



**REGULAR MEETING OF COUNCIL  
Tuesday, May 11, 2021 @ 5:00 PM  
George Fraser Room, Ucluelet Community Centre,  
500 Matterson Drive, Ucluelet**

**AGENDA**

	Page
1. CALL TO ORDER	
2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY	
Council would like to acknowledge the Yuułuᑭiᑦᑭᑦᑭᑦ First Nation, on whose traditional territories the District of Ucluelet operates.	
3. NOTICE OF VIDEO RECORDING	
Audience members and delegates are advised that this proceeding is being broadcast on YouTube and Zoom, which may store data on foreign servers.	
4. LATE ITEMS	
5. APPROVAL OF AGENDA	
6. UNFINISHED BUSINESS	
7. MAYOR'S ANNOUNCEMENTS	
8. PUBLIC INPUT & DELEGATIONS	
8.1 Public Input	
• Public input via Zoom.	
• Public input via <a href="mailto:communityinput@ucluelet.ca">communityinput@ucluelet.ca</a> .	
9. CORRESPONDENCE	
9.1 Letter Requesting the Proclamation of Anti-Racism Awareness Week <i>Graham Hughes, Executive Director, Paul Thompson, Board Chair, and Lesley Write, Director of Projects and Programs, Literacy Alberni Society</i> <a href="#">C - Anti Racism Awareness</a>	5
9.2 Yard waste/small woody debris <i>David Smith</i> <a href="#">C -Yard Waste</a>	7 - 8
9.3 Garage Exemption Decision and Communication from Planning Department <i>David Smith</i> <a href="#">C - Garage exemption decision</a>	9 - 10
10. INFORMATION ITEMS	

10.1	Property Assessed Clean Energy <i>George Heyman, Minister, Ministry of Environment and Climate Change Strategy</i> <a href="#">I - PACE Minister of Environment</a>	11 - 12
11.	COUNCIL COMMITTEE REPORTS	
11.1	Councillor Marilyn McEwen <i>Deputy Mayor January - March 2021</i>	
11.2	Councillor Lara Kemps <i>Deputy Mayor April - June 2021</i>	
11.3	Councillor Jennifer Hoar <i>Deputy Mayor July - September 2021</i>	
11.4	Councillor Rachelle Cole <i>Deputy Mayor October - December 2021</i> <a href="#">C - ACRD Board of Directors Meeting Highlights</a>	13 - 14
11.5	Mayor Mayco Noël	
12.	REPORTS	
12.1	Seasonal Worker Housing - TUP for RV's Pilot <i>Bruce Greig, Manager of Community Planning</i> <a href="#">R - TUP - Seasonal Worker Housing</a>	15 - 17
12.2	Request for a Temporary Use Permit for Seasonal RV camping space for Worker Accommodation at 2066 Peninsula Road. <i>John Towgodd, Planner 1</i> <a href="#">R - TUP 21-01</a>	19 - 33
12.3	Temporary Use Permit TUP21-06 (221 Minato Road) <i>John Towgood, Planner 1</i> <a href="#">R - TUP 21-06</a>	35 - 52
12.4	Temporary Use Permit TUP21-07 (337 Forbes Road) <i>John Towgood, Planner 1</i> <a href="#">R - TUP 21-07</a>	53 - 66
12.5	Temporary Use Permit TUP21-08 (1998 Peninsula Road) <i>John Towgood, Planner 1</i> <a href="#">R - TUP 21-08</a>	67 - 81
12.6	Temporary Use Permit TUP21-09 (1682 Peninsula Road) <i>John Towgood, Planner 1</i> <a href="#">R - TUP 21-09</a>	83 - 96
12.7	Temporary Use Permit TUP21-10 (1295 Eber Road) <i>John Towgood, Planner 1</i> <a href="#">R - TUP 21-10</a>	97 - 111
12.8	Temporary Use Permit TUP21-11 (2074 Peninsula Road) <i>John Towgood, Planner 1</i> <a href="#">R - TUP 21-11</a>	113 - 126
12.9	Temporary Use Permit TUP21-12 (1947 St. Jacques)	127 - 139

*John Towgood, Planner 1*

[R - TUP 21-12](#)

- |       |  |           |
|-------|--|-----------|
| 12.10 | Temporary Use Permit TUP21-13 (636 Marine Drive)<br><i>John Towgood, Planner 1</i><br><a href="#">R - TUP 21-13</a>  | 141 - 155 |
| 12.11 | Temporary Use Permit TUP21-14 (1316 Edwards Place)<br><i>John Towgood, Planner 1</i><br><a href="#">R - TUP 21-14</a>  | 157 - 172 |
| 12.12 | Temporary Use Permit TUP21-15 (317 Forbes Road)<br><i>John Towgood, Planner 1</i><br><a href="#">R - TUP 21-15</a>   | 173 - 192 |
| 12.13 | Road Closure and Filming Application<br><i>Abigail Fortune, Manager of Recreation &amp; Tourism</i><br><a href="#">R - Road Closure and Filming Application</a>              | 193 - 201 |
| 12.14 | Amphitrite House Project Update<br><i>Abby Fortune, Manager of Recreation &amp; Tourism</i><br><a href="#">R - Amph House Project</a>  | 203 - 205 |
| 12.15 | Amphitrite Centre and Lands Project Update<br><i>Abby Fortune, Manager of Recreation &amp; Tourism</i><br><a href="#">R - Amph Centre Update</a>                             | 207 - 210 |
| 12.16 | Wild Pacific Trail Society Lookout Proposals<br><i>Abigail Fortune, Manager of Recreation &amp; Tourism</i><br><a href="#">R - WPT Lookout Proposal</a>                      | 211 - 214 |
| 12.17 | Resolution Tracking - April 2021<br><i>Joseph Rotenberg, Manager of Corporate Services</i><br><a href="#">R - Resolution Tracking</a>  | 215 - 223 |
| 12.18 | Cheque Listing<br><i>Joseph Rotenberg, Manager of Corporate Services</i><br><a href="#">R - Cheque Listing</a>   | 225 - 234 |
| 13.   | LEGISLATION  |           |
| 13.1  | Outdoor Burning Bylaw No. 1288, 2021 (Adoption)<br><i>Joseph Rotenberg, Manager of Corporate Services</i><br><a href="#">L - Bylaw 1288, 2021 - Outdoor Burning Adoption</a> | 235 - 241 |
| 13.2  | Fees and Charges Amended Bylaw<br><i>Donna Monteith, Chief Financial Officer</i><br><a href="#">L - Bylaw 1294, 2021 - Amend Fees and Charges</a>                            | 243 - 254 |
| 14.   | OTHER BUSINESS   |           |
| 15.   | QUESTION PERIOD  |           |
| 15.1  | Questions via Zoom   |           |
| 15.2  | Questions via <a href="mailto:communityinput@ucluelet.ca">communityinput@ucluelet.ca</a>   |           |
| 16.   | CLOSED SESSION   |           |

17. ADJOURNMENT



**Letter Requesting the Proclamation of Anti-Racism Awareness Week**

**April 21<sup>st</sup> 2021**

To Mayor Mayco Noel and Elected Council of the District of Ucluelet:

On behalf of Literacy Alberni Society, and in partnership with Resilience BC, we are writing to request that the week of May 23-29, 2021 be proclaimed Anti-Racism Awareness Week in Ucluelet.

Far too many people in our community and across our Province continue to face discrimination, hate, and human rights violations simply because of the colour of their skin, their background, their identity, country of origin, native language, or their faith. The COVID-19 pandemic has shone a spotlight on the social, health, and economic disparities for Indigenous peoples, Black Canadians, and racialized and "Othered" Canadians and their communities. The pandemic has also driven Anti-Asian hate and discrimination, and increased overall instances of hate crimes and hate incidents within every province across our country.

This past year, throughout the Black Lives Matter demonstrations and the protests of Solidarity with the Hereditary Wet'suwet'en chiefs, thousands of Canadians across the country, including here in our own community, took to the streets to peacefully demand an end to anti-Black and anti-Indigenous racism, systemic discrimination, and white supremacy. The sadness, frustration, and anger of racialized people is clear, as are the demands for justice, equity, and accountability. In the spirit of lifting-up these voices, and to combat racism within our community, we ask for your proclamation of Anti-Racism Awareness Week in Ucluelet.

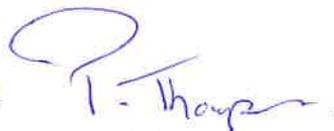
We are also asking for the opportunity to provide a brief presentation to council of our current work with the Resilience BC Network, and how we aim to address hate crime and hate incidents within our communities.

Thank you for your consideration.

Sincerely,



Graham Hughes  
Executive Director  
Literacy Alberni Society



Paul Thompson  
Board Chair  
Literacy Alberni Society



Lesley Wright  
Director of Projects & Programs  
Literacy Alberni Society





**Joseph Rotenberg**

---

**From:** Info Ucluelet  
**Sent:** May 3, 2021 9:25 AM  
**To:** Joseph Rotenberg  
**Subject:** FW: Yard waste/small woody debris  
**Attachments:** Hyphocus Map20210502.pdf

---

**From:** Ukeedave Smith [REDACTED]  
**Sent:** May 2, 2021 11:03 AM  
**To:** Info Ucluelet <info@ucluelet.ca>  
**Subject:** Yard waste/small woody debris

Dear Mayor and Council,

It is my understanding that the burning of yard waste such as leaves, branches and pruned material is no longer allowed to be burned under existing bylaws anymore. While I may not agree with it, I would like to offer a possible solution to the problems generated by it. If people can't burn their yard waste, they have to transport it to the dump, pay to have it transported to the dump, dispose of it via illegal dumping or, like I do, burn it in Area C. All these options require significant driving and the use of a pickup, trailer or larger sized vehicle. This does not seem to fit with governmental carbon footprint reduction goals. I would suggest that an area on Hyphocus Island adjacent to the sewage treatment ponds be made available for the depositing of yard waste at regular intervals.

Before the area was gated, I used to take my dogs up there for walks and noticed that a lot of people would dump yard waste there and when there got to be a lot of it, the District backhoe would just push it off into the woods and the cycle would repeat. I would suggest clearing a little bit larger area in one or two spots and open the gate for people to dump their small woody debris one day a month or one weekend a month - two, three or four times a year. It would have to be monitored, of course, to make sure people aren't taking advantage and dumping construction waste, large woody debris, etc. Things that do not break down quickly or at all. Branches, leaves and the like break down much quicker and rapidly occupy far less space and also act as fertilizer to the surrounding wooded area. I do not believe that this would negatively impact any of the proposed trails or the surrounding area. Let's be honest - It is right beside the sewage treatment ponds and since the area is gated there would be no random dumping.

If it did not work out or land use plans changed, it would simply be a matter of ending the program. I don't believe there is any negative impact to this idea, as it would just be using resources that the District already has.

Thank you for your consideration of this matter.  
David Smith.



Yard waste/small woody debris David Smith

Possible waste sites

**Joseph Rotenberg**

---

**From:** Joseph Rotenberg  
**Sent:** May 3, 2021 9:39 AM  
**To:** Joseph Rotenberg  
**Subject:** RE: Garage Exemption Decision and Communications from the Planning Department

---

**From:** Ukeedave Smith <[REDACTED]>  
**Sent:** April 26, 2021 1:11 PM  
**To:** Info Ucluelet <[info@ucluelet.ca](mailto:info@ucluelet.ca)>  
**Subject:** Garage Exemption Decision and Communications from the Planning Department

Mayor and Council,

I would like to express my disappointment with mayor and council on your decision on the garage exemption bylaw. It has been over a year since the garage exemption was removed from R1 lots in the District of Ucluelet. It was removed on a vote by mayor and council even though none of them knew exactly what they were voting on. I was told many times by different people that this would just be "walked back" to the original bylaw because of this lack of information. I was also under the impression that the planning department was asked to draft a new bylaw returning it to its original form. I was surprised when the bylaw brought forth included a garage floor space exemption, but with a maximum exemption of 600 square feet. If you went to a restaurant and ordered a nice steak and the waitress brought you a hot dog, would you thank them for the hot dog and leave a nice tip? Or would you send it back and demand what you asked for?

I am also frustrated with the planning department and their seeming desire to obfuscate the information and discussion on this matter. Firstly, in the original vote none of the four council members or the mayor even knew about the R1 portion of the exemption removal. Secondly, the final reading of this bylaw was a late agenda addition to the April 8 council meeting. The only reason I knew about it at all is because my wife is on council. Thirdly, the statement by Mr. Greig that the old bylaw allowed for "unlimited extra floor area for garages" is misleading and erroneous. The FAR and the footprint allowed are both 0.35 for R1 zoning, so you could only build up to a footprint of 35% of your lot size.

The only reason I can see for changing the bylaw in the first place is because that is what the planning department wanted to do. I do not know of any homes in Ucluelet with "unlimited sized " garages despite the garage space exemption existing for longer than I can remember. There are no complaints that I know of regarding houses with disproportionately sized garages. Perhaps if either member of the planning department owned a home within the District of Ucluelet they would be less likely to change bylaws that don't need changing.

Despite 100% of the taxpayers that submitted comment on this bylaw being opposed to any garage space exemption, it was passed anyways. There was only one comment, as you know, and it was obviously me (Note that there were also no comments in favour of it either). I think the reason for the lack of comments is twofold. One is that most people probably don't care that much about the size of their garage and are more concerned about living space. The other that is most people don't pay that much attention to changes in bylaws that are not news items in the paper. I know that I don't scour the paper for notifications, so that I can then look through hundreds of pages of information for what might apply to me. Who has the time for that? This does not seem to provide the best transparency in how District plans affect property owners.

**Moving forward**, I would like it if I could be informed via email of any proposed changes to bylaws affecting properties that I own. Why not, in this day and age? I get informed via email by the Recreation Department whenever there are any changes to the schedule for my son's activities. Why not an email list for those with R1, R2, VR1, etc. properties? Mr. Greig spoke at the April 8, 2021 meeting about how they did not have to give individual property owner notifications regarding this bylaw because it affected more than 10 properties. This seems counter intuitive to me. A home and property is usually the largest investment a person or family makes and I think it behooves the District (not to mention that it is good due diligence) to let all affected property owners know what is happening or planned. I would like to see mayor and council adopt a bylaw to provide this information to all affected property owners via email. At least that way if someone had a complaint about not being informed about something, then it would be because they didn't read their emails.

Thank you,  
David Smith.



Reference: 375575

*April 23, 2021*

His Worship Mayor Mayco Noel  
and Councillors  
District of Ucluelet  
PO Box 999  
Ucluelet BC V0R 3A0

Sent via email: [info@ucluelet.ca](mailto:info@ucluelet.ca)

Dear Mayor Noel and Council:

Thank you for your letter of March 16, 2021, sharing your support for Property Assessed Clean Energy (PACE).

Attaining significant energy efficiency improvements and greenhouse gas emission reductions from existing buildings in B.C. is a priority for this government. As you may know, the development of PACE is included in the mandate letters for the [Minister of Energy, Mines and Low Carbon Innovation](#) and the [Minister of Municipal Affairs](#), who is directed to support the Minister of Finance to establish PACE financing.

Through our StrongerBC Economic Recovery Plan, the Province has committed to add \$8 million to CleanBC's existing Building Innovation Fund and \$2 million to support the development of a Property Assessment Clean Energy financing tool, as well as to helping more people and businesses conserve energy and reduce power bills. This work will consider PACE and alternative financing programs and how such a program can be effectively implemented in the B.C. context.

A PACE program can be complex and involve many potential risks. Our goal is to ensure that a potential B.C. PACE program is practical, effective, fair and straightforward to administer. To meet this goal, work has been underway since fall 2020 on developing a PACE Roadmap and Implementation Plan. Once the PACE Roadmap is finalized, an update will be publicly available, and provided to organizations including PACE BC, the Union of British Columbia Municipalities and their members. As you have correctly pointed out, ensuring that commercial, institutional and residential buildings are increasingly energy-efficient is central to emission reductions and B.C.'s climate plan. I see development and implementation of PACE as a key component in achieving our common climate goals.

...2

---

Ministry of Environment and  
Climate Change Strategy

Office of the  
Minister

Mailing Address:  
Parliament Buildings  
Victoria BC V8V 1X4

Telephone: 250 387-1187  
Facsimile: 250 387-1356  
Website: [www.gov.bc.ca/env](http://www.gov.bc.ca/env)

- 2 -

Thank you again for taking the time to write.

Sincerely,

A handwritten signature in blue ink that reads "G. Heyman". The signature is fluid and cursive, with the first letter 'G' being particularly large and stylized.

George Heyman  
Minister

cc: Honourable Josie Osborne, Minister of Municipal Affairs  
Honourable Bruce Ralston, Minister of Energy, Mines and Low Carbon Innovation

From: [Julia Martin](#)  
 Subject: ACRD - Around our Region Newsletter - April 2021  
 Date: April 29, 2021 3:05:07 PM



# Around our Region



## Highlights from the Alberni-Clayoquot Regional District (ACRD) Board of Directors' Meetings - April 2021



### APRIL 14<sup>TH</sup> MEETING

#### AVRA (Alberni Valley Regional Airport) VISIONING & STRATEGIC PLAN

The Board approved the AVRA Visioning & Strategic Plan. The Plan outlines several initiatives related to promotion and marketing, minor improvements, and planning for longer term and larger investment projects at the airport. The next key step will be to develop an implementation plan that will identify the necessary resources and funding required for each item and determine a timeline for implementing these initiatives. Click [here](#) to view the plan or visit the ACRD website [www.acrd.bc.ca](http://www.acrd.bc.ca)

#### NEW EMPLOYEES

The Board welcomed the following new Regional District staff members: Eddie Kunderman, Operations Manager and Karen Freethy, Protective Services Coordinator.

#### SALMON BEACH – COMMUNITY SEPTIC FIELD

The Board authorized entering a ten-year extension for the License of Occupation for the Salmon Beach Community Septic Field Land until March 30, 2031 with Toquaht Nation.

#### SPROAT LAKE COMMUNITY ASSOCIATION

The Board approved entering into a Letter of Understanding with the Sproat Lake Community Association to increase the amount of Community Works Funding to \$250,000 for upgrading the Community Hall for recreational purposes.

### APRIL 28<sup>TH</sup> MEETING

#### ACRD OPEN & ELECTRONIC MEETINGS – COVID-19 PANDEMIC

Regional District Board and Committee meetings will continue to be held virtually until May 27, 2021. Open meetings will continue to be conducted via Zoom videoconferencing and livestreamed on the ACRD website. The public have several ways to participate in ACRD meetings. Visit the ACRD website for more details at [www.acrd.bc.ca](http://www.acrd.bc.ca)

#### ACRD BUILDING BYLAW

The Board gave 1<sup>st</sup> & 2<sup>nd</sup> reading to *The Building Bylaw PS1011, 2021*. ACRD staff will now inform the public and advertise the proposed changes to the building bylaw. This new bylaw will improve efficiencies in the delivery of the building inspection service and provide effective cost recovery for this service. Watch for more details on the ACRD website [www.acrd.bc.ca](http://www.acrd.bc.ca)

#### ACRD & TSESHAHT FIRST NATION (TFN) GOVERNMENT TO GOVERNMENT ACCORD

The Board approved the Government-to-Government Accord between the TFN and ACRD to establish and maintain a long-term cooperative and collaborative government to government relationship.

#### TRADITIONAL TERRITORY SIGNAGE

The Board approved installing traditional territory acknowledgement signage in ACRD public facilities to publicly acknowledge the First Nation traditional territories that ACRD facilities are located on.

### UPCOMING MEETINGS – input on upcoming meetings may be emailed to: [responses@acrd.bc.ca](mailto:responses@acrd.bc.ca)

**Alberni Valley & Bamfield Services Committee** – May 5<sup>th</sup>, 10:00 am, via Zoom

**Electoral Area Directors Committee** – May 5<sup>th</sup>, 1:30 pm, via Zoom

**Committee of the Whole** – May 12<sup>th</sup>, 10:00 am, via Zoom

**Board of Directors** – May 12<sup>th</sup>, 1:30 pm, followed by the **Regional Hospital District**; via Zoom

**Board of Directors** – May 26<sup>th</sup>, 1:30 pm; via Zoom

**Committee of the Whole** – May 26<sup>th</sup>, 10:00 am, via Zoom

*This is not the official minutes, but an information report summarizing the Regular Board of Directors Meeting. For more information visit the ACRD Website at [www.acrd.bc.ca](http://www.acrd.bc.ca) or contact the General Manager of Administrative Services at 250-720-2706 or e-mail [wthomson@acrd.bc.ca](mailto:wthomson@acrd.bc.ca).*

### Board of Directors

**Chair: John Jack**  
(Huu-ay-aht First Nation)

**Vice-Chair: John McNabb**  
(Electoral Area "E"  
Beaver Creek)

**Director Bob Beckett**  
(Electoral Area "A"  
Bamfield)

**Director Tanya Shannon**  
(Electoral Area "B"  
Beaufort)

**Director Kel Roberts**  
(Electoral Area "C"  
Long Beach)

**Director: Penny Cote**  
(Electoral Area "D"  
Sproat Lake)

**Director Dianne Bodnar**  
(Electoral Area "F"  
Cherry Creek)

**Mayor Sharie Minions**  
(City of Port Alberni)

**Councillor Ron Paulson**  
(City of Port Alberni)

**Councillor Tom Stere**  
(District of Tofino)

**Councillor Rachelle Cole**  
(District of Ucluelet)

**Councillor Kirsten Johnson**  
(Toquaht Nation)

**Councillor Wilfred Cootes**  
(Uchucklesaht Tribe  
Government)

**Councillor Alan McCarthy**  
(Yuulu?il?ath Government)

### Voyent Alert!

#### How to Register

**Mobile App Users**  
Download and install the Voyent Alert! app from the Apple App or Google Play stores.

**Email, SMS or Voice Dial Users**  
Register online to receive email, voice or text-based alerts at <https://register.voyent-alert.com>

**Scan to Register**  
Scan here for a link to simple registration



Julia Martin  
 Administrative Assistant  
 Phone: (250) 720-2702

Fax: (250) 723-1327  
Email: [jmartin@acrd.bc.ca](mailto:jmartin@acrd.bc.ca)



*This email is confidential and may be privileged. Any use of this email by an unintended recipient is prohibited. If you receive this email in error please notify me immediately and delete it.*

 **Please consider the environment before printing this email**



## STAFF REPORT TO COUNCIL

Council Meeting: MAY 11, 2021

500 Matterson Drive, Ucluelet, BC V0R 3A0

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

**FILE NO:** 3070-TUP PILOT

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

**REPORT NO:** 21-66

**ATTACHMENT(S):** NONE

### **RECOMMENDATIONS:**

This report is for information.

### **PURPOSE:**

Staff recommend that Council follow the process outlined below for reviewing the Temporary Use Permit (TUP) applications which follow on this meeting agenda. This is part of a pilot project to provide a streamlined TUP intake and review process for permitting seasonal RV camping spaces for local seasonal workers.

### **BACKGROUND:**

On March 23, 2021, Council indicated support for a pilot project to increase the supply of worker housing in Ucluelet this summer - by permitting additional accommodation for a limited period of time in appropriately sited and serviced Recreational Vehicles (RV's). This streamlined process is aimed at alleviating an immediate housing need in the community.

Laurie Filgiano at the Ucluelet Chamber of Commerce played a key role in communicating the process and details to prospective applicants. By the intake deadline on April 16, ten complete(ish) applications were submitted to create two dozen new RV spaces in Ucluelet this summer. Separate reports and details on each of these applications follow on Council's agenda.

Over the past two weeks staff have assessed each application, drafted reports and permits for Council to consider – and have published, mailed and delivered notices to over 300 households (to meet the notification requirements that are necessary before Council considers issuing TUP's). Council is now in a position to receive public input and make decisions on each permit application.

### **DISCUSSION:**

Note that there are eleven permit applications on Council's agenda; one application (TUP21-01) was initiated prior to the pilot project and was in stream when the pilot was launched. Also note TUP21-01 is different from the others in that it seeks a 3-year TUP for a specific circumstance on a commercial property. The timing and notification simply aligned between this application and the others.

A few of the applications do not identify that a person living on-site will be responsible for overseeing the RV space(s). On commercial properties having the manager also resident on site is less of a concern than in residential settings. **For those applications on residential properties where the owner / applicant does not live on site, it would be appropriate for Council to seek detail on how the property will be managed and how the applicant proposes to respond if there are issues or complaints.** Applicants have been alerted to expect questions on this aspect; if Council is not satisfied that the application will adequately avoid nuisance arising from the temporary use, then Council may either deny the requested permit or defer a decision pending receipt of further details from the applicant.

All successful permit holders are encouraged to have a written agreement with any campers on their properties, acknowledging that this is a temporary use which ends at a fixed date no longer than six months, agreeing to conduct themselves in accordance with the conditions which the owner is responsible for ensuring under the TUP, and any other matters the owner wishes to clarify at the outset. Some owners have discussed a “good neighbour” policy, which may be a good idea. Permit holders may also wish to seek legal advice on any agreement with temporary campers; note that TUP holders are responsible for ensuring that the temporary use is removed and the property complies with the Zoning Bylaw when the permit lapses or if it is cancelled.

**PROCESS FOR REVIEWING APPLICATIONS:**

Staff recommend that Council use the following process for each TUP application on the May 11<sup>th</sup> meeting agenda:

- A. Staff will briefly overview the application and highlight any aspects that warrant Council’s particular attention;
- B. Council may ask questions of staff;
- C. The applicant should be invited to address Council (**applicant Zoom attendees “raise your hand” at this point to be brought into the discussion by the meeting moderator to address Council**) to:
  - a. add any additional information they wish Council to consider; and,
  - b. answer any questions raised by members of Council;
- D. Council should then invite any members of the public to comment (**public Zoom attendees “raise your hand” at this point to be brought into the discussion by the meeting moderator to address Council**);
- E. Council should then check with staff to see if any public comments have been submitted by email up to that point;
- F. Council may ask further questions of staff or the applicant;
- G. Council should then return the discussion to the table and debate motions on how to proceed with each TUP application.

Correspondence received up to the publishing of the Council agenda (if any) is found in Appendix “C” to the report on specific applications. Draft Temporary Use Permits are attached as Appendix “B” to each of the individual reports – some contain site-specific conditions suggested to address unique aspects of the application. Council may add or modify conditions as it sees fit before deciding on whether to issue a permit.

**NEXT STEPS:**

For each permit authorized by Council, the applicant will need to follow up with staff to:

- A. sign the permit and its required undertaking;
- B. provide current contact information;
- C. provide a \$1,000 deposit per camping space (the deposit is returned if the permit holder complies with the TUP conditions and removes the use at the end of the term);
- D. arrange for a fire inspection of the seasonal camping space.

Once the fire inspection has been signed off, the permit holder can welcome their seasonal worker(s) on site.

At the end of the maximum 6-month TUP period (i.e., no later than November 11, 2021) all temporary spaces should be vacant. After that point staff will provide a report to Council on any complaints raised / lessons learned from the TUP pilot; that would be an appropriate time to consider whether to repeat the “batch application” exercise. If so, staff would recommend that an earlier intake would allow for a smoother process for all involved. That said, given the timing of how this pilot came about, staff are pleased to see the applications on Council’s agenda and the potential additional accommodation they represent this summer for workers in Ucluelet.

**Respectfully submitted:** Bruce Greig, Manager of Community Planning





## STAFF REPORT TO COUNCIL

Council Meeting: May 11, 2021

500 Matterson Drive, Ucluelet, BC V0R 3A0

<b>FROM:</b>	JOHN TOWGOOD, PLANNER 1	<b>FILE NO:</b>	3070-20-TUP21-01
<b>SUBJECT:</b>	<b>REQUEST FOR A TEMPORARY USE PERMIT FOR SEASONAL RV CAMPING SPACE FOR WORKER ACCOMMODATION AT 2066 PENINSULA ROAD.</b>	<b>REPORT NO:</b>	21-67
<b>ATTACHMENT(S):</b>	APPENDIX A – APPLICATION APPENDIX B – DRAFT TEMPORARY USE PERMIT TUP21-01		

### **Recommendation:**

**THAT**, subject to public comment, with regard to 2066 Peninsula Road (Lot E, District Lot 284, Clayoquot District, Plan 42747), Council consider the following:

- A. **THAT**, Council authorize the issuance of Temporary Use Permit TUP 21-01 for a period of up to three years, to allow for a single seasonal recreational vehicle (RV) camping space use for a local worker, to the rear of the Far West Distribution building.

### **1. Purpose:**

The purpose of this report is for Council to consider an application for a Temporary Use Permit (TUP) submitted by the owner of 2066 Peninsula Road for a single seasonal recreational vehicle camping space use to the rear of the Far West building. The unit would be used for the accommodation of a worker for periods of six months or less over the three-year duration of the TUP. To be clear, Short Term Rentals would not be permitted as part of this TUP.

### **2. Discussion:**

This application is for a single serviced long term camping space (**Figure 2**) for a single Recreational Vehicle (RV) as a temporary staff housing solution. This application is asking for the TUP to be in place for three years. The RV is to be located to rear of the Far West Building in location that previously contained a RV. The property directly to the west of the proposed RV site is the public works yard, the property to the east contains the Long Beach Surf Shop, Sheppard Trucking, a residence located above the surf shop, and the Frank Jones Memorial Park directly to the rear of the subject property. The proposed use would have little impact to these uses.



Figure 1 – Subject Property

### 3. Temporary Use Permit:

A Temporary Use Permit is a process laid out in the *Local Government Act*, Division 8, s.492 to s.497. A Temporary Use Permit allows a use of land, on a temporary basis, not otherwise permitted in the District of Ucluelet's Zoning Bylaw. Temporary use permits may be issued for a period up to three years from the date the permit was approved by Council. Temporary use permits may be renewed once, subject to Council approval. Conditions under which a temporary use may be allowed are established in the permit, including the site design and layout, and length of time the temporary use can occur. Security deposits and letters of undertaking may also be required to ensure conditions are met. Some of the considerations of a temporary use permit are:

- if the temporary use will operate at an intensity of use suitable to the surrounding area;
- if the temporary use will be compatible with regard to use, design, and operation with other surrounding land uses; and
- that the temporary use will operate on a temporary basis only and includes plans, or a letter of undertaking to terminate the use and restore the site by the expiry date of the permit.

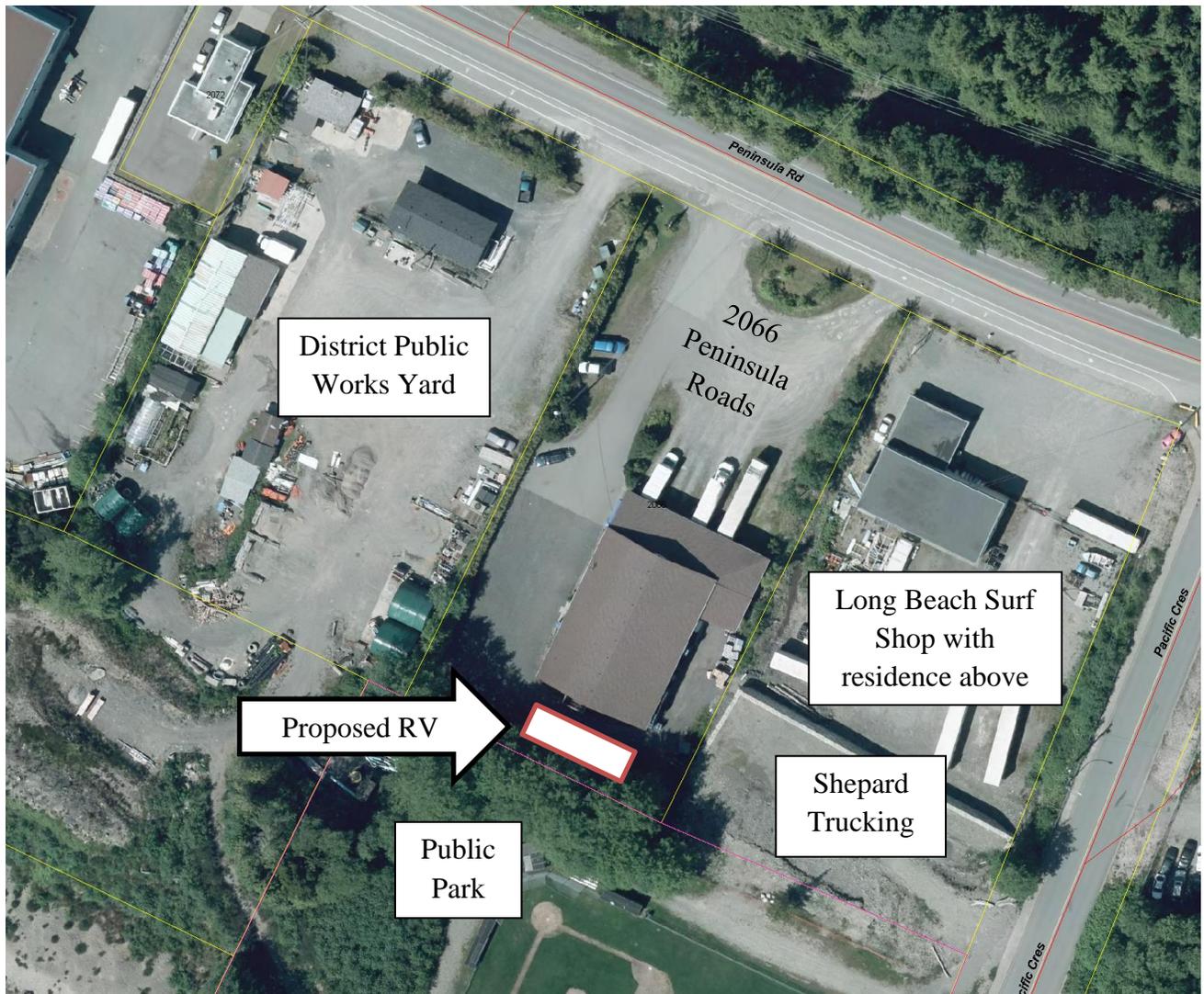


Figure 2 – Site Plan

#### 4. **Zoning:**

The subject property is located in the CS-2 Zone – Service Commercial, which allows the following Permitted Uses:

*CS-2.1.1 The following uses are permitted, but secondary permitted uses are only permitted in conjunction with a principal permitted use:*

*(1) Principal:*

- (a) Hotel*
- (b) Motel*
- (c) Mixed Commercial/Residential*
- (d) Mixed Commercial/Resort Condo*
- (e) Office*
- (f) Tourist Information Booth*
- (g) Retail, including supermarket*
- (h) Convenience Store*

- (i) Restaurant
- (j) Bistro/Café
- (k) Take Out Food Services
- (l) Personal Services
- (m) Commercial Recreation
- (n) Studio
- (o) Community Use

(2) Secondary:

- (a) Accessory Residential Dwelling Unit

The applicant has indicated in their letter that this camping use would only be in place until a permanent Accessory Residential Dwelling Unit is constructed within the Far West Distribution building.

5. **OCP:**

The District of Ucluelet's Official Community Plan (the "OCP") sets out areas that require Development Permits. The OCP exempts Temporary Use Permits as follows:

*Appendix B, Development Permit Area Exemptions*

*s.7. A Development Permit will not be required for the construction, building improvements or site improvements associated with approved temporary use permits.*

This application will not be required to do a Development Permit.

6. **Financial Implications:**

All costs associated with this application will be the responsibility of the applicant.

7. **Public Notice:**

Pursuant to section 494 of the *Local Government Act*, notification has been given for this application as follows:

- This application was advertised in the May 5<sup>th</sup> Westerly News.
- The property owners (registered on the title with BC Land Title and Survey) within 100m of the subject property have been notified by a mailout.
- Tenants in properties within 100m of the subject property have been notified by hand delivery.

- Council should provide an opportunity to be heard to anyone wishing to speak to the application, prior to making a decision on the requested permit.

8. **Options:**

The District of Ucluelet is currently experiencing a housing shortage especially in the rental and staff housing sector. The request to locate a seasonal recreational vehicle camping space to the rear of the Far West Building to be used as an interim housing solution while the applicant constructs a permanent accessory residential dwelling unit, would seem reasonable considering the current housing shortage.

Alternatively, Council has the following options:

- B. **THAT** Council defer a decision on the requested permit until the applicant has provided clarification to address any outstanding questions of Council;
- C. **THAT** Council deny the application; **or,**
- D. **THAT** Council provide alternative direction to Staff.

**Respectfully submitted:**      John Towgood, Planner 1  
   Bruce Greig, Manager of Planning

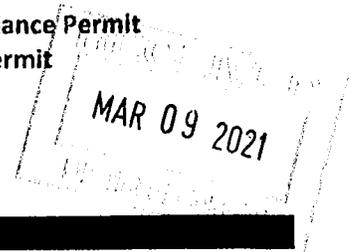
# Appendix A Development Application

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

### Type of Application

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

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



### Description of Property

Civic Address (es): 2066 PENINSULA RD.  
Legal Description: Lot E Plan 42747 Block \_\_\_\_\_ Section \_\_\_\_\_ DL 284  
CLAYOQUOT DISTRICT

### Applicant Information

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

Applicant name: JUNY GRAY / CHARLIS T. SAUB Company name: FAR WEST DISTRIBUTORS LTD.  
Mailing address: \_\_\_\_\_ UCLUELET Postal Code: VOR 3A0  
Tel : \_\_\_\_\_ Cell : \_\_\_\_\_  
Email : \_\_\_\_\_ Fax : \_\_\_\_\_

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

Applicant Signature: \_\_\_\_\_ Date: AUG 20/20

### Registered Owner(s)

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

Registered Owner (s) name: FAR WEST DISTRIBUTORS LTD - DIRECTOR JEROME SIA  
Mailing address: 201-1367 W. BROADWAY, VANCOUVER Postal Code: V6H 4A7  
Tel : \_\_\_\_\_ Cell : \_\_\_\_\_  
Email : \_\_\_\_\_ Fax : \_\_\_\_\_

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

DocuSigned by:  
Owner Signature: Jerome Sia Date: AUG 20/20  
8B1D0E85709146F...

### Office Use Only:

Folio No.: <u>182.150</u>	File No.: <u>TUP21-01</u>	Date: <u>MAR 9/21</u>	Receipt No.: <u>68222</u>	Fee: <u>\$850</u>
------------------------------	------------------------------	--------------------------	------------------------------	----------------------

September 10, 2020

Temporary Use Permit application – 2066 Peninsula Rd.

Far West Distributors Ltd. – Jerome Sia

The application is to allow a motor home parked at the rear of the warehouse to be permitted to have a staff member reside in the unit. Staff housing is extremely limited in Ucluelet and the owner is unable to find housing for all of its employees. Plans are in the works to provide additional housing within the building on the second floor. In the meantime there is no place for staff.

There are sewer and water connections in the location of the RV as they were put there many years ago by the previous owners who had an RV in that location for years as staff housing. Now we would like to make it legal.

There is no disturbance to the neighbouring properties or visual to neighbouring properties.

Thank-you very much for your consideration.

A handwritten signature in black ink, appearing to be 'Judy Gray', written in a cursive style.

Judy Gray for Jerome Sia

District of Ucluelet

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

Owners Authorization Form

Type of Permit

- Single Family Dwelling
Duplex
Accessory Building
Multi-Family Residential, No. of Units
Commercial, No. of Units
Industrial, No. of Units
Public Buildings
Mobile/Manufactured Home
Occupant Load
Addition
Alteration/Renovation
Secondary Suite
Demolition
Excavation
Occupant Load
Other temporary use permit

Description of Property

Civic Address (es): 2066 Peninsula Rd - PID 002-107-333 - Clayoquot District Zoning: CS2
Legal Description: Lot E Plan VIP42747 Block Section DL 294

This document shall serve to notify the District of Ucluelet that I am/we are the legal owner(s) of the property described above and do authorize the person indicated below ("Authorized Agent") to act on my/our behalf on all matters pertaining to any of the Permit Application(s) indicated below for the property described above, including the authority to endorse on my/our behalf application documents.

Property Owner Information

Owner (s) name: Far West Distributors Ltd.
Jerome Sia
Mailing address: 201-1367 West Broadway, Vancouver Postal Code: V6H 4A7
Tel: Cell: Email:
Owner Signature: Jerome Sia Date: 2020-08-19
Owner Signature: Date:

Authorized Agent

Agent's name: Judy Gray &/or Charlie Tsang Company Name: RE/MAX Mid-Island/Far West
Mailing address: PO Box 195, Ucluelet Postal Code: VOR 3A0
Tel: Judy Cell: Charlie Email:
Agent Signature: Judy Gray Charlie Tsang Date: 2020-08-19 2020-08-19

Note: All registered owners of the property shall sign this Authorization Form. Use additional sheets if necessary. New Authorization Forms shall be submitted to the District of Ucluelet if the ownership of the property changes prior to issuance of the Permit applied for or before final approval is granted. It is understood that, until the District of Ucluelet is advised in writing that the agent no longer acts on behalf, the District of Ucluelet will deal exclusively with my agent with respect to all matters pertaining to the proposed building permit and are under no obligation to communicate with me or any other person other than my agent with regard to these permits. This authorization supersedes all previous appointments

Office Use Only

Folio No.: 182.150 Permit No.: TOP 21-01 Date: 2020-08-19

BP 20-56 per above data

## Appendix B

**TEMPORARY USE PERMIT TUP21-01****General Terms**

1. This Temporary Use Permit is issued to:  
  
Far West Distributors LTD, 202-186-8120 NO. 2 RD Richmond BC V7C 5J8 (the "**Permittee**")  
  
as the registered owner of, and shall apply only to, the lands and premises situate in the District of Ucluelet, in the Province of British Columbia, and more particularly described as:  
  
2066 Peninsula Road (Lot E, District Lot 284, Clayoquot District, Plan 42747) (the "**Lands**").
2. This Temporary Use Permit is issued pursuant to section 492 to 497 of the *Local Government Act*.
3. This Temporary Use Permit is issued subject to compliance with all applicable District of Ucluelet Bylaws.
4. This Temporary Use Permit authorizes the following uses on the Lands:  
***One (1) seasonal RV camping spaces for local workers.***
5. This permit does not relieve an owner or occupier from obtaining any other approvals required by any other jurisdiction, or from meeting any other applicable regulations.
6. The permit holder, as a condition of issuance of this Permit, agrees to comply with the requirements and conditions of **Schedules 1-4**, which are attached hereto and form part of this permit.
7. The land described herein shall be developed strictly in accordance with the terms and conditions and provisions of this Permit.
8. Notice shall be filed in the Land Title Office under section 503 of the *Local Government Act*, and upon such filing, the terms of this Permit or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
9. This Permit is NOT a Building Permit.
10. This Permit is NOT a Development Permit.
11. Provisions of sections 495, 496 and 502 of the *Local Government Act* requiring security applies to this permit as set forth in **Schedule 2**.

TEMPORARY USE PERMIT – RV/TRAILER CAMPING SPACE

**AUTHORIZING RESOLUTION** passed by the Municipal Council on the \_\_\_\_\_, 2021.

**IN WITNESS WHEREOF** this Temporary Use Permit is hereby executed and issued by the Municipality the \_\_\_\_\_, 2021.

**THIS PERMIT SHALL EXPIRE** on the day of \_\_\_\_\_, 2021 (3 years).

**THE DISTRICT OF UCLUELET**

by its authorized signatories:

**OWNER**

by its authorized signatory

\_\_\_\_\_

**ISSUED** the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_

Bruce Greig - Manager of Community Planning

TEMPORARY USE PERMIT – RV/TRAILER CAMPING SPACE

**Schedule 1 Required Undertaking**

TO THE DISTRICT OF UCLUELET:

I (We), representing *the Lands* hereby undertake as a condition of issuance of this Temporary Use Permit to:

- a) Cease use and remove any structures built to support the temporary use from the subject property not later than 1 month after the termination date set out on the Temporary Use Permit.
- b) Abide by all conditions of the Temporary Use Permit.
- c) Provide the occupant’s contact information to the District of Ucluelet.

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

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

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

Contact Information for the Owner/Manager

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Date: \_\_\_\_\_

Owner: \_\_\_\_\_

Signature: \_\_\_\_\_

Owner: \_\_\_\_\_

Signature: \_\_\_\_\_

Witness: \_\_\_\_\_

Signature: \_\_\_\_\_

## Schedule 2 Security

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

- a) A Letter of Credit or cash to be deposited into a specified bank account, to be held for the term of the permit in the amount of \$1,000 (\$1000 per unit). The purpose of the security is to cover any associated costs to the District of Ucluelet with respect to the removal of recreational vehicle units and associated structures or services.

### Schedule 3 Temporary Use Permit Conditions

#### General Conditions:

- a) The permitted temporary use shall be limited to the following uses;
  - One (1) seasonal RV camping spaces for local workers.***
- b) No other temporary uses other than the above-mentioned uses shall be permitted.
- c) The recreational vehicle/trailer camping space is to be located as indicated on the site plan **(Schedule 4)**
- d) An on-site parking space shall be provided for the unit, in addition to the required parking for all other uses on site.
- e) Access aisles and vehicle turnarounds are to be kept free at all times, for emergency access, and
- f) The Permittee or a manager/caretaker must oversee the use of the Lands and their telephone and email contact shall be provided to the District and updated as required.
- g) The RV/trailer unit must be licensed and in good condition.
- h) The proposed seasonal trailer space is for staff accommodation to be inhabited by a maximum of two people, with a minimum of one person being a seasonal worker employed in the community. For clarity, this permit does not authorize short-term commercial tourist accommodation use of the proposed trailer space. The minimum length of stay is 30 consecutive days. The maximum length of stay is consecutive 6 months.
- i) At the end of each seasonal stay, or within 6 months (whichever is less), the Permittee shall notify the Bylaw Enforcement Officer in writing that the RV/trailer unit has been vacated and if reoccupied, the name of the new or returning tenant be given to the Bylaw officer.
- j) No person shall make, allow, or cause to be made any loud, objectionable, or unnecessary noise anywhere within the seasonal camping area which may disturb the peace, quiet, rest, enjoyment, comfort, and/or convenience of the neighborhood between the hours of 10 pm of one day and 7 am of the next day.
- k) The Permittee shall provide for collection and pickup of garbage and recycling in appropriate wildlife-proof containers.
- l) Areas around the RV/trailer unit will be kept clean and tidy at all times.
- m) If the permittee is to provide hydro electricity to the RV/trailer unit, it must be done in a safe manner inspected by a registered electrician.
- n) Prior to anyone occupying the unit, contact the Fire Department to arrange an inspection by emailing [rgeddes@ucluelet.ca](mailto:rgeddes@ucluelet.ca) or calling (250) 726-7744. The permittee is responsible for maintaining the following for each unit;
  - i. A working multipurpose fire extinguisher,
  - ii. A working smoke alarm,
  - iii. A working carbon monoxide alarm,
  - iv. Two means of egress in case of emergency,
  - v. A label on the inside of the door that displays the property address.
  - vi. The unit number (i.e. A, B, C, D etc) must be prominently displayed on the exterior of the unit facing the access.

## TEMPORARY USE PERMIT – RV/TRAILER CAMPING SPACE

- vii. No portable heating or cooking appliances within the unit.
- o) The municipal Bylaw Enforcement Officer may arrange for site inspection at any time, in a reasonable manner, to monitor compliance with the terms of the Temporary Use Permit.
- p) Failure of the Permittee to meet and maintain any of the terms listed above may result in suspension of the permit and forfeiture of the security deposit.

**Servicing Conditions**

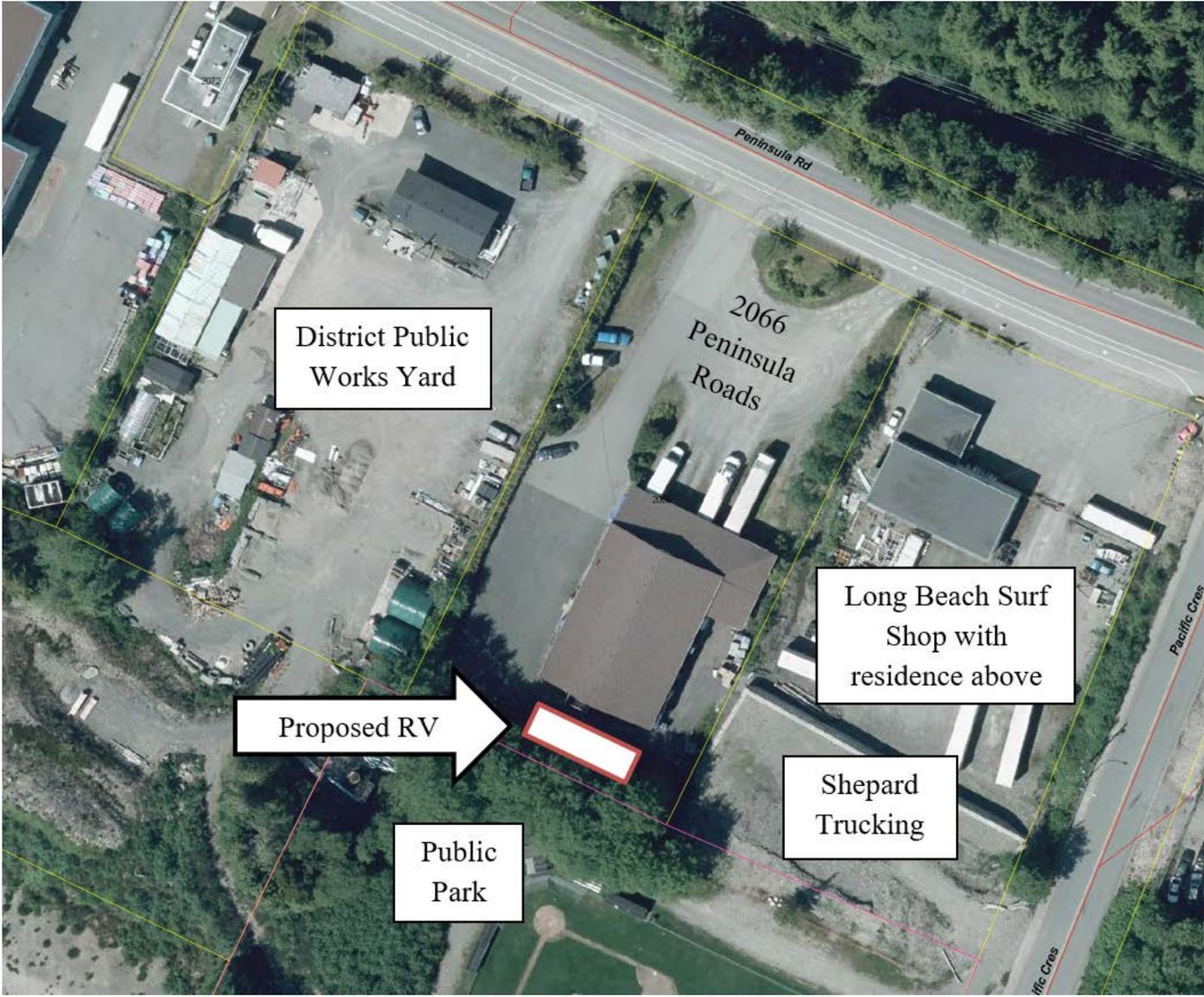
- a) **Potable Water:**  
The permittee is responsible for providing potable water.
- b) **Sewer Service:**  
The permittee is responsible for providing a sewer connection.
- c) **Access to Washrooms:**  
The permittee is not responsible for providing access to a washroom.
- d) **Hydro:**  
The permittee is not responsible for providing a safe hydro connection.

**Site Specific Conditions**

1. There are no site specific conditions.

TEMPORARY USE PERMIT – RV/TRAILER CAMPING SPACE

Schedule 4 Site Plan







### 3. Application Specifics:

Item		Comments
Number of units:	8	Larger number of units and occupants could lead to gatherings and noise.
Respects Setbacks:	Yes	This is a large property and the units are well within the setbacks as indicated on the site plan.
Located to Rear of bldg.:	N/A	There are no buildings on the subject property.
On-site parking:	Yes	There is ample area for parking at each unit.
Sewer connection:	No	The applicant has indicated only two portable toilets. Shared portable toilets are not recommended at this time due to the current Covid-19 pandemic.
Water connection:	No	The applicant has indicated that they will not supply potable water and it will be the occupant's responsibility to supply their own potable water.
Hydro connection:	No	The applicant has indicated that each unit will require the occupant to run generators for power. The applicant will not be supplying generators, occupants will be required to supply their own.
On site manager:	No	The owner does not live on site but has indicated that if a tenant is found to be reliable, they would be asked to be a site manager.
Seen from the street:	No	This area is screened by mature trees from both Peninsula Road and Minato Road.
Covid 19 Concern:	Maybe	The 8 units combined with only 2 portable toilets without a cleaning strategy is problematic in both a capacity and Covid 19 health and safety context. It is recommended that each unit must have their own in unit or portable toilet (no shared facilities).
Pictures of units:	No	At this time the applicant has not identified the 8 units or occupants of the units.



- there is currently no person living on the property who would oversee and manage the temporary seasonal worker camp sites.

The following conditions specific to this application are recommended by Staff to make this application supportable:

1. Each RV located on site be equipped with washroom facilities (toilet / sink / shower) or it must be demonstrated that each unit has adequate external washing and bathing facilities for the occupants (e.g., portable shower, sink, and toilet).
2. Where a portable toilet is used they must be dedicated to a single unit and not shared between units.
3. If generators are used, they must be screened and safely located (fire hazard / exhaust discharge) in a way that mitigates the noise to any neighbouring property.
4. Prior to the permit being issued, the owners are required to provide the email and cell phone contact information for the person responsible for managing the worker housing sites.

#### 7. **Public Notice**

Pursuant to section 494 of the *Local Government Act*, notification has been given for this application as follows:

- This application was advertised in the May 5<sup>th</sup> Westerly News.
- The property owners (registered on the title with BC Land Title and Survey) within 100m of the subject property have been notified by a mailout.
- Tenants on properties within 100m of the subject property have been notified by hand delivery.

Council should provide an opportunity to be heard to anyone wishing to speak to the application, prior to making a decision on the requested permit.

#### 8. **Options:**

Staff have indicated above what are considered the minimum conditions to make this application supportable. Council may seek clarification from the applicant on any aspect of the proposal. Council may wish to add, remove or modify these conditions as it sees fit.

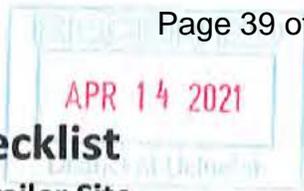
Alternatively, Council has the following options:

- B. THAT** Council defer a decision on the requested TUP until the applicant has provided additional clarification to address any outstanding questions of Council;
- C. THAT** Council deny the application; **or,**
- D. THAT** Council provide alternative direction to Staff.

**Respectfully submitted:** John Towgood, Planner 1  
Bruce Greig, Manager of Community Planning



TOP21-06 Appendix A



# Temporary Use Permit Application & Checklist

## Seasonal Worker Recreation Vehicle(RV)/Trailer Site

Please submit a separate application for each civic address. A non-refundable application fee of \$350.00 must be paid when you submit your application. A \$1000.00 security deposit is due at the time of this temporary use permit issuance/pick up.

### Description of Property

Civic Address: 221 Minato Rd Ucluelet B.C.

Number of RV/trailer camping spaces requested: 8 For each space requested, please show on the site plan the proposed location of the RV/trailer and associated parking spot.

### STAFF TO COMPLETE THIS SECTION

Legal Description: Lot: B Plan: V1P79908 Block: \_\_\_\_\_ Section: \_\_\_\_\_ District Lot: 286

Parcel Identifier (PID): 026-487-764 Zoning: RU

471  
472  
473

### Owner Information

**Property Owner(s)**  
Please list all owners on title, if more space is require please submit a second application

**Name:** Pirates Bay Holdings Ltd. - Rick Lim  
NAME OR BUSINESS NAME, IF APPLICABLE, INCLUDING CONTACT PERSON)

**Address:** 221 Minato Rd Ucluelet BC V0R3A0  
HOUSE/STREET CITY PROVINCE POSTAL CODE

**Email:** [REDACTED] **Phone:** \_\_\_\_\_ **Cell:** [REDACTED]

**Name:** \_\_\_\_\_  
NAME OR BUSINESS NAME, IF APPLICABLE, INCLUDING CONTACT PERSON

**Address:** \_\_\_\_\_  
HOUSE/STREET CITY PROVINCE POSTAL CODE

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Name:** \_\_\_\_\_  
NAME OR BUSINESS NAME, IF APPLICABLE, INCLUDING CONTACT PERSON

**Address:** \_\_\_\_\_  
HOUSE/STREET CITY PROVINCE POSTAL CODE

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Notice of Personal Information Collection:** The personal information on this form is being collected for the purpose of processing your application in accordance with section 26(c) of the Freedom of Information and Protection of Privacy Act. For more information about how this information will be used, please contact the Manager of Corporate Services at 250-726-7744.

The undersigned owner(s) make an application as specified herein, and declares that the information submitted in support of the application is true and correct in all respects.

**Owner(s) Signature** [Signature] **Date:** Apr 7 2021

## Appendix A

Pirates Bay Holdings Ltd.  
221 Minato Rd.  
Ucluelet B.C.



## Conditions for Temporary Use Permit approval

- Sites will be levelled, filled and compacted with drain rock
- 2 Porta-potties will be on site
- Each site will be a minimum of 800sq/ft
- Hydro and Water are NOT available - Simple solutions are seasonal workers providing their own generators and large refillable water jugs
- All occupants will sign a Zero tolerance letter. Rick and Rebekka Lim will check on the site daily.
- Also, if a tenant is deemed responsible we may ask them to manage / monitor.

NO.	DATE	DESCRIPTION
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		



- SECURE ANIMAL PROOF GARBAGE/RECYCLING ENCLOSURE AREA
- WASHROOM FACILITY / UTILITY ROOM
- 2 TOILETS (1 ACCESSIBLE)
- 2 SHOWERS (1 ACCESSIBLE)
- APPROX. 200 SQ.FT.
- GUEST PARKING
- EXISTING MINATO ROAD CENTRE LINE
- RETAINED NATURAL VEGETATION VISUAL SCREEN
- ACCESSIBLE PARKING SPACES
- GRAVEL RV PAD TYP.
- GRAVEL DRIVE AISLE
- 6 m WIDE
- ENHANCED VEGETATIVE VISUAL SCREEN
- LIMIT OF PAVED ENTRY
- 35 m
- CHECK IN/CARETAKERS CABIN
- APPROX. 700 SQ.FT.
- PHASE 3 ENTRY ACCESS EASEMENT
- INTERNAL GRAVEL ROADS
- LIMIT OF PAVED SURFACE
- SEWER CONNECTION POINT
- ASPHALT SIDEWALK 1.5 m WIDE
- MINATO ROAD UPGRADES
- ROAD PAVING
- CONCRETE CURBS
- CUL-DE-SAC
- PUBLIC PARKING (14 PARALLEL SPACES / 2 ACCESSIBLE SPACES)
- 10m R.O.W. OFFSET FROM EXISTING PROPERTY LINE
- 10 RV PAD RENTALS
- 6X16m FULL HOOK-UP CAMP SITE
- 1 PARKING SPACE
- 2m LANDSCAPE BUFFER

**PHASE 1**  
 2.1 Ac. / 0.85 Ha.  
 PROPOSED CG ZONING  
 5 SITES / ACRE





Temporary Use Permit TUP21-06 (221 Minato Road) John Towgood, Planner 1





Temporary Use Permit TUP21-06 (221 Minato Road) John Towgood, Planner 1

## Appendix B

**TEMPORARY USE PERMIT TUP21-06****General Terms**

1. This Temporary Use Permit is issued to:

Pirates Bay Holdings Ltd, PO Box 286, Ucluelet, BC V0R 3A0  
(the "**Permittee**")

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

221 Minato Road, Lot B, District Lot 286, Clayoquot District, Plan VIP77908  
(the "**Lands**").

2. This Temporary Use Permit is issued pursuant to section 492 to 497 of the *Local Government Act*.
3. This Temporary Use Permit is issued subject to compliance with all applicable District of Ucluelet Bylaws.
4. This Temporary Use Permit authorizes the following uses on the Lands:  
***Eight (8) seasonal RV camping spaces for local workers.***
5. This permit does not relieve an owner or occupier from obtaining any other approvals required by any other jurisdiction, or from meeting any other applicable regulations.
6. The permit holder, as a condition of issuance of this Permit, agrees to comply with the requirements and conditions of **Schedules 1-4**, which are attached hereto and form part of this permit.
7. The land described herein shall be developed strictly in accordance with the terms and conditions and provisions of this Permit.
8. Notice shall be filed in the Land Title Office under section 503 of the *Local Government Act*, and upon such filing, the terms of this Permit or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
9. This Permit is NOT a Building Permit.
10. This Permit is NOT a Development Permit.
11. Provisions of sections 495, 496 and 502 of the *Local Government Act* requiring security applies to this permit as set forth in **Schedule 2**.

TEMPORARY USE PERMIT – RV/TRAILER CAMPING SPACE

**AUTHORIZING RESOLUTION** passed by the Municipal Council on the \_\_\_\_\_, 2021.

**IN WITNESS WHEREOF** this Temporary Use Permit is hereby executed and issued by the Municipality the \_\_\_\_\_, 2021.

**THIS PERMIT SHALL EXPIRE** on the day of \_\_\_\_\_, 2021 (6 months).

**THE DISTRICT OF UCLUELET**

by its authorized signatories:

**OWNER**

by its authorized signatory

\_\_\_\_\_

**ISSUED** the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_

Bruce Greig - Manager of Community Planning

TEMPORARY USE PERMIT – RV/TRAILER CAMPING SPACE

**Schedule 1 Required Undertaking**

TO THE DISTRICT OF UCLUELET:

I (We), representing *the Lands* hereby undertake as a condition of issuance of this Temporary Use Permit to:

- a) Cease use and remove any structures built to support the temporary use from the subject property not later than 1 month after the termination date set out on the Temporary Use Permit.
- b) Abide by all conditions of the Temporary Use Permit.
- c) Provide the occupant’s contact information to the District of Ucluelet.

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

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

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

Contact Information for the Owner/Manager

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Date: \_\_\_\_\_

Owner: \_\_\_\_\_

Signature: \_\_\_\_\_

Owner: \_\_\_\_\_

Signature: \_\_\_\_\_

Witness: \_\_\_\_\_

Signature: \_\_\_\_\_

## Schedule 2 Security

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

- a) A Letter of Credit or cash to be deposited into a specified bank account, to be held for the term of the permit in the amount of \$8,000 (\$1000 per unit). The purpose of the security is to cover any associated costs to the District of Ucluelet with respect to the removal of recreational vehicle units and associated structures or services.

### Schedule 3 Temporary Use Permit Conditions

#### General Conditions:

- a) The permitted temporary use shall be limited to the following uses;
- Eight (8) seasonal RV camping spaces for local workers.***
- b) No other temporary uses other than the above-mentioned uses shall be permitted.
- c) The recreational vehicle/trailer camping space is to be located as indicated on the site plan **(Schedule 4)**
- d) An on-site parking space shall be provided for the unit, in addition to the required parking for all other uses on site.
- e) Access aisles and vehicle turnarounds are to be kept free at all times, for emergency access, and
- f) The Permittee or a manager/caretaker must oversee the use of the Lands and their telephone and email contact shall be provided to the District and updated as required.
- g) The RV/trailer unit must be licensed and in good condition.
- h) The proposed seasonal trailer space is for staff accommodation to be inhabited by a maximum of two people, with a minimum of one person being a seasonal worker employed in the community. For clarity, this permit does not authorize short-term commercial tourist accommodation use of the proposed trailer space. The minimum length of stay is 30 consecutive days. The maximum length of stay is 6 months.
- i) At the end of each seasonal stay, or within 6 months (whichever is less), the Permittee shall notify the Bylaw Enforcement Officer in writing that the RV/trailer unit has been vacated.
- j) No person shall make, allow, or cause to be made any loud, objectionable, or unnecessary noise anywhere within the seasonal camping area which may disturb the peace, quiet, rest, enjoyment, comfort, and/or convenience of the neighborhood between the hours of 10 pm of one day and 7 am of the next day.
- k) The Permittee shall provide for collection and pickup of garbage and recycling in appropriate wildlife-proof containers.
- l) Areas around the RV/trailer unit will be kept clean and tidy at all times.
- m) If the permittee is to provide hydro electricity to the RV/trailer unit, it must be done in a safe manner inspected by a registered electrician.
- n) Prior to anyone occupying the unit, contact the Fire Department to arrange an inspection by emailing [rgeddes@ucluelet.ca](mailto:rgeddes@ucluelet.ca) or calling (250) 726-7744. The permittee is responsible for maintaining the following for each unit;
- i. A working multipurpose fire extinguisher,
  - ii. A working smoke alarm,
  - iii. A working carbon monoxide alarm,
  - iv. Two means of egress in case of emergency,
  - v. A label on the inside of the door that displays the property address.
  - vi. The unit number (i.e. A, B, C, D etc) must be prominently displayed on the exterior of the unit facing the access.
  - vii. No portable heating or cooking appliances within the unit.

## TEMPORARY USE PERMIT – RV/TRAILER CAMPING SPACE

- o) The municipal Bylaw Enforcement Officer may arrange for site inspection at any time, in a reasonable manner, to monitor compliance with the terms of the Temporary Use Permit.
- p) Failure of the Permittee to meet and maintain any of the terms listed above may result in suspension of the permit and forfeiture of the security deposit.

### Servicing Conditions

- a) **Potable Water:**  
The permittee is not responsible for providing potable water, the tenants of each RV space are responsible to obtain sufficient potable water for their needs.
- b) **Sewer Service:**  
The permittee is not responsible for providing a sewer connection, the tenants of each RV space are responsible to contain all sewage and gray water in holding tanks and to pump those tanks out prior to any overflow or spillage. It should be noted that any sewage or graywater contamination in the area of the RV space will be considered a breach in the conditions of this permit.
- c) **Access to Washrooms:**  
The permittee is not responsible for providing access to a washroom but shall provide one portable toilet for each RV space.
- d) **Hydro:**  
The permittee is not responsible for providing a hydro connection, the tenants of each RV space are responsible to provide a generator or solar solution to any power needs.

### Site Specific Conditions

1. Each RV located on site be equipped with washroom facilities (toilet / sink / shower) or it must be demonstrated that each unit has adequate external washing and bathing facilities for the occupants (e.g., portable shower, sink, and toilet).
2. Where a portable toilet is used they must be dedicated to a single unit and not shared between units.
3. If generators are used, they must be screened and safely located (fire hazard / exhaust discharge) in a way that mitigates the noise to any neighboring property.
4. Prior to the permit being issued, the owners are required to provide the email and cell phone contact information for the person responsible for managing the worker housing sites.





## STAFF REPORT TO COUNCIL

Council Meeting: May 11, 2021

500 Matterson Drive, Ucluelet, BC V0R 3A0

<b>FROM:</b>	JOHN TOWGOOD, PLANNER 1	<b>FILE No:</b>	3070-20-TUP21-07
<b>SUBJECT:</b>	<b>TEMPORARY USE PERMIT TUP21-07 337 FORBES ROAD</b>	<b>REPORT No:</b>	21- 69
<b>ATTACHMENT(S):</b>	APPENDIX A – APPLICATION APPENDIX B – DRAFT TEMPORARY USE PERMIT APPENDIX C – CORRESPONDENCE		

### Recommendation

**THAT**, subject to public comment, with regard to 337 Forbes Road (Lot 7, District Lot 284, Clayoquot District, Plan VIP76147) Council consider the following:

- A. **That**, Council authorize the issuance of Temporary Use Permit TUP21-07 for a period of six months, to allow for 2 seasonal RV camping spaces for local workers.

#### 1. Purpose:

The purpose of this report is to review a specific application for a Seasonal Worker Recreation Vehicle(RV)/trailer site.

#### 2. Subject Property Location

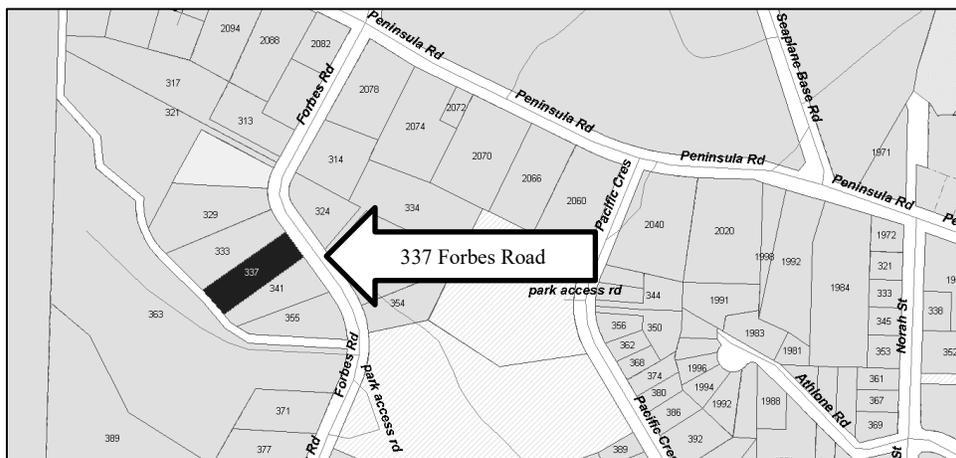


Figure 1 - Subject Property

### 3. Application Specifics:

Item		Comments
Number of units:	2	The subject property is a large at 0.7acre and is used by Crow Excavating materials and site structures.
Respects Setbacks:	Yes	The units are well within the required setbacks, approximately 10m from the front property (8m allowed) and 3m from the side yard (1.5m allowed)
Located to Rear of bldg.:	N/A	There is currently no principle use building on the subject property.
On-site parking:	Yes	There is ample area for parking at each unit.
Sewer connection:	Yes	The applicant has indicated that both units will be connected to the Ucluelet sewer system.
Water connection:	Yes	The applicant has indicated that both units will be connected to the Ucluelet potable water system.
Hydro connection:	Yes	The applicant has indicated that both units will be connected to hydro by way of appropriately sized exterior extension cords.
On site manager:	No	The applicant has not indicated an onsite manager in their application.
Seen from the street:	Yes	The two units will be visible from Forbes Road.
Covid 19 Concern:	No	The two units connected to services does not constitute a concern that Covid guidelines cannot be met at this time.
Pictures of units:	Yes	The applicant has shown images of a 6m and 9m camping trailers in good condition both with current license plates.

4. **Site Plan**

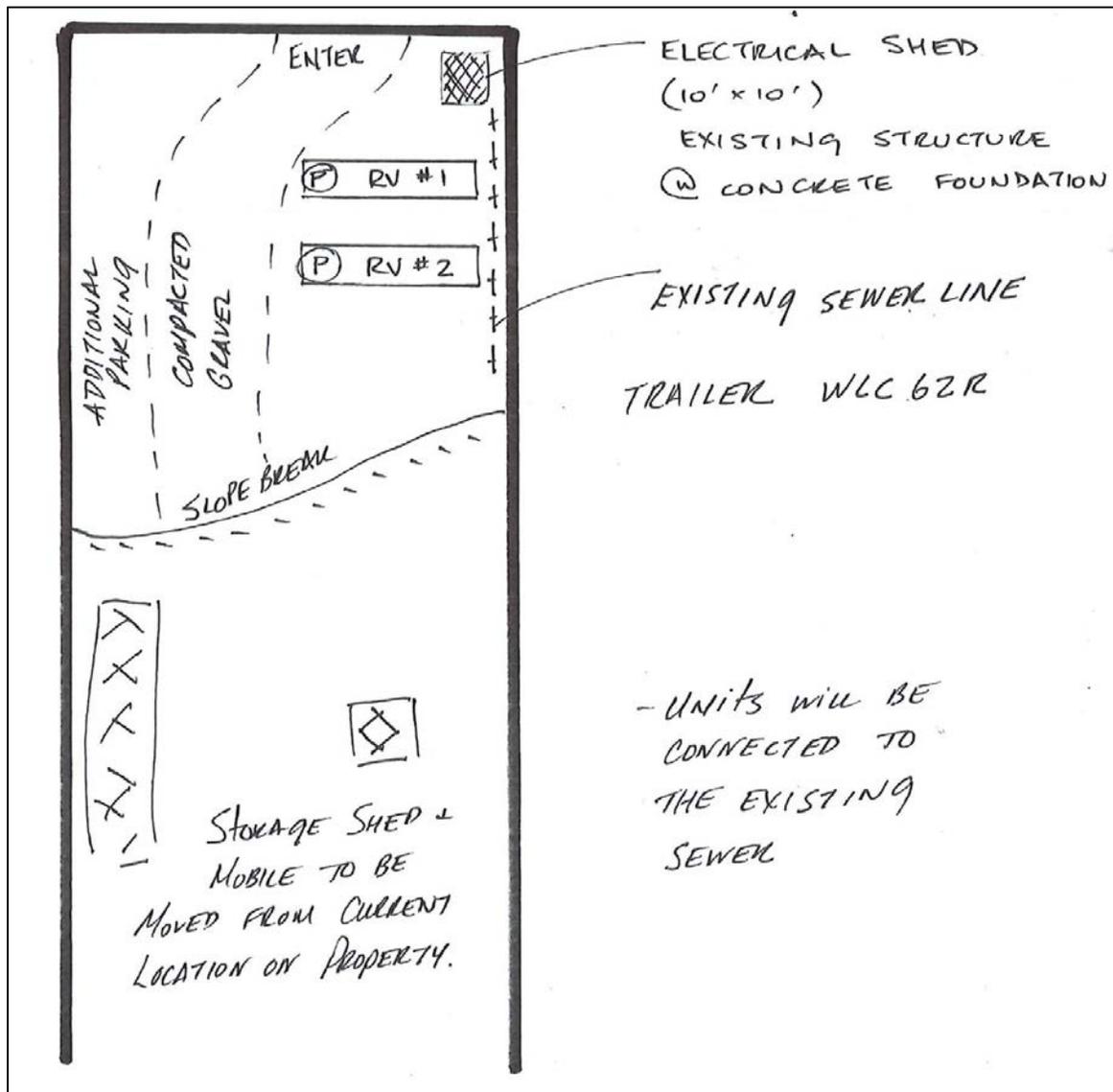


Figure 2 – Site Plan

5. **Zoning:**

The subject and neighboring properties are zoned CD-1, Light Industrial, which allows for a variety of industrial type uses such as mini-storage, recycling depot and light manufacturing.

6. **Site Specific Condition:**

This application is supportable without any site-specific conditions.

## 7. **Public Notice**

Pursuant to section 494 of the *Local Government Act*, notification has been given for this application as follows:

- This application was advertised in the May 5<sup>th</sup> Westerly News.
  - The property owners (registered on the title with BC Land Title and Survey) within 100m of the subject property have been notified by a mailout.
  - Tenants on properties within 100m of the subject property have been notified by hand delivery.
- Council should provide an opportunity to be heard to anyone wishing to speak to the application, prior to making a decision on the requested permit.

## 8. **Options:**

Council may seek clarification from the applicant on any aspect of the proposal. Council may wish to add, remove or modify the permit conditions as it sees fit.

Alternatively, Council could:

- B. THAT** Council defer a decision on the requested TUP until the applicant has provided additional clarification to address any outstanding questions of Council;
- C. THAT** Council deny the application; **or,**
- D. THAT** Council provide alternative direction to Staff.

**Respectfully submitted:** John Towgood, Planner 1  
Bruce Greig, Manager of Community Planning

Appendix A



DISTRICT OF UCLUELET

[Redacted] #68340

## Temporary Use Permit Application & Checklist

### Seasonal Worker Recreation Vehicle(RV)/Trailer Site

Please submit a separate application for each civic address. A non-refundable application fee of \$350.00 must be paid when you submit your application. A \$1000.00 security deposit is due at the time of this temporary use permit issuance/pick up.

#### Description of Property

Civic Address: 337 FORBES ROAD, UCLUELET

Number of RV/trailer camping spaces requested: 2 For each space requested, please show on the site plan the proposed location of the RV/trailer and associated parking spot.

#### STAFF TO COMPLETE THIS SECTION

Legal Description: Lot: 7 Plan: V187647 Block: \_\_\_\_\_ Section: \_\_\_\_\_ District Lot: 284

Parcel Identifier (PID): 025-926-632 Zoning: CD-1

#### Owner Information

**Property Owner(s)** Name: Emma Neiu (PO Box 411)  
NAME OR BUSINESS NAME, IF APPLICABLE, INCLUDING CONTACT PERSON

Please list all owners on title, if more space is require please submit a second application  
 Address: 590 PREIKER CRES. TORNO BC V0R2Z0  
HOUSE/STREET CITY PROVINCE POSTAL CODE

Email: [Redacted] Phone: [Redacted] Cell: [Redacted]

Name: Cory Crowler (PO Box [Redacted])  
NAME OR BUSINESS NAME, IF APPLICABLE, INCLUDING CONTACT PERSON

Address: 590 PREIKER CRES TORNO BC V0R2Z0  
HOUSE/STREET CITY PROVINCE POSTAL CODE

Email: [Redacted] Phone: [Redacted] Cell: [Redacted]

Name: Crow Excavating & Trucking Ltd.  
NAME OR BUSINESS NAME, IF APPLICABLE, INCLUDING CONTACT PERSON

Address: \_\_\_\_\_  
HOUSE/STREET CITY PROVINCE POSTAL CODE

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

**Notice of Personal Information Collection:** The personal information on this form is being collected for the purpose of processing your application in accordance with section 26(c) of the Freedom of Information and Protection of Privacy Act. For more information about how this information will be used, please contact the Manager of Corporate Services at 250-726-7744.

The undersigned owner(s) make an application as specified herein, and declares that the information submitted in support of the application is true and correct in all respects.

Owner(s) Signature: [Signature]

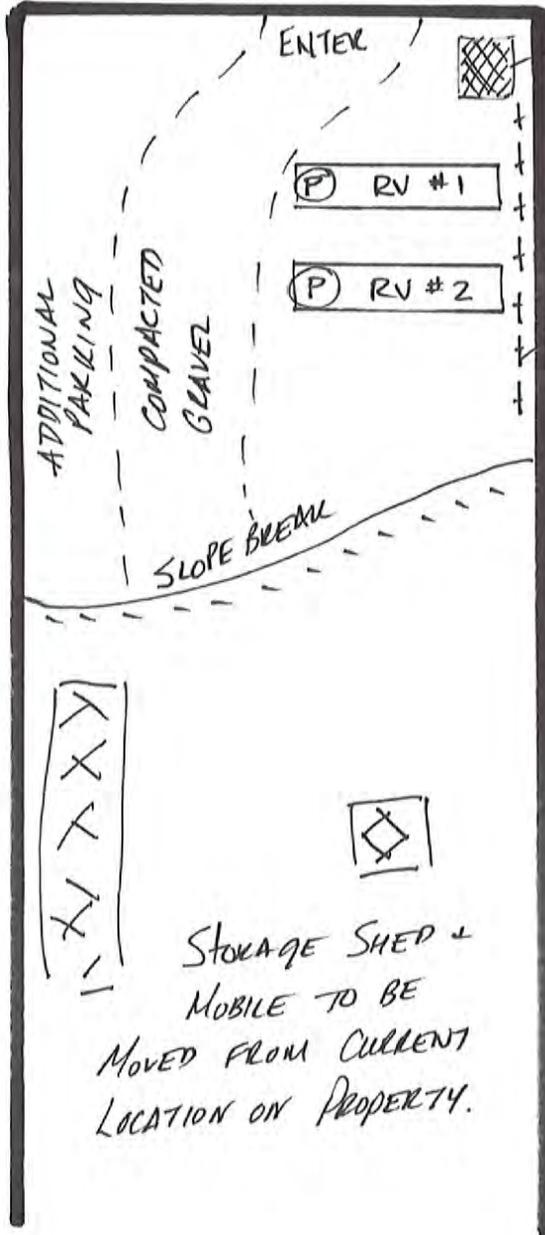
Date: April 5/2021

**CROW**  
**Excavating & Trucking**  
 Residential and Light Commercial Excavating  
 Cory Crowley (250) 266-0427  
 Owner/Operator evenings (250) 725-2245  
 Box 477, Tofino, B.C. V0R 2Z0 email: crowley@cancomail.com

# Lot 7 - Forbes Rd.

PLAN VIP 76147 D.L. 284

P.I.D. 025-926-632



ELECTRICAL SHED  
 (10' x 10')  
 EXISTING STRUCTURE  
 @ CONCRETE FOUNDATION

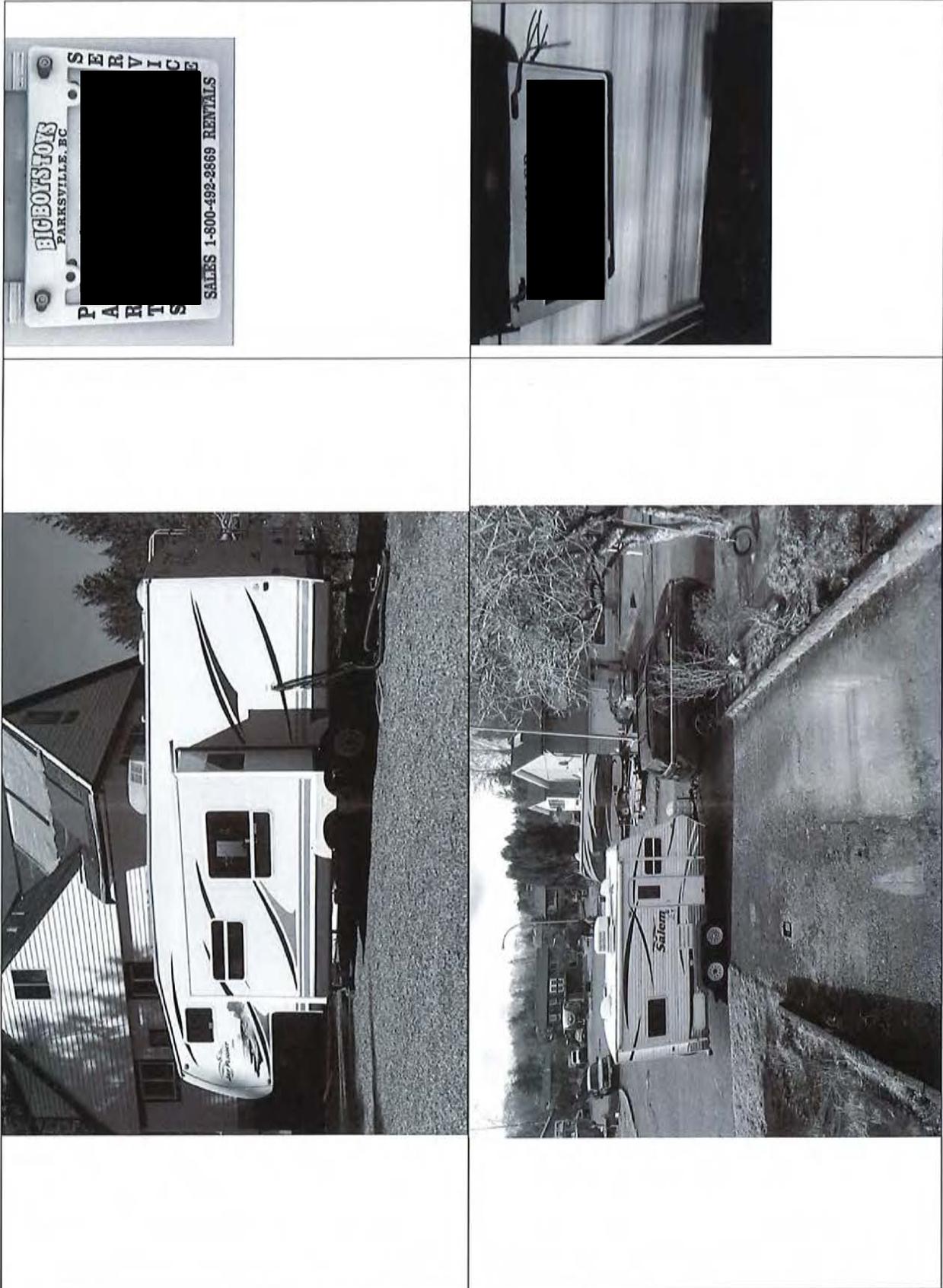
EXISTING SEWER LINE

TRAILER WLC 62R

- UNITS WILL BE  
 CONNECTED TO  
 THE EXISTING  
 SEWER

STORAGE SHED +  
 MOBILE TO BE  
 MOVED FROM CURRENT  
 LOCATION ON PROPERTY.

Location – 337 Forbes Road (Subject to Confirmation)



## Appendix B

**TEMPORARY USE PERMIT TUP21-07****General Terms**

1. This Temporary Use Permit is issued to:

Emma Neill and Cory Crowley, Box 477, Ucluelet, BC V0R 3A0  
(the "**Permittee**")

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

337 Forbes Road, Lot 7, District Lot 284, Clayoquot District, Plan VIP76147  
(the "**Lands**").

2. This Temporary Use Permit is issued pursuant to section 492 to 497 of the *Local Government Act*.
3. This Temporary Use Permit is issued subject to compliance with all applicable District of Ucluelet Bylaws.
4. This Temporary Use Permit authorizes the following uses on the Lands:  
***Two (2) seasonal RV camping spaces for local workers.***
5. This permit does not relieve an owner or occupier from obtaining any other approvals required by any other jurisdiction, or from meeting any other applicable regulations.
6. The permit holder, as a condition of issuance of this Permit, agrees to comply with the requirements and conditions of **Schedules 1-4**, which are attached hereto and form part of this permit.
7. The land described herein shall be developed strictly in accordance with the terms and conditions and provisions of this Permit.
8. Notice shall be filed in the Land Title Office under section 503 of the *Local Government Act*, and upon such filing, the terms of this Permit or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
9. This Permit is NOT a Building Permit.
10. This Permit is NOT a Development Permit.
11. Provisions of sections 495, 496 and 502 of the *Local Government Act* requiring security applies to this permit as set forth in **Schedule 2**.

TEMPORARY USE PERMIT – RV/TRAILER CAMPING SPACE

**AUTHORIZING RESOLUTION** passed by the Municipal Council on the \_\_\_\_\_, 2021.

**IN WITNESS WHEREOF** this Temporary Use Permit is hereby executed and issued by the Municipality the \_\_\_\_\_, 2021.

**THIS PERMIT SHALL EXPIRE** on the day of \_\_\_\_\_, 2021 (6 months).

**THE DISTRICT OF UCLUELET**

by its authorized signatories:

**OWNER**

by its authorized signatory

\_\_\_\_\_

**ISSUED** the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_

Bruce Greig - Manager of Community Planning

TEMPORARY USE PERMIT – RV/TRAILER CAMPING SPACE

**Schedule 1 Required Undertaking**

TO THE DISTRICT OF UCLUELET:

I (We), representing *the Lands* hereby undertake as a condition of issuance of this Temporary Use Permit to:

- a) Cease use and remove any structures built to support the temporary use from the subject property not later than 1 month after the termination date set out on the Temporary Use Permit.
- b) Abide by all conditions of the Temporary Use Permit.
- c) Provide the occupant’s contact information to the District of Ucluelet.

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

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

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

Contact Information for the Owner/Manager

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Date: \_\_\_\_\_

Owner: \_\_\_\_\_

Signature: \_\_\_\_\_

Owner: \_\_\_\_\_

Signature: \_\_\_\_\_

Witness: \_\_\_\_\_

Signature: \_\_\_\_\_

## Schedule 2 Security

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

- a) A Letter of Credit or cash to be deposited into a specified bank account, to be held for the term of the permit in the amount of \$2,000 (\$1000 per unit). The purpose of the security is to cover any associated costs to the District of Ucluelet with respect to the removal of recreational vehicle units and associated structures or services.

### Schedule 3 Temporary Use Permit Conditions

#### General Conditions:

- a) The permitted temporary use shall be limited to the following uses;
- Two (2) seasonal RV camping spaces for local workers.***
- b) No other temporary uses other than the above-mentioned uses shall be permitted.
- c) The recreational vehicle/trailer camping space is to be located as indicated on the site plan **(Schedule 4)**
- d) An on-site parking space shall be provided for the unit, in addition to the required parking for all other uses on site.
- e) Access aisles and vehicle turnarounds are to be kept free at all times, for emergency access, and
- f) The Permittee or a manager/caretaker must oversee the use of the Lands and their telephone and email contact shall be provided to the District and updated as required.
- g) The RV/trailer unit must be licensed and in good condition.
- h) The proposed seasonal trailer space is for staff accommodation to be inhabited by a maximum of two people, with a minimum of one person being a seasonal worker employed in the community. For clarity, this permit does not authorize short-term commercial tourist accommodation use of the proposed trailer space. The minimum length of stay is 30 consecutive days. The maximum length of stay is 6 months.
- i) At the end of each seasonal stay, or within 6 months (whichever is less), the Permittee shall notify the Bylaw Enforcement Officer in writing that the RV/trailer unit has been vacated.
- j) No person shall make, allow, or cause to be made any loud, objectionable, or unnecessary noise anywhere within the seasonal camping area which may disturb the peace, quiet, rest, enjoyment, comfort, and/or convenience of the neighborhood between the hours of 10 pm of one day and 7 am of the next day.
- k) The Permittee shall provide for collection and pickup of garbage and recycling in appropriate wildlife-proof containers.
- l) Areas around the RV/trailer unit will be kept clean and tidy at all times.
- m) If the permittee is to provide hydro electricity to the RV/trailer unit, it must be done in a safe manner inspected by a registered electrician.
- n) Prior to anyone occupying the unit, contact the Fire Department to arrange an inspection by emailing [rgeddes@ucluelet.ca](mailto:rgeddes@ucluelet.ca) or calling (250) 726-7744. The permittee is responsible for maintaining the following for each unit;
- i. A working multipurpose fire extinguisher,
  - ii. A working smoke alarm,
  - iii. A working carbon monoxide alarm,
  - iv. Two means of egress in case of emergency,
  - v. A label on the inside of the door that displays the property address.
  - vi. The unit number (i.e. A, B, C, D etc) must be prominently displayed on the exterior of the unit facing the access.
  - vii. No portable heating or cooking appliances within the unit.

## TEMPORARY USE PERMIT – RV/TRAILER CAMPING SPACE

- o) The municipal Bylaw Enforcement Officer may arrange for site inspection at any time, in a reasonable manner, to monitor compliance with the terms of the Temporary Use Permit.
- p) Failure of the Permittee to meet and maintain any of the terms listed above may result in suspension of the permit and forfeiture of the security deposit.

**Servicing Conditions**

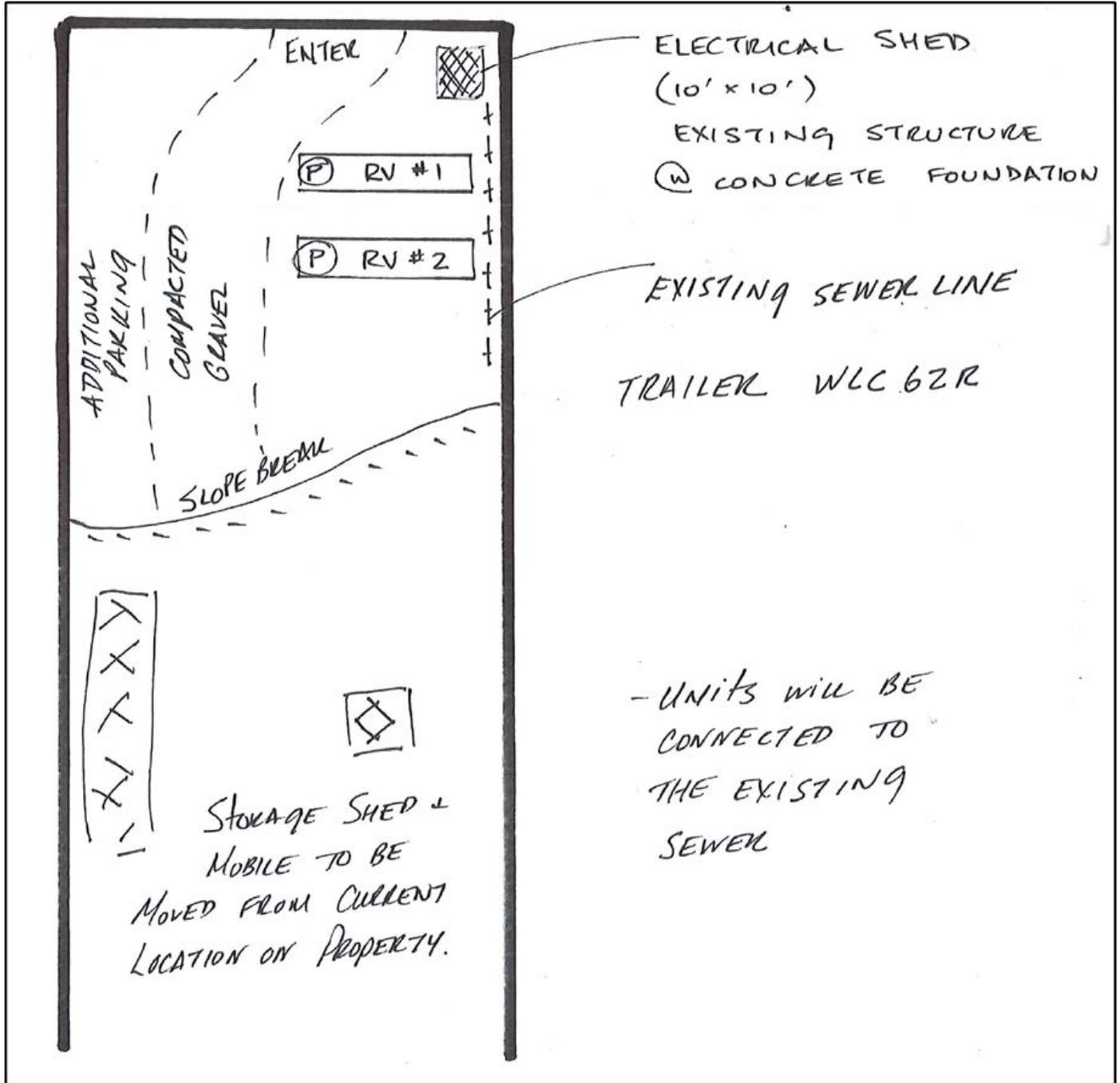
- a) **Potable Water:**  
The permittee is responsible for providing potable water.
- b) **Sewer Service:**  
The permittee is responsible for providing a sewer connection.
- c) **Access to Washrooms:**  
The permittee is not responsible for providing access to a washroom.
- d) **Hydro:**  
The permittee is responsible for providing a hydro connection with appropriately sized exterior extension cords and exterior outlet.

**Site Specific Conditions**

There are no site specific conditions

TEMPORARY USE PERMIT – RV/TRAILER CAMPING SPACE

Schedule 4 Site Plan





## STAFF REPORT TO COUNCIL

Council Meeting: May 11, 2021

500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** JOHN TOWGOOD, PLANNER 1 **FILE** 3070-20-TUP21-08  
**No:**

**SUBJECT:** **TEMPORARY USE PERMIT TUP21-08**  
**(1998 PENINSULA ROAD)** **REPORT** 21-70  
**No:**

**ATTACHMENT(S):** APPENDIX A – APPLICATION  
 APPENDIX B – DRAFT TEMPORARY USE PERMIT

### Recommendation

**THAT**, subject to public comment, with regard to 1998 Peninsula Road (Lot 1, District Lot 284, Clayoquot District, Plan VIP41206), Council consider the following:

- A. **That**, Council authorize the issuance of Temporary Use Permit TUP21-08 for a period of six months, to allow for 3 seasonal RV camping spaces for local workers.

#### 1. Purpose:

The purpose of this report is to review a specific application for a Seasonal Worker Recreation Vehicle(RV)/trailer site

#### 2. Subject Property Location

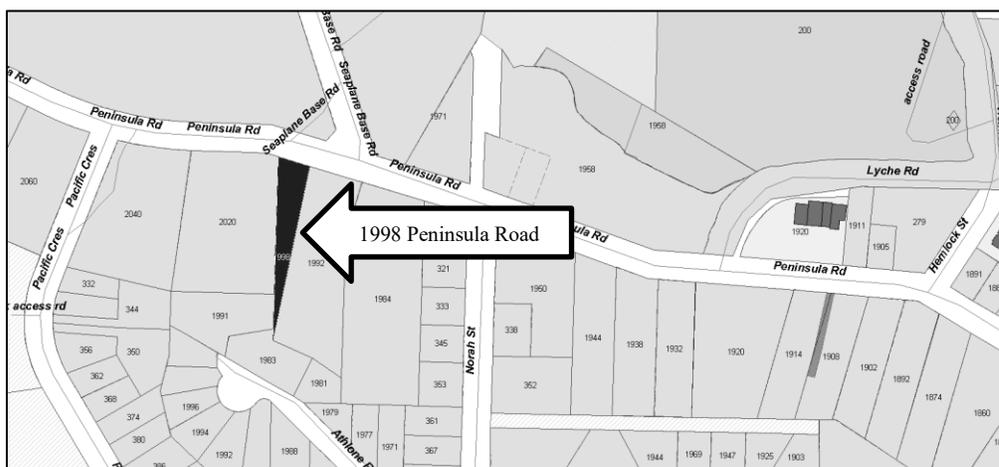


Figure 1 - Subject Property

### 3. Application Specifics:

Item		Comments
Number of units:	3	The 0.3-acre subject property has a large undeveloped area to the back of the Relic Surf Shop.
Respects Setbacks:	Yes	The 3 units shown within the accessory building setbacks
Located to Rear of bldg.:	Yes	The units are shown as being located to the rear of the Relic Surf Shop.
On-site parking:	Yes	There is adequate area for parking of the RV and accompanying vehicles.
Sewer connection:	Yes	The applicant has indicated that the units will be connected to the Ucluelet sewer system.
Water connection:	Yes	The applicant has indicated that the units will be connected to the Ucluelet potable water system.
Hydro connection:	Yes	The applicant has indicated that the units will be connected to hydro by way of appropriately sized exterior extension cords.
On site manager:	No	The applicant has not indicated an onsite manager in their application.
Seen from the street:	No	The units will not be visible from Peninsula Rd.
Covid 19 Concern:	No	The 3 units will be self-contained and connected to services so they should not be of concern.
Pictures of units:	Yes/No	The applicant has provided an image of one of the units. The other two have not been purchased at this time.

4. **Site Plan**

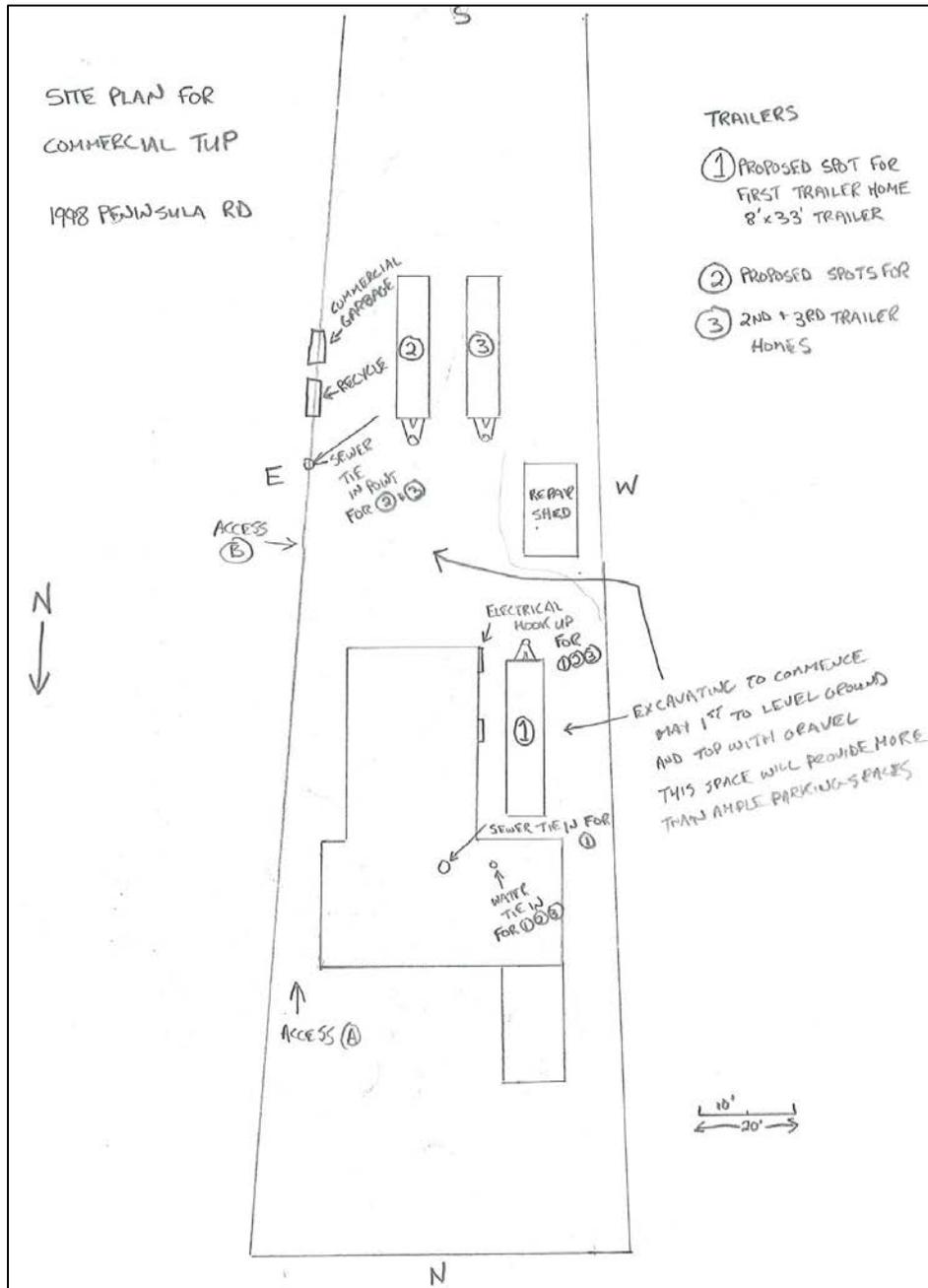


Figure 2 – Site Plan

5. **Zoning:**

The subject and neighboring property to the east is zoned Commercial Service CS-2 and the property to the west is zoned Service Industrial-2.

#### 6. **Site Specific Condition:**

The applicant has proposed locating the three units within existing setbacks to the side and rear of the property and have provided adequate parking. This application appears to meet the conditions specific to commercial properties. An on-site resident manager overseeing the worker accommodation is not indicated.

1. Prior to the permit being issued, the owners are required to provide the email and cell phone contact information for the person responsible for managing the worker housing on site.

#### 7. **Public Notice**

Pursuant to section 494 of the *Local Government Act*, notification has been given for this application as follows:

- This application was advertised in the May 5<sup>th</sup> Westerly News.
- The property owners (registered on the title with BC Land Title and Survey) within 100m of the subject property have been notified by a mailout.
- Tenants on properties within 100m of the subject property have been notified by hand delivery.

Council should provide an opportunity to be heard to anyone wishing to speak to the application, prior to making a decision on the requested permit.

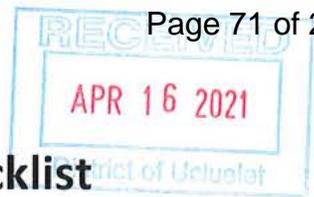
#### 8. **Options:**

Staff have indicated above what are considered the minimum conditions to make this application supportable. Council may seek clarification from the applicant on any aspect of the proposal. Council may wish to add, remove or modify these conditions as it sees fit.

Alternatively, Council has the following options:

- B. THAT** Council defer a decision on the requested TUP until the applicant has provided additional clarification to address any outstanding questions of Council;
- C. THAT** Council deny this application; **or**,
- D. THAT** Council provide alternative direction to Staff.

**Respectfully submitted:** John Towgood, Planner 1  
Bruce Greig, Manager of Community Planning



Appendix A

Temporary Use Permit Application & Checklist  
Seasonal Worker Recreation Vehicle(RV)/Trailer Site

Please submit a separate application for each civic address. A non-refundable application fee of \$350.00 must be paid when you submit your application. A \$1000.00 security deposit is due at the time of this temporary use permit issuance/pick up.

Description of Property

Civic Address: 1998 PENINSULA ROAD

Number of RV/trailer camping spaces requested: 3 For each space requested, please show on the site plan the proposed location of the RV/trailer and associated parking spot.

STAFF TO COMPLETE THIS SECTION

Legal Description: Lot: 1 Plan: VIP41206 Block: Section: District Lot: 284

Parcel Identifier (PID): 000-512-460 Zoning: GS-2

Owner Information

Property Owner(s)

Please list all owners on title, if more space is require please submit a second application

Name: MIKE BRAY NAME OR BUSINESS NAME, IF APPLICABLE, INCLUDING CONTACT PERSON)

Address: 1426 VICTORIA RD UCLUELET BC V0R 3A0 HOUSE/STREET CITY PROVINCE POSTAL CODE

Email: manager@relicsurfshop.com Phone: 250 266 4421 Cell: SAME

Name: NICOLE BRAY NAME OR BUSINESS NAME, IF APPLICABLE, INCLUDING CONTACT PERSON)

Address: SAME HOUSE/STREET CITY PROVINCE POSTAL CODE

Email: SAME Phone: [REDACTED] Cell: SAME

Name: NAME OR BUSINESS NAME, IF APPLICABLE, INCLUDING CONTACT PERSON)

Address: HOUSE/STREET CITY PROVINCE POSTAL CODE

Email: Phone: Cell:

Notice of Personal Information Collection: The personal information on this form is being collected for the purpose of processing your application in accordance with section 26(c) of the Freedom of Information and Protection of Privacy Act. For more information about how this information will be used, please contact the Manager of Corporate Services at 250-726-7744.

The undersigned owner(s) make an application as specified herein, and declares that the information submitted in support of the application is true and correct in all respects.

Owner(s) Signature

[Handwritten Signature]

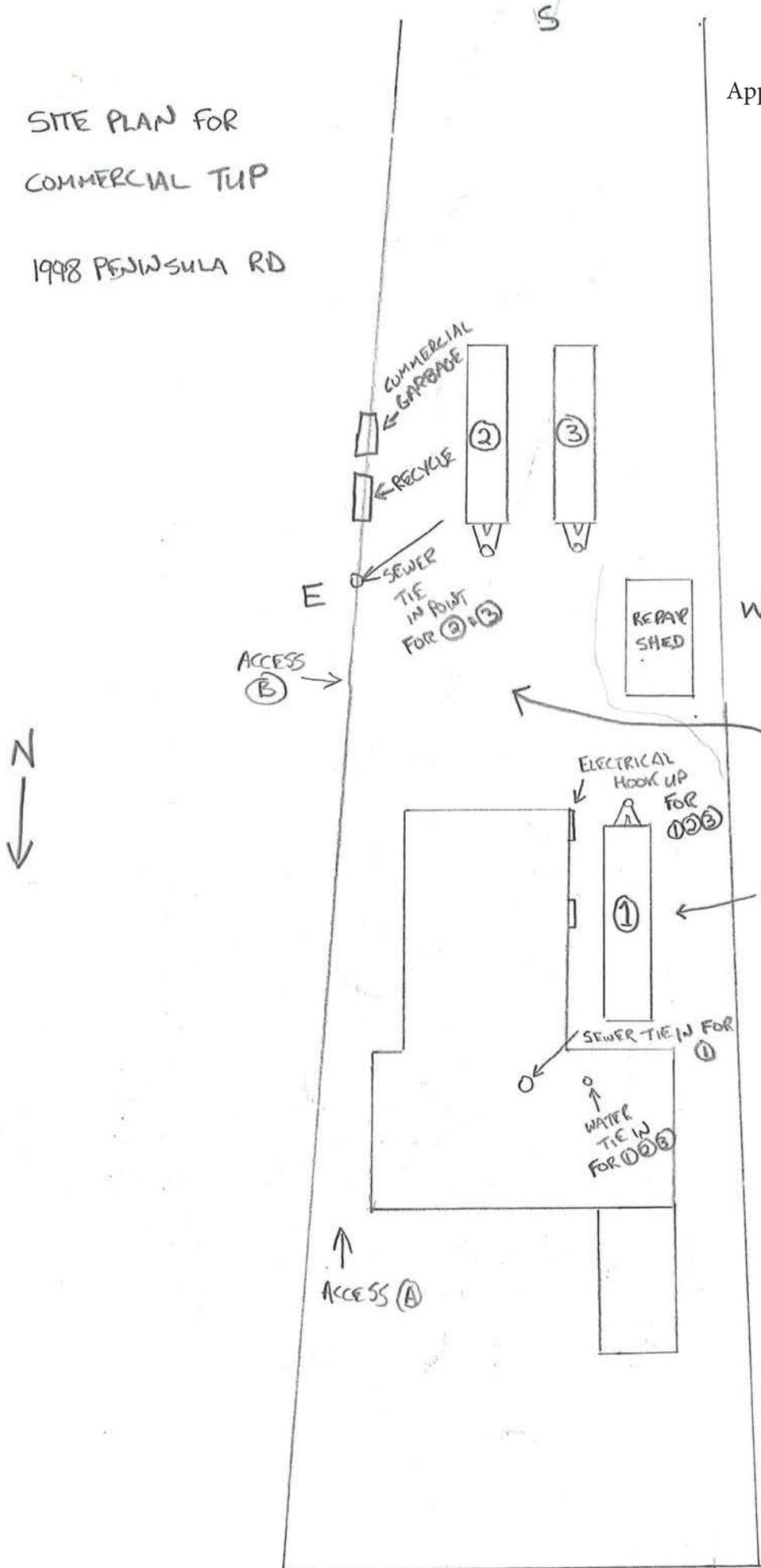
Date: APRIL 16 2021

Appendix A

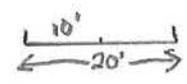
SITE PLAN FOR  
COMMERCIAL TUP  
1998 PENINSULA RD

TRAILERS

- ① PROPOSED SPOT FOR FIRST TRAILER HOME 8'x33' TRAILER
- ② PROPOSED SPOTS FOR
- ③ 2ND + 3RD TRAILER HOMES



EXCAVATING TO COMMENCE  
MAY 1<sup>ST</sup> TO LEVEL GROUND  
AND TOP WITH GRAVEL  
THIS SPACE WILL PROVIDE MORE  
THAN AMPLE PARKING SPACES



TRAILER ①



TRAILER 2+3 NOT PURCHASED YET

TRAILER ①



## Appendix B

**TEMPORARY USE PERMIT TUP21-08****General Terms**

1. This Temporary Use Permit is issued to:

Nicole Little-Bray PO BOX 496 Ucluelet BC V0R 3A0  
(the "**Permittee**")

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

1998 Peninsula Road (Lot 1, District Lot 284, Clayoquot District, Plan VIP41206)  
(the "**Lands**").

2. This Temporary Use Permit is issued pursuant to section 492 to 497 of the *Local Government Act*.
3. This Temporary Use Permit is issued subject to compliance with all applicable District of Ucluelet Bylaws.
4. This Temporary Use Permit authorizes the following uses on the Lands:  
**Three (3) seasonal RV camping spaces for local workers.**
5. This permit does not relieve an owner or occupier from obtaining any other approvals required by any other jurisdiction, or from meeting any other applicable regulations.
6. The permit holder, as a condition of issuance of this Permit, agrees to comply with the requirements and conditions of **Schedules 1-4**, which are attached hereto and form part of this permit.
7. The land described herein shall be developed strictly in accordance with the terms and conditions and provisions of this Permit.
8. Notice shall be filed in the Land Title Office under section 503 of the *Local Government Act*, and upon such filing, the terms of this Permit or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
9. This Permit is NOT a Building Permit.
10. This Permit is NOT a Development Permit.
11. Provisions of sections 495, 496 and 502 of the *Local Government Act* requiring security applies to this permit as set forth in **Schedule 2**.

TEMPORARY USE PERMIT – RV/TRAILER CAMPING SPACE

**AUTHORIZING RESOLUTION** passed by the Municipal Council on the \_\_\_\_\_, 2021.

**IN WITNESS WHEREOF** this Temporary Use Permit is hereby executed and issued by the Municipality the \_\_\_\_\_, 2021.

**THIS PERMIT SHALL EXPIRE** on the day of \_\_\_\_\_, 2021 (6 months).

**THE DISTRICT OF UCLUELET**

by its authorized signatories:

**OWNER**

by its authorized signatory

\_\_\_\_\_

**ISSUED** the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_

Bruce Greig - Manager of Community Planning

TEMPORARY USE PERMIT – RV/TRAILER CAMPING SPACE

**Schedule 1 Required Undertaking**

TO THE DISTRICT OF UCLUELET:

I (We), representing *the Lands* hereby undertake as a condition of issuance of this Temporary Use Permit to:

- a) Cease use and remove any structures built to support the temporary use from the subject property not later than 1 month after the termination date set out on the Temporary Use Permit.
- b) Abide by all conditions of the Temporary Use Permit.
- c) Provide the occupant’s contact information to the District of Ucluelet.

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

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

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

Contact Information for the Owner/Manager

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Date: \_\_\_\_\_

Owner: \_\_\_\_\_

Signature: \_\_\_\_\_

Owner: \_\_\_\_\_

Signature: \_\_\_\_\_

Witness: \_\_\_\_\_

Signature: \_\_\_\_\_

## Schedule 2 Security

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

- a) A Letter of Credit or cash to be deposited into a specified bank account, to be held for the term of the permit in the amount of \$3,000 (\$1000 per unit). The purpose of the security is to cover any associated costs to the District of Ucluelet with respect to the removal of recreational vehicle units and associated structures or services.

### Schedule 3 Temporary Use Permit Conditions

#### General Conditions:

- a) The permitted temporary use shall be limited to the following uses;
- Three (3) seasonal RV camping spaces for local workers.***
- b) No other temporary uses other than the above-mentioned uses shall be permitted.
- c) The recreational vehicle/trailer camping space is to be located as indicated on the site plan **(Schedule 4)**
- d) An on-site parking space shall be provided for the unit, in addition to the required parking for all other uses on site.
- e) Access aisles and vehicle turnarounds are to be kept free at all times, for emergency access, and
- f) The Permittee or a manager/caretaker must oversee the use of the Lands and their telephone and email contact shall be provided to the District and updated as required.
- g) The RV/trailer unit must be licensed and in good condition.
- h) The proposed seasonal trailer space is for staff accommodation to be inhabited by a maximum of two people, with a minimum of one person being a seasonal worker employed in the community. For clarity, this permit does not authorize short-term commercial tourist accommodation use of the proposed trailer space. The minimum length of stay is 30 consecutive days. The maximum length of stay is 6 months.
- i) At the end of each seasonal stay, or within 6 months (whichever is less), the Permittee shall notify the Bylaw Enforcement Officer in writing that the RV/trailer unit has been vacated.
- j) No person shall make, allow, or cause to be made any loud, objectionable, or unnecessary noise anywhere within the seasonal camping area which may disturb the peace, quiet, rest, enjoyment, comfort, and/or convenience of the neighborhood between the hours of 10 pm of one day and 7 am of the next day.
- k) The Permittee shall provide for collection and pickup of garbage and recycling in appropriate wildlife-proof containers.
- l) Areas around the RV/trailer unit will be kept clean and tidy at all times.
- m) If the permittee is to provide hydro electricity to the RV/trailer unit, it must be done in a safe manner inspected by a registered electrician.
- n) Prior to anyone occupying the unit, contact the Fire Department to arrange an inspection by emailing [rgeddes@ucluelet.ca](mailto:rgeddes@ucluelet.ca) or calling (250) 726-7744. The permittee is responsible for maintaining the following for each unit;
- i. A working multipurpose fire extinguisher,
  - ii. A working smoke alarm,
  - iii. A working carbon monoxide alarm,
  - iv. Two means of egress in case of emergency,
  - v. A label on the inside of the door that displays the property address.
  - vi. The unit number (i.e. A, B, C, D etc) must be prominently displayed on the exterior of the unit facing the access.
  - vii. No portable heating or cooking appliances within the unit.

## TEMPORARY USE PERMIT – RV/TRAILER CAMPING SPACE

- o) The municipal Bylaw Enforcement Officer may arrange for site inspection at any time, in a reasonable manner, to monitor compliance with the terms of the Temporary Use Permit.
- p) Failure of the Permittee to meet and maintain any of the terms listed above may result in suspension of the permit and forfeiture of the security deposit.

**Servicing Conditions**

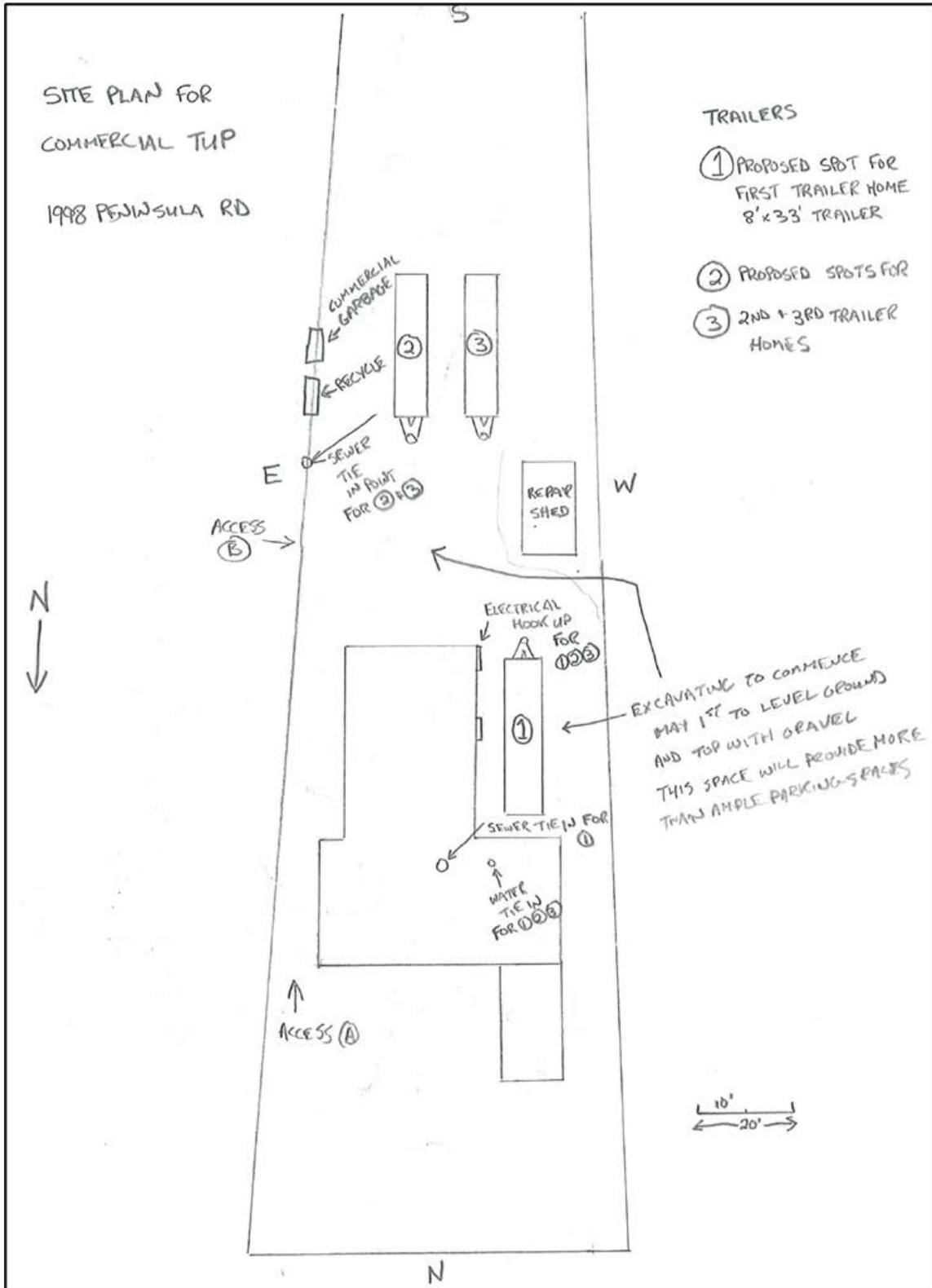
- a) **Potable Water:**  
The permittee is responsible for providing potable water.
- b) **Sewer Service:**  
The permittee is responsible for providing a sewer connection.
- c) **Access to Washrooms:**  
The permittee is responsible for providing access to a washroom.
- d) **Hydro:**  
The permittee is responsible for providing a hydro connection by way of appropriately sized exterior outlet and extension cord.

**Site Specific Conditions**

1. Prior to the permit being issued, the owners are required to provide the email and cell phone contact information for the person responsible for managing the worker housing on site.

TEMPORARY USE PERMIT – RV/TRAILER CAMPING SPACE

Schedule 4 Site Plan







## STAFF REPORT TO COUNCIL

Council Meeting: May 11, 2021  
500 Matterson Drive, Ucluelet, BC V0R 3A0

---

<b>FROM:</b>	JOHN TOWGOOD, PLANNER 1	<b>FILE No:</b>	3070-20-TUP21-09
<b>SUBJECT:</b>	<b>TEMPORARY USE PERMIT TUP21-09 (1682 PENINSULA ROAD)</b>	<b>REPORT No:</b>	21-70
<b>ATTACHMENT(S):</b>	APPENDIX A – APPLICATION APPENDIX B – DRAFT TEMPORARY USE PERMIT		

---

### **Recommendation:**

**THAT**, subject to public comment, with regard to 1682 Peninsula Road (Lot A, District Lot 282, Clayoquot District, Plan VIP77503), Council consider the following:

- A. **That**, Council authorize the issuance of Temporary Use Permit TUP21-09 for a period of six months, to allow for one (1) seasonal RV camping space for local workers.

#### **1. Purpose:**

The purpose of this report is to review a specific application for a Seasonal Worker Recreation Vehicle(RV)/trailer site.

#### **2. Subject Property Location:**

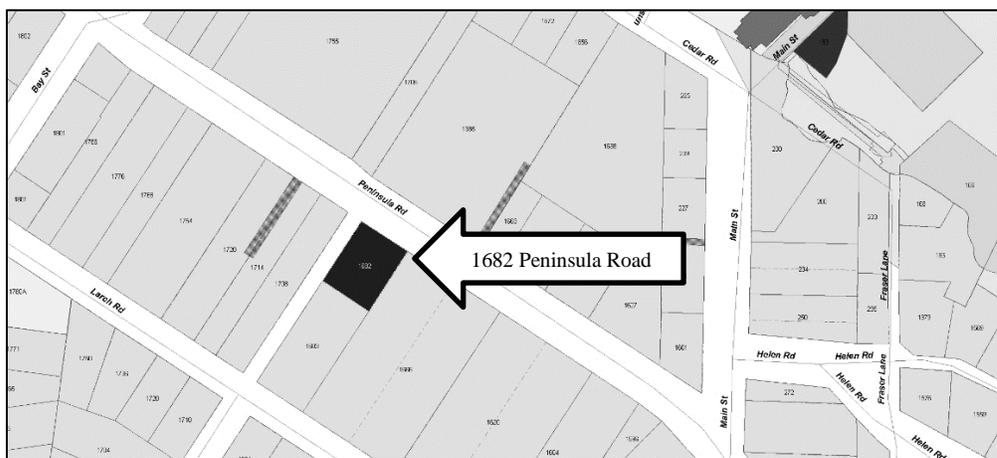


Figure 1 - Subject Property

### 3. Application Specifics:

Item		Comments
Number of units:	1	The 0.21-acre subject property contains Heartwood Kitchen restaurant.
Respects Setbacks:	No	The unit is shown outside the accessory building setbacks.
Located to Rear of bldg.:	Yes	The unit is shown as being located to the rear of the Heartwood Kitchen.
On-site parking:	Yes	The site has a limited area for parking. The RV/trailer and its parking will take up two parking space already allocated for the Heartwood Kitchen.
Sewer connection:	No	The applicant has indicated that the unit will not be connected to the Ucluelet sewer system and will utilize offsite removal services as needed. Heartwood Kitchen restaurant washrooms will be made available to the unit occupant.
Water connection:	No	The applicant has indicated that the unit will have access to potable water from the Heartwood Kitchen restaurant.
Hydro connection:	Yes	The applicant has indicated the unit will be connected to hydro by way of appropriately sized exterior extension cord.
On site manager:	Yes	The applicant has indicated they will act as an onsite manager.
Seen from the street:	Yes	The unit will be visible from the lane between Heartwood Kitchen restaurant and the ANAF.
Covid 19 Concern:	No	It appears that Covid guidelines can be met at this time.
Pictures of units:	No	The applicant has indicated that at this time the unit and worker are to be determined.

4. **Site Plan**

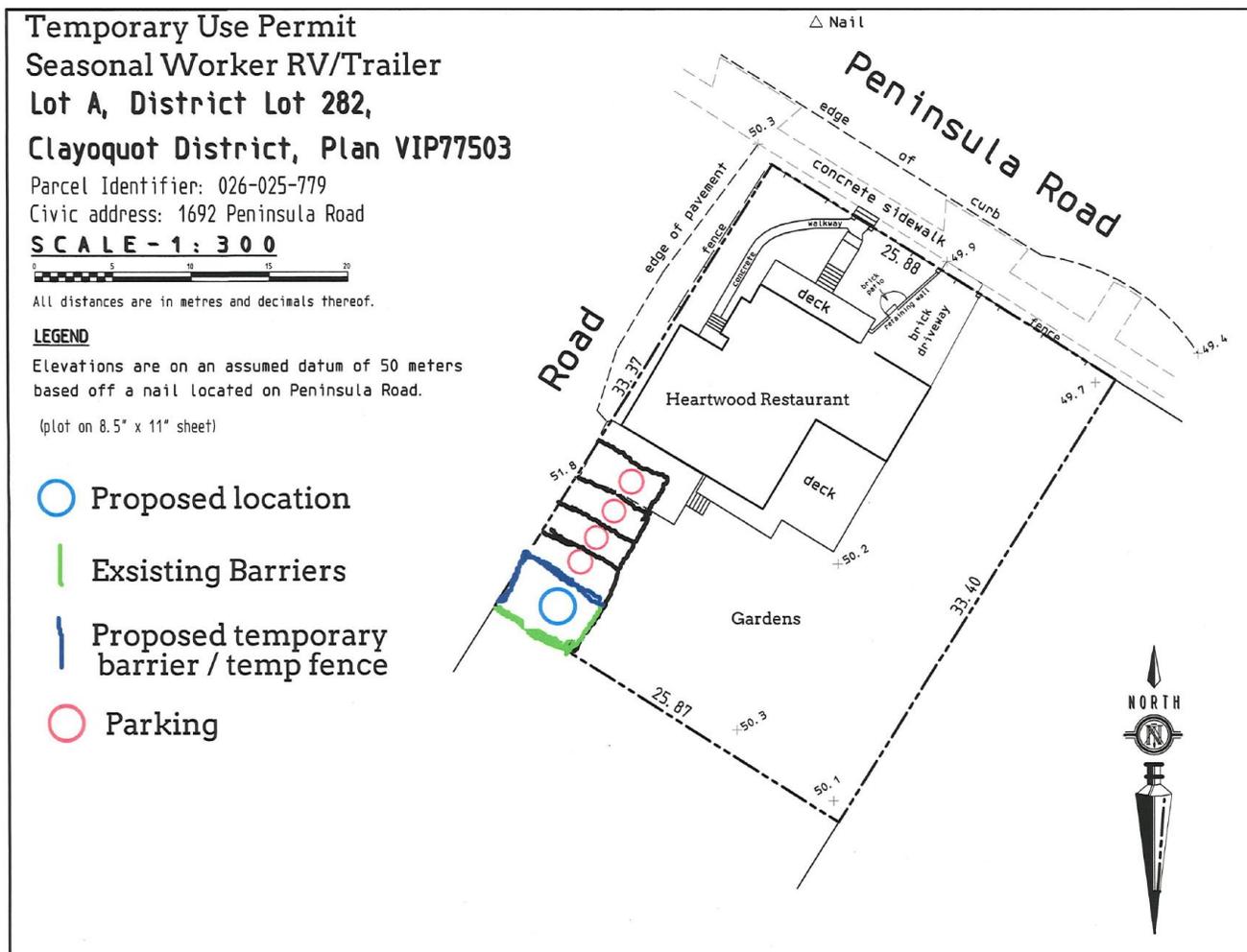


Figure 2 – Site Plan

5. **Zoning:**

The subject and neighboring properties are zoned Service Commercial CS-2.

6. **Site Specific Condition:**

This application is supportable with the following site-specific condition:

1. The unit must be screened from view of the public right-of-way by cedar fencing.

7. **Public Notice**

Pursuant to section 494 of the *Local Government Act*, notification has been given for this application as follows:

- This application was advertised in the May 5<sup>th</sup> Westerly News.
- The property owners (registered on the title with BC Land Title and Survey) within 100m of the subject property have been notified by a mailout.
- Tenants on properties within 100m of the subject property have been notified by hand delivery.

Council should provide an opportunity to be heard to anyone wishing to speak to the application, prior to making a decision on the requested permit.

8. **Options:**

Staff have indicated above what are considered the minimum conditions to make this application supportable. Council may seek clarification from the applicant on any aspect of the proposal. Council may wish to add, remove or modify these conditions as it sees fit.

Alternatively, Council has the following options:

- B. THAT** Council defer a decision on the requested TUP until the applicant has provided additional clarification to address any outstanding questions of Council;
- C. THAT** Council deny the application; **or,**
- D. THAT** Council provide alternative direction to Staff.

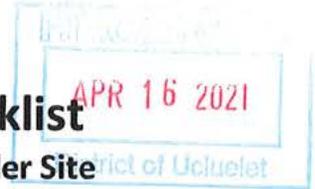
**Respectfully submitted:** John Towgood, Planner 1  
Bruce Greig, Manager of Community Planning



Appendix A

# Temporary Use Permit Application & Checklist

## Seasonal Worker Recreation Vehicle(RV)/Trailer Site



Please submit a separate application for each civic address. A non-refundable application fee of \$350.00 must be paid when you submit your application. A \$1000.00 security deposit is due at the time of this temporary use permit issuance/pick up.

### Description of Property

Civic Address: 1682 Peninsula Road, Ucluelet BC V0R3A0

Number of RV/trailer camping spaces requested: 1 For each space requested, please show on the site plan the proposed location of the RV/trailer and associated parking spot.

### STAFF TO COMPLETE THIS SECTION

Legal Description: Lot: A Plan: VIP77503 Block: \_\_\_\_\_ Section: \_\_\_\_\_ District Lot: 282

Parcel Identifier (PID): 026-025-779 Zoning: CS-2

### Owner Information

**Property Owner(s)**  
Please list all owners on title, if more space is require please submit a second application

**Name:** Ian Riddick  
NAME OR BUSINESS NAME, IF APPLICABLE, INCLUDING CONTACT PERSON

**Address:** 1382 Edwards Place Ucluelet BC V0R3A0  
HOUSE/STREET CITY PROVINCE POSTAL CODE

**Email:** [Redacted] **Phone:** [Redacted] **Cell:** [Redacted]

**Name:** Heather Riddick  
NAME OR BUSINESS NAME, IF APPLICABLE, INCLUDING CONTACT PERSON

**Address:** 1382 Edwards Place Ucluelet BC V0R3A0  
HOUSE/STREET CITY PROVINCE POSTAL CODE

**Email:** [Redacted] **Phone:** [Redacted] **Cell:** [Redacted]

**Name:** Anthony Pugh  
NAME OR BUSINESS NAME, IF APPLICABLE, INCLUDING CONTACT PERSON

**Address:** 1545 LUcluelet BC V0R3A0  
HOUSE/STREET CITY PROVINCE POSTAL CODE

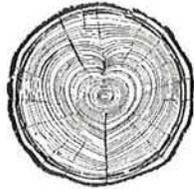
**Email:** [Redacted] **Phone:** [Redacted] **Cell:** [Redacted]

**Notice of Personal Information Collection:** The personal information on this form is being collected for the purpose of processing your application in accordance with section 26(c) of the Freedom of Information and Protection of Privacy Act. For more information about how this information will be used, please contact the Manager of Corporate Services at 250-726-7744.

The undersigned owner(s) make an application as specified herein, and declares that the information submitted in support of the application is true and correct in all respects.

**Owner(s) Signature** [Signatures] **Date:** 04/14/21

*Ian Riddick*  
*Heather Riddick*  
*Anthony Pugh*



Heartwood Kitchen  
food outfitter

April 14, 2021

Heartwood kitchen

1682 Peninsula Road, Ucluelet, BC V0R3A0

*RE: Temporary use permit - seasonal worker recreation vehicle site*

To the District of Ucluelet,

I am submitting our temporary use permit application on behalf of Heartwood Kitchen. We are applying for one space on our commercial property located at 1682 Peninsula road in Ucluelet.

Our property has a paved parking area on the north-west side of the property. It is our intention to use one space as close to the back fence as outlined in our site diagram. This will allow us to provide power and water to the unit and provide a temporary wall to block off the sight line for our neighbour at the ANAF service club and their food truck vending area.

We do not have a vehicle or worker yet selected and are applying with the hopes of using this space, if successful as part of our seasonal worker recruitment strategy.

Our location would require sewage removal (if required depending on type of vehicle) to be performed either off site or utilizing pump services available within the district. Alternately we have washroom facilities, shower and potable water that will be made available to the temporary user.

As owners of the property, it is our interest to maintain a clean, unobtrusive site with respectful tenants. We will tailor the separating wall/material to suit the look and feel of our property and to suit the type of vehicle.

Regardless of the outcome with our application I would like to express my thanks to the District of Ucluelet and the Chamber of commerce for the opportunity and creativity in working on solutions to housing seasonal workers.

Regards,

A handwritten signature in black ink, appearing to be "IR" inside a circle.

Ian Riddick

Heartwood Kitchen

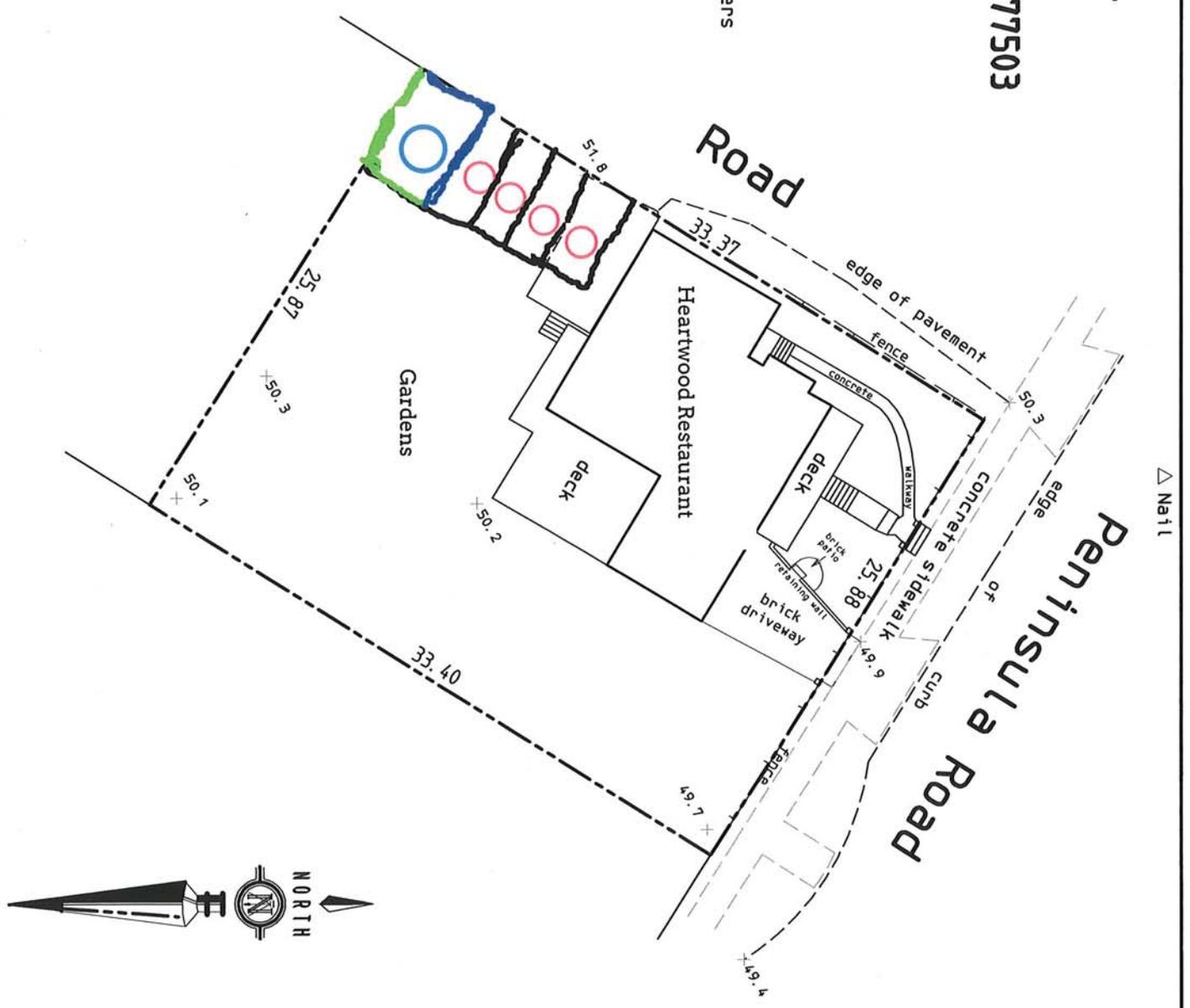
**Temporary Use Permit  
Seasonal Worker RV/Trailer  
lot A, District lot 282,  
Clayoquot District, Plan VIP77503**

Parcel Identifier: 026-025-779  
Civic address: 1692 Peninsula Road  
**SCALE - 1 : 300**

All distances are in metres and decimals thereof.

**LEGEND**

-  Proposed location
  -  Existing Barriers
  -  Proposed temporary barrier / temp fence
  -  Parking
- Elevations are on an assumed datum of 50 meters based off a nail located on Peninsula Road.  
(plot on 8.5" x 11" sheet)



## Appendix B

**TEMPORARY USE PERMIT TUP21-09****General Terms**

1. This Temporary Use Permit is issued to:

Heartwood kitchen LTD, 1682 Peninsula Rd, PO BOX 943, Ucluelet, BC V0R 3A0 (the "**Permittee**")

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

1682 Peninsula Road (Lot A, District Lot 282, Clayoquot District, Plan VIP77503) (the "**Lands**").

2. This Temporary Use Permit is issued pursuant to section 492 to 497 of the *Local Government Act*.
3. This Temporary Use Permit is issued subject to compliance with all applicable District of Ucluelet Bylaws.
4. This Temporary Use Permit authorizes the following uses on the Lands:  
***One (1) seasonal RV camping spaces for local workers.***
5. This permit does not relieve an owner or occupier from obtaining any other approvals required by any other jurisdiction, or from meeting any other applicable regulations.
6. The permit holder, as a condition of issuance of this Permit, agrees to comply with the requirements and conditions of **Schedules 1-4**, which are attached hereto and form part of this permit.
7. The land described herein shall be developed strictly in accordance with the terms and conditions and provisions of this Permit.
8. Notice shall be filed in the Land Title Office under section 503 of the *Local Government Act*, and upon such filing, the terms of this Permit or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
9. This Permit is NOT a Building Permit.
10. This Permit is NOT a Development Permit.
11. Provisions of sections 495, 496 and 502 of the *Local Government Act* requiring security applies to this permit as set forth in **Schedule 2**.

TEMPORARY USE PERMIT – RV/TRAILER CAMPING SPACE

**AUTHORIZING RESOLUTION** passed by the Municipal Council on the \_\_\_\_\_, 2021.

**IN WITNESS WHEREOF** this Temporary Use Permit is hereby executed and issued by the Municipality the \_\_\_\_\_, 2021.

**THIS PERMIT SHALL EXPIRE** on the day of \_\_\_\_\_, 2021 (6 months).

**THE DISTRICT OF UCLUELET**

by its authorized signatories:

**OWNER**

by its authorized signatory

\_\_\_\_\_

**ISSUED** the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_

Bruce Greig - Manager of Community Planning

TEMPORARY USE PERMIT – RV/TRAILER CAMPING SPACE

**Schedule 1 Required Undertaking**

TO THE DISTRICT OF UCLUELET:

I (We), representing *the Lands* hereby undertake as a condition of issuance of this Temporary Use Permit to:

- a) Cease use and remove any structures built to support the temporary use from the subject property not later than 1 month after the termination date set out on the Temporary Use Permit.
- b) Abide by all conditions of the Temporary Use Permit.
- c) Provide the occupant’s contact information to the District of Ucluelet.

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

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

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

\_\_\_\_\_

Contact Information for the Owner/Manager

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Owner: \_\_\_\_\_

Signature: \_\_\_\_\_

Owner: \_\_\_\_\_

Signature: \_\_\_\_\_

Witness: \_\_\_\_\_

Signature: \_\_\_\_\_

## Schedule 2 Security

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

- a) A Letter of Credit or cash to be deposited into a specified bank account, to be held for the term of the permit in the amount of \$1,000 (\$1000 per unit). The purpose of the security is to cover any associated costs to the District of Ucluelet with respect to the removal of recreational vehicle units and associated structures or services.

### Schedule 3 Temporary Use Permit Conditions

#### General Conditions:

- a) The permitted temporary use shall be limited to the following uses;
- One (1) seasonal RV camping spaces for local workers.***
- b) No other temporary uses other than the above-mentioned uses shall be permitted.
- c) The recreational vehicle/trailer camping space is to be located as indicated on the site plan **(Schedule 4)**
- d) An on-site parking space shall be provided for the unit, in addition to the required parking for all other uses on site.
- e) Access aisles and vehicle turnarounds are to be kept free at all times, for emergency access, and
- f) The Permittee or a manager/caretaker must oversee the use of the Lands and their telephone and email contact shall be provided to the District and updated as required.
- g) The RV/trailer unit must be licensed and in good condition.
- h) The proposed seasonal trailer space is for staff accommodation to be inhabited by a maximum of two people, with a minimum of one person being a seasonal worker employed in the community. For clarity, this permit does not authorize short-term commercial tourist accommodation use of the proposed trailer space. The minimum length of stay is 30 consecutive days. The maximum length of stay is 6 months.
- i) At the end of each seasonal stay, or within 6 months (whichever is less), the Permittee shall notify the Bylaw Enforcement Officer in writing that the RV/trailer unit has been vacated.
- j) No person shall make, allow, or cause to be made any loud, objectionable, or unnecessary noise anywhere within the seasonal camping area which may disturb the peace, quiet, rest, enjoyment, comfort, and/or convenience of the neighborhood between the hours of 10 pm of one day and 7 am of the next day.
- k) The Permittee shall provide for collection and pickup of garbage and recycling in appropriate wildlife-proof containers.
- l) Areas around the RV/trailer unit will be kept clean and tidy at all times.
- m) If the permittee is to provide hydro electricity to the RV/trailer unit, it must be done in a safe manner inspected by a registered electrician.
- n) Prior to anyone occupying the unit, contact the Fire Department to arrange an inspection by emailing [rgeddes@ucluelet.ca](mailto:rgeddes@ucluelet.ca) or calling (250) 726-7744. The permittee is responsible for maintaining the following for each unit;
- i. A working multipurpose fire extinguisher,
  - ii. A working smoke alarm,
  - iii. A working carbon monoxide alarm,
  - iv. Two means of egress in case of emergency,
  - v. A label on the inside of the door that displays the property address.
  - vi. The unit number (i.e. A, B, C, D etc) must be prominently displayed on the exterior of the unit facing the access.
  - vii. No portable heating or cooking appliances within the unit.

## TEMPORARY USE PERMIT – RV/TRAILER CAMPING SPACE

- o) The municipal Bylaw Enforcement Officer may arrange for site inspection at any time, in a reasonable manner, to monitor compliance with the terms of the Temporary Use Permit.
- p) Failure of the Permittee to meet and maintain any of the terms listed above may result in suspension of the permit and forfeiture of the security deposit.

**Servicing Conditions**

- a) **Potable Water:**  
The permittee is not responsible for providing potable water, the tenants of each RV space are responsible to obtain sufficient potable water for their needs.
- b) **Sewer Service:**  
The permittee is not responsible for providing a sewer connection, the tenants of each RV space are responsible to contain all sewage and gray water in holding tanks and to pump those tanks out prior to any overflow or spillage. It should be noted that any sewage or graywater contamination in the area of the RV space will be considered a breach in the conditions of this permit.
- c) **Access to Washrooms:**  
The permittee is not responsible for providing access to a washroom.
- d) **Hydro:**  
The permittee is responsible for providing a hydro connection by way of appropriately sized exterior outlet and extension cord.

**Site Specific Conditions**

1. The unit must be screened from view of the public right-of-way by cedar fencing.

TEMPORARY USE PERMIT – RV/TRAILER CAMPING SPACE

Schedule 4 Site Plan

Temporary Use Permit  
 Seasonal Worker RV/Trailer  
 Lot A, District Lot 282,  
 Clayoquot District, Plan VIP77503

Parcel Identifier: 026-025-779  
 Civic address: 1692 Peninsula Road

**SCALE - 1 : 300**



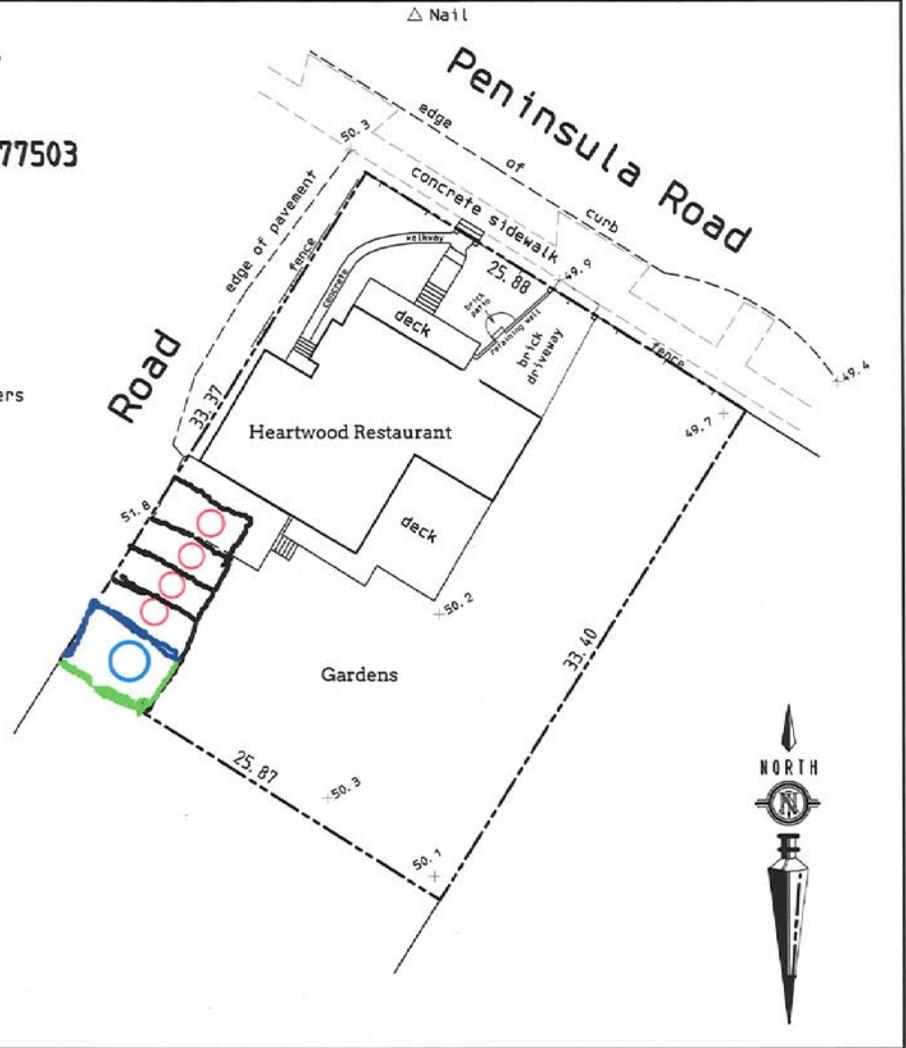
All distances are in metres and decimals thereof.

**LEGEND**

Elevations are on an assumed datum of 50 meters based off a nail located on Peninsula Road.

(plot on 8.5" x 11" sheet)

-  Proposed location
-  Existing Barriers
-  Proposed temporary barrier / temp fence
-  Parking





## STAFF REPORT TO COUNCIL

Council Meeting: May 11, 2021  
500 Matterson Drive, Ucluelet, BC V0R 3A0

---

<b>FROM:</b>	JOHN TOWGOOD, PLANNER 1	<b>FILE No:</b>	3070-20-TUP21-10
<b>SUBJECT:</b>	<b>TEMPORARY USE PERMIT TUP21-10 (1295 EBER ROAD)</b>	<b>REPORT No:</b>	21- 72
<b>ATTACHMENT(S):</b>	APPENDIX A – APPLICATION APPENDIX B – DRAFT TEMPORARY USE PERMIT		

---

### Recommendation

**THAT**, subject to public comment, with regard to 1295 Eber Road (Lot 1, Section 21, Clayoquot District, Plan VIP31470), Council consider the following:

- A. **That**, Council authorize the issuance of Temporary Use Permit TUP21-10 for a period of six months, to allow for 1 seasonal RV camping space for local workers.

#### 1. Purpose:

The purpose of this report is to review a specific application for a Seasonal Worker Recreation Vehicle(RV)/trailer site.

#### 2. Subject Property Location



Figure 1 - Subject Property

### 3. Application Specifics:

Item		Comments
Number of unit:	1	This is a large 1.0 acre parcel located in a residential neighbourhood.
Respects Setbacks:	Yes	The unit is shown more than 1.5m from the side yard and more than 7.5m from the natural boundary of the ocean.
Located to Rear of bldg.:	Yes	The unit is to the rear of the Single-Family Dwelling.
On-site parking:	Yes	There is ample area for parking the RV and an accompanying vehicle.
Sewer connection:	No	The applicant has indicated that the unit will not be connected to the onsite sewer system but has an internal tank that will be pumped out.
Water connection:	No	The applicant has indicated that the unit is not connected to the Ucluelet water system but it has an internal tank which can be filled at a connection nearby and onsite.
Hydro connection:	Yes	The applicant has indicated that the unit will be connected to hydro by an appropriately sized extension cord.
On site manager:	No	There was no indication of an onsite manager.
Seen from the street:	Yes	The unit would not be seen from the street.
Covid 19 Concern:	No	The 1 unit should not be a Covid 19 concern.
Pictures of unit:	Yes	There is a picture of truck camper in fair condition.

#### 4. **Site Plan**



Figure 2 – Site Plan

#### 5. **Zoning:**

The subject and neighboring property to the east is single family residential (R-1 and GH zoning, respectively) and Alder Park is to the west.

#### 6. **Site Specific Condition:**

The applicant has proposed locating the single unit within existing setbacks to the rear of the property and have provided adequate parking. This application appears to meet the conditions specific to residential properties, with the following exception:

- there is currently no person living on the property who would oversee and manage the temporary seasonal worker camp site.

The following conditions specific to this application is therefore recommended to make this application supportable:

1. Prior to the permit being issued, the owners are required to provide the email and cell phone contact information for the person responsible for managing the worker housing site.

## 7. **Public Notice**

Pursuant to section 494 of the *Local Government Act*, notification has been given for this application as follows:

- This application was advertised in the May 5<sup>th</sup> Westerly News.
- The property owners (registered on the title with BC Land Title and Survey) within 100m of the subject property have been notified by a mailout.
- Tenants on properties within 100m of the subject property have been notified by hand delivery.

Council should provide an opportunity to be heard to anyone wishing to speak to the application, prior to making a decision on the requested permit.

## 8. **Options:**

Staff have indicated above what are considered the minimum conditions to make this application supportable. Council may seek clarification from the applicant on any aspect of the proposal. Council may wish to add, remove or modify these conditions as it sees fit.

Alternatively, Council has the following options:

- A. **THAT** Council defer a decision on the requested TUP until the applicant has provided additional clarification to address any outstanding questions of Council;
- B. **THAT** Council deny the application; **or,**
- C. **THAT** Council provide alternative direction to Staff.

**Respectfully submitted:** John Towgood, Planner 1  
Bruce Greig, Manager of Community Planning

Appendix A

APR 16 2021



# Temporary Use Permit Application & Checklist

## Seasonal Worker Recreation Vehicle(RV)/Trailer Site

Please submit a separate application for each civic address. A non-refundable application fee of \$350.00 must be paid when you submit your application. A \$1000.00 security deposit is due at the time of this temporary use permit issuance/pick up.

### Description of Property

Civic Address: 1295 Eber St

Number of RV/trailer camping spaces requested: 1  
For each space requested, please show on the site plan the proposed location of the RV/trailer and associated parking spot.

### STAFF TO COMPLETE THIS SECTION

Legal Description: Lot: 1 Plan: VIP31470 Block: Section: 21 District Lot:  
Parcel Identifier (PID): 001-147-994 Zoning: R-1 Foreshore Folio: 42700.320

### Owner Information

#### Property Owner(s)

Please list all owners on title, if more space is require please submit a second application

Name: robin van gyn

NAME OR BUSINESS NAME, IF APPLICABLE, INCLUDING CONTACT PERSON)

Address: 4264 Blinkensop Road , Victoria , BC, V8X2C4

HOUSE/STREET CITY PROVINCE POSTAL CODE

Email: Phone: Cell:

Name: frank van gyn

NAME OR BUSINESS NAME, IF APPLICABLE, INCLUDING CONTACT PERSON

Address: 4264 Blinkensop Road , Victoria , BC, V8X2C4

HOUSE/STREET CITY PROVINCE POSTAL CODE

Email: Phone: Cell:

Name: Geraldine van gyn

NAME OR BUSINESS NAME, IF APPLICABLE, INCLUDING CONTACT PERSON

Address: 4264 Blinkensop Road , Victoria , BC, V8X2C4

HOUSE/STREET CITY PROVINCE POSTAL CODE

Email: Phone: Cell:

**Notice of Personal Information Collection:** The personal information on this form is being collected for the purpose of processing your application in accordance with section 26(c) of the Freedom of Information and Protection of Privacy Act. For more information about how this information will be used, please contact the Manager of Corporate Services at 250-726-7744.

The undersigned owner(s) make an application as specified herein, and declares that the information submitted in support of the application is true and correct in all respects.

Owner(s) Signature

Date: April 15th , 2021

Appendix A

From: [Rob van Gyn](#)  
To: [John Towgood](#)  
Subject: [1295 Eber Road](#)  
Date: April 18, 2010 3:10:29 PM

Hello,

I am applying to have the TUP on my land 1295 eber rd. There is ample room for a camping spot and I will be consulting my tenants to make sure it does not encroach on their space or cause anyone to be uncomfortable. I will be offering the camp spot to a friend looking for housing and sewage is in a holding tank inside the camper itself.

Please contact with questions!

Much appreciated,

Rob van Gyn







## Appendix B

**TEMPORARY USE PERMIT TUP21-10****General Terms**

1. This Temporary Use Permit is issued to:  
  
Frank and Geraldine Van Gyn, Robyn van Gyn, 4264 Blenkinsop Rd, Victoria, BC V8X 2C4  
(the "**Permittee**")  
  
as the registered owner of, and shall apply only to, the lands and premises situate in the District of Ucluelet, in the Province of British Columbia, and more particularly described as:  
  
1295 Eber Road (Lot 1, Section 21, Clayoquot District, Plan VIP31470)  
(the "**Lands**").
2. This Temporary Use Permit is issued pursuant to section 492 to 497 of the *Local Government Act*.
3. This Temporary Use Permit is issued subject to compliance with all applicable District of Ucluelet Bylaws.
4. This Temporary Use Permit authorizes the following uses on the Lands:  
***One (1) seasonal RV camping spaces for local workers.***
5. This permit does not relieve an owner or occupier from obtaining any other approvals required by any other jurisdiction, or from meeting any other applicable regulations.
6. The permit holder, as a condition of issuance of this Permit, agrees to comply with the requirements and conditions of **Schedules 1-4**, which are attached hereto and form part of this permit.
7. The land described herein shall be developed strictly in accordance with the terms and conditions and provisions of this Permit.
8. Notice shall be filed in the Land Title Office under section 503 of the *Local Government Act*, and upon such filing, the terms of this Permit or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
9. This Permit is NOT a Building Permit.
10. This Permit is NOT a Development Permit.
11. Provisions of sections 495, 496 and 502 of the *Local Government Act* requiring security applies to this permit as set forth in **Schedule 2**.

TEMPORARY USE PERMIT – RV/TRAILER CAMPING SPACE

**AUTHORIZING RESOLUTION** passed by the Municipal Council on the \_\_\_\_\_, 2021.

**IN WITNESS WHEREOF** this Temporary Use Permit is hereby executed and issued by the Municipality the \_\_\_\_\_, 2021.

**THIS PERMIT SHALL EXPIRE** on the day of \_\_\_\_\_, 2021 (6 months).

**THE DISTRICT OF UCLUELET**

by its authorized signatories:

**OWNER**

by its authorized signatory

\_\_\_\_\_

**ISSUED** the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_

Bruce Greig - Manager of Community Planning

TEMPORARY USE PERMIT – RV/TRAILER CAMPING SPACE

**Schedule 1 Required Undertaking**

TO THE DISTRICT OF UCLUELET:

I (We), representing *the Lands* hereby undertake as a condition of issuance of this Temporary Use Permit to:

- a) Cease use and remove any structures built to support the temporary use from the subject property not later than 1 month after the termination date set out on the Temporary Use Permit.
- b) Abide by all conditions of the Temporary Use Permit.
- c) Provide the occupant’s contact information to the District of Ucluelet.

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

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

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

Contact Information for the Owner/Manager

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Date: \_\_\_\_\_

Owner: \_\_\_\_\_

Signature: \_\_\_\_\_

Owner: \_\_\_\_\_

Signature: \_\_\_\_\_

Witness: \_\_\_\_\_

Signature: \_\_\_\_\_

## Schedule 2 Security

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

- a) A Letter of Credit or cash to be deposited into a specified bank account, to be held for the term of the permit in the amount of \$1,000 (\$1000 per unit). The purpose of the security is to cover any associated costs to the District of Ucluelet with respect to the removal of recreational vehicle units and associated structures or services.

### Schedule 3 Temporary Use Permit Conditions

#### General Conditions:

- a) The permitted temporary use shall be limited to the following uses;
- One (1) seasonal RV camping spaces for local workers.***
- b) No other temporary uses other than the above-mentioned uses shall be permitted.
- c) The recreational vehicle/trailer camping space is to be located as indicated on the site plan **(Schedule 4)**
- d) An on-site parking space shall be provided for the unit, in addition to the required parking for all other uses on site.
- e) Access aisles and vehicle turnarounds are to be kept free at all times, for emergency access, and
- f) The Permittee or a manager/caretaker must oversee the use of the Lands and their telephone and email contact shall be provided to the District and updated as required.
- g) The RV/trailer unit must be licensed and in good condition.
- h) The proposed seasonal trailer space is for staff accommodation to be inhabited by a maximum of two people, with a minimum of one person being a seasonal worker employed in the community. For clarity, this permit does not authorize short-term commercial tourist accommodation use of the proposed trailer space. The minimum length of stay is 30 consecutive days. The maximum length of stay is 6 months.
- i) At the end of each seasonal stay, or within 6 months (whichever is less), the Permittee shall notify the Bylaw Enforcement Officer in writing that the RV/trailer unit has been vacated.
- j) No person shall make, allow, or cause to be made any loud, objectionable, or unnecessary noise anywhere within the seasonal camping area which may disturb the peace, quiet, rest, enjoyment, comfort, and/or convenience of the neighborhood between the hours of 10 pm of one day and 7 am of the next day.
- k) The Permittee shall provide for collection and pickup of garbage and recycling in appropriate wildlife-proof containers.
- l) Areas around the RV/trailer unit will be kept clean and tidy at all times.
- m) If the permittee is to provide hydro electricity to the RV/trailer unit, it must be done in a safe manner inspected by a registered electrician.
- n) Prior to anyone occupying the unit, contact the Fire Department to arrange an inspection by emailing [rgeddes@ucluelet.ca](mailto:rgeddes@ucluelet.ca) or calling (250) 726-7744. The permittee is responsible for maintaining the following for each unit;
- i. A working multipurpose fire extinguisher,
  - ii. A working smoke alarm,
  - iii. A working carbon monoxide alarm,
  - iv. Two means of egress in case of emergency,
  - v. A label on the inside of the door that displays the property address.
  - vi. The unit number (i.e. A, B, C, D etc) must be prominently displayed on the exterior of the unit facing the access.
  - vii. No portable heating or cooking appliances within the unit.

## TEMPORARY USE PERMIT – RV/TRAILER CAMPING SPACE

- o) The municipal Bylaw Enforcement Officer may arrange for site inspection at any time, in a reasonable manner, to monitor compliance with the terms of the Temporary Use Permit.
- p) Failure of the Permittee to meet and maintain any of the terms listed above may result in suspension of the permit and forfeiture of the security deposit.

**Servicing Conditions**

- a) **Potable Water:**  
The permittee is responsible for providing potable water by way of hose connection.
- b) **Sewer Service:**  
The permittee is not responsible for providing a sewer connection, the tenants of each RV space are responsible to contain all sewage and gray water in holding tanks and to pump those tanks out prior to any overflow or spillage. It should be noted that any sewage or graywater contamination in the area of the RV space will be considered a breach in the conditions of this permit.
- c) **Access to Washrooms:**  
The permittee is not responsible for providing access to a washroom.
- d) **Hydro:**  
The permittee is responsible for providing a hydro connection by way of appropriately sized exterior outlet and extension cord.

**Site Specific Conditions**

- 1. Prior to the permit being issued, the owners are required to provide the email and cell phone contact information for the person responsible for managing the worker housing site.

TEMPORARY USE PERMIT – RV/TRAILER CAMPING SPACE

Schedule 4 Site Plan







## STAFF REPORT TO COUNCIL

Council Meeting: May 11, 2021  
500 Matterson Drive, Ucluelet, BC V0R 3A0

---

<b>FROM:</b>	JOHN TOWGOOD, PLANNER 1	<b>FILE No:</b>	3070-20-TUP21-11
<b>SUBJECT:</b>	<b>TEMPORARY USE PERMIT TUP21-11 (2074 PENINSULA ROAD)</b>	<b>REPORT No:</b>	21-73
<b>ATTACHMENT(S):</b>	APPENDIX A – APPLICATION APPENDIX B – DRAFT TEMPORARY USE PERMIT		

---

### Recommendation

**THAT**, subject to public comment, with regard to 2074 Peninsula Road (Lot D, District Lot 284, Clayoquot Land District, Plan VIP42747), Council consider the following:

- A. **That**, Council authorize the issuance of Temporary Use Permit TUP21-11 for a period of six months, to allow for three (3) seasonal RV camping spaces for local workers.

#### 1. Purpose:

The purpose of this report is to review a specific application for a Seasonal Worker Recreation Vehicle(RV)/trailer site.

#### 2. Subject Property Location

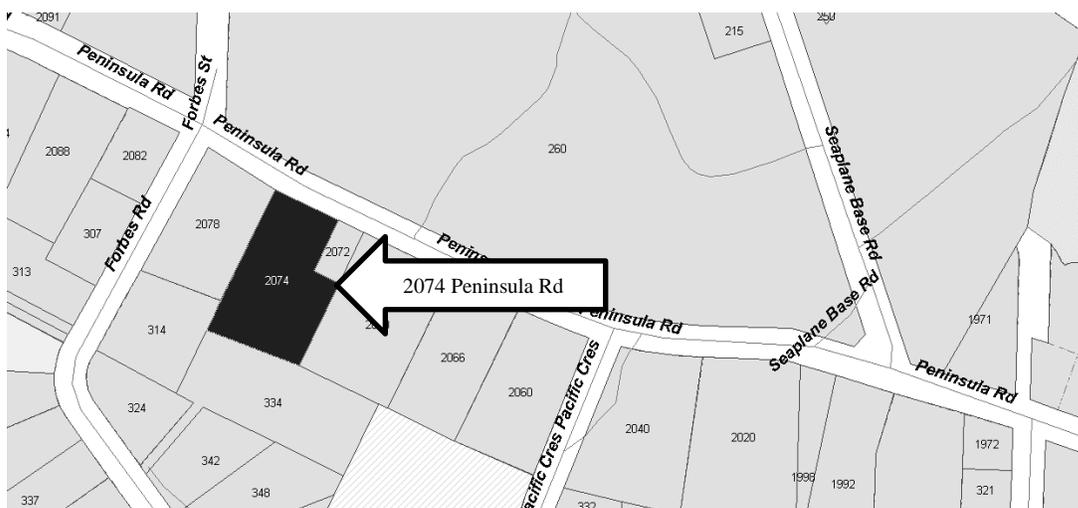


Figure 1 - Subject Property

### 3. Application Specifics:

Item		Comments
Number of units:	3	1.27 acre lot where the main plant for Ucluelet Harbour Seafoods is located
Respects Setbacks:	Yes	Units are within the setbacks as indicated on the site plan.
Located to Rear of bldg.:	Yes	Proposed location for two of the units is to the side-rear of the property and one unit is at the rear of the property
On-site parking:	Yes	There is adequate area for parking the RV units and for accompanying vehicles.
Sewer connection:	No	The applicant has indicated that a sewer connection will not be provided, the units will be self-contained and pumped out when needed.
Water connection:	Yes	The applicant has indicated that the unit occupants will have access to potable water via the main plant.
Hydro connection:	Yes	The applicant has indicated that each unit will be provided electricity via a 30 Amp line installed by an electrician.
On site manager:	Yes	The applicant indicates that Ben Beens will be the manager responsible for the units.
Seen from the street:	No	Two of the units located to the side-rear of the property are blocked from view by the Ucluelet Ambulance station, and the third unit is located behind the main plant, so is not visible from the street.
Covid-19 Concern:	No	The unit occupants will have access to staff washrooms equipped with a shower in each, toilets and sinks. The sharing of the washroom facilities has been considered and addressed in the facility's Covid-19 Safety Plan, including daily cleaning and occupancy limits.
Pictures of units:	No	The applicant has indicated that these spots will be used for new employees and their trailers, hence photos and trailers are to be determined and will be provided to the District once available.

#### 4. Site Plan



Figure 2 – Site Plan

#### 5. Zoning:

The subject property is zoned Service Commercial CS-2 and is currently the site of Ucluelet Harbour Seafoods' "Barkley Plant" processing facility.

#### 6. Site Specific Condition:

The applicant has proposed locating the three units within existing setbacks to the side and rear of the property and have provided adequate parking. This application does not require site specific conditions.

## 7. **Public Notice**

Pursuant to section 494 of the *Local Government Act*, notification has been given for this application as follows:

- This application was advertised in the May 5<sup>th</sup> Westerly News.
  - The property owners (registered on the title with BC Land Title and Survey) within 100m of the subject property have been notified by a mailout.
  - Tenants in properties within 100m of the subject property have been notified by hand delivery.
- Council should provide an opportunity to be heard to anyone wishing to speak to the application, prior to making a decision on the requested permit.

## 8. **Options:**

Staff have indicated above what are considered the minimum conditions to make this application supportable. Council may seek clarification from the applicant on any aspect of the proposal. Council may wish to add, remove or modify these conditions as it sees fit.

Alternatively, Council has the following options:

- B. THAT** Council defer a decision on the requested TUP until the applicant has provided additional clarification to address any outstanding questions of Council;
- C. THAT** Council deny the application; **or,**
- D. THAT** Council provide alternative direction to Staff.

**Respectfully submitted:** John Towgood, Planner 1  
Bruce Greig, Manager of Community Planning

App fee # 68348



Appendix A

Temporary Use Permit Application & Checklist
Seasonal Worker Recreation Vehicle(RV)/Trailer Site

Please submit a separate application for each civic address. A non-refundable application fee of \$350.00 must be paid when you submit your application. A \$1000.00 security deposit is due at the time of this temporary use permit issuance/pick up.

Description of Property

Civic Address: 2074 Peninsula Road, Ucluelet, BC V0R 3A0
Number of RV/trailer camping spaces requested: 3
For each space requested, please show on the site plan the proposed location of the RV/trailer and associated parking spot.

STAFF TO COMPLETE THIS SECTION

Legal Description: Lot: D Plan: VIP42747 + VIP54380 Block: Section: District Lot: 284
Parcel Identifier (PID): 002-107-325 Zoning: CS-2

Owner Information

Property Owner(s) Name: 0822759 BC LTD dba Ucluelet Harbour Seafood
Address: 1661 Cedar Rd, Ucluelet, BC, V0R 3A0
Email: Phone: Cell:
Name:
Address:
Email: Phone: Cell:
Name:
Address:
Email: Phone: Cell:

Notice of Personal Information Collection: The personal information on this form is being collected for the purpose of processing your application in accordance with section 26(c) of the Freedom of Information and Protection of Privacy Act.

The undersigned owner(s) make an application as specified herein, and declares that the information submitted in support of the application is true and correct in all respects.

Owner(s) Signature: [Signature] Date: April 9, 2021

### TUP Pilot Worker Housing Project

This application by Ucluelet Harbour Seafoods is for 3 units located on the industrial site at 2074 Peninsula Road. The adjacent building (processing plant) has 2 showers, 7 toilets, 7 sinks, and a kitchen in the staff lunch room for use by the occupants of the units.

Currently we will be using these spots for new employees and their trailers, hence photos and licenses of the trailers are to be determined.

Ben Beens will be the manager responsible for the accommodation (units) and the TUP application.

**Electricity** – Three 30 amp lines will be run by a qualified electrician.

**Water** – No water will be connected to the units; facilities are inside the main plant.

**Sewer** – No sewer hook ups will be provided, the units will be self-contained and pumped when needed. Toilets will be flushed with non-potable water. Facilities are available inside the Main Plant.

Aerial view of 2074 Peninsula Road (Barkley Plant)



\*Larger picture on next page

Expanded aerial view of 2074 Peninsula Road (Barkley Plant)



## Appendix B

**TEMPORARY USE PERMIT TUP21-11****General Terms**

1. This Temporary Use Permit is issued to:  
  
Ucluelet Harbour Seafoods LTD, 200-12 Orwell St, North Vancouver, BC V7J 2G1  
(the "**Permittee**")  
  
as the registered owner of, and shall apply only to, the lands and premises situate in the District of Ucluelet, in the Province of British Columbia, and more particularly described as:  
  
2074 Peninsula Road (Lot D, District Lot 284, Clayoquot Land District, Plan VIP42747)  
(the "**Lands**").
2. This Temporary Use Permit is issued pursuant to section 492 to 497 of the *Local Government Act*.
3. This Temporary Use Permit is issued subject to compliance with all applicable District of Ucluelet Bylaws.
4. This Temporary Use Permit authorizes the following uses on the Lands:  
**Three (3) seasonal RV camping spaces for local workers.**
5. This permit does not relieve an owner or occupier from obtaining any other approvals required by any other jurisdiction, or from meeting any other applicable regulations.
6. The permit holder, as a condition of issuance of this Permit, agrees to comply with the requirements and conditions of **Schedules 1-4**, which are attached hereto and form part of this permit.
7. The land described herein shall be developed strictly in accordance with the terms and conditions and provisions of this Permit.
8. Notice shall be filed in the Land Title Office under section 503 of the *Local Government Act*, and upon such filing, the terms of this Permit or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
9. This Permit is NOT a Building Permit.
10. This Permit is NOT a Development Permit.
11. Provisions of sections 495, 496 and 502 of the *Local Government Act* requiring security applies to this permit as set forth in **Schedule 2**.

TEMPORARY USE PERMIT – RV/TRAILER CAMPING SPACE

**AUTHORIZING RESOLUTION** passed by the Municipal Council on the \_\_\_\_\_, 2021.

**IN WITNESS WHEREOF** this Temporary Use Permit is hereby executed and issued by the Municipality the \_\_\_\_\_, 2021.

**THIS PERMIT SHALL EXPIRE** on the day of \_\_\_\_\_, 2021 (6 months).

**THE DISTRICT OF UCLUELET**

by its authorized signatories:

**OWNER**

by its authorized signatory

\_\_\_\_\_

**ISSUED** the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_

Bruce Greig - Manager of Community Planning

TEMPORARY USE PERMIT – RV/TRAILER CAMPING SPACE

**Schedule 1 Required Undertaking**

TO THE DISTRICT OF UCLUELET:

I (We), representing *the Lands* hereby undertake as a condition of issuance of this Temporary Use Permit to:

- a) Cease use and remove any structures built to support the temporary use from the subject property not later than 1 month after the termination date set out on the Temporary Use Permit.
- b) Abide by all conditions of the Temporary Use Permit.
- c) Provide the occupant’s contact information to the District of Ucluelet.

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

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

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

Contact Information for the Owner/Manager

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Date: \_\_\_\_\_

Owner: \_\_\_\_\_

Signature: \_\_\_\_\_

Owner: \_\_\_\_\_

Signature: \_\_\_\_\_

Witness: \_\_\_\_\_

Signature: \_\_\_\_\_

## Schedule 2 Security

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

- a) A Letter of Credit or cash to be deposited into a specified bank account, to be held for the term of the permit in the amount of \$3,000 (\$1000 per unit). The purpose of the security is to cover any associated costs to the District of Ucluelet with respect to the removal of recreational vehicle units and associated structures or services.

### Schedule 3 Temporary Use Permit Conditions

#### General Conditions:

- a) The permitted temporary use shall be limited to the following uses;
- Three (3) seasonal RV camping spaces for local workers.***
- b) No other temporary uses other than the above-mentioned uses shall be permitted.
- c) The recreational vehicle/trailer camping space is to be located as indicated on the site plan **(Schedule 4)**
- d) An on-site parking space shall be provided for the unit, in addition to the required parking for all other uses on site.
- e) Access aisles and vehicle turnarounds are to be kept free at all times, for emergency access, and
- f) The Permittee or a manager/caretaker must oversee the use of the Lands and their telephone and email contact shall be provided to the District and updated as required.
- g) The RV/trailer unit must be licensed and in good condition.
- h) The proposed seasonal trailer space is for staff accommodation to be inhabited by a maximum of two people, with a minimum of one person being a seasonal worker employed in the community. For clarity, this permit does not authorize short-term commercial tourist accommodation use of the proposed trailer space. The minimum length of stay is 30 consecutive days. The maximum length of stay is 6 months.
- i) At the end of each seasonal stay, or within 6 months (whichever is less), the Permittee shall notify the Bylaw Enforcement Officer in writing that the RV/trailer unit has been vacated.
- j) No person shall make, allow, or cause to be made any loud, objectionable, or unnecessary noise anywhere within the seasonal camping area which may disturb the peace, quiet, rest, enjoyment, comfort, and/or convenience of the neighborhood between the hours of 10 pm of one day and 7 am of the next day.
- k) The Permittee shall provide for collection and pickup of garbage and recycling in appropriate wildlife-proof containers.
- l) Areas around the RV/trailer unit will be kept clean and tidy at all times.
- m) If the permittee is to provide hydro electricity to the RV/trailer unit, it must be done in a safe manner inspected by a registered electrician.
- n) Prior to anyone occupying the unit, contact the Fire Department to arrange an inspection by emailing [rgeddes@ucluelet.ca](mailto:rgeddes@ucluelet.ca) or calling (250) 726-7744. The permittee is responsible for maintaining the following for each unit;
- i. A working multipurpose fire extinguisher,
  - ii. A working smoke alarm,
  - iii. A working carbon monoxide alarm,
  - iv. Two means of egress in case of emergency,
  - v. A label on the inside of the door that displays the property address.
  - vi. The unit number (i.e. A, B, C, D etc) must be prominently displayed on the exterior of the unit facing the access.
  - vii. No portable heating or cooking appliances within the unit.

## TEMPORARY USE PERMIT – RV/TRAILER CAMPING SPACE

- o) The municipal Bylaw Enforcement Officer may arrange for site inspection at any time, in a reasonable manner, to monitor compliance with the terms of the Temporary Use Permit.
- p) Failure of the Permittee to meet and maintain any of the terms listed above may result in suspension of the permit and forfeiture of the security deposit.

**Servicing Conditions**

- a) **Potable Water:**  
The permittee is responsible for providing access to potable water from main building on the property.
- b) **Sewer Service:**  
The permittee is not responsible for providing a sewer connection, the tenants of each RV space are responsible to contain all sewage and gray water in holding tanks and to pump those tanks out prior to any overflow or spillage. It should be noted that any sewage or graywater contamination in the area of the RV space will be considered a breach in the conditions of this permit.
- c) **Access to Washrooms:**  
The permittee is responsible for providing access to a washroom in the main building on the property.
- d) **Hydro:**  
The permittee is responsible for providing a hydro connection to each unit.

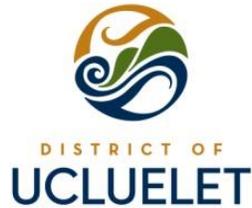
**Site Specific Conditions**

There are no site specific conditions.

TEMPORARY USE PERMIT – RV/TRAILER CAMPING SPACE

Schedule 4 Site Plan





## STAFF REPORT TO COUNCIL

Council Meeting: May 11, 2021  
500 Matterson Drive, Ucluelet, BC V0R 3A0

---

<b>FROM:</b>	JOHN TOWGOOD, PLANNER 1	<b>FILE No:</b>	3070-20-TUP21-12
<b>SUBJECT:</b>	<b>TEMPORARY USE PERMIT TUP21-12 (1947 ST. JACQUES BLVD)</b>	<b>REPORT No:</b>	21- 74
<b>ATTACHMENT(S):</b>	APPENDIX A – APPLICATION APPENDIX B – DRAFT TEMPORARY USE PERMIT		

---

### Recommendation

**THAT**, subject to public comment, with regard to 1947 St Jacques Blvd (Strata Lot 1, District Lot 282, Clayoquot Land District, Plan VIS5916), Council consider the following:

- A. **That**, Council authorize the issuance of Temporary Use Permit TUP21-12 for a period of six months, to allow for one seasonal RV camping space for local workers.

#### 1. Purpose:

The purpose of this report is to review a specific application for a Seasonal Worker Recreation Vehicle(RV)/trailer site.

#### 2. Subject Property Location

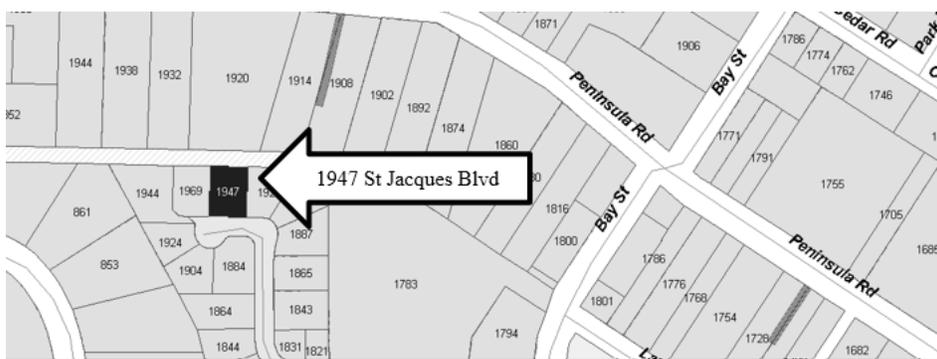


Figure 1 - Subject Property

3. **Application Specifics:**

Item		Comments
Number of units:	1	0.19 acre lot with a Single Family Dwelling with licensed B&B
Respects Setbacks:	Yes	Unit is within the setbacks as indicated on the site plan.
Located to Rear of bldg.:	No	Proposed location is to the rear of the property but alongside the home.
On-site parking:	Yes	There is adequate area for parking the RV unit and its parking.
Sewer connection:	Yes	The applicant has indicated that they will tie into the existing sewer.
Water connection:	Yes	The applicant has indicated that the unit will be connected to potable water.
Hydro connection:	Yes	The applicant has indicated that the unit will be connected to hydro via a suitable power cord.
On site manager:	Yes	The applicant lives on site and will directly oversee the unit.
Seen from the street:	Yes	As the unit is located to the rear of the side yard, the front face will be visible from the street.
Covid 19 Concern:	No	The unit has no shared facilities with the other dwelling, as such should not be of concern.
Pictures of units:	Yes	The applicant has shown a picture of the unit and the license plate is current.

4. **Site Plan**

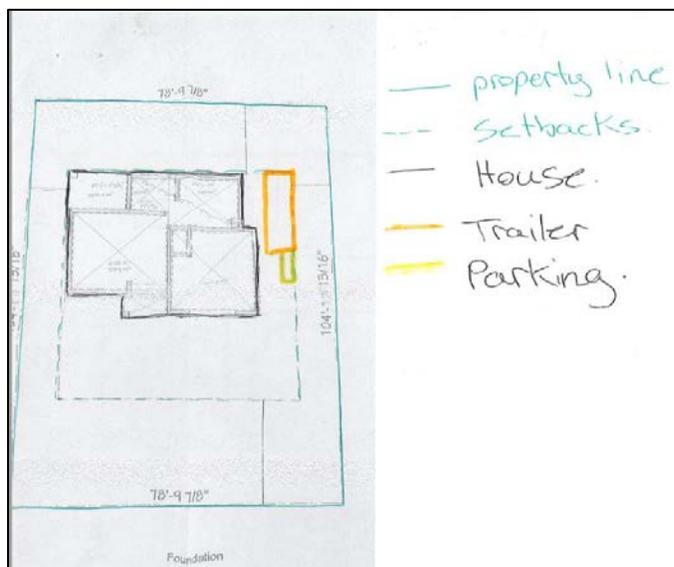


Figure 2 – Site Plan

5. **Zoning:**

The subject property is zoned for Single Family Residential in CD-3A1.1 Rainforest.

6. **Site Specific Condition:**

The applicant has proposed locating the single unit within existing setbacks to the rear of the property and have provided adequate parking. This application does not require site specific conditions.

7. **Public Notice:**

Pursuant to section 494 of the *Local Government Act*, notification has been given for this application as follows:

- This application was advertised in the May 5<sup>th</sup> Westerly News.
  - The property owners (registered on the title with BC Land Title and Survey) within 100m of the subject property have been notified by a mailout.
  - Tenants on properties within 100m of the subject property have been notified by hand delivery.
- Council should provide an opportunity to be heard to anyone wishing to speak to the application, prior to making a decision on the requested permit.

8. **Options:**

Staff have indicated above what are considered the minimum conditions to make this application supportable. Council may seek clarification from the applicant on any aspect of the proposal. Council may wish to add, remove or modify these conditions as it sees fit.

Alternatively, Council has the following options:

- B. THAT** Council defer a decision on the requested TUP until the applicant has provided additional clarification to address any outstanding questions of Council;
- C. THAT** Council deny the application; **or,**
- D. THAT** Council provide alternative direction to Staff.

**Respectfully submitted:** John Towgood, Planner 1  
Bruce Greig, Manager of Community Planning

App. fee #68354

APR 15 2021

Appendix A



# Temporary Use Permit Application & Checklist

## Seasonal Worker Recreation Vehicle(RV)/Trailer Site

Please submit a separate application for each civic address. A non-refundable application fee of \$350.00 must be paid when you submit your application. A \$1000.00 security deposit is due at the time of this temporary use permit issuance/pick up.

### Description of Property

Civic Address: 1947 St Jacques Blvd Ucluelet

Number of RV/trailer camping spaces requested 1 For each space requested, please show on the site plan the proposed location of the RV/trailer and associated parking spot.

### STAFF TO COMPLETE THIS SECTION

Legal Description: Lot: 1 Plan: V155916 Block: \_\_\_\_\_ Section: \_\_\_\_\_ District Lot: 282  
(strata)

Parcel Identifier (PID): 026-514-834 Zoning: CD-3

### Owner Information

#### Property Owner(s)

Please list all owners on title, if more space is require please submit a second application

Name: Braam Klapper  
NAME OR BUSINESS NAME, IF APPLICABLE, INCLUDING CONTACT PERSON  
Address: 1947 St Jacques Blvd Ucluelet, BC V0R3A0  
HOUSE/STREET CITY PROVINCE POSTAL CODE

Email: [Redacted] Cell: [Redacted]

Name: \_\_\_\_\_  
NAME OR BUSINESS NAME, IF APPLICABLE, INCLUDING CONTACT PERSON

Address: \_\_\_\_\_  
HOUSE/STREET CITY PROVINCE POSTAL CODE

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Name: \_\_\_\_\_  
NAME OR BUSINESS NAME, IF APPLICABLE, INCLUDING CONTACT PERSON

Address: \_\_\_\_\_  
HOUSE/STREET CITY PROVINCE POSTAL CODE

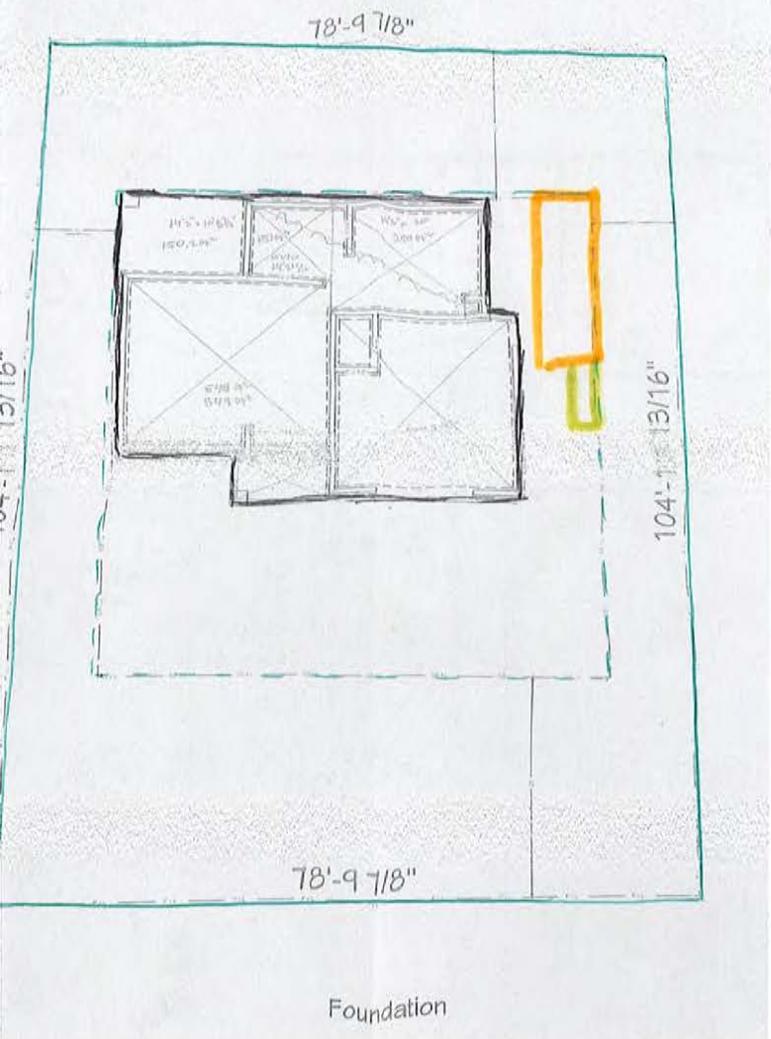
Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

**Notice of Personal Information Collection:** The personal information on this form is being collected for the purpose of processing your application in accordance with section 26(c) of the Freedom of Information and Protection of Privacy Act. For more information about how this information will be used, please contact the Manager of Corporate Services at 250-726-7744.

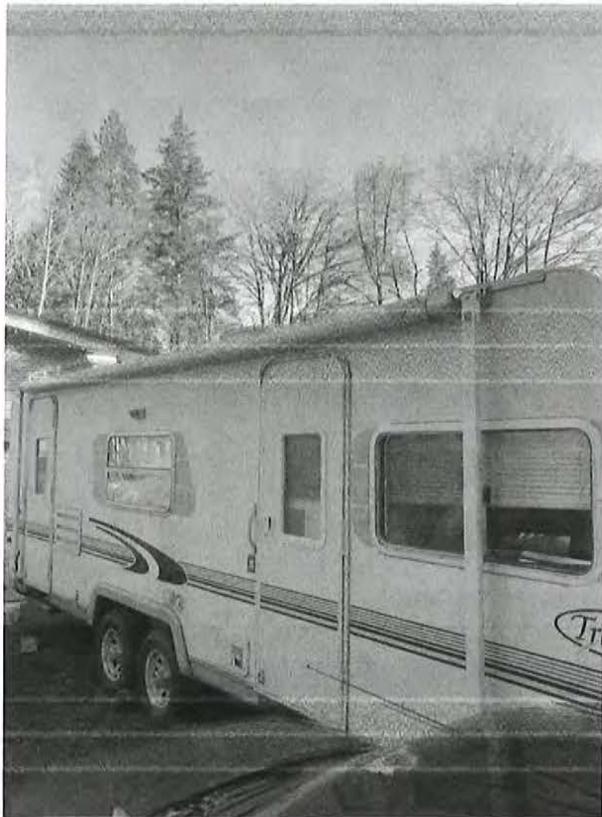
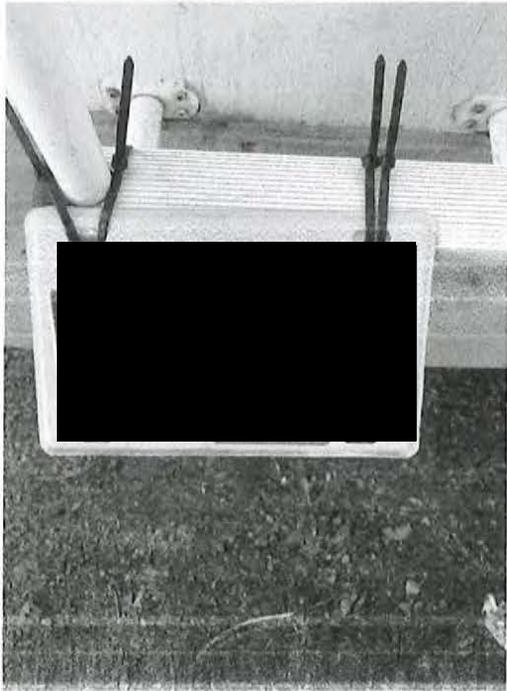
The undersigned owner(s) make an application as specified herein, and declares that the information submitted in support of the application is true and correct in all respects.

Owner(s) Signature [Signature]

Date: Mon 12<sup>th</sup> April/21



- property line
- - - setbacks.
- House.
- Trailer
- Parking.



## Appendix B

**TEMPORARY USE PERMIT TUP21-12****General Terms**

1. This Temporary Use Permit is issued to:

Braam Klopper PO BOX 1443, Ucluelet, BC V0R 3A0  
(the "**Permittee**")

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

1947 St Jacques Blvd (Strata Lot 1, District Lot 282, Clayoquot Land District, Plan VIS5916)  
(the "**Lands**").

2. This Temporary Use Permit is issued pursuant to section 492 to 497 of the *Local Government Act*.
3. This Temporary Use Permit is issued subject to compliance with all applicable District of Ucluelet Bylaws.
4. This Temporary Use Permit authorizes the following uses on the Lands:  
***One (1) seasonal RV camping spaces for local workers.***
5. This permit does not relieve an owner or occupier from obtaining any other approvals required by any other jurisdiction, or from meeting any other applicable regulations.
6. The permit holder, as a condition of issuance of this Permit, agrees to comply with the requirements and conditions of **Schedules 1-4**, which are attached hereto and form part of this permit.
7. The land described herein shall be developed strictly in accordance with the terms and conditions and provisions of this Permit.
8. Notice shall be filed in the Land Title Office under section 503 of the *Local Government Act*, and upon such filing, the terms of this Permit or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
9. This Permit is NOT a Building Permit.
10. This Permit is NOT a Development Permit.
11. Provisions of sections 495, 496 and 502 of the *Local Government Act* requiring security applies to this permit as set forth in **Schedule 2**.

TEMPORARY USE PERMIT – RV/TRAILER CAMPING SPACE

**AUTHORIZING RESOLUTION** passed by the Municipal Council on the \_\_\_\_\_, 2021.

**IN WITNESS WHEREOF** this Temporary Use Permit is hereby executed and issued by the Municipality the \_\_\_\_\_, 2021.

**THIS PERMIT SHALL EXPIRE** on the day of \_\_\_\_\_, 2021 (6 months).

**THE DISTRICT OF UCLUELET**

by its authorized signatories:

**OWNER**

by its authorized signatory

\_\_\_\_\_

**ISSUED** the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_

Bruce Greig - Manager of Community Planning

TEMPORARY USE PERMIT – RV/TRAILER CAMPING SPACE

**Schedule 1 Required Undertaking**

TO THE DISTRICT OF UCLUELET:

I (We), representing *the Lands* hereby undertake as a condition of issuance of this Temporary Use Permit to:

- a) Cease use and remove any structures built to support the temporary use from the subject property not later than 1 month after the termination date set out on the Temporary Use Permit.
- b) Abide by all conditions of the Temporary Use Permit.
- c) Provide the occupant’s contact information to the District of Ucluelet.

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

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

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

Contact Information for the Owner/Manager

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Date: \_\_\_\_\_

Owner: \_\_\_\_\_

Signature: \_\_\_\_\_

Owner: \_\_\_\_\_

Signature: \_\_\_\_\_

Witness: \_\_\_\_\_

Signature: \_\_\_\_\_

## Schedule 2 Security

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

- a) A Letter of Credit or cash to be deposited into a specified bank account, to be held for the term of the permit in the amount of \$1,000 (\$1000 per unit). The purpose of the security is to cover any associated costs to the District of Ucluelet with respect to the removal of recreational vehicle units and associated structures or services.

### Schedule 3 Temporary Use Permit Conditions

#### General Conditions:

- a) The permitted temporary use shall be limited to the following uses;
- One (1) seasonal RV camping spaces for local workers.***
- b) No other temporary uses other than the above-mentioned uses shall be permitted.
- c) The recreational vehicle/trailer camping space is to be located as indicated on the site plan **(Schedule 4)**
- d) An on-site parking space shall be provided for the unit, in addition to the required parking for all other uses on site.
- e) Access aisles and vehicle turnarounds are to be kept free at all times, for emergency access, and
- f) The Permittee or a manager/caretaker must oversee the use of the Lands and their telephone and email contact shall be provided to the District and updated as required.
- g) The RV/trailer unit must be licensed and in good condition.
- h) The proposed seasonal trailer space is for staff accommodation to be inhabited by a maximum of two people, with a minimum of one person being a seasonal worker employed in the community. For clarity, this permit does not authorize short-term commercial tourist accommodation use of the proposed trailer space. The minimum length of stay is 30 consecutive days. The maximum length of stay is 6 months.
- i) At the end of each seasonal stay, or within 6 months (whichever is less), the Permittee shall notify the Bylaw Enforcement Officer in writing that the RV/trailer unit has been vacated.
- j) No person shall make, allow, or cause to be made any loud, objectionable, or unnecessary noise anywhere within the seasonal camping area which may disturb the peace, quiet, rest, enjoyment, comfort, and/or convenience of the neighborhood between the hours of 10 pm of one day and 7 am of the next day.
- k) The Permittee shall provide for collection and pickup of garbage and recycling in appropriate wildlife-proof containers.
- l) Areas around the RV/trailer unit will be kept clean and tidy at all times.
- m) If the permittee is to provide hydro electricity to the RV/trailer unit, it must be done in a safe manner inspected by a registered electrician.
- n) Prior to anyone occupying the unit, contact the Fire Department to arrange an inspection by emailing [rgeddes@ucluelet.ca](mailto:rgeddes@ucluelet.ca) or calling (250) 726-7744. The permittee is responsible for maintaining the following for each unit;
- i. A working multipurpose fire extinguisher,
  - ii. A working smoke alarm,
  - iii. A working carbon monoxide alarm,
  - iv. Two means of egress in case of emergency,
  - v. A label on the inside of the door that displays the property address.
  - vi. The unit number (i.e. A, B, C, D etc) must be prominently displayed on the exterior of the unit facing the access.
  - vii. No portable heating or cooking appliances within the unit.

## TEMPORARY USE PERMIT – RV/TRAILER CAMPING SPACE

- o) The municipal Bylaw Enforcement Officer may arrange for site inspection at any time, in a reasonable manner, to monitor compliance with the terms of the Temporary Use Permit.
- p) Failure of the Permittee to meet and maintain any of the terms listed above may result in suspension of the permit and forfeiture of the security deposit.

**Servicing Conditions**

- a) **Potable Water:**  
The permittee is responsible for providing potable water.
- b) **Sewer Service:**  
The permittee is responsible for providing a sewer connection.
- c) **Access to Washrooms:**  
The permittee is not responsible for providing access to a washroom.
- d) **Hydro:**  
The permittee is responsible for providing a hydro connection by way of appropriately sized exterior outlet and extension cord.

**Site Specific Conditions**

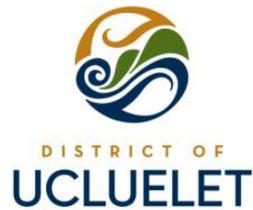
1. Prior to the permit being issued, the owners are required to provide the email and cell phone contact information for the person responsible for managing the worker housing on site.

TEMPORARY USE PERMIT – RV/TRAILER CAMPING SPACE

Schedule 4 Site Plan







## STAFF REPORT TO COUNCIL

Council Meeting: May 11, 2021  
500 Matterson Drive, Ucluelet, BC V0R 3A0

---

<b>FROM:</b>	JOHN TOWGOOD, PLANNER 1	<b>FILE No:</b>	3070-20-TUP21-13
<b>SUBJECT:</b>	<b>TEMPORARY USE PERMIT TUP21-13 (636 MARINE DRIVE)</b>	<b>REPORT No:</b>	21- 75
<b>ATTACHMENT(S):</b>	APPENDIX A – APPLICATION APPENDIX B – DRAFT TEMPORARY USE PERMIT		

---

### Recommendation

**THAT**, subject to public comment, with regard to 636 Marine Dr (Lot 1, District Lot 281, Clayoquot Land District, Plan VIP85870), Council consider the following:

- A. **THAT**, Council authorize the issuance of Temporary Use Permit TUP21-13 for a period of six months, to allow for one seasonal RV camping spaces for local workers.

#### 1. Purpose:

The purpose of this report is to review a specific application for a Seasonal Worker Recreation Vehicle(RV)/trailer site.

#### 2. Subject Property Location

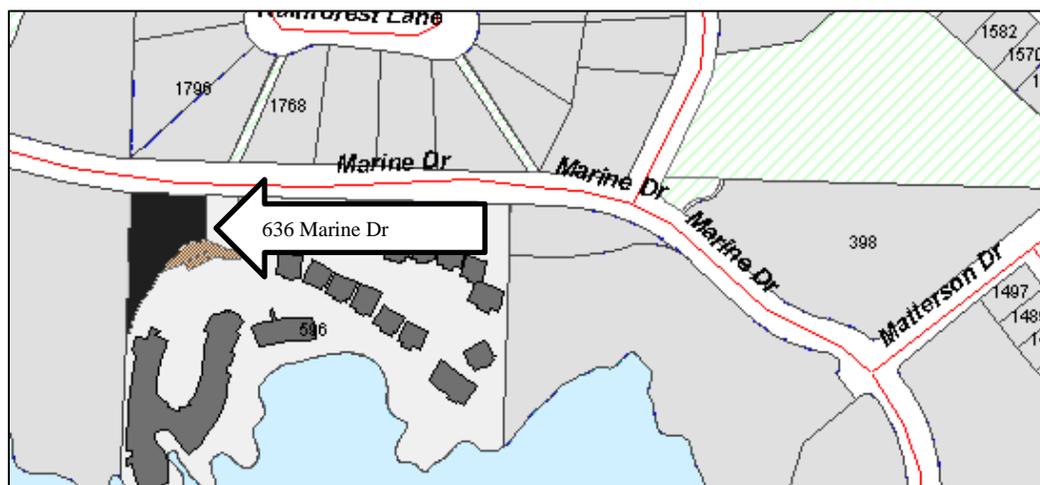


Figure 1 - Subject Property

### 3. Application Specifics:

Item		Comments
Number of units:	1	0.54 acre lot with a staff housing building located on site
Respects Setbacks:	Yes	Unit is within the setbacks as indicated on the site plan.
Located to Rear of bldg.:	No	Proposed location is to the rear of the property behind the staff housing building.
On-site parking:	Yes	There is adequate area for parking the RV unit and accompanying vehicle.
Sewer connection:	No	The applicant has the unit occupant will have access to the shower/washroom facilities in the staff housing building
Water connection:	No	The applicant has indicated that the unit occupant will have access to potable water in the staff housing building.
Hydro connection:	Yes	The applicant has indicated that the unit will be connected to hydro via a suitable power cord from the staff housing building.
On site manager:	Yes	Same manager as the staff housing building.
Seen from the street:	Yes	As the unit is located to the rear of the site, it will be visible only slightly from the Black Rock parking lot and driveway.
Covid 19 Concern:	No	The unit occupant will be accessing the shower/washroom facilities in the staff housing building which has a COVID-19 plan in place.
Pictures of units:	No	The applicant has indicated that this will be provided once they have determined if a staff member of Black Rock will need the space.

#### 4. **Site Plan**

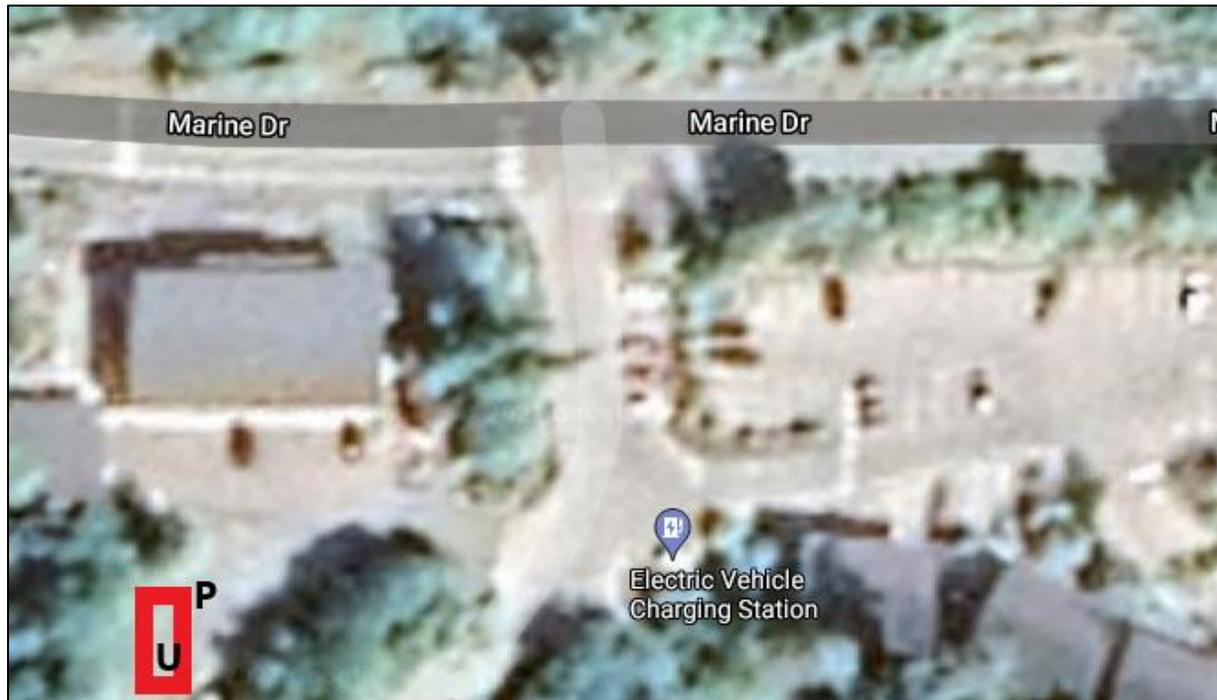


Figure 2 – Site Plan

#### 5. **Zoning:**

The subject property is zoned CD-2B Big Beach and allows for Staff Housing.

#### 6. **Site Specific Condition:**

The applicant has proposed locating the single unit within existing setbacks to the rear of the property and have provided adequate parking in the pre-existing parking lot outside of access aisles and vehicle turnarounds. This application does not require site specific conditions.

#### 7. **Public Notice:**

Pursuant to section 494 of the *Local Government Act*, notification has been given for this application as follows:

- This application was advertised in the May 5<sup>th</sup> Westerly News.
  - The property owners (registered on the title with BC Land Title and Survey) within 100m of the subject property have been notified by a mailout.
  - Tenants in properties within 100m of the subject property have been notified by hand delivery.
- Council should provide an opportunity to be heard to anyone wishing to speak to the application, prior to making a decision on the requested permit.

**8. Options:**

Staff have indicated above what are considered the minimum conditions to make this application supportable. Council may seek clarification from the applicant on any aspect of the proposal. Council may wish to add, remove or modify these conditions as it sees fit.

Alternatively, Council has the following options:

- B. THAT** Council defer a decision on the requested TUP until the applicant has provided additional clarification to address any outstanding questions of Council;
- C. THAT** Council deny the application; **or,**
- D. THAT** Council provide alternative direction to Staff.

**Respectfully submitted:** John Towgood, Planner 1  
Bruce Greig, Manager of Community Planning

App Fee #68355

TUP 21-13

Appendix A



# Temporary Use Permit Application & Checklist

## Seasonal Worker Recreation Vehicle(RV)/Trailer Site

lease submit a separate application for each civic address. A non-refundable application fee of \$350.00 must be paid when you submit your application. A \$1000.00 security deposit is due at the time of this temporary use permit issuance/pick up.

### Description of Property

Civic Address: ~~596 Marine Drive~~ 636 Marine Drive

Number of RV/trailer camping spaces requested: 1  
For each space requested, please show on the site plan the proposed location of the RV/trailer and associated parking spot.

### STAFF TO COMPLETE THIS SECTION

Legal Description: Lot: 1 Plan: V/P 85870 Block: \_\_\_\_\_ Section: \_\_\_\_\_ District Lot: 281

Parcel Identifier (PID): 027696901 Zoning: CD-2B (Staff Housing Location)

### Owner Information

#### Property Owner(s)

Please list all owners on title, if more space is require please submit a second application

Name: Black Rock Oceanfront Resort Inc - D Elnhardt  
NAME OR BUSINESS NAME, IF APPLICABLE, INCLUDING CONTACT PERSON

Address: 701-17665 66A Ave Surrey BC V3S 2A7  
HOUSE/STREET CITY PROVINCE POSTAL CODE

Email: [Redacted] Phone: 6 Cell: [Redacted]

Name: Black Rock Oceanfront Resort Inc.  
NAME OR BUSINESS NAME, IF APPLICABLE, INCLUDING CONTACT PERSON

Address: 701-17665-66A Ave Surrey, BC V2S 2A7  
HOUSE/STREET CITY PROVINCE POSTAL CODE

Email: [Redacted] Phone: [Redacted] Cell: [Redacted]

Name: \_\_\_\_\_  
NAME OR BUSINESS NAME, IF APPLICABLE, INCLUDING CONTACT PERSON

Address: \_\_\_\_\_  
HOUSE/STREET CITY PROVINCE POSTAL CODE

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

**Notice of Personal Information Collection:** The personal information on this form is being collected for the purpose of processing your application in accordance with section 26(c) of the Freedom of Information and Protection of Privacy Act. For more information about how this information will be used, please contact the Manager of Corporate Services at 250-726-7744.

The undersigned owner(s) make an application as specified herein, and declares that the information submitted in support of the application is true and correct in all respects.

Owner(s) Signature

*[Handwritten Signature]*

Date: Apr 7/21

*[Handwritten initials]*



BLACK ROCK  
OCEANFRONT RESORT

To Mayor & Council-

Thank you for giving us the opportunity to apply for a TUP for Seasonal Worker Recreation Vehicle (RV)/Trailer Site.

We are applying for one (1) space <sup>636</sup> for the 2021 season. This space will be located directly behind our staff housing building located at 596 Marine drive. This space will only be used for a staff member with a camper/van and they will benefit from electrical hook-ups from our staff housing building and the staff member will be able to use the shower/washroom facilities in our staff housing building.

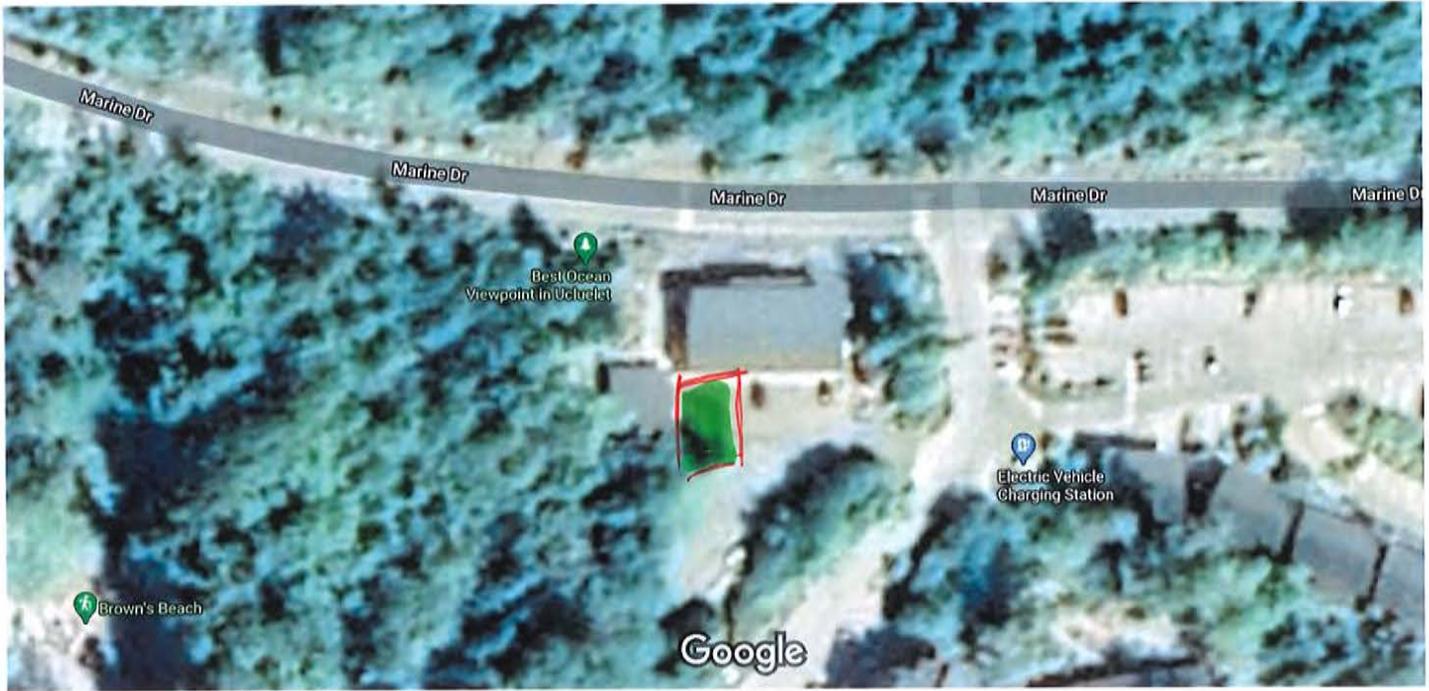
If it turns out that we do not get a staff member applying with a recreational vehicle, our TUP will not be utilized.

Thank you for the taking the time to read our application, if you have any questions please do not hesitate to reach out.

Sincerely-

Lara Kemps

Asst General Manager



Imagery ©2021 CNES / Airbus, IMTCAN, Maxar Technologies, Map data ©2021 20 m

 unit



Imagery ©2021 CNES / Airbus, IMTCAN, Maxar Technologies, Map data ©2021 50 m

## Appendix B

**TEMPORARY USE PERMIT TUP21-13****General Terms**

1. This Temporary Use Permit is issued to:  
  
Black Rock Oceanfront Resort, INC 701-17665, 66A AVE, Surrey, BC V3S 2A7  
(the "**Permittee**")  
  
as the registered owner of, and shall apply only to, the lands and premises situate in the District of Ucluelet, in the Province of British Columbia, and more particularly described as:  
  
636 Marine Dr (Lot 1, District Lot 281, Clayoquot Land District, Plan VIP85870)  
(the "**Lands**").
2. This Temporary Use Permit is issued pursuant to section 492 to 497 of the *Local Government Act*.
3. This Temporary Use Permit is issued subject to compliance with all applicable District of Ucluelet Bylaws.
4. This Temporary Use Permit authorizes the following uses on the Lands:  
***One (1) seasonal RV camping spaces for local workers.***
5. This permit does not relieve an owner or occupier from obtaining any other approvals required by any other jurisdiction, or from meeting any other applicable regulations.
6. The permit holder, as a condition of issuance of this Permit, agrees to comply with the requirements and conditions of **Schedules 1-4**, which are attached hereto and form part of this permit.
7. The land described herein shall be developed strictly in accordance with the terms and conditions and provisions of this Permit.
8. Notice shall be filed in the Land Title Office under section 503 of the *Local Government Act*, and upon such filing, the terms of this Permit or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
9. This Permit is NOT a Building Permit.
10. This Permit is NOT a Development Permit.
11. Provisions of sections 495, 496 and 502 of the *Local Government Act* requiring security applies to this permit as set forth in **Schedule 2**.

TEMPORARY USE PERMIT – RV/TRAILER CAMPING SPACE

**AUTHORIZING RESOLUTION** passed by the Municipal Council on the \_\_\_\_\_, 2021.

**IN WITNESS WHEREOF** this Temporary Use Permit is hereby executed and issued by the Municipality the \_\_\_\_\_, 2021.

**THIS PERMIT SHALL EXPIRE** on the day of \_\_\_\_\_, 2021 (6 months).

**THE DISTRICT OF UCLUELET**

by its authorized signatories:

**OWNER**

by its authorized signatory

\_\_\_\_\_

**ISSUED** the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_

Bruce Greig - Manager of Community Planning

TEMPORARY USE PERMIT – RV/TRAILER CAMPING SPACE

**Schedule 1 Required Undertaking**

TO THE DISTRICT OF UCLUELET:

I (We), representing *the Lands* hereby undertake as a condition of issuance of this Temporary Use Permit to:

- a) Cease use and remove any structures built to support the temporary use from the subject property not later than 1 month after the termination date set out on the Temporary Use Permit.
- b) Abide by all conditions of the Temporary Use Permit.
- c) Provide the occupant’s contact information to the District of Ucluelet.

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

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

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

Contact Information for the Owner/Manager

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Date: \_\_\_\_\_

Owner: \_\_\_\_\_

Signature: \_\_\_\_\_

Owner: \_\_\_\_\_

Signature: \_\_\_\_\_

Witness: \_\_\_\_\_

Signature: \_\_\_\_\_

## Schedule 2 Security

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

- a) A Letter of Credit or cash to be deposited into a specified bank account, to be held for the term of the permit in the amount of \$1,000 (\$1000 per unit). The purpose of the security is to cover any associated costs to the District of Ucluelet with respect to the removal of recreational vehicle units and associated structures or services.

### Schedule 3 Temporary Use Permit Conditions

#### General Conditions:

- a) The permitted temporary use shall be limited to the following uses;
- One (1) seasonal RV camping spaces for local workers.***
- b) No other temporary uses other than the above-mentioned uses shall be permitted.
- c) The recreational vehicle/trailer camping space is to be located as indicated on the site plan **(Schedule 4)**
- d) An on-site parking space shall be provided for the unit, in addition to the required parking for all other uses on site.
- e) Access aisles and vehicle turnarounds are to be kept free at all times, for emergency access, and
- f) The Permittee or a manager/caretaker must oversee the use of the Lands and their telephone and email contact shall be provided to the District and updated as required.
- g) The RV/trailer unit must be licensed and in good condition.
- h) The proposed seasonal trailer space is for staff accommodation to be inhabited by a maximum of two people, with a minimum of one person being a seasonal worker employed in the community. For clarity, this permit does not authorize short-term commercial tourist accommodation use of the proposed trailer space. The minimum length of stay is 30 consecutive days. The maximum length of stay is 6 months.
- i) At the end of each seasonal stay, or within 6 months (whichever is less), the Permittee shall notify the Bylaw Enforcement Officer in writing that the RV/trailer unit has been vacated.
- j) No person shall make, allow, or cause to be made any loud, objectionable, or unnecessary noise anywhere within the seasonal camping area which may disturb the peace, quiet, rest, enjoyment, comfort, and/or convenience of the neighborhood between the hours of 10 pm of one day and 7 am of the next day.
- k) The Permittee shall provide for collection and pickup of garbage and recycling in appropriate wildlife-proof containers.
- l) Areas around the RV/trailer unit will be kept clean and tidy at all times.
- m) If the permittee is to provide hydro electricity to the RV/trailer unit, it must be done in a safe manner inspected by a registered electrician.
- n) Prior to anyone occupying the unit, contact the Fire Department to arrange an inspection by emailing [rgeddes@ucluelet.ca](mailto:rgeddes@ucluelet.ca) or calling (250) 726-7744. The permittee is responsible for maintaining the following for each unit;
- i. A working multipurpose fire extinguisher,
  - ii. A working smoke alarm,
  - iii. A working carbon monoxide alarm,
  - iv. Two means of egress in case of emergency,
  - v. A label on the inside of the door that displays the property address.
  - vi. The unit number (i.e. A, B, C, D etc) must be prominently displayed on the exterior of the unit facing the access.
  - vii. No portable heating or cooking appliances within the unit.

## TEMPORARY USE PERMIT – RV/TRAILER CAMPING SPACE

- o) The municipal Bylaw Enforcement Officer may arrange for site inspection at any time, in a reasonable manner, to monitor compliance with the terms of the Temporary Use Permit.
- p) Failure of the Permittee to meet and maintain any of the terms listed above may result in suspension of the permit and forfeiture of the security deposit.

**Servicing Conditions**

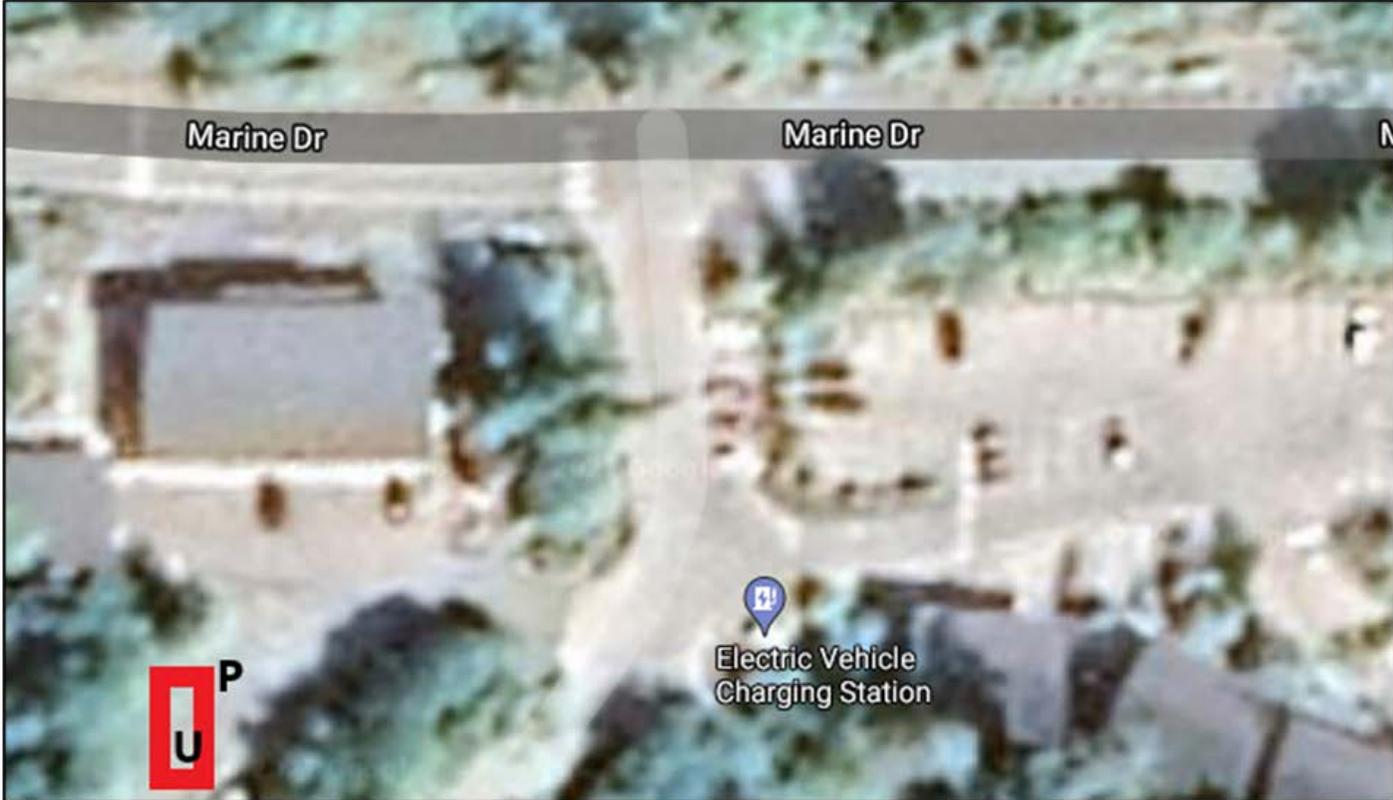
- a) **Potable Water:**  
The permittee is responsible for providing access to potable water from the main building on the property.
- b) **Sewer Service:**  
The permittee is responsible for providing access to the washrooms in the main building on the property.
- c) **Access to Washrooms:**  
The permittee is responsible for providing access to a washroom.
- d) **Hydro:**  
The permittee is responsible for providing a hydro connection by way of appropriately sized exterior outlet and extension cord.

**Site Specific Conditions**

There are no site specific conditions.

TEMPORARY USE PERMIT – RV/TRAILER CAMPING SPACE

Schedule 4 Site Plan







## STAFF REPORT TO COUNCIL

Council Meeting: May 11, 2021

500 Matterson Drive, Ucluelet, BC V0R 3A0

---

<b>FROM:</b>	JOHN TOWGOOD, PLANNER 1	<b>FILE No:</b>	3070-20-TUP21-14
<b>SUBJECT:</b>	<b>TEMPORARY USE PERMIT TUP21-14 (1316 EDWARDS PLACE)</b>	<b>REPORT No:</b>	21-76
<b>ATTACHMENT(S):</b>	APPENDIX A – APPLICATION APPENDIX B – DRAFT TEMPORARY USE PERMIT APPENDIX C – CORRESPONDENCE		

---

### Recommendation

**THAT**, subject to public comment, with regard to 1316 Edwards Place (Lot 11, Section 21, Clayoquot District, Plan VIP82303), Council consider the following:

- A. **That**, Council authorize the issuance of Temporary Use Permit TUP21-14 for a period of six months, to allow for 1 seasonal RV camping spaces for local workers.

#### 1. Purpose:

The purpose of this report is to review a specific application for a Seasonal Worker Recreation Vehicle(RV)/trailer site.

#### 2. Subject Property Location

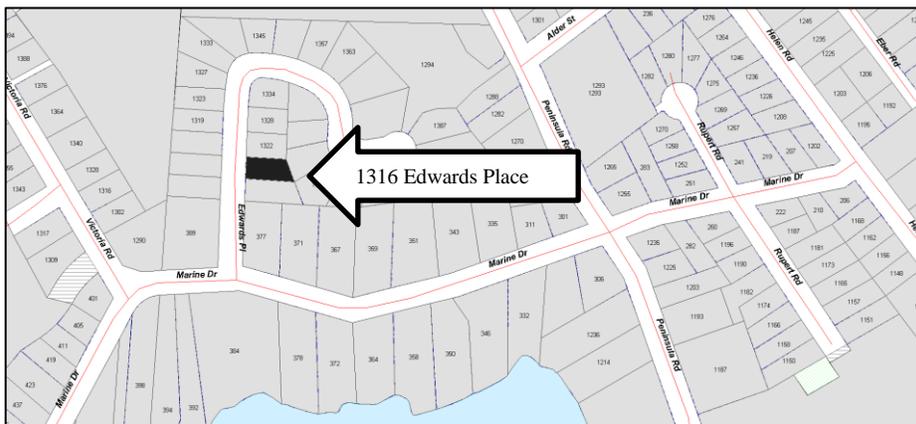


Figure 1 - Subject Property

### 3. Application Specifics:

Item		Comments
Number of units:	1	This vacant 0.16 acre located is in a residential neighbourhood.
Respects Setbacks:	Yes	The unit shown approximately 1.5m from the side yard and more than 7.5m from the front yard.
Located to Rear of bldg.:	Yes	There are no buildings on the property.
On-site parking:	Yes	There is ample area for parking for the unit and a accompanying vehicle.
Sewer connection:	No	The applicant has indicated that a holding tank is the primary option but hooking up to the municipal system is possible.
Water connection:	Yes	The applicant has indicated that the unit will be connected to the Ucluelet water system.
Hydro connection:	Yes	The applicant has indicated that the units will be connected to hydro by appropriately sized extension cords.
On site manager:	No	The applicant has said a neighbor is willing to look in on the potential tenant.
Seen from the street:	Yes	The units would be visible from the street.
Covid 19 Concern:	No	The 1 unit should not be a Covid 19 concern.
Pictures of units:	No	The applicant has not provided a photo of the unit as the unit/worker has not be determined at this time.

#### 4. Site Plan



Figure 2 – Site Plan

#### 5. Zoning:

The subject and neighboring properties are residentially zoned.

#### 6. Site Specific Condition:

This application poses the following issue:

- there is currently no person living on the property who would oversee and manage the temporary seasonal worker camp site.

The following conditions specific to this application are recommended by Staff to make this application supportable:

1. Prior to a permit being issued, the owners are required to provide the email and cell phone contact information for a person willing to confirm in writing that they will be responsible for responding at all times to any calls related to the worker housing site.

## 7. **Public Notice**

Pursuant to section 494 of the *Local Government Act*, notification has been given for this application as follows:

- This application was advertised in the May 5<sup>th</sup> Westerly News.
  - The property owners (registered on the title with BC Land Title and Survey) within 100m of the subject property have been notified by a mailout.
  - Tenants in properties within 100m of the subject property have been notified by hand delivery.
- Council should provide an opportunity to be heard to anyone wishing to speak to the application, prior to making a decision on the requested permit.

## 8. **Options:**

Staff have indicated above what are considered the minimum conditions to make this application supportable. Council may seek clarification from the applicant on any aspect of the proposal. Council may wish to add, remove or modify these conditions as it sees fit.

Alternatively, Council has the following options:

- B. THAT** Council defer a decision on the requested TUP until the applicant has provided additional clarification to address any outstanding questions of Council;
- C. THAT** Council deny the application; **or,**
- D. THAT** Council provide alternative direction to Staff.

**Respectfully submitted:** John Towgood, Planner 1  
Bruce Greig, Manager of Community Planning

Appendix A



Temporary Use Permit Application & Checklist  
Seasonal Worker Recreation Vehicle(RV)/Trailer Site



Please submit a separate application for each civic address. A non-refundable application fee of \$350.00 must be paid when you submit your application. A \$1000.00 security deposit is due at the time of this temporary use permit issuance/pick up.

Description of Property

Civic Address: 1316 Edwards place Ucluelet BC

Number of RV/trailer camping spaces requested: 1  
For each space requested, please show on the site plan the proposed location of the RV/trailer and associated parking spot.

STAFF TO COMPLETE THIS SECTION

Legal Description: Lot: 11\* Plan: VIP82303 Block: Section: 21 District Lot:

Parcel Identifier (PID): 026 919 559 Zoning: R-1  
\* undeveloped lot

Owner Information

Property Owner(s) Name: Andrea Fruehwirth  
NAME OR BUSINESS NAME, IF APPLICABLE, INCLUDING CONTACT PERSON

Address: # 8 2704 Cheakamus Way Whistler BC V8E0L9  
HOUSE/STREET CITY PROVINCE POSTAL CODE

Email: Phone: Cell:

Name: Anton Fruehwirth  
NAME OR BUSINESS NAME, IF APPLICABLE, INCLUDING CONTACT PERSON

Address: # 8 2704 Cheakamus Way Whistler BC V8E0L9  
HOUSE/STREET CITY PROVINCE POSTAL CODE

Email: Phone: Cell:

Name: NAME OR BUSINESS NAME, IF APPLICABLE, INCLUDING CONTACT PERSON

Address: HOUSE/STREET CITY PROVINCE POSTAL CODE

Email: Phone: Cell:

Notice of Personal Information Collection: The personal information on this form is being collected for the purpose of processing your application in accordance with section 26(c) of the Freedom of Information and Protection of Privacy Act. For more information about how this information will be used, please contact the Manager of Corporate Services at 250-726-7744.

The undersigned owner(s) make an application as specified herein, and declares that the information submitted in support of the application is true and correct in all respects.

Owner(s) Signature: [Handwritten Signature] Date: April 14, 2021

# TEMPORARY USE PERMIT APPLICATION

## ANDREA AND ANTON FRUEHWIRTH

April 13, 2021,

Dear Ucluelet District Council,

We feel like our Lot would be well suited to provide temporary seasonal housing to either a local business or local worker. Our lot which is located at 1316 Edwards Place is forested on three sides providing privacy to neighbors and tenant's and set back from the road. With the RV placed on the right side of the lot as proposed on the map the street view would also be forested. The lot beside us on the right side is currently empty. The lot has drainage and leveling gravel has been laid. It is centrally located in Ucluelet and within walking distance of most businesses and resorts. We have spoken to three of our neighbors all of whom were very positive about our lot potentially being approved for a TUP. Below I have provided three full time long term Ucluelet residents who are willing to keep an eye on the property, live within walking distance of the lot and who are available as people to contact if any issues or concerns arise.

- John and Pam Fruehwirth my parents live full time in Ucluelet and will be a point person if any issues arise [REDACTED]
- Mike Wald our friend lives on Edwards Place full time and his property looks down onto our lot and he will also be a point person for us if any issues arise [REDACTED]  
[REDACTED]

Our preference would be to rent the lot to a local business. In our opinion this rental situation provides the most accountability to the tenants, us as landlords and the District of Ucluelet.

Appendix A



## Appendix B

**TEMPORARY USE PERMIT TUP21-14****General Terms**

1. This Temporary Use Permit is issued to:

Anton and Andrea Fruehwirth, 8-2704 Cheakamus Way, Whistler, BC V8E 0L9  
(the "**Permittee**")

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

1316 Edwards Place, Lot 11, Section 21, Clayoquot District, Plan VIP82303  
(the "**Lands**").

2. This Temporary Use Permit is issued pursuant to section 492 to 497 of the *Local Government Act*.
3. This Temporary Use Permit is issued subject to compliance with all applicable District of Ucluelet Bylaws.
4. This Temporary Use Permit authorizes the following uses on the Lands:  
***One (1) seasonal RV camping spaces for local workers.***
5. This permit does not relieve an owner or occupier from obtaining any other approvals required by any other jurisdiction, or from meeting any other applicable regulations.
6. The permit holder, as a condition of issuance of this Permit, agrees to comply with the requirements and conditions of **Schedules 1-4**, which are attached hereto and form part of this permit.
7. The land described herein shall be developed strictly in accordance with the terms and conditions and provisions of this Permit.
8. Notice shall be filed in the Land Title Office under section 503 of the *Local Government Act*, and upon such filing, the terms of this Permit or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
9. This Permit is NOT a Building Permit.
10. This Permit is NOT a Development Permit.
11. Provisions of sections 495, 496 and 502 of the *Local Government Act* requiring security applies to this permit as set forth in **Schedule 2**.

TEMPORARY USE PERMIT – RV/TRAILER CAMPING SPACE

**AUTHORIZING RESOLUTION** passed by the Municipal Council on the \_\_\_\_\_, 2021.

**IN WITNESS WHEREOF** this Temporary Use Permit is hereby executed and issued by the Municipality the \_\_\_\_\_, 2021.

**THIS PERMIT SHALL EXPIRE** on the day of \_\_\_\_\_, 2021 (6 months).

**THE DISTRICT OF UCLUELET**

by its authorized signatories:

**OWNER**

by its authorized signatory

\_\_\_\_\_

**ISSUED** the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_

Bruce Greig - Manager of Community Planning

TEMPORARY USE PERMIT – RV/TRAILER CAMPING SPACE

**Schedule 1 Required Undertaking**

TO THE DISTRICT OF UCLUELET:

I (We), representing *the Lands* hereby undertake as a condition of issuance of this Temporary Use Permit to:

- a) Cease use and remove any structures built to support the temporary use from the subject property not later than 1 month after the termination date set out on the Temporary Use Permit.
- b) Abide by all conditions of the Temporary Use Permit.
- c) Provide the occupant’s contact information to the District of Ucluelet.

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

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

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

Contact Information for the Owner/Manager

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Date: \_\_\_\_\_

Owner: \_\_\_\_\_

Signature: \_\_\_\_\_

Owner: \_\_\_\_\_

Signature: \_\_\_\_\_

Witness: \_\_\_\_\_

Signature: \_\_\_\_\_

## Schedule 2 Security

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

- a) A Letter of Credit or cash to be deposited into a specified bank account, to be held for the term of the permit in the amount of \$1,000 (\$1000 per unit). The purpose of the security is to cover any associated costs to the District of Ucluelet with respect to the removal of recreational vehicle units and associated structures or services.

### Schedule 3 Temporary Use Permit Conditions

#### General Conditions:

- a) The permitted temporary use shall be limited to the following uses;
- One (1) seasonal RV camping spaces for local workers.***
- b) No other temporary uses other than the above-mentioned uses shall be permitted.
- c) The recreational vehicle/trailer camping space is to be located as indicated on the site plan **(Schedule 4)**
- d) An on-site parking space shall be provided for the unit, in addition to the required parking for all other uses on site.
- e) Access aisles and vehicle turnarounds are to be kept free at all times, for emergency access, and
- f) The Permittee or a manager/caretaker must oversee the use of the Lands and their telephone and email contact shall be provided to the District and updated as required.
- g) The RV/trailer unit must be licensed and in good condition.
- h) The proposed seasonal trailer space is for staff accommodation to be inhabited by a maximum of two people, with a minimum of one person being a seasonal worker employed in the community. For clarity, this permit does not authorize short-term commercial tourist accommodation use of the proposed trailer space. The minimum length of stay is 30 consecutive days. The maximum length of stay is 6 months.
- i) At the end of each seasonal stay, or within 6 months (whichever is less), the Permittee shall notify the Bylaw Enforcement Officer in writing that the RV/trailer unit has been vacated.
- j) No person shall make, allow, or cause to be made any loud, objectionable, or unnecessary noise anywhere within the seasonal camping area which may disturb the peace, quiet, rest, enjoyment, comfort, and/or convenience of the neighborhood between the hours of 10 pm of one day and 7 am of the next day.
- k) The Permittee shall provide for collection and pickup of garbage and recycling in appropriate wildlife-proof containers.
- l) Areas around the RV/trailer unit will be kept clean and tidy at all times.
- m) If the permittee is to provide hydro electricity to the RV/trailer unit, it must be done in a safe manner inspected by a registered electrician.
- n) Prior to anyone occupying the unit, contact the Fire Department to arrange an inspection by emailing [rgeddes@ucluelet.ca](mailto:rgeddes@ucluelet.ca) or calling (250) 726-7744. The permittee is responsible for maintaining the following for each unit;
- i. A working multipurpose fire extinguisher,
  - ii. A working smoke alarm,
  - iii. A working carbon monoxide alarm,
  - iv. Two means of egress in case of emergency,
  - v. A label on the inside of the door that displays the property address.
  - vi. The unit number (i.e. A, B, C, D etc) must be prominently displayed on the exterior of the unit facing the access.
  - vii. No portable heating or cooking appliances within the unit.

## TEMPORARY USE PERMIT – RV/TRAILER CAMPING SPACE

- o) The municipal Bylaw Enforcement Officer may arrange for site inspection at any time, in a reasonable manner, to monitor compliance with the terms of the Temporary Use Permit.
- p) Failure of the Permittee to meet and maintain any of the terms listed above may result in suspension of the permit and forfeiture of the security deposit.

**Servicing Conditions**

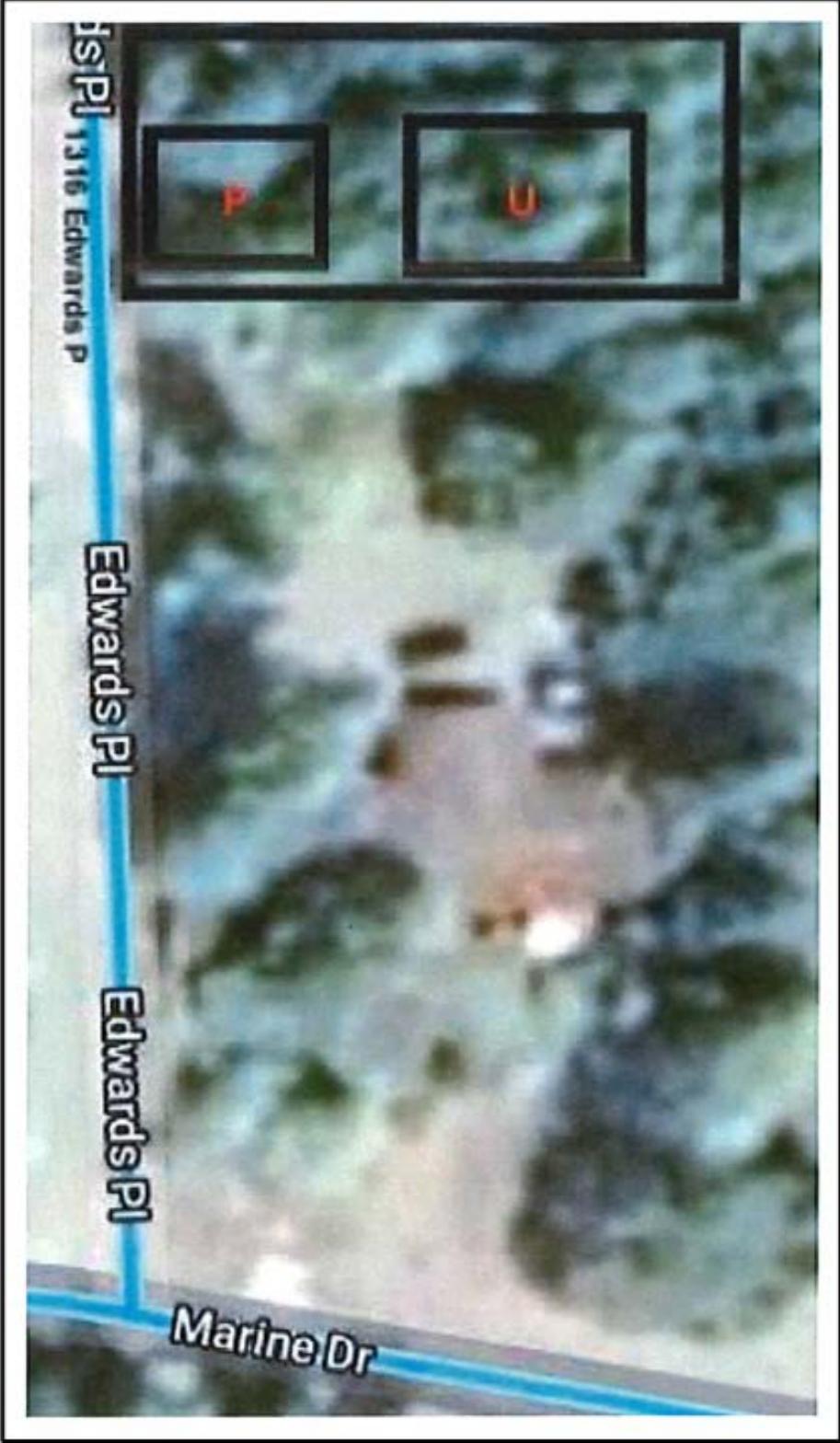
- a) **Potable Water:**  
The permittee is responsible for providing potable water.
- b) **Sewer Service:**  
The permittee is not responsible for providing a sewer connection, the tenants of each RV space are responsible to contain all sewage and gray water in holding tanks and to pump those tanks out prior to any overflow or spillage. It should be noted that any sewage or graywater contamination in the area of the RV space will be considered a breach in the conditions of this permit.
- c) **Access to Washrooms:**  
The permittee is not responsible for providing access to a washroom.
- d) **Hydro:**  
The permittee is responsible for providing a hydro connection by way of appropriately sized exterior outlet and extension cord.

**Site Specific Conditions**

1. Prior to the permit being issued, the owners are required to provide the email and cell phone contact information for the person responsible for managing the worker housing on site.

TEMPORARY USE PERMIT – RV/TRAILER CAMPING SPACE

Schedule 4 Site Plan



## Appendix C

**From:** [Penny Jones](#)  
**To:** [Community Input Mailbox](#)  
**Cc:** [itowgood@ucluelet.ca](mailto:itowgood@ucluelet.ca); [John Towgood](#)  
**Subject:** SUBMISSION FOR upcoming council meeting on May 11: re temporary use permits  
**Date:** May 3, 2021 12:09:28 PM  
**Attachments:** [Notes\\_210503\\_115956\\_750.pdf](#)

---

Hello can you pls confirm receipt of this email. Thank you  
The Jones  
1358 Edwards Place

Re: Temporary Use Permit TUP 21-14. 1316 Edwards Place

Dear Ucluelet Council

We are writing to voice our concern and resultant opposition to the granting of a Temporary Use Permit enabling recreational vehicle camping for up to 6 months for a seasonal worker at 1316 Edwards Place.

It is paramount to our reasoning to understand that this is currently an undeveloped lot in a increasingly densified urban family neighborhood. At last count there are over 15 school age children on our quiet cul de sac.

Our concerns are the following; 1) This temporary change of use could mean a non resident seasonal worker could come and go unsupervised in this instance (there is no residence constructed on this lot and so the owner does not live on site and cannot guarantee the safety and ongoing peace and quiet of the adjacent neighbors), 2) There currently are no services (power, water or sewer services) available for the temporary resident and therefore we have concerns about noise from generators, running vehicles and associated impacts of porta potties, 3) One recreational camper may also lead to additional visitors camping and how will this be regulated and measures taken to ensure compliance given there is a non residing land owner, 4) The ongoing fire risk associated with unsupervised camping and the likely use of an outdoor campfire.

Thank you for taking our concerns into consideration during council's review of the proposed Temporary Use Permits. Please be assured that we are in general support of this initiative whereby seasonal workers are permitted camping either on-site at the place of business or on a property where the owner resides and proper supervision can be assured.

Sincerely  
Trevor and Penny Jones  
1358 Edwards Place

**From:** [Sue Hasse](#)  
**To:** [Community Input Mailbox](#)  
**Subject:** Temporary Use Permits  
**Date:** May 5, 2021 7:30:45 AM

---

From: Sue & Arvid Hasse  
1370 Edwards Place

We recently received the Public Notice regarding Temporary Use Permits.

We would like to start by stating that we understand the need for housing for seasonal workers. What we are opposed to are recreational vehicles in residential neighborhoods. In particular and in our case, we are opposed to having a recreational vehicle on Edwards Place. The property in question is a vacant lot located at 1316 Edwards Place. Currently there are three boats housed on this lot. This lot has been unsightly for a number of years now. With no one living on this lot, we can only imagine what will happen without any supervision.

This is our home! We take pride in our home and surroundings. We feel we already give up a lot during tourist season. We avoid our local restaurants and shopping at certain times. And we even avoid our trails and beaches. We understand this and make allowances for it. Our home is our sanctuary during this time. This proposal is infringing on our personal space.

A number of Temporary Use Permit applications have been put forth by business owners who want to house their seasonal workers at their businesses. We have no complaint with that. In fact, this is the right way to handle this situation.

By allowing recreational vehicles in residential areas, you are making it very difficult for long term residents at the expense of tourism. We would ask that you deny the application on Edwards Place. Thank you.

Sue & Arvid Hasse

Sent from my iPad



## STAFF REPORT TO COUNCIL

Council Meeting: May 11, 2021  
500 Matterson Drive, Ucluelet, BC V0R 3A0

---

<b>FROM:</b>	JOHN TOWGOOD, PLANNER 1	<b>FILE No:</b>	3070-20-TUP21-15
<b>SUBJECT:</b>	<b>TEMPORARY USE PERMIT TUP21-15 (317 FORBES ROAD)</b>	<b>REPORT No:</b>	21-77
<b>ATTACHMENT(S):</b>	APPENDIX A – APPLICATION APPENDIX B – DRAFT TEMPORARY USE PERMIT		

---

### Recommendation

**THAT**, subject to public comment, with regard to 317 Forbes Road (Lot 2, District Lot 284, Clayoquot District, Plan VIP76147), Council consider the following:

- A. **That**, Council authorize the issuance of Temporary Use Permit TUP21-15 for a period of six months, to allow for 3 seasonal RV camping spaces for local workers.

#### 1. Purpose:

The purpose of this report is to review a specific application for a Seasonal Worker Recreation Vehicle(RV)/trailer sites.

#### 2. Subject Property Location

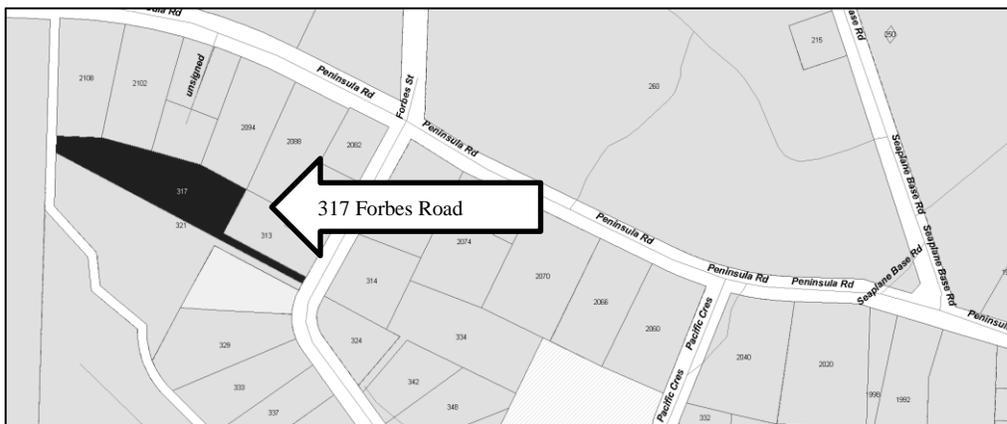


Figure 1 - Subject Property

3. **Application Specifics:**

Item		Comments
Number of units:	3	This is a large 1.47 acre site located in an industrial area.
Respects Setbacks:	Yes	The unit shown approximately 1.5m from the side yard and within the other required setbacks for an accessory use.
Located to Rear of bldg.:	Yes	The units are to the rear of the Ucluelet Rent it Center building.
On-site parking:	Yes	There is adequate area for parking each RV unit and an accompanying vehicle.
Sewer connection:	Yes	The applicant has indicated that the units are connected to the Ucluelet Sewer system.
Water connection:	Yes	The applicant has indicated that the units are connected to the Ucluelet potable water system.
Hydro connection:	Yes	The applicant has indicated that the units will be connected to hydro by appropriately sized extension cords.
On site manager:	Yes	There was no indication of a on site manager in the application, but the owners monitor the Rent-it Center business directly in front of the units.
Seen from the street:	Yes	The units may be visible from Forbes Road but would be set back.
Covid 19 Concern:	No	The 3 serviced and independent units should not be a Covid 19 concern.
Pictures of units:	Yes/No	There is a picture of truck camper in fair condition, but the other two units are unknown at this time.

#### 4. Site Plan

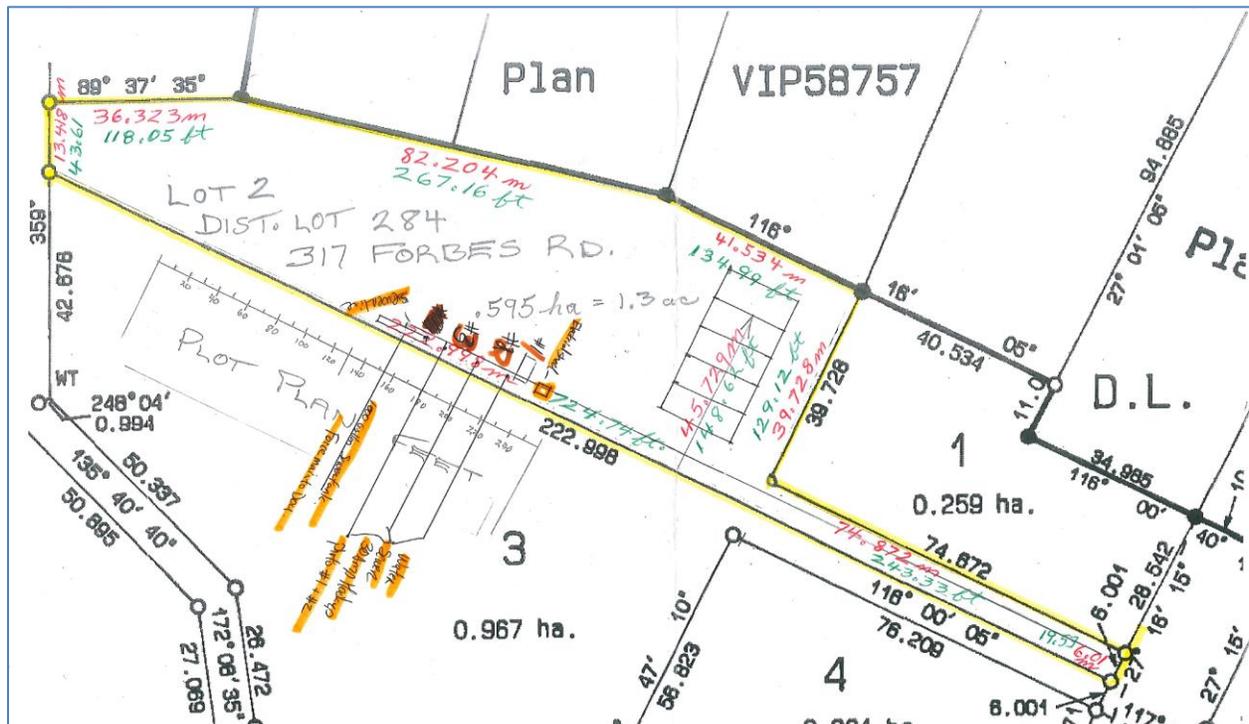


Figure 2 – Site Plan

#### 5. Zoning:

The subject and neighboring properties are zoned CD-1, Light Industrial, which allows for a varying of light-industrial type uses such as rental centers, mini-storage and recycling depot.

#### 6. Site Specific Condition:

There are no site-specific conditions for this application. The applicant has proposed locating the three units within existing setbacks to the side and rear of the property and have provided adequate parking. This application appears to meet the conditions specific to commercial properties.

#### 7. Public Notice

Pursuant to section 494 of the *Local Government Act*, notification has been given for this application as follows:

- This application was advertised in the May 5<sup>th</sup> Westerly News.
- The property owners (registered on the title with BC Land Title and Survey) within 100m of the subject property have been notified by a mailout.
- Tenants on properties within 100m of the subject property have been notified by hand delivery.

- Council should provide an opportunity to be heard to anyone wishing to speak to the application, prior to making a decision on the requested permit.

8. **Options:**

Staff have indicated above what are considered the minimum conditions to make this application supportable. Council may seek clarification from the applicant on any aspect of the proposal. Council may wish to add, remove or modify these conditions as it sees fit.

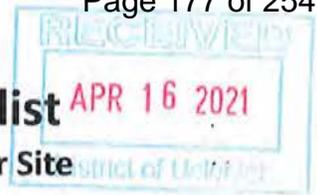
Alternatively, Council has the following options:

- B. THAT** Council defer a decision on the requested TUP until the applicant has provided additional clarification to address any outstanding questions of Council;
- C. THAT** Council deny the application; **or,**
- D. THAT** Council provide alternative direction to Staff.

**Respectfully submitted:**      John Towgood, Planner 1  
   Bruce Greig, Manager of Community Planning



App. Fee Receipt # 68374



# Appendix A Temporary Use Permit Application & Checklist Seasonal Worker Recreation Vehicle(RV)/Trailer Site

Please submit a separate application for each civic address. A non-refundable application fee of \$350.00 must be paid when you submit your application. A \$1000.00 security deposit is due at the time of this temporary use permit issuance/pick up.

## Description of Property

Civic Address: 317 Forbes Road

Number of RV/trailer camping spaces requested 3 For each space requested, please show on the site plan the proposed location of the RV/trailer and associated parking spot.

## STAFF TO COMPLETE THIS SECTION

Legal Description: Lot: 2 Plan: V1P76147 Block: \_\_\_\_\_ Section: \_\_\_\_\_ District Lot: 284

Parcel Identifier (PID): 025-926-586 Zoning: CD-1

## Owner Information

### Property Owner(s)

Please list all owners on title, if more space is require please submit a second application

Name: UCLUELET RENT-IT CENTER LTD  
NAME OR BUSINESS NAME, IF APPLICABLE, INCLUDING CONTACT PERSON

Address: 317 FORBES ROAD , UCLUELET , B.C. VOR3A0  
HOUSE/STREET CITY PROVINCE POSTAL CODE

Email: URIC.LTD@GMAIL.COM Phone: 250.726.7368 Cell: \_\_\_\_\_

Name: ROBBY LEE  
NAME OR BUSINESS NAME, IF APPLICABLE, INCLUDING CONTACT PERSON

Address: 369 NORHA ROAD , UCLUELET , B.C.V0R3A0  
HOUSE/STREET CITY PROVINCE POSTAL CODE

Email: [REDACTED] Phone: \_\_\_\_\_ Cell: [REDACTED]

Name: 0784854 B.C.Ltd. ( mayco noel)  
NAME OR BUSINESS NAME, IF APPLICABLE, INCLUDING CONTACT PERSON

Address: 1302 victoria Road ,Ucluelet, B.C., V0R3A0  
HOUSE/STREET CITY PROVINCE POSTAL CODE

Email: [REDACTED] Phone: \_\_\_\_\_ Cell: [REDACTED]

**Notice of Personal Information Collection:** The personal information on this form is being collected for the purpose of processing your application in accordance with section 26(c) of the Freedom of Information and Protection of Privacy Act. For more information about how this information will be used, please contact the Manager of Corporate Services at 250-726-7744.

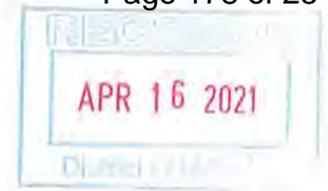
The undersigned owner(s) make an application as specified herein, and declares that the information submitted in support of the application is true and correct in all respects.

Owner(s) Signature

Robby Lee

Date: APRIL. 15.2021

## Appendix A



# TEMPORARY USE PERMIT APPLICATION

317 FORBES ROAD.

April 16, 2021,

Dear Ucluelet District Council,

We feel like our Lot would be well suited to provide temporary housing for our own workforce. Our lot which is located at 317 Forbes Road is forested on the back side providing privacy. With the RV placed on the left side of the lot as proposed, as on the map, they are not in eyes view from the street. The Rv's would be only visible by our own staff at the back of the property. We own two of our neighboring properties on the Peninsula roadside opposite side from where we have installed our RV hook ups. The lot the Rv's are backed facing is a vacant lot. Our main gate is locked on weekends. Our road access is gated on our property.

## SERVICES : THREE INDIVIDUAL HOOK UP'S

**Hydro-** Three individual 30 Amp hydro currently exist as per photo #1 and Photo #2. All on our House panel from the electrical shed.

**Water-** Ucluelet District water connection already connected. Pictures provided. Photo one. We have a water meter to our property.

**Sewage-** 4" sewer hookup for each trailer as seen in picture #1 and #2. Gravity feed to our 1000 Gallon tank and pumped to city sewer.

## R.V types

Currently, one RV is parked in Slot #1. Pictures provided. We are requesting a temporary permit to allow for three Rv's to be parked at the back of our property. This is out of the street view and we are zoned light industrial. The services are connected to city water and sewer with 30 Amps services. As noted in pictures we currently have one parked in slot

one. We installed these spaces at time of construction of the rental store to allow for Rv storage.

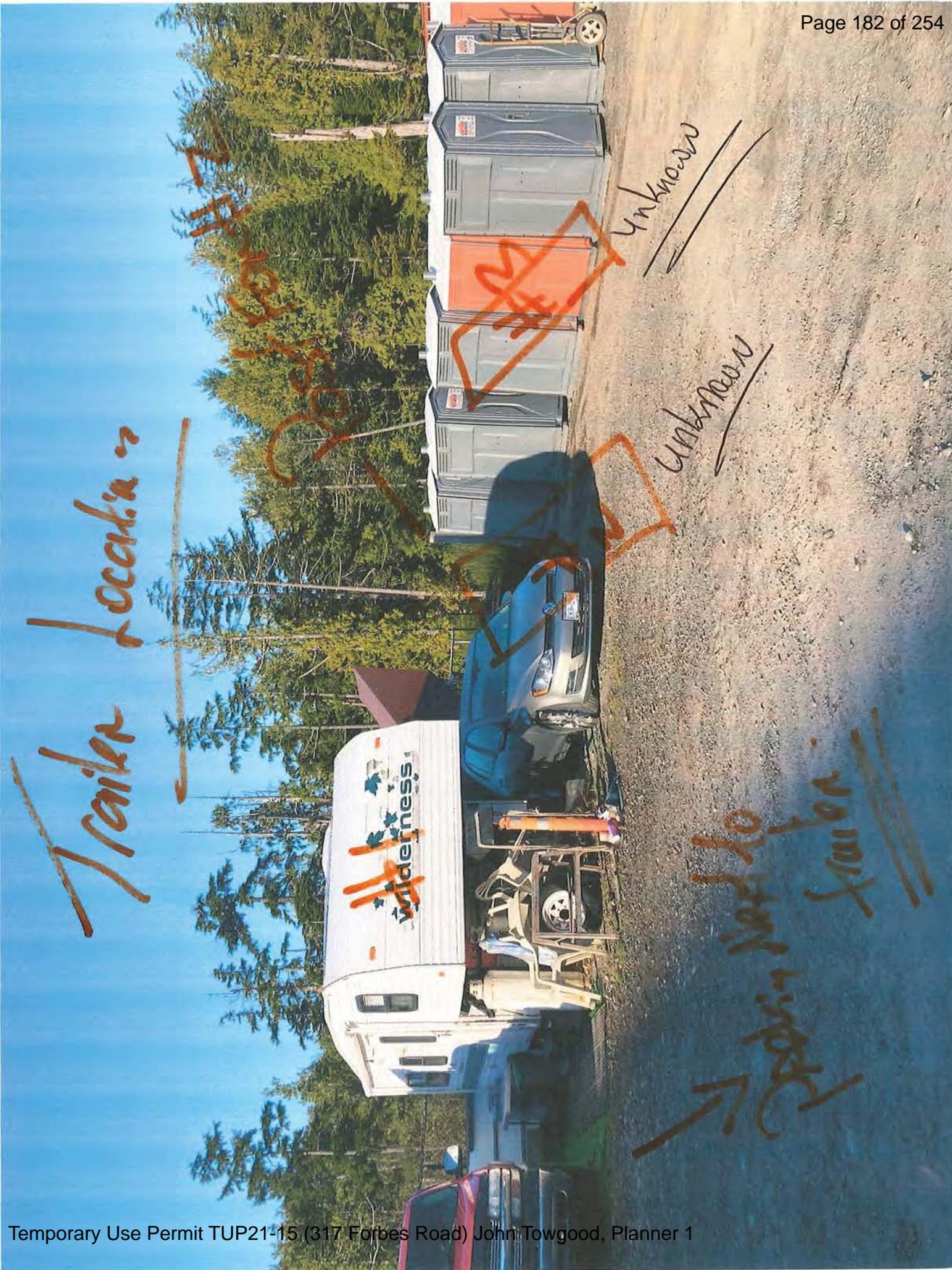
Once a tenant or trailer is secured, we will provide license plate information and photos of the units and vehicles. Thank you for your time in considering our application.

Regards,

Robby Lee





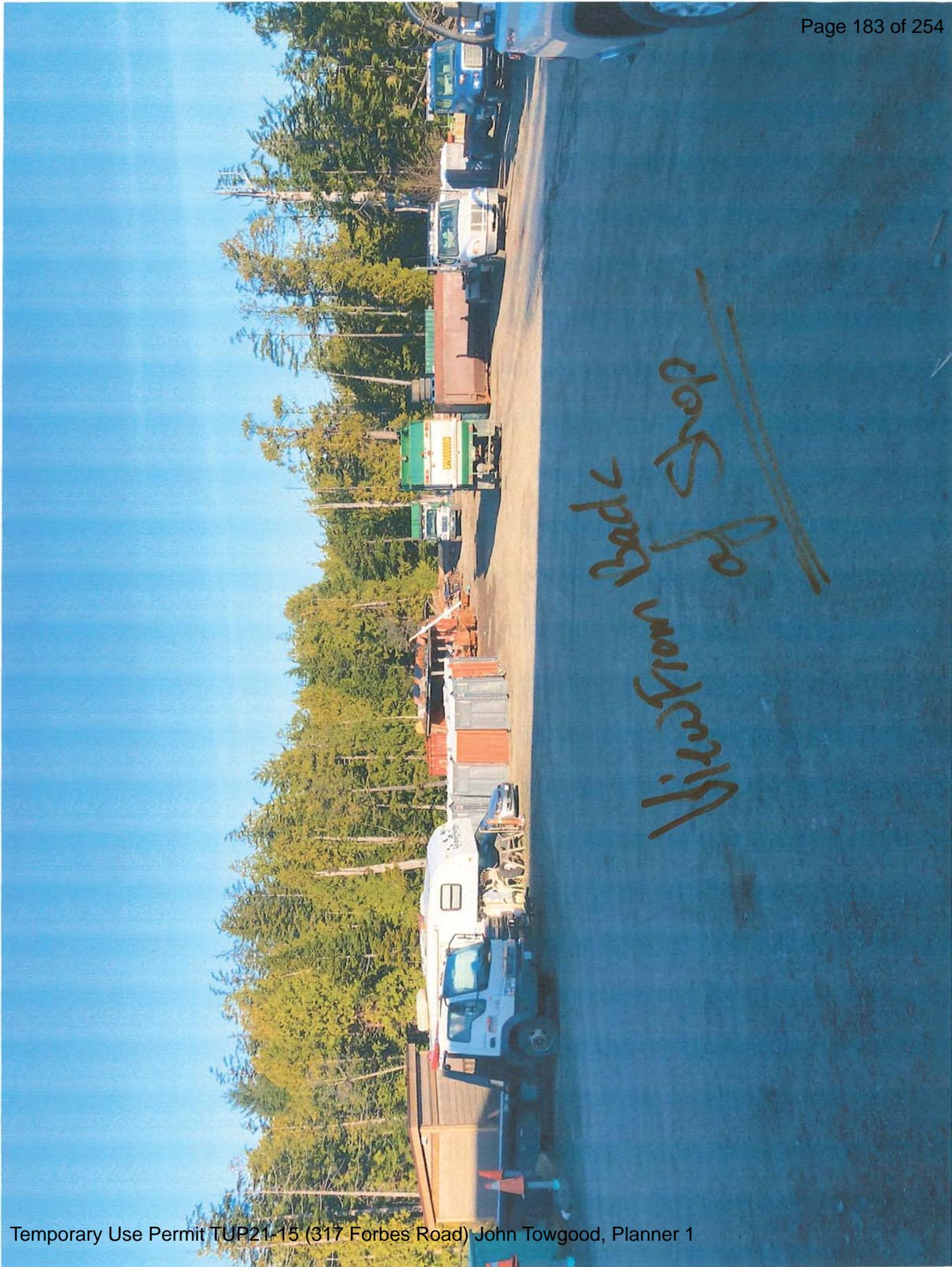


Trailer location →

Unknown

Unknown

Protein water →



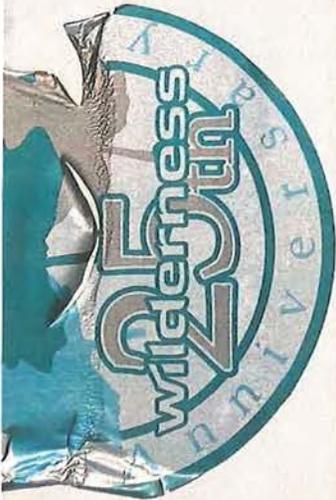


3430 Trans Canada Hwy.  
Cobble Hill, BC  
Ph: (250) 743-3800  
1-800-665-5581

www.arbutus.com

10040 Galaxan Rd.  
Sidney, BC  
Ph: (250) 955-1119  
1-888-272-8888

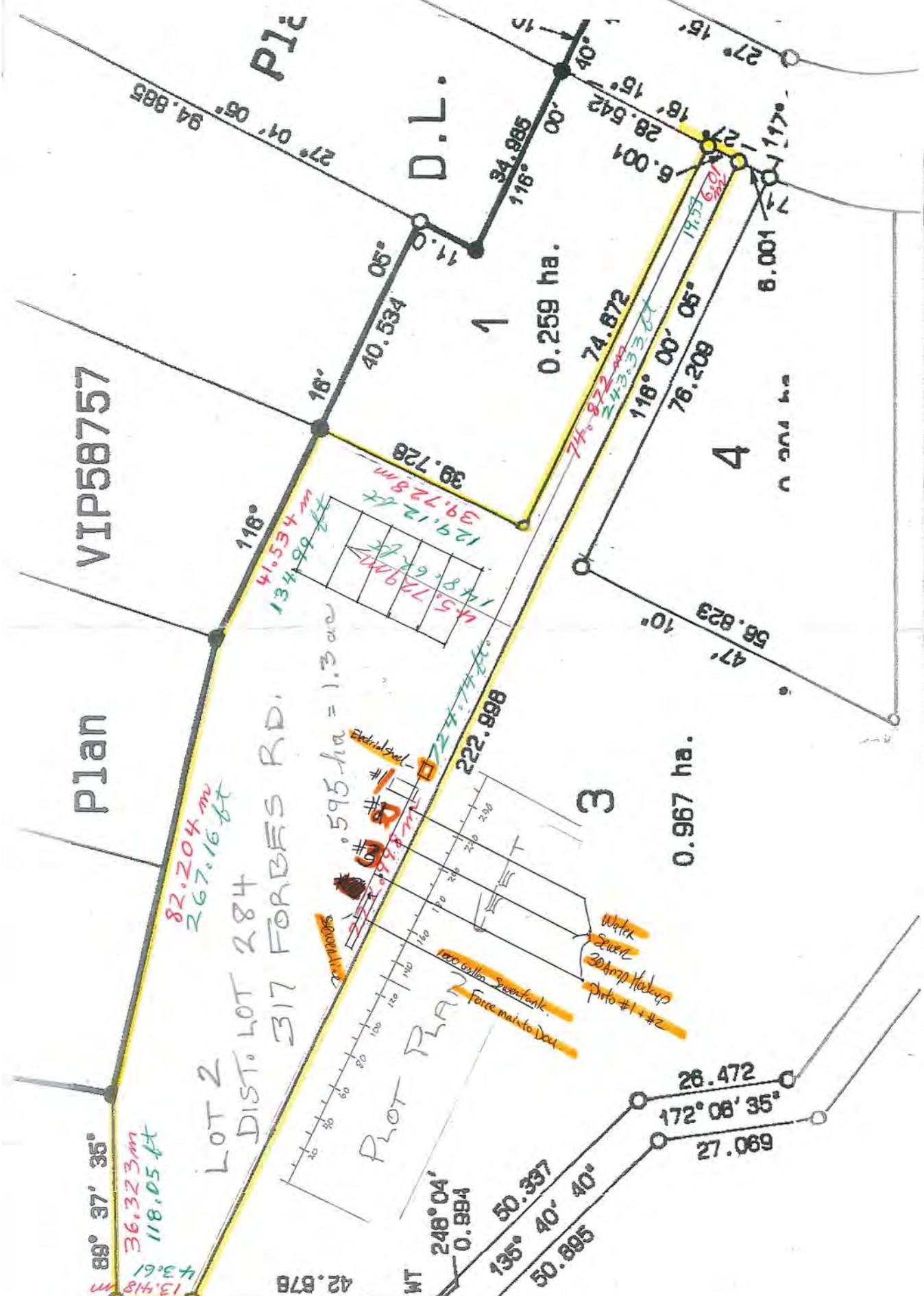
2603 Stackville Rd.  
Merville, BC  
Ph: (250) 337-3171  
1-800-244-7287



**'L' SERIES**  
**21L 5B**

*#1 Currently stored*





## Appendix B

**TEMPORARY USE PERMIT TUP21-15****General Terms**

1. This Temporary Use Permit is issued to:  
  
Ucluelet Rent-it Center LTD, PO BOX 549, Ucluelet, BC V0R 3A0 (the "**Permittee**")  
  
as the registered owner of, and shall apply only to, the lands and premises situate in the District of Ucluelet, in the Province of British Columbia, and more particularly described as:  
  
317 Forbes Road (Lot 2, District Lot 284, Clayoquot District, Plan VIP76147)  
(the "**Lands**").
2. This Temporary Use Permit is issued pursuant to section 492 to 497 of the *Local Government Act*.
3. This Temporary Use Permit is issued subject to compliance with all applicable District of Ucluelet Bylaws.
4. This Temporary Use Permit authorizes the following uses on the Lands:  
**Three (3) seasonal RV camping spaces for local workers.**
5. This permit does not relieve an owner or occupier from obtaining any other approvals required by any other jurisdiction, or from meeting any other applicable regulations.
6. The permit holder, as a condition of issuance of this Permit, agrees to comply with the requirements and conditions of **Schedules 1-4**, which are attached hereto and form part of this permit.
7. The land described herein shall be developed strictly in accordance with the terms and conditions and provisions of this Permit.
8. Notice shall be filed in the Land Title Office under section 503 of the *Local Government Act*, and upon such filing, the terms of this Permit or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
9. This Permit is NOT a Building Permit.
10. This Permit is NOT a Development Permit.
11. Provisions of sections 495, 496 and 502 of the *Local Government Act* requiring security applies to this permit as set forth in **Schedule 2**.

TEMPORARY USE PERMIT – RV/TRAILER CAMPING SPACE

**AUTHORIZING RESOLUTION** passed by the Municipal Council on the \_\_\_\_\_, 2021.

**IN WITNESS WHEREOF** this Temporary Use Permit is hereby executed and issued by the Municipality the \_\_\_\_\_, 2021.

**THIS PERMIT SHALL EXPIRE** on the day of \_\_\_\_\_, 2021 (6 months).

**THE DISTRICT OF UCLUELET**

by its authorized signatories:

**OWNER**

by its authorized signatory

\_\_\_\_\_

**ISSUED** the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_

Bruce Greig - Manager of Community Planning

TEMPORARY USE PERMIT – RV/TRAILER CAMPING SPACE

**Schedule 1 Required Undertaking**

TO THE DISTRICT OF UCLUELET:

I (We), representing *the Lands* hereby undertake as a condition of issuance of this Temporary Use Permit to:

- a) Cease use and remove any structures built to support the temporary use from the subject property not later than 1 month after the termination date set out on the Temporary Use Permit.
- b) Abide by all conditions of the Temporary Use Permit.
- c) Provide the occupant’s contact information to the District of Ucluelet.

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

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

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

Contact Information for the Owner/Manager

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Date: \_\_\_\_\_

Owner: \_\_\_\_\_

Signature: \_\_\_\_\_

Owner: \_\_\_\_\_

Signature: \_\_\_\_\_

Witness: \_\_\_\_\_

Signature: \_\_\_\_\_

## Schedule 2 Security

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

- a) A Letter of Credit or cash to be deposited into a specified bank account, to be held for the term of the permit in the amount of \$3,000 (\$1000 per unit). The purpose of the security is to cover any associated costs to the District of Ucluelet with respect to the removal of recreational vehicle units and associated structures or services.

### Schedule 3 Temporary Use Permit Conditions

#### General Conditions:

- a) The permitted temporary use shall be limited to the following uses;
- Three (3) seasonal RV camping spaces for local workers.***
- b) No other temporary uses other than the above-mentioned uses shall be permitted.
- c) The recreational vehicle/trailer camping space is to be located as indicated on the site plan **(Schedule 4)**
- d) An on-site parking space shall be provided for the unit, in addition to the required parking for all other uses on site.
- e) Access aisles and vehicle turnarounds are to be kept free at all times, for emergency access, and
- f) The Permittee or a manager/caretaker must oversee the use of the Lands and their telephone and email contact shall be provided to the District and updated as required.
- g) The RV/trailer unit must be licensed and in good condition.
- h) The proposed seasonal trailer space is for staff accommodation to be inhabited by a maximum of two people, with a minimum of one person being a seasonal worker employed in the community. For clarity, this permit does not authorize short-term commercial tourist accommodation use of the proposed trailer space. The minimum length of stay is 30 consecutive days. The maximum length of stay is 6 months.
- i) At the end of each seasonal stay, or within 6 months (whichever is less), the Permittee shall notify the Bylaw Enforcement Officer in writing that the RV/trailer unit has been vacated.
- j) No person shall make, allow, or cause to be made any loud, objectionable, or unnecessary noise anywhere within the seasonal camping area which may disturb the peace, quiet, rest, enjoyment, comfort, and/or convenience of the neighborhood between the hours of 10 pm of one day and 7 am of the next day.
- k) The Permittee shall provide for collection and pickup of garbage and recycling in appropriate wildlife-proof containers.
- l) Areas around the RV/trailer unit will be kept clean and tidy at all times.
- m) If the permittee is to provide hydro electricity to the RV/trailer unit, it must be done in a safe manner inspected by a registered electrician.
- n) Prior to anyone occupying the unit, contact the Fire Department to arrange an inspection by emailing [rgeddes@ucluelet.ca](mailto:rgeddes@ucluelet.ca) or calling (250) 726-7744. The permittee is responsible for maintaining the following for each unit;
- i. A working multipurpose fire extinguisher,
  - ii. A working smoke alarm,
  - iii. A working carbon monoxide alarm,
  - iv. Two means of egress in case of emergency,
  - v. A label on the inside of the door that displays the property address.
  - vi. The unit number (i.e. A, B, C, D etc) must be prominently displayed on the exterior of the unit facing the access.
  - vii. No portable heating or cooking appliances within the unit.

## TEMPORARY USE PERMIT – RV/TRAILER CAMPING SPACE

- o) The municipal Bylaw Enforcement Officer may arrange for site inspection at any time, in a reasonable manner, to monitor compliance with the terms of the Temporary Use Permit.
- p) Failure of the Permittee to meet and maintain any of the terms listed above may result in suspension of the permit and forfeiture of the security deposit.

**Servicing Conditions**

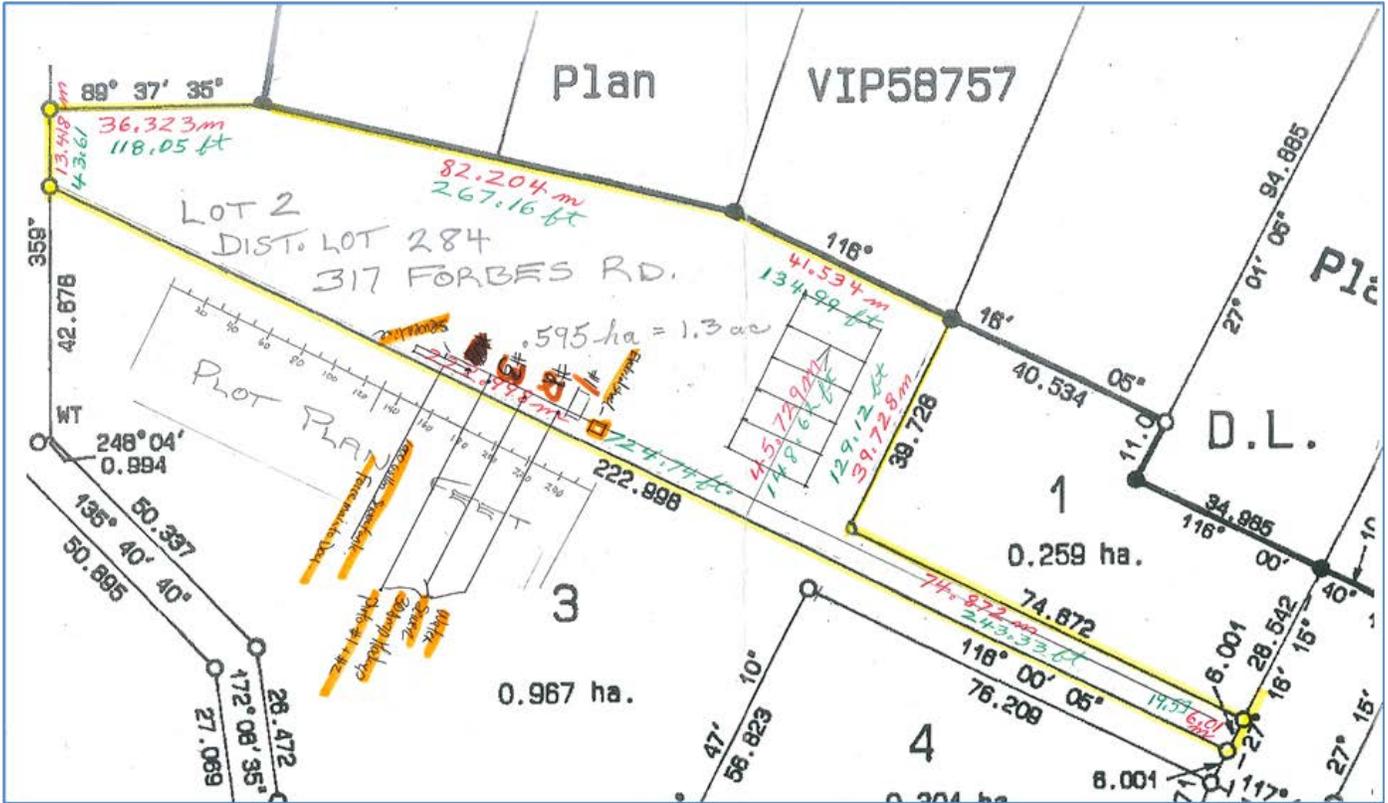
- a) **Potable Water:**  
The permittee is responsible for providing a potable water connection.
- b) **Sewer Service:**  
The permittee is responsible for providing a sewer connection.
- c) **Access to Washrooms:**  
The permittee is not responsible for providing access to a washroom.
- d) **Hydro:**  
The permittee is responsible for providing a hydro connection by way of appropriately sized exterior outlet and extension cord.

**Site Specific Conditions**

There are no site specific conditions

TEMPORARY USE PERMIT – RV/TRAILER CAMPING SPACE

Schedule 4 Site Plan





## STAFF REPORT TO COUNCIL

Council Meeting: MAY 11, 2021

500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** ABIGAIL FORTUNE, MANAGER OF RECREATION & TOURISM

**FILE NO:** 4520-FILM

**SUBJECT: ROAD CLOSURE AND FILMING APPLICATION**

**REPORT NO:** 21-63

**ATTACHMENT(S):** APPENDIX A: SCHEDULE A LOCATION FILMING APPLICATION  
APPENDIX B: MAP  
APPENDIX C: COVID PROTOCOL

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

1. **THAT** Council approve the closure of Main Street and Fraser Lane for filming on August 9 from 5:00 am – 2:00 pm as follows:
  - Main Street – both sides from CIBC to Fraser Lane;
  - Fraser Lane – both sides from Main Street – Pioneer Boatworks;
  - All parking stalls in Municipal Parking lot closest to water; and
  - All parking stalls on Fraser Lane south of the public washrooms.
2. **THAT** Council approve the closure of Main Street and Fraser Lane for filming on August 10, 2021 from 5:00 am – 2:00 pm as follows:
  - Main Street – Both sides from CIBC to Peninsula Road.
3. **THAT** Council supports the Location Filming Application for the Film “Lou” and have Staff work with the Deerfield Production Company to ensure compliancy with the District of Ucluelet Provisions for Filming in Ucluelet policy icy and any applicable Temporary Road Closure Permits.

### **PURPOSE:**

The purpose of this report is to seek Council’s support for the proposed filming location of the film “Lou” and for road closures proposed for August 9 and 10, 2021.

### **BACKGROUND:**

Deerfield Production Company has applied for a Location Filming Permit for “Lou”, August 9 and 10, 2021, here in Ucluelet. Lou is the story of two women tracking a kidnapper across an island in order to rescue one of the women’s daughters.

The filming of Main Street and Fraser Lane will be the film’s Main Street circa 1986. The shots proposed by the production company are as follows:

Character drives down Main St and turns onto Fraser Lane and parks in front of the Municipal Hall. She walks over to the Hardware Store (Pioneer Boat works) and a small scene is filmed. She then goes to the Bank (Crow’s Nest) and she is filmed walking in and out of a façade that is being put on the building. After the bank she returns to the truck has a conversation with the sheriff and then drives away.

Additional shot of a man in a telephone booth placed just west of Jamie's whaling station.

Pedestrian and vehicle traffic control will be set-up for the filming days.

Controlled pedestrian access to the filming area will be permitted. There will be intermittent stoppage of pedestrians when the cameras are rolling as well as some control of the pedestrians on the Main Street Dock as it will be the background for the shot. Fish trucks will be allowed through as required.

The film crew, cast and production members will be in the area for a number of weeks during this project.

Although filming will be taking place the second week of August, traditionally a busy time of year, the disruptions of the Main Street road closures is negligible in comparison to the economic benefit a production such as this brings to our community. The result of a large-scale Netflix production will not only support many local businesses during the filming and into the future, but it will place Ucluelet as a desirable and experienced filming locations on the Westcoast. Moreover, this production will also result in employment for locals as Netflix will be casting for extras and production assistants.

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

Posting of road closures would be required for the Municipal Hall area. Minimal Staff time would also be required for administrative purposes.

#### **FINANCIAL IMPACTS:**

The District of Ucluelet levies a film application fee and a daily use fee for when there is filming in Ucluelet. The Production Crew has also rented out the Seaplane Base Recreation Hall and parking lot area from August 3 – 14, 2021. Space is being left for the Food Bank for access and distribution.

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

The production company will be required to provide a COVID-19 Safety Plan that meets provincial standards in effect at the time of the shoot. The production company will also be required to obtain a Permit for the temporary road closure, if Council is supportive of the closure.

#### **OPTIONS REVIEW:**

1. **THAT** Council approve the closure of Main Street and Fraser Lane for filming on August 9 from 5:00 am – 2:00 pm as follows:
  - Main Street – both sides from CIBC to Fraser Lane;
  - Fraser Lane – both sides from Main Street – Pioneer Boatworks;
  - All parking stalls in Municipal Parking lot closest to water; and
  - All parking stalls on Fraser Lane south of the public washrooms.
2. **THAT** Council approve the closure of Main Street and Fraser Lane for filming on August 10, 2021 from 5:00 am – 2:00 pm as follows:
  - Main Street – Both sides from CIBC to Peninsula Road.

3. **THAT** Council supports the Location Filming Application for the Film “Lou” and have Staff work with the Deerfield Production Company to ensure compliancy with the District of Ucluelet Provisions for Filming in Ucluelet policy icy and any applicable Temporary Road Closure Permits.
4. **THAT** Council provide alternative direction to Staff.

**Respectfully submitted:**

Abigail Fortune, Manager of Recreation & Tourism

## Appendix A

**POLICY AND GUIDELINES FOR FILMING IN UCLUELET****SCHEDULE "A"****Location Filming Application**

Date of Application: April 12, 2021

Company Name: Deerfield Productions ULC

Business Address: 2400 Boundary Rd., Vancouver, BC V5M 3Z3

Phone Number: 604-292-8520 Fax#: \_\_\_\_\_

Designated Representative On Site: Ann Goobie – LM – 604-880-6170 agoobie@telus.net  
Tammy Shymko – 604-970-5859

Name of Film / Commercial: Lou

Give details of the **area(s)** you request, **when** you need them and for **how long**, including **dates** and details concerning **set-up** and **takedown**:

Filming of Main St. and Fraser Lane as our film Main St. 1986. Character drives down Main St. and turns onto Fraser Lane and parks in front of the Municipal Hall. She walks over to the Hardware Store (Pioneer Boatworks) and we film a small scene outside. Then she goes to the Bank (Crows Nest) and we film her walking in and walking out of a façade that we will put on the building. After the bank she returns to her truck and the Sheriff engages her in conversation before she drives away. Meanwhile a man has been watching Lou's movements from inside a phone booth that we would like to place just west of Jamie's Whaling. Please see attached map.

**Basecamp Parking:** Float Plane parking lot for Circus Trucks and crew shuttle area – August 3<sup>rd</sup> at noon - 6:00 pm August 14

**Picture Parking to park 1986 or older cars:**

August 9<sup>th</sup> at 5:00 am – 2:00 pm August 10<sup>th</sup>

- Main St – both sides from CIBC to Fraser Lane
- Fraser Lane – both sides from Main. St. – Pioneer Boatworks
- 3 stalls in Municipal Parking lot closest to water
- 3 stalls on Fraser Lane south of the Public Washrooms

August 10<sup>th</sup> at 5:00 am – 2:00 pm

- Main St. – both sides from CIBC to Peninsula Rd.

**Work Truck & Catering Parking:**

August 6<sup>th</sup> at 6:00 pm – 2:00 pm August 10<sup>th</sup>

- Tree side of Cedar Lane from Main St. to Park Lane
- Tree side of Park Lane from Cedar Lane to Cypress Rd.

Number of People: 150 Number of Vehicles: 30 picture cars

Type of Vehicles and Parking Requirements:

Parking on Main St. and Fraser Lane will be for the picture cars and 2 towable generators. Work Trucks parking along Cedar Lane are: 5 – 5 tons, 2 – 10 tons, towable generator, catering truck, craft service truck, 4 pickups, 4 shuttle vans. Crew will be shuttled from their hotels.

---

---

Subject of Film/ Shot: This is the story of two women tracking a kidnapper across an island in order to rescue one of the womens daughters.

---

Special Effects / Props / Noise: There are no special effects or loud noise associated with our filming. However we will be dealing with various businesses about changing their signs on their properties. As well we will be dressing the outside of Pioneer Boatworks to look like a Hardware Store and erecting a Bank façade over a quarter of Crows Nest exterior building.

---

Do you wish to deny public access to any public areas?

If yes, give details and safety precautions: Do not want to deny full access, but will need to do traffic control while our camera is rolling as will as intermittent stoppages of pedestrians while the camera is rolling. Would also like to control pedestrians on the ferry dock, which will be in our background for some of the filming.

---

---

Are there any services you need to have provided by District of Ucluelet staff?

If yes, give details:

Yes, special event parking signs per the request above. Will release any parking that may not be used when not looking in that direction with the camera each day.

---

**PLEASE NOTE:**

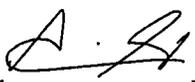
- o The applicant must hold insurance (public liability) in the amount of two million dollars (\$2,000,000). Proof of Insurance Certificate must accompany this application and name the District of Ucluelet as an insured.
- o The *Hold Harmless Agreement*, as provided herein, must accompany this application (see Schedule "B").
- o Fees for filming are shown in Schedule "C". The applicant agrees to pay any and all charges assessed by the District of Ucluelet.
- o A damage deposit in the amount of \$500, unless otherwise specified, must be attached to the application. The damage deposit must be in the form of a certified cheque payable to the District of Ucluelet.
- o A \$100 fee payable to the District of Ucluelet must be submitted for the processing of this application.
- o The District of Ucluelet reserves the right to reject any applications.

**The applicant agrees that if permission to film is granted pursuant to this application, it will abide by the Policy and Regulations for Filming in the District of Ucluelet in all matters related to the exercise of the permission so granted.**

Applicant: Deerfield Productions ULC  
(Name of Company)

Date: April 12, 2021

Representative: Adrienne Sol  
(Print Name)

  
(Signature)

**FOR DISTRICT OF UCLUELET USE ONLY:**

Check when complete:

- o Application Fee Received
- o Damage Deposit Received
- o Proof of Insurance Filed
- o Indemnification Agreement Filed
- o Municipal Equipment to be used Approved by Appropriate Departments
- o Staff Time and Charges Approved by All Affected Departments

Total Fees Paid (including \$500 application fee): \$ \_\_\_\_

Permit Granted: \_\_\_\_\_  
Administrator Date

**POLICY AND GUIDELINES FOR FILMING IN UCLUELET**

**SCHEDULE "8"**

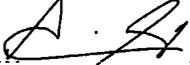
**HOLD HARMLESS AGREEMENT**

Except to the extent due to the District of Ucluelet's negligence or willful misconduct, Deerfield Productions ULC ("Deerfield") agrees to assume and hold harmless the District of Ucluelet, its officers, employees, and agents from all liability to any person or property of whatsoever kind or nature which occurs as a result of Deerfield's filming activities for which Deerfield have been granted a permit by the District of Ucluelet.

Further, except to the extent due to the District of Ucluelet's negligence or willful misconduct, Deerfield agrees to indemnify and defend, saving harmless the District of Ucluelet, its officers, employees, and agents against verifiable and substantiated liability, or claims of liability, brought or made on behalf of any third party for personal injury or property damage caused by or arising out of any act or omission of either Deerfield, Deerfield's agents or employees, or caused by or arising out of the condition of any District owned or controlled property, whether real or personal, and occurring during the period and as a result of Deerfield's activities for which this permit was issued.

Business Name: Deerfield Productions ULC

Applicant: Adrienne Sol

Signature:  \_\_\_\_\_

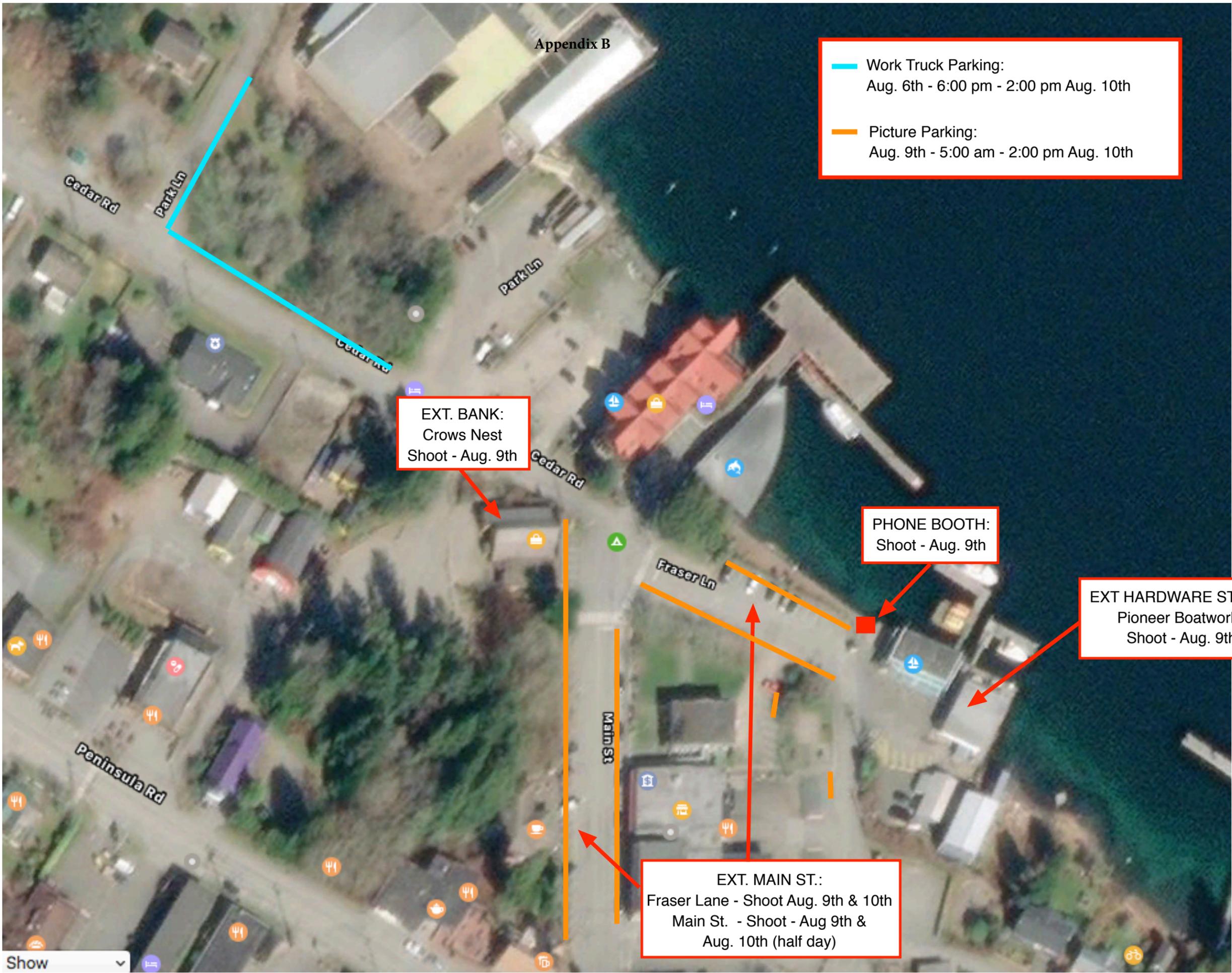
Title: Production Manager

Date: \_\_\_\_\_

Accepted for the District of Ucluelet

\_\_\_\_\_  
Clerk Administrator

\_\_\_\_\_  
Date



## LOCATION FILMING: MANAGING THE PANDEMIC RISK

The COVID-19 pandemic has changed filming on location in British Columbia. This brief and living guide highlights considerations our production & locations team is making to minimize or eliminate the risks of the spread of COVID-19 while creating a safe and healthy workspace at each of our filming locations, for our staff, patrons, film crew and neighbours during all stages of filming activity.



### THE LOCATION

- Cleaning standards have been dramatically enhanced for Covid-19. A dedicated cleaning crew has been hired to maximize cleaning.
- Production equipment/materials are being maintained to the highest standard to reduce risks of contaminating the location.
- Any location-specific concerns will be addressed prior to accessing the location



### PHYSICAL DISTANCING

- All cast + crew are to maintain 2m distance wherever possible
- If physical distancing can not be maintained for a specific task/job then the production will mitigate the risks appropriately using engineering, administrative & PPE hazard controls
- Catering & craft food services will utilize barriers & will not allow self-service
- Occupancy limits will be reduced & spaces that are too small for physical distancing may not be considered

### CONTACT INFORMATION FOR THIS PRODUCTION

Deerfield Productions ULC  
 2400 Boundary Rd, Burnaby BC  
 PHONE: 604 292 8520  
 EMAIL: louprodoffice@gmail.com



### YOUR SAFETY

- Daily health screening, ID verification & weekly covid-testing for cast + crew
- No cast, crew or production representatives who feel unwell will be allowed in the workplace
- Only essential crew will have access to the location during prep/shoot/wrap
- All crew will wear PPE (masks & eye protection) with enhanced PPE for crew in certain areas
- All visits will be discussed in advance to ensure best health and safety standards are in place during the visit
- Essential non-production staff, contractors & liaisons will adhere to the same standards as laid out on our comprehensive Covid-19 Safety plan
- Public access will be limited for your safety



### LIMITED ACCESS & ENHANCED CLEANING

- Access to spaces will be managed using our 3-ZONE system to reduce potential impact and exposures
- Unnecessary items will be removed from location to avoid cross-contamination
- Rigorous cleaning & disinfecting protocols in prep/shoot/wrap will be employed



### CREW CONSIDERATIONS

- All production crew have received resources and training on health and safety requirements, including PPE usage, distancing & hygiene.
- Production will supply sanitization stations and Covid-specific PPE throughout the location
- Crew size may be reduced and access staggered to allow for a safer work environment
- Registered Nurses serve as our Health & Safety Supervisors & lead our Health-Safety-Cleaning team
- Reporting procedures & contact tracing are in place for any crew members who feel unwell



### COMMUNICATION

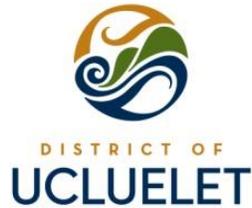
- Our WorkSafeBC and Actsafe-approved Covid-19 Safety Plan will be posted on location
- Health and Safety information & Covid-protocols will be displayed
- Production will maintain an open, consistent and clear line of communication with location owners and neighbours
- Notification Letters will still be distributed to outline our planned filming activities and reinforce our enhanced safety measures

<b>RED ZONE &amp; PST LEVEL 1</b>	<b>YELLOW ZONE / LEVEL 2</b>	<b>GREEN ZONE / LEVEL 3</b>
---------------------------------------	----------------------------------	---------------------------------

### ADDITIONAL INFORMATION, GUIDELINES, BEST PRACTICES

BC Motion Picture Industry Pandemic Production [Guidelines](#)  
 WorkSafeBC Motion Picture & TV: [Protocols for returning to operation](#)  
 Actsafe Safety Association [COVID-19 Resources](#)  
 BC Centre for Disease Control





## STAFF REPORT TO COUNCIL

Council Meeting: MAY 11, 2021  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** ABBY FORTUNE, MANAGER OF RECREATION & TOURISM

**FILE NO:** 1855-03

**SUBJECT:** AMPHITRITE HOUSE PROJECT UPDATE

**REPORT NO:** 21-61

**ATTACHMENT(S):** N/A

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

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

### **PURPOSE:**

To provide Council with a quarterly update on the Amphitrite House Project.

### **BACKGROUND:**

This report is the second quarterly update on the Amphitrite House Project for Council. The report addresses the following four phases as provided by Urban Systems:

- Phase 1: Secure Project Team
- Phase 2: Background Investigations and Scope Confirmation
- Phase 3: Design
- Phase 4: Implementation

### ***Completed Work (Phases 1-3):***

#### ***Phases 1 & 2 - Secure Project Team; Background Investigations & Scope Confirmation***

- The project **land surveyor** and **geotechnical engineer** completed their site investigations, drawings and reports and submitted them in early March.
- An **archaeological desktop review** was completed by Yuułuḱiḱathḱ (Ucluelet) First Nation, which concluded that there are no registered archaeological sites within the project site and that a preliminary field reconnaissance study is not required at this time. An archaeological monitor from Yuułuḱiḱathḱ First Nation attended the recent geotechnical site drilling and will be invited to attend future site excavations throughout the project.
- The project **Architect** contract was awarded in April to Public Design & Communications (Public) based in Vancouver, who also helped the District in procuring a Hazardous Materials Assessment. Due to COVID travel restrictions, the Architect has been unable to travel to Ucluelet to conduct a site visit (to review the interior condition including the floor plans, structure, electrical, and mechanical). As an alternative, an Island based geomatics was hired to provide a 3D laser scan/model of the House.

- A draft of the **environmental overview report** was completed by Urban Systems in late March to identify potential environmental constraints for consideration in the planning, design and construction of the project. The report concluded that the potential for project-related effects is minimal and provides mitigation strategies and best management practices to minimize habitat loss.
- A draft of the **site servicing strategy and class D cost estimate** has been prepared that addresses the anticipated water and sanitary servicing demands based on the proposed uses, for both short-term (interim) and long-term scenarios.

### Phase 3 – Design

- In late April, District staff attended a **2-part programming workshop** with Urban Systems and Public to review and discuss the architecture programming opportunities and site improvements of Amphitrite House (within the larger context of the future of Amphitrite Centre). Public is moving forward with schematic design of floorplan options suitable for initial costing.
- A draft of the **site concept plan and class D cost estimate** has been prepared to ensure that the program elements and site amenities proposed within the original concept plan can be completed within the project budget. If the estimated costs and available budget do not align, opportunities for scope modifications and/or construction phasing will be identified to assist the District in considering options and making decisions.

### Upcoming Work (Phases 3-4):

#### Phase 3 – Design:

*Preliminary architectural design and costing, detail design, building permit.*

#### Phase 4 – Implementation:

*Tender, construction administration, warranty period.*

### **Project Schedule**

Due to recent COVID travel restrictions and the additional requirement of a hazardous materials assessment consultant and an interior 3D laser scan to obtain the existing floor plan, the architectural team has been delayed in carrying out the background investigations needed to proceed with preliminary design. As a result, the start of the detailed design and construction phases are also expected to be delayed, however the overall project completion date of June 2022 still appears achievable at this time.



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

Staff time will be required for Ms. Fortune to lead this project from a District Liaison role and provide quarterly updates.

**FINANCIAL IMPACTS:**

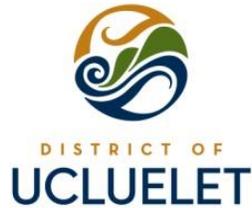
This project is funded through the Canada Infrastructure Program – Community, Culture, and Recreation Program and RMI funds, there would be no direct financial implication for Ucluelet taxpayers.

**OPTIONS REVIEW:**

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

**Respectfully submitted:**      Abigail K. Fortune, Manager of Recreation & Tourism





## STAFF REPORT TO COUNCIL

Council Meeting: MAY 11, 2021  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** ABBY FORTUNE, MANAGER OF RECREATION & TOURISM

**FILE NO:** 1855-03

**SUBJECT:** AMPHITRITE CENTRE AND LANDS PROJECT UPDATE

**REPORT NO:** 21-60

**ATTACHMENT(S):** N/A

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

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

### **PURPOSE:**

To provide Council with a quarterly update on the Amphitrite Centre and Lands Project.

### **BACKGROUND:**

#### ***Project Background***

In March 2017, the District of Ucluelet acquired 18.3 hectares (45.2 acres) of former Coast Guard lands to develop as a recreational park. *Amphitrite Point Park* includes several important destinations for residents and tourists alike, including the former Lightkeeper's House, a portion of the Wild Pacific Trail, parking and associated amenities.

The current park site is home to several buildings and related infrastructure under control of the Federal government. This includes Amphitrite Centre, which is located at the heart of the site and shares a parking lot with Amphitrite House. District staff envision the acquisition and redevelopment of the current Coast Guard Operations Centre, as a great opportunity to address recreational, educational, and operational uses and needs for the District, community groups and visitors alike.

At the December 15, 2020 Regular Council meeting, Council approved spending up to \$105,500 to fund Phase One of the Amphitrite Point Park project. Phase One of Amphitrite Point Park project would allow the District to appropriately evaluate Amphitrite Centre and the divestiture of the building and surrounding area.

For Phase One of the project the District of Ucluelet is working with Urban Systems and architectural sub-consultant Public Design to further review and analyze the condition of the Centre building and site assets in support of the District's divestiture application and process.

### ***Work Plan (Phases and Tasks)***

Project delivery is being led by the Manager of Recreation & Tourism with project management and technical support provided by Urban Systems. The project has been broken down into the following phases and tasks.

#### Phase 1: Evaluate, Assess, and Support with Divestiture

Task 1: Site Investigations & Background Review

Task 2: Site Opportunities and Constraints Analysis

Task 3: Acquisition of Coast Guard Centre and Lands

### ***Ongoing Work:***

#### Task 1 - Site Investigations and Background Review

The following work has been initiated based on a field reconnaissance visit by several members of the project team in February 2021:

- **Archaeology Review:** Yuułu?iŋ?ath (Ucluelet) First Nation conducted a desktop study in January 2021, which concluded that there are no registered archaeological sites within the project site and that a preliminary field reconnaissance study is not required at this time. An archaeological monitor from Yuułu?iŋ?ath First Nation attended the recent geotechnical site drilling and will be invited to attend future site excavations throughout the project.
- **Topography and Site Features Survey:** Bazett Land Surveyors completed a site survey in February that included the alignment, size and location of site features and topographical information including contours and spot elevations. This information was used to create an AutoCAD base map to be used for the duration of the project.
- **Environmental Overview Report:** Based on a field reconnaissance and desktop study, Urban Systems has prepared a draft report which identifies and analyzes current conditions of valued components such as vegetation, hydrology, wildlife, groundwater, and species at risk. The report also provides recommendations in order to avoid and/or mitigate potential adverse impacts to the site associated with future planning, design and eventual construction of the improvements proposed within the Long-Range Development Plan.
- **Existing Transportation & Utility Infrastructure Overview Memos** are underway and will consider issues and opportunities regarding roadway access and alignment, parking lot size and circulation, active transportation and accessibility, along with water, sanitary, drainage and electrical infrastructure associated with the redevelopment of the Centre and Lands.

#### Task 3 - Acquisition of Coast Guard and Lands

- **Programming Workshop:** In support of the upcoming Centre acquisition agreement and in conjunction with ongoing design work for the House project, Public Design and Urban Systems held a 2-part workshop with District staff in April to determine potential future uses for the Centre building and Lands. The rich information shared during the workshops

will inform the upcoming building and infrastructure assessments and associated cost estimates.

### ***Upcoming Work:***

#### Task 2 - Site Opportunities and Constraints Analysis

- **Preliminary Vision and Program** - working session with District staff to share the key findings of the site investigations and background review and discuss the short and long-term vision for the site.
- **Site Analysis Memo and Map** - site opportunities and constraints for the various site features of the park including parking, trailheads, circulation, viewpoints, existing and potential site servicing and utility upgrades, and wayfinding opportunities.

#### Task 3 - Acquisition of Coast Guard and Lands

As an immediate next step to assist with the divestiture, Public Design and Urban Systems are preparing the following technical memos:

- *Required Building Improvements and Costs*
- *Estimated Operations and Maintenance Costs*

### ***Project Schedule***

Due to recent COVID travel restrictions, Public's architectural and building systems team has been delayed in carrying out the site review of the Centre building and lands. However, project work continues and the Urban/Public team working towards completing Phase 1 of the project by way of an application to Front Counter BC in July 2021.



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

Staff time will be required for Ms. Fortune to lead this project from a District staff role and provide quarterly updates.

**FINANCIAL IMPACTS:**

There is no direct tax implication as the budgeted monies are derived from the Barkley Community Forest fund.

By moving forward with Phase One at this time, cost savings will result from joint use of services required for this project and the Amphitrite House project. Both projects require environmental, archaeology, utility and facility assessments as well as site investigations, surveys, and base mapping. The resulting studies are also a requirement for the District to apply to the Province to acquire the Amphitrite Centre and surrounding lands.

**OPTIONS REVIEW:**

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

**Respectfully submitted:** Abigail K. Fortune, Manager of Recreation & Tourism



## STAFF REPORT TO COUNCIL

Council Meeting: MAY 11, 2021

500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** ABIGAIL FORTUNE, MANAGER OF RECREATION & TOURISM

**FILE NO:** 6380-30 WPT

**SUBJECT:** WILD PACIFIC TRAIL SOCIETY LOOKOUT PROPOSALS

**REPORT NO:** 21-64

**ATTACHMENT:** APPENDIX A: 4 LOOKOUT PROPOSAL WILD PACIFIC TRAIL

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

1. **THAT** Council supports the construction of two new viewpoints for the Wild Pacific Trail; and,
2. **THAT** Council supports the construction two new “Crow’s Nest” cages for the Wild Pacific Trail.

### **PURPOSE:**

The purpose of this report is to seek Council support for the Wild Pacific Trail Society (WPTS) to build four new lookouts along the Wild Pacific trail; two new viewpoints and two new Crow’s Nests

### **BACKGROUND:**

The Wild Pacific Trail Society(the “WPTS”) approached the District of Ucluelet for support to install, at their cost, four new lookouts on the Wild Pacific Trail as outlined below. The WPTS is once again proposing a project to enhance the current asset of the trail which continues to provide a world class experience for tourists and locals alike.

The proposed project continues the growth and enhances the experience of the Wild Pacific Trail. Additional viewpoints provide users with up-close and personal viewing opportunities of the amazing Wild Pacific Ocean.

Proposed sites conform to the criteria for establishing new viewpoints as laid out by the WPTS, each offering unique and valuable views. Viewpoints offer opportunities for users to find private nooks which in turn increases the trail’s appeal. Sites can also offer opportunities for educational signage that would deliver the WPTS mission of “Inspiring through Nature” (Please see attached Appendix A for further detail). Excerpts from that proposal are reproduced below for convenience:

#### **#1 Location .9 km trail marker – Viewpoint**

*This location overlooks the Pass of Melfort shipwreck location. Future Interpretive sign could discuss the power of storms and onshore currents which cost so many lives in the “Graveyard of the Pacific”.*

**#2 Location 1.2 km trail marker - Viewpoint**

*This location overlooks the sea arch. Future Interpretive sign could highlight the Geology of Vancouver Island.*

**#3 Location 6.05 km trail marker – Crow’s Nest**

*This location is in Artist Loop B. This Cage could be named **Osprey’s Nest** with a short FAQ about ospreys.*

**#4 Location 6.3 km trail marker - Crow’s Nest**

*This Cage could be named **Eagle’s Nest** with a short FAQ about eagles.*

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

Staff time would be required to do a final approval of the project to ensure guidelines have been met.

**FINANCIAL IMPACTS:**

There would be no additional impact on finances to the District of Ucluelet. The annual project funds for the Wild Pacific Trail Society of \$10,000 are allocated to projects such as this.

As a part of the project cost, in the case of the Crow’s Nests, the drawings will be submitted to an engineer for review and appropriate approval as required.

**POLICY OR LEGISLATIVE IMPACTS:**

Not applicable.

**OPTIONS REVIEW:**

1. **THAT** Council supports the construction of two new viewpoints for the Wild Pacific Trail; and, **(Recommended)**
2. **THAT** Council supports the construction two new “Crow’s Nest” cages for the Wild Pacific Trail. **(Recommended)**
3. **THAT** Council provides alternative direction to Staff.

**Respectfully submitted:**

Abigail K Fortune, Manager of Recreation & Tourism



## April 2021 Proposal for two new viewpoints and 2 new “Crow’s Nest” cages”

This project continues the growth and enhances the experience of the Wild Pacific Trail. Viewpoints provide our users with up-close and personal viewing opportunities of this amazing Wild Pacific Ocean.

Proposed sites conform to the criteria for establishing new viewpoints, each offering unique and valuable views, which will be more jewels in the necklace. Viewpoints offer opportunities for users to find private nooks (this increases the trail’s capacity for creating private spaces for users to find peaceful moments with Nature). Sites can also offer opportunities for educational signage that would deliver the WPTS mission of “Inspiring through Nature”

### #1 Location .9 km trail marker

This location overlooks the Pass of Melfort shipwreck location. Future Interpretive sign could discuss the **power of storms** and onshore currents which cost so many lives in the “Graveyard of the Pacific”.

New bench placement site after construction

Style: gravel with logs + Wire Barrier

Access: 15 m gravel

Cost \$2,000

### #2 Location 1.2 km trail marker

This location overlooks the sea arch.

Future Interpretive sign could highlight the

**Geology of Vancouver Island.**

New bench placement site after construction

Style: gravel viewpoint with log + wire barriers

Access 25 m gravel

Cost \$2,500



### #3 Location 6.05 km trail marker

Location is in Artist Loop B

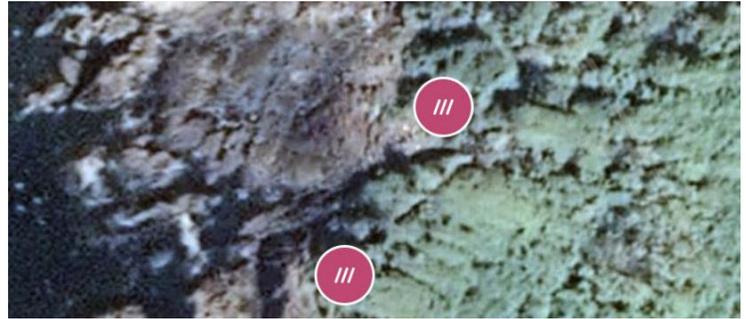
Style: Cage (crow's nest)

This Cage could be named **Osprey's Nest** with a short FAQ about ospreys.

Access: stairway /ladder

Cost \$3,000

NOTE Difficult to access for assembly.



### #4 Location 6.3 km trail marker

Style: Cage (crow's nest) This Cage could be named **Eagle's Nest** with a short FAQ about eagles.

Access gravel 12m

Cost \$3000 NOTE Difficult to access for assembly.

**Total of all 4 = \$10,500**

Engineering report if required - \$1,000

Additional materials - \$1,000

**TOTAL \$ 12,500 plus Tax**

#### **Jim's note about additional maintenance concerns:**

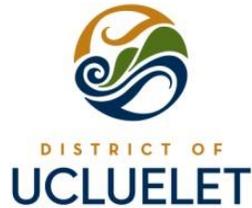
Areas trimmed out for viewpoints have seen very slow regrowth even after at least 4 years after they were cut down. The entry trails are either in direct sunlight or under complete canopy which prohibits explosive growth of the bushes. So additional maintenance load is very minimal.

Construction note sites 3 & 4 are described as cages much like the Crow's Nest. Jim has yet to probe the proposed sites to determine what style of deck to install. We have a large supply of 4" X 12" timbers and the plastic wood in addition to cedar butt cuts and galvanized pipe for this purpose. The cages will be either-or when Jim and the District decide what is best.

DU is the sign-off approval authority on every project and WPTS work with them on the design and approvals and final inspections.

Thanks so much for your interest, involvement and heart-felt support for this great asset!!

Wild Pacific Trail Society



## STAFF REPORT TO COUNCIL

Council Meeting: May 11, 2021  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** Joseph Rotenberg, Manager of Corporate Services

**FILE NO:** 0550-20

**SUBJECT:** RESOLUTION TRACKING – APRIL 2021

**REPORT NO:** 21-78

**ATTACHMENT(S):** APPENDIX A: RESOLUTION TRACKER

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

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

### **PURPOSE:**

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

### **BACKGROUND:**

The resolution follow-up status categories are:

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

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

### **OPTIONS REVIEW:**

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

**Respectfully submitted:**

Joseph Rotenberg, Manager of Corporate Services

Appendix A

Date	Meeting Item Description	Resolution	Description	Department Responsible	Follow-Up Status
September 25, 2018	Lease with Ucluelet & Area Historical Society	THAT Council approve recommendation 1 of report item, "Lease with Ucluelet & Area Historical Society", which states: THAT Council enter into a lease agreement with the Ucluelet and Area Historical Society that is similar to their original Provincial Lease #111228 – Block A District Lot 1507, Clayoquot Land District for approximately 2.4 hectares	Meet with UAHS looking at options. UAHS to get back to Ms. Fortune to confirm the direction they would like to proceed	Recreation & Tourism	In Progress: Met with Historical Society - waiting for feedback on the lease
May 14, 2019	Zoning Amendment, Housing Agreement & DVP (354 Forbes Road)	THAT Council, with regard to the proposal to renovate the building on Lot 17, District Lot 281, Clayoquot District, Plan VIP76147 (354 Forbes Road) and request for zoning amendments to permit commercial tourist accommodation on the property: give third reading to the "District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1248, 2019"; give third reading to the "Ucluelet Housing Agreement Bylaw No. 1249, 2019"; and issue Development Variance Permit DVP19-03	Bring Bylaw No. 1248 & No. 1249 for adoption, once all subject to conditions being met	Planning	In Progress - waiting for applicant to meet conditions prior to adoption
December 10, 2019		THAT Staff provide Council with options for rejuvenating the Frank Jones Memorial site.	Staff to provide Council with options for rejuvenating the Frank Jones Memorial site	Recreation & Tourism	In Progress - This will be part of overall master plan for Tugwell Field Area - Planning 2021
January 14, 2020	Zoning Bylaw Amendment for 2100 Peninsula Road	That staff prepare a report that identifies options for the regulation of odor and noise, including a covenant	Staff to prepare a report	Planning	In Progress- awaiting information from applicant
January 14, 2020		THAT Staff work with Black Rock Oceanfront Resort & Spa to identify unique solutions for navigation to the resort	A.) Staff to incorporate options for directional landmarks in designs for Peninsula Road B.) Staff to follow up with Black Rock to discuss options for appropriate directional signs	Planning & Public Works	Assigned

Appendix A

February 11, 2020	West Coast Multi-Use Path Extension Bruce Greig, Manager of Community Planning West Coast Multi-Use Path Extension	THAT the District of Ucluelet make application to the Ministry of Forests, Lands, Natural Resource Operations and Rural Development to expand Licence of Occupation File 1407317, to allow for the extension of the West Coast Multi Use Path and other associated utility uses, between the existing Multi Use Path and Pacific Rim National Park Reserve	Apply to the Ministry of Forests, Lands, Natural Resource Operations and Rural Development	Planning / Public Works	In Progress
March 12, 2020	Reporting and Request for Funding Letter from the Ucluelet Chamber of Commerce	THAT Council directs Staff to present a report that explores options for the use of the \$10,000 allocated to explore economic development options including the future location of Tourism Ucluelet	Draft report regarding future locations for Tourism Ucluelet	Planning	In Progress
March 12, 2020	Operating and Project Review - Draft 5 Year Financial Plan	That Council direct Staff to provide a report on options for investing the remaining Community Forest Funds that have not been allocated for the 2020 budget	Draft report	Finance	Assigned - Planning report Summer 2021
March 17, 2020	Water Treatment Loan Authorization Donna Monteith, Chief Financial Officer	3. THAT District of Ucluelet Loan Authorization Bylaw No. 1268, 2020 be given third reading and referred to the Inspector of Municipalities for approval	Staff to refer bylaw to the Inspector for Municipalities for approval	Administration / Finance	Assigned: this project is on hold until 2021 fiscal year
June 23, 2020	District of Ucluelet Flood Mapping Project Bruce Greig, Manager of Community Services	THAT Council earmark the results of the flood mapping project for upcoming discussions in the Strategic Planning update and subsequent Budget preparations, for next steps to: update Emergency Preparedness plans; consider resiliency in long-term Asset Management planning; consider changes to development regulations, including a process for public consultation, as they relate to existing properties; and, consider new policy on future developments to avoid areas of flood risk.	Use report findings to update strategic planning, emergency preparedness plans, asset management planning, development regulations, policies related to development and subsequent budget preparation.	Administration	Assigned: this will be brought back during strategic and budget planning.
July 14, 2020	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.	Recreation & Tourism	In Progress - working with IT & Rec staff - late spring completion
October 13, 2020	Revised Covenant and Option to Purchase - Lot 13 Marine Drive Bruce Greig, Manager of Community Planning	THAT Council indicate that the offer to provide funding in the amount of \$320,000.00 to support the servicing and infrastructure of the development to reduce the cost of units to qualifying households would remain valid until September 1, 2025, and would be payable upon the owner obtaining a final occupancy permit for the last of the 33 houses to be built on the proposed lots.	Pay funds to the developer if and when occupancy permits are issued.	Finance	Assigned: Long Term Project Subject to Developer performance.

Appendix A

December 15, 2020	Development of "The Cabins" Properties in the Reef Point Area John Towgood, Planner 1	11. THAT Council authorize the following: a. discharge of Statutory Right-of-Way EL10355 from the Cabins Property, as defined in this report, at the time the subdivision is registered to redefine the parcel boundaries for the subject properties; and, b. removal of section 3.a from Statutory Right-of-Way EL10354 from the Lodge and the Staff Housing Property, as defined in this report, at the time the subdivision is registered to redefine the parcel boundaries for the subject properties; and,	Discharge and amend the Statutory Rights of Way at the appropriate time.	Planning	In Progress
December 15, 2020	Development of "The Cabins" Properties in the Reef Point Area John Towgood, Planner 1	7. THAT District of Ucluelet Official Community Plan Amendment Bylaw No. 1281, 2020, be referred to a public hearing;	Give notice of the public hearing for the OCP Amendment, Zoning Bylaw Amendment, and the Development Variance Permit. Conduct public hearing.	Planning	Complete
December 15, 2020	Karen Laine and Christine Brice Re: Utility Charges Increase	THAT Staff work with Ardent Properties to identify options and present a report to Council in 2021.	Draft report regarding the water fees applicable to Whiskey Landing and other Strata Buildings.	Finance	In Progress - Met with Ardent Feb 8/21
January 26, 2021	District of Ucluelet Zoning Amendment Bylaw No. 1282, 2020 (The Lodge at Terrace Beach) – Rescind 2nd Reading and Amend Bruce Greig, Manager of Community Planning	THAT District of Ucluelet Zoning Amendment Bylaw No. 1282, 2020, be referred to a public hearing; and,	Publish public hearing notice.	Planning	Complete
February 9, 2021	Development Permit and Rezoning Request for 1672 Cedar Road John Towgood, Planner 1	1. THAT Council, with regard to the proposed development of a 4-unit mixed-use building at 1672 Cedar Road, authorize issuance of the requested Development Permit, subject to the applicant providing the following for review and approval by staff: i. revised building plans to articulate the front face of the building and/or side walls at the corners to reduce the appearance of the building mass - given the close proximity to the street and relationship to adjacent properties;	Issue building permit after conditions are met.	Planning	In Progress
February 9, 2021	Development Permit and Covenant Modification for 590 Marine Drive John Towgood, Planner 1	THAT Council, in regard to Lot B, District Lot 281, Clayoquot District, Plan VIP82211 (590 Marine Drive), authorize the following: a. modification of Covenant CA7109503 to reflect the six-unit multifamily building and associated landscaping, sidewalk, and parking area proposed in this application.	Modify covenant, and issue building permit after conditions have been met.	Planning	In Progress

Appendix A

February 23, 2021	Ucluelet Official Community Plan Bylaw Bruce Greig, Manager of Community Planning	That Council, with regard to the Official Community Plan (OCP) bylaw update: 5. refer District of Ucluelet Official Community Plan Bylaw No. 1236, 2020, to a public hearing.	Give notice of the public hearing.	Planning	In Progress - public hearing to be held May 13
March 9, 2021	Food Bank on the Edge - Lease Agreement Cris Martin, Food Bank on the Edge	THAT Staff provide a report to Council with options for the Food Bank lease.	Provide report to Council regarding lease options.	Planning	Assigned
March 23, 2021	Zoning Amendment: Lot 16 Marine Drive Bruce Greig, Manager of Community Planning	THAT Council give second reading to District of Ucluelet Zoning Amendment Bylaw No. 1284, 2021, as amended.	Update bylaw as amended and update bylaw tracker.	Planning	Assigned
March 23, 2021	Zoning Amendment: Lot 16 Marine Drive Bruce Greig, Manager of Community Planning	THAT Council Indicate to the applicant and the public that adoption of District of Ucluelet Zoning Amendment Bylaw No. 1284, 2021, would be subject to registration of a Section 219 restrictive covenant on the title of the subject property to ensure, as a matter of public interest, that the following conditions and offers be satisfied as the property is subdivided and developed: a. construction and development of the rental apartment building on proposed Lot 'A' (the "Apartment site") be in the first phase of the development; b. dedication of a 10m wide park greenbelt along the eastern (Victoria Drive side) boundary of the property, as proposed; c. dedication of a park area of approximately 1,300m <sup>2</sup> on the western (Marine Drive) side of the property, as proposed; d. registration of a greenspace covenant on a 10m wide strip along the Marine Drive frontage of the subject property to retain vegetation and preclude driveway access <u>along this road corridor, as proposed</u> ;	Draft and provide covenant prior to adoption of bylaw.	Planning	Assigned
March 23, 2021	Zoning Amendment: Lot 16 Marine Drive Bruce Greig, Manager of Community Planning	THAT Council direct Staff to give notice of public hearing for the District of Ucluelet Zoning Amendment Bylaw No. 1284, 2021.	Set date and give notice for public hearing.	Administration	In Progress -PH June 8/21
March 23, 2021	Seasonal Worker Housing - TUP for RVs Pilot Bruce Greig, Manager of Community Planning	1 . THAT Council indicate that there is support for staff to focus time on a pilot project for a batch TUP intake for businesses and/or property owners looking to house a seasonal worker for this summer; and 2. THAT Council waive collection of the notification portion of the individual TUP application fee, since any applications moving forward through the batch pilot project would be advertised in a single joint notice.	Roll-out the Seasonal Worker Housing TUP Pilot Project	Planning	on Council agenda May 11/21

Appendix A

March 23, 2021	Covenant Modification - 858 Barkley Place John Towgood, Planner 1	THAT Council authorize the discharge of the Section 219 Restrictive Covenant EJ96930 registered on Lot 30, Section 1, Barclay District (situated in Clayoquot District), Plan VIP61995 (858 Barkley Place) and replace it with a new Section 219 covenant based on the January 22, 2021, Geotechnical Report by Lewkowich Engineering and Associates Ltd.	Register modified covenant.	Planning	In-Progress
April 14, 2021	February 9, 2021, Regular Minutes	THAT Council adopt the February 9, 2021, Regular Minutes as presented.	Print, sign, file and upload minutes.	Administration	Complete
April 14, 2021	February 16, 2021, Special Minutes	THAT Council adopt the February 16, 2021, Special Minutes as presented.	Print, sign, file and upload minutes.	Administration	Complete
April 14, 2021	February 23, 2021, Regular Minutes	THAT Council adopt the February 23, 2021, Regular Minutes as presented.	Print, sign, file and upload minutes.	Administration	Complete
April 14, 2021	February 25, 2021 Special Budget Minutes	THAT Council adopt the February 25, 2021, Special Budget Minutes as presented.	Print, sign, file and upload minutes.	Administration	Complete
April 14, 2021	March 4, 2021, Special Council	THAT Council adopt the March 4, 2021, Special Council Minutes as presented.	Print, sign, file and upload minutes.	Administration	Complete
April 14, 2021	March 9, 2021, Regular Minutes	THAT Council adopt the March 9, 2021, Regular Minutes as presented.	Print, sign, file and upload minutes.	Administration	Complete
April 14, 2021	March 18, 2021, Special Minutes	THAT Council adopt the March 18, 2021, Special Minutes as presented.	Print, sign, file and upload minutes.	Administration	Complete
April 14, 2021	Update - Bylaw Enforcement Policy & Priorities Bruce Greig, Manager of Community Planning	THAT Council endorse Bylaw Enforcement Policy No. 9-4000-2.	Print, sign and file the policy.	Administration	Complete
April 14, 2021	Request to Open Florencia Drive and Re-Commissioning Municipal Services to Signature Circle; Onni Group Bruce Greig, Manager of Community Planning	THAT Council direct staff to prepare a zoning amendment bylaw to return the zoning of the CD5A and CD-6 lands, north of Ancient Cedars and the current end of the Wild Pacific Trail, to a Rural zoning designation like they held previously – to, for now, allow a single residential use on large rural lots.	Prepare Zoning Amendment Bylaw and present to Council.	Planning	Complete

Appendix A

April 14, 2021	Request to Open Florencia Drive and Re-Commissioning Municipal Services to Signature Circle; Onni Group Bruce Greig, Manager of Community Planning	THAT Council direct staff to continue discussions with the Ministry of Transportation and Infrastructure to understand the Ministry's requirements for ensuring traffic safety at the intersection of Florencia Drive and Peninsula Road.	Continue continue discussions with the Ministry of Transportation and Infrastructure to understand the Ministry's requirements for ensuring traffic safety at the intersection of Florencia Drive and Peninsula Road.	Planning	In Progress
April 14, 2021	Request to Open Florencia Drive and Re-Commissioning Municipal Services to Signature Circle; Onni Group Bruce Greig, Manager of Community Planning	THAT Council direct staff to seek advice from the Municipal Solicitors on the status of the restriction of opening Florencia Drive provided under covenant FB148264; and,	Seek advice from the Municipal Solicitor on the status of opening Florencia Drive under Covenant FB128264.	Planning	In Progress
April 14, 2021	Request to Open Florencia Drive and Re-Commissioning Municipal Services to Signature Circle; Onni Group Bruce Greig, Manager of Community Planning	THAT Council direct staff to work with the District Engineers to prepare a report on the cost and timing of providing the requested flushing, testing and re-commissioning of water, hydrant and sewer services for the Signature Circle subdivision, and any changes necessary to current work plans or budget necessary to accommodate the request;	Present a report regarding the cost and timing of providing the requested flushing, testing and recommissioning of water, hydrant and services for Signature Circle.	Public Works	Assigned
April 14, 2021	Options for Outdoor Burning Regulation Rick Geddes, Fire Chief	THAT Council direct Staff to update Bylaw No. 978, 2005 in the form of a new Outdoor Burning Bylaw.	Present a new outdoor burning bylaw to Council.		Complete
April 14, 2021	316 and 330 Reef Point Road: OCP Amendment Bylaw No. 1281 & Zoning Amendment Bylaw No. 1282 - 3rd Reading. Housing Agreement Bylaw No. 1283 - Adoption. Development Variance Permit DVP 20-06 - Issuance. Bruce Greig, Manager of Community Planning	THAT Council authorize issuance of Development Variance Permit 20-06.	Issue Variance Permit 20-06.	Planning	In Progress
April 14, 2021	316 and 330 Reef Point Road: OCP Amendment Bylaw No. 1281 & Zoning Amendment Bylaw No. 1282 - 3rd Reading. Housing Agreement Bylaw No. 1283 - Adoption. Development Variance Permit DVP 20-06 - Issuance. Bruce Greig, Manager of Community Planning	THAT District of Ucluelet Housing Agreement Bylaw No. 1283, 2020, be adopted.	Update bylaw, print, sign and file.	Administration	Complete

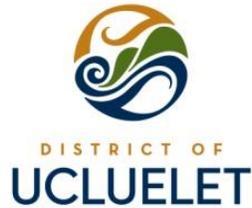
Appendix A

April 14, 2021	316 and 330 Reef Point Road: OCP Amendment Bylaw No. 1281 & Zoning Amendment Bylaw No. 1282 - 3rd Reading. Housing Agreement Bylaw No. 1283 - Adoption. Development Variance Permit DVP 20-06 - Issuance. Bruce Greig, Manager of Community Planning	THAT District of Ucluelet Zoning Amendment Bylaw No. 1282, 2020, be given third reading.	Update bylaw and bring back to Council for Adoption.	Planning	Assigned
April 14, 2021	316 and 330 Reef Point Road: OCP Amendment Bylaw No. 1281 & Zoning Amendment Bylaw No. 1282 - 3rd Reading.	THAT District of Ucluelet Official Community Plan Amendment Bylaw No. 1281, 2020, be given third reading.	Update bylaw and bring back to Council for Adoption.	Planning	Assigned
April 14, 2021	Five Year Financial Plan and Tax Rates Bylaws Donna Monteith, Chief Financial Officer	THAT District of Ucluelet Annual Tax Rates Bylaw No. 1290, 2021 be given first and second reading.	Update bylaw and bring back for third reading.	Administration	Complete
April 14, 2021	Five Year Financial Plan and Tax Rates Bylaws Donna Monteith, Chief Financial Officer	THAT District of Ucluelet 2021–2025 Financial Plan Bylaw No. 1289, 2021 be given first and second reading.	Update bylaw and bring back for third reading.	Administration	Complete
April 14, 2021	District of Ucluelet Zoning Amendment Bylaw No. 1287, 2021 (Garage FAR Exemption) - 3rd Reading Joseph Rotenberg, Manager of Corporate Services	THAT District of Ucluelet Zoning Amendment Bylaw No. 1287, 2021, be given third reading.	Update bylaw and bring back for adoption.	Administration	Complete
April 27, 2021	March 4, 2021, Committee of the Whole Minutes	THAT Council adopt the March 4, 2021, Committee of the Whole Minutes as amended.	Amend, print, sign, and file.	Administration	Complete
April 27, 2021	March 18, 2021, Special Minutes	THAT Council adopt the March 18, 2021, Special Minutes as presented.	Print, sign, and file.	Administration	Complete
April 27, 2021	March 23, 2021, Regular Minutes	THAT Council adopt the March 23, 2021, Regular Minutes as amended.	Amend, print, sign, and file.	Administration	Complete
April 27, 2021	March 26, 2021, Special Minutes	THAT Council adopt the March 26, 2021, Special Minutes as presented.	Print, sign, and file.	Administration	Complete
April 27, 2021	April 1, 2021, Special Budget Minutes		Amend, print, sign, and file.	Administration	Complete
April 27, 2021	Letter Regarding Support for Laid Off Hospitality Workers Lisa Helps, Mayor, City of Victoria	Motion of letter of support to city of victoria hospitality workers	Send letter of support.	Administration	Assigned
April 27, 2021	Moratorium on Recreation Wolf Hunting on Vancouver Island Samantha Web, President, Wild Wise	Letter of support for moratorium on recreation wolf hunting, mayor city of victoria.	Send letter of support.	Administration	Assigned

Appendix A

April 27, 2021	Matterson Drive Speeding Concern Warren Cannon, Manager of Operations	1. THAT Council direct Staff to install the removable rubber speed calming device, initially purchased for the school zone area improvement project, west of Victoria Road along Matterson Drive; and, 2. THAT Council direct Staff to purchase and install removable rubber raised crosswalk device at the crosswalk located along Matterson Drive east of Bay Street utilizing funds from the Community Works Fund (Gas Tax) estimated at \$12,000.	Install traffic calming devices along Matterson Drive.	Public Works	Assigned
April 27, 2021	Change of Council Schedule - May 11, 2021 Joseph Rotenberg, Manager of Corporate Services	THAT the May 11, 2021, Regular Council meeting be rescheduled to start at 5:00 PM rather than 3:30 PM.	Give notice of rescheduled Regular Council Meeting.	Administration	Complete
April 27, 2021	Updated Burning Regulations Rick Geddes, Fire Chief	THAT District of Ucluelet Outdoor Burning Bylaw No. 1288, 2021 be given first, second and third reading.	Update bylaw and bring back for adoption.	Administration	Complete
April 27, 2021	Zoning Amendment for 829 Rainforest Drive Bruce Greig, Manager of Community Planning	THAT Council give first and second reading to District of Ucluelet Zoning Amendment Bylaw No. 1291, 2021, and refer the bylaw to a public hearing.	Set date and give notice for public hearing.	Administration	In Progress -PH June 8/21
April 27, 2021	District of Ucluelet Zoning Amendment Bylaw No. 1287, 2021 (Garage FAR Exemption) - Adoption Joseph Rotenberg, Manager of Corporate Services	THAT District of Ucluelet Zoning Amendment Bylaw No. 1287, 2021, be adopted.	Update and file Bylaw.	Administration	Complete
April 27, 2021	Five Year Financial Plan and Tax Rates Bylaws - Adoption Donna Monteith, Chief Financial Officer	THAT the District of Ucluelet Annual Tax Rates Bylaw No. 1290, 2021 be given third reading and be adopted	Update and file Bylaw.	Administration	Complete
April 27, 2021	Five Year Financial Plan and Tax Rates Bylaws - Adoption Donna Monteith, Chief Financial Officer	THAT the District of Ucluelet 2021–2025 Financial Plan Bylaw No. 1289, 2021 be given third reading and be adopted.	Update and file Bylaw.	Administration	Complete





## STAFF REPORT TO COUNCIL

Council Meeting: May 11, 2021  
500 Matterson Drive, Ucluelet, BC V0R 3A0

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

**FILE NO:** 1630-01

**SUBJECT:** CHEQUE LISTING – APRIL 2021

**REPORT NO:** 21-62

**ATTACHMENT(S):** APPENDIX : DISTRICT OF UCLUELET AP CHEQUE LISTING

**RECOMMENDATION(S):**

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

**PURPOSE:**

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

**BACKGROUND:**

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

**POLICY OR LEGISLATIVE IMPACTS:**

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

**OPTIONS REVIEW:**

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

**Respectfully submitted:** Joseph Rotenberg, Manager of Corporate Planning

## Appendix A

AP Cheque Listing

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
031520	2	2021-04-01	ACE92	ACE COURIER SERVICES	14298811	LB WOODCHOPPERS PTA021718	43.41		43.41	
031521	2	2021-04-01	AGS11	AGS BUSINESS SYSTEMS INC	313485	COPIER USAGE 02/29-03/28	890.31		890.31	
031522	2	2021-04-01	BLS80	BAZETT LAND SURVEYING INC	3027	AMPHITRITE FIELD SURVEYS/DRAFTING	14700		14700	
031523	2	2021-04-01	BDI01	BDI A DIVISION OF BELL MOBILITY INC.					1002.39	yes
031524	2	2021-04-01	MA952	BUREAU VERITAS CANADA (2019) INC.	VA10314930 VA10315080 VA10319448	SEWER TESTING C115691 WATER TESTING C116937 WATER TESTING C118997	344.82 270.9 270.9		886.62	
031525	2	2021-04-01	C9409	[REDACTED]	123342	AIRBRAKES EXAM REIMBRSMT	32		32	
031526	2	2021-04-01	CN411	CITY OF NANAIMO	123338	VIERA EXAMS	105		105	
031527	2	2021-04-01	CJ683	[REDACTED]	123341	AIRBRAKES EXAM REIMBRSMT	32		32	
031528	2	2021-04-01	CT002	CLEARTECH INDUSTRIES INC	207694 865497	CONTAINER RETURN SODIUM HYPOCHLORITE	252 828.07		1080.07	
031529	2	2021-04-01	CCL88	CORLAZZOLI CONTRACTING LTD	121	DANGER TREE REMOVAL	420		420	
031530	2	2021-04-01	CE004	CORPORATE EXPRESS CANADA INC	55743029 55737675	LYCHE-OFFICE SUPPLIES LYCHE-OFFICE SUPPLIES	92.46 21.28		113.74	
031531	2	2021-04-01	CP300	CRITERION PICTURES	806314	ON DEMAND PV LICENSE 2021-2022	1317.75		1317.75	
031532	2	2021-04-01	DH143	DURWARD HEATHER	123336	YOGA WORKSHOP	352		352	
031533	2	2021-04-01	FW050	FAR WEST DISTRIBUTORS LTD	INV-F001528 INV-F001690 INV-F001672	JANITORIAL SUPPLIES GARBAGE BAGS NITRILE GLOVES	356.22 171.99 134.36		662.57	
031534	2	2021-04-01	FC006	FINNING (CANADA)	947315217 947316855 947319112	CABLE AS PAD A PAD A	113.75 592.26 592.26		1298.27	
031535	2	2021-04-01	FA898	[REDACTED]	123334	REIMBRSMT CAO GIFT	50		50	
031536	2	2021-04-01	FS004	FOUR STAR WATERWORKS	87103381-00 87103381-01 87103448-00 87103498-00	STL CPLG STL CPLG CHLOR GRANULAR FREIGHT CHARGE DUMAS WB78481	2480.13 759.67 110.72 307.61		3658.13	
031537	2	2021-04-01	GB059	GIBSON BROS. CONTRACTING LTD.	24339	GRAVEL	840		1099.65	

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
					24600	GRAVEL PIT RUN	259.65			
031538	2	2021-04-01	JD79	J & D WEAVER HOLDINGS LTD	968412	FIREHALL MATERIALS	71.59		71.59	
031539	2	2021-04-01	JAL42	JAL DESIGNS AND GRAPHICS INC.	40502333	UVFB DECALS	444.19		444.19	
031540	2	2021-04-01	CK608	KASSLYN CONTRACTING	D766 D767	D766 D767	1538.06 3256.28		4794.34	
031541	2	2021-04-01	KL923	KERDMAN LINDSAY	123335	GYM CAMP	2569.6		2569.6	
031542	2	2021-04-01	MM002	[REDACTED]	123343	AIRBRAKES EXAM REIMBRSMT	32		32	
031543	2	2021-04-01	MIE01	MIELKE SARITA	123345	HATHA YOGA WINTER/21	411.43		411.43	
031544	2	2021-04-01	MISC	[REDACTED]	123344	YOGA-REFUND	28.5		28.5	
031545	2	2021-04-01	NIT63	NORTH ISLAND TRACTOR	RHNN16521N	F40P HARROW	352.8		352.8	
031546	2	2021-04-01	ORC01	ORCA HEALTH & SAFETY CONSULTING INC.	6885 7084	ASBESTOS AWARENESS/CONFINED SPACES ASBESTOS ECP	2843.25 952.88		3796.13	
031547	2	2021-04-01	PC285	PETTY CASH - LYVIER RIVERA	03/2021	COFFEE/NOTARIAL SERVICES	84		84	
031548	2	2021-04-01	PC336	PETTY CASH FORTUNE ABBY	123337	SOCCER SWAG BAGS	46.3		46.3	
031549	2	2021-04-01	PI110	PUROLATOR INC	447019292	BV LABS 332807387227	58.45		58.45	
031550	2	2021-04-01	RW916	ROBERT WYLIE	123339	APPROVING OFFICER JAN-FEB/21	1165		1165	
031551	2	2021-04-01	NS003	SIGMUND, NORANND	123346	YOGA WINTER/21	1105.14		1105.14	
031552	2	2021-04-01	sbr01	SONBIRD REFUSE & RECYCLING LTD.	41448	PW YARD GARBAGE FEB/21	1046.08		1046.08	
031553	2	2021-04-01	SUN02	SUN LIFE ASSURANCE COMPANY OF CANADA	105554 104424	APR/21 EAP MAR/21 EAP	124.95 121.28		246.23	
031554	2	2021-04-01	HI715	TERRAPURE	93207883 93207755	SCH ABSORBENT PADS SCH WASTE OIL	383.78 83.99		467.77	
031555	2	2021-04-01	TSC19	TRANSPARENT SOLUTIONS CORP	11894	SPAM BLOCKER APR-JUN/21	62.84		62.84	
031556	2	2021-04-01	U0148	UBCM	D-5283	2021 UBCM MEMBER DUES	1417.47		1417.47	
031557	2	2021-04-01	UC141	UCLUELET CHAMBER OF COMMERCE	3.30.2021	AIR BRAKES ENDORSEMENT	3168		3168	

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
031558	2	2021-04-01	ULFS1	UCLUELET LOCAL FOOD SOCIETY	123340	2021 COMMUNITY GARDEN	660		660	
031559	2	2021-04-01	UP459	UCLUELET PETRO-CANADA	11463	REC HALL KEY COPIES	10.08		10.08	
031560	2	2021-04-01	UR849	UCLUELET RENT-IT CENTER LTD	41028 40943	SEWER TRUCK MS194 CHAINSAW	168 520.75		688.75	
031561	2	2021-04-01	UV146	UCLUELET VOLUNTEER FIRE BRIGADE	Q2/21	Q2/21 CONTRIBUTION	2500		2500	
031562	2	2021-04-01	US001	URBAN SYSTEMS LTD.	187245	1427.0011.01 CEDAR RD PARKING LOT	3503.97		3503.97	
031563	2	2021-04-01	WF001	WFR WHOLESALE FIRE & RESCUE LTD.	INV/2021/0846	TRIM REMOVAL TOOL	49.86		49.86	
031564	2	2021-04-01	WIL01	WILLIAMSON ASHLEY	123347	YOGA WINTER/21	528		528	
031565	2	2021-04-01	WI250	WISHBONE INDUSTRIES LTD	11350	GARBAGE CANS/TABLES/BIKE RACKS	53522.01		53522.01	
031566	2	2021-04-07	BDI01	BDI A DIVISION OF BELL MOBILITY INC.	19629050 19613133 19697045CR	IPHONE 11 IPHONE 12/APPLE CHARGER IPHONE 12 RETURN CREDIT	112 464.79 -425.6		151.19	
031613	2	2021-04-16	WP166	WINDSOR PLYWOOD - UCLUELET DIV.	52469A 52470A 53560A 53795A 54356A 55100A 55258B 55449A 55450A 55451A 55452A	PW MATERIALS PARKS MATERIALS PW MATERIALS SCH LUMBER PW YARD SHED PW MATERIALS PW MATERIALS PW MATERIALS PW/FIRE MATERIALS PARKS MATERIALS MAR/21 FIREHALL MATERIALS	925.21 149.1 2.28 1620.86 67.14 194.68 5.27 846.54 1152.1 605.31 14.43		5582.92	
031612	2	2021-04-16	WCC28	WESTCOAST CONNECT	5523	MAR/21 COURIER	929.07		929.07	
031611	2	2021-04-16	WCS01	WCS ENGAGEMENT & PLANNING	1312 1324	TOURISM PLAN TOURISM PLAN	1743 294		2037	
031610	2	2021-04-16	US001	URBAN SYSTEMS LTD.	187360 186925 186926 184237 185456 186945 177660	1427.0018.01 TRAILHEAD SIGNAGE 1427.0010.01 HARBOUR MASTER PLAN 1427.0013.01 AMPHITRITE PT PARK 1427.0010.01 HARBOUR MASTER PLAN 1427.0011.01 CEDAR RD PARKING LOT 1427.0008.01 UCL/TOF LAND USE 1427.0011.01 CEDAR RD PARKING LOT	8433.6 2590.35 35400.75 1447.43 861.84 4826.75 13038.39		66599.11	

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
031609	2	2021-04-16	uke02	UKEE TIMBER & ROAD	1205	BACKHOE REPAIRS	2712.88		2712.88	
031608	2	2021-04-16	UKE01	UKEE AUTO SERVICE	178876	#3 HEADLIGHTS	73.92		1456	
					0722924	#3 REPAIR	519.68			
					0753011	#10 REPAIRS	701.12			
					0722947	#3 REPAIR	100.8			
					0722950	HONDA TILLER REPAIR	60.48			
031607	2	2021-04-16	UR849	UCLUELET RENT-IT CENTER LTD	40830	FEB/21 CARDBOARD-BOAT BASIN	312.9		2161.47	
					41084	MAR/21 PORTABLES	1848.57			
031606	2	2021-04-16	UP459	UCLUELET PETRO-CANADA	11473	FORD FUEL FILLER PIPE	730.33		730.33	
031605	2	2021-04-16	UC142	UCLUELET CONSUMER'S CO-OPERATIVE ASSN	6952	CARDLOCK MAR/21	3628.58		3628.58	
031604	2	2021-04-16	UC142	UCLUELET CONSUMER'S CO-OPERATIVE ASSN	05MAR2021#2889	PW COFFEE CREAMER	13.58		725.92	
					05MAR2021#2890	PW-BUG/TAR REMOVER	12.31			
					01MAR2021#2879	YOUTH FOOD	51.4			
					19MAR2021#1893	PARKS & GROUNDS MATERIALS	123.04			
					22MAR2021#6437	YOUTH FOOD	23.67			
					08MAR2021#3490	FIREHALL MATERIALS/SUPPLIES	95.56			
					09MAR2021#9518	PW SUPPLIES	179.94			
					27MAR2021#3980	CLEANING CLOTHS	30.42			
					29MAR2021#0201	LYCHE-COFFEE	15.27			
					29MAR2021#0328	YOUTH FOOD	145.61			
					29MAR2021#4611	FIREHALL-SNACKS	35.12			
031603	2	2021-04-16	TU428	TOURISM UCLUELET	01/21	JAN/21 MRDT LESS ADMIN FEE	4211.02		4211.02	
031602	2	2021-04-16	TC002	THORNTON CREEK ENHANCEMENT SOCIETY	Q1/2021	Q1/2021 HARBOUR COLLECTIONS	1093.02		1093.02	
031601	2	2021-04-16	SP010	SUPERIOR PROPANE	33684912	REC HALL-PROPANE REFILL	927.17		2457.39	
					33684703	UAC-PROPANE REFILL	1530.22			
031600	2	2021-04-16	SBR01	SONBIRD REFUSE & RECYCLING LTD.	41449	UCC GARBAGE FEB/21	246.2		2099.19	
					41450	UVFB/UAC GARBAGE FEB/21	45.15			
					41447	WHISKEY DOCK GARBAGE FEB/21	408.27			
					41446	52 STEPS GARBAGE FEB/21	272.17			
					41445	SCH GARBAGE FEB/21	1127.4			
031599	2	2021-04-16	sd561	SCHAFFER DON	123348	CAO SEARCH CONSULTING	590.63		590.63	
031598	2	2021-04-16	PI110	PUROLATOR INC	446961809	KOERS/VIERA	70.8		70.8	
031597	2	2021-04-16	PR725	PACIFIC RIM MARINE SEARCH & RESCUE SOC	Q1/2021	Q1/2021 HARBOUR COLLECTIONS	2186.26		2186.26	

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
031596	2	2021-04-16	PAC04	PACIFIC RIM DISTILLING	80	SANITIZER	209.44		209.44	
031595	2	2021-04-16	MISC	[REDACTED]	BP20-48	BP20-48 DMG DEP RETURN	1000		1000	
031594	2	2021-04-16	MISC	[REDACTED]	BP18-51	BP18-51 DMG DEP RETURN	1000		1000	
031593	2	2021-04-16	MISC	[REDACTED]	123353	AIRBRAKES EXAM/DL FEE	32		32	
031592	2	2021-04-16	MISC	[REDACTED]	123352	AIRBRAKES EXAM/DL FEE	32		32	
031591	2	2021-04-16	MISC	[REDACTED]	123351	AIRBRAKES EXAM/DL FEE	32		32	
031590	2	2021-04-16	MEC01	MEC PROJECTS LTD	2904	OUTLET INSTALL VIHA OFFICE	575.4		575.4	
031589	2	2021-04-16	L9401	[REDACTED]	123350	AIRBRAKES EXAM/DL FEE	32		32	
031588	2	2021-04-16	LF253	LAFARGE CANADA INC.	714133891	INFIELD MIX	2319.58		2319.58	
031587	2	2021-04-16	CK608	KASSLYN CONTRACTING	D768 D769	D768 D769	720.11 5365.29		6085.4	
031586	2	2021-04-16	IB275	ISLAND BUSINESS PRINT GROUP LTD	175639 175708	PROPERTY TAX STAMP TAX NOTICE ENVELOPES	67.2 318.08		385.28	
031585	2	2021-04-16	IC130	INFOSAT COMMUNICATIONS	466971	APR/21 SAT PHONE SERVICE	65.12		65.12	
031584	2	2021-04-16	IND01	INDUSTRIAL SCIENTIFIC ULC	1152968	O2 SENSOR SERVICE	516.32		516.32	
031583	2	2021-04-16	HEL01	HELLO NATURE ADVENTURE TOURS	67890	CAO GIFT	144.9		144.9	
031582	2	2021-04-16	FS004	FOUR STAR WATERWORKS	871213000218 871213000187	KWIK CLAY PW MATERIALS	146.23 645.53		791.76	
031581	2	2021-04-16	FSC10	FOUR STAR COMMUNICATIONS INC	58518	ANSWERING SERVICES APR/21	162.75		162.75	
031580	2	2021-04-16	FW050	FAR WEST DISTRIBUTORS LTD	INV-F000917 INV-F000712 INV-F002086	SCH-URINAL CAKES UCC GARBAGE BAGS GARBAGE BAGS	15.54 27.01 183.46		226.01	
031579	2	2021-04-16	EL048	ERIK LARSEN DIESEL CO. LTD.	718821	HEATER BLOCK	226.72		226.72	
031578	2	2021-04-16	eb295	E.B. HORSMAN & SON	12861988 12894578 12894581	UCC ELECTRICAL UCC ELECTRICAL PARKS SHOP	137.35 100.44 442.42		680.21	
031577	2	2021-04-16	DFC01	DUMAS FREIGHT COMPANY	85558	CLEARTECH	183.75		664.32	

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
					78890	CLEARTECH	480.57			
031576	2	2021-04-16	DRD01	DRDUL, RICHARD	210306	MATTERSON TRAFFIC CALMING	519.75		519.75	
031575	2	2021-04-16	cupe1	CUPE LOCAL #118	03/21	MAR/21 DUES	1493.36		1493.36	
031574	2	2021-04-16	ce004	CORPORATE EXPRESS CANADA INC	54655198	SANITIZER DISPENSER	257.59		555.69	
					55812307	OFFICE SUPPLIES-LYCHE	191.99			
					55802380	NOTEBOOKS	106.11			
031573	2	2021-04-16	MA952	BUREAU VERITAS CANADA (2019) INC.	VA10328020	WATER TESTING C122055	270.9		541.8	
					VA10326688	WATER TESTING C120625	270.9			
031572	2	2021-04-16	AS311	BUNZL CANADA INC.	7722349	CLEANING SUPPLIES	380.57		380.57	
031571	2	2021-04-16	BLO17	[REDACTED]	123349	UCC KEYS CUT-REIMBURSMENT	67.62		67.62	
031570	2	2021-04-16	BP940	BLACK PRESS GROUP LTD.	34039341	FEB/21 ADS	371.43		371.43	
031569	2	2021-04-16	AF501	ASSOCIATED FIRE & SAFETY	28159	TURNOUT GEAR	384.92		384.92	
031568	2	2021-04-16	ANC01	ANCHORS INN	210401	INTERIM CAO MAR 28-31 ACCOM	661		661	
031567	2	2021-04-16	ACE92	ACE COURIER SERVICES	14299932	FINNING/ACRD	171.5		171.5	
031614	2	2021-04-16	WP166	WINDSOR PLYWOOD - UCLUELET DIV.	55453A	FIREHALL MATERIALS	33.6		48.39	
					55454A	PW PINE ST MATERIALS	14.79			
031615	2	2021-04-16	XC300	XPLORNET COMMUNICATIONS INC	INV36833774	APR/21 SAT PHONE	76.15		76.15	
031616	2	2021-04-30	AGS11	AGS BUSINESS SYSTEMS INC	319793	COPIER USAGE 03/29-04/28	1132.98		1132.98	
031617	2	2021-04-30	BCCF2	BC CONSERVATION FOUNDATION	5402032-003	2021 WILDSAFEBBC PROGRAM	2500		2500	
031618	2	2021-04-30	BCF01	BC FIRE TRAINING OFFICERS ASSOCIATION	123356	GEDDES-BCFTOA 2021	141.75		241.5	
					123357	NIXON-BCFTOA 2021	99.75			
031619	2	2021-04-30	BDI01	BDI A DIVISION OF BELL MOBILITY INC.	19824505	SIM CARD	11.2		11.2	
031620	2	2021-04-30	B9413	[REDACTED]	123362	FOOTWEAR/CLOTHING ALLOWANCE	197.08		197.08	
031621	2	2021-04-30	BP940	BLACK PRESS GROUP LTD.	34054323	MAR/21 ADS	1882.27		1882.27	
031622	2	2021-04-30	AS311	BUNZL CANADA INC.	7726821	UCC-CLEANING PRODUCT	130.19		130.19	
031623	2	2021-04-30	MA952	BUREAU VERITAS CANADA (2019) INC.	VA10332036	WATER TESTING C123812	270.9		886.62	

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
					VA10331239	SEWER TESTING C122251	344.82			
					VA10335350	TESTING C125435	270.9			
031624	2	2021-04-30	BUS01	BUSTON, TONI	123358	APR/21 GRANTS/INITIATIVES	1490.83		1490.83	
031625	2	2021-04-30	CN411	CITY OF NANAIMO	AR011301	UVFB EXAMS	1050		1050	
031626	2	2021-04-30	CE004	CORPORATE EXPRESS CANADA INC	55978218	LYCHE OFFICE SUPPLIES	635.63		786.3	
					55967722	UCC OFFICE SUPPLIES	150.67			
031627	2	2021-04-30	DWS54	DOGWASTE SOLUTIONS	1711	DOG WASTE BAGS	756.4		756.4	
031628	2	2021-04-30	DC001	DOLAN'S CONCRETE LTD.	UK51293	CONCRETE BLOCKS	235.2		235.2	
031629	2	2021-04-30	DJ002	DRAESEKE JAN	123359	CHI GONG MAR/21	72.44		72.44	
031630	2	2021-04-30	EB295	E.B. HORSMAN & SON	12925212	LAGOON-MATERIALS	58.93		368.97	
					12923093	LAGOON-MATERIALS	93.88			
					12923163	BAY ST-MATERIALS	51.99			
					12932673	LAGOON-MATERIALS	164.17			
031631	2	2021-04-30	EL048	ERIK LARSEN DIESEL CO. LTD.	718868	BACKHOE MAINTENANCE	133.1		133.1	
031632	2	2021-04-30	FW050	FAR WEST DISTRIBUTORS LTD	INV-F002391	PUBLIC HAND SANI/SOAP	39.62		480.48	
					INV-F002220	BATHROOM SUPPLIES	440.86			
031633	2	2021-04-30	FC006	FINNING (CANADA)	947338862	TRUNION PIN	871.87		871.87	
031634	2	2021-04-30	GB059	GIBSON BROS. CONTRACTING LTD.	24746	CRUSH GRAVEL	280		1120	
					24745	CRUSH GRAVEL	840			
031635	2	2021-04-30	GPC25	GREATPACIFIC CONSULTING LTD	1209	PROJ 1005-009 2021 REM	4063.75		4063.75	
031636	2	2021-04-30	CVIH1	ISLAND HEALTH	S5629-7	UCC-ANNUAL FOOD HEALTH PERMIT	150		150	
031637	2	2021-04-30	JR381	J. ROBBINS CONSTRUCTION LTD	5028	ROAD MULCH DELIVERY	383.6		383.6	
031638	2	2021-04-30	JI072	JUSTICE INSTITUTE OF B.C.	9761	GEDDES-TUITION RETURNED	-413.44		406.04	
					9771	ANDERSON-TUITION FIRE INSTRUCTOR 2	413.44			
					10328	GEDDES COURSE CXL INV 8908	-767.13			
					10948	GEDDES-TUITION EMRG MGMT	390.71			
					11657	GEDDES-FIRE CAUSE & ORIGIN	782.46			
031639	2	2021-04-30	CK608	KASSLYN CONTRACTING	D770	D770	1343.38		3816.37	
					D771	D771	2472.99			

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
031640	2	2021-04-30	LB002	LB WOODCHOPPERS LTD.	378835	AERATOR RENTAL	188.16		188.16	
031641	2	2021-04-30	LIB01	LIBERTY CONTRACT MANAGEMENT INC.	2101-1	JOB 2101 FIREHALL STUDY	5892.34		5892.34	
031642	2	2021-04-30	MISC	[REDACTED]	BP19-41	BP19-41 DMG DEP RETURN	1000		1000	
031643	2	2021-04-30	ORC01	ORCA HEALTH & SAFETY CONSULTING INC.	7152	UVFB FIT TESTING	967.58		967.58	
031644	2	2021-04-30	PR267	PACIFIC RIM WHALE FESTIVAL SOCIETY	123361	RMI REIMBURSEMENT	6638.95		6638.95	
031645	2	2021-04-30	PBX12	PBX ENGINEERING LTD	11096	17451-04 LOST SHOE CRK WELL 3	2837.63		2837.63	
031646	2	2021-04-30	PB104	PIONEER BOAT WORKS	80669	LIBRARY PICNIC TABLE CHAIN	29.74		29.74	
031647	2	2021-04-30	PI110	PUROLATOR INC	447310535 447255250 447196804	ZONE WEST BV LABS VIERA	49.35 52.94 39.28		141.57	
031648	2	2021-04-30	SD199	SCHRAMM DESIGN	3002	SPRING COVE SIGNS	863.24		863.24	
031649	2	2021-04-30	SC003	SHARE CANADA	21767	NATRAKLENE DEGREASER	2555.25		2555.25	
031650	2	2021-04-30	SBR01	SONBIRD REFUSE & RECYCLING LTD.	41703 41702 41701 41705 41704	WHISKEY DOCK GARBAGE MAR/21 52 STEPS GARBAGE MAR/21 SCH GARBAGE MAR/21 UCC GARBAGE MAR/21 PW GARBAGE MAR/21	665.82 347.13 896.04 223.68 1226.63		3359.3	
031651	2	2021-04-30	SK010	STRICKLAND KARLA	123360	KIDS CLAY WINTER/21	800		800	
031652	2	2021-04-30	SA505	TECHNICAL SAFETY BC	01559411	2020 PERMIT - B355 STAIR	161		161	
031653	2	2021-04-30	DT002	TOFINO DISTRICT OF	123355	OVERPYMT RETURN LAND USE STUDY	4266.87		4266.87	
031654	2	2021-04-30	LEASE	UCLUELET CONSUMERS CO-OPERATIVE ASSN	02/21 03/21 04/21 05/21	FEB/21 LEASE MAR/21 LEASE APR/21 LEASE MAY/21 LEASE	250 250 250 250		1000	
031655	2	2021-04-30	UR849	UCLUELET RENT-IT CENTER LTD	41245 41202 41256 41319	MAR/21 BOAT BASIN CARDBOARD CHAIN OIL HONDA AIR FILTER/LABOUR OIL, TWO-STROKE	412.65 45.88 110.13 24.53		593.19	
031656	2	2021-04-30	UB034	UKEE BIKES	938	BYLAW EBIKE SERVICE	68.77		68.77	

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
031657	2	2021-04-30	UI923	UKEE INFO TECH	12316	IT SUPPORT MAR/21	7391.64		7391.64	
031658	2	2021-04-30	US001	URBAN SYSTEMS LTD.	188070	1427.0018.01 TRAILHEAD SIGNAGE	4261.95		8005.73	
					187915	1427.0011.01 CEDAR RD PARKING	2028.6			
					185963	1427.0005.01 PENINSULA RD STREETSCAPE	1715.18			
031659	2	2021-04-30	WC345	WURTH CANADA LTD	24292465	HI-VIS VEST	61.67		1182.05	
					24287499	HI VIS VESTS/GRAFFITI REMOVER	305.91			
					24287748	PW MATERIALS	814.47			
031661	2	2021-04-30	WF001	WFR WHOLESALE FIRE & RESCUE LTD.	INV/2021/1146	UVFB TOOLS	794.31		794.31	



## STAFF REPORT TO COUNCIL

Council Meeting: MAY 11, 2021  
500 Matterson Drive, Ucluelet, BC V0R 3A0

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

**FILE NO:** 1700-02

**SUBJECT:** OUTDOOR BURNING BYLAW NO. 1288, 2021 (ADOPTION)

**REPORT NO:** 21-50

**ATTACHMENT(S):** APPENDIX A – BYLAW NO. 1288, 2021

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

1. **THAT** District of Ucluelet Outdoor Burning Bylaw No. 1288, 2021 be adopted.

### **PURPOSE:**

The purpose of this report is to bring back District of Ucluelet Outdoor Burning Bylaw No. 1288, 2021 (the “Bylaw”) for Council to consider adoption.

### **BACKGROUND:**

On April 27, Council gave the Bylaw first, second and third reading. No public hearing is required before Council adopts this kind of Bylaw; therefore, Council is now in a position to adopt the Bylaw.

If the Bylaw is adopted staff will begin to advertise new burning restrictions through the District’s communication channels and the Westerly News.

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

If adopted, some staff time will be required to communicate the new burning restrictions to the public.

### **FINANCIAL IMPACTS:**

Some costs will be incurred to advertise the new burning restrictions in the Westerly News.

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

Adopting this Bylaw would bring the District’s outdoor burning regulations into alignment with provincial regulations related to the size of campfires. The largest allowable fire would become 0.5 m wide by 0.5 m high.

Adoption of this Bylaw would prohibit land clearing and garden refuse fires as well as the use of sky lanterns. Beach fires would be required to be extinguished by 10:00 pm.

The Fire Chief would retain the authority to allow larger fires “For fire department training” or “The betterment of the community” (ie: the Halloween bonfire at Big Beach or Polar Bear swim fire).

**OPTIONS REVIEW:**

1. **THAT** District of Ucluelet Outdoor Burning Bylaw No. 1288, 2021 be adopted.  
**(Recommended)**
2. **THAT** Council provides alternative direction to Staff.

**Respectfully submitted:** Joseph Rotenberg, Manager of Corporate Services  
Rick Geddes, Fire Chief

## Appendix A

### DISTRICT OF UCLUELET

#### Bylaw No. 1288, 2021

##### A bylaw to Regulate Outdoor Burning

---

**WHEREAS** the District of Ucluelet Council deems it desirable and necessary to regulate outdoor burning within the District of Ucluelet;

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

#### **1. Definitions:**

1.1 In this Bylaw:

**“Accelerant”** means any substance which increases the rate of combustion of a fire, rapidly expands a fire, or rapidly starts a fire, including but not limited to gasoline, butane, alcohol, or commercial fire starter products.

**“Bylaw Enforcement Officer”**, for the purposes of this Bylaw means any of the following:

- a) Bylaw Enforcement Officer for the District of Ucluelet;
- b) Fire Chief for the District of Ucluelet;
- c) Chief Administrative Officer for the District of Ucluelet;
- d) Superintendent of Public Works for the District of Ucluelet; or
- e) An Officer of the Royal Canadian Mounted Police.

**“Campfire”** means a contained outdoor fire used for cooking, social enjoyment, or ceremonial purposes which does not exceed 0.5 (one half) metre high and 0.5 (one half) metre wide.

**“Fire Chief”** means the person appointed by the Chief Administrative Officer, as head of the fire department.

**“Garden Refuse”** means any garden materials, and includes grass clippings, leaves, branches pruned from trees, shrubs, and any similar garden material.

**“Municipality”** means the District of Ucluelet.

**“Noxious Material”** means tires, plastics, drywall, demolition waste, dimensional lumber, domestic waste, treated wood, construction waste, land clearing debris, paint, special waste, tar paper, lumber, railway ties, manure, rubber, asphalt, asphalt products, petroleum products or containers, biomedical waste, tar, shingles, batteries, and any other substance which produces heavy black smoke, noxious odours or toxic residue when burned.

**“Open Burning”** means the combustion of material with or without control of the

combustion air and without a stack or chimney to vent the emitted products of combustion to the atmosphere.

**“Portable Campfire Apparatus”** means a free-standing fireplace that burns liquid or gaseous fuel designed to provide ambiance and heat and is approved by Underwriters Laboratories of Canada (ULC) or the Canadian Standards Association (CSA). Such devices must only be operated on a non-combustible surface.

**“Sky Lantern”** means a small hot air balloon made of paper or a similar lightweight material that is powered by a candle.

## **2. Restrictions**

- 2.1. The Fire Chief may suspend, restrict, or cancel any or all Open Burning.
- 2.2. A person who lights, fuels, or makes use of a fire must extinguish it immediately when directed to do so by a Bylaw Enforcement Officer.

## **3. Campfires**

- 3.1 Campfires are permitted provided there are no Open Burning restrictions in place and all the following conditions are met:
  - a) Fires must be at least 3 (three) metres from any combustible materials;
  - b) A pail containing at least 8 (eight) litres of water, garden hose capable of reaching and extinguishing the fire, or a shovel capable of extinguishing the fire must always be near the fire;
  - c) A competent person 18 (eighteen) years of age or older must always attend the fire;
  - d) Campfires on municipal beaches must be located below the high tide mark;
  - e) Campfires on municipal beaches must be completely extinguished by 10:00 pm or at the direction of a Bylaw Enforcement Officer; and
  - f) Fires must be completely extinguished, and ashes must be cool to the touch prior to abandonment.

## **4. Prohibitions**

- 4.1 A fire which exceeds the size of a Campfire is prohibited.
- 4.2 The use of Accelerants is prohibited.
- 4.3 The burning of Noxious, explosive, corrosive, or toxic material is prohibited.
- 4.4 It is prohibited to allow a fire to extend from the point of origin. Such person(s) responsible may be liable for any and all damages caused by said fire and all costs for fire department response. Fire department charges will be based on the All-Found rate listed in the “Memorandum of Agreement for Inter-Agency Operational Procedures and Reimbursement Rates” for the Province of British Columbia which is

current at the time of the fire.

- 4.5 The use of Sky Lanterns is prohibited.
- 4.6 The burning of Garden Refuse is prohibited.

## **5. Exemptions**

- 5.1 Notwithstanding any of the above, Open Burning is allowed where authorized by the Fire Chief for the purposes of fire department training, or for the good of the Municipality.
- 5.2 A Portable Campfire Apparatus may be operated provided its use is in accordance with the manufacturer's specifications. Flame length must not exceed 15 (fifteen) centimeters.

## **6. Inspections**

- 6.1 A Bylaw Enforcement Officer may:
  - a) enter at all reasonable times, on any property that is subject to this Bylaw, to ascertain whether the regulations in this Bylaw, or the directions made under this Bylaw, are being observed;
  - b) inspect property or premises for conditions that may cause a fire or increase the danger of fire or increase the danger to persons;
  - c) make orders directing the property owner, occupiers, or owner's agent to bring the property, premises, or fire into compliance with this Bylaw; or
  - d) order a property owner, occupier, or owner's agent to extinguish any type of fire, at the Bylaw Enforcement Officer's discretion.
- 6.2 No person shall prevent or obstruct, or attempt to prevent or obstruct, a Bylaw Enforcement Officer who is enforcing the provisions of this Bylaw.

## **7. Ticketing**

- 7.1 A person commits an offence and is subject to the penalties imposed by this Bylaw, and the Offence Act, if that person:
  - a) contravenes, violates or fails to comply with any provision of this Bylaw or any order issued under this Bylaw;
  - b) suffers or permits any act or thing to be done in contravention or violation of any provision of this Bylaw or any order issued under this Bylaw; or
  - c) fails or neglects to do anything required to be done under this Bylaw or any order issued under this Bylaw.
- 7.2 Each day that a contravention of a provision of this Bylaw occurs or continues shall constitute a separate offence.
- 7.3 Fines and penalties for tickets issued for offences against this Bylaw shall be in

accordance with Schedule "A", attached hereto and forming part of this Bylaw.

**8. Severability**

8.1 If any provision of this Bylaw is determined by a court of competent jurisdiction to be unlawful or unenforceable, that provision shall be severed from this Bylaw and shall not affect the validity of any remaining provision of this Bylaw.

**9. Administrative Provisions**

9.1 This Bylaw may be cited as the "District of Ucluelet Outdoor Burning Bylaw No. 1288, 2021".

9.2 This bylaw hereby repeals the "District of Ucluelet Outdoor Burning Bylaw No. 978, 2005 and amendments thereto".

**READ A FIRST TIME** this 27<sup>th</sup> day of April, 2021.

**READ A SECOND TIME** this 27<sup>th</sup> day of April, 2021.

**READ A THIRD TIME** this 27<sup>th</sup> day of April, 2021.

**ADOPTED** this      day of      ,      .

**CERTIFIED A TRUE AND CORRECT COPY** of the "District of Ucluelet Outdoor Burning Bylaw No. 1288, 2021."

---

Mayco Noël  
Mayor

---

Joseph Rotenberg  
Corporate Officer

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

---

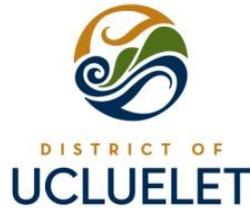
Joseph Rotenberg  
Corporate Officer

## Outdoor Burning Bylaw No. 1288, 2021

### Schedule "A" Fines and Penalties

Description of Offense	Section	Fine
Burning while restrictions are in place	3.1	\$250.00
Refusal to extinguish fire when directed to do so	2.2	\$250.00
Fire less than 3 metres from combustibles	3.1 (a)	\$100.00
Inadequate means of extinguishment at site of fire	3.1 (b)	\$100.00
No person 18 years of age or older in attendance at fire	3.1 (c)	\$100.00
Burning above the high tide line	3.1 (d)	\$100.00
Beach fire not extinguished by 10:00 pm or when directed to do so	3.1 (e)	\$100.00
Fire not completely extinguished	3.1 (f)	\$100.00
Fire which exceeds the allowable size	4.1	\$250.00
Use of an Accelerant	4.2	\$250.00
Burning Noxious, explosive, corrosive, or toxic material	4.3	\$250.00
Fire extension from the point of origin <b>Additional fire department charges may be applied</b>	4.4	\$250.00
Use of a Sky Lantern	4.5	\$250.00
Lighting a Garden Refuse Fire	4.6	\$250.00
Use of a non-compliant Portable Campfire Apparatus	5.2	\$100.00
Obstruction of a Bylaw Officer	6.2	\$250.00





## STAFF REPORT TO COUNCIL

Council Meeting: MAY 11, 2021  
500 Matterson Drive, Ucluelet, BC V0R 3A0

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

**FILE NO:** 3900-25 BYLAW 1294

**SUBJECT: FEES AND CHARGES AMENDMENT BYLAW**

**REPORT NO:** 21-65

**ATTACHMENT(S):** FEES AND CHARGES AMENDMENT BYLAW NO. 1294, 2021

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

1. **THAT** the District of Ucluelet Fees and Charges Amendment Bylaw No. 1294, 2021 be given first, second, and third reading.

### **PURPOSE:**

The purpose of this report is to request Council give first, second and third reading to the District of Ucluelet Fees and Charges Amendment Bylaw No. 1294, 2021.

### **BACKGROUND:**

Each year in accordance with Section 165 (3.1) of the *Community Charter*, Municipalities are required to adopt a Five-Year Financial Plan complete with objectives and policies regarding funding sources. The District adopted the District of Ucluelet 2021 – 2025 Financial Plan Bylaw No. 1289, 2021 on April 27, 2021, using the following objectives in relation to Sales of Services:

- a) The District will review fees and charges regularly to maximize recovery of the cost of service delivery;
- b) The District will actively pursue alternative revenue sources to help minimize property taxes;
- c) The District will consider market rates and charges levied by other public and private organizations for similar services in establishing rates, fees and charges;

The Five-Year Financial Plan requires amendments to several schedules to the District of Ucluelet Fees and Charges Bylaw No. 1186, 2016. Specifically:

- Schedule 'A' General and Administrative Fees – 2021; Essentially modernizing language and the addition of scanning and electronic services.
- Schedule 'E' Filming Fees – 2021; Fee revision and ensuring staff/equipment charges are consistent with other schedules within the bylaw.
- Schedule I Parks and Recreation Fees – 2021; A full review was completed by staff comparing sales revenue against expenses over the last few years, as well as looking at other Districts.
- Schedule 'L' Water Fees – 2021; Updated to include the 4.5% increase each year for 5 years to fund the Districts share of the Water Filtration Project. The increase in water rates will be effective Sept 1, 2021.

**FINANCIAL IMPACTS:**

These changes were built into the 2021 – 2025 Five-Year Financial Plan and become effective immediately, except for Water Fees, which is effective September 1, 2021. At this time, it is unknown the extent of the impact the COVID-19 pandemic will have on the District of Ucluelet. Sales of service revenues will be monitored regularly and form part of the quarterly financial reports to Council.

**POLICY OR LEGISLATIVE IMPACTS:**

A full review of the rates pertaining to Building Inspection, Planning and Development, and Business Licenses will occur later in 2021. This will allow for a comprehensive report and fulsome discussion and participation with Council.

The recommended bylaw amendment repeals “Schedule J – Harbours” of District of Ucluelet Fees and Charges Bylaw No 1186, 2016 because harbour related fees are set out in the District of Ucluelet Harbour Regulation Bylaw No. 1276, 2020 and Council has directed staff to review fees related to a six-month moorage option.

**OPTIONS REVIEW:**

- 1 **THAT** District of Ucluelet Fees and Charges Bylaw No. 1294, 2021 be given first, second, and third reading. **(Recommended)**
2. **THAT** Council provides alternate direction to staff.

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

## Appendix A

### DISTRICT OF UCLUELET

#### Bylaw No. 1294, 2021

A bylaw to amend District of Ucluelet Fees and Charges Bylaw No. 1186, 2016

**WHEREAS** the Council of the District of Ucluelet wishes to amend “District of District of Ucluelet Fees and Charges Bylaw No. 1186, 2016” under the provisions of the *Community Charter*.

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

#### **Citation**

1. This bylaw may be known and cited for all purposes as the “District of Ucluelet Fees and Charges Amendment Bylaw No. 1294, 2021”.

#### **Application**

2. Where there is a discrepancy between this Bylaw and any or all amendment bylaws enacted prior to this bylaw and affecting the District of Ucluelet Fees and Charges Bylaw No. 1186, 2016, then this Bylaw shall be deemed to supersede the prior bylaw(s) in the matter of the discrepancy.

#### **Amendments**

3. District of Ucluelet Fees and Charges Bylaw No. 1186, 2016 is hereby amended by:
  - a. Deleting “Schedule ‘A’ General and Administrative” in its entirety and replacing it with “Schedule ‘A’ General Administrative Fees – 2021” as attached to and forming part of this Bylaw.
  - b. Deleting “Schedule ‘E’ Filming Fees” in its entirety and replacing it with “Schedule ‘E’ Filming Fees – 2021” as attached to and forming part of this Bylaw.
  - c. Deleting “Schedule ‘I’ Parks & Recreation” in its entirety and replacing it with “Schedule ‘I’ Parks & Recreation – 2021” as attached to and forming part of this Bylaw.
  - d. Deleting “Schedule ‘J’ Harbours” in its entirety.
  - e. Deleting “Schedule ‘L’ Water” in its entirety and replacing it with “Schedule ‘L’ Water – 2021” as attached to and forming part of this Bylaw.

#### **Severability**

4. If any section, subsection, sentence, clause or phrase of this Bylaw is for any reason held to be invalid by a decision of any court of competent jurisdiction, the invalid portion shall be severed and the part that is invalid shall not affect the validity of the remainder.

**READ A FIRST TIME** this    day of    , 2021.

**READ A SECOND TIME** this    day of    , 2021.

**READ A THIRD TIME** this    day of    , 2021.

**ADOPTED** this    day of    , 2021.

**CERTIFIED CORRECT;** "District of Ucluelet Fees and Charges Amendment Bylaw No. 1294, 2021".

\_\_\_\_\_  
Mayco Noël  
Mayor

\_\_\_\_\_  
Joseph Rotenberg  
Corporate Officer

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

\_\_\_\_\_  
Joseph Rotenberg  
Corporate Officer

## Schedule 'A' General and Administrative Fees - 2021

<b><i>Financial Services</i></b>	
N.S.F. Charges	\$35.00
N.S.F. Charges - US Funds Cheques	Current Bank Charge
Financial Notice reprints - Invoices, & Utility Notices	\$5.00
Certificates of Outstanding taxes (to other than the owner)	\$40.00
Copy of Tax notice	\$40.00
BC online Searches	\$40.00
<b><i>Miscellaneous Services</i></b>	
Ucluelet Logo Pins	Free
Ucluelet Logo Key Chains - each	Free
<b><i>Photocopying/Printing/Electronic Copies</i></b>	
8 1/2 x 11	\$0.50/page
8 1/2 x 14	\$0.50/page
11 x 17	\$0.75/page
8 1/2 x 11 Colour	\$1.00/page
8 1/2 x 14 Colour	\$1.00/page
11 x 17 Colour	\$1.50/page
Official Community Plan Bylaw (Includes copy of map)	\$50.00
Subdivision Bylaw	\$60.00
Zoning Bylaw	\$50.00
Zoning Map (Large, Colour)	\$50.00
Aerial Maps	\$70.00
Scanned electronic copy of paper record	\$0.25/page
Faxing (to send a fax)	\$4.00 (first Page)
	\$1.00 (each additional page)
Faxing (to receive a fax)	\$2.00 (first page)
	\$0.50 (each additional page)
<b><i>Document Retrieval and Shipping</i></b>	
Routine Releasable Information Searches and Production of Information that involves staff time in excess of 15 minutes	\$10.00 per subsequent 15 minutes of Staff time or portion thereof
Postage and Shipping - per available shipping method	Actual cost of shipping plus 20%

\* All fees are subject to applicable taxes

## Schedule 'E' Filming Fees - 2021

<b><i>Filming Fees Schedule</i></b>	
Film Application Fee	\$150.00
Daily Use Fee per location	\$250.00
<b><i>Staff time, if provided</i></b>	
General Services	\$65.00/hour
Fire Crew	\$65.00/hour
<b><i>Equipment</i></b>	
Fire Tanker Truck	\$100.00/hour
Rescue Vehicle	\$100.00/hour
Service Vehicle	\$50.00/hour
Clean-up/Damage Deposit	\$500.00

\* All fees are subject to applicable taxes

## Schedule 'T' Parks & Recreation - 2021

	Commercial fee	Non-commercial Non-Profit Fee
<b><i>Council Chambers</i></b>		
Day rate	\$500.00	\$400.00
<b><i>Community Room</i></b>		
Per hour	\$45.00	\$35.00
Half day (4 hours)	\$85.00	\$60.00
Gull day (8 hours)	\$150.00	\$100.00
<b><i>Activity Room 1</i></b>		
Per hour	\$40.00	\$25.00
Half day (4 hours)	\$65.00	\$45.00
Full day (8 hours)	\$120.00	\$75.00
<b><i>Activity Room 2</i></b>		
Per hour	\$40.00	\$25.00
Half day (4 hours)	\$65.00	\$45.00
Full day (8 hours)	\$120.00	\$75.00
<b><i>Activity Room 1 &amp; 2</i></b>		
Per hour	\$50.00	\$35.00
Half day (4 hours)	\$95.00	\$75.00
Full day (8 hours)	\$180.00	\$135.00
Event/Dance *	\$250.00	\$185.00
<i>*Damage Deposit</i>	\$150.00	\$150.00
Child's Birthday Party (3-4 hrs)	\$50.00	\$50.00
Wedding*	\$550.00	\$500.00
Event*	\$350.00	\$250.00
Kitchen (booked with Activity Rooms)	\$150.00	\$150.00
Funeral	\$200.00	\$200.00
<i>*Damage Deposit</i>	\$150.00	\$150.00
<b><i>Fitness Studio</i></b>		
Per hour	\$45.00	\$30.00
Half day (4 hours)	\$75.00	\$55.00
Full day (8 hours)	\$135.00	\$80.00

## Schedule 'T' Parks & Recreation – 2021, continued

<b>Main Hall</b>		
Per hour	\$100.00	\$60.00
Half day (4 hours)	\$250.00	\$220.00
Full day (8 hours)	\$425.00	\$375.00
Child's Birthday Party (3-4 hrs)	\$80.00	\$65.00
Wedding Reception **	\$1,275.00	\$1,275.00
Event*	\$525.00	\$425.00
Funeral	\$300.00	\$300.00
**Damage deposit	\$500.00	\$500.00
*Damage deposit	\$350.00	\$350.00
Per hour	\$100.00	\$60.00
<b>Kitchen</b>		
Per hour	\$75.00	\$50.00
Half day (4 hours)	\$100.00	\$80.00
Full day (8 hours)	\$150.00	\$105.00
<b>Seaplane Base Rec Hall - 160 Seaplane Base Rd.</b>		
Per hour	\$35.00	\$25.00
Half day (4 hours)	\$80.00	\$75.00
Full day (8 hours)	\$160.00	\$130.00
Child's Birthday party	\$50.00	\$50.00
Event * (subject to approval)	\$180.00	\$150.00
*Damage deposit	\$150.00	\$150.00
<b>UAC Hall – 1510 Peninsula Rd.</b>		
Per hour	\$50.00	\$35.00
Half day (4 hours)	\$95.00	\$75.00
Full day (8 hours)	\$180.00	\$135.00
Child's Birthday party (3 - 4 hrs)	\$50.00	\$50.00
Event *	\$230.00	\$180.00
*Damage Deposit	\$150.00	\$150.00

## Schedule 'I' Parks & Recreation - 2021, continued

<b><i>Equipment - Other Fees and Charges</i></b>		
Coffee Service (per service up to 20 people)	\$35.00	\$35.00
• additional 10 people	\$15.00	\$15.00
Table Cloth Rental Charge	\$10.00	\$10.00
Tent (10' x 10') **	\$25.00	\$25.00
Projector Rental	\$35.00	\$35.00
Microphone (for PA system)	\$25.00	\$25.00
Lapel Mic (for PA system)	\$35.00	\$35.00
BBQ - onsite only **	\$100.00	\$100.00
Beverage Dispenser	\$15.00	\$15.00
Table *	\$10.00	\$10.00
Chair - portable *	\$2.00	\$2.00
* <i>Damage Deposit</i> - Tables and Chairs (per Item)	\$10.00	\$10.00
** <i>Damage Deposit</i> - Tent & Barbeque	\$50.00	\$50.00
Fitness Equipment	\$5.00	\$5.00
Cleaning Fee - Event	\$125.00	\$125.00
Cleaning Fee - Activity Room (Per hour)	\$65.00	\$65.00
Staff call out to event or wedding (Per hour)	\$98.00	\$98.00
<b><i>Field Fees</i></b>		
Events	\$500.00	\$ 500.00
Damage Deposit	\$150.00	\$ 150.00
Tournaments Per day	\$100.00	\$ 100.00
Damage deposit for activity with a liquor License	\$250.00	\$ 250.00
<b><i>Beach Weddings</i></b>		
Ucluelet Beaches, Parks and Trail locations	\$50.00	\$50.00
<b><i>Advertising</i></b>		
1/6 page advertisement in Supplement	\$50.00	\$50.00

\* All fees are subject to applicable taxes

## Schedule 'L' Water – 2021

### Fixed Water Rates - per Trimester

Effective	Sept 1/21	Jan 1/22	Jan 1/23	Jan 1/24	Jan 1/25
Dwelling Unit, per unit (single family, duplex unit, apartment, suites, Guesthouses, etc.)	\$104.50	\$109.20	\$114.12	\$119.25	\$124.62
Mobile Home Park - per pad	\$104.50	\$109.20	\$114.12	\$119.25	\$124.62
Schools	\$104.50	\$109.20	\$114.12	\$119.25	\$124.62
• plus, per classroom	\$104.50	\$109.20	\$114.12	\$119.25	\$124.62
Bed & Breakfast, Boarding, Lodging & Rooming Houses	\$104.50	\$109.20	\$114.12	\$119.25	\$124.62
• plus, per room	\$52.25	\$54.60	\$57.06	\$59.63	\$62.31
Hotels & Motels	\$200.64	\$209.67	\$219.10	\$228.96	\$239.27
• plus, per room for let	\$52.25	\$54.60	\$57.06	\$59.63	\$62.31
• plus, pool charge	\$112.86	\$117.94	\$123.25	\$128.79	\$134.59
Restaurants, Cafes, Dining Room, Lounges, Beer Parlours, Pubs					
• up to 60 seats	\$685.52	\$716.37	\$748.60	\$782.29	\$817.50
• over 60 seats	\$819.28	\$856.15	\$894.67	\$934.93	\$977.01
Churches	\$200.64	\$209.67	\$219.10	\$228.96	\$239.27
Clubs	\$351.12	\$366.92	\$383.43	\$400.69	\$418.72
Home Occupations – Hairdressers, Salon/Spa/Beauty Services, Health Services, Daycares, Catering/Food and/or Food, Preparation Services, and other like classifications	\$104.50	\$109.20	\$114.12	\$119.25	\$124.62
• plus flat rate	\$33.44	\$34.94	\$36.52	\$38.16	\$39.88
Retail Establishments, Banks, Offices & Others not classified herein	\$234.08	\$244.61	\$255.62	\$267.12	\$279.14
• plus, per square foot gross area	\$0.0368	\$0.04	\$0.04	\$0.04	\$0.04
Garage & Service Stations	\$267.52	\$279.56	\$292.14	\$305.28	\$319.02
Laundromats	\$234.08	\$244.61	\$255.62	\$267.12	\$279.14
• plus, per washing machine	\$33.44	\$34.94	\$36.52	\$38.16	\$39.88

## Schedule 'L' Water – 2021, continued

### ***Metered Water Rates***

Water Volume Allotment 20 Cu. M per month

<b>Effective</b>	<b>Sept 1/21</b>	<b>Jan 1/22</b>	<b>Jan 1/23</b>	<b>Jan 1/24</b>	<b>Jan 1/25</b>
Minimum monthly rate for all meters	\$18.03	\$18.84	\$19.69	\$20.57	\$21.50
When monthly allotment is exceeded, additional charges per cubic meter will be	\$0.89	\$0.93	\$0.97	\$1.01	\$1.06
Monthly rate for fire lines, per month (Plus water meter charges/day)	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
Rates for outside municipal boundaries, the above minimum monthly rates are multiplied by 1.4					

### ***Fees for Use of District's Hydrant for Water Supply***

Fee for the initial application for a permit to use a District hydrant	\$75.00
For further extension of the initial permit period	\$25.00
For Water usage from hydrant (Plus water meter charges/day)	\$10.00

### ***Turning Off and Turning On of Services***

Permanent turn off (Disconnection) (at water main) (Actual cost including all costs of pavement and sidewalk cut & repairs)	100% of actual cost
Temporary turn off (Disconnection) (at property line) (Actual cost including all costs of pavement and sidewalk cut & repairs)	100% of actual cost

### **Temporary turn off / on**

• during regular District working hours	\$30.00 / \$30.00
• outside regular District working hours	\$75.00 / \$75.00

## Schedule 'L' Water – 2021, continued

### ***Testing of Water Meters***

For 16mm and 19mm (3/4") meter	\$110.00
For 25mm (1") meter	\$110.00
For 38 (1 1/2") meter	\$110.00
For 50 mm (2") meter	\$410.00
For 75 mm (3") meter	\$600.00
For 100 mm (4") meter	\$600.00
For 150 mm (6") meter	\$600.00
For meters over 150mm (6")	\$600.00

### ***Removal of Water Meter***

For 19mm water meter	100% of actual cost
For meter larger than 19mm (Actual cost incl. all costs of pavement and sidewalk cut & repairs)	100% of actual cost
Non-Emergency Service Call, after hours	\$200.00

### ***Water Service Connections***

The following fees shall be charged for all water service connections and shall be payable in advance and prior to connection:

#### Water tie-in

Installation of water line new connections 19mm (3/4") - 50mm (2") <ul style="list-style-type: none"> <li>plus cost of meter, pavement and sidewalk cut repairs</li> </ul>	\$3,500.00
Over 50mm (2") <ul style="list-style-type: none"> <li>plus cost of meter, pavement and sidewalk cut repairs</li> </ul>	\$4,000.00

### ***Chargeable to 3rd party repairs***

Water system repairs	100% of actual cost plus 20% Administration fee
----------------------	--

Except where specified, all rates apply whether occupied or not, whether operating or not.

\* All fees are subject to applicable taxes