was explored. The conversation initially focused on the pressures on local businesses, the mental health of both business owners and workers during this unusual and stressful time, and the struggle for businesses to find adequate staff for the busy season. A key pinch-point for businesses is finding housing for seasonal workers. With the summer rapidly approaching, there is little time to create new permanent housing. What may be possible, and might help the situation, is to increase the supply of worker housing by permitting additional accommodation for a limited period of time in appropriately sited and serviced Recreational Vehicles (RV's).

### **DISCUSSION:**

While developing new permanent or long-term worker housing would simply not be possible before the summer season, staff have looked at what could be done to streamline the permitting process to allow for some additional housing in town suitable for summer workers. Acknowledging that there are many housing challenges facing the community, this is just one component which may assist an immediate housing need.

While housing workers in RV's is not generally permitted in any zone in the District, a small number of TUP's have been issued for this purpose in town in the last couple of years. A pilot to make this more widely available is presented here in concept, for discussion:

**WHAT?** Pilot project for a streamlined intake and processing of TUP's to allow the occupancy of RV's on private properties, for housing Ucluelet workers over the summer.

**How?**

Task	Description	Who	When
a.	Set criteria & prep application/permit forms	Staff	by April 1 <sup>st</sup>
b.	Advertise and make people aware of the pilot project	Chamber of Commerce	Starting now
c.	Host information meeting and answer questions from potential Applicants	Chamber of Commerce / Staff	April 1 <sup>st</sup>
d.	Make application package available on DoU website	Staff	by April 1 <sup>st</sup>
e.	Answer questions from businesses and applicants	Chamber of Commerce	now - April 16 <sup>th</sup>
f.	Prepare and submit <b>complete</b> application by deadline	Applicants	<b>April 16<sup>th</sup></b>
g.	Review applications for completeness	Staff	April 16 <sup>th</sup> – 23 <sup>rd</sup>
h.	Prepare and advertise necessary public notification for TUP permits	Staff	April 26 <sup>th</sup> /27 <sup>th</sup> (ad deadline 28 <sup>th</sup> )
i.	Notice published in Westerly	Staff	May 5 <sup>th</sup>
j.	Prepare report to Council on applications	Staff	by May 5 <sup>th</sup>
k.	Receive public input and decide on <b>issuing individual permits</b>	Council	<b>May 11<sup>th</sup></b>

Under the *Local Government Act*, notification must be issued and the public given an opportunity to provide comment prior to Council making a decision on issuing a TUP. Staff have prepared the timeline above to lay out how a streamlined process could be held. Key to making this work in a short timeline are the following:

- this is predicated on one intake of applications which would be analysed, advertised and brought to Council on the same Council agenda. This would create some necessary efficiency in all steps of the process;
- the onus will be on applicants to provide a complete application. For this pilot program to work, if an application is found to be incomplete there needs to be an understanding that it will drop out of the pack and not be processed further. Given other applications in process, projects underway, current hiring processes and other ongoing work we simply don't have the staff capacity to be answering multiple questions or chasing applicants for missing information;
- to assist applicants staff would prepare an application checklist and fillable form – this would raise the likelihood that an application includes all the necessary information to be considered by Council.

A few important criteria or considerations with these types of applications include:

- staff would recommend that these TUP's be issued for a maximum of a 6 month period;
- location needs to be clearly identified (Would it displace a needed parking space? Do the neighbours understand its location so that they can provide comment to Council?);
- applicants will need to show they have an approved solution for providing potable water and sewage disposal (Plumbing permit? Containment tank and pump-out contract? Committed and safe access to washroom nearby?);
- a series of permit conditions would be applied to mitigate potential impacts (e.g. quiet hours, parking) and ensure health and safety concerns (e.g. fire extinguishers, etc.) are addressed. A set of standard conditions would be brought forward to Council when considering the batch of applications.

#### **TIMING AND RESOURCE REQUIREMENTS – STAFF & ELECTED OFFICIALS:**

The timeline is short, aimed at making it possible for Council to consider issuing permits to allow for additional housing at its May 11<sup>th</sup> meeting. This could provide time for a property or business owner to potentially obtain a permit in time to arrange to bring in and service an RV to house a seasonal employee this summer.

There is no way to know how many applications might be submitted if this type of pilot program were tried this year. If we were to receive numerous applications, the batch intake and processing approach would be critical.

#### **FINANCIAL IMPACTS:**

Under the Fees & Charges bylaw the TUP application fee is \$350 plus a public notice fee of \$500. Because the advertised notice could be combined in this case, Council could consider waiving the notification fee.

#### **CONCLUSION:**

Before staff spend time exploring this potential pilot program further, staff are seeking Council discussion and direction.

**Respectfully submitted:** Bruce Greig, Manager of Community Planning  
Donna Monteith, Acting Chief Administrative Officer