



REGULAR MEETING OF COUNCIL
Tuesday, February 21, 2023 @ 4:00 PM
Ucluelet Community Centre
500 Matterson Drive, Ucluelet

AGENDA

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1. CALL TO ORDER	
1.1 ACKNOWLEDGEMENT OF THE YUULUŦIŦATH Council would like to acknowledge the YuuluŦiŦath, on whose traditional territories the District of Ucluelet operates.	
1.2 NOTICE OF VIDEO RECORDING Audience members and delegates are advised that this proceeding is being video recorded and broadcast on YouTube and Zoom, which may store data on foreign servers.	
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- 12.2 Councillor Jennifer Hoar
Deputy Mayor, January 1 - March 31, 2023
- 12.3 Councillor Ian Kennington
Deputy Mayor, July 1 - September 30, 2023
- 12.4 Councillor Mark Maftei
Deputy Mayor, October 1 - December 31, 2023
- 12.5 Mayor Marilyn McEwen

- 13. QUESTION PERIOD
- 14. CLOSED SESSION
- 15. ADJOURNMENT

DISTRICT OF UCLUELET
MINUTES OF THE REGULAR COUNCIL MEETING
HELD IN THE UCLUELET COMMUNITY CENTRE, 500 MATTERSON DRIVE
Thursday, February 9, 2023 at 4:00 PM

Present: **Chair:** Mayor McEwen
 Council: Councillors Anderson, Hoar, Kennington, and Mattei
 Staff: Donna Monteith, Chief Financial Officer
 Bruce Greig, Director of Community Planning
 Abby Fortune, Director of Parks and Recreation
 Rick Geddes, Fire Chief
 Joseph Rotenberg, Manager of Corporate Services
 John Towgood, Municipal Planner
 Monica Whitney-Brown, Planning Assistant
 Samantha McCullough, Executive Assistant

Regrets:

1. CALL TO ORDER

The meeting was called to order at 4:00 PM on February 9, 2023.

1.1 ACKNOWLEDGEMENT OF THE YUULU?IL?ATH

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

1.2 NOTICE OF VIDEO RECORDING

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

2. LATE ITEMS

There were no late items.

3. APPROVAL OF THE AGENDA

3.1 February 9, 2023, Regular Agenda

The Mayor requested that Item 10.1 "Canadian Red Cross Community Assistance Team Partnership" be moved to item 5.0 to expedite Red Cross's presentation.

2023.2052.REGULAR *It was moved and seconded **THAT** the agenda be amended to deal with "Canadian Red Cross Community Assistance Team Partnership" as agenda item 5.0.*

CARRIED.

2023.2053.REGULAR *It was moved and seconded that the February 9, 2023, Regular Council Meeting Agenda be adopted as amended.*

CARRIED.

4. ADOPTION OF MINUTES

4.1 January 24, 2023, Regular Minutes

Council noted that Barkley is misspelled on page 11 of the Agenda Package.

2023.2054.REGULAR *It was moved and seconded **THAT** the January 24, 2023 Regular Minutes be adopted as amended.*

CARRIED.

4.2 January 31, 2023, Committee of the Whole Minutes

2023.2055.REGULAR *It was moved and seconded **THAT** the January 24, 2023 Committee of the Whole Special Minutes be adopted as presented.*

CARRIED.

4.3 January 31, 2023, Special Council Minutes

2023.2056.REGULAR *It was moved and seconded **THAT** the January 31, 2023 Special Minutes be adopted as presented.*

CARRIED.

5. CANADIAN RED CROSS COMMUNITY ASSISTANCE TEAM PARTNERSHIP

Rick Geddes, Fire Chief, presented this report, and noted the Community Evacuation drill planned for April.

Elaine Fisher, Canadian Red Cross Community Assistant Advisor, described the Community Assistance Team program which is a pilot program intended to provide unique supports for the development of community preparedness plans in rural communities like Ucluelet. Ms. Fisher also described the particulars of supports being implemented in Ucluelet and provided a project update.

Ms. Fisher responded to Council questions related to engaging visitors and other communities that have participated in Red Cross's Community Assistance Program.

6. BYLAWS

6.1 Revenue Anticipation Borrowing Bylaw No. 1325, 2023 *Donna Monteith, Chief Financial Officer*

Ms. Monteith presented this report and explained the proposed Bylaw.

2023.2057.REGULAR *It was moved and seconded **THAT** Council give first, second and third readings to Revenue Anticipation Borrowing Bylaw No. 1325, 2023.*

CARRIED.

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.

7. REPORTS

7.1 Development Permit for 449 Matterson Drive - Lot 16 Rental Building
Monica Whitney-Brown, Planning Assistant

Bruce Greig, Director of Community Planning, presented this report and outlined the proposed Development Permit.

The Applicant's representative, Alfred Korpershoek, described the form and character of the proposed apartment building, which is intended to be both affordable and efficient. The applicant addressed Council questions related to parking, green space, balconies, storage, building colour scheme, and construction completion dates.

2023.2061.REGULAR

*It was moved and seconded **THAT** Council authorize the Director of Community Planning to execute and issue Development Permit DP22-18 for the property at 449 Matterson Drive to allow the construction of a 48-unit rental apartment building and associated driveways, parking, and landscaping subject to:*

- a) Final registration of the subdivision of the Lot 16 property to create the proposed "lot A" apartment building parcel at 449 Matterson Drive;*
- b) Provision of all on and off-site works required to access and service the 48-unit rental apartment building including but not limited to: roads, sidewalks, landscaping, parking areas, potable water, sewer, storm water management, electrical and data services; and,*
- c) Provision of a landscape deposit for 125% of the estimated costs of hard and soft landscape improvements on the property.*

CARRIED.

7.2 Temporary Use Permit 23-02 (Lot 16, Marine Drive) **Monica Whitney-Brown, Planning Assistant**

Ms. Whitney-Brown presented this report and responded to Council questions related to the proposed Temporary Use Permit and generator noise. Ms. Whitney-Brown, and Bruce Greig, Director of Community Planning, also addressed Council questions related to residing in Recreational Vehicles during construction in commercial and residential zones.

The Applicant's representative, Kyle Cochrane, addressed Council questions related to generator noise. He noted that whisper generators approved for use in Manufactured Home Parks would be used only in mornings and evenings. He also noted that workers would not be on site during weekends and that the Applicant is open to obtaining temporary hydro service instead of using generators as well as other noise mitigation options.

The Mayor provided an opportunity for members of the public to provide input on the proposed Temporary Use Permit. The Clerk read two emails in opposition to the permit:

1. Destiny Poruchny, 1449 Victoria Road, sited concerns with noise, the impact of temporary worker housing on neighbourhood and noted the availability of commercial camping options;
2. Deborah McMillan, 445 Marine Drive, sited concerns with noise, sanitation, wildlife interactions, and the duration of the proposed permit. She also noted the availability of commercial camping options.

Council discussed concerns related to noise from generator use, wildlife interactions, as well as the availability of commercial campsites.

2023.2062.REGULAR *It was moved and seconded **THAT** Council reject the application for Temporary Use Permit 23-02.*

CARRIED.

**7.3 Development Variance Permit 23-01 (651 Rainforest Drive)
Monica Whitney-Brown, Assistant Planner**

Ms. Whitney-Brown presented this report, outlined the proposed Development Variance Permit, and noted the subject construction site is a forested area that is already disturbed.

The Applicant, John Harkin, addressed Council questions related to the proximity of the Variance area and riparian zones on the property. Mr. Harkin noted that he has strived to protect trees on the property.

The Mayor provided an opportunity for members of the public to provide input on the Development Variance Permit. There was no public input.

Council discussed the proposed Development Variance Permit and noted concerns related to setting precedents for the issuing permits to vary setbacks. Council also discussed the proposed Variance's relationship to riparian zones on the property.

Bruce Greig, Director of Community Planning, addressed Council questions related to the role and legislative history of Development Variance Permits.

2023.2063.REGULAR *It was moved and seconded **THAT** Council authorize the Director of Community Planning to execute and issue Development Variance Permit DVP23-01 to allow the construction of a guest cottage and associated deck with a minimum interior side yard setback of 4.3 metres from the lot line whereas section GH.6.1 of the District of Ucluelet Zoning Bylaw No. 1160, 2013 requires 7.5 metres for an accessory guest cottage.*

CARRIED.

8. NOTICE OF MOTION

There were no notices of motion.

9. CORRESPONDENCE

**9.1 DVP Letter of Support - 2010 Cynamocka Road
Chris Bozman**

**9.2 Heritage Week
Kirsten Clausen, Executive Director, Heritage BC**

9.3 Introduction to Social Procurement for Elected Officials and Senior Leadership

Rob Fisher, Project Coordinator, British Columbia Social Procurement Initiative

2023.2064.REGULAR *It was moved and seconded **THAT** Councillor Anderson represent the District of Ucluelet at the British Columbia Social Procurement Initiative Workshop scheduled for April 12, 2023.*

CARRIED.

10. INFORMATION ITEMS

10.1 Southern Resident Killer Whale Bulletin - Public Survey Open!
Department of Oceans and Fisheries

11. MAYOR'S ANNOUNCEMENTS AND COUNCIL COMMITTEE REPORTS

11.1 Councillor Shawn Anderson
Deputy Mayor, April 1 - June 30, 2023

11.2 Councillor Jennifer Hoar
Deputy Mayor, January 1 - March 31, 2023

- Jan. 28, 2023 - Attended the Vancouver Island Regional Library Board Annual General Meeting.
- Feb. 1, 2023 - Attended a Wild Pacific Trail Society Board Meeting. Planning for Whale Festival events and the need for a naturalist were discussion items.

11.3 Councillor Ian Kennington
Deputy Mayor, July 1 - September 30, 2023

- Attended UDI Understanding Developments Realities Zoom Conference, where financing challenges and tools for Municipalities to support development were discussed.

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

Councillor Maftei noted that University of Victoria Geography students are working:

- with students at the Ucluelet Secondary School to develop a curriculum which is based on place based learning; and,
- with the Raincoast Education Society to collect information data that supports the designation of the Barkley Sound as an Important Bird Area.

11.5 Mayor Marilyn McEwen

- Jan. 25, 2023 - Attended an Alberni Clayoquot Regional District Board Meeting.
- Jan. 31, 2023 - Attended the District of Ucluelet Societies' Committee of the Whole Meeting
- Jan. 31, 2023 - Attended a District of Ucluelet Special Council Meeting which focused on the budget.
- Feb. 1, 2023 - Attended an Alberni Clayoquot Regional District session on developing a Council Code of Conduct.
- Feb. 2, 2023 - Attended a Resort Community Mayor's meeting via Zoom. At this meeting Resort Municipalities Initiative funding was discussed. Of the 14 Resort Communities there are only two female Mayors.
- Feb. 7, 2023 - Attending a meeting with Samantha Hackett from the West Coast Multiplex Society.
- Feb. 8, 2023 - Attended a Berkley Community Forest Board Meeting. A tour for Mayor and Council is being coordinated and a meeting with Mayor and Council will be held on April 12 at the new Toquaht Nation community centre in Macoah.
- Feb. 8, 2023 - Attended an Alberni Clayoquot Regional District Board Meeting where a presentation from Broom Busters was received.
- Feb. 9, 2023 - Attended the Alberni Clayoquot Regional District Budget Meeting.
- Feb. 10, 2023 - Will attend meeting with Island Health and meet with MLA Osborne.
- Feb. 15 - 17, 2023 - Will attend Local Government Management Association Conference in Nanaimo.

12. QUESTION PERIOD

There were no questions.

13. CLOSED SESSION

There was no closed session.

14. ADJOURNMENT

14.1 Procedural Motion to Adjourn Meeting

2023.2065.REGULAR *It was moved and seconded that the February 9, 2023, Regular Meeting be adjourned.*

CARRIED.

The meeting was adjourned at 5:39 PM on February 9, 2023.

CERTIFIED CORRECT: Minutes of the Regular Council Meeting held on Thursday, February 9, 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

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 11:00 a.m. the Wednesday preceding the subsequent 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: February 21, 2023

Organization Name: West Coast Multiplex Society

Name of person(s) to make presentation: Samantha Hackett, Shaun Mills, Carrie Ho

Topic: West Coast Multiplex

Purpose of Presentation:

- Information only
- Requesting a letter of support
- Other (provide details below)

Please describe:

Contact person (if different from above): _____

Telephone Number and Email: XXXXXXXXXX, samantha@longbeachlodgeresort.com

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.



DISTRICT OF UCLUELET

Request to Appear as a Delegation

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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: Tuesday, February 21st

Organization Name: UKEE skate park committee

Name of person(s) to make presentation: Leon Davies, Rylie Noyes, Ollie Ouellette

Topic: skate park support in principle

Purpose of Presentation:

Information only

Requesting a letter of support

Other (provide details below)

Please describe:

Support of project
(next steps in principle)

Contact person (if different from above): Leon Davies

Telephone Number and Email: _____

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.



STAFF REPORT TO COUNCIL

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

FROM: DONNA MONTEITH, CHIEF FINANCIAL OFFICER

FILE NO: 3900-25

SUBJECT: REVENUE ANTICIPATION BORROWING BYLAW NO. 1325, 2023 - ADOPTION

REPORT NO: 23-21

ATTACHMENT(S): APPENDIX A - BYLAW NO. 1325, 2023

RECOMMENDATION(S):

THAT Council adopt District of Ucluelet Revenue Anticipation Borrowing Bylaw No. 1325, 2023 as presented.

BACKGROUND:

The purpose of this report is to present for Council's consideration the adoption of the District of Ucluelet Revenue Anticipation Borrowing Bylaw No. 1325, 2023 (the "Bylaw").

On February 9, 2023 Council gave Bylaw 1325, 2023 first, second and third reading. As a result, Council is now in a position to adopt the Bylaw.

ANALYSIS OF OPTIONS:

The Bylaw, as currently drafted, seeks authorization for the District to borrow the maximum amount permitted due to [section 177\(3\)](#) of the *Community Charter*. Funds that are borrowed under the authorization provided by this bylaw will be repaid when revenue from property taxes is collected as prescribed in [section 177\(4\)](#) of the *Community Charter*.

A	Adopt Revenue Anticipation Borrowing Bylaw No. 1325, 2023 as presented	<u>Pros</u>	<ul style="list-style-type: none"> • Gives the District maximum flexibility for options to meet cash flow requirements. • Allows the District to meet lawful expenses and pay amounts required to meet taxing obligations.
		<u>Cons</u>	<ul style="list-style-type: none"> • Should the District borrow funds from MFA, or use the LoC, interest charges will occur. The floating daily rate for short term loans from MFA was 4.94% on Jan 27/23.
		<u>Implications</u>	<ul style="list-style-type: none"> • Once property tax funds are received, they must be used to repay money borrowed under this bylaw. • No costs will be incurred if the District does not use the line of credit, or borrow from MFA. • Staff time would be required to obtain a loan, as well as to administer the payments back to MFA.
B		<u>Pros</u>	<ul style="list-style-type: none"> • No interest will be incurred against any funds that are borrowed.

Do not proceed with the bylaw at this time.	<u>Cons</u>	<ul style="list-style-type: none"> • The District would have to eliminate the \$2m LoC with CIBC. • The District would be unable to borrow against anticipated revenue through MFA, or use an LoC. • The District may have to delay projects and operations due to limited funds within our accounts. • The District will only be able to expend moneys it holds within its current accounts.
	<u>Implications</u>	<ul style="list-style-type: none"> • The District could have cash flow challenges in meeting expenditures
	<u>Suggested Motion</u>	No motion is required if Council does not wish to proceed with adopting the bylaw.

POLICY OR LEGISLATIVE IMPACTS:

Adopting this Bylaw will ensure that the District can access funds for cash flow purposes if the need occurs. The revenue anticipation borrowing amount is not subject to electoral approval and does not require approval by the Inspector of Municipalities.

NEXT STEPS:

A copy of the executed bylaw will be provided to MFA and CIBC.

Respectfully submitted: DONNA MONTEITH, CHIEF FINANCIAL OFFICER

DISTRICT OF UCLUELET

Bylaw No. 1325, 2023

A bylaw to provide for the borrowing of money in anticipation of revenue

WHEREAS the District of Ucluelet does not have sufficient money on hand to meet the current lawful expenditures of the municipality;

AND WHEREAS it is provided by Section 177 of the Community Charter that Council may, without the assent of the electors or the approval of the Inspector of Municipalities, provide for the borrowing of such sums of money as may be necessary to meet the current lawful expenditures of the municipality provided that the total of the outstanding liabilities does not exceed the sum of:

- a) The whole amount remaining unpaid of the taxes for all purposes levied during the current year, provided that prior to the adoption of the annual property tax bylaw in any year, the amount of the taxes during the current year for this purpose shall be deemed to be 75% of the taxes levied for all purposes in the immediately preceding year; and
- b) The whole amount of any sums of money remaining due from other governments;

AND WHEREAS the total amount of liability that Council may incur is four million eight hundred fifty-two thousand nine hundred eight dollars (\$4,852,908), being 75% of the whole amount of the taxes levied for all purposes in prior year, and zero dollars (\$0), being the whole amount of the sum of money remaining due from other governments.

NOW THEREFORE the Council of the District of Ucluelet, in open meeting assembled, enacts as follows:

1. This bylaw may be cited as “Revenue Anticipation Borrowing Bylaw No. 1325, 2023.”
2. The Council shall be and is hereby empowered and authorized to borrow upon the credit of the municipality an amount or amounts not exceeding the sum of four million eight hundred fifty-two thousand nine hundred eight dollars (\$4,852,908).
3. The form of obligation to be given as acknowledgement of the liability shall be a promissory note or notes bearing the corporate seal and signed by the Mayor and the officer assigned the responsibility of financial administration of the municipality.
4. All unpaid taxes and the taxes of the current year when levied or so much thereof as may be necessary shall, when collected, be used to repay the money so borrowed.

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

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

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

ADOPTED this day of

CERTIFIED A TRUE AND CORRECT COPY of the “Revenue Anticipation Borrowing Bylaw No. 1325, 2023.”

Marilyn McEwen
Mayor

Duane Lawrence
Corporate Officer

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

Duane Lawrence
Corporate Officer



REPORT TO COUNCIL

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

FROM: ABBY FORTUNE, DIRECTOR OF PARKS & RECREATION **FILE NO:** 6240-80
SUBJECT: ROTARY FRISBEE DISC GOLF COURSE **REPORT NO:** 23- 22
ATTACHMENT(S): APPENDIX A - Yuuʕuʔiʔpath Archeological Report
 APPENDIX B - Redd Fish Biophysical Assessment

RECOMMENDATION(S):

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.

BACKGROUND:

The Rotary Club of Ucluelet presented to Council a proposal to develop a frisbee golf course in Ucluelet near the water tower park grounds. In order to move forward on this development, District Staff undertook an archaeological and biophysical assessment on the proposed site. The assessments are included in this report as Appendix A & B.

APPENDIX A - Yuuʕuʔiʔpath Archeological Report

Based on the results of this assessment, no further archaeological work is required. However, the following recommendations were made should any unidentified archaeological feature or site be encountered:

1. That the *District of Ucluelet* inform all contractors who will be involved with building activities in the proposed development area that archaeological remains in the Province of British Columbia are protected from disturbance, intentional or inadvertent, by the Heritage Conservation Act (RSBC 1996, Chapter 87) and Section 51 of the Forest Practices Code Act (1995);
2. That the *District of Ucluelet* inform contractors that, in the event that previously unidentified archaeological remains (including culturally modified trees) are encountered during building activities, that all activities with potential impacts to the remains must be halted, and the Ucluelet First Nation must be contacted upon discovery, and be informed of the location, the type/s of archaeological remains encountered, and the nature of the disturbance

Appendix B Redd Fish Biophysical Assessment

Any vegetation clearing should be conducted outside of the breeding bird season (March 26 to August 7). If any clearing is required during this period, a pre-clearing nesting bird survey will be required to assess the risk of contravening the *Migratory Bird Convention Act* and the provincial *Wildlife Act*.

Given the nature of the proposal, risks of sediment and erosion resulting from the proposed activities are negligible. Care and planning should be applied to avoid damage to structural tree roots of mature retained trees. The course layout should be designed in a manner that retains mature western red cedar trees and avoids excessive foot traffic on exposed tree roots. Fencing or placement of coarse woody debris can be used to deter pedestrian traffic from root zones. Generally, the drip line (a vertical line from the outside of the canopy to the ground) is a good reference for where these roots occur.

The layout of the fairways should be done in a manner that minimizes tree clearing. Where clearing is required, smaller understory western hemlock should be prioritized for removal. The climax species in the stand (Western Red Cedar) should be retained to mimic natural succession. Note that opening up the canopy and allowing more light to the forest floor will likely result in increased shrub cover. This is particularly pertinent where north-south oriented clearing occurs.

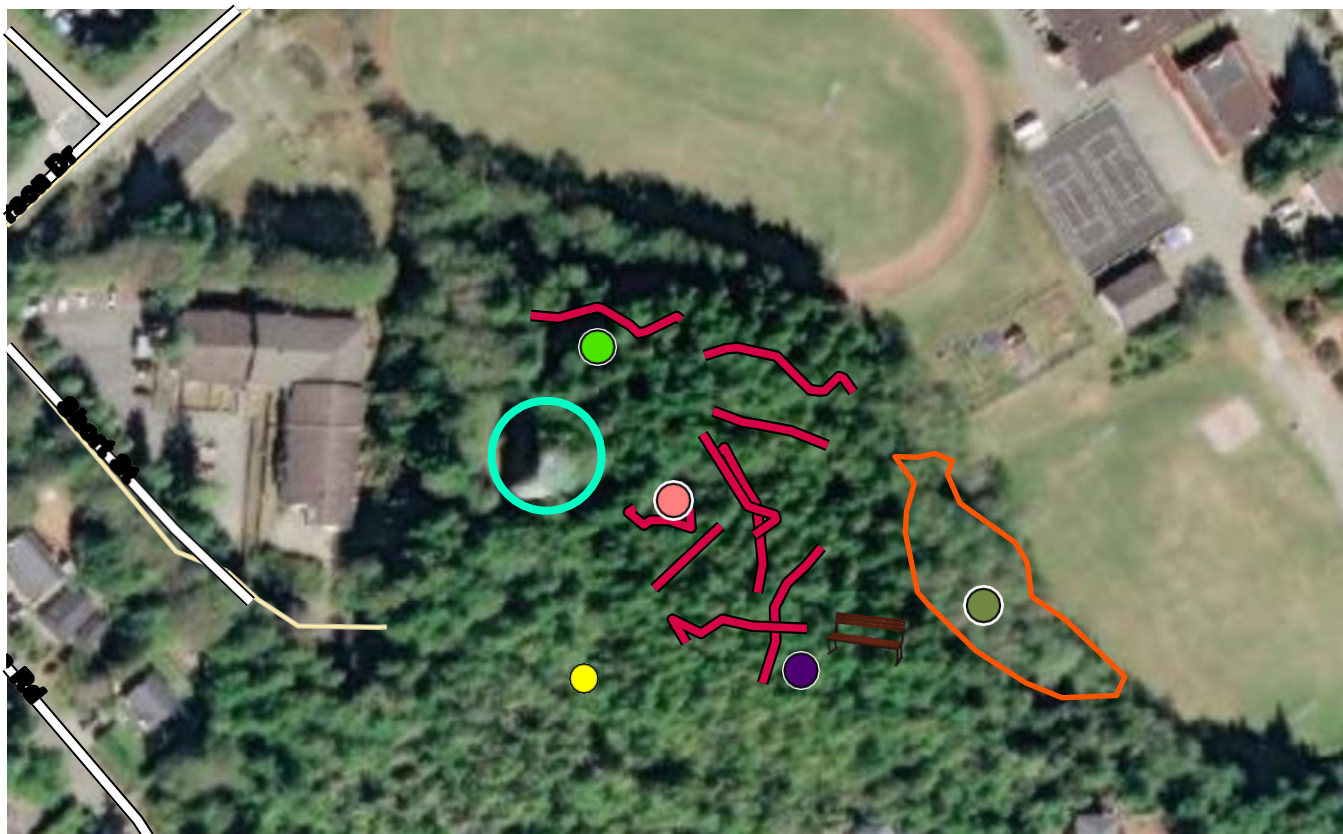
The proposed activity is not expected to result in any significant adverse effects to the environment. Minor clearing and increased foot traffic are consistent with the current use and character of the site and is not expected to be detrimental to wildlife or ecosystems if the recommendations above are adhered to.

Additionally, a land use agreement will be required between the Rotary Club of the Ucluelet and the District of Ucluelet outlining the use of land, roles and responsibilities as well as the implementation of construction of the frisbee golf course.

ANALYSIS OF OPTIONS:

Based on the assessments, limited impact to the area will result from a frisbee disc golf course in the proposed location. The Rotary Club of Ucluelet is prepared to construct a disc golf course at their cost, meeting all recommendations as laid out. The frisbee disc golf course would provide a low impact high return additional amenity for Ucluelet.

LOCATION



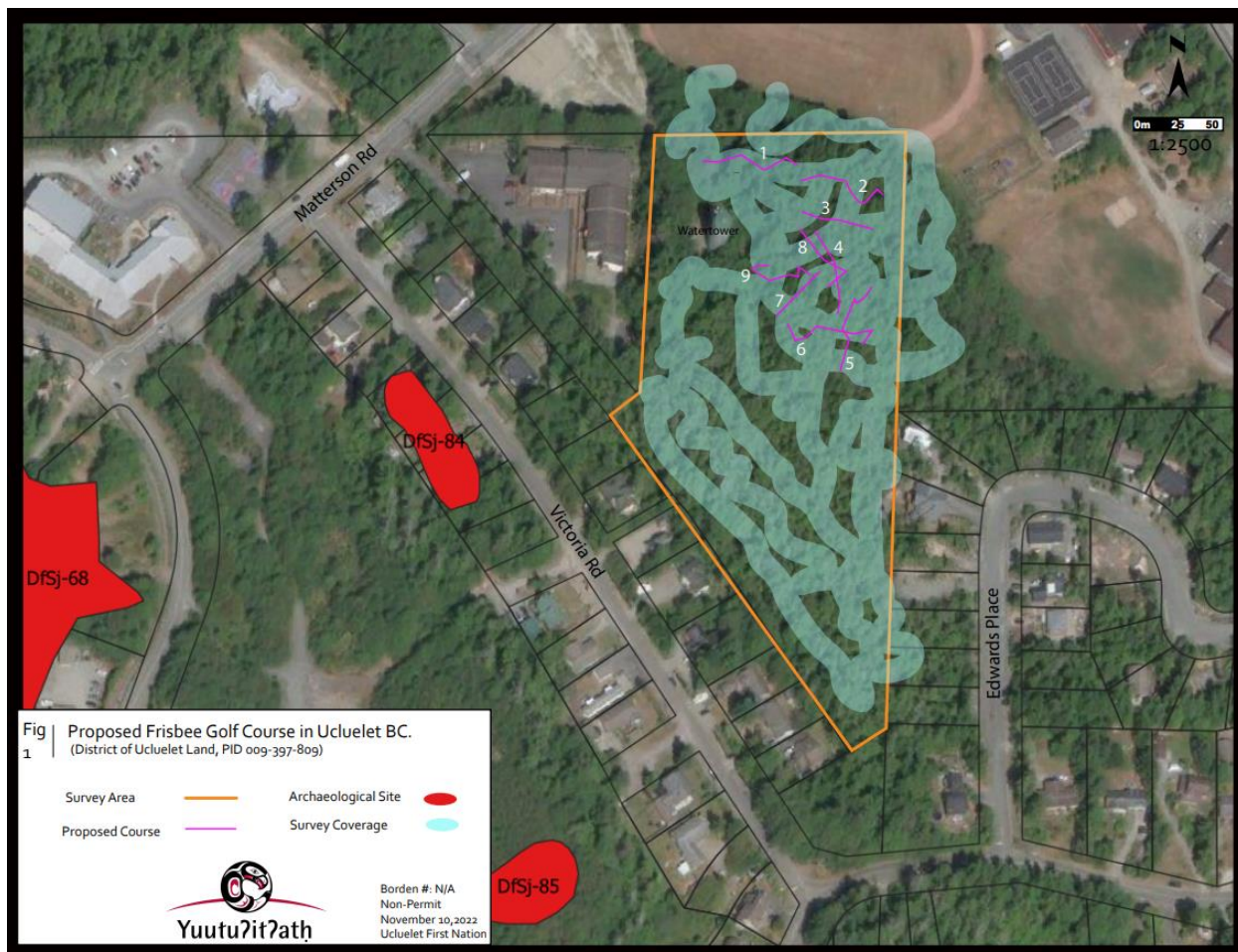
LEGEND

- Western red cedar, dbh 1.3m
- Thicker huckleberry
- Red alder, Red cedar, Salmonberry
- Rhododendron
- Aspect break, denser veg to the west
- Excellent potential breeding bird habitat
- Water tower
- Bench
- ▬ Proposed approximate fairways

Preliminary Field Reconnaissance of proposed frisbee golf course for the District of Ucluelet, Ucluelet, BC.



Prepared for:	District of Ucluelet
Author:	Carey Cunneyworth (UFN)
First Nation Traditional Territory:	Ucluelet First Nation
Survey Date:	November 10, 2022
Field Director:	Carey Cunneyworth
Survey Crew:	Tyson Touchie Jr (UFN) Jay Millar (UFN)
Attachments:	Figures 1, Photos 1-2
Archaeological:	No
Borden #:	N/A
Site Registration:	N/A
Cover Photo:	Tyson Touchie Jr and Jay Millar next to modern attempts at tapered bark strips. Looking W, C.Cunneyworth, img_6686.jpg



1.0 INTRODUCTION

1.1 Objectives

The objectives of this Preliminary Field Reconnaissance (PFR) survey and report are to:

- Identify the above-ground or naturally exposed archaeological, cultural and heritage resources;
- Record and determine the extent of possible impacts to existing culturally modified trees (CMTs) and other visible archaeological remains by the proposed development;
- Identify and evaluate areas of archaeological potential within the development that may require subsurface testing or monitoring;
- Make recommendations regarding any further archaeological work that may be required, and ways in which possible developmental impacts to the existing archaeological, cultural or heritage resources can be reduced or alleviated.

1.2 Survey and Report Summary

No previously unregistered archaeological sites were encountered during this survey. Seven (7) contemporary tapered bark stripped western red cedars were encountered during this survey. None of the seven (7) features pre-date 1846 and are not believed to be of Yuuṭuʔitʔath (Ucluelet First Nation) origin, therefore are neither archaeological nor of traditional use. As the proposed frisbee golf construction has been explained to UFN as having a very low impact to the natural

environment and that no standing trees or stumps will be cut, UFN does not have concerns with the proposed frisbee golf course at this time and construction can proceed as planned. No further archaeological work is recommended in relation to this proposed development.

2.0 Background

2.1 General

On September 22nd, 2022, the District of Ucluelet consulted the Ucluelet First Nation (UFN) concerning a proposed frisbee golf course measuring approximately 110 meters in length and 120 meters in width, and located on a larger District of Ucluelet property south of the high school running track. Construction of this proposed frisbee golf course would not include any anticipated timber falling or direct subsurface impacts. Due to the close proximity of this development to registered archaeological sites and considering its likelihood to contain stands of old growth forest, UFN considers the area to be of high archaeological potential and requested that a PFR be conducted.

2.3 Archaeological and Ethnographic Research

The location of this proposed trail section falls entirely within the known traditional territory of the Yuułuʔiłʔatḥ (Ucluelet First Nation) who are a post-contact consolidation of at least seven (7) previously independent primary groups that each consisted of multiple sub-groups and families (Inglis and Haggarty, 1986)

The modern Yuułuʔiłʔatḥ are made up of the following primary groups:

- Yuułuʔiłʔatḥ
- Huʔuʔatḥ
- K̓inaxuumasʔatḥ
- Hitacuʔatḥ
- K̓ʷaayimtaʔatḥ
- Hinap̓iiʔisʔatḥ
- W̓aayiʔatḥ

Prior to conducting fieldwork, archaeological site potential was addressed by reviewing the literature and speaking with the UFN community for known archaeological and ethnographic sites in close proximity to and within the study area.

One (1) ethnographic site and/or named place is located nearby this proposed frisbee golf course.

λawačaqtu is the Yuułuʔiłʔatḥ place now known as Little Beach. λawačaqtu was a seasonal village site and translates to “short walk over” that references the narrow passageway between the inner waters of Spring Cove and the outer coast. (Kammler 2016)

Two (2) registered archaeological sites are located within the close proximity (<150m) of the proposed survey area.

Dfsj-84 is located within 100m of this survey area and is a registered archaeological CMT site consisting of nine (9) aboriginally logged and bark stripped western red cedar CMTs.

Dfsj-85 is located within 150 m of this survey area and is a registered archaeological CMT site consisting of two (2) aboriginally logged western red cedar CMTs.

Four (4) additional registered archaeological are located nearby (< 500m) the proposed survey area.

Dfsj-68 is located within 300m of this survey area and consists of a waterfront shell midden site.

Dfsj-74 is located within 400m of this survey area and consists of three (3) CMT features.

Dfsj-75 is located within 300m of this survey area and consists of a single CMT.

Dfsj-100 is located within 500m of this survey area and consists of a shell midden, burial site, and village site. This site is known as *ławačaqtu* at little beach.

3.0 ASSESSMENT METHODS

The field team examined pertinent archaeological site maps and ethnographic maps, as well as aerial photographs and legal boundary maps prior to conducting the actual survey. This assisted in modelling the field reconnaissance and targeting the areas of highest potential within the survey areas.

This field survey consisted of an archaeologist and two field technicians traversing the defined survey area. This survey concentrated primarily along the proposed frisbee golf course, and secondarily on areas outside the proposed frisbee golf course but within the property parcel and pre-defined survey area. All standing and fallen timber, both directly within the proposed frisbee golf course and immediately outside, were inspected for cultural modification. All natural exposures were visually inspected for subsurface archaeological deposits. Subsurface testing was not permitted during this PFR survey.

4.0 SURVEY RESULTS

4.1 Field Survey

This survey area consisted of an irregular polygon shape measuring approximately 260 m by 150 m at its widest points and is situated on the north, east, and south flanks of a coastal hilltop. The survey area is located approximately 350 m inland from the closest coastline and is bordered by the high school track to the North, the private properties on Edwards Place to the East, private properties on Victoria Rd to the South, and by private properties on Short rd to the West.

The survey area generally consisted of a forested coastal hilltop with a 0-20 % hill slope between the lower elevation (15-20 m asl) and the upper elevation (35-40 m asl) of a coastal hill top. The lower area and south flank generally consists of dense salal and cynamoka in a mix of western red cedar, hemlock, and pine trees and some areas of poorly drained soils. This area contained some remaining stands of old growth and lacked good visibility due to the dense understory. The upper elevation and hilltop generally consists of duff ground with a low amount of dead fall and an extensive network of trail systems created naturally by human foot traffic. Large quantities of modern refuse was found throughout this area, as well as an imported public sitting bench further indicating the high traffic nature of this area. The forest type in this survey areas consists of mixed mature second growth hemlock and cedar stands with few individual remnant old-growth standing western red cedars over 150 cm in diameter. Evidence of historical logging including sawn stumps and logs and was visible through much of the survey area.

Seven (7) contemporary tapered bark stripped western red cedars were encountered during this survey and we located immediately adjacent the imported sitting bench. None of the seven (7) TUS features pre-date 1846 and are not believed to be of Yuułu?ił?ath (Ucluelet First Nation) origin, therefore are neither archaeological nor of traditional use.

Visibility was considered moderate - very good and survey coverage was achieved across 95% of the total area. Visually inspected natural exposures showed no evidence of buried archaeological deposits. A recommendation for sub surface testing was not considered necessary due to the non-invasive nature of the development

No other surface or subsurface archaeological findings were identified within the survey area during this PFR.

7.0 RECOMMENDATIONS

Based on the results of this assessment, no further archaeological work is required. However, the following recommendations are made should any unidentified archaeological feature or site be encountered after this survey.

1. That the *District of Ucluelet* inform all contractors who will be involved with building activities in the proposed development area that archaeological remains in the Province of British Columbia are protected from disturbance, intentional or inadvertent, by the Heritage Conservation Act (RSBC 1996, Chapter 87) and Section 51 of the Forest Practices Code Act (1995);
2. That the *District of Ucluelet* inform contractors that, in the event that previously unidentified archaeological remains (including culturally modified trees) are encountered during building activities, that all activities with potential impacts to the remains must be halted, and the Ucluelet First Nation must be contacted upon discovery, and be informed of the location, the type/s of archaeological remains encountered, and the nature of the disturbance.

8.0 REFERENCES

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1996 *British Columbia Archaeological Impact Assessment Guidelines*. Ministry of Small Business, Tourism and Culture, Archaeology Branch, Victoria.

Brolly, Richard, and Brian Pegg

1998 *Archaeological Investigations in Ucluelet Traditional Territory*. HCA 1995-048. Prepared by Arcas Consulting Archaeologists LTD

Inglis, R.I, and J.C Haggarty

1986 *Pacific Rim National Park Ethnographic History*. Report on File, Western Canada Services Centre, Parks Canada, Archaeological Services, Victoria, BC.

Kammler, Henry

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Kristensen, Kira

2007 *Archaeological Impact Assessment, Peninsula Road Upgrade, Little Beach Site (DfSj-100), Ucluelet BC*. Prepared for Koers & Associated Engineering Ltd. I.R Wilson Consultants, Victoria BC.

Pojar, Jim, and Andy Mackinnon

2004 *Plants of Coastal British Columbia*. Ministry of Forests and Lone Pine Publishing. Vancouver, BC.

Stryd, Arnoud H.

1997 *Culturally Modified Trees of British Columbia: A Handbook for Identification and Recording of Culturally Modified Trees*. Ministry of Forests, Vancouver Forest Region, Nanaimo.

Permit #: Non Permit
Temporary #: N/A
Borden #: N/A
Date of visit: November 10, 2022



Photo 1: Jay Millar next to a modern tapered bark strip and public bench. Looking S, C.Cunneyworth, img_6687.jpg



Photo 2: General view of the south end of the survey area. Looking N, C.Cunneyworth, img_6689.jpg



REDD FISH
RESTORATION

286 Main Street
Po Box 641 Ucluelet BC, V0R 3A0
250-726-2424
info@reddfish.org
reddfish.org

November 18, 2022

Ucluelet Parks & Recreation Department
P.O. Box 999
Ucluelet, BC
V0R 3A0
ATTN: Abigail Fortune

RE: BIOPHYSICAL ASSESSMENT OF PROPOSED FRISBEE GOLF COURSE ON DISTRICT LAND NEAR THE MATHERSON WATER TOWER, UCLUELET, BC

Dear Ms. Fortune,

Introduction

The Redd Fish Restoration Society (Redd Fish) was asked by the District of Ucluelet (the District) to conduct a biophysical assessment of a proposed frisbee golf facility on a District-owned lot south of Matterson Drive in central Ucluelet (PID 009-397-809; Figure 1). The property is within the traditional territory of the Yuuʔuʔiʔʔatʔ Nation.

The District of Ucluelet is proposing to install a 9-hole disc golf facility on its property between Victoria Road, Matterson Drive and Ucluelet Secondary School fields. The lot is approximately 6 ha in size and is currently undeveloped except for a municipal water tower at the north end. The disc golf facility is proposed for the east side of the property, adjacent to the Ucluelet Secondary School track (Figure 1). The area is within the Terrestrial Development Permit Area per Schedule E of the District of Ucluelet Official Community Plan (2020). This biophysical assessment was completed to meet the requirement of the District of Ucluelet Official Community Plan (2020) including:

- the General Guidelines Applicable to all Environmental Development Permit Areas (DPAs); and
- the DPA V – Terrestrial Ecosystems (Mature Forest) Category.

Methods

A background review of readily available public information sources was conducted for the property including:

- a query of the BC Conservation Data Center iMap database for known occurrence records of species at risk within one kilometer of the property;
- review of the provincial Habitat Wizard database for known fish streams in the area of the project; and,
- a review of Schedule E of the Ucluelet OCP.

The provincial Ecosystems Explorer Database was queried for potential species occurrences in the region based on the following criteria: Red or Blue-listed OR SARA listed Animals OR Plants OR Ecosystem; AND 'Municipalities': Ucluelet.

The results of this query (Appendix B) produce some obscure results that included species well outside of their home ranges. This list was sorted into species with potential to occur and those that are considered very unlikely based on one or both of the following conditions:

- The study area is outside of known range for the species or species is not known in the area; and,
- No suitable habitat for the species is present within or adjacent to the study area.

Note that the invertebrates identified in this query were beyond the scope of this assessment and were not assessed.

On November 2, 2022 Kim Poupard, R.P.Bio. of Redd Fish visited the site to assess ecological resources and potential site sensitivities. The study area boundaries were essentially the boundaries of the lot with an emphasis on the eastern portion where the facility is proposed. This area is anticipated to capture at least a 30 m buffer around the proposed facilities. The study area was assessed for ecological values (e.g., streams, wetlands, old growth forest, listed species and ecosystems or habitat with the potential to support species at risk) and important wildlife features (nests, dens, wildlife trees, etc.). Conditions were documented with field notes and site photographs. A georeferenced PDF map uploaded to Avenza Maps™ on a GPS enabled handheld device was used to navigate the study area and georeferenced important habitat features.

Results

The study area is located within the Coastal Western Hemlock Very Wet Hypermaritime biogeoclimatic zone (CWHvh1; iMap BC). The proposed development area hosts young regenerating coniferous forest dominated by western hemlock (*Tsuga heterophylla*) with scattered western redcedar (*Thuja plicata*) as a sub-dominant species in the understory (Photo 1). A few mature trees were noted at the northeast area around where holes 1 and 2 are proposed (Figure 1, Photo 2). The shrub layer is relatively undeveloped as the canopy is dense and restricts light penetration. Scattered salal (*Gaultheria shallon*), evergreen huckleberry (*Vaccinium ovatum*) and deer fern (*Struthiopteris spicant*) are present in trace amounts.

The west portion of the lot, near the west ends of holes 5 and 6, is on a slight west-aspect and hosts a richer understory, mostly dominated by evergreen huckleberry (Photo 3).

The proposed development is within an urban forest area in the central area of the town of Ucluelet. The area is adjacent to the Ucluelet Secondary School and there are access trails and evidence of heavy pedestrian traffic throughout (Photo 4). The value of the area as wildlife habitat is likely limited. The area is expected to support breeding birds, however. In particular, there is a patch of mixed forest with dense shrub understory to the south-east of the east end of hole 2 (at the eastern edge of the lot, Figure 1) that is particularly good nesting habitat (Photo 5). This area is dense young mixed forest dominated by red

alder (*Alnus rubra*) with scattered western redcedar and a dense salmonberry (*Rubus spectabilis*) understory. Impacts to this area are not anticipated based on the preliminary site plan.

The property is likely unsuitable for denning medium and large-bodied mammals (i.e., bears) as it likely receives too much disturbance and human activity. Given the proximity of the school and residents, denning in this area should be deterred for safety reasons.

The study area generally hosts a low diversity of vegetation species and is unlikely to support rare or endangered vegetation species given the nature of the ecosystem and the current level of disturbance. No rare or endangered vegetation species were noted during the field work; however, species-specific surveys were not conducted and the survey was conducted too late in the season to detect many listed annuals.

No ecosystems at risk (Attachment B: Table B3) were identified within the proposed development area.

One feature of note was a large Rhododendron shrub growing in the understory (Figure 1, Photo 6). This is likely an escaped propagule or transplant.

At the time of the assessment, no suitable breeding habitat for amphibians was noted. The ditch along the western boundary of the adjacent school fields may support breeding nearby. The area has very little in the way of coarse woody debris or other potential habitat structures. There were some scattered low-quality wildlife trees. A few large western redcedar around hole 2 may provide roosting habitat for migratory tree bats as well as birds.

The BC Conservation Data Center (BC CDC) iMap application was queried for marked known occurrence records of species at risk. Two occurrence records overlap the site:

1. Tall woolly-heads (*Psilocarphus elatior*) is a provincially red-listed species and is federally listed as Endangered on Schedule 1 of the *Species At Risk Act* (SARA). This plant occurs in wet areas and vernal wetlands (Klinkenberg 2020). No suitable habitat to support this species was noted within the proposed development area.
2. Northern red-legged frog (*Rana aurora*) is provincially blue-listed and listed as 'Special Concern' under the federal SARA. This species is relatively common in the region based on professional experience. The development area is unlikely to support breeding habitat for this species (they obligate aquatic breeders). If there is suitable breeding habitat nearby, the development area may support overwintering.

There are a number of records of California wax-myrtle (*Morella californica*) to the south of the site scattered along the Ucluelet peninsula. This species is provincially blue-listed and is relatively common in the region. No California wax-myrtle plants were noted within the proposed development area.

It is understood that the addition of a frisbee golf course would likely require limited clearing and could be sited to avoid any mature or veteran trees. Smaller understory trees may require clearing in order to improve the fairway and site lines. Selected falling of smaller understory western hemlock trees would be unlikely to change the canopy conditions.

No streams or wetlands were observed within the study area. The provincial Habitat Wizard (2022) does not indicate any streams within one kilometer of the study area. Schedule E of the District of Ucluelet OCP (2021) indicates three streams just to the south of the property which appear to be originating from adjacent lots. They are identified as streams 22, 25 and 26 and are all marked as 'Not Identified' in the schedule. All three appear to be first order streams draining southeastward. These features were not assessed in the field; however, no impacts are anticipated based on the nature of the development and the distance between these features and the proposal.

The BC Ecosystems Explorer Query data is provided in Appendix B. The wildlife results included some obscure results. The list was sorted into species with potential for occurrence on the site (See Table B1 in Appendix B), these are provided below in Table 1.

Table 1. Wildlife species at risk from the BC Ecosystems Explorer Query (Appendix B) with potential of occurring on the site.

Group	Common Name	Scientific Name	BC List	SARA Schedule	
				Schedule	Designation
amphibians	Northern Red-legged Frog	<i>Rana aurora</i>	Blue	1	Special Concern
amphibians	Wandering Salamander	<i>Aneides vagrans</i>	Blue	1	Special Concern
amphibians	Western Toad	<i>Anaxyrus boreas</i>	Yellow	1	Special Concern
birds	Band-tailed Pigeon	<i>Patagioenas fasciata</i>	Blue	1	Special Concern
birds	Barn Swallow	<i>Hirundo rustica</i>	Yellow	1	Threatened
birds	Black Swift	<i>Cypseloides niger</i>	Blue	1	Endangered
birds	Black-throated Green Warbler	<i>Setophaga virens</i>	Blue		
birds	Evening Grosbeak	<i>Coccothraustes vespertinus</i>	Yellow	1	Special Concern
birds	Great Blue Heron, <i>fannini</i> subspecies	<i>Ardea herodias fannini</i>	Blue	1	Special Concern
birds	Olive-sided Flycatcher	<i>Contopus cooperi</i>	Yellow	1	Threatened
birds	Pine Grosbeak, <i>carlottae</i> subspecies	<i>Pinicola enucleator carlottae</i>	Blue		
birds	Purple Martin	<i>Progne subis</i>	Blue		
birds	Rough-legged Hawk	<i>Buteo lagopus</i>	Blue		
birds	Western Screech-Owl, <i>kennicottii</i> subspecies	<i>Megascops kennicottii kennicottii</i>	Blue	1	Threatened
mammals	Little Brown Myotis	<i>Myotis lucifugus</i>	Blue	1	Endangered
mammals	Townsend's Big-eared Bat	<i>Corynorhinus townsendii</i>	Blue		

SARA = Species at Risk Act

Of the species in Table 1, northern red-legged frog and western toad (*Anaxyrus boreas*) have a moderate likelihood of occurring on the site based on the likelihood of suitable breeding habitat in the area (e.g., road ditches, vernal pools, lentic streams, etc.) however the habitat is of low value. Wandering salamander (*Aneides vagrans*) are considered of low likelihood based on a lack of requisite habitat features (wet mature forest understory). Impacts to amphibians is considered negligible.

Most of the birds in Appendix B: Table B1 are considered to have a low likelihood of occurrence in the region, are uncommon migrants or are unlikely to interact with the proposal. However, the habitat may support Band-tailed Pigeon (*Patagionas fasciata*) and Great Blue Heron (*Ardea Herodias*). Band-tailed Pigeon commonly use mature forest edges in the region. Great Blue Heron occasionally build solitary nests in mature trees. Habitat suitability for nesting Great Blue Heron is considered low. The habitat within the proposed development area may provide suitable summer roosting habitat for Little Brown Myotis (*Myotis lucifugus*), Yuma myotis (*Myotis yumanensis*) and Townsend's Big-eared Bat (*Corynorhinus townsendii*).

No nests, dens or other critical wildlife habitat features were detected within the development area; however, the area does support suitable nesting habitat for breeding birds. The regional nesting period is March 26 to August 7 according to Environment Canada (2022) for forested ecosystems in the region (within the A1 Nesting Zone). No large stick nests or cavities of Piliated Woodpecker (*Dryocopus pileatus*; now under specific protections within the Migratory Bird Regulations [2022]) were noted within the proposed development area and the area does not host habitat suitable for tree-nesting seabirds whose nests are also now protected year-round (Migratory Bird Regulation 2022).

Recommendations

Any vegetation clearing should be conducted outside of the breeding bird season (March 26 to August 7). If any clearing is required during this period, a pre-clearing nesting bird survey will be required to assess the risk of contravening the *Migratory Bird Convention Act* and the provincial *Wildlife Act*.

Given the nature of the proposal, risks of sediment and erosion resulting from the proposed activities are negligible.

Care and planning should be applied to avoid damage to structural tree roots of mature retained trees. The course layout should be designed in a manner that retains mature western redcedar trees and avoids excessive foot traffic on exposed tree roots. Fencing or placement of coarse woody debris can be used to deter pedestrian traffic from root zones. Generally, the drip line (a vertical line from the outside of the canopy to the ground) is a good reference for where these roots occur. The layout of the fairways should be done in a manner that minimizes tree clearing. Where clearing is required, smaller understory western hemlock should be prioritized for removal. The climax species in the stand (western redcedar) should be retained to mimic natural succession. Note that opening up the canopy and allowing more light to the forest floor will likely result in increased shrub cover. This is particularly pertinent where north-south oriented clearing occurs.

Closure

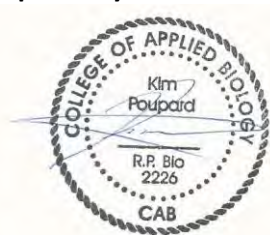
The proposed activity is not expected to result in any significant adverse effects to the environment. Minor clearing and increased foot traffic are consistent with the current use and character of the site and is not expected to be detrimental to wildlife or ecosystems if the recommendations above are adhered to.

We trust that the above meets your current requirements, if you have any questions, please contact the undersigned.

Regards,

Redd Fish Restoration

Prepared by:



Kim Poupart, R.P.Bio

Attachments: Figure 1
Site Photographs
BC Ecosystems Explorer Query Results

References:

Environment Canada. 2021. General Nesting Periods of Migratory Birds. Available online: <https://www.canada.ca/en/environment-climate-change/services/avoiding-harm-migratory-birds/general-nesting-periods/nesting-periods.html> (accessed September 13, 2022).

BC Conservation Data Center. Online mapping application maintained by the Province of British Columbia. Available at: <http://maps.gov.bc.ca/ess/hm/cdc/> (accessed August 17, 2022).

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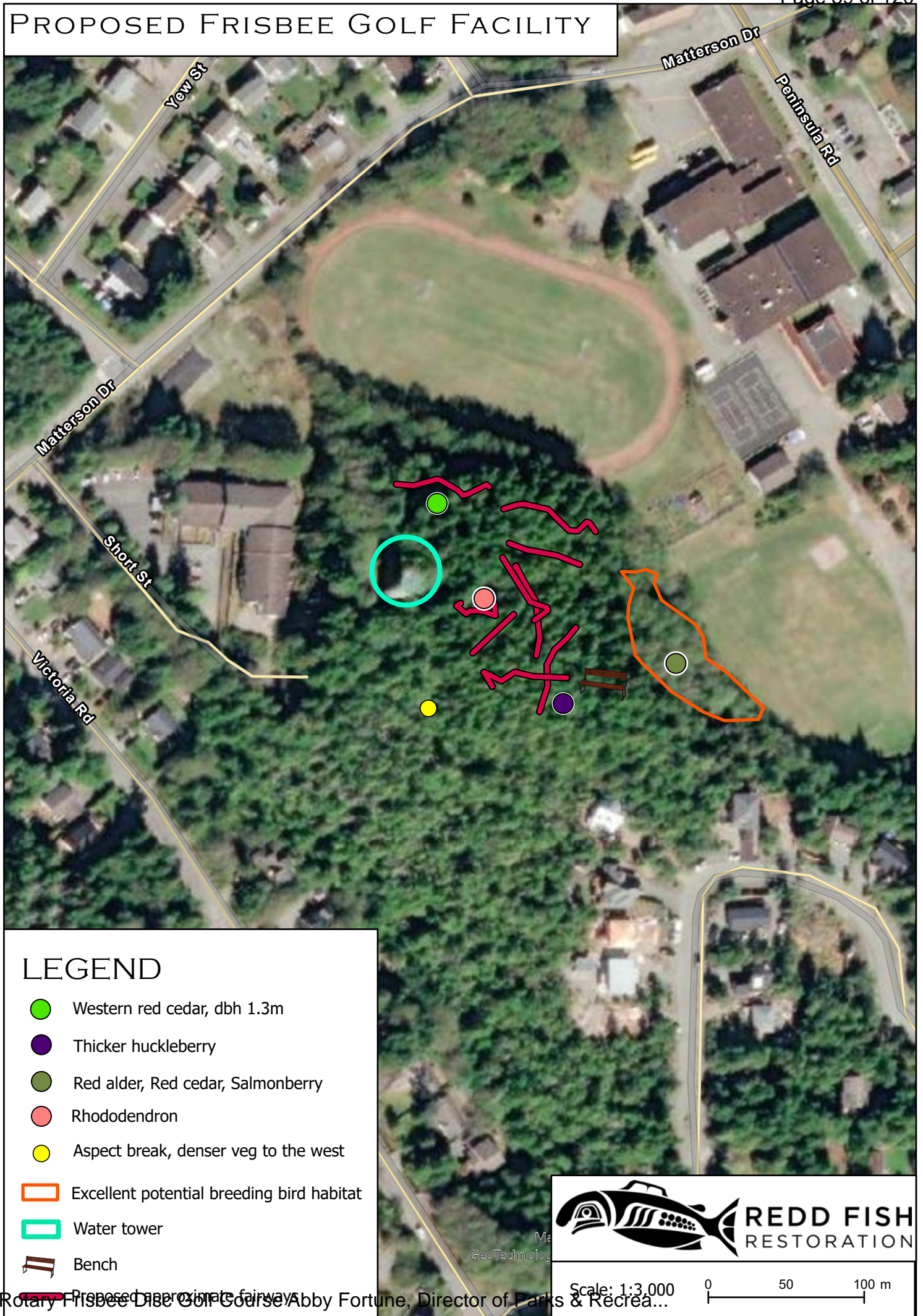
Klinkenberg, Brian. (Editor) 2020. E-Flora BC: Electronic Atlas of the Plants of British Columbia [eflora.bc.ca]. Lab for Advanced Spatial Analysis, Department of Geography, University of British Columbia, Vancouver. [Accessed: 2022-09-21 10:34:16 AM]

Acts and Regulations

Migratory Birds Regulations. 2022. Status update on the modernization of the Migratory Birds Regulations, 2022. Available online at: <https://www.canada.ca/en/environment-climate-change/services/migratory-game-bird-hunting/status-update-modernization-regulations.html> (accessed September 13, 2022).

District of Ucluelet. 2020. Official Community Plan. Bylaw No 1236 (2020). Adopted Jan 2022. Available online at: <https://ucluelet.ca/community/planning-building-bylaw/community-planning-and-zoning/official-community-plan> (accessed September 14, 2022).

PROPOSED FRISBEE GOLF FACILITY



LEGEND

- Western red cedar, dbh 1.3m
- Thicker huckleberry
- Red alder, Red cedar, Salmonberry
- Rhododendron
- Aspect break, denser veg to the west
- Excellent potential breeding bird habitat
- Water tower
- Bench
- Proposed approximate fairway



Scale: 1:3,000

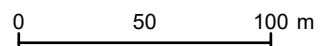




Photo 1. Showing habitat conditions within the proposed development area on the east side of the site.

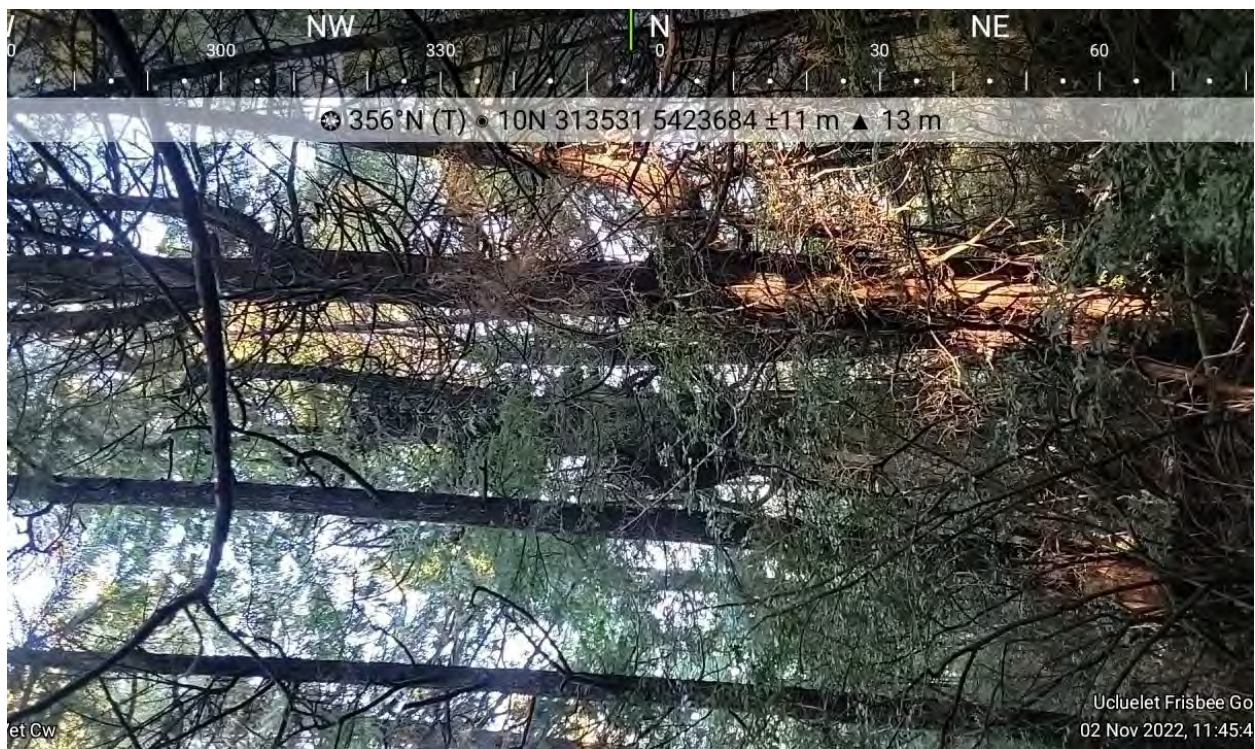


Photo 2. Showing more mature forest at the northeast end of the lot, near holes 1 and 2. Note the larger western redcedar in the background.



Photo 3. Showing more open canopy and denser shrub conditions on the west aspect at the west side of the lot, away from the proposed activity.



Photo 4. Showing trampled forest floor conditions present through much of the proposed development area.



Photo 6. Showing young mixed forest at the edge of the property, south of the proposed development area. This area likely provides excellent breeding bird habitat.

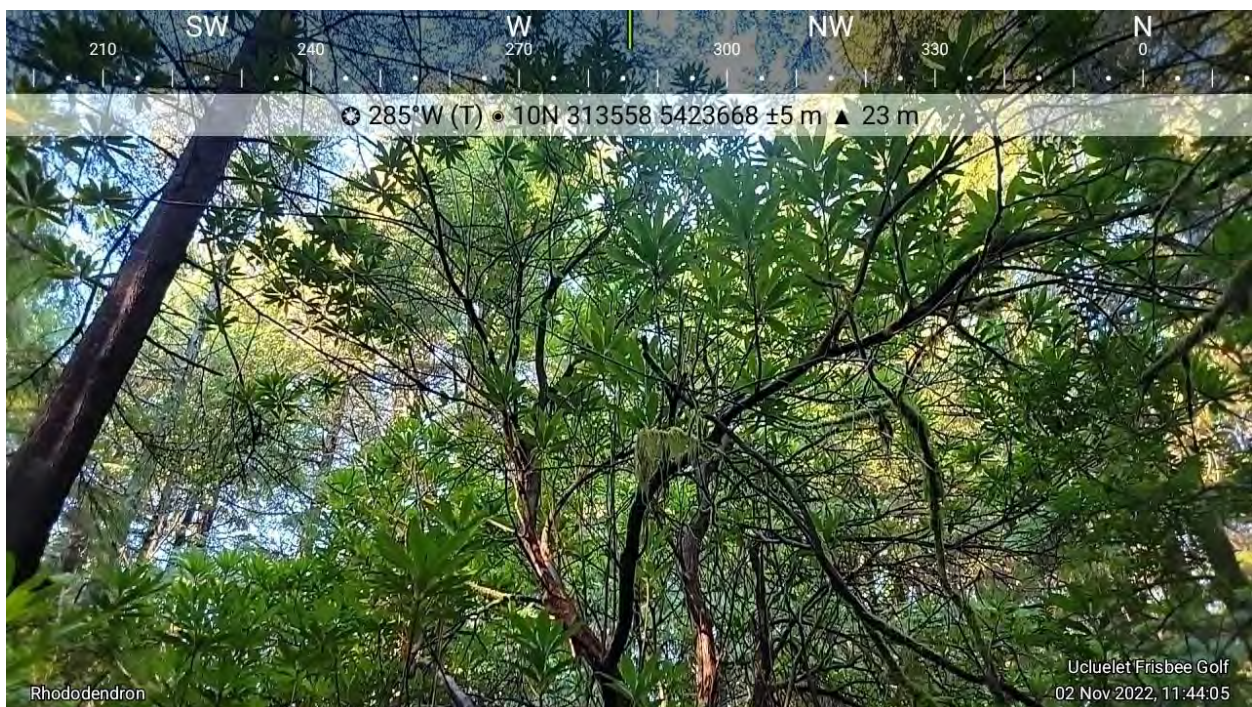


Photo 6. Showing well established rhododendron plant in the understory of the proposed development. This appears to be a non-native propagule.

APPENDIX B: BC ECOSYSTEMS EXPLORER SEARCH RESULTS

Table B1. BC Ecosystems Explorer Query Results and Likelihood of Occurrence Assessment.

Group	English Name	Scientific Name	BC List	SARA* Schedule	SARA Status	MBCA*	Likelihood of Occurrence (Yes / No)	Rational (If No) ¹
amphibians	Coastal Tailed Frog	<i>Ascaphus truei</i>	Yellow	1	Special Concern		No	1
amphibians	Northern Red-legged Frog	<i>Rana aurora</i>	Blue	1	Special Concern		Yes	
amphibians	Wandering Salamander	<i>Aneides vagrans</i>	Blue	1	Special Concern		Yes	
amphibians	Western Toad	<i>Anaxyrus boreas</i>	Yellow	1	Special Concern		Yes	
birds	American Avocet	<i>Recurvirostra americana</i>	Blue			Y	No	2
birds	American Bittern	<i>Botaurus lentiginosus</i>	Blue			Y	No	2
birds	American Golden-Plover	<i>Pluvialis dominica</i>	Blue			Y	No	2
birds	American White Pelican	<i>Pelecanus erythrorhynchos</i>	Red				No	2
birds	Ancient Murrelet	<i>Synthliboramphus antiquus</i>	Blue	1	Special Concern	Y	No	2
birds	Band-tailed Pigeon	<i>Patagioenas fasciata</i>	Blue	1	Special Concern	Y	Yes	
birds	Barn Owl	<i>Tyto alba</i>	Blue	1	Threatened		No	1, 2
birds	Barn Swallow	<i>Hirundo rustica</i>	Yellow	1	Threatened	Y	Yes	
birds	Bay-breasted Warbler	<i>Setophaga castanea</i>	Red			Y	No	1, 2
birds	Black Scoter	<i>Melanitta americana</i>	Blue			Y	No	2
birds	Black Swift	<i>Cypseloides niger</i>	Blue	1	Endangered	Y	Yes	
birds	Black-crowned Night-heron	<i>Nycticorax nycticorax</i>	Red			Y	No	1, 2
birds	Black-throated Green Warbler	<i>Setophaga virens</i>	Blue			Y	Yes	
birds	Bobolink	<i>Dolichonyx oryzivorus</i>	Red	1	Threatened	Y	No	1, 2
birds	Brandt's Cormorant	<i>Urile penicillatus</i>	Red				No	2
birds	Brant	<i>Branta bernicla</i>	Blue			Y	No	2
birds	California Gull	<i>Larus californicus</i>	Red			Y	No	2
birds	Canada Goose, <i>occidentalis</i> subspecies	<i>Branta canadensis occidentalis</i>	Red				No	2
birds	Canada Warbler	<i>Cardellina canadensis</i>	Blue	1	Threatened	Y	No	1

birds	Caspian Tern	<i>Hydroprogne caspia</i>	Blue			Y	No	2
birds	Cassin's Auklet	<i>Ptychoramphus aleuticus</i>	Red	1	Special Concern	Y	No	2
birds	Common Murre	<i>Uria aalge</i>	Red			Y	No	2
birds	Common Nighthawk	<i>Chordeiles minor</i>	Blue	1	Threatened	Y	No	2
birds	Connecticut Warbler	<i>Oporornis agilis</i>	Blue			Y	No	1, 2
birds	Double-crested Cormorant	<i>Nannopterum auritum</i>	Blue				No	2
birds	Evening Grosbeak	<i>Coccothraustes vespertinus</i>	Yellow	1	Special Concern	Y	Yes	
birds	Forster's Tern	<i>Sterna forsteri</i>	Red			Y	No	2
birds	Great Blue Heron, <i>fannini</i> subspecies	<i>Ardea herodias fannini</i>	Blue	1	Special Concern		Yes	
birds	Green Heron	<i>Butorides virescens</i>	Blue			Y	No	2
birds	Gyr Falcon	<i>Falco rusticolus</i>	Blue				No	1, 2
birds	Horned Lark, <i>strigata</i> subspecies	<i>Eremophila alpestris strigata</i>	Red	1	Endangered		No	2
birds	Horned Puffin	<i>Fratercula corniculata</i>	Red			Y	No	2
birds	Hudsonian Godwit	<i>Limosa haemastica</i>	Red			Y	No	2
birds	Lark Sparrow	<i>Chondestes grammacus</i>	Blue			Y	No	1
birds	Lewis's Woodpecker	<i>Melanerpes lewis</i>	Blue	1	Threatened	Y	No	1, 2
birds	Long-billed Curlew	<i>Numenius americanus</i>	Yellow	1	Special Concern	Y	No	2
birds	Marbled Murrelet	<i>Brachyramphus marmoratus</i>	Blue	1	Threatened	Y	No	2
birds	Northern Fulmar	<i>Fulmarus glacialis</i>	Red			Y	No	2
birds	Northern Goshawk, <i>laingi</i> subspecies	<i>Accipiter gentilis laingi</i>	Red	1	Threatened		No	2
birds	Northern Pygmy-owl, <i>swarthi</i> subspecies	<i>Glaucidium gnoma swarthi</i>	Blue				No	2
birds	Olive-sided Flycatcher	<i>Contopus cooperi</i>	Yellow	1	Threatened	Y	Yes	
birds	Peregrine Falcon	<i>Falco peregrinus</i>	No Status	1	Special Concern		No	2
birds	Peregrine Falcon, <i>anatum</i> subspecies	<i>Falco peregrinus anatum</i>	Red	1	Special Concern		No	2

birds	Peregrine Falcon, <i>pealei</i> subspecies	<i>Falco peregrinus pealei</i>	Blue	1	Special Concern		No	2
birds	Pine Grosbeak, <i>carlotta</i> subspecies	<i>Pinicola enucleator carlotta</i>	Blue				Yes	
birds	Prairie Falcon	<i>Falco mexicanus</i>	Red				No	2
birds	Purple Martin	<i>Progne subis</i>	Blue			Y	Yes	
birds	Red Knot	<i>Calidris canutus</i>	Blue	1	Threatened / Endangered	Y	No	2
birds	Red-necked Phalarope	<i>Phalaropus lobatus</i>	Blue	1	Special Concern	Y	No	2
birds	Rough-legged Hawk	<i>Buteo lagopus</i>	Blue				Yes	
birds	Rusty Blackbird	<i>Euphagus carolinus</i>	Blue	1	Special Concern		No	2
birds	Sage Thrasher	<i>Oreoscoptes montanus</i>	Red	1	Endangered	Y	No	2
birds	Short-billed Dowitcher	<i>Limnodromus griseus</i>	Blue			Y	No	2
birds	Short-eared Owl	<i>Asio flammeus</i>	Blue	1	Special Concern		No	1, 2
birds	Smith's Longspur	<i>Calcarius pictus</i>	Blue			Y	No	2
birds	Surf Scoter	<i>Melanitta perspicillata</i>	Blue			Y	No	2
birds	Thick-billed Murre	<i>Uria lomvia</i>	Red			Y	No	2
birds	Tufted Puffin	<i>Fratercula cirrhata</i>	Blue			Y	No	2
birds	Upland Sandpiper	<i>Bartramia longicauda</i>	Red			Y	No	2
birds	Wandering Tattler	<i>Tringa incana</i>	Blue			Y	No	2
birds	Western Grebe	<i>Aechmophorus occidentalis</i>	Red	1	Special Concern	Y	No	2
birds	Western Screech-Owl	<i>Megascops kennicottii</i>	No Status	1	Threatened		Yes	
birds	Western Screech-Owl, <i>kennicottii</i> subspecies	<i>Megascops kennicottii kennicottii</i>	Blue	1	Threatened		Yes	
birds	White-tailed Ptarmigan, <i>saxatilis</i> subspecies	<i>Lagopus leucura saxatilis</i>	Blue				No	2
birds	Yellow-billed Cuckoo	<i>Coccyzus americanus</i>	Red			Y	No	2
birds	Yellow-breasted Chat	<i>Icteria virens</i>	Red	1	Endangered	Y	No	2
bivalves	Long Fingernailclam	<i>Musculium transversum</i>	Blue				N/A	
bivalves	Olympia Oyster	<i>Ostrea lurida</i>	Blue	1	Special Concern		N/A	
bivalves	Striated Fingernailclam	<i>Sphaerium striatinum</i>	Blue				N/A	

bivalves	Swamp Fingernailclam	<i>Musculium partumeium</i>	Blue				N/A	
gastropods	Blue-grey Taildropper	<i>Prophysaon coeruleum</i>	Blue	1	Threatened		N/A	
gastropods	Broadwhorl Tightcoil	<i>Pristiloma johnsoni</i>	Blue				N/A	
gastropods	Dromedary Jumping-slug	<i>Hemphillia dromedarius</i>	Red	1	Threatened		N/A	
gastropods	Evening Fieldslug	<i>Deroceras hesperium</i>	Red				N/A	
gastropods	Haida Gwaii Slug	<i>Staala gwaii</i>	Red	1	Special Concern		N/A	
gastropods	Meadow Rams-horn	<i>Planorbula campestris</i>	Blue				N/A	
gastropods	Northern Abalone	<i>Haliotis kamtschatkana</i>	Red	1	Endangered		N/A	
gastropods	Oregon Forestsnail	<i>Allogona townsendiana</i>	Red	1	Endangered		N/A	
gastropods	Prairie Fossaria	<i>Galba bulimoides</i>	Blue				N/A	
gastropods	Puget Oregonian	<i>Cryptomastix devia</i>	Red	1	Extinct		N/A	
gastropods	Rocky Mountain Physa	<i>Physella propinqua</i>	Blue				N/A	
gastropods	Sunset Physa	<i>Physella virginea</i>	Blue				N/A	
gastropods	Threaded Vertigo	<i>Nearctula sp. 1</i>	Blue	1	Special Concern		N/A	
gastropods	Warty Jumping-slug	<i>Hemphillia glandulosa</i>	Red	1	Special Concern		N/A	
gastropods	Western Thorn	<i>Carychium occidentale</i>	Blue				N/A	
gastropods	Wrinkled Marshsnail	<i>Stagnicola caperata</i>	Blue				N/A	
insects	Alkali Bluet	<i>Enallagma clausum</i>	Blue				N/A	
insects	Audouin's Night-stalking Tiger Beetle	<i>Omus audouini</i>	Red	1	Threatened		N/A	
insects	Autumn Meadowhawk	<i>Sympetrum vicinum</i>	Blue				N/A	
insects	Black Petaltail	<i>Tanypteryx hageni</i>	Blue				N/A	
insects	Blue Dasher	<i>Pachydiplax longipennis</i>	Blue				N/A	
insects	Boisduval's Blue, <i>blackmorei</i> subspecies	<i>Icaricia icarioides blackmorei</i>	Blue				N/A	
insects	Clodius Parnassian, <i>claudianus</i> subspecies	<i>Parnassius clodius claudianus</i>	Blue				N/A	
insects	Common Ringlet, <i>insulana</i> subspecies	<i>Coenonympha californica insulana</i>	Red				N/A	
insects	Common Wood-nymph, <i>incana</i> subspecies	<i>Cercyonis pegala incana</i>	Red				N/A	
insects	Dun Skipper	<i>Euphyes vestris</i>	Blue	1	Threatened		N/A	

insects	Edith's Checkerspot, <i>taylori</i> subspecies	<i>Euphydryas editha taylori</i>	Red	1	Endangered		N/A	
insects	Edwards' Beach Moth	<i>Anarta edwardsii</i>	Red	1	Endangered		N/A	
insects	Greenish Blue, <i>insulanus</i> subspecies	<i>Icaricia saepiolus insulanus</i>	Red	1	Endangered		N/A	
insects	Johnson's Hairstreak	<i>Callophrys johnsoni</i>	Red				N/A	
insects	Large Marble, <i>insulanus</i> subspecies	<i>Euchloe ausonides insulanus</i>	Red	1	Extinct		N/A	
insects	Monarch	<i>Danaus plexippus</i>	Red	1	Special Concern		N/A	
insects	Moss' Elfin, <i>mossii</i> subspecies	<i>Callophrys mossii mossii</i>	Red				N/A	
insects	Propertius Duskywing	<i>Erynnis propertius</i>	Red				N/A	
insects	Rocky Mountain Parnassian, <i>olympiannus</i> subspecies	<i>Parnassius smintheus olympiannus</i>	Blue				N/A	
insects	Sand-verbena Moth	<i>Copablepharon fuscum</i>	Red	1	Endangered		N/A	
insects	Silver-spotted Skipper	<i>Epargyreus clarus</i>	Blue				N/A	
insects	Silver-spotted Skipper, <i>californicus</i> subspecies	<i>Epargyreus clarus californicus</i>	Red				N/A	
insects	Sinuuous Snaketail	<i>Ophiogomphus occidentis</i>	Blue				N/A	
insects	Western Branded Skipper, <i>oregonia</i> subspecies	<i>Hesperia colorado oregonia</i>	Red				N/A	
insects	Western Pine Elfin, <i>sheltonensis</i> subspecies	<i>Callophrys eryphon sheltonensis</i>	Blue				N/A	
insects	Western Pondhawk	<i>Erythemis collocata</i>	Blue				N/A	
insects	Zerene Fritillary, <i>bremnerii</i> subspecies	<i>Speyeria zerene bremnerii</i>	Red				N/A	
Lampreys	Cowichan Lake Lamprey	<i>Entosphenus macrostomus</i>	Red	1	Threatened		N/A	
Lampreys	Western Brook Lamprey (Morrison Creek Population)	<i>Lampetra richardsoni</i> pop. 1	Red	1	Endangered		N/A	

malacostracans	Quatsino Cave Amphipod	<i>Stygobromus quatsinensis</i>	Blue				N/A	
mammals	Caribou (Northern Mountain Population)	<i>Rangifer tarandus</i> pop. 15	Blue	1	Special Concern		No	1,2
mammals	Ermine, <i>anguinae</i> subspecies	<i>Mustela richardsonii anguinae</i>	Blue					
mammals	Fisher	<i>Pekania pennanti</i>	No Status					
mammals	Grey Whale	<i>Eschrichtius robustus</i>	Blue	1	Special Concern		No	2
mammals	Grizzly Bear	<i>Ursus arctos</i>	Blue	1	Special Concern		No	2
mammals	Hoary Bat	<i>Lasiurus cinereus</i>	Blue					
mammals	Little Brown Myotis	<i>Myotis lucifugus</i>	Blue	1	Endangered		Yes	
mammals	Mountain Goat	<i>Oreamnos americanus</i>	Blue				No	1, 2
mammals	Roosevelt Elk	<i>Cervus elaphus roosevelti</i>	Blue				No	2
mammals	Steller Sea Lion	<i>Eumetopias jubatus</i>	Blue	1	Special Concern		No	2
mammals	Townsend's Big-eared Bat	<i>Corynorhinus townsendii</i>	Blue				Yes	
mammals	Townsend's Vole, <i>cowani</i> subspecies	<i>Microtus townsendii cowani</i>	Red					
mammals	Vancouver Island Marmot	<i>Marmota vancouverensis</i>	Red	1	Endangered		No	1, 2
mammals	Western Water Shrew, <i>brooksi</i> subspecies	<i>Sorex navigator brooksi</i>	Blue					
mammals	Wolverine	<i>Gulo gulo</i>	No Status	1	Special Concern		No	1
mammals	Wolverine, <i>luscus</i> subspecies	<i>Gulo gulo luscus</i>	Blue	1	Special Concern		No	1
mammals	Wolverine, <i>vancouverensis</i> subspecies	<i>Gulo gulo vancouverensis</i>	Red	1	Special Concern			
mammals	Yuma Myotis	<i>Myotis yumanensis</i>	Blue				Yes	
oligochaetes	an earthworm	<i>Arctiostrotus perrieri</i>	Blue				N/A	
ray-finned fishes	Bull Trout	<i>Salvelinus confluentus</i>	Blue				No	2

ray-finned fishes	Cutthroat Trout, <i>clarkii</i> subspecies	<i>Oncorhynchus clarkii clarkii</i>	Blue				No	2
ray-finned fishes	Eulachon	<i>Thaleichthys pacificus</i>	Blue				No	2
ray-finned fishes	Inconnu	<i>Stenodus leucichthys</i>	Blue				No	2
ray-finned fishes	Misty Lake "Lake" Stickleback	<i>Gasterosteus sp. 18</i>	Red	1	Endangered		No	2
ray-finned fishes	Misty Lake "Stream" Stickleback	<i>Gasterosteus sp. 19</i>	Red	1	Endangered		No	2
reptiles	Common Sharp-tailed Snake	<i>Contia tenuis</i>	Red	1	Endangered		No	2
reptiles	Gophersnake	<i>Pituophis catenifer</i>	No Status	1	Extinct / Threatened		No	1, 2
reptiles	Gophersnake, <i>catenifer</i> subspecies	<i>Pituophis catenifer catenifer</i>	Red	1	Extinct		No	1, 2
turtles	Leatherback Sea Turtle	<i>Dermochelys coriacea</i>	Red	1	Endangered		No	2
turtles	Northern Painted Turtle	<i>Chrysemys picta</i>	No Status	1	Endangered / Special Concern		No	2
turtles	Northern Painted Turtle - Pacific Coast Population	<i>Chrysemys picta</i> pop. 1	Red	1	Endangered		No	2

* SARA = *Species at Risk Act*; MBCA = *Migratory Bird Convention Act*

Notes 1:

1. Outside of known range for the species or species is not known in the area
2. No suitable habitat in the study area

Table B2. BC Ecosystems Explorer Query Results for Vegetation.

Name Category	English Name	Scientific Name	BC List	SARA Schedule	SARA Status	Habitats (Type / Subtype / Dependence)
Bryophyte	rigid apple moss	<i>Bartramia aprica</i>	Red	1	Endangered	Rock/Sparsely Vegetated Rock / Garry Oak Coastal Bluffs / Facultative - frequent use
Bryophyte	Roell's brotherella	<i>Brotherella roellii</i>	Red	1	Endangered	
Bryophyte	banded cord-moss	<i>Entosthodon fascicularis</i>	Blue	1	Special Concern	Grassland/Shrub / Garry Oak Maritime Meadow / Facultative - frequent use
Bryophyte	acuteleaf small limestone moss	<i>Seligeria acutifolia</i>	Red	1	Endangered	
Vascular Plant	yellow sand-verbena	<i>Abronia latifolia</i>	Blue			Other Unique Habitats / Beach / Obligate ; Other Unique Habitats / Sand Dune / Facultative - frequent use
Vascular Plant	pink sand-verbena	<i>Abronia umbellata</i> var. <i>breviflora</i>	Red	1	Endangered	Other Unique Habitats / Beach / Facultative - frequent use ; Other Unique Habitats / Sand Dune / Facultative - frequent use
Vascular Plant	dwarf maiden-hair fern	<i>Adiantum aleuticum</i> var. <i>subpumilum</i>	Blue			Other Unique Habitats / Beach / Facultative - frequent use ; Rock/Sparsely Vegetated Rock / Cliff / Facultative - frequent use
Vascular Plant	mountain hemlock dwarf mistletoe	<i>Arceuthobium tsugense</i> ssp. <i>mertensianae</i>	Blue			Forest / Conifer Forest - Mesic (average) / Unknown
Vascular Plant	three-forked mugwort	<i>Artemisia furcata</i>	Blue			Alpine/Tundra / Alpine/Subalpine Meadow / Unknown ; Alpine/Tundra / Krummholtz / Unknown ; Alpine/Tundra / Tundra / Unknown ; Rock/Sparsely Vegetated Rock / Cliff / Unknown ; Rock/Sparsely Vegetated Rock / Talus / Unknown

Vascular Plant	corrupt spleenwort	<i>Asplenium adulterinum</i>	Blue			Rock/Sparsely Vegetated Rock / Cliff / Facultative - frequent use ; Rock/Sparsely Vegetated Rock / Rock/Sparsely Vegetated Rock / Facultative - frequent use
Vascular Plant	river bulrush	<i>Bolboschoenus fluviatilis</i>	Blue			Other Unique Habitats / Estuary / Facultative - frequent use ; Riparian / Riparian Shrub / Facultative - frequent use ; Wetland / Marsh / Obligate
Vascular Plant	two-edged water-starwort	<i>Callitriche heterophylla</i> var. <i>heterophylla</i>	Unknown			Lakes / Pond/Open Water / Facultative - occasional use
Vascular Plant	beach bindweed	<i>Calystegia soldanella</i>	Blue			Other Unique Habitats / Sand Dune / Obligate
Vascular Plant	angled bittercress	<i>Cardamine angulata</i>	Blue			Forest / Conifer Forest - Moist/wet / Facultative - frequent use ; Forest / Old Forest / Facultative - occasional use ; Riparian / Riparian Forest / Facultative - frequent use ; Stream/River / Stream/River / Facultative - frequent use
Vascular Plant	estuarine paintbrush	<i>Castilleja ambigua</i> var. <i>ambigua</i>	Blue			Grassland/Shrub / Garry Oak Maritime Meadow / Facultative - frequent use ; Other Unique Habitats / Estuary / Facultative - frequent use ; Other Unique Habitats / Vernal Pools/Seasonal Seeps / Facultative - frequent use
Vascular Plant	Fischer's chickweed	<i>Cerastium fischerianum</i>	Blue			Grassland/Shrub / Meadow / Facultative - occasional use ; Lakes / Lake / Facultative - frequent use ; Riparian / Riparian Herbaceous / Facultative - occasional use ; Stream/River / Stream/River / Facultative - frequent use
Vascular Plant	tooth-leaved monkey-flower	<i>Erythranthe dentata</i>	Blue			Riparian / Riparian Forest / Unknown ; Stream/River / Stream/River / Unknown

Vascular Plant	white glacier lily	<i>Erythronium montanum</i>	Blue			Alpine/Tundra / Alpine/Subalpine Meadow / Unknown ; Other Unique Habitats / Avalanche Track / Unknown
Vascular Plant	dwarf red fescue	<i>Festuca rubra ssp. mediana</i>	Yellow			
Vascular Plant	Haida Gwaii avens	<i>Geum schofieldii</i>	Blue			Rock/Sparsely Vegetated Rock / Cliff / Facultative - frequent use ; Rock/Sparsely Vegetated Rock / Rock/Sparsely Vegetated Rock / Facultative - frequent use ; Rock/Sparsely Vegetated Rock / Talus / Facultative - frequent use
Vascular Plant	American glehnia	<i>Glehnia littoralis ssp. leiocarpa</i>	Blue			Other Unique Habitats / Beach / Obligate ; Other Unique Habitats / Sand Dune / Obligate
Vascular Plant	hairy goldfields	<i>Lasthenia maritima</i>	Blue			Ocean / Marine Island / Unknown ; Rock/Sparsely Vegetated Rock / Cliff / Unknown ; Rock/Sparsely Vegetated Rock / Rock/Sparsely Vegetated Rock / Unknown
Vascular Plant	silky beach pea	<i>Lathyrus littoralis</i>	Red			Other Unique Habitats / Beach / Facultative - frequent use ; Other Unique Habitats / Sand Dune / Facultative - frequent use
Vascular Plant	California wax-myrtle	<i>Morella californica</i>	Blue			Grassland/Shrub / Shrub - Natural / Unknown
Vascular Plant	redwood sorrel	<i>Oxalis oregana</i>	Blue			Forest / Conifer Forest - Moist/wet / Facultative - frequent use ; Forest / Old Forest / Facultative - occasional use
Vascular Plant	whitebark pine	<i>Pinus albicaulis</i>	Blue	1	Endangered	Forest / Conifer Forest - Dry / Facultative - frequent use ; Forest / Conifer Forest - Mesic (average) / Facultative - frequent use ; Rock/Sparsely Vegetated Rock / Cliff / Facultative - frequent use ; Rock/Sparsely Vegetated Rock / Rock/Sparsely Vegetated Rock / Facultative - frequent use ;

						Rock/Sparsely Vegetated Rock / Talus / Facultative - frequent use
Vascular Plant	black knotweed	<i>Polygonum paronychia</i>	Blue			Other Unique Habitats / Beach / Facultative - frequent use ; Other Unique Habitats / Sand Dune / Facultative - frequent use
Vascular Plant	Alaska holly fern	<i>Polystichum setigerum</i>	Blue			Forest / Conifer Forest - Moist/wet / Facultative - frequent use ; Riparian / Riparian Forest / Facultative - occasional use ; Riparian / Riparian Shrub / Facultative - occasional use ; Rock/Sparsely Vegetated Rock / Rock/Sparsely Vegetated Rock / Facultative - occasional use ; Stream/River / Stream/River / Facultative - occasional use
Vascular Plant	wedge-leaf primrose	<i>Primula cuneifolia</i> ssp. <i>saxifragifolia</i>	Blue			Grassland/Shrub / Meadow / Facultative - frequent use ; Rock/Sparsely Vegetated Rock / Rock/Sparsely Vegetated Rock / Facultative - occasional use
Vascular Plant	Smith's fairybells	<i>Prosartes smithii</i>	Blue			Forest / Conifer Forest - Moist/wet / Unknown ; Forest / Deciduous/Broadleaf Forest / Unknown ; Forest / Mixed Forest (deciduous/coniferous mix) / Unknown ; Riparian / Riparian Forest / Unknown
Vascular Plant	leafless wintergreen	<i>Pyrola aphylla</i>	Blue			Forest / Conifer Forest - Mesic (average) / Facultative - frequent use
Vascular Plant	Hibberson's trillium	<i>Trillium hibbersonii</i>	Blue			Rock/Sparsely Vegetated Rock / Cliff / Facultative - occasional use

Table B3. BC Ecosystems Explorer Query Results for Ecosystems.

English Name	Scientific Name	Ecosystem Group	BC List
red alder / salmonberry / common horsetail	<i>Alnus rubra</i> / <i>Rubus spectabilis</i> / <i>Equisetum arvense</i>	Terrestrial Realm - Flood Group (F): Low Bench Flood Class (Fl)	Blue
Lyngbye's sedge herbaceous vegetation	<i>Carex lyngbyei</i> Herbaceous Vegetation	Estuarine Realm: Estuarine Marsh Class (Em)	Red
large-headed sedge Herbaceous Vegetation	<i>Carex macrocephala</i> Herbaceous Vegetation	Terrestrial Realm - Beach Group (B): Beachland Class (Bb)	Red
tufted hairgrass - meadow barley	<i>Deschampsia cespitosa</i> ssp. <i>beringensis</i> - <i>Hordeum brachyantherum</i>	Estuarine Realm: Estuarine Meadow Class (Ed)	Red
common spike-rush Herbaceous Vegetation	<i>Eleocharis palustris</i> Herbaceous Vegetation	Wetland Realm - Mineral Wetland Group: Marsh Wetland Class (Wm); Estuarine Realm: Estuarine Marsh Class (Em)	Blue
dune wildrye - beach pea	<i>Leymus mollis</i> ssp. <i>mollis</i> - <i>Lathyrus japonicus</i>	Terrestrial Realm - Beach Group (B): Beachland Class (Bb)	Red
Sitka spruce / Pacific reedgrass	<i>Picea sitchensis</i> / <i>Calamagrostis nutkaensis</i>	Terrestrial Realm - Forest: Coniferous - dry	Blue
Sitka spruce / slough sedge	<i>Picea sitchensis</i> / <i>Carex obnupta</i>	Terrestrial Realm - Forest: Coniferous - moist/wet	Blue
Sitka spruce / salal	<i>Picea sitchensis</i> / <i>Gaultheria shallon</i>	Terrestrial Realm - Forest: Coniferous - dry	Blue
Sitka spruce / Oregon beaked-moss	<i>Picea sitchensis</i> / <i>Kindbergia oregana</i>	Terrestrial Realm - Forest: Coniferous - dry	Blue
Sitka spruce / false lily-of-the-valley Very Wet Hypermaritime 1	<i>Picea sitchensis</i> / <i>Maianthemum dilatatum</i> Very Wet Hypermaritime 1	Terrestrial Realm - Flood Group (F): Highbench Flood	Red
Sitka spruce / Pacific crab apple	<i>Picea sitchensis</i> / <i>Malus fusca</i>	Terrestrial Realm - Forest: Coniferous - moist/wet	Blue

Sitka spruce / sword fern	<i>Picea sitchensis</i> / <i>Polystichum munitum</i>	Terrestrial Realm - Forest: Coniferous - moist/wet	Blue
Sitka spruce / tall trisetum	<i>Picea sitchensis</i> / <i>Trisetum canescens</i>	Terrestrial Realm - Flood Group (F): Middle Bench Flood Class (Fm); Terrestrial Realm - Forest: Coniferous - moist/wet	Red
dune bluegrass Herbaceous Vegetation	<i>Poa macrantha</i> Herbaceous Vegetation	Terrestrial Realm - Beach Group (B): Beachland Class (Bb)	Red
beaked ditch-grass Herbaceous Vegetation	<i>Ruppia maritima</i> Herbaceous Vegetation	Estuarine Realm: Estuarine Marsh Class (Em)	Red
Sitka willow - Pacific willow / skunk cabbage	<i>Salix sitchensis</i> - <i>Salix lasiandra</i> var. <i>lasiandra</i> / <i>Lysichiton americanus</i>	Wetland Realm - Mineral Wetland Group: Swamp Wetland Class (Ws)	Blue
American glasswort - sea-milkwort	<i>Sarcocornia pacifica</i> - <i>Lysimachia maritima</i>	Estuarine Realm: Estuarine Marsh Class (Em)	Red
western redcedar - Sitka spruce / skunk cabbage	<i>Thuja plicata</i> - <i>Picea sitchensis</i> / <i>Lysichiton americanus</i>	Terrestrial Realm - Forest: Coniferous - moist/wet; Wetland Realm - Mineral Wetland Group: Swamp Wetland Class (Ws)	Blue
western redcedar - Sitka spruce / devil's club Very Wet Hypermaritime 1	<i>Thuja plicata</i> - <i>Picea sitchensis</i> / <i>Oplopanax horridus</i> Very Wet Hypermaritime 1	Terrestrial Realm - Forest: Coniferous - moist/wet	Blue
western redcedar - Sitka spruce / sword fern	<i>Thuja plicata</i> - <i>Picea sitchensis</i> / <i>Polystichum munitum</i>	Terrestrial Realm - Forest: Coniferous - dry; Terrestrial Realm - Forest: Coniferous - mesic	Blue
western hemlock - Sitka spruce / lanky moss	<i>Tsuga heterophylla</i> - <i>Picea sitchensis</i> / <i>Rhytidadelphus loreus</i>	Terrestrial Realm - Forest: Coniferous - mesic	Blue



REPORT TO COUNCIL

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

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

SUBJECT: NOTICE OF LAND DISPOSITION –
WESTCOAST COMMUNITY RESOURCE SOCIETY LEASE **REPORT NO:** 23-25

ATTACHMENT(S): APPENDIX A: NOTICE OF DISPOSITION
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 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.

BACKGROUND:

The Westcoast Community Resource Society (WCRS) has been operating out of the “Hub” space at the Ucluelet Community Centre. As their lease is about to expire on March 31, 2023, a disposition of the space is required in order to renew the lease.

The WCRS has been providing children and family services to the community for over 13 years and would like to continue to do so through this space. The Westcoast Community Resources Society is a non-profit organization which believes that every person in the community should have access to resources to enhance and improve their well-being. Under the current and proposed lease agreement, the Society would lease the space at market rates.

Currently WCRS has a grant-in-aid before Council for consideration for \$5,000 to go towards a portion of their annual rent for 2023.

ANALYSIS OF OPTIONS

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

A	<u>Pros</u>	<ul style="list-style-type: none"> A much-needed service is available to the community. Legislative requirements are met.
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	Provide Public Notice of disposition of land and execute lease agreement	<u>Cons</u>	<ul style="list-style-type: none"> The space is locked in for single use The space can not be utilized for other user groups nor District programs or uses.
		<u>Implications</u>	<ul style="list-style-type: none"> Legislative requirements are met for a three-year lease. WCRS is able to secure the use of the Hub for three years. The District of Ucluelet would collect lease funds from WCRS, for year one \$24,390.60, year two \$24,878.40, and year three \$25,276.04 for a total 3-year lease of 74,645.04 including 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. A notice of property disposition would not be required.
		<u>Cons</u>	<ul style="list-style-type: none"> The WCCRC 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 \$74,645.04 from WCRS
		<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



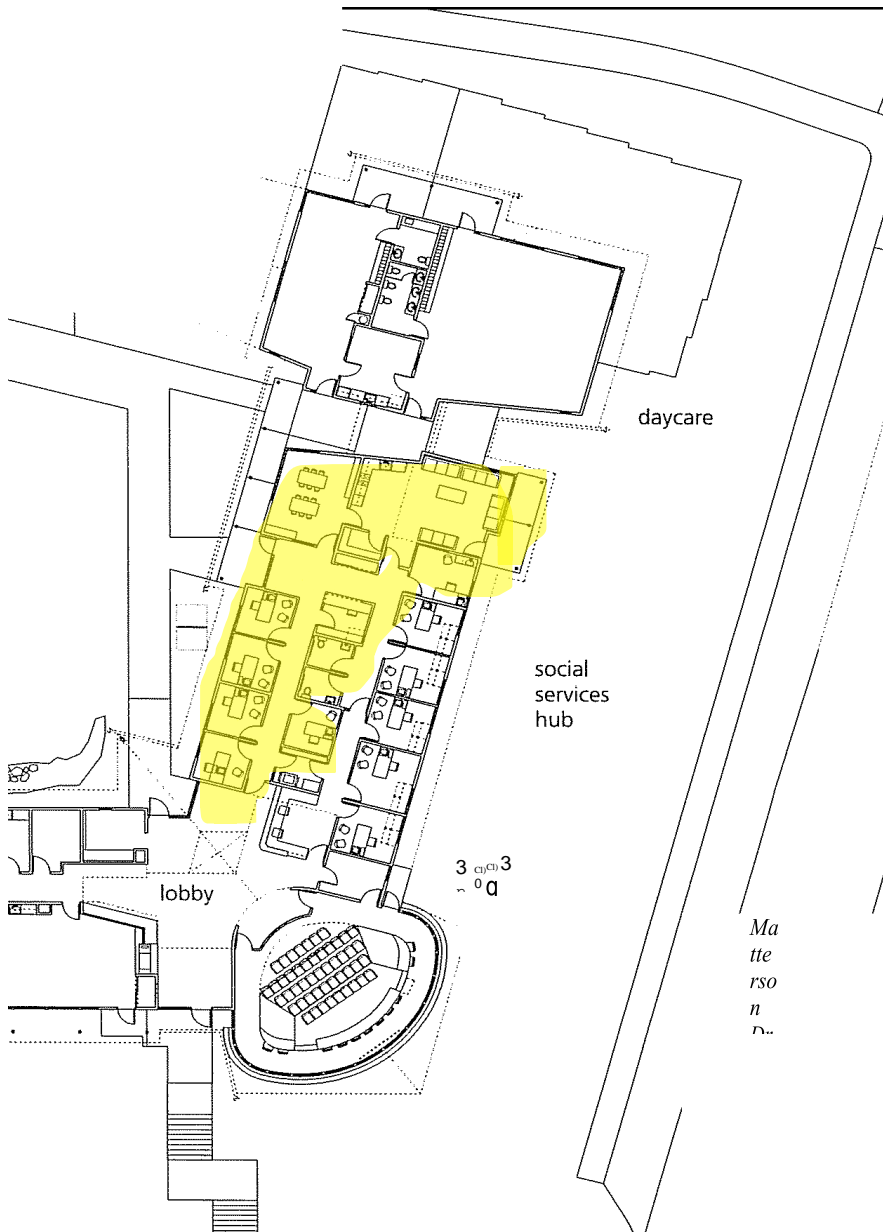
DISPOSITION OF LAND

Office & Room 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 **Westcoast Community Resource Society** 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, Ucluelet, BC. for a term of three years from April 1, 2023 – March 31, 2026 for the purpose of family & children services in an amount of \$74,645.04 inclusive of tax and utilities.

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

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





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.	<u>Pros</u>	<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.
		<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>	<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.	<u>Pros</u>	<ul style="list-style-type: none"> Same as option A above. Would allow time frame to match Council's expectation.
		<u>Cons</u>	<ul style="list-style-type: none"> Same as option A Above.
		<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 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.	<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.

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

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



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, [REDACTED], 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).

OWNER

by its authorized signatory

Permittee's Signature

ISSUED the _____ day of _____, 2023.

Bruce Greig - Manager of Community Planning



REPORT TO COUNCIL

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

FROM:	DUANE LAWRENCE, CAO	FILE NO: 0510-20 PRHDC
SUBJECT:	PACIFIC RIM HOUSING DEVELOPMENT COOPERATIVE	REPORT NO: 23- 24
ATTACHMENT(S):	APPENDIX A - PRHDC Business Plan	

RECOMMENDATION(S):

THAT Council direct staff to advise the Pacific Rim Housing Development Cooperative that the District of Ucluelet is not in a position to support the proposed project.

BACKGROUND:

In May of 2022 staff met with representatives of the [Pacific Rim Home Development Cooperative](#) (PRHDC) and discussed their proposal including the business plan dated December 3, 2021, which was presented to Council at its March 29, 2022, regular meeting. In the meeting and in a subsequent follow-up email staff expressed to the representatives of the cooperative that their current proposal did not present a complete business case projecting either capital or operating costs. Staff had and continue to have concerns with the proposed project, specifically that:

1. It continues to be unclear if under the proposed cooperative model, the District would be in violation of the [Community Charter S. 25](#) prohibiting assistance to businesses.
2. The business plan continues to maintain the following assumptions of financial assistance from the District:
 - Funding and staff support to develop their business case;
 - free use of publicly-owned land;
 - free land servicing costs (water, sewer, drainage, access, hydro, data, etc.);
 - exemption from property taxes; and,
 - an unknown capital investment.
3. Of the three potential sites listed in the business plan, two are dedicated municipal park land and the third is an un-serviced parcel that would require significant engineering to provide access and utilities;
4. The business plan also noted that a capital grant of approximately \$10 million dollars would be necessary to make the project viable (to cover construction costs), on top of the concessions and contributions sought from the municipality.

5. The primary investors are businesses with a financial commitment of \$500.

At the January 24, 2023 regular meeting, the PRHDC provided a further update on their project advising Council that they have further updated their society documents and are working with the Green Violin, non-profit land development company, to further advance the initiative. They advised Council that their membership was up to 11 members with 9 memberships from within Ucluelet and 2 memberships from Tofino based businesses. PRHDC made a request that Council to consider striking a select committee of Council composed of a PRHDC representative, a representative from the Green Violin Development company, Council and Staff, with the mandate of:

- investigating the development of land bank opportunities which PRHDC would be able to access for their project;
- identify available lands for non-market housing developments;
- creating a construction budget for the PRHDC project; and
- make a recommendation to Council to pursue the PRHDC employee housing cooperative project.

ANALYSIS OF OPTIONS:

Although Council has the option of establishing a select committee to investigate and further the development of housing initiatives it is unusual for an organization to request Council to establish a committee on their behalf to further their initiative. If a select committee of Council were to be established the committee should be focused on initiatives identified by Council within their strategic plan and that address key initiatives or objectives under a terms of reference developed and supported by Council.

Staff have further reviewed available documentation provided by the PRHDC and continue to have concerns regarding the limited nature of the cooperative centred on business memberships. Staff also continue to have significant concerns regarding the viability of the project without substantial financial investments from participating businesses which has not be demonstrated within the existing project plan. In its current form the provided business model does not appear to be supportable without the District contributing the vast majority of the required resources in land, tax relief, and direct capital funding.

The cooperative should be applauded for its efforts and explorations aimed at finding a creative solutions to the employee housing changes businesses face in Ucluelet. However, at this point staff cannot recommend that the proposal is supportable and aligns with the need for permanent long-term housing solutions that are not linked to a specific employer or employment opportunities.

A	Decline to participate in the furtherance of the initiative	<u>Pros</u>	<ul style="list-style-type: none"> Allows PRHDC to move on to alternate development opportunities Confirms Council's position with respect to the project Allows staff to focus on Council-identified affordable housing priorities
		<u>Cons</u>	<ul style="list-style-type: none"> PRHDC may no longer be a viable project
		<u>Implications</u>	<ul style="list-style-type: none"> There are no financial or staffing implications
B	Direct Staff to investigate the formation of an affordable housing select committee	<u>Pros</u>	<ul style="list-style-type: none"> Engages stakeholders and Council in developing an action plan for the future development of affordable and attainable housing initiatives.
		<u>Cons</u>	<ul style="list-style-type: none"> May duplicate existing works undertaken by the District
		<u>Implications</u>	<ul style="list-style-type: none"> Forming a select committee as proposed will involve a significant amount of staff time and may result in the deferral of other Council strategic priorities.
		<u>Suggested Motion</u>	THAT Council direct staff to investigate the development of a select committee of Council and associated terms of reference in order to further the Districts affordable housing strategy.
C	Take no action at this time.	<u>Pros</u>	<ul style="list-style-type: none"> May indicate to the PRHDC that Council will consider future requests but indicates that a select committee or investment in District resources will not be provided at this time Allows PRHDC opportunities to modify their project plan and make further requests of Council for funding support
		<u>Cons</u>	<ul style="list-style-type: none"> Provides unclear direction to PRHDC as to the supportability of their project.
		<u>Implications</u>	<ul style="list-style-type: none"> Additional staff time will likely be utilized to provide guidance to the PRHDC. There are no financial implications with taking no action.
		<u>Suggested Motion</u>	No motion is required if no action is being undertaken.

NEXT STEPS

- Advise the PRHDC of Council decision.

Respectfully submitted: Duane Lawrence, CAO

Appendix A



**Business plan for
Pac Rim Home Development Cooperative**

December 3, 2021

To: Board of Directors
c/o Randy Oliwa
[REDACTED]

Pac Rim Home Development Cooperative
PO Box 712
Ucluelet, BC V0R-3A0

From: Kristine Simpson, CPA, CA
Partner, Assurance Services
ksimpson@bdo.ca

BDO Canada LLP
1100-1055 West Georgia Street
Vancouver, BC V6E 3P3



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EXECUTIVE SUMMARY

Co-operatives First is engaged in a capacity building project with the Pac Rim Home Development Cooperative (the "Co-op" or "PRHDC") in Ucluelet, BC. BDO was asked to assist in developing a business plan for the Co-op. Collectively, the foregoing is referred to as the "Project".

Lack of affordable housing is a persistent problem in Ucluelet. Contributing factors include the purchasing of homes for vacation properties both for owners themselves and for rentals. Business owners have found that they are not able to find and retain staff because of the lack of adequate and affordable housing that is available year-round. As a result, a group of business owners decided to address this problem by forming a co-operative that they could invest in to build a housing development that would meet their needs and as such, PRHDC was incorporated in September 2020.

Co-operatives First engaged BDO as a consultant to work with the Board of PRHDC to develop a business plan that provides recommendations on the feasibility of the Project considering the market, technical aspects, and financial feasibility. The key areas of analysis are:

Overall business plan:

- Sales and marketing considerations – based on demands in the marketplace.
- Operating plan – specifically internal staffing vs. contracted management.
- Human resources – this will be integrated with the operating plan.
- Action plan – identify key steps or barriers for success.

Financial projections*:

- Focus on the critical assumptions that will drive financial viability of the Project.
- Perform sensitivity analysis on the critical areas to show impact.
- Indicate the factors that are interdependent and significant to the model.
- Derive a life-cycle financial model (from the capital and operating budget).

**The financial projections, which include the construction cost estimates, were collected by PRHDC in August 2021. The readers of this business plan should be cautioned as the price for raw materials and lumber have rapidly changed since the estimates were provided. Accordingly, the conclusions and assumptions expressed in this report may be different if the financial projections and related construction cost estimates were revisited.*

Overall recommendations:

- Community input and interest.
- Political climate – municipal, provincial, federal.
- Appetite of other specific stakeholders (BC Housing, Chamber network, etc.)



BACKGROUND

BUSINESS OVERVIEW

The Pacific Rim Employee Housing Project was originally planned as a 40-unit housing development for local employers seeking affordable housing for their employees. The Project is expected to be self sustaining, but not profit focused and is currently structured under a co-operative ownership model for ownership and administration.

The mission:

To support economic growth in our West Coast communities by providing secure, environmentally conscious, non-market employee housing so we can foster the well-being of a stable, year-round resident workforce.

A key unique aspect is that the business owners will be providing the upfront membership investment and providing security for the monthly rental revenue. This spreads the risk regarding vacancy and/or rental income to the members (member businesses) to manage. The business owners will be committing to annual payments to the PRHDC, which are in fact wholly or in part employee compensation costs. This can be imagined like providing healthcare or pension benefits – the employer provides compensation as a recruitment and retention strategy.

As the upfront membership is structured like a loan, the funds will earn a small amount of interest representing the basic cost of capital. The membership will not act like an equity investment, as the Co-op will not be providing benefits (return on investment) to the members over time, or upon exit. The model will be focused on managing property rentals on a cost recovery basis. Individual business owners will need to perform their own needs assessment to estimate the annual and/or lifetime cost, considering:

- Number of units required.
- Amount of vacancy.
- Expected recoveries from employees, if any.
- Administrative management.

The net cash impact to a business owner is within their individual control, as part of their employee compensation strategy. The funds are negotiated and recovered by the business owner from their employees or other short-term rentals, if permitted. This will offset minimum contributions guaranteed to PRHDC. The businesses will have separate agreements with their employees, which is contingent on remaining employed and the rental rate will be negotiated directly between employer and employee. Simply put, the cooperative manages the property and the business will manage their employee's entire rental cycle.



The key factors influencing why this is an attractive business model are as follows:

- Given the housing demand in BC, private developers are focused on projects with the highest return on investment, therefore smaller communities will not be the highest priority. In smaller communities, the cost of construction is higher (transport to community, environmental considerations), risk of vacancies is higher, and the upside potential for market rents is softer. None of these factors are material on their own, but in combination reduce the attractiveness in comparison to other jurisdictions. By operating under a non-profit model, there is less pressure on rental revenue to cover costs and provide a financial return on investment.
- All real estate investment models are driven by the rental revenue opportunity. In a traditional model the investor maintains all the risk related to vacancies and the rental prices. This model places more of the risk on the member or business owner, through the employee compensation model. Therefore, the property owner (PRHDC) is not bearing all the risk.
- Any real estate investment is a long-term financial model in which the initial few years bear significant cash outflows. This proposed model may provide the flexibility to obtain more attractive financing through government programs that essentially provide non-repayable grants and/or low rate financing that will reduce the overall cost to the Project and reduce risk to the members. Such grants could provide the required upfront capital to bridge the initial planning and development phase that is the riskiest and least attractive to traditional real estate investors.
- Local municipalities recognize the challenges of the housing crisis, but no one party has a clear mandate to manage the solution. Municipalities will see the long-term benefits of increased housing supply, but they do not have the available cash, expertise, capacity and/or experience to tackle the challenge. Typically, a municipality will rely on the private sector to provide the capital and expertise, but as discussed above, the demand exceeds the capacity in the market, so the returns in a smaller community are not attractive enough for private sector investors. Similarly, given the four-year election cycles, investments such as housing do not demonstrate benefits quickly enough to become a top priority for elected councils.





MARKET OVERVIEW - DEMAND FOR SUPPLY

BC is facing one of the most significant housing predicaments. We will not endeavor to repeat the supporting facts and research in this report but purely accept some key metrics as evidence including:

- Purchase prices for homes are so high that people cannot afford to purchase and must consider rental over purchasing.
- Rental vacancies.
- Rental prices – more than 30% of income spent on rent.
- High demand provides landlords with significant power such as rejecting tenants with children or pets.

Ucluelet is one of 14 resort municipalities within BC. Resort municipality designations receive separate funding that is intended to support small, tourism-based municipalities to build and to provide diversity to its tourism infrastructure, deliver exceptional visitor experiences, and incorporate sustainable tourism practices and products. The funding encourages visitation, visitor activity, and projects that create jobs and build a strong economy in tourism-oriented communities. Unfortunately, the infrastructure to attract and retain qualified employees to serve this demand has not been addressed in the funding to date.

Ucluelet is considered a small and remote community with some characteristics that are like other communities that are experiencing comparable challenges. These smaller communities are more susceptible to the resurgence of resource industries that are driving increased need for employee housing. By definition, a remote community will be more attractive for people wanting to live in lower density communities with ample recreation. The recreation is closely tied to the assets that drive the tourist industry.

The COVID-19 pandemic has put further pressure on remote communities, as businesses have accepted the reality of employing remote work forces. Employees who previously felt restricted to living in, or close to large business centres are now putting additional pressure on smaller communities, as they re-locate from city centres. Alternatively, the crisis has reduced the pressure from international tourism, but this should be a temporary reprieve that will return and put added pressure to the current crisis.

Specifically, a tourism focused town faces the further challenges of peak months, where the demand from tourists will drive rental prices that are not sustainable for a permanent homeowner. As such, landlords may cater to the tourist demand, leaving no capacity for the permanent residents (employees) who have not secured long-term rentals or leases.



MARKET OVERVIEW - INVESTOR & PARTNER ATTRACTION

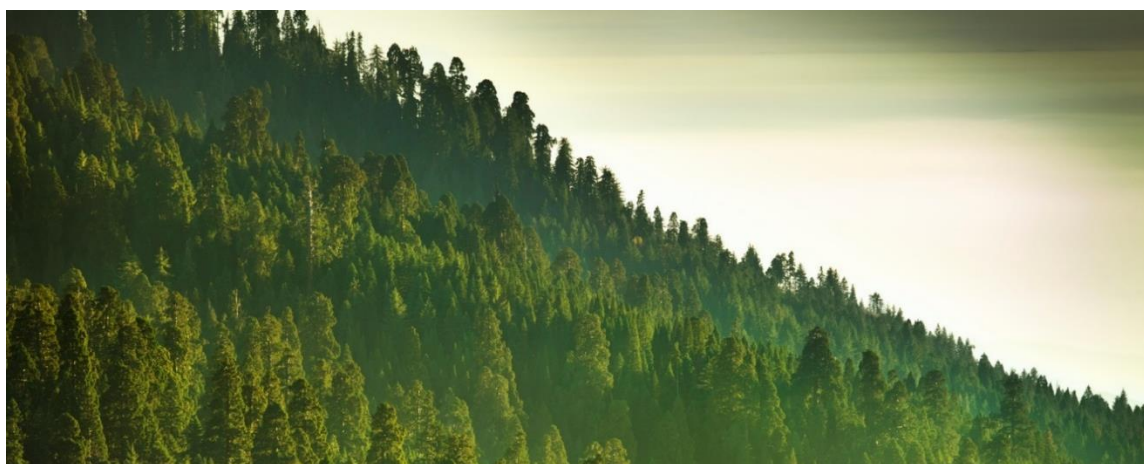
This venture is modeled under the co-operative model, which is considered the most appropriate, as it aligns to the underlying problem and those directly impacted. We considered those who are negatively impacted by the local housing shortage and their capacity to participate in the solution.

Business Owners

- Have already made significant investments in the community with their business, homes, and providing employment to the residents.
- We expect the business owners can provide support in the following ways:
 - Upfront membership to show support.
 - Refundable membership to secure housing capacity that meets their needs.
 - Rental revenue commitment for their specific units.

Ucluelet Chamber of Commerce

- The Chamber of Commerce is a co-operative of businesses who is focused on facilitating the success of the local business community; therefore, this project is aligned with their vision.
- The success of the Chamber is dependant on local business success, so a win-win venture.
- The Chamber could provide support in various ways including:
 - A marketing partner for local business owners to attract employees and tourists to the community.
 - A business partner - as demonstrated in Whistler, the Chamber has become the facilitator of all tourism training for employees to drive customer service standards.
 - A central advocacy point for government stakeholders.
- A survey was performed through the Ucluelet Chamber of Commerce, which garnered 44 responses, primarily from tourism-based businesses, who primarily operate year-round. Many of the businesses are already in the practice of securing housing for employees. While 84% of respondents confirmed that housing is a barrier to expanding their business.
 - Link to the survey:
<https://docs.google.com/forms/d/1ID30Y4Zff7IVfsMzEIp8cMsabfhPYms2PBwaKcANCyY/viewanalytics>





Municipality (residents)

- Resort Municipalities are unique and have in many cases implemented additional forms of taxation that effectively collect taxes from visitors (tourists) to invest back into the community. The District of Ucluelet (“the District”) has created an Affordable Housing Reserve Fund and has agreed to transfer a portion of the Municipal and Regional District Tax (MRDT) collected to this reserve fund. The Council decision signalled more attention to the housing shortage as a method to support tourism, where traditionally the funding was spent by Tourism Ucluelet on branding and marketing. PRHDC has requested a \$50,000 grant from the Affordable Housing Reserve to perform the necessary due diligence on a building site.
- The residents have chosen to live in this community. The District, on behalf of residents, is committed to the long-term development and success of the community. The key to success is a stable taxation base that is driven by both residents and businesses.
- As noted, the direct investment in housing is outside the traditional mandate and capacity of a municipality. This does not preclude the District from making contributions to success in other ways, including:
 - Donating land for the Project, or other concessions such as:
 - Low rate or nominal land lease.
 - Property tax concessions.
 - Approval of redevelopment for intended purpose.

Provincial Government of BC

- The Provincial Government has a mandate focused on the overall health and prosperity of the province. The current government has noted housing affordability as a key priority.
- Again, the financial success of the Province relies on financial wherewithal of the residents and businesses who provide the tax revenues.
- Where a municipality is primarily focused on their specific community; the Province can take a wider view and make investments in one local community, which will reduce pressures on the wider population and have reciprocal benefits. For example, an investment in Ucluelet may reduce the housing pressures in neighboring communities, provide support for tourism that makes BC more attractive and provide offshoot benefits to other communities.
- We expect that appropriate investments for the Provincial Government could be provided through:
 - Non-repayable grants to help finance the initial planning and development phases.
 - Low rate financing to reduce the overall financing cost to the Project.
 - Operating subsidies to ensure the property is provided to low income residents which reduces pressures on other taxpayer income assistance programs.



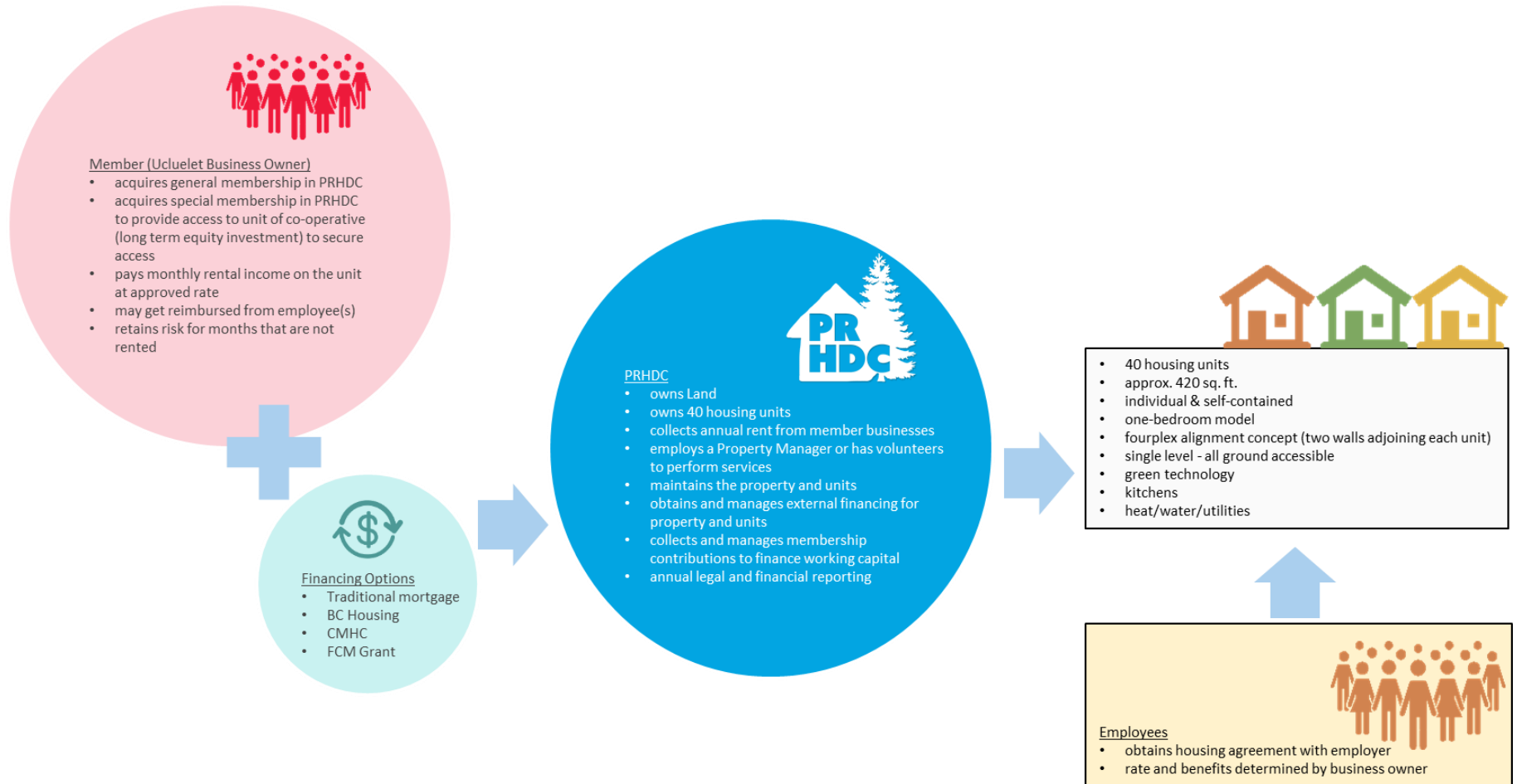
First Nations

- At this point, the Project is not planned for construction on First Nation lands, but any reduction in housing demand, creates positive impacts for all residents.
- Additional housing supply, as a benefit to business owners, helps ensure quality jobs for all community members.
- The PRHDC has met with the Ucluelet First Nations Government and was presented with a formal letter of support for the proposed project as a viable solution for the region's current challenges.





OPERATING MODEL - BASIC OVERVIEW





CAPITAL CONSTRUCTION - BASIC OVERVIEW

Three potential parcels of land have been identified, through consultations with the District. The proposed parcels are sufficiently large, that capacity is not an immediate concern. An initial building and site design were drafted but will not be finalized until the appropriate construction design is clarified and the specific lot is confirmed. It is expected that any servicing to the lots already exists or will be provided by the District without charge to the Co-op.

If the identified property is not serviced, there are several ways that will be considered to collectively service the property. PRHDC would apply for additional capital grants individually and/or cooperatively with the District, First Nations, or private partners.

Within the survey performed, the three lots are identified.

The chosen property is expected to be leased by the District to the Co-op for 60 years at a nominal price i.e. \$1 per year.

The physical plan is for 40 units in pods or fourplex type arrangements, so all will be ground floor accessible. Given the size of the property, there is expected room to expand this capacity in the future if the demand continues to grow.

The final construction design is being reviewed with a focus on:

- Cost effective initial construction – both upfront cost and construction time.
- Energy efficiency to ensure operating costs are managed.
- Green technology to reduce operating costs and ensure specific government grants are accessible.
- Quality and life span of construction to address:
 - Longer time to repay the capital costs of buildings and related site costs.
 - Reduced maintenance costs to reduce financial variability.
 - High wear and tear of temporary housing.

Basic concept includes:

- 420 square foot.
- Individual self-contained living.
- One-bedroom model with bathroom, living room, kitchen.

The Co-op has obtained three quotes for the capital construction ranging from approximately \$120,000 to \$200,000 per unit, depending on various factors. These are prices for units constructed, delivered, blocked, and leveled. This includes appliances, furniture, decks, stairs, gutters.

In addition, the Co-op needs to incur costs for foundations, site works, hydro, sewer, and water connections from the road to the units, roads and driveways, design, project management. The rough estimate for this is approximately \$1.5 million.



ADMINISTRATION AND FINANCIAL RECORD KEEPING

The Co-op will have to develop the following documents:

- Set of policies and procedures.
- Business plan to align financial investments against desired results.
- Financial controls for the property manager spending limits, board review and approval of budgets against defined spending.
- Accounts payable policy includes thresholds and division of control.
- Financial record keeping and creation of financial statements that are in alignment with generally accepted standards for stakeholders, and accounting practices must be consistently applied year to year.
- Bookkeeping and internal and external accounting without manual adjustments.
- Procurement policy and practices for goods, services, contracts, or other can be tracked through business plan, budget, and progress and completion.
- Monthly accounts payable, accounts receivable schedules, and maintenance projects metrics available for the Board.
- Governance dashboard to evaluate and present key metrics (i.e. budget vs. actuals, cash flows, etc.).
- Organizations must include the ability to monitor financial performance in a timely manner to enable effective decision making. Tools such as income statement with budget comparisons, cash-flow reports, targets, bank reconciliation, etc.

Property Management

Property management is expected to encompass the typical role of a property manager such as tenant support, rental unit maintenance and overall property maintenance. But this role may be more complex and expanded to manage the relationships with the members (business owners), including clarifying the number of units the business needs, liaison between the business, property, and employees.

For further clarity, there are administrative needs for the Co-op. These needs may be filled internally by a property manager or contracted out to external resources. The key areas will include:

- Minor legal services – annual filings.
- Monthly bookkeeping – volume will be dependant on model of collecting revenue from members and/or whether the Co-op will manage collections from employees.
- Annual assurance services – audit or review of the financial statements for the member.
- Annual tax filing.

The property management has not been confirmed at this time, no budget has been estimated.



FINANCIAL PROJECTIONS

An overall financial model has been developed, that focuses on recovering the capital and operating costs over the estimated useful life of the units. The recovery of costs, presumes a rental rate that is required to manage the estimated deficit. As such, at the end of the initial useful life, the Co-op would have a fully owned building at its residual value. In summary, the members, their employees, and government supporters would have fully financed the units over the useful life.

The initial model has several critical assumptions, which will impact the success of the venture, as follows:

Expected Lifespan

The most significant assumption is how long the buildings will last, to recover the cost of investment, prior to any significant capital repairs or a reinvestment required. This assumption is difficult to pin down with certainty if new technologies are used that do not have proven track record. Initial thoughts were a “tiny home” technology, which is relatively new and therefore does not have credible historical data to support the assumption. This has now been replaced with the proposed model of “modular construction” with adjoining walls.

The lifespan data we have is heavily influenced by how the home is used and the underlying supporting construction, we will presume:

- Concrete foundation and no intention to move the structure.
- Primarily working individuals, so the wear and tear will be reduced i.e. the renters are not in the home all hours of the day.
- Primary tenants will be single individuals, therefore less wear and tear than families.

The model assumes the building will last a minimum of 50 years. This assumption was provided to all proponents who provided a cost estimate.

Capital Budget

Based on the bids provided to the Co-op, we have estimated a capital budget of \$10.0M (\$200,000 per unit plus \$1.5M for site preparation costs and \$500,000 for other various costs).

The land lease is expected to be \$1 per year, via a contribution from the District.



Market Rental Rates

The market rental rate influences this business model in a unique way. Typically, in a for-profit project, the rent is driven by the supply and demand in the market and potential vacancies. Under this model the Co-op members have contributed their equity (\$500) per unit. This secures their unit, but also requires the monthly contribution of rent. If the member does not fully utilize the space (no employees, transition gaps, etc.) the rental income is still owing. As such, the vacancy loss is NIL once the member acquires the unit.

Our understanding of the market in Ucluelet, is one of low or no available supply, which is driving this project. When units do become available, the market rents have been witnessed to be between \$1,200 and \$1,400 per month. These rents are expected to continue to increase as inflation will continue to increase as the contributing inflation factor continues to escalate. With combined inflation, high demand, low housing supply and only market housing developments being constructed, the costs of rental or home ownership are out of reach for many community residents.

In initial discussions there was a goal of \$800 per month or less as a subsidized cost to employees. To be clear, this is the rent contributed by the business member to the Co-op. There is no limit or requirement that the member charge the same amount to their employee, this can be a separate negotiation, which is tied to their employment contract. There is the possibility of the member charging a rate between the minimum and the current market to compensate for potential vacancies or recover the equity contribution. Alternatively, the member may provide the rent at an even lower rate, as an additional form on employee incentive. This will be an individual member choice.

From a business model perspective, the Co-op is focused on membership revenues that cover the initial investment, any required capital outlays throughout the life of the property and its ongoing repairs and maintenance items. Additionally, the Co-op will fund a contingency reserve to cover any unforeseen costs should they arise. PRHDC can consider replacements costs for the property at the end of its useful life and any net salvage value if the lease can be renewed.

This project targets fully forgivable capital grants. Without receiving capital grants in the amounts of \$5M to \$6M or significant donations this project will not move forward. At this point the base case model requires approximately \$1,640 monthly membership rental contribution per unit, to break even. The Co-op will be pursuing potential grants to reduce the overall capital cost to try and get the rental revenue down to the intended goal of \$800 per month.

It is important to recall, that the Co-op is a taxable entity, so it will be liable for taxes on profits not redistributed to members. The vision is a cost recovery model over the life span. Therefore, the membership rental rates must be set to maintain alignment with the Co-op mandate to provide low cost, affordable housing as compared to market rental rates. It is important to note that BC Housing and CMHC typically dictate their understanding of what is deemed affordable housing rates in a community. The allowable annual increases may also be limited by the Residential Tenancy Board. It is therefore crucial to set an appropriate rental rate at the outset of the operations of the property because once it is implemented it may be difficult to amend.



Operating Revenues and Expenses

The operating revenues and expenses are not deemed the highest priority in the model. In many cases a significant portion of the costs can be borne by the Co-op or charged directly to the members or renters, there is flexibility to the operations model. Specifically, we will comment on the following:

The initial draft model presumes laundry revenue of \$24,000 annually, which grows with inflation. We have not included this in our “base case” as we are not confident that the associated capital is yet incorporated into the physical or capital expenditures. Such revenues that may be derived from laundry can offset capital and operating costs associated, therefore assumed no net revenues at this time.

Similarly, other items could be revenue opportunities, depending on the rental model and how other utilities are incorporated.

Specifically, in relation to utilities, we will need to confirm first the operating model and associated cost for each item. Secondly, whether the costs are included in rents or collected separately from tenants:

- The model incorporates water and sewer at \$12,000 per annum (\$360,000 over the lifespan). Depending on how these services are metered to the property and/or to each unit, the majority of this may be charged directly to the tenants. There is some portion that may be required for common area costs, such as laundry facilities. The costs may also be included in property taxes charged by the District.
- At this time there is no budget for cablevision and/or internet, as it is assumed that each tenant will acquire separately directly from the provider to minimize risk to the Co-op.

The most material operating expense is related to an administrative staff person at \$48,000 per annum. The Co-op has stated it will employ a part-time administrative assistant (“AA”) who will report to the Board of Directors. The AA will be responsible for the day-to-day management for the Co-op including keeping an up-to-date data base, arranging for collection of rents, and arranging for extraordinary maintenance.

Potential cost savings are currently being investigated, which could include partnering with a housing provider that is already operating in the community. There are numerous housing providers in the region already managing properties and the PRHDC has reached out to begin initial discussions. Another option would be a service agreement with the Ucluelet Chamber of Commerce, who has been providing workforce or employee housing options for several years.

The survey notes, that the Co-op may have a number of resident caretakers. These are member business owners, or member employees that are residing in the Co-op and perform the daily caretaking of the property. Caretakers will be responsible for addressing the service and safety requirements of the Co-op and will report extraordinary service requirements to the AA. At this time there is no cost budgeted as it is expected to be volunteer run, but the Co-op may deem it preferred to have a dedicated staff person at least on a part time basis.



Property taxes were estimated at approximately \$40,000 per annum. This is based on an overall capital cost of \$10M, presuming the land is exempt. The 2020 property tax rate for residential properties is \$4.0631 per \$1,000 = \$37,000 per year. The model has not been updated for the immaterial change of \$37,000 for property taxes. Subsequently, we noted the estimated property tax rate for fiscal 2021 was posted as 3.817 per \$1,000, but the budget figure has not been adjusted. PRHDC will attempt to reduce the property tax burden in two ways. Firstly, ensuring the land is zoned for the most preferential rates, which in the District of Ucluelet is the supportive housing category. The supportive housing and residential rates were consistent for the 2021 rates. Further PRHDC will apply to the District for a permissive tax exemption on the property to try and reduce property taxes to NIL.

The Co-op members may request an annual audit or other assurance engagement. In addition, some costs may be required for assistance with income tax filings. This is not currently budgeted. The cost could be estimated at \$8,000 to \$10,000 per annum.

Income Taxes

Under the co-operative model legislation in BC, “any surpluses that are generated may be used to establish reserves, to develop the association, to provide or improve services to members, to pay dividends and for distribution to members in proportion to patronage. The surpluses may also be used for community welfare or the propagation of cooperative enterprise.”

It needs to be highlighted that the co-operative model, is a taxable entity, but typically enjoys a tax advantage, as profits are only taxed to the extent they are not distributed to its members. Therefore, any profits distributed to members are not taxed, and reduce the overall operating cost of PRHDC. It is important to note, that the Co-op intends to operate like a non-profit, therefore it does not plan to make any distributions to members. Therefore, any unplanned surpluses generated, will be taxed at the current rates. The net after tax dollars will be retained to reduce operating costs, fund future maintenance, pay down debt, and ultimately continue to maintain rents “below market”.

The current model assumes an 11% tax rate (combined federal and BC rate for a small business) on the estimated gross surplus. The estimated taxes over the life are approximately \$3.87M over the life of the model. This amount represents the operating surpluses generated that will be repaying the capital financing of the Project, resulting in a net cash neutral position. PRHDC will not be distributing any profits to members.

Special Note: The membership fee of \$500 may be indexed at the cost of inflation and averaged over the lifetime that the member retains the equity share. Example: Member buys 1 equity share and holds it for 5 years. If after 5 years inflation averages 2% (\$500 x 2% over 5 years = \$50), then upon exiting the Co-op the outgoing equity member would receive \$550 and the new member would purchase the equity share at \$500. The argument here is that the increase is relative to the cost of membership 5 years prior and its value is relative, thus not a profit. Alternatively, we can remove the 2% from the articles.



Other Significant Hurdles to Manage

As noted in the documentation provided, there are a few items that need to be confirmed to ensure success of the Project:

It is expected that the Project will be serviced by the District of Ucluelet for water supply. If the land is not serviced, or additional supply is needed, negotiations would need to be facilitated with the District.

Capital Financing Requirement and Cost of Capital

The initial capital requirements are estimated to be \$10M, primarily made up of the construction costs (hard and soft). The base model presumes that the Co-op will obtain market financing at 3% per annum, amortized over 50 years (consistent with the estimated lifespan). These are reasonably conservative market assumptions for financing and repayment.

There are potential upsides that could be incorporated, if successfully negotiated. The Co-op has engaged in discussions with BC Housing around potential support for the Project. BC Housing is a crown corporation under the Housing Ministry. The Housing Ministry is responsible for providing British Columbians access to more affordable, safe, and appropriate housing through policy and programs, technical codes and standards, and services for landlords and tenants. In many cases, this is focused on “social housing”, but there is increased attention to the fact, that all types of housing supply are needed to drive a healthy economy. BC Housing works in partnership with the private and non-profit sectors, provincial health authorities and ministries, other levels of government and community groups to develop a range of housing options. BC Housing has several programs focused on increasing the supply of affordable rental housing in BC. This support could be seen in the form of:

- Capital grants in the form of forgivable mortgages.
- Low rate financing.
- Operating subsidies.

The Co-op has approached BC Housing to obtain support for the Project. The discussions were with John McEown, Senior Development Manager at BC Housing.

Currently, BC Housing has the Community Partnership Initiative Program, which is described as follows:

- Since 2001, BC Housing has partnered with non-profit societies, government agencies and community organizations through the Community Partnership Initiative (CPI) to facilitate the creation of affordable housing for low- and moderate-income households in communities across British Columbia. Through CPI, BC Housing provides interim construction financing and/or arranges long-term financing through private lenders for eligible project partners to create self-sustaining affordable housing developments. To be considered self-sustaining, affordable housing models must not require any grants or ongoing operating subsidies from BC Housing.



- The most significant barrier, based on the initial understanding of the program, is the focus on non-profit societies. The PRHDC is a non-market housing development co-operative model, that has been formed by Pacific Rim, intended to be cost recovery and not generate any profit. We have assurances from the Federation of Canadian Municipalities (FCM) and CMHC that our co-operative model meets their not-for-profit requirements.
- A clear action plan of the Co-op will be to engage with BC Housing to explore the opportunity to obtain financing assistance, which will in effect improve the financial viability of the Project. Specifically, this could reduce the cost of capital. Which in turn could cause increase annual surplus on the Project, which is contrary to the non-profit intent. BC Housing may require a further plan to provide further clarity on how any potential profits will be used in the future and upon ultimate dissolution of the Co-op. This may include:
 - Building “carriage homes” for tenant rental.
 - Building amenities like covered parking, storage lockers, laundromat, solar charging stations and landscaping.
- We recommend that the Co-op develop a policy and strategy on how it will be reinvesting any accumulated profits from the operations, including the minimum needs and the priorities considering the following:
 - Routine maintenance reserves.
 - Larger capital replacement reserves.
 - Other contingencies.
 - Investment in other non-profit housing capacity, such as senior housing.
 - Potential investment in other non-profit projects.

There is a significant advantage of working with BC Housing to secure the capital financing. As a crown corporation focused on increasing the housing supply, their values and incentives are aligned with the Co-op. Specifically, BC Housing’s lending approach may be more conducive to a unique structure, that does not have the commercial returns that are typically seen in the for-profit sector. In reverse, pitching this model to a traditional lender may require assurances that the Co-op is unable to provide, such as past track record and/or personal or corporate guarantees.





Initial Funding – Working Capital Financing & Interim Financing

One of the most challenging parts of any long-term project is moving it from “great idea” to shovels in the ground and being patient until operations commence. This proves to be most challenging, as it requires patience, confidence in the result, and significant cash outflows without any cash inflows. All these factors cause angst and uncertainty for members and investors.

In this case, the model makes the following assumptions:

- Unlimited Membership shares can be issued for \$1 each – given unlimited nature; the Co-op can use this as a tool to generate up front working capital from the community – they have a \$1 par value, so this is the amount that would be returned if someone requested a return of investment.
- 40 Investment shares can be issued for \$500 each – the Co-op can also use this tool to generate up front working capital from the community. These have no par value and they appreciate at 2% per year (proxy for inflation); which would be the amount returned when a business exits the Co-op. Total proceeds of \$20,000.

The Co-op is set up with two classes of memberships:

Business member	Resident member
<ul style="list-style-type: none"> • Shall be required to purchase no less than ten 10 membership shares and one investment share. (\$510). • Agree not to redeem their investment shares within five (5) years of purchase, unless approved by the board. • Shall be granted leasing rights over one unit owned by the Co-op for each investment share owned up to a maximum of 4 unless otherwise approved by the Directors. 	<ul style="list-style-type: none"> • Shall be required to purchase no less than 10 membership shares (\$10). • Must reside in a building owned by the Co-op.

Such shares are “investments” in the Co-op, not donations. But given the low dollar figure to make an investment, the community may be able to garner significant support without major effort. These funds can be focused on bridging the interim financing window until the construction is complete and the homes are operational. Given the terms of no redemption for five years, this provides security of financing until the Co-op can replenish the funds.



SUMMARY OF FINDINGS

There has been significant effort made by the volunteer Board of Directors to articulate the need for affordable employee housing to support the business community and overall prosperity in the District of Ucluelet. As a result of the identified gap, the Board has developed a strategy meant to begin to provide a viable plan that can be further expanded, once the concept gains acceptance and further support from the community stakeholders. To validate the strategy, the volunteers have performed market research, capital cost budget and a preliminary forecast to provide the appropriate information to key stakeholders. The Board will be using this work to reengage with stakeholders to secure the necessary grants to advance this to the next phase.

*People helping people achieve their dreams – it is our mission.
It is why we exist as a firm.*



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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.

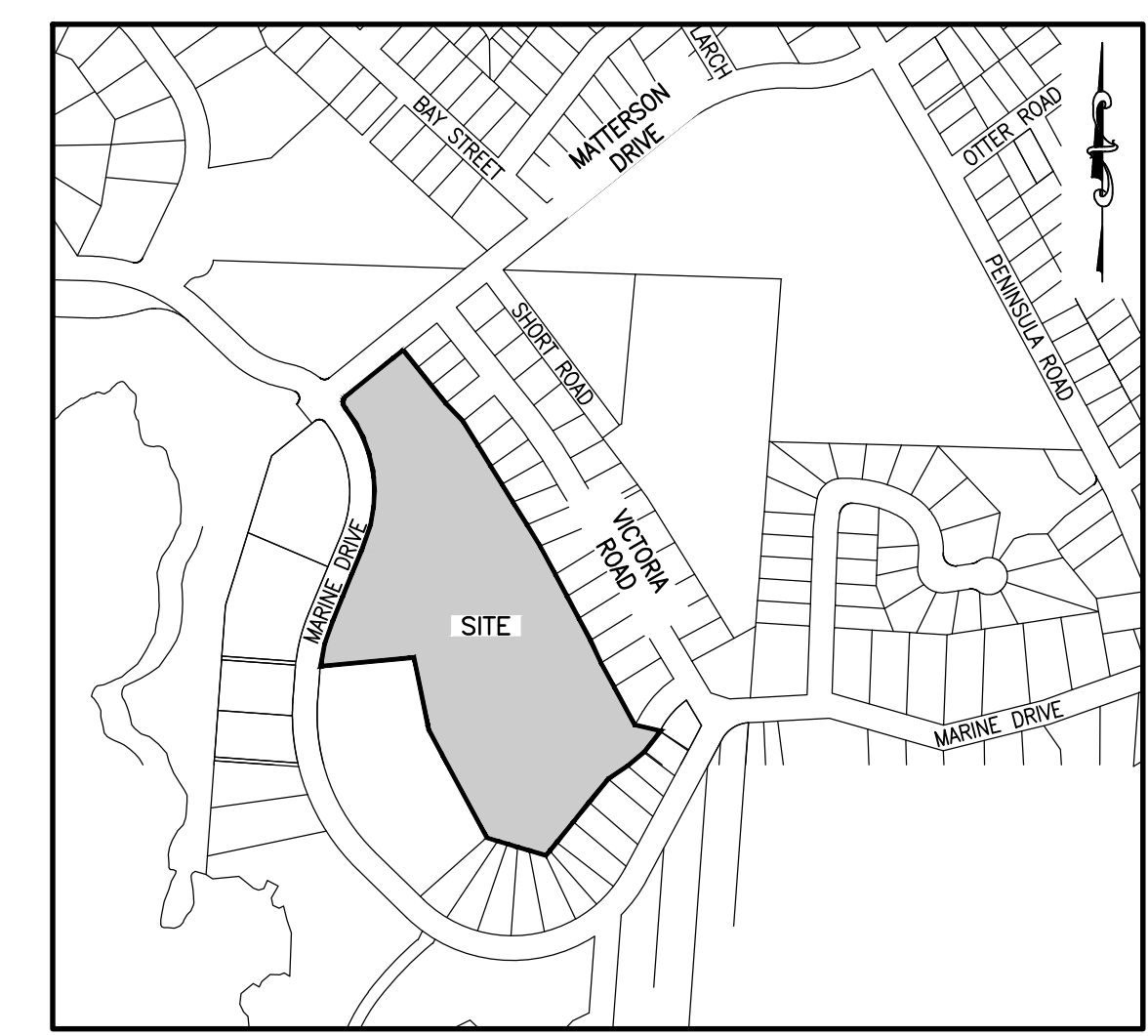
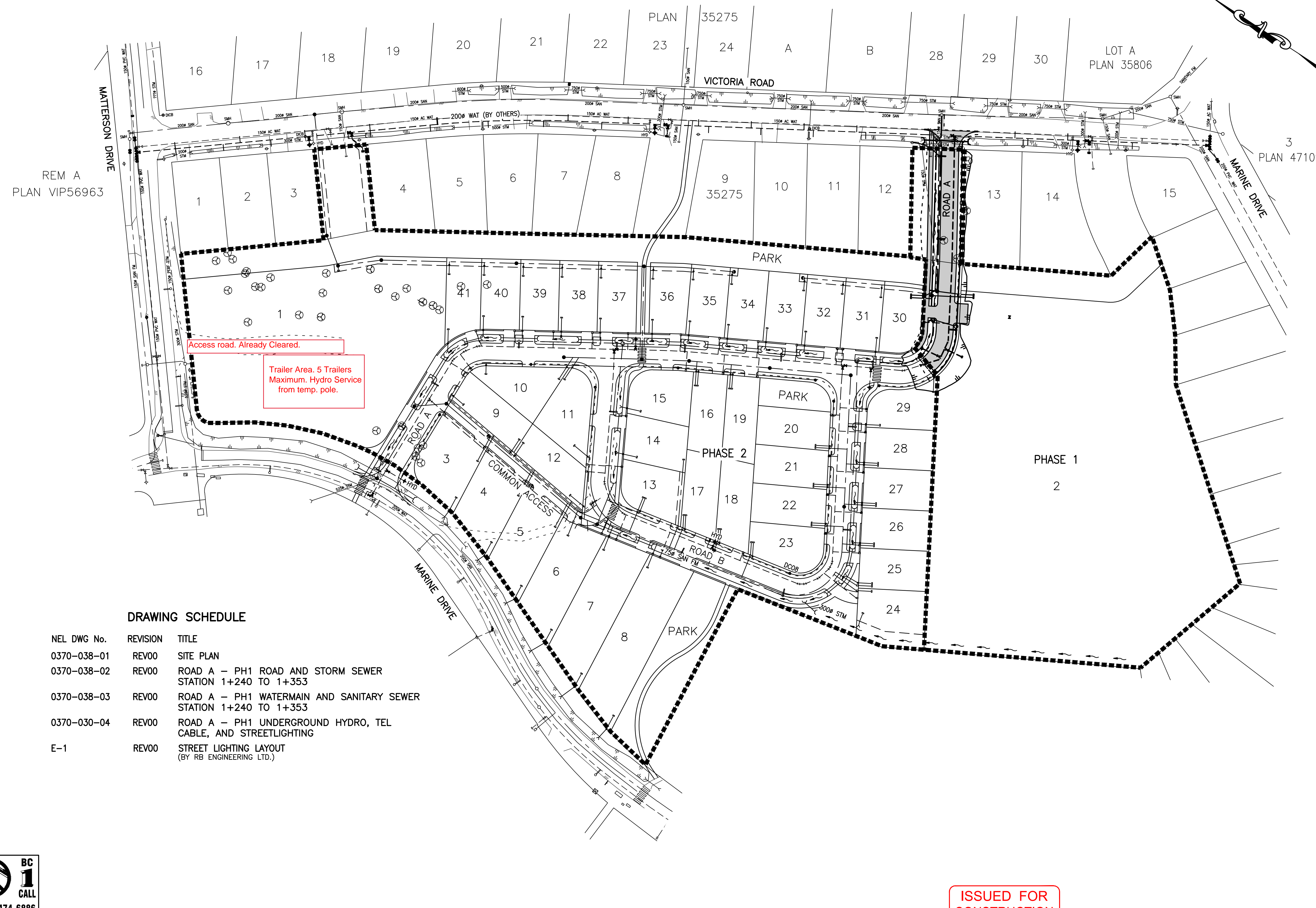
We appreciate your consideration.

Regards,

Kyle Corcoran

Kyle Corcoran, Construction Manager

Milner Group



- NOTES:**
- ALL WORK AND MATERIALS ARE TO BE AS DESCRIBED IN THE LATEST EDITION OF THE MASTER MUNICIPAL CONSTRUCTION DOCUMENT AND STANDARD DRAWING DETAIL DRAWINGS (MCCD) LATEST EDITION
 - THE DISTRICT OF UCLUELET'S CONSTRUCTION DEPARTMENT SHALL BE NOTIFIED 48 HOURS PRIOR TO COMMENCEMENT OF WORK.
 - CONNECTION TO, OR ALTERATION OF EXISTING CITY OWNED UTILITIES WILL BE UNDERTAKEN BY DISTRICT OF UCLUELET FORCES ONLY, UNLESS OTHERWISE AUTHORIZED BY THE DIRECTOR OF PUBLIC WORKS.
 - A "PERMIT TO INSTALL WORKS WITHIN CITY STREETS, LANES, AND CITY PROPERTY AREAS" WILL BE REQUIRED WHERE CONSTRUCTION IS TO BE UNDERTAKEN IN THESE AREAS.
 - CONTRACTOR IS TO COMPLY WITH ALL APPLICABLE MINISTRY OF ENVIRONMENT AND FISHERIES & OCEANS CANADA REQUIREMENTS AT ALL TIMES DURING CONSTRUCTION.
 - LOCATE FIRE HYDRANTS SO THAT STREET SIDE PORT DOES NOT PROTRUDE OVER SIDEWALK.
 - THE LOCATIONS OF EXISTING SERVICES ARE SHOWN APPROXIMATELY AND SHALL BE CONFIRMED IN THE FIELD BY THE CONTRACTOR PRIOR TO THE COMMENCEMENT OF WORK. EXISTING PROPOSED SERVICES MAY REQUIRE ADJUSTMENT WHERE A CONFLICT OCCURS. THE ENGINEER SHALL BE NOTIFIED OF ANY CONFLICT.
 - CONTRACTOR TO CONFIRM THE LOCATION AND INVERT OF EXISTING UTILITIES AT ALL CROSSINGS AND CONNECTION POINTS AND REPORT ANY DISCREPANCIES TO THE ENGINEER PRIOR TO CONSTRUCTION
 - CONTRACTOR TO CONFIRM THAT THE ELEVATION, LOCATION AND GRADIENT OF CURB AND GUTTER MATCH EXISTING PRIOR TO PLACEMENT OF CONCRETE.
 - EXISTING EDGE OF PAVEMENT TO BE SAWCUT STRAIGHT BACK TO THE REQUIRED THICKNESS OF SOUND PAVEMENT TO ENSURE POSITIVE DRAINAGE TO PROPOSED GUTTER, OR AS DIRECTED BY THE DISTRICT OF UCLUELET PUBLIC WORKS INSPECTOR.
 - ALL WORK TO BE EXECUTED IN COMPLIANCE WITH WORKSAFE BC REQUIREMENTS. THE CONTRACTOR IS RESPONSIBLE FOR FAMILIARIZING HIMSELF AND ALL PERSONNEL INVOLVED IN THE PROJECT WITH THE MOST CURRENT VERSION OF THESE REQUIREMENTS AND ENSURING THAT THEY ARE ADHERED TO AT ALL TIMES.
 - TO AVOID IMPACTS AND CONFLICT WITH SECTION 34 OF THE WILDLIFE ACT ALL LAND CLEARING ACTIVITIES SHOULD BE SCHEDULED TO OCCUR DURING THE AUGUST 1 - MARCH 1 PERIOD. ANY LAND CLEARING ACTIVITIES UNDERTAKEN DURING THE MARCH 1 - AUGUST 1 MUST BE PRECEDED BY A BIRD NEST SITE SURVEY. ACTIVE NEST SITES SHOULD BE IDENTIFIED AND FLAGGED SO THE NEST SITES CAN BE LEFT UNDISTURBED UNTIL THE YOUNG BIRDS HAVE FLEDGED AND LEFT THE NEST. SECTION 34(c) OF THE WILDLIFE ACT PROHIBITS THE DISTURBANCE OF A BIRD, EGG, OR NEST WHILE THE NEST IS OCCUPIED.

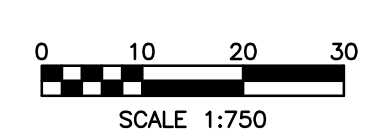
- EROSION and SEDIMENT CONTROL:**
- SEE PROJECT SPECIFIC EROSION AND SEDIMENT CONTROL PLAN FOR DETAILS OF REQUIRED WORKS.
 - EROSION AND SEDIMENT CONTROL FOR THIS PROJECT WILL BE AS OUTLINED IN THE FISHERIES AND OCEANS CANADA AND MINISTRY OF WATER, LANDS AND AIR PROTECTION HANDBOOK ENTITLED "LAND DEVELOPMENT GUIDELINES FOR THE PROTECTION OF AQUATIC HABITAT" MAY 1987 AND "BEST MANAGEMENT PRACTICES FOR URBAN AND RURAL LAND DEVELOPMENT IN BRITISH COLUMBIA, JUNE 2004". IT IS INCUMBENT UPON THE CONTRACTOR TO ACQUIRE THESE GUIDELINES AND FAMILIARIZE HIMSELF WITH THE REQUIREMENTS THEREIN.
 - THE CONSULTANT ASSUMES NO RESPONSIBILITY FOR DAMAGES RESULTING FROM IMPROPER EROSION AND SEDIMENT CONTROL MEASURES UNDERTAKEN BY THE CONTRACTOR.
 - ANY DIRECTION GIVEN BY THE ENGINEER TO THE CONTRACTOR FOR EROSION AND SEDIMENT CONTROL NOT FOLLOWED BY THE CONTRACTOR WILL BE REPORTED TO THE DISTRICT OF UCLUELET
 - IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO ENSURE THAT NO MUD, DIRT, SOIL, SILT OR ANY OTHER SUBSTANCES ARE SPILLED, DROPPED, WASHED OR TRACKED ONTO PUBLIC RIGHTS-OF-WAY, OR AREAS THAT LEAD TO CATCH BASINS CONNECTED TO PUBLIC SYSTEMS. THE CONTRACTOR IS TO CLEAN ANY SUCH MATERIAL IMMEDIATELY. STREETS ARE TO BE SWEEPED WITH A VACUUM STREET SWEEPER AFTER WORK STOPPAGE EACH DAY.
 - PRIOR TO CONSTRUCTION, INSTALL A TEMPORARY GRAVEL CONSTRUCTION ENTRANCE/EXIT TO LIMIT TRACKING OF SITE SOILS ONTO OFF-SITE ROADWAYS. THE WIDTH OF THE PAD SHOULD NOT BE LESS THAN THE FULL WIDTH OF POINT OF INGRESS OR EGRESS AND IN ANY CASE SHOULD NOT BE LESS THAN 6m WIDE WITH A LENGTH OF NOT LESS THAN 20m. GRAVEL PAD SHALL HAVE A MINIMUM THICKNESS OF 200mm OF COARSE GRANULAR MATERIAL. 75mm SHOT ROCK OR FRACTURED DRAIN ROCK UNDERLAIN WITH GEOTEXTILE FABRIC IS RECOMMENDED.
 - SITE ENTRANCE IS TO BE MAINTAINED AT ALL TIMES DURING CONSTRUCTION. MAINTENANCE MAY INCLUDE THE PLACEMENT OF ADDITIONAL TOP DRESSING MATERIAL AS CONDITIONS DEMAND. A WHEEL WASH SHOULD BE INSTALLED IF REQUIRED. THE TEMPORARY SITE ACCESS PAD MAY BE REMOVED DURING PREPARATION FOR PAVING.
 - PRIOR TO CONSTRUCTION, AREAS OF NO DISTURBANCE AND/OR VEGETATION TO BE RETAINED SHALL BE FENCED OFF AND/OR FLAGGED FOR PROTECTION. THESE MEASURES ARE TO REMAIN IN PLACE THROUGHOUT THE CONSTRUCTION PERIOD.
 - CLEARING AND GRUBBING OF THE SITE SHALL BE COMPLETED IN STAGES IF POSSIBLE TO LIMIT THE DISTURBANCE AND POSSIBLE EROSION TO THE SITE.
 - CONTRACTOR IS TO GRADE THE SITE AND INSTALL DRAINAGE CONTROL MEASURES TO DIRECT SURFACE RUN-OFF TO ON-SITE SEDIMENT CONTROL PONDS FOR DISPERSAL AND INFILTRATION.
 - IF GRADED AREAS WITHIN THE PROJECT WILL NOT BE COMPLETED OUTSIDE OF THE WET SEASON (OCTOBER - APRIL), REVEGETATION OPERATIONS SHOULD BE CARRIED OUT WITHIN ONE WEEK OF GRADING COMPLETION OF NO LATER THAN SEPTEMBER 15th.
 - SILT FENCING IS TO BE INSTALLED AROUND ALL STOCK/SPOIL PILES, OR PILES ARE TO BE OTHERWISE PROTECTED TO LIMIT EROSION AND SEDIMENT GENERATION.
 - INSTALL SETTLEMENT PONDS EQUIPPED WITH EMERGENCY OVERFLOW, FOR RETENTION/INFILTRATION TREATMENT OF RUNOFF COLLECTED BY INTERCEPTOR SWALES AND/OR SILT BARRIERS. THE SETTLEMENT PONDS ARE TO HAVE A MINIMUM VOLUME TO CONTAIN FLOWS FROM A 10 YEAR RETURN PERIOD, 24 HOUR RAINFALL EVENT. THE PONDS SHOULD BE USED AND MAINTAINED THROUGHOUT THE DURATION OF THE CONSTRUCTION PERIOD.
 - THE CONTRACTOR IS TO CARRY OUT ROUTINE INSPECTIONS AND MAINTENANCE OF ALL EROSION AND SEDIMENT CONTROL SYSTEM COMPONENTS ON-SITE. AT A MINIMUM, THE CONTRACTOR SHALL INSPECT ALL BMP'S WEEKLY AND PROVIDE A REPORT TO THE CONSULTANT AND THE DISTRICT OF UCLUELET FOR REVIEW.
 - DURING AND/OR FOLLOWING EACH SIGNIFICANT STORM EVENT, THE CONTRACTOR SHOULD OBSERVE THE SETTLEMENT PONDS AND DOWNSTREAM STORM DRAINS TO CONFIRM THAT TURBID WATERS FROM SOURCES ASSOCIATED WITH CONSTRUCTION ARE NOT ENTERING THE STORM DRAINAGE SYSTEM. THE CONTRACTOR SHALL RECORD INSPECTION DATES & ANY SIGNIFICANT OBSERVATIONS AND ACTIONS TAKEN, AND THEN INFORM THE CONSULTANT AND DISTRICT OF UCLUELET.

DRAWING SCHEDULE

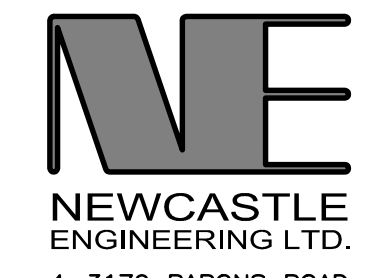
NEL DWG No.	REVISION	TITLE
0370-038-01	REV00	SITE PLAN
0370-038-02	REV00	ROAD A - PH1 ROAD AND STORM SEWER STATION 1+240 TO 1+353
0370-038-03	REV00	ROAD A - PH1 WATERMAIN AND SANITARY SEWER STATION 1+240 TO 1+353
0370-030-04	REV00	ROAD A - PH1 UNDERGROUND HYDRO, TEL CABLE, AND STREETLIGHTING
E-1	REV00	STREET LIGHTING LAYOUT (BY RB ENGINEERING LTD.)



ISSUED FOR CONSTRUCTION



Rev. No.	DATE	BY	REVISION DESCRIPTION	ENG	LEGEND	SITE LEGAL DESCRIPTION	ENGINEER'S SEAL	DESIGN	CLIENT NAME	DRAWING TITLE																																																
00	12/01/22	JTD	SUBMITTED TO DISTRICT OF UCLUELET FOR REVIEW - NOT FOR CONSTRUCTION	NBT	<table border="1"> <tr> <td>PROP.</td> <td>EXIST.</td> <td>PROP.</td> <td>EXIST.</td> </tr> <tr> <td>--- WATERMAIN</td> <td>--- WATERMAIN</td> <td>○ HYDRANT</td> <td>○ HYDRANT</td> </tr> <tr> <td>--- STORM SEWER</td> <td>--- STORM SEWER</td> <td>○ ABOVE GROUND FLUSHOUT</td> <td>○ ABOVE GROUND FLUSHOUT</td> </tr> <tr> <td>--- SANITARY SEWER</td> <td>--- SANITARY SEWER</td> <td>○ BELOW GROUND FLUSHOUT</td> <td>○ BELOW GROUND FLUSHOUT</td> </tr> <tr> <td>--- GAS MAIN</td> <td>--- GAS MAIN</td> <td>○ CATCHBASIN</td> <td>○ CATCHBASIN</td> </tr> <tr> <td>--- ELECTRICAL DUCT</td> <td>--- ELECTRICAL DUCT</td> <td>○ DITCH INLET CB</td> <td>○ DITCH INLET CB</td> </tr> <tr> <td>--- INLET/OUTLET HEADWALL</td> <td>--- INLET/OUTLET HEADWALL</td> <td>○ MANHOLE</td> <td>○ MANHOLE</td> </tr> <tr> <td>--- DITCH INLET/OUTLET</td> <td>--- DITCH INLET/OUTLET</td> <td>○ CLEANOUT</td> <td>○ CLEANOUT</td> </tr> <tr> <td>--- SWALE</td> <td>--- SWALE</td> <td>○ HYDRO POLE</td> <td>○ HYDRO POLE</td> </tr> <tr> <td>--- EDGE OF PAVEMENT</td> <td>--- EDGE OF PAVEMENT</td> <td>○ CAP</td> <td>○ CAP</td> </tr> <tr> <td>--- VALVE BOX</td> <td>--- VALVE BOX</td> <td>○ STREETLIGHT</td> <td>○ STREETLIGHT</td> </tr> <tr> <td>--- LIMIT OF CONSTRUCTION</td> <td>--- LIMIT OF CONSTRUCTION</td> <td>○ FENCE</td> <td>○ FENCE</td> </tr> </table>	PROP.	EXIST.	PROP.	EXIST.	--- WATERMAIN	--- WATERMAIN	○ HYDRANT	○ HYDRANT	--- STORM SEWER	--- STORM SEWER	○ ABOVE GROUND FLUSHOUT	○ ABOVE GROUND FLUSHOUT	--- SANITARY SEWER	--- SANITARY SEWER	○ BELOW GROUND FLUSHOUT	○ BELOW GROUND FLUSHOUT	--- GAS MAIN	--- GAS MAIN	○ CATCHBASIN	○ CATCHBASIN	--- ELECTRICAL DUCT	--- ELECTRICAL DUCT	○ DITCH INLET CB	○ DITCH INLET CB	--- INLET/OUTLET HEADWALL	--- INLET/OUTLET HEADWALL	○ MANHOLE	○ MANHOLE	--- DITCH INLET/OUTLET	--- DITCH INLET/OUTLET	○ CLEANOUT	○ CLEANOUT	--- SWALE	--- SWALE	○ HYDRO POLE	○ HYDRO POLE	--- EDGE OF PAVEMENT	--- EDGE OF PAVEMENT	○ CAP	○ CAP	--- VALVE BOX	--- VALVE BOX	○ STREETLIGHT	○ STREETLIGHT	--- LIMIT OF CONSTRUCTION	--- LIMIT OF CONSTRUCTION	○ FENCE	○ FENCE	<p>DISTRICT LOT 281, CLAYOQUOT DISTRICT</p> <p>BENCHMARK DESCRIPTION</p> <p>TEMPORARY BENCHMARK BCL5767 LOCATED AT THE INTERSECTION OF MATTERSON STREET AND VICTORIA ROAD. ELEVATION 20.730m</p>	<p>EGBC PERMIT TO PRACTICE NUMBER: 1000856</p> <p>HORIZONTAL SCALE 1:750</p> <p>VERTICAL SCALE</p>	<p>NBT</p> <p>JTD</p> <p>NBT</p> <p>12-01-22</p> <p>1000856</p>	<p>0985470 BC LTD.</p> <p>LOT 16 MARINE DRIVE UCLUELET, BC</p>	<p>SITE PLAN</p>
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Temporary
Occupancy Permit
Kyle Corcoran,
Construction
Manager, Milner G....

From: [AVICC](#)
To: [AVICC](#)
Cc: dfo.sppblueeconomy-economiebleuepps.mpo@dfo-mpo.gc.ca
Date: February 7, 2023 1:23:36 PM

[External]

Please forward to elected officials, the CAO and Corporate Officer.

Please find below, an opportunity to provide input on **The Blue Economy Regulatory Review** that is being led by Fisheries and Oceans Canada, working in collaboration with other government departments. Comments are sought by **March 17, 2023**, and can be provided through the links in the below email.

Association of Vancouver Island and Coastal Communities
 604-270-8226 ext 221
avicc@ubcm.ca
www.avicc.ca



The AVICC acknowledges that we are grateful to live, work, and play on the traditional territories of the Coast Salish, Nuu-Chah-Nulth and Kwak-Waka'wakw Peoples

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From: "SPP Blue Economy / Economie Bleue PPS (DFO/MPO)" <DFO.SPPBlueEconomy-EconomieBleuePPS.MPO@dfo-mpo.gc.ca>

Date: Monday, February 6, 2023 at 12:50 PM

Subject: REMINDER - Blue Economy Regulatory Review

(La version française suit)

I am pleased to share with you that the **Blue Economy Regulatory Review** is officially underway as part of the third round of the Treasury Board of Canada Secretariat's targeted Regulatory Reviews. The Blue Economy Regulatory Review will be led by Fisheries and Oceans Canada, working in collaboration with other government departments.

During the Blue Economy Strategy engagement, many stakeholders cited regulatory issues as barriers to sustainable growth and innovation within the blue economy. This Review will respond directly to those comments, helping us to identify improvements that can be made to our existing

regulatory frameworks, as well as informing the development of new frameworks for emerging ocean sectors. The goal of this Review is to ensure that new and existing frameworks support innovation and economic growth, while ensuring Canada's robust standards for health, safety, security, and environmental protection are maintained.

Input from ocean industry stakeholders, Indigenous peoples, other levels of government and other organizations or individuals interested in regulatory issues related to the Blue Economy, is being sought through the [Blue Economy Regulatory Review project](#) using the online engagement platform being piloted by Treasury Board of Canada Secretariat, [Let's Talk Federal Regulations](#). The engagement focuses on five key themes that stem from feedback on the Blue Economy Strategy to date, seeking additional input in these areas to support effective and targeted action. The themes, guiding questions, and instructions for submissions are found on the project page. Comments are sought by **March 17, 2023**.

Following the completion of this engagement period, Fisheries and Oceans Canada, alongside other government departments, will use your input to develop a Regulatory Roadmap. This Roadmap will lay out concrete plans to advance regulatory modernization in support of prosperity, sustainability and innovation within the blue economy.

We look forward to receiving your feedback during this engagement period. Additionally, I would be grateful for your support in helping us promote the review by sharing this information within your organization.

Regards,

The Blue Economy Strategy Secretariat

J'ai le plaisir de vous annoncer que **l'examen réglementaire de l'économie bleue** est officiellement en cours dans le cadre de la troisième série d'examen réglementaires ciblés du Secrétariat du Conseil du Trésor du Canada. L'examen réglementaire de l'économie bleue sera dirigé par Pêches et Océans Canada, en collaboration avec d'autres ministères.

Au cours de la mobilisation de la Stratégie de l'économie bleue, de nombreux intervenants ont cité les questions réglementaires comme des obstacles à la croissance durable et à l'innovation au sein de l'économie bleue. Cet examen répondra directement à ces commentaires, en nous aidant à identifier les améliorations qui peuvent être apportées à nos cadres réglementaires existants, ainsi qu'à informer le développement de nouveaux cadres pour les secteurs océaniques émergents. L'objectif de cet examen est de veiller à ce que les cadres nouveaux et existants soutiennent l'innovation et la croissance économique, tout en assurant le maintien des normes rigoureuses du Canada en matière de santé, de sécurité, de sûreté et de protection de l'environnement.

Le [projet d'examen de la réglementation de l'économie bleue](#) projet d'examen de la réglementation de l'économie bleue vise à recueillir les commentaires des intervenants de l'industrie océanique, des peuples autochtones, des autres ordres de gouvernement et d'autres organisations ou personnes intéressées par les questions de réglementation liées à l'économie bleue, au moyen de la plateforme de mobilisation en ligne pilotée par le Secrétariat du Conseil du Trésor du Canada, [Parlons réglementation fédérale](#). L'engagement est axé sur cinq thèmes clés qui découlent du retour d'information sur la Stratégie de l'économie bleue à ce jour, et vise à obtenir des commentaires supplémentaires dans ces domaines afin de soutenir une action efficace et ciblée. Les thèmes, les questions directrices et les instructions pour les soumissions se trouvent sur la page du projet. Les

commentaires sont attendus avant la date du **17 mars 2023**.

À la suite de cette période de mobilisation, Pêches et Océans Canada, ainsi que d'autres ministères, utiliseront vos commentaires pour élaborer une feuille de route réglementaire. Cette feuille de route présentera des plans concrets pour faire avancer la modernisation de la réglementation afin de soutenir la prospérité, la durabilité et l'innovation au sein de l'économie bleue.

Nous sommes impatients de recevoir vos commentaires au cours de cette période d'engagement. En outre, je vous serais reconnaissant de nous aider à promouvoir l'examen en partageant cette information au sein de votre organisation.

Salutations,

Secrétariat de la stratégie de l'économie bleue



NURTURING OUR LOCAL RELATIONSHIPS FOR CLIMATE RESILIENCE

Purpose

Addressing the health-related impacts of climate change requires collaboration. Join us for an action-oriented workshop to explore the impacts, needs, priorities and opportunities to co-create Island Health's new Climate Change and Health Unit.

Objectives

- To recognize and centre Indigenous rights in climate action and embed perspectives and values that support & uphold wellness.
- To learn from coastal communities/organizations and provide a venue for sharing stories and sparking ideas for action on climate resilience at the community-level.
- To listen to and receive insights on how the Climate Change and Health Unit can best support climate mitigation and adaptation efforts at the local level.
- To build and nurture local relationships to activate climate resilience at the community-level and create a path together for a healthier and more sustainable future.

Please Save the Date!

March 7th & 8th, 2023
In-person: Nanaimo Conference Centre
Virtual option available

REGISTRATION REQUESTED:

<https://www.eventbrite.ca/e/climate-connect-gathering-tickets-490839061847>

From: [AVICC](#)
To: [AVICC](#)
Cc: [Jade Yehia](#); [Waters, Shannon \(Dr\)](#); [Luttrell, Gethsemane](#)
Date: February 6, 2023 5:06:35 PM
Attachments: [image001.png](#)
[Climate Connect Gathering.pdf](#)

[External]

Please forward to elected officials, the CAO and Corporate Officer.

Please find below, an invitation to attend the "Climate Connect" gathering hosted by Island Health, taking place in Nanaimo on March 7th & 8th, 2023 with a virtual attendance option available.

If you would like more information, please contact Jade Yehia, who is assisting Island Health with the gathering, at ejyehia@gmail.com.

Association of Vancouver Island and Coastal Communities
604-270-8226 ext 221
avicc@ubcm.ca
www.avicc.ca



The AVICC acknowledges that we are grateful to live, work, and play on the traditional territories of the Coast Salish, Nuu-Chah-Nulth and Kwak-Waka'wakw Peoples

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Dear AVICC Member Communities,

We are reaching out to respectfully invite you to **an action-oriented "Climate Connect" gathering hosted by Island Health, focused on nurturing local relationships for climate resilience.**

If you are working in the area of Health & Climate Change, we'd love to hear from you! This "by-invitation" event is for decision-makers from First Nations and local government. We would like to hear from a range of voices, including climate champions, policymakers, decision-makers, leaders and community partners. While space is limited, we'd love to invite 3-5 members from your organization to attend. Registration closes on February 21st, 2023, so please secure your spot.

Where:

In-person at Nanaimo Conference Centre (virtual option available)

When:

March 7th & 8th, 2023

Cost:

FREE (travel bursaries available if needed)

How to Register: <https://www.eventbrite.ca/e/climate-connect-gathering-tickets-490839061847>

Space is limited, so please register early.

Commitment to decolonization:

Situated on the territory of the Coast Salish, Kwakwakw'wakw and Nuu-cha-nulth peoples, Island Health acknowledges that it is necessary, and more effective, when approaches are co-created with Indigenous Peoples in ways that protect Title, Rights, and jurisdiction. In addition to recognizing Indigenous Knowledge and unique connections to territories are integral to all aspects of decision-making on climate related planning and implementation. This gathering will be grounded by the First Nations perspective on health and wellness – *the people that surround us and the places from which we come.*

Gathering description:

Considered the greatest global health threat of the 21st century, climate change is also the opportunity to redefine social and environmental determinants of health. Climate-related impacts are already being felt in Island Health regions, affecting people, and the natural and built environments where we live, work and play. We know our public health system has a critical role to play. And it is our keen hope, desire, and goal to *co-create the vision for our newly forming Climate Change and Health Unit.*

Objectives:

- To recognize and centre Indigenous rights in climate action and embed perspectives and values that support & uphold wellness.
- To learn from coastal communities/organizations and provide a venue for sharing stories and sparking ideas for action on climate resilience at the community-level.
- To listen to and receive insights on how the Climate Change and Health Unit can best support climate mitigation and adaptation efforts at the local level.
- To build and nurture local relationships to activate climate resilience at the community-level and create a path together for a healthier and more sustainable future.

Addressing the health-related impacts of climate change requires collaboration. Please join us to explore these impacts, priorities and opportunities to co-create a vision for our new team to meet the needs of your community.

If you would like more information, please don't hesitate to contact our contractor cc'ed, [Jade Yehia](#) (EJY Environmental Consulting), who is helping us with the gathering, at ejyehia@gmail.com.

Sincerely,

Gethsemane Luttrell and Dr. Shannon Waters

Gethsemane Luttrell

Island Health, Director, Public Health Protection and Healthy Communities

Office: 250.850.2100 x 61017

Mobile: 250.702.2086

Dr. Shannon Waters

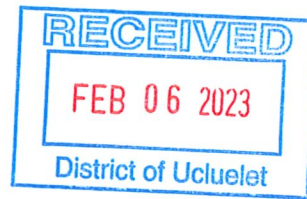
Island Health, Medical Health Officer, Cowichan Valley Region

Office: 250.737.2020 x42020

Mobile: 236.594.0555



Forest Enhancement
Society of British Columbia



January 26, 2023

Dear Mayor Marilyn McEwen and Ucluelet (District) Council,

People who live, work, and play in BC forests are amazing. They enthusiastically stepped forward with great ideas to enhance their forests and then delivered on their projects. Since the inception of the Forest Enhancement Society of BC (FESBC) in 2016, over \$260 million has been put in the hands of local people to do fantastic things in our forests.

The diversity of organizations with a passion for forestry in BC is a tremendous strength and an incredible source of innovation. The types of organizations delivering forestry projects now range from Indigenous peoples, community forests, grassroots community associations, municipalities, regional districts, woodlots, the Ministry of Forests, the Ministry of Environment and Climate Change Strategy, contractors, forest consultants, and forest companies big and small. In many cases, FESBC projects caused different groups to work together for the first time. The spirit of collaboration and the resulting positive relationships will now be a platform for deeper partnerships.

FESBC funded projects have successfully contributed to transformation:

- Increased Indigenous peoples' participation and leadership in the forest economy.
- Drove climate action using forests in BC.
- Reduced wildfire risks to communities.
- Accelerated ecologic recovery in areas devastated by beetle epidemics and wildfires.
- Improved wildlife habitat.
- Created jobs in forest-dependent communities.

In the future, with your support, FESBC will continue to work with local communities and others to enhance British Columbia's forests.

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

(7) MC



INFORMATION REPORT

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

FROM: JOSEPH ROTENBERG MANAGER OF CORPORATE SERVICES

FILE NO: 0550-20

SUBJECT: RESOLUTION TRACKING – FEBRUARY 2023

REPORT NO: 23-23

ATTACHMENT(S): APPENDIX A - RESOLUTION TRACKER - FEBRUARY 2023

PURPOSE:

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

BACKGROUND:

The resolution tracking report, attached, provides Council with an overview of actions resulting from resolutions of Council. Trackers are assigned to staff with the following progress designations:

- Assigned – action has not yet commenced;
- In Progress – action has been taken by Staff;
- Complete – action has been completed; and
- No Further Action – no further action on this matter will be taken by District Staff.

Items will be removed from the list after actions are shown once as complete or No Further Action.

Respectfully submitted: **Joseph Rotenberg, Manager Of Corporate Services**

Resolution Date	Meeting Item Description	Resolution	Action	Department Responsible	Status	Comments/Actions
17-Jul-20	Audio Visual Upgrades for the Main Hall	THAT Council approve using up to \$60,000 RMI funds for Audio Visual (AV) upgrades to the Main Hall at the Ucluelet Community Centre.	Implement AV upgrades.	Parks & Recreation	In Progress	Fianlizing installation with IT
1-Jun-21	Resolution Tracking - May 2021	THAT staff provide a report to Council with options for the investment of Barkley Community Forest Funds at an upcoming Council Meeting.	Staff to develop a legacy reserve fund as part of the statutory reserve policy.	Finance	In Progress	Reserves Bylaw adopted, and legacy fund set up with zero balance. Policy for this fund under development
1-Sep-21	Dr. Carrie Marshall and Faye Missar, Coastal Family Resource Coalition Re: Harm Reduction	THAT Council direct Staff to bring back the alcohol harm reduction information to at a future meeting for Council discussion.	Draft report and bring back alcohol related information for Council discussion.	Recreation	Assigned	
2-Oct-21	Correspondence Regarding Bay Street Speed Controls and Crosswalk	THAT Council direct Staff to present a report regarding speed controls for consideration at a future meeting of Council.	Added to 2022 budget. Workplan in progress.	Public Works	In Progress	Preparing report for the first quarter which addresses district-wide traffic calming including Bay Street - updated Jan 27, 2023; JM
1-Dec-21	Parking Concerns 1624 Bay Street	THAT Council direct staff to relocate the pedestrian pathway and cross walk currently located on the west side of Bay Street to the east side of Bay Street.	Develop new routing plan; convey plan to affected residents and implement project.	Public Works	In Progress	Preparing report for Council in the first quarter which asks for alternate direction - updated Jan 27, 2023; JM
1-Feb-22	Water Treatment System Upgrades	THAT Council authorize Staff to issue a Request for Proposal in 2022 for the Design-Bid-Build of the water treatment system project upon a successful Alternative Approval Process; and,	Issue a Request for Proposal in 2022 for the Design-Bid-Build of the water treatment system project upon a successful Alternative Approval Process.	Public Works	In Progress	RFP is in development, an update to Council is anticipated for the the first quarter of 2023 - updated Jan 27, 2023; JM
1-Feb-22	Water Treatment System Upgrades	THAT Council authorize Staff to complete pre-project work for the water treatment system project in an amount not to exceed \$300,000 funded through water reserves and the Investing in Canada Infrastructure Shared Cost Agreement.	Complete pre-project work for the water treatment system project in an amount not to exceed \$300,000 funded through water reserves and the Investing in Canada Infrastructure Shared Cost Agreement.	Public Works	In Progress	Work is underway - updated Jan 27, 2023; JM
19-Apr-22	Randy Oliwa, Pacific Rim Home Development Cooperative (PRHDC) Re: Non-Market Housing Project	It was moved and seconded THAT Council direct staff to prepare a report regarding the Pacific Rim Home Development Cooperative's initiative to a future meeting of Council for their review.	Prepare a report regarding the Pacific Rim Home Development Cooperative's initiative	Planning	Complete	Review of proposal included in staff report 23-11 received Jan. 24, 2023

Resolution Date	Meeting Item Description	Resolution	Action	Department Responsible	Status	Comments/Actions
15-Apr-22	Traffic Calming Next Steps		Prepare a draft traffic calming policy	Public Works	In Progress	Preparing report for Q1 which addresses district-wide traffic calming including Bay Street - updated Jan 27, 2023; JM
15-Apr-22	Update on Village Green: Main & Cedar Intersection	It was moved and seconded THAT Council direct staff to explore costs for adding parking stalls within the current extents of the Cedar Road Parking Hub, for consideration in the 2023 budget.	Explore costs for exploring the addition of parking stalls within the Cedar Hub Parking Hub, for consideration in the 2023 budget.	Public Works	In Progress	Under investigation, project funding to be considered in the 2023 budget - updated Jan 27, 2023; JM
22-Apr-22	Jeff Anderson, Rotary Club of Ucluelet Re: Frisbee Golf Course Development	It was moved and carried THAT Council direct staff to prepare a report on the development of a Frisbee Golf Course in Ucluelet, specifically using the land behind the water tower for the course, for council's consideration.	Prepare a report on the development of a Frisbee Golf Course in Ucluelet, specifically using the land behind the water tower for the course, for council's consideration.	Parks & Recreation	In Progress	Report being presented to Feb 21 Council meeting
1-May-22	Strategic Priorities Fund Capital Infrastructure Grant Application	THAT Council provides up to \$1.5M towards the Firehall Project. It was also moved and seconded THAT Council direct staff to include funding to undertake a fire services review for consideration within the 2023 budget.	Grant application was submitted as of June 30, 2022. Include funding to undertake a fire services review for consideration within the 2023 budget. Fire Service review will be allocated in the 2023 Fire & Emergency Services budget.	Fire & Emergency Services / Finance	In Progress	Funding is included in the 2023-2027 budget.
1-May-22	Tribal Guardian Program - Kennedy Back Road System	It was moved and seconded THAT Council direct staff to reallocate \$20,000 designated for the relocation of the Tourism Ucluelet office to the District of Ucluelet Grants in Aid program; and It was moved and seconded THAT Council authorize a \$20,000 Grant in Aid to the Tla-o-qui-aht First Nations Tribal Park Guardian program for the oversight of dispersed camping.	Reallocate \$20,000 designated for the relocation of the Tourism Ucluelet office to the District of Ucluelet Grants in Aid program. Authorize a \$20,000 Grant in Aid to the Tla-o-qui-aht First Nations Tribal Park Guardian program.	Finance	In Progress	Assigned - awaiting correspondence from Tla-o-qui-aht Administration
31-May-22	Affordable Housing	It was moved and seconded THAT the Committee of the Whole recommend Council authorize the Mayor to execute a Memorandum of Understanding in support of the development of a regional governance framework for coordinating and sharing resources to address affordable housing on the West Coast peninsula as presented in the May 31, 2022 Affordable Housing report. It was moved and seconded THAT Council authorize the Mayor to execute a Memorandum of Understanding in support of the development of a regional governance framework for coordinating and sharing resources to address affordable housing on the West Coast peninsula as presented in the May 31, 2022 Affordable Housing report.	Mayor to execute the MOU.	Administration	Assigned	Reviewing MOU
31-May-22	Affordable Housing	It was moved and seconded THAT Council direct staff to issue a request for proposal to engage a housing authority. It was moved and seconded THAT the Committee of the Whole recommend that Council direct staff to issue a request for proposal to engage a housing authority.	Issue a request for proposal to engage a housing authority.	Administration	Deferred	RFP will be actioned 10-14 months prior to affordable housing units coming on line. No immediate action required as there are no affordable units under the purview of the DoU at this time.

Resolution Date	Meeting Item Description	Resolution	Action	Department Responsible	Status	Comments/Actions
31-May-22	Contractor's Temporary Land Use	<p>It was moved and seconded THAT Council approve Option A, to authorize the use of District-owned land to temporarily house contractors while working on District capital projects; and</p> <p>It was moved and seconded THAT Council direct Staff to return to Council with the details and planning necessary to administer temporary contractor housing.</p>	Return to Council with the details and planning necessary to administer temporary contractor housing.	Public Works	In Progress	In progress - updated Jan 27, 2023; JM
Jun-22	Trail Right of Way over 348 Pass of Melfort	<p>It was moved and seconded THAT Council, for the purposes of creating a public pathway over 348 Pass of Melfort, Strata Lot 10, Plan VIS5896, Section 1, Barclay Land District:</p> <p>1. Direct District of Ucluelet staff to execute and register the S.218 Statutory Right of Way attached as Appendix A of staff report 22-78.</p> <p>2. Direct District of Ucluelet staff to coordinate the environmental and estimating work required so that a public pathway over 348 Pass of Melfort and relocated elements of the Wild Pacific Trail can be considered and prioritized in future budgeting process. It was moved and seconded THAT a letter of appreciation be forwarded to the property owners and some form of tribute to them be included in the trail construction.</p>	Execute and register the S.218 Statutory Right of Way attached as Appendix A of staff report 22-78. Coordinate the environmental and estimating work required so that a public pathway over 348 Pass of Melfort and relocated elements of the Wild Pacific Trail can be considered and prioritized in future budgeting process. Forward a letter of appreciation to the property owners and include some form of tribute to them in the trail construction.	Planning	In Progress	Awaiting confirmation of SRW registration.
Jun-22	Zoning Amendment Bylaw No. 1312, 2022 – 221 Minato Road	It was moved and seconded THAT Council give third reading to District of Ucluelet Zoning Amendment Bylaw No. 1312, 2022 to facilitate the proposed housing development on the property at 221 Minato Road.	Bring back Bylaw 1312 for Council to consider adoption.	Planning	Complete	
Aug-22	Temporary Use Permit - 1187 Peninsula Road	THAT Council, subject to public comment, authorize the Director of Community Planning to execute and issue Temporary Use Permit 22-08 to allow one seasonal Recreational Vehicle for an employee of Little Beach Resort at 1187 Peninsula Road for a period of three years.	Issue TUP 22-08	Planning	Complete	Awaiting deposit.
Aug-22	Fireworks Regulation Bylaw 1302, 2022	THAT Council approves the Fireworks Fines & Penalties as presented in staff report No. 22-113 and directs staff to present an amendment to Municipal Ticket Information System Bylaw No. 949, 2004 to include these fines and penalties.	Draft MTI amendment bylaw and bringforward for Council review.	Administration	Assigned	These updates will be introduced in the spring of 2023
2-Sep-22	Contract Authorization - Amphitrite House Construction	It was moved and seconded THAT Council authorize the Mayor and the Corporate Officer to execute a \$1,000,000 contract between the District of Ucluelet and Saltwater Building Co for the supply of materials and labour to reconstruct the Amphitrite house and grounds.	Obtain signatures and file contract	Administration	Assigned	Contract is under review in preparation for execution.
06-Oct-22	Contract Authorization - Village Green Construction	It was moved and seconded THAT Council authorize the Mayor and Corporate Officer to execute a \$1,138,000 contract between the District of Ucluelet and Hazelwood Construction Services Inc. for the supply of all materials and labour to construct the Village Green Revitalization Project.	Sign and file contract	Administration/ Public Works	Assigned	Completed - updated Jan 27, 2023; JM
06-Oct-22	Contract Authorization - Village Green Construction	It was moved and seconded THAT Council authorize the Director of Finance to reallocate \$150,000 within the 2023 Resort Development Strategy to the Village Green Revitalization Project.	Reallocate funds	Finance	Complete	Reallocation is included in 2023 budget
15-Nov-22	Cemetery Bylaw No. 1206 Amendment	It was moved and seconded THAT Council direct staff to present amendments to District of Ucluelet Cemetery Management Bylaw No. 1206, 2016 to allow non-conforming grave site installations in the lower section of the cemetery.	Draft and present amendment to Bylaw 1206, 2022 to allow non-conforming grave site installation in the lower section of the cemetery.	Recreation	Complete	

Resolution Number	Resolution Date	Meeting Item Description	Resolution	Action	Department Responsible	Status	Comments/Actions
Resolution Tracker - February 2023 Joseph Rotenberg, Manager of Corporate Affairs	15-Nov-22	Ucluelet Garbage Collection and Regulation Bylaw No. 960, 2004	It was moved and seconded THAT Council direct staff to present an amendment to the District of Ucluelet Garbage Collection and Regulation Bylaw No. 960, 2004, to be considered at a future Council meeting, which allows for Bear Resistant Collection Carts to be stored outside provided that the container is anchored to prevent tipping or being dragged away by an adult bear.	Draft and present amendments to Bylaw No. 960, 2004 to allow for outdoor storage of garbage carts provided they are anchored.	Recreation	In Progress	Will be working with Wildsafe BC to monitor summer garbage and provide a wildlife attractant bylaw in the fall
	15-Nov-22	Zoning Amendment Bylaw No. 1309 – 604 Rainforest Drive	It was moved and seconded THAT Council adopt District of Ucluelet Zoning Amendment Bylaw No. 1309, 2022 and authorize the Director of Community Planning to execute and issue Development Permit 22-04.	Print, sign and file Bylaw 1309, 2022.	Administration	In Progress	Awaiting signature
	15-Nov-22	The Moorage Street Parking Signage and Enforcement Christine Brice, Strata Manager Ardent Properties INC.	It was moved and seconded THAT Staff provide a report about options for Ardent Properties .	Draft and present report regarding options to address issues identified in Ardent Properties' letter related to the Moorage Property, dated November 2, 2022.	Public Works	Assigned	Request will be actioned in Q1 along with an information report to Council - updated Jan 27, 2023; JM
	15-Nov-22	November 1, 2022, Regular Council Minutes	It was moved and seconded THAT the November 1, 2023, Regular Council Minutes be adopted as presented.	Sign, file and post minutes	Administration	Complete	
	15-Nov-22	November 15, 2022, Regular Council Minutes	It was moved and seconded THAT the November 15, 2023, Regular Council Minutes be adopted as presented.	Sign, file and post minutes	Administration	Complete	
	22-Nov-22	Cemetery Management Amendment Bylaw No. 1323	It was moved and seconded THAT Council give first, second and third reading to the District of Ucluelet Cemetery Management Amendment Bylaw No. 1323, 2022.	Bring back for adoption	Administration	Complete	
	22-Nov-22	2023 Council Conference Attendance	It was moved and seconded THAT Council authorize all Council members to attend the Local Government Leadership Academy Elected Official Seminars, 2023 Association of Vancouver Island and Coastal Communities Convention, 2023 Union of BC Municipalities Convention and 2023 Annual Vancouver Island Economic Summit.	Register Councillors to attend conferences and book accommodation.	Administration	In Progress	Staff will be booking conference attendance and accommodation as registration becomes available.
	15-Nov-22	Five Year Financial Plan Meeting Schedule (2023-2027)	It was moved and seconded THAT Council receive the Five-Year Financial Plan Meeting Schedule (2023 – 2027) as ammended.	Give notice of Special Council meetings as appropriate.	Administration	In Progress	Notice will be provided of each Special Council meeting approximately 7 days prior to each meeting.
	15-Dec-22	Alternate Appointment to Clayoquot Biosphere Trust Board of Directors Rebecca Hurwitz, Executive Director, Clayoquot Biosphere Trust	It was moved and seconded THAT Staff initiate the process required for Council to appoint a new Alternate Director to the Clayoquot Biosphere Trust.	Commence recruitment and appointment process	Administration	In Progress	Position has been advertised. Closing date is March 3.
	13-Dec-22	Girl Guides - Guiding Lights Across BC Celebration Shalan Kelly, BC Public Relation and Communications Advisory, Girl Guides of Canada	It was moved and seconded THAT Council direct Staff to light up in blue the District of Ucluelet sign at the junction of the Tofino/Ucluelet Highway and Highway 4 on February 22, 2023, to participate in the Girl Guides' 'Guiding Lights Across BC Celebration.	Light up the sign.	Recreation	In Progress	February 22 implement
	13-Dec-22	Japanese Canadian Pavilion Interpretive Centre, November 2022 Claudia Cole, Ucluelet and Area Historical Society Board of Directors	THAT Council direct Staff to prepare a letter of support for the Ucluelet and Area Historical Society's application to the Japanese Canadian Legacies Society for funding to create a permanent open-air pavilion which houses interpretive panels that tell the story of Japanese Canadian coastal fishing families in the twentieth century; and, THAT Council direct Staff to work with the Ucluelet and Area Historical Society on the open-air pavilion proposal and report back to Council.	Work with the society on the proposal and report back to Council.	Recreation	In Progress	Setting a date to meet including the planning dept

Resolution Date	Meeting Item Description	Resolution	Action	Department Responsible	Status	Comments/Actions
Dec-22	Japanese Canadian Pavilion Interpretive Centre, November 2022 Claudia Cole, Ucluelet and Area Historical Society Board of Directors	THAT Council direct Staff to prepare a letter of support for the Ucluelet and Area Historical Society's application to the Japanese Canadian Legacies Society for funding to create a permanent open-air pavilion which houses interpretive panels that tell the story of Japanese Canadian coastal fishing families in the twentieth century; and, THAT Council direct Staff to work with the Ucluelet and Area Historical Society on the open-air pavilion proposal and report back to Council.	Provide letter of support	Recreation	In Progress	
Dec-22	2023 Council Appointments	It was moved and seconded THAT Councillors Anderson, Hoar, Kennington, and Mafei be designated to serve as Deputy Mayor in accordance with the schedule set out in Appendix B to report number 22-168.	Update Agenda format to include the Acting Mayor Schedule.	Administration	Complete	
Dec-22	2023 Council Appointments	It was moved and seconded THAT Council adopt the 2023 Council Appointments, as amended.	File table of appointments	Administration	Complete	
Dec-22	2023 Council Appointments	It was moved and seconded THAT Council amend the 2023 Council Appointments attached to report no. 22-168 as Appendix A, so that Councillor Hoar is assigned to the Groundfish Trawl Advisory Committee rather than Mayor McEwen.	Amend table of appointments	Administration	Complete	
Dec-22	Environmental Development Permit - 848 Marine Drive	It was moved and seconded THAT Council authorize the Director of Community Planning to execute and issue Development Permit 22-15 for the property at 848 Marine Drive to allow a four cabin Guest House development.	Issue DP 22-15	Planning	Complete	
Dec-22	Environmental Development Permit for 1239 Sunset Point Road	It was moved and seconded THAT Council authorize the Director of Community Planning to execute and issue Environmental Development Permit DP22-02 for the property at 1239 Sunset Point Road to allow the construction of a single-family dwelling on a lot designated within a Marine Shoreline development permit area.	Issue DP22-02	Planning	Complete	
Dec-22	Zoning Amendment for 2108 Peninsula Road	It was moved and seconded THAT Council indicate to the applicant that rezoning the property at 2108 Peninsula Road to permit a tourist accommodation suite would not align with community needs, and direct staff to work with the applicant to: 1. draft a zoning amendment bylaw to tailor the zoning of the property to allow for the other commercial uses sought by the owner; and, 2. pursue the tourist accommodation use through a temporary-use permit.	Follow up with applicant and work to draft Zoning Amendment Bylaw that aligns with this resolution.	Planning	In Progress	
Dec-22	Cemetery Management Amendment Bylaw No. 1323	It was moved and seconded THAT Council adopt the District of Ucluelet Cemetery Management Amendment Bylaw No. 1323, 2022.	Print, sign, and file Amendment Bylaw	Administration	Complete	
Dec-22	Public Hearing - District of Ucluelet Zoning Amendment Bylaw No. 1320, 2022		Draft, sign and file public hearing report	Administration	Assigned	
13-Dec-22	Public Hearing - District of Ucluelet Zoning Amendment Bylaw No. 1319, 2022		Draft, sign and file public hearing report	Administration	Assigned	
13-Dec-22	November 29, 2022, Regular Minutes	It was moved and seconded THAT Council adopt the November 29, 2022, Regular Council Minutes as presented.	Print, sign, publish and file minutes	Administration	Complete	
13-Dec-22	June 21, 2022, Committee of the Whole Minutes	It was moved and seconded THAT Council adopt the June 21, 2022, Committee of the Whole Minutes as presented.	Print, sign, publish and file minutes	Administration	Complete	
13-Dec-22	November 23, 2021, Committee of the Whole Minutes	It was moved and seconded THAT Council adopt the November 23, 2021, Committee of the Whole Minutes as presented.	Print, sign, publish and file minutes	Administration	Complete	
13-Dec-22	October 19, 2021 Committee of the Whole Minutes	It was moved and seconded THAT Council adopt the October 19, 2021 Committee of the Whole Minutes as amended.	Amend, print, sign, publish and file minutes	Administration	Complete	

Resolution Date	Meeting Item Description	Resolution	Action	Department Responsible	Status	Comments/Actions
13-Dec-22	August 10, 2021, Committee of the Whole Minutes	It was moved and seconded THAT Council adopt the August 10, 2021, Committee of the Whole Minutes as presented.	Print, sign, publish and file minutes	Administration	Complete	
13-Dec-22	December 9, 2021 Special Minutes	It was moved and seconded THAT Council adopt the December 9, 2021, Special Council Minutes as presented.	Print, sign, publish and file minutes	Administration	Complete	
13-Jan-23	Zoning Amendment Bylaw No. 1319 – 1683 Larch Road	It was moved and seconded THAT Council, with regard to the proposed redevelopment of the property at 1683 Larch Road authorize the Director of Community Planning to execute and issue Development Variance Permit 22-07.	Issue DVP 22-07	Administration	Complete	
13-Jan-23	Zoning Amendment Bylaw No. 1319 – 1683 Larch Road	THAT Council, with regard to the proposed redevelopment of the property at 1683 Larch Road authorize the Director of Community Planning to execute and issue Development Permit 22-19.	Issue DP 22-19.	Planning	Complete	
13-Jan-23	Zoning Amendment Bylaw No. 1319 – 1683 Larch Road	It was moved and seconded THAT Council, with regard to the proposed redevelopment of the property at 1683 Larch Road, adopt District of Ucluelet Zoning Amendment Bylaw No. 1319, 2022.	Print and file adopted Bylaw.	Administration	Complete	
13-Jan-23	Zoning Amendment Bylaw No. 1320 – 327 Pass of Melfort	It was moved and seconded THAT Council adopt District of Ucluelet Zoning Amendment Bylaw No. 1320, 2022.	Print, sign and file adopted Bylaw.	Administration	Complete	
13-Jan-23	Temporary Use Permit – 1861 Peninsula Rd.	It was moved and seconded THAT Council, subject to public comment, authorize the Director of Community Planning to execute and renew Temporary Use Permit 19-06 as amended to allow residential and seasonal accommodation for a period of three years from January 2023 through December 2025 in the Thornton Motel located at 1861 Peninsula Road.	Issue renewal for TUP 19-06 as amended.	Planning	Complete	
13-Jan-23	Skatepark Lighting Project	It was moved and seconded THAT Council direct staff to defer the Skateboard Lighting Project until grant funding becomes available to fund the project.	Defer skateboard lighting project to future budget until grant funding becomes available.	Recreation	Complete	Project deferred.
13-Jan-23	Skatepark Lighting Project	It was moved and seconded THAT Council direct staff to defer the Skateboard Lighting Project until grant funding becomes available to fund the project.	Research grant opportunities for Skatepark Lighting Project.	Recreation	Complete	Project deferred.
13-Jan-23	Skatepark Lighting Project	It was moved and seconded THAT Council direct staff to defer the Skateboard Lighting Project until grant funding becomes available to fund the project.	Reallocate dedicated funds to Recreation Department budget.	Finance	Complete	Project deferred.
13-Jan-23	Zoning Amendment Bylaw No. 1320 – 327 Pass of Melfort	It was moved and seconded THAT Council give third reading to District of Ucluelet Zoning Amendment Bylaw No. 1320, 2022.	Update Bylaw reading date.	Administration	Complete	
13-Jan-23	Zoning Amendment Bylaw No. 1319 – 1683 Larch Road	It was moved and seconded THAT Council, with regard to the proposed redevelopment of the property at 1683 Larch Road give third reading to District of Ucluelet Zoning Amendment Bylaw No. 1319, 2022.	Update Bylaw readings.	Administration	Complete	
10-Jan-23	Zoning Amendment Bylaw No. 1312 – 221 Minato Road	It was moved and seconded THAT Council adopt District of Ucluelet Zoning Amendment Bylaw No. 1312, 2022 to facilitate the proposed housing development on the property at 221 Minato Road.	Print, sign, and file Bylaw.	Administration	Complete	
24-Jan-23	BC Epilepsy Society Proclamation Deirdre Syms, Executive Director, & Sonia Ali, Provincial Manager of Programs, BC Epilepsy Society	It was moved and seconded THAT the District of Ucluelet sign at the Junction be illuminated in purple on March 26 in support of the BC Epilepsy Society.	Light up sign in purple on March 26.	Recreation	In Progress	March 26 implement
24-Jan-23	Development Variance Permit for 1425 Helen Road	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.	Investigate options, and report back to Council.	Administration	In Progress	Report to Feb. 21, 2023 Council meeting.

Resolution Date	Meeting Item Description	Resolution	Action	Department Responsible	Status	Comments/Actions
21-Jan-23	CMHC Rapid Housing Initiative Grant	It was moved and seconded 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.	Prepare zoning amendment bylaw.	Planning	Complete	
21-Jan-23	CMHC Rapid Housing Initiative Grant Bruce Greig, Director of Community Planning	It was moved and seconded 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.	Continue discussion with potential service providers related to operation of housing.	Planning	In Progress	Working with local social support providers on potential MoU aligning with grant requirements.
21-Jan-23	CMHC Rapid Housing Initiative Grant	It was moved and seconded 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.	Earmark \$200,000 from municipal affordable housing reserve for contribution to construction and bring back discussion of funds during budget process.	Finance	Complete	Included within the 2023 budget
21-Jan-23	CMHC Rapid Housing Initiative Grant	It was moved and seconded 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.	Prepare grant application and bring back for Council review.	Planning	In Progress	Grant Application under development
21-Jan-23	CMHC Rapid Housing Initiative Grant	It was moved and seconded 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.	Issue design/build RFP.	Planning	Complete	RFP issued. Closing March.
21-Jan-23	Responsible Conduct Policy	It was moved and seconded THAT Council direct staff to develop a draft responsible conduct policy to be considered by Council at a future committee of the whole.	Present Responsible Conduct Policy at future Committee of the Whole.	Administration	In Progress	Policy under development
21-Jan-23	Highway 4 Junction Landscaping	It was moved and seconded THAT Council direct Staff to work with the Ministry of Transportation and Infrastructure on options for the installation of a low maintenance xeriscape for the highway junction islands and report back to Council with costs.	Discuss options with MOTI and report back to Council with costs.	Administration	In Progress	In discussion with MOTI for hard scape options.
21-Jan-23	January 10, 2023 Regular Council Minutes	It was moved and seconded THAT Council adopt the January 10, 2023, Regular Council Minutes as presented.	Print, sign, file and post minutes.	Administration	Complete	
21-Jan-23	December 13, 2022 Regular Council Minutes	It was moved and seconded THAT Council adopt the December 13, 2022, Regular Council Minutes as presented.	Print, sign, file and post minutes.	Administration	Complete	
21-Jan-23	December 8, 2022 Special Council Minutes	It was moved and seconded THAT Council adopt the December 8, 2022, Special Council Minutes as presented.	Print, sign, file and post minutes.	Administration	Complete	
21-Feb-23	Introduction to Social Procurement for Elected Officials and Senior Leadership Rob Fisher, Project Coordinator, British Columbia Social Procurement Initiative	It was moved and seconded THAT Councillor Anderson represent the District of Ucluelet at the British Columbia Social Procurement Initiative Workshop scheduled for April 12, 2023.	Follow-up with Councillor Anderson to book workshop attendance.	Administration	Complete	Complete
09-Feb-23	Temporary Use Permit 23-02 (Lot 16, Marine Drive)	It was moved and seconded THAT Council reject the application for Temporary Use Permit 23-02.	Inform Applicant of Council's decision.	Administration	Complete	

Resolution Date	Meeting Item Description	Resolution	Action	Department Responsible	Status	Comments/Actions
Feb-23	Development Permit for 449 Matterson Drive - Lot 16 Rental Building	It was moved and seconded THAT Council authorize the Director of Community Planning to execute and issue Development Permit DP22-18 for the property at 449 Matterson Drive to allow the construction of a 48-unit rental apartment building and associated driveways, parking, and landscaping subject to: a) Final registration of the subdivision of the Lot 16 property to create the proposed "lot A" apartment building parcel at 449 Matterson Drive; b) Provision of all on and off-site works required to access and service the 48-unit rental apartment building including but not limited to: roads, sidewalks, landscaping, parking areas, potable water, sewer, storm water management, electrical and data services; and, c) Provision of a landscape deposit for 125% of the estimated costs of hard and soft landscape improvements on the property.	Issue DP once subdivision is complete and other conditions are met.	Planning	Assigned	Refer to subdivision process.
Feb-23	January 31, 2023, Special Council Minutes	It was moved and seconded THAT the January 31, 2023 Special Minutes be adopted as presented.	Print, sign, post and file.	Administration	Complete	
Feb-23	January 31, 2023, Committee of the Whole Minutes	It was moved and seconded THAT the January 24, 2023 Committee of the Whole Special Minutes be adopted as presented.	Print, sign, post and file.	Administration	Complete	
Feb-23	January 24, 2023, Regular Minutes	It was moved and seconded THAT the January 24, 2023 Regular Minutes be adopted as amended.	Amend minutes, print, sign, post and file.	Administration	Complete	
Feb-23	Zoning Amendment and Development Variance Permit for 1300 Peninsula Road	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.	Give notice for the public hearing and conduct public hearing.	Planning	In Progress	
Feb-23	Zoning Amendment and Development Variance Permit for 1300 Peninsula Road John Towgood, Municipal Planner	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.	Update Bylaw readings.	Administration	Assigned	
Feb-23	Revenue Anticipation Borrowing Bylaw No. 1325, 2023	It was moved and seconded THAT Council give first, second and third readings to Revenue Anticipation Borrowing Bylaw No. 1325, 2023.	Bring back bylaw for adoption.	Finance	Complete	