



**REGULAR MEETING OF COUNCIL**  
**Tuesday, November 8, 2016 @ 7:30 PM**  
**George Fraser Room, Ucluelet Community Centre,**  
**500 Matterson Drive, Ucluelet**

**AGENDA**

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1. CALL TO ORDER	
2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY	
<p>Council wishes to acknowledge the Yuułu?if?ath First Nations on whose traditional territories the District of Ucluelet operates.</p>	
3. ADDITIONS TO AGENDA	
4. ADOPTION OF MINUTES	
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BC Salmon Farmers Association

[I-2 BC Salmon Farmers Report](#)

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| 9.3. | Great Bear Rainforest Achievement of Agreements and \$1-million Education and Awareness Trust<br>Ministry of Forests, Lands and Natural Resource Operations<br>Ministry of Jobs, Tourism and Skills Training<br><a href="#">I-3 Great Bear Rainforest Agreements</a>   | 35 - 36 |
| 9.4. | Small Craft Harbours Dredging Project at Tofino 4th Street Facility<br>Federal Department of Fisheries and Oceans<br><a href="#">I-4 DFO Notice of Dredging in Tofino</a>  | 37 - 40 |
| 9.5. | Resort Municipalities Initiative - Program Update<br>Sun Peaks Mountain Resort Municipality<br><a href="#">I-5 RMI Submission</a>  | 41 - 43 |
| 9.6. | New Requirements for Existing Non-Domestic Groundwater Users<br>BC Water Protection & Sustainability Branch<br><a href="#">I-6 New Requirements for Groundwater Users</a>  | 45 - 47 |
| 9.7. | UBCM Follow-up re: Resort Municipality Initiative and Proposed Ferry<br>Ministry of Jobs, Tourism, and Skills Training<br><a href="#">I-7 Minister Shirley Bond Correspondence</a>   | 49 - 50 |
| 9.8. | UBCM Follow-up re: Ucluelet RCMP Staffing<br>Ministry of Public Safety and Solicitor General<br><a href="#">I-8 Minister Mike Morris Correspondence</a>  | 51      |
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| 10.  | <b>COUNCIL COMMITTEE REPORTS</b>   |         |
| 10.1 | Councillor Sally Mole<br><i>Deputy Mayor April – June</i> <ul style="list-style-type: none"> <li>• Ucluelet &amp; Area Child Care Society</li> <li>• Westcoast Community Resources Society</li> <li>• Coastal Family Resource Coalition</li> <li>• Food Bank on the Edge</li> <li>• Alberni Clayoquot Regional District - Alternate</li> </ul> <p>=&gt; <i>Other Reports</i></p> |         |
| 10.2 | Councillor Marilyn McEwen<br><i>Deputy Mayor July – September</i> <ul style="list-style-type: none"> <li>• West Coast Multiplex Society</li> <li>• Ucluelet &amp; Area Historical Society</li> <li>• Wild Pacific Trail Society</li> <li>• Vancouver Island Regional Library Board – Trustee</li> </ul>  |         |

=> *Other Reports*

10.3 Councillor Mayco Noel  
*Deputy Mayor October – December*

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

=> *Other Reports*

10.4 Councillor Randy Oliwa  
*Deputy Mayor January – March*

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

=> *Other Reports*

10.5 Mayor Dianne St. Jacques

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

=> *Other Reports*

11. REPORTS

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| 11.1. | Expenditure Voucher G-18/16<br><i>Jeanette O'Connor, CFO</i><br><a href="#">R-1 Expenditure Voucher</a>                   | 55 - 59 |
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*John Towgood, Planner 1*  
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- 12.6. **BYLAW** 103 - 104  
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13. LATE ITEMS
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- 13.2. Draft 2017 Budget for Tourism Ucluelet 107 - 119  
 Denise Stys-Norman, Executive Director  
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14. NEW BUSINESS
15. QUESTION PERIOD
16. CLOSED SESSION
- Procedural Motion to Move In-Camera:*  
 THAT the meeting be closed to the public in order to address agenda items under Section 90(1) of the *Community Charter*.
17. ADJOURNMENT



Andrew Yeates, CAO, read Zoning Amendment Bylaw No. 1208, 2016

### 3.2 Written Submissions for Bylaw No. 1208, 2016

Andrew Yeates, CAO, read the written submissions into the record. Mr. Yeates noted that there was a form letter that he would read once, and then only the additional comments from the various submissions after that.

#### Shelly LaRose, Bill Embury, Carey McPherson, David McPherson - St. Jacques Blvd - Opposed

- Concerned with size of the new units being limited to 1200 square feet and under, as proposed by the developer, rather than the maximum size of 1507 sq ft
- Concerned with number of actual units being limited to 24 units, as proposed by the developer, rather than 30 units
- Concerned with total size of the accessory building(s) being limited to 2044 sq ft, as proposed by the developer, rather than 3225 sq ft
- Ask that due consideration be given to increased traffic and pedestrian safety on Bay Street and St. Jacques Boulevard, and at corner of Bay Street and Peninsula Drive
- Do not support rezoning application for 30 homes not exceeding 1507 sq ft as currently worded
- Proposed development is directly across the street from Forest Glen Seniors Centre
- Proposed development shares lot lines with 7 homes on Bay Street, 2 homes and a vacant lot on Rainforest Drive, and a park on St. Jacques Boulevard
- Pocket neighbourhood defined as a grouping of small, single family dwelling units clustered around a common area under a coherent plan
- Pocket neighbourhood can be less expensive than traditional single family housing
- Square footage of units in successful pocket neighbourhoods does not typically exceed 1200 sq ft per home
- Successful pocket neighbourhoods typically comprise clusters with optimum size of 8-12 households per cluster
- Proposed development plan meets all the guidelines for a successful pocket neighbourhood, however the zoning amendment exceeds the number and dwelling size that make these neighbourhoods a success
- Shared common areas are integral to successful pocket neighbourhoods; proposal includes a common building; however,

the zoning amendment does not reference a common building which will allow a 3225 sq ft accessory building rather than the proposed 2044 sq ft building

- Increasing density beyond 24 homes will have a negative impact on the pedestrian corridor (2 trails that connect St. Jacques Boulevard to Rainforest Drive) and existing quiet neighbourhood
- Pocket neighbourhood will set a precedent for this type of alternative development
- Lack of requirement for a development permit on this property restricts community input into the rezoning process
- In favour of proposal for 24 homes not exceeding 1200 sq ft each
- Ask that Council change the zoning amendment to be for 24 homes with maximum of 1200 sq ft per home, not to exceed 2 stories in height, with one accessory building not to exceed 2044 sq ft in size and limited to 2 stories in height, with minimum lot size for Pocket Neighbourhood Residential increased to 2 acres

#### Carey McPherson - 1821 St. Jacques Blvd - Opposed

- Concerned with ensuring a buffer/greenspace zone and retaining natural features
- Concerned with size of the new units being limited to 1200 square feet and under, as proposed by the developer, rather than the maximum size of 1507 sq ft
- Concerned with number of actual units being limited to 24 units, as proposed by the developer, rather than 30 units
- Concerned with total size of the accessory building(s) being limited to 2,044 sq ft, as proposed by the developer, rather than 3225 sq ft
- Concerned with adequate parking being provided inside the Pocket Neighbourhood, separated from public streets to avoid on-street parking issues
- Ask that due consideration be given to increased traffic and pedestrian safety on Bay Street and St. Jacques Boulevard, and at corner of Bay Street and Peninsula Road

#### Carey McPherson - 1821 St. Jacques Blvd - Opposed

- Ask that Council consider an OCP amendment to declare St. Jacques Boulevard a development permit area in order to draft a development permit that limits the site to 24 units
- Prefers development permits over restrictive covenants

#### Heidi Shaw - Opposed

- Concerned with ensuring a buffer/greenspace zone and retaining natural features

- Concerned with size of the new units being limited to 1200 square feet and under, as proposed by the developer, rather than the maximum size of 1507 sq ft
- Concerned with number of actual units being limited to 24 units, as proposed by the developer, rather than 30 units
- Concerned with total size of the accessory building(s) being limited to 2,044 sq ft, as proposed by the developer, rather than 3225 sq ft
- Concerned with adequate parking being provided inside the Pocket Neighbourhood, separated from public streets to avoid on-street parking issues
- Ask that due consideration be given to increased traffic and pedestrian safety on Bay Street and St. Jacques Boulevard, and at corner of Bay Street and Peninsula Road, especially in consideration of residents of Forest Glen
- Concerned with increased noise in the area
- Supportive of there being more places for young families to live
- Concerned with possibility of vacation rentals in the area

Jeffery Gray - 695 Rainforest Drive - Opposed

- Concerned with ensuring a buffer/greenspace zone and retaining natural features
- Concerned with number of actual units being limited to 24 units, as proposed by the developer, rather than 30 units
- Want to ensure a healthy buffer between his property and the development; buffer is an active wildlife corridor

Marcel and Carrie Midlane - 1824 St. Jacques Blvd - Opposed

- Concerned with ensuring a buffer/greenspace zone and retaining natural features
- Concerned with size of the new units being limited to 1200 square feet and under, as proposed by the developer, rather than the maximum size of 1507 sq ft
- Concerned with number of actual units being limited to 24 units, as proposed by the developer, rather than 30 units
- Concerned with total size of the accessory building(s) being limited to 2,044 sq ft, as proposed by the developer, rather than 3225 sq ft
- Concerned with adequate parking being provided inside the Pocket Neighbourhood, separated from public streets to avoid on-street parking issues
- Ask that due consideration be given to increased traffic and pedestrian safety on Bay Street and St. Jacques Boulevard, and at corner of Bay Street and Peninsula Road

Peter Austin Ashpole - 1925 Deer Park Lane - Opposed

- Concerned with ensuring a buffer/greenspace zone and retaining natural features
- Concerned with size of the new units being limited to 1200 square feet and under, as proposed by the developer, rather than the maximum size of 1507 sq ft
- Concerned with number of actual units being limited to 24 units, as proposed by the developer, rather than 30 units
- Concerned with total size of the accessory building(s) being limited to 2,044 sq ft, as proposed by the developer, rather than 3225 sq ft
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- Ask that due consideration be given to increased traffic and pedestrian safety on Bay Street and St. Jacques Boulevard, and at corner of Bay Street and Peninsula Road

Donald Cornwell – Opposed

- Concerned with ensuring a buffer/greenspace zone and retaining natural features
- Concerned with size of the new units being limited to 1200 square feet and under, as proposed by the developer, rather than the maximum size of 1507 sq ft
- Concerned with number of actual units being limited to 24 units, as proposed by the developer, rather than 30 units
- Concerned with total size of the accessory building(s) being limited to 2,044 sq ft, as proposed by the developer, rather than 3225 sq ft
- Concerned with adequate parking being provided inside the Pocket Neighbourhood, separated from public streets to avoid on-street parking issues
- Ask that due consideration be given to increased traffic and pedestrian safety on Bay Street and St. Jacques Boulevard, and at corner of Bay Street and Peninsula Road
- Is a resident of Forest Glen
- Concerned about personal safety when walking downtown
- Asks that Council keep it simple
- Concerned that larger units may lead to subletting and vacation rentals
- Prefer development is affordable and young family friendly

Robyn Cooley - 1864 St. Jacques Blvd - Opposed

- Drainage and water runoff already an issue in this area
- Concerned that Deer Park and Rainforest developments were engineered and neither have proper drainage to deal with storm water and water runoff, as evidenced by properties below these developments
- If developer is contributing for an area park even though there is already a park is already under development, would prefer an amenity other than a park

Robyn Cooley - 1864 St. Jacques Blvd - Opposed

- Concerned with ensuring a buffer/greenspace zone and retaining natural features
- Concerned with size of the new units being limited to 1200 square feet and under, as proposed by the developer, rather than the maximum size of 1507 sq ft
- Concerned with number of actual units being limited to 24 units, as proposed by the developer, rather than 30 units
- Concerned with total size of the accessory building(s) being limited to 2,044 sq ft, as proposed by the developer, rather than 3225 sq ft
- Concerned with adequate parking being provided inside the Pocket Neighbourhood, separated from public streets to avoid on-street parking issues

Sam Vandervalk - 711 Rainforest Drive - Opposed

- Concerned with ensuring a buffer/greenspace zone and retaining natural features
- Concerned with size of the new units being limited to 1200 square feet and under, as proposed by the developer, rather than the maximum size of 1507 sq ft
- Concerned with number of actual units being limited to 24 units, as proposed by the developer, rather than 30 units
- Concerned with total size of the accessory building(s) being limited to 2,044 sq ft, as proposed by the developer, rather than 3225 sq ft
- Concerned with adequate parking being provided inside the Pocket Neighbourhood, separated from public streets to avoid on-street parking issues
- Ask that due consideration be given to increased traffic and pedestrian safety on Bay Street and St. Jacques Boulevard, and at corner of Bay Street and Peninsula Road

**4 PUBLIC REPRESENTATIONS**

**4.1 Mayor St. Jacques asked a first time if there were any representations from the public regarding Bylaw No. 1208, 2016**

Ray Hunt - Applicant Representative - Presentation

- Provided a PowerPoint presentation on the application
- Explained that the applicant is seeking a text amendment to the zoning bylaw to allow a Pocket Neighbourhood use
- Acknowledged concern regarding a green buffer and strata

Hailey-Anne Till - 1683 Bay Street - Concerned

- Concerned with increased people density on St. Jacques Boulevard

Mr. Hunt readdressed stating that the OCP currently allows an even higher density than what is proposed in the zoning amendment bylaw

Mayor St. Jacques explained the intent and limits of the proposed zoning

Joe Corlazzoli on behalf of Jason Corlazzoli - 1722 Bay Street – Concerned

- Asked if B&Bs would be allowed in the development
- Asked if there was a secured green buffer, as was told when purchased home on Bay Street that there would be a buffer
- Asked if there were any setbacks on the site

Mayor St. Jacques stated that there was no permitted use in the current zoning for overnight tourist accommodation

Mr. Towgood commented that a buffer of 10m was originally contemplated but was not pursued and so is not required on the site

Mr. Towgood commented that setbacks for the lot remain in place and are those of a multifamily zone; Mr. Towgood noted that a greenspace is different from a setback

Jan Draeseke - Forest Glen Seniors Society - Concerned

- Concerned with number of cars and where they will park
- Concerned with traffic and road parking and the safety of seniors
- Asked what would stop AirBnB from happening on the site

Mr. Hunt readdressed stating that the pocket neighbourhood was designed with 41 parking stalls, with 1.5 vehicles permitted for each of the 24 units, and 1 visitor spot for every 5 units

Mayor St. Jacques noted that overnight tourist accommodation was not a permitted use on the lot under the zoning, and that road considerations would be addressed at the building permit phase of the development

David McPherson - 1821 St. Jacques Blvd - Concerned

- Confused why bylaw has an increased size from 1200 sq ft to 1500 sq ft, which would attract larger families with increased parking and storage requirements
- Suggest adding extra smaller storage buildings in addition to large accessory building (citing Gateway Development in Tofino where people keep bikes and surfboards out front) to ensure better aesthetics and proper storage capacity
- Concerned with 30-unit limit in bylaw as pertains to parking and where those extra vehicles would go
- In favour of developer's proposal
- Suggest Council review the Lehigh Valley document which cites optimum of 12 homes per cluster
- Concerned about setting a precedent; ask that Council give the developer what he wants but not to leave room in the bylaw for other developers to exceed those limits

Mr. Hunt readdressed that the applicant had no part in coming up with the 30-unit limit contained in the bylaw. Mr. Hunt noted also that each carport in the proposal has a storage locker for owners, plus joint storage for items such as kayaks, and two bike lockers. Mr. Hunt stated he would bring forward the concern on adding greenspace to the proposal.

Marcel Midlane - 1824 St. Jacques Blvd - Concerned

- In favour of developer's proposal
- Request a sidewalk along same side of street as the site to discourage foot traffic from crossing over to the Forest Glen side
- Request some speed humps to protect children on bikes
- Request some speed limit signage for overall safety of pedestrians
- Request a crosswalk from St. Jacques Blvd to the painted sidewalk

Shelly LaRose - 1804 St. Jacques Blvd - Concerned

- In favour of developer's proposal
- Concerned with rezoning model in that it is not functional or successful

- Concerned with 30-unit model in the bylaw
- Agree with developer's proposal for 1200 sq ft home size
- Concerned with 1500 sq ft home size in bylaw, which would decrease the affordability of those homes

Robyn Cooley - 1864 St. Jacques Blvd - Concerned

- Noted difficulty turning onto Peninsula from Bay, especially during the summer
- Asked if it is possible to add a second entrance for the lot from Rainforest to help alleviate the added traffic

Mayor St. Jacques noted there currently was no access to Rainforest Drive indicated on the developer's proposal

Carey McPherson - 1821a St. Jacques Blvd - Concerned

- Wrote the form letter
- In favour of developer's proposal
- Concerned with issues raised in the form letter, rezoning details such as size of homes, number of homes, and safety issues already mentioned

**4.2 Mayor St. Jacques asked a second time if there were any representations from the public regarding Bylaw No. 1208, 2016**

*There were no comments from the public*

**4.3 Mayor St. Jacques asked a third and final time if there were any representations from the public regarding Bylaw No. 1208, 2016**

*There were no comments from the public*

**5 ADJOURNMENT**

- 5.1 Mayor St. Jacques closed the Public Hearing for Zoning Amendment Bylaw No. 1208, 2016 and adjourned at 7:43 pm

**CERTIFIED CORRECT:** Minutes of the Public Hearing held on Tuesday, October 25, 2016 at 7:00 pm in the George Fraser Room, Ucluelet Community Centre, 500 Matterson Road, Ucluelet, BC.

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Dianne St. Jacques  
Mayor

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Andrew Yeates  
CAO



**DISTRICT OF UCLUELET**  
**MINUTES OF THE REGULAR COUNCIL MEETING**  
**HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE**  
**Tuesday, October 25, 2016 at 7:30 PM**

Present:       **Chair:**           Mayor St. Jacques  
                   **Council:**       Councillors McEwen, Oliwa, Mole, and Noel  
                   **Staff:**           Andrew Yeates, Chief Administrative Officer;  
                                   Morgan Dossall, Deputy Clerk

Regrets:

**1. CALL TO ORDER**

1.1 Mayor St. Jacques called the meeting to order at 7:54 pm

**2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY**

2.1 Mayor St. Jacques acknowledged the Yuułu?it?ath First Nations on whose traditional territories the District of Ucluelet operates

**3. ADDITIONS TO AGENDA**

**4. ADOPTION OF MINUTES**

**4.1 October 11, 2016 Regular Minutes**

2016-360               **It was moved by Councillor McEwen and seconded by Councillor Oliwa**  
                                   *THAT Council approve the October 11, 2016 Regular Minutes as amended.*  
CARRIED.

**5. UNFINISHED BUSINESS**

5.1 Council asked for clarification on whether businesses who requested follow up after the 2016 Business Walk were contacted, and determined that Councillor Noel would follow up with those businesses who had not been contacted

**6. MAYOR'S ANNOUNCEMENTS**

6.1 Mayor St. Jacques reminded the community to attend the World Cafe OCP event happening October 29 at the Ucluelet Community Centre from 10am-Noon and 1pm-3pm, where residents would visit various tables with different topics and could bring up new topics

6.2 Mayor St. Jacques noted that there was a change with the Halloween Howl this year, in that it will be held at the Ucluelet Community Centre,

and was taking place from 7pm-9pm on October 31

## 7. PUBLIC INPUT, DELEGATIONS & PETITIONS

7.1 E. Larsen commented that his letter to Council, which was not included for the last two Council meetings, was addressed in a report on the agenda instead of in correspondence; Mr. Larsen requested that his letter be received by Council under Correspondence, separately from the report, so that his specific questions would be addressed

- Council noted that the report was to address the concerns raised in his letter, but that Council would receive the letter separately from the report

7.2 J. Gray commented the LED light at the corner of Matterson Road and Marine Drive shines directly in your eyes and that she has addressed this comment to the District office

## 8. CORRESPONDENCE

8.1 **Request for Support re: Raising Awareness of Human Trafficking and Sexual Exploitation**  
**Cathy Peters, North Vancouver**

2016-361 **It was moved by Councillor McEwen and seconded by Councillor Noel**  
*THAT Council receive correspondence item "Raising Awareness of Human Trafficking and Sexual Exploitation" for information.*

CARRIED.

8.2 **Request for Endorsement re: Expand the Scope of BC's Tobacco and Vapour Products Control Act**  
**Canadian Cancer Society**

2016-362 **It was moved by Councillor McEwen and seconded by Councillor Mole**  
*THAT Council endorse option 2 from correspondence item "Expand the Scope of BC's Tobacco and Vapour Products Control Act", which states:*

*"Our community endorses a requirement in British Columbia for smoke and vape-free outdoor public places, as outlined above, but with the following modifications", whereby District staff are to provide any specific modifications required;*

*AND WHEREBY the endorsement prepared by the Canadian Cancer Society reads thus:*

*"Smoke and vape-free outdoor public places legislation would prohibit smoking and vaping in BC's outdoor public places, including restaurant and bar patios, playgrounds, parks and beaches, with ministry guidelines legislated for post-secondary campuses. "Smoking" would include burning a cigarette or cigar, or burning any substance using a pipe, hookah pipe, lighted smoking device or electronic smoking device, with some exemptions*

*for the ceremonial use of tobacco in relation to traditional aboriginal cultural activities."*

CARRIED.

**8.3 Request for Financial Support re: Port Alberni Food Programs  
Alberni Valley NeighbourLink Society**

2016-363

**It was moved by Councillor Oliwa and seconded by Councillor McEwen**  
*THAT Council direct staff to respond to The Alberni Valley NeighbourLink Society to advise them that the Ucluelet Council also finds it challenging to support the breakfast program in Ucluelet and at this time Council needs to focus efforts within the community.*

CARRIED.

**8.4 Request for Action re: Residential Inclining Block Rate  
British Columbia Utilities Commission**

2016-364

**It was moved by Councillor McEwen and seconded by Councillor Mole**  
*THAT Council direct staff to post the information provided within correspondence item "Residential Inclining Block Rate" on the District's website.*

CARRIED.

**8.5 Request to Circulate re: Seniors' Health Care Town Hall  
Gord Johns, Member of Parliament**

2016-365

**It was moved by Councillor Mole and seconded by Councillor McEwen**  
*THAT Council direct staff to post the information provided within correspondence item "Seniors' Health Care Town Hall" on the District's website.*

CARRIED.

**9. INFORMATION ITEMS**

2016-366

**It was moved by Councillor Mole and seconded by Councillor Noel**  
*THAT Council receive information items 9.1 through 9.3 as a block.*

CARRIED.

**9.1 Letter to Minister Bond re: Resort Municipality Initiative  
Sun Peaks Mountain Resort Municipality**

**9.2 UBCM Follow-up from the Honourable Peter Fassbender  
Ministry of Community, Sport, and Cultural Development**

**9.3 Wastewater Treatment Facility Funding Request  
Minister of Infrastructure and Communities**

**10. COUNCIL COMMITTEE REPORTS**

10.1 Councillor Sally Mole  
*Deputy Mayor April – June*

**Ucluelet & Area Child Care Society**

- Met October 25; Society reported that numbers are up and the new staff member is doing great; Society is still projecting a deficit but less of a deficit than the year before, and are putting systems in place to manage better; Society expressed their appreciation to the District for the space they use
- AGM will be May 2017

**Food Bank on the Edge**

- Met October 24; discussed whether to do Christmas hampers since there will be many free dinners happening this year, but did decide to do hampers after all, as people like to have private dinners at home with family; Christmas Hamper drive will start soon

=> **Other Reports**

- Held the Recreation Commission open house on October 24; only had one person come out
- Councillor Mole noted that the Commission can be a really fun, progressive group that achieves a lot for the community, and is often project oriented; people getting involved really helps; anyone interested is welcome to speak to Councillor Mole directly

10.2 Councillor Marilyn McEwen  
*Deputy Mayor July – September*

**West Coast Multiplex Society**

- Next meeting will be December 12 at 1pm; Society is inviting all 8 communities to participate again to hear the presentation of the draft business plan for Phase 1 of the Multiplex project

**Ucluelet & Area Historical Society**

- Met October 18; Society found a box of items at the Coast Guard house and will prepare a list of all historical items that the Society will request be turned over to them; the Christmas Craft Fair is November 26, and the Society will fundraise by selling baked goods; Society is currently

working on a photograph acquisition protocol to accommodate requests they receive by those wishing to use photos in their collection; next meeting will be November 14

### **Wild Pacific Trail Society**

- Met October 12; Oyster Jim has started his annual major project, which is Inspiration Point this year; Inspiration Point will be just off of the Lighthouse Loop; anticipated completion is set for early 2017, and will be an installation of a series of viewing platforms that hug the cliff
- Society met with the education committee, Central West Coast Forest Society and the Ucluelet Aquarium to do a wrap-up meeting on this year's interpretive sessions; also came up with ideas on how to improve next year
- Annual retreat happening at Black Rock Resort on January 15, 2017, to be facilitated by Tawney Lem, with special invite to Denise Stys-Norman to participate
- For the fifth year in a row, an anonymous private benefactor has made a \$20,000 donation to the Society, to be used at the discretion of the Board
- New event this year called "Pumpkins in the Mist", happening on October 30 from 5-7pm; walk begins at Browns Beach parking lot
- A recent review of their website's statistics for the year up to October has revealed that they received 2,395,000 hits (over 49,000 unique visitors); also, there have been 2,400 trail map brochures downloaded to-date

### **=> Other Reports**

- Council continuing with budget meetings
- Council met with wave energy group on October 18, who are looking to partner with North Island College
- Council met with the Otalith organizers on October 18 to discuss how to make Otalith even better next year

### 10.3 Councillor Mayco Noel *Deputy Mayor October – December*

#### **Community Forest Board**

- Meeting held last week; a new bridge was installed on Windy Creek, near Salmon Beach (back way to Toquart); the weight rating was upgraded to 100 tonnes, which is a significant improvement to this roadway; new bridge has

also helped out Western Forest Products, who are working the Board

- The Forest Stewardship Plan was accepted on September 13; Board currently has cutting permits submitted under a 30-day approval process from local First Nations; if approval goes through, it could be as early as the end of the month
- Councillor Noel expressed to the Board the importance of keeping their website updated; the District will also use their Spotlight on Council newsletter to get highlights from the Board out to the community
- Early September is National Forest Week; Board is hopeful to do something locally with school groups next year to celebrate this event

10.4 Councillor Randy Oliwa  
*Deputy Mayor January – March*

**No meetings to report**

10.5 Mayor Dianne St. Jacques

**Alberni-Clayoquot Regional District**

- Met October 12; Toquaht Nation is now part of the ACRD Board; Kirsten Johnsen is their representative, and Noah Plonka is their alternate
- Board received a presentation by Rachelle McElroy of the Coastal Invasive Species Committee, who requested support to control invasives in the region; heard discussion on Knotweed, which the District has at Big Beach, and which cannot be removed by digging or cutting (needs a specific herbicide to kill it); Knotweed is native to Asia, so its roots can travel 20m horizontally; Knotweed grows 4cm a day, can grow through concrete, and can cause bank instability; heard discussion on Giant Hogweed as well, which can cause 3rd degree burns with its sap; ACRD Board will put forward a resolution to the Association of Vancouver Island Coastal Communities regarding stopping the sale of invasive plants at retail outlets and nurseries, as there is currently no law in place preventing the sale of these plants
- Board also had made a resolution on freezer troller factory ships; Board received a response from the Canadian Department of Fisheries and Oceans that they requested input into their 10-year pilot project but that the ACRD was

not included in this input process; the Board has sent another letter requesting inclusion in the process

=> **Other Reports**

- Council met with North Island College (NIC) and Mermaid Power, a self-funded company, to discuss testing their wave energy technology on the west coast; NIC is interested in gathering information from this testing and sharing it by way of offering courses; the District intends to work with these groups to support this endeavour
- Attended the Helipad meeting in Tofino last week; helipad was closed by Transport Canada 4-5 years ago; discussed some of the issues for the helipad as pertains to part of the property around the hospital that is under lease for a possible seniors facility; a helicopter pilot attended the meeting to offer a different route for helicopters leaving this site that proves promising; the Health Authority will speak to the Tofino Hospital Foundation on the proposal, as this would impact their land by requiring some tree cutting; hoping to begin consultation in four weeks; doctors and hospital staff were also in attendance to speak to the importance of the helipad
- Attended a meeting with Emcon, who are the Provincial contractors that take care of the Pacific Rim highway maintenance; Emcon presented their winter plan; a truck/plow is ready to go with 30 minutes notice; weather forecasts look to be warm and wet for the next 3 months; Emcon has 2 trucks at the District-end of the highway, with a grader parked at Taylor River, and can get more trucks from Port Alberni if needed; the Province classifies roads as either A, B, or C (with A being the highest level), and the west coast highway is Class B (based on traffic volume); for Class B roads, Emcon has 3 hours to respond to a road issue; the sand this year is a 1 1/2 inch minus, which is slightly chunky; Emcon limits the use of salt brine due to our wet weather; staffing patterns will be 10 hours shifts, from 6 am - 4:30 pm day and night, leaving a 1.5-hour time slot where Port Alberni will monitor the pass; Emcon recommends the use of the Drive BC cameras to check road conditions before venturing out; the District will put a link to these cameras on the [ucluelet.ca](http://ucluelet.ca) website; all-season tires are okay between Tofino and Ucluelet, but motorists will need snow tires to use the highway out to Port Alberni

2016-367           **It was moved by Councillor Mole and seconded by Councillor McEwen.**  
*THAT Council accept all committee reports as presented.*

CARRIED.

## 11. REPORTS

### 11.1 Expenditure Voucher G-17/16 *Jeanette O'Connor, CFO*

2016-368           **It was moved by Councillor Mole and seconded by Councillor Oliwa**  
*THAT Council receive Expenditure Voucher G-17/16 for information.*

CARRIED.

### 11.2 Marine Drive and Wild Pacific Trail Connector *Warren Cannon, Superintendent of Public Works* *Abigail Fortune, Director of Parks and Recreation*

2016-369           **It was moved by Councillor Mole and seconded by Councillor Oliwa**  
*THAT Council receive Mr. Erik Larsen's letter for response.*

CARRIED.

2016-370           **It was moved by Councillor McEwen and seconded by Councillor Noel**  
*THAT Council approve recommendation 1 of report item "Marine Drive/Wild Pacific Trail Connector", which states:*

1. *THAT Council receive for information.*

CARRIED.

2016-371           **It was moved by Councillor Mole and seconded by Councillor McEwen**  
*THAT Council direct staff to respond to the questions raised in Mr. Erik Larsen's letter.*

CARRIED.

### 11.3 Request to Exempt Lot 29, Plan VIP79602 from Section 512 of the Local Government Act *John Towgood, Planner 1*

2016-372           **It was moved by Councillor McEwen and seconded by Councillor Noel**  
*THAT Council approve recommendation 1 of report item "Request to Exempt Lot 29, Plan VIP79602 from Section 512 (1)(a) of the Local Government Act", which states:*

1. *THAT Lot 29, Plan VIP79602 be exempted from Section 512 (1)(a) of the Local Government Act subject to the terms and sketches within the body of this report.*

CARRIED.

### 11.4 Alberni-Clayoquot Regional District Crown Referral No. LC16011 *John Towgood, Planner 1*

2016-373           **It was moved by Councillor Noel and seconded by Councillor McEwen**  
*THAT Council approve recommendation 1 of report item "ACRD Referral No.*

LC16011", which states:

1. THAT the Alberni-Clayoquot Regional District Crown referral File No. LC16011 for J. Robbins Sand and Gravel LTD be supported.

Defeated.

2016-374

**It was moved by Councillor Noel and seconded by Councillor McEwen**  
THAT Council approve recommendation 2 of report item "ACRD Referral No. LC16011", which states:

2. THAT the Alberni-Clayoquot Regional District Crown referral File No. LC16011 for J. Robbins Sand and Gravel LTD be considered and declined.

CARRIED.

## 12. LEGISLATION

### 12.1 REPORT

#### Zoning Amendment Bylaw No. 1209 - First and Second Reading *John Towgood, Planner 1*

2016-375

**It was moved by Councillor Oliwa and seconded by Councillor McEwen**  
THAT Council move recommendation 1 of legislative report item "Proposal To Amend Zoning Bylaw No. 1160, 2013 by Removing Lot:1 Block:1 Plan:VIP9200 Section:21 District:09 from R-1 Zone - Single Family Residential and Place it in R-2 Zone Medium Density Residential", which states:

1. That Zoning Amendment Bylaw No. 1209, 2016 be given first and second reading and advance to a public hearing.

CARRIED.

### 12.2 BYLAW

#### District of Ucluelet Zoning Amendment Bylaw No. 1209, 2016

2016-376

**It was moved by Councillor Oliwa and seconded by Councillor McEwen**  
THAT Council give First Reading to District of Ucluelet Zoning Amendment Bylaw No. 1209, 2016.

CARRIED.

2016-377

**It was moved by Councillor McEwen and seconded by Councillor Noel**  
THAT Council give Second Reading to District of Ucluelet Zoning Amendment Bylaw No. 1209, 2016.

CARRIED.

### 12.3 REPORT

#### Official Community Plan Amendment Bylaw No. 1210 - First and Second Reading *John Towgood, Planner 1*

2016-378

**It was moved by Councillor McEwen and seconded by Councillor Oliwa**  
THAT Council approve recommendation 1 of legislative report item "Proposal to Amend District of Ucluelet Official Community Plan Bylaw No. 1140, 2011 by

*Removing Lot 1, Plan VIP9200 from the Service Commercial Designation and Place it in Residential - Multi Family" which states:*

1. *THAT Official Community Plan Amendment Bylaw No. 1210, 2016 be given first and second reading and advance to a public hearing.*

CARRIED.

## 12.4 BYLAW

### Official Community Plan Amendment Bylaw No. 1210, 2016

2016-379            **It was moved by Councillor McEwen and seconded by Councillor Oliwa**  
*THAT Council give First Reading to District of Ucluelet Official Community Plan Bylaw No. 1140, 2011.*

CARRIED.

2016-380            **It was moved by Councillor Noel and seconded by Councillor McEwen**  
*THAT Council give Second Reading to District of Ucluelet Official Community Plan Bylaw No. 1140, 2011.*

CARRIED.

Councillor Oliwa left the meeting at 8:49 pm due to a conflict of interest

## 12.5 REPORT

### Zoning Amendment Bylaw No. 1208 - Third Reading

#### *John Towgood, Planner 1*

2016-381            **It was moved by Councillor McEwen and seconded by Councillor Mole**  
*THAT Council approve recommendation 1 of legislative report item "Proposal to Amend Zoning Bylaw No. 1160, 2013 by Adding the definition for a "Pocket Neighbourhood Residential" use and Adding that use and associated regulations to Lot 2, Plan VIP 80044", which states:*

1. *That Zoning Amendment Bylaw No. 1208, 2016 be given third reading.*

CARRIED.

## 12.6 BYLAW

### District of Ucluelet Zoning Amendment Bylaw No. 1208, 2016

2016-382            **It was moved by Councillor McEwen and seconded by Councillor Mole**  
*THAT Council give Third Reading to District of Ucluelet Zoning Bylaw No. 1208, 2016.*

CARRIED.

Councillor Oliwa returned to the meeting at 8:58 pm

## 12.7 REPORT

### Ucluelet Municipal Property Tax Exemption Bylaw No. 1207 -

#### Fourth Reading

#### *Jeanette O'Connor, CFO*

2016-383            **It was moved by Councillor McEwen and seconded by Councillor Noel**

*THAT Council move recommendation 1 of legislative report item "Ucluelet Municipal Property Tax Exemption Bylaw for the 2017 Tax Year", which states:*

1. *THAT Council gives Fourth Reading and subsequent Adoption to "Ucluelet Municipal Property Tax Exemption Bylaw No. 1207, 2016."*

CARRIED.

## 12.8 BYLAW

### **Ucluelet Municipal Property Tax Exemption Bylaw No. 1207, 2016**

2016-384

**It was moved by Councillor McEwen and seconded by Councillor Mole**  
*THAT Council give Fourth Reading and subsequent Adoption to Ucluelet Municipal Property Tax Exemption Bylaw No. 1207, 2016.*

CARRIED.

## 13. LATE ITEMS

## 14. NEW BUSINESS

### 14.1 Councillor Noel

- Noted that the Ucluelet Volunteer Fire Brigade is actively looking for additional members

## 15. QUESTION PERIOD

### 15.1 Council received questions and comments from the public pertaining to:

- Report item 11.2 re: desire for a proper sidewalk and curbs for Marine Drive and disagreement with proposed gravel path

## 16. CLOSED SESSION

### 16.1 Procedural Motion to Move In-Camera

2016-385

**It was moved by Councillor Mole and seconded by Councillor Oliwa**  
*THAT the meeting be closed to the public in order to address agenda items under Section 90(1), subsection (d) of the Community Charter.*

CARRIED.

## 17. ADJOURNMENT

**17.1** Mayor St. Jacques suspended the regular meeting at 9:02 pm and moved in-camera at 9:14 pm

**17.2** Mayor St. Jacques adjourned the in-camera meeting at 10:09 pm and resumed the regular meeting

**17.3** Mayor St. Jacques adjourned the regular meeting at 10:10 pm

**CERTIFIED CORRECT:** Minutes of the Regular Council Meeting held on Tuesday, October 25, 2016 at 7:30 pm in the George Fraser Room, Ucluelet Community Centre, 500 Matterson Road, Ucluelet, BC.

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Dianne St. Jacques  
Mayor

---

Andrew Yeates  
CAO

**Subject:** Breakfast with Santa

**From:** Dario Corlazzoli [REDACTED]  
**Subject:** Breakfast with Santa

Good afternoon  
Mayor and Council

On behalf of the French 11/12 class at Ucluelet Secondary School we would like to invite your participation in the annual "Breakfast with Santa" event - in keeping with tradition!

This year the Breakfast is scheduled for Saturday, December 10<sup>th</sup>, running from 8:30 – 10:30 a.m., with Santa's arrival at 9:00 a.m.

We are requesting your volunteer involvement with this event. Jobs range from mixing batter in the kitchen, flipping pancakes, clearing tables, taking photos or being Santa or Santa's helper!

Please let us know if you can join us for this fun, annual community event. Also, if you have a preference for what to do, where to help or how long you can attend, please let us know as far in advance as possible.

Looking forward to working together with you!

USS French 11/12 Class

Contact: Rina at USS 250 726 7796 [rvigneault@sd70.bc.ca](mailto:rvigneault@sd70.bc.ca)

or Carolyn at [REDACTED]



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**Subject:** Meeting With Gordon Ruth - Auditor General

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**From:** Ruth, Gordon AGLG:EX [<mailto:Gordon.Ruth@aglg.ca>]

**Subject:** Meeting

Dear Mayor St. Jacques,

---

I wanted to advise that I will be in your area on November 14<sup>th</sup>, 2016 for a meeting and thought that it may also prove valuable to meet with you and or your CAO Mr. Yeates while there. This would provide me with an opportunity to introduce myself, provide an update of the work of our office and to consider any feedback or input that you may have. An hour would work well.

I am free from 9 am until 1pm if there is a time that would work for you.

Please advise at your earliest convenience.

Best regards,

Gordon Ruth

*Gordon Ruth* FCPA, FCGA  
Auditor General for Local Government



**AUDITOR GENERAL FOR  
LOCAL GOVERNMENT**

ACCESSIBILITY • INDEPENDENCE • TRANSPARENCY • PERFORMANCE



**Subject:** 2017 LGLA Leadership Forum

**Feed:** CivicInfo BC | Upcoming Events

**Posted on:** Wednesday, February 01, 2017 8:00 AM

**Author:** CivicInfo BC | Upcoming Events

**Subject:** LGLA Leadership Forum

## 2017 LGLA Leadership Forum

Save the Date! LGLA's next province-wide Leadership Forum will be held February 1-3, 2017 at the Radisson Hotel Vancouver Airport in Richmond. The theme for the 2017 Forum is "Communication: Listening, Connecting, Leading" and the program will include sessions on public speaking, navigating difficult conversations, different communication styles, aboriginal awareness, local government communications/reporting tools, and more.

Registration will open this fall at a rate of \$310/person + GST.

Accommodation is available at the Radisson Hotel Vancouver Airport in Richmond at a rate of \$125/night. Please email [reservations@radissonvancouver.com](mailto:reservations@radissonvancouver.com) or call 1.800.333.3333 or 604.279.8384 to make your reservation. Be sure to mention you are registering for the LGLA Forum to take advantage of the special rate.

### Contact

Eydie Fraser

778-800-9952

[efraser@lgla.ca](mailto:efraser@lgla.ca)

[www.lgla.ca](http://www.lgla.ca)

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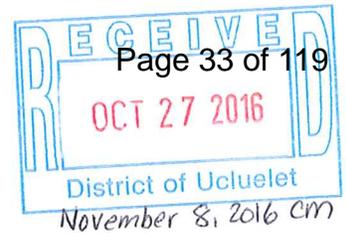
**Date:** February 1 - 3, 2017

**Event Type:** Forum

**Location:** Richmond, BC

**Region:** Lower Mainland





Filecode: 0400-20 BCSFA  
X-Ref:  
Forwarded to: Council, Andrew  
 Physical  Electronic

REPORT AVAILABLE  
IN COUNCIL OFFICE

Dianne St. Jacques  
PO Box 999  
Ucluelet BC V0R 3A0

October 25, 2016

**RE: BC Salmon Farmers Association's 2016 Sustainability Progress Report**

Dear Dianne,

On behalf of the BC Salmon Farmers Association, please accept a copy of our second annual Sustainability Progress Report.

Salmon farmers in British Columbia are continuing to work to increase the understanding of modern salmon aquaculture practices and provide greater transparency for the public. Today, B.C. salmon farmers are investing in their businesses and rapidly advancing practices – resulting in achieving third-party certifications as fast, or faster, than any region in the world.

100% of BCSFA member operated Chinook salmon farms are Certified Organic and 100% of Atlantic salmon farms are certified by the Global Aquaculture Alliance's Best Aquaculture Practices (BAP). In addition, 15% of active Atlantic salmon farms are certified to the Aquaculture Stewardship Council's (ASC) salmon standard. By 2020, farmers raising Atlantic salmon have committed to being 100% certified to the ASC salmon standard.

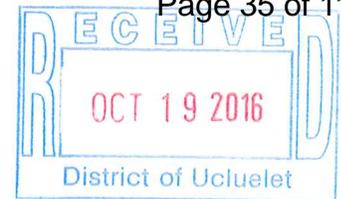
B.C. farm-raised salmon is the province's most valued agricultural export, and is sold in 11 markets around the world. Salmon farmers in B.C. raise 60% of Canada's annual harvest, account for 5,000 jobs, and generate more than \$1.14-billion towards the provincial economy.

Thank you for your continued support,

A handwritten signature in black ink, appearing to be "Jeremy Dunn".

Jeremy Dunn, Executive Director  
BC Salmon Farmers Association





November 8, 2016 cm

Filecode: 0410-20 WFLNR  
 X-Ref: 0410-20 MJTST  
 Forwarded to: Council, Andrew  
 Physical  Electronic

We are pleased to provide you with copies of a commemorative poster celebrating the achievement of agreements reached in the Great Bear Rainforest.

The Great Bear Rainforest covers 6.4 million hectares on British Columbia's north and central coast, and is home to 26 separate First Nations. One-third of the 6.4 million-hectare area is fully protected, while low-impact resource development activities, such as forestry, tourism and hydro-electric generation are allowed in the remainder to support the people living in the area.

To celebrate this achievement, and to commemorate the Royal visit, the Province is also establishing a new \$1-million Great Bear Rainforest Education and Awareness Trust.

Trust funds will support:

- Developing teacher and student resources;
- Raising awareness of the Great Bear and the people who have lived here for more than 12,000 years;
- Resource management practices and ongoing research; and
- Resource management-based education, awareness and understanding in the Great Bear Rainforest area.

The Province has also established a new web resource: [www.gov.bc.ca/greatbearrainforest](http://www.gov.bc.ca/greatbearrainforest).

Spending one hour on the website will enable ordinary British Columbians to become Great Bear Rainforest champions.

Additional posters are for sale online, at the web link noted above. A portion of the proceeds will be donated to the trust fund.

We encourage you to learn more about the Great Bear Rainforest and why it is British Columbia's gift to the world, and help us share the story.

Sincerely,

Honourable Steve Thomson  
 Minister of Forests, Lands &  
 Natural Resource Operations

Honourable Shirley Bond  
 Minister of Jobs, Tourism & Skills Training  
 & Minister Responsible for Labour

 BRITISH COLUMBIA

**THE GREAT BEAR RAINFOREST**

**PROCLAMATION**  
FEBRUARY 1, 2016

*Conserving one-quarter of the world's coastal temperate rainforest. British Columbia's Great Bear Rainforest, our gift to the world.*

GET INVOLVED AT  
[GOV.BC.CA/GREATBEARRAINFOREST](http://GOV.BC.CA/GREATBEARRAINFOREST)

 QUEEN'S PARK SOUTH-CENTRAL

*Charley* *D.H.* *myself*

WITH SUPPORT FROM: STAND FOR MERRY FORESTHERS - GREENIDGE - SERRA CLUB BC - CAROLYST PARK - INTERIOR - BC TIMBER SALES - HOME SOUND PULP & PAPER CORPORATION - WITTEN FOREST PRODUCTS

FRANK WATSON - PRESIDENT, NANAIMO COUNCIL - PRESIDENT, NANAIMO NATIONS  
FRANK WATSON - PRESIDENT, NANAIMO COUNCIL - PRESIDENT, NANAIMO NATIONS

Great Bear Rainforest Achievement of Agreements and \$1-milli...

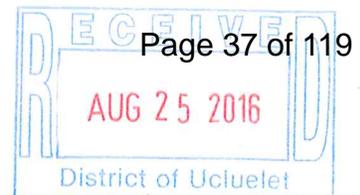


Fisheries  
and Oceans

Small Craft Harbours Branch  
Suite 200, 401 Burrard Street  
Vancouver, BC  
V6C 3S4

Pêches  
et Océans

Direction des ports pour petits bateaux  
401, rue Burrard, pièce 200  
Vancouver (C.-B.)  
V6C 3S4



Filecode: 0420-20 SCH  
X-Ref:  
Forwarded to: Council, Andrew  
[ ] Physical [x] Electronic

Your File *Votre référence*

Our File *Notre référence*

August 19<sup>th</sup>, 2016

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

**VIA PRIORITY POST**

To Whom It May Concern:

**Re: Tofino (4<sup>th</sup> Street) SCH Dredging Project**

Please be advised that Small Craft Harbours (SCH) program will be undertaking a dredging project at the Tofino 4<sup>th</sup> Street SCH facility.

The project is proposing to dredge up to 20,000m<sup>3</sup> of material from the Tofino 4<sup>th</sup> Street facility, during a 3 week period between October 2016 to March 2017. This project is required to maintain navigational depths and ensure continued safe operations of the harbour facilities in support of its users. More specifically, these works will improve the accessibility within the harbour for deep-draft vessels. The harbour was last dredged in 2008 and has since naturally filled back in with sediment. Previous dredging has involved propeller washing which pushed the sediment into the adjacent channel. In order to protect eel grass which is present adjacent to the harbour, propeller washing is no longer a permissible option. DFO SCH is therefore proposing to load the material from the Tofino 4<sup>th</sup> Street Harbour (see attached maps) onto barges and transport the material to the Newcombe Channel site for disposal. The Newcombe Channel site, approx. 0.5km Southeast of Beg Island (see attached maps), has been previously used for disposal at sea. Records indicate a total of 62,710 m<sup>3</sup> of dredged material has been disposed at this site, which was last utilized in 1988.

Sediment sampling at the proposed dredge area was undertaken in 2012 and again in 2014 to test for the presence of contaminants (heavy metals, polycyclic aromatic hydrocarbons (PAHs), and polychlorinated biphenyls (PCBs)). Only material that meets the screening criteria under the Disposal at Sea Regulations will be considered for disposal. Sediment dispersion modelling was conducted at the proposed disposal site to model the short and long-term fate of the dredged material following disposal. The results indicate that the material will remain within the disposal site boundary. No adverse impacts

are anticipated from this project. SCH will implement necessary best management practices and follow all required regulatory review requirements and processes.

If this permit is approved, DFO and/or other proponents may also apply to Environment and Climate Change Canada (ECCC) for disposal at sea at the Newcombe Channel site in the future.

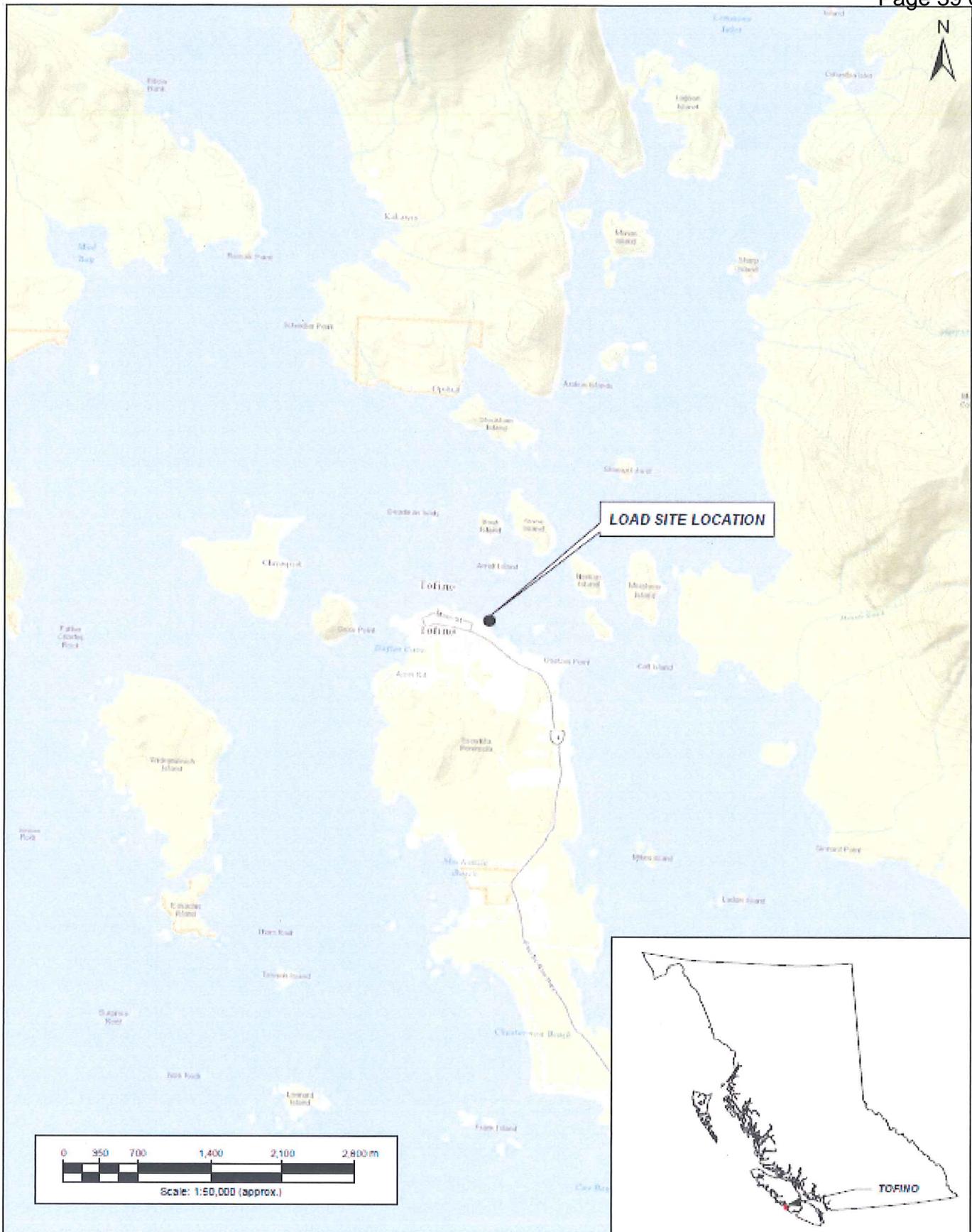
Please do not hesitate to contact myself at the contacts provided below, or Scott Lewis, Senior Program Officer, Marine Program, Environment and Climate Change Canada (ECCC) at 604-666-5193, should you have any questions or require further clarification on this project.

Regards,



Katie Rattan, Program Officer  
Small Craft Harbours, Pacific Region  
200 – 401 Burrard Street,  
Vancouver, BC V6C 3S4  
T: 604-666-8715  
E: Katie.rattan@dfo-mpo.gc.ca

cc. Scott Lewis, Senior Program Officer, Marine Program, ECCC  
Andrew Cornell, Senior Project Engineer, Small Craft Harbours, DFO  
Jordan Mah, Regional Manager, Client Services, Small Craft Harbours, DFO



 <b>Keystone Environmental</b>	4th Street Tofino, B.C. Small Craft Harbours		
	REVISION No. 00	DATE June 2016	PROJECT No. 12983-103

**Figure 1**  
Location Plan

DRAWN BY: CY DOCUMENT PATH: K:\12983-103\12983 SCH\Figs\LocationPlan\Fig1-LocationPlan-RD.mxd



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**Subject:** RMI Submission Update  
**Attachments:** RMI Collaborative Quick Facts (2).docx

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**From:** Al Raine [<mailto:araine@sunpeaks municipality.ca>]  
**Subject:** RMI Submission Update

Dear RMI Communities,

Just a short update, we understand that the Minister will receive RMI recommendations from staff in the coming week or two.

The Chemistry report which is the Ministry's review of our Cadence Report and interviews with you all will be received in the early 2017 year.

I would remind all communities that if RMI funding is important to your community you should meet with your MLA and your nearest cabinet Minister and review the 'Quick Fact Sheet' with them. It is critical that we explain that a capped fund doesn't work well when funding should be a percentage of hotel taxes. Community costs don't go down when tourist volumes go up, the Province needs to recognize that our costs grow with increased tourism success and so do the revenues to the Province.

There is a window of opportunity going into the Spring election. We must all pull together to move this program in the right direction. If our MLAs understand the RMI program and its importance to resort communities, there is a greater chance that RMI will be continued without capping.

Finally, if you have an opportunity to meet with your MLA, please support the efforts to level the playing field for all short term rental properties. The Province should amend the PST exemption for sales on less than 4 rooms, at least in resort communities. This change alone will increase MRDT and RMI funding for many communities and will make sure that all those selling short term accommodations contribute to marketing costs. Internet sales are increasing and will continue to do so, our taxations rules need to adjust to this reality or the future accommodation investment trends will be away from hotels and lodges.

Thanks,

Al

## Resort Municipalities Initiative - RMI Program (2006)

### Quick Facts from the September 2016 Cadence Strategies' Report

Total population of the 14 RMI communities is 50,000 persons or 1% of British Columbia's residents.

#### RMI communities:

Host 28% or 5.34 million of BC's total annual tourist visitors and 35% of the Province's foreign visitors,

Employ 16% of the provincial tourism workforce or 21,500 employees mostly in rural areas of the Province,

Contribute 29% (\$265 million) in BC's tourism taxes & 30% (\$1.97 billion) of provincial tourism export dollars,

Contributed \$21 million in property transfer taxes in 2016,

The RMI annual funding of \$10.5 million enabled RMI communities to outperform provincial tourism revenue growth, 38% vs 20% over the period 2011-2015, and

Receive on average 100+ visitors per resident.

#### Tourist Costs to Communities

The sheer volume of visitors in resort communities puts stress on community infrastructure, i.e. water supply, waste water treatment, solid waste management, parks & trails, recreation facilities, parking, signage etc.,

Tourist servicing costs in year round resort communities can exceed resident servicing costs by 300%.

#### Limited Municipal Funding Options

Funding sources to BC's resort communities are limited to property taxes, service and user fees, grants and other government transfers; resort property taxes are often significantly higher than surrounding communities, and

Leading resort communities world-wide have more funding options available, including local hotel, car rental and retail sales taxes.

#### Resort Funding Comparatives

Resort	Population	Municipal Budget \$Cdn (millions)	% from Property Taxes	% from Resort Sales Tax	% from User Fees	% from inter- govt. transfers	% from permits/ license fees	% from other sources
Aspen	6,658	\$142.43	6%	31%	28%	25%	With user fees	9%
Vail	5,305	\$96.23	7%	40%	23% other tax*	5%	23%	2%
Kitzbuhel	8,134	\$47.04	9%	16%**	33%	26%	16%	0%
Whistler	10,361	\$76.44	57%	0%	14%	13%****	12%	4%
Sun Peaks	550	\$2.30***	67%	0%	1%***	30%*****	0.7%	1.3%

Note: data sourced from local government websites and RMI community municipal representatives.

\*Vail \$4.7 million lift tax, \$6.5 million property transfer tax, \$1.5 million Construction tax, \$4.2 million parking revenues (\$4.9 million in property taxes)

\*\*Kitzbuhel Austria 16% of revenue from employee income tax sharing

\*\*\*Sun Peaks Utilities owned privately not Municipal operation

\*\*\*\*includes RMI and MRDT revenues

\*\*\*\*\*includes RMI only; MRDT goes directly to DMO

Most RMI communities would prefer a tourist funded source as opposed to relying on RMI grant programs, RMOW argued in the late 1970's for today's Municipal Regional District Tax program, a hotel tax of 2% or 3% to support conference centres, tourist attractions, marketing and promotions to grow resort tourism. MRDT is a locally approved additional hotel tax that doesn't impact provincial tax revenues and is not a grant program.

### **Moving Forward**

BC's RMI communities have 'punched above their weight class' when considering employment, GDP, export revenues, visitations, visitor spending and contribution to provincial taxes. With 35% of BC's international visitors travelling to RMI destinations, it is critical that these destinations remain world class attractions. The average daily expenditures of international visitor is almost 100% greater than regional visitors and RMI communities play an important role in attraction international visitors to BC.

The RMI program has proven itself and the continuation of an improved RMI program is advisable. To remain leaders in the intensely competitive global tourism markets and to lessen some of the visitor costs carried by RMI community property owners, long term funding tools are required. Within the continued discipline of a Ministry approved strategy, innovative funding tools must be available in order to ensure world class remarkable experiences and attractions and services that are among the best in the world. An progressive RMI approach is critical.

### **Conclusions**

The Sept. 2016 Cadence Strategies report concluded that a resort wide sales tax could replace the present RMI funding model and may be the fairest revenue source for RMI communities and the Province. The challenge for RMI community funding is to find a secure, long term model that has the ability to grow with increased tourism success,

Failing a resort sales tax option, a continuation of the original performance based RMI funding model calculated on the communities' MRDT revenues would continue to support expanding growth. The capping of this funding model does not address the reality that increased visitor growth leads to higher community costs and the ultimate disincentive, higher property taxes for residents if the community wishes to continue servicing those expanding tourist numbers,

The Cadence report's input/output model forecasts that a 5% growth in RMI visitor spending would lead to \$18 million in incremental Provincial tax revenues; it is an increase in RMI community funding that will lead to significantly more resort spending and increased tax revenues to the Province,

Elimination of the RMI program would further stress municipal budgets and a significant portion of the RMI revenues could not be replaced though increased property taxes thus risking the RMI communities' ability to deliver remarkable experiences and increased visitor growth. Under this scenario, BC would experience losses in visitor numbers and lower RMI community employment and provincial tax revenues.





Filecode: 0410-20 MOE  
X-Ref:  
Forwarded to: Council, Andrew  
[ ] Physical [x] Electronic

Reference: 303431

August 11, 2016

Dear Local Authority Clients:

### **New Requirements for existing non-domestic groundwater users**

On February 29, 2016 the *Water Sustainability Act* (WSA) came into force, enhancing sustainable water management in B.C. The WSA's launch introduced groundwater licensing and updated rules for well construction and maintenance.

If, as a water purveyor, you rely on groundwater for all or part of your water supply, you must now obtain a water licence and pay a one-time application fee and ongoing water rentals. The enclosed pamphlet, *Licensing Groundwater Users*, describes the new licensing requirements and how to apply for a groundwater licence.

To encourage you to apply for a licence to the groundwater your organization is currently using, government is waiving application fees until February 29, 2017. After March 1, 2017, regular application fees<sup>1</sup> apply. All of the information you need to complete an application for a water licence and find the staff to assist you is available through the FrontCounter BC<sup>2</sup> web page.

The B.C. Government water web site<sup>3</sup> provides more information on the WSA and the new *Groundwater Protection Regulation*<sup>4</sup>, which sets guidelines for constructing and maintaining wells in order to prevent contamination and waste of groundwater and ensuring that well construction is safe for the environment. The regulation also sets out mandatory requirements for the submission of well records in the province.

For more information on water in B.C., I invite you to visit the B.C. web site on water<sup>3</sup>.

Sincerely,

Lynn Kriwoken  
Executive Director, Water Protection & Sustainability Branch

1. <http://www2.gov.bc.ca/gov/content/environment/air-land-water/water/water-licensing-rights/water-licences-approvals/water-application-fees-rental-rates>
2. <http://www.frontcounterbc.gov.bc.ca/>
3. <http://www2.gov.bc.ca/gov/content/environment/air-land-water/water>
4. <http://www2.gov.bc.ca/gov/content/environment/air-land-water/water/laws-rules/groundwater-protection-regulation>

Ministry of Environment

Office of the Executive Director  
Water Protection & Sustainability Branch  
Environmental Sustainability and  
Strategic Policy Division

Mailing Address:  
PO Box 9362 Stn Prov Govt  
Victoria BC V8W 9M2

Telephone: 250 387-9446  
Facsimile: 250 356-1202  
Website: [www.gov.bc.ca/env](http://www.gov.bc.ca/env)

#### 4. Gather evidence to show when groundwater was first used

Compile available information relating to the history of groundwater use from the well. To receive a licence date of precedence that is based on when groundwater use began, an applicant must describe the history of groundwater use, to the best of their knowledge, and provide evidence of the date of first use. Evidence can consist of documentation about the well, as detailed above, and information such as government-issued certificates or permits (e.g., Crown land occupancy permit), historical records or photographs, Traditional Land Use or archeological studies.

#### 5. Ensure you have the appropriate permits

If your well or related works (e.g., pipelines, storage reservoirs) cross or occupy Crown land, you will be required to demonstrate that you have the appropriate permit to occupy Crown land, or that you have applied for a permit. If you do not already have a Crown land occupancy permit, you will be prompted to apply for one as part of the water licence application process.

#### 6. Estimate the annual water rental

Visit the *Water Fees and Rental Rates* web page to learn about annual water rentals and the rates that will apply to your water use purpose(s). Use the *Water Rent Estimator* to estimate the fees and rentals that may be charged for your licence application and water use.

#### **Ready to start your water licence application?**

Visit [www.frontcounterbc.gov.bc.ca](http://www.frontcounterbc.gov.bc.ca)

Contact FrontCounter BC at 1-877-855-3222

To register for a BCeID account visit <https://www.bceid.ca/>

#### **More information:**

For more on the provincial water program or to access this brochure online visit [www.gov.bc.ca/water](http://www.gov.bc.ca/water)

For more on the development of the legislation and implementation visit

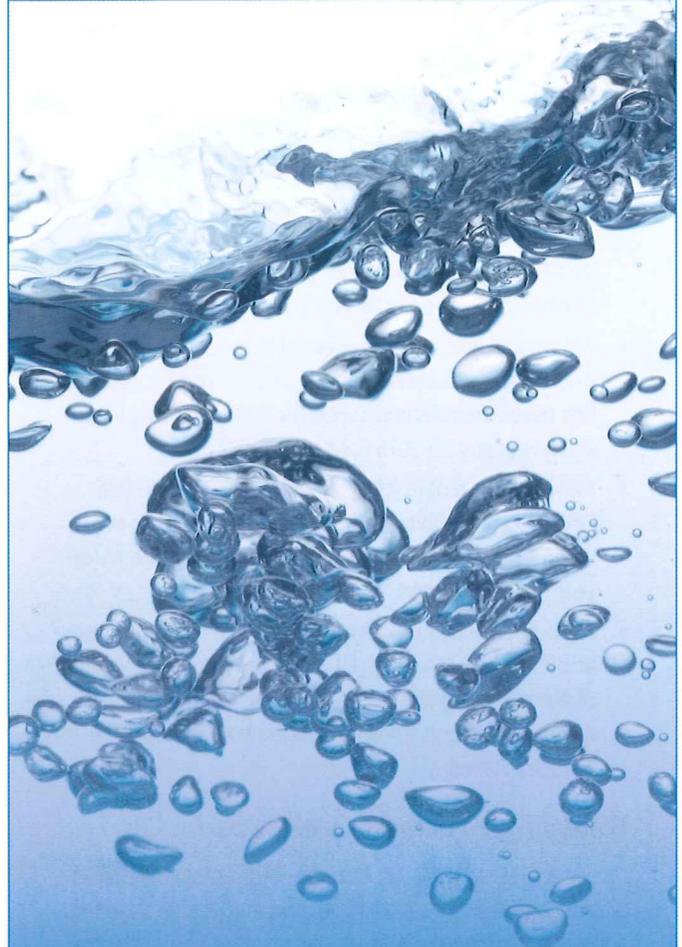
<http://engage.gov.bc.ca/watersustainabilityact>

#### **Still have questions?**

Email: [Livingwatersmart@gov.bc.ca](mailto:Livingwatersmart@gov.bc.ca)

# Licensing Groundwater Users

NEW REQUIREMENTS IN EFFECT  
February 29, 2016



BRITISH  
COLUMBIA

### *Water Sustainability Act now in force*

BC's new *Water Sustainability Act* (WSA) and the first phase of regulations were brought into force on February 29, 2016. New regulations include licensing requirements for non-domestic groundwater users.

### *What are the new licensing requirements for non-domestic groundwater users?*

- » All irrigators, industries, waterworks and others who divert and use groundwater for non-domestic purposes are required to apply for a water licence, pay an application fee and annual water rentals.
- » Existing groundwater users (who were using groundwater on or before February 29, 2016) will be brought into the water licensing and First-In-Time-First-In-Right priority allocation system.
- » There is a three-year transition period (from February 29, 2016 to March 1, 2019) during which existing groundwater users who apply for a licence will be eligible for a licence date of precedence that is based on evidence of when the groundwater was first used.
- » Application fees will be waived for licence applications for existing groundwater users that are submitted during the first twelve months from when the WSA came into force (from February 29, 2016 to March 1, 2017).
- » Annual water rentals for existing groundwater use will begin to accrue from February 29, 2016, regardless of when a licence application is submitted during the three-year transition period.
- » New groundwater users must pay licence application fees and if a licence is authorized, will receive a licence date of precedence which is generally the date of application. Annual water rentals will be charged from the date the licence is issued.

### *What if I am a domestic well owner?*

Domestic well owners – i.e., homeowners with a well that provides water for household use, lawn and garden watering, and water for domestic animals – are exempt from licensing and paying provincial water fees and rentals. Domestic well owners are encouraged to register their well by contacting [FrontCounter BC](#) to make their water use known so it can be protected.

### *Does groundwater use on First Nations reserve or Treaty lands require a groundwater licence?*

Existing or new non-domestic groundwater users are required to apply for a water licence. Water fees and rentals are generally not applied to First Nations use of water on reserve or Treaty lands.

Domestic groundwater users are exempt from licensing and paying provincial water fees and rentals.

### *How do I apply for a groundwater licence?*

Existing and new groundwater users can submit an application for a water licence through [FrontCounter BC](#). Application and guidance information on the FrontCounter BC website will help applicants assemble their applications. Information requirements may be different if you are an existing or new groundwater user.

To prepare for the application process groundwater users can take the following steps:

#### **1. Apply for a BCeID if you don't already have one**

Having a BC online account ([BCeID](#)) will allow you to save your application and return to it later so you won't have to complete the entire process in one session.

#### **2. Gather information about your well(s)**

Compile all available information about your well regarding its location, depth and construction. The well identification plate number, well construction reports, invoices from work done on the well or installation of the well pump, pumping records, pump test reports and water quality test results are examples of useful sources of information. You can also search the [Provincial WELLS database](#), using the well identification plate number or property location to see if a record for your well exists.

#### **3. Determine the appurtenancy, water use purpose and quantity**

All water licence applications must include the legal description of the land, mine or undertaking where the water will be used (known as the "appurtenancy") and the applicant's title to or interest in that appurtenancy. Applications must also specify the *water use purpose(s)* (e.g., irrigation, waterworks) for which the water is being used and the quantity of water used for each water use purpose.





RECEIVED  
Page 49 of 119  
OCT 24 2016  
District of Ucluelet  
November 8, 2016 CM

Filecode: 0410-20 MJTST  
X-Ref:  
Forwarded to: Council, Andrew  
Physical  Electronic

OCT 20 2016

Ref: 114144

Her Worship Mayor Dianne St. Jacques  
District of Ucluelet  
PO Box 999  
200 Main Street  
Ucluelet, BC V0R 3A0

Dear Mayor St. Jacques:

*Mayor St. Jacques:*

It was a pleasure to meet with your delegation at the Union of British Columbia Municipalities Annual Convention (UBCM) held in Victoria. I appreciated the opportunity to discuss the issues of significance to your community.

I am sure you will agree that it is important for all levels of government to communicate effectively in order to better serve our communities at large. The UBCM Convention provides us with the opportunity to do this.

As the Minister responsible for developing and implementing the province's jobs initiatives, I am proud of my Ministry's leadership on the "BC Jobs Plan." The Ministry works hard to bring together key lines of government to fully support and leverage emerging economic opportunities for the Province – creating sustainable jobs for families, and prosperity for our communities. British Columbia is first in economic growth in the country, and is leading the country with the highest job growth. BC is expected to lead the country again for the next two years.

I was pleased to hear about your support for the Resort Municipality Initiative and the fantastic projects you have initiated in your community. These highlight the exact intent of the program. I mentioned the Rural Dividend Program and I encourage you to consider a further application to that program, as the second application intake is open from October 3 to 31, 2016. For more information on this, please contact Ms. Monica Ho, Program Administrator, Rural Secretariat, Ministry of Forests, Lands and Natural Resource Operations, by telephone at 250 356-7950 or by email to: [ruraldividend@gov.bc.ca](mailto:ruraldividend@gov.bc.ca).

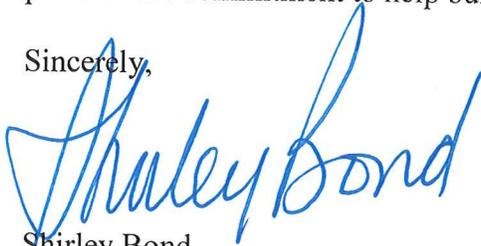
.../2

Her Worship Mayor Dianne St. Jacques  
Page 2

Thank you for telling me about the exciting undertaking of the proposed ferry route for travel from Ucluelet. In follow-up to our conversation, Ministry staff have contacted Ms. Renée Mounteney, Executive Director of the Infrastructure Development Branch in the Ministry of Transportation and Infrastructure (MOTI). Ms. Mounteney will be in touch with you directly.

Thank you again for taking the time to share your thoughts and ideas with me. I appreciate your passion and commitment to help build a stronger, economically vibrant community and province.

Sincerely,



Shirley Bond  
Minister

pc: Honourable Todd Stone  
Minister of Transportation and Infrastructure

Ms. Shannon Baskerville  
Deputy Minister  
Ministry of Jobs, Tourism and Skills Training and Minister Responsible for Labour

Mr. Okenge Yuma Morisho  
Associate Deputy Minister  
Economic Development Division and Major Investments Office  
Ministry of Jobs, Tourism and Skills Training and Minister Responsible for Labour

Ms. Renée Mounteney  
Executive Director  
Infrastructure Development Branch  
Ministry of Transportation and Infrastructure

Ms. Monica Ho  
Program Administrator  
Rural Secretariat



Page 51 of 119  
OCT 27 2016  
NOVEMBER 8, 2016 CM  
Filecode: 0410-20 MP3  
X-Ref:  
Forwarded to: Council Andrew  
[ ] Physical [X] Electronic

OCT 24 2016

Her Worship Dianne St. Jacques  
Mayor of the District of Ucluelet  
PO Box 999  
Ucluelet BC V0R 3A0

Dear Mayor St. Jacques:

I would like to thank the delegation from the District of Ucluelet (the District) for such an informative meeting at this year's Union of British Columbia Municipalities Convention held in Victoria. I am writing to follow up on our discussion regarding staffing at the Ucluelet Detachment.

I appreciate the District's concerns with regards to staffing at the Ucluelet Detachment. I understand that the RCMP will involve the District in the selection of a new Detachment Commander. I have asked Ms. Tonia Enger, Deputy Director of Police Services, to follow up with the RCMP regarding this matter.

Each RCMP District has a seasonal policing budget from which it can draw on to assist with enforcement during peak tourism season. As well, some resort municipalities look for supplemental policing to assist during peak tourism season. I am interested in seeing the numbers during tourist season as well as hearing from the RCMP with regards to any concerns. I have asked Ms. Enger to follow up with the RCMP.

Thank you again for the informative meeting. I appreciate these important opportunities to exchange ideas and share information. Through a continued partnership, I am confident that we can work together to increase the safety and security of the District of Ucluelet.

Sincerely,

Mike Morris  
Minister of Public Safety  
and Solicitor General

pc: Mr. Clayton Pecknold  
Ms. Tonia Enger  
Assistant Commissioner Brenda Butterworth-Carr, E-Division, RCMP  
Chief Supt. Ray Bernoties, District Commander, Island District RCMP

Ministry of  
Public Safety  
and Solicitor General

Office of the Minister

Mailing Address:  
Parliament Buildings  
Victoria BC V8V 1X4







FIRE AND RESCUE SERVICES  
Office of the Fire Chief  
John McKearney

November 2<sup>nd</sup> 2016

Chief Ted Eeftink  
Ucluelet Volunteer Fire Brigade  
c/o Ucluelet District Administration  
200 Main Street (PO Box 999)  
VOR 3A0

Dear Chief:

**RE: Response to MVI involving Vancouver firefighter Carmen Sonnenburg**

On the evening of October 1<sup>st</sup>, the Ucluelet Volunteer Fire Brigade responded to a motor vehicle incident on the outskirts of your community involving off-duty Vancouver firefighter Carmen Sonnenburg. FF Sonnenburg's vehicle had left the roadway, travelled down an embankment, and struck a tree. The collision trapped FF Sonnenburg in her vehicle with serious injuries. Your crews responded to the scene, and by all accounts, performed what was a difficult extrication that lasted more than 90 minutes. After safely and expertly extricating FF Sonnenburg from the vehicle, care was transferred to the BC Ambulance Service for transport to Tofino.

Please accept the heartfelt appreciation of all the men and women of Vancouver Fire & Rescue Services for the efforts of your staff that evening. It is not lost on our Department the level of expertise that needs to be applied in these situations, and your firefighters demonstrated those skills that evening. Without their response and operational abilities, the outcome for FF Sonnenburg could have been much worse.

FF Sonnenburg is currently in care at Vancouver General Hospital and faces the challenges of recovery. Her love of the west coast of Vancouver Island and all it has to offer continues to inspire her during this time.

Please pass along our appreciation to all your staff for their efforts in the incident response to Carmen, as well as for all they do in the ongoing support of the citizens of, and visitors to, Ucluelet.

Regards,

John McKearney  
Fire Chief/General Manager

cc: Hon. Mayor & Council

City of Vancouver, Fire and Rescue Services  
Office of the Fire Chief  
900 Heatley Avenue  
Vancouver, British Columbia V6A 3S7 Canada  
tel: 604.665.6051 fax: 604.654.0623  
website: vancouver.ca/fire





# District of Ucluelet Expenditure Voucher

**G-18/16**

**Date: November 2, 2016**

**Page: 1 of 5**

**CHEQUE LISTING:**

**AMOUNT**

Cheques: # 24828-24912	\$	323,747.28
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**PAYROLL:**

PR 22/16	\$	58,127.89
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	\$	<b>381,875.17</b>
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**RECEIVED FOR INFORMATION AT MEETING HELD:**

**November 8, 2015**

*Jeanette O'Connor, CFO*

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
024828	002	21/10/2016	ACE92	ACE COURIER SERVIC	14182632 10253657	MAXXAM BURNABY BAG AND BU	35.32 80.33		115.65	
024829	002	21/10/2016	AP251	ALBERNI PAVING & C	121808 121809 121810	PAVING SERVICES PAVING SERVICES 1373 HELEN	7,987.14 1,289.52 551.68		9,828.34	
024830	002	21/10/2016	BNS01	BANK OF NOVA SCOTI	14000	14000-TAX OVERPAYM	770.00		770.00	
024831	002	21/10/2016	BP940	BLACK PRESS	32964591 32940350	AUG/16 ADS JULY/16 ADS	708.31 1,531.80		2,240.11	
024832	002	21/10/2016	CE004	CORPORATE EXPRESS	42025755	PC MICROPHONE	36.23		36.23	
024833	002	21/10/2016	CE953	CARSWELL EMILY	121807	CARSWELL-SWIMMING	840.00		840.00	
024834	002	21/10/2016	CK608	KASSLYN CONTRACTIN	D544 D545	D544 D545	1,572.42 2,446.19		4,018.61	
024835	002	21/10/2016	CT002	CLEARTECH INDUSTRI	680862 153509ILV	HYPOCHLORITE CONTAINER RETURN	743.40 273.00-		470.40	
024836	002	21/10/2016	DC001	DOLAN'S CONCRETE L	UP77709	PIT RUN-CEMETERY	72.17		72.17	
024837	002	21/10/2016	DE001	DUNCAN ELECTRIC MO	P3119	2016 INSPECTION	4,911.46		4,911.46	
024838	002	21/10/2016	EL048	ERIK LARSEN DIESEL	714326 SEPT/16	BACKHOE REPAIRS FINANCE CHGS	93.47 158.49		251.96	
024839	002	21/10/2016	FF806	FOUR FRAMES PHOTO	361	PHOTOBOOTH	787.50		787.50	
024840	002	21/10/2016	FS004	FOUR STAR WATERWOR	48538 48423 48623 48622	TINLET FISH CO WAT LANDSCAPING CLOTH METER PARTS FOR PR REPLACEMENT METERS	2,448.15 1,172.50 3,973.11 61,127.41		68,721.17	
024841	002	21/10/2016	LEASE	UCLUELET CONSUMERS	NOV/16	NOV/16 LEASE	250.00		250.00	
024842	002	21/10/2016	LG003	LGMA	121811	DOSDALL-LGMA REGIS	157.50		157.50	
024843	002	21/10/2016	LY001	YOUNG ANDERSON	96642	142230000	330.40		330.40	
024844	002	21/10/2016	MAL51	McELHANNEY ASSOCIA	2232050475	BOUNDARY SURVEY	32,655.00		32,655.00	
024845	002	21/10/2016	MM001	MAGIC MOMENTS SHIR	16-300902	NAME TAGS/HELMETS	380.80		380.80	
024846	002	21/10/2016	PI110	PUROLATOR INC	432537928 432465958	MAXXAM MAXXAM	66.28 147.13		213.41	
024847	002	21/10/2016	RCL66	RAINCOAST LAW	11277 11277INT	FILE 003228-0001 FINANCE CHG	262.94 8.54		271.48	
024848	002	21/10/2016	RD205	ACRD	121812	BL1074	78,430.30		78,430.30	
024849	002	21/10/2016	SBR01	SONBIRD REFUSE & R	26534 26535 26533 26531 26530 26532	SEP/16 GARBAGE UCC SEP/16 GARGAGE UAC SEP/16 GARGAGE PW SEPT/16-52 STEPS SEPT/16-SCH SEPT/16-WD	285.08 83.27 833.28 248.43 1,101.77 423.68		2,975.51	
024850	002	21/10/2016	SC003	SHARE CANADA	08120	LAGOON-GREASE	1,457.40		1,457.40	
024851	002	21/10/2016	SS419	SOLIDARITY SNACKS	506	MID ISLE EMERG SER	297.79		297.79	
024852	002	21/10/2016	TL464	TERRA LINK HORTICU	2016-162917-0 JUNE/16	ORGANICS-BALLFIELD FINANCE CHGS	8,019.40 120.29		8,139.69	
024853	002	21/10/2016	TSC19	TRANSPARENT SOLUTI	8626	NOV/16	20.95		20.95	
024854	002	21/10/2016	UR849	UCLUELET RENT-IT C	24377	SEP/16	4,211.20		4,211.20	
024855	002	21/10/2016	XC300	XPLORNET COMMUNICA	INV15094127	OCT/16	77.27		77.27	

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
024856	002	25/10/2016	ACE92	ACE COURIER SERVIC	14183032	LB WOODCHOPPERS	54.14		54.14	
024857	002	25/10/2016	AGS11	AGS BUSINESS SYSTE	13034	SEP/16	553.95		553.95	
024858	002	25/10/2016	BP940	BLACK PRESS	32984449	SEP/16	1,847.87		1,847.87	
024859	002	25/10/2016	CC719	CASTOR CONSULTANTS	201633	DF0 REPORT	2,800.35		2,800.35	
024860	002	25/10/2016	DFC01	DUMAS FREIGHT COMP	48341 49312	CLEARTECH FOURSTAR	427.43 135.06		562.49	
024861	002	25/10/2016	IH042	INNER HARMONY SERV	4238	SEPPT EXTRA CLEANI	152.26		152.26	
024862	002	25/10/2016	KA001	KOERS & ASSOCIATES	1403-006 1643-004	1403 INTERCONNECTI 1643-SEWAGE LAGOON	8,365.22 34,393.04		42,758.26	
024863	002	25/10/2016	LY001	YOUNG ANDERSON	96886 96887	1190133 1190134	831.50 889.11		1,720.61	
024864	002	25/10/2016	RP658	ROD'S PLUMBING	346465	DRINKING FOUNTAIN	331.96		331.96	
024865	002	25/10/2016	SS419	SOLIDARITY SNACKS	507 505	EMER.COMMITTEE MTG SPILL RESP TRAININ	60.13 174.81		234.94	
024866	002	25/10/2016	SZ128	SIGN ZONE (THE)	35480	PROPERTY MARKER PL	42.56		42.56	
024867	002	25/10/2016	UC142	UCLUELET CONSUMER'	71796384 71793532 71796457 71793296 71791912 71789367 71789981 71789704 71796059 71792730 71794051	#23 #2 #2 #23 #4 #4 #2 #24 #4 #13 #11	41.53 51.04 68.00 59.00 106.00 22.50 74.00 123.71 22.17 17.40 63.44		648.79	
024868	002	25/10/2016	UC142	UCLUELET CONSUMER'	71799016 71796893 71798858 71801354 71798343 71799415 71799370 71799355 71800289 71799865 71799725	#E1 #12 #24 #12 #17 #4 WHITE RANGER JERRY CANS #3 #11 #5	50.95 64.02 113.33 57.27 13.29 70.02 55.06 200.38 126.76 16.84 57.55		825.47	
024869	002	25/10/2016	UC142	UCLUELET CONSUMER'	71803086 71803136 71802389 C01045874 C01040181 C01088574 71801403 71801395 C01020235 C01041145 C01029305	#13 #24 #2 AFTERSCHOOL SNACKS MILK/CREAM/TEA/PAD UCC SUPPLIES #1 GENERATOR GAS RAKE/GARDENING TOO BATTERIES/CLIPS/SC DISH SOAP/TOILETBO	18.47 122.99 58.81 33.12 36.00 47.94 123.30 8.71 47.02 18.63 38.37		553.36	
024870	002	25/10/2016	UC142	UCLUELET CONSUMER'	CO1020281	MILK/CREAM/SUGAR/T	21.87		21.87	
024871	002	25/10/2016	WCS25	RESORT MUNICIPALIT	39016099	RMI CONFERENCE/STU	1,622.47		1,622.47	
024872	002	25/10/2016	AG001	ARROWSMITH GREENHO	206836	EVERGREENS/SHRUBS-	523.75		523.75	
024873	002	25/10/2016	BR330	BLACK ROCK MANAGEM	13128	SNACKS-ACCOM. TOUR	42.13		42.13	
024874	002	25/10/2016	DCS48	DUQUE-CHARRY SEBAS	121813	REIMBURSE-GASOLINE	78.45		78.45	

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
024875	002	25/10/2016	DFC01	DUMAS FREIGHT COMP	49315	FOUR STAR	30.18		30.18	
024876	002	25/10/2016	DP725	PAYNE DAVID	121814	PAYNE REIMBURSEMEN	412.89		412.89	
024877	002	25/10/2016	DSG10	D'SIGN GUY	3323	TVI JUNCTION SIGN	143.36		143.36	
024878	002	25/10/2016	FSC10	FOUR STAR COMMUNIC	38686	SEP/16	143.33		143.33	
024879	002	25/10/2016	FW050	FAR WEST DISTRIBUT	305677	JANITORIAL SUPPLIE	151.96		151.96	
024880	002	25/10/2016	JR381	J. ROBBINS CONSTRU	2755	TRUCKING MULCH/SOI	520.80		520.80	
024881	002	25/10/2016	LBG73	LONG BEACH GUTTERS	877797	ROOF/GUTTERS-REC H	126.00		126.00	
024882	002	25/10/2016	MMB55	MURDY & McALLISTER	22720	FILE 4438	217.96		217.96	
024883	002	25/10/2016	PC285	PETTY CASH - BARBA	OCT/16	OCT/16	137.10		137.10	
024884	002	25/10/2016	SE130	WESTERRA EQUIPMENT	255012859	BOBCAT-OILCOOLER	889.51		889.51	
024885	002	25/10/2016	TS002	TRAN SIGN LTD.	150072	SIGNS-NO PARKING/N	459.51		459.51	
024886	002	25/10/2016	UR849	UCLUELET RENT-IT C	24728	LIGHTHOUSE/BB PUMP	453.60		453.60	
024887	002	25/10/2016	UV145	UCLUELET VIDEO SER	OCT/16	OCT/16	557.76		557.76	
024888	002	25/10/2016	WIRRL	WEST ISLE RESOURCE	3079	CEMETERY-SOIL	1,228.50		1,228.50	
024889	002	01/11/2016	AD004	TYCO INTEGRATED FI	80487907	JULY/16	89.64		89.64	
024890	002	01/11/2016	AG001	ARROWSMITH GREENHO	206837	BULBS-UCC	92.19		92.19	
024891	002	01/11/2016	CE004	CORPORATE EXPRESS	42659499 42699362	TAPE/STICKY NOTES CARTRIDGE/PENS/ENV	25.34 354.21		379.55	
024892	002	01/11/2016	CIS12	CANCADD IMAGING SO	53361 53360	PLOTTER PAPER PLOTTER PAPER	810.90 394.37		1,205.27	
024893	002	01/11/2016	CK608	KASSLYN CONTRACTIN	D546	D546	1,939.38		1,939.38	
024894	002	01/11/2016	CP300	CRITERION PICTURES	781842	OCT/16 MOVIES	47.31		47.31	
024895	002	01/11/2016	DFC01	DUMAS FREIGHT COMP	52778 49355	SHIPPING-CLEARTECH FOUR STAR WATERWOR	183.75 234.94		418.69	
024896	002	01/11/2016	FS004	FOUR STAR WATERWOR	48702	WATER METERS PARTS	303.81		303.81	
024897	002	01/11/2016	GE395	GALLOWAY ELECTRIC	744 745 746	UCC-EXTERIOR LIGHT UCC ELECTRICAL SUP FINAL WORK BANNER	1,816.10 1,682.35 656.25		4,154.70	
024898	002	01/11/2016	GPC25	GREATPACIFIC CONSU	405 424	OUTFALL MONITORING BYPASS; LAGOON TES	8,048.73 7,635.18		15,683.91	
024899	002	01/11/2016	JR381	J. ROBBINS CONSTRU	2765	TRUCKING SOIL-CEME	520.80		520.80	
024900	002	01/11/2016	KA001	KOERS & ASSOCIATES	1627-005	9/16 DOC 2016 UPDA	787.50		787.50	
024901	002	01/11/2016	LY001	YOUNG ANDERSON	96885 96884 96888 96889	1190128 1190080 1190135 1190136	827.23 1,067.31 762.38 569.01		3,225.93	
024902	002	01/11/2016	M9012	MCAVOY, WANDA	121818	MCAVOY-CANADA 150T	178.08		178.08	
024903	002	01/11/2016	MMB55	MURDY & McALLISTER	22220	FILE 4438	117.74		117.74	
024904	002	01/11/2016	MP001	MARTIN JIM	121816	HE TIN KIS-CLEARIN	1,575.00		1,575.00	
024905	002	01/11/2016	NL318	NORTHERN LIGHTS FI	15686	HALLOWEEN	2,000.00		2,000.00	
024906	002	01/11/2016	NP156	NORTH PACIFIC REPA	INV-007	REPAIR-4 TON	280.00		280.00	

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
024907	002	01/11/2016	PI110	PUROLATOR INC	432610753 432674303	MAXXAM MAXXAM	54.52 260.15		314.67	
024908	002	01/11/2016	SI604	SHU IAN	121815	SHU-PURPLE DRAGON	2,632.20		2,632.20	
024909	002	01/11/2016	TP838	TEX-PRO WESTERN LT	245151	TABLECLOTHS-REPLAC	463.97		463.97	
024910	002	01/11/2016	UI923	UKEE INFO TECH	10379 10361	OCP REVIEW WEB WOR LED WEB SURVEY	614.25 378.00		992.25	
024911	002	01/11/2016	USSQT	USS QUEBEC TRIP 20	121819	POINSETTAS FOR UCC	39.00		39.00	
024912	002	01/11/2016	WM275	WHITE MAGNOLIA RES	35	SEP/16 POOL RENTAL	2,252.25		2,252.25	
Total:							323,474.28	0.00	323,474.28	

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





## STAFF REPORT TO COUNCIL

Council Meeting: November 08, 2016  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** JEANETTE O'CONNOR, CHIEF FINANCIAL OFFICER

**FILE NO:** 0550-04

**SUBJECT:** HOLIDAY SEASON OFFICE HOURS

### **RECOMMENDATION:**

1. **THAT** Council authorize the closure of the Municipal Hall, Community Centre, and the Public Works and Parks departments for the 2016 holiday season from Monday, December 19, 2016 through Monday, January 02, 2017. The offices will reopen on Tuesday, January 03, 2017.

### **BACKGROUND:**

The standard practice has been to close the municipal office, the community centre, and the public works and parks departments for two weeks over the Christmas period to coincide with school breaks.

This year, offices and departments would be closed to the public from Monday, December 19, 2016 through Monday, January 02, 2017. Staff will be permitted to work provided their supervisor agrees and there is worthwhile work to be performed, but all staff are being strongly encouraged to take the time off.

As in previous years, the public works & parks departments will ensure sufficient personnel are available should any emergencies occur.

### **FINANCIAL IMPLICATIONS:**

Employees will be required to use their vacation or banked time (or leave without pay) to cover the extra days so there is no extra cost to the District.

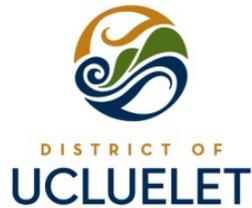
### **SUMMARY AND CONCLUSION:**

The objective of this report is identify the closure dates of the District of Ucluelet municipal office and departments for the 2016 holiday season.

**Respectfully submitted:**

  
JEANETTE O'CONNOR, CFO





## STAFF REPORT TO COUNCIL

Council Meeting: NOVEMBER 8<sup>TH</sup>, 2016  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** JOHN TOWGOOD, PLANNER 1

**FOLIO NO:** 127.082 **REF NO:** RZ16-07 **FILE NO:** 3360-20

**SUBJECT:** REQUEST FOR DIRECTION ON RIGHT OF WAY AND POSSIBLE AMENITY CONTRIBUTION FOR LOT 33, PLAN VIP79602

**ATTACHMENT(S):** APPENDIX A – AMENITY OFFER  
APPENDIX B – LEGAL AGREEMENT DRAFTS

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

That Council consider approval of one of the following options:

1. **THAT** the amenity offer contained in the body of this report is satisfactory and Staff be directed to register the SRWs and amenity covenant prior to consideration of Final Adoption of Zoning Amendment Bylaw No. 1203, 2016.

**OR**

2. **THAT** the amenity offer contained in the body of this report is not satisfactory and Staff are directed to continue the negotiations.

### **DESIRED OUTCOME:**

That the amenity offer contained in the body of this report is satisfactory and Staff are directed to register the SRWs and amenity covenant prior to consideration of Final Adoption of Zoning Amendment Bylaw No. 1203, 2016. August 9th, 2016

### **SUMMARY:**

Considering the encroachment of the road was not of the applicants doing, Planning Staff consider that the offer proposed by the applicant is fair and equitable.

### **BACKGROUND:**

At the August 9th Regular Meeting of Council, 3rd reading was given to Zoning Amendment Bylaw No. 1203, 2016 which would amend Zoning Bylaw No. 1160, 2013 by removing Lot 33, Plan VIP79602 (the "**Subject Lot**") from the CD-3 Commercial/Residential Zone and place it in the R-2 Zone – Medium Density Residential.

Council also made the motion to direct Staff to continue negotiations to secure Statutory Rights of Way ("**SRW**") for a public sidewalk, trail, or road allowance and a voluntary payment in consideration of DCCs foregone by the loss of commercial space on the property, payable at

building permit, and if agreed by the applicant, to register the SRWs and Covenant prior to consideration of Final Adoption, and that the District or applicant be responsible for legal and registration costs.



Figure1

### **NORAH ROAD SRW**

Planning Staff previously noted that the District of Ucluelet road allowance for Norah Road tapered in between Rainforest Drive and the corner transition to Cynamocka Road. This tapering causes part of the paved road to fall on Lot 33 as shown in Figure 1 above.

The applicant has offered to allow a service right away ("**SRW**") 10ft from the edge of the current pavement. Planning Staff consider that 10' would be sufficient to allow for the road pavement at current traffic volume, a 1.5m sidewalk, and the road drainage. The applicant has produced a sketch that generally shows the SWR (Figure 2).

It should be noted that the corner of lot 32 will also need to be secured at some point to allow for a future sidewalk.

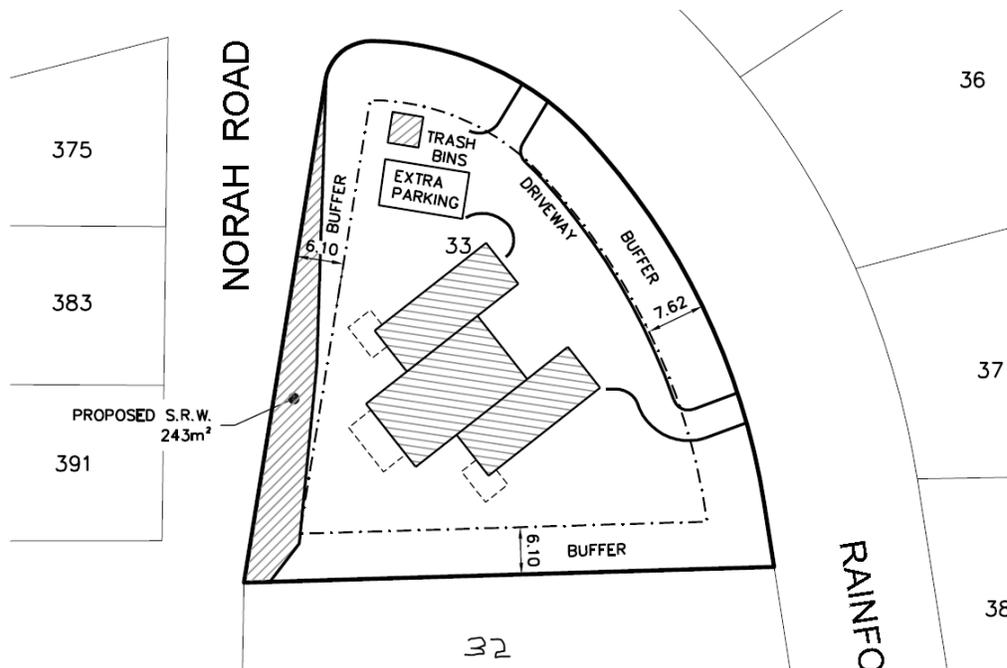


Figure 2

### **AMENITY CONTRIBUTION**

The applicant has offered to give the equivalent contribution of one single family dwelling development cost charge minus the value of the SRW area, and this amenity would be due at the time a building permit is requested for the property. The total amenity contribution would equal \$4,200 and be due at the release of any building permit for the property.

### **FINANCIAL IMPACTS:**

The legal work for the preparation and registration of the SWR, amenity contribution, plus the survey work is expected to be \$6,000.

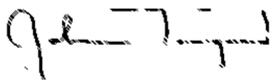
### **POLICY OR LEGISLATIVE IMPACTS:**

The above sketch (Figure 2) indicates the applicant's intent to build a 3-plex. A building with fewer than 4 self-contained dwelling units is exempt from a DCC charge.

*Section 561 (5) Subject to a bylaw under subsection (6), a development cost charge is not payable in relation to a development authorized by a building permit that authorizes the construction, alteration or extension of a building that will, after the construction, alteration or extension, (a) contain fewer than 4 self-contained dwelling units, and (b) be put to no other use other than the residential use in those dwelling units.*

This exemption occurs regardless of this rezoning and therefore it should not be a consideration of this rezoning but a consideration of the upcoming DCC bylaw review.

Respectfully submitted:



\_\_\_\_\_  
John Towgood, Planning 1



\_\_\_\_\_  
Andrew Yeates, Chief Administrative Officer

01 November 2016

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

**RE: Rezoning Application for Lot 33 Rainforest Drive**

The following outlines our request for the rezoning of Lot 33 on Rainforest Drive. The lot is owned by three parties: Dane and Gabriene Kaechele, Dennis and Necia Kaechele, and Blake Randall.

Lot 33 is currently vacant and zoned as Commercial/Residential, CD-3A.1.4. We are requesting the lot be rezoned to R-2 Zone, Medium Density Residential for a proposed future triplex development.

Rainforest Estates is a quiet residential neighborhood with walking paths that promote foot traffic. We feel a commercial development within Rainforest Estates would detract from the family-friendly feel of the neighborhood by increasing vehicle traffic in an area where kids and pets are at play. Currently, there is a lack of housing for the residents of Ucluelet. Our proposed triplex development will provide a housing option for the residents, as well as maintain the single-family feel of Rainforest Estates.

We offer the following response to the motion from the District meeting on August 9<sup>th</sup>, 2016:

Owners agree in principle to the granting of a SRW to the District of Ucluelet as an amenity for the existing road and proposed sidewalk subject to:

- Owner review and acceptance of terms, conditions, and legal plan of the SRW
- Final Approval of the Owners' rezoning application by the District
- Owners not being held responsible for any costs or payments associated with preparing the terms and conditions, creating the legal plan, or any other costs associated with producing and registering the SRW.

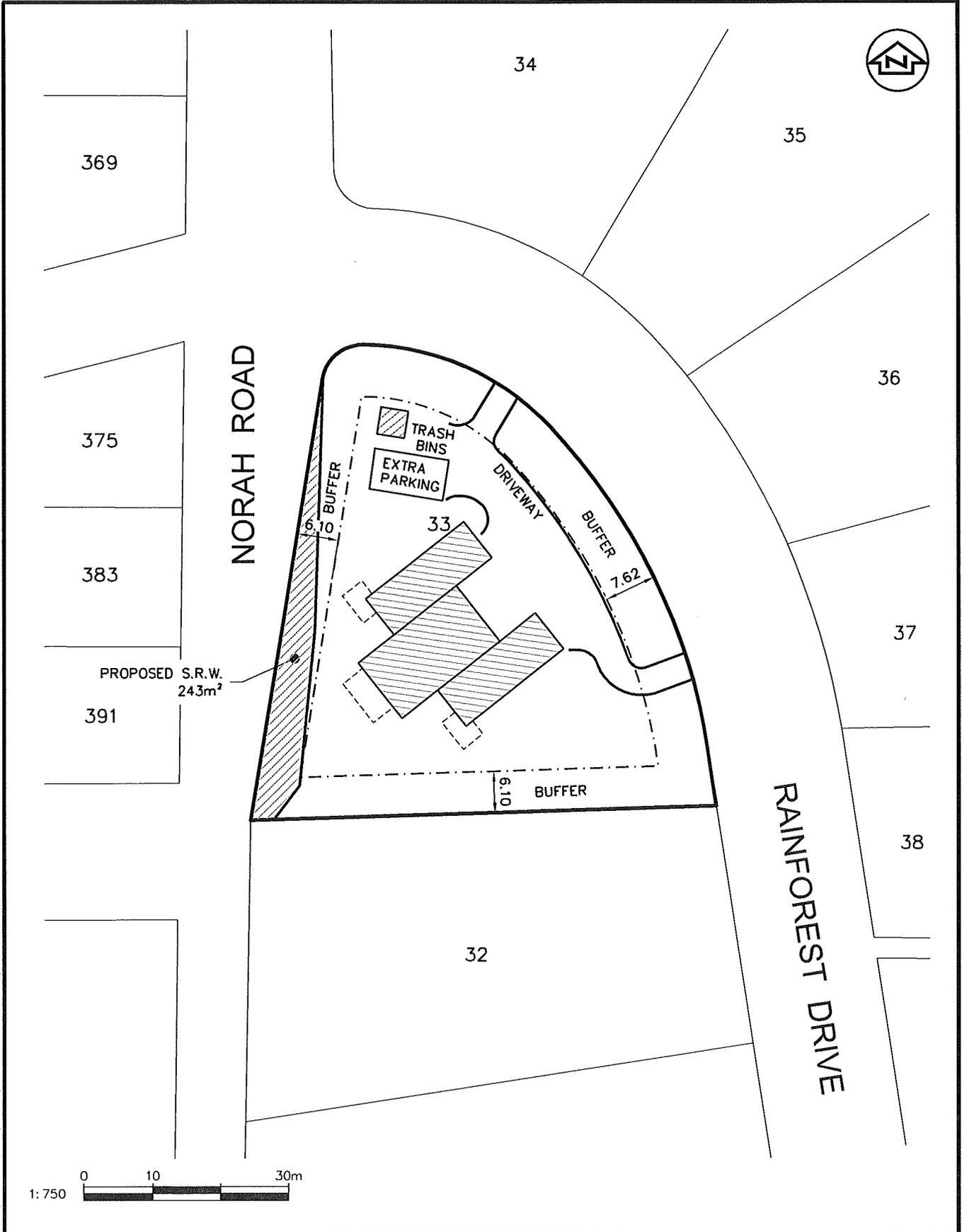
It is our understanding the proposed SRW will be offset 10' from the existing edge of pavement, which is currently overlapping our property. The total proposed area is approximately 243m<sup>2</sup> which we value at \$5,500 (area x 2015 land value assessment/m<sup>2</sup>). See Figure attached.

In addition, Owners agree to pay an amenity bonus of \$4,200 at the time of the building permit application for all units up to and including four units or Owners will pay fees required within the District of Ucluelet Bylaws at the time of the first building permit application, whichever is greater. This amenity bonus is our proposed contribution to offset the District's loss of development cost charges as a result of the removal of the commercial use from the property, assuming the District's Bylaws have not been updated at the time of our first building permit application.

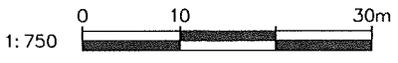
If you have any questions or require any additional information, please feel free to contact me.

Thank you,  
Gabriene L. Kaechele

[REDACTED]  
[REDACTED]



C:\USERS\PO04953B\DOCUMENTS\TEMP\RAINFORREST DRIVE\LOT 33 SIDEWALK EASEMENT.DWG PLOTTED ON 2016/10/17 4:35pm BY PO04953B



REZONING APPLICATION LOT 33, DISTRICT LOT 282 CLAYOQUOT DISTRICT, PLAN VIP79602	SCALE:	AS SHOWN	DRAWN	DCB
	DATE:	OCTOBER 17, 2016	REVISION	A
	DRAWING No:	SK-02		

**TERMS OF INSTRUMENT – PART 2**

COVENANT (Section 219 *Land Title Act*)

THIS COVENANT dated for reference the \_\_\_ day of \_\_\_\_\_, 2016 is

BETWEEN:

(the “Grantor”)

AND:

**THE DISTRICT OF UCLUELET**

Box 999  
200 Main Street  
Ucluelet BC V0R 3A0

(the “District”)

WHEREAS:

- A. The Grantor is the registered owner of land located at *address* in Ucluelet, British Columbia and more particularly described as:

[Insert Legal]

(the “Land”);

- B. Section 219 of the *Land Title Act* permits the registration of a covenant of a negative or positive nature in favour of the District, in respect of the use of land or buildings, or the building on land;
- C. The Grantor has applied to the District for a rezoning of the Land to permit a the development of a residential building containing three dwelling units, and in connection with the Grantor’s application for rezoning the Grantor has offered to pay to the District an amenity contribution of \$7,200;
- D. The Grantor wishes to grant this Covenant to the District to confirm that it will not construct, develop or place on the land any residential building or any part of any residential building until and unless it has paid the amenity contribution which the District has agreed to accept in connection with the rezoning of the Land;

THIS COVENANT is evidence that in consideration of the payment of TWO DOLLARS (\$2.00) by the District to the Grantor, and other good and valuable consideration (the receipt and sufficiency of which are acknowledged by the parties), the Grantor covenants and agrees with the District, in accordance with section 219 of the *Land Title Act*, as follows:

### **No Building on the Land**

1. The Grantor will not construct, place, erect or install any building or structure on the Land, or apply for any building permit from the District in relation to the Land, and despite the Grantor complying with any and all applicable bylaws and regulations of the District the District is not obliged to issue a building permit for any building or structure on the Land.

### **Contribution and Discharge**

2. The District agrees that on:
  - (a) payment to the District by the Grantor of \$7,200; and,
  - (b) delivery to the District of a registrable discharge of this covenant from the title to the Land

the District will execute the discharge, and apply to register it in the Victoria land title office.

3. The Grantor acknowledges that it is not in the public interest for this Covenant to be modified or discharged from the Land other than in accordance with section 2, and the Grantor will not apply under the *Property Law Act* for modification or discharge of this Covenant.

### **Subject to Bylaws**

4. This Covenant does not relieve the Grantor in any way from complying with all applicable bylaws of the District and other enactments applicable to the Land.

### **Inspections**

5. The District and any of its officers and employees may enter on the Land at all reasonable times, to inspect the Land for the purpose of ascertaining compliance with this Covenant.

### **Amendment**

6. This Covenant may be altered or amended only by an agreement in writing signed by the parties.

### **No Public Law Duty**

7. Whenever in this Covenant the District is required or entitled to exercise any discretion in the granting of consent or approval, or is entitled to make any determination, take any action or exercise any contractual right or remedy, the District may do so in accordance with the contractual provisions of this Covenant only and will not be bound

by any public law duty, whether arising from the principles of procedural fairness or the rules of natural justice or otherwise.

#### **No Obligations on District**

8. The rights given to the District by this Covenant are permissive only and nothing in this Covenant:
- (a) imposes any duty of care or other legal duty of any kind on the District to the Grantor or to anyone else;
  - (b) obliges the District to enforce this Covenant, which is a policy matter within the sole discretion of the District; or
  - (c) obliges the District to perform any act, or to incur any expense for any of the purposes set out in this Covenant.

#### **No Effect on Laws or Powers**

9. This Covenant does not,
- (a) affect or limit the discretion, rights or powers of the District under any enactment or at common law, including in relation to the use or subdivision of the Land;
  - (b) affect or limit any law or enactment relating to the use or subdivision of the Land; or
  - (c) relieve the Grantor from complying with any law or enactment, including in relation to the use or subdivision of the Land.

#### **District's Right to Equitable Relief**

10. The Grantor agree that the District is entitled to obtain an order for specific performance or a prohibitory or mandatory injunction in respect of any breach by the Grantor of this Covenant.

#### **Indemnity**

11. The Grantor covenants and agrees with the District that the Grantor must release, indemnify and save harmless the District and its elected and appointed officials, officers, employees and agents, from and against any and all actions, causes of action, liabilities, demands, losses (including economic loss), damages, costs, expenses (including fees and disbursements of professional advisors), fines and penalties, suffered or incurred by the District or its elected or appointed officials, officers, employees or agents, whether brought by the Grantor or by any other person, arising out of or in any way connected with or relating to the granting or existence of this Covenant, the restrictions or

obligations contained in this Covenant, the performance or non-performance by the Grantor of this Covenant.

### **Covenant Runs With the Land**

12. Every obligation and covenant of the Grantor in this Covenant constitutes both a contractual obligation and a covenant granted under section 219 of the *Land Title Act* in respect of the Land and this Covenant burdens the Land and runs with it and binds the successors in title to the Land. For certainty, unless expressly stated otherwise, the term "Grantor" refers to the current and each future owner of the Land. This Covenant burdens and charges all of the Land and any parcel into which it is subdivided by any means and any parcel into which the Land is consolidated.

### **Registration**

13. The Grantor agrees to do everything necessary, at the Grantor's expense, to ensure that this Covenant is registered against title to the Land with priority over all financial charges, liens and encumbrances registered, or the registration of which is pending, at the time of application for registration of this Covenant.

### **Waiver**

14. An alleged waiver by the District of any breach of this Covenant by the Grantor is effective only if it is an express waiver in writing of the breach in respect of which the waiver is asserted. A waiver by the District of a breach by the Grantor of this Covenant does not operate as a waiver of any other breach of this Covenant.

### **Notice**

15. Any notice to be given pursuant to this Covenant must be in writing and must be delivered personally or sent by prepaid mail. The addresses of the parties for the purpose of notice are the addresses on the first page of this Covenant and in the case of any subsequent owner, the address will be the address shown on the title to the Land in the Land Title Office.

If notice is delivered personally, it may be left at the relevant address in the same manner as ordinary mail is left by Canada Post and is to be deemed given when delivered. If notice is sent by mail, it is to be deemed given 3 days after mailing by deposit at a Canada Post mailing point or office. In the case of any strike or other event causing disruption of ordinary Canada Post operations, a party giving notice for the purposes of this Covenant must do so by delivery as provided in this section.

Either party may at any time give notice in writing to the other of any change of address and from and after the receipt of notice the new address is deemed to be the address of such party for giving notice.

**Enurement**

16. This Covenant binds the parties to it and their respective corporate successors, heirs, executors, administrators and personal representatives.

**Joint and Several**

17. If at any time more than one person (as defined in the *Interpretation Act* (British Columbia) owns the Land, each of those persons will be jointly and severally liable for all of the obligations of the Grantor under this Covenant.

**Further Acts**

18. The Grantor must do everything reasonably necessary to give effect to the intent of this Covenant, including execution of further instruments.

As evidence of their agreement to be bound by the terms of this instrument, the parties hereto have executed the Land Title Office Form C which is attached hereto and forms part of this Covenant.

**TERMS OF INSTRUMENT – PART 2**ROAD and SIDEWALK RIGHT of WAY (Section 218 *Land Title Act*)

THIS AGREEMENT dated for reference the \_\_\_ day of \_\_\_\_\_, 2016 is

BETWEEN:

(the "Grantor")

AND:

**THE DISTRICT OF UCLUELET**

Box 999  
200 Main Street  
Ucluelet BC V0R 3A0

(the "District")

WHEREAS:

- A. The Grantor is the registered owner of the lands and premises located at *address* in Ucluelet BC and more particularly described as:

[Insert Legal]

(the "Lands");

- B. The Grantor has agreed to grant to the District a statutory right of way for the construction, installation, improvement, extension, removal, alteration, repair, maintenance, operation, replacement and use of a public walkway and a portion of a public road and other facilities and appurtenances necessary or convenient for the use of the Statutory Right of Way area as a public walkway and road (the "Works");
- C. This statutory right of way is necessary for the operation and maintenance of the District's undertaking.

THIS AGREEMENT is evidence that, pursuant to s. 218 of the *Land Title Act*, and in consideration of TWO DOLLARS (\$2.00) paid by the District to Grantor, and other good and valuable consideration (the receipt and sufficiency of which the Grantor hereby acknowledges), the Grantor grants to and covenants with the District as follows:

1. **Grant of Statutory Right of Way** – The Grantor hereby grants, conveys and confirms to the District in perpetuity the full, free and uninterrupted right, liberty, easement and statutory right of way ("Statutory Right of Way") for the District, its officers, employees, contractors and agents, and the public, in common with the Grantor, at all times hereafter from time to

time at their will and pleasure to enter, go, be on, pass and repass, with or without vehicles, personal property and equipment, upon, over, under and across the portion of the Lands shown outlined in heavy black on the reference plan deposited for registration in the Victoria Land Title Office under number EP\_\_\_\_\_, a reduced copy of which is attached to this agreement as Schedule A (the "Right of Way Area") in order to:

- (a) construct and install the Works upon the Lands and to remove, replace, repair, alter, maintain, clean, inspect, patrol and operate the Works from time to time in the District's discretion;
- (b) have unobstructed access over the Right of Way Area at any and all times;
- (c) make surveys and tests and establish grades and levels;
- (d) remove from the Lands such structures, improvements, fixtures, fences, gates, trees, shrubs, plants and other obstructions whatsoever as, in the District's reasonable opinion, is necessary in order to exercise its rights under this agreement;
- (e) store upon the Lands all vehicles, equipment, machinery, materials or other moveable property of any description necessary to construct, install, remove, repair, operate, alter, maintain, inspect, clean, or replace the Works; and
- (f) do all other things on the Lands as may be reasonably necessary, desirable, or incidental to the Works.

2. **Grantor's Obligations** – The Grantor will:

- (a) not do or permit to be done anything which in the reasonable opinion of the District may interfere with, injure, or impair the operating efficiency of, or obstruct access to or the use of, the Right of Way Area, the Works, or the rights granted to the District under this agreement;
- (b) permit the District to trim or cut down any tree or other growth on or overhanging the Right of Way which in the opinion of the District constitutes or may constitute a danger, impairment or obstruction to the Works or to those using the Right of Way Area;
- (c) permit the District to peaceably hold and enjoy the rights granted by this agreement;
- (d) permit the District to:
  - (i) maintain and clean the surface of the Right of Way Area to the extent required for the construction and maintenance of the Works; and

- (ii) do all other things on the Right of Way Area which in the reasonable opinion of the District are necessary for the safe use and preservation of the Right of Way Area for the purposes of the Works and the Statutory Right of Way;
  - (e) not deposit or place garbage, debris or other material on the Lands;
  - (f) not carry on blasting on or adjacent to the Right of Way Area without the District's approval.
3. **District's Obligations** – The District must do all things hereby authorized to be done by it over, through, under and upon the Right of Way Area in a good and workmanlike manner so as to cause no unnecessary damage or disturbance to the Grantor, the Right of Way Area, or to any improvements thereon.
  4. **No Obligation to Maintain** – No right herein granted to or reserved by the District requires the District to clean, repair or maintain the Works, except as expressly provided herein.
  5. **District's Rights** – The District:
    - (a) is entitled to peaceably hold and enjoy the rights, liberties and Statutory Right of Way hereby granted without hindrance, molestation or interruption by the Grantor or any person, firm or corporation claiming by, through, under or in trust for the Grantor;
    - (b) in its sole discretion may at any time remove any or all of the Works installed by the District in, upon or under the Lands, all of which remain chattels and the property of the District, notwithstanding that they may be annexed or affixed to the freehold;
    - (c) on default by the Grantor of any of its obligations under this Agreement, may, but is not obliged to, rectify the default, provided that, except in the case of an emergency, the District must first give 20 days prior notice to the Grantor specifying the default and requiring it to be remedied, and the Grantor shall reimburse District for its reasonable, out of pocket expenses incurred in remedying such a default; and
    - (d) despite section 5(b), if the District abandons, releases or discharges the Statutory Right of Way, the District is not responsible or obligated in any way to remove or pay for the cost of removal of any Works from the Lands.
  6. **No Waiver** – No waiver of default by either party is effective unless expressed in writing by the party waiving default, and no condoning, overlooking or excusing by either party of a previous default of the other will operate as a waiver of any subsequent or continuing default, or to in any way defeat or affect the rights and remedies of the non-defaulting party.
  7. **Priority** – The Grantor shall, at its own expense, do or cause to be done all acts necessary to grant priority to this Statutory Right of Way over all charges and encumbrances which

are registered, or pending registration, against title to the Lands, in the Land Title Office, save and except those as have been approved in writing by the District or have been granted in favour of the District.

8. **Discretion** – Wherever in this Agreement the approval of the District is required, some act or thing is to be done to the District’s satisfaction, the District is entitled to form an opinion, or the District is given a sole discretion:
  - (a) the approval, opinion or satisfaction is in the discretion of the Engineer acting reasonably in accordance with municipal engineering practice;
  - (b) any discretion of the Engineer is not subject to public law duties and the principles of procedural fairness and the rules of natural justice have no application; and
  - (c) the sole discretion of the District is deemed to be the sole, absolute and unfettered discretion of the District and the principles of procedural fairness and the rules of natural justice have no application.
9. **No Effect on Powers** – This Agreement does not:
  - (a) affect or limit the discretion, rights, duties or powers of the District under the common law or any statute, bylaw, or other enactment;
  - (b) affect or limit the common law or any statute, bylaw or other enactment applying to the Lands; or
  - (c) relieve the Grantor from complying with the common law or any statute, bylaw or other enactment.
10. **Indemnity** – The Grantor will indemnify and save harmless the District, its elected officials, officers, and employees at all times from all losses, damages, actions, suits, claims, demands, costs, expenses, fees and liabilities of any nature whatsoever by whomsoever brought, made or suffered for which the District is or may become liable, incur or suffer by reason of any injury to person (including death) or loss or damage to property or economic loss arising directly or indirectly from a breach or non-performance by the Grantor of its covenants or obligations in this Agreement, or arising directly or indirectly, or from any wrongful act, omission or negligence of the Grantor in, on, around and about the Lands or in any way connected to or relating to the Works.
11. **Further Assurances** – The Grantor shall, at its own expense, do or execute or cause to be done or executed all such further and other lawful acts, deeds, things, conveyances and assurances whatsoever for better assuring to the District the rights, liberties and statutory right of way hereby granted.
12. **Notice** – Any notice to be given pursuant to this agreement must be in writing and may be delivered personally or sent by prepaid mail. The addresses of the parties for the purpose of notice are the addresses set out in the recitals to this agreement, unless a party gives

written notice of a different address, in which case that address shall be deemed to be that party's address for the purpose of giving notice under this agreement. If notice is delivered personally, it may be left at the relevant address in the same manner as ordinary mail is left by Canada Post and is to be deemed given when delivered. If notice is mailed, it will be deemed given 5 days after mailing by deposit at a Canada Post mailing point. In the case of any strike or other event causing disruption of ordinary Canada Post operations, a party giving notice must do so by personal delivery as provided in this section.

13. **Amendment** – No amendment of this Agreement, is valid or binding unless in writing and executed by the parties.
14. **Interest In Lands and Enurement** – The Statutory Right of Way granted by this agreement runs with the Lands and each and every part into which the Lands may be subdivided or consolidated by any means (including subdivision plan, reference or explanatory plan, strata plan, bare land strata plan or lease), but no part of the fee of the Lands passes to or is vested in the District under or by this Agreement and the Grantor may fully use the Lands subject only to the common law and the rights, obligations and restrictions expressly set out in this Agreement. This Statutory Right of Way enures to the benefit of and is binding on the parties notwithstanding any rule of law or equity to the contrary.

As evidence of their agreement to be bound by the above terms, the parties each have executed and delivered this Agreement by executing Part 1 of the *Land Title Act* Form C to which this Agreement is attached and which forms part of this Agreement.





## STAFF REPORT TO COUNCIL

Council Meeting: NOVEMBER 8<sup>TH</sup>, 2016  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** JOHN TOWGOOD, PLANNER 1

**FOLIO NO:** 126.932 **REF NO:** RZ16-08 **FILE NO:** 3360-20

**SUBJECT:** PROPOSAL TO AMEND ZONING BYLAW NO.1160, 2013 BY ADDING THE DEFINITION FOR A “POCKET NEIGHBOURHOOD RESIDENTIAL” USE AND ADDING THAT USE AND ASSOCIATED REGULATIONS TO LOT 2, PLAN VIP80044.

**ATTACHMENTS:** WRITTEN SUBMISSION

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

**THAT** Council:

1. Rescind Third Reading of Zoning Amendment Bylaw No. 1208, 2016; **AND**
2. Receive and consider a written submission provided to the District within the timeframe allowed per the October 25, 2016 Public Hearing; **AND**
3. Consider giving Third Reading anew to Zoning Amendment Bylaw No. 1208, 2016.

**OR**

4. Provide direction to staff to proceed in an alternative way with regards to Zoning Amendment Bylaw No. 1208, 2016.

### **PURPOSE:**

To advise Council of an error in the execution of section 465 (2) of the *Local Government Act*, whereby “persons who believe that their interest in property is affected” may make written submission to a public hearing, and to request that Third Reading of this Bylaw be rescinded so that Council make review and consider correspondence pertaining to this Bylaw. Upon due consideration given, Planning Staff request that Third Reading of this Bylaw be given again.

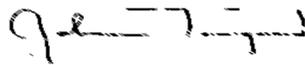
### **BACKGROUND:**

Due to a clerical error, Planning staff were not able to include the attached letter as part of the October 25, 2016 Public Hearing. As it is important that all those who feel this rezoning will affect them be heard, staff requests Third Reading be rescinded to give Council the opportunity to review this letter, prior to their consideration of Third Reading. It is important that Council consider this letter in context to all the information received at the public hearing held on the October 25, 2016.

**POLICY OR LEGISLATIVE IMPACTS:**

Section 465(2) of the *Local Government Act* requires that those persons who deem their property interests affected by a proposed bylaw must be afforded a reasonable opportunity to be heard or to present written submissions respecting matters contained in the bylaw that is the subject of a public hearing.

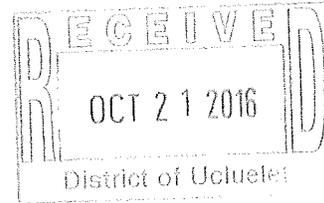
Respectfully submitted:



\_\_\_\_\_  
John Towgood, Planning 1



\_\_\_\_\_  
Andrew Yeates, Chief Administrative Officer



District of Ucluelet  
Box 999, Ucluelet, B.C.,

Maureen and Jim Harvey  
Box 294, 1766 Bay St.,  
Ucluelet, B.C.  
Oct. 21, 2016.

Re: Public Hearing of Pocket  
Neighbourhood Development  
to be held Oct. 25, 2016.

To whom it may concern,

We are writing to express our concerns about the proposed development of Lot: 2, Plan: VIP 80044, District 9, P.I.D. 026-514-702. Our home is situated on the corner of St. Jacques Blvd. and Bay St. It's the low spot in the neighbourhood and currently has all the water from the surrounding homes flow through the property. There is a ditch running the width of the back of the property that diverts some of this water. Our concern is with the drainage from this new development as the site is directly above our property. (The property line is 9.8 metres from our house.) How will the developer address this issue to insure that water draining from their site will not impact our home or property? Also, we would like to request a buffer zone of either trees or a fence to help preserve our privacy.

Sincerely,  
Maureen and Jim Harvey



**DISTRICT OF UCLUELET****Bylaw No. 1208, 2016**

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

---

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

**NOW THEREFORE** the owner of P.I.D. 026-514-702, Lot: 2, Plan: VIP 80044, District: 09 (the "**Lands**"), generally as shown highlighted in black on the Schedule 'A' attached to and forming part of this bylaw, has applied to amend the District of Ucluelet Zoning Bylaw 1160, 2013 ("**Zoning Bylaw**") in order to remove the Multiple Family Residential use from the lands and define and add Pocket Neighbourhood Residential use as a permitted principle land use;

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

1. That the Zoning Bylaw is amended by adding the following definition to Section 103 – Definitions:

**"Pocket Neighbourhood Residential"** means a multiple family residential development in which four or more small *Single Family Dwellings* are grouped around a shared central common green space, connected by walkways, served by shared parking areas and includes a minimum useable outdoor recreation/ amenity space of 20 m<sup>2</sup> per bedroom:

2. The Zoning Bylaw is amend by adding "Pocket Neighbourhood Residential" to Section CD-3A.1.3 (1), along with consequential amendments, such that those subsections of the Zoning Bylaw read as follows:

CD-3A.1.3 The following use is permitted on Lot 2, Plan VIP80044, in the areas of the CD-3 Zone Plan labeled "Multiple Family", but secondary permitted uses are only permitted in conjunction with a principal permitted use:

(1) Principal:

- (a) Multiple Family Residential
- (b) Pocket Neighbourhood Residential

(2) Secondary:

- (a) Home Occupation

3. Section CD-3A.2.1 of the Zoning Bylaw is amended adding a minimum lot size for Pocket Neighbourhood Residential such that the subsection reads as follows:

CD-3A.2.1 Minimum Lot Size:

- (1) Single Family Dwelling:

- (a) 645 m<sup>2</sup> (6,940 ft<sup>2</sup>) for 16 small lots.
  - (b) 1,450 m<sup>2</sup> (15,600 ft<sup>2</sup>) for maximum of 51 lots.
  - (2) Multiple Family Residential: 4,856 m<sup>2</sup> (1.2 acres)
  - (3) Mixed Commercial/Residential: 2,305 m<sup>2</sup> (24,800 ft<sup>2</sup>)
  - (4) Mixed Commercial/Resort Condo: 2,305 m<sup>2</sup> (24,800 ft<sup>2</sup>)
  - (5) Pocket Neighbourhood Residential: 8,093 m<sup>2</sup> (2.0 acres)
4. Section CD-3A.2.2 of the Zoning Bylaw is amended adding a minimum lot frontage for Pocket Neighbourhood Residential such that the subsection reads as follows:

CD-3A.2.2 Minimum Lot Frontage:

- (1) Single Family Dwelling: 18 m (60 ft)
  - (2) Duplex Dwelling: 18 m (60 ft)
  - (3) Multiple Family Residential: 23 m (75 ft)
  - (4) Pocket Neighbourhood Residential: 23 m (75 ft)
5. Section CD-3A.3.1 of the Zoning Bylaw is amended adding a maximum number of units for Pocket Neighbourhood Residential such that the subsection reads as follows:

CD-3A.3.1 Maximum Number:

- (1) Single Family Dwelling: 1 per lot
  - (2) Duplex Dwelling: 1 per lot
  - (3) Multiple Family Residential: 20 dwelling units per lot
  - (4) Dwelling Unit component of Mixed Commercial/Residential & Mixed Commercial /Resort Condo combined:
    - (a) 6 dwelling units on Lot 19, Plan VIP79602
    - (b) [Deleted by Zoning Amendment Bylaw No. 1188, 2016]
    - (c) 6 dwelling units on Lot 33, Plan VIP79602
    - (d) [Deleted by Zoning Amendment Bylaw No. 1180, 2015]
  - (5) Pocket Neighbourhood Residential: 30 dwelling units per lot
6. Section CD-3A.4.1 of the Zoning Bylaw is amended adding a maximum size (gross floor area) of the individual units for Pocket Neighbourhood Residential such that the subsection reads as follows:

CD-3A.4.1 Principal Building:

- (1) Mixed Commercial/Residential & Mixed Commercial/Resort Condo:
  - (a) 557.4 m<sup>2</sup> (6,000 ft<sup>2</sup>) gross floor area combined on Lot 19, Plan VIP79602;
  - (b) [Deleted by Zoning Amendment Bylaw No. 1188, 2016]
  - (c) 557.4 m<sup>2</sup> (6,000 ft<sup>2</sup>) gross floor area combined on Lot 33, Plan VIP79602;
  - (d) [Deleted by Zoning Amendment Bylaw No. 1180, 2015]
- (2) [Deleted by Zoning Amendment Bylaw No. 1208, 2016]

- (3) Pocket Neighbourhood Residential: 140 m<sup>2</sup> (1507 ft<sup>2</sup>) per individual dwelling unit.
- (4) All other uses: N/A

7. Section CD-3A.4.2 of the Zoning Bylaw is amended adding a maximum combined area of accessory buildings for Pocket Neighbourhood Residential such that the subsection reads as follows:

CD-3A.4.2 Accessory Buildings:

- (1) Single Family Dwelling: 60 m<sup>2</sup> (645 ft<sup>2</sup>) combined total per lot
- (2) Duplex Dwelling: 60 m<sup>2</sup> (645 ft<sup>2</sup>) combined total per lot
- (3) Multiple Family Residential: 300m<sup>2</sup> (3,225ft<sup>2</sup>) combined total per lot
- (4) [Deleted by Zoning Amendment Bylaw No. 1208, 2016]
- (5) Pocket Neighbourhood Residential: 300 m<sup>2</sup> (3,225 ft<sup>2</sup>) combined total per lot
- (6) All other uses: 80 m<sup>2</sup> (861 ft<sup>2</sup>) combined total per lot

8. Section CD-3A.5.1 of the Zoning Bylaw is amended adding a maximum principle building height for Pocket Neighbourhood Residential such that the subsection reads as follows:

CD-3A.5.1 Principal Buildings & Structures:

- (1) Single Family Dwelling: 9 m (30 ft) or 2 ½ storey
- (2) Duplex Dwelling: 9 m (30 ft) or 2 ½ storey
- (3) Multiple Family Residential: 11 m (36 ft) or 3 storey
- (4) [Deleted by Zoning Amendment Bylaw No. 1208, 2016]
- (5) Pocket Neighbourhood Residential: 8 m (26 ft) or 2 storey
- (6) All other uses: 10 m (33 ft)

9. Section CD-3A.6.1(4) of the Zoning Bylaw is amended adding Pocket Neighbourhood Residential to the Multiple Family Residential setback section such that the subsection reads as follows:

(4) Multiple Family Residential / Pocket Neighbourhood Residential:

- (i) Principal 6 m (20 ft) 6 m (20 ft) 6 m (20 ft) 6 m (20 ft)
- (ii) Accessory 7.5 m (25 ft) 5 m (16.5 ft) 5 m (16.5 ft) 5 m (16.5 ft)
- (iii) In addition, for principal building, 15 m (50 ft) minimum yard setback applies to all lot lines abutting Marine Drive.

10. This bylaw may be cited as “Zoning Amendment Bylaw No. 1208, 2016”.

**READ A FIRST TIME** this 13th day of September, 2016.

**READ A SECOND TIME** this 13th day of September, 2016.

**RESCINDED SECOND READING** this 11th day of October, 2016.

**READ A SECOND TIME**, as amended, this 11th day of October, 2016.

**PUBLIC HEARING** this 25th day of October, 2016.

**READ A THIRD TIME** this 25th day of October, 2016.

**ADOPTED** this    day of    , 2016.

**CERTIFIED A TRUE AND CORRECT COPY** of “District of Ucluelet Zoning Amendment Bylaw No. 1208, 2016.”

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

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

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

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







## STAFF REPORT TO COUNCIL

Council Meeting: NOVEMBER 8TH, 2016  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** JOHN TOWGOOD, PLANNER 1

**FOLIO NO:** 073.070 **REF NO:** RZ16-11 **FILE NO:** 3360-20

**SUBJECT:** PROPOSAL TO AMEND ZONING BYLAW NO.1160, 2013 BY REMOVING LOT: 5 PLAN: VIP17976  
SECTION: 21 DISTRICT: 09 FROM R-1 ZONE – SINGLE FAMILY RESIDENTIAL AND PLACE IT IN GH  
ZONE-GUEST HOUSE.

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

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

That Council considers approval of one of the following options:

1. **THAT** Zoning Amendment Bylaw No. 1211, 2016 be given First and Second Reading and advanced to a public hearing.

**OR**

2. **THAT** Zoning Amendment Bylaw No. 1211, 2016 be considered and determined not to proceed further.

### **DESIRED OUTCOME:**

That Zoning Amendment Bylaw No. 1211, 2016 be given First and Second Reading and advanced to a public hearing.

### **SUMMARY:**

The rezoning of this property to the Guest House zoning represents a potential increase to the commercialization of the subject property. The size of the property supports the proposed use and, with the location of the Guest Cabins regulated to the rear of the property, the impact from the street will be negligible.

The property to the rear of the subject property could have a more direct impact of the rezoning as the cabins have the potential of being placed as close as 4m (13ft) from the rear property line.

### **BACKGROUND:**

An application has been received to amend the District of Ucluelet Zoning Bylaw No. 1160, 2013 (the "**Zoning Bylaw**") by removing Lot: 5 Plan: VIP17976 Section: 21 District: 09 (the "**Subject Lot**") from R-1 Zone – Single Family Residential and placing it in GH Zone - Guest House.

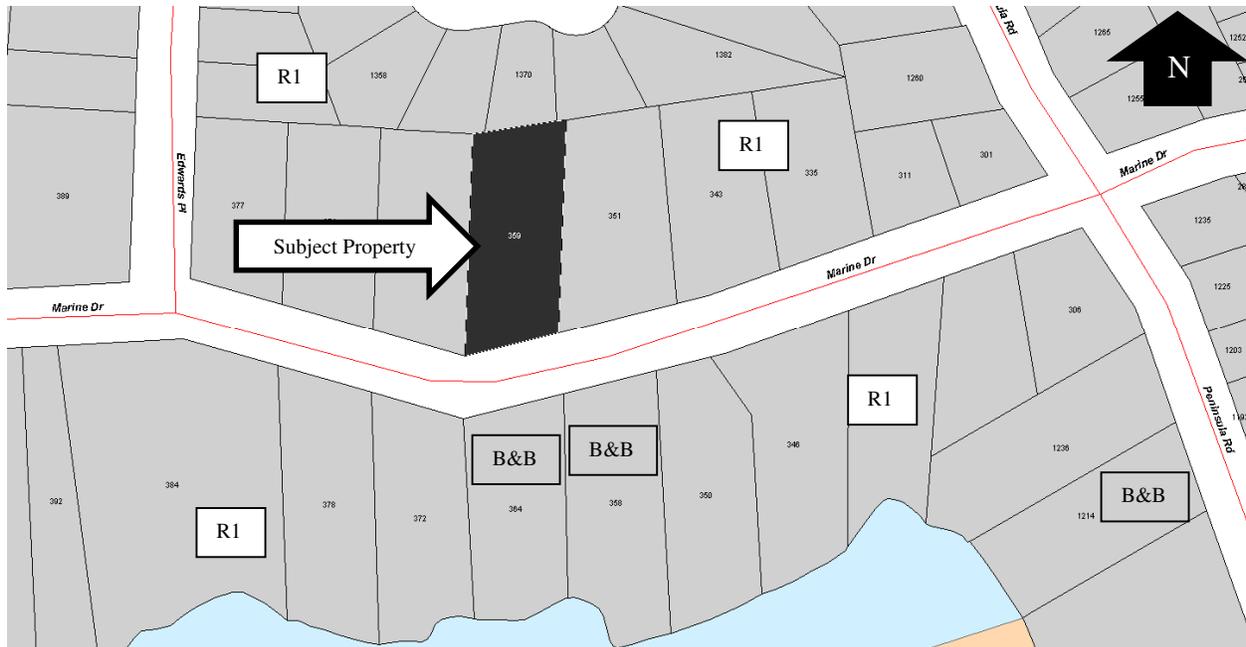


Figure 1

**OCP:**

The current Official Community Plan (OCP) designation for this property is “Residential – Single Family”. Although Guest House zoning is an increase in the commercialization of the subject property, it is still considered a single family residential use.

**ZONING:**

The subject lot is currently zoned R-1 and it is located in a residential neighbourhood with an established B&B use occurring directly across the street. Under the current R-1 zoning the subject lot supports a principle use of a Single Family Dwelling (SFD) and the secondary uses of a B&B, a home occupation and a secondary suite.

Under the proposed zoning the subject lot would support 4 guest rooms (similar to B&B rooms) within the SFD and 2 guest cottages. The major zoning differences are noted in the table below:

Zoning Regulations	Current (R1)	Proposed (GH)	Will Conform to GH
Minimum Lot size	650m <sup>2</sup> (1.2acre)	2,000m <sup>2</sup> (1.2acre)	Yes (2184m <sup>2</sup> )
Minimum Lot Frontage	18m	24m	Yes (32m)
Maximum Density	1 SFD	1 SFD (Currently)	Yes
Minimum Side Yard	1.5m	4.6m	No (3.6m)
Lot Coverage	35%	40%	Yes
Floor Area Ratio	35%	None	Yes

It should be noted that the maximum area for a Guest Cottage is 37.2m<sup>2</sup> (400sqft) and that the total accessory building gross floor area including the guest cottages would be 93m<sup>2</sup> (1000sqft). The cabins are regulated to be built to the rear of the front face of the SFD, 4m (5') from the rear property lines, 7.5m (25') from the side property line, and have a minimum of 9m (30') between the

cabins. It should also be noted that the rezoning will take away the potential for the property to create a secondary suite, which is considered an affordable housing option.



Figure 2

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

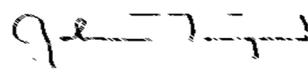
Staff time to analyze and report on the application. The fees associated with rezoning attempt to recover those costs.

**FINANCIAL IMPACTS:**

Ucluelet’s tax base could theoretically expand with the potential increase of the subject lot’s property value, if the applicant has it built out.

**POLICY OR LEGISLATIVE IMPACTS:**

This proposal would amend Zoning Bylaw No. 1160, 2013.

Respectfully submitted:   
John Towgood, Planning 1

  
Andrew Yeates, Chief Administrative Officer

Jason Hayes-Holgate  
PO Box 1318  
359 Marine Drive  
Ucluelet, BC V0R 3A0

District of Ucluelet  
PO Box 999  
200 Main Street  
Ucluelet, BC V0R 3A0

To Mr. John Towgood,

I am submitting this letter of intent with my application for the rezoning of my Ucluelet property. I currently have single-family zoning and my intent is to rezone to a guest housing designation. The rezoning to guest housing would provide additional income for my family, boosting our local economy and helping to maintain our residency here in the place we call home.

Should this application be approved, we would utilize and develop our property further by building guesthouses and complete landscaping. Which, in turn, would potentially provide local craftsman and trades with temporary employment; contribute to the community by providing more housing for tourism; and increase the value of the property benefitting both the neighbourhood and the community.

Our property meets the districts requirements for guesthouse zoning as it is more than 0.5 acres. Additionally, any new dwellings will be located away from all public easements and will not be visible from the road. This will provide privacy for our guests and maintain the quiet and peaceful enjoyment of property for our neighbours.

I thank you for your careful consideration of this application. Please let me know what the next steps are to complete this request of rezoning. We are excited to move forward and work towards a brighter future here in Ucluelet.

Should you require any further information or would like to speak with me directly, I may be reached either by email [REDACTED] or by phone, home [REDACTED], cellular [REDACTED].

Thank you again.

Sincerely,



Jason Hayes-Holgate

**DISTRICT OF UCLUELET**

**Bylaw No. 1211, 2016**

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

---

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

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

1. THAT the property with legal description of P.I.D. 003-838-731, Lot: 5, Plan: VIP17976, District: 09, generally as shown highlighted in black on the Schedule 'A' attached to and forming part of this bylaw, be rezoned from R-1 Zone - Single Family Residential to GH Zone - Guest House and the Text and Zoning Maps of the District of Ucluelet Zoning Bylaw No. 1160, 2013 be amended accordingly.
  
2. This bylaw may be cited as "Zoning Amendment Bylaw No. 1211, 2016".

**READ A FIRST TIME** this    day of    , 20    .

**READ A SECOND TIME** this    day of    , 20    .

**PUBLIC HEARING** this    day of    , 20    .

**READ A THIRD TIME** this    day of    , 20    .

**ADOPTED** this    day of    , 20    .

**CERTIFIED A TRUE AND CORRECT COPY** of "District of Ucluelet Zoning Amendment Bylaw No. 1211, 2016."

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

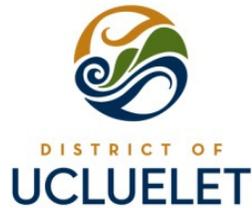
\_\_\_\_\_  
CAO  
Andrew Yeates

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

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

**SCHEDULE 'A'**  
**Bylaw No. 1211, 2016**





## STAFF REPORT TO COUNCIL

Council Meeting: NOVEMBER 8TH, 2016  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** JOHN TOWGOOD, PLANNER 1

**FOLIO NO:** 196.066 **REF NO:** RZ16-12 **FILE NO:** 3360-20

**SUBJECT:** PROPOSAL TO AMEND ZONING BYLAW NO.1160, 2013 BY REMOVING LOT: 6 PLAN: VIP76238  
DISTRICT: 09 FROM R-2 ZONE – MEDIUM DENSITY RESIDENTIAL AND PLACE IT IN GH ZONE-GUEST HOUSE.

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

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

That Council consider approval of one of the following options:

1. **THAT** Zoning Amendment Bylaw No. 1212, 2016 be given First and Second Reading and advanced to a public hearing.

**OR**

2. **THAT** Zoning Amendment Bylaw No. 1212, 2016 be considered and determined not to proceed further.

### **DESIRED OUTCOME:**

That Zoning Amendment Bylaw No. 1212, 2016 be given First and Second Reading and advanced to a public hearing.

### **SUMMARY:**

The rezoning of this property to the Guest House zone represents a potential increase of the commercialization of the subject property. The size of the property supports the proposed use and with the large 7.5m (25') side yard setbacks there should be minimal impact to neighbours. The waterfront setting and geographical features of the subject lot are conducive to GH zoning.

### **BACKGROUND:**

An application has been received to amend the District of Ucluelet Zoning Bylaw No. 1160, 2013 (the "**Zoning Bylaw**") by removing Lot: 6 Plan: VIP76238 District: 09 (the "**Subject Lot**") from R-2 Zone-Medium Density Residential and place it in GH Zone-Guest House ("**GH**").

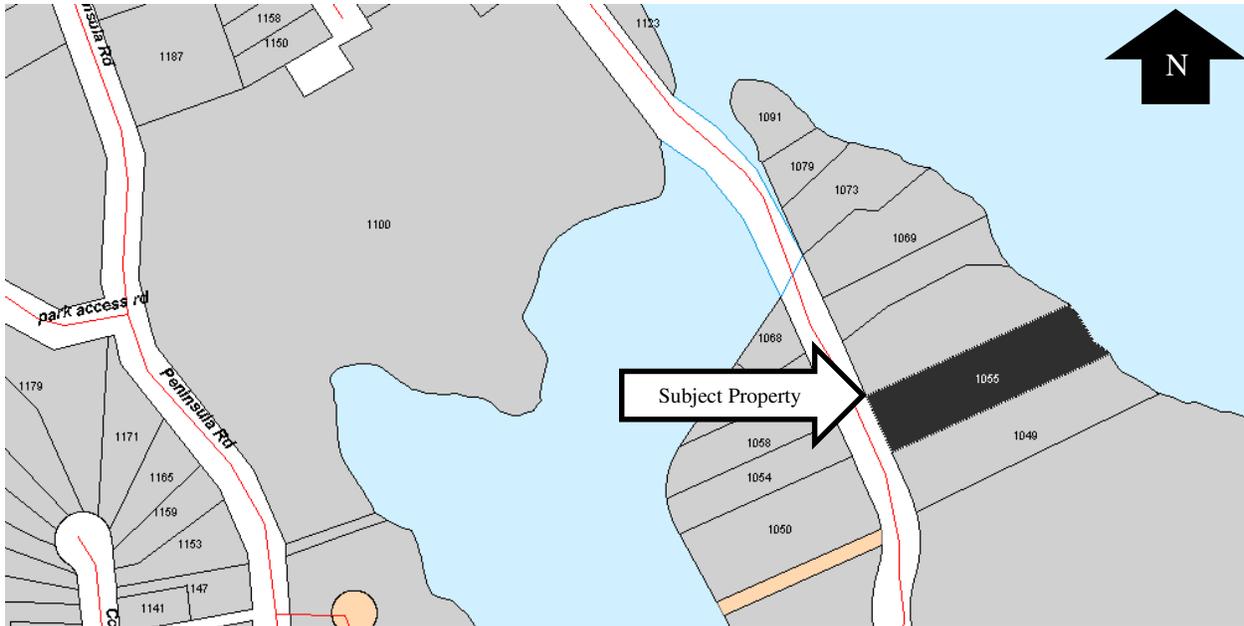


Figure 1

**OCP:**

The current Official Community Plan (OCP) designation for this property is “Residential – Single Family”. Although Guest House zoning is an increase in the commercialization of the subject property it is still considered a single family residential use.

**ZONING:**

The subject lot is currently zoned R-2 and it is located in a residential neighbourhood with an established GH use occurring directly to the southeast (Figure 2). Under the current R-2 zoning the subject lot supports a principle use of a Single Family Dwelling (SFD) and the secondary uses of a B&B, a home occupation and a secondary suite. The current zoning also supports a duplex dwelling. Under the proposed zoning the subject lot would support 6 guest rooms (similar to B&B rooms) within the SFD and 4 guest cottages. The major zoning regulatory differences are noted in the table below:

Zoning Regulations	Current (R1)	Proposed (GH)	Will Conform to GH
Minimum Lot size	650m2 (1.2acre)	2,000m2 (1.2acre)	Yes (4007m2)
Minimum Lot Frontage	18m	33.9m	Yes (32m)
Maximum Density	1 SFD	1 SFD (Currently)	Yes (currently no bldg.)
Minimum Side Yard	1.5m	4.6m	Yes (currently no bldg.)
Lot Coverage	35%	40%	Yes (currently no bldg.)
Floor Area Ratio	50%(SFD) 70%(Dup)	None	Yes (currently no bldg.)

It should be noted that the maximum area for a guest cottage is 37.2m2 (400sqft) and that the total accessory building gross floor area, including the guest cottages, would be 5% of the lot area.

In this situation, the guest cabins are regulated to be built to the rear of the front face of the SFD and the applicant has shown the cabins to the front. This variance will be requested in the 3<sup>rd</sup> reading report if the application is to proceed to that point.

Other siting regulations of note are: 7.5m (25') from the water side property line, 7.5m (25') from the side property line and a minimum of 9m (30') between the cabins. It should also be noted that the rezoning will take away the potential for the property to create a secondary suite and a duplex dwelling, both of which represent an affordable housing option.



Figure 2

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

Staff time to analyze and report on the application. The fees associated to rezoning attempt to recover those costs.

**FINANCIAL IMPACTS:**

Ucluelet's tax base could theoretically expand with the potential increase of subject lot's property value, if the applicant was to build out.

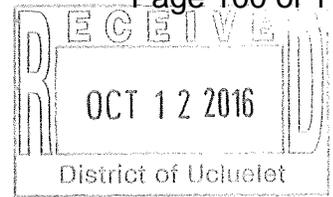
**POLICY OR LEGISLATIVE IMPACTS:**

This proposal would amend Zoning Bylaw No. 1160, 2013.

**Respectfully submitted:**

John Towgood, Planning 1

Andrew Yeates, CAO



14691 36A Avenue,  
Surrey,  
BC. V4P 0E3  
October 6<sup>th</sup>. 2016

e-mail [REDACTED]

Letter of Intent

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

Attention Planning Department

Re-zoning application 1055 Helen Rd from R2 to GH, District of Ucluelet, BC.

Property 1055 Helen Road, District of Ucluelet, legally described as LT6 DL 543 NATIVE ISLAND,  
CLAYOQUOT DISTRICT PL VIP 76238. P.I.D. 025 815 083

Property owners:

Roger Jeffrey Edward Pelosi

A handwritten signature in black ink, appearing to be "R. Pelosi", written over the printed name of Roger Jeffrey Edward Pelosi.

Lynda Annette Pelosi

Jenna Leanne Pelosi

Cheque enclosed \$2,200.00

Site Plan of:  
 Lot 6, District Lot 543  
 Native Island, Clayoquot District, Plan VIP76238

LEGEND

Elevations are based on an assumed datum of 100 meters measured from Hub #830 found in the South West Corner

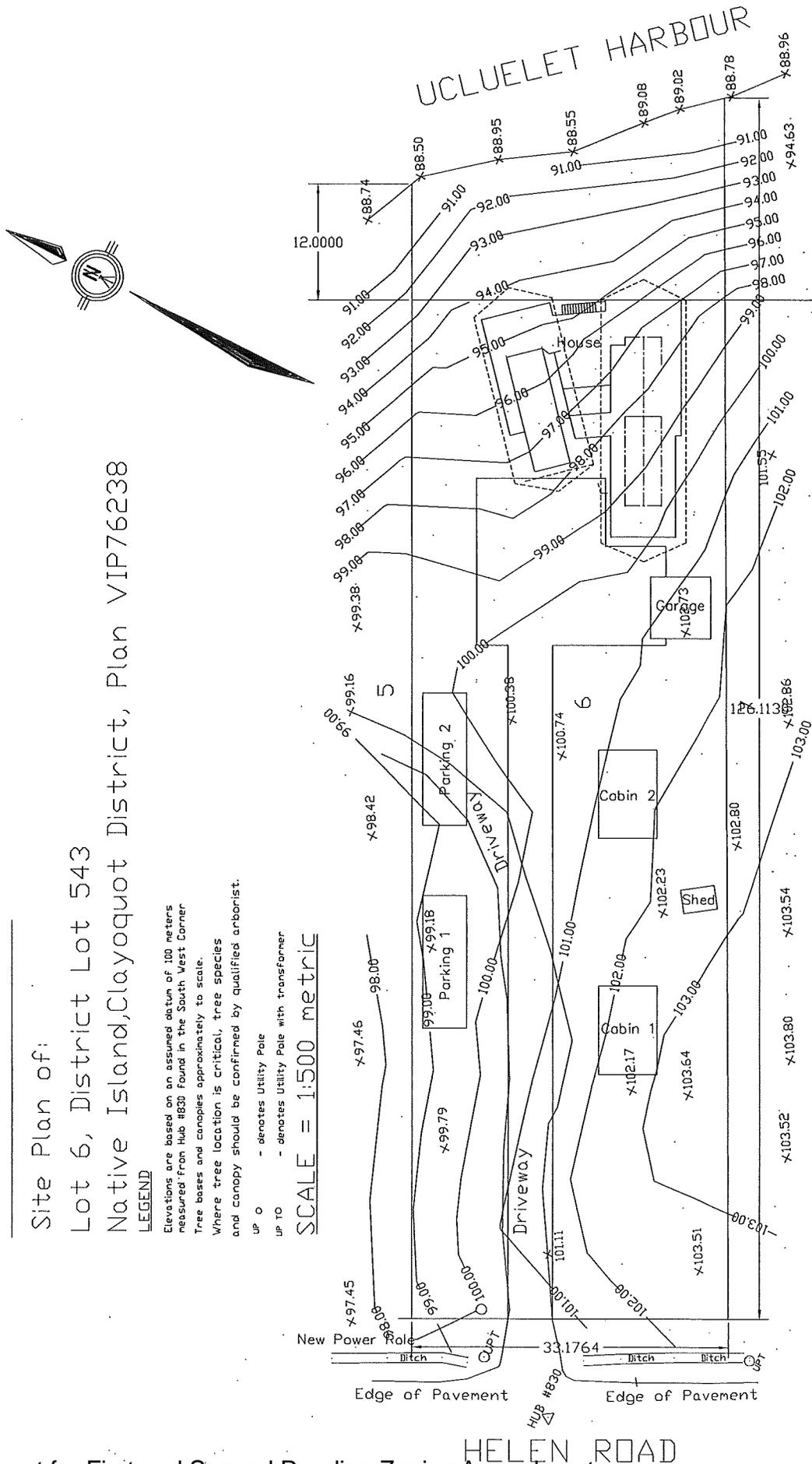
Tree bases and canopies approximately to scale.

Where tree location is critical, tree species and canopy should be confirmed by qualified arborist.

UP O - denotes Utility Pole

UP TO - denotes Utility Pole with transformer

SCALE = 1:500 metric





**DISTRICT OF UCLUELET**  
**Bylaw No. 1212, 2016**

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

---

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

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

1. THAT the property with legal description of P.I.D. 025-815-083, Lot: 6, Plan: VIP76238, District: 09, generally as shown highlighted in black on the Schedule 'A' attached to and forming part of this bylaw, be rezoned from R-2 Zone - Medium Density Residential to GH Zone - Guest House and the Text and Zoning Maps of the District of Ucluelet Zoning Bylaw No. 1160, 2013 be amended accordingly.
  
2. This bylaw may be cited as "Zoning Amendment Bylaw No. 1212, 2016".

**READ A FIRST TIME** this    day of    , 20    .

**READ A SECOND TIME** this    day of    , 20    .

**PUBLIC HEARING** this    day of    , 20    .

**READ A THIRD TIME** this    day of    , 20    .

**ADOPTED** this    day of    , 20    .

**CERTIFIED A TRUE AND CORRECT COPY** of "District of Ucluelet Zoning Amendment Bylaw No. 1212, 2016."

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

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

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

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

**SCHEDULE 'A'**  
**Bylaw No. 1212, 2016**



**Subject:** ATTN COUNCIL: Permission for Boat Basin Signage  
**Attachments:** Healthy watershed (Oct 23).pdf

**From:** Emily Grubb [<mailto:emily@clayoquot.org>]  
**Subject:** Re: ATTN COUNCIL: Permission for Boat Basin Signage

Sorry, here is a copy of the sign.

On Wed, Nov 2, 2016 at 3:35 PM, Emily Grubb <[emily@clayoquot.org](mailto:emily@clayoquot.org)> wrote:

Hi Darcey,

I have attached a copy of the completed Boat Basin Signage for council to look over.

We plan to include a metal donation box as well as a small sign below with project partners (including District of Ucluelet, pending permission)

Let me know if this is the best action, or what the next steps might be.

Thanks

Emily

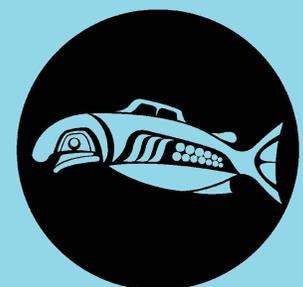
## UCLUELET IS A FISH-FRIENDLY COMMUNITY!

Central Westcoast Forest Society (CWFS) is a registered charity focused on ecosystem restoration, research and education. Our mission is to restore damaged ecosystems, rebuild wildlife populations that are threatened or endangered and to inspire stewardship reconnecting people with the environment.

Since the organization began in 1995, CWFS has completed 84 km of stream habitat restoration, 99 ha of forest restoration, placed 548 m<sup>3</sup> of clean spawning gravel, deactivated 249 km of high risk logging roads, planted 44,343 trees and has raised and invested over 11 million dollars in habitat restoration on Vancouver Island. These efforts have led to a marked increase in wild Pacific salmon and wildlife abundance in degraded watersheds. Unfortunately, many high priority streams and forest ecosystems remain unrestored, leaving them unable to support healthy wildlife and salmon populations. The drastic decline in wild Salmon populations in recent years warrants further investigation and immediate action. Help us sustain wild salmon stocks for the generations to come. Please DONATE to CWFS today.

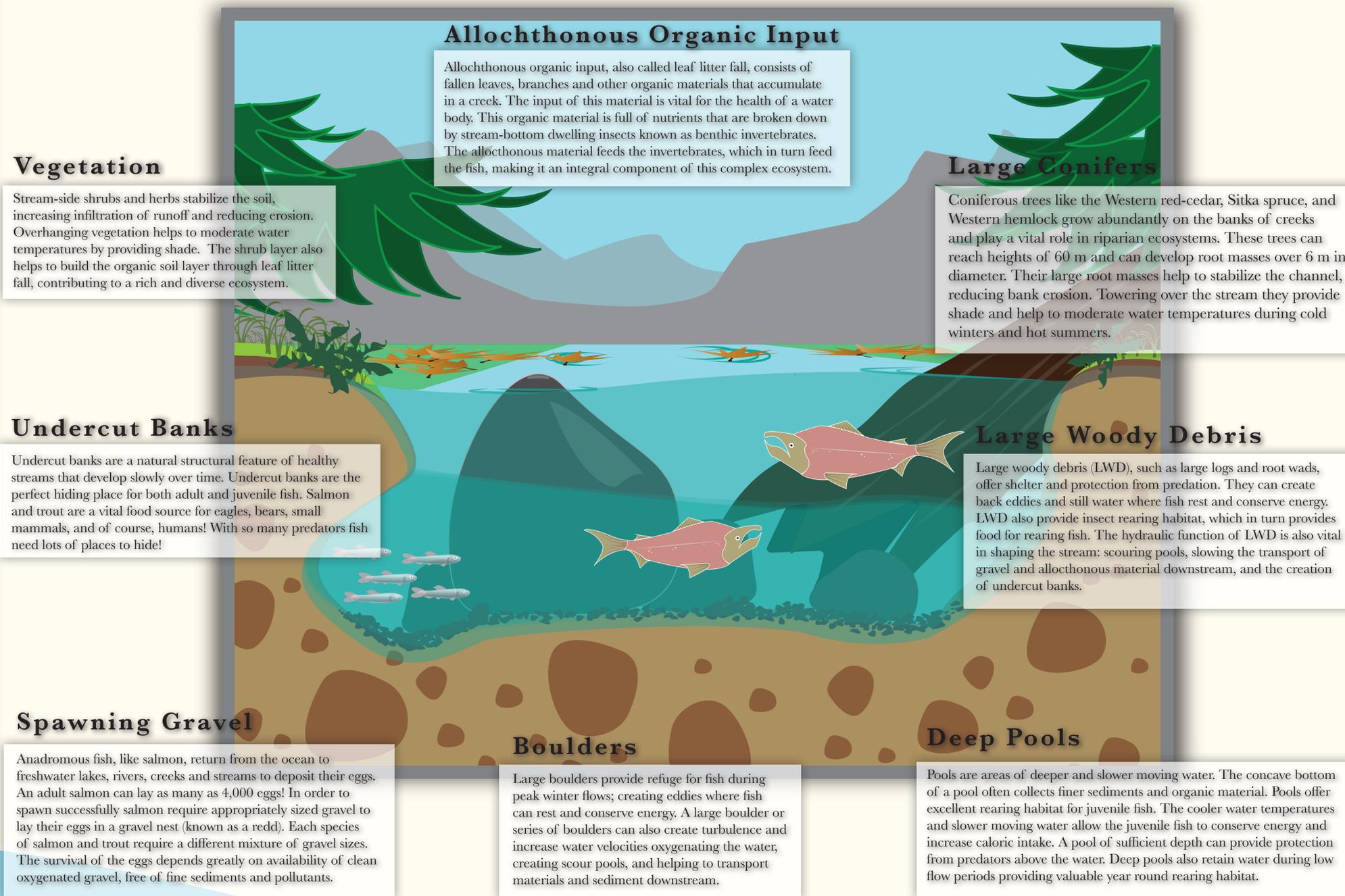
[www.clayoquot.org](http://www.clayoquot.org)

Or contact us by email at:  
[info@clayoquot.org](mailto:info@clayoquot.org)



CENTRAL  
WESTCOAST  
FOREST  
SOCIETY

# STRUCTURAL CHARACTERISTICS OF A HEALTHY STREAM



Habitat destruction is a primary factor in the loss and extinction of wild Pacific salmon population. Habitat restoration is required to restore wild salmon populations and sustain this species for the generations to come.

# TOURISM UCLUELET: 2017 ONE-YEAR TACTICAL PLAN

The purpose of this document is to provide an up-to-date document providing Tourism Ucluelet with an outline and tools to implement an effective marketing plan for 2017.

<b>Designated Recipient:</b>	<b>Ucluelet Tourism Association</b>
<b>Designated Accommodation Area:</b>	<b>District of Ucluelet</b>
<b>Date Prepared:</b>	<b>Nov 2016</b>
<b>MRDT Repeal Date:</b>	<b>June 30 2018</b>
<b>Five Year Period:</b>	<b>July 1 2012 – June 30 2018</b>

<b>Section 1: Overview and Update to Five-year Strategic Context</b>	
<b>Heading</b>	<b>Description</b>
<b>Strategic Direction</b>	<p>Tourism Ucluelet executes targeted marketing strategies that collectively build a strong, genuine brand, and develop outstanding customer and industry relationships. The Association liaises with all levels of government, and promotes best practice policies that venture to enhance (all the while remaining respectful to) our community, stakeholders and visitor experiences.</p> <p>Tourism Ucluelet uses the following guiding principles to conduct its affairs and decision-making process:</p> <ul style="list-style-type: none"> <li>• Utilizing market intelligence and customer focused feedback to refine marketing campaigns</li> <li>• Proactive, agile and innovative in identifying and leveraging market opportunities</li> <li>• Open, collaborative, inclusive and fair in all dealings with stakeholders</li> <li>• Financially responsible and efficient</li> </ul>
<b>Key Learnings and Conclusions</b>	<p>For 2017, Tourism Ucluelet will integrate calls to action and track ROI more effectively. A new tourism website will be completed in 2016. With the new site Tourism Ucluelet will begin to extrapolate data that will further inform to success of a campaign. Ensure the messaging is effectively reaching the target markets. Update the community's assets list and create strategies to showcase them in unique and meaningful ways.</p> <p>Further communication with stakeholders to collect data on trends in their business which reflect some visitor's intentions to come to the area.</p> <p>Work more closely with Destination BC and [as a community] focus more on the conference and retreats market which is beginning to grow.</p> <p>Facebook has become one of the top engagements for Tourism Ucluelet. The goal will be to continue to grow and maintain engagement all the while driving traffic to the tourism new website. This cost-effective way of advertising will allow Tourism Ucluelet to utilize other media channels and widen the scope of exposure.</p>
<b>Overall Goals and Objectives</b>	<p>To create strategic campaigns, marketing the community in a responsible way to increase visitor traffic to the website and social media pages. Efficiently collect the Net promoter index, Explorer Quotient data and monitor Visitor Centre traffic more effectively.</p>
<b>Strategies</b>	<p>Over the course of 2017, Tourism Ucluelet intends to increase its market awareness through multiple projects:</p> <ol style="list-style-type: none"> <li>1. Increased on-line advertising and retargeting to our key markets, primarily British Columbians, Albertans, Americans in the Pacific Northwest; promoting new website.</li> <li>2. Further engagement through our social media campaigns. Over the course of 2016 Tourism Ucluelet's Facebook presence has steadily grown to over 31K.</li> <li>3. Strategic print advertising in specific markets in Canada and the US. These print ads would work in conjunction with complementary on-line ads continually referring to the new website.</li> </ol>

	<ol style="list-style-type: none"> <li>4. Tourism Ucluelet will continue to partner with Tourism Tofino building on the Real West Coast campaign that began in 2015. Both DMO's will work further with the Pacific Rim National Park Reserve on this initiative as well as Port Alberni. This product was designed to promote the journey to the West Coast along the 'Surf highway #4' and capture key memorable locations along the way, all the while sharing through social media with the opportunity to prizes.</li> <li>5. Work with the with GO VI Consortium on a series of "Find your Elements" commercials in British Columbia and Alberta driving traffic to Vancouver Island, Ucluelet, the West Coast and the new Tourism Vancouver Island website.</li> <li>6. Work with Destination BC and Tourism Vancouver Island to increase Ucluelet's awareness through Familiarization Tours and co-op opportunities</li> <li>7. TU will continue to update its stock photo library to be current and in line with Destination BC.</li> <li>8. TU will be collaborating with the local stakeholders, organizations and the District of Ucluelet to enhance the community as an ideal location for retreats, conferences and weddings. Ucluelet has the facilities and infrastructure in place to accommodate small intimate gatherings to moderate sized groups. TU has taken small steps to recognize these potential revenue streams for the community and will be building our campaigns for these underdeveloped opportunities in 2017.</li> <li>9. To leverage, international markets, Tourism Ucluelet will use social media (primarily Facebook and Instagram) to reach this market segment as well as work with Tourism Vancouver Island to collaborate with Travel Trade and media opportunities.</li> </ol>
<b>Target Markets</b>	<p>Ucluelet's primary target markets are couples between the ages of 50-59 years of age, followed by professional couples and families who enjoy spending time experiencing Ucluelet's friendly community and dynamic environment. They enjoy being outdoors on trails, beaches and on the water. Most our visitors are from the South and Central region of Vancouver Island as well as the Vancouver and the lower mainland, followed by Alberta, Ontario and the Pacific Northwest (primarily Washington State and Oregon), with some growth coming out of California. Even though, it seems there are a substantial number of Europeans that visit Ucluelet, this segment only contributes to 4% of market share.</p> <p>The largest cohort of visitors booked at least 3-6mths prior to visiting. Interestingly, one third of visitors during peak season came to Ucluelet with as little as one week of planning prior to their trip. Most either went to the Ucluelet website and/or spoke to family and friends prior to booking. And the average daily stay is approximately 3.6 days.</p>

Section 2: One-Year Tactical Plan with Performance Measures
<b>Major Category:</b> <i>Marketing</i>
<b>Activity Title:</b> <i>Media Advertising and Production</i>
<b>Tactics:</b> Print Ads, Social Media, Tradeshow, Billboard, Commercials Tables 1
<p><b>Implementation Plan:</b> Over the course of 2017, Tourism Ucluelet will be working with our advertising partners [recurring and new] as well as consortium collaborations. Calls to action will be further refined driving traffic to the new website.</p> <p>Tourism Ucluelet [with the assistance of a focus group] recognized that visitors come to Ucluelet intentionally. They “Choose to be here”, Ucluelet is a “Stress Free” community and our visitors come to “Unplug and Reconnect” with nature, themselves and loved ones. Ucluelet and the coast is raw, powerful, pristine and calming. With one of BC’s top trails (the Wild Pacific Trail) as well as the Aquarium, Tourism Ucluelet will continue to curate imagery [in-line with Destination BC’s new guidelines] and showcase new products in conjunction with the aforementioned statements throughout all of our campaigns in 2017.</p>
<ul style="list-style-type: none"> <li> <b><u>Media Advertising and Production</u></b> <p><i>Billboard</i> – Continue with the ‘Stress Free Zone Ahead’ billboard in Nanoose Bay for an additional year. This south facing sign is located north of Nanaimo, reaching (on average) 24,000 vehicles daily. The goal of this billboard is to target the commuter headed home; it is a daily reminder that Ucluelet is a place to unplug and reconnect with oneself, loved ones and nature. This untraditional billboard stands out amongst the rest; Tourism Ucluelet will follow up with a targeted Facebook campaign generating conversation and reminiscent memories of locals to Vancouver Island. The second phase of the project is to have a billboard in Port Alberni with same message. There will be a smaller sign also hanging at the junction of Hwy 4 and the Tofino Ucluelet Hwy with the same message. Tourism Ucluelet will further follow up with magnets and bumper stickers to sell at the Visitor Centre and use during Travel shows. Monitoring will be reported through social media engagement and click through data to the new website. Budget - \$20K</p> <p><i>Print</i> - All print ad will have calls to action with codes and the new website to track ROI. Tourism Ucluelet will continue to target print in key markets that resonate with travellers who could make the journey to the west coast of Vancouver Island. As our print budget is limited, we aim to utilize print that has a long shelf life distributed on Vancouver Island, the lower mainland, interior BC, Alberta and the pacific northwest region of the US.</p> <p><i>Coast Mountain Culture Magazine</i> – Produced twice a year (winter and summer) is a heavy photojournalistic magazine with intriguing articles and images that speaks to the “of the beaten path” traveller who could make the journey to Ucluelet. Even though it has a small circulation (20,000 annually), the reach is approximately 100,000 with a shelf life of a minimum of 6 months if not longer. Due to the style of the magazine, it is a piece that people keep and go back to. The medium age is 35, with the majority being male (54%) and is distributed (for free) to over 200 accommodation providers and retail outlets across the lower mainland (50%), pacific northwest and interior BC (30. %), backcountry operators and resorts (15%), including a 5% international subscription. Tourism Ucluelet will commit to a full page colour ad as well as a complimentary on-line ad embedded rotating on their website. Their website has been rebuilt and with committed ads</p> </li> </ul>

on their website for the winter of 2016/17 as well as commitment to the summer issue, Tourism Ucluelet looks forward to increased click throughs with this new website.

Budget - \$7200

*Times Colonist (TC) – Victoria*; Tourism Ucluelet will be placing up to 8 co-operative full page colour ads in the TC over the course of the year. These ads will run two weeks prior to major holidays (Valentine’s Day, Easter, May long weekend) as well as leading up to local events (Pacific Rim Whale Festival and Ukee Days) with calls to action reflective of the proceeding event or time of year. Predominantly circulated in Victoria and surrounding communities, these print ads will run in the Saturday paper (weekly circulation of 213,000) in the Life Style section. Victoria, is a key market for not only Ucluelet but the Pacific Rim. This affluent city, offers a “staycation” approach to marketing Ucluelet as well as being a corridor to the US market via the Black Ball and Coho ferry services out Washington State.

Budget - \$4000

*Adventures NW Lifestyle Magazine* - It is within our strategic plan to gain exposure in Washington State. Tourism Ucluelet had the opportunity to meet the owner and editor of Adventures NW Lifestyle Magazine out of Bellingham. With distribution in Seattle, Portland, Metro Vancouver, Bellingham and Watcom County, this magazine offers access to 60,000 readers on a quarterly basis who are outdoor enthusiasts with the means and desire to travel. The average age of the reader is 32+ and an equal split between men and women. The editor continues to be a frequent visitor of Ucluelet and has written amazing stories about Ucluelet in the past. In the last year, the magazine has begun to collaborate with a Vancouver Island writer who supplies regular content about the Island; this in turn will provide further focus on the Island.

Budget - \$5200

*Tourism Vancouver Island Touring & Exploring Guide* - This is Tourism Vancouver Island’s flagship publication and is used extensively throughout the tourism industry. There are 100,000 copies printed with distribution to all Visitor Centres in British Columbia as well as more than 150 key locations across Vancouver Island and the Lower Mainland. The guide will also be sent directly to visitors through mail fulfillment and high-traffic locations throughout British Columbia and Alberta. The new website FindYourElement.ca has recently launched and within the first few months has already gained 30,000 - unique impressions. Tourism Ucluelet has committed to two full co-opted pages securing affordable print advertising for local stakeholders. As well as an additional enhanced listing for Ucluelet on the new website.

Budget - \$4500

*Commercials* - For the first-time Tourism Ucluelet will be making a sizable investment into commercials on Vancouver Island and in BC. We will be working with CTV to create content and run a series of commercials over a 6 to 8-week period in the off season [and early shoulder season] targeting Valentine’s Day, Storm watching, Pacific Rim Whale Festival and Spring break. The commercials will be spread throughout the course of the day, ensuring a large cross section of the demographic will have the potential to see the commercial. These will further contain calls to action to track ROI as well as an integrated Facebook campaign and Google Ads. All material will be focusing on the new website, specific events or times of year to experience the coast. During this time frame it is expected that there will be upwards of 928,000 impressions.

GO VI Consortium – Tourism Ucluelet has the opportunity of partaking in the GO VI Consortium with Parksville Qualicum Beach, Tofino and the Comox Valley. The overarching campaign will be branded to compliment and drive traffic the the new FlndYourElements.ca website. A 15 sec commercial will

run at the end of January for two weeks capturing the post holiday market, showcasing Storm Watching and leading into Valentine's Day. The Facebook Carousel will launch in November and run for the duration of the campaign. Ucluelet will partner with Tofino to create a West Coast Facebook Carousel complimenting the FindYourElements.ca brand Tourism Vancouver Island has created. This creative will drive visitation to the new website for the RDMO as well as the local DMO.

Budget - \$18,500

- Social Media

Tourism Ucluelet's Facebook page has been growing at a steady rate since the latter part of 2014. Currently, our Facebook page has just over 31K followers who are highly engaged with our content. We consistently review habits of our followers on Facebook and will continue to utilize user generated content through Facebook and Instagram to maintain interest. In 2017, our goal is to increase engagement and growth by of the Facebook page by 30% continually reaching out to our core markets domestically, nationally, internationally established countries as well as emerging markets. Dramatic photos and video tend to gain the most engagement, fostering memories as well as intriguing new comers to the coast. All posts are targeted towards markets that emulate the overall market that Destination BC is targeting – primarily British Columbians, Albertans, those from the pacific northwest.

Budget - \$15K

- Consumer Shows and Events - Adventure Travel Show Vancouver and Calgary with Tofino and Parks Canada

Tourism Ucluelet will be attending the Vancouver and Calgary Adventure Travel Shows, in partnership with Tourism Tofino and the Pacific Rim National Park Reserve under the Real West Coast brand. The goals is to attend as a region and ensure that when visitors make the journey out to the West Coast they book adequate time to stay and experience more than just one community or area. These shows brings upwards of 40K people over a weekend. In 2016, we interacted with approximately 1000 people over the two day Vancouver event. In 2017, our brand will be further cohesive with collateral as well as banners that are reflective of the Real West Coast campaign. The aim is to promote the area as an not to miss region and partake in a geocatch-like game along Canada's Surf highway – Hwy 4. There are 24 unique stops between Cathedral Grove and the West Coast. The goal is to celebrate the journey to the Coast and have visitors capture their experiences posting on Instagram using the handle #the\_real\_west\_coast.

Budget - \$8,000

- *Collateral production and distribution* – Tourism Ucluelet has had 5000 rack cards created to with a Scratch and Sniff sticker on one side, with a scratch overlay revealing a message on the back. The purpose of this design is to disrupt the rackcard holders with a unique and memorable sticker showing from the top of the card. The smelly sticker (smells like wood) was purposefully designed to trigger curiosity and memories from the consumers youth. The back side reveals an irreverent message to the consumer about the purpose for visiting Ucluelet. The card is interactive with minimal details, other than the new website, two breathtaking images during spring and winter and a map of where Ucluelet is located. These cards will be distributed to the five Destination BC corridor Visitor Centres. Further material will be created to provide as part of a media kit for Travel Trade and trade shows. This cost will include increased distribution to other Visitor Centres who are primary gateways for visitors traveling to the West Coast; ie Victoria, Nanaimo and Comox. Further production of the Real West Coast rack card will be created and be located on BC Ferries, primary

routes in anticipation that travelers will see it and engage in the game as they make their way to the West Coast.

All though difficult to measure, ROI will be determined for the Tourism Ucluelet cards by the number that are requested over the summer and remainder of the year. As well as feedback from consumers who interact with the card. With respects to the Real West Coast collateral, those visitors who take part in the game along the highway will show the ROI on the rack card.

Budget - \$10,000

- Other

*Education Tourism* – West Coast NEST is an education website developed by the Clayoquot Biosphere Trust in collaboration with Tourism Ucluelet, Tourism Tofino, both Districts, all societies and organizations who provide an educational component to their product; the Wild Pacific Trail offers interpretive walks throughout the summer on varying topics as well as all First Nations communities on the West Coast. This is truly a regional product. This site will offer information on courses that are institutional focused (university, high school, post graduate supplementary courses or programs) as well as consumer facing (interpretive walks, art classes and events). Tourism Ucluelet's goal is to support and drive traffic to the site, not to duplicate and compete. Tourism Ucluelet will have a landing page integrated into its website, providing basic details about the content to drive traffic to the specific site for further detail.

We will report traffic and impression from on-line marketing as well as request similar data from CBT.

Budget - \$8K

Combination of in-kind contribution and dollars to support marketing efforts such as collateral development and production, on-line google and Facebook ads.

*Honda Celebration of Lights* - Over the last two years [at the end of July] Tourism Ucluelet has had the opportunity to showcase the community at the Honda Celebration of Lights in Vancouver. Tourism Ucluelet will run a 15 second video clip about Ucluelet on the jumbo screen located at the entrance to the grounds. This ad will run 8 times an hour, over 10 hours a day for three days. The number of impressions as estimated at 1,000,000 over the course of the weekend. Even though the ROI does not offer precise measured impressions, the number of estimated impressions offers an opportunity for Ucluelet to showcase the community to a large group of people over a short period.

*Co-operative Programs* - Tourism Ucluelet will continue to utilize co-operative opportunities offered by Tourism Vancouver Island providing visitation to larger markets through campaigns that would otherwise be unaffordable; as an example, West Jet Up Magazine. This opportunity allows Tourism Ucluelet to showcase our community and its assets through well priced ad placements in the late off season providing exposure in over 90 destinations, on 3000 weekly flights, where up to 90% of travellers with West Jet read their Up Magazine during their trip.

Budget - \$4500

*Weddings/ Conferences/ Retreats/ Events* - Over the course of 2015 there were approximately 800 wedding licenses issued on the west coast between Ucluelet and Tofino. With the relatively new community centre corporate events and retreats have been increasing over the last few years. Resorts and accommodation providers who offer space have been also growing in this market. Ucluelet is listed in BC Meeting Places magazine as a potential venue for small to mid-sized groups.

The West Coast was also featured in an article about smaller more unique areas to go. It has been suggested that over the course of 2015, income into the community was upwards of \$1M dollars. To better understand the needs of this group of visitors Tourism Ucluelet will be working more closely with local stakeholders, the District of Ucluelet, wedding planners and event coordinators to better understand the market and what is required to complete an exceptional experience. To note, Ucluelet will see the Vancouver Island Emergency Preparedness Conference in April 2017. This is a bi-annual conference that can bring upwards of 350 emergency personnel and volunteers who support Island community collaboration and knowledge building for emergency preparedness. Ucluelet will also be hosting the Arts BC and Heritage BC Annual Conference in April. This conference brings together a vast array of artists from around BC and the world. The conference will be anticipating upwards of 220 attendees in the spring. Tourism Ucluelet will be assisting with in-kind support as well as to promote the event and provide information and direction to ensure the event is successful.

On an annual basis, Tourism Ucluelet provides support to following legacy events: the Pacific Rim Whale Festival, Edge to Edge Marathon, Pacific Rim Summer Festival, Cultural Heritage Festival, Pacific Rim Tea Festival, Ukee Days, in the way of collateral, social media and print. As the Ucluelet Aquarium and the Wild Pacific Trail are the communitys' marquee products, Tourism Ucluelet aims to incorporate all marketing showcasing either or both product. To better understand the impact of these events, Tourism Ucluelet will be requesting a detailed report from the organizers. Noting various demographic qualities of the attendees that frequented the aforementioned events and activities. A short interview (with the Chair) and survey (from the participants) will assist in better understanding the needs of the participants for future events.

Budget - \$25,000

Annually, Tourism Ucluelet provides local visitor information services to the Vancouver Island Regional Porsche Club event. This group of come to Ucluelet for three days fundraising for the Ucluelet Volunteer Fire Brigade. In the past the group has know to raise as much \$11K in a weekend. There are normally 150 guests who attend. Tourism Ucluelet's services are in-kind to the attendees.

In-kind Visitor information at event

<p><b>Major Category: <i>Destination Development &amp; Product Experience Mgmt.</i></b></p> <p><b><i>Product Experience and Training</i></b></p>
<p><b>Tactics:</b> With the development of the West Coast NEST Education Tourism initiative started by the Clayoqout Biosphere Trust in 2016, Tourism Ucluelet will be involved in the development and further marketing of the program. Furthermore, multiple organizations such as the Ucluelet Aquarium, Wild Pacific Trail, Central West Coast Forest Society, Thornton Creek Hatchery have begun offering Interpretive programs with Ambassadors to showcase and offer programs for locals and visitors alike to be engaged in the environment they are visiting.</p>
<p><b>Implementation Plan:</b> Tourism Ucluelet has implemented a basic model for support to organizations who are seeking Information or Interpretive Ambassador assistance for their programs.</p>
<p><b>Performance Measures:</b></p> <ul style="list-style-type: none"> <li>• Tourism Ucluelet will require post program reporting prior to year end. Reporting will include basic information regarding the type of visitor who attend and why they decided to take part in the program. This will assist in the future for further support and provide justification.</li> </ul> <p>Budget - \$20K</p>

<p><b>Major Category: <i>Visitor Services</i></b></p>
<p><b>Tactics:</b> Tourism Ucluelet will, for the first time, be overseeing Visitor Services for Ucluelet. The goal in 2017 is to ensure that the Centre is managed effectively and provides a warm and welcoming environment for guests to the West Coast.</p>
<p><b>Implementation Plan:</b> Beginning December 2016, Tourism Ucluelet will begin strategically reaching out to previous businesses and DMO's who collaborated in the past at the Pacific Rim Visitor Centre and re-engage for the future. We will furthermore, be reaching out to our stakeholders for feedback on areas of improvement to ensure our stakeholders feel that their business is being adequately represented. Tourism Ucluelet has itemized the operational costs of Visitor Services into the budget for 2017, along with supplementary revenue options to offset the costs. Merchandise, membership, rentals of floor space, as well as, billboard space will be reviewed. Granting from Federal and Provincial governments will also assist with offsetting the costs to manage the centre.</p>
<p><b>Performance Measures:</b></p> <ul style="list-style-type: none"> <li>• At the end of 2017, Tourism Ucluelet will review visitor numbers, speak with stakeholders for feedback as well as those strategic partners who rented space.</li> <li>• Perform a small survey with visitors after they have left the Centre on delivery of the service.</li> <li>• Tourism Ucluelet, will further collect data on activities within the Centre (calls, sales, collection of materials, stakeholder feedback)</li> <li>• Visitor volume in the Pacific Rim Visitor Centre will be reported accurately</li> </ul> <p>Budget – \$103,200</p>

**Table 1**

SEASON	MONTHLY	HOLIDAY	SLOGAN/DESCRIPTORS	ACTIVITY	EVENTS	TARGET MARKET	MARKET WHERE
<b>WINTER</b> Nov 1 to Feb 28	November	<ul style="list-style-type: none"> <li>• US Thanksgiving</li> <li>• Christmas</li> <li>• New Years</li> </ul>	<ul style="list-style-type: none"> <li>• Come dance in the rain!</li> <li>• No snow</li> <li>• Romance</li> </ul>	<ul style="list-style-type: none"> <li>• Ski and Surf</li> <li>• Storm Watching</li> <li>• Surf</li> </ul>	<ul style="list-style-type: none"> <li>• Aquarium Release Day</li> <li>• Surf Competition</li> <li>• Midnight Madness</li> </ul>	<ul style="list-style-type: none"> <li>• Couples (pre and post children)</li> <li>• Families (family day)</li> <li>• Surfers</li> </ul>	Alberta BC Northwest US California
	December	<ul style="list-style-type: none"> <li>• Christmas</li> <li>• New Years</li> <li>• Valentine's Day</li> <li>• BC &amp; AB Family Day (end of Dec)</li> <li>• <i>Winter Solstice</i></li> </ul>	<ul style="list-style-type: none"> <li>• Restore, rejuvenate for 2016</li> <li>• capture raw power of the coast</li> </ul>	<ul style="list-style-type: none"> <li>• Trail hiking WPT/PRNPR</li> <li>• Restore, rejuvenate</li> <li>• Sport Fishing</li> <li>• Food/local</li> </ul>			
	January	<ul style="list-style-type: none"> <li>• Valentine's Day</li> <li>• March Break</li> <li>• President's Day Weekend (Feb 16)</li> <li>• BC &amp; AB Family Day</li> <li>• Chinese New Year</li> </ul>	<ul style="list-style-type: none"> <li>• Romance</li> <li>• Family time</li> <li>• Restore, rejuvenate, return (post holiday stress)</li> <li>• Capture raw power</li> <li>• Be inspired!</li> </ul>		<ul style="list-style-type: none"> <li>• Whale Fest</li> <li>• Aquarium Opening</li> <li>• Art Splash</li> </ul>	<ul style="list-style-type: none"> <li>• Artists</li> <li>• Family</li> <li>• Couples</li> <li>• Active Living</li> </ul>	
	February	<ul style="list-style-type: none"> <li>• March Break</li> <li>• Easter</li> </ul>	<ul style="list-style-type: none"> <li>• Hop into Spring!</li> <li>• Family Exploration</li> <li>• Surf into Spring!</li> <li>• Hike into Spring!</li> </ul>				
<b>SPRING</b> Mar 1 to May 31	March	<ul style="list-style-type: none"> <li>• Easter</li> <li>• Victoria Day</li> <li>• US Memorial Day (May 25)</li> </ul>	<ul style="list-style-type: none"> <li>• Hop into Spring!</li> <li>• Family Exploration</li> </ul>	<ul style="list-style-type: none"> <li>• Whale Watching</li> <li>• Water sports</li> <li>• Hiking</li> <li>• Beachcombing</li> </ul>	<ul style="list-style-type: none"> <li>• Tea Festival (April)</li> <li>• Edge to Edge (Start late Feb)</li> <li>• George Fraser Day</li> <li>• Pacific Rim Summer Festival</li> </ul>	<ul style="list-style-type: none"> <li>• Gardeners</li> <li>• Families</li> <li>• Active living</li> <li>• Fishing</li> <li>• Artists</li> </ul>	Alberta BC Northwest US California
	April	<ul style="list-style-type: none"> <li>• Mother's Day</li> <li>• Victoria Day</li> <li>• US Memorial Day (may 25)</li> </ul>	<ul style="list-style-type: none"> <li>• Spoil your mother with a weekend getaway</li> <li>• Rhodos</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Sport Fishing</li> <li>• Restore, rejuvenate</li> <li>• Food/local</li> <li>• Zipline</li> </ul>			
	May	<ul style="list-style-type: none"> <li>• Mother's Day</li> <li>• Canada Day</li> <li>• Ukee Days</li> <li>• Father's Day</li> </ul>					

SEASON	MONTHLY	HOLIDAY FOCUS	Slogan/Descriptors	ACTIVITY FOCUS	EVENTS FOCUS	TARGET MARKET	MARKET WHERE
<b>SUMMER</b> <i>June 1 to Aug 31</i>	June	<ul style="list-style-type: none"> <li>• Father's Day</li> <li>• Canada Day</li> <li>• Ukee Days</li> <li>• <i>National Aboriginal Day (June 21)</i></li> <li>• <i>Summer Solstice (June 21)</i></li> <li>• BC/Heritage Day wknd</li> </ul>	<ul style="list-style-type: none"> <li>• Father's getaway</li> <li>• Play and have fun</li> <li>• try something new</li> <li>• long days</li> <li>• Feel it like we live it</li> </ul>	<ul style="list-style-type: none"> <li>• All water sports</li> <li>• Aquarium</li> <li>• Food/local</li> <li>• Fishing</li> <li>• Zipline</li> </ul>	<ul style="list-style-type: none"> <li>• Otalith Festival</li> <li>• Back to School</li> <li>• Surf Month (Oct)</li> </ul>	<ul style="list-style-type: none"> <li>• Men (dad's)</li> <li>• Active Living</li> <li>• families</li> <li>• Couples</li> </ul>	<ul style="list-style-type: none"> <li>• Alberta</li> <li>• BC</li> <li>• Northwest US</li> <li>• California</li> </ul>
	July	<ul style="list-style-type: none"> <li>• BC/Heritage Day wknd</li> <li>• Labour Day</li> </ul>					
	August	<ul style="list-style-type: none"> <li>• Labour Day</li> <li>• Thanksgiving (CDN)</li> </ul>					
<b>FALL</b> <i>Sept 1 to Oct 31</i>	September	<ul style="list-style-type: none"> <li>• Thanksgiving (CDN/US)</li> <li>• Columbus Day (Oct 12)</li> </ul>	<ul style="list-style-type: none"> <li>• sunsets</li> <li>• peaceful</li> </ul>	<ul style="list-style-type: none"> <li>• Food/local</li> </ul>	<ul style="list-style-type: none"> <li>• Surf Month (Oct)</li> </ul>	<ul style="list-style-type: none"> <li>• Families</li> <li>• Couples</li> <li>• Active Living</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Alberta</li> <li>• BC</li> <li>• Northwest US</li> <li>• California</li> </ul>
	October	<ul style="list-style-type: none"> <li>• US Thanksgiving (Nov 26)</li> <li>• Halloween</li> <li>• Remembrance Day</li> <li>• Christmas</li> <li>• New Years</li> </ul>					

## Section 3: MRDT Budget for One-Year Tactical Plan

Revenues		Budget \$
Carry-forward from previous calendar year		20500
MRDT		314500
Local government contribution		6000
Stakeholder contributions		5000
Co-op funds received (e.g. CTO; DMO-led projects)		8000
Other local stakeholder contributions		7000
Grants – Federal		37500
Grants – Provincial		
Grants/Fee for Service - Municipal		
Retail Sales		9000
Interest		
Other - signage space		3000
	<b>Total Revenues</b>	<b>416,500</b>
Expenses		Budget \$
<b>Marketing</b>		
Marketing staff – wage and benefits		45600
Media advertising and production		103500
Website - hosting, development, maintenance		5000
Social media		15000
Consumer Shows, events		8000
Collateral production, and distribution		13000
Travel media relations		5000
Travel trade		
Other (please describe)		
	<b>Subtotal</b>	<b>174,600</b>
<b>Destination &amp; Product Experience Management</b>		
Destination & Product Experience Management Staff – wage and benefits		
Industry development and training		
Product experience enhancement and training		10000
Research and evaluation		10000
Other (please describe)		
	<b>Subtotal</b>	<b>20000</b>
<b>Visitor Services</b>		
Visitor Services activities		103200
Other (please describe)		
	<b>Subtotal</b>	<b>103200</b>
<b>Meetings and Conventions</b>		
Meetings, conventions, conferences, and events etc.		
	<b>Subtotal</b>	
<b>Administration</b>		
Management and staff unrelated to program implementation – wages and benefits		50000
Finance staff – wages and benefits		4000
Human Resources staff – wages and benefits		
Board of Directors costs		
Information technology costs – workstation-related costs (i.e. computers, telephone, support, networks)		6200
Office lease/rent		6600
Expenses		Budget \$
General office expenses		29400
	<b>Subtotal</b>	<b>98200</b>

<b>Other</b>	
All other wages and benefits not included above	
Other activities not included above (please describe)	
<i>Subtotal</i>	
<b>Total Expenses:</b>	<b>416,500</b>
<b>Balance or Carry Forward</b>	