



**REGULAR MEETING OF COUNCIL
Tuesday, March 14, 2023 @ 4:00 PM
Ucluelet Community Centre
500 Matterson Drive, Ucluelet**

AGENDA

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Deputy Mayor, January 1 - March 31, 2023

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Deputy Mayor, July 1 - September 30, 2023

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

13.5 Mayor Marilyn McEwen

14. QUESTION PERIOD

15. CLOSED SESSION

15.1 Procedural Motion to Move In-Camera

THAT the meeting be closed to the public in order to address agenda items under Section 90(1)(a) of the Community Charter which are matters related to personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality.

16. ADJOURNMENT

DISTRICT OF UCLUELET
MINUTES OF THE REGULAR COUNCIL MEETING
HELD IN THE UCLUELET COMMUNITY CENTRE, 500 MATTERSON DRIVE
Tuesday, February 21, 2023 at 4:00 PM

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

Regrets:

1. CALL TO ORDER

The February 21, 2023 Regular Council Meeting was called to order at 4:00 PM.

1.1 ACKNOWLEDGEMENT OF THE YUULU?IŁ?ATH

Council acknowledged the Yuulu?ił?ath, on whose traditional territories the District of Ucluelet operates.

1.2 NOTICE OF VIDEO RECORDING

Audience members and delegates were advised that the proceeding was being video recorded and broadcast on YouTube and Zoom, which may store data on foreign servers.

2. LATE ITEMS

There were no late items.

3. APPROVAL OF THE AGENDA

3.1 February 21, 2023, Regular Council Meeting Agenda

2023.2066.REGULAR *It was moved and seconded **THAT** Council adopt the February 21, 2023, Regular Council Meeting Agenda as presented.*

CARRIED.

4. ADOPTION OF MINUTES

4.1 February 9, 2023, Regular Minutes

Council noted a typo on page seven of the Minutes. The last point under Mayor McEwen's report should read "...Local Government Leadership Academy..." not "...Local Government Management Association...".

2023.2067.REGULAR *It was moved and seconded **THAT** Council adopt the February 9, 2023 Regular Meeting Minutes as amended.*

CARRIED.

5. PUBLIC INPUT & DELEGATIONS

5.1 Delegations

Samantha Hackett, Shaun Mill and Carrie Ho, West Coast Multiplex Society
Re: West Coast Multiplex

Ms. Hackett introduced the West Coast Multiplex Society Board Members in attendance, outlined the Society's mandate, and presented a short film in support of the Multiplex. She went on to outline a proposed Memorandum of Understanding which is under development, and provided a historical overview of the Multiplex project and Society.

Ms. Hackett explained that the Society is working to integrate the pool into phase one of the project and that all eight communities in the region must prioritize this project for the Society's capital grant funding applications to be successful. The Society is therefore asking that Council make the project a 2023 District of Ucluelet priority project.

Ms. Hackett addressed Council questions related to referendum held by the ACRD related to facility operating costs, the Society's history, and discussions related to School District 70 using Multiplex lands for programming.

Leon Davies, Rylie Noyes, and Ollie Ouellette, Ukee Skate Park Committee
Re: Skate Park Support in Principle

Mr. Davies presented on behalf of the Committee. The Committee is working towards undertaking the third phase of the Ucluelet Skate Park and sought endorsement in principle to move forward with this stage of the project. Phase three is proposed to include a mini ramp and flat ground area for beginners and children.

6. UNFINISHED BUSINESS

There was no unfinished business.

7. BYLAWS

7.1 Revenue Anticipation Borrowing Bylaw No. 1325, 2023 - Adoption *Donna Monteith, Chief Financial Officer*

Ms. Monteith presented this report and noted a typo in the footnote of the Bylaw which refers to "Bylaw No. 1301, 2022" when it should refer to "Bylaw No. 1325, 2023."

2023.2068.REGULAR *It was moved and seconded **THAT** Council adopt District of Ucluelet Revenue Anticipation Borrowing Bylaw No. 1325, 2023 as presented.*

CARRIED.

8. REPORTS

8.1 Rotary Frisbee Disc Golf Course *Abby Fortune, Director of Parks & Recreation*

Ms. Fortune presented this report.

Jeff Anderson, Pacific Rim Rotary Club member, addressed Council questions related to anticipated usage and disc golf courses in Port Alberni.

2023.2069.REGULAR *It was moved and seconded **THAT** Council direct staff to develop a land use agreement between the Rotary Club of Ucluelet and District of Ucluelet for the development of a frisbee disc golf course to be located on the lands having the legal description of PID 009397809, District Lot 281, Clayoquot Land District, Except Plan VIP35275, VIP47109, VIP48670, VIP56963, VIP62019 and VIP62387.*

CARRIED.

8.2 Notice of Land Disposition - Westcoast Community Resource Society Lease *Abby Fortune, Director of Parks & Recreation*

Ms. Fortune presented this report and noted Westcoast Community Resource Society's 2023 In-Kind Contribution request related to this lease.

2023.2070.REGULAR *It was moved and seconded **THAT** Council authorize staff to issue a Public Notice of Property Disposition for a portion of Lot A, Plan VIP569363, District Lot 281, Clayoquot Land District, Except Plan VIP81535 and more commonly referred to as 500 Matterson Drive to the Westcoast Community Resource Society, by way of lease, for a term of three years from April 1, 2023, to March 31, 2026 in an amount of*

\$1,935.76 per month between April 1, 2023 to March 31, 2024;
 \$1,974.48 per month between April 1, 2024 to March 31, 2025; and
 \$2,013.97 per month between April 1, 2025 to March 31, 2026, plus
 GST.

CARRIED.

8.3 Development Variance Permit for 1425 Helen Road
Bruce Greig, Director of Community Planning

Mr. Greig presented this report.

2023.2071.REGULAR *It was moved and seconded **THAT** Council direct staff to give notice for public input on Development Variance Permit 22-09 to waive the on-site parking requirements for a Bed & Breakfast use at 1425 Helen Road for a maximum period of two years.*

CARRIED.

8.4 Pacific Rim Housing Development Corporation
Duane Lawrence, Chief Administrative Officer

Mr. Lawrence presented this report, and noted projects approved for District affordable housing reserve funding, District owned lands, and the Pacific Rim Home Development Cooperative's request that Council establish a select committee.

Council discussed the Pac Rim's proposal, noted areas of concern including subsidizing staff housing which may only be available to cooperative member businesses from Ucluelet and Tofino. Council also noted the need for clarification related ownership of the lands, construction costs, the total requested District capital investment and the legality of the District contributing to the proposed project.

Council also discussed and sought clarification on the means of obtaining this information in a timely manner including establishing a select committee.

Staff addressed Council questions related to establishing a select committee, investigating the proposal further, and legal issues.

2023.2072.REGULAR *It was moved and seconded **THAT** Council direct Staff to engage with representatives from the Pacific Rim Housing Development Cooperative and report back to Council on the following questions:*

1. *Is the project and related District of Ucluelet funding request lawful, given the Cooperative's rules?*
2. *What are the building costs?*
3. *What is the requested District of Ucluelet capital investment?*

CARRIED.

9. NOTICE OF MOTION

There were no notices of motion.

10. CORRESPONDENCE**10.1 Temporary Occupancy Permit**

Kyle Corcoran, Construction Manager, Milner Group

Council discussed the requested reconsideration. Council noted that they would like to obtain public input on the proposed changes to the temporary use outlined in the applicant's letter.

Staff provided guidance on the reconsideration process and noted that notice of an opportunity to provide public input on the temporary use permit would be given if Council considered the new conditions for the temporary use permit.

2023.2073.REGULAR *It was moved and seconded **THAT** Council reconsider the motion to reject the application for Temporary Use Permit 23-02.*

CARRIED.

2023.2074.REGULAR **THAT** Council reject the application for Temporary Use Permit 23-02.

DEFEATED.

**10.2 Input Request - The Blue Economy Regulatory Review
Association of Vancouver Island and Coastal Communities**

**10.3 Climate Connect Gathering
Island Health**

11. INFORMATION ITEMS**11.1 Forest Enhancement Society Letter**

Steven Kozuki, RPF, Executive Director, Forest Enhancement Society of BC

11.2 Resolution Tracker - February 2023

Joseph Rotenberg, Manager of Corporate Services

Staff addressed Council questions about items related to a report on speed controls on Bay Street, funding for the Tribal Guardian Program, appointment of the Clayoquot Biosphere Trust Alternate Director, and participation in the Girl Guides' Guiding Lights Across BC celebration.

12. MAYOR'S ANNOUNCEMENTS AND COUNCIL COMMITTEE REPORTS**12.1 Councillor Shawn Anderson**

Deputy Mayor, April 1 - June 30, 2023

- Will attend the Introduction to Social Procurement Workshop for Elected Officials and Senior Leadership on April 12, 2023.
- Feb. 15 -17 - Attended the Local Government Leadership Academy Elected Officials Seminar.

12.2 Councillor Jennifer Hoar

Deputy Mayor, January 1 - March 31, 2023

- Feb. 15 -17 - Attended the Local Government Leadership Academy Elected Officials Seminar.
- Feb. 22 is Pink Shirt Day, which celebrates spreading kindness and stopping hate.

12.3 Councillor Ian Kennington

Deputy Mayor, July 1 - September 30, 2023

- Feb. 15 -17 - Attended the Local Government Leadership Academy Elected Officials Seminar.

12.4 Councillor Mark Maffei

Deputy Mayor, October 1 - December 31, 2023

- Feb. 15 -17 - Attended the Local Government Leadership Academy Elected Officials Seminar.

12.5 Mayor Marilyn McEwen

The Mayor announced the District will be conducting annual water flushing starting on March 2, with an anticipated completion date of May 11. The Mayor described the program and anticipated impacts.

The Mayor also announced that the District has been awarded a BC Government Active Transportation Grant for the Larch Road Multi-Use Path Project and the Alberni Clayoquot Regional District was rewarded an Active Transportation Grant for their trail project to connect the Ucluelet Multi-Use Path to Pacific Rim National Park Reserve ʔapsčiiik ʔašii trail.

On February 10, the Mayor met with MLA Osborne regarding the BC Building Stronger Communities Fund distribution of about one million dollars to the District of Ucluelet and attended a meeting with Island Health. The Mayor also attended the Local Government Leadership Academy Elected Officials Seminar from February 15 to 17 in Nanaimo.

13. QUESTION PERIOD

Nora O'Malley, Westerly News, asked how funding the Pacific Rim Housing Cooperative's project is legally different than funding the construction of Forest Glen by the Seaview Seniors Housing Society. Mayor McEwen distinguished the projects.

14. CLOSED SESSION

There was no closed session.

15. ADJOURNMENT

The meeting Regular Council Meeting was adjourned at 5:52 PM.

CERTIFIED CORRECT: Minutes of the Regular Council Meeting held on Tuesday, February 21, 2023 at 4:00 pm in the Ucluelet Community Centre 500 Matterson Road, Ucluelet, BC.

Duane Lawrence, Corporate Officer

Marilyn McEwen, Mayor

DISTRICT OF UCLUELET
MINUTES OF THE SPECIAL COUNCIL MEETING
HELD IN THE UCLUELET COMMUNITY CENTRE, 500 MATTERSON DRIVE
Thursday, February 23, 2023 at 1:00 PM

Present: **Chair:** Mayor McEwen
 Council: Councillors Anderson, Hoar, Kennington, and Maftei
 Staff: Duane Lawrence, Chief Administrative Officer
 Donna Monteith, Chief Financial Officer
 Bruce Greig, Director of Community Planning
 Abby Fortune, Director of Parks and Recreation
 James MacIntosh, Director of Engineering Services
 Joseph Rotenberg, Manager of Corporate Services
 Sam Parent, Manager of Finance

Regrets:

1. CALL TO ORDER

The special Council meeting was called to order at 1:03 PM, on February 23, 2023.

1.1 ACKNOWLEDGEMENT OF THE YUULU?IŁ?ATH

Council acknowledged the Yuulu?ił?ath, on whose traditional territories the District of Ucluelet operates.

1.2 NOTICE OF VIDEO RECORDING

Audience members and delegates were advised that the proceeding was being video recorded and broadcast on YouTube and Zoom which may store data on foreign servers.

2. LATE ITEMS

There were no late items.

3. APPROVAL OF AGENDA

3.1 February 23, 2023, Special Meeting Agenda

2023.2026.SPECIAL *It was moved and seconded **THAT** Council approve the February 23, 2023, Special Meeting Agenda as presented.*

CARRIED.

4. REPORTS

4.1 2023 - 2027 Draft Five Year Financial Plan (Verbal Report)

Donna Monteith, Chief Financial Officer

Ms. Monteith presented this report and PowerPoint presentation.

Ms. Monteith outlined the budget process, identified budget challenges, and summarized each departments' draft 2023 to 2027 operational and special project budgets including adjustments made since the draft budget was last presented. Ms. Monteith also outlined the projects carried forward from 2022 to 2023.

Duane Lawrence, Chief Administrative Officer, outlined proposed new positions included in the draft 2023 to 2027 budget.

Staff addressed Council questions related to bylaw enforcement including the former bylaw ambassador positions, bylaw officer training requirements, and auxiliary RCMP officers. Staff described how the second bylaw officer position, removed from the 2023 budget, had been funded as well as challenges filling seasonal bylaw officer postings.

Ms. Monteith outlined the District's capital projects, vehicle fleet budget, debt servicing and the projected impact of further borrowing. She then provided general information about property assessments, their relationship to property taxes, the net assessed values of the 2023 completed roll, and noted the forthcoming revised roll which may be affected by 95 ongoing assessment appeals. Ms. Monteith also outlined the District's revenue and expenditures.

Staff responded to questions related to the District's role assisting BC Assessments with updating assessed values in the event of new improvements.

Ms. Monteith noted regional and municipal services funded through property taxation and outlined the tax implications of the proposed budget on average market value assessed properties from different classes.

The proposed 2023 tax increase is 10.04% for a single family home with an average market value assessment.

Ms. Monteith outlined the property taxes of specific properties from different classes with average, below average and above average assessed values. Next, Ms. Monteith noted the 2023 budget adjustments made since the last budget meeting. Finally, Ms. Monteith outlined the 2023 property tax implications associated with adding a Fulltime Bylaw Officer, Top Dresser or Parks Seasonal Position to the budget. These items were removed as part of the 2023 budget adjustments. Staff noted that the 2023 budget implications of hiring an additional Fulltime Bylaw Officer is reduced when compared to future

years because if approved, the Officer would be hired halfway through 2023.

Council discussed hiring an additional Bylaw Officer including the costs and benefits of funding this position. Council also discussed revenues from previously increased business license fees being used to offset the cost of the additional Bylaw Officer position.

Council noted that 10% is a significant tax increase given current inflation. Council further discussed the high level of services currently provided by the District.

Council discussed the proposed Deputy Fire Chief position. Staff provided information about the Deputy's role and the services the Deputy would provide.

Staff noted that funding through alternative sources of revenue like a parking program could be considered.

Ms. Monteith concluded the presentation by outlining the next steps in the budget process including the Budget Open House on March 7th, and public feedback period which closes on March 27, 2023.

2023.2027.SPECIAL *It was moved and seconded **THAT** staff bring back a report to Council on alternative revenue sources.*

CARRIED.

5. ADJOURNMENT

The meeting was adjourned at 3:05 PM on February 23, 2023.

CERTIFIED CORRECT: Minutes of the Special Council Meeting held on Thursday, February 23, 2023 at 1:00 pm in the Ucluelet Community Centre, 500 Matterson Road, Ucluelet, BC.

Duane Lawrence, Corporate Officer

Marilyn McEwen, Mayor



DISTRICT OF UCLUELET

Request to Appear as a Delegation

All delegations requesting permission to appear before Council are required to submit a written request or complete this form and submit all information or documentation by 12:00 p.m. five clear days before a Council Meeting. Applicants should include the topic of discussion and outline the action they wish Council to undertake.

All correspondence submitted to the District of Ucluelet in response to this notice will form part of the public record and will be published in a meeting agenda. Delegations shall limit their presentation to ten minutes, except by prior arrangement or resolution of Council.

Please arrive 10 minutes early and be prepared for the Council meeting. The Mayor (or Acting Mayor) is the chairperson and all comments are to be directed to the chairperson. It is important to address the chairperson as Your Worship or Mayor Noël.

The District Office will advise you of which Council meeting you will be scheduled for if you cannot be accommodated on your requested date. For more information contact the District Office at 250-726-7744 or email info@ucluelet.ca.

Requested Council Meeting Date: March 14, 2023

Organization Name: Coastal Family Resource Coalition

Name of person(s) to make presentation: Faye Missar

Topic: Communtiy Health Priorities from the Coming Together Forum

Purpose of Presentation:

Information only

Requesting a letter of support

Other (provide details below)

Please describe:

In November 2022, the Coalition hosted its tenth biennial health forum for all west coast communities. Over 90 people (social and health service providers, health leadership, and community members) attended the forum which included health data presentations from Island Health, FNHA, and Anita-Charleson Touchie. I would like to share the key messages and health priorities with all west coast leadership tables and discuss your role as a municipality in public health and health promotion. I can't seem to select the boxes bit it will be information only and I will have a powerpoint and handouts.

Contact person (if different from above): _____

Telephone Number and Email: [REDACTED] coordinator@coastalcoalition.ca

Will you be providing supporting documentation? Yes No

If yes, what are you providing?

Handout(s)

PowerPoint Presentation

Note: Any presentations requiring a computer and projector/screen must be provided prior to your appearance date. The District cannot accommodate personal laptops.

The personal information you provide on this form is collected under s. 26(c) of the FOIPPA and will be used for the purpose of processing your application to appear as a delegation before the District of Ucluelet Council. The application will form part of the meeting's agenda and will be published on the website. Your personal telephone number and e-mail address will not be released except in accordance with the Freedom of Information and Protection of Privacy Act. Questions about the collection of your personal information may be referred to the Manager of Corporate Services 200 Main Street, PO Box 999, Ucluelet BC, V0R 3A0 or by telephone at 250-726-7744.

Public Hearing Notice: Zoning Amendment Bylaw and Development Variance Permit

Pursuant to Section 464, 466 and 498 of the *Local Government Act*, public notice is hereby given that the District of Ucluelet will consider the following Zoning Amendment Bylaws and Development Variance Permit at a Public Hearing held at the **Ucluelet Community Centre, located at 500 Matterson Drive, Ucluelet B.C., on March 14, 2023**, commencing at **4:00 p.m.** This public hearing will be held as part of the March 14, 2023, regular Council meeting which starts at 4:00 p.m.

Site Map



District of Ucluelet Zoning Amendment Bylaw No. 1324, 2023

Application Number: RZ23-01
Applicant: District of Ucluelet
Location: 1300 Peninsula Road
Legal Description: Lot 34, Section 21, Clayoquot District, Plan VIP82303

Purpose: In general terms, the purpose of this bylaw is to amend the District of Ucluelet Zoning Bylaw No. 1160, 2013, to change the designation of this municipally-owned property from R-1 Zone Single Family Residential to R-2 Medium Density Residential, to enable the development of a 5-unit supportive affordable housing project on the site. The bylaw amendment would also define the setbacks for the site to enable the proposed development of one duplex and one three-plex building on the property.

Development Variance Permit DVP23-02

Location: 1300 Peninsula Road
Legal Description: Lot 34, Section 21, Clayoquot District, Plan VIP82303
Purpose: In general terms, this proposed variance would permit a minimum of 5 on-site parking spaces to serve a 5-unit supportive affordable housing development on the subject property, whereas section 505.1 of the Ucluelet Zoning Bylaw No. 1160, 2013, would require a minimum of 9 spaces.

Anyone who believes this application will affect their interests may make a written submission and/or will be given an opportunity to be heard at the Public Hearing as follows:

Participate by Written Submission: All written submissions must include your name and street address. Any submissions dropped-off or mailed to the District office, must be received before the start of the Public Hearing. Written submissions are considered part of the public record pursuant to the *Freedom of Information and Protection of Privacy Act*.

Drop-off at the District Office
 200 Main Street
 Ucluelet B.C.

Mail
 District of Ucluelet
 P.O. Box 999, Ucluelet B.C. VOR 3A0

Email
communityinput@ucluelet.ca

Attend the Public Hearing in-person or by Zoom: **Attend In-person**
 Ucluelet Community Centre,
 500 Matterson Drive, Ucluelet B.C.

Attend by Zoom and Telephone
 To attend by zoom or telephone please visit the upcoming public hearings and bylaw notice section of the District of Ucluelet web page:
<https://ucluelet.ca/community/district-of-ucluelet-council/public-hearings>

If you cannot access this web page or need more information on how to participate, please visit the District Office or contact the Corporate Services Department at 250-726-7744. Please also note that Public Hearings are also live streamed on the District of Ucluelet’s YouTube Channel.

Review the application: The application, bylaw, permit and other relevant materials may be inspected at the District of Ucluelet office at 200 Main Street from the date of this notice, until the Public Hearing, during regular office hours (Mon. – Fri., 8:30 a.m. - 4:00 p.m. excluding holidays)

Questions? Contact the District of Ucluelet’s Planning Department at 250-726-7744 or mwhitneybrown@ucluelet.ca

DISTRICT OF UCLUELET

Zoning Amendment Bylaw No. 1324, 2023

A bylaw to amend the “District of Ucluelet Zoning Bylaw No. 1160, 2013”.
(1300 Peninsula Road)

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 (the “Zoning Bylaw”), is hereby further amended by:

- A. adding the following subsection (d) to section R-2.2.1 (3) in alphanumerical order as follows:

“(d) Despite the above, five (5) units are permitted, located in one tri-plex building and one duplex building, for a “Moderate Level Support Services Housing” development on PID: 026-919-788, Lot 34 Section 21 Clayoquot District Plan VIP82303 (1300 Peninsula Road).”

- B. adding the following subsection (R-2.5.4) to section R-2.5 in alphanumerical order as follows:

“R-2.5.4 Despite the above, the minimum front and side yard setback may be reduced to 1.5m (5ft.) and the minimum rear yard setback may be reduced to 3.0m (10ft.) for a *Moderate Level Support Services Housing* development on Lot 34, Section 21, Clayoquot District, Plan VIP82303, PID: 026-919-788 (1300 Peninsula Road).”

2. Map Amendment

Schedule A - Zoning Map of the Zoning Bylaw, is hereby further amended by changing the zoning designation of Lot 34, Section 21, Clayoquot District, Plan VIP82303, PID: 026-919-788 (1300 Peninsula Road), as highlighted in black on Schedule A attached to and forming part of this bylaw, from R-1 Zone–Single Family Residential to R-2 Medium Density Residential.

3. Citation:

This bylaw may be cited as “District of Ucluelet Zoning Amendment Bylaw No. 1324, 2023”.

READ A FIRST TIME this 9th day of **February, 2023.**

READ A SECOND TIME this 9th day of **February, 2023.**

PUBLIC HEARING this day of , **2023.**

READ A THIRD TIME this day of , **2023.**

ADOPTED this day of , **2023.**

CERTIFIED A TRUE AND CORRECT COPY of “District of Ucluelet Zoning Amendment Bylaw No. 1324, 2023.”

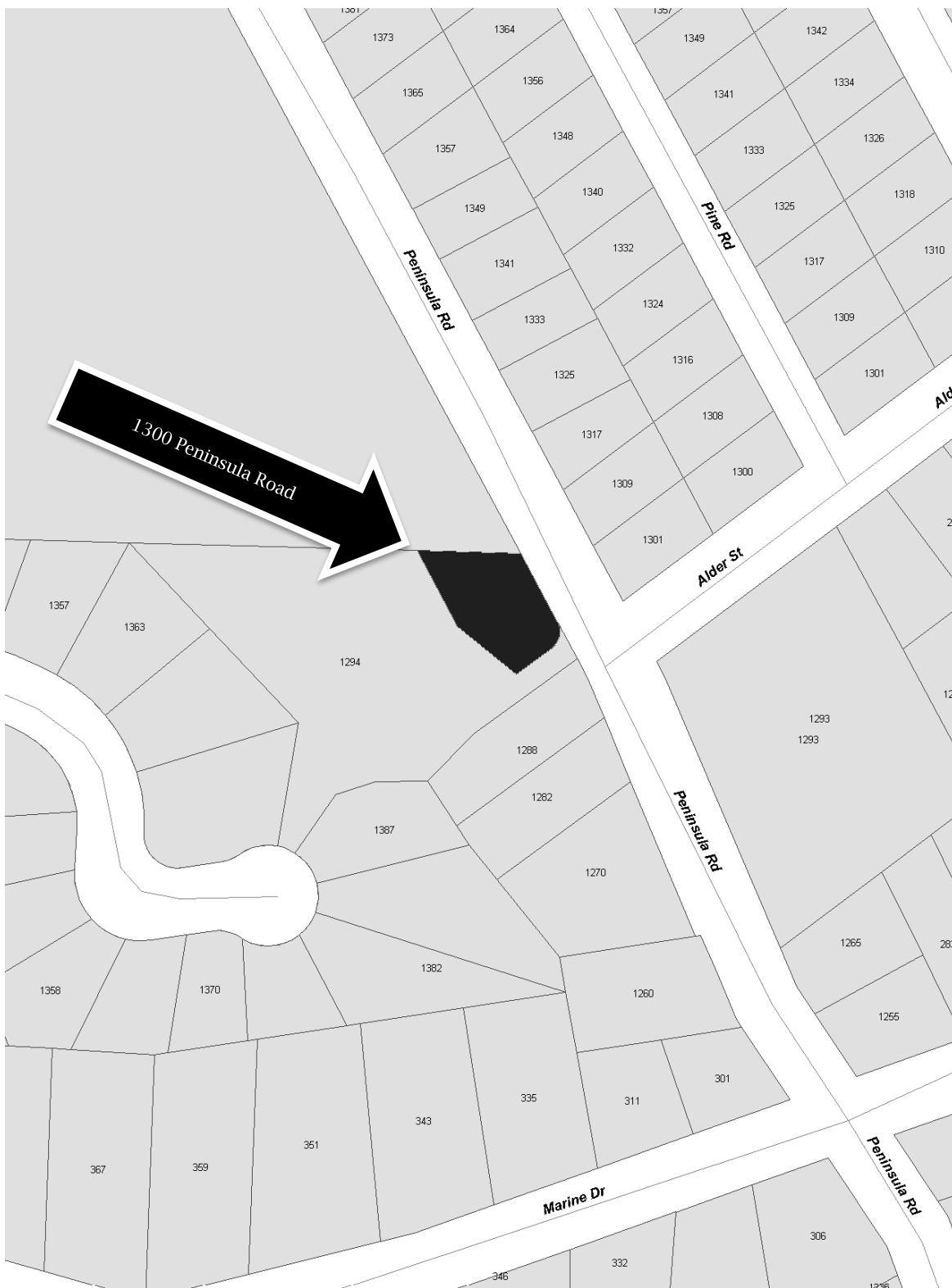
Marilyn McEwan
Mayor

Duane Lawrence
Corporate Officer

THE CORPORATE SEAL of the
District of Ucluelet was hereto
affixed in the presence of:

Duane Lawrence
Corporate Officer

Schedule A





DEVELOPMENT VARIANCE PERMIT DVP23-02

Pursuant to section 498 of the Local Government Act, R.S.B.C 2015 C.1 as amended:

1. This Development Variance Permit is issued to:

The District of Ucluelet, 200 Main Street, Ucluelet, BC.

2. This Development Variance Permit applies to, and only to, those lands within the District of Ucluelet described below, and the buildings, structures, and other development thereon:

PID: 026-919-788, Lot 34 Section 21 Clayoquot District Plan VIP82303 (1300 Peninsula Road).

3. The work authorized by this Permit may only be carried out in compliance with the requirements of the District of Ucluelet Zoning Bylaw No. 1160, 2013, except where specifically varied or supplemented by this development variance permit and in compliance with all federal, provincial, and municipal statutes, regulations, and bylaws.

4. This Permit authorizes the following variance specific to the plans and details attached as Schedule "A":

Reduce the required off-street parking for a duplex building and a 3-unit multiple family building development (total of 5 units) to a total of 5 parking spaces whereas section 505.1 of Ucluelet Zoning Bylaw No. 1160, 2013, would require a total of 9 parking spaces (3 for the duplex and 6 for the 3-unit multiple family dwelling).

5. 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.

6. This Permit is NOT a Building Permit.

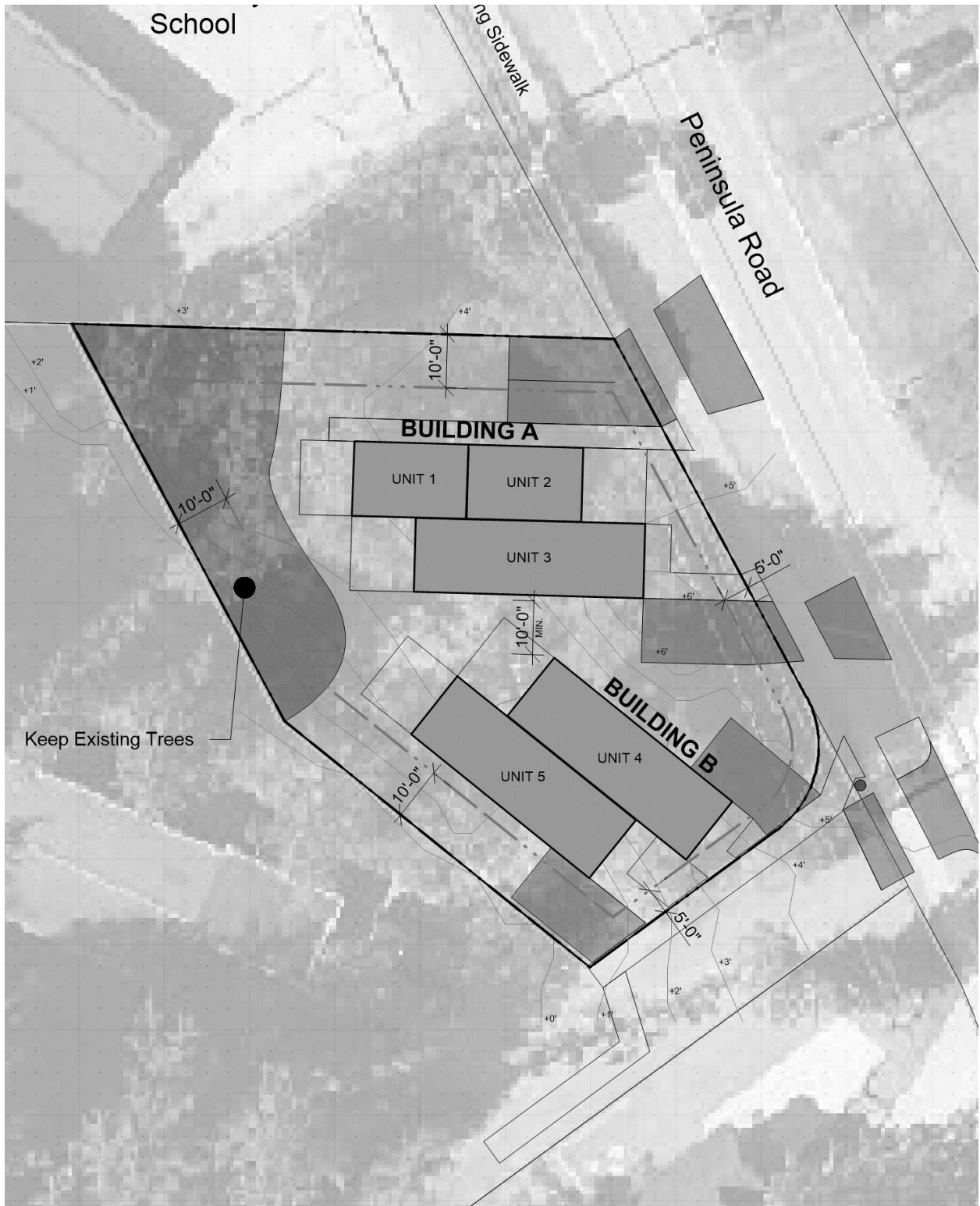
AUTHORIZING RESOLUTION passed by the Municipal Council on the _____ of _____, 2023.

IN WITNESS WHEREOF this Development Variance Permit is hereby executed and issued by the Municipality the _____ of _____, 2023.

ISSUED the _____ day of _____, 2023.

Bruce Greig - Director of Community Planning

Schedule A





REPORT TO COUNCIL

Council Meeting: February 9, 2023
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: JOHN TOWGOOD, MUNICIPAL PLANNER

FILE NO: 3360-20 RZ23-01 3090-20 DVP23-02

SUBJECT: ZONING AMENDMENT AND DEVELOPMENT VARIANCE PERMIT FOR 1300 PENINSULA ROAD **REPORT NO:** 23-19

ATTACHMENT(S): APPENDIX A – UCLUELET ZONING AMENDMENT BYLAW NO. 1324, 2023
APPENDIX B – DEVELOPMENT VARIANCE PERMIT 23-02
APPENDIX C – STAFF REPORT JANUARY 24, 2023

RECOMMENDATION(S):

THAT Council, with regard to the proposed development of 5 affordable housing units at 1300 Peninsula Road:

1. Give first and second reading to District of Ucluelet Zoning Amendment Bylaw No. 1324, 2023; and,
2. Direct staff to give notice for a public hearing to be held on District of Ucluelet Zoning Amendment Bylaw No. 1324, 2022, and Development Variance Permit 23-02.

BACKGROUND:

At the January 24, 2023, regular meeting Council reviewed a report (see **Appendix “C”**) on a CMHC Rapid Housing Initiative (**RHI**) grant. Council supported the pursuit of the possible grant funding for a 5-unit supportive affordable housing development (the **“Development”**) and specifically relevant to this report, Council made the following resolution:

“THAT Council direct staff to prepare a zoning amendment bylaw to change the designation of the property at 1300 Peninsula Road from R-1 Single-family Residential to an appropriate multi-family residential zoning designation.”

District of Ucluelet Zoning Amendment Bylaw No. 1324, 2023, (**“Bylaw 1324”**) and Development Variance Permit 23-02 (**DVP23-02**) are the outcomes of that direction.

BYLAW 1324:

Bylaw 1324 makes three specific changes to the *District of Ucluelet Zoning Bylaw No. 1160, 2013*, (the **“Zoning Bylaw”**).

1. Map Amendment

Bylaw 1324 would amend the zoning map (Schedule A of the Zoning Bylaw) by changing the zoning designation of 1300 Peninsula Road (PID: 026-919-788, Lot 34 Section 21, Clayoquot District Plan

VIP82303 - the “**Subject Property**”) from the *R-1 Zone Single Family Residential* to *R-2 Medium Density Residential*. A copy of the bylaw is attached as **Appendix “A”**. The R-2 zoning is the most appropriate zone to allow the proposed 5-unit supportive housing development.

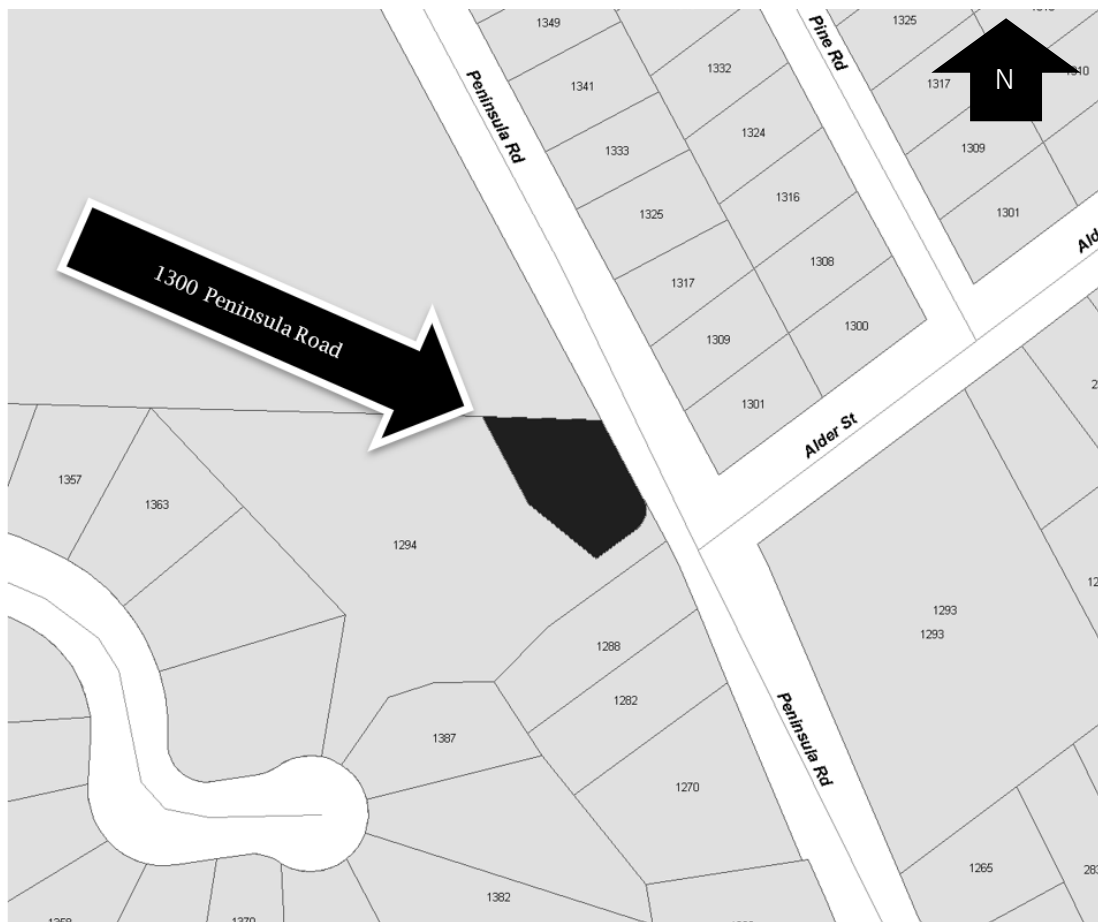


Figure 1– Subject Property

2. Density

Bylaw 1324 would amend the zoning bylaw by adding the following subsection to section R-2.2.1 (3) in alphanumeric order:

“(d) Despite the above, five (5) units are permitted, located in one tri-plex building and one duplex building, for a “Moderate Level Support Services Housing” development on PID: 026-919-788, Lot 34 Section 21 Clayoquot District Plan VIP82303 (1300 Peninsula Road).”

This amendment specially allows the 5-unit density and building configurations proposed in **Appendix “C”**.

3. Setbacks

Bylaw 1324 would further amend the zoning bylaw by adding the following subsection (R-2.5.4) to section R-2.5 in alphanumeric order:

“R-2.5.4 Despite the above, the minimum front and side yard setback may be reduced to 1.5m (5’) and the minimum rear yard setback may be reduced to 3.0m (10’) for “Moderate Level Support Services Housing”.

This amendment sets minimum setbacks specifically for the subject lot as required by the proposed development detailed in **Appendix “C”** and indicated in **Figure 2** below.

DEVELOPMENT VARIANCE PERMIT 23-02

To utilize this District-owned property, meet the RHI grant requirement of a minimum of 5 units, and to allow green space around and between the proposed buildings, the proposed development would provide a single parking space for each unit. A Development Variance Permit would be the most transparent approach to addressing the parking for the proposed buildings (see **Appendix “B”**). The variance reads as follows:

“Reduce the required off-street parking for a duplex building and a 3-unit multiple family building development (total of 5 units) to a total of 5 parking spaces whereas section 505.1 of Ucluelet Zoning Bylaw No. 1160, 2013, would require a total of 9 parking spaces (3 for the duplex and 6 for the 3-unit multiple family dwelling).”

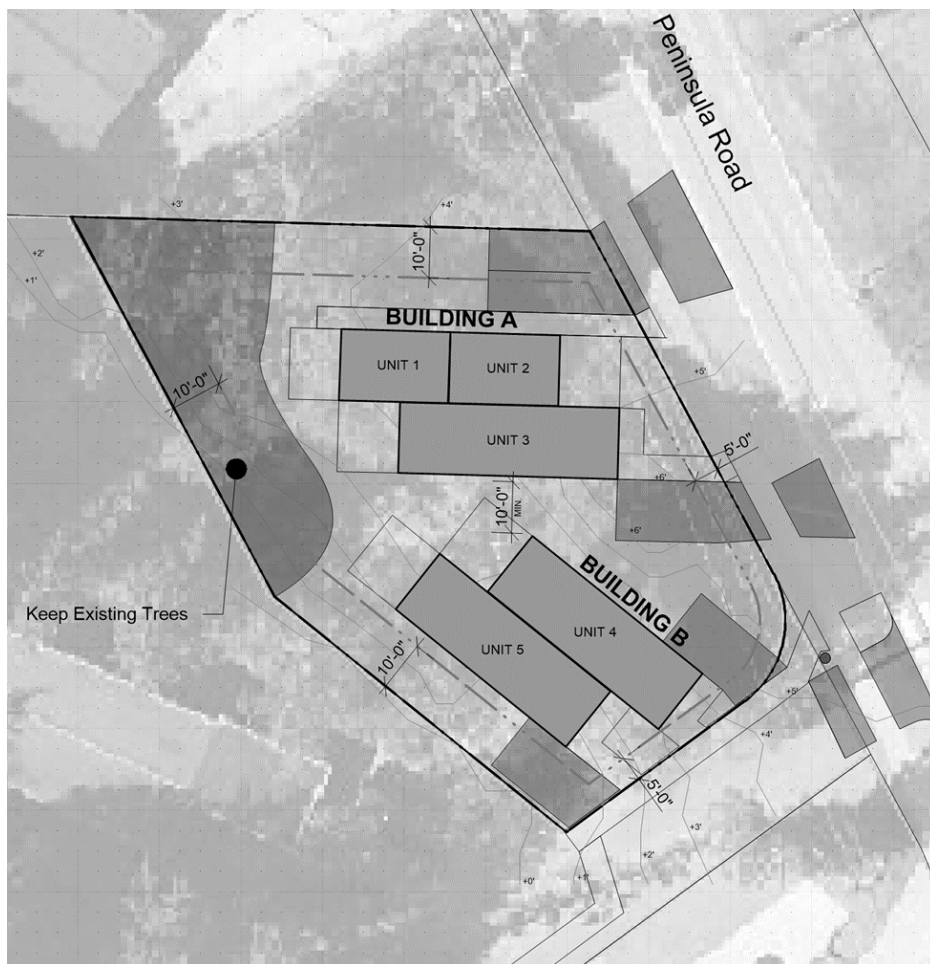


Figure 2 – Site and Parking Plan

ANALYSIS OF OPTIONS

A	Give first and second reading of Bylaw No. 1324, 2023 and direct staff to give notice for a public hearing.	<u>Pros</u>	<ul style="list-style-type: none"> • Would appropriately zone the property for the supportive housing development use as proposed. • Would increase the allowable density on this publicly-owned property. • Would provide an opportunity for public input on the proposal.
		<u>Cons</u>	<ul style="list-style-type: none"> • Would increase the allowable density on this publicly-owned property.
		<u>Implications</u>	<ul style="list-style-type: none"> • Would allow the application to proceed to a public hearing. • Staff time required to arrange public hearing and follow-up report.
B	Amend the draft zoning bylaw prior to 2 nd reading by stating which and how elements or features are to be modified.	<u>Pros</u>	<ul style="list-style-type: none"> • Modifying the zoning bylaw would ensure Council's intent for the development is met (if required).
		<u>Cons</u>	<ul style="list-style-type: none"> • Unknown at this time.
		<u>Implications</u>	<ul style="list-style-type: none"> • Modifying the zoning bylaw would require additional staff time.
		<u>Suggested Motion</u>	THAT Council direct staff to modify the draft District of Ucluelet Zoning Amendment Bylaw No. 1324, 2023, to (state desired outcome of amendments).
C	Reject the application.	<u>Pros</u>	<ul style="list-style-type: none"> • Would maintain the subject property's existing original zoning.
		<u>Cons</u>	<ul style="list-style-type: none"> • The current supportive housing development could not proceed. • Supportive housing grant application would not be submitted.
		<u>Implications</u>	<ul style="list-style-type: none"> • The bylaw would not proceed to public hearing. • No further staff time or resources would be utilized to further the project. • \$200,00 of affordable housing funds would no longer be required for this project.
		<u>Suggested Motion</u>	THAT Council rejected the application associated with RZ23-01 for 1300 Peninsula Road.

NEXT STEPS:

If Council gives first and second readings to Zoning Amendment Bylaw No. 1324, 2023, staff will undertake the necessary notification for a public hearing to be held on the bylaw and DVP at a date to be determined, potentially within the March 14, 2023, regular Council meeting.

Respectfully submitted:

John Towgood, Municipal Planner
Bruce Greig, Director of Community Planning
Duane Lawrence, CAO

DISTRICT OF UCLUELET

Zoning Amendment Bylaw No. 1324, 2023

A bylaw to amend the "District of Ucluelet Zoning Bylaw No. 1160, 2013".
(1300 Peninsula Road)

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 (the "Zoning Bylaw"), is hereby further amended by:

- A. adding the following subsection (d) to section R-2.2.1 (3) in alphanumerical order as follows:

"(d) Despite the above, five (5) units are permitted, located in one tri-plex building and one duplex building, for a "Moderate Level Support Services Housing" development on PID: 026-919-788, Lot 34 Section 21 Clayoquot District Plan VIP82303 (1300 Peninsula Road)."

- B. adding the following subsection (R-2.5.4) to section R-2.5 in alphanumerical order as follows:

"R-2.5.4 Despite the above, the minimum front and side yard setback may be reduced to 1.5m (5ft.) and the minimum rear yard setback may be reduced to 3.0m (10ft.) for a *Moderate Level Support Services Housing* development on Lot 34, Section 21, Clayoquot District, Plan VIP82303, PID: 026-919-788 (1300 Peninsula Road)."

2. Map Amendment

Schedule A - Zoning Map of the Zoning Bylaw, is hereby further amended by changing the zoning designation of Lot 34, Section 21, Clayoquot District, Plan VIP82303, PID: 026-919-788 (1300 Peninsula Road), as highlighted in black on Schedule A attached to and forming part of this bylaw, from R-1 Zone-Single Family Residential to R-2 Medium Density Residential.

3. Citation:

This bylaw may be cited as “District of Ucluelet Zoning Amendment Bylaw No. 1324, 2023”.

READ A FIRST TIME this day of , **2023.**

READ A SECOND TIME this day of , **2023.**

PUBLIC HEARING this day of , **2023.**

READ A THIRD TIME this day of , **2023.**

ADOPTED this day of , **2023.**

CERTIFIED A TRUE AND CORRECT COPY of “District of Ucluelet Zoning Amendment Bylaw No. 1324, 2023.”

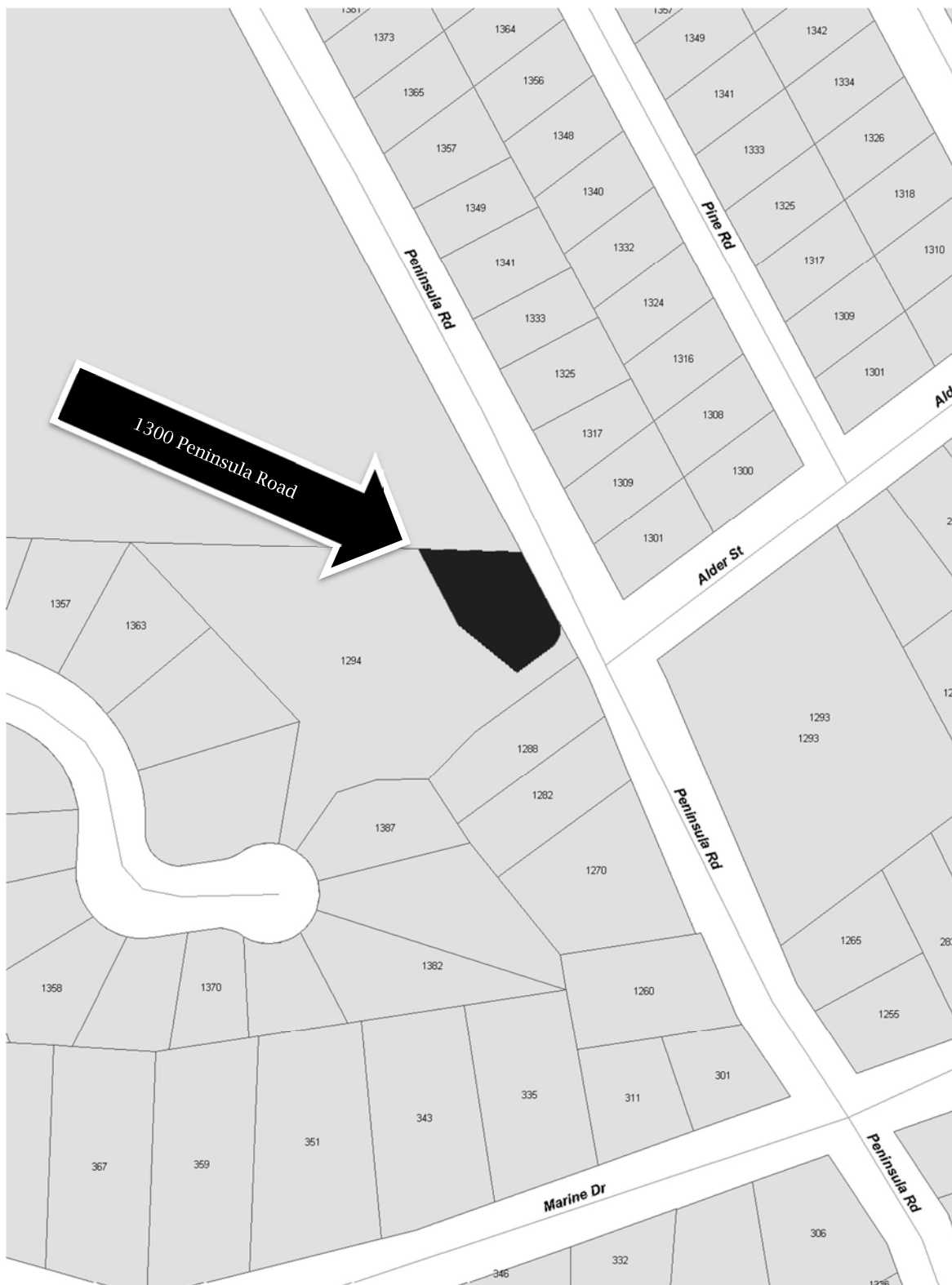
Marilyn McEwan
Mayor

Duane Lawrence
Corporate Officer

THE CORPORATE SEAL of the
District of Ucluelet was hereto
affixed in the presence of:

Duane Lawrence
Corporate Officer

Schedule A





DEVELOPMENT VARIANCE PERMIT DVP23-02

Pursuant to section 498 of the Local Government Act, R.S.B.C 2015 C.1 as amended:

1. This Development Variance Permit is issued to:

The District of Ucluelet, 200 Main Street, Ucluelet, BC.

2. This Development Variance Permit applies to, and only to, those lands within the District of Ucluelet described below, and the buildings, structures, and other development thereon:

PID: 026-919-788, Lot 34 Section 21 Clayoquot District Plan VIP82303 (1300 Peninsula Road).

3. The work authorized by this Permit may only be carried out in compliance with the requirements of the District of Ucluelet Zoning Bylaw No. 1160, 2013, except where specifically varied or supplemented by this development variance permit and in compliance with all federal, provincial, and municipal statutes, regulations, and bylaws.

4. This Permit authorizes the following variance specific to the plans and details attached as Schedule "A":

Reduce the required off-street parking for a duplex building and a 3-unit multiple family building development (total of 5 units) to a total of 5 parking spaces whereas section 505.1 of Ucluelet Zoning Bylaw No. 1160, 2013, would require a total of 9 parking spaces (3 for the duplex and 6 for the 3-unit multiple family dwelling).

5. 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.

6. This Permit is NOT a Building Permit.

AUTHORIZING RESOLUTION passed by the Municipal Council on the _____ of _____, 2023.

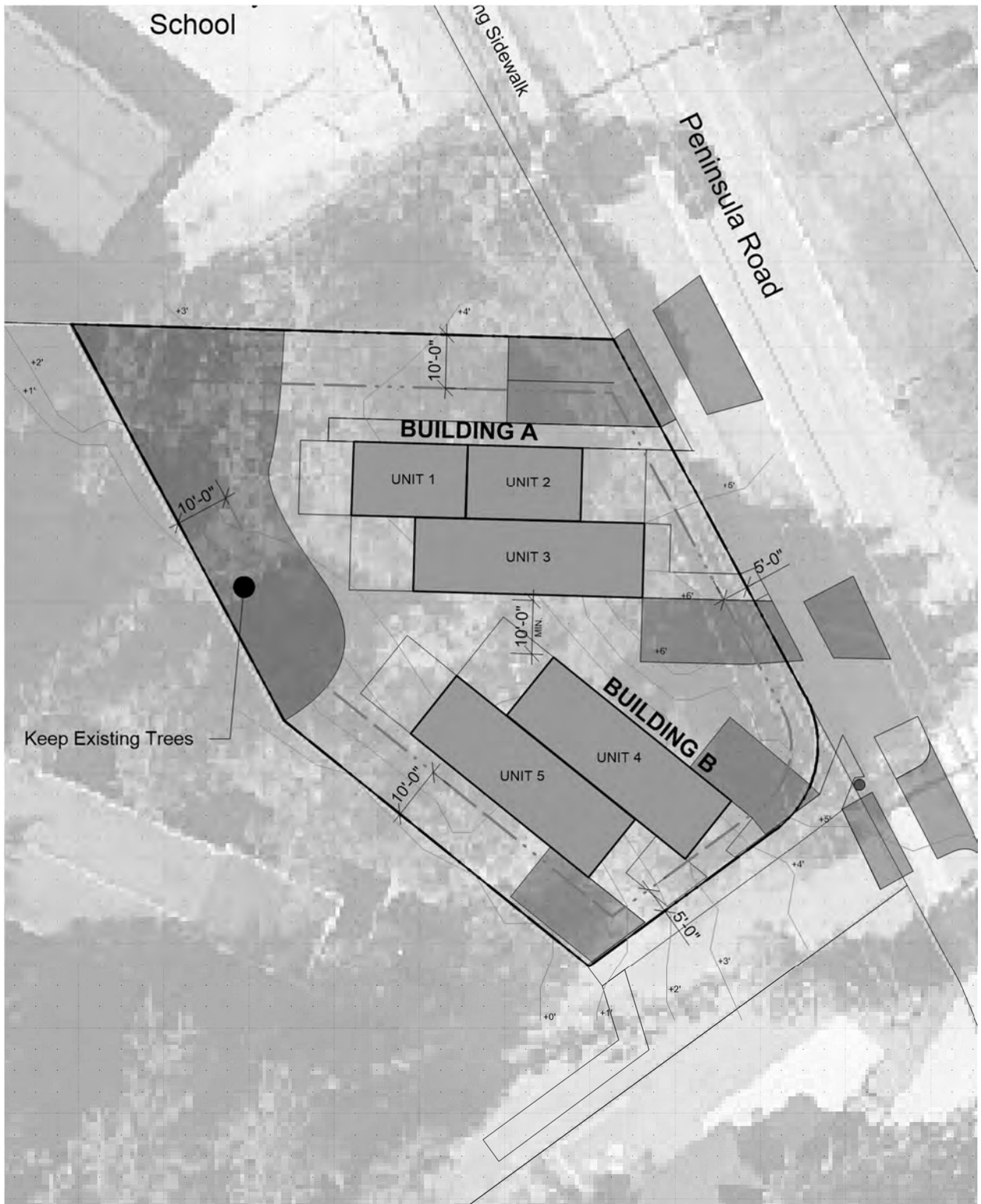
IN WITNESS WHEREOF this Development Variance Permit is hereby executed and issued by the Municipality the _____ of _____, 2023.

ISSUED the _____ day of _____, 2023.

Bruce Greig - Director of Community Planning



Schedule A





REPORT TO COUNCIL

Council Meeting: January 24, 2023

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: BRUCE GREIG, DIRECTOR OF PLANNING

FILE NO: 6630-24 CMHC

SUBJECT: CMHC RAPID HOUSING INITIATIVE GRANT

REPORT NO: 23- 12

ATTACHMENT(S): APPENDIX A - CONCEPT PLANS

APPENDIX B - DRAFT RFP FOR DESIGN/BUILD OF AFFORDABLE HOUSING

RECOMMENDATIONS:

1. **THAT** Council direct staff to issue a Request for Proposals (RFP) for a design/build contractor to construct five supportive affordable housing units on the District-owned property at 1300 Peninsula Road;
2. **THAT** Council direct staff to prepare a draft submission to the Canada Mortgage and Housing Corporation (CMHC) Rapid Housing Initiative grant intake, for Council authorization at its March 14, 2023, regular meeting;
3. **THAT** Council authorize spending up to \$25,000 from the affordable housing reserve fund on preliminary survey, engineering, design and project management in preparation of the grant application, RFP and anticipated construction contract;
4. **THAT** Council indicate support to earmark up to \$200,000 from the municipal affordable housing reserve as a municipal cash contribution to the project, for consideration during the ongoing budget discussions and confirmation at the March 14, 2023, Regular Council meeting;
5. **THAT** Council direct staff to continue discussions with community social support service providers with the aim of developing a partnering agreement for the ongoing operation of the housing should the District succeed in obtaining project funding from the current Canada Mortgage and Housing Corporation (CMHC) grant or other sources; and,
6. **THAT** Council direct staff to prepare a zoning amendment bylaw to change the designation of the property at 1300 Peninsula Road from R-1 Single-family Residential to an appropriate multi-family residential zoning designation.

BACKGROUND:

CMHC Grant – Rapid Housing Initiative:

The Canada Mortgage and Housing Corporation (CMHC) recently announced an intake for phase 3 of the federal Rapid Housing Initiative. This grant is open to municipalities for funding affordable and supportive community housing projects.

Staff have taken a number of steps to understand the particulars of the grant program, and conclude that this may align with community needs and capacities to create a supply of housing to fill a critical gap in the Ucluelet housing spectrum. This is a small project, but one that could have a large impact on the lives of a handful of community members.

Community Issue – the need:

The [Ucluelet Housing Needs Assessment](#) identified that there are 75 Ucluelet households in “Extreme Core Housing Need”, and consistent with other regional data the greatest prevalence of this need among household types are lone parents, noting, “One out of four lone parents in the community face financial, spatial or quality hardship as they relate to housing”. Single person / roommate households are not far behind.

Initial staff discussion with a local non-profit service provider confirmed that there is great demand from lone parent households (particularly women and their children) for appropriate and stable affordable housing. This target demographic aligns with the CMHC grant opportunity which prioritizes projects aimed at supporting housing for women and their families.



Opportunity – the grant:

The CMHC [Rapid Housing Grant](#) intake is open until March 15th. Applications will be scored based on a number of criteria, including the ability to deliver the project within 18 months. This has prompted the approach that staff are recommending for Council’s consideration. The grant can fund up to 100% of costs, however it appears that successful projects will need to demonstrate a level of partnering commitment.

Opportunity – the site:

The District-owned property at the corner of Peninsula Road and Alder Street, immediate adjacent to the Ucluelet Elementary School grounds, is a site previously identified as one of the few lots that the municipality may be able to use for an appropriate development of affordable housing. Staff have tested the site for building location, outdoor space, and parking configurations - and have concluded that a 5-unit development in the form of two buildings of accessible duplex-style townhouses would fit the site and the neighbourhood context (see [Appendix “A”](#)).

Opportunity – partnership:

As mentioned, staff have had preliminary conversations with a local community social service provider who, at the staff level, expressed great interest and confirmed that this type of housing would be in high demand and would align with their programs meeting acute needs among community members experiencing personal, family and housing stress. Staff explored the idea of a partnership whereby the District would construct and own the building assets and the partner would ensure that community members genuinely deserving of the housing are able to access these rental units for themselves and their families. This partnership would solve the issue of ongoing management of the housing without the need for ongoing funding coming from the District. The service provider has a long track record in the community; because discussions have so far been at the staff level, and have not had time to receive full Board approval (or Council approval for that matter), it would be appropriate for further details to be provided to Council in a closed portion of the meeting – with the full details to become public in the coming weeks.

Opportunity – the housing:

The site and neighbourhood lean toward ground-oriented housing which could be fully accessible at the ground level, widening the potential range of community members who could benefit. The unit layouts lend themselves to compact but very livable homes with small dedicated outdoor spaces. The majority of units would contain three bedrooms to provide flexibility to accommodate families. A parking space would be provided for each unit, but all units would still have a small front garden entry facing the street to create a neighbourly presence facing the public road.

Strategy – the approach:

Staff recommend that the site particulars and concept plans be put out in a Request for Proposals (RFP) to experienced modular housing construction companies with experience on Vancouver Island. The recommended approach would be to aim at a design / build contract for the turn-key development of the five units on the site within the 18-month timeframe. The RFP would define the District's building program (what is it and what is it being used for) and the quality, durability, sustainability and energy efficiency goals that are expected to be met to provide value for this municipal asset, based on the concept plans.

The timing of the RFP would deliver proposals to the District shortly ahead of the March 15 grant deadline – this would enable staff to confirm a recommended proposal with Council on March 14th and tailor the grant submission with a known price and contractor's track record. Awarding a contract for the housing construction would be subject to successfully obtaining funding through the CMHC grant. A draft RFP document including scope and timeline is attached in **Appendix "B"**.

Staff have so far spoken with two experienced modular contractors who expressed interest and ability to complete the project within the stipulated grant timeline.

Groundwork:

Aside from exploring and discussing the grant details with CMHC and the community service provider, staff have initiated a site survey and sought proposals for geotechnical review and civil engineering for the site services. Regardless of whether the District is successful in the current grant application, this detailed information about the site would provide value for the District.

Financial Implications:

Staff are suggesting that up to a \$200,000 cash contribution to the project from the municipal affordable housing reserve fund would be an appropriate level of commitment for this project. Coupled with committing the land to this use for the foreseeable future (a \$700,000 value), the District’s commitment to the project would be significant. The building constructions costs are estimated at roughly \$2,000,000; this amount would be confirmed through the RFP and would then inform the grant application.

	cost /value	funding source
land	\$700,000	District owned
pre-design survey & engineering	\$25,000	District affordable housing reserve
Ucluelet cash contribution	up to \$200,000	District affordable housing reserve
capital grant for construction costs	approx. \$2,000,000	CMHC Rapid Housing Initiative
operating costs		community service partner

Conclusion:

Staff recommend that Council consider the motions laid out at the outset of this report to advance a grant application for this supportive affordable housing development on District land. The project would meet one of the most pressing, known housing needs in the community. There is a willing and qualified community partner expressing interest and able to take on the long-term operation and make this project a success. The current grant opportunity is, in staff’s opinion, a chance to perhaps align the planets to deliver a rapid affordable housing development to meet a small portion of a dire community need.

ANALYSIS OF OPTIONS:

A	That Council support pursuing the supportive affordable housing project at 1300 Peninsula Road as outlined in the staff report.	Pros	<ul style="list-style-type: none"> Aligns with an identified community housing need – one which will not otherwise be met without commitment of public resources from the District and/or other agencies. Would take advantage of the current CMHC grant opportunity to leverage federal funds to construct the project. Aligns with past initial work to identify where District resources are best spent to address community housing needs. Would take advantage of the site at 1300 Peninsula Road and its proximity to schools and other community facilities – making it particularly well suited for housing or families. Would support an existing non-profit community service provider in delivering their programs to support vulnerable persons and families in the community. Rental revenues would help offset the operational cost of the buildings.
		Cons	<ul style="list-style-type: none"> Reduces future opportunities to undertake other affordable housing projects. Buildings would be a District asset that would need to be insured and included in the Districts long term asset management plan. District would need to plan for the ongoing care and maintenance of the buildings. Cost of operating a rental building can be high.
		Implications	<ul style="list-style-type: none"> Would require a significant commitment of staff time in the coming weeks to ensure the District puts its best foot forward with a complete grant application. Would commit the use of the District-owned property at 1300 Peninsula Road to use for affordable housing for the foreseeable future. Would commit a significant portion of the current Affordable Housing Reserve funds. Rental fees would need to cover insurance and maintenance costs of operating the buildings.
B	THAT Council not support pursuing the grant application and/or development of affordable housing at 1300 Peninsula Road at this time.	Pros	<ul style="list-style-type: none"> Allows for OAP funding to be used for other affordable housing initiatives.
		Cons	<ul style="list-style-type: none"> Would not address a known community housing need. Would not take advantage of the current grant and/or partnership opportunity.
		Implications	<ul style="list-style-type: none"> Staff time could be prioritized for other work. Affordable Housing Reserve funds would be available for other projects.
		Suggested Motion	No motion required.

POLICY OR LEGISLATIVE IMPACTS:

The property is currently designated in the OCP Long-range Land Use Plan as “Multi-Family Residential” but is zoned as R-1 Single-Family Residential. One step for this project would be to rezone the property to an appropriate multi-family zoning designation.

Respectfully submitted: **Bruce Greig, Director of Community Planning**
 John Towgood, Municipal Planner
 Duane Lawrence, Chief Administrative Officer
 Donna Monteith, Director of Finance



OPTION A

Proposed Building, Proposed Development, Variances, and Other Information, 800 Parkside Road...

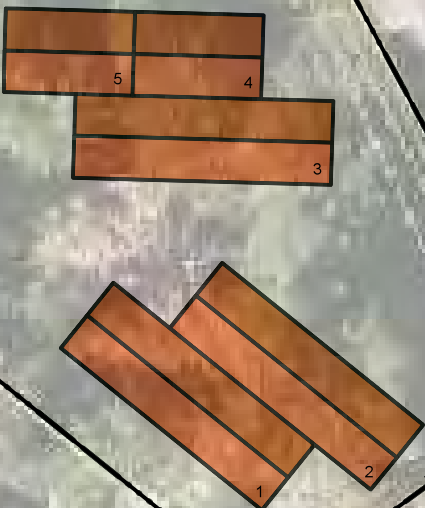
Elementary School

Existing Sidewalk

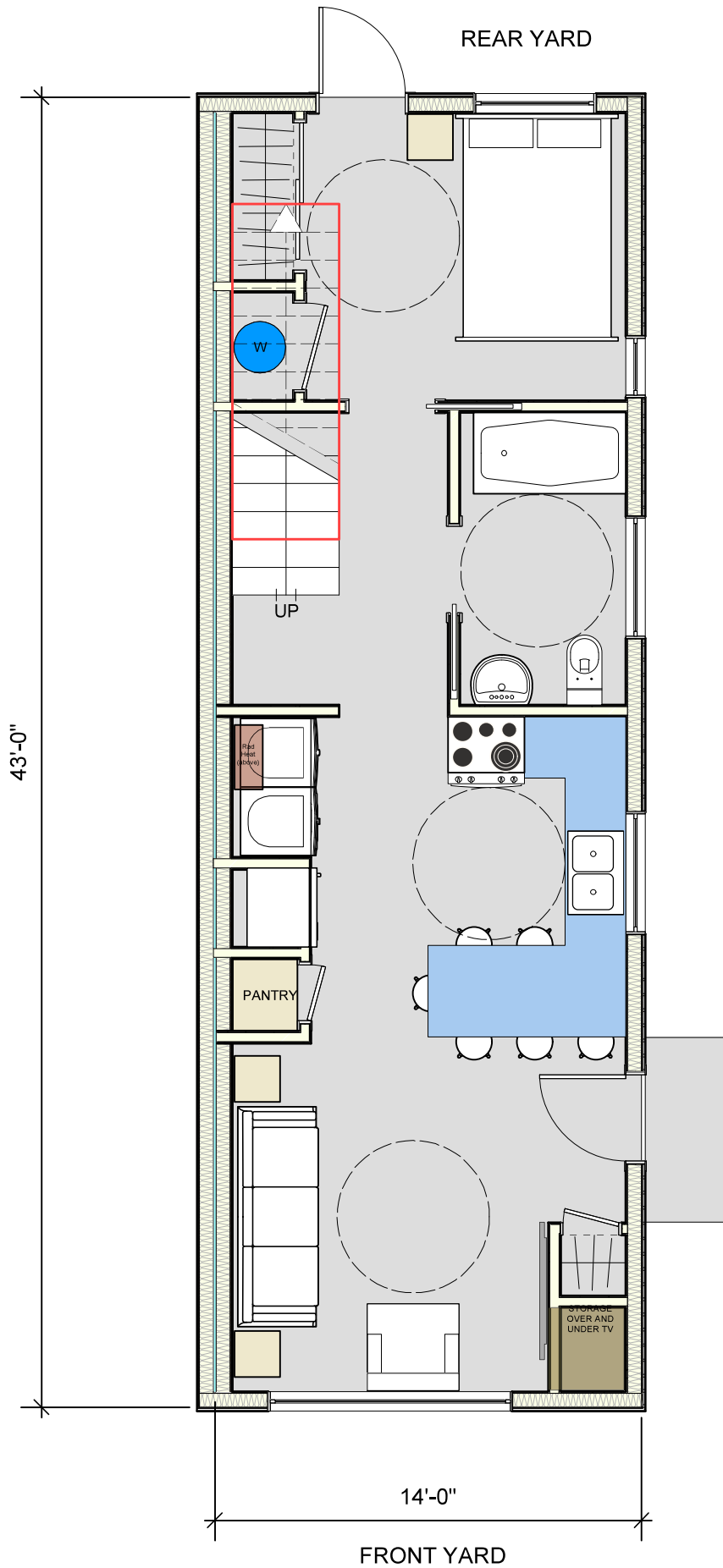
Peninsula Road

Alder Street

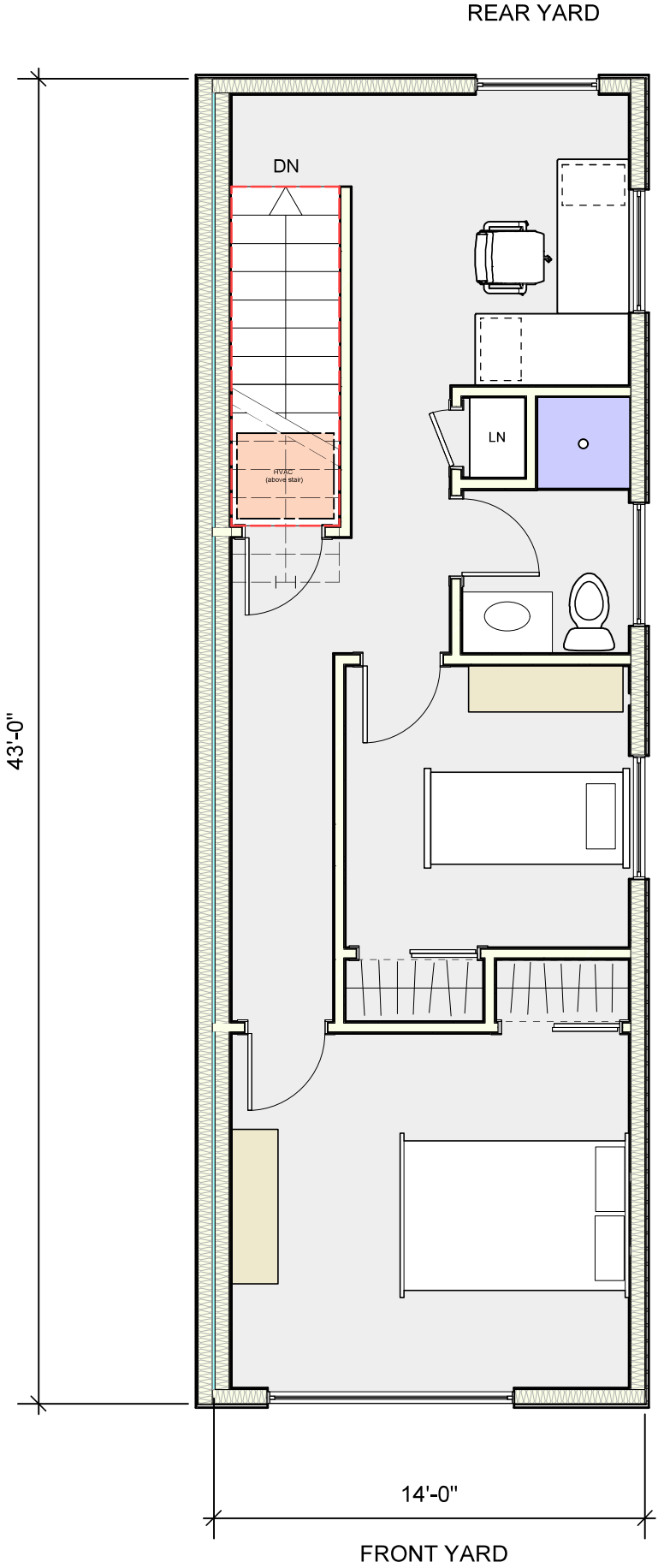
Existing Sidewalk



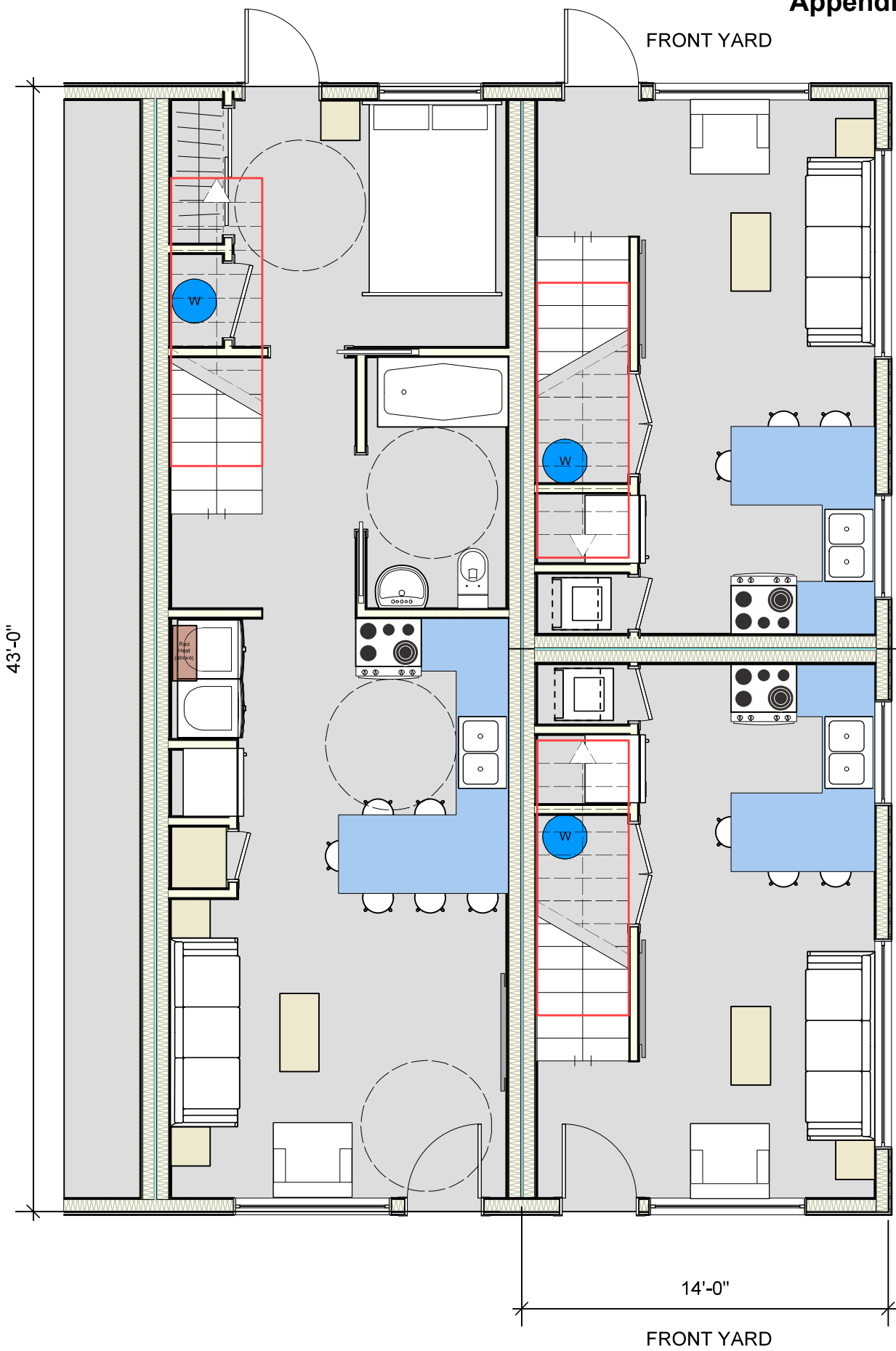
OPTION A



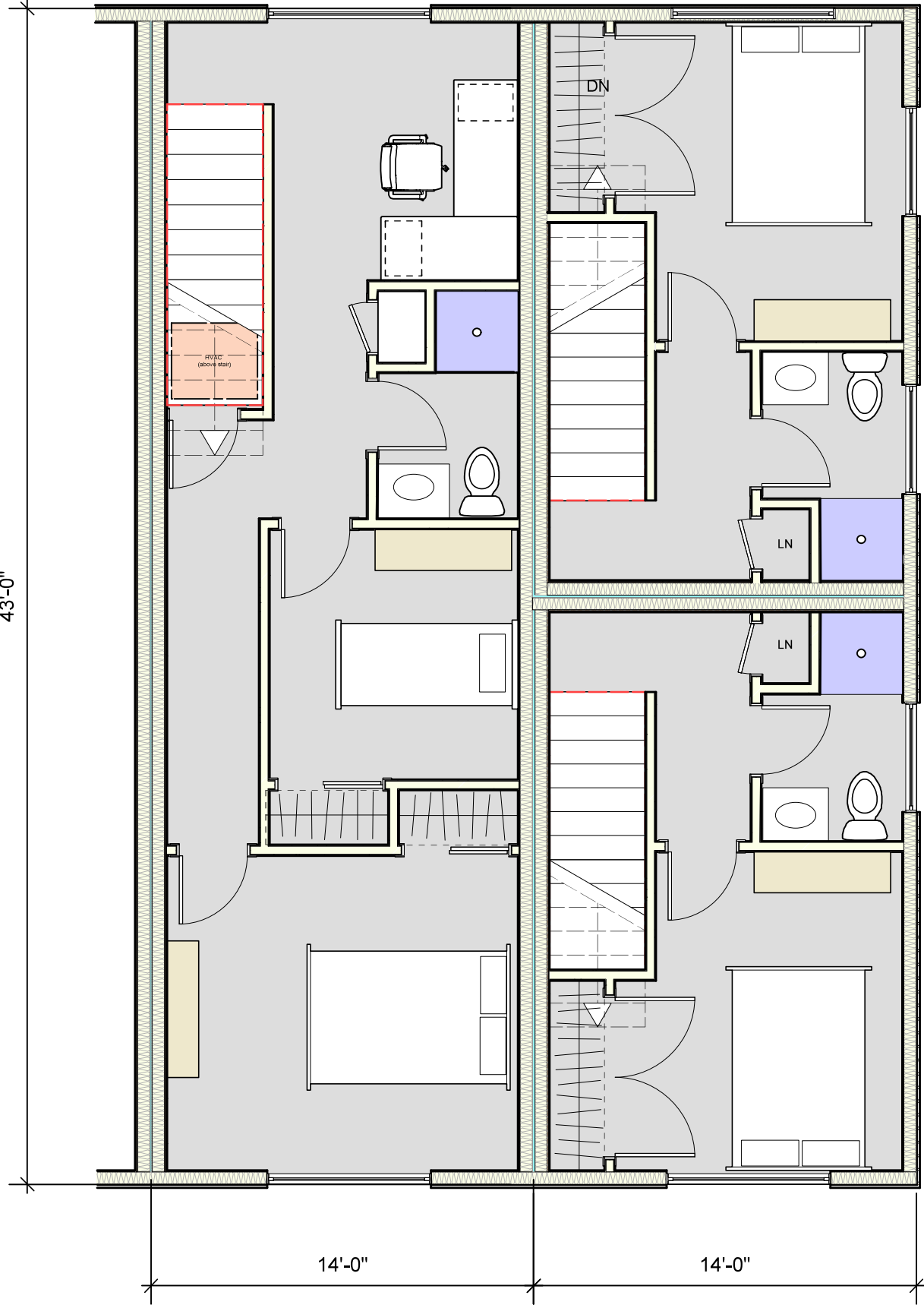
OPTION A



OPTION A



OPTION B



OPTION B



DISTRICT OF UCLUELET

Excerpts from the February 9, 2023 Regular Meeting Minutes

6.2 Zoning Amendment and Development Variance Permit for 1300 Peninsula Road

John Towgood, Municipal Planner

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

2023.2058.REGULAR *It was moved and seconded **THAT** Council, with regard to the proposed development of 5 affordable housing units at 1300 Peninsula Road give first and second reading to District of Ucluelet Zoning Amendment Bylaw No. 1324, 2023.*

CARRIED.

2023.2059.REGULAR *It was moved and seconded **THAT** Council, with regard to the proposed development of 5 affordable housing units at 1300 Peninsula Road, direct staff to give notice for a public hearing to be held on District of Ucluelet Zoning Amendment Bylaw No. 1324, 2022, and Development Variance Permit 23-02.*

DEFEATED.

Council noted that the Bylaw's number is 1324, 2023 not 1324, 2022. The motion was defeated to move a resolution with the correct bylaw number; 1324, 2023.

2023.2060.REGULAR *It was moved and seconded **THAT** Council, with regard to the proposed development of 5 affordable housing units at 1300 Peninsula Road direct staff to give notice for a public hearing to be held on District of Ucluelet Zoning Amendment Bylaw No. 1324, 2023, and Development Variance Permit 23-02.*

CARRIED.



REPORT TO COUNCIL

Council Meeting: March 14, 2023
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: BRUCE GREIG, DIRECTOR OF COMMUNITY PLANNING **FILE NO:** 3360-20 RZ23-01 3090-20 DVP23-02
SUBJECT: ZONING AMENDMENT AND DVP FOR 1300 PENINSULA ROAD **REPORT NO:** 23- 33
ATTACHMENT(S): APPENDIX A – UCLUELET ZONING AMENDMENT BYLAW NO. 1324, 2023
APPENDIX B – DEVELOPMENT VARIANCE PERMIT 23-02

RECOMMENDATION(S):

THAT Council, with regard to the proposed development of 5 affordable housing units at 1300 Peninsula Road:

1. give third reading and adopt *District of Ucluelet Zoning Amendment Bylaw No. 1324, 2023*; and,
2. authorize the Director of Community Planning to execute and issue Development Variance Permit 23-02.

BACKGROUND:

District of Ucluelet Zoning Amendment Bylaw No. 1324, 2023, received first and second reading at the [February 9, 2023, Regular Council meeting](#). Notification was completed and a public hearing on the bylaw is scheduled to be held March 14, 2023 (prior to this report). Council is now in a position to give 3rd reading and adopt Ucluelet Zoning Amendment Bylaw No. 1324, 2023.

The required notice has been given for Development Variance Permit 23-02 which would reduce the required off-street parking for a duplex building and a 3-unit multiple family building development (total of 5 units) to a total of 5 parking spaces whereas section 505.1 of *Ucluelet Zoning Bylaw No. 1160, 2013*, would require a total of 9 parking spaces. Public input on the DVP was received at the public hearing March 14, 2023 (prior to this report). Council is now in a position to authorize the Director of Community Planning to execute and issue Development Variance Permit 23-02.

ANALYSIS OF OPTIONS

Having received public input at the public hearing, Council is able to consider third reading and adoption of Bylaw No. 1324 and issuance of DVP23-02.

A	Consider 3 rd reading and adoption of <i>District of Ucluelet Zoning Amendment Bylaw No. 1324, 2023 and authorize DVP23-02</i>	<u>Pros</u>	<ul style="list-style-type: none"> Adopting the bylaw would allow the project to proceed.
		<u>Cons</u>	<ul style="list-style-type: none"> No negative consequences are anticipated.
		<u>Implications</u>	
B	Provide alternative direction or reject the proposed zoning amendment.	<u>Pros</u>	<ul style="list-style-type: none"> Unknown at this time
		<u>Cons</u>	<ul style="list-style-type: none"> Unknown at this time.
		<u>Implications</u>	<ul style="list-style-type: none"> Staff time to prepare an amended bylaw. If the bylaw is amended a new public hearing would be required.
		<u>Suggested Motion</u>	THAT Council direct staff to <u>(amend/reject)</u> <i>Ucluelet Zoning Amendment Bylaw No. 1324, 2023 and DVP23-02</i>

POLICY OR LEGISLATIVE IMPACTS:

The adoption of *District of Ucluelet Zoning Amendment Bylaw No. 1324, 2023*, would amend *District of Ucluelet Zoning Bylaw No. 1160, 2013*.

Respectfully submitted:

BRUCE GREIG, DIRECTOR OF COMMUNITY PLANNING

DUANE LAWRENCE, CAO

DISTRICT OF UCLUELET

Zoning Amendment Bylaw No. 1324, 2023

A bylaw to amend the “District of Ucluelet Zoning Bylaw No. 1160, 2013”.
(1300 Peninsula Road)

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 (the “Zoning Bylaw”), is hereby further amended by:

- A. adding the following subsection (d) to section R-2.2.1 (3) in alphanumerical order as follows:

“(d) Despite the above, five (5) units are permitted, located in one tri-plex building and one duplex building, for a “Moderate Level Support Services Housing” development on PID: 026-919-788, Lot 34 Section 21 Clayoquot District Plan VIP82303 (1300 Peninsula Road).”

- B. adding the following subsection (R-2.5.4) to section R-2.5 in alphanumerical order as follows:

“R-2.5.4 Despite the above, the minimum front and side yard setback may be reduced to 1.5m (5ft.) and the minimum rear yard setback may be reduced to 3.0m (10ft.) for a *Moderate Level Support Services Housing* development on Lot 34, Section 21, Clayoquot District, Plan VIP82303, PID: 026-919-788 (1300 Peninsula Road).”

2. Map Amendment

Schedule A - Zoning Map of the Zoning Bylaw, is hereby further amended by changing the zoning designation of Lot 34, Section 21, Clayoquot District, Plan VIP82303, PID: 026-919-788 (1300 Peninsula Road), as highlighted in black on Schedule A attached to and forming part of this bylaw, from R-1 Zone–Single Family Residential to R-2 Medium Density Residential.

3. Citation:

This bylaw may be cited as “District of Ucluelet Zoning Amendment Bylaw No. 1324, 2023”.

READ A FIRST TIME this 9th day of **February, 2023.**

READ A SECOND TIME this 9th day of **February, 2023.**

PUBLIC HEARING this day of , **2023.**

READ A THIRD TIME this day of , **2023.**

ADOPTED this day of , **2023.**

CERTIFIED A TRUE AND CORRECT COPY of “District of Ucluelet Zoning Amendment Bylaw No. 1324, 2023.”

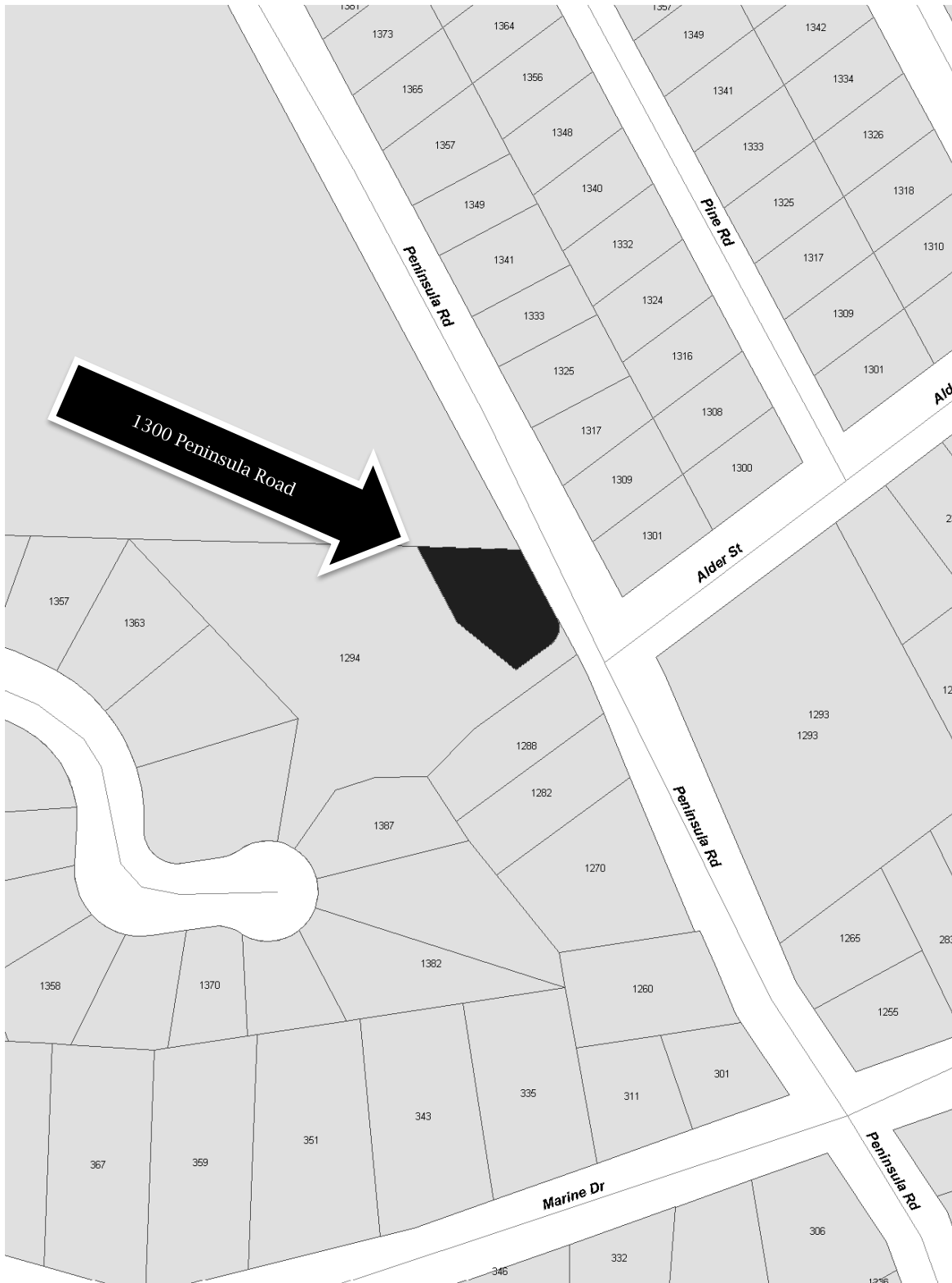
Marilyn McEwan
Mayor

Duane Lawrence
Corporate Officer

THE CORPORATE SEAL of the
District of Ucluelet was hereto
affixed in the presence of:

Duane Lawrence
Corporate Officer

Schedule A





DEVELOPMENT VARIANCE PERMIT DVP23-02

Pursuant to section 498 of the Local Government Act, R.S.B.C 2015 C.1 as amended:

1. This Development Variance Permit is issued to:

The District of Ucluelet, 200 Main Street, Ucluelet, BC.

2. This Development Variance Permit applies to, and only to, those lands within the District of Ucluelet described below, and the buildings, structures, and other development thereon:

PID: 026-919-788, Lot 34 Section 21 Clayoquot District Plan VIP82303 (1300 Peninsula Road).

3. The work authorized by this Permit may only be carried out in compliance with the requirements of the District of Ucluelet Zoning Bylaw No. 1160, 2013, except where specifically varied or supplemented by this development variance permit and in compliance with all federal, provincial, and municipal statutes, regulations, and bylaws.

4. This Permit authorizes the following variance specific to the plans and details attached as Schedule "A":

Reduce the required off-street parking for a duplex building and a 3-unit multiple family building development (total of 5 units) to a total of 5 parking spaces whereas section 505.1 of Ucluelet Zoning Bylaw No. 1160, 2013, would require a total of 9 parking spaces (3 for the duplex and 6 for the 3-unit multiple family dwelling).

5. 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.

6. This Permit is NOT a Building Permit.

AUTHORIZING RESOLUTION passed by the Municipal Council on the _____ of _____, 2023.

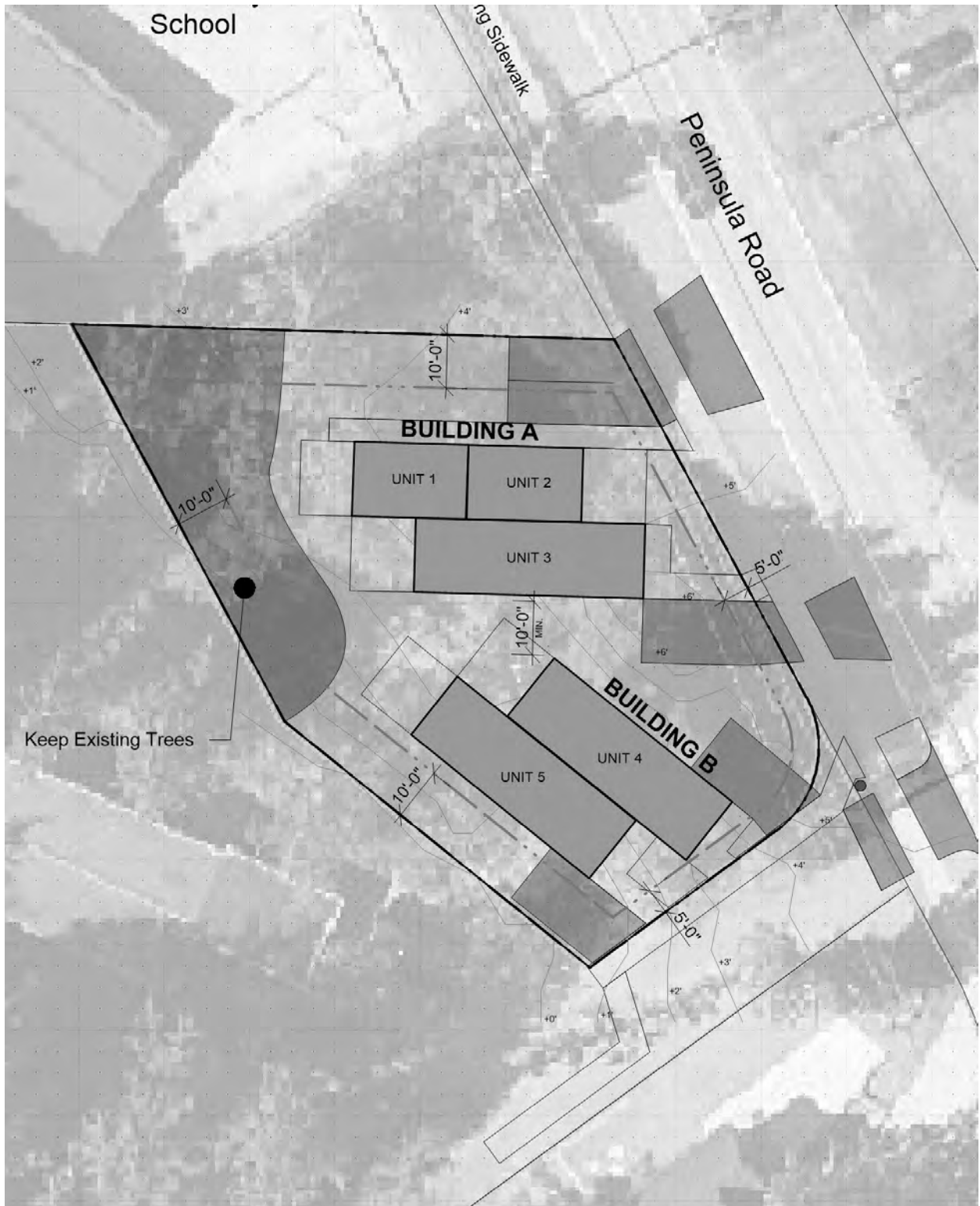
IN WITNESS WHEREOF this Development Variance Permit is hereby executed and issued by the Municipality the _____ of _____, 2023.

ISSUED the _____ day of _____, 2023.

Bruce Greig - Director of Community Planning



Schedule A





REPORT TO COUNCIL

Council Meeting: March 14, 2023

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: JAMES MACINTOSH, DIRECTOR OF ENGINEERING SERVICES

FILE No: 1290-04

SUBJECT: PENINSULA ROAD SAFETY AND REVITALIZATION

REPORT NO: 23-32

ATTACHMENT(S): APPENDIX A – PROJECT DATES, FINANCES, AND COUNCIL REPORT LOG
APPENDIX B – TENTATIVE PROJECT SCHEDULE

RECOMMENDATION(S):

THAT Council direct staff to proceed with the Peninsula Road Safety and Revitalization Project as presented in 23-32 staff report and report back to Council with project phasing options for consideration.

BACKGROUND:

Peninsula Road is evolving from a 1960s-era logging and fishing road to a vibrant multi-use transportation corridor. The highway and streetscape are being designed to address the near-term needs of a growing resort municipality and are in alignment with the long-term objectives of the [District's Official Community Plan](#).

The project was envisioned in 2015 with the ambition to implement [British Columbia's Active Transportation](#) best practices while improving safety for all users and revitalizing the District's main corridor. Years of progressive design produced a full concept, which enabled the community's first look at the project at a 2019 open house. The concept design was then used to pursue the financial support needed to advance the project forward, and a grant was awarded to the District.

In early 2022, with funding secured and a concept in hand, District staff assembled the project team. A variety of community engagements were completed and in May 2022, the Committee-of-the-Whole was presented with the [Community Engagement and Feedback Summary](#). The report summarised the engagements, which included one-on-one meetings with owners and occupants in the project area, two open house meetings, and an online survey that asked locals for their feedback. The Committee-of-the-Whole mirrored the communities' top likes and concerns and endorsed the project direction while asking for minor refinements such as increased focus on continuously paved travel paths, increased safety for pedestrians, and added focus on improving parking and beautification. The project team committed to incorporating the items and returning to Council with an update prior to construction.

Throughout 2022, the project team advanced the design to incorporate top priorities, completed cost estimate updates, and extended the project timeline.

1. Design advancement:

Modifications occurred between Seaplane Base Road and Bay Street by redesigning the single dedicated bike paths into one protected bi-directional bike lane and between Bay Street and Main Street by removing the shared bike and traffic lane. The modifications ensure all travel paths are paved, parking is retained, and beautification and safety are enhanced. All other areas remain the same as in the original concept. Incorporating input has slowed the project's momentum. The original concept and the outcome of the modifications are illustrated below.



(Figure 1 – Before and after modifications)



(Figure 2 – After modifications, 3-D rendering (looking North from Bay Street))

2. Costs:

The budget, inclusive of all design and construction costs, is \$1,890,000, funded through the Canadian Community Revitalization Fund, Resort Municipality Initiative and Gas Tax. Through Cost escalation from inflation and design complexities have affected the project. McElhaney Engineering has provided several cost iterations on different modifications which range from \$2-4m to construct the total project. The project as presented is currently valued at \$3.8m. The staff recommendation provides a balance between cost, quality, and schedule.

3. Timeline:

The District has requested and received approval from the grant funders for an extension of the grant from March 31, 2023, to March 31, 2024. The accepted rationale for an extension is due to the increased complexity of managing inflated project costs in the post-COVID-19 market. The extension provides a window to implement a procurement strategy to attract more competitive and flexible pricing to the project.

The Peninsula Road Safety and Revitalization Project is part of a larger opportunity to rehabilitate the corridor with fresh pavement and upgraded storm water drainage. A progressive dialogue with the Ministry of Transportation and Infrastructure (MOTI) is advancing with an aim to strategically coordinate the District project, the replacement of the shared-ownership highway storm drainage system, and the planned resurfacing of the provincial highway. The best possible outcome is achieved by closely synchronizing boulevard works, storm infrastructure replacement, and resurfacing. Advancement of these priorities will be provided to Council in separate reports for consideration.

ANALYSIS OF OPTIONS:

Approving the design as presented will provide the project team with the direction needed to complete the entire design. The project team would aim to complete the design by August to be ready for a final update to Council before preparing for construction in the Autumn. Because the estimated costs are higher than the available budget, the team is recommending the project be revised from a single year project to a multi-year development. The project scope for phase one would be contained within the 2023-2024 period and require no further financial resources. Additional phases would be brought forward to Council for consideration in future budget cycles. Project phasing would aim to allocate the right funds at the right place and time to ensure the District receives the best value for money. For example, one section between high priority streets could be fully constructed, or elements such as continuous sidewalks and curbs could be constructed across the full length. The project team will provide Council with recommendations on phasing once the design is complete.

If Council is generally comfortable with the design and strategy but wishes to make small modifications, there’s an opportunity to do so in Option B. The original goals and objectives remain actionable and can be recalibrated to suit Council’s needs. Modifications that affect the scope, costs, schedule, or quality at this stage would introduce high risk to the project’s delivery.

Council also has the option to defer or cancel the project. Cancelling could allow Council to reconsider the District’s financial priorities and the goals for Peninsula Road. Cancelling would cost the District financially because the conditions of the grant would be defaulted on. Cancelling the project would result in all grant funding being returned and severely impact the likelihood of the project receiving future grant funding. With the project not complete, the existing travel corridors along the highway boulevard would remain as is with MOTI paving the vehicle travel lanes in their existing configuration.

A	<u>Pros</u>	<ul style="list-style-type: none"> • Achieved goals and objectives of safety and revitalization, and strong alignment with Active Transportation Guideline, and the Official Community Plan. • Stakeholder input incorporated into the design. • Total project scope adjusted to align with short and long-term achievable goals. • No change to project budget or additional funds needed for phase one. • Schedule for phase one is achievable and on track. • Quality is high and aligned with relevant guidelines and best practices. • Risks of escalated costs are mitigated through a phased delivery approach.
	<u>Cons</u>	<ul style="list-style-type: none"> • Total project costs have increased to complete full project as designed. • Schedule to deliver complete project is longer than originally anticipated. • Project would be phased with an unknown total completion timeline.

		<u>Implications</u>	<ul style="list-style-type: none"> Phase one costs will be managed within the existing budget. Future phases will require additional budget allocations as approved by Council. Staff time to research and apply for future grant opportunities.
B	Proceed but with minor modifications to the design and/or strategy	<u>Pros</u>	<ul style="list-style-type: none"> Goals and objectives would be adjusted to incorporate Council's input. Adjustments that are relatively small are feasible.
		<u>Cons</u>	<ul style="list-style-type: none"> Adjustments to the goals and objectives could affect project delivery. Modifications to the scope, costs, schedule or quality could affect project delivery. Increased risks to the project success depending on the desired project modifications.
		<u>Implications</u>	<ul style="list-style-type: none"> Larger modifications could result in increased design costs. Phase one costs continued to be managed within the existing budget. Future phases will require additional budget allocations as approved by Council. Staff time to research and apply for future grant opportunities.
		<u>Suggested Motion</u>	THAT Council direct staff proceed with the project and incorporate the following to adjust the design and/or strategy by _____, _____ and _____.
C	Cancel or defer the project	<u>Pros</u>	<ul style="list-style-type: none"> Council could defer and reassess the District goals and objectives. Council could contemplate alternate scopes. No further financial commitment or additional costs associated with completing the proposed long-term vision. Provide additional time for project analysis.
		<u>Cons</u>	<ul style="list-style-type: none"> Current goals and objectives would not be achieved. Future grant opportunities for the project unlikely. Quality of Peninsula Road and boulevards would remain in the current condition. Damage to Ucluelet reputation with community and other levels of government. Increased costs to complete future upgrades to Peninsula Road corridor.
		<u>Implications</u>	<ul style="list-style-type: none"> Loss of approved grant funding for the project. Design work would be paid for solely through municipal budget.
		<u>Suggested Motion</u>	THAT Council direct staff to terminate the project.

POLICY OR LEGISLATIVE IMPACTS:

- Procurement and Disposal Policy 3-1200-5
- Official Community Plan

NEXT STEPS:

- The project team completes the design by August 2023.
- The team investigate optimum cost allocation and prepare a report for Council in August 2023.
- A report for highway resurfacing is prepared for Council.

APPENDIX A - Project Dates, Finances, and Council Report(s) Project Log

Project Dates and Finances

Project Title	<ul style="list-style-type: none"> • Peninsula Road Safety and Revitalization
Schedule	<ul style="list-style-type: none"> • March 31, 2024
Project Figures	<ul style="list-style-type: none"> • \$750,000 CCRF Grant • \$1,000,000 Gas Tax • \$140,00 RMI • \$1,890,000 Project Budget • (346,500.00) Consultant Contract • (1,543,500) Available construction budget
Project Team	<ul style="list-style-type: none"> • McElhanney (engineering) • Lanarc (architecture)

Council Report(s) Project Log

The history of project milestones which has led the District to the opportunity today:

- August 18, 2020 –

In-camera meeting, no minutes: The purpose of this report is to confirm the direction of the design work to date and seek Council endorsement of next steps for the design, financing and construction of infrastructure improvements to the public realm in the Peninsula Road and Main Street corridor.

- July 13, 2021 –

12.5 Endorsement of the 2023 Peninsula Road Safety and Beautification Project for Multiple Grant Applications *John Towgood, Planner* Bruce Greig, Director of Community Planning, presented a PowerPoint presentation which outlined the 2023 Peninsula Road Safety and Beautification Project. This project, which involves significant improvements on Peninsula Road from Forbes Road to Main Street, is intended to make this roadway more inviting and comfortable for pedestrians, cyclists, and vehicles. The project would be financed through Gas Tax funds, RMI funding and grant funding. Staff are seeking authorization to apply for the BC Active Transportation Infrastructure Grant and Canadian Community Revitalization Funds. Mr. Greig outlined the District's initial approach to this project and noted that Staff are recommending that Council change

their approach to meet new funding opportunities. Under the new approach the project would not address the intersections of Bay Street and Peninsula Road, or Main Street and Peninsula Road to the extent previously proposed. Further improvements to these intersections could be future projects for the District of Ucluelet and Ministry of Transportation and Infrastructure. Regular Council Meeting Minutes – July 13, 2021. The proposed project would involve the construction of new bicycle and pedestrian infrastructure, as well as boulevard green space along Peninsula Road and Larch Road. Council discussed the proposal and the possibility of continuing to lobby the Ministry of Transportation to fund the project as originally conceived. Council further discussed the importance of the proposed improvements along Larch Road.

- March 15, 2022 –

10.3 Contract Authorization for Peninsula Road Safety and Revitalization Project James MacIntosh, Director of Engineering Services

Mr. MacIntosh provided a summary of his report. Councillor Hoar asked for clarification whether Option A would include the design of Larch Road in the overall design, thus making Larch Road "shovel ready" and available for staff to apply for the Active Transportation Grant that potentially has a Spring 2022 intake. Mr. MacIntosh confirmed that Councillor Hoar was seeing that clearly.

2022.2063.REGULAR *It was moved and seconded THAT Council approve Option A, to the Mayor and Corporate Officer to execute a contract between McElhanney and the District of Ucluelet for the design and construction management services of the Peninsula Road Safety and Revitalization Project in an amount of \$330,000 plus tax.*

- May 31, 2022 –

9.1 Peninsula Road Safety and Revitalization Next Steps James MacIntosh, Director of Engineering Services

Mr. MacIntosh presented an overview of the project. Kate Evans from Lanarc Consultants provided the Committee with a slideshow presentation detailing the project process, public engagement overview and highlights, and next steps. Mr. MacIntosh requested feedback from the Committee regarding the following key questions: 1. What are the Committee's key concerns, if any? The Committee discussed concerns such as parking, landscaping, pullouts for delivery trucks, keeping the existing trees and reducing gravel as much as possible including in private driveways that meet the roadway. 2. What does the Committee like most about the conceptual design? The Committee highlighted the following things they like the most in the conceptual design as active transportation, sidewalks, accessibility, safety and beautification. 3. Does the Committee support and endorse the overall direction? The Committee is 100% in support of the overall direction of the project. 4. Is there anything the team has missed that needs to be discussed? The Committee expressed the importance of addressing the lack of parking in the town. They discussed the creation of an overall parking management plan for the community as a whole. A preliminary design will be brought to Council for an informational update in July 2022.



REPORT TO COUNCIL

Council Meeting: March 14, 2023

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: JAMES MACINTOSH, DIRECTOR OF ENGINEERING SERVICES

FILE No: 5225-01

SUBJECT: CONTRACT AUTHORIZATION FOR PENINSULA ROAD STORM
WATER SYSTEM ENGINEERING

REPORT No: 23- 35

ATTACHMENT(s): APPENDIX A - TENTATIVE SCHEDULE

RECOMMENDATION(S):

THAT Council authorize the District to enter into a funding agreement for the provision of \$100,000 from the Ministry of Transportation and Infrastructure to fund their portion of the Peninsula Road storm water system engineering.

THAT Council direct staff to include \$183,000 plus applicable taxes in the 2023 capital budget for Peninsula Road storm water system engineering with the District's portion of the engineering costs funded through the BC Growing Communities Fund.

THAT Council authorize the award of a contract for \$183,000 plus all applicable taxes to McElhanney Engineering for the engineering services and design of the Peninsula Road storm water system.

BACKGROUND:

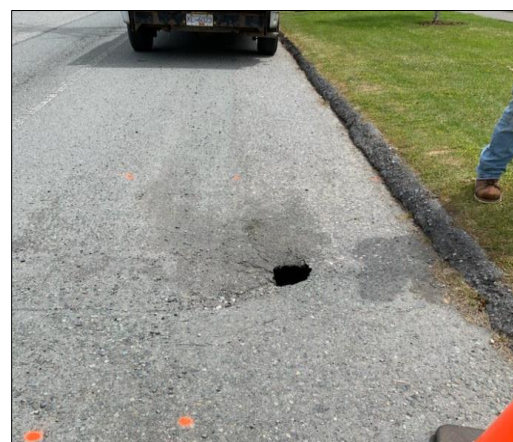
It is the responsibility of the municipal drainage system to convey storm water safely to the ocean. A majority of the municipal drainage system was constructed in the late 1970s and early 1980s and consists of:

- roadside ditches with culverts under driveways and roadways;
- storm drain mains with manholes and catch basins;
- roadside drainage swales with perforated drainage piping underneath; and
- outfalls into the ocean or into a natural drainage course that discharges into the ocean.

The storm drain infrastructure that is associated with Peninsula Road includes two kilometers of pipe, curbs and culverts, ditches and outfalls. In 2016, the District commissioned Koers & Associates to complete a design study and cost valuation for the replacement of all utilities under Peninsula Road. It was estimated at that time that the value of the storm system under Peninsula Road between Forbes Road and Main Street was roughly \$2m.

The infrastructure is jointly owned by the District and the Ministry of Transportation and Infrastructure (MoTI). The highway system, which includes road structure, asphalt, surface, and primary drainage, is owned by the province, and the secondary commercial and residential connections that drain into the highway system are owned by the municipality. A quantification of the proportional ownership between the province and municipality has never been conducted. That determination will be the output of an investigation and the first step in system design work. Funding of the utility replacement will be determined by the proportional ownership.

The 50-year-old infrastructure has aged beyond its useful service life. In late 2022, the District commissioned a third-party to complete a condition assessment using video inspections, which concluded that the system had deteriorated to the point of failure. The current condition is undermining supportive structure under the highway, resulting in sinking shoulders on Peninsula Road, which is a safety concern. The failed infrastructure is a hindrance to the development of capital improvements associated with the storm system, such as highway boulevard works and highway resurfacing.

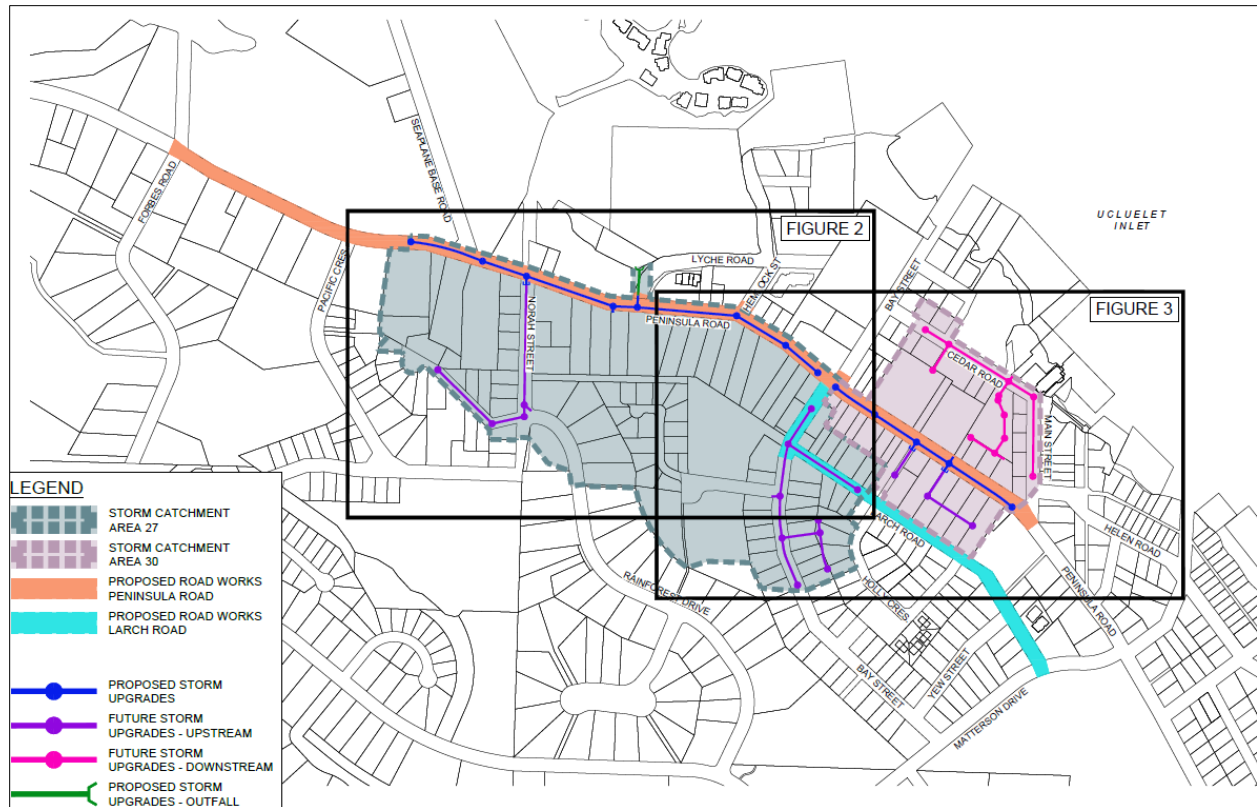


(Image 1: catchment area 27 outfall and highway shoulder)

MoTI has indicated that emergency funding is available for infrastructure that's in critical condition. There is an opportunity for MoTI to use their emergency funding program to replace portions of the system. In this program, the most urgent infrastructure would be removed and reinstated with a similar design and quality. The District and MoTI are currently investigating how to best apply the program in a manner that meets the immediate and long-term objectives for both parties and Peninsula Road.

The District received a quotation from McElhanney Engineering of \$183,000 plus applicable taxes for the design of the Peninsula Road storm system between Forbes Road and Main Street. If Council supports proceeding with this project, MoTI has confirmed that they will cover \$100,000 of the associated design work, with the remainder to be covered by the District.

The District has proposed an allocation of \$183,000 plus applicable taxes into the 2023 budget for the completion of the design and is requesting Council give consideration for approval of the proposed allocation in advance of the adoption of the 2023 budget. The capital costs for the replacement of the utility are currently unfunded and not in the capital budget.



(Image 2: Peninsula Road storm replacement (blue))

ANALYSIS OF OPTIONS:

Due to safety concerns and the critical condition of the infrastructure which impacts planned capital works, District Staff are recommending a direct award contract for the design work to McElhanney Engineering. The direct award would allow the tentative schedule to move ahead without delay. The design would be completed in an expedited manner to address the most immediate safety concerns and align with the contingent above ground works.

The District would pay the upfront costs of the contract and receive reimbursement from MotI. The District's Procurement and Disposal Policy allows for direct award in circumstances *where there is a single supplier that clearly provides the best value to the District or the circumstances are extraordinary or involve an emergency*. McElhanney was the winner of the District's open competition for design services of the Peninsula Road Safety and Revitalization Project which includes highway storm drain design work. Retaining one firm to complete the design system encourages expedience and quality in the replacement of the failed infrastructure. McElhanney's familiarity with the existing storm system may reduce additional design work and costs associated with the Peninsula Road Safety and Revitalization Project.

Council could direct staff to complete an open procurement and issue a request for proposals for the design work. It's unclear whether an open process would reduce costs for the design work.

Preparing and completing an RFP would take time and delay the utility replacement. Onboarding a second design firm would add layers of complexity, affecting the schedule, costs, and outcome.

If Council determined not to proceed with design work, select emergency work would likely be completed by MoTI with any existing conditions outside of the Ministry's area of responsibility remaining as is. Highway resurfacing would continue to be deferred until the storm system was replaced, there would also be impacts on the above ground boulevard works.

A	Authorize a direct award	Pros	<ul style="list-style-type: none"> • Immediate action towards solutions. • Aligned with providing safe and reliable infrastructure. • Schedule is expedited to align with above ground works. • Maximizes project alignment with repaving and Peninsula Road redesign project. • Construction of the designed system would be through an RFP process.
		Cons	<ul style="list-style-type: none"> • District is not utilizing a competitive procurement process
		Implications	<ul style="list-style-type: none"> • \$183,000 plus applicable taxes project cost with \$100,000 contribution from MOTI. • Staff resources to provide project oversight.
B	Direct staff to complete an RFP	Pros	<ul style="list-style-type: none"> • Open competition, best practice for procurement of engineering services
		Cons	<ul style="list-style-type: none"> • Slows the schedule to replace the failed infrastructure. • May delay the project reducing cost savings with aligning the above ground and below ground works. • Adds risk and unknowns to the replacement of the utility.
		Implications	<ul style="list-style-type: none"> • Project would continue to be budgeted at \$183,000 plus applicable taxes with \$100,000 contribution from MOTI. • Additional staff time to complete the RFP process.
		Suggested Motion	<p>THAT Council authorize the District to enter into a funding agreement for the provision of \$100,000 from the Ministry of Transportation and Infrastructure, to fund their portion of the Peninsula Road storm water system engineering.</p> <p>THAT Council direct staff to include \$183,000 plus applicable taxes in the 2023 capital budget for Peninsula Road storm water system engineering with the Districts portion of the engineering costs funded through the BC Growing Communities Fund.</p> <p>THAT Council direct staff to issue a Request for Proposals for engineering services to design the Peninsula Road storm water system.</p>
C	Do not proceed	Pros	<ul style="list-style-type: none"> • No immediate cost to the District. • BC Growing Communities Fund allocation could be used for other priorities as identified by Council.
		Cons	<ul style="list-style-type: none"> • Works completed by MoTI may not align with above ground works planned by the District. • Potential increased costs to the District to adjust to emergency repairs completed by MoTI. • Loss of engineering cost sharing agreement with MoTI.

		<ul style="list-style-type: none"> • Potential liability concerns.
	<u>Implications</u>	<ul style="list-style-type: none"> • Increased costs to the District in undertaking the storm system design work related to the above ground works on Peninsula Road.
	<u>Suggested Motion</u>	No motion is required.

POLICY OR LEGISLATIVE IMPACTS:

- Procurement and Disposal Policy 3-1200-5

NEXT STEPS:

- Award the contract to McElhanney Engineering.
- Begin design work and determine system ownership.
- Negotiate with MoTI on cost allocation and strategy.
- Complete the design according to the tentative schedule.
- Return to Council with an update in the summer.

Respectfully submitted: James Macintosh, Director of Engineering Services
 Duane Lawrence, CAO



REPORT TO COUNCIL

Council Meeting: March 14, 2023

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: JAMES MACINTOSH, DIRECTOR OF ENGINEERING SERVICES

FILE NO: 6240-20

SUBJECT: AMPHITRITE HOUSE CONSTRUCTION CONTRACT

REPORT NO: 23- 30

ATTACHMENT(S): APPENDIX A - PROJECT DATES, FINANCES, AND COUNCIL REPORT(S) PROJECT LOG

RECOMMENDATION(S):

THAT Council authorize the Mayor and Corporate Officer to execute a \$1,355,000 contract between the District of Ucluelet and Saltwater Building Co LTD for the supply of materials and labour to reconstruct the Amphitrite House and grounds inclusive of a \$150,000 contingency.

BACKGROUND:

The District of Ucluelet is in the process of transforming the old lightkeeper's residence and grounds from an abandoned residential structure to a premiere public facility and gathering place. The project was formally launched in 2018 and since that time has undergone site evaluation, concept, preliminary and detailed design, multiple costing exercises, and updates to Council. Throughout the course of the design, the project has been estimated as high as \$2.2m. That figure has been reduced by design iterations and scope reduction to a construction-ready project that is feasible within the available budget.

An initial design and engineering contract was awarded to Urban Systems for \$337,000 in 2021 this design process led to the issuance of a request for proposal in 2022 for the construction management of the Amphitrite House. Saltwater Building Co LTD (Saltwater) submitted a budget figure of \$1,000,000 and was awarded the contract.

The contract has two parts, pre-construction and construction services. The goal of the two-part contract is to allow the general contractor to receive real world pricing from subcontractors and participate in a value engineering exercise with the design team. The value engineering exercise is an opportunity to leverage the general contractor's expertise to advise on potential cost saving options. The team has delayed the execution of the contract in anticipation of receiving the general contractor's subcontractor pricing and cost reduction recommendations.

Saltwater completed vendor pricing for the construction of the house, which totalled \$1.38m. Several cost saving measures have been recommended by the General Contractor which could reduce the total construction costs by \$182,000. The final figure needed to proceed with the construction contract is \$1,355,000 which includes a \$150,000 contingency. The contingency will be utilized for unplanned expenses and considered for reallocation back into project elements that were previously removed from the scope of work.

The project team has received the demolition permit and is currently working with the building code consultant towards the issuance of the building permit. Once received, the General Contractor is ready to begin demolition and construction of the house.

ANALYSIS OF OPTIONS:

Council could authorize the execution of the \$1,355,000 contract for the demolition and construction of the Amphitrite House. The project is within the available budget and no additional funds are required. The team is working through the design items requested by the building code consultant and anticipate receiving a building permit shortly. Once received, construction of the house and grounds will begin.

Council could also direct the project team to work within the previously authorized \$1,000,000 contract. This would result in the project team working with the contractor to implement a scope reduction process to move the project forward. This would limit the General Contractor to a smaller construction budget than the total quotes received from subcontractors resulting in a reduction of the overall scope and quality of the project.

A	Authorize the \$1.355m contract	Pros	<ul style="list-style-type: none"> The project is within budget, and no additional funds are required. On schedule for spring and summer construction. Meets the grant and project objectives
		Cons	<ul style="list-style-type: none"> Available project contingency is reduced.
		Implications	<ul style="list-style-type: none"> Project remains within the original total budget of \$1,692,000 Project is fully funded through grants and RMI
B	Direct the project team to work within the current \$1m contract	Pros	<ul style="list-style-type: none"> Project would move forward and on schedule. RMI funds not used for this project could be allocated to other projects that meet the RMI funding requirements
		Cons	<ul style="list-style-type: none"> Scope would be reduced. Potential reduction in scope has uninvestigated consequences. Quality of the overall project could be affected. Project would be delayed while scope reduction process is undertaken
		Implications	<ul style="list-style-type: none"> Additional design and engineering costs may be incurred through the scope reduction process
		Suggested Motion	No motion is required.
C	Cancel or defer the project	Pros	<ul style="list-style-type: none"> Drawings have been completed.
		Cons	<ul style="list-style-type: none"> Goals and objectives would not be achieved. Grant and grant obligations would be defaulted. All project costs to the district. Project would not be completed.
		Implications	<ul style="list-style-type: none"> High costs to district. Lost opportunity and resources.
		Suggested Motion	THAT Council direct staff to shut down the Amphitrite House Revitalization Project.

POLICY OR LEGISLATIVE IMPACTS:

- Procurement and Disposal Policy 3-1200-5

NEXT STEPS:

- Execute the construction contract.
- Work through design items requested by the code consultant to receive a building permit.
- Begin construction as soon as possible.

Respectfully submitted:

JAMES MACINTOSH, DIRECTOR OF ENGINEERING SERVICES

DUANE LAWRENCE, CAO

APPENDIX A - Project Dates, Finances, and Council Report(s) Project Log

Project Dates and Finances

Project Title	<ul style="list-style-type: none"> Amphitrite Lightkeeper's House and Grounds
Schedule	<ul style="list-style-type: none"> December 2018 – January 2021 – Initiation January 2021 – July 2022 – Design phase August 2022 – Construction contract award December 2023 – Substantial completion March 2024 – Grant deadline close
Project Figures To be adjusted, pending Council approval	<ul style="list-style-type: none"> \$998,000 – ICIP Grant \$362,962 – RMI Funds \$331,200 – Additional RMI funds <hr/> <ul style="list-style-type: none"> \$1,692,162 – Total budget <hr/> <ul style="list-style-type: none"> \$-337,000 – Contracted Professional Consulting Fees \$-1,000,000 – CCDC 5B Construction Management Contract \$335,162 – Contingency
Project Team	<ul style="list-style-type: none"> Urban Systems Public Architecture Saltwater Developments (Pending Council approval)

Council Report(s) Project Log

The history of project milestones which has led the District to the opportunity today:

- December 2018 – Architect Murdoch de Greeff prepared a feasibility study, concept design, community engagement session and cost estimate. The project is estimated at \$1,360,800.
- January 22, 2019 – Council directs Staff to submit a grant application for \$998,000 to the Investing in Canada Infrastructure Program (ICIP) – Community, Culture, and Recreation Program Funding and allocate \$362,926 from Resort Municipal Investing (RMI).
- January 26, 2021 – Council received the first project quarterly report, informing that a consultant, Urban Systems, had been hired, and additional professional service providers such as architect and surveyor were being procured.

- July 13, 2021 – District Staff provide Council with design options and cost implications and Council choose option C.
 - A. Retain and renovate the existing structure (\$2,858,000)
 - B. Demolish and replace the existing structure (\$2,579,000)
 - C. Retain foundation, demolish and build new main floor, leave the basement undeveloped (\$1,831,000)
- August 17, 2021 – Council receives an update and information on the Amphitrite House project based on the schematic design package prepared by the consulting team.
- April 12, 2022 – Council receives the fully designed house and landscape along with a new cost estimate of \$2,100,000. Council is provided three options to move the project forward and choose option A.
 - A. Separate the project into two phases, structure and landscape, and approve additional Resort Municipality Funds
 - B. Retain the full scope of works and increase the budget using Barkley Forest Reserve and RMI
 - C. Reduce the scope and proceed without additional funding
- June 15, 2022 – District Staff prepare a Request for Proposal for the construction phase of the scope of work and publish to BC Bids. A site information meeting was held with low attendance and at that time Staff decide to extend the project opening to encourage proponents' participation and provide more time for estimating. Eight proponents initially showed interest in the opportunity and one formal proposal had been received by Saltwater Developments.
- September 20, 2022 – Council authorize approval of a \$1,000,000 CCDC 5B contract to be awarded to Saltwater Developments for the construction of the house and grounds.



REPORT TO COUNCIL

Council Meeting: March 14th, 2023

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: MONICA WHITNEY-BROWN, PLANNING ASSISTANT

FILE No: 3070-TUP23-02

SUBJECT: TEMPORARY USE PERMIT 23-02 (449 MATTERSON DRIVE)

REPORT No: 23- 36

ATTACHMENT(S): APPENDIX A - APPLICATION
APPENDIX B – TEMPORARY USE PERMIT 23-02

RECOMMENDATION(S):

THAT Council authorize the Director of Community Planning to execute and issue Temporary Use Permit 23-02 to allow five seasonal Recreational Vehicle (RV) camping spaces for local workers at 449 Matterson Drive for a period of one year.

BACKGROUND:

This Temporary Use Permit (TUP) application was received on January 16th, 2023, for the property at 449 Matterson Drive, on the corner of Marine Drive and Matterson Drive, PID 025812823, Lot 16, Plan VIP76214, District Lot 281, Clayoquot Land District (the “subject property”).

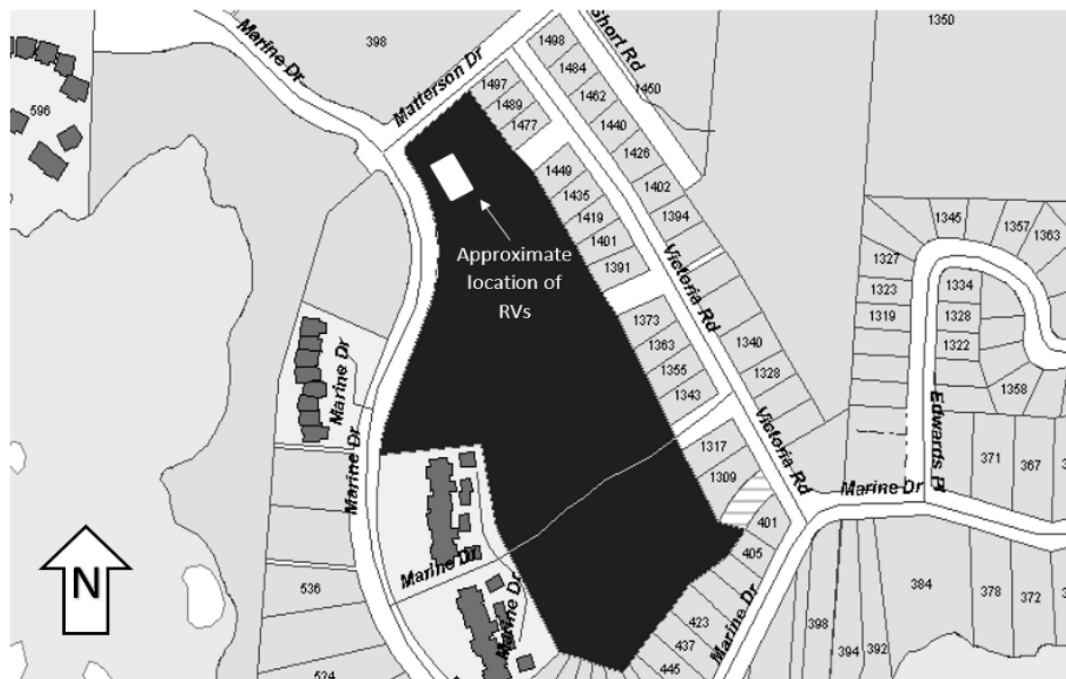


Figure 1 - Subject property

The applicant is proposing to use a portion of the subject property (see Fig. 2) for the placement of five seasonal recreational vehicles to provide accommodation for construction workers for the Lot 16 housing development. This Temporary Use Permit would be for a maximum period of one year from the time of issuance.

This application first went before Council at the Regular Council meeting on February 9th, 2023. At this meeting Council adopted a motion to reject the application. The applicant submitted a letter for reconsideration, and Council voted to reconsider and subsequently defeated the original motion to reject the application on February 21st, 2023. Staff gave notice to the public subject to Section 494 of the Local Government Act, and this matter has now returned to Council for consideration.

DISCUSSION:

Temporary Use Proposal Context:

This applicant is proposing to use the subject property for five RVs for temporary worker housing. This application is related to the development of the new Lot 16 development project. The Lot 16 development will provide a variety of new housing options in Ucluelet, including townhouses, 39 single-family lots and a 48-unit rental-only building which will be completed in the first phase. The developer is in the process of subdivision review, having already obtained a rezoning of the property. This new neighbourhood requires underground servicing and road building. The applicant is an island-based construction company which has been retained by the developer to complete this necessary work.

Housing presents a serious challenge in Ucluelet with a very tight rental market and limited vacancies. A common industry practice to provide housing for workers associated with developments is to obtain temporary use permits to allow workers to live in RVs on work sites for a temporary period. The District of Ucluelet Council has previously approved TUPs for several similar projects, most recently being the approval of eight RV's for workers on the Weyerhaeuser development in August, 2022.

Some local businesses have been able to secure housing for their workers in local tourist accommodations, but this is a highly limited supply, particularly going into the busiest season for local tourism. The District of Ucluelet does have a few campgrounds in town, but these businesses do not currently have zoning which would allow them to offer more long-term housing to the applicant's workers. "Campground" is defined as the use of land for commercial tourist accommodation of a recreation nature only, specifically excluding uses which are residential in nature.

Other options, including seeking to locate workers further from the job site will result in elevated costs, which will increase the bottom line of this development, a cost which will ultimately be reflected in the cost of this housing once developed. For these reasons, the applicant is seeking approval for a temporary use permit to allow five RVs to be located at the subject property for a maximum period of one year to house their workers on this project.

Proposed Servicing:

In response to community concerns voiced at the Regular Council meeting on February 9th, the applicant has amended their plans, particularly in regard to servicing of the RV units. Rather than relying on generators, the applicant plans to place a temporary hydro pole and use direct connection to power the trailers. Generators will not be used.

The location of the RVs has also been changed based on public feedback and Council comments. The new location would be accessed from Matterson Drive (fig. 2). This is in the future location of Lot 2 and the three-storey apartment building. While the vast majority of the lot will be an active construction site once this development is able to proceed, with much vegetation removed to allow earthworks, underground servicing and roads for the subdivision, this location for the RVs will take advantage of an already disturbed portion of the lot and will not require additional clearing. As before, the final RV unit layout will be approved by the Fire Chief prior to occupation.

Potable water will be available regularly for all units. Trailer users can bring a 5 gallon reusable jug back to the trailer with them daily to top up the potable water supply on their trailer. Trailer septic tanks will be regularly pumped out by a local company, and there will not be additional sanitary sewer or grey water storage tanks located on site. Garbage and recycling will be self contained within each trailer, and the applicant will manage disposal of garbage at the landfill. There will also be a commercial grade, bear-safe recycling and garbage receptacle on site. There will be vehicle parking available on the site. The site will be managed by an on-site superintendent, and the contact information for this person will be made available to the District to contact for any issues arising from the site.

As with the previous iteration, one of the permit conditions is a requirement that the final site layout be inspected and approved by the Fire Chief prior to occupancy of the recreational vehicles. The permit conditions also include a stipulation of “quiet hours” from 10 pm to 7 am (see Appendix B).

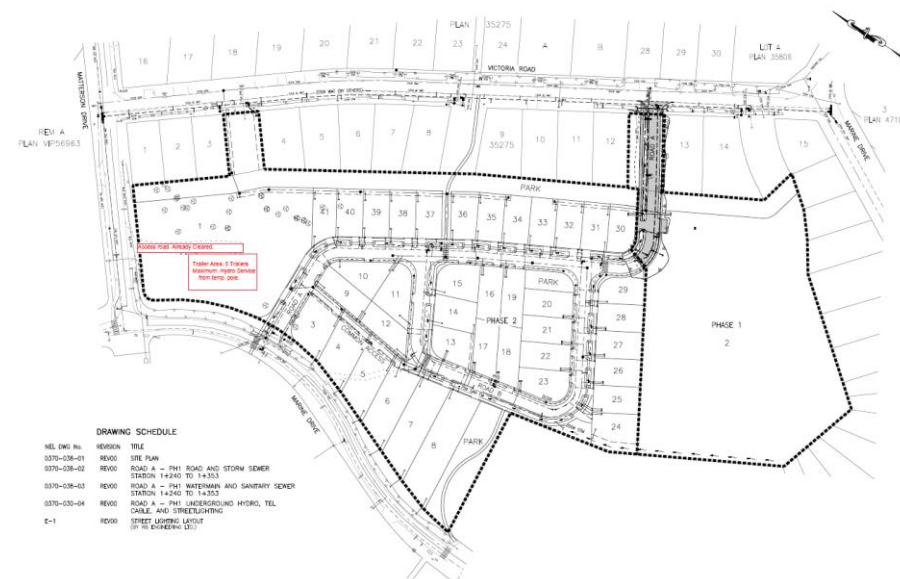


Figure 2 - Site Plan

ANALYSIS OF OPTIONS:

A	Authorize the issuance of Temporary Use Permit 23-02	Pros	<ul style="list-style-type: none"> Will allow temporary accommodation for construction employees, facilitating for the next step in development of the Lot 16 project. Provides most efficient and effective way to temporarily house workers associated with the Lot 16 development, minimizing overhead costs of developing housing.
		Cons	<ul style="list-style-type: none"> Potential for increased traffic in this area associated with temporary camp.
		Implications	<ul style="list-style-type: none"> There are no financial or staff time implication with the issuance of the proposed permit.
B	Reject the application	Pros	<ul style="list-style-type: none"> This site would not have traffic in the area from workers camping (although the surrounding lands would still be a construction site).
		Cons	<ul style="list-style-type: none"> The applicant would need to find alternate housing for their workers, adding time and expense. Construction of the first phase of the Lot 16 development may be delayed, slowing down the provision of housing in Ucluelet.
		Implications	<ul style="list-style-type: none"> There are no financial or staff time implications with rejecting the issuance of the proposed permit.
		Suggested Motion	THAT Council reject the application for Temporary Use Permit 23-02.
C	Advise the application of additional permit conditions prior to issuance of Temporary Use Permit 23-02	Pros	<ul style="list-style-type: none"> Addresses any additional concerns Council may have with respect to the issuance of the TUP. Continues to allow the applicant the ability to house workers on the work site.
		Cons	<ul style="list-style-type: none"> Unknown at this time.
		Implications	<ul style="list-style-type: none"> Staff time to modify the TUP and advise the application of the additional conditions.
		Suggested Motion	<p>THAT Council direct staff to amend Temporary Use Permit 23-02 by <u>(adding/removing)</u> conditions; and</p> <p>THAT Council, subject to public comment, authorize the Director of Community Planning to execute and issue Temporary Use Permit 23-02 to allow five seasonal Recreational Vehicle (RV) camping spaces for local workers at the "Lot 16" development for a period of one year.</p>

POLICY OR LEGISLATIVE IMPACTS:

This application is compliant with the relevant provisions of the *Local Government Act*. Notification for this application has been completed.

NEXT STEPS:

If this application is approved:

Figure 3 - Site Plan

- The attached TUP will be signed by the Director of Community Planning, issued to the applicant, and then a notice would be filed with the Land Title Office.
- The applicant of the subject property will be required to meet all conditions of the permit and any other conditions set out by Council for the proposed permit.

Respectfully submitted: Monica Whitney-Brown, Planning Assistant
 Bruce Greig, Director of Community Planning
 Duane Lawrence, Chief Administrative Officer

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

Development Application

Type of Application

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

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

Description of Property

Civic Address (es): Lot 16 Marine Drive
Legal Description: Lot 16 Plan _____ Block _____ Section _____ DL _____

Applicant Information

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

Applicant name: Kyle Corcoran Company name: Milner Group
Mailing address: 2240 Jeffs Rd, Nanaimo, BC Postal Code: V9S 5P7
Tel : (250) 756-0773 Cell : (250) 816-1301
Email : kyle.corcoran@milnergroupp.ca Fax : _____

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

Applicant Signature: _____ Date: 1/06/23

Registered Owner(s)

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

Registered Owner (s) name: 0985470 BC Ltd
Mailing address: 200-1808 BOWEN ROADNANAIMO BC V9S 5W4 CANADA Postal Code: V9S 5W4
Tel : _____ Cell : _____
Email : _____ Fax : _____

Freedom of Information and Protection of Privacy Act (FOIPPA): Personal information is collected, used and disclosed under the authority of the Local Government Act, and section 26 (c) of the FOIPPA. The information will be used for the purpose of processing this application.

Owner Signature: *Cody Dreger* Date: January 12, 2023

Office Use Only:

Folio No.:	File No.:	Date:	Receipt No.:	Fee:
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November 17, 2022



Statement of Intent

Temporary Use Permit

To: Monica Whitney

Project: Lot 16 Marine Drive

Milner Group Ventures Inc. will need a temporary use permit to house our team for the on-site servicing of Lot 16 Marine Drive. The duration of the project will range from 2 to 6 months and will house 6 crew members. The intent of the permit is to park 5 trailers to accommodate our team.

Signed by: _____ *Kyle Corcoran* _____

Date Signed: January 06, 2023

Kyle Corcoran – Project Manager

Milner Group Ventures Inc.

2240 Jeffs Road

Nanaimo, BC V9S 5P7

Phone: (250) 816-1301



Attn: District of Ucluelet Council
Re: Temporary Occupancy Permit
Date: February 13, 2023

To Whom it May Concern:

Thank you for your consideration on our application for a temporary use permit for Lot 16 Marine Drive. As stated in the application, we are looking for a sustainable solution for housing of up to 5 trailers for trade staff required for different stages of construction. The development at Lot 16 will provide much needed housing to a very stressed local supply.

We were discouraged to see that the application was rejected. We are officially requesting that the matter be revisited, and the decision be reconsidered, with the following key points being evaluated:

1. A point that garnered much discussion was the potential disruption that may be caused with use of generators as a power source. To ensure we are addressing all concerns, and as stated during the meeting, we will place a temporary hydro pole and use direct connection to power the trailers. This eliminates the noise of generators.
2. To further mitigate the impact on residents, we have amended the site access and positioning of the trailers. The new entrance location is at an existing access point off of Matterson, across from the Community Center. Please see attached drawings that show site access and trailer location. As with the original application, the exact positioning and spacing of trailers can be altered to align with input from fire chief at time of inspection.
3. A resident mentioned impact on wildlife. With the amended location and access point, no clearing will be required. The access point and laydown area are already cleared. As mentioned in the original application, the use of bear-safe disposal bins will be implemented.

4. The zoning bylaws allow for property owners to place a camping trailer on their lot during construction of a new house for 1yr, with no permit or input from public required. This speaks to an acknowledgement of the difficulty in finding temporary housing during construction and is exactly what we are attempting to do; be it in on a larger scale to ultimately provide more housing to the area.
5. It is our goal to complete the project as quickly and efficiently as possible and keep the total costs down. If we are unable to move forward with our application, this will in turn have a snowball affect on costs and efficiencies. If crews have to stay further from the project site, it negatively impacts the construction schedule. If the costs for lodging are higher than originally budgeted, these higher lodging costs; as well as the lost efficiency costs, will be passed on to the end consumer of the housing being built.
6. It was mentioned that the local Ucluelet campgrounds are an option. These local campgrounds have limits as to how long a guest can stay that are governed by bylaws. This is not a feasible option.
7. Council has the ability to approve the application with conditions, and we are committed to working with the District and the residents to find a solution that works for all while allowing the project to be completed as efficiently and cost effectively as possible.

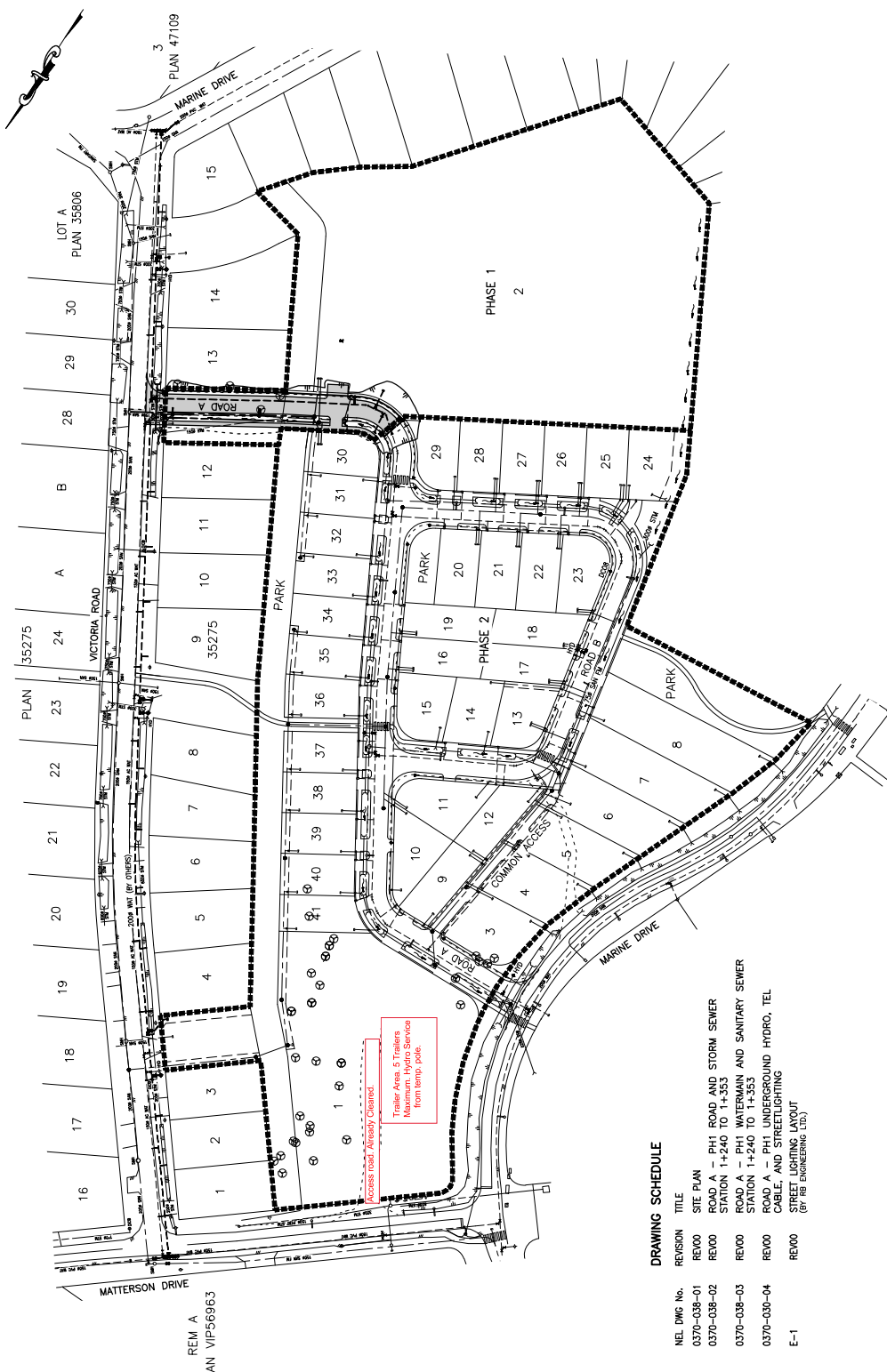
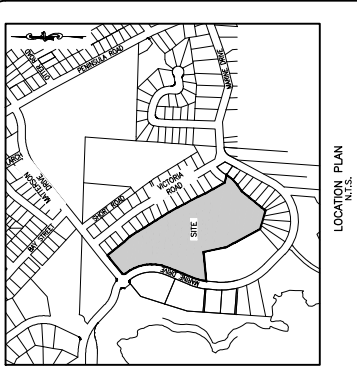
We appreciate your consideration.

Regards,

Kyle Corcoran

Kyle Corcoran, Construction Manager

Milner Group



NOTES:

1. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FROM THE DISTRICT OF COLUMBIA, INCLUDING CONSTRUCTION PERMITS, AND OBTAINING ALL NECESSARY CONSENTS FROM ADJACENT PROPERTY OWNERS.
2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY CONSENTS FROM ADJACENT PROPERTY OWNERS.
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EROSION and SEDIMENT CONTROL:

1. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FROM THE DISTRICT OF COLUMBIA, INCLUDING CONSTRUCTION PERMITS, AND OBTAINING ALL NECESSARY CONSENTS FROM ADJACENT PROPERTY OWNERS.
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15. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY CONSENTS FROM ADJACENT PROPERTY OWNERS.

ISSUED FOR CONSTRUCTION

DRAWING SCHEDULE

REVISION	TITLE
NEL DWG No.	SITE PLAN
0370-038-01	ROAD A - PH1 ROAD AND STORM SEWER
0370-038-02	STATION 1+240 TO 1+353
0370-038-03	ROAD A - PH1 WATERMAN AND SANITARY SEWER
0370-038-04	STATION 1+240 TO 1+353
E-1	LEGEND, CABLE AND STREET LIGHTING, STREET LIGHTING LAYOUT



BC
1-800-474-8886

DATE: 12/6/22
BY: JTD
REVISION DESCRIPTION: SUBMITTED TO DISTRICT OF COLUMBIA FOR REVIEW - NOT FOR CONSTRUCTION

DISTRICT LOT 281, CLAYQUOT DISTRICT
TEMPORARY BENCHMARK BGL5767 LOCATED AT THE INTERSECTION OF WATERSON STREET AND VICTORIA ROAD. ELEVATION 20.730m

CLIENT NAME: 0985-470 BC LTD.
PROJECT NAME: LOT 16 MARINE DRIVE UCLUELET, BC

DESIGNER: JTD
DRAWN: NET
CHECKED: NET
PLANT DATE: 12-01-22
PRINT DATE:
VERTICAL SCALE: 1:12.50

PROJECT No.: 0370-038
DRAWING No.: 01
REVISION No.: 00
CITY PLAN No.:

DISTRICT OF COLUMBIA
NEWCASTLE
4-3127 BROADWAY
VANCOUVER, BC
PHONE (604) 273-4600
FAX (604) 273-4601



TEMPORARY USE PERMIT TUP23-02

General Terms

1. This Temporary Use Permit is issued to:

Kyle Corcoran (Milner Group Ventures Inc.)
2240 Jeffs Rd., Nanaimo, BC

(the "Permittee")

as the authorized agent of 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:

PID 025812823, Lot 16, Plan VIP76214, District Lot 281, Clayoquot Land District (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:
Five seasonal recreational vehicle (RV)/trailer camping spaces for period of one year.
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. 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**.

TEMPORARY USE PERMIT – RV/TRAILER CAMPING SPACE

AUTHORIZING RESOLUTION passed by the Municipal Council on the of , 2023.

IN WITNESS WHEREOF this Temporary Use Permit is hereby executed and issued by the Municipality the
of , 2023.

THIS PERMIT SHALL EXPIRE on the day of the of , 2024 (1 year).

ISSUED the day of , 2022.

Bruce Greig - Director of Community Planning

TEMPORARY USE PERMIT – RV/TRAILER CAMPING SPACE

Schedule 1 Required Undertaking

TO THE DISTRICT OF UCLUELET:

I (We), Kyle Corcoran (Milner Group Ventures Inc.) 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.
- c) Provide the occupant’s contact information to the District of Ucluelet.

I(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.

Contact Information for the on-site Manager

Name: _____

Cell: _____

Email: _____

DATE: _____

OWNERS: _____

WITNESS: _____

TEMPORARY USE PERMIT – RV/TRAILER CAMPING SPACE

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 \$5000. 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.

TEMPORARY USE PERMIT – RV/TRAILER CAMPING SPACE

Schedule 3 Terms of Temporary Use Permit Conditions

- a) The permitted temporary use shall be limited to the following uses;
- Five long-term seasonal recreational vehicle (RV)/trailer camping spaces.*
- b) The recreational vehicles are to be located and accessed only as indicated on the site plan (Schedule 4)
- c) No other temporary uses other than the above-mentioned uses shall be permitted.
- d) Prior to occupation of the recreational vehicles, the permittee must arrange for an inspection of the final site layout by the District of Ucluelet Fire Chief. A complete and final site plan showing site layout must be submitted to the District of Ucluelet prior to occupation of the recreational vehicles.
- e) The Permittee will abide by the following conditions;
- i. RV/trailer units are not to be occupied until the access drive aisles, parking spaces, trailer pads and/or 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, and
 - ii. An on-site parking space shall be provided for each seasonal RV/trailer unit, in addition to the required parking for all other uses on site.
- f) 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.
- g) The RV/trailer unit must be licensed and in good condition.
- h) The proposed seasonal trailer space is for staff accommodation to be inhabited by a maximum of two people, with a minimum of one person being a seasonal worker employed in 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.
- i) At the end of each seasonal stay, or within 6 months (whichever is less), the Permittee shall notify the Bylaw Enforcement Officer in writing that the RV/trailer unit has been vacated.
- j) 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.
- k) The Permittee shall provide for collection and pickup of garbage and recycling in appropriate wildlife-proof containers.
- l) Areas around the RV/trailer unit will be kept clean and tidy at all times.
- m) The RV/trailer unit 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.
- n) The Permittee shall provide power to the RV/trailer units via a temporary hydro pole in a safe manner inspected by a registered electrician. Generators are NOT permitted in association with this temporary use permit.
- o) Prior to any occupation of the units, the permittee must arrange and successfully pass a fire inspection. To complete this requirement, contact the Fire Department by emailing

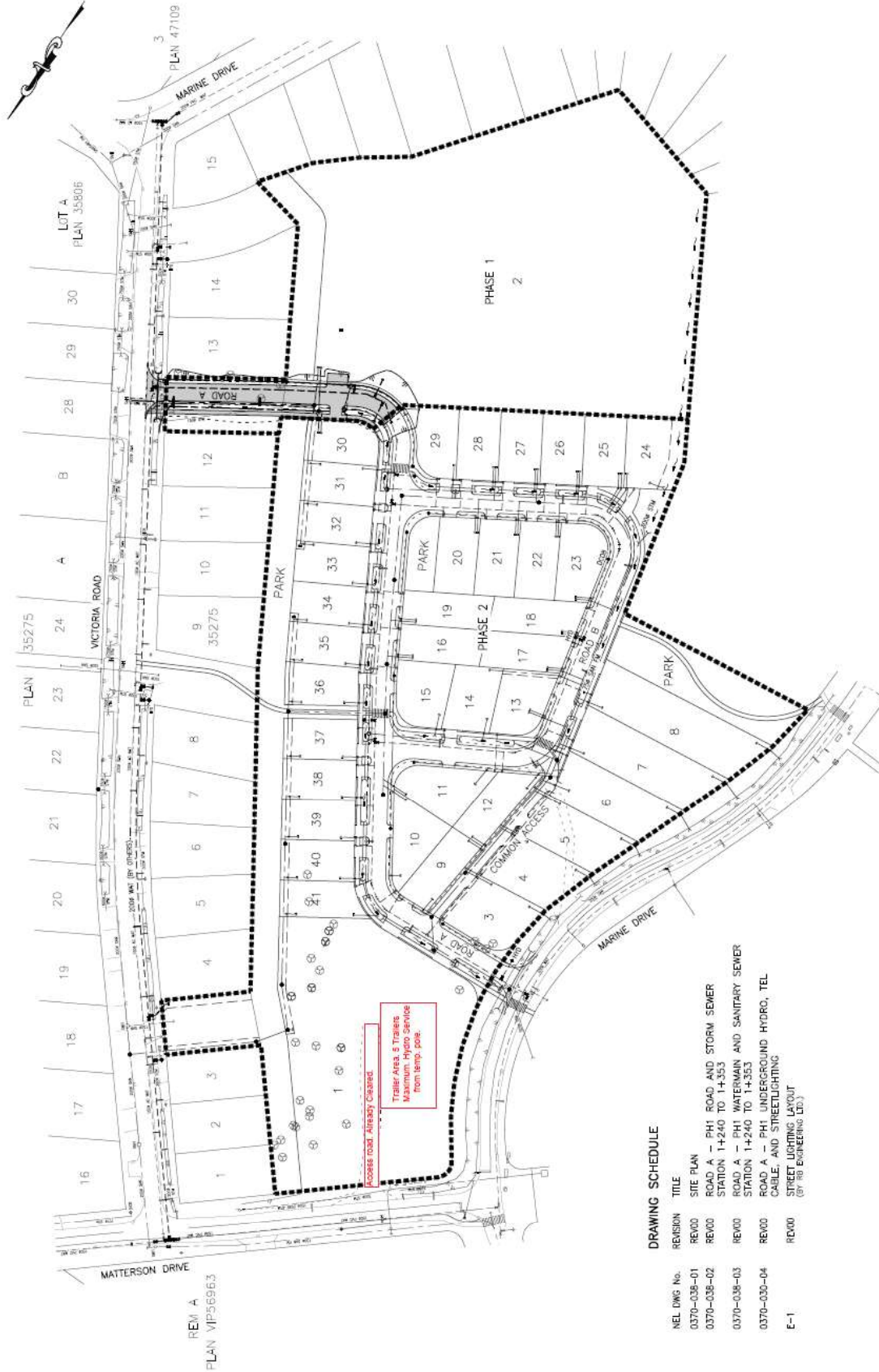
TEMPORARY USE PERMIT – RV/TRAILER CAMPING SPACE

rgeddes@ucluelet.ca or calling (250) 726-7744. The permittee is responsible for maintaining the following for each unit;

- i. A working multipurpose fire extinguisher,
 - ii. A working smoke alarm,
 - iii. A working carbon monoxide alarm,
 - iv. Two means of egress in case of emergency,
 - v. A label on the inside of the door that displays the property address.
 - vi. The unit number (i.e. A, B, C, D etc) must be prominently displayed on the exterior of the unit facing the access.
 - vii. No portable heating or cooking appliances within the unit.
- p) The Permittee shall provide to the District of Ucluelet Fire Chief a key to any gate or obstruction to a fire access road needed to access the proposed site.
- q) Any works which occur on District property or rights-of-way shall be referred to Public Works for final approval.
- r) The municipal Bylaw Enforcement Officer may arrange for site inspection at any time, in a reasonable manner, to monitor compliance with the terms of the Temporary Use Permit.
- s) Failure of the Permittee to meet and maintain any of the terms listed above may result in suspension of the permit and forfeiture of the security deposit.

TEMPORARY USE PERMIT – RV/TRAILER CAMPING SPACE

Schedule 4 Site Plans



DRAWING SCHEDULE

REVISION	TITLE
REVISION	SITE PLAN
REVISION	ROAD A - PH1 ROAD AND STORM SEWER STATION 1+240 TO 1+353
REVISION	ROAD A - PH1 WATERMAIN AND SANITARY SEWER STATION 1+240 TO 1+353
REVISION	ROAD A - PH1 UNDERGROUND HYDRO, TEL CABLE, AND STREETLIGHTING
REVISION	STREET LIGHTING LAYOUT (BY REG. ENGINEERING LTD.)



REPORT TO COUNCIL

Council Meeting: March 14th, 2023

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: MONICA WHITNEY-BROWN, PLANNING ASSISTANT

FILE No: 3070-TUP23-05

SUBJECT: TEMPORARY USE PERMIT FOR 1950 PENINSULA RD.

REPORT No: 23- 34

ATTACHMENT(s): APPENDIX A - APPLICATION
APPENDIX B – TEMPORARY USE PERMIT 23-05

RECOMMENDATION(S):

THAT Council authorize the Director of Community Planning to execute and issue Temporary Use Permit 23-05 to allow wholesale trade, warehousing and light manufacturing uses in a portion of the Service Commercial property located at 1950 Peninsula Road for a period of three years.

BACKGROUND:

This Temporary Use Permit (TUP) application was received on February 23rd, 2023 for the property at 1950 Peninsula Road, PID 017432723, Lot A, Plan VIP52752, District Lot 282, Clayoquot Land District (the “subject property”).



Figure 1 - Subject Property

BACKGROUND:

The applicants are requesting a temporary use permit to allow some light industrial uses at a portion of a site located in the CS-2 (Service Commercial) zone. This property currently houses commercial uses (including retail, food services and commercial recreation uses) in two units. The easternmost unit of the property has been vacant for some time, and this is the portion of the building where the temporary use permit would apply (see Figure 2).

The applicants own a local cleaning product company, which has outgrown their current location in the Industrial zone. The subject property provides more space required for their retail uses, and is well-suited to their desired wholesale and warehousing uses, particularly as it has a loading bay. In addition, the applicants intend to do some light manufacturing. While many of their products are made in a manufacturing site in Kelowna, the applicants also plan to continue manufacturing some products in-house, including fabric softener, laundry detergent, linen and room spray, cleaning scrub, deodorizer and bath soak. All products are made from natural, non-toxic ingredients.

The site's zoning does not currently allow wholesale trade, warehousing and light manufacturing uses, as these are defined as Light Industrial uses. Their other uses the applicants are intending at the subject property (retail, office, etc.) are permitted uses under the CS-2 zoning. Therefore, the applicants are seeking this Temporary Use Permit to allow these additional, required uses at this site.



Figure 2 - Temporary use location

The applicants have applied for a building permit as required by a change in use. Their building permit is currently under review. A condition of the Temporary Use Permit, attached, is compliance with any requirements of the Building Official prior to occupation and use of the site. If approved, this TUP would be for a period of three years.

ANALYSIS OF OPTIONS:

A	Authorize the issuance of Temporary Use Permit 23-02	<u>Pros</u>	<ul style="list-style-type: none"> Will allow the applicants to expand their local business and makes use of a vacant property along the main commercial strip of Ucluelet.
		<u>Cons</u>	<ul style="list-style-type: none"> Allows greater intensity of uses in a service-commercial property.
		<u>Implications</u>	<ul style="list-style-type: none"> Staff time to review and issue the building permit associated with this TUP.
B	Reject the application	<u>Pros</u>	<ul style="list-style-type: none"> The subject property would only have those uses contemplated in the zoning bylaw.
		<u>Cons</u>	<ul style="list-style-type: none"> The applicants would not be able to expand their operations in this location and would have to find an alternative site. The subject property would continue to sit vacant.
		<u>Implications</u>	<ul style="list-style-type: none"> No further action from staff required.
		<u>Suggested Motion</u>	No motion required
C	Advise the application of additional permit conditions prior to issuance of Temporary Use Permit 23-05	<u>Pros</u>	<ul style="list-style-type: none"> Addresses any additional concerns Council may have with respect to the issuance of the TUP.
		<u>Cons</u>	<ul style="list-style-type: none"> Unknown at this time.
		<u>Implications</u>	<ul style="list-style-type: none"> Staff time to modify the TUP and advise the application of the additional conditions.
		<u>Suggested Motion</u>	<p>THAT Council direct staff to amend Temporary Use Permit 23-05 by <u>(adding/removing)</u> conditions; and,</p> <p>THAT Council authorize the Director of Community Planning to execute and issue Temporary Use Permit 23-025 to allow light industrial uses on the subject property for a period of three years.</p>

POLICY OR LEGISLATIVE IMPACTS:

This application is compliant with the relevant provisions of the *Local Government Act* and notification for this application has been completed as specified in this legislation.

NEXT STEPS:

If this application is approved:

- The attached TUP will be signed by the Director of Community Planning, issued to the applicant, and then a notice would be filed with the Land Title Office.
- The applicant of the subject property will be required to meet all conditions of the permit and any other conditions set out by Council for the proposed permit, and obtain a building permit.

Respectfully submitted: Monica Whitney-Brown, Planning Assistant
Bruce Greig, Director of Community Planning
Duane Lawrence, Chief Administrative Officer

District of Ucluelet

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

Development Application

Type of Application

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

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

Description of Property

Civic Address (es): 1950 Peninsula Road Ucluelet BC
Legal Description: Lot A Plan VIP52752 Block _____ Section _____ DL 282

Applicant Information

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

Applicant name: Robun Mair + Monika Scott Company name: Mint Services Inc.
Mailing address: [Redacted] Ucluelet B.C. Postal Code: VOR 3A0
Tel: [Redacted] Cell: [Redacted]
Email: info@mintcleaningproducts.com fax: _____

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

Applicant Signature: [Signature] M Scott Date: Feb 01/2023

Registered Owner(s)

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

Registered Owner(s) name: WEST UCLUELET MALL LTD.
Mailing address: P.O. Box 253, UCLUELET, BC Postal Code: VOR 3A0
Tel: [Redacted] Cell: [Redacted]
Email: west ucluelet mall@gmail.com fax: _____

Freedom of Information and Protection of Privacy Act (FOIPPA): Personal information is collected, used and disclosed under the authority of the Local Government Act, and section 26 (c) of the FOIPPA. The information will be used for the purpose of processing this application.

Owner Signature: [Signature] Kathleen Ferguson Date: FEB 1, 2023.

Office Use Only:

Folio No.: <u>141.000</u>	File No.: <u>TUP 23 05</u>	Date: <u>Feb. 16 / 23</u>	Receipt No.:	Fee: <u>\$ 850.00</u>
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Letter of Intent for use of 1950 Peninsula Rd

Mint Cleaning is so excited about the potential of 1950 Peninsula Rd.

A little bit about our business and our operations:

Mint operates a very busy e-commerce site selling eco-friendly cleaning products and bulk items online. A big portion of our operations is packaging these orders for shipping with couriers such as Canada Post, UPS, and Canpar.

Canada Post picks up boxes for shipping every day from our location between the hours of 10am and 12pm Monday to Friday.

Mint's online store sells to not only individual customers, but also sells to retail stores across Canada at wholesale rates. Every morning John, who picks up for UPS and Canpar picks up our palletted wholesale orders between the hours of 9:30 am 10 am Monday to Friday.

The main use of the space is organizing and packing orders on pallets for these purposes.

Mint owns two large wood packing tables that are 10 feet long and 5ft high which will be in the space for packing orders.

Mint Cleaning partners with a Manufacturing site in Kelowna, who makes 5 of our products in their facility. This means that every 3 months Mint will be accepting a one time large shipment on pallets into the space through the loading dock. We then pack these items for resale for our wholesale, retail and ecommerce orders.

Mint will be manufacturing in the space products that will not be made by the manufacturing site- these include:

- Fabric Softener
- Laundry Detergent
- Linen and Room Spray
- Cleaning Scrub
- Deodorizer
- Bath Soak

All of Mint Cleaning Products are non toxic and made from 100% all natural ingredients. We will be storing raw ingredients in the space that include:

Baking Soda, Epsom Salts, Jojoba Oil, Essential Oils, All natural Surfactants made from Coconut, Borax etc.

We make these items in large totes and buckets that do not weigh more than 50lbs. We hand make all of the items using whisks and hands. We have one small commercial mixer that is used for making our Cleaning Scrub.

Retail Space:

Mint intends to operate a small retail space in the front of the building by the front doors for walk by traffic, tourists and locals. We will be selling our entire line of eco-friendly cleaning products with a refill station as well. We intend to sell some other homegoods and body products from local artists and businesses on the West Coast.

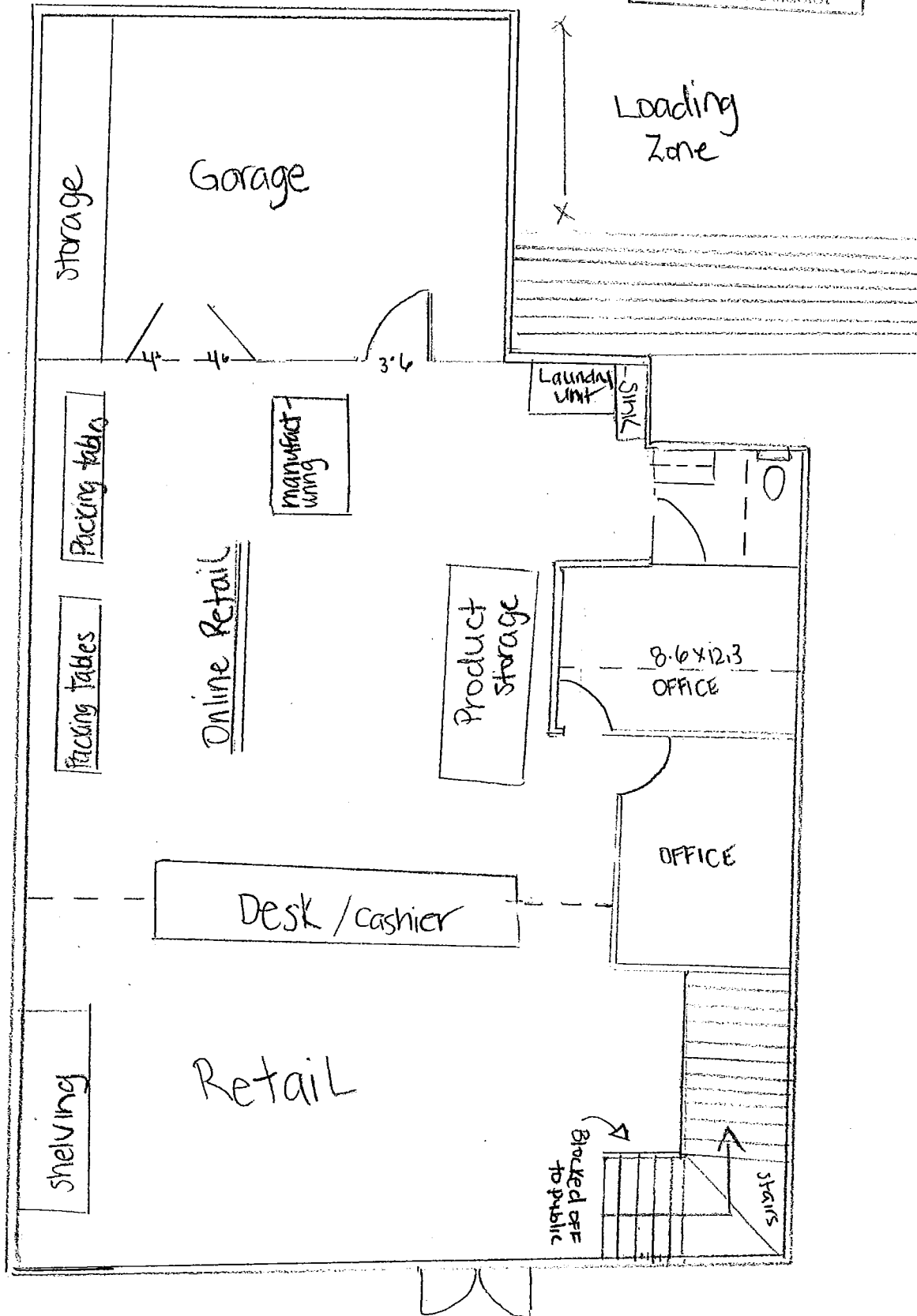
Thank you so much for considering Mint for the 1950 Peninsula Rd. Please reach out if you would like any more information on use of the space or our operations, or clarification as to what was stated here.

Look forward to moving forward with this next phase of our business!

Warmest Regards,

Robyn and Monika

RECEIVED
FEB 16 2023
District of Columbia



TEMPORARY USE PERMIT

TEMPORARY USE PERMIT TUP23-05**General Terms**

1. This Temporary Use Permit is issued to:

Robyn Mair and Monika Scott (Mint Cleaning) & West Ucluelet Mall Ltd.,
1950 Peninsula Rd, Ucluelet. BC V0R 3A0

(the "Permittee")

as the agent and 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:

1950 Peninsula Road, PID 017432723, Lot A, Plan VIP52752, District Lot 282, Clayoquot Land District (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 portion of the Lands identified in Schedule A:
Wholesale trade, warehousing and light manufacturing for a period of three years.
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. 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.

TEMPORARY USE 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 _____ of _____, 2023.

IN WITNESS WHEREOF this Temporary Use Permit is hereby executed and issued by the Municipality the of _____, 2023.

THIS PERMIT SHALL EXPIRE on the day of the _____ of _____, 2026 (3 years).

ISSUED the _____ day of _____, 2022.

Bruce Greig - Director of Community Planning

TEMPORARY USE PERMIT

Schedule 1 Required Undertaking

TO THE DISTRICT OF UCLUELET:

I (We), Robyn Mair and Monika Scott and West Ucluelet Mall Ltd., 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.
- c) Provide the occupant’s contact information to the District of Ucluelet.

I(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: _____

TEMPORARY USE PERMIT

Schedule 2 Terms of Temporary Use Permit Conditions

- a) The permitted temporary use shall be limited to the following uses;
- Wholesale trade, warehousing and light manufacturing in the portions of the property identified in Schedule 3.*
- b) The warehousing, wholesale and manufacturing uses and all other site modifications are to be located as indicated on the site plan (**Schedule 4**).
- c) No other temporary uses other than the above-mentioned uses shall be permitted.
- d) The Permittee will abide by the following conditions;
- i. The Permittees must comply with the BC building code and obtain a building permit to make all necessary upgrades and comply with any conditions deemed necessary by the District of Ucluelet building official prior to commencing the use.
 - ii. The Permittee must successfully complete a fire inspection with the District of Ucluelet Fire Chief prior to commencing the proposed use.
- e) The Permittee shall comply with all other general requirements and requirements of the CS-2 (Service Commercial) zone in the District of Ucluelet Zoning Bylaw No. 1160.
- f) The municipal Bylaw Enforcement Officer may arrange for site inspection at any time, in a reasonable manner, to monitor compliance with the terms of the Temporary Use Permit.
- g) Failure of the Permittee to meet and maintain any of the terms listed above may result in suspension of the permit and forfeiture of the security deposit.

TEMPORARY USE PERMIT

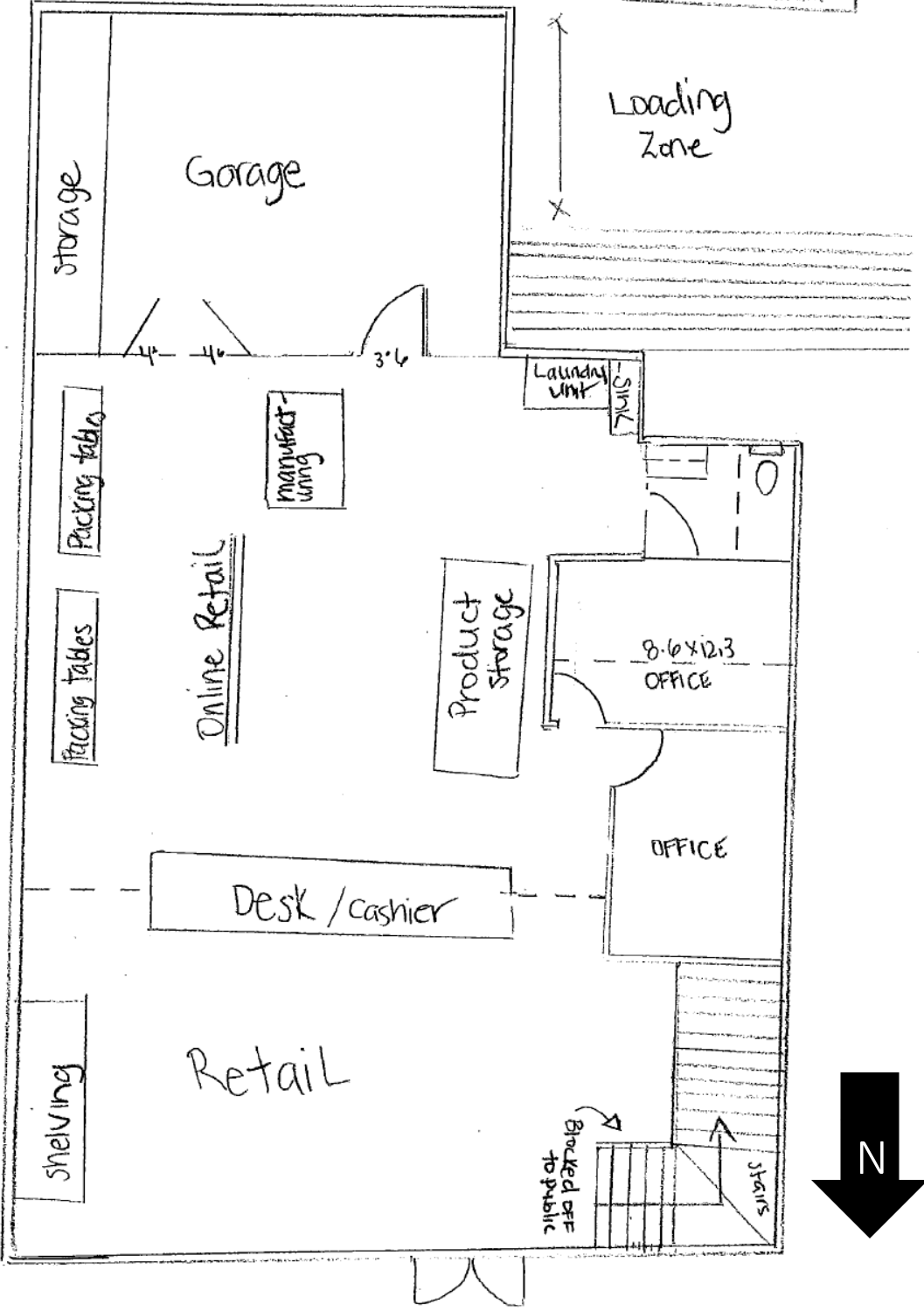
Schedule 3 Portion of 1950 Peninsula Road where temporary uses are permitted



TEMPORARY USE PERMIT

Schedule 4 Site Plan

RECEIVED
FEB 16 2023
District of Columbia





REPORT TO COUNCIL

Council Meeting: March 14^t, 2023

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: MONICA WHITNEY-BROWN, PLANNING ASSISTANT **FILE No:** 3090-20 DVP22-09

SUBJECT: DEVELOPMENT VARIANCE PERMIT FOR 1425 HELEN ROAD

REPORT No: 23-29

ATTACHMENT(S): APPENDIX A - APPLICATION
 APPENDIX B - DEVELOPMENT VARIANCE PERMIT 22-09
 APPENDIX C - JANUARY 24TH, 2023 REPORT TO COUNCIL
 APPENDIX D - FEBRUARY 21ST, 2023 REPORT TO COUNCIL

RECOMMENDATION:

THAT Council authorize the Director of Community Planning to execute and issue Development Variance Permit DVP22-09 to waive the on-site parking requirements for a Bed & Breakfast use at 1425 Helen Road for a maximum period of two years.

BACKGROUND:

This Development Variance Permit (DVP) is to reduce the parking requirement for a proposed B&B on the property at 1425 Helen Road (figure 1 - PID 007890397 & 007890419, Lots 24 & 25, Section 21, Clayoquot Land District, Plan VIP1116).

This matter was first brought to Council at its January 24, 2023 meeting where Council passed a motion to have Staff investigate measures to temporarily allow the requested variance. Staff brought the follow-up report to Council at its February 21st meeting and Council voted to direct Staff to give notice for Development Variance Permit 22-09. Notice has been given, and Council is now able to consider this development variance application.



Figure 1- Site property

DISCUSSION:

Previous reports to Council at the January 24th (Appendix C) and February 21st (Appendix D) regular [Council meetings](#) outlined much of the discussion regarding the variance request. Staff have determined that Council can grant a DVP with a condition placing an expiry date on the variance, after which time the owners will need to fully comply with all municipal bylaws. Per Council direction, the Development Variance Permit has been drafted by Staff and included with this report (see Appendix A). Notification has been given for this application, providing an opportunity for anyone who may be impacted to provide public input.

ANALYSIS OF OPTIONS:

A	Approve Development Variance Permit 22-09 to waive on-site parking requirements for a B&B use on the subject property for a period not to exceed 2 years.	<u>Pros</u>	<ul style="list-style-type: none"> • Applicant can proceed with their business license application. • Applicant can use the period of the DVP to create additional parking on site.
		<u>Cons</u>	<ul style="list-style-type: none"> • May add additional pressure to public parking in this neighbourhood. • May result in increased number of future parking variance applications in residential areas. • Permits the development of a short-term rental unit without the required parking.
		<u>Implications</u>	Staff time required to follow-up with the applicants to ensure compliance after the two-year DVP period.

B	Reject varying the parking requirements for secondary uses at this residential property.	<u>Pros</u>	<ul style="list-style-type: none"> • Remains consistent with the Zoning Bylaw and OCP. • Retains public on-street parking and minimizes impact of secondary uses on the neighbourhood.
		<u>Cons</u>	<ul style="list-style-type: none"> • Would require the applicant to build on-site parking prior to pursuing a business license for a B&B use. • Could result in the loss of on-street parking if the applicant chooses to pursue building a new driveway off Helen Road.
		<u>Implications</u>	No further staff time required.
		<u>Suggested Motion</u>	No motion is required.

POLICY OR LEGISLATIVE IMPACTS:

Maintaining parking requirements would be consistent with the *Official Community Plan* and the *Zoning Bylaw*.

NEXT STEPS:

If this application is approved:

- The attached DVP will be signed by the Director of Community Planning, issued to the applicant, and then a notice would be filed with the Land Title Office.
- The applicant of the subject property will be required to meet all conditions of the permit and any other conditions set out by Council for the proposed permit.

Respectfully submitted: Monica Whitney-Brown, Planning Assistant
 Bruce Greig, Director of Community Planning
 Duane Lawrence, Chief Administrative Officer

District of Ucluelet

Planning Department
 200 Main Street, Ucluelet, BC
 V0R 3A0, P.O. Box 999
 tel 250-726-4770 fax 250 726 7335

Development Application

Type of Application

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

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

Description of Property

Civic Address (es): 1425 HELEN RD
 Legal Description: Lot 25 Plan VIP1116 Block _____ Section 21 DL Clayquot land District

Applicant Information

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

Applicant name: MARIE-HELENE TREMBLAY Company name: _____
 Mailing address: _____ Code: VOR3A0
 Tel : _____ Cell : _____
 Email _____ Fax : _____

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

Applicant Signature: [Signature] Date: 20/12/2022

Registered Owner(s)

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

Registered Owner (s) name: Same as above
 Mailing address: _____ Postal Code: _____
 Tel : _____ Cell : _____
 Email : _____ Fax : _____

Freedom of Information and Protection of Privacy Act (FOIPPA): Personal information is collected, used and disclosed under the authority of the Local Government Act, and section 26 (c) of the FOIPPA. The information will be used for the purpose of processing this application.

Owner Signature: [Signature] Date: 20/12/2022

Office Use Only:

Folio No.: <u>098-000</u>	File No.: <u>DVP 22-09</u>	Date: <u>Dec. 20/22</u>	Receipt No.:	Fee: <u>\$600 + \$30</u>
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We are asking for a variance pertaining to the additional off-street parking request in relation to 1425 Helen Road, Ucluelet, B.C. The current drainage and neighbourhood appearance will be adversely affected with this requested change. The work required will be a financial hardship to our already stretched budget.

Presently we can park up to six vehicles horizontally onto our paved driveway, at the front of our property along the fence line, off Helen Road and two vehicles at the back of the property. In order to create the one parking spot shown in your diagram four of the existing parking spots will be lost, leaving only 3 parking spots at the front of our property. A loss of three spots.

In order to comply with installing the one extra parking space it will require the need to remove a good portion or possibly all of the existing retaining wall, the existing fence, the existing pavement and existing landscaping including a mature deciduous tree. Then refill, repave, refence and relandscape. These changes will be very expensive and in today's poor financial climate especially post Corona virus lockdown and restrictions resulting in the current recession we would be hard pressed to afford this change. The requested parking changes will not only cause great financial strain to us but will also adversely impact the safety, integrity and neighbourhood appearance of the existing retaining wall, pavement and fence.

We are concerned that removal of any of the existing retaining wall, privately paved frontage on Helen Street and the mature trees on our property in order to fulfill the one extra parking space will very likely affect the drainage of the property including Helen Road runoff. The safety of the building could be compromised with these changes.

The removal of the trees and fence will impact the appearance of the neighbourhood.

Yours truly

Marie Helene Tremblay, owner
Brock Crofton, owner





DEVELOPMENT VARIANCE PERMIT DVP22-09

Pursuant to section 498 of the Local Government Act, R.S.B.C 2015 C.1 as amended:

1. This Development Variance Permit is issued to:

Marie-Helene Tremblay, 1425 Helen Rd., Ucluelet, BC V0R 3A0

2. This Development Variance Permit applies to, and only to, those lands within the District of Ucluelet described below, and the buildings, structures, and other development thereon:

1425 Helen Road, PID 007890397 & 007890419, Lots 24 & 25, Section 21, Clayoquot Land District, Plan VIP1116

3. The work authorized by this Permit may only be carried out in compliance with the requirements of the District of Ucluelet Zoning Bylaw No. 1160, 2013, except where specifically varied or supplemented by this development variance permit and in compliance with all federal, provincial, and municipal statutes, regulations, and bylaws.
4. This permit authorizes the following variance:
 - a. a requirement of zero parking spaces for a Bed & Breakfast use, whereas section 505.1 of the Ucluelet Zoning Bylaw No. 1160, 2013 requires a Bed & Breakfast use to have 1 space per bedroom or guest room.
5. The above variance is granted for the proposed accessory use of the land for a period of a **maximum of two (2) years** after which time the zoning requirements in effect at the time shall apply.
6. 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.
7. This Permit is NOT a Building Permit.



AUTHORIZING RESOLUTION passed by the Municipal Council on the _____ of _____, 2023.

IN WITNESS WHEREOF this Development Variance Permit is hereby executed and issued by the Municipality the _____ of _____, 2023.

THIS PERMIT SHALL EXPIRE on the day of the _____ of _____, 2025 (2 years).

ISSUED the _____ day of _____, 2023.

Bruce Greig - Manager of Community Planning



REPORT TO COUNCIL

Council Meeting: January 24th, 2023
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: MONICA WHITNEY-BROWN, PLANNING ASSISTANT **FILE NO:** 3090-20 DVP22-09

SUBJECT: DEVELOPMENT VARIANCE PERMIT FOR 1425 HELEN ROAD **REPORT NO:** 23-07

ATTACHMENT(S): APPENDIX A - APPLICATION

RECOMMENDATION(S):

THAT Council reject Development Variance Permit 22-09 to reduce the on-site parking requirements for a Bed & Breakfast use at 1425 Helen Road, and encourage the applicant to explore other alternatives to provide the required parking.

BACKGROUND:

The applicant is seeking a development variance permit for their property at 1425 Helen Road (PID 007890397 & 007890419, Lots 24 & 25, Section 21, Clayoquot Land District, Plan VIP1116 – the “subject property”) to vary the off-street parking requirements for a Bed & Breakfast accessory use.

The property is zoned R-1, Single Family Residential. The property has one single-family dwelling on-site, which the applicant is in the process of renovating under building permit to create a 2-bedroom tourist accommodation suite on the ground floor.



Figure 1- Site property

DISCUSSION:**Legal Non-Conforming Status:**

The applicant submitted a building permit to convert a portion of the house into a separate 2-bedroom tourist accommodation suite prior to the adoption of *Ucluelet Zoning Amendment Bylaw No. 1310, 2022*, which restricted the form of B&B's in residential zones to be in line with traditional B&B operations – specifically to avoid having disconnected suites with separate entrances. The proposed B&B would be permissible as a legally non-conforming use because it was begun prior to the bylaw's adoption. However, the property owners must still comply with all other relevant bylaw requirements, including parking requirements. The owners were made aware of these requirements at the time they first applied.

Zoning Bylaw Parking Requirements for B&Bs:

District of Ucluelet Zoning Bylaw 1160, 2013 (the "Zoning Bylaw"), includes [parking requirements](#) associated with different uses in the District of Ucluelet. Requirements include two standard parking spaces per single-family dwelling, plus one additional space per B&B room.

Parking issues can be a significant way B&B uses impact the streetscape and neighbours in residential areas. It is for this reason that the zoning bylaw requires operators of overnight tourist accommodations to provide private parking spots on their property to service the guests they bring into the neighbourhood. Parking requirements for Bed and Breakfast operations are a measure of control the District of Ucluelet has to minimize the impacts of B&Bs and ensure they only take place on properties where owners can provide full services to their guests, including on-site parking.

Property and Application Context:

The applicant would require four standard parking spaces on their property to serve their home and B&B uses. They currently have a driveway at the rear of the house, accessed off Imperial Lane, leading to a covered carport. Two stacked vehicles are accommodated in the carport and driveway, leaving an additional requirement for two parking spots. The applicant refers in their letter of intent to their "paved driveway" at the front of their property on Helen Road. This area of public boulevard functions as public on-street parking (see fig. 2). The boulevard was privately paved at some point in the past and there is no record that this was done with District approval.

Cash-In-Lieu for Parking:

Zoning Bylaw No. 1160 includes information on allowing for some parking requirements to be waived in exchange for cash-in-lieu. [Regulation 506.1](#) states:

An owner or occupier of a lot within the OCP designation of Village Square may pay cash-in-lieu in the amount of \$8,000 per space, of up to fifty percent (50%) of the required off-street parking spaces.

At this time, there are no bylaws in place to extend the cash-in-lieu parking scheme to properties outside the Village Square, although Council may wish to explore this option. Funds received for cash-in-lieu are placed in a parking reserve fund and used for the expansion and improvement of parking facilities on public, District-owned lands. This could be on-street parking or within public parking lots such as the municipal lots on Cedar Road.



Figure 2- Existing public parking at 1425 Helen Road

A development variance permit was issued for a nearby property on Helen Road in early 2019, where the applicant was approved to waive the parking requirements associated with the addition of a single B&B tourist accommodation suite, due to the difficulty of developing appropriate parking on the lot and its potential impact on adjacent mature trees. It should be noted that the current application is similar and is for a property with equal slope challenges, though perhaps without the same impact on trees. The front yard drops approximately 1.5m (5 ft) from the existing road edge to the front of the house.

Public parking exists directly in front of the subject property, and if the applicant were to seek to construct parking on site the addition of a second driveway would remove one or more of these public spots on Helen Road. Note that section [504.7](#) of the zoning bylaw limits the total driveway width for a residential property to 7m; for this property the existing single driveway on Imperial Lane would account for approximately half of that.

In addition, the Official Community Plan bylaw (2022) includes several references to improvements on Helen Road, including a future pedestrian sidewalk shown on the [Schedule C](#) trails network. Additional driveway cuts and/or reliance on on-street parking could make it more difficult to construct pedestrian improvements in the immediate area.

Since the nearby variance was granted in 2019 there have been contextual changes in town, including significant growth in the number of B&B units in residential areas in Ucluelet. Many of the houses on Imperial Lane and Helen Road face parking challenges, with some residents historically relying fully on public parking. The parking limitation has acted as a constraint on the proliferation of B&Bs in this area. Granting the requested variance may be perceived as Council

supporting the waiving of parking requirements more generally for B&Bs, and could result in an increase in similar applications from property owners or future buyers in this neighbourhood.

ANALYSIS OF OPTIONS:

A	Reject varying the parking requirements for secondary uses at this residential property.	<u>Pros</u>	<ul style="list-style-type: none"> Remains consistent with the Zoning Bylaw and OCP. Retains public on-street parking and minimizes impact of secondary uses on the neighbourhood.
		<u>Cons</u>	<ul style="list-style-type: none"> Would not allow the applicant to proceed with their variance application. Could result in the loss of on-street parking if the applicant chooses to pursue building a new driveway off Helen Road.
		<u>Implications</u>	<ul style="list-style-type: none"> No public notice would be given for this application. No further staff time required.
B	Direct Staff to give public notice for Development Variance Permit 22-09 to eliminate parking requirements for a B&B use on the subject property, as requested.	<u>Pros</u>	<ul style="list-style-type: none"> Applicant can proceed with their application. Neighbours will be notified and have an opportunity to provide feedback on this application. Could maximize the supply of public on-street parking.
		<u>Cons</u>	<ul style="list-style-type: none"> May add additional pressure to public parking in this neighbourhood. May result in increased number of future parking variance applications in residential areas. May cause additional barriers to achieving OCP goals of improving pedestrian infrastructure along Helen Road.
		<u>Implications</u>	<ul style="list-style-type: none"> Staff time required to complete the public notice.
		<u>Suggested Motion</u>	<i>THAT Council direct staff to give public notice for development variance permit 22-09 to vary parking requirements for a proposed B&B use at 1425 Helen Road.</i>

POLICY OR LEGISLATIVE IMPACTS:

Maintaining parking requirements would be consistent with the *Official Community Plan* and the *Zoning Bylaw*.

NEXT STEPS:

Should Council so direct, staff will complete the public notice for this Development Variance Permit application and bring the DVP forward for Council's consideration at a future date.

Respectfully submitted: Monica Whitney-Brown, Planning Assistant
Bruce Greig, Director of Community Planning
Duane Lawrence, CAO



REPORT TO COUNCIL

Council Meeting: February 21st, 2023
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: BRUCE GREIG, DIRECTOR OF COMMUNITY PLANNING **FILE NO:** 3090-20 DVP22-09

SUBJECT: DEVELOPMENT VARIANCE PERMIT FOR 1425 HELEN ROAD **REPORT NO:** 23- 26

ATTACHMENT(S): APPENDIX A - DRAFT DVP22-09

RECOMMENDATION:

THAT Council direct staff to give notice for public input on Development Variance Permit 22-09 to waive the on-site parking requirements for a Bed & Breakfast use at 1425 Helen Road for a maximum period of two years.

BACKGROUND:

At its January 24, 2023, meeting Council considered a [staff report](#) on a requested Development Variance Permit (DVP) to reduce the parking requirement for a proposed B&B on the property at 1425 Helen Road, and passed the following motion:

“It was moved and seconded THAT Council direct Staff to investigate using an alternative method to temporarily permit on-street parking spaces for the B&B use at 1425 Helen Road and report back to Council.”



Figure 1- Site property

DISCUSSION:

Most often, DVP’s are requested for things such as a permanent reduction in parking requirements, or variances to zoning regulations affecting the construction of a structure – setbacks, height, etc. Consequently, variances are most often “permanent” in that they remain in place for the lifespan of the building or structure once it has been constructed.

Staff have investigated whether a time-limited variance is possible through a DVP. It appears that Council could indeed grant a DVP with a condition placing an expiry date on the variance. After that time, the property owner would need to fully comply with the municipal bylaws.

Staff have drafted a DVP including a condition limiting the requested parking variance to a 2-year timeframe (see **Appendix “A”**). The draft could be easily changed to suit whatever timeline Council deems appropriate.

ANALYSIS OF OPTIONS:

A	Direct Staff to give public notice for Development Variance Permit 22-09 to eliminate on-site parking requirements for a B&B use on the subject property for a period not to exceed 2 years.	Pros	<ul style="list-style-type: none"> Applicant can proceed with their application. Applicant could use the period of the DVP to create additional parking on site. Neighbours will be notified and have an opportunity to provide feedback on this application.
		Cons	<ul style="list-style-type: none"> May add additional pressure to public parking in this neighbourhood. May result in increased number of future parking variance applications in residential areas. Permits the development of a short-term rental unit without the required parking.
		Implications	<ul style="list-style-type: none"> Staff time required to complete the public notice.
B	Direct Staff to give public notice for Development Variance Permit 22-09 to eliminate on-site parking requirements for a B&B use on the subject property for a time period to be determined by Council.	Pros	<ul style="list-style-type: none"> Same as option A above. Would allow time frame to match Council’s expectation.
		Cons	<ul style="list-style-type: none"> Same as option A Above.
		Implications	<ul style="list-style-type: none"> Staff time required to complete the public notice.
		Suggested Motion	<i>THAT Council direct staff to give notice for public input on Development Variance Permit 22-09 to waive the on-site parking requirements for a Bed & Breakfast use at 1425 Helen Road for a maximum period of [insert desired time frame].</i>
C	Reject varying the parking requirements for secondary uses at this residential property.	Pros	<ul style="list-style-type: none"> Remains consistent with the Zoning Bylaw and OCP. Retains public on-street parking and minimizes impact of secondary uses on the neighbourhood.
		Cons	<ul style="list-style-type: none"> Would not allow the applicant to proceed with their variance application. Could result in the loss of on-street parking if the applicant chooses to pursue building a new driveway off Helen Road.
		Implications	<ul style="list-style-type: none"> No public notice would be given for this application.

		<ul style="list-style-type: none"> No further staff time required.
	<u>Suggested Motion</u>	No motion is required.

POLICY OR LEGISLATIVE IMPACTS:

Maintaining parking requirements would be consistent with the *Official Community Plan* and the *Zoning Bylaw*.

NEXT STEPS:

Should Council so direct, staff will complete the public notice for this Development Variance Permit application and bring the DVP forward for Council’s consideration at a future date.

Respectfully submitted: Bruce Greig, Director of Community Planning
Duane Lawrence, Chief Administrative Officer



REPORT TO COUNCIL

Council Meeting: March 14, 2023

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: BRUCE GREIG, DIRECTOR OF PLANNING **FILE NO:** 6630-24 CMHC

SUBJECT: CMHC RAPID HOUSING INITIATIVE GRANT – 1300 PENINSULA ROAD **REPORT NO:** 23- 27

ATTACHMENT(S): APPENDIX A – EXCERPT FROM CMHC GRANT APPLICATION
APPENDIX B – DRAFT MOU WITH WESTCOAST COMMUNITY RESOURCES SOCIETY

RECOMMENDATIONS:

1. **THAT** Council authorize staff to submit for the 2023 Canada Mortgage and Housing Corporation (CMHC) Rapid Housing Initiative (RHI) grant in an amount of \$2,678,454 for the 5-Unit Supportive Housing Project located at 1300 Peninsula Road;
2. **THAT** Council authorize the Mayor and Corporate Officer to execute a non-binding Memorandum of Understanding with the Westcoast Community Resource Society for the ongoing operation of the Five-Unit Supportive Housing Development proposed to be built at 1300 Peninsula Road, should the District succeed in obtaining project funding from the 2023 CMHC RHI grant; and,
3. **THAT** Council authorize the Mayor and Corporate Officer to execute a contract between Saltwater Building Co LTD and the District of Ucluelet for the Pre-Construction/Design Phase of the Five-Unit Supportive Housing Development proposed to be built at 1300 Peninsula Road for an amount not to exceed \$106,375 excluding taxes, funded from the Affordable Housing Reserve.

BACKGROUND:

In the [February 9, 2023, Council Meeting](#), Council made the following resolutions:

1. *THAT Council direct staff to issue a Request for Proposals (RFP) for a design/build contractor to construct five supportive affordable housing units on the District-owned property at 1300 Peninsula Road;*
2. *THAT Council direct staff to prepare a draft submission to the Canada Mortgage and Housing Corporation (CMHC) Rapid Housing Initiative grant intake, for Council authorization at its March 14, 2023, regular meeting;*
3. *THAT Council authorize spending up to \$25,000 from the affordable housing reserve fund on preliminary survey, engineering, design and project management in preparation of the grant application, RFP and anticipated construction contract;*

4. *THAT Council indicate support to earmark up to \$200,000 from the municipal affordable housing reserve as a municipal cash contribution to the project, for consideration during the ongoing budget discussions and confirmation at the March 14, 2023, Regular Council meeting;*
5. *THAT Council direct staff to continue discussions with community social support service providers with the aim of developing a partnering agreement for the ongoing operation of the housing should the District succeed in obtaining project funding from the current Canada Mortgage and Housing Corporation (CMHC) grant or other sources; and,*
6. *THAT Council direct staff to prepare a zoning amendment bylaw to change the designation of the property at 1300 Peninsula Road from R-1 Single-family Residential to an appropriate multi-family residential zoning designation.*

Discussion:

Request for Proposals (RFP):

The RFP was released in early February 2023 and closed on March 1, 2023. The District received three complete proposals - with two of the proposals being clear top runners. Staff evaluated the proposals according to the following criteria:

1.	References	10%
2.	Quality of submission	10%
3.	Experience with similar Projects	20%
4.	Suitability of proposed building and landscaping	30%
5.	Value per square foot of proposed Project	30%
Total		100%

The result of this evaluation is that Saltwater Building Co LTD, teamed with Doug Cole Architect and Herold Engineering, was chosen as the preferred vendor. The two top proposals were extremely close in overall cost, and the non-selected vendor did have past experience with other CMHC funded RHI funding projects; however, the Saltwater team scored higher on references, quality of submission, and suitability of proposed building and landscaping.

The project is to be split into two separate phases:

Phase 1: Pre-Construction / Design Contract

Between March 15, 2023, and July 1, 2023, the District and its partners will work with the design team to resolve the design program to a point where the buildings are 100% designed: full architectural, civil, landscape and structural drawings are completed, full specifications are completed, and a new hard quote from the proponent can be made to reflect any changes and refinements from the design process. At this point the District could choose to enter into a Build Contract with the proponent (the intent is the District would sign a CCDC5B for pre-construction services, but the District is open to alternatives), or the District could choose to take those drawings and specifications and re-bid the project.

Phase 2: Construction / Build Contract

From July 1, 2023, if the District so chooses, the District may enter into a build contract to build out the project. Note: The July 1, 2023, date is subject the CMHC RHI award date and not in the control of the District and therefore may change.

At this time, Council is only committing to the first phase of the project. The design contract is structured so that the District will only be charged for expenses as time is spent on the project deliverables - up to the maximum authorized cost. A number of engineering items were conservative estimates in the proposal, so the design contract keeps the fees aligned with the actual required scope determined as the design progresses. The design phase may not require the full authorized funds, in which case those funds (out of the \$225,000 total earmarked for the project previously by Council) would still be available for the construction phase of the project.

Operating costs:

BC Housing has financial guidelines for non-profit operators to provide a framework for asset replacement reserves. Under this framework, the Westcoast Community Resources Society has developed an operating budget including \$4,500 annual contribution to the building replacement reserves. This equals the maximum asset management contribution allowable under the BC Housing guidelines.

As the building design is developed over the next few months, and the specifics of the building systems are known, staff will develop a long-term asset replacement budget for these District-owned buildings. If the long-term asset management will exceed the \$4,500 annual contribution from the operating budget, staff will present Council with funding options – prior to a decision on the build phase of the project.

Memorandum of Understanding with Westcoast Community Resources Society:

A draft Memorandum of Understanding is attached in **Appendix “B”**, describing how the Westcoast Community Resources Society (WCRC) and the District will work together to further the project. The details of both parties’ responsibilities would be contained in a lease agreement between the District and the Society, once the units are built.

ANALYSIS OF OPTIONS:

A	That Council support pursuing the supportive affordable housing project at 1300 Peninsula Road as outlined in the staff report.	<u>Pros</u>	<ul style="list-style-type: none"> • Aligns with an identified community housing need – one which will not otherwise be met without commitment of public resources from the District and/or other agencies. • Takes advantage of the current CMHC grant opportunity to leverage federal funds to construct the project. • Aligns with past initial work to identify where District resources are best spent to address community housing needs. • Utilizes the site at 1300 Peninsula Road and its proximity to schools and other community facilities – making it particularly well suited for housing or families.
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		<ul style="list-style-type: none"> Supports an existing local non-profit community service provider in delivering programs to support vulnerable persons and families in the community. 	
	<u>Cons</u>	<ul style="list-style-type: none"> Committing to this project may supplant other opportunities to undertake other affordable housing projects. Buildings would be a District asset that would need to be insured and included in the District's long-term asset management plan. 	
	<u>Implications</u>	<ul style="list-style-type: none"> Would commit the use of the District-owned property at 1300 Peninsula Road to use for affordable housing for the foreseeable future. Commits a portion of the current Affordable Housing Reserve funds. Operating agreement and budget will need to cover insurance and maintenance costs of operating the buildings. 	
B	THAT Council not support pursuing the grant application and/or development of affordable housing at 1300 Peninsula Road at this time.	<u>Pros</u>	<ul style="list-style-type: none"> Would retain Affordable Housing Reserve funding to be used for other affordable housing initiatives.
		<u>Cons</u>	<ul style="list-style-type: none"> Would not address a known community housing need. Would not take advantage of the current grant and/or partnership opportunity.
		<u>Implications</u>	<ul style="list-style-type: none"> Staff time could be prioritized for other work. Affordable Housing Reserve funds would be available for other projects.
		<u>Suggested Motion</u>	No motion required.

FUTURE STEPS:

If supported by Council, staff will finalize the CMHC grant application for the March 15th deadline. The application has been developed with support from M'Akola Development Services with substantial input from the WCRS. A letter of support has been provided by MP Gord Johns. An excerpt from the grant submission describing the project is found in **Appendix "A"**.

The first phase of the project will deliver a shovel-ready design package for the 5 housing units at 1300 Peninsula Road. If the District is successful in obtaining an RHI grant, Council would see a future report seeking authorization for the construction contract phase of the project. If the District is unsuccessful in this grant competition, staff would explore other funding options and bring those for Council to consider.

POLICY OR LEGISLATIVE IMPACTS:

The property is currently designated in the OCP Long-range Land Use Plan as “Multi-Family Residential” but is zoned as R-1 Single-Family Residential. One step for this project would be to rezone the property to an appropriate multi-family zoning designation. That step will be addressed through the public hearing and bylaw readings considered as separate items on the March 14, 2023, agenda.

Respectfully submitted: **Bruce Greig, Director of Community Planning**
John Towgood, Municipal Planner
Duane Lawrence, Chief Administrative Officer
Donna Monteith, Director of Finance



Appendix A

Project Description Continued

The District of Ucluelet (**District**) is located on the traditional territory (ḥaaḥuuli) of the Yuuḥuḥiḥath (Ucluelet First Nation). Ucluelet is one of several neighbouring communities sharing interests in the Ucluth Peninsula and the broader West Coast region (including the municipalities of Ucluelet and Tofino, residents of Alberni-Clayoquot Regional District (ACRD) unincorporated electoral areas, and eight Nuu-Chah-Nulth communities). This CMHC Rapid Housing Initiative grant application is seeking funding for the creation of five supportive housing units on a District of Ucluelet owned property (the **Project**). The Project is aimed at supporting our West Coast region’s most vulnerable community members experiencing or at risk of homelessness in accessing safe, secure, and affordable housing.

Background and Supporting Reports:

Ucluelet is experiencing an acute housing need crisis, with significant and rising concerns around affordability and housing security. In 2021, the District (in partnership with Tofino, the ACRD and three Nuu-Chah-Nulth communities) commissioned the West Coast Housing Needs Assessment (Appendix B) including the Ucluelet Housing Need and Demand Study to survey the state of housing in our District and the region. One of the key findings indicated that the greatest impacts of rising housing costs and the deepening crisis of housing security and availability in Ucluelet is being borne disproportionately by the most vulnerable populations. A key recommendation that emerged from this report was that the District of Ucluelet “work with partners to expand non-market and supportive housing options”.

The report further recognized that in the communities of Tofino and Ucluelet, emergency housing for people experiencing homelessness or fleeing violence is overwhelmed and under supported. The report identified 26% of Ucluelet households living in core housing need (meaning their accommodation is unsuitable, inadequate and/ or unaffordable) and that 75 Ucluelet households (11%) live in Extreme Core Housing Needs (meaning they are paying more than 50% of their pre-tax household income towards shelter). Consistent with other regional data, the greatest number of households living in core housing need are lone parent households, with the report noting that one out of four lone parents in the community face financial, spatial or quality hardship as they relate to housing. These conclusions are based on Statistics Canada’s 2016 census data; skyrocketing housing prices and demand over the past few years have likely exacerbated these issues.

The District of Ucluelet’s Official Community Plan (**OCP**) identifies housing as a key need and includes policy supporting housing projects such as this one by encouraging the creation of private, non-profit, and co-operatively run housing units. One of the seven guiding principles of the District’s OCP (Appendix C) is to “Broaden the spectrum of housing options to improve the availability of appropriate, affordable housing for all”.

Recognizing the widespread need within Ucluelet and the greater region, and following the direction of these key documents, the District has been actively supporting development of affordable and supportive housing strategies and eagerly anticipating funding opportunities to create such housing for the community. The District was made aware of the CMHC RHI funding stream late in December 2022 and identified the program as a tremendous opportunity to develop housing to fill a core community need. The District has prioritized this proposal, utilizing a valuable quarter-acre District owned property (Appendix G), allocating funds reserved for creating affordable housing, and developing a partnership understanding with the Westcoast Community Resources Society (**WCRS**) to rapidly put together this timely and shovel-ready project proposal.

District contribution:

An important component which the District brings to this project is the land at 1300 Peninsula Road. The District obtained this .23 acre property for its own purposes as part of a 2006 rezoning and subdivision and has held it for the purpose of developing the property for pressing community needs. This property is located next door to the Ucluelet Elementary School and within a 6-minute walk from the community's main grocery store and the Ucluelet Community Center, as well as multiple parks and beaches (see Appendix F). The current land value of the property is appraised by BC Assessment at \$682,000 and the property is free and clear of any encumbrances.

As a small and remote municipality with a limited tax base, the District's main capacity to contribute to this highly beneficial project is by contributing land. We hope and anticipate the funder will consider the \$682,000 of land value as a direct and valued contribution by the District towards the feasibility and success of the project.

At the January 24, 2023, Regular meeting of Council the District committed \$225,000 from the municipal affordable housing reserve as a municipal cash contribution to the project. For our small community, a cash contribution of \$225,000 and a land contribution valued at \$682,000, totalling \$907,000, is very significant and hopefully signals the District's sincere commitment to this project.

Zoning and Project Design:

The property's current zoning is R-1 Single Family Residential. A zoning amendment bylaw to allow the proposed multi-family project has received first and second reading through unanimous Council vote, and is anticipated to be adopted on March 14, 2023.

The architectural design, landscape plan, accessibility, and integration into the immediate neighbourhood are central elements for this project to ensure high quality of life and livability for the future residents. The neighbourhood context is predominantly single-family dwellings to the south and across the road, with institutional uses in the form of the elementary and high school to the north. The property is for the most part vacant with some mature trees to the rear of the property.

To ensure the proposed project's multi-family density will fit into the neighbourhood context, the five proposed units have been split into two ground-oriented (Appendix H), street facing buildings or what

are commonly referred to as “walk-up’s”. The building exterior materials will reflect the natural environment around the project, utilizing cedar, metal, and natural tone cement board and built to BC Housing standards.

The five dwelling units will be designed in two compact and livable configurations to respond to different needs as identified in the Ucluelet Housing Needs Report. Three of the units will be designed as two storey, three bedroom units with a fully accessible ground floor to include an accessible bedroom according to ADA Standards. It is anticipated that these units could be rented to a range of occupants from a larger family to a single parent and children. Rentals which are suitable for families are particularly difficult to find in Ucluelet, especially for lower-income family groups. These units would address this critical need within our community. The two other units would be two-storey one bedroom homes that could be rented to a range of occupants such as a young adult who has aged out of youth care.

The property will be fully landscaped with a focus on bringing the property back into a naturally vegetated state with the planting of predominately native species plants such as cedar, spruce, larch, and salal. All units would have a small front garden entry facing the street to create a neighbourly presence and inviting streetscape facing the public road, and a small private patio area to the rear of each unit. Each unit would have a paved pedestrian route connecting to the Peninsula Road sidewalk, and a parking space.

Operation and Management – Community Partner:

The District anticipates maintaining ownership of the buildings of this project and partnering with the Westcoast Community Resources Society (Appendix I), a highly respected local non-profit to operate and manage the housing units. This partnership will allow the project to effectively target the acute needs of the west coast region (see Appendix E), directly benefitting community members experiencing personal, family and housing stress; particularly women and their children. This partnership agreement anticipates that the District would construct and own the building assets, and the WCRS would ensure that community members most deserving of the housing are able to access these rental units for themselves and their families.

The District posted a request for proposals to BC Bid on February 3, 2023, for the Design / Build of the project. The opportunity closed on March 1st, 2023, and the District received three complete responses. We structured the contract so that the successful vendor would be authorized to develop the architectural and structural design, complete construction drawings and a Class A cost estimate from March 15 to July 1, 2023. The completion of these works within this time frame will allow the District to immediately move the project forward if we are successful in attaining the RHI funding for the project. The successful proponent was a team lead by Saltwater Building Co., who is locally based and has completed many projects in BC - including several in Ucluelet and one currently being constructed on behalf of the District. The Saltwater Building Co will team up with Doug Cole, Architect AIBC, who has worked in and for the District. The District has full confidence in this team to complete the project on time and on budget.

Conclusion:

The Ucluelet Housing Needs Assessment confirmed what community members in Ucluelet have long known: affordable, accessible and secure housing is a massive barrier to residents and a growing issue. This trend has been exacerbated significantly as pressures from tourism and the impacts of the COVID-19 pandemic have driven a surge in housing costs. Adjusted for inflation, median dwelling prices in Ucluelet have more than doubled over the past decade, with the cost of housing dramatically exceeding the growth of incomes. The impact on renters, particularly those who face marginalization or social vulnerabilities, is evident. Many respondents to the Ucluelet housing needs survey were resigned to leaving Ucluelet in order to find stable housing. As a small, tight-knit community with larger-city sized pressures, Ucluelet needs the support of other levels of government to provide appropriate housing to care for our most vulnerable citizens at-risk of homelessness - and ensure they can remain in the community they call home.

The need for this project has been identified, the District of Ucluelet is a qualified proponent to build and maintain the project, the Westcoast Community Resources Society is a professional and proven supportive housing provider, and the value of this project to the community of Ucluelet and the region cannot be overstated. While the scale of the project is small and our funding request modest compared to many larger communities, the positive impact to vulnerable coastal families will be significant. The District's application highlights the best aspects of our resilient community: broad Council support and creative use of limited resources, a partnership and shared responsibility with a critical local resource group, effective use of time and funding to create quality, lasting and dignified housing with a focus on liveability; all part of a commitment to take care of those members of our community who need it most. In this light we hope that the CMHC RHI grant evaluation team will view the District of Ucluelet's proposed project as worthy to receive the appropriate funding - to successfully create this needed supportive housing.

Key Documents/Staff Reports

As part of this project description the following documents are uploaded for funder review:

- Appendix B - West Coast Housing Needs Assessment.
- Appendix C - District of Ucluelet Official Community Plan.
- Appendix D - February 9, 2023, Report to Council.
- Appendix E – West Coast context map.
- Appendix F - Amenities within walking distance of proposed units.
- Appendix G - Site Plan.
- Appendix H - Preliminary Building Design Drawings.
- Appendix I – MoU with Westcoast Community Resources Society
- Appendix J – Letter of support, Gord Johns MP

MEMORANDUM OF UNDERSTANDING

between

The District of Ucluelet (“the District”)

And

Westcoast Community Resource Society (“WCRS”)

This Memorandum of Understanding (MOU) sets the understanding between the District and WCRS with respect to the District’s intent to apply to a 2023 CMHC Rapid Housing Initiative Proposal at 1300 Peninsula Road, Ucluelet, BC.

PURPOSE

- 1.1. This MOU outlines the purpose of this Memorandum of Understanding (MOU) is to describe a partnership between the District and WCRS subject to application and award of a CMHC Rapid Housing Initiative Project at 1300 Peninsula Road, Ucluelet, BC.

ISSUES OF MUTUAL UNDERSTANDING

- 1.2. This understanding outlines a commitment to form a development partnership which will continue to build a cooperative, long-lasting and mutually beneficial relationship, where principles of respect, communication, trust and understanding will lead to positive and meaningful collaborations related to the development of a CMHC Rapid Housing Initiative Project at 1300 Peninsula Road, Ucluelet, BC.
- 1.3. Coordinators:

For the District:

Duane Lawrence, Chief Administrative Officer
200 Main Street, Ucluelet, BC
PO Box 999 V0R 3A0

For WCRS:

Laurie Hannah, Executive Director
500 Matterson Drive, Ucluelet, BC
PO Box 868 V0R 3A0

OBLIGATIONS OF THE PARTIES

To continue to build a cooperative, long-lasting and mutually beneficial relationship, where principles of respect, communication, trust and understanding will lead to positive and meaningful collaborations and partnerships.

To ensure that appropriate, affordable housing is developed and provided within the District of Ucluelet.

To ensure that WCRS has the capacity and experience to be the operator of any approved project under the 2023 CMHC Rapid Housing Initiative Proposal for 1300 Peninsula Road, Ucluelet, BC.

To ensure that the operator will be responsible for the development of any operating budget and have final approval of such operating budget prior to submission to CMHC or BC Housing.

To ensure that WCRS is involved in the design and development of the proposed project to be submitted to the 2023 CMHC Rapid Housing Initiative and through the design and development stages as the project proceeds to Construction and Operations.

MODIFICATIONS

Modifications within the scope of the Agreement shall be made by mutual consent of the parties, by issuance of written modification, signed and dated by all parties, prior to any changes being performed.

ENTIRE AGREEMENT

This Agreement shall constitute the entire Agreement between the parties with respect to the subject matter of this Agreement.

No amendment or modification to this Agreement will be effective unless it is in writing and duly executed by the parties.

EFFECTIVE DATE AND SIGNATURES

The MOU shall be effective upon the signatures of both parties.

Signed in _____, British Columbia on _____ by the following Authorized Representatives:

District of Ucluelet

Name: _____ Title: _____

Signature

Date

Westcoast Community Resource Society

Name: _____ Title: _____

Signature

Date



REPORT TO COUNCIL

Council Meeting: March 14, 2023

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: ABBY FORTUNE, DIRECTOR OF PARKS & RECREATION **FILE NO:** 2380-20

SUBJECT: NOTICE OF LAND DISPOSITION – NUU-CHAH-NULTH TRIBAL COUNCIL **REPORT NO:** 23-31

ATTACHMENT(S): APPENDIX A: NOTICE OF DISPOSITION AD
APPENDIX B: MAP OF UCC AND AREA OF DISPOSITION FOR REFERENCE

RECOMMENDATION(S):

THAT Council authorize staff to issue a public Notice of Property Disposition for a portion of Lot A, Plan VIP569363, District Lot 281, Clayoquot Land District, Except Plan VIP81595 and more commonly referred to as 500 Matterson Drive portion of the building known as Office 143 and use of group/common space, by way of lease, for a term of three years from April 1, 2023, to March 31, 2026 in an amount of

\$379.10 per month plus GST between April 1, 2023 to March 31, 2024;
\$386.68 per month plus GST between April 1, 2024 to March 31, 2025; and
\$394.41 per month plus GST between April 1, 2025 to March 31, 2026 plus GST.

BACKGROUND:

The Nuu-Chah-Nulth (NTC) Early Years Outreach Program has been operating out of the “Hub” space at the Ucluelet Community Centre since 2015. As their lease is about to expire on March 31, 2023, a notice of disposition is required prior to renewing the lease.

The NTC has been providing Early Years outreach programming for the nations and would like to continue to do so through this space. Under the current and proposed lease agreement, the NTC would lease the space at market rates.

ANALYSIS OF OPTIONS

If Council wishes to continue to lease NTC a portion of the Ucluelet Community Centre property, 500 Matterson Drive, Office 143, a Notice of Proposed Property Disposition is required pursuant to Section 26 of the Community Charter.

A	Provide Public Notice of disposition of land and execute lease agreement	<u>Pros</u>	<ul style="list-style-type: none"> • A much-needed service is available to the nation. • Legislative requirements are met for a three-year lease.
		<u>Cons</u>	<ul style="list-style-type: none"> • The space is locked-in for single a use • The space cannot be utilized for other user groups nor District programs or uses.
		<u>Implications</u>	<ul style="list-style-type: none"> • The District of Ucluelet would collect lease funds from NTC, for year one \$4,549.20, year two \$4,640.16, and year three

			\$4,732.92 for a total 3-year lease of \$13,922.28 excluding gst.
B	Do not renew the Lease.	<u>Pros</u>	<ul style="list-style-type: none"> The District of Ucluelet Parks & Recreation Department could use this space for other programming or lease to an alternate party. A notice of property disposition would not be required.
		<u>Cons</u>	<ul style="list-style-type: none"> The NTC would need to find an alternate location to provide their services.
		<u>Implications</u>	<ul style="list-style-type: none"> The District of Ucluelet would not receive the 3-year lease payments amounting to \$13,922.28 from NTC
		<u>Suggested Motions</u>	No motion is required.

POLICY OR LEGISLATIVE IMPACTS:

Pursuant to Section 26 of the Community Charter notice is required to be given in accordance with section 94 of the *Community Charter*, that the District of Ucluelet intends to lease a portion of the Ucluelet Community Centre property (Hub) for a term of three years from April 1, 2023 – March 31, 2026, for the purpose of children and family services.

Notice of proposed property disposition

26 (1) *Before a council disposes of land or improvements, it must publish notice of the proposed disposition in accordance with section 94 [public notice].*

(2) *In the case of property that is available to the public for acquisition, notice under this section must include the following: (a) a description of the land or improvements; (b) the nature and, if applicable, the term of the proposed disposition; (c) the process by which the land or improvements may be acquired.*

(3) *In the case of property that is not available to the public for acquisition, notice under this section must include the following: (a) a description of the land or improvements; (b) the person or public authority who is to acquire the property under the proposed disposition; (c) the nature and, if applicable, the term of the proposed disposition; (d) the consideration to be received by the municipality for the disposition.*

NEXT STEPS

- Issue Notice of Proposed Property Disposition
- Submit a follow-up report to Council, if required
- Execute the lease agreement

Respectfully submitted:

ABBY FORTUNE, DIRECTOR OF PARKS & RECREATION
DUANE LAWRENCE, CAO

Appendix A

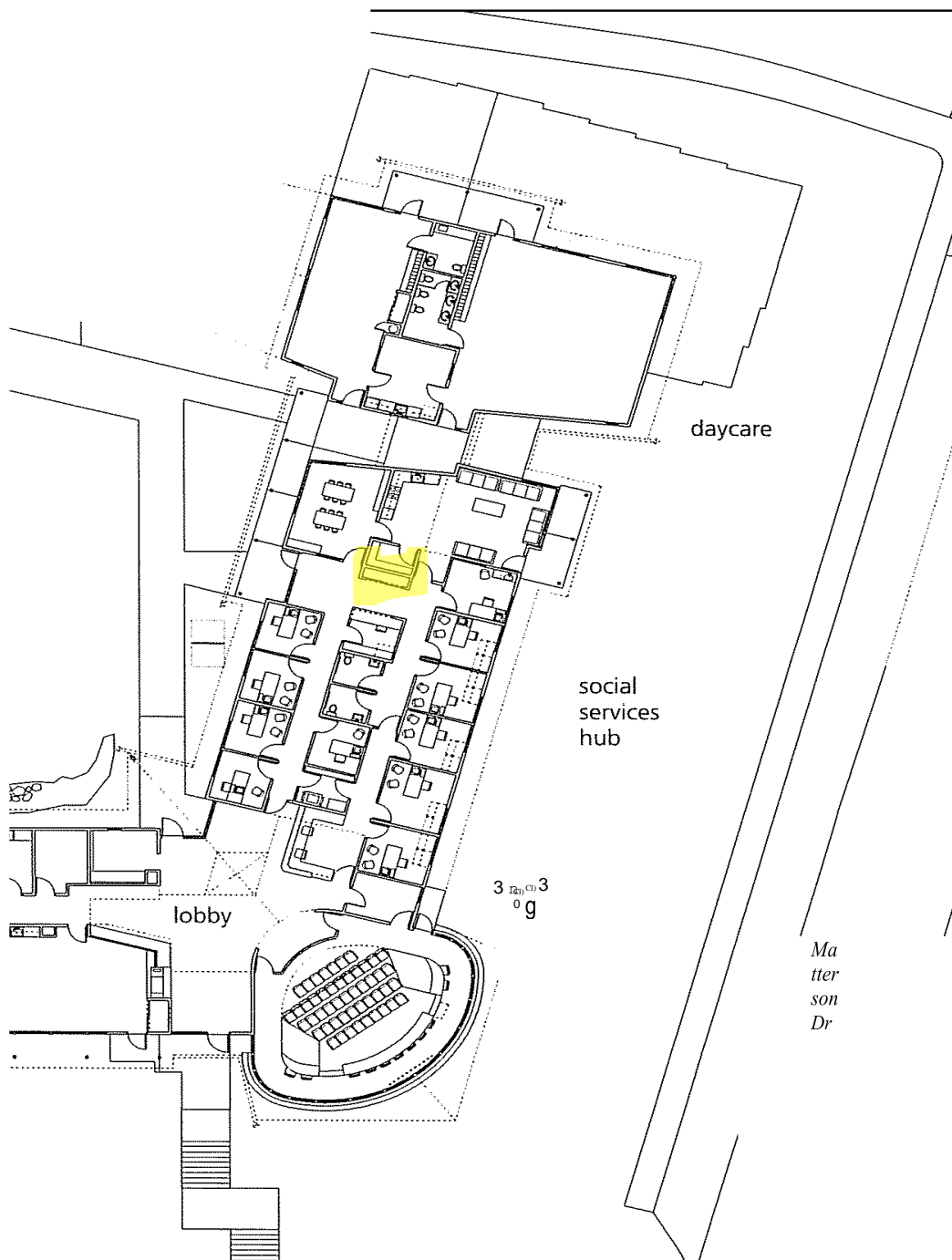


DISPOSITION OF LAND
Office Lease located at 500 Matterson Drive

Pursuant to Section 26 of the Community Charter and in accordance with Section 94, notice is hereby given that the District of Ucluelet will be giving consideration to a lease agreement between the District of Ucluelet and the **Nuu-Chah-Nulth Tribal Council** for a portion of Lot A, Plan VIP569363, District Lot 281, Clayoquot Land District Except Plan VIP81595 and more commonly referred to as Office 143, 500 Matterson Drive, Ucluelet, BC. for a term of three years from April 1, 2023 – March 31, 2026 for the purpose of Early Years Outreach Program services in an amount of \$13,922.28 exclusive of tax.

District of Ucluelet
Box 999, 200 Main Street
Ucluelet, BC; V0R 3A0
250-726-7744
info@ucluelet.ca

APPENDIX B: MAP OF UCC AND AREA OF DISPOSITION FOR REFERENCE





REPORT TO COUNCIL

Council Meeting: March 14, 2023

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: JOSEPH ROTENBERG, MANAGER OF CORPORATE SERVICES **FILE No:** 0540-20

SUBJECT: ACCESSIBILITY COMMITTEE – ESTABLISHMENT **REPORT No:** 23-28

ATTACHMENT(S): APPENDIX A - ACCESSIBILITY COMMITTEE TERMS OF REFERENCE

RECOMMENDATION(S):

THAT Council approve the Accessibility Committee Terms of Reference as presented.

THAT Council establish an advisory committee known as the Accessibility Committee, governed by the Accessibility Committee Terms of Reference.

THAT Council direct Staff to commence the recruitment for the Accessibility Committee and present Committee membership applications for Council appointment.

BACKGROUND:

The Legislation

On April 14, 2022, the [Accessibility British Columbia Regulation](#) confirmed that various entities including the District of Ucluelet are required to comply with specific provisions of the [Accessibility British Columbia Act](#) (the “Act”). Accordingly, the District is required to:

1. **Establish an Accessibility Committee (the “Committee”)** that assists the District with identifying barriers to individuals interacting with the local government and provide advice about removing or preventing these barriers through an Accessibility Plan;
2. **Develop an Accessibility Plan (the “Plan”)** in consultation with the Committee for the purpose of identifying, removing, and preventing barriers to individuals in, or interacting with, the local government; and
3. **Implement a public feedback mechanism** to obtain input on the Plan and barriers to individuals in or interacting with the District.

These requirements must be met by September 1, 2023.

1. The Plan

The Act requires local governments to develop a plan in consultation with the Committee “...to identify, remove and prevent barriers to individuals in or interacting with the organization.” The Act further requires the following principles to be considered in developing or updating the Plan:

- Inclusion
- Adaptability
- Diversity
- Collaboration
- Self-determination
- Universal design

The plan must be reviewed and updated every three years. The Committee must be consulted and public feedback about barriers and the accessibility plan must be considered during these reviews.

The proposed Terms of Reference (Appendix “A”) tasks the Committee with developing a Plan for Council’s consideration before September 1, 2023. The Committee would also be responsible for reviewing proposed changes to the Plan and completing a review of the Plan every 18 to 24 months.

2. The Committee

The Act requires the Committee to assist the District by identifying barriers to individuals in or interacting with the District and advise District on how to remove and prevent these barriers.

The Act sets criteria for the Committee’s constitution. It requires, to the extent possible, at least half the members of the Accessibility Committee to be persons with disabilities or individuals who support, or are from organizations that support, persons with disabilities, and at least one member of the Committee must be an Indigenous Person. Committee membership should also reflect the diversity of person in British Columbia.

According to the recommended T.o.R. the Committee would be an advisory committee with five members. Committee members would be appointed by Council and the Committee would be made up of:

- to the extent possible, at least three members that are persons with disabilities or individuals who support, or are from organizations that support persons with disabilities;
- to the extent possible, at least one member that is an Indigenous Person; and
- one Council member.

The Act defines barriers as “...anything that hinders the full and equal participation in society of a person with an impairment...” and notes that barriers could be “caused by environments, attitudes, practices, policies, information, communications or technologies, and... affected by intersecting forms of discrimination.”

The Act defines “impairment” as meaning physical, sensory, mental, intellectual or cognitive impairment, whether permanent, temporary or episodic.”

The appointed Council member would be the Chair of the Committee. A Staff member would be designated by the Chief Administrative Officer to advise the Committee and another member of Staff may be designated to provide administrative support.

3. Feedback Mechanism

The Act requires the District to establish a process to receive public input on the Plan and local barriers. According to the T.o.R., the Committee would develop this mechanism for Council to consider. The recommended T.o.R. also requires formal input on barriers to be considered by the Committee in development of the Plan.

ANALYSIS OF OPTIONS:

A	Establish Accessory Committee and adopt T.o.R. as presented	<u>Pros</u>	<ul style="list-style-type: none"> • First step toward developing a Plan informed by local experts to make the District of Ucluelet more accessible. • Once adopted the Accessibility Plan would meet the requirements of the Act.
		<u>Cons</u>	<ul style="list-style-type: none"> • Limited timelines could be exacerbated by the Committee drafting the Plan rather than Plan being developed by Staff, presented to the Committee for review and then presented to Council.
		<u>Implications</u>	<ul style="list-style-type: none"> • Substantial staff time will be required to provide advice and administrative support for the Committee. • Staff time and advertising may be required to implement the Feedback Mechanism developed by the Committee.
B	Establish Accessory Committee, direct Staff to amend T.o.R. for Council's review.	<u>Pros</u>	<ul style="list-style-type: none"> • An amended T.o.R. may better reflect Council's wishes and community interests.
		<u>Cons</u>	<ul style="list-style-type: none"> • Some delay may occur as Committee as Terms of Reference should be approved before Committee recruitment begins.
		<u>Implications</u>	<ul style="list-style-type: none"> • Additional Staff time would be required to present an amended T.o.R. for Council approval. • Substantial staff time will be required to provide advice and administrative support for the Committee. • Amended terms of reference should comply with the Act.
		<u>Suggested Motion</u>	<p>THAT Council Direct Staff to redraft the Accessory Committee Terms of Reference to achieve the following outcomes:</p> <p style="margin-left: 40px;">a) _____;</p> <p style="margin-left: 40px;">b) _____; and</p> <p style="margin-left: 40px;">c) _____, and report back to Council.</p>

POLICY OR LEGISLATIVE IMPACTS:

The recommended Committee and T.o.R. create a path towards achieving the requirements of the Act and resolving accessibility barriers for individuals with impairments.

NEXT STEPS:

1. Commence Committee recruitment process;
2. Council consider Committee membership applications and appoints Committee members;
3. Committee develops feedback mechanism;
4. Committee meets and develops plan with Staff support; and
5. Committee representative presents plan to Council for consideration.

Respectfully submitted: Joseph Rotenberg, Manager of Corporate Services
 Duane Lawrence, CAO



The Corporation of the District of Ucluelet
Terms of Reference

REFERENCE:

Accessibility Committee Terms of Reference

ADOPTED BY:

Council

AMENDED DATE:

N/A

SUPERSEDES:

DEPARTMENT:

Administration a

EFFECTIVE DATE:

Definition:

In this Terms of Reference:

“**Act**” means the *Accessibility British Columbia Act*;

“**barriers**” has the same meaning as in the Act;ⁱ

“**Council**” means District of Ucluelet municipal Council;

“**District**” means District of Ucluelet;

“**impairment**” has the same meaning as in the Act;ⁱⁱ

“**disabilities**” has the same meaning as in the Act.ⁱⁱⁱ

“**Staff**” means an employee of the District of Ucluelet.

Mandate:

The Accessibility Committee will develop an actionable plan intended to identify and prioritize opportunities for the District to enhance accessibility. The Committee will also develop a public feedback mechanism which establishes a process for receiving comments from the public on the plan and barriers.

To develop the plan, the Accessibility Committee must consider any formal public input received by the District related to barriers as well as the following principles:

- Inclusion
- Adaptability
- Diversity
- Collaboration
- Self-determination
- Universal design

The District’s expectation is that the proposed plan will align and support established District plans, priorities, and policies.



The Corporation of the District of Ucluelet

Terms of Reference

Process:

The Accessibility Committee will strive to present the Plan and feedback mechanism to Council by September 1, 2023. Once received by Council, the plan will be reviewed at least once every 18 to 24 months by the Accessibility Committee, who will then report to Council.

Composition:

The Accessibility Committee is an advisory body made up of members that provide access to lived experience, unique local perspective, and technical abilities. Committee membership is intended to reflect the diversity of persons in British Columbia and the community, including those with disabilities.

The Committee will have a maximum of five members, all applications will be considered by Council. The Committee will include one Council member and to the extent possible, at least one member that is an Indigenous Person and to the extent possible, three members that are persons with disabilities or individuals who support, or are from organizations that support persons with disabilities. In the event that the District is unable to fulfill this composition, Council may appoint individuals that do not meet these criteria.

Committee membership will be advertised, applications will be presented to Council, and Council will appoint all Committee Members.

Term of Service:

To ensure continuity, two members will be appointed by Council for two years, and two members will be appointed for three years. Committee members may be reappointed by Council through an open application process.

The member of the Accessibility Committee which is a Council member will be appointed by Council for the term of their office.

Chair:

The Accessibility Committee will be Chaired by the Council member appointed to the Committee.

The Accessibility Committee will appoint one member to be Acting Chair when the Chair is absent or otherwise unable to act. If both the Chair and Acting Chair are unable to act, the Committee members present must choose a member by affirmative vote of the members present to Chair the meeting.

Meeting Frequency:

The Committee will meet monthly or as determined by the Accessibility Committee while developing the plan. After the plan is received, the Committee will meet periodically as needed to review the plan and every 18 to 24 months to review plan milestones.



The Corporation of the District of Ucluelet

Terms of Reference

Procedures:

The Committees' procedures are governed by the District of Ucluelet Council Procedure Bylaw No. 1300, 2021.

Duty of Members:

Members are expected to attend all meetings and participate fully to bring the full range of their skills, experience and diversity to the development or review of the Accessibility Plan.

Committee Members may not miss more than two consecutive Committee meetings without being granted leave from the Committee by the Chair.

Committee members will act in accordance the District's Code of Conduct and Respectful Workplace Policies. Committee members in contravention of District policies, may be removed from the Committee by Council.

There will be no financial remuneration for serving on this Committee.

Support:

A Staff member designated by the Chief Administrative Officer will act as an advisor to the Committee. An additional Staff member may be responsible for administrative matters.

Communications:

All official representations from the Accessibility Committee to Council will be through the Chair or their designate. All communication with Staff will be through the designated Staff member. Any communications to the public will be undertaken by the District.

Termination of the committee:

The Accessibility Committee exists at the pleasure of Council.

Marilyn McEwen
Mayor

Duane Lawrence
Chief Administrative Officer



ⁱ Section 2 of the Act states:

(1) For the purposes of this Act, a barrier is anything that hinders the full and equal participation in society of a person with an impairment.

(2) For certainty and without limiting subsection (1), barriers can be

(a) caused by environments, attitudes, practices, policies, information, communications or technologies, and

(b) affected by intersecting forms of discrimination.

ⁱⁱ Under the Act impairment includes a physical, sensory, mental, intellectual or cognitive impairment, whether permanent, temporary or episodic.

ⁱⁱⁱ Under the Act disability means an inability to participate fully and equally in society as a result of the interaction of an impairment and a barrier.

From: [Matt Harbidge](#)
To: [Info Ucluelet](#)
Date: March 1, 2023 6:56:52 AM

[External]

Dear Mayor and council, for the millions of dollars we have spent on “emergency preparedness” we may have proven that the money is not well spent or maybe a better word is Managed. The lack of foresight by management on the weekend (feb 25-26) is deplorable. Emergency’s come in all shapes and sizes. We are paying at least two people to be on top of these things.

Not one district employee was seen on any of the hundreds of thousands of dollars we have spent on equipment trying to even clear a path for emergency services, let alone for the tax payers in in this town. It waited for one local to take equipment from his employers business and volunteer his time to clear the streets and then had the nerve to release “we are working with a local contractor” in a public statement. Also not one manager or the CAO made one statement on how this is being handled or any type of plan. This doesn’t give the town much confidence that you have our backs in an Emergency situation, to scared to speak is the vibe that gives the town.

4-5 days later when we tried to return to work we had to pay a local contractor to clear the end of reef point road with and mini excavator because the snow had turned into 12 inches of thick ice and even if people could get out of there driveways they couldn’t even begin to shovel out, shall I sent the district the bill, this is not a rhetorical question this is actually a question I would like a response too.

This is a request the we have a long hard look at how our money is being managed and who is managing it. We need to look at the equipment we have to do the job. Management positions are well paying but if they are not providing a the tools so our hard working public works staff can get the job done it’s time to start asking some hard questions to these people and accountability is needed. Thanks for your time
Matt harbidge

--

Matt Harbidge
Green World Building


**HELP
CITIES
LEAD****CLIMATE
CAUCUS**

March 7, 2023

Re: Help Cities Lead – report back to supporting Councils

Dear Mayor and Council,

In 2021 your Council passed a resolution endorsing the Help Cities Lead campaign. Help Cities Lead is an education and awareness campaign working to build support for more focused collaboration between the Province of British Columbia and local governments on climate policy related to buildings. The group is a coalition with [Climate Caucus](#) and other environmental organizations. The Help Cities Lead campaign has received widespread support from local governments in British Columbia. We appreciate your support and want to provide an update on the campaign, the work that we have done, and the progress that has been made.

Help Cities Lead believes that allowing for local government leadership is critical to developing innovative policies and programs to achieve deep emissions reductions from the building sector throughout the province. We saw that the tools available to local governments to pursue these critical reduction targets were largely limited to information campaigns and incentives which were insufficient to achieve broad and deep energy and GHG reductions at scale and in a timeline that is consistent with many local government's climate plans. The Help Cities Lead campaign identified a suite of five measures that would enable local action on reducing GHG emissions from new and existing buildings:

- Regulating GHG emissions for new buildings
- Regulating GHG emissions for existing buildings
- Home energy labelling
- Building energy benchmarking and reporting
- Enabling legislation for a low interest retrofit loan program known as PACE (Property Assessed Clean Energy)

As we advocated for these policy changes, Help Cities Lead received strong support from local governments across BC. We received endorsements from 38 local governments from Kitimat to

Metro Vancouver. Additionally, our work was supported by UBCM - a resolution of support was passed in 2021 with the endorsement of the UBCM executive.

To date Help Cities Lead has resolutions of support from the following:

AVICC	Bowen Island, Municipality	Comox, Town
Comox Valley RD	Courtenay, City	Cumberland, Village
Fernie, City	Gibsons, Town	Golden, Town
Highlands, District	Kitimat, District	Ladysmith, Town
Langley, Township	Lions Bay, Village	LMLGA
Maple Ridge, City	Metro Vancouver	Nanaimo, City
New Westminster, City	North Cowichan, Municipality	North Saanich, District
North Vancouver, City	North Vancouver, District	Oak Bay, District
Port Moody, City	Powell River, City	Rossland, City
Saanich, District	Sidney, Town	Squamish, District
Summerland, District	Ucluelet, Resort Municipality	UBCM
Vancouver, City	Victoria, City	West Vancouver, City
Whistler, Resort Municipality		

With that support in hand, we requested meetings with the relevant ministers. We had productive meetings with: then Minister of Municipal Affairs, Josie Osborne (and later with then Minister of Municipal Affairs, Nathan Cullen); Minister of Environment and Climate Change Strategy, George Heyman; then Minister of Energy Mines and Low Carbon Innovation, Bruce Ralston; and then Attorney General and Minister responsible for Housing (now Premier) David Eby.

In the wake of those meetings, we wanted to provide an update on the status of our policy requests:

1. Regulating GHG emissions for new buildings
 - a. New standards take effect May 1, 2023
 - i. Zero Carbon Step Code: The Zero Carbon Step Code enables local governments to “opt-in” to require that new buildings in their community meet certain emissions requirements by referencing them in their building or zoning bylaws. The Province recently signed this regulation, which comes into effect May 1, 2023.
Learn more about how to implement the new Zero Carbon Step Code tool in your own community here: [BC Energy Step Code requirements | Energy Step Code](#)

- ii. Two Pathways Approach: In the interim, prior to the Zero Carbon Step Code becoming available, some local governments have implemented a two pathways approach where applicants can elect to meet a lower level of the BC Energy Step Code than is generally required in exchange for installing a low carbon energy system that meets specific GHG criteria.

2. Regulating GHG emissions for existing buildings

- a. BC Existing Buildings Renewal Strategy: Through the [CleanBC Roadmap to 2030](#), the Province committed to introducing an alterations code for existing buildings by 2024. The Existing Buildings Renewal Strategy will include more details on the alterations code and develop a path for today's buildings to become more energy and water efficient, cleaner, and safer for British Columbians during events like earthquakes, wildfires and wildfire smoke, heat waves, drought, and floods. Phase 1 of engagement was completed in the fall of 2019 and Phase 2 was completed in the fall of 2021. It is expected that the alterations code will be focused on prescriptive efficiency improvements and harmonized with the national model building code. The draft Strategy is expected to be released later this year.
- b. Highest Efficiency Equipment Standards: Through the *CleanBC Roadmap to 2030*, the Province committed to introducing standards that will require all new space and water heating equipment sold and installed in B.C. to be at least 100% efficient after 2030. This will drive the market towards electrification and hybrid systems (e.g. heat pump with gas backup) and limit the installation of stand-alone fossil-fuel fired furnaces and boilers. A first round of engagement was conducted in fall 2022, and more details are anticipated in 2023. This policy will have a significant impact on reducing emissions over the coming decades; however, municipalities are calling on the Province to accelerate timelines for certain market segments (e.g. part 9 homes in climate zone 4) or provide authority for municipalities to move ahead of provincial regulation so that the policy may help achieve 2030 targets.
- c. Local Initiatives: Communities in BC have developed their own strategies to address emissions from existing buildings within their limited authority such as [concierge retrofit programs](#) to support homeowners as they move through the retrofit progress, and revitalization of tax exemptions for low emission and/or resilient retrofits. These and other initiatives support the anticipated Existing Buildings Renewal Strategy and the Highest Efficiency Equipment Standards.

3. Property Assessed Clean Energy (PACE) Financing

- a. Provincial Roadmaps: In 2020 the Ministerial Mandate letters for Municipal Affairs and for Energy, Mines and Low Carbon innovation identified PACE as a priority for the provincial government. In 2021 the Province developed an internal PACE Roadmap to identify the strengths, weaknesses, opportunities and barriers of the various considerations for residential and commercial PACE programs specific to the BC context implementation.

Also in 2021, through the *CleanBC Roadmap to 2030*, the Province committed to developing a PACE program stating: “We will proceed with the next steps on a Property Assessed Clean Energy (PACE) program, which is a form of financing for energy retrofits designed to help building owners save on energy costs and reduce greenhouse gas emissions.”

Notwithstanding this commitment, there has been little movement towards implementation since the *CleanBC Roadmap to 2030*.

- b. Local Initiatives: Some local governments have begun to move forward with progressive property assessed financing programs at a small scale, such as the District of Saanich. Saanich’s pilot offered interest-free financing to 50 homes switching from oil to a heat pump, including a stream for income-qualified initial results of the program are positive with most participants stating that the financing program has been integral to overcoming capital cost barriers and/or allowing them to undertake complementary efficiency upgrades. These types of programs cannot be scaled up significantly without legislative amendments, and local governments continue to advocate for the Province to follow through with its commitments on PACE.

4. Energy Labelling

- a. Provincial Response: In its CleanBC Roadmap to 2030, the Province committed to ensuring that:

“...home sale listings will include an energy efficiency rating or label, letting buyers know what their energy costs and carbon footprint will be. Along with raising public awareness, home energy labelling can motivate owners to invest in retrofits that save energy and cut GHG emissions, knowing it will impact future salability.

As a first step, we will introduce a user-friendly, web-based, virtual home-energy rating tool to let people see how efficient their homes are.”

The Province has been working on the virtual home energy rating tool and it is expected to roll out across the Province in 2024. More information is still to come on

- the labelling requirements for home sale listings and any integration with Natural Resource Canada's EnerGuide Rating System.
- b. Local Initiatives: In the interim, some local governments in BC have included energy labelling as an administrative requirement for new construction at the time of building occupancy to support the disclosure of energy and emissions information for homeowners. This is the District of Saanich's [Bylaw](#) requiring energy labeling and their public facing [FAQs](#)
5. Benchmarking
- a. Legal Analysis: Help Cities Lead sought a legal analysis performed by Lidstone & Company on the authority of local governments to implement building energy benchmark provisions. The analysis found that municipalities in BC do in fact have authority to implement such requirements. This authority was brought to the attention of the Minister of Municipal Affairs who verbally confirmed the Ministry's interpretation of jurisdiction aligned with the Lidstone analysis.
 - b. Local Initiatives: Several municipalities and organizations around the province have joined [Building Benchmark BC](#), Canada's largest voluntary benchmarking and disclosure program working to inform and inspire public and private sector leadership on built-environment climate change solutions. Some local governments are beginning to explore the best approach for a harmonized mandatory benchmarking program.

Help Cities Lead will continue to meet with Ministers and senior staff at the Province to press for action on these asks, and will report back as we make further progress.

We thank you for your support as we seek more tools for local governments to address the challenge of building decarbonization. We invite you to share your successes and challenges with us.

Best wishes,

Will Cole-Hamilton

Councillor, City of Courtenay

Chair, Climate Caucus

Chair, Help Cities Lead

wcole-hamilton@courtenay.ca

I gratefully acknowledge that I live and work on the
unceded territory of the K'ómoks First Nation,
the traditional keepers of this land.

Lailah McCallum

From: FAC Awareness <awareness@fibrocanada.ca>
Sent: March 7, 2023 6:00 PM
To: Info Ucluelet
Subject: Fibromyalgia Association Canada

[External]



<https://fibrocanada.ca> ♦ Email: admin@fibrocanada

Mayor and Council,

My name is Suzy and I am the Alberta Regional Representative for Fibromyalgia Association Canada (FAC).

May 12, 2023 is the 31st anniversary of Fibromyalgia Awareness Day as recognized by the World Health Organisation (WHO). I am contacting you to ask if you would illuminate the **District of Ucluelet Sign** purple, in recognition of the 2-4% of Canadians living with fibromyalgia. That is over 1 1/2 million people that have been diagnosed with fibromyalgia.

If you are able to illuminate the **District of Ucluelet Sign** purple to raise awareness of fibromyalgia, would you provide illumination from dusk on May 12th until dawn on May 13th?

We have included our social media information below. Could you also provide your social media package, along with a **proclamation**, so we can recognize your role in raising awareness for fibromyalgia? FAC would be grateful if you could email a photo of the **District of Ucluelet Sign** when illuminated to admin@fibrocanada.ca.

Thank you for helping FAC raise awareness of fibromyalgia.

Suzy Groenewegen
 Alberta Regional Representative, Fibromyalgia Association Canada

Website: <https://fibrocanada.ca>

Facebook: [FibroCanada2021](https://www.facebook.com/FibroCanada2021)

Twitter: [@fibrocanada](https://twitter.com/fibrocanada)

Instagram: [FibroCanadaFAC](https://www.instagram.com/FibroCanadaFAC)

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OMBUDSPERSON
BRITISH COLUMBIA

February 14, 2023

Delivered via email

Mayor Marilyn McEwen
District of Ucluelet
200 Main Street
Ucluelet BC V0R 3A0

Dear Mayor McEwen:

With many new municipal mayors and council members elected and now sworn in across the province, I wanted to reach out and let you know how the Office of the Ombudsperson can work with, and help, local governments in British Columbia.

If you are continuing in your elected position, thank you for your service to British Columbians. And if you are newly elected, welcome to your very important role.

My office takes complaints from the public about all of the local governments in BC. We are an oversight body, one of the independent offices of the Legislature, and our mandate is to be BC's independent voice for fairness and accountability of the public sector. When we receive people's concerns about public services, we conduct impartial investigations and address the fairness problems that we find. For local governments, that means you may hear from us when we have received a complaint about your municipality and are investigating to determine whether the standard of fair and reasonable service set out in the *Ombudsperson Act* has been met. Where fairness issues are identified, we can consult with you to find a way to address the issues in order to ensure fairness moving forward.

We are also available to help. Our [Public Authority Consultation and Training team](#) can assist you with any questions about fairness you may have. A number of [useful resources](#) are also available on our website, including:

- A [Complaint Handling Guide](#), which contains a [Model Complaints Policy](#);
- Our Quick Tip resource [On Complaint Handling for Local Governments](#);
- [Bylaw Enforcement: Best Practices Guide for Local Governments](#);
- [Open Meetings: Best Practices Guide for Local Governments](#);
- Our 1-hour online [Fairness 101 course](#); and
- Educational [webinars](#).

Our office is also offering a [webinar](#) for public bodies on our recently released [Fairness by Design guide](#). In the webinar, we'll outline the fairness standards found in the guide and how they can be used to ensure your programs are delivered fairly. We will also answer your questions. Webinar details are below:

- **Thursday, March 16, 2023 from 10:00 a.m. – 11:00 am**
- [Register here](#)

Please share this invitation with anyone in your organization who may be interested.

Once again, thank you for the important local government role you took on. We look forward to working with you.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Jay Chalke', written in a cursive style.

Jay Chalke
Ombudsperson
Province of British Columbia

From: [Rose Klukas](#)
To: [Rose Klukas](#)
Subject: (VICEDA distribution): Pan Van Isle Tourism Marketing Workshop
Date: February 10, 2023 10:23:14 AM

[External]

Good morning all:

VICEDA was asked to share this opportunity with our members.

Warmest Regards

Rose

*Rose Klukas, President
VICEDA*

I acknowledge we are on the territory of the Laich-Kwil-Tach people of the Wei Wai Kum and We Wai Kai First Nations.

Hello:

The Nanaimo Airport (YCD) in partnership with the Victoria International Airport (YYJ) and the Comox Valley Airport (YQQ) invite you to the ***Pan Van Isle Tourism Marketing Workshop***. The workshop will be hosted at the Tigh-Na-Mara Seaside Spa Resort & Conference Centre in Parksville on Thursday, April 13, 2023.

We send this “Save the Date” for you to hold 9:00am-3:00pm Pacific Time in your calendars.

We highly encourage 1 to 2 people from your organization to attend this in-person event for wholesome conversation and a catered lunch. For this high-level conversation, invitations will be going out to the following types of organizations on Vancouver and the Gulf Islands:

- ✈ DMO/CMO's
- ✈ Chamber of Commerce's
- ✈ Economic Development
- ✈ First Nations
- ✈ Hotel Associations

Space is limited to this event so please RSVP reply to marketing@ycd.ca with your name &

email signature (like mine below) along with any dietary restrictions/requirements. From there, a more detailed workshop agenda will be finalized and shared with attendees.

We hope to see you in April to take part in this important discussion.

Sincerely

Keith Granbois, BGS, CPA, CGA, CFE (*he, him, his*)
Chief Financial Officer & VP Business Development
Nanaimo Airport Commission

Direct: 250.924.6166 | EA: naomi.thomas@ycd.ca



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT

News Release

Feb. 17, 2023

Celebrating success: West Coast residents divert equivalent of 125 sea lions of organics from landfill

ALBERNI-CLAYOQUOT REGIONAL DISTRICT - Since launching on the West Coast in November, the new Sort'nGo organics service has already diverted more than 35 tonnes of organics from the landfill. That is the weight of 125 sea lions.

"It's great to see the community involvement and commitment to the program this quickly into launch. It is an incredible success everyone can be proud of," said John Jack, Chair of the Alberni-Clayoquot Regional District (ACRD) Board. "Together, we're increasing diversion on the West Coast, and as a result extending the life of our landfill."

Since launch, the participation and engagement with the Sort'nGo app by West Coast residents has been impressive with almost 800 collection day reminders created and thousands of waste items searched. The top three search items include:

- **Styrofoam:** Drop off at recycling depots or donate used egg cartons to a neighbouring farm.
- **Plastic Bags:** Flexible/soft plastics like plastic bags or cling wrap DO NOT belong in roadside carts – even if labelled compostable. Reuse plastics or take to the depot for proper disposal.
- **Corrugated Cardboard:** Can go in the blue recycling cart. Flatten your boxes and cut them down to a maximum size of 78 centimetres squared.

As we continue to learn what goes where, how we set carts out for collection is just as important:

- **Cart Locking Mechanisms:** Once roadside, clasp hooks to the lid handle of the cart.
- **Cart Placement:** Face cart wheels to the curb (not to the street/truck) and leave one metre of clearance space on all sides of the cart with three metres of clearance space above the cart.
- **No Overflow:** Do not leave excess waste at the roadside in other containers as it will not be picked up. All items must fit in the designated Sort'nGo carts only, with the lids closing easily.

"We're thrilled to see this service taking off on the West Coast," said Jodie Frank, Organics Coordinator with the ACRD. "West Coast residents have really stepped up to make this program a success."

To support the new program, the West Coast Landfill is undergoing large construction upgrades that include a new and expanded public tipping area, as well as an onsite organics facility that will transform food and yard waste into compost. Construction is expected to wrap up in Spring 2023. Learn more at:

letsconnectacrd.ca/sortngo-west-coast.

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Questions? - Jodie Frank, ACRD Organics Coordinator

250-736-7678 (SORT) or 250-720-2700

sortngo@acrd.bc.ca

Alberni-Clayoquot Regional District - 3008 Fifth Avenue, Port Alberni, BC - 250-720-2700 - www.acrd.bc.ca
Serving Port Alberni, Tofino, Ucluelet, Treaty First Nations: Huu-ay-aht, Yuufu?if?ath, Uchucklesaht Tribe Government and Toquaht Nation and six electoral areas: "A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek).

Celebrating Success: West Coast Resident Divert Equivalent of 125 Sea Li...



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

FOR IMMEDIATE RELEASE

February 22, 2023

ACRD receives BC Active Transport funding for trails

ALBERNI-CLAYOQUOT REGIONAL DISTRICT – The Alberni-Clayoquot Regional District (ACRD) has received a \$500,000 grant from the BC Active Transportation Grant Program (formerly Bike BC) to support the West Coast Multi-use Path.

Once complete, the path will close the 1.2-kilometre missing link between the Pacific Rim National Park Reserve ʔapsčiiik ʔašii Trail and the ACRD Multi-Use Path that begins at the Junction and connects to the District of Ucluelet's MUP.

“The ACRD has been working on this project for more than five years, through many grant applications, and we are pleased the missing link will finally be closed,” explains ACRD Director Marilyn McEwen, District of Ucluelet. “With the completion of the ʔapsčiiik ʔašii trail in the Pacific Rim National Park Reserve, traversing the trail through Ucluelet, Tofino, ACRD, and the Park has become another popular tourist activity.”

This grant makes up the missing portion of funding needed for this project. It is added to the already committed \$200,000 from Island Coastal Economic Trust Grant funding in 2020 and more than \$700,000 Canada Community Building Funds (formerly Community Works Funding) committed by the ACRD Board. The design phase of the ACRD Multi-use Path is almost complete, which will allow the ACRD to move forward with construction of the path, with a completion date of March 31, 2024.

Completing this section of trail will address the many safety concerns raised by residents who are looking to use a separated path to bike, walk, or skate to and from any of the communities on the West Coast. The missing link has raised safety concerns as people use the shoulder of the highway to traverse the section not yet constructed.

The ACRD also received notice that the Sproat Lake Active Transportation Plan will receive \$25,000 from the BC Active Transportation Grant Program. This project will consist of community engagement to identify potential pathway and trail locations within the Sproat Lake Electoral Area and engage with the public, First Nations, and other community partners to prioritize future development and projects.

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For more information, please contact:

Heather Thomson, ACRD Communications Coordinator

250-206-5162

hthomson@acrd.bc.ca



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

About the Alberni-Clayoquot Regional District:

Established in 1966, the Alberni–Clayoquot Regional District is in the heart of Vancouver Island, British Columbia. It encompasses more than 6,500 square kilometres, with a population of approximately 31,000. The ACRD consists of member municipalities Port Alberni, Tofino, Ucluelet, as well as Bamfield, Beaufort, Long Beach, Sproat Lake, Beaver Creek and Cherry Creek. It was also the first regional district to welcome full participation on the board from the Treaty First Nations of Huu-ay-aht First Nations, Yuułuʔiłʔatḥ Government, Uchucklesaht Tribe Government and Toquaht Nation. The ACRD is within the territory of the Nuu-chah-nulth Nations. The ACRD is governed by a fourteen-member Board of Directors that represent the member jurisdictions. The regional district offices are in Port Alberni.