



**REGULAR MEETING OF COUNCIL**  
**Tuesday, March 14, 2017 @ 7:30 PM**  
**George Fraser Room, Ucluelet Community Centre,**  
**500 Matterson Drive, Ucluelet**

**AGENDA**

	Page
1. CALL TO ORDER	
2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY	
<p>Council would like to acknowledge the Yuułuʔiłʔatḥ First Nations on whose traditional territories the District of Ucluelet operates.</p>	
3. ADDITIONS TO AGENDA	
4. ADOPTION OF MINUTES	
4.1. February 14, 2017 Public Hearing Minutes	5 - 7
<a href="#">2017-02-14 Public Hearing Minutes</a>	
4.2. February 28, 2017 Regular Minutes	9 - 15
<a href="#">2017-02-28 Regular Minutes</a>	
5. UNFINISHED BUSINESS	
6. MAYOR'S ANNOUNCEMENTS	
7. PUBLIC INPUT, DELEGATIONS & PETITIONS	
7.1 Public Input	
8. CORRESPONDENCE	
8.1. Invitation re: 'Celebrating Yuułuʔiłʔatḥ' on March 18, 2017	17 - 18
Yuułuʔiłʔatḥ Government	
<a href="#">C-1 Invitation</a>	
8.2. Status Request re: Clayoquot Biosphere Trust Appointments	19 - 21
<i>Re-submitted by District Staff on request of CBT</i>	
<a href="#">C-2 Clayoquot Biosphere Trust</a>	
9. INFORMATION ITEMS	
9.1. Ucluelet Receives Crown Land Transfer	23
BC Government	
<a href="#">I-1 Crown Land Transfer BC Gov News</a>	
10. COUNCIL COMMITTEE REPORTS	
10.1 Councillor Sally Mole	
<i>Deputy Mayor April – June</i>	

- Ucluelet & Area Child Care Society
- Westcoast Community Resources Society
- Coastal Family Resource Coalition
- Food Bank on the Edge
- Recreation Commission
- Alberni Clayoquot Health Network Table of Partners
- Alberni Clayoquot Regional District - Alternate

=> *Other Reports*

10.2 Councillor Marilyn McEwen  
*Deputy Mayor July – September*

- West Coast Multiplex Society
- Ucluelet & Area Historical Society
- Wild Pacific Trail Society
- Vancouver Island Regional Library Board – Trustee

=> *Other Reports*

10.3 Councillor Mayco Noel  
*Deputy Mayor October – December*

- Ucluelet Volunteer Fire Brigade
- Central West Coast Forest Society
- Ucluelet Chamber of Commerce
- Clayoquot Biosphere Trust Society - Alternate
- Tourism Ucluelet
- Signage Committee
- Community Forest Board

=> *Other Reports*

10.4 Councillor Randy Oliwa  
*Deputy Mayor January – March*

- Vancouver Island Regional Library Board - Alternate
- Harbour Advisory Committee
- Aquarium Board
- Seaview Seniors Housing Society
- Education Liaison

=> *Other Reports*

10.5 Mayor Dianne St. Jacques

- Alberni-Clayoquot Regional District
  - Coastal Community Network
  - Groundfish Development Authority
  - DFO Fisheries Committees for Groundfish & Hake
  - Pacific Rim Harbour Authority
  - Pacific Rim Arts Society
  - Whale Fest Committee
- => *Other Reports*

11. REPORTS
- 11.1. Expenditure Voucher G-5/17 25 - 28  
*Jeanette O'Connor, CFO*  
[R-1 Expenditure Voucher Final](#)
- 11.2. Development Permit and Associated Variance For Lot 1 29 - 42  
*John Towgood, Planner 1*  
[R-2 Lot 1 Development Permit](#)
12. LEGISLATION
- 12.1. **REPORT** 43  
Request to Amend Zoning Bylaw No. 1160  
*John Towgood, Planner 1*  
[L-1 Zoning Amendment Request](#)
- 12.2. **BYLAW** 45 - 46  
Zoning Amendment Bylaw No. 1214, 2017  
[L-2 Bylaw 1214, 2017](#)
13. LATE ITEMS
- Late items will be addressed here as addenda items
- 13.1. Proposal to Change Friday Night Market to Sundays 47 - 48  
Ukee Market Society  
[LR-1 Ukee Market Society Change](#)
14. NEW BUSINESS
15. QUESTION PERIOD
16. CLOSED SESSION  
*Procedural Motion to Move In-Camera:*  

THAT the meeting be closed to the public in order to address agenda items under Section 90(1), subsections (c) and (e) of the *Community Charter*.
17. ADJOURNMENT





Andrew Yeates, CAO, read Zoning Amendment Bylaw No. 1211, 2016.

### 3.2 Written Submissions for Bylaw NO. 1211, 2016

Andrew Yeates, CAO, read the written submissions into the record.

#### Arvid and Susan Hasse - Opposed

- Lives directly behind proposed property
- Concerns over VRBO's and their associated issues
- VRBO's increase the transient population
- VRBO's could potentially affect the resale of neighbouring properties
- Concerns over increased traffic and pedestrian safety
- Concern over privacy and minimal buffer zone
- Concerns over parking

#### Jennifer Nemis - Support

- Direct neighbor
- No concerns or issues

### 3.3 Public Representations for Bylaw No. 1211, 2016

1. Acting Mayor Oliwa asked a first time if there were any representations from the public regarding Zoning Amendment Bylaw No. 1211, 2016.
  - Jason Hayes-Holgate addressed the concerns raised by his neighbor in the written submission that opposes their application.
2. Acting Mayor Oliwa asked a second time if there were any representations from the public regarding Zoning Amendment Bylaw No. 1211, 2016.
  - *There were no comments from the public*
3. Acting Mayor Oliwa asked a third time if there were any representations from the public regarding Zoning Amendment Bylaw No. 1211, 2016.
  - *There were no comments from the public*

## **4 ADJOURNMENT**

- 4.1 Acting Mayor Oliwa declared the public hearing terminated at 9:40 am.

**CERTIFIED CORRECT:** Minutes of the Public Hearing held on Tuesday, February 14, 2017 at 9:30 am in the George Fraser Room, Ucluelet Community Centre, 500 Matterson Road, Ucluelet, BC.

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Randy Oliwa  
Acting Mayor

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Andrew Yeates  
CAO





## 6. MAYOR'S ANNOUNCEMENTS

## 7. PUBLIC INPUT, DELEGATIONS & PETITIONS

### 7.1 Public Input

L. Skene requested the District commit to following it's regulations and Official Community Plan, in addition to any amendments. Skene stated an environmental assessment is required on Spring Cove before work can be done. Skene also noted that her lawyer advised that a court date of May 8th, 2017 is set for a hearing on the right of way, so the issue should be resolved shortly.

- Council advised they are reviewing the relevant sections of the OCP to educate themselves as there are new members on Council within the last couple of years. Council has also asked for legal interpretations on the OCP.

W. Appenheimer commented on an issue with the lot next to his property and his neighbour's. Appenheimer advised his new neighbours have dug across the property line which not only breaches into his neighbours lot but goes deep against his line. These lots used to be swamp land, with the current homes being built on fill and since the new owner dug so deeply, Appenheimer's advised his lot has turned into a pool. Appenheimer stated he has noticed changes in his house since the hole has been dug (door frames have shifted) and is worried about his foundation and the overall stability of his house. Appenheimer wants to know if the District can inspect the property; how the District ensures new owners are following the rules, such as not excavating too wide; if new owners install a drain and put in a pipe, how will the District ensure this is done properly and if the District can fine property owners if they do not follow code.

J. Hannigan noted that the new owners are the Black Rock Resort, and his understanding of their intentions is to create staff housing. While John at the District has been helpful in relaying messages to new owners, his concern is that this is a R1 lot and a R1 neighbourhood, so this is by no means designed for that density. The new owners said it will be a regular tenant setup, but he has run a resort before, and staff housing comes with issues like parking, noise, animal attractants, and over density. That aside, further to Wade's point, new owners have moonscaped their lot, it is encroaching on Wade's lot, and has eroded his

property line back by 5 feet in some spots. The lot has been like this for 7 months. Hannigan questioned if the District has property standards that prohibit this from happening in being allowed to buy a lot and leave it in this state; Hannigan further noted the owners have only just put up a fence around the pond, as the lot is right across from a park; fundamental issue is that if the District does not institute bylaws for derelict lots, owners can just leave their lots like this, which is quite unpleasant.

- Council responded this is a civil matter.
- CAO Yeates: this is partly a civil matter; if the owners do anything to damage neighbouring homes. Advised that District Superintendent has been looking at the site for drainage, but is unsure what is causing other delays. Suggested the District Superintendent and Planner meet to discuss the issues with all three parties involved.

J. and J. Clark: Have concerns with the Development Permit request for Larch. Clark commented on the proposed parking situation is concerning; business is asking the ANAF to close off their driveway and turn the alley into a pedestrian street; should be a lane for traffic, not just pedestrians; also, concerned about deliveries, garbage pickup and fire truck access. Clark noted the area is congested already and stated the business access should be through Larch, not Peninsula, as the business is on Larch. Neither have a problem with the food establishment, they main concerns surround the potential congestion and traffic issues.

## 7.2 Delegations

### **Gabriel Howells, Emerald Sea Protection Society Re: Whiskey Dock Cleanup**

*The delegation did not attend the meeting*

2016-60

**It was moved by Councillor Oliwa and seconded by Councillor Mole.**

*THAT Council receive a report from the Environmental and Emergency Services Manager, Karla Robison regarding the status of her liaisons with the Emerald Sea Protection Society on their proposal to do a dive cleanup at the Whiskey Dock.*

CARRIED.

## 8. CORRESPONDENCE

2017-061

**It was moved by Councillor Noel and seconded by Councillor Mole**

*THAT Council receive correspondence items separately.*

CARRIED.

8.1 **Request re: Water Bill Adjustment  
Lucio Picciano, DLP Designs Inc.**

8.2 **Proposed Letter re: Porsche Club  
District of Ucluelet**

## 9. INFORMATION ITEMS

2017-062 **It was moved by Councillor Noel and seconded by Councillor Mole  
THAT Council receive information items as a block.**

CARRIED.

9.1 **February 8, 2017 Minutes  
Recreation Commission**

9.2 **Canada's 150th Anniversary - Showcase your Community  
Communities in Bloom**

## 10. COUNCIL COMMITTEE REPORTS

10.1 Councillor Sally Mole  
*Deputy Mayor April – June*

### **Ucluelet & Area Child Care Society**

- Met February 23, 2017. The daycare is currently at capacity with a waitlist. The Society is struggling financially, and are currently trying to work with existing fundraising groups. Their goal is to get \$20,000 in the bank. The Society is working well with licensing; Carey Macpherson and Shelly Larose are working on a grant through the coop, and the daycare has agreed to be the signer.

### **Westcoast Community Resources Society**

- Met February 16, 2017. Planning for International Women's Day on March 8th which will have a free lunch from 11:45-1:30pm at the UCC. They are moving ahead on a housing project called "welcome bay", expect to have good news within 60 days. The Society has a contract to hire a Youth Substance Abuse Counsellor thru VIHA for 18hrs week; this is part of the Province investing in mental health/addictions. As of January 3rd the society is 15 years old.

### **Recreation Commission**

- St. Jacques Park meeting at Forest Glen, on February 15,

2017. Good turnout; District planner and Recreation Director were both there.

10.2 Councillor Mayco Noel  
*Deputy Mayor October – December*

**Ucluelet Chamber of Commerce**

- Attended a recent meeting; Jackie Carmichael has resigned, as she is moving out of town. Currently working on a date for "all candidates" meeting for the Provincial election; will be sometime in mid-late April. The Chamber is working on their own website, independent of Tourism Ucluelet. The Edge to Edge marathon on June 11, 2017 will only be a half marathon and 10km this year; both the Chamber and Tourism Ucluelet are working on that. The Job Expo is March 2, 2017 from 1:00-4:00pm and already has 30 fully booked tables. With the Chamber removing itself from visitor services, Parks Canada has removed themselves from their meetings, and will only attend on an "as needed basis". One Chamber member will attend airport meetings as a non-voting member. They are also actively working on a strategic plan and budget. The Van Isle 360 is on June 18-21, 2017, with the BBQ being on June 21, 2017.

10.3 Councillor Randy Oliwa  
*Deputy Mayor January – March*

=> **Other Reports**

- Attended VICEDA with Councillor Mole. Main focus of the meeting was a presentation from the Province on their role in economic plans that happen; had a networking session; Island Innovation Group, who hosts tech workshops, has partnered with Clayoquot Biosphere Trust, Tofino and Ucluelet to do these events; their aim is to get high tech startups off the ground.

2016-63

**It was moved by Councillor Noel and seconded by Councillor Mole.**  
*THAT Council accept all committee reports.*

CARRIED.

**11. REPORTS**

**11.1 Expenditure Voucher G-4/17**  
***Jeanette O'Connor, CFO***

- 2017-064           **It was moved by Councillor Mole and seconded by Councillor Noel**  
*THAT Council receive Expenditure Voucher G-04/17 for information.*  
CARRIED.
- 11.2 Development Permit Request for 1695 Larch Road**  
***John Towgood, Planner 1***
- 2017-065           **It was moved by Councillor Noel and seconded by Councillor Mole**  
*THAT Council discuss report item 11.2 "Development Permit Request for 1695 Larch Road".*  
CARRIED.
- 2017-066           **It was moved by Councillor Noel and seconded by Councillor Mole**  
*THAT Council table report item "Development Permit Request for 1695 Larch Road" to a subsequent meeting, pending further information from staff regarding: location of a washroom facility, clarity on access from Larch Road, and clarity on pedestrian traffic considerations.*  
CARRIED.
- 11.3 Pacific Rim Musical Festival - Noise By-Law Exemption Request**  
***Abby Fortune, Director of Parks & Recreation***
- 2017-067           **It was moved by Councillor Mole and seconded by Councillor Noel**  
*THAT Council approve recommendation 1 of report item "Pacific Rim Music Festival - Noise By-Law Exemption Otalith", which states:*  
  1. *THAT Council grant an extension of the Noise Control Bylaw 915 for the Otalith Music Festival on Friday, August 18 and Saturday, August 19 to 11:30pm at the Seaplane Base Ballfield Fairgrounds.*CARRIED.

**12. LEGISLATION****13. LATE ITEMS****14. NEW BUSINESS****14.1 MOLE**

- Requested an update on the School Board Letter; CAO Yeates advised they have not yet heard a formal response but will discuss this further with them after their Board meeting.

**14.2 OLIWA**

- Brought up an item from the last Harbour Authority meeting regarding CBC poles; as the poles are already past their prime, looking for direction from Staff on the District's current status with the poles.

2017-068

**It was moved by Councillor Oliwa and seconded by Councillor Noel**

*THAT Council thank the Canadian Broadcast Corporation (CBC) for their offer of two antenna poles, antenna wire and transmission line located at the Ucluelet Small Craft Harbour Facility at 200 Hemlock Street, stating that Ucluelet must decline at this time.*

CARRIED.

**14.3 NOEL**

2017-069

**It was moved by Councillor Noel and seconded by Councillor Mole**

*THAT Council implement a 4% surcharge on all harbour fees;  
AND THAT full revenue from the surcharge fees be directed to the Royal Canadian Marine Search and Rescue.*

CARRIED.

**15. QUESTION PERIOD**

**15.1 Council received questions and comments from the public re:**

- Next steps on how to proceed with development permit requests
- Expenditure Voucher inquiry

**16. CLOSED SESSION**

**17. ADJOURNMENT**

**17.1** Acting Mayor Oliwa adjourned the regular meeting at 8:39pm

**CERTIFIED CORRECT:** Minutes of the Regular Council Meeting held on Tuesday, February 28, 2017 at 7:30 pm in the George Fraser Room, Ucluelet Community Centre, 500 Matterson Road, Ucluelet, BC.

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Randy Oliwa  
Acting Mayor

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Andrew Yeates  
CAO



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**Subject:** FW: Invitation to Mar. 18/17 Yuulu?il?ath Celebration  
**Attachments:**

**From:** Suzanne Williams

**Date:** March 6, 2017

**Subject:** Invitation to Mar. 18/17 Yuulu?il?ath Celebration

Dear Mayor St. Jacques,

Please find attached a letter of invitation that is addressed to you and your Council, as well as anyone else from your team that would like to attend our upcoming celebration.

Have a nice day!



March 6, 2017

Mayor and Council  
District of Ucluelet  
P.O. Box 999  
Ucluelet, BC V0R 3A0

Dear Mayor and Council,

**Re: Invitation to Yuulu?il?at? Celebration**

On behalf of the Yuulu?il?at? Government, please accept this letter as our formal invitation for you to join us at the upcoming 'Celebrating Yuulu?il?at?' event, which is scheduled as follows:

- **Date: Saturday, March 18, 2017**
- **Time: 11:00 a.m.**
- **Location: 700 Wya Road, Hitacu, BC (directions attached)**

We will start our day off with a Ribbon Cutting Ceremony for the opening of our new Secondary Access Road, followed by the naming of our community gymnasium and daycare centre, and then we will celebrate with our cultural songs, dances, and artistry displays. Lunch and dinner will be provided.

This invitation is open to the public and as such we are also inviting our neighbouring nations to come and share their cultural songs and dances along with us.

Please RSVP with Celena Cook by email at [celena.cook@ufn.ca](mailto:celena.cook@ufn.ca) or by telephone at 1-877-726-7342, extension 201, to let us know if you will be joining us or if you have any questions.

Thank you for considering our invitation, we hope to see you there!

Respectfully,

Les Doiron  
President

**FOR REFERENCE**

Mayor and Council  
 District of Ucluelet  
 P.O. Box 999  
 Ucluelet, B.C.  
 V0R 3A0

**RECEIVED BY  
 EMAIL ON**  
 January 30, 2017  


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**February 14, 2017  
 Council Meeting**



January 30, 2017

Re: Appointment to Clayoquot Biosphere Trust Board of Directors

Dear Mayor St.Jacques and Council:

In March, 2013 the District of Ucluelet appointed Geoff Lyons as Director and Dario Corlazzoli as Alternate Director to the Clayoquot Biosphere Trust (CBT) for four-year terms. These terms will be complete March 12, 2017. I am grateful for their contributions to the CBT. In particular, Geoff's accounting background and extensive experience with capital projects has been an asset.

I invite the District of Ucluelet to reappoint Geoff and Dario for a second four-year term or appoint new directors to the CBT effective March 12, 2017.

In establishing the CBT, all participating communities – including the District of Ucluelet – made a commitment to use a public process to select board members. All communities also agreed that the selection criteria for directors should include an objective assessment of skills, knowledge or expertise that the individual could bring to the CBT.

As you make the nomination, I encourage the District to consider the following:

- The CBT is the west coast community foundation. As such, we are looking for directors who are keen to be the public face of the CBT in their community and can gather input to share with our board and staff.
- The CBT exists to support research, education and programs that advance conservation, the understanding of natural processes in the marine and terrestrial ecosystems and that promote the health of individuals and communities in the Clayoquot Sound Biosphere Region. The CBT also facilitates the sharing and exchange of knowledge and experience both locally and globally.
- All directors are expected to uphold the principles, interests and objectives of the CBT at all times.
- The board meets approximately eight times a year. Some of these meetings take place during the day on weekends or weekdays; others during weekday evenings. Travel to all communities in the region is expected.

**FOR REFERENCE**

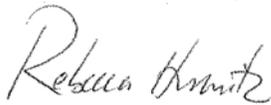
- The director and alternate will serve a four-year term from the date on which the appointment is effective. Each director can serve a maximum of two terms.

CBT staff is available to assist with advertising the position. I have attached a posting that communities have used in the past. We can also highlight the volunteer opportunity on our Facebook page, website and in our electronic newsletter.

Once you have made your selection, please send a written notice to the Board of Directors of the CBT.

Thank you for your continued commitment to and participation. Please feel free to contact me at 725-2219 if you have any questions or require further information.

Sincerely,



Rebecca Hurwitz  
Executive Director

**FOR REFERENCE**

## Volunteer Opportunity

### CBT Director and Alternate

### Appointed by the District of Ucluelet

The District of Ucluelet invites residents to express interest in a four-year volunteer term as Director and Alternate Director on the CBT Board of Directors.

As a director or alternate director you will:

- Bring vision, commitment and energy to making a difference in our region through the CBT' s work as a community foundation and biosphere reserve.
- Demonstrate eagerness to work in a consensus and team oriented environment with a committed board, volunteers and staff.
- Listen and communicate with the individuals, groups and community you serve.
- Abide by the CBT Constitution, Bylaws, approved policies and guidelines.
- Bring knowledge, skills and/or interest in one or more areas of governance and management (planning, policy development, finance, fund development, investment, grant making, communications, marketing, web design, etc.).
- Attend eight meetings per year throughout the region and volunteer on subcommittees such as the Executive Committee and Investment Committee.

The CBT' s governing documents can be found at [www.clayoquotbiosphere.org](http://www.clayoquotbiosphere.org), under the heading Who We Are, subheading Documents. Interested individuals are strongly encouraged to contact Rebecca Hurwitz, executive director to learn more about the role and responsibilities (725-2219; [rebecca@clayoquotbiosphere.org](mailto:rebecca@clayoquotbiosphere.org)).

Interested individuals are asked to submit a letter outlining their related experience to...





British Columbia News

## Crown land transfer to enhance Ucluelet's trail network

<https://news.gov.bc.ca/14056>

Monday, March 6, 2017 2:45 PM

**Ucluelet** - The B.C. government has approved a Crown land transfer to the District of Ucluelet that will enable the creation of a historic museum, enhancements to the area's trail network, viewing areas and visitor amenities, and the preservation of important historical structures.

The grant for Ucluelet's Amphitrite Lands is made possible through the Province's Sponsored Crown Grant Program, and transfers 18.3 hectares of land in the District of Ucluelet. The Crown land, valued at close to \$3 million, includes the Amphitrite Lighthouse, heritage buildings and portions of the Wild Pacific Trail.

The transfer is central to Ucluelet's plans to attract more visitors to the resort municipality. This will include enhancing the world-class Wild Pacific Trail and developing a waterfront trail connection from the lighthouse to Pacific Rim National Park Reserve. Securing the Amphitrite Lands also supports Ucluelet's efforts to preserve the Amphitrite Lighthouse – a signature heritage structure over 100 years old.

This Crown land transfer is one of the key ways the B.C. government is taking action to strengthen and grow rural communities. To further support the needs of rural communities and build economic opportunities, the Province has released a Rural Economic Development Strategy.

### Quotes:

#### **Peter Fassbender, Minister of Community, Sport and Cultural Development –**

“Our government is committed to the prosperity of our rural communities. This land transfer will strengthen Ucluelet's position as a resort municipality, and assist with the protection of historical structures – all of which are an integral part of British Columbia's coastal identity and its contribution to our nation.”

#### **Donna Barnett, Minister of State for Rural Economic Development –**

“We are listening to rural communities and taking action to support projects that will help them grow and thrive. This land transfer will create new opportunities for Ucluelet, reinvigorating and diversifying their economy and helping preserve heritage landmarks that are a significant part of the community's cultural identity.”

#### **Dianne St. Jacques, mayor of Ucluelet –**

“The district is incredibly excited to partner with the B.C. government to make this Crown land transfer possible. The addition of the Amphitrite Lands and surrounding areas will provide a boost to Ucluelet's tourism attractions, drawing more visitors and increasing economic activity. This is an amazing piece of land that will support projects aimed at protecting our heritage assets for the benefit and enjoyment of present and future generations.”

### Quick Facts:

- The Sponsored Crown Grant Program allows the Province to support communities in their efforts to address green priorities, enhance economic development and improve health and safety.
- The Ministry of Community, Sport and Cultural Development has yearly allocations to sponsor Crown grants for local governments and community organizations.
- The Ministry of Forests, Lands and Natural Resource Operations manages the land transfer process once a ministry agrees to sponsor a grant of Crown land.



# District of Ucluelet Expenditure Voucher

**G-05/17**

**Date: March 8, 2017**

**Page: 1 of 4**

**CHEQUE LISTING:**

**AMOUNT**

Cheques: # 25386 - # 25437	\$	90,085.40
Cheques: #	\$	
Voided Cheques:	\$	

**PAYROLL:**

PR 5/17	\$	62,666.41
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	<u>\$</u>	<u><b>152,751.81</b></u>
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**RECEIVED FOR INFORMATION AT MEETING HELD: March 14, 2017**

*Jeanette O'Connor, CFO*

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
025387	002	27/02/2017	ACE92	ACE COURIER SERVIC	9209844 14192040	FINNING SHIPPING-DUNCAN EL	24.51 103.87		128.38	
025388	002	27/02/2017	AL001	ACKLANDS - GRAINGE	961262 961254 381206 509772	CLOTH WIPES DUST MOP KITS RATCHET GLOVES/SCREWCAPS	15.18 120.27 64.50 83.84		283.79	
025389	002	27/02/2017	B2365	BOWERMAN EXCAVATIN					6,528.06	Yes
025390	002	27/02/2017	BR021	BARRY'S REXALL DRU	445449	WATER-ETRUCK BATTE	7.92		7.92	
025391	002	27/02/2017	CK608	KASSLYN CONTRACTIN	D562	D562	421.71		421.71	
025392	002	27/02/2017	DFC01	DUMAS FREIGHT COMP	51533 51557	SHIPPING-CLEARTECH DUNCAN ELECTRIC	183.75 159.90		343.65	
025393	002	27/02/2017	EL048	ERIK LARSEN DIESEL	714582	ALUM CABINETS	2,464.00		2,464.00	
025394	002	27/02/2017	FW050	FAR WEST DISTRIBUT	307566 307374	GARB BAGS/SOAP/SCR WATER/18.L	134.23 68.80		203.03	
025395	002	27/02/2017	HPM14	HI-WAY POWER AND M	2967	RESCUE1-CLEAN CARB	220.36		220.36	
025396	002	27/02/2017	LEASE	UCLUELET CONSUMERS	03/17	MAR/17-LEASE	250.00		250.00	
025397	002	27/02/2017	MA952	MAXXAM ANALYTICS	VA1039741 VA1039742 VA1039743 VA1040026	WATER TESTING WATER TESTING EFFLUENT FLUID TES WATER TESTING	78.75 78.75 78.75 78.75		315.00	
025398	002	27/02/2017	PB104	PIONEER BOAT WORKS	74742	CAMERA BX INSTALL-	61.05		61.05	
025399	002	27/02/2017	SD199	SCHRAMM DESIGN	TG17-39	2017 TIDE GUIDE	101.06		101.06	
025400	002	27/02/2017	UM100	UNRAU MICHAELA	121939	UNRAU-POTTERY	1,902.00		1,902.00	
025401	002	27/02/2017	UP459	UCLUELET PETRO-CAN	7124417 7124366	#12-TOGGLE SWITCH #14-REPLACE ALT	43.62 688.60		732.22	
221620	002	27/02/2017	S0171	MUNICIPAL PENSION	PP004/17	PP004/17	10,255.48		10,255.48	
025402	002	28/02/2017	B2365	BOWERMAN EXCAVATIN					725.34	Yes
025403	002	07/03/2017	AGS11	AGS BUSINESS SYSTE	18608	FEB/17	786.72		786.72	
025404	002	07/03/2017	AJP15	ARCHIE JOHNSTONE P	1067-2RM	ANNUAL HVAC PMC IN	2,519.99		2,519.99	
025405	002	07/03/2017	AL001	ACKLANDS - GRAINGE	121809 741257	SCREWDRIVER TOWLETTES/CAPSCREW	11.07 140.34		151.41	
025406	002	07/03/2017	CE004	CORPORATE EXPRESS	43507587 43752685	SANITIZER/STAMP/DR NOTEBOOKS-UCC	96.86 25.56		122.42	
025407	002	07/03/2017	CK608	KASSLYN CONTRACTIN	D563	D563	549.99		549.99	
025408	002	07/03/2017	CP300	CRITERION PICTURES	783686	VIDEO LICENSE/17	1,212.75		1,212.75	
025409	002	07/03/2017	DC001	DOLAN'S CONCRETE L	UP78822 UP79760 UP79752A	KIOSK-PIT RUN/DELI KIOSK-PIT RUN/DELI KIOSK-PIT RUN/DELI	400.58 578.94 373.74		1,353.26	
025410	002	07/03/2017	DC796	DAVE'S CONTRACTING	1079	INSTALL BLINDS-FH	105.00		105.00	
025411	002	07/03/2017	DT002	TOFINO DISTRICT OF	20170074	PRIVACY AWARENESS	837.38		837.38	
025412	002	07/03/2017	FS004	FOUR STAR WATERWOR	49331 49337	REPLACEMENT METERS NEW METERS	2,431.34 1,635.32		4,066.66	
025413	002	07/03/2017	FW050	FAR WEST DISTRIBUT	307650 307688	PAPER PRODUCTS CLEAN SWEEP-SUPPLI	43.00 378.28		421.28	
025414	002	07/03/2017	GNEC2	GREAT NORTHERN ENG	1317	2016 LED RETROFIT	3,648.75		3,648.75	

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
025415	002	07/03/2017	GPC25	GREATPACIFIC CONSU	480	BYPASS TESTING	19,351.23		19,351.23	
025416	002	07/03/2017	HS002	HOGAN, SARAH	121944	HOGAN-DANCE FIT 2/	132.70		132.70	
025417	002	07/03/2017	KA001	KOERS & ASSOCIATES	1706-001	PINE/PEN-SANITARY	2,639.84		2,639.84	
025418	002	07/03/2017	LB002	LB WOODCHOPPERS LT	261876 261553	CHAINSAW REPAIR CHAINSAW REPAIR	76.16 793.19		869.35	
025419	002	07/03/2017	M9355	MOLE SALLY	121945 121946	MOLE-WCRS/TOFINO MOLE-LGLA/VANCOUVE	45.36 141.95		187.31	
025420	002	07/03/2017	MA952	MAXXAM ANALYTICS	VA1042108	WATER TESTING	78.75		78.75	
025421	002	07/03/2017	MM001	MAGIC MOMENTS SHIR	17-020307	UVFB-NAME/BUNKER T	92.40		92.40	
025422	002	07/03/2017	MR100	MELLAART RONNA	121943	MELLAART-KIDS IN K	312.00		312.00	
025423	002	07/03/2017	NRG20	NRGWISE CONSULTING	UC11701	LABOUR RELATIONS	8,076.78		8,076.78	
025424	002	07/03/2017	PC285	PETTY CASH - BARBA	FEB/17	FEB/17	54.80		54.80	
025425	002	07/03/2017	PC336	PETTY CASH FORTUNE	121947	FEB/17	36.20		36.20	
025426	002	07/03/2017	PI110	PURULATOR INC	433788849	SHIPPING FEES	199.38		199.38	
025427	002	07/03/2017	RGH93	RGH PACIFIC EMERGE	20170003850	RADIO LICENSE	1,913.00		1,913.00	
025428	002	07/03/2017	RL068	RIVERA LYVIER	121941	RIVERA-DANCE FITNE	586.82		586.82	
025429	002	07/03/2017	SF061	STEVENS FLICKERINE	121942	STEVENS-YOGA	141.75		141.75	
025430	002	07/03/2017	SJ004	S & J SERVICES	236766 236762 236764 236763 236765	FEB/17 JANITORIAL- FEB/17 JANITORIAL FEB/17 JANITORIAL- FEB/17 JANITORIAL FEB/17 JANITORIAL	651.00 1,386.00 315.00 138.60 315.00		2,805.60	
025431	002	07/03/2017	SP010	SUPERIOR PROPANE	14751524	PROPANE-UAC	1,852.02		1,852.02	
025432	002	07/03/2017	TU428	TOURISM UCLUELET	12/16	DEC/16 GRANT	12,084.30		12,084.30	
025433	002	07/03/2017	UP459	UCLUELET PETRO-CAN	7124477 7124420 7124441	#3-4 TIRES #2-REPLACE ABS SEN #12-TOGGLE SWITCHE	931.84 436.19 79.46		1,447.49	
025434	002	07/03/2017	UR849	UCLUELET RENT-IT C	25534 25553 25557	PRESSURE TIP WASHE ADAPTER/CUT OFF SA JHAMMER RENTAL	87.07 36.37 80.64		204.08	
025435	002	07/03/2017	WP166	WINDSOR PLYWOOD -	7418A 7325A 7305A 8225A 7735A 7828A 8059A 7884A 7879A 7327A 7815A	CEMETERY/LUMBER PAINT ROLLERS BRUSHES/PAINT/ROLL MARKING PAINT-SIDE SHOP TOOLS PICNIC TABLE REFIN SAW BLADES/PAINT P CAMERA-52 STEPS CAMERA-52 STEPS 4 PRUNERS WD CAMERA/INSTALL	20.62 5.10 32.46 71.23 78.36 417.28 330.46 23.48 44.70 99.72 73.96		1,197.37	
025436	002	07/03/2017	WP166	WINDSOR PLYWOOD -	9210A 8696A 8999A 9208A 8709A 8708A	RECIP BLADES/PAINT SANDPAPER-PICNIC T ZAP STRAPS-PW LUMBER/NAILS-KIOSK 3/4 FAUCETS ORBIT SANDER	64.38 15.95 25.23 1,757.64 67.15 113.34		2,043.69	
025437	002	07/03/2017	Y9308	YEATES ANDREW	121940	YEATES-CAO FORUM	313.28		313.28	
Total:							90,085.40	0.00	90,085.40	

\*\*\* End of Report \*\*\*



## STAFF REPORT TO COUNCIL

Council Meeting: MARCH 14TH, 2017

500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** JOHN TOWGOOD, PLANNER 1

**FOLIO NO:** 124.004 **REF NO:** DP17-02 **FILE NO:** 3060-20

**SUBJECT:** DEVELOPMENT PERMIT AND ASSOCIATED VARIANCE FOR LOT: 1, PLAN: VIP33217, DISTRICT: 09

**ATTACHMENT(S):** APPENDIX A – APPLICATION

### RECOMMENDATION(S):

That Council consider approval of one of the following options:

1. **THAT** Development permit and associated variance DP17-02 be approved as per the drawings and conditions outlined within the body of this report.

**OR**

2. **THAT** Development permit and associated variance DP17-02 be considered and determined not to proceed further.

### DESIRED OUTCOME:

That Development Permit (“**DP**”) and associated variance (“**DVP**”) DP17-02 be approved as per the drawings and conditions outlined within the following report.

### SUMMARY:

The proposed addition to LOT: 1, PLAN: VIP33217, DISTRICT: 09, 1626 Peninsula Road (the “**Subject Property**”) fits within Village Square DP Guidelines and it adds a unique building form and dining option for the area. The variance requested does not contain an incursion into the setback that does not already exist.

### BACKGROUND:

An application has been received for a Development Permit with the following variance to the District of Ucluelet Zoning Bylaw No. 1160, 2013 (the “**Zoning Bylaw**”) pursuant to section 498 of the Local Government Act:

1. Section CS-1.6.2 of the District of Ucluelet Zoning Bylaw No. 1160, 2013, indicates a minimum Yard Setback of 4.5 m (15ft) to all lot lines abutting Peninsula Road where the reference plan indicates 2.617m (8.6ft).



elements. The materials and building form of this proposal are generally consistent with the DP guidelines and the proposal has elements that strive to create a connection and views to the Ucluelet Harbour.



Figure 2 Existing Building



Figure 3 Proposed Building

**ZONING:**

The subject lot is currently zoned CS-1 – Service Commercial and the proposal complies with the zoning regulations with the exception of the upper deck access stairway. This stairway would require the following variance:

Section CS-1.6.2 of the District of Ucluelet Zoning Bylaw No. 1160, 2013, indicates a minimum Yard Setback of 4.5 m (15ft) to all lot lines abutting Peninsula Road where the reference plan indicates 2.617m (8.6ft).

Section CS-1.6.2 of the District of Ucluelet Zoning Bylaw No. 1160, 2013, indicates a minimum Yard Setback of 4.5 m (15ft) to all lot lines abutting Peninsula Road where the reference plan indicates a parapet being built to within 0.0m.

The Zoning bylaw also considers parking requirements. Section 505.1 of the zoning bylaw indicates that a restaurant would require 1 space for every 30sqm of gross floor area. This proposed addition indicates a 28.3sqm of additional gross floor area and would require one parking space or the applicant may pay a cash-in-lieu to the amount of \$8,000. It should be noted that the upper deck is not required to supply parking as only areas within a building are calculated in gross floor area.

**REFERRALS:**

Staff contacted the Ministry of Transportation and infrastructure for comments. The Ministry reviewed this application and have stated they have no issue with what is being proposed.

**TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:**

The fees associated to this DP attempt to recover the costs associated to review and inspect this proposal.

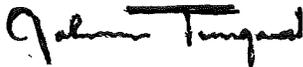
**FINANCIAL IMPACTS:**

An increase in commercial building area with a construction cost over \$50,000 is subject to a Development Cost Charge in accordance with the Development Cost Charge Bylaw #1056. Staff will review this requirement at the building permit stage.

**POLICY OR LEGISLATIVE IMPACTS:**

The applicant would receive a DVP that is tied to the drawings and conditions outlined within the body of this report.

Respectfully submitted:



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John Towgood, Planning 1



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Andrew Yeates, CAO



February 3, 2017

4116-001/02

District of Ucluelet  
Planning Division  
200 Main Street  
Ucluelet, BC V0R 3A0

Attn: John Towgood  
Planner - Development Approvals

**Re: Development Permit for  
Proposed Blue Room Bistro Expansion and  
Rooftop Patio**

Dear John:

As part of the submission for the Development Permit in regards to the above mentioned project, Herold Engineering Limited has prepared the following report on this project addressing the objectives of the permit guidelines.

**Project Site Description**

The project site is the existing Blue Room Bistro located at 1627 Peninsula Road in Ucluelet, BC

The project consists of an expansion of the dining room and canopy addition, as well as a new rooftop patio with a glazed screen and timber access stair. There will be new metal cladding to the building, as well as new cedar or cedar look cladding to the parapet.

**Zoning and Variances**

The property is currently zoned as CS-1 – Village Square Commercial and is designated as such on the OCP Land Use Map. The proposed renovation is compliant with all the stated zoning bylaws with the exception of the 4.5m required setback along Peninsula Road.

It is my understanding that this setback is a requirement of the Ministry of Transportation. The proposed stair to access the rooftop patio protrudes into this setback by 1.8 meters. However, the remainder of the existing building extends out to the property line. This should not have an effect on the setback as any requirements to use this setback would have extensive issues with the property as it sits today.

### **Proposed Building, Form and Character**

The proposed building addition continues on the same plane of the existing building, extending 3.7m east into the existing patio area. The new addition incorporates 2 glazed overhead doors to allow the space to be opened to the exterior during fair weather. Outside of the overhead doors a timber supported canopy extends out for 2 meters into the patio area.

The rooftop patio will extend over the existing rooftop and proposed addition. The patio will be accessed by a timber stair adjacent to the main entrance of the Bistro. A new wood clad parapet will be constructed at the roof edge to a height of 610mm above the new proposed roof deck elevation. Above the parapet wall, glazed screens supported by timber posts will extend up to a total height of 1830mm above the deck. To the rear and north side of the rooftop patio a slat cedar screen wall will be incorporated to screen the views of the existing roofs from the diners. This parapet creates a 1.2m tall band around the top of the building as viewed from the exterior.

The deck surface will be pressure treated cedar decking supported by framing and sleepers to create a level surface on top of the existing sloped roof.

Materials for the expansion and renovation are as follows:

- Blue corrugated metal cladding to the walls of the Blue Room Bistro and the proposed expansion. This is to replace the blue wood cladding that is currently on site. The blue maintains the current look as well as the existing branding that is in place.
- Clear finished cedar or cedar look metal cladding for the proposed parapet framing. This cladding will tie into the existing look created by the fencing that fronts the existing patio. The wood look will also create a warm natural look that will stand out from the proposed blue metal cladding, adding to a 'West-Coast' effect.
- Clear glazed screens and timber supports will create the guardrail for the rooftop patio. This allows protection for the diners from wind while preserving the views down to the water. There will be a steel guardrail at 1070mm above the deck to maintain safety while minimizing blocked views.
- New glazed aluminum man doors and overhead doors will be used in the renovation. The existing wood doors are in need of replacement and will be replaced to match the new glazed overhead doors.

John Towgood, Planner – Development Approvals  
District of Ucluelet  
February 3, 2017

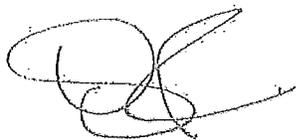
**Landscaping**

The existing landscaping and hardscaping will be maintained after the addition. This includes retaining the trees in the patio area and maintaining the existing glazing and wood fencing.

If you have any questions please call the undersigned.

Yours truly,

**HEROLD ENGINEERING LIMITED**

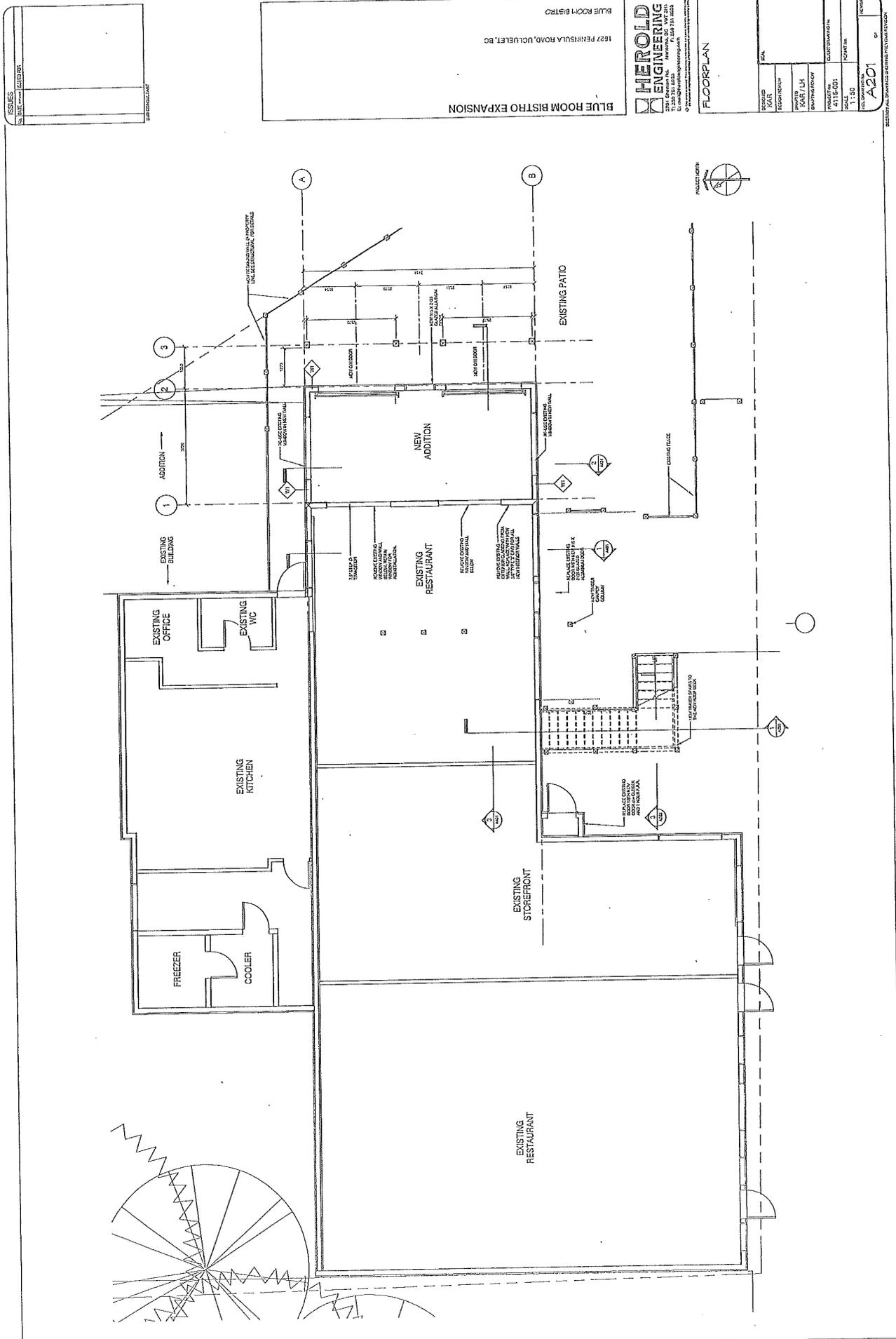


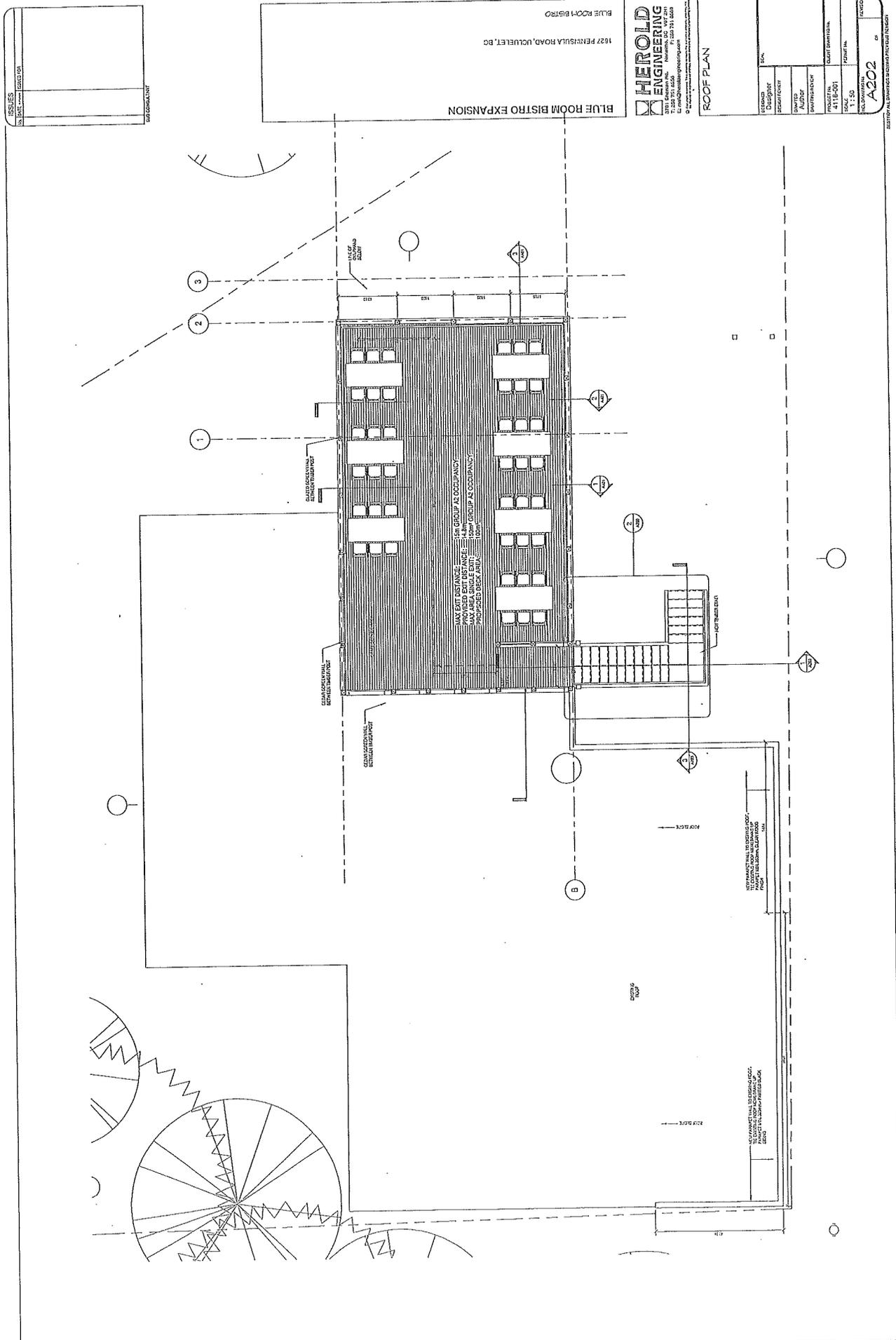
Kyle Riley

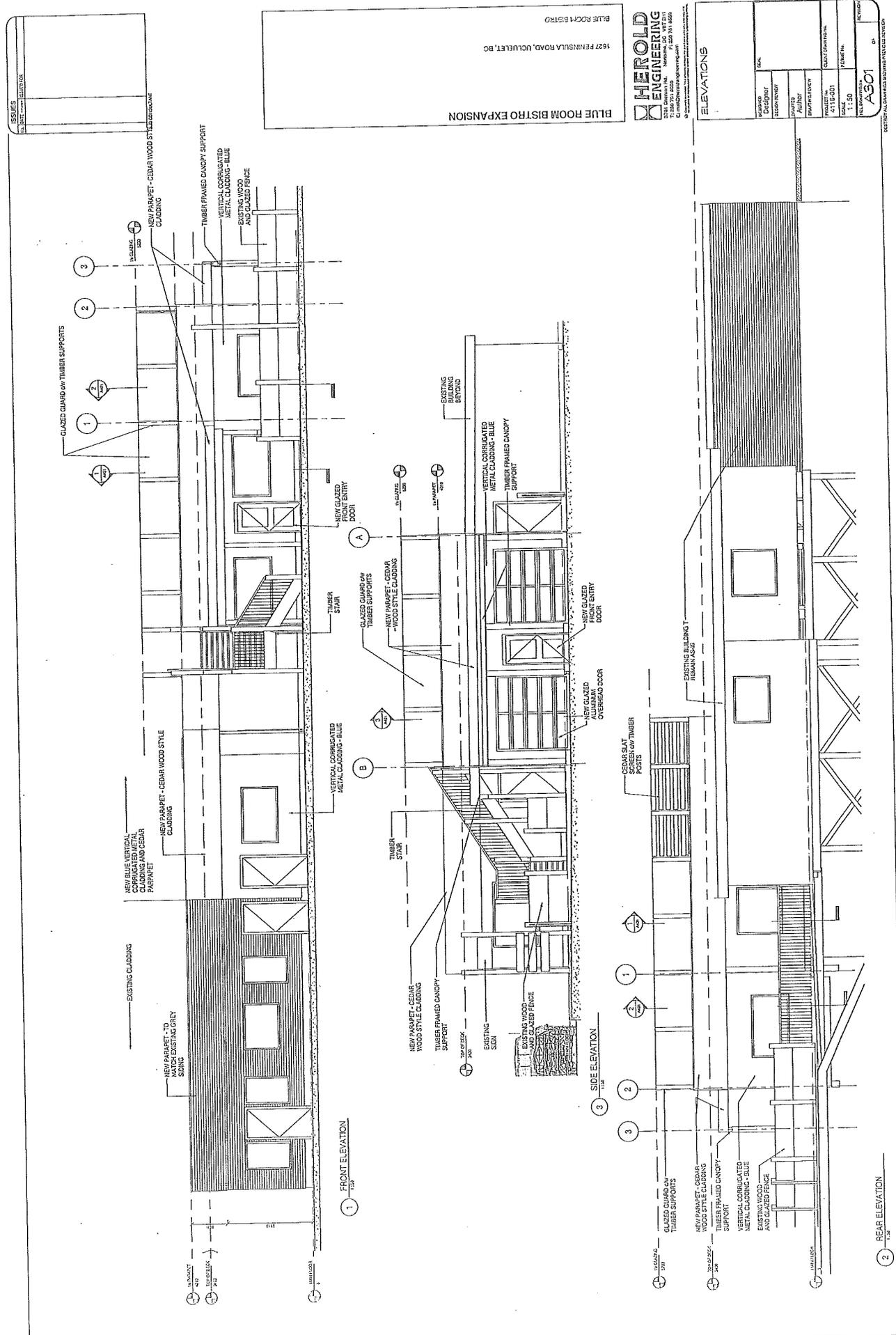


3701 Shenton Road Nanaimo, BC V9T 1H1  
Tel: 250-751-8558 / Fax: 250-751-8559  
mail@heroldengineering.com

















## STAFF REPORT TO COUNCIL

Council Meeting: MARCH 14TH, 2017  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** JOHN TOWGOOD, PLANNER 1

**FOLIO NO:** 180.635 **REF NO:** RZ17-01 **FILE NO:** 3360-20

**SUBJECT:** TO AMEND ZONING BYLAW NO.1160, 2013 BY REMOVING LOT: 45 PLAN: VIP86134 DISTRICT: 09 FROM CD-5C SUBZONE SINGLE FAMILY DWELLING RESIDENTIAL AND PLACE IT IN CD-5C SUBZONE PARK.

### RECOMMENDATION(S):

That Council consider approval of one of the following options:

1. **THAT** Zoning Amendment Bylaw No. 1214, 2017 be given First, Second and Third Reading.

**OR**

2. **THAT** Zoning Amendment Bylaw No. 1214, 2017 be considered and determined not to proceed further.

### DESIRED OUTCOME:

That Zoning Amendment Bylaw No. 1214, 2017 be given First, Second and Third Reading.

### SUMMARY:

Lot: 45 Plan: VIP86134 District: 09 (1813 Cedar Grove Place) is in the process of being transferred to the District of Ucluelet for the purpose of a Community Park. This Rezoning is necessary to reflect that use. As per Section 464 (2) of the Local Government Act the public hearing is being waived for the rezoning of this property.

**Respectfully submitted:**

John Towgood, Planning 1

Andrew Yeates, CAO



**DISTRICT OF UCLUELET**

**Bylaw No. 1214, 2017**

A bylaw to amend the "District of Ucluelet Zoning Bylaw No. 1160, 2013".

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**WHEREAS** Section 479 and other parts of the *Local Government Act* authorize zoning and other development regulations;

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

1. THAT the property with legal description of P.I.D. 027-784-771, Lot: 45, Plan: VIP86134, District: 09, generally as shown highlighted in black on the Schedule 'A' attached to and forming part of this bylaw, be rezoned from CD-5C.1.1 – Single Family Residential to CD5C.1.4 - Park and the Text and Zoning Maps of the District of Ucluelet Zoning Bylaw No. 1160, 2013 be amended accordingly.
  
2. This bylaw may be cited as "Zoning Amendment Bylaw No. 1214, 2017".

**READ A FIRST TIME** this    day of            , 2017.

**READ A SECOND TIME** this    day of            , 2017.

**PUBLIC HEARING** this    day of            , 2017.

**READ A THIRD TIME** this    day of            , 2017.

**ADOPTED** this    day of            , 2017.

**CERTIFIED A TRUE AND CORRECT COPY** of "District of Ucluelet Zoning Amendment Bylaw No. 1214, 2017."

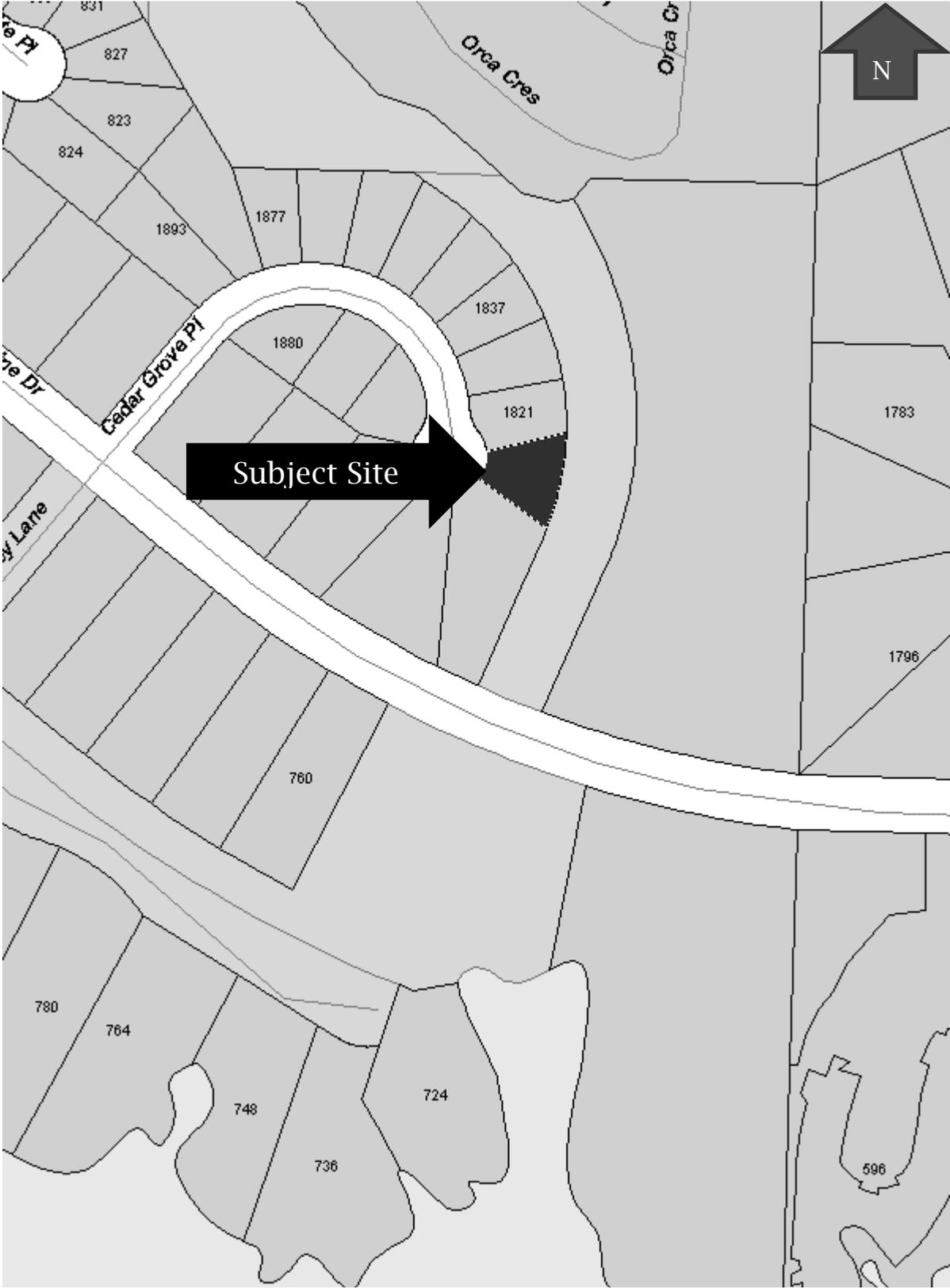
\_\_\_\_\_  
Mayor  
Dianne St. Jacques

\_\_\_\_\_  
CAO  
Andrew Yeates

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

\_\_\_\_\_  
CAO  
Andrew Yeates

**SCHEDULE 'A'**  
**Bylaw No. 1214, 2017**



**Subject:** Ukee Market Society  
**Attachments:** image001.png; ATT00001.htm; market road closure area.pdf; ATT00002.htm

**From:** Ukee Friday Night Market <[uclueletmarket@gmail.com](mailto:uclueletmarket@gmail.com)>

**Date:** March 13, 2017 at 8:30:21 AM PDT

**To:** "Jeanette O'Connor" <[JOConnor@ucluelet.ca](mailto:JOConnor@ucluelet.ca)>

**Subject: Re: Ukee Market Society**

Dear Ucluelet Mayor and Council,

On behalf of the Ucluelet Market Society, we would like to seek Council's permission to hold the 2017 Ucluelet Market at the Village Green on Sunday afternoons, instead of previous year's markets which were held on Friday evenings.

The proposed 2017 Market Season would run from Sunday, June 4, 2017 to Sunday, September 24, 2017 and hold a 4 hour market of either 11am-3pm or 12pm-4pm. Upon Council's approval, we would reach out to market vendors for feedback on the preferred time.

In addition, we are also seeking Council's permission to extend the market onto the street in front of the Village Green should the market grow past the capacity of the space allotted on the Village Green. We are requesting to close the same area that is closed for Canada Day celebrations (see attached image). As this would mean closing the road for up to 8 hours, to allow for vendor set-up and clean up, we understand the necessity of implementing an effective and safe traffic management plan to do so.

Since 2012, The Ucluelet Market has drawn visitors and residents to our scenic downtown area. The market enlivens this public space and promotes the work of local craftspeople, artisans, food vendors and food producers. We believe that a Sunday market date will grow the market's capacity to host more vendors and attract residents and visitors to attend.

As in previous years, activities will include artisan vendors, live music and children's activities. Vendor's products fit into the category of "make-it, bake-it or grow-it." We will ensure that all food vendors are compliant with VIHA temporary food permit requirements.

A market coordinator will be on site every market to ensure the site is clean, and that market activities are conducted safely and in accordance with Ucluelet's bylaws. When signing on for the season, vendors will agree to not damage the premises, leave no garbage behind and act in a respectful manner.

We thank you for all your support of the Ucluelet Market and look forward to this 2017 season!

Sincerely,

Katherine Loiselle  
President, Ucluelet Market Society

