



## REGULAR MEETING OF COUNCIL

George Fraser Community Room, Ucluelet Community Centre,  
500 Matterson Drive, Ucluelet, and  
Electronically via Zoom ([Ucluelet.ca/CouncilMeetings](https://ucluelet.ca/CouncilMeetings))  
**Monday, October 21, 2024 @ 4:00 PM**

### AGENDA

Page

1. CALL TO ORDER
  - 1.1. ACKNOWLEDGEMENT OF THE YUULU?I?ATH  
Council would like to acknowledge the Yuulu?i?ath, on whose traditional territories the District of Ucluelet operates.
  - 1.2. NOTICE OF VIDEO RECORDING  
Audience members and delegates are advised that this proceeding is being video recorded and broadcast on YouTube and Zoom, which may store data on foreign servers.
2. LATE ITEMS
3. APPROVAL OF THE AGENDA
4. UNFINISHED BUSINESS
5. BYLAWS
  - 5.1. OCP and Zoning Amendment for Hyphocus Island - Lot 543 5 - 374  
*Anneliese Neweduk, Planner and Bruce Greig, Director of Community Planning*  
[RTC - OCP and Zoning Amendment for Hyphocus Island - Lot 543](#)  
[Appendix A - Correspondence from Yuulu?i?ath Government Oct. 17, 2024](#)  
[Appendix B - Internal Review Comments](#)  
[Appendix C - Application Materials to September 27, 2024](#)  
[Appendix D - Application Appendices](#)  
[Appendix E - OCP Amendment Bylaw No. 1360, 2024](#)  
[Appendix F - Zoning Amendment Bylaw No. 1361, 2024](#)  
[Appendix G - Housing Agreement Bylaw No. 1362, 2024](#)  
[Appendix H - OCP Amendment Bylaw No. 1351, 2024](#)  
[Appendix I - Zoning Amendment Bylaw No. 1352, 2024](#)
  - 5.2. Permissive Tax Exemption Bylaw 375 - 378  
*Jeffrey Cadman, Director of Finance*  
[RTC - Permissive Tax Exemption Bylaw](#)  
[Appendix A - Permissive Tax Exemption Bylaw No. 1358, 2024](#)

5.3.	Delegation of Authority Bylaw and Consequential Updates to the Procurement and Disposal Policy <i>Joseph Rotenberg, Manager of Corporate Services</i> <a href="#">RTC - Delegation of Authority Bylaw and Consequential Updates to the Procurement and Disposal Policy</a> <a href="#">Appendix A - District of Ucluelet Delegation of Authority Bylaw No. 1338, 2024</a> <a href="#">Appendix B - Summary of Bylaw No. 1338, 2024</a> <a href="#">Appendix C - Redlined Version of Updated Procurement and Disposal Policy</a>	379 - 414
6.	REPORTS	
6.1.	Municipal Visitor Parking Program <i>Duane Lawrence, Chief Administrative Officer</i> <a href="#">RTC - Municipal Visitor Parking Program</a> <a href="#">Appendix A - HotSpot Service Overview</a>	415 - 454
7.	NOTICE OF MOTION	
8.	CORRESPONDENCE	
8.1.	Q&A to September 24th Regular Council Meeting for 221 Minato Rd <i>Juliette Green, Strategic Impact Director, ERIF Sustainable Solutions</i> <a href="#">2024-10-04 Council Q&amp;A for 221 Minato Rd</a>	455 - 464
8.2.	Correspondence Related to ERIF 221 Minato Rd. Proposed Development <i>Giovanni Corlazzoli, Resident</i> <a href="#">2024-10-04 Minato Road Project</a>	465 - 466
8.3.	Correspondence Related to Sea Lions on 52 Steps <a href="#">Correspondence Related to Sea Lions on 52 Steps</a>	467 - 469
9.	INFORMATION ITEMS	
9.1.	RCMP Monthly Policing Report September 2024 <i>Marc Jones, Sergeant, Ucluelet RCMP Detachment</i> <a href="#">RCMP Leadership Report September 2024</a>	471 - 476
9.2.	Follow Up to Meeting with Ministry of Housing Representatives at the 2024 UBCM Convention <i>Teri Collins, Deputy Minister, Ministry of Housing</i> <a href="#">Follow Up to Meeting with Ministry of Housing at UBCM 2024</a>	477 - 478
10.	MAYOR'S ANNOUNCEMENTS AND COUNCIL COMMITTEE REPORTS	
10.1.	Councillor Shawn Anderson <i>Deputy Mayor, April 1 - June 30, 2024</i>	
10.2.	Councillor Jennifer Hoar <i>Deputy Mayor, January 1 - March 31, 2024</i>	
10.3.	Councillor Ian Kennington <i>Deputy Mayor, July 1 - September 30, 2024</i>	



10.4. Councillor Mark Maffei  
*Deputy Mayor, October 1 - December 31, 2024*

10.5. Mayor Marilyn McEwen

11. QUESTION PERIOD

12. CLOSED SESSION

12.1. Procedural Motion to Move In-Camera

**THAT** the October 21, 2024 Regular Council Meeting be closed to the public pursuant to the following section of the Community Charter:

- 90(1)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.

13. ADJOURNMENT

Cancelled



---

**FROM:** ANNELIESE NEWEDUK, PLANNER  
BRUCE GREIG, DIRECTOR OF COMMUNITY PLANNING

**FILE NO:** 3360-20 RZ24-03

**SUBJECT:** OCP AND ZONING AMENDMENT FOR HYPHOCUS ISLAND - LOT 543

**REPORT NO:** 24-105

**ATTACHMENT(S):** APPENDIX A – CORRESPONDENCE FROM YUULU?I?ATH? GOVERNMENT OCT. 17, 2024  
APPENDIX B – INTERNAL REVIEW COMMENTS  
APPENDIX C – APPLICATION MATERIALS TO SEPTEMBER 27, 2024  
APPENDIX D – APPLICATION APPENDICES  
APPENDIX E – OCP AMENDMENT BYLAW NO. 1360, 2024  
APPENDIX F – ZONING AMENDMENT BYLAW NO. 1361, 2024  
APPENDIX G – HOUSING AGREEMENT BYLAW NO. 1362, 2024  
APPENDIX H – OCP AMENDMENT BYLAW NO. 1351, 2024  
APPENDIX I – ZONING AMENDMENT BYLAW NO. 1352, 2024

---

**RECOMMENDATION(S):**

1. **THAT** Council introduce and give first reading to *District of Ucluelet Official Community Plan Amendment Bylaw No. 1360, 2024*.
2. **THAT** Council introduce and give first reading to *District of Ucluelet Zoning Amendment Bylaw No. 1361, 2024*.
3. **THAT** Council introduce and give first reading to *Ucluelet Housing Agreement Bylaw No. 1362, 2024*.
4. **THAT** Council direct staff to refer *District of Ucluelet Official Community Plan Amendment Bylaw No. 1360, 2024*, to the Yuulu?i?ath? Government and the School District 70 Board of Education for a period of 30 days for comment.
5. **THAT** Council direct staff to advise all owners of land within 250m of the lands subject to the amendments in Bylaw Nos. 1360 and 1361 of the proposed changes, and provide 30 days to receive written comments before bringing the bylaws back for consideration for second reading.
6. **THAT** Council indicate to the applicant and the public that adoption of *Bylaw No. 1360, 2024*, and *Bylaw No. 1361, 2024*, 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 commitments the applicant have stated are satisfied as the property is subdivided and developed:

- a. Entering into a housing agreement for the long-term rental of the proposed 48 apartment units under common ownership;
  - b. Building permits for the 44 single-family dwellings on the R-6 lots would only be issued for construction that includes a secondary suite on each property;
  - c. Green space restrictive covenants will be registered on the R-1 lots to define building envelopes that would create a minimum 30m marine setback buffer from the natural boundary of the sea, avoid encroaching into steep slopes or environmentally sensitive areas, and protect trees and their critical root zones identified on the environmental baseline assessment report as wildlife, veteran, and upper canopy trees;
  - d. Fully funding and construction activity nodes within the central park areas, including playgrounds, picnic and BBQ areas, seating, trails, and flexible lawn areas - with details to be provided at the development permit stage; and,
  - e. Provide an option to purchase the PI designated parcel northeast of the wastewater treatment facility to the District of Ucluelet for a nominal fee, for future infrastructure use.
7. **THAT** Council indicate to the applicant that second reading and referral to Public Hearing for *Bylaw No. 1360, 2024*, and *Bylaw No. 1361, 2024*, is conditional on the following items:
- a. Clarification of the commitment to “financing the majority of the Helen Road improvements for vehicle and pedestrian safety” and additional costs for road upgrades from Hyphocus Island to the intersection of Peninsula and Marine Drive as recommended in the preliminary transportation study and plans;
  - b. Clarification of the commitment to funding wastewater treatment upgrades to improve odours; and,
  - c. Clarification of construction or contribution to trail construction costs, within the proposed new areas of park dedication.

**PURPOSE:**

To bring to Council the comprehensive development application for Hyphocus Island Lot 543. This report focuses on the bylaw amendments and the decision points for Council to consider.

\*\*\* Please also read the full staff review comments in **Appendix B**, for discussion of environmental impact, access, traffic, housing mix and affordability, etc. \*\*\*

Staff are recommending the above motions to move the Official Community Plan (OCP) amendment, zoning amendment, and housing agreement bylaws forward (see **Appendices E, F**

and G). Please note the bylaws 1361 and 1362 are slight variations on the amendments proposed by the applicant. Versions of the OCP and zoning bylaw amendments matching the applicants' request have also been drafted (see alternative Bylaw Nos. 1351 and 1352 attached in **Appendices H and I**). An analysis of these options is included below.

**BACKGROUND:**

In April 2024 Ekistics Town Planning Inc (“**Ekistics**”) submitted an application on behalf of Maywind Development Corporation (“**Maywind**”) to develop a 33.92 acre lot on Huumaniš (Hyphocus Island) known as District Lot 543, Clayoquot Land District, except Plan VIP19677, Native Island, and except part shown outlined in red on PL VIP41770 & VIP76238, PID: 000-828-891 (the “**subject property**”; see **Figure 1**).

Hyphocus Island sits on the southeast tip of the Ucluth Peninsula at the end of Helen Road. A causeway built in 1967 connects Hyphocus Island to the rest of town. Helen Road continues through the subject property on the Island, where there is currently no development other than the municipal wastewater treatment lagoons located on a portion of the southern half of the Island.



Figure 1. The Subject Property

## THE PROPOSAL:

Ekistics first presented a proposal for a 350-unit housing development to the community at an open house in January 2024. The original proposal included a range of dwelling types and tenures with apartments, townhomes, duplexes, single-family homes, and some commercial and tourist accommodations. Feedback on density, proximity to the sewage lagoons, traffic, and preservation of the natural environment led Ekistics to amend their proposal. The completion of environmental and archaeological analyses further shaped the plans. They presented a revised proposal to the community and Council in July of 2024 through a second open house and a delegation to Council. Ekistics also reached out to the Yuułuꞑitꞑath Government and presented the initial and revised plans at two community meetings in Hitacu (see letter in **Appendix A**). The current proposal (see **Figure 2**, below) is for:

- 25 large lots around the perimeter zoned R-1H Single Family Residential Housing,
- 44 compact lots on the central hilltop zoned R-6 Infill Single Family Residential that would all be constructed with a secondary suite, (total = 88 units),
- 48 rental apartment units in a series of four buildings on a parcel zoned R-3 High Density Residential,
- Areas zoned P-1 Public Institutional that will be dedicated parkland and remain as protected forest and foreshore areas,
- Other areas zoned P-1 Public Institutional that will be dedicated parkland and constructed into activity nodes, with playgrounds, picnic and barbeque areas, seating, trails, and lawn areas, and
- Expansion of infrastructure to service the new lots, internal roads, and pathways.



Figure 2. Conceptual Illustration of proposed development

Key points from the application include:

- The site design places the majority of the development within areas of lower environmental value (areas previously logged in the '70s) and includes measures to maintain the integrity of the forest and marine shoreline ecosystems and wildlife corridors.
- The proposed development would create a mix of market sales and rental housing. The rental housing in particular would be a positive contribution to the housing supply in the community, meeting a high need identified in the housing needs assessment.
- The traffic analysis by Watt Consulting confirms peak hour additional traffic at buildout would add 1 to 2 additional cars per minute on Helen Road, and that the level of new peak hour traffic volume can be accommodated by the Helen Road access with one lane in either direction.
- The applicant has analysed and confirmed the feasibility of widening Helen Road and adding safe pedestrian facilities that connect all the way to Peninsula Road, and proposes funding the majority of those off-site works.

See **Appendix B** for greater detail.

Ekistics has applied for an OCP Bylaw amendment and Zoning Bylaw amendment based on the design shown in their comprehensive development proposal. It is important to note that the proposed zoning amendment boundary includes the northern half of the subject property and areas outside of this boundary would maintain its Rural Residential (**RU**) zoning. The requested OCP amendment boundary includes the entire subject property except for the southwestern corner, which would maintain its current Parks and Open Space (**P**) and Institutional (**PI**) designations (See page 25 in **Appendix C** for proposed boundaries of the bylaw changes). In short, the OCP proposal includes some areas beyond the immediate housing development that would receive new OCP long-range land use designation but the rezoning of those areas would be left for a future application.

#### **OFFICIAL COMMUNITY PLAN PROPOSED LONG RANGE LAND USE PLAN AMENDMENTS:**

The current Long-Range Land Use designations (OCP Schedule 'A') are Single Family Residential (**SF**), Parks & Open Space (**P**), Institution (**PI**), and Industrial (**IN**). The proposed changes in land use distribution and designation would:

- re-distribute the Single-Family Residential (**SF**) designation,
- introduce a Multi-Family Residential (**MF**) parcel,
- re-distribute the Parks & Open Spaces (**P**) designation,
- remove the Industrial (**IN**) designation,



- reduce the size of the Institutional (PI) designation,
- introduce two parcels of Tourist Commercial (TC) designation, and
- Retain the existing designations beyond the application boundary: Parks (P) and Institutional (PI; See Figure 3).

### CURRENT OCP DESIGNATION



### PROPOSED OCP DESIGNATION

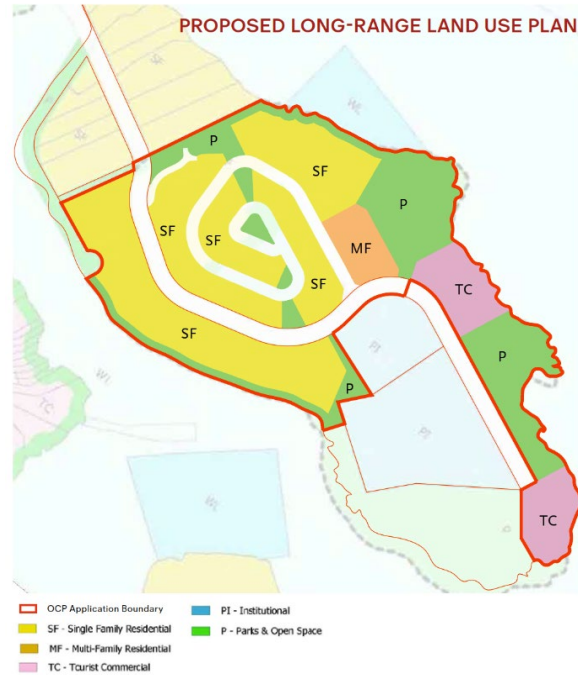


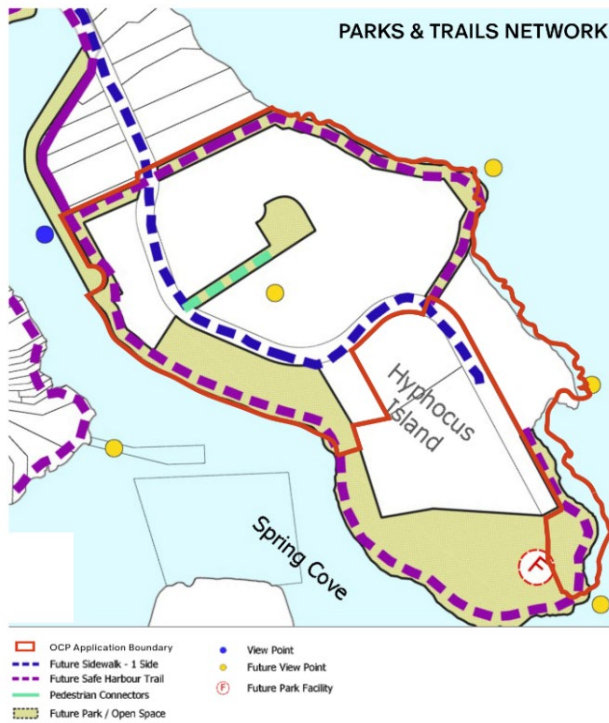
Figure 3. Current and requested OCP long range land use designations

### OFFICIAL COMMUNITY PLAN PROPOSED PARKS AND TRAILS NETWORK AMENDMENTS:

In addition, the OCP amendment bylaw would update the Parks and Trails Map (Schedule 'C'). The changes include:

- Re-routing the future extension of the Safe Harbour trail to account for sensitive environmental findings, and
- Re-routing the proposed pathway extensions that weave throughout the subject property to match the proposed subdivision design (See Figure 4).

## CURRENT OCP DESIGNATION



## PROPOSED OCP DESIGNATION

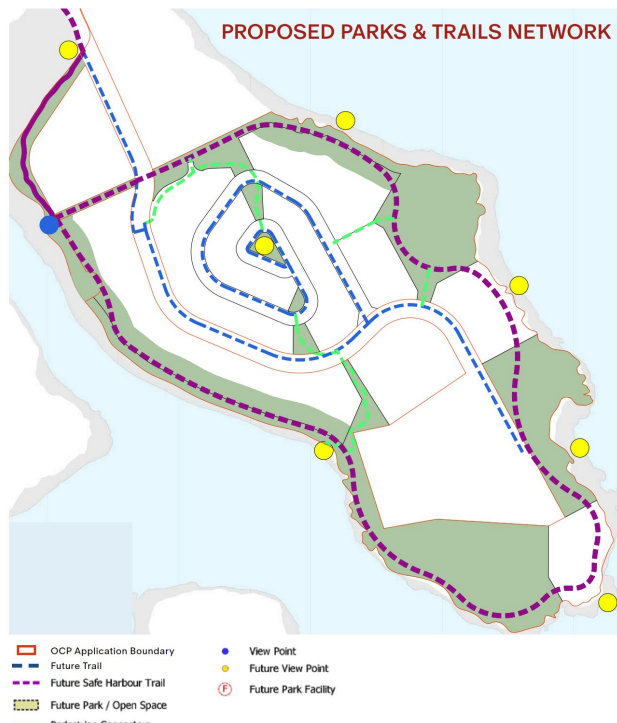


Figure 4. Current and requested OCP Parks and Trails Network

### OFFICIAL COMMUNITY PLAN PROPOSED TEXT AMENDMENTS:

Two OCP policies speak directly to future comprehensive development considerations on Hyphocus Island: Policy [3.155](#) and Policy [3.174](#). These policies recommend:

- A clustered residential development design,
- Significant tree retention and public space,
- Designating the high ground as an area for emergency preparedness,
- Limited private marina and tourist commercial/resort development, and
- Consideration of light industrial uses adjacent to the sewage plant if suitable.

These policies inform the design of any proposed comprehensive development on Hyphocus Island and would be updated as part of the current OCP amendment to reflect the more detailed information and direction contained in the proposal that has now been received.

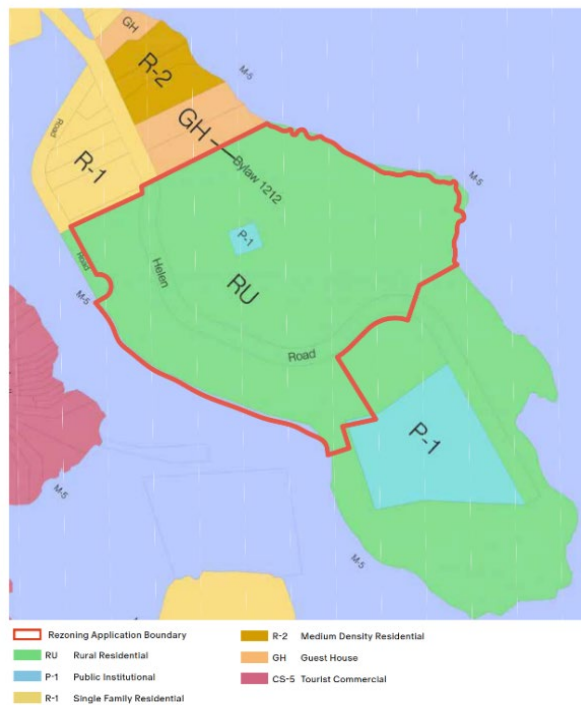
### PROPOSED ZONING:

There are thirteen properties that border Helen Road immediately south of the causeway onto Hyphocus Island. They are zoned Single Family Residential (**R-1**), a limited version of Medium Density Residential (**R-2**), or Guest House (**GH**). Just past these, the subject property is currently zoned Rural Residential (**RU**), which is intended for larger parcels with minimal development. The

current maximum density for the subject property is 2 single family dwellings (SFD). As per OCP Policy [3.155](#), it is expected that the subject property's zoning will change as part of a comprehensive development proposal. The proposed zoning would include:

- **R-1H Single Family Residential Housing:** 25 perimeter market lots. This version of the R-1 zone does not include *Bed & Breakfast (BnB)* as a secondary use. The applicant has requested to reduce setbacks due to topographical constraints,
- **R-6 Infill Single Family Residential:** 44 compact market lots that would all be constructed with a secondary suite, (total = 88 units). The requested zoning would allow both a *Secondary Suite (SS)* and an *Accessory Dwelling Unit (ADU)*. The addition of an ADU would likely be feasible on some of the larger lots, as is illustrated on the proposed site plan. The zoning amendment also includes an increase to the maximum lot size and an increase to the Floor Area Ratio (FAR) for those lots with both a suite and an ADU (noting that the R-6 zone was created for the "Lot 16" development which allows for a suite or an ADU, not both, on smaller lots).
- **R-3 High Density Residential:** 48 rental apartments in a cluster of four buildings intended for long term rental housing. The zoning amendment includes an increase in density and decreased setbacks.
- **P-1 Public Institutional:** Park areas that will remain as protected forests and foreshores, and areas that will be constructed into activity nodes and trails (See **Figure 5**).

### CURRENT ZONING



### PROPOSED ZONING

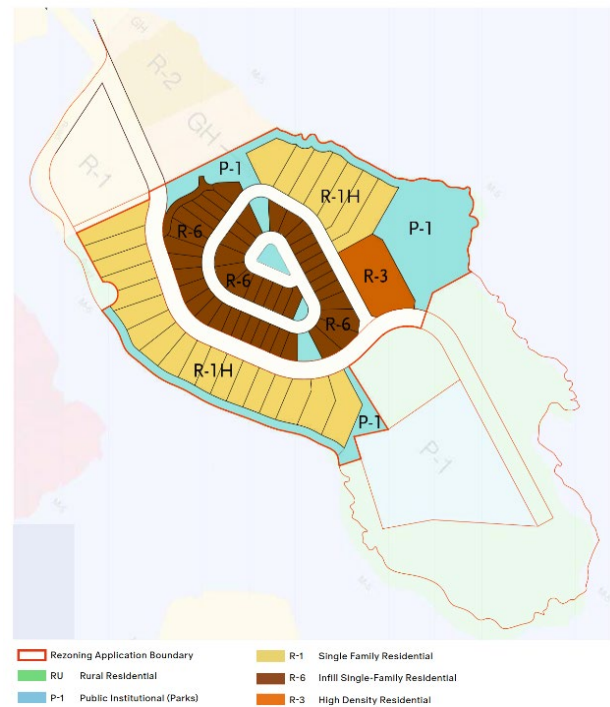


Figure 5. Current and Proposed Zoning. The Red Line is the Re-zoning Application Boundary

- **RU Rural:** The zoning of the remainder of the subject property, outside of the rezoning application boundary, would remain as Rural. While this area is excluded from the applicants' rezoning amendment boundary, the zoning amendment would need to reduce the minimum lot size for this site within the RU zone to enable the subdivision.

#### DISCUSSION:

The subject area is designated as a comprehensive development area. These are larger lots, where master planning for future OCP amendments, rezoning, and subdivision is anticipated. The OCP land use designations shown in comprehensive development areas indicate the general pattern of expected land uses, but final location and density are subject to detailed analyses of these sites. Ekistics has undertaken preliminary environmental, geotechnical, cultural, infrastructure, and servicing studies to guide the design of the proposal and understand the feasibility of development (See **Appendices C and D**). As noted above, staff analysis of the various elements in the proposal is attached as **Appendix B**.

The application package provides a complete picture of the subject lands and a comprehensive approach to planning the development of the site. As discussed below, staff recommend that minor adjustments would improve the plan but overall the application aligns well with the direction set by the Ucluelet OCP. The proposed development would contribute significantly to the housing stock – and particularly to the rental housing supply – in town. The design team has put significant effort into understanding and working with the environmental attributes of the island.

#### ANALYSIS OF OPTIONS:

Staff have prepared two sets of amendment bylaws: one that matches the requested OCP and zoning changes, and one (recommended by staff) that designates a portion of the land to more closely align with the results and recommendations of the environmental analyses. The difference is particularly focussed on the southern portion of the subject property, beyond the currently proposed residential development. **Figure 6** compares the effect of the requested OCP bylaw amendments: the habitat retention areas delineated by ReddFish are shown as Parks & Open space, and the Tourist Commercial designation is applied to only the northeast area (with this amendment).

Request OCP Land Use designations (Bylaw 1351):



Proposed OCP Land Use designations (Bylaw 1360):

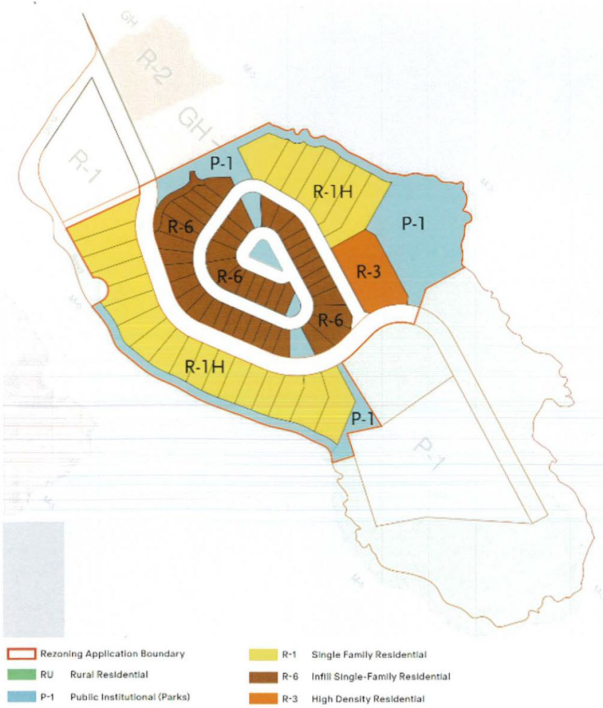


Figure 6: Amendments made by draft Bylaw Nos. 1351 and 1360

The changes contained in Zoning Amendment Bylaw No. 1361 would extend the P-1 Public Institutional designation across those areas of known ecological and cultural significance, plus the proposed park buffer immediately uphill from the current and future wastewater facilities. The southern tip of the island, plus the area designated by Bylaw No. 1360 as Tourist Commercial on the OCP Land Use Plan, would retain the existing RU Rural Residential zoning designation at this time (see **Figure 7**).



Requested Zoning (Bylaw 1352):



Proposed Zoning (Bylaw 1361):

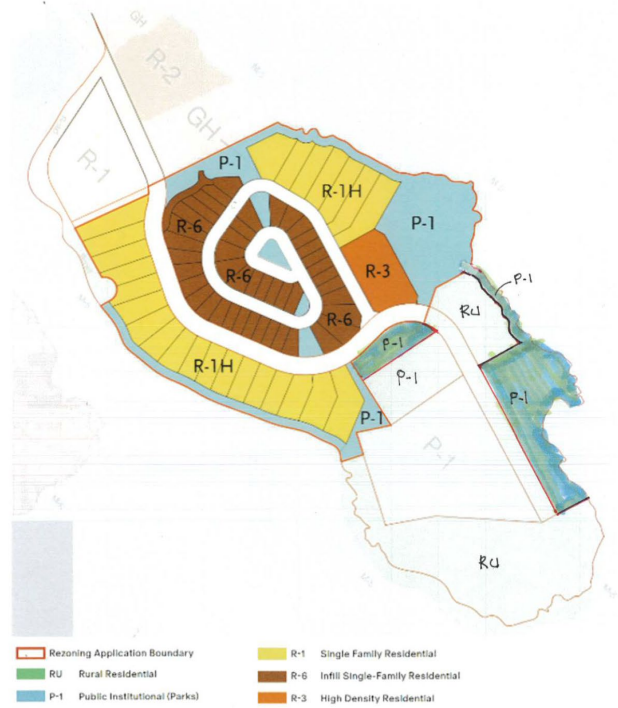


Figure 7: amendments made by draft Bylaws Nos. 1352 and 1361

The draft Housing Agreement Bylaw No. 1362 would preclude creating separate strata titles of any of the proposed apartment units on the R-3 zoned parcel – leaving the buildings for rental under common ownership. Staff recommend that Bylaw 1362 be given first reading and advanced alongside either version of the OCP and zoning amendment bylaws.

If neither the OCP amendment nor zoning amendment bylaw is advanced by Council, the island would retain its current long-range land-use designation and rural residential zoning until such time as another development application is received. In such case, it would be advisable to provide some direction to the applicant to add clarity to existing OCP policies.

A	Give first reading to bylaws 1360, 1361 and 1362. [Recommended]	<u>Pros</u>	<ul style="list-style-type: none"> <li>• Would support the development of new housing supply</li> <li>• Would leave the designation of the southern tourist commercial area for a future date, if further analysis proves that development can avoid impacting the ecosystem</li> <li>• Would extend park and open space dedication to protect sensitive ecosystems, preserve culturally significant areas and provide public trail access as anticipated in the OCP</li> <li>• Would advance the strategic acquisition of additional land for future municipal infrastructure needs</li> </ul>
		<u>Cons</u>	<ul style="list-style-type: none"> <li>• May not align directly with the goals of the applicant</li> </ul>
		<u>Implications</u>	<ul style="list-style-type: none"> <li>• Staff time would be spent on referrals and further analysis of details prior to bringing the bylaws back for consideration of second reading</li> </ul>
B	Give first reading to bylaws 1351, 1352 and 1362.	<u>Pros</u>	<ul style="list-style-type: none"> <li>• Aligns with applicants' request</li> <li>• Would support the development of new housing supply</li> <li>• Would extend park and open space dedication to protect some sensitive ecosystems, preserve culturally significant areas and provide public trail access</li> <li>• Would advance the strategic acquisition of additional land for future municipal infrastructure needs</li> </ul>
		<u>Cons</u>	<ul style="list-style-type: none"> <li>• Would not fully reflect the recommendations resulting from the environmental analysis</li> </ul>
		<u>Implications</u>	<ul style="list-style-type: none"> <li>• Staff time would be spent on referrals and further analysis of details prior to bringing the bylaws back for consideration of second reading</li> </ul>
		<u>Suggested Motions</u>	[replace references to Bylaws 1360 and 1361 with Bylaws 1351 and 1352, respectively, in recommendations 1 through 7 at the outset of this report]
C	Reject the application.	<u>Pros</u>	<ul style="list-style-type: none"> <li>• Unknown</li> </ul>
		<u>Cons</u>	<ul style="list-style-type: none"> <li>• Would not increase housing supply</li> <li>• Would not extend park and open space dedication to protect sensitive ecosystems, preserve culturally significant areas or provide public trail access as anticipated in the OCP</li> <li>• Would leave the acquisition of land for wastewater treatment expansion to a later date at an undetermined cost</li> </ul>
		<u>Implications</u>	<ul style="list-style-type: none"> <li>• Staff time would be focussed on other matters</li> </ul>
		<u>Suggested Motion</u>	THAT Council advise the applicants that the current proposal is not supported for the following reasons [insert Council direction].



**POLICY OR LEGISLATIVE IMPACTS:**

With an OCP bylaw amendment, Council must consider whether consultation with individuals or external agencies should be early and ongoing. The Yuułu?i?atḥ Government is already aware of the initial application, and it would be appropriate to forward the bylaws to allow time for their review and further comment after first reading. The other agency that Council should consider forwarding the bylaws to for comment is School District 70, as this is a major residential development in the scale of the Ucluelet housing supply.

**NEXT STEPS:**

Following the direction of Council, next steps would include consideration of second reading and referral to a public hearing. As recommended above, prior to second reading some additional detail can add clarity to some areas of the application, prior to a public hearing.

Should the bylaws progress onwards and be adopted, the applicants would then apply for an environmental development permit and subdivision, including the detailed design, review and construction of new servicing infrastructure.

Respectfully Submitted:           Anneliese Neweduk, Planner  
  Bruce Greig, Director of Community Planning  
  Duane Lawrence, Chief Administrative Officer





# Yuutu?it?ath

District of Ucluelet  
200 Main Street, Ucluelet, BC V0R 3A0  
Attn: Anneliese Neweduk, Planner

October 17, 2024

**Re: Comment for Record – Lot 543 Hyphocus Island (Ekistiks Town Planning)**

Dear Ms. Neweduk,

This letter is in response to a referral received, September 26, 2024, regarding Lot 543 Hyphocus Island, Ekisitiks Town Planning. With the understanding the Official Community Plan Amendment and Re-zoning Application will be presented before Council, October 24, 2024, the Yuutu?it?ath Government would like to ensure the following comments are on record, as collected from public and internal input.

- Ensure identified green space is protected, as identified on page 71; to preserve as much forested areas as possible, to maintain traditional harvesting areas, as well as the cultural identity and spiritual wellness of the Yuutu?it?ath.
- Suggest property lines do not exceed protected green space, as identified on page 69 and 71, to avoid future removal of property vegetation.
- Consider height limits of proposed structures, ensuring the visual integrity of Hyphocus Island remains intact, deferring multiple story structures.
- Ensure wildlife corridors are protected and/or monitored by industry and local professionals for any future rezoning and development consideration, as referenced on page 96 for Tourist Commercial land uses.
- Conserve foreshore as is in natural state.

We would like to extend gratitude to the Ekisitiks Town Planning Team and Maywind for encouraging engagement and presenting plans, for feedback, to Yuutu?it?ath citizens, community, and government staff. Hyphocus Island is culturally significant to Yuutu?it?ath and we would like to ensure environmental protection of traditional lands as much as possible.

Sincerely,

Melissa Boucha, Manager of Intergovernmental Affairs

Cc: John Rankin, Director of Intergovernmental Affairs, Yuutu?it?ath Government  
Bruce Greig, Director of Community Planning, District of Ucluelet



## Internal Review Comments for Lot 543 OCP and Rezoning Application

File No: 3360-20 RZ24-03

### ENVIRONMENTAL PROTECTION:

There is no existing development on the subject property, which is currently a matrix of variable-aged second growth forest, with mature forest characteristics and veteran trees present, but limited. The island was last logged in the early 1970s. The upland portions of the site exhibit shallow bedrock and rolling topography, with very steep slopes along the perimeter of the rocky shoreline. The northern portion of the island has a number of informal walking trails throughout the forest, while the southern portion is very dense with steep slopes limiting pedestrian access. The highest concentration of wildlife signs and trails were documented south/southeast of the sewage treatment plant.

Redd Fish Restoration Society conducted the preliminary environmental assessment in November 2023. The report concluded that the area north of the water treatment plant is suitable for development and included various design phase recommendations. There are also several OCP policies that aim to balance environmental stewardship with development (e.g., OCP Policy [3.172](#), [3.159](#)). The Applicant's agent, Ekistics has incorporated these environmental considerations into their design in various ways. Notably:

- Ekistics has committed to protecting and retaining the veteran, upper canopy, and wildlife trees identified in the report through either green space covenants, restricting building envelope areas, or parks OCP designation, zoning and/or dedication during subdivision. These trees can be the most windfirm, provide critical habitat for animals of conservation concern, and influence microclimatic conditions. Redd Fish has noted that these trees are commonly assessed as 'danger trees' that can conflict with development at later stages, therefore protection is most effectively accomplished through site design.
- Redd Fish recommends avoiding disturbance within the 30m Marine Shoreline Development Permit Area to provide habitat connectivity for wildlife, protection of foreshore areas, slope and soil protection, and buffering upland areas from marine influence (e.g. storms). Ekistics has committed to a green space covenant on the 30m marine setback zone within the subdivided waterfront R-1H lots.
- The report identified areas to be retained (See **Figure 1**) due to evidence of developing old-growth forest attributes and high value to wildlife. Within the rezoning boundary, the site design has been arranged to minimize encroachment into these sensitive environmental areas.

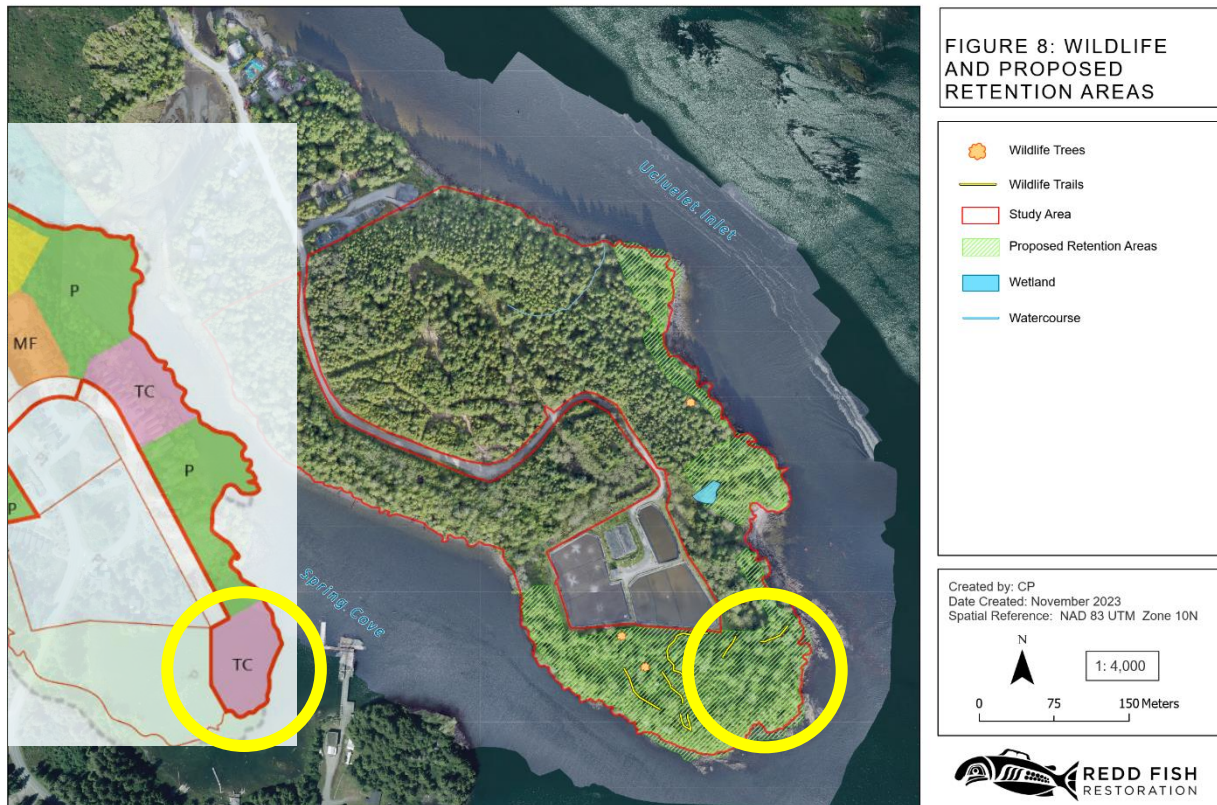


Figure 1. Preliminary Environmental Assessment Recommended Retention Areas. The proposed Tourist Commercial OCP Designations are in pink on the left. The southern tip where the overlap occurs is circled in yellow.

#### AREAS OF RETENTION AND PROPOSED TOURIST COMMERCIAL DESIGNATION:

Ekistics has included the designation of two areas for future Tourist Commercial (TC) OCP designation. The northeastern parcel replaces an area previously designated as Industrial and the southeastern parcel replaces an area currently designated as Parks (See **Figure 1**). While the TC parcels are not part of the re-zoning boundary of this application, the applicants' intent is to leave the door open for potential development in the future. The placement of the northeast parcel is supportable if it includes the shoreline buffer recommended in the environmental assessment; however, staff note the TC parcel southeast of the sewage lagoons directly overlaps the proposed retention areas (See **Figure 1**). Redd Fish has identified areas south of the sewage lagoons as poorly suited for development due to its high environmental, wildlife, and weather buffering value. The 30m marine buffer zone also extends into this area.

The development value of this area is high, with potential views southward out the mouth of the harbour; however, the findings of the environmental assessment raises concern for this long-range land use designation change. There is a high risk that future development could jeopardize the environmental integrity of the surrounding area. Ekistics proposes any future development would be low-impact and undergo detailed studies.

Given the results of the environmental assessment, staff consider it premature to designate the area for future development – noting that a future change to the designation could be adopted if more detailed analysis and design options prove out a development approach that avoids negative impacts. Bylaws have been drafted to match the applicants’ proposal; staff are recommending that Council consider moving forward with an alternative version at this time (see recommendation in staff report and analysis of options).

#### **PARKS AND OPEN SPACE:**

Within the rezoning application boundary, the applicant is proposing to dedicate approximately 25% of the site as park. An additional 11% of the development area would become conservation areas under restrictive covenants on the R-1H subdivided lots. These covenant areas extend the 30m marine shoreline buffer to preserve forested areas. Areas zoned P-1 Public Institution (parks) will be dedicated park and acquired by the District of Ucluelet (OCP Policy [2.63](#)), and the environmentally sensitive areas will be conserved as undisturbed forest. Ekistics is committed to constructing the parkland areas within the residential area into playgrounds, open lawns, picnic areas, and barbeque areas for community use. As per OCP policy’s [3.177](#) and [3.174](#), the highest elevation will be dedicated as open space, which could serve dual purpose as an evacuation site in the event of a natural disaster. An integrated trail network will be constructed to connect the activity nodes and provide access to the shoreline.

The OCP anticipates the future extension of the Safe Harbour Trail around the perimeter of the site (Policy [2.69](#) and [2.73](#)). An existing right-of-way exists from the Helen Road causeway around the northwestern perimeter of the island until the edge of the subject property. The changes proposed to the OCP Parks and Trails Network (Schedule ‘C’) are a product of re-routing the existing proposed trails to minimize encroachment into environmentally sensitive or hazardous (e.g. steep slopes) areas, while still reserving the Island’s perimeter as a right-of-way for the protection of the foreshore and future extension of the Safe Harbour trail (OCP Policy [2.73](#)). The proposed changes to the OCP open space and trail plan (See **Figure 4**) are both minimal and supportable.

#### **INDIGENOUS CULTURAL HERITAGE:**

OCP guideline [F30](#) states that “*All developments shall respect archaeological resources and comply with all relevant statutes for the protection thereof*”. OCP Map 3 shows the entirety of Hyphocus Island to be an area of potential archaeological and cultural significance. The applicant completed a preliminary field reconnaissance with the Yuuʔuʔiʔath Government in September of 2023 to identify areas on Huumaniš (Hyphocus) Island that are of high cultural significance to the Yuuʔuʔiʔath. The location of all sites, registered or unregistered, are protected by the *Heritage Conservation Act*, and the location of these sites are confidential. Due to the cultural significance of the area and impact that the proposed development could have, the Yuuʔuʔiʔath Government



have stated that any further development planning will require further consultation and assessment. Ekistics has used the findings from the ground reconnaissance to re-distribute the development areas to avoid encroaching into areas of known cultural significance, and areas of high archaeological potential.

As per [policy 13-6830-01](#), the application has been referred to the Yuułuʔiłʔath Government for early review (see **Appendix A**). Ekistics also held public open houses with the Yuułuʔiłʔath community. As the application moves forward, staff expect that the ongoing consultation with the Yuułuʔiłʔath Government would include referral of the bylaws after initial readings and notice of public hearing as another opportunity to provide input.

### **PROPOSED ZONING AND HOUSING NEEDS ANALYSIS**

Two OCP policies speak directly to future comprehensive development considerations on Hyphocus Island: Policy [3.155](#) and Policy [3.174](#). The applicants' site design aligns with the vision portrayed by these policies. By clustering the residential development to the northern half of the subject property, a significant portion has been allocated to public space or environmental preservation. The location of the proposed housing clusters new development largely in the areas previously logged and avoids the majority of the stand of more mature forest (see **Figure 2**). The zoning proposed also aligns with OCP policy's [3.152](#) and [3.140](#), which acknowledges the importance that single family dwellings have to Ucluelet residents while understanding the need to create more diverse and affordable housing options.



Figure 2. Proposed subdivision design overlaid with OCP Map 8. Tree height less than 10m is white; tree height 10-20m is light green; and tree height 20-30m is dark green.

### PROPOSED HOUSING FORM AND TENURE

Collectively, the proposal introduces 69 new single-family parcels and one multi-family parcel. All of the units will be strictly residential in nature, with no option for short-term tourist accommodation. Unlike many residential zones in Ucluelet, which allow the potential for three Bed and Breakfast (B&B) rooms on each lot, the R-6 and R-1H zones do not permit B&B as a secondary permitted use. The R-1H lots will be sold as vacant land for market ownership, leaving the future owners with the potential to build up to three dwelling units: A single-family dwelling, secondary suite (SS), and/or an accessory dwelling unit (ADU). However, it is not anticipated that every future owner will build to the maximum allowable density.

With the intention of providing home ownership options for community members of lower income thresholds, the property owner, Maywind, has proposed and is committed to building single-family dwellings with secondary suites on all of the R-6 compact lots. This would create 44 new market home ownership opportunities, with the potential of an additional 44 new rental units in Ucluelet. Maywind is also proposing and is committed to constructing 48-units of purpose-built rental apartments in the form of four buildings of stacked townhomes. Maywind would maintain ownership of the buildings, and would manage the rental units, providing stable long-term rental housing to Ucluelet residents.

### ATTAINABILITY AND AFFORDABILITY CONSIDERATIONS

Policy [3.134](#) of the OCP states that larger developments should provide *affordable housing* as a portion of each development phase, and that a starting point should be to strive for 75% of housing in new developments to be *attainable* by Ucluelet resident households.

The term *affordable housing* is defined by CMHC and is reserved for subsidized housing regulated by strict income and housing cost criteria: *affordable housing* is defined as housing costs no more than 30% of a household's pre-tax income, where a household's pre-tax income must be 80% or less than the median household income. No *affordable* housing is proposed in this application. However, the purpose of the target in Policy 3.134 is to ensure application reviews consider the critical housing needs identified by the Housing Needs Assessment. It is also an opportunity to recognize that a diversity of housing types, sizes, tenures, and price points are necessary to build a resilient and complete housing spectrum, therefore housing targets are balanced with other community benefits that may be provided by a development proposal.

### ***RENTAL HOUSING:***

According to the [Housing Needs Assessment](#) (2021), Rental housing is a core need in the community, with the cost, availability, and condition of rental units cited as some of the most common concerns amongst community members. Ekistics is proposing 48 multi-family purpose-built rental units. The rental building lot would be zoned R-3, would not permit short-term

commercial tourist accommodation, nor could they be stratified for individual ownership. These provisions would be included in a Housing Agreement with the District of Ucluelet, registered on the property title (see **Appendix G**). The addition of 48 rental apartments would be a valuable addition to the housing supply in Ucluelet; the applicant's commitment to developing this portion of the site for rental housing is significant and should be considered among the amenities or other community benefits presented by this proposal. The increased supply would provide secure rental options for community members.

In addition, 44 secondary suites would be constructed in the compact R-6 homes. While some owners may choose to leave secondary suites vacant for guests or family, the rental income could be an attractive mortgage helper for future owners. The existence of 44 new garden-level walk-out suites would add significantly to the stock of rental housing in town.

***SINGLE FAMILY DWELLING OWNERSHIP:***

The 25 R-1H lots are proposed to be sold as vacant lots at market value, and would cater to higher income earners capable of building on their own accord. Conversely, Maywind also intends to make home ownership more *attainable* (See DoU [Policy 13-6722-01](#) for definition of attainable housing) through smaller lot sizes and by building the R-6 single family dwellings with secondary suites (OCP Policy [3.140](#) and [3.137](#)). With rental income from the suites, the attainability of homeownership increases for future buyers as the suites could act as a mortgage helper. Ekistics has specifically designed the site to create double road frontage for the majority of the R-6 compact lots, which could help to increase the liveability of the proposed secondary suites. This inclusion of suites could provide cost benefits for the buyers, yet it is important to note that rental prices are subject to homeowner discretion. Although these rentals would be at market prices, increasing the supply of rental stock will help stabilize the average rental unit price throughout the entire community.

Ekistics have provided a cost analysis of the forecasted housing options (See **Appendix C**). This analysis provides insight into the anticipated housing costs. Note that Ekistics is using a definition of *attainable* that is more lenient than the District's definition. While the proposed development could alleviate some housing needs by increasing rental stock and by using design to create more attainable housing options, the final housing prices are subject to unexpected cost changes and market pressures. In addition, Ekistics housing cost breakdown uses "mean household income" as opposed to "median household income". In housing costs analyses, it is best practice to use the median as opposed to mean. The median is not impacted by the very few high-income earners, which tends to skew mean values upwards, making the median a more accurate value to understand income distribution. Therefore, Ekistics's statement that they are exceeding the minimum 75% attainable housing target (see **Appendix C**) should be considered with this additional context in mind. The proposed home ownership options will cater towards Ucluelet's

mid-higher income earners; however this is balanced by expanding Ucluelet's secure rental stock, which addresses a core housing need in the community.

**PROPOSED ZONING TEXT AMENDMENTS:**

The re-zoning application proposes 44 smaller, more compact single-family lots (R-6) surrounded by 25 larger waterfront homes (R-1H). The R-1H zone would allow for a maximum of three dwelling units: The single-family dwelling, a secondary suite (**SS**), and an accessory dwelling unit (**ADU**). The R-6 zone currently allows for a *SS or an ADU*, however the zoning amendment bylaw includes a section to amend the R-6 zone to allow for both *SS and an ADU* on the subject property's R-6 lots. This amendment is accompanied by an increased lot size and FAR, therefore the proposed density changes is calculated to ensure lot size, road frontage, and unit size maintain a comfortable level of liveability. The majority of the proposed text amendments that adjust setbacks address topographical constraints and aim to define safe buildable areas.

***PROPOSED PARKING:***

Ekistics has requested for the parking requirements of the proposed rental building be reduced from 1.5 spaces per unit to 1 space per unit. Staff suggest that this be left for consideration as a variance at the time a future development permit application is submitted for the rental building site. The details of the building designs (unit sizes, etc.) and site design with final parking layout can inform that discussion.

**SERVICING AND INFRASTRUCTURE**

Kerr Wood Leidal Consulting Engineers completed a conceptual servicing reporting in April of 2024 that assessed the proposals on-site servicing requirements as well as possible connection points to the District's infrastructure. The report provided conceptual subdivision layout and servicing plans including a road layout and topography plan, storm system, sanitary system, and water system plans (See **Appendix D**). The District's engineering department, as well as Koers & Associates Engineering Ltd., have reviewed the proposed servicing plans, with comments summarized below (See engineering review at the end of this appendix for Koers' report). Confirmation of the extent of system upgrades and design specifications of the various infrastructure elements would be carried out as part of the detailed design drawings required during the subdivision approval process.

It should be noted that this review was completed for the proposed residential development within the rezoning boundary of the application. If development on the Tourist Commercial designated area(s) proposed as part of the OCP amendment of this application proceeds, the necessary additional servicing review would be completed prior to development approvals at that later date.

**WATER SYSTEM REVIEW**

Preliminary reviews show that upgrading off-site watermains would be required in order to provide minimum fire flow demands specific to single family residential and multi-family residential standards. Servicing properties above 20m elevation would require a booster pump station. The pump station would require domestic pumps and fire pump with backup power. Water would be supplied from the Matterson reservoir, and any addition of lots would add pressure on the existing storage.

**SANITARY SYSTEM REVIEW**

Assessment of the conceptual sanitary layout determined that the proposed gravity main to the sewage lagoon should not discharge directly into the lagoon, and instead requires connection to the forcemain (from the Helen Road lift station) just before the forcemain discharges into the lagoon. The existing lagoon system currently has capacity for the proposed residential development.

***SEWAGE LAGOON ODOUR CONSIDERATIONS:***

The subject property surrounds the District's sewage treatment system, which is a substantial part of the south half of Hyphocus Island. The proposed development is in close proximity to the treatment facility, which is an open lagoon system that can produce a sewage odour. The surrounding forest can act as a buffer to mitigate impacts of the smell, and Maywind has expressed an interest in participating in infrastructure upgrades aimed to minimize or remove the odour. Determining the details (ex. cost, timeline, etc.) of these potential upgrades prior to second reading and referral to a public hearing would be beneficial.

**STORM DRAINAGE SYSTEM REVIEW**

The site design is proposed to be built on the hill which has a ridgeline running north to south through the center of the subdivision, which naturally divides stormwater runoff. The proposed grading is planned to be as close as possible to the existing topography, which would maintain the natural division of drainage systems. Review comments suggest minor design alternatives that can be finalized in the detailed drawings required at subdivision. The development would not impact existing storm drainage infrastructure but would add to it.

**TRANSPORTATION, ACCESS, AND CIRCULATION**

A Preliminary Transportation Review and Scoping report (See **Appendix D**) was submitted by Ekistics in April 2024. The report provides estimate vehicle trip generation, review of access arrangements, early design guidance, and review of relevant policies and bylaw requirements. Helen Road, a minor collector road, is the only existing road access route, and currently there is no formal walking, cycling, and transit infrastructure on Hyphocus Island.

## ON-SITE

The existing Helen Road right-of-way runs along the west side of the island through the proposed subdivision. The proposal involves utilizing and upgrading the existing Helen Road right-of-way as well as creating a new road (See Road 2 in **Figure 3**) that climbs to the top of the hill to service the inner R-6 lots. The conceptual cross-sections presented as guidelines in the preliminary report include wide pedestrian and cycling facilities, however they do not include off-street parking spaces. The street cross-sections of both Helen Road and Road 2 proposed by Ekistics include a sidewalk and parallel parking on one side. on-site cycling facilities have not been defined in the proposed cross-section; however the report identifies the internal street networks as 'local' and 'slow moving' therefore are considered suitable for cyclists to share the road with vehicles. Traffic calming features are recommended throughout the subject property. The conceptual layout shows Road 2 with an allowance width of 14.5m, which is less than the minimum 15m required by the *District's Subdivision Control Bylaw No. 521, 1989*, therefore a variance would be required.

## EMERGENCY ACCESS

The proposed on-site emergency access route appears to be proposed over terrain with slopes ranging from 5% to greater than 25%, therefore the design parameters for this road will need to be refined and confirmed as part of the subdivision process to ensure safety.

## OFF-SITE

OCP policy [2.87](#) ensures new developments improve connections to Peninsula Road as the District's primary corridor, and Policy [2.107](#) ensures safe pedestrian routes to the schools and community center are prioritized.

Helen Road is, and will continue to be, the only road access point to the island. Helen Road functions currently as a narrow two-lane road. The preliminary report recommends off-site upgrades to the road and causeway, and presents various high-level concepts that would require more detailed design and review to determine if they are feasible within the public right-of-way. Widening the two traffic lanes and adding a pedestrian walkway would improve the function of Helen Road and accommodate the additional traffic created by the proposed development. Ekistics has done further investigation into the feasibility of road designs and estimating costs of potential off-site upgrades to Helen Road (See **Appendix C**). In a letter received September 27<sup>th</sup>, the applicant states they are willing to "finance the majority of the Helen Road improvements focusing on vehicular and pedestrian safety" (See **Appendix C**). It is advisable that these funding details be determined prior to second reading (See recommendation number 7).



**TRIP GENERATION ANALYSIS**

The analysis of estimated weekday peak hour vehicle volume, based on the proposed build out of the development, demonstrated that the existing Helen Road configuration of one lane in either direction would be sufficient to accommodate the increase in traffic. The report states that, spread evenly across the typical weekday peak hours, the traffic impact is equivalent to approximately 1-2 vehicles every minute in either direction. The report states that the increase in traffic volume would be noticeable, but would be below the threshold to be considered a material change.

Additionally, it should be noted that the preliminary report provides Terms of Reference (ToR) for a more comprehensive Transportation Impact Assessment (TIA) study to assist the OCP and rezoning application. While the preliminary report provides valuable insight into the potential transportation upgrades and impacts the development could have, the report was created prior to the introduction of the 48-unit multi-family parcel. For this reason, it would be beneficial for the transportation impact assessment be revised with the updated number of proposed residential units.

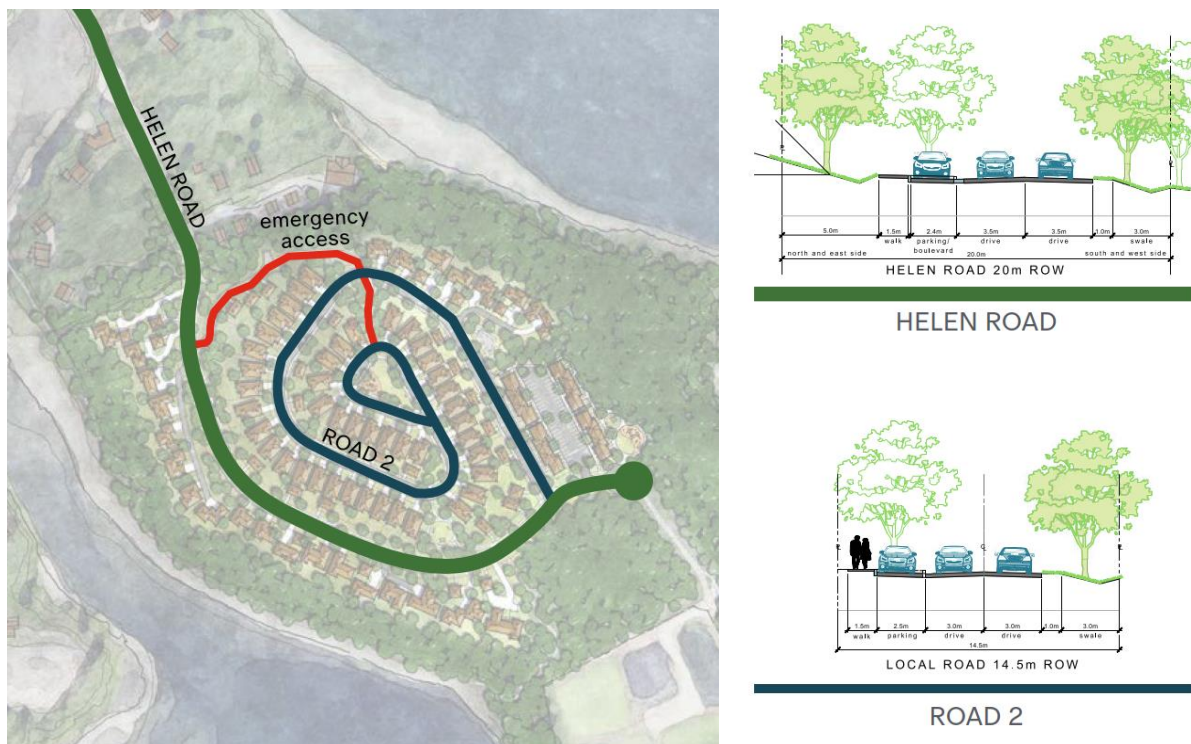


Figure 3. Proposed transportation layout and street cross-sections

**PROPOSED INSTITUTIONAL LAND DESIGNATION**

A parcel of land north of the sewage treatment lagoons is designated as Institution (PI) on the OCP Long Range Land Use Plan (See **Figure 4**). Engineering review has determined that this land



is strategically important to provide options for future upgrades to sewage treatment infrastructure. Maywind has stated that they are willing to dedicate a portion of the P-1 land identified on the OCP plan (See **Figure 4**) and see future park potential for the remaining parcel area. They have requested a 2-year advance notice that it will be utilized for a treatment plant upgrade, and assurance that construction will start within the year following the ownership transfer. In the interim, Maywind would like to use this land as a staging area for construction of the homes over a timeline of approximately five years. Following the current bylaw amendment application, when Maywind applies for a development permit, the process could include a Temporary Use Permit (TUP) on the land parcel to allow for the requested development and construction staging area.

Transfer of ownership of this land parcel would provide cost saving for the District, who would otherwise be required to purchase this land for future treatment expansion. An overlay of the new Tofino tertiary sewage treatment plant over the area of proposed land dedication confirms the scale of the site would be appropriate for such purposes. Maywind proposes to retain the remaining land as a visual buffer between the neighborhood and the treatment plant. The increased parkland dedication would add to the green space provided by the developer.

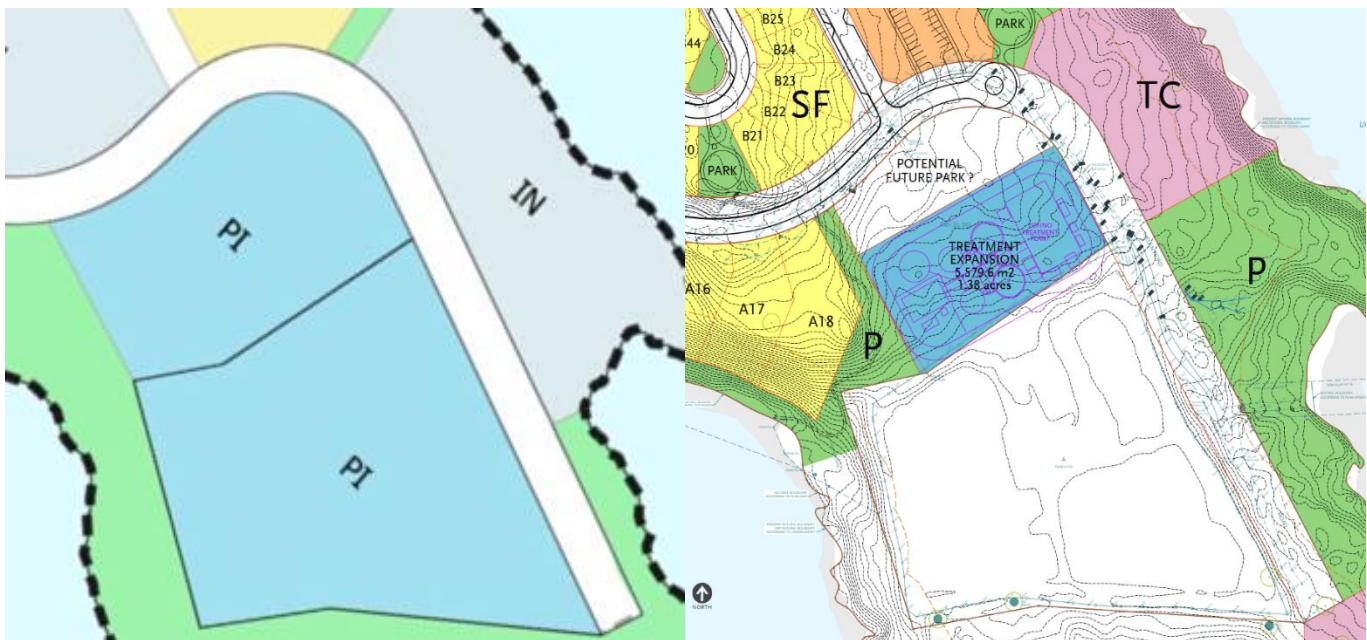


Figure 4. Left: Area in blue is designated as Public Institutional in OCP. Right: Area in Blue is proposed parcel to maintain PI designation for future sewage treatment expansion.

#### GEOTECHNICAL ASSESSMENT AND TSUNAMI RISK

The applicant has provided a Preliminary Geotechnical Assessment by Lewkowich Engineering Associates Ltd. (LEA) (See **Appendix D**). The assessment was conducted to identify potential geotechnical hazards that may impact the proposed design as well as provide recommendations.

Findings demonstrate that the safe buildable area generally includes all land above the 30m coastal setback from the natural boundary of the ocean and above the tsunami flood reference plane of 12.5m GD. The site layout proposed by Ekistics aligns with these recommendations, avoiding development close to the shorelines or the foreshores steep slopes. The proposed site design aligns with existing topographical constraints of the site.

As per Tsunami Risk Tolerance [Policy 8-5280-2](#), prior to subdivision approval a report prepared by a qualified professional engineer experienced in coastal engineering must be provided that confirms the tsunami flood reference plane for the property and formulates safe building conditions for each lot. Ekistics has proactively begun this process, and LEA recommends a tsunami flood reference plane of 12.5m GD. The site design places all buildings above 12.5m, and flood assurance statements as well as landslide assessment assurance statements are provided with the report. Once a preliminary layout is determined, LEA recommends conducting a detailed design review to further refine the development constraints and building envelopes for each lot.

As the subject property is within Development Permit Area VIII (Steep Slopes), at the time of subdivision, the applicant would be required to provide a geotechnical assessment prepared by a qualified environmental professional that meets the requirements for this DP area.

#### **FIRE ANALYSIS:**

The fire department is supportive of the concept of this proposal although it would be beneficial for all parties involved to better understand any limitations of Helen Road to withstand a seismic or tsunami event, and the potential risks involved. The District of Ucluelet Fire Services Development Design [Policy 14-7320-2](#) will guide detailed engineering design at the subdivision stage.

#### **BUILDING SERVICES ANALYSIS:**

Building permits will be required in accordance with the BC Building Code and the District of Ucluelet Building Bylaw in effect at the time of application. The BC Building code sets minimum requirements for safety, health, accessibility, fire and structural protection of buildings and energy and water efficiency.



**KOERS  
& ASSOCIATES  
ENGINEERING LTD.**  
*Consulting Engineers*

Appendix B  
PO BOX 790  
194 MEMORIAL AVENUE  
PARKSVILLE, BC V9P 2G8  
Phone: (250) 248-3151  
Fax: (250) 248-5362  
www.koers-eng.com

September 18, 2024  
0361-223-04

District of Ucluelet  
P.O. Box 999  
200 Main St  
Ucluelet, BC V0R 3A0

**Attention: Mr. James MacIntosh**  
**Director of Engineering**

**Re: Remainder of DL 543 (Hyphocus Island)**  
**OCP Amendment & Rezoning Application, August 13, 2024 Revision**  
**Off-Site Servicing Review**

We are pleased to submit our review of the conceptual municipal servicing plans submitted with the OCP amendment & rezoning application for the proposed development on Hyphocus Island.

**1 PROPOSED DEVELOPMENT**

The proposed development consists of:

- 70 residential lots,
- 2 Tourist Commercial properties, and
- Parks & Open Spaces areas.

The application documents indicate:

- the rezoning application excludes the two Tourist Commercial properties, as only the residential lots are being proposed for development at this time.
- The proposed development would allow for the construction of up to 161 dwelling units as follows:

- 25 Large Single-Family lots	25 homes
- 44 Small Single-Family lots each with accessory units	88 units
- One Multi-Family Lot (4 Buildings)	48 units

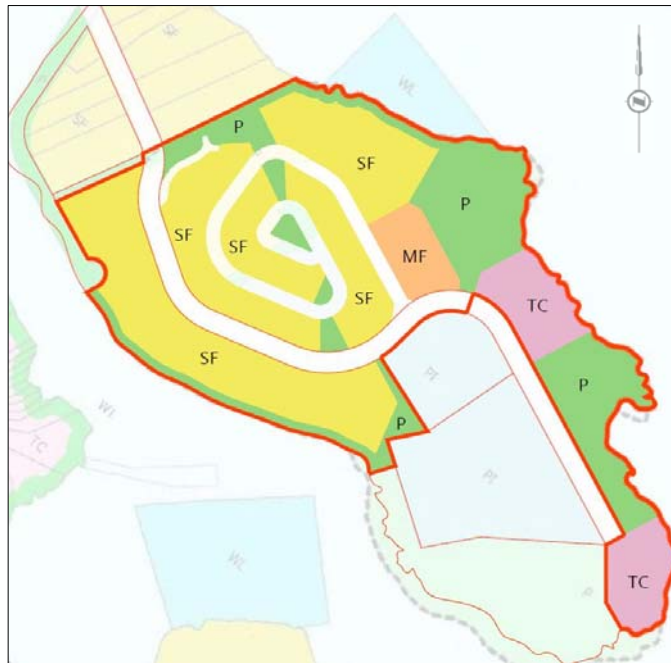
Copies of the following three images are presented on the next two pages:

- proposed OCP land use plan
- proposed zoning & residential lots layout
- proposed Illustrative plan

.../2



District of Ucluelet  
Mr. James MacIntosh



Schedule E - Proposed OCP Land Use Plan  
(from Lot 543 Hyphocus Island Official Community Plan Amendment & Rezoning Application,  
August 2024 by EKISTICS)



Schedule C - Land Use Concept Plan  
(from Lot 543 Hyphocus Island Official Community Plan Amendment & Rezoning Application,  
August 2024 by EKISTICS)

.../3

KOERS & ASSOCIATES ENGINEERING LTD.





District of Ucluelet  
Mr. James MacIntosh



Illustrative Plan

(from Lot 543 Hyphocus Island Official Community Plan Amendment & Rezoning Application, August 2024 by EKISTICS)

## 2 MATERIAL REVIEWED

### 2.1 PREVIOUS REVIEWS

Our understanding of the proposed development is augmented from previous reviews carried out for the District and our findings presented in the following letter reports:

- i) Remainder of DL 543 (Hyphocus Island) OCP Amendment & Rezoning Application, Off-Site Servicing Review, letter report (0361-223-03) Jul 26, 2024.
- ii) Remainder of DL 543 (Hyphocus Island) OCP Amendment & Rezoning Application, Off-Site Servicing Review, letter report (0361-223-02) Apr 15, 2024.
- iii) Hyphocus Island Community Resort (Remainder of DL 543), Development Concept Review, working draft letter report (0361-223-01) Nov 9, 2022.

.../4

KOERS & ASSOCIATES ENGINEERING LTD.

District of Ucluelet  
Mr. James MacIntosh

## 2.2 APPLICATION DOCUMENT

The documents provided to us for this review were:

- Submission covering letter, August 13, 2024 by EKISTICS (5 pages)
- Lot 543 Hyphocus Island Official Community Plan Amendment and Rezoning Application, Revision August 13, 2024, prepared by EKISTICS (124 pages)
- Memo, Preliminary Transportation Review & Scoping, April 11, 2024 by bunts & associates (16 pages)
- Terms of Reference – Transportation Impact Assessment (TIA) Study, April 10, 2024 by bunt & associates (3 pages)

The following municipal servicing report, referenced in the application document, was provided to us as part of our previous reviews and is part of the basis of our review comments:

- Appendix F - Preliminary Servicing Report
  - i) Technical Memorandum, Conceptual Servicing Report, April 2, 2024 by Kerr Wood Leidal Associates Ltd. (9 pages including 4 plan drawings).

We are not aware of an update to this preliminary servicing report.

## 3 CONCEPTUAL SERVICING PLANS REVIEW

### 3.1 WATER SYSTEM

We offer the following comments regarding the Conceptual Water System layout, a snipped copy of which is shown on the next page.

#### Fire Flows

Upgrading of off-site watermains will be required in order to provide a minimum 60 L/s fire flow demand (typical SF residential) and additional watermain upgrades will be required to provide a minimum 150 L/s fire flow demand (typical multi-family residential).

#### Booster Pump Station

Servicing properties above a ground elevation of  $\pm 20$  m geodetic will require a booster pump station (as noted in the Kerr Wood Leidal & Associates memo). The extent of this area has been shown (by Koers) on the snipped image on the next page.

The booster pump station will be required to raise the Hydraulic Grade Line (HGL) to 35 m above the highest elevation in the service area, which we estimate to be 50 m geodetic, resulting in an HGL of 85 m geodetic. The pump station will require:

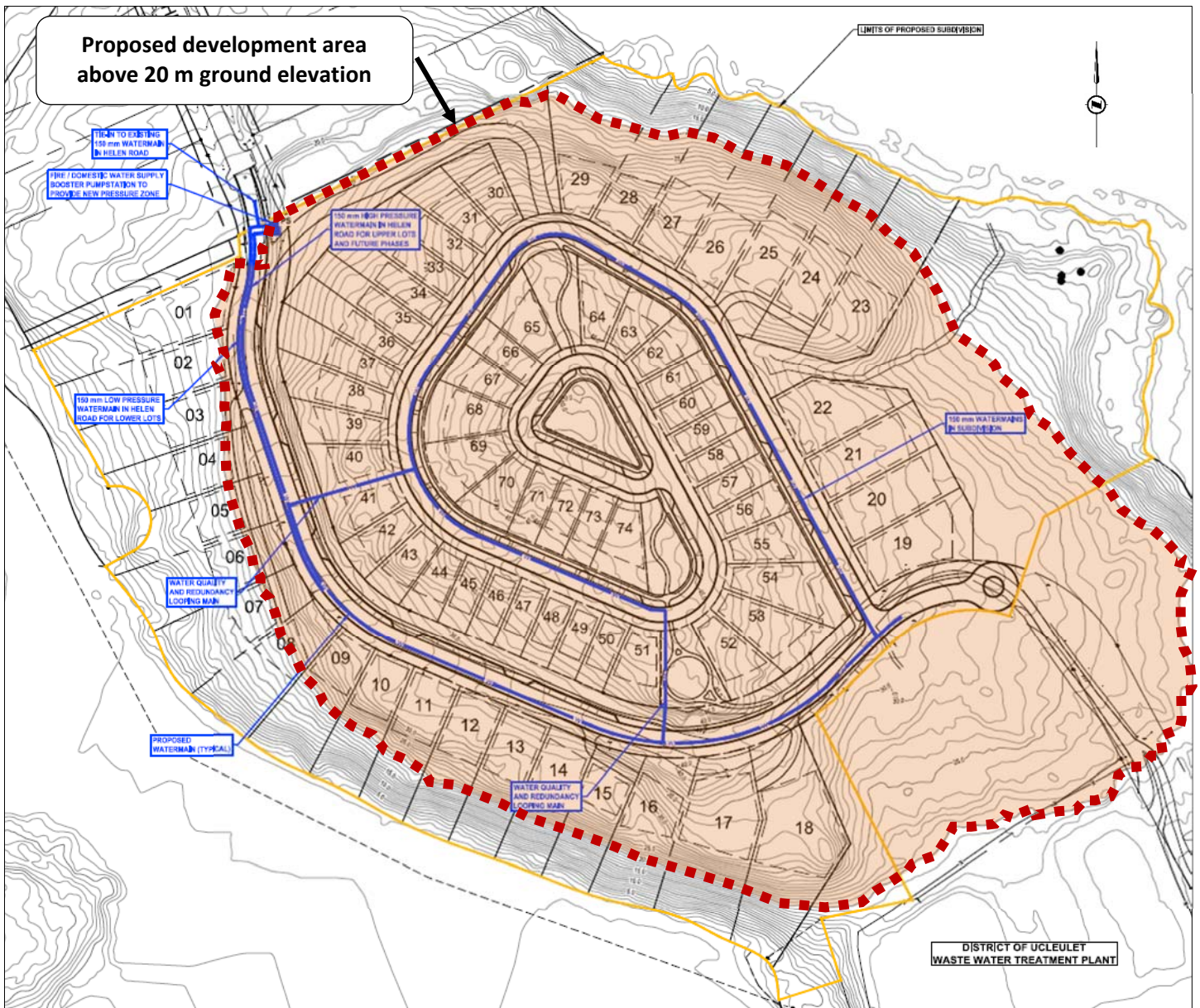
- Domestic demand pumps
- Fire pump
- Emergency power generator

.../5

KOERS & ASSOCIATES ENGINEERING LTD.



District of Ucluelet  
Mr. James MacIntosh



### Conceptual Servicing - Water System

(Kerr Wood Leidal Technical Memorandum, Conceptual Services Report, April 2, 2024)

Confirmation of the extent of the off-site water system upgrading work as well as the design of the booster pump station, fire pump, on-site watermain diameter, looping and fire hydrant locations would be carried out as part of the development of the detailed design drawings during the subdivision approval process and will require computer water modelling.

.../6

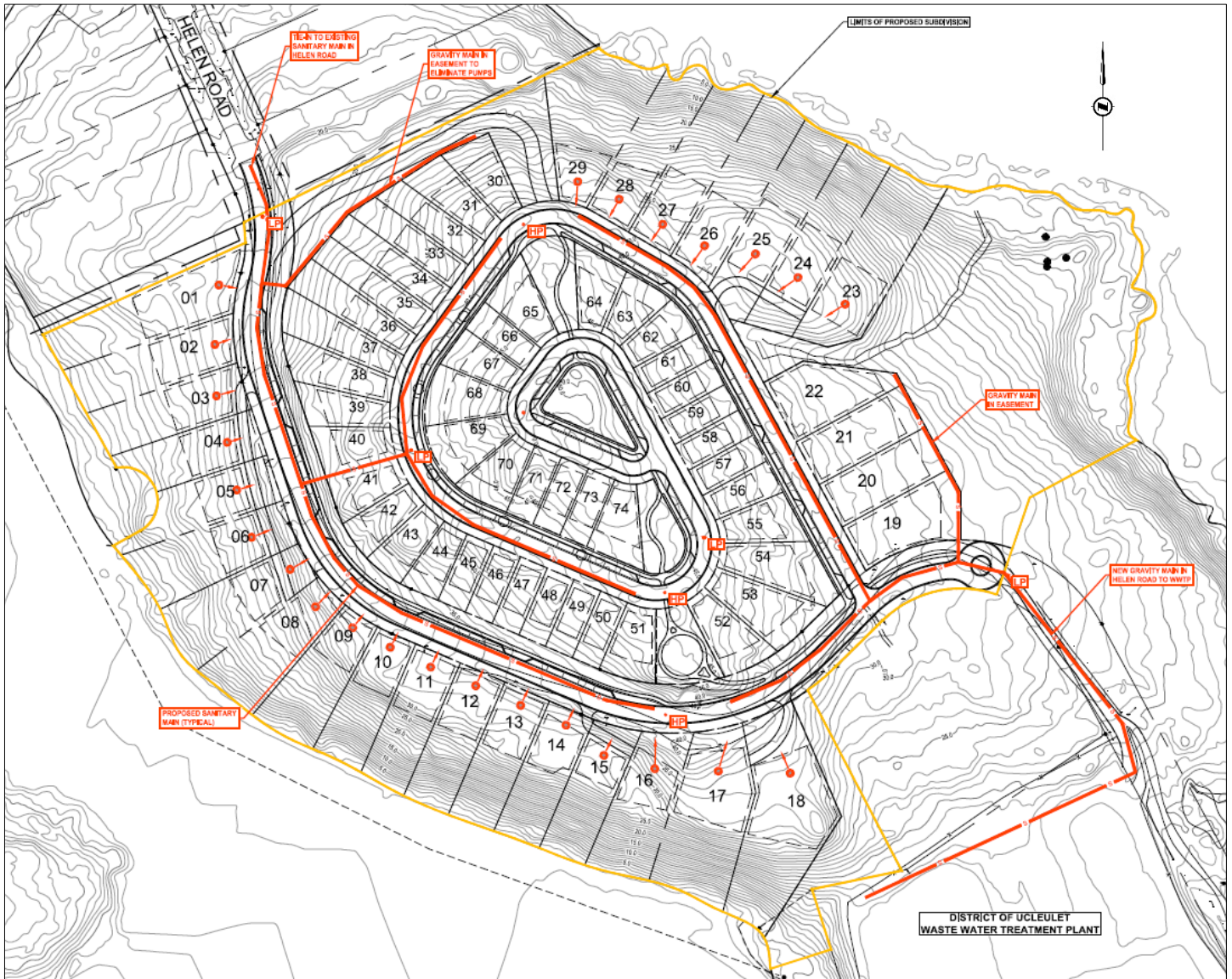
KOERS & ASSOCIATES ENGINEERING LTD.



District of Ucluelet  
Mr. James MacIntosh

### 3.2 SANITARY SEWER SYSTEM

We offer the following comments regarding the Conceptual Sanitary System layout, a snipped copy of which is shown below.



Conceptual Servicing - Sanitary System  
(Kerr Wood Leidal Technical Memorandum, Conceptual Services Report, April 2, 2024)

Our preliminary assessment is that the proposed gravity main to the sewage lagoon should not discharge directly into the lagoon. We recommend that it connect to the forcemain (from the Helen Road lift station) just before the forcemain discharges into the lagoon. This would be confirmed as part of the development of the detailed design drawings during the subdivision approval process.

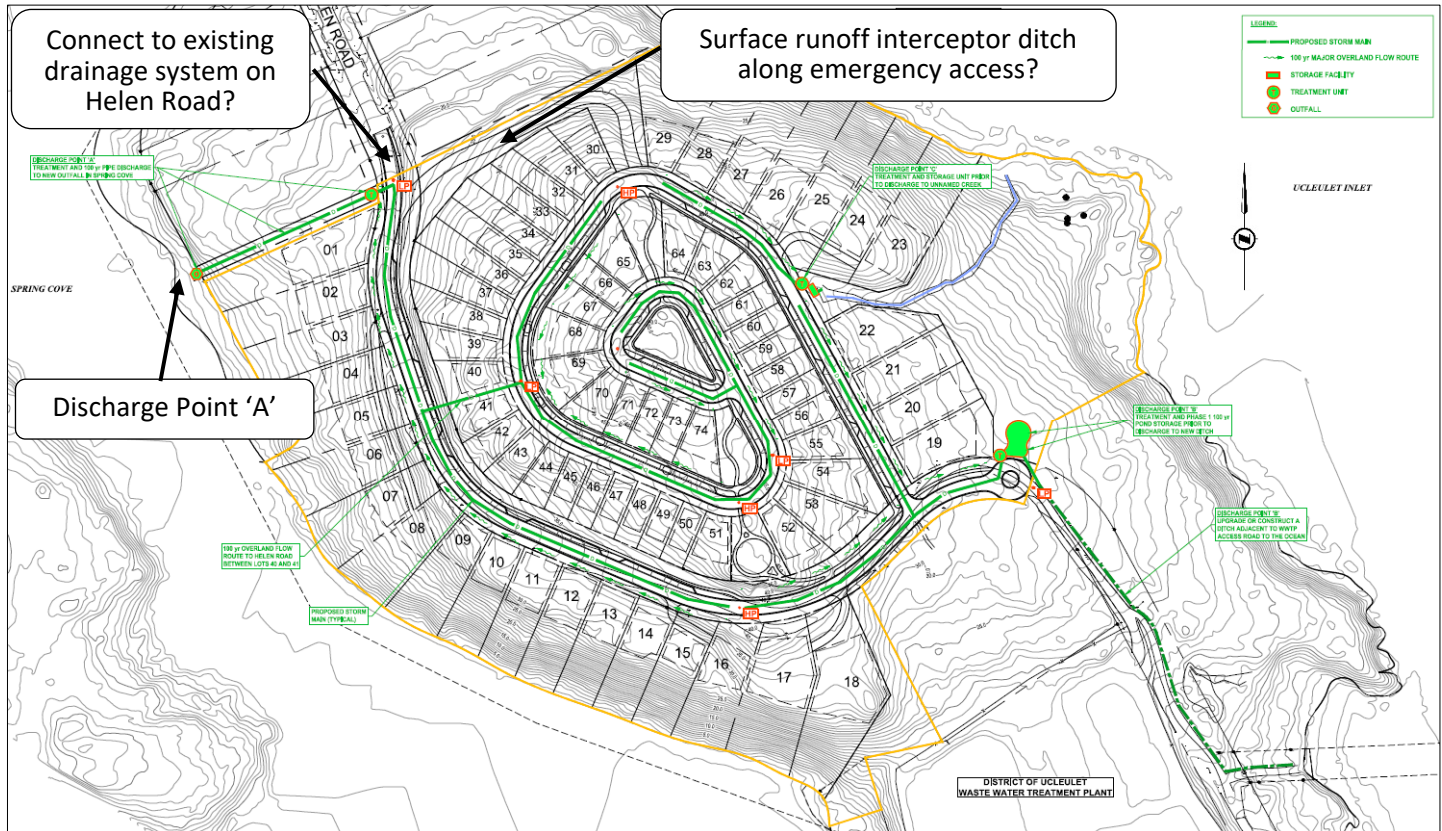
.../7

KOERS & ASSOCIATES ENGINEERING LTD.

District of Ucluelet  
Mr. James MacIntosh

### 3.3 STORM DRAINAGE SYSTEM

We offer the following comments regarding the Conceptual Storm System layout, a snipped copy of which is shown below.



Conceptual Servicing - Storm System  
(Kerr Wood Leidal Technical Memorandum, Conceptual Services Report, April 2, 2024)

Discharge Point 'A' would require the clearing of the existing ±8 m wide road allowance to convey runoff from Helen Road down the steep embankment (with slopes up to 50%) to the foreshore.

As the diversion of stormwater off of Helen Road to Discharge Point 'A' is not at a natural low point and Helen Road continues to slope down to the north, stormwater runoff could continue to flow to the north into the existing drainage system along Helen Road and discharge into Spring Cove by the existing outfall at the bottom of Helen Road, as shown in the image above. This can be assessed during the development of detailed design drawings during the subdivision approval process.

.../8



District of Ucluelet  
Mr. James MacIntosh

### 3.4 TRANSPORTATION SYSTEM

We offer the following comments regarding the proposed vehicle and pedestrian system.

#### ON-SITE, PROPOSED ROAD 2

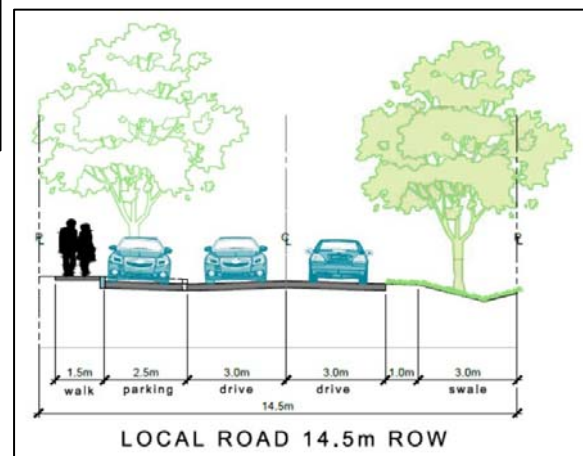
##### Road Allowance & Paved Surface Widths

The conceptual road layout plan includes Road 2 with a road allowance width of 14.5 m. This is less than the minimum 15 m in the District's subdivision control bylaw (Bylaw No. 521, 1989), Schedule 'E', 1.3.2 Minor Roads. Additional road allowance width may be required to accommodate underground servicing of third-party utilities (power, telephone, cable).



Conceptual Road Layout  
(from Lot 543 Hyphocus Island Official  
Community Plan Amendment & Rezoning  
Application, August 2024 by EKISTICS)

The road cross section for proposed Road 2 shows a paved road surface of 8.5 m. This is slightly less than the 9.1 m width in the District's subdivision control bylaw (Bylaw No. 521, 1989) Standard Drawing 18 for a Local Road.



#### Road 2

(from Lot 543 Hyphocus Island Official  
Community Plan Amendment & Rezoning  
Application, August 2024 by EKISTICS)

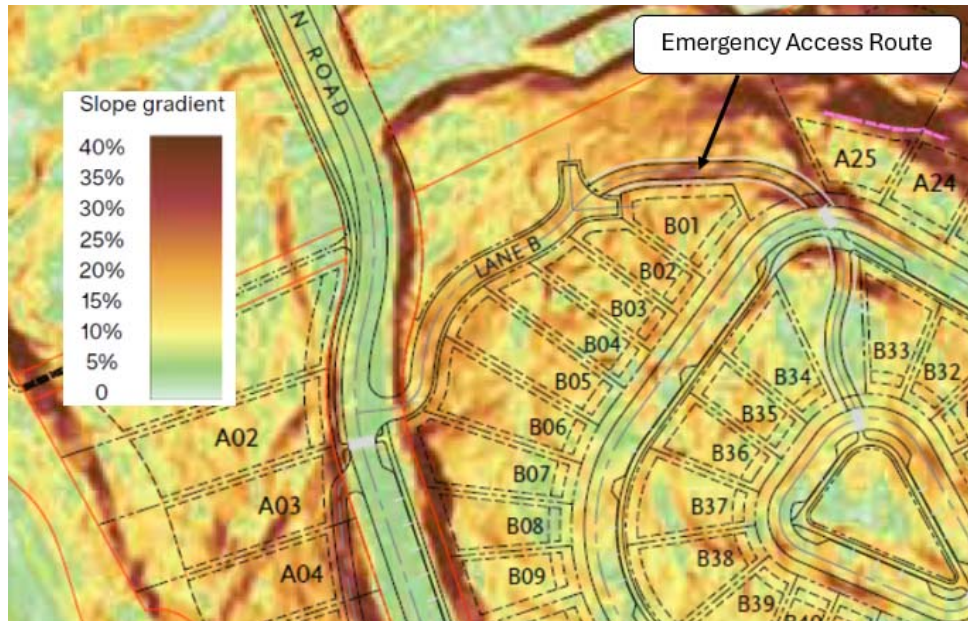
The road allowance width and road cross section design for Helen Road and Road 2 can be refined and confirmed as part of the subdivision approval process.

.../9

District of Ucluelet  
Mr. James MacIntosh

### ON-SITE, EMERGENCY ACCESS ROAD

A gravel surfaced emergency egress is proposed off the end of Lane B to the hilltop as a second means of access. The route appears to be proposed over terrain with slopes ranging from around 5% to greater than 25% and shown in the snipped image below.



### EMERGENCY ACCESS ROUTE

(from Lot 543 Hyphocus Island Official Community Plan Amendment & Rezoning Application,  
August 2024 by EKISTICS)

The proposed design vehicle for this emergency access route and the resulting design parameter for the road (lane width, maximum slope, minimum horizontal and vertical curves, design vehicle wheel turning paths, surface treatment, drainage, embankment cut/fill slopes, etc.) can be refined and confirmed as part of the subdivision approval process.

### OFF-SITE TRAFFIC IMPACT STUDY

The traffic impact study should acknowledge and assess the impact of the proposed development based on the proposed 161 dwelling units plus future development of the tourist commercial lots and O&M of the District's sewage lagoon and outfall.

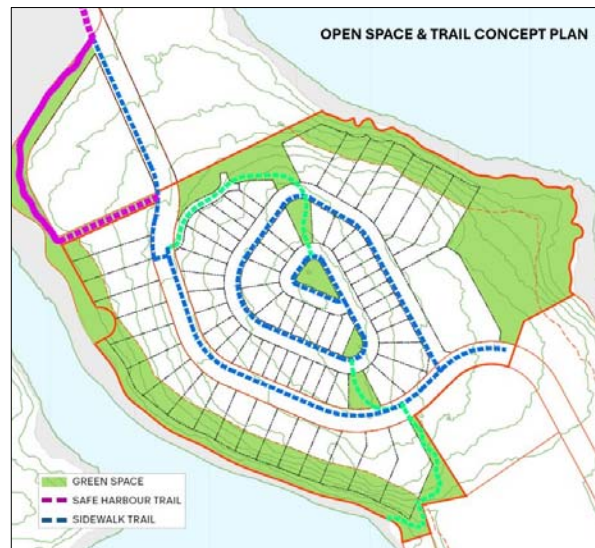
.../10

District of Ucluelet  
Mr. James MacIntosh

**OFF-SITE SIDEWALK & TRAILS ACCESS**

The proposed development includes sidewalks and trails as shown in the snapped image below. Development of the sidewalk along Helen Road and Marine Drive should be assessed to provided connectivity to the District existing sidewalks and Multi-Use Paths.

(from Proposed OCP Amendment and Rezoning Application, Aug 2024)



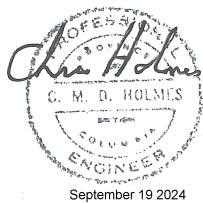
**3.5 THIRD PARTY UTILITIES (POWER\TELEPHONE\CABLE)**

Power, telephone and cable service to Hyphocus Island is by overhead lines. The developer, or its agent, will need to obtain written comments from each utility provider on the ability of the existing system to accommodate the proposed development or what upgrade works, if any, will be required. This can be confirmed as part of the subdivision approval process.

We trust this information meets with your approval and is sufficient for your needs at this time. Do not hesitate to contact us should you have any questions.

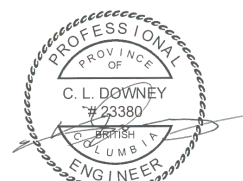
Yours truly,

KOERS & ASSOCIATES ENGINEERING LTD.



Chris Holmes, P.Eng.  
Project Engineer

Permit to Practise No. 1001658



Chris Downey, P. Eng.  
Principal

KOERS & ASSOCIATES ENGINEERING LTD.





1925 Main Street  
Vancouver BC  
V5T 3C1 Canada

T +1.604.739.7526  
F +1.604.739.7532

ekistics.com

Friday September 27, 2024

**Mayor McEwen and Council**

District of Ucluelet, BC

**Re: Lot 543 OCP/Rezoning Application**

On behalf of Maywind Development Corporation, I would like to address their commitment for the OCP and Rezoning application for Lot 543, Hyphocus Island.

Maywind is eager to initiate this project and is happy to discuss agreements with the District of Ucluelet to advance the OCP amendment and rezoning process. We recognize that this is just the beginning and are prepared to make initial commitments, with the understanding that final details will be negotiated and agreements signed conditionally upon OCP and rezoning approvals.

1. **Helen Road Improvements:** We have received a Class D cost estimate, which includes many unknowns and assumptions, such as relocating or burying the BC Hydro lines. Recognizing that the district currently lacks the funds or plans for these upgrades, as part of the overall project, Maywind is willing to finance the majority of the Helen Road improvements focusing on vehicular and pedestrian safety. The remaining costs could potentially be covered by contributions from other projects on Hyphocus Island, latecomer agreements, and DCC credits to mitigate costs and risks. A preliminary road improvement drawing package has already been submitted to outline the scope of work.
2. **Sewage Treatment Plant land dedication:** The landowner is also willing to dedicate a portion of the P-1 land identified on the OCP plan. Without knowing the needs for the treatment plant expansion, we have overlaid the Tofino treatment plant design as a test fit study to see how much land that might require, and the plan is attached. The owner is willing to give this land to the district with a 2-year advance notice that it will be utilized for the treatment plan expansion and construction will start within the year following ownership transfer. In the interim, Maywind would like to use this expansion land as a staging area for development and construction of the site and homes for about 5 years. Maywind would like to maintain ownership of the remaining P-1 land as a visual and space

**EKISTICS**

1925 Main Street  
Vancouver BC  
V5T 3C1 Canada

T +1.604.739.7526  
F +1.604.739.7532

ekistics.com

buffer between the neighborhood and the treatment plant and is labeled as potential future park on the plan.

3. **Sewage Treatment Plant Odor Issues:** Maywind is also concerned about improving the odor issues existing on Hyphocus island and is committed to finding a solution and funding improvements to improve the odor issue. The exact cause and potential solutions need additional studies to confirm the initial findings and recommendations.
4. **Purpose Built Rental:** Maywind is committed to building purpose built rental units on a portion of the site. The total number is yet to be finalized, but current plans show a potential 48 apartment type units. These would be built in the Multifamily parcel proposed on our OCP plan, and rezoned R-3.

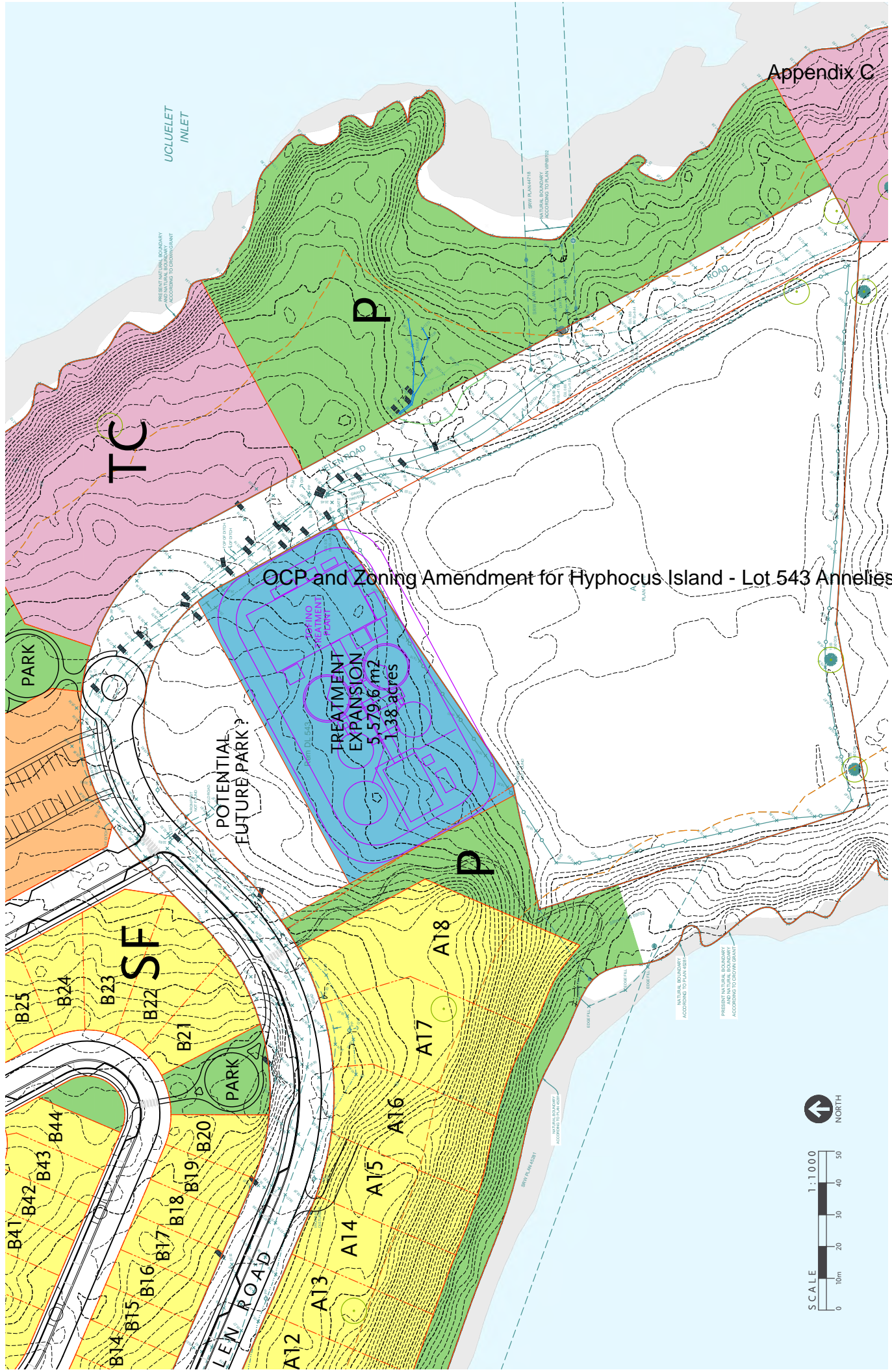
Please feel free to contact me with any questions or concerns.

Warm Regards,



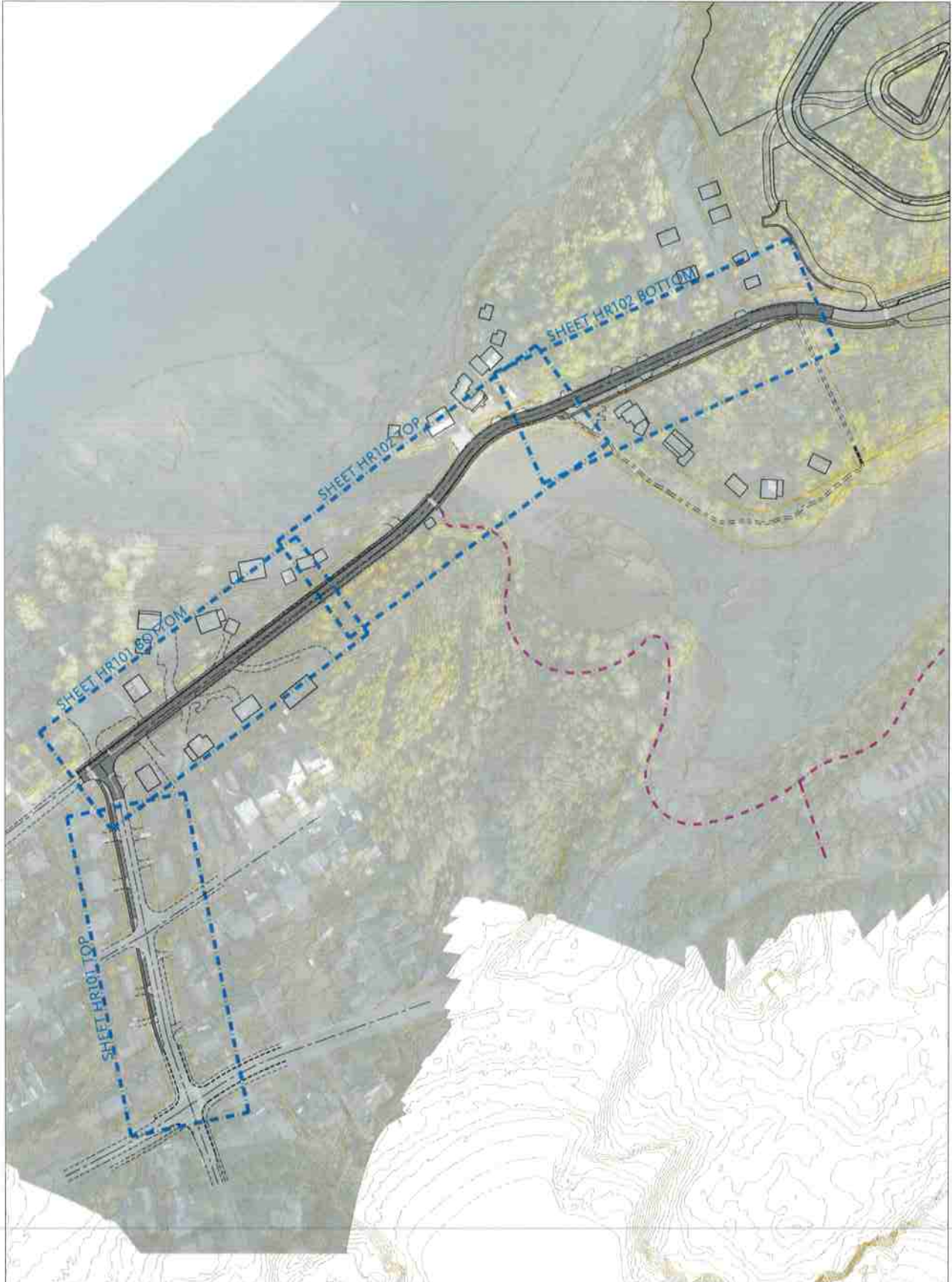
**Paul Rosenau**  
President + Founder  
**EKISTICS**





OCP and Zoning Amendment for Hlyphocus Island - Lot 543 Anneliese Newed

These plans are conceptual in nature and are not intended for construction. They do not constitute a government by-law. All designs and specifications are subject to change without notice.







These plans are conceptual in nature and are not intended for construction. They do not constitute a commitment by Maywind to build or proceed with any improvements. All designs and specifications are subject to change without notice.

HR101

LOT 543  
HELEN ROAD  
CLUVERLET, BC  
HELEN ROAD  
CONCEPTUAL  
IMPROVEMENTS



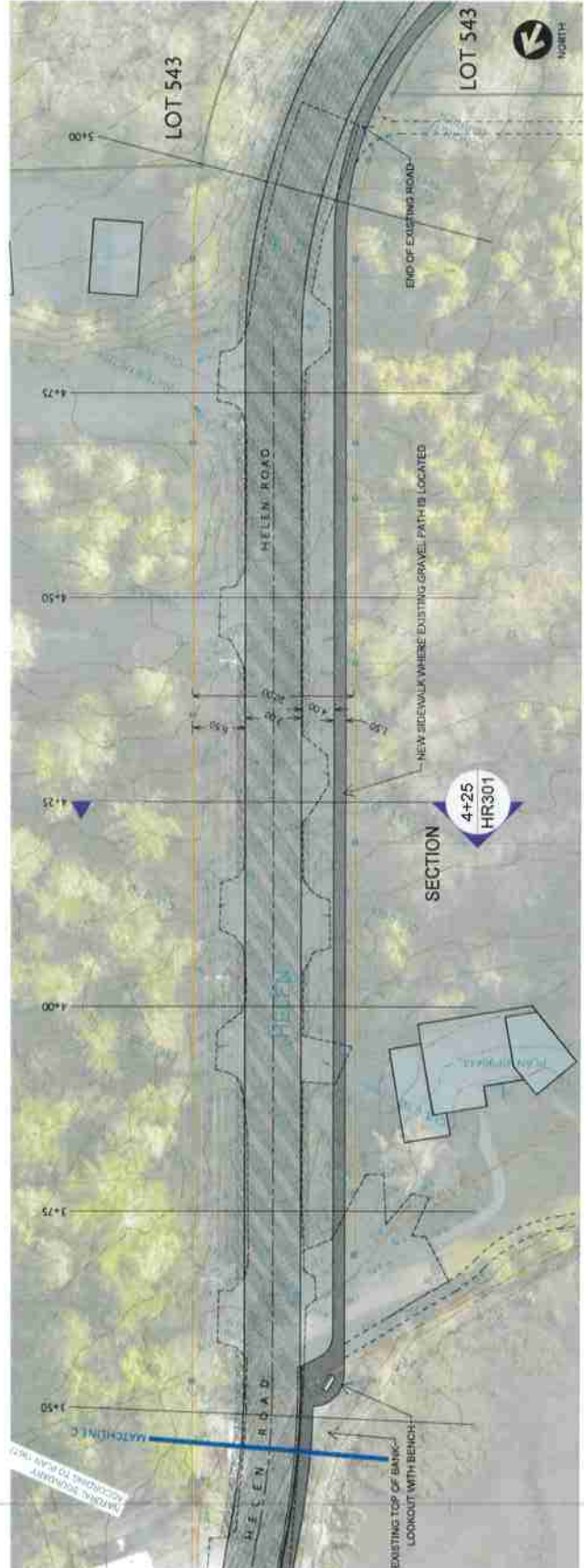
DATE	06 SEPTEMBER 2024
PROJECT NUMBER	EC725
ISSUED BY	
REVISIONS	

OCP AMENDMENT & ZONING  
NOT FOR CONSTRUCTION

PREPARED FOR:  
MAYWIND DEV. CORP.  
3000 West 10th Street, Suite 101  
Vancouver, BC V6P 3E1

Prepared by:  
Ekiestics  
1100 West 10th Street, Suite 101  
Vancouver, BC V6P 3E1

**EKISTICS**  
Town Planning





205 Main Street  
 Winston, NC  
 27150-1010  
 773.443.2020  
 ekistics.com

PREPARED FOR  
**MAYNARD DEV. CORP.**  
 100 BARKLEY ROAD, SUITE 100  
 WASHINGTON, NC 27587

OCP AMENDMENT & ZONING  
 NOT FOR CONSTRUCTION

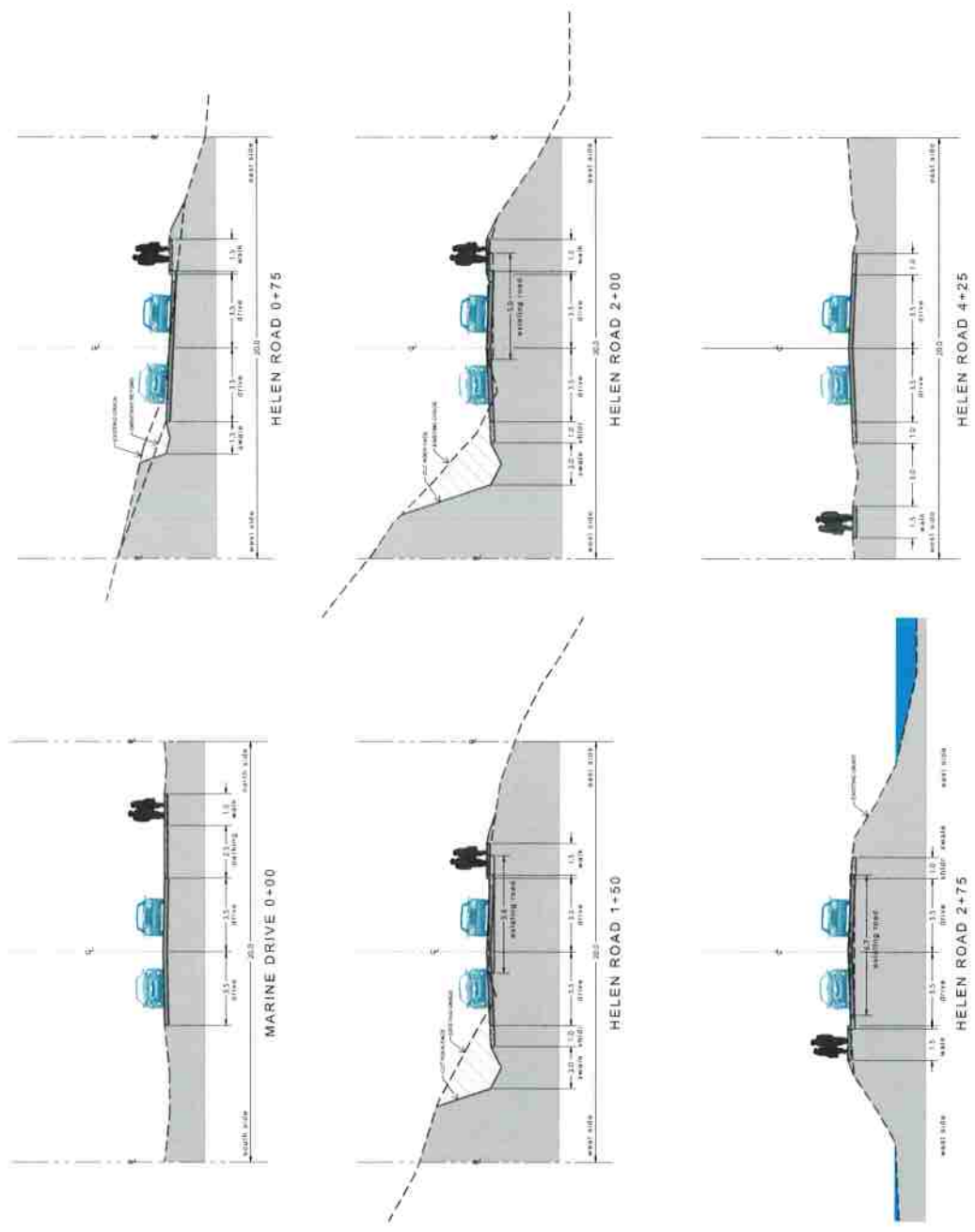
DATE: 06 SEPTEMBER 2024  
 PROJECT NUMBER: EGT25  
 DRAWN BY: [Name]  
 CHECKED BY: [Name]



**LOT 543  
 HELEN ROAD**  
 W. COLUMBIET, N.C.

**HELEN ROAD  
 CONCEPTUAL  
 IMPROVEMENTS**

**HR301**



These plans are conceptual in nature and are intended for evaluation. They do not constitute a contract. They are not to be used for construction. All designs and specifications are subject to change without notice.



1925 Main Street  
Vancouver BC  
V5T 3C1 Canada

T +1.604.739.7526  
F +1.604.739.7532

ekistics.ca

Tuesday, August 13, 2024

Bruce Greig, Director of Community Planning  
District of Ucluelet  
200 Main Street  
Ucluelet BC V0R 3A0

Re: Lot 543 Hyphocus Island OCP and Rezoning Application

Following our second public open house July 29<sup>th</sup> and Presentation to Council on July 30<sup>th</sup>, we have once again updated the proposed plan for Lot 543 OCP amendment and Rezoning application and hope to answer any outstanding questions to assist staff in preparing a report to Council.

The second open house at the community centre was well attended and offered good feedback. Most of the comments received were in favor of the new plan with reduced density, as opposed to the previous plan, however many asked what happened to the more affordable townhome and apartment options. Several supporters for the development voiced their desire for housing they could afford. The primary concerns we heard were identical to the first open house – density, traffic, infrastructure and impacts to the environment.

### **1. Attainability and affordability:**

The application proposes 73 single-family lots to be accommodated on the site through an OCP amendment and rezoning to R-1 (Single Family Residential) and R-6 (Compact Single Family Residential) zones.

While our client intends to sell the larger, waterfront R-1 lots, he plans to construct and sell the homes on the compact R-6 lots. As part of our commitment to providing more financially attainable housing on the site, secondary suites are to be built on all R-6 lots. Given the current housing market, and preference for local residents to purchase here, we

## EKISTICS

1925 Main Street  
Vancouver BC  
V5T 3C1 Canada

T +1.604.739.7526  
F +1.604.739.7532

ekistics.ca

anticipate all of these suites to be rented, adding 44 rental suites to the market, and serving as valuable mortgage helpers.

In addition, we have now added a third housing option in the form of stacked townhomes, which are to be built as “purpose built rental” units. Our concept plan illustrates how 48 small 1- and 2-bedroom flats can be built on a parcel which replaced 4 of the single family lots in the previous plan. The buildings could take slightly different forms but would still be purpose built rental units. [Maywind is committed to build these buildings and maintain ownership of them for long term rentals.](#)

In terms of what the current zoning allows for, R-1 zone permits a single-family dwelling as the principal use with a secondary suite and ADU being secondary uses. The R-6 zone, however, only allows for a single-family dwelling as the principal use with either a secondary suite OR an ADU as a secondary use.

We propose an amendment to the R-6 zone to allow for both a secondary suite and an ADU. These lots are intentionally double fronted which allows for the development of multiple units on the site with access from both frontages. These compact lots are aimed towards a lower income bracket, so having the ability to construct additional units would further assist in securing a mortgage for the homeowner. It is noted that whilst we don't anticipate all the compact lots to have both a secondary suite and an ADU, the amendment to the zoning allows for this flexibility.

We have prepared several prototypes of housing options for the compact lots, all containing a secondary suite with the potential for a ADU to be constructed. We anticipate the construction of a few show homes of these attainable prototypes in which a home buyer could pick out the most suitable option for their lifestyle and budget. By incorporating a rental suite, the proposed homes are positioned within the attainable range. [Maywind is committed to partnering with a local homebuilder to construct all the R-6 homes \(with suites\) to sell directly to the end user.](#)





1925 Main Street  
Vancouver BC  
V5T 3C1 Canada

T +1.604.739.7526  
F +1.604.739.7532

ekistics.ca

Hyphocus Island Attainable Housing Units		Hyphocus Island Affordable	
<b>Purchase Small House</b>	<b>Estimate</b>		
Small House (2 bedrooms)	1,200		
Small Suite (1 bedroom)	600		
Total Building	1,800		
Constr Cost/ SF	\$ 300.00		
Bldg Cost	\$ 540,000.00		
Lot Cost	\$ 400,000.00		
Total Bldg + Lot Cost	\$ 940,000.00		
5% down payment	\$ 47,000.00		
95% mortgage	\$ 893,000.00		
Interest Rate (30 yr term)	5.0%		
<b>Mortgage payment/ mo</b>	<b>\$ 4,882.22</b>		
Mean Household Income	\$ 97,000.00	Mean Household Income	\$ 97,000.00
Factor	1.3	Factor	0.8
Income w/ factor	\$ 126,100.00	Income w factor	\$ 77,600.00
30% GDS for Housing/ yr	\$ 37,830.00	30% GDS for Housing/ yr	\$ 23,280.00
Mortgage/ mo	\$ 3,152.50	Housing Costs	\$ 1,940.00
Suite 'affordable' rent	\$ 1,746.00	Utilities/Misc (10%)	\$ 194.00
<b>Total Allowable Mortgage</b>	<b>\$ 4,898.50</b>	<b>Total Allowable Rent</b>	<b>\$ 1,746.00</b>

Many organizations, programs and even mortgage lenders consider housing affordable if it costs no more than 30% of household income before taxes.

[Defining affordable housing - Province of British Columbia \(gov.bc.ca\)](http://www.gov.bc.ca)

This demonstrates the owner’s commitment to building attainable homes tailored to the local community. With our client’s intention to build the homes on the compact lots, we are dedicated to ensuring the project’s success and its positive impact on the community. Here is an updated potential breakdown of unit types:

Large Single Family Lots	25	
Small Single Family Lots	44	
Each with accessory units	44	
Purpose Built Rentals	48	
Attainable homes:	44	( 27 % )
Affordable rentals:	92	( 57 % )
Market homes:	25	( 16 % )
Total units:	161	

Our proposal exceeds the 75% attainable/affordable required by the OCP which addresses the housing needs of the community and presents a sustainable solution that benefits both owners and renters alike.



1925 Main Street  
Vancouver BC  
V5T 3C1 Canada

T +1.604.739.7526  
F +1.604.739.7532

ekistics.ca

## 2. Infrastructure Upgrades

Maywind is committed to upgrading the pedestrian safety and neighborhood connections by building a continuous sidewalk along Helen Road to Marine Way, and along Marine Way connecting to the existing sidewalks at the Peninsula Road and Marine Way intersection. Working with Ucluelet and our civil engineer, some additional upgrades may be required along Helen Road to accommodate the sidewalk and appropriate travel lane widths. [Maywind is committed to making pedestrian connections and appropriate upgrades for safety and accessibility.](#)

The sewage treatment infrastructure and odour concerns are extremely important to the success of the development and will be addressed. [Maywind will participate with the district to fund infrastructure upgrades needed to support the development. The odour issues will be tackled with appropriate methods in attempt to remove or minimize the odour.](#)

## 3. Open Space

The proposed master plan for Rezoning indicates several areas to be zoned P-1 to be categorized as parks, adding programmed activity nodes, and dedicating to the District of Ucluelet. [Maywind will construct these activity nodes, which include playgrounds, picnic and bbq areas, seating, trails, and flexible lawn areas.](#) Maywind intends to define the detailed program of these park uses in the subdivision phase.

Open Space within R-1 lots identified in the 30m marine setback zone are intended to be preserved in-tact [will be protected through a covenant](#) on the subdivided lots. Wildlife trees and large trees identified on the environmental baseline assessment report will be protected either within parks, or if found on R-1 lots, by restricting building envelopes to avoid the tree so it can be retained.

P-1 land dedicated to the city will have identified areas of cultural significance which may need to be protected and could potentially be transferred to Ucluelet First Nations for ownership and/or stewardship. A plan has been developed which avoids these areas, and Maywind intends to preserve and protect these areas.

Park lands identified in the proposed OCP amendment and not included in the Rezoning plan will be left undisturbed at this time. Maywind does not intend to make any improvements such as trails or utilize these areas in any way until the time at which the proposed TC parcels will be rezoned.



1925 Main Street  
Vancouver BC  
V5T 3C1 Canada

T +1.604.739.7526  
F +1.604.739.7532

ekistics.ca

If Helen Road becomes inaccessible due to a natural disaster, contingency plans for an emergency helicopter landing area are under consideration. The summit of the nearby hill presents one possibility, while the industrial zone adjacent to the lagoons offers another. Additionally, the roundabout at the terminus of Helen Road is being evaluated as a potential site. Discussions with local authorities about an appropriate open space will need to be held to determine the most feasible resolution.

#### 4. Tourist Commercial land uses on the OCP

This proposal also includes the designation of two areas for tourist commercial use. Whilst these areas are not part of the rezoning application, we see that a tourist commercial use would be a more appropriate use than industrial use. We envision a 20-30 room boutique hotel in these areas. Development of these sites will require a future rezoning and development permit applications. Although the southern portion of the island has been recommended as environmental reserve, further detailed studies need to confirm if and how much wildlife is using that area. If wildlife activity is nil to low, we would continue to explore TC land uses. We hope to integrate a low-impact eco-resort in the form of elevated small cabins sensitively placed within the forest with minimal disturbance and maintain all the reserve attributes.

#### 5. Public Institutional land in the OCP adjacent to the lagoons

The area designated as Institutional (PI) next to the existing sewage lagoons will not be rezoned at this time. The owner agrees the PI area next to the sewage lagoons may be best utilized for future sewage infrastructure upgrades. The future built form and future needs of these upgrades are unknown, as is their impact to the new neighborhood. The owner would like to work with the District to provide an appropriate buffer, such as a park or other land use, which may act as a transition from the future utility to the neighborhood. Currently the owner is not willing to make a commitment for this land.

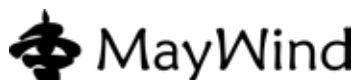
We look forward to further discussions regarding this development.

W. Paul Rosenau  
Founder and President  
EKISTICS Town Planning Inc.

# LOT 543 HYPHOCUS ISLAND



## OFFICIAL COMMUNITY PLAN AMENDMENT AND REZONING APPLICATION



REVISION AUGUST 13, 2024  
REVISED JUNE 25, 2024  
APRIL 5 2024

## ACKNOWLEDGEMENT

We gratefully acknowledge that the land in which the project is located, is on the traditional territory of the Yuuʷuʷiʷaʷ people (Ucluelet First Nation) who have lived along the west coast of Vancouver Island for thousands of years.

We recognize the rich cultural heritage, wisdom, and enduring connection that the indigenous people have with this land. We honour their history, traditions, and appreciate the ongoing involvement and contribution of the Ucluelet First Nation.

## EXECUTIVE SUMMARY

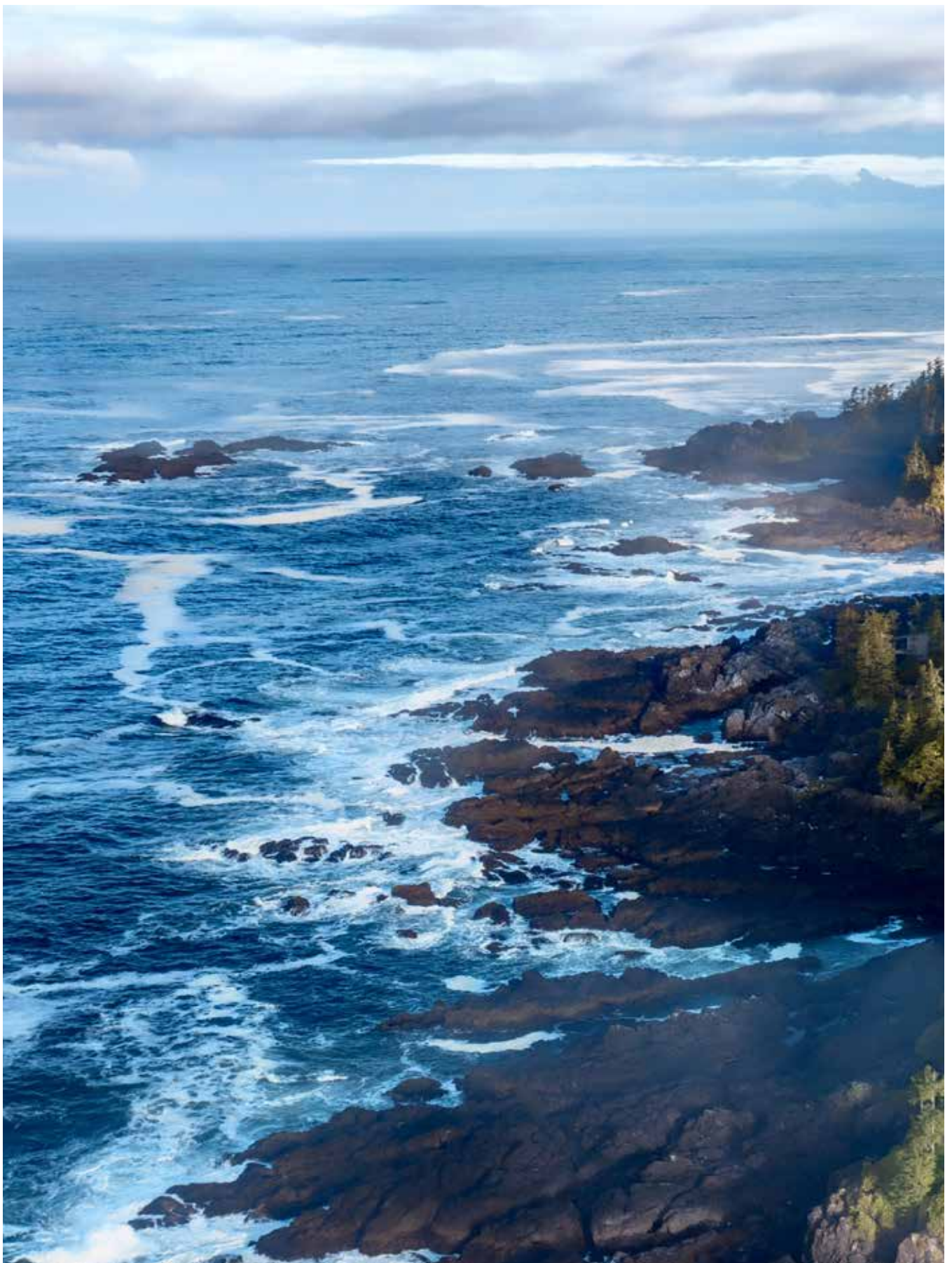
Hyphocus Island, derived from the indigenous nuučaanuʷ (Nuu-chah-nulth) name Huumaniš, presents a distinctive, coastal living experience that respects and enriches the unparalleled Ucluelet landscape and community. Lot 543 ('the site') showcases innovative and forward-thinking design, meticulously crafted to harmonize with the breathtaking scenery and capture the cherished down-to-earth and laid-back feel of Ucluelet.

The development arc for Lot 543 has been marked by extensive site investigations and a comprehensive engagement process, resulting in a refined application that aligns with the preferences of the local community. Drawing inspiration from the distinctive oceanside location, the proposed neighbourhood is a testament to responsive planning, providing residents with a lifestyle that integrates modern design with the surrounding natural environment.

This application seeks approval for:

- Realignment of OCP land use boundaries to shift the designated single-family residential land away from the identified environmentally and archaeologically sensitive sites as well as proposing two tourist commercial areas; and
- Rezoning of the site from the Rural Residential (RU) zone to Single-Family Residential (R-1) zone, Infill Single-Family Residential (R-6) zone, and High Density Residential (R-3)





# LETTER OF INTENT



April 5, 2024

Att: Bruce Greig, Director of Community Planning  
 Planning Department | District of Ucluelet  
 200 Main Street, Ucluelet, BC V0R 3A0

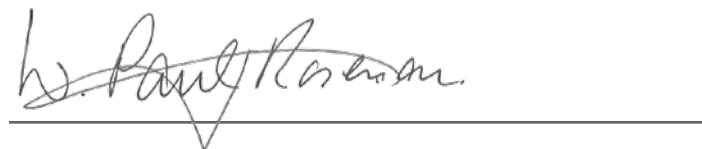
Lot 543 on Hyphocus Island was purchased by our client, Maywind Development Corporation in 2022, with the intention to preserve some of the land for their future generations whilst enhancing its value through development and real estate sales.

Understanding the importance of aligning with the values and needs of the Ucluelet community and the Yuułu?ił?atł First Nation, a comprehensive engagement process was conducted in January 2024. This involved hosting a public open house in Ucluelet and a meeting with the First Nation's Elders. The insights and feedback received during these sessions prompted a re-evaluation of the initial concept for the site, which originally proposed 350 dwelling units with various housing types on the 34 acre property. In response, the proposal has been revised to better resonate with Ucluelet's Official Community Plan (OCP) and respond to the community's feedback.

The 2022 OCP designates single-family residential, industrial and institutional uses on the site. The revised application generally aligns with this overarching residential vision, proposing 74 single-family lots. In consideration of the environmentally sensitive areas and archaeological findings from the technical site investigations, the masterplan proposes a shift in the OCP boundaries for the single-family residential land, avoiding these sensitive areas. This application also proposes an amendment to the OCP to designate areas of the site for tourist commercial use. Rezoning to allow for tourist uses is not proposed as part of this application as the intention is not to develop these sites now. However, we believe the designation of tourist commercial is more appropriate than industrial, considering the findings of the site's technical assessments.

This application seeks to rezone the site from Rural Residential to Single Family Residential (R-1) zone and Infill Single Family Residential (R-6) zone. This rezoning will facilitate a variety of housing types, catering to Ucluelet's diverse population and provide a mix of residential options with larger waterfront lots, attainable compact lots and rental secondary suites.

The intent of this application is to secure the OCP and rezoning approval, then promptly apply for subdivision and development permits. Construction would commence as soon as all approvals and conditions are met. The owner and design team are eager to see a successful built project.



Paul Rosenau, Founder and President, EKISTICS Town Planning Inc.  
 1925 Main Street Vancouver BC V5T 3C1

# CONTENTS

## INDEX

1	APPLICATIONS
2	PROJECT VISION
3	PROJECT CONTEXT
4	THE LAND
5	REGULATORY FRAMEWORK
6	MASTERPLAN
7	SERVICING
8	OCP AMENDMENT PROPOSAL
9	REZONING PROPOSAL
10	SCHEDULES

# CONTENTS

## SCHEDULES

SCHEDULE A	ILLUSTRATED CONCEPT PLAN
SCHEDULE B	SLOPE ANALYSIS CONCEPT PLAN
SCHEDULE C	LAND USE PLAN
SCHEDULE D	OPEN SPACE AND TRAILS PLAN
SCHEDULE E	PROPOSED OCP PLAN
SCHEDULE F	PROPOSED OCP TRAILS PLAN
SCHEDULE G	PROPOSED ZONING PLAN

# CONTENTS

## APPENDICES IN SEPARATE APPENDIX PACKAGE

APPENDIX A	LEGAL SURVEY
APPENDIX B	PRELIMINARY ENVIRONMENTAL ASSESSMENT
APPENDIX C	TRAFFIC IMPACT ASSESSMENT
APPENDIX D	PRELIMINARY GEOTECHNICAL REPORT
APPENDIX E	PRELIMINARY ARCHAEOLOGICAL ASSESSMENT
APPENDIX F	PRELIMINARY SERVICING REPORT AND PLANS



This page is intentionally left blank

This page is intentionally left blank

# 1.0 APPLICATION

# Development Application

## District of Ucluelet

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

### Type of Application

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

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Official Community Plan Amendment | <input type="checkbox"/> Development Variance Permit |
| <input checked="" type="checkbox"/> Zoning Bylaw Amendment            | <input type="checkbox"/> Temporary Use Permit        |
| <input type="checkbox"/> Development Permit (no variances)            | <input type="checkbox"/> Board of Variance           |
| <input type="checkbox"/> Development Permit (with variances)          | <input type="checkbox"/> Strata Conversion           |
| <input type="checkbox"/> Development Permit Amendment                 | <input type="checkbox"/> Subdivision                 |

### Description of Property

Civic Address (es): \_\_\_\_\_  
Legal Description: Lot 543, Clayoquot District; Except part shown in red on Plan 1377R and Except parts on Plan 19677 and 41770 (PID 000828891)

### 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: Paul Rosenau \_\_\_\_\_ Company name: EKISTICS Town Planning Inc. \_\_\_\_\_  
Mailing address: 200/152 W Hastings Street \_\_\_\_\_ Postal Code: V6B 1G8 \_\_\_\_\_  
Tel : 604.739.7526 \_\_\_\_\_ Cell : 604.671.8745 \_\_\_\_\_  
Email : Rosenau@ekistics.ca \_\_\_\_\_ Fax : \_\_\_\_\_

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

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### 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: Maywind Development Corporation c/o Mr Liu \_\_\_\_\_  
Mailing address: 2385 Westhill Drive West Vancouver \_\_\_\_\_ Postal Code: V7S 2Z2 \_\_\_\_\_  
Tel : +1 778 322 1678 / + 604 726 1338 \_\_\_\_\_ Cell : \_\_\_\_\_  
Email : maywindtd@gmail.com \_\_\_\_\_ Fax : \_\_\_\_\_  
jnan2004@hotmail.com

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

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only:

Folio No.:	File No.:	Date:	Receipt No.:	Fee:
------------	-----------	-------	--------------	------





## Temporary Use Permit (TUP) / Development Permit (DP) / Rezoning Checklist

**Property Address:** Lot 543, Hyphocus Island  
**Type of Application:** Rezoning Application, OCP Amendment Application  
**Date:**  
**Submitted By:**

- Application Form;** A signed application form by the registered owners - or written authorization for an agent to act on behalf of the owner and/or written Strata Council approval (if applicable).
- Application Fee;** See Bylaw 1186, Schedule D (see below)
- Title Search;** A title search within 15 days of the date of application, along with copies of all non-financial encumbrances (e.g. covenants, statutory rights of ways, easements, etc).
- Site Profile;** this is a screening tool required by the province to identify potentially contaminated sites. This is required for any previously occupied property with past commercial activity. Completed by the property owner when a property is subject to local government development applications and/or permits. See [https://www2.gov.bc.ca/assets/gov/environment/air-land-water/site-remediation/docs/forms/site\\_profile.pdf](https://www2.gov.bc.ca/assets/gov/environment/air-land-water/site-remediation/docs/forms/site_profile.pdf)
- Written Statement of Intent;** A written statement of intent outlines the proposal in full including a description of:
  - the purpose of this application;
  - how the proposal complies with the applicable Development Permit guidelines;
  - any divergence from the applicable Development Permit guidelines and why the divergence could be supported;
  - the existing and proposed use(s) of the land, buildings, and structures;
  - the existing and proposed works and services; and
  - any consultations the applicant has undertaken or proposes to undertake with neighbours and the community.
- Application drawings;** including three full sized copies (for larger applications), two clearly legible 8.5 x 11" reductions, and one digital copy (in PDF form). Drawing sets shall contain the following information:
  - Site plan,** drawn to scale, showing:
    - site context.
    - topographical and geographical features on the site.
    - all property lines, setbacks, existing and proposed buildings and structures including roof lines, utilities, fire hydrant locations, north arrow, waste and recycling storage areas, and open/green space.
    - zoning analysis indicating legal identification, address, lot area, density, floor area ratio, lot coverage, height calculations, setbacks, and other applicable zoning regulations.

- vehicle/pedestrian circulation and turning radius for delivery and emergency vehicles including waste and recycling pick up services.
- all watercourses and riparian areas, natural boundary of the sea, trees to be retained and any other sensitive environmental features including required setback areas.
- works and services, and street lighting.
- areas subject to covenants, statutory rights of way, and easements.
- sidewalks, streets, lanes, highways and adjacent land uses where affected;
- Building elevations**, showing all sides of all buildings and structures, exterior finishes (including materials, colour and signage) and adjacent buildings to reference streetscape;
- Floor plans**, showing all areas and uses of all building floors;
- Landscape plans**, showing the number, sizes, species and planting locations on the plan;
- Applications may require;**
  - BC Land Surveyors sketch plan including any existing buildings on the property in relation to legal property boundaries.
  - environmental impact assessment including environmentally sensitive features
  - acoustical impact study
  - construction and environmental management plan
  - hydrological study including groundwater management assessment
  - tree assessment study
  - stormwater management and drainage study
  - geotechnical study
  - transportation and traffic Impact study
  - site access and servicing including municipal infrastructure impacts
  - archaeological assessment
  - other studies as deemed necessary
- This Checklist;** This checklist should be completed, submitted, and reviewed as part of any development application

## Appendix C

## District of Ucluelet Fees and Charges Bylaw No. 1186

Schedule 'D' Planning and Development

	Fees	Plus GST
<b>Subdivision</b>		
Application Fee	\$800.00 plus \$ 150.00 per lot	No
Fee for each Strata Phase	\$500.00	Yes
Fee for each Strata Phase revision	\$150.00	Yes
Strata Conversion of Previously Occupied Building	\$500.00	Yes
<b>Zoning and Official Community Plan Application Fees</b>		
Official Community Plan Amendment	\$1,600.00 plus \$500.00 per Ha. over 1 Ha. plus public hearing fee	Yes
Zoning Bylaw Amendment (Text and/or Map)	\$1,000.00 plus \$500.00 per Ha. over 1 Ha. plus public hearing fee	Yes
The Public Hearing fees shall be refundable if Council declines to advance the application to a Public Hearing		
<b>Development</b>		
Minor Development Permit	\$300.00	No
Development Permit	\$1,000.00 plus \$500.00 per Ha. over 1 Ha.	No
Development Variance permit	\$600.00 plus \$500.00 public notice fee	No
Temporary Use Permit	\$350.00 plus \$500.00 public notice fee	No
Reissuance of an expired Development Permit	\$400.00	No
Reissuance of an expired Development Variance Permit	\$400.00	No
<b>Board of Variance</b>		
Application	\$600.00	Yes
<b>Subdivision Servicing</b>		
Administration fee (% of construction value)	1%	No

**APPLICATION FEES**

Official Community Plan Amendment Fee	\$1,600.00
+ \$500.00 per ha. over 1 ha (12 ha total, 11 x \$500.00)	\$5,500.00
Zoning Bylaw Amendment Fee	\$1,000.00
+ \$500.00 per ha. over 1 ha (10 ha total, 9 x \$500.00)	\$4,500.00
<b>Application Fee Total</b>	<b>\$12,600.00 + GST</b>
	<b>= \$13,230.00</b>
Public Hearing Fee (GST exempt)	\$700.00
<b>Fee Total</b>	<b>\$13,930.00</b>

**TITLE SEARCH PRINT**

File Reference: 110863.00

Requestor: Danu Vandermark

Declared Value \$3980000

**\*\*CURRENT INFORMATION ONLY - NO CANCELLED INFORMATION SHOWN\*\***

<b>Land Title District</b>	VICTORIA
Land Title Office	VICTORIA
<b>Title Number</b>	CB120564
From Title Number	EW67898
<b>Application Received</b>	2022-07-29
<b>Application Entered</b>	2022-08-03
<b>Registered Owner in Fee Simple</b>	
Registered Owner/Mailing Address:	MAYWIND DEVELOPMENT CORP., INC.NO. BC1371692 2385 WESTHILL DR. WEST VANCOUVER, BC V7S 2Z2
<b>Taxation Authority</b>	Port Alberni Assessment Area Ucluelet, District of
<b>Description of Land</b>	
Parcel Identifier:	000-828-891
Legal Description:	LOT 543, NATIVE ISLAND, CLAYOQUOT DISTRICT, EXCEPT PART SHOWN OUTLINED IN RED ON PLAN 1377R, AND EXCEPT PARTS IN PLANS 19677, 41770 AND VIP76238
<b>Legal Notations</b>	NONE
<b>Charges, Liens and Interests</b>	
Nature:	STATUTORY RIGHT OF WAY
Registration Number:	EN96851
Registration Date and Time:	1999-10-21 15:10
Registered Owner:	DISTRICT OF UCLUELET
Remarks:	PART IN PLAN VIP69702
Nature:	MORTGAGE
Registration Number:	CB120598
Registration Date and Time:	2022-07-29 12:02
Registered Owner:	AMBER INCOME OPPORTUNITY GP CORP. INCORPORATION NO. BC1342007

**TITLE SEARCH PRINT**

File Reference: 110863.00

Declared Value \$3980000

Nature:	ASSIGNMENT OF RENTS
Registration Number:	CB120599
Registration Date and Time:	2022-07-29 12:02
Registered Owner:	AMBER INCOME OPPORTUNITY GP CORP. INCORPORATION NO. BC1342007

**Duplicate Infeasible Title** NONE OUTSTANDING

**Transfers** NONE

**Pending Applications** NONE



This page is intentionally left blank



## 2.0 VISION

*Lot 543 on Hyphocus Island is a unique, thoughtfully planned ocean front neighbourhood that brings together leading edge design and building quality to the seaside town of Ucluelet.*

Hyphocus Island will be a place where people can live in balance with nature. Nestled in an unparalleled oceanfront setting, this master-planned neighbourhood in Ucluelet stands apart. In our opinion, no other community in the region combines the same spectacular views, landscape, and amenities.

The privacy and breathtaking scenery that this location offers makes this project one of the premier residential communities on the west coast of Vancouver Island.

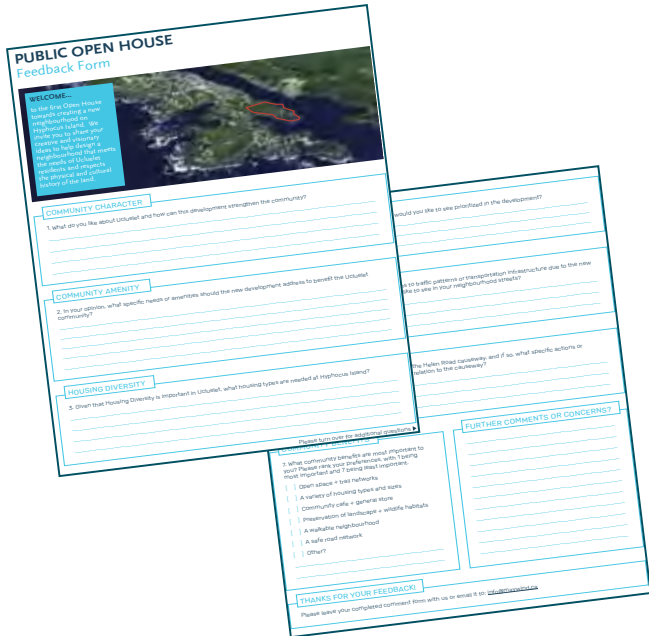
There is to be celebration in preserving and enriching the unique ecological beauty of the area and a profound respect for the environment will guide the future development of the community.

Hyphocus Island will offer residents a haven of tranquillity and connection to the land. We envision a harmonious community where nature and modern living coexist seamlessly.





# PUBLIC FEEDBACK



EKISTICS and Maywind Development hosted a public open house on January 18, 2024 to gather community input on the envisioned Lot 543 Hyphocus Island development.

The open house showcased nine boards that detailed the existing site conditions, history of the site, the envisioned masterplan and the proposed amendments to the existing OCP and zoning regulations.

Attendees were provided with feedback forms, allowing them the option to either complete a hard copy or visit the Maywind website to complete.

A diverse range of responses emerged from the community with discussions around density, traffic, housing and affordability, infrastructure and servicing.

**Public Open House**  
**Thursday January 18, 2024, 4-8pm**  
**Ucluelet Community Centre Activity**  
**Centre 1 & 2, 500 Matterson Drive**

**80 in attendance (approx.)**  
**60 sign-ins**  
**15 feedback forms submitted**





The masterplan presented at the public open house outlined a development comprising of approximately 350 dwelling units, encompassing various dwelling types and tenures with apartments, townhomes, duplexes and single-family homes.

The Ucluelet public actively engaged with the project team and shared their insights and feedback. Primary concerns raised by the public centered around the perceived high density and its potential impact on Ucluelet's cherished small-town ambiance.



*Plan presented at the open house*

#### DENSITY

Density emerged as a focal point of discussion during the open house, with the community expressing a strong preference for the development to have a lower density. There was a clear desire for the development to predominately consist of single-family homes.

#### TRAFFIC

There were also concerns from the public regarding traffic, encompassing worries about increased vehicular activity on Helen Road and its potential impact on the existing transportation infrastructure. Helen Road, already a narrow road without sidewalks, was raised as an issue which the public sees as becoming exacerbated by increased traffic numbers.

#### SERVICING AND INFRASTRUCTURE

Community apprehensions extended to the development's proximity to the sanitary lagoons in the south of the site, as well as concerns about the adequacy of the existing water and sewer servicing infrastructure and how this development would impact the capacity.

#### COMMUNITY BENEFIT

The community emphasized the desire for the development to preserve the site's natural character, implement a safe road network and provide for a cohesive open space network with integrated trails.

In response to the feedback received, the design team went back to the drawing board to incorporate the community's feedback into the plan. The revised plan is a direct response to the community's concerns and seeks to align with the values of the community and the character of Ucluelet.

## APPLICATION BOUNDARIES

Following the public open house, a thorough analysis of the feedback received prompted a comprehensive review of the original concept plan.

The original masterplan proposed development over the majority of the site. To align with community preference and to closer adhere to the OCP, the area subject to the OCP application has been reduced to 30.6 acres, depicted in the adjacent figure.

The rezoning application boundary is further reduced to 25.1 acres, and applies to the area of the site which is intended to be developed as part of this application.

Detailed justification for these boundaries is provided within this report.

The owner is intending to maintain ownership of the southern portion of the site, leaving open the possibility of development at a later time.

— OCP APPLICATION BOUNDARY  
— LOT 543



— REZONING APPLICATION BOUNDARY  
— LOT 543

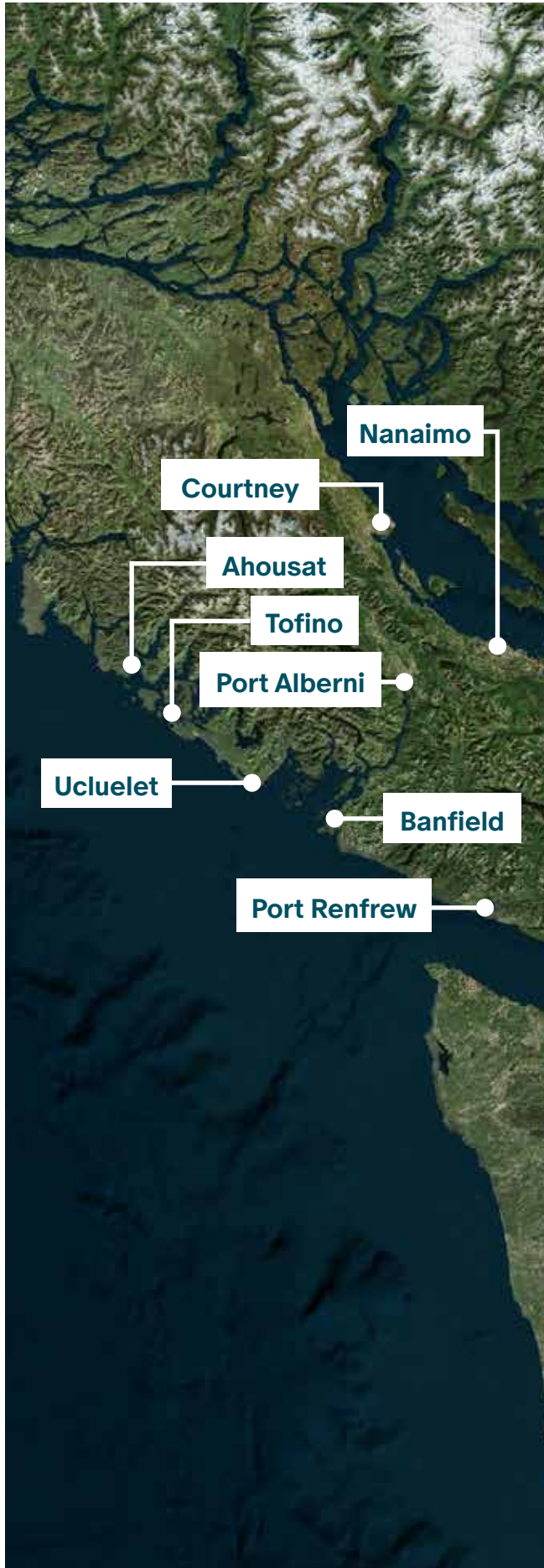


This page is intentionally left blank



## 3.0 PROJECT CONTEXT





## PROJECT LOCATION

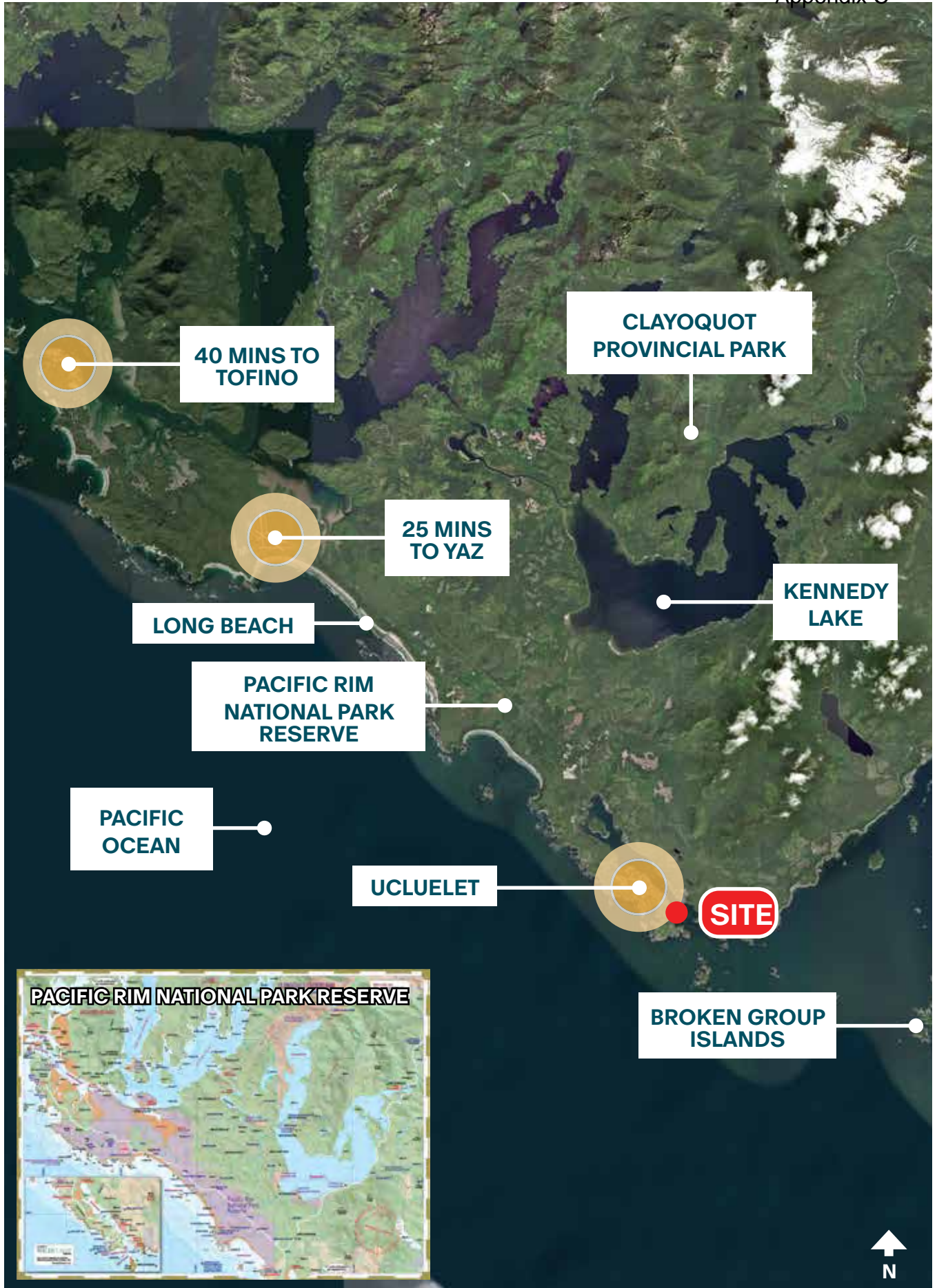
Ucluelet is known for its warm and temperate climate, its west coast open ocean landscapes, rugged beauty and laid-back small town community lifestyle.

Ucluelet is located at the western edge of the Barkley Sound, 288 km (179 mi) northwest of the British Columbia provincial capital, Victoria, on the outer west coast of Vancouver Island.

The closest city is Port Alberni, which is approximately 100 km (62 mi) to the east. The District of Tofino is 40 km (25 mi) northwest of Ucluelet on Highway 4.

In between Tofino and Ucluelet is the Long Beach unit of the Pacific Rim National Park Reserve. Barkley Sound lies southeast of Ucluelet and is a marine area that features the Broken Islands Group unit of the Pacific Rim National Park Reserve. The fishing and scientific research community of Bamfield lies on its farther shore.

Like its neighbour Tofino, Ucluelet has made the transition from a resource-based economy to a year-round tourism-based economy. The Pacific Rim Visitor Centre is now the second most visited Tourism Centre, after Victoria, on Vancouver Island, and on average receives 90,000 visitors from around the world to the Pacific Rim National Park, Ucluelet and Tofino area.



## LOCAL CONTEXT

Affectionately referred to as Ukee (You-key) by locals, Ucluelet is a small town on Vancouver Island's west coast with a population of approximately 1,800 people. Rooted in a rich history, the town maintains its identity as a working community, sustained by the fishing and logging industries. It is also considered a year-round travel destination.

Nestled along Vancouver Island's top-rated Wild Pacific Trail, Ucluelet invites exploration of its rugged coastline, temperate rainforest and secluded beaches. Situated on the sheltered shore of the Ucluth peninsula, the town exudes an unpolished authenticity, characterized by free-spirited, salt-of-the-earth individuals.

Ucluelet has gained acclaim for its thoughtful management of growth, ensuring that as it evolves, the natural environment remains protected, the social fabric strengthens and the local economy thrives with diversity.

Residents of Ukee demonstrate remarkable resourcefulness and a profound commitment to preserving the land and sea that sustain the community.

Ucluelet is a flourishing community with an active, working harbour that thrives on outdoor recreation and ecotourism. With the 150,000 acre Pacific Rim National Park Reserve next door, the Broken Group Islands to the south and Long Beach to the north, it's an excellent base for all that the West Coast has to offer.





## TRANSPORTATION

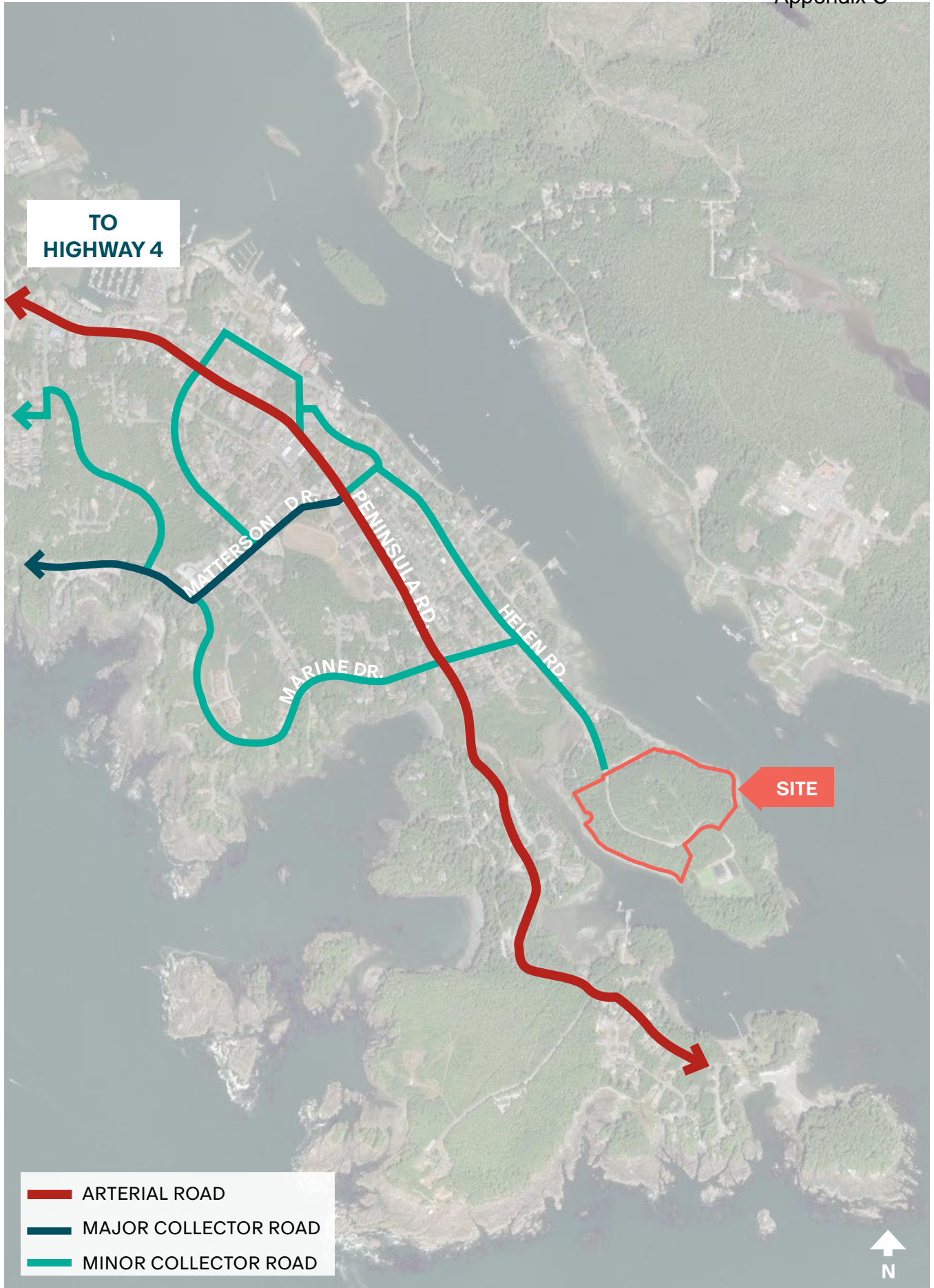
Ucluelet is located on the western side of Vancouver Island. The only access to Ucluelet by road starts in Nanaimo driving north to Qualicum Beach and west to Port Alberni and down the long, winding Pacific Rim Highway (Highway 4).

The Ucluelet site is located on one of the most scenic peninsulas on Vancouver Island. The main access to Ucluelet is via Peninsula Road, an off-shoot from Highway 4.

Travelers outside of BC and Canada can fly to the nearby Tofino Ucluelet Airport (YAZ) and then it's a short 25-minute drive to the site. A bus route is also planned to start running from April 2024 between Tofino and Ucluelet.









1966

Pedestrian bridge to Hyphocus Island, photo taken from the mainland looking south west to the island (image from Redd Fish Restoration)



1966

Pedestrian bridge to Hyphocus Island, photo taken from the mainland looking east to the Island (image from Redd Fish Restoration)



1967

Newly constructed landfill causeway, photo taken from north west looking south east at Hyphocus Island (image from Redd Fish Restoration)

## SITE HISTORY

The land on which the site is located and the surrounding area of Ucluelet has been lived on and stewarded by the Yuułuꞵiꞵath First Nations people for thousands of years [REDACTED]

[REDACTED] 'Hyphocus' is taken from the nuučaan'ut (Nuu-chah-nulth) name Huumaniš, representing a heritage deeply embedded in the island's identity. The land holds remnants of its past, [REDACTED]

### RECENT LAND USES

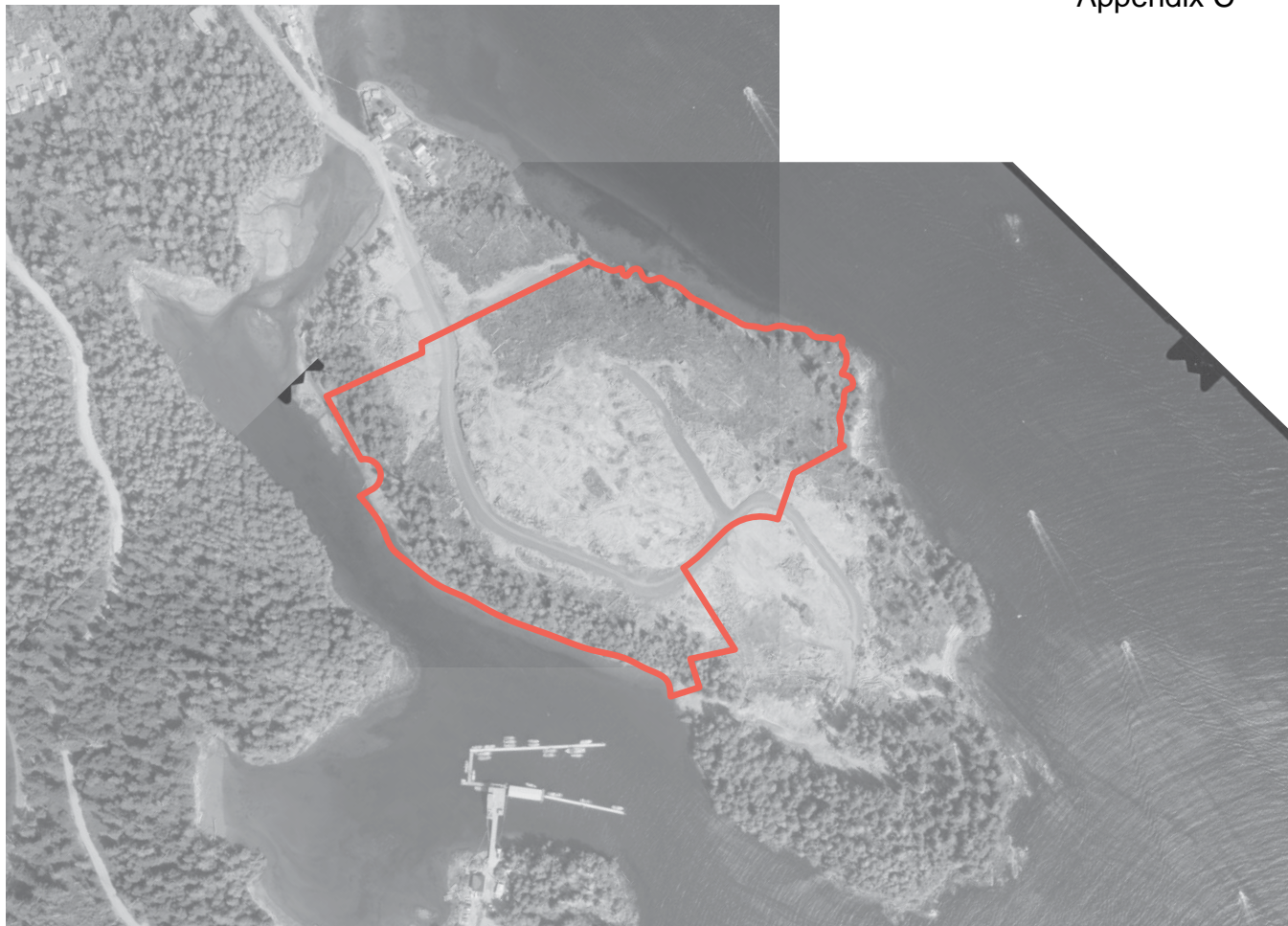
As early as 1858, Spring Cove to the south of Hyphocus Island was used for a number of fishing villages and settlements. In more recent history, the landscape of Hyphocus Island underwent significant changes. During the late 1960s and early 1970s, substantial logging activities altered the site, resulting in the clearance of vegetation.

Further development occurred in 1984, marked by the construction of a sanitary forcemain and the establishment of the sanitary treatment lagoons.

### ACCESS

The evolution of access to Hyphocus Island mirrors its historical and developmental changes. Prior to 1967, access to Hyphocus Island was via a pedestrian bridge. In 1967, a landfill causeway was constructed, connecting the Ucluelet Peninsula to Hyphocus Island. The causeway was constructed by infilling the narrow tidal channel and creating a roadway from Helen Road to connect with the north end of Hyphocus Island. The causeway facilitated vehicle access to the site, predominately serving the logging operations and transportation of timber.





May 1981 Aerial

**Spring Cove (north end)**

**Spring Cove (south end) 1920s**

**BC PACKERS CAMP** active 1950s to mid 1990s

**Historic Spring Cove**  
This rustic BC Packers camp holds the story of a supportive fishing village.

**1858 Trading Post**

**1912 First Nations Canoes**

**BC Packers 1960s**

**UCLUELET**

Spring Cove History (District of Ucluelet)

This page is intentionally left blank



## 4.0 THE LAND





Southern point of the island



Southwestern shoreline



Gravel beach on eastern shoreline



Slope above  
gravel beach on  
eastern shoreline



Causeway to  
the north west  
of the site





Typical vegetation in northeastern area of the site



# PHYSICAL AND TOPOGRAPHIC ANALYSIS

## AERIAL

The site's landscape is characterized by a forested peninsula with steep ocean slopes on the eastern and western sides.

The site is densely vegetated except for the cleared road reserve of Helen Road and the informal trails frequented by local residents.

The design approach makes use of the existing landscape typologies and integrates development within the most suitable areas. The design strives to provide a site-sensitive approach to minimize the impact of development on the site's topography and landscape.

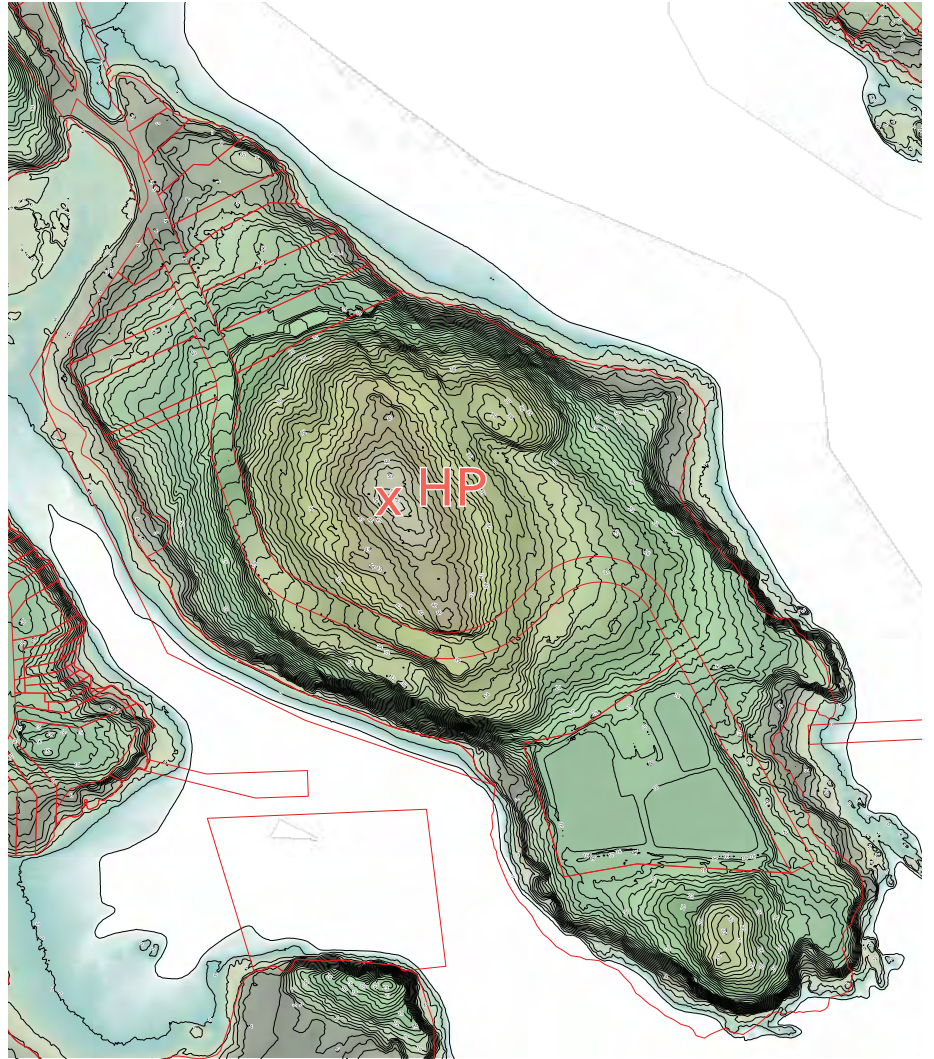


Source: Bennett Land Surveying

## ELEVATION

The highest point of the site is in the middle of the property with the site falling to sea level on all sides apart from the site's northern boundary which joins to the remainder of Hyphocus Island.

The elevation change throughout the whole site provides considerable opportunity for ocean views, solar orientation, and site access.

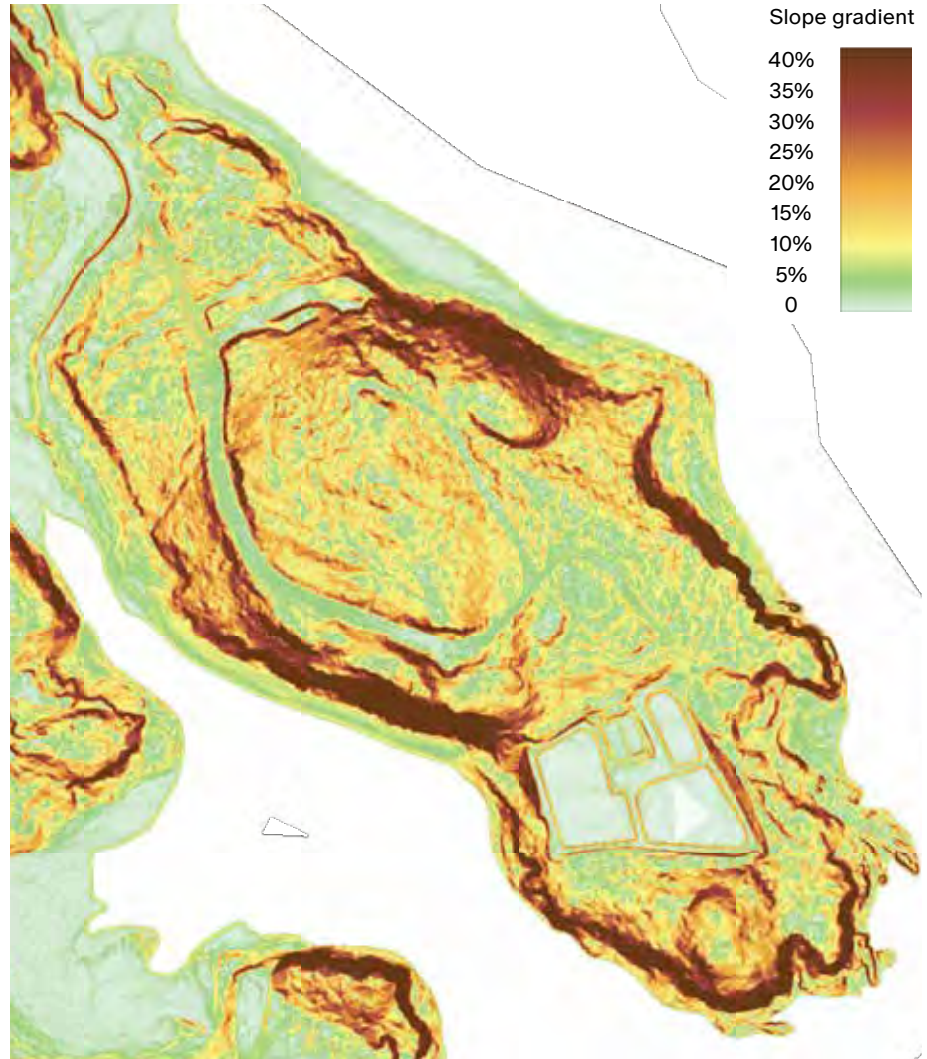


### SLOPE

A detailed slope analysis was undertaken to understand the existing slope regime and to determine the land area with the best development potential.

The steepest areas of the site are generally around the perimeter of the site, where the land slopes up steeply from the shoreline.

A thorough understanding of the site's slope is essential in siting future roads and buildings in a way that minimizes the impact to the natural environment and preserves views to and from the site.





## LANDFORM CHARACTERISTICS

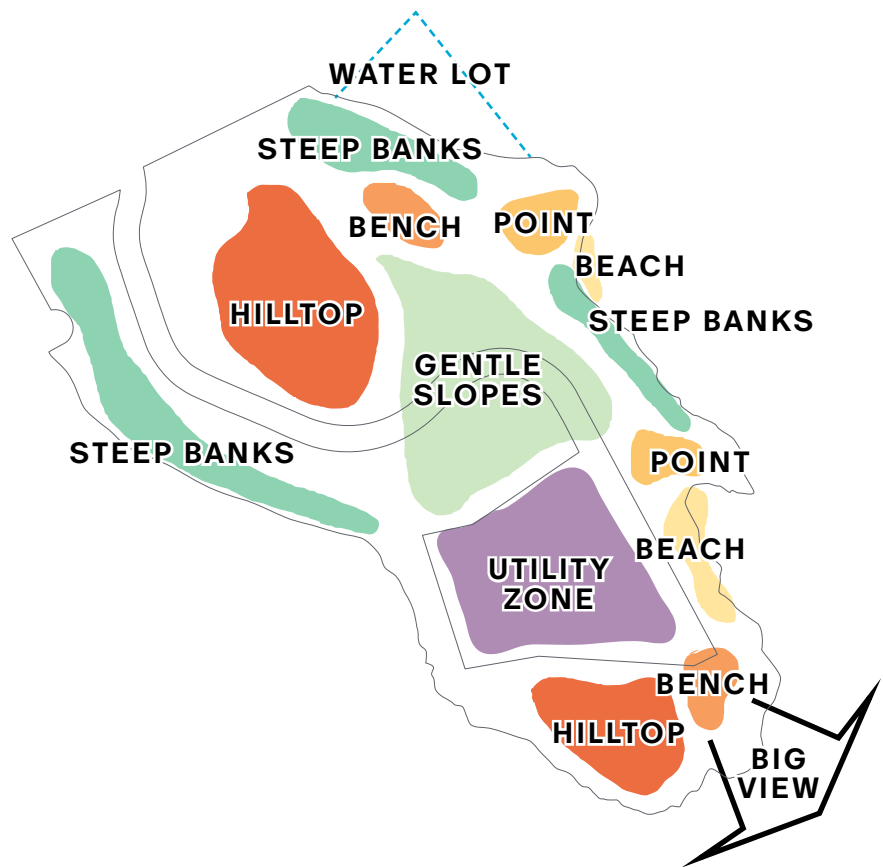
Our comprehensive analysis has delved into the intricate landform characteristics of the site, forming the basis of our design decisions.

The site prominently features steep slopes encompassing the majority of the perimeter along the shoreline.

Additionally, the presence of a few elevated hilltops and benches contributes to the diverse topographical makeup of the site.

The eastern side of the site also reveals a small gravelly beach, typical of the west coast.

The interplay of these landform components serves as a cornerstone for our design approach.





# CULTURAL FINDINGS

## PRELIMINARY ARCHAEOLOGICAL REPORT

*Carey Cunneyworth  
September 8 2023*

The Ucluelet First Nation has been involved in shaping this application, playing a crucial role in ensuring the protection and preservation of culturally significant areas.

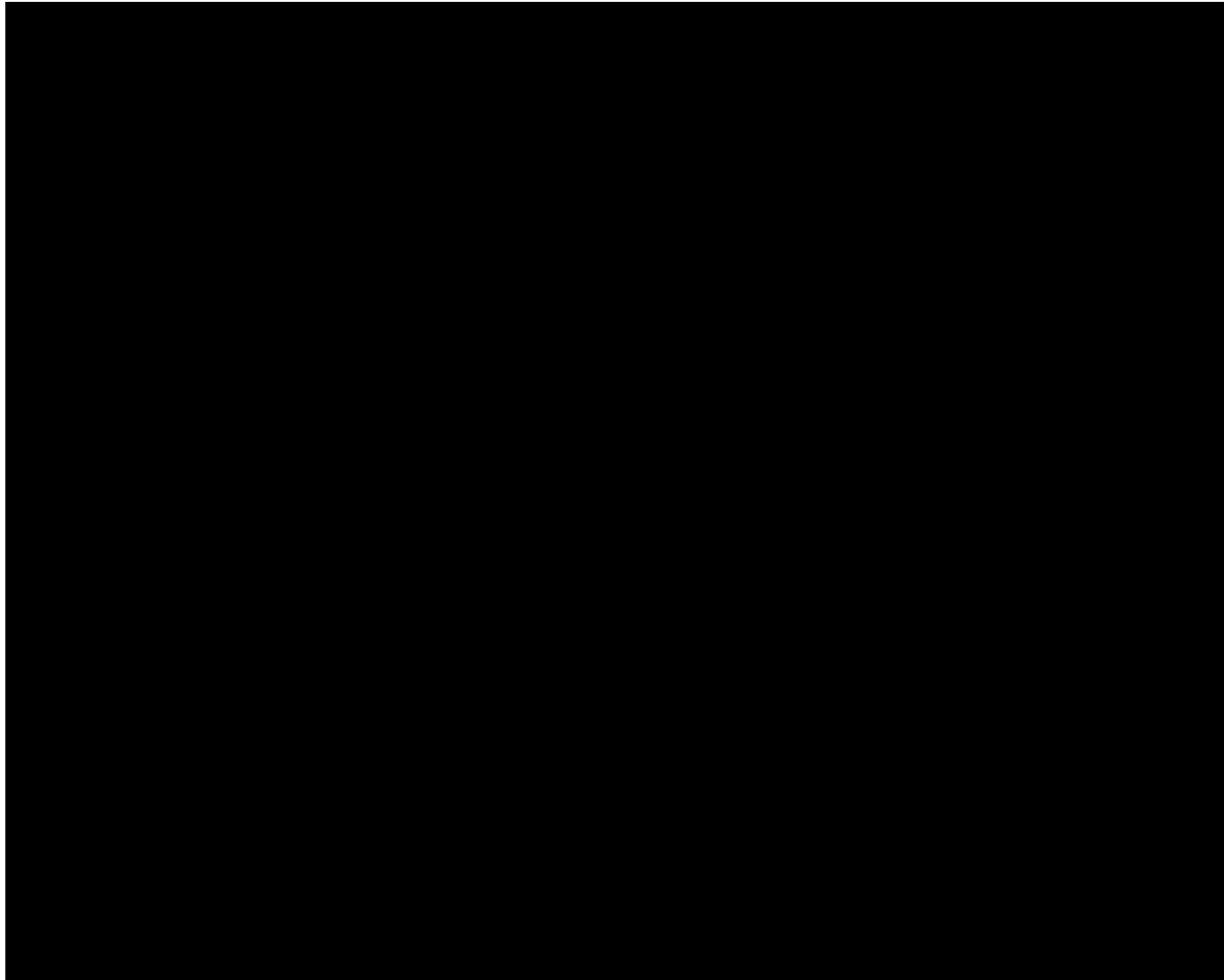
Huumaniš (Hyphocus Island) has been used by the First Nations for thousands of years. The northern end of Hyphocus Island is called haaʔinuwa (Haa-in-u-wah) which translates as a "place to call out" from across the bay.

A preliminary field assessment revealed the presence of areas of archaeological significance,






[REDACTED]

[REDACTED]

These areas hold great importance as repositories of historical knowledge and cultural heritage, emphasizing their role in the preservation of the community's rich heritage.



Preliminary results map for Ekistics  
For planing purposes only

- Development Area 
- Archaeological Site w/ 50 m buffer 
- New Archaeological Site 
- Area of Potential (AOP) 
- Highly Significant Place 



# GEOTECHNICAL FINDINGS

## PRELIMINARY GEOTECHNICAL REPORT

*Lewkowich Engineering Associates (LEA)  
April 3 2024*

A site-specific preliminary geotechnical report was conducted to identify potential geotechnical hazards that may impact the proposed design and layout of the development.

The primary geotechnical hazards identified relate to the site's steep slopes which require safe building setbacks, the property boundary with the Pacific Ocean/ Ucluelet Inlet and the associated oceanic flooding due to in part to future sea level rise as well as the risk of tsunami inundation.

The findings of the report confirm the development is considered safe and feasible as proposed, provided the recommendations of the geotechnical report are followed.

### **TSUNAMI RISK**

The geotechnical report also reviews Ucluelet's policies regarding tsunami risk.

Embracing the slogan '20 metres in 20 minutes', the District of Ucluelet emphasizes the dual significance of the 20 metre safe evacuation elevation and the 20 minute time frame before a tsunami reaches the coast. A significant portion of the site is positioned 20 metres above sea level, designating it as a 'Safe Zone', aligning with the town's commitment to ensuring the safety of its inhabitants in the event of a tsunami.

Ucluelet requires new residential buildings to be elevated above the Tsunami Flood Reference Plan (TFRP) which is identified as 12.5m for the site. LEA has concluded that all buildings are above the TFRP.



**Tsunami Flood Hazard Vulnerability Zones - Definition:**

- H1 Generally safe for people, vehicles and buildings
- H2 Unsafe for small vehicles
- H3 Unsafe for vehicles, children and the elderly
- H4 Unsafe for people and vehicles
- H5 Unsafe for people and vehicles  
Buildings require special engineering design and construction
- H6 Unsafe for vehicles and people  
All building types considered vulnerable to failure.

Source: Ucluelet OCP Map 5 - Coastal Flood Mapping



- Emergency reception center
- Safe zone kiosk with alert level beacon
- Safe zone
- 20 meters above sea level
- Possible inundation area

Source: Ucluelet's earthquake and tsunami evacuation guide



# INFRASTRUCTURE FINDINGS

## SERVICING COMMENTS

*KERR WOOD LEIDAL (KWL)*

*APRIL 02 2024*

KWL has prepared a servicing report along with servicing concept plans to assess the existing services available to the site and advise on the futures servicing requirements for the proposed development.

The subject property is on a generally undeveloped island at the southern end of Helen Road. The site's high point is central to the site and there is a ridgeline running north to south through the centre of the site.

### **ROAD**

The existing Helen Road right-of-way runs along the west side of the island through the proposed development.

The existing Helen Road road reserve is paved to the north end of the property and is gravel through the site to the wastewater treatment plan.

### **SANITARY**

Situated in the southern part of the site, there is a wastewater treatment plant.

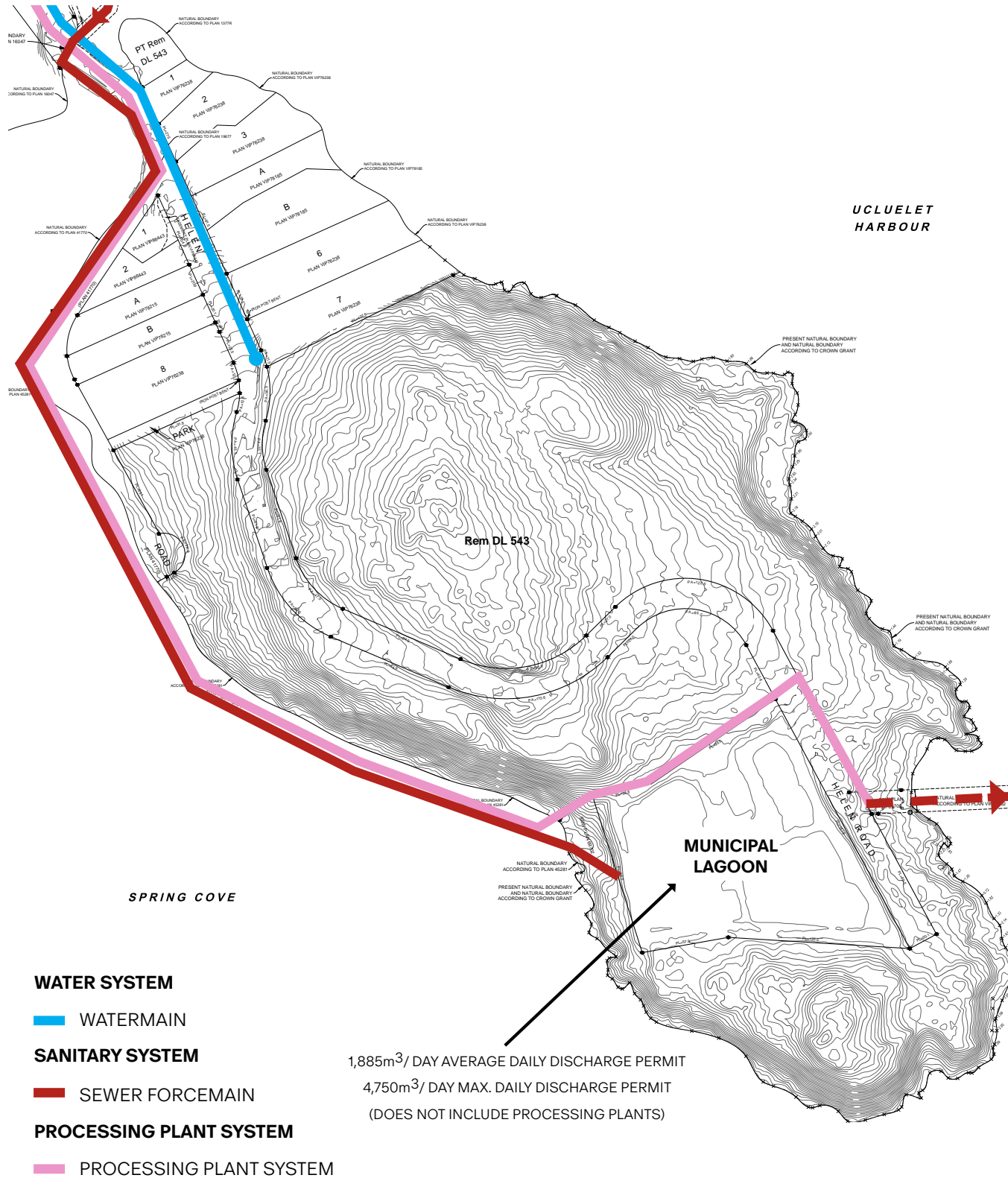
There is an existing sanitary forcemain which goes through the causeway and runs parallel to the western boundary of the site, linking with the treatment plan.

### **WATER**

There is an existing 150mm watermain in Helen Road to the north property line.

### **OTHER UTILITIES**

There are overhead utility lines along Helen Road to the north property line.



# ENVIRONMENTAL FINDINGS

## PRELIMINARY ENVIRONMENTAL ASSESSMENT

*Redd Fish Restoration Society (Redd Fish)  
November 20 2023*

The site has been impacted by historical logging and fire and hosts a matrix of variable-aged second growth forest dominated by pole-sapling and young forest age classes. Areas of vertical and overhanging slopes were noted on both the eastern and western slopes of the study area.

Western hemlock and western redcedar are the dominant tree species with scattered Sitka spruce and shore pine. Mature forest characteristics and veteran trees were identified on the property but found to be limited.

Wildlife trees are present throughout the study area but limited with a scattered distribution.

Abundant wildlife signs and trails were noted across the south side of the island (south of the water treatment plant). This appears to be a well-used wildlife corridor across the island. Sign of wolf and deer were abundant. Potential sign of cougar was also noted.







This page is intentionally left blank



## 5.0 REGULATORY FRAMEWORK

# OFFICIAL COMMUNITY PLAN (OCP)

## CURRENT LAND USE DESIGNATION

### **SINGLE-FAMILY RESIDENTIAL (SF)**

The northern area of the site is currently designated for single-family residential. This designation allows for detached single-family homes which may also include secondary suites, accessory dwelling units, home occupation and guest accommodation.

### **PUBLIC INSTITUTIONAL (PI)**

The area between Helen Road and the sanitary plant, a small area of which is included in the revised site area, is designated for public institutional. Public institutional allows for community and institutional uses, such as schools, recreation areas and emergency services, municipal buildings and facilities.

### **PARKS AND OPEN SPACE (P)**

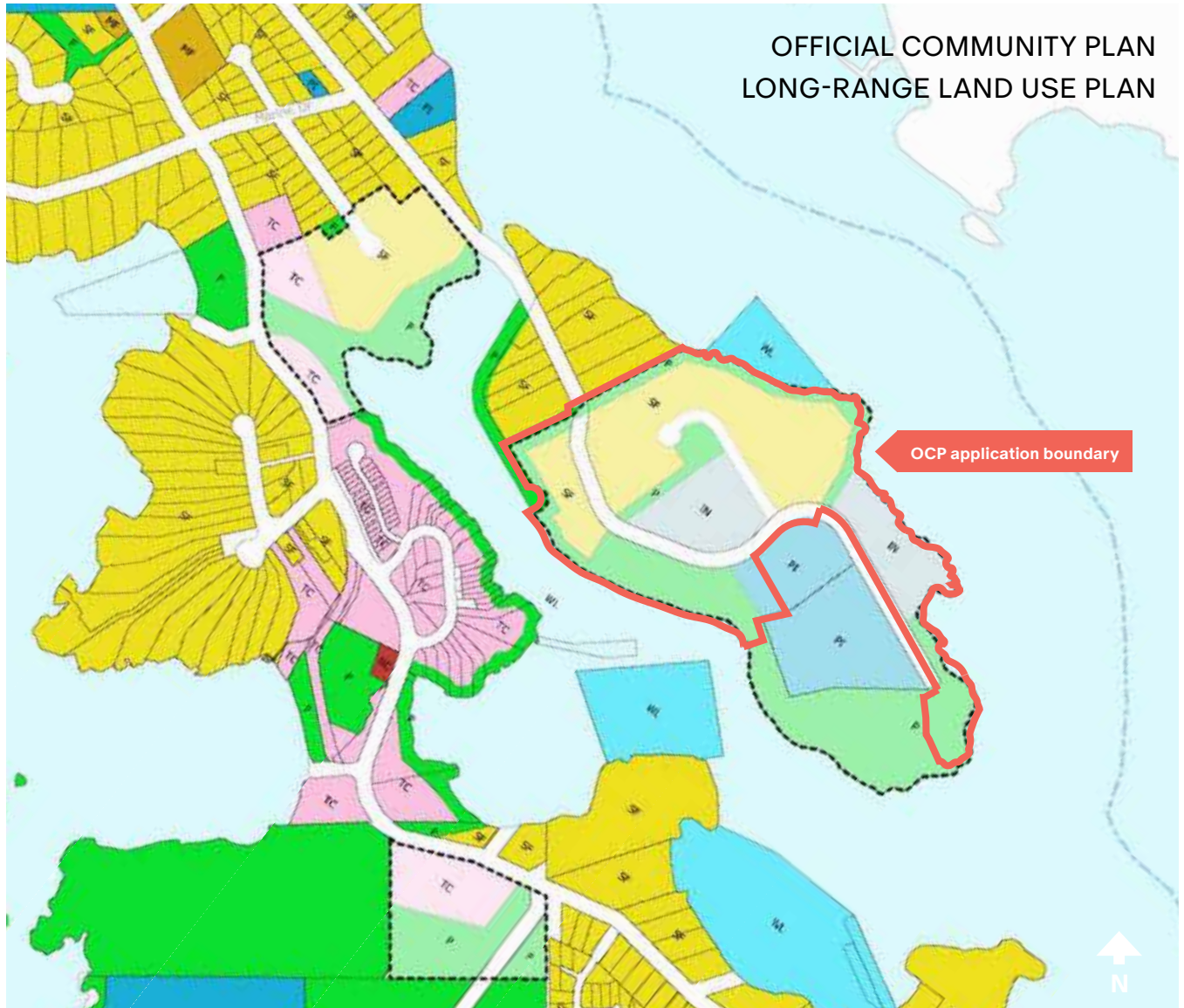
A large area of the site's perimeter and the central high point is designated in the OCP land use plan for parks and open space.




This land use designation applies to the District's parks, playgrounds, trail network and green spaces. This includes nature parks, community parks, neighbourhood parks, trails and greenbelts.

### **INDUSTRIAL (IN)**

There is a large area to the north of Helen Road and one area along the eastern side of Hyphocus Island which are currently designated for industrial. This designation allows for a variety of light and medium industrial uses.





 SF - Single Family Residential	 IN - Industrial
 MF - Multi-Family Residential	 PI - Institutional
 MH - Manufactured Home Park	 P - Parks & Open Space
 VS - Village Square Commercial	 WL - Marine Tenure
 NC - Neighbourhood Commercial	 Areas for Future Comprehensive Planning
 SC - Service Commercial	 District Boundary
 TC - Tourist Commercial	



# OFFICIAL COMMUNITY PLAN (OCP)

## OPEN SPACE AND TRAILS

### **OPEN SPACE**

The OCP designates areas for open space along the site's western perimeter and the northern part of the site's eastern perimeter.

The highest point on the site is proposed for a small park / open space. This area presently serves a tsunami evacuation area for the town of Ucluelet and the OCP has indicated that this function is to be preserved.

The OCP also designates the southern section of Lot 543 for a future park / open space.

### **TRAILS AND SIDEWALKS**

The OCP proposes a continuation of the Safe Harbour Trail around the perimeter of the site.

A sidewalk is proposed along Helen Road, extending to the sanitary plant in the south. Currently, there is no existing sidewalk along Helen Road.



OFFICIAL COMMUNITY PLAN  
PARKS & TRAILS NETWORK

OCP application boundary

- Sidewalk - 1 Side
- Future Sidewalk - 1 Side
- Wild Pacific Trail
- Future Wild Pacific Trail
- Safe Harbour Trail
- Future Safe Harbour Trail
- Pedestrian Connectors
- Park / Open Space
- Future Park / Open Space
- View Point
- Future View Point
- Future Park Facility

# ZONING

## CURRENT ZONING

### **RURAL RESIDENTIAL (RU)**

With the exception of a small area zoned Public Institutional, the site is largely zoned Rural Residential.

This zone is intended for large landholdings with minimal residential uses and associated or accessory uses suited to larger parcels.

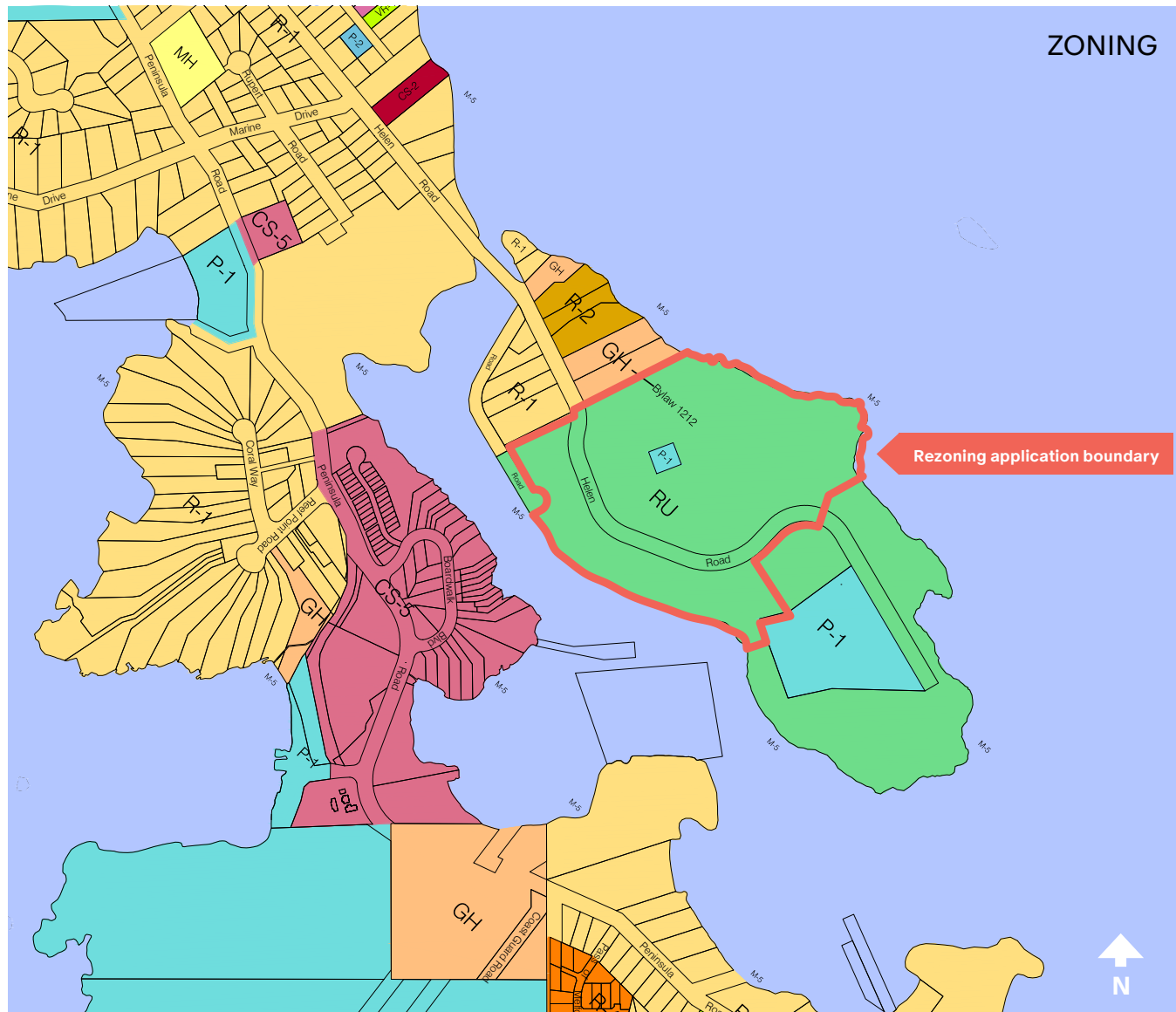
The permitted principal use for this zone is a single-family dwelling. The maximum density is two single-family dwellings per lot.

### **PUBLIC INSTITUTIONAL (P-1)**

As noted above, a small area at the site's highest elevation is zoned Public Institutional.

The Public Institutional zone is intended for governmental, administrative, educational, recreational, cultural and related uses which serve the District and its residents.

The permitted principal uses under this zone include a school, public assembly, public administration and utility, community care facility, outdoor recreation and park.



ZONING

Rezoning application boundary

- R-1: Single Family Residential
- R-2: Medium Density Residential
- R-3: High Density Residential
- R-4: Small Lot Single Family Residential
- GH: Guest House
- M-5: Recreation & Protection
- P-1: Public Institutional
- RU: Rural Residential



This page is intentionally left blank

# 6.0 MASTERPLAN

## MASTERPLAN

*The primary objectives which have guided the design include protecting the environmentally sensitive areas and areas of archaeological significance, enhancing infrastructure for a safe and vibrant neighbourhood and providing a range of housing options.*

The masterplan for the site has been crafted based on the community feedback gathered during the public open house, coupled with a thorough analysis of the site's unique features through a wide range of technical assessments.

The masterplan has been guided by best practice urban design principles ensuring a walkable and pedestrian friendly design, a cohesive urban form which moulds with the slope of the land, the incorporation of green spaces and a logical trail network.

The masterplan allows for a mix of lot sizes and configurations, proposing smaller compact homes as well as larger waterfront properties which leverage the incredible views that the site has to offer.

Building envelopes have been incorporated into the plan to ensure that future dwellings are located in the most suitable locations to minimize cut and fill and preserve the existing terrain.

The retention of open spaces within the site serves a dual purpose: preserving the site's forested shoreline character whilst offering residents ample access to the natural surroundings.







## SLOPE ANALYSIS PLAN

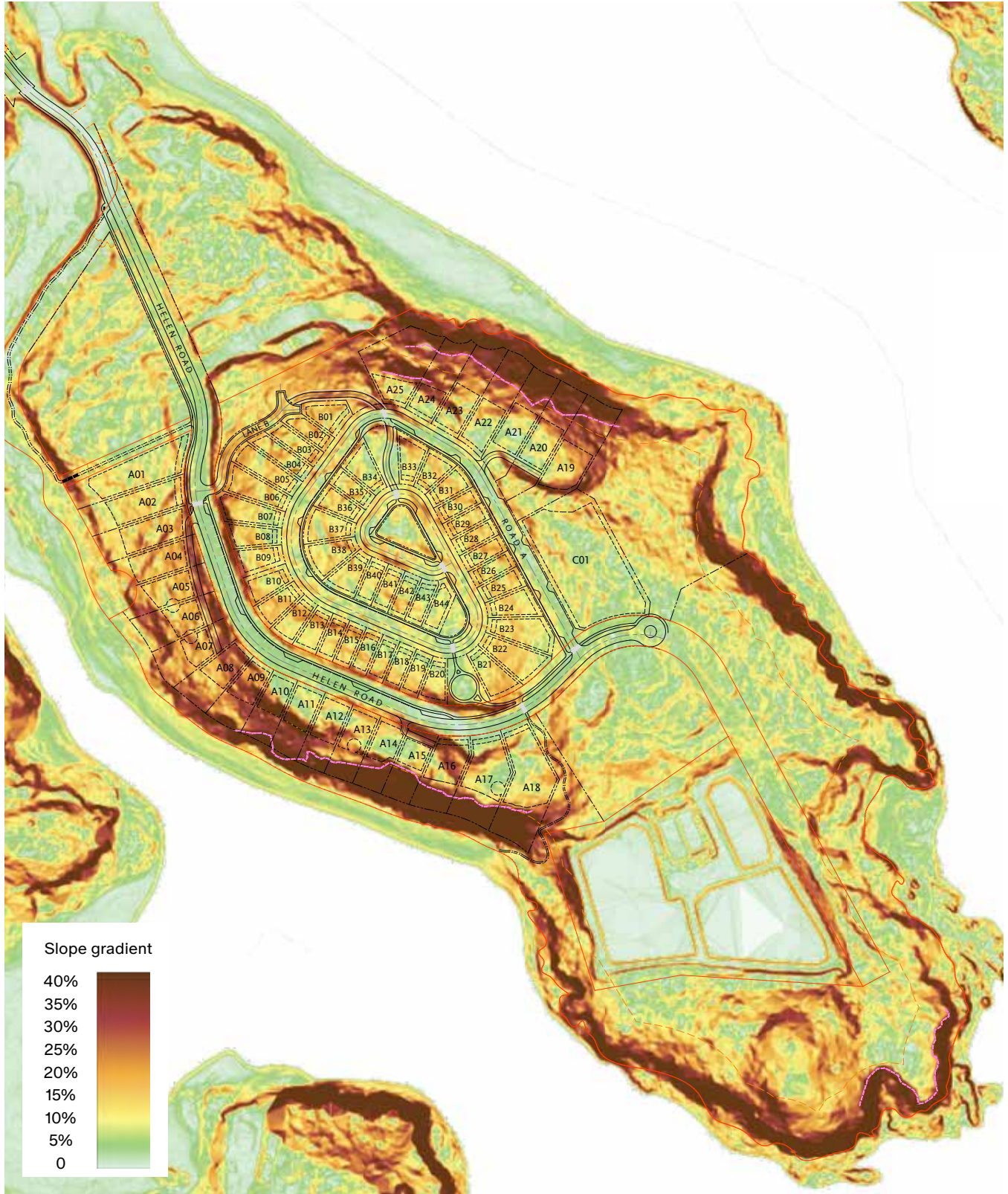
The proposed masterplan has been designed in consideration of the site's unique topography which steeply slopes down to the ocean to the east and west.

Careful deliberation has been exercised in the placement of these building envelopes to uphold the integrity of the natural landscape.

This approach not only mitigates the risk of erosion but also minimizes the necessity for extensive earthworks, thereby preserving the site's innate beauty and ecological diversity.

Furthermore, the design ensures that homeowners can confidently and feasibly construct their new homes within the designated building envelopes.

Although some building envelopes allow for a smaller front setback than what is permitted under the proposed zones, we propose that the overall advantage outweigh any potential drawbacks. Larger setbacks would result in building on steep slopes, leading to a greater impact on the landform. Reduced setbacks will ultimately contribute to a more balanced and desirable architectural footprint, optimizing land use and preserving the integrity of the natural landscape.



## CONCEPT PLAN

This application proposes the development of the site for single-family homes, featuring a combination of larger waterfront market lots and smaller, more compact lots, catering to a diverse range of housing preferences. **A multi-family parcel has been reintroduced to provide purpose built rental (affordable housing) .**

To safeguard the integrity of the waterfront lots and protect the environmentally sensitive areas characterized by steep slopes, the building envelopes avoid encroachment into the Development Permit Area (DPA) VII, located 30-metres from the shoreline.

Each lot is designed to accommodate a secondary suite, providing an opportunity for residents to use it as a mortgage helper as well as contributing an additional rental unit onto the market.

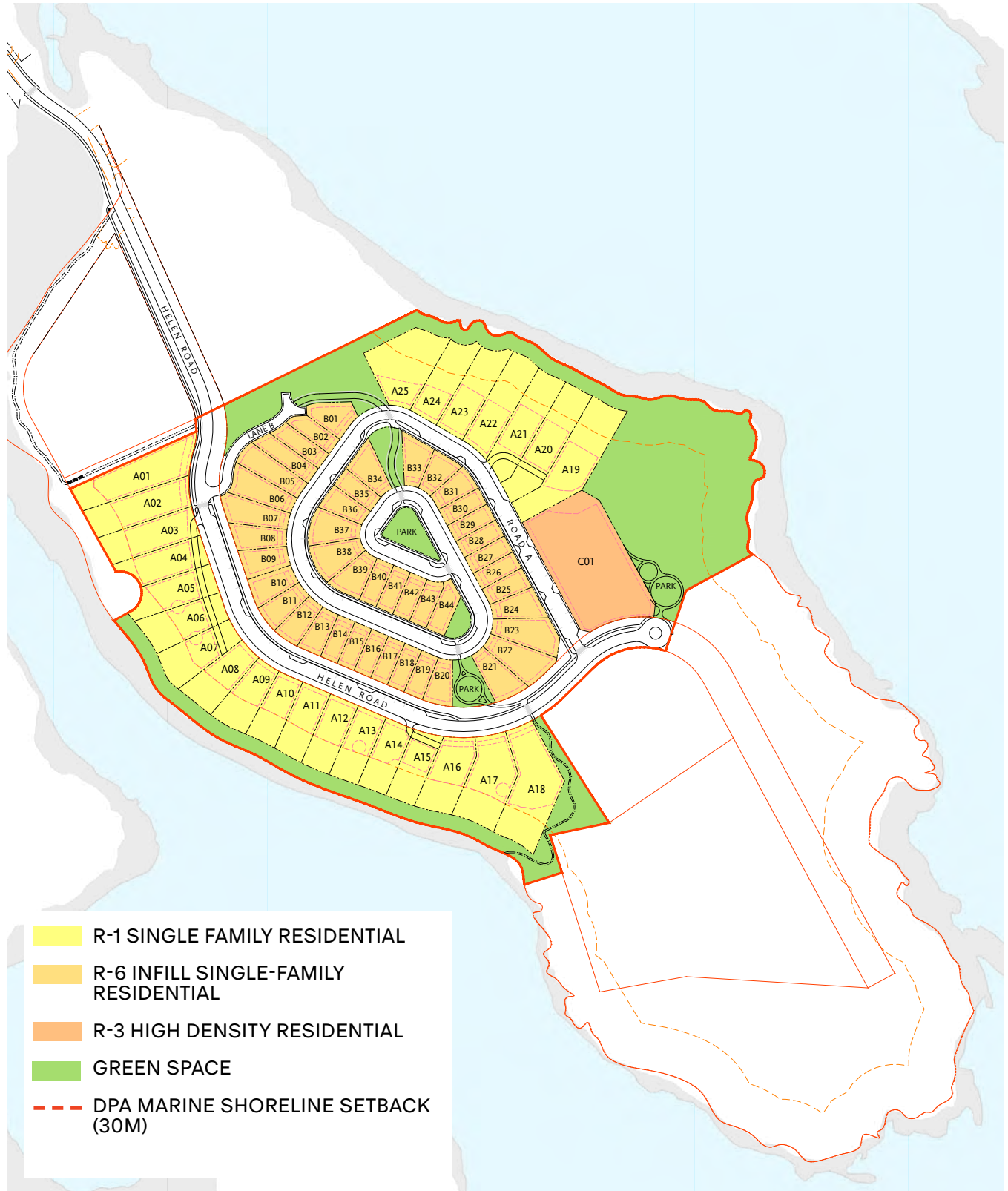
Open space and an extensive trail network are proposed around and through the site. These open spaces have been designed for connectivity, to draw people to key destinations around the site and to allow residents and visitors to enjoy the natural beauty of the area.

The southern part of Lot 543, which is not part of this application, will be preserved in its current state.

Land Use		
	Area (acre)	% of total area
Green Space	5.8	23%
Roads	4.9	19%
Residential	14.4	57%
Land to Rezone Total	25.0	100%

Lot 543 land unchanged 9.9

Residential Lot Mix					
	Area (acre)	% of total res area	Qty (units)	% of total no of units	Minimum lot size
Single-Family Residential (R-1)	9.1	64%	25	21%	20 x 50 m
Infill Single-Family Residential (R-6)	5.1	36%	44	38%	12 x 30 m
Medium Density Residential (R-3)	1.1	8%	48	41%	n/a
<b>Total</b>	<b>14.2</b>	<b>100%</b>	<b>117</b>	<b>100%</b>	





# OPEN SPACE AND TRAILS CONCEPT PLAN



The masterplan of the site has been designed with a focus on enhancing the natural environment and providing ample open space for the benefit of residents and visitors.

As part of this application, 23% of the rezoned portion of the site is proposed for open space. The intention is for this open space to be dedicated to the District to ensure the perpetual preservation and protection of these areas.

The future building envelopes have been carefully sited to avoid any encroachment into the Development Permit Area (DPA) VII which extends 30m from the shoreline. This deliberate approach aims to safeguard the fragile coastal environment, mitigating the risk of erosion and preventing potential environmental degradation. **These open space areas will be preserved through a covenant on the single family lots.**

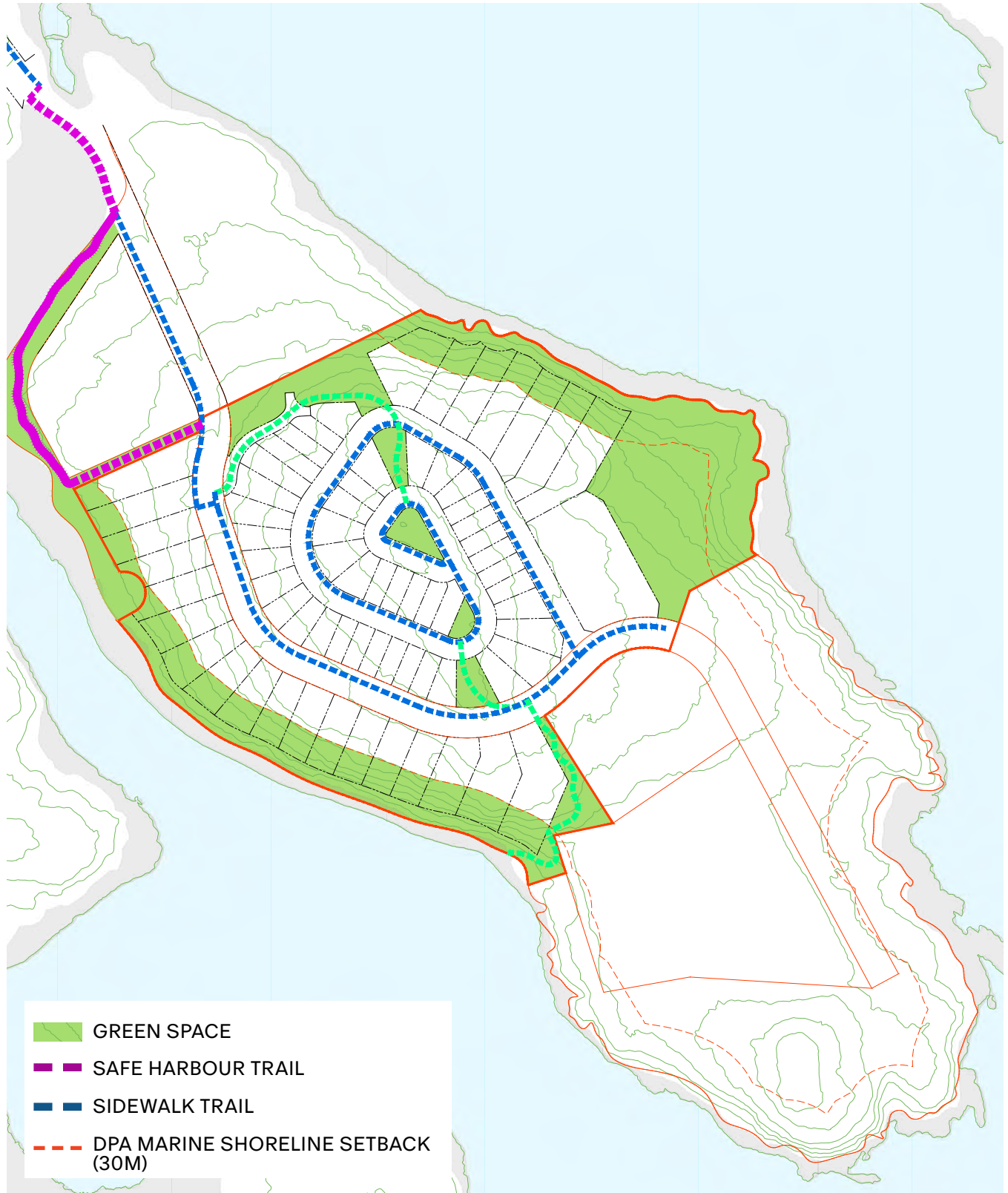


The Safe Harbour Trail is proposed to be connected into the site, as well as sidewalks and pedestrian connectors as indicated in the Ucluelet OCP.

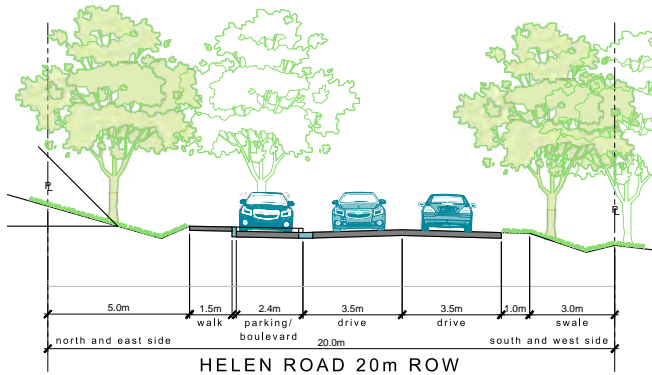
**The interior pocket parks will host activity areas such as playgrounds, open lawns and picnic areas for community use.**

**Significant wildlife and large trees identified in the environmental baseline assessment by Redd Fish will be prioritized to be retained, designed around, protected during construction and preserved in future land uses.**

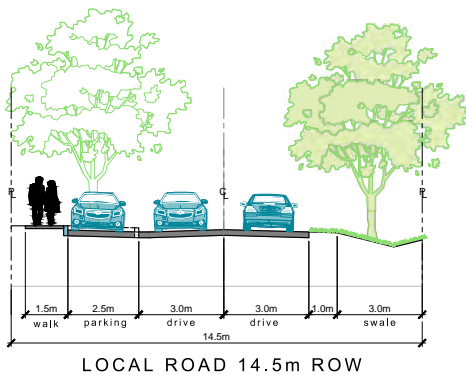
By incorporating these features and prioritizing the natural environment, the plan not only enriches the quality of life for residents but also protects the site's natural beauty and ecological integrity.



## TRAFFIC



HELEN ROAD



ROAD 2

A Preliminary Transportation Review has been prepared by Bunt & Associates in support of this application and is attached at Appendix C

The proposed road network has been designed to align with the natural slope of the land and provide a functional user-friendly layout that caters to both vehicular and pedestrian movement.

Helen Road, is proposed to be upgraded with a sidewalk leading from Peninsula Road down Marine Drive, turning onto Helen Road and extending into the site. This would allow safe pedestrian connection to school and the town. A temporary cul-de-sac turnaround is proposed within Helen Road at the south end of the development with the rest of Helen Road remaining gravel to the wastewater treatment plant.

Road 2 will provide access to the high point of site. In the design of this road, a sidewalk and bike sharrow have been incorporated to facilitate efficient and easy access to the hillside homes and the hilltop park.

Notably, the road design of Road 2 results in double road frontages for the majority of the compact lots. This intentional layout is envisioned to accommodate secondary suites, fostering an activated street frontage on both sides. This unique approach seeks to enhance the liveliness of the neighbourhood and increase engagement along the streetscape.

An emergency access route has been provided from Helen Road up to the hilltop as a second means of access. This will be utilized as a pedestrian connection for daily use.







# ATTAINABLE HOUSING

## SECONDARY SUITES & ACCESSORY DWELLING UNIT

All R-1 lots may accommodate a secondary suite and/or accessory dwelling unit (ADU), and the R-6 lots would be built with a secondary suite and could also accommodate ADU which will assist as a mortgage helper to the owner as well as adding additional rental units to the market.

In the case of the compact lots, where space may be limited, the strategic decision for the large majority of the lots to have a double road frontage proves to be advantageous. This design feature enhances the feasibility of incorporating ADUs which can be accessed from the rear of the lots, making it more convenient for homeowners to embrace this income-generating opportunity. The double road frontage design not only optimizes the available space but also allows for a more seamless integration of secondary suites without compromising the overall functionality and aesthetic appeal of the neighbourhood.

The inclusion of secondary suites and ADUs aligns with the District's overarching attainability policies of broadening the spectrum of housing options to improve the availability of housing for all residents.

The owner has committed to partner with a local builder to construct all of the R-6 homes on the lots, each containing a secondary suite or an ADU.



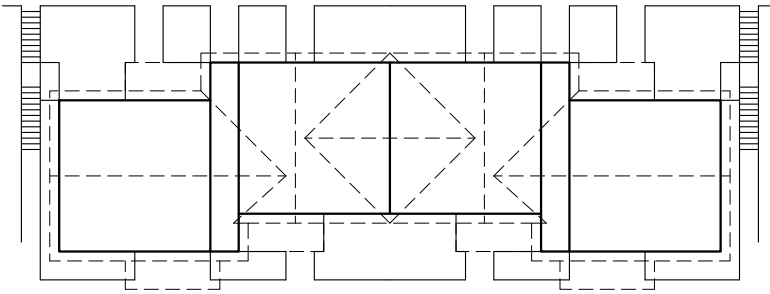
# HIGH DENSITY RESIDENTIAL

## PURPOSE BUILT RENTAL STACKED TOWNHOMES

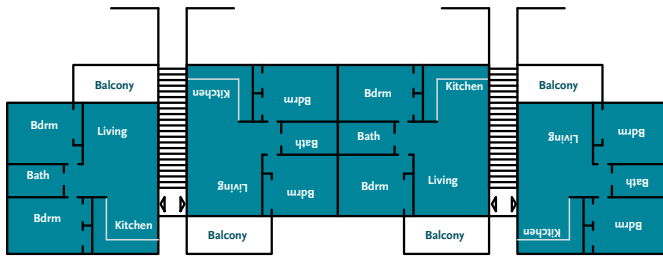
A multi-family parcel has been reintroduced in response to feedback from the community and Council. In order to provide another affordable option in the form of purpose-built rental units, we are developing plans for several multi-family buildings with small units (600-800sf) which will be for rent, and not for sale.

Currently the concept plan shows a layout of 4 buildings, each with 12 stacked townhomes (flat over flat). Each unit could contain a 1 or 2 bedroom flat of about 680sf. Two buildings would front the public road, and two buildings would face the park and forest. No more than 2 upper units would share a stairway. Over 60% of the units could meet accessibility requirements, either at street level or at parking level.

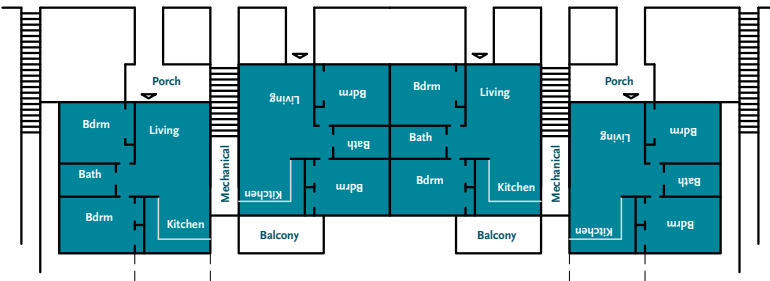
Surface parking would be placed in-between the buildings and accessed from Helen Road.



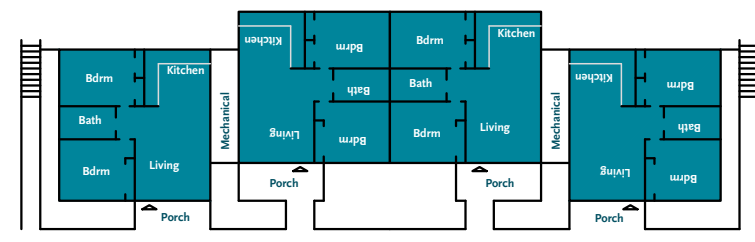
4 - Roof



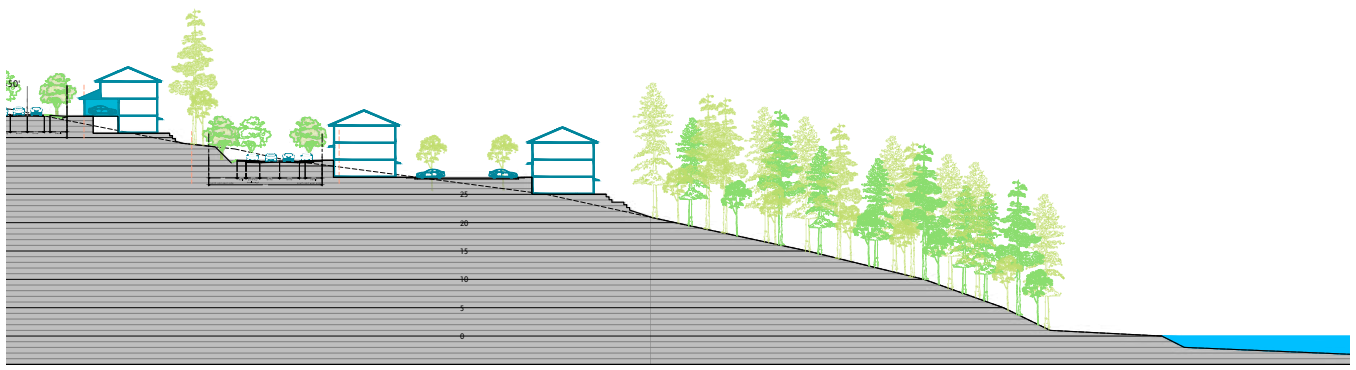
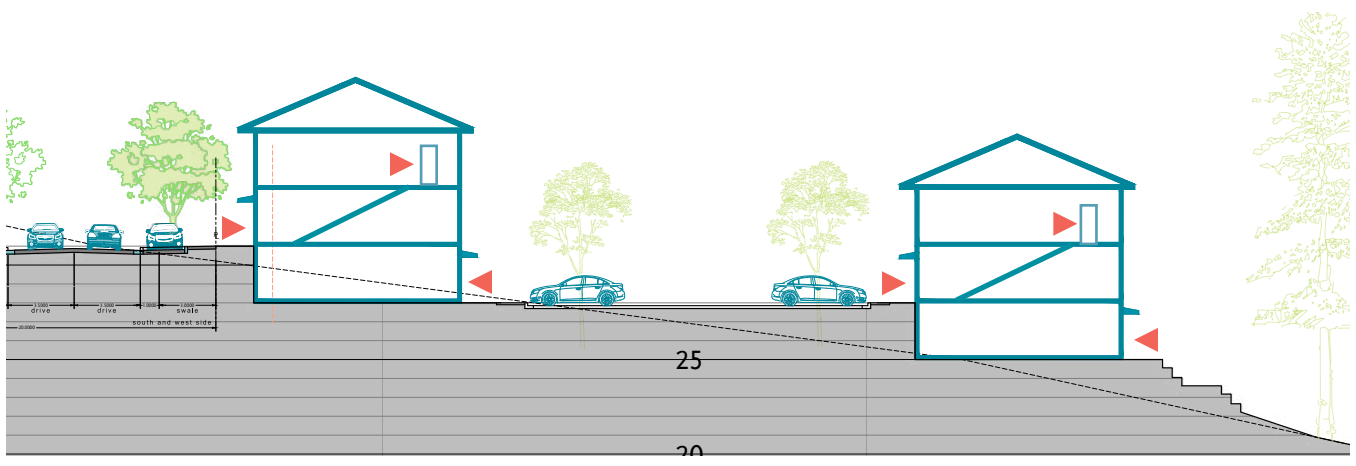
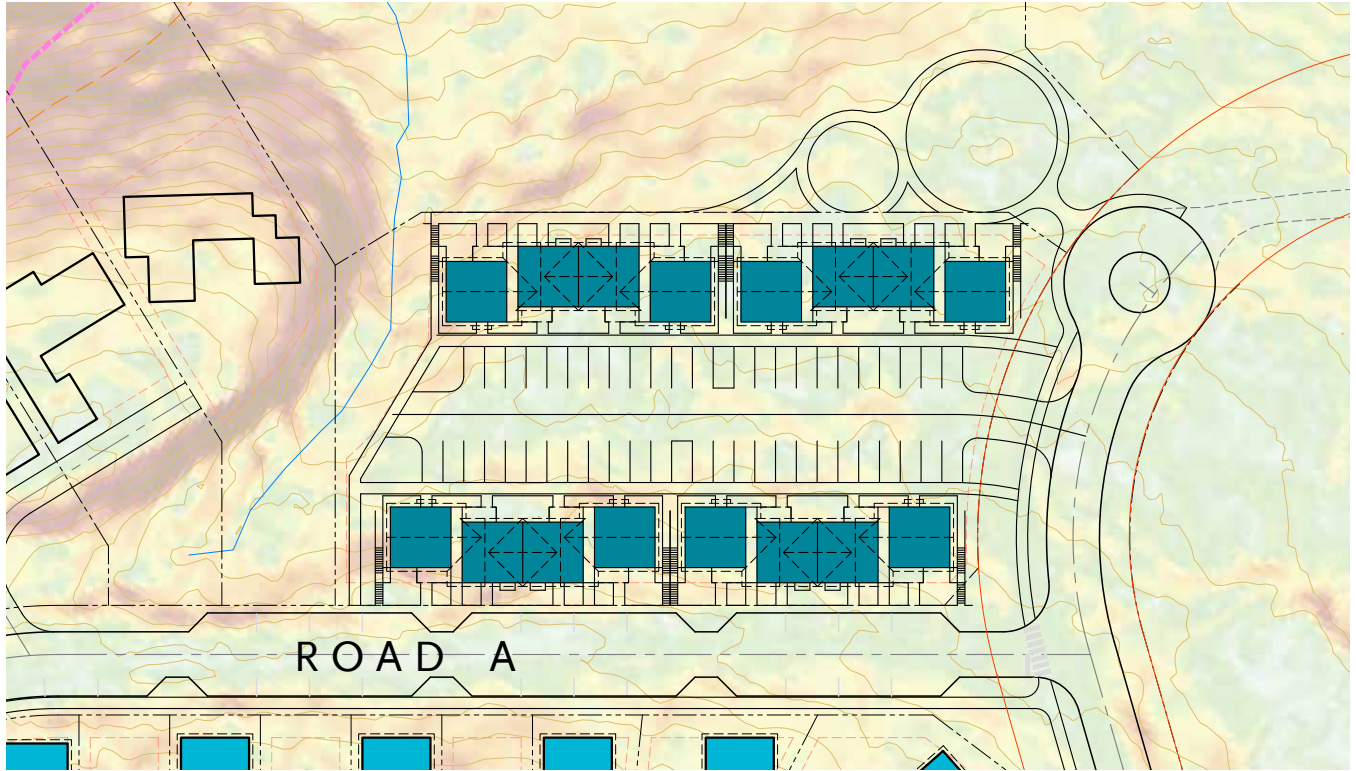
3 - Upper Level



2 - Middle Level



1 - Lower Level





# DEVELOPMENT PERMIT AREAS

The Ucluelet OCP identifies the site within three Development Permit Areas:

- DPA V - Terrestrial Ecosystems (Mature Forest);
- DPA VII - Marine Shoreline; and
- DPA VIII - Natural Hazard Areas Protection (Steep Slopes).

Whilst a Development Permit is not required for an OCP or rezoning application, the requirements for the applicable Development Permit Areas have been carefully considered in this application to ensure a streamlined development process following the approval of this application.

## **DPA V - Terrestrial Ecosystems**

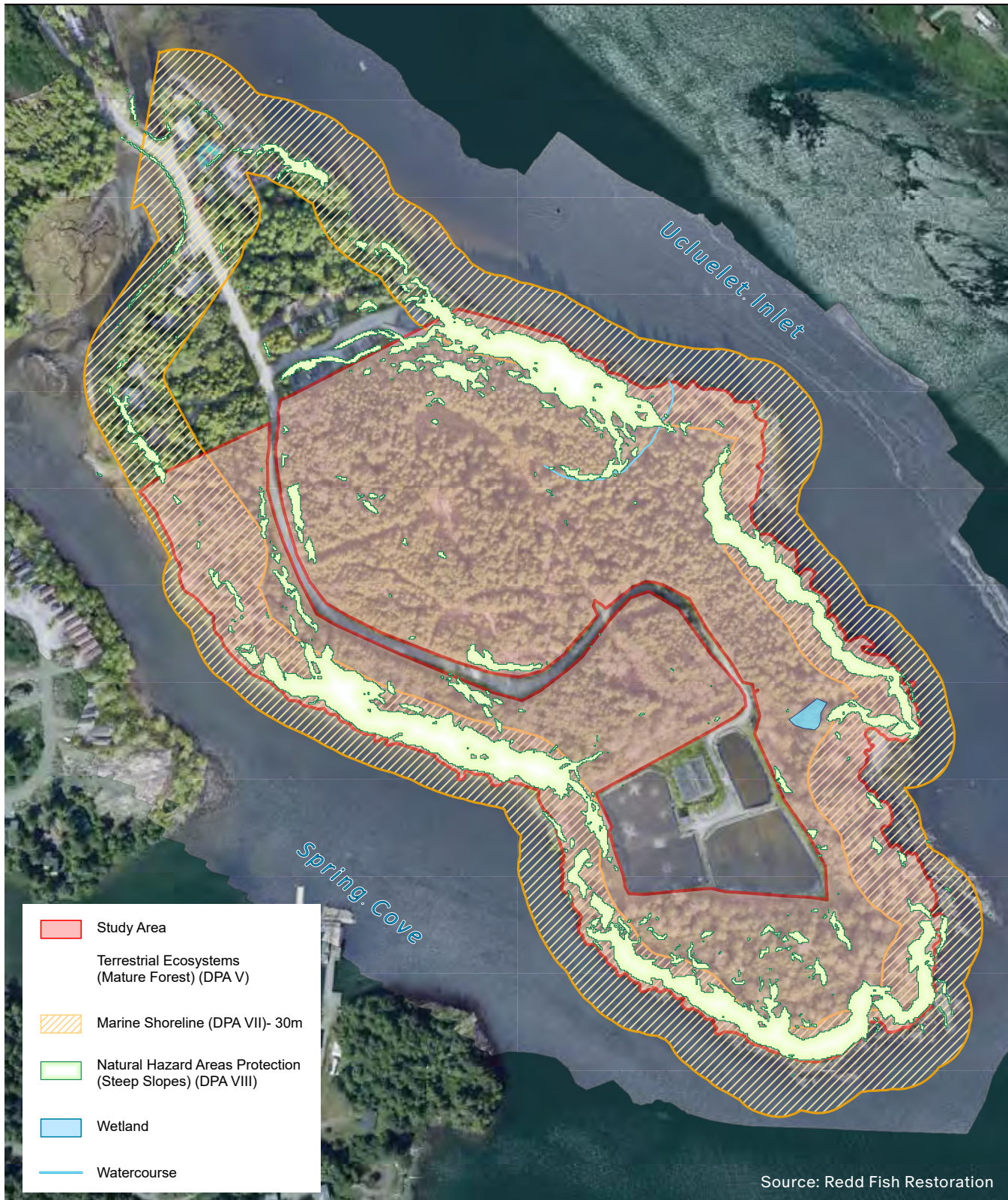
In accordance with the recommendations from the Environmental Assessment prepared by Redd Fish, all wildlife trees are proposed to be retained and significant areas of vegetation are to be protected.

## **DPA VII - Marine Shoreline**

All of the proposed building envelopes are setback more than 30m from the marine shoreline so the application is exempt from requiring a development permit.

## **DPA VIII - Natural Hazards Areas Protection**

The site is identified as having steep slopes around the perimeter. This application is accompanied by a geotechnical report and is therefore exempt under point one of the DPA VIII.



This page is intentionally left blank



## 7.0 SERVICING



# SERVICING

A Preliminary Servicing Report has been prepared by KWL and is attached as Appendix F. The report provides detail on the required servicing for the site and is summarized in this section. All systems will be designed according to the District of Ucluelet's Subdivision Servicing Bylaw.

## ROAD LAYOUT

The conceptual road layout is based on utilizing the existing Helen Road alignment as well as providing a new road that climbs to the top of the hill to service the proposed lots.

A gravel surfaced emergency egress is proposed along the north side of the lots accessed from Helen Road to provide a secondary access point in case of an emergency. It is also anticipated that this will be used as part of the trail network.

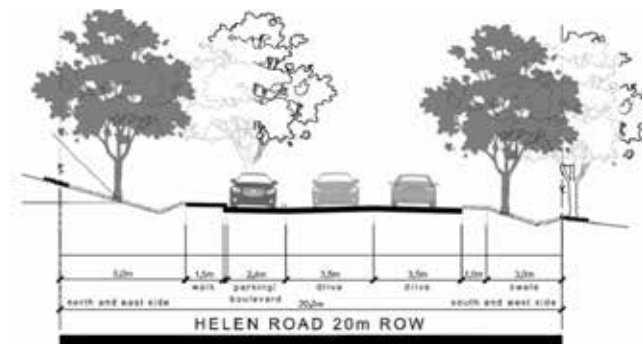


Figure 1: Typical section for Helen Road

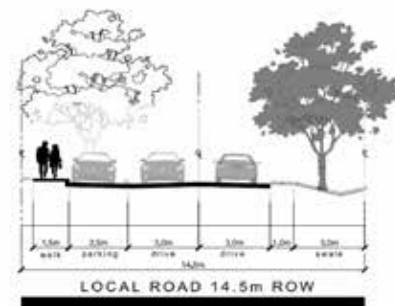
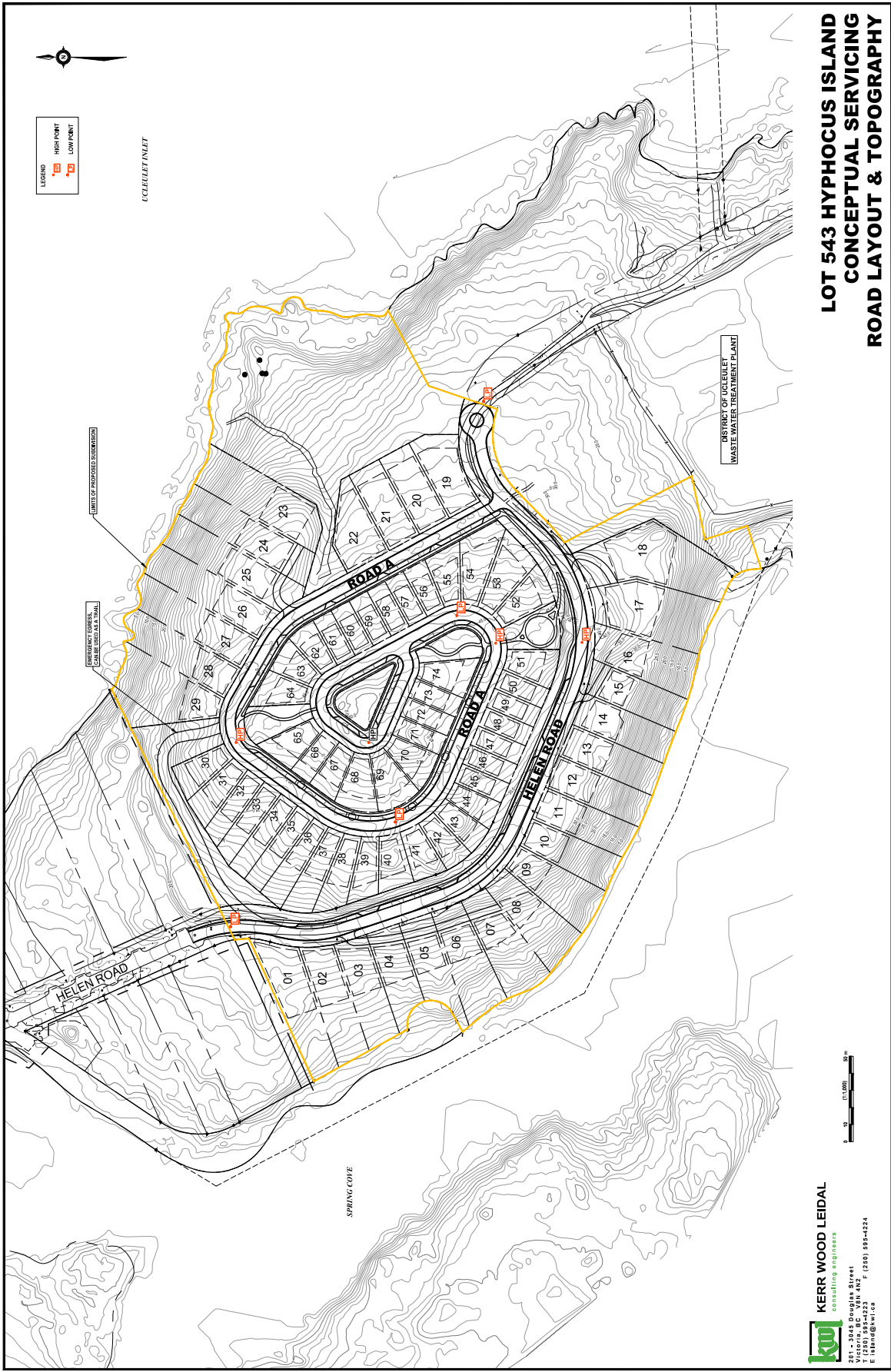


Figure 2: Typical section for new subdivision road



**LOT 543 HYPHOCUS ISLAND  
CONCEPTUAL SERVICING  
ROAD LAYOUT & TOPOGRAPHY**

**KERR WOOD LEIDAL**  
consulting engineers  
201 - 3645 Douglas Street  
Victoria, BC V8N 4N2  
E: kwood@kwle.com  
T: (250) 394-4224

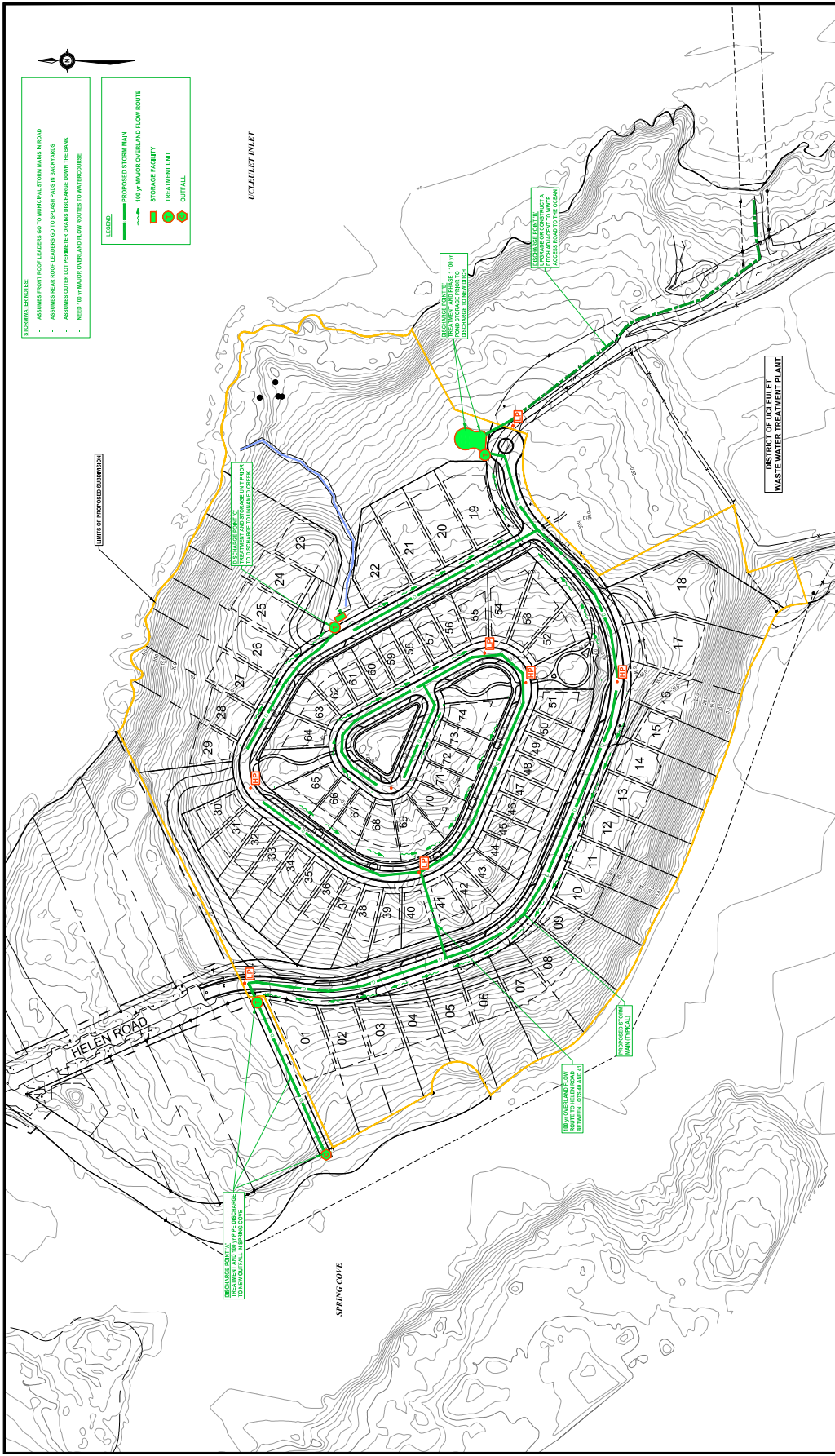
## SERVICING

### STORM SERVICING AND STORMWATER MANAGEMENT PLAN

The proposed development's natural drainage is split by the ridgeline which runs north-south through the site. As a result, 2/3 of the runoff is directed to Helen Road in the northwest corner in the direction of the causeway and the remaining 1/3 to Helen Road at the southeast corner towards the wastewater treatment plant.

Naturalization of the edges of the lots is proposed so as to reduce impervious surfaces.

**LOT 543 HYPHOCUS ISLAND  
CONCEPTUAL SERVING  
STORM SYSTEM**



- DESIGN WATER INFLOW:**
- ASSUMES FRONT ROOF LEADERS GO TO MUNICIPAL STORM MAIN IN ROAD
  - ASSUMES REAR ROOF LEADERS GO TO SPLASH PADS IN BACKYARDS
  - ASSUMES OUTER LOT PERIMETER SEWAGE DISCHARGE DOWN THE BANK
  - NEED 100 YR MAJOR OVERLAND FLOW ROUTES TO WATERCOURSE
- LEGEND:**
- PROPOSED 300MM MAIN
  - 100 YR MAJOR OVERLAND FLOW ROUTE
  - STORAGE FACILITY
  - TREATMENT UNIT
  - OUTFALL

**KERR WOOD LEIDAL**  
consulting engineers  
201 - 3645 Douglas Street  
Victoria, BC V8N 4N2  
E: kwood@kwle.com  
T: (250) 393-4224

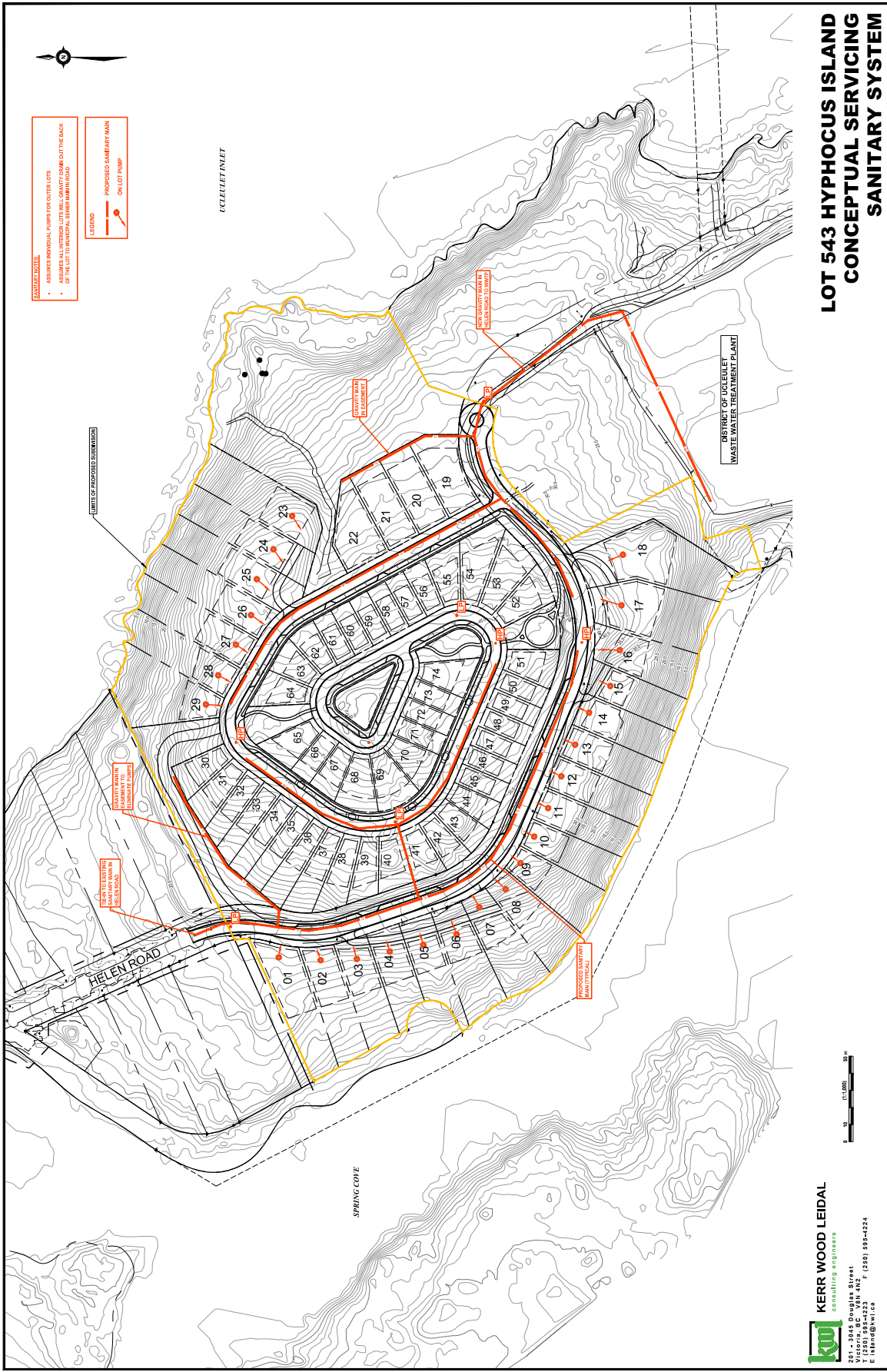


## SERVICING

### SANITARY SERVICING PLAN

The sanitary flow is similar to that of the storm servicing with 2/3 of the sanitary flow directed to Helen Road in the northwest corner and the remaining 1/3 directed to Helen Road at the southeast corner.

Lots 1-18 and lots 23-29 are to be pumped to gravity mains in the roads with the remainder of the lots being serviced by gravity sanitary mains along the rear yards or beneath the roads.



**LOT 543 HYPOCOCUS ISLAND  
CONCEPTUAL SERVICING  
SANITARY SYSTEM**

**KERR WOOD LEIDAL**  
consulting engineers  
201 - 3645 Douglas Street  
Victoria, BC V8N 4N2  
E: kwood@kwle.com  
T: (250) 594-4224

## SERVICING

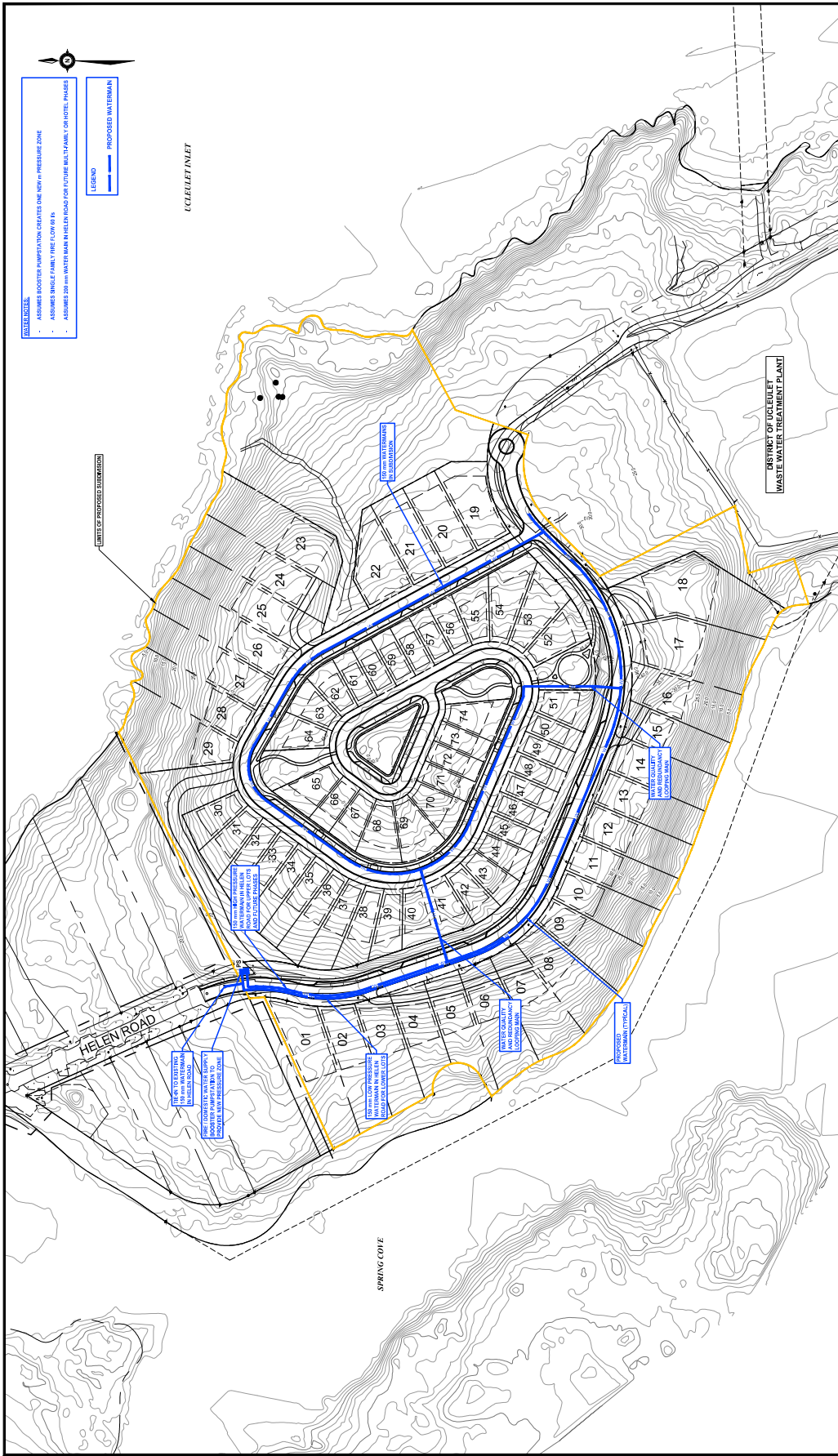
### WATER SERVICING PLAN

There is an existing 150mm watermain in Helen Road to the north property line. The District of Ucluelet has advised that this watermain has adequate capacity to service the proposed development.

Each lot is to have a minimum 25mm water service.

There is not adequate pressure available to service lots above the 20m contour so a booster pump station may be required to provide domestic and fire flows. Water quality and fire protection looping watermains within the proposed subdivision will also be required.

**LOT 543 HYPHOCUS ISLAND  
CONCEPTUAL SERVICING  
WATER SYSTEM**



**ASSUMPTIONS:**

- ASSUMED BOOSTER PUMP STATION CREATES ONE NEW 100 mm PRESSURE ZONE
- ASSUMED SINGLE FAMILY FIRST FLOOR 60 mm
- ASSUMED 200 mm WATER MAIN IN HELEN ROAD FOR FUTURE MULTI-FAMILY OR HOTEL PHASES

**LEGEND**

— PROPOSED WATERMAIN

LIMITS OF PROPOSED SUBDIVISION

IGLELEUT INLET

DISTRICT OF IGLELEUT  
WASTE WATER TREATMENT PLANT

HELEN ROAD

SPRING CODE

0 10 20 30 40 50  
METERS

**KERR WOOD LEIDAL**  
consulting engineers  
201 - 3645 Douglas Street  
Victoria, BC V8N 4N2  
E: kwl@kwle.com  
T: (250) 594-4224



This page is intentionally left blank

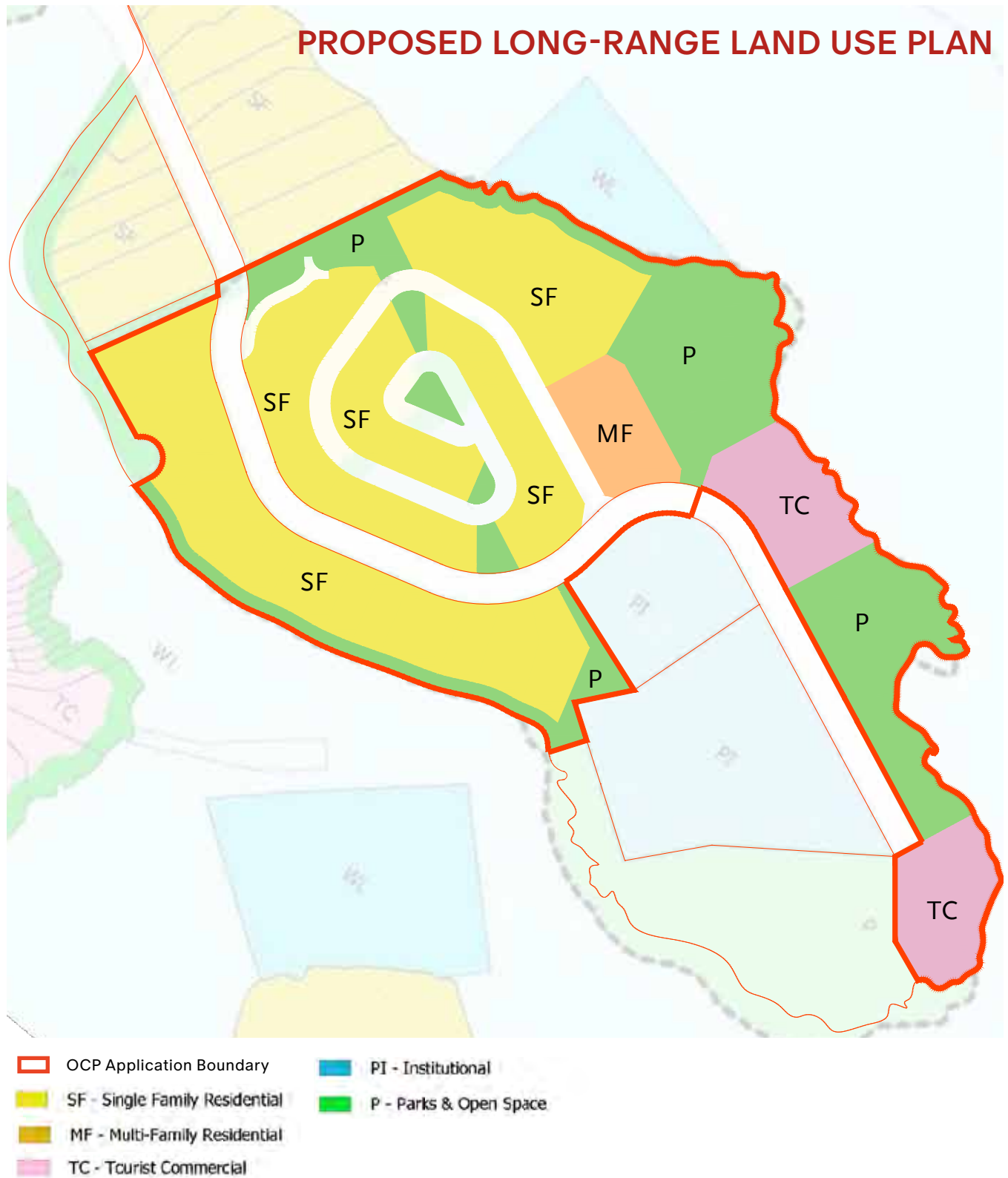
# 8.0 OCP AMENDMENT PROPOSAL

# CURRENT OCP DESIGNATION



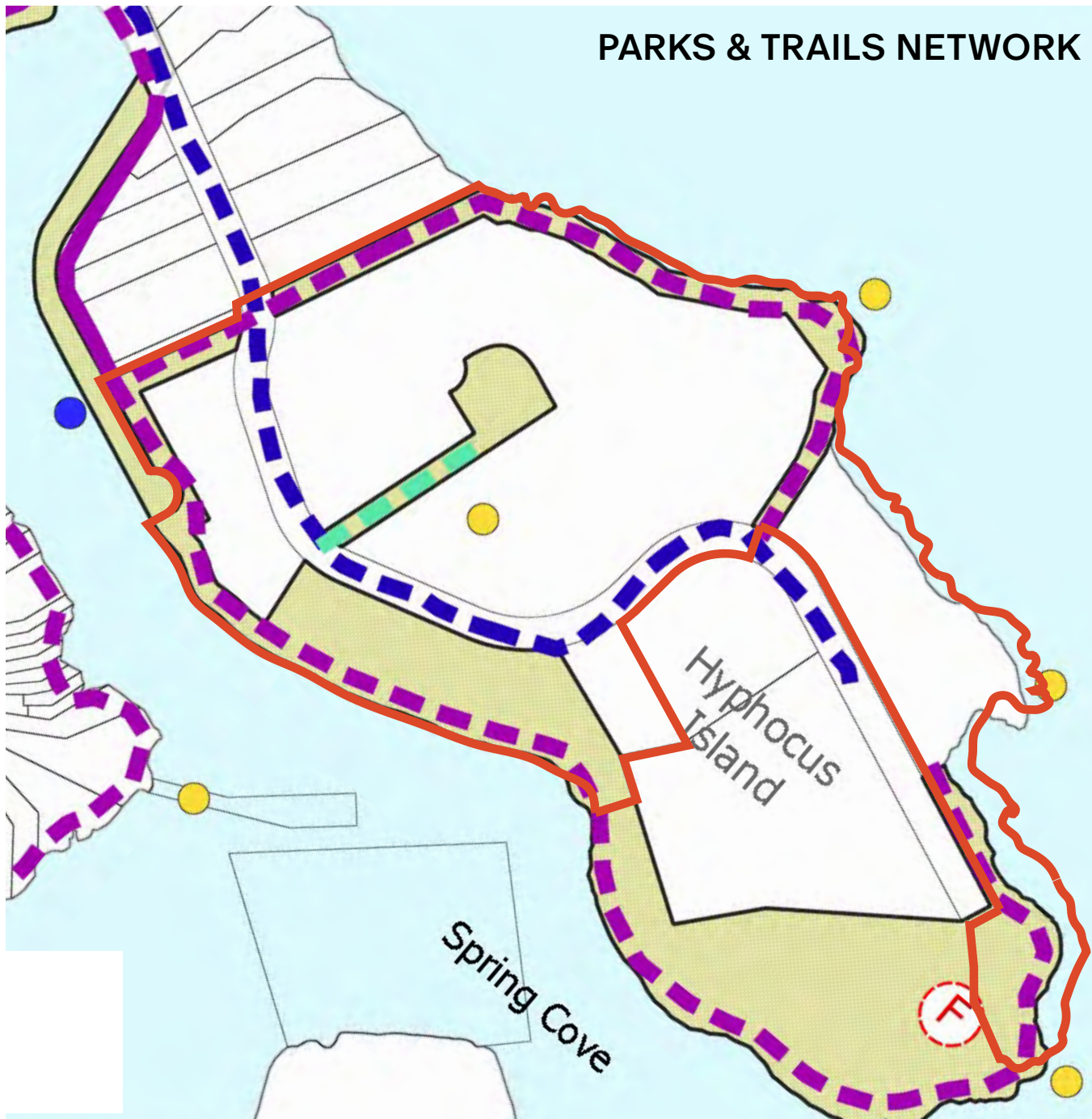
- ▭ OCP Application Boundary
- ▭ SF - Single Family Residential
- ▭ P - Parks & Open Space
- ▭ IN - Industrial
- ▭ PI - Institutional

# PROPOSED OCP DESIGNATION



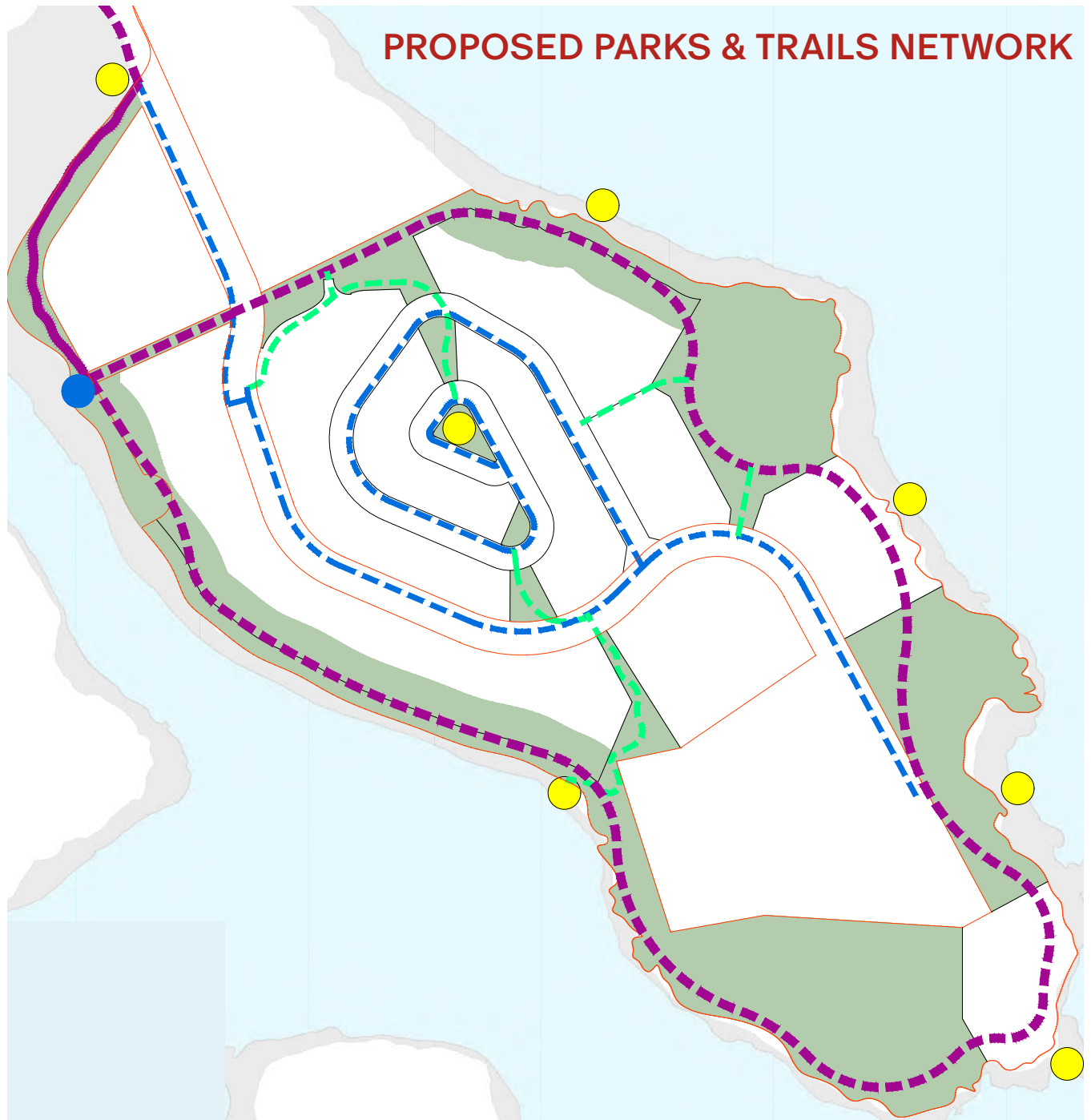


# CURRENT OCP DESIGNATION



- OCP Application Boundary
- Future Sidewalk - 1 Side
- Future Safe Harbour Trail
- Pedestrian Connectors
- Future Park / Open Space
- View Point
- Future View Point
- Future Park Facility

# PROPOSED OCP DESIGNATION



- OCP Application Boundary
- Future Trail
- Future Safe Harbour Trail
- Future Park / Open Space
- Pedestrian Connectors
- View Point
- Future View Point
- Future Park Facility

# PROPOSED OCP DESIGNATION RATIONALE



## LAND USE DESIGNATION

The OCP currently designates the site for single-family residential, industrial, open space and public institutional uses.

Through the technical assessments and biophysical analysis undertaken, sensitive archaeological and environmental areas were found in areas designated for industrial and residential.

In response to these findings, the proposed OCP land use plan aims to reallocate the land uses to prevent encroachment into these sensitive areas.

This proposal also includes the designation of two areas for tourist commercial use. Whilst these areas are not part of this rezoning application, we see that a tourist commercial use would be more appropriate use than industrial use. We envision a 20-30 room boutique hotel in these areas. Development of these sites will require a future rezoning and development permit applications. **Although the southern portion of the island has been recommended as environmental reserve, further detailed studies need to confirm if and how much wildlife is using that area. If wildlife activity is nil to low, we would continue to explore TC land uses. We hope to integrate a low-impact eco-resort in the form of elevated small cabins sensitively placed within the forest with minimal disturbance and maintain all the reserve attributes.**





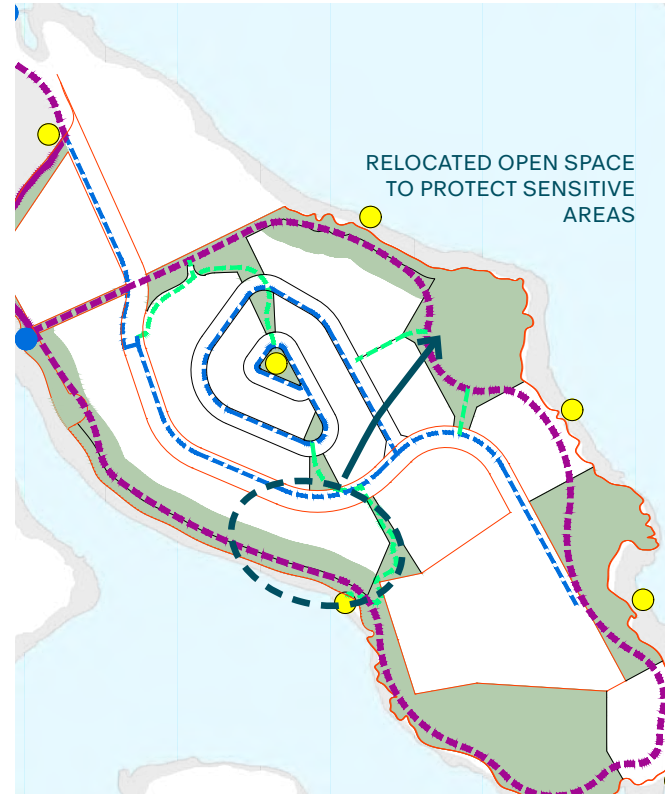
## OPEN SPACE AND TRAILS

As part of this application, over 20% of the site is to be dedicated as open space. This includes a small hilltop park at the site's highest elevation and open space around the perimeter of the site. Beyond providing additional green space for residents, the hilltop park serves a dual purpose as an evacuation site in the event of a tsunami. As such, pedestrian access to the park has been a key consideration of the plan.

Furthermore, the proposed development encompasses an integrated trail network, featuring a connection to the hilltop park, sidewalks and an extension of the Safe Harbour Trail. The section of the Safe Harbour Trail which is proposed around the perimeter of the site in the OCP has been designed to ensure safety and usability of the trail.

Compared to the current OCP open space and trails plan, the proposed plan relocates the designated open space from the south west to the eastern area to protect the archaeological sites. The eastern area is also more conducive to open space given the south western area contains some of the site's steepest slopes.

In the event that Helen Road becomes inaccessible, contingency plans for emergency helicopter landings are under consideration. The summit of the nearby hill presents one possibility, while the industrial zone adjacent to the lagoons offers another. Additionally, the roundabout at the terminus of Helen Road is being evaluated as a potential site. Discussions with local authorities about an appropriate open space will need to be held to determine the most feasible resolution.



Source: Redd Fish Restoration



## RELATED OCP POLICIES

### PARKS POLICIES:

Policy 2.63: Park land dedication and acquisition is a key strategy in conserving the District's natural areas and ecosystems.

A dedication of over 20% open space is proposed on site. The open space areas are intended to be dedicated to the District to ensure perpetual protection of the land for the benefit of future generations.

### SAFE HARBOUR TRAIL POLICIES:

Policy 2.73: Use existing and new rights-of-way to create new sections of trail along the shoreline of Spring Cove, Hyphocus Island, the Inner Boat Basin and Olsen Bay.

Space for a future trail has been reserved along the water. An extension to the Safe Harbour Trail is proposed as part of this application. This will allow residents to immerse themselves in the area's extraordinary natural environment.

### HERITAGE AND CULTURE POLICIES:

Policy 3.41: Development proposals will be reviewed in relation to existing and possible archaeological sites.

The existing archaeological sites are proposed to be protected within the dedicated open space. The amended OCP land use plan also seeks to retain the other archaeological sites found outside the application area, within areas of open space.

### AFFORDABLE HOUSING POLICIES:

Policy 3.132: Increase the number of affordable housing units in Ucluelet by encouraging mixed land uses in the Village Square, seniors' housing, small-lot single family housing,

detached accessory dwelling units and secondary suites.

The masterplan proposes both single-family residential and compact single-family residential lots. All lots proposed are intended to accommodate secondary suites, which will add additional rental units to the market and assist with the affordability of the lots. **A purpose built rental parcel has been added.**

Policy 3.137: Encourage alternative housing options, including small lot subdivisions.

The proposed development is proposed to be made up of 60% compact single-family lots which are intended to provide more affordable housing options. The rental units will also provide another form of affordable housing.

Policy 3.140: Encourage land use and building design which results in smaller, more affordable housing units.

As noted above, a large portion of the site is proposed for compact residential lots which will result in smaller, more affordable homes.

Policy 3.143: Rezoning applications involving more than five dwelling units shall provide a statement describing the affordable housing components achieved by the proposal.

This application has considered this policy and a section of this report addresses how affordable housing is to be achieved on the site.

### SINGLE FAMILY RESIDENTIAL POLICIES:

Policy 3.155: Designate Hyphocus Island as low density rural reserve, until such time as a comprehensive proposal is received identifying cluster residential development with significant tree retention, preservation of the island in its natural state and dedication of lands for public access, including the high ground and a

## RELATED OCP POLICIES

perimeter waterfront trail.

This area is not intended for private marina or significant commercial, tourist commercial or resort development. Some light industrial uses may be introduced as a compatible transition between the sewerage lagoons and residential areas.

The proposed masterplan responds to this policy. The area subject to this application has been reduced to exclude areas of environmental and archaeological significance. The masterplan intends to retain the vegetated character of the site by clustering residential development and retaining a green corridor around the site's perimeter, thereby reducing the development's footprint.

**Policy 3.159: Cluster residential units to preserve natural areas where possible.**

The originally proposed development area has been reduced to mitigate the environmental footprint of the development. Further to this, the lots have been clustered to reduce the development's impact on the environment, including placing building envelopes away from steep slopes to minimize cut and fill requirements.

### GENERAL FUTURE COMPREHENSIVE PLANNING AREA POLICIES:

**Policy 3.169: Public access to the water in all areas is supported, encouraged and intended to be secured including through agreement and dedication.**

An extension of the Safe Harbour Trail is proposed to facilitate public access to key destinations and create a pathway around the site's waterfront perimeter.

Due to the steep slopes down to the ocean, the trail is likely to be a ephemeral one, primarily

accessible during low tide.

**Policy 3.174: Hyphocus Island is currently zoned as Rural Residential which should allow for limited residential development. This reflects the designed future use as primarily clustered residential pattern with substantial tree retention and significant public open space and institutional (i.e. sewerage treatment) uses. The community may consider re-designation on advancement of a comprehensive plan that addresses the policies and guidelines of this OCP. The high point of the island should be considered for its potential for emergency evacuation (e.g. in conjunction with a future park or open space at the summit of the island).**

The re-designation of the site from Rural Residential to Single-Family Residential aims to facilitate clustered residential development, with a key focus on preserving the natural environment.

The high point of the site is proposed for a small neighbourhood park to allow for it to function as an emergency evacuation site, should it be needed.

The masterplan, with the inclusion of designated public open spaces, aligns with the vision of a harmonious co-existence between residential areas and the surrounding natural environment.

### TOURIST COMMERCIAL POLICIES:

**Policy 3.81: Encourage accommodation types that may not be provided for in other areas in order to enhance visitor options and strategically manage supply.**

Two small tourist commercial areas are proposed in this OCP amendment application. We envision these sites to have low intensity tourist uses such as a small boutique hotel of 20-30 rooms.

This page is intentionally left blank

# 9.0 REZONING PROPOSAL

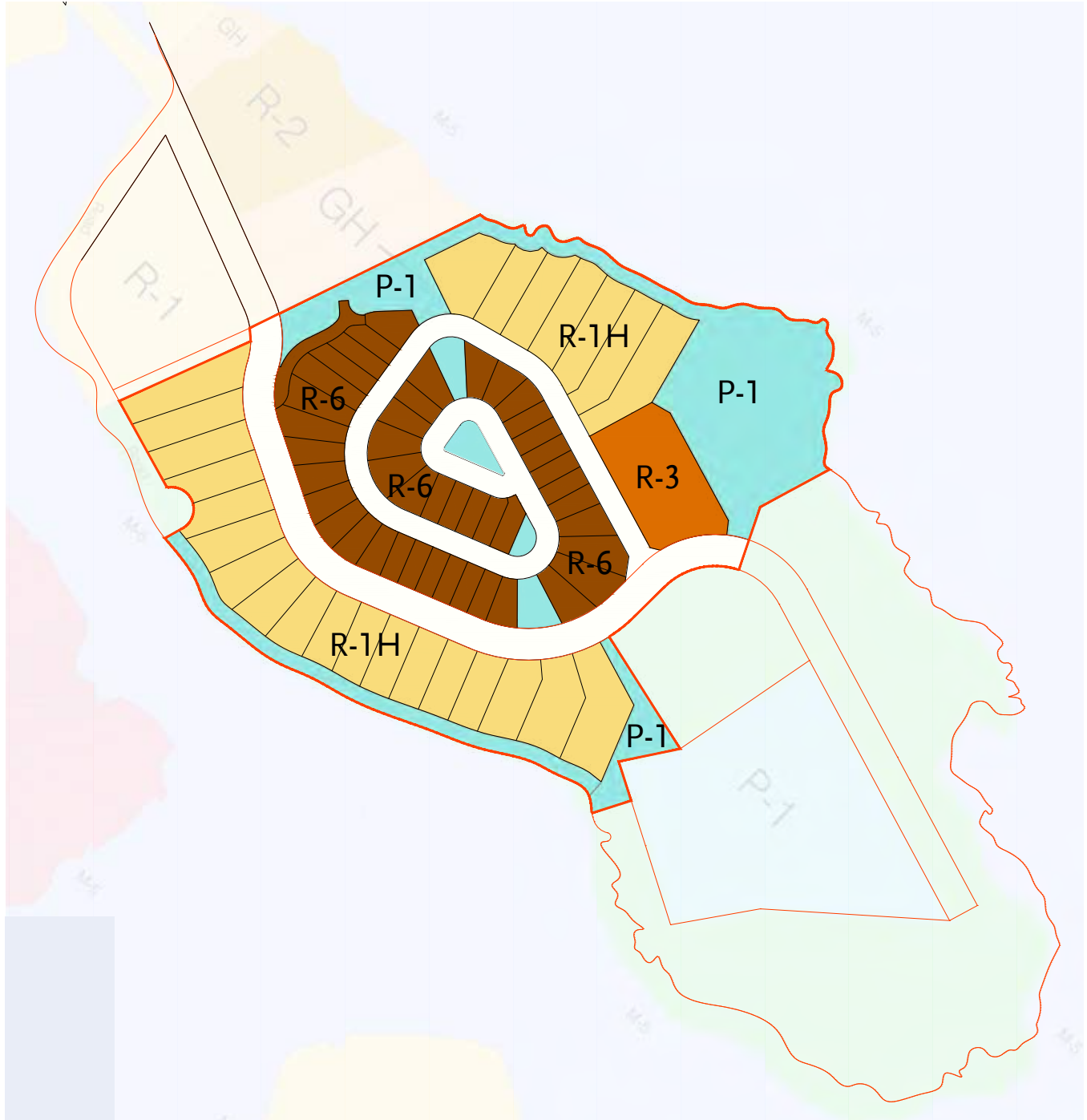


# CURRENT ZONING



- Rezoning Application Boundary
- RU Rural Residential
- P-1 Public Institutional
- R-1 Single Family Residential
- R-2 Medium Density Residential
- GH Guest House
- CS-5 Tourist Commercial

# PROPOSED ZONING



- |                                  |                                      |
|----------------------------------|--------------------------------------|
| Rezoning Application Boundary    | R-1 Single Family Residential        |
| RU Rural Residential             | R-6 Infill Single-Family Residential |
| P-1 Public Institutional (Parks) | R-3 High Density Residential         |

# PROPOSED ZONING

The proposed rezoning of the site to these zones is generally consistent with the OCP's overarching vision for the site whilst responding the environmental considerations and affordable housing needs.

By incorporating a mix of standard single-family lots, compact lots and multi-family housing, the development aims to provide diverse housing options. This approach addresses the housing affordability challenges prevalent in Ucluelet while catering to the varied housing needs and lifestyles of Ucluelet's population.

## INFILL SINGLE-FAMILY RESIDENTIAL (R-6)

Zone R-6 is tailored for single-family development providing for a mix of compact lot sizes and housing options, with additional accessory dwellings units as an option. The lots on site proposed to be rezoned to R-6 have been designed to meet the requirements of the zone, including:

- Minimum lot size: 360m<sup>2</sup>
- Minimum lot frontage: 10m
- Lot coverage: 45%

An amendment to the maximum floor area ratio (FAR) currently allowed under the zone is proposed. The permitted maximum FAR under the zone is currently 0.2. We propose an increase to this to allow for the proposed development on the site.

Considering the challenging topography of the land, the proposed adjustment to the FAR allows for a greater flexibility in the design of the future homes, enabling structures to mould in with the natural landforms and gradients. Moreover, a higher FAR will permit the inclusion of secondary suites *and* ADUs on these lots, thereby enhancing their affordability.

## SINGLE-FAMILY RESIDENTIAL (R-1)

The current zoning for the site is Rural Residential however, the OCP designates the northern part of the site for single-family residential. This rezoning application seeks to align with the OCP's future vision for the site whilst introducing compact lots which will allow for smaller, more affordable homes.

The larger waterfront lots are proposed to be rezoned Single-Family Residential zone. These lots satisfy the requirements under the existing R-1 zone such as minimum lot size, frontage and lot coverage. R-1H is acceptable to restrict short term rentals.

A reduced front lot setback is proposed. The plan positions some building envelopes closer to the front setback to mitigate the development's impact on the land particularly concerning the slope. Some future homes are proposed closer to Helen Road to reduce the need for extensive earthworks and avoid encroachment into the Marine Shoreline DPA.

## PUBLIC INSTITUTIONAL PARK (P-1)

The site's highest point of elevation is currently zoned P-1, with the intention of this site being used as a future park capable of functioning as a tsunami evacuation area if the need arises. The masterplan integrates a park at the elevated point, and as such, the zoning will remain unchanged.

Several other green spaces are proposed as part of the masterplan and are intended to be zoned P-1. These green spaces are to be dedicated, ensuring the preservation of these areas as open spaces for future residents to enjoy and utilize for recreational activities.

The intention is to provide some active program elements such as playgrounds and picnic areas into the parks for community use.

### HIGH DENSITY RESIDENTIAL (R-3)

A multi-family parcel has been reintroduced in response to feedback from the community and Council. In order to provide more affordable options in the form of purpose-built rental units. We are developing plans for several multi-family buildings with small units (600-800sf) which will be for rent. Currently the concept plan shows a layout of 4 buildings, each with 12 stacked townhomes (flat over flat). Over 60% of the units could meet accessibility requirements.

The proposed buildings would be built into the existing slope, so the buildings along the public street A would appear to be only 2 stories high, but would have a 3 story facade facing the interior surface parking.

The R-3 zoning has a limit on the maximum number of units, which would need to be increased in order to create a critical mass of units to support management and maintenance staff needs.

Building setbacks would need to be reduced to 3m to accommodate the proposed building forms, and would align with the proposed single family units in the same development. This would create a unified neighborhood character of massing and scale.

Parking requirements are limited to 1 space per unit provided on site. Additional parking would be available on the public streets.





(Updated September 2022)

## R-1 Zone - SINGLE FAMILY RESIDENTIAL

*This Zone is intended for traditional low density single family residential development, with accessory uses providing a minimal impact on the surrounding residential neighbourhood.*

### R-1.1 Permitted Uses

R-1.1.1 The following uses are permitted, but *secondary permitted uses* are only permitted in conjunction with a *principal permitted use*:

(1) Principal:

(a) *Single Family Dwelling*

(2) Secondary:

(a) *Bed and Breakfast*

(b) *Home Occupation*

(c) *Secondary Suite*

(d) *Accessory Residential Dwelling Unit* [Zoning Amendment Bylaw No. 1310, 2022]

(3) Deleted by [Zoning Amendment Bylaw No. 1310, 2022]

### R-1.2 Lot Regulations

R-1.2.1 Minimum Lot Size: 650 m<sup>2</sup> (7,000 ft<sup>2</sup>)

R-1.2.2 Minimum Lot Frontage: 18 m (60 ft)

R-1.2.3 Minimum Lot Width: N/A

R-1.2.4 Minimum Lot Depth: N/A

### R-1.3 Density:

R-1.3.1 Maximum Density: 1 *single family dwelling* per lot

R-1.3.2 Maximum Floor Area Ratio: 0.35

(a) Notwithstanding the Density Regulations in Section 304.2, on lots within the R-1 zone, up to 56m<sup>2</sup> (600 ft<sup>2</sup>) of building area designated and used solely for the parking or temporary storage of private vehicles may be excluded from the *gross floor area* used in the calculation of *floor area ratio*. [Zoning Amendment Bylaw No. 1287, 2021]

R-1.3.3 Maximum Lot Coverage: 35%

**R-1.4 Maximum Size (Gross Floor Area):**

- R-1.4.1 Principal Building: N/A
- R-1.4.2 Accessory Buildings: 60 m<sup>2</sup> (645 ft<sup>2</sup>) combined total

**R-1.5 Maximum Height:**

- R-1.5.1 Principal Buildings & Structures: 8.5 m (28 ft) or 2 ½ storey
- R-1.5.2 Accessory Buildings & Structures: 5.5 m (18 ft)

**R-1.6 Minimum Setbacks:**

- R-1.6.1 The following minimum setbacks apply, as measured from the *front lot line, rear lot line and side lot lines(s)*, respectively:

	(a) Front Yard Setback	(b) Rear Yard Setback	(c) Side Yard – Interior Setback	(d) Side Yard – Exterior Setback
(1) Principal	7.5 m (25 ft)	6 m (20 ft)	1.5 m (5 ft)	5 m (16.5 ft)
(2) Accessory	7.5 m (25 ft)	1.5 m (5 ft)	1.5 m (5 ft)	5 m (16.5 ft)

- R-1.6.2 In addition, the *side yards* combined must not be less than 20% of the *lot width*.

**R-1.7 Other Regulations:** [Zoning Amendment Bylaw No. 1233, 2018]

- R-1.7.1 Notwithstanding other regulations in this bylaw, on the lands legally described as Lot 1, District Lot 543 Native Island, Clayoquot District, Plan VIP86443, P.I.D. 027-856-194 (1068 Helen Road), the following regulations apply:

- (1) Maximum Floor Area Ratio: 0.43
- (2) A *secondary suite* is a permitted use in a *single family dwelling* which also contains a *Bed and Breakfast* use.

- R-1.7.2 Notwithstanding other regulations in this bylaw, on the lands legally described as Lot 543, Native Island, Clayoquot District except part shown outlined in red on Plan 1377R, and except parts in plan 19677, 41770 and VIP76238, the following regulations apply:

- (1) Minimum front setback for principal and accessory uses: 3.0m, Side Yard exterior set back: 3m

### R-3 Zone - HIGH DENSITY RESIDENTIAL

*This Zone is intended for a mixture of medium to high density residential uses.*

Please note that the numbering is inconsistent for this zone and will be corrected in future bylaws.

#### R-3.1 Permitted Uses:

R-3.1.1 The following uses are permitted, but *secondary permitted uses* are only permitted in conjunction with a *principal permitted use*:

(1) Principal:

(a) *Multiple Family Residential*

(i) Despite the definition of *Multiple Family Residential* in section 103 of this bylaw, on Lot 8, District Lot 284, Clayoquot Land District, Plan VIP58757, [PID 018-743-668; 2088 Peninsula Road] a *Multiple Family Residential* use may be in a *building* or group of *buildings* containing one or more *dwelling units* for residential use.

[Zoning Amendment Bylaw No. 1262, 2020]

(2) Secondary:

(a) *Home Occupation*

#### R-3.2 Lot Regulations

R-3.2.1	Minimum Lot Size:	1,000 m <sup>2</sup> (¼ acre)
R-3.2.2	Minimum Lot Frontage:	18 m (60 ft)
R-3.2.3	Minimum Lot Width:	N/A
R-3.2.4	Minimum Lot Depth:	N/A

#### R-3.3 Density:

R-3.3.1	Maximum Density:	Multiple Family Residential
(1)	Base Density:	65 units/ hectare per <i>lot</i>
(2)	Bonus Density - Level 1:	75 units/ hectare per <i>lot</i> on the provision of minimum 70% of the required off-street parking being provided underground or concealed within the building on the <i>lot</i> ;

- (3) Bonus Density – Level 2: 85 units/ hectare per *lot* on the provision of minimum 30 % of the *dwelling units* as *affordable housing units*.
- (4) Bonus Density – Level 3: 95 units/ hectare per *lot* on the provision of:
  - (a) minimum 70% of the required off-street parking being provided underground or concealed within the building on the *lot*; and
  - (b) minimum 30 % of the *dwelling units* as *affordable housing units*.

R-3.3.2 Maximum Floor Area Ratio: 1.5

R-3.3.3 Maximum Lot Coverage: 50%

**R-3.4 Maximum Size (Gross Floor Area):**

R-3.4.1 Principal Building: N/A

R-3.4.2 Accessory Buildings: 70 m<sup>2</sup> (750 ft<sup>2</sup>) combined total

**R-3.5 Maximum Height:**

R-3.5.1 Principal Buildings & Structures: 11 m (36 ft)

R-3.5.2 Accessory Buildings & Structures: 5.5 m (18 ft)

**R-3.6 Minimum Setbacks:**

R-3.6.1 The following minimum setbacks apply, as measured from the *front lot line, rear lot line* and *side lot lines(s)*, respectively:

	(a) Front Yard Setback	(b) Rear Yard Setback	(c) Side Yard – Interior Setback	(d) Side Yard – Exterior Setback
(1) Principal	6 m (20 ft)	6 m (20 ft)	6 m (20 ft)	6 m (20 ft)
(2) Accessory	7.5 m (25 ft)	1.5 m (5 ft)	1.5 m (5 ft)	5 m (16.5 ft)

R-3.6.2 In addition, *accessory buildings* and *structures* must be located:

- (1) to the rear of the *front face* of the principal building, and
- (2) at least 3 m (10 ft) from the principal building(s).

**R-3.8 Other Regulations [Zoning Amendment Bylaw No. 1284, 2021]**

R-3.8.1 Notwithstanding other regulations in this bylaw, on the R-3 zoned portions of the lands legally described as Lot 16, District Lot 281, Clayoquot



District, Plan VIP76214 except part in plans VIP80735, VIP83067 and VIP86140: PID 025-812-823 (Lot 16 Marine Drive), the following regulations apply:

- (1) on proposed Lot 'A' (Apartment site) subject to registration of a Housing Agreement to the satisfaction of the District restricting the use of multiple family residential dwelling units to rental tenancy and prohibiting strata conversion;
  - (a) the lot is exempt from the minimum useable outdoor recreation space requirement found in the definition of *multiple family residential* in section 103 and,
  - (b) the maximum density is 48 units (83 units per hectare).
- (2) on proposed Lot 'A' the minimum setbacks for principal buildings from adjacent lot lines shall be as follows:
  - (a) from Matterson Drive: 8 m (26 ft)
  - (b) from Marine Drive: 10 m (33 ft)
  - (c) from all other lot lines: 6 m (20 ft)
- (3) on proposed Lot 'A' the maximum floor area of an individual multiple family dwelling unit is 77 m<sup>2</sup> (825 ft<sup>2</sup>)
- (4) on proposed lot 'B' (Townhome site) the maximum density is 28 units (20 units per hectare)
- (5) on proposed Lot 'B' the minimum setbacks for principal buildings from external lot lines shall be 15m (49 ft)

**R-3.8.2 Notwithstanding other regulations in this bylaw, on the lands legally described as Lot 543, Native Island, Clayoquot District except part shown outlined in red on Plan 1377R, and except parts in plan 19677, 41770 and VIP76238, the following regulations apply:**

- (1) Maximum number of units = 48 units per lot (105 units per hectare)
- (2) Principal building setbacks: 3m front, rear and side
- (3) Parking requirement = 1 space per unit

This page is intentionally left blank

**R-6 Zone – INFILL SINGLE-FAMILY RESIDENTIAL**

[Zoning Amendment Bylaw No. 1284, 2021]

*This Zone is intended for single-family residential development providing for a mix of compact lot sizes and housing options, with additional accessory residential dwelling unit uses on the larger lots.*

**R-6.1 Permitted Uses**

R-6.1.1 The following uses are permitted, but *secondary permitted uses* are only permitted in conjunction with a *principal permitted use*:

## (1) Principal:

(a) *Single Family Dwelling*

## (2) Secondary:

(a) *Home Occupation*(b) The following additional *secondary permitted uses* are only permitted on lots of 480m<sup>2</sup> area or greater:(i) *Secondary Suite; or,*(ii) *Accessory Residential Dwelling Unit***R-6.2 Lot Regulations**

R-6.2.1	Minimum Lot Size:	360 m <sup>2</sup> (3,875 ft <sup>2</sup> )
R-6.2.2	Maximum Average Lot Size:	480 m <sup>2</sup> (5,167 ft <sup>2</sup> )
R-6.2.3	Maximum Lot Size:	600 m <sup>2</sup> (6,458 ft <sup>2</sup> )
R-6.2.4	Minimum Lot Frontage:	10 m (33 ft)

**R-6.3 Density:**

R-6.3.1	Maximum Floor Area Ratio:	0.35
R-6.3.2	Maximum Floor Area Ratio with <i>secondary suite</i> or <i>accessory residential dwelling unit</i>	0.5
R-6.3.3	Maximum Lot Coverage:	45%

**R-6.4 Maximum Size (Gross Floor Area):**

R-6.4.1	Principal Building:	n/a
R-6.4.2	Accessory Buildings:	90 m <sup>2</sup> (968 ft <sup>2</sup> ) combined total

**R-6.5 Maximum Height:**

- R-6.5.1 Principal Buildings & Structures: 8.5 m (28 ft)
- R-6.5.2 Accessory Buildings & Structures: 5.5 m (18 ft)
- R-6.5.3 *Accessory Residential Dwelling Unit:* 7.5 m (25 ft)

**R-6.6 Minimum Setbacks:**

R-6.6.1 The following minimum setbacks apply, as measured from the *front lot line, rear lot line and side lot lines(s)*, respectively:

	(a) Front Yard Setback	(b) Rear Yard Setback	(c) Side Yard - Interior Setback	(d) Side Yard - Exterior Setback
(1) Principal	3 m (9.8 ft)	3 m (9.8 ft)	1.5 m (5 ft)	2.5 m (8.2 ft)
(2) Garage face	6 m (19.6 ft)	n/a	n/a	n/a
(2) Accessory		3 m (9.8 ft)	1.5 m (5 ft)	2.5 m (8.2 ft)

R-6.6.2 In addition, no *accessory building* may be located between the front face of the principal building and the street.

**R-6.7 Other regulations:**

R-1.7.1 Notwithstanding other regulations in this bylaw, on the lands legally described as Lot 543, Native Island, Clayoquot District except part shown outlined in red on Plan 1377R, and except parts in plan 19677, 41770 and VIP76238, the following regulations apply:

- (1) The additional secondary permitted uses are permitted on lots:
  - (i) Secondary Suite; and/or
  - (ii) Accessory Residential Dwelling Unit
- (2) The Maximum Floor Area Ratio with secondary suite and/or accessory dwelling unit is 1.0
- (3) Maximum lot size: 800m<sup>2</sup>
- (4) Maximum Height for Principal Buildings 11.0m



This page is intentionally left blank

# 10.0 SCHEDULES

## SCHEDULES

SCHEDULE A	ILLUSTRATIVE PLAN
SCHEDULE B	SLOPE ANALYSIS CONCEPT PLAN
SCHEDULE C	LAND USE CONCEPT PLAN
SCHEDULE D	OPEN SPACE AND TRAILS CONCEPT PLAN
SCHEDULE E	PROPOSED OCP LAND USE PLAN
SCHEDULE F	PROPOSED OCP TRAIL PLAN
SCHEDULE G	PROPOSED ZONING PLAN



# LOT 543 HYPHOCUS ISLAND UCLUELET

# ILLUSTRATIVE PLAN



EKISTICS



Scale 1:1,000  
0 100 200 300 ft

## SCHEDULE A

AUGUST 2023



LOT 543 HYPHOCUS ISLAND UCLUELET 118 | SLOPE ANALYSIS CONCEPT PLAN

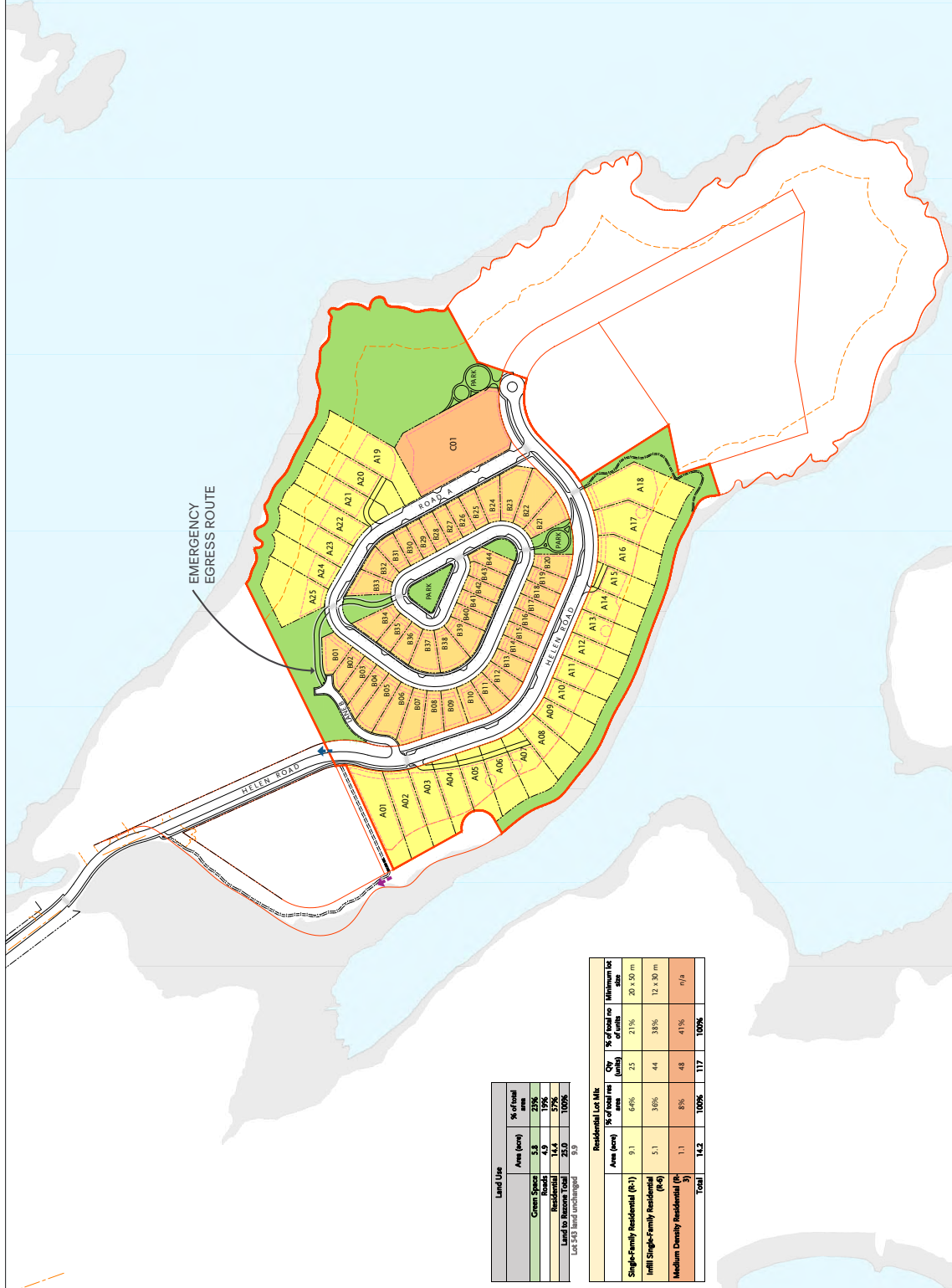


Appendix C  
AUGUST 2022

SCHEDULE B

Scale 1:1,000  
0 10 25 50 100 m

EKISTICS



Land Use	Area (acres)	% of total area
Green Space	5.5	39%
Residential	4.9	35%
Land to Reserve Total	14.4	100%

Lot 543 limit delineated

Residential Lot Mix	Area (acres)	% of total area	Qty of units	% of total no. of units	Minimum lot size
Single-Family Residential (R-1)	9.1	64%	25	21%	20 x 50 m
Infill Single-Family Residential (R-6)	5.1	36%	44	33%	12 x 30 m
Medium Density Residential (R-5)	1.1	8%	48	41%	9/9
<b>Total</b>	<b>14.2</b>	<b>100%</b>	<b>117</b>	<b>100%</b>	

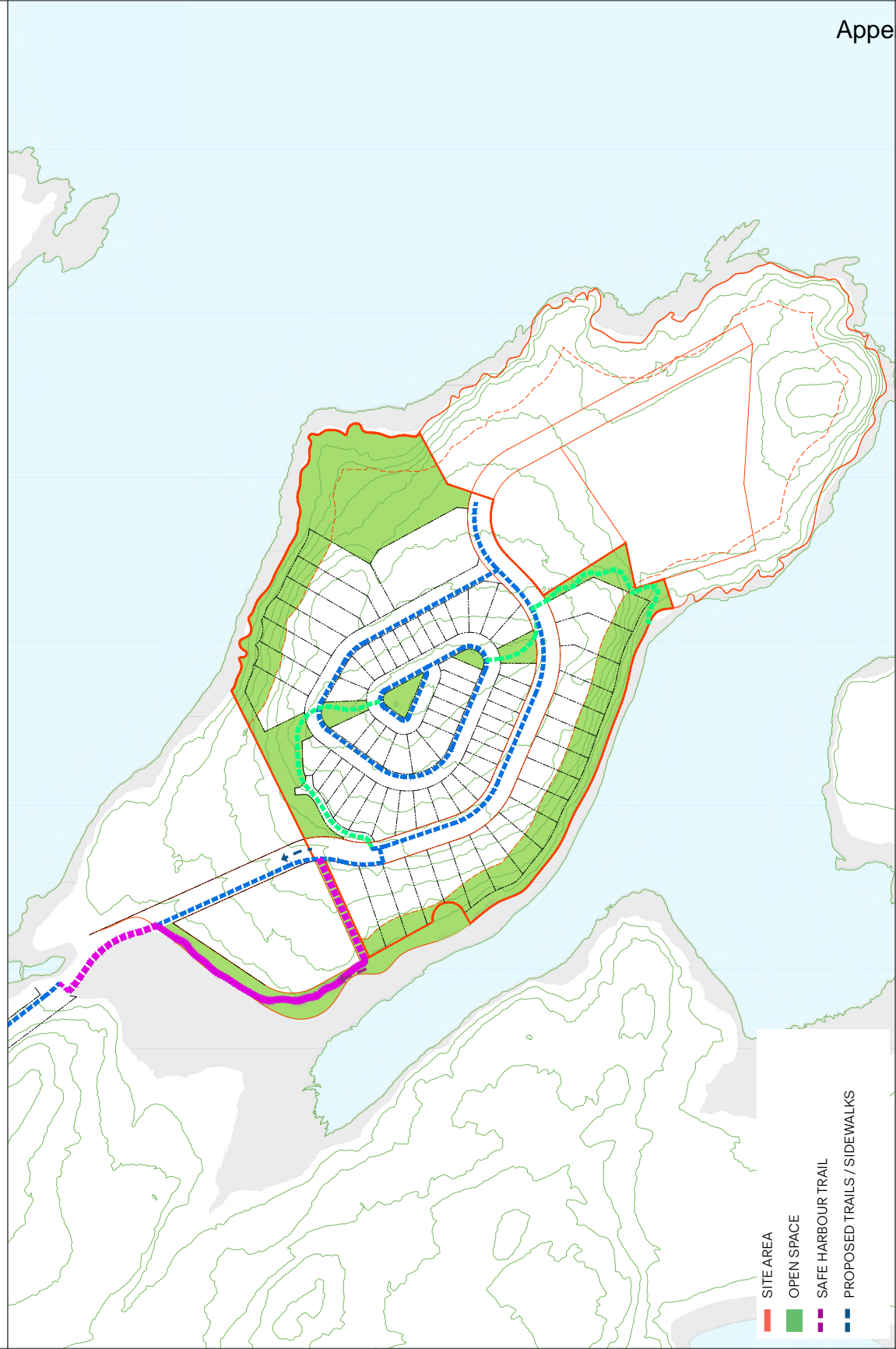


Scale: 1:1,000



EKISTICS

120 | **LOT 543 HYPHOCUS ISLAND UCLUELET OPEN SPACE AND TRAILS CONCEPT PLAN**



- SITE AREA
- OPEN SPACE
- SAFE HARBOUR TRAIL
- PROPOSED TRAILS / SIDEWALKS

**EKISTICS** 

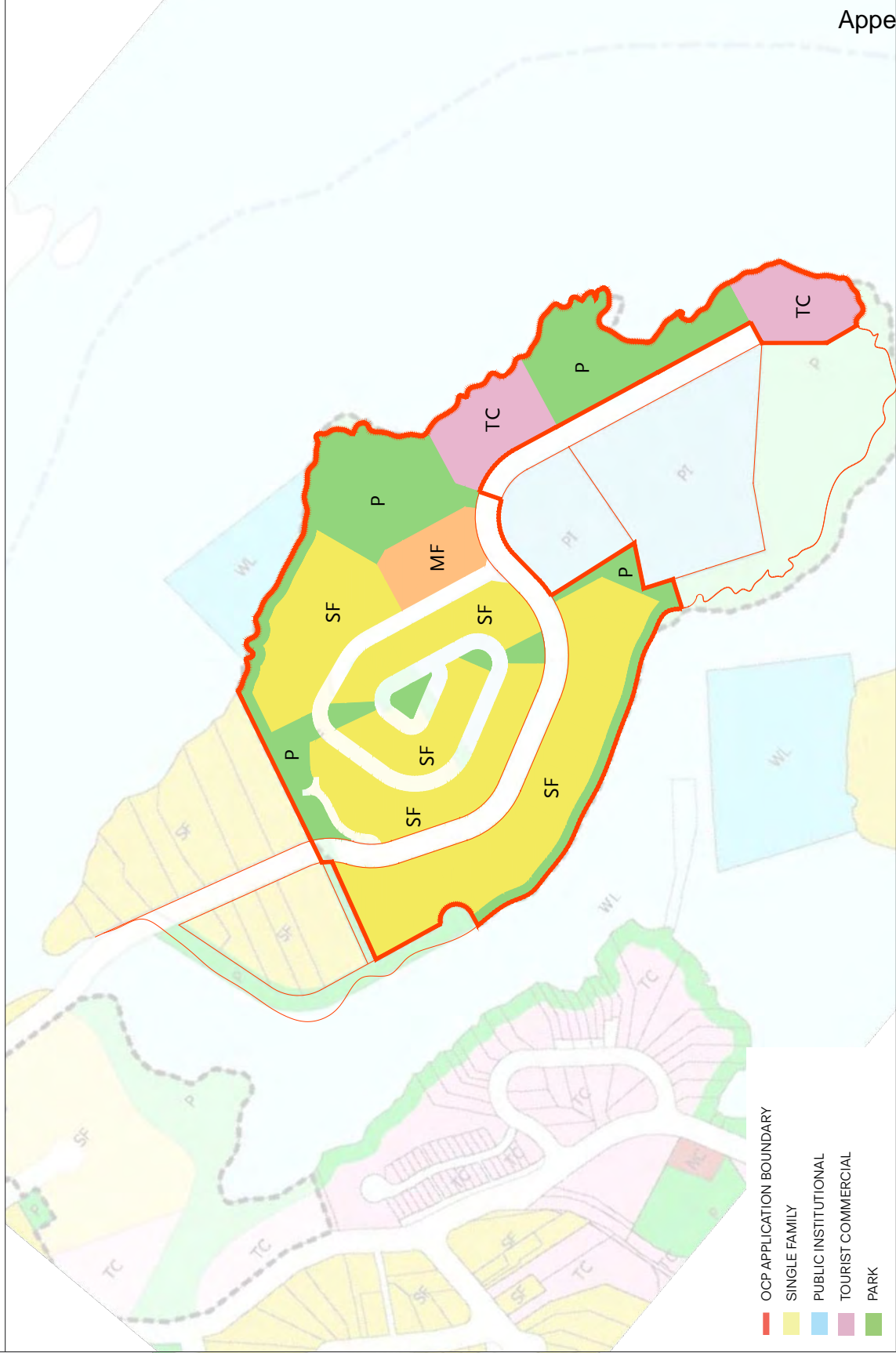
Scale: 1:1,000  
0 100 200 300 ft

**SCHEDULE D**

AUGUST 2024

Appendix C





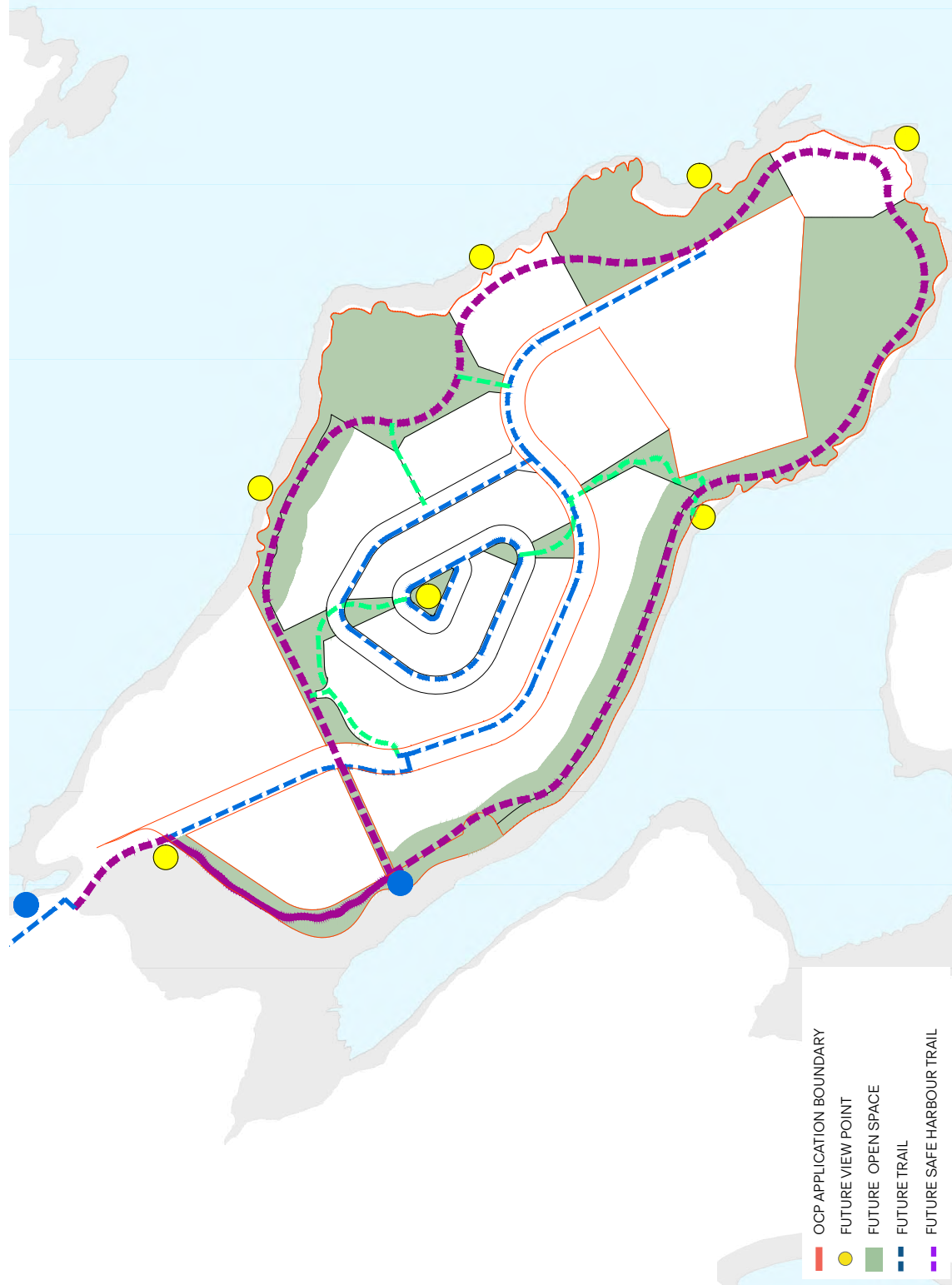
- OCP APPLICATION BOUNDARY
- SINGLE FAMILY
- PUBLIC INSTITUTIONAL
- TOURIST COMMERCIAL
- PARK

EKISTICS

Scale 1:1,000  
0 25 50 100 m

SCHEDULE E





- OCp APPLICATION BOUNDARY
- FUTURE VIEW POINT
- FUTURE OPEN SPACE
- FUTURE TRAIL
- FUTURE SAFE HARBOUR TRAIL

Scale 1:1,000  
0 10 20 30 40 50 60 70 80 90 100 110 120 130 140 150 160 170 180 190 200

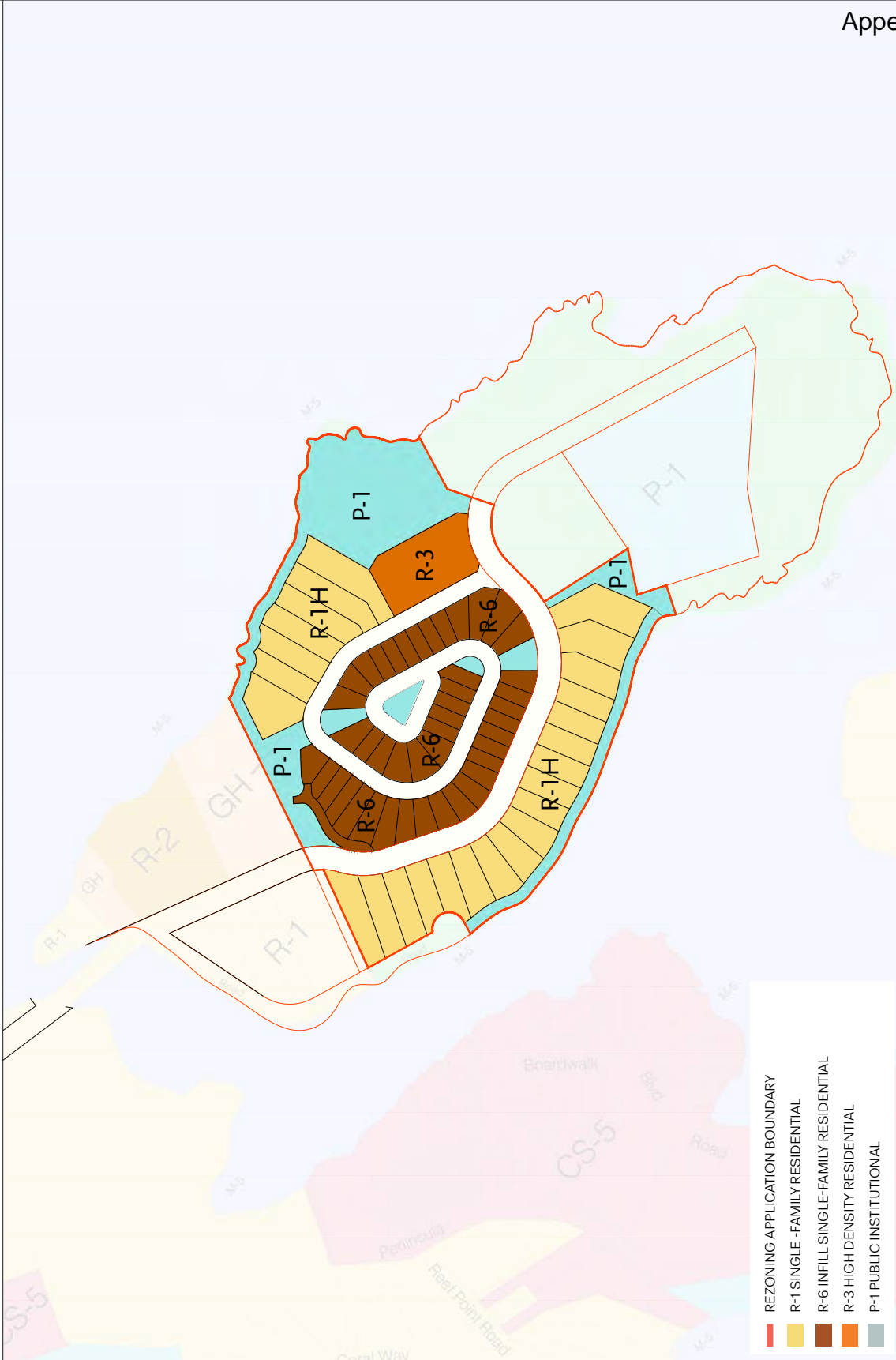


EKISTICS

# PROPOSED ZONING PLAN

# LOT 543 HYPHOCUS ISLAND UCLUELET

123



# SCHEDULE G

Scale 1:1,000  
0 10 25 50 100m



EKISTICS

**EKISTICS**

**Creating Great Places.**

PLANNING | ARCHITECTURE | LANDSCAPE ARCHITECTURE | LAND DEVELOPMENT

Vancouver - Shanghai - Ho Chi Minh City | [ekistics.com](http://ekistics.com)



## MEMO

DATE: April 11, 2024  
 PROJECT NO: 08-23-0039  
**PROJECT: Ucluelet Hyphocus Residential**  
**SUBJECT: Preliminary Transportation Review & Scoping**

TO: Steven Beyer, Chief Designer  
 Ekistics Town Planning

PREPARED BY: Kyle Brandstaetter, MCIP RPP  
 APPROVED BY: Yulia Liem, P.Eng., PTOE



## 1. INTRODUCTION

### 1.1 Background & Site Context

On behalf of Ekistics Town Planning (Ekistics), Bunt & Associates Engineering Ltd (Bunt) has completed this preliminary transportation review for the proposed residential development in Ucluelet, BC. The site located on an island known as Hyphocus and is situated at the southeastern tip of Ucluelet. The proposed development is in initial stages of the rezoning planning process and Official Community Plan (OCP) amendment and is contemplating approximately 74 single family lots, with 45 of these being compact lots (contemplated with secondary units) and 29 of these being waterfront (i.e.) larger lots. Not part of this application but potentially in the future are two tourist commercial sites (for example boutique hotels with 20-30 rooms) that would be rezoned and developed on the industrial lands to the south through an OCP amendment. The site location and area are set out within **Exhibit 1.1**. The anticipated completion date of the master plan development is approximately 21 years, or 2045. However, it is expected that the 45 compact lots will be developed in the near term, by 2030.

### 1.2 Preliminary Study Objective

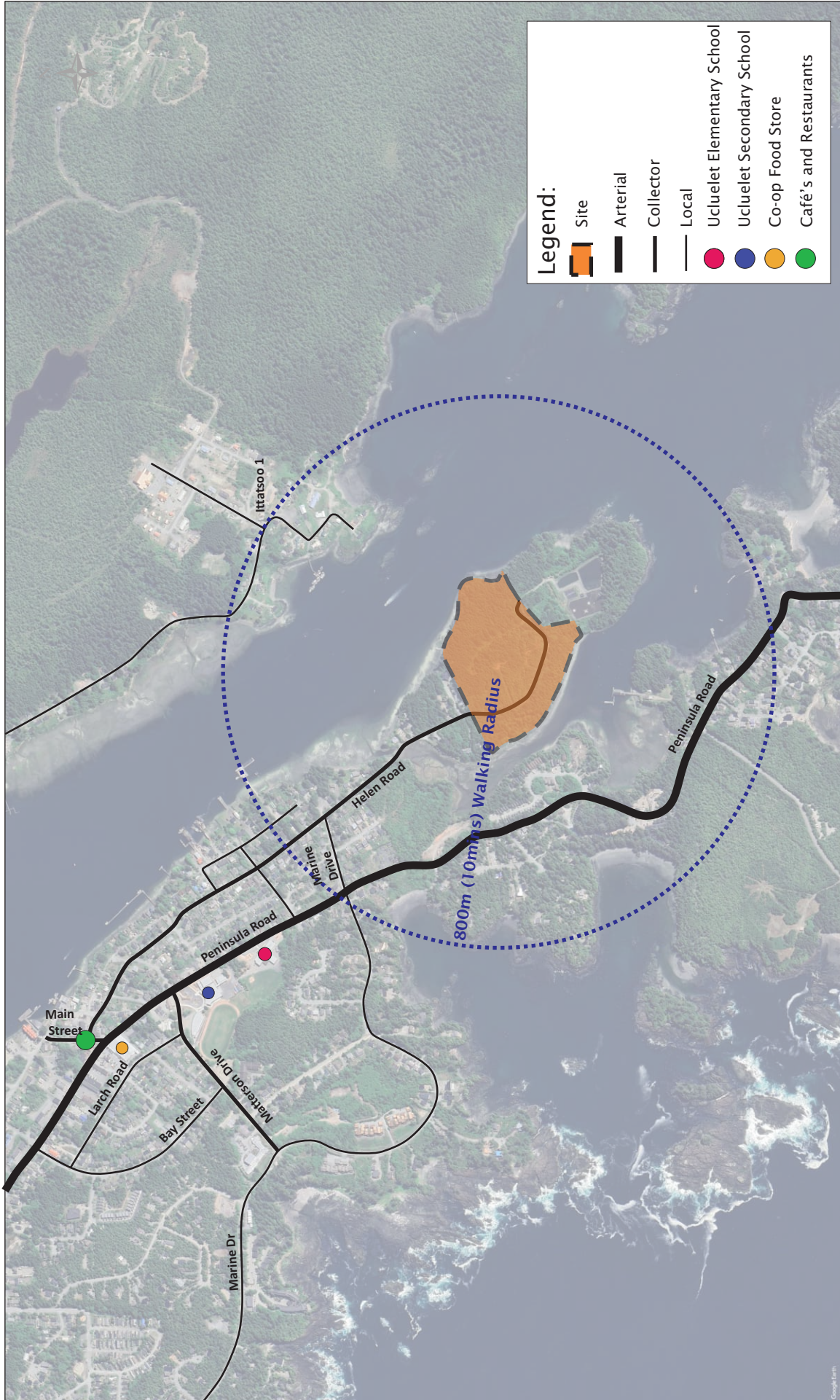
This memo has been prepared as a base condition review and traffic study scoping report. The focus of this initial work is to: estimate development vehicle trip generation, review the development access arrangement, provide early design guidance, and review relevant policies and zoning bylaw requirements.



# Exhibit 1.1 Site Location & Context

Ucluelet Hyphocus Island  
November 2023

08-23-0039



A full Transportation Impact Assessment (TIA) will be provided later to support the rezoning application and will build on this early work, assessing potential impacts of the development on the existing transportation network and facilities, presenting necessary mitigations/improvements to support the site while limiting the impact on the surrounding neighbourhood.

This is anticipated to include engaging and collaborating with the Yuułu?i?ath and community of Hitacu across the inlet. This review will also aim to address any safety concerns that may be a result of the new development.

## 2. EXISTING CONDITIONS

This section provides a brief description of the existing transportation network surrounding the site, including road connections, cycling/walking facilities, and transit. Following this, a summary of applicable District of Ucluelet transportation-related policies is covered.

### 2.1 Access & Land Use/Zoning

The existing site is located to the southeast of Ucluelet and is accessed via Helen Road. The site is on Hyphocus Island and Helen Road forms a land bridge on the northern tip (paved road is approximately 7.5m wide). As the project is located on an island there are naturally no through connections.

Helen Road, a minor collector street, is a north-south street with one travel lane in each direction that provides a connection to Main Street (to the north) and the wider road network, including Peninsula Road, which is the main thoroughfare to-from Ucluelet, and beyond.

Currently, the site is vacant except for the Helen Road extension. Hyphocus Island, however, consists of approximately 12 residential units/guest houses within a northern portion, and a water treatment/sewage treatment plant to the south. The site totals approximately 170,000 sq.m. of total area and is zoned as Rural Residential (RU), this zoning allows for Single Family Dwellings, with several secondary uses, such as Bed & Breakfast, Secondary Suite, Home Occupation and Accessory Residential Dwelling Unit. Currently, the zoning in the OCP would allow approximately 65 single family lots, based on information provided from Ekistics. The proposal is looking to rezone the site, with slightly more density, to R1 (Single-Family Residential) and R-6 (Infill Single Family Residential).

### 2.2 Transportation Network

**Exhibit 2.1** provides an illustrative overview of existing transportation connections available within the vicinity of the site. These are also discussed in further detail below.

#### 2.2.1 Walking

Existing pedestrian facilities are limited today, and this is not surprising given the current levels of land use and activity on the site. The nearest pedestrian sidewalk is at the intersection of Marine Drive / Peninsula Road to the northwest, approximately 700m from the site. Sidewalks are present along Peninsula Drive and provide connections to the overall pedestrian network. Furthermore,

there are no recreational routes within the site. Helen Road is subject to moderate gradients on either side of the existing water crossing. The closest shopping facility is a 1.5km (20 minute one-way or 40min return) walk to the west of the site, located on Peninsula Road.

### 2.2.2 Cycling

Similarly, there are no formal cycling facilities provided within the vicinity of the site. However, the local roads to the site, including Helen Road, are not expected to be heavily trafficked as they serve as access to single family lots, therefore, these could be considered as inviting routes for cyclists. The Ucluelet town centre/harbour is within an approximate 6–7-minute cycle ride (one direction), following Google Maps, from the site.

### 2.2.3 Transit

There are currently no transit services operating within Ucluelet. However, it is understood that feasibility studies are ongoing and thus far, one route between Tofino and Ucluelet has been flagged as a potential bus route. Current proposals would see the bus loop around Matterson Drive before heading north again. Any future bus stop developed as part of the proposals would be located within a 1.5km walking distance from the site.

### 2.2.4 Road Network

As mentioned, Helen Road is the only access route that serves Hyphocus island, connecting to a residential neighbourhood to the north, and the road is subject to 50kph speed restrictions. Helen Road connects to several local residential roads, such as Marine Drive, Alder Street, Otter Street, and Main Street. The grass shoulder parallel to the road is used for parking. Helen Road is defined as a Minor Collector by the District. To the south of the Orca and Eagle Lodge & Oceanview Cabins, the paved road terminates and continues as a service road on Hyphocus Island.

Marine Drive (via Helen) connects the site to Peninsula Road, which is the primary arterial route through Ucluelet, connecting to Highway 4 to the north and the Pacific Rim Highway to/from Tofino. To the south, Peninsula Road terminates at the Lighthouse Loop. Most intersections along Peninsula Road are stop controls or pedestrian crossings. The section of Peninsula Road to the north of Main Street is in the jurisdiction of the Ministry of Infrastructure & Transportation (MoTI) but is not included in the proposed study area (see Section 4).

## 2.3 Policy Review

Key transportation policies referenced for this review are summarized here:

### 2.3.1 Transportation Plan 2011

This plan was created in 2011 to assist in the long-term transport visions and long-term development projects that proposed to improve the community's access to transportation facilities. The Transportation Plan was written in conjunction with the updated 2011 OCP (at that time, the OCP has since been updated – see next section) and its transportation emission targets. The Plan



set out to create a safe network for cyclists and pedestrians through the District of Ucluelet, whilst encouraging active forms of travel.

As part of these plans, a pedestrian trail was proposed around Hyphocus Island, looping around the whole island back to Helen Road. In addition, the proposals looked at long-term plans of upgrading Helen Road to a 'full' collector road, with provision of facilities for pedestrians and cyclists as top priority, on-street parking provision was also to be evaluated as part of the project. The development or funding on these improvements has been deferred for approximately 20 years.

### 2.3.2 2022 Official Community Plan

Adopted in July 2022, Ucluelet's Official Community Plan (OCP) sets out several objectives and policies. The objectives that were identified that would impact the proposed development are as follows:

- The long-term land use vision of Hyphocus Island is proposed as Single-Family Dwellings, Industrial, Parks & Open Space and Marine Tenure. It is labelled as an area of 'Future Comprehensive Planning' (FCP). A FCP is applied to larger lots that have potential for future development and rezoning will be required,
- A future dedicated bike lane is desired along the length of Peninsula Drive, travelling past the intersection of Marine Drive.
- A public parking facility is envisioned on the southern side of the Helen Road bridge, at the access point to Hyphocus Island.
- The proposed pathways/trails around the shoreline of Hyphocus Island are to form part of the proposed 'Safe Harbour Walking Trail.' It is noted that the current development concept will achieve the OCP's goal to open the southern tip of the island as a public park.

### 2.3.3 Peninsula Road Safety & Revitalization Project

Upgrades to Peninsula Road have been proposed to the west of Main Street. These upgrades will include improved cycling and pedestrian facilities. The proposals will also see changes to Larch Road, including a multi-use pathway. These improvements are all located approximately 1.5km to the west of the site. It is understood that the changes will be undertaken in stages, with the initial stages having gone out for tender in the fall of 2023.

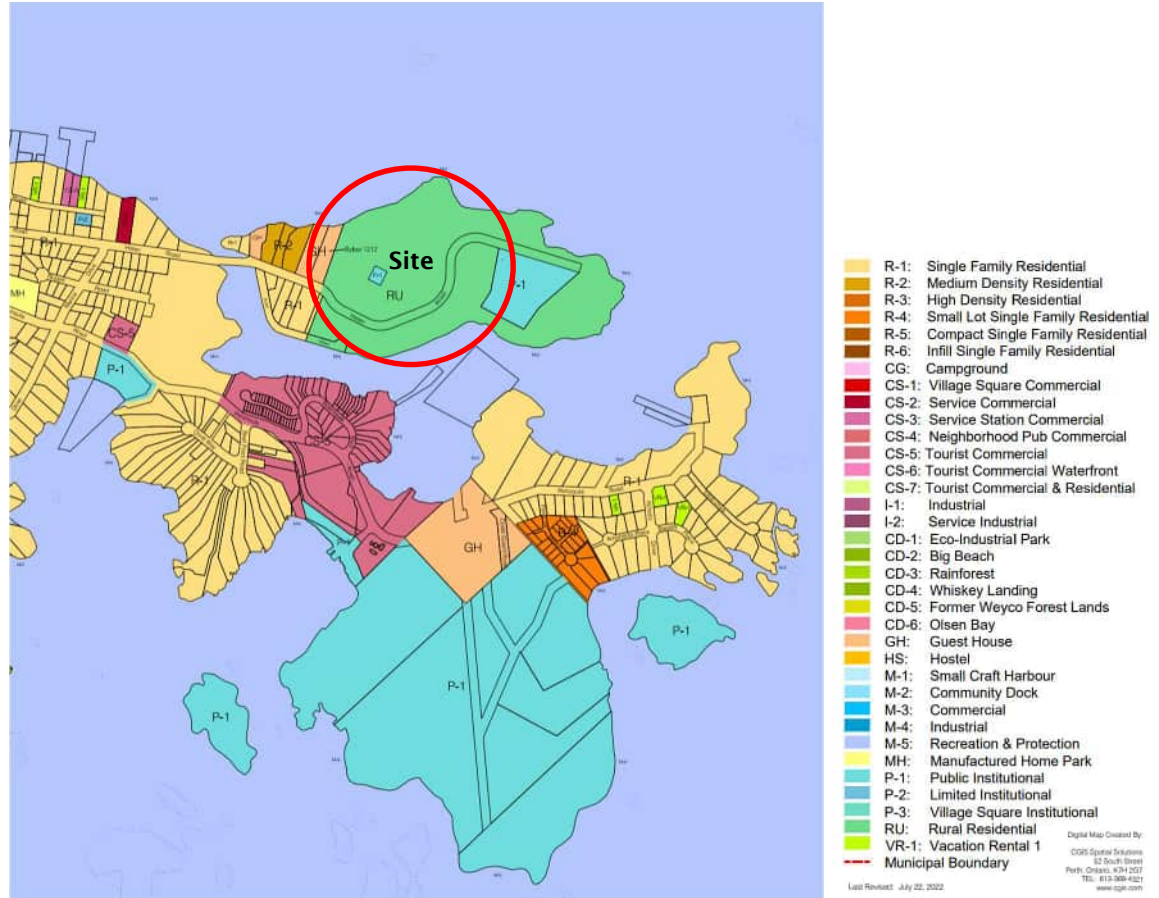
### 2.3.4 Zoning Bylaw

Bylaw No.1160 sets out the zoning requirements for the District of Ucluelet. The Bylaw, including Bylaw 1310 and all amendments, was adopted in September 2022. Division 500 set out the Off-Street Parking and Loading requirements.

An excerpt of the Zoning Bylaw is shown in **Figure 2.1**, which confirms that the area of the proposed development site zoned as Rural Residential (RU) and noted further above. This zoning map was produced in July 2022, an updated version to the December 2021 version that was created as part of the 2022 OCP.



Figure 2.1: Zoning Bylaw Map



### 3. PROPOSED DEVELOPMENT

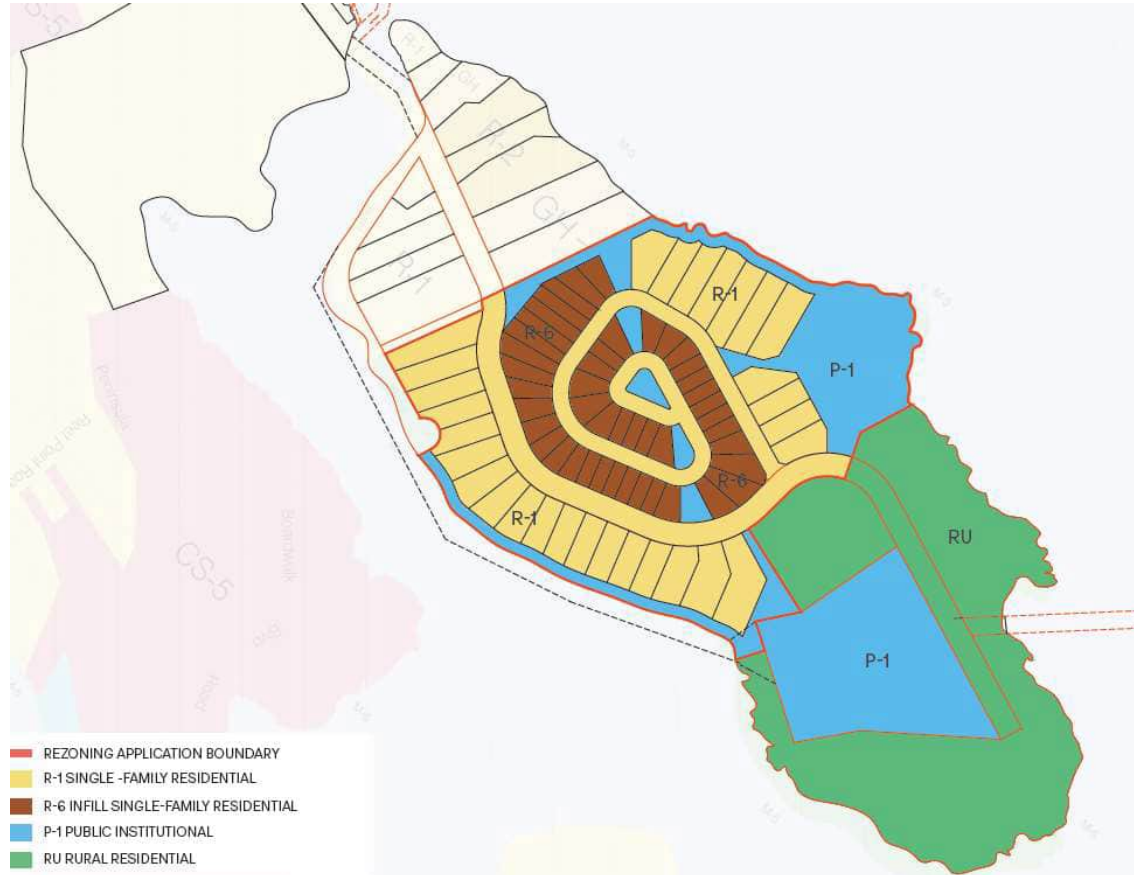
#### 3.1 Overview

A preliminary site plan concept is presented here in **Figure 3.1**. Following this, **Figure 3.2** shows the proposed zoning.

**Figure 3.1: Preliminary Site Master Plan Concept**



**Figure 3.2: Preliminary Site Master Plan Concept**



The project is seeking to rezone and develop 25.1 acres (101,576 sq.m.) on Hyphocus Island with approximately 74 residential units. A breakdown of the proposed residential unit types is set out in **Table 3.1**.

**Table 3.1: Proposed Development Mix**

RESIDENTIAL HOUSING TYPE	NUMBER OF UNITS
Single Family (compact lots) *	45
Waterfront Single Family (large lots)	29
<b>TOTAL</b>	<b>74</b>

\* secondary units contemplated on a proportion, or all

### 3.2 Site Access

#### 3.2.1 Vehicles

Future access to Hyphocus Island and the development is planned via Helen Road and the land bridge, which is the only route available to access the island. As part of the development, it is understood that the bridge will be upgraded. Helen Road will maintain its current orientation with two travel lanes but will be repaved and reconstructed, sidewalks are recommended and will be discussed in the following section.

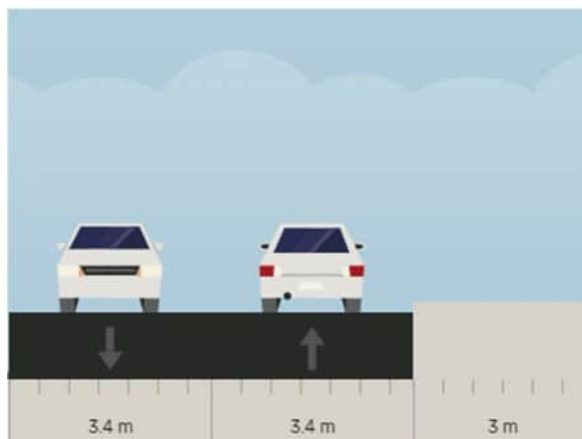
From this primary access road (Helen Road alignment), a secondary access road will intersect and connect to a spiral road providing access to the rest of the residential lots. Additionally, on the north side of the site and emergency bypass route has been proposed to provide a secondary access to the public road. This route will be closed for regular vehicle traffic but may possibly be used as a multi-use path link.

Traffic calming features such as speed humps, meandering streets, and signage are also recommended to enforce slow vehicle speeds (i.e., 30kph).

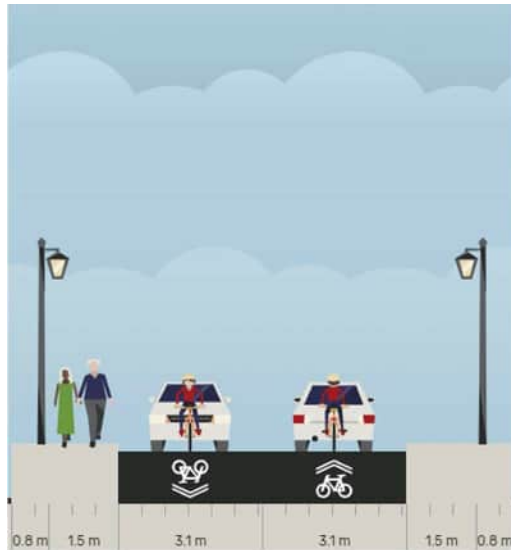
#### Street Cross Sections

Two conceptual street cross sections proposal have been illustrated in **Figure 3.3a & b**. These cross sections are recommended to be referenced as a general guideline and focus on Helen Road, north and west of the site (Figure 3.3a) and Helen Road extension into the site (Figure 3.3b).

**Figure 3.3a: Proposed Helen Road Cross Section Concept (w/ 3m multi-use path)**





**Figure 3.3b: Internal Site Road Cross Section Concept (w/ sidewalk & bike sharrow)**

Both the cross sections shown above are conceptual and therefore, further discussions would be required with the District and the internal team. The designs have been undertaken to ensure that as much width is provided to active modes as possible, whilst being understanding of the existing use and widths.

As can be seen in Figure 3.3b, the internal Helen Road extension cross section would provide 1.5m of sidewalks on both sides of the road across the site. Given the anticipated speed and volume of traffic, cyclist will be able to utilize the roadway as a shared lane (with bike sharrow markings). One key consideration will be to ensure adequate sight lines are provided at the single-family driveways. At Helen Road outside the site boundary, a dedicated multi-use path is recommended on one side of road for safe travel of cyclist and pedestrians to/from Ucluelet and considering the steeper grades between the site boundary and the land bridge, and between the land bridge and Marine Drive.

For any other internal street locations (i.e. the secondary access road), alternative configurations with on-street parking and landscaped boulevards and/or medians etc., may be considered.

#### *Traffic Calming*

To reduce speeds of vehicle traffic travelling through the site, it is recommended that traffic calming features throughout the project and on the residential roads are designed for. Reducing the speeds along the road network will make the site more accommodating and safer for residents and visitors to the site.

### Curb Bulges & Lane Narrowing

Narrowing streets at intersections will encourage drivers to reduce travel speeds. Where road widths are less than 10m wide only one bulge is required. An example of the curb bulge is shown in **Figure 3.4**. The addition of curb bulges mean that additional green spaces can be provided, while maintaining clear lines of sight. Narrower travel lanes can also bring vehicle speed down and provides more space for facilities such as cycle lanes, green infrastructure, extended sidewalks, or on-street parking.

**Figure 3.4: Curb Bulge Example (Source: NACTO – Urban Street Design Guide)**



### Gateway Design Treatments

Gateway or entrance design features are beneficial as they create visual queues for drivers to reduce their speeds as they indicate that they are entering a residential area. Design features such as signage, entry portals, speed tables, raised crossings, and curb extensions.

By providing this at the intersection into the spiral residential street it would make drivers continue cautiously when travelling through the neighbourhood. **Figure 3.5** shows a streetscape example.

**Figure 3.5: Gateway Treatment Example****Chicanes & Lane Shifts**

Providing a meandering street, with two lanes in each direction, is an effective way in reducing a driver's ability to travel full speed compared to if they were driving in a straight line. By using lane weaving and road curvature, drivers will be forced to slowly weave their way in/out the site. This traffic calming feature could also be considered for the main Helen Road entrance, where space is available.

**3.2.2 Pedestrians & Cyclist**

Within the development it is anticipated (and recommended) that sidewalks will be constructed along all internal roads. Where necessary, safe crossings shall be provided, which will tie into the pedestrian/cycling network throughout the site, where the extensive network of footpaths/trails may also intersect. It is recommended that additional permeability is designed for via the emergency access route where a multi-use path could serve double purpose.

The proposed cycling facilities have not been defined at this early stage of the masterplan. However, as noted above, it is anticipated that internal street network can be considered 'local' and slow moving, with traffic calming measures highlighted above; therefore, the internal roads are expected to be suitable for cyclists to share the road with vehicles.

However, at Helen Road on the north end of the site in the vicinity of the bridge where more movements are expected to funnel in/out of the site, a separated bike lane parallel to the roadway should be considered. There is an elevation gain travelling eastbound, with an approximate average increase of 8%, this could be ridden by most cyclists and the section is short (i.e. 400m). The centre of the site is the peak and further to the east is downhill. There are very few sections that are flat

within the site. Therefore, on the steeper sections of the cycle paths, additional width should be provided to allow for passing.

**3.2.3 Emergency**

Helen Road is the only vehicular access route into/out of the site, should the internal road be blocked due to accidents or other issues, then an alternative route for emergency access into the entire community needs to be provided. This could be via water by providing boat access or via air, by providing an area where a helicopter could safely land.

**3.3 Active Transportation Opportunities & Connections**

To improve active transportation connections off-site, there are potentially several improvement options that can be proposed to create a safe and walkable/bikeable network beyond the site boundaries. These are high-level concepts and would require more detailed design review to determine if they are feasible within current public right-of-way:

- Sidewalk and/or cycling paths along Helen Road connecting to Marine Drive and then between Marine Drive and Peninsula Road;
- Cycling pavement markings (sharrows) along internal roads; and
- Short-term bike parking facilities at prominent locations within the public realm.

**3.4 Off-Street Parking**

The off-street parking requirements are set out within Section 505 of the Zoning Bylaw, the rates relevant to the site have been set out in **Table 3.2**.

**Table 3.2: Proposed Site Statistics**

LAND USE	BYLAW REQUIREMENT
Single Family Dwelling	2 spaces for use of principal dwelling unit
Secondary Suite *	1 space per suite

*\* secondary units contemplated on a proportion, or all of the compact lots*

**3.5 Public Parking On-Site**

Public parking should be required for the Heritage Site and Public Park. However, a study should be undertaken to ensure a balance of parking is proposed. Over-provision could lead to a higher level of traffic movements, whilst under-provision could lead to many visitors parking on-street within the residential areas.

**3.6 Trip Generation**

The following presents estimated weekday peak hour vehicle volumes for the build out of the development. This assessment focuses on the critical time periods for the proposed residential use, which would typically be the standard commuter periods. These periods are as follows:

- Typical Morning Peak (08:00-09:00); and



- Typical Afternoon Peak (16:00-17:00).

Applying the vehicle trip rate estimates (see **Table 3.3**) from the Institute of Transportation Engineers (ITE) Trip Generation Manual (11<sup>th</sup> Edition) to the proposed development densities results in the vehicle trips outlined in **Table 3.4**.

**Table 3.3: ITE Residential Trip Rates**

LAND USE	CODE	VARIABLE	AM PEAK			PM PEAK		
			IN	OUT	Average Rate	IN	OUT	Average Rate
Single Family Detached	210	Dwelling Units	25%	75%	0.70	63%	37%	0.94
Single Family Attached *	215	Dwelling Units	25%	75%	0.48	59%	41%	0.57

\* applied for the secondary units contemplated for the compact single family lots (as a conservative measure all were assumed to have secondary units)

**Table 3.4: Estimated Weekday Peak Hour Vehicle Trips**

LAND USE	UNITS	AM PEAK			PM PEAK		
		IN	OUT	TOTAL	IN	OUT	TOTAL
Single Family Detached	74	13	39	52	44	26	70
Single Family Attached	45	5	16	22	15	11	26
<b>TOTAL</b>		<b>18</b>	<b>55</b>	<b>73</b>	<b>59</b>	<b>36</b>	<b>95</b>

The proposed masterplan site is estimated to **generate 75 and 95 two-way vehicle trips during the AM and PM peak hours, respectively**. Spread evenly across the typical weekday peak hours this is equivalent to approximately 1-2 vehicles every minute in either direction.

As previously mentioned, the site is currently zoned as Rural Residential (RU), allowing single family dwellings. For the purpose of this study a comparison between the current zoning allowance with the proposed mix as set out above was undertaken. Using the approximate number of units that could be developed as part of the OCP allowance, i.e., a total of 65 single family dwelling units, has been assumed for this trip estimate (see **Table 3.5**).

**Table 3.5: Estimated Weekday Peak Hour Vehicle Trips under Current Zoning**

LAND USE	AM PEAK			PM PEAK		
	IN	OUT	TOTAL	IN	OUT	TOTAL
Single Family Detached	11	35	46	38	23	61
<b>TOTAL</b>	<b>11</b>	<b>34</b>	<b>46</b>	<b>38</b>	<b>23</b>	<b>61</b>

This review confirms that if the site were developed as per the OCP and current zoning, approximately 45 and 60, weekday peak hour AM and PM two-way vehicle trips, respectively, would be generated by the new dwelling units.

When compared to the proposed master plan development and the proposed rezoning is estimated to generate 30 and 35 *additional* two-way weekday peak hour trips in the AM and PM, respectively. For context, this is equivalent to an additional 1 vehicle trips every 2 minutes during the peak hours and is not considered to be a material change.

### 3.7 Commentary on Potential Traffic Impacts

From a traffic capacity perspective, the level of new peak hour volumes can be accommodated by the main Helen Road access and with one lane in either direction.

From a local neighbourhood traffic impact perspective, the residents to the north of this development, particularly between Helen Road – Marine Drive-Peninsula Road, will undoubtedly notice the increase in vehicle volumes.

However, future intersection operations analysis will determine if the new volumes have a significant impact on road network delays and intersection operations and, if so, will present recommended mitigation measures to address any negative impacts of current conditions. The proposed scope-of-work and analysis assumptions are presented in the next section.

## 4. TIA TERMS OF REFERENCE

A detailed study Terms of Reference (ToR) has been prepared and is attached in **Appendix A**.

For the wider TIA study network that will be prepared as part of this rezoning, several intersections are expected to need to be studied to better understand assess the impact of the development on existing traffic on the surrounding network. The proposed study intersections are as follows:

- Helen Road / Marine Drive;
- Helen Road / Alder Steet;
- Marine Drive / Peninsula Road.

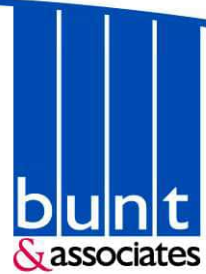
There are no signalized intersections within the study area, all intersections are either 2 or 4-way stop-controlled intersections. As this project is more than 800m from Ministry of Transportation and Infrastructure (MOTI) authority, it is assumed that MOTI will not be involved in approvals of the forthcoming TIA or rezoning submission.

\* \* \* \* \*

We trust that this preliminary transportation study will assist in early site planning design work and process. Please do not hesitate to contact us should you have any questions or comments.







April 10, 2024  
08-23-0039

**Re: Ucluelet Hyphocus Residential  
Terms of Reference (ToR) – Transportation Impact Assessment (TIA) Study**

The following Terms of Reference (ToR) has been prepared for Bunt & Associates Engineering Ltd. (Bunt) to undertake a Transportation Impact Assessment (TIA) for the proposed residential, with approximately 74 single family lots, with 45 of these being compact lots (all or a proportion thereof contemplated with secondary units) and 29 waterfront (i.e. larger lots), on Hyphocus Island in Ucluelet. The estimated completion date of the master plan development is approximately 21 years, or 2045. However, it is expected that the 45 compact lots will be developed in the near term, by 2030.

This ToR is intended to be reviewed and approved by the District of Ucluelet staff prior to commencing work on the study. As this project is more than 800m from Ministry of Transportation and Infrastructure (MOTI) jurisdiction, we have not assumed that MOTI will be involved in approvals of this TIA and Rezoning submission.

As part of the OCP amendment and Rezoning Application submission Bunt will provide the required transportation planning and engineering documents, anticipated at this time to be a TIA report.

## 1. PROPOSED SCOPE OF WORK

### 1.1 Existing Conditions

- Provide context on site location, as well as existing site and adjacent land uses.
- Describe existing transportation systems of all modes (vehicles, pedestrians, cyclists, and transit) in the vicinity of the development site in the context of amenities nearby.
- Review any relevant policies or plans from the District, including the Official Community Plan (OCP) etc.
- Complete traffic counts in *late spring* at all intersections within walking distance of the site for weekday AM & PM peak periods. These intersections have been selected using knowledge of the area and the anticipated traffic distribution. The transportation surveys will be undertaken for the weekday morning (07:00-09:00) and afternoon (15:00-18:00) at the following intersections:
  - Helen Road / Marine Drive;
  - Helen Road / Alder Steet;
  - Marine Drive / Peninsula Road.

*Using the site access counts at Helen Road, east of the existing households, will determine the existing vehicle trips for the site.*

**Bunt & Associates Engineering Ltd.**

Suite 1550 – 1050 West Pender Street, Vancouver, BC V6E 3S7 Tel 604 685 6427

Calgary Edmonton Kelowna Vancouver Victoria [www.bunteng.com](http://www.bunteng.com)

- Adjust traffic data to account for seasonal variation, using the MOTI traffic count station north of town and to ensure the traffic reflects peak season.
- Conduct an existing conditions traffic operations analysis at the study intersections using with Synchro 11 and SimTraffic analysis software at the intersections listed above.

### 1.2 Site Design

- Outline the proposed development plan, phasing, and statistics.
- Evaluate the proposed access locations to the site. Undertaking swept path analysis of loading, servicing, emergency access, garbage / recycle pick-up movements, and on-site passenger vehicle circulation. If applicable, a review of new street sightlines may also be completed to determine adequate sight lines are provided for on curved roads.
- Present proposed road cross-sections and traffic calming measures suitable for anticipated traffic flow, while prioritizing safety and accessibility for non-vehicle modes
- Review off-street vehicle and bicycle parking requirements (Zoning Bylaw) for the project.

### 1.3 Active Transportation Assessment

- Review all future planned facilities provided within and adjacent to the site for: pedestrians, cyclists and transit. Provide recommended improvements on planned connections and routes.
- Determine whether any off-site improvements are needed and provide a summary list of potential measures to the District.
- Illustrate proposed facilities for multi-modal provisions, such as the proposed cycling routes, walking facilities and the connections to/from the surrounding network.

### 1.4 Future Traffic Impact Assessment

- Forecast future background traffic volumes by applying a 1% annual linear traffic growth rate onto existing data and out to the future horizon year of the estimated completion date of the development (2045). *We request that the District provide any known future developments in the area that would need to be layered onto the study area intersections.*
- Calculate expected future weekday peak hour vehicle trips generated by the development, based on the Institute of Transportation Engineers (ITE) Trip Generation Manual (11<sup>th</sup> Edition). The rates proposed are set out here in **Table 1**.

**Table 1: Proposed ITE Trip Rates**

LAND USE	CODE	VARIABLE	AM PEAK HOUR			PM PEAK HOUR		
			%ENTER	%EXIT	RATE	%ENTER	%EXIT	RATE
Single Family Detached	210	Dwelling Units	25%	75%	0.70	63%	37%	0.94
Single Family Attached	215	Dwelling Units	25%	75%	0.48	59%	41%	0.57

- Estimate potential future number of pedestrians, cyclists, and transit users generated by the site based on the District's current and future mode share targets, if available, to provide a sense of the multi-modal person trip generation with the development complete. *No additional future analysis will be conducted for the other modes, only forecasts.*
- Assign site-generated vehicle traffic onto the study network intersections based on existing traffic distributions in the study area, and professional engineering judgement.
- Present future total (background + site) weekday peak hour traffic volume estimates on the study area intersections.
- Assess future total and background traffic operations for the following horizon year scenarios and based on methods outlined in the Highway Capacity Manual (HCM) 6th Edition, with Synchro 11 and SimTraffic analysis software:
- **Full Build-Out (2029)** - Opening Day of the Development

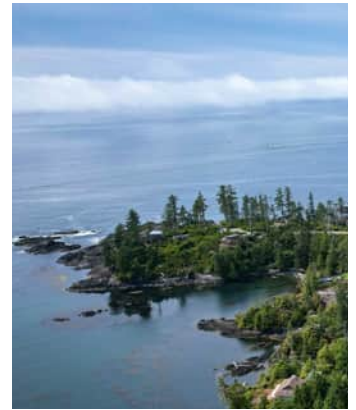
#### 1.5 Transportation Demand Management (TDM) Study

- A Transportation Demand Management (TDM) Plan will be prepared for the project and will form part of the TIA report. The TDM measures proposed will be aimed at reducing future residents' reliance on using vehicles and support the use of active travel modes.

#### 1.6 Reporting

Summarize the above in a full TIA report as part of the Rezoning submission, for District review and approval.

# LOT 543 HYPHOCUS ISLAND



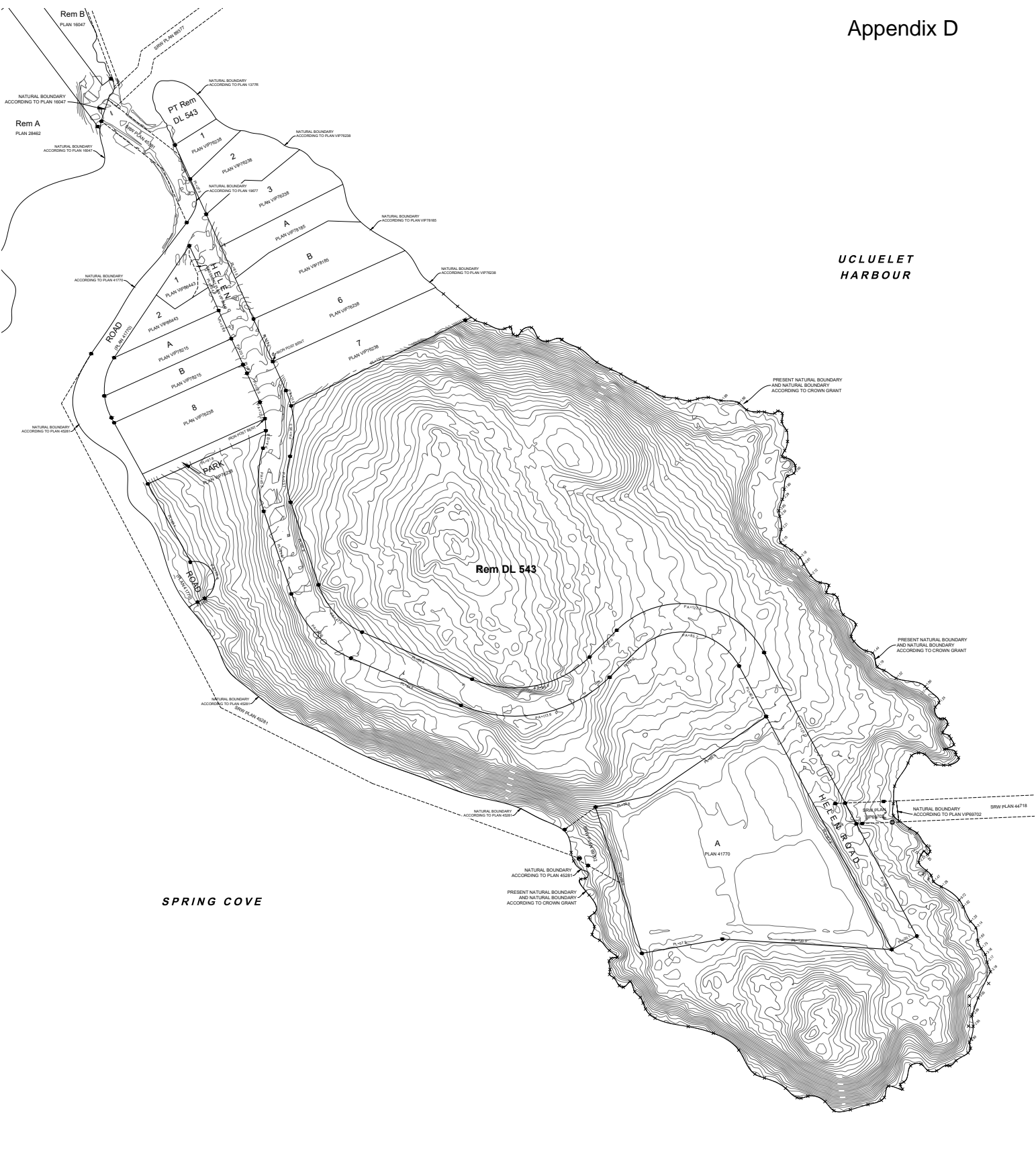
## OFFICIAL COMMUNITY PLAN AMENDMENT AND REZONING APPENDIX



# CONTENTS

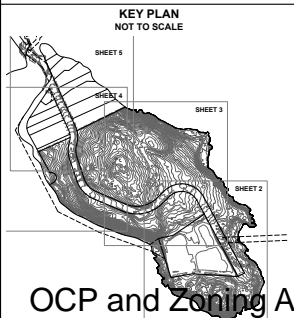
APPENDIX A	LEGAL SURVEY
APPENDIX B	PRELIMINARY ENVIRONMENTAL ASSESSMENT
APPENDIX C	PRELIMINARY TRANSPORT ASSESSMENT
APPENDIX D	PRELIMINARY GEOTECHNICAL REPORT
APPENDIX E	PRELIMINARY ARCHAEOLOGICAL ASSESSMENT
APPENDIX F	PRELIMINARY SERVICING REPORTS AND PLANS

# APPENDIX A: LEGAL SURVEY



SPRING COVE

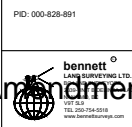
UCLUELET HARBOUR



**SHEET 1 OF 5**

**TOPOGRAPHIC SURVEY PLAN OF PART OF DISTRICT LOT 543, NATIVE ISLAND, CLAYOQUOT DISTRICT, EXCEPT PART SHOWN OUTLINED IN RED ON PLAN 1377R, AND EXCEPT PARTS IN PLANS 19677, 4177O AND VIP76238.**

DISTRICT OF UCLUELET  
PID: 000-828-891



DATE		BY
2023-12-27		BS
2023-12-19		BS
2023-12-19		BS
2023-12-19		BS
2023-12-19		BS
2023-12-19		BS
2023-12-19		BS
2023-12-19		BS
2023-12-19		BS
2023-12-19		BS

REVISION:

LEGEND	
✕	- DENOTES SPOT ELEVATION OF 10.0M (TYPICAL)
✕	- DENOTES MEASURED POINT WITH NO ELEVATION
⊠	- DENOTES POWER POLE ANCHOR
⊕	- DENOTES POWER POLE
⊕	- DENOTES MANHOLE
⊕	- DENOTES STANDARD IRON POST FOUND
⊕	- DENOTES STANDARD ROCK POST FOUND
⊕	- DENOTES 1.2M Ø CONCRETE POST WITH A GROUND ELEVATION OF 16.2M

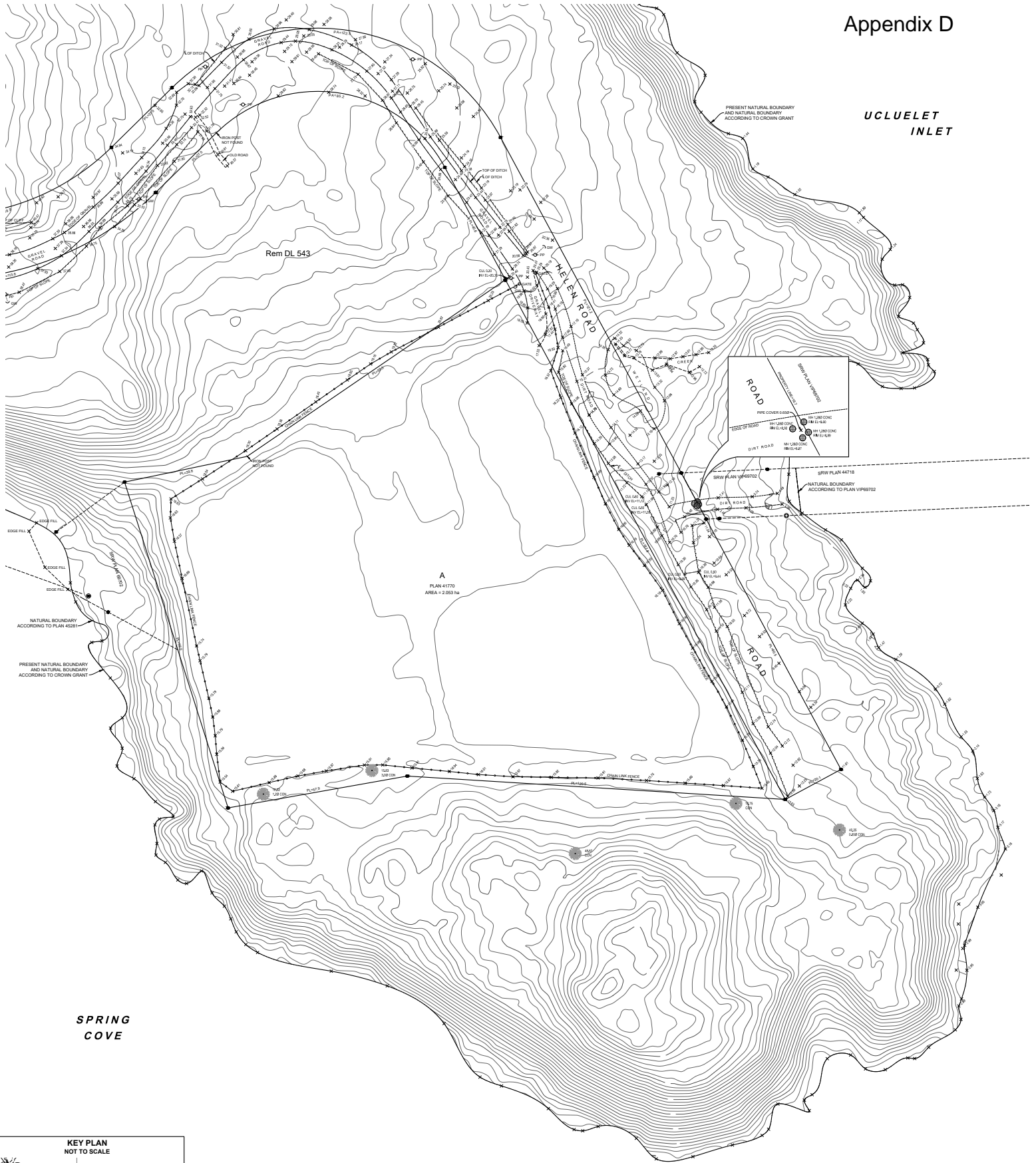
HORIZONTAL DATUM	
COORDINATES ARE UTM GROUND LEVEL, DERIVED FROM DUAL FREQUENCY GNSS OBSERVATION PROCESSING USING THE PRECISE POINT POSITIONING SERVICE OF NATURAL RESOURCES CANADA, AND SCALED BY 1198781 (COORDINATE SCALE 10).	
TO CONVERT TO UTM NAD83(CSRS) COORDINATES, MULTIPLY COORDINATES BY A COMBINED SCALE FACTOR OF 10.999978.	

VERTICAL DATUM	
ELEVATIONS ARE GEODETIC, DERIVED FROM DUAL FREQUENCY GNSS OBSERVATION PROCESSING USING THE PRECISE POINT POSITIONING SERVICE OF NATURAL RESOURCES CANADA (GG0301).	
CONTOUR INTERVAL = 1 METRE.	

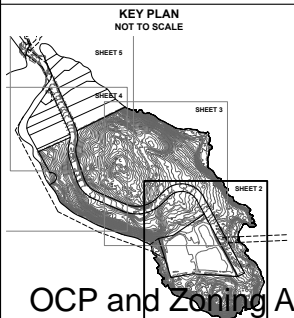
PROPERTY	
PROPERTY DIMENSIONS SHOWN ARE DERIVED FROM FIELD SURVEY OFFSETS TO PROPERTY LINES ARE NOT TO BE USED TO DEFINE BOUNDARIES. REFER TO CURRENT CERTIFICATE(S) OF TITLE FOR ADDITIONAL EXISTING OR PENDING CHARGES.	
GENERAL	
THIS PLAN SHOWS THE LOCATION OF VISIBLE FEATURES ONLY AND DOES NOT INDICATE BURIED SERVICES THAT MAY EXIST ON OR AROUND THE SUBJECT SITE. FEATURES SHOWN WITHOUT DIMENSIONS SHOULD BE CONFIRMED WITH PROPERTY LAND SURVEYING LTD.	
FIELD SERVICES AND DIMENSIONS SHOULD BE CONFIRMED BY A REGISTERED ENGINEER. THIS PLAN IS NOT AN INDICATION OF GRANT LINE. DIMENSIONS SHOWN WITHOUT DIMENSIONS SHOULD BE CONFIRMED WITH PROPERTY LAND SURVEYING LTD.	

THIS PLAN HAS BEEN PREPARED FOR PRELIMINARY PURPOSES ONLY AND IS FOR THE EXCLUSIVE USE OF OUR CLIENT. ALL RIGHTS RESERVED. NO PERMISSION COPY, REPRODUCE, TRANSMIT OR ALTER THIS DOCUMENT IN WHOLE OR IN PART WITHOUT THE CONSENT OF BENNETT LAND SURVEYING LTD. BENNETT LAND SURVEYING LTD. ACCEPTS NO RESPONSIBILITY OR LIABILITY FOR ANY DAMAGES THAT MAY BE SUFFERED BY A THIRD PARTY AS A RESULT OF ANY DECISIONS MADE, OR ACTIONS TAKEN BASED ON THIS DOCUMENT.	
CERTIFIED CORRECT	
FULL SURVEY COMPLETED ON THE 17th DAY OF JANUARY, 2024	

UCLUELET INLET



SPRING COVE



**SHEET 2 OF 5**

**TOPOGRAPHIC SURVEY PLAN OF PART OF DISTRICT LOT 543, NATIVE ISLAND, CLAYOQUOT DISTRICT, EXCEPT PART SHOWN OUTLINED IN RED ON PLAN 1377R, AND EXCEPT PARTS IN PLANS 19677, 41770 AND VIP76238.**

DISTRICT OF UCLUELET  
PID: 000-828-891

**bennett**  
LAND SURVEYING LTD.  
222 BURNHAMTHORPE AVE. W.  
SUITE 108  
MILTON, ONT. L7R 4K6  
TEL: 905.881.1418  
WWW.BENNETTLANDSURVEYING.COM

**SCALE 1:400**

**LEGEND**

- DENOTES SPOT ELEVATION OF 16.5M (TYPICAL)
- ⊗ DENOTES POWER POLE ANCHOR
- ⊕ DENOTES POWER POLE
- ⊙ DENOTES MANHOLE
- ⊙ DENOTES STANDARD IRON POST FOUND
- ⊙ DENOTES STANDARD IRON POST FOUND
- ⊙ DENOTES 2.5m Ø CONCRETE PILE WITH A GROUND ELEVATION OF 16.28m

**HORIZONTAL DATUM**  
COORDINATES ARE UTM GROUND LEVEL, DERIVED FROM DUAL FREQUENCY GNSS OBSERVATIONS PROCESSED USING THE PRECISE POINT POSITIONING SERVICE OF NATURAL RESOURCES CANADA AND SCALING BY 0.9999999999999999 TO CONVERT TO UTM NAD83(CRS); COORDINATES MULTIPLY COORDINATES BY A COMBINED SCALE FACTOR OF 1.00000001

**VERTICAL DATUM**  
ELEVATIONS ARE GEODETIC, DERIVED FROM DUAL FREQUENCY GNSS OBSERVATIONS PROCESSED USING THE PRECISE POINT POSITIONING SERVICE OF NATURAL RESOURCES CANADA (GG00(CRS)).  
COURTOUT INTERVAL = 1 METRE

**PROPERTY**  
PROPERTY DIMENSIONS SHOWN ARE DERIVED FROM FIELD SURVEY OFFSETS TO PROPERTY LINES ARE NOT TO BE USED TO DEFINE BOUNDARIES  
REFER TO CURRENT CERTIFICATES OF TITLE FOR ADDITIONAL EXISTING OR PENDING CHARGES

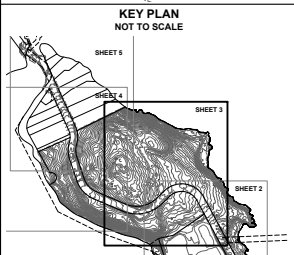
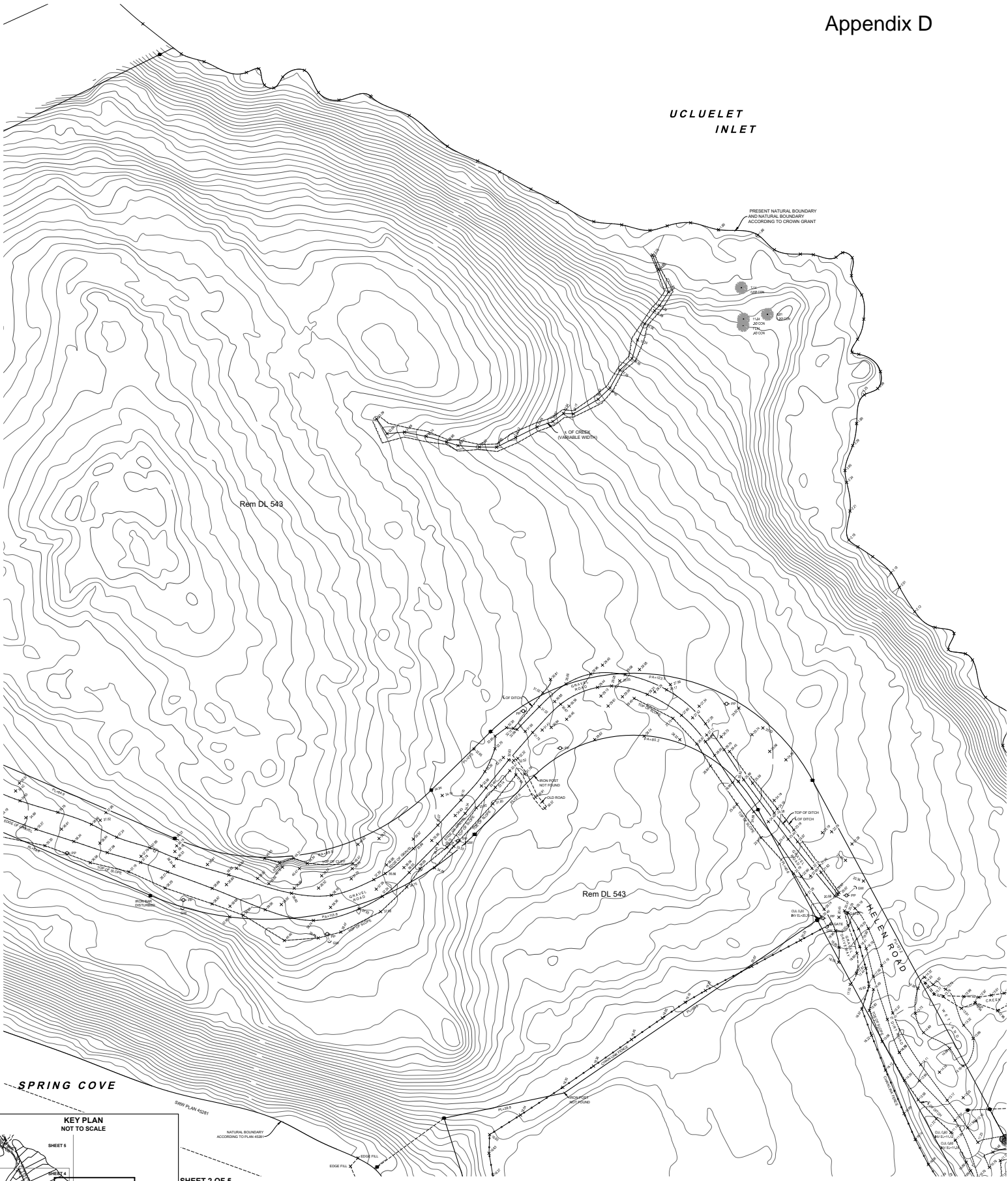
**GENERAL**  
THIS PLAN SHOWS THE LOCATION OF VISIBLE FEATURES ONLY AND DOES NOT INDICATE BURIED SERVICES THAT MAY EXIST ON OR UNDER THE SUBJECT SITE  
FEATURES SHOWN WITHOUT DIMENSIONS SHOULD BE CONFIRMED WITH BENNETT LAND SURVEYING LTD.  
DIMENSIONS AND DIMENSIONS SHOULD BE CONFIRMED BY A FIELD SURVEY  
FIELD SURVEY COMPLETED ON THE 17TH DAY OF DECEMBER, 2023  
THIS DOCUMENT IS NOT VALID UNLESS ORIGINALLY SIGNED AND SEALED OR DIGITALLY CERTIFIED

**REVISION**

DATE	BY
2023-12-17	BS
2023-12-19 (ADD) SHEETS 3/5	BS

© BLENDED DESIGN/STANDARD - 2023/04/11 1:00:00 PM - HYPOCUS ISLAND - UCLUELET - 2023-12-17 1:00:00 PM - TOPOGRAPHIC SURVEY PLAN 17111983-2024-04-04.DWG





**SHEET 2 OF 5**

**TOPOGRAPHIC SURVEY PLAN OF PART OF DISTRICT LOT 543, NATIVE ISLAND, CLAYOQUOT DISTRICT, EXCEPT PART SHOWN OUTLINED IN RED ON PLAN 1377R, AND EXCEPT PARTS IN PLANS 19677, 41770 AND VIP76238.**

DISTRICT OF UCLUELET  
PID: 000-828-891

**bennett**  
LAND SURVEYING LTD.  
111-541-104-0168  
www.bennettlandsurvey.com

DATE	BY
2023-12-27	RS
2023-12-27	RS

SCALE 1:400

ALL DISTANCES ARE IN METRES AND DECIMALS THEREOF

REVISION:

**LEGEND**

- DENOTES SPOT ELEVATION OF 16.5M (TPICAL)
- DENOTES POWER POLE ANCHOR
- DENOTES POWER POLE
- DENOTES MANHOLE
- DENOTES STANDARD IRON POST FOUND
- DENOTES STANDARD IRON POST FOUND WITH A GROUND ELEVATION OF 16.28m

**HORIZONTAL DATUM**

COORDINATES ARE UTM GROUND LEVEL, DERIVED FROM DUAL FREQUENCY GNSS OBSERVATIONS PROCESSED USING THE PRECISE POINT POSITIONING SERVICE OF NATURAL RESOURCES CANADA AND SCALING BY 1000000 (COORDINATES IN METRES).

TO CONVERT TO UTM HORIZONTAL COORDINATES, MULTIPLY COORDINATES BY A COMBINED SCALE FACTOR OF 1.0000201

**VERTICAL DATUM**

ELEVATIONS ARE GEODETIC, DERIVED FROM DUAL FREQUENCY GNSS OBSERVATIONS PROCESSED USING THE PRECISE POINT POSITIONING SERVICE OF NATURAL RESOURCES CANADA (GGOS03).

**NOTE:**

CONTIGUOUS LINES AND BAGGERY DERIVED FROM UAV SURVEY COMPLETED ON NOVEMBER 28, 2023.

**VERTICAL DATUM**

ELEVATIONS ARE GEODETIC, DERIVED FROM DUAL FREQUENCY GNSS OBSERVATIONS PROCESSED USING THE PRECISE POINT POSITIONING SERVICE OF NATURAL RESOURCES CANADA (GGOS03).

**PROPERTY:**

PROPERTY DIMENSIONS SHOWN ARE DERIVED FROM FIELD SURVEY. OFFSETS TO PROPERTY LINES ARE NOT TO BE USED TO DEFINE BOUNDARIES.

REFER TO CURRENT CERTIFICATE(S) OF TITLE FOR ADDITIONAL EXISTING OR PENDING CHARGES.

**GENERAL:**

THIS PLAN SHOWS THE LOCATION OF VISIBLE FEATURES ONLY AND DOES NOT INDICATE BURIED SERVICES THAT MAY EXIST ON OR AROUND THE SUBJECT SITE.

FEATURES SHOWN WITHOUT DIMENSIONS SHOULD BE CONFIRMED WITH BENNETT LAND SURVEYING LTD.

ALL SERVICES AND DIMENSIONS SHOULD BE CONFIRMED BY A REGISTERED ENGINEER AS NOT AN INDICATION OF OWNERSHIP. DIMENSIONS ARE NOT SPECIFICALLY LABELLED.

**PROPERTY:**

PROPERTY DIMENSIONS SHOWN ARE DERIVED FROM FIELD SURVEY. OFFSETS TO PROPERTY LINES ARE NOT TO BE USED TO DEFINE BOUNDARIES.

REFER TO CURRENT CERTIFICATE(S) OF TITLE FOR ADDITIONAL EXISTING OR PENDING CHARGES.

**GENERAL:**

THIS PLAN SHOWS THE LOCATION OF VISIBLE FEATURES ONLY AND DOES NOT INDICATE BURIED SERVICES THAT MAY EXIST ON OR AROUND THE SUBJECT SITE.

FEATURES SHOWN WITHOUT DIMENSIONS SHOULD BE CONFIRMED WITH BENNETT LAND SURVEYING LTD.

ALL SERVICES AND DIMENSIONS SHOULD BE CONFIRMED BY A REGISTERED ENGINEER AS NOT AN INDICATION OF OWNERSHIP. DIMENSIONS ARE NOT SPECIFICALLY LABELLED.

THIS PLAN HAS BEEN PREPARED FOR PRELIMINARY PURPOSES ONLY AND IS FOR THE EXCLUSIVE USE OF OUR CLIENT.

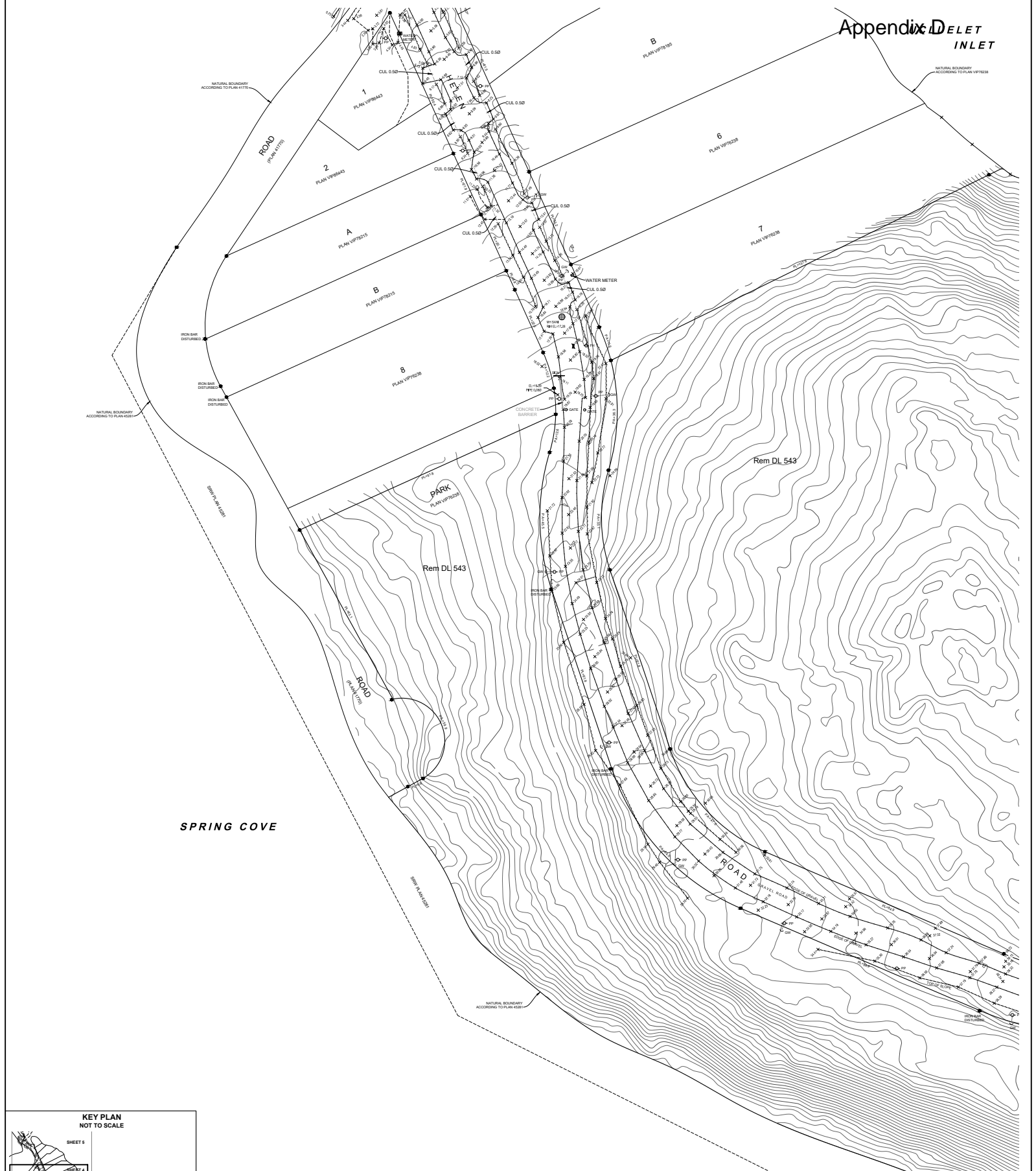
ALL RIGHTS RESERVED. NO PERMISSION TO REPRODUCE, TRANSMIT OR ALTER THE DOCUMENT IN WHOLE OR IN PART WITHOUT THE CONSENT OF BENNETT LAND SURVEYING LTD.

BENNETT LAND SURVEYING LTD. ACCEPTS NO RESPONSIBILITY OR LIABILITY FOR ANY CHANGES THAT MAY BE SUFFERED BY A THIRD PARTY AS A RESULT OF ANY DECISIONS MADE, OR ACTIONS TAKEN BASED ON THIS DOCUMENT.

CERTIFIED CORRECT

FILED SURVEY COMPLETED ON THE 17TH DAY OF DECEMBER, 2023.

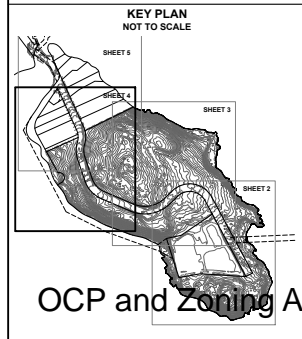
THIS DOCUMENT IS NOT VALID UNLESS ORIGINALLY SIGNED AND SEALED OR DIGITALLY CERTIFIED.



**SPRING COVE**

Rem DL 543

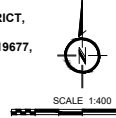
Rem DL 543



**SHEET 2 OF 5**

TOPOGRAPHIC SURVEY PLAN OF PART OF LOT 543, NATIVE ISLAND, CLAYOQUOT DISTRICT, EXCEPT PART SHOWN OUTLINED IN RED ON PLAN 1377R, AND EXCEPT PARTS IN PLANS 19677, 41770 AND VIP76238.

DISTRICT OF UCLUELET  
PID: 000-828-891



**bennett**  
LAND SURVEYING LTD.  
450-1100 ADAMS STREET 3/F  
V8R 1E8  
250.264.8218  
www.bennett.ca

DATE:	BY:
2023-12-07	BSJ
2023-12-08	BSJ
2023-12-20	BSJ
REVISION:	

**LEGEND**

- DENOTES SPOT ELEVATION OF 15.0M (TYPICAL)
- DENOTES POWER POLE ANCHOR
- DENOTES POWER POLE
- DENOTES MANHOLE
- DENOTES STANDARD IRON POST FOUND
- DENOTES STANDARD IRON POST FOUND WITH A GROUND ELEVATION OF 16.3m
- DENOTES 3m-Ø CONDUIT PIPE
- DENOTES PART

**HORIZONTAL DATUM**  
COORDINATES ARE UTM GROUND LEVEL, DERIVED FROM DUAL FREQUENCY GNSS OBSERVATIONS PROCESSED USING THE PRECISE POINT FIXING SERVICE OF NATURAL RESOURCES CANADA AND SCALED BY 1/10000 (COORDINATES UNITS: METRE).  
TO CONVERT TO UTM NAD83(CSRS) COORDINATES, MULTIPLY COORDINATES BY A COMBINED SCALE FACTOR OF 1.000201.

**VERTICAL DATUM**  
ELEVATIONS ARE GEODETIC, DERIVED FROM DUAL FREQUENCY GNSS OBSERVATIONS PROCESSED USING THE PRECISE POINT FIXING SERVICE OF NATURAL RESOURCES CANADA (DDO013).

**NOTE:**  
CONTOUR LINES AND BAGGERY DERIVED FROM UAV SURVEY COMPLETED ON NOVEMBER 28, 2023.

**PROPERTY:**  
PROPERTY DIMENSIONS SHOWN ARE DERIVED FROM FIELD SURVEY. OFFSETS TO PROPERTY LINES ARE NOT TO BE USED TO DEFINE BOUNDARIES. REFER TO CURRENT CERTIFICATES OF TITLE FOR ADDITIONAL EXISTING OR PENDING CHARGES.

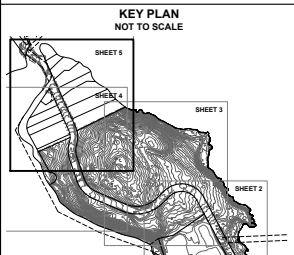
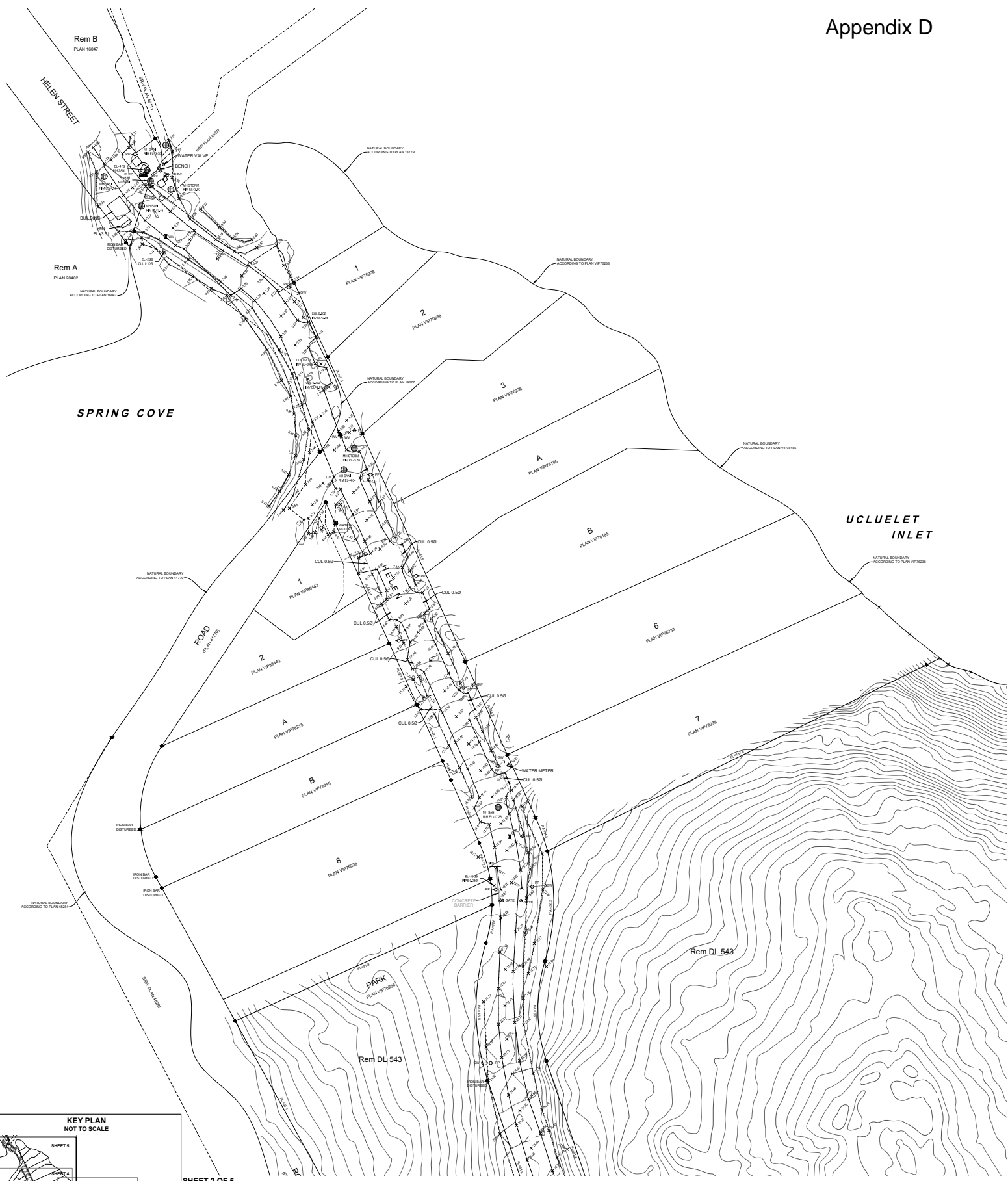
**GENERAL:**  
THIS PLAN SHOWS THE LOCATION OF VISIBLE FEATURES ONLY, AND DOES NOT INDICATE BURIED SERVICES THAT MAY EXIST ON OR AROUND THE SUBJECT SITE. FEATURES SHOWN WITHOUT DIMENSIONS SHOULD BE CONFIRMED WITH BENNETT LAND SURVEYING LTD.

**FIELD SURVEY COMPLETED ON THE 27TH DAY OF DECEMBER, 2023.**

THIS PLAN HAS BEEN PREPARED FOR PRELIMINARY PURPOSES ONLY AND IS FOR THE EXCLUSIVE USE OF OUR CLIENT. ALL RIGHTS RESERVED. NO PERMISSION COPY, REPRODUCE, TRANSMIT OR ALTER THE DOCUMENT IN WHOLE OR IN PART WITHOUT THE CONSENT OF BENNETT LAND SURVEYING LTD. BENNETT LAND SURVEYING LTD. ACCEPTS NO RESPONSIBILITY OR LIABILITY FOR ANY DAMAGES THAT MAY BE SUFFERED BY A THIRD PARTY AS A RESULT OF ANY DECISIONS MADE, OR ACTIONS TAKEN BASED ON THIS DOCUMENT.

**CERTIFIED CORRECT**

G:\SHARED\DRIVE\SHANNON - CIBODI\41186326\HYPOCUS ISLAND UCLUELET\2023-12-07\1983-05-TOPOGRAPHIC ASBLT\71198312024-04-DWG



SHEET 2 OF 5

**TOPOGRAPHIC SURVEY PLAN OF PART OF LOT 543, NATIVE ISLAND, CLAYOQUOT DISTRICT, EXCEPT PART SHOWN OUTLINED IN RED ON PLAN 1377R, AND EXCEPT PARTS IN PLANS 19677, 41770 AND V1976238.**

DISTRICT OF UCLUELET  
PID: 000-828-891



**LEGEND**

- DENOTES SPOT ELEVATION OF 15.8m (TYPICAL)
- ⊕ DENOTES POWER POLE ANCHOR
- ⊖ DENOTES POWER POLE
- ⊙ DENOTES MANHOLE
- ⊗ DENOTES STANDARD IRON POST FOUND
- ⊘ DENOTES STANDARD IRON POST FOUND
- ⊙ DENOTES 2.0m Ø CONCRETE PIPE WITH A GROUND ELEVATION OF 16.3m
- ⊙ DENOTES PART

**HORIZONTAL DATUM**  
COORDINATES ARE UTM GROUND LEVEL, DERIVED FROM DUAL FREQUENCY GNSS OBSERVATIONS PROCESSED USING THE PRECISE POINT FIXING SERVICE OF NATURAL RESOURCES CANADA AND SCALING TO 1984 UTM COORDINATE SYSTEM (11S UTM ZONE 18Q UTM TO CONVERT TO UTM NAD83(CRS) COORDINATES MULTIPLY COORDINATES BY A COMBINED SCALE FACTOR OF 1.0002201

**VERTICAL DATUM**  
ELEVATIONS ARE GEODETIC, DERIVED FROM DUAL FREQUENCY GNSS OBSERVATIONS PROCESSED USING THE PRECISE POINT FIXING SERVICE OF NATURAL RESOURCES CANADA (GG0815).

**NOTE:**  
CONTOUR LINES AND BAGGERY DERIVED FROM UAV SURVEY COMPLETED ON NOVEMBER 28, 2023.

**PROPERTY:**  
PROPERTY DIMENSIONS SHOWN ARE DERIVED FROM FIELD SURVEY OFFSETS TO PROPERTY LINES ARE NOT TO BE USED TO DEFINE BOUNDARIES  
REFER TO CURRENT CERTIFICATES OF TITLE FOR ADDITIONAL EXISTING OR PENDING CHARGES.

**GENERAL:**  
THIS PLAN SHOWS THE LOCATION OF VISIBLE FEATURES ONLY AND DOES NOT INDICATE BURIED SERVICES THAT MAY EXIST ON OR AROUND THE SITE.  
FEATURES SHOWN WITHOUT DIMENSIONS SHOULD BE CONFIRMED WITH BENNETT LAND SURVEYING LTD.

THIS PLAN HAS BEEN PREPARED FOR PRELIMINARY PURPOSES ONLY AND IS FOR THE EXCLUSIVE USE OF OUR CLIENT.  
ALL RIGHTS RESERVED. NO PERMISSION TO REPRODUCE, TRANSMIT OR ALTER THIS DOCUMENT IN WHOLE OR IN PART WITHOUT THE CONSENT OF BENNETT LAND SURVEYING LTD.  
BENNETT LAND SURVEYING LTD. ACCEPTS NO RESPONSIBILITY OR LIABILITY FOR ANY CHANGES THAT MAY BE SUFFERED BY A THIRD PARTY AS A RESULT OF ANY DECISIONS MADE, OR ACTIONS TAKEN BASED ON THIS DOCUMENT.

CERTIFIED CORRECT

© 2023 BENNETT LAND SURVEYING LTD. 11863-56 HYPOCUS ISLAND AND UCLUELET DISTRICT, 543 NATIVE ISLAND, CLAYOQUOT DISTRICT, BC, CANADA. ALL RIGHTS RESERVED.

This page is intentionally left blank





# APPENDIX B: PRELIMINARY ENVIRONMENT ASSESSMENT

This page is intentionally left blank

NOVEMBER 20, 2023

Appendix D

**PREPARED FOR**

Steven Beyer  
Ekistics Planning and Architecture  
1925 Main Street  
Vancouver, BC  
V5T 3C1

# BASELINE ASSESSMENT

LOT 543 HYPHOCUS ISLAND, UCLUELET, BC



Prepared by Kim Poupard, R. P. Bio

Rev. 0



## Executive Summary

Redd Fish Restoration Society (Redd Fish) was commissioned to conduct a baseline environmental assessment of an approximately 34-acre parcel of land on Hyphocus Island within the District of Ucluelet, BC. The assessment was conducted between August and October of 2023 and included three days of field work on August 10, 11 and October 5. Readily available public information was reviewed and used to guide the field assessment. Twenty-six ground inspection plots were conducted across the study area to inform ecosystem mapping. Incidents of wildlife, wildlife sign, important habitat features, trees with diameter-breast-height over 75 cm and other environmental sensitivities were documented, described and georeferenced. A total of 26 ecosystem polygons were delineated across the study area.

Information provided herein should be used to further inform and refine the project design to minimize impacts to environmentally sensitive features.

The study area (subject property to the marine natural boundary) has been impacted by historical logging and fire and hosts a matrix of variable-aged second growth forest dominated by pole-sapling and young forest age classes. Shallow bedrock is common across the upland portions of the property with rolling topography. Above the shoreline the property is typically very steep above a rocky shoreline. Areas of vertical and overhanging slopes were noted on both the eastern and western slopes of the study area. The southern-most portion of the property is also very steep with dense, regenerating forest, restricting safe pedestrian access to this portion of the property. It was assessed from the shoreline at low tide.

Western hemlock and western redcedar are the dominant tree species with scattered Sitka spruce and shore pine. Mature forest characteristics and veteran trees were identified on the property but found to be limited. One promontory on the eastern shoreline was found to host the best example of mature forest characteristics including a varied canopy structure, a patchy distribution of large trees and coarse wood debris accumulation on the ground.

California wax myrtle, a provincially blue-listed shrub, was found to be regularly occurring across the property, particularly in the shrubby habitats at the north end of the property. One Great Blue Heron, a federally and provincially listed species, was observed within the treatment plant in August. No other species at risk were detected within the study area.

No critical wildlife habitat features were found (large stick nests, dens, burrows, etc.). One small wetland area was observed but found to be of low quality and likely only seasonally wet. It is not expected to support obligate aquatic amphibian breeding. One small, first-order ephemeral stream was noted and mapped on the eastern slope of the property. It was too steep and discontinuous to support fish and likely lacks suitable flows for use by amphibians. No fish habitat was noted within the study area.

Wildlife trees are present throughout the study area but limited with a scattered distribution. Few showed signs of use by wildlife and very few natural cavities were noted. No woodpecker cavities were found within the study area. Abundant wildlife signs and trails were noted across the south side of the island (south of the water treatment plant). This appears to be a well-used wildlife corridor across the island. It appears that wolf may swim across the Ucluelet Inlet then transect the south side of Hyphocus Island. Sign of wolf and deer were abundant. Potential sign of cougar was also noted but uncertain.

A [REDACTED] of the study area.



The following recommendations are provided to reduce potential adverse environmental effects associated with the proposal:

- The project design should aim to retain veteran and upper canopy trees, to the extent possible.
- Retain all designated 'wildlife trees' within the study area.
- If cavities of Pileated Woodpecker are identified on the site, avoid disturbance to these features as they are specifically protected under the federal *Migratory Bird Convention Act*.
- Retain areas where old-growth forest attributes are present and developing.
- Maintain habitat connectivity across the island in order to facilitate current wildlife movements. This would be best achieved by leaving the area south of the water treatment plant facility as a reserve zone.
- Conduct call playback surveys for Western Screech-owl and Northern Pygmy owl within the forested habitats of the study area.
- Avoid disturbance, through appropriate buffering, of the steep slopes and, in particular, areas where vertical and overhanging cliffs occur.
- Avoid disturbance, through appropriate buffering, of the marine setback DPA area.
- Tree and vegetation clearing should be avoided during the breeding bird season (March 26 to August 9).

## Table of Contents

- Executive Summary ..... ii
- 1 Introduction ..... 1
- 2 Development Proposal..... 1
- 3 Regulatory Environment ..... 1
- 4 Assessment Methods..... 3
  - 4.1 Background Information Review..... 3
  - 4.2 Field Work ..... 4
  - 4.3 Ecosystem Mapping ..... 5
- 5 Results..... 8
  - 5.1 Background Information Review..... 8
  - 5.2 Physical Environment..... 9
    - 5.2.1 Terrain and Geology ..... 9
    - 5.2.2 Climate ..... 9
    - 5.2.3 Land Use..... 10
  - 5.3 Terrestrial Environment..... 10
    - 5.3.1 Vegetation and Ecological Communities ..... 10
      - 5.3.1.1 Vegetation and Ecological Communities at Risk ..... 12
    - 5.3.2 Wildlife and Wildlife Habitat..... 13
      - 5.3.2.1 Wildlife Species at Risk..... 15
    - 5.3.3 Fish and Fish Habitat ..... 19
  - 5.4 Other Noteworthy Observations..... 19
- 6 Recommendations ..... 19
- 7 Closure ..... 21
- 8 References..... 27

## List of Figures

Figure 1. Example of a simplified ecosystem label.....	6
Figure 2. Daily Average, Maximum and Minimum Temperatures .....	9
Figure 3. Average Annual Rainfall (mm) and Snowfall (cm) .....	10
Figure 4. Site Overview .....	22
Figure 5. Development Permit Areas (DPAs).....	23
Figure 6. Vegetation and Ecosystems.....	24
Figure 7. Ecosystem Mapping .....	25
Figure 8. Wildlife, Wildlife Habitat and Recommended Retention Areas .....	26

## List of Tables

Table 1. Ecosystem Label Site Modifier Codes and Definitions.....	6
Table 2. Structural Stage Modifier Codes and Definitions. ....	6
Table 3. Stand Composition Modifiers Codes and Definitions.....	7
Table 4. Ecosystem Label Structural Stage Codes and Definitions.....	7
Table 5. Site Series Determinations and Descriptions for Ecosystem Labels in the CWHvh1.....	12
Table 6. Wildlife species detected within the study area during the field work.....	14
Table 7. Ecosystems Explorer Wildlife Query Results with a ‘Moderate’ or ‘High’ Likelihood of Occurrence within the Study Area.....	16

## APPENDICES

- Appendix A: BC Conservation Data Query Results and Likelihood of Occurrence Analysis
- Appendix B: Species Inventory Data
- Appendix C: Photoplates

## 1 Introduction

Redd Fish Restoration Society (Redd Fish) has been commissioned by Ekistics Architecture and Planning (the owner's representative) to conduct a baseline and effects assessment of Lot 543 on Hyphocus Island, in Ucluelet, BC. Hyphocus Island is situated on the west side of the Ucluelet Inlet on the southwest coast of Vancouver Island. The full legal description of the property is Lot 543, Clayoquot District; except part shown in red on Plan 1377R; and, except parts in Plan 19677 and 41770 (PID 000828891).

The property is roughly 35 acres and is zoned Rural Residential (RU). The owner is proposing to rezone and develop the property. This detailed baseline assessment has been prepared to inform the design and rezoning process. An environmental effects assessment will be conducted once a design proposal is prepared that incorporates the findings and recommendations provided herein.

## 2 Development Proposal

The owner is proposing to re-zone the property to allow for a combination of single and multi – family residential development as well as some tourism and commercial space. Green space and retention areas are also to be incorporated into the design. This baseline assessment will be used to guide the development proposal in a manner that minimizes impacts to the environment and preserves the ecological integrity of the property as much as possible.

## 3 Regulatory Environment

This section describes the legislation, regulation and bylaws that are likely to apply to the project.

### **Canada Species at Risk Act (SARA; Environment and Climate Change Canada)**

The *Species at Risk Act* (SARA) came into effect in June 2003 to protect wildlife and plant species at risk in Canada. SARA is a federal commitment to prevent “at risk” wildlife species from becoming extirpated or extinct and to implement the necessary actions to secure their viable long-term recovery and conservation. SARA provides a legal framework for the protection of wildlife including plants and conservation of biological diversity in Canada. SARA makes it an offence to kill, harm, harass, capture or take any individual of a species listed under Schedule 1 as threatened, endangered or extirpated, and prohibits the destruction of critical habitat which has been designated in a recovery strategy or action plan, and which has been subject to a protection order. SARA applies to all species at risk across Canada, but the application of the prohibitions is dependent upon the species type and location.

### **Canada Migratory Bird Convention Act (MBCA; Environment and Climate Change Canada)**

The MBCA is a federal act, which applies to all of Canada, including federal, provincial, Aboriginal, and private lands. Under the MBCA, the Migratory Birds Regulations prohibit deliberate harm to migratory birds, and incidental destruction, disturbance or taking of their nests, shelters or eggs, as well as possession of live birds, nests or eggs. Approximate timing windows where vegetation removal can occur with the lowest probability of harm are provided by Environment Canada (2017).

Currently, federal regulations do not provide for authorizations or permits for the incidental take of migratory birds and recommend avoidance of activity during the nesting period. To comply with the MBCA and regulations, developers should take all reasonable efforts to avoid and minimize incidental take of migratory birds during activities that may inadvertently disturb or destroy birds, nests and eggs. Not all



birds are protected by the MBCA (e.g., owls, hawks, raven, ptarmigan); however, the same level of protection is provided to these species by the provincial *Wildlife Act*.

As of 30 July 2022, the Modernized Migratory Birds Regulations came into effect. These regulations have refined the protection of unoccupied nests to those that have a higher conservation value for migratory birds (Schedule 1 species). There are now nests that cannot be destroyed without a mandatory period of inoccupation along with a formal federal registration. These inoccupation monitoring periods range from 12 to 36 months depending on the species. Of the species on Schedule 1, the cavities of Pileated Woodpecker (*Dryocopus pileatus*) are considered most likely to impact the project. Pileated Woodpecker nests have an inoccupation monitoring period of 36 months. Nests containing live birds or viable eggs continue to receive protection at all times of year.

#### **Canada Fisheries Act (Fisheries and Oceans Canada)**

The *Fisheries Act* is the principal federal statute that manages Canadian fisheries resources. If death of fish or the harmful alteration, disruption or destruction of fish habitat (HADD) will likely result from a project, there is a requirement to obtain an authorization from the Minister of Fisheries, Oceans and the Canadian Coast Guard as per Paragraph 34.4(2)(b) or 35(2)(b) of the Fisheries Act Regulations.

#### **BC Wildlife Act (Ministry of Forests)**

The BC *Wildlife Act* was first introduced in 1996 and works as the foundation for conserving and managing wildlife in British Columbia. The *Wildlife Act* provides for the conservation and management of wildlife and wildlife habitats, including both hunting and fishing. The Act applies to all terrestrial, aquatic, avian and amphibian species including fish that are wild by nature or wild by disposition; and all parts and products from wildlife; and all habitat of wildlife. The Act does not apply to controlled alien species. The *Wildlife Act* restricts the harvest of individuals and prohibits the killing, capture, and harassment of wildlife, except by permit or regulation. The Act also provides protection for active bird nests, including specific measures for raptors and their habitats. Section 34 of the BC Wildlife Act specifically prohibits the disturbance or destruction of any bird, its active nest, or its eggs. It also protects the nest of any eagle, peregrine falcon (*Falco peregrinus*), gyrfalcon (*Falco rusticolus*), osprey (*Pandion haliaetus*), heron, or burrowing owl (*Athene cunicularia*), regardless of whether it is actively used.

#### **BC Water Sustainability Act (Ministry of Forests)**

The BC *Water Sustainability Act* (and regulation) regulates the use of fresh surface and groundwater in BC. It is the principal law for managing the diversion and use of water resources. It also provides protections for watercourses which include streams, lakes, wetlands (swamps, marshes and fens) and some ditches. Note that both seasonal and ephemeral watercourses are protected under the Act. Changes “in and about a stream” require permitting under Section 11 of the Act. Note that some low-risk activities (i.e., installation of culverts and free-span bridges) are ‘Authorized Changes’ (see Section 39(1) of the Act) and can be conducted under a ‘Notification’ process. Notifications must be submitted a minimum of 45 days prior to commencing the activity. Works within a stream should be conducted during the reduced risk work window (generally June 15 to September 15 for Vancouver Island, though timing may vary depending on species present). If no risk to fish can be demonstrated, works outside of this window are permissible.

### **Weed Control Act**

The BC Weed Control Act puts a duty on 'land occupiers' to control species designated as 'noxious' on Schedule A of the Regulation.

### **BC Local Government Act and applicable bylaws.**

The *Local Government Act* allows municipalities and regional districts to regulate development through local bylaws and ordinances. The District of Ucluelet identifies Development Permit Areas (DPAs) in their Official Community Plan (OCP 2022) where specific requirements apply to development. The subject property overlaps the following Development Permit Areas (see Figure 5):

Environmental Development Permit Areas including:

- DPA V – Terrestrial Ecosystems (Mature Forest)
- DPA VII – Marine Shoreline

Hazardous Conditions DPA:

- DPA VIII – Natural Hazard Areas Protection (Steep Slopes)

The DPA V area provides protection to mature forests and wildlife habitat. Specific guidance for development that may impact this DPA area is provided on page 128 of the Ucluelet OCP (2022).

The DPA VII area provides protection of marine shoreline processes and foreshore areas. This includes all lands within 30 m (horizontal distance) of the marine natural boundary (both landward and seaward). Specific guidance for development in and around this area is provided on page 131 of the Ucluelet OCP (2022).

The DPA VIII restricts development on slopes greater than 30 degrees. Specific requirements for development in these areas are provided on page 133 of the Ucluelet OCP (2022).

## 4 Assessment Methods

For the purpose of this assessment, the assessment boundaries (study area) are the subject property boundaries up to the marine natural boundary (Figure 4). This excludes the water treatment facility and adjacent private property on the north end of the island. Species and features outside of the study area where interactions with the proposal are likely (adjacency) were still documented and noted as such.

### 4.1 Background Information Review

Readily available public information was reviewed to inform the assessment and guide the field work; these included:

- A review of the BC Conservation Data Center iMap for marked and masked known occurrence records of species at risk;
- A query of the BC Ecosystems Explorer tool for species at risk that may occur in the relevant biogeoclimatic zone;
- A Review of the BC HabitatWizard database for fisheries and watercourse information; and,
- Review District of Ucluelet online mapping tool for zoning, development permit areas, and parcel information.

The probability of wildlife species of management concern occurring within the property was assessed using the area-specific species lists compiled from the BC Conservation Data Center (BC CDC), species information, available federal recovery strategies, Committee on the Status of Endangered Wildlife in Canada (COSEWIC) Status Reports, and previous professional experience in the region. The known distribution and habitat requisites of each species was reviewed and the probability of the species occurring within the property was assessed based on the mobility of the species, the proximity of known occurrences, and by comparing habitat requisites of individual species with the habitat suitability of the property. Each listed species was then assigned a nil, low, moderate, or high probability of occurrence, based on the following criteria:

Nil: no habitat with potential to host the species occurs within the study area;

Low: those species whose known range does not correspond to the study area and/or those species whose habitat requisites are absent from the study area (e.g., estuary, tundra);

Moderate: those species whose range and habitat requisites are present in the property area but are not known within 5 km of the study area (based on the BC CDC and professional knowledge of the area);

High: those species whose range and habitat requisites are present in the property and are known to the general area; and,

Confirmed: species observed on the site or confirmed by other means.

Note that this analysis was completed for wildlife species only and did not include invertebrates. The BC Conservation Data Center Species Summaries were reviewed for relevant habitat information for plant species at risk identified by the query. Where available, habitat requisites were assessed against that within the study area. Note that there was a lack of sufficient detailed information for most of the lichens and bryophytes.

## 4.2 Field Work

Two days of field work were conducted on August 10 and 11, 2023 to collect baseline data. The field crew was led by Kim Poupard, R.P.Bio. with assistance from Chris Dolphin. Terrestrial ecologist Kasia Kistowska, R.P.Bio assisted on August 10. The crew were joined by Tyson Touchie and Jay Millar of the Yuuʷuʷiʷaʷath Government.

The entire property was surveyed on foot; a meandering survey to assess each of the evident ecosystems on the property was conducted. A total of 26 vegetation plots were conducted in representative ecosystems throughout the property. Data were recorded on a BC Ground Inspection Form (GIF) along with other physical and ecological attributes including dominant vegetation species, cover estimates, slope, aspect, and forest age class.

All wildlife observations and signs of use were recorded as incidental observations. No species-specific surveys were conducted. Available habitats and wildlife features were assessed against the Ecosystems Explorer query results to inform the likelihood of occurrence analysis described in Section 4.1, above. The study area was assessed for any occurrences of the following:

- Areas of high ecological value (e.g., wetlands, old growth forest);

- Wildlife and wildlife sign (e.g., scat, tracks);
- Species or features afforded specific protections under the *Wildlife Act*;
- Species or features afforded specific protections under the *Migratory Bird Convention Act*;
- Species at risk (provincially and/or federally listed plants and wildlife);
- Ecosystems at risk (provincially red or blue-listed);
- Critical habitat features (e.g., dens, wildlife trees, caves, stick nests, cavity nests);
- Watercourses (e.g., streams, wetlands, lakes); and
- Areas with high potential to support species at risk (old growth forest, mineral licks, wetlands, rock outcrops).

Where trees with an estimated diameter-breast-height (DBH) of greater than 0.75 meters were encountered, they were georeferenced and measured with a DBH tape, where practicable. Standard procedure for DBH was used (measured at 1.3 m above the ground on the high side). Note that this is not a comprehensive inventory of large trees in the study area but is likely a majority sample.

Once the ecosystem linework had been roughly delineated, one day of field truthing was conducted to refine the line work and check anomalies that could not be identified from the aerial imagery. Kim Poupard conducted this work on October 5, 2023. Polygons linework was reworked, where necessary, using a georeferenced PDF in Avenza Maps™.

An evening auditory survey for amphibians was conducted at dusk on October 4, 2023 between 7 pm and 8 pm. Northern red-legged frog (*Rana Aurora*) are likely to be migrating to breeding habitat at this time of year and it is a good time to detect them. The roadways and wet areas within the study area were walked while listening and watching for amphibians.

A list of wildlife observations, including definitive evidence of use (e.g., tracks, dens, scat, etc.), were documented with field notes. Other notable observations (e.g., important wildlife trees, mineral licks, dens, nests, Pileated woodpecker cavities, etc.) were also georeferenced, photographed and described with field notes.

#### 4.3 Ecosystem Mapping

Ecosystem mapping was adapted from *Standards for Terrestrial Ecosystem Mapping in British Columbia* (RIC 1998). A simple ecosystem map label was applied to each polygon (ecosystem unit). Landform and parent material were not assessed or mapped, except where shallow bedrock could be easily observed.

Polygon delineation was done using a combination of high-resolution aerial imagery collected using a DJI Mavic 3 Enterprise drone. Aerial images of the site were captured on October 23, 2023, at 930am. The flight was flown at 120 ft for 23 minutes and captured the study area and surrounding area. The weather was suitable for the flight with high clouds and little wind.

The preplanned flight mission was created with Drone Deploys™ latest software, where it collects overlapping high-resolution images of the specified polygon. These images are then stitched together and turned into a georeferenced image of the study area.

Initial imagery was initially collected in August of 2023; however, a technical issue with the drone resulted in some compromised image quality so a second flight was conducted with a replacement drone.



Polygons were delineated using a combination of Avenza Map™ in the field, GIF data and ortho imagery. Initial linework was constructed in Google Earth™. Linework KMZ files were then imported into ArcGIS™ for final map production.

Polygons were delineated based on the vegetation assemblage, surface form and structural stage. An example of an ecosystem label is shown in Figure 1. For mapping of the study area, ecosystem labels were kept to no more than two units (deciles) per polygon. Due to the quality of the imagery and the closed canopy of the tree-crowns, polygon units are a coarse estimate of the ecosystem units.

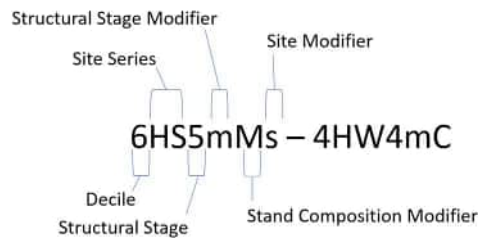


Figure 1. Example of a simplified ecosystem label. Note that if no decile is indicated, the label applies to 100% of the polygon. In this example the polygon is 60% in the HS site series hosting a young forest age class with multistoried and mixed (coniferous/deciduous) structural stage on a steep slope (site modifier) and 40% in the HW site series hosting a pole sapling, multi-storied, conifers forest with no site modifier.

Site series determinations were per *A Field Guide for Site Identification and Interpretation for the Vancouver Forest Region* (MoF 1994) based on site moisture, nutrient regime, and indicator plant species. A site-specific description of the site series as it occurs within the study area was then obtained from the GIF data. A description of each of the Site Series used to describe the ecosystem units in the study area are provided in Table 5 (Section 5.3.1). The codes and descriptions for site modifiers, structural stage modifiers, stand composition modifiers and structural stage used in the mapping are provided in Table 1 through Table 4, respectively.

Table 1. Ecosystem Label Site Modifier Codes and Definitions.

Code	Description
b	Shallow bedrock
j	gentle slope (<35%)
s	steep slope (>35%)
w	warm aspect (steep slope with a southerly or westerly aspect)
k	Cool aspect (steep slope with northerly aspect)

Table 2. Structural Stage Modifier Codes and Definitions.

Code	Name	Definition
s	single storied	Closed forest stand dominated by the overstory crown class (dominant and co-dominant trees); intermediate and suppressed trees account for less than 20% of all crown classes combined, advance regeneration in the understory is generally sparse.
t	two storied	Closed forest stand co-dominated by distinct overstory and intermediate crown classes; the suppressed crown class is lacking or accounts for less than 20% of all crown classes combined, advance regeneration is variable
m	multistoried	Closed forest stand with all crown classes well represented; each of the intermediate and suppressed classes account for greater than 20% of all crown classes combined, advance regeneration is variable

Table 3. Stand Composition Modifiers Codes and Definitions

Code	Name	Definition
C	coniferous	Greater than 3/4 of total tree layer cover is coniferous.
B	broadleaf	Greater than 3/4 of total tree layer cover is broadleaf.
M	mixed	Neither coniferous or broadleaf account for greater than 3/4 of total tree layer cover

Table 4. Ecosystem Label Structural Stage Codes and Definitions.

Code	Name	Definition
1	sparse/bryoid	Initial stages of primary and secondary succession; bryophytes and lichens often dominant, can be up to 100% cover; time since disturbance less than 20 years for normal forest succession, may be prolonged (50-100+ years) where there is little or no soil development (bedrock, boulder fields); total shrub and herb cover less than 20%; total tree layer cover less than 10%.
1a	sparse	Less than 10% vegetation cover.
2	herb	Early successional stage or herbaceous communities maintained by environmental conditions or disturbance (e.g., wetlands, grasslands, flooding, etc.); dominated by herbs (forbs, graminoids, ferns); some invading or residual shrubs and trees may be present; tree layer cover less than 10%, shrub layer cover less than or equal to 20%. Many herbaceous communities are perpetually maintained in this stage.
2a	forb-dominated	Herbaceous communities dominated (greater than 1/2 of the total herb cover) by non-graminoid herbs, including ferns.
2b	granoid-dominated	Herbaceous communities dominated (greater than 1/2 of the total herb cover) by grasses, sedges, reeds, and rushes.
3	shrub/herb	Early successional stage or shrub communities maintained by environmental conditions or disturbance (e.g., wetlands, grasslands, flooding, intense fire damage); dominated by shrubby vegetation; seedlings and advance regeneration may be abundant; tree layer cover less than 10%, shrub layer cover greater than 20% or greater than or equal to 1/3 of total cover.
3a	low shrub	Communities dominated by shrub layer vegetation less than 2 m tall; may be perpetuated indefinitely by environmental conditions or repeated disturbance.
3b	tall shrub	Communities dominated by shrub layer vegetation that are 2-10 m tall; may be perpetuated indefinitely by environmental conditions or repeated disturbance.
4	pole/ sapling	Trees greater than 10 m tall, typically densely stocked, have overtopped shrub and herb layers; younger stands are vigorous (usually greater than 10-15 years old); older stagnated stands (up to 100 years old) are also included; self-thinning and vertical structure not yet evident in the canopy - this often occurs by age 30 in vigorous broadleaf stands, which are generally younger than coniferous stands at the same structural stage; time since disturbance is usually less than 40 years.
5	young forest	Self-thinning has become evident and the forest canopy has begun differentiation into distinct layers (dominant, main canopy, and overtopped); vigorous growth and a more open stand than in the pole/sapling stage; time since disturbance is generally 40-80 years but may begin as early as age 30, depending on tree species and ecological conditions.
6	mature forest	Trees established after the last disturbance have matured; a second cycle of shade tolerant trees may have become established; understories become well developed as the canopy opens up; time since disturbance is generally 80-250 years for coastal ecosystems.
7	old growth	Old, structurally complex stands composed mainly of shade-tolerant and regenerating tree species, although older seral and long-lived trees from a disturbance such as fire may still dominate the upper canopy; snags and coarse woody debris in all stages of decomposition are typical, as are patchy understories. Understories may include tree species uncommon in the canopy, due to inherent limitations of these species under the given conditions; time since stand-initiating disturbance generally greater than 250 years for coastal ecosystems.

Site series definitions specific to the study area are provided below in 5.3.1.

## 5 Results

The following sections describe the results of the baseline assessment including the current physical, aquatic and terrestrial conditions in the study area.

### 5.1 Background Information Review

The BC CDC iMap service does not show any known occurrence records of species at risk overlapping the study area. The nearest occurrence records are California wax-myrtle (*Morella californica*) approximately 300 m west of Hyphocus Island on the Ucluelet Peninsula. There are also records of Northern red-legged frogs approximately 600 m west-northwest of the study area, also on the Ucluelet Peninsula, as well as the herb, tall woolly-heads (*Psilocarphus elatior*) approximately 930 m to the west-northwest. Records of Surf Scoter (*Melanitta perspicillata*) are shown on the ocean approximately 1.4 km to the southeast of the study area.

California wax-myrtle is a provincially blue-listed shrub that is locally common on the Ucluelet Peninsula. It typically occurs in thickets along moist shorelines, beaches, clearings and roadsides in lowland areas. It's range in BC is highly restricted and it is only known in the Tofino-Ucluelet region (Klinkenberg 2020). This species was noted to be regularly occurring throughout the study area along old roadsides and in shrubby forest openings. There are no specific legal protections for this species.

Tall woolly-heads are provincially red-listed and listed as 'endangered' on Schedule 1 of the SARA. They are not typically known to occur in the area; there is one occurrence record from 2015 within the town of Ucluelet west of the site. Tall woolly-heads are more commonly known from much drier biogeoclimatic zones on southern Vancouver Island (i.e., Coastal Douglas-fir BEC zone). The species typically occurs in wet meadows and grasslands (BC CDC 2023a). The study area is unlikely to support this species.

Northern red-legged frogs are provincially blue-listed and federally listed as 'special concern' on Schedule 1 of the SARA. The species requires wetlands for breeding. Suitable habitat for this species is highly limited in the study area and they were not detected during the field program.

Surf Scoters are provincially blue-listed. They are typically found in marine littoral areas and less frequently on freshwater lakes. They nest on the ground in brushy tundra, freshwater marshes or in wooded areas near ponds, bogs or streams (BC CDC 1994a). Nearshore areas adjacent to the study area are likely to support this species. Breeding habitat is not present in the study area.

The Ecosystems Explorer query resulted in a total of 30 plants, 142 wildlife and 16 ecosystems at risk that may occur within the study area based on the search criteria (Appendix A: Table A1-A3). Note that this included several anomalous results (i.e., species well outside of their documented range). The likelihood of occurrence analysis results is discussed below in Section 5.3.2.1. No specific surveys were conducted for plants. These were assessed based on the habitat suitability whereby areas with a high potential of supporting listed plants were identified.

The query also resulted in a total of 16 ecosystems at risk that may occur in the region based on the search criteria (Appendix A: Table A3).

The Fish Wizard Database does not indicate any mapped watercourses, lakes or wetlands within the study area (Fish Wizard 2023).

## 5.2 Physical Environment

### 5.2.1 Terrain and Geology

Hyphocus Island protrudes from the Ucluelet Peninsula into the Ucluelet Inlet. It forms Spring Cove between its western shore and the Ucluelet Peninsula (Figure 4). Hyphocus was historically an island. An earth-fill causeway was constructed around 1967 at the north end of the island that connects the island to the Ucluelet Peninsula. The island itself has a relief of approximately 50 m above sea level (asl).

According to the Canadian Geological Survey (Muller 1977) the island is within the Ribbon-chert unit. The chert beds are described between 1 and 6 inches thick, separated by thin lamina of black argillite. Where topsoil conditions could be observed in the study area (road cuts and excavations), they were noted to generally be Silty Clay Loams.

Hyphocus has strongly undulating terrain including many areas of exposed and shallow bedrock, particularly at the higher elevations in the central portions of the island. The shoreline is also dominantly bedrock (Appendix C: Photo 1-2) and mostly very steep or vertical. Steep vegetated slopes are typical just above the shoreline with some areas overhanging (Figure 5). There is one gravelly beach at the southeast side of the island facing southeast (Appendix C: Photo 3).

### 5.2.2 Climate

The study area is located on the westernmost coast of Vancouver Island, adjacent to the Pacific Ocean. The region has a mild climate (Figure 2) and receives little snowfall during the winter (Figure 3). The region is part of Canada's west coast temperate rainforest, resulting in frequent rain and high humidity. Even during the drier summer months, average relative humidity is greater than 70%. The direct exposure to the Pacific Ocean results in high winds and winter cyclonic storms.

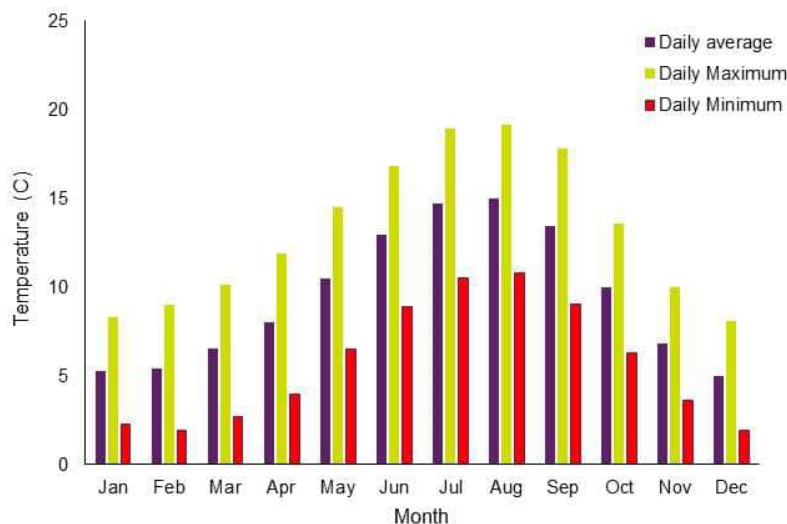


Figure 2. Daily Average, Maximum and Minimum Temperatures



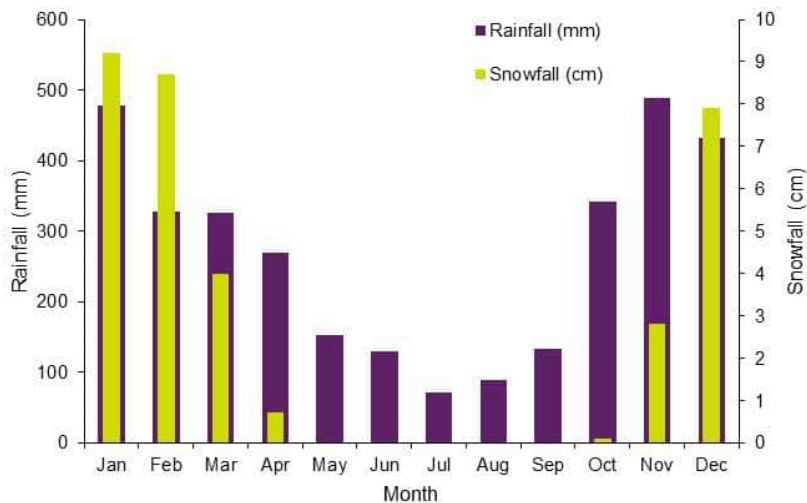


Figure 3. Average Annual Rainfall (mm) and Snowfall (cm)

All climate data are taken from the Tofino A weather station, located at the Tofino airport, approximately 24 km north-northwest of the Study Area (Government of Canada, 2015).

### 5.2.3 Land Use

The property is currently undeveloped. The District of Ucluelet's wastewater treatment plant is situated approximately at the center of the property (Figure 4, Appendix C: Photo 14). There is gravel roadway through the property to access this facility. An overhead powerline transects the property to provide power to the wastewater treatment plant.

There are a number of old roads and trails throughout the northern portion of the property. The area is a popular dog walking area for locals. There are some old concrete forms at the top of the hill, the origin of which are unknown.

The south end of the island (south of the treatment plant) is undeveloped. There is evidence of old trails likely associated with historic logging of the area. The forest is generally very dense, and the terrain is steep limiting pedestrian access to this area.

The entire island was logged in the late 1960s and early 1970s. The causeway that currently connects the island to the Ucluelet Peninsula was constructed in 1967 to facilitate logging operations.

## 5.3 Terrestrial Environment

### 5.3.1 Vegetation and Ecological Communities

The study area is located within the Coastal Western Hemlock, southern very wet, hypermaritime variant (CWHvh1) biogeoclimatic zone (iMap 2019) which extends along most of the coastline, usually to an elevation of 200 m (Green and Klinka, 1994). Along the outer coast of Vancouver Island, the climate of the CWHvh1 variant is moderated by the proximity of the Pacific Ocean with fog, drizzle and clouds common throughout the year. The zonal (medium moisture and nutrient regimes for the zone) forests are dominated by western hemlock (*Tsuga heterophylla*), western redcedar (*Thuja plicata*), amabilis fir (*Abies amabilis*), and trace amounts of yellow cedar (*Chamaecyparis nootkatensis*). The dominant understory

species include salal (*Gaultheria shallon*), Alaskan blueberry (*Vaccinium alaskaense*), red huckleberry (*Vaccinium parvifolium*), deer fern (*Blechnum spicant*), step moss (*Hylocomium splendens*) and lanky moss (*Rytidiadelphus loreus*) (Green and Klinka, 1994).

The property hosts variable age classes and species compositions with pole sapling (structural stage 4) and young forest (structural stage 5) being the dominant age classes (Appendix C: Photo 4-5). There is no old growth forest in the study area. There are a few patches where mature forest attributes were noted including self-thinning, variable distribution of stems, larger trees and increased canopy complexity (Appendix C: Photo 6). The pole sapling and young forest age classes are interspersed with dense tall shrub where there has been recent disturbance. Trees that were estimated to be greater than 0.75 m DBH during the field work are shown in Figure 6. Note that this is not a comprehensive assessment of all the larger trees in the study area but is expected to be a majority sample.

One representative western redcedar was aged using an increment bore at Plot #7 (Figure 6) and was found to be approximately 48 years old which is consistent with the disturbance history. Species assemblages have been influenced by historical logging and other anthropogenic influences. Fire scars are also common throughout the study area (Appendix C: Photo 7), particularly in the northern quadrants of the study area.

Several exotic species were observed during the field program including some nuisance weedy species such as cutleaf blackberry (*Rubus laciniatus*), Himalayan Blackberry (*Rubus armeniacus*), English holly (*Ilex aquifolium*), Scotch broom (*Cytisus scoparius*), common foxglove (*Digitalis purpurea*) and bull thistle (*Cirsium vulgare*). These species were all noted in trace amounts along the roadsides and disturbed areas, no substantial infestation was observed. Canada thistle (*Cirsium arvense*), a species designated as 'noxious' under the *Weed Control Act*, was noted in trace amounts along the eastern boundary of the water treatment plant (near GIF 18). This occurrence appears to be on the boundary of the two properties.

A total of 25 ecosystem polygons (plus the road [RD]) were delineated in the study area within six site series. The majority of the site is slightly richer and drier than typical due to shallow, moisture shedding soils and warm aspects. Zonal (medium moisture and nutrient regimes) sites are also common. Wet sites are rare with only a couple of areas noted, both along the west side of the treatment plant. These areas appear to receive runoff from the road and plant areas. Somewhat nutrient richer and wetter sites occur at lower slope positions along the shoreline where soils are deeper. These typically occur on steep slopes below zonal site series.

Forests on the southern tip of the island are highly modified by windshear and exposure to storms. There are areas of very dense regeneration at the top of the slope and windshear is evident in the crown of trees along the shoreline. Sitka spruce is present in higher abundance along this shoreline. No ground plots were conducted in this area due to very steep slopes and dense vegetation restricting pedestrian access. These areas were assessed from the shoreline at low tide.

Table 5. Site Series Determinations and Descriptions for Ecosystem Labels in the CWHvh1.

Site Series	Code	Name	Moisture / Nutrients Regime	Expression on Site	# of GIFs
01	CH	CwHw - Salal	Moist / Poor – medium (Zonal)	Western hemlock is dominant with a lesser component of western redcedar. Shore pine and Sitka spruce are absent. Salal is dominant where suitable light penetration through the canopy is sufficient. Red huckleberry and false azalea are common shrub species with a lesser component of evergreen huckleberry. Deer fern is present at higher proportions than sword fern. Step moss is common. Typical at mid-slope positions.	8
02	PC	PIYc – Rhacomintirum	Slightly dry / Very poor - medium	Occurs on shallow bedrock. Shore pine and western redcedar are dominant with a lesser component of western hemlock. Unit is differentiated by the presence of reindeer lichen ( <i>Cladina</i> sp.).	3
05	SS	CwSs – Swordfern	Fresh / Rich – Very rich	Western hemlock is typically dominant with lesser components of western redcedar and Sitka spruce. Shore pine is absent. Spruce may be relatively abundant in the stand. False azalea and red huckleberry may be present in trace amounts. Sword fern is present in higher abundance than deer fern. Dense shrub layer is common with diverse species including <i>Ribes</i> (currents). Unit often occurs on steep slopes.	11
06	CF	CwSs – Foamflower	Fresh - moist / Rich – Very rich	Western hemlock is typically dominant with lesser components of western redcedar and Sitka spruce. Trace amounts of salal with greater components of false azalea and red huckleberry in the shrub layer. More diverse fern layer typically including deer fern and sword fern as well as spiny wood fern, oak fern and/or lady fern. Oregon beaked moss and step moss are common.	2
07	CD	CwSs – Devil's club	Very moist – wet / Rich	Lower slope position with receiving microclimate. Western hemlock is dominant. Salmonberry dominates the shrub layer with other moisture tolerant species such as <i>Ribes</i>	1
12	WL	PIYc – Spagnum	Wet / Poor	Wet depressions with poor drainage. Differentiated by the presence of skunk cabbage and/or sedges.	0
-	RD	Road Surface	n/a	Compacted soils or anthropogenic influences limit growth, includes mowed areas or areas topped with gravels such as driving surfaces. Includes shrubby and weedy road edges.	1

### 5.3.1.1 Vegetation and Ecological Communities at Risk

The BC Ecosystems Explorer query resulted in a total of 30 plants (including 18 vascular plants, nine lichens and three bryophytes) that may occur on the site based on the biogeoclimatic zone. Of these, seven are provincially red-listed and 23 are blue-listed. Seven of these species are federally listed under the SARA.

Note that no specific surveys for vegetation at risk were conducted in support of this assessment. Of the species listed, one was found to be relatively common in the study area: California wax-myrtle (*Morella californica*). This species is provincially blue-listed. Its distribution is highly limited in the province, but it is common in the Tofino-Ucluelet region based on recent professional experience in the area. This species

was noted throughout the study area but was particularly abundant in the shallow bedrock areas at the north-central portion of the property (PC Site Series).

Of the vascular plants identified in the query results, only four (including California wax-myrtle) have habitat requisites present in the study area (see Appendix A: Table A1). Two species occur in coniferous or mixed forests present: redwood sorrel (*Oxalis oregana*) and Smith's fairybells (*Prosartes smithii*). Both are provincially blue-listed. Additionally, Hairy goldfields (*Lasthenia maritima*) occur on cliffs and sparsely vegetated rocks (BC CDC 2023). This is a blue-listed species with local occurrence records on some of the barrier islands in the region. This species may occur along the shoreline but is not expected to interact with the project.

Of the 16 ecosystems at risk identified by the Ecosystems Explorer query, none were found to occur in the study area.

### 5.3.2 Wildlife and Wildlife Habitat

Field work was conducted during a period that was poor for directly detecting wildlife. A total of 31 species detections were recorded during the field work (Table 6). Only one species at risk was detected: a Great Blue Heron (*Ardea herodias fannini*) was observed foraging along the edge of the water treatment plant settling pond on August 10. Habitat for this species within the study area is limited to scattered potential nest trees (mature trees). The shoreline of the property, and particularly Spring Cove, likely provide good foraging habitat for this species. The *fannini* sub-species (coastal populations) of Great Blue Heron are provincially blue-listed and listed as 'Special Concern' under Schedule 1 of the *Species at Risk Act*.

Anecdotal reports from Jay Millar, who is a member of the Yuuʔuʔiʔath̓ Government and lives in Hitacu directly across the inlet from the study area, reported regularly seeing wolves swim across the inlet onto Hyphocus Isl. This is consistent with the abundant wolf sign noted within the study area, particularly at the south end of the island (south of the water treatment plant). Wolf scat was noted along the beaches and along a number of the well-established wildlife trails that transect the south end of the island (Figure 8; Appendix C: Photo 8). These wildlife trails generally appear to cross the island in an east-west orientation. An area where animals climb up the slope from the eastern shore could be seen near the southeast corner of the treatment plant. The trails then cross the island along what appears to be an overgrown skidder trail. They then spread into a matrix of trails that follow the contour of the slope north-south at the southwest corner of the island. This area is very steep and densely vegetated and could not be safely accessed on foot. It is assumed that the trails access the shoreline somewhere near the southwest corner of the treatment plant.

Deer signs were also particularly abundant, scat and tracks were noted regularly as were several rub trees (Appendix C: Photo 9).

Scratch marks from what is suspected to be cougar (*Puma concolor*) were noted at one location near the southeast corner of the water treatment plan property (Appendix C: Photo 10). No other signs of cougar were noted.



Table 6. Wildlife species detected within the study area during the field work.

Group	Common Name	Scientific Name	BC List	SARA	Method of Detection
Bird	Mallard	<i>Anas platyrhynchos</i>	Yellow	-	observed
Bird	Great Blue Heron	<i>Ardea herodias fannini</i>	Blue	1 -SC	observed
Bird	Cedar waxwing	<i>Bombycilla cedrorum</i>	Yellow	-	song
Bird	Swainson's Thrush	<i>Catharus ustulatus</i>	Yellow	-	song
Bird	Brown Creeper	<i>Certhia americana</i>	Yellow	-	song
Bird	Killdeer	<i>Charadrius vociferus</i>	Yellow	-	song
Bird	American Crow	<i>Corvus brachyrhynchos</i>	Yellow	-	observed
Bird	Steller's Jay	<i>Cyanocitta stelleri</i>	Yellow	-	observed
Bird	Pacific-slope Flycatcher	<i>Empidonax difficilis</i>	Yellow	-	observed/song
Bird	Bald Eagle	<i>Haliaeetus leucocephalus</i>	Yellow	-	song
Bird	Dark-eyed Junco	<i>Junco hyemalis</i>	Yellow	-	observed
Bird	Glaucous-winged Gull	<i>Larus glaucescens</i>	Yellow	-	observed
Bird	Orange-crowned Warbler	<i>Leiothlypis celata</i>	Yellow	-	observed
Bird	Red Crossbill	<i>Loxia curvirostra</i>	Yellow	-	observed
Bird	Belted Kingfisher	<i>Megaceryle alcyon</i>	Yellow	-	song
Bird	Song sparrow	<i>Melospiza melodia</i>	Yellow	-	song
Bird	Chestnut-backed Chickadee	<i>Poecile rufescens</i>	Yellow	-	song
Bird	Red-breasted Sapsucker	<i>Sphyrapicus ruber</i>	Yellow	-	sign (excavations)
Bird	American Robin	<i>Turdus migratorius</i>	Yellow	-	observed
Birds	Wood Duck	<i>Aix sponsa</i>	Yellow	-	observed
Birds	Black Oystercatcher	<i>Haematopus bachmani</i>	Yellow	-	call
Birds	Varied Thrush	<i>Ixoreus naevius</i>	Yellow	-	song
Birds	Spotted Towhee	<i>Pipilo maculatus</i>	Yellow	-	observed
Birds	Northern Shoveler	<i>Spatula clypeata</i>	Yellow	-	observed
Birds	Pacific Wren	<i>Troglodytes pacificus</i>	Yellow	-	observed
Mammal	Grey wolf	<i>Canis lupus</i>	Yellow	-	sign (scat and tracks)
Mammal	Mule deer	<i>Odocoileus hemionus</i>	Yellow	-	sign (scat, tracks, rubs)
Mammal	Cougar	<i>Puma concolor</i>	Yellow	-	sign (uncertain)
Mammal	Red squirrel	<i>Tamiasciurus hudsonicus</i>	Yellow	-	observed
Mammal	Black bear	<i>Ursus americanus</i>	Yellow	-	sign (scat, Oct. visit only)
Mammal	California Sea Lion	<i>Zalophus californianus</i>	Yellow		Call

**SARA = Species at Risk Act (Schedule 1), SC – Special Concern**

Notably, bear signs were minimal, only one pile of scat was observed in the study area (on the access road) during the October field visit. Other notable observations included an adult male Wood Duck (*Aix sponsa*) observed on the settling pond, also during the October field visit.

No large stick nests were detected during the field program. The air photo imagery was also checked to determine if stick nests might occur in obscured or inaccessible areas, none were noted. Wildlife trees are relatively few and scattered through the study area, only five were identified (Figure 8). No evidence of

use by Pileated woodpecker, or other primary cavity nesters was found, limiting the suitability of the habitat for secondary cavity nesters.

No dens, burrows, mineral licks or other critical wildlife habitat features were noted during the field work. There was one small wetland area (Figure 6, Appendix C: Photo 11); however, it did not contain standing water even in October, so it is not expected to provide reliable seasonal breeding habitat for amphibians. There are also a few seasonal pools formed by impermeable bedrock areas in the north-central portion of the study area. These appear to be formed by rainwater and are not likely to support obligate aquatic amphibian breeding.

#### 5.3.2.1 Wildlife Species at Risk

The background information review and likelihood of occurrence analysis resulted in a total of three amphibians, 22 birds, and six mammals with a 'moderate' or 'high' potential of occurring on the site based on the criteria described in Section 4.1 (Table 7).

Of the species in Table 7, northern red-legged frog (*Rana aurora*) and western toad (*Anaxyrus boreas*) have a moderate likelihood of occurring in the study area. Northern red-legged frog are regionally abundant. However, the lack of suitable breeding habitat may limit their presence in the study area. Breeding may occur in suitable seasonal features such as wet ditches or other temporary surface water. The settling ponds of the water treatment plant may provide breeding opportunities. The small wetland area east of the treatment plant (Figure 6) may also provide seasonal breeding opportunities. An evening auditory survey conducted October 4 resulted in no detections.

Suitable habitat for wandering salamander (*Aneides vagrans*; humid mature forest understory) is also very limited in the study area and may not be suitable for supporting a population.

Of the species in Table 7, Brandt's Cormorant (*Urile penicillatus*), California Gull (*Larus californicus*), Caspian Tern (*Hydroprogne caspia*), Cassin's Auklet (*Ptychoramphus aleuticus*), Common Murre (*Uria aalge*), Double-crested Cormorant (*Nannopterum auritum*), Surf Scoter (*Melanitta perspicillata*) and Western Grebe (*Aechmophorus occidentalis*) all have potential to occur along the foreshore and nearshore area of the study area, however none are likely to use upland areas. These species all have very specific nesting habitat requisites that are not present within the study area. They cannot be excluded based on the criteria, however, potential interactions from the proposal development with these species is considered negligible.

Band-tailed Pigeon (*Patagioenas fasciata*) use a variety of coniferous and mixed deciduous forests with an understory of fruiting shrubs. It has adapted to suburban and agricultural environments with sufficient tree cover, where grains and exotic fruiting shrubs supplement natural sources of food (Davidson 2015). This species is commonly associated with mature forest and forest edges in the region. This species also shows strong site fidelity to mineral sites (natural deposits of minerals commonly associated with seeps and springs) that are important for mineral uptake by adults (BC CDC 2000). Maturing forest (Structural Stage 5+) within the study area are likely suitable to support this species and there may be good forage opportunities.

Barn Swallow (*Hirundo rustica*) may occur in the study area though the habitat in the study area is not generally suitable. This species commonly nest within old wooden structures and prefer open habitats and areas near and above water for foraging (BC CDC 1994). They may use structures at the water

treatment plant or adjacent properties (e.g., the old cannery on Spring Cove) for nesting. The shoreline and open areas around the treatment plant may provide suitable forage habitat. This is a migratory species only likely to be in the region during the spring and summer breeding season. Nesting habitat within the study area is currently very limited but is likely to increase with human habitation and development.

Table 7. Ecosystems Explorer Wildlife Query Results with a 'Moderate' or 'High' Likelihood of Occurrence within the Study Area.

Group	English Name	Scientific Name	Likelihood of Occurrence	BC List	SARA Schedule
amphibians	Northern Red-legged Frog	<i>Rana aurora</i>	Moderate	Blue	1 - SC
amphibians	Wandering Salamander	<i>Aneides vagrans</i>	Moderate	Blue	1 - SC
amphibians	Western Toad	<i>Anaxyrus boreas</i>	Moderate	Yellow	1 - SC
birds	Band-tailed Pigeon	<i>Patagioenas fasciata</i>	High	Blue	1 - SC
birds	Barn Swallow	<i>Hirundo rustica</i>	High	Yellow	1 - T
birds	Brandt's Cormorant	<i>Urile penicillatus</i>	Moderate	Red	
birds	California Gull	<i>Larus californicus</i>	High	Red	
birds	Caspian Tern	<i>Hydroprogne caspia</i>	Moderate	Blue	
birds	Cassin's Auklet	<i>Ptychoramphus aleuticus</i>	High	Red	1 - SC
birds	Common Murre	<i>Uria aalge</i>	High	Red	
birds	Common Nighthawk	<i>Chordeiles minor</i>	High	Blue	1 - SC
birds	Double-crested Cormorant	<i>Nannopterum auritum</i>	High	Blue	
birds	Evening Grosbeak	<i>Coccothraustes vespertinus</i>	High	Yellow	1 - SC
birds	Great Blue Heron, <i>fannini</i> subspecies	<i>Ardea herodias fannini</i>	Confirmed	Blue	1 - SC
birds	Marbled Murrelet	<i>Brachyramphus marmoratus</i>	Moderate	Blue	1 - T
birds	Northern Goshawk, <i>laingi</i> subspecies	<i>Accipiter gentilis laingi</i>	Moderate	Red	1 - T
birds	Northern Pygmy-owl, <i>swarthi</i> subspecies	<i>Glaucidium gnoma swarthi</i>	High	Blue	
birds	Olive-sided Flycatcher	<i>Contopus cooperi</i>	High	Yellow	1 - SC
birds	Pine Grosbeak, <i>carlottae</i> subspecies	<i>Pinicola enucleator carlottae</i>	Moderate	Blue	
birds	Purple Martin	<i>Progne subis</i>	Moderate	Blue	
birds	Surf Scoter	<i>Melanitta perspicillata</i>	High	Blue	
birds	Wandering Tattler	<i>Tringa incana</i>	High	Blue	
birds	Western Grebe	<i>Aechmophorus occidentalis</i>	High	Red	1 - SC
birds	Western Screech-Owl, <i>kennicottii</i> subspecies	<i>Megascops kennicottii kennicottii</i>	Moderate	Blue	1 - T
mammals	Ermine, <i>anguinae</i> subspecies	<i>Mustela richardsonii anguinae</i>	Moderate	Blue	
mammals	Hoary Bat	<i>Lasiurus cinereus</i>	Moderate	Blue	
mammals	Little Brown Myotis	<i>Myotis lucifugus</i>	High	Blue	1 - E
mammals	Steller Sea Lion	<i>Eumetopias jubatus</i>	Moderate	Blue	1 - SC
mammals	Townsend's Big-eared Bat	<i>Corynorhinus townsendii</i>	High	Blue	
mammals	Yuma Myotis	<i>Myotis yumanensis</i>	Moderate	Blue	

Notes: SARA = Species at Risk Act; SC = Special Concern; T = Threatened; E = Endangered  
Note that invertebrates were not generally assessed except where there was adequate professional knowledge of the species to make a determination.

Common Nighthawk (*Chordeiles minor*) typically nest on the ground on bare soil in open areas (BC CDC 2009); suitable nesting habitat is limited within the study; however, gravel roadsides and the bedrock outcrop areas may provide suitable nesting habitat. Common Nighthawk are known to forage over forests, lakes and open areas (BC CDC 2009).

Evening Grosbeak (*Coccothraustes vespertinus*) use coniferous and mixed forest habitat, second growth and occasionally park land. They typically select dense foliage of deciduous trees or conifers for nesting and nest 2-21 m above ground (BC CDC 1995). Though not particularly common in the region, there are anecdotal records of this species in the region according to the eBird database (2023). Habitat within the study area would likely support nesting of this species, if present.

Great Blue Heron (*Ardea herodias fannini*) use large trees for nesting and may nest communally (in a rookery) or alone. Black cottonwood trees in riparian areas are often selected (BC CDC 2022). Nests are usually conspicuous and relatively easy to detect, particularly if active. This species forages along the shores of rivers, lakes and fresh or marine wetlands. Note that Great Blue Heron nests are protected under Section 35 of the provincial *Wildlife Act*. There are suitable nest trees in the study area, no rookeries were noted, however. One Great Blue Heron was observed foraging along the edge of the water treatment plant settling pond during the August field work.

Marbled Murrelet (*Brachyramphus marmoratus*) are relatively common regionally in nearshore areas. This species has very specific terrestrial nesting habitat requirements. They typically nest on large, mossy limbs in the canopy of large conifers in old-growth forest, generally with overhead canopy cover. They also require adequate space for landing and takeoffs (Environment Canada 2014). Potential suitable habitat for this species is extremely limited within the study area. A few potentially suitable nest trees were noted but they were scattered and infrequent. Protection and management of larger diameter trees and areas where old-growth attributes are noted may provide potential future habitat for this species.

The Laingi subspecies of Northern Goshawk (*Accipiter gentilis laingi*) are associated with mature and old growth forest interiors. On Vancouver Island, home ranges tend to be dominated by Douglas-fir and western hemlock with good canopy closure (BC CDC 2005). Habitat within the study area is likely marginal for this species as they generally prefer large areas of interior forest. The relatively small size of the forest and patchy nature of the habitat in the study area are likely limiting for this species.

Northern Pygmy-owl, swarthi subspecies (*Glaucidium gnoma swarthi*) use various forested habitat types. They require natural cavities or those excavated by woodpeckers for nesting (Holt and Petersen 2020). The Northern Pygmy-Owl has been reported breeding in mature and second-growth coniferous forests, mixed riparian forest, and pure deciduous stands (Holt and Petersen 2020). This owl tends to breed near the edge of forest openings rather than in interior forest. Although this species may be a habitat generalist, it is likely that the availability of suitable nesting sites is the limiting factor influencing distribution and abundance (BC MWLAP 2004). Suitable nesting cavities were noted to be highly limited within the study area. Only one was observed in a wildlife tree near GIF #16.

Olive-sided Flycatcher (*Contopus cooperi*) use a variety of habitat types including coniferous and mixed forests with forest edges and semi open habitats preferred (BC CDC 2010). Olive-sided Flycatchers are a migratory species only likely to be in the region during the spring and summer breeding season. There are anecdotal records of this species in the area according to the eBird database (eBird 2023). This species has



a loud, distinctive call that allows for easy detection. The study area likely provides suitable habitat for this species.

Pine Grosbeak (*Pinicola enucleator*) are known to use a wide range of forested habitats (Young and Adkisson 2020). There is discrepancy in the literature as to the likelihood of this species occurring in the region as range maps differ. This species is known to consume the fruit ash (*Sorbus sp.*) which are present in the study area. If this species is present, it is a year-round resident (non-migratory).

Purple Marten (*Progne subis*) historically inhabited forest edges and riparian areas containing dead snags with woodpecker holes within their breeding range (Kostka and McAllister 2005). Today they are almost entirely dependent on nest boxes, mostly near marine environments (Kostka and McAllister 2005). There are anecdotal species records in the region according to eBird (2023). Shoreline and nearshore areas may provide suitable forage habitat for this species.

Wandering Tattler (*Tringa incana*) breed in arctic tundra but may overwinter in the region. They typically use rocky intertidal areas including high-energy areas (i.e., reefs, sea stacks and headlands; Gill and McCaffery 2020). The shoreline of the study area may provide suitable winter forage habitat for this species.

Western Screech-owl (*Megascops kennicottii ssp. kennicotti*) are generally associated with large diameter mixed forest near water and commonly use riparian areas (Cannings et. al. 2020). For nesting, they require large woodpecker tree cavities such as those commonly excavated by Northern Flicker (*Colaptes auratus*) or Pileated Woodpecker (Cannings et. al. 2020). As with other secondary cavity nesters, very few suitable nest sites were noted in the study area due to a lack of woodpeckers.

Available information for ermine (*Mustela richardsonii anguinae*) habitat is limited and there is not enough information to make a determination on the likelihood of this species occurring in the study area. The nearest known occurrence record is along Highway four north of the Tofino-Ucluelet junction (at the south end Pacific Rim National Park Reserve) where they've been captured on wildlife cameras passing under the highway culverts. The last recorded occurrence was in 2018 (BC CDC 2014a).

Hoary Bat (*Lasiurus cinereus*) are widely distributed across southern BC. They roost singly in trees. They are associated with a variety of forested and grassland habitats in the province (Klinkenberg 2021). They forage over open areas and forest openings. Data is limited and there is discrepancy as to whether this species is migratory in coastal areas. Circumstantial evidence suggests they migrate to southern California or Mexico for the winter (Klinkenberg 2021). Lack of habitat information makes it difficult to determine the likelihood of this species occurring in the study area.

Little brown myotis (*Myotis lucifugus*) use a wide range of habitat types including man-made structures as well as caves and hollow trees (BC CDC 2015a). Winter hibernation sites are more typically caves, tunnels, or other similar sites with stable temperatures between 2 and 12°C (BC CDC 2015). Suitable trees to support summer roosting of these species are very limited in the study area. Forest openings, the water treatment plant and shoreline areas likely provide suitable foraging habitat for little brown myotis in the summer. The study area is not likely to support winter hibernacula.

Townsend's big-eared bat (*Corynorhinus townsendii*) in the region tend to use forested areas as well as buildings in areas with a matrix of woodlands, grasslands, and shrub-dominated habitats (BC CDC 2014b). They are a non-migratory species that move moderate distances between summer foraging, breeding

areas and winter hibernacula. Overwintering and maternity colonies typically use caves and mine tunnels with buildings being used more often for maternity roosts (BC CDC 2014b). The Project Area has limited potential habitat for this species and overwintering is not expected.

Yuma myotis (*Myotis yumanensis*) are (BC CDC 2015b), found in a wide variety of habitats including moist forests, usually near water. They may forage over water or open areas over land (BC CDC 2015). Summer roosts occur in caves, crevices, tunnels, or buildings. Occasionally they are known to roost in cavities of large, live trees (BC CDC 2015). Potential habitat in the study area is limited. The open areas over the water treatment plant and nearshore areas may be suitable for forage. Suitable summer roost trees are extremely limited in the study area.

Steller Sea Lion (*Eumetopias jubatus*) may occur along the seacoast and on rocky promontories along the edge of the study area. They are known to occur within the Ucluelet inlet and haul out on old docks and floats in the area. The proposed development is expected to have negligible interactions with this species.

The Project Area contains suitable breeding habitat for migratory birds. Dense shrub areas in particular provide excellent nesting potential for neotropical migrants. The Project Area is within the A1 nesting zone which has a nesting period of March 26 to August 9 (Environment Canada 2020). Clearing during the nesting period should be avoided. If it must occur, a pre-clearing nesting bird survey is required in order to assess the risk of contravening either the federal *Migratory Bird Convention Act* or the Provincial *Wildlife Act*.

### 5.3.3 Fish and Fish Habitat

There is no fish habitat within the study area. One first order, ephemeral stream was noted on the east side of the property (Figure 6, Appendix C: Photo 12). The channel is poorly formed and is only expected to flow during heavy rains. A small amount of water was flowing in the lower reaches of this channel during the October field visit. The channel is less than 1 m wide with a bankfull depth of less than 30 cm and is a direct tributary to the sea. It becomes somewhat better formed in the lower reaches. There are areas where the grade is in-excess of 30 degrees, effectively precluding access by fish. This watercourse is expected to be dry most of the year.

### 5.4 Other Noteworthy Observations

A [REDACTED]

## 6 Recommendations

The following recommendations are provided in order that environmental considerations can be implemented into the design phase of the project:

- The project design should aim to retain veteran and upper canopy trees, to the extent possible. These trees tend to be the most windfirm and provide potential habitat for a range of wildlife species as well as influence microclimatic conditions on the ground. The large trees identified during the field work are likely a majority sample of trees that should be retained.
- Retain all designated 'wildlife trees' within the study area (shown on Figure 8). These are highly limited in the study area and may provide critical habitat for birds and bats of conservation concern. Management and retention of these trees is best done at the design stage as these trees are commonly also assessed as 'danger trees' that can conflict with development.

- If cavities of Pileated Woodpecker are identified on the site, avoid disturbance to these features. Note that they are specifically protected under the MBCA. They should be registered into the nest registry with Environment Canada. None have been identified in the study area to date.
- Retain areas where old-growth forest attributes are developing. These areas are limited on the landscape and are valuable to a range of wildlife. The promontory on the east side of the island (Figure 8) should be retained to protect these developing habitat characteristics.
- Retain habitat connectivity across the island in order to maintain current wildlife movements. This would be best achieved by leaving the area south of the water treatment plant facility as a reserve zone. This will also provide protection (via a windfirm vegetation buffer) from strong southeast winds common in the Ucluelet Inlet during winter storms.
- Conduct call playback surveys for Western Screech-owl and Northern Pygmy owl within the forested habitats of the study area to help determine presence/absence. Call playback surveys are best conducted during calm, dry nights in the early spring season (February - March).
- Avoid disturbance, through appropriate buffering, of steep slopes and, in particular, where vertical and overhanging cliffs occur. Geotechnical assessment to determine appropriate setbacks from these areas will likely be required.
- Avoid disturbance, through appropriate buffering, of the marine setback DPA area. These areas should be retained to provide habitat connectivity for wildlife, protection of foreshore areas, slope and soil protection and buffering of upland areas from marine influence (storms).
- Permitting under the provincial *Water Sustainability Act* may be required for works in or around the watercourse. Specific permitting may also be required through the District of Ucluelet's Development Permit process, though the watercourse likely does not meet the criteria of "fish supportive habitat" per the OCP.
- Tree and vegetation clearing should be avoided during the breeding bird season (March 26 to August 9). If it is unavoidable, a pre-clearing nesting bird survey must be conducted by a qualified professional to assess compliance with the *Migratory Bird Convention Act* and the provincial *Wildlife Act*.

## 7 Closure

In general, the low-gradient (<30 degrees), pole-sapling and young forest age class areas of the study area to the north of the water treatment plant can likely be developed in a manner that minimizes potential adverse effects to the environment. A detailed proposed design should be developed that incorporates the recommendations herein. Then, an environmental effects assessment can be conducted and specific mitigation developed to reduce the risk of environmental harm.

We trust that the above meets your current requirements. Should you have any questions or concerns, please don't hesitate to contact the undersigned.

Yours truly,

### REDD FISH RESTORATION SOCIETY

Prepared by:



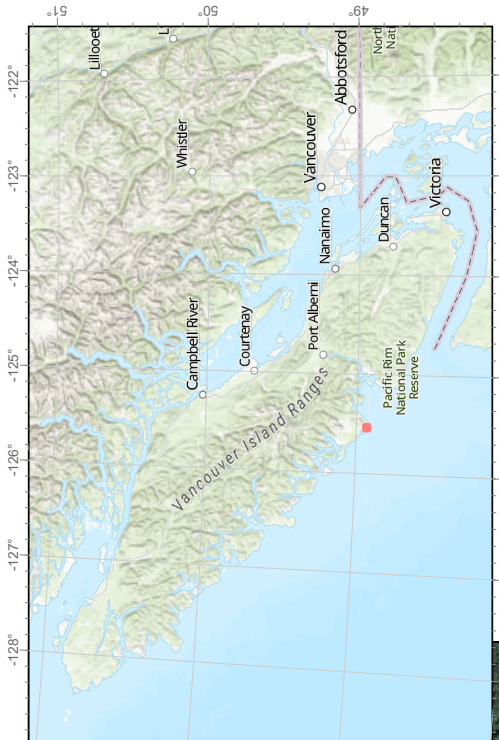
Kim Poupard, R.P Bio  
Senior Biologist

Reviewed by:








A handwritten signature in black ink, appearing to read "Chris Dolphin".

Chris Dolphin  
Environmental Monitoring Manager





**FIGURE 4: SITE OVERVIEW**

	<b>Study Area</b>
	<b>Terrestrial Development Permit Area: Mature Forest (DPA V)</b>
	<b>Marine Shoreline Development Permit Area (DPA VII) - 30m</b>
	<b>Steep Slopes</b>
	<b>Hitacu First Nation Community</b>
	<b>Wetland</b>
	<b>Watercourse</b>

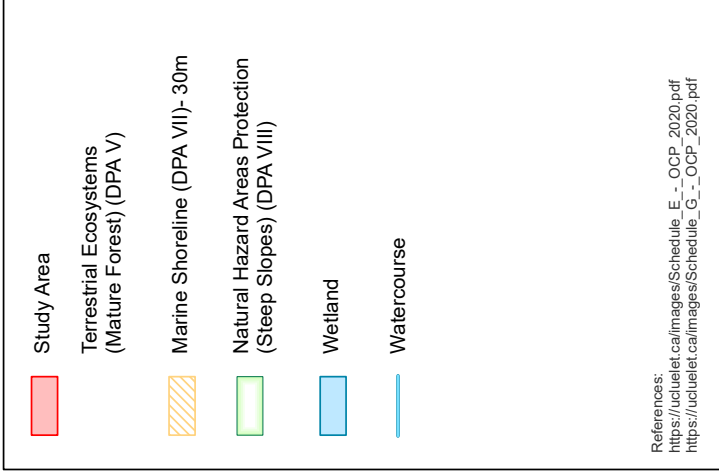
References:  
<https://ucluelet.ca/community/planning-building-bylaw/development-applications/development-permits>  
[https://ucluelet.ca/images/Schedule\\_G\\_-\\_OCP\\_2020.pdf](https://ucluelet.ca/images/Schedule_G_-_OCP_2020.pdf)  
[https://ucluelet.ca/images/Schedule\\_E\\_-\\_OCP\\_2020.pdf](https://ucluelet.ca/images/Schedule_E_-_OCP_2020.pdf)

Created by: CP      Date Created: November 2023  
 Spatial Reference: NAD 83 UTM Zone 10N





**FIGURE 5:**  
**Development Permit Areas**



References:  
[https://ucdavis.edu/images/Schedule\\_E\\_-\\_OCP\\_2020.pdf](https://ucdavis.edu/images/Schedule_E_-_OCP_2020.pdf)  
[https://ucdavis.edu/images/Schedule\\_G\\_-\\_OCP\\_2020.pdf](https://ucdavis.edu/images/Schedule_G_-_OCP_2020.pdf)

Created by: CP  
Date Created: November 2023  
Spatial Reference: NAD 83 UTM Zone 10N

N

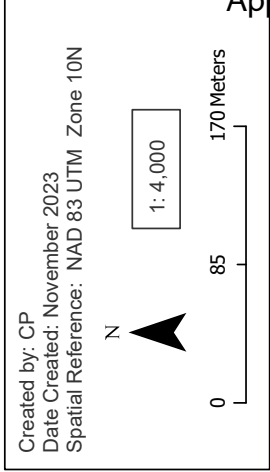
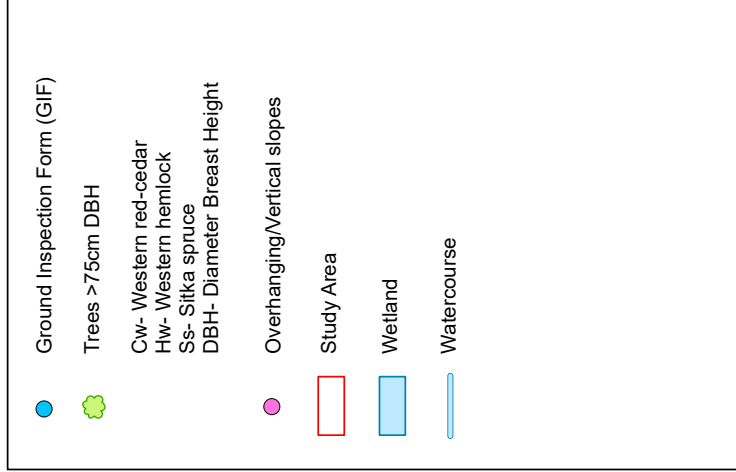
1: 4,000

0 95 190 Meters



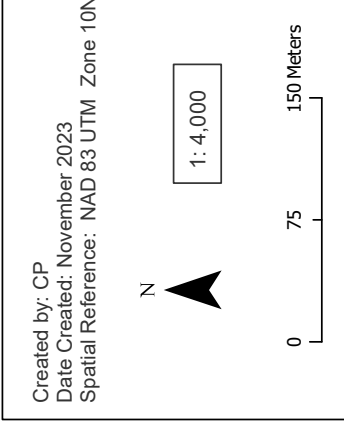
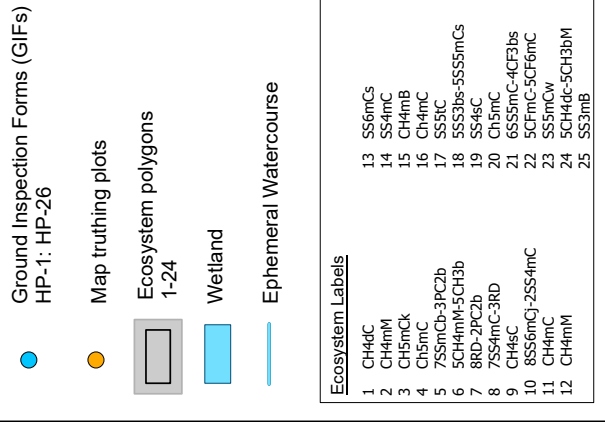


**FIGURE 6:  
VEGETATION AND  
ECOSYSTEMS**











**FIGURE 7:  
ECOSYSTEM MAPPING**





**FIGURE 8: WILDLIFE AND PROPOSED RETENTION AREAS**

-  Wildlife Trees
-  Wildlife Trails
-  Study Area
-  Proposed Retention Areas
-  Wetland
-  Watercourse

Created by: CP  
Date Created: November 2023  
Spatial Reference: NAD 83 UTM Zone 10N



1: 4,000

0 75 150 Meters



## 8 References

- B.C. CDC (Conservation Data Centre). 1994a. Species Summary: *Melanitta perspicillata*. B.C. Minist. of Environment. Available: <https://a100.gov.bc.ca/pub/eswp/> (accessed Oct 11, 2023).
- B.C. Conservation Data Centre. 1994b. Species Summary: *Hirundo rustica*. B.C. Minist. of Environment. Available: <https://a100.gov.bc.ca/pub/eswp/> (accessed Oct 11, 2023).
- B.C. Conservation Data Centre. 1995. Species Summary: *Coccythraustes vespertinus*. B.C. Minist. of Environment. Available: <https://a100.gov.bc.ca/pub/eswp/> (accessed Dec. 28, 2020).
- B.C. Conservation Data Centre. 2000. Species Summary: *Patagioenas fasciata*. B.C. Minist. of Environment. Available: <https://a100.gov.bc.ca/pub/eswp/> (accessed Sep 27, 2023).
- B.C. Conservation Data Centre. 2005. Conservation Status Report: *Accipiter gentilis laingi*. B.C. Minist. of Environment. Available: <https://a100.gov.bc.ca/pub/eswp/> (accessed Oct 3, 2023).
- B.C. Conservation Data Centre. 2009. Species Summary: *Chordeiles minor*. B.C. Minist. of Environment. Available: <https://a100.gov.bc.ca/pub/eswp/> (accessed Oct 12, 2023).
- B.C. Conservation Data Centre. 2014a. Species Summary: *Corynorhinus townsendii*. B.C. Minist. of Environment. Available: <https://a100.gov.bc.ca/pub/eswp/> (accessed Dec. 28, 2022).
- B.C. Conservation Data Centre. 2014b. Conservation Status Report: *Mustela richardsonii anguinae*. B.C. Minist. of Environment. Available: <https://a100.gov.bc.ca/pub/eswp/> (accessed Oct 12, 2023).
- B.C. Conservation Data Centre. 2015a. Species Summary: *Myotis lucifugus*. B.C. Minist. of Environment. Available: <https://a100.gov.bc.ca/pub/eswp/> (accessed Oct 12, 2023).
- B.C. Conservation Data Centre. 2015b. Species Summary: *Myotis yumanensis*. B.C. Minist. of Environment. Available: <https://a100.gov.bc.ca/pub/eswp/> (accessed Oct 12, 2023).
- B.C. Conservation Data Centre. 2022. Conservation Status Report: *Ardea herodias fannini*. B.C. Minist. of Environment. Available: <https://a100.gov.bc.ca/pub/eswp/> (accessed Dec 8, 2022).
- B.C. Conservation Data Centre. 2023a. Species Summary: *Psilocarphus elatior*. B.C. Minist. of Environment. Available: <https://a100.gov.bc.ca/pub/eswp/> (accessed Oct 16, 2023).
- B.C. Conservation Data Centre. 2023b. Species Summary: *Lasthenia maritima*. B.C. Minist. of Environment. Available: <https://a100.gov.bc.ca/pub/eswp/> (accessed Oct 16, 2023).
- Davidson, P.J.A. 2015. Band-tailed Pigeon in Davidson, P.J.A., R.J. Cannings, A.R. Couturier, D. Lepage, and C.M. Di Corrado (eds.). *The Atlas of the Breeding Birds of British Columbia, 2008-2012*. Bird Studies Canada. Delta, B.C. Available at: <http://www.birdatlas.bc.ca/accounts/speciesaccount.jsp?sp=BTPI&lang=en> [03 Oct 2023]



- District of Ucluelet. 2020. Official Community Plan (Bylaw No. 1306). Available online at: [https://ucluelet.ca/images/OCP\\_Bylaw\\_1306.pdf](https://ucluelet.ca/images/OCP_Bylaw_1306.pdf) (Accessed Oct. 13, 2022).
- eBird. 2023. Online public database supported by the Cornell Lab of Ornithology. Available online at: <https://ebird.org/home> (accessed Oct., 2023)
- Environment Canada. 2014. Recovery Strategy for the Marbled Murrelet (*Brachyramphus marmoratus*) in Canada. Species at Risk Act Recovery Strategy Series. Environment Canada, Ottawa. v + 49 pp
- Gill, R. E., B. J. McCaffery, and P. S. Tomkovich (2020). Wandering Tattler (*Tringa incana*), version 1.0. In Birds of the World (A. F. Poole and F. B. Gill, Editors). Cornell Lab of Ornithology, Ithaca, NY,
- Government of Canada. (2015). Canadian Climate Normals 1981 – 2010. Available at [http://climate.weather.gc.ca/climate\\_normals/index\\_e.html](http://climate.weather.gc.ca/climate_normals/index_e.html). Accessed September 6, 2023.
- Holt, D. W. and J. L. Petersen (2020). Northern Pygmy-Owl (*Glaucidium gnoma*), version 1.0. In Birds of the World (A. F. Poole and F. B. Gill, Editors). Cornell Lab of Ornithology, Ithaca, NY, USA. <https://doi.org/10.2173/bow.nopowl.01>
- Klinkenberg, Brian. (Editor) 2020. E-Flora BC: Electronic Atlas of the Plants of British Columbia [eflora.bc.ca]. Lab for Advanced Spatial Analysis, Department of Geography, University of British Columbia, Vancouver. [Accessed: 2023-10-11]
- Klinkenberg, Brian. (Editor) 2021. E-Fauna BC: Electronic Atlas of the Fauna of British Columbia [efauna.bc.ca]. Lab for Advanced Spatial Analysis, Department of Geography, University of British Columbia, Vancouver. [Accessed: 2023-10-12]
- Kostka, S., and K. McAllister. 2005. Purple Martin (*Progne subis*). In Birds of Washington: Status and Distribution (T. R. Wahl, B. Tweit and S. G. Mlodinow, Editors), Oregon State University Press, Corvallis, OR, USA. pp. 269–270
- MoF (BC Ministry of Forests). 1994. A Field Guide for Site Identification and Interpretation for the Vancouver Forest Region. Land management handbook 28. Crown Publications, Victoria, BC.
- Muller, J.E. 1977. Geological Association of Canada Joint Annual Meeting, 1977: Vancouver, BC: Field Trip 7 Guidebook. Available online: [https://www.gac-cs.ca/publications/FT\\_Geology\\_of\\_Vancouver\\_Island.pdf](https://www.gac-cs.ca/publications/FT_Geology_of_Vancouver_Island.pdf) (accessed September 16, 2023)
- Young, M. A. and C. S. Adkisson (2020). Pine Grosbeak (*Pinicola enucleator*), version 2.0. In Birds of the World (P. G. Rodewald, B. K. Keeney, and S. M. Billerman, Editors). Cornell Lab of Ornithology, Ithaca, NY, USA. <https://doi.org/10.2173/bow.pingro.02>

**APPENDIX A:**

**BC ECOSYSTEMS EXPLORER RESULTS AND LIKELIHOOD OF  
OCCURRENCE ANALYSIS FOR WILDLIFE**



Table A1. BC Ecosystems Explorer Query Results for Wildlife and Likelihood of Occurrence Analysis Results

Class	English Name	Scientific Name	BC List	SARA Schedule	SARA Status	Likelihood of Occurrence	Rationale
amphibians	Coastal Tailed Frog	<i>Ascaphus truei</i>	Yellow	1	Special Concern	Nil	2
amphibians	Northern Red-legged Frog	<i>Rana aurora</i>	Blue	1	Special Concern	Moderate	-
amphibians	Wandering Salamander	<i>Aneides vagrans</i>	Blue	1	Special Concern	Moderate	-
amphibians	Western Toad	<i>Anaxyrus boreas</i>	Yellow	1	Special Concern	Moderate	-
birds	American Avocet	<i>Recurvirostra americana</i>	Blue	-	-	Low	1
birds	American Bittern	<i>Botaurus lentiginosus</i>	Blue	-	-	Low	1
birds	American Golden-Plover	<i>Pluvialis dominica</i>	Blue	-	-	Low	3
birds	American White Pelican	<i>Pelecanus erythrorhynchos</i>	Red	-	-	Low	1
birds	Ancient Murrelet	<i>Synthliboramphus antiquus</i>	Blue	1	Special Concern	Low	2
birds	Band-tailed Pigeon	<i>Patagioenas fasciata</i>	Blue	1	Special Concern	High	-
birds	Barn Owl	<i>Tyto alba</i>	Blue	1	Threatened	Low	1, 2
birds	Barn Swallow	<i>Hirundo rustica</i>	Yellow	1	Threatened	High	-
birds	Bay-breasted Warbler	<i>Setophaga castanea</i>	Red	-	-	Low	1
birds	Black Scoter	<i>Melanitta americana</i>	Blue	-	-	Low	2
birds	Black Swift	<i>Cypseloides niger</i>	Blue	1	Endangered	Low	1
birds	Black-crowned Night-heron	<i>Nycticorax nycticorax</i>	Red	-	-	Low	2
birds	Black-throated Green Warbler	<i>Setophaga virens</i>	Blue	-	-	Low	1
birds	Bobolink	<i>Dolichonyx oryzivorus</i>	Red	1	Threatened	Low	1
birds	Brandt's Cormorant	<i>Urile penicillatus</i>	Red	-	-	Moderate	-
birds	Brant	<i>Branta bernicla</i>	Blue	-	-	Low	2
birds	California Gull	<i>Larus californicus</i>	Red	-	-	High	-
birds	Canada Warbler	<i>Cardellina canadensis</i>	Blue	1	Threatened	Low	1
birds	Caspian Tern	<i>Hydroprogne caspia</i>	Blue	-	-	Moderate	-
birds	Cassin's Auklet	<i>Ptychoramphus aleuticus</i>	Red	1	Special Concern	High	-
birds	Common Murre	<i>Uria aalge</i>	Red	-	-	High	-
birds	Common Nighthawk	<i>Chordeiles minor</i>	Blue	1	Special Concern	High	-
birds	Connecticut Warbler	<i>Oporornis agilis</i>	Blue	-	-	Low	1

## Baseline Assessment: Hyphocus Island

November 20, 2023

birds	Double-crested Cormorant	<i>Nannopterum auritum</i>	Blue	-	-	High	-
birds	Evening Grosbeak	<i>Coccothraustes vespertinus</i>	Yellow	1	Special Concern	High	-
birds	Forster's Tern	<i>Sterna forsteri</i>	Red	-	-	Low	1
birds	Great Blue Heron, <i>fannini</i> subspecies	<i>Ardea herodias fannini</i>	Blue	1	Special Concern	Confirmed	-
birds	Green Heron	<i>Butorides virescens</i>	Blue	-	-	Low	2
birds	Gyrfalcon	<i>Falco rusticolus</i>	Blue	-	-	Low	2
birds	Horned Lark, <i>strigata</i> subspecies	<i>Eremophila alpestris strigata</i>	Red	1	Endangered	Low	1, 2
birds	Horned Puffin	<i>Fratercula corniculata</i>	Red	-	-	Low	1
birds	Hudsonian Godwit	<i>Limosa haemastica</i>	Red	-	-	Low	1
birds	Lark Sparrow	<i>Chondestes grammacus</i>	Blue	-	-	Low	1
birds	Lewis's Woodpecker	<i>Melanerpes lewis</i>	Blue	1	Threatened	Low	1
birds	Long-billed Curlew	<i>Numenius americanus</i>	Yellow	1	Special Concern	Low	1
birds	Marbled Murrelet	<i>Brachyramphus marmoratus</i>	Blue	1	Threatened	Moderate	2
birds	Northern Fulmar	<i>Fulmarus glacialis</i>	Red	-	-	Low	2
birds	Northern Goshawk, <i>laingi</i> subspecies	<i>Accipiter gentilis laingi</i>	Red	1	Threatened	Moderate	2
birds	Northern Pygmy-owl, <i>swarthi</i> subspecies	<i>Glaucidium gnoma swarthi</i>	Blue	-	-	High	-
birds	Olive-sided Flycatcher	<i>Contopus cooperi</i>	Yellow	1	Special Concern	High	-
birds	Peregrine Falcon	<i>Falco peregrinus</i>	No Status	1	Special Concern	Low	-
birds	Peregrine Falcon, <i>anatum</i> subspecies	<i>Falco peregrinus anatum</i>	Red	-	-	Low	1
birds	Peregrine Falcon, <i>pealei</i> subspecies	<i>Falco peregrinus pealei</i>	Blue	1	Special Concern	Low	2
birds	Pine Grosbeak, <i>carlottae</i> subspecies	<i>Pinicola enudeator carlottae</i>	Blue	-	-	Moderate	-
birds	Prairie Falcon	<i>Falco mexicanus</i>	Red	-	-	Low	2
birds	Purple Martin	<i>Progne subis</i>	Blue	-	-	Moderate	-
birds	Red Knot	<i>Calidris canutus</i>	Blue	1	Threatened	Low	2
birds	Red-necked Phalarope	<i>Phalaropus lobatus</i>	Blue	1	Special Concern	Low	2
birds	Rough-legged Hawk	<i>Buteo lagopus</i>	Blue	-	-	Low	3
birds	Rusty Blackbird	<i>Euphagus carolinus</i>	Blue	1	Special Concern	Low	1

## Baseline Assessment: Hyphocus Island

November 20, 2023

birds	Sage Thrasher	<i>Oreoscoptes montanus</i>	Red	1	Endangered	Low	1, 2
birds	Short-billed Dowitcher	<i>Limnodromus griseus</i>	Blue	-	-	Low	3
birds	Short-eared Owl	<i>Asio flammeus</i>	Blue	1	Special Concern	Low	1, 2
birds	Smith's Longspur	<i>Calcarius pictus</i>	Blue	-	-	Low	1, 2
birds	Surf Scoter	<i>Melanitta perspicillata</i>	Blue	-	-	High	-
birds	Thick-billed Murre	<i>Uria lomvia</i>	Red	-	-	Low	1
birds	Tufted Puffin	<i>Fratercula cirrhata</i>	Blue	-	-	Low	2
birds	Upland Sandpiper	<i>Bartramia longicauda</i>	Red	-	-	Low	1, 2
birds	Wandering Tattler	<i>Tringa incana</i>	Blue	-	-	High	-
birds	Western Grebe	<i>Aechmophorus occidentalis</i>	Red	1	Special Concern	High	-
birds	Western Screech-Owl	<i>Megascops kennicottii</i>	No Status	1	Threatened	Moderate	-
birds	Western Screech-Owl, <i>kennicottii</i> subspecies	<i>Megascops kennicottii kennicottii</i>	Blue	1	Threatened	Moderate	-
birds	Yellow-billed Cuckoo	<i>Coccyzus americanus</i>	Red	-	-	Low	1, 2
birds	Yellow-breasted Chat	<i>Icteria virens</i>	Red	1	Endangered	Low	1, 2
bivalves	Long Fingernailclam	<i>Musculium transversum</i>	Blue	-	-	Nil	2
bivalves	Striated Fingernailclam	<i>Sphaerium striatinum</i>	Blue	-	-	Nil	2
bivalves	Swamp Fingernailclam	<i>Musculium partumeium</i>	Blue	-	-	Nil	2
gastropods	Blue-grey Taildropper	<i>Prophysaon coeruleum</i>	Blue	1	Threatened	Low	2
gastropods	Broadwhorl Tightcoil	<i>Pristiloma johnsoni</i>	Blue	-	-	n/a	4
gastropods	Dromedary Jumping-slug	<i>Hemphillia dromedarius</i>	Red	1	Threatened	Low	2
gastropods	Evening Fieldslug	<i>Deroceras hesperium</i>	Red	-	-	n/a	4
gastropods	Haida Gwaii Slug	<i>Staalaa gwaii</i>	Red	1	Special Concern	Low	1
gastropods	Meadow Rams-horn	<i>Planorbula campestris</i>	Blue	-	-	Nil	2
gastropods	Northern Abalone	<i>Haliotis kamtschatkana</i>	Red	1	Endangered	Nil	2
gastropods	Oregon Forestsnail	<i>Allogona townsendiana</i>	Red	1	Endangered	Low	1
gastropods	Prairie Fossaria	<i>Galba bulimoides</i>	Blue	-	-	n/a	4
gastropods	Puget Oregonian	<i>Cryptomastix devia</i>	Red	1	Extirpated	Low	2
gastropods	Rocky Mountain Physa	<i>Physella propinqua</i>	Blue	-	-	Nil	2
gastropods	Sunset Physa	<i>Physella virginea</i>	Blue	-	-	Nil	2
gastropods	Threaded Vertigo	<i>Nearctula sp. 1</i>	Blue	1	Special Concern	n/a	4

## Baseline Assessment: Hyphocus Island

November 20, 2023

gastropods	Warty Jumping-slug	<i>Hemphillia glandulosa</i>	Red	1	Special Concern	High	-
gastropods	Western Thorn	<i>Carychium occidentale</i>	Blue	-	-	Low	2
gastropods	Wrinkled Marshsnail	<i>Stagnicola caperata</i>	Blue	-	-	Nil	2
insects	Alkali Bluet	<i>Enallagma clausum</i>	Blue	-	-	Low	1, 2
insects	Audouin's Night-stalking Tiger Beetle	<i>Omus audouini</i>	Red	1	Threatened	n/a	4
insects	Autumn Meadowhawk	<i>Sympetrum vicinum</i>	Blue	-	-	Low	1
insects	Black Petaltail	<i>Tanypteryx hageni</i>	Blue	-	-	Nil	1, 2
insects	Blue Dasher	<i>Pachydiplax longipennis</i>	Blue	-	-	Nil	
insects	Boisduval's Blue, <i>blackmorei</i> subspecies	<i>Icaricia icarioides blackmorei</i>	Blue	-	-	Low	2
insects	Clodius Parnassian, <i>claudianus</i> subspecies	<i>Parnassius clodius claudianus</i>	Blue	-	-	Low	2
insects	Common Ringlet, <i>insulana</i> subspecies	<i>Coenonympha californica insulana</i>	Red	-	-	Moderate	-
insects	Common Wood-nymph, <i>incana</i> subspecies	<i>Cercyonis pegala incana</i>	Red	-	-	High	-
insects	Dun Skipper	<i>Euphyes vestris</i>	Blue	1	Threatened	Low	1, 2
insects	Edith's Checkerspot, <i>taylori</i> subspecies	<i>Euphydryas editha taylori</i>	Red	1	Endangered	Low	2
insects	Edwards' Beach Moth	<i>Anarta edwardsii</i>	Red	1	Endangered	Low	2
insects	Greenish Blue, <i>insulana</i> subspecies	<i>Icaricia soepiolus insulana</i>	Red	1	Endangered	Low	2
insects	Johnson's Hairstreak	<i>Callophrys johnsoni</i>	Red	-	-	Low	1
insects	Large Marble, <i>insulana</i> subspecies	<i>Euchloe ausonides insulana</i>	Red	1	Extirpated	Low	2
insects	Monarch	<i>Danaus plexippus</i>	Red	1	Special Concern	Low	2
insects	Moss' Eflin, <i>moissi</i> subspecies	<i>Callophrys moissi moissi</i>	Red	-	-	Low	1, 2
insects	Propertius Duskywing	<i>Erynnis propertius</i>	Red	-	-	Low	1, 2
insects	Rocky Mountain Parnassian, <i>olympiannus</i> subspecies	<i>Parnassius smintheus olympiannus</i>	Blue	-	-	Low	1, 2
insects	Silver-spotted Skipper, <i>californicus</i> subspecies	<i>Epagyreus clarus californicus</i>	Red	-	-	Low	1
insects	Sinuuous Snaketail	<i>Ophiogomphus occidentis</i>	Blue	-	-	Low	2



November 20, 2023

Baseline Assessment: Hyphocus Island

insects	Western Branded Skipper, <i>oregonia</i> subspecies	<i>Hesperia colorada oregonia</i>	Red	1	Endangered	Low	1, 2
insects	Western Pine Elf, <i>sheltonensis</i> subspecies	<i>Callophrys eryphon sheltonensis</i>	Blue	-	-	Low	1, 2
insects	Western Pondhawk	<i>Erythemis collocata</i>	Blue	-	-	Nil	2
insects	Zerene Fritillary, <i>bremnerii</i> subspecies	<i>Speyeria zerene bremnerii</i>	Red	-	-	Low	2
Lampreys	Cowichan Lake Lamprey	<i>Entosphenus macrostomus</i>	Red	1	Threatened	Nil	1, 2
Lampreys	Western Brook Lamprey (Morrison Creek Population)	<i>Lampetra richardsoni</i> pop. 1	Red	1	Endangered	Nil	1, 2
malacostracans	Quatsino Cave Amphipod	<i>Stygobromus quatsinensis</i>	Blue	-	-	Nil	1, 2
mammals	Ermine, <i>anguinae</i> subspecies	<i>Mustela richardsonii anguinae</i>	Blue	-	-	Moderate	-
mammals	Fisher	<i>Pekania pennanti</i>	No Status	-	-	Low	2
mammals	Grizzly Bear	<i>Ursus arctos</i>	Blue	1	Special Concern	Low	2
mammals	Hoary Bat	<i>Lasiurus cinereus</i>	Blue	-	-	Moderate	-
mammals	Little Brown Myotis	<i>Myotis lucifugus</i>	Blue	1	Endangered	High	-
mammals	Mountain Goat	<i>Oreamnos americanus</i>	Blue	-	-	Nil	1, 2
mammals	Roosevelt Elk	<i>Cervus elaphus roosevelti</i>	Blue	-	-	Low	1
mammals	Steller Sea Lion	<i>Eumetopias jubatus</i>	Blue	1	Special Concern	Moderate	2
mammals	Townsend's Big-eared Bat	<i>Corynorhinus townsendii</i>	Blue	-	-	High	-
mammals	Townsend's Vole, <i>cowani</i> subspecies	<i>Microtus townsendii cowani</i>	Red	-	-	Low	1, 2
mammals	Western Water Shrew, <i>brooksi</i> subspecies	<i>Sorex navigator brooksi</i>	Blue	-	-	Low	2
mammals	Wolverine	<i>Gulo gulo</i>	No Status	1	Special Concern	Low	2
mammals	Wolverine, <i>luscus</i> subspecies	<i>Gulo gulo luscus</i>	Blue	1	Special Concern	Low	2
mammals	Wolverine, <i>vancouverensis</i> subspecies	<i>Gulo gulo vancouverensis</i>	Red	1	Special Concern	Low	2
mammals	Yuma Myotis	<i>Myotis yumanensis</i>	Blue	-	-	Moderate	-
ray-finned fishes	Bull Trout	<i>Salvelinus confluentus</i>	Blue	-	-	Nil	2
ray-finned fishes	Cutthroat Trout, <i>clarkii</i> subspecies	<i>Oncorhynchus clarkii clarkii</i>	Blue	-	-	Nil	2

ray-finned fishes	Eulachon	<i>Thaleichthys pacificus</i>	Blue	-	-	Nil	2
ray-finned fishes	Inconnu	<i>Stenodus leucichthys</i>	Blue	-	-	Nil	2
ray-finned fishes	Misty Lake "Lake" Stickleback	<i>Gasterosteus sp. 18</i>	Red	1	Endangered	Nil	2
ray-finned fishes	Misty Lake "Stream" Stickleback	<i>Gasterosteus sp. 19</i>	Red	1	Endangered	Nil	2
reptiles	Common Sharp-tailed Snake	<i>Contia tenuis</i>	Red	1	Endangered	Low	1, 2
reptiles	Gophersnake	<i>Pituophis catenifer</i>	No Status	1	Extirpated	Low	1, 2
reptiles	Gophersnake, <i>catenifer</i> subspecies	<i>Pituophis catenifer catenifer</i>	Red	1	Extirpated	Low	1, 2
turtles	Leatherback Sea Turtle	<i>Dermochelys coriacea</i>	Red	1	Endangered	Nil	2
turtles	Painted Turtle	<i>Chrysemys picta</i>	No Status	1	Threatened	Nil	2
turtles	Painted Turtle - Pacific Coast Population	<i>Chrysemys picta</i> pop. 1	Red	1	Threatened	Nil	2
<p><b>Search Criteria: Wildlife AND Municipalities: Ucluelet AND BGC Zone, Subzone, Variant, Phase: CWHVh1</b></p> <p><b>Notes:</b></p> <p><b>SARA = Species At Risk Act</b></p> <p><b>Rationale = 1. Outside known range for the species; 2. Suitable habitat not present in the study area; 3. Species presence in the study area limited to migration; 3. Insufficient information to make a determination.</b></p>							

Table A2. BC Ecosystems Explorer Query Results for Vegetation.

Name Category	Class (English)	English Name	Scientific Name	BC List	SARA Schedule	SARA Status	Habitat Requisites <sup>1</sup>
Bryophyte	-	Acuteleaf small limestone moss	<i>Seligeria acutifolia</i>	Red	1	Endangered	Limestone cliffs
Bryophyte	-	Rigid apple moss	<i>Bartramia aprica</i>	Red	1	Endangered	Dry cliffs, grassy areas, Garry oak savannah
Bryophyte	-	Roell's brotherella	<i>Brotherella roellii</i>	Red	1	Endangered	Rotten logs under mixed deciduous or conifer forest
Lichen	-	Considerable gingerbread	<i>Pannaria rubiginosa</i>	Red	-	-	Insufficient information
Lichen	-	Felted elf	<i>Leioderma solediatum</i>	Blue	-	-	Insufficient information
Lichen	-	Midlife vinyl	<i>Scytium californicum</i>	Blue	-	-	Insufficient information
Lichen	-	Oldgrowth specklebelly	<i>Pseudocyphellaria rainierensis</i>	Blue	1	Special Concern	Old-growth forest
Lichen	-	Pacific pretzel	<i>Bryocaulon pseudosatoanum</i>	Blue	-	-	Insufficient information
Lichen	-	Quilted stippleback	<i>Dermatocarpon intestiniforme</i>	Blue	-	-	Insufficient information
Lichen	-	Seaside centipede	<i>Heterodermia sitchensis</i>	Red	1	Endangered	Sheltered nitrogen-enriched twigs in the lower canopy of old Sitka spruce trees in wet, maritime coastal forests
Lichen	-	Snuff ruffle	<i>Parmotrema crinitum</i>	Blue	-	-	Insufficient information
Lichen	-	Vole felt	<i>Erioderma solediatum</i>	Blue	-	-	On twigs and branches of shore pine, Sitka spruce, and ericaceous shrubs, particularly on sand dunes.
Vascular Plant	dicots	American glehnia	<i>Glehnia littoralis</i> ssp. <i>leiocarpa</i>	Blue	-	-	beach
Vascular Plant	dicots	Angled bittercress	<i>Cardamine angulata</i>	Blue	-	-	Wet forest, riparian
Vascular Plant	dicots	Beach bindweed	<i>Calystegia soldanella</i>	Blue	-	-	Sand dunes
Vascular Plant	dicots	Black knotweed	<i>Polygonum paronychia</i>	Blue	-	-	Beach, sand dunes
Vascular Plant	dicots	California wax-myrtle	<i>Morella californica</i>	Blue	-	-	Grassland, shrub
Vascular Plant	dicots	Estuarine paintbrush	<i>Castilleja ambigua</i> var. <i>ambigua</i>	Blue	-	-	Grassland, Garry oak marine meadows, estuary
Vascular Plant	dicots	Fischer's chickweed	<i>Cerastium fischerianum</i>	Blue	-	-	Grassland, meadow, riparian
Vascular Plant	dicots	Haida Gwaii avens	<i>Geum schofieldii</i>	Blue	-	-	Rock, cliff, detections north island
Vascular Plant	dicots	Hairy goldfields	<i>Lasthenia maritima</i>	Blue	-	-	Rock, cliff, sparsely vegetated
Vascular Plant	dicots	Pink sand-verbena	<i>Abronia umbellata</i> var. <i>breviflora</i>	Red	1	Endangered	Beach, sand dunes

Vascular Plant	dicots	Redwood sorrel	<i>Oxalis oregana</i>	Blue	-	-	Conifer forest, moist, old forest
Vascular Plant	dicots	Silky beach pea	<i>Lathyrus littoralis</i>	Red	1	Threatened	Beach, sand dunes
Vascular Plant	dicots	Three-forked mugwort	<i>Artemisia furcata</i>	Blue	-	-	Alpine, sparsely vegetated rock, talus
Vascular Plant	dicots	Tooth-leaved monkey-flower	<i>Erythranthe dentata</i>	Blue	-	-	Riparian forest
Vascular Plant	monocots	Hibberson's trillium	<i>Trillium hibbersonii</i>	Blue	-	-	Rock, sparsely vegetated, cliff
Vascular Plant	monocots	River bulrush	<i>Bolboschoenus fluviatilis</i>	Blue	-	-	Riparian, wetland, marsh
Vascular Plant	monocots	Smith's fairybells	<i>Prosartes smithii</i>	Blue	-	-	Conifer forest, mixed forest, moist/wet
Vascular Plant	monocots	White glacier lily	<i>Erythronium montanum</i>	Blue	-	-	Moist meadows and open forests in the montane and subalpine zone
<p><b>Search Criteria: Plants AND Municipalities: Ucluelet AND BGC Zone, Subzone, Variant, Phase: CWHVh1</b></p> <p><b>Notes:</b></p> <p><b>SARA – Species at Risk Act</b></p> <p>1. Habitat information was obtained from the BC Conservation Data Center Species Summaries (2023).</p>							



**Table A3. BC Ecosystems Explorer Query Results for Ecosystems.**

English Name	Scientific Name	Ecosystem Group	BC List
dune bluegrass Herbaceous Vegetation	<i>Poa macrantha</i> Herbaceous Vegetation	Terrestrial Realm - Beach Group (B): Beachland Class (Bb)	Red
dune wildrye - beach pea	<i>Leymus mollis</i> ssp. <i>mollis</i> - <i>Lathyrus japonicus</i>	Terrestrial Realm - Beach Group (B): Beachland Class (Bb)	Red
large-headed sedge Herbaceous Vegetation	<i>Carex macrocephala</i> Herbaceous Vegetation	Terrestrial Realm - Beach Group (B): Beachland Class (Bb)	Red
red alder / salmonberry / common horsetail	<i>Alnus rubra</i> / <i>Rubus spectabilis</i> / <i>Equisetum arvense</i>	Terrestrial Realm - Flood Group (F): Low Bench Flood Class (Fl)	Blue
Sitka spruce / false lily-of-the-valley Very Wet Hypermaritime 1	<i>Picea sitchensis</i> / <i>Maianthemum dilatatum</i> Very Wet Hypermaritime 1	Terrestrial Realm - Flood Group (F): Highbench Flood	Red
Sitka spruce / Oregon beaked-moss	<i>Picea sitchensis</i> / <i>Kindbergia oregana</i>	Terrestrial Realm - Forest: Coniferous - dry	Blue
Sitka spruce / Pacific crab apple	<i>Picea sitchensis</i> / <i>Malus fusca</i>	Terrestrial Realm - Forest: Coniferous - moist/wet	Blue
Sitka spruce / Pacific reedgrass	<i>Picea sitchensis</i> / <i>Calamagrostis nutkaensis</i>	Terrestrial Realm - Forest: Coniferous - dry	Blue
Sitka spruce / salal	<i>Picea sitchensis</i> / <i>Gaultheria shallon</i>	Terrestrial Realm - Forest: Coniferous - dry	Blue
Sitka spruce / slough sedge	<i>Picea sitchensis</i> / <i>Carex obnupta</i>	Terrestrial Realm - Forest: Coniferous - moist/wet	Blue
Sitka spruce / sword fern	<i>Picea sitchensis</i> / <i>Polystichum munitum</i>	Terrestrial Realm - Forest: Coniferous - moist/wet	Blue
Sitka spruce / tall trisetum	<i>Picea sitchensis</i> / <i>Trisetum canescens</i>	Terrestrial Realm - Flood Group (F): Middle Bench Flood Class (Fm); Terrestrial Realm - Forest: Coniferous - moist/wet	Red
western hemlock - Sitka spruce / lanky moss	<i>Tsuga heterophylla</i> - <i>Picea sitchensis</i> / <i>Rhytidadelphus loreus</i>	Terrestrial Realm - Forest: Coniferous - mesic	Blue
western redcedar - Sitka spruce / devil's club Very Wet Hypermaritime 1	<i>Thuja plicata</i> - <i>Picea sitchensis</i> / <i>Oplomanax horridus</i> Very Wet Hypermaritime 1	Terrestrial Realm - Forest: Coniferous - moist/wet	Blue
western redcedar - Sitka spruce / skunk cabbage	<i>Thuja plicata</i> - <i>Picea sitchensis</i> / <i>Lysichiton americanus</i>	Terrestrial Realm - Forest: Coniferous - moist/wet; Wetland Realm - Mineral Wetland Group: Swamp Wetland Class (Ws)	Blue
western redcedar - Sitka spruce / sword fern	<i>Thuja plicata</i> - <i>Picea sitchensis</i> / <i>Polystichum munitum</i>	Terrestrial Realm - Forest: Coniferous - dry; Terrestrial Realm - Forest: Coniferous - mesic	Blue
<b>Search Criteria: Ecosystems AND BGC Zone, Subzone, Variant, Phase: CWHvh1</b>			

**APPENDIX B:**  
**SPECIES INVENTORY DATA**

Table B1. Vegetation Inventory Data

Layer	Common Name	Scientific Name	Provincial List	Ground Inspection Form # (presence/percent cover)																	
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	
A	Western redcedar	<i>Thuja plicata</i>	Yellow	-	✓	5	3	5	✓	15	-	-	35	5	5	8	✓	10	15	5	15
A	Red Alder	<i>Alnus rubra</i>	Yellow	-	-	-	-	-	✓	-	-	-	-	-	-	-	✓	5	2	-	-
A	Sitka Spruce	<i>Picea sitchensis</i>	Yellow	-	✓	7	-	-	✓	10	-	-	-	-	15	-	✓	8	5	-	-
A	Western hemlock	<i>Tsuga heterophylla</i>	Yellow	-	-	25	20	65	✓	30	-	10	30	35	10	✓	10	15	15	30	30
A	European mountain-ash	<i>Sorbus aucuparia</i>	Exotic	-	-	-	-	-	-	-	-	-	-	-	-	-	✓	-	-	-	-
A	Cream-flowered cotoneaster	<i>Cotoneaster lacteus</i>	Exotic	-	-	-	-	-	✓	-	-	-	-	-	-	-	-	-	-	-	-
A	Lodgepole pine	<i>Pinus contorta</i>	Yellow	-	-	-	-	-	-	-	-	<1	-	-	-	-	-	-	-	-	-
B	Bebb's willow	<i>Salix bebbiana</i>	Yellow	✓	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
B	Black gooseberry	<i>Ribes lacustre</i>	Yellow	✓	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
B	Black twinberry	<i>Lonicera involucrata</i>	Yellow	-	✓	-	-	-	-	-	-	-	-	5	-	-	-	-	-	-	-
B	California wax-myrtle	<i>Morella californica</i>	Blue	-	-	-	-	1	-	-	-	-	-	-	-	1	✓	-	-	-	-
B	Cascara	<i>Frangula purshiana ssp. purshiana</i>	Yellow	-	✓	1	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-
B	Coastal red elderberry	<i>Sambucus racemosa var. arborescens</i>	Yellow	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	10	-
B	Cutleaf evergreen blackberry	<i>Rubus laciniatus</i>	Exotic	-	-	-	-	-	-	✓	-	-	-	-	-	-	-	-	-	-	-
B	English holly	<i>Ilex aquifolium</i>	Exotic	-	✓	-	-	-	-	-	-	-	-	2	-	-	-	-	-	1	-
B	Evergreen huckleberry	<i>Vaccinium ovatum</i>	Yellow	✓	-	1	2	2	✓	-	-	1	3	5	3	✓	✓	-	20	15	-
B	False-azalea	<i>Menziesia ferruginea</i>	Yellow	-	-	1	<1	-	-	-	-	✓	<1	5	-	1	-	-	-	-	-
B	Himalayan blackberry	<i>Rubus armeniacus</i>	Exotic	-	-	-	-	-	-	✓	-	-	-	-	-	-	-	-	-	45	-
B	Hooker's willow	<i>Salix hookeriana</i>	Yellow	✓	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
B	Nootka rose	<i>Rosa nutkana</i>	Yellow	-	✓	-	-	-	-	-	-	-	-	-	5	-	-	-	-	-	-
B	Red Alder	<i>Alnus rubra</i>	Yellow	-	-	-	-	-	-	-	-	-	-	5	-	-	-	-	10	-	-
B	Red huckleberry	<i>Vaccinium parvifolium</i>	Yellow	✓	-	-	-	-	✓	✓	-	2	5	1	<1	-	-	-	10	10	-
B	Salal	<i>Gaultheria shallon</i>	Yellow	-	-	10	3	2	✓	-	-	2	5	6	5	✓	✓	✓	50	30	-
B	Salmonberry	<i>Rubus spectabilis</i>	Yellow	✓	-	7	2	-	✓	-	-	-	10	2	-	-	✓	-	25	5	-
B	Scotch broom	<i>Cytisus scoparius</i>	Exotic	-	-	-	-	-	-	-	-	✓	-	-	-	-	✓	-	-	-	-
B	European mountain-ash	<i>Sorbus aucuparia</i>	Yellow	-	-	-	-	-	✓	-	-	-	-	-	-	-	-	-	-	-	-
B	Sitka Spruce	<i>Picea sitchensis</i>	Yellow	✓	-	-	-	-	-	-	-	✓	-	-	-	-	-	-	-	-	-

B	Sitka willow	<i>Salix sitchensis</i>	Yellow	✓	-	-	-	-	-	-	-	-	-	-	-	3	-	-	-	-	-	-	-	-	
B	Stink currant	<i>Ribes bracteosum</i>	Yellow	✓	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
B	Thimbleberry	<i>Rubus parviflorus</i>	Yellow	-	✓	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
B	Western hemlock	<i>Tsuga heterophylla</i>	Yellow	-	-	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
B	Western redcedar	<i>Thuja plicata</i>	Yellow	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
B	Western redcedar	<i>Thuja plicata</i>	Yellow	✓	-	-	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
C	American searocket	<i>Cakile edentula ssp. edentula</i>	Exotic	✓	-	-	-	-	-	-	-	-	-	✓	-	-	-	-	-	-	-	-	-	-	-
C	Arrow-leaved groundsel	<i>Senecio triangularis</i>	Yellow	-	✓	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
C	Bracken fern	<i>Pteridium aquilinum</i>	Yellow	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	✓	-	-	-
C	Bull thistle	<i>Cirsium vulgare</i>	Exotic	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
C	Buttercup (species unknown)	<i>Ranunculus sp.</i>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
C	Canada thistle	<i>Cirsium arvense</i>	Exotic	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
C	Cleavers	<i>Galium aparine</i>	Yellow	✓	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
C	Common cattail	<i>Typha latifolia</i>	Yellow	-	✓	-	-	-	-	-	-	-	-	-	✓	-	-	-	-	-	-	-	-	-	-
C	Common eyebright	<i>Euphrasia nemorosa</i>	Exotic	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
C	common foxglove	<i>Digitalis purpurea</i>	Exotic	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
C	Common heather	<i>Calluna vulgaris</i>	Exotic	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
C	Common plantain	<i>Plantago major</i>	Exotic	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
C	Common silverweed	<i>Potentilla anserina ssp. anserina</i>	Exotic	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
C	Cooley's hedge-nettle	<i>Stachys chamissonis</i>	Yellow	-	✓	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
C	Cow-parsnip	<i>Heracleum maximum</i>	Yellow	✓	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
C	Creamy peavine	<i>Lathyrus ochroleucus</i>	Yellow	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
C	Curled dock	<i>Rumex crispus</i>	Exotic	-	✓	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
C	Deer fern	<i>Struthiopteris spicant</i>	Yellow	-	-	-	8	-	-	-	5	20	-	-	-	-	-	-	-	✓	-	✓	-	-	✓
C	Fescue (grass)	<i>Festuca sp.</i>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
C	Large-leaved avens	<i>Geum macrophyllum</i>	Yellow	✓	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
C	Licorice fern	<i>Polypodium glycyrrhiza</i>	Yellow	-	✓	<1	-	-	-	-	<1	<1	-	-	-	-	-	-	-	-	-	-	-	✓	-
C	Oak fern	<i>Gymnocarpium dryopteris</i>	Yellow	-	✓	<1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
C	Orchard grass	<i>Dactylis glomerata</i>	Exotic	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
C	Oxeye daisy	<i>Leucanthemum vulgare</i>	Exotic	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	✓	-	-	-	-
C	Pacific silverweed	<i>Potentilla sp.</i>	Yellow	✓	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-





Table B1. Vegetation Inventory Data (Continued)

Layer	Common Name	Scientific Name	Provincial List	Ground Inspection Form # (presence/percent cover)												
				18	19	20	21	22	23	24	25	26				
A	Western redcedar	<i>Thuja plicata</i>	Yellow	2	10	10	5	-	5	40	25	15	-	-		
A	Red Alder	<i>Alnus rubra</i>	Yellow	25	5	-	-	-	15	-	-	-	-	-		
A	Sitka Spruce	<i>Picea sitchensis</i>	Yellow	-	-	1	-	-	1	2	-	15	-	-		
A	Western hemlock	<i>Tsuga heterophylla</i>	Yellow	-	35	10	25	✓	15	5	-	1	-	-		
A	European mountain-ash	<i>Sorbus aucuparia</i>	Exotic	-	-	-	-	-	-	-	-	-	-	-		
A	Cream-flowered cotoneaster	<i>Cotoneaster lacteus</i>	Exotic	-	-	-	-	-	-	-	-	-	-	-		
A	Lodgepole pine	<i>Pinus contorta</i>	Yellow	-	-	-	-	-	-	-	-	-	-	-		
B	Bebb's willow	<i>Salix bebbiana</i>	Yellow	-	-	-	-	-	-	-	-	-	-	-		
B	Black gooseberry	<i>Ribes lacustre</i>	Yellow	-	-	-	-	-	-	-	-	-	-	-		
B	Black twinberry	<i>Lonicera involucrata</i>	Yellow	-	-	-	-	-	-	-	-	-	-	-		
B	California wax-myrtle	<i>Morella californica</i>	Blue	-	<1	-	-	-	-	-	-	5	2	-		
B	Cascara	<i>Frangula purshiana ssp. purshiana</i>	Yellow	-	-	-	-	-	-	-	-	-	-	-		
B	Coastal red elderberry	<i>Sambucus racemosa var. arborescens</i>	Yellow	-	-	-	-	-	-	-	-	-	-	-		
B	Cuttleaf evergreen blackberry	<i>Rubus laciniatus</i>	Exotic	-	-	-	-	-	-	-	-	-	-	-		
B	English holly	<i>Ilex aquifolium</i>	Exotic	-	-	-	-	-	-	-	-	-	-	-		
B	Evergreen huckleberry	<i>Vaccinium ovatum</i>	Yellow	-	<1	2	✓	5	2	30	-	-	-	-		
B	False-azalea	<i>Menziesia ferruginea</i>	Yellow	-	-	-	-	-	-	-	-	30	-	-		
B	Himalayan blackberry	<i>Rubus armeniacus</i>	Exotic	-	-	-	-	-	-	-	-	-	-	-		
B	Hooker's willow	<i>Salix hookeriana</i>	Yellow	-	-	-	-	-	-	-	-	-	-	-		
B	Nootka rose	<i>Rosa nutkana</i>	Yellow	-	-	-	-	-	-	-	-	-	-	-		
B	Red Alder	<i>Alnus rubra</i>	Yellow	-	-	-	-	-	-	3	-	-	-	-		
B	Red huckleberry	<i>Vaccinium parvifolium</i>	Yellow	-	2	1	✓	-	-	-	-	-	-	-		
B	Salal	<i>Gaultheria shallon</i>	Yellow	-	-	1	✓	-	8	5	30	35	-	-		
B	Salmonberry	<i>Rubus spectabilis</i>	Yellow	-	-	-	✓	-	-	2	-	-	-	-		
B	Scotch broom	<i>Cytisus scoparius</i>	Exotic	5	-	-	-	-	-	-	-	-	-	-		
B	European mountain-ash	<i>Sorbus aucuparia</i>	Yellow	-	-	-	-	-	-	-	-	-	<1	-		
B	Sitka Spruce	<i>Picea sitchensis</i>	Yellow	-	-	-	-	-	-	-	-	-	-	-		

B	Sitka willow	<i>Salix sitchensis</i>	Yellow	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
B	Stink currant	<i>Ribes bracteosum</i>	Yellow	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
B	Thimbleberry	<i>Rubus parviflorus</i>	Yellow	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
B	Western hemlock	<i>Tsuga heterophylla</i>	Yellow	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5
B	Western redcedar	<i>Thuja plicata</i>	Yellow	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
B	Western redcedar	<i>Thuja plicata</i>	Yellow	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
C	American searocket	<i>Cakile edentula ssp. edentula</i>	Exotic	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
C	Arrow-leaved groundsel	<i>Senecio triangularis</i>	Yellow	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
C	Bracken fern	<i>Pteridium aquilinum</i>	Yellow	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2
C	Bull thistle	<i>Cirsium vulgare</i>	Exotic	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
C	Buttercup (species unknown)	<i>Ranunculus sp.</i>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
C	Canada thistle	<i>Cirsium arvense</i>	Exotic	✓	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
C	Cleavers	<i>Galium aparine</i>	Yellow	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
C	Common cattail	<i>Typha latifolia</i>	Yellow	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
C	Common eyebright	<i>Euphrasia nemorosa</i>	Exotic	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
C	Common foxglove	<i>Digitalis purpurea</i>	Exotic	✓	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
C	Common heather	<i>Calluna vulgaris</i>	Exotic	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
C	Common plantain	<i>Plantago major</i>	Exotic	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
C	Common silverweed	<i>Potentilla anserina ssp. anserina</i>	Exotic	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
C	Cooley's hedge-nettle	<i>Stachys chamissonis</i>	Yellow	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
C	Cow-parsnip	<i>Heracleum maximum</i>	Yellow	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
C	Creamy peavine	<i>Lathyrus ochroleucus</i>	Yellow	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
C	Curled dock	<i>Rumex crispus</i>	Exotic	✓	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
C	Deer fern	<i>Struthiopteris spicant</i>	Yellow	-	<1	1	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	1
C	Fescue (grass)	<i>Festuca sp.</i>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
C	Large-leaved avens	<i>Geum macrophyllum</i>	Yellow	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
C	Licorice fern	<i>Polypodium glycyrrhiza</i>	Yellow	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
C	Oak fern	<i>Gymnocarpium dryopteris</i>	Yellow	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
C	Orchard grass	<i>Dactylis glomerata</i>	Exotic	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
C	Oxeye daisy	<i>Leucanthemum vulgare</i>	Exotic	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
C	Pacific silverweed	<i>Potentilla sp.</i>	Yellow	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

C	Pearly everlasting	<i>Anaphalis margaritacea</i>	Yellow	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
C	Red clover	<i>Trifolium pratense</i>	Exotic	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
C	Redtop	<i>Agrostis gigantea</i>	Exotic	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
C	Sedge (species unknown)	<i>Carex sp.</i>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
C	Self-heal	<i>Prunella vulgaris sp. lanceolata</i>	Yellow	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
C	Sitka columbine	<i>Aquilegia formosa var. formosa</i>	Yellow	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
C	Skunk cabbage	<i>Lysichiton americanus</i>	Yellow	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
C	Spiny wood fern	<i>Dryopteris expansa</i>	Yellow	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
C	Streambank butterweed	<i>Packera pseudaura var. pseudaura</i>	Yellow	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
C	Sweet-scented bedstraw	<i>Galium triflorum</i>	Yellow	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
C	Sword-fern	<i>Polystichum munitum</i>	Yellow	-	-	1	✓	✓	✓	-	-	-	-	-	-	-	-	-
C	Twayblade	<i>Neottia sp.</i>	Yellow	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
C	Western maiden-hair fern	<i>Adiantum aleuticum var. aleuticum</i>	Yellow	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
C	Wood horsetail	<i>Equisetum sylvaticum</i>	Yellow	✓	-	-	-	-	-	-	-	-	-	-	-	-	-	-
C	Yellowdevil hawkweed	<i>Pilosella glomerata</i>	Exotic	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
D	Haircap moss	<i>Polytrichum sp.</i>	Yellow	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
D	knight's plume	<i>Ptilium crista-castrensis</i>	Yellow	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
D	Leafy moss	<i>Mnium sp.</i>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
D	Oregon beaked-moss	<i>Kindbergia oregana</i>	Yellow	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
D	Pipecleaner moss	<i>Rhyidiopsis robusta</i>	Yellow	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
D	Reindeer lichen	<i>Cladina sp.</i>	Yellow	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
D	Step moss	<i>Hylacomium splendens</i>	Yellow	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-



**APPENDIX C:  
SITE PHOTOGRAPHS**

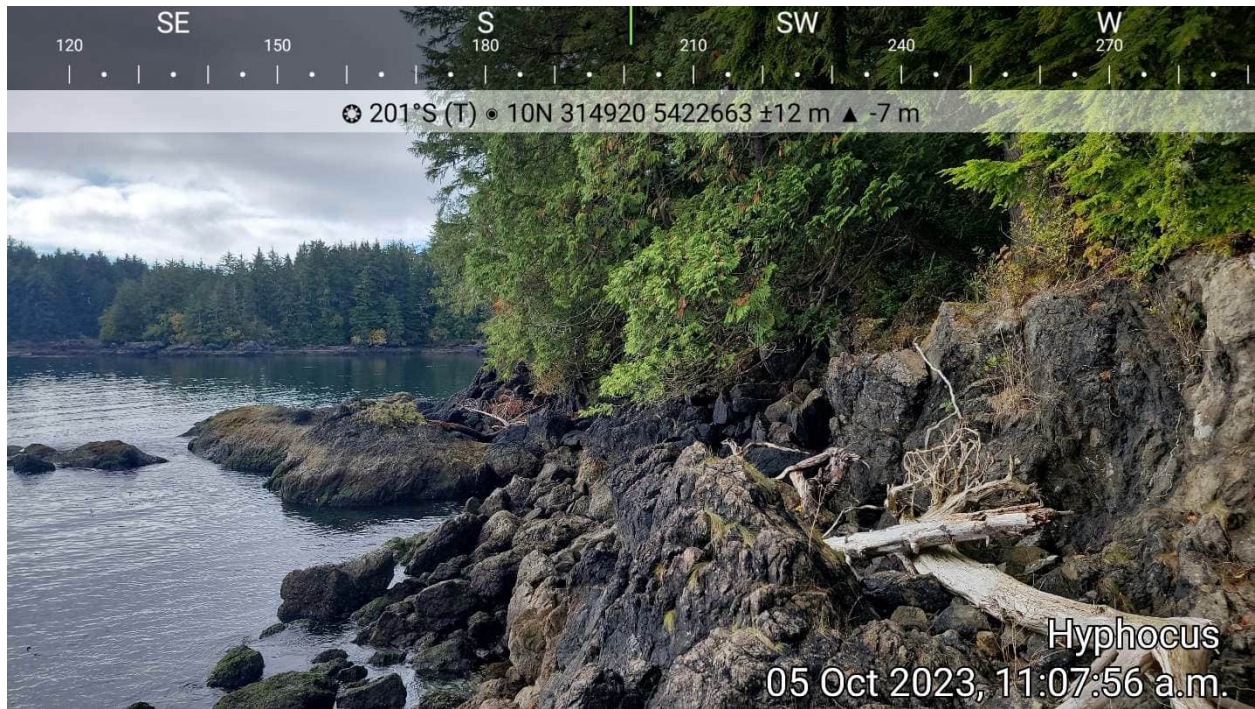


Photo 1. Typical shoreline of Hyphocus Island. This area at the southern end of the island facing south-southwest. Note the Ucluelet Peninsula in the background (at left).



Photo 2. Typical shoreline of Hyphocus Island. This area at the southeast end of the island facing north up the Ucluelet Inlet. Note the Hitacu Community in the background (center).



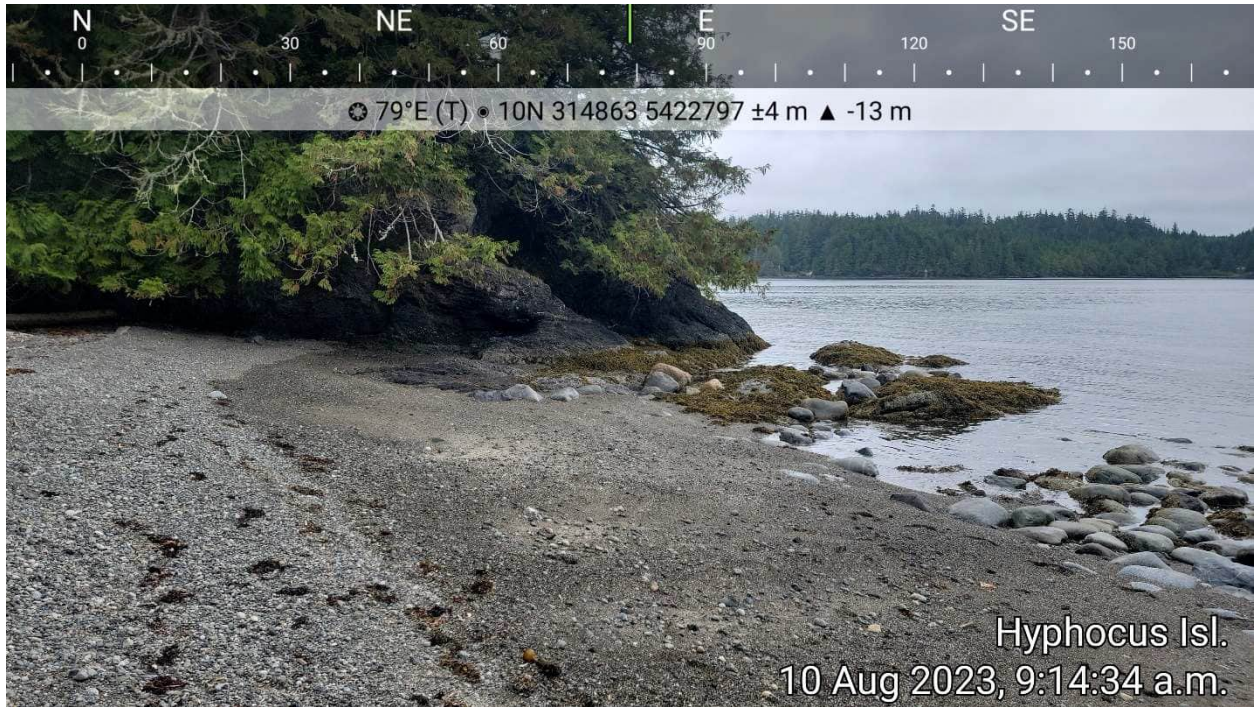


Photo 3. Showing gravelly beach along the east shore of Hyphocus Island. This is the most well-formed beach on the island.



Photo 4. Showing representative pole-sapling (age class 4) forest common in the study area. This one at the northeast end of the property.





Photo 5. Showing dense tall shrubs (structural stage 3b) on a rich site at GIF 2 on the east side of the property.



Photo 6. Recommended retention area with developing old-growth characteristics on the promontory on east edge of the property.



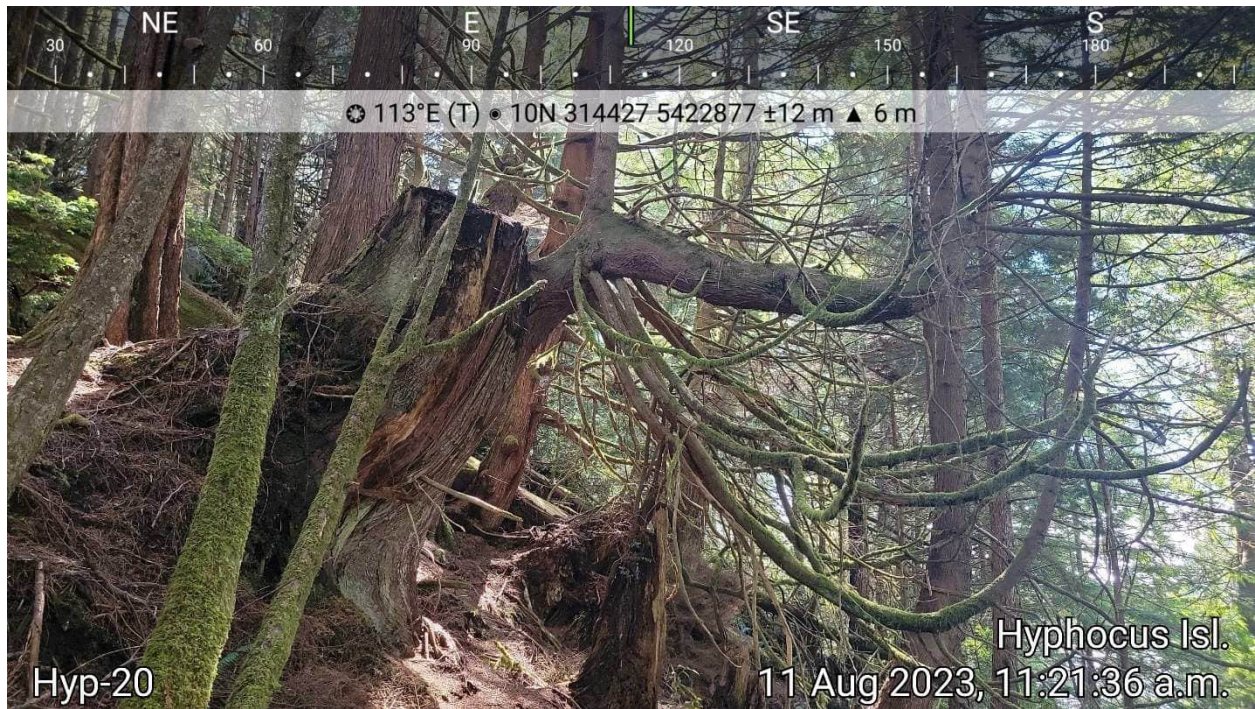


Photo 7. Fire scars noted on remnant stumps at GIF 20.



Photo 8. Well established wildlife trail transecting the south side of the island. This one noted near GIF #5 at the south end of the study area appears to be on an old skidder trail.





Photo 9. Deer rub tree noted near GIF#9. The height of the rub suggests a large buck.



Photo 10. Claw marks on a western hemlock near GIF #3 near the southeast corner of the water treatment plant. These are suspected to be made by cougar though no other sign of cougars were noted during the field work.





Photo 11. Showing small wet depression hosting some wetland plants (sedges and scattered skunk cabbage) at the east side of the water treatment plant. This is likely caused by directed runoff from the road and plant area.



Photo 12. Showing small seasonal watercourse on the west side of the property. Flow was present in the lower reaches in October. The watercourse is too steep (>35 deg) and discontinuous to support fish.



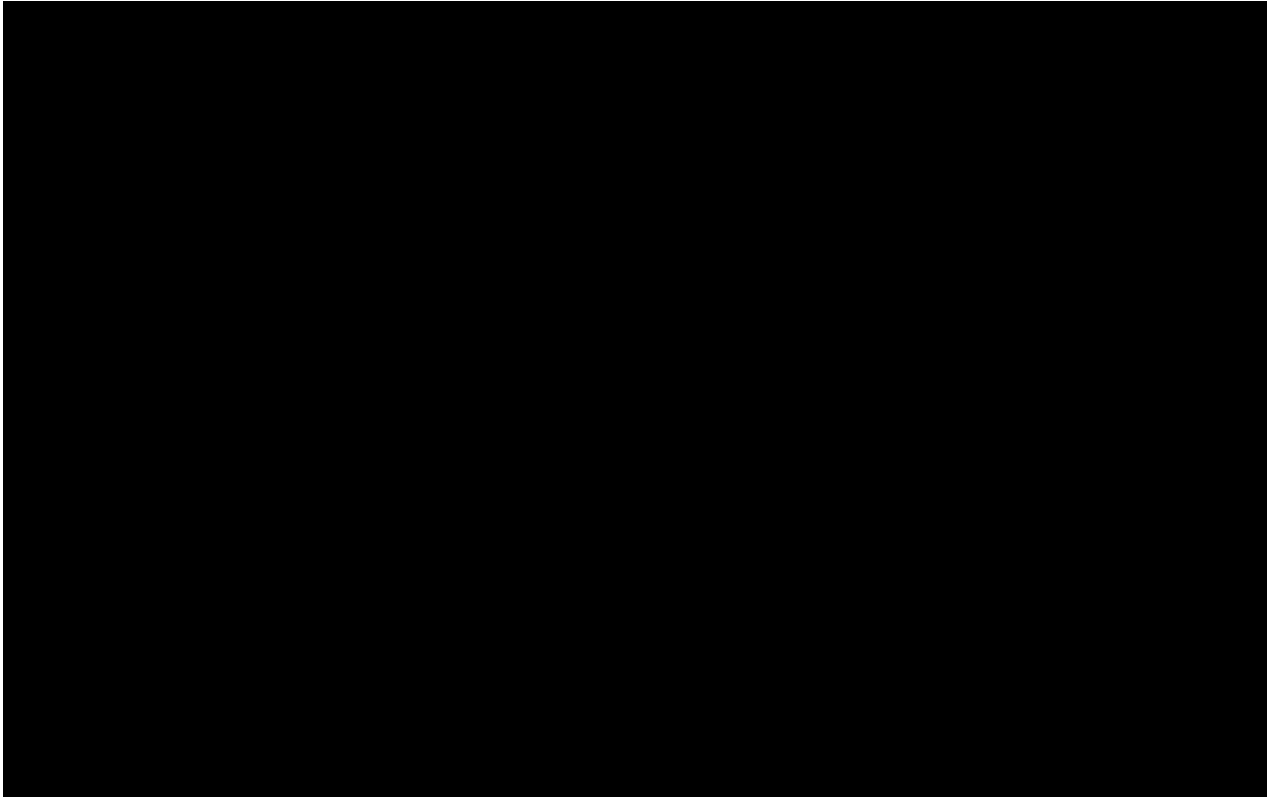


Photo 14. Showing the south end of Hyphocus Island, the water treatment plant and the outlet of the Ucluelet Inlet facing southeast.



This page is intentionally left blank



# APPENDIX C: TRAFFIC IMPACT ASSESSMENT



## MEMO

DATE: April 11, 2024  
 PROJECT NO: 08-23-0039  
**PROJECT: Ucluelet Hyphocus Residential**  
**SUBJECT: Preliminary Transportation Review & Scoping**

TO: Steven Beyer, Chief Designer  
 Ekistics Town Planning

PREPARED BY: Kyle Brandstaetter, MCIP RPP  
 APPROVED BY: Yulia Liem, P.Eng., PTOE

---

### 1. INTRODUCTION

#### 1.1 Background & Site Context

On behalf of Ekistics Town Planning (Ekistics), Bunt & Associates Engineering Ltd (Bunt) has completed this preliminary transportation review for the proposed residential development in Ucluelet, BC. The site located on an island known as Hyphocus and is situated at the southeastern tip of Ucluelet. The proposed development is in initial stages of the rezoning planning process and Official Community Plan (OCP) amendment and is contemplating approximately 74 single family lots, with 45 of these being compact lots (contemplated with secondary units) and 29 of these being waterfront (i.e.) larger lots. Not part of this application but potentially in the future are two tourist commercial sites (for example boutique hotels with 20-30 rooms) that would be rezoned and developed on the industrial lands to the south through an OCP amendment. The site location and area are set out within **Exhibit 1.1**. The anticipated completion date of the master plan development is approximately 21 years, or 2045. However, it is expected that the 45 compact lots will be developed in the near term, by 2030.

#### 1.2 Preliminary Study Objective

This memo has been prepared as a base condition review and traffic study scoping report. The focus of this initial work is to: estimate development vehicle trip generation, review the development access arrangement, provide early design guidance, and review relevant policies and zoning bylaw requirements.

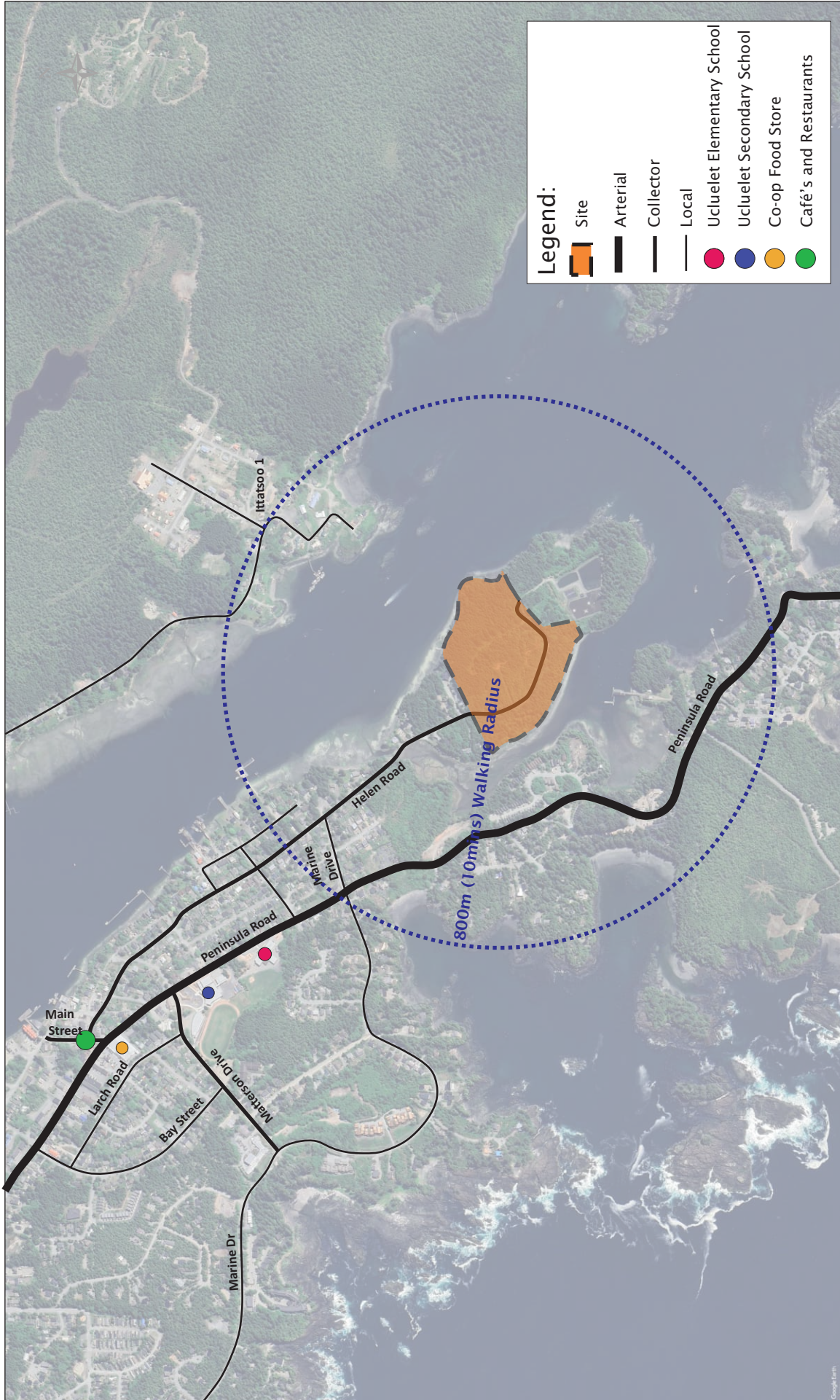




# Exhibit 1.1 Site Location & Context

Ucluelet Hyphocus Island  
November 2023

08-23-0039





A full Transportation Impact Assessment (TIA) will be provided later to support the rezoning application and will build on this early work, assessing potential impacts of the development on the existing transportation network and facilities, presenting necessary mitigations/improvements to support the site while limiting the impact on the surrounding neighbourhood.

This is anticipated to include engaging and collaborating with the Yuułu?i?ath and community of Hitacu across the inlet. This review will also aim to address any safety concerns that may be a result of the new development.

## 2. EXISTING CONDITIONS

This section provides a brief description of the existing transportation network surrounding the site, including road connections, cycling/walking facilities, and transit. Following this, a summary of applicable District of Ucluelet transportation-related policies is covered.

### 2.1 Access & Land Use/Zoning

The existing site is located to the southeast of Ucluelet and is accessed via Helen Road. The site is on Hyphocus Island and Helen Road forms a land bridge on the northern tip (paved road is approximately 7.5m wide). As the project is located on an island there are naturally no through connections.

Helen Road, a minor collector street, is a north-south street with one travel lane in each direction that provides a connection to Main Street (to the north) and the wider road network, including Peninsula Road, which is the main thoroughfare to/from Ucluelet, and beyond.

Currently, the site is vacant except for the Helen Road extension. Hyphocus Island, however, consists of approximately 12 residential units/guest houses within a northern portion, and a water treatment/sewage treatment plant to the south. The site totals approximately 170,000 sq.m. of total area and is zoned as Rural Residential (RU), this zoning allows for Single Family Dwellings, with several secondary uses, such as Bed & Breakfast, Secondary Suite, Home Occupation and Accessory Residential Dwelling Unit. Currently, the zoning in the OCP would allow approximately 65 single family lots, based on information provided from Ekistics. The proposal is looking to rezone the site, with slightly more density, to R1 (Single-Family Residential) and R-6 (Infill Single Family Residential).

### 2.2 Transportation Network

**Exhibit 2.1** provides an illustrative overview of existing transportation connections available within the vicinity of the site. These are also discussed in further detail below.

#### 2.2.1 Walking

Existing pedestrian facilities are limited today, and this is not surprising given the current levels of land use and activity on the site. The nearest pedestrian sidewalk is at the intersection of Marine Drive / Peninsula Road to the northwest, approximately 700m from the site. Sidewalks are present along Peninsula Drive and provide connections to the overall pedestrian network. Furthermore,

there are no recreational routes within the site. Helen Road is subject to moderate gradients on either side of the existing water crossing. The closest shopping facility is a 1.5km (20 minute one-way or 40min return) walk to the west of the site, located on Peninsula Road.

### 2.2.2 Cycling

Similarly, there are no formal cycling facilities provided within the vicinity of the site. However, the local roads to the site, including Helen Road, are not expected to be heavily trafficked as they serve as access to single family lots, therefore, these could be considered as inviting routes for cyclists. The Ucluelet town centre/harbour is within an approximate 6–7-minute cycle ride (one direction), following Google Maps, from the site.

### 2.2.3 Transit

There are currently no transit services operating within Ucluelet. However, it is understood that feasibility studies are ongoing and thus far, one route between Tofino and Ucluelet has been flagged as a potential bus route. Current proposals would see the bus loop around Matterson Drive before heading north again. Any future bus stop developed as part of the proposals would be located within a 1.5km walking distance from the site.

### 2.2.4 Road Network

As mentioned, Helen Road is the only access route that serves Hyphocus island, connecting to a residential neighbourhood to the north, and the road is subject to 50kph speed restrictions. Helen Road connects to several local residential roads, such as Marine Drive, Alder Street, Otter Street, and Main Street. The grass shoulder parallel to the road is used for parking. Helen Road is defined as a Minor Collector by the District. To the south of the Orca and Eagle Lodge & Oceanview Cabins, the paved road terminates and continues as a service road on Hyphocus Island.

Marine Drive (via Helen) connects the site to Peninsula Road, which is the primary arterial route through Ucluelet, connecting to Highway 4 to the north and the Pacific Rim Highway to/from Tofino. To the south, Peninsula Road terminates at the Lighthouse Loop. Most intersections along Peninsula Road are stop controls or pedestrian crossings. The section of Peninsula Road to the north of Main Street is in the jurisdiction of the Ministry of Infrastructure & Transportation (MoTI) but is not included in the proposed study area (see Section 4).

## 2.3 Policy Review

Key transportation policies referenced for this review are summarized here:

### 2.3.1 Transportation Plan 2011

This plan was created in 2011 to assist in the long-term transport visions and long-term development projects that proposed to improve the community's access to transportation facilities. The Transportation Plan was written in conjunction with the updated 2011 OCP (at that time, the OCP has since been updated – see next section) and its transportation emission targets. The Plan

set out to create a safe network for cyclists and pedestrians through the District of Ucluelet, whilst encouraging active forms of travel.

As part of these plans, a pedestrian trail was proposed around Hyphocus Island, looping around the whole island back to Helen Road. In addition, the proposals looked at long-term plans of upgrading Helen Road to a 'full' collector road, with provision of facilities for pedestrians and cyclists as top priority, on-street parking provision was also to be evaluated as part of the project. The development or funding on these improvements has been deferred for approximately 20 years.

### 2.3.2 2022 Official Community Plan

Adopted in July 2022, Ucluelet's Official Community Plan (OCP) sets out several objectives and policies. The objectives that were identified that would impact the proposed development are as follows:

- The long-term land use vision of Hyphocus Island is proposed as Single-Family Dwellings, Industrial, Parks & Open Space and Marine Tenure. It is labelled as an area of 'Future Comprehensive Planning' (FCP). A FCP is applied to larger lots that have potential for future development and rezoning will be required,
- A future dedicated bike lane is desired along the length of Peninsula Drive, travelling past the intersection of Marine Drive.
- A public parking facility is envisioned on the southern side of the Helen Road bridge, at the access point to Hyphocus Island.
- The proposed pathways/trails around the shoreline of Hyphocus Island are to form part of the proposed 'Safe Harbour Walking Trail.' It is noted that the current development concept will achieve the OCP's goal to open the southern tip of the island as a public park.

### 2.3.3 Peninsula Road Safety & Revitalization Project

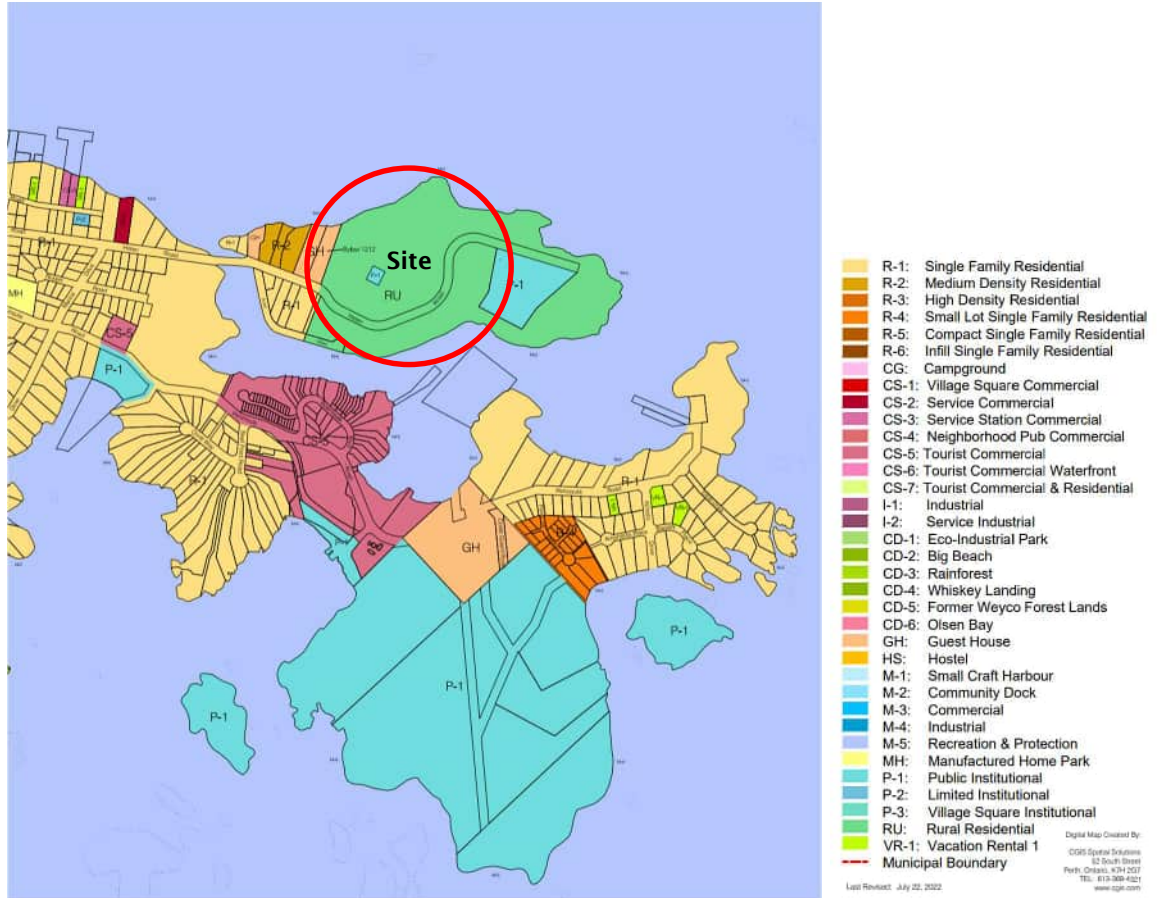
Upgrades to Peninsula Road have been proposed to the west of Main Street. These upgrades will include improved cycling and pedestrian facilities. The proposals will also see changes to Larch Road, including a multi-use pathway. These improvements are all located approximately 1.5km to the west of the site. It is understood that the changes will be undertaken in stages, with the initial stages having gone out for tender in the fall of 2023.

### 2.3.4 Zoning Bylaw

Bylaw No.1160 sets out the zoning requirements for the District of Ucluelet. The Bylaw, including Bylaw 1310 and all amendments, was adopted in September 2022. Division 500 set out the Off-Street Parking and Loading requirements.

An excerpt of the Zoning Bylaw is shown in **Figure 2.1**, which confirms that the area of the proposed development site zoned as Rural Residential (RU) and noted further above. This zoning map was produced in July 2022, an updated version to the December 2021 version that was created as part of the 2022 OCP.

Figure 2.1: Zoning Bylaw Map





### 3. PROPOSED DEVELOPMENT

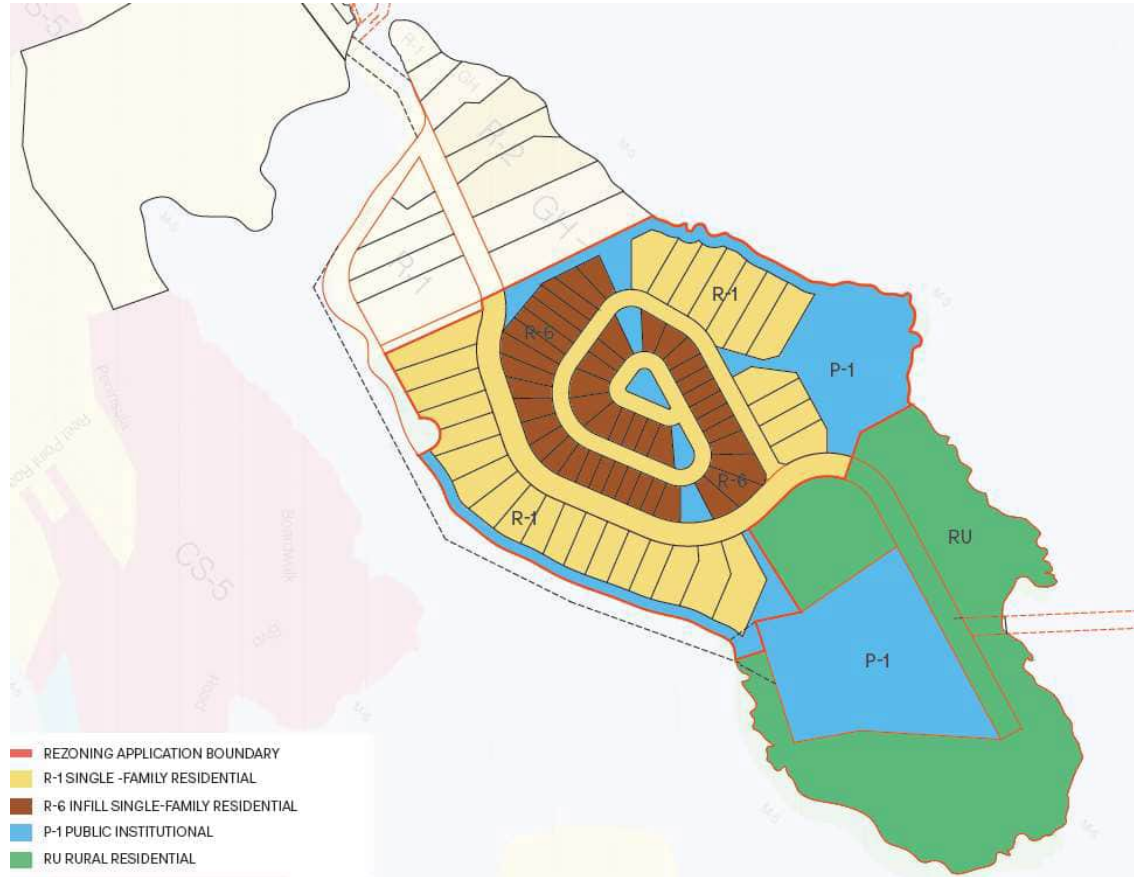
#### 3.1 Overview

A preliminary site plan concept is presented here in **Figure 3.1**. Following this, **Figure 3.2** shows the proposed zoning.

**Figure 3.1: Preliminary Site Master Plan Concept**



**Figure 3.2: Preliminary Site Master Plan Concept**



The project is seeking to rezone and develop 25.1 acres (101,576 sq.m.) on Hyphocus Island with approximately 74 residential units. A breakdown of the proposed residential unit types is set out in **Table 3.1**.

**Table 3.1: Proposed Development Mix**

RESIDENTIAL HOUSING TYPE	NUMBER OF UNITS
Single Family (compact lots) *	45
Waterfront Single Family (large lots)	29
<b>TOTAL</b>	<b>74</b>

\* secondary units contemplated on a proportion, or all

### 3.2 Site Access

#### 3.2.1 Vehicles

Future access to Hyphocus Island and the development is planned via Helen Road and the land bridge, which is the only route available to access the island. As part of the development, it is understood that the bridge will be upgraded. Helen Road will maintain its current orientation with two travel lanes but will be repaved and reconstructed, sidewalks are recommended and will be discussed in the following section.

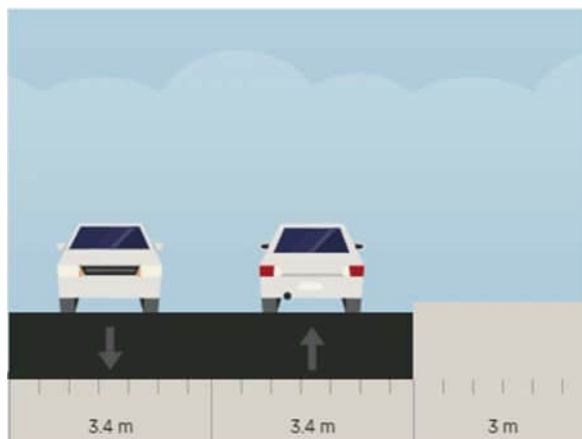
From this primary access road (Helen Road alignment), a secondary access road will intersect and connect to a spiral road providing access to the rest of the residential lots. Additionally, on the north side of the site and emergency bypass route has been proposed to provide a secondary access to the public road. This route will be closed for regular vehicle traffic but may possibly be used as a multi-use path link.

Traffic calming features such as speed humps, meandering streets, and signage are also recommended to enforce slow vehicle speeds (i.e., 30kph).

#### Street Cross Sections

Two conceptual street cross sections proposal have been illustrated in **Figure 3.3a & b**. These cross sections are recommended to be referenced as a general guideline and focus on Helen Road, north and west of the site (Figure 3.3a) and Helen Road extension into the site (Figure 3.3b).

**Figure 3.3a: Proposed Helen Road Cross Section Concept (w/ 3m multi-use path)**



**Figure 3.3b: Internal Site Road Cross Section Concept (w/ sidewalk & bike sharrow)**

Both the cross sections shown above are conceptual and therefore, further discussions would be required with the District and the internal team. The designs have been undertaken to ensure that as much width is provided to active modes as possible, whilst being understanding of the existing use and widths.

As can be seen in Figure 3.3b, the internal Helen Road extension cross section would provide 1.5m of sidewalks on both sides of the road across the site. Given the anticipated speed and volume of traffic, cyclist will be able to utilize the roadway as a shared lane (with bike sharrow markings). One key consideration will be to ensure adequate sight lines are provided at the single-family driveways. At Helen Road outside the site boundary, a dedicated multi-use path is recommended on one side of road for safe travel of cyclist and pedestrians to/from Ucluelet and considering the steeper grades between the site boundary and the land bridge, and between the land bridge and Marine Drive.

For any other internal street locations (i.e. the secondary access road), alternative configurations with on-street parking and landscaped boulevards and/or medians etc., may be considered.

#### *Traffic Calming*

To reduce speeds of vehicle traffic travelling through the site, it is recommended that traffic calming features throughout the project and on the residential roads are designed for. Reducing the speeds along the road network will make the site more accommodating and safer for residents and visitors to the site.



### Curb Bulges & Lane Narrowing

Narrowing streets at intersections will encourage drivers to reduce travel speeds. Where road widths are less than 10m wide only one bulge is required. An example of the curb bulge is shown in **Figure 3.4**. The addition of curb bulges mean that additional green spaces can be provided, while maintaining clear lines of sight. Narrower travel lanes can also bring vehicle speed down and provides more space for facilities such as cycle lanes, green infrastructure, extended sidewalks, or on-street parking.

**Figure 3.4: Curb Bulge Example (Source: NACTO – Urban Street Design Guide)**



### Gateway Design Treatments

Gateway or entrance design features are beneficial as they create visual queues for drivers to reduce their speeds as they indicate that they are entering a residential area. Design features such as signage, entry portals, speed tables, raised crossings, and curb extensions.

By providing this at the intersection into the spiral residential street it would make drivers continue cautiously when travelling through the neighbourhood. **Figure 3.5** shows a streetscape example.

**Figure 3.5: Gateway Treatment Example****Chicanes & Lane Shifts**

Providing a meandering street, with two lanes in each direction, is an effective way in reducing a driver's ability to travel full speed compared to if they were driving in a straight line. By using lane weaving and road curvature, drivers will be forced to slowly weave their way in/out the site. This traffic calming feature could also be considered for the main Helen Road entrance, where space is available.

**3.2.2 Pedestrians & Cyclist**

Within the development it is anticipated (and recommended) that sidewalks will be constructed along all internal roads. Where necessary, safe crossings shall be provided, which will tie into the pedestrian/cycling network throughout the site, where the extensive network of footpaths/trails may also intersect. It is recommended that additional permeability is designed for via the emergency access route where a multi-use path could serve double purpose.

The proposed cycling facilities have not been defined at this early stage of the masterplan. However, as noted above, it is anticipated that internal street network can be considered 'local' and slow moving, with traffic calming measures highlighted above; therefore, the internal roads are expected to be suitable for cyclists to share the road with vehicles.

However, at Helen Road on the north end of the site in the vicinity of the bridge where more movements are expected to funnel in/out of the site, a separated bike lane parallel to the roadway should be considered. There is an elevation gain travelling eastbound, with an approximate average increase of 8%, this could be ridden by most cyclists and the section is short (i.e. 400m). The centre of the site is the peak and further to the east is downhill. There are very few sections that are flat

within the site. Therefore, on the steeper sections of the cycle paths, additional width should be provided to allow for passing.

**3.2.3 Emergency**

Helen Road is the only vehicular access route into/out of the site, should the internal road be blocked due to accidents or other issues, then an alternative route for emergency access into the entire community needs to be provided. This could be via water by providing boat access or via air, by providing an area where a helicopter could safely land.

**3.3 Active Transportation Opportunities & Connections**

To improve active transportation connections off-site, there are potentially several improvement options that can be proposed to create a safe and walkable/bikeable network beyond the site boundaries. These are high-level concepts and would require more detailed design review to determine if they are feasible within current public right-of-way:

- Sidewalk and/or cycling paths along Helen Road connecting to Marine Drive and then between Marine Drive and Peninsula Road;
- Cycling pavement markings (sharrows) along internal roads; and
- Short-term bike parking facilities at prominent locations within the public realm.

**3.4 Off-Street Parking**

The off-street parking requirements are set out within Section 505 of the Zoning Bylaw, the rates relevant to the site have been set out in **Table 3.2**.

**Table 3.2: Proposed Site Statistics**

LAND USE	BYLAW REQUIREMENT
Single Family Dwelling	2 spaces for use of principal dwelling unit
Secondary Suite *	1 space per suite

*\* secondary units contemplated on a proportion, or all of the compact lots*

**3.5 Public Parking On-Site**

Public parking should be required for the Heritage Site and Public Park. However, a study should be undertaken to ensure a balance of parking is proposed. Over-provision could lead to a higher level of traffic movements, whilst under-provision could lead to many visitors parking on-street within the residential areas.

**3.6 Trip Generation**

The following presents estimated weekday peak hour vehicle volumes for the build out of the development. This assessment focuses on the critical time periods for the proposed residential use, which would typically be the standard commuter periods. These periods are as follows:

- Typical Morning Peak (08:00-09:00); and

- Typical Afternoon Peak (16:00-17:00).

Applying the vehicle trip rate estimates (see **Table 3.3**) from the Institute of Transportation Engineers (ITE) Trip Generation Manual (11<sup>th</sup> Edition) to the proposed development densities results in the vehicle trips outlined in **Table 3.4**.

**Table 3.3: ITE Residential Trip Rates**

LAND USE	CODE	VARIABLE	AM PEAK			PM PEAK		
			IN	OUT	Average Rate	IN	OUT	Average Rate
Single Family Detached	210	Dwelling Units	25%	75%	0.70	63%	37%	0.94
Single Family Attached *	215	Dwelling Units	25%	75%	0.48	59%	41%	0.57

\* applied for the secondary units contemplated for the compact single family lots (as a conservative measure all were assumed to have secondary units)

**Table 3.4: Estimated Weekday Peak Hour Vehicle Trips**

LAND USE	UNITS	AM PEAK			PM PEAK		
		IN	OUT	TOTAL	IN	OUT	TOTAL
Single Family Detached	74	13	39	52	44	26	70
Single Family Attached	45	5	16	22	15	11	26
<b>TOTAL</b>		<b>18</b>	<b>55</b>	<b>73</b>	<b>59</b>	<b>36</b>	<b>95</b>

The proposed masterplan site is estimated to **generate 75 and 95 two-way vehicle trips during the AM and PM peak hours, respectively**. Spread evenly across the typical weekday peak hours this is equivalent to approximately 1-2 vehicles every minute in either direction.

As previously mentioned, the site is currently zoned as Rural Residential (RU), allowing single family dwellings. For the purpose of this study a comparison between the current zoning allowance with the proposed mix as set out above was undertaken. Using the approximate number of units that could be developed as part of the OCP allowance, i.e., a total of 65 single family dwelling units, has been assumed for this trip estimate (see **Table 3.5**).



**Table 3.5: Estimated Weekday Peak Hour Vehicle Trips under Current Zoning**

LAND USE	AM PEAK			PM PEAK		
	IN	OUT	TOTAL	IN	OUT	TOTAL
Single Family Detached	11	35	46	38	23	61
<b>TOTAL</b>	<b>11</b>	<b>34</b>	<b>46</b>	<b>38</b>	<b>23</b>	<b>61</b>

This review confirms that if the site were developed as per the OCP and current zoning, approximately 45 and 60, weekday peak hour AM and PM two-way vehicle trips, respectively, would be generated by the new dwelling units.

When compared to the proposed master plan development and the proposed rezoning is estimated to generate 30 and 35 *additional* two-way weekday peak hour trips in the AM and PM, respectively. For context, this is equivalent to an additional 1 vehicle trips every 2 minutes during the peak hours and is not considered to be a material change.

### 3.7 Commentary on Potential Traffic Impacts

From a traffic capacity perspective, the level of new peak hour volumes can be accommodated by the main Helen Road access and with one lane in either direction.

From a local neighbourhood traffic impact perspective, the residents to the north of this development, particularly between Helen Road – Marine Drive-Peninsula Road, will undoubtedly notice the increase in vehicle volumes.

However, future intersection operations analysis will determine if the new volumes have a significant impact on road network delays and intersection operations and, if so, will present recommended mitigation measures to address any negative impacts of current conditions. The proposed scope-of-work and analysis assumptions are presented in the next section.

## 4. TIA TERMS OF REFERENCE

A detailed study Terms of Reference (ToR) has been prepared and is attached in **Appendix A**.

For the wider TIA study network that will be prepared as part of this rezoning, several intersections are expected to need to be studied to better understand assess the impact of the development on existing traffic on the surrounding network. The proposed study intersections are as follows:

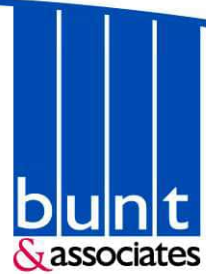
- Helen Road / Marine Drive;
- Helen Road / Alder Steet;
- Marine Drive / Peninsula Road.

There are no signalized intersections within the study area, all intersections are either 2 or 4-way stop-controlled intersections. As this project is more than 800m from Ministry of Transportation and Infrastructure (MOTI) authority, it is assumed that MOTI will not be involved in approvals of the forthcoming TIA or rezoning submission.

\* \* \* \* \*

We trust that this preliminary transportation study will assist in early site planning design work and process. Please do not hesitate to contact us should you have any questions or comments.





April 10, 2024  
08-23-0039

**Re: Ucluelet Hyphocus Residential  
Terms of Reference (ToR) – Transportation Impact Assessment (TIA) Study**

The following Terms of Reference (ToR) has been prepared for Bunt & Associates Engineering Ltd. (Bunt) to undertake a Transportation Impact Assessment (TIA) for the proposed residential, with approximately 74 single family lots, with 45 of these being compact lots (all or a proportion thereof contemplated with secondary units) and 29 waterfront (i.e. larger lots), on Hyphocus Island in Ucluelet. The estimated completion date of the master plan development is approximately 21 years, or 2045. However, it is expected that the 45 compact lots will be developed in the near term, by 2030.

This ToR is intended to be reviewed and approved by the District of Ucluelet staff prior to commencing work on the study. As this project is more than 800m from Ministry of Transportation and Infrastructure (MOTI) jurisdiction, we have not assumed that MOTI will be involved in approvals of this TIA and Rezoning submission.

As part of the OCP amendment and Rezoning Application submission Bunt will provide the required transportation planning and engineering documents, anticipated at this time to be a TIA report.

## 1. PROPOSED SCOPE OF WORK

### 1.1 Existing Conditions

- Provide context on site location, as well as existing site and adjacent land uses.
- Describe existing transportation systems of all modes (vehicles, pedestrians, cyclists, and transit) in the vicinity of the development site in the context of amenities nearby.
- Review any relevant policies or plans from the District, including the Official Community Plan (OCP) etc.
- Complete traffic counts in *late spring* at all intersections within walking distance of the site for weekday AM & PM peak periods. These intersections have been selected using knowledge of the area and the anticipated traffic distribution. The transportation surveys will be undertaken for the weekday morning (07:00-09:00) and afternoon (15:00-18:00) at the following intersections:
  - Helen Road / Marine Drive;
  - Helen Road / Alder Steet;
  - Marine Drive / Peninsula Road.

*Using the site access counts at Helen Road, east of the existing households, will determine the existing vehicle trips for the site.*

**Bunt & Associates Engineering Ltd.**

Suite 1550 – 1050 West Pender Street, Vancouver, BC V6E 3S7 Tel 604 685 6427

Calgary Edmonton Kelowna Vancouver Victoria [www.bunteng.com](http://www.bunteng.com)



- Adjust traffic data to account for seasonal variation, using the MOTI traffic count station north of town and to ensure the traffic reflects peak season.
- Conduct an existing conditions traffic operations analysis at the study intersections using with Synchro 11 and SimTraffic analysis software at the intersections listed above.

### 1.2 Site Design

- Outline the proposed development plan, phasing, and statistics.
- Evaluate the proposed access locations to the site. Undertaking swept path analysis of loading, servicing, emergency access, garbage / recycle pick-up movements, and on-site passenger vehicle circulation. If applicable, a review of new street sightlines may also be completed to determine adequate sight lines are provided for on curved roads.
- Present proposed road cross-sections and traffic calming measures suitable for anticipated traffic flow, while prioritizing safety and accessibility for non-vehicle modes
- Review off-street vehicle and bicycle parking requirements (Zoning Bylaw) for the project.

### 1.3 Active Transportation Assessment

- Review all future planned facilities provided within and adjacent to the site for: pedestrians, cyclists and transit. Provide recommended improvements on planned connections and routes.
- Determine whether any off-site improvements are needed and provide a summary list of potential measures to the District.
- Illustrate proposed facilities for multi-modal provisions, such as the proposed cycling routes, walking facilities and the connections to/from the surrounding network.

### 1.4 Future Traffic Impact Assessment

- Forecast future background traffic volumes by applying a 1% annual linear traffic growth rate onto existing data and out to the future horizon year of the estimated completion date of the development (2045). *We request that the District provide any known future developments in the area that would need to be layered onto the study area intersections.*
- Calculate expected future weekday peak hour vehicle trips generated by the development, based on the Institute of Transportation Engineers (ITE) Trip Generation Manual (11<sup>th</sup> Edition). The rates proposed are set out here in **Table 1**.

**Table 1: Proposed ITE Trip Rates**

LAND USE	CODE	VARIABLE	AM PEAK HOUR			PM PEAK HOUR		
			%ENTER	%EXIT	RATE	%ENTER	%EXIT	RATE
Single Family Detached	210	Dwelling Units	25%	75%	0.70	63%	37%	0.94
Single Family Attached	215	Dwelling Units	25%	75%	0.48	59%	41%	0.57

- Estimate potential future number of pedestrians, cyclists, and transit users generated by the site based on the District's current and future mode share targets, if available, to provide a sense of the multi-modal person trip generation with the development complete. *No additional future analysis will be conducted for the other modes, only forecasts.*
- Assign site-generated vehicle traffic onto the study network intersections based on existing traffic distributions in the study area, and professional engineering judgement.
- Present future total (background + site) weekday peak hour traffic volume estimates on the study area intersections.
- Assess future total and background traffic operations for the following horizon year scenarios and based on methods outlined in the Highway Capacity Manual (HCM) 6th Edition, with Synchro 11 and SimTraffic analysis software:
- **Full Build-Out (2029)** - Opening Day of the Development

#### 1.5 Transportation Demand Management (TDM) Study

- A Transportation Demand Management (TDM) Plan will be prepared for the project and will form part of the TIA report. The TDM measures proposed will be aimed at reducing future residents' reliance on using vehicles and support the use of active travel modes.

#### 1.6 Reporting

Summarize the above in a full TIA report as part of the Rezoning submission, for District review and approval.

This page is intentionally left blank



# APPENDIX D: PRELIMINARY GEOTECHNICAL REPORT



# PRELIMINARY GEOTECHNICAL ASSESSMENT

**Proposed Residential Development  
Hyphocus Island Community,  
Ucluelet, BC**

**Legal Address:**

Lot 543, Native Island, Clayoquot District,  
Except Part Shown Outlined in Red on Plan  
1377R, and Except Parts in Plan 19677,  
14770 and VIP76238

PID: 000-828-891

**Prepared For:**

Wuzhong Liu c/o Ekistics  
1925 Main Street  
Vancouver, BC  
V5T 3C1

**Attention:**

Tony Liang  
[maywindltd@gmail.com](mailto:maywindltd@gmail.com)  
Leah Yan  
[yan@ekistics.ca](mailto:yan@ekistics.ca)  
Steven Beyer  
[Beyer@ekistics.ca](mailto:Beyer@ekistics.ca)

April 2, 2024

File No.: E2730.01r1

Revision No.: 01

Prepared by:

Paul Fraser, B.A., CTech.

Chris Hudec, M.A.Sc., P.Eng.

Lewkowich Engineering Associates Ltd.

1900 Boxwood Road  
Nanaimo, BC, V9S 5Y2

250-756-0355 (Office)

250-756-3831 (Fax)

[www.lewkowich.com](http://www.lewkowich.com)

[geotech@lewkowich.com](mailto:geotech@lewkowich.com)

Permit to Practice Number: 1001802



## **DISCLAIMER, ACKNOWLEDGMENTS AND LIMITATIONS**

1. Lewkowich Engineering Associates Ltd. (LEA) acknowledges that this report, from this point forward referred to as “the Report,” may be used by the District of Ucluelet (DoU) as a precondition to the issuance of a development and/or building permit. It is acknowledged that Approving Officers and/or building Officials of the DoU may rely on this Report when making a decision on application for development of the land. It is also acknowledged that this Report and any conditions contained herein may be included in a restrictive covenant under Section 56 of the Community Charter and registered against the title of the property at the discretion of the DoU.
2. This Report has been prepared in accordance with standard geotechnical engineering practice solely for and at the expense of Wuzhong Liu c/o Ekistics, at the request of Ms. Leah Yan. We have not acted for or as an agent of the DoU in the preparation of this Report.
3. The conclusions and recommendations submitted in this Report are based upon information from relevant publications, a visual site-assessment of the property, anticipated and encountered subsurface soil conditions, current construction techniques, and generally accepted engineering practices. No other warrantee, expressed or implied, is made. If unanticipated conditions become known or other information pertinent to the structure becomes available, the recommendations may be altered or modified in writing by the undersigned.
4. This Report was authored, to the best of our knowledge at the time of issuance, with considerations for local requirements specific to the Authority Having Jurisdiction (AHJ) and their standards for the preparation of such reports, the 2018 British Columbia Building Code (BCBC), and current engineering standards. Updates to municipal bylaws, policies, or requirements of the AHJ, or updates to the BCBC and/or professional practice guidelines may impact the validity of this Report.
5. This Report has been prepared by Mr. Paul Fraser, B.A., CTech, and Mr. Chris Hudec, M.A.Sc., P.Eng. Messrs. Fraser and Hudec are both adequately experienced in geotechnical engineering and hazard assessments and are also members in good standing with their respective associations, Mr. Fraser with the Applied Science Technologists & Technicians of British Columbia (ASTTBC), and Mr. Hudec with the Engineers and Geoscientists of British Columbia (EGBC).

## EXECUTIVE SUMMARY

1. The following is a brief synopsis of the property, assessment methods, and findings presented in the Report. The reader must read the Report in its entirety; the reader shall not rely solely on the information provided in this summary.
2. The subject property, Hyphocus Island – Lot 543 Native Island, from this point forward referred to as “the Property,” is located on the west coast of Vancouver Island within the jurisdictional boundaries of the DoU, in the southeastern region of Ucluelet, BC. The proposed development at the time of this Report consists of subdividing the land into 74 single-family residential properties.
3. A site-specific, preliminary hazard assessment was conducted to identify potential geotechnical hazards for the subject Property that may impact the proposed design and layout of the development. The primary geotechnical hazards identified relate to steep slopes which require safe building setbacks, the Property boundary with the Pacific Ocean/Ucluelet Inlet and the associated oceanic flooding due in part to future SLR, as well as the risk of tsunami inundation.
4. Current EGBC and provincial guidelines relating to the creation of new lots by way of subdivision require tsunami elevations and setbacks for properties in areas susceptible to tsunami inundation. Therefore, the buildable area would be defined by conditions outlined herein, the required Tsunami Flood Reference Plane (TFRP) for the Property, and a combination of the safe slope setback and applicable foreshore setback from the Future Natural Boundary (FNB).
5. The findings confirm the development is considered safe and feasible as proposed, provided the recommendations in this Report are followed.

**List of Abbreviations Used in the Report**

<b>Abbreviation</b>	<b>Title</b>
AHJ	Authority Having Jurisdiction
ASTTBC	Applied Science Technologists & Technicians of British Columbia
BCBC	British Columbia Building Code
BLS	Bennet Land Surveying Ltd.
CCRL	Cascadia Coastal Research Ltd.
CSZ	Cascadia Subduction Zone
DoU	District of Ucluelet
DPA	Development Permit Area
ECI	Ebbwater Consulting Inc.
EGBC	Engineers and Geoscientists of British Columbia
EA	Ekistics Architecture
FCL	Flood Construction Level
FNB	Future Natural Boundary
GD	Geodetic Datum (CGVD2013)
KWL	Kerr Wood Leidal
LEA	Lewkowich Engineering Associates Ltd.
MFLNRORD	BC Ministry of Forests, Lands, Natural Resource Operations and Rural Development
OCP	Official Community Plan
PNB	Present Natural Boundary
RA	Regional Adjustment
RFR	Redd Fish Restoration
RSLR	Relative Sea Level Rise
TFRP	Tsunami Flood Reference Plane



## TABLE OF CONTENTS

DISCLAIMER, ACKNOWLEDGMENTS AND LIMITATIONS .....	I
EXECUTIVE SUMMARY .....	II
TABLE OF CONTENTS.....	IV
1.0 INTRODUCTION.....	1
1.1 General.....	1
1.2 Background .....	1
1.3 Assessment Methodology.....	2
1.4 Covenant Review .....	2
1.5 Preliminary Concept Layout Review .....	3
2.0 SITE CONDITIONS .....	3
2.1 Physical Setting .....	3
2.2 Terrain and Features.....	4
2.3 Regional Geology .....	6
2.4 Soil Conditions .....	6
2.5 Surface and Groundwater Conditions.....	7
2.6 Watercourses .....	7
2.7 Preliminary Slope Review.....	7
2.8 Foreshore Conditions.....	10
2.9 District of Ucluelet Tsunami Risk Tolerance Review .....	13
2.10 Tsunami Hazard Review .....	13
3.0 DISCUSSIONS AND RECOMMENDATIONS .....	14
3.1 Natural Hazards.....	14
3.2 Tsunami Flood Reference Plane.....	14
3.3 Coastal Setback .....	15
3.4 General Flooding Recommendations.....	15
3.5 Buildable Area and Slope Setback Discussions .....	16
3.6 Permanent Slopes .....	17
3.7 Rock Fall Catchment Ditch .....	18
3.8 Preliminary Foundation Design and Construction .....	18
3.9 Seismic Criteria.....	19
3.10 Foundation Drainage - Future Residential Structures.....	19
3.11 On-Site Infiltration and Stormwater Disposal .....	19
3.12 Additional Investigation and Review.....	19
4.0 CONCLUSIONS.....	20
4.1 Local Government Conformance Statement .....	20
4.2 Geotechnical and Quality Assurance Statement.....	20
5.0 CLOSURE.....	21
6.0 ATTACHMENTS.....	21
7.0 REFERENCES .....	22

## 1.0 INTRODUCTION

### 1.1 General

- a. As requested, LEA has carried out a preliminary geotechnical assessment of the subject Property with respect to the proposed residential development. This Report provides a summary of our findings and recommendations.

### 1.2 Background

- a. LEA understands the purpose of this assessment is to determine the safe and suitable conditions for a rezoning application to support the proposed residential development, including a review of geotechnical hazards that may impact building design and the buildable area of the Property.
- b. At the time of this Report, the proposed development consists of subdividing the Property into 74 single-family residential properties. We expect all new construction will be of conventional construction methods, preferably supported by a cast-in-place concrete foundations, with slab-on-grade and/or suspended flooring system(s), and wood, concrete, or steel-framed superstructure(s). We also expect the proposed development will include the installation of associated on and off-site civil works and services.
- c. The Property is located on the west coast of Vancouver Island, within the southern region of the DoU. See Figure 1.2 below.

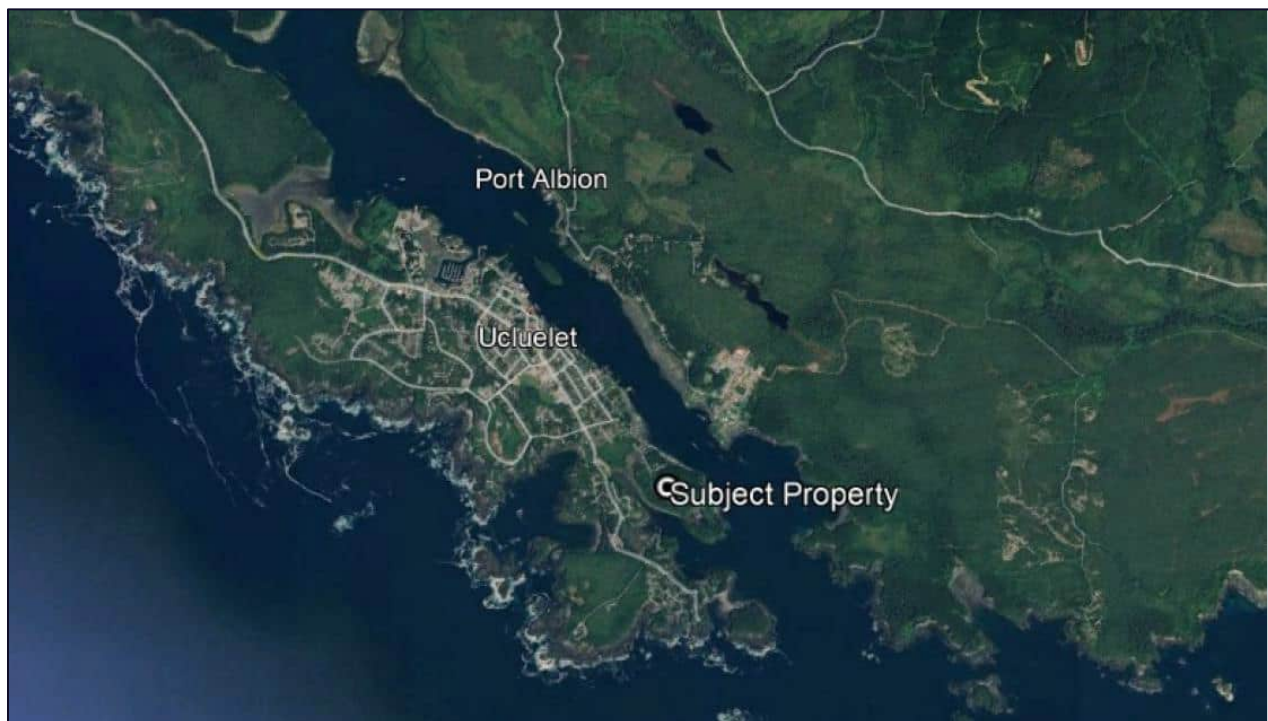


Figure 1.2 – Large Scale Location Plan (Satellite Imaging from Google Earth<sup>®1</sup>)

- d. A review of the 2022 OCP<sup>2</sup> indicates the Property is located within three DPA's:
  - i. DPA V – Terrestrial Ecosystems (shown on the Schedule 'E' map<sup>3</sup>), for mature forests and wildlife habitats that could be subject to degradation due to development or harmful uses.
  - ii. DPA VII – Marine Shoreline (shown on the Schedule 'E' map<sup>3</sup>), specifically applied to all lands within 30m, measured horizontally both landward and seaward from the natural boundary of the ocean;
  - iii. DPA VIII – Natural Hazard Areas Protection (shown on the Schedule 'G' map<sup>4</sup>), specifically for steep slopes greater than 30°.
- e. An assessment report addressing DPA V and VII requirements shall be prepared by a qualified environmental professional and is not included as part of this assessment.
- f. Following EGBC's Professional Practice Guidelines for Legislated Flood Assessments<sup>5</sup>, this Report would be categorized as a Class 2 assessment, applicable for medium sized subdivisions between 10 and 100 lots.

### **1.3 Assessment Methodology**

- a. A visual reconnaissance of the Property was carried out on November 2 and 3, 2023, which included observations of the current site conditions, the foreshore, general topography and drainage features, and consideration of future building areas.
- b. A desktop review of relevant background information, including available aerial photographs, published geology, topography and floodplain mapping was undertaken, with consideration of the applicable EGBC practice guidelines and the most current and relevant technical documents provided by ECI<sup>6</sup>, CCRL<sup>7</sup>, and MFLNRORD<sup>8</sup>. Please refer to the list of references at the end of this Report.
- c. We have also included a review of the Tsunami Risk Tolerance – Interim Policy prepared by the DoU, dated March 29, 2022<sup>9</sup>.
- d. Our assessment included a review of the attached topographic site plan prepared by BLS, dated December 27, 2023.
- e. We have also reviewed the attached preliminary concept plan prepared by KWL dated March 27, 2024, and the baseline assessment report prepared by RFR, dated October 19, 2023.

### **1.4 Covenant Review**

- a. As part of our assessment, we have reviewed the documents registered on the legal title of the Property, specifically, any restrictive covenants registered against the Property that may relate to the conclusions and recommendations provided in this Report.
- b. Current to the date of this Report there are no relevant covenants under Section 215 of the Land Title Act registered against the Property.

## 1.5 Preliminary Concept Layout Review

- a. The conceptual development layout plan provided by KWL includes 74 new residential parcels with several new access roads traversing the Property through variable topography. At the time of our assessment, design grades or elevations for the proposed interior lots and roadways were unavailable.
- b. In preparation of this Report, we have reviewed the layout plan with consideration for the proposed new lots and associated buildable areas, as well as the constructability of the proposed road alignments. Please note, the conceptual plan is subject to the conditions and requirements provided in this feasibility assessment Report. Therefore, this Report and the recommendations and conditions provided herein should be considered preliminary. Once a finalized subdivision layout is prepared a detailed geotechnical design review will be required.

## 2.0 SITE CONDITIONS

### 2.1 Physical Setting

- a. The Property is identified with the following legal address:
  - i. Hyphocus Island, Ucluelet, BC.
  - ii. Lot 543, Native Island, Clayoquot District, Except Part Shown Outlined in Red on Plan 1377R, and Except Parts in Plan 19677, 14770 and VIP76238
  - i. PID: 000-828-891
- b. Hyphocus Island is located within the southeastern region Ucluelet, east of Peninsula Road at the southernmost extent of Helen Road. The Property borders the Pacific Ocean (Ucluelet Inlet) on the east, west, and south sides. The Property location is shown below in Figure 2.1.



Figure 2.1 – Small Scale Location Plan (Satellite Imaging from Google Earth<sup>®1</sup>)



- c. The Property is currently designated as a 'Rural Residential (RU) zone and is bordered by 'Guest House' (GH) and 'Single-Family Residential' (R-1) properties to the north. Two 'Public Institutional' (P-1) properties are located within the Property borders. Hyphocus Island is surrounded by the Pacific Ocean/Ucluelet Inlet to the east, west, and south<sup>10</sup>.

## 2.2 Terrain and Features

- a. The subject parcel is currently undeveloped; however, the DoU Wastewater Treatment Plant is located near the southern extent of the island. The Property is accessed via an extension of Helen Road that terminates at the treatment plant and the associated outfall to the east.
- b. In general, the terrain inclines sharply above the surrounding foreshore of the Ucluelet Inlet with steep to near vertical bedrock slopes transitioning to moderate inclinations rising towards a predominant high point just north of the center of the island. The interior sections of the island are characterized by undulating terrain with localized steep slopes greater than or equal to 2 Horizontal to 1 Vertical (2H:1V or 27°). One watercourse channel was observed on the east side of the island.
- c. The Property is covered with moderate to dense vegetation consisting of immature and mature trees and undergrowth typical to the area. Numerous nurse logs, fallen trees, and evidence of previous logging activities were observed throughout the parcel.
- d. Total relief is estimated to be 45.0m± across Hyphocus Island. Typical terrain conditions are shown below in Figures 2.2.1 to 2.2.4.



Figure 2.2.1 – Typical Terrain Conditions – Helen Road Extension (View Looking North)





**Figure 2.2.2 – Sloping Terrain – Northwest Quadrant (View Looking North)**



**Figure 2.2.3 – Undulating Terrain Above Steep Foreshore Slope– Northern Southeast Quadrant (View Looking Northeast)**





**Figure 2.2.4 – Sloping Terrain – Northern Northeast Quadrant (View Looking North)**

## 2.3 Regional Geology

- a. Surficial geology for the area is noted as three main classifications<sup>11</sup>:
  - i. Hankin Formation (60%) – typically colluvium, generally comprised of gravelly, sandy loam. The soils are characterized as being well drained.
  - ii. Kennedy Lake Formation (20%) – typically marine deposits of clays and gleyed soils with significantly impeded drainage.
  - iii. Ucluelet Formation (20%) – typically fluvial deposits consisting of very gravelly sandy loam soils that are moderately well drained.
  - iv. Terrain is defined as gently to strongly rolling (5%-30%).
- b. Bedrock geology for the area is classified as undivided volcanic rocks part of the Pacific Rim Complex, and date back to the Triassic to Cretaceous period<sup>12</sup>.

## 2.4 Soil Conditions

- a. A subsurface investigation was not included as part of this assessment. Visual inspection allowed for observations of rock outcropping and minor soil exposures within the Property. LEA also inspected the soil conditions at various locations by way of hand probing using a T-bar.
- b. Observed soil conditions were generally consistent with published mapping with the exception that

surface bedrock may be considered more prevalent. We anticipate that variations in soil thickness exist across the Property and are roughly correlated to the amount of vegetative cover and/or topographic relief. Steeper areas generally have less soil, while flatter areas generally have more soil.

- c. LEA noted bedrock exposures at various locations throughout the subject parcel. We expect bedrock will be shallow (1.0m±) throughout the Property.
- d. Depths are referenced to the existing ground surface at the time of our field investigation. Soil classification terminology is based on the Modified Unified classification system. The relative proportions of the major and minor soil constituents are indicated by the use of appropriate Group Names as provided in ASTM D2487 Figures 1a, 1b, and 2. Other descriptive terms generally follow conventions of the Canadian Foundation Engineering Manual.

## 2.5 Surface and Groundwater Conditions

- a. No surface, ponded water, or evidence of abnormal groundwater conditions was observed during our review of the Property.
- b. Given the encountered soil conditions, specifically the very dense fine-grained soil and bedrock subgrades, we expect that a shallow “perched” groundwater table would be present seasonally. We expect that the groundwater flows associated with this perched condition would be related directly to the volume and frequency of storm events.
- c. Groundwater flows may fluctuate seasonally with cycles of precipitation. Groundwater conditions at other times and locations may differ from those observed during our assessment. It is expected groundwater levels will be close to the ground surface during the height of the rainy season.

## 2.6 Watercourses

- a. A small drainage channel was observed on the east side of the Property. As per our review of the RFR report, we understand the stream is considered to be poorly formed and only active during periods of heavy rain.

## 2.7 Preliminary Slope Review

- a. As part of our assessment, LEA made observations of the surrounding foreshore slopes along the east, west, and south extents of the Property.
- b. Our review consisted of visual reconnaissance along the foreshore during low tide, as well as conducting a drone study to remotely observe inaccessible sections of the foreshore slope due to steep to near vertical, or heavily vegetated terrain.
- c. In general, the majority of the reviewed slopes consist of massive igneous bedrock with minor to moderate



fracturing and jointing (see foreshore review below) overlain by soil veneers and moderate to dense vegetation. Inclinations varied greatly on all sides of the island ranging from 27° to 90° as projected from a horizontal plane. Slope heights varied from 2m to 30m± as calculated from toe to crest. We expect isolated steep slope areas may be present below existing vegetation, that may not become apparent until the design/construction phases.

- d. Based on our review of the attached topographic site plan prepared by BLS, slope inclinations and heights appear to be generally congruent with our findings. For further details, please reference the attached Terrain Map (E2730-01) and associated cross sections (E2730-02) prepared by LEA.
- e. The general slope conditions are shown below in Figures 2.6.1 to 2.6.4.



**Figure 2.6.1 – Steep Foreshore Slope Conditions (View Looking Northeast from Northeast Quadrant)**





**Figure 2.6.2 – Steep Slope above Southwest Foreshore (Drone View Looking North)**



**Figure 2.6.3 – Steep Slope above Western Foreshore (Drone View Looking East)**





**Figure 2.6.4 – Steep Slope above South Foreshore (Drone View Looking North)**

## **2.8 Foreshore Conditions**

- a. The foreshore can be characterized as two distinct shoreline types:
  - i. The western shoreline is generally a protected low-lying tidal zone consisting of cobbles and gravelly sand deposits with sporadic boulders and bedrock exposures, with sea grasses throughout the upper shoreline and natural boundary.
  - ii. The southern and eastern foreshore is dominated by irregular bedrock outcropping and steep to near vertical bedrock slopes exhibiting moderate to highly fractured jointing.
- b. Vegetation along the upper foreshore consists of overhanging mature trees, and typical dense brush and undergrowth.
- c. Based on our review of the BLS topographic site plan, the PNB location is defined as per the following Plans:
  - i. Plan VIP45281 (west side),
  - ii. Plan VIP69702 (Statutory ROW), and
  - iii. Plan VIP76238 (extrapolated from properties to the north).
- d. The PNB elevations are estimated to range from 2.0m GD to 5.0m GD±.
- e. Typical foreshore conditions are shown below in Figures 2.8.1 to 2.8.4.





**Figure 2.8.1 – Typical Foreshore Conditions (West Side, View Looking North)**



**Figure 2.8.2 – Typical Foreshore Conditions (Southeast Side, View Looking South)**





**Figure 2.8.3 – Typical Foreshore Conditions (Southeast Side, View Looking North)**



**Figure 2.8.4 – Typical Foreshore Conditions (East Side, View Looking South)**

## 2.9 District of Ucluelet Tsunami Risk Tolerance Review

- a. LEA understands the DoU has established a new policy to manage flood risk while considering community interests within the jurisdictional boundaries of the DoU. The purpose of the policy is to guide decisions on the following:
  - i. amendments to the Zoning bylaw or OCP;
  - ii. applications for subdivision of the land; and,
  - iii. location of critical community infrastructure and facilities.
- b. The policy states that the Tsunami Flood Reference Plane (TFRP) is the minimum acceptable elevation for new residential or commercial buildings constructed on new lots created through the subdivision process<sup>9</sup>. Further, subdivision approval requires a report prepared by a qualified Professional Engineer experienced in coastal engineering that determines the TFRP for the Property and formulates safe building conditions for each lot.
- c. In recent years, most coastal jurisdictions on Vancouver Island have commissioned flood risk assessments, and on the west coast they have included assessments regarding tsunami risk for the region. Also, Tsunami Warning Systems have been implemented to alert residents of approaching tsunamis and evacuation routes and procedures have been established in tsunami prone areas.
- d. LEA has been conducting Flood Hazard Assessments on the west coast, and elsewhere on Vancouver Island, since the coastal flooding and sea level rise Guidelines were introduced in 2011. The EGBC guidelines for hazard assessments include requirements for addressing Tsunami Hazards and the safe siting of structures on newly created building lots.
- e. In preparation of this feasibility Report, LEA has considered the DoU's Tsunami Risk Tolerance Policy with the safe conditions and requirements outlined herein. Further site-specific requirements and geotechnical review will be addressed during the Design Phase of the development.

## 2.10 Tsunami Hazard Review

- a. Tsunami waves may be created by earthquakes or landslides that rapidly displace a large mass of water. While the severity and frequency of tsunamis are difficult to predict, there is geological evidence to indicate large tsunamis originating from both distant and nearby sources have historically impacted the west coast of Vancouver Island. Therefore, coastal communities along BC's west coast are considered at high risk of flood hazard and inundation caused by tsunamis due to the tectonically unstable Pacific Rim.
- b. Tsunami wave heights and inundation can vary significantly due to source location, alignment and shape of the coastline, offshore bathymetry and inland topography, as well as weather and water levels at the time

of the event. At present, there is insufficient historical information to formulate a magnitude-frequency relation for locations on the BC coast.

- c. The Property is directly bordering the Pacific Ocean and in the designated “Open Coast” coastal region of BC, therefore the associated flood risk due to tsunami inundation would be considered high. EGBC and provincial guidelines require all lots created through subdivision within an area susceptible to tsunami inundation to have a viable building area with safe building conditions provided by a qualified Professional Engineer<sup>8</sup>.
- d. Detailed modelling of Tsunami Flood Hazard in the region was conducted by ECI and CCRL and included simulated tsunami run-up elevations produced for 24 flood hazard scenarios resulting from a CSZ megathrust earthquake<sup>13</sup>. The study included 4 RSLR timeframes for modelling the CSZ tsunami (0m, 0.5m, 1.0m, and 2.0m). Mapping included tsunamis generated from two likely types of earthquake rupture: buried and splay faulting, each with consideration of RSLR and presented both with and without a 50% factor of safety. The resulting TFRP elevations with no safety factor and including 1m of RSLR were 15.0m and 18.0m GD for the region. These values increased to 22.5m and 27.0m, respectively, when the 50% safety factor was included<sup>6</sup>.
- e. The study included interpolation of results between representative transects across 48 characteristic shoreline reaches in the region. The transects run perpendicular to the shore and are used to simulate the effect of a coastal storm and tsunami event for each reach. The modelled TFRP for Transect 33 located at the south extent of the Property was determined to be the nearest representation of the shoreline with a resulting TFRP of 12.5m GD (Table 7, Pg 49/95)<sup>7</sup>.

## **3.0 DISCUSSIONS AND RECOMMENDATIONS**

### **3.1 Natural Hazards**

- a. Based on the field reconnaissance and a desktop review of available information, it is the opinion of LEA that the primary geotechnical hazards for the Property include steep slopes, oceanic flooding due in part to future SLR, and the risk of tsunami inundation.

### **3.2 Tsunami Flood Reference Plane**

- a. In preparation of this Report, LEA reviewed available floodplain mapping prepared by EDI and CCRL for the DoU 2022 OCP, titled “Coastal Storm Flood Planning Support Map 3/5”. The recommended FCLs for the Property relate to Zones 13 and 14, with respective elevations of 7.5m and 5.1m GD<sup>14</sup>. However, these FCLs relate to the design storm event. Considering the type of development, the TFRP would govern the



- minimum habitable space elevation for the proposed lots.
- b. Based on our review of the regional flood hazard study and considering the upper foreshore terrain is relatively consistent on all sides of the subject Property, the TFRP is 12.5m GD. Please refer to the attached Terrain Map (E2730-01). LEA considers this FCL to be reasonable and practicable for the subject Property and proposed development. This FCL, in conjunction with the associated coastal and steep slope setbacks detailed below, defines the allowable buildable areas for the development.
  - c. The recommended TFRP is based on the best available information provided at a regional scale, prepared by ECI and CCRL, that has been applied to the Property within the interpreted limitations of this Class 2 flood hazard assessment.
  - d. Best-practices for construction within a defined tsunami zone are to follow procedures outlined by the provincial and local authorities. We understand the DoU has implemented a Tsunami Warning System and evacuation plan for the community. However, all buildings would be constructed above the TFRP, so evacuation to high ground would be relatively easy.

### 3.3 Coastal Setback

- a. As per provincial guidelines, for areas outside the Strait of Georgia and subject to significant tsunami hazard, building setbacks must be a minimum of 30.0m from the estimated FNB of the sea at year 2100<sup>8</sup>.
- b. The FNB can be reasonably estimated by summing the associated coastal flood components, namely PNB + SLR + Regional Adjustment (RA) for Isostatic Rebound. The FNB in 100 years is estimated to have an elevation equal to  $PNB + 0.74m$  (i.e.  $PNB + 1.00m$  SLR -  $0.26m$  RA) by this methodology.
- c. Based on our field observations and review of the topographic site plan prepared by BLS, we estimate the FNB elevation will be comparable to the PNB; therefore, we recommend a 30.0m setback from the FNB of the ocean be applied to all oceanfront properties of the proposed subdivision.
- d. Due to the non-erodible nature of the bedrock foreshore, we do not foresee potential for regression of the natural boundary.

### 3.4 General Flooding Recommendations

- a. The recommended TFRP and setback applies to any Habitable Area; defined as any room or space within a building or structure which can be used for human occupancy, commercial sales, or storage of goods, possessions or equipment (including furnaces) which would be subject to damage if flooded.
- b. The TFRP establishes the minimum elevation of the underside of a wooden floor system or top of concrete slab for any Habitable Area. Following best construction practices, areas below the TFRP should not be



used for the installation of furnaces, major electrical switchgear, or other fixed equipment susceptible to damage by floodwater.

- c. During construction, all footing and floor elevations shall be confirmed by qualified survey personnel to ensure the finished floor grade is at or above the recommended TFRP geodetic elevation.

### **3.5 Buildable Area and Slope Setback Discussions**

- a. The safe buildable area generally includes all land north of the 30.0m coastal setback from the FNB/PNB and above the TFRP elevation of 12.5m GD.
- b. In this case, significant foreshore slopes are present within the coastal setback; therefore, the safe buildable area for the Property would be defined by a combination of the coastal setback, the TFRP elevation, and steep slope setback conditions described herein.
- c. Based on our limited field observations, the subject slopes are predominantly comprised of massive igneous bedrock ranging from 27° to near vertical, and up to 30m± in height (i.e. total height calculated from toe to crest). However, the ocean-facing coastal bluffs are highly weathered with widely spaced fractures in a blocky structure pattern, and evidence of rockfall was observed in some areas along the toe of the coastal bluffs.
- d. Steep rocky slopes can present a potentially hazardous situation to residential structures both from a slope stability and a rockfall perspective. Additionally, manipulation during subdivision development and/or lot buildout may result in the creation of steep slopes above or below proposed building locations, driveway access, or proposed roadways. Naturally occurring, surficially loose and detached blocks may have the potential to fail or slide along pre-existing joints or structural defects in the rock which are inclined at unfavorable angles with respect to the slope face. These events are typically triggered by natural factors such as prolonged periods of rain, freeze-thaw, root jacking, and/or seismic events. These instabilities could be hazardous to residential structures built at the top or bottom of slopes.
- e. Based on our limited terrain analysis and assessment, the subject Property contains a number of variable and complex bedrock-controlled slopes that exceed an inclination of 33° from horizontal; therefore, we conclude that setbacks from slope crests are required.
- f. A conservative method of determining a safe setback from the crest of a bedrock slope is to propagate a 1 Horizontal to 1 Vertical (1H:1V or 45°) line from the toe of the slope and ensure footings of the building are located behind and below the setback line, where it projects up through the ground surface above the slope crest. This conservatively estimated failure plane is also intended to incorporate any non-persistent discontinuities, as well as weathering at the crest of slope over the design life of the proposed buildings.
- g. To address slope stability requirements for the proposed properties and associated building areas, a

preliminary setback would be the greater of a 1H:1V projection from the toe of slope, or a minimum 3.0m from the crest of slope, whichever is greater. It should be noted that the setbacks are based upon interpreted top and bottom of slope locations and should be confirmed in the field by a qualified BC Land Surveyor.

- h. As a general guideline, where roadways or buildings are set above bedrock slopes with an inclination greater than 45°, a minimum setback equal to the slope height (1H:1V) is recommended from the toe of slope. A typical setback for a building set below a steep slope is 5.0m to provide a landing area for potential rock fall.
- i. A 20° batter from a vertical plane is required for bedrock slopes located above and below proposed road alignments. All bedrock slopes above a proposed roadway or building area should be scaled during construction to remove loose cobble to boulder-sized rock rubble and assessed by the Geotechnical Engineer in order to be deemed safe.
- j. Please note, slope setbacks may be modified by the Geotechnical Engineer once slope composition and/or bedrock is available for review. For reference, estimated setbacks have been added to cross sections shown in LEA drawing E2730-02. Site specific geotechnical assessments of slopes in proximity to proposed building, driveway, and roadway locations are recommended during a design stage review and prior to construction. A detailed geotechnical Design Phase review would be required to determine the applicable criteria based on the finalized subdivision concept. We expect that geotechnical assessments would be required on a lot-by-lot basis for any slopes greater than 3.0m in height and inclined greater than 30° in proximity to proposed building locations, in order to provide accurate setback recommendations at the time of construction.
- k. Safe setback lines shall be established in detail utilizing a qualified land surveyor and confirmed by the Geotechnical Engineer prior to construction. Setbacks or other restrictions imposed by local ordinances or environmental/riparian requirements may supersede geotechnical requirements. We expect the required 30.0m coastal setback from FNB will govern over the slope setback for the majority of the proposed oceanfront lots.

### **3.6 Permanent Slopes**

- a. We expect the development will include substantial blasting, and/or hydraulic rock breaking for the creation of new roads, as well as the potential for processing excavated rock on site for use as engineered fill.
- b. For preliminary purposes, slopes cut through strong, slightly weathered, moderately fractured bedrock should be cut at an angle according to the following guidelines:

- i. Vertical for rock slopes between 0m to 2m in height.
- ii. 0.5H to 1V (63°) for slopes between 2.0m and 10.0m in height. We do not expect any cuts greater than 10.0m in height. The Geotechnical Engineer shall provide final review of bedrock cuts for stability purposes.
- c. Overburden above rock cuts should remove 1.0m behind the crest and then sloped at an angle of 2H:1V.
- d. We recommend any permanent fill or cut soil slopes to be graded no steeper than 2H:1V for provision of low maintenance slopes, assuming no impact from groundwater seepage.
- e. A healthy vegetation cover shall be maintained on any exposed permanent soil slope.
- f. Natural soil slopes shall not be undercut at the toe without subsequent support by permanent retaining walls designed and constructed to support the slope face. Any proposed retaining walls greater than 1.2m in height, or terraced walls with step-back distances (distances between successive walls when used in a series) less than the wall height, must be reviewed and designed by a qualified professional.
- g. It is important that water does not pond near the crest of slopes. Surface water flow across slopes from precipitation events, collected stormwater, or any other drainage system must be prevented from flowing in a concentrated manner down the slopes. The concentrated discharge of collected stormwater can lead to erosion, earth movement, or slope failure.

### **3.7 Rock Fall Catchment Ditch**

- a. Ditches and barriers are cost effective protection measures that will provide a reduced rock fall hazard to road users and pedestrians. To mitigate the potential hazard of rockfall we recommend the following for consideration in road design through rock cut slopes in accordance with standard practice.
  - i. For cut slopes 0m to 4m in height a minimum catchment width of 1.2m and depth of 0.5m.
  - ii. For cut slopes 4m and 10m in height a minimum catchment width of 2.4m and depth of 0.75m
- b. We do not expect any permanent slopes in excess of 10.0m.
- c. Should a reduced catchment width be desired, further analysis and design options can be discussed, including increased slope reinforcement and stabilization methods (bolting, scaling, netting).

### **3.8 Preliminary Foundation Design and Construction**

- a. Prior to construction, building areas should be stripped to remove all unsuitable materials to provide an undisturbed natural soil subgrade for the footing support. Unsuitable materials include any non-mineral material such as vegetation, topsoil, peat, fill or other materials containing organic matter, as well as any soft, loose, or disturbed soils.
- c. The subject Property is dominated by shallow bedrock throughout; therefore, we expect bearing conditions for roadways, utilities and building structures are generally favourable.

- d. LEA may provide further recommendations for founding directly on bedrock (i.e. installation of rock anchors), based on the conditions encountered during construction and any requirements provided by the Structural Engineer. Generally, where bedrock can be levelled by way of rock-breaking, anchors are not required unless there are specific uplift requirements from the Structural Engineer.

### **3.9 Seismic Criteria**

- a. No compressible or liquefiable soils were encountered during the limited field review conducted for this Report.
- b. Based on the 2018 BCBC, Division B, Part 4, Table 4.1.8.4.A, "Site Classification for Seismic Site Response," the expected soils and strata would be "Site Class B" (Rock).

### **3.10 Foundation Drainage - Future Residential Structures**

- a. Conventional requirements of the 2018 BCBC pertaining to building drainage are considered suitable at this site. Once final plans and tentative elevations are determined, the Geotechnical Engineer should be consulted to provide further dewatering data.

### **3.11 On-Site Infiltration and Stormwater Disposal**

- a. As part of the geotechnical investigation, field observations of the subgrade soil conditions with respect to the on-site infiltration and disposal of stormwater were carried out.
- b. Subgrade soil conditions are expected to consist of shallow bedrock and/or glacially consolidated till.
- c. Based on the expected subgrade conditions, it is the opinion of LEA that site conditions are not conducive to the installation of an on-site stormwater infiltration medium. Collected water may be conveyed via solid pipe down to the foreshore. A stabilized outlet would be required to prevent scour erosion at the outfall.

### **3.12 Additional Investigation and Review**

- a. Once a preliminary subdivision layout is determined, LEA recommends conducting a detailed design review to further refine the development constraints and provide recommendations for the safe and suitable development of the land. The information collected during the additional investigation and review would confirm and/or supplement the information provided in this Report.
- b. Please note, the information provided in this Report is based on a limited visual reconnaissance of the subject Property. The comments, conclusions, and recommendations provided in this Report should be considered preliminary.
- c. LEA will provide a detailed scope of work for the recommended additional investigation. The scope of work and fee estimate would be provided under separate cover.



## 4.0 CONCLUSIONS

### 4.1 Local Government Conformance Statement

- a. LEA confirms that the recommendations made in this Report conform to the guidelines and objectives expressed under DoU OCP 2022<sup>2</sup>, as well as applicable guidelines and best practices current to the date of this Report.
- b. All construction/development shall be carried out in conformance with the requirements of the DoU. Any jurisdictional limitations applicable to the Property and proposed development shall supersede the geotechnical recommendations made in this Report.
- c. Based on our review of the relevant publications and site-specific field assessment, it is the opinion of LEA that steep slopes, oceanic flooding due in part to future SLR, as well as tsunami inundation, are the potential geotechnical hazards for the Property.
- d. We confirm that from a geotechnical point of view the Property can be made safe and suitable for the proposed residential development, with the probability of a geotechnical failure resulting in property damage of less than:
  - i. 2% in 50 year for geotechnical hazards due to seismic events, including slope stability;
  - ii. 1 in 200-year return for flooding of marine areas while accounting for 100-years of SLR, excluding tsunami hazards, and
  - iii. 10% in 50 years for all other geotechnical hazards.
- e. Due to the Property location adjacent to the Pacific Ocean, the associated tsunami risk is considered to be high. As the magnitude-frequency relation for tsunami-related flooding is unknown, we recommend following evacuation procedures provided by local and provincial government agencies for the area.
- f. Please refer to the attached EGBC - Appendix I: Flood Assurance Statement and EGBC Appendix D: Landslide Assessment Assurance Statement for additional information.

### 4.2 Geotechnical and Quality Assurance Statement

- a. The DoU may request a Geotechnical Engineer to provide professional assurance services during the course of construction. Geotechnical Assurance services include review of the geotechnical components of the plans and supporting documents, and responsibility for field reviews of these components during construction.

## 5.0 CLOSURE

- a. Lewkowich Engineering Associates Ltd. appreciates the opportunity to be of service on this project. If you have any comments, or additional requirements at this time, please contact the undersigned at your convenience.

Respectfully Submitted,  
Lewkowich Engineering Associates Ltd.



Paul Fraser, B.A., CTech  
Senior Technician

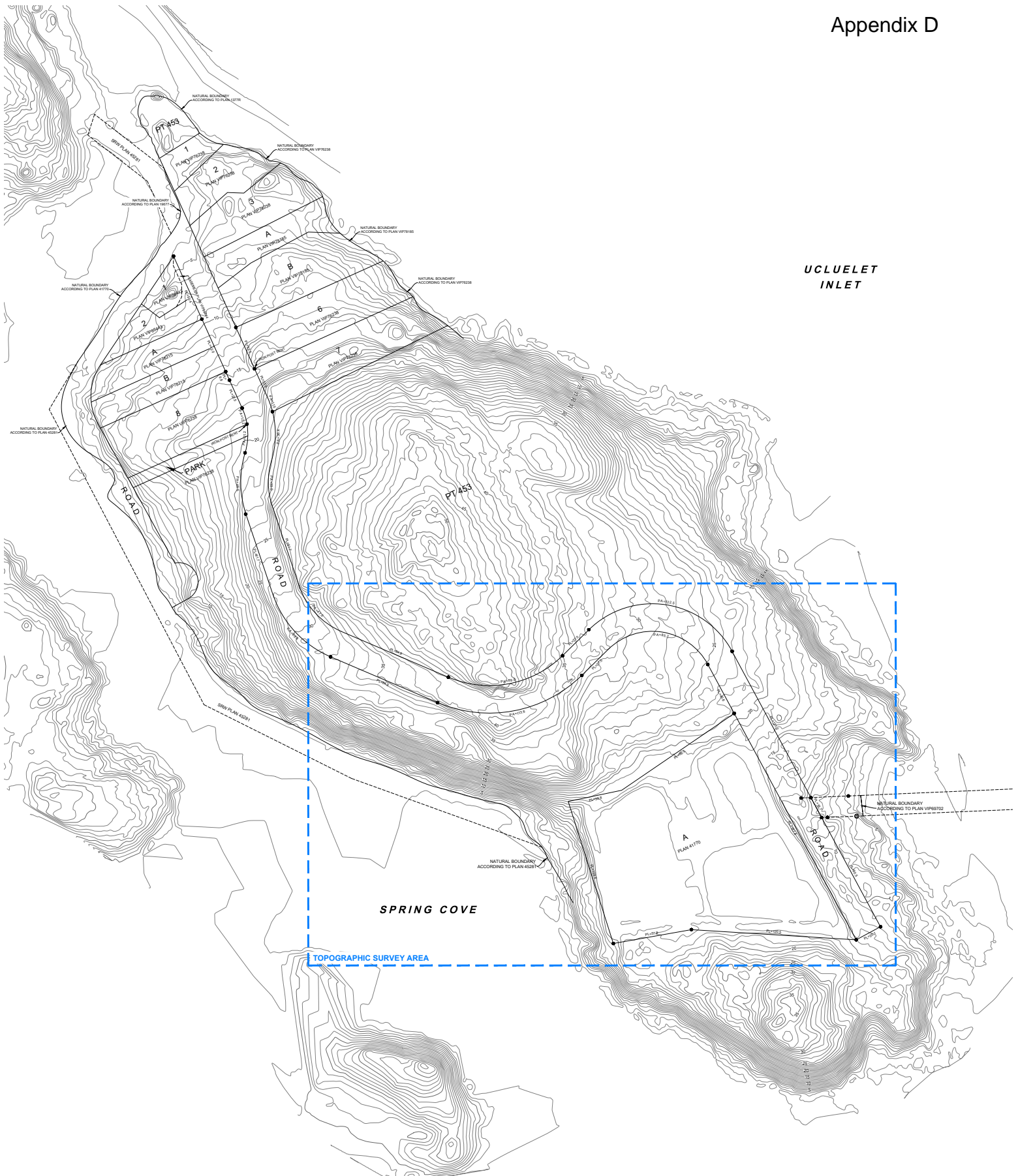
Chris Hudec, M.A.Sc., P.Eng.  
Senior Project Engineer

## 6.0 ATTACHMENTS

1. Bennett Land Surveying Ltd., Topographic Site Plan, dated December 27, 2023.
2. Kerr Wood Leidal, Concept Layout Plan, dated March 27, 2024.
3. LEA Drawing, Terrain Map, E2730-01.
4. LEA Drawing, Cross Sections E2730-02.
5. EGBC Appendix I: Flood Assurance Statement.
6. EGBC Appendix D: Landslide Assessment Assurance Statement.

## 7.0 REFERENCES

1. Google Earth Pro, Accessed April 2024, Image date May 12, 2023.
2. District of Ucluelet, "Official Community Plan Bylaw No. 1306", dated 2022.
3. District of Ucluelet map titled "Official Community Plan, Schedule E, Environmental Development Permit Areas" Dated February 17, 2021.
4. District of Ucluelet map titled "Official Community Plan, Schedule G, Development Permit Areas for Hazardous Conditions," Dated February 2, 2021.
5. Engineers and Geoscientists of British Columbia report titled "Professional Practice Guidelines – Legislated Flood Assessments in a Changing Climate in BC," version 2.1, dated August 28, 2018.
6. Ebbwater Consulting Inc. report titled "District of Ucluelet Coastal Flood Mapping – Final Report", Project Number P154, dated June 26, 2020.
7. Ebbwater Consulting Inc. report Appendix A - "Coastal Flood Hazard Analysis: The District of Ucluelet, BC", report prepared by Cascadia Coast Research Ltd., Revision 2, dated June 19, 2020.
8. BC Ministry of Forests, Lands, Natural Resource Operations and Rural Development report titled "Flood Hazard Area Land Use Management Guidelines," Amended January 1, 2018
9. District of Ucluelet document titled "Tsunami Risk Tolerance – Interim Policy", Policy Number 8-5280-1, dated March 29, 2022.
10. District of Ucluelet map titled "Zoning Bylaw No.1160, 2013 – Consolidated Schedule A – Zoning Map of the District of Ucluelet," revised April 8, 2021.
11. Soils of South Vancouver Island, British Columbia, Soil Survey Report No. 44, Sheet 2.
12. Province of British Columbia, iMapBC, Accessed December 2023, <https://maps.gov.bc.ca/ess/hm/imap4m/>
13. Ebbwater Consulting Inc. document titled "District of Ucluelet Coastal Flood Mapping – Appendix C: Coastal Flood Hazard Map Atlas – Map Series 4/4: Tsunami Flood Planning Support", dated June 26, 2020.
14. District of Ucluelet, "Official Community Plan Map 4 – Coastal Storm Flood Planning Support Map 3/5," Dated June 26, 2020.



UCLUELET  
INLET

SPRING COVE

TOPOGRAPHIC SURVEY AREA

OVERVIEW PLAN

TOPOGRAPHIC SURVEY PLAN OF PART OF LOT 543, NATIVE ISLAND, CLAYOQUOT DISTRICT, EXCEPT PART SHOWN OUTLINED IN RED ON PLAN 1377R, AND EXCEPT PARTS IN PLANS 19677, 41770 AND VIP76238.

DISTRICT OF UCLUELET

PID: 000-828-891



SCALE 1:400

ALL DISTANCES ARE IN METRES AND DECIMALS THEREOF

DATE: 2023-12-27

BY: [Signature]

REVISION:

- LEGEND
- DENOTES SPOT ELEVATION OF 15.84m (TRIPOLI)
  - DENOTES POWER POLE ANCHOR
  - DENOTES POWER POLE
  - DENOTES MANHOLE
  - DENOTES STANDARD IRON POST FOUND
  - DENOTES STANDARD IRON POST FOUND
  - DENOTES STANCHION/IRON POST FOUND WITH A GROUND ELEVATION OF 16.26m
  - DENOTES PART

HORIZONTAL DATUM  
COORDINATES ARE UTM GROUND LEVEL, DERIVED FROM DUAL FREQUENCY GNSS OBSERVATIONS PROCESSED USING THE PRECISE POINT POSITIONING SERVICE OF NATURAL RESOURCES CANADA AND SCALED BY 1.00002201 TO UTM NAD(83)/CSRS COORDINATES (MULTIPLY COORDINATES BY A COMBINED SCALE FACTOR OF 1.00002201)

VERTICAL DATUM  
ELEVATIONS ARE GEODETIC, DERIVED FROM DUAL FREQUENCY GNSS OBSERVATIONS PROCESSED USING THE PRECISE POINT POSITIONING SERVICE OF NATURAL RESOURCES CANADA (GGOS15).  
CONTOUR INTERVAL = 1 METRE

PROPERTY  
PROPERTY DIMENSIONS SHOWN ARE DERIVED FROM FIELD SURVEY OFFSETS TO PROPERTY LINES ARE NOT TO BE USED TO DEFINE BOUNDARIES  
REFER TO CURRENT CERTIFICATES OF TITLE FOR ADDITIONAL EXISTING OR PENDING CHARGES

GENERAL  
THIS PLAN SHOWS THE LOCATION OF VISIBLE FEATURES ONLY AND DOES NOT INDICATE BURIED SERVICES THAT MAY EXIST ON OR UNDER THE SURVEYED SITE.  
FEATURES SHOWN WITHOUT DIMENSIONS SHOULD BE CONFIRMED WITH BENNETT LAND SURVEYING LTD.

THIS PLAN HAS BEEN PREPARED FOR PRELIMINARY PURPOSES ONLY AND IS FOR THE EXCLUSIVE USE OF OUR CLIENT.  
ALL RIGHTS RESERVED. NO PERMISSION TO COPY, REPRODUCE, TRANSMIT OR ALTER THIS DOCUMENT IN WHOLE OR IN PART WITHOUT THE CONSENT OF BENNETT LAND SURVEYING LTD.  
BENNETT LAND SURVEYING LTD. ACCEPTS NO RESPONSIBILITY OR LIABILITY FOR ANY DAMAGES THAT MAY BE SUFFERED BY A THIRD PARTY AS A RESULT OF ANY DECISIONS MADE, OR ACTIONS TAKEN, BASED ON THIS DOCUMENT.

CERTIFIED CORRECT  
[Signature]



G:\SHARED\DRIVE\MAPPING\_C\2023\211863-55-HYPHOCUS-ISLAND-UCLUELET\2023-543-1082-00-00\PROJECTS\11863-55-TOPOGRAPHIC-ASBLU\11863-55\2023-12-27.DWG







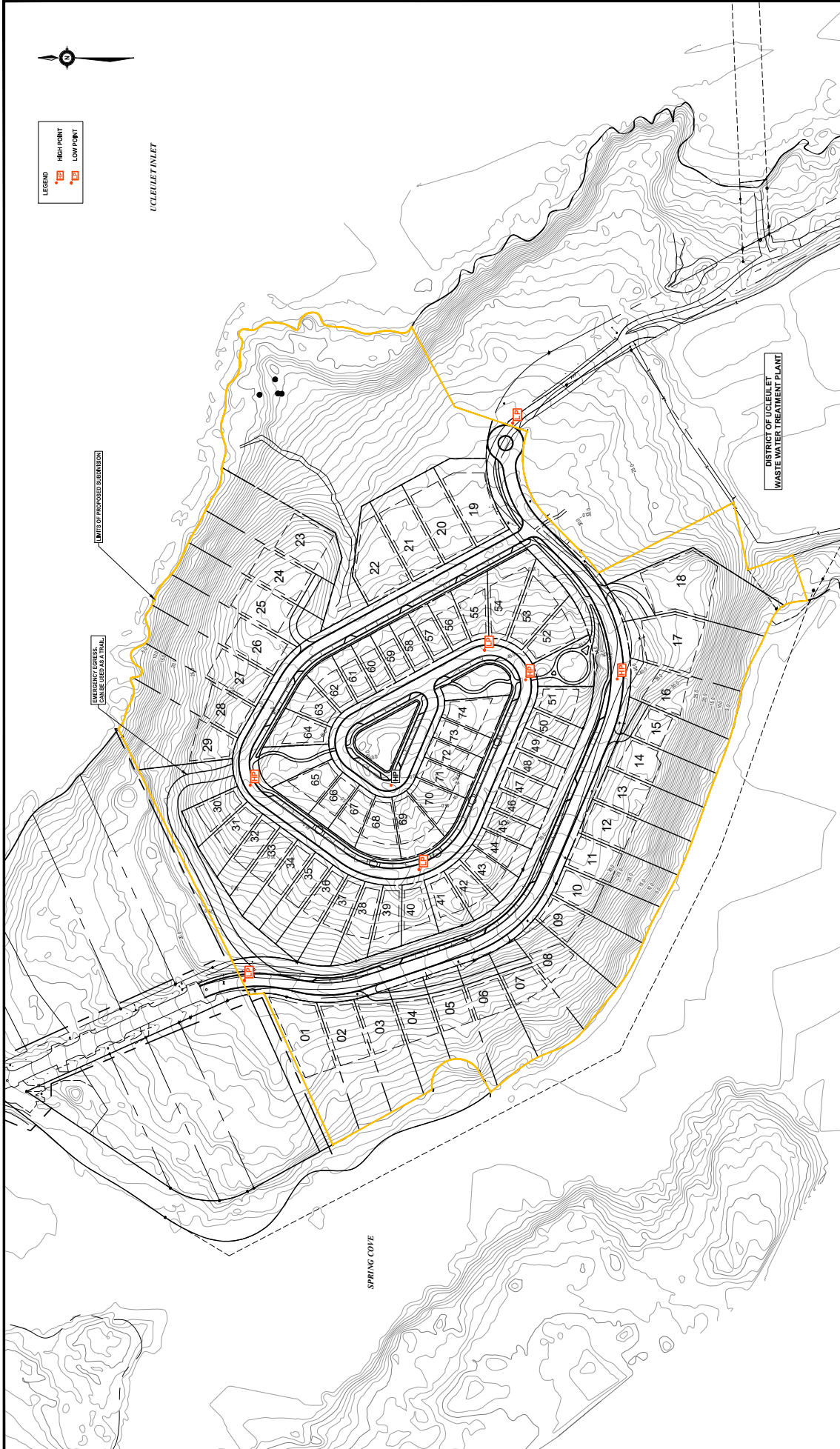
LEGEND  
 HIGH POINT  
 LOW POINT

ICULEULET INLET

LIMITS OF PROPOSED SUBDIVISION

EMERGENCY EGRESS CAN BE USED AS A TRAIL

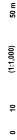
DISTRICT OF ICULEULET  
 WASTE WATER TREATMENT PLANT



Ap 00 D

**LOT 543 HYPHOCUS ISLAND  
 CONCEPTUAL SERVICING  
 ROAD LAYOUT & TOPOGRAPHY**

SPRING COVE



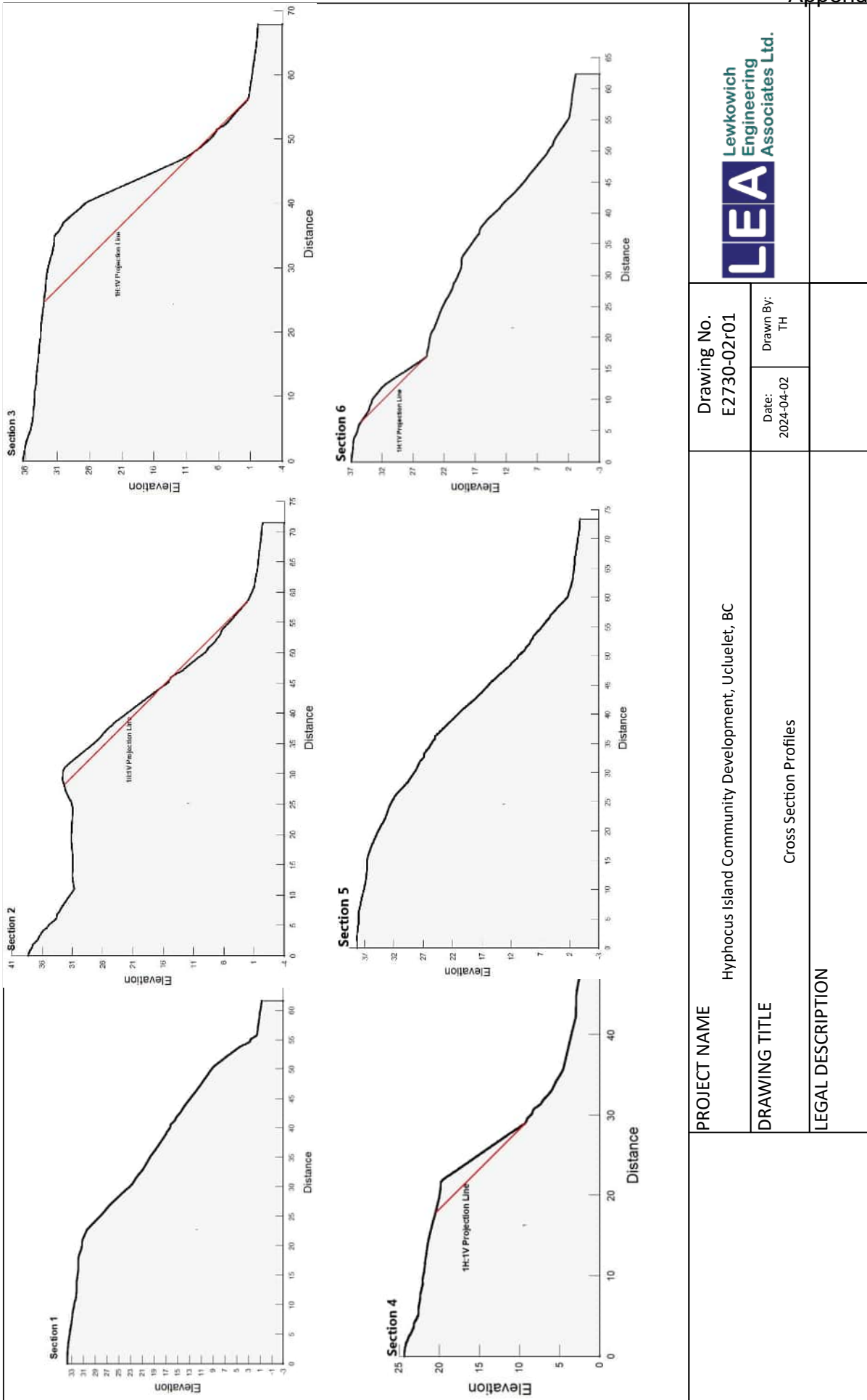
**KERR WOOD LEIDAL**  
 consulting engineers  
 270 - 11th Street  
 Victoria, BC V8N 4N2  
 T (250) 595-4223 F (250) 595-4224  
 E kwood@kwle.com





<p><b>Legend</b></p> <ul style="list-style-type: none"> <li>Approximate Development Area</li> <li>Contour Interval</li> <li>1.0m</li> <li>5.0m</li> <li>12.5m Triangul Reference Plane</li> <li>Significant Slope Crest Near Developments</li> <li>Proposed Developments</li> <li>Cross Section</li> <li>Slope Angle</li> <li>0.1° - 27°</li> <li>27.1° - 35°</li> <li>35.1° - 45°</li> <li>45.1° - 65°</li> <li>65.1° - 90°</li> </ul>	<p><b>PROJECT NAME</b></p> <p>Hyphocus Island Community Development, Ucluelet, BC</p>		<p><b>Drawing No.</b></p> <p>E2730-01r01</p>		<p><b>LEA</b> Lewkovich Engineering Associates Ltd.</p>
	<p><b>DRAWING TITLE</b></p> <p>Terrain Analysis Development Plan</p>		<p>Date:</p> <p>2024-04-03</p>	<p>Drawn By:</p> <p>TH</p>	
	<p><b>LEGAL DESCRIPTION</b></p>		<p>Lidar Acquisition Date: 2019</p> <p>Coordinate System: NAD 1983 CSRS</p> <p>UTM Zone 10N</p> <p>Vertical Datum: CGVD 2013</p>		





<p><b>PROJECT NAME</b> Hyphocus Island Community Development, Ucluelet, BC</p>	<p><b>Drawing No.</b> E2730-02r01</p>			
	<p><b>DRAWING TITLE</b> Cross Section Profiles</p>			<p><b>Date:</b> 2024-04-02</p>
	<p><b>LEGAL DESCRIPTION</b></p>			<p><b>Drawn By:</b> TH</p>



## FLOOD ASSURANCE STATEMENT

Note: This statement is to be read and completed in conjunction with the current Engineers and Geoscientists BC *Professional Practice Guidelines – Legislated Flood Assessments in a Changing Climate in BC* ("the guidelines") and is to be provided for flood assessments for the purposes of the *Land Title Act*, Community Charter, or the *Local Government Act*. Defined terms are capitalized; see the Defined Terms section of the guidelines for definitions.

To: The Approving Authority

Date: January 4, 2024, LEA File# F5696

District of Ucluelet

200 Main Street, Ucluelet, BC V0R 3A0

Jurisdiction and address

With reference to (CHECK ONE):

- Land Title Act* (Section 86) – Subdivision Approval
- Local Government Act* (Part 14, Division 7) – Development Permit
- Community Charter (Section 56) – Building Permit
- Local Government Act* (Section 524) – Flood Plain Bylaw Variance
- Local Government Act* (Section 524) – Flood Plain Bylaw Exemption

For the following property ("the Property"):

Lot 543, Native Island, Clayoquot District, Except Part Shown Outlined in Red on Plan 1377R, and Except Parts in Plan 19677, 14770 and VIP76238

Legal description and civic address of the Property

The undersigned hereby gives assurance that he/she is a Qualified Professional and is a Professional Engineer or Professional Geoscientist who fulfils the education, training, and experience requirements as outlined in the guidelines.

I have signed, sealed, and dated, and thereby certified, the attached Flood Assessment Report on the Property in accordance with the guidelines. That report and this statement must be read in conjunction with each other. In preparing that Flood Assessment Report I have:

[CHECK TO THE LEFT OF APPLICABLE ITEMS]

1. Consulted with representatives of the following government organizations: \_\_\_\_\_
2. Collected and reviewed appropriate background information
3. Reviewed the Proposed Development on the Property
4. Investigated the presence of Covenants on the Property, and reported any relevant information
5. Conducted field work on and, if required, beyond the Property
6. Reported on the results of the field work on and, if required, beyond the Property
7. Considered any changed conditions on and, if required, beyond the Property
8. For a Flood Hazard analysis I have:
  - 8.1 Reviewed and characterized, if appropriate, Flood Hazard that may affect the Property
  - 8.2 Estimated the Flood Hazard on the Property
  - 8.3 Considered (if appropriate) the effects of climate change and land use change
  - 8.4 Relied on a previous Flood Hazard Assessment (FHA) by others
  - 8.5 Identified any potential hazards that are not addressed by the Flood Assessment Report
9. For a Flood Risk analysis I have:
  - 9.1 Estimated the Flood Risk on the Property
  - 9.2 Identified existing and anticipated future Elements at Risk on and, if required, beyond the Property
  - 9.3 Estimated the Consequences to those Elements at Risk

## FLOOD ASSURANCE STATEMENT

10. In order to mitigate the estimated Flood Hazard for the Property, the following approach is taken:

- 10.1 A standard-based approach
- 10.2 A Risk-based approach
- 10.3 The approach outlined in the guidelines, Appendix F: Flood Assessment Considerations for Development Approvals
- 10.4 No mitigation is required because the completed flood assessment determined that the site is not subject to a Flood Hazard

11. Where the Approving Authority has adopted a specific level of Flood Hazard or Flood Risk tolerance, I have:

- 11.1 Made a finding on the level of Flood Hazard or Flood Risk on the Property
- 11.2 Compared the level of Flood Hazard or Flood Risk tolerance adopted by the Approving Authority with my findings
- 11.3 Made recommendations to reduce the Flood Hazard or Flood Risk on the Property

12. Where the Approving Authority has not adopted a level of Flood Hazard or Flood Risk tolerance, I have:

- 12.1 Described the method of Flood Hazard analysis or Flood Risk analysis used
- 12.2 Referred to an appropriate and identified provincial or national guideline for level of Flood Hazard or Flood Risk
- 12.3 Made a finding on the level of Flood Hazard or Flood Risk tolerance on the Property
- 12.4 Compared the guidelines with the findings of my flood assessment
- 12.5 Made recommendations to reduce the Flood Hazard or Flood Risk

13. Considered the potential for transfer of Flood Risk and the potential impacts to adjacent properties

14. Reported on the requirements for implementation of the mitigation recommendations, including the need for subsequent professional certifications and future inspections.

Based on my comparison between:

[CHECK ONE]

- The findings from the flood assessment and the adopted level of Flood Hazard or Flood Risk tolerance (item 11.2 above)
- The findings from the flood assessment and the appropriate and identified provincial or national guideline for level of Flood Hazard or Flood Risk tolerance (item 12.4 above)

I hereby give my assurance that, based on the conditions contained in the attached Flood Assessment Report:

For subdivision approval, as required by the *Land Title Act* (Section 86), "that the land may be used safely for the use intended":

[CHECK ONE]

- With one or more recommended registered Covenants.
- Without any registered Covenant.
- For a development permit, as required by the *Local Government Act* (Part 14, Division 7), my Flood Assessment Report will "assist the local government in determining what conditions or requirements it will impose under subsection (2) of this section [Section 491 (4)]".

For a building permit, as required by the Community Charter (Section 56), "the land may be used safely for the use intended":

[CHECK ONE]

- With one or more recommended registered Covenants.
- Without any registered Covenant.
- For flood plain bylaw variance, as required by the *Flood Hazard Area Land Use Management Guidelines* and the *Amendment Section 3.5 and 3.6* associated with the *Local Government Act* (Section 524), "the development may occur safely".
- For flood plain bylaw exemption, as required by the *Local Government Act* (Section 524), "the land may be used safely for the use intended".

FLOOD ASSURANCE STATEMENT

I certify that I am a Qualified Professional as defined below.

January 4, 2024

Date

Chris Hudec

Prepared by

Reviewed by

Chris Hudec

Name (print)

Name (print)

Signature

Signature

1900 Boxwood Road

Address

Nanaimo, BC, V9S 5Y2

(250) 756 0355

Telephone

chudec@lewkowich.com

Email



(Affix PROFESSIONAL SEAL here)

If the Qualified Professional is a member of a firm, complete the following:

I am a member of the firm Lewkowich Engineering Associates Ltd.  
and I sign this letter on behalf of the firm. (Name of firm)

## LANDSLIDE ASSESSMENT ASSURANCE STATEMENT

Notes: This statement is to be read and completed in conjunction with the Engineers and Geoscientists BC *Professional Practice Guidelines – Landslide Assessments in British Columbia* ("the guidelines") and the current *BC Building Code (BCBC)*, and is to be provided for Landslide Assessments (not floods or flood controls), particularly those produced for the purposes of the *Land Title Act*, *Community Charter*, or *Local Government Act*. Some jurisdictions (e.g., the Fraser Valley Regional District or the Cowichan Valley Regional District) have developed more comprehensive assurance statements in collaboration with Engineers and Geoscientists BC. Where those exist, the Qualified Professional is to fill out the local version only. Defined terms are capitalized; see the Defined Terms section of the guidelines for definitions.

To: The Approving Authority (or Client)  
District of Ucluelet

Date: Jan. 4, 2024 File# E2730

200 Main Street, Ucluelet, BC V0R 3A0

Jurisdiction/name and address

With reference to (CHECK ONE):

- A. *Land Title Act* (Section 86) – Subdivision Approval
- B. *Local Government Act* (Sections 919.1 and 920) – Development Permit
- C. Community Charter (Section 56) – Building Permit
- D. Non-legislated assessment

For the following property (the "Property"):

Lot 543, Native Island, Clayoquot District, Except Part Shown Outlined in Red on Plan 1377R, and Except Parts in Plan 19677, 14770 and VIP76238

Civic address of the Property

The undersigned hereby gives assurance that they are a Qualified Professional and a professional engineer or professional geoscientist who fulfils the education, training, and experience requirements as outlined in the guidelines.

I have signed, authenticated, and dated, and thereby certified, the attached Landslide Assessment Report on the Property in accordance with the guidelines. That report must be read in conjunction this statement.

In preparing that report I have:

[CHECK TO THE LEFT OF APPLICABLE ITEMS]

- 1. Collected and reviewed appropriate background information
- 2. Reviewed the proposed Residential Development or other development on the Property
- 3. Conducted field work on and, if required, beyond the Property
- 4. Reported on the results of the field work on and, if required, beyond the Property
- 5. Considered any changed conditions on and, if required, beyond the Property
- 6. For a Landslide Hazard analysis or Landslide Risk analysis, I have:
  - 6.1 reviewed and characterized, if appropriate, any Landslide that may affect the Property
  - 6.2 estimated the Landslide Hazard
  - 6.3 identified existing and anticipated future Elements at Risk on and, if required, beyond the Property
  - 6.4 estimated the potential Consequences to those Elements at Risk
- 7. Where the Approving Authority has adopted a Level of Landslide Safety, I have:
  - 7.1 compared the Level of Landslide Safety adopted by the Approving Authority with the findings of my investigation
  - 7.2 made a finding on the Level of Landslide Safety on the Property based on the comparison
  - 7.3 made recommendations to reduce Landslide Hazards and/or Landslide Risks



## LANDSLIDE ASSESSMENT ASSURANCE STATEMENT

8. Where the Approving Authority has **not** adopted a Level of Landslide Safety, or where the Landslide Assessment is not produced in response to a legislated requirement, I have:

- 8.1 described the method of Landslide Hazard analysis or Landslide Risk analysis used
  - 8.2 referred to an appropriate and identified provincial, national, or international guideline for Level of Landslide Safety
  - 8.3 compared those guidelines (per item 8.2) with the findings of my investigation
  - 8.4 made a finding on the Level of Landslide Safety on the Property based on the comparison
  - 8.5 made recommendations to reduce Landslide Hazards and/or Landslide Risks
9. Reported on the requirements for future inspections of the Property and recommended who should conduct those inspections

Based on my comparison between:

[CHECK ONE]

- the findings from the investigation and the adopted Level of Landslide Safety (item 7.2 above)
- the appropriate and identified provincial, national, or international guideline for Level of Landslide Safety (item 8.4 above)

Where the Landslide Assessment is not produced in response to a legislated requirement, I hereby give my assurance that, based on the conditions<sup>1</sup> contained in the attached Landslide Assessment Report:

A. SUBDIVISION APPROVAL

- For subdivision approval, as required by the *Land Title Act* (Section 86), "the land may be used safely for the use intended"  
[CHECK ONE]
  - with one or more recommended additional registered Covenants
  - without an additional registered Covenant(s)

B. DEVELOPMENT PERMIT

- For a development permit, as required by the *Local Government Act* (Sections 488 and 491), my report will "assist the local government in determining what conditions or requirements it will impose under subsection (2) of [Section 491]"  
[CHECK ONE]
  - with one or more recommended additional registered Covenants
  - without an additional registered Covenant(s)

C. BUILDING PERMIT

- For a building permit, as required by the *Community Charter* (Section 56), "the land may be used safely for the use intended"  
[CHECK ONE]
  - with one or more recommended additional registered Covenants
  - without any additional registered Covenant(s)

<sup>1</sup> When seismic slope stability assessments are involved, Level of Landslide Safety is considered to be a "life safety" criteria, as described in Commentary JJJ of the *National Building Code of Canada (NBC) 2015*, Structural Commentaries (User's Guide – NBC 2015: part 4 of division B). This states:

"The primary objective of seismic design is to provide an acceptable level of safety for building occupants and the general public as the building responds to strong ground motion; in other words, to minimize loss of life. This implies that, although there will likely be extensive structural and non-structural damage, during the DGM (design ground motion), there is a reasonable degree of confidence that the building will not collapse, nor will its attachments break off and fall on people near the building. This performance level is termed 'extensive damage' because, although the structure may be heavily damaged and may have lost a substantial amount of its initial strength and stiffness, it retains some margin of resistance against collapse."

LANDSLIDE ASSESSMENT ASSURANCE STATEMENT

Chris Hudec

Name (print)

Jan. 4, 2024

Date

1900 Boxwood Road

Address

Nanaimo, BC V9S 5Y2

(250) 756-0355

Telephone

chudec@lewkowich.com

Email



(Affix PROFESSIONAL SEAL and signature here)

The Qualified Professional, as a registrant on the roster of a registrant firm, must complete the following:

I am a member of the firm Lewkowich Engineering Associates Ltd.  
 (Print name of firm)

with Permit to Practice Number 1001802  
 (Print permit to practice number)

and I sign this letter on behalf of the firm.

This page is intentionally left blank



# APPENDIX E: PRELIMINARY ARCHAEOLOGICAL ASSESSMENT



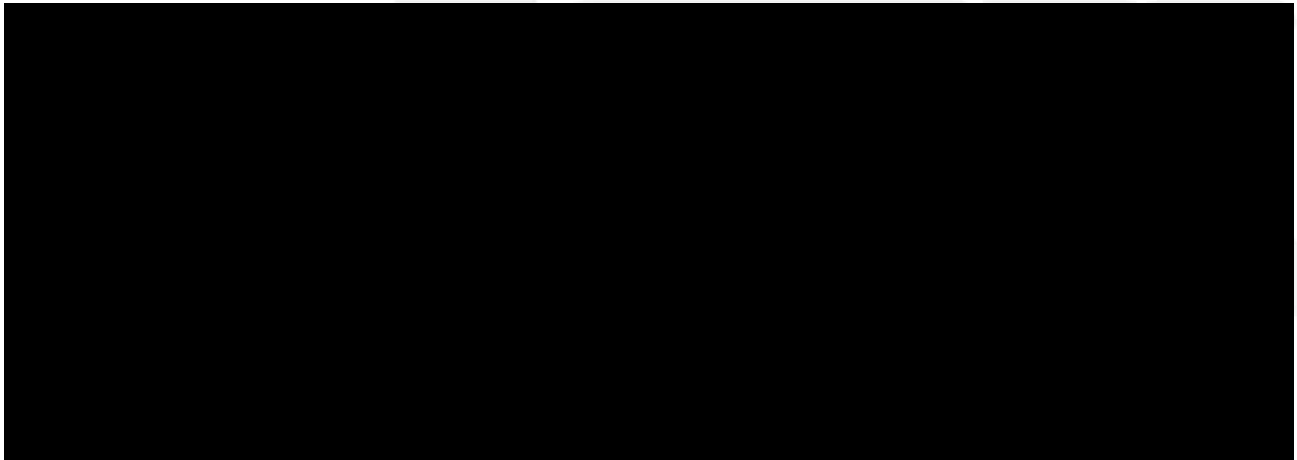


Attn: Steven Beyer  
Ekistics

September 8, 2023

This letter summarizes the initial results of the preliminary field reconnaissance (PFR) carried out by the Yuu?it?ath Government - Ucluelet First Nation (UFN) Department of Culture, Language & Heritage on September 5 & 6, 2023. This PFR took place on Huumanis (Hyphocus Island) in response to a proposed residential development on private lands, as requested by Ekistics on behalf of the property owner.

The initial results of this PFR are as follows:



Due to the [redacted] as well as the high impact that this proposed residential development on Huumanis (Hyphocus Island) will have on the Yuu?it?ath community and to the Yuu?it?ath territory, any further development planning will require consultation with the Yuu?it?ath Government – Ucluelet First Nation.

Further details concerning this survey will be included in the corresponding PFR report.

Sincerely,

Carey Cunneyworth  
Director of Culture, Language & Heritage

Charles McCarthy  
President

Preliminary results map for Ekistics  
For planning purposes only

- Development Area
- Archaeological Site w/ 50 m buffer
- New Archaeological Site
- Area of Potential (AOP)
- Highly Significant Place



This page is intentionally left blank



# APPENDIX F: PRELIMINARY SERVICING REPORT AND PLANS



## Technical Memorandum

**DATE:** April 2, 2024  
**TO:** Emily Ling  
 Ekistics Town Planning  
**FROM:** Bruce Van Calsteren P.L.Eng.  
**RE: LOT 543 HYPHOCUS ISLAND SUBDIVISION**  
**Conceptual Servicing Report**  
**Our File 2933.015-300**

Kerr Wood Leidal Associates Ltd. (KWL) has been retained by Maywind Developments under direction from Ekistics Town Planning (Ekistics) to provide engineering services in support of their OCP Amendment and Rezoning application for the proposed Lot 543 Hyphocus Island subdivision located at the end of Helen Road in Ucluelet, BC. Legal description of the property is Lot 543, Native Island, Clayoquot District except for part shown outlined in red on PLAN 1377R, and except parts in plans 19677, 41770 and VIP76238.

This conceptual servicing report presents the proposed subdivision layout and describes:

- road layouts with typical road cross sections;
- conceptual stormwater management plan; and
- conceptual utility servicing.

This report is supplied to assist the District of Ucluelet (District) planning and engineering staff with understanding the conceptual on-site servicing requirements for the proposed development as well as, possible connection points to the District's infrastructure. Based on discussions during the March 14<sup>th</sup>, 2024 pre-application meeting with the District, it is KWL's understanding that the District will perform preliminary servicing calculations to determine capacity within their systems at the proposed tie-in locations. KWL can provide detailed servicing calculations once feedback is given on the conceptual subdivision layout and servicing plan.

### Conceptual Subdivision Layout

The subject property is on a generally undeveloped island at the south end of Helen Road which is connected to the mainland by a causeway separating Ucluelet Inlet and Spring Cove. There are ten existing properties at the north end of the island near the causeway with a mix zoning of residential and guest house. The north end of the island is a low hill that rises south of the causeway from sea level to a high point elevation of 50 m. The south end of the island is relatively flat and is dominated by the District's wastewater treatment plant.

The proposed 74 lot single family residential zoned subdivision is located on the hill between the wastewater treatment plant and the ten existing lots immediately south of the causeway.

The conceptual subdivision layout and servicing plans are enclosed as follows:

- Lot 543 Hyphocus Island Subdivision - Conceptual Servicing - Road Layout and Topography Plan;
- Lot 543 Hyphocus Island Subdivision - Conceptual Servicing – Storm System;
- Lot 543 Hyphocus Island Subdivision - Conceptual Servicing – Sanitary System; and
- Lot 543 Hyphocus Island Subdivision - Conceptual Servicing – Water System.

The conceptual subdivision layout has been prepared by Ekistics based on consultation with the District staff and feedback from Public Open House discussions.



## Conceptual Road Layout

The existing Helen Road right-of-way runs along the west side of the island through the proposed subdivision. The conceptual road layout is based on utilizing the existing Helen Road alignment and providing a new road that climbs to the top of the hill to service the proposed lots. A cul-de-sac turnaround is proposed within Helen Road at the south end of the proposed subdivision with the rest of Helen Road remaining gravel to the wastewater treatment plant. A gravel surfaced emergency egress is anticipated along the north side of the subdivision to provide secondary access for emergency purposes. The emergency egress may also be used as a trail.

Existing Helen Road is paved to the north end of the property and is gravel through the proposed subdivision to the wastewater treatment plant. From the north property line to a proposed cul-de-sac turnaround at the south end of the proposed subdivision Helen Road will be upgraded to a 7.0 m wide paved road with parking and a sidewalk on one side. The new subdivision road will be 6.0 m wide with parking and a sidewalk on one side.

### Typical Road Sections

Typical road sections for Helen Road and the new subdivision road have been developed by Ekistics and are shown below. They are conceptual at this time and may be revised through discussions with the District.

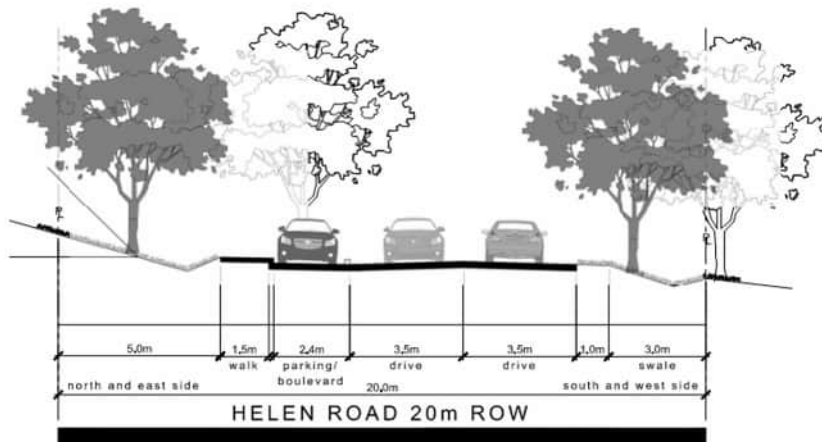


Figure 1: Typical section for Helen Road

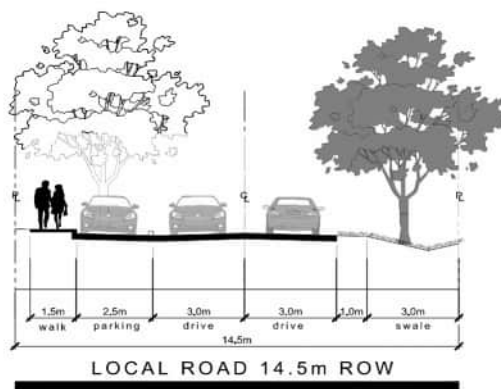


Figure 2: Typical section for new subdivision road



## Conceptual Storm Servicing and Stormwater Management Plan

The proposed subdivision is planned to be built on the hill which has a ridgeline running north to south through the center of the subdivision. This ridgeline divides the natural drainage of the subdivision directing 2/3 of the runoff to Helen Road at the northwest corner of the property in the direction of the causeway, and the remaining 1/3 to Helen Road at the southeast corner of the property in the direction of the wastewater treatment plant. The proposed subdivision grading is planned to be as close as possible to the existing topography to minimize disturbance and reduce major earthworks therefore maintaining the natural division of the drainages.

The conceptual storm servicing and Stormwater Management Plan includes:

1. Each lot will have a minimum 150 mm storm service to property line;
2. Naturalization of the edges of each lot around the houses as much as possible to reduce impervious surfaces;
3. On-lot roof leaders discharging to splash pads and perimeter drains daylighting to slopes below the houses;
4. Stormwater runoff generated from road and sidewalk impervious surfaces to be collected in catch basins and conveyed via storm mains to Discharge Points A, B, and C identified on the Conceptual Storm Servicing plan;
5. Stormwater runoff generated from road and sidewalk impervious surfaces to be treated at Discharge Points A, B, and C prior to discharging to the ocean, a ditch, or a watercourse;
6. Stormwater runoff generated from road and sidewalk impervious surfaces to be detained in storage facilities at Discharge Points B, and C to reduce runoff flows to pre-development levels prior to discharging to the unnamed creek and new ditch along Helen Road to the south; and
7. Major overland flow routing mainly via roadways will be directed to a proposed new outfall located at Discharge Point A and a proposed storage pond located at Discharge Point B.

Major and minor systems will be designed according to the District's Subdivision Servicing Bylaw No. 521

## Conceptual Sanitary Servicing Plan

As described in the Conceptual Storm Servicing and Stormwater Management Plan the ridgeline divides the natural topography of the subdivision also directing 2/3 of the sanitary flow to Helen Road at the northwest corner of the property in the direction of the causeway, and the remaining 1/3 to Helen Road at the southeast corner of the property in the direction of the wastewater treatment plant.

The conceptual sanitary servicing plan includes:

1. Each lot will have a minimum 100 mm sanitary gravity service to property line;
2. Majority of lots utilize gravity sanitary service connections to gravity mains in the roads or easements;
3. Lots 1 to 18 and 23 to 29 require individual on-lot grinder pumps to pump to gravity mains in the roads;
4. New gravity sanitary mains within the subdivision road and under Helen Road;
5. New gravity sanitary mains in easements along the rear yards of lots 19 to 22 and 30 to 36;
6. Tie-in to existing 200 mm diameter PVC sanitary sewer in Helen Road at the north property line; and
7. New gravity sanitary main from intersection of Helen Road and the subdivision road to the wastewater treatment plant inlet.

Sanitary system will be designed according to the District's Subdivision Servicing Bylaw No. 521



## Conceptual Water Servicing Plan

There is an existing 150 mm watermain in Helen Road to the north property line. Based on discussions with DoU this watermain has adequate capacity to provide fire flows and service the proposed single-family lots. However, there is not adequate pressure available to service lots above the 20 m contour and a booster pumpstation may be required to provide domestic and fire flows. Water quality and fire protection looping watermains within the proposed subdivision will also be required.

The conceptual water servicing plan includes:

1. Each lot will have a minimum 25 mm water service to property line;
2. Tie-in to existing 150 mm watermain in Helen Road at the north property line;
3. Construction of a booster pumpstation alongside Helen Road near the north property line to provide domestic and fire flows to the new subdivision;
4. New low pressure 150 mm watermain in Helen Road to service lower lots;
5. New 150 mm high pressure watermains connected to the booster pumpstation within the subdivision road and under Helen Road to service the upper lots and future development south of the subdivision; and
6. New high pressure looping watermains within the subdivision to provide water quality, redundancy, and fire flows.

Water system will be designed according to the District's Subdivision Servicing Bylaw No. 521

## Conceptual Shallow Services

Preliminary design discussions have not been started with the shallow utility servicing companies. However, it is anticipated that electrical, telephone, and cable services will be provided in buried conduits within the boulevard of the new subdivision road and Helen Road. Discussions with current owners of the overhead utility lines in Helen Road have not yet started but will need to be initiated early in the design process to determine if the existing overhead lines will be transferred to buried conduits.

Finally, it is our understanding that there are no buried natural gas mains in Ucluelet. All natural gas is provided by tanker truck delivery services.

## Closing

We trust this conceptual servicing report provides the District of Ucluelet planning and engineering staff a better understanding of the proposed servicing for the anticipated Lot 543 Hyphocus Island subdivision development. Design flow calculations for the storm, sanitary, and water systems have not been completed at this time but can be provided once feedback is given by District staff on the conceptual subdivision layout and utility servicing plan.





**TECHNICAL MEMORANDUM**  
 Conceptual Servicing Report  
 April 2, 2024

**KERR WOOD LEIDAL ASSOCIATES LTD.**

Prepared by:

Reviewed by:

Bruce Van Calsteren, P.L.Eng., ASCT  
 Project Manager and Design Lead

Rob Warren, P.Eng.  
 Engineer of Record

BV/nkm

- Encl.: Lot 543 Hyphocus Island Subdivision - Conceptual Road Layout and Topography Plan  
 Lot 543 Hyphocus Island Subdivision - Conceptual Servicing – Storm System  
 Lot 543 Hyphocus Island Subdivision - Conceptual Servicing – Sanitary System  
 Lot 543 Hyphocus Island Subdivision - Conceptual Servicing – Water System

**Statement of Limitations**

This document has been prepared by Kerr Wood Leidal Associates Ltd. (KWL) for the exclusive use and benefit of the intended recipient. No other party is entitled to rely on any of the conclusions, data, opinions, or any other information contained in this document.

This document represents KWL's best professional judgement based on the information available at the time of its completion and as appropriate for the project scope of work. Services performed in developing the content of this document have been conducted in a manner consistent with that level and skill ordinarily exercised by members of the engineering profession currently practising under similar conditions. No warranty, express or implied, is made.

**Copyright Notice**

These materials (text, tables, figures and drawings included herein) are copyright of Kerr Wood Leidal Associates Ltd. (KWL). Ekistics Town Planning is permitted to reproduce the materials for archiving and for distribution to third parties only as required to conduct business specifically relating to the Conceptual Servicing Report. Any other use of these materials without the written permission of KWL is prohibited.

**Revision History**

Revision #	Date	Status	Revision Description	Author
0	April 2, 2024	FINAL	Original Issued as FINAL	BV

**KERR WOOD LEIDAL ASSOCIATES LTD.**  
 consulting engineers



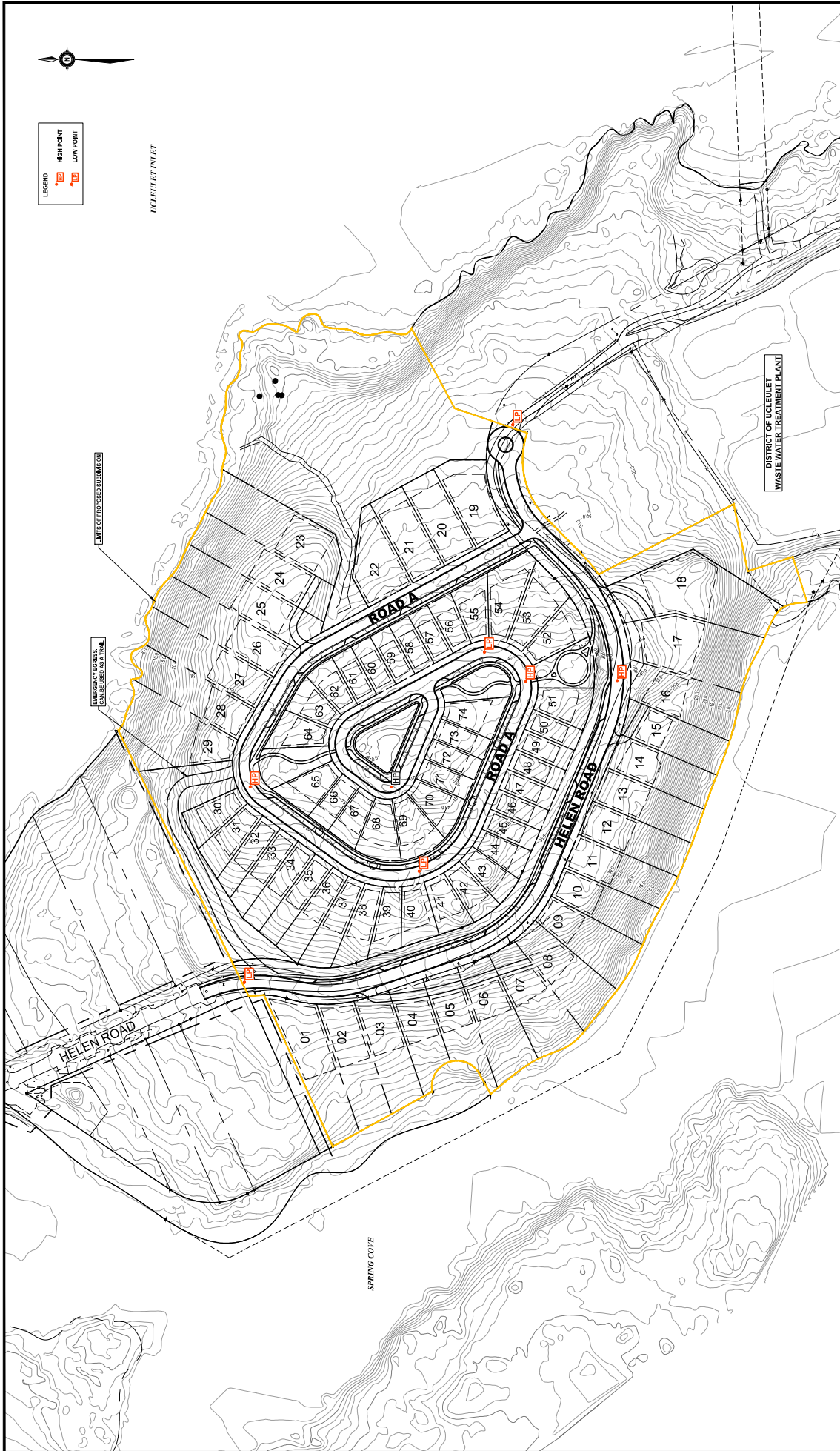
LEGEND  
 HIGH POINT  
 LOW POINT

LICLEULET INLET

LIMITS OF PROPOSED SUBDIVISION

EMERGENCY CORSESS CAN BE USED AS A TRAIL

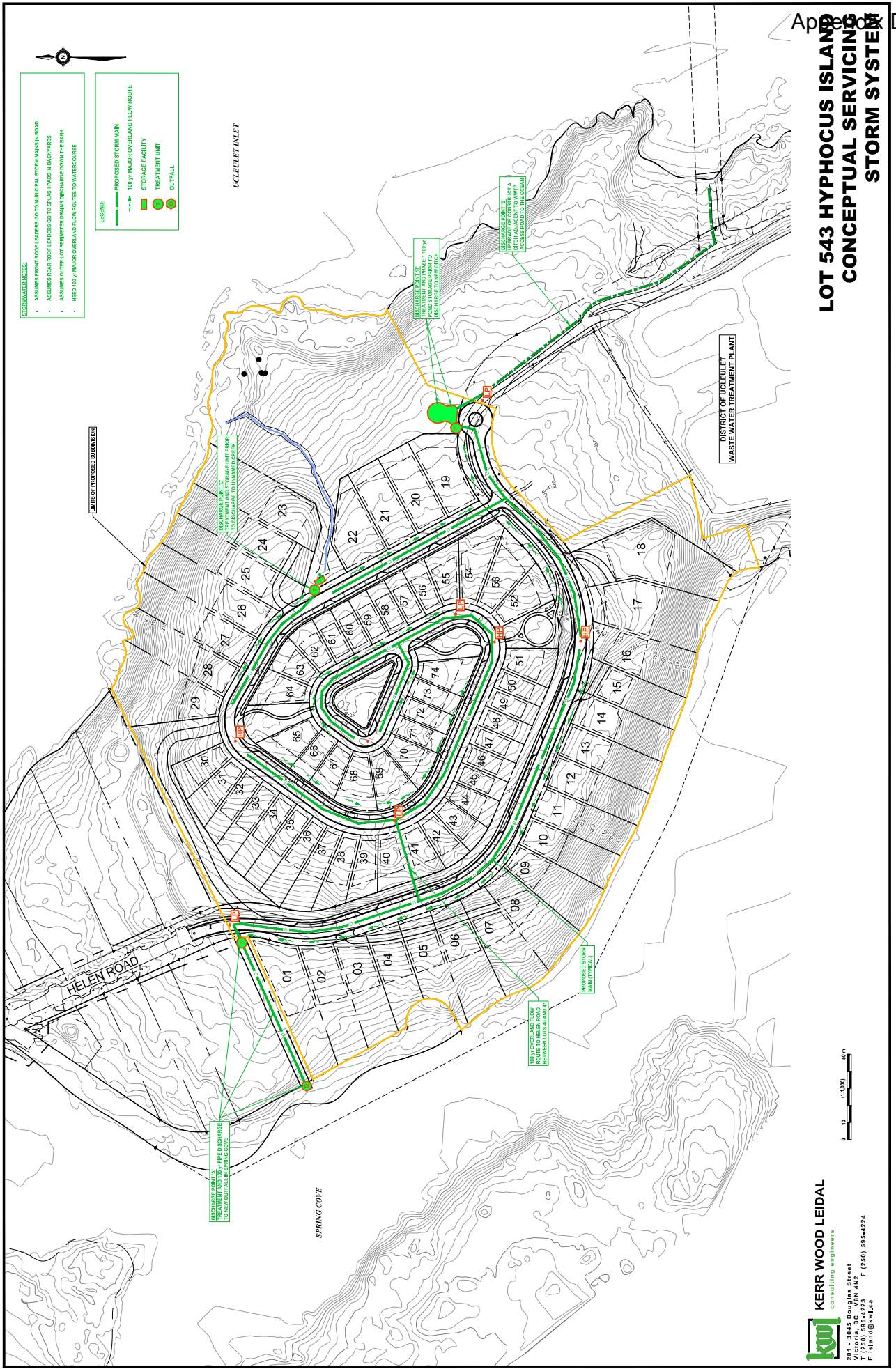
DISTRICT OF LICLEULET  
 WASTE WATER TREATMENT PLANT



Ap 0  
**LOT 543 HYPHOCUS ISLAND**  
**CONCEPTUAL SERVICING**  
**ROAD LAYOUT & TOPOGRAPHY**



**KERR WOOD LEIDAL**  
 consulting engineers  
 2700 14th Street  
 Victoria BC V8N 4N2  
 T (250) 595-4223 F (250) 595-4224  
 E kwl@kwle.com



- STORMWATER NOTES:**
- ASSUMES FRONT ROOF LEADERS GO TO MUNICIPAL STORM MAIN BY ROAD
  - ASSUMES REAR ROOF LEADERS GO TO SPLASH PADS IN BACKYARDS
  - ASSUMES OUTER LOT PERIMETER DRAINS DISCHARGE DOWN THE BANK
  - NEED 100 YR MAJOR OVERLAND FLOW ROUTES TO WATERCOURSE

- LEGEND:**
- PROPOSED STORM MAIN
  - 100 YR MAJOR OVERLAND FLOW ROUTE
  - STORAGE FACILITY
  - TREATMENT UNIT
  - ▲ OUTFALL

**LOT 543 HYPHOCUS ISLAND  
CONCEPTUAL SERVICING  
STORM SYSTEM**

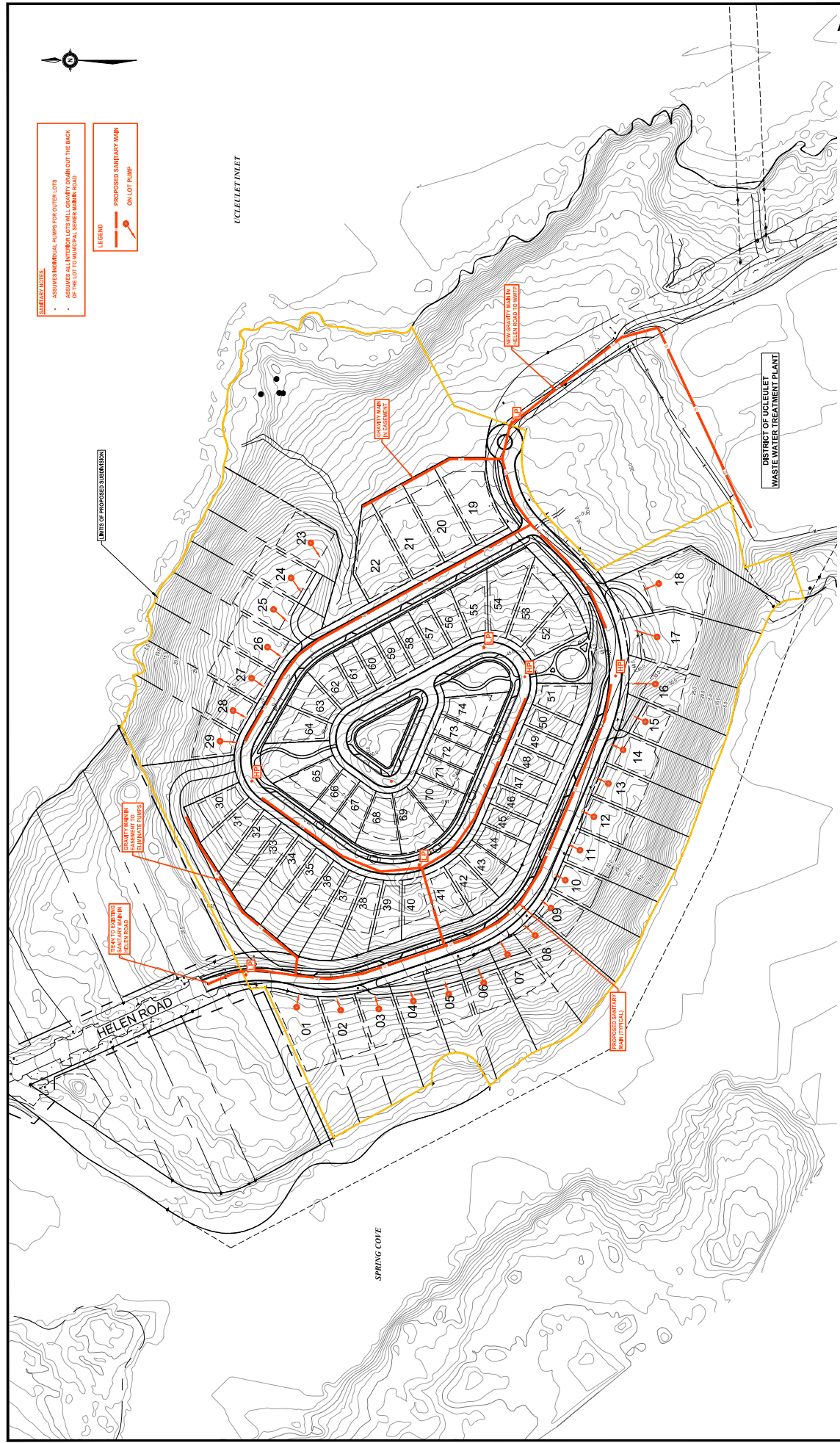
**KERR WOOD LEIDAL**  
consulting engineers  
2700 14th Street  
Victoria, BC V8N 4N2  
T (250) 595-4223 F (250) 595-4224  
E kwl@kwle.ca





**SELECTED NOTES:**

- ASSUMES INDIVIDUAL PUMPS FOR OUTER LOTS
- ASSUMES ALL INTERNAL LOTS WILL GRAVITY FLOW OUT THE BACK OF THE LOT TO ADJACENT EXISTING MAIN ROAD



Ap  
**LOT 543 HYPHOCUS ISLAND  
 CONCEPTUAL SERVICING  
 SANITARY SYSTEM**

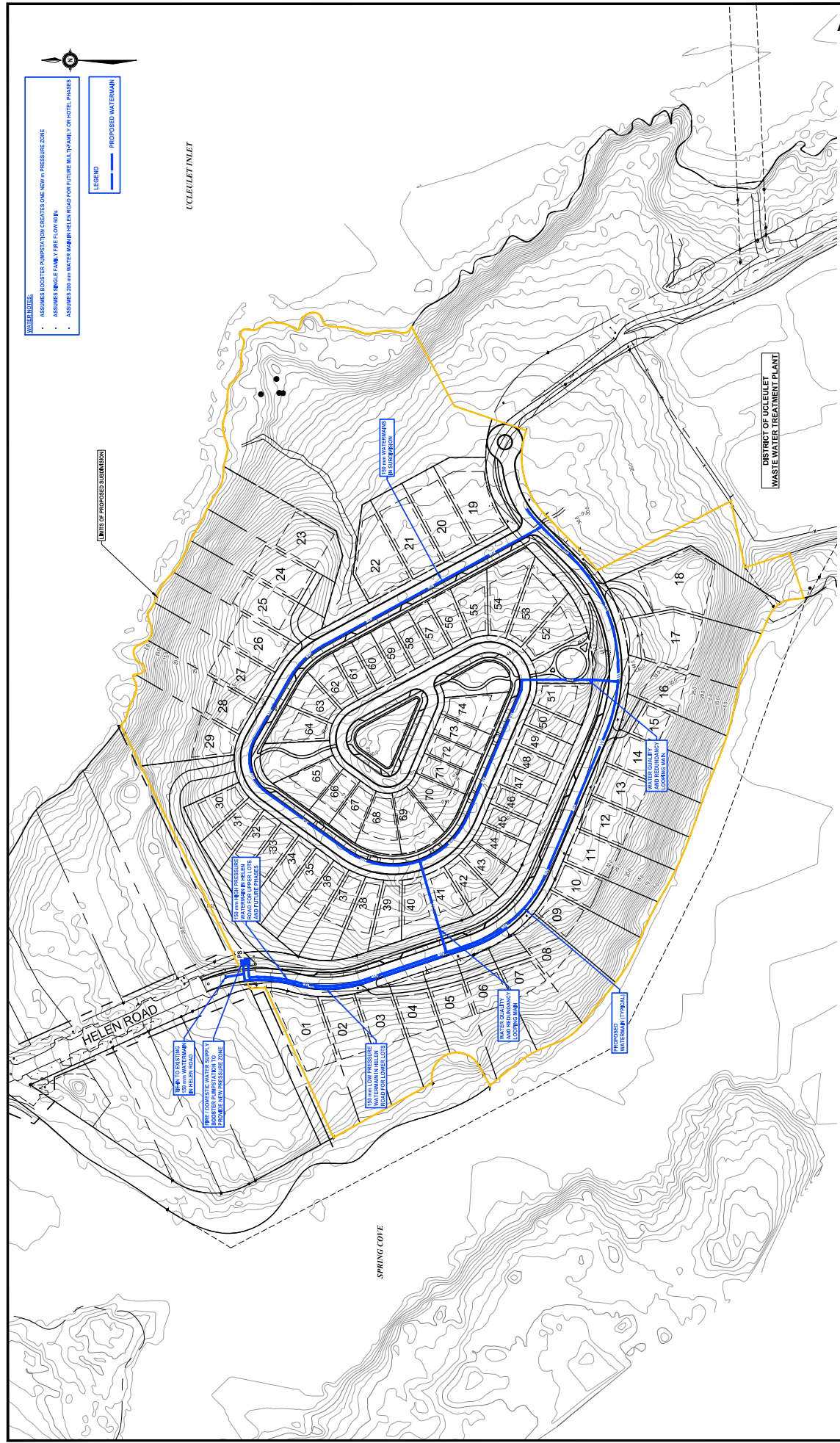
**KERR WOOD LEIDAL**  
 consulting engineers  
 700-11th Street  
 Victoria, BC V8N 4N2  
 T (250) 595-4223 F (250) 595-4224  
 E kwl@kwle.com





# LOT 543 HYPHOCUS ISLAND CONCEPTUAL SERVICING WATER SYSTEM

- NOTES:**
- ASSUMES BOOSTER PUMPSTATION CREATES ONE NEW 100 PSI PRESSURE ZONE
  - ASSUMES SINGLE FAMILY FIRE FLOW 0.15 L/S
  - ASSUMES 300 mm WATER MAIN IN HELEN ROAD FOR FUTURE MULTIFAMILY OR HOTEL PHASES
- LEGEND:**
- PROPOSED WATERMAIN



**KERR WOOD LEIDAL**  
consulting engineers  
200-1011-1011 Street  
VICTORIA, BC V8N 4N2  
T (250) 595-4223 F (250) 595-4224  
E kwl@kwle.com

This page is intentionally left blank



**Creating Great Places.**

PLANNING | ARCHITECTURE | LANDSCAPE ARCHITECTURE | LAND DEVELOPMENT

Vancouver - Shanghai - Ho Chi Minh City | [ekistics.com](http://ekistics.com)

**DISTRICT OF UCLUELET****Official Community Plan Amendment Bylaw No. 1360, 2024**

A bylaw to amend the District of Ucluelet Official Community Plan  
(Hyphocus Island Lot 543 Comprehensive Development).

---

**WHEREAS** Section 471 of the Local Government Act identifies the purposes of an Official Community Plan as “a statement of objectives and policies to guide decisions on planning and land use management, within the area covered by the plan, respecting the purposes of local government”, and the District has adopted an Official Community Plan;

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

**1. Text Amendments:**

The “District of Ucluelet Official Community Plan Bylaw No. 1306, 2022”, as amended, is hereby further amended as follows:

- A. by deleting Policy 3.155; and,
- B. by deleting Policy 3.174 and inserting the following policy in alphanumerical order:

**“Policy 3.174** Hyphocus Island has important environmental and cultural value. A residential development of low-medium density has been permitted on the northeast side of the island, carefully designed to avoid sensitive environmental areas, culturally significant areas, steep slopes, and mature trees. A 2-acre area to the north of the existing municipal sewage lagoons is ideal for the expansion of the District’s wastewater treatment plant.

The southern half of Hyphocus Island, currently zoned as low-density rural reserve, will remain as such until a comprehensive proposal is received for this area. At such time, areas designated as Parks & Open Space will be zoned and protected as parks, and areas designated as Tourist Commercial are to be assessed to determine if development is feasible. A development will be considered feasible if detailed environmental and cultural studies confirm minimal wildlife and biodiversity presence in the proposed development areas, and the proposed development is sensitively placed in the forest such that there is minimal disturbance to the area and all ecological function and attributes are retained. If development is deemed feasible, it is envisioned to be a low-impact hotel of no more than 30 rooms. If development is not feasible, the land use designation and zoning of these areas will be reconsidered, with the areas assessed to be of high environmental value designated as Parks & Open Space in the OCP and zoned as Parks.”



**2. Map Amendments:**

The “District of Ucluelet Official Community Plan Bylaw No. 1306, 2022”, as amended, is hereby further amended as follows:

- A. Schedule ‘A’ Long Range Land Use Plan is hereby further amended by changing the designation of District Lot 543, Clayoquot Land District, Except Plan VIP19677, Native Island; Except shown outlined in red on PL VIP1377R, & EXC PT IN PL VIP41770 & VIP76238 (PID 000-828-891), shown shaded on the map attached to this Bylaw as Appendix “A”, from Single Family Residential, Industrial, and Parks & Open Spaces to Single Family Residential, Multi-Family Residential, Parks & Open Spaces, and Tourist Commercial.
  
- B. Schedule ‘C’ Parks and Trails Network is hereby further amended by changing the parks and trails connectivity network in the area of District Lot 543, Clayoquot Land District, Except Plan VIP19677, Native Island; Except shown outlined in red on PL VIP1377R, & EXC PT IN PL VIP41770 & VIP76238 (PID 000-828-891), shown on the map attached to this Bylaw as Appendix “B”.

**3. Citation:**

This bylaw may be cited as “District of Ucluelet Official Community Plan Amendment Bylaw No. 1360, 2024”.

**READ A FIRST TIME** this    <sup>th</sup> day of                   , **2024.**

**Considered in conjunction with the District of Ucluelet Financial Plan and Waste Management Plan** under Section 477 of the *Local Government Act* this    day of                   , 2024.

**READ A SECOND TIME** this    day of                   , **2024.**

**PUBLIC HEARING** held this    day of                   , **2024.**

**READ A THIRD TIME** this    day of                   , **2024.**

**ADOPTED** this            day of                   , **2024.**

**CERTIFIED CORRECT:** “Official Community Plan Amendment Bylaw No. 1360, 2024”

\_\_\_\_\_  
Marilyn McEwen  
Mayor

\_\_\_\_\_  
Duane Lawrence  
Corporate Officer

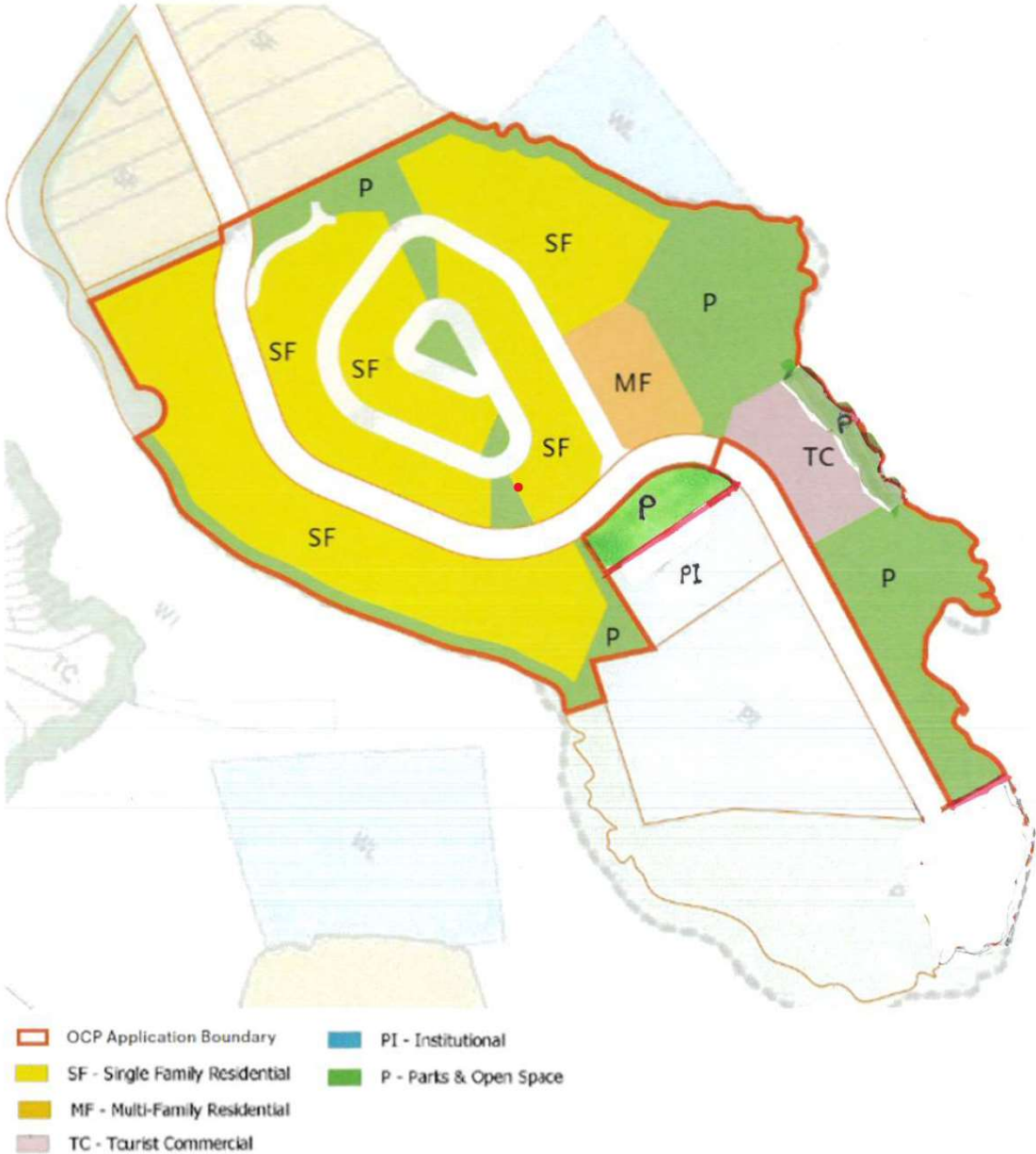
**THE CORPORATE SEAL** of the  
District of Ucluelet was hereto  
affixed in the presence of:

\_\_\_\_\_  
Duane Lawrence  
Corporate Officer

Appendix 'A'

Official Community Plan Amendment Bylaw No. 1360, 2024

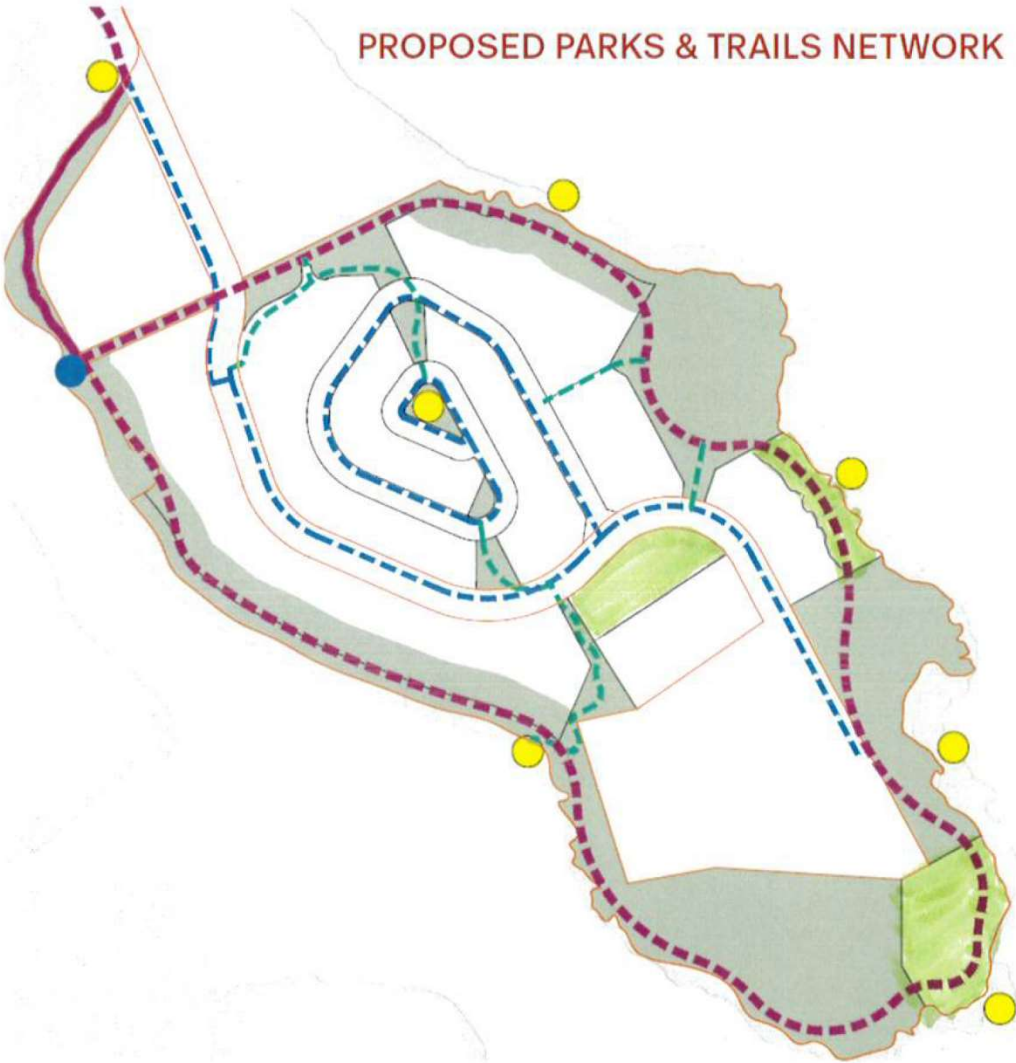
OCP Schedule 'A' Long Range Land Use Plan  
Amendments in the area of District Lot 253 – Hyphocus Island:



Appendix 'B'

Official Community Plan Amendment Bylaw No. 1360, 2024

OCP Schedule 'C' Parks and Trails Network  
Amendments in the area of District Lot 253 – Hyphocus Island:







**DISTRICT OF UCLUELET****Zoning Amendment Bylaw No. 1361, 2024**

A Bylaw to amend the “District of Ucluelet Zoning Bylaw No. 1160, 2013”.

(Hyphocus Island - District Lot 543 Comprehensive Development)

**WHEREAS** the District of Ucluelet Council by Bylaw No. 1160, 2013, adopted the Zoning Bylaw and now deems it appropriate to amend the Zoning Bylaw;

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

**1. Map Amendment:**

Schedule A (Zoning Map) of *District of Ucluelet Zoning Bylaw No. 1160, 2013*, as amended, is hereby further amended by changing the zoning designation for District Lot 543, Clayoquot Land District, except Plan VIP19677, Native Island, and except part shown outlined in red on PL VIP41770 & VIP76238 (PID: 000-828-891), shown outlined on the map attached to this Bylaw as Appendix ‘A’, from RU Rural Residential to R-1H Single Family Residential Housing, R-3 High Density Residential, R-6 Infill Single Family Residential, and P-1 Public Institutional.

**2. Text Amendment:**

Schedule B of the *District of Ucluelet Zoning Bylaw No. 1160, 2013*, as amended, is hereby further amended:

- A. by adding a new subsection alphanumerically to the R-1H Single Family Residential Housing zone such that the new section reads as follows:

**“R-1H.7 Other Regulations:**

**R-1H.7.1** Notwithstanding other regulations of this bylaw, on the R-1H zoned portions of the lands legally described as District Lot 543, Clayoquot Land District, except Plan VIP19677, Native Island, and except part shown outlined in red on PL VIP41770 & VIP76238 (PID: 000-828-891), the following regulations apply:

	(a) Front Yard Setback	(b) Rear Yard Setback	(c) Side Yard – Interior Setback	(d) Side Yard – Exterior Setback
(1) Principal	3 m (10 ft)	6 m (20 ft)	1.5 m (5 ft)	3 m (10 ft)
(2) ADU	3 m (10 ft)	1.5m (5 ft)	1.2m (4 ft)	3 m (10 ft)
(3) Accessory	3 m (10 ft)	1.5 m (5 ft)	1.5 m (5 ft)	3 m (10 ft)
(4) Garage Face	6m (19.6 ft)	n/a	n/a	n/a

”  
,

- B. by adding a new subsection alphanumerically to the R-3 High Density Residential zone such that the new section reads as follows:

**“R-3.8.2** Notwithstanding other regulations in this bylaw, on the R-3 zoned portions of the lands legally described as District Lot 543, Clayoquot Land District, except Plan VIP19677, Native Island, and except part shown outlined in red on PL VIP41770 & VIP76238 (PID: 000-828-891), the following regulations apply:

- (1) Subject to registration of a Housing Agreement to the satisfaction of the District restricting the use of the multiple family residential dwelling units to rental tenancy and prohibiting strata conversion:

(a) the lot is exempt from the minimum useable outdoor recreation space requirement found in the definition of *multiple family residential* in section 103,

(b) the maximum density is 48 units (105 units per hectare), and

(c) the minimum Front Yard Setback, Rear Yard Setback, Side Yard Setback, and Side Yard External Setback for principal buildings is 3m (10ft).”,

- C. by adding a new subsection alphanumerically to the R-6 Infill Single-Family Residential zone such that the new section reads as follows:

**“R-6.7.3** Notwithstanding other regulations in this bylaw, on the R-6 zoned portions of the lands legally described as District Lot 543, Clayoquot Land District, except Plan VIP19677, Native Island, and except part shown outlined in red on PL VIP41770 & VIP76238 (PID: 000-828-891), the following regulations apply:

(1) a *Secondary Suite* and an *Accessory Residential Dwelling Unit* are permitted secondary uses on the same property at the same time,

(2) the maximum lot size is 800m<sup>2</sup>,

(3) the maximum Floor Area Ratio for *Single Family Dwellings* with both a *Secondary Suite* and an *Accessory Residential Dwelling Unit* is 0.75, and

(4) the maximum height for principal buildings is 11.0m.”,

- D. by adding a new subsection alphanumerically to the RU Rural Residential zone such that the new section reads as follows:

**“RU.2.1.1** Notwithstanding other regulations in this bylaw, on the RU zoned portions of the lands legally described as District Lot 543, Clayoquot Land District, except Plan VIP19677, Native Island, and except part shown outlined in red on PL VIP41770 & VIP76238 (PID: 000-828-891), the minimum lot size is 3.0 hectares (7.4 acres).”.

### 3. Citation:

This bylaw may be cited as “District of Ucluelet Zoning Amendment Bylaw No. 1361, 2024”.

**READ A FIRST TIME** this    day of            , **2024.**

**READ A SECOND TIME** this    day of            , **2024.**

**PUBLIC HEARING** held this    day of            , **2024.**

**READ A THIRD TIME** this    day of            , **2024.**

**ADOPTED** this    day of            , **2024.**

**CERTIFIED CORRECT:** “District of Ucluelet Zoning Amendment Bylaw No. 1361, 2024.”

---

Marilyn McEwen  
Mayor

---

Duane Lawrence  
Corporate Officer

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

---

Duane Lawrence  
Corporate Officer

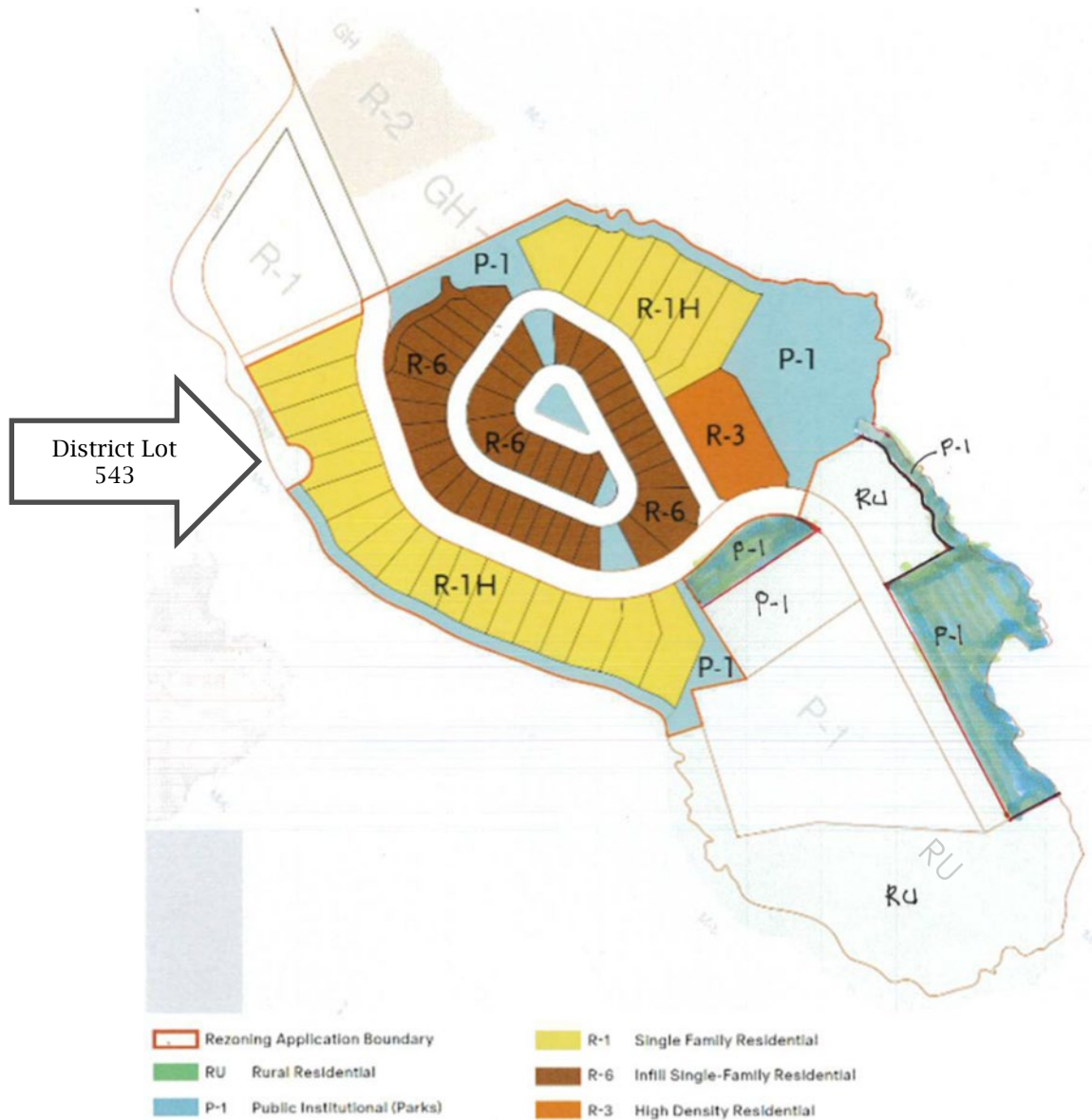


**Appendix 'A'**

**District of Ucluelet Zoning Amendment Bylaw No. 1361, 2024**

From: RU Rural Residential

To: R-1H Single Family Residential Housing, R-3 High Density Residential, R-6 Infill Single-Family Residential, and P-1 Public Institutional



**DISTRICT OF UCLUELET**

**Housing Agreement Bylaw No. 1362, 2024**

A Bylaw to Authorize the District of Ucluelet to Enter into a Housing Agreement.

(District Lot 543 Hyphocus Island)

---

**WHEREAS** the Municipality may, by Bylaw, under Section 483 of the *Local Government Act* enter into a Housing Agreement which may include terms and conditions agreed to by the Municipality and the Owner regarding the occupancy of the housing units identified in the Agreement;

**AND WHEREAS** the Owner has offered to register a Housing Agreement to ensure that the housing units are developed as proposed on the Lands described in this Bylaw, and the Municipality has deemed it expedient to require the Owner to enter into a Housing Agreement with the Municipality pursuant to Section 483 of the *Local Government Act*;

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

1. The Municipality is authorized to enter into Housing Agreements pursuant to Section 483 of the *Local Government Act*, in substantially the form attached to this Bylaw as Schedule “A”, with respect to the land located in the District of Ucluelet known as Lot 543 Hyphocus Island and being more particularly known and described as:

**District Lot 543, Clayoquot Land District, Except Plan VIP19677, Native Island; Except shown outlined in red on PL VIP1377R, & EXC PT IN PL VIP41770 & VIP76238 (PID 000-828-891)**

as shown shaded on the map attached to this bylaw as Appendix “A”.

2. The Mayor and the Chief Administrative Officer of the Municipality are authorized to execute the Housing Agreement on behalf of the Municipality.

**CITATION**

3. This bylaw may be known and cited for all purposes as the “Ucluelet Housing Agreement Bylaw No. 1362, 2024”.

**READ A FIRST TIME** this     day of     , 2024.

**READ A SECOND TIME** this     day of     , 2024.

**READ A THIRD TIME** this     day of     , 2024.

**ADOPTED** this     day of     , 2024.

**CERTIFIED CORRECT:** "Ucluelet Housing Agreement Bylaw No. 1362, 2024"

---

Marilyn McEwen  
Mayor

---

Duane Lawrence  
Corporate Officer

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

---

Duane Lawrence  
Corporate Officer

Appendix "A" to Ucluelet Housing Agreement Bylaw No. 1362, 2024

Subject Property: District Lot 543, Clayoquot Land District, Except Plan VIP19677, Native Island;  
Except shown outlined in red on PL VIP1377R, & EXC PT IN PL VIP41770 & VIP76238





Schedule "A" to Bylaw No. 1362

HOUSING AGREEMENT

(Section 483, *Local Government Act*)

This Agreement, dated for reference the \_\_\_ day of \_\_\_\_\_, 2024 is

BETWEEN:

The District of Ucluelet  
200 Main Street (PO Box 999)  
Ucluelet, BC  
V0R 3A0

(the "District")

and:

Maywind Development Corp., Inc No BC1371692  
2385 Westhill Drive  
West Vancouver, BC  
V7S 2Z2  
(the "Owner")

**WHEREAS:**

A. The Owner is the registered owner of land located on Hyphocus Island in the District of Ucluelet, and is more particularly described as:

PID: 000-828-891

Plan VIP19677, Native Island; Except shown outlined in red on PL VIP1377R, & EXC PT IN PL VIP41770 & VIP76238, (the "Land");

B. The Owner has applied to rezone the Land to enable a residential development consisting of large single-family lots, small single-family lots, and apartments in clustered multi-family stacked-townhome buildings, and has offered to ensure that the use of the apartment buildings on the proposed Lot "C01" (the "Rental Apartment Buildings") is for rental purposes only;

C. The Owner has offered to enter into this agreement restricting the use of the land and occupancy of the Rental Apartment Buildings;

D. The District may, pursuant to Section 483 of the *Local Government Act*, enter into a housing agreement with an owner of land that includes terms and conditions regarding the occupancy, tenure and availability to specified classes of persons of the housing that is subject to the

agreement; and,

- E. The Council of the District has, by *Ucluelet Housing Agreement Bylaw No. 1362, 2024*, authorized the District to enter into this Agreement with the Owner.

**THIS AGREEMENT** is evidence that in consideration of \$2.00 paid by the District to the Owner, the receipt and sufficiency of which are acknowledged by the Owner, and in consideration of the promises exchanged below, the parties agree, as a housing agreement between the Owner and the District under s. 483 of the *Local Government Act*, as follows:

**RENTAL HOUSING UNITS**

- 1. **Occupancy Restriction.** The Owner agrees that the multi-family apartment buildings constructed on the Land shall be used for long-term rental use only and no separate title to any dwelling units may be created under the *BC Strata Property Act*. Any dwelling units constructed within the Rental Apartment Buildings located on the Land may be occupied only by tenants under rental agreements.

**DEFAULT AND REMEDIES**

- 2. The Owner agrees that any breach or default in the performance of this Agreement on its part must be corrected, to the satisfaction of the District, within the time stated in any notice of default provided to the Owner by the District.
- 3. The Owner acknowledges that an award of damages may be an inadequate remedy for a breach of this Agreement and that the District is entitled in the public interest to an order for specific performance of this Agreement, a prohibitory or mandatory injunction to cure any breach of this Agreement, and a declaration that a residential tenancy agreement or any portion of such an agreement or a strata corporation bylaw constitutes a breach of this Agreement and is unenforceable.

**GENERAL PROVISIONS**

- 4. **Housing Agreement.** The Owner acknowledges that this Agreement constitutes a housing agreement under s.483 of the *Local Government Act* and that the District will register a notice of this housing agreement against title to the Land.
- 5. **Indemnity.** The Owner shall indemnify and save harmless the District and each of its elected officials, officers, directors, employees and agents from and against all claims, demands, actions, loss, damage, costs and liabilities for which any of them may be liable by reason of any act or omission of the Owner or its officers, directors, employees, agents or contractors or any other person for whom the Owner is at law responsible, that constitutes a breach of this Agreement.
- 6. **Release.** The Owner releases and forever discharges the District and each of its elected officials,

officers, directors, employees and agents and each of their heirs, executors, administrators, personal representatives, successors and assigns from all claims, demands, damages, actions or causes of action arising out of the performance by the Owner of its obligations under this Agreement.

7. **Survival.** The obligations of the Owner set out in sections 3 and 4 shall survive any termination of this Agreement.
8. **Municipal Powers Unaffected.** This Agreement does not limit the discretion, rights, duties or powers of the District under any enactment or the common law, impose on the District any duty or obligation, affect or limit any enactment relating to the use or subdivision of the Land, or relieve the Owner from complying with any enactment.
9. **No Public Law Duty.** Where the District is required or permitted by this Agreement to form an opinion, exercise a discretion, express satisfaction, make a determination or give its consent, the District is under no public law duty of fairness or natural justice in that regard and the Owner agrees that the District may do any of those things in the same manner as if it were a private party and not a public body.
10. **Notice.** Notice required or permitted to be served under this Agreement is sufficiently served if delivered in person or mailed to the postal address of the Owner or the District, as the case may be, at the address set out above, and in the case of mailed notice shall be deemed to have been received on the third day following mailing.
11. **Enuring Effect.** This Agreement is binding upon, and enures to the benefit of the parties and their respective successors and permitted assigns.
12. **Severability.** If any provision of this Agreement is found to be invalid or unenforceable, it shall be severed from this Agreement and the remainder shall remain in full force and effect.
13. **Remedies and Waiver.** All remedies of the District under this Agreement are cumulative, and may be exercised in any order or concurrently, any number of times. Waiver of or delay by the District in exercising any remedy shall not prevent the later exercise of any remedy for the same or any similar breach.
14. **Sole Agreement.** This Agreement represents the entire agreement between the parties respecting the tenure, use and occupancy of the housing units to be located on the Land, and there are no representations, conditions or collateral agreements on the part of the District other than those set out in this Agreement.
15. **Further Assurance.** The Owner must forthwith do all acts and execute such instruments as may be reasonably necessary in the opinion of the District to give effect to this Agreement.

16. **Runs with the Land.** This Agreement runs with the Land, including any part into which the land may be subdivided, and is binding on the Owner and all persons who acquire an interest in the Land.

17. **No Joint Venture.** Nothing in this Agreement will constitute the District as the joint venturer, agent or partner of the Owner or give the Owner any authority to bind the District in any way.

Maywind Development Corp., Inc.,  
by its authorized signatories:

\_\_\_\_\_  
Name:

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

**The Corporation of the District of Ucluelet,**  
by its authorized signatories:

\_\_\_\_\_  
Mayor:

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

\_\_\_\_\_  
Corporate Officer:

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





**DISTRICT OF UCLUELET****Official Community Plan Amendment Bylaw No. 1351, 2024**

A bylaw to amend the District of Ucluelet Official Community Plan  
(Hyphocus Island Lot 543 Comprehensive Development)

---

**WHEREAS** Section 471 of the Local Government Act identifies the purposes of an Official Community Plan as “a statement of objectives and policies to guide decisions on planning and land use management, within the area covered by the plan, respecting the purposes of local government”, and the District has adopted an Official Community Plan;

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

**1. Text Amendments:**

The “District of Ucluelet Official Community Plan Bylaw No. 1306, 2022”, as amended, is hereby further amended as follows:

- A. by deleting Policy 3.155; and
- B. by deleting Policy 3.174 and inserting the following policy in alphanumerical order:

**“Policy 3.174** Hyphocus Island has important environmental and cultural value. A residential development of low-medium density has been permitted on the northeast side of the island, carefully designed to avoid sensitive environmental areas, culturally significant areas, steep slopes, and mature trees. A 2-acre area to the north of the existing municipal sewage lagoons is ideal for the expansion of the District’s wastewater treatment plant.

The southern half of Hyphocus Island, currently zoned as low-density rural reserve, will remain as such until a comprehensive proposal is received for this area. At such time, areas designated as Parks & Open Space will be zoned and protected as parks, and areas designated as Tourist Commercial are to be assessed to determine if development is feasible. A development will be considered feasible if detailed environmental and cultural studies confirm minimal wildlife and biodiversity presence in the proposed development areas, and the proposed development is sensitively placed in the forest such that there is minimal disturbance to the area and all ecological function and attributes are retained. If development is deemed feasible, it is envisioned to be a low-impact hotel of no more than 30 rooms. If development is not feasible, the land use designation and zoning of these areas will be reconsidered, with the areas assessed to be of high environmental value designated as Parks & Open Space in the OCP and zoned as Parks.”

**2. Map Amendments:**

The “District of Ucluelet Official Community Plan Bylaw No. 1306, 2022”, as amended, is hereby further amended as follows:

- A. Schedule ‘A’ Long Range Land Use Plan is hereby further amended by changing the designation of District Lot 543, Clayoquot Land District, Except Plan VIP19677, Native Island; Except shown outlined in red on PL VIP1377R, & EXC PT IN PL VIP41770 & VIP76238 (PID 000-828-891), as shown on the map attached to this Bylaw as Appendix “A”, from Single Family Residential, Industrial, and Parks & Open Spaces to Single Family Residential, Multi-Family Residential, Parks & Open Spaces, and Tourist Commercial.
  
- B. Schedule ‘C’ Parks and Trails Network is hereby further amended by changing the parks and trails connectivity network in the area of District Lot 543, Clayoquot Land District, Except Plan VIP19677, Native Island; Except shown outlined in red on PL VIP1377R, & EXC PT IN PL VIP41770 & VIP76238 (PID 000-828-891), shown on the map attached to this Bylaw as Appendix “B”.

**3. Citation:**

This bylaw may be cited as “District of Ucluelet Official Community Plan Amendment Bylaw No. 1351, 2024”.

**READ A FIRST TIME** this    day of                    , **2024.**

**Considered in conjunction with the District of Ucluelet Financial Plan and Waste Management Plan** under Section 477 of the *Local Government Act* this    day of                    , 2024

**READ A SECOND TIME** this    day of                    , **2024.**

**PUBLIC HEARING** held this    day of                    , **2024.**

**READ A THIRD TIME** this    day of                    , **2024.**

**ADOPTED** this            day of                    , **2024.**

**CERTIFIED CORRECT:** “Official Community Plan Amendment Bylaw No. 1351, 2024”

\_\_\_\_\_  
Marilyn McEwen  
Mayor

\_\_\_\_\_  
Duane Lawrence  
Corporate Officer

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

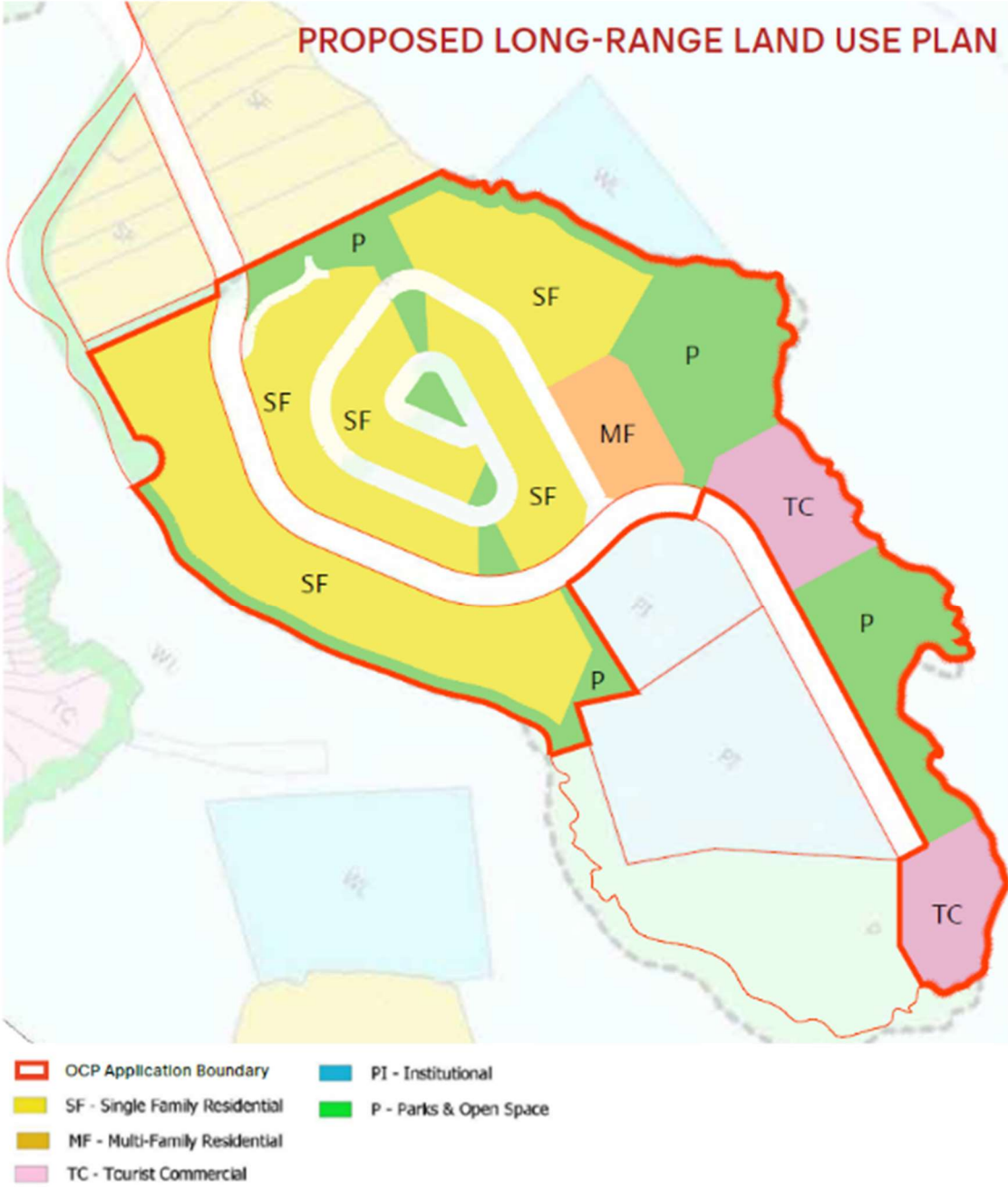
\_\_\_\_\_  
Duane Lawrence  
Corporate Officer



Appendix 'A'

Official Community Plan Amendment Bylaw No. 1351, 2024

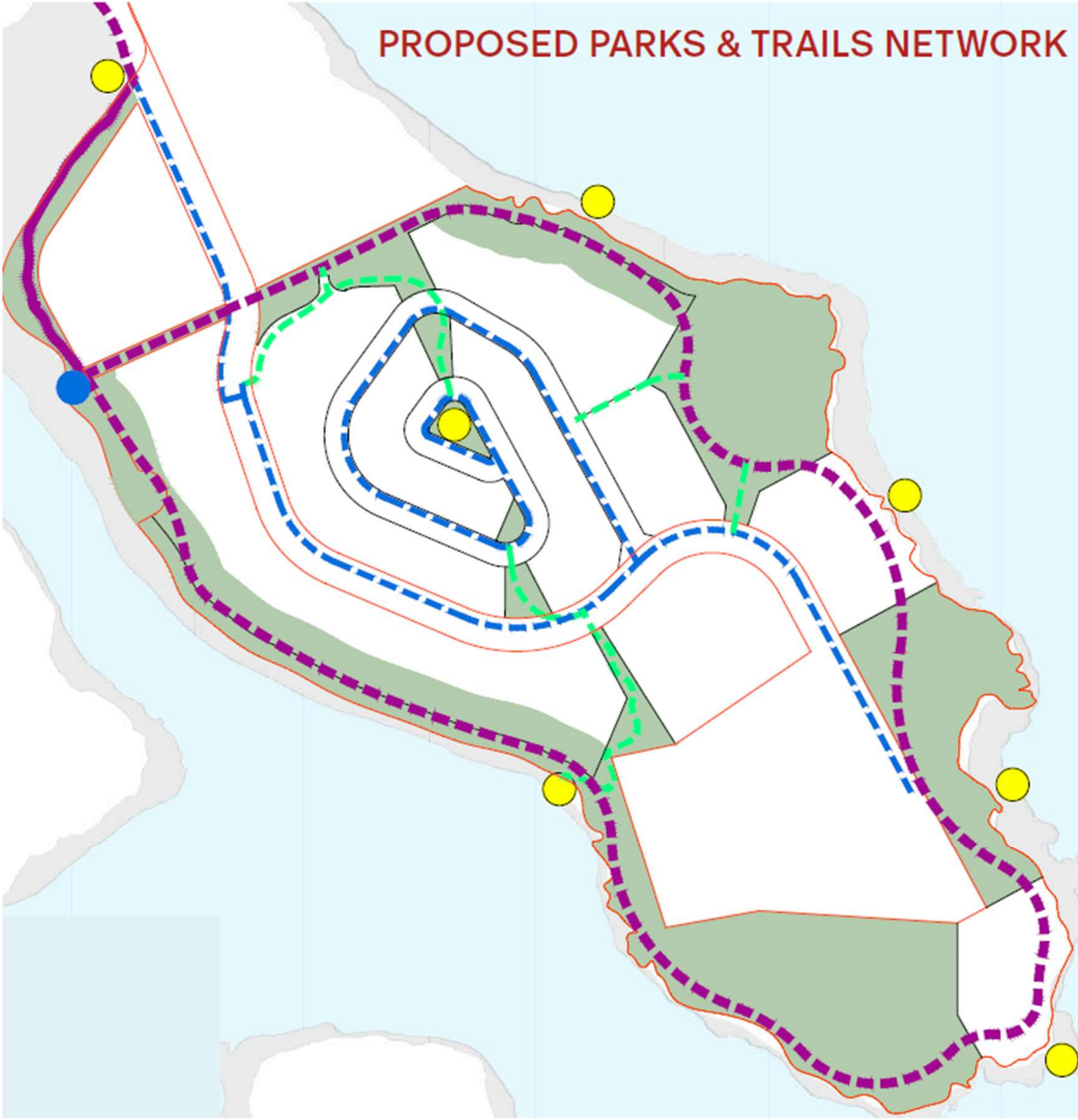
OCP Schedule 'A' Long Range Land Use Plan  
Amendments in the area of District Lot 253 – Hyphocus Island:



Appendix 'B'

Official Community Plan Amendment Bylaw No. 1351, 2024

OCP Schedule 'C' Parks and Trails Network  
Amendments in the area of District Lot 253 – Hyphocus Island:





**DISTRICT OF UCLUELET**

**Zoning Amendment Bylaw No. 1352, 2024**

A Bylaw to amend the “District of Ucluelet Zoning Bylaw No. 1160, 2013”.

(Hyphocus Island - District Lot 543 Comprehensive Development)

**WHEREAS** the District of Ucluelet Council by Bylaw No. 1160, 2013, adopted the Zoning Bylaw and now deems it appropriate to amend the Zoning Bylaw;

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

**1. Map Amendment:**

Schedule A (Zoning Map) of *District of Ucluelet Zoning Bylaw No. 1160, 2013*, as amended, is hereby further amended by changing the zoning designation for District Lot 543, Clayoquot Land District, except Plan VIP19677, Native Island, and except part shown outlined in red on PL VIP41770 & VIP76238 (PID: 000-828-891), shown outlined on the map attached to this Bylaw as Appendix ‘A’, from RU Rural Residential to R-1H Single Family Residential Housing, R-3 High Density Residential, R-6 Infill Single Family Residential, and P-1 Public Institutional.

**2. Text Amendment:**

Schedule B of the *District of Ucluelet Zoning Bylaw No. 1160, 2013*, as amended, is hereby further amended by:

- A. adding a new subsection alphanumerically to the R-1H Single Family Residential Housing zone such that the new section reads as follows:

**“R-1H.7 Other Regulations:**

**R-1H.7.1** Notwithstanding other regulations of this bylaw, on the R-1H zoned portions of the lands legally described as District Lot 543, Clayoquot Land District, except Plan VIP19677, Native Island, and except part shown outlined in red on PL VIP41770 & VIP76238 (PID: 000-828-891), the following regulations apply:

	(a) Front Yard Setback	(b) Rear Yard Setback	(c) Side Yard - Interior Setback	(d) Side Yard - Exterior Setback
(1) Principal	3 m (10 ft)	6 m (20 ft)	1.5 m (5 ft)	3 m (10 ft)
(2) ADU	3 m (10 ft)	1.5m (5 ft)	1.2m (4 ft)	3 m (10 ft)
(3) Accessory	3 m (10 ft)	1.5 m (5 ft)	1.5 m (5 ft)	3 m (10 ft)
(4) Garage Face	6m (19.6 ft)	n/a	n/a	n/a

”



- B. by adding a new subsection alphanumerically to the R-3 High Density Residential zone such that the new section reads as follows:

**“R-3.8.2** Notwithstanding other regulations in this bylaw, on the R-3 zoned portions of the lands legally described as District Lot 543, Clayoquot Land District, except Plan VIP19677, Native Island, and except part shown outlined in red on PL VIP41770 & VIP76238 (PID: 000-828-891), the following regulations apply:

- (1) Subject to registration of a Housing Agreement to the satisfaction of the District restricting the use of the multiple family residential dwelling units to rental tenancy and prohibiting strata conversion:

(a) the lot is exempt from the minimum useable outdoor recreation space requirement found in the definition of *multiple family residential* in section 103,

(b) the maximum density is 48 units (105 units per hectare), and

(c) the minimum Front Yard Setback, Rear Yard Setback, Side Yard Setback, and Side Yard External Setback for principal buildings is 3m (10ft).”,

- C. by adding a new subsection alphanumerically to the R-6 Infill Single-Family Residential zone such that the new section reads as follows:

**“R-6.7.3** Notwithstanding other regulations in this bylaw, on the R-6 zoned portions of the lands legally described as District Lot 543, Clayoquot Land District, except Plan VIP19677, Native Island, and except part shown outlined in red on PL VIP41770 & VIP76238 (PID: 000-828-891), the following regulations apply:

(1) a *Secondary Suite* and an *Accessory Residential Dwelling Unit* are permitted secondary uses on the same property at the same time,

(2) the maximum lot size is 800m<sup>2</sup>,

(3) the maximum Floor Area Ratio for *Single Family Dwellings* with both a *Secondary Suite* and an *Accessory Residential Dwelling Unit* is 0.75, and

(4) the maximum height for principal buildings is 11.0m.”,

- D. by adding a new subsection alphanumerically to the RU Rural Residential zone such that the new section reads as follows:

**“RU.2.1.1** Notwithstanding other regulations in this bylaw, on the RU zoned portions of the lands legally described as District Lot 543, Clayoquot Land District, except Plan VIP19677, Native Island, and except part shown outlined in red on PL VIP41770 & VIP76238 (PID: 000-828-891), the minimum lot size is 4.0 hectares (9.88 acres).”

### 3. Citation:

This bylaw may be cited as “District of Ucluelet Zoning Amendment Bylaw No. 1352, 2024”.

**READ A FIRST TIME** this    day of    , 2024.

**READ A SECOND TIME** this    day of    , 2024.

**PUBLIC HEARING** held this   <sup>th</sup> day of    , 2024.

**READ A THIRD TIME** this    day of    , 2024.

**ADOPTED** this    day of    , 2024.

**CERTIFIED CORRECT:** “District of Ucluelet Zoning Amendment Bylaw No. 1352, 2024.”

---

Marilyn McEwen  
Mayor

---

Duane Lawrence  
Corporate Officer

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

---

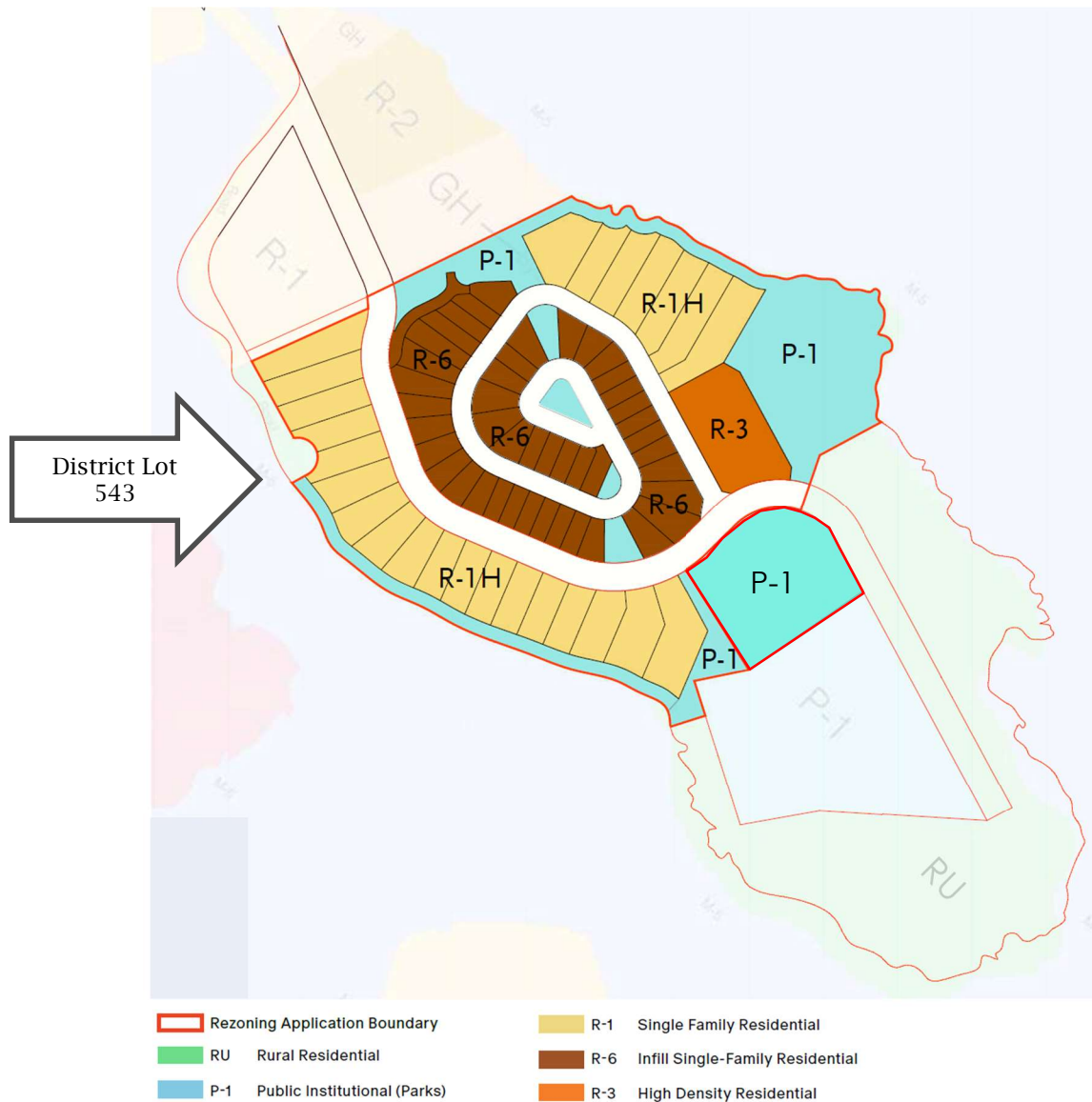
Duane Lawrence  
Corporate Officer

Appendix 'A'

District of Ucluelet Zoning Amendment Bylaw No. 1352, 2024

From: RU Rural Residential

To: R-1H Single Family Residential Housing, R-3 High Density Residential, R-6 Infill Single-Family Residential, and P-1 Public Institutional





## REPORT TO COUNCIL

Council Meeting: October 21, 2024  
500 Matterson Drive, Ucluelet, BC V0R 3A0

---

**FROM:** JEFFREY CADMAN, DIRECTOR OF FINANCE

**FILE No:** 3900-25

**SUBJECT:** PERMISSIVE TAX EXEMPTION BYLAW

**REPORT No:** 24-103

**ATTACHMENT(S):** APPENDIX A - PERMISSIVE TAX EXEMPTION BYLAW No. 1358, 2024

---

**RECOMMENDATION(S):**

**THAT** Council adopt District of Ucluelet Permissive Tax Exemption Bylaw No. 1358, 2024.

**BACKGROUND:**

*Community Charter Section 224* gives local governments the authority to exempt eligible properties from property taxation for a specified period of time not to exceed ten years. At the September 24, 2024 Regular Council Meeting, Council gave the first three readings to the Permissive Tax Exemption Bylaw No. 1358, 2024. The bylaw would be in effect for the tax years 2025 through 2027.

Notice of this bylaw, in accordance with *Community Charter Section 227* was provided in the Westerly newspaper on October 9<sup>th</sup> and 16<sup>th</sup>, 2024, as well as via the Districts' website and bulletin boards. There has been no public correspondence regarding the exemptions.

**POLICY OR LEGISLATIVE IMPACTS:**

*Community Charter section 224-227* provides information on permissive tax exemptions.

**NEXT STEPS**

- Provide Bylaw to BC Assessment by October 31, 2024

**Respectfully submitted:**      Jeffrey Cadman, Director of Finance  
   Duane Lawrence, CAO





**DISTRICT OF UCLUELET****Bylaw No. 1358, 2024**

A bylaw to exempt from taxation certain lands and/or improvements.

**WHEREAS** the Community Charter provides for the exemption from taxation certain land, improvements or both;

**AND WHEREAS** it is deemed expedient to exempt from said taxation certain properties within the District of Ucluelet.

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

1. This bylaw may be known and cited for all purposes as the “District of Ucluelet Permissive Tax Exemption Bylaw No. 1358, 2024”.
2. The following described properties are hereby exempted from taxation for a period of three years (2025-2027), as per section 224 of the *Community Charter*:

**Exemption for Organizations Using Municipal Property**

- a) Food Bank on the Edge - 160 Sea Plane Base Road - Roll No. 181.061 being that portion of Lot 3, Plan VIP20323, District Lot 284, Clayoquot Land District, PID 003-534-618, that is used by the Food Bank on the Edge;
- b) Westcoast Community Resources Centre – 500 Matterson Drive - Roll No. 114.960 being that portion of Lot A, Plan VIP56963, District Lot 281, Clayoquot Land District that is used by the Westcoast Community Resources Centre;
- c) Nuu-Chah-Nulth Tribal Council - 500 Matterson Drive - Roll No. 114.960 being that portion of Lot A, Plan VIP56963, District Lot 281, Clayoquot Land District that is used by the Nuu-Chah-Nulth First Nations;
- d) Ministry of Child and Family Development – 500 Matterson Drive - Roll No. 114.960 being that portion of Lot A, Plan VIP56963, District Lot 281, Clayoquot Land District that is used by the Ministry of Child and Family Development;
- e) Vancouver Island Regional Library – 500 Matterson Drive - Roll No. 114.960 being that portion of Lot A, Plan VIP56963, District Lot 281, Clayoquot Land District that is used by the Vancouver Island Regional Library;
- f) Ucluelet Daycare Society – 500 Matterson Drive - Roll No. 114.960 being that portion of Lot A, Plan VIP56963, District Lot 281, Clayoquot Land District that is used by the Ucluelet Daycare Society;

**Exemption for Residential Properties**

- g) KUU-IS Crisis Line Society - Roll No. 6001, being that portion of Lot 1, Plan VIP9200, Section 21, Clayoquot Land District, PID 005-569-206, 1395 Helen Road;
- h) Westcoast Community Resources Society - Roll No 127994, being Lot 2, Block A, Plan VIP29119 District Lot 282, Clayoquot Land District; PID 001-423-975, 1800 Bay Street;

**Exemption for Aquarium**

- i) Ucluelet Aquarium Society - Roll No. 152.020 being a Portion of District Lot 1689, and DL2191 Clayoquot Land District, 180 Main Street, for aquarium purposes, license 113490;

**Exemption for Food Bank**

- j) Food Bank on the Edge – Roll No. 04-583-00181124 being that portion of District Lot 284, That PT SHOWN AS PCL A PL EPP132848; PID: 032-233-256, that is used and owned by the Food Bank on the Edge;

**Exemption for Redd Fish Restoration Society**

- k) Redd Fish Restoration Society – Roll No. 168000 being Lot A, Plan VIP23074, District Lot 282, Clayoquot Land District, PID 003-221-784, 1728 Peninsula RD, that is owned and used by Redd Fish Restoration Society for restoration, research and education.

**READ A FIRST TIME** this 24<sup>th</sup> day of **September, 2024**.

**READ A SECOND TIME** this 24<sup>th</sup> day of **September, 2024**.

**READ A THIRD TIME, AS AMENDED**, this 24<sup>th</sup> day of **September, 2024**.

**ADOPTED** this \*\* day of \*\*\*, 20\*\*.

**CERTIFIED CORRECT**; "District of Ucluelet Permissive Tax Exemption Bylaw No. 1358, 2024".

---

Marilyn McEwen  
Mayor

---

Duane Lawrence  
Corporate Officer

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

---

Duane Lawrence  
Corporate Officer



## REPORT TO COUNCIL

Council Meeting: October 21, 2024  
500 Matterson Drive, Ucluelet, BC V0R 3A0

---

**FROM:** JOSEPH ROTENBERG, MANAGER OF CORPORATE SERVICES      **FILE NO:** 0570-20 DEL AUTHORITY BYLAW & 0340-50 POLICY

**SUBJECT:** DELEGATION OF AUTHORITY BYLAW AND CONSEQUENTIAL UPDATES TO THE PROCUREMENT AND DISPOSAL POLICY      **REPORT NO:** 24-102

**ATTACHMENT(S):** APPENDIX A – DISTRICT OF UCLUELET DELEGATION OF AUTHORITY BYLAW NO. 1338, 2024  
APPENDIX B – SUMMARY OF BYLAW NO. 1338, 2024  
APPENDIX C – REDLINED VERSION OF UPDATED PROCUREMENT AND DISPOSAL POLICY

---

### RECOMMENDATION(S):

**THAT** Council introduce and give first, second, and third reading to District of Ucluelet Delegation of Authority Bylaw No. 1338, 2024.

### BACKGROUND:

Section 154 of the Community Charter permits Council to delegate some of its authority to municipal employees and officers. These delegations must be done by bylaw. Delegating some Council authorities to staff is common and key for efficient municipal administration.

The District does not have an omnibus bylaw which includes all delegations of authority. Instead, the District relies on various bylaws that delegate powers to staff associated with the subject matter of the bylaw. For example, Business License Bylaw 922, 2003 delegates the Licence Inspector the authority to issue, transfer, and suspend business licenses. Without this delegation, a resolution of Council would be required for a business license to be issued, transferred, or suspended. Since resolutions are adopted at Council meetings, a meeting and report to Council would be required to issue a business licence.

### THE PROPOSED DELEGATIONS OF AUTHORITY:

The proposed District of Ucluelet Delegation of Authority Bylaw No. 1338, 2024 (the "Bylaw"), is intended to supplement existing bylaws that delegate Council authority to Staff. This is anticipated to enhance administrative efficiency by reducing the need for Council resolutions to authorize delegated matters.

Appendix B to this report describes the proposed delegations in detail and provides a non-exhaustive list of some examples of agreements that would be authorized, but in general terms, the Bylaw would authorize identified staff members to:



1. enter into agreements for the purchase of goods and services up to the specified limits;
2. dispose of surplus assets with a specified value;
3. instruct the District’s lawyer to defend litigation;
4. settle litigation and other claims up to specified limits;
5. appoint staff to specified positions and enter employment-related agreements with staff;
6. enter into agreements, make minor modifications, and discharge agreements related to development applications and subdivisions;
7. enter into license agreements for the use of lands and facilities owned or leased by the District, up to specified limits;
8. enter into moorage agreements for District-owned or operated docks, up to specified limits;
9. enter into information sharing agreements;
10. enter into agreements related to sewer, water, and drainage;
11. enter into works and service agreements;
12. enter into agreements related to installing District equipment on utility poles;
13. enter into agreements related to insurance, and the investment of District funds;
14. use statutory power required to collect debt and pay debts owed by the District; and
15. apply for grants and enter into related agreements.

The Bylaw also authorizes the Committee of the Whole to provide interim direction to staff.

PROCUREMENT OF GOODS AND SERVICES:

The Bylaw delegates the authority to purchase goods and services, and sets monetary limits for that authority. It also authorizes staff to dispose of surplus assets, provided those goods have a value equal to or less than the specified monetary limits. As a result, the Bylaw overlaps with Procurement and Disposal Policy Number 3-1200-5 (the “Procurement Policy”) which sets purchasing limits and defines procurement and disposal procedures.

Staff are recommending the purchasing approval limits be incorporated into the Bylaw, and the approval limits be increased.

The following table outlines the current purchasing approval limits under the Procurement Policy and the proposed purchasing approval limits under the Bylaw:

<b>CURRENT: Purchasing Approval Limits in the Procurement Policy</b>	
Council	over \$100,000
Chief Administrative Officer	up to \$100,000
Chief Financial Officer	up to \$75,000
Department Head	up to \$25,000

Supervisory/Foreman	Up to \$10,000
<b>PROPOSED: Purchasing Approval Limits in the Bylaw</b>	
Council	over \$200,000
Chief Administrative Officer	\$200,000
Finance Officer	\$125,000
Director	\$75,000
Fire Chief	\$75,000
Manager	\$50,000
Recreation Programmer	\$10,000
Foreman	\$10,000

Minor Changes are also recommended to clarify the Procurement and Disposal Policy and ensure it aligns with the Bylaw. A redlined version of the Policy is attached as Appendix C to this report. If the Bylaw receives three readings, the updated policy will be presented when Council considers adopting the Bylaw.

**ANALYSIS OF OPTIONS:**

If adopted, the Bylaw would authorize Staff to enter into a variety of agreements and take actions that are necessary for District operations. This would result in the streamlining of District processes and allow staff to undertake their appointed roles in an efficient and effective manner. All delegated authorities are regulated by existing municipal policies and bylaws which employees must follow when exercising any delegated authorities.

The intent of this Bylaw is to manage effectively the day-to-day operations of the municipality. Any matter that falls outside of authorities delegated by this Bylaw or another District bylaw, is of significant community importance, could be politically controversial in nature or otherwise determined of Council importance, would continue to be referred to Council.

<b>A</b>	Give the Bylaw three readings	<b><u>Pros</u></b>	<ul style="list-style-type: none"> <li>Streamlines District processes by delegating identified matters and reducing the need for Council approval and associated delays</li> </ul>
		<b><u>Cons</u></b>	<ul style="list-style-type: none"> <li>Council involvement would be limited for delegated matters</li> </ul>
		<b><u>Implications</u></b>	<ul style="list-style-type: none"> <li>Reduced Council time required to deal with delegated matters</li> <li>Reduced Staff time required to present delegated matters to Council for consideration</li> </ul>

<b>B</b>	Direct Staff to change the Bylaw and bring it back for Council consideration at a future meeting	<u>Pros</u>	<ul style="list-style-type: none"> <li>An amended bylaw may better reflect Council priorities</li> <li>Streamlines District processes by delegating identified matters and reducing the need for council approval and associated delays</li> </ul>
		<u>Cons</u>	<ul style="list-style-type: none"> <li>Council involvement would be limited for delegated matters</li> </ul>
		<u>Implications</u>	<ul style="list-style-type: none"> <li>Additional Staff time required to rework the Bylaw</li> <li>Reduced Council time required to deal with delegated matters</li> <li>Reduced Staff time required to present delegated matters to Council for consideration</li> </ul>
		<u>Suggested Motion</u>	<p>THAT Council direct staff to update District of Ucluelet Delegation of Authority Bylaw No. 1338, 2024 to achieve the following:</p> <p>a. _____; and</p> <p>b. _____</p>
<b>C</b>	Take no action	<u>Pros</u>	<ul style="list-style-type: none"> <li>District processes would not be streamlined by delegating the identified matters</li> </ul>
		<u>Cons</u>	<ul style="list-style-type: none"> <li>Council would consider matters that would have been delegated to Staff through the Bylaw</li> <li>Staff would not have the authority to move the day-to-day operational requirements of the organization forward</li> </ul>
		<u>Implications</u>	<ul style="list-style-type: none"> <li>None</li> </ul>
		<u>Suggested Motion</u>	No motion is required.

**POLICY OR LEGISLATIVE IMPACTS:**

The Bylaw is authorized by section 154 of the *Community Charter* and strives to streamline District processes. Developing the Bylaw was identified as a strategic staff priority through the strategic planning process.

**NEXT STEPS:**

- Bring back the Bylaw for Council to Consider adoption
- Bring back updated Procurement and Disposal Policy for adoption after the Bylaw

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

## DISTRICT OF UCLUELET

### Bylaw No. 1338, 2024

A bylaw to delegate specified authorities

**WHEREAS** Council wishes to delegate to its officers and employees certain powers, duties and functions, including the authority to execute certain documents on behalf of the District of Ucluelet, in addition to the powers, duties and functions delegated by other enactments;

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

#### Definitions

1. In this bylaw:

- (a) **“Approving Officer”** means the person appointed under section 77 [*appointment of municipal approving officer*] of the *Land Title Act*, RSBC 1996, c 250, as amended or re-enacted from time to time;
- (b) **“authority”** means any power, duty or function as described in this Bylaw or another enactment and includes any implied or incidental power, duty or function necessary or desirable to carry out the specified power, duty or function including the authority to execute documents or to provide any notice required under an enactment in relation to an action, decision, or other matter;
- (c) **“Chief Administrative Officer”** means the municipal officer appointed under section 147 [*chief administrative officer*] of the *Community Charter*;
- (d) **“Community Charter”** means the *Community Charter*, SBC 2003, c. 26, as amended or re-enacted from time to time;
- (e) **“Corporate Officer”** means the person appointed under section 148 [*corporate officer*] of the *Community Charter* and the person appointed as their deputy;
- (f) **“development application”** means an application to the District for a building permit, development permit, development variance permit, temporary use permit, approval of a subdivision plan, amendment to the District’s zoning bylaw or official community plan, or any similar type of approval in relation to the development of land;
- (g) **“Director”** means the Director of Community Planning, Director of Community Services, Director of Engineering Services, Finance Officer, and any other Employee that is appointed by the Chief Administrative Officer and has the title Director;
- (h) **“Director of Community Planning”** means the person so appointed by the Chief Administrative Officer;
- (i) **“Director of Community Services”** means the person so appointed by the Chief Administrative Officer;



- (j) **“Director of Engineering Services”** means the person so appointed by the Chief Administrative Officer;
- (k) **“District”** means the District of Ucluelet;
- (l) **“Employee”** means an exempt or union employee or officer of the District, and for clarity does not include Mayor and Council;
- (m) **“Finance Officer”** means the municipal officer appointed under section 149 [financial officer] of the *Community Charter*;
- (n) **“Fire Chief”** means the person so appointed by the Chief Administrative Officer;
- (o) **“Foreperson”** means an Employee that is appointed by the Chief Administrative Officer and has the title Foreperson;
- (p) **“Harbour Manager”** means the person, company, or contractor so appointed by the Chief Administrative Officer;
- (q) **“Local Government Act”** means the *Local Government Act*, RSBC 2015, c. 1, as amended or re-enacted from time to time;
- (r) **“Mayor”** means the District’s Mayor, and any reference to the Mayor includes a Council member designated or chosen to act in the place of the Mayor in accordance with section 130 [designation of member to act in place of mayor] of the *Community Charter*;
- (s) **“Manager”** means an Employee that is appointed by the Chief Administrative Officer and has the title Manager;
- (t) **“recreational facilities”** means a building or place used predominantly for indoor recreation that is owned or leased by the District whether the space is programmed or not; and
- (u) **“Recreation Programmer”** means an Employee that is appointed by the Chief Administrative Officer and has the title Recreation Programmer.

### General

2. Unless a power, duty, or function of Council has been expressly delegated by this Bylaw or another District bylaw, the powers, duties, and functions of Council remain with Council.
3. Any delegation of authority pursuant to this Bylaw is in addition to any delegation of authority established by any other applicable enactment, including District bylaws.
4. Any delegation of authority pursuant to this Bylaw is subject to:
  - (a) any requirements in the *Community Charter* and any other applicable enactments, including this Bylaw and other District bylaws; and
  - (b) sufficient funds having been allocated and approved by Council under the financial plan for the expenditure, purchase, or transaction.

5. For clarity, this Bylaw does not authorize Employees to approve any agreement that is required by an enactment to be adopted by Council or requires approval of the electors.
6. If an Employee decides not to exercise their delegated authority under this Bylaw, in their sole discretion and for reasons of complexity, visibility, or any other circumstance, the matter may be considered by Council.
7. Nothing in this Bylaw precludes the appointment of a person to more than one position.
8. For clarity, a person to whom authority has been delegated under this Bylaw has no authority to further delegate such authority to any other person, except if the other person is acting on behalf of the delegate in accordance with sections 9 or 10 of this Bylaw.

### **Acting and Temporary**

9. Each Employee referenced in this Bylaw may appoint another Employee to act on their behalf in their absence and to exercise their authority under this Bylaw and all other District bylaws, policies, and other instruments during that time.
10. The Chief Administrative Officer may make appointments under section 9 on their own behalf and on behalf of any other Employee. In the event of a conflict, an appointment made by the Chief Administrative Officer pursuant to this section shall oust any conflicting appointment made by any other Employee.
11. Any reference to an Employee in this Bylaw includes any Employee who has assumed the responsibilities of that Employee as authorized by sections 9 and 10.

### **Continuity**

12. Where this Bylaw delegates authority to an Employee by referencing the current title of a position:
  - (a) if a position is renamed, each reference in this Bylaw to that position is deemed to be a reference to the renamed position; and
  - (b) if a position is modified or eliminated, each reference in this Bylaw to that position is deemed to be a reference to the position that has assumed responsibility for the subject matter of the delegated authority, or that is most closely connected to the modified or eliminated position.

### **Calculation of Value of Licences and Interest in Land**

13. For the purposes of this Bylaw, the value of an agreement in relation to an interest in land, or a licence related to use of land is determined as follows:
  - (a) for a lease, the total basic rent payable inclusive of any applicable taxes for the entire term of the lease including any rights of renewal;
  - (b) for a licence, the total licence fee payable inclusive of any applicable taxes for the entire term of the licence including any rights of renewal;
  - (c) for a right of way, easement, or covenant, by the market value fee payable inclusive of any applicable taxes; and

- (d) for a transaction for which rent or a fee is not payable, by determining the fair market value of the transaction.

### **Land and Improvements**

14. Council must approve any acquisition or disposition of land or improvements to land. Without Council approval, an interest less than fee simple or right with respect to land or improvements may be acquired or disposed of only as specifically set out in this Bylaw or another District bylaw.

### **Procurement and Disposal of Assets**

15. Each of the following Employees is delegated authority to negotiate, approve, award, and execute contracts for the purchase of goods and services for the District up to the corresponding monetary amount listed in the following subsections:
- (a) Chief Administrative Officer: \$200,000;
  - (b) Finance Officer: \$125,000;
  - (c) Director: \$75,000;
  - (d) Fire Chief: \$75,000;
  - (e) Manager: \$50,000;
  - (f) Foreperson: \$10,000; and
  - (g) Recreation Programmer: \$10,000.
16. Each Employee referenced in section 15 above is delegated authority to declare and dispose of surplus assets, excluding land, interests in land, and improvements to land, up to the corresponding monetary values set out in section 15 above.

### **Implementation of Agreements Approved by Council**

17. Where Council has approved a transaction, agreement, or other document, the Chief Administrative Officer, Finance Officer, Fire Chief, each Director, and each Manager is delegated authority to carry out the terms of the transaction, agreement, or other document within their respective areas of responsibility.

### **Delegation to Mayor and Corporate Officer**

18. Except for those matters for which authority is expressly delegated pursuant to another section of this Bylaw or any more specific District bylaw, the Mayor and Corporate Officer, acting together, are delegated the authority to execute on behalf of the District all forms, contracts, instruments, and other documents that Council has authorized by bylaw or resolution.

### **Delegations to the Chief Administrative Officer**

19. The Chief Administrative Officer is delegated authority to:
- (a) instruct legal counsel to defend, any legal action or proceedings, in any court of law, before any tribunal, arbitrator or other person for or on behalf the District and to pursue a counterclaim, third party claim or similar ancillary claim in respect of the defense of any such action or proceeding;

- (b) subject to the direction or consent of an insurer if required under a contract of insurance, settle claims, including by granting or accepting releases, by or against the District whether or not legal proceedings have been commenced, up to \$100,000;
- (c) appoint Bylaw Enforcement Officers;
- (d) negotiate, approve, and execute contracts and other documents related to the management of Employees;
- (e) during a Council meeting closed to the public, act in the place of the Corporate Officer if the Corporate Officer is excluded by Council in accordance with section 91 [*other persons attending closed meetings*] of the *Community Charter*;
- (f) negotiate, approve, and execute information sharing agreements; and
- (g) exercise the same authority that this Bylaw delegated to any other Employee.

### **Delegations to the Director of Community Planning**

- 20. In relation to development applications that require or have received Council approval or conditional approval, the Director of Community Planning is delegated authority to:
  - (a) negotiate, approve, and execute all related agreements, including covenants and rights of way, and other documents; and
  - (b) exercise discretion in relation to the amount and type of security required for each agreement or other document.
- 21. In relation to development application approvals that have been delegated to the Director of Community Planning, or the Building Inspector, by another District bylaw or other enactment, the Director of Community Planning is delegated the authority to:
  - (a) negotiate, approve, and execute all related agreements, including covenants and rights of way, and other documents; and
  - (b) exercise discretion in relation to the amount and type of security required for each agreement or other document.
- 22. The Director of Community Planning is delegated the authority to:
  - (a) negotiate, approve, and execute modifications of a minor or merely technical nature, of covenants, easements, and rights of way acquired by the District in relation to any development application; and
  - (b) negotiate, approve, and execute releases of obsolete covenants, easements, and rights of way acquired by the District in relation to any development application.



### Delegations to the Approving Officer

23. In addition to the authorities delegated under the *Local Government Act, Community Charter, Land Title Act*, and other provincial enactments, the Approving Officer is delegated authority to negotiate, approve, and execute all agreements, including covenants and rights of way, and other documents in relation to a condition of subdivision approval or any other approval delegated to the Approving Officer by this Bylaw or any other applicable enactment, and to exercise discretion in relation to the amount and type of security required for each agreement or other document.

### Delegation to the Director of Engineering Services

24. The Director of Engineering Services is delegated authority to:
- (a) negotiate, approve, and execute licence agreements for the use of District owned highways, parks, lands, improvements, and District held rights of way, subject to the licence:
    - i. being for a term that is not longer than three years including rights of renewal;
    - ii. fee payable for the entire term being fair market value; and
    - iii. fee payable for the entire term being no more than \$40,000;
  - (b) negotiate, approve, and execute right of way, covenant, and easement agreements in connection with the operation of sewer, water, or drainage works, subject to the fee payable by the District being no more than \$75,000;
  - (c) discharge a right of way, covenant, or easement referred to in subsection (b) which is no longer required by the District or is modified or replaced;
  - (d) negotiate, approve, and execute agreements or other documents under which:
    - i. persons may be bound to plan, design, or construct works or services or both on District lands or on statutory rights of way held by the District, including providing security and cash-in-lieu amounts to the District; and
    - ii. the Director of Engineering may commit the District to contribute funds towards such works or services or both, up to a maximum of \$50,000 per agreement, provided the funds to be contributed by the District is required to improve the municipal portion of the infrastructure;
  - (e) take any action in relation to the following sections of the *Community Charter*:
    - i. section 32 [*authority to enter on and use property*]; and
    - ii. section 43 [*agreements respecting municipal equipment on utility poles*]; and
  - (f) file and discharge notices of interest under the *Builders Lien Act*, SBC 1997, c 45.

### Delegations to the Finance Officer

25. The Finance Officer is delegated the authority to:
- (a) negotiate, approve, and execute agreements related to investing District funds as permitted under section 183 [*investment of municipal funds*] of the *Community Charter*;
  - (b) negotiate, approve, and execute agreements, policies, and other documents for the purpose of obtaining insurance coverage on behalf of the District;
  - (c) negotiate, approve, and execute lease agreements to lease or sublease District owned or leased Employee housing, subject to:
    - i. the total basic rent payable for the entire term of the lease being fair market value;
    - ii. the lease being consistent with any applicable District policy; and
    - iii. the lease being authorized by the headlease, if applicable;
  - (d) approve and authorize payments for all amounts due and payable by the District:
    - i. by operation of provincial or federal law; or
    - ii. as ordered by a court of competent jurisdiction; and
  - (e) take any action in relation to the following sections of the *Community Charter*:
    - i. section 17 [*municipal action at defaulter's expense*]; and
    - ii. section 231 [*recovery of taxes and fees*].
26. The Director of Finance is delegated the authority to cause an amount referred to in section 258(1) [*special fees may be collected as property taxes*] of the *Community Charter* to be collected in the same manner and with the same remedies as property taxes.

### Delegations to the Director of Community Services

27. The Director of Community Services is delegated the authority to negotiate, approve, and execute licence agreements for the use of:
- (a) District owned recreation facilities provided that the licence fee payable is established by District bylaw;
  - (b) District owned parks provided that the licence fee payable is established by District bylaw; and
  - (c) recreation facilities and parks leased by the District provided that the licence fee payable is established by District bylaw and subject to the licence being authorized by the headlease.
28. If the subject matter of the licence agreement is not a service for which a fee is imposed by the District, the Director of Community Services is delegated the authority to negotiate, approve, and execute licence agreements for the use of recreation facilities and parks, owned or leased by the District, subject to the licence:

- (a) being for a term that is not longer than three years including rights of renewal;
  - (b) fee payable for the entire term being fair market value;
  - (c) fee payable for the entire term being no more than \$20,000; and
  - (d) being authorized by the headlease, where applicable.
29. The Director of Community Services is delegated the authority to:
- (a) issue special event permits for temporary, non-exclusive uses of parks, recreation facilities, and other District owned property, subject to the permit being for a term that is no longer than one year;
  - (b) set conditions, including conditions relating to compensation, indemnification, insurance, security, machinery, equipment, times of use, and compliance with applicable laws and any restrictions on title to property to which the permit relates; and
  - (c) negotiate, approve, and execute agreements directly related to the permit.
30. The Director of Community Services is delegated the authority to:
- (a) apply for grants related to District recreation programming, recreation department staffing, and special events with a value up to \$50,000; and
  - (b) negotiate, approve, and execute agreements related to the receipt of grant funding applied for under subsection 30(a).

### **Delegations to Multiple Positions**

31. The Chief Administrative Officer, Director of Community Planning, Director of Community Services, Director of Engineering Services, Fire Chief, and the Finance Officer, are each delegated the authority to:
- (a) apply for grant funding for projects or programs within their respective areas of responsibility, subject to:
    - i. the project or program being approved by Council; and
    - ii. sufficient funds having been allocated and approved by Council under the financial plan for the District's equity contribution to the project, if applicable.
  - (b) negotiate, approve, and execute agreements related to the receipt of grant funding applied for under subsection 31(a).
32. The Director of Community Services and the Harbour Manager are each delegated the authority to negotiate, approve, and execute agreements for moorage at District owned or operated wharves provided that:
- (a) the moorage fee payable is established by District bylaw; and
  - (b) the moorage is authorized by the headlease, where applicable.

**Committee of the Whole**

33. The Committee of the Whole is delegated authority to give interim direction to staff on matters being considered by the Committee of the Whole.

**Administration**

34. This bylaw may be known and cited for all purposes as the “District of Ucluelet Delegation of Authority Bylaw No. 1338, 2024” or “Delegation of Authority Bylaw No. 1338, 2024”.

**READ A FIRST TIME** this \*\* day of \*\*\*, 20\*\*.

**READ A SECOND TIME** this \*\* day of \*\*\*, 20\*\*.

**READ A THIRD TIME** this \*\* day of \*\*\*, 20\*\*.

**ADOPTED** this \*\* day of \*\*\*, 20\*\*.

**CERTIFIED CORRECT:** "District of Ucluelet Delegation of Authority Bylaw No. 1338, 2024".

---

Marilyn McEwen  
Mayor

---

Duane Lawrence  
Corporate Officer

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

---

Duane Lawrence  
Corporate Officer





**Summary of Bylaw No. 1338, 2024**

<b>Provision Type</b>	<b>Section</b>	<b>Delegate</b>	<b>Explanation</b>	<b>Limit on Authority</b>	<b>Examples of Authorized Agreements</b>
Limit on all delegation in Bylaw	4	N/A	Any exercise of delegated authority which is not consistent with statutory requirements or the District budget, is unauthorized	N/A	N/A
Referral to Council	6	N/A	Staff can refer delegated matters to Council	N/A	NA
Continuity	9 to 11	N/A	Allows delegates and the CAO to appoint other staff to act for them in their absence	N/A	N/A
Continuity	12	N/A	Ensures the delegation persists if position is renamed, modified, or eliminated	N/A	N/A
Calculation	13	N/A	Determines method for establishing land values used as monetary limits on delegated authorities in other sections of the Bylaw	N/A	N/A

Provision Type	Section	Delegate	Explanation	Limit on Authority	Examples of Authorized Agreements
Procurement	15	Chief Administrative Officer (CAO), Finance Officer, Directors, Fire Chief, Managers, Rec Programmer, Foreperson	Delegates the authority to enter into contracts for the purchase of goods or services up to specified monetary limits	Monetary Limits: CAO = \$200k Finance Officer = \$125k Directors = \$75k Fire Chief = \$75k Managers = \$50k Rec Programmer = \$10k Foreperson = \$10k	Services = Consulting agreements, recreation instructor agreements, agreement to perform work for the District like mechanical work or construction contracts  Goods = Agreements to procure goods like vehicles, furniture, copiers, office supplies, or public works supplies
Disposal of Assets	16	CAO, Finance Officer, Directors, Fire Chief, Managers, Rec Programmer, Foreperson	Delegates authority to sell or otherwise dispose of assets owned by the District with specified values	Scope Limit: Doesn't apply to land, interests in land, or improvements  Monetary Limit: Asset value must be no greater than monetary limits established by previous section (section 15)	Sale of surplus assets owned by the District which are at end of useful life or otherwise determined to be surplus because they no longer have value to the District
Council Approved Agreements	17	CAO, Finance Officer, Directors, Fire Chief, Managers	Authorizes delegates to carryout terms of a contract that has been authorized by Council	Scope Limit: Authorization is limited to the respective areas of responsibility of each delegate	Any agreement authorized by Council

Provision Type	Section	Delegate	Explanation	Limit on Authority	Examples of Authorized Agreements
Council Approved Agreements	18	Corporate Officer and Mayor	Mayor and Corporate Officer are authorized to sign agreements authorized by Council	N/A	Any agreement authorized by Council
Legal	19(a)	CAO	Authorizes CAO to defend litigation and commence ancillary claims like counter claims and third party claims	N/A	N/A
Legal	19(b)	CAO	Authorizes CAO to settle legal and other claims	Monetary Limit: \$100k Other Limit: Insurer consent, if applicable	N/A
Appoint	19(c)	CAO	Appoint Bylaw Enforcement Officer	N/A	N/A
HR	19(d)	CAO	Enter into agreements related to the management of staff.	Scope Limit: Doesn't include ratification of the collective agreement.  Limits Established by Other Bylaws: Employment agreements must conform with Officers and Officials Bylaw No. 1315, 2022 which determines salary structure for exempt employees, vacation entitlement, and other employment related matters.	Training agreements, employment agreements, and employee special circumstances agreements such as agreements related to remote work, and modified work schedule



Provision Type	Section	Delegate	Explanation	Limit on Authority	Examples of Authorized Agreements
Council Meetings	19(e)	CAO	Authorizes CAO to take minutes when Corporate Officer isn't at Closed Council Meetings	N/A	N/A
Information Sharing	19(f)	CAO	Authorizes CAO to enter into agreement related to the sharing of personal information (as defined by Freedom of Information and Protection of Privacy Act (FIPPA)) with other organizations	N/A	Information sharing agreement with the Province of BC to share personal information related to short-term rentals.
Continuity	19(g)	CAO	Authorizes CAO to exercise authority delegated to another employee	Scope Limit: Authority must be delegated in this Bylaw	N/A

Provision Type	Section	Delegate	Explanation	Limit on Authority	Examples of Authorized Agreements
Development Related Agreements	20	Director of Community Planning	<p>Authorizes Director to enter into agreements that are linked to the approval of development applications.</p> <p>Development Applications are defined broadly as "...an application to the District for a building permit, development permit, development variance permit, temporary use permit, approval of a subdivision plan, amendment to the District's zoning bylaw or official community plan, or any similar type of approval in relation to the development of land."</p>	Scope Limit: Development Application must be considered by Council to trigger this section	A restrictive covenant ensuring that the developer will only build according to the plans they have presented to the public and Council, and follow through on all agreed-to conditions of the rezoning approval.
Development Related Agreements	21	Director of Community Planning	<p>Authorizes Director to enter into agreements that are ancillary to the approval of development applications. Development applications are defined broadly</p> <p>Also authorizes the Director of Planning to negotiate security (if applicable)</p>	Scope Limit: Director of Planning or Building Inspector must be delegated the authority by bylaw or statute to approve the development application to trigger this section	A no subdivision restrictive covenant as required by the Zoning bylaw prior to an occupancy permit being issued for a new accessory dwelling unit and taking security for a landscape deposit (form & character DP) or revegetation deposit (environmental DP); these are based on the cost of the works estimated by the landscape architect or project biologist

Provision Type	Section	Delegate	Explanation	Limit on Authority	Examples of Authorized Agreements
Development Related Agreements	22	Director of Community Planning	Authorizes Director to make minor modifications to existing agreements related to development and release existing agreement when they are obsolete	Scope Limit: Agreement must exist and related to a development application.	Replacing blanket statutory right of way (SRW) with a narrower, specific SRW after underground services have been installed and the alignment can be surveyed. This section also authorizes the discharge of obsolete covenants, so a covenant registered prior to subdivision to protect a wetland could be discharged (after a subdivision is registered) from new parcels that don't contain wetlands, while leaving the covenant registered on the new parcel or parcels that do contain wetlands
Development Related Agreements	23	Approving Officer	Authorizes Approving Officer to enter agreements that are a condition of subdivision or any other approval delegated to the Approving Officer	Scope Limit: development approval delegated to the Approving Officer or a condition of subdivision	A restrictive covenant defining a building envelope on a proposed lot that includes areas of steep slopes, flood risk or other hazardous conditions that a future owner would need to avoid

Provision Type	Section	Delegate	Explanation	Limit on Authority	Examples of Authorized Agreements
License of Use Agreement - Public Works	24(a)	Director of Engineering Services	Authorizes the Director to enter into license agreements for the use of specified District assets	<p>Scope limit: License must be for use of District owned highways, parks, lands, improvement, or District held rights of way. This section does not authorize lease agreements</p> <p>Time Limit: License can be no longer than 3 years</p> <p>Monetary Limit: Fee payable must be no more than \$40k and must be fair market value</p>	A licence of occupation for for sign in right of way or a licence to allow telecommunications equipment to land on a District park
Drainage, Sewer, and Water Agreements	24(b)&(c)	Director of Engineering Services	<p>Authorizes Director to enter into agreements related to locating sewer, water, and drainage works on private lands.</p> <p>Authorizes Director to discharge these agreements when obsolete, modified, or replaced.</p>	<p>Scope Limit: Must be related to water, sewer, or drainage.</p> <p>Monetary Limit: \$75k</p>	Agreements for District sewer or water infrastructure to cross private lands



Provision Type	Section	Delegate	Explanation	Limit on Authority	Examples of Authorized Agreements
Works and Services Agreements	24(d)	Director of Engineering Services	Authorizes Director to enter into works and services agreements for the construction of works on District lands or rights of way and to commit up to \$50k to these projects	<p>Scope limit: infrastructure to be improved is on District Land or Rights of Way held by the District</p> <p>Monetary Limit: \$50k may only be committed to works and services agreements, if the funds would improve the municipal portion of infrastructure</p>	Agreements in which a developer agrees to improve or construct infrastructure on District land or District held Statutory Rights of Way (like water and sewer infrastructure) that is desired for the development, including upgrades to works that would benefit the District
Public Works Additional Authorities	24(e)(i)	Director of Engineering Services	Authorizes Director to enter onto private property to investigate public works related issues	Statutory Limit: Section 32 of the Community Charter limits the reasons employees can enter onto private property under this authority	N/A
Public Works Additional Authorities	24(e)(ii)	Director of Engineering Services	Authorizes Director to enter into agreements to install District infrastructure on utility poles	Statutory Limit: Section 43 of the Community Charter limits this power to poles on a highway	Agreements to install District infrastructure on power pole owned by BC Hydro
Public Works Additional Authorities	24(f)	Director of Engineering Services	File and discharge notice of interest under Builders Liens Act	N/A	N/A

Provision Type	Section	Delegate	Explanation	Limit on Authority	Examples of Authorized Agreements
Investment Agreements	25(a)	Finance Officer	Authorizes Finance Officer to enter into agreements related to investing District funds	Statutory Limitation: Agreement must comply with section 183 of the Community Charter which determines the investment types that are permitted	Investment agreements in compliance with the Community Charter
Insurance Agreements	25(b)	Finance Officer	Authorizes Finance Officer to enter into agreements related to insurance	Scope Limit: Must be related to insurance	Insurance agreements including property, liability, accidental death and dismemberment, and marine insurance
Staff Housing Agreements	25(c)	Finance Officer	Authorizes Finance Officer to enter into lease agreements with staff for staff housing owned or leased by the District	<p>Monetary Limit: Total rent must be no greater than \$40k</p> <p>Policy Limit: Lease must be consistent with applicable policies such as District of Ucluelet Staff Housing Policy Number 2-0870-1.</p> <p>Other Limits: Lease must be authorized by headlease</p>	Lease agreement for staff to rent District owned or leased staff housing
Debts Owed by the District	25(d)	Finance Officer	Authorizes Finance Officer to pay debts that are not administrative in nature	Scope Limit: Debt must be owed due to federal/provincial tax or court order	N/A

Summary of Bylaw No. 1338, 2024

Appendix B

Provision Type	Section	Delegate	Explanation	Limit on Authority	Examples of Authorized Agreements
Debts Owed to the District	26	Finance Officer	Authorizes Finance Officer to attach debts to debtor's property taxes	Statutory Limit: Debt must arise from a fee listed in section 258(1) of the Community Charter	N/A
Recreation and Park Licenses of Use	27	Director of Community Services	Authorizes Director to enter into license agreements for the use of recreation facilities and parks	Scope Limit: Fee for the service must be established by the District's Fees and Charges Bylaw  This section does not authorize lease agreements	Rental agreement for use of space at the Ucluelet Community Centre
Recreation and Park Licenses of Use	28	Director of Community Services	Authorizes Director to enter into license agreements for the use of recreation facilities and parks	Monetary Limit: The fee payable must be fair market value and no more than \$20k  Time Limit: 3 years	Storage agreement for group that regularly rents space at Community Centre
Special Event Permits	29	Director of Community Services	Authorizes Director to issue special event permits for events on District lands	Scope Limit: Event must be on District Parks, recreation facilities or other District owned property.  Time Limit: 1 year	Filming permit, wedding permit, or Soap Box Derby permit, and any agreement ancillary to these permits such as agreements that indemnify the District for risk associated with the event
Grants	30	Director of Community Services	Authorizes Director to apply for grants and enter into related agreements	Scope Limit: Grant must be recreation related  Monetary Limit: \$50k	Grant application and associated agreements

Provision Type	Section	Delegate	Explanation	Limit on Authority	Examples of Authorized Agreements
Grants	31	CAO, Director of Community Planning, Director of Engineering Services, Director of Community Services, Fire Chief, Finance Officer	Each delegate is authorized to apply for grant funding and enter into related agreements	<p>Scope Limit: Grant funded project must be approved by Council and be related to the delegates area of responsibility</p> <p>Monetary Limit: Sufficient funds must be available in the District financial plan to fund the District's equity contribution to the project</p>	Grant application and associated agreements
Harbour	32	Director of Community Services and Harbour Manager	Each delegate is authorized to enter into moorage agreements	Scope Limit: Moorage fee must be determined by District Bylaw. Fees are currently determined by Harbour Regulation Bylaw	Moorage agreements
Committee of the Whole	33	Committee of the Whole	Authorizes the Committee of the Whole to provide interim direction to staff	N/A	N/A







The Corporation of the District of Ucluelet

**MUNICIPAL POLICY MANUAL**


---

**POLICY NUMBER:** 3-1200-~~65~~
**REFERENCE:**

Procurement and Disposal Policy

**ADOPTED BY:****CROSS-REFERENCE:**

Environmental Purchasing Policy 3-1200-3

**SUPERSEDES:**#3-1200-~~54~~**AMENDED DATE:**~~N/AN/A~~**DEPARTMENT:**

Finance

**EFFECTIVE DATE:**~~December 10, 2019~~**Policy Statement**

The objective of this policy is to set out the responsibilities and accountability associated with the efficient, economical, socially and environmentally responsible acquisition and disposition of goods and services. The intent of this policy is to ensure that the District of Ucluelet (DOU) receives best overall value in the most cost-effective manner, and that the methods used are open, fair, transparent, and non-discriminatory. This policy will also ensure we meet our obligations under Canada's competitive bidding laws and comply with the various trade agreements.

This policy applies to anyone who may be involved in purchasing activities on behalf of DOU, that use corporate funds for the acquisition of goods or services.

**Definitions**

**Chief Administrative Officer** means the municipal officer appointed under section 147 [chief administrative officer] of the *Community Charter*, as amended or re-enacted from time to time.

**Competition** means a competitive process such as a Request for Offer (RFO), Request for Proposal (RFP), or Tender.

**Community Charter** means the *Community Charter, SBC 2003, c. 26*.

**Competitive bid** is a formal request to supply goods or services. The department responsible develops specifications for that need and issues a Request for Bid, (RFB). The RFB includes all the information a vendor should need in order to develop a bid submission.

**Council** means the *Council of the District of Ucluelet*.

**Department Head** means a District employee that oversees a department's budget and reports directly to the Chief Administrative Officer.

**District** means the "District of Ucluelet."



**Expenditure** means an expenditure made in respect of a purchase.

**Finance Officer** means the municipal officer appointed under section 149 [financial officer] of the *Community Charter*, as amended or re-enacted from time to time.

**Purchase** means the purchase of goods, equipment, or services.

**Request for quotation** is a formal request for quotes, in writing, to supply goods or services. Quotations are not opened in public. Total bid prices shall be made available for public review on request.

**Request for expression of interest** is an invitation for suppliers to express interest in a particular project, commodity or service, providing in general terms, ideas that will meet the requirements.

**Request for proposals** is a formal request for sealed proposals to supply goods or services that may or may not be fully defined or specified. Proposals are opened in public at a set time and place.

**Sole Source** means where there is a single supplier that clearly provides the best value to the District in the circumstances of a particular purchase or the circumstances in which the purchase is required are extraordinary or involve an emergency.

**Telephone quotation** is a formal request for quotes, verbal, to supply goods or services. Quotations are not opened in public. Total bid prices shall be summarized on the verbal quotation form and made available for public review on request.

**Tender** is a formal request for sealed bids to supply goods or services in response to an advertised invitation. Tenders are opened in public at a set time and place.

---

### **Continuity**

Where this policy references the current title of a position and the position is renamed, each reference in this policy to that position is deemed to be a reference to the renamed position.

Where this policy references the current title of a position and the position is modified or eliminated, each reference to that position is deemed to be a reference to the position that has assumed responsibility for the subject matter over which the position was responsible, or that is most closely connected to the modified or eliminated position.

---

### **Principles**

Purchasing activities are to be carried out in a manner that:

- Encourages competitive bidding, so that required goods or services are obtained in a timely manner, in the desired quantity, of the desired quality, and in the most cost-effective manner possible.
- Follows Canadian bidding laws and complies with trade agreements including the *Canadian Free Trade Agreement (CFTA)* and the *New West Partnership Trade Agreement (NWPTA)*, requiring open and non-discriminatory procurement where anticipated costs are at or above established threshold amounts for Municipalities.



- Meets the requirements of the *Community Charter*, including *Division 6 Sections 100-109*, regarding Conflict of Interest.
  
- Insures that decisions are based on demonstrable technical and operational considerations, and total cost of ownership.

In order to increase the District's awareness and use of environmentally sound and socially beneficial products and services, municipal staff is encouraged to review requirements to ensure that, wherever possible and economical, specifications provide for use of goods and services that are more environmentally and socially acceptable.

---

### **Standards of Conduct**

Employees, officers, and other designates will conduct themselves in a manner that a reasonable and informed third party would conclude as being appropriate when expending District funds.

Where an employee, officer, or designate has been privy to confidential or sensitive information, it is their responsibility to ensure that it remains so. Such information must not be used for any personal gain or advantage. Information given in the course of any professional activity should be forthright and not intended to mislead or deceive others.

Employees, officers, and other designates shall maintain relationships with suppliers and third parties in a manner that contributes to and promotes fair competition in the market and protects the interests and reputation of the District. Employees, officers, and other designates should not use their position to garner personal favours or advantages.

---

### **General**

District staff will endeavour to determine if goods, equipment or services, including construction services, can be provided internally prior to commencing any external purchases.

In all circumstances, the District will comply with the spirit and intent of all applicable trade agreements and any other applicable legislation. Dividing a single purchase into two or more purchases or payments to circumvent policies, purchase card limits and/or levels of signing authority is prohibited under the NWPTA

Every competition must clearly state that the competition is subject to the terms of this Purchasing Policy.

To obtain better value through larger scale purchases, the District may, with the approval of the Chief Administrative Officer, access other public agencies' agreements when appropriate.

The District may enter into an agreement with a supplier for goods, equipment, or services only if that gives the District the best value in connection with quality, service, and price, as compared to the value given by other suppliers.





Before a purchase is committed to, it must be authorized through the appropriate approval and method process in this policy.

### **Authority, Responsibility and Limits:**

The ~~Chief Administrative Finance~~ Officer has overall responsibility to ensure compliance with this policy.

Department Heads are responsible for ensuring that this policy is followed within their areas of control. In this regard, Department Heads shall ensure that:

- Expenditures comply with the District's Financial Plan.
- Expenditures relate to department activities.
- Sufficient analysis and discussion has taken place.
- The risk of fraud, embezzlement and error is minimized.
  
- ~~Department Heads may delegate purchasing authority to employees in their department, subject to the limits set out below. The Finance Department must be advised in writing of all delegations of purchasing authority.~~

### **Purchasing approval limits are:**

~~Council ————— over \$100,000~~

~~Chief Administrative Officer ————— up to \$100,000~~

~~Chief Financial Officer ————— up to \$75,000~~

~~Department Head ————— up to \$25,000~~

~~Supervisor/Foreman ————— up to \$10,000~~

~~Notwithstanding these approval limits, the Chief Administrative Officer may direct staff to submit any contract or agreement to Council for approval.~~

### **Purchasing Methods and Limits:**

1. Direct Acquisition



The Corporation of the District of Ucluelet

## MUNICIPAL POLICY MANUAL

Goods or services up to a cost of \$2,000 may be purchased directly from a supplier, although telephone or written quotations are recommended.

### 2. Telephone Quotations

Telephone quotations from at least three suppliers are required for the purchase of goods or services with a cost from \$2,001 to \$10,000. Prices are to be summarized on the verbal quotation form. Written quotations are also recommended.

### 3. Written Quotations

Written quotations from at least three suppliers are required for the purchase of goods or services with a cost from \$10,001 to \$25,000. Competitive bid, tenders, requests for proposals or request for expression of interest may also be used.

### 4. Competitive Bid

Competitive bid from at least three suppliers are required for the purchase of goods or services with a cost from \$25,001 to \$75,000. Tenders, requests for proposals or requests for quotations may also be used.

### 5. Tenders or Requests for Proposals

Formal tenders or requests for proposals (RFP) must be used for purchases of goods or services with a cost greater than \$75,000 and construction projects greater than \$200,000.

In compliance with the New West Partnership Trade Agreement all procurements of goods, services or construction projects over \$75,000 shall be advertised nationally using the Province of British Columbia's BC Bid service (<http://www.bcbid.gov.bc.ca>).

## Purchase Options:

### 1. Petty Cash

Petty cash may be used for purchases under \$100 where the District does not have an account with the supplier or where the purchase is less than the supplier's minimum amount for sales on account.

### 2. Purchasing or Credit Card

A purchasing or credit card may be used for purchases under \$2,000 per transaction. This limitation does not apply to expenses associated with an approved conference or course, e.g. registration fees, airfares, accommodation, etc., or approved online purchases.

### 3. Purchase Order

Purchase orders must be issued for all purchases of goods or services over \$2,000 other than for purchases by petty cash. Purchase orders are not required for circumstances in which a cheque requisition or travel expense form will be used. Examples of this situation



## MUNICIPAL POLICY MANUAL

include fee refunds to a member of the public, registration fees for a conference, statutory fees such as Land Titles, and employee travel expenses. Purchase orders are not required for utility accounts, or costs relating to legal actions.

### 4. Authorization of Purchase Orders

Purchases over \$10,000 must be submitted for authorization by the **Chief Financial Officer** prior to releasing the purchase order number to the supplier of goods, services or contractor.

### 5. Open Purchase Order

Where greater efficiency will result via purchasing goods or services from one supplier for all or part of a calendar year an “Open Purchase Order” may be issued. Quotation and tendering limits apply to the estimated overall value of the open purchase order. Open purchase orders must be reissued for each calendar year.

### **Competitions that Exceed Budget:**

A competition cannot be awarded if it exceeds the Council approved budget.

The Head of the applicable Department, who jointly with the **Chief Financial Officer** and the Chief Administrative Officer, will determine whether to reject the bid or seek Council approval to shift or increase the budget.

### **Used Goods or Equipment:**

To ensure maximum value to the District’s purchasing dollars, the purchasing function and performance must be optimized. To this end, the District may consider the purchase of used goods or equipment where a positive business case can be shown.

### **Sustainable Purchasing Guidelines:**

The District considers the environmental, social and economic value of the goods and services being purchased with the intent to shift spending away from goods and services that negatively impact the environment and society towards, products and services that are more environmentally sound and socially beneficial. Wherever possible, procurement decisions will be made to achieve the District’s societal and environmental goals.

At a minimum, the expectation is that all organizations conducting business with the District will meet or exceed environmental standards, laws, and regulations. Best practices for environmental purchasing are outlined in District Policy 3-1200-3 Environmental Purchasing. It is also expected that organizations conducting business with the District will ensure safe and healthy places of work where human and civil rights are respected.

### **Specifications and Evaluation Criteria:**

User departments are responsible for preparing specifications that can be easily interpreted by qualified suppliers. In addition, unless it can be demonstrated that there are valid technical,



operational or financial reasons for not doing so, specifications must be prepared that can be fulfilled by more than one product or manufacturer.

Where price and quality are not the only considerations, departments must describe in advance the criteria and method of evaluation that will be used to determine the relative merits of quotations, tenders or proposals. Where appropriate, procurement evaluations can be set to a maximum of 5% for environmental criteria and/or 5% for social criteria. Suppliers will be responsible for summarizing how their product or service will meet the environmental or social goals of the project.

---

### **Lowest Cost Purchase:**

Where a recommended purchase is not the least cost, a report justifying the selection shall be submitted for the approval of the appropriate Department Head or the Chief Administrative Officer, depending on the level of purchasing authority described earlier in this policy.

---

### **Sole Source Purchases:**

Sole source purchases generally occur when:

- There is only one available supplier of a product or service that meets the District's needs.
- To ensure compatibility with existing products, facilities or services, to recognize exclusive rights or to maintain specialized products that must be maintained by the manufacturer or its representative.
- During an emergency or circumstances in which delay would be injurious to the public interest.

The terms and conditions for the purchase are completed through negotiation.

---

Exemptions to the competitive quotation/bidding process may be approved by the Chief Administrative Officer or the **Chief Financial** Officer in the following circumstances:

1. The compatibility of an item with existing equipment, facilities or services is a paramount consideration.
2. The good or service is required to cope with an emergency.
3. An item is purchased for testing and trial use.
4. An item is currently rented with a rental contract that has a purchase option and the purchase option is beneficial to the District.
5. An item is offered for sale by tender, auction or negotiation and purchasing the item is clearly in the best interest of the District.

6. Insurance and Legal costs.





7. The purchase of an item is determined and demonstrated to be more effective through an alternative procurement method.

---

### **Alberni-Clayoquot Region Joint Purchasing Group:**

The District will participate in the joint procurement of commonly used goods and services where it is in the District's best interest to do so.

---

### **Emergency Purchases:**

Emergency purchases may be required to restore or maintain acceptable levels of community services or to prevent further damage, serious delays or injury.

In an emergency the preparation, documentation and analysis set out in the usual purchasing procedures may not be possible. Oral authorization to bypass normal purchasing procedures, including Sole Source purchasing, is acceptable. All normal purchasing documentation and reporting, complete with signed authorizations, as required, is to be completed as soon as possible after the emergency.

### **State of Emergency**

In the event of an activation of the District's Emergency Operations Centre or if a State of Local Emergency is declared by District Council, the Federal, Provincial or Regional Governments for the District of Ucluelet for the purposes of this policy, the following shall apply:

- a) The Director of the EOC shall have the authority of the Chief Administrative Officer.
- b) The Finance Section Chief has authority to adjust spending limits that they consider appropriate based on the nature of the emergency.

Documentation and procedures provided by Emergency Management BC shall be followed to ensure Disaster Financial Assistance eligibility is maintained.

---

### **Purchasing or Credit Cards:**

Purchasing or credit cards reduce operating costs associated with low value, non-repetitive purchases of goods or services. If this method of purchasing is available, each Department Head shall submit requests for purchasing or credit cards to the ~~Chief~~ **Financial** Officer.

Credit limits and designated areas of acceptable use for each card will be related to departmental needs and determined individually after consultation between the Department Head and the ~~Chief~~ **Financial** Officer.

The holder of a purchasing or credit card is responsible for documenting all charges on the card as directed by the Finance Department. In the event of loss or destruction of a purchasing or credit card the cardholder must notify the Finance Department immediately. Upon termination of employment a purchasing or credit card must be returned to the Finance Department.



A purchasing or credit card shall not be used by anyone other than the person whose name appears on the card. A purchasing or credit card shall not be used for personal purposes. Cash advances are not permitted on a purchasing or credit card.

---

### **Disposal of Surplus Assets:**

Surplus assets shall be disposed using the following priority:

1. As a trade-in for a new piece of equipment.
2. Offering it to other civic departments.
3. Advertising it for sale on the District's web site.
4. Advertising it for sale at public auction.
5. Donating it, without competition, to any non-profit organization, subject to the approval of the Chief Administrative Officer.

Surplus equipment with a market value less than the costs of disposition may be disposed of by the least-cost method available, taking into account any environmental implications of the disposal.

The Finance Department shall be provided with a written description of all assets transferred between departments, or disposed of by donation, trade-in, sale or discard.

---

### **Appeals:**

The appeal process allows those who feel the purchasing process was flawed to discuss the matter and seek redress.

An aggrieved proponent must advise the Chief Administrative Officer in writing within five business days of the event causing the issue, stating the nature and basis of their appeal.

The Chief Administrative Officer, within five days, shall convene a meeting of the proponent and the appropriate municipal staff to attempt to resolve the proponent's concerns. Within five business days of this meeting, the Chief Administrative Officer will advise the proponent in writing of the administrative decision on their appeal.

If the proponent's concerns are not satisfied then, within a further five days, the proponent may request that the Municipal Council hear their appeal.

Council must hear the issue at the next regularly scheduled meeting. Both municipal staff and the proponent may make presentations on the matter. The Corporate Administrator shall provide the proponent with Council's decision, in writing, within five days. The decision of Council shall be considered final.

---

### **Prohibitions:**

The following activities are prohibited:

1. The division of purchases or contracts to bypass the approval and purchasing limits in this policy.



The Corporation of the District of Ucluelet

## MUNICIPAL POLICY MANUAL

2. Purchases by the District of any goods or services for personal use by or on behalf of any member of Council, employee or member of their immediate families.
3. Acceptance of personal gifts or gratuities from any current or potential suppliers of goods or services.

In addition, new capital expenditures shall not be made prior to adoption of the current year's Financial Plan unless authorized in writing by the Chief Administrative Officer who may refer the item to Council for approval.

---

### Unauthorized Purchases:

Unauthorized purchases are the personal financial responsibility of the individual making the commitment and the District reserves the right to recover all costs from the employee and consider appropriate disciplinary action.

---

### Freedom of Information:

Freedom of Information ("FOI") and Protection of Privacy legislation applies to all purchasing records. Any such records may be the subject of an FOI request and may be released to a third party by the District's Manager of Corporate Services.

---

~~**Attachments:** The attached documents form part of the Purchasing and Disposal Policy.~~

- ~~▪ Verbal Quotation Form~~
- ~~▪ Reference Guide to Purchasing, Procurement and Disposal Policy~~

---

Marylin McEwen  
Mayor, District of Ucluelet



# REPORT TO COUNCIL

Council Meeting: October 21, 2024  
 500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** DUANE LAWRENCE, CAO **FILE No:** 8400-20  
**SUBJECT:** MUNICIPAL VISITOR PARKING PROGRAM **REPORT No:** 24-104  
**ATTACHMENT(S):** APPENDIX A – HOTSPOT SERVICE OVERVIEW

**RECOMMENDATION(S):**

Recommendations are outlined within the recommendations table at the end of this report.

**BACKGROUND:**

Council directed staff to proceed with implementing a parking program at the June 11, 2024, Regular Council Meeting. Since then, Staff undertook a further review of the proposals including holding further discussions with the two top proponents and completing reference checks.

Staff recommends entering into a 3-year agreement with HotSpot Parking Inc. Under this agreement the proponent would provide a full implementation program inclusive of supplies, materials, digital applications, training, and communications. Staff also recommend purchasing a vehicle mounted licence plate reader system for approximately \$24,400 plus shipping and installation, and the supporting enforcement and integration package which costs \$25,600 annually with an \$8,000 initial setup fee. The compensation to HotSpot would consist of a revenue sharing agreement based on 15% of revenue including taxes and service fees, plus the one-time vehicle licence plate reader system set up fees, and annual enforcement integration program fee of \$25,600.

	Start Up Costs	Annual
LPR – Vehicle Mounted	\$24,400	
LPR – Application		\$10,600
Enforcement Module		\$15,000
LPR – Onboarding	\$8,000	
Printer	\$1,500	
Printer Paper		\$200
Revenue Sharing		15%
<b>TOTAL</b>	<b>\$33,900</b>	<b>\$25,800</b>



## ANALYSIS OF OPTIONS:

### REVENUE SHARING AGREEMENT:

Staff are recommending a revenue sharing agreement due to the substantially reduced level of risk and capital outlay needed by the municipality. Under a revenue sharing agreement, HotSpot would receive 15% of revenues or \$150 for every \$1000 collected. As revenues increase or decrease HotSpot's compensation would follow. If the program were only marginally successful at \$500,000 of revenue the District would receive \$425,000 with HotSpot receiving \$75,000. If the program were significantly more successful generating \$1M in revenue, HotSpot would receive \$150,000 while the municipality would receive \$850,000 fee.

### ENFORCEMENT:

The revenue sharing agreement does not include enforcement. Staff propose a limited internal enforcement program implemented by existing bylaw enforcement personnel for 2025.

HotSpot has recommended rolling out enforcement slowly. The Township of Jasper and County of Norfolk (both of whom use HotSpot) concur, and recommend progressive enforcement increases over a two-year implementation period. Staff support this recommendation but are advocating for the immediate purchase of the vehicle-mounted licence plate reader (V-LPR) system due to ticketing automation and associated efficiencies.

Given the Districts limited staffing levels, a V-LPR was seen as essential for efficient enforcement. This technology is anticipated to allow current bylaw personnel to conduct full community wide patrols during their regular rounds. A vehicle mounted LPR would scan up to 3-4 plates per second while driving, identify any vehicle that does not have a valid pass, and allow bylaw to issue a warning or ticket as deemed appropriate. A handheld, phone-based LPR app is included in the base service package and can be used by bylaw personnel if they are on foot. Although effective for concentrated parking areas this process takes significantly more time for patrols. The handheld system does not include the automation of the ticketing program which would then require bylaw personnel to manually enter and manage tickets into the enforcement system.

Staff recommends purchasing a vehicle-based LPR (V-LPR) system to be installed in our existing bylaw enforcement vehicle. The V-LPR system requires an additional annual expenditure of \$25,600 to integrate the technology with the HotSpot platform and licensing, which allows ticketing to be automated. Essentially the V-LPR system would auto populate a ticket, register the ticket, automate the dispute resolution process, and enable online payments of fines. This automation process would significantly reduce the staff time needed to manage any enforcement actions to be undertaken including issuing of warnings. With only one bylaw enforcement officer, reducing the administrative process will be critical.

Staff also recommends that Council consider hiring a second bylaw enforcement officer for 2026. This position would be funded through the parking program and allow for 7-day-a-week coverage with increased evening and weekend coverage. Previously, the District identified the need for additional bylaw personnel during the summer months to assist with visitor education, address noise complaints, and manage illegal camping. Filling this seasonal position has been difficult due

to the nature of the past position. With the additional parking enforcement work and revenues, this position could be expanded to a permanent regular full-time position and provide increased customer service levels for community bylaw complaints throughout the year in addition to increased general parking enforcement coverage. With one bylaw officer, no enforcement would occur on two days per week or when the bylaw officer is away due to illness or holidays.

As part of an enforcement program, the District will need to update the municipal ticketing bylaw and parking bylaws to enable fines for non-compliance. Staff recommends that enforcement be geared towards gaining voluntary compliance through warnings rather than ticketing. If a ticket is necessary to gain compliance, staff recommend the following structure be utilized:

- \$50 for the first offence, reduced to \$10 if paid on the day the ticket was issued; and,
- \$150 for the second offence and all subsequent offences.

EXEMPT VEHICLE REGISTRATION:

The HotSpot portal can register and provide exemptions for west coast residents. The program allows a single login, inputting of the resident information, and uploading any verification documentation the District deems necessary to validate resident ownership. Either HotSpot or District staff would verify the vehicle registrations by logging into the HotSpot system and reviewing the provided documents. If the information is correct, the process takes as little as 2 – 3 minutes. HotSpot could undertake this verification process on behalf of the District for \$1 per application.

The exemption program can provide an unlimited number of exemptions based on whatever parameters the District deems appropriate. Based on previous Council discussions on the parking program, staff propose the following exemption program:

Group	# Vehicles	Fee/Exemption
Ucluelet Residents	Two per resident	No Fees
Yuufu?if?ath Residents	Two per resident	No Fees
Area C Residents	Two per resident	No Fees
Additional Vehicles (above groups)	n/a	\$20 per vehicle
Toquaht, Tla-o-qui-aht, Ahousaht, Hesquiaht	One per resident	No Fees
Tofino Resident	One per resident	\$50 Annually Registration Fee*
Business	Unlimited	\$50 Annual Registration Fee*

\*Registration fees cover municipal costs related to any supports provided.

PARKING FEES:

Staff continue to recommend utilizing a single-zone parking program strategy which would cover the entire community including all public parking lots, main streets, and side streets. Parking on private land would not be subject to this program or require a District parking pass. Staff reviewed this approach with the top two proponents, and both confirmed this style of program would be the simplest and easiest program to develop and maintain. At any time in the future, the District would be able to modify the program to a more traditional program that charges by the hour.

The below table provides an overview of revenues for various rates and parking passes being issued.

# Vehicles	\$5/Day	\$8/Day	\$10/Day	\$12/Day
50,000	\$250,000	\$400,000	\$500,000	\$600,000
80,000	\$400,000	\$640,000	\$800,000	\$960,000
120,000	\$600,000	\$960,000	\$1,200,000	\$1,440,000

Staff recommends that the District start at the lower end of the proposed fees and then adjust upwards as appropriate. At this time Staff would recommend starting with a daily rate of \$8 and planning for a \$0.50 annual increase.

PAY KIOSKS:

Through discussions with the proponents Staff are recommending the District utilize a digital pay platform only and not install any pay kiosk stations at this time.

All proponents provided quotes for the purchase or rental of pay kiosks, although proponents consistently recommended that the District limit kiosk use or not use them at all. The consensus was that fewer and fewer people use kiosks, and they are costly to operate and maintain.

Staff contacted the City of Surry, who use HotSpot, and they confirmed that they are slowly removing pay kiosks noting that most parking passes were purchased using the QR code or App. Staff also contacted the Township of Jasper and the City of Norfolk, who both utilize HotSpot for their parking programs. Both communities confirmed that the use of kiosks is costly and adds limited value. Although both communities continue to use kiosks they are working towards their removal. Jasper currently has one kiosk for the entire community. The City of Norfolk advised staff that they remove their kiosks each fall due to high winter wear on the units.

Staff were advised that many international visitors use the QR code which does not require the download of the App and takes about 10 to 20 seconds for a user to register and pay for their parking pass.

HotSpot recommends starting with QR and App based payment options and installing limited kiosks if necessary. It would cost \$9,500 to purchase a kiosk and \$600/month to rent one. This does not include shipping or installation costs. There is also a 4% transaction fee and a \$900 monthly maintenance fee for each unit.

CUSTOMER SERVICE AND SUPPORT:

As part of the 15% revenue sharing agreement HotSpot will provide bilingual customer support through a toll-free phone system during regular business hours that will allow for direct contact with customer support personnel or our municipal office. In addition, HotSpot provides a 24-hour response time to all email questions, complaints, and support requests.

APPROVALS TABLE:

The tables of options below provide an overview of six approvals staff are seeking, provided Council wishes to proceed with the parking program.

1	A	Approve award of parking service agreement to HotSpot	<u>Pros</u>	<ul style="list-style-type: none"> <li>Revenue sharing agreement limits risk to the District</li> <li>Reduces upfront capital costs</li> </ul>
			<u>Cons</u>	<ul style="list-style-type: none"> <li>Staff have not identified any negative outcomes at the time of this report</li> </ul>
			<u>Implications</u>	<ul style="list-style-type: none"> <li>Commitment to a 3-year contract for parking services</li> <li>15% of parking revenue will be provide to the contractor</li> <li>Staff time to update bylaws and implement program</li> </ul>
			<u>Suggested Motion</u>	THAT Council authorize the Mayor and Corporate Officer to execute a revenue sharing agreement between HotSpot and the District of Ucluelet for the implementation and provision of a visitor parking program.
	B	Defer or abandon the Visitor Parking Program	<u>Pros</u>	<ul style="list-style-type: none"> <li>Parking would be managed in its current state</li> <li>Council would have the opportunity to reconsider a parking program at any time in the future, if desired</li> </ul>
			<u>Cons</u>	<ul style="list-style-type: none"> <li>No additional revenues generated</li> </ul>
			<u>Implications</u>	<ul style="list-style-type: none"> <li>None</li> </ul>
			<u>Suggested Motion</u>	<p>THAT Council direct staff to abandon the visitor parking program.</p> <p style="text-align: center;">Or</p> <p>THAT Council direct staff to defer the development of a parking program until (specify when or under what conditions Council would like to consider moving forward with a visitor parking program).</p>

2	A	Proceed with parking enforcement using a vehicle licence plate reader (LPR) technology	<u>Pros</u>	<ul style="list-style-type: none"> <li>Allows for effective compliance monitoring</li> <li>Reduced personnel requirements to enforce vehicle parking pass compliance</li> <li>Monitoring will help ensure increased levels of compliance for the program</li> <li>System allows for tickets to be suspended or revoked for local vehicles that are not in compliance</li> </ul>
			<u>Cons</u>	<ul style="list-style-type: none"> <li>Reduced ability of identifying local vehicles from visiting vehicles</li> <li>Warnings and tickets will generate complaints from locals and visitors</li> </ul>
			<u>Implications</u>	<ul style="list-style-type: none"> <li>\$26,700 capital costs for the V-LPR plus installation</li> <li>\$8,000 enforcement module set up fee</li> <li>\$25,600 annual licensing and integration costs</li> </ul>
			<u>Suggested Motion</u>	THAT Council authorize the purchase of a vehicle mounted license plate reader system to be utilized for parking enforcement.



<b>B</b>	Do not purchase a vehicle licence plate reader (LPR)	<u>Pros</u>	<ul style="list-style-type: none"> <li>No initial capital outlay</li> </ul>
		<u>Cons</u>	<ul style="list-style-type: none"> <li>Enforcement would be limited to using a hand-held LPR</li> <li>Increased time to undertake enforcement</li> <li>Significantly reduced enforcement capacity</li> <li>If increased enforcement is needed, additional staffing would be required</li> <li>Increased administrative time to manage infractions</li> </ul>
		<u>Implications</u>	<ul style="list-style-type: none"> <li>Significantly increased staff time required to undertake enforcement and processing of infractions</li> </ul>
		<u>Suggested Motion</u>	No motion is required

<b>A</b>	Defer hiring an additional Bylaw Enforcement Officer to a future year	<u>Pros</u>	<ul style="list-style-type: none"> <li>Defers the hiring of an additional Officer until the parking program has proven its ability to generate sufficient revenues</li> <li>Allows time to further understand parking enforcement needs</li> </ul>	
		<u>Cons</u>	<ul style="list-style-type: none"> <li>Additional Bylaw Officer support has been identified as being needed since 2019</li> <li>Enforcement will be limited to 5-days per week</li> <li>Reduced capacity for bylaw enforcement on other community priorities</li> <li>No enforcement would occur when the Bylaw Officer is away</li> </ul>	
		<u>Implications</u>	<ul style="list-style-type: none"> <li>Funding of the position could be contemplated against the parking program revenue generation</li> </ul>	
		<u>Suggested Motion</u>	THAT Council direct staff to provide a report on bylaw enforcement requirements and staffing needs as part of the 2026 budget process.	
<b>3</b>	<b>B</b>	Proceed with the hiring of an additional Bylaw Enforcement Officer	<u>Pros</u>	<ul style="list-style-type: none"> <li>Additional bylaw officer support was identified as being needed since 2019, the parking revenues would allow for the position to be filled as a permanent full time position</li> <li>Allows for 7-day coverage during the summer for parking enforcement</li> <li>Increased customer service and working with visitors on parking related matters</li> <li>Increases STR compliance capacity and other bylaw enforcement work during the low season</li> <li>Increase community responsiveness and customer service levels</li> </ul>
			<u>Cons</u>	<ul style="list-style-type: none"> <li>None identified at this time</li> </ul>
			<u>Implications</u>	<ul style="list-style-type: none"> <li>Allocation of ~\$100,00 annually (inclusive of benefits and employer costs)</li> <li>Existing budget includes a 6-month seasonal position at \$50,000 annually</li> <li>Parking program is anticipated to cover the remaining \$50,000</li> </ul>
			<u>Suggested Motion</u>	THAT Council direct staff to include a 3-year temporary Bylaw Officer position in the 2025 to 2029 financial plan for consideration.

4	Direct staff to prepare associated bylaws	<u>Pros</u>	<ul style="list-style-type: none"> <li>Exempts Ucluelet, first nations and Area C residents from the parking program</li> <li>Provides exemptions for businesses, Tofino residents and other businesses through an annual registration fee</li> </ul>
		<u>Cons</u>	<ul style="list-style-type: none"> <li>No parking fees collected from exempted communities</li> </ul>
		<u>Implications</u>	<ul style="list-style-type: none"> <li>Staff time to develop bylaws</li> </ul>
		<u>Suggested Motion</u>	<p><b>THAT</b> Council direct staff to draft a parking enforcement bylaw that:</p> <p>a. exempts Ucluelet, Yuułuᐱiᐱᐱᐱ, ACRD South Long Beach – Area C, Toquaht, Tla-o-qui-aht, Ahousaht, and Hesquiaht residents from the Ucluelet Visitor Parking Program;</p> <p>b. exempts businesses from the Ucluelet Visitor Parking Program, subject to a \$50 annual registration fee; and,</p> <p>c. exempts Tofino residents from the Ucluelet Visitor Parking Program, subject to a \$50 annual registration fee.</p> <p><b>THAT</b> Council direct staff to amend the municipal ticketing bylaw to include fines for parking violations in an amount of \$50.00 for the first offence, reduced to \$10 if paid on the day the ticket was issued, and \$150 for the second offence and all subsequent offences.</p>

5	Direct staff to prepare bylaw amendments required to levy parking fee of \$8 for vehicles with an annual rate inflator.	<u>Pros</u>	<ul style="list-style-type: none"> <li>Defines the daily parking fees to be charged for visitor parking</li> </ul>
		<u>Cons</u>	<ul style="list-style-type: none"> <li>None Identified</li> </ul>
		<u>Implications</u>	<ul style="list-style-type: none"> <li>Provides a new annual revenue source for the community</li> <li>Staff time to develop an updated bylaw</li> </ul>
		<u>Suggested Motion</u>	<p><b>THAT</b> Council direct staff to present amendments to the Ucluelet Fees and Charges bylaw to include a visitor parking program daily rate of \$8.00 with an annual increase of \$0.50.</p>

6	Include pay parking kiosks in the parking program	<u>Pros</u>	<ul style="list-style-type: none"> <li>Allows for an additional method for visitors to pay for parking</li> </ul>
		<u>Cons</u>	<ul style="list-style-type: none"> <li>High maintenance costs</li> <li>Kiosks are the primary source of complaints from users</li> <li>High relative cost to maintain and operate</li> </ul>
		<u>Implications</u>	<ul style="list-style-type: none"> <li>\$7,200 annual rental or \$9,500 purchase cost per kiosk, plus installation</li> <li>\$10,800 annual maintenance and operating cost per kiosk</li> <li>4% additional transaction fee for all transactions made through the kiosk</li> </ul>
		<u>Suggested Motion</u>	<p><b>THAT</b> Council direct staff to include _____ visitor pay parking kiosks as part of the visitor parking program with HotSpot Parking Inc.</p>

**POLICY OR LEGISLATIVE IMPACTS:**

In order to implement a parking program, the following bylaws would need to be updated:

- Traffic and Parking Bylaw No. 948, 2004
- Municipal Ticket Information System Bylaw No. 949, 2004
- District of Ucluelet Fees and Charges Bylaw No. 1186, 2016

**NEXT STEPS**

- Execute the parking program agreement
- Update bylaws
- Develop and undertake program implementation plan

Respectfully submitted:            Duane Lawrence, CAO

**EXHIBIT B  
RFP Submission**

[Please see HotSpot Parking's proposal for RFP Titled: Visitor Parking Program - RFP 2024-ADM-002]

SAMPLE

**2. Appendix B - Saint John & Jasper Case Study**





HotSpot is a product of

## CASE STUDY

# City Looks to Expand Parking Payment Options

Saint John, NB



## Paying to park in uptown Saint John may soon be as simple as scanning a QR code on a sign.

City staff introduced amendments to Saint John's parking bylaw during Monday's council meeting.

The changes would allow staff to install 25 QR code signs to replace nearly two dozen on-street parking machines that must be upgraded. **"The new signs will be used in various areas of the uptown in a way that maintains the ability for customers to pay in various convenient ways,"** Michael Hugenholtz, Commissioner of Public Works and Transportation, said during a brief presentation. In March, the city's parking department trialed the use of Hotspot's tap sign at the top of King Street. The tap sign provides parkers with the option to use the Hotspot app and use the number on the sign or a QR code as a payment

option. The QR code option directs users to make secure payments for parking via their webpage, with no app required. According to a staff report, there have been more than 235 users of the QR code payment method and more than 360 of the Hotspot number payment option in the 13 parking spaces serviced by the sign. In May, the city received notice from its parking meter vendor that all meters with credit card readers must be upgraded to accept only contact and contactless cards by Oct. 1. The elimination of credit card payments made using the magnetic stripe is designed to increase security for the city and the cardholder, according to the staff report.

*"In the event that the City is unable to have parking meters fully EMV Contactless enabled by October 1st, 2022, there will be a charge of US\$0.15 for all VISA transactions."*

”




Upgrading the 50 on-street parking machines that currently offer a credit card payment option would cost the city about \$61,500 plus HST.



*A parking machine along King Street in Saint John. (Staff photo)*


The QR code signage, which would cost \$3,125 plus tax, would allow staff to eliminate about 20 pay-by-plate machines and is expected to save \$24,000 in upgrade costs. "It also results in operational savings realized from the decrease in required meter parts and supplies inventories," said the report.


SAINT





**CASE STUDY**

## Rich Parking Revenues With No Infrastructure

 Jasper, AB



HotSpot is a product of 



**When Jasper, Alberta, introduced paid parking in the summer of 2021, the small mountain town became a North American leader in low-cost, agile digital payment solutions.**

One of Canada's leading tourist destinations, the municipality knew that paid parking could be a significant new revenue source. But it did not want to invest hundreds of thousands of dollars in costly parking infrastructure, such as pay stations, which also require ongoing maintenance. The solution? A fully digital solution eliminating the need for pricey equipment investment. Working with HotSpot, a leading parking payments provider, on the technology and implementation, Jasper adopted a smartphone-first system for its bustling downtown, the first

community in North America to cut out pay machines entirely.

**Automation at its Best**

Before implementing its new digital solution, Jasper's parking operations consisted of a couple of bylaw officers enforcing parking rules for accessible parking locations. Otherwise, parking was free because the town had no way to collect revenues. Residents essentially subsidized any costs related to parking through property taxes, while the millions of annual visitors paid nothing.

To transform parking from a drain to a revenue generator, HotSpot installed parking payment signage at no cost to the town. The signs outline two options for parkers: scan a QR code to pay via a digital wallet, like Apple Pay, or download the HotSpot app and pay through it.

Case Study | Rich Parking Revenues With No Infrastructure— Jasper, AB 1





CASE STUDY



### Policy and Public Relations Support

This revolutionary parking system needed the buy-in of the municipal government and the community to succeed. HotSpot worked with the town throughout the process, including at the policy level, to address objections and ensure a smooth launch.

One of the biggest concerns was how people who didn't have phones or preferred to use cash could pay for their parking. HotSpot worked with the municipality to create an alternative, pay-in-person option at town hall.



And ahead of the launch, HotSpot provided public relations and communications support to build awareness among citizens, local businesses and visitors about the new parking system to eliminate objections and answer questions.

### Instant Revenues

Jasper launched the new digital parking program in Mid-July, and in the first two weeks since then, it has collected approximately 2,000 digital payments. Of those, 80% paid via QR code, the other 20% through the app. Less than 20 people came into the town office to pay with cash. Complaints have been minimal and parking revenues in just 2 1/2 months are approaching \$100,000. Jasper's payment model with HotSpot is a simple commission of a percentage of revenues. For that, HotSpot handles all the customer service and any technical issues.

This pilot project proves a no-cost, low-barrier option for smaller communities that allows them to maximize parking profits while eliminating capital investment.



Get in touch to Learn More  
and to Book a Demo today.

@ support@htsp.ca

1-855-712-5888

htsp.ca

### 3. Appendix C - HotSpot Signage



### Appendix D - Mobile App Features

We are continuously innovating, growing, and improving our feature set, which include:



**In-App Ticket Payments:** We have all been guilty of it: getting parking tickets and pushing them aside until the very last minute, which may result in increased fines or a trip to the courthouse. Now, using HotSpot you can simply snap a photo, enter the ticket payment amount and we will take care of the rest.



**Real-time Parking Availability:** The ability to view occupancy insights through an interactive map, ahead of arrival is a huge advantage: improving wayfinding for parking, and reducing traffic congestion from cars circling the block. This feature can integrate with any parking infrastructure, cameras, or sensors with parking data.





**End-User Customization:** Users of HotSpot's Application have the ability to configure the app for individual preferences, including Colour Scheme, Default Payment Methods, Default Vehicles and View Preferences for Parking or Transit.



**Refund Parking:** HotSpot members have the ability to refund their unused parking time if they do not use all they have paid for. This was introduced with the cities' consensus and allows users to move from one spot to the next without getting a ticket. This increases compliance without negatively affecting revenue generation.



**Ticket Resolution:** Most problems in life come down to an error in communication. If a driver feels they were issued a parking ticket when they should not have been, the HotSpot team will investigate the issue and aim to resolve it as quickly as possible. Snap a photo of the ticket, and we will work one on one with the user to either educate or resolve.



**Merchant Validation:** HotSpot engages with community Associations, BIA's and Downtown merchants, providing this tool to enhance the personalized, authentic experience to their valued customers. Using HotSpot's merchant validation, retail outlets can validate customers' parking through an NFC chip which transfers business funds to a parkers HotSpot wallet to be used for parking.



**Community-Wide Use:** HotSpot provides a single parking solution that can be expanded and used at universities, hospitals, private operators and airports; with a wide range of product offerings, proven experience, extensive integration partners, HotSpot can work with any use case scenario.



**Find-Your-Car:** For those long days where seemingly simple reminders are the most important, the HotSpot app will locate your vehicle on a map and get you back on track and on the road.



**Corporate Accounts:** For companies that have multiple vehicles on the road we provide corporate accounts to centralize billing for the customer, track staff usage and streamline payments, while providing increased compliance for the district.



**Citizen Alerts:** With the notification feature turned on, HotSpot users can receive automatic alert notifications, sent by the District, towards any parking bans, street closures or special events that may affect commute or parking considerations via push or text notification.



**Bilingual:** All of HotSpot's technology is fully bilingual to the standard dictated by the region and dynamically adjusts to the user's phone settings.



**Emailed Receipts:** HotSpot emails receipts to users in real time to keep track of payments and declined transactions.



**Fast Tap Signs:** HotSpot has one of the world's first virtual parking meters, no app required. Simply use your Android or iPhone to scan the QR code on a customized Fast Tap sign and start a parking session without use of the app.



**Multiple Payment Options:** HotSpot provides multiple payment options through all major credit cards, Mastercard Debit, Visa Debit, Visa Gift Card, Apple Pay, and Google Pay. Through our payment process there is no need to update your card. When it expires, our system will automatically make the adjustment!



**United Way Partnership:** HotSpot's charity of choice is the United Way. HotSpot provides two options to donate through direct donation or donating your refunded amount to the local United Way. Partner municipalities can choose alternate local or regional charities to give back to, held in trust by United Way.



**Bilingual Customer Support:** Our dedicated customer support team is ready to answer your questions. Whether you need assistance with your account, parking session or transaction history we are here and happy to help.

### **District**

Over the last ten years, we have worked with the municipalities in our network on a one-on-one basis to build out features that help work for the District to better collect revenue and service their residents:



**Revenue Reporting:** HotSpot reports in real-time the parking that user's use on a weekly, monthly, and yearly basis. Advanced search capabilities allow for unique data set searches with all reports exportable in pdf, csv or excel.



**Enforcement Monitoring:** HotSpot also provides real-time information on the officers and parking checks being performed. This allows the District to monitor the activities of their agents, and review any repeat parking offenders.



Spot Updating: If you change your rates or meter numbers you can update it to our database directly. (Don't worry, we double check it for typos.)



Ticket Resolution: HotSpot provides a complete secure way for users to submit tickets for re-examination from within the application. HotSpot gathers the information and presents to the District in an easy to digest format. Once a decision is made by the District, the District can email the parker directly without disclosing any personal information via the HotSpot system.



Citizen Alerts: Do overnight parking bans or street closures happen within your community? HotSpot can automatically alert all app users of parking in real time through push or text notification.



Real-time Parking Availability: The ability to see in advance of arrival where parking is available is a huge advantage and provides peace of mind for anyone looking to park and be on their way. This has been an extremely well received feature for all stakeholders.



Dedicated Account Management: Communication is key. HotSpot keeps in constant contact with our clients to find improvements through monthly check-ins reviewing progress.



Merchant Validation: HotSpot engages with community Associations, BIA's and Downtown merchants, providing this tool to enhance the personalized, authentic experience to their valued customers. Using HotSpot's merchant validation, retail outlets can validate customers' parking through an NFC chip which transfers business funds to a parkers HotSpot wallet to be used for parking.





Online Citation Payment: HotSpot offers a dedicated, secure web based payment portal that is directly linked to your dashboard offering an additional method of ticket resolution and increased compliance.



Real-time Reporting Dashboard: Make good business and planning decisions based on real community data, from your own neighborhood. Process reports in real-time to analyze changes, follow trends and coordinate administration.



User Roles: HotSpot's dashboard allows a master administrator (or your dedicated account manager) to assign user roles, ensuring that no authorized person will have access to sensitive information including finance, reports or allowable changes.



Internal Auditing: Identified user roles provide an additional security measure by tracking and logging user activity, allowing the ability to monitor void reasons, changes in fine amounts and reconciliation.

### Optional, Value Add Services



Permit Program: HotSpot provides a complete digital permit solution to allow users to register vehicles for any permitted areas to increase convenience for enforcement and customers. These virtual parking permits can be purchased through the application or dashboard.



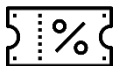
Citation Management: Keep track of offences and the vehicle tied to them, through our user-friendly administrator dashboard, in real-time.



Fast Tap Signs: HotSpot has one of the world's first virtual parking meters, no app required. Simply use your Android or iPhone to scan the QR code on a customized Fast Tap sign and start a parking session without use of the app.



Digital Chalking: HotSpot's LPR technology uses digital chalking to make the enforcement process easier and faster. By entering in or scanning a license plate, the system mirrors how an officer would manually chalk a vehicle's tire in order to see how long they've been parked.



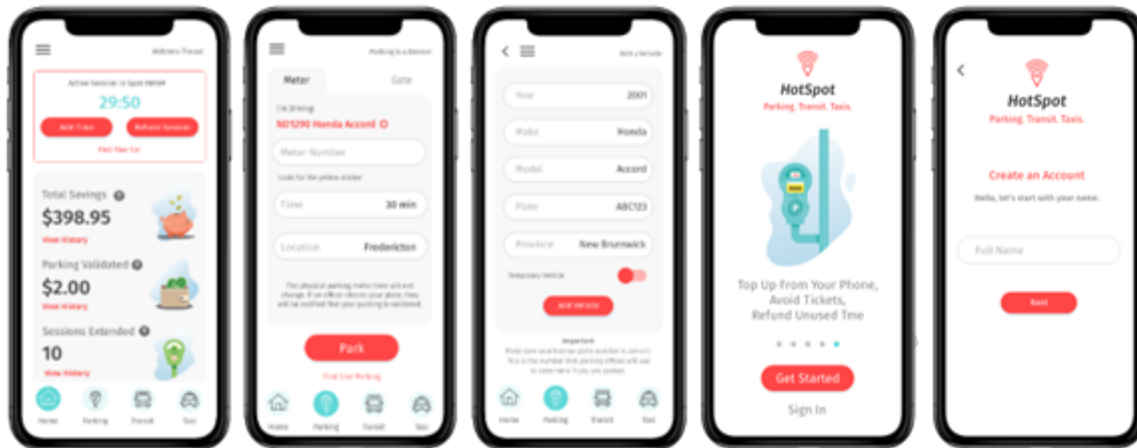
Coupon Codes: HotSpot offers coupon codes to allow customers to receive discounted parking rates by redeeming codes at checkout. Coupon codes and their applicability are completely customizable by the district making the possibilities endless for offering savings to your citizens.

## How It Works

### Signup

Users can sign up for our application on iOS and Android devices, which will require the following:

- Username
- Unique phone number
- Unique Email
- Password



### Payment Method

We prompt them to enter a payment method (any major credit cards, Visa debit, Mastercard debit, Visa gift cards, Apple Pay/Google Pay, and AMEX). Parkers can choose to park and pay direct via their credit card for each parking session. Alternatively, parkers can add a virtual balance to their wallet which allows the users to draw down from that fund and avoid multiple credit card transaction fees.



### Time Extensions

The user can then simply add time from their mobile phone without the need to go back and use the pay station. This increases compliance with the existing system, and cuts down on enforcement needs, which provides a better overall experience for the users. HotSpot adheres to District by-laws to ensure maximum stay parameters are not abused, the HotSpot mobile app will not allow users to top up beyond the allotted time.

### IVR System

HotSpot currently has an IVR system that is operational by phoning the number on the meter.



This system works as follows:

- Call the number
- Select option:

- Speak to customer support
- Speak to the district's Parking Dept.
- Use the IVR system.

#### IVR System

1. Recognizing the number, you're calling from.
2. Asking for your meter number – user inserts.
3. Confirming parked vehicle.
4. Provide one hour of parking.
5. The service then sends text reminders to add time.

#### Text System

1. Text HotSpot your meter number.
2. Recognizing the number.
3. System asks to confirm parked vehicle.
4. Provide one hour of parking.
5. Provides text notifications to top up.

The text system is preferred by our user-base and the IVR system is turned off in select cities with calls going direct to the customer support desk.

#### Web Based Parking

HotSpot also provides a web based version of our application accessible to users through mobile or desktop web browsers. The user can sign-in to a web-based version of our solution as well as a more desktop friendly account management tool.

### 5. Appendix E - Digital Parking Permit Features



**Complete Solution:** HotSpot is the complete solution from transient to long-term permitted parking. HotSpot provides a platform for all mobility needs that has been heavily adopted by our user base.



**HotSpot Onboarding:** HotSpot assists people learn about the new digital option, as well as transfer existing data from the district into the new online permit dashboard at no cost to the district.



**Continuous Improvement:** By expanding to include our long-term permit parking solution, the district will improve their parking process, further reducing costs and increase convenience to users.



**Permit Types:** HotSpot accommodates the various permit types used by the agency, including daily, weekly, monthly, semester and annual, or any other combination required.



**Communication:** HotSpot carries out all communication to its users who receive notification emails related to any parking or permit information.



**Bundle Permit Sales:** Agencies can reserve offline permits and sell these in bulk to designated parties. When set to bundle purchases, a business can create a separate HotSpot account to redistribute or sell individual permits to specific people, or affiliate each permit to a license plate.



**HotSpot Point of Sale:** Administrators of the HotSpot Digital Permit system also have access to sell permits in-person using HotSpot's point of sale page, registering the permit sale and license plate for enforcement, and accepting payment outside of the HotSpot system. This acts as a reconciliation tool that can be used alongside existing POS payment terminals with the option to add hardware terminals if required.



**Offline Sales:** Administrators can also enter permits manually for permits that are paid from a source that is not tied to the HotSpot system (i.e. payroll deductions, cheque or cash sales) or complimentary for VIP guests. If required, the Administrator can manually affiliate a permit to an existing HotSpot user.



**Emailed Receipts:** HotSpot emails receipts to users in real time to keep track of payments and declined transactions.





**Residential Permit Management:** When you live in a paid parking area tickets are a real pain. Through our permit management system we simply integrate to allow residential permits to also be managed under one central system, using a 2 step ID Verification



**Corporate Permit Management:** Doing business downtown requires employees to be comfortable and paid parking permits by a business is often a perk. With HotSpot's system, employees can manage their own permits while business administration can assign and remove staff members automatically.



**VIP Permits:** Police, Firefighters, Councilors, and other mission critical staff need flexibility when it comes to parking. Through the VIP option we can assign unique rules for people that require extra considerations.



**Single Enforcement:** Verifying active permit holders is seamless through our HotSpot License Plate Recognition software, the same application used for our transient parking enforcement. Simply scan or key in a license plate number to instantly determine a "PAID" permit.



**Rule Management:** HotSpot's flexible permit functionality allows administrators to set generic and unique parameters to manage varying permit types such as residential permit and weekend parking.



**Waitlist:** If the user's preferred lot is full, the user can request a waitlist and track their position. When a parking spot opens up, the user will be notified of their removal from the waitlist and is given 48 hours to purchase the permit. If the permit is not purchased in that time, the system moves down the list.



**2 Step Authentication:** Residential or discount permit types may require proof of identification, our innovative application process allows the upload of 2 photo files to submit with your claim. The files are then transmitted to the administrator dashboard who can approve or reject based on the information provided, or allow HotSpot staff to do this for you.



**Early Purchase/Auto-Renew:** HotSpot's User Database provides the flexibility to offer an early purchase option to existing permit holders and active users, as well as a simple auto-renew feature.

### **Standard Permit Configurations**

From the admin's perspective, permits can be created on the fly from the administrator portal and be sold online or via the HotSpot app. From the administration dashboard, you can do the following:

- Create new lots/zones, Permit display name/abbreviations
- Create permits that are assigned to lots/zones
- Configure permit's length (days, months, years)
- Configure permit cost
- Configure automated waitlist on a lot/zone or permit level
- Assign permits to only be available to a specific group or individual
- Select ID preferences to be used in permit application processing
- Manage all active, expired or upcoming permits that belong to users
- Configure permits to be sold prior to the active date
- Configure permits to be proratable
- Configure permits to be auto-renewable
- Accept or deny special permit applications
- Configure and manage permit availability on a lot/zone or permit level
- Manually enter permit records for offline payments
- Communicate with permit holders via push notifications from HotSpot
- Offer a permit at a discounted rate based on user access

Example of Standard Configurations Available

## 6. Appendix F - Reporting Dashboard Illustrations

HotSpot #	City #	User ID	Start Time	Length	Amount	Tax	Total	Plate	Make	Model	More Info
No data available in table											

Week	Amount	Tax	Total
February 28 2021 to March 06 2021	\$0.00	\$0.00	\$0.00
February 16 2021 to February 20 2021	\$0.00	\$0.00	\$0.00
February 07 2021 to February 10 2021	\$0.00	\$0.00	\$0.00

Image 1: HotSpot Administrative Dashboard provides user-friendly feature rich functionality

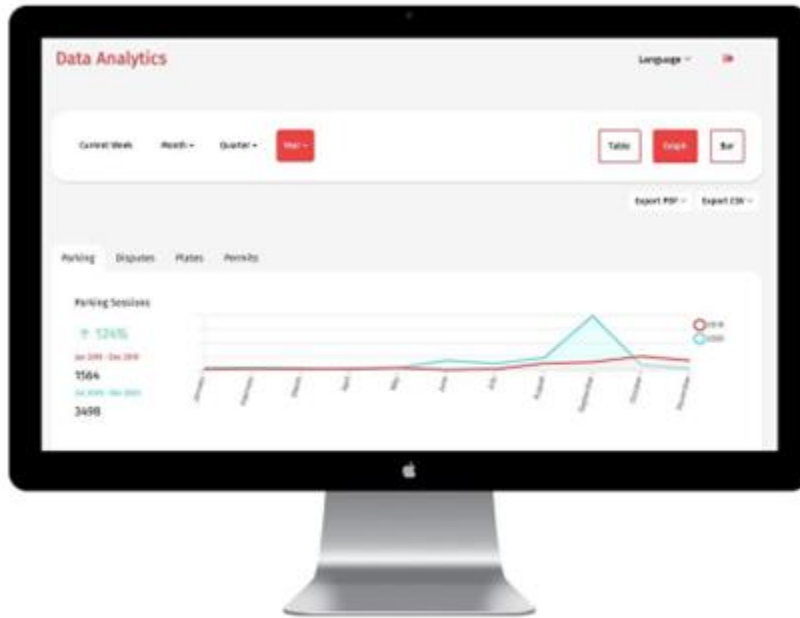


Image 2: HotSpot Analytics Tab on the Administrative Dashboard, can be searched, filtered and exported.

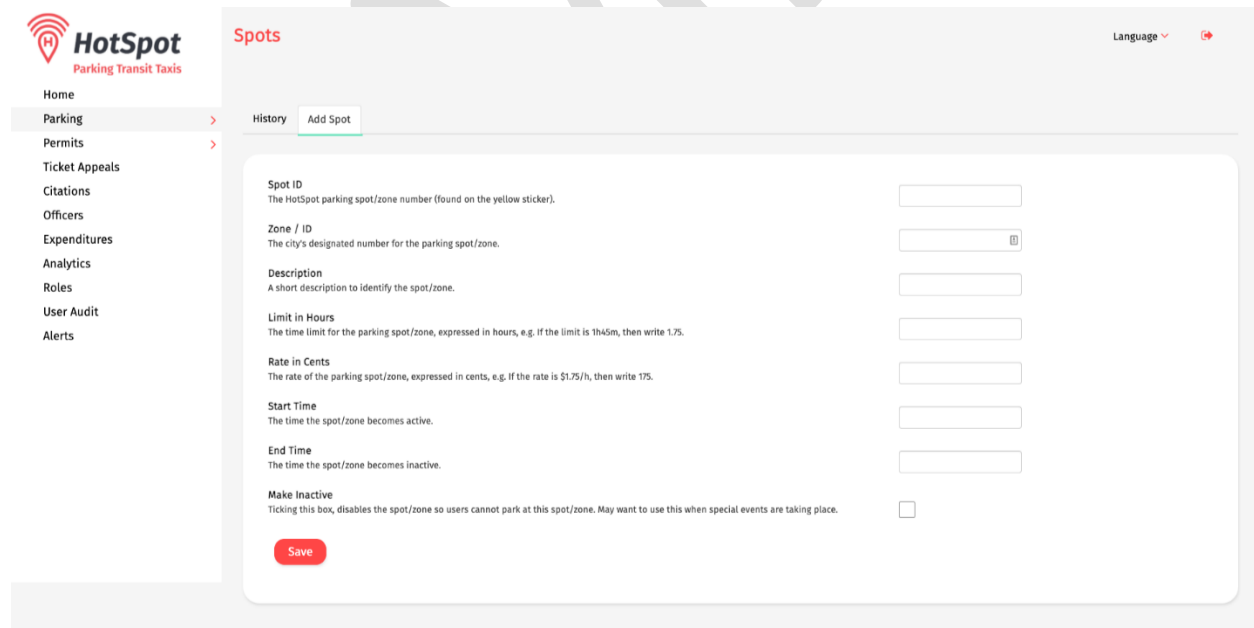


Image 3: HotSpot's Parking Spot Updating within the Admin Dashboard, similar features exist for Permits

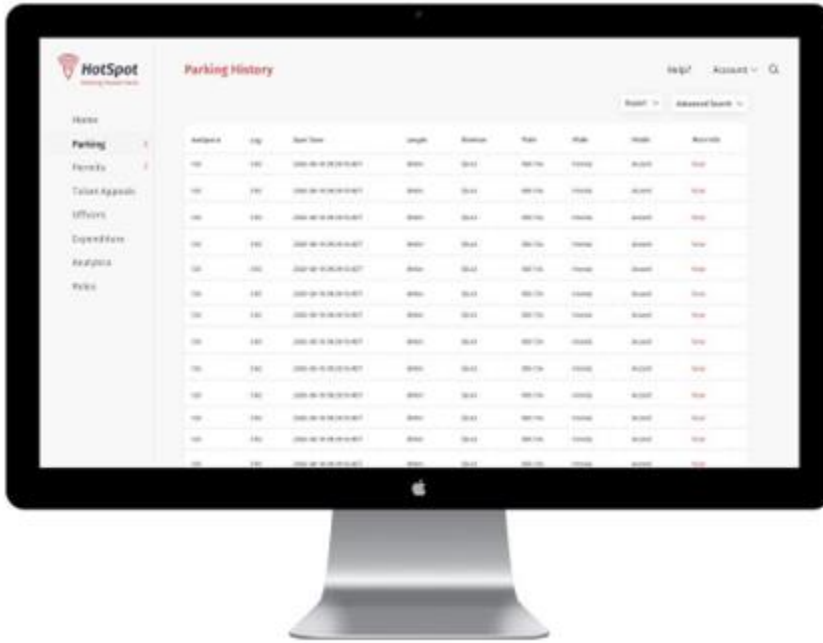


Image 4: Real-time views of active parking sessions, with advanced searches on historical sessions.

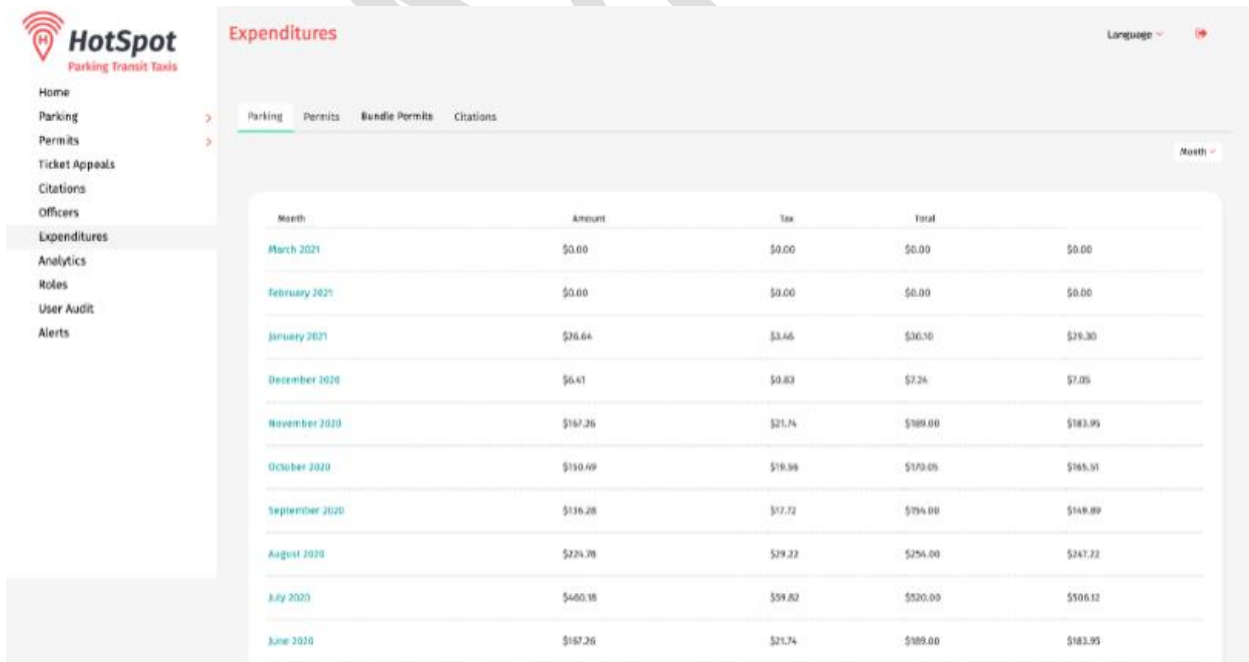
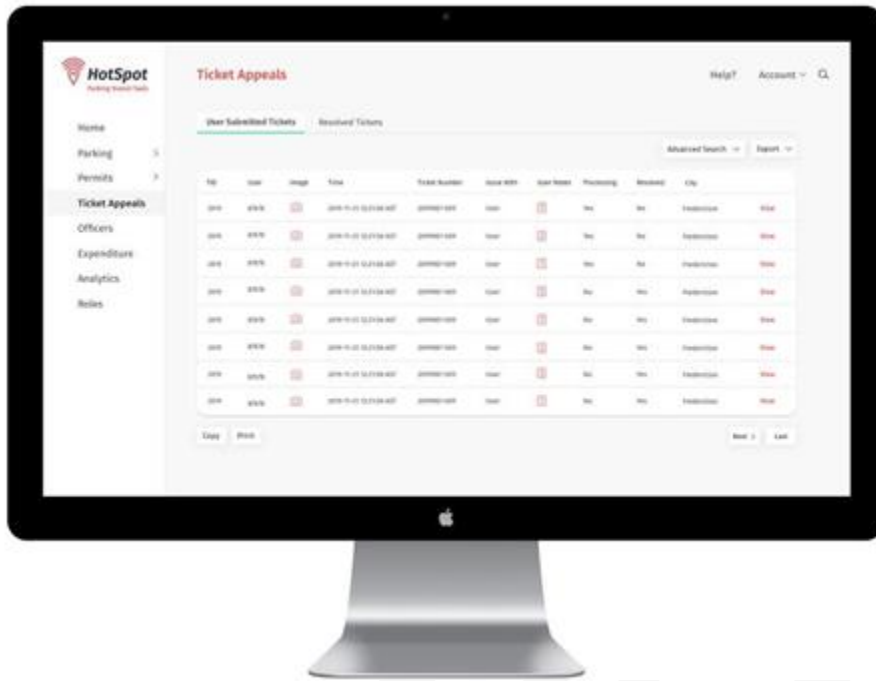


Image 5: HotSpot provides complete transparency to all parking transactions in real time.





*Image 6: HotSpot provides complete transparency to all ticket appeals received and communicated, in real time.*

SAMMY

The screenshot displays the 'HotSpot' Citations Management interface. On the left is a navigation sidebar with options like Home, Parking, Permits, POS, Citations, Officers, Expenditures, Analytics, Roles, User Audit, and Alerts. The main header shows 'Citations' and a 'Language' dropdown. Below the header is a sub-menu with 'Daily Tasks', 'Tickets', 'Create Ticket', 'Management', 'Paid Tickets', 'Reports', and 'Prepaid Tickets'. The 'Tickets' section is active, showing a '< Back' link and two buttons: 'Generate Certificate of Parking Infraction' and 'Generate Parking Infraction Notice'.

The 'Ticket Details' section contains a table with the following data:

Ticket Number	Unique ID	Manual Entry Time Stamp	Date/Time of Violation
12345754	451912		2022-04-20 02:48 PM
Officer	By-Law ID	Violation ID	Violation Description
12345 - HTSP Development	03-02, as amended	PART III (A) (1) (b)	Park at expired parking meter
Place of Offence	Meter #	Ticket Served	Payment Status
515 Beaverbrook street		Served to Owner	Unpaid
Total Amount Due	Early Fine Amount	Fine Amount	Fees Due
\$20.00	\$15.00	\$20.00	\$0.00
Notification Status	Stopped/Cancel Reason	Minimum Payment Date	Partial Payment Total
Fine Level 2 (Set Fine)			
Prepaid Override Reason			

Below the table are sections for 'Downgrade Comments from Officer', 'Internal Comments from Officer' (with a text input field containing 'test'), and a list of expandable sections: 'Court / Legal Details', 'Vehicle Owner Information', 'Vehicle Details', 'ARIS Vehicle info', and 'Ticket Pictures'. The 'Ticket Pictures' section shows a grid of images, including a red car parked at a meter.

On the right, a preview of the 'Parking Infraction Notice' is shown. It includes the title, the City of Collingwood logo, and the following text: 'Ticket Number: 12345754. HTSP Development believes from personal knowledge and certifies that on the 20th day of April, 2022, Time 02:48 PM the owner (or operator) of the vehicle upon which was displayed the number plate: CAJA723 did commit the parking infraction of Park at expired parking meter at 515 Beaverbrook street Collingwood, Ontario contrary to Parking By-law No. 2021-021 section PART III (A) (1) (b)'. It also features a signature line and a table with fine amounts: \$15 (Early) and \$20 (Total After 15 Days).

Image 7: Detailed displays on Citation Management, with advance search capabilities. Click "View Ticket" for more information

## 7. Appendix G - Sample Implementation Plan

Task	Week	Participants	Actions
<b>TASK 1: PROJECT PLANNING</b>			
<b>Introductory Call &amp; Parking Documentation Review</b>	Week 1	<i>Client, Sales &amp; Client Success Main point of contact</i>	HotSpot project team familiarize with client parking information. Overview of products, special use cases, run through expectation of timelines and go over checklist to be sent.
<b>Stakeholder Kick Off Call</b>	Week 1	<i>HotSpot Client Success, HotSpot Project Management with All District Participant Roles</i>	<ol style="list-style-type: none"> <li>1. Introductions, review roles, set up weekly/bi-weekly meetings. Review infrastructure for any required integration or development. HotSpot will internally review any provided documentation. HotSpot will review in detail with each stakeholder the proposed rollout of the launch and their role in the project. Question period with stakeholders. Project specific drill down.</li> </ol>
<b>Review Parking Integration, Technical Environment</b>	Week 1 (ongoing)	<i>HotSpot Technical Account Manager &amp; Client Success Manager with District IT and Mobility Department</i>	<ul style="list-style-type: none"> <li>• Further scoping on integration requirements. Review of existing environments and setting timelines around required integration.</li> </ul>
<b>Marketing &amp; Communications Review</b>	Week 2	<i>HotSpot Account Manager with District Marketing &amp; Mobility Departments</i>	<p>Work with the marketing department to discuss needs and preferred approach. HotSpot has templates and resources to fulfill marketing requirements. Marketing actions based on Client's needs. Welcome Box will be sent that includes marketing materials that include: How to Use Business cards for windshields, HotSpot Booklets for Business Association, Info Cards on various products.</p>

<b>Customer Support, FAQ and Privacy Policy Review</b>	Week 2	<i>HotSpot Dedicated Account Manager with District Mobility Department</i>	<ol style="list-style-type: none"> <li>1. Revision of Customer support request channels and potential “what if” situations</li> <li>2. Revision of customer facing FAQ, Privacy Policy and TOS. HotSpot takes customer service very seriously and as such would like to explain our process and points of contact for any issues. Generally, staff use the application, and we feel that a brief once over of the application really assists them in becoming local champions.</li> </ol>
<b>Lifecycle Discovery and approval</b>	Week 2 (Ongoing process)	<i>HotSpot Account Manager with District Enforcement &amp; By-Law Manager</i>	<p>Understanding the ticket lifecycle is key to creating the daily tasks.</p> <p>Review existing ticket lifecycle. Build flow chart to capture ticket timeline, fees and correlating warnings. Discuss ticket layout for approval. Get a list of all caveats.</p>
<b>Fine and Fee Structure</b>	Week 2	<i>HotSpot Account Manager with District Enforcement &amp; By-Law Manager</i>	<p>Get a list of all the fines and their corresponding by-laws.</p> <p>Understand when the fines automatically increase and by what amount.</p> <ol style="list-style-type: none"> <li>3. Understand what happens when the ticket is paid at each step of the process</li> </ol>
<b><i>TASK 1 MILESTONE REACHED: Required information gathered to ensure integrations can begin and remain on schedule. Approval of Parking Environment and Ticket Lifecycle flow to build Environment Set-up.</i></b>			
<b><i>TASK 2: ENVIRONMENT CONFIGURATION &amp; TESTING</i></b>			
<b>Environment Configuration, Testing System Performance and User Acceptance</b>	Week 3 (ongoing)	<i>HotSpot Account Manager with District 's Mobility and IT Department</i>	<p>Onboarding of District’s rate information, spot and zone location. Testing performed to ensure special rates are functioning properly.</p>
<b>PDF Creation</b>	Week 3	<i>HotSpot Account Manager with District s Enforcement and IT Department</i>	<p>Get a list of all PDFs that need to be generated by the system</p>

<b>Ticket design</b>	Week 3	<i>HotSpot Account Manager with District s Enforcement &amp; By-Law Manager</i>	Review ticket design and obtain approval
<b>Integration Configuration and Testing</b>	Week 4 (ongoing)	<i>HotSpot Account Manager with District Mobility and IT Department</i>	Review integration requirements. Test integration and complete full solution with scenarios. Resolve any reported solution deficiencies and re-test until completely functioning as intended
<b>Set up Back End &amp; Order Hardware and Consumables</b>	Week 4	<i>HotSpot Team</i>	Set up all backend functions (i.e. servers, services, security, applications, user access and reporting, etc.) Determine the number of printers required. Determine how much paper needs to be ordered (3-4 week wait time).
<b><i>TASK 2 MILESTONE REACHED: Testing complete. Approval of flows. Asset creation completed, Hardware &amp; Consumables are ordered.</i></b>			
<b><i>TASK 3: TRAINING</i></b>			
<b>Ticket Triage and Enforcement Training</b>	Week 10	<i>HotSpot Account Manager with District Mobility Department</i>	Provide training and support to all administrators of the system. LPR app installed and officer training completed during this time frame.
<b>HotSpot Administrator Reporting Review / Training</b>	Week 10	<i>HotSpot Account Manager &amp; Senior Accountant with District s Revenue &amp; Finance Dept.</i>	<ol style="list-style-type: none"> <li>1. Dashboard functionality. Configure account deposits.</li> <li>2. Simple testing of the fund flows before going live to allow all parties to have the experience and ensure accuracy from both sides.</li> </ol>
<b><i>TASK 3 MILESTONE REACHED: Approval of training completion.</i></b>			
<b><i>TASK 4: LAUNCH</i></b>			
<b>Communication to Users</b>	Week 10	<i>District Staff &amp; HotSpot Team</i>	Action communication plan to Users for permit purchases. HotSpot Support team will be available to answer questions regarding the program.
<b>Signage Application</b>	Week 11	<i>District Staff</i>	HotSpot will depend on the District for signage installation and application of required decals and signage.
<b>Launch!</b>	Week 11/12	<i>HotSpot Team</i>	HotSpot Parking Go-Live. The end state of the launch project and the beginning of parking system.



**GOAL: SUCCESSFUL IMPLEMENTATION OF PARKING MANAGEMENT PROGRAM.  
CONTINUOUS IMPROVEMENT FOR DURATION OF CONTRACT**

## 8. Appendix H - Citation Management Features



### Officers

License Plate Recognition (LPR): HotSpot has built software to digitally recognize license plate details by simply taking a picture of a license plate and automating the formatted letters and numbers to identify the vehicle.

Mixed Parking Enforcement: Single solution enforcement application that allows plate based searches for both transient street and permit parking feeding into one streamline dashboard.



List View: HotSpot's application has the capability to perform list view searches, by entering the first digit of the license plate number and all related plates starting with the same digit pre-populates for efficiency.



Infraction Selection: Officers can toggle a drop down menu to select by-law infractions to issue citations, avoiding errors or typos while ensuring efficiency and accuracy.



Photo Capture: HotSpot's enforcement system allows up to six photos to be captured with the citation, providing further documentation to support any disputed claims.



Notes Section: On each citation issued, Officers can write internal notes that will be shared discreetly to the backend dashboard only; as well as external notes that can be written to elaborate to the receiver of the ticket.



Appeal/Downgrade: Officers will have the option at any point in this process to cancel the ticket and will be notified of tickets they need to see through their handheld device.



Digital Chalking: HotSpot's LPR technology uses digital chalking to make the enforcement process easier and faster. By entering in or scanning a license plate, the system mirrors how an officer would manually chalk a vehicle's tire in order to see how long they've been parked.

### Administrators



Real Time Data: We understand the pace that's needed for accurate parking information; therefore, our dashboards are automatically updated with real time parking details. This is also why we work hard on our partner integrations to communicate seamlessly with third party vendors.



Citation Escalation: HotSpot's fully automated system performs a user friendly flow through a ticket life cycle's multiple steps. This can be customized to your individual agency's needs to ensure proper follow up on each aspect.



**Sending Reminders/Summons:** After a specified period of time HotSpot's Dashboard will notify the District Administrator to send a reminder or summons to the driver based on local DMV information. HotSpot will provide a file to print.



**Batching:** The ability to group data for functionality is essential for efficiency. We have designed our dashboards with this in mind, allowing users to select and filter by varying details and then export into your preferred format (csv, etc.) for processing.



**Payment Portal:** HotSpot's custom web based payment gateway is convenient, integrated and maintains full PCI compliance, giving your citizens an additional, trustworthy method of citation payment.

**Waive/Downgrade Tickets:** District Administrators need to be able to waive/downgrade the ticket up to the plea date while providing sufficient reason. They also need to be able to waive tickets for any found not guilty by the court system.



**In-Person Payments:** Administrators of the HotSpot Enforcement system also have access to resolve tickets using HotSpot's point of sale page. This service accepts most major credit cards as well as Visa-Debit. This allows Administrators to complete face-to-face citation payments.



**Search Fields:** Administration Dashboard supports real time queries and generation of complex reports without affecting solution performance. HotSpot's custom search fields automatically pre-populate entered data, such as the first digit of a license plate or date of ticket issue (etc.) allowing an easy filter option to viewing and managing citations.



**Citation Review:** HotSpot’s customer support encourages its users to handle parking violations within the application, through online ticket payment or ticket resolution. If a parker believes their ticket may have been issued in error, users have the option to upload through HotSpot to attempt a resolve on their behalf. This review process provides the District Administrator with the ability to verify, accept or reject the ticket dispute and send it back directly to HotSpot or the customer.



**DMV Integration:** HotSpot meets the requirement both in the ability to obtain and comply with the regional Department of Motor Vehicles. These integrations provide automation in sending and receiving vehicle owner information to generate parking notices, store vehicle owner information, and generate reports as required by your local DMV.



**Multiple Citations:** HotSpot’s enforcement system provides the ability to print infractions for all by-law types, not just vehicle related.



**Payment Portal:** HotSpot provides a district branded online payment portal. Users have the ability to settle citations through this convenient portal, accessible through their mobile phone or desktop accounts. This can also be embedded into the district's website for ease of access.

## How It Works

### Officers

Enforcement officers are the front line, initiating the system through their daily routine of enforcing parking rules across the District. In this automated process the officer will require:

- HotSpot’s mobile LPR handheld
- HotSpot’s mobile ticket printer

### **Officer Enforcement Process - Parking Violation**

---

<b>Checking for Violations</b>	The officer is assigned a route by the District to patrol and scan for Vehicle Violations.
<b>Non-Violation</b>	The majority of the time, Officers will not see an infraction and continue on.
<b>Notice of Violation + Meter Check</b>	When a violation is observed an Officer will stop and confirm. If the violation is an unpaid parking session the officer will perform a scan with the HotSpot LPR system and a meter check to ensure the parking meter is operating correctly.
<b>Parking or Vehicle Violation- Select</b>	Once a violation is confirmed the officer will select the type of violation from HotSpot's handheld
<b>Enter Violation Information</b>	Once the Violation is selected the officer will enter the required information.
<b>Insert notes</b>	Officers will be asked if they would like to insert internal notes for District Administrators to view, as well as external notes for the user.
<b>Capture Pictures</b>	Officers will be required to attach one or more photos based on the District's directive.
<b>Submit / Print</b>	Once complete, Officers will press submit / print which will make the mobile printer active and print a ticket within 3-5 seconds to place on the vehicle.

### **Optional Steps**

---

<b>Appeal / Downgrade</b>	Officers will have the option at any point in this process to cancel the ticket and will be notified of tickets they need to see through their handheld device.
---------------------------	---

---

#### **District Administrators**

The District Administrators are the backbone of this solution, creating the necessary stakeholder connections required to produce continuity from start to finish. Within HotSpot's Enforcement Enterprise package, the District Administrator will:

### **Ticket Process**

---

<b>Receive the ticket and confirm</b>	District Administrators will receive tickets in real-time from HotSpot's dashboard once submitted by an officer.
<b>Send a reminder</b>	After a specified period of time HotSpot's Dashboard will notify the District Administrator to send a reminder to the driver based on DMV information. HotSpot will provide a file to print.

---



**Send a summons** After a second specified period of time HotSpot's Dashboard will notify the District Administrator to send a Summons to the driver based on DMV information. HotSpot will provide a file to print.

**Access to Department of Motor Vehicle** HotSpot provides the ability to process and generate at the appropriate points in the infraction's lifecycle. (HotSpot will require a discovery meeting to determine how the municipality is currently integrated with DMV.)

### **Any time throughout the process up to Plea Date**

**Receive payment** District Administrators need to be able to accept payment up to the plea date either through HotSpot's online portal, by mail or in person via cash, credit and debit.

**Waive ticket** District Administrators need to be able to waive/downgrade the ticket up to the plea date while providing sufficient reason. They also need to be able to waive tickets for any found not guilty by the court system.

## **9. Appendix I - Implementation Services**

All services below are included at no cost with this proposal.

<b>Category</b>	<b>Details</b>
<b>Project Management</b>	<ul style="list-style-type: none"> <li>• Dedicated Project Manager</li> <li>• Implementation Specialist</li> <li>• Project Plan with Weekly Calls</li> </ul>
<b>Configurations</b>	<ul style="list-style-type: none"> <li>• Zone Setup</li> <li>• Rate Testing</li> <li>• Administrator role creation and setup</li> </ul>
<b>Marketing</b>	<ul style="list-style-type: none"> <li>• Launch/Welcome Box with Flyers and Materials</li> <li>• Post PR on Website</li> <li>• Post PR on Social Media</li> <li>• Dedicated Client Success Manager</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>• HotSpot LPR &amp; Enforcement Overview</li> <li>• Parking Introduction</li> <li>• Parking Consumer Experience Overview</li> <li>• Parking Configurations</li> <li>• Customer Support</li> <li>• Operator Management</li> </ul>

**Note:** \*Per Diem for additional onsite visits is \$1,050.00 per day.

**Exhibit C**

## Training Responsibilities

### Training Program

<b>Executive</b>	HotSpot is responsible for all executive training on the use of the system as needed and requested by city staff.
<b>Officers</b>	HotSpot is responsible for all officer training required of the system.
<b>Administrative Personnel</b>	HotSpot is responsible for all administrative training required for: reconciling accounts; investigating tickets; and exporting data to the dashboard during the onboarding process.
<b>Customer Training</b>	HotSpot is responsible for all customer training required and customer support associated with the use of the system to alert customers they can now pay for parking through the HotSpot application.

**From:** [Nancy Owen](#)  
**To:** [Nancy Owen](#)  
**Subject:** Council Q&A for 221 Minato Rd  
**Date:** October 7, 2024 10:20:38 AM  
**Attachments:** [2024-09-24 DOU Regular Meeting ERIF Q&As 241005.pdf](#)

---

**From:** Juliette Green <[juliette.g@erif.ca](mailto:juliette.g@erif.ca)>

**Sent:** Friday, October 4, 2024 6:38 PM

**To:** Marilyn McEwen (Ucluelet Mayor) <[mmcewen@ucluelet.ca](mailto:mmcewen@ucluelet.ca)>; Shawn Anderson (Ucluelet Council) <[sanderson@ucluelet.ca](mailto:sanderson@ucluelet.ca)>; Mark Maftai (Ucluelet Council) <[mmaftei@ucluelet.ca](mailto:mmaftei@ucluelet.ca)>; Ian Kennington (External) [REDACTED]; Jennifer Hoar (Ucluelet Council) <[jhoar@ucluelet.ca](mailto:jhoar@ucluelet.ca)>

**Cc:** Bruce Greig <[bgreig@ucluelet.ca](mailto:bgreig@ucluelet.ca)>; Duane Lawrence <[dlawrence@ucluelet.ca](mailto:dlawrence@ucluelet.ca)>; John Towgood <[JTowgood@ucluelet.ca](mailto:JTowgood@ucluelet.ca)>; Joshua Hunt <[joshua.h@erif.ca](mailto:joshua.h@erif.ca)>; Jodie Thompson <[jodie.t@erif.ca](mailto:jodie.t@erif.ca)>; [REDACTED]; Ian Kennington (Ucluelet Council) <[ikennington@ucluelet.ca](mailto:ikennington@ucluelet.ca)>

**Subject:** Council Q&A for 221 Minato Rd

**[External]**

Dear Mayor and Council,

We value your feedback on ERIF's proposed development at 221 Minato Rd shared at your Meeting on September 24th. Thank you for your comments, support and points for further discussion.

To ensure alignment and address any outstanding questions, we have prepared this summary of the key points raised by the Councillors during the meeting, along with responses from our executive team supplying additional information.

We value your input as we move forward with the application process and invite you to reach out if you require further clarification or have any additional questions.

We thank you for the opportunity to partner with you in bring this project to life, make them attainable for the local community, and contribute to the flourishing future of Ucluelet.

Best regards,

Juliette Green

**Juliette Green | Strategic Impact Director**

[juliette.g@erif.ca](mailto:juliette.g@erif.ca) |  [www.erif.ca](http://www.erif.ca)

App Banner Image



IMPORTANT: The contents of this email and any attachments are confidential. They are intended for the named recipient(s) only. If you have received this email by mistake, please notify the sender immediately and do not disclose the contents to anyone or make copies thereof.

# September 24, 2024: DOU Regular Meeting ERIF Q&As

**Q1) Do Council members have any initial concerns about a road configuration with limited pedestrian facilities and vehicle parking spaces backing onto the roadway?**

**DOU**

IK: “My home backs onto a roadway. I don’t think this is different to what we have in the community at the moment. I personally don’t have a problem with it.”

MM: “I concur. There are a lot of constraints to this site that means we are going to have to accept some compromises. I don’t believe this is anything to get overly worried about as part of the preliminary plan.”

MMM: “The configuration of this property is to create density, which keeps the affordability aspect in parcel.”

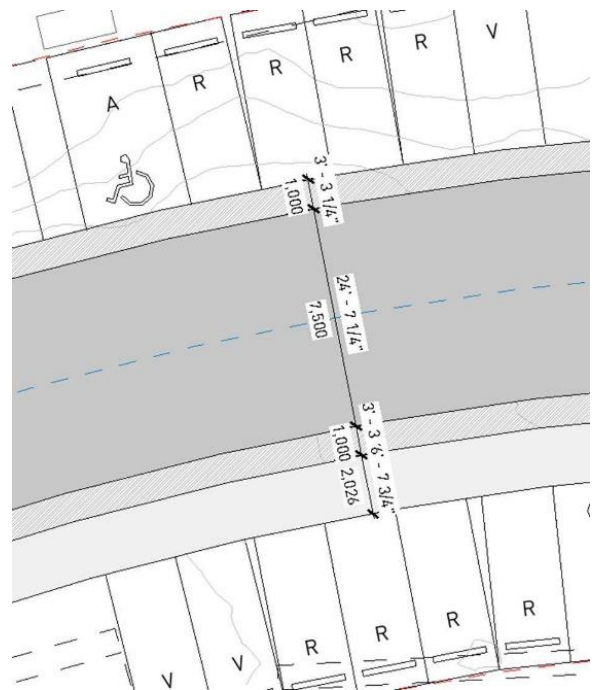
SA: “I concur.”

JH: “I don’t want a pedestrian pathway to be completely ignored. I agree with you IK that this is happening in other subdivisions.”

**ERIF**

ERIF has partnered with traffic consultants Watt Consulting to optimise the road and traffic flows for the site. The design balances resident safety, accessibility, and efficient land use to maximise the number of affordable homes.

To ensure highest safety, the road will be a private road with a capped speed limit of 15kph, ensuring a slower and safer environment. To enhance pedestrian use, we have incorporated a 2-meter-wide pedestrian path and additional 1-meter-wide shoulder around all roads (as shown in Appendix A). The loop road structure was recommended by Watt Consulting for best traffic flows. Care has been taken to ensure careful compliance with emergency vehicle access, with turning bays in each stage of the development, and an additional emergency exit point to Peninsula Road, which has the support of BC Ministry of Transport. For additional information, please refer to the [traffic engineering report](#).



Appendix A

**Q2) Do Council members have any initial concerns with the concept of no additional park land dedication for this development?**

**DOU**

IK: “The parkland dedication has already been made. The District have control of that asset and it’s considerable, I think it’s good enough.”

MM: “I don’t see a problem with the trail construction costs being worn by the Municipality. They have been forthright about approaching this by keeping costs down, I’m quite willing to meet them on a pragmatic playing field. I agree with highlighting ecological value of Olsen Bay. We should consider potential impacts now to plan for them. I’d like to see it protected, and we have every chance of doing that with ERIF moving forward.”

SA: “I agree with IK that there is a sufficient amount of parkland dedicated at this point. It’s an efficient use of space. We will do what we need to do to get the affordable housing in there.”

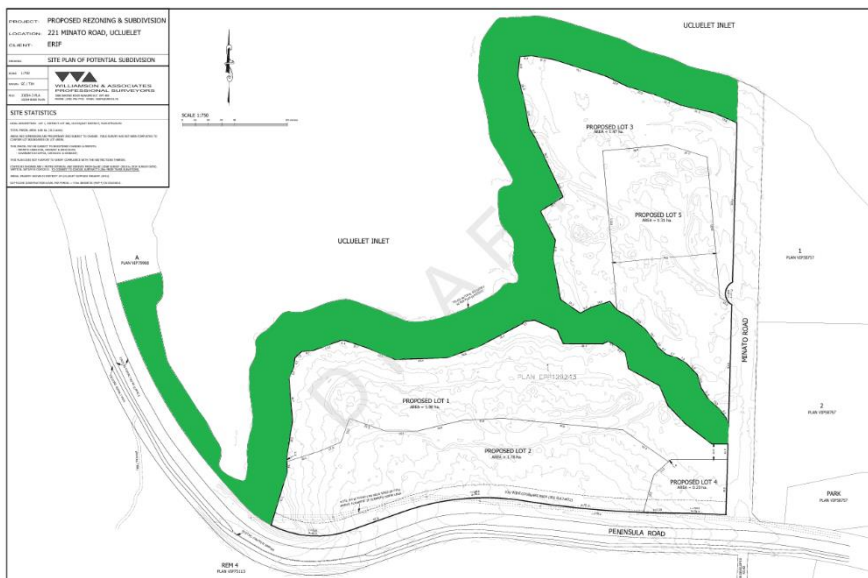
JH: “A little concerned not having the complete Environmental assessment and wetland delineation, which might ID more spaces that need to be protected. I understand there has already be a large park dedication here. Cautiously not concerned.”

MMM: “I believe they are in the progress of getting this completed.”

**ERIF**

The 2022 rezoning committed extensive lands as parkland dedication through the waterfront and middle creek area. Nearly 30% of the site was committed at that time, and this has now been legally confirmed as dedicated by the DOU. The original commitment exceeded the typical 5% parkland dedication and creates a natural reserve protecting this land.

With this land now legally dedicated, it creates a strong protection for the water features. This is confirmed in the Environmental Impact Assessment prepared by Aquaparian which can be viewed by [clicking here](#).



Appendix B highlights the Parkland Dedication areas now on title which includes a 30-meter shoreline dedication (coloured in green on the Appendix B), protecting the waterfront zone. The area is blessed with nearby trails, bike paths, and existing parks offering ample opportunities for outdoor recreation.

Appendix B



A dedicated recreation space is proposed for the affordable rental and attainable homeownership communities of Lot 1 and 2 to enjoy which is shown in the Appendix C.

These amenities, combined with the green spaces within the development itself, offer an abundance of green space and recreational opportunities to enjoy. We value the Councillor’s support to uphold the existing parkland dedication, as further reduction in available land would impact the viability of this project to meet Ucluelet’s housing needs.



Appendix C

**Q3) Do Council members have any initial concerns with the concept of taking on the cost of constructing the trails, and making this a priority capital project so that trails can be completed prior to occupancy of the site by new residents?**

**DOU**

SA: “The way it’s worded is as if the onus is back on us, but at the same time the only way this moves forward is keeping costs low, maintaining it’s affordability. We are in a housing crisis, I believe the trails are important but I also believe we can bare that cost. RMI funding for the future. I wouldn’t hold their feet to fire on this.”

MMM: “Yes RMI money would be available for trails.”

MM: “One thing that sets this developer apart is they were quite forthright about their costs. I think it would be a mistake to put them in a position where they are on the hook for a major financial investment, which is separate from what they approached us to do, affordable housing.”

IK: “Nothing further to do add. I agree this is an ecologically sensitive area and we potentially need something temporary to protect it. Not saying we need to build the trail before this housing is occupied. There may be a more cost-effective solution to doing that protection. Trail yet to be discussed.”

JH: “We want this site protected. We don’t people in housing accessing this with no protection, which is where the idea of the trail originated. We have access to RMI funds, I have no issues with taking over the cost but I do think this needs to be prioritised.”

**ERIF**

The waterfront land has been dedicated back to the DOU, giving the Council time to consult with the community, plan trails and seek RMI funding. Part of this process may consider the Environmental Assessment Report recommendation that the Council preserve this area in its natural state as a wildlife corridor. ERIF do not see the construction of potential trails as needing to be a pre-condition of approval of the construction of the proposed homes, or their occupation. There will be natural separation of the waterfront from the homes with retaining walls and fencing, designed to complement the natural form and character of the site, in collaboration with the environmental biologist consultants, geotechnical and structural engineering teams.

**Q4) Do Council have any initial concerns with a proposal to remove a 30-metre treed buffer along Highway 4 and substantial tree clearing throughout the developable lands that would maximize the area for housing construction on the 221 Minato Road site, and which would diverge from OCP Policies 3.162, 3.163 and 3.171 meant to limit the clearing of trees and changes to the public entrance to town?**

## DOU

MM: “I have some initial concerns. I think we need to have a deeper discussion with ERIF about this plan. It’s the entrance to the community. The bulk of this lot has already been cleared, what is remaining there is of questionable ecological value in terms of terrestrial habitat. I don’t want these trees cut down. I think this is something we need to hear the public’s opinion on.”

IK: “Everyone loves trees. Our current entrance into town is a drive through forest that leads to a pile of tires. We have an opportunity to increase it’s visual value and create an entrance into a community. If housing is as critical as we all know it is, there will be tough choices on how we deliver our housing target of 800 homes within the next 20 years. We need housing, people are literally crying out for it.”

MMM: “This is another one of those little sacrifices that may need to occur to create that density.”

SA: “I agree. With the OCP stipulations on tree coverage it seemed more of a form of character as opposed to an ecological refuge. I would want to showcase this project off.”

JH: “It’s hard for me to get rid of a tree buffer. I understand to get density we need to narrow it down, but almost making it non-existent, I have problems with that.”

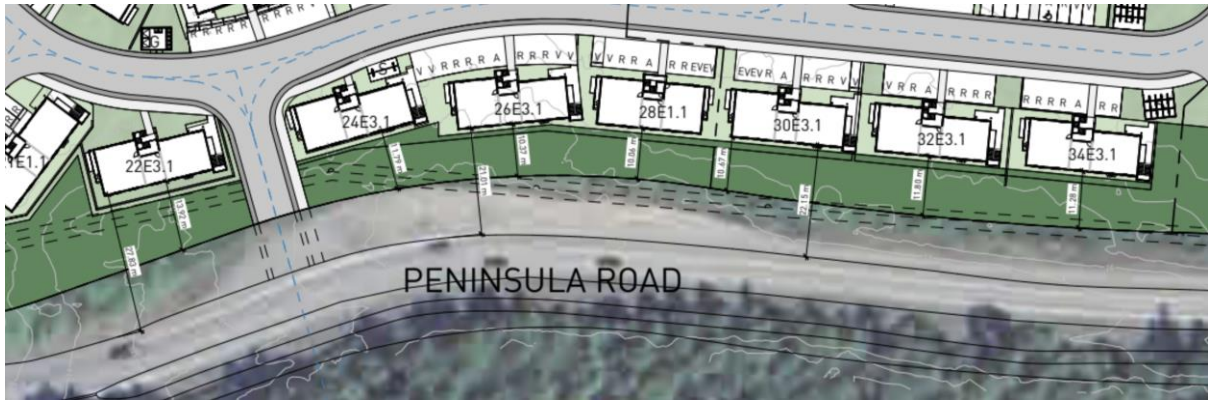
MMM: “Also another issue is if you clear a lot of trees, the remaining can become danger trees because they have been protected by the others for so long. It may be a reason to remove the trees so there aren’t any danger trees.”

JH: “Yes, the trees were cleared to close to the upper edge of that property those trees may go over in a storm. I don’t see the point of their tiny strip of green at that point.”

## ERIF

The proposed change is not a complete removal of the 30-meter buffer in the OCP, but a reduction to 10 meters from the boundary line, and approximately 20 meter setback from Peninsula Road. An accurate siting of the development relative to the road has been prepared and is linked here: [221 Minato’s Planting Analysis](#), also referred below in Appendix D. Detailed distances have been marked on the supporting documentation to demonstrate the treed

setback that will remain.



Appendix D

Unfortunately, due to clearing and site use by former owners, there has been substantial damage to some trees impacting their health and safety. The trees have been assessed by a formal Arborist tree survey and qualified Danger Tree assessor as recommended by the environmental biologist. They have been further reviewed in the Archaeology report which found no protected trees of significant cultural value will be lost.



Appendix E

In addition to retaining respected consultants for the assessment and preservation of existing trees, ERIF will also invest in the regeneration and enhancement of the site's ecological richness. We have a comprehensive regeneration plan in place set out in the Environmental report:

- Plant a diverse array of native trees and vegetation throughout the development including but not limited to 31 western hemlock trees, 20 Western redcedar and 15 Sitka spruce within the restoration area. The density of the regenerating tree saplings is approximately 3-5 trees per 100m<sup>2</sup> which is approximately 114 naturally regenerated trees within the restoration area.
- Use organic soil on site as a growing medium for planting areas and salvage native plants, logs and stumps with soil and live native vegetation. This will assist in incorporating native plant seed banks and add natural local form and character to the development.



- Use of naturally stacked rock and include pocket plantings using native coastal vegetation. All seeding will include recognized west coast seed mix (i.e. clover, vetch, wildflower).

Aquaparian will also be engaged as part of the retaining wall design to ensure where these walls interact with parklands and they contribute to protection of the trees in those zones and their root structures, and enhance the native habitats. Their expertise will ensure that any tree which is classified as dangerous under WorkSafe BC Regulation Section 26.11 is removed in such a way that minimizes disruption to the surrounding ecosystem. Arborists and biologist consultant will oversee works where required to preserve and enhance existing tree buffers in the substantial parkland dedication areas, which comprise nearly 30% of the site.

Our commitment to environmental stewardship extends beyond the Peninsula Road setback. Throughout the 221 Minato Road development, we are prioritizing sustainable practices and habitat restoration. We are creating extensive green spaces, restoring riparian areas, and implementing measures to protect local wildlife. This plan will not only compensate for any trees lost during the setback reduction but will also enhance the overall biodiversity of the site.

We aim to create a community-friendly interface from this site and prioritize affordable housing so Ucluelet can continue to grow and thrive. After detailed review in the [Environmental Assessment report](#), [Tree survey](#) and [Archaeological report](#) we believe that the proposed building layout and proposed setback from Peninsula Road strikes the best balance to achieve our environmental restoration goals for the area while providing affordable housing in the time of great need. Dedicated Parkland will ensure the highest protection of key tree areas near the shoreline and creek, enhanced by significant planting and regeneration works.

**Q5) Do Council members support extending the 50km/hr speed zone northwest by approximately 1000m and staff making a request to MoTI in advance of receiving a development application by ERIF.**

#### DOU

JH: "I am totally for this. That 50km should have been moved further outside of town ages ago. The parking that happens around Ancient Cedars zone has been really unsafe."

SA: " I echo that 100%. I like the idea of pushing out the town a little more. It would be another 20 seconds to reach town."

MM: "Cart before the horse to approach MoTI ahead of the development application (if the two are linked)."

IK: "We were going to reduce speed limits across town. I wonder whether this is part of the same conversation. Generally 50km/hr, it could be slower, but I would support it."

MMM: "I would support it. I agree, larger conversations are needed to look at all of town."

#### ERIF

ERIF supports the Council's views that reduction in the speed of Peninsula Road would benefit the Ucluelet community and both pedestrian and cyclist use of the area, particularly with Ancient Cedars access and the Health Clinic. The MoTI has confirmed that if the Municipality wish to present this proposal they will work with you to undertake the necessary review by the MOTI Chief Engineer which can take some time.

However, the Traffic Impact Assessment prepared by Watt Consulting, and the proposed traffic design for the development does not recommend nor require a reduction in speed on Peninsula Road. The report supports development of 221 Minato Road by upgrading Minato Road to be a municipal road and as the access road for the development. This report has been filed with MOTI under file number 2024-04965. MOTI have given their initial written support for the proposal for residential access from Minato Road, noting this road is within the Municipal boundary and permitting falls under DOU. They have expressed in-concept support for a gated emergency access to Peninsula Road, which will enable future-proofing for future OCP plans for Peninsula Road. ERIF continue to work with MOTI to finalise the formal approvals of the Minato/Peninsula intersection.

**Q6) Do Council members expect that if a zoning amendment and other approvals are granted, the affordable and/or attainable housing units would need to be ensured through housing agreements and covenants that are administered and monitored by the municipality or an experienced qualified third-party?**

### DOU

SA: “[ERIF] sat us down and showed us the numbers, it was astounding. This would work out to be incredibly affordable for people. I do think it needs to be run by a housing incorporation or an at arm’s length group.”

MMM: “I don’t believe it takes long to set up a housing authority.”

IK: “There is a critical first phase of this development that will warrant the formation of a housing authority, which will go on to have greater impact throughout the community for other small housing developments. This is the kickstarter for that.”

SA: “ERIF suggested approaching the community first. That was their suggestion first off. There will be a vetting process, but I thought having the community first was a great first step.”

JH: “We are at the point where a housing authority or third party would be very worthwhile. I don’t think the municipality should be doing it themselves.”

MM: “Short answer is yes. One unequivocal fact that the community needs affordable housing. It’s something unambiguous with no debate. We have an opportunity to partner with a developer that has that in mind. It’s not the municipality’s role, but whatever we can do to kickstart it we should. It would be a mistake not to explore that, encourage it and support it.”

### ERIF

ERIF Housing Association, a not-for-profit organization, has been created to manage the attainable homeownership initiative. ERIF has prepared a Draft Housing Agreement and Covenant Restrictions in our Development Permit application to confirm the commitment to affordable homes. We have established draft eligibility criteria for the attainable home ownership initiative and welcome your feedback. The applications will be administered by the Gray Team and the not-for-profit with a selection panel formed to ensure a fair and transparent assessment of applications against these criteria. This panel would ideally include representatives from the Municipality, the Chamber of Commerce, and a welfare organization. Similar developments have faced difficulties of much-needed dwellings remaining vacant due to overly restrictive requirements, and a transparent and responsive process will ensure financial sustainability for all parties involved. ERIF Housing Association, in conjunction with a rental management company, will oversee the affordable rental processes, governed by the



grant-funding restrictions. Fair, transparent and accessible eligibility criteria is essential, whether administered by ERIF's not-for-profit organization, or by partnering with a municipality-established housing cooperative. By working together, we can ensure the development remains financially viable, while the housing cooperative serves the community's needs and future growth.

**Q7) Do Council members have any initial concerns with the concept of extending a commercial designation to the area on the corner of Minato Road?**

**DOU**

JH: "I am not adverse to having a small commercial development. Where would the residents buy their milk? If this is going to be a neighborhood with young kids maybe there is a daycare. There are options."

MMM: "They want places to buy their products close by. I am in support of this."

IK: "I do support the integration of commercial into residential neighbourhoods for this project."

MM: "I wholeheartedly agree with the milk statement. Adding 250 doors, requires their needs to be serviced."

SA: "I agree with all statements. This will add another pocket to town."

**ERIF**

We value Council's comments and have allowed for adaptable spaces that can include retail store, other commercial and office space, giving priority to convenience of the local residents.

**Q8) Do Council members have any initial concerns over a component of short-term vacation rentals in the current proposal at 221 Minato Road?**

**DOU**

IK: "The only concern I have is public perception. When ERIF showed us the numbers, the sliding scales showed how we could pay for affordable housing. The profit margins are very calculated, it needs to be just enough to balance the scales. There are other developments that have come to town who aren't offering us anything. This sets a precedent, if you want limited STRs, you need to provide something to the community. I believe it supportable."

MM: "This has been the opposite to usual STR conversations. I don't support STR but I understand the math here. As reluctant as I am to support an STR, if that is the way forward than I would definitely consider that it's the best out of a bad situation. As it's been presented, I have difficulty criticizing it."

SA: "The STRs are few compared to the whole project. Prop up wages deficit through providing affordable housing (for example: Vancouver nurse coming to do work locally)."

JH: "The only hesitation I have on this is that the 10 waterfront homes would be a part of the whole house short-term rentals."

MMM: "I don't believe they would be whole-house STRs. They would just have a unit that would be a short-term rental."

JH: "It's not apparent from the way it's written, so I am unsure. Although I may not be an STR fan, it does allow this project to get off the ground."

## ERIF

The Development Permit seeks support for Lots 3 and 5 only to have a short-term rental component. These dwellings will support the financial feasibility of the affordable and attainable home development. To ensure a balanced mix of housing options, we could implement restrictions such as:

- At least one long-term rental (4+ months) or owner-occupied unit within each building: This would guarantee a certain level of permanent residency in all areas of the development. The remaining unit/s or suite/s would permit vacation rentals. This would allow for some flexibility while maintaining a predominantly long-term rental focus.
- Alternatively, within Lot 3 and Lot 5, a specific number of buildings could be designated for short-term rentals. This would limit the concentration of vacation rentals and help preserve the neighbourhood's character.
- By incorporating these measures, we can create a development that provides both short-term rental opportunities and a stable residential community for financially viable attainable home ownership and affordable rentals in Ucluelet.

**Q9) Subject to meeting environmental and servicing requirements, and subject to public comment, do Council members have any initial concerns with the concept of a temporary manufacturing facility on the eastern portion of the site?**

## DOC

MMM: "I believe this is only 1 option they are looking at."

SA: "I know people who are desperate for housing. There is light at the end of the tunnel. There is a price to pay for getting this done quickly, I don't believe this is an expensive price."

IK: "All developments will need to be built. A manufacturing facility is actually going to produce less noise and less waste compared to traditional construction."

MM: "ERIF have a vertically integrated manufacturing capacity which makes this feasible. I agree this is a no-brainer that allows the developer to offer this product. Subject to environment reports."

JH: "I concur with previous statements. I am not adverse."

MM: "This will also make the process much quicker. That is something else to consider."

## ERIF

ERIF values the support expressed by the Council for a Temporary Access Permit to enable high-quality, all-seasons construction of the homes greener, smarter, and faster by establishing an on-site Construction Facility. The Temporary Use Permit has been lodged with the Municipality on September 30 and is linked here: [ERIF Temporary Use Permit Application](#).

October 4, 2024

To Mayor, and Council

Ucluelet Council, Staff, and anyone it may concern; I am writing you to express my concern regarding the ERIF 221 Minato Rd. Proposed development.

To begin, I would like to ask you if you genuinely think that a development of this scale is well suited for a tiny community like Ucluelet?

Looking at the trend in the last few years, do you think we are in a good position to draw in 500-750 new residents from this one development? Taking into consideration the state of our medical system, our fragile grocery store, our crumbling water system, our overwhelmed public works department, and the list goes on.

Ucluelet is a very small, sleepy town. All the buildings, projects, public works, grocery, doctors, various appointments happen at a laid back pace. It's all part of the Ukee charm.

To me there is nothing small, slow, or quaint about this project. It will rapidly add 25% more homes to Ucluelet, and skyrocket the population upwards of +50% in a few short years. Not to mention the style of the project is very lifeless and repetitive. It does not have the character that people come to Ucluelet for. Please do not allow this project to proceed.

Another concerning aspect of the project is the proposed 29 new vacation rental units that will be adding to an already hectic tourist season. The vacation rental market in Ucluelet is already oversaturated, adding more would be a detriment to existing rental owners. The high season would be even more extreme, and the off season would be spread thinner, causing rental owners to lower already rock bottom off-season rates.

What worries me constantly is the number of developments that have been started and abandoned around town. The amount of damage to local forests, wetlands, and green space is absurd. A beautiful treed area was excavated and an abandoned crater created between Fishfull Thinking and Image West. The forest at Marine and Rainforest was clearcut, project started, and abandoned. Big Beach, abandoned. All while destroying wildlife habitats/corridors, and pushing them out into our populated areas.

Please do not allow this project to proceed.

The development area contains several fragile habitats including ex wildlife corridors, mudflats, eelgrass beds, etc. The area will cause excessive runoff, shoreline erosion, damage and destruction to habitats, loss or displacement of biodiversity, if it hasn't done so already. With multiple large neighbourhoods working their way through council, I am increasingly concerned that the rapid housing growth without infrastructure being able to keep up is a dangerous situation. It puts pressure on the systems currently in place, and severely degrades livability for people who already live here.

There is no guarantee that we will be able to attract more doctors with a new medical facility as there is a healthcare crisis everywhere in Canada. Our school is already at max capacity. Our water still hasn't been fixed.

Looking at the 5 year budget I see most of our tax money going towards new projects, and not taking care of the more pressing existing problems. I understand that more houses and residents will create a bigger tax base, but with more people will come more pressure on existing overdrawn infrastructure. Please do not allow this project to proceed. Most of our town

shuts down in the winter months. We already have reduced grocery store hours, reduced surf shop hours, cafe's closing early, and many restaurants close for months on end. We want to welcome more residents and tourists into town year round, however we just don't have the amenities to accommodate that.

As for ERIF's proposal, I am immediately worried that they are asking for, quote: Local "tradespeople, suppliers, and local businesses to contribute their time, products, or services at reduced rates. Accommodation providers can also play a vital role by offering housing for our workers during the winter construction months".

The demand for tradespeople out on the coast is extremely high. It is unlikely that any local tradesperson is going to give reduced rates when they already have work lined up for the next 5 years. Supply businesses have high shipping costs to the west coast. Locals must pay the high prices, what makes them think their new company bombarding our town is going to get cheap time and products? As far as accommodations for the project workers. We've sent ourselves into a tourism only based economy where the locals generally have a tricky time finding long term housing. The constructions workers may be offered less expensive rentals in the winter months. However come spring when all the short term rentals start booking out, it will only create more pressure for the housing issues in town.

I believe a more appropriate approach to Ucluelet growth would be to develop in a more strategic and sustainable manner. Approving small scale developments like 4/6 plexes, or small neighbourhoods of 5-10 homes built over time would allow infrastructure and amenities to grow with it. We already have 33 homes coming via the First Light development, as well as around 30 new lots at the end of Marine Drive. We will be so in over our heads if you allow these huge developments such as the Minato project, the 120ish townhome Big Beach development, Hyphocus, and any I may be missing. Ucluelet will become a hectic, overcrowded little peninsula, which the long term residents Do Not Want!

Please do not allow this project to proceed!

Furthermore, I believe council is making this decision without really taking the communities wellbeing into consideration. We count on the council to maintain Ukee's quality of life. I can guarantee that the majority of Ucluelet residents do not want huge developers to come into town to build these super neighbourhoods. This project feels as though we are selling out, and lining the pockets of an entity that is hardly invested (at heart) in the future of the community.

Giovanni Corlazzoli  
4th Generation Ucluelet Resident  
1860 Peninsula Road, Ucluelet

**From:** [J Rutherford](#)  
**To:** [Community Input Mailbox](#)  
**Subject:** Request for Council - October 21, 2024 Council Meeting  
**Date:** October 16, 2024 8:31:46 PM

---

**[External]**

Dear Major and member of the Ucluelet Council,

I hope this email finds you all well and that you are preparing for the winter months.

This letter is to formally request that the following concern be raised at the October 21, 2024, council meeting: to discuss the escalating human/wildlife conflict in our community, specifically concerning the large population of sea lions that have taken up residence at the public wharf, commonly known as the 52 Steps.

Currently, over 120 sea lions inhabit this area, resulting in significant noise disturbances and infrastructure damage and impacting the enjoyment and safety of residents and visitors alike. This situation not only affects the quality of life for those in the vicinity but also raises concerns regarding public safety and the well-being of the wildlife itself.

I believe it is essential for the council to address this issue promptly, as it poses a growing challenge for our community. A discussion could lead to exploring possible solutions, including wildlife management strategies that respect both human interests and the natural behaviours of these animals. We all know that these California Boys are our winter residents of Ucluelet and signal a change in our seasons. However, Ultimately, we are doing a disservice to wildlife, and I know this issue will require some innovative solutions, yet I believe we can achieve this.

I kindly ask that this matter be included in the agenda for the next council meeting. I appreciate your attention to this important issue and await your response.

Kindly,

Jess Rutherford,

**Jessica Rutherford**  
PhD Candidate | School of Science  
University of Waikato | Tauranga



**From:** [Matt Edwards](#)  
**To:** [Community Input Mailbox](#); [Info Ucluelet](#)  
**Subject:** Sea Lions on 52 Steps,  
**Date:** October 17, 2024 2:15:53 PM

---

**[External]**

Hello Ucluelet District and Council,

I'd like voice my frustration with the lack of action taken by the district with regards to the sea lions taking up residence on 52 steps dock.

They are damaging the dock and making life for the Ucluelet residents that live around the dock unbearable. The constant barking makes it impossible to sleep, work or even live.

I understand that they're reclamation of 52 steps is quite new but this same issue was raised repeatedly last winter with no action taken.

There are fast, cost effective solutions it just requires a little initiative.

I look forward to hearing what solutions Council plans to initiate and when. This can't go on for another winter!!!

Thanks,

Matt Edwards - Expedition Engineering  
Chief Expedition Officer

[www.expeditionengineering.com](http://www.expeditionengineering.com)

[matt@expeditionengineering.com](mailto:matt@expeditionengineering.com)

[Facebook](#), [Instagram](#), [1% for the Planet](#)

**From:** [Angela Bueckert](#)  
**To:** [Community Input Mailbox](#)  
**Subject:** Sea Lion and 52 Steps Dock  
**Date:** October 17, 2024 3:52:21 PM

---

[External]

Hello Council,

I am writing to you as a resident of Helen road who looks over 52 steps dock.

With 150 sea lions barking away all day and night long, it has become unbearable for those of us living next to the water. This is not a new problem, as last winter we had a similar issue but with fewer sea lion. There was talk of finding a solution, but nothing has been done.

The noise is equivalent to 150 dog constantly barking, so working from home is very difficult, sleeping almost impossible.

The sea lions are also wrecking the dock and boat tied alongside the dock. They have broken the fresh water spigots, bent the ladders, and are pushing over the light poles with their weight. The combined feces and vomit of 150 animals is also wafting up to our houses creating a terrible smell, and the acidity of the feces and vomit will destroy the wooden dock.

They are also now jumping on the boats tied to the dock and have wrecked the life lines of one of the sailboats.

There are many possible solutions to this issue which we would like to see implemented as soon as possible.

An electric fence package with 400m of fencing with battery pack and insulated screws to elevate the fence above the dock is less than \$200 on amazon.

Building higher fencing around the dock is another solution other docks in Ukee have implemented.

We would like this issue raised at the next council meeting to address the wildlife/human element of this situation. I look forward to a solution.

Yours truly,

A sleep deprived and falling behind on work - due to sea lions - resident of Helen Road.

Angela Bueckert  
1465 Helen Road



**MONTHLY  
Mayor's / Chief's / President's  
POLICING REPORT  
September, 2024  
Ucluelet Detachment  
"E" Division  
British Columbia**



Calls for Service: 125

**Annual Performance Plan (A.P.P.'S) Community Priorities**

- (1) Crime Reduction
  - a) Speed Enforcement / Awareness
  
- (2) Build and Maintain Relations with the Community
  - a) Community Involvement
  - b) Reconciliation
  
- (3) Vulnerable Persons
  - a) Community Referrals

**High Risk Charges**

Domestic Violence Charges: 0

Sexual Assault Charges: 0

**Crime Reduction**

**Road Safety**

Check stops: 1

Impaired Driving: 2 files

Traffic Tickets: 3

Written Warning: 1



## **Build and Maintain Relations with the Community**

### **Community Involvement**

- Members attended the West Coast Community resources meetings
- Members attended a third party sexual assault reporting seminar
- Members attended the local soap box derby and helped out
- Members attended the back to school barbeque (Ucluelet elementary) and barbequed for participants.
- Members barbequed for the Cops for Cancer fund raiser at the Ucluelet COOP grocery store. As always the COOP was kind enough to supply all the items for the barbeque. Approximately \$2100 was raised and donated.
- Members attended for local pickle ball
- Members attended to the Ucluelet secondary school for visits.
  
- Members put on an information session about Fraud to the Forest Glen seniors home.
- Members attended the Ucluelet Daycare for a visit.
- Members attended the Community Center lunch.
- Members have continued making foot patrols in the whiskey dock and business area.
- Members have continued extra patrols focusing on impaired driving within the communities.
- Members have continued extra speed enforcement within the playground zone in front of the schools.

### **Reconciliation**

- Cst. HARRY continues to dedicate a considerable amount of his personal time by participating in the following:
  - a) Visited with elders on numerous occasions
  - b) Attended a cultural dinner in Hitacu.
  - c) Attended a community funeral service in Hitacu.
  - d) Visited the Director of Operations for Macoah at her office.
  - e) Visited the Hitacu daycare.
  - f) Attended a lunch in Macoah and then visited with Chief Mack.
  - g) Attended the comedian show at the Cixwatin hall in Hitacu.
  - h) Attended YG days breakfast, lunch and AGM in Hitacu.
  - i) Attended the Truth and Reconciliation display at the Ucluelet secondary school.
  
- Detachment members have continued to do proactive visits to the communities to open positive interactions with community members.

## **Vulnerable Persons**

### **Community Referrals**

2 for the month of September

## **Other Police Services**

### **Criminal Record Checks**

Criminal record / Vulnerable Sector checks: 19

<b>OCCURRENCES</b>	<b>Current Month</b>	<b>Year to Date</b>	<b>Current Month of previous year</b>	<b>Previous Year Total</b>
Assaults (Not including sexual assaults)	3	31	4	50
Sexual Offences	1	8	4	13
Break and Enters (Residence & Business)	0	12	1	18
Theft of Motor Vehicle	0	5	1	6
Theft Under \$ 5000.00	2	32	1	22
Theft Over \$ 5000.00	0	4	0	8
Drugs ( Possession )	1	4	0	3
Drugs ( Trafficking )	0	4	1	3
Causing a Disturbance	4	46	1	45
Liquor Act	7	55	0	34
Mischief - damage to property	4	31	1	24
Mischief - obstruct enjoyment	3	19	3	31
Impaired Driving	2	31	4	44
IRP / 24 hr suspension	7	46	0	16
Utter threats	4	18	1	13
Bylaw	5	28	9	52
Mental Health	6	54	14	57
<b>Total Calls for service</b>	125	1114	112	1199

<b>JUSTICE REPORTS</b>	<b>Current Month</b>	<b>Year to Date</b>	<b>Current Month of previous year</b>	<b>Previous Year Total</b>
Victim Services Referral - Accepted	6	22	3	17
Victim Services Referral - Declined	1	13	3	17
Victim Services - Proactive Referral	0	1	0	1
Restorative Justice Referrals	0	1	0	0
<b>Prisoners Held</b>	8	40	3	38
<b>Prisoners escorted</b>	1	2	0	11
<b>Liquor Destroyed Immediately</b>	3	37	1	8

Should you have any questions or concerns regarding this report, please feel free to contact me to discuss.

Prepared by: Sgt. Marc JONES

Telephone: 250 726-7773

Email: marc.jones@rcmp-grc.gc.ca

Extended Distribution List:

District Advisory NCO



October 9, 2024

Reference: 69997

Her Worship Marilyn McEwen  
and Members of Council  
District of Ucluelet  
PO Box 999, 200 Main Street  
Ucluelet BC V0R 3A0  
Email: [mmcewen@ucluelet.ca](mailto:mmcewen@ucluelet.ca)

Dear Mayor McEwen and Councillors:

I am writing to thank you and your delegation for taking the time to meet with Ministry of Housing representatives at this year's Union of BC Municipalities (UBCM) Annual Convention held in Vancouver on September 17, 2024. We appreciated the opportunity to connect in-person.

Since we met, a provincial election has been called and I am following up on behalf of the Ministry of Housing. I would like to acknowledge the topics discussed during our meeting, which included which included funding and support for long-term/permanent supportive housing, grants for affordable housing, and infrastructure funding, I encourage you to continue your discussions with BC Housing regarding Ucluelet's housing needs. Regional contacts for BC Housing are: Jennifer Fox at: [jfox@bchousing.org](mailto:jfox@bchousing.org) and Sarah Smith at: [ssmith@bchousing.org](mailto:ssmith@bchousing.org).

As we are in the election period, and the BC Government is in caretaker mode, issues regarding future funding for programs and other policy and operational decisions will be deferred until after the election is complete and the incoming government is in place.


Page 1 of 2



Mayor McEwen and Councillors  
Page 2 of 2

Thank you to you and your delegation for taking the time to meet and bring forward issues that are important to the District of Ucluelet and the people of British Columbia.

Sincerely,

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

Teri Collins  
Deputy Minister  
Ministry of Housing

cc: Duane Lawrence, CAO, District of Ucluelet  
Vincent Tong, CEO, BC Housing