



**REGULAR MEETING OF COUNCIL
Tuesday, April 23, 2019 @ 4:30 PM
George Fraser Room, Ucluelet Community Centre,
500 Matterson Drive, Ucluelet**

AGENDA

	Page
1. CALL TO ORDER	
2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY	
2.1. Council would like to acknowledge the Yuułu?i?at̓ First Nations on whose traditional territories the District of Ucluelet operates.	
3. ADDITIONS TO AGENDA	
4. APPROVAL OF AGENDA	
5. UNFINISHED BUSINESS	
6. MAYOR'S ANNOUNCEMENTS	
7. PUBLIC INPUT, DELEGATIONS & PETITIONS	
7.1 Public Input	
8. CORRESPONDENCE	
8.1. 2019 BCCFA Conference & AGM Invite British Columbia Community Forest Association C-1 BC Forest Correspondence	5 - 8
8.2. Request to Pass a Resolution to be Forwarded to Premier Horgan & the Union of BC Municipalities City of Maple Ridge C-2 Maple Ridge Correspondence	9 - 13
9. INFORMATION ITEMS	
9.1. Hwy 4 - Kennedy Hill Safety Improvements Traffic Interruptions Update Emil Anderson Construction (EAC) Inc. I-1 Emil Anderson Correspondence	15 - 16
9.2. 2018 in Review and 2019-2020 Strategic Plan Wild Pacific Trail Society I-2 WPTS Correspondence	17 - 29
10. COUNCIL COMMITTEE REPORTS	
10.1 Councillor Rachelle Cole <i>Deputy Mayor October - December 2019</i>	

- 10.2 Councillor Marilyn McEwen
Deputy Mayor November 2018 - March 2019
- 10.3 Councillor Lara Kemps
Deputy Mayor April - June 2019
- 10.4 Councillor Jennifer Hoar
Deputy Mayor July - September 2019
- 10.5 Mayor Mayco Noël

11. REPORTS

- 11.1. Resolution Tracking - April 2019 31 - 39
Marlene Lagoa, Manager of Corporate Services [R-1 Resolution Tracking Report](#)
- 11.2. Information Session on 2019 District Projects 41 - 54
Marlene Lagoa, Manager of Corporate Services [R-2 Information Session Report](#)
- 11.3. School Zone Safety Review 55 - 77
Warren Cannon, Manager of Public Works
[R-3 School Zone Traffic Report](#)
- 11.4. CleanBC Communities Fund Application for EV Charging Stations 79 - 80
Mark Boysen, Chief Administrative Officer
[R-4 EV Funding Request Report](#)
- 11.5. Short-Term Rental Program - Update 81 - 84
Brent Ashton, Bylaw Services Officer
[R-5 STR Program Update Report](#)
- 11.6. Short-Term Rentals - Accessory Residential vs. Commercial Use 85 - 90
Bruce Greig, Manager of Community Planning
[R-6 STR Discussion Report](#)
- 11.7. Zoning Bylaw Amendment Odyssey Lane (Lots A Through G, Plan VIS6520) 91 - 104
Bruce Greig, Manager of Community Planning
[R-7 Odyssey Lane Report](#)
- 11.8. Zoning Bylaw Amendment for 796 Marine Drive 105 - 128
John Towgood, Planner 1
[R-8 796 Marine Drive Report](#)

12. LEGISLATION

- 12.1. Five Year Financial Plan and Tax Rates Bylaws (Adoption) 129 - 139
Marlene Lagoa, Manager of Corporate Services
[L-1 Financial Plan Report](#)
[L-2 Bylaw No. 1245, 2019](#)
[L-3 Bylaw No. 1246, 2019](#)
- 12.2. Single-Use Plastics Bylaw - 2nd Reading 141 - 151
Marlene Lagoa, Manager of Corporate Services
[L-4 Single Use Plastic Bag Report](#)

[L-5 Bylaw No. 1247, 2019](#)

13. OTHER BUSINESS
14. QUESTION PERIOD
15. ADJOURNMENT

Subject: Early bird Registration Information 2019 BCCFA Conference and AGM

From: BC Community Forest Association <smulkey@bccfa.ca>

Sent: April 8, 2019 7:27 AM

Subject: Early bird Registration Information 2019 BCCFA Conference and AGM



[Register Now](#)

Get Early Bird Tickets until May 13th.

Reserve a booth in the Goods and Services Exhibit on the registration site.

[Accommodation Info](#)

The hold on rooms at the conference venue will be lifted on April 15th. Don't miss out. Book today!

[Become a Sponsor](#)

On the unceded, ancestral and shared territory of the Sto:lo People, the 16th annual BCCFA event will be hosted by the Mission Municipal Forest. The municipality is on Kwantlen, Leq'a:mel, Matsqui and Sq'ewlets territories.

Don't miss the chance to be part of this experience!

Registration is limited to 200 so register now and secure your accommodations. Join us, our members, colleagues, and our government, industry and academic partners, to learn together, and to celebrate the incredible success of our area-based tenures in Indigenous and rural communities. You can expect a rich 3 day experience filled with speakers and dynamic discussions, networking, workshops on key topics, and opportunities to shape the future priorities of the BCCFA. Special student rates are available.



CONFERENCE PROGRAM

Wednesday, June 12th

9:00-3:30 Field trip to the Mission Municipal Forest featuring their efforts to operate a working forest, and to collaborate with First Nation interests and the multiple recreational users and overlapping tenures on the land base.

6:00-10:00 Opening Reception and Local Craft Brew Sampling - Welcome from the BCCFA Board and Staff, sponsors and special guests.

Thursday, June 13th

8:30-4:30 The day will include sessions on First Nations partnerships, ecosystem resiliency, adapting to a changing climate, community wildfire protection, community investment cooperatives, news on key government initiatives and informal dialogue sessions for managers and community forest boards.

6:00-10:00 BCCFA Annual Banquet and Awards

Friday, June 14th

8:00-2:00 The day will begin with the BCCFA AGM, followed by a special session on Reconciliation through Education and Understanding where we will host the [The KAIROS Blanket Exercise™](#). The Blanket Exercise is a unique, participatory history lesson – developed in collaboration with Indigenous Elders, knowledge keepers and educators – that fosters truth, understanding, respect and reconciliation among Indigenous and non-indigenous peoples.

Biking in the Fraser Valley

The Mission area is well known for its vast hiking and [mountain biking trails](#). From easy flow to technical there is a growing group of people who will be organizing rides around the conference sessions. Let us know on your registration form if you are interested.



The [Mission Tree Farm Licence #26, also known as the Mission Municipal Forest](#), has been a member of the BCCFA since inception in 2002.

It was formed in 1958 as an outcome of the report from Gordon Sloan and the Royal Commission on the Forest Resources of British Columbia of 1945, where there was a recommendation that municipalities manage the local forests.

Operating for over 60 years, Mission will share their experiences of addressing

the challenges of managing their area based working forest in the lower mainland, access management, recreational interests, educational programming and deepening relations with their First Nations neighbours.





Office of the Mayor

April 5, 2019

Member Municipalities
c/o Union of BC Municipalities
Suite 60 - 10551 Shellbridge Way
Richmond, BC V6X 2W9

Dear UBCM Member Municipalities:

I am writing on behalf of Maple Ridge City Council to inform you of recent action taken by the Province of British Columbia that undermines the authority granted to municipal governments, and request that you pass a resolution to be forwarded to Premier Horgan and the Union of BC Municipalities (UBCM) expressing concern for the impact this action has on the roles defined for local government within the Community Charter (CC) and the Local Government Act (LGA).

By way of background, I share with you the recent experience of the City of Maple Ridge, where on two separate occasions, we have been subjected to the Province's unilateral action to bypass local government autonomy and public process, inconsistent with our local zoning.

In May 2018, the Province of BC made application to the City of Maple Ridge to rezone provincially-owned properties on 11749 & 11761 Burnett Street (as referenced in [Item 1108 of the May 22, 2019 Council Meeting Report](#)) to build purpose built supportive housing. Citizens attended a public meeting hosted by local MLAs and presented a 10,000 name petition against this application citing several considerations that made the site unsuitable including its proximity to a daycare, two schools, a seniors centre, and that the proposed model itself was inadequate to meet the complex mental health and addiction support services required, particularly persons coming from a camp environment. Following the public process, the City rejected the application. The Provincial Government responded to this decision by taking unilateral action to install housing through the Rapid Response to Homelessness (RRH) program on a nearby provincially-owned site on Royal Crescent, next to senior and low income housing, without any local consultation citing emergency measures were needed to ensure camp closure, which did not happen.

Since this Council took office in November 2018, we have taken swift and deliberate steps to address mental health and housing problems in our community, especially with regard to the ongoing presence of the St. Anne Camp that was first established in May 2017. We have endeavored to open positive channels of communication with the Province of BC to deliver a workable plan that addresses immediate and long term housing needs in our community, while respecting the views that have been clearly stated by local citizens. This began with post-election meetings in October 2018 with our local MP, MLAs, Fraser Health Authority, BC Housing and related non-profit service providers followed by Council's development of a Strategic Plan which includes direction to establish a Community Safety Plan as a major tenet of this work. These steps have been followed up most recently with a meeting in Victoria on February 25, 2019 with Ministers we felt needed to be present to assist us in our plan, that being Ministers of Health, Mental Health and Addictions, Poverty and Housing to discuss a broad range of problems including housing affordability, delivery of addiction and mental health services, community safety, and how we can move forward on these matters in Maple Ridge.

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City of Maple Ridge

11995 Haney Place, Maple Ridge, British Columbia V2X 6A9 CANADA

Request to Pass a Resolution to be Forwarded to Premier Horgan & the Uni... www.mapleridge.ca

UBCM Member Municipalities
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On Monday, March 4, just one week after that meeting, I received a phone call from the Housing Minister demanding that the City deliver a "Social Housing Plan" within five days to address short and long term needs, including providing immediate housing to facilitate the closure of the St. Anne Camp. Council immediately passed a resolution and then delivered on this request in seven days, with all related resolutions from Council to demonstrate our willingness and commitment to collaborate for a mutually beneficial outcome. The Plan was immediately rejected by the Province. The Province cited the unsuitability of the City's chosen property, despite City staff's assessment that the site could accommodate immediate housing needs to achieve camp closure. One week later, Minister Robinson announced publicly that RRH housing would be installed on Burnett Street, at the same location local residents and the previous Council had already rejected through the usual local application process.

Maple Ridge Council is gravely concerned by this second instance of the Provincial Government overriding local autonomy. The initial 53 housing units installed on Royal Crescent did not end the St. Anne Camp as promised by the Province, with units populated by both camp residents and other homeless individuals identified by BC Housing as a regional housing provider. In five months' time, the facility has experienced two deaths, and seen few moving forward as evidenced by statistics provided by the operator. Increasing crime at this location, the St. Anne Camp, and all other low barrier facilities in Maple Ridge indicates that the chosen model is not suitable to help people in a very serious state of poor mental health often coupled with significant substance misuse problems. Moreover, we have seen that other communities working to address closure of camps experienced similar results (e.g. Nanaimo, Victoria, Surrey and now Maple Ridge).

The emphasis that has been placed on low barrier housing in Maple Ridge, which includes approximately 950 rental supplements for untreated persons mostly suffering from substance misuse and mental health problems, has eliminated most of our affordable housing stock that is critical for people on low income, veterans, seniors, single parents and persons with disabilities. Furthermore, ongoing criminal activity has overtaxed all front line resources. These are real and significant local concerns that have been swept aside by the Province's action.

What our community needs is a comprehensive health care facility focusing on mental and physical health, addictions recovery, and services to move people forward to a better place in their lives. We asked for this as part of our Social Housing Plan to the Province, a Plan which recognizes that local governments' role is to make decisions in the best interest of local residents. By acting unilaterally, the Province has imposed regional priorities at the expense of Maple Ridge citizens, and taken away our Council's ability to represent the best interests of our community.

We therefore ask you, our fellow local governments, to consider the ramifications of this unilateral action by the Province of BC to overrule municipal land use regulations and dispense with public consultation and collaboration with local government. In our view, it sets a dangerous precedent that jeopardizes the autonomy of all local governments in British Columbia, and could have repercussions for a wide range of sensitive matters that municipalities might consider, such as a waste incineration plant, a prison, a communication tower, etc. For projects such as these, it is particularly important that senior government initiatives go through proper process including site assessment and suitability evaluation, and for the Province of BC to respect the authority that has been granted to local governments to carry out due public process and represent the best interests of their communities in order to ensure approval.

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UBCM Member Municipalities

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We appreciate that initiatives such as the RRH program may or may not be suitable in your community. Local government holds the authority and responsibility of making the right decisions based on a balance of all interests and weighing local and regional needs, while working with our senior government partners.

Enclosed you will find a proposed resolution that is strictly about the importance of local government autonomy. We ask that you consider passing this resolution and forward a copy to Premier Horgan and the UBCM to let them know that local governments require the Province of BC to respect local democracy and work collaboratively with us to move forward on projects and programs of mutual concern that balance the interests of all BC residents.

Thank you for your consideration of this important matter.

Yours sincerely,



Michael Morden
Mayor

Attach: Sample Resolution
Sample Letter to Premier Horgan

cc: Maple Ridge Council

Sample Resolution

WHEREAS the *Community Charter*¹ acknowledges that municipalities and their Councils are “democratically elected, autonomous, responsible and accountable”; require the authority to determine the public interest of their communities; and the *Local Government Act*² grants local governments the powers and flexibility required to fulfill their purpose and respond to the needs of their communities;

AND WHEREAS the Ministry of Municipal Affairs & Housing has taken unilateral action in Maple Ridge that undermines the jurisdiction of the Council of the City of Maple Ridge to determine and represent the public interest of this community, setting a dangerous precedent that jeopardizes the autonomy of all local governments in British Columbia in representing the interests of their communities through fair and accountable public process;

THEREFORE BE IT RESOLVED that [*Enter Municipality*] urges the Province of British Columbia to commit to work in collaboration with local governments within the bounds of their respective jurisdictions on all current and future projects of mutual concern to local governments and the Provincial Government.

¹*Community Charter*, SBC 2003, c.26, part 1

²*Local Government Act*, RSBC 2015, c.1, part 1

[Enter Date]

Premier Horgan
West Annex Parliament Buildings
Victoria, BC V8V 1X4

Dear Premier Horgan:

Due to our concern over recent action taken by the Ministry of Municipal Affairs & Housing to undermine jurisdiction granted to municipal governments, the Council of [Enter Municipality] endorsed the following resolution on [Enter Date]:

WHEREAS the *Community Charter* acknowledges that municipalities and their Councils are “democratically elected, autonomous, responsible and accountable”; require the authority to determine the public interest of their communities; and the *Local Government Act* grants local governments the powers and flexibility required to fulfill their purpose and respond to the needs of their communities;

AND WHEREAS the Ministry of Municipal Affairs & Housing has taken unilateral action in Maple Ridge that undermines the jurisdiction of the Council of the City of Maple Ridge to determine and represent the public interest of this community, setting a dangerous precedent that jeopardizes the autonomy of all local governments in British Columbia in representing the interests of their communities through fair and accountable public process;

THEREFORE BE IT RESOLVED that [Enter Municipality] urges the Province of British Columbia to commit to work in collaboration with local governments within the bounds of their respective jurisdictions on all current and future projects of mutual concern to local governments and the Provincial Government.

We therefore urge the Government of BC to respect local government autonomy and engage in collaborative consultation with municipalities and constituents on any land use or other matters of concern to the Provincial Government.

Yours sincerely,

[Signatory]



EMIL ANDERSON CONSTRUCTION (EAC) INC.

April 11th, 2019

**Re: Hwy 4 Kennedy Hill Safety Improvements
Traffic Interruptions Update**

Dear Highway 4 travelers,

Attached is a copy of the April 12th, 2019 to May 6th, 2019 closure schedule. You can find a copy of the schedule on our *EAC Hwy 4 Kennedy Hill Project Updates* Facebook page at facebook.com/eac.bc.ca.kennedy.hill/

There is also a traffic advisory hotline which will provide detailed and up-to-date information to help plan your trip. The number is: **1-855-451-7152**.

Information will also be posted on electronic message boards at either ends of the project and along the Hwy 4 corridor between the west coast and Hwy 19 as well as information posted to DriveBC.ca. For your own safety, it is imperative you respect all construction signage, and stay well clear of any equipment.

We apologize for any inconveniences as a result of this project, but hope you understand that we are working towards a safer highway for all of us.

Further project information is available on the Ministry's project website at gov.bc.ca/highway4kennedyhill. Should you have any questions or concerns, you can leave a message on the traffic advisory hotline at 1 855 451-7152.

Sincerely,

EMIL ANDERSON CONSTRUCTION (EAC) INC.

Erin Pomeroy
EAC Project Coordinator



12 - April	Friday	<p>Road CLOSED between the following times: -1AM to 4AM -5AM to 7AM -12PM to 1PM -4PM to 5PM -10PM to 12AM except on Fridays Expect up to 30-minute delays at all other times, day and night.</p>
13 - April	Saturday	
14 - April	Sunday	
15 - April	Monday	
16 - April	Tuesday	
17 - April	Wednesday	
18 - April	Thursday	
19 - April	Friday	<p>Road CLOSED between the following times: -1AM to 4AM -5AM to 7AM</p>
20 - April	Saturday	No Closures
21 - April	Sunday	
22 - April	Monday	
23 - April	Tuesday	<p>Road CLOSED between the following times: -10PM to 12AM</p>
24 - April	Wednesday	<p>Road CLOSED between the following times: -1AM to 4AM -5AM to 7AM -12PM to 1PM -4PM to 5PM -10PM to 12AM except on Fridays Expect up to 30-minute delays at all other times, day and night. ** Friday – No 12PM to 1PM and 4PM to 5PM closure</p>
25 - April	Thursday	
26 - April	Friday	
27 - April	Saturday	
28 - April	Sunday	
29 - April	Monday	
30 - April	Tuesday	
1 - May	Wednesday	
2 - May	Thursday	
3 - May	Friday**	
4 - May	Saturday	<p>No Closures</p> <p> Find us on Facebook @eac.bc.ca.kennedy.hill</p>
5 - May	Sunday	
6 - May	Monday	

2019-20 WILD PACIFIC TRAIL SOCIETY STRATEGIC PLAN

1. CAPACITY & GROWTH (INTERNAL)

Strengths	Challenges
<input type="checkbox"/> Cohesive	<input type="checkbox"/> Lack of volunteers/volunteer engagement
<input type="checkbox"/> No ego	<input type="checkbox"/> No physical location/storefront/office – reduces ability to connect with the public
<input type="checkbox"/> Spirit of good will and passion	<input type="checkbox"/> More even distribution of work amongst board members
<input type="checkbox"/> Open to new ideas. Progressive	<input type="checkbox"/> Succession planning for key board functions/members
<input type="checkbox"/> Well run meetings	<input type="checkbox"/> Engaging younger board members
<input type="checkbox"/> Committed and efficient core executive	<input type="checkbox"/> President is stretched – challenge for organization to move towards professionalization
<input type="checkbox"/> Board member longevity (low turn over)	<input type="checkbox"/> Board to staff ratio – need more operational horsepower
<input type="checkbox"/> Energy to move forward	
<input type="checkbox"/> Model for other NGOs	

Goal: The Board has the necessary capacities and support to fulfill their governing responsibilities, deliver the core purpose, and to guide the growth of the Society			
Objectives	Strategic Limitations	Resources (Human & Financial)	Status and Variance
<input type="checkbox"/> Develop a portfolio system for the Board. Analyze what each Board members does, as well as what activities are needed for the annual priorities. ID possible portfolios. Discuss how activities can be distributed between directors in a manner that is sustainable and honours each director’s skills and interests.		Julian, Barb, Shannon, Don draft by Apr. 4	Completed Added Tanya as full time 6 months, part time shoulder season for education programs. Shannon given more hours to write proposals/grant in admin.
<input type="checkbox"/> Develop a Board member recruitment plan.		Assign once portfolio system is developed	3 board members recruited.

<p>Assess any gaps in board competencies, considering the outcomes of the portfolio system discussion.</p> <p>In particular, consider youth representation, an education focus, and centre development.</p>			
<input type="checkbox"/> Develop a system to ensure Board access to all relevant documents (e.g. website or Dropbox)		<p>Julian, Shannon (technical system) – April</p> <p>Don (documents)</p>	Portal Completed

2. CORE PURPOSE

a. Trail

Strengths	Challenges
<input type="checkbox"/> Free	<input type="checkbox"/> Off-leash dogs and dog/wildlife interaction
<input type="checkbox"/> Accessible	<input type="checkbox"/> Plan for trail building in areas not under WPTS control
<input type="checkbox"/> Well maintained	<input type="checkbox"/> Conflict with environmental issues (goal for every program)
<input type="checkbox"/> Highlights the history of the coast	<input type="checkbox"/> Natural disasters and disaster/emergency planning
<input type="checkbox"/> Active building and improvements every year	<input type="checkbox"/> Traffic management and parking at highway (success=stress)
<input type="checkbox"/> Citizen support	<input type="checkbox"/> Need to increase accessibility at locations
<input type="checkbox"/> Increase in American visitors due to strength of US dollar	<input type="checkbox"/> Lack of trail connection on Marine Drive
	<input type="checkbox"/> Over use, trail capacity issues
	<input type="checkbox"/> Improper use/safety
	<input type="checkbox"/> Lack of environmental protection (e.g. buffer)-Developers are onsite!
	<input type="checkbox"/> Wildlife/human conflict
	<input type="checkbox"/> Gaps in trail (non-continuous)
	<input type="checkbox"/> Bylaw enforcement (e.g. commercial operators)

Opportunities:

- Trail expansion – Wyndansea, YFN, Opalski
- Land conservation via purchase- no movement, but Weyerhauser is setting aside parkland, big win. Onni also showing massive parkland.

Goal: Continue development of a world class trail that is a 'work of art'			
<i>Objectives</i>	<i>Strategic Limitations</i>	<i>Resources (Human & Financial)</i>	<i>Status and Variance</i>
<input type="checkbox"/> Advance trail development between Onni and the Park Set a meeting between the YFN Development Corporation and the Board Make contact with Opalski to confirm agreement on Lot 2 (in writing preferred), and keep the DoU apprised of progress Talk to the Park re: completing the trail from the boundary of Wya to Halfmoon Bay		Vi Jim	Continue to build these relationships to further advance the trail when the opportunity arises. Set a meeting with YFN.
<input type="checkbox"/> Develop the Bog interpretive walk Hire Silva Johannson to develop the walk Launch at Whalefest (Mar. 17)			Completed-focus for 2019 is the Spring Cove Interpretive program.
<input type="checkbox"/> Advance trail development of the Orphan Section – abandoned parking lot Make the ask of the Birds	Do not fail to involve the DoU re: right of way Do not fail to consider survey (~\$1k) and other costs	Abby	In progress (DoU)
<input type="checkbox"/> Ensure the new Ucluelet Council is orientated on Society's interests and activities		Barb, Don ~ Nov. 2018	Shift to no board rep. Marilyn McEwen to join unofficially. Present to Council as needed & attend Committee of the Whole meetings
<input type="checkbox"/> Work towards an appropriate buffer on the development side of the trail			Appears the corridor is not under threat, parkland dedication in

Find the trail corridor/buffer document Re-introduce issue at the upcoming OCP consultations		Heather	place! DoJ received our OCP suggestions.
<input type="checkbox"/> Review the 5-year trail plan Develop a draft and present to the Board		Jim – September	Need to envision 5-year trail plan. Ancient Cedars no longer in trespass.
<input type="checkbox"/> Develop a coordinated sign strategy (e.g. location, strategic use of signs, map replacement, distance markers & visibility) Find the previous sign inventory		Barb – June Heather	All new wayfinding needed.

b. Centre-no progress-biggest challenge because we have programs and staff but no office/visitor amenities. Drill down to priority for this! Keepers house is 3 to 4 years away.

Strengths	Challenges
<input type="checkbox"/> Reputation for successfully delivering quality	<input type="checkbox"/> Human resourcing of centre
<input type="checkbox"/> Natural setting	<input type="checkbox"/> Balancing revenue and non-revenue generating activities
<input type="checkbox"/> Ability to scale	<input type="checkbox"/> Business planning capacity
<input type="checkbox"/> Knowledge of 'must have' elements, and space needs	<input type="checkbox"/> Costs and financial stability (capital and operating)
	<input type="checkbox"/> Location finalization

Opportunities:

- Build nature centre

Goal: Develop a physical space that welcomes trail users and addresses the administrative needs of the Society			
<i>Objectives</i>	<i>Strategic Limitations</i>	<i>Resources (Human & Financial)</i>	<i>Status and Variance</i>
<input type="checkbox"/> Provide a letter to the Ucluelet Council re: the Society's general interest in developing a physical space		Mark and Shannon to draft	Completed
<input type="checkbox"/> Participate in the upcoming feasibility assessment of the lighthouse lands			Completed

Goal: Develop an educational centre

<i>Objectives</i>	<i>Strategic Limitations</i>	<i>Resources (Human & Financial)</i>	<i>Status and Variance</i>

3. STAKEHOLDERS AND PARTNERS-very strong District support. Education doubling, big impact. Looking at local school groups (last summer daycare and Nature Kids came to events). Growth area for shoulder season.

Strengths	Challenges
<input type="checkbox"/> Excellent reputation	<input type="checkbox"/> Community engagement
<input type="checkbox"/> Buy-in from locals, District, businesses	<input type="checkbox"/> Not enough community understanding for win/win with tourism (tension?) – what about an Ambassador program?
<input type="checkbox"/> Co-operation with Weyerhaeuser	<input type="checkbox"/> Lack of educational partnerships (e.g. SD70)
<input type="checkbox"/> Partnerships	<input type="checkbox"/> Need more attention on social media
<input type="checkbox"/> Lots of unasked and unsolicited marketing	<input type="checkbox"/> Lack of initiative for partnerships with other land owners (e.g. Wya Point, PRNPR)
<input type="checkbox"/> Existing marketing materials are high quality	<input type="checkbox"/> Little or no First Nations involvement
<input type="checkbox"/> Being marketed as an outdoor recreation experience – trending in tourism	<input type="checkbox"/> Lack of branding, marketing
<input type="checkbox"/> Aging population – boomers with money are visiting	<input type="checkbox"/> Message control over marketing by 3 rd parties
	<input type="checkbox"/> Negative media coverage
	<input type="checkbox"/> Lack of control on the look and feel of trails in private developments
	<input type="checkbox"/> Surrounding development

Goal: Public and partner interests in the trail are met through open and transparent workings of the Board, and through effective engagement

<i>Objectives</i>	<i>Strategic Limitations</i>	<i>Resources (Human & Financial)</i>	<i>Status and Variance</i>
<input type="checkbox"/> Develop a community engagement strategy (e.g. advertise meetings more broadly, Ukee Days, Open House, via DoU Link with the volunteer strategy Board to review and determine implementation		Heather, Abby, Shannon, Denise.	Last meeting had 3 guest attend. Could have more volunteer events, it is on our mind. 20 th anniversary big opportunity!
<input type="checkbox"/> Develop a volunteer strategy, including - appropriate	Do not fail to take safety	Jim, Dani with Abby	

ways for volunteers to work on the trail (e.g. work bees, specific trail sections), identification of necessary coverages, and identification of potential volunteer pool (e.g. high school, kayaking group) Link with the community engagement strategy	issues into consideration Do not fail to consider volunteer training needs		
<input type="checkbox"/> Develop a communications strategy (e.g. operational post-storm, Coast Smart, key messages, media relations, social media use, networking, utilizing summer students for social media)	Do not fail to network with others on the implementation of a strategy Do not fail to consider 'safety message' within posts	Abby – networking meeting in March Abby, Shannon, Denise to draft by April	

4. FINANCIAL-Doing well, need more shelf ready items for fast turn-around on grants. Problem is bad matches to grants so more options are needed.

Strengths	Challenges
<input type="checkbox"/> Well-funded	<input type="checkbox"/> Grant writing capacity
	<input type="checkbox"/> Need shelf ready concepts that can garner donations

Goal: The Society meets all financial obligations and its core purpose is adequately resourced			
<i>Objectives</i>	<i>Strategic Limitations</i>	<i>Resources (Human & Financial)</i>	<i>Status and Variance</i>
<input type="checkbox"/> Conduct an assessment re: 'professionalizing' the Society Determine the human resourcing requirements for achieving the Society's vision, including which activities and positions need to be remunerated. Document the options of contracting vs. remunerating directors and expanding current positions. Link to portfolio system discussion.		Assign who/how once portfolio reviewed	

2018 in Review

Wild Pacific Trail Ambassador Report

Tanya Nestoruk November 28th 2018

Guided Walks

Titles: Treasures of the Tide, Storm Watch, Coastal Carnivores, Sea Wolves, Beneath the Bog, Force of Nature, Whale Wednesday, Claws and Paws: Wolves, Cougars, Bears.

This year programs were offered weekly from June- December, an extended season compared to the previous which was June-Sept. May was a month of research, prep and planning. All walks were newly developed; providing a great variety of topics covered and locations/trail sections explored. All walks were advertised on monthly calendars which were shared around Tofino and Ucluelet, WPT website, and shared on Facebook and Instagram.

Special Guest Walks:

- Rainforest Walk - Delivered by Central Westcoast Forest Society
- RainCoast Walk- Delivered by Raincoast Education Society
- Rock n' Roll – Delivered by Karen, Geologist
- Bog Surprise – Silva Johansson
- Pass of Melfort Shipwreck- Silva Johansson
- Tidepools- Ucluelet Aquarium

Strengths: Season was extended from last year's programs, up from a total of 533 participants to 967. June: 172 participants, July: 292, August: 324, September: 75, October: 82, November: 22, Season Total: 967

Weaknesses: Several requests for evening or afternoon walks, something to consider.

Opportunities: Great feedback from wolf tracks, scat and skull, further collection of props could build program. Suggestions include bear, deer, cougar tracks, scat and/or skulls. Lycopodium (exploding clubmoss) demonstration was very well received on the Bog walk, as was the fog demonstration in the Force of Nature walk; further science demonstrations in other programs



could enhance programs. Several visitors have suggested we post blogs or short videos online of naturalists on the trail, sharing species on the trail, fun facts, sharing glimpses of the programs and topics covered as well.

BENEATH THE BOG

Theme: Discover the secrets of dwarf trees, carnivorous sundews and the unique plants that call this pool of acidic water home.



What is a bog?

- Bogs contain unique plant communities adapted to living above the pools of acidic water
- Acid test strips?
- Connections to ecosystem/other species
- Why bogs are so important to ecosystem – symbols of resilience, strength
- Its appeal lies in its uniqueness; stark contrast to surrounding lush ecosystems

Building of this trail

- Challenges, sphagnum moss
- This narrow trail floats on moss so it is bouncy in sections. Can be one to two meters thick - and up to 400 years old.
- Peatland, 95% water
- What lies beneath? Bogs have power to release huge amounts of carbon and greenhouse gases -> could also help control floods and forest fires - explain
- Peatlands have stored carbon for centuries, and today they hold about 30 percent of the world’s soil carbon, according to the Alaska Peatland Experiment at the University of Guelph in Ontario. They also serve as a source of methane, which is a powerful greenhouse gas.
- But peatlands also do a world of good for the ecosystem: “they lower the risk of fires, protect biodiversity, mitigate climate change and regulate flood risk, according to the University of Leicester in England.” See study.

Plant ID

- Round- leaved Sundew- carnivorous!, Twinflower, Slough sedge, Red huckleberry, Mosses, Salal, Deer fern, False lily of the valley, False Azalea.
- A day in the life of these plants, adaptations.

Living and non-living connections

- Excrete tannins; natural sunscreen for aquatic creatures
- The sole type of tree that is able to survive the lack of nutrients and minerals within this unique area of Vancouver Island is the Shore Pine – funky irregular shape, explain – grows sideways instead of upwards due to lack of nutrients in acidic waterlogged ground.
- Natural cycles; decaying trees, decomposers

First Nations Perspectives/ Stories

- Spiritual connections to the bog? FN used moss for dressing wounds, diapers and as toweling. Naturally antiseptic; used in WWI by medics.

Activities

- a. Discovery Tent. Total Participants: 1,416. The Discovery Tent was a first point of contact for many as they arrived at the Amphitrite Lighthouse. The Ambassador greeted them and shared various props or photos of flora and fauna on the trail, recent sightings, trail history, current initiatives, proposed future, was asked various questions about geography, history, ecosystem connections, etc. Ambassador provided knowledge of surrounding areas, attractions, nearest location of bathrooms, doggie bags, promoted free naturalist programs, collected monetary donations and gave out free stickers, tattoos, cards, umbrellas, “Knuckles” the whale plush toys.
- b. Tidepool Exploration Total Participants : 292. This program had one of the greatest weekly turnouts and participants of all ages. In this program, we would provide an overview of what tidepools are and their role with intertidal species. We would go over Tidepool etiquette/safety and then explore various pools and their creatures at Big Beach. The Ambassador had several “go to” pools, but also created a paper scavenger hunt for self-exploration towards the end of the program in which we would then all gather at the end and share what we had found. Buckets, nets, binoculars, magnifying glasses were provided for use. The Ucluelet daycare joined most Fridays in the summer months, this brought fantastic energy and was very enjoyable.
- c. Roving. Walked along various sections of trails, pointing out areas of interest, new species, fun facts, answering any questions. Provided doggie bags, bandaids, WPT trail maps, PRNPR maps, Tofino and Ucluelet maps. Searched for signs of wildlife to share with trail users (tracks, scat, spouts, etc), identified birds, species of slugs, berries, fungi, bushes, trees, etc. Often walked around with various props to “hook” trail users/engage visitors. Props included wolf skull, scat, track castings. Took photos during roving for social media pages (facebook and instagram, as well as photos to use in programs and discovery tent)

Strengths: It was paramount that we moved the Discovery Tent adjacent to sidewalk instead of along the treeline. This made it accessible to all trail users; at first it was noticed that many



strollers, scooters and wheel chairs were not able to venture off the path up towards the tent on the grass, so it was moved to the sidewalk.

Ambassador sported a lovely bright green WPT logo vest; easy to see and identify for visitors, in addition to large easy to read nametag that included the trail logo.

Weaknesses: For the Tidepool Exploration, Tidepool Scavenger Hunt paper copies were provided which was great but if instead we had laminated a stack they could be reusable with a whiteboard marker and waterproof for the heavily raining days.

There were several requests over the season for picnic tables and bicycle racks at the Lighthouse. Requests for running water, to fill water bottles as well.

The discovery tent itself struggled a few times over the season to maintain air; adding guide wires helped immensely, further effort to change water to gravel fill in weights on corners also helped. Further suggestion to level ground in area of the Tent would be greatly beneficial. It was difficult to find level ground that was adjacent to paved trail section. Note: engagement was much greater when tent was positioned right along the trail versus further back on the trail as in previous year. Ambassador noticed it was much easier to greet and engage with trail users, leading to an increase of trail users interacting/touching props/ asking questions or reading material on the tent table.

Opportunities: Opportunity to enhance signage to engage visitors, more sandwich board signs, (signs suggested at entrance of Lighthouse Loop Parking Lot; ie. “Ambassador on Duty,... bring your questions, ...visit the Discovery Tent...blank time to blank time on these days” .

Perhaps a 15 or 30 minute drop in afternoon presentation could be hosted at the discovery tent on rotating topics; ie Sea Wolves, Cougars, Bears, etc. This could be advertised on weekends at 1 or 2pm.



Discovery Tent at Amphitrite Lighthouse



Special Events

- a. Ukee Days
 - i. Booth: Saturday 10-5pm, Sunday 11-2. Table set up at fairgrounds, spinning wheel of nature. Estimated 2-300 people Saturday, sat down once, non stop! Sunday not very busy.
 - ii. Parade: created float and participated in event! 10-10:30; Jim and family, Don, Barbara, Pieter, Schule, Dani, Tanya
- b. **Build-A-Whale Total Participants: 200.** 2 programs hosted (about 100 each visit) Strawberry Isle Marine Research Institute Executive Director Michelle Segal hosted event, brought whale bones, lasted 2 hours 10am-12, great turn out great reviews, potential interest to continue with future programs.

Strengths: Both events were able to reach out to many visitors; high number of participants.

Weaknesses: The Strawberry Isle bones/props cannot get wet, so the size of the display can be weather dependent (as much as can fit under tent). Ideal for sunny days.

Opportunities: Strawberry Isle is working on acquiring a trailer so the entire whale skeleton can be brought out. This year they only had sections of the whale, which was still great but the entire whale would be fantastic (it's very impressive!).



Ukee Days Parade

Community Collaborations

1. **CoastSmart** – research, material/resources, props and presenter training for Coastsmart 101, which helped immensely in creation of Storm Watch Program. They also provided free stickers, coasters, posters and whistles to give out.
2. **Strawberry Isle Marine Research Society** – hosted Build-a-Whale program (free, no cost to trail to host or visitors to enjoy), event had great responses and there has been a discussion with interest to continue hosting next year, also potential collaboration to host public Sea Star Surveys at Big Beach next year. Could be a citizen science type of program collaboration.
3. **Nelly Heyduck** – Donated her artwork (6 11x 14 prints, 3 packs stickers) and it was available at the discovery tent by suggested donation. All donations went to WPTS. Over \$200 in donations accumulated through art.
4. **Pina** – printed the WPTS logo on the discovery tent tablecloth, donation.
5. **Sewing by Daminik** – tailored material logo onto tablecloth for use at Discovery Tent and Ukee Days, donation.
6. **Tourism Ucluelet**- tent sponsorship

Private Tours (by Donation)

- a. **Students from Chile** – the group comprised of 13 tourism students from the Technical School of Puerto Aysen, along with a few teachers and functionaries from the National Tourism Board of Chile (17-21yr olds) along with a translator, and two staff from the regional tourism board of Aysen. Ambassador led a 1 hour guided walk with focus on an overview of local flora and fauna.
- b. **Students from Japan**- The group was 13 agriculture students (1 coordinator and 1 professor) from Tamagawa University in Japan. They were visiting the West Coast to learn about forests and forestry from a variety of perspectives. Ambassador hosted the Bog walk.
- c. **University of Victoria** 10am-11:15am, Uof Vic Law Students, 60 people, guest naturalists joined from Aquarium (Brit) and RES (Britt) 60 people to deliver Tidepool and rainforest walk programs.
- d. **Weaving Workshop; NEST facilitated.** 1 hour Sea Wolves Walk as part of the workshop weekend, 6 participants.

Strengths: The ambassador has significant previous work experience delivering naturalist programs to school groups of all ages and these programs were a personal favourite to deliver. All tour groups donated over \$100 each which was lovely contribution towards the trail society!

Weaknesses: outside interests could look to profit from our programs.

Opportunities: Building upon partnerships the organization such as the Westcoast N.E.S.T. to deliver more private tours.

Photos: Guided Walks



Guided Walks in the Westerly News (Below).



TOFINO-UCLUELET WESTERLY NEWS





STAFF REPORT TO COUNCIL

Council Meeting: APRIL 23, 2019
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: MARLENE LAGOA, MANAGER OF CORPORATE SERVICES

FILE NO: 0550-20

SUBJECT: RESOLUTION TRACKING – APRIL 2019

REPORT NO: 19-43

ATTACHMENT(S): APPENDIX A – RESOLUTION TRACKING (APRIL 2019)

RECOMMENDATION(S):

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

PURPOSE:

The purpose of this report is to provide Council with a monthly status update on resolutions that have been adopted by Council.

BACKGROUND:

The resolution follow-up status categories are:

- Assigned – action has not yet commenced;
- In Progress – action has been taken by staff; and
- Complete – action has been completed.

Items will be removed from the list after actions are shown once as being completed.

OPTIONS REVIEW:

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

Respectfully submitted: Marlene Lagoa, Manager of Corporate Services
Mark Boysen, Chief Administrative Officer

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Department Responsible	Follow-Up Status
Regular Council - 25 Sep 2018	11.3.	Lease with Ucluelet & Area Historical Society Abigail Fortune, Director of Parks & Recreation	THAT Council approve recommendation 1 of report item, "Lease With Ucluelet & Area Historical Society", which states: THAT Council enter into a lease agreement with the Ucluelet and Area Historical Society that is similar to their original Provincial Lease #111228 – Block A District Lot 1507, Clayoquot Land District for approximately 2.4 hectares.	Prepare lease agreement for signature.	Parks & Recreation	In Progress - Reviewing legal opinion
Regular Council - 25 Sep 2018	11.5.	Ucluelet Economic Development Strategy Progress Report Mark Boysen, Chief Administrative Officer	THAT Council approve the use of allocated Economic Development funds to support the following projects: a. Ucluelet Economic Development Web Tools Project (\$10,000).	Work with Chamber on Web Tools development project.	Corporate Services	In Progress
Regular Council - 27 Nov 2018	9.7.	Disc Golf Request Myles Morrison	THAT Council refer the letter from Myles Morrison regarding the disc golf request to the Recreation Commission.	Refer letter to Recreation Commission.	Parks & Recreation	Assigned
Regular Council - 27 Nov 2018	12.6.	Development Permit; 257 Boardwalk Boulevard John Towgood, Planner 1	THAT Council approve recommendation 1 of report item, "Development Permit; 257 Boardwalk Boulevard' which states: THAT Council approve Development Permit DP18-11 for the construction of a 1-unit Resort Condo with an accessory basement storage unit on the property at 257 Boardwalk Boulevard: Strata lot A, Section 21, Clayoquot District Strata Plan VIS6124.	Issue DP18-11	Community Planning	Complete

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Department Responsible	Follow-Up Status
Regular Council - 27 Nov 2018	12.7.	Development Permit; 255 Boardwalk Boulevard John Towgood, Planner 1	THAT Council approve recommendation 1 of report item, "Development Permit; 255 Boardwalk Boulevard' which states: THAT Council approve Development Permit DP18-12 for the construction of a 1-unit Resort Condo with an accessory basement storage unit on the property at 255 Boardwalk Boulevard: Strata lot B, Section 21, Clayoquot District Strata Plan VIS6124.	Issue DP18-12	Community Planning	Complete
Regular Council - 11 Dec 2018	12.2.	2019 Council Meeting Schedule Marlene Lagoa, Deputy Municipal Clerk	THAT Council direct staff to update the District of Ucluelet Council Procedures Bylaw No. 1166, 2014 to reflect the new meeting schedule.	Update Council Procedures Bylaw.	Corporate Services	In Progress
Regular Council - 11 Dec 2018	12.4.	Development Permit & Development Variance Permit; 1714 Peninsula Road John Towgood, Planner 1	THAT Council approve Development Variance Permit DVP18-05 and Development Permit DP18-13 for the renovation and addition to a one-storey accessory building to create a two-storey, four-unit motel building located at 1714 Peninsula Road.	Issue DVP18-05 and DP 18-13.	Community Planning	In Progress
Regular Council - 11 Dec 2018	12.5.	Zoning Bylaw Amendment Application (506) Marine Drive John Towgood, Planner 1	THAT Council direct staff to prepare a Zoning Amendment Bylaw to remove the standalone Vacation Rental of an entire single-family dwelling from the permitted uses under the Vacation Rental (VR-2) regulations; and, THAT Council direct staff to prepare a site-specific Zoning Amendment Bylaw to permit the short-term rental of the main house on the property at 506 Marine Drive under the amended Vacation Rental (VR-2) regulations.	Site-specific Zoning Amendment Bylaw for 506 Marine Dr.	Community Planning	Complete

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Department Responsible	Follow-Up Status
Regular Council - 11 Dec 2018	12.5.	Zoning Bylaw Amendment Application (506) Marine Drive John Towgood, Planner 1	THAT Council direct staff to prepare a Zoning Amendment Bylaw to remove the standalone Vacation Rental of an entire single-family dwelling from the permitted uses under the Vacation Rental (VR-2) regulations; and, THAT Council direct staff to prepare a site-specific Zoning Amendment Bylaw to permit the short-term rental of the main house on the property at 506 Marine Drive under the amended Vacation Rental (VR-2) regulations.	Zoning Amendment Bylaw to update uses in VR-2.	Community Planning	Complete
Regular Council - 22 Jan 2019	12.2.	Resolution Tracking - January 2019 Marlene Lagoa, Manager of Corporate Services	THAT Council approve recommendation 1 of report item, "Resolution Tracking - January 2019" which states: THAT Council direct staff to schedule a meeting with Minister Adrian Dix and MLA Scott Fraser to discuss the proposed health centre.	Schedule a meeting with Minister Dix and MLA Fraser.	Corporate Services	Assigned
Regular Council - 22 Jan 2019	12.3.	2019 Council Appointments Update Mayco Noël, Mayor	THAT Council direct staff to setup an email list that includes Ucluelet community groups and Council.	Set up email list that includes Ucluelet community groups and Council.	Corporate Services	Assigned
Regular Council - 12 Feb 2019	12.1.	Transfer of Liquor Licence Location - Archipelago Cruises John Towgood, Planner 1	THAT Council approve recommendation 1 of report item, "Transfer of Liquor Licence Location - Archipelago Cruises" which states: THAT Council, after having considered the opinion of the community's residents and business operators as determined by notifications in the Westerly newspaper and on the District website, endorse the transfer of liquor licence for 466 442 BC LTD, Archipelago Cruises, from its current docking location at 1634 Cedar Road to its new location at 1943 Peninsula Road.	Submit endorsement.	Community Planning	Complete

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Department Responsible	Follow-Up Status
Regular Council - 12 Feb 2019	12.3.	Fire Service Agreement with Yuu í u ? í í?ath Government Mark Boysen, Chief Administrative Officer	THAT Council approve recommendation 1 of report item, "Fire Service Agreement with Yuufu?íí?ath Government" which states: THAT Council approve a new Fire Protection Services Agreement for Yuufu?íí?ath Government at a cost of \$5,000 annually for a period of 2 years.	Get agreement signed.	Emergency	Complete
Regular Council - 12 Feb 2019	12.4.	Pacific Rim Visitors Centre Agreement with Parks Canada Mark Boysen, Chief Administrative Officer	THAT Council direct Staff to bring back an updated 2019 agreement between the District of Ucluelet and Parks Canada regarding the Pacific Rim Visitor Centre.	Bring back an updated agreement.	Corporate Services	Complete
Regular Council - 12 Feb 2019	12.5.	Cheque Listing - January 2019 Marlene Lagoa, Manager of Corporate Services		Provide an update on LED lighting	Community Planning	Complete - 2020 Budget
Regular Council - 12 Feb 2019	12.6.	Video Recording of Council Meetings Marlene Lagoa, Manager of Corporate Services	THAT Council approve recommendation 1 of report item, "Video Recording of Council Meetings" which states: THAT Council approve \$2000 in the 2019 budget for a camera to record and stream council meetings on YouTube.	Implement webcasting of council meetings.	Corporate Services	In Progress
Regular Council - 12 Feb 2019	12.7.	Covenant Modification John Towgood, Planner 1	THAT Council approve recommendation 1 of report item, "Covenant Modification" which states: THAT Council: approve the proposed modification to Covenant FB154854 for 736 Odyssey Lane, by reducing the greenspace setback requirement as per the terms and drawings within the body of this report; and direct that the Corporate Officer be authorized to execute the covenant modification documents for registration at the Land Title Office.	Execute covenant modification documents.	Community Planning	Complete
Regular Council - 26 Feb 2019	5.1.	Terms of Reference for Advisory Committees of Council Mark Boysen, Chief Administrative Officer	THAT Council schedule a special Committee of the Whole meeting, with date to be determined, to meet with members of the Harbour and Recreation Commissions.	Schedule COW meeting.	Corporate Services	Assigned

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Department Responsible	Follow-Up Status
Regular Council - 26 Feb 2019	7.2.	Joseph Rotenberg, Ucluelet Chamber of Commerce Re: UBERE Year One Report	THAT Council direct staff to increase the economic development budget for 2019 to \$35,000 to fund the Ucluelet Chamber of Commerce's Ucluelet Business and Employment Retention and Expansion program and the Youth Entrepreneurship program.	Distribute funds to Chamber.	Finance	Assigned
Regular Council - 26 Feb 2019	8.2.	Parking, Sidewalk and Crosswalk Concerns Ucluelet Elementary School Parents	THAT Council direct staff to bring back a report on the implementation of speed bumps in the school zone on Peninsula Road to the next meeting.	Prepare report on engineered traffic calming measured for the school zone.	Public Works	In Progress
Regular Council - 12 Mar 2019	5.1.	January 30, 2019 Special Minutes	THAT Council approve the January 30, 2019 Special Minutes as presented.	Print, sign, file, post to website.	Administration	Assigned
Regular Council - 12 Mar 2019	5.2.	February 12, 2019 Regular Minutes	THAT Council approve the February 12, 2019 Regular Minutes as amended.	Print, sign, file, post to website.	Administration	Assigned
Regular Council - 12 Mar 2019	5.3.	February 26, 2019 Regular Minutes	THAT Council approve the February 26, 2019 Regular Minutes as presented.	Print, sign, file, post to website.	Administration	Assigned
Regular Council - 12 Mar 2019	8.2.	Delegations James Rodgers, CARE Network Re: Letter of Support Request: Regional Animal Shelter		Draft report for March 26 meeting. (Brent Ashton)	Planning	Complete
Regular Council - 12 Mar 2019	9.1.	Request for Letter of Support for Tla-o-qui-aht First Nation's Canada'a Target 1 Nature Fund Challenge Application Tla-o-qui-aht First Nation		Add to March 26, 2019 agenda.	Administration	Complete
Regular Council - 12 Mar 2019	9.2.	Request for Letter of Support - RCMP Appreciation Day RCMP Appreciation - Vernon Committee	THAT Council provide a letter of support to the RCMP Day – Vernon Committee for their efforts to move forward with a petition signed by Canadian citizens that will be directed to the Province of British Columbia and the Government of Canada to ultimately acknowledge February 1 st as 'Royal Canadian Mounted Police Day'.	Draft letter for RCMP - Vernon Committee Chair. Send copy to Sgt. Mancini.	Administration	Complete
Regular Council - 12 Mar 2019	9.3.	Municipal Survivor Climate Challenge District of Highlands	THAT Council participate in the District of Highlands' Municipal Survivor Climate Challenge.	Council report and track results individually.	Council	In Progress

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Department Responsible	Follow-Up Status
Regular Council - 12 Mar 2019	12.2.	Development Variance Permit DVP19-01 for 1465 Helen Road *Public Input Opportunity* John Towgood, Planner 1	THAT Council approve recommendation 1 of report item, "Development Variance Permit DVP19-01 for 1465 Helen RD" which states: THAT Council approve DVP19-01 to allow a single Bed and Breakfast guest room to occur on Lot 22, Plan VIP1116 Section 21, Clayoquot District (1465 Helen Road) without the parking space required by Section 505.1 of the District of Ucluelet Zoning Bylaw No. 1160, 2013.	Issue DVP19-01	Planning	Complete
Regular Council - 26 Mar 2019	5.1.	March 5, 2019 Special Minutes	THAT Council approve the March 5, 2019 Special Minutes as presented.	Print, sign, file, post to website.	Administration	Assigned
Regular Council - 26 Mar 2019	5.2.	March 12, 2019 Special Minutes	THAT Council approve the March 12, 2019 Special Minutes as presented.	Print, sign, file, post to website.	Administration	Assigned
Regular Council - 26 Mar 2019	6.1.	Request for Letter of Support for Tla-o-qui-aht First Nation's Canada's Target 1 Nature Fund Challenge Application Tla-o-qui-aht First Nation	THAT Council direct staff to prepare a letter of support for Tla-o-qui-aht First Nation's Canada's Target 1 Nature Fund Challenge Application.	Write a letter of support.	Administration	Complete
Regular Council - 26 Mar 2019	9.1.	Request for Letter of Support Surf Canada	THAT Council direct District staff to write a letter supporting Surf Canada's 2019 Nationals and Olympic Team Trial events at Wickaninnish Beach.	Write a letter of support for Surf Canada.	Administration	Complete
Regular Council - 12 Mar 2019	13.1.	Sewer Parcel Tax Bylaw 2019-2020 (Adoption) Donna Monteith, Director of Finance	THAT Council approve recommendation 1 of legislation item, "Sewer Parcel Tax Bylaw 2019-2020 (Adoption)" which states: THAT the Sewer Parcel Tax Bylaw No. 1243, 2019 be adopted.	Print, sign, scan, file.	Administration	Assigned
Regular Council - 26 Mar 2019	10.2.	Hwy 4 - Kenndy Hill Safety Improvements Traffic Interruptions Update Emil Anderson Construction (EAC) Inc.	THAT the Mayor meet with representatives from Emil Anderson Construction, the Ministry of Transportation, and the District of Tofino to discuss delays at the Hwy 4 Kennedy Hill Project.	Book meeting.	Administration	In Progress

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Department Responsible	Follow-Up Status
Regular Council - 26 Mar 2019	12.3.	Pacific Rim Visitors Centre Agreement with Parks Canada Mark Boysen, Chief Administrative Officer	THAT Council approve recommendation 1 of report item, "Pacific Rim Visitors Centre Agreement with Parks Canada" which states: THAT Council approve the new 2019 agreement between the District of Ucluelet and Parks Canada regarding the Pacific Rim Visitor Centre.	Sign Agreement	Administration	Complete
Regular Council - 26 Mar 2019	12.4.	Development Permit for Proposed Subdivision of OceanWest Phase 5 Bruce Greig, Manager of Community Planning	THAT Council approve recommendation 1 of report item, " Development Permit for Proposed Subdivision of OceanWest Phase 5 " which states: THAT Council approve Development Permit DP18-07 for the "OceanWest phase 5" 33-lot subdivision on Lot A, Plan VIP81555, Clayoquot District, except plan VIP84686 and in part of Lot 4, Plan VIP75113, Clayoquot District, District Lot 285, 286 & 473, except Plan VIP80031.	Issue DP18-07	Planning	In Progress
Regular Council - 26 Mar 2019	12.5.	CARE Network Proposal for Regional Animal Shelter Brent Ashton, Bylaw Services Officer	THAT Council approve recommendation 1 of report item, "CARE Network Proposal Animal Shelter" which states: THAT Council refer to the ACRD the request for support of a grant by the CARE Network for an animal shelter serving the west coast, for discussion at the West Coast Committee.	Follow-up with CARE Network	Administration	Assigned
Regular Council - 26 Mar 2019	13.1.	Zoning Bylaw Amendment Application (506 Marine Drive) John Towgood, Planner 1	THAT Council approve recommendation 3 of legislation item, "Zoning Bylaw Amendment Application (506 Marine Drive)" which states: 3. THAT District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1242, 2019, be given first and second reading and advance to a public hearing.	Give Notice of Public Hearing	Planning	Complete - April 30, 2019

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Department Responsible	Follow-Up Status
Regular Council - 26 Mar 2019	13.2.	Single-Use Plastics Bylaw - 1st Reading Marlene Lagoa, Manager of Corporate Services	THAT Council approve recommendation 2 of legislation item, "Single-Use Plastics Bylaw - 1st Reading" which states: THAT Council direct staff to obtain stakeholder feedback prior to second reading and schedule an opportunity for representations to Council prior to third reading.	Schedule representations at May 14 Council.	Administration	Assigned
Regular Council - 26 Mar 2019	13.2.	Single-Use Plastics Bylaw - 1st Reading Marlene Lagoa, Manager of Corporate Services	THAT Council approve recommendation 1 of legislation item, "Single-Use Plastics Bylaw - 1st Reading" which states: THAT Council give first reading to the "District of Ucluelet Single-use Plastic Regulation Bylaw No. 1247, 2019".	Scheduled 2nd Reading on April 23	Administration	In Progress



STAFF REPORT TO COUNCIL

Council Meeting: APRIL 23, 2019
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: MARLENE LAGOA, MANAGER OF CORPORATE SERVICES

FILE NO: 1700-02

SUBJECT: INFORMATION SESSION ON 2019 DISTRICT PROJECTS

REPORT NO: 19-44

ATTACHMENT(S): APPENDIX A – 2019 PUBLIC INFORMATION SESSION DISPLAY BOARDS
APPENDIX B – PUBLIC COMMENTS RECEIVED APRIL 4, 2019

RECOMMENDATION(S):

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

PURPOSE:

The purpose of this report is for Council to receive for information the public comments submitted at the April 4, 2019 Information Session.

BACKGROUND:

The District of Ucluelet hosted a public information session on current and proposed municipal projects on April 4th at the Ucluelet Community Centre. The session was held next door to the BC Transit Open House

A copy of the display boards is attached to this report in Appendix A.

Comments received from members of the public who attended the session is attached in Appendix B.

OPTIONS REVIEW:

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

Respectfully submitted: Marlene Lagoa, Manager of Corporate Services
Mark Boysen, Chief Administrative Officer

DISTRICT OF UCLUELET

PUBLIC INFORMATION SESSION

APRIL 4, 2019

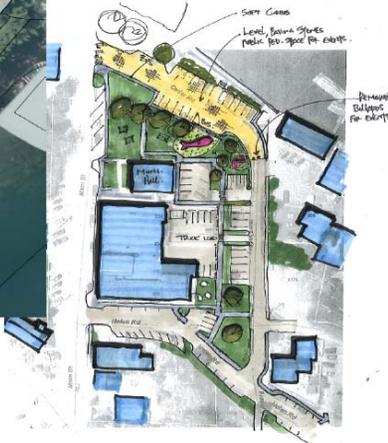


2019 Design and Engagement: Village Core

The 2019 Budget includes \$225,000 for design and engineering for these projects, funded by Gas Tax and Resort Municipality Initiative funds.

1 - Village Core Revitalization Village Green Improvements to Parking and Public Spaces

- Main & Cedar Intersection
- Helen & Fraser Lane Intersection
- Main & Helen Sidewalk/Stairs
- Village Green park improvements



2 - "Coast to Coast" Pedestrian Improvements

- Imperial Lane guardrails & pathway
- new Helen Road and Matterson Drive sidewalks

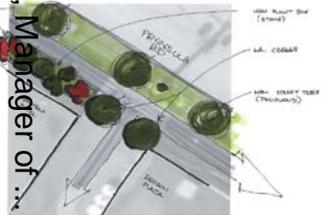
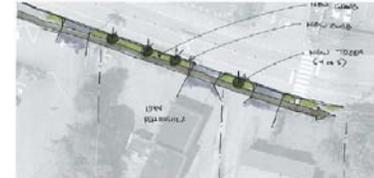


2019 Design and Engagement: Peninsula Road

The 2019 Budget includes \$200,000 for design and engineering for this project, funded by Gas tax and cost sharing with the Ministry of Transportation and Infrastructure (for those segments under MoTI jurisdiction).

3 - Peninsula Road Revitalization

- Sidewalk/Intersection Improvements (Main Street to Seaplane Base Road)
- Main Street intersection solutions
- Co-Op Sidewalk Replacement



Pathways and Parking

Bay Street Sewer Station Removal and Pathway

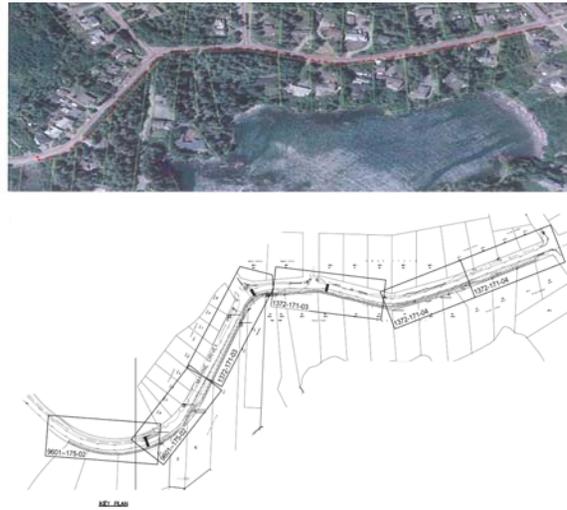


The objective of this project is two-fold. First, to eliminate an aging sewer pump station and direct the flow to the Marine Drive pump station. Secondly, to create a trail through a District owned right-of-way through a district forested park to Marine Drive and the community center. Design and engagement will be completed in Spring 2019.

Estimated Completion December 2019



Marine Drive Sidewalk (Wild Pacific Trail)



The Marine Drive WPT Connector will be a paved path 2m wide by 620m long. Situated on the south side of Marine Drive, the path will maintain a buffer between the roadway and path, creating a safe and continuous link to the existing Wild Pacific Trail System.

Estimated Completion June 2019



Cedar Road Parking Hub



Phase 1 of the parking hub project provides 33 new parking spots in the downtown core. Construction will include drainage and storm pipe connections, relocating and servicing of the Tugwell Fields washroom, installation of electric vehicle charging stations, and access pathways. Phase 2 of the project will be considered in the future depending on demand.

Estimated Completion June 2019



Single-Use Plastic Regulation Bylaw

Bylaw to regulate the distribution of single-use plastic checkout bags and straws

Businesses must:

- Ask customers whether they need a bag
- Charge a minimum of:
 - o \$0.25 for a paper bag
 - o \$2.00 for a reusable bag
- Not provide a plastic straw

Exceptions:

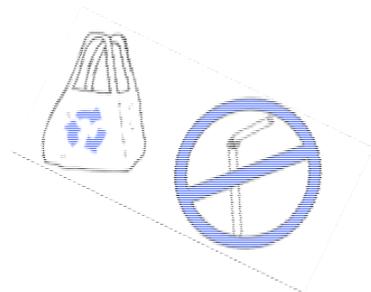
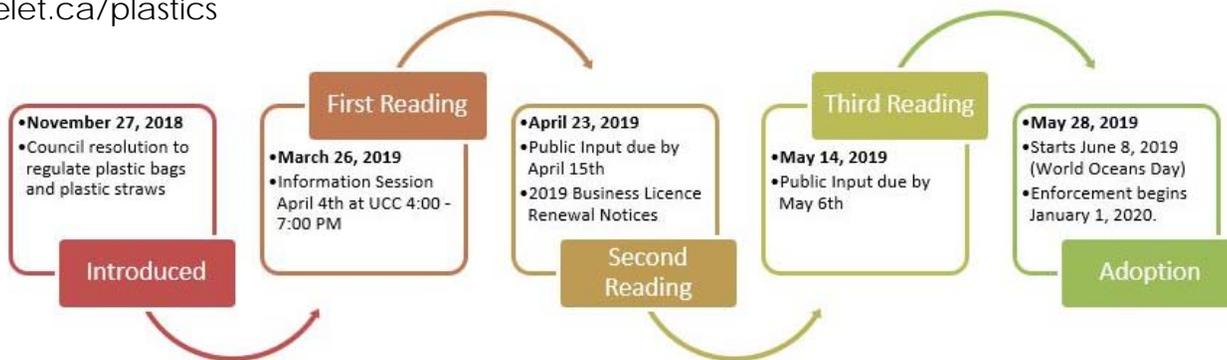
- Packaging loose bulk items
- Wrap flowers, meat, poultry, or fish
- Protect baked goods and non-packaged food
- Contain prescription drugs
- Large items that cannot fit in a reusable bag
- Packages of multiple bags or straws for household use.

Voluntary Compliance
June 8, 2019

Enforcement and Fines
January 1, 2020

To learn more and provide feedback visit:

www.ucluelet.ca/plastics



Pathways, Greenspace and Parking

Cedar Road Visitors Hub

The Cedar Road Visitor Hub project will create a central arrival and parking area on District-owned land in the center of town. Washroom facilities will be located on this site along with signage to orient visitors to the Village Centre and its various attractions. Electric vehicle charging stations and accessible parking areas are part of the design.



Terrace Beach Redesign

In 2019, the District of Ucluelet will be exploring the potential redesign of the Terrace beach area, focusing on connectors with the Wild Pacific Trail, community access, parking, accessibility and wayfinding in the area. This will be done with community input.



Amphitrite Point & Wild Pacific Trail



Amphitrite Point Project

The Amphitrite Point project is for park infrastructure to improve the access and the recreational experience for residents and visitors to the west coast.

- Design Development
- Site assessment & mitigation
- Site Prep and demolition
- Building renovation
- Landscaping



- * This project will be in final costing & design stage for 2019
- * This project is currently waiting on a Provincial grant decision



Wild Pacific Trail Connector (Spring Cove & Marine Drive section)

The final stages of this project will be completed in 2019 to create an overall connection from the first section of the Wild Pacific Trail to the Big Beach section to create a continuous pathway out to Ancient Cedars (North End).





COMMENT FORM

2019 Information Session

Please use the space below to share your thoughts and ideas. Need time to think it over? Feel free to drop this sheet off at the District Office or Ucluelet Community Centre. Or email your comments to info@ucluelet.ca with "2019 Projects" in the subject. **Thank you!**

"Single-use" is incorrect and misleading. Most people keep, clean and re-use plastics. Removing plastic bags at checkout will result in people buying plastic bags ~~at~~ at the store (extra+high cost) for garbage and other household uses. These bags are packaged in a plastic bag (that can't be re-used) and may be bigger (more plastic) than required for the job.

Personal information you provide on this comment form is collected pursuant to the Community Charter and will be used to assist Council members in decision making. Please note that your comments will form part of the District's public record and may be included in a public agenda or minutes and posted on our website. Questions about the collection of your personal information may be referred to the Deputy Municipal Clerk, 200 Main Street, Ucluelet, BC, 250-726-4772, mlagoa@ucluelet.ca.



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Love the Plastic Bag Regulations & Pedestrian connectivity improvements!

Thank you for highlighting funding sources. - gas tax is going a long way.

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Recently saw a number of signage changes on the Wildlife Pacific Trail, and the gate closing off the lighthouse. Yes, I get safety is a concern + people are not very coast smart BUT the signage + gate are not stopping people from going out on the rocks. At all. The only effects are 1) We have too many signs + nature is looking very cluttered and city-like 2) maybe our butts are covered legally (but we had sign before) and 3) it makes it look like ~~we~~ we don't understand why people are here → to get in touch with nature.

The gate + signs are un@ffective and totally unappealing. Stop. Roll back. We're got a good thing going. don't risk it.

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Very disappointed to see the trees
taken down behind the crows nest. Don't
think that was a good use of that space
there was plenty of non-treed areas that
could have been converted ~~or~~ & the trees left.
Feel like it will be more unsued parking like
across from the ramp.

Keep the trees ♡

(its why people come here

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Cannot wait for an interpretive centre at the lighthouse what a fantastic project. As a trail user and naturalist I am frequently asked if an education centre as such exists on the trail. This would be such a great project to be able to expand education programs and have a permanent structure to facilitate + build programs. Great work, looking very much forward to it!

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COMMENT FORM

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Need a harbour boat (like
newcastle island ferry) for the first
nations across the harbour. Tourists could
use it & would increase opportunities
to the community over there.

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STAFF REPORT TO COUNCIL

Council Meeting: APRIL 23, 2019
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: WARREN CANNON, MANAGER OF PUBLIC WORKS

FILE NO: 5230-20

SUBJECT: SCHOOL ZONE SAFETY REVIEW

REPORT NO: 19-45

ATTACHMENT(S): PENINSULA ROAD TRAFFIC SAFETY STUDY – MCELHANNEY CONSULTING SERVICES

RECOMMENDATION(S):

1. **THAT** Council direct Staff to engage School District 70 (Alberni) to improve drop-off options on school property.
2. **THAT** Council direct Staff to purchase and install removable rubber speed humps in the school zone in time for the start of the 2019/2020 school year utilizing funds from the Gas Tax Reserve Fund estimated at \$20,000.

PURPOSE:

The purpose of this report is to provide Council with the findings of an engineering study regarding the road safety in the school zone area of Peninsula Road and provide background work completed by the District of Ucluelet within the school zone area.

BACKGROUND:

In 2014 a staff report was provided for Council with recommendations for improvements within this area. At the time staff was asked by Council to review traffic control and signage between the school zone area from Matterson Drive to Marine Drive along Peninsula Road.

As part of an initiative program at the time the Insurance Cooperation of British Columbia (ICBC) offered to undertake a comprehensive review of traffic signs and road markings within the District. The area of concern was reviewed in this report and recommendations given.

Two Joint Traffic Safety Working Sessions also took place. The sessions had representatives from Council, Staff, Parent Advisory Councils (PACs), RCMP, Ucluelet Elementary School (UES) and Ucluelet Secondary School (USS). The purpose of these meetings was to discuss the school zone area and collectively decide best options to address the issues of this area.

As a result of the meetings in 2014 District staff were asked to pursue:

- New gateway signage: Change existing signage from school zone signs to an increased size playground zone signs and position them on either side of the road at Matterson/Peninsula and Alder/ Peninsula forming a gateway in the area and change existing school zone signage on all the collector roads to playground zone signage. This will change the existing school

zone to playground zone reducing the amount of signs along Peninsula rd. and enforce 30km/h speed limits seven days a week from dawn to dusk.

- Remove crosswalk: the crosswalk adjacent to the Elementary School was identified as a risk as it directs pedestrians to cross the road where there is no walking path provided for them.
- Reader Boards: A reader board to be installed between the area from the high school entrance to the high school band room along peninsula rd.

Since the 2014 report District staff have completed the new gateway signs and signage improvements and Reader Board installation and brought them into operations. Council later decided to keep the crosswalk.

DISCUSSION:

Following receipt of letters from PAC and concerned parents, Council requested Staff investigate improved traffic safety solutions for the USS and UES school traffic zones. Staff contracted the services of McElhanney Consulting Services Ltd. to review the current status of safety measures implemented, options for additional safety measures, and the potential implications of implementing new measures (Attachment A).

The report provides both short- term and long- term options with the initial discussions and Council directive to focus on the possibility of the installation of speed bumps in an effort to reduce the number of speeding vehicles through the study area.

There are four short-term options and five long-term options proposed, including estimated costs:

Short-term:

- Permanent concrete raised cross-walk.
- Permanent asphalt speed humps.
- Removable rubber speed humps.
- Overhead pedestrian crossing signs with flashing lights.

Long-term:

- Reconfiguration of the elementary school parking lot, complete with a pick-up and drop-off zone.
- Reconfiguration of the elementary school parking lot, with pick-up and drop-off lane adjacent to Peninsula Road.
- Concrete sidewalk bulb-outs at intersections.
- Remodel of Peninsula Road to reduce the road width and increase the sidewalk/shoulder area. (design work budgeted for 2019).
- Roundabout.

The long-term recommendation by the consultant was to develop a concept plan to redesign Peninsula Road. This is currently budgeted for in the District's 2019 budget as part of a larger concept design for a large portion of Peninsula Road. Staff also consider the long-term option for reconfiguring the school property parking area an important discussion. The School District has reduced the available parking in the drop-off area which leaves no available designated parking for parents or visitors to the school. This is directly impacting the congestion in the area and increasing the number of drop-offs occurring on Peninsula Road.

The consultant's recommendation for the short-term is to install rubber speed humps at four locations along Peninsula Road. There are some potential concerns with adding speed humps highlighted in the report that must be noted:

- Increased potential for rear-end collisions.
- Potential for increased congestion that could increase traffic on Pine, Helen, and Victoria roads.

TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:

In further discussions with the consultant, it was identified that larger raised rubber speed humps as the best solution to improve safety related to speed.

The need to order new speed humps and communicating with the community on the proposed changes puts a preferred timeline at September 2019. It is preferred to allow for time to notify the community well in advance before implementing changes to traffic systems. It is also beneficial to time the change as part of the new school year messaging.

Staff will also consult the School District and RCMP for feedback on the report as they have a role to play.

FINANCIAL IMPACTS:

The consultant has estimated the cost for an individual speed hump to be \$2,500 per unit. Staff are requesting funds to implement up to four locations on both sides of road for a total cost of \$20,000.

The 2019-2024 Financial plan does not include any improvements within the school zone.

Gas Tax funds are an eligible option to fund the proposed improvements.

POLICY OR LEGISLATIVE IMPACTS:

There are no direct policy or legislative impacts with the options being recommended.

OPTIONS REVIEW:

1. **THAT** Council direct Staff to engage School District 70 (Alberni) to improve drop-off options on school property. **(Recommended)**
2. **THAT** Council direct Staff to purchase and install removable rubber speed humps in the school zone in time for the start of the 2019/2020 school year utilizing funds from the Gas Tax Reserve Fund estimated at \$20,000. **(Recommended)**
3. **THAT** Council provide alternative direction to staff.

Respectfully submitted: Warren Cannon, Manager of Public Works
Bruce Grieg, Manager of Planning
Mark Boysen, Chief Administrative Officer



April 18, 2019
Our File: 2711-19003-00

Appendix A

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

Attention: John Towgood

Peninsula Road Traffic Safety Study

1. Study Purpose and Objective

The District of Ucluelet (District) is proposing to implement new traffic safety and road calming measures along Peninsula Road, between Matterson Drive and Alder Street, located within the municipality of Ucluelet.

McElhanney Ltd. (McElhanney) has been commissioned to prepare a road safety study for the proposed study area. The objectives of the road safety study are to examine the existing conditions of the road (traffic operations, geometry, crash history, etc.), review of traffic calming measures and propose short-term and long-term strategies to improve the safety of the users at the study location.

2. Introduction

2.1. Location

The study location is located within the District of Ucluelet, along Peninsula Road, which is the main road through the municipality. The study area is limited to the stretch of Peninsula road between Matterson Drive and Alder Street. The study area includes three intersections:

- Matterson Drive / Peninsula Road;
- Otter Street / Peninsula Road;
- Alder Street / Peninsula Road.

Figure 1 outlines the project location.



Figure 1: Study Area





2.2. Existing Roads

Peninsula Road

Peninsula Road is north-south road that extends from the junction with Highway 4 to its terminus at the southern end of the Ucluelet Peninsula where it intersects with Elina Road. Through the study location, Peninsula Road has a paved width of 6.5 meters (3.25 m lanes) with a gravel shoulder on the east side of the road and a mixture of gravel, grass and sidewalk shoulders on the west side of the road.

The posted speed along Peninsula Road is 50 km/h, however there are two schools located within the study area, an elementary school with a playground and a secondary school. The speed limit throughout the entire study area has been reduced to 30 km/h.

3. Background

3.1. Geometric Review

The study area of Peninsula Road is approximately 400 meters in length. A review of the geometry indicates that the road is straight, with no significant horizontal curves to obstruct sight lines. Throughout the study area, there is a vertical curve, with an elevation change of approximately 6 meters, with the high end beginning at Matterson Drive continuing to the low end near Alder Street. Upon review, the vertical curve does not impede sight lines for the road users.

Turning Sight Distance

Turning Sight Distance (TSD) for this review is a measure of how far down the road a vehicle stopped on an approach can see. This sight distance should allow enough time for the driver to see oncoming traffic, decide whether it's safe to enter the intersection, then proceed and accelerate to a speed that does not interfere with through traffic. Per guidance provided by the TAC *Geometric Design Guide*, TSD should be measured from the stopped driver's height of eye to the top of an approaching vehicle. Acknowledging the different design vehicles that will likely use the proposed development, TSD was measured for stopped vehicle driver eye heights of 1.05 m (car), and 2.1 m (truck) per guidance from the TAC *Geometric Design Guide*.

Though a driver turning left onto a roadway needs to gauge traffic approaching from both directions, vehicles approaching from the right require the greatest sight distance and are therefore used as the desired minimum sight distance for left-turn movements in this analysis. In contrast, vehicles turning right onto a roadway only need to gauge traffic approaching from the left. *Table 1* presents the desirable TSD for each intersection, alongside the measured TSD for appropriate design vehicles and description of any restrictions.

Sight lines were compared at the speed limit of 30 km/h as well as 50 km/h to ensure that they are adequate for those vehicles that have not yet reduced their speed through the study area.

Table 1: Turning Sight Distance for Vehicles Accessing Peninsula Road

Intersection	Vehicle	Speed (km/h)	Desired (m)		Measured (m)		Notes
			Left Turn	Right Turn	Left Turn	Right Turn	
Matterson Drive	Single Unit Truck/Bus	30	80	71	280	216	TSD meets requirements
		50	132	119	280	216	TSD meets requirements
Otter Street	Single Unit Truck/Bus	30	80	71	230	280	TSD meets requirements
		50	132	119	230	280	TSD meets requirements
Alder Street	Single Unit Truck/Bus	30	80	71	140	180	TSD meets requirements
		50	132	119	140	180	TSD meets requirements

3.2. Signage Review

Existing traffic signs and calming measures along Peninsula Road were reviewed via google maps and per conversations with John Towgood from the District of Ucluelet.

As there are two schools located within the study area, playground signs are installed along Peninsula Road. These signs indicate that the speed limit is 30 km/h at all times through the study area.

The other signs that were noted in the study area include typical white cross-walk signs, high-visibility school cross-walk signs,

Additionally, there are paint markings located on the pavement along Peninsula Road. The following is a list of paint markings found within the study zone:

- “30 km/h” speed limit paint markings;
- “Slow” paint markings;
- “X” cross-walk paint markings;
- White stop lines and rainbow painted cross-walks; and,
- “Stop” with stop line paint markings at intersections.

Upon review, all signs appear to be in good condition, however the some of the images analyzed are over 5 years old. The District should ensure that these signs are checked on a yearly basis and replace those showing signs of wear and damage.

The placement of the signs are appropriate and clearly identify the school, playground, cross-walks and stop locations. The addition of the paint markings helps drivers be aware of the surroundings. There are no noted issues with the sign locations or type of signs used.

3.3. Collision History

The Insurance Corporation of British Columbia (ICBC) keeps statistics on collisions throughout the province of BC. Collisions statistics and locations for the District of Ucluelet are available from 2013 to 2017 via ICBC’s website.

Upon review, there has been one collision from 2013 to 2017 located within the study zone, which occurred in 2015 and was located in front of the elementary school. The collision is listed as a casualty, meaning one of the parties involved was injured.



Due to the low posted speeds and adequate sight lines, it is reasonable to assume large volumes of vehicle-vehicle collisions will not occur within the study area.

3.4. Traffic Calming Review

The District has indicated that speeding is an issue within the study area, with vehicles regularly travelling around 60-70 km/h and some as high as 80 km/h. With two schools located in the study area, pedestrian crossing is a high priority safety concern, which is at a large risk with speeding. Currently, zebra striped paint marks out the crosswalks, as well as appropriate signage for the crossings. The District has installed a roadside speed reader at Otter Street and Alder Street in an effort to make drivers aware of their speed and have them drive the speed limit. Feedback received from the speed readers indicates that they have been semi-effective. Overall the vehicles have slowed down in the area, however the odd vehicle still speeds through the zone at 80 km/h.

Congestion has become problematic at the elementary school during pick-up and drop-off times. At one time, this activity could be done in the parking lot of the school, however the school has blocked this off and confined it to staff parking only. This leaves the only option for pick-up and drop-off along the gravel shoulders of the road lining either side of the street. School buses for the elementary school are designated to pick-up and drop-off on Peninsula Road, adjacent to the south parking lot. This provides other users limited space for pick-up and drop-off on the west side of the road. The east side of Peninsula Road has numerous driveways and alleys occupying spaces due to the residences lining this side of the road, providing even less space for parking.

With congestion and speeding factors during school hours, pedestrian safety is a high concern. There are no additional signs at the crosswalks or crossing guards before or after school hours to assist children crossing the street.

4. Traffic Safety Options

Ultimately there are a few separate issues along Peninsula Road, speed being one, parking and congestion another. Attempts to address the speeding issue have begun with the installation of speed readers, however the District would like to find additional ways to ensure speeding is limited.

The District has indicated that they would like to move forward with an initiative to increase safety within the study area. Initial internal discussions include the installation of speed humps in an effort to reduce the number of speeding vehicles through the study area. Prior to moving forward with this initiative, the District would like to look at other options, both short and long term to provide a safe experience for everyone utilizing the roadway within the study area.

4.1. Short-term Options

The District has already begun investigations on short term traffic calming measures for the area. The use of roadside speed-readers is a good starting point. Based on the existing infrastructure, additional options that can be implemented in the short-term include:

- Permanent concrete raised cross-walk;
- Permanent asphalt speed humps;
- Removable rubber speed humps;

- Overhead pedestrian crossing signs with flashing lights, and;
- Intelligent speed bumps.

Figure 2 through *Figure 6* illustrate the above-mentioned options.

Figure 2: Raised Concrete Crosswalk



Cars will be required to slow down at a raised crosswalk, allowing pedestrians to cross Peninsula Road in a safe manner. These would be a permanent fixture and lost if any upgrades or resurfacing was done to Peninsula Road.

Figure 3: Asphalt Speed Hump



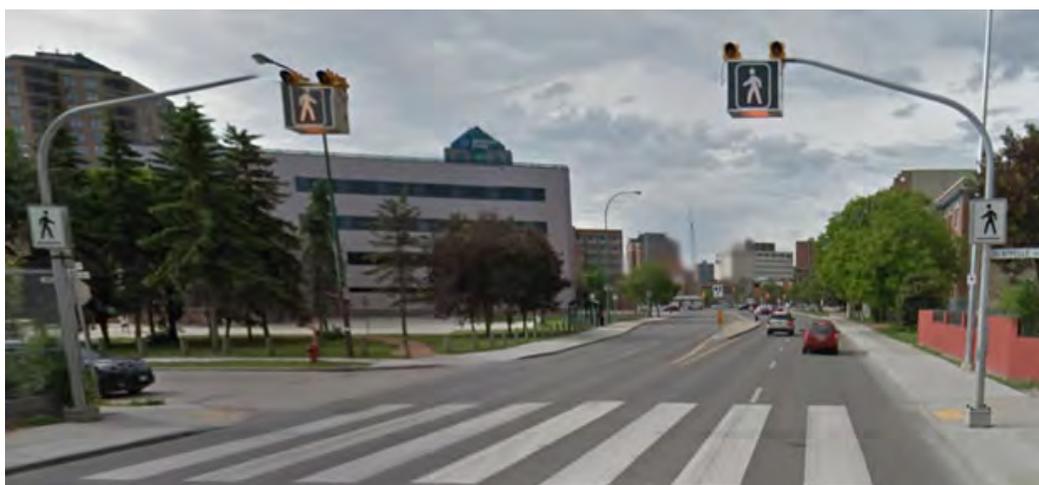
Asphalt speed humps can be installed along Peninsula Road to prevent speeding through the study area. Ideally, these would be placed near crosswalks or intersections to protect pedestrians. These would be a permanent fixture and lost if any upgrades were done to the Peninsula Road.

Figure 4: Rubber Speed Hump



A rubber speed hump will work in the same manner as an asphalt speed hump, however these are bolted into the road surface. As such, maintenance is easier since they can be removed once they are worn out or damaged. They can also easily be removed and reinstalled if Peninsula Road needs to be resurfaced.

Figure 5: Overhead Pedestrian Crossing Signs



These signs will alert drivers when pedestrians are crossing the street. However, vehicles may still speed through the study area when the lights aren't flashing.

Intelligent Speed Bumps

Intelligent speed bumps are a relatively new technology which have been introduced in some European countries. These speed bumps have speed detectors that will trigger the speed bump in one of two ways:

- It will stay down for those that are driving the speed limit, or;
- It will raise up for those that are speeding to warn them to slow down.



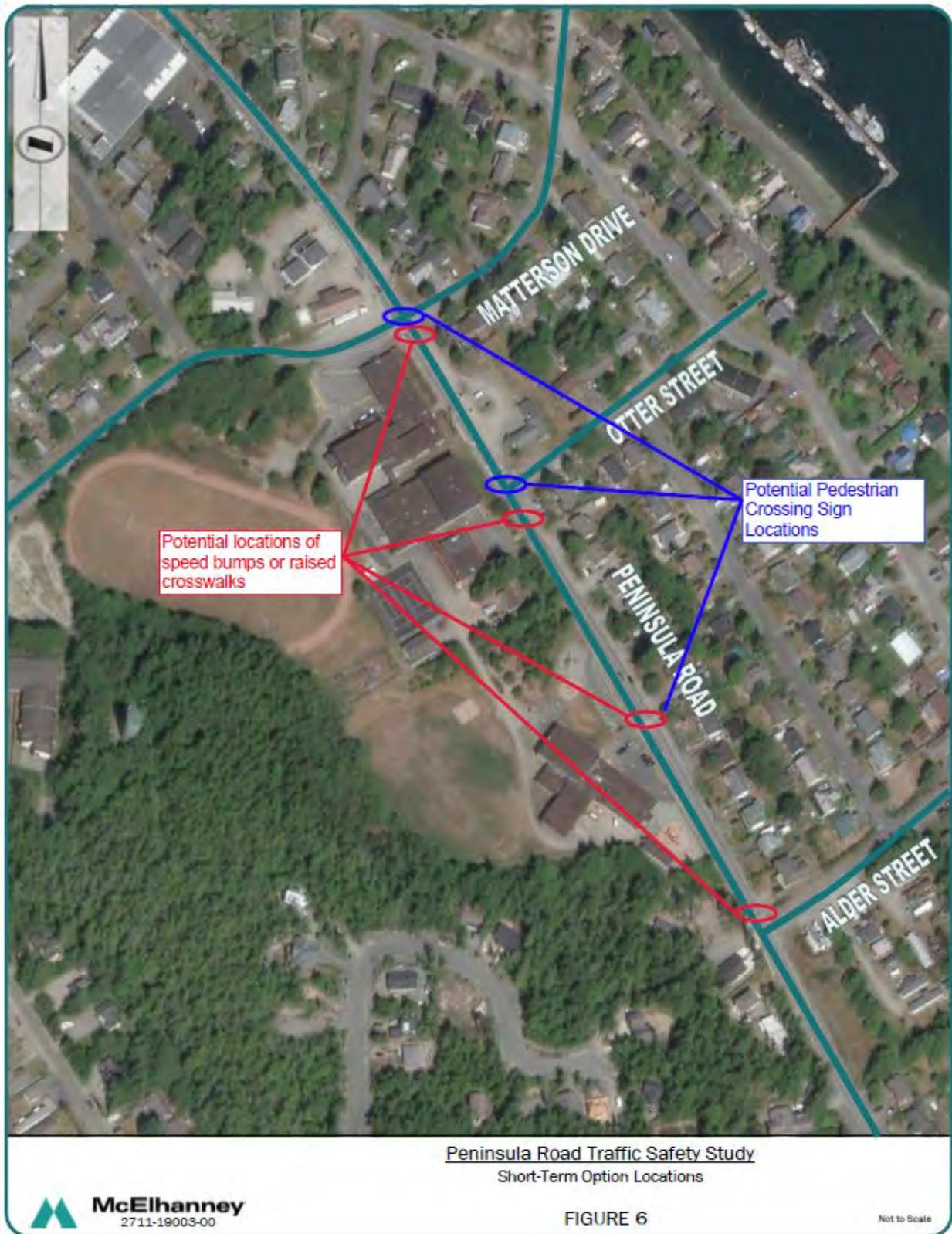
In this way, those that are going the speed limit aren't forced to slow down further to go over the speed bump, while those speeding get a rough reminder to slow down. As this technology is relatively new, it is unknown if there have been any installed in North America and what the associated costs are. Thus, further they were not explored further within this report. Should the District wish to find more information on this technology, McElhanney can investigate further.

4.2. Short-term Option Considerations

Peninsula Road was analyzed to determine the ideal locations for installation of the short-term options. Speed humps or raised cross-walks could be installed at four different locations, typically near crosswalks. The District may elect to install speed humps at all four locations, or as few as two locations in an effort to curb speeding habits through the study area. Overhead cross-walk lights would be installed at the crosswalk locations; however, it could be limited to one single location at the elementary school where there is likely a higher volume of pedestrians crossing the street. *Figure 6* identifies ideal locations for each option.

It should be noted that while speed humps will likely curb speeding along Peninsula Road, they may also deter vehicles from utilizing Peninsula Road. Those vehicles that have a destination that can be reached via Pine Street, Helen Road or Marine Drive may start to utilize these roads instead to avoid using Peninsula Road. Those that have a destination that takes them through Ucluelet will likely still take Peninsula Road, as taking a side street will ultimately still be a longer detour than navigating speed humps on Peninsula Road.

Figure 6: Short-term Option Locations



4.3. Long-term Options

Parking and congestion in front of the elementary school is ultimately a school problem that has spilled onto the road owned by the District. Long term recommendations that have been explored, attempt to alleviate these problems, however they should be coordinated between the school district and the District of Ucluelet to come up with the best option for all stakeholders.

Long-term options that have been explored include those that would have a higher capital cost and require additional infrastructure in order to be implemented. These are options that the District can assess and propose into their future capital budget 5 – 10 years in the future. These options include the following:

- Reconfiguration of the elementary school parking lot, complete with a pick-up and drop-off zone;
- Reconfiguration of the elementary school parking lot, with pick-up and drop-off lane adjacent to Peninsula Road;
- Concrete sidewalk bulb-outs at intersections;
- Remodel of Peninsula Road to reduce the road width and increase the sidewalk/shoulder area;
- Roundabout

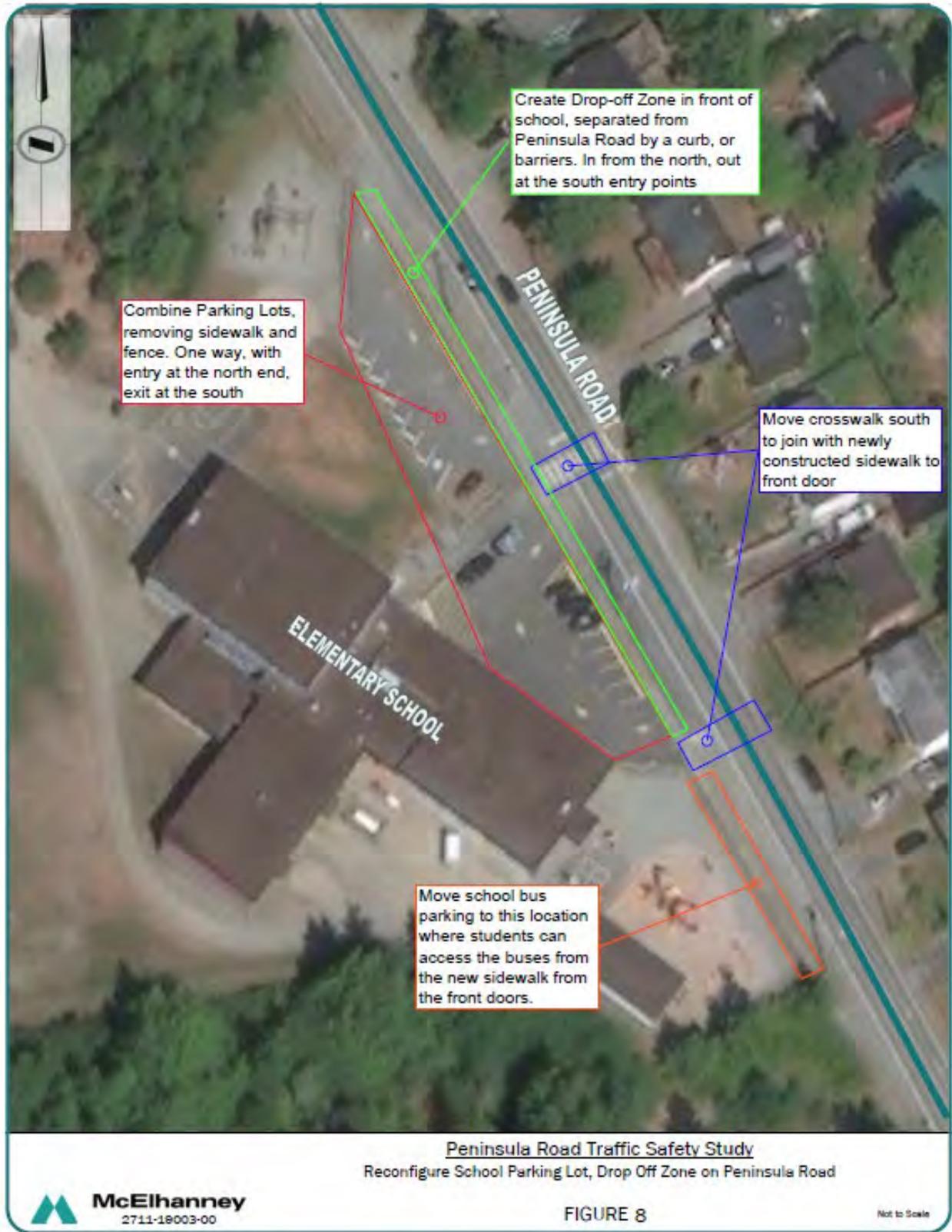
Figure 7 through Figure 11 illustrates the above-mentioned options.

Figure 7: Reconfiguration of Elementary School Parking Lot, Drop Off Zone Located on School Property.



This option provides a drop off zone on school property, creating a safer drop point. Pedestrians won't be adjacent to Peninsula Road, removing potential contact points between vehicles and pedestrians. This option will need to be negotiated between the District and the School Board as it is outside of the District property.

Figure 8: Reconfiguration of Elementary School Parking Lot, Drop Off Zone Located on Peninsula Road.





This option reconfigures the parking lot as a drive through for staff of the school, combining the two parking lots, and allowing for one entrance and one exit. The road shoulder of Peninsula Road can be turned into two drop off zones. One zone will be designated for buses, while the other will be for parents dropping off students. A curb or barrier will separate the drop off zone from Peninsula Road, preventing multiple cars from leaving at the same time. This will allow for one point of entry and exit for the drop off lane.

Figure 9: Concrete Bulb-outs



Concrete bulb-outs provide narrower access along the driving lanes, encouraging drivers to slow down. While vehicles may slow down, it also causes conflicts with larger vehicles such as buses, when trying to make a turn around the bulbs.

Figure 10: Remodel of Peninsula Road



Remodeling Peninsula Road will allow for designated parking spaces, and a wider road width. Concept plans have been developed by McElhaney and presented to the District. This will include additional sidewalks, bike lanes and increased driving lanes. This design will not provide any additional safety measures but will

provide better access for active transportation along Peninsula Road. Incorporating this concept with others, such as overhead crossing signs, or raised crosswalks will increase the driver experience along this road.

Figure 11: Roundabout



Roundabouts will deter speeding through intersections as vehicles will be forced to slow down to navigate the roundabout. Roundabouts do require a larger footprint to install and may be too large to incorporate into the road ROW on Peninsula Road. Collisions increase at roundabouts as those drivers no familiar with them, may have difficulty navigating through the roundabout.

4.4. Costs

An important factor for each option is the capital cost involved with the construction or installation of the safety control. *Table 2* outlines the approximate costs for the short-term options while *Table 3* provides cost estimates for the long-term options.

. *Table 2: Cost Estimates for Short-Term Options*

Option	Unit	Quantity	Unit Price	Total
Concrete Raised Cross-walk	EA	4	\$8,000	\$32,000
Asphalt Speed Hump	EA	4	\$5,500	\$22,000
Rubber Speed Hump	EA	8	\$2,500	\$20,000
Overhead Pedestrian Crossing Signs (w/ Flashing Lights)	EA	3	\$35,000	\$105,000



Table 3: Cost Estimates for Long-Term Options

Option	Unit	Quantity	Unit Price	Total
Concrete Sidewalk Bulbs	LS	1	\$15,000	\$15,000
Reconfigure Elementary School Parking Pick-up, Drop-Off in Parking Lot	LS	1	\$255,000	\$255,000
Reconfigure Elementary School Parking Pick-up, Drop-Off on Peninsula Road	LS	1	\$242,000	\$242,000
Remodel Peninsula Road	LS	1	\$1,100,000	\$1,100,000
Roundabout	EA	3	\$725,000	\$2,175,000

4.5. Evaluation of Options

Due to the number of options and the variance in cost, each option was analyzed based on four factors: cost, safety, footprint impact and traffic performance. *Table 4* outlines the short-term options while *Table 5* provides the analysis on the long-term impacts.



Table 4: Evaluation of Short-term Options

Factor	Concrete Raised Crosswalk	Asphalt Speed Humps	Rubber Speed Hump	Pedestrian Cross-walk Signals
Cost	<ul style="list-style-type: none"> Medium Cost <p style="text-align: center;">4</p>	<ul style="list-style-type: none"> Low Cost <p style="text-align: center;">4</p>	<ul style="list-style-type: none"> Low Cost <p style="text-align: center;">4</p>	<ul style="list-style-type: none"> High Cost <p style="text-align: center;">4</p>
Safety	<ul style="list-style-type: none"> Will force drivers to slow down over the crosswalk table <p style="text-align: center;">4</p>	<ul style="list-style-type: none"> Will force drivers to slow down at the humps <p style="text-align: center;">4</p>	<ul style="list-style-type: none"> Will force drivers to slow down at the humps <p style="text-align: center;">4</p>	<ul style="list-style-type: none"> Will alert drivers of pedestrians crossing the road. Not guaranteed to slow vehicles down <p style="text-align: center;">4</p>
Footprint Impact	<ul style="list-style-type: none"> Does not require extra roadway space. Will require additional effort to remove if Peninsula Road is reconstructed. <p style="text-align: center;">4</p>	<ul style="list-style-type: none"> Does not require extra roadway space. Will require additional effort to remove if Peninsula Road is reconstructed. <p style="text-align: center;">4</p>	<ul style="list-style-type: none"> Does not require extra roadway space. Easy to remove if Peninsula Road is reconstructed. <p style="text-align: center;">4</p>	<ul style="list-style-type: none"> Does not require extra roadway space. Can be easily incorporated into Peninsula Road reconstruction if required. <p style="text-align: center;">4</p>
Traffic Performance	<ul style="list-style-type: none"> Will reduce speeds at crosswalks, possibly causing congestion at peak pick-up and drop-off times. May cause more re-end collisions from unaware drivers <p style="text-align: center;">4</p>	<ul style="list-style-type: none"> Will reduce speeds at crosswalks, possibly causing congestion at peak pick-up and drop-off times. May cause more re-end collisions from unaware drivers <p style="text-align: center;">4</p>	<ul style="list-style-type: none"> Will reduce speeds at crosswalks, possibly causing congestion at peak pick-up and drop-off times. May cause more re-end collisions from unaware drivers <p style="text-align: center;">4</p>	<ul style="list-style-type: none"> Will reduce speeds only when pedestrians are crossing. <p style="text-align: center;">4</p>

LEGEND

- 4 – Little or no impact
- 4 – Neutral
- 4 – High or significant impact



Table 5: Evaluation of Long-term Options

Factor	Concrete Sidewalk Bulbs	Reconfigure Parking Lot Pick-up/Drop Off in Parking Lot	Reconfigure Parking Lot Pick-up/Drop Off on Peninsula Rd	Remodel Peninsula Road	Roundabout
Cost	<ul style="list-style-type: none"> Low Cost 	<ul style="list-style-type: none"> Medium Cost 	<ul style="list-style-type: none"> Medium Cost 	<ul style="list-style-type: none"> High Cost 	<ul style="list-style-type: none"> High Cost
	4	4	4	4	4
Safety	<ul style="list-style-type: none"> Will reduce speeds at crosswalks and intersections. 	<ul style="list-style-type: none"> Will prevent pick-ups and drop offs from occurring along Peninsula Road, providing safety for children. 	<ul style="list-style-type: none"> Will provide a safe zone for pick-ups and drop offs for children to exit vehicles. Children are still adjacent to roadway. 	<ul style="list-style-type: none"> Will provide extra parking for pick-ups and drop offs along Peninsula Road. Children are still adjacent to roadway. 	<ul style="list-style-type: none"> Will reduce speeds at intersections. May cause additional read-end collisions from users unaware of roundabout configuration.
	4	4	4	4	4
Footprint Impact	<ul style="list-style-type: none"> No impact to existing intersections. May require additional infrastructure for sidewalk installation. 	<ul style="list-style-type: none"> No additional impact to existing ROW for Peninsula Road. 	<ul style="list-style-type: none"> Requires additional space along the shoulder of Peninsula Road. The space is still located within the road ROW. 	<ul style="list-style-type: none"> Requires additional space within the road ROW to install all feature outlined in the concept plan. 	<ul style="list-style-type: none"> Requires additional space at each intersection to accommodate a roundabout. The additional space may be outside of the road ROW.
	4	4	4	4	4
Traffic Performance	<ul style="list-style-type: none"> May cause turning issues for larger vehicles such as buses. Vehicles should slow down, but congestion should not be an issue. 	<ul style="list-style-type: none"> Will alleviate congestion on Peninsula Road with a dedicated pick-up and drop off zone on school property. Peninsula Road will be free flow. 	<ul style="list-style-type: none"> Congestion will be limited to the entry and exit of the drop off zone along Peninsula Road. 	<ul style="list-style-type: none"> With designated parking spaces, congestion should be limited along Peninsula Road. Additional width to the lanes will allow for higher free flow speeds. 	<ul style="list-style-type: none"> Intersections will operate at acceptable level of service. Congestion will be limited along Peninsula Road.
	4	4	4	4	4



5. Conclusions & Recommendations

The purpose of this report was to provide a safety analysis of Peninsula Road between Matterson Drive and Alder Street. The conclusions and recommendations are summarized below:

- There has only been one collision in the last 5 years in front of the Elementary school;
- Current signage is appropriate, and signs are in good condition;
- Sight lines at all intersections located within the study area meet requirements.

Ultimately there are a few separate issues along Peninsula Road, speed being one, parking and congestion another. Attempts to address the speeding issue have begun with the installation of speed readers, however the District would like to find additional ways to ensure speeding is limited.

Parking and congestion in front of the elementary school is ultimately a school problem that has spilled onto the road owned by the District. Long term recommendations attempt to alleviate these problems, however they should be coordinated between the school district and the District of Ucluelet to come up with the best option for all stakeholders.

Short Term Recommendations

Four options were considered in the short term: raised concrete sidewalks, asphalt or rubber speed humps and overhead crossing signals. Based on the analysis, and with the goal in mind that the District is attempting to force drivers to slow to the 30 km/h speed limit, rubber speed humps are the best option for the short term. These are cost effective, can easily be maintained, and can be removed easily should further improvements be made to Peninsula Road. An overhead crossing should also be considered at the elementary school crosswalk to improve pedestrian safety for children crossing the street at this location.

It is recommended to install rubber speed humps at four locations along Peninsula Road: at Matterson Drive, Otter Street, Alder Street and the crosswalk at the elementary school.

Long Term Recommendations

It is unknown at this time if and when Peninsula Road will be improved via the concept plans McElhanney has presented to the District. This concept plan provides wider lanes, additional parking spaces and a connection for active transportation modes. This plan will revitalize Peninsula Road; however, safety will still be of concern regarding speeding through the study area. Should Peninsula Road be reconstructed, the rubber speed humps installed in the short term can be reinstalled to continue mitigating traffic speeds along Peninsula Road. Reinstalling the speed humps would mean that concrete bulb-outs are not necessary as both the speed humps and bulb-outs would be located at the intersections and attempting to achieve the same goal.

Regarding parking along Peninsula Road, the concept design with a drop-off zone located in the parking lot of the elementary school would be the best option. This option removes conflict points along Peninsula Road and will allow through traffic on Peninsula Road to operate with free flow.

It is recommended to move implement the concept plan for Peninsula Road that McElhanney has provided to Ucluelet for the long-term safety improvements. During detailed design, the District can



decide if they would like to continue with rubber speed humps, or upgrade to raised concrete crosswalks and pedestrian crossing signals.

6. Closing

This Report entitled "Peninsula Road Traffic Safety Study" was prepared by McElhanney Ltd. under the authorization of the District of Ucluelet. The plans, concept designs and recommendations put forward, reflect the Consultants' best judgement with the available information. Any use of this information in a manner not intended, or with knowledge that situations have changed, shall not be the responsibility of McElhanney Consulting Services Ltd. or the undersigned.

McELHANNEY LTD.

Prepared by:

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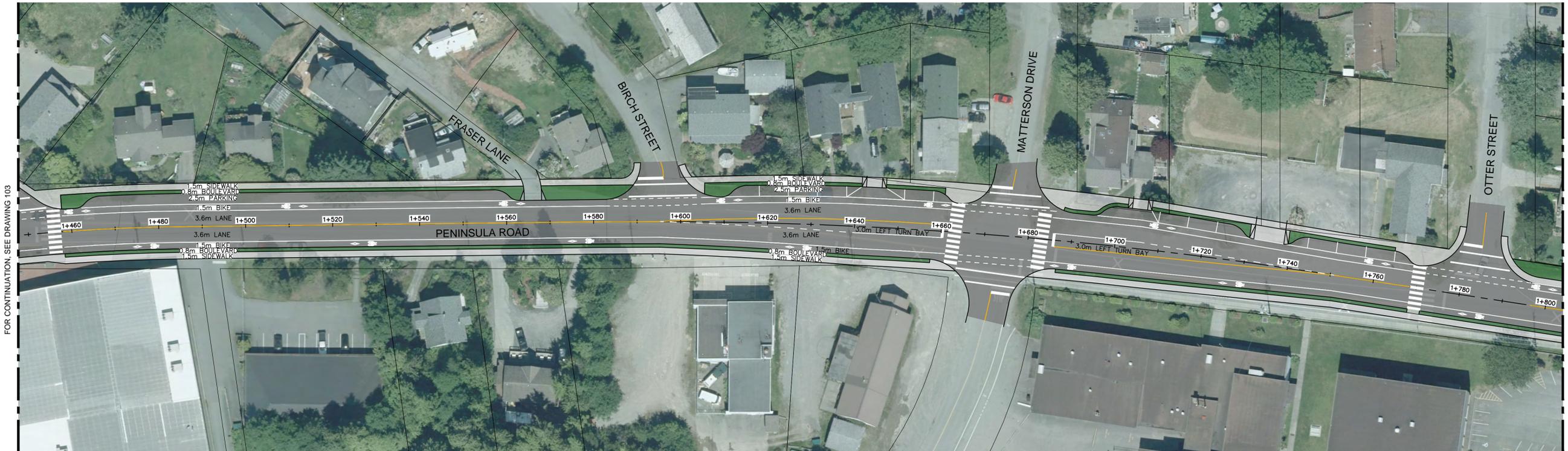
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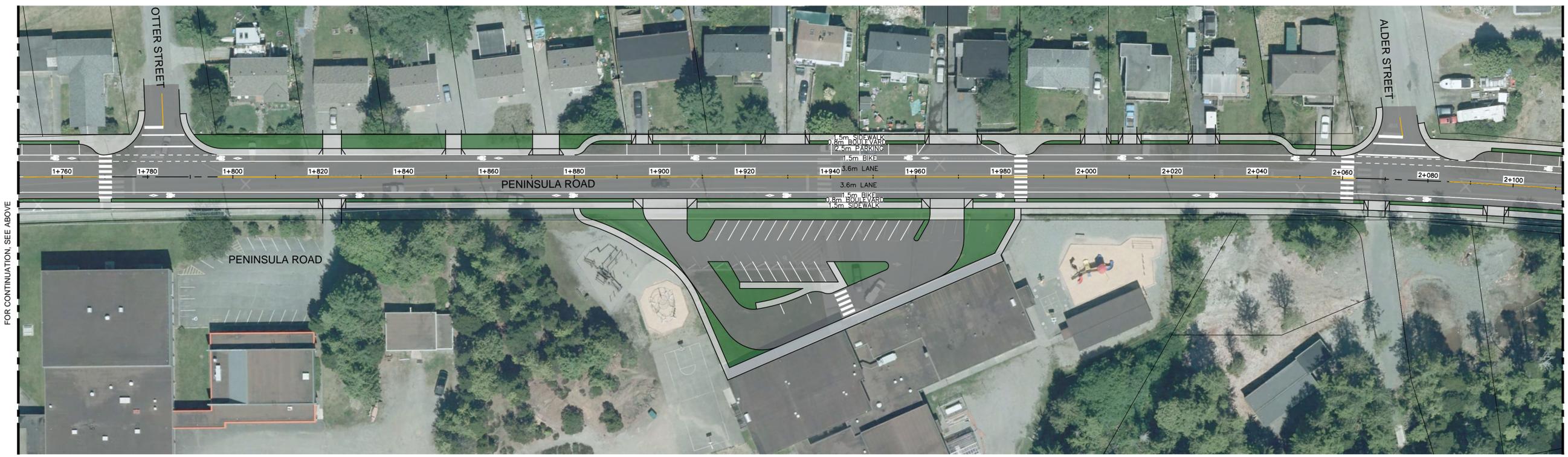


ATTACHMENT A – PENINSULA ROAD CONCEPT PLAN



FOR CONTINUATION, SEE DRAWING 103

FOR CONTINUATION, SEE BELOW



FOR CONTINUATION, SEE ABOVE

FOR CONTINUATION, SEE DRAWING 107



Rev	Date	Description	Drawn	Design	App'd
PD	19-04-05	ISSUED FOR REVIEW	KB	KB	CP
PC	18-12-20	ISSUED FOR REVIEW	KB	KB	CP
PB	18-11-13	ISSUED FOR REVIEW	SS	SS	ML
PA	18-09-25	ISSUED FOR REVIEW	KB	KB	ML

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ORIGINAL DWG SIZE: ANSI D (22" x 34")



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Approved Sealed

DISTRICT OF UCLUELET
200 MAIN STREET, UCLUELET, BC, V09 3A0
**CONCEPTUAL DESIGN
OF ROAD IMPROVEMENTS
PENINSULA ROAD
FRASER LANE TO ALDER STREET**

Drawing No.	106
Project Number	2231-46300-01
Rev.	PD



STAFF REPORT TO COUNCIL

Council Meeting: APRIL 23, 2019
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: MARK BOYSEN, CHIEF ADMINISTRATIVE OFFICER

FILE NO: 1855-03 CLEANBC

SUBJECT: CLEANBC COMMUNITIES FUND APPLICATION FOR EV CHARGING STATIONS **REPORT NO:** 19-46

ATTACHMENT(S): NONE

RECOMMENDATION(S):

1. **THAT** the District participate in the Mid-Island EV Network project and associated CleanBC Communities Fund application with the Regional District of Nanaimo as the lead applicant and dedicate a total of up to \$10,000 funded from the Resort Municipality Initiative (RMI) reserves for the District's portion of the cost of four public electric vehicle charging stations at District owned sites within the community.

PURPOSE:

The purpose of this report is to request support from Council to participate in a joint funding application to implement electric vehicle charging stations throughout the Ucluelet community.

BACKGROUND:

In December 2018, the Province announced a new funding stream, the CleanBC Communities funds, to support the implementation of projects that focus on the management of renewable energy, access to clean-energy transportation, improved energy efficiency of buildings and the generation of clean energy. A request was made to the District to participate in a joint funding application of Island municipalities, led by the Regional District of Nanaimo, to purchase and install electric vehicle (EV) charging stations.

TIME REQUIREMENTS:

There are no additional time requirements with participating in the Mid-Island EV Network program as the initiative is already part of the District's Resort Municipality Initiatives (RMI) work plan. In the 2019 financial planning process, Council authorized the use of RMI funds in the amount of \$80,000 to support the implementation of 8-10 electric vehicle charging station locations.

FINANCIAL IMPACTS:

The District's participation in the application will provide an opportunity to leverage the RMI funding by using \$10,000 of the allocated funds. If successful, the funding could then allow for more stations to be installed in the community, or the additional RMI funds can be used for future projects.

POLICY OF LEGISLATIVE IMPACTS:

The implementation of public electric vehicle charging infrastructure is one of the actions outlined in the District of Ucluelet's Climate Action and 100% Renewable Energy Plan titled, "Clean Energy for the Safe Harbour". The initiative is also supported by policies in the Official Community Plan.

OPTIONS REVIEW:

1. **THAT** the District participate in the Mid-Island EV Network project and associated CleanBC Communities Fund application with the Regional District of Nanaimo as the lead applicant and dedicate a total of up to \$10,000 funded from the Resort Municipality Initiative (RMI) reserves for the District's portion of the cost of four public electric vehicle charging stations at District owned sites within the community. **(Recommended)**
2. **THAT** Council provide alternative direction to staff.

Respectfully submitted: Mark Boysen, Chief Administrative Officer



STAFF REPORT TO COUNCIL

Council Meeting: APRIL 23, 2019
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: BRENT ASHTON, BYLAW SERVICES OFFICER

FILE NO: 4020-20 STR

SUBJECT: SHORT-TERM RENTAL PROGRAM – UPDATE

REPORT NO: 19-47

ATTACHMENT(S): NONE

RECOMMENDATION(S):

1. **THAT** Council receives this Short-Term Rental Program report for information.

PURPOSE:

The purpose of this report is to provide an update on Ucluelet's Short-Term Rental (STR) bylaw outreach, investigation and enforcement program.

BACKGROUND:

This report provides an updated snapshot of STR compliance and results since the last report that went before Council on June 29, 2018.

UPDATE ON HOST COMPLIANCE DATA AND STAFF ACTIVITIES:

Currently, Staff have identified 172 STR properties in Ucluelet with active listings, up from the 129 since last June. Note this number changes weekly as properties are added or removed from the short-term rental market, but for the purposes of this report that number can be considered reasonably accurate and current.

A total of 118 units hold a valid business licence for short term rentals and 2 are in progress. Property management companies hold a total of 24 licenses.

The remaining 28 properties identified by *Host Compliance LLC* and advertising their STR unit do not have a business licence, or need to be investigated further. Of those, approximately 6 are resort condominium units with no barriers to obtaining a business licence (i.e., the owners need to apply and issuing the business licence would be routine).

Another 4 properties were inspected to determine zoning compliance. So far, Bylaw Services Staff have been in contact with these owners. 1 was unlicensed, and took the necessary steps to come into compliance and was subsequently issued a business licence. 2 properties expressed interest in rezoning their properties, and the remaining 1 is still determining how to best move forward.

The following still appear to be issues or concerns, and are enforced when they are noted.

- Not a **permitted use in the zoning** bylaw;
- Construction or change of use without the required **building permit**; and/or,
- **Owner not a present, full-time resident** in cases where required by the zoning.

The owners of these properties (coloured red in **Figure 1**, below) have the option of seeking compliance (i.e. ceasing the STR use, obtaining a building permit, applying to amend their zoning to allow the use, etc. as the case may be). Those who do not comply voluntarily will be subject to progressive steps of bylaw enforcement.

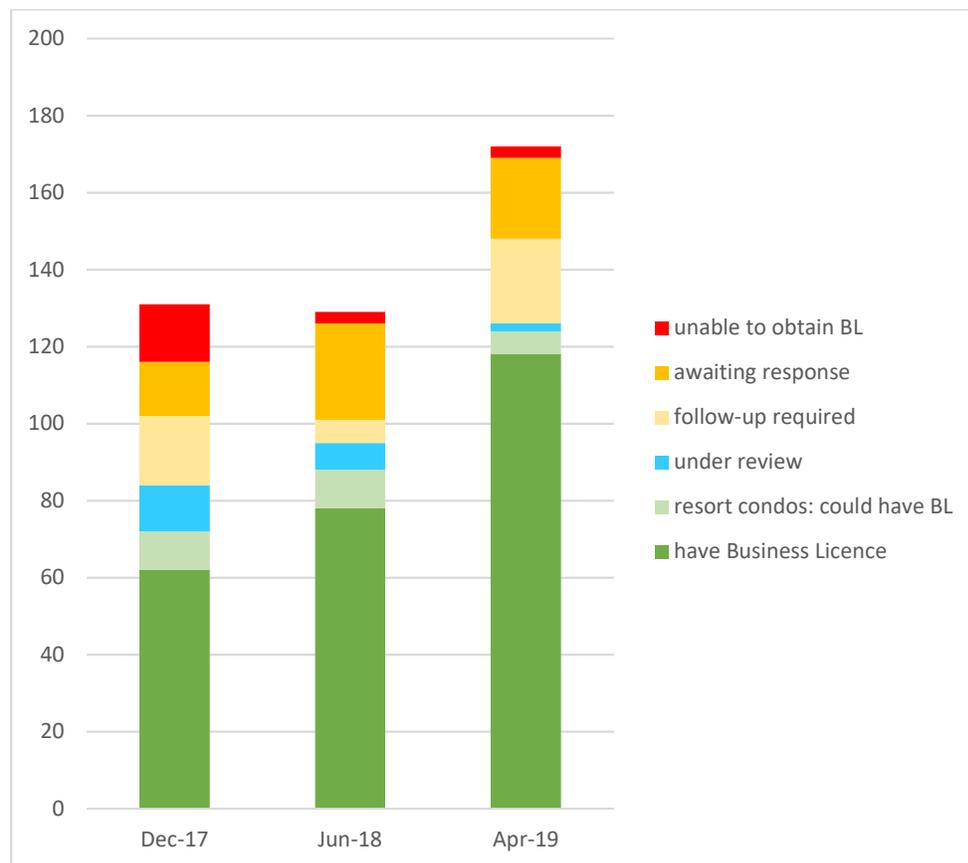


Figure 1: Active Short Term Rentals – December 2017 – April 2019

Most people have complied with bylaws willingly, or at least have been cooperative with coming into compliance. Obtaining compliance can take time, particularly in cases where an owner needs to complete work to obtain occupancy on a building permit. In most cases the bylaw infractions are eventually resolved. Recent activities in enforcement among the current STR listings:

- one stopped advertising;
- one property was listed for sale;
- one property was issued \$300 in fines for repeated non-compliance;
- one took necessary steps to get the appropriate approvals to have an STR at their property

LESSONS LEARNED:

The Bylaw Services Officer continues to contact property owners to advise them of the bylaw requirements and the need to apply for a business licence. Staff continue to get inquiries about the STR application process and continue to receive new applications as communication about monitoring and compliance measures spreads. A total of 22 new licenses have been issued since the last report.

As seen in Figure 1, above, the proportion of active short-term rentals which are not compliant with District bylaws has been reduced. Note the total number of listings has gradually increased over the past two years (see **Figure 2**), while the individual properties involved change over time as new listing appear and others are shut down.

Advertised Identified STR Rental Units in Jurisdiction / Week



Figure 2: Short Term Rental units in Ucluelet being advertised online – two-year trend

Planning, Building and Bylaw Services continue to receive multiple inquiries from individuals wanting to convert existing suites to STR, and have observed individuals building short term rental units without permits or approvals. Staff continue to monitor this, and the Bylaw Services Officer and Building Inspector have worked in conjunction to ensure the municipal bylaw requirements are followed, and proper permits pulled for new construction, to maintain the minimum standards of health and safety required by the BC Building Code.

Increasingly, staff are fielding questions from individuals looking into purchasing a residential property for use as a stand-alone vacation rental; a use not permissible under District bylaws.

Staff continue to use a STR tracking tool to follow up on all known STR properties and their status; this enables better tracking of both individual properties and trends in compliance over time. Using the online tracking service, the District is able to positively identify the individual property in 96.6% of the online rental listings; this is a very high identification rate compared to many municipalities.

TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:

The monitoring and enforcement of STR is an ongoing activity for the District's Bylaw Officer.

FINANCIAL IMPACTS:

As the number of STR listings has increased, the District's cost for online monitoring services has also gone up. Billing for this service is a direct reflection on the number of listings within the District, and is also affected by the USD/CDN exchange rate. Annual costs have increased from \$7,965 USD to \$9,965 USD. This increase can be absorbed within the 2019 departmental budget; confirming potential ongoing costs will be factored into the preparation of the draft 2020 and future budgets.

POLICY OR LEGISLATIVE IMPACTS:

Staff recommend that the current STR bylaw outreach, investigation and enforcement program continue. The proportion of non-compliant listed STR units appears to have been reduced as a result of the efforts to date. As noted previously, potential changes to the zoning and business licence bylaws may be warranted in response to the continuing challenges STR's pose to the community housing supply, and may follow the update of OCP housing policies currently under review. Options to better reflect the community expectations for maintaining housing affordability, and the reasonable management of short-term rentals, are expected to be brought forward for Council consideration in the coming months.

The Bylaw Officer has been reviewing the Municipal & Regional District Tax (MRDT) List from the Ministry of Finance to ensure compliance and remittance of MRDT.

OPTIONS REVIEW:

2. **THAT** Council receives this Short-Term Rental Program report for information.
(Recommended)
3. **THAT** Council provide alternative direction to staff.

Respectfully submitted: Brent Ashton, Bylaw Services Officer
Bruce Greig, Manager of Community Planning
Mark Boysen, Chief Administrative Officer



STAFF REPORT TO COUNCIL

Council Meeting: April 23, 2019
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: BRUCE GREIG, MANAGER OF COMMUNITY PLANNING

FILE NO: 6630-20-STR

SUBJECT: SHORT-TERM RENTALS - ACCESSORY RESIDENTIAL VS. COMMERCIAL USE

REPORT NO: 19-48

ATTACHMENT(S): NONE

RECOMMENDATION:

1. **THAT** Council receive this report for information and reference in the ongoing process of considering bylaw changes for residential properties, including the upcoming public hearing processes for individual properties seeking rezoning for increased short-term rental uses;
2. **THAT** Council consider a policy of general non-support for rezoning existing residential properties for the purpose of increasing commercial short-term rental use at this time;
3. **THAT** Council direct staff to prioritize other development applications until the updated OCP has been adopted and the District has made headway on reviewing its residential zones and appropriate options for supportive accessory uses.

PURPOSE:

This discussion paper provides Council with further background on the ongoing demand for short-term vacation rentals (STR) and its effect on residential housing affordability. The report is intended to provide context for decisions on applications which are requesting increased levels of short-term rental use on existing residential properties.

BACKGROUND:

A staff report received by Council at its March 26, 2019, meeting titled *The Residential Tax Classification of Commercial Short-Term Rentals* provided some context on the financial impacts of short-term rentals on both housing prices and municipal taxes. Correspondence received as a result of that report, and the ensuing discussion, raise a number of points which deserve clarification as the topic of housing affordability and potential bylaw changes progress with community input.

A number of current and pending applications are seeking zoning amendments to expand the short-term vacation rental use in existing residential neighbourhoods. Staff do not consider individual applications for changing the zoning on specific properties as the best setting for resolving this community-wide issue. Each site-specific rezoning or development application should be considered, however, in the broader community context.

DISCUSSION:

Ucluelet is at a point in its evolution where housing is a constant topic of conversation in the community. The following points are offered to further the community dialogue and inform the discussion and public input which Council ultimately considers when making its decisions.

increasing Short-Term Rental uses within Residential zones

“This incremental impact on housing affordability raises concerns for Ucluelet’s existing residential housing stock becoming more commercialized. Staff are therefore not supportive of permanently changing the zoning designation of the subject property...” (from staff report March 26, 2019)

Both the existing and draft Ucluelet Official Community Plans (OCPs) describe a desire to strike a balance between a vibrant and diverse local economy, a clean and robust natural environment, and a resilient uniquely west coast sense of community. While the patrons of short-term rentals support many local businesses, and provide added income to many current property owners, the reliance on short-term rentals and *the further expansion of short-term rentals in residential areas* threaten that balance. Fueling the speculation for more short-term rentals may allow some property owners to cash in on a hot real-estate opportunity, but at the cost of community resiliency, character and well-being.

estimating income from STR units

It was stated in the report of March 26, 2019, that *“some units achieve incomes over \$100,000 annually”*. A letter was submitted stating this was misleading, and requesting proof of this situation. The income number stated above is based on limited research. The following are examples of that research:

- a 2-bedroom unit at *The Ridge* complex was fully booked out last year (as described by the owner directly to staff) - at its advertised lower weekly rate the unit would gross approximately \$85,000 annually;
- a 3-bedroom B&B on Marine Drive, renting at 75% occupancy at current rates as advertised would gross approximately \$185,000 annually;
- a 3-bedroom B&B on Pass of Melfort, renting at 75% occupancy at current rates as advertised would gross approximately \$197,000 annually; and,
- the *Blackrock Beach House* offers a similar location, size and views to the proposed VR-2 use at 506 Marine Drive and Odyssey Lane. Owned by an investment corporation, the main house is advertised for short-term rental year-round. At its advertised discounted weekly rate, fully booked the property would gross approximately \$210,000 annually.

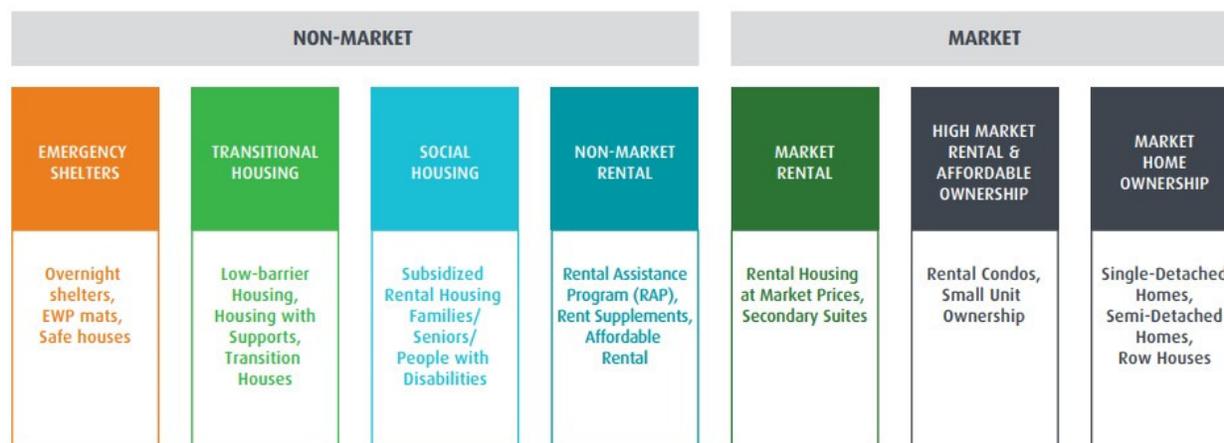
These income estimates are not highlighted to imply that every STR rental makes over \$100,000 but to relay that significant income can occur at these STR properties in what are meant to be residential zones. This income potential makes the VR-2 use and whole-house rentals an attractive investment opportunity, pricing out the intended residential use.

large houses and waterfront properties are already expensive, therefore this is not an affordable housing issue

All residential properties are part of Ucluelet’s housing continuum; long-term housing at the higher end of the spectrum serves a segment of the community as much as mid- and low-end housing. Rezoning high-end homes for more commercial uses based on an assumption that an average household already cannot afford to buy or rent these homes is not in the community’s best interest.

If a home is not selling or cannot be rented, then the market will eventually dictate a lower price or lower rent. Rezoning a property to add increased commercial uses and make it more sellable at the desired price props up the non-housing value of the property and makes it less affordable. Less affordable properties, regardless of value (high end to low end), is an affordable housing issue and has an effect on all properties in the community.

Figure 4: The Housing/Shelter Spectrum



the Marine Drive area is already commercial

Except for the Blackrock Resort, this area is intended to be residential with only modest accessory STR rental elements. The 24-unit Ridge complex now operates almost exclusively as commercial STR, but that was not the original intent. The complex was meant to be 12 units of residential and 12 units of resort commercial, but due to some ambiguous bylaw wording, maintaining the 12 units as residential is all but lost. The use as a whole-house rental of the Blackrock Beach House was similarly not the original intent at its rezoning; the VR-1 zoning bylaw at the time was not fully considered and was later changed to restrict the area of STR use, potentially leaving the property lawfully non-conforming.

Previous Councils, in creating comprehensive development areas, intended that these areas provided a range of uses that were prominently residential with defined commercial elements. The whole-house rental was something that Council and the community rejected at the time with similar reasoning as expressed in this report.

bylaw enforcement efforts are working and we are seeing more homes built with fully-compliant B&B units

While this statement is true, it actually points to a policy failure. Because of their success and desirability, fully-compliant separate entry "B&B" units which are being built in new houses are displacing what would have been a long-term rental secondary suite. Enforcement of current bylaws is the first phase of addressing the impacts of short-term rentals (see separate *STR Update Report* dated April 23, 2019), but there remains a need to look with a critical eye at updating the bylaws to reflect the current land use pressures brought about by online bookings and changing travel trends.

many families simply could not continue to live here if their opportunity to supplement their income were taken away from them

No suggestion has been made to roll back authorization of existing licensed STR units. Different opportunities to supplement incomes have existed in Ucluelet's zoning for many years, including accessory uses such as *home occupation*, *secondary suite* and *B&B*. There is a place for different forms of "mortgage helper" which can contribute to community housing affordability and diversity of the local economy. There is a risk, however, when the scale, duration and intensity of the use tips beyond what was formerly an incidental, accessory use.

Scale of impacts of Short-Term Vacation Rentals on residential properties:

	residential	commercial
timeframe	periodic	regular
use	secondary	primary
scale	minor	majority

community resiliency & the mortgage helper

The dilemma of the "mortgage helper" is that it can push people to take on a larger mortgage than they could otherwise afford. As STR uses place more investment and commercial value on residential properties, home prices rise. For many Ucluelet residents, the additional income from STR units enables them to afford mortgage payments on their home. Housing markets, and tourism travel patterns, do fluctuate and are affected by many local and international factors. An over-reliance on STR income may place residential property owners at risk when the market eventually hits a downturn and/or travel demands change. The upward pressure of STR uses on property values also makes it increasingly difficult for first-time buyers to enter the housing market.

Although not completely in the control of Ucluelet's local government, the resiliency of the community is an important consideration. The Ucluelet OCP seeks a balance of uses that support the economic, social and environmental sustainability of the community. An important part of this balance is to have stable and affordable residential housing options, varied in affordability to reach the different socio-economic segments of the population. Keeping the community's existing residential housing stock as predominantly *residential* is important to the long-term affordability and resiliency of Ucluelet.

a mix of situations and desire for flexibility

One area which makes investigation and compliance of STR units more complicated is that in many residential zones, short-term rental is a conditional use; the vacation rental use is permitted **IF** the

owner / manager is a present, full-time resident on the property. This zoning requirement is quite black-and-white, while Staff encounter a spectrum of residency, ranging as follows:

- a. present, full-time resident owners;
- b. owners who travel occasionally for work or pleasure and wish to rent out their home when absent;
- c. owners who are resident on a seasonal basis who rent out their units when absent; and,
- d. owners who are not resident, who rent their investment property on a short-term basis either with or without a local property manager.

In the situation a.) above, the short-term rental could comply with the zoning. In the situation c.) and d.), the short-term rental would clearly not comply with the zoning regulations; these units could be rented out on a long-term basis, however, and provide much-needed rental housing stock for local residents and workers.

In the situation b.), staff have encountered cases where the occasional short-term rental of an otherwise residential property may be reasonable. Staff have encountered business owners who regularly come to town to manage or check in on their business, but wish to rent out their unit when they are absent. We have also seen the inverse, where a resident is required to travel for their work and wishes to rent out their home periodically when they are absent. In these cases, Staff have explained to the owners the options for seeking authorization for their intended use. This could take the form of an application for a site-specific zoning amendment, or for a Temporary Use Permit. These processes can allow for some flexibility in applying zoning regulations in response to individual circumstances.

A number of current and pending rezoning applications are seeking to expand STR uses on residential properties. Although each application is considered on its own merits, a consistent approach is desirable. In the last month, staff have received serious inquiries from both current owners and prospective purchasers of properties on Marine Drive, Rainforest Drive, St. Jacques Boulevard and Victoria Drive – all looking to rezone for whole-house rentals or VR-2 use.

Staff have no doubt that many individual owners are genuinely seeking flexibility to allow occasional whole-house or main-house short term rental to suit their personal situations. Once a property is rezoned, however, its re-sale will be valued (and marketed) for its income potential. Zoning is a blunt tool, and the permanent rezoning of these properties is perhaps not the best answer for the community in the long run. If Council supports property owners' desires for the periodic short-term rental of their main house, staff recommend that a conditional approval (by Temporary Use Permit) would be a better approach and would lessen the speculative impact on the cost of housing.

As noted previously, the entire spectrum of bylaw provisions for short-term rentals is due for a regulatory update to better manage the impact of these changing uses on Ucluelet. Staff will be bringing forward further analysis and proposed bylaw amendments to address the changing community housing needs and opportunities, including exploring options such as:

- recognizing currently operating and properly licensed short-term rentals in a *Residential B&B* zoning designation;
- increasing long-term rental options such as allowing for *accessory dwelling units* in the form of a detached cottage on larger residential properties;

- minimum standards, guidelines and an annual intake process for considering permits for seasonal housing in RV's;
- guidelines and an annual intake process for considering permits for periodic, accessory short-term rentals on existing residential properties.

CONCLUSION:

Ucluelet is not alone in wrestling with the housing impacts of an expanding visitor economy and the popularity of online bookings for short-term vacation rentals in residential areas. A healthy community dialogue is an important part of finding solutions which will best fit this community. This report is presented with the aim of further informing that dialogue, while acknowledging that these are complex issues affecting all corners of the community.

Respectfully submitted: Bruce Greig, Manager of Planning
John Towgood, Planner 1
Mark Boysen, Chief Administrative Officer



STAFF REPORT TO COUNCIL

Council Meeting: April 23, 2019
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: BRUCE GREIG, MANAGER OF COMMUNITY PLANNING

FILE NO: 3360-20-RZ18-07

SUBJECT: ZONING BYLAW AMENDMENT ODYSSEY LANE
(LOTS A THROUGH G, PLAN VIS6520)

REPORT NO: 19-49

ATTACHMENT(S): APPENDIX A – APPLICATION INCLUDING SIGNATURES OF SUPPORT

RECOMMENDATION:

1. **THAT** Council reject the requested zoning amendment to add Vacation Rental (VR-2) use to Lots A through G on Odyssey Lane.

PURPOSE:

To provide Council with information on an application to amend Zoning Bylaw No. 1160, 2013, (the “**Zoning Bylaw**”) to allow the Vacation Rental (**VR-2**) use to be permitted on the following 7 properties (the **Subject Properties**), all in Bare Land Strata Plan VIS6520, Clayoquot District:

Lot	Address	Registered Owner
A	724 Odyssey Lane	David Gordon Tims, West Vancouver, BC
		Elizabeth June Tod
B	736 Odyssey Lane	John Clifford Saliken, Nanaimo, BC
		Joanne Copeland
C	748 Odyssey Lane	Lorne Barlett, Ucluelet, BC
		Nancy Anne Barlett
D	764 Odyssey Lane	Adam Nathan Glen, Ucluelet, BC
E	780 Odyssey Lane	Adam Nathan Glen, Ucluelet, BC
F	796 Odyssey Lane	Adam Nathan Glen, Ucluelet BC
		Shoshana Leigh Frost
		Jason Daniel Crosby
G	812 Odyssey Lane	Cinematic Sound Inc. BC0732779, Delta, BC



Figure 1 – Subject Properties

BACKGROUND:

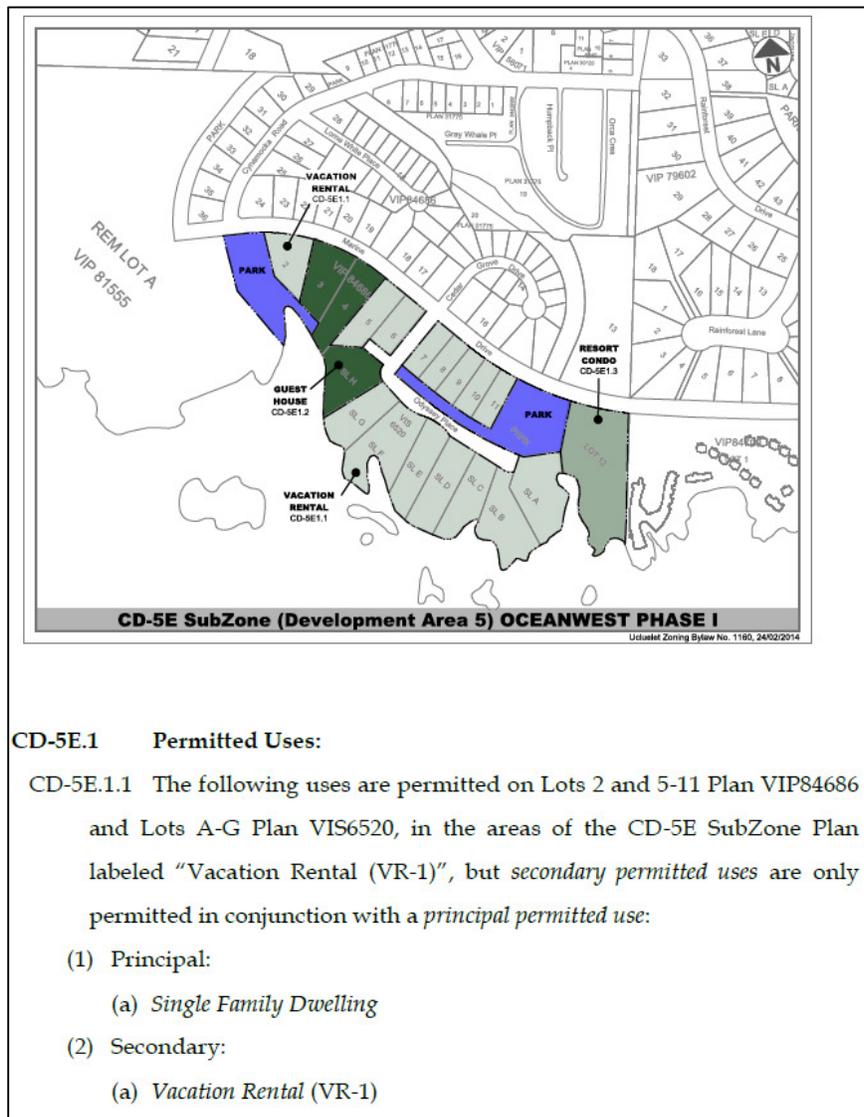
The subject properties were originally created in March of 2008. This phase of Weyerhaeuser’s “OceanWest” subdivision created 70 freehold properties and 8 bare land strata lots. The subject properties are 7 of the 8 bare land strata lots. The private access road, Odysseey Lane, forms the common property for the strata. The Wild Pacific Trail was originally located along the waterfront of the parent lot prior to the creation of the subject properties; the trail was relocated to an inland park corridor.

The current zoning of these lots was created in a Comprehensive Development (**CD**) zone where the developer created primarily residential uses and regulations. The Odysseey Lane properties lie within the CD-5E SubZone (Development Area #5) of OceanWest Phase 1 (see **Figure 2**).

The primary uses within this phase of OceanWest subdivision include:

- Small, Medium, and Large single-family dwelling (**SFD**) residential properties;
- Guest House properties; and,
- Vacation Rental (**VR-1**) properties.

All of these uses are primarily residential with secondary commercial Short-Term Rental (**STR**) elements. One of the goals of creating the CD zone was to create a balance or mix of uses that considers affordability, diversity, and in this case secondary STR elements within a residential setting.



CD-5E.1 Permitted Uses:

CD-5E.1.1 The following uses are permitted on Lots 2 and 5-11 Plan VIP84686 and Lots A-G Plan VIS6520, in the areas of the CD-5E SubZone Plan labeled "Vacation Rental (VR-1)", but *secondary permitted uses* are only permitted in conjunction with a *principal permitted use*:

- (1) Principal:
 - (a) *Single Family Dwelling*
- (2) Secondary:
 - (a) *Vacation Rental (VR-1)*

Figure 2 – CD-5E zoning excerpt

On October 5, 2018, the District received an application to add the secondary permitted use of VR-2 to the subject properties. Staff note the application includes signatures of support from over 50 businesses and individuals (see **Appendix A**).

As Council is aware, the VR-2 use is currently in the process of being modified with language to ensure a minimum residential presence. The specific zoning amendment of VR-2 (Bylaw No.1241) reads as follows:

"The "VR-2" designation permits the commercial tourist accommodation as:

- (a) *accessory to a permanent residential use and administered by the full-time and present resident.*
- (b) *occupying the principle dwelling or a maximum of two (2) secondary suites or a combination of those dwelling units as long as one of the dwelling units within the principle building is occupied by a permanent and present residential use.*

- (c) in no case shall the secondary suite component of the principle building occupy less than fifteen percent (15%) of the principle building on the lot, and in no part of an accessory building.
- (d) in no case shall the principle dwelling component of the principle building occupy less than sixty (60%) of the principle building on the lot, and in no part of an accessory building.”

At the time of writing this report, Bylaw No. 1241 has had its first and second readings, and is scheduled for a public hearing on April 30, 2019.

OCP Policies:

Because the properties are currently designated within a Comprehensive Development area of the 2011 Official Community Plan (**OCP**), the proposed rezoning of these properties would not trigger an OCP amendment for the land use designation. It is less clear whether the change to allow the primarily commercial VR-2 use is consistent with the overall OCP policies on Affordable Housing and the mix of land uses expected in Comprehensive Development areas (see discussion below).

Current Zoning

The subject properties are currently zoned CD-5E.1.1. Secondary permitted uses are only allowed in conjunction with a principal permitted use:

- (1) Principal:
 - (a) Single Family Dwelling
- (2) Secondary:
 - (a) Vacation Rental (VR-1)

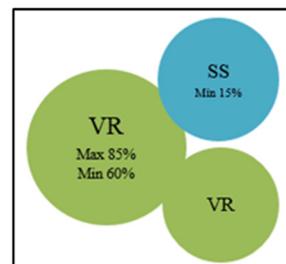
This zoning designation allows the secondary Vacation Rental (VR-1) use among the following potential use configurations:



Figure 3 – Current permitted uses

Proposed Zoning

The applicants are requesting that the subject properties be spot zoned to allow the modified Vacation Rental VR-2 use. The adjacent diagram illustrates the maximum commercial use (shown in green). The long-term residential use (shown in blue) could cover some or all of the area shown in green but would never be less than the suite illustrated as 15% of the total building.



The requested bylaw amendment would not change other zoning regulations such as setbacks, height and total floor area on these 7 lots.

DISCUSSION:

These seven residential lots were created as part of an overall comprehensive up-zoning which at the time provided for a mix of tourist commercial and residential land use designations in conjunction with a density bonusing scheme and community amenity contributions. The 2011 OCP notes that the CD-5 zone was originally adopted on an expectation of a minimum amount of affordable housing to be built, and a minimum 15% staff housing burden placed on hotel development.

The affordable housing section of the 2011 OCP points to secondary suites providing “an opportunity to offer more housing choices while maintaining a single family residential neighbourhood character”, and notes that the VR-1 zoning permits a maximum of 2 secondary suite units within a single-family residence. The seven subject properties are already zoned to permit one or two secondary suites, and for short-term vacation rentals to occur in up to two suites within in each house. Of the two occupied houses built so far on these 7 lots, both have obtained business licences for short-term rentals.

The Odyssey Lane neighbourhood currently could be looked at as a residential neighbourhood of homes with a high commercial STR content. In comparison the proposed change to VR-2 would remove the “home” component and the block should be considered akin to a 14-unit motel with 7 staff/rental secondary housing units. Unlike a clear commercial rezoning, however, the proposed combination of residential and commercial uses has not considered the impact of housing demand for the employees generated by the proposed use. Likewise, by leaving the properties in a quasi-residential form the expanded STR uses would be exempt from paying property taxes at a commercial rate. Increasing the commercial use on residential properties is arguably allowing such properties to externalize the true costs of their operations – a good deal for the property owner, but with the limited avenues available for a municipality to generate revenue would result in costs being borne by other properties and other classes of properties.

The increased commercial use (and expectation for that commercial use) on residential properties is having a negative impact on the availability and affordability of residential housing in the community. As discussed in the report on *Short-Term Rentals - Accessory Residential vs. Commercial Use*, staff cannot recommend rezoning to permit additional commercial use – by area or duration - on properties intended for primarily residential purposes as being consistent with the OCP or supportive of community housing affordability.

TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:

Should the application proceed, staff time will be required to draft the requested Zoning Bylaw amendments, including giving notice of a Public Hearing.

FINANCIAL IMPACTS:

There are no direct financial implications to the District by advancing a proposed Bylaw. Indirectly, this bylaw may contribute to the erosion of the supply and affordability of long-term housing stock in the community by fueling further expectation of expanded commercial uses in existing neighborhoods. Allowing additional commercial uses on residential lands may also incrementally erode the viability of lands properly designated for similar commercial purposes; in the long term, this could impact the economic diversity of the community.

POLICY OR LEGISLATIVE IMPACTS:

If Council is supportive of this zoning amendment application moving forward, Staff would prepare the necessary Zoning Amendment Bylaw for consideration of first and second reading and thereafter give notice for the necessary public hearing.

The adopted Tourist Commercial Policies in the 2011 OCP includes policy 1:

“concentrate large scale tourist commercial developments within the following general areas:

- Reef Point area
- Inner Boat Basin”

The draft OCP Land Use Map moves away from the blanket designation of land uses within Comprehensive Development Areas and instead shows the intended uses reflecting the subject properties’ sub-zoning:

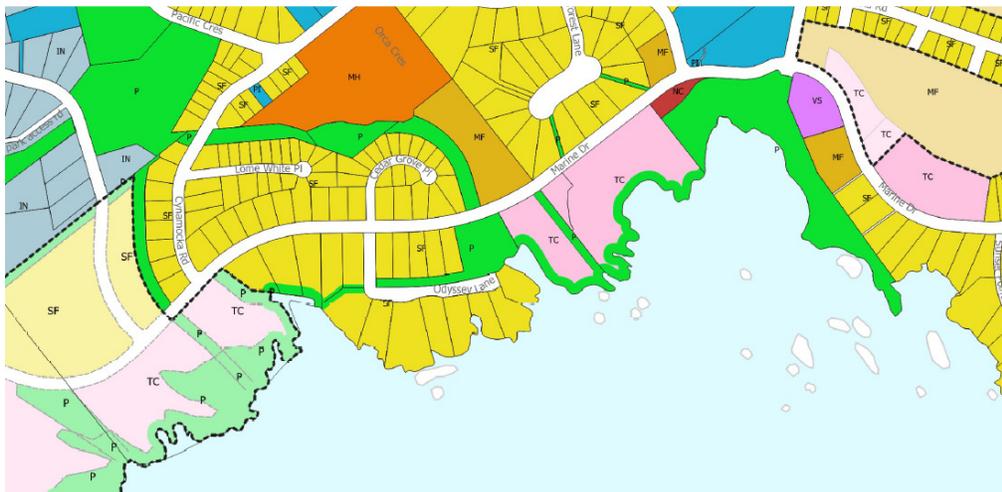


Figure 4 – excerpt of Draft OCP Long Range Land Use Map

If Council determines conversion to VR-2 uses is in the community’s best interest, it would then be appropriate to change the draft Land Use Map to show the Odyssey Lane bare land strata as Tourist Commercial.

SUMMARY

The proposed rezoning would benefit the individual property owners by taking advantage of an expanding STR market, and would give flexibility (and added revenue) to owners who may be resident in Ucluelet on a part-time basis. The rezoning would also make these properties more desirable for commercial and corporate investors. These private benefits do not come without costs to the community as a whole. Aside from the financial impacts, it should be expected that this neighborhood would change and take on a more commercial feel as guest accommodation displaces residential uses.

OCP policies call for the creation of affordable and employee housing as part of Comprehensive Development planning for an area. Shifting properties from primarily residential to primarily tourist accommodation should include consideration of the impacts on the community.

A public hearing on a zoning amendment bylaw is a chance to gauge community views for and against proposed changes. Council could move this application forward as one step to engage citizens in the ongoing community dialogue on housing affordability.

OPTIONS REVIEW:

As noted at the outset of this report and discussed above, staff can not recommend support for the requested rezoning of the subject properties to allow the additional VR-2 use. Further consideration of the application, including gathering public comment in a public hearing on the zoning amendment bylaw, could follow one of the following options:

2. **THAT** Council indicate support for the concept of allowing short-term rental of the main house on the subject properties by Temporary Use Permit, and direct staff to develop guidelines and an annual intake process for considering such permits for periodic, accessory short-term rentals on existing residential properties;
or:
3. **THAT** Council indicate support for this rezoning application, and direct Staff to bring forward a Zoning Amendment Bylaw that would apply the amended Vacation Rental VR-2 use to the subject properties;
or:
4. **THAT** Council provide alternative direction to staff and/or the applicant.

Respectfully submitted:

Bruce Greig, Manager of Planning
John Towgood, Planner 1
Mark Boysen, Chief Administrative Officer

Development Application

District of Ucluelet

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

Type of Application

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

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

Description of Property

Civic Address (es): 724, 736, 748, 764, 780, 796, 812 Odyssey Lane
Legal Description: Lot A-G Plan VIS 6520 Block _____ Section _____ DL 283

Applicant Information

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

Applicant name: Adam Glen Company name: _____
Mailing address: BOX 815 Ucluelet BC Postal Code: V0R 3A0
Tel: _____ Cell: 250 266 4536
Email: adamgsurveys@gmail.com Fax: _____

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

Applicant Signature: [Signature] Date: Sept 1/10

Registered Owner(s)

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

SAME AS ABOVE

Registered Owner (s) name: _____
Mailing address: _____ Postal Code: _____
Tel: _____ Cell: _____
Email: _____ Fax: _____

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

Owner Signature: _____ Date: _____

Office Use Only:

Folio No.: <u>2</u>	File No.: <u>R218-07</u>	Date: <u>2018-10-05</u>	Receipt No.: <u>01-62130</u>	Fee: <u>\$2,200.00</u>
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Re VR1 Zoning Ucluelet

Currently the zoning for VR1 properties in Ucluelet stipulates specific percentages regarding use of livable space. (ie permanent resident must occupy at least 60% of livable space and nightly rentals may occupy up to 40% of livable space.

As owners of a VR1 zoned property on Odyssey Lane in Ucluelet, we are applying for a text amendment to the VR1 zoning to remove the percentage component of this zoning (as it strictly applies to rentals) and rather, simply stipulate that a permanent resident is required to live at the property.

Please see the reasons below:

-There are currently a very limited number of "houses" available for visitors to rent in Ucluelet. When groups (ie. a large family, a cycling group, two couples travelling with kids, etc) wish to visit our community they are forced to stay in separate dwellings or to rent multiple hotel rooms, which for many is not preferable or feasible.

-Some of the owners that live on Odyssey Lane are full time Ucluelet residents. We would like the choice and flexibility to live in either the principle residence or a secondary suite but still utilize our Vacation Rental Zoning. We may choose to live in the principle residence during the winter months and the secondary suite during the summer months but either way, we would be the permanent resident living on site no matter which unit we live in.

- Some of the owners that live on Odyssey Lane are owned by individuals who live outside the Ucluelet community. With the current percentage stipulation, the outcome is the principle dwelling is left empty/vacant and occupied only when the owner visits. With the proposed solution, the owner could instead rent the suite to a full time Ucluelet resident on a monthly basis, thus providing additional housing for residents and allowing the principle dwelling to be used as a vacation rental when not occupied for personal use.

- VR1 zoning that calls for one permanent resident per property is a lot easier to enforce

In summary, the text amendment which would allow the rental of the principle residence while still adhering to an onsite permanent resident would introduce the availability of more units for permanent residents at the same time diversifying accommodation in Ucluelet. Odyssey Lane is a unique almost somewhat isolated part of Ucluelet that we feel would work very well with this amendment to the zoning.

Thank you

Re VR1 Zoning Ucluelet

Currently the zoning for VR1 properties in Ucluelet stipulates specific percentages regarding use of livable space. (ie permanent resident must occupy at least 60% of livable space and nightly rentals may occupy up to 40% of livable space.

We would like to support the owners of Odyssey Lane in Ucluelet, who are applying for a text amendment to the VR1 zoning to remove the percentage component of this zoning (as it strictly applies to rentals) and rather, simply stipulate that a permanent resident is required to live at the property.

Please see the reasons below:

-There are currently a very limited number of "houses" available for visitors to rent in Ucluelet. When groups (ie. a large family, a cycling group, two couples travelling with kids, etc) wish to visit our community they are forced to stay in separate dwellings or to rent multiple hotel rooms, which for many is not preferable or feasible.

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- Some of the owners that live on Odyssey Lane are owned by individuals who live outside the Ucluelet community. With the current percentage stipulation, the outcome is the principle dwelling is left empty/vacant and occupied only when the owner visits. With the proposed solution, the owner could instead rent the suite to a full time Ucluelet resident on a monthly basis, thus providing additional housing for residents and allowing the principle dwelling to be used as a vacation rental when not occupied for personal use.

- VR1 zoning that calls for one permanent resident per property is a lot easier to enforce

Re VR1 Zoning Ucluelet

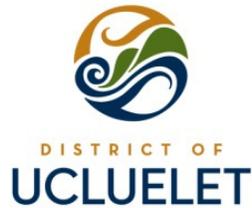
Name/Business Name	Signature	Address	Date
MURRAY'S GROCERY		1730 PENINSULA RD	Aug 30/2018
SubTINA Adventures		1950 Peninsula Rd.	2018.08.30
Abbondanza		1972 Painswick Rd.	Aug 30/18
Woods		1714 PENINSULA	Aug 30/18.
Zoe's Bakery		260 main street	Aug 30/18
HANKS BBQ		1576-B Imperial	August 30/18
Floathouse		200 Hemlock St <small>long</small>	Aug 31/18
Petro Canada		2040 Peninsula	Aug 31
Uke Seafood		2066 pen. Rd.	Aug 31
Majestic Ocean Kayaking		1167 Helen Rd	Sept 4
Jamie's Whaling Str.		168 Fraser Lane	Sept 17/18
Paddle West Kayaking		168 Fraser Lane	Sept 18/18
Long Beach South		2060 Peninsula	Sept 18/18
Howler's Restaurant		1992 Peninsula	Aug 20/18
Wild Edge Lodge		238 Mattersom	Aug. 19/18

Re VR1 Zoning Ucluelet

Name/Business Name	Signature	Address	Date
Wendy Edge Lodge	[Signature]	238 Matteson	Aug 19/18
Laura MacPherson	[Signature]	238 Matteson	Aug 19/18
MARC FULLER	[Signature]	1426 VICTORIA	Aug 20/18
AUDREA MURRAY	[Signature]	1426 VICTORIA	AUG 20/18
Mosh Modin	[Signature]	1553 Larch	Aug 20/18
MIKE BRAY	[Signature]	1874 PENINSULA	AUG 20/18
Nicole Bray	[Signature]	1998 Peninsula	AUG 20/18
Horde Restaurant	[Signature]	1992 Peninsula	Aug 20/18
LIVIO PORCELLATO	[Signature]	350 MARINE DRIVE	Aug 20/18
Kelly Simonson	[Signature]	350 Marine Dr.	Aug 20/18
Christine Brice	[Signature]	242 MAVIS AVE	Aug 21/18
MIKE GOLDGRUBER	[Signature]	542 MARIE DR	AUG 20/18
Daniel Vogel	[Signature]	1340 Victoria Rd	Aug/20 th /2018
David Edwards	[Signature]	1366 Helen Rd	Aug 29 2018
Jillias Edwards	[Signature]	457 Marine Dr.	Aug 29 2018
Peter Raab	[Signature]	113 545 Marine dr.	Aug 29 2018
BILL PAINES	[Signature]	1789 PENINSULA RD	Aug 29/2018
Wade Mack	[Signature]	796 Rainforest	Aug 30/2018
KEITH ANDREW	[Signature]	10555 CLAYCOOTE	Aug 30/2018
Amie Shimizu	[Signature]	878 Barclays	Aug 20/18.
RON CARTER	[Signature]	1090 PENINSULA	AUG 20/18

Re VR1 Zoning Ucluelet

Name/Business Name	Signature	Address	Date
Lyle Morrow		652 Rainforest Dr.	Aug. 30 / 18.
Tyler Sohler		1381 Pine rd	Aug 30 / 18
Steve Green		1318 Holer RD	Aug 30 / 18
Brinn Congdon		1192 Eber Rd	2018.08.30
Carl Colbe		203 Howard	Aug 30 / 18
RICHARD MORROW		1582 BAY ST	Aug. 30 / 18.
Daniel Rodriguez		897 Barclay Pl	Aug 30 / 2018
Diana Uy		1893 Cedar Grove Pl	Aug 30 / 2018
Rick Lim	RZ	1399 Peninsula	Aug 31 / 18
Malcolm Daly		731 Rainforest Dr	Aug 31 / 2018
Mike Baird		1780 B Larch Rd.	Aug 31 / 2018
EDIN FIMN		545 Marine Dr.	Aug 31 / 2018
JANICE GREEN		411 MARINE DR	Sept 1 / 2018.
Joan Harkin		651 Rainforest Dr	Sept 1 / 2018
Jamie Cass		780 Rainforest Dr	Sept 4 / 18
GEORGE SUANS		239 OAK RD	SEPT 4 / 18
WALLY BRANSON		1117 CORAL WAY	SEPT 14 / 18
JUSTIN MACKENZIE		4-1626 HOLLY CRES	SEPT 28 / 18
Danielle Bate		4-1626 Holly Cres	Sept 28 / 18



STAFF REPORT TO COUNCIL

Council Meeting: April 23, 2019
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: JOHN TOWGOOD, PLANNER 1

FILE NO: 3360-20-RZ18-09

SUBJECT: ZONING BYLAW AMENDMENT FOR 796 MARINE DRIVE

REPORT NO: 19-50

ATTACHMENT(S): APPENDIX A – APPLICATION

RECOMMENDATION:

1. **THAT** Council indicate support for a modified version of the requested site-specific zoning amendment for 796 Marine Drive to permit two Guest Cabins on the property, but with no additional Guest House use at this time.

PURPOSE:

To provide Council with information on an application to amend Zoning Bylaw No. 1160, 2013, (the “**Zoning Bylaw**”) to amend Zoning Bylaw No. 1160, 2013 for 796 Marine Drive, Lot 8, VIP84686, Clayoquot District (the **Subject Property**); to remove the secondary use of Vacation Rental (VR-1) and add the primary use of Guest House and the secondary use of Guest Cottages:



Figure 1 – Subject Property

BACKGROUND:

The subject property was originally created in March of 2008 as part of Weyerhaeuser’s Oceanwest subdivision which created 70 free hold properties and 8 bare land strata lots. The current zoning of these lots was created in a Comprehensive Development (CD) zone where the developer created primarily residential uses and regulations. The primary uses within this phase of Oceanwest subdivision include:

- Small, Medium, and Large Single-Family Dwelling (SFD) properties.
- Guest House properties.
- Vacation Rental (VR-1) properties.

The above uses are primarily residential with secondary commercial Short-Term Rental (STR) elements. The subject property is a free hold property that was designated with the secondary use of Vacation Rental (VR-1). One of the goals when creating a CD zone is that each phase is created with a balance or mix of uses that considers affordability, diversity, and in this is case secondary STR elements within a residential setting.

DISCUSSION:

The subject property is within the proposed land use designation of Comprehensive Development. As this designation allows for a mix of uses the proposed zoning amendment can be considered to be consistent with the Official Community Plan (OCP).

Current Zoning

The subject property is currently zoned CD-5E.1.1:

CD-5E.1.1 The following uses are permitted on Lots 2 and 5-11 Plan VIP84686 and Lots A-G Plan VIS6520, in the areas of the CD-5E SubZone Plan labeled “Vacation Rental (VR-1)”, but secondary permitted uses are only permitted in conjunction with a principal permitted use:

- (1) *Principal:*
 - (a) *Single Family Dwelling*
- (2) *Secondary:*
 - (a) *Vacation Rental (VR-1)*

This zoning designation allows the secondary Vacation Rental (VR-1) use. The VR-1 use allows the following potential use configurations:



Figure 2 – VR-1 uses

Proposed Zoning

The applicant is requesting that the subject property's zoning be amended by removing the secondary use of Vacation Rental (VR-1) and adding the primary use of Guest House and the secondary use of Guest Cottages.

The current use allows two Vacation Rental (VR-1) units or two STR units (**Figure 2**). In comparison, the proposed change would allow two *Guest Cottages* and four *Guest Rooms* or six STR units (**Figure 3**).



Figure 2 – Vacation Rental (VR-1)

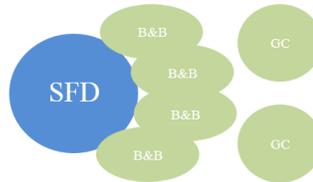


Figure 3 - Guest House and Guest Cottages

The two Vacation Rental units and the two Guest Cottages are comparable in use and in density, with the change being in the building form of the STR units. The significant change being proposed would be the addition of four Guest Room units, representing a three-fold expansion of the commercial use of the property. Other zoning regulations like minimum lot size, setbacks and height are already specified within the CD-5E Zone for Guest house.

TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:

Should the application proceed, staff time will be required to process these Zoning Bylaw Amendments, including giving notice of a Public Hearing.

FINANCIAL IMPACTS:

There are no direct financial implications to the District by advancing a proposed Bylaw. As the requested Guest House zoning is considered a version of residential use, however, additional Development Cost Charges for the additional impact on municipal infrastructure could not be collected at the construction stage on this lot.

POLICY OR LEGISLATIVE IMPACTS:

If Council is supportive of this zoning amendment application moving forward, staff would prepare the necessary Zoning Amendment Bylaw for consideration of first and second reading and thereafter give notice for the necessary public hearing.

SUMMARY

As discussed with other similar applications, because this application proposes an increase in the commercial use in residential neighborhoods, it is not supported. With that being said, the existing Vacation Rental (VR-1) use and the proposed two Guest Cottages are quite comparable, and a zoning amendment could be considered consistent with the residential designation of the property if the additional four Guest Room component was removed from the application.

OPTIONS REVIEW:

As noted at the outset of this report and discussed above, staff can not recommend support for the requested rezoning of the subject property for the Guest House use as currently proposed. Should Council choose to consider the application further, including gathering public comment in a public hearing on a zoning amendment bylaw, the following options are possible:

2. **THAT** Council indicate support for this application and direct Staff to bring forward a Zoning Amendment Bylaw to remove the secondary use of Vacation Rental (VR-1) and add the primary use of Guest House and the secondary use of Guest Cottages on the subject property;
- or,**
3. **THAT** Council reject the application;
- or,**
4. **THAT** Council provide alternative direction to Staff and/or the applicant.

Respectfully submitted: John Towgood, Planner 1
 Bruce Greig, Manager of Planning
 Mark Boysen, Chief Administrative Officer

Appendix A

1

Zoning Bylaw Amendment Application Letter

Date : December 3rd, 2018

REFERENCE: Schedule A, Bylaw 1164, 2015, 796 Marine Drive, Lot 8, VIP84686, DL 283

SUBJECT : Zoning Bylaw Amendment Application

Dear John Towgood,

Please find the attached Owners Authorization Form, Development Application and Supporting Descriptive Package to rezone the lot located at 796 Marine Drive, Lot 8, VIP84686 DL 283, from CD-5E.1.1 to either CD-5E.1.2 or GH zoning to allow us to build a Guest House with 4 Guest Rooms and two additional Guest Cottages. It would be our preference to have the lot rezoned to CD-5E.1.2 as it will allow us to build two 500sqft Guest Cottages.

Please review the attached information and let us know if you have any questions or concerns. It would be greatly appreciated if you could forward the application to the Ucluelet Council on our behalf.

Thank you for your time,

Two handwritten signatures in black ink. The first signature on the left is a stylized, blocky signature. The second signature on the right is a more fluid, cursive signature.

Stanislav Nikolayev and Ekaterina Galaida

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Schedule A, Bylaw 1164, 2015
796 Marine Drive, Lot 8, VIP84686, DL 283

Zoning Bylaw Amendment Application

Prepared for:
John Towgood and District of Ucluelet Council
200 Main Street
PO BOX 999
Ucluelet, British Columbia
VOR 3A0
jtowgood@ucluelet.ca

4

Supporting Information

4.1

About Us

About Us

My husband and I have been searching for the perfect spot to live and host incredible people from around the world. We first got into this idea when we visited south of France and have witnessed firsthand the area in which the true hospitality came from. There we were in nature, surrounded by happy travelers and welcomed by the wonderful hosts who called it home. To us it seemed like paradise, and a feeling we wanted to share with everyone immediately (I even went as far as trying to learn French to move there). Even though this B&B is far from any of the main attractions in the area, it is almost fully booked, and attracts repeat visitors. We ourselves already made two trips to specifically stay in this establishment and enjoy their company!



Everything changed when we welcomed our baby girl into this world. Quickly our dream of living in France and hosting travelers from around the world didn't look so appealing, as we couldn't imagine living so far away from our family, both for us, and for Amelia.

One weekend, being from Vancouver, we decided to explore our backyard and discovered Ucluelet. Didn't know much about it, just knew it was close to Tofino, and of course EVERYONE was talking about Tofino. Our connection with this little town was immediate! Amelia, being 3 months at the time, slept her full 8 hours two nights in a row in Ucluelet's peaceful surroundings, and we felt so at ease with the locals. It felt like people in this town were happy and relaxed, something we cherish and want to incorporate into our daily life.

So here we are, looking for our dream in friendly Ucluelet, the dream of owning a piece of our own paradise. But for this dream to work for our growing family it needs to make sense financially and we will need to subsidize our current income. Our plan is to open a Guest House as it will allow us to do what we love and what we do best, welcome guests into our house and show them what our community and surrounding area has to offer. This is the reason behind the current rezoning application.

Having 5 years' experience in the hospitality industry and interior design and marketing background gives us the confidence to run this project. We want to make sure we stay connected with our guests and have a feeling of coming to a family home. Each room will feature a relaxing soaker tub overlooking the old evergreens and promote relaxation and serenity. These rooms together with the more secluded A-Frame small cabins will provide refuge to travelers with a cozy luxury style, keeping within the west-coast feel.

4.2

Firefly Retreat

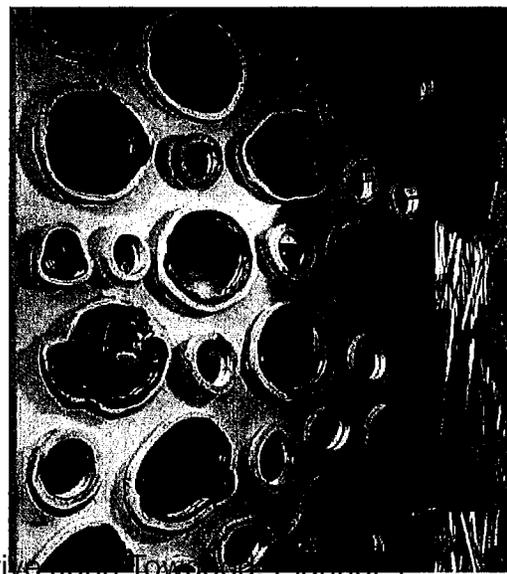
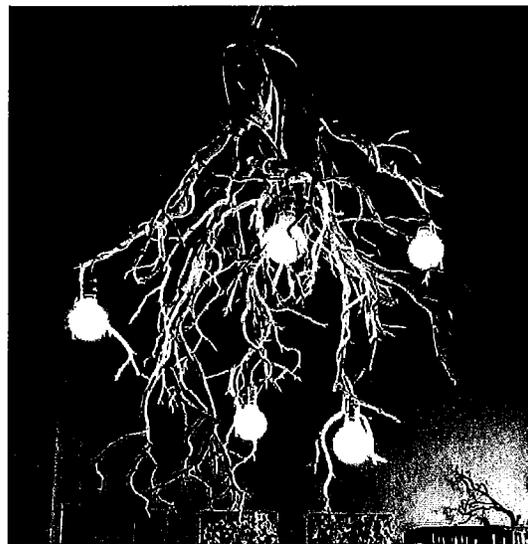
The Firefly Retreat

Our goal is to create a forest getaway that highlights the natural surrounding of this land. In order to achieve this we are committed to preserving our natural environment.

Interiors



We are lovers of nature; therefore we want to make sure we design a property that disrupts as little of the forest vegetation as we possibly can. We also would like to utilize the trees we will be removing to decorate our property in a modern and inviting way.



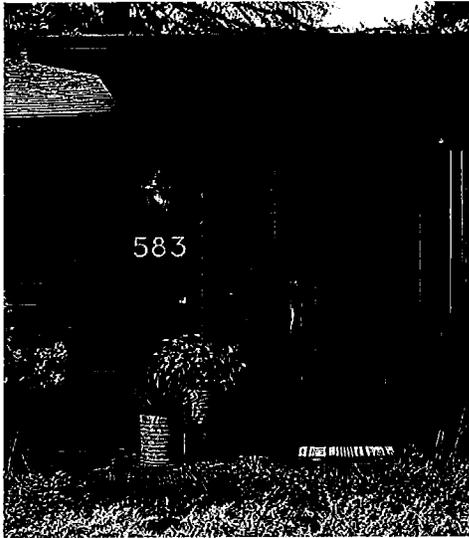
Community



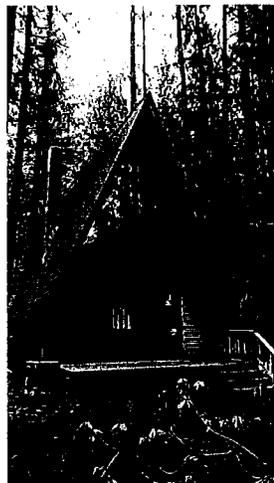
This retreat will be designed to foster community, and promote tranquility. To achieve this, we are planning to create a few community spaces to help our guest to connect to likeminded travelers, as well as with our family.



Exteriors



Our plan is to work with the existing elevation and build our house, as well as the guest suits to be camouflaged within its natural surroundings, to try and give the feeling of living in the forest. We would like to use wood exteriors with natural dark colors to achieve a modern yet inviting look.



Creating a minimally illuminated footpaths that will connect the property.



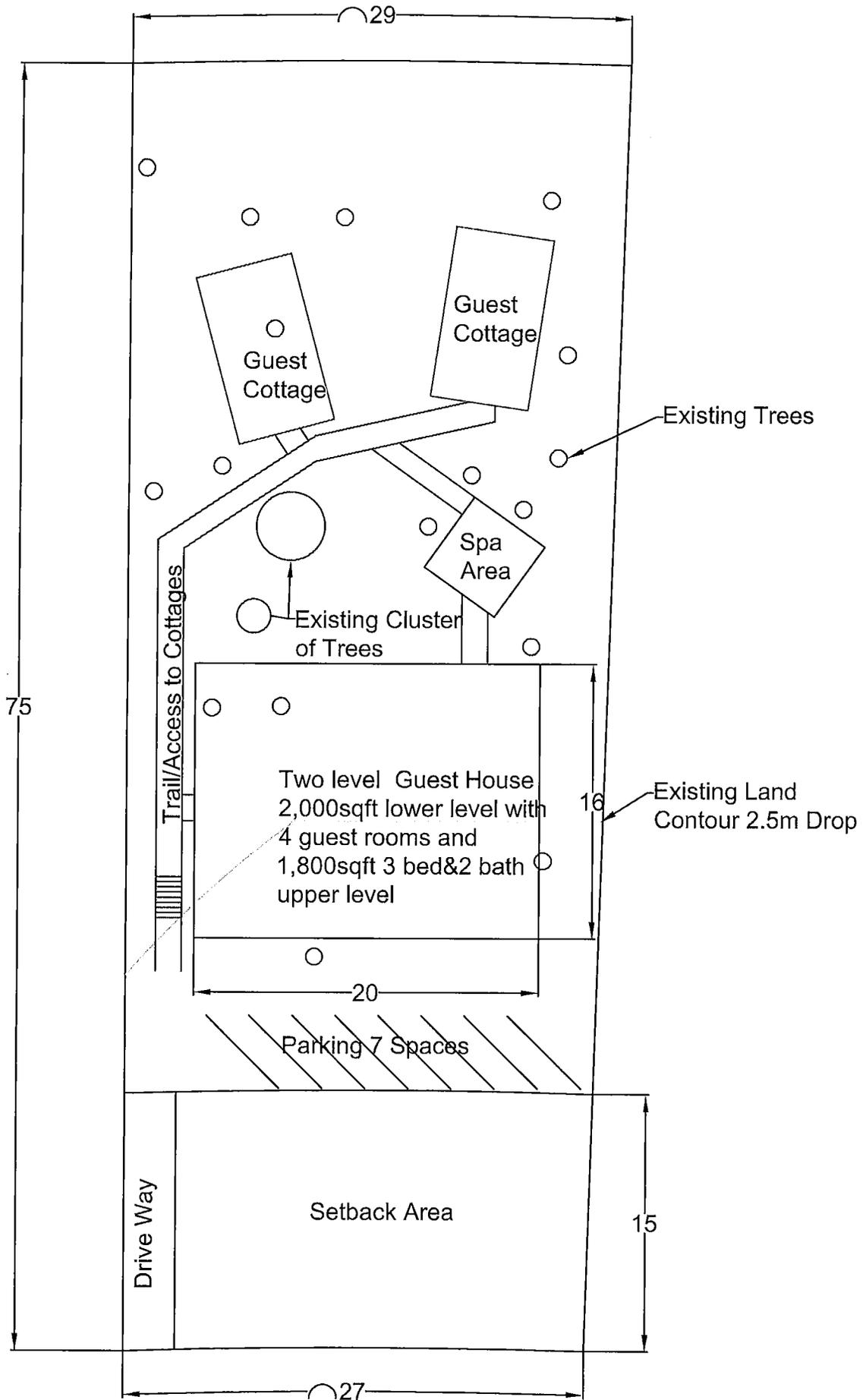
We want to make sure, that our hideaway will become the highlight of our guests' trip. We want to transform someone's vacation into an unforgettable one. It is our belief that this type of retreat will drive more upscale and nature minded visitors into Ucluelet.

We are also going to utilize social media to promote Ucluelet as an undiscovered gem; making this retreat a shining example of the kind of town Ucluelet is to us.

We are picking Ucluelet for its community, its environment, and its tranquility. For us it is a perfect place to raise our family. We hope that Ucluelet will pick us too!

4.3

Proposed General Site Plan



Marine Drive

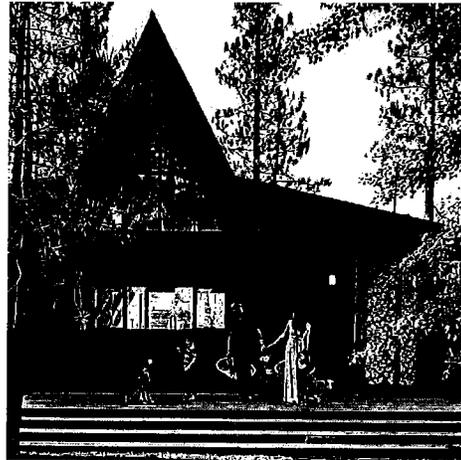
4.4

Proposed Guest House

The Guest House

The main Guest House will be located at the front of the property built into the natural contour of the land. We will incorporate the natural 2.5m or so drop in the land to build a two-level Guest House with an overall foot print of around 16m x 20m.

The front elevation which will be seen from the parking lot will include a central A-frame feature with extensions on either side, the height of the front elevation will be around 6m tall at the top of the A frame and around 20m wide.



The rear elevation which will be seen from inside of the property will include a central A-frame feature with extensions sitting on top of the hill with a deck extending onto the roofs of the bottom floor. The bottom floor will include 4 guest suits with private small decks in front of each suit. The height of the rear elevation will be around 9m high at the top of the A frame and around 20m wide.



When looking at the side of the house one will see around 3m overlap between the upper and lower portions of the house with a deck installed on top of the extruding lower portion.

The upper portion of the Guest House will be our living quarters which will include a 3 bed 2 bath home spanning around 1,800sqft (20m x 9m) and will be connected to the lower portion of the house via a staircase.

The lower portion of the Guest House will include a hallway that connects all 4 guest rooms and is connected to the upper portion of the house by a staircase on one side and a door to the outside on the other side. the lower portion of the house will be around 2,000sqft.



4.5

Proposed Guest Cottages

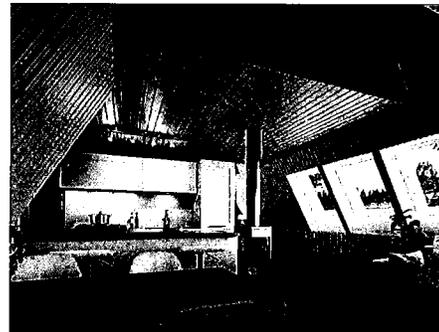
The Guest Cottages

The Guest Cottages will most likely be pre-fabricated A-frame cottages from Avrame like the attached Duo 100 style with the upper floor either fully removed or minimized to ensure a square footage as per the bylaws is achieved.



Each cottage will have its own private deck and hot tub and will be connected to the main property and parking lot by walking trails. All services to the cottage will run under the trails for minimal impact on the environment.

To minimize the impact of the cottages on the land we would propose that they will be installed on footings rather than a foundation, this will allow for minimal clearing of the land and preservation of the root structure of the trees in the surrounding area. The cottages will also be located as close as possible to natural clearings to minimize the number of trees that will need to be removed.





STAFF REPORT TO COUNCIL

Council Meeting: APRIL 23, 2019
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: MARLENE LAGOA, MANAGER OF CORPORATE SERVICES **FILE NO:** 1700-02
SUBJECT: FIVE YEAR FINANCIAL PLAN AND TAX RATES BYLAWS (ADOPTION) **REPORT NO:** 19-51
ATTACHMENT(S): DISTRICT OF UCLUELET 2019-2023 FINANCIAL PLAN BYLAW NO. 1245, 2019
DISTRICT OF UCLUELET ANNUAL TAX RATES BYLAW NO. 1246, 2019

RECOMMENDATION(S):

1. **THAT** Council adopt the “District of Ucluelet 2019–2023 Financial Plan Bylaw No. 1245, 2019”; and
2. **THAT** Council adopt the “District of Ucluelet Annual Tax Rates Bylaw No. 1246, 2019”.

PURPOSE/DESIRED OUTCOME:

Staff recommend Council adopt; firstly, the Financial Plan Bylaw No. 1245 and subsequently the Tax Rates Bylaw No. 1246, 2019.

BACKGROUND:

The 2019-2023 Financial Plan Bylaw No. 1245, 2019 and the Annual Tax Rates Bylaw No. 1246, 2019 received first, second, and third reading at the April 9, 2019 Regular Meeting of Council.

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

Respectfully submitted: Marlene Lagoa, Manager of Corporate Services
Donna Monteith, Director of Finance
Mark Boysen, Chief Administrative Officer

DISTRICT OF UCLUELET**Bylaw No. 1245, 2019**

A Bylaw to Adopt the Five-Year Financial Plan
For the Period 2019 to 2023 inclusive

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

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

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

1. Citation

This bylaw may be cited for all purposes as the “**District of Ucluelet 2019 – 2023 Financial Plan Bylaw No. 1245, 2019**”.

2. Objectives and Policies

Schedule “A” attached to and forming part of this bylaw, sets out the objective and polices for the period January 1, 2019 to December 31, 2023.

3. Consultation

Pursuant Section 166 of the *Community Charter*, a public consultation meeting was held on the 14th day of March, 2019.

4. Repeal

The District of Ucluelet 2018 – 2022 Financial Plan Bylaw No. 1229, 2018 is repealed.

READ A FIRST TIME this 9th day of **April, 2019**.

READ A SECOND TIME this 9th day of **April, 2019**.

READ A THIRD TIME this 9th day of **April, 2019**.

ADOPTED this this th day of , **2019**.

CERTIFIED CORRECT: “District of Ucluelet 2019 – 2023 Financial Plan Bylaw No. 1245, 2019”

Mayco Noël
Mayor

Mark Boysen
Corporate Officer

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

Mark Boysen
Corporate Officer

Schedule "A"
"District of Ucluelet 2019 - 2023 Financial Plan Bylaw No. 1245, 2019"

Statement of Objectives and Policies:

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

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

Over the five-year period of the financial plan, the taxation requirement is estimated to increase annually by a growth factor of 3% for 2019 and 3% for each of the subsequent years. This estimate includes an increase in cost of living.

The current financial plan provides for \$8,576,024 to be generated from the District of Ucluelet property tax base for General Government and Reserves purposes.

Revenue Objectives

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

	2019	Percent of Total
REVENUE		
Property Taxes	\$2,893,002	32.84%
1% Utility Taxes	48,085	0.48%
Federal/Provincial in place of taxes	73,000	0.62%
Taxes	3,014,087	33.94%
Sale of services	853,238	9.48%
Penalties and Interest earned	85,360	0.97%
Grants and donations	1,455,136	12.48%
Deferred revenues recognized (DCC, Other)	590,889	8.73%
Water sale of services	775,650	8.86%
Sewer sale of services	630,350	6.81%
Transfers	1,171,314	18.72%
Total Revenue	8,576,024	100.00%

Surplus Funds Objective

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

Use of Surplus Funds

- a) Council will review options and provide direction regarding the allocation of any operating surplus prior to completion of the budget process for the following year.
- b) To ensure that Accumulated Surplus is not excessive, the balance in the accumulated surplus account should not exceed a specific amount or guideline. The recommended guideline is that Accumulated Surplus should not exceed 10% of the net operating budget.
- c) Accumulated Surplus funds above the 10% guideline shall be used to:
 - i. Fund capital expenditures or to increase reserves;
 - ii. Pay off capital debt, including internal borrowings;
 - iii. Stabilize District property tax and utility rate increases;
 - iv. Fund other items as Council deems appropriate.
- d) Staff will facilitate Council's review of the amount of Accumulated Surplus funds available on an annual basis.

Debt Objective

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

Reserve Funds Objective

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

Proportion of Taxes Allocated to Classes Objective

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

Permissive Tax Exemptions Objective

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

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

Development Cost Charges Objective

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

 DISTRICT OF UCLUELET FINANCIAL PLAN 2019 BYLAW NO. SCHEDULE A - DRAFT					
	2019	2020	2021	2022	2023
REVENUE					
Property Taxes	\$2,893,002	\$3,097,737	\$3,190,669	\$3,286,389	\$3,384,981
1% Utility Taxes	48,085	48,085	48,085	48,085	48,085
Federal/Provincial in place of taxes	73,000	73,000	73,000	73,000	73,000
Taxes	3,014,087	3,218,822	3,311,754	3,407,474	3,506,066
Sale of services	853,238	857,208	865,568	872,263	885,524
Penalties and Interest earned	85,360	85,360	85,360	85,360	85,360
Grants and donations	1,455,136	810,281	810,311	810,341	810,341
Deferred revenues recognized (DCC, Other)	590,889	105,765	670,050	50	50
Water sale of services	775,650	761,644	747,655	742,300	744,940
Sewer sale of services	630,350	636,359	642,518	648,831	654,007
Transfers	1,171,314	725,909	1,965,150	552,951	-
Total Revenue	8,576,024	7,201,348	9,098,366	7,119,570	6,686,288
EXPENSE					
Interest payments	94,783	94,783	94,783	94,783	94,783
Amortization expenses	1,116,000	1,116,000	1,116,000	1,116,000	1,116,000
General Government	1,452,739	1,429,058	1,449,402	1,481,602	1,494,383
Protective services	326,271	289,975	283,809	282,130	285,579
Planning & Development	584,075	539,065	546,133	550,181	561,781
Transportation services	863,994	841,072	913,324	931,970	918,651
Environmental health (Garbage/recycling))	10,000	10,000	10,000	10,000	10,000
Cemetery	8,855	8,454	14,497	9,336	9,580
Recreation and cultural services	1,276,835	1,324,201	1,336,857	1,364,716	1,389,781
Water operations	743,217	615,087	594,165	810,291	641,497
Sewer operations	515,680	491,896	433,269	439,790	448,586
Total Expense	6,992,449	6,759,592	6,792,240	7,090,800	6,970,622
ADD					
Amortization	1,116,000	1,116,000	1,116,000	1,116,000	1,116,000
Long term debt (and lease recognition) proceeds	30,000	30,000	30,000	30,000	30,000
Total Additions	1,146,000	1,146,000	1,146,000	1,146,000	1,146,000
DEDUCT					
Principal payments debt	72,314	72,314	72,314	72,314	72,314
Transfers to Reserves	65,000	289,041	454,011	549,755	671,552
Acquisitions of tangible capital assets	2,592,261	1,226,400	2,925,800	552,700	117,800
Total Deductions	2,729,575	1,587,755	3,452,125	1,174,769	861,666
Financial Plan Balance: Surplus (Deficit)	(\$0)	\$0	\$0	\$0	(\$0)

DISTRICT OF UCLUELET

Bylaw No. 1246, 2019

A Bylaw for the Levying of Taxation Rates for Municipal, Debt, Regional Library,
Regional Hospital, and Regional District Purposes for the year 2019

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

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

Title

1. This bylaw may be cited for all purposes as "**District of Ucluelet Annual Tax Rates Bylaw No. 1246, 2019**".

Enactment

2. The following taxes rates are hereby imposed and levied for the year 2019:
 - I. General Municipal Purposes - For all lawful General Municipal purposes of the municipality on the value of land and improvements taxable for general municipal purposes, rates appearing in Column I of Schedule "A" attached hereto and forming a part of this bylaw.
 - II. Regional District Purposes - For purposes of the Regional District of Alberni-Clayoquot on the value of land and improvements taxable for regional district purposes, rates appearing in Column II of Schedule "A" attached hereto and forming a part of this bylaw.
 - III. Regional Hospital District - For Hospital purposes on the value of land and improvements taxable for regional hospital district purposes, rates appearing in Column III of Schedule "A" attached hereto and forming a part of this bylaw.
 - IV. Library - For Library purposes on the value of land and improvements taxable for regional library purposes, rates appearing in Column IV of Schedule "A", attached hereto and forming a part of this bylaw.

Effective Date

3. The aforementioned rates and taxes shall be considered to have been imposed on and from the first day of January 2019.

Terms of Payment and Penalties

4. The aforementioned rates and taxes shall be due and payable at the municipal office of the District of Ucluelet, at Ucluelet in the Province of British Columbia.
5. There shall be added to the unpaid taxes levied for the year 2019, in respect of each parcel of land and improvements thereon on the real property tax roll, five percent (5%) of the amount unpaid as of the second day of July 2019, and an additional five percent (5%) on the first day of October 2019.

READ A FIRST TIME this 9th day of **April, 2019**.

READ A SECOND TIME this 9th day of **April, 2019**.

READ A THIRD TIME this 9th day of **April, 2019**.

ADOPTED this th day of , **2019**.

CERTIFIED CORRECT; " District of Ucluelet Annual Tax Rates Bylaw No. 1246, 2019".

Mayco Noël
Mayor

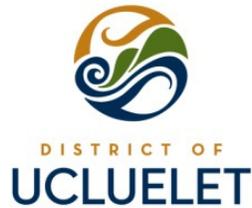
Mark Boysen
Corporate Officer

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

Mark Boysen
Corporate Officer

Schedule "A"
"District of Ucluelet Annual Tax Rates Bylaw No. 1246, 2019"

		I	II	III	IV
Class	Class Name	General Municipal	Regional District of Alberni Clayquot	Regional Hospital District	Library
1	Residential	3.5239	0.4252	0.2210	0.1341
2	Utilities	40.00000	1.4882	0.7735	1.5222
3	Supportive Housing	3.5239	0.4245	0.2201	0.1341
4	Major Industry	0.0000	1.4457	0.7514	0.0000
5	Light Industry	11.8574	1.4457	0.7514	0.4512
6	Commercial	11.8574	1.0417	0.5415	0.4512
7	Managed Forest Lands	0.0000	1.2756	0.6630	0.0000
8	Recreational	12.0204	0.4252	0.2210	0.4574
9	Farm	3.5239	0.4252	0.2210	0.0000



STAFF REPORT TO COUNCIL

Council Meeting: APRIL 23, 2019

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: MARLENE LAGOA, MANAGER OF CORPORATE SERVICES

FILE NO: 3900-25

SUBJECT: SINGLE-USE PLASTICS BYLAW – 2ND READING

REPORT NO: 19-52

ATTACHMENT(S): APPENDIX A – PUBLIC COMMENTS RECEIVED BY APRIL 17, 2019
APPENDIX B – BYLAW NO. 1247, SINGLE-USE PLASTIC REGULATION

RECOMMENDATION(S):

1. **THAT** Council give second reading to the “District of Ucluelet Single-use Plastic Regulation Bylaw No. 1247, 2019”.

PURPOSE:

The purpose of this report is to introduce an amended draft of the “District of Ucluelet Single-Use Plastic Regulation Bylaw No. 1247, 2019” for second reading. Staff will continue to seek feedback from stakeholders, amend as necessary and obtain a legal review, and provide an opportunity for affected parties to be heard before third reading.

BACKGROUND:

Staff have been working closely with the District in Tofino in the development of a west coast single-use plastic regulation that bans the distribution of single-use checkout plastic bags and plastic drinking straws.

At the March 26, 2019 Regular Meeting of Council, a draft of the “the “District of Ucluelet Single-Use Plastic Regulation Bylaw No. 1247, 2019” was considered by Council. Council adopted the following resolutions:

1. *THAT Council give first reading to the “District of Ucluelet Single-use Plastic Regulation Bylaw No. 1247, 2019”.*
2. *THAT Council direct staff to obtain stakeholder feedback prior to second reading and schedule an opportunity for representations to Council prior to third reading.*

DISCUSSION:

Stakeholder Feedback

Following first reading of the bylaw, the following activities have been undertaken to obtain stakeholder feedback on the new regulation:

- Ads in the Westerly News;
- Meeting with Tourism Ucluelet and the Chamber of Commerce;
- Launching the webpage www.ucluelet.ca/plastics;
- District Info Session on 2019 projects held during the BC Transit Open House on April 4th;
- Mail-out with 2019 Business Licence Renewals; and

- Meeting with the “West Coast Single-use Plastic Regulation” partners: District of Tofino, Surfrider, and the Ucluelet Aquarium.

The public input received to date on Bylaw No. 1247 is attached as Appendix A.

Amendments

Staff have amended Section 4(4) in the draft Bylaw to allow businesses to distribute (free of charge) reusable bags that have been donated and are made from 100% recycled materials. This amendment is specific to the west coast region and Surfrider’s Stitch n Beach Program. Since its inception in March 2017, volunteers have made over 2000 reusable bags out of donated textiles that would have otherwise ended up in the landfill. The updated Bylaw is attached as Appendix B.

TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:

The timeline for adoption and enforcement of Bylaw No. 1247 is as follows:

- May 14, 2019: Third reading of Bylaw
- May 28, 2019: Adoption of Bylaw
- June 8, 2019: Date Bylaw comes into force, except for enforcement provisions (i.e. fines)
- Summer/Fall 2019: Conduct public awareness and education on Bylaw
- January 1, 2020: Date Bylaw enforcement provisions comes into effect (i.e. fines)

FINANCIAL IMPACTS:

Staff recommends a legal review as the bylaws will be the first in British Columbia banning plastic straws. Costs of the legal review will be shared between the Districts of Ucluelet and Tofino.

The costs of communicating the new Bylaw, including ads in the Westerly News and on Facebook, is \$1,000 to be funded from the Corporate Services Department’s advertising budget.

POLICY OR LEGISLATIVE IMPACTS:

The impacts of adopting the Bylaw include:

- As of June 8, 2019, setting minimum fees as follows:
 - \$0.25 for paper bags, and
 - \$2.00 for reusable bags.
- As of January 1, 2020, begin enforcement of fines as follows:
 - \$100 for the first offence, with an early reduction to \$75 if paid within 7 days; and
 - \$200 for the second and any subsequent offences.

OPTIONS REVIEW:

1. **THAT** Council give second reading to the “District of Ucluelet Single-use Plastic Regulation Bylaw No. 1247, 2019”. **(Recommended)**
2. **THAT** Council make amendments to Bylaw No. 1247 and give second reading to the “District of Ucluelet Single-use Plastic Regulation Bylaw No. 1247, 2019” as amended.
3. **THAT** Council provide alternative direction to staff.

Respectfully submitted: Marlene Lagoa, Manager of Corporate Services
Mark Boysen, Chief Administrative Officer



COMMENT FORM

2019 Information Session

Please use the space below to share your thoughts and ideas. Need time to think it over? Feel free to drop this sheet off at the District Office or Ucluelet Community Centre. Or email your comments to info@ucluelet.ca with "2019 Projects" in the subject. **Thank you!**

"Single-use" is incorrect and misleading. Most people keep, clean and re-use plastics. Removing plastic bags at checkout will result in people buying plastic bags ~~at~~ at the store (extra+high cost) for garbage and other household uses. These bags are packaged in a plastic bag (that can't be re-used) and may be bigger (more plastic) than required for the job.

Personal information you provide on this comment form is collected pursuant to the Community Charter and will be used to assist Council members in decision making. Please note that your comments will form part of the District's public record and may be included in a public agenda or minutes and posted on our website. Questions about the collection of your personal information may be referred to the Deputy Municipal Clerk, 200 Main Street, Ucluelet, BC, 250-726-4772, mlagoa@ucluelet.ca.

From: [Sharon Wu](#)
To: [Marlene Lagoa](#)
Subject: single use plastic bylaw
Date: April 7, 2019 11:59:04 AM

Hello Marlene!

Was just reading up on some information on the Ucluelet's district page, when I came across the ban of single use plastics bylaw.

For starters, I think this is a great idea! BUT. I think there are holes in this plan.

I understand the need to eliminate plastics. However, we need to give consumers an alternative option. That being said, there are plenty of re-usable, compostable and biodegradable items readily available in town, but WHERE do people dispose of these items?! If we are switching from plastics to more eco-friendly solutions, how is it sustainable if we are just throwing these compostable items directly in the landfill??

It makes more sense to work on building a commercial compost facility, or upgrade our city's recycling system BEFORE implementing a bylaw like the one proposed. Does the District have a long term plan or proposal for this dilemma?

Sincerely,
Sharon Wu.

DISTRICT OF UCLUELET**BYLAW NO. 1247, 2019**

A bylaw to regulate distribution of single-use plastic items by businesses.

WHEREAS the *Community Charter* authorizes a council to regulate in relation to business;

AND WHEREAS the District of Ucluelet Council wishes to promote responsible and sustainable business practices that are consistent with the values of the community;

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

1. Citation

This bylaw may be cited for all purposes as the “District of Ucluelet Single-Use Plastic Regulation Bylaw No. 1247, 2019.”

2. Definitions

In this bylaw:

“Checkout Bag” means:

- (a) any bag that is intended for the purpose of transporting items received by a customer from a Business;
- (b) and includes Paper Bags, Plastic Bags, or Reusable Bags;

“Business” means any person, organization, or group engaged in a trade, business, profession, occupation, calling, employment or purpose that is regulated under the Business Licence Regulation Bylaw and, for the purposes of section 3, includes a person employed by, or operating on behalf of, a Business;

“Drinking Straw” means a tube used to transfer a beverage from a container to the mouth of the individual drinking the beverage by suction;

“Reusable Bag” means a bag with handles that is for the purpose of transporting items purchased by the customer from a Business and is designed and manufactured to be capable of at least 100 uses;

“Small Paper Bag” means any bag made out of paper that is less than 15 centimetres by 20 centimetres when flat;

“Paper Bag” means a bag made out of paper, but does not include a Small Paper Bag;

“Plastic Bag” means any bag made with plastic, including biodegradable plastic or compostable plastic, but does not include a Reusable Bag;

“Plastic Drinking Straw” means a straw made primarily of plastic, including biodegradable or compostable plastic.

3. Regulation

- (1) Except as provided in this Bylaw, no Business may provide a customer with any of the following items:
- (a) Checkout Bag;
 - (b) Plastic Drinking Straw.
- (2) A Business may provide a Checkout Bag to a customer only if:
- (a) the customer is first asked whether they need a bag;
 - (b) the bag provided is a Paper Bag or a Reusable Bag; and
 - (c) the customer is charged a fee not less than:
 - (i) \$0.25 per Paper Bag; and
 - (ii) \$2.00 per Reusable Bag.
- (3) For certainty, no Business may:
- (a) sell or provide to a customer any of the items listed in section (1) except as provided by this Bylaw; or
 - (b) provide a Checkout Bag to a customer free of charge.
- (4) No Business shall deny or discourage a customer from using their own Checkout Bag or drinking straw.

4. Exemptions

- (1) Section 3 does not apply to Small Paper Bags or Plastic Bags used to:
- (a) package loose bulk items such as fruit, vegetables, nuts, grains, and candy;
 - (b) package loose small hardware items such as nails and bolts;
 - (c) contain or wrap frozen foods, meat, poultry, or fish, whether pre-packaged or not;
 - (d) wrap flowers or potted plants;
 - (e) protect prepared foods or bakery goods that are not pre-packaged;
 - (f) contain prescription drugs received from a pharmacy;
 - (g) protect linens, bedding, or other similar large items that cannot easily fit in a Reusable Bag;
- (2) This bylaw does not apply to the sale of Plastic Bags intended for use at the customer's home or business, provided that they are prepackaged and sold in packages of multiple bags.
- (3) This bylaw does not apply to the sale of Plastic Drinking Straws intended for use in the customer's home, provided they are sold in packages of multiple straws.
- (4) Notwithstanding section 3(2) and 3(3), a Business may provide a Checkout Bag without asking and free of charge if the bag has been donated to the Business for the purpose of being reused by other customers, and:
- (a) the bag has already been used by a customer, or
 - (b) in the case of a Reusable Bag, the bag is made from 100% recycled materials.

5. Offence

- (1) A person commits an offence and is subject to the penalties imposed by this bylaw, and the Offence Act if that person:
- (a) contravenes a provision of this bylaw;
 - (b) consents to, allows, or permits an act or thing to be done contrary to this bylaw; or
 - (c) neglects or refrains from doing anything required by a provision of this bylaw.
- (2) Each day that a contravention of a provision of this bylaw occurs or continues shall constitute a separate offence.

6. Enforcement

- (1) Bylaw Enforcement Officers of the District of Ucluelet are responsible for the enforcement and administration of this Bylaw.
- (2) For the purposes of this bylaw, the designated Bylaw Enforcement Officer means any of the following:
- (a) Chief Administrative Officer or his designate;
 - (b) Bylaw Enforcement Officer or his designate or
 - (c) Manager of Community Planning or his designate.
- (3) No person shall unreasonably obstruct or prevent a Bylaw Enforcement Officer from carrying out his or her duties as prescribed in this bylaw. The Bylaw Enforcement Officer is authorized and empowered to inspect, compel and require that all the regulations and provisions in this bylaw are carried out.
- (4) Every person who contravenes any provision of this bylaw, or who suffers or permits any act or thing to be done in contravention of this bylaw, or who refuses, omits, or neglects to fulfil, observe, carry out, or perform a duty or obligation imposed by this bylaw, shall be deemed to have committed an offence against this bylaw and:
- (a) shall be liable to a fine set out in "Schedule A" attached hereto and forming part of this bylaw, as amended from time to time; or
 - (b) shall be liable to a penalty set out in the "Municipal Ticket Information System Bylaw No. 949, 2004" as amended from time to time; or
 - (c) shall be liable, upon summary conviction, to the penalties provided under the "Offence Act" and amendments thereto; or
 - (d) any combination of subsection (4) (a), (b), and (c).
- (4) The intent of this Bylaw is to set standards of general public interest, and not to impose a duty on the District of Ucluelet or its employees to enforce its provisions and:
- (a) A failure to administer or enforce its provisions or the incomplete or inadequate administration or enforcement of its provisions is not to give rise to a cause of action in favour of any person; and
 - (b) The grant of any approval or permission or issuance of any permit is not a representation, warranty or statement of compliance with the Bylaw and the

issuance thereof in error is not to give rise to a cause of action.

7. Severability

If any provision of this Bylaw is held to be invalid by any court of competent jurisdiction, that provision shall be severed and its severance shall not affect the validity of the remainder of the Bylaw.

8. Effective Date

This Bylaw shall come into force and effect on June 8, 2019, except section 5 which comes into force January 1, 2020.

READ A FIRST TIME this 26th day of **March, 2019.**

READ A SECOND TIME this day of , **2019.**

READ A THIRD TIME this day of , **2019.**

ADOPTED this this day of , **2019.**

CERTIFIED A TRUE AND CORRECT COPY of the “District of Ucluelet Single-Use Plastic Regulation Bylaw No. 1247, 2019.”

Mayco Noël
Mayor

Mark Boysen
Corporate Officer

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

Mark Boysen
Corporate Officer

SCHEDULE "A"
Fines and Penalties

Fines for tickets issued pursuant to this Bylaw shall be as follows:

Description of Offence	Section #	Fine - 1st Offence	Fine - if paid within 7 days	Fine - 2nd and Each Subsequent Offence
Providing a Checkout Bag to a customer except as provided in the bylaw	3(1)(a)	\$100	\$75	\$200
Providing a Plastic Drinking Straw to a customer except as provided in the bylaw	3(1)(b)	\$100	\$75	\$200
Denying or discouraging customer's own Checkout Bag or Drinking Straw.	3(4)	\$100	\$75	\$200