



**REGULAR MEETING OF COUNCIL  
Tuesday, July 13, 2021 @ 3:30 PM  
George Fraser Room, Ucluelet Community Centre,  
500 Matterson Drive, Ucluelet**

**AGENDA**

	Page
1. CALL TO ORDER	
2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY	
Council would like to acknowledge the Yuułuᑭiᑭᑭath, on whose traditional territories the District of Ucluelet operates.	
3. NOTICE OF VIDEO RECORDING	
Audience members and delegates are advised that this proceeding is being broadcast on YouTube and Zoom, which may store data on foreign servers.	
4. LATE ITEMS	
5. APPROVAL OF AGENDA	
6. UNFINISHED BUSINESS	
6.1 District of Ucluelet Harbour Amendment Bylaw No. 1295, 2021 - Adoption <i>Abby Fortune, Director of Parks and Recreation</i> <a href="#">L - Bylaw 1295</a>	5 - 11
7. MAYOR'S ANNOUNCEMENTS	
8. PUBLIC INPUT, DELEGATIONS & PETITIONS	
8.1 Public Input	
<ul style="list-style-type: none"><li>• Public input from the audience.</li><li>• Public input via Zoom.</li><li>• Public input via email.</li></ul>	
9. CORRESPONDENCE	
9.1 UBCM Resolution on a Replacement BC Climate Action Revenue Incentive Program <i>Fred Haynes, Mayor, District of Saanich</i> <a href="#">2021-06-29 Saanich Council - Replacement BC CARIP.</a> <a href="#">2021-06-01 BC CARIP Ending - Copy</a>	13 - 27
9.2 UHS <i>Lynn Dawson-Summerfeldt</i>	29

[2021-07-07 Bylaw Complaint - UHS](#)

10.	INFORMATION ITEMS	
10.1	BC Climate Action Revenue Incentive Program (CARIP) <i>Cindy Fortin, Mayor, District of Peachland</i> <a href="#">2021-06-30 BC Climate Action Revenue Incentive Program</a>	31 - 32
10.2	Yuulu?i?ath Standardized Language <i>Mellissa Boucha, Manager of Communications and Public Relations, Yuulu?i?ath Government</i> <a href="#">Standardized Language (2)</a>	33
11.	COUNCIL COMMITTEE REPORTS	
11.1	Councillor Marilyn McEwen <i>Deputy Mayor January - March 2021</i>	
11.2	Councillor Lara Kempes <i>Deputy Mayor April - June 2021</i>	
11.3	Councillor Jennifer Hoar <i>Deputy Mayor July - September 2021</i>	
11.4	Councillor Rachelle Cole <i>Deputy Mayor October - December 2021</i> <a href="#">ACRD - Around our Region Newsletter - June 2021</a>	35 - 36
11.5	Mayor Mayco Noël	
12.	REPORTS	
12.1	Five Year Financial Plan 2021-2025 Bylaw Variance Report Q1 - Q2 <i>Donna Monteith, Chief Financial Officer</i> <a href="#">R - Five Year Financial Plan Variance</a>	37 - 39
12.2	Development Permit and Development Variance Permit for 1049 Helen Road <i>John Towgood, Planner 1</i> <a href="#">R - 1049 Helen Road</a>	41 - 54
12.3	Night Market Series <i>Abigail K. Fortune, Director of Parks and Recreation</i> <a href="#">R - UCoC Night Market</a>	55 - 62
12.4	Amphitrite House: Project Update Options <i>Abby Fortune, Manager of Recreation &amp; Tourism</i> <a href="#">R - Amphitrite House</a>	63 - 66
12.5	Endorsement of the 2023 Peninsula Road Safety and Beautification Project for Multiple Grant Applications <i>John Towgood, Planner</i> <a href="#">R - Peninsula Road</a>	67 - 80
12.6	UBCM Convention - 2021 <i>Joseph Rotenberg, Manager of Corporate Services</i> <a href="#">R - UBCM 2021</a>	81
12.7	Cheque Listing - June 2021 <i>Paula Mason, Administration Clerk</i>	83 - 91

[R - Cheque Listing](#)

## 13. LEGISLATION

- 13.1 Lot 16 Marine Drive  
*Bruce Greig, Director of Community Planning*

93 - 134

[L - Lot 16](#)

## 14. OTHER BUSINESS

## 15. QUESTION PERIOD

- 15.1 Questions via Zoom.  
15.2 Questions via [communityinput@ucluelet.ca](mailto:communityinput@ucluelet.ca).  
15.3 Questions from the audience.

## 16. CLOSED SESSION

## 16.1 Procedural Motion to Move In-Camera

THAT the meeting be closed to the public in order to address agenda items under Section 90(1)(c),(i) and (j) of the Community Charter to discuss matters related to:

- labour relations or other employee relations;
- receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and,
- information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*.

## 17. RECONVENE FROM CLOSED SESSION

## 18. ADJOURNMENT





## STAFF REPORT TO COUNCIL

Council Meeting: JULY 13, 2021

500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM: ABBY FORTUNE, DIRECTOR OF PARKS AND RECREATION**

**FILE NO:** 3900-25 BYLAW 1295

**SUBJECT: DISTRICT OF UCLUELET HARBOUR AMENDMENT  
BYLAW NO. 1295, 2021 - ADOPTION**

**REPORT NO:** 21-102

**ATTACHMENT(S):** Appendix A - Ucluelet Harbour Regulations Amendment Bylaw No. 1295, 2021

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

1. **THAT** Council adopt District of Ucluelet Harbour Regulation Amendment Bylaw No. 1295, 2021.

### **PURPOSE:**

The purpose of this report is to bring back District of Ucluelet Harbour Regulations Amendment Bylaw No. 1295, 2021 (the "Bylaw") for Council to consider adoption.

### **BACKGROUND:**

At the May 25, 2021 Regular Meeting, Council directed Staff to further amend District of Ucluelet Harbour Regulation Bylaw No. 1276, 2020 (the "Bylaw No. 1276, 2020") to introduce a semi-annual moorage rate and modernize harbour electricity connection fees. The Bylaw reflects these changes and consolidates previous amendments to Bylaw No. 1276, 2020. Since the Bylaw received first, second and third reading at the June 15, 2021, Regular Meeting, Council is now in a position to move to adopt.

Council considered adopting the Bylaw at the June 29, 2021 meeting and deferred the matter to this Council meeting.

**Please note: The utility costs for the Floathouse facility is referenced to in their current lease. We are currently in discussion with the sublessee with respect to the utility rates. We have confirmed that water and sewer are being paid. The lease expires the end of 2021. We will have a report for the August 17, 2021, Council meeting.**

### **FINANCIAL IMPACTS:**

If the Bylaw is adopted, cost recovery will increase due to the amended electricity connection fees. Staff also plan to monitor the uptake of semi-annual moorage for the remainder of 2021 to determine the financial impact of the proposed bylaw amendments.

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

The Bylaw, if adopted, would provide additional moorage options for harbour users, and increase the cost recovery associated with harbour user electrical use at these facilities.

**OPTIONS REVIEW:**

1. **THAT** Council adopt District of Ucluelet Harbour Regulation Amendment Bylaw No. 1295, 2021. **(Recommended)**
2. **THAT** Council provide alternative direction to Staff.

**Respectfully submitted:** Abby Fortune, Director of Parks & Recreation

## Appendix A

**DISTRICT OF UCLUELET**  
**BYLAW NO. 1295, 2021**

A bylaw to amend District of Ucluelet Harbour Regulation Bylaw No. 1276, 2020

---

**WHEREAS** section 137 of the *Community Charter* provides that the power to adopt a bylaw includes the power to amend or repeal it;

**AND WHEREAS** the Council of the District of Ucluelet deems it necessary and expedient to amend the District of Ucluelet Harbour Regulation Bylaw No. 1276, 2020 to update Electricity (Power) Connection Fees and Moorage Rates;

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

**Citation**

1. This bylaw may be known and cited for all purposes as the “District of Ucluelet Harbour Regulation Amendment Bylaw No. 1295, 2021”.

**Amendments**

2. The “District of Ucluelet Harbour Regulation Bylaw No. 1276, 2020” is hereby amended by removing Schedule “A” Moorage Rates in its entirety and replacing with a new schedule as attached to and forming part of this Bylaw.

**General Provisions**

3. Where there is a discrepancy between this Bylaw and any or all amendment bylaws enacted prior to this Bylaw and affecting the District of Ucluelet Harbour Regulation Bylaw No. 1276, 2020, then this Bylaw shall be deemed to supersede the prior bylaw(s) in the matter of the discrepancy.
4. If any section, subsection, sentence, clause or phrase of this Bylaw is for any reason held to be invalid by a decision of any court of competent jurisdiction, the invalid portion shall be severed and the part that is invalid shall not affect the validity of the remainder.

**READ A FIRST TIME** this 15<sup>th</sup> day of June, 2021.

**READ A SECOND TIME** this 15<sup>th</sup> day of June, 2021.

**READ A THIRD TIME** this 15<sup>th</sup> day of June, 2021.

**ADOPTED** this     day of                    ,     .

**CERTIFIED A TRUE AND CORRECT COPY** of “District of Ucluelet Harbour Regulation Bylaw No. 1295, 2021.”

---

Mayco Noël  
Mayor

---

Joseph Rotenberg  
Corporate Officer

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

---

Joseph Rotenberg  
Corporate Officer

**SCHEDULE "A"**  
**Moorage Rates**

Rates, fees and charges at all District of Ucluelet harbour facilities including Main Street (Whiskey Dock), Ucluelet West Small Craft Harbours (Inner And Outer Boat Basins), Otter Street (52 Steps) are as follows:

**MOORAGE RATES:**

Any vessel/person that has been issued a Commercial Fishing Vessel (CFV) license by Fisheries and Oceans Canada or an Aquaculture License issued by the Ministry of Agriculture, Food & Fisheries that is operating as a Commercial Vessel will be charged the higher moorage rate.

**CHARTER OPERATORS**

Moorage Rates are charged per foot (overall length of the vessel)

Daily	Weekly	Monthly	Quarterly	Semi-Annual	Annual
N/A	N/A	\$7.30	N/A	\$34.68	\$46.50

**COMMERCIAL FISHING VESSELS (CFVs) and  
OTHER VESSELS USED FOR COMMERCIAL PURPOSES**

Moorage rates are charged per foot (overall length of the vessel)

<b>Small Craft Harbour facilities</b>					
Daily	Weekly	Monthly	Quarterly	Semi-Annual	Annual
\$.20	N/A	\$3.00	\$5.50	\$10.25	\$15.00

<b>Whiskey Dock facility</b>					
Daily	Weekly	Monthly	Quarterly	Semi-Annual	Annual
\$.21	N/A	N/A	N/A	N/A	N/A

**RECREATIONAL VESSEL**

Moorage rates are charged per foot (overall length of the vessel)

	Daily	Weekly	Monthly	Quarterly	Semi-Annual	Annual
Oct 1 to Mar 31	\$.60	\$3.65	\$5.45	\$8.50	\$29	\$44.55
Apr 1 to Sep 30	\$.90	\$5.30	\$7.00	\$17.60	\$29	\$44.55

**SEAPLANES**

Moorage rates are charged for tie up periods (dropping off or picking up passengers)

<b>2 Hour Period</b>	<b>Each Additional Hour</b>
\$50.00	\$25.00

In addition, Wharfage Fees will apply, if applicable.

**LIVE ABOARD – LEASE RATES**

Lease rates for all Liveaboards approved by the Harbour Authority are payable, in advance, as follows:

Lease rates are charged per foot (length of the vessel)

<b>Annual (in advance)</b>
\$54.00

Lease fees for the first three months are non-refundable with the balance refunded at 85% of the unused portion.

Electrical Connection Fees are applicable if an electrical connection is required.

**RESERVED BERTH**

For vessels approved for a three-month Reserved Berth the following reservation fee is payable, in advance of the reserved berth being made available.

\$225.00 for up to and including three months

**WHARFAGE FEES****CHARTER VESSELS**

For Charter Vessels that have **not** paid a moorage fee within the twenty-four hour period immediately before or after loading or unloading goods and/or persons, other than owner and crewmembers, at any harbour facility, the Wharfage fee, payable in advance, is as follows:

- |   |           |
|---|-----------|
| 1. Per day or part thereof  | \$50.00   |
| 2. Annual rate (January 1 <sup>st</sup> – December 31 <sup>st</sup> ) | \$1500.00 |

For Commercial Vessels that have paid a moorage fee within the twenty-four hour period immediately before or after loading or unloading goods and/or persons, other than owner and crewmembers, at any harbour facility, the Wharfage fee, payable in advance, is as follows:

- |   |          |
|---|----------|
| 1. Per day or part thereof  | \$25.00  |
| 2. Annual rate (January 1 <sup>st</sup> – December 31 <sup>st</sup> ) | \$500.00 |

**COMMERCIAL FISHING VESSELS (CFVs)**

For Commercial Fishing Vessels (CFVs) that have **not** paid a moorage fee within the twenty-four hour period immediately before or after loading or unloading goods at any harbour facility, the Wharfage fee, payable in advance, is as follows:

- |                            |            |
|----------------------------|------------|
| 1. Per day or part thereof | \$250.00   |
| 2. Annual Rate             | \$2,000.00 |

**OTHER BUSINESS ACTIVITIES**

For all other businesses operating on or utilizing harbour facilities during the course of their business activities, the Wharfage fees, payable in advance, are as follows:

- |                            |          |
|----------------------------|----------|
| 1. Per day or part thereof | \$100.00 |
|----------------------------|----------|

**ELECTRICITY (POWER) CONNECTION FEES**

	Daily	Monthly
30 Amp Power	\$6.56/outlet	\$85.23/outlet
50 Amp Power	\$11.45/outlet	\$130.20/outlet

**MISCELLANEOUS SERVICES, FEES AND CHARGES**

- At the discretion of the Harbour Authority, a fee may be levied if the Harbour Manager and/or authorized personnel is/are called out between the hours of 10:00 p.m. and 7:00 a.m. for any reason.

First hour	\$75.00
Each additional hour	\$50.00

- A fee of \$75.00 will be levied per vessel pump out in addition to the Harbour Manager and/or authorized personnel call out fee, if applicable.
- Interest at 2% per month will be charged on accounts unpaid after 30 days.
- All fees are subject to a 2% surcharge to be paid to Thornton Creek Enhancement Society and a 4% surcharge to be paid to Royal Canadian Marine Search and Rescue – Ucluelet.
- All fees are subject to applicable taxes.





**The Corporation of the District of Saanich | Mayor's Office**

770 Vernon Avenue Victoria BC V8X 2W7 | T 250-475-5510 | F 250-475-5440 | www.saanich.ca

June 29, 2021

*Sent via email*

To British Columbia Municipal Elected Officials:

**Re: UBCM Resolution on a Replacement B.C. Climate Action Revenue Incentive Program**

---

This letter will confirm that Council, at their meeting held June 21, 2021, considered a report on a Union of British Columbia Municipalities (UBCM) resolution on a replacement B.C. Climate Action Revenue Incentive Program and resolved as follows:

*“That:*

1. *WHEREAS the Ministry of Municipal Affairs announced in May 2021, without consultation, the cancellation of the Climate Action Revenue Incentive Program (CARIP) without identifying any new consistent, non-competitive funding for the development, implementation or administration of local government climate action programs, undermining the ability of local governments to participate in climate action initiatives;*

*AND WHEREAS 187 local governments in British Columbia have voluntarily signed onto the Climate Actin Charter and by doing so have been able to access CARIP funding;*

*AND WHEREAS under the CleanBC Plan, the Province of British Columbia recently amended the Climate Change Accountability Act to include a sectoral GHG emissions reduction target of 59 to 64% below 2007 levels by 2030 for buildings and communities, requiring the development and implementation of comprehensive climate action initiatives and regulatory programs by local governments; and*

*THEREFORE BE IT RESOLVED that UBCM ask the Ministry of Municipal Affairs and the Ministry of Environment and Climate Change Strategy to replace CARIP with a new, consistent, non-competitive funding program*

*commencing in the 2022 fiscal year, informed by engagement with local governments and that provides them with equivalent or better funding, enabling them to be effective and accountable partners with the Province in achieving Provincial and local government climate goals and targets.*

2. *Council direct staff to share this report and resolution with the Capital Regional District Board of Directors and other British Columbia municipal elected officials, seeking support for the resolution in advance of the UBCM conference in September 2021.”*

The report dated June 3, 2021 can be found [here](#) and the June 21, 2021 meeting minutes will soon be available on our [website](#).

Sincerely,

A handwritten signature in blue ink, appearing to read "F. Haynes", with a horizontal line underneath.

Fred Haynes  
Mayor

cc: Saanich Council  
Sharon Hvozdzanski, Director of Planning



**The Corporation of the District of Saanich | Mayor's Office**

770 Vernon Avenue Victoria BC V8X 2W7 | T 250-475-5510 | F 250-475-5440 | www.saanich.ca

*Sent via email*

June 1, 2021

British Columbia Elected Officials  
BC Chief Administrative Officers

**Re: British Columbia Climate Action Revenue Incentive Program (CARIP) Ending**

---

This letter will confirm that Council, at their meeting held May 17, 2021, considered a staff report on the end of the Climate Action Revenue Incentive Program (CARIP) and resolved as follows:

*"That Council:*

1. *Receive for information the report of the Director of Planning dated May 13, 2021.*
2. *Direct the Mayor to send a letter to the Premier, the Minister of Municipal Affairs; the Minister of Environment and Climate Change Strategy; the Minister of Finance, and the Union of British Columbia Municipalities (UBCM) based upon the draft provided, detailing the impact of cancelling the Climate Action Revenue Incentive Program (CARIP) and the need for a swift replacement that provides consistent, non-application funding to allow the District of Saanich and other municipalities to continue their work at a scale that can deliver on the Provincial CleanBC Plan and Municipal Climate Plans.*
3. *Direct staff to draft a resolution to UBCM on a replacement CARIP program and present this to Council for consideration prior to the June 30, 2021 submission deadline.*
4. ***Share this report and attachments with the Capital Regional District Board of Directors, other BC municipal elected officials and Chief Administrative Officers in advance of the UBCM Conference in September, 2021."***

A copy of the report and draft meeting minutes are attached for information.

Sincerely,

A handwritten signature in blue ink that reads "Fred Haynes".

Fred Haynes  
Mayor

Enclosures

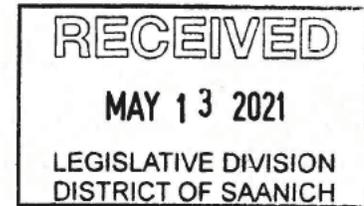
cc: Saanich Council  
Sharon Hvozdzanski, Director of Planning, District of Saanich  
Valla Tinney, Director of Finance, District of Saanich



## The Corporation of the District of Saanich

# Report

**To:** Mayor and Council  
**From:** Sharon Hvozdzanski, Director of Planning  
**Date:** May 13, 2021  
**Subject:** Ending the B.C. Climate Action Revenue Incentive Program (CARIP)  
**File:** 1300-50 • Provincial Governments



### RECOMMENDATION

1. That Council receive this report for information.
2. That Council send a letter to: Premier John Horgan; the Minister of Municipal Affairs; the Minister of Environment and Climate Change Strategy; and the Union of B.C. Municipalities (UBCM) based upon the draft provided in Attachment 2, detailing the impact of cancelling the Climate Action Revenue Incentive Program (CARIP) and the need for a swift replacement that provides consistent, non-application funding to allow the District of Saanich and other municipalities to continue their work at a scale that can deliver on the Provincial CleanBC Plan and Municipal Climate Plans.
3. That Council direct staff to draft a resolution to the Union of B.C. Municipalities on a Replacement CARIP Program and present this to Council for consideration prior to the June 30, 2021 submission deadline.
4. That Council share this report and attachments with the Capital Regional District Board of Directors, other B.C. municipal elected officials and Chief Administrative Officers in advance of the Union of B.C. Municipalities Conference in September, 2021.

### PURPOSE

The purpose of this report is to provide Council with information regarding:

- The announced end to the Provincial Climate Action Revenue Incentive Program (CARIP);
- The implications this has for District of Saanich climate action; and
- Proposed next steps.

### DISCUSSION

#### **Provincial Announcement - Climate Action Revenue Incentive Program (CARIP)**

In terms of background, the Climate Action Revenue Incentive Program (CARIP) is a conditional grant program that provides funding to local governments that have signed the B.C. Climate

Action Charter. This funding equals 100% of the carbon taxes a local government pays to support their operations.

The program requires local governments to report annually on their greenhouse gas (GHG) emissions and encourages investment in climate action to help the Province deliver on its commitment to carbon neutrality. Since the Climate Charter was launched in 2007, 187 of 190 municipalities, regional districts and the Islands Trust have signed up, providing the Province with a comprehensive database of municipal corporate emissions inventories and corporate and community climate actions implemented at the local level.

On May 11, 2021 the Deputy Minister, and Assistant Deputy Minister for the Local Government Division of the Ministry of Municipal Affairs called a meeting with all Municipal and Regional District Chief Administrative Officers (CAO) to announce the end of the Climate Action Revenue Incentive Program. It was indicated that this decision was a direct result of the recently introduced Provincial Budget. A follow up e-mail was then issued that includes information shared at the meeting (see Attachment 1).

The Province has outlined that 2020 will be the final year for reporting, with the final grant paid to local governments in 2021. They indicated that at this stage no replacement program with unconditional funding is planned and future programs would be application based. They aim to work with local governments through UBCM and the Green Communities Committee on further supporting the CleanBC goals.

In light of the Federal government's renewed climate commitments prior to the United Nations Climate Change Conference (COP26), the withdrawal of this consistent provincial funding source for climate action was extremely unexpected and it is clear that local governments have not been engaged in this decision.

## **Implications**

### Loss of Consistent Funding

The District of Saanich has participated in the CARIP program since signing the Climate Charter in 2007 and has benefited from more than \$1.3 million over the last 10 years, with approximately \$150,000 annually in recent years.

This funding has been used within the Sustainability Division of the Planning Department to support staff wages, implement community climate mitigation and adaptation projects and to leverage larger climate related grant applications, which often require a substantial contribution from the local government partner.

Examples of projects supported by CARIP funding include, but are not limited to:

- Feasibility analysis, design and installation of multiple rounds of public Electric Vehicle (EV) charging stations;
- Communications campaigns for home energy efficiency upgrades, the Oil to Heat Pump program and Better Home BC rebates;
- Municipal top-ups to provincial rebates for home energy retrofits;

- Analysis and engagement to support the introduction of the Saanich Greener Garbage program and the BC Energy Step Code;
- Funding for the B.C. Sustainable Energy Association (BCSEA) CoolIt! School climate leadership education program;
- Installation and maintenance of Bike kitchens at Saanich facilities;
- Support for engagement and analysis related to electric mobility and development of the Electric Mobility Strategy; and
- Workshops on local food production and processing.

Until approval of the 2021 Budget in May of this year, CARIP has been the main source of sustained and consistent funding for community focused climate action at the District of Saanich, with the Carbon Fund used for corporate climate action projects. While Council has committed to multiple one-time resource requests to support climate action where opportunities arose or costs exceeded CARIP funding, this approach does not provide the reliability afforded by the CARIP program. As such, CARIP has been instrumental in the development of a District of Saanich Sustainability Division and the hiring and retention of sustainability staff. Many other B.C. municipalities will have sustainability staff that are still resourced through CARIP funding.

Therefore, the clear lack of a replacement program that provides a consistent and reliable funding source for municipal climate action and the shift towards solely competitive funding streams and programs is of major concern.

Competitive funding programs and grants require significant effort, staff time and, often, financial resources to fund the analysis needed for an application with no guarantee of success. They also take substantial time and resources for evaluation by the decision making body. We regularly hear that grant programs and competitive funding streams are highly competitive and over-subscribed. In addition, they rely on match funding or financial contributions from the local government partner.

In the absence of either the CARIP program or a similar source of consistent funding, many municipalities will be limited in their ability to apply for such competitive programs or grants and it will be extremely difficult to develop work plans and implement climate programs that span multiple years based upon this competitive funding approach. This change is being implemented in a time of particular uncertainty when there is an overwhelming demand for municipal tax dollars to support core municipal services and local governments have limited ability to pivot on budget decisions. Removing dedicated climate action funding will create a shortfall that is unlikely to be met by many local governments through the municipal tax base.

#### Loss of Coordinated Reporting & Data

Saanich has recently committed to developing a comprehensive annual climate report card that aligns with the goals and actions outlined in the Climate Plan and Electric Mobility Strategy. Further, we report on community-wide GHG emissions through the Carbon Disclosure Project (CDP) using the globally recognized Global Protocol for Community Scale GHG Emissions Inventories (GPC Basic+). However, there are only a limited number of B.C. municipalities that are providing this level of climate reporting.

The CARIP program established a consistent climate reporting template for all B.C. local governments that had signed onto the Climate Charter and represents over a decade of publicly accessible data on municipal climate action. This is a true example of global best practice in coordinated climate reporting. Local government have spent significant effort building internal capacity and restructuring reporting systems to align with CARIP and the process has, in many municipalities, supported the development of strategic plans for climate action, monitoring and reporting on progress and the regular cross-departmental collaboration necessary to identify opportunities for climate related projects and programs.

### **Proposed Next Steps**

Some amendments to the CARIP process and report template would be valuable and local governments can provide important insight moving forward. For instance, as Saanich and other municipalities move towards our corporate GHG reduction targets and increase our requirements for contractor climate responsibilities, we will pay less carbon tax as a result. While this should be addressed by an increase in the carbon tax in the short term, as we get close to our zero carbon targets, the CARIP funding will be reduced. In addition, funding based on fossil fuel consumption may be perceived as rewarding a lack of progress. As such, changes to the program could include the move from a carbon tax refund based upon fossil fuel consumption to one based on municipal population. However, there remains considerable benefit to continuing with a climate program that provides consistent funding tied to the delivery of a simple annual climate report.

A draft letter to: Premier John Horgan; the Ministry of Municipal Affairs; the Minister of Environment and Climate Change Strategy; and the Union of B.C. Municipalities (UBCM) is included as Attachment 2 for Council's consideration.

This letter outlines the value of the CARIP program and associated funding to the District of Saanich and the considerable implications for the program's end. It advocates for the Province to engage local governments in the design and implementation of a replacement program that offers consistent funding that is comparable to or greater than that is currently provided by CARIP. Program funding should be used for climate action (mitigation and adaptation), tied to a requirement for annual reporting on progress towards climate goals and should be in place for the first payments to be received by municipalities in 2022. It is recommended that Council sends this letter to the Provincial officials listed above.

In addition, there is the opportunity for Council to submit an endorsed resolution directly to UBCM prior to June 30, 2021 that would address the impact of ending the CARIP program and propose the swift development of a suitable replacement. It is recommended that Council direct staff to draft such a UBCM resolution for their consideration.

Finally, it is recommended that this Council report and attachments be shared with the CRD Board, other B.C. municipal elected officials and Chief Administrative Officers in support of an additional coordinated response and discussion at the UBCM Conference in September 2021.

## **ALTERNATIVES**

1. That Council approve the recommendations as outlined in this report.
2. That Council reject the recommendations as outlined in this report.
3. That Council provide alternate direction to staff.

## **FINANCIAL IMPLICATIONS**

The District of Saanich has participated in the CARIP program since signing the Climate Charter in 2007 and has benefited from more than \$1.3 million from the program over the last 10 years. In 2020, CARIP funding amounted to \$154,072. This forms a substantial portion of the Sustainability Division's budget. Should a similar Provincial program that provides consistent funding for municipal climate action not be developed to replace CARIP by 2022, then staff will need to bring forward a resource request to Council as part of the 2022 budget to ensure the required sustained funding necessary, to effectively deliver on the Climate Plan actions and goals. As always, staff will continue to apply for senior government and other sources of external funding. That said, the time spent seeking out and applying for external funding draws valuable staff resources away from work on corporate and community GHG initiatives.

## **STRATEGIC PLAN IMPLICATIONS**

The 2021 Council Budget requests and Sustainability Division and Planning Department work plans have been developed on the understanding that the CARIP program will continue. As such, removal of this funding without a suitable and consistent replacement impacts the ability to deliver on the 2019-2023 Council Strategic Plan Goal: 'Climate Action and Environmental Leadership', most notably the initiative to implement Saanich's Climate Plan.

## **CONCLUSION**

CARIP has been a valuable source of consistent and dedicated funding over the last decade, allowing municipalities to take action on climate change by resourcing staff, undertaking key emissions reduction projects and leveraging larger climate related grants. It is a true example of global best practice in coordinated and consistent climate reporting by local governments at the provincial level.

On May 11, 2021 the Ministry of Municipal Affairs announced the end of the CARIP program, with the final grant paid to local governments in 2021. This amounts to a loss of approximately \$150,000 in consistent annual funding to the District of Saanich, which is used to address climate change.

In light of the Provincial commitment to climate action outlined in CleanBC and the Federal government's renewed climate commitments prior to COP26, the end of the CARIP program and withdrawal of this consistent provincial funding source was extremely unexpected and it is clear that local governments have not been engaged in the decision. The absence of a replacement program and shift towards competitive funding applications has considerable implications for dedicated municipal staffing and actions on climate change and jeopardises a decade's worth of work monitoring and reporting on local government GHG emissions and progress.

As such, staff are recommending that Council advocate to the Province via letter to the Premier, appropriate Ministries and UBCM, for a swift replacement of the CARIP program with consistent, non-application based funding, tied to annual climate reporting and that this be followed by a Council endorsed resolution submitted to UBCM addressing the same. This will allow municipalities to continue their work at a scale necessary to address the Climate Emergency and deliver on CleanBC and Municipal Climate Plan goals.

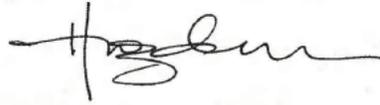
Prepared by:



---

Rebecca Newlove, Manager of Sustainability

Approved by:



---

Sharon Hvozdzanski, Director of Planning

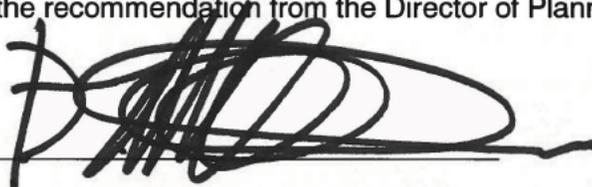
RN/jsp

- Attachments:**
1. E-mail from Province of BC, Ministry of Municipal Affairs Re: CARIP Reporting 2020, May 11, 2021
  2. Draft Letter to Premier John Horgan, the Minister of Municipal Affairs, the Minister of Environment and Climate Change Strategy and the Union of B.C. Municipalities (UBCM)

cc: Valla Tinney, Director of Finance

**ADMINISTRATOR'S COMMENTS:**

I endorse the recommendation from the Director of Planning



---

Paul Thorkelsson, Chief Administrative Officer

**Jon Poole**

**From:** Rebecca Newlove  
**Sent:** Wednesday, May 12, 2021 11:11 AM  
**To:** Rebecca Newlove  
**Subject:** Re: Climate Action Revenue Incentive Program (CARIP) Reporting 2020

**From:** INFRA MUNI:EX [REDACTED]  
**Sent:** Tuesday, May 11, 2021 12:40 PM  
**To:** INFRA MUNI:EX <[REDACTED]>  
**Subject:** (External Email) Re: Climate Action Revenue Incentive Program (CARIP) Reporting 2020

This email sent from outside the District of Saanich. Use caution if message is unexpected or sender is not known to you.

**To: All Municipal and Regional District Chief Administrative Officers and Chief Financial Officers**

**Re: Climate Action Revenue Incentive Program (CARIP) Reporting 2020**

Many thanks to all who joined Deputy Minister Okenge Yuma Morisho and me on today's call about the Climate Action Revenue Incentive Program (CARIP), please accept our apologies for the technical difficulties on the call that some experienced. This email includes the information that was shared during the call. We want to emphasize that local governments throughout British Columbia have shown great leadership on climate action. The province is committed to working with local governments to reach our climate goals and make life better for people across British Columbia.

For those who were unable to attend or hear due to some technical difficulties on the call, I wish to inform you and your staff that the CARIP will be wrapping up in the 2021/22 fiscal year. During this final program year, local governments will be required to complete and submit the 2020 Carbon Tax Calculation Form. **This will be the only reporting requirement.**

All program information is available on the [Ministry of Municipal Affairs' CARIP webpage](#). In particular, we encourage you to review the CARIP [Program Guide](#) for 2020 prior to completing the 2020 [Carbon Tax Calculation Form](#).

### **CARIP Reporting Requirement**

1. **2020 Carbon Tax Calculation Form (submission deadline: August 6, 2021)**  
 Complete and submit a signed electronic version of the form to [REDACTED]. This form requires Financial Officer certification.

The end of the CARIP program should not be interpreted as the Province pulling back from the productive relationship we have and we look forward to working with UBCM, through the Green Communities Committee, to support the goals of the Climate Action Charter.

Under CleanBC, the Province of British Columbia has put a priority on reducing pollution, boosting energy-efficient solutions and building a low-carbon economy. Local governments will continue to be a key partner in

our collective efforts to address the challenges of a changing climate, playing a specific and important role in British Columbia's climate goals.

Just as local governments' actions on climate solutions have evolved in the past decade, our government is responding to support you with tools and funding programs such as:

- Updating the BC Action Climate Toolkit and the Green Communities Committee Carbon Neutral Framework.
- Investing \$110 million in combined provincial and federal funding to help local governments and Indigenous communities develop energy efficiency and clean energy projects through the Investing in Canada Infrastructure Program CleanBC Communities Fund.
- Working with the federal government to assess the climate impacts of all major infrastructure being funded under the Investing in Canada Infrastructure Program to reduce GHG emissions and increase resilience to climate change, which benefits communities and creates jobs.
- Boosting active transportation infrastructure with \$18 million through the Ministry of Transportation and Infrastructure.
- Making sure commuters can get out of their cars with historic investments in public transit, such as the Broadway Subway Line, and free transit for kids 12 and under starting this September.

Budget 2021 commits \$11 million in new funding to help local governments plan for compact, energy-efficient communities, directly supporting the Climate Action Charter's commitment to create complete, compact, energy-efficient rural and urban communities. We look forward to working with all local governments through UBCM and the Green Communities Committee on how to support greener and more livable communities.

Building on record investments in CleanBC, the Province will continue to strengthen our work with local governments and support the Climate Action Charter.

If you have any questions, please contact the Ministry of Municipal Affairs at [REDACTED] or [REDACTED]

Kind regards,

Tara Faganello  
Assistant Deputy Minister, Local Government Division  
Ministry of Municipal Affairs

**District of Saanich**

**Legislative Services Division** t. 250-475-5501  
 770 Vernon Ave. f. 250-475-5440  
 Victoria BC V8X 2W7 saanich.ca



May , 2021

The Honourable John Horgan, MLA  
 Premier of British Columbia  
 Office of the Premier  
 PO Box 9041 Stn. Prov. Govt.  
 Victoria BC V8W 9E1

The Honourable Josie Osborne, MLA  
 Minister of Municipal Affairs  
 PO Box 9056 Stn. Prov. Govt.  
 Victoria BC V8W 9E2

The Honourable George Heyman, MLA  
 Minister of Environment and Climate Change Strategy  
 PO Box 9047 Stn. Prov. Govt.  
 Victoria BC V8W 9E2

Councillor Brian Frenkel  
 President, Union of B.C. Municipalities  
 Local Government House  
 525 Government Street  
 Victoria BC V8V 0A8

Dear Premier John Horgan:

**Re: B.C. Climate Action Revenue Incentive Program (CARIP) Ending**

This letter will confirm that Council, at their meeting held May 17, 2021, considered a staff report on the end of the Climate Action Revenue Incentive Program (CARIP) (see attached) and resolved as follows:

*“That Council send a letter to: Premier John Horgan; the Minister of Municipal Affairs; the Minister of Environment and Climate Change Strategy; and the Union of B.C. Municipalities (UBCM) based upon the draft provided in Attachment 2, detailing the impact of cancelling the Climate Action Revenue Incentive Program (CARIP) and the need for a swift replacement that provides consistent, non-application funding to allow the District of Saanich and other municipalities to continue their work at a scale that can deliver on the Provincial CleanBC Plan and Municipal Climate Plans;*

*That Council direct staff to draft a resolution to the Union of B.C. Municipalities on a Replacement CARIP Program and present this to Council for consideration prior to the June 30, 2021 submission deadline; and*

*That Council share this report and attachments with the Capital Regional District Board of Directors, other B.C. municipal elected officials and Chief Administrative Officers in advance of the Union of B.C. Municipalities Conference in September, 2021.”*

On May 11 2021, the District of Saanich was made aware of the end to the Climate Action Revenue Incentive Program (CARIP) through an announcement made by the Ministry of Municipal Affairs.

In light of the Provincial commitment to climate action outlined in CleanBC and the Federal government's renewed climate commitments prior to the United Nations Climate Change Conference (COP26), the end of the CARIP program and withdrawal of this provincial funding source for climate action was extremely unexpected and it is clear that local governments have not been engaged in the decision.

CARIP has been a critical source of consistent and dedicated funding over the years, allowing municipalities to take action on climate change by resourcing staff, funding key emissions reduction projects and leveraging larger climate related grants. It is a true example of global best practice in coordinated and consistent climate reporting, representing over a decade of data on climate action at the municipal level.

The District of Saanich has delivered a considerable number of high impact actions using CARIP funding, ranging from multiple rounds of public electric vehicle charging stations, to the analysis and engagement required to support adoption of the BC Energy Step Code. Additional examples are provided in the attached Council Report. Further, CARIP funding has been instrumental in the development of a Sustainability Division and the hiring and retention of sustainability staff, which, until 2021, were still partly resourced via CARIP funding. Many other municipalities will have staff delivering on climate action that are still resourced through the CARIP carbon tax refund.

Given this, the clear lack of a replacement program that provides a consistent and reliable funding source for municipal climate action and the shift towards solely competitive funding streams and programs is of major concern. Such programs require significant effort, staff time and, often, financial resources to fund the analysis needed for an application with no guarantee of success. They also take substantial time and resources for evaluation by the decision making body and we regularly hear that grant programs and competitive funding streams are over-subscribed. In addition, they rely on match funding or financial contributions from the local government partner. In the absence of either the CARIP program or a similar source of consistent funding, many municipalities will be limited in their ability to apply for such competitive programs. Further, this level of uncertainty makes it extremely difficult to plan for and implement climate actions that span multiple years.

While some amendments to the CARIP process and report template would be valuable, for example, the move from a carbon tax refund based upon fossil fuel consumption to one based on municipal population, there remains considerable benefit to continuing with a program that provides consistent funding tied to the delivery of a simple annual climate report.

This change is being implemented in a time of particular uncertainty when there is an overwhelming demand for municipal tax dollars to support core municipal services and local governments have limited ability to pivot on budget decisions. Removing dedicated climate action funding will create a shortfall that is unlikely to be met by many local governments through the municipal tax base.

As such, Council requests that the Province engage local governments on the swift replacement of CARIP with a program that provides consistent, non-application based funding, tied to annual climate reporting and with first payments received by local governments in 2022. This will allow municipalities to continue their work at a scale necessary to address the Climate Emergency and deliver on CleanBC and Municipal Climate Plan goals.

Sincerely,

Angila Bains, B.A., CMC,  
Manager, Legislative Services

RN/

Enclosures: Council Report:

cc. Mayor and Council  
Paul Thorkelsson, Chief Administrative Officer, District of Saanich  
Sharon Hvozdzanski, Director of Planning, District of Saanich  
Valla Tinney, Director of Finance, District of Saanich  
Tara Faganello, Assistant Deputy Minister, Local Government Division, Ministry of Municipal Affairs

2560-50  
Climate Action

### **ENDING THE BC CLIMATE ACTION REVENUE INCENTIVE PROGRAM (CARIP)**

Report of the Director of Planning dated May 13, 2021. To provide Council with information regarding:

- The announced end to the Provincial Climate Action Revenue Incentive Program (CARIP);
- The implications this has for the District of Saanich Climate Action; and
- Proposed next steps.

The Manager of Sustainability provided an overview of the termination of the BC Climate Action Revenue Incentive Program.

**MOVED by Councillor Chambers and Seconded by Councillor Plant: “That Council:**

- 1. Receive for information the report of the Director of Planning dated May 13, 2021;**
- 2. Direct the Mayor to write a letter to the Premier, the Minister of Municipal Affairs, the Minister of the Environment, Minister of Finance and Climate Change Strategy, and the Union of British Columbia Municipalities based upon the draft provided, detailing the impact of cancelling the Climate Action Revenue Incentive Program (CARIP) and the need for a swift replacement that provides consistent, non-application funding to allow the District of Saanich and other municipalities to continue their work at a scale that can deliver on the Provincial CleanBC Plan and Municipal Climate Plans;**
- 3. Direct staff to draft a resolution to the Union of British Columbia Municipalities on a replacement CARIP program and present this to Council for consideration prior to the June 30, 2021 submission deadline; and**
- 4. Share this report and attachments with the Capital Regional District Board of Directors, other BC municipal elected officials and the Chief Administrative Officers in advance of the Union of British Columbia Municipalities conference in September 2021.”**

Council discussion ensued with the following comments:

- The cuts to funding are disappointing.

**The Motion was then Put and CARRIED**



**From:** [Lynn Dawson-Summerfeldt](#)  
**To:** [Info Ucluelet](#); [Bruce Greig](#); [Bylaw Mailbox](#); [Brittney Willms](#)  
**Subject:** UHS  
**Date:** July 7, 2021 1:44:05 PM

---

**[External]**

Lynette Dawson-Summerfeldt

[REDACTED]  
1784 Cypress Rd, Ucluelet BC  
[REDACTED]

To The District of Ucluelet and Ucluelet Council, Ucluelet Bylaw

I am writing you yet again looking for some assistance with the noise at Ucluelet Harbour Seafoods. This winter during their annual maintenance period, UHS cut down vegetation on two sides of their property facing our street. It looks great, and at first I was pleased with their efforts. However now that the plant has resumed operation (or at least have the refrigeration systems running) it has become evident that the plants and trees were actually beneficial in mitigating some of the noise from the compressors and refrigeration. It is now louder than ever.

I am hoping you can assist myself, and the others in the neighbourhood by having Ucluelet Harbour Seafoods install a solid fence or sound barrier on their property. The noise from these compressors is 24/7. I cannot open my windows at night, I cannot sit in my yard, I cannot move my bedroom or my home further from the constant noise. This has greatly affected the peaceful enjoyment of my home, the quality of sleep, and in all honesty the quality of my life. It made the recent heatwave unbearable.

If you would like some background info, I feel the need to tell you I did not move here recently. I actually moved here in the early 90's when the plant was in full swing producing surimi, and much busier than it is now. The problem arose when UHS started moving some of the operations that used to take place inside the plant to outside, which was noisier but tolerable (if you like people swearing and yelling at all hours in addition to forklifts and horns honking). The problem is really the new condensers and refrigeration system. I know we asked you for help previously, and although we left the meeting hopeful; nothing was accomplished. We ask you again to look at this situation and help us resolve it while staying on good terms with our neighbours. Currently during all this heat we are also having issues with smell (also with the SE rather than the usual NW winds) They are NOT closing the awful containers. I find dead hake in my yard as a result as all kinds of critters get in there and spread it around.

We are grateful to see that the OCP includes commercial endeavours like this being located down by Seaplane Base in the future, and are excited for what the property holds for tourism and Ucluelet. I think one day it will be a very exciting part of our waterfront.

Regards,

The Summerfeldts





# The Corporation of the District of Peachland

5806 Beach Avenue  
Peachland, BC  
VOH 1X7

Phone: 250-767-2647  
Fax: 250-767-3433  
[www.peachland.ca](http://www.peachland.ca)

## OFFICE OF THE MAYOR

June 9, 2021

The Honourable Josie Osborne  
Minister of Municipal Affairs  
PO Box 9056 Stn. Prov. Govt.  
Victoria BC V8W 9E2

The Honourable George Heyman  
Minister of Environment and Climate Change Strategy  
PO Box 9047 Stn. Prov. Gov.  
Victoria BC V8W 9E2

### **RE: BC Climate Action Revenue Incentive Program (CARIP)**

Dear Ministers Osborne and Heyman,

The recent decision to discontinue the Climate Action Revenue Incentive Program (CARIP) has the District of Peachland deeply concerned, as this decision will impact our municipality's ability to reach our climate action goals and targets.

The District has used CARIP funding for numerous initiatives including the addition of an Electric Utility Vehicle to the District's fleet, installation of LED street lights, and the development of a Community Energy and Emissions Plan (CEEP) that will aid in improving energy efficiency, reduce green house gas emissions, and foster local green energy solutions.

The Province's decision to end CARIP will have negative implications for communities across BC. The most significant of these is the loss of reliable, consistent, and flexible funding. Without funding through CARIP many communities will be unable to continue the work that they are doing to reach climate action goals and targets as mandated by the Province. While there may be climate-related grants available, now and in the future, they often require an extensive application process, and our acceptance for a grant can not be relied upon or anticipated when planning our climate action goals.

Moving forward, Peachland Council recommends consultation with BC Municipalities in order to development an alternative program with the same consistency and reliability. A simplified process for applying and reporting is also encouraged.

Peachland Council strongly urges the Province of BC to reinstate CARIP until such time as consultation with local governments is complete and an alternate program is established.

Sincerely,

A handwritten signature in black ink that reads "Cindy Fortin". The signature is written in a cursive, flowing style.

Cindy Fortin

Mayor

District of Peachland

CC: Premier John Horgan  
Brian Frenkel, President UBCM  
All BC Municipalities

# YUULU?I?ATH STANDARDIZED LANGUAGE

## Nuu-chah-nulth Language

### When referring to the Nation

1. Yuulu?i?ath
2. Yuulu?i?ath - Ucluelet First Nation
3. Yuulu?i?ath First Nation is **not acceptable**
4. Yuuthlu-ilth-ath can be used if your computer doesn't have the Nuu-chah-nulth font or cannot cut and paste Yuulu?i?ath

### When referring to the Government

1. Yuulu?i?ath Government
2. Yuulu?i?ath Government - Ucluelet First Nation

### Abbreviations

1. **UFN** is correct when referring to the Nation
2. **YFN** is incorrect when referring to the Nation (FN is redundant, where Yuulu?i?ath refers to the entire Nation or group of citizens)
3. **YG** - Yuulu?i?ath Government

### Standard Spelling

- hita'cu (community)
- Cix<sup>w</sup>atin Centre (main centre)
- huu'patu Centre (health centre)
- q<sup>w</sup>ayaç'iik'iis Childcare Centre
- **Traditional Territory** - the ancestral and contemporary connections of Indigenous peoples to a geographical area
- **Treaty Settlement Lands** - Nation owned lands as finalized in the Treaty





From: [Julia Martin](#)  
 Subject: ACRD - Around our Region Newsletter - June 2021  
 Date: June 25, 2021 3:18:46 PM

[External]



# Around our Region



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



### JUNE 9<sup>TH</sup> MEETING

#### MOMENT OF SILENCE

The Board of Directors acknowledged the passing of Sarah Robinson and of the unmarked graves at the Kamloops Indian Residential School and conducted a moment of silence.

#### INTRODUCTION – NEW ACRD EMPLOYEE

Teri Fong, Chief Financial Officer introduced new employee Shane Koren, Assistant Accountant with the Regional District.

#### 2021 UBCM CONVENTION & MINISTER MEETINGS

Due to the COVID-19 Pandemic, the 2021 Union of British Columbia Municipalities (UBCM) Convention will once again be held virtually, September 14<sup>th</sup> to 19<sup>th</sup>. The Board will request several meetings with Cabinet Ministers in conjunction with the Conference respecting issues/concerns impacting communities in the region. For more information on UBCM, including their convention, visit <https://www.ubcm.ca/>

#### VISUAL AIR QUALITY MONITORING STATION

The Board will enter into an agreement with the Ministry of Environment and Climate Change Strategy for a Visual Air Quality Monitoring Station at the Alberni Valley Landfill for a 10-year term beginning in July. This agreement will enable a camera to be installed atop the water reservoir at the Alberni Valley Landfill (AVL). The camera will be pointed towards the City of Port Alberni and will be an effective tool in capturing the visual impact of pollutants specific sources.

### JUNE 23<sup>RD</sup> MEETING

#### DELEGATIONS

**Inspector Rochette, Officer in Charge, Port Alberni RCMP Detachment regarding Body Worn Cameras.** Insp. Rochette provided an overview and spoke to the benefits of the RCMP Body Worn Camera project. The phased roll out plan will start with selected communities in the Fall of 2021.

#### INTRODUCTION – NEW ACRD EMPLOYEE

The General Manager of Community Services introduced new employee Paulo Eichelberger, Solid Waste Manager with the Regional District.

#### LOCAL GOVERNMENT UPDATE ON CURRENT RULES FOR BOARD MEETINGS

The Province provided an update to local governments on the current rules for council and board meetings, highlighting the gradual shift to operations that will take place over the next weeks and months – in particular, for in-person board/committee meetings. Regional District staff will come back with options for consideration by the Board at the July 28<sup>th</sup> meeting for safely holding in-person Board/Committee meetings and public hearings following further direction from the Province respecting the four-step COVID restart plan.

#### 2020 ACRD STATEMENT OF FINANCIAL INFORMATION (SOFI)

The Board approved the 2020 SOFI Report which includes the audited financial statements, schedules for guarantees, indemnity agreements, remuneration and expenses and suppliers of goods and services. The report can be viewed on the ACRD website at <https://www.acrd.bc.ca/sofi>

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

**AVRA Advisory Committee** – July 13<sup>th</sup>, 1:30 pm; via Zoom

**AV & Bamfield Services Committee** joined by Port Alberni City Council, Tseshaht & Hupacasath First Nations regarding next steps Aquatic Centre replacement – July 21<sup>st</sup>, 1:30 pm; via Zoom

**Board of Directors** – July 28<sup>th</sup>, 1:30 pm, followed by the **Regional Hospital District**; via Zoom

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

### Board of Directors

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

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

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

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

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

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

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

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

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

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

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

**Councillor Kirsten Johnsen**  
(Toquaht Nation)

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

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

### SPROAT LAKE MARINE PATROL

The SLMP will be out around Sproat Lake again this summer to promote public awareness and safe boating practices. For info in Boating Safety go to:

<https://www.tc.gc.ca/eng/marinesafety/debs-obs-menu-1362.htm>

Click [here](#) to open newsletter in pdf format.

To **UNSUBSCRIBE** from this newsletter please reply with UNSUBSCRIBE as the subject.

*Julia Martin*

*Administrative Assistant*

*Phone: (250) 720-2702*

*Fax: (250) 723-1327*

*Email: [jmartin@acrd.bc.ca](mailto:jmartin@acrd.bc.ca)*



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

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



## STAFF REPORT TO COUNCIL

Council Meeting: JULY 13, 2021

500 Matterson Drive, Ucluelet, BC V0R 3A0

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

**FILE NO:** 1880-20 (FIN. REPORT)

**SUBJECT: FIVE YEAR FINANCIAL PLAN 2021-2025 BYLAW VARIANCE  
REPORT Q1 - Q2**

**REPORT NO:** 21-106

**ATTACHMENT(S):** APPENDIX A - FIVE YEAR FINANCIAL PLAN 2021-2025 BYLAW VARIANCE SCHEDULE A

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

1. **THAT** Council receive the Five Year Financial Plan 2021-2025 Variance Report for the First and Second Quarters ending June 30, 2021.

### **PURPOSE/DESIRED OUTCOME:**

The purpose of this report is to advise Council as to the financial position and variances in relation to the Five Year Financial Plan 2021-2025 for the District on a quarterly basis.

### **STRATEGIC GOAL:**

This report follows the District's Strategic Plan indicating that quarterly reports to Council will provide an opportunity for Council and staff to regularly review and communicate progress in achieving Council's goals.

### **BACKGROUND:**

This is a preliminary report to Council relaying the balances for the various revenue and expenditure summary totals for first two quarters covering the period of January 1 to June 30, 2021 as per the attached Schedule A. Explanations for some of the major variances identified are included in this report.

### **Discussion:**

#### **Total Revenues**

- Taxes have been invoiced in full for the year with minor variances due to the assessment roll. At the time of this report approximately 90% of taxes had been received.
- Small Craft Harbour revenues up over \$49,000 compared to the same period in 2020, however still down from the same period in 2019.
- Recreation revenues are up over \$39,000 compared to the same period in 2019, however still down from the same period in 2019.
- 2021 Business Licence fees received to date are \$107,330.
- Development Permits are approximately \$10,000 higher than this time last year.
- Building Permit amounts are very similar for 2020 and 2021 to date.

- Internal transfers and deferred revenue entries will be posted as the offsetting expenses occur.

### **Total Expenses**

The District has had several challenges due to the Covid-19 pandemic including the ability to hire staff and labour, backorders and shortages of materials. As the restrictions lift, we expect expenses to increase to a normal pace. It should be noted that some expenses for June have not been posted.

### **Capital Projects**

Capital projects are moving forward as much as possible. Costs for materials have increased significantly, which has resulted in re-examining several estimates for projects within the Five Year Financial Plan.

### **Surpluses**

Typically the surplus in Q2 is higher due to all taxes being recorded for the year. The year to date surplus is \$1.8m, which is consistent with this time last year.

### **FINANCIAL IMPACTS:**

To mirror the message from the District's auditor, MNP, the global outbreak of COVID-19 (coronavirus), has had a significant impact on municipalities through the restrictions put in place by the Canadian and provincial governments regarding travel, municipal operations and isolation/quarantine order. At this time, it is unknown the extent of the impact the COVID-19 outbreak may have had, or will have, on the District of Ucluelet. This will depend on future developments that are highly uncertain, arising from the inability to predict the duration of the outbreak, travel restrictions, office closures and disruptions, and quarantine measures that are currently, or may be put, in place.

To address this uncertainty, cash flow will continue to be monitored regularly, with adjustments made as required.

### **OPTIONS REVIEW:**

1. **THAT** Council receive the Five Year Financial Plan 2021-2025 Variance Report for the First and Second Quarters ending June 30, 2021. **(Recommended)**
2. **THAT** Council provide alternative direction to Staff.

**Respectfully submitted:** Donna Monteith, Chief Financial Officer



Appendix A  
**DISTRICT OF UCLUELET**  
**5-YEAR FINANCIAL PLAN BYLAW NO. 1289**  
**Variance Report - As at June 30, 2021 (unaudited)**

	June 30, 2021 Draft Actual	2021 Adopted Budget	Amount Over (Under) Budget	Percent of Budget Used
<b>REVENUE</b>				
Taxes	3,177,071	3,164,806	12,265	100.39%
Sale of services	602,962	884,414	(\$281,452)	68.18%
Penalties and Interest earned	2,598	85,300	(\$82,702)	3.05%
Grants and donations	338,686	7,463,680	(7,124,994)	4.54%
Deferred revenues recognized (DCC, Other)	75	1,013,383	(1,013,308)	0.01%
Water sale of services	501,728	747,655	(245,927)	67.11%
Sewer sale of services	399,862	646,518	(246,656)	61.85%
Transfers	-	2,368,973	(2,368,973)	0.00%
<b>Total Revenue</b>	<b>5,022,982</b>	<b>16,374,729</b>	<b>(11,351,747)</b>	<b>30.68%</b>
<b>EXPENSE</b>				
Interest payments	39,314	145,329	(106,015)	27.05%
Amortization expenses	583,293	1,167,665	(584,372)	49.95%
General Government	595,110	1,679,231	(1,084,121)	35.44%
Protective services	140,619	371,767	(231,148)	37.82%
Planning & Development	234,343	763,040	(528,697)	30.71%
Transportation services	429,153	961,331	(532,178)	44.64%
Environmental health (Garbage/recycling)	9,443	27,686	(18,243)	34.11%
Cemetery	950	12,442	(11,492)	7.64%
Recreation	401,293	1,016,061	(614,768)	39.49%
Parks	241,070	681,440	(440,370)	35.38%
Water operations	173,065	1,020,167	(847,102)	16.96%
Sewer operations	158,872	661,027	(502,155)	24.03%
<b>Total Expense</b>	<b>3,006,525</b>	<b>8,507,186</b>	<b>(5,500,661)</b>	<b>35.34%</b>
<b>ADD</b>				
Amortization	583,293	1,167,665	(584,372)	50%
<b>Total Additions</b>	<b>583,293</b>	<b>1,167,665</b>	<b>(584,372)</b>	<b>50%</b>
<b>DEDUCT</b>				
Principal payments debt	41,957	171,106	(129,149)	24.52%
Transfers to Reserves	145,650	55,000	90,650	264.82%
Acquisitions of tangible capital assets	532,400	8,809,102	(8,276,702)	6.04%
<b>Total Deductions</b>	<b>720,007</b>	<b>9,035,208</b>	<b>(8,315,201)</b>	
<b>Financial Plan Balance: Surplus (Deficit)</b>	<b>\$1,879,743</b>	<b>\$0</b>		





**BACKGROUND:**

The subject property falls within the Official Community Plan (**OCP**), Development Permit Area No. 4 (Hyphocus Island), which was established for the purposes of:

- Protection of the natural environment, its ecosystems and biological diversity;
- Protection of development from hazardous conditions; and,
- Establishment of objectives for the form and character of development in the resort region.

**DISCUSSION:**

The subject property currently contains one Single Family Dwelling (the principal building) and two guest cottages. The house was constructed in 2006 and the two existing guest cottages were constructed in 2008.

The subject property has the GH Guest House zoning designation. The neighbouring property directly to the north is zoned Guest House (**GH**), the property to south is a large Rural (**RU**) zoned property with future development potential, and the properties across the road are Single Family Residential (**R-1**) (see **Figure 2**).

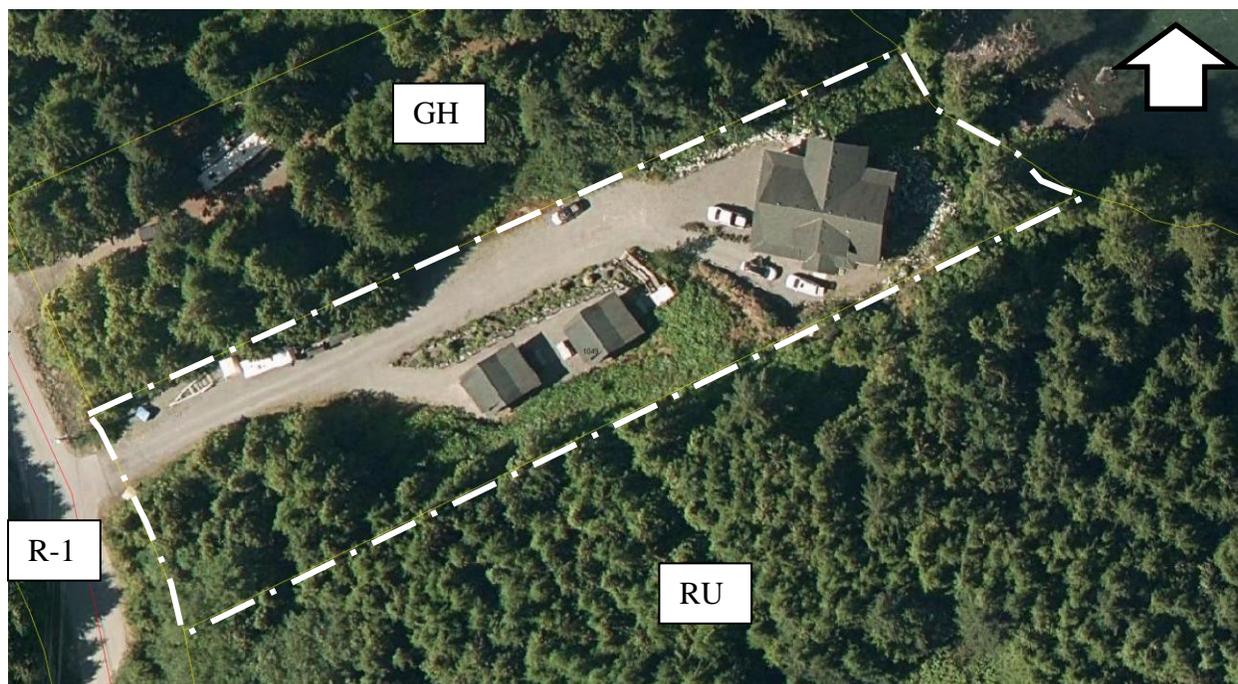


Figure 2 – Neighborhood Context

**DEVELOPMENT PERMIT:****Protection of the natural environment, its ecosystems and biological diversity:**

The central area of subject property was previously cleared to allow the for the construction of the main Single-Family Dwelling with the water and road frontages retaining the sites existing forested elements. The applicant is proposing to clear only the minimum vegetation required to construct the two guest cottages and auxiliary buildings. The following sketch is a basic landscape plan indicating the extent of clearing and the planned retention of the existing trees (see **Figure 3**).

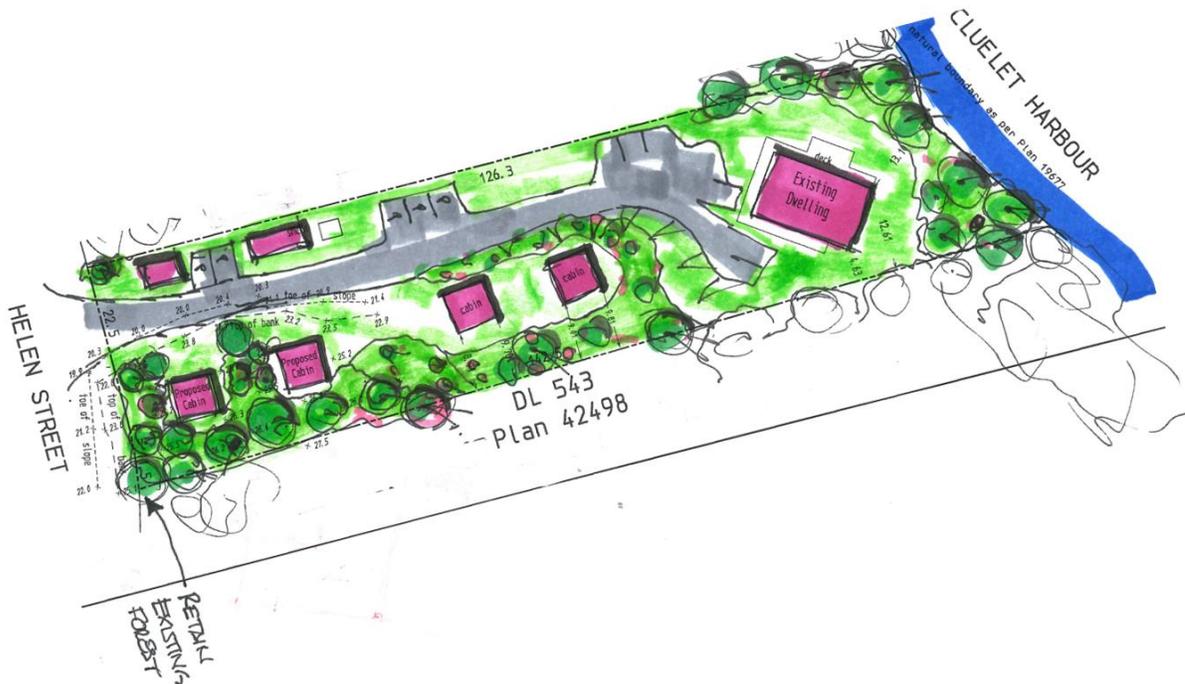


Figure 3 – Landscape / Clearing plan

Protection of development from hazardous conditions;

The construction area of the two guest cottages and accessory buildings is well above the anticipated coastal storm flood level. The construction area may be subject to steep slope conditions which will be reviewed at the building permit stage and may require a geotechnical review.

Establishment of objectives for the form and character of development in the resort region;

The proposal consists of:

- 2 – new two-storey guest cottages.
- 2 – single-storey accessory buildings.
- Associated landscaping and tree retention.

The proposal will have minimal visual impact from the public road. The guest cottages and accessory buildings with Hardie Plank siding and asphalt shingles are consistent with the DP guidelines (see draft permit in **Appendix “B”**).

**ZONING:**

The subject property falls within the GH zone and the proposed development is consistent with the applicable zoning regulations with the exception of Section GH.6.2 of Zoning Bylaw 1160, 2013, which states that guest cottages and all other accessory buildings and structures must be located to

the rear of the front face of the principal building. The applicant is requesting to vary this requirement to accommodate this proposal.

**DEVELOPMENT VARIANCE PERMIT:**

The applicant is proposing that the two guest cottages and accessory buildings be located front of the front face of the principal building. Considering the minimal impact from the public realm and streetscape this request is supported.

There is no record of a similar variance being issued for the two existing guest cabins, although a building permit and occupancy were issued for the existing structures. For this reason staff recommend that, to avoid any confusion in the future, the DVP provide authorization for all four cabins with respect to section GH.6.2 of the zoning bylaw (see draft permit in **Appendix "C"**).

**SERVICING:**

The subject property is fully serviced with the Guest Cottage service connections being reviewed at the building permit stage.

**FIRE AND EMERGENCY SERVICES:**

The proposal will be required to meet all provincial fire code regulations.

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

Should the application proceed, staff time will be required to process the permits.

**FINANCIAL IMPACTS:**

There are no direct financial implications to the District of Ucluelet by advancing the requested permits.

**POLICY OR LEGISLATIVE IMPACTS:**

This proposal is consistent with the District of Ucluelet's Official Community Plan.

**OPTIONS:**

The proposed guest cottages appear consistent with the Development Permit Area No. 4 (Hyphocus Island) guidelines. Therefore, staff recommend approval as described at the onset of this report.

Alternatively, Council could proceed as follows:

2. **THAT** Council defer consideration of issuing this DP21-05 and DVP21-01 pending receipt of further specific information from the applicant; **or**,
3. **THAT** Council reject the application for DP21-05 and DVP21-01 at this time, and state which specific DP guidelines are not adequately met by the current proposal; **or**,
4. **THAT** Council, provide alternative direction to staff.

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

May 25, 2021

To Whom it May Concern,

We are planning to construct two cabins on our existing property located at 1049 Helen Road, Ucluelet measuring approx. 400 sq.ft. in size built to B.C. building code. Please find enclosed site survey, building plans, title and development application within package.

Thank you,

Lindsey + Shawn Anderson



**Site Plan of:  
 Lot 7, District Lot 543 Native Island,  
 Clayoquot District, Plan VIP76238**

Parcel Identifier: 025-815-091

Civic address: 1049 Helen Road

**SCALE - 1 : 500**



All distances are in metres and decimals thereof

(plot on 8.5" x 14" sheet)

**LEGEND**

Geodetic elevations are shown  $\pm$  (in Meters)

The following non-financial charges are shown on the current title and may affect the property

EY152025 - Covenant

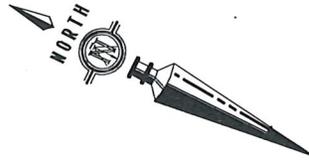
EY152026 - Statutory Building Scheme

Parcel dimensions shown herein are

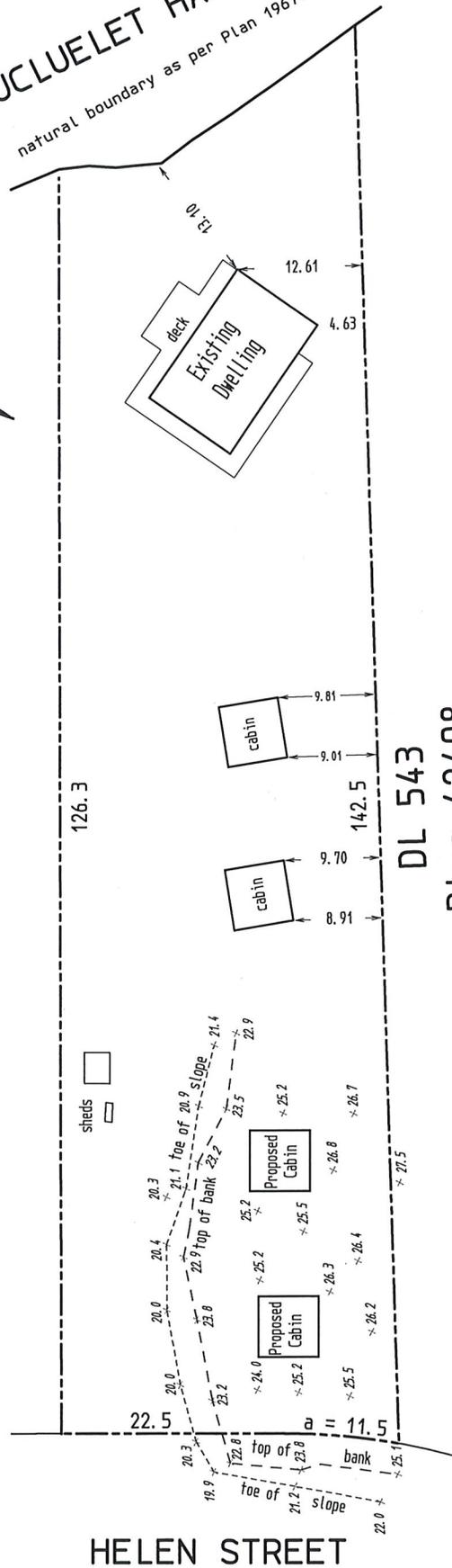
derived from Land Title Office records.

This sketch represents a site improvement survey and is not intended for the purposes of a survey/mortgage certificate.

**FILE: 036-Helen**  
**DWG/DATE: 2020-11-24**  
**AG Surveys**  
 545 - 110 Marine Drive  
 Ucluelet, BC V0R 3A0  
 phone (250) 266-1536

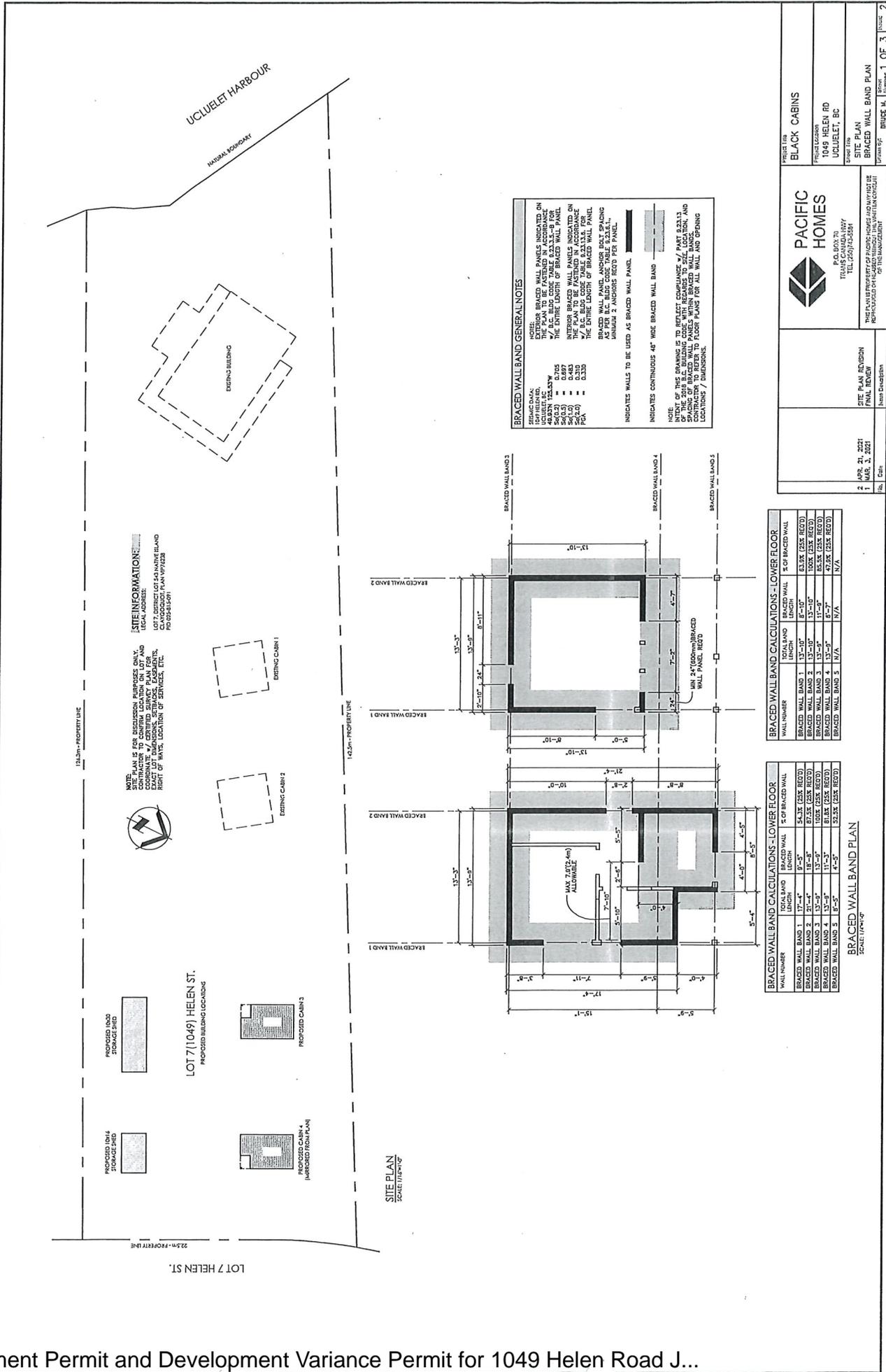


**UCLUELET HARBOUR**  
 natural boundary as per Plan 19677



**DL 543  
 Plan 42498**

**HELEN STREET**



**SITE INFORMATION:**  
 CONTRACTOR TO CONFIRM LOCATION ON LOT AND  
 LEGAL ADDRESS:  
 LOT 7, DISTRICT 1049 MARINE ISLAND  
 COMMUNICATIONS SERVICES, EXHIBITS,  
 RIGHT OF WAYS, LOCATION OF SERVICES, ETC.  
 COMMUNICATIONS PLAN #P1238



LOT 7 (1049) HELEN ST.  
 PROPOSED BUILDING LOCATIONS



**SITE PLAN**  
 SCALE: 1/8" = 1'-0"

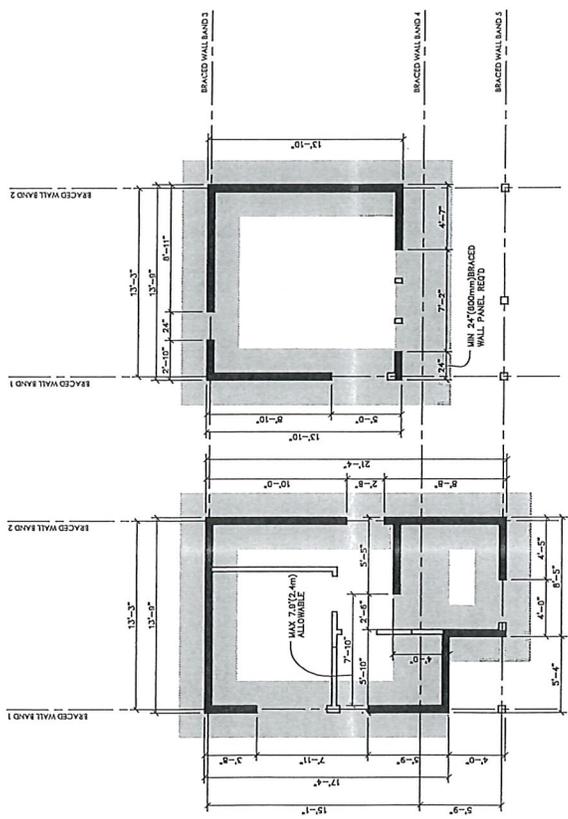
**BRACED WALL BAND GENERAL NOTES**

NOTE: ALL BRACED WALL PANELS INDICATED ON THIS PLAN TO BE FASTENED IN ACCORDANCE WITH THE MANUFACTURER'S INSTALLATION MANUAL. THE ENTIRE LENGTH OF BRACED WALL PANELS SHALL BE FASTENED TO THE FOUNDATION. INTERIOR BRACED WALL PANELS INDICATED ON THIS PLAN TO BE FASTENED IN ACCORDANCE WITH THE MANUFACTURER'S INSTALLATION MANUAL. THE ENTIRE LENGTH OF BRACED WALL PANELS SHALL BE FASTENED TO THE FOUNDATION. BRACED WALL PANEL ANCHOR BOLT SPACING SHALL BE AS SHOWN IN THE MANUFACTURER'S INSTALLATION MANUAL. ANCHOR BOLT SPACING SHALL BE AS SHOWN IN THE MANUFACTURER'S INSTALLATION MANUAL. ANCHOR BOLT SPACING SHALL BE AS SHOWN IN THE MANUFACTURER'S INSTALLATION MANUAL. ANCHOR BOLT SPACING SHALL BE AS SHOWN IN THE MANUFACTURER'S INSTALLATION MANUAL.

INDICATES WALLS TO BE USED AS BRACED WALL PANEL.

INDICATES CONTINUOUS 48" WIDE BRACED WALL BAND.

NOTE: THE INTENT OF THIS DRAWING IS TO REFLECT COMPLIANCE WITH PART B2.2.13 OF THE BC BUILDING CODE. THE SPACING OF BRACED WALL PANELS WITHIN BRACED WALL BANDS, AND THE LOCATION OF BRACED WALL PANELS, SHALL BE AS SHOWN IN THE MANUFACTURER'S INSTALLATION MANUAL.



**BRACED WALL BAND CALCULATIONS - LOWER FLOOR**

WALL NUMBER	BRACED WALL LENGTH	% OF BRACED WALL EACH
BRACED WALL BAND 1	13'-3"	81.9% (25% REQ'D)
BRACED WALL BAND 2	13'-9"	100% (25% REQ'D)
BRACED WALL BAND 3	13'-10"	85.3% (25% REQ'D)
BRACED WALL BAND 4	13'-9"	85.3% (25% REQ'D)
BRACED WALL BAND 5	N/A	N/A

**BRACED WALL BAND CALCULATIONS - LOWER FLOOR**

WALL NUMBER	BRACED WALL LENGTH	% OF BRACED WALL EACH
BRACED WALL BAND 1	17'-4"	54.3% (25% REQ'D)
BRACED WALL BAND 2	21'-4"	67.5% (25% REQ'D)
BRACED WALL BAND 3	13'-5"	81.8% (25% REQ'D)
BRACED WALL BAND 4	13'-5"	81.8% (25% REQ'D)
BRACED WALL BAND 5	4'-5"	52.5% (25% REQ'D)

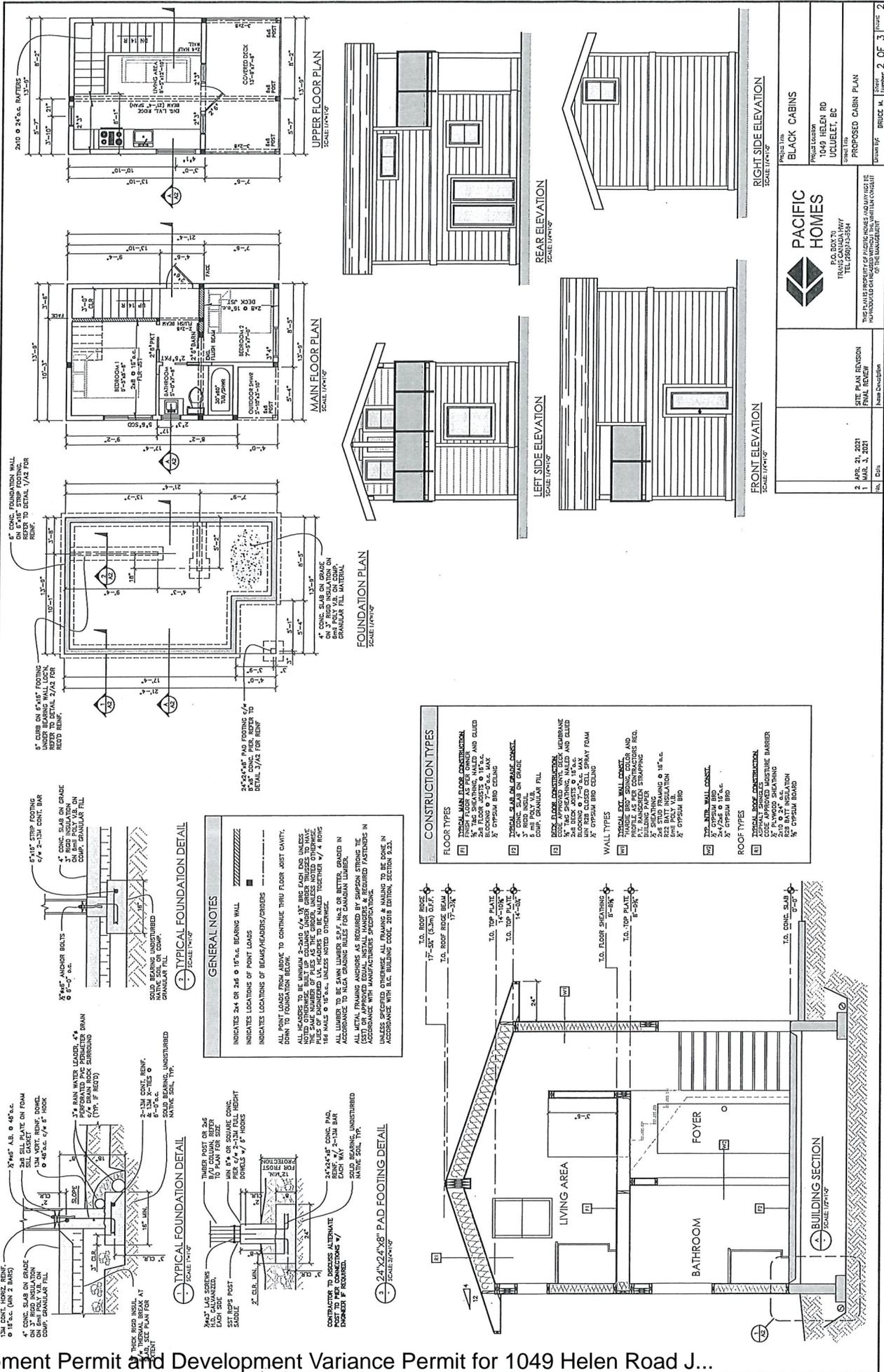
**BRACED WALL BAND PLAN**  
 SCALE: 1/8" = 1'-0"

**PACIFIC HOMES**  
 P.O. BOX 70  
 TEL: 250-468-8888

PROJECT TITLE: **BLACK CABINS**  
 PROJECT ADDRESS: **1049 HELEN RD UCLULET, BC**

DATE: **APR 21, 2021**  
 DRAWN BY: **J. BROWN**  
 CHECKED BY: **M. LUTHELMAN**

SHEET NO: **1** OF **3**



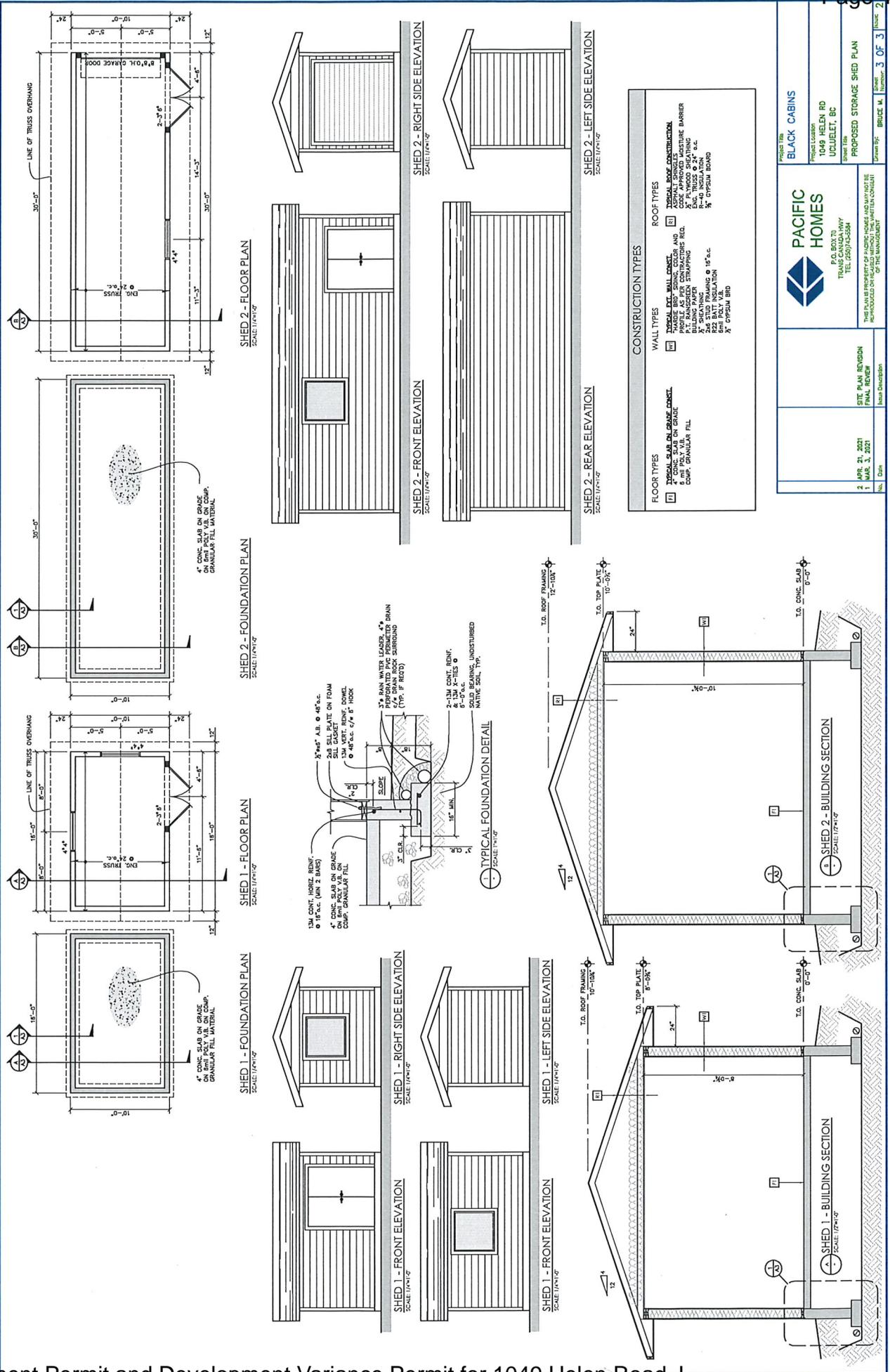
**PACIFIC HOMES**  
 155 COLUMBIA HWY  
 TEL: (604) 273-3554  
 OF THE HASTINGS DISTRICT

Project Location: **BLACK CABINS**  
 1049 HELEN RD  
 UGUELET, BC

Site Plan Revision: **FINAL REVIEW**

Date: **2 APR. 21, 2021**  
 Date: **1 MAR. 3, 2021**

Drawn By: **BRUCE M.** Number: **2 OF 3** Page: **2**



		<b>BLACK CABINS</b> PROJECT LOCATION 1049 HELEN RD UGUELET, BC SHEET NO. PROPOSED STORAGE SHED PLAN DRAWN BY: BRUCE M. NUMBER: 3 OF 3
2 APR. 21, 2021 1 MAR. 3, 2021	SITE PLAN REVISION FINAL REVIEW	THIS SHED IS DESIGNED FOR RESIDENTIAL USE ONLY. IT IS NOT TO BE USED FOR COMMERCIAL OR INDUSTRIAL PURPOSES WITHOUT THE WRITTEN CONSENT OF THE MANUFACTURER. PACIFIC HOMES 100 BOULEVARD TRANSCADAPRA TEL: (503) 743-3584





## DEVELOPMENT PERMIT DP21-05

Pursuant to section 488 of the Local Government Act, R.S.B.C 2015 C.1 as amended:

1. This Development Permit is issued to:

**Shawn and Lindsey Anderson**, 1049 Helen Road, Ucluelet, BC and **Thomas Black**, 3760 West 21<sup>st</sup> Avenue, Vancouver, BC

2. This Development Permit applies to, and only to, those lands within the District of Ucluelet described below, and the buildings, structures, and other development thereon:

**Lot 7, District Lot Native Island, Clayoquot District, Plan VIP76238, 1049 HELEN ROAD**  
(The "lands"):

3. This Permit authorizes the following improvements on the Lands:

- a) **Two additional guest cottages.**
- b) **Two auxiliary buildings.**
- c) **Associated landscaping and tree retention.**

4. These improvements apply only in the locations indicated, and otherwise in accordance with, the drawings and specifications attached to this Permit as **Schedule A**.

5. The work authorized by this Permit may only be carried out in compliance with all federal, provincial, and municipal statutes, regulations, and bylaws. The owner is responsible for ensuring that the timing of the work and any required permits or notifications by other agencies are obtained as required to comply with all applicable regulations.

6. Notice shall be filed in the Land Title Office under Section 503 of the Local Government Act, and upon such filing, the terms of this Permit or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.

7. The owner shall substantially commence the development within 24 months of the date of issuance, after which this permit shall be null and void.

8. This Permit is NOT a Building Permit.

9. **Schedule A** attached hereto shall form part of this Permit. The Municipality's Chief Administrative Officer is hereby authorized to approve minor amendments to the plans provided that such amendments are consistent with the overall character and intent of the original plans.

**AUTHORIZING RESOLUTION** passed by the Municipal Council on the      day of      , 2021 .

**ISSUED** the      day of      , 2021.

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



**Schedule A**

(See Appendices A)

## DEVELOPMENT VARIANCE PERMIT DVP21-01

Pursuant to section 498 of the Local Government Act, R.S.B.C 2015 C.1 as amended:

1. This Development Variance Permit is issued to:

**Shawn and Lindsey Anderson**, 1049 Helen Road, Ucluelet, BC and **Thomas Black**, 3760 West 21<sup>st</sup> Avenue, Vancouver, BC

2. This Development Variance Permit applies to, and only to, those lands within the District of Ucluelet described below, and the buildings, structures, and other development thereon:

**Lot 7, District Lot Native Island, Clayoquot District, Plan VIP76238 (1049 HELEN ROAD)**

3. The work authorized by this Permit may only be carried out in compliance with the requirements of the District of Ucluelet Zoning Bylaw No. 1160, 2013, except where specifically varied or supplemented by this Development Variance Permit and in compliance with all federal, provincial, and municipal statutes, regulations, and bylaws.

4. This permit authorizes the following:

**To allow a total of four guest cottages and two auxiliary buildings to be located in front of the front face of the principal building whereas section GH.6.2(1) of the District of Ucluelet Zoning Bylaw No. 1160, 2013, requires guest cottages and auxiliary buildings to be located to the rear of the front face of the principal building.**

5. The above variance is granted for the specific structures and use of the land as shown on Schedule A. Should the buildings be later removed or destroyed, this Development Variance Permit shall be null and void and the zoning requirements in effect at the time shall apply.
6. Notice shall be filed in the Land Title Office under Section 503 of the Local Government Act, and upon such filing, the terms of this Permit or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
7. This Permit is NOT a Building Permit.

**AUTHORIZING RESOLUTION** passed by the Municipal Council on    day of    , 2021.

**ISSUED** the    day of    , 2021.

---

Bruce Greig  
Manager of Community Planning



**Schedule A**

(See Appendix A)



## STAFF REPORT TO COUNCIL

Council Meeting: JULY 13, 2021

500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** ABIGAIL K. FORTUNE, DIRECTOR OF PARKS & RECREATION

**FILE NO:** 0550-20

**SUBJECT:** NIGHT MARKET SERIES

**REPORT NO:** 21-105

**ATTACHMENT(S):** APPENDIX A – SPECIAL EVENTS PERMIT

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

1. **THAT** Council approve the Special Events Permit for the Night Market Series organized by Ucluelet Chamber of Commerce for Wednesday, August 28<sup>th</sup> and Wednesday, September 29<sup>th</sup> from 4:00 pm – 9:00 pm at Seaplane Base Recreation Hall field.

### **PURPOSE/DESIRED OUTCOME:**

The purpose of this report is to request approval for a Special Events Permit for the Night Market Series for the Ucluelet Chamber of Commerce.

### **BACKGROUND:**

The Ucluelet Chamber of Commerce has submitted a Special Events permit application form to operate a Night Market Series at Seaplane Base Recreation Hall field, to showcase artisans, local businesses and food producers. Their vision is to bring music, food, drinks and art together for the community as well as tourists. The Ucluelet Chamber of Commerce has met or is in the process of meeting the requirements as laid out in the application form for an event of this kind, including a liquor license and security.

Once approved by Council, the Ucluelet Chamber of Commerce will be required to submit proof of:

- insurance for the event naming the District of Ucluelet as additionally insured in a broad form Commercial General Liability Policy;
- BC Liquor Special Occasion License for a public event; and
- Vancouver Island Health food vendors approved application.

The Ucluelet Chamber of Commerce will be required to submit a management plan which aligns with current day Provincial Public Health Order guidelines. The Ucluelet Chamber of Commerce will also be required to provide notification to residents and business that will be affected by the event.

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

n/a.

**FINANCIAL IMPACTS:**

The Ucluelet Chamber of Commerce will be required to pay a rental fee for the Seaplane Base Recreation Hall Field in accordance with the Fees and Charges Bylaw.

**OPTIONS REVIEW:**

1. **THAT** Council approve the Special Events Permit for the Night Market Series organized by Ucluelet Chamber of Commerce for Wednesday, August 28<sup>th</sup> and Wednesday, September 29<sup>th</sup> from 4:00 pm – 9:00 pm at Seaplane Base Recreation Hall field. **(Recommended)**
2. **THAT** Council provides alternative direction to staff.

**Respectfully submitted:** Abby Fortune, Director of Parks & Recreation

Appendix A



DISTRICT OF UCLUELET  
SPECIAL EVENT PERMIT APPLICATION FORM

APPLICANT INFORMATION

Organization Name: Ucluelet Chamber of Commerce

Primary Contact Name: Seika Anderson

Mailing Address: [Redacted]

Phone: \_\_\_\_\_ Cell: [Redacted]

Email: [Redacted]

Secondary Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

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

EVENT INFORMATION

Event name: Summer Night Market Date: Wednesday, August 25<sup>th</sup>

Location: Sea Plane Base Field Wednesday, September 29<sup>th</sup>

Site Map attached:  
yes:  no: \_\_\_\_\_

Event Description: (please describe your event or attach a summary in letter format)

An outdoor evening market showcasing artisans, local businesses and food producers. A night to bring music, food, drinks and art together for the community.

Is this an Annual Event?

yes: \_\_\_\_\_

no:  \_\_\_\_\_

**Event Schedule**

Vendor Set Up

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

Time: 2:00 - 3:30 pm Day of Week

Wednesday

Event Starts

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

Time: 4:00 pm Day of Week

Wednesday

Event Ends

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

Time: 9:00 pm Day of Week

Wednesday

Take Down

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

Time: 9:00 - 10:00 pm Day of Week

Wednesday

Organizers to be onsite at 12:00pm for duration of event

Anticipated number of participants:

25 vendors 300 in attendance

Will you be having security:

yes:  \_\_\_\_\_

no: \_\_\_\_\_

Please provide description of security plan.

Currently looking into security options

Have you contacted to RCMP:

yes: \_\_\_\_\_

no:  \_\_\_\_\_

\*will contact upon approval

Parking: (please describe how event parking will be coordinated)

We will provide a volunteer to direct traffic in parking lot.

How and when will affected residents and or businesses be notified:

No residents or businesses will be affected by this event.

Road Closure Requested

yes: \_\_\_\_\_

no:  \_\_\_\_\_

Details:

Event Additional Requirements:

yes: \_\_\_\_\_

no: \_\_\_\_\_

Details:

N/A

**EQUIPMENT & ACTIVITIES**

Are there any musical entertainment features related to your event?

yes:  \_\_\_\_\_

no: \_\_\_\_\_

Details: Musician to provide sound system. Musician to set up within food truck/beverage area.

Will sound amplification be used for announcements, speeches or other public addresses?

yes: \_\_\_\_\_

no:  \_\_\_\_\_

Electrical Services Required: (please note municipality will not supply electrical cords)

yes:  \_\_\_\_\_

no: \_\_\_\_\_

Details: Some vendors may require electricity - Food trucks may require electricity if not run off a generator

Will portable toilets be supplied for this event?

yes:  \_\_\_\_\_

no: \_\_\_\_\_

First Aid: In the event of an emergency or injury to participants what first aid provisions have been made:

There will be a paramedic onsite

Waste Management: What arrangements have been made to reduce litter/removal of waste during or after the event:

Surf Rider will consult with us regarding ways to set up a proper waste management system. Surf Rider will have a non-profit educational vendor stall at the market

Accommodation: Have you taken into account accommodation requirements for your event.

yes: \_\_\_\_\_ no: ✓

Details:

**FOOD & BEVERAGE**

Will food and beverage service be available during your event?

yes: ✓ no: \_\_\_\_\_

Please note a Temporary Food Permit will required by Vancouver Island Health Authority

Will alcohol beverages be available during your event?

yes: ✓ no: \_\_\_\_\_

If YES a Special Occasion License is required with a copy going to the District of Ucluelet as well as a plan for safe ride home and security.

*Once obtained this will be provided*

\*Please also see Special Occasions Licence- Major Events document, Terms & Conditions - Government of BC

**CLEAN UP & GARBAGE**

Please note garbage must be removed immediately due to wildlife concerns

Site garbage plan:

Please provide site plan

*Each food truck & beverage supplier will be responsible for garbage & recycle at their store.*

Recycling Plan:

*Garbage & recycle bins to be placed at entrance & exit.*

Garbage removal plan:

*Removed at tear down by volunteers.*

Detailed event clean-up plan:

Please provide time line

*vendors responsible for their stalls. Organizers onsite from noon on event day, to end of event to ensure nothing is left behind and site is clean*

**FEES**

Rental fee: \_\_\_\_\_

Deposit Fee: \_\_\_\_\_

\$500

**INSURANCE**

*Provided by Coastal Community Insurance*

**Commercial General Liability Insurance**

Broad form Commercial General Liability policy for a limit of not less than \$3,000,000.00 on an occurrence basis with respect to third party liability claims for bodily injury, property damage, personal injury. This policy shall include but is not limited to: Premises and operation Liability, Blanket Contractual Liability, Products and Completed Operations, Tenants' Legal Liability, Non-Owned Automobile Liability, Owner's and Applicant's Protective Liability, Contingent Employers' Liability, Breach of Conditions clause. The District of Ucluelet shall be added as "Additional Insured" along with Cross-Liability and Severability of Interest clauses.

\* A copy of the insurance must be provided to the District of Ucluelet

**Notice of Cancellation**

All such insurance policies shall stay in force and not be amended, cancelled or allowed to lapse and shall contain the necessary "Endorsements" to provide the District with thirty (30) days prior written notice.

**General**

The Applicant agrees to be responsible for any and all deductible amounts including any claim expenses incurred and policy premiums payments. All of the required Applicants' insurance policies shall be primary, non-contributing with respect to any insurance carried by the District. The District of Ucluelet reserves the right to impose such higher limits or other types of insurance as would reasonably be required of a prudent Applicant of similar event.

I have read and understand the Insurance requirements:

ST

Initial required

Included:                    yes: \_\_\_\_\_                    no:       ✓      

**INDEMNITY AGREEMENT**

Without limiting any other obligation of the Applicant under this application or otherwise, the Applicant hereby agrees to Indemnify and Save Harmless the District of Ucluelet, its elected officials, officers, employees, servants, agents and others from whom the District is in law responsible, from and against any liability, loss, claims, damages, fines, or penalties, cost and expenses (including consulting fees), investigatory and legal expenses, and other actions or course of actions, suits, caused by or attributed to any willful or negligent act, omission, delay, or allegations thereof on the part on the Applicant, its officers, employees, subcontractors, agents, licensees, assignees, invitees or other persons engaged in the event pursuant to this Application or anyone else for whom the Applicant is in law responsible. Should the District be made a party to any litigation by or against the Applicant, then the Applicant will protect, indemnify and hold the District harmless and will promptly pay all costs, expenses, and legal fees (on a solicitor and own client basis) incurred or paid by the District in connection with such litigation upon demand. The Applicant will also promptly pay upon demand all costs, expenses and legal fees (on a solicitor and own client basis) that may occur or be paid by the District in enforcing the terms, covenants and conditions in this application. The Applicant's obligation

under this indemnification section will survive the expiry or termination of this application.

I have read and understand the Insurance requirements:



Initial required

DATE:

July 7<sup>th</sup>, 2021



## STAFF REPORT TO COUNCIL

Council Meeting: JULY 13, 2021  
500 Matterson Drive, Ucluelet, BC V0R 3A0

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

**FILE NO:** 6240-20

**SUBJECT:** AMPHITRITE HOUSE: PROJECT UPDATE OPTIONS

**REPORT NO:** 21-101

**ATTACHMENT(S):** N/A

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

1. **THAT** Council direct staff to work with the consultants to refine Option 2B for the Amphitrite House Project, (*Retain Existing Foundation, Build New Main Floor, No Basement Improvements*) for a further report to Council on August 17<sup>th</sup>.

### **PURPOSE:**

To provide Council with updated information on the Amphitrite House project and the options for moving forward on the project.

### **BACKGROUND:**

The District of Ucluelet has been working on the redevelopment of the former Lightkeeper's Residence into an interpretive storm watching center and community gathering place. The renovation of the existing structure is a key component of the proposed upgrades, which also includes exterior improvements such as a wrap-around deck, outdoor amphitheater, accessible pathways, and upgraded water and sanitary site improvements.

On May 28, 2021, a detailed building investigation was completed by the architect (Public Design), structural engineer (Herold Engineering), mechanical engineer (AME) and electrical engineer (AES). The investigation confirmed that overall, the building is in poor condition, which is largely a result of:

- The construction practices of the time (1960's);
- Climactic factors (west coast weather); and
- Being unoccupied for several years.

The combination of change of use (residential to public occupancy), existing building condition, and presence of hazardous materials means that the building will require either:

- a) an extensive renovation; or
- b) demolition and reconstruction of the main floor.

Three potential options of the building have been identified.

### **Option 1 – Retain and Renovate the Existing Structure**

Option 1 includes the original scope of work outlined within the 2018 Feasibility Study and the 2019 grant application (to retain and refurbish the existing structure and foundation). Significant structural improvements would be required to increase from the existing residential structural loads to the proposed commercial assembly occupancy, including alteration/removal of the existing central bearing wall. It would also require the removal of asbestos, repair of damaged materials and the likely replacement of structural stud posts throughout the building.

### **Option 2A – Retain Existing Foundation, Build New Main Floor, Renovate Basement**

Option 2A includes the demolition of the existing above grade wood structure (Main Floor) and replacement with a new wood framed structure, including the floor and roof. Herold Engineering recommends re-use of the existing foundation structure, as it appears in serviceable condition. Basement improvements could include a public washroom, as well as office space and storage for the District.

The structural justification for the removal and replacement of the existing structure is based on the change of building use, environmental damage to the existing building materials, and presence of hazardous materials. In particular, the proposed vaulted ceilings and alteration/removal of the existing central bearing wall and increased window openings create the need for increased levels of structural intervention and renewal. This can be more easily and economically achieved through demolishing and rebuilding the structure.

### **Option 2B – Retain Existing Foundation, Build New Main Floor, No Basement Improvements**

Option 2B includes the demolition of the existing above grade structure (Main Floor) and replacement with a new wood framed structure, including the floor and roof. Similarly, to Option 2A, the foundation would remain, however no significant basement improvements are proposed within the initial phase of improvements. Works within the basement would be limited to electrical and mechanical systems required to support the main floor improvements. This option would allow the basement to be left relatively unfinished and could be used as storage by the District.

Preliminary rendering will be presented at the July 13<sup>th</sup> meeting.

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

Staff will work with the consultants to refine costs and scope with potential to reduce costs while maintaining the integrity of the project.

### **FINANCIAL IMPACTS:**

The current project budget is **\$1,360,800** and is comprised of the ICIP grant (approx. \$998,000) District funds through RMI (approx. \$363,000). The updated budget estimates factors in increased building costs since the 2018 feasibility study, as well as the considers the current state of the building. Based on the least expensive option (2B) the project may require up to \$500,000 to

complete. If recommended, staff will then work with the consultants to present a more refined report to Council in August.

Scope of Work	Feasibility Study (2018)	Option 1 - Retain and Renovate Existing Structure	Option 2A: Demolish and Replace Existing Structure	Option 2B: Demolish and Replace Existing Structure (No Basement Improvements)
Site Preparation and Hazardous Material Remediation	\$18,000	\$20,000	\$20,000	\$20,000
Building Demolition	-	-	\$30,000	\$30,000
Building Renovations	\$571,000	\$1,637,000	\$1,364,000	\$741,000
Civil Servicing	\$30,000	\$43,000	\$43,000	\$43,000
Landscape	\$293,550	\$316,000	\$316,000	\$316,000
Wraparound Deck	\$49,450	\$95,000	\$95,000	\$95,000
<b>Subtotal construction costs</b>	<b>\$962,000</b>	<b>\$2,111,000</b>	<b>\$1,868,000</b>	<b>\$1,245,000</b>
20% contingency	\$226,800	\$422,000	\$374,000	\$249,000
<b>Total Construction Costs</b>	<b>\$1,188,800</b>	<b>\$2,533,000</b>	<b>\$2,242,000</b>	<b>\$1,494,000</b>
Professional Fees	\$157,000	\$325,000	\$337,000	\$337,000
Grand Opening/Other	\$15,000	-	-	-
<b>Total with Contingency and Soft Costs</b>	<b>\$1,360,800</b>	<b>\$2,858,000</b>	<b>\$2,579,000</b>	<b>\$1,831,000</b>
Percent Increase from Grant Application	-	110%	90%	35%
Price Variance from Grant Application	-	\$1,497,200	\$1,218,200	\$470,200

Regardless of which option is chosen, the building investigations have revealed that the currently available project funding is insufficient, and that additional funding will be needed in order to implement the building and site program as envisioned within the 2018 Feasibility Study.

Alternatively, there may be an opportunity to further reduce the scope of the project to meet the current project budget, for example a portion of the site amenities and landscaping could be implemented as a future phase when additional funding is available.

**OPTIONS REVIEW:**

1. **THAT** Council direct staff to work with the consultants to refine Option 2B for the Amphitrite House Project, (*Retain Existing Foundation, Build New Main Floor, No Basement Improvements*) for a further report to Council on August 17<sup>th</sup> **(Recommended)**
2. **THAT** Council provides alternative direction to staff.

**Respectfully submitted:** Abigail K. Fortune, Director of Parks & Recreation  
Andy Laidlaw, Acting CAO



## STAFF REPORT TO COUNCIL

Council Meeting: July 13, 2021

500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** JOHN TOWGOOD, PLANNER **FILE NO:** 1290-04

**SUBJECT:** **ENDORSEMENT OF THE 2023 PENINSULA ROAD SAFETY AND BEAUTIFICATION PROJECT FOR MULTIPLE GRANT APPLICATIONS** **REPORT NO:** 21-108

**ATTACHMENT(S):** APPENDIX A – PENINSULA ROAD CONCEPT DRAWINGS – JULY 6, 2021

### RECOMMENDATION:

- 1) **THAT** Council, with regard to the 2023 Peninsula Road Safety and Beautification Project as described in this report and shown in *Appendix-A Peninsula Road Concept Drawings – July 6, 2021*, direct Staff to:
  - a) Apply for both the BC Active Transportation Grant and the Canadian Community Revitalization Fund.
  - b) Prepare a letter of endorsement from the District of Ucluelet to the two grant funders to highlight the following points:
    - i) That creating a safe and welcoming environment for people on foot and on bicycles in Ucluelet's commercial core is of high importance to the community and its livability.
    - ii) That making this core area of Ucluelet's public realm more accessible is important to achieve the community's goal to be more inclusive and equitable.
    - iii) That the proposed works are critical to safely integrate the expected increase in cycling traffic from the new Pacific Rim National Park Reserve's *ᐱᐱᓱᓱᓱᓱ ᓱᓱᓱᓱᓱᓱ* multi-use pathway.
    - iv) That the improvements in the project area's pedestrian and cycling movement and the beautification of the project area would enhance the visitor experience and support Ucluelet businesses.
    - v) That the proposed improved and revitalized economic conditions that the project would create would be essential in helping the community rebound from the effects of COVID-19.
  - c) Request letters of support for the grant applications from the Yuułu?iłʔatᓱ Government, the Ucluelet Chamber of Commerce, Parks Canada, and Tourism Ucluelet.

### PURPOSE:

To provide Council with information on a reconfigured concept for the Peninsula Road (Peninsula) corridor and direct Staff to prepare a letter of endorsement from the District of Ucluelet for the BC Active Transportation Grant (**BCAT**) and the Canadian Community Revitalization Fund (**CCRF**).

**BACKGROUND:**

The improvement of the Peninsula Road highway corridor to enhance safety and beautification has been pursued by the District of Ucluelet since 2015. There have been multiple design approaches and public engagement over the years with the last public open house specific to the Peninsula Road Streetscape Design project occurring on December 11, 2019. Key comments from this open house, as summarized by the consultant working on the project, were as follows:

- *Overwhelming support was shown for the street cross-section option with the bike lanes protected by parking (light blue on the open house storyboard). Attendees clearly preferred a physically separated bike lane over a shared bike / vehicle lane, as well as a protected, dedicated bike lane over a multi-use pathway shared with pedestrians.*
- *Lots of discussion on the need to reduce vehicle speeds, particularly nearby the schools and at crosswalks.*
- *Numerous mentions of the desire for design details and aesthetics to reflect the local character. Nothing too urban feeling, landscape using native species, rain gardens where possible, thematic elements consistent with treatments in Village Green.*
- *The issue of parking loss was not raised, suggesting that the possible loss of parking associated with cross-section options accommodating wider sidewalks and/or cycling facilities is not as much of an issue as anticipated.*
- *Lots of discussion around the Main Street / Peninsula Road intersection. No real clear preference or solutions for this location, only the need to improve on its current condition.*
- *General comments that the cycling facilities should be consistent (or as consistent as possible) along the entire length of the corridor (i.e., limit changes / transition between facilities).*
- *Support for the photos that showed curb extensions at block ends and crosswalks to narrow the street and create space for landscape.*

Since that time District of Ucluelet staff have been working with a consultant to put together a phased approach that would see a complete reconfiguring of the all the project areas key elements to create the best possible pedestrian, cycling, and vehicle solution. This project was then divided into three phases with the following cost estimates:

**Phase 1 – Hemlock Street to Birch Street (Bay to Main)**

Roadway Improvements and Safety Upgrades \$10,820,000

Municipal Utility Upgrades \$1,580,000

Phase 1 Total \$12,400,000

**Phase 2 – Seaplane Base Road to Hemlock Street**

Roadway Improvements and Safety Upgrades \$5,010,000

Municipal Utility Upgrades \$1,390,000

Phase 2 Total \$6,400,000

**Phase 3 – Forbes Road to Seaplane Base Road**

Roadway Improvements and Safety Upgrades \$3,330,000

Municipal Utility Upgrades \$70,000

Phase 3 Total \$3,400,000

Staff entered into conversations with the Ministry of Transportation (**MOTI**) to formalize a cost sharing / divestiture arrangement prioritizing the works considered in Phase 1. These talks were

productive but with the Province's competing priorities, a formal commitment from MOTI in the foreseeable future does not appear likely. To be clear, the conversation on a complete reconfiguring the Peninsula / Main Street (**Main**) and the Peninsula / Bay Street (**Bay**) intersections and the complete rework of Phase 1 area is not withdrawn; but it does not seem likely that a resolution or final commitment will be achieved in a predictable timeframe.

It is in this context that staff reassessed the project to look for ways to achieve the pedestrian, cycling improvement and beautification in such a way that the project would be within the District of Ucluelet's ability to fund through a combination of Gas Tax, RMI, and grant funding. This revised approach to the design and funding is described in this report.

### DISCUSSION:

The basic premise of the revised project is to take the existing conceptual work and build out from the existing south curb line as indicated in Figure 1 below:

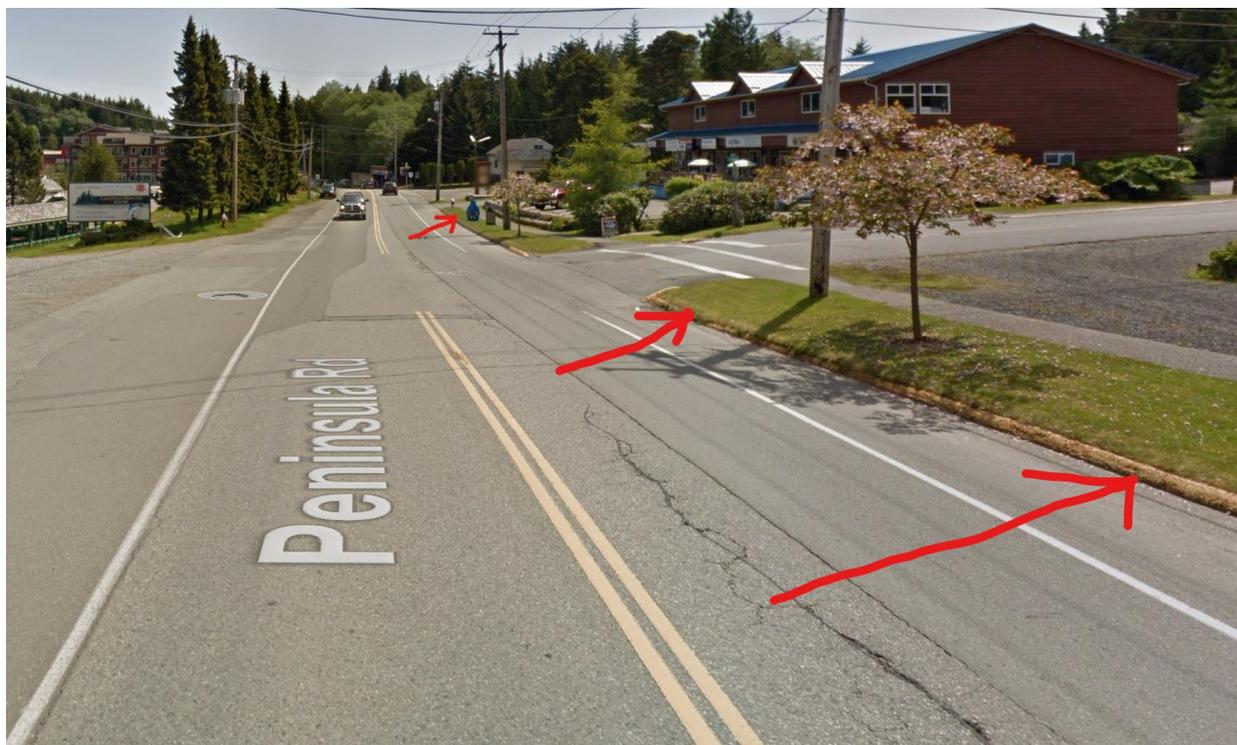


Figure 1

Starting the new work here rather than to the far southern property line, would retain the existing sidewalk on the south side of Peninsula, the existing boulevard landscaping and trees; and would avoid the need to relocate all the existing hydro poles. The disadvantage with not replacing the existing 1.2 sidewalk is that the width is less than the recommended width for accessibility and that this sidewalk is weathered. The works proposed in this report would not preclude a future project to replace and widen this sidewalk.

The revised project would not include the major intersection reworks contemplated in the earlier concepts but does look to improve these intersections (see Appendix A). Another change in the

concept is to improve Peninsula from Forbes through Main, instead of concentrating on the Bay to Main sections as a Phase 1. The proposed project would also add a multi-use path along Larch Road (**Larch**) and part of Bay. The following is a brief description of anticipated works:

### Traffic Lanes

The traffic lane (the two center travelled lanes that run in both directions) width and location would stay as is from Forbes Road to Seaplane Base Road. The road from this point to Bay narrows to a 3.4m lane width and the road centerline would move to the north to account for parking on one side until just past Lyche Road. The two lanes would be edged on both sides with rideable curbs to define and separate the vehicle lane from the landscaping, pedestrian, and cyclist realms. This rideable curb also defines the storm drainage and ties into the existing storm sewer systems. The traffic lane location and width between Main and Bay would not change as part of this project.

### Traffic Calming

Traffic calming bump outs would be located through the project area. The level to which each bump out is curbed and landscaped would be budget dependent with major intersections and crosswalks taking priority.

### Bike Network Plan

The project would improve the existing multi-use path (**MUP**) and relocate elements that are directly on the roadside. The MUP would end just south of Seaplane Base Road with a separation of bikes and pedestrians as indicated below (**Figure 2**).

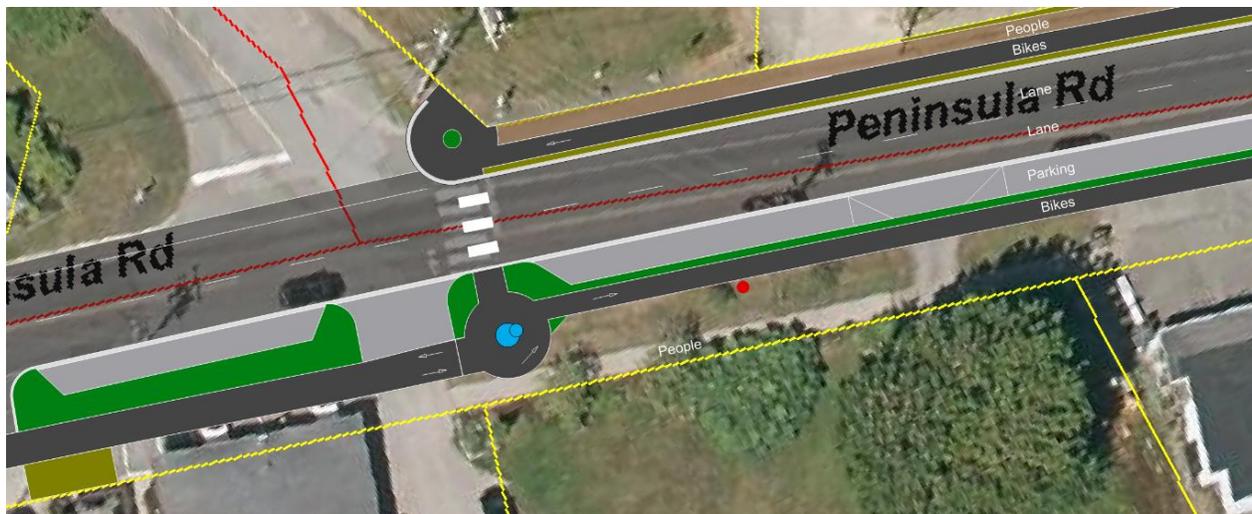


Figure 2

From this point to Bay, bikes would have raised protected bike lanes in both directions. From Bay Street southward (**Figure 3**) it is proposed that cyclists would have the option of traveling in the traffic lane on Peninsula in a reduced speed environment (in a clearly identified and a shared lane) or the cyclist could take a bypass route along Bay and Larch Roads. This route could also be more comfortable for slower riders such a families and kids.

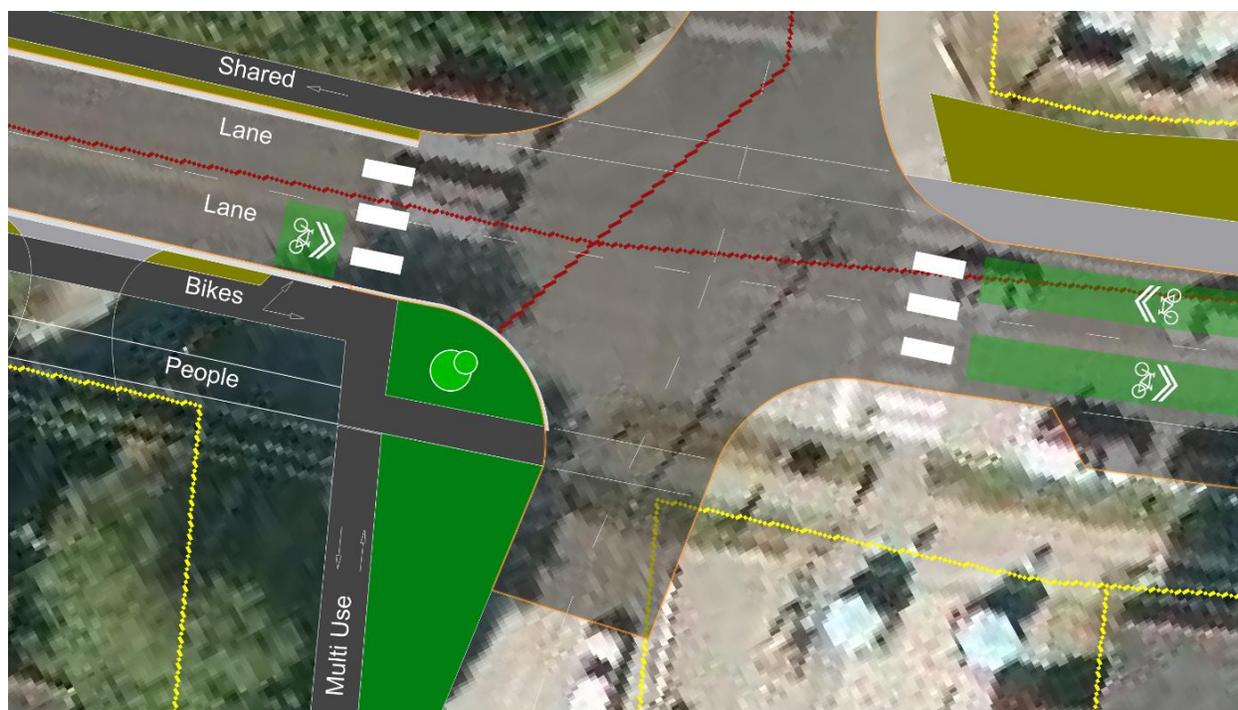


Figure 3

### Pedestrian Network

The project contemplates a complete pedestrian route on the north side of Peninsula. The form of the north side improvements will be dictated by available budget and could include new concrete sidewalks, new asphalt pavement, existing pavement, or a mix of the above to achieve a safe pedestrian route.

### Accessibility

The project anticipates improving the street corridors accessibility as much as possible within the budget, with crosswalks and main circulation routes taking priority.

### Landscaping

The project would look at opportunities for streetscape landscaping to beautify Peninsula but also reflect the community's sense of place and natural setting through plantings. Landscaping would also consider water use, storm water management, and maximum impact for the available budget.

### Intersection Work

Work contemplated in both the Main/Peninsula and the Bay/Peninsula intersection would see some improvement works and reconfigurations as budget allows. Appendix A has indicated a possible solution, but detail designed engineering will be developed as part of the project to arrive at the final solution to any of the proposed works.

### Larch / Bay Multi-Use Path

As mentioned above the project contemplates a multi-use path along Larch and a section of Bay. This pathway would be important for cyclists and would also provide an important pedestrian route to the schools and the Co-op.



Figure 5



Figure 6

### **MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE**

MOTI has indicated that the Peninsula Road and Main Street portions of the road improvement projects described in this report are supported, based on the details provided. The final design of the boulevard works must pair seamlessly with the Ministry's long term plans for the highway. Further conversations and agreements will be required as detailed drawings are produced. MOTI has also confirmed that a re-paving of the project area is tentatively scheduled for fall of 2023 and that this re-paving project may be coordinated with the proposed District of Ucluelet street improvement works.

**SERVICING:**

As the existing infrastructure under Peninsula is not within scope of the current the grant applications and as such it is not under the same time constraints as the above ground works. It should be noted that critical underground infrastructure in need of replacement should be replaced prior to the repaving of Peninsula. A separate future report will be presented to Council on a strategy to upgrade key water, storm, and sewer lines before the highway is repaved.

**AVAILABLE GRANT APPLICATIONS**

There are two applicable grant applications that have been just announced:

**[B.C. Active Transportation Infrastructure Grant](#)**

Similar to last year's opportunity, the grant provides funding for active transportation infrastructure that has been identified as part of an active transportation plan or equivalent. Example of eligible projects include on-street cycling facilities, pedestrian facilities, multi-modal safety improvements, end-of-trip facilities, and lighting and wayfinding. The grant provides funding up to a maximum of \$500,000 per project, with cost-sharing of between 50-70% depending on community population. Applications are due by July 30th.

<https://www2.gov.bc.ca/gov/content/transportation/funding-engagement-permits/funding-grants/active-transportation-infra-structure-grants>

**[Canadian Community Revitalization Fund](#)**

Funding for communities to build and improve community infrastructure so they can rebound from the effects of COVID-19. Examples of eligible projects include trails, cycling facilities, streetscape enhancement and public spaces. Funding is available for up to 75% of total project costs, with a maximum contribution of \$750,000. Applications are due by July 23rd.

These grants seem tailor suited to this project and present a timely opportunity to make this project happen. Staff have contacted both funders and both seemed enthusiastic that we may be submitting an application for this project.

<https://www.wd-deo.gc.ca/eng/20176.asp>

**FIRE AND EMERGENCY SERVICES:**

The proposal will be required to meet all provincial fire code regulations. Access for emergency vehicles will be considered during development of the road works design.

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

Staff time will be required to complete the grant applications, and if successful there will be considerable time required to manage the project to completion.

**FINANCIAL IMPACTS:**

The rough project budget for the municipal boulevard works (pedestrian, cycling, and landscaping works) would be \$2,390,000. This does not include all paving and line painting of Peninsula Road as the MOTI repaving project will be responsible for those works. The breakdown of the project budget funding is as follows:

Gas Tax and RMI	\$1,000,000
RMI	\$140,000
AT Grant	\$500,000
<u>CCRF Grant</u>	<u>\$750,000</u>
Total	\$2,390,000

Under the original 3 phase project, discussions with MOTI contemplated that the Province would divest ownership of sections of the highway to the municipality once these sections were completely rebuilt. The current project proposal takes a different approach. MOTI would retain ownership of the highway and responsibility for its maintenance of the traffic lanes. The District would own and maintain all improvements outside the traffic lanes (e.g. bike lanes, sidewalks, curbs, landscaping, signage, benches, Etc.).

**POLICY OR LEGISLATIVE IMPACTS:**

The proposed project is consistent with the District of Ucluelet's Official Community Plan and the upgrading of Peninsula Road is indicated in two places in Council's Strategic Plan.

**OPTIONS:**

Staff recommend approval as described at the outset of this report. Considering that the MOTI is potentially repaving in 2023, with the two applicable grant opportunities being offered, and with the District of Ucluelet being in a position to fund its portion of the project, this is an opportune time to see this long-term vision realized.

Alternatively, Council could:

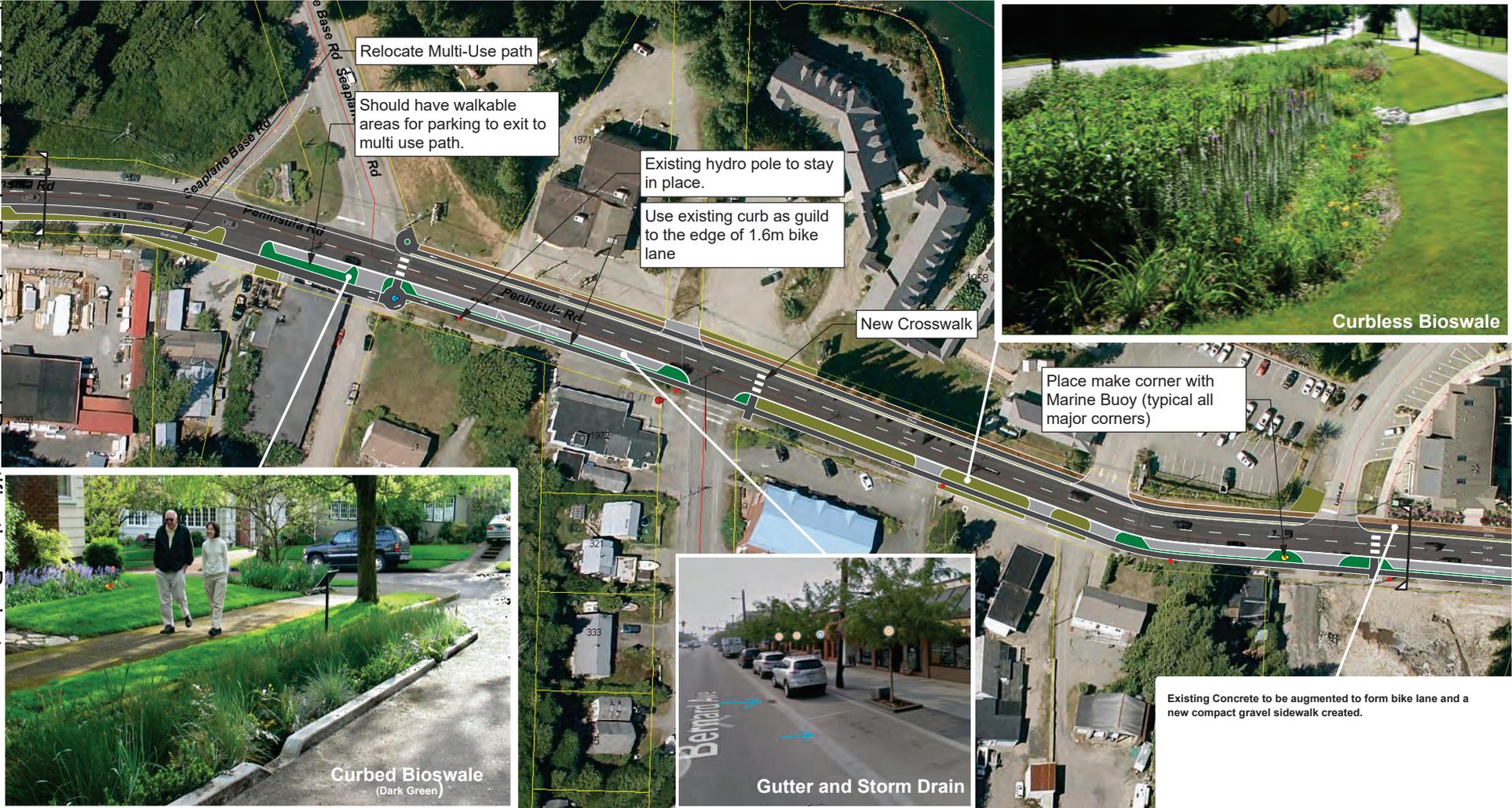
2. **THAT** Council, lobby the MOTI to support the original 3 phase project to reconstruct Peninsula;  
**or,**
3. **THAT** Council, provide alternative direction to staff.

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

Appendix A

Endorsement of the 2023 Peninsula Road Safety and Beautification Project...









Peninsula Road - Interim Phase 1 Improvements

Sheet 4



**Sidewalk and bike lane**  
(separation detail in paint and removable cedar or rubber)



**New High School Connection**

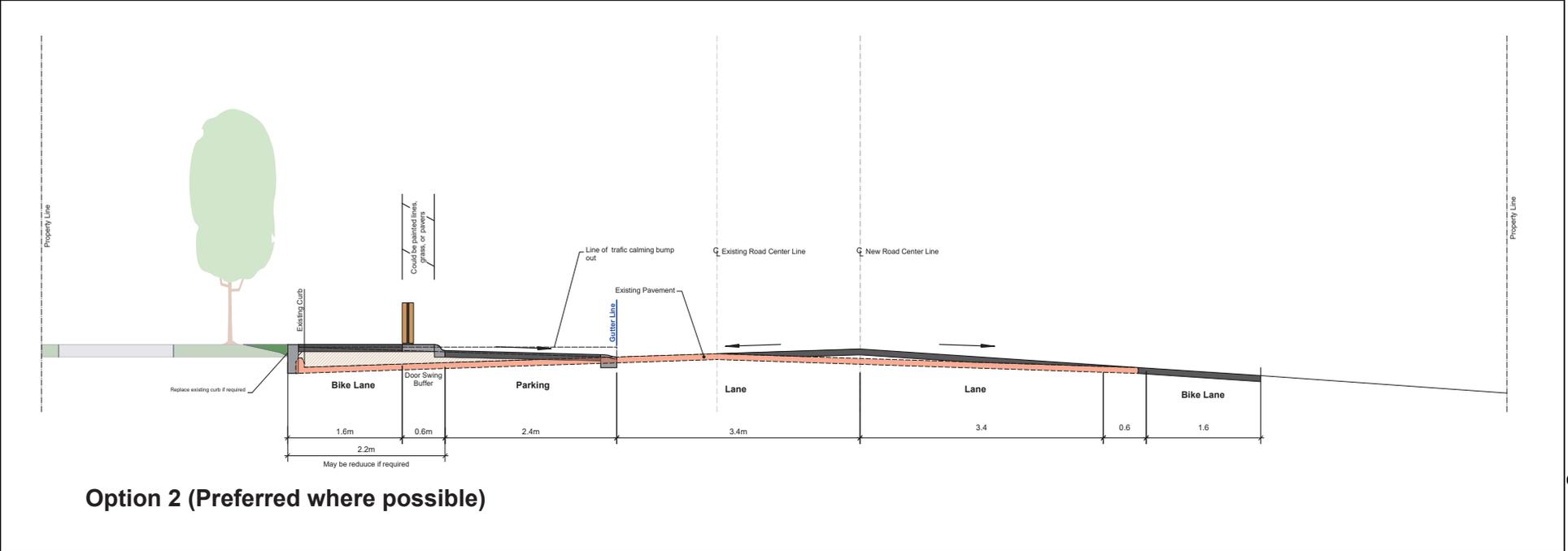
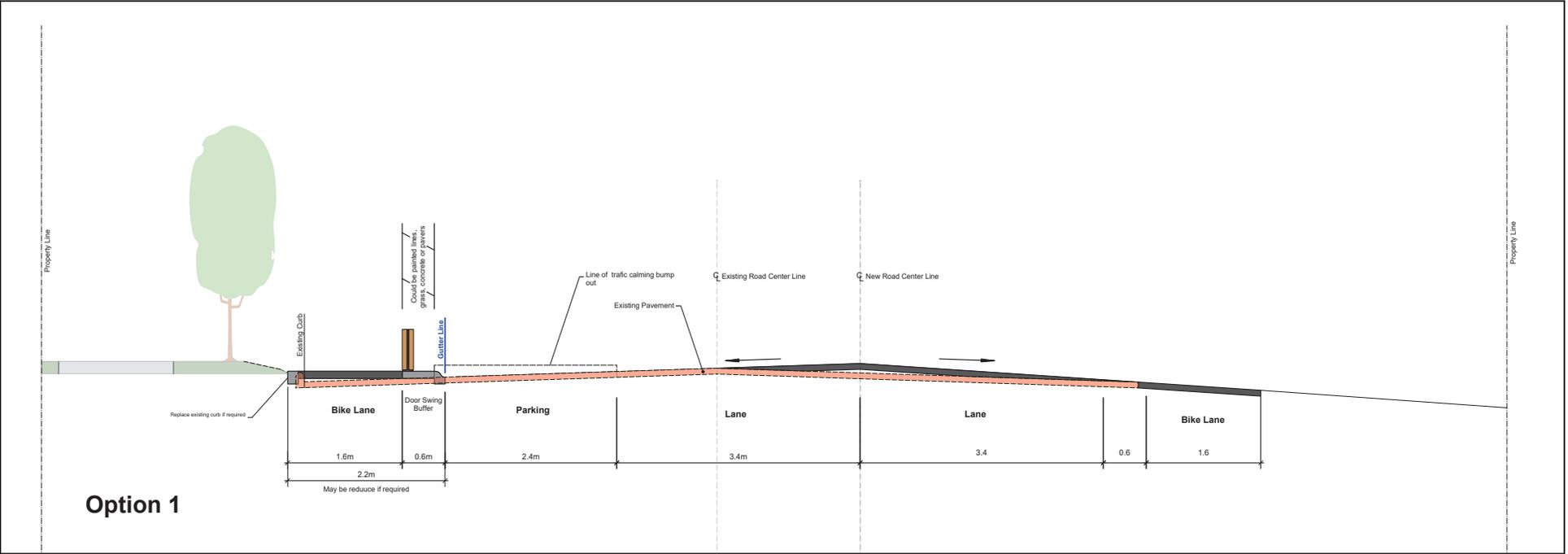


**2.5m Multi Use Path**



**Peninsula Road - Larch Road Multi Use Path**

Sheet 5





## STAFF REPORT TO COUNCIL

Council Meeting: JULY 13, 2021  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** JOSEPH ROTENBERG, MANAGER OF CORPORATE SERVICES

**FILE NO:** 6240-20

**SUBJECT:** UBCM CONVENTION – 2021

**REPORT NO:** 21-110

**ATTACHMENT(S):** N/A

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

It is recommended that Council determine which members are interested in attending the Union of BC Municipalities (the “UBCM”) annual conference and adopt a motion that directs Staff to register those members to attend that conference.

### **PURPOSE:**

To provide an opportunity for Council to determine which members will attend the 2021 UBCM conference.

### **BACKGROUND:**

UBCM holds a conference each year where Council members from across BC come together to participate in the resolution process, learn from subject matter experts and peers, and meet with Provincial Government representatives.

The Conference will be held virtually from September 14<sup>th</sup> to 17<sup>th</sup> this year and registration is now open. Meetings have been requested with the Ministers of Transportation and Infrastructure, Citizens’ Services and Tourism, Arts, Culture and Sport.

### **OPTIONS REVIEW:**

It is recommended that Council consider a motion which identifies those members who are authorized to attend the annual UBCM conference.

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





## STAFF REPORT TO COUNCIL

Council Meeting: July 13, 2021  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** PAULA MASON, ADMINISTRATION CLERK

**FILE NO:** 1630-01

**SUBJECT:** CHEQUE LISTING – JUNE 2021

**REPORT NO:** 21-104

**ATTACHMENT(S):** APPENDIX A - DISTRICT OF UCLUELET AP CHEQUE LISTING

**RECOMMENDATION(S):**

There is no recommendation. This report is provided for information only.

**PURPOSE:**

The purpose of this report is to provide Council with a regular update on disbursed cheques.

**BACKGROUND:**

Finance staff have provided a detailed list of last month's cheque run attached as Appendix A.

**POLICY OR LEGISLATIVE IMPACTS:**

The cheque listing has been reviewed to ensure compliance with the *Freedom of Information and Protection of Privacy Act*. The names of individual's shown on the cheque listing are either employed with the District or contracted for the delivery of goods and services.

**OPTIONS REVIEW:**

1. There is no recommendation. This report is provided for information only.  
**(Recommended)**
2. THAT Council provide alternative direction to Staff.

**Respectfully submitted:** PAULA MASON, ADMINISTRATION CLERK

## Appendix A

AP Cheque Listing

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
56220789	2	2021-06-01	BRA01	BRAKER DEVELOPMENTS LTD	2021-06	4-313 FORBES RD RENT	2100		2100	
04062021	2	2021-06-04	SUN01	SUN LIFE ASSURANCE COMPANY OF CANADA	06/21	JUN/21 PREMIUMS	14559.35		14559.35	
W000354504	2	2021-06-04	S0171	MUNICIPAL PENSION PLAN	PP11/21	PP11/21	15446.3		15446.3	
3184045	2	2021-06-07	CRA00	CANADA REVENUE AGENCY	PP11/2021-1	PP11 SOURCE DEDUCTIONS	27188.05		27188.05	
3192488	2	2021-06-07	CRA00	CANADA REVENUE AGENCY	PP11/2021-2	PP11 SOURCE DEDUCTIONS	89.08		89.08	
3192574	2	2021-06-07	CRA00	CANADA REVENUE AGENCY	SP05/2021	SP05 CAO SOURCE DEDUCTIONS	1739.34		1739.34	
0327558720	2	2021-06-10	ST497	MINISTRY OF FINANCE	2021-1	EHT INSTALMENT 1 PP1-PP11	18416.47		18416.47	
031745	2	2021-06-14	ACE92	ACE COURIER SERVICES	14304703	FOURSTAR WATERWORKS B016793	123.8		123.8	
031746	2	2021-06-14	AL001	ACKLANDS - GRAINGER INC.	9918382830 9924609754	REUSABLE DEPOSIT BAGS REUSABLE DEPOSIT BAGS	80.98 161.95		242.93	
031747	2	2021-06-14	AGS11	AGS BUSINESS SYSTEMS INC	329049	COPIER USAGE 04/29-05/28	1841.54		1841.54	
031748	2	2021-06-14	ALS21	ALS CANADA LTD.	E2046517	WATER TESTING	1162.1		1162.1	
031749	2	2021-06-14	AE500	ASSOCIATED ENGINEERING (B.C.) (LTD)	280771	2017-2163.101 MERCANTILE CRK	18894.29		18894.29	
031750	2	2021-06-14	AFS01	ASSOCIATED FIRE & SAFETY	28795	TURNOUT GEAR	707.14		707.14	
031751	2	2021-06-14	BC888	BETTSM CONTROLS INC	1003528	SCADA LICENSE WATER/SEWER	3963.96		3963.96	
031752	2	2021-06-14	MA952	BUREAU VERITAS CANADA (2019) INC.	VA10362989 VA10360137 VA10366127	SEWER TESTING C132849 WATER TESTING C134965 WATER TESTING C137229	805.56 270.9 270.9		1347.36	
031753	2	2021-06-14	CRC05	CANADIAN RED CROSS	CRC-F-074023	WS ANNUAL RENEWAL FEE	250		250	
031754	2	2021-06-14	CF005	COLUMBIA FUELS	01375121985110	GREASE PW	280		280	
031755	2	2021-06-14	IH002	CONNECT HEARING	PSIN0377889 PSIN0377883	HEARTING TESTS PW HEARING TESTS UVFB	305.03 519.23		824.26	
031756	2	2021-06-14	CCL88	CORLAZZOLI CONTRACTING LTD	124	DANGER TREES RAINFOREST LN	262.5		262.5	
031757	2	2021-06-14	CE004	CORPORATE EXPRESS CANADA INC	56221998	LYCHE OFFICE SUPPLY	25.75		25.75	
031758	2	2021-06-14	CUPE1	CUPE LOCAL #118	05/21	MAY/21 DUES	1406.97		1406.97	
031759	2	2021-06-14	DOM01	DOMCOR TRAFFIC CONTROL INT'L INC	17169	PENINSULA RD JAN 17-30	816.64		816.64	

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
031760	2	2021-06-14	DFC01	DUMAS FREIGHT COMPANY	79223 81224	FROM CLEARTECH TO CLEARTECH	480.57 183.75		664.32	
031761	2	2021-06-14	EB295	E.B. HORSMAN & SON	12963585	STREET LIGHT MATERIALS	472.45		472.45	
031762	2	2021-06-14	FSC10	FOUR STAR COMMUNICATIONS INC	59191	ANSWERING SERVICES JUN/21	147		147	
031763	2	2021-06-14	FS004	FOUR STAR WATERWORKS	871213000947	REBOTTLED TOTE	603.41		603.41	
031764	2	2021-06-14	GB059	GIBSON BROS. CONTRACTING LTD.	24989	CRUSH GRAVEL	280		280	
031765	2	2021-06-14	GPC25	GREATPACIFIC CONSULTING LTD	1255	1005-009 2021 REM	4061.56		4061.56	
031766	2	2021-06-14	GD215	GREGG DISTRIBUTORS LTD	011-824339	PW MATERIALS/SUPPLIES	1106.27		1106.27	
031767	2	2021-06-14	GIC90	GUILLEVIN INTERNATIONAL CO	0444-509165	SCBA TESTING/SERVICING	2137.99		2137.99	
031768	2	2021-06-14	HE104	HAUSER EVAN	123374	UVFB S.T.A.R.T. TRAINING EXPENSES	162		162	
031769	2	2021-06-14	HFE68	HUB FIRE ENGINES & EQUIPMENT LTD.	359	UVFB STRAPS/CUSHION TILE	270.91		270.91	
031770	2	2021-06-14	J1072	JUSTICE INSTITUTE OF B.C.	11866	GEDDES-BC FIRE CODE	490.71		490.71	
031771	2	2021-06-14	CK608	KASSLYN CONTRACTING	D777 D776	D777 D776	5608.48 4555.26		10163.74	
031772	2	2021-06-14	KL923	KERDMAN LINDSAY	123377	GYMNASTICS SPRING/21	4068.4		4068.4	
031773	2	2021-06-14	KA001	KOERS & ASSOCIATES ENGINEERING LTD.	9601-163 0361-089 2058-005	9601 590 MARINE DR 0361 MARINE DR LOT 16 2058 WELL NO. 3 VFD	1235.43 400.68 745.71		2381.82	
031774	2	2021-06-14	L9436	LIDLAW ANDY	123376	MAY EXPENSES	1036.87		1036.87	
031775	2	2021-06-14	L9401	LINDSAY, RICHARD	123372	UVFB S.T.A.R.T. COURSE EXPENSES	507.43		507.43	
031776	2	2021-06-14	F0015	MCAULEY SEAN	123375	UVFB S.T.A.R.T. COURSE EXPENSES	162		162	
031777	2	2021-06-14	F0017	MCRURIE MARKUS	123373	UVFB S.T.A.R.T. COURSE EXPENSES	507.43		507.43	
031778	2	2021-06-14	mdc01	MDC	1010614	BYLAW PANTS	95.41		95.41	
031779	2	2021-06-14	MISC	PERCEVAULT LYLE	1	CEDAR RD BOARDWALK/PARKING LOT	1500		1500	
031780	2	2021-06-14	MISC	MADDIFORD LOUIS	123378	BIKE SPRING/21	985.6		985.6	

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
031781	2	2021-06-14	MISC	PROPAK MANUFACTURING	14097	UVFB OXYGEN CARRY BAG	267.12		267.12	
031782	2	2021-06-14	MISC	[REDACTED]	BP20-39	BP20-39 DMG DEPOSIT RETURN	1000		1000	
031783	2	2021-06-14	O9365	OLSON GARY	123379	WORK BOOT ALLOWANCE RMBRSMT 2YR	230.99		230.99	
031784	2	2021-06-14	PI110	PUROLATOR INC					927.83	yes
031785	2	2021-06-14	CF006	REG'S ROOTS LANDSCAPING LTD.	2216	TREES PLANTED-CEDAR RD PARKING	551.25		551.25	
031786	2	2021-06-14	RR817	ROTO-ROOTER	33283520	GREASE TRAP PUMP UCC	304.5		304.5	
031787	2	2021-06-14	sbr01	SONBIRD REFUSE & RECYCLING LTD.	42060	LYCHE RECYCLE FEE MAY/21	11.97		11.97	
031788	2	2021-06-14	TU428	TOURISM UCLUELET	03/21	MAR/21 MRDT	23400.33		23400.33	
031789	2	2021-06-14	TRA01	TRANS CANADA TRAFFIC INC.	41704	BAY ST RAISED CROSSWALK	21812		21812	
031790	2	2021-06-14	TSC19	TRANSPARENT SOLUTIONS CORP	12110	SPAM BLOCKER JUL-SEP/21	62.84		62.84	
031791	2	2021-06-14	UC142	UCLUELET CONSUMER'S CO-OPERATIVE ASSN	31MAY#7679 27MAY2021#6772 19MAY2021#4349 31MAY2021#7872 22MAY2021#9830 26MAY2021#6411 31MAY2021#7680 31MAY2021#7706 10MAY2021#2016 03MAY2021#5680 04MAY2021#4012	PW COFFEE CREAMER UVFB ITEMS SCH PAINT/TAP HANDLES YOUTH FOOD INIT. FIREHALL SUPPLIES FIREHALL SUPPLIES PW PEST CONTROL LYCHE-COFFEE YOUTH FOOD INIT. YOUTH FOOD INIT. BATTERIES UCC	4.5 8.29 95.15 30.72 135.32 134.98 43.98 30.07 39.91 67.94 29.94		620.8	
031792	2	2021-06-14	UC142	UCLUELET CONSUMER'S CO-OPERATIVE ASSN	71472019 7047	#18 ATV PREM FUEL CARDLOCK MAY/21	14.25 3574.77		3589.02	
031793	2	2021-06-14	UP459	UCLUELET PETRO-CANADA	11229 10993 11863 12037 10962 12039 11653 11977	NEW BATTERY 1998 CHEV TRAILER PLUG SILVERADO OIL SERVICE TOWING LAWN MOWER F150 REPAIR RANGER-OIL SERVICE BACKHOE DIELECTRIC TUNE-UP F450 TIRE SWAP	176.29 13.44 175.36 89.25 502.44 99.66 125.28 416.62		1598.34	
031794	2	2021-06-14	UR849	UCLUELET RENT-IT CENTER LTD	41728 41551	TRIMMER LINE HAMMERDRILL RENTAL	28.71 60.48		89.19	

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
031795	2	2021-06-14	UI923	UKEE INFO TECH	12364	IT SUPPORT MAY/21	1971.97		1971.97	
031796	2	2021-06-14	WCS01	WCS ENGAGEMENT & PLANNING	1337	TOURISM MASTER PLAN	1701		1701	
031797	2	2021-06-14	wcc28	WESTCOAST CONNECT	5859	MAY/21 COURIER	387.76		387.76	
031798	2	2021-06-14	WP166	WINDSOR PLYWOOD - UCLUELET DIV.	60198A 60456A 60704A 60842A 62075A 61683A 62029A 61232A 62878A 62880A 62876A	BOAT RAMP NON-SLIP SCH EXTERIOR PAINT FIREHALL MATERIALS PW HAND TOOLS PW WEDGE ANCHORS SCH WATERLINE REPAIRS SCH BATHROOM PAINT LIGHTBULBS PARKS/LOCKER ROOM PROJECT PW MATERIALS FIREHALL MATERIALS	36.66 57.07 573.82 619.72 40.23 78.86 172.87 15.32 246.67 658.25 216.28		2715.75	
031799	2	2021-06-14	WP166	WINDSOR PLYWOOD - UCLUELET DIV.	62881A	PW DECK SCREWS	79.47		79.47	
031800	2	2021-06-14	WC345	WURTH CANADA LTD	24370046 24350350	PW MATERIALS ITEM RTRN FROM INV 24287748	533.44 -82.12		451.32	
031801	2	2021-06-14	XC300	XPLORNET COMMUNICATIONS INC	INV37738327	JUN/21 SAT PHONE	76.15		76.15	
031802	2	2021-06-14	ZW172	ZONE WEST ENTERPRISES LTD	64848	UVFB UNIFORMS	450.73		450.73	
56570016.6	2	2021-06-17	PI110	PUROLATOR INC	447606320.1	BV LABS/VIERA	220.3		220.3	
56570016.5	2	2021-06-17	PI110	PUROLATOR INC	447548212.1	BV LABS	66.61		66.61	
56570016.4	2	2021-06-17	PI110	PUROLATOR INC	447490952.1	BV LABS	40.64		40.64	
56570016.3	2	2021-06-17	PI110	PUROLATOR INC	447368296.1	BV LABS/ALS ENVIRONMENTAL	180.41		180.41	
56570016.2	2	2021-06-17	PI110	PUROLATOR INC	447134462	INDUSTRIAL SCIENTIFIC	42.34		42.34	
56570016.1	2	2021-06-17	PI110	PUROLATOR INC	447077092	INDUSTRIAL SCIENTIFIC	35.64		35.64	
56570016.7	2	2021-06-17	PI110	PUROLATOR INC	447664799.1	BV LABS	59.27		59.27	
56570016.8	2	2021-06-17	PI110	PUROLATOR INC	447721914.1	BV LABS/ATLAS FIRE	360.6		360.6	
56574215	2	2021-06-17	BC017	BC HYDRO	05/21	MAY/21 HYDRO	24574.38		24574.38	
56574351	2	2021-06-17	TP002	TELUS COMMUNICATIONS INC.	05/21	MAY/21 PHONE/INTERNET	5616.26		5616.26	

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
56574387	2	2021-06-17	BMC01	BELL MOBILITY INC	05/2021	MAY/21	1196.44		1196.44	
56574642	2	2021-06-17	EAR01	EARTHWAVE LANDSCAPES	474351	BMX PARK JUNE MAINTENANCE	1000		1000	
7258423	2	2021-06-21	CRA00	CANADA REVENUE AGENCY	PP12/2021-1	PP12 SOURCE DEDUCTIONS	25548.83		25548.83	
7258540	2	2021-06-21	CRA00	CANADA REVENUE AGENCY	PP12/2021-2	PP12 SOURCE DEDUCTIONS	469.5		469.5	
W000355764	2	2021-06-25	S0171	MUNICIPAL PENSION PLAN	PP12/21	PP12/21	14074.83		14074.83	
031803	2	2021-06-28	BP940	BLACK PRESS GROUP LTD.	34083913	MAY/21 ADS	3965.93		3965.93	
031804	2	2021-06-28	AS311	BUNZL CANADA INC.	7728284	CLEANING SUPPLIES RETURNED	-384.07			2.51
					7732773	CLEANING PRODUCTS	288.8			
					7736284	BATHROOM CLEANER	97.78			
031805	2	2021-06-28	MA952	BUREAU VERITAS CANADA (2019) INC.	VA10373831	WATER TESTING C139415	270.9			1421.28
					VA10372898	SEWER TESTING C136662	805.56			
					VA10374023	SEWER TESTING C139427	344.82			
031806	2	2021-06-28	bus01	BUSTON, TONI	123382	FOOD INT/YOUTH CO MAY/21	1380		1380	
031807	2	2021-06-28	CFP22	CALEDONIA FIRE PROTECTION LTD	28454-I	ANNUAL INSPECTION	7366.36		7366.36	
031808	2	2021-06-28	CF870	COMOX FIREFIGHTERS ASSOCIATION	20210529	START TRAINING UVFB	1200		1200	
031809	2	2021-06-28	CE004	CORPORATE EXPRESS CANADA INC	56435511	UCC OFFICE SUPPLIES	367.64		610.2	
					56403643	LYCHE OFFICE SUPPLIES	190.99			
					56301383	OFFICE SUPPLIES LYCHE	51.57			
031810	2	2021-06-28	CN043	CROWS NEST UCLUELET	5741	FILE FOLDERS PARKS	93.9		93.9	
031811	2	2021-06-28	DFC01	DUMAS FREIGHT COMPANY	79252	FOURSTAR WATERWORKS	230.71		230.71	
031812	2	2021-06-28	EB295	E.B. HORSMAN & SON	12982098	PARKS ELECTRICAL	96.44		96.44	
031813	2	2021-06-28	ELS15	EARTH LAND & SEA COMPOST CORP	03304	CEDAR PARKING SOIL	2975.28		2975.28	
031814	2	2021-06-28	FW050	FAR WEST DISTRIBUTORS LTD	F003547	CLEANING SUPPLIES	339.6		808.93	
					F003520	LITTLE LEAGUE TREATS	65.51			
					F003376	PW BATHROOM SUPPLIES	403.82			
031815	2	2021-06-28	FS004	FOUR STAR WATERWORKS	871213000834	WATER UPGRADES	2244.34		12685.43	
					871213000833	WATER UPGRADES EDWARDS PL	2249.3			
					871213000829	PIPES/CONNECTIONS/PARTS	5947.45			
					871213001063	WATER CONNECTION PARTS	2244.34			

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
031816	2	2021-06-28	GB059	GIBSON BROS. CONTRACTING LTD.	25095	GRAVEL PW YARD/CEDAR PARKING	1120		1120	
031817	2	2021-06-28	GF001	GRAPHICS FACTORY	27712 27703	OUTDOOR BURNING SIGNAGE TSUNAMI SIREN SIGNAGE	828.8 467.04		1295.84	
031818	2	2021-06-28	GW178	GRAY WHALE DELICATESSEN	178585	UVFB CATERING JUN 11-13	1026.38		1026.38	
031819	2	2021-06-28	IC130	INFOSAT COMMUNICATIONS	471838	JUN/21 SAT PHONE	65.12		65.12	
031820	2	2021-06-28	IMS01	ISLAND MAILING LEASING	20869	POSTAGE METER LEASE JUL/21-JUN/22	1208.48		1208.48	
031821	2	2021-06-28	JR381	J. ROBBINS CONSTRUCTION LTD	5151	PW GRAVEL DELIVERY	365.28		365.28	
031822	2	2021-06-28	JAL42	JAL DESIGNS AND GRAPHICS INC.	40502241 40502114	PW CLOTHING PW CLOTHING	138.88 1556.92		1695.8	
031823	2	2021-06-28	J1072	JUSTICE INSTITUTE OF B.C.	11959 11958	GEDDES TUITION GEDDES TUITION	543.88 150		693.88	
031824	2	2021-06-28	CK608	KASSLYN CONTRACTING	D778 D779	D778 D779	2996.41 3726.31		6722.72	
031825	2	2021-06-28	K9286	KEMPS KIM	123383	COFFEE REIMBURSEMENT	32.94		32.94	
031826	2	2021-06-28	MF007	MINISTER OF FINANCE	94819362 94816518 94816519	UVFB FIRST AID SUPPLIES UVFB FIRST AID SUPPLIES UVFB FIRST AID SUPPLIES	10.59 674.93 201.05		886.57	
031827	2	2021-06-28	MISC	[REDACTED]	123380	BL#362 REFUND CATEGORY CHANGE	65		65	
031828	2	2021-06-28	MISC	KENT BRENDA	123384	DANCE SPRING/21	387.2		387.2	
031829	2	2021-06-28	MISC	UNNAMED JOB APPLICANT	123386	TRAVEL EXPENSE REIMBURSEMENT	1435.65		1435.65	
031830	2	2021-06-28	MISC	[REDACTED]	BP18-69	BP18-69 DMG DEP RETURN	3500		3500	
031831	2	2021-06-28	MISC	[REDACTED]	BP19-49	BP19-49 DMG DEP RETURN	1000		1000	
031832	2	2021-06-28	MUD01	MUDGE KAREN	123385	SWIMMING SPRING/21	296		296	
031833	2	2021-06-28	M9410	MUSSELL JASON	123388	eBIKE CHAINS REIMBURSEMENT	94.06		94.06	
031834	2	2021-06-28	NP156	NORTH PACIFIC REPAIR	128434	PW VENT STACK MODS	182.18		182.18	
031835	2	2021-06-28	PAC04	PACIFIC RIM DISTILLING	87	SANITIZER	209.44		209.44	
031836	2	2021-06-28	PB703	PHOENIX BENEFITS SOLUTIONS	1062021	UVFB VFIS POLICY(VFP 9027279)	2908		2908	

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
031837	2	2021-06-28	PB104	PIONEER BOAT WORKS	80863 80907	STARTER CORD/CLIPS WATER PUMP	17.14 166.88		184.02	
031838	2	2021-06-28	RBC01	RAYNER BRACHT CONSTRUCTION INC	290799601	CEDAR PARKING LOT PAVING	27078.95		27078.95	
031839	2	2021-06-28	R9348	ROPER RUSSEL	123390	SAFETY FOOTWEAR ALLOWANCE	175		175	
031840	2	2021-06-28	SC003	SHARE CANADA	22460	NATRAKLENE DEGREASER W/ SHIPPING	3408.2		3408.2	
031841	2	2021-06-28	SI604	SHU IAN	123387	PURPLE DRAGON SPRING/21	403.2		403.2	
031842	2	2021-06-28	SBR01	SONBIRD REFUSE & RECYCLING LTD.	42354 42061 42062 42063 42065 42064 42066	CLEAN-UP WEEK SCH GARBAGE MAY/21 52 STEPS GARBAGE MAY/21 WHISKEY DOCK GARBAGE MAY/21 UCC GARBAGE MAY/21 PW YARD GARBAGE GARBAGE UVFB/UAC HALL	2782.82 1149.15 339.62 704.12 223.68 1210.94 45.15		6455.48	
031843	2	2021-06-28	SNP74	STREAMSIDE NATIVE PLANTS	3158	CEDAR RD PARKING PLANTS	1649.21		1649.21	
031844	2	2021-06-28	DT002	TOFINO DISTRICT OF	20210259	HOUSING NEEDS ASSESSMENT	35000		35000	
031845	2	2021-06-28	TUF01	TUFF CITY RADIO	65	UCLUELET TOWN HALLS JAN-JUN/21	1365		1365	
031846	2	2021-06-28	LEASE	UCLUELET CONSUMERS CO-OPERATIVE ASSN	07/21	JUL/21 LEASE	250		250	
031847	2	2021-06-28	UR849	UCLUELET RENT-IT CENTER LTD	41652 42001	MAY/21 BOAT BASIN CARDBOARD MAY/21 PORTABLES	407.4 1848		2255.4	
031848	2	2021-06-28	US001	URBAN SYSTEMS LTD.	189362 189363 189364 189736 189909	1427.0005.01 PENINSULA RD STREETSCAPE 1427.0008.02 LAND USE STUDY 1427.0015.01 WILD PACIFIC TRAIL 1427.0018.01 TRAILHEAD SIGNAGE 1427.0011.01 CEDAR RD PARKING LOT	249.48 1760.54 4773.93 5385.24 3395.96		15565.15	
031849	2	2021-06-28	VAN02	VANCOUVER ISLAND POSTECH	20210299	BOARDWALK POSTS CEDAR PARKING	19362.01		19362.01	
031850	2	2021-06-28	WCS01	WCS ENGAGEMENT & PLANNING	1352	UCLUELET TOURISM PLAN	1659		1659	
031851	2	2021-06-28	WF001	WFR WHOLESALE FIRE & RESCUE LTD.	INV/2021/1797	UVFB EQUIPMENT	131.24		131.24	
031852	2	2021-06-28	WPT01	WILD PACIFIC TRAIL SOCIETY	123389	CAPITAL GRANT 2021	10000		10000	
56661545	2	2021-06-28	HE701	HEROLD ENGINEERING LTD	66101	PROJ 1040014 CEDAR RD BOARDWALK	2970.99		2970.99	

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
56686948.1	2	2021-06-28	LY001	YOUNG ANDERSON	125380	1190080	1555.56		1555.56	
56686948.2	2	2021-06-28	LY001	YOUNG ANDERSON	125381	1190170	1244.89		1244.89	
56686948.3	2	2021-06-28	LY001	YOUNG ANDERSON	125382	1190184	1305.75		1305.75	
56686948.4	2	2021-06-28	LY001	YOUNG ANDERSON	125383	1190186	1085.28		1085.28	
56686948.5	2	2021-06-28	LY001	YOUNG ANDERSON	125384	1190187	1698.58		1698.58	





## STAFF REPORT TO COUNCIL

Council Meeting: July 13, 2021  
500 Matterson Drive, Ucluelet, BC V0R 3A0

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

**FILE NO:** 3360-20-RZ19-02

**SUBJECT:** LOT 16 MARINE DRIVE

**REPORT NO:** 21- 109

**ATTACHMENT(S):** **APPENDIX A** – NORED DEVELOPMENTS DATED JULY 7, 2021  
**APPENDIX B** - OFF-SITE SERVICING MEMORANDA AND COSTS ESTIMATES BY KOERS & ASSOCIATES ENGINEERING  
**APPENDIX C** – ESTIMATE OF DCC CHARGES FOR LOT 16

### RECOMMENDATION:

1. **THAT** Council refer this report to a special Committee-of-the-Whole meeting to be held August 10<sup>th</sup>, 2021.

### PURPOSE:

The purpose of this report is to provide additional information in response to questions from Council and the public regarding the proposed rezoning and development of Lot 16 Marine Drive, raised at the public hearing held June 8, 2021, and subsequent Council meeting held June 15, 2021.

### BACKGROUND:

At its June 15, 2021, regular meeting, Council discussed comments received from the public to date on the Lot 16 rezoning proposal, and passed the following motion:

*“ **THAT** Council identifies the following items that it wishes to resolve prior to further consideration of the Bylaw:*

- a. Is there an environmental assessment and can we see that report?*
- b. I saw one lot available for affordable housing, how do we figure out that percentage, and how can we work with BC Housing?*
- c. Water runoff onto Victoria Road and Marine Drive.*
- d. What is the width of the roads in the proposed development and will there be sidewalks?*
- e. What are the total DCC's paid for the development?*
- f. What is the buffer (set back) on the Marine Drive side of the development?*

- g. What are the rental caps for the apartment building? What percentage is for affordable housing in the apartment building?*
- h. What do the upgrades look like for Matterson Road?*
- i. Would the developer/owner entertain the idea of focusing on the apartment building first, and then moving over to the rest of the development, to make sure that the apartment is constructed first?*
- j. Who is paying for the sewer upgrades at the corner of Marine Drive and Victoria Road and who is paying for sewer and water upgrades associated with the development in general?*
- k. What is the timeline for this development?*
- l. How does this development help our community?*
- m. Is blasting required at this site? If so, what is the extent of the blasting?*
- n. Is there an archeological study and can we see that study?*
- o. Is this still an archeological site?*
- p. Is a three-storey apartment building an option?*
- q. How are patios addressed in the setback requirements in the zoning?*
- r. Are there alternative access roads other than off of Victoria Road, and the corner of Victoria Road and Marine Drive. What other options are available?*
- s. Requests that a traffic study be conducted."*

The applicant has provided a response (see **Appendix 'A'**) providing answers to each of these questions, with references to how these items have been addressed and where more information is provided in the original application and staff reports. In addition, the following section expands on two threads where staff sense that additional information would be helpful for Council and the public.

#### **DISCUSSION:**

##### **A. Stages of the approval process:**

A number of the comments from the public raise questions about details that are often provided at a subsequent stage of the development approvals process. The application before Council at this time is to change the zoning designation of the property. The permitted uses and densities being proposed for different areas of the subject property are the main considerations at this stage.

While quite detailed plans have been submitted with this application, they have been presented as proof-of-concept plans aiming at obtaining rezoning approval. The applicant has acknowledged that more detailed plans and studies would be necessary at the later stages of municipal approval. This is a normal course for this type of development proposal.

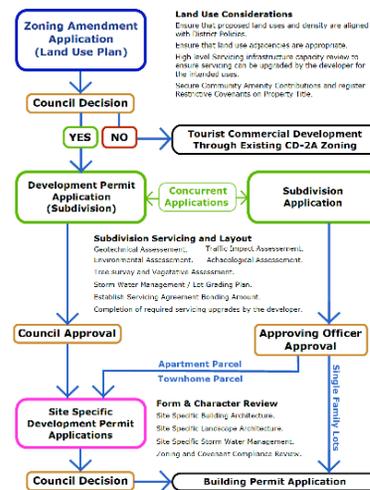
Council has indicated a number of critical elements that it wishes to ensure if the development proceeds. These conditions would be secured by a restrictive covenant registered on the title of Lot 16 before Council considers adopting the zoning amendment bylaw.

The applicant has provided a helpful flowchart to illustrate the steps in the approvals process, and the information and studies provided at each stage (see **Appendix 'A'**). As noted, more detailed studies are typical of the Development Permit and Subdivision stages for a development of this sort.

### B. Costs of upgrading and expanding infrastructure:

A number of comments from the public raised concerns about the impact on existing infrastructure (such as the Victoria Road sewer pump station), the cost of installing new infrastructure - and questioned whether Ucluelet taxpayers would be bearing those costs. These are good questions. Briefly, in response to questions “e” and “j” of the Council motion above, consider the following:

- On-site: the cost of constructing new roads, water lines, sewer lines, street lighting, fire hydrants, pathways, etc. to municipal standards within the Lot 16 subdivision is entirely the responsibility of the developer. This is estimated at roughly \$2 million for Lot 16 (see **Figure 1**);
- Off-site: infrastructure upgrades (e.g., larger sewer pipes, or a new water line ) required to service the proposed development are also to be constructed by the developer at their cost. The off-site water and sewer upgrades required by Lot 16 are estimated at approximately \$938,000 (see **Figure 1**);
- The need for potential upgrades to the municipal systems were analyzed by the District’s engineers to identify what upgrades would be necessary, and how the new development fits within the anticipated demand already projected in the District’s water and sewer master plans (see **Appendix B**);
- In addition, under the Development Cost Charge (DCC) bylaw, all new developments pay fees to contribute to the incremental cost of expanding infrastructure to service a growing town. A summary showing the preliminary calculation of DCC fees is included in **Appendix C** and is shown in **Figure 1**;
- the total servicing costs borne by the developer – in approximate numbers at this point - amount to \$3.7 million (the orange areas in the chart in **Figure 1**);



- note that there is an overlap identified between off-site infrastructure and works already defined in the municipal DCC program amounting to \$410,000. If the off-site works are constructed as proposed then that portion of the DCC's would not be charged to the developer – because doing otherwise would amount to double-charging (shown as the dashed line in **Figure 1**).
- as noted in the March 23, 2021, staff report:

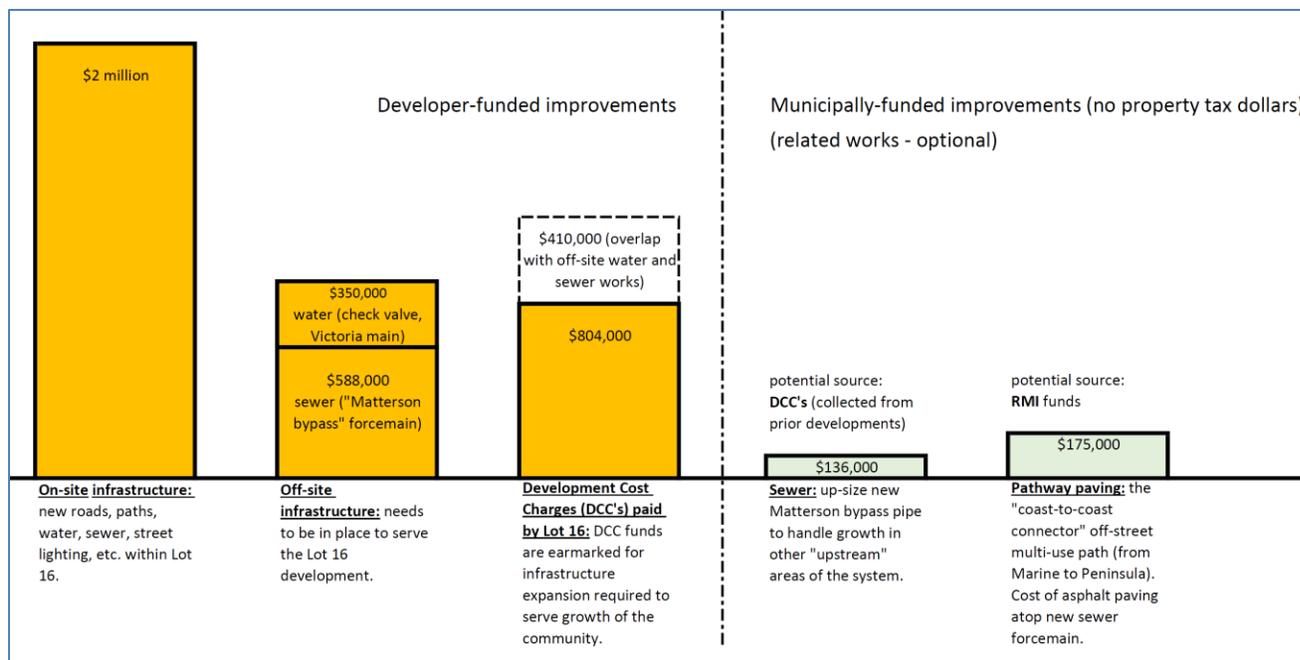
*“Some additional costs, for extra work to provide public improvements already identified by municipal infrastructure master plans, should be budgeted to align with the timing of the developer’s installation of infrastructure. Two notable items are:*

- *increasing the pipe size on the Matterson Bypass sewer forcemain (est. cost \$137,000). It would be cost effective for the District to pay for up-sizing the pipe to handle the entire future capacity of this line.*
- *additional design and paving costs to place an asphalt multi-use path atop the new sewer forcemain alignment parallel to Matterson Drive (est. cost \$100,000). This would provide the improved pedestrian and bicycle connection along Matterson envisioned as the “coast-to-coast connector” in the Parks and Opens Space master plan. The most cost-effective installation of the pathway would be if coordinated with the sewer line installation.”*

Staff have looked in closer detail at the pathway and recommend that \$175,000 would be an appropriate preliminary budget figure to consider for the “coast-to-coast connector”, to include a healthy contingency.

Note that both of these items are advisable to take advantage of cost savings during construction of the developer’s works - but are optional and could also be completed by the municipality at another time (though likely at greater cost). It is also worth noting that both of these items could be funded without relying on additional municipal property taxes (see green bars in Figure 1, below).

- with respect to question “j”, the proposed new “Matterson bypass” works would result in the sewer volume from Lot 16 and all existing volume coming from the Big Beach pump station then bypassing the Victoria Road station – reducing the load on the existing Victoria Road infrastructure.



**FIGURE 1** – preliminary on- and off-site servicing costs for proposed Lot 16 development

### **PROCESS AND NEXT STEPS:**

At its June 15<sup>th</sup> meeting, Council also passed the following:

***“THAT Council:***

- a. direct Staff to prepare a report providing the information, analysis, and recommendations on how those items will be addressed, with input from the applicant as necessary;*
- b. hold a Committee of the Whole meeting to provide an opportunity for the Applicant and Staff to address the report;*
- c. provide an opportunity for further public input at the Committee of the Whole meeting;*
- d. at that point consider whether Council deems it necessary to make changes to the bylaw or conditions of final approval, prior to considering referral of the bylaw to another public hearing; and,*
- e. direct Staff to publish notice of the Special Committee of the Whole meeting as widely as possible.”*

This report and its attachments have now been published and are available to the public on the municipal website. Staff recommend that Council could now refer this report to a

Committee-of-the-Whole (CoW) meeting; a tentative date suggested for this meeting is August 10<sup>th</sup>.

Staff are prepared to give the public notice of the CoW meeting in much the same manner as is done for a public hearing: print ads in the Westerly News, signs posted on the public road near the entrances to the property, mailout and hand delivery to owners and occupants of neighbouring properties within 100m. Staff suggest that a copy of the CoW notice also be posted at the Co-op community notice board, and that the message be sent out via UkeeMail and District social media.

Alternatively, Council could provide other direction to Staff and/or the Applicant.

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



**NORED**  
DEVELOPMENTS

July 7, 2021

Via Email: Bruce Grief, Director of Planning [bgreif@ucluelet.ca](mailto:bgreif@ucluelet.ca)

Attention: District of Ucluelet

Re: Email Request for Clarification from District Staff

**Council Motion 1:**

The Council Motion identifies a list of items and questions that Council wishes to resolve prior to further consideration of the Bylaw. MacDonald Gray Consultants has provided detailed responses to District Staff to be included in their follow up report to Council for that purpose.

**Notes on Participation in the Public Hearing**

Both the Applicant and Property Owners were present and listening to public comments for the entire length of the Public Hearing. There were several comments made that “we did not speak” at the Public Hearing. It is important that Council and the Community understand that discussion is not intended to occur at a Public Hearing. That said, some discussion did occur at the meeting.

MacDonald Gray Consultants and Nored Developments strive to be open and transparent in all of our development projects and want to assure Council that we were in a difficult position and in no way attempting to hide from the questions raised. In fact, we believe the majority of the questions had been answered prior to the Public Hearing to the satisfaction of Staff and Council.

We do not typically provide a formal presentation at a Public Hearing for the same reasons. A presentation was requested and provided which was our opportunity “to speak” at the hearing. The presentation was pre-recorded due to concerns with the online meeting technology and to avoid any accidental introductions of ‘new information’

As Applicants, we must uphold the integrity of our profession and duty to the public interest of both the property owners and community by not introducing ‘new information’ beyond what was available prior to the hearing.



**NORED**  
DEVELOPMENTS

**Why did our team not feel that it was necessary or appropriate to speak at the Public Hearing? Quite simply:**

- Because the answers to questions raised at the meeting were addressed and answered within documents available prior to and at the meeting:
  - The District of Ucluelet Planning Department Staff Report provided to Council on March 23, 2021 at the Council Meeting where 1<sup>st</sup> and 2<sup>nd</sup> Reading of the Bylaw were passed by Council;
  - The Applicant's Planning Framework Report attached to the Staff Report referenced above.
- Because, a number of questions referenced subsequent application and approval process requirements that were well beyond the level of detail required for a land use discussion at a master planning level.

**Suggestions of Withholding Information**

There was also a suggestion that comments provided to us from individual members of the public were deliberately omitted from the pre-application Public Information Meeting Summary provided with our Application package.

This is simply not true. All comment sheets submitted to us at the Public Information Meeting on December 7, 2018 and within a specified window of time after the meeting were submitted to the District on December 12, 2021. Some comments were received via email after PIM Summary had already been submitted and were taken into consideration by the project team prior to submitting a formal Application to the District.

Honor and integrity are the key pillars of our approach to land use planning and development. We are both Vancouver Island companies. We love this island and all of the communities that we are so fortunate to work with. We do not bring forward projects that we do not firmly believe are the right land use for the community.



# NORED

DEVELOPMENTS

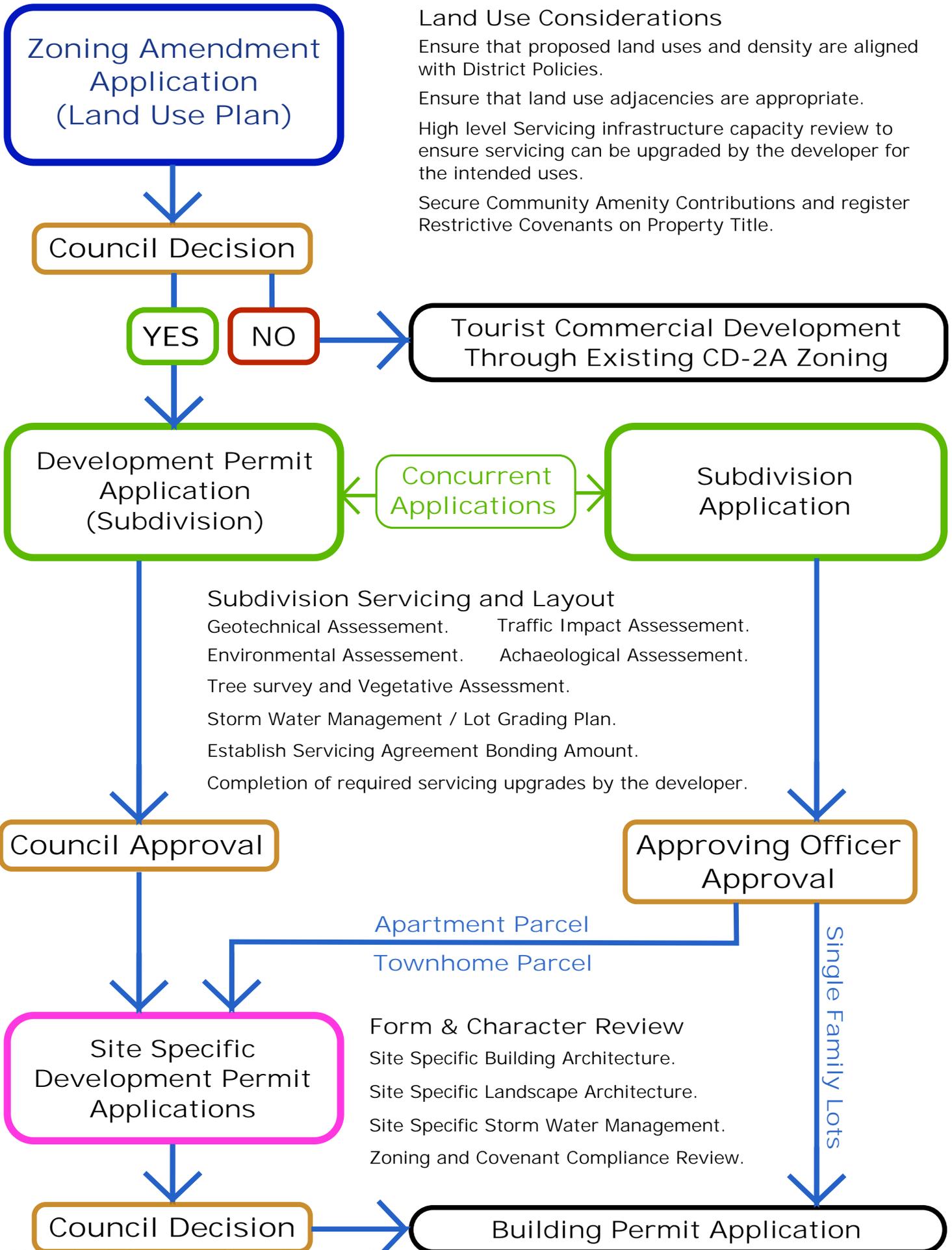
It is understandable that folks can be cautious of developers and development. It is also understandable that adjacent neighbours are not keen on losing the undeveloped private property adjacent to their homes that they have enjoyed for so long.

**MacDonald Gray Consultants**

\_\_\_\_\_  
Nigel Gray

**Nored Developments**

\_\_\_\_\_  
Lance McNabb



## June 15 Council Motion – 1 Page Summary Responses by Applicant

**Question**

- a. **Is there an environmental assessment and can we see that report?**

**Answer**

The lot has been previously disturbed. An environmental report will be prepared at the time of Development Permit / Subdivision Application once the new Zoning is in place.

All provincial and Municipal requirements MUST be met through permitting processes.

**Applicable Development Stage(s):** Development Permit Application (Subdivision Layout)  
Subdivision Application

**References:****Official Community Plan Bylaw No. 1140, 2011**

**Lot 281 - Development Permit Area (DPA) 5** is applicable to areas of the lands as identified on the District of Ucluelet OCP, Schedule 'C' – Map. The DPA is established for the purposes of:

- Protection of the natural environment, its ecosystems and biological diversity;
- Protection of development from hazardous conditions; and,
- Establishment of objectives for the form and character of development in the resort region.

**Refer to the Applicant's Planning Framework Report**

**Section 6.2 Development Permit Areas**

**Section 9.2 Lot 281 DPA #5 - Considerations**

(March 23, 2021 [Council Agenda](#), pg. 101, 103)

Landscape and environmental preservation are key components of the DP guidelines. All development proposals will require careful consideration and design responses that seek to protect existing sensitive ecosystems, significant trees and shrubs.

Environmentally significant areas, including watercourses and significant stands of trees, have not been ground-truthed by the project biologist. The location of these features will need to be incorporated into future site planning and subdivision layout where feasible and as required by law during subsequent permitting processes.

## June 15 Council Motion – 1 Page Summary Responses by Applicant

**Question:**

- b. I saw one lot available for affordable housing, how do we figure out that percentage, and how can we work with BC Housing?**

**Answer:**

Affordable Housing (Social / Subsidized Housing) is not proposed as a part of this application.

One serviced Infill Small Lot (R-6 Zone) is proposed to be dedicated to the District to be used as they see fit. The lot could be used for affordable housing by the District.

A number of additional mechanisms are available through the Community Amenity Contribution proposal for the District to create affordable housing opportunities as follows:

- A financial contribution to the District is proposed. Beyond the significant land dedication for parks and trails, a financial contribution of \$1,000.00 / per door/unit is proposed. This would equal \$112,000.00 based on proposed density of 112 primary dwelling units (suites are not included);
- The proposed financial contribution (noted above) could also be directed toward other affordable housing initiatives within the District. Funds could be set aside for a DCC Waiver program for eligible developments. The value of this lot has increased and is estimated at approximately \$300,000.00 (2021) by the property owner.
- The District could also close the unused road stubs from Victoria Road to be used for affordable housing projects at the discretion of Staff and Council.

**Applicable Development Stage(s):**

Zoning Amendment (Rezoning)

- Secured by Restrictive Covenant as a condition of Bylaw Adoption

**References:**

[Refer to the Applicant's Planning Framework Report](#)  
**Section 10.2.2 Vehicle Access Concerns**  
**Section 10.3.1 Request for a Community Amenity Contribution**  
 (March 23, 2021 [Council Agenda](#), pg. 105, 106)

## June 15 Council Motion – 1 Page Summary Responses by Applicant

**Question:**

- c. **Water runoff onto Victoria Road and other part of Marine drive.**

**Answer:**

Surface water run-off from any development or constructed works must be addressed on site and not flow onto adjacent properties. The upland property owner would be liable for any damage caused to downstream properties.

Stormwater management will be undertaken for both the Subdivision Application and site specific Development Permits to the standards set by the Province and District once the Zoning is in place.

**Applicable Development Stage(s):**

Subdivision Application (Works & Services)  
Development Permit Application (Site Specific)  
Building Permit Application (Site Specific)

**References:****Staff Report – Council Meeting: March 23, 2021:****Section 4.7.1 Onsite Services**

(March 23, 2021 [Council Agenda](#), pg. 66)

Onsite services such as roads, storm drainage, pedestrian walkways and boulevards, water, sewer, hydro, and phone/data utilities will be required as part of any future subdivision.

## June 15 Council Motion – 1 Page Summary Responses by Applicant

**Question:**

- d. **What is the width of the roads in the proposed development and do they have sidewalks?**

**Answer:**

14m width Public Roads with detached sidewalks and a greenway connection are shown on the 'proof of concept' drawings, but would require future separate approval by the District Engineer and Council.

The District does not currently have a 14m road standard, although a 12m road standard has been applied to the recent Lot 13 Subdivision.

The specific technical details of a 14m Road Right of Way would require approval by the District Engineer, a variance to the District Engineering Standards and an approved Development Permit.

The other option is to develop the single family housing land uses as a Bare Land Strata with our own reduced internal road standards.

**Applicable Development Stage(s):** Development Permit Application (Subdivision Layout)  
Subdivision Application (Works & Services)

**References:**

[Staff Report – Council Meeting: March 23, 2021:](#)  
**Section 4.7.1 Onsite Services**  
(March 23, 2021 [Council Agenda](#), pg. 66)

Onsite services such as roads, storm drainage, pedestrian walkways and boulevards, water, sewer, hydro, and phone/data utilities will be required as part of any future subdivision.

## June 15 Council Motion – 1 Page Summary Responses by Applicant

**Question:**

- e. **What are the total DCC's paid for the development?**

**Answer:**

District Staff to Quantify DCC amounts based on current rates.

It should be noted that:

- The costs of all works and services required at the time of subdivision will be at the cost of the developer and existing DCC project specific funding;
- Some DCC works have already been identified by the District and funded through DCC fees provided by past development;
- This development will also contribute to future DCC projects within the District;
- There is no cost to District ratepayers to service this development.

**Applicable Development Stage(s):**

Subdivision Application (DCC Payable - Lots)  
Building Permit (DCC Payable – Multifamily by Unit)

**References:****Staff Report – Council Meeting: March 23, 2021:****Section 6 Financial Impacts**

(March 23, 2021 [Council Agenda](#), pg. 68)

The Development Cost Charges for the new development will be collected at the time of building permit issuance on a per unit basis for the multi-family portions, as set out in the municipal DCC bylaw.

DCC's would also be payable for the new single-family lots at the time the final subdivision approval is granted for each new lot.

Off-site servicing costs would be borne by the developer.

## June 15 Council Motion – 1 Page Summary Responses by Applicant

**Question:**

- f. **What is the buffer on the Marine Drive side of the development?**

**Answer:**

10m Setbacks are provided along Marine Drive built to be secured through a restrictive covenant.

**Applicable Development Stage(s):**

Zoning Amendment (Rezoning)

- Secured by Restrictive Covenant as a condition of Bylaw Adoption
- Secured in Zoning Bylaw Regulations

**References:**

**Staff Report – Council Meeting: March 23, 2021:**  
**Section 1, 5, d.:**

registration of a greenspace covenant on a 10m wide strip along the Marine Drive frontage of the subject property to retain vegetation and preclude driveway access along this road corridor, as proposed;

**Appendix A, 1, R-6.6.2, C. R-3.8 Other Regulations, (2)**

(2) on proposed Lot 'A' the minimum setbacks for principal buildings from adjacent lot lines shall be as follows:

b.) from Marine Drive: 10m (33 ft)

**Refer to the Applicant's Planning Framework Report**  
**Section 10.2.1            10m Buffer Request**  
 (March 23, 2021 Council Agenda, pg. 104)

## June 15 Council Motion – 1 Page Summary Responses by Applicant

**Question:**

- g. What are the rental caps for the apartment building? What percentage is for affordable housing in the apartment?**

**Answer:**

Affordable Housing (Social / Subsidized Housing) is not proposed as a part of this application. Refer to the answer to question 'b' above.

A full spectrum of housing options is proposed in a comprehensive package as follows:

- rental apartments;
- ground-oriented townhomes;
- single-family homes on large lots;
- medium single-family homes on compact lots;
- small homes on small lots;
- secondary suites, and,
- detached accessory residential cottages.

**Rental Apartment Building**

- i) Construction and development of the rental apartment building on proposed Lot 'A' (the "Apartment site") be in the first phase of the development;
- ii) Registration of the Housing Agreement on the title of proposed Lot 'A' (the "Apartment site") at the time of subdivision approval to ensure that the apartments are rental tenure only and will not be subject to strata conversion.
- iii) The maximum floor area of an individual multiple family dwelling unit is 77m<sup>2</sup> (825 ft<sup>2</sup>);

**Applicable Development Stage(s):**

Zoning Amendment (Rezoning)

- Secured by Restrictive Covenant as a condition of Bylaw Adoption

Subdivision Application

- Secured by Housing Agreement on Title

**References:**

**Staff Report – Council Meeting: March 23, 2021:**

**Section 1, 5, i, Recommendations**

**Section 4 Discussion**

**Section 4.1 Rental Apartment Building**

**Appendix A, 1, C. R-3.8 Other Regulations**

These apartments would not be permitted for short-term rental for tourist accommodation, nor would they be stratified for individual ownership. These provisions would be included in a Housing Agreement with the District of Ucluelet, registered on the property title.

The addition of 48 rental apartments would be a valuable addition to the housing supply in Ucluelet; the applicant's commitment to developing this portion of the site for rental housing is significant, and should be considered among the amenities or other community benefits presented by this proposal.

DISTRICT OF UCLUELET ZONING AMENDMENT BYLAW NO. 1284, 2021 (LOT 16 MARINE DRIVE)  
– DEFERRED 3RD READING

Lot 16 Marine Drive Bruce Greig, Director of Community Planning

June 15 Council Motion – 1 Page Summary Responses by Applicant

**Question:**

**h. What do the upgrades look like for Matterson Road?**

**Answer:**

Frontage improvements will meet the District Engineering Standards for Matterson Road through the Subdivision Application process.

District Staff to identify the specific Engineering Department road standard.

**Applicable Development Stage(s):** Subdivision Application (Works & Services)

## June 15 Council Motion – 1 Page Summary Responses by Applicant

**Question:**

- i. **Would the developer/owner entertain the idea focusing on the apartment building and then move over to the rest of the development, to make sure that the apartment is constructed first?**

**Answer:**

This has already been negotiated through conversations with Staff and confirmed as a requirement by Council at the March 23, 2021 Council Meeting.

**Rental Apartment Building**

- iv) Construction and development of the rental apartment building on proposed Lot 'A' (the "Apartment site") be in the first phase of the development;
- v) Registration of the Housing Agreement on the title of proposed Lot 'A' (the "Apartment site") at the time of subdivision approval to ensure that the apartments are rental tenure only and will not be subject to strata conversion.
- vi) The maximum floor area of an individual multiple family dwelling unit is 77m<sup>2</sup> (825 ft<sup>2</sup>);

**Applicable Development Stage(s):**

Zoning Amendment (Rezoning)

- Secured by Restrictive Covenant as a condition of Bylaw Adoption

**References:**

**Staff Report – Council Meeting: March 23, 2021:**  
**Section 1, 5, a, Recommendations**

Construction and development of the rental apartment building on proposed Lot 'A' (the "Apartment site") be in the first phase of the development;

**Section 4.1, Rental Apartment Building**

The applicant is proposing that the first phase of developing Lot 16 would be a four-storey, 48-unit Multiple Family Residential apartment building for rental tenancy only.

## June 15 Council Motion – 1 Page Summary Responses by Applicant

**Question:**

- j. **Who is paying for the sewer upgrades at the corner of Marine Drive and Victoria Street and who is paying for sewer and water upgrades in general with the development?**

**Question:**

This is a common misperception raised during application processes.

The Developer pays the cost outright or in combination with DCC funding provided by past developments. This is always the case with all development.

There will be no cost to the ratepayer for the development to occur beyond District Staff time commitments.

Note that DCC funding must be applied to the specified project and cannot be shifted between projects once formally earmarked.

Beyond the required off site works noted above, the on-site works / internal servicing costs are estimated in the ballpark of \$2,000,000.00 by the project Civil Engineer.

**Applicable Development Stage(s):** Subdivision Application (Works & Services)

**References:**

**Staff Report – Council Meeting: March 23, 2021:**  
**Section 6      Financial Impacts**

Off-site servicing costs would be borne by the developer.

**Refer to the Applicant’s Planning Framework Report**  
**Section 2.2      Servicing**  
(March 23, 2021 Council Agenda, pg. 89)

This is a common expectation of municipalities to ensure that the total cost of servicing the proposed land use and density is paid for by the developer. Local area residents will not incur any costs due to the rezoning.

June 15 Council Motion – 1 Page Summary Responses by Applicant

**Question:**

**k. What is the timeline for this development?**

**Answer:**

The project timeline will not be established until the Zoning Amendment is completed.

Market conditions and construction cost constantly fluctuate so it is impossible to determine ahead of the surety of a completed land use change.

## June 15 Council Motion – 1 Page Summary Responses by Applicant

**Question:****I. How does this development help our community?****Answer:**

Staff have outlined their support for the proposed residential land uses and we have provided a strong supporting planning rationale in our application materials.

**Applicable Development Stage(s):** Zoning Amendment (Rezoning)

**References:****Staff Report – Council Meeting: March 23, 2021:****Section 7 Policy and Legislative Impacts  
Conclusions and Options**

The development of Lot 16 for a mix of residential uses is consistent with Ucluelet’s Official Community Plan. The draft zoning amendment bylaw presented with this report is being recommended for Council to consider to advance this significant proposal to a public hearing.

The zoning amendment that is recommended strives to represent the best interests of the community with a residential focus on this key property while allowing for the densities contemplated in the applicant’s concept plan. It is worth re-stating that this is a significant housing proposal for Ucluelet. The diversity of housing types being proposed for Lot 16 includes all of the following:

- rental apartments;
- ground-oriented townhomes;
- single-family homes on large lots;
- medium single-family homes on compact lots;
- small homes on small lots;
- secondary suites, and,
- detached accessory residential cottages.

**Refer to the Applicant’s Planning Framework Report  
Covering Letter**

(March 23, 2021 Council Agenda, pg. 86)

The property owners and our project team have worked collaboratively with District Staff and local area residents to expand upon the community’s vision as expressed in the Official Community Plan. We heard from neighbouring residents that there was a strong desire to provide a variety of attainable housing forms for local residents, while preserving existing landscape buffer spaces, and mitigating increased vehicular traffic on local roads.

This community vision has been integrated into our natural systems based design process, which is a collaborative approach to site planning. Environmental, physical and architectural considerations have been woven together to create a Land Use Concept, which is the basis for our Zoning Amendment proposal.

DISTRICT OF UCLUELET ZONING AMENDMENT BYLAW NO. 1284, 2021 (LOT 16 MARINE DRIVE)  
– DEFFERED 3RD READING

Lot 16 Marine Drive Bruce Greig, Director of Community Planning

June 15 Council Motion – 1 Page Summary Responses by Applicant

**Question:**

**m. Is blasting required for this site? If so, what is the extent of the blasting?**

**Answer:**

Blasting would be required for any development of the site due to the presence of shallow bedrock. The extent of blasting will be determined at the time of subdivision once the zoning is approved.

**Applicable Development Stage(s):**

Subdivision Application (Works & Services)

## June 15 Council Motion – 1 Page Summary Responses by Applicant

**Question:**

- n. **Is there an archeological study and can we see the study?**

**Answer:**

The identified architectural site appears to have been removed before this property owner purchased the site.

This was reconfirmed through a survey of the property and will need to be addressed prior to any land altering activities.

**Question:**

- o. **Is this still an archeological site?**

**Answer:**

Provincial records indicate a previously recorded archaeological site DfSj-85 on the property. DfSj-85, consisting of two Culturally Modified Trees, is protected under the Heritage Conservation Act and must not be altered or damaged without a permit from the Archaeology Branch.

The site location has been cleared and subsequently filled in prior to 2005. Air photo evidence and the geotechnical test pit at that location confirm same.

Prior to any land-altering activities, an eligible Consulting Archaeologist should be engaged to determine the steps in managing impacts to the archaeological site. An Eligible Consulting Archaeologist is one who is able to hold a Provincial heritage permit that allows them to conduct archaeological studies.

**Applicable Development Stage(s):**

Development Permit Application (Subdivision Layout)  
Subdivision Application (Works & Services)

**References:**

**[Refer to the Applicant's Planning Framework Report](#)**

**Section 2.5      Site History / Archaeology**

**Sheet S4        Opportunities & Constraints**

(March 23, 2021 [Council Agenda](#), pg. 79, 89)

## June 15 Council Motion – 1 Page Summary Responses by Applicant

**Question:**

**p. Is a three story apartment building an option?**

**Answer:**

Possibly. That will be determined through detail design for a future Development Permit Application.

A restrictive covenant will be placed on title restricting the height to 3 stories, unless Council deems a 4 storey height appropriate at the time of a detailed form and character review through the site specific Development Permit Process.

**Applicable Development Stage(s):**

Development Permit Application (Site Specific)  
Subdivision Application (Works & Services)

**References:****Staff Report – Council Meeting: March 23, 2021:****Section                      Conclusions & Options**

“j.) despite the zoning of proposed Lot ‘A’, the maximum building height be limited to 11m (3 storeys) unless first approved by the District Council upon submission of detailed architectural plans”;

**Section 4.1,      Rental Apartment Building**

The R-3 zone currently permits a maximum height of 11m which accommodates a 3-storey building. At this point there are no detailed design drawings of the building or site that would form part of this application; this is a rezoning application only and not a request for a DP at this stage.

June 15 Council Motion – 1 Page Summary Responses by Applicant

**Question:**

- q. **How are patios addressed in the setback requirements in the zoning?**

**Answer:**

Setbacks are applicable to building and structures (including covered patios).

Patios will not be permitted within the 10m greenspace covenant along Marine Drive.

**Applicable Development Stage(s):**

Zoning Amendment (Rezoning)

- Secured by Restrictive Covenant as a condition of Bylaw Adoption

**References:**

[Staff Report – Council Meeting: March 23, 2021:](#)  
[Section 1, 5, d, Recommendations](#)

registration of a greenspace covenant on a 10m wide strip along the Marine Drive frontage of the subject property to retain vegetation and preclude driveway access along this road corridor, as proposed;

## June 15 Council Motion – 1 Page Summary Responses by Applicant

**Question:**

- r. **Is there an alternative access road other than Victoria Road or Victoria and Marine Dr. and what other options are available?**

**Answer:**

Public Road access to Victoria Drive is not proposed by the Applicant.

A driveway stub was shown on the 'Proof of Concept' drawings only from the townhome site to Victoria Drive.

The location and configuration of site access is not a concern for the developer.

Public road and private driveway access to the property will be provided as directed by the Subdivision Approving Officer. This is under the jurisdictional control of the Province.

Emergency access to Victoria Road will likely be required for public safety in the event of a Tsumami.

**Question:**

- s. **Request that a traffic study be conducted.**

**Answer:**

A traffic study will be provided through the Subdivision Application Process by a Professional Transportation Engineer as requested by the Approving Officer.

**Applicable Development Stage(s):**

Development Permit Application (Subdivision Layout)  
Subdivision Application (Works & Services)

**Staff Report – Council Meeting: March 23, 2021:****Section 4.5 Access and Circulation**

Staff are recommending that a better road pattern would connect the new public road through Lot 16 from the access on Marine Drive through to Victoria Road at another existing section of municipal road right-of-way 63m (200 ft) further north (highlighted in blue in Figure 7, above, and noted in recommendation 5(e) at the outset of this report).

The applicant has expressed that either approach would be acceptable and is not pushing for one option over the other.

**Refer to the Applicant's Planning Framework Report****Section 10.2.2 Vehicle Access Concerns**

(March 23, 2021 Council Agenda, pg. 86)



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

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

## TECHNICAL MEMORANDUM No. 1

Issued Date:	October 9, 2019	File No.:	0361-192-TM1
Previous Issue Date:	None		
To:	Warren Cannon		
From:	Mitchell Brook, P.Eng.		
Client:	District of Ucluelet		
Project Name:	Lot 16 Marine Drive		
Subject:	Water System Review		

### 1. Objective

The objective of this technical memorandum is to review the watermain servicing requirements for the proposed development at the intersection of Marine Drive and Matterson Drive with consideration for water system improvements required to supply the proposed development.

### 2. Background

The proposed development is located at the intersection of Marine Drive and Matterson Drive. The proposed development will consist of three areas of single family development, one apartment complex and a townhome complex. Based on information provided by District there is a total of 37 single family lots and 86 multi-family units. The proposed lot layouts are shown on the enclosed drawings provided by the District.

It should be noted that a proposed water network, including hydrant spacing was not provided. The proposed water network that was evaluated is shown on the enclosed figure 0361-192 SK1. This schematic shows the proposed pipe locations, as well as node locations throughout the development to provide a representation of the available fire flow and peak hour pressures. For the purposes of this analysis it has been assumed that the proposed piping for the developments will be 200 mm dia.

For the purposes of this analysis the following site servicing options have been reviewed:

- Option 1:
  - Current water system conditions.
- Option 2
  - Pressure zone boundary modifications identified in the July 2017 District Water Master Plan.
  - Watermain loop to Victoria Road through the proposed development.
- Option 3
  - Fire flow improvements in the area identified in the July 2017 District Water Master Plan including:
    - A check valve installation at the intersection of Matterson Drive and Victoria Road.
    - Watermain upgrades on Victoria Road.



Technical Memorandum No. 1  
Lot 16 Water Review

Issued: October 9, 2019  
Previous Issue: None

### 3. Water Demands

#### 3.1 Domestic Demands

Based on the preliminary details provided, the development will consist of 37 single family lots and approximately 86 multi-family units. The District has identified that the single family lots will include secondary suites in accordance with the zoning bylaw.

Based on a population density of 3.5 ppu for single family and 2.0 ppu for multi-family, the projected population for the development is 302 as detailed in **Table 1** below.

**Table 1: Projected Population**

Land Use	Units	Population
A - Apartments	48	96
B - Single Family w/ secondary suite	7	25
C - Adaptative Small Lot Residential w/ secondary suite	18	63
D - Small Lot Residential w/ secondary suite	12	42
E - Townhomes	38	76
<b>Total</b>		<b>302</b>

Unit water demand rates used for this analysis were taken from the 2014 Master Municipal Contract Documents Design (MMCD) Guideline and are shown in **Table 2** below:

**Table 2: Per Capita Demands**

Scenario	Demand Rate
Average Day Demand (ADD)	450 lpcd
Maximum Day Demand (MDD)	900 lpcd
Peak Hour Demand (PHD)	1,350 lpcd

Applying the unit rate demands listed above to the project equivalent population for the development the demand rate is calculated as shown in **Table 3** below:

**Table 3: Water Demands**

Scenario	Demand (lps)
ADD	1.6
MDD	3.1
PHD	4.7

The proposed demands were allocated uniformly to the junctions in the proposed development.

KOERS & ASSOCIATES ENGINEERING LTD.

Technical Memorandum No. 1  
Lot 16 Water Review

Issued: October 9, 2019  
Previous Issue: None

### 3.2 Fire Flow Demand

The required fire flows of the development are per the 2014 MMCD Design Guideline and are summarized below in **Table 4**:

**Table 4: Fire Flow Demands**

Land Use	Required Fire Flow (lps)
Single Family Residential	60
Multi-Family	90

When architectural plans for the development are finalized, the required fire flow should be validated using the Fire Underwriters Survey document Water Supply for Fire Protection (1999).

## 4. Hydraulic Capacity Performance and Design Criteria

Based on the 2014 MMCD Design Guideline, the criteria outlined below in **Table 5** was used to assess the hydraulic impact of the proposed development on the District's water system.

**Table 5: Analysis Criteria**

Criteria	Analysis Scenario	Parameter Value
Minimum Residual Pressure	PHD	44 psi
Minimum Residual Pressure	MDD+FF	22 psi

## 5. Water Model Evaluation

The water model was evaluated under current maximum day plus fire flow and peak hour demand conditions for each of the development piping options noted in Section 2.

A summary of the available fire flows and residual peak hour pressures is summarized in **Table 6, 7 and 8** below.

**Table 6: Option 1 Results**

Location	Elevation (m)	Required Fire Flow (lps)	Available Fire Flow (lps)	Peak Hour Pressure (psi)
Existing Hydrant (Marine Dr/Matterson Dr)	16.5	90	46	63
Existing Hydrant (554 Marine Dr)	20	90	46	58
Proposed Onsite Hydrant 1 (Areas B,C,D)	23	60	45	54
Proposed Onsite Hydrant 2 (Areas B,C,D)	25.8	60	42	50
Proposed Onsite Hydrant 3 (Area E)	28.8	90	33	38
Existing Hydrant (1309 Victoria Rd)	15.9	90	51	57

KOERS & ASSOCIATES ENGINEERING LTD.

Technical Memorandum No. 1  
Lot 16 Water Review

Issued: October 9, 2019  
Previous Issue: None

**Table 7: Option 2 Results**

Location	Elevation (m)	Required Fire Flow (lps)	Available Fire Flow (lps)	Peak Hour Pressure (psi)
Existing Hydrant (Marine Dr/Matterson Dr)	16.5	90	45	62
Existing Hydrant (554 Marine Dr)	20	90	45	57
Proposed Onsite Hydrant 1 (Areas B,C,D)	23	60	45	53
Proposed Onsite Hydrant 2 (Areas B,C,D)	25.8	60	42	49
Proposed Onsite Hydrant 3 (Area E)	28.8	90	34	43
Existing Hydrant (1309 Victoria Rd)	15.9	90	45	63

**Table 8: Option 3 Results**

Location	Elevation (m)	Required Fire Flow (lps)	Available Fire Flow (lps)	Peak Hour Pressure (psi)
Existing Hydrant (Marine Dr/Matterson Dr)	16.5	90	125	62
Existing Hydrant (554 Marine Dr)	20	90	130	57
Proposed Onsite Hydrant 1 (Areas B,C,D)	23	60	123	53
Proposed Onsite Hydrant 2 (Areas B,C,D)	25.8	60	107	49
Proposed Onsite Hydrant 3 (Area E)	28.8	90	75	43
Existing Hydrant (1309 Victoria Rd)	15.9	90	123	63

As shown in the above tables the proposed improvement option 3 is required to provide the required fire flows under and peak hour pressure existing conditions. It should be noted that 90 lps is not available at the proposed onsite hydrant at Area E.

Technical Memorandum No. 1  
Lot 16 Water Review

Issued: October 9, 2019  
Previous Issue: None

## 6. Impact of Proposed Development

In order to assess the impact of the development on the rest of the District water distribution system, simulation results from the model were compared between scenarios with and without the development and proposed improvements. The results are summarized below in **Tables 9**:

**Table 9: Impact Analysis Summary**

Location	Scenario	Without Development	With Development
# of Low Pressure Deficiencies	PHD	26	28
PHD Average Pressure	PHD	60	60
Average Available Fire Flows	MDD	144	155

Overall, the development will have minor hydraulic impact on the City water distribution system in the current scenarios. The peak hour pressure in two locations will drop from 44 psi to 42 psi with the addition of the proposed development.

## 7. Conclusions

The following conclusions are presented as a result of this technical memorandum:

- 1) The projected population for the proposed development is 302
- 2) The proposed demands for the development are as follows:
  - a. Maximum Day: 3.1 lps
  - b. Peak Hour: 4.7 lps
- 3) Proposed servicing Option 3 can provide the required fire flows and peak hour pressures for the development, with the exception of Area E.
- 4) The design fire flow of 90 lps is not available at the proposed on site hydrant at Area E.
- 5) There are minor impacts to the peak hour pressures in the distribution system with the proposed development. Two locations the pressure drops from 44 psi to 42 psi.

## 8. Recommendations

Based on the results discussed in this technical memorandum we recommend the following:

- 1) The onsite piping be sized as per the attached figures.
- 2) The required fire flow for the development should be validated using the Fire Underwriters Survey document Water Supply for Fire Protection (1999) when the architectural plans are known.
- 3) Install all works listed in Option 3 to provide the required fire flows and peak hour pressures.
- 4) Review the fire flow requirements for Area E.

KOERS & ASSOCIATES ENGINEERING LTD.

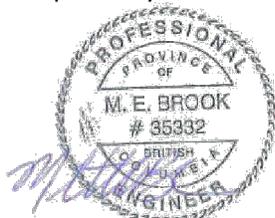
Technical Memorandum No. 1  
Lot 16 Water Review

Issued: October 9, 2019  
Previous Issue: None

Yours truly,

KOERS & ASSOCIATES ENGINEERING LTD.

Prepared By:



Mitchell Brook, P.Eng  
Project Engineer

Reviewed By:



Chris Downey, P.Eng  
Project Manager

Enclosures

KOERS & ASSOCIATES ENGINEERING LTD.

0361-192-SK1



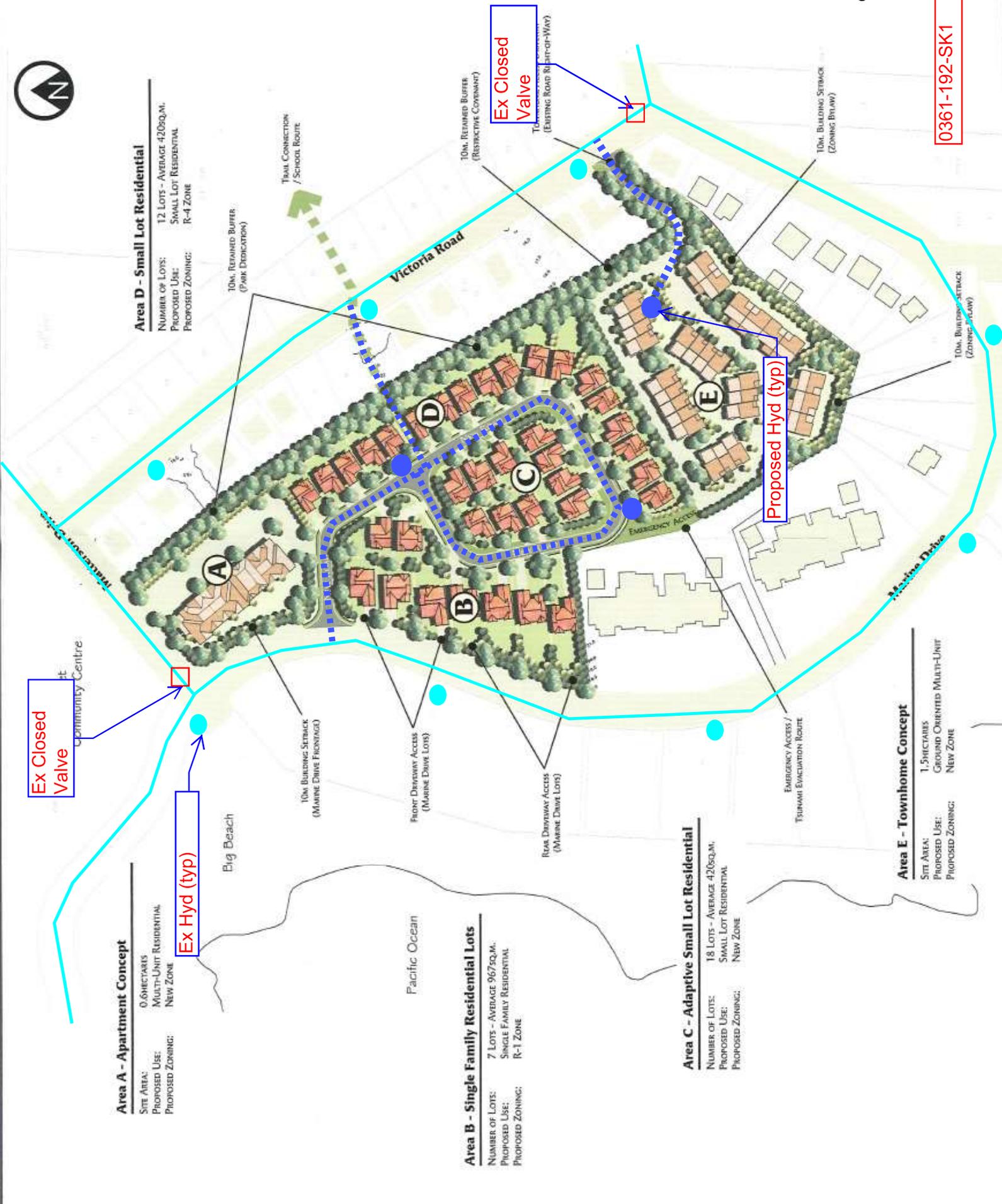
**Area D - Small Lot Residential**  
 NUMBER OF LOTS: 12 LOTS - AVERAGE 420SQ.M.  
 PROPOSED USE: SMALL LOT RESIDENTIAL  
 PROPOSED ZONING: R-4 ZONE

**Area A - Apartment Concept**  
 SITE AREA: 0.6HECTARES  
 PROPOSED USE: MULTI-UNIT RESIDENTIAL  
 PROPOSED ZONING: NEW ZONE

**Area B - Single Family Residential Lots**  
 NUMBER OF LOTS: 7 LOTS - AVERAGE 967SQ.M.  
 PROPOSED USE: SINGLE FAMILY RESIDENTIAL  
 PROPOSED ZONING: R-1 ZONE

**Area C - Adaptive Small Lot Residential**  
 NUMBER OF LOTS: 18 LOTS - AVERAGE 420SQ.M.  
 PROPOSED USE: SMALL LOT RESIDENTIAL  
 PROPOSED ZONING: NEW ZONE

**Area E - Townhome Concept**  
 SITE AREA: 1.5HECTARES  
 PROPOSED USE: GROUND ORIENTED MULTI-UNIT  
 PROPOSED ZONING: NEW ZONE



Ex Closed Valve

Ex Hyd (typ)

Ex Closed Valve

Proposed Hyd (typ)



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

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

**TECHNICAL MEMORANDUM No. 2**

Issued Date:	October 17, 2019	File No.:	0361-192-TM2
Previous Issue Date:	None		
To:	Warren Cannon		
From:	Chris Downey, P.Eng.		
Client:	District of Ucluelet		
Project Name:	Lot 16 Marine Drive		
Subject:	Sanitary Sewer System Review		

**1. Objective**

The objective of this technical memorandum is to review the sanitary sewer servicing requirements for the proposed development at the intersection of Marine Drive and Matterson Drive with consideration for sanitary sewer improvements required to service the proposed development.

**2. Background**

The proposed development is located at the intersection of Marine Drive and Matterson Drive. The proposed development will consist of three areas of single family development, one apartment complex and a townhome complex. Based on information provided by the District there is a total of 37 single family lots and 76 multi-family units. The proposed lot layouts are shown on the enclosed drawings provided by the District.

It should be noted that a proposed sanitary sewer network was not provided. The proposed sanitary sewer network that was evaluated is shown on the enclosed drawing 0361-192-01. This drawing shows the proposed connections from the development to the existing sanitary sewer on Marine Drive.

**3. Sanitary Sewer Demands**

**3.1 Domestic Demands**

Based on the preliminary details provided, the development will consist of 37 single family lots and approximately 76 multi-family units. The District has identified that the single family lots will include secondary suites in accordance with the zoning bylaw.

Based on a population density of 2.28 ppu for single family and multi-family, the projected population for the development is 258 as detailed in **Table 1** below.

**Table 1: Projected Population**

	Units	Population
Connection 1 (Area A) 48 Multi-Family units	48	110
Connection 2 (Area B, C, D, and E) 28 Multi-Family units and 37 Single Family lots	65	148
	<b>Total</b>	<b>258</b>

Technical Memorandum No. 2  
Lot 16 Sanitary Sewer Review

Issued: October 17, 2019  
Previous Issue: None

Peak dry domestic sanitary sewer flows for the development were based on the District of Ucluelet Engineering Standards and Specifications and are shown in **Table 2** below:

**Table 2: Per Capita Demands**

Population	Per Capita Flow (m <sup>3</sup> /cap/day)
0 – 100 people	3.0
101 – 200 people	2.63
200 – 500 people	2.18
500 – 1000 people	1.91
1,000 – 2,000 people	1.67

Applying the per capita flow rate listed above to the project equivalent population for the development the peak domestic sewage demand rate is calculated as **289.3 m<sup>3</sup>/day** for connection 1 and **389.2 m<sup>3</sup>/day** for connection 2.

### 3.2 Infiltration and Inflow Allowance

The required Infiltration and Inflow (I&I) allowance for the proposed development are per the DOU Engineering Standards and Specifications at 11.2 m<sup>3</sup>/Ha/day and are summarized below in **Table 3**:

**Table 3: Infiltration and Inflow Allowance**

	Area (Ha)	(m <sup>3</sup> /day)
Connection 1 (Area A) 48 Multi-Family units	0.7	7.8
Connection 2 (Area B, C, D, and E) 28 Multi-Family units and 37 Single Family lots	4.4	49.3
Total	5.1	57.1

### 3.3 Peak Wet Weather Flow

The peak wet weather flow for the proposed development are the combination of the Peak sewage flow and I&I allowance which are summarized below in **Table 4**:

**Table 4: Peak Wet Weather Flows**

	Peak Sewage (m <sup>3</sup> /day)	I&I (m <sup>3</sup> /day)	Peak Wet Weather Flow (m <sup>3</sup> /day)
Connection 1 (Area A) 48 Multi-Family units	289.3	7.8	297.1
Connection 2 (Area B, C, D, and E) 28 Multi-Family units and 37 Single Family lots	389.2	49.3	438.5
Total	678.5	57.1	735.6

KOERS & ASSOCIATES ENGINEERING LTD.

Technical Memorandum No. 2  
Lot 16 Sanitary Sewer Review

Issued: October 17, 2019  
Previous Issue: None

#### 4. Results

We have assumed the following conditions during our review of the proposed sanitary sewer model:

1. All the serviced lots/units in the Forbes Road Subdivision including the Multi-Family lot are contributing.
2. Bay Street diversion has been completed.
3. All single family lots that have been serviced.
4. We have not allowed for additional units due to re-zoning (There is potential for Multi-Family lots on Larch Road and Matterson).
5. Hotel units are treated the same as residential units.
6. Commercial and Institutional areas are an assumed area around the building. We have used diurnal patterns; one for residential and one for commercial/Institutional. The loading for commercial/Institutional is between 8am and 6 pm, with a steady flow between those hours. Residential follows a pattern based on flow monitoring from a residential neighbourhood in a Vancouver Island municipality.

The impact of the proposed development on the sanitary sewer was modelled based on the above assumptions for peak flows in the District owned sewer pipes between the proposed development and the Sewage Lagoon. The results are shown in the table below.

The results show that the capacity of the gravity sanitary sewer and pump station on Victoria Road is not sufficient as the pipe would be at 145% capacity and the pump station at 148% capacity. In order to service the proposed development, the forcemain from Big Beach pump station should be extended and connect into the sanitary sewer gravity system on Otter Street.

Up MH	Dn MH	Area (ha)		Residential		Comm/Inst	Peak Flow L/s	Size mm	Slope m/m	Capacity L/s	% Full	
		Trib	Total	Lot/Units	Pop	Area ha						
Forbes PS MD Pressure	Big Beach PS	18.30	18.3	121	121	276	0	5.6	28.3			20%
	Big Beach PS	9.40	9.4	60	60	137	0		(not applicable)			
Bay Street Big Beach PS	Big Beach PS	16.70	16.7	166	166	378	0	6.6	28.3			20%
	SMH-101	22.00	66.4	223	570	1300	1.3		24.0	34.0		
SMH-101	SMH-102 Victoria	3.50	69.9	56	626	1427	1.3	27.2	200	0.007	27.4	99%
SMH-102 Victoria Rd PS	Rd PS	9.00	97.2	13	639	1457	1.3	30.4	200	0.004	21.0	145%
Rd PS	SMH-304	13.40	110.6	73	712	1623	1.9	34.0	23.0			148%

KOERS & ASSOCIATES ENGINEERING LTD.

Technical Memorandum No. 2  
 Lot 16 Sanitary Sewer Review

Issued: October 17, 2019  
 Previous Issue: None

## 5. Conclusions

The following conclusions are presented as a result of this technical memorandum:

- 1) The projected population for the proposed development is 258
- 2) The proposed peak flows for the development are as follows:
  - a. Peak Domestic Flows 678.5 m<sup>3</sup>/day
  - b. I&I Allowance 57.1 m<sup>3</sup>/day
  - c. Peak Flows 735.6 m<sup>3</sup>/day
- 3) The 200 PVC gravity sanitary sewer pipe on Victoria Road is at 145% capacity.
- 4) The Victoria Road pump station is at 148% capacity

## 6. Recommendations

Based on the results discussed in this technical memorandum we recommend the following:

- 1) The existing 150 PVC forcemain from Big Beach pump station is extended to Otter Street.
- 2) The forcemain from Big Beach pump station is isolated from Victoria Road.

Yours truly,

KOERS & ASSOCIATES ENGINEERING LTD.

Prepared By:



Richard Cave, ASCT  
 Senior Technologist

Enclosures

Reviewed By:



Chris Downey, P.Eng  
 Project Manager

KOERS & ASSOCIATES ENGINEERING LTD.





DISTRICT OF  
**UCLUELET**

Matterson Drive Forcemain Victoria to Otter  
Cost Estimate (Class 'D')

November 30, 2020  
Koers File: 2047

Item	Description	Unit	Quantity	Unit Price	Extension
	<b>Division 1</b>				
1.1	General Requirements	LS	1	\$75,000	\$75,000
1.2	Submittals	LS	1	\$5,000	\$5,000
	<b>Division 2</b>				
2.1	Location of Existing Structures	LS	1	\$6,000	\$6,000
2.2	Gravel Surface Restoration				
0.1	Crushed Shoulder Gravel	m <sup>2</sup>	75	\$20	\$1,500
2.3	Temporary Trench restoration				
0.1	Coldmix (50 mm thick)	m <sup>2</sup>	75	\$50	\$3,750
0.2	Rap (50 mm thick)	m <sup>2</sup>	50	\$25	\$1,250
2.4	Reinstate Ditching	m	550	\$20	\$11,000
2.5	Hydraulic Seeding	LS	1	\$4,000	\$4,000
2.6	Sanitary Sewer Forcemain				
0.1	150 HDPE DR 26	m	550	\$190	\$104,500
2.7	Tie-Ins				
0.1	Victoria	LS	1	\$5,000	\$5,000
0.2	Otter	LS	1	\$25,000	\$25,000
2.8	Asphalt Restoration				
0.1	50 mm thick (100mm crush base)	m <sup>2</sup>	50	\$100	\$5,000
0.2	Asphalt Pathway	m <sup>2</sup>	1,000	\$100	\$100,000
2.9	Rock Excavation	m <sup>3</sup>	100	\$300	\$30,000
				<b>Subtotal:</b>	<b>\$377,000</b>
				20% Engineering Design & Construction Services	\$75,400
				30% Contingency	\$136,000
				<b>ESTIMATED TOTAL CONSTRUCTION COST (excluding GST) :</b>	<b>\$588,400</b>



DISTRICT OF  
**UCLUELET**

Mattersen Drive Forcemain Victoria to Otter  
Cost Estimate (Class 'D')

September 24, 2020

Koers File: 2047

Item	Description	Unit	Quantity	Unit Price	Extension
	<b>Division 1</b>				
1.1	General Requirements	LS	1	\$75,000	\$75,000
1.2	Submittals	LS	1	\$5,000	\$5,000
	<b>Division 2</b>				
2.1	Location of Existing Structures	LS	1	\$6,000	\$6,000
2.2	Gravel Surface Restoration				
0.1	Crushed Shoulder Gravel	m <sup>2</sup>	75	\$20	\$1,500
2.3	Temporary Trench restoration				
0.1	Coldmix (50 mm thick)	m <sup>2</sup>	75	\$50	\$3,750
0.2	Rap (50 mm thick)	m <sup>2</sup>	50	\$25	\$1,250
2.4	Reinstate Ditching	m	550	\$20	\$11,000
2.5	Hydraulic Seeding	LS	1	\$4,000	\$4,000
2.6	Sanitary Sewer Forcemain				
0.1	300 HDPE DR 26	m	550	\$350	\$192,500
2.7	Tie-Ins				
0.1	Victoria	LS	1	\$5,000	\$5,000
0.2	Otter	LS	1	\$25,000	\$25,000
2.8	Asphalt Restoration				
0.1	50 mm thick (100mm crush base)	m <sup>2</sup>	50	\$100	\$5,000
0.2	Asphalt Pathway	m <sup>2</sup>	1,000	\$100	\$100,000
2.9	Rock Excavation	m <sup>3</sup>	100	\$300	\$30,000
				<b>Subtotal:</b>	<b>\$465,000</b>
				<b>20% Engineering Design &amp; Construction Services</b>	<b>\$93,000</b>
				<b>30% Contingency</b>	<b>\$167,000</b>
				<b>ESTIMATED TOTAL CONSTRUCTION COST (excluding Engineering &amp; GST) :</b>	<b>\$725,000</b>

## Appendix C

Lot 16 Marine Drive  
DCC Summary

District of Ucluelet DCC Projects

1.)	Matterson Drive watermain check valve		
	Estimated maximum water DCC credit available	\$	100,000.00
2.)	Matterson Drive sanitary sewer extension		
	Estimated maximum sanitary DCC credit available	\$	489,000.00

Lot 16 Development DCC Charges

					DCC overlap	Total DCC Payable at BP or Subdivision
1.)	Apartment Building	DCC	Units	Total		
	Road	\$ 1,927.00	48	\$ 92,496.00		
	Storm	\$ -	48	\$ -		
	Sanitary	\$ 2,543.00	48	\$ 122,064.00	\$ 122,064.00	
	Water	\$ 3,560.00	48	\$ 170,880.00	\$ 100,000.00	
	Parks	\$ 1,690.00	48	\$ 81,120.00		
	<u>Total</u>	<u>\$ 9,720.00</u>		<u>\$ 466,560.00</u>	<u>\$ 222,064.00</u>	<u>\$ 244,496.00</u>
2.)	Single Family Lots	DCC	Units	Total		
	Road	\$ 3,140.00	37	\$ 116,180.00		
	Storm	\$ -	37	\$ -		
	Sanitary	\$ 3,179.00	37	\$ 117,623.00	\$ 117,623.00	
	Water	\$ 4,450.00	37	\$ 164,650.00	\$ -	
	Parks	\$ 2,113.00	37	\$ 78,181.00		
	<u>Total</u>	<u>\$ 12,882.00</u>		<u>\$ 476,634.00</u>	<u>\$ 117,623.00</u>	<u>\$ 359,011.00</u>
3.)	Townhouse Buildings	DCC	Units	Total		
	Road	\$ 1,927.00	28	\$ 53,956.00		
	Storm	\$ -	28	\$ -		
	Sanitary	\$ 2,543.00	28	\$ 71,204.00	\$ 71,204.00	
	Water	\$ 3,560.00	28	\$ 99,680.00	\$ -	
	Parks	\$ 1,690.00	28	\$ 47,320.00		
	<u>Total</u>	<u>\$ 9,720.00</u>		<u>\$ 272,160.00</u>	<u>\$ 71,204.00</u>	<u>\$ 200,956.00</u>
		<b>total DCC's payable</b>		<b>\$ 1,215,354.00</b>		
		total DCC overlap (not charged)		\$ 410,891.00		
		<b>DCC's paid</b>		<b>\$ 804,463.00</b>		
					\$ 78,109.00	difference (additional) DCC servicing costs borne by developer