



**REGULAR MEETING OF COUNCIL**  
**Tuesday, April 25, 2023 @ 4:00 PM**  
**Ucluelet Community Centre**  
**500 Matterson Drive, Ucluelet**

**AGENDA**

		Page
1.	CALL TO ORDER	
1.1	ACKNOWLEDGEMENT OF THE YUULU?IŁ?ATH Council would like to acknowledge the Yuulu?ił?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.	ADOPTION OF MINUTES	
4.1	April 11, 2023, Regular Council Minutes <a href="#">2023-04-11 Regular Minutes</a>	5 - 10
4.2	April 13, 2023, Special Council Minutes <a href="#">2023-04-13 Special Minutes</a>	11 - 13
5.	PUBLIC INPUT & DELEGATIONS	
5.1	Delegations	
	<ul style="list-style-type: none"> <li>• Denise Stys-Norman, Tourism Ucluelet Re: Overview of Tourism Ucluelet <a href="#">TU Delegation Request</a></li> </ul>	15
6.	UNFINISHED BUSINESS	
7.	BYLAWS	
7.1	Rezoning Application 23-02 - 1633 Holly Crescent <i>Monica Whitney-Brown, Planning Assistant</i> <a href="#">RTC - RZ23-02</a> <a href="#">Appendix A - Application</a> <a href="#">Appendix B - Ucluelet Zoning Amendment Bylaw No. 1328, 2023</a>	17 - 31
7.2	Five-Year Financial Plan and Tax Rates Bylaws	33 - 45

*Donna Monteith, Chief Financial Officer*

[RTC - Bylaws 1329 & 1330](#)

[Appendix A - Ucluelet 2023-2027 Financial Plan Bylaw No. 1329, 2023](#)

[Appendix B - Ucluelet Annual Tax Rates Bylaw No. 1330, 2023](#)

- 7.3 *Addition of Daycare Centre use to the CS-2 Zone and a Cleanup of Section 403* 47 - 52

*John Towgood, Municipal Planner*

[RTC - RZ23-03](#)

[Appendix A - Ucluelet Zoning Amendment Bylaw No. 1326, 2023](#)

## 8. REPORTS

- 8.1 *Finance Officer Appointment* 53 - 55

*Duane Lawrence, Chief Administrative Officer*

[RTC - Finance Officer Appointment](#)

[Appendix A - Schedule B to Bylaw No. 1315, 2022](#)

- 8.2 *Temporary Use Permit 23-04 - 250 Main Street* 57 - 72

*Monica Whitney-Brown, Planning Assistant*

[RTC - TUP23-04](#)

[Appendix A - Application](#)

[Appendix B - Report No. 18-35, April 24, 2018](#)

- 8.3 *Temporary Use Permit 1341 Eber Road - Neptune Ice* 73 - 91

*Bruce Grieg, Director of Community Planning*

[RTC - TUP R23-08](#)

[Appendix A - Temporary Use Permit 23-08](#)

[Appendix B - Background on Neptune Ice](#)

## 9. NOTICE OF MOTION

## 10. CORRESPONDENCE

- 10.1 *Boardwalk adjacent to Strata Plan VIS4943, 1971 Harbour Drive, Ucluelet, BC* 93

*Christine Brice, Strata Manager*

[2023-04-17 Ardent Properties - Boardwalks Adjacent to 1917 Harbour Drive](#)

- 10.2 *Parking on Cedar Street* 95

*Pieter Timmermans*

[2023-04-11 RV Parking Lot on Cedar Street](#)

## 11. MAYOR'S ANNOUNCEMENTS AND COUNCIL COMMITTEE REPORTS

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

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

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

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

- 11.5 *Mayor Marilyn McEwen*

12. QUESTION PERIOD
13. ADJOURNMENT



**DISTRICT OF UCLUELET**  
**MINUTES OF THE REGULAR COUNCIL MEETING**  
**HELD IN THE UCLUELET COMMUNITY CENTRE, 500 MATTERSON DRIVE**  
**Tuesday, April 11, 2023 at 4:00 PM**

Present:       **Chair:**           Mayor McEwen  
                   **Council:**       Councillors Anderson, Hoar, and Kennington  
                   **Staff:**           Duane Lawrence, Chief Administrative Officer  
                           Bruce Greig, Director of Community Planning  
                           Abby Fortune, Director of Parks and Recreation  
                           James MacIntosh, Director of Engineering Services  
                           Monica Whitney-Brown, Planning Assistant  
                           Samantha McCullough, Manager of Communications and Human Resources

Regrets:       Councillor Maftai

**1. CALL TO ORDER**

The meeting was called to order at 4:00 PM.

**1.1 ACKNOWLEDGEMENT OF THE YUULU?IŁ?ATH**

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

**1.2 NOTICE OF VIDEO RECORDING**

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

**2. LATE ITEMS**

There were no late items.

**3. APPROVAL OF THE AGENDA**

**3.1 April 11, 2023, Regular Council Meeting Agenda**

2023.2111.REGULAR   *It was moved and seconded **THAT** Council approve the April 11, 2023, Regular Council Agenda as presented.*

CARRIED.

**4. ADOPTION OF MINUTES**

**4.1 March 28, 2023, Regular Minutes**

Council noted a typo on page 11 of the minutes. Birth was misspelled.

2023.2112.REGULAR   *It was moved and seconded **THAT** the March 28, 2023, Regular Council Meeting minutes be adopted as amended.*

CARRIED.

## 5. UNFINISHED BUSINESS

There was no unfinished business.

## 6. BYLAWS

### 6.1 Rezoning Application 22-08 on 2108 Peninsula Road *Monica Whitney-Brown, Planning Assistant*

Ms. Whitney-Brown presented this report to council.

Council discussed the proposed amendment bylaw and noted that the short-term rental being contingent on the long-term rental weighs in favour of advancing the proposed bylaw to public hearing.

The applicant, Shane Hilder noted the rising costs of construction.

2023.2113.REGULAR *It was moved and seconded **THAT** Council give first and second reading to District of Ucluelet Zoning Amendment Bylaw No. 1327, 2023;*

CARRIED.

2023.2114.REGULAR *It was moved and seconded **THAT** Council refer District of Ucluelet Zoning Amendment Bylaw No. 1327, 2023 to a public hearing.*

CARRIED.

## 7. REPORTS

### 7.1 Lot 16 Utilities Servicing Contribution Agreement *James MacIntosh, Director of Engineering Services*

Mr. MacIntosh provided background on the Lot 16 project and presented this report. .

Council discussed the importance of upgrading infrastructure in a timely manner and use of the British Columbia Growing Communities fund.

2023.2115.REGULAR *It was moved and seconded:*

- **THAT** Council authorize the development and execution of a \$136,000 plus G.S.T. Servicing Contribution Agreement between the District of Ucluelet and 0985470 B.C. LTD. to undertake upgrades to the offsite works and services required to service Lot-16; and,
- **THAT** Council authorize the expenditure of up to \$20,000 from the British Columbia Growing Communities Fund for the upgrading of existing service connections and engineering fees identified by the

*District as part of the Lot 16 servicing works being undertaken by 0985470 B.C. LTD. under the Servicing Contribution Agreement.*

CARRIED.

## **7.2 MOU for Facility Use of USS and UES** **Abby Fortune, Director of Parks & Recreation**

Ms. Fortune presented this report, including background on previous use of Ucluelet Elementary and Secondary School facilities by the District of Ucluelet for recreation programming.

Council discussed weekend use, custodial requirements and financial implications of the proposed Memorandum of Understanding.

2023.2116.REGULAR *It was moved and seconded **THAT** Council direct staff to execute the Memorandum of Understanding for Facility Use of Ucluelet Secondary School and Ucluelet Elementary School between the District of Ucluelet and School District #70 Pacific Rim as presented in Appendix A of Report No 23-51.*

CARRIED.

2023.2117.REGULAR *It was moved and seconded **THAT** Council go into a Committee of the Whole.*

CARRIED.

Council went into Committee of the Whole at 4:22 PM.

## **8. COMMITTEE OF THE WHOLE**

### **8.1 Council Strategic Plan** **Duane Lawrence, CAO**

Mr. Lawrence presented this report. He described the basis of the Strategic Plan Report, outlined the direction he is seeking from Council, and the Strategic Plan implementation process which could quarterly information report to Council.

Affordable Housing: The Committee of the Whole (CoW) discussed affordable housing as a strategic priority. Mr. Greig addressed Council questions related to creating permit ready plans for Accessory Dwelling Units (ADUs). Council discussed expediting the ADU approval in general, rather than limiting expedited approval to preapproved plans.

Fiscal Responsibility: The CoW discussed the importance of pursuing alternate revenue streams.

Sustainable Economy: The CoW discussed the link between economic sustainability and affordable housing.

Community to Community Collaboration: The CoW discussed the importance of a Regional Growth Plan.

Recreation: The CoW discussed the nexus between recreation programming, parks facilities and community health.

The CoW confirmed the following as the top short-term actions:

1. Official Community Plan review;
2. Parks and Recreation Master Plan update;
3. Vacant Property (Affordable Housing);
4. Establish Five-Year Capital Priorities; and
5. Water Treatment & Security.

The CoW recommended that the Strategic Priorities Chart be reviewed quarterly and requested that the report be finalized.

Council agrees that the strategic priorities chart will be reviewed quarterly.

## 8.2 Responsible Conduct Policy

**Duane Lawrence, CAO**

Mr. Lawrence provided an overview of this report, which included a part-by-part review of the proposed Responsible Conduct Policy (policy).

The policy was discussed by part. Detailed discussion about parts three and four took place. There was in-depth discussion on the proposed complaint procedure and the importance of the informal resolution process. A CoW member opposed the policy in general, as presented.

Mr. Lawrence will adjust part four of the policy to include a more robust informal resolution process, and expedite the investigation process.

2023.2118.REGULAR *It was moved and seconded **THAT** the Committee of the Whole rise without reporting.*

CARRIED.

Council returned to regular session at 6:20 PM.

2023.2119.REGULAR *It was moved and seconded **THAT** the Council meeting be recessed.*

CARRIED.

The meeting was recessed at 6:20 PM and returned to session at 6:26 PM.

## 9. NOTICE OF MOTION

There were no notices of motions.

## 10. CORRESPONDENCE

### 10.1 In-Kind Donation of District of Ucluelet Property for Strawberry Isle Marine Research Society Storage Container *Karyssa Arnett, Executive Director, Strawberry Isle Marine Research Society*

Mr. Lawrence provided background information on Strawberry Isle's request.

2023.2120.REGULAR *It was moved and seconded **THAT** Strawberry Isle Marine Research Society's request for an In-Kind donation of space for their new storage container be deferred to staff to present a report to Council at a future date.*  
CARRIED.

### 10.2 Survey Regarding Radon *Clémence, Cyris, Gurveen, Harneet, and Rica - SFU Students working with CARST*

## 11. INFORMATION ITEMS

### 11.1 Lot 13 for Agenda *Matt Harbidge, Resident*

## 12. MAYOR'S ANNOUNCEMENTS AND COUNCIL COMMITTEE REPORTS

### 12.1 Councillor Shawn Anderson *Deputy Mayor, April 1 - June 30, 2023*

- Attended an School District 70 strategic planning breakfast; noted that a survey for the strategic plan closes on April 14, 2023.
- Attended a meeting with developers regarding lands on Hyphocus Island.
- April 11, 2023 - Will attend a meetings about social procurement.
- April 11, 2023 - Will attend meeting with Barkley Community Forest Corporation Board of Directors.

### 12.2 Councillor Jennifer Hoar *Deputy Mayor, January 1 - March 31, 2023*

- March 30, 2023 - Attended the Harbour Authority Meeting.
- Attended an School District 70 strategic planning breakfast where critical information was shared.
- April 5, 2023 - Attended the Wild Pacific Trail Society Meeting. The Society has filled their Naturalist position.
- April 6, 2023 - Attended phishing training with District staff.
- Will attend Association of Vancouver Island and Coastal Communities Convention in Nanaimo from April 14 to April 16, 2023.

**12.3 Councillor Ian Kennington**

*Deputy Mayor, July 1 - September 30, 2023*

- Attended a meeting with developers related to Hyphocus Island.

**12.4 Councillor Mark Maffei**

*Deputy Mayor, October 1 - December 31, 2023*

**12.5 Mayor Marilyn McEwen**

- March 29, 2023 - Attended a meeting with developers regarding lands on Hyphocus Island.
- March 30, 2023 - Attended Harbour Authority Meeting.
- March 31, 2023 - School District 70 strategic planning breakfast where the Trustee and Staff were present.
- April 5, 2023 - Attended Alberni-Clayoquot Regional District workshop conducted by West Coast Aquatic who is developing a BC Coastal Marine Strategy with first nations.
- April 6, 2023 - Attended phishing training with District staff.

**13. QUESTION PERIOD**

There were no questions.

**14. ADJOURNMENT**

The meeting adjourned at 6:42 PM.

**CERTIFIED CORRECT:** Minutes of the Regular Council Meeting held on Tuesday, April 11, 2023 at 4:00 pm in the Ucluelet Community Centre 500 Matterson Road, Ucluelet, BC.

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Duane Lawrence, Corporate Officer

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Marilyn McEwen, Mayor

**DISTRICT OF UCLUELET**  
**MINUTES OF THE SPECIAL COUNCIL MEETING**  
**HELD IN THE UCLUELET COMMUNITY CENTRE, 500 MATTERSON DRIVE**  
**Thursday, April 13, 2023 at 1:00 PM**

Present:           **Chair:**           Mayor McEwen  
                          **Council:**       Councillors Anderson, Hoar, Kennington, and Maftai  
                          **Staff:**           Duane Lawrence, Chief Administrative Officer  
  Donna Monteith, Chief Financial Officer  
  Abby Fortune, Director of Parks and Recreation  
  James MacIntosh, Director of Engineering Services  
  Joseph Rotenberg, Manager of Corporate Services  
  Samantha McCullough, Manager of Communications and Human Resources

Regrets:

**1. CALL TO ORDER**

The meeting was called to order at 1:02 PM.

**1.1 ACKNOWLEDGEMENT OF THE YUULU?IŁ?ATH**

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

**1.2 NOTICE OF VIDEO RECORDING**

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

**2. LATE ITEMS**

There were no late items.

**3. APPROVAL OF AGENDA**

**3.1 April 13, 2023, Special Council Meeting**

2023.2028.SPECIAL *It was moved and seconded **THAT** the April 13, 2023, Special Council Meeting agenda be approved as presented.*

CARRIED.

**4. REPORTS**

**4.1 2023 - 2027 Draft Five-Year Financial Plan (Verbal Report)**  
**Donna Monteith, Chief Financial Officer**

Ms. Monteith presented this report. She presented a PowerPoint presentation on the:

- budget process;
- public input process, including budget open house, and the feedback, which is included in the agenda package;
- 2023 revised property tax impact of the proposed budget, which includes a property tax increase of 9.82% for single family home with an average assessed value (this is down from the 10.04% increase presented at the budget meeting in February, 2023);
- 2023 municipal tax increase breakdown;
- 2023 tax impact on various property types with various assessed values;
- 2023 - 2027 core revenue summary and core expense summary;
- operational project summary including potential funding sources;
- BC Growing Communities Fund grant which amounts to \$1,489,000 as well as recommended allocations to the following projects:
  - Peninsula Road Stormwater;
  - Mercantile Waterline Replacement; and
  - various infrastructure repairs, replacements and additions;
- 2023 proposed capital project summary including potential funding sources; and
- 2023 consolidated revenues and expenses.

Ms. Monteith responded to Council questions related to leasing District vehicles and noted that this option was investigated in the past, outlined the rationale for purchasing vehicles adopted at that time, and noted that leasing may be an option to consider in the future. Ms. Monteith also responded to Council questions related to eligible uses of BC Growing Community Fund which is for local infrastructure replacement, repair and construction.

2023.2029.SPECIAL *It was moved and seconded **THAT** Council pre-authorize the 2023 budget expenditures as presented at the April 13, 2023 Special Council Meeting.*  
CARRIED.

2023.2030.SPECIAL *It was moved and seconded **THAT** Council direct staff to prepare the 2023-2027 Five-Year Financial Plan bylaw.*  
CARRIED.

2023.2031.SPECIAL *It was moved and seconded **THAT** Council direct staff to prepare the 2023 Tax Rates bylaw.*  
CARRIED.

## 5. ADJOURNMENT

The meeting was adjourned at 1:29 PM.

**CERTIFIED CORRECT:** Minutes of the Special Council Meeting held on Thursday, April 13, 2023 at 1:00 pm in the Ucluelet Community Centre, 500 Matterson Road, Ucluelet, BC.

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Duane Lawrence, Corporate Officer

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Marilyn McEwen, Mayor





## DISTRICT OF UCLUELET

### Request to Appear as a Delegation

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

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

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

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

Requested Council Meeting Date: April 25, 2023.

Organization Name: Tourism Ucluelet

Name of person(s) to make presentation: Denise Stys-Norman

Topic: Overview of Tourism Ucluelet

Purpose of Presentation:

Information only

Requesting a letter of support

Other (provide details below)

Please describe:

I would like to provide a power point presentation with an overview of Tourism Ucluelet to Council and how we work with the District staff as well as our plans over the next 5 years.

Contact person (if different from above): \_\_\_\_\_

Telephone Number and Email: denise@discoverucluelet.com

Will you be providing supporting documentation?  Yes  No

If yes, what are you providing?  Handout(s)  PowerPoint Presentation

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

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





## REPORT TO COUNCIL

Council Meeting: April 25th, 2023

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: MONICA WHITNEY-BROWN, PLANNING ASSISTANT

FILE No: 3360-20 RZ23-02

SUBJECT: REZONING APPLICATION 23-02 – 1633 HOLLY CRESCENT

REPORT NO: 23- 55

ATTACHMENT(s): APPENDIX A - APPLICATION

APPENDIX B – UCLUELET ZONING AMENDMENT BYLAW No. 1328, 2023

### RECOMMENDATION(S):

1. **THAT** Council give first and second reading to *District of Ucluelet Zoning Amendment Bylaw No. 1328, 2023*.
2. **THAT** Council refer *District of Ucluelet Zoning Amendment Bylaw No. 1328, 2023* to a public hearing.

### BACKGROUND:

The applicant first contacted the District in January 2023, to discuss options for permitting secondary suites or B&B suites to be constructed on the property at 1633 Holly Crescent (PID 001197843, Lot 22, Plan VIP30931, District Lot 282, Clayoquot Land District – the “**subject property**”).

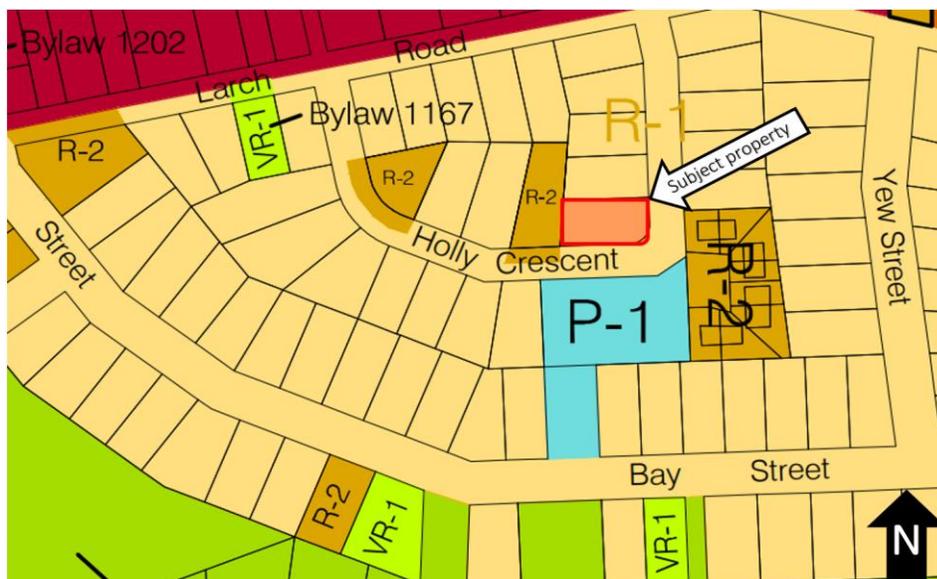


Figure 1- Subject Property

The property is currently zoned R-1 Single Family Residential. This zone allows a principal permitted use of Single-Family Dwelling, with secondary Bed and Breakfast, Home Occupation, Secondary Suite and Accessory Residential Dwelling Unit uses. The house on site was lawfully constructed in 1979 as a duplex. In 1999 Bylaw No. 800 was adopted, rezoning the subject property (as well as multiple other properties) to R-1 single-family dwelling in a blanket rezoning - placing these properties into a lawfully non-conforming status by applying zoning for other uses. The long-standing duplex use on the subject property is therefore not a permitted use under the current zoning, but can continue as a lawfully non-conforming use under Section 528 of the *Local Government Act*.

The applicant's family members live in one half of the duplex, and the other half is rented-long term to a tenant who has lived there for some time. The applicant was originally hoping to renovate a carport area within their duplex unit to build a suite for long- or short-term rental, as permitted under the R-1 zoning. However, section 404(3) of the *Ucluelet Zoning Bylaw No. 1160, 2013*, specifically states that B&B uses must not be located in a duplex, and secondary suites are not a permitted accessory use to a duplex in the R-1 zone.

In order to pursue their desired uses under the current zoning, the applicant would be required to renovate and remove the duplex use, which would displace their tenant. The applicant would prefer to keep a long-term Ucluelet resident housed in the other half of their duplex. They are seeking a rezoning to R-2 Medium Density Residential, to allow *Duplex Dwelling* as the primary permitted use, with accessory secondary suite uses.

#### DISCUSSION:

While the applicant initially planned to develop a B&B suite, after discussing the options they have chosen to pursue a rezoning which will better support their needs and provide benefit to the community. The applicants are seeking to rezone to R-2 and add site-specific zoning to allow one secondary suite to be built in conjunction with each duplex unit. At maximum buildout, this property could then have four dwelling units: two principal duplex units and two secondary suites.

While the proposed rezoning represents an increase from R-1 to R-2, including a corresponding increase in Floor Area Ratio (FAR), the increased density of the potential number of dwellings is minor. Under current zoning, properties with the R-1 designation can have a single-family dwelling, up to three B&B suites, a secondary suite, and an accessory dwelling unit (provided they meet parking and siting requirements). This represents a potential density of three dwelling units plus three guest accommodation units - a greater density of total uses and impacts than is being proposed for 1633 Holly Crescent.

The neighbourhood context supports the rezoning to an R-2 zone, with the adjacent property as well as others on the street already zoned R-2, including a townhouse development directly across the street (see **Figure 1**). The rezoning of this lot to permit up to four dwellings would not be out of step with nearby properties and neighbourhood characteristics.

BC Building Code Implications:

Permitting secondary suites within a duplex is in line with recent updates to the BC Building Code. In 2019, the Province of British Columbia amended the BC Building Code to allow secondary suites to be built in a variety of housing types, including duplexes and row housing, and removed size restrictions for secondary suites (**Fig. 2**). The BC Code historically limited the size of secondary suites and only permitted them in single detached houses. These changes were made to encourage creation of more affordable and rental housing units while still providing an acceptable level of health and fire safety to occupants.

Many municipalities throughout BC have taken steps to amend their zoning bylaws to mirror these changes, permitting secondary suites as accessory uses to duplexes. While the District of Ucluelet has not yet taken these steps, Council may wish to consider this use throughout the District as one more potential tool to address much-needed long-term housing units. The application at hand is in line with the current BC Building Code and provincial policy on secondary suites and duplex housing. The applicants will apply for a building permit should they be successful in obtaining rezoning.

Proposed Zoning Bylaw Amendment (and housekeeping)

Although the proposed rezoning would require only the addition of a new subsection R-2.1.4 to the R-2 zone in Bylaw No. 1160, the amendment bylaw attached replaces Section R-2 entirely. In the current version of the consolidated zoning bylaw there are numbering errors. The bylaw notes the following in Section R-2: “Please note that the numbering is inconsistent for this zone and will be corrected in future bylaws”. The current amendment is an opportunity to make these corrections, and the attached bylaw creates proper numbering for the R-2 section and subsections.

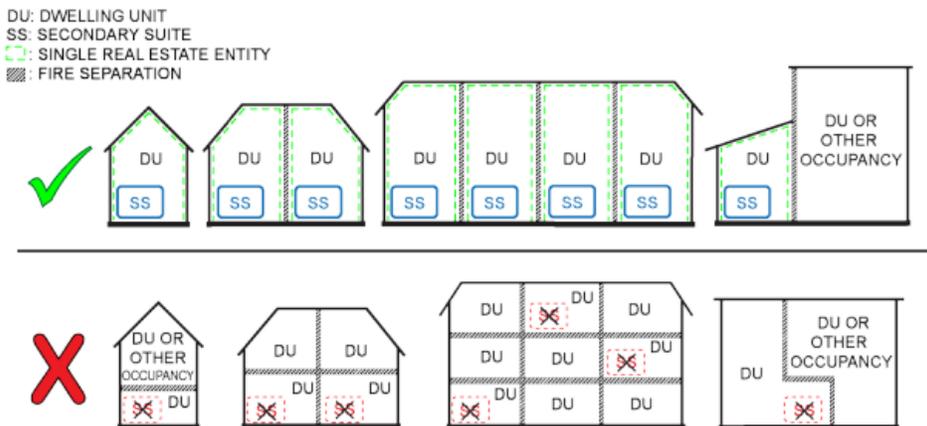


Figure 2 – BC Building Code Updates to Secondary Suite Formations

Temporary Use Permit:

The applicant has stated that their intent in seeking this rezoning is to permit secondary suite uses on their property in order to eventually provide long-term housing to a resident in the District of Ucluelet and/or provide options for aging-in-place and inter-generational living within their household. The applicants are long-term Ucluelet residents, and their application would help ensure they can remain in the community. However, they would like to seek a Temporary Use Permit to allow them to rent one secondary suite in their home as a short-term rental for a temporary period, to help cover the cost of the renovation.

The applicants are seeking a Temporary Use Permit in conjunction with this rezoning application, to allow them to operate a short-term rental for a period of up to three years. Temporary Use Permits are an effective way to manage tourist commercial accommodations in residential zones, as they are subject to public comment and additional Council scrutiny, and are merely temporary uses, so do not alter the underlying value of the home.

If Council gives first and second reading to the proposed rezoning bylaw, Staff will give notice and bring the Temporary Use Permit application to Council for consideration at a future date (at the same meeting as the public hearing for this rezoning).

ANALYSIS OF OPTIONS:

A	Give first and second reading of Bylaw No. 1328, 2023 and direct	<p><b>Pros</b></p> <ul style="list-style-type: none"> <li>• Would allow increased long-term residential uses on the subject property.</li> <li>• Would remove legal non-conforming use on the property and establish compliance with the current zoning bylaw.</li> <li>• Aligns with current BC Building Code standards.</li> <li>• Would allow public feedback on the proposed rezoning.</li> </ul>
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	staff to give notice for a public hearing.	<u>Cons</u>	<ul style="list-style-type: none"> <li>Would result in increased density on the property.</li> </ul>
		<u>Implications</u>	<ul style="list-style-type: none"> <li>Staff time required to arrange public hearing and follow up reports, including Temporary Use Permit for this property.</li> </ul>
B	Amend the draft zoning bylaw prior to 2nd reading by stating which and how elements or features are to be modified.	<u>Pros</u>	<ul style="list-style-type: none"> <li>Modifying the zoning bylaw could ensure Council's intent for the bylaw is met (if required).</li> </ul>
		<u>Cons</u>	<ul style="list-style-type: none"> <li>Unknown at this time.</li> </ul>
		<u>Implications</u>	<ul style="list-style-type: none"> <li>Modifying the zoning bylaw would require additional staff time.</li> </ul>
		<u>Suggested Motion</u>	THAT Council direct staff to modify the draft District of Ucluelet Zoning Amendment Bylaw No. 1328, 2023, to (state desired outcome of amendments).
C	Reject the application.	<u>Pros</u>	<ul style="list-style-type: none"> <li>Would maintain the zoning bylaw as written.</li> </ul>
		<u>Cons</u>	<ul style="list-style-type: none"> <li>Would not increase the long-term residential uses permitted on site.</li> <li>Would maintain legal non-conforming use.</li> </ul>
		<u>Implications</u>	<ul style="list-style-type: none"> <li>The rezoning proposed at 1633 Holly Crescent could not proceed as presented.</li> </ul>
		<u>Suggested Motion</u>	No motion is required.

**POLICY OR LEGISLATIVE IMPACTS:**

The application is consistent with the *Official Community Plan* and *Local Government Act*.

**NEXT STEPS:**

- If Council gives first and second readings to Zoning Amendment Bylaw No. 1328, 2023, staff will undertake the necessary notification for a public hearing to be held on the Bylaw at a date to be determined. Staff will also give notice and draft a Temporary Use Permit for Council's consideration at the same meeting.

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



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District of Ucluelet

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

# Development Application

### Type of Application

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

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

### Description of Property

Civic Address (es): 1633 Holly Crescent

Legal Description: Lot 22 Plan VIP30931 Block \_\_\_\_\_ Section \_\_\_\_\_ DL 282

### Applicant Information

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

Applicant name: Vaida Siga Company name: \_\_\_\_\_  
 Mailing address: \_\_\_\_\_ Postal Code: VOR 3A0  
 Tel: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Email: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Applicant Signature: Vaida Siga Date: 27 Feb 2023

### Registered Owner(s)

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

Registered Owner (s) name: Vaida Colleen Siga  
 Mailing address: \_\_\_\_\_ Postal Code: VOR 3A0  
 Tel: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Email: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Owner Signature: Vaida Siga Date: 27 Feb 2023

### Office Use Only:

Folio No.: <u>128-071</u>	File No.: <u>RZ 23-02</u>	Date: <u>Feb 27/23</u>	Receipt No.:	Fee: <u>\$ 2230.00</u>
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(\$ 2200 RZ  
(\$ 30 title  
fee)

## Statement of Intent for Rezoning of 1633 Holly Crescent – Lot 22, Plan VIP30931, District Lot 282

27 February 2023

The existing structure on 1633 Holly Crescent is a duplex built in 1972 by [REDACTED] on a corner lot on Holly Crescent. I, Vaida Colleen Siga, purchased the duplex in 1985. Intent of the purchase was to provide rental housing locally and eventually provide retirement income as I had withdrawn my federal nursing pension contributions to purchase the property.

Renovations are again needed and I asked my son Jamieson Cole Nauffts to have plans drawn up for the renovation and submit them to the Municipality of Ucluelet for approval. The existing carport area is seldom used as a carport and allows cold and moisture to seep up to the unit above so the plan was to enclose this area and thus expand the rentable space while improving the heat retention of the existing unit upstairs. The existing rental units are 3 bedroom and are mirror images on one another. My plan was to complete renovations on one side and then the other. Since my son currently lives in one side and identified the need for renovations I proposed to have his side completed first since he has some background in construction and electrical and I am old and have absolutely none. Based on how this renovation goes I would then hope to proceed to upgrade the other side.

Currently there are two people living in one side of the duplex and one living in the other side. The lower floor of each side of the duplex has a single small bathroom and bedroom and the rest is carport and storage. Enclosing and developing the downstairs area on each side of the duplex would provide 4 long term rental units on the property. My plan was to renovate one side, seek a temporary use permit to allow my son and his partner to rent the new unit as a B&B to recoup funds, then renovate the other side. Once renovation is complete there would be 4 longterm rental units instead of 2.

My son had discussions with a local contractor and proceeded to have plans drawn up for the renovation on my behalf and a development permit was submitted. Unfortunately I was unaware that the zoning on the duplex is now R1 under the OCP and is considered non-conforming. This rezoning application is being submitted to address the existing non-conforming status, allow me to do much needed upgrades to the rental and have the upgrades eventually allow 4 rental units. The plan fits with using existing infrastructure to increase rental availability.

The property has ample space to create the 6 parking spaces as required. Current driveways are large and could accommodate 3 vehicles.



REVISION 1.1 - 27/02/2023  
 REVERSE KITCHEN LOCATION  
 ADD 30" FRIDGE AND 30" RANGE

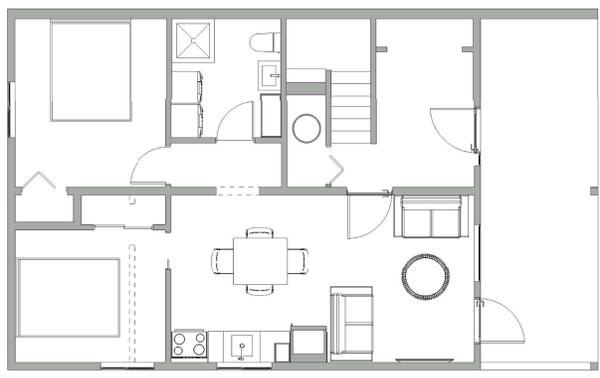
CLIENT  
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 1637 HOLLY CRESCENT

DRAWN BY  
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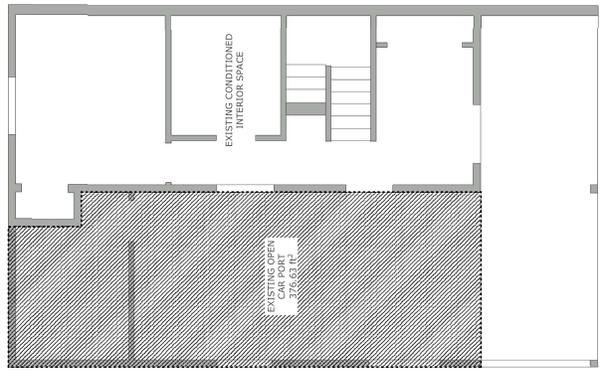
ISSUE  
 February 27, 2023

PROJECT  
**CARPORT CONVERSION**  
 Ucluelet, BC

The Design Centre  
 RESIDENTIAL & RUSTIC  
 PLANNING & DESIGN  
 1339 Edwards Place, PO Box 1243,  
 Ucluelet, BC V9E 3A2, 250.726.3971



PROPOSED GROUND FLOOR AREA = 791.84 FT<sup>2</sup>



EXISTING GROUND FLOOR AREA = 415.2 FT<sup>2</sup>

- GENERAL NOTES:**
- 1. GENERAL CONTRACTOR TO ENSURE ALL WORKMANSHIP AND MATERIALS CONFORMS WITH CURRENT BCBC.
  - 2. ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE BCBC AND ALL APPLICABLE REGULATIONS AND PRECEDENT.
  - 3. ALL STRUCTURAL ASPECTS OF THIS PROJECT TO BE THE RESPONSIBILITY OF THE BUILDER.
  - 4. CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND MATERIALS SHOWN ON DRAWINGS BEFORE PROCEEDING.
  - 5. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
  - 6. ALL DIMENSIONS ARE TO EXTERIOR OF WALL SHEATHING.
  - 7. ALL DIMENSIONS TAKE PRECEDENCE OVER SCALE.
  - 8. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
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  - 19. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
  - 20. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.

- LANDSCAPE AND SITE SERVICING:**
- 1. ALL SITEWORK AND IMPROVEMENTS TO CONFORM TO LOCAL BY-LAWS. ANY DEVIATIONS TO THE PLAN MUST BE APPROVED BY THE OWNER.
- GENERAL FRAMING NOTES:**
- 1. ALL STRUCTURAL FRAMING TO BE 2x4 OR 2x6 U.N.O.
  - 2. ALL TRIM AND FINISHES TO BE 1x4 U.N.O.
  - 3. PROVIDE SOLID BLOCKING BEHIND FIXTURES ALONG PLUMBING WALLS.
  - 4. PROVIDE SOLID BLOCKING BEHIND FIXTURES ALONG PLUMBING WALLS.
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  - 20. PROVIDE SOLID BLOCKING BEHIND FIXTURES ALONG PLUMBING WALLS.

**SUPPORT AND INSTALL WOOD FRAMING TO MIN. GRADE AS FOLLOWS:**

- 1. ALL FRAMING TO BE 2x4 OR 2x6 U.N.O.
- 2. ALL TRIM AND FINISHES TO BE 1x4 U.N.O.
- 3. PROVIDE SOLID BLOCKING BEHIND FIXTURES ALONG PLUMBING WALLS.
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- 20. PROVIDE SOLID BLOCKING BEHIND FIXTURES ALONG PLUMBING WALLS.

<b>ZONING INFORMATION:</b>		PROPOSED	CONFORMING
CIVIL ADDRESS:	1637-1641 HOLLY CRESCENT, UCLUELET, BC	UNCHANGED	YES
LEGAL DESCRIPTION:	STRATA LOT 1, SECTION 21, CLAYOQUET DISTRICT, PLAN VIS 1003, PID 000856029	UNCHANGED	YES
ZONING:	RL	UNCHANGED	YES
LOT AREA:	895.9 sq.m. / 9643.4 sq.ft.	UNCHANGED	YES
<b>HEIGHT/SETBACK REQUIREMENTS: (UNCHANGED)</b>			
HEIGHT:	8.5m (28'-0")	UNCHANGED	YES
FRONT YARD SETBACK:	7.5m (25'-0")	UNCHANGED	YES
REAR YARD SETBACK:	6m (20'-0")	UNCHANGED	YES
INTERIOR SIDE SETBACK:	1.5m (5'-0")	UNCHANGED	YES
EXTERIOR SIDE SETBACK:	5m (16'-6")	UNCHANGED	YES
LOT COVERAGE:	35%	12.5%	YES
<b>PROPOSED FLOOR AREA: (INCLUDES FLOOR AREA FOR BOTH SIDES OF DUPLEX)</b>			
1ST FLOOR:	112.1 sq.m (1207 sq.ft.)		
2ND FLOOR:	156.2 sq.m (1681.24 sq.ft.)		
TOTAL:	268.3 sq.m (2888.24 sq.ft.)		
<b>FLOOR AREA RATIO (.35):</b>		<b>.30</b>	<b>YES</b>

R.N. ACRES, B.C.L.S.  
RESIDENCE: 724-3754

# SITE CERTIFICATE

4710 ROGER STREET  
PORT ALBERNI, B.C.  
V9Y 3Z

D.M. POLLOCK, B.A., B.C.L.S.  
RESIDENCE: 723-7760

723-541

## Acres & Pollock

BRITISH COLUMBIA LAND SURVEYORS

LEGAL, TOPOGRAPHICAL, RIGHT OF WAY AND FORESHORE SURVEYS  
SUB-DIVISION DESIGN

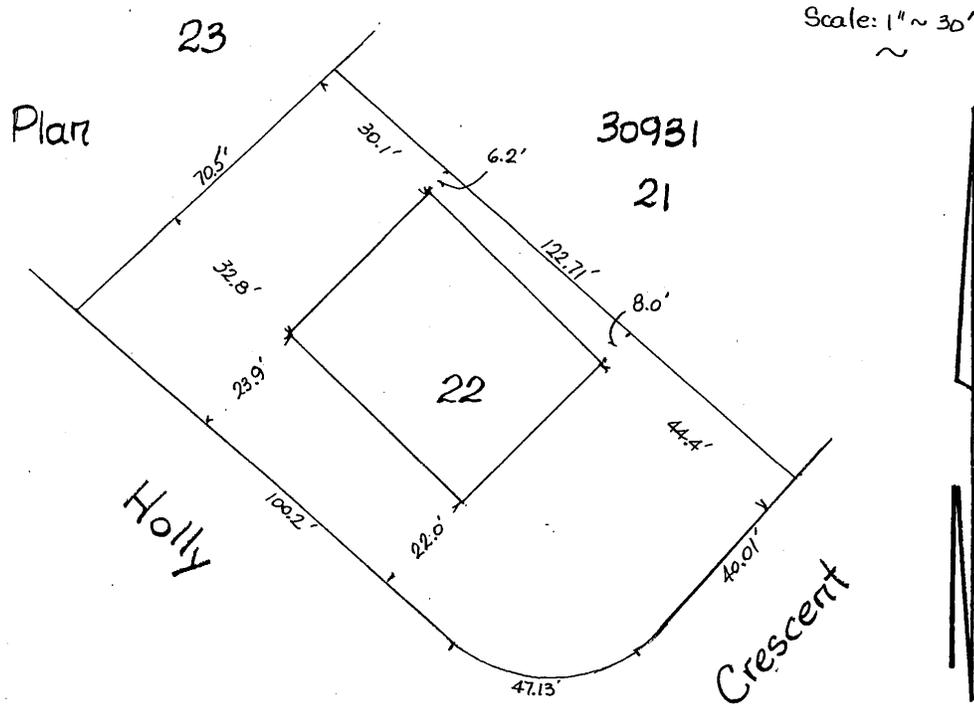


Jim Roth,  
Barrister and Solicitor,  
Box 909,  
Ucluelet, B.C.  
VOR 3A0

RE: House constructed on Lot 22, D.L. 282,  
Clayoquot District, Plan 30931.  
(Nauffts) 347 Holly Crescent

OUR FILE : 11024

LOT  
SURVEY  
PLAN



©1992 THIS DOCUMENT IS NOT VALID UNLESS ORIGINALLY SIGNED AND SEALED

CERTIFIED CORRECT THIS 16<sup>th</sup> DAY OF April, 1992.

*R. Acres*  
B.C.L.S.

NOTE: The measurements shown are the shortest distances between the foundation of the building and the adjacent boundaries of the parcel. This document is not intended for property line re-establishment and we accept no responsibility for unauthorized use.

**DISTRICT OF UCLUELET**

**Zoning Amendment Bylaw No. 1328, 2023**

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

(R-2 Zone - 1633 Holly Crescent)

---

**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 of Lot 22 District Lot 282 Clayoquot Land District Plan VIP30931 (PID: 001-197-843 at 1633 Holly Crescent), shown shaded on the map attached to this Bylaw as Appendix "A", from R-1 Single Family Residential to R-2 Medium Density Residential.

**2. Text Amendment:**

Schedule B of the District of Ucluelet Zoning Bylaw No. 1160, 2013, as amended, is hereby further amended by replacing section R-2 – Medium Density Residential as follows:

**"R-2 Zone – MEDIUM DENSITY RESIDENTIAL**

**R-2.1 Permitted Uses:**

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

- 1) Principal:
  - a. Single Family Dwelling
- 2) Secondary:
  - a. Bed and Breakfast
  - b. Home Occupation
  - c. Secondary Suite
  - d. Accessory Residential Dwelling Unit

R-2.1.2 The following uses are permitted, but secondary permitted uses are only permitted in conjunction with a principal permitted use:

- 1) Principal:
  - a. Duplex Dwelling
  - b. Multiple Family Residential

- i. Despite the above, Multiple Family Residential is not permitted on Lots 3, 4, 5 and 6 of Plan VIP76238.

- 2) Secondary:
  - a. Home Occupation

R-2.1.3 The following uses are permitted, with no secondary permitted uses:

- 1) Principal:
  - a. Moderate Level Support Services Housing

R-2.1.4 Notwithstanding other regulations in this bylaw, on the lands legally described as Lot 22 District Lot 282 Clayoquot Land District Plan VIP30931 (PID: 001-197-843, 1633 Holly Crescent) only the following uses are permitted but *secondary permitted uses* are only permitted in conjunction with a *principal permitted use*:

- 1) Principal:
  - a) Duplex Dwelling
- 2) Secondary Uses:
  - a) One secondary suite in conjunction with each Duplex dwelling unit
  - b) Home occupation

**R-2.2 Lot Regulations:**

R-2.2.1 Minimum Lot Size:

- 1) Single Family Dwelling: 650 m<sup>2</sup> (7,000 ft<sup>2</sup>)
- 2) Duplex Dwelling: 750 m<sup>2</sup> (8,075 ft<sup>2</sup>)
  - a. Despite the above, the minimum lot size is 734 m<sup>2</sup> (7,901 ft<sup>2</sup>) for a Duplex Dwelling on Strata Plan 1004 containing the following Strata lots:
    - i. Strata Lot 1, District Lot 282, Clayoquot District, Strata Plan 1004 together with an interest in the common property in proportion to the unit entitlement of the strata lot as shown on form 1 (PID 000-856-258); and
    - ii. Strata Lot 2, District Lot 282, Clayoquot District, Strata Plan 1004, together with an interest in the common property in proportion to the unit entitlement of the strata lot as shown on form 1 (PID 000-856-282). [Zoning Amendment Bylaw No. 1261, 2020]
- 3) Multiple Family Residential: 1,000 m<sup>2</sup> (¼ acre), but 878 m<sup>2</sup> for a “Moderate Level Support Services Housing” development on PID: 002-407-299 Lot 11, District Lot 282, Clayoquot District, Plan 26711 (1686 Bay Street).

R-2.2.2 Minimum Lot Frontage:

- 1) Single Family Dwelling: 18 m (60 ft)
- 2) Duplex Dwelling: 20 m (66 ft)
- 3) Multiple Family Residential: 23 m (75 ft)

R-2.2.3 Minimum Lot Width: N/A

R-2.2.4 Minimum Lot Depth: N/A

**R-2.3 Density:**

R-2.3.1 Maximum Density:

- 1) Single Family Dwelling: 1 per lot, or
- 2) Duplex Dwelling: 1 per lot, or
- 3) Multiple Family Residential
  - a) Base Density: 30 units/hectare per lot
  - b) Bonus Density – Level 1: 40 units/ hectare per lot on the provision of minimum 70% of the required off-street parking being provided underground or concealed within the building on the lot.
  - c) Despite the above, four (4) units are permitted for a “Moderate Level Support Services Housing” development on PID: 002-407-299 Lot 11, District Lot 282, Clayoquot District, Plan 26711 (1686 Bay Street).

R-2.3.2 Maximum Floor Area Ratio:

- 1) Single Family Dwelling: 0.50
- 2) Duplex Dwelling: 0.70
- 3) Multiple Family Residential: 0.70

R-2.3.3 Maximum Lot Coverage:

- 1) Single Family Dwelling: 35%
- 2) Duplex Dwelling: 35%
- 3) Multiple Family Residential: 40%

**R-2.4 Maximum Size (Gross Floor Area):**

R-2.4.1 Principal Building: N/A

R-2.4.2 Accessory Buildings: 60 m<sup>2</sup> (645 ft<sup>2</sup>) combined total

**R-2.5 Maximum Height:**

R-2.5.1 Principal Buildings & Structures:

- 1) Single Family Dwelling: 8.5 m (28 ft) or 2 ½ storey
- 2) Duplex Dwelling: 8.5 m (28 ft) or 2 ½ storey
- 3) Multiple Family Residential: 11 m (36 ft) or 3 storey

R-2.5.2 Accessory Buildings & Structures: 5.5 m (18 ft)

**R-2.6 Minimum Setbacks:**

R-2.6.1 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 – Interior Setback
1) Principal SFD/ Duplex	7.5 m (25 ft)	6 m (20 ft)	1.5 m (5 ft)	5 m (16.5 ft)
2) Principal Other	6 m (20 ft)	6 m (20 ft)	6 m (20 ft)	6 m (20 ft)
3) Accessory	7.5 m (25 ft)	1.5 m (5 ft)	5 m (16.5 ft)	1.5 m (5 ft)



### Schedule A to District of Ucluelet Zoning Amendment Bylaw No. 1328, 2023

From: R-1 zone Single-Family Residential  
To: R-2 zone Medium Density Residential







## STAFF REPORT TO COUNCIL

Council Meeting: APRIL 25, 2023

500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** DONNA MONTEITH, CHIEF FINANCIAL OFFICER

**FILE NO:** 1700-02

**SUBJECT:** FIVE-YEAR FINANCIAL PLAN AND TAX RATES BYLAWS

**REPORT NO:** 23-54

**ATTACHMENT(S):** APPENDIX A – UCLUELET 2023-2027 FINANCIAL PLAN BYLAW NO. 1329, 2023  
APPENDIX B – UCLUELET ANNUAL TAX RATES BYLAW NO. 1330, 2023

### RECOMMENDATION(S):

**THAT** Council give first, second and third read to *District of Ucluelet 2023–2027 Financial Plan Bylaw No. 1329, 2023*.

**THAT** Council give first, second and third read to *District of Ucluelet Annual Tax Rates Bylaw No. 1330, 2023*.

### BACKGROUND:

#### Five Year Financial Plan Bylaw

Section 165 of the *Community Charter* states:

*165 (1) A municipality must have a financial plan that is adopted annually, by bylaw, before the annual property tax bylaw is adopted.*

The financial planning period is five years and must set out the objectives and policies of the municipality in relation to each of the funding sources, the distribution of property tax values for each of the classes that are subject to tax, and the use of permissive tax exemptions.

The Financial plan must also set out the proposed expenditures, funding sources and transfers between funds. The proposed expenditures must have separate amounts for principal and interest on municipal debt, capital additions, and any amounts required for deficiencies from one year to another.

In addition, the Financial plan must set out separate funding sources for; property taxes, parcel taxes, fees, borrowing, and all other sources. Transfers between funds must set out separate amounts for each reserve fund and accumulated surplus.

If actual expenditures and transfers to other funds for a year exceed actual revenues and transfers from other funds for the year, the deficiency must be included in the next year's financial plan as an expenditure in that year.

Further, under Section 166 of the *Community Charter*, a Council must undertake a process of public consultation regarding the proposed financial plan before the bylaw can be adopted. Public

consultation occurred throughout the budget process beginning in December 2022. This included Special Meetings on December 8, 2022, January 31, 2023, February 23, 2023, and April 13, 2023. All presentations to date are accessible on the District's website. As well, an in person open house was held March 7, 2023, and online feedback was invited until March 27, 2023. All written feedback was submitted to Council at the April 13, 2023 Special Council Meeting.

The average 2023 property tax increase for a single-family dwelling is 9.82%. This is comprised of 5.32% for general operations and capital, 3% dedicated to the water treatment project, and 1.5% for capital reserves contributions.

### **Tax Rates Bylaw**

Section 197 of the *Community Charter* states:

- 197 (1) Each year, after adoption of the financial plan but before May 15, a council must, by bylaw, impose property value taxes for the year by establishing tax rates for*
- (a) the municipal revenue proposed to be raised for the year from property value taxes, as provided in the financial plan, and*
  - (b) the amounts to be collected for the year by means of rates established by the municipality to meet its taxing obligations in relation to another local government or other public body.*

The required tax levy for the District is established by the Financial Plan Bylaw. The levy amount is applied to the revised assessment roll to determine how the levy will be allocated to property owners by property class and assessed value. The revised roll was issued in April 2023 and incorporates any assessment appeals that have been resolved since January 2023.

Property owners should note a variety of factors influence the assessment values on which final tax rates are based and the impact on individual properties will vary.

The same allocation process is used to allocate the dollar values levied by the Regional and Hospital Districts, and the Library. Other jurisdictions levy by issuing the rates directly. These are not included in this bylaw as they have already been established under provincial legislation. They include the School Tax, Policing, Municipal Finance Authority, and BC Assessment.

In accordance with the *Community Charter*, a municipality must annually adopt their financial plan and tax rates bylaw by May 15 of each year.

The proposed 2023-2027 Financial Plan Bylaw No. 1329, 2023 and Annual Tax Rates Bylaw No. 1330, 2023 would replace the current Financial Plan and Tax Rates bylaws from 2022.

### **POLICY OR LEGISLATIVE IMPACTS:**

The 2023-2027 Financial Plan Bylaw and the Annual Tax Rates Bylaw complete the Financial Plan process for 2023 and enable the District of Ucluelet to meet the obligation of levying and collecting taxes for other bodies.

**Respectfully submitted:** DONNA MONTEITH, CHIEF FINANCIAL OFFICER  
DUANE LAWRENCE, CAO





**DISTRICT OF UCLUELET**

**Bylaw No. 1329, 2023**

A Bylaw to Adopt the Five-Year Financial Plan  
for the Period 2023 to 2027 Inclusive

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**WHEREAS** Section 165 of the *Community Charter* requires a Municipality to annually prepare and adopt a financial plan, by bylaw, in each year; and

**WHEREAS** expenditures not provided for in the financial plan or the financial plan as amended, are not lawful except in the event of an emergency;

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

**1. Citation**

This bylaw may be cited for all purposes as the “**District of Ucluelet 2023 – 2027 Financial Plan Bylaw No. 1329, 2023**”.

**2. Objectives and Policies**

Schedule “A” attached to and forming part of this bylaw, sets out the objective and polices for the period January 1, 2023 to December 31, 2027.

**3. Consultation**

Pursuant Section 166 of the *Community Charter*, public consultation occurred throughout the budget process beginning in December 2022. As well, online feedback took place until March 27, 2023.

**4. Repeal**

The District of Ucluelet 2022 – 2026 Financial Plan Bylaw No. 1307, 2022 is repealed.

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

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

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

**ADOPTED** this     day of                     , 2023.

**CERTIFIED CORRECT:** “District of Ucluelet 2023 – 2027 Financial Plan Bylaw No. 1329, 2023”

\_\_\_\_\_  
Marilyn McEwen  
Mayor

\_\_\_\_\_  
Duane Lawrence  
Corporate Officer

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

\_\_\_\_\_  
Duane Lawrence  
Corporate Officer

**Schedule “A”**  
**“District of Ucluelet 2023 – 2027 Financial Plan Bylaw No. 1329, 2023”**

**Statement of Objectives and Policies:**

In accordance with Section 165(3.1) of the *Community Charter*, municipalities are required to include in the Five-Year Financial Plan, objectives and policies regarding each of the following:

- 1) For each of the funding sources described in Section 165(7) of the *Community Charter*, the proportion of total revenue that is proposed to come from that funding source;
- 2) The distribution of property value taxes among the property classes that may be subject to taxes; and
- 3) The use of permissive tax exemptions.

The current financial plan provides for \$19,880,502 to be generated for the 2023 year.

**Revenue Objectives**

- a) The District will review fees and charges regularly to maximize recovery of the cost of service delivery;
- b) The District will actively pursue alternative revenue sources to help minimize property taxes;
- c) The District will consider market rates and charges levied by other public and private organizations for similar services in establishing rates, fees and charges;
- d) The District will establish cost recovery policies for fee-supported services, and these policies will consider whether the benefits received from the service are public and/or private;
- e) The District will establish cost recovery policies for the services provided for other levels of government;
- f) General Revenues will not be dedicated for specific purposes, unless required by law or generally accepted accounting practices (GAAP); and
- g) The District will develop and pursue new and creative partnerships with government, community institutions (schools, churches), and community groups as well as private and non-profit organizations to reduce costs and enhance service to the community.

	2023	Percent of Total
<b>REVENUE</b>		
Property Taxes	\$4,002,102	20.1%
1% Utility Taxes	49,975	0.3%
Federal/Provincial in place of taxes	50,000	0.3%
<b>Taxes</b>	<b>4,102,077</b>	<b>21%</b>
Sale of services	1,262,570	6%
Penalties and Interest earned	109,800	1%
Grants and donations	8,114,415	41%
Deferred revenues recognized (DCC, Other)	1,382,989	7%
Water sale of services	812,965	4%
Sewer sale of services	618,585	3%
Transfers	3,477,101	17%
<b>Total Revenue</b>	<b>19,880,502</b>	<b>100%</b>

### Surplus Funds Objective

The *Community Charter* does not allow municipalities to plan for an operating deficit (i.e. where expenditures exceed revenues). To ensure this situation does not occur, revenue projections are conservative and authorized expenditures will be closely monitored. The combination of conservative revenue projections and controlled expenditures should produce a modest annual operating surplus.

### Debt Objective

- a) One-time capital improvements and unusual equipment purchases;
- b) When the useful life of the capital project will exceed the term of financing;
- c) Major equipment purchases;
- d) The maximum borrowing amount to be limited to what is allowed under the *Community Charter*; and
- e) Reserves are to be considered as a funding source before debt.

### Reserve Funds Objective

- a) Provide sources of funds for future capital expenditures;
- b) Provide a source of funding for areas of expenditure that fluctuate significantly from year to year (equipment replacement, special building maintenance, etc.);
- c) Protect the District from uncontrollable or unexpected increases in expenditures or unforeseen reductions in revenues, or a combination of the two;
- d) Provide for working capital to ensure sufficient cash flow to meet the District's needs throughout the year; and
- e) Staff will facilitate Council's review of the amount of reserve funds available on an annual basis.

**Proportion of Taxes Allocated to Classes Objective**

Council's goal is to ensure that there is a fair and equitable apportionment of taxes to each property class. The apportionment to each class is calculated using the multipliers determined by Council prior to preparing the annual tax rate bylaw. The tax multipliers will be reviewed and set by Council annually.

**Permissive Tax Exemptions Objective**

The District of Ucluelet Council reviews and passes a permissive exemption bylaw to exempt certain properties from property tax in accordance with guidelines set out under Sections 220 and 224 of the *Community Charter*. Although there is no legal obligation, Council may choose to grant exemptions as a method of recognizing organizations within our community which enhance the quality of life for community residents.

The permissive exemptions are evaluated with consideration to minimizing the tax burden to be shifted to the general taxpayer.

**Development Cost Charges Objective**

Development cost charges will be used to help fund capital projects deemed to be required in whole or in part due to development in the community. These charges will be set by a bylaw and reviewed regularly as outlined in the bylaw to ensure that the project estimates remain reasonable and the development costs charged are aligned with the strategic goals of Council.

<b>DISTRICT OF UCLUELET FINANCIAL PLAN 2023-2027 BYLAW NO. 1329 SCHEDULE "A"</b>					
	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
<b>REVENUE</b>					
Property Taxes	\$4,002,102	\$4,322,270	\$4,624,829	\$4,948,567	\$5,294,967
1% Utility Taxes	49,975	50,016	50,016	50,016	50,016
Federal/Provincial in place of taxes	50,000	50,000	50,000	50,000	50,000
<b>Taxes</b>	<b>4,102,077</b>	<b>4,422,286</b>	<b>4,724,845</b>	<b>5,048,583</b>	<b>5,394,983</b>
Sale of services	1,262,570	1,276,610	1,259,925	1,321,386	1,343,338
Penalties and Interest earned	109,800	109,800	109,800	104,800	104,800
Grants and donations	8,114,415	3,128,829	7,793,413	12,335,412	2,588,413
Deferred revenues recognized (DCC, Other)	1,382,989	445,810	-	-	-
Water sale of services	812,965	842,843	876,727	909,355	943,451
Sewer sale of services	618,585	629,853	642,762	656,248	670,236
Transfers	3,477,101	922,315	519,126	1,420,748	441,260
<b>Total Revenue</b>	<b>19,880,502</b>	<b>11,778,346</b>	<b>15,926,598</b>	<b>21,796,532</b>	<b>11,486,481</b>
<b>EXPENSE</b>					
Interest payments	43,026	42,135	72,459	185,128	185,128
Amortization expenses	1,168,995	1,168,995	1,168,995	1,168,995	1,168,995
General Government	1,978,688	2,044,947	2,091,208	2,143,824	2,217,197
Protective services	430,304	476,515	489,950	500,464	510,619
Planning & Development	737,092	810,682	863,697	976,639	1,008,396
Transportation services	1,092,139	1,027,473	1,073,632	1,093,825	1,114,694
Environmental health (Garbage/recycling)	15,000	15,000	15,000	15,000	15,000
Cemetery	16,480	16,663	16,995	17,336	17,683
Recreation and Tourism	1,255,472	1,157,664	1,096,805	1,102,315	1,130,257
Parks	741,007	766,691	788,205	809,481	831,688
Water operations	907,223	869,356	980,950	924,489	935,129
Sewer operations	586,585	612,229	638,611	650,279	661,717
<b>Total Expense</b>	<b>8,972,011</b>	<b>9,008,350</b>	<b>9,296,507</b>	<b>9,587,775</b>	<b>9,796,503</b>
<b>ADD</b>					
Amortization	1,168,995	1,168,995	1,168,995	1,168,995	1,168,995
<b>Total Additions</b>	<b>1,168,995</b>	<b>1,168,995</b>	<b>1,168,995</b>	<b>1,168,995</b>	<b>1,168,995</b>
<b>DEDUCT</b>					
Principal payments debt	503,824	77,734	409,463	440,558	440,558
Transfers to Reserves	1,182,542	590,902	1,007,623	941,195	1,413,415
Acquisitions of tangible capital assets	10,391,120	3,270,355	6,382,000	11,995,999	1,005,000
<b>Total Deductions</b>	<b>12,077,486</b>	<b>3,938,991</b>	<b>7,799,086</b>	<b>13,377,752</b>	<b>2,858,973</b>
<b>Financial Plan Balance: Surplus (Deficit)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$0)</b>

**DISTRICT OF UCLUELET**  
**Bylaw No. 1330, 2023**

A Bylaw for the Levying of Taxation Rates for Municipal, Debt, Regional Library,  
Regional Hospital, and Regional District Purposes for the year 2023

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**WHEREAS** Section 197 of the *Community Charter* requires that a Council must adopt a bylaw to impose rates on all taxable land and improvements for the current year;

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

**Title**

1. This bylaw may be cited for all purposes as "**District of Ucluelet Annual Tax Rates Bylaw No. 1330, 2023**".

**Enactment**

2. The following taxes rates are hereby imposed and levied for the year 2023:
  - I. General Municipal Purposes - For all lawful General Municipal purposes of the municipality on the value of land and improvements taxable for general municipal purposes, rates appearing in Column I of Schedule "A" attached hereto and forming a part of this bylaw.
  - II. Regional District Purposes - For purposes of the Alberni-Clayoquot Regional District on the value of land and improvements taxable for regional district purposes, rates appearing in Column II of Schedule "A" attached hereto and forming a part of this bylaw.
  - III. Regional Hospital District - For Hospital purposes on the value of land and improvements taxable for regional hospital district purposes, rates appearing in Column III of Schedule "A" attached hereto and forming a part of this bylaw.
  - IV. Library - For Library purposes on the value of land and improvements taxable for regional library purposes, rates appearing in Column IV of Schedule "A", attached hereto and forming a part of this bylaw.



**Schedule "A"**  
**"District of Ucluelet Annual Tax Rates Bylaw No. 1330, 2023"**

		<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>
<b>Class</b>	<b>Class Name</b>	<b>General Municipal</b>	<b>Alberni- Clayoquot Regional District</b>	<b>Regional Hospital District</b>	<b>Library</b>
1	Residential	2.242807	0.3734	0.1323	0.0859
2	Utilities	38.46800	1.3069	0.4631	1.5320
3	Supportive Housing	2.242807	0.3734	0.4498	0.0859
4	Major Industry	0.0000	1.2696	0.4498	0.00000
5	Light Industry	11.87619	1.2696	0.3241	0.4548
6	Commercial	8.785271	.9148	0.3969	0.3365
7	Managed Forest Lands	0.0000	1.1202	0.1323	0.00000
8	Recreational	8.735950	0.3734	0.1323	0.3346





## REPORT TO COUNCIL

Council Meeting: April 25, 2023  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** JOHN TOWGOOD, MUNICIPAL PLANNER

**FILE NO:** 3360-20 RZ23-03

**SUBJECT:** ADDITION OF DAYCARE CENTRE USE TO THE CS-2 ZONE AND A CLEANUP OF SECTION 403      **REPORT NO:** 23- 56

**ATTACHMENT(S):**    APPENDIX A – UCLUELET ZONING AMENDMENT BYLAW NO. 1326, 2023

### RECOMMENDATION(S):

**THAT** Council, give first and second reading to *District of Ucluelet Zoning Amendment Bylaw No. 1326, 2023*, and direct staff to give notice for a public hearing.

### DISCUSSION:

The proposed bylaw attached in **Appendix “A”** contemplates two separate amendments to *District of Ucluelet Zoning Bylaw 1160, 2013*:

#### Allow a Secondary suite use to coexist with a Bed and Breakfast (B&B) use

*Ucluelet Zoning Amendment Bylaw No. 1310, 2022*, was adopted on September 6, 2022. One of the goals of this amendment bylaw was to allow a secondary suite to coexist on a property with an ADU or a B&B. Bylaw 1310 replaced Section 404 of the zoning bylaw with a new set of regulatory text that among other things allowed a secondary suite to coexist on a property with an ADU or a B&B.

Planning and Building staff recently noted that Section 403.2 of the zoning bylaw still includes a restrictive clause that prohibits a secondary suite from coexisting with a B&B use:

*“(2) must not be established or operate in a single-family dwelling that is used as a Bed & Breakfast or Guest House.”*

The draft Bylaw No. 1326 would amend the zoning bylaw to reflect the intent of the changes enacted with Bylaw No. 1310 including allowing a secondary suite use to coexist with a B&B use. The following clause would replace the existing clause 403.2 above to remove reference to Bed and Breakfast as follows:

*“(2) Must not be established or operate in a single family dwelling that is being used as a Guest House.”*

#### Allow the Daycare Centre use in the [CS-2 zone](#)

Planning Staff have received a Development Permit application for a multi-use building that would include a *Daycare Centre* use located at 2091 Peninsula Road. It was noted that the *Daycare Centre* use is not

currently an allowable use in the CS-2 Service Commercial zone. Daycare Centre is a permitted use in the CS-1 Village Square Commercial zone, but the use was not previously included in CS-2. Allowing a Daycare Centre use in the entire CS-2 zone would broaden the potential sites for adding much-needed childcare facilities in town. This would be a net benefit to the community and has no anticipated negative outcomes. Building a new daycare centre would still require a Development Permit on any commercial property. The draft zoning amendment Bylaw 1326 includes the following:

- A. *Add the following subsection (p) to section CS-2.1.1(1) in alphanumerical order as follows: “(p) Daycare Centre.”*

#### **POLICY OR LEGISLATIVE IMPACTS:**

These zoning amendments are consistent with the overall objectives of the Official Community Plan.

#### **ANALYSIS OF OPTIONS**

<b>A</b>	Give first and second reading of Bylaw No. 1326, 2023 and direct staff to give notice for a public hearing.	<b><u>Pros</u></b>	<ul style="list-style-type: none"> <li>• Would allow Secondary Suites and B&amp;B’s to coexist where permitted in residential zones.</li> <li>• Would extend Daycare Centre use in the CS-2 zone.</li> </ul>
		<b><u>Cons</u></b>	<ul style="list-style-type: none"> <li>• Unknown at this time.</li> </ul>
		<b><u>Implications</u></b>	<ul style="list-style-type: none"> <li>• Would allow the bylaw to proceed to a public hearing.</li> <li>• Staff time required to arrange public hearing and follow-up report.</li> </ul>
<b>B</b>	Amend the draft zoning bylaw prior to 2 <sup>nd</sup> reading by stating which and how elements or features are to be modified.	<b><u>Pros</u></b>	<ul style="list-style-type: none"> <li>• Modifying the zoning bylaw would ensure Council’s intent for the bylaw is met.</li> </ul>
		<b><u>Cons</u></b>	<ul style="list-style-type: none"> <li>• Unknown at this time.</li> </ul>
		<b><u>Implications</u></b>	<ul style="list-style-type: none"> <li>• Modifying the zoning bylaw would require additional staff time.</li> </ul>
		<b><u>Suggested Motion</u></b>	<b>THAT</b> Council direct staff to modify the draft District of Ucluelet Zoning Amendment Bylaw No. 1326, 2023, to (state desired outcome of amendments).
<b>C</b>	Reject the application.	<b><u>Pros</u></b>	<ul style="list-style-type: none"> <li>• Would maintain zoning bylaw as written.</li> </ul>
		<b><u>Cons</u></b>	<ul style="list-style-type: none"> <li>• Would prohibit Secondary Suites and B&amp;B’s to coexist – which could result in the loss of secondary suites.</li> <li>• Would continue to prohibit Daycare Centre use in the CS-2 zone.</li> </ul>
		<b><u>Implications</u></b>	<ul style="list-style-type: none"> <li>• The proposed daycare at 2091 Peninsula Road could not proceed as presented.</li> </ul>

	<u>Suggested Motion</u>	<i>No motion required.</i>
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**NEXT STEPS:**

If Council gives first and second readings to Zoning Amendment Bylaw No. 1326, 2023, staff will undertake the necessary notification for a public hearing to be held on the bylaw at a date to be determined.

**Respectfully submitted:** John Towgood, Municipal Planner  
Bruce Greig, Director of Community Planning  
Duane Lawrence, CAO



**DISTRICT OF UCLUELET**

**Zoning Amendment Bylaw No. 1326, 2023**

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

(Addition of *Daycare Center* use to the CS-2 zone and a cleanup of Section 403 in regards to B&B use )

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**WHEREAS** the District of Ucluelet Council by Bylaw No. 1160, 2013, adopted the Zoning Bylaw and now deems it appropriate to amend the Zoning Bylaw;

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

**1. Text Amendment:**

Schedule B of the District of Ucluelet Zoning Bylaw No. 1160, 2013, as amended, is hereby further amended by:

- A. adding the following subsection (p) to section CS-2.1.1(1) in alphanumerical order as follows:

"(p) *Daycare Centre.*"

- B. Replacing subsection 403.2 (2) with the following:

"(2) must not be established or operate in a *single family dwelling* that is being used as a *Guest House.*"

**2. Citation:**

This bylaw may be cited as "District of Ucluelet Zoning Amendment Bylaw No. 1326, 2023".

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

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

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

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

**ADOPTED** this    day of    , 2023.

**CERTIFIED A TRUE AND CORRECT COPY** of “District of Ucluelet Zoning Amendment Bylaw No. 1326, 2023.”

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Marilyn McEwan  
Mayor

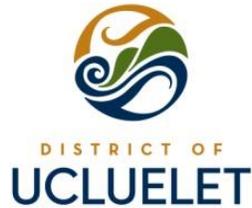
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Duane Lawrence  
Corporate Officer

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

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Duane Lawrence  
Corporate Officer



## REPORT TO COUNCIL

Council Meeting: April 25, 2023

500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** DUANE LAWRENCE, CAO **FILE No:** 0530-10 APPT

**SUBJECT:** FINANCE OFFICER APPOINTMENT **REPORT No:** 23-53

**ATTACHMENT(S):** APPENDIX A – SCHEDULE B TO BYLAW NO. 1315, 2022

### RECOMMENDATION(S):

**THAT** Council rescind the appointment of Donna Monteith as the District of Ucluelet Finance Officer effective May 5, 2023 at 6:00 PM;

**THAT** Council rescind Donna Monteith’s appointment as a District of Ucluelet authorized signatory effective May 5, 2023 at 6:00 PM; and,

**THAT** Council appoint Duane Lawrence as the District of Ucluelet Finance Officer effective May 5, 2023 at 6:00 PM.

### BACKGROUND:

Under Part 5, [S. 146 and 149 of the Community Charter](#) Council must by bylaw establish an officer position which provides financial oversight for the organization. This position is referred to as both the Finance Officer and Director of Finance in District of Ucluelet Officers and Officials Bylaw No. 1315, 2022. With the resignation of Ms. Donna Monteith, effective May 5, 2023 the District will be without a duly appointed Finance Officer.

Staff have initiated the recruitment process for a new Director of Finance which is anticipated to take several months. Upon the successful recruitment of a new Director of Finance staff will return with a recommendation to appoint them as the Finance Officer.

Ms. Monteith was also appointed as a District of Ucluelet authorized signatory.

### ANALYSIS OF OPTIONS

As specified in the Community Charter Council must appoint a Finance Officer. Staff is recommending that the CAO, Duane Lawrence, be appointed as Finance Officer until such time as a new Director of Finance is recruited.

Respectfully submitted: Duane Lawrence, CAO



**Schedule B'**  
**Powers, Duties and Responsibilities – Finance Officer**

Council hereby assigns to the Finance Officer responsibility for financial administration for the District of Ucluelet, including the statutory powers, duties, and functions specified in Section 149 of the *Charter*.

The Director of Finance is hereby delegated the authority to:

1. Municipal Finances

- Receive all money paid to the District;
- Ensure the keeping of all funds and securities of the District;
- Expend and disperse money in the manner authorized by Council;
- Invest revenue funds, until required, in investments as permitted under the *Charter*;
- Ensure that accurate records and full accounts of the financial affairs of the District are prepared, maintained, and kept safe; and
- Compile and supply information on the financial affairs of the District required by the Inspector of Municipalities.

2. Human Resources

- Recommend to the CAO, the appointment, promotion, discipline, and dismissal of employees within the finance department; and
- Supervise all employees within the finance department.

3. General Administration

- Supervise the operation of the finance department for the District;
- Supervise implementation of Council directives and directives of the CAO;
- Act as a contact between the finance department and other departments under the supervision of the CAO;
- Review legal advice and proceedings;
- Supervise the obtaining of insurance as deemed necessary;
- Supervise the provision of or management of insurance matters;
- Prepare and arrange for filing of any documentation necessary under the *Financial Information Act* or otherwise;
- Attend, or ensure an alternate attends meetings of Council and Committees, as required by the CAO or Council;
- Provide advice to the CAO and Council regarding any matter of a financial nature;
- Prepare the five-year financial plan, as required under the Charter;
- Maintain a 20-year tangible capital asset and financial plan; and
- Oversee and ensure the completion of the District's annual financial audit in consultation with the District's Auditors.





## REPORT TO COUNCIL

Council Meeting: April 25th, 2023

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: MONICA WHITNEY-BROWN, PLANNING ASSISTANT

FILE NO: 3070-20 TUP23-04

SUBJECT: TEMPORARY USE PERMIT 23-04 – 250 MAIN STREET

REPORT NO: 23- 57

ATTACHMENT(S): APPENDIX A - APPLICATION  
APPENDIX B - REPORT NO. 18-35, APRIL 24, 2018

### RECOMMENDATION(S):

THAT Council direct Staff to give notice for public input and draft Temporary Use Permit 23-04 to allow a cannabis sales use at 250 Main Street for a period of three years.

### BACKGROUND:

This application for a Temporary Use Permit (TUP) was received in February 2023 for the property located at 250 Main Street (“Ucluelet Lodge”), PID 005455405, Lot 4, Plan VIP10123, District Lot 282, Clayoquot Land District (the “subject property”).

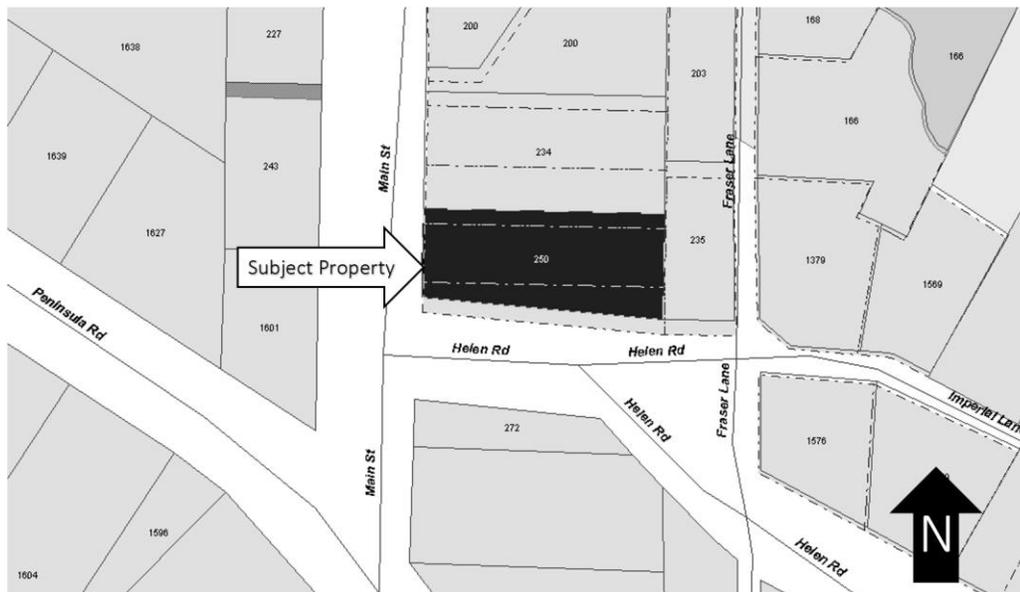


Figure 1- Subject property



Figure 2 - Proposed location of temporary use

The applicant is seeking a Temporary Use Permit to allow a cannabis sales use in a commercial unit in the central, Helen Road-fronting unit of the Ucluelet Lodge building (see **Fig. 2**). The applicant is seeking a permit for up to three-years to allow operation of a licensed, non-medical cannabis retail store.

With the legalization of recreational cannabis use by the federal government in 2018, many municipalities have amended their zoning bylaws to manage the production, distribution and sale of this product. *Ucluelet Zoning Bylaw No. 1160, 2013* provides a definition for *cannabis sales*. Section 303.3(6) prohibits cannabis sales anywhere in the District unless expressly authorized elsewhere in the bylaw. Therefore, any potential applicants wishing to engage in this use on their property must either seek a rezoning or apply for a Temporary Use Permit.

#### History:

In 2018, Council adopted Bylaw No. 1228, which provided definitions for ACMPR (Access to Cannabis for Medical Purposes Regulations), “Cannabis”, “Cannabis Sales”, and “Cannabis Production”, and prohibited both commercial cannabis sales and cannabis production within the municipality. In addition, at the regular Council meeting on April 24<sup>th</sup>, 2018, Council adopted a motion to indicate to future applicants what was to be expected in consideration of rezoning applications for cannabis sales. This criterion included location from other community services, storefront design considerations, and public benefit. The policy is outlined in detail in that report (see **Appendix “B”**).

In 2019, three applications for rezonings to allow cannabis sales were received by the District of Ucluelet. The public hearings associated with these applications were well attended and prompted significant community debate and discussion on the merits and drawbacks of the use. Ultimately,

based on community feedback and Council discussion, Council did not adopt a zoning amendment to allow this use on any site in the District of Ucluelet.

#### DISCUSSION:

##### Application:

The applicant is proposing to open a cannabis sales store in the Ucluelet Lodge building, as part of their current renovation project to transform the former “Official’s” space on the Helen Road frontage into three retail units. The proposed use would be located in a 1200 ft<sup>2</sup> retail unit located at the south end of the building beside the former Zoe’s bakery location (see **Appendix “A”**). The applicants are experienced cannabis retailers, with an active licence in the Port Alberni area in operation since March of 2020. The applicant and their staff are trained and experienced in education and sales to consumers of controlled substances, both alcohol and cannabis. They have provided a statement of intent which outlines their application goals in further detail (see **Appendix “A”**). The applicant is also proposing modest landscaping and streetscape improvements of Fraser Lane adjacent to the rear parking/ loading area of this property.

##### Temporary Use Permit:

Rather than seek a rezoning, the applicant has applied to pursue this use via TUP (see **Appendix “A”**). Given that this use would be new to Ucluelet, a Temporary Use Permit may be advantageous, as it would allow Council to set conditions, seek public input, and wouldn’t commit to the use with the permanence of a rezoning. The three-year TUP term could function as a trial period for this use, with Council able to consider renewing the TUP, not renewing it, or supporting a rezoning for the use in the future - based on how the three-year TUP term has gone. If Council supports this TUP moving forward, Staff will draft a permit and conditions based on Council discussion and give public notice as required, for consideration by Council at a future date.

##### Current Context:

Since the community discussion surrounding this use and rezoning proposals in 2018 and 2019, the landscape of cannabis sales throughout British Columbia has changed. Cannabis retail stores are now common in many downtown retail locations throughout BC and Island communities, including in Tofino and Port Alberni. The factors and considerations which were top of mind for municipalities at the advent of legalization may have changed and evolved as the use has become more commonplace within the retail fabric of most communities.

As a starting point, Council may wish to look to the initial policy recommendations which accompanied Bylaw No. 1228, 2018 (see **Appendix “B”**). This policy can provide some initial guidance on previous Council and community discussion, noting that criteria developed at that time may not be entirely relevant to the current cannabis sales market. Council may wish therefore to bring additional or alternative considerations to this discussion. The application before Council is also for a Temporary Use Permit, rather than a rezoning.

In recognition of previous robust community and Council discussion regarding cannabis sales in the District, staff have brought forward this application in advance of giving public notice, to give

Council an opportunity to discuss the application and direct staff on next steps. If Council directs, staff will give notice per requirements of the *Local Government Act* for a Temporary Use Permit, and allow community input on the proposed permit.

#### ANALYSIS OF OPTIONS:

<b>A</b>	Direct Staff to draft a Temporary Use Permit and give notice for public input	<u>Pros</u>	<ul style="list-style-type: none"> <li>• Would allow public input on the proposed cannabis sales use</li> <li>• Would allow the applicant to diversify their business</li> <li>• Would potentially introduce this use in a temporary way, to be reconsidered in a three-year term</li> </ul>
		<u>Cons</u>	<ul style="list-style-type: none"> <li>• Potentially divisive issue in the community</li> </ul>
		<u>Implications</u>	<ul style="list-style-type: none"> <li>• Staff time required to complete public notice and follow-up reports</li> </ul>
<b>B</b>	Direct Staff to prepare a report for Council with additional information	<u>Pros</u>	<ul style="list-style-type: none"> <li>• Could provide additional information which Council deems necessary to make a decision</li> </ul>
		<u>Cons</u>	<ul style="list-style-type: none"> <li>• Would delay the Temporary Use Permit process</li> </ul>
		<u>Implications</u>	<ul style="list-style-type: none"> <li>• Staff time would be required to conduct research and prepare a report</li> <li>• Council should identify priorities for Staff time to determine how to complete this request</li> </ul>
		<u>Suggested Motion</u>	THAT Council direct staff to conduct research and prepare a report to Council to [state desired outcome of research and report].
<b>C</b>	Reject the application	<u>Pros</u>	<ul style="list-style-type: none"> <li>• Would maintain current commercial uses and approach to cannabis sales in the District of Ucluelet</li> </ul>
		<u>Cons</u>	<ul style="list-style-type: none"> <li>• Would not result in a new commercial use in the District of Ucluelet</li> <li>• Would not introduce cannabis sales on a temporary basis</li> <li>• Would not result in opportunity for public input on this topic</li> </ul>
		<u>Implications</u>	<ul style="list-style-type: none"> <li>• The application would not proceed as presented</li> </ul>
		<u>Suggested Motion</u>	No motion is required.

#### POLICY OR LEGISLATIVE IMPACTS:

The application is consistent with the *Official Community Plan* and *Local Government Act*.

#### NEXT STEPS:

If Council directs, staff will draft Temporary Use Permit 23-04 and undertake the necessary notification for a public hearing to be held at a date to be determined.

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

# Development Application

## Type of Application

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

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

## Description of Property

Civic Address (es): 250 Main St  
Legal Description: Lot 5 Plan 282 Block \_\_\_\_\_ Section \_\_\_\_\_ DL 10123

## 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: Andrew Hanson Company name: 0916294 BC LTD  
Mailing address: [REDACTED] Postal Code: V0R3A0  
Tel : \_\_\_\_\_ Cell : [REDACTED]  
Email : \_\_\_\_\_ Fax : \_\_\_\_\_

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

Applicant Signature: [Signature] Date: Feb,13,2023

## Registered Owner(s)

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

Registered Owner (s) name: 0916294 BC LTD  
Mailing address: [REDACTED] Postal Code: V0R3A0  
Tel : \_\_\_\_\_ Cell : [REDACTED]  
Email : [REDACTED] Fax : \_\_\_\_\_

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

Owner Signature: [Signature] Date: Feb,13,2023

## Office Use Only:

Folio No.:	File No.:	Date:	Receipt No.:	Fee:
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██████████  
Ucluelet  
BC  
VOR 3A0

January 9, 2023

Dear Mayor and Council

Congratulations on your new positions as Ucluelet Council.

Since legalization in October 2018, our province has opened 36 government operated cannabis stores and over 400 private stores. These past four years have given us the opportunity to observe the benefits of the legalization of cannabis – these include the ability to educate consumers and to supply quality-controlled, contaminant free products, plus new employment, tax revenue and lessening of organised crime. Legalisation has also created better barriers to youth access through government and in store education. These legal stores have a responsibility to keep cannabis product away from youth. The federal government released a 2021 survey showing that, since legalisation, the use of cannabis among youth has not increased with legal accessibility. The survey also highlights that when given the option, consumers now prefer to shop legally when buying cannabis. The National Institute of Medicine has also published a paper on the use of cannabis in young people showing that usage has not increased.

Links to these two surveys are provided below.

Canada Cannabis survey summary 2021

<https://www.canada.ca/en/health-canada/services/drugs-medication/cannabis/research-data/canadian-cannabis-survey-2021-summary.html>



National Institute of Medicine – Youth cannabis use and legalization in Canada- Reconsidering fears, Myths and Facts three years in. <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC8315217/>



We opened a cannabis store in the Port Alberni area in March 2020. In the store all our staff are trained in the BC Selling It Right program, with senior staff members having completed their Level 2 Cannabis Sommelier courses. These courses give them more tools to educate customers. In addition to that, the store uses our policies and procedures which have been developed over 20 plus years of liquor sales. Our team continuously share this knowledge with old and new cannabis customers. We have had positive feed back from the local community on our products, pricing, and customer guidance. Our goal is always customer satisfaction and protection of youth.

We would like to bring our experience and expertise to Ucluelet by requesting a 3-year Temporary Use Permit for a legal, non-medical cannabis store, located at 250 Main St, Unit 6, Ucluelet. We would ask that if, after 3 years, the TUP is removed, we would be granted an additional term to relocate or wind up the business.

We feel a TUP will give the council and community a chance, over 3 years, to decide if they are ready and comfortable with allowing legal cannabis sales in Ucluelet. And if we are the right team for the job.

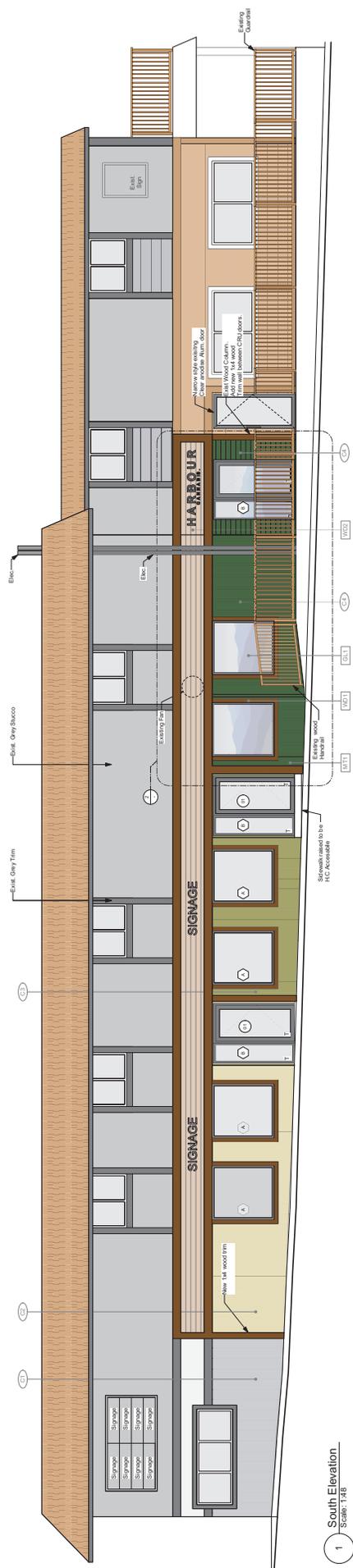
The proposed Ucluelet location is currently being renovated from a pub to retail spaces. The space that was once the Ucluelet Lodge is being given a facelift and transformed into 3 units. They will range in size from 1000ft to 1400ft and we are proposing 1200 ft for the cannabis store - in the unit that is closest to the south end of the building - beside Zoe's Bakery (see attached renderings). We understand that there will be some concern around public usage. A study by New Frontier Data reported that nearly 80% of cannabis usage occurs at home. As retailers of alcohol and cannabis products, we support the provincial and local by laws for public use in zoned areas only. Our stores provide this information both verbally and through signage to customers.

As a local business owner, we are pleased to be able provide staff housing opportunities for our own staff and 5 other local businesses and we also offer competitive wages with benefits. We are a community minded company and have also provided storage free of cost for many years to the Ucluelet Aquarium, PRAS and Pacific Rim Whalefest. We donate \$1200 annually to the Pacific Rim Arts Society, along with supporting the Fire Department annual ball, the Edge to Edge Marathon and Ukee Days. The community uses our vacant lot for much needed downtown parking. We are also proud that during the initial wave of COVID-19, we reduced rents for all our small business tenants to support them during the uncertain time, before the government stepped in. Looking forward, we plan to financially support the revitalization of the downtown core.

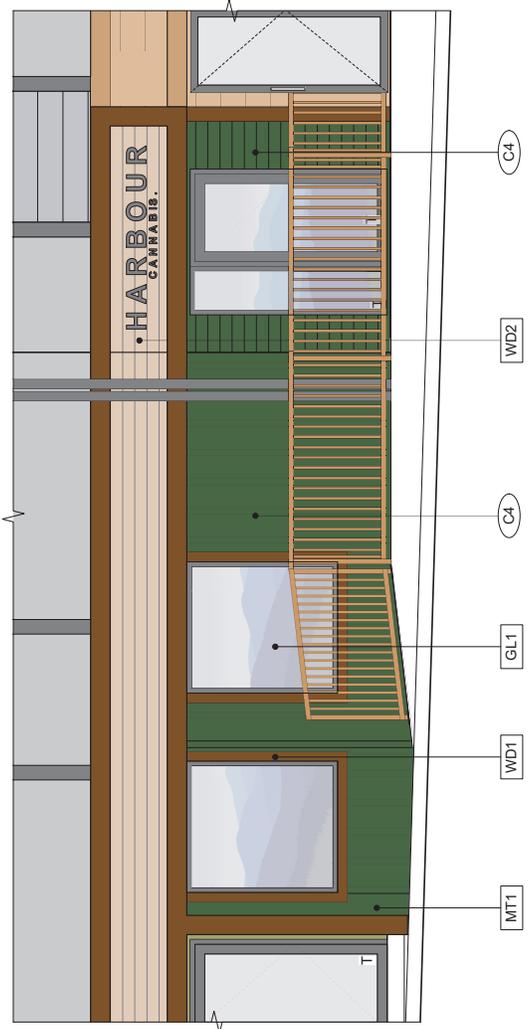
We would like to thank the council for its consideration of this TUP. We feel that British Columbia is moving forward with a legal form of cannabis access and now could be the time for Ucluelet to be included in these changes through a temporary use permit.

Sincerely

Andrew Hanson  
Harbour Cannabis



1 South Elevation  
Scale: 1/48



2 South Elevation - CRU 103 Harbour Cannabis  
Scale: 1/24

**Elevation Notes:**

- 1) Each new CRU to have unique painted wood finish color.
- 2) Dark anodize alum. windows/doors.
- 3) Wood trim painted to match cedar color

**Material Legend**

- Cedar & Shaker Vertical Wood Cladding
- Light Wood Cladding
- Dark Wood Cladding
- Grey Stucco
- Dark Green
- Light Wood Trim
- Dark Wood Trim
- Clear Glass
- Wood Horizontal Slats
- Clear Glass With Cedar Trim

**Color Legend**

- C1 - Grey (Stucco)
- C2 - Light Wood Cladding (New)
- C3 - Dark Wood Cladding (New)
- C4 - Dark Wood Cladding (New)

PROJECT CLIENT	RAYMOND DE BEELD ARCHITECT INC.
DATE	2022-06-23
SCALE	1/4" = 1'-0"
SHEET NO.	2110
DATE	2022-06-23
PROJECT	2110 250 Main St_07_ajzz.vsw

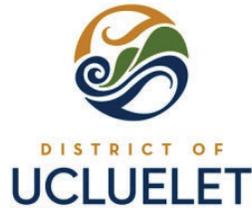
Do not scale drawings. Contractor shall verify all dimensions of the work and report any discrepancies to the architect immediately. This drawing is not to be used for construction without the architect's approval. As an instrument of service, the drawing is reproduced without permission. The drawing is not to be used otherwise without the permission of the architect.

REVISION NOTES	NO.	DATE	BY

SHEET TITLE  
Proposed South Elevation

**CRU's Renovation - Base Building**  
250 Main St, Ucluelet, BC V0R 3A0  
PID 003152936, Lot 1, Plan V1P3798, District Lot 282, Clayoquot Land District

**RdIB** Raymond de Beeld ARCHITECT INC.  
758 Terminal Avenue North, Nanaimo, BC V9S 4K1  
250.734.4700 - info@rdibarchitect.ca - rdibarchitect.ca



## STAFF REPORT TO COUNCIL

Council Meeting: April 24<sup>th</sup>, 2018  
500 Matterson Drive, Ucluelet, BC V0R 3A0

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

**REF NO:** RZ18-01 **FILE NO:** 3360-20

**REPORT NO:** 18-35

**SUBJECT:** ZONING BYLAW AMENDMENTS TO CLARIFY THE DEFINITION OF CANNABIS SALES AND PRODUCTION;

### RECOMMENDATION:

1. **THAT** Council, with regard to the proposed zoning amendment to further define cannabis sales and cannabis production, and to clarify that these uses are not currently permitted in any zone within the municipality:
  - a. give first and second reading to District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1228, 2018;
  - b. advance the bylaw to a public hearing;
2. **and further, THAT** Council indicate to the community and any future applicants that the following can be expected in the future consideration of rezoning applications for cannabis sales:
  - a. any cannabis sales rezoning applications will be brought to Council no earlier than 90 days following the adoption of federal Bill C-45 and provincial legislation for the legal distribution and regulation of cannabis sales in BC, whichever is later;
  - b. Council will consider the merits of any rezoning applications for cannabis sales in the context of federal and provincial regulations, community input at a joint public hearing, and the following preliminary criteria:
    - i. on commercial property located at least 300m from school grounds, public playgrounds, licensed daycare facilities, the Ucluelet Community Centre, Ucluelet Aquarium and Municipal Hall, and at least 150m from Tugwell Sports Fields;
    - ii. low-key storefront design and signage befitting the form and character of the Ucluelet streetscape and surrounding commercial properties;
    - iii. all other aspects normally considered with a commercial rezoning application (access, location and amount of parking, landscaping, etc.);
    - iv. any components of the proposal which may help to mitigate impacts of the new use or provide a degree of public amenity to present a net public benefit to the community; and,
  - c. after hearing public input, Council may deny all applications or approve one or more applications up to a maximum of two cannabis sales retail locations in Ucluelet at this point in time.

**PURPOSE:**

In anticipation of upcoming new federal and provincial legislation and regulations, this report is intended to give Council information on a zoning amendment to further clarify the zoning regulations for cannabis sales and production. The bylaw amendment would define “cannabis sales” as a distinct use from “retail” and clarify that cannabis sales is not a permitted use in any zone which currently exists in Ucluelet. This report also suggests criteria for Council to consider with any future site-specific rezoning application which may seek to allow cannabis sales as a permitted use on a property, once the federal and provincial legislation has been adopted.

**BACKGROUND:**

The Government of Canada has introduced legislation to legalize the recreational use of cannabis. Bill C-45, the *Cannabis Act*, which will regulate and restrict the production, distribution, sale, and use of this product, has completed Second Reading in the Senate (March 22<sup>nd</sup>, 2018) and is expected to pass into law sometime in the fall of 2018. The progress of Bill C-45 can be followed at:

<http://www.parl.ca/LegisInfo/BillDetails.aspx?billId=8886269>

This Federal legislation creates significant responsibilities for all levels of government. Provincial and Territorial governments have begun to make new policy decisions in response to the Federal legislation, and most have done so with some form of public and/or stakeholder consultation. The frameworks implemented by the Provincial and Territorial Governments provide a more detailed context for local governments to make decisions about the infrastructure, local regulations and enforcement needed to support these policy changes. On February 5, 2018 the BC Provincial Government announced decisions on public consumption, retail sales model, and personal cultivation. This has outlined in more detail the context within which BC municipalities will need to operate. More information on the provincial regulatory framework can be found at:

<https://www2.gov.bc.ca/gov/content/safety/public-safety/cannabis>

**DISCUSSION:**

The District of Ucluelet, like all local governments, must determine what changes are needed to ensure an effective response to the proposed new cannabis legalization. In managing this major legal and social change, municipalities are guided by the specific objectives of Bill C-45, which include:

- preventing youth from accessing cannabis;
- providing for controlled access to cannabis by adults; and
- providing for responsible regulation and oversight.

The District of Ucluelet is seeking to develop a balanced, appropriate, and evidence-based response to cannabis legalization and its many implications. Local governments need to balance public safety concerns associated with cannabis legalization with a recognition that the possession and consumption of cannabis will become legal in Canada with the adoption of Bill C-45.

The first step in preparing for the adoption of Bill C-45 is to further define and improve our legal framework within the Zoning Bylaw for the production and sale of cannabis. The two areas of focus in the proposed bylaw are the definitions of Cannabis Production and Cannabis Sales:

Cannabis Production

Currently the production of cannabis is restricted under the District of Ucluelet Zoning Bylaw 1160, 2013 (the “Zoning Bylaw”):

*303.3 Without limiting the generality of Subsection 303.1, the following uses are prohibited in all Zones:*

*(6) medical and other federally licensed marihuana production facilities, including parts thereof licensed under the federal Medical Marihuana for Medical Purposes Regulation;*

Staff are proposing to delete S.303.3 (6) and replace it with the following:

*“(6) Cannabis Production or Cannabis Sales, except as expressly permitted elsewhere in this Bylaw.”*

The proposed modification of this section clarifies that there is a difference between production and sales, and anticipates future applications for legal production under the Access to Cannabis for Medical Purposes Regulations (ACMPR) or retail operations under the Cannabis Act and provincial regulations. Staff are also proposing to add the following definition to the zoning bylaw regarding cannabis production:

“Cannabis Production” means the use of any land, building or structure for the growing, production, processing, destruction, storage or distribution of Cannabis, including by one or more persons under one or more registrations under Part 2 of the ACMPR, but does not include:

- a) Cannabis Sales; or
- b) Non-commercial activities by a registrant or designated person under Part 2 of the ACMPR.

The addition of this definition is a clarification of the Cannabis Production use. Any future application for a cannabis production facility would still need a zoning amendment to allow that use but the use will have been clearly defined.

Cannabis Sales

In preparation of the expected fall 2018 adoption of Bill C-45, Staff in consultation with the municipal solicitors have proposed the following additions to Section 103.1(Definitions) of the zoning bylaw:

Cultivation for personal use:

Note the proposed bylaw amendments would leave the Zoning Bylaw silent on the cultivation of cannabis for personal use. The federal regulations are drafted to allow the cultivation of up to 4 plants in a dwelling (defined to include the property on which a dwelling is located). Once legalized by federal law, growing up to 4 pot plants on your property would, as a land use, be considered a permitted accessory use to a residence (no different than growing carrots or begonias).

Municipalities may have authority to restrict the location of personal cultivation on grounds of mitigating nuisance or health concerns. This area of regulation is expected to have a high degree of public interest and, if enacted, could generate a large volume of bylaw complaints.

Staff recommend that the District await the adoption of federal and provincial legislation and regulations - and then monitor this activity. If complaints or concerns arise from the personal cultivation of cannabis, Council could consider at a future date whether there is a need for municipal regulation, the details of such regulations and a practical enforcement mechanism.

“Cannabis” means any part of the cannabis plant, and includes its preparations and derivatives and any substance that is identical to any phytocannabinoid produced by, or found in, such a plant, but does not include: a non-viable seed of a cannabis plant; a mature stalk of a cannabis plant, without any leaf, flower, seed, or branch, and fiber derived from such stalks; and the roots or any part of the root of a cannabis plant.

“Cannabis Sales” means the retail or wholesale sale of cannabis, and includes an operation which provides referrals or facilitates access to cannabis not physically sold on the premises, but does not include:

- a) sales of cannabis by a British Columbia Registered Pharmacist in a British Columbia regulated Pharmacy; or
- b) authorized distribution by a Licenced Producer under Part 1 of the ACMPR by means other than retail sale.

The addition of these definitions clarifies cannabis and cannabis sales and allows Council the opportunity to review future applications with improved clarity in regard to location, regulatory measures and bylaw enforcement.

### Smoking Regulations

The Ucluelet Smoking Control Bylaw No. 1187, 2016, already bans the smoking or vaping of tobacco, “weed” or other substances in parks, playgrounds, beaches, trails or other public places, within 8m of a building opening or customer service area, or in restaurants. The bylaw enacts a \$50 fine for non-compliance. Bylaw No. 1187 would still fully apply to the smoking of cannabis in public places after Bill C-45 is enacted, and does not need to be amended at this time.

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

Setting up the specific policy and regulatory measures will be part of any future rezoning application and be part of the normal duties of the Planning department. Staff anticipate that any future cannabis rezoning applications could generate significant public interest and may warrant one or more public information meetings or town hall-type meetings in addition to a formal public hearing or hearings on the bylaws.

### **FINANCIAL IMPACTS AND FUTURE WORK:**

The District of Ucluelet has accrued minor legal costs in preparing a response to Bill C-45. A portion of the costs of Staff time involved in preparing the policy and regulatory measures needed for future rezonings will be recouped through the respective application fees. The financial impacts to the District of Ucluelet as a result of the approval of a zoning amendment to define cannabis retail or production will also be reviewed through the respective zoning amendment application process.

If and when the District receives a rezoning application for allowing cannabis sales, a concurrent review of the Business Licence Bylaw would be warranted to insert the new business category and licence fees.

**POLICY OR LEGISLATIVE IMPACT:**

The proposed bylaw is the immediate required response to the possible adoption of Bill C-45. Staff will be able to provide additional direction on specific strategies around Cannabis sales and production after the federal and provincial framework is in place, and within the context of legal rezoning applications.

**SUMMARY:**

The zoning bylaw amendment proposed in this report is the first step in the District of Ucluelet's response to the possible adoption of Bill C-45 in the fall of 2018. When Bill C-45 is adopted and clear policy framework for the regulating and licensing of non-medical cannabis is available, the District of Ucluelet could then accept rezoning applications for those respective uses. Staff would create the appropriate site-specific zoning amendments and regulatory measures for Council to review at that time.

The draft Bylaw No. 1228 would clarify the definition of cannabis sales and position the community to consider any future applications seeking approval to open a retail cannabis store in Ucluelet. Any such application would need a site-specific zoning amendment. To achieve that a zoning amendment bylaw would need to be adopted by Council; that process would involve a public hearing on the specific proposal or proposals being considered.

The regulatory direction announced (but not yet adopted) by the provincial government indicates that Council will have full control over whether and how many cannabis retail sales licences are issued in the municipality. The rezoning of a property to allow cannabis sales would be a first step for a potential cannabis retailer to seek community support for their application and proposed location.

Staff recommend that Council consider adopting a motion signaling to the community and any future applicants some ground rules and preliminary criteria for what can be expected in the future consideration of rezoning applications for cannabis sales. By indicating this list of criteria and process, Council would clarify community expectations for those business and/or property owners considering applying for a zoning amendment. Staff expect significant community interest in the details of where, what and how many cannabis sales proposals are submitted. By bringing the first wave of applications forward together – after the federal and provincial legal framework is clear – the community could see the details before providing its input and Council would be able to make a fully informed decision on the merits of each application.

Municipalities have discretion over whether to permit any retail cannabis sales within their boundaries, or alternatively to allow any number of such businesses. Staff recommend that if there is support from the community for future rezoning applications Council consider approving up to two sites. Staff would advise against approving a single site (thereby setting up a monopoly in town), and suggest that for a community of this size more than two are probably not warranted.

**OPTIONS:**

1. **THAT** Council, with regard to the proposed zoning amendment to further define cannabis sales and cannabis production, and to clarify that these uses are not currently permitted in any zone within the municipality:
  - a. give first and second reading to District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1228, 2018;
  - b. advance the bylaw to a public hearing;

**(Recommended)**

2. **and further, THAT** Council indicate to the community and any future applicants that the following can be expected in the future consideration of rezoning applications for cannabis sales:
  - a. any cannabis sales rezoning applications will be brought to Council no earlier than 90 days following the adoption of federal Bill C-45 and provincial legislation for the legal distribution and regulation of cannabis sales in BC, whichever is later;
  - b. Council will consider the merits of any rezoning applications for cannabis sales in the context of federal and provincial regulations, community input at a joint public hearing, and the following preliminary criteria:
    - i. on commercial property located at least 300m from school grounds, public playgrounds, licensed daycare facilities, the Ucluelet Community Centre, Ucluelet Aquarium and Municipal Hall, and at least 150m from Tugwell Sports Fields;
    - ii. low-key storefront design and signage befitting the form and character of the Ucluelet streetscape and surrounding commercial properties;
    - iii. all other aspects normally considered with a commercial rezoning application (access, location and amount of parking, landscaping, etc.);
    - iv. any components of the proposal which may help to mitigate impacts of the new use or provide a degree of public amenity to present a net public benefit to the community; and,
  - c. after hearing public input, Council may deny all applications or approve one or more applications up to a maximum of two cannabis sales retail locations in Ucluelet at this point in time.

**(Recommended)**

3. That Council defer the readings and advancement of Bylaw No. 1228, 2018 to seek further information from Staff.

**Respectfully submitted:** Bruce Greig, Manager of Planning  
 John Towgood, Planner  
 Mark Boysen, Chief Administrative Officer

**DISTRICT OF UCLUELET****Bylaw No. 1228, 2018**

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

**WHEREAS** the District of Ucluelet Council proposes to amend the definitions within the District of Ucluelet Zoning Bylaw No. 1160, 2013 to clarify the definition of cannabis sales and production;

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

District of Ucluelet Zoning Bylaw No. 1160, 2013 as amended is hereby further amended as follows:

1. By adding the following definition to Section 103.1, immediately following the definition of “Accessory Retail Sales and Administration Office”:

“**ACMPR**” means the Access to Cannabis for Medical Purposes Regulations, SOR/2016-230 under the *Controlled Drugs and Substances Act*, S.C. 1996, c. 19, or successor legislation.

2. By adding the following definitions to Section 103.1, immediately following the definition of “Camping Space”:

“**Cannabis**” means any part of the cannabis plant, and includes its preparations and derivatives and any substance that is identical to any phytocannabinoid produced by, or found in, such a plant, but does not include: a non-viable seed of a cannabis plant; a mature stalk of a cannabis plant, without any leaf, flower, seed, or branch, and fiber derived from such stalks; and the roots or any part of the root of a cannabis plant.

“**Cannabis Sales**” means the retail or wholesale sale of *cannabis*, and includes an operation which provides referrals or facilitates access to *cannabis* not physically sold on the premises, but does not include:

- a) sales of *cannabis* by a British Columbia Registered Pharmacist in a British Columbia regulated Pharmacy; or
- b) authorized distribution by a Licenced Producer under Part 1 of the ACMPR by means other than retail sale.

“**Cannabis Production**” means the use of any land, building or structure for the growing, production, processing, destruction, storage or distribution of Cannabis, including by one or more persons under one or more registrations under Part 2 of the ACMPR, but does not include:

- a) *Cannabis Sales*; or
- b) Non-commercial activities by a registrant or designated person under Part 2 of the ACMPR.

- 3. By deleting the current Section 303.3(6) and replacing with the following:  
“(6) *Cannabis Production or Cannabis Sales*, except as expressly permitted elsewhere in this Bylaw.”
- 4. This bylaw may be cited as “District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1228, 2018”.

**READ A FIRST TIME** this     day of     , 2018.

**READ A SECOND TIME** this     day of     , 2018.

**PUBLIC HEARING** held this     day of     , 2018.

**READ A THIRD TIME** this     day of     , 2018.

**ADOPTED** this     day of     , 2018.

**CERTIFIED A TRUE AND CORRECT COPY** of “District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1228, 2018.”

---

Mayor  
Dianne St. Jacques

---

Chief Administrative Officer  
Mark Boysen

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

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Chief Administrative Officer  
Mark Boysen



## REPORT TO COUNCIL

Council Meeting: April 25, 2023  
500 Matterson Drive, Ucluelet, BC V0R 3A0

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<b>FROM:</b>	BRUCE GREIG, DIRECTOR OF COMMUNITY PLANNING	<b>FILE NO:</b> 3070-TUP23-08
<b>SUBJECT:</b>	TEMPORARY USE PERMIT 1341 EBER ROAD – NEPTUNE ICE	<b>REPORT NO:</b> 23-58
<b>ATTACHMENT(S):</b>	APPENDIX A – TEMPORARY USE PERMIT 23-08 APPENDIX B - BACKGROUND ON NEPTUNE ICE	

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### RECOMMENDATION:

**THAT** Council direct staff to give notice of its intent to consider issuance of Temporary Use Permit 23-08 to allow fish processing and sales in a proposed new 84m<sup>2</sup> building on the Neptune Ice wharf at 1341 Eber Road for a period of three years, while a broader update to the marine industrial zones in Ucluelet proceeds.

### BACKGROUND:

#### A. Marine business uses:

Ucluelet has one of the strongest concentrations of marine industrial businesses on the BC coast, supporting a diverse fishing and marine industry. However most existing marine industrial businesses in Ucluelet are located on land that is zoned for other uses. A blanket rezoning in 1999 placed most marine businesses into a lawfully non-conforming status by applying zoning for other uses. The 2022 Official Community Plan (OCP) bylaw recognizes this disconnect, and designates these properties as Marine Industrial on the Schedule A Long-Range Land Use Plan. Adoption of the OCP bylaw does not, in itself, change the zoning designation and permitted uses on these properties; a zoning bylaw amendment would be necessary to align the existing uses with the zoning regulations. The OCP includes the following policies:

*“2.104 Recognize the contribution marine services industries make to the local economy and ensure existing marine service businesses are zoned appropriately.*

*3.96 Support the long-term presence of the ice plants and marine services industries located on Eber Road. Recognizing the surrounding residential neighbourhood context, continue to mitigate conflicts in this area.”*

Staff have begun research into the existing marine industrial properties in town, their current uses, zoning and options for more appropriate zoning designations. A report with draft options for zoning amendments to clean up the zoning of marine industrial properties will be brought to Council in the near future. Staff

will recommend that communication and feedback from property owners, business owners and neighbours should be initiated early in the process.

B. Lawfully non-confirming status:

A business that was initiated and operating lawfully before zoning bylaw changes were enacted is not restricted in continuing its activities under Section 528 of the *Local Government Act*. A lawfully non-confirming use is restricted, however, from expanding or making structural alterations or additions. This status can severely restrict an existing business operation.

C. Neptune Ice:

Neptune ice has been operating on the upland property and within a foreshore lease at 1341 Eber Road since 1977. The adoption of Ucluelet Zoning Bylaw No. 800 in 1999 designated the Neptune Ice property as R-1 Single-Family Residential. Other marine industrial service businesses were similarly rezoned at the time.

A description of the Neptune Ice operation and history is found in **Appendix “B”**.

The owner of Neptune Ice is planning to construct a new 30' x 30' (84m<sup>2</sup>) building to enable the diversification of their current operation. The plan is to provide “dock to table” fish processing and local sales – to locals, visitors, markets and restaurants – from their location at 1341 Eber Road (see **Figure 1**). Plans for the steel building are attached in **Appendix “B”**. Staff are unable to issue a building permit for the new fish processing and sales building under the current R-1 zoning designation.

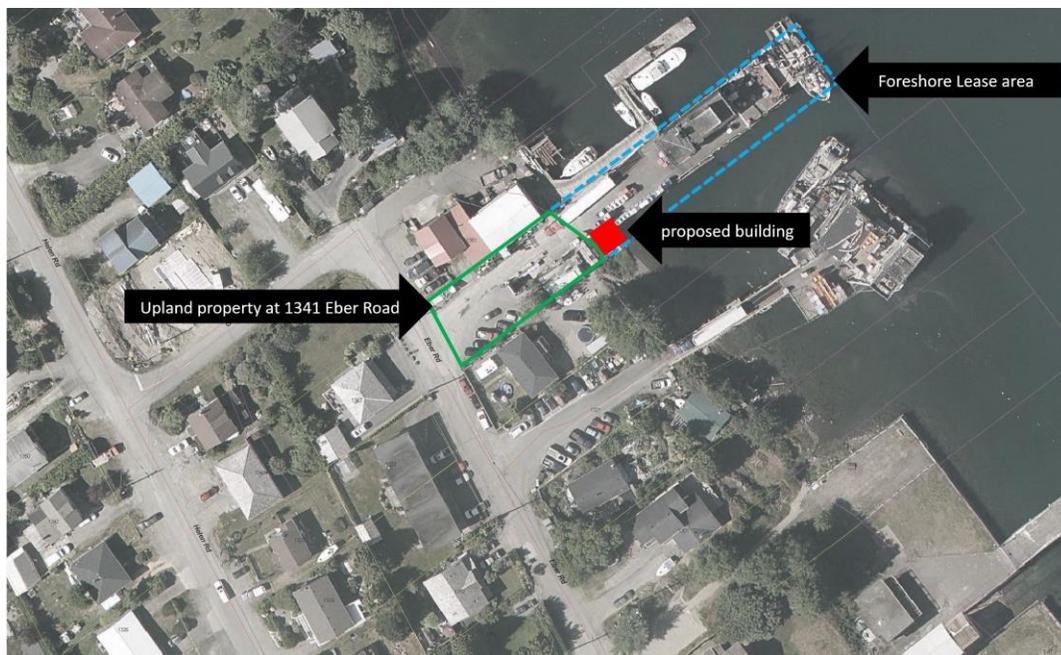


Figure 1 – Site Context

**DISCUSSION:**

A broad look at the current and future marine industrial uses is overdue, and has begun. Amending the zoning bylaw to recognize existing business operations - and to allow for diversification and expansion of the marine sector in Ucluelet - is fully supported by staff and the adopted policies in the OCP. To clean up the zoning of the various properties that are home to marine industries could involve amending half a dozen zoning designations.

Staff have been in contact with some of the marine business owners, who so far are fully supportive of this effort, but have not yet been in contact with all property and business owners to make them aware of the current situation and potential changes. It is best not to rush that process of consultation.

In the meantime, the request from Neptune Ice to construct a new building to expand their business is fully supported. The “dock to table” concept is consistent with District policies supporting both business diversification and local food security. Staff recommend that Council consider issuing a Temporary Use Permit, to enable a building permit to be issued. Neptune Ice could then proceed while we continue to work on a long-term solution to cleaning up the zoning bylaw.

A draft Temporary Use Permit is attached as **Appendix “A”**.

**ANALYSIS OF OPTIONS:**

<b>A</b>	Give notice of intent to consider authorizing the issuance of Temporary Use Permit 23-08	<b><u>Pros</u></b>	<ul style="list-style-type: none"> <li>• Allows for public comment</li> <li>• Would enable Neptune Ice to proceed with expanding and diversifying their business operation</li> <li>• Would support local food security</li> <li>• Would provide a new visitor experience of the Ucluelet marine industry</li> </ul>
		<b><u>Cons</u></b>	<ul style="list-style-type: none"> <li>• None</li> </ul>
		<b><u>Implications</u></b>	<ul style="list-style-type: none"> <li>• Staff would give notice to seek public input before Council considers issuing the TUP</li> </ul>
<b>B</b>	Defer the issuance of a TUP for Neptune Ice, until the review and update of marine industrial zones is complete	<b><u>Pros</u></b>	<ul style="list-style-type: none"> <li>• Addresses all of the marine industrial zone as at the same time.</li> </ul>
		<b><u>Cons</u></b>	<ul style="list-style-type: none"> <li>• Would delay the expansion and diversification of a local business</li> </ul>
		<b><u>Implications</u></b>	<ul style="list-style-type: none"> <li>• Staff would focus efforts on bringing forward bylaw amendments to clean up the marine industrial zoning.</li> <li>• Other projects would be reprioritized.</li> </ul>
		<b><u>Suggested Motion</u></b>	<b>THAT</b> Council direct staff to prioritize updating the marine industrial zoning of existing Ucluelet businesses, and update the strategic priorities chart to reflect this work.

**POLICY OR LEGISLATIVE IMPACTS:**

Updating the zoning of properties where marine businesses operate would be consistent with the Official Community Plan bylaw.

**NEXT STEPS:**

If so directed, staff would prepare and give notice to enable public input on Temporary Use Permit 23-08. Subject to public comment, Council could then issue the TUP and Neptune Ice could then proceed with their building permit application. Review of access, services, etc., would all be completed as part of the normal building permit process.

**Respectfully submitted:**                      BRUCE GREIG, DIRECTOR OF COMMUNITY PLANNING  
DUANE LAWRENCE, CAO

# TEMPORARY USE PERMIT TUP23-08

## General Terms

1. This Temporary Use Permit is issued to:

**Neptune Ice Ltd.  
1341 Eber Road  
Ucluelet BC V0R 3A0**

(the "Permittee")

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

**Lot 19, Block 1, Section 21, Clayoquot Land District, Plan VIP9200; and,  
District Lot 808, Clayoquot District  
(1341 Eber Road)**

(the "Lands").

2. This Temporary Use Permit is issued pursuant to section 492 to 497 of the *Local Government Act*.
3. This Temporary Use Permit is issued subject to compliance with all applicable District of Ucluelet Bylaws.
4. This Temporary Use Permit authorizes the following uses on the Lands:  
***Fish processing, retail and wholesale seafood sales within one new 84m<sup>2</sup> (30 ft. x 30 ft.) fish processing and sales building to be located on the existing Neptune Ice wharf at 1341 Eber Road.***
5. This permit does not relieve an owner or occupier from obtaining any other approvals required by any other jurisdiction, or from meeting any other applicable regulations.
6. The permit holder, as a condition of issuance of this Permit, agrees to comply with the requirements and conditions of **Schedules 1-3**, which are attached hereto and form part of this permit.
7. The land described herein shall be developed strictly in accordance with the terms and conditions and provisions of this Permit.
8. Notice shall be filed in the Land Title Office under section 503 of the *Local Government Act*, and upon such filing, the terms of this Permit or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
9. This Permit is NOT a Building Permit.
10. This Permit is NOT a Development Permit.
11. Provisions of sections 495, 496 and 502 of the *Local Government Act* requiring security applies to this permit as set forth in **Schedule 2**.

**AUTHORIZING RESOLUTION** passed by the Municipal Council on the \_\_\_\_\_, **2023**.

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

**THIS PERMIT SHALL EXPIRE** on the day of \_\_\_\_\_, **2026 (3 years)**.

**THE DISTRICT OF UCLUELET**

by its authorized signatories:

**OWNER**

by its authorized signatory

\_\_\_\_\_  
Barb Farrington

**ISSUED** the     day of             , 2023.

\_\_\_\_\_  
Bruce Greig - Manager of Community Planning

## Schedule 1 Required Undertaking

TO THE DISTRICT OF UCLUELET:

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

- a) Cease use and remove any structures built to support the temporary use from the subject property not later than 1 month after the termination date set out on the Temporary Use Permit unless otherwise authorized prior to that date.
- b) Abide by all conditions of the Temporary Use Permit.

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

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

DATE: \_\_\_\_\_

OWNERS: \_\_\_\_\_

WITNESS: \_\_\_\_\_

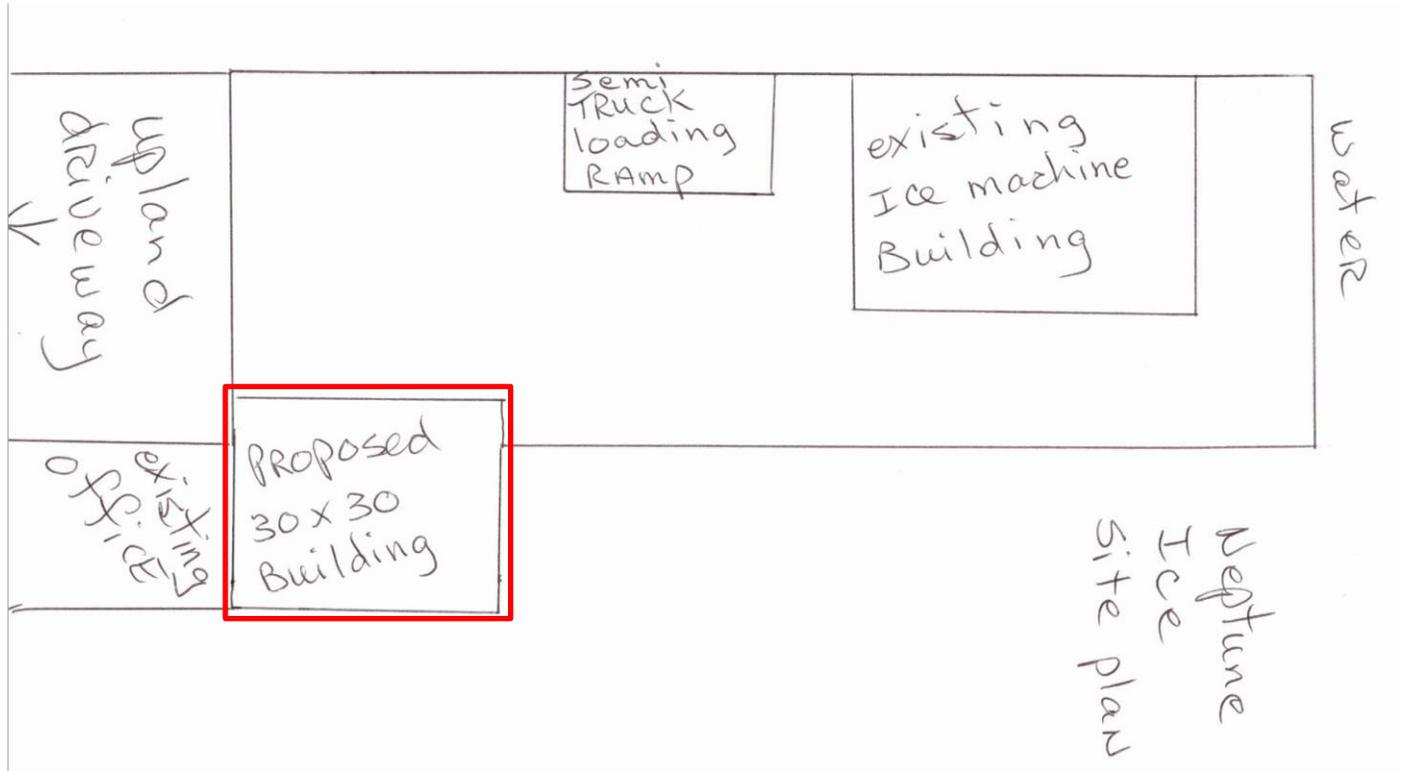
## Schedule 2 Terms of Temporary Use Permit Conditions

- a) The permitted temporary use shall be limited to the following uses;

***Fish processing, retail and wholesale seafood sales within one new 84m<sup>2</sup> (30 ft. x 30 ft.) fish processing and sales building to be located on the existing Neptune Ice wharf at 1341 Eber Road.***

- b) No other temporary uses other than the above-mentioned uses shall be permitted.
- c) The building is to be located as indicated on the site plan (**Schedule 4**)
- d) The permittee is responsible to obtain all other permits required by municipal, provincial or federal jurisdiction. Failure of the Permittee to meet and maintain any of the terms listed above may result in suspension of the permit.

Schedule 4 Site Plan





(excerpt from lease renewal with Province)

To: Ministry of Forests, Lands & Natural Resource Operations

Page 1

ATT: Jeff Hallworth

**1) Continued use of tenure:**

The Neptune dock has undertaken the same activities of seafood processing since receiving approval forty years ago in 1977.

The Neptune Dock is, to our knowledge, the only facility that has operated continuously in the Village of Ucluelet since its construction. It provides a key service to many other seafood companies and contributes greatly to the Village taxation base and employment in our local community. This operation is the largest ice storage in Ucluelet Harbour and plays a key role in the industry, as most plants do not operate year round. Ucluelet is the largest landing port on the West Coast of Vancouver Island and the Neptune plant handled the largest volume of fish unloaded in the harbor in 2016.

The Department of Fisheries and Oceans have specifically designated Ucluelet as a future "super-harbor" and are installing new moorage for larger vessels to accommodate this growth. Demand for fresh seafood is predicted to increase and Ucluelet's proximity to the fishing grounds, services and sheltered moorage put it ahead of other harbors.

Substantially all the business activities take place on the foreshore tenure and continued use is key to the survivability of the business. The business has survived by remaining a family run business and keeping costs low. Likewise, maintaining a reasonable rate for the tenure is necessary in the future. As we approach 40 years at this tenure "certainty" is very important to maintain this service.

**2) Related activities**

Page 2

**Seasonality;**

As the plant remains open in winter, our operation advantages groundfish unloading in the first quarter of the year and has handled Roe Herring when DFO allows access. In the second quarter, Groundfish and Hake fisheries increase and new markets for Pacific Shrimp have blossomed substantially.

Halibut and Sablefish landings begin with Halibut closing in November and Sablefish harvesting lasting to yearend. Winter salmon fisheries are relatively small volume, but having local ice in off seasons is critical to the small boat fleet. As weather begins to worsen in October, landings of Groundfish are more sporadic, but many vessels are keen to fish here as prices are often higher with less volume. Custom unloading for Vancouver based firms is increasing as markets demand fresher fish, compared to transporting many days to urban centers. Fuel is also a major consideration, as trucks can be to the ferry in a few hours saving this expense while improving quality and yields.

**Activities on tenure:**

The foreshore area extends to deep water allowing the unloading and re-icing of all sizes of fishing vessels. Sub-zero flake ice is augered into vessels at the side of the dock. The plant processing license allows for various types of processing and packing of seafood products, both fresh and frozen. The main building, nearest the harbor, houses the government- inspected processing plant where fish are sorted and packed for shipment domestically. Above this area is a large refrigerated ice storage room and North star flake ice making equipment.

The rest of the wharf is used for shipping and seasonally, at times, for additional portable ice making or ice and fish storage in shipping containers. Transport trucks and containers are loaded at the land end of the wharf, where shipping boxes from various customers are stored for subsequent shipments.

### **#3: Infrastructure/Improvements:**

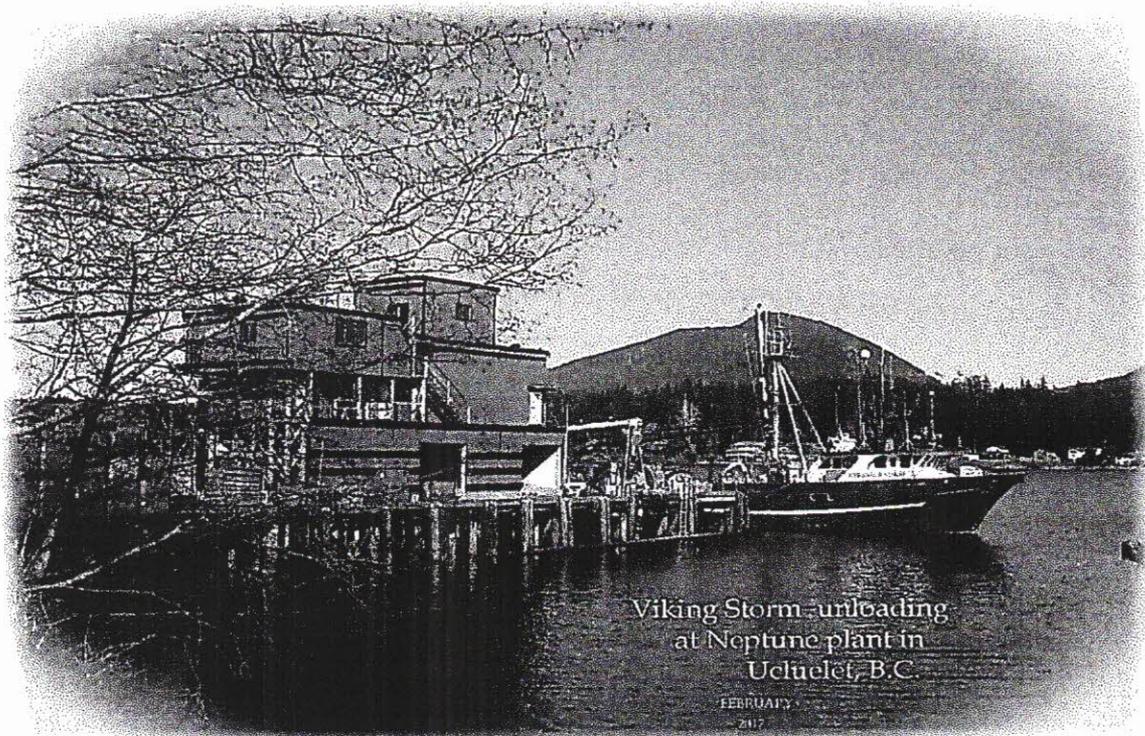
Page 3

Lot 808 contains a shipping wharf and an industrial building thereon, specifically designed for fish unloading and processing, fish buying, ice production, ice delivery to fishing vessels and ancillary uses.

Building details are as follows:

#### **SHIPPING WHARF:**

The dock area is estimated to be approximately 802.7 m<sup>2</sup> (8640 sq. ft.) and comprises a structure of creosoted wood piles, cross braces, heavy wood beams and a 30 cm (12 inch) thick pre cast hollow-core concrete deck. The dock is topped with reinforced concrete averaging 10 cm (4 inches) thick giving an R-15 highway loading to accommodate large fish transport trucks. Seasonal ice demands are met by bringing in additional portable steel container storage units for ice making and storage, as well as providing temporary storage of fish delivered or bait and supplies for oceangoing vessels.



**BUILDING****Page 4**

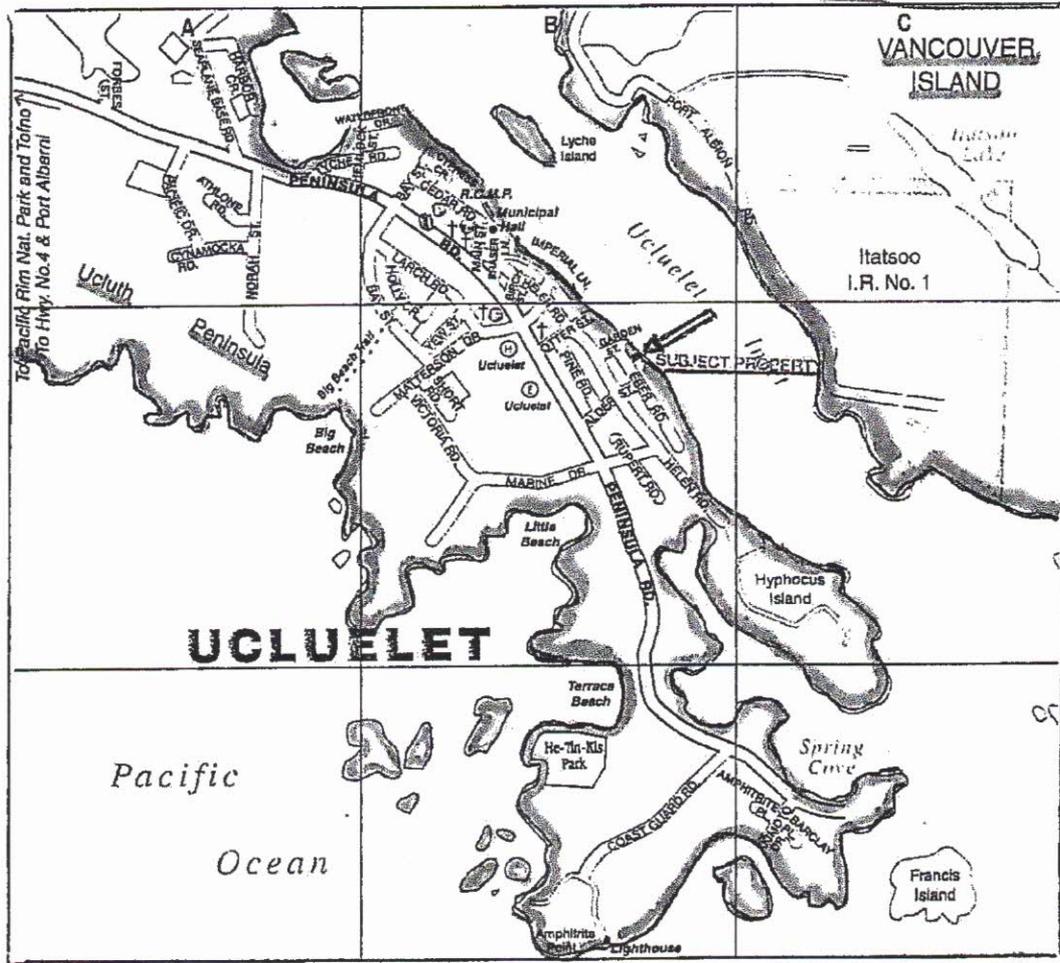
The main floor of the structure is approximately 140.5 m<sup>2</sup> (1512 sq. ft.) in area and 4.25 m high and comprises the fish processing, storage and weighing area. This structure is of steel columns and beams, steel frame walls and open web steel truss roof system.

The channel steel and reinforced concrete topped roof deck comprises the floor system of the second floor. Interior finish is painted ply walls and vinyl coated waterproof wall panels in the warehouse. Plumbing comprises of wash-down equipment. Exterior siding finish comprises channel lock aluminum sheeting with 3 access shipping doors. All exterior sheeting was re-newed in 2016 on the entire building.

The second floor is accessed by an exterior staircase and comprises a wood frame structure with aluminum sheet exterior. The rear 27.3 m<sup>2</sup> (294 sq. ft.) is 2.44 m high is plywood lined with an open roof system of wood joists and ply deck. This area houses the mechanical equipment. The 90.7 m<sup>2</sup> (976 sq. ft.) balance of this floor is 4.25 m high and is insulated and ply lined and stores the ice. Ice storage capacity is reportedly 120 tones, which is much larger than any competition on the West coast of Vancouver Island. Along the side of this floor is an access deck, which is part of the main floor roof system.

The rear 32.5 m<sup>2</sup> (250 sq. ft.) of the third floor is accessed by an exterior staircase from the second floor deck. This area is 2.44 m high and is of similar wood construction as the second floor. The interior houses manager living quarters with a washroom and shower. Interior finish is linoleum and painted gypsum board. One electric hot water tank is located within a closet off this area. The ice-making condensing cooling tower sits atop this section for ventilation.

The balance of the third level is accessed by a staircase off the rear third floor deck and via the undeveloped part of the second floor roof. This 23.4 m<sup>2</sup> (252 sq. ft.) room is of similar construction and houses the ice making equipment.



LOCATION PLAN

*Straight-Up Metal Buildings Ltd.*

- 22GA Color TBC Exterior Walls R-20
- 22GA Color TBC Exterior Roof R-20
- 24GA Fluted Aluminum White Interior Liner
- 22GA Color TBC Trim

**ERECTOR'S NOTES**

- CONNECT BOTTOM CHANNEL TO CONCRETE PAD USING 3/4" DIAL STUDS C/W 2"x4" EMBEDMENT @ 12" O.C.
- CONNECT WALL PANELS TO EACH OTHER USING #8 SCREWS @ 18" O.C. IN SIDE WALLS & @ 10" O.C. IN END WALLS.
- CONNECT EACH ROOF PANEL TO BUILDING USING 1/2" @ #12 SCREWS, 6 @ EAVES DRIP & 6 @ RIDGE.
- CONNECT ROOF PANELS TO EACH OTHER USING #10 SCREWS @ 18" O.C.
- CONNECT STARTER ROOF PANEL TO END WALL TOP CHANNEL USING #10 SCREWS @ 12" O.C.
- CONNECT INTERIOR LINER TO WALL PANEL USING 1/2" @ #12 SCREWS IN EVERY 2nd LOW LINER PROFILE.
- APPLY CLEAR CAULKING AROUND DOOR FRAMES.
- APPLY TREMSIL 600 CAULKING IN ROOF.

**DESIGN NOTES**

- STEEL USED IN WALL PANELS, ROOF PANELS AND FLASHINGS CONFORM TO ASTM A792-09 GRADE 37, WITH ALSO COATING CLASS.
- STEEL USED FOR SWAY BRACES IS TO CONFORM TO CSA G40.21-13 50W CLASS C.
- REFER TO SPECIAL NOTES & BUILDING ASSEMBLY MANUAL FOR COMPLETE ERECTION INSTRUCTIONS.
- NORMAL IMPACT CATEGORY AND SEISMIC CATEGORY D ASSUMED

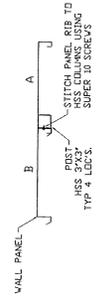
**NOTES**

- ALL DIMENSIONS ARE IN INCHES AND FRACTIONS OF AN INCH.
- DO NOT SCALE DRAWINGS.
- ALL DIMENSIONS TO WINDOWS AND DOORS ARE TO ROUGH OPENINGS
- CONFIRM LOCATION OF ANY LOUVERS AND OR ANY FANS BEFORE INSTALLING.

CLIENT: PRECISION STEEL BUILDINGS  
PROJECT: NEPTUNE ICE BUILDING  
TITLE: PLAIN PANEL LAYOUT

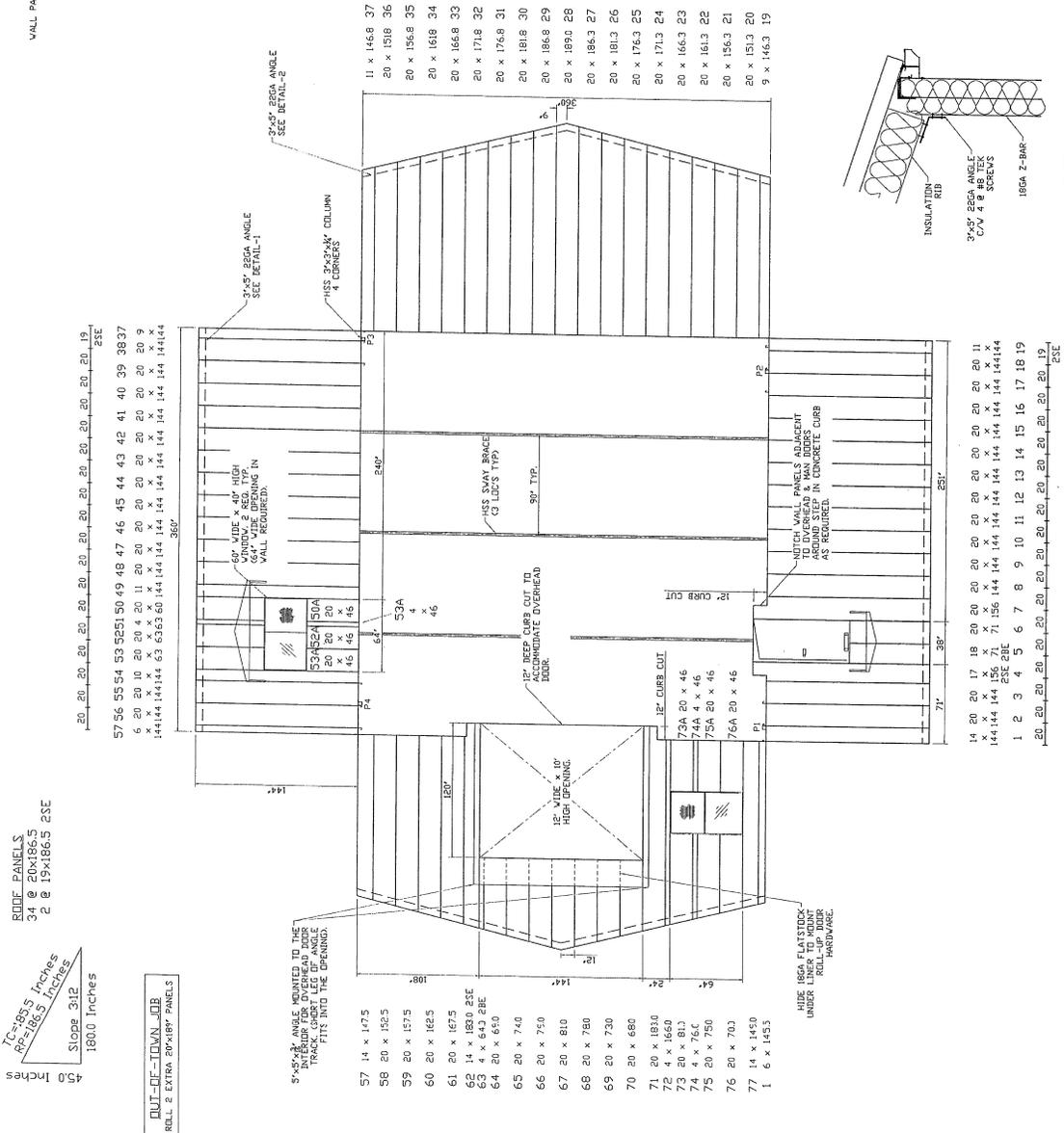
SIZE: W 30'0" L 30'0" H 12'0" 3.012  
SPT: W 1332" L 112" R 949" P 2393"  
Perimeter 1200' Weight 14,500 LBS

Quote: D23-010164R2 Unit: —  
Drawn by: M. FORSBERG Date: 24. FEB/23  
Checked by: K. CHEESEMAN Date:  
Approved by: M. FORSBERG Date:  
Job 23-8013 Drawing 23-8013-FAB-1 [Rev.]

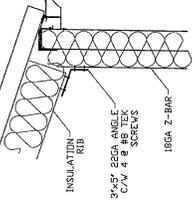
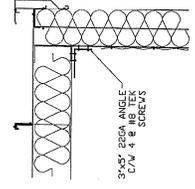


**HSS POST LOCATION**

POST #	PANEL A	PANEL B
P1	1	2
P2	17	18
P3	37	38
P4	54	55



2023-03-09  
Permit # 1000560



DETAIL-2

DETAIL-1

OB ISSUED FOR PERMIT M. FORSBERG 08 MAR/23  
OA ISSUED FOR PERMIT M. FORSBERG 01 MAR/23  
O ISSUED FOR APPROVAL M. FORSBERG 24 FEB/23

REVISION	STATUS	DATE	DRAWN BY

ROOF PANELS  
34 @ 20x186.5  
2 @ 19x186.5 2SE

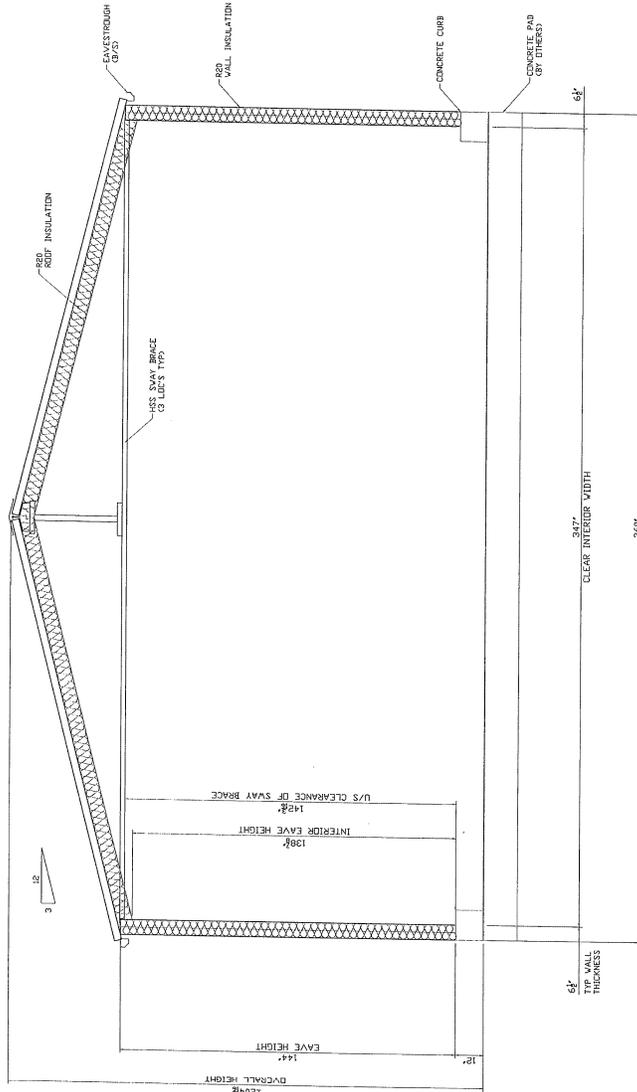
OUT-OF-TOWN JOB  
RULL 2 EXTRA 20x186.5 PANELS

12'-85.5 Inches  
12'-186.5 Inches  
Slope 3:12  
1800.0 Inches

*Straight-Up Metal Buildings Ltd.*  
 226A Color TBC Exterior Walls R-20  
 226A Color TBC Exterior Roof R-20  
 246A Fluted Aluminum White Interior Liner  
 226A Color TBC Trim



2023-03-09  
 Permit # 1000560



BUILDING SECTION

OB	ISSUED FOR PERMIT	M. FORSBERG	08 MAR/23	Drawn by:	M. FORSBERG	Date:	24 FEB/23
0A	ISSUED FOR PERMIT	M. FORSBERG	01 MAR/23	Checked by:	K. CHEESEMAN	Date:	
0	ISSUED FOR APPROVAL	M. FORSBERG	24 FEB/23	APPROVED BY:	M. FORSBERG	Date:	
REVISION	STATUS	DRAWN BY	DATE	JOB #	23-8013	DRAWING	23-8013-FAB-2

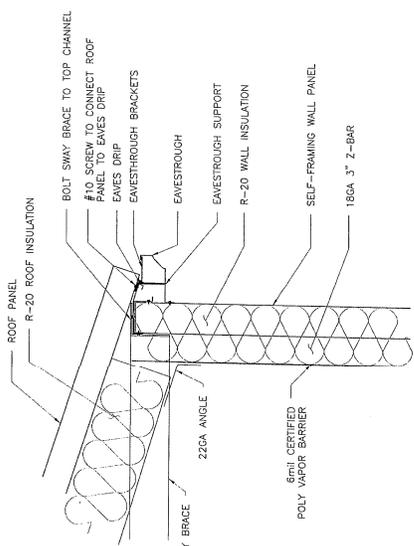
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 PROJECT: NEPTUNE ICE BUILDING  
 TITLE: BUILDING SECTION  
 SIZE: W 30'0" L 30'0" H 12'0" 3.012  
 Sp. FT. W 1332' L 112' R 949' P 2393'  
 Perimeter 120'0" Weight 14,500 LBS  
 Quote: D23-010164R2 Unit: —  
 Drawn by: M. FORSBERG Date: 24 FEB/23  
 Checked by: K. CHEESEMAN Date:  
 APPROVED BY: M. FORSBERG Date:  
 Job # 23-8013 Drawing 23-8013-FAB-2 Rev: 0



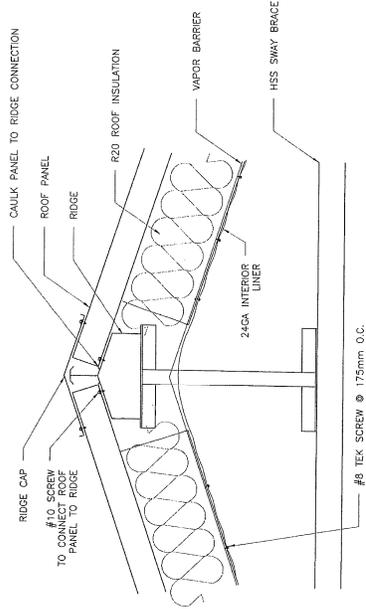
Straight-Up Metal Buildings Ltd.



2023-03-09  
Permit # 100560

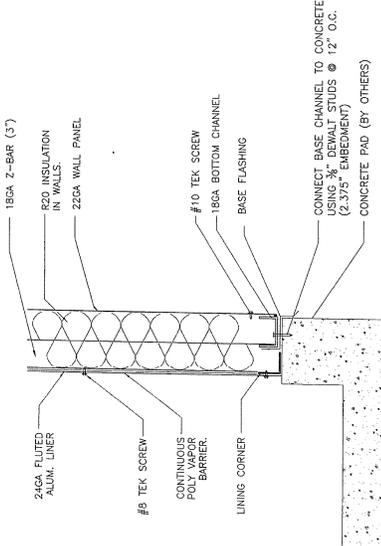


**WALL ROOF CONNECTION DETAIL**  
NTS

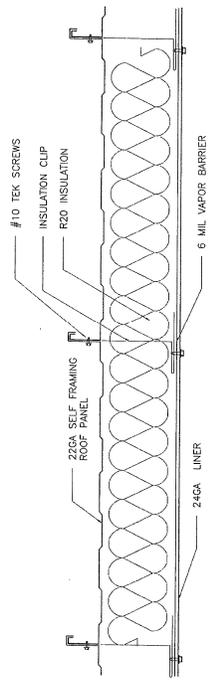


**INACTIVE RIDGE SECTION**  
NTS

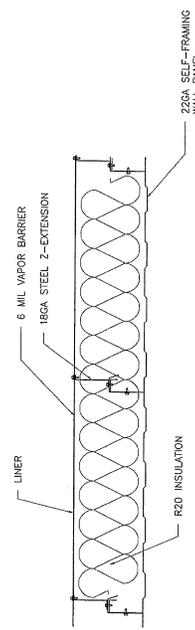
**SIDE WALL SECTION**  
NTS



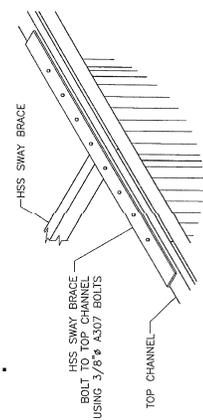
**WALL TO BASE SECTION**  
NTS



**ROOF SECTION**  
NTS



**WALL SECTION**  
NTS



**SWAY BRACE CONNECTION**  
NTS

CLIENT:	PRECISION STEEL BUILDINGS
PROJECT:	NEPTUNE ICE BUILDING
TITLE:	DETAILS
SIZE: W	30'0" L 30'0" H 12'0" 3.012
5/8" F	1332" C 112" R 9'49" P 2393'
Area:	12070'
Weight:	14,500 LBS
Quote:	D23-010164R2 Unit: -
Drawn by:	M.FORSBERG Date: 24 FEB/23
Checked by:	K. CHEESEMAN Date: -
Approved by:	M.FORSBERG Date: 23 FEB/23
Drawn by:	M.FORSBERG Date: -
Drawn by:	M.FORSBERG Date: -
Drawn by:	M.FORSBERG Date: -

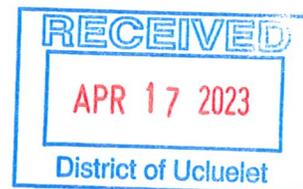
REVISION	STATUS	DATE	BY
08	ISSUED FOR PERMIT	08 MAR/23	M.FORSBERG
0A	ISSUED FOR PERMIT	01 MAR/23	M.FORSBERG
0	ISSUED FOR APPROVAL	23 FEB/23	M.FORSBERG





April 4, 2023

District of Ucluelet  
 PO Box 999  
 Ucluelet, BC V0R 3A0



Dear Mayor McEwen and Counsellors:

**RE: Boardwalks adjacent to Strata Plan VIS4943  
 1971 Harbour Drive, Ucluelet, BC**

We write as Agent for The Owners, Strata Plan VIS4943 concerning the long-term plans for the boardwalks adjacent to the strata corporation's common property.

In July 2021 the Strata Corporation, as the upland Owners, signed a consent letter for the Ministry of Forests, Lands and Natural Resource Operations to issue a foreshore license to the District of Ucluelet. It was the strata's understanding that this was an important and significant step for the replacement of these structures. No further updates have been provided to the strata since that date.

The Strata Council wishes to know, in writing, of the District of Ucluelet's plans for the two boardwalks.

- 1) What is the timeline for the repair/replacement of the gazebo boardwalk?
- 2) What is the long-term replacement plan for the Boat Basin boardwalk?
- 3) What materials/designs are proposed for these projects?

Your prompt response will be appreciated.

Yours truly,  
 ARDENT Properties Inc.

A handwritten signature in cursive script that reads 'C Brice'.

Christine Brice  
 Strata Manager

Cc: Duane Lawrence - Chief Administrative Officer (CAO)  
 Embarc/Diamond Resorts c/o Jeff Anderson  
 Shoreside Suites c/o Mike Altieri



**Joseph Rotenberg**

---

**From:** Pieter Timmermans [REDACTED]  
**Sent:** April 11, 2023 3:40 PM  
**To:** Community Input Mailbox  
**Subject:** Public input April 11 council meeting

[External]

NOTE: TO BE ASKED AT THE PUBLIC INPUT HEADING AT APRIL 11 COUNCIL MEETING

To Ucluelet mayor, council and district staff,

This question relates to parking on Cedar Street.

The lot between the Telus building and the current RV parking lot on Cedar Street is for sale.

May I ask that council and staff consider it prudent (proactive) to purchase this lot and then expand the current RV lot with this property.

The current lot has only room for four RV units and with aforethought design this new lot could provide up to six more. My reason for this suggestion is based on my personal observations during the busy summer months when RV's of all lengths

and sizes crowd our downtown core, blocking the Bank and others shops on Main st., sometimes for hours at a time.

There is then overflow onto Cedar st.

and Fraser lane to the point that these units are a traffic hazard. Also the Bus Stop has been moved onto Cedar into a space that

has always been a favourite RV and big camper parking space. In 2022 I have also observed RV's parking in the new lot behind the Crowsnet even

though the sign says no RV. However the signage is unclear so hard to blame the tourist.

The 'problem' with these RV units is not going to go away ( I predict it will increase ) and the expansion of Cedar street RV parking availability with the help of clear signage would be a positive step in dealing with RV parking in the downtown core area.

Thank you for listening to my idea.

Pieter Timmermans  
1958 Bay st.