



REGULAR MEETING OF COUNCIL
Tuesday, April 30, 2024 @ 4:00 PM
Electronically (Via Zoom) and in the George Fraser Community Room in the
Ucluelet Community Centre 500 Matterson Drive, Ucluelet

AGENDA

This meeting is conducted both in-person in the George Fraser Community Room and electronically through Zoom.

Visit [Ucluelet.ca/CouncilMeetings](https://ucluelet.ca/CouncilMeetings)

for Zoom login details, links to the livestream on YouTube and other information about Council meetings.

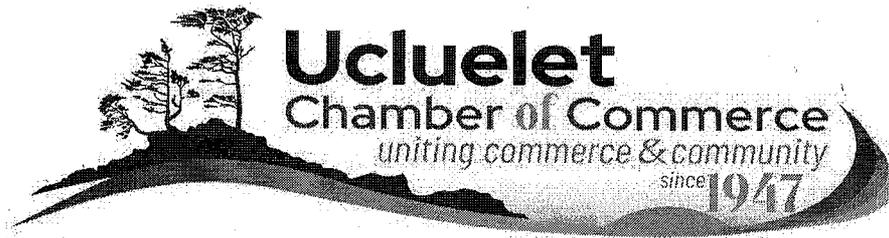
Members of the public may attend the George Fraser Community Room in the Ucluelet Community Centre to hear, or watch and hear, this meeting including any electronic participation.

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1. CALL TO ORDER
 - 1.1 ACKNOWLEDGEMENT OF THE YUULU?IL?ATH
Council would like to acknowledge the Yuulu?if?ath, on whose traditional territories the District of Ucluelet operates.
 - 1.2 NOTICE OF VIDEO RECORDING
Audience members and delegates are advised that this proceeding is being video recorded and broadcast on YouTube and Zoom, which may store data on foreign servers.
2. LATE ITEMS
3. APPROVAL OF THE AGENDA
4. PUBLIC INPUT & DELEGATIONS
 - 4.1 Delegations
 - Josh Jenkins, Executive Director, Ucluelet Chamber of Commerce
Re: Issues & Concerns Regarding District of Ucluelet Planning Department
[2024-04-24 UCoC Letter to Council](#) 5 - 26
 - Janessa Dornstauder, Clayoquot Biosphere Trust
Re: Regional Forum
[2024-04-18 Clayoquot Biosphere Trust Regional Forum](#) 27
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To: The Mayor and Council, District of Ucluelet

From: The Board of Directors, Ucluelet Chamber of Commerce

Date: April 24, 2024

Subject: Issues & Concerns regarding District of Ucluelet Planning Department

On behalf of the Ucluelet Chamber of Commerce and its members, we write to express the growing concerns regarding the operational inefficiencies within the District of Ucluelet's Planning Department. Our primary objective is to promote the economic growth and well-being of our community through advocacy, collaboration, and constructive dialogue to connect our business members and government agencies.

Numerous businesses, ranging from small enterprises to large organizations, families looking to build a home to larger developers, have voiced their frustrations with the current planning processes.

Key issues include:

1. A lack of clarity on requirements and deadlines
2. Slow or inconsistent processing of applications
3. Inaccurate assessments
4. Contradictory information from different department representatives
5. Unexpected changes in requirements throughout the municipal processes
6. The downplaying of concerns when they are brought to the attention of staff

These issues have resulted in:

1. Significant delays
2. Increased costs
3. The failing of developments, large and small
4. Putting Ucluelet at risk of potential litigation from developers at the taxpayer's expense

All of this culminates in a general perception that Ucluelet may not be fully open for business. Such a perception risks our community's potential for growth and development, which is crucial for addressing ongoing workforce and housing shortages. The best path forward is streamlining development processes to fast-track new housing, and the current inefficiencies are stifling responsible growth.

April 24, 2024, UCoC letter to District of Ucluelet (Mayor & Council)

Page 1 of 2

The repeated experiences of our members highlight a critical need for enhanced transparency, functionality, and accountability within the Planning Department. We believe that improving these areas is essential for restoring trust and fostering a thriving economic environment in Ucluelet. To this end, we have included a subset of communications from our members in the Council package, which outlines the specific challenges they have faced. Please note that this represents only a subset of the grievances, as others have expressed fear of repercussions for their active applications.

In response to these challenges and in line with provincial efforts to support municipal efficiency, we urge the Council to:

1. Carefully review the attached letters from our members to better understand the breadth and depth of the concerns.
2. Explore formal options and supports to improve the planning department's processes, ensuring that future developments are handled with greater efficiency and predictability.

We recognize and appreciate the efforts that the DoU have been putting towards improvements thus far, and the plans they have in place to improve processes. But greater reforms are needed in an expedited manner, and thus, we believe greater supports are also required.

The Ucluelet Chamber of Commerce is fully committed to supporting the Council and the DoU staff in this endeavor. We are prepared to offer our partnership to assist in facilitating these necessary changes, if such assistance is requested. By working together, we can ensure that Ucluelet not only remains attractive to current and potential investors but also continues to thrive as a vibrant community.

We appreciate your attention to this matter and look forward to your active engagement in resolving these issues as swiftly as possible.

Respectfully,



Graham Aspinall
President
Ucluelet Chamber of Commerce

PO Box 4281
April 24, 2024



Dear Mayor and Council

I hope this letter finds you well. I am writing to address a matter of significant concern within our community that pertains to the efficiency and competitiveness of our planning department. As a member of the industry, I am compelled to express the frustrations shared by many regarding the timelines and costs associated with various projects compared to neighboring municipalities.

It is imperative to acknowledge the pivotal role that the planning department plays in fostering a conducive environment for business growth and development. However, the current challenges faced by industry members in Ucluelet have raised pertinent questions about the ease of conducting business within our jurisdiction.

The disparity in timelines and costs, when juxtaposed with those of other municipalities, has sparked concerns about the operational efficacy of our planning department. This incongruence has not only impeded the pace of projects but has also impacted the overall economic vitality of our community.

To address these concerns and pave the way for a more business-friendly environment, I strongly urge the initiation of a third-party audit of the planning department. Such an audit would serve to objectively assess the department's processes, identify bottlenecks, and propose actionable recommendations to streamline procedures and enhance efficiency.

The overarching question that looms is whether Ucluelet is truly open for business. This inquiry is not merely rhetorical but bears significant weight in shaping the perception of our community among potential investors and industry stakeholders. A transparent and proactive approach, such as a comprehensive audit, would not only demonstrate our commitment to rectifying existing challenges but also underscore our dedication to fostering a thriving business environment.

I implore you to consider this proposal earnestly. By investing in a thorough audit of the planning department, we can catalyze positive changes that will not only benefit the industry but also contribute to the sustainable growth and prosperity of Ucluelet as a whole.

Thank you for your attention to this matter, and I remain hopeful for a proactive and collaborative approach to addressing these crucial issues.

Sincerely,

A handwritten signature in black ink, appearing to read "Lara Kemp", is written over the typed name "Lara Kemp".

Lara Kemp

596 Marine Drive, PO Box 310, Ucluelet, BC V0R 3A0

1.877.762.5011

www.blackrockresort.com

Josh Jenkins, Executive Director, Ucluelet Chamber of Commerce Re: Issue...



Unit 293

December 6th, 2023

Dear Mayor and Council,

In September of 2020 the Army and Navy started working towards having three bylaw compliant food trucks on our property.

Since that time we have received contradictory information, back tracks on processes and miscommunication between district departments.

Throughout all this we have had all different aspects of the food vendors trucks approved and signed off by VIHA, public works, fire department, bylaw, technical safety BC and the rent it center for pump and haul services for grey water.

We are a volunteer run service society. This has put great hardship on the ANAF both financially as well as stress on our volunteers. As a service society we have worked hard to give back to community that has supported us through the lean times through a variety of community sponsorships as well as freely offering our clubhouse to all non profit societies for meetings and fundraisers.

This community deserves to have positive forward moving support from district staff. The town is in a phase of growth and development that is going to play a crucial role in how our future folds out. Now is not the time for inner miscommunication, backtracking and timelines for projects bogged down in unnecessary red tape and requirements.

Mayor and council, please have this very important issue looked into as the negative impact it is having on small business, tradespeople and new projects is soon going to have lasting impacts on Ucluelet both financially and morally.

Sincerely,

Bronwyn Kelleher President ANAF Unit 293
on behalf of the Executive Board.

September 2020-first correspondence to district staff regarding multiple food trucks
October 2020- first in person meeting with planning staff
March 2021-"going to council soon"
June 2022- ask about timeline
July 2022-re submitted documents, lost a potential vendor due to timeline
October 2022- Development Permit approved! 5 year TUP.
Dec 2022- directed to begin talks with fire department in conjunction with district staff
December 2022- told we need a plumbing permit
December 2022-told we need engineer
January 2023-VIHA approves plan
February 2023- "happy with a drawing or sketch"-DofU
February 2023- engineer #1 submits drawings
February 2023- letter to staff regarding long timeline
March 2023- told to stop talking to certain staff
April 2023- told no permit needed
May 2023- told we don't need engineer but one is recommended
May 2023- engineers drawing needs "just a little more work" -DofU
May 2023- Rotary club loses grant money to replace ANAF wheelchair ramp because of timeline
May 2023-plan is gone over by engineer #2 and approved
May 2023- engineer #1 has design looked over with approval by engineer #3 and 4.
June 2023 -"few more details then approval"-DofU
June 2023- updates site plan with recommended clarification points
July 2023- reached out to council and staff about timeline
September 2023- engineer #5 meets with staff
October 2023- engineer #5 now working with engineer #1

December 12, 2023

Re: District of Ucluelet – Residential Building Permit Process Challenges

To the Chamber of Commerce

This letter outlines our experience with the District of Ucluelet Planning Department (the District) in our efforts to obtain a building permit for our planned retirement home at 388 Reef Point.

Summary

Recently in November 2023 we received an email correspondence from [REDACTED] stating that our request for a permit had previously been rejected. We first initiated conversation with respect to our proposed residence with the District in April 2021 and thereafter submitted our application for a building permit in early September 2021. To date, we have not received a Notice of Refusal from the District which specifically details deficiencies or the formal process by which we might appeal or ameliorate such deficiencies.

In the recent email, [REDACTED] also indicated that we would need to reapply for a building permit. This would effectively reset the requirements for receiving approval making it more challenging for us to build. We have been trying to work with the District for more than two years to ensure that our building meets the requirements in place at the time of our application.

We feel that throughout this process there has been a lack of enthusiasm, support and clear of direction from the District. Further to this, significant financial damages have been incurred as a result of the lack of clarity and mis-direction from the District.

Background

We have been contributing members of the community since 1999 when we bought our lot, SL3, on Reef Point Road. Subsequently, we purchased a condo at what is now Water's Edge and then a condo at Primera on Big Beach. We also owned the Schurwind Apartments on Helen Road, providing affordable housing within the town for more than 15 years; we recently sold it to fund building our retirement home.

We love living in Ucluelet even though it is only part time. It is a wonderful community and we have made many great friends. This is where we would like to build our retirement dream home.

Our Experience (details in the Attachment)

- We submitted an application to for a Building Permit in early September 2021.
- This District suggested we submit an application for an Excavation Permit.
- We submitted an application for an Excavation Permit in September 2021.
- We received approval for our Excavation Permit in the fall of 2021.
- We undertook the preparation of the building site at a cost of approximately \$30,000 and signed a contract to purchase our home package from Pacific Homes, requiring a non-refundable deposit of more than \$170,000.
- In May 2021, we received an email from the District stating that we would need to formally request to have the setbacks changed and that they now recommend that we build within the existing covenant.

- Previously the District had indicated that they would support new setbacks in alignment with the independent Geotechnical Report submitted as part of the application for the Building Permit.
- It is also now our understanding that after our application for a Building Permit was submitted, the town Council approved the District of Ucluelet's Flood Mapping Project. However, our application was submitted before this date and, as noted in the Summary Section, has never been formally rejected.
- We note that by this time our application had been with the District for 10 months, considerably longer than the maximum three months originally estimated. Unfortunately, between September 2021 and February 2023, a series of personal circumstances affected our ability to press the District for rapid resolution.
- In February 2023, we contacted [REDACTED] to let her know that we were ready to re-engage and advance our application. [REDACTED] referred us to [REDACTED]
- [REDACTED] said they needed more information from us and suggested that it would be best if we re-designed the home to fit within the existing setback.
- We proceeded to re-design the home to minimize the degree to which we encroached upon the existing setback. We submitted this redesign to the District with an understanding that a variance would be required.
- Before responding to the re-design, the District then requested an Environmental Assessment in the summer of 2023. Notably, this was not a requirement at the time we submitted our application for a Building Permit.
- We prepared and submitted an Environmental Assessment Report in late summer 2023. The Environmental Assessment Report supported the proposed location of our home, noting that there would be no ill effects.
- In November of 2023, after trying to reach [REDACTED] on numerous occasions, we heard from [REDACTED] by email, that "as you know your past BP application has been rejected and you will need to make a new BP submission".
- As noted in the Summary Section of this letter, this came as a shock to us, as we had been progressively working with the District to make adjustments to our design to receive our Building Permit.

Conclusion

In closing, our experience with the District has been frustrating. Communication has been contradictory, haphazard, and unclear. The lack of a formal Notice of Refusal has meant that we have never had a clear understanding of the deficiencies of our application or a clear process that we can follow to achieve success. The District failed to provide us with information on the process required to undertake a variance or an appeal.

The entire process has felt adversarial. At no time during this process did we feel supported or welcomed into the community by the District. Our expectation was to be clearly informed and supported through this process such that we would have an opportunity to be successful.

At present, we anticipate roughly thirty percent inflation (more than \$500,000) in our building costs directly as a result of more than two years of delays and this is over and above the more than 200,000 dollars that we have spent to date, to no avail.

We have suffered monetary loss, undue stress and hardship as a result of this process. We trust that this letter, in conjunction with others, will allow the Chamber of Commerce a better understanding of the dysfunctional process currently in place.

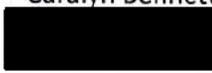
Sincerely,



Mark McCullough
[REDACTED]



Caralyn Bennett, P. Eng.



Attachment

Our Experience - Details

- In the spring of 2021 we contacted the District to understand what was required to obtain a building permit.
- We were told the following was required for a successful application:
 - Architectural drawings; architect Doug Cole designed our house and prepared our drawings
 - Engineering Report; Harold Engineering prepared our report
 - Surveyor's Report; AG Surveyors and JE Anderson Surveyors and Engineers prepared our reports
 - Geotechnical Report; Lewkowich Engineering Associates Ltd. prepared our report
 - Builder Information; Oak Heart Construction is our physical builder, working with Pacific Homes, our manufacturer
- Our completed application was submitted and accepted in early September 2021. In order to submit the permit, we purchased a Home Warranty for \$10,000 through our builder, Oak Heart Construction. At that time, we were told that it could take up to 3 months for the District to provide its approval.
- [REDACTED] from the District, suggested that if we wanted to speed things along we could apply for an Excavation Permit. If granted, the Excavation Permit would allow us to start before receipt of the Building Permit. Specifically, the Excavation Permit would allow us to put our driveway in and to clear the area where the house would be placed. It would not allow us to dig down and put in place the foundation.
- We thought this was a good idea and submitted our application for an Excavation Permit.
- [REDACTED] had a few questions as follows for us after we submitted our Excavation Permit:
 - The location of the parking area
 - The location of the staging area for storing supplies for the build
 - The land/area around the house that would be needed for construction
- [REDACTED] noted at this time that the placement of the house would require a change to the setbacks in place. The new setbacks, which would have to be voted on by council, would be set in alignment with the independent Geotechnical Report prepared by Lewkowich. This report was prepared to define the safe building site and previously submitted as part of our application for a Building Permit.
- We were told at the time that the District agreed with and supported the independently assessed setbacks in the Geotechnical Report. This was evidenced by the fact that the District granted the Excavation Permit, allowing us to proceed and prepare the area where the house would be placed.
- We understood that the Council still had to vote on the independently assessed setbacks but we believed that with the independent Geotechnical Report in hand and the support of the District, we had a good chance of a positive outcome.
- We also note the following as reasons supporting our expectation of a positive outcome with the Council:
 - The lot is 1.1 acres in size and the planned house would sit on solid granite 37 feet above the ocean at its lowest point and 67 feet above the ocean at its highest point.
 - The lot is well protected from the ocean, with Sunset Point to the west and north and Amphitrite Point preserve and the Wild Pacific Trail to the south.
 - Further to this, we have no neighbors that would be affected by the new setbacks, with water on three sides of the house and trees between our building site and our neighbours.
 - Many other houses in Ucluelet have been built at lower elevation, with less protection, closer to the ocean, most recently including a number of homes on Odyssey Lane.
- The Excavation Permit was granted in the fall of 2021 and we proceeded to put in the driveway and clear the area for the home, removing only the necessary trees and snags from the building site. This work cost us approximately \$30,000.

- We also signed our contract to purchase our home package from Pacific Homes, requiring a non-refundable deposit of more than \$170,000. This was required so that Pacific Homes could start work with the design. The home was to be manufactured off site and erected by Oak Heart Construction.
- In May 2021, approximately 9 months after submitting our application, we received an email from the District stating that we would need to formally request to have the setbacks changed and that they now recommended that we build within the existing covenant. This change in the District's position was a surprise to us, as it was our understanding, up to that point, that the District was in support of the new independently assessed setbacks, notwithstanding the fact that we would need to get approval from the Council to modify them.
- It is also now our understanding that after our application for a Building Permit was submitted, the town Council approved the District of Ucluelet's Flood Mapping Project. However, our application was submitted before this date and, as noted in the Summary Section, has never been formally rejected.
- Given this change in the District's willingness to support the change to the setbacks, we wanted to increase the certainty in the suitability of the proposed building site by confirming the status of the bedrock to strengthen our position with the District and the Council. We therefore undertook a second Geotechnical Report with Lewkowich to check for potential surprises in terms of the bedrock integrity. This included digging some test holes to visually inspect the bedrock. With COVID underway, we note that it was tremendously challenging to get people to site and as a result progressing work took more time than expected. The second report was completed in June 2022 and shared with the District.
- We note that by this time our application had been with the District for 10 months, considerably longer than the maximum three months originally estimated. Unfortunately, during and following this time, a series of personal circumstances affected our ability to press the District for rapid resolution. [REDACTED]

- In February 2023, we contacted [REDACTED] to let her know that we were ready to re-engage and advance our application. [REDACTED] referred us to [REDACTED].
- [REDACTED] said they needed more information from us and suggested that it would be best if we re-designed the home to fit within the existing setback.
- We proceeded to redesign the home to minimize the degree to which we encroached upon the existing setback. With the redesign, a small portion of the west corner of the home extended over the existing setback; it was our intention to ultimately apply for a variance for this small exception. We submitted this redesign to the District.
- Before responding to the redesign, the District then requested an Environmental Assessment in the summer of 2023. Notably, this was not a requirement at the time we submitted our application for a Building Permit. Nonetheless, we prepared and submitted an Environmental Assessment Report in late summer 2023. The Environmental Assessment Report supported the proposed location of our home, noting that there would be no ill effects.
- In November of 2023, after trying to reach [REDACTED] on numerous occasions, we heard from [REDACTED] by email, that "as you know your past BP application has been rejected and you will need to make a new BP submission". As noted in the Summary Section of this letter, this came as a shock to us, as we had been progressively working with the District to make adjustments to our design to receive our Building Permit.

19 March 24

Don MacKinnon – West Coast Consulting

[REDACTED] – 81 Thornton Road

Ucluelet, BC V0R 3A0

Chamber of Commerce

By email c/o Judy Gray

RE: Letter of Complaint and Recent Experience with District of Ucluelet Staff

Dear Members of our Community;

I refer to Community in the sense I live in Alberni Clayoquot Regional District (ACRD) outside of District of Ucluelet (DoU). I shop and benefit from available amenities in DoU so consider my wife and I (resident at our house for 29 years on Thornton Road) as members of the community. This letter is provided to share recent experience with municipal staff for your general information since I and the consulting engineers I work with frequently, were astonished at the level of un-reasonableness, lack of empathy and general un-cooperativeness experienced. My application for a single water connection was recently withdrawn after 16 months of concerted attempts to reach a reasonable outcome. As a professional engineer of at least 40 years' experience, I believe my comments might be of use as you consider communicating similar other experiences with DoU Mayor and Council (and hopefully their staff).

In 1996, the DoU developed a new water supply at the Ucluelet/Tofino Highway 4 Junction (the Lost Shoe Creek Aquifer). I was the geotechnical engineer for the project and have knowledge of the process whereby ACRD residents were asked if we wanted to connect into the new watermain built parallel to the Tofino-Ucluelet Highway. Except for residents of Millstream, we had to vote in agreement, and collectively we as residents of Thornton Road off Albion Road, Willowbrae Road, and adjacent to the Highway were taxed two consecutive years totalling \$1600± in 1989 and 99 for the right to connect into the DoU water distribution system. This was documented in 2 ACRD bylaws and was approved by the Inspector of Municipalities.

In 2018, CAO [REDACTED] of DoU assured us we were within the DoU service area and qualified for water connection. Also in 2018, BC Hydro announced selection of their BC Field Office along Port Albion Road and I contacted their Manager of Communications to indicate our interest in connecting into a new watermain to be developed along Port Albion Road. Despite an ACRD public hearing, we residents were not given opportunity to provide input, or to offer contributions to effect water connections during construction and the project was built and commissioned by year 2020.

When I approached DoU Director of Engineering in or around June 2022, I was told extensive research had to be done to provide a letter on DoU letterhead that we qualified for a water connection. In order to advance our application I provided a 36 page letter dated 30Sept22, containing all the historical information required to support our claim for the right to connect. I was subsequently required to have Koers Engineering Associates Ltd. (KAEL) conduct a water model to verify there was sufficient capacity in the two watermains constructed paralleling the north side of Port Albion Road to the BCH facility.

The BCH Facility was designed with a stormwater detention pond of 100 to 150 cubic metre temporary storage volume. The new watermain (250mm diameter (Ø)) serving as a fire-line with hydrants was constructed with a 65mm diameter standpipe at the terminus of the watermain by the BCH Facility, that would allow the watermain to be flushed into the stormwater detention pond. The volume of water in the watermain between the water supply line parallel to the Tofino-Ucluelet Highway and the BCH Facility is approximately 100 cubic metres (m³).

To render the water in the DoU 250mmØ watermain potable, DoU Public Works staff would be required to regularly flush the watermain into the BCH stormwater detention facility, as municipal staff in other locations regularly do to maintain their water distribution system. Instead of this, the DoU staff directed us to install an automatic flusher on the watermain, a part worth \$10,000 and installation cost of approximately equal cost.

Initially, DoU staff were adamant the automatic flusher needed to be installed in front of the BCH Facility, and could not utilize the stormwater detention pond. An appeal to DoU Council was made and succeeded in DoU staff being directed to approve the application for water connection allowing the automatic flusher to discharge into the creek adjacent to our property. An additional requirement was added by Council that a Qualified Environmental Professional needed to comment favourably on the discharge of potentially chlorinated water into the non-fish bearing creek. This study and ensuing requirements added a simple de-chlorination assembly into the design presented to DoU staff that would require a member of DoU Public Works staff to periodically monitor and add de-chlorination pucks into a dispenser on an estimated frequency of once every month to three months (to be determined after installation).

We were informed by DoU staff that our application was approved, but no approval of design drawings was ever provided in writing. I was given approval to seek cost estimates for construction, securing a detailed cost estimate of \$80,000 from Bowerman Construction. When I presented the detailed cost estimate to DoU staff, they insisted on adding a 25% contingency which is typically done for engineering estimates prior to approaching contractors for detailed quotes. In addition, we were also directed to install a second water meter for the automatic flusher, even though the DoU staff assured us there would be no charge for the water wasted by flushing. This second water meter requirement is significantly more expensive than a 25mm water connection and was introduced at the last minute without any discussion. A works and services agreement was required and the administration fee of 4% was applied against the inflated cost estimate (increased un-necessarily by 25%) to determine the requirement to bond for \$115,000.

As part of the initial agreement between ACRD and DoU, we are required to pay 40% higher rates for water than within DoU. There was never written approval given for designs submitted by myself and prepared by J.E.Anderson and Associates, nor was there ever any commitment provided to maintain the required automatic flusher and de-chlorination equipment we were required to provide.

The cost of a 50mm water service connection for the automatic flusher, then a 50mm water meter on that second connection to allow for a single 25mm water connection requested, seems unreasonable to apply as a burden for a single resident requesting service. In contacting other Regional Districts (North Cowichan and Cowichan Regional Districts'), much less expensive alternatives have been suggested by the relevant water purveyors. Although the water connection is required to facilitate a subdivision of a single lot from the parent parcel, we are not land developers. We were planning on retiring on the subdivided lot, based on re-couping our initial investment in the total property including our current house and outbuilding. We had to withdraw our application for water connection and absorb all the costs we outlaid to satisfy all other requirements of subdivision that was all approved, subject to obtaining a water connection from DoU staff.

I am personally so disgusted with the treatment I received that I plan to stop all consulting work in DoU so I don't have to renew my business licence.

Respectfully submitted





December 18, 2023

Dear Mayor and Council,

We are writing to support the Ucluelet Chamber of Commerce in their request for improvements to the District of Ucluelet's municipal processes.

Azura Management Corp is a British Columbia based development company that has been part of the Ucluelet business community since 2009. We specialize in residential developments for resort communities and in projects that are complicated for one reason or another. In this capacity we are well versed in governance systems, the types of difficulties that can arise within them, and finding creative solutions to address them.

From our perspective, the housing crisis is not unique to Ucluelet, but your municipal response to it is. The District identified the critical need for additional housing, then promptly implemented planning processes that hinder all forms of housing initiatives. The prevention of housing has been achieved through inconstancies among the Housing Needs Report (2021), the Official Community Plan (2022), and the intent of Ucluelet's governing bylaws.

The recent updates to the Official Community Plan included significant changes to the goals of the community, however the bylaws were left as is. This has created a tenuous situation where the OCP's stated goals no longer align with the documents that empower the District's jurisdictional authority. To compensate for this, staff are working through unofficial means. We have seen this in the form of unexpected discretionary requirements and new zoning restrictions; alterations of bylaw interpretations; and refusals to provide clarity on what should be standard zoning information.

In functioning this way, District staff are forced to micromanage each application on a case-by-case basis, and are in turn bogged down, slow to respond, and provide contradictory information at different times and among different employees. For applicants, proposed projects are crippled by unpredictable costs and devastating changes in timelines. They have no choice but to comply with staff's discretionary actions as access to Council's formal reviews are restricted until they do. Projects that should be approved in weeks take months; and those that should be approved in months, are stalled for years. Whether it is intentional or not, the corporate culture shown to applicants throughout this time is one where there is no accountability, understanding, or empathy for risk and financial burden this system imposes on them.

In looking for solutions it's important to understand that staff are responsible to inform Council and maintain the systems, but they cannot initiate policy changes when they are needed. The ability to change policy is Council's alone, this means the corrective action must start with you.

800 – 15355 24 Ave Suite 550, Surrey, BC V4A 2H9

Josh Jenkins, Executive Director, Ucluelet Chamber of Commerce Re: Issue...



We encourage you to commission an independent audit of the functionality of the planning department. Doing so removes any animosity and uncertainty as it establishes data-based insight, benchmark evaluations, and actionable items that both Council and staff can act on.

Funding an audit is more effective than taking the easier steps of increasing department funding or expanding the number of staff, as it will identify and address the systemic issues that are embedded in the policies and corporate culture. By proactively addressing these, the appropriate and essential steps for building an effective planning department will be in place. Your planning department will then be empowered to meet the needs of the community it serves.

In closing, it's true that change is never easy, but Ucluelet is known for its resilience and adaptability. It's tenacity is rooted in the Community's ability to come together, and pivot when a need is recognized. We therefore believe this initiative is an example of Ucluelet at its best.

We hope that all involved will see this as the opportunity it is, and take whatever action is for the greater good of all who work and live in Ucluelet.

Thank you for your consideration,

A handwritten signature in black ink, appearing to read "Fawn Ross", with a long horizontal flourish extending to the right.

Fawn Ross
Development Manager
Azura Management Corp.



Dear Mayor & Council,

I am writing today in support of the Ucluelet Chamber of Commerce in their request for assistance in streamlining the development process from those individuals wishing to build a home, subdivide their property, add a suite or make some other change to their lands as well as the larger developments and developers.

Ucluelet is no longer known to be a development friendly community and I have seen numerous very skilled and experienced, monied, prospective parties leave Ucluelet dissatisfied and not willing to go through the onerous process that the Ucluelet planning department has told them they would have to do to get to where their prospective project makes sense financially and within reasonable timelines.

One of the main complaints I hear is that the request for information, studies, engineering goal posts keep moving. Several times I have been told that "we gave them everything they asked for and now they want.....". This is usually followed by "we want to sell and move on".

The new Official Community Plan and its implementation have brought much confusion. The new community plan appears to give the planning department the authority to implement changes that are usually approved and implemented by council with bylaw changes. The zoning bylaw and related policies do not align with the OCP. Planning appears to be requiring that the new policies in the OCP override the zoning bylaw. My studies tell me differently, unless the Local Government Act has changed. It is my understanding that the OCP is a guideline set by the community and is followed by changes to the laws to meet the new OCP and that this is approved by council after community consultation.

There have been some great developments put forward over the last number of years with only a very small number being completed. Something is very broken and hopefully there is a way to repair the problem(s). The development community is very small, and we have a reputation for being a difficult place to work.

In the past Ucluelet's understaffed planning department was able to get a great deal of work done and projects were completed. All Marine Drive Properties, the Ridge, Primera, Rainforest, Marine Drive, BlackRock, the Community Center, the first 4 phases of Oceanwest, Taucu Lea (Now Water's Edge), Reef Point Beach Estates entire subdivision, Terrance Beach Resort, Whiskey Landing. All of these were 1999 to 2009. Ucluelet won many accolades for these development projects. In fact VIU sent students to study in our community because of the great successes we had. Clearly something has gone terribly wrong.

What developments have been completed since 2009 I ask? The Wave on Marine – 6 units, Raincoast Commons – phase one built by one developer who was so put out by the District that he sold the land for the balance of the project and fortunately it was completed, 24 units total. Addition of cottages to The Cabins at Terrace Beach in 2023. The new cabins at Wild Pacific in 2023. Staff Housing for Blackrock. The 6 units at the Sabbatical in 2012.

We continue to wait for Oceanwest Phase 5 since 2019. The remainder of the Ridge, currently abandoned. The Affordable housing site, although these units are all sold the paperwork required by BC Housing from the District still has still not been received. The delays to this project have been many and unacceptable to the community. There are two very large development proposals on the table but who knows if either of those will move forward.

I have heard it suggested that it is possible to seek an independent, third-party audit of the planning department. I have spoken with a couple of different CAO's on the island who have completed efficiency audits. It is a good option for consideration.

The lack of development approvals in Ucluelet has contributed greatly to the lack of housing in my opinion.

I sincerely hope that changes can be made that will streamline the development process for our community. I see this as an opportunity to take action for the betterment of our community.

Sincerely,

DocuSigned by:


259572FDEA1E4B5...

Judy Gray

Owner RE/MAX Mid-Island Realty
REALTOR® CCIM

RE/MAX
MID-ISLAND REALTY
Independently Owned & Operated

109-1917 Peninsula Road, PO Box 195, Ucluelet, BC, Canada, V0R3A0 | Office 250.726.2228 | info@grayteam.ca
www.grayteam.ca

Josh Jenkins, Executive Director, Ucluelet Chamber of Commerce Re: Issue...



Ucluelet Consumers Co-operative Association

Phone: 250.726.4231

Fax: 250.726.4440

1580 Peninsula Road Ucluelet, PO Box 100, Ucluelet BC V0R 3A0

www.uclueletcoop.com

October 20, 2023

To Mayor and Council

We are writing to provide details regarding our decision to end our project (application DVP23-09) that would have had tremendous benefit and impact for our community.

As you are all aware, housing and daycare are two of the most challenging issues our community faces, and our Co-operative was prepared to help. We have been working on this project since January 2022 and have invested significantly to bring the multi-use building plans forward for development and building approval.

Our team of designers, architects and experts have poured a great deal of time and effort into making this project as affordable as possible and still serve a purpose. However, we are unable to continue due to delays and escalated costs.

Unfortunately, due to numerous delays created because of requests from the district team of planners, costs have escalated in real time, and we find that we will no longer be able to fund this project. Ultimately, we are responsible to our members for our financial success – and we cannot proceed in good conscience.

Sincerely,
The Board of Directors
Ucluelet Consumer's Co-operative Association.

To Mayor and Council,

Our major issue has been that there is a lack of clarity from the planning department of details concerning specific requirements of the department and the timing of these requirements. I will provide two examples that we encountered during our recent build.

Our first example . We had a geotechnical survey done 2 1/2 years before applying for our building permit. We were told in order for it to be valid it had to be done within 2 years of application. There were no changes made to the soil or rock. Why would we need another report done? Furthermore why is it not stipulated that it should be less than 2 years to be valid. This is an unusually short timeframe for a valid geotech report .

Another example was the relatively new requirement for a covenant for waterfront property on BC . We had our excavation permit in May 2021 , then there was an unacceptable delay in getting the building permit at which point our builder was told in late August early September that a covenant was required before the permit could be issued. Our lawyer provided the covenant to the department in September and was told it would take another month to put it on the town's register. We finally got the building permit in late October 2021.

We lost an entire summer of construction due to up front lack of clarity of requirements and slow processing. I need not explain why building in the winter months is not ideal in Ucluelet. Unfortunately it just added to the timing and expense of the build.

In conclusion the lack of a CLEAR process including ALL pertinent requirements with associated timeframes for them results in significant delays and cost for those wishing to reside in this beautiful community and also tarnishes the community's reputation. This letter is meant to outline areas for improvement. There are many aspects of the process which are just fine.

Thank you for reaching out for input on this important topic.

Best regards,
Rob and Carol Spitzer

To mayor and council,

I am an entrepreneur and a restaurateur.

I tried to open an existing food truck earlier this year (2023).

I applied for and paid for a business license at the district office in Ucluelet.

The application was accepted but no one was clear as to what needed to be done in order to open the business.

The building inspector said it was the bylaw officers problem, the bylaw officer said it was the building inspectors problem, then I was told it was the engineers problem. The engineer never got back to me. The long of the short of it is that he said she said and nothing got done.

The business never got open. 4 more jobs would have been created.

Yes, Ucluelet is closed for business, or so it seems.

Yours sincerely,

Terry Hunziker



Ucluelet B.C.

V0R 3A0

Dear mayor and council,

We are the owners and operators of the Francis Boutique Inn, and we would like to share this letter with everyone involved to solely support this matter and contribute to the future improvement of the relations between the businesses/individuals and the District of Ucluelet, and consequently, the whole community.

We took ownership of the Francis Boutique Inn during 2020, which has presented multiple significant challenges: Covid 19, the wildfires & highways closures, and rapidly rising interest rates & inflation.

These crises have had an immensely negative impact on our business, and surely every other business in the community. We planned a property expansion project as a vital plan to recover from these crises and relied heavily on the District of Ucluelet for support.

Since the beginning of the project we have experienced extremely long approval times for all the project-related permits, inaccurate evaluation and assessment at each stage of the project, and significant and unexpected alterations of requirements from the district of Ucluelet. These have all resulted in a considerable increase in all project-related costs, which almost spiralled out of control as this entire venture became financially unsustainable, putting us at risk of seizing all building operations, as well as not being able to remain operational in the following summer season. Due to the aforementioned difficulties with the District, the expansion project costs were approximately 30-40% higher than estimated, not to mention the loss in revenue due to delays in approval times at each stage of the project.

Since we took over the Boutique in 2020, we have always strived to maintain positive relationships with everyone involved, including the District of Ucluelet. We immediately signed the proposal for the MRDT tax rate increase to support affordable housing, despite being in deep financial turmoil caused by the above-mentioned topics of Covid 19, wildfires and interest rate markets.

Our sole intent of this letter is to voice our thoughts on this matter and to share our experience with a genuine hope of an improvement of this situation and to strengthen the cooperation within the entire community to be able to better address any of these topics in the future.

Respectfully,
Jakub & Marian

The Francis
www.thefrancis.ca
1536 Peninsula Rd, Box 352
Ucluelet, BC, V0R3A0, Canada
Direct: 236-600-1750

November 29, 2023

Dear Ucluelet Chamber of Commerce,

We are writing to express our growing concerns about the challenges faced by our community in navigating the municipal processes of the District of Ucluelet. The uncertainties and associated expenses within the municipality's systems are adversely impacting businesses and organizations of all sizes.

The community is at a critical juncture where the inefficiencies are hindering local initiatives and significantly affecting the growth, sustainability, and overall well-being of our community.

While each of our organizations has grappled with these challenges individually, it is evident that systemic issues are affecting all who live and work in Ucluelet. Therefore, we respectfully request that the Ucluelet Chamber of Commerce play an active role in fostering positive change in the relationship between the business community and the District of Ucluelet.

Our sincere hope is that, through a collective effort and a unified request for collaboration, the Council will engage with the business community to gain a deeper understanding of the concerns and work towards enhancing the functionality of municipal processes.

We appreciate your attention to this matter and look forward to the Chamber's support in advocating for improvements that will benefit the entire community. Thank you for your time and consideration.

Sincerely,



Fawn Ross
Development Manager
Azura Management Corp


Lara Kemps (Dec 5, 2023 14:46 PST)

Lara Kemps
Assistant General Manager
Black Rock Resort


Ucluelet Co-op (Dec 12, 2023 09:39 PST)

Laurie Gehrke
General Manager
Ucluelet Consumers
Cooperative Association



DISTRICT OF UCLUELET

Request to Appear as a Delegation

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

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

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

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

Requested Council Meeting Date: April 30th

Organization Name: Clayoquot Biosphere Trust

Name of person(s) to make presentation: Janessa Dornstauder

Topic: Regional Forum

Purpose of Presentation:

Information only

Requesting a letter of support

Other (provide details below)

Please describe:

CBT facilitates a semi-annual gathering to bring together and support groups involved in environmental research, stewardship, restoration, and sustainable development.

Delegation will:

-review highlights of the first forum facilitated in fall 2023

-share about the importance of having municipal representation at the forum

-answer questions about the upcoming regional forum on May 7

Contact person (if different from above): _____

Telephone Number and Email: janessa@clayoquotbiosphere.org

Will you be providing supporting documentation? Yes No

If yes, what are you providing?

Handout(s)

PowerPoint Presentation

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

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



REPORT TO COMMITTEE OF THE WHOLE

Council Meeting: April 30, 2024

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: RICK GEDDES FIRE CHIEF

FILE NO: 7320-25

SUBJECT: FIRE SERVICES DEVELOPMENT DESIGN GUIDELINES

REPORT NO: 24-37

ATTACHMENT(S): APPENDIX A - DISTRICT OF UCLUELET FIRE SERVICES DEVELOPMENT DESIGN GUIDELINES

SUMMARY OF DESIRED OUTCOME

That the Committee of the Whole provides direction regarding implementation of the District of Ucluelet Fire Services Development Design Guidelines.

BACKGROUND

The first line of defense in reducing public safety risk in our community is through proper design. The information in the District of Ucluelet Fire Services Development Design Guidelines (the Guide) represents the minimum standards that support this concept while allowing development to progress in the most safe and efficient way possible.

Documents such as National Fire Protection Association (NFPA) standards or the British Columbia Building and Fire Codes can be difficult to navigate. Having the ability to provide developers with a summary of minimum requirements early in the planning process will help to minimize code misinterpretations and expedite the plan review process. The Guide will also provide consistency as the District continues to develop in the future.

Historically within the District of Ucluelet, there has been a lack of consistency regarding the governance of development, including various levels of building and fire code consultation and compliance enforcement. Some examples of past practices that have been permitted include:

- Peninsula Rd. - Our highest density commercial area lacks sufficient fire hydrants (in number and design). From Seaplane Base Rd. to Main St. there are six fire hydrants. Following Fire Underwriter's recommendations, there should be ten hydrants in that same stretch.
- Odyssey Lane - Approximately 300 m long with no fire apparatus turnaround area.
- St. Jacques Blvd. - Approximately 200 m long with no fire apparatus turnaround area.
- Homes on Cynamocka Rd. near Marine Drive with inaccessible driveways.
- Homes on Marine Dr. between Peninsula Rd. and Edwards Pl. with inaccessible driveways.
- Coral Way - Long, narrow, steep driveways which restrict fire department access.
- Water's Edge - Approximately 175 m long with no fire apparatus turnaround area.

- Multiple complex buildings with poor design of fire department connections which requires fire hose to cross streets (ie: Co-op Grocery Store, Davison Plaza, Peninsula Motel, Whiskey Landing, Ucluelet Community Centre).

Establishing and communicating clearly defined minimum development provisions will ensure emergency services responses can be conducted in a safe, efficient, and timely manner while maintaining the highest level of public and responder safety.

The Guide will apply to all developments (both public and private) within the jurisdictional boundaries of the District of Ucluelet.

Information in the Guide has been extracted from multiple sources including the [BC Master Municipal Construction Document](#), [BC Building Code](#), [BC Fire Code](#), [National Fire Protection Association](#), [National Research Council of Canada](#), [District of Ucluelet Bylaws](#), [BC Bridge Standards & Procedures Manual](#), [BC Manual of Standard Traffic Signs & Pavement Markings](#), [BC Motor Vehicle Act](#), and [Fire Underwriters Survey](#). Other documents researched include the [Calgary Fire Department Fire Department Access Standard](#), [Home Fire Sprinkler Canada Website](#), and [Village of Hazelton website](#). Apparatus tolerances in the Guide are based on these codes and standards as well as the limitations of District of Ucluelet fire apparatus.

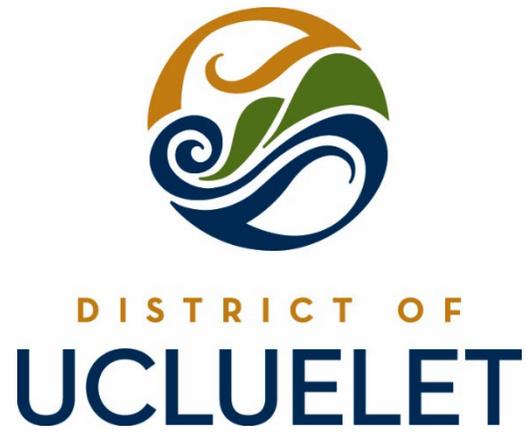
It is recognized and understood that we cannot change past development practices in Ucluelet, and that is not the intent of this document. Moving forward, the municipality has a responsibility to ensure that future development does not create a liability for the fire and emergency services department.

It is anticipated that the Guide will be reviewed regularly and updated as codes, standards, best practices, and fire department suppression capabilities evolve.

KEY QUESTIONS

- Does the Committee of the Whole wish to refer the Fire Services Development Design Guide to Council for implementation?
- If so, in what fashion (ie: bylaw, policy, or other)? Most of the individual items listed in the Fire Services Development Design Guidelines are derived from codes and standards which are already in place and enforceable, therefore a bylaw may not be desirable.
- Does the Committee of the Whole wish to add, or delete any information in the Fire Services Development Design Guidelines?
- Next steps would include presentation of the Fire Services Development Design Guidelines to Council.

Respectfully submitted: Rick Geddes, Fire Chief



Development Design Guidelines

Preamble:

The first line of defense in community safety is proper design. The information in this document represents the minimum development standards that support this concept.

The information in this document has been extracted from several sources including the BC Building Code, BC Fire Code, BC Master Municipal Construction Document, National Fire Protection Association, National Research Council of Canada, District of Ucluelet Bylaws, BC Bridge Standards and Procedures Manual, The BC Manual of Standard Traffic Signs and Pavement Markings, The British Columbia Motor Vehicle Act, best practice examples from other communities, and Fire Underwriters Survey. Apparatus tolerances are based on these codes and standards as well as the limitations of District of Ucluelet fire apparatus.

The BC Fire Code, Division C, Section 2.2.1.1 (1) states: "...the owner or the owner's authorized agent shall be responsible for carrying out the provisions of this Code." This means that it is ultimately the owner's responsibility to ensure that minimum code requirements have been satisfied.

Purpose:

The purpose of this document is to clearly communicate the minimum safety provisions for development within the District of Ucluelet Fire Rescue's service area. This standard will aid in ensuring that emergency response can be conducted in a safe, efficient, and timely manner while maintaining the highest level of public safety and consistency amongst new developments.

These standards apply to all developments (both public and private) within the jurisdictional boundaries of the District of Ucluelet.

Construction & Demolition Sites**Fire Safety Planning**

The BC Fire Code, Division B, Section 5.6.1.3 (1) states: "...prior to the commencement of construction, alteration or demolition operations, a fire safety plan shall be prepared for the site and shall include

- The designation and organization of site personnel to carry out fire safety duties, including a fire watch service if applicable,
- The emergency procedures to be followed in the event of a fire, including
 - i) initiating a fire warning,
 - ii) notifying the fire department,
 - iii) instructing site personnel on the procedures to be followed once the warning has been initiated, and
 - iv) confining, controlling and extinguishing the fire,
- Measures for controlling fire hazards in and around the building, and
- A maintenance procedure for firefighting measures required in Section 5.6...."

Prior to commencement of construction or demolition, the fire department must be consulted to determine the need for a fire safety plan.

To create a fire safety plan, developers / contractors must obtain a copy of the District of Ucluelet Construction and Demolition Site Fire Safety Plan template by emailing the fire department at fireprevention@ucluelet.ca.

The completed fire safety plan must be forwarded to the fire department at fireprevention@ucluelet.ca for review and approval prior to the commencement of demolition or construction operations.

The fire safety plan must be reviewed and updated as construction / demolition progresses and periodically afterwards.

All site supervisory staff must remain familiar with the plan throughout the project. It may be beneficial to owners to retain the services of a consultant who specializes in fire safety planning.

This consultant would oversee the fire safety plan's development and implementation. This is especially useful to owners who have neither the time nor the expertise to develop their own plan.

Access for Firefighting During Construction & Demolition

Unobstructed access to fire hydrants, portable extinguishers and to fire department connections for standpipe and sprinkler systems must be maintained.

A means to allow firefighters to perform their duties on all levels of a building must be provided .

Provision shall be made for the use of existing elevators, hoists or lifts to assist firefighting personnel in reaching all levels of a building.

Access routes for fire department vehicles shall be provided and maintained to construction and demolition sites.

Where a construction or demolition site is fenced to prevent general entry, provisions for fire department equipment and personnel access must be made.

Portable Extinguishers

Portable extinguishers shall be provided in unobstructed and easily accessible locations in any areas:

- Where hot work operations is carried out,
- Where combustibles are stored,
- Near or on any internal combustion engines,
- Where flammable liquids and combustible liquids or gases are stored or handled,
- Where temporary fuel-fired equipment is used, or
- That are designated for smoking.

Fire extinguishers must have a minimum rating of 3-A:20-B:C on moveable equipment, and 4-A:40-B:C in all other locations.

Water Supply

Buildings are at their highest risk of fire during construction. Because of this, building permits will not be issued and combustible construction must not commence prior to the establishment of a water source (hydrant) capable of supplying the required fire flow.

Existing fire hydrants capable of delivering the minimum required fire flow and within the minimum required distances shall be considered adequate for new projects

Fire hydrants must be kept clear and accessible and have an unobstructed clearance of not less than 2 m at all times.

Fire hydrants should be located at intersections and mid-block where required.

Parking is prohibited within 5 m of fire hydrants.

Fire hydrants on the opposite side of the street from a proposed development may not be considered adequate. The developer will be required to install hydrant(s) on the same side of the street as the development in most instances.

Hydrants will be Terminal City Ironworks Model #C71P (dry barrel) or a similar model as approved by the fire chief.

Hydrants will have 3 outlets of the following configuration: 1– 4” Storz Pumper Outlet and 2 – 2 ½” British Columbia and Alberta Thread (BAT) outlets.

Upon installation of a hydrant, a final report shall be prepared by a registered engineer that certifies compliance with NFPA 24, “*Standard for the Installation of Private Fire Service Mains and Their Appurtenances*” and shall include flow test data confirming the required fire flow is available. The report shall be submitted to the fire chief.

The maximum spacing of hydrants in commercial, industrial, institutional, and multi-family residential areas shall be 90 m.

The maximum spacing of hydrants in single-family residential areas shall be 180 m.

Access Routes

Access routes are defined as, “*a portion of a street, yard, roadway, or parking lot lane, which is always available for fire department emergency access to buildings and hydrants.*”

Access routes must be designed to allow unhindered emergency access and evacuation.

Plans shall be submitted to the fire chief for review and approval prior to the start of any projects, including:

- Rezoning applications
- Land use applications
- Subdivision applications
- Development permit applications
- Development variance permit applications
- Proposed modifications to existing emergency access routes, secondary public access routes, or fire lanes, and
- in some instances, building permit and / or temporary use permit applications.

Fire apparatus access routes shall be provided prior to construction and maintained throughout the life of the development.

Fire department vehicles shall have direct access to at least one face of every building by means of a street, yard, or roadway in conformance with the BC Building Code.

Each application will be assessed individually and is not to be viewed as precedent setting or as an industry standard.

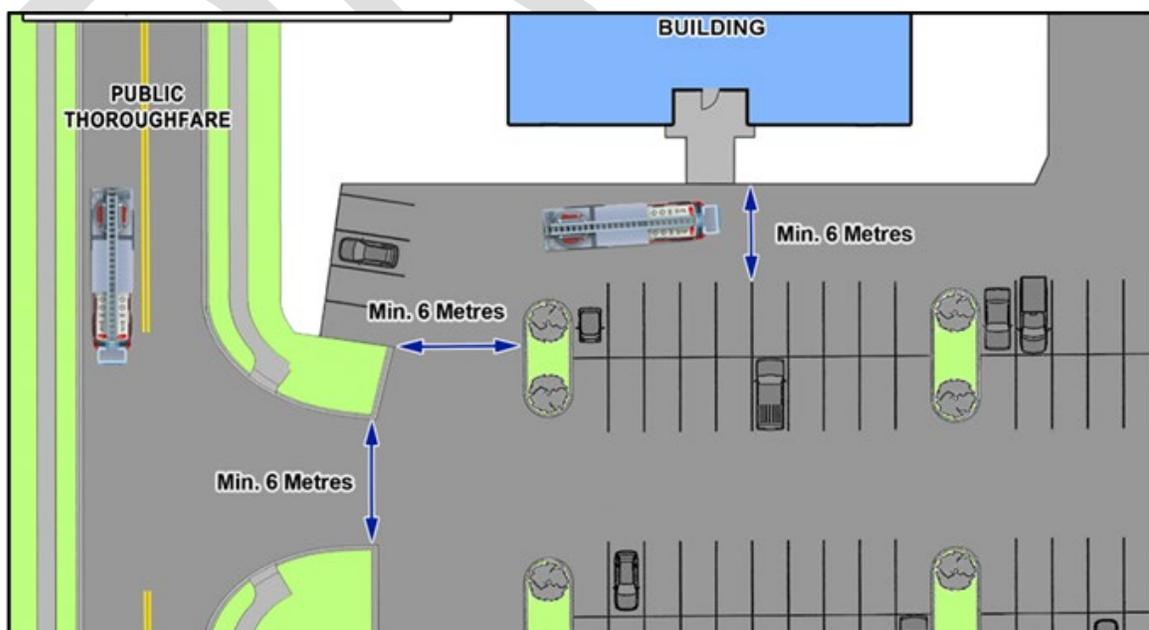
A secondary fire department access route is required when it is determined by the fire chief that access by a single road could be impaired by travel distance, vehicle congestion, condition of terrain, climatic conditions, or other factors that could limit access. Developers are strongly encouraged to consider drive-through access routes.

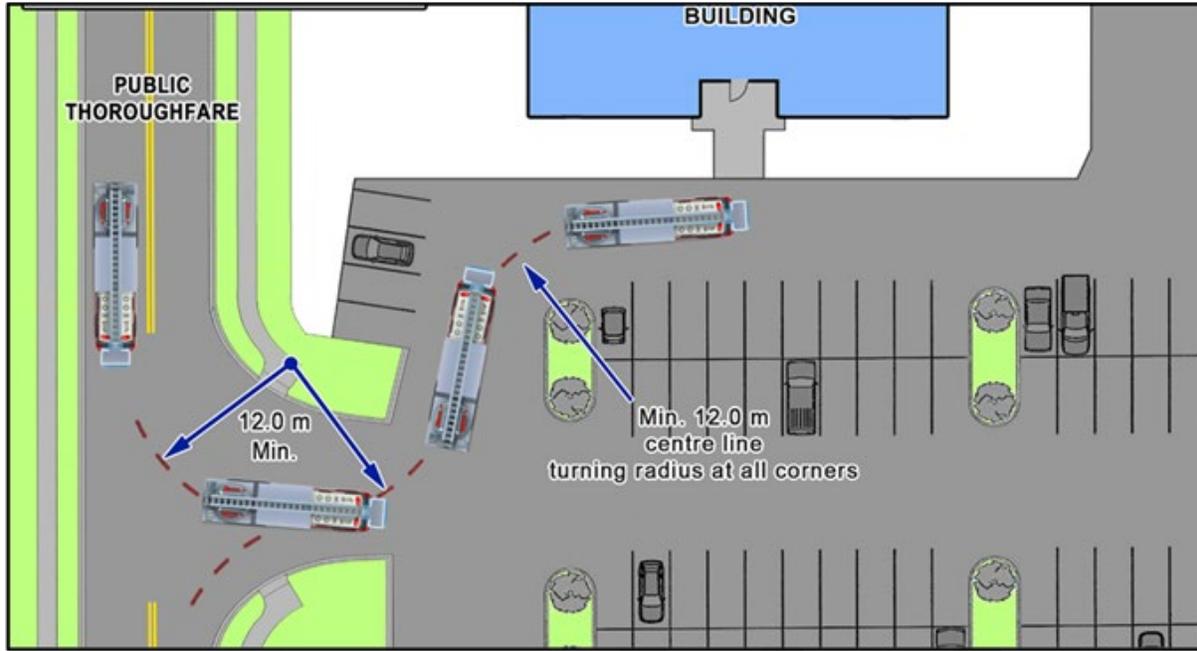
Upon approval by the fire chief, a secondary access route may be designed and constructed as an “emergency access only” lane, provided that it is compliant with minimum fire department access requirements and equipped with approved fire lane signage and locking hardware.

Access routes shall not be altered, modified, removed, or placed out of service without a written request to, and written approval by the fire chief.

Access routes to buildings shall comply with the following minimum BC Building Code requirements:

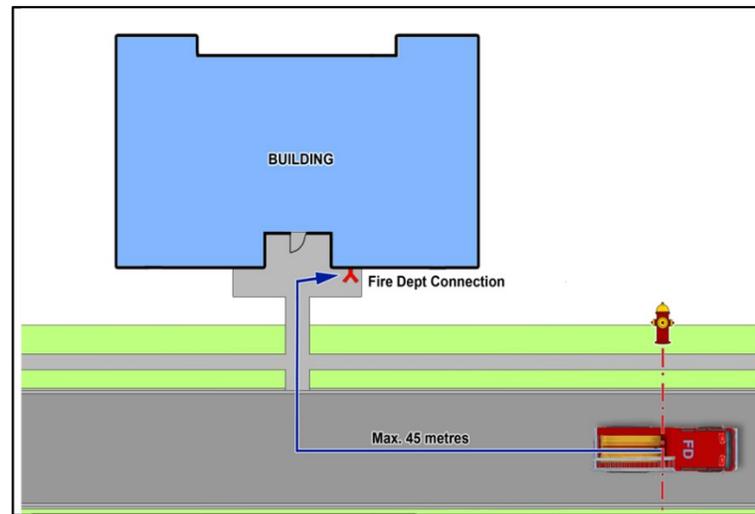
- Width of 6 m
- Centre-line radius not less than 12 m
- Overhead clearance not less than 5 m
- Change of gradient not more than 1 in 12.5 over a minimum distance of 15 m
- Designed to support the expected loads imposed by firefighting equipment and be surfaced with concrete, asphalt or other material designed to permit accessibility under all climatic conditions
- Be connected with a public thoroughfare.



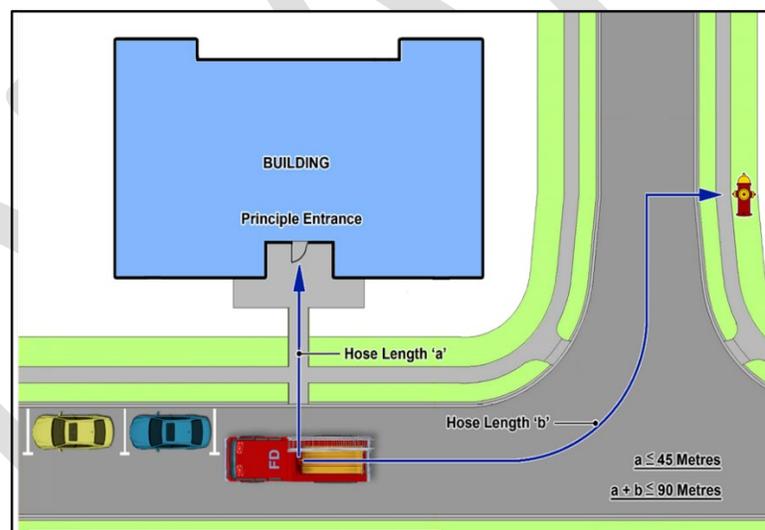


DRAFT

For buildings with a fire department connection, access routes shall be designed so that fire department apparatus can be located adjacent to the fire hydrant and the unobstructed path of travel from the fire apparatus to the fire department connection is not more than 45 m.



For buildings without a fire department connection, access routes shall be designed so that the length of the access route from the hydrant to the apparatus plus the unobstructed path of travel from the apparatus to the building is not more than 90 m.

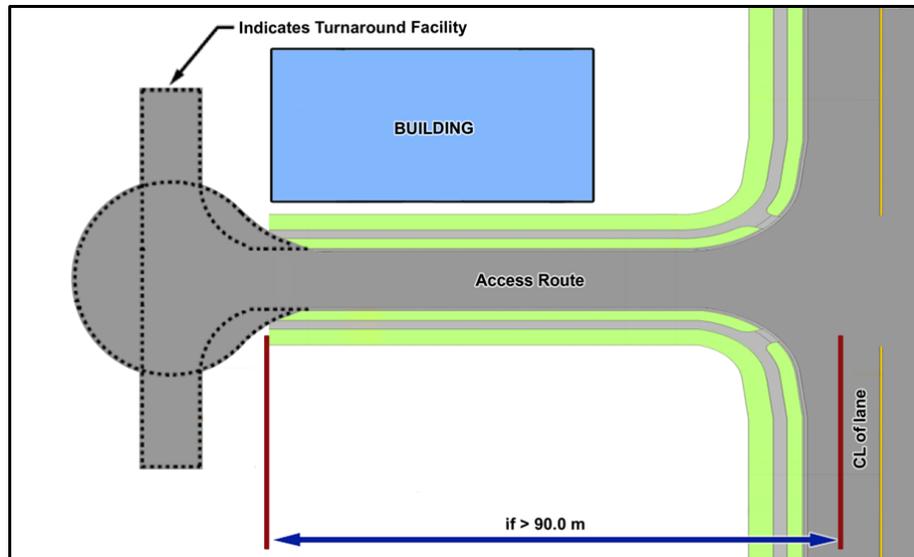


The above required distances are measured along the centre line of the fire department vehicle access route and the path of travel of the firefighter.

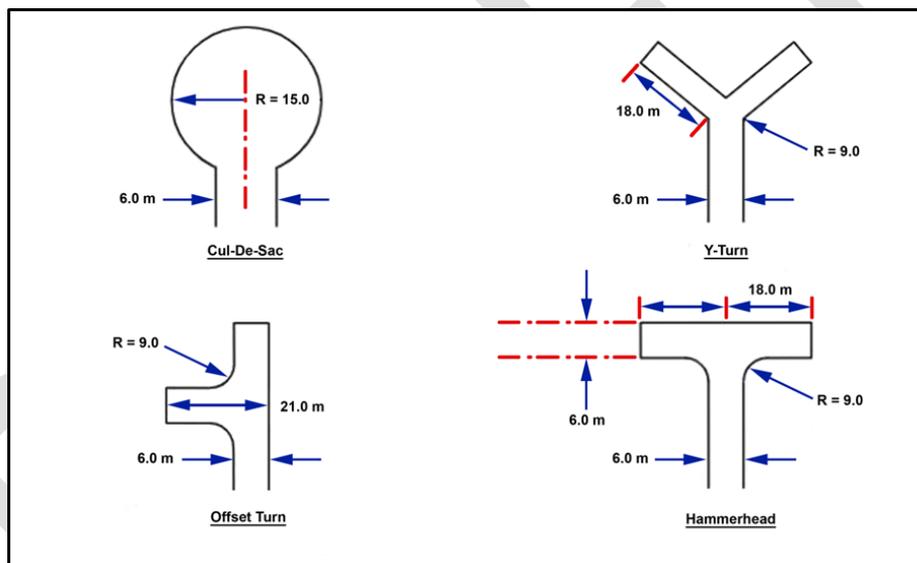
When adequate fire department access routes cannot be provided due to location on property, topography, waterways, non-negotiable grades, or other similar conditions, additional fire protection features (ie: sprinklers) will be required as approved by the fire chief.

Dead-end access routes in excess of 90 metres long require an approved turn-around area.

Dead-end access routes less than 90 metres long may require a fire apparatus turn-around area when the access route is connected to a major thoroughfare (ie, Peninsula Rd., Marine Drive).



Turnaround areas shall be constructed using the following minimum measurements:



- Curbs in turnaround areas shall be painted yellow to indicate no parking.
- Turn-around areas shall be maintained clear at all times, with approved “No Parking” signage posted as detailed below.

Gradients

The maximum allowable grades for fire department access shall be:

- | | |
|---|-----|
| • Local service streets (direct access to residential lots) | 15% |
| • Neighbourhood collector streets (for through traffic) | 12% |
| • Paved access routes | 12% |
| • Unpaved access routes | 8%. |

Where the property is higher than the access route, the driveway grade must not exceed 2% (0.02 m) for the first 10 m.

The use of a continuous maximum grade must not exceed 100 m in length.

Access routes adjacent to, and within 15 m of, a structure must not exceed 6%.

The maximum allowable cross slope within 15 m of a structure must not exceed 6%.

The maximum allowable overall slope of cul-de-sacs and other turn-around provisions required by the fire department must not exceed 6%.

Access routes must have a maximum change of gradient of 8% (1 in 12.5) over a minimum distance of 15 m.

Fire Lane Markings

Permanent fire lane signage and / or yellow curb paint with yellow stenciled lettering stating “NO PARKING - FIRE LANE” may be required prior to issuance of certificates of occupancy.

Fire lane marking locations and details shall be clearly identified within the civil plans and site plans.

Maintenance / replacement of fire lane signage and / or curb painting is the responsibility of the property owner.

“NO PARKING - FIRE LANE” signs will follow the British Columbia Manual of Standard Traffic Signs and be designed as follows:

- Signs will be constructed of non-corrosive material using 3M brand or similar quality reflective material.
- Signs will be 300 mm wide by 450 mm tall (12” by 18”)
- The circle and slash will be red.
- The background will be white / silver reflective.
- The lettering, arrows, and border will be black.
- The arrow(s) on the bottom of the sign will be as follows:
 - applicable single arrow (pointing right or the left) will indicate the limits of the zone.
 - double arrows will be used on mid-zone signs.



Construction of structures shall not commence prior to the installation of approved fire lane signage (where required) and posting of the civic address as detailed below.

Accessory Dwelling Units

Accessory Dwelling Units (ADUs) are defined in The District of Ucluelet Bylaw No. 1310, 2022 as “one accessory building used as a dwelling unit, for residential purposes only, accessory to a single-family dwelling on the same lot, and may be occupied by the property owners, their family members, caretakers, residential rental tenure tenants or non-paying guests”.

ADUs must have and maintain an unobstructed, hard-packed pathway from the street or lane to the entrance of the unit that:

- Is constructed of a consistent hard surface and has no sudden drop-offs.
- Is at least 1 metre wide.
- Has a minimum overhead clearance of 3 m.

Automatic fire sprinkler systems are required in ADUs if:

- Fire department apparatus cannot be positioned within 45 m of the ADU, or
- The distance from the nearest municipal fire hydrant to the ADU exceeds 180 m.

Automatic sprinkler systems in ADUs will be designed and installed in conformance with NFPA 13D “Standard for the Installation of Sprinkler Systems in One-and Two-Family Dwellings and Manufactured Homes”.

FireSmart

FireSmart principles help prevent fires from spreading to the surrounding wildland areas and vice versa.

Similar to designing for snow load, wind load, or seismic conditions, developers must consider design requirements for properties in high-risk wildland urban interface (WUI) areas. Consideration of wildfire at the development planning stage is a key step in protecting neighbourhoods from wildfire.

Developers are strongly encouraged to incorporate FireSmart principles in their design.

Developers should consider the following strategies to reduce the chances of structural loss from wildfire:

- Use of fire-resistant exterior construction materials following FireSmart recommendations and standards.
- Inclusion of minimum setbacks from forested edge and top of slope based on FireSmart principles.
- Use of FireSmart landscaping (low flammability plants, appropriate spacing and low flammability aggregates/ ground cover based on FireSmart principles).
- Prompt removal of combustible construction materials, thinning/ fuel management debris, or clearing debris during the fire season.

Bridges

Bridges must be constructed according to the Province of British Columbia's Bridge Standards & Procedures Manual and must be engineered to support the District of Ucluelet's heaviest fire apparatus.

Bridges that are not required for fire department access and are not capable of supporting the fire department's heaviest apparatus shall bear a reflective sign stating the weight limit of the bridge.

Fire apparatus will not drive over private bridges and / or culverts that do not meet this standard.

Gates

The Ucluelet Fire Department shall be provided 24/7/365 access through any unattended gate on a fire lane access route.

Plans and specifications of gate assembly and location shall be submitted to the fire chief for review, approval, and inspection prior to construction.

Final approval of a gate is contingent on fire department testing and acceptance. The fire chief will arrange for emergency apparatus testing prior to approval.

Approved "NO PARKING - FIRE LANE" signage shall be installed to prevent the obstruction of the fire lane gate by the parking of vehicles.

Addresses

Prior to constructing a building within the District, the property owner must request a civic address number if one does not already exist, through the District of Ucluelet Planning Department.

All buildings within the District must have their civic address number displayed. Civic address numbers must be a minimum of (4) four inches in height and mounted on a surface of a contrasting color in order to be easily identifiable from the street.

Civic address numbers must be visible from the street which corresponds with the street cited in the civic address allocated to that building by the District.

All buildings which contain units must, in addition to having a civic address allocated by the District, designate and post numbers for each individual unit that falls under the parent civic address.

For multi-level buildings, the units on the lower most level shall be numbered so that all the unit numbers on that level begin with the number "1" and end in a logical consecutive fashion. For example, the units on the lower floor of a residential complex will be numbered 101, 102, 103, 104 etc. Unit numbers on the second lowest level of the building shall begin with the number "2" and end in a logical consecutive fashion.

Unit numbers shall adhere to this pattern through all levels of the building.

In the case of a single-story building containing multiple units the units shall be numbered in a numerical fashion beginning with the number "1" and shall be arranged in a manner so that

someone unfamiliar with the building could logically anticipate the location of the next consecutive unit in the numerical progression. Example: *Unit 101-165 Elm Street*

Cabins

Properties with multiple cabins:

- (1) Each cabin on the property shall be assigned an additional number under the principal dwelling unit's civic address in a manner so that someone unfamiliar with the building could logically anticipate the location of the next consecutive cabin in the numerical progression; and
- (2) Where some or all of the individual cabins contain multiple units at varying levels shall designate a number to the cabin and a letter to the individual units within each cabin. The letters allocated to these units shall begin with "A" on the bottom floor and progress logically through the lower units on to the upper units. Example: *165 Elm Street, Cabin 1- Unit A*

Secondary Suites

Single family dwelling units which contain a secondary suite must clearly display the suite letter "A" near the suite entrance so that it is easily visible from the street. If the suite entrance is not visible from the street, a directional sign indicating the suite's entrance location at that house must be displayed within clear view of the street." Example: Address of principal dwelling: *165 Elm Street* / Address of secondary suite: *165 A Elm Street*.

Residential Sprinklers

Residential fire sprinklers are required when any of the following conditions exist:

- There is inadequate water supply for traditional firefighting, or
- There is inadequate fire department access according to this document.

Residential sprinkler systems will be designed and installed in conformance with NFPA 13, NFPA 13D, or 13R, whichever is most appropriate. The developer / builder must consult with the fire chief prior to construction to confirm which NFPA standard the sprinkler system will be designed to.

The Development Design Guidelines are a living document that will be reviewed and updated regularly as codes, standards, fire department capabilities, and best practices evolve.



REPORT TO COUNCIL

Council Meeting: April 30, 2024

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: JEFFREY CADMAN, DIRECTOR OF FINANCE

FILE No: 3900-25 BYLAW 1339

SUBJECT: FIVE-YEAR FINANCIAL PLAN AND TAX RATE BYLAWS

REPORT No: 24-35

ATTACHMENT(s): APPENDIX A - UCLUELET 2024-2028 FINANCIAL PLAN BYLAW No. 1339, 2024
APPENDIX B – UCLUELET ANNUAL TAX RATES BYLAW No. 1340, 2024

RECOMMENDATION(s):

THAT Council give first, second and third reading to *District of Ucluelet 2024–2028 Financial Plan Bylaw No. 1339, 2024*.

THAT Council give first, second and third reading to *District of Ucluelet Annual Tax Rates Bylaw No. 1340, 2024*.

BACKGROUND:

Five-Year Financial Plan Bylaw

Section 165 of the *Community Charter* states:

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

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

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

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

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

Further, under Section 166 of the *Community Charter*, a Council must undertake a process of public consultation regarding the proposed Financial Plan before the bylaw can be adopted. Public consultation occurred throughout the budget process beginning in December 2023. This included Council Meetings on January 8, 2024, February 26, 2024, March 14, 2024, and April 16, 2024. All presentations to date are accessible on the District's website. An in person open house was also held March 14, 2024, and online feedback was invited until March 29, 2024. All written feedback was submitted to Council at the April 16, 2024 Council Meeting.

The average 2024 property tax increase for a single-family dwelling is 14.98%. This includes a \$1,000,000 capital requisition to be put towards the District's capital plan.

Tax Rates Bylaw

Section 197 of the *Community Charter* states:

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

The required tax levy for the District is established by the Financial Plan Bylaw. The levy amount is applied to the revised assessment roll and determines the levy amount allocated to property owners by property class and assessed value. The revised roll was issued in April 2024 and incorporates any assessment appeals that have been resolved since January 2024.

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

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

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

The proposed 2024-2028 Financial Plan Bylaw No. 1339, 2024 and the Annual Tax Rates Bylaw No. 1340, 2024 would replace the current Financial Plan and Tax Rates bylaws from 2023.

POLICY OR LEGISLATIVE IMPACTS:

The 2024-2028 Financial Plan Bylaw and the Annual Tax Rates Bylaw complete the Financial Plan process for 2024 and enables the District of Ucluelet to meet the obligation of levying and collecting taxes for other bodies.

Respectfully submitted: Jeffrey Cadman, Director of Finance

DISTRICT OF UCLUELET**Bylaw No. 1339, 2024**

A Bylaw to Adopt the Five-Year Financial Plan
for the Period 2024 to 2028 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;

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

Citation

1. This bylaw may be cited for all purposes as the "**District of Ucluelet 2024 - 2028 Financial Plan Bylaw No. 1339, 2024**".

Objectives and Policies

2. Schedule "A" attached to and forming part of this bylaw, sets out the objective and polices for the period January 1, 2024 to December 31, 2028.

Consultation

3. Pursuant to Section 166 of the Community Charter, public consultation occurred throughout the budget process beginning in December 2023. As well, online feedback took place until March 29, 2024.

Repeal

4. The District of Ucluelet 2023 - 2027 Financial Plan Bylaw No. 1329, 2023 is repealed.

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

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

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

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

CERTIFIED CORRECT; "District of Ucluelet 2024 – 2028 Financial Plan Bylaw No. 1339, 2024.

Marilyn McEwen
Mayor

Duane Lawrence
Corporate Officer

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

Duane Lawrence
Corporate Officer

Schedule "A"
"District of Ucluelet 2024 - 2028 Financial Plan Bylaw No. 1339, 2024"

Statement of Objectives and Policies:

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

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

The current financial plan provides for \$17,087,609 to be generated for the 2024 year.

Revenue Objectives

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

<u>REVENUE</u>	<u>2024</u>	<u>Percent of total</u>
Property Taxes	5,479,952	32.1%
1% Utility Taxes	46,851	0.3%
Federal/Provincial in Place of Taxes	50,000	0.3%
Total Taxes	5,576,803	32.6%
Recreation	577,649	3.4%
Sales & Services	944,475	5.5%
Transfer from Reserves	1,372,558	8.0%
Grants from other levels of government	7,954,559	46.6%
Own sources of Revenue	661,565	3.9%
Total Revenue	17,087,609	100.0%

Surplus Funds Objective

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

Debt Objective

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

Reserve Funds Objective

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

Proportion of Taxes Allocated to Classes Objective

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

Permissive Tax Exemptions Objective

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

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

Development Cost Charges Objective

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

REVENUE	2024	2025	2026	2027	2028
Property Taxes	\$5,479,952	\$6,519,100	\$7,699,141	\$8,820,405	\$9,839,759
1% Utility Taxes	46,851	46,851	46,851	46,851	46,851
Federal/Provincial in Place of Taxes	50,000	50,000	50,001	50,002	50,003
Total Taxes	\$5,576,803	\$5,615,951	\$5,795,993	\$5,917,258	\$5,936,613
Recreation	577,649	595,967	605,472	615,166	625,055
Sales & Services	594,475	214,261	393,545	2,722,915	227,373
Debt funding	350,000	2,560,950	1,404,950	300,000	3,080,000
Transfer from Reserves	1,372,558	2,180,000	2,062,143	9,432,143	5,732,143
Grants from other levels of government	7,954,559	5,196,071	4,191,040	1,327,000	802,000
Own sources of Revenue	661,565	603,244	614,228	625,432	636,859
Total Revenue	\$17,087,609	\$17,966,444	\$17,067,371	\$23,939,914	\$21,040,043

Expenses	2024	2025	2026	2027	2028
Operational Expenses					
Administration Expenses	\$1,883,557	\$1,902,581	\$1,891,284	\$1,946,590	\$1,977,379
Building Inspection Expense	138,856	141,633	144,466	147,355	150,302
Bylaw Expense	137,338	140,085	142,886	145,744	148,659
Fiscal Services (Debt)	235,258	219,671	193,688	196,110	119,869
Parks Expenses	801,388	817,416	833,764	850,439	867,448
Planning Expenses	572,812	583,468	594,337	605,424	616,732
Protective Services Expenses	508,921	526,152	536,465	546,985	557,714
Public works Expenses	988,777	996,832	1,016,769	1,037,104	1,057,846
Recreation Expenses	1,197,113	1,208,616	1,232,578	1,257,019	1,281,950
Total Operations Expenses	\$6,464,020	\$6,536,454	\$6,586,237	\$6,732,770	\$6,777,899
Capital Expenses					
Affordable Housing	167,000	650,000			
Buildings	155,085		175,000	6,700,000	
General Gov't	252,947	250,000			
Emergency Services	397,464	900,000	600,000		
Fleet	350,000	30,000			80,000
Parks & Recreation	2,242,296	245,000	184,000	60,000	3,530,000
Roads	3,448,327			690,000	
Sanitary	453,550	2,210,000	1,972,144	3,257,144	5,652,144
Water	1,914,919	4,544,990	4,549,990	2,500,000	
Transfer to Capital Program	1,000,000	2,000,000	3,000,000	4,000,000	5,000,000
Harbour	242,001	600,000			
Total Capital Expenses	\$10,623,589	\$11,429,990	\$10,481,134	\$17,207,144	\$14,262,144
Total Expenses	\$17,087,609	\$17,966,444	\$17,067,371	\$23,939,914	\$21,040,043

DISTRICT OF UCLUELET**Bylaw No. 1340, 2024**

A Bylaw for the Levying of Taxation Rates for Municipal, Debt, Regional Library, Regional Hospital, and Regional District Purposes for the year 2024

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. 1340, 2024**".

Enactment

2. The following taxes rates are hereby imposed and levied for the year 2024:
 - I. General Municipal Purposes - For all lawful General Municipal purposes of the municipality on the value of land and improvements taxable for general municipal purposes, rates appearing in Column I of Schedule "A" attached hereto and forming a part of this bylaw.
 - II. Regional District Purposes - For purposes of the Alberni-Clayoquot Regional District on the value of land and improvements taxable for regional district purposes, rates appearing in Column II of Schedule "A" attached hereto and forming a part of this bylaw.
 - III. Regional Hospital District - For Hospital purposes on the value of land and improvements taxable for regional hospital district purposes, rates appearing in Column III of Schedule "A" attached hereto and forming a part of this bylaw.
 - IV. Library - For Library purposes on the value of land and improvements taxable for regional library purposes, rates appearing in Column IV of Schedule "A", attached hereto and forming a part of this bylaw.

Effective Date

3. The rates and taxes shall be considered to have been imposed on and from the first day of January 2024.

Terms of Payment and Penalties

4. The aforementioned rates and taxes shall be due and payable on or before July 2, 2024 at the municipal office of the District of Ucluelet, at Ucluelet in the Province of British Columbia.

4. There shall be added to the unpaid taxes levied for the year 2024, in respect of each parcel of land and improvements thereon on the real property tax roll, ten point two percent (10.2%) of the amount unpaid as of the second day of July 2024.

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

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

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

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

CERTIFIED CORRECT; " District of Ucluelet Annual Tax Rates Bylaw No. 1340, 2024".

Marilyn McEwen
Mayor

Duane Lawrence
Corporate Officer

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

Duane Lawrence
Corporate Officer

Schedule “A”

“District of Ucluelet Annual Tax Rates Bylaw No. 1340, 2024”

		I	II	III	IV
Class	Class Name	General Municipal	Alberni- Clayoquot Regional District	Regional Hospital District	Library
1	Residential	3.00942	0.487055	0.129472	0.113072
2	Utilities	28.36382	1.704693	0.453153	1.065707
3	Supportive Housing	3.45379	0.487055	0.571010	0.113072
4	Major Industry	12.00000	1.655987	0.440206	0.395753
5	Light Industry	15.93560	1.655987	0.440206	0.598745
6	Commercial	11.34553	1.193285	0.317207	0.426283
7	Managed Forest Lands	3.45379	0.487055	0.571010	0.440428
8	Recreational	11.72200	0.487055	0.129472	0.440428



REPORT TO COUNCIL

Council Meeting: April 30, 2024

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: JOHN TOWGOOD, MUNICIPAL PLANNER

FILE No: 3070-TUP24-02

SUBJECT: TEMPORARY USE PERMIT 1341 PENINSULA ROAD

REPORT No: 24-38

ATTACHMENT(s): APPENDIX A – APPLICATION
 APPENDIX B – TEMPORARY USE PERMIT 24-02
 APPENDIX C – RELATED CORRESPONDENCE

RECOMMENDATION(S):

THAT Council authorize the Director of Community Planning to issue Temporary Use Permit 24-02 to allow a seasonal RV camping space for a local worker on 1341 Peninsula Road for a period of 3 years.

BACKGROUND:

This Temporary Use Permit (TUP) application was received in February 2024, for the property located at 1341 Peninsula Rd; PID 003456030, Lot 3, Plan VIP21726, Section 21, Clayoquot Land District (the “subject property”).



Figure 1 – Subject Property

TEMPORARY USE PERMIT:

A Temporary Use Permit allows a use of land, on a temporary basis, not otherwise permitted in the District of Ucluelet's Zoning Bylaw. Temporary use permits may be issued for a period of up to three years from the date the permit was approved by Council. Temporary use permits may be renewed once, subject to Council approval. Conditions under which a temporary use may be allowed are established in the permit, including the site design and layout, and length of time the temporary use can occur. Security deposits and letters of undertaking may also be required to ensure conditions are met. Some of the considerations of a temporary use permit are:

- if the temporary use will operate at an intensity of use suitable to the surrounding area;
- if the temporary use will be compatible with regard to use, design, and operation with other surrounding land uses; and
- that the temporary use will operate on a temporary basis only and includes plans, or a letter of undertaking to terminate the use and restore the site by the expiry date of the permit.

EXISTING ZONING

The property is currently zoned as R-1 Single-Family Dwelling, which allows a principal permitted use of Single-Family Dwelling with secondary uses including Bed and Breakfast (B&B), Home Occupation and Secondary Suite. The property contains an existing single-family dwelling, as well as a home occupation; a home-based sewing business (Damihik & Swai Sewing Studio).

DISCUSSION:

The applicant is seeking allowance through a Temporary Use Permit (TUP) to allow one seasonal RV camping space for a local worker in the front yard of the subject property, with seasonal stays of up to six months over a period of 3 years.

At present, there is a bus located in the front yard of the subject property which would be removed prior to issuance of the permit. The proposed RV would be situated within the same location on a 12' by 24' concrete pad, accessible through a gated fence. This portion of the fencing is currently non-conforming and protrudes onto the Peninsula Road right-of-way. As part of the conditions for issuing this permit, fencing would be corrected to the lot line.



Figure 2 – Site Plan

SERVICING

The trailer will be connected to electrical and potable water from the principal residence, and the septic will be pumped out as required.

FIRE SERVICES

Prior to anyone occupying the RV, the Fire Department will require that the RV be inspected, and that the RV is equipped with the following fire safety items:

- One portable extinguisher having a 2-A rating
- A working smoke alarm
- A working carbon monoxide alarm

PARKING

Given the constraints of the available space, off-street parking is proposed solely within the existing driveway (see Figure 2). However, it is anticipated that on-street parking may still be utilized for convenience.

SECURITY

As a condition of the issuance of the permit, the District of Ucluelet would hold a \$1,000 security deposit to ensure that the temporary use is carried out and operated in accordance with the terms and conditions of the permit.

TUP TERMS AND CONDITIONS

1. No other temporary uses other than the above-mentioned uses shall be permitted.
2. The recreational vehicle/trailer camping space is to be located as indicated on the site plan.
3. An on-site parking space shall be provided for the unit, in addition to the required parking for all other uses on site.
4. The frontage fencing located on the public boulevard must be relocated to be positioned within the subject property, prior to commencing the temporary use.
5. The Permittee must oversee the use of the Lands and their telephone and email contact shall be provided to the District and updated as required.
6. The RV/trailer unit must be licensed and in good condition.
7. The proposed seasonal trailer space is to be inhabited by a maximum of two people, with a minimum of one person being a worker employed in the community. For clarity, this permit does not authorize short-term commercial tourist accommodation use of the proposed trailer space. The minimum length of stay is 90 consecutive days. The maximum length of stay is 6 months.
8. At the end of each seasonal stay, or within 6 months (whichever is less), the Permittee shall notify the Bylaw Enforcement Officer in writing that the RV/trailer unit has been vacated.
9. No person shall make, allow, or cause to be made any loud, objectionable, or unnecessary noise anywhere within the seasonal camping area which may disturb the peace, quiet, rest, enjoyment, comfort, and/or convenience of the neighbourhood between the hours of 10 pm of one day and 7 am of the next day.
10. The Permittee shall provide for collection and pickup of garbage and recycling in appropriate wildlife-proof containers.
11. Areas around the RV/trailer unit will be kept clean and tidy at all times.
12. If the permittee is to provide hydro electricity to the RV/trailer unit, it must be done in a safe manner inspected by a registered electrician.
13. Prior to anyone occupying the unit, contact the Fire Department to arrange an inspection by emailing rgeddes@ucluelet.ca or calling (250) 726-7744. The permittee is responsible for maintaining the following for each unit:
 - a. A working multipurpose fire extinguisher,
 - b. A working smoke alarm,
 - c. A working carbon monoxide alarm,
 - d. No portable heating or cooking appliances within the unit.
14. The municipal Bylaw Enforcement Officer may arrange for site inspection at any time, in a reasonable manner, to monitor compliance with the terms of the Temporary Use Permit.

15. Failure of the Permittee to meet and maintain any of the terms listed above may result in suspension of the permit and forfeiture of the security deposit.

PUBLIC NOTICE

Pursuant to section 494 of the *Local Government Act*, notification has been given for this application as follows:

- This application was advertised in the Westerly News for two weeks running and posted on the Public Notice Posting Places.
- The property owners (registered on the title with BC Land Title and Survey) within 100m of the subject property have been notified by a mailout.
- Tenants in properties within 100m of the subject property have been notified by hand delivery.

Council should provide an opportunity for anyone wishing to speak to the application an opportunity to be heard prior to making a decision on the requested permit.

ANALYSIS OF OPTIONS

A	Authorize the issuance of Temporary Use Permit 24-02	<u>Pros</u>	<ul style="list-style-type: none"> • Will allow temporary seasonal accommodation on the subject property.
		<u>Cons</u>	<ul style="list-style-type: none"> • Would locate a seasonal RV unit in a visible location on a main road.
		<u>Implications</u>	<ul style="list-style-type: none"> • Approval will allow the application to proceed. • Staff time will be required to process this application.
B	Amend or add conditions prior to authorizing issuance of Temporary Use Permit 24-02	<u>Pros</u>	<ul style="list-style-type: none"> • Unknown at this time
		<u>Cons</u>	<ul style="list-style-type: none"> • Unknown at this time
		<u>Implications</u>	<ul style="list-style-type: none"> • Unknown at this time
		<u>Suggested Motion</u>	<ul style="list-style-type: none"> • THAT Council, with regard to Temporary Use Permit 24-02, <i>(provide alternative direction here)</i>
C	Reject the application	<u>Pros</u>	<ul style="list-style-type: none"> • The neighbourhood would not have this added use.
		<u>Cons</u>	<ul style="list-style-type: none"> • The seasonal RV camping space would not be available for a local worker.
		<u>Implications</u>	<ul style="list-style-type: none"> • The application would not proceed.
		<u>Suggested Motion</u>	<ul style="list-style-type: none"> • THAT Council reject the application for Temporary Use Permit 24-02.

POLICY OR LEGISLATIVE IMPACTS:

This application is compliant with the *Local Government Act*.

NEXT STEPS

If this application is approved:

- The attached TUP will be signed by the Director of Community Planning, issued to the applicant, and then filed with the Land Title Office.
- The applicant of the subject property will be required to meet all conditions of the permit and any other conditions set out by Council for the proposed permit.

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

Site Plan / Intent



Rental for trailer camper Worker
concrete pad (24x12) Back to the Fence
included Full Bathroom, Laundry room
electricity and Hook up.

RECEIVED
FEB 14 2024

TEMPORARY USE PERMIT TUP24-02

General Terms

1. This Temporary Use Permit is issued to:

DOMINIQUE BOUCHARD; TONY GINCHEREAU; 1341 PENINSULA DR, UCLUELET BC, V0R 3A0 BOX [REDACTED]
(the "**Permittee**")

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

1341 PENINSULA DR; PID 003456030, Lot 3, Plan VIP21726, SECTION 21, CLAYOQUOT LAND DISTRICT
(the "**Lands**").

2. This Temporary Use Permit is issued pursuant to section 492 to 497 of the *Local Government Act*.
3. This Temporary Use Permit is issued subject to compliance with all applicable District of Ucluelet Bylaws.
4. This Temporary Use Permit authorizes the following uses on the Lands:

One seasonal RV camping space for local workers on 1341 Peninsula Road.

5. This permit does not relieve an owner or occupier from obtaining any other approvals required by any other jurisdiction, or from meeting any other applicable regulations.
6. The permit holder, as a condition of issuance of this Permit, agrees to comply with the requirements and conditions of **Schedules 1-4**, which are attached hereto and form part of this permit.
7. The land described herein shall be developed strictly in accordance with the terms and conditions and provisions of this Permit.
8. Notice shall be filed in the Land Title Office under section 503 of the *Local Government Act*, and upon such filing, the terms of this Permit or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
9. This Permit is NOT a Building Permit.
10. This Permit is NOT a Development Permit.
11. Provisions of sections 495, 496 and 502 of the *Local Government Act* requiring security applies to this permit as set forth in **Schedule 2**.

TEMPORARY USE PERMIT – RV/TRAILER CAMPING SPACE

AUTHORIZING RESOLUTION passed by the Municipal Council on the **of** , **2024**.

IN WITNESS WHEREOF this Temporary Use Permit is hereby executed and issued by the Municipality the **_** **day of** , **2024**.

THIS PERMIT SHALL EXPIRE on the **day of** , **2027** (3 Years).

THE DISTRICT OF UCLUELET

by its authorized signatories:

OWNER

by its authorized signatory

ISSUED the **day of** , **2024**.

Bruce Greig - Director of Community Planning

TEMPORARY USE PERMIT – RV/TRAILER CAMPING SPACE

Schedule 1 Required Undertaking

TO THE DISTRICT OF UCLUELET:

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

- a) Cease use and remove any structures built to support the temporary use from the subject property not later than 1 month after the termination date set out on the Temporary Use Permit.
- b) Abide by all conditions of the Temporary Use Permit.
- c) Provide the occupant’s contact information to the District of Ucluelet.

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

We further understand that in the event of a default of the conditions contained within the Temporary Use Permit, we shall forfeit the securities submitted to the District of Ucluelet.

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

Contact Information for the Owner/Manager

Cell: _____ Email: _____

Date: _____

Owner: _____

Signature: _____

Owner: _____

Signature: _____

Witness: _____

Signature: _____

Schedule 2 Security

As a condition of the issuance of this Permit, the District of Ucluelet is holding a security set out below to ensure that development is carried out and operated in accordance with the terms and conditions of this Permit. Should any interest be earned upon the security, it shall accrue to the Permittee and be paid to the Permittee if the security is returned. The condition of the posting of the security is that should the Permittee fail to use the land as authorized according to the terms and conditions of the Permit and within the time provided, the District of Ucluelet may use the security to carry out the work by its servants, agents, or contractors, and any surplus shall be paid over to the Permittee; or should the Permittee carry out the development permitted by this Permit within the set time set out above, the security shall be returned to the Permittee. There is filed accordingly:

- a) A Letter of Credit or cash to be deposited into a specified bank account, to be held for the term of the permit in the amount of \$1,000 (\$1000 per unit). The purpose of the security is to cover any associated costs to the District of Ucluelet with respect to the removal of recreational vehicle units and associated structures or services.

Schedule 3 Temporary Use Permit Conditions

General Conditions:

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

One (1) seasonal RV camping space for local workers.
- b) No other temporary uses other than the above-mentioned uses shall be permitted.
- c) The recreational vehicle/trailer camping space is to be located as indicated on the site plan **(Schedule 4)**
- d) An on-site parking space shall be provided for the unit, in addition to the required parking for all other uses on site.
- e) Existing front fencing located on the public boulevard is to be relocated prior to bringing the RV on site.
- f) The Permittee or a manager/caretaker must oversee the use of the Lands and their telephone and email contact shall be provided to the District and updated as required.
- g) The RV/trailer unit must be licensed and in good condition.
- h) The proposed seasonal trailer space is for staff accommodation to be inhabited by a maximum of two people, with a minimum of one person being a seasonal worker employed in the community. For clarity, this permit does not authorize short-term commercial tourist accommodation use of the proposed trailer space. The minimum length of stay is 30 consecutive days. The maximum length of stay is 6 months.
- i) At the end of each seasonal stay, or within 6 months (whichever is less), the Permittee shall notify the Bylaw Enforcement Officer in writing that the RV/trailer unit has been vacated.
- j) No person shall make, allow, or cause to be made any loud, objectionable, or unnecessary noise anywhere within the seasonal camping area which may disturb the peace, quiet, rest, enjoyment, comfort, and/or convenience of the neighborhood between the hours of 10 pm of one day and 7 am of the next day.
- k) The Permittee shall provide for collection and pickup of garbage and recycling in appropriate wildlife-proof containers.
- l) Areas around the RV/trailer unit will be kept clean and tidy at all times.
- m) If the permittee is to provide hydro electricity to the RV/trailer unit, it must be done in a safe manner inspected by a registered electrician.
- n) Prior to anyone occupying the unit, contact the Fire Department to arrange an inspection by emailing rgeddes@ucluelet.ca or calling (250) 726-7744. The permittee is responsible for maintaining the following for each unit;
 - i. A working multipurpose fire extinguisher,
 - ii. A working smoke alarm,
 - iii. A working carbon monoxide alarm,
 - iv. No portable heating or cooking appliances within the unit.
- o) The municipal Bylaw Enforcement Officer may arrange for site inspection at any time, in a reasonable manner, to monitor compliance with the terms of the Temporary Use Permit.

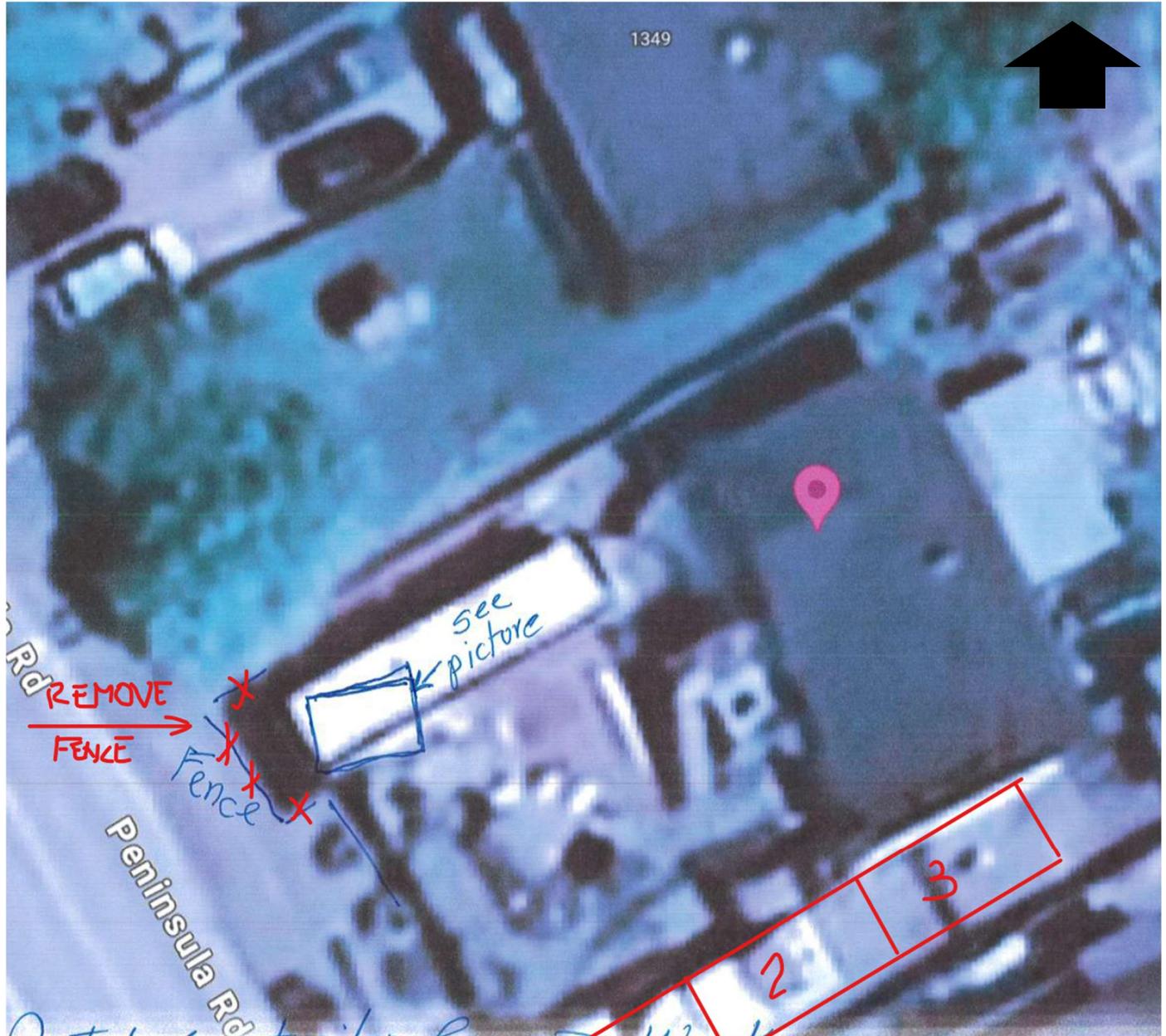
TEMPORARY USE PERMIT – RV/TRAILER CAMPING SPACE

- p) Failure of the Permittee to meet and maintain any of the terms listed above may result in suspension of the permit and forfeiture of the security deposit.

Servicing Conditions

- a) **Potable Water:**
The permittee is responsible for providing sufficient potable water for the needs of the tenants.
- b) **Sewer Service:**
The permittee is responsible to contain all sewage and gray water in holding tanks and to pump those tanks out prior to any overflow or spillage. It should be noted that any sewage or graywater contamination in the area of the RV space will be considered a breach in the conditions of this permit.
- c) **Access to Washrooms:**
Yes
- d) **Hydro:**
The permittee is responsible for providing a hydro connection by way of appropriately sized exterior outlet and extension cord.

Schedule 4 Site Plan



Rental for trailer camper, Worker
 concrete pad 24x12 Back to the Fence
 included Full Bathroom, Laundry room
 electricity and Hook up.

RECEIVED
 FEB 14 2024

Dear mayor and council,

As one of the direct neighbouring property owners, I am writing to oppose Temporary use permit 24-02.

I was surprised to have this public notice on my door as the property owners have camped their bus in their front yard as seen in attached photos for the last 9 months. As well as the protruding fence is on district property with a No parking sign along the public street parking area in front of their yard.



I will protest the use of R-1 property to be used as a campground, I do not want this type of commercial usage in a residential neighbourhood. The potential of this being used as a transient campground without the owners being around to manage it is very concerning. Also as stated in the R1 zoning bylaw:

R-1.6 Minimum Setbacks: R-1.6.1 The following minimum setbacks apply, as measured from the front lot line, rear lot line and side lot lines(s), respectively:

	(a) Front Yard Setback	(b) Rear Yard Setback	(c) Side Yard – Interior Setback	(d) Side Yard – Exterior Setback
(1) Principal	7.5 m (25 ft)	6 m (20 ft)	1.5 m (5 ft)	5 m (16.5 ft)
(2) Accessory	7.5 m (25 ft)	1.5 m (5 ft)	1.5 m (5 ft)	5 m (16.5 ft)

As seen in the above pictures, they are not only not following the set back requirements 25 feet in front yard and 5 feet in the side yard they are in fact on District property and have built their gate on district property.

Kevin Cortes

1333 Peninsula Rd,

Ucluelet, BC



REPORT TO COUNCIL

Council Meeting: April 30, 2024

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: JOHN TOWGOOD, MUNICIPAL PLANNER

FILE NO: 3070-TUP24-03

SUBJECT: TEMPORARY USE PERMIT FOR WEYERHAEUSER WORKER ACCOMMODATION

REPORT NO: 24-39

ATTACHMENT(S): APPENDIX A – APPLICATION
APPENDIX B – TEMPORARY USE PERMIT 24-03

RECOMMENDATION(S):

THAT Council authorize the Director of Community Planning to issue Temporary Use Permit 24-03 to allow eight RV camping spaces for worker accommodation for a period of 1 Year during the construction of the Weyerhaeuser “Ocean West Phase 5” subdivision.

BACKGROUND:

This Temporary Use Permit (TUP) application was received in March 2024, for the property located on PID 025635743, Lot 4, Plan VIP75113, Clayoquot Land District, District Lot 285, 286 & 473, except Plan VIP80031 (the “**Subject Property**”). The proposed RV camping spaces are located on a previously-cleared area within the Subject Property (commonly known as Weyerhaeuser Lands) as indicated in Figure 1.



Figure 1 – The location within the Subject Property – Oceanwest Phase 5

The applicant previously received a TUP for eight RV units for worker accommodation for this project, for a period of six months at the August 16, 2022, Council meeting.

The Ocean West Phase 5 subdivision was placed on hold during the Covid-19 pandemic, and then was delayed by the need for additional wetland delineation and compensation required by the Ministry of Water, Land, and Resource Stewardship. With changes now authorized by the Ministry, Weyerhaeuser is now moving forward on completing the development. It should be noted that a separate future report will cover proposed amendments to the zoning bylaw, an update to the previously authorized Development Permit, and the preliminary subdivision review that were required to adjust the development to the province's understanding of the water act.

DISCUSSION:

The applicant is seeking allowance through a Temporary Use Permit (**TUP**) to allow eight RV camping spaces for worker accommodation for a period of 1 year to house workers involved directly with the subdivision works occurring on the adjacent Weyerhaeuser lands.



Figure 2 – Site Plan

SERVICING:

Potable water will be trucked in, and a sanitary sewer tank will be installed and pumped out as required. The trailers will be provided electricity via generators and battery power. Garbage and recycling will be stored in wildlife-proof locking steel bins in the location provided in Figure 2. Collection and pickup of garbage will occur weekly, and as required for recycling.

FIRE SERVICES:

Prior to anyone occupying the RVs, the Fire Department will require that the RVs be inspected, and that all RVs are equipped with the following fire safety items:

- One portable extinguisher having a 2-A rating
- A working smoke alarm
- A working carbon monoxide alarm

A hydrant is currently located on the future section of Marine Drive close to the proposed RV location. A condition of the permit is that this hydrant is to be in service as soon as practical. Also, the TUP area currently holds large piles of organic (stumps and wood debris) and for the purpose of fire safety this debris will be required to be removed prior to occupation of the proposed RV's

SECURITY:

As a condition of the issuance of the permit, the District of Ucluelet would hold a \$1,000 security deposit to ensure that the temporary use is carried out and operated in accordance with the terms and conditions of the permit.

TUP TERMS AND CONDITIONS:

1. No other temporary uses other than the above-mentioned uses shall be permitted.
2. The recreational vehicle/trailer camping spaces are to be located as indicated on the site plan.
3. All existing wood waste is to be removed from the site to the satisfaction of the Fire Chief, prior to locating any RV's on the Lands.
4. A hydrant located on the future section of Marine Drive close to the proposed RV is to be in service as soon as practical.
5. On-site parking spaces shall be provided for the units, in addition to the required parking for all other uses on site.
6. Access aisles and vehicle turnarounds are to be kept free at all times, for emergency access.
7. The Permittee or a manager/caretaker must oversee the use of the Lands and their telephone and email contact shall be provided to the District and updated as required.
8. The RV/trailer units must be licensed and in good condition.
9. The proposed seasonal trailer spaces are for workers accommodation to be inhabited by a maximum of eight people (one per unit). For clarity, this permit does not authorize short-term commercial tourist accommodation use of the proposed trailer space. The minimum length of stay is 30 consecutive days. The maximum length of stay is 6 months.
10. At the end of each seasonal stay, or within 6 months (whichever is less), the Permittee shall notify the Bylaw Enforcement Officer in writing that the RV/trailer units have been vacated.
11. No person shall make, allow, or cause to be made any loud, objectionable, or unnecessary noise anywhere within the seasonal camping area which may disturb the peace, quiet, rest, enjoyment, comfort, and/or convenience of the neighbourhood between the hours of 10 pm of one day and 7 am of the next day.

12. The Permittee shall provide for collection and pickup of garbage and recycling in appropriate wildlife-proof containers.
13. Areas around the RV/trailer units will be kept clean and tidy at all times.
14. Prior to anyone occupying the unit, contact the Fire Department to arrange an inspection by emailing rgeddes@ucluelet.ca or calling (250) 726-7744. The permittee is responsible for maintaining the following for each unit:
 - a. A working multipurpose fire extinguisher,
 - b. A working smoke alarm,
 - c. A working carbon monoxide alarm,
 - d. No portable heating or cooking appliances within the unit.
15. The municipal Bylaw Enforcement Officer may arrange for site inspection at any time, in a reasonable manner, to monitor compliance with the terms of the Temporary Use Permit.
16. Failure of the Permittee to meet and maintain any of the terms listed above may result in suspension of the permit and forfeiture of the security deposit.

PUBLIC NOTICE

Pursuant to section 494 of the *Local Government Act*, notification has been given for this application as follows:

- This application was advertised in the Westerly News for two weeks running and posted on the Public Notice Posting Places.
- The property owners (registered on the title with BC Land Title and Survey) within 100m of the subject property have been notified by a mailout.
- Tenants in properties within 100m of the subject property have been notified by hand delivery.

Council should provide an opportunity for anyone wishing to speak to the application an opportunity to be heard prior to making a decision on the requested permit.

ANALYSIS OF OPTIONS

A	Authorize the issuance of Temporary Use Permit 24-03	<u>Pros</u>	<ul style="list-style-type: none"> • Will allow temporary accommodation for workers during construction of the development on the adjacent lands.
		<u>Cons</u>	<ul style="list-style-type: none"> • Potential for increased noise and traffic in this area.
		<u>Implications</u>	<ul style="list-style-type: none"> • Approval will allow the application to proceed. • Staff time will be required to process this application.
B	Add or amend conditions prior to authorizing Temporary Use Permit 24-03	<u>Pros</u>	<ul style="list-style-type: none"> • Unknown at this time.
		<u>Cons</u>	<ul style="list-style-type: none"> • Unknown at this time.
		<u>Implications</u>	<ul style="list-style-type: none"> • Unknown at this time.
		<u>Suggested Motion</u>	THAT Council, with regards to Temporary Use Permit 24-03, (<i>provide alternative direction here</i>)

C	Reject the application	<u>Pros</u>	<ul style="list-style-type: none"> The area would not have this added use.
		<u>Cons</u>	<ul style="list-style-type: none"> The applicant would need to find alternate housing for their workers, which could delay development completion.
		<u>Implications</u>	<ul style="list-style-type: none"> The application would not proceed.
		<u>Suggested Motion</u>	THAT Council reject the application for Temporary Use Permit 24-03.

NEXT STEPS

If this application is approved:

- The attached TUP will be signed by the Director of Community Planning, issued to the applicant, and notice then filed with the Land Title Office.
- The owner of the subject property will be required to meet all conditions of the permit and any other conditions set out by Council for the proposed permit.

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

March 6, 2024

0716-004

District of Ucluelet

Attn.: Monica Whitney-Brown

Ucluelet Municipal Hall

200 Main Street, P.O. Box 999

Ucluelet, BC, V0R 3A0

Dear Monica:

Re: Temporary Use Permit – Statement of Intent

Weyerhaeuser Lands Development – Phase 5

**Lot 1, District Lot 283, Clayoquot District, Plan VIP81555, Except Part in Plan
VIP84686.**

**Lot 4, District Lots 285, 286, and 473, Clayoquot District, Plan VIP75113, Except
Part in Plan VIP80031.**

In anticipation of the resumption of Weyerhaeuser Lands Development Phase 5 works at the above address, Newcastle Engineering Ltd. wishes to submit the following **Letter of Intent** to support the renewal of the previous Temporary Use Permit TUP22-05, Folio: 180510.

1. **Length of TUP term:** We expect to be utilizing the temporary use permit until March 2025.
2. **What type of work accommodation will be used:** Recreational travel trailers for workers accommodation.
3. **How many units and how many people per unit:** 8 units expected with one person per unit.
4. **Proposed servicing for the units:**
 - a. **Water:** potable water will be trucked in.
 - b. **Sanitary:** A sanitary sewer tank will be implemented and will be pumped out weekly (or as required).
 - c. **Electricity:** Generators and battery power to trailers.
5. **Site items such as parking, recycling, and garbage pick up:**
 - a. **Parking:** As shown on the attached plan
 - b. **Garbage/Recycling:** A locking steel garbage and recycling bin will be dropped off near trailers. Garbage to be picked up weekly. Recycling to be picked up as required. Proposed locations are shown in the attached plan.
6. **How is it managed:** By on-site construction superintendent.

7. **Fire access:** Fire access from Marine Drive through gate into site. There is vehicular access to the proposed trailer location.

Please find attached the following items:

- Temporary Use permit application form,
- Detailed site plan of the proposed works.

Please contact the undersigned if you require any additional information.

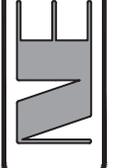
Yours truly,
Newcastle Engineering Ltd.

Nathan Trobridge, P.Eng.

Scale 1:2000
Drawn
Date: 3/5/2014
Dwg. No.

Appendix A

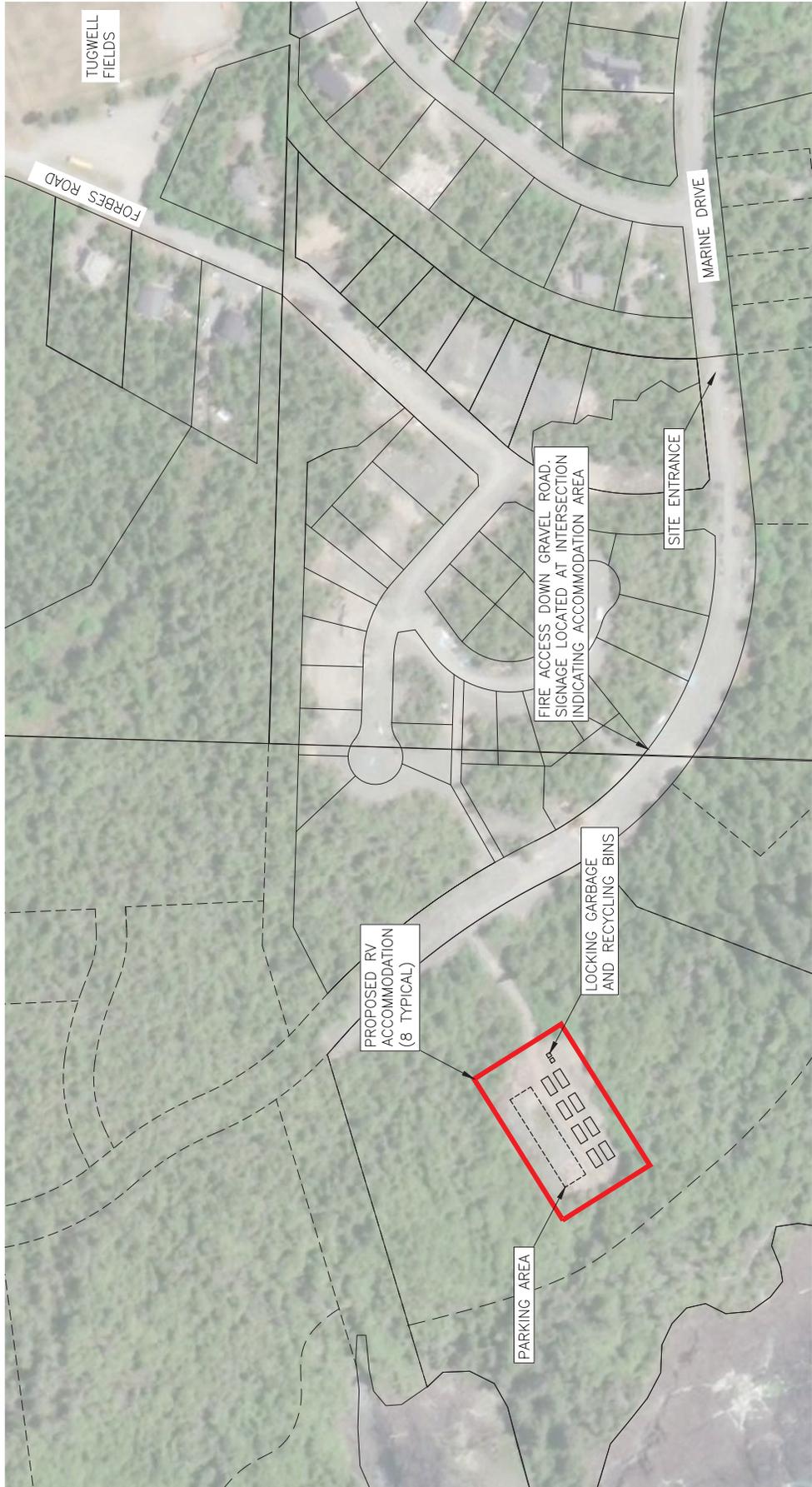
NEWCASTLE
ENGINEERING LTD.
4-3179 BARONS ROAD
NANAIMO, B.C. V9T 5W5



DRAWING TITLE
TEMPORARY USE PERMIT
PLAN

CLIENT NAME
WYERHAEUSER
COMPANY LIMITED

PROJECT NAME
WEYERHAEUSER LANDS
DEVELOPMENT PHASE 5



TEMPORARY USE PERMIT TUP24-03

General Terms

1. This Temporary Use Permit is issued to:

WEYERHAEUSER COMPANY LIMITED
440-1140 PENDER W, VANCOUVER BC
V6E 4G1
(the "**Permittee**")

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

Lot 4, Plan VIP75113, Clayoquot District, District Lot 285, 286 & 473, except Plan VIP80031 (the "**Lands**").

2. This Temporary Use Permit is issued pursuant to section 492 to 497 of the *Local Government Act*.
3. This Temporary Use Permit is issued subject to compliance with all applicable District of Ucluelet Bylaws.
4. This Temporary Use Permit authorizes the following uses on the Lands:

Eight RV camping spaces for worker accommodation on Weyerhaeuser Lands (the lands)

5. This permit does not relieve an owner or occupier from obtaining any other approvals required by any other jurisdiction, or from meeting any other applicable regulations.
6. The permit holder, as a condition of issuance of this Permit, agrees to comply with the requirements and conditions of **Schedules 1-4**, which are attached hereto and form part of this permit.
7. The land described herein shall be developed strictly in accordance with the terms and conditions and provisions of this Permit.
8. Notice shall be filed in the Land Title Office under section 503 of the *Local Government Act*, and upon such filing, the terms of this Permit or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
9. This Permit is NOT a Building Permit.
10. This Permit is NOT a Development Permit.
11. Provisions of sections 495, 496 and 502 of the *Local Government Act* requiring security applies to this permit as set forth in **Schedule 2**.

TEMPORARY USE PERMIT – RV/TRAILER CAMPING SPACE

AUTHORIZING RESOLUTION passed by the Municipal Council on the **of** , **2024**.

IN WITNESS WHEREOF this Temporary Use Permit is hereby executed and issued by the Municipality the **day of** , **2024**.

THIS PERMIT SHALL EXPIRE on the **day of** , **2025** (1 Year).

THE DISTRICT OF UCLUELET

by its authorized signatories:

OWNER

by its authorized signatory

ISSUED the **day of** , **2024**.

Bruce Greig - Director of Community Planning

TEMPORARY USE PERMIT – RV/TRAILER CAMPING SPACE

Schedule 1 Required Undertaking

TO THE DISTRICT OF UCLUELET:

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

- a) Cease use and remove any structures built to support the temporary use from the subject property not later than 1 month after the termination date set out on the Temporary Use Permit.
- b) Abide by all conditions of the Temporary Use Permit.
- c) Provide the occupant’s contact information to the District of Ucluelet.

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

We further understand that in the event of a default of the conditions contained within the Temporary Use Permit, we shall forfeit the securities submitted to the District of Ucluelet.

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

Contact Information for the Owner/Manager

Cell: _____ Email: _____

Date: _____

Owner: _____

Signature: _____

Owner: _____

Signature: _____

Witness: _____

Signature: _____

Schedule 2 Security

As a condition of the issuance of this Permit, the District of Ucluelet is holding a security set out below to ensure that development is carried out and operated in accordance with the terms and conditions of this Permit. Should any interest be earned upon the security, it shall accrue to the Permittee and be paid to the Permittee if the security is returned. The condition of the posting of the security is that should the Permittee fail to use the land as authorized according to the terms and conditions of the Permit and within the time provided, the District of Ucluelet may use the security to carry out the work by its servants, agents, or contractors, and any surplus shall be paid over to the Permittee; or should the Permittee carry out the development permitted by this Permit within the set time set out above, the security shall be returned to the Permittee. There is filed accordingly:

- a) A Letter of Credit or cash to be deposited into a specified bank account, to be held for the term of the permit in the amount of \$8,000 (\$1000 per unit). The purpose of the security is to cover any associated costs to the District of Ucluelet with respect to the removal of recreational vehicle units and associated structures or services.

Schedule 3 Temporary Use Permit Conditions

General Conditions:

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

Eight (8) RV camping space(s) for worker accommodation.
- b) No other temporary uses other than the above-mentioned uses shall be permitted.
- c) The recreational vehicle/trailer camping space is to be located as indicated on the site plan (**Schedule 4**)
- d) All existing wood waste is to be removed from the site to the satisfaction of the Fire Chief, prior to locating any RV's on the Lands.
- e) A hydrant located on the future section of Marine Drive close to the proposed RV is to be in service as soon as practical.
- f) An on-site parking space shall be provided for the unit, in addition to the required parking for all other uses on site.
- g) Access aisles and vehicle turnarounds are to be kept free at all times for emergency access.
- h) The Permittee or a manager/caretaker must oversee the use of the Lands and their telephone and email contact shall be provided to the District and updated as required.
- i) The RV/trailer unit must be licensed and in good condition.
- j) The proposed seasonal trailer space is for staff accommodation to be inhabited by one person being a seasonal worker employed in the construction of the adjacent subdivision. For clarity, this permit does not authorize short-term commercial tourist accommodation use of the proposed trailer space. The minimum length of stay is 30 consecutive days. The maximum length of stay is 6 months.
- k) At the end of each seasonal stay, or within 6 months (whichever is less), the Permittee shall notify the Bylaw Enforcement Officer in writing that the RV/trailer unit has been vacated.
- l) No person shall make, allow, or cause to be made any loud, objectionable, or unnecessary noise anywhere within the seasonal camping area which may disturb the peace, quiet, rest, enjoyment, comfort, and/or convenience of the neighborhood between the hours of 10 pm of one day and 7 am of the next day.
- m) The Permittee shall provide for collection and pickup of garbage and recycling in appropriate wildlife-proof containers.
- n) Areas around the RV/trailer unit will be kept clean and tidy at all times.
- o) Prior to anyone occupying the unit, contact the Fire Department to arrange an inspection by emailing rgeddes@ucluelet.ca or calling (250) 726-7744. The permittee is responsible for maintaining the following for each unit;
 - i. A working multipurpose fire extinguisher,
 - ii. A working smoke alarm,
 - iii. A working carbon monoxide alarm,
 - iv. No portable heating or cooking appliances within the unit.
- p) The municipal Bylaw Enforcement Officer may arrange for site inspection at any time, in a reasonable manner, to monitor compliance with the terms of the Temporary Use Permit.

TEMPORARY USE PERMIT – RV/TRAILER CAMPING SPACE

- q) Failure of the Permittee to meet and maintain any of the terms listed above may result in suspension of the permit and forfeiture of the security deposit.

Servicing Conditions

- a) **Potable Water:**
The permittee is responsible for providing sufficient potable water for the needs of the tenants.
- b) **Sewer Service:**
The permittee is responsible to contain all sewage and gray water in holding tanks and to pump those tanks out prior to any overflow or spillage. It should be noted that any sewage or graywater contamination in the area of the RV space will be considered a breach in the conditions of this permit.
- c) **Electrical:**
Power supply by quiet RV generators, solar and/or battery only.

TEMPORARY USE PERMIT – RV/TRAILER CAMPING SPACE

Schedule 4 Site Plan





REPORT TO COUNCIL

Council Meeting: April 30, 2024

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: JAMES MACINTOSH, DIRECTOR OF ENGINEERING SERVICES

FILE NO: 5230-20

SUBJECT: PROPOSAL FOR CONVERSION OF FRASER LANE INTO A ONE-WAY ROAD

REPORT NO: 24-34

ATTACHMENT(S): APPENDIX A – DESIGN

RECOMMENDATION(S):

THAT Council authorize the conversion of Fraser Lane into a one-way road.

BACKGROUND:

Fraser Lane serves as a crucial route for Ucluelet's fish industry, accommodating frequent trips of travel trailers and up to 75ft trucks from the fish plant. However, the turning movement of Fraser Lane poses a longstanding problem, particularly for southbound fish trucks. These trucks face restricted turning radii, necessitating them to encroach into the oncoming lane to complete their turns.

Despite efforts such as the completion of the Village Green Project, which aimed to enhance green spaces and address intersection issues, the situation on Fraser Lane remains problematic. The installation of a large retaining wall during the project exacerbated turning restrictions, further endangering road users.

Acknowledging the urgency of the situation, Herold Engineering has committed to resolving the issue. Various options have been explored, including widening the road, realigning the center line, or removing the retaining wall. However, it has been determined that converting Fraser Lane into a one-way road is the most effective solution to eliminate risks.

The proposed conversion not only enhances traffic flow and provides ample space for industrial vehicles but also presents opportunities for additional pedestrian amenities and traffic calming measures. This includes the installation of a bump-out at the corner of Helen and Fraser, reorientation of parking to angled spaces, relocation of the handicap stall closer to the promenade, and the addition of a pedestrian walkway down Fraser Lane (see Appendix A - Design).

Responsibility for the conversion primarily lies with Herold Engineering, who has committed resources to facilitate the project, including consulting fees, design work, and capital for construction. The District's role involves funding value-added design elements and ensuring that the conversion surpasses core functionality requirements.

Financial Summary:

- Various project costs paid for by Herold Engineering: \$12,950
- Capital construction commitment by Herold Engineering (related to core conversion): \$14,786
- Value-added items funded by the District: \$13,478
- Total project cost: \$41,214

Pricing has been obtained from multiple contractors to ensure best value. The District-funded portion will be covered through available operational funds. Pending Council approval, Staff will proceed with authorizing the contractor to commence work in early summer, following the completion of other local projects.

ANALYSIS OF OPTIONS

Option A involves approving the conversion of Fraser Lane into a one-way road, offering an effective solution to address turning issues and enhancing pedestrian amenities, albeit with added financial commitments. Option B suggests directing staff to modify the direction, providing flexibility for adjustments but potentially leading to delays in project commencement. Option C entails not proceeding with the conversion, avoiding immediate financial commitments but perpetuating safety concerns and potentially missing out on the benefits of infrastructure improvements.

A	Approve the direction	<u>Pros</u>	<ul style="list-style-type: none"> • Effective Solution: Converting Fraser Lane into a one-way road addresses the longstanding turning issues faced by southbound fish trucks, enhancing traffic flow and safety for industrial vehicles. • Enhanced Pedestrian Amenities: The proposed conversion allows for additional pedestrian amenities and traffic calming measures, such as bump-outs, reoriented parking, and pedestrian walkways, contributing to a more pedestrian-friendly environment.
		<u>Cons</u>	<ul style="list-style-type: none"> • Limited Input: Approving the direction as proposed may limit opportunities for further modifications or adjustments based on community feedback or unforeseen challenges during implementation. • Financial Commitment: While Herold Engineering has committed resources, the District's funding of value-added design elements adds to the overall project cost, potentially straining budgetary allocations for other infrastructure needs.
		<u>Implications</u>	<ul style="list-style-type: none"> • Financial: By approving the direction as proposed, the District commits to funding value-added design elements, adding to the overall project cost. This financial implication may strain budgetary allocations for other infrastructure needs unless additional funding sources are secured.

B	Direct Staff to modify the direction	<u>Pros</u>	<ul style="list-style-type: none"> Flexibility: Directing staff to modify the direction allows for potential adjustments to the proposed conversion plan based on stakeholder input, technical considerations, or cost-saving opportunities identified during further review. Potential Cost Savings: Staff modifications could lead to identifying alternative design elements or construction methods that result in cost savings for the District, maximizing the value of the project investment.
		<u>Cons</u>	<ul style="list-style-type: none"> Delays in Implementation: Requesting staff modifications may introduce delays in project commencement as additional planning and design work are required, potentially prolonging the resolution of safety concerns on Fraser Lane. Uncertainty: Modifying the direction could introduce uncertainties or disagreements regarding the final scope or design of the project, leading to potential conflicts among stakeholders or additional review processes.
		<u>Implications</u>	<ul style="list-style-type: none"> Schedule: Directing staff to modify the direction introduces the potential for delays in project commencement as additional planning and design work are required. These delays may prolong the resolution of safety concerns on Fraser Lane and extend the timeline for implementing necessary improvements.
		<u>Suggested Motion</u>	THAT Council direct staff to _____.
C	Do not proceed	<u>Pros</u>	<ul style="list-style-type: none"> Immediate Cost Avoidance: Opting not to proceed with the conversion avoids committing additional funding from the District for value-added design elements, potentially preserving resources for other pressing infrastructure needs. Opportunity for Reassessment: Choosing not to proceed allows for a reassessment of alternative solutions or approaches to address the turning issues on Fraser Lane, potentially identifying more cost-effective or innovative solutions.
		<u>Cons</u>	<ul style="list-style-type: none"> Persistent Safety Concerns: Not proceeding with the conversion maintains the status quo, leaving the longstanding turning issues on Fraser Lane unresolved and potentially exacerbating safety risks for road users. Missed Benefits: Failing to implement the proposed conversion means missing out on the potential benefits of improved traffic flow, enhanced pedestrian amenities, and overall infrastructure improvements envisioned for Fraser Lane.
		<u>Implications</u>	<ul style="list-style-type: none"> Safety Concerns: Opting not to proceed with the conversion maintains the status quo, leaving the longstanding turning issues on Fraser Lane unresolved. This decision perpetuates safety risks for road users and potentially increases the likelihood of accidents or incidents until an alternative solution is identified and implemented.
		<u>Suggested Motion</u>	No motion is required.

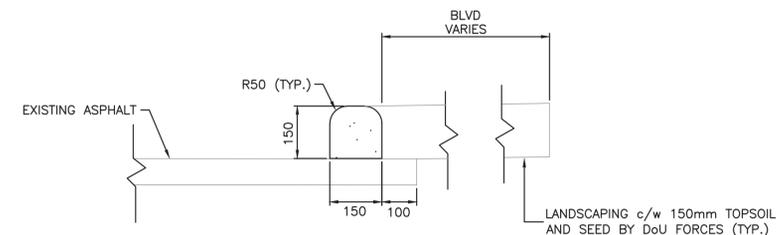
NEXT STEPS

- Implement Council's direction.
- Authorize the contractor to proceed.
- Plan the details of the works, including design specifics, scheduling, and communications, prior to commencement.
- This proposal aims to address safety concerns on Fraser Lane while optimizing traffic flow and pedestrian access, contributing to the overall improvement of road infrastructure in the district.

Respectfully submitted: James Macintosh, Director of Engineering Services

ISSUES		
No.	DATE	ISSUED FOR
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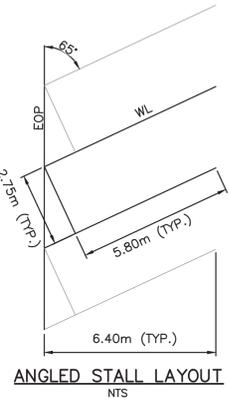
- NOTES:**
- ALL PAINT MARKINGS & SIGNAGE TO BE IN ACCORDANCE WITH THE MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES FOR CANADA (MUTCD), LATEST EDITION.
 - RE-USE EXISTING SIGNS WHERE POSSIBLE.
 - PAINT MARKING LEGEND:
 - 'SB' - DENOTES STOP BAR, 0.6m WIDE
 - 'ZXW' - DENOTES 3.00m WIDE CROSSWALK, c/w 0.60m WIDE SOLID WHITE BARS.
 - ALL ELEVATIONS ARE TO GEODETIC DATUM.
 - VEHICLE MOVEMENT SHOWN ON DWG. C02.



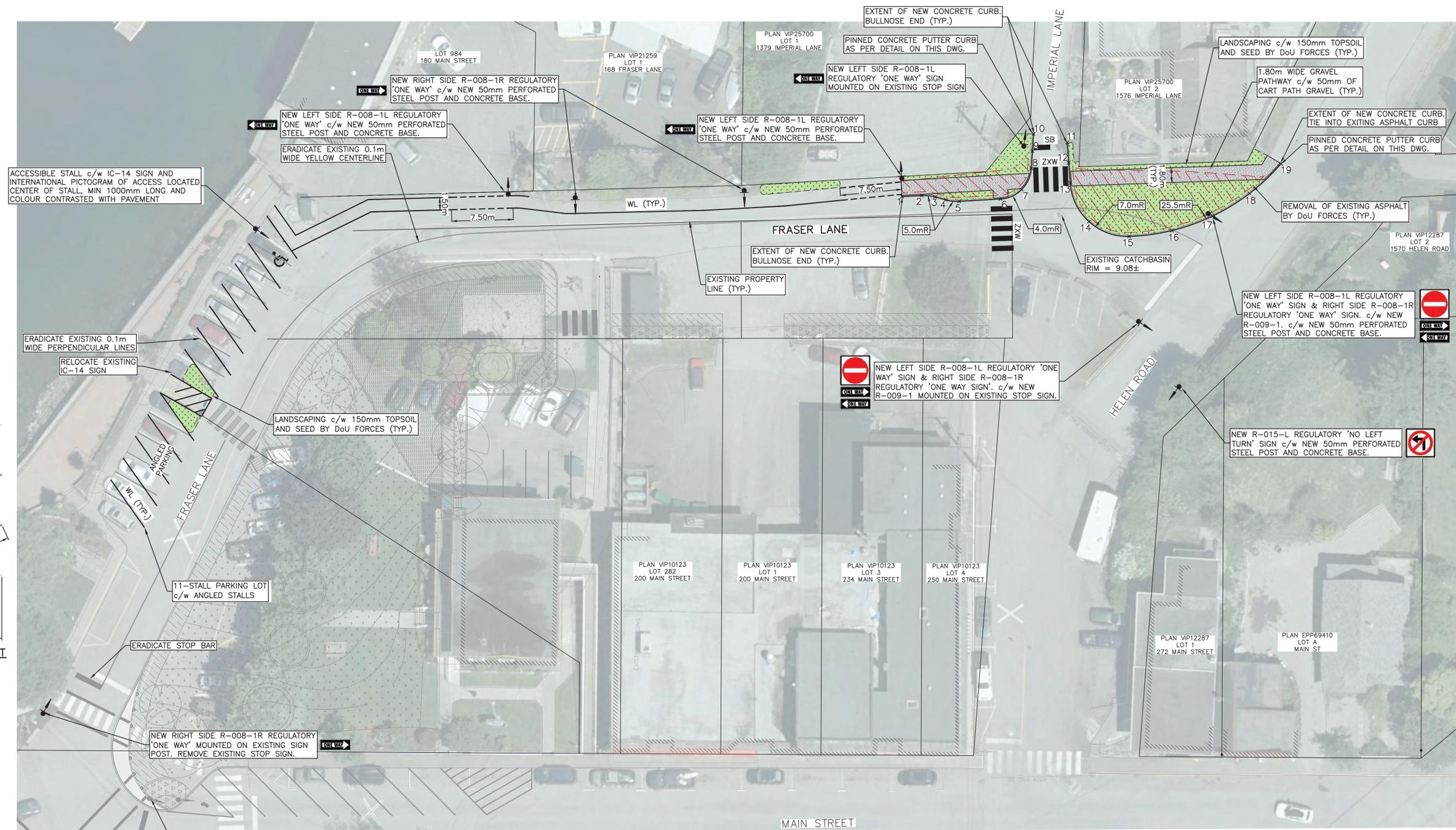
PUTTER CURB DETAIL
NTS

CURB RETURN ELEVATIONS:

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2	8.032
3	8.125
4	8.220
5	8.333
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7	8.762
8	8.816
9	8.818
10	8.791
11	9.007
12	8.987
13	9.072
14	9.243
15	9.584
16	10.215
17	10.619
18	10.904
19	11.190



ANGLED STALL LAYOUT
NTS



FRASER LANE ONE-WAY CONVERSION

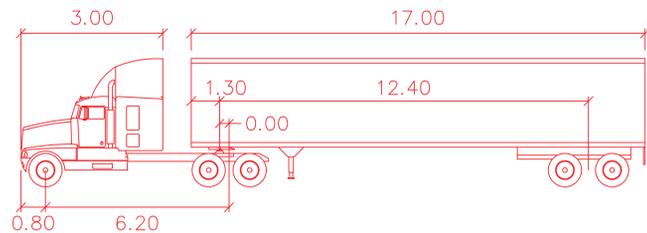
UCLUELET, BC
DISTRICT OF UCLUELET

HEROLD ENGINEERING
Unit 600-1112 Fort St, Victoria, BC V8V 3K8
Tel: 250-590-4875 Fax: 250-590-4392
Email: mail@heroldengineering.com

CIVIL SITE PLAN

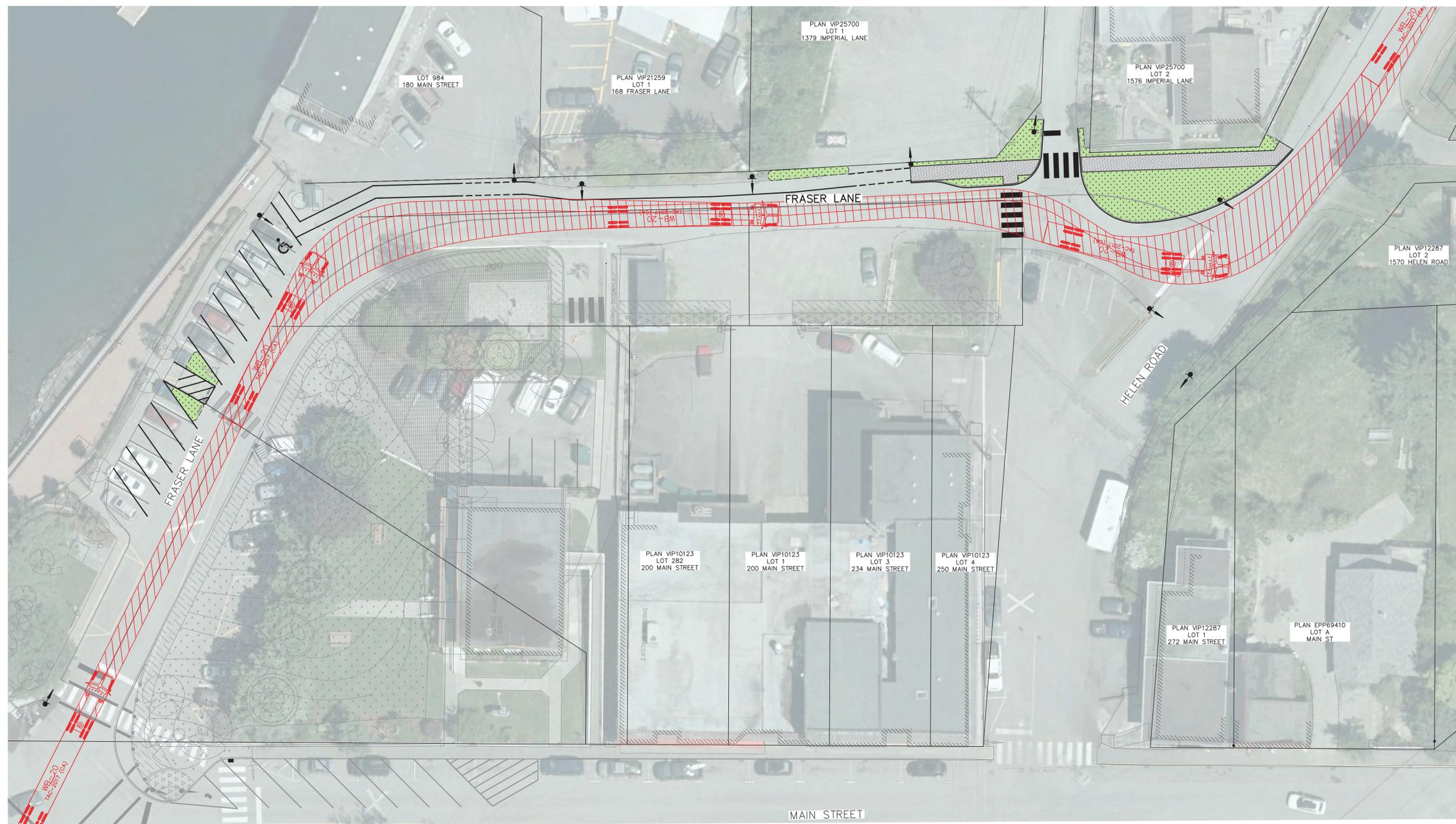
DESIGNED JDP/PGR	ENGINEER'S SEAL Permit to Practice No. 100021
DESIGN REVIEW PGR	
DRAFTED JDP	
DRAFTING REVIEW PGR	2024-02-23
PROJECT No. 3845-003	CLIENT DRAWING No. 3845-003
SCALE H: 1:250 V: N/A	PERMIT No.
HEL DRAWING No. C01	REVISION 1 OF 2 A

ISSUES		
No.	DATE	ISSUED FOR
A	2024.02.22	CCN-01



WB-20

	Tractor Width	: 2.60	Lock to Lock Time	: 6.0
	Trailer Width	: 2.60	Steering Angle	: 28.2
	Tractor Track	: 2.60	Articulating Angle	: 70.0
	Trailer Track	: 2.60		



FRASER LANE ONE-WAY CONVERSION

UCLUELET, BC

DISTRICT OF UCLUELET



Unit 600-1112 Fort St, Victoria, BC V8V 3K8
Tel: 250-590-4875 Fax: 250-590-4392
Email: mail@heroldengineering.com

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AUTO TURN
WB-20 TRAILER

DESIGNED JDP/PGR	ENGINEER'S SEAL Permit to Practice No. 100021
DESIGN REVIEW PGR	
DRAFTED JDP	
DRAFTING REVIEW PGR	2024-02-23
PROJECT No. 3845-003	CLIENT DRAWING No. 3845-003
SCALE H: 1:250 V: N/A	PERMIT No.
HEL DRAWING No. C02	REVISION 1 OF 2 A



REPORT TO COUNCIL

Council Meeting: April 30, 2024

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: JAMES MACINTOSH, DIRECTOR OF ENGINEERING SERVICES

FILE NO: 5230-20

SUBJECT: AUTHORIZATION OF CHANGE ORDER FOR RESURFACING OF PENINSULA ROAD

REPORT NO: 24-36

ATTACHMENT(S): APPENDIX A – DESIGN

RECOMMENDATION(S):

THAT Council authorize the Mayor and Corporate Officer to enter into and execute a funding agreement with the Ministry of Highways and Infrastructure in an amount of \$2,400,000 for the management and funding of the Peninsula Road repaving project.

THAT Council authorize the Mayor and Corporate Officer to enter into and execute a change order to the Hazelwood Construction Services contract, not to exceed \$2,400,000 (inclusive of GST), for the resurfacing of Peninsula Road.

THAT Council authorize the Director of Finance to amend the 2024 to 2028 five-year financial plan by including \$2,400,000 of additional funding and \$2,400,000 of paving expenditures for the Peninsula Road paving project.

BACKGROUND:

Peninsula Road, a provincial highway under the ownership of the Ministry of Transportation and Infrastructure (MoTI), is in need of maintenance. The asphalt surface has significantly deteriorated due to various factors such as age, weather, and insufficient upkeep. Originally, MoTI had earmarked \$4.2 million for a comprehensive repaving project. However, due to budgetary constraints, the allocated budget has been reduced to \$2.4 million. This revised budget will focus on Phase 1 of the Peninsula Road Safety and Revitalization Project, covering the section between Seaplane Base Road and Main Street.

Recognizing the urgency of the situation, both District staff and the Ministry have agreed in principle that the District should take the lead in managing the project. MoTI will provide full funding of up to \$2.4 million to the District, allowing the District to retain control over various aspects of the project, including scope of work, design, scheduling, and communications. This arrangement will be formalized through a funding agreement, ensuring that the District incurs no costs for the project.

Project Planning and Timing:

The ideal timing for the resurfacing of Peninsula Road has been identified as immediately following the completion of the storm and beautification project. The aim is to synchronize the two projects to minimize disruption to the community. With the Peninsula Road Safety and Revitalization Project anticipated to conclude in June, paving is tentatively scheduled for June or July.

McElhanney Engineering has completed the highway paving design, focusing on Phase 1 between Seaplane Base Road and Bay Street. This design has been submitted to MoTI for review and consideration of a paving permit. Pricing for Phase 1 has been obtained from Hazelwood Construction Services, amounting to \$1.2 million, well within the available budget. This leaves an additional \$1.2 million that could be utilized to expand the scope of the paving project.

Investigation of Expanded Scope:

Currently, District staff are investigating opportunities for expanding the scope of the project and allocating additional funds. This includes exploring additions to the project area (Main Street to Bay and Seaplane Base Road to Forbes Road), updating the pending permit to accommodate any expansions, and obtaining updated costing from Hazelwood Construction Services. The purpose of this investigation is to ensure that the allocated \$2.4 million from MoTI is fully utilized and that no funds are left unspent.

Highway Maintenance Agreement:

Upon completion of the project, a highway maintenance agreement will be executed between the District and MoTI. This agreement will delineate the responsibilities of each party in maintaining the highway infrastructure, ensuring its upkeep and longevity.

ANALYSIS OF OPTIONS:

Given the urgency of the maintenance needs and the potential to fully utilize the allocated funds without additional cost to the district, proceeding with the change order (Option A) is recommended. This approach not only ensures that the project meets its timeline and budget but also maximizes the scope of improvement, benefiting the broader community. However, it would be prudent for the staff to stipulate strict performance metrics and oversight provisions to mitigate risks associated with contractor performance and project management.

A	<u>Pros</u>	<ul style="list-style-type: none"> • Maximized Budget Utilization: Authorizing the change order ensures full utilization of the \$2.4 million funding from MoTI, allowing for comprehensive coverage of the project’s needs without leaving any funds unspent. • Quality and Timeliness: Given Hazelwood Construction Services existing involvement and familiarity with the project, this option likely ensures a more efficient execution and timely completion.
	<u>Cons</u>	<ul style="list-style-type: none"> • Limited Market: Relying solely on Hazelwood Construction Services may limit opportunities for competitive pricing or alternative approaches.

		<ul style="list-style-type: none"> Extending the project scope might lead to longer road work, causing greater disruption for local traffic and businesses. 	
	<u>Implications</u>	<ul style="list-style-type: none"> Enhanced Coordination and Timeliness: With Hazelwood Construction Services already involved and the designs completed, the project is likely to proceed without delays. The continuity with the existing contractor should allow for the resurfacing to begin and end as scheduled, minimizing disruptions during the prime summer months. 	
B	Do not proceed with the change order.	<u>Pros</u>	<ul style="list-style-type: none"> Opportunity for Reassessment: This option opens up possibilities to reassess project scope and contractor engagement, which could lead to discovering more competitive pricing or alternative project strategies.
		<u>Cons</u>	<ul style="list-style-type: none"> Missed Opportunity: Not utilizing the full budget allocation from MoTI could lead to missed opportunities to extend and enhance road maintenance, potentially resulting in higher future maintenance costs. Project Delays: Forgoing the change order might introduce delays as new contracts are negotiated or additional planning is required, affecting the project timeline adversely.
		<u>Implications</u>	<ul style="list-style-type: none"> Reduced Immediate Expenditure: By not proceeding with the change order, the district avoids the immediate lock-in of the \$2.4 million expenditure. This may provide financial flexibility, though it risks not fully utilizing the allocated MoTI funds, potentially affecting future funding allocations.
		<u>Suggested Motion</u>	No motion required

POLICY OR LEGISLATIVE IMPACTS:

N/A

NEXT STEPS:

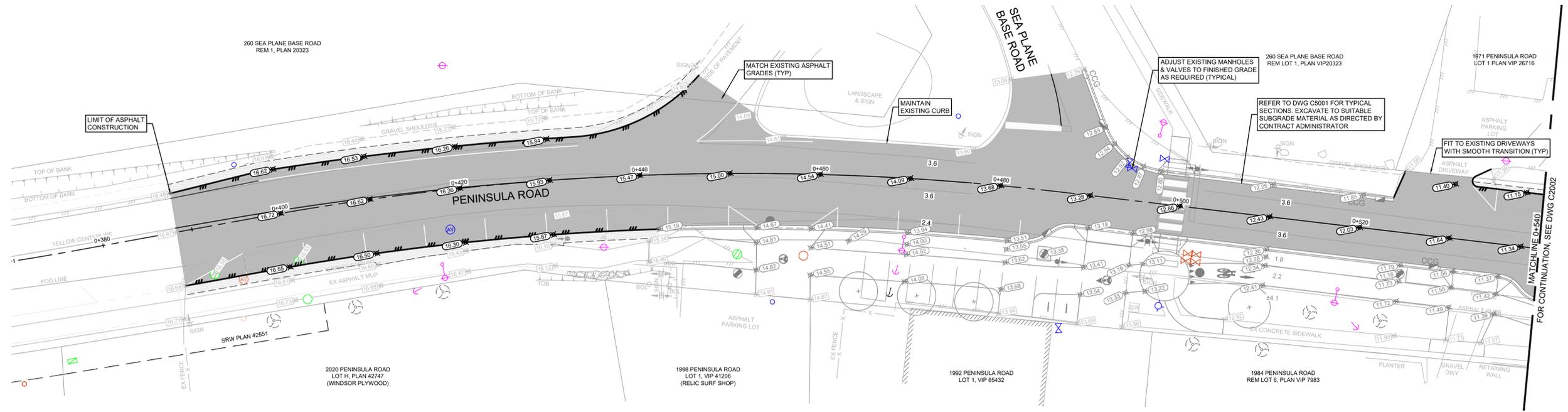
Should the Council approve the recommendation:

- Proceed with the change order to Hazelwood Construction Services.
- Continue investigating opportunities for expanding the scope and reallocating additional funds.
- Collaborate with Hazelwood Construction Services to update pricing.
- Transition into detailed planning, including design finalization, permitting, and scheduling with the contractor.
- The District and Hazelwood Construction Services will lead communications efforts, utilizing standard methods such as highway signage, handouts, and social media posts.
- With all necessary approvals in place, the work will be scheduled for completion following the ground preparations, anticipated in June/July, with an estimated duration of two weeks.

This proposal aims to address the critical maintenance needs of Peninsula Road while ensuring minimal financial impact on the District.

Respectfully submitted: James Macintosh, Director of Engineering Services

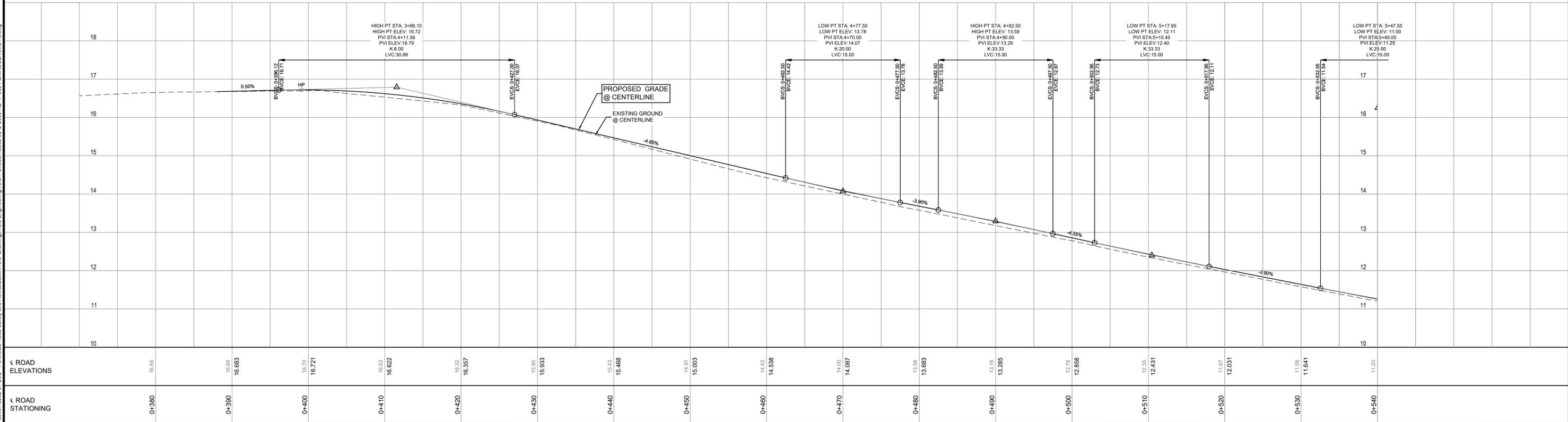
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 Authorization of Change Order for Resurfacing of Peninsula Road James Ma...



LEGEND:

KEY	DESCRIPTION
	ASPHALT 100mm (60mm BASE COURSE & 40mm TOP LIFT)
	CCG - NON MOUNTABLE CONCRETE CURB & GUTTER *
	MCG - MOUNTABLE CONCRETE CURB & GUTTER *
	PROPOSED FINISHED GRADE ELEVATION - MOTI
	PROPOSED FINISHED GRADE ELEVATION - BOULEVARD *
	APPROXIMATE EXISTING GRADE ELEVATION
	* BOULEVARD WORKS REFER TO C200 DRAWINGS

- NOTES:**
- FOR GENERAL NOTES, SEE DWG C002.
 - INFORMATION SHOWN ON THIS DRAWING COMPILED FROM RECORD DRAWINGS, TOPOGRAPHIC SURVEYS & ORTHO PHOTOGRAPHY. ALL OR ANY EXISTING INFORMATION NOT NECESSARILY SHOWN.
 - ALL PAINT MARKING TO BE INSTALLED IN ACCORDANCE WITH THE MOST CURRENT STANDARDS CONTAINED IN THE MUTCD FOR CANADA.
 - ALL PAINT MARKINGS TO BE REVIEWED AND APPROVED PRIOR TO PLACEMENT.



Rev	Date	Description	Drawn	Design	App'd
PB	2024-04-03	RE-ISSUED FOR REVIEW	KB	KB	SO
PA	2024-03-03	ISSUED FOR REVIEW	KB	KB	SO

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PRELIMINARY
NOT FOR CONSTRUCTION

0 1:250 10
0 1:50 2

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

McElhanney

Suite 1
1351 Estevan Road
Nanaimo BC
Canada V9S 3Y3
Tel 250 716 3336

PERMIT TO PRACTICE
McElhanney Ltd.
PERMIT NUMBER: 1003299
Engineers and Geoscientists of BC

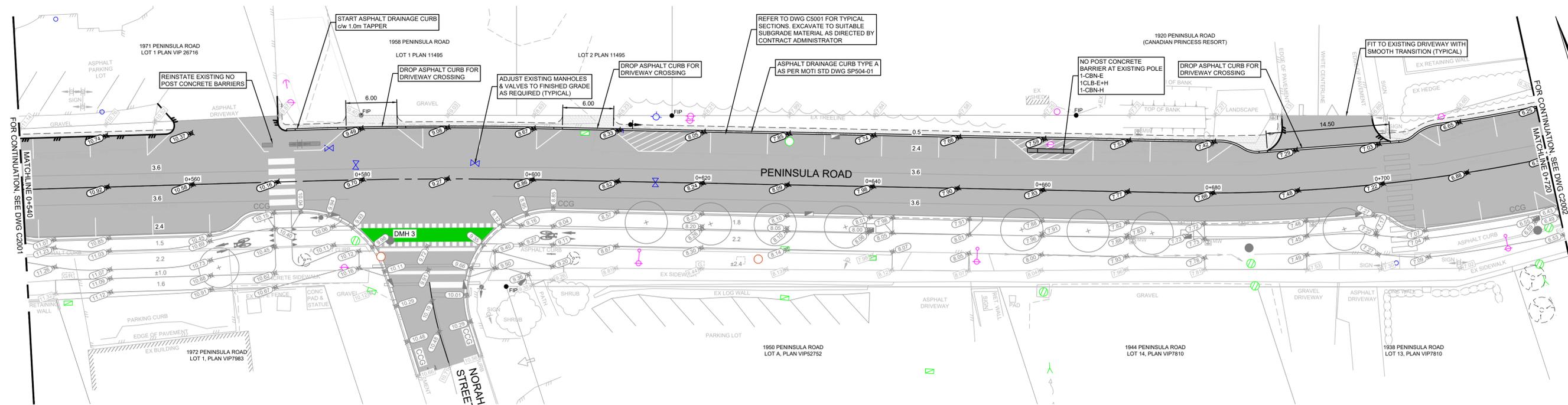
Approved Sealed

DISTRICT OF UCLUELET
200 MAIN STREET, UCLUELET, BC, V0R 3A0

PENINSULA ROAD SAFETY & REVITALIZATION, DETAILED DESIGN
DRAINAGE, SURFACE RESTORATION & GRADING

MOTI PAVING PENINSULA ROAD
PLAN & PROFILE STA: 0+370 TO 0+540

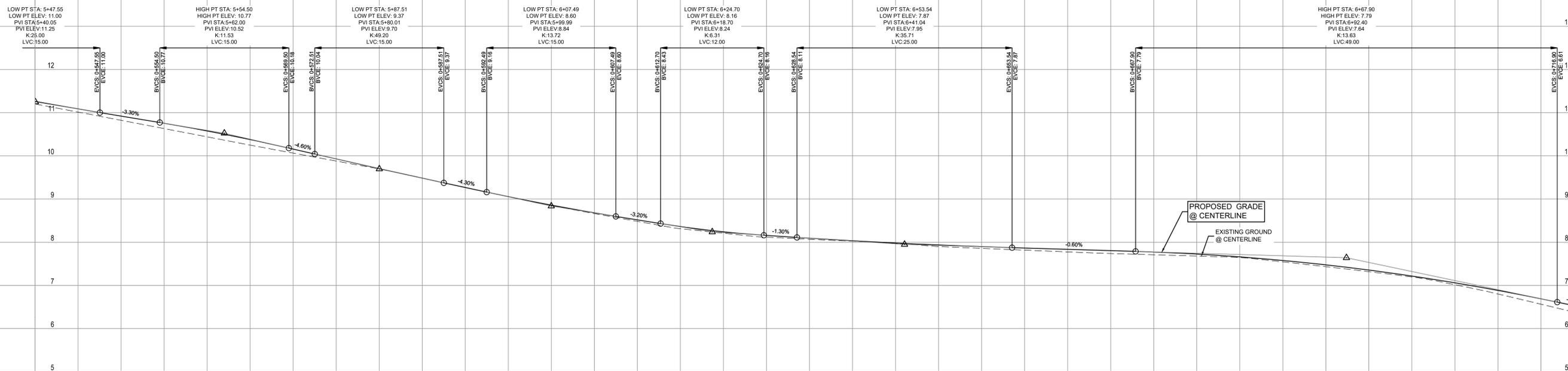
Drawing No.	C2001
Project Number	2231-46302-01
Rev.	PB



LEGEND:

KEY	DESCRIPTION
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	CURB - MOUNTABLE CONCRETE CURB & GUTTER *
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 - ALL PAINT MARKINGS TO BE REVIEWED AND APPROVED PRIOR TO PLACEMENT.



€ ROAD ELEVATIONS	11.282	10.92	10.921	10.44	10.578	10.06	10.157	9.63	9.703	9.27	9.287	8.84	8.858	8.48	8.517	8.21	8.240	8.07	8.092	7.97	7.980	7.86	7.886	7.78	7.835	7.71	7.773	7.65	7.661	7.43	7.475	7.20	7.217	6.80	6.884	6.33
€ ROAD STATIONING		0+550		0+560		0+570		0+580		0+590		0+600		0+610		0+620		0+630		0+640		0+650		0+660		0+670		0+680		0+690		0+700		0+710		0+720

Rev	Date	Description	Drawn	Design	App'd
PB	2024-04-03	RE-ISSUED FOR REVIEW	KB	KB	SO
PA	2024-03-03	ISSUED FOR REVIEW	KB	KB	SO

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0 1:250 10
0 1:50 2

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

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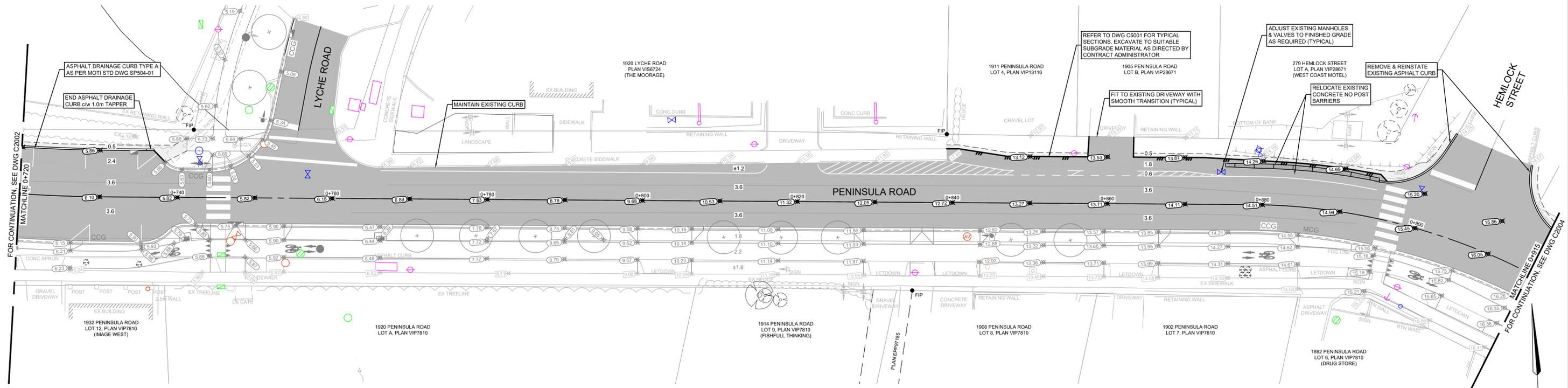
DISTRICT OF UCLUELET
200 MAIN STREET, UCLUELET, BC, V0R 3A0

Peninsula Road Safety & Revitalization, Detailed Design
DRAINAGE, SURFACE RESTORATION & GRADING

MOTI PAVING PENINSULA ROAD
PLAN & PROFILE STA: 0+540 TO 0+720

Drawing No. **C2002**
Project Number 2231-46302-01
Rev. **PB**

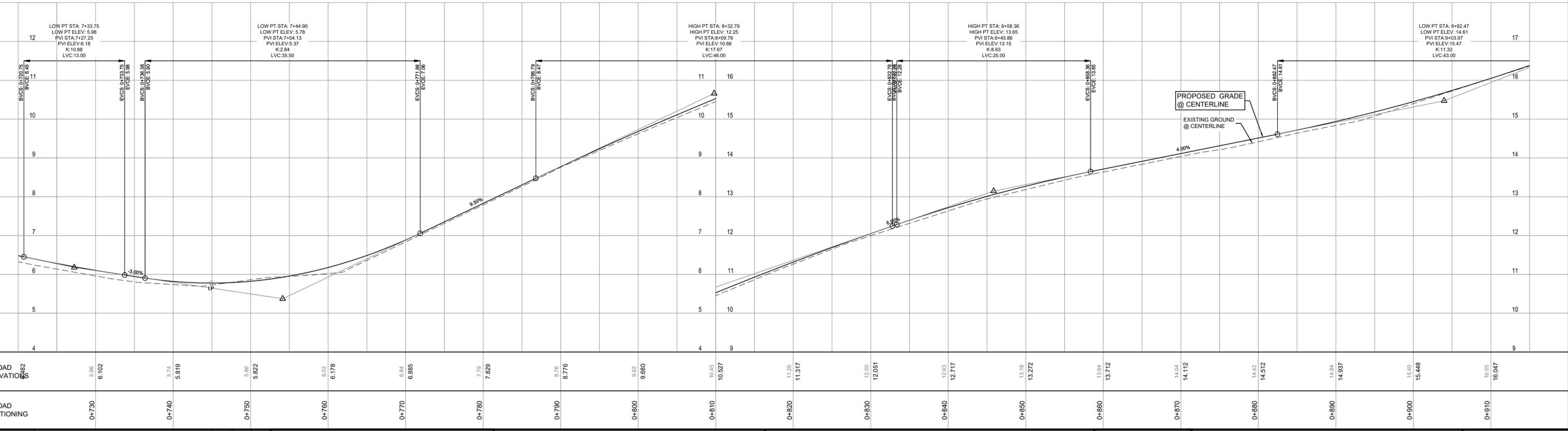
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LEGEND:

KEY	DESCRIPTION
	ASPHALT 100mm (60mm BASE COURSE & 40mm TOP LIFT)
	CURB - NON MOUNTABLE CONCRETE CURB & GUTTER *
	CURB - MOUNTABLE CONCRETE CURB & GUTTER *
	PROPOSED FINISHED GRADE ELEVATION - MOTI
	PROPOSED FINISHED GRADE ELEVATION - BOULEVARD *
	APPROXIMATE EXISTING GRADE ELEVATION
	BOULEVARD WORKS REFER TO C200 DRAWINGS

- NOTES:**
- FOR GENERAL NOTES, SEE DWG C002.
 - INFORMATION SHOWN ON THIS DRAWING COMPILED FROM RECORD DRAWINGS, TOPOGRAPHIC SURVEYS & ORTHO PHOTOGRAPHY. ALL OR ANY EXISTING INFORMATION NOT NECESSARILY SHOWN.
 - ALL PAINT MARKING TO BE INSTALLED IN ACCORDANCE WITH THE MOST CURRENT STANDARDS CONTAINED IN THE MUTCD FOR CANADA.
 - ALL PAINT MARKINGS TO BE REVIEWED AND APPROVED PRIOR TO PLACEMENT.



Rev	Date	Description	Drawn	Design	App'd
PB	2024-04-03	RE-ISSUED FOR REVIEW	KB	KB	SO
PA	2024-03-03	ISSUED FOR REVIEW	KB	KB	SO

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PRELIMINARY
NOT FOR CONSTRUCTION

0 H 1:250 10
V 1:50 2

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

McElhanney

Suite 1
1351 Estevan Road
Nanaimo BC
Canada V9S 3Y3
Tel 250 716 3336

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McElhanney Ltd.
PERMIT NUMBER: 1003299
Engineers and Geoscientists of BC

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DISTRICT OF UCLUELET
200 MAIN STREET, UCLUELET, BC, V0R 3A0

Peninsula Road Safety & Revitalization, Detailed Design
Drainage, Surface Restoration & Grading

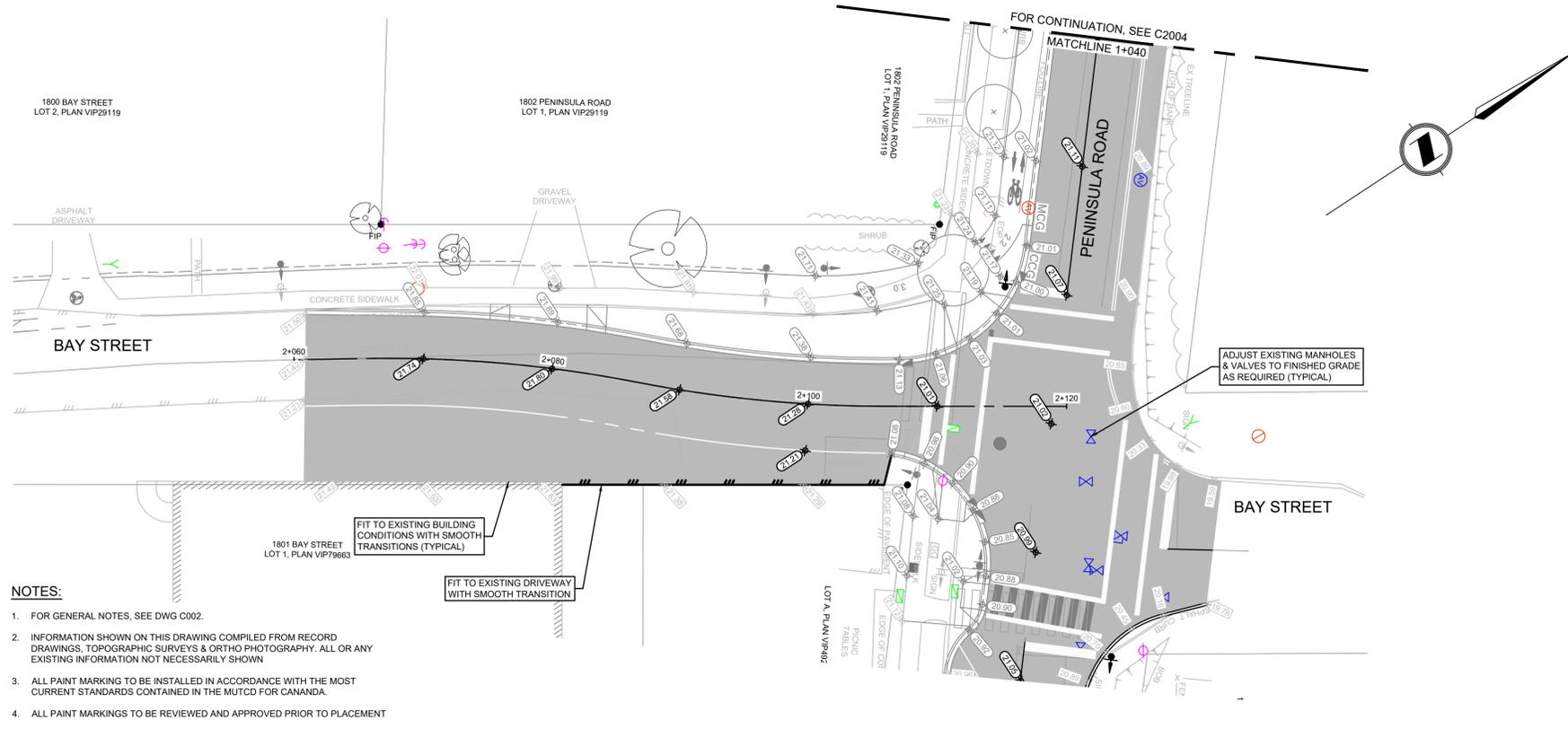
MOTI PAVING PENINSULA ROAD
PLAN & PROFILE STA: 0+720 TO 0+915

Drawing No. **C2003**
Project Number 2231-46302-01
Rev. **PB**

DATE: 2024-04-03, 16:08 FILE: Z:\Projects\2024\03\03\Peninsula Road Safety and Revitalization\10.0 Drawings\10.3.1 Sheets\46302-03-C-2003-RD-1+000 PENINSULA (MOTI).dwg

Authorization of Change Order for Resurfacing of Peninsula Road James Ma...

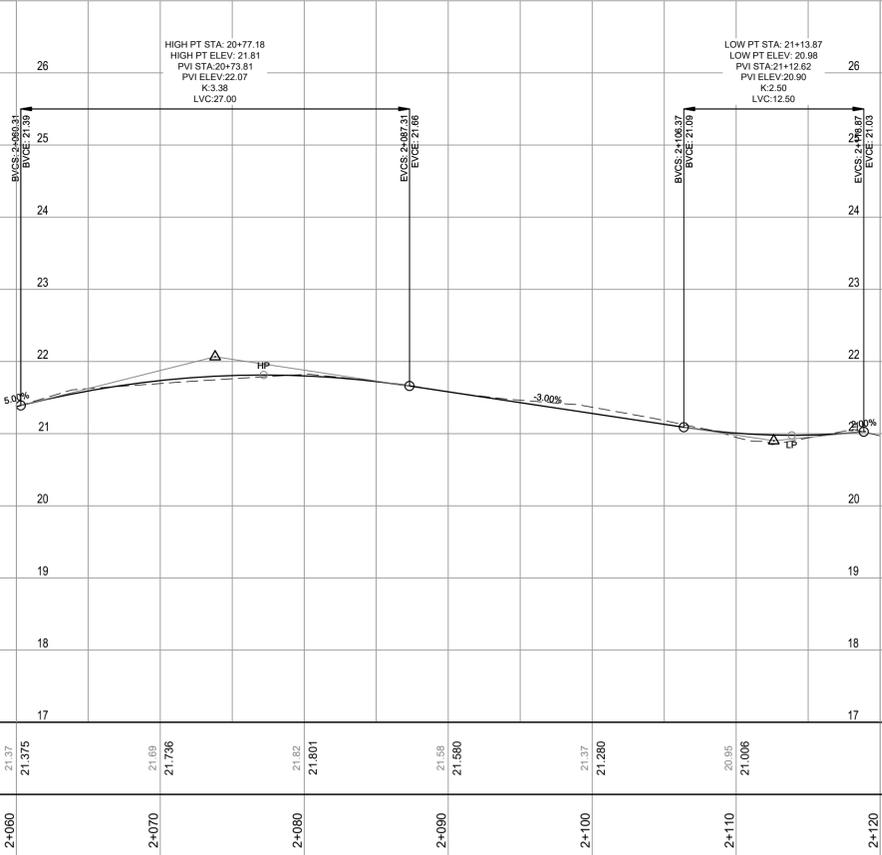
McElhanney ANS D - 2019-04-01



LEGEND:

KEY	DESCRIPTION
	ASPHALT 100mm (60mm BASE COURSE & 40mm TOP LIFT)
	CURB - NON MOUNTABLE CONCRETE CURB & GUTTER *
	CURB - MOUNTABLE CONCRETE CURB & GUTTER *
	PROPOSED FINISHED GRADE ELEVATION - MOTI
	PROPOSED FINISHED GRADE ELEVATION - BOULEVARD *
	APPROXIMATE EXISTING GRADE ELEVATION
*	BOULEVARD WORKS REFER TO C200 DRAWINGS

- NOTES:**
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ROAD ELEVATIONS	2+060	2+070	2+080	2+090	2+100	2+110	2+120
ROAD ELEVATIONS	21.37	21.69	21.82	21.58	21.37	20.95	21.08
ROAD STATIONING	2+060	2+070	2+080	2+090	2+100	2+110	2+120

DATE: 2024-04-03, 16:06 FILE: Z:\p\active\6202-01 Dou - Peninsula Road Safety and Revitalization\10.0 Drawings\10.3 Engineering\10.3.1 Sheets\46302-05-C-2005-RD-1+000 PENINSULA (MOTI).dwg

Rev	Date	Description	Drawn	Design	App'd
PB	2024-04-03	RE-ISSUED FOR REVIEW	KB	KB	SO
PA	2024-03-03	ISSUED FOR REVIEW	KB	KB	SO

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0 H 1:250 10
0 V 1:50 2

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

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Engineers and Geoscientists of BC

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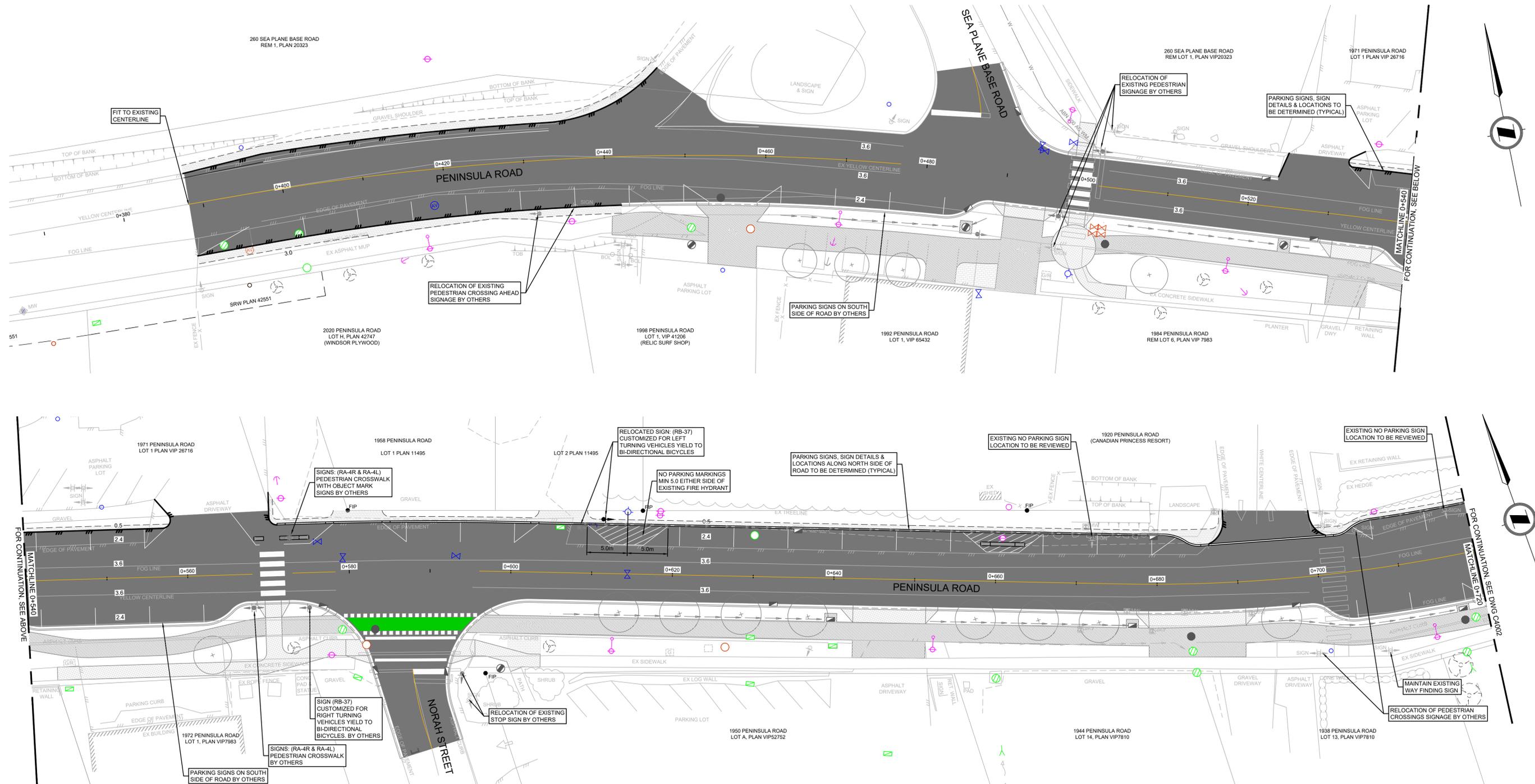
DISTRICT OF UCLUELET
200 MAIN STREET, UCLUELET, BC, V0R 3A0

PENINSULA ROAD SAFETY & REVITALIZATION, DETAILED DESIGN
DRAINAGE, SURFACE RESTORATION & GRADING

MOTI PAVING BAY STREET
PLAN & PROFILE STA: 2+060 TO 2+120

Drawing No.	C2005
Project Number	2231-46302-01
Rev.	PB

DATE PLOTTED: 2024-04-03 16:06



- NOTES:**
- FOR GENERAL NOTES, SEE DWG C002.
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 - ERADICATE EXISTING ROAD MARKINGS AS REQUIRED
 - RELOCATED SIGNS TO COME WITH NEW CONCRETE BASE & POST TO BE DISPOSED OFF SITE.

- PAVEMENT MARKINGS:**
- ALL PAINT LINES TO BE THERMOPLASTIC UNLESS NOTED OTHERWISE
- CENTER LINE - 100mm SINGLE SOLID YELLOW PAINT LINE
 - STOP BAR - 600mm SOLID WHITE PAINT LINE
 - BROKEN LINE - 100mm BROKEN (1.0m SPACING) WHITE PAINT LINES
 - PARALLEL CROSSWALKS - 300mm SOLID WHITE PAINT LINES
 - ZEBRA CROSSWALKS - 600mm SOLID WHITE PAINT LINES 1.2m O.C.
 - FOG LINE / PARKING LINES - 100mm SOLID WHITE PAINT LINES
 - ELEPHANT FEET - 400mm x 400mm (400mm SPACING) SOLID WHITE PAINT SQUARES

LEGEND:

KEY	DESCRIPTION
	PROPOSED ASPHALT
	ASPHALT PAVING (BY OTHERS)
	CONCRETE (BY OTHERS)
* REFER TO C5001 DRAWINGS FOR TYPICAL SECTIONS	

PRELIMINARY
NOT FOR CONSTRUCTION



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

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DISTRICT OF UCLUELET
200 MAIN STREET, UCLUELET, BC, V0R 3A0

PENINSULA ROAD SAFETY & REVITALIZATION, DETAILED DESIGN
PAINT MARKING & SIGNAGE
MOTI PAVING PENINSULA ROAD
STA: 0+370 TO 0+720

Drawing No. **C4001**

Project Number 2231-46302-01	Rev. PB
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Rev	Date	Description	Drawn	Design	App'd
PB	2024-04-03	RE-ISSUED FOR REVIEW	KB	KB	SO
PA	2024-03-03	ISSUED FOR REVIEW	KB	KB	SO

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 - FOG LINE / PARKING LINES - 100mm SOLID WHITE PAINT LINES
 - ELEPHANT FEET - 400mm x 400mm (400mm SPACING) SOLID WHITE PAINT SQUARES

- LEGEND:**
- | KEY | DESCRIPTION |
|----------|----------------------------|
| [Symbol] | PROPOSED ASPHALT |
| [Symbol] | ASPHALT PAVING (BY OTHERS) |
| [Symbol] | CONCRETE (BY OTHERS) |
- * REFER TO C5001 DRAWINGS FOR TYPICAL SECTIONS

M:\Engineering\2024\04\03_15_59 - FILE 2 (P:\pub\active\6302-01 Dou - Peninsula Road Safety and Revitalization\10.0 Drawings\10.3.1 Sheets\6302-03-C-400-MARKINGS SIGNAGE (MOTI).dwg
 McElhanney ANS D - 2019-04-01
 Authorization of Change Order for Resurfacing of Peninsula Road James Ma...

Rev	Date	Description	Drawn	Design	App'd
PB	2024-04-03	RE-ISSUED FOR REVIEW	KB	KB	SO
PA	2024-03-03	ISSUED FOR REVIEW	KB	KB	SO

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

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Canada V9S 3Y3
Tel 250 716 3336

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Engineers and Geoscientists of BC

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DISTRICT OF UCLUELET
200 MAIN STREET, UCLUELET, BC, V0R 3A0

PENINSULA ROAD SAFETY & REVITALIZATION, DETAILED DESIGN
PAINT MARKING & SIGNAGE
MOTI PAVING PENINSULA ROAD
STA: 0+720 TO 1+100

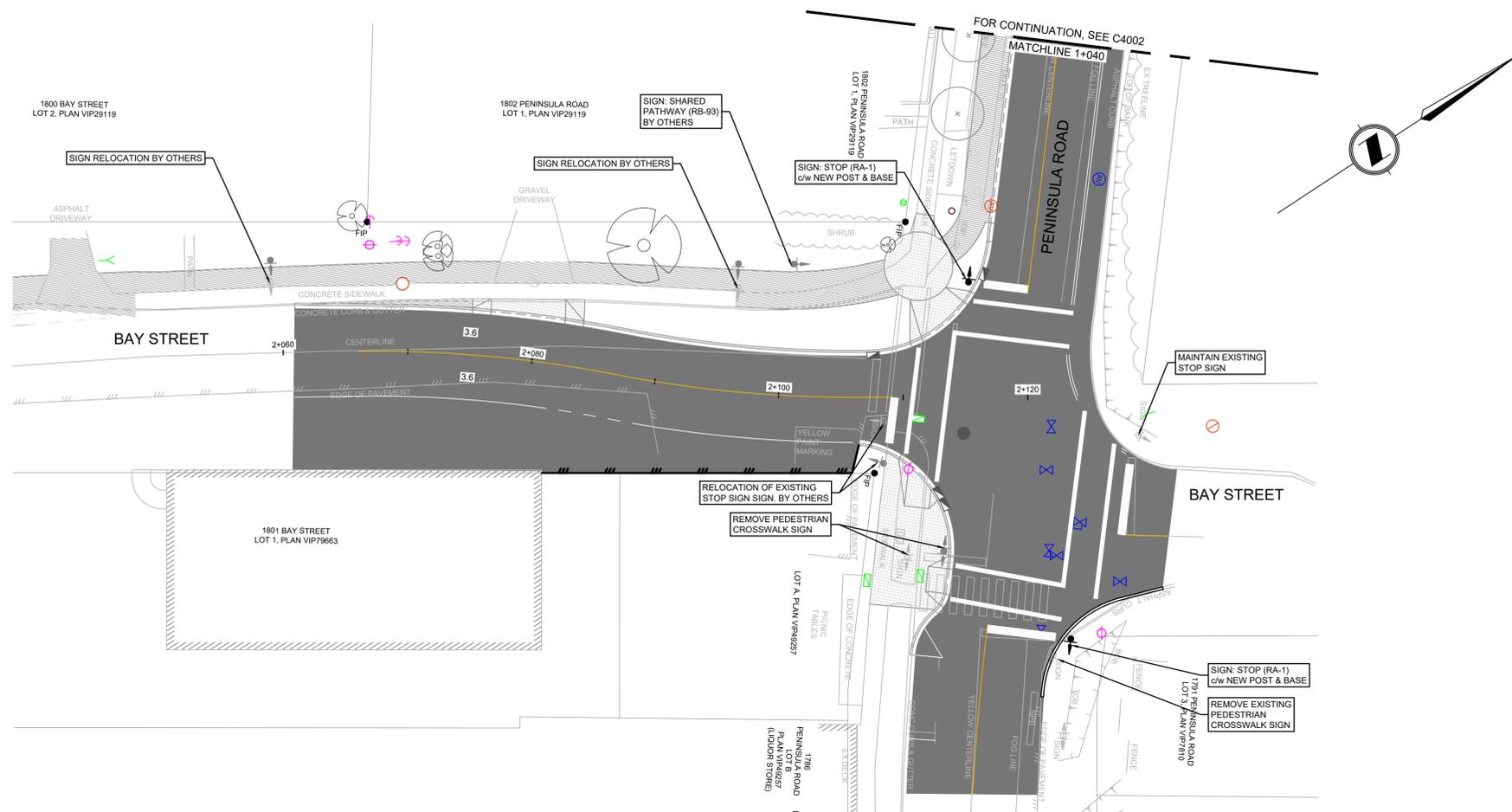
Drawing No. **C4002**

Project Number 2231-46302-01 Rev. PB

Authorization of Change Order for Resurfacing of Peninsula Road James Ma...

McElhanney ANS D - 2019-04-01

DATE: 2024-04-03 15:59 FILE: Z:\Projects\Active\6302-01 DOJ - Peninsula Road Safety and Revitalization\10.0 Drawings\10.3.1 Sheets\6302-01-C-4003-MARKINGS SIGNAGE (MOTI).dwg



NOTES:

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PAVEMENT MARKINGS:

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LEGEND:

KEY	DESCRIPTION
	PROPOSED ASPHALT
	ASPHALT PAVING (BY OTHERS)
	CONCRETE (BY OTHERS)

* REFER TO CS5001 DRAWINGS FOR TYPICAL SECTIONS

Rev	Date	Description	Drawn	Design	App'd
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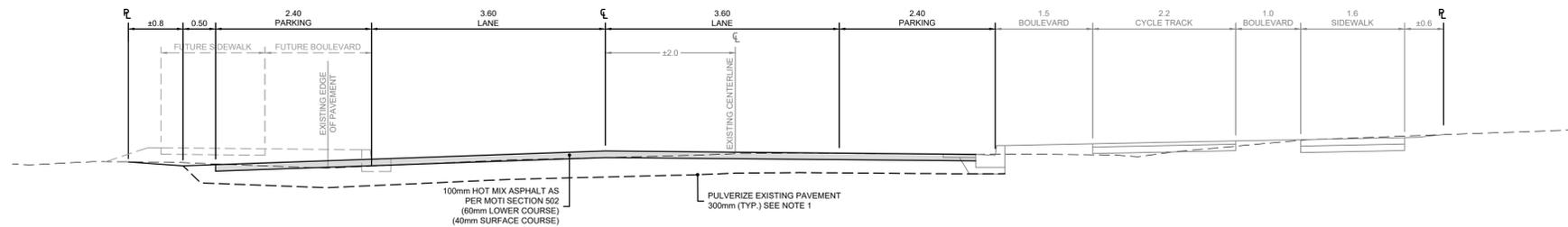
DISTRICT OF UCLUELET
200 MAIN STREET, UCLUELET, BC, V0R 3A0

PENINSULA ROAD SAFETY & REVITALIZATION, DETAILED DESIGN

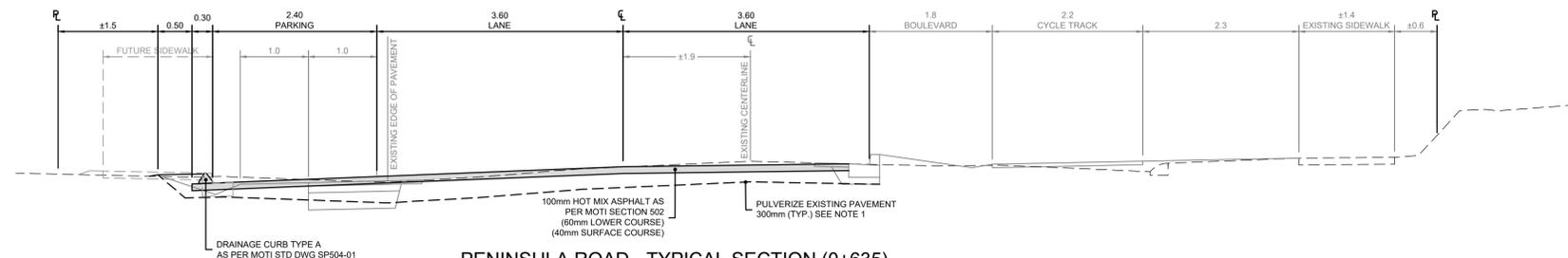
PAINT MARKING & SIGNAGE

MOTI PAVING BAY STREET
STA: 2+060 TO 2+120

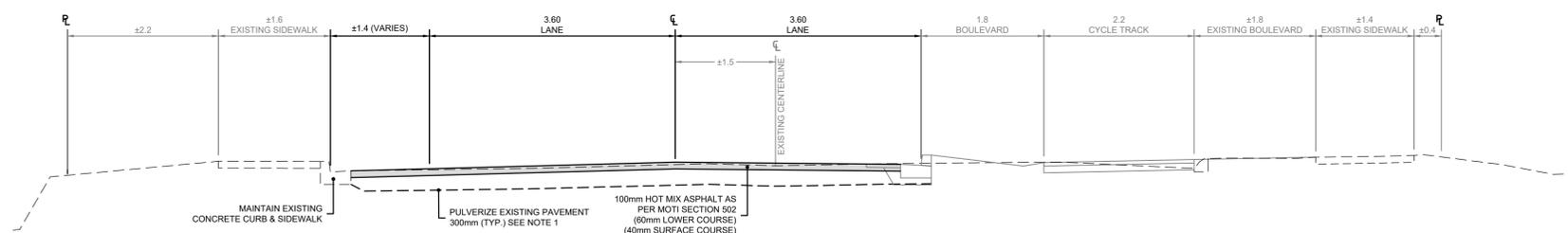
Drawing No.	
C4003	
Project Number	Rev.
2231-46302-01	PB



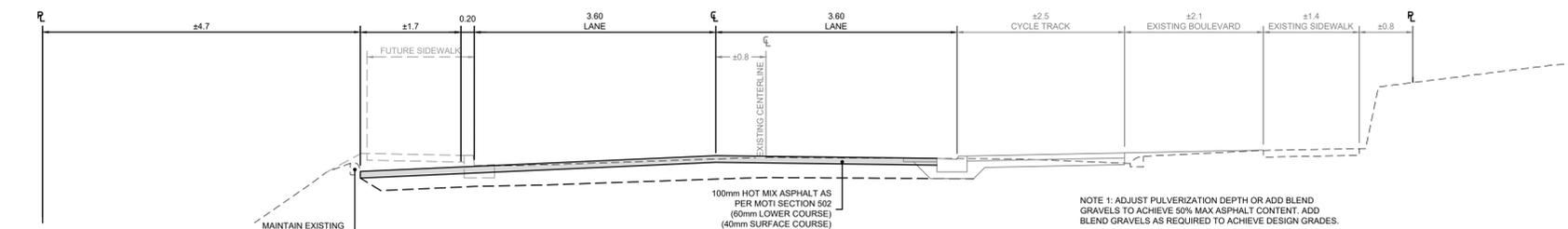
PENINSULA ROAD - TYPICAL SECTION (0+550)
SCALE 1:50



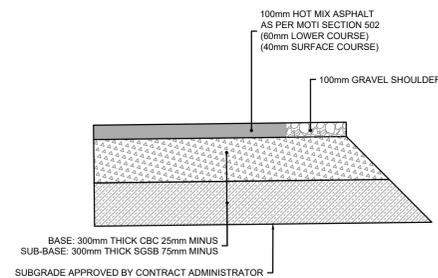
PENINSULA ROAD - TYPICAL SECTION (0+635)
SCALE 1:50



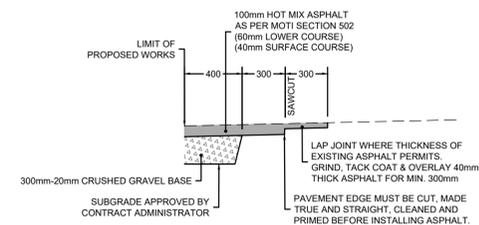
PENINSULA ROAD - TYPICAL SECTION (0+825)
SCALE 1:50



PENINSULA ROAD - TYPICAL SECTION (1+040)
SCALE 1:50



PAVING - ROAD STRUCTURE REPLACEMENT
SCALE: 1:25



PAVING - LAP JOINT
SCALE: 1:25

DATE: 2024-04-04, 07:31 FILE: Z:\p\active\6302-01 Dou - Peninsula Road Safety and Revitalization\10.0 Drawings\10.3.1 Sheets\6302-01-C-5000-DETAILS-1-000-PENINSULA (MOTI).dwg McElhanney ANS D - 2019-04-01

Rev	Date	Description	Drawn	Design	App'd
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PA	2024-03-03	ISSUED FOR REVIEW	KB	KB	SO

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PRELIMINARY
NOT FOR CONSTRUCTION

0 1:50 2

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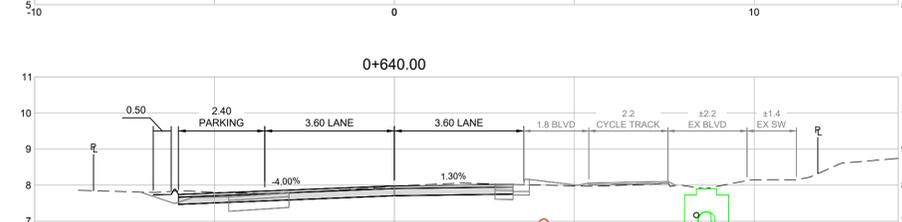
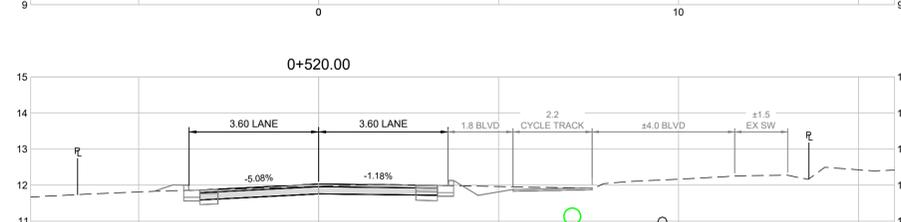
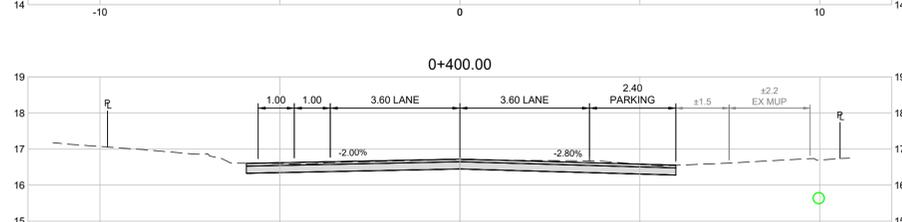
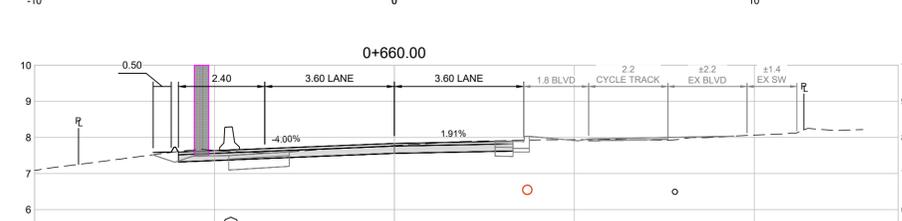
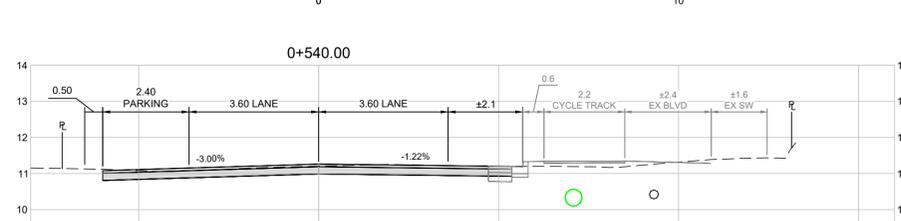
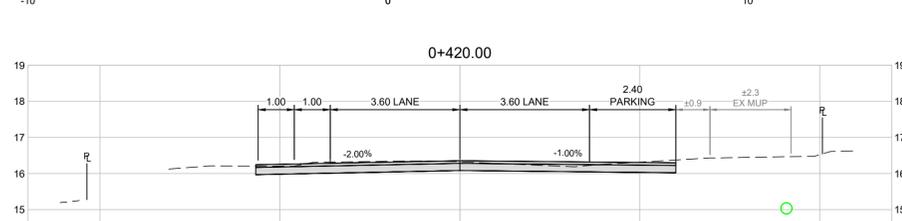
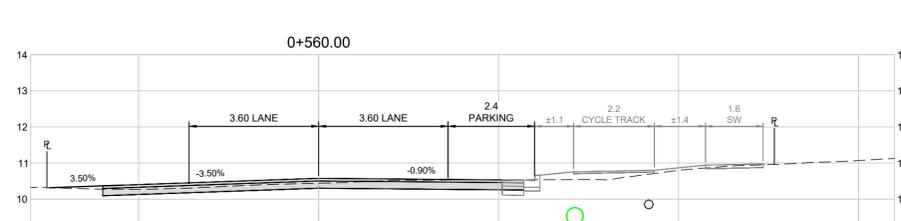
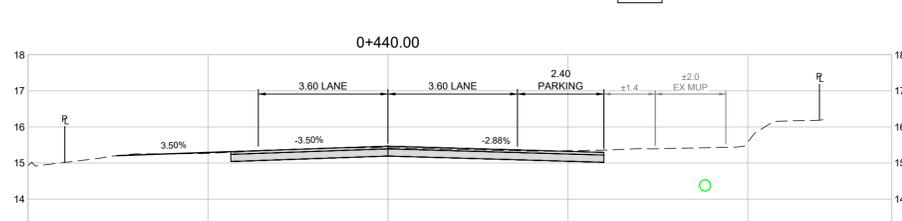
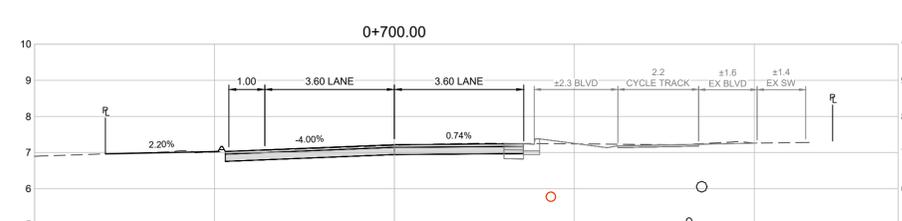
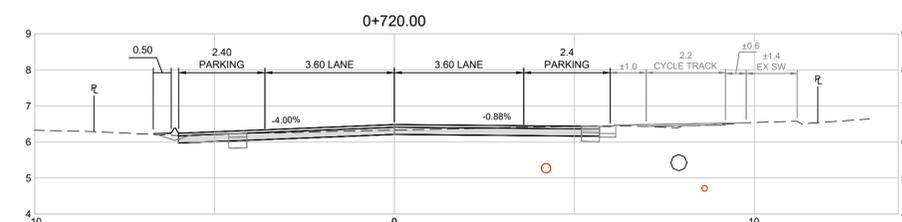
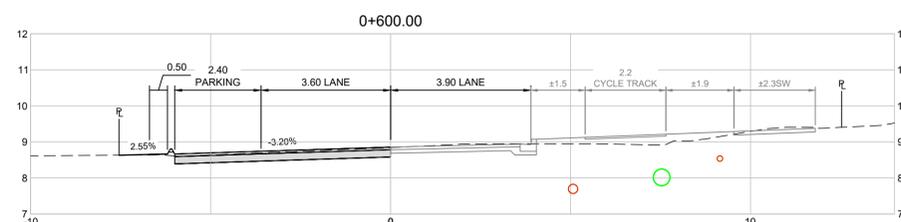
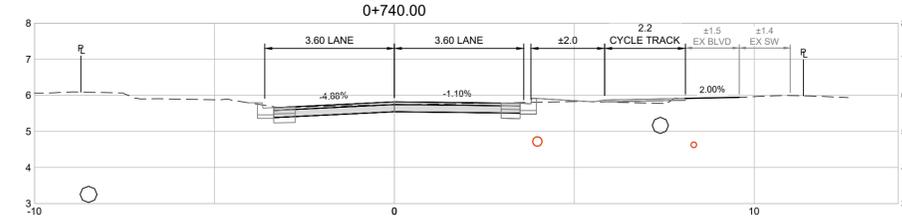
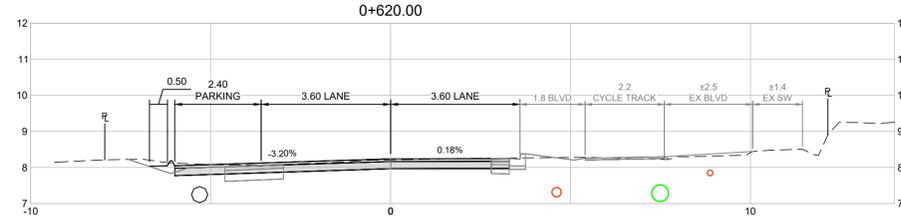
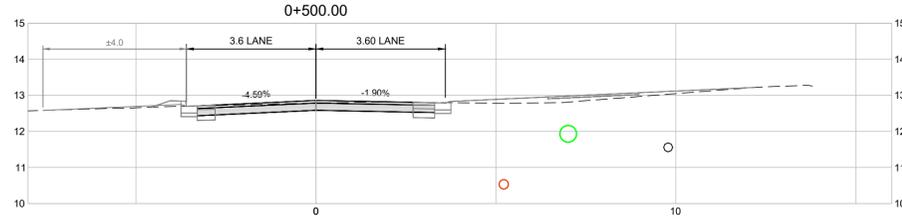
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DISTRICT OF UCLUELET
200 MAIN STREET, UCLUELET, BC, V0R 3A0

PENINSULA ROAD SAFETY & REVITALIZATION, DETAILED DESIGN

DETAILS & TYPICAL SECTIONS

Drawing No.	C5001
Project Number	2231-46302-01
Rev.	PB



Rev	Date	Description	Drawn	Design	App'd
PA	2024-04-03	RE-ISSUED FOR REVIEW	KB	KB	SO
PA	2024-03-03	ISSUED FOR REVIEW	KB	KB	SO

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

McElhanney

Suite 1
1351 Estevan Road
Nanaimo BC
Canada V9S 3Y3
Tel 250 716 3336

PERMIT TO PRACTICE
McElhanney Ltd.
PERMIT NUMBER: 1003299
Engineers and Geoscientists of BC

DISTRICT OF UCLUELET
200 MAIN STREET, UCLUELET, BC, V0R 3A0

PENINSULA ROAD SAFETY & REVITALIZATION, DETAILED DESIGN

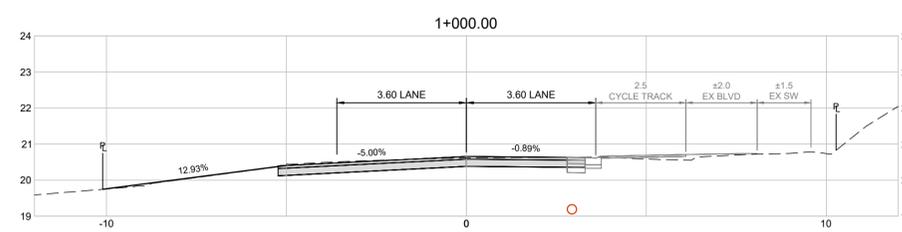
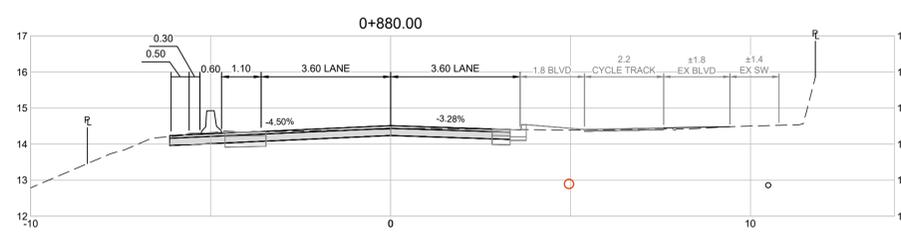
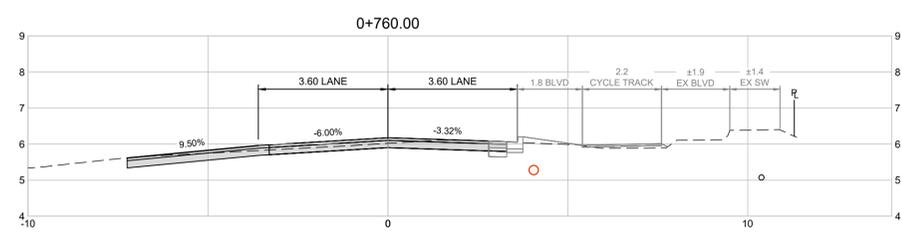
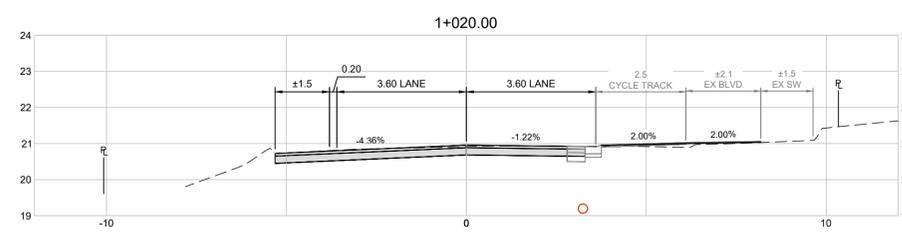
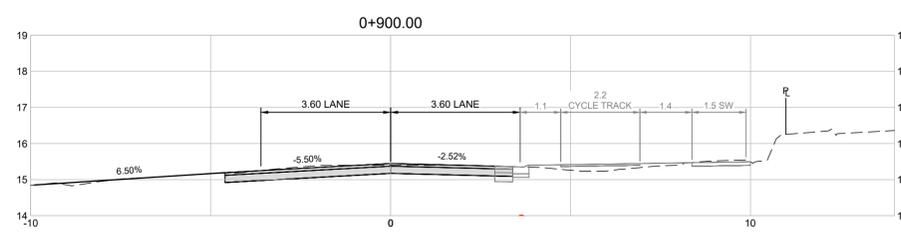
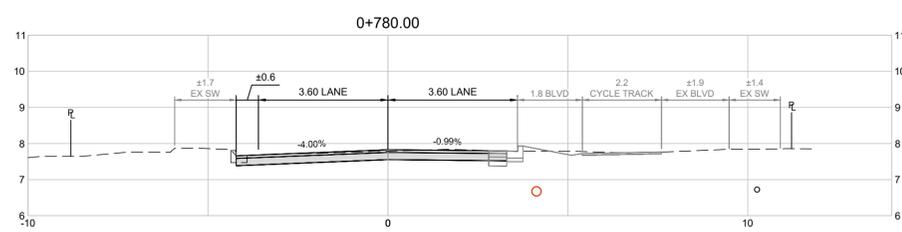
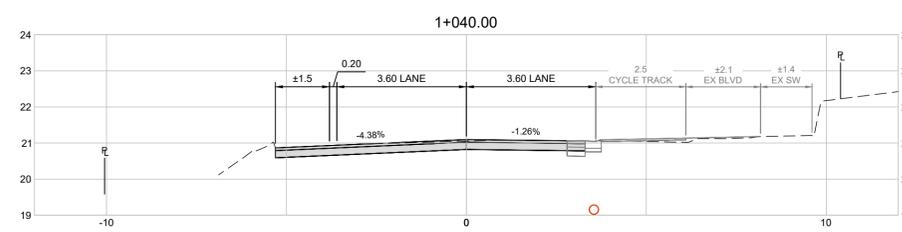
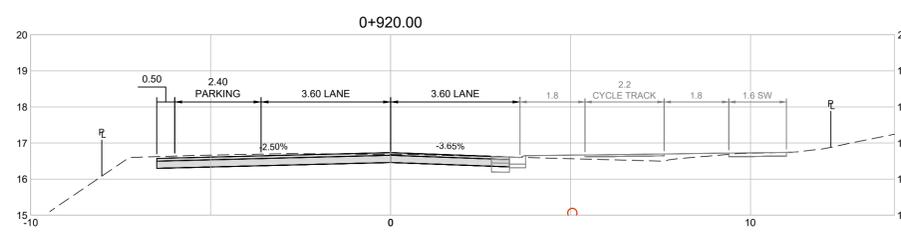
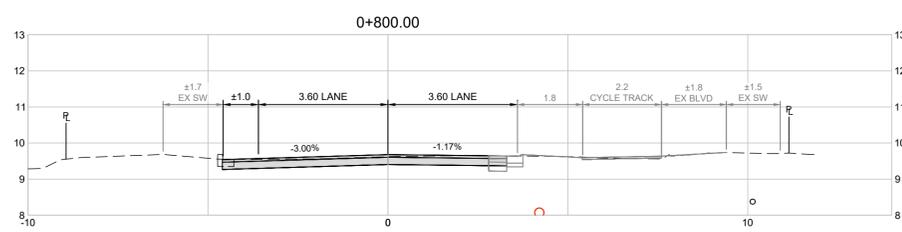
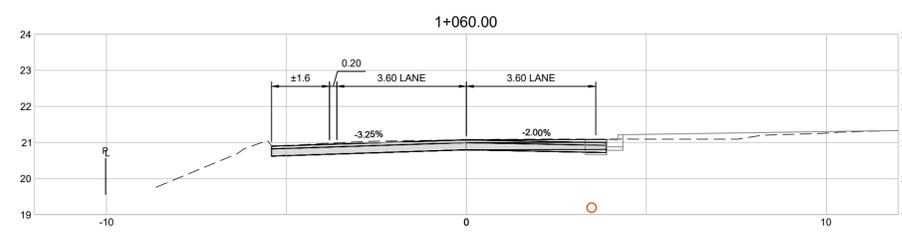
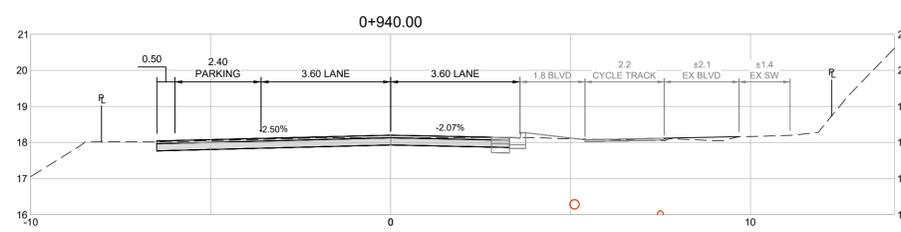
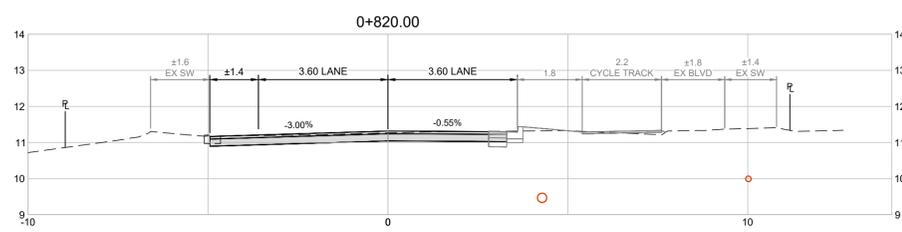
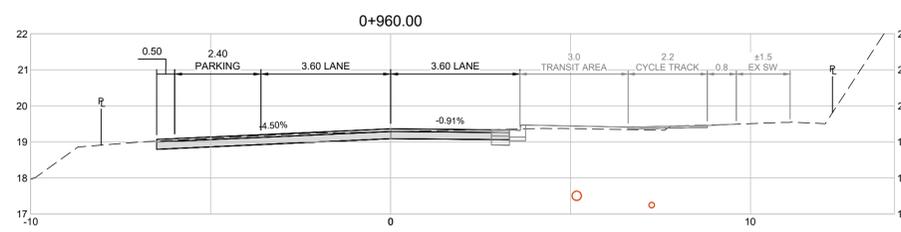
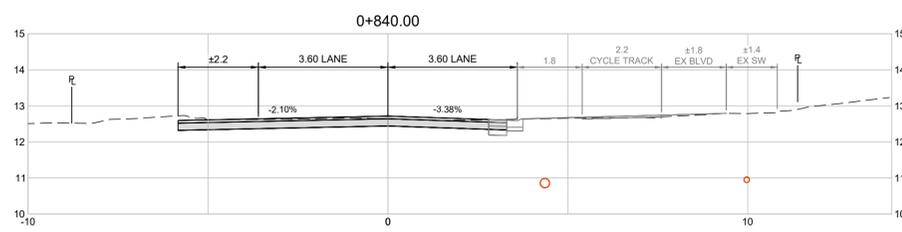
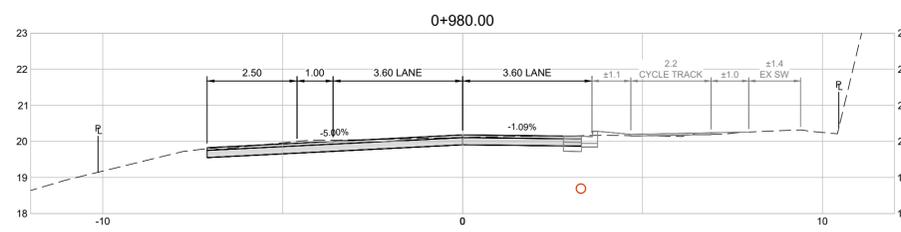
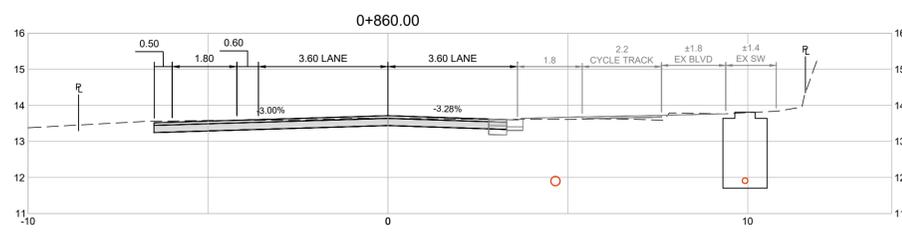
PENINSULA ROAD CROSS SECTION 1 (MOTI)

Approved Sealed

Drawing No. **C6001**

Project Number 2231-46302-01

Rev. **PB**



Rev	Date	Description	Drawn	Design	App'd
PA	2024-04-03	RE-ISSUED FOR REVIEW	KB	KB	SO
PA	2024-03-03	ISSUED FOR REVIEW	KB	KB	SO

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

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DISTRICT OF UCLUELET
200 MAIN STREET, UCLUELET, BC, V0R 3A0

PENINSULA ROAD SAFETY & REVITALIZATION, DETAILED DESIGN

C6002

PENINSULA ROAD CROSS SECTION 2 (MOTI)

Drawing No. **C6002**

Project Number **2231-46302-01**

Rev. **PB**

Approved Sealed



Yuutu?it?ath

April 24, 2024

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

Attention: Mayor Marilyn McEwen and Council

Re: Request for a Letter of Support to Strengthen Yuulu?il?ath Government's Application to BC Housing's Indigenous Housing Fund

Dear Mayor McEwen and Council:

Yuulu?il?ath Government is preparing an application to secure funding through BC Housing's Indigenous Housing Fund (IHF) to build a significant housing project in hita?u. We are hopeful the District will provide a letter of support to accompany and strengthen our application, due May 15th.

Like the situation in many of the communities you represent, housing in hita?u is in short supply for our growing number of citizens. Investments in housing on our treaty settlement lands from the provincial and senior governments has been limited in recent decades. With a focus on larger, multi-family housing projects, the IHF program represents a significant opportunity for Yuulu?il?ath Government to build new houses in our community. If successful, we anticipate 30 new homes being built through the program, which will help reduce our housing waitlist, reduce crowding, and provide citizens living elsewhere with opportunities to live in and contribute to our community in hita?u.

We are well positioned to be awarded the funding and lead a successful project. To date, we have identified and cleared a site for the proposed projects, undertaken surveying and geotechnical due diligence, and engaged an architect to develop design concepts for the proposed housing. To position our government for success in expanding housing opportunities for community members, we are also working on a Housing Roadmap. This key policy document will outline actions we'll be undertaking over the next 10 years to expand housing opportunities for citizens and increase our organizational capacity to create, manage, and maintain safe and desirable housing options.

Thank you for considering this request. We hope the District will provide a letter of support in the spirit of advancing housing options and opportunities for the region.

Sincerely,

Charles McCarthy, President
Yuulu?il?ath Government – Ucluelet First Nation



**ALBERNI-CLAYOQUOT
REGIONAL DISTRICT**

BYLAW REFERRAL

BYLAW NO.: P1495
ACRD FILE NO.: RC22014

You are requested to comment on the attached bylaw for potential effect on your agency's interests. We would appreciate your response by **May 1, 2024**. If no response is received, it will be assumed that your agency's interests are unaffected. Please let us know if you need additional time.

PURPOSE OF THE BYLAW: The property owner is applying to rezone the subject property from Small Holdings (A1) District to Cottage Residential (RC-2) District to facilitate the development of cottages for tourist and seasonal worker short-term rentals.

GENERAL LOCATION: 15 Sutton Road, Electoral Area "C" (Long Beach)

LEGAL DESCRIPTION: LOT A, DISTRICT LOT 1012, CLAYOQUOT DISTRICT, PLAN 3055

AREA OF PROPERTY AFFECTED: 1.97 ha (4.88 ac)

ALR STATUS: In ALR Not in ALR

OCP DESIGNATION: Residential Use

Please fill out the Bylaw Response Summary included in the email. If your agency's interests are "Unaffected", no further information is necessary. In all other cases, we would appreciate receiving additional information to substantiate your position and, if necessary, outline any conditions related to your position. Please make note of any legislation or official government policy which would affect our consideration of this bylaw.

Alex Dyer

Alex Dyer, MCIP, RPP, Planning Manager

April 5, 2024

Date

This referral has also been sent to the following agencies:

- ✓ Vancouver Island Health Authority
- ✓ Ministry of Transportation & Infrastructure
- ✓ District of Ucluelet
- ✓ Yuułu?it?ath Government
- ✓ School District No. 70
- ✓ ACRD Building Inspection

RC22014

Alberni-Clayoquot Regional District | 3008 Fifth Avenue, Port Alberni, BC V9Y 2E3 | 250.720.2700 | www.acrd.bc.ca

Serving Port Alberni, Tofino, Ucluelet, Treaty First Nations: Huu-ay-aht, Yuułu?it?ath, Uchucklesaht Tribe Government, and Toquaht Nation, and Six Electoral Areas: "A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek).

Alberni-Clayoquot Regional District - Bylaw Referral Alex Dyer, MCIP, RP..


To: ACRD Board of Directors

Meeting Date: March 27, 2024

From: Charity Hallberg Dodds, Planning Technician

File #: PL20220086/RC22014

Application Type: Rezoning

Voting Structure: Electoral Area Directors

Electoral Area: C – Long Beach

Subject: 15 Sutton Road (Van Drimmelen)

Recommendation:

THAT the Board of Directors consider first reading of Bylaw P1495 at a future date, and that notice be given in accordance with section 467 of the Local Government Act.

THAT the Board of Directors confirm that adoption of Bylaw P1495 is subject to:

- a. Confirmation from a Registered On-Site Wastewater Practitioner that the property is capable of accommodating on-site sewage disposal for a single family dwelling and up to four cottages;*
- b. Letter of support from the Yuułuʔiłʔatḥ Government; and*
- c. Meeting technical referral agency requirements.*

Note: The *Housing Statutes (Residential Development) Amendment Act* (Bill 44) was enacted in November 2023 as part of a number of legislative changes relating to housing. The new legislation phased out one-off, site-by-site public hearings for housing projects that are consistent with area Official Community Plans (OCPs). As this rezoning is consistent with the Residential Use policies in the South Long Beach Official Community Plan, a public hearing cannot be held. The neighbour notification and public notice advertising provides the opportunity for public input on the application process.

Development Proposal: The property owners have applied to rezone the subject property from Small Holdings (A1) District to Cottage Residential (RC-2) District to facilitate development of cottages for tourist and seasonal worker short-term rentals.

Advisory Planning Commission (APC) Recommendation: The Long Beach APC reviewed this application at their March 11th meeting and made the motion to support the application as presented.

Property Owners/Applicants: Edward and Alishia Van Drimmelen

Property Information:

Civic Address	15 Sutton Road						
Legal Description	LOT A, DISTRICT LOT 1012, CLAYOQUOT DISTRICT, PLAN 3055						
PID	006-343-767	Folio	03585.000	ALR? (Y/N)	N	Lot Size (ha)	1.97 (4.88 ac)
Current Zoning	Small Holdings (A1) District			Proposed Zoning	Cottage Residential (RC-2) District		

PL20220086/RC22014

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Current OCP	Residential Use	Proposed OCP	n/a
Development Permit Area(s)	DPA I – Sensitive Ecosystems Protection, Community Watershed (Itatsoo Bay Watershed)		
Current Use & Description	Residential. The property is partially cleared and improvements include a single family dwelling and a shed. The topography is generally flat with a steep incline in the north/northeast portion of the property.		
Surrounding Zoning and Land Use			
North	Yuufu?if?ath Government	South	Forest Rural (A3) District
East	Yuufu?if?ath Government	West	Forest Rural (A3) District

Services:

- a) **Sewage Disposal:** Onsite sewage disposal. Confirmation from a Registered On-Site Wastewater Practitioner that the property is capable of accommodating on-site sewage disposal for a single family dwelling and up to four cottages will be required prior to bylaw adoption.
- b) **Water Supply:** Onsite water supply.
- c) **Fire Protection:** Not within a fire protection area.
- d) **Access:** Sutton Road.
 - i. Parcel Frontage Waiver: n/a

Planning Policy Discussion:

- a) **Official Community Plan:** The South Long Beach Official Community Plan (OCP) designates this property Residential Use. This designation permits single-family homes, cottage residential, mobile homes, group homes, home-based businesses and home industry.

The property is almost entirely within Development Permit Area I (DPA I) – Sensitive Ecosystems Protection, Community Watershed (Itatsoo Bay). Development and construction of structures on the property will require issuance of a development permit to satisfy the requirements of DPA I.

This proposal complies with the South Long Beach Official Community Plan. A development permit is not required for this rezoning application.

- b) **Zoning:** The current zoning of the subject property is Small Holdings (A1) District. The property owners have applied to rezone to Cottage Residential (RC-2) District to facilitate development of cottages for short-term rental. If adopted, the RC-2 zoning would support development of one single family dwelling and up to 4 cottages, each cottage with a floor area between 27.9 m² (300 ft²) and 46.5 m² (500 ft²). The RC-2 zoning aligns with the 0.8 ha minimum lot size supported in the South Long Beach OCP.
 - i. Parkland Dedication: n/a

	Current (A1):	Proposed (RC-2):
Minimum Lot Area (ha)	0.8 (2 ac)	0.4 (1 ac)
Minimum Lot Width (m)	50.3 (165 ft)	27.4 (90 ft)
Principal & Accessory Front Yard Setback (m)	7.6 (25 ft)	12.2 (40 ft)

Principal Side Yard Setback (m)	1.5 (5 ft)	4.6 (15 ft)
Principal Rear Yard Setback (m)	9.1 (30 ft)	9.1 (30 ft)
Accessory Side Yard Setback (m)	4.6 (15 ft)	0.9 (3 ft)
Accessory Rear Yard Setback (m)	4.6 (15 ft)	0.9 (3 ft)
Watercourse Setback (m)	30.48 (100 ft)	30.48 (100 ft)

This proposal would rezone the subject property to facilitate development of cottages for tourist and seasonal worker short-term rental.

Comments: Legal short-term (non-permanent) rentals for visitors and seasonal workers in the Long Beach area are in short supply. The proposed cottage use complies with the policies and objectives of the Residential Use designation in the South Long Beach OCP and:

- provides an opportunity to develop cottages for short term vacation rentals and seasonal staff accommodation;
- maintains permanent accommodation for the property owner and their family; and
- will not remove housing stock from the community.

When preparing to develop the cottages, the property owners will be required to obtain building permits and a development permit, as well as satisfy all necessary steps required by the Island Health Authority to provide safe and adequate water supply and onsite sewage disposal.

The subject property is bordered to the north and east by lands within the Yuułu?i?atḥ Government's jurisdiction. Support of the rezoning by the Yuułu?i?atḥ Government is included as a condition of bylaw adoption.

Staff recommend that the Board consider first reading of Bylaw P1495 at a future date, and that neighbour notification be provided.

Submitted by: *Alex Dyer*
Alex Dyer, MCIP, RPP, Planning Manager

Reviewed by: *Cynthia Dick*
Cynthia Dick, General Manager of Administrative Services

Approved by: *Daniel Sailland*
Daniel Sailland, MBA, Chief Administrative Officer

Site Photos
Taken March 14, 2024



Road into property past cabin.



Looking towards the northwest corner from middle of property.

PL20220086/RC22014



Looking toward steep slope in northeast corner of property.



Looking north toward steep bank near center of the northern boundary.

Cabin Photos Provided by Applicants

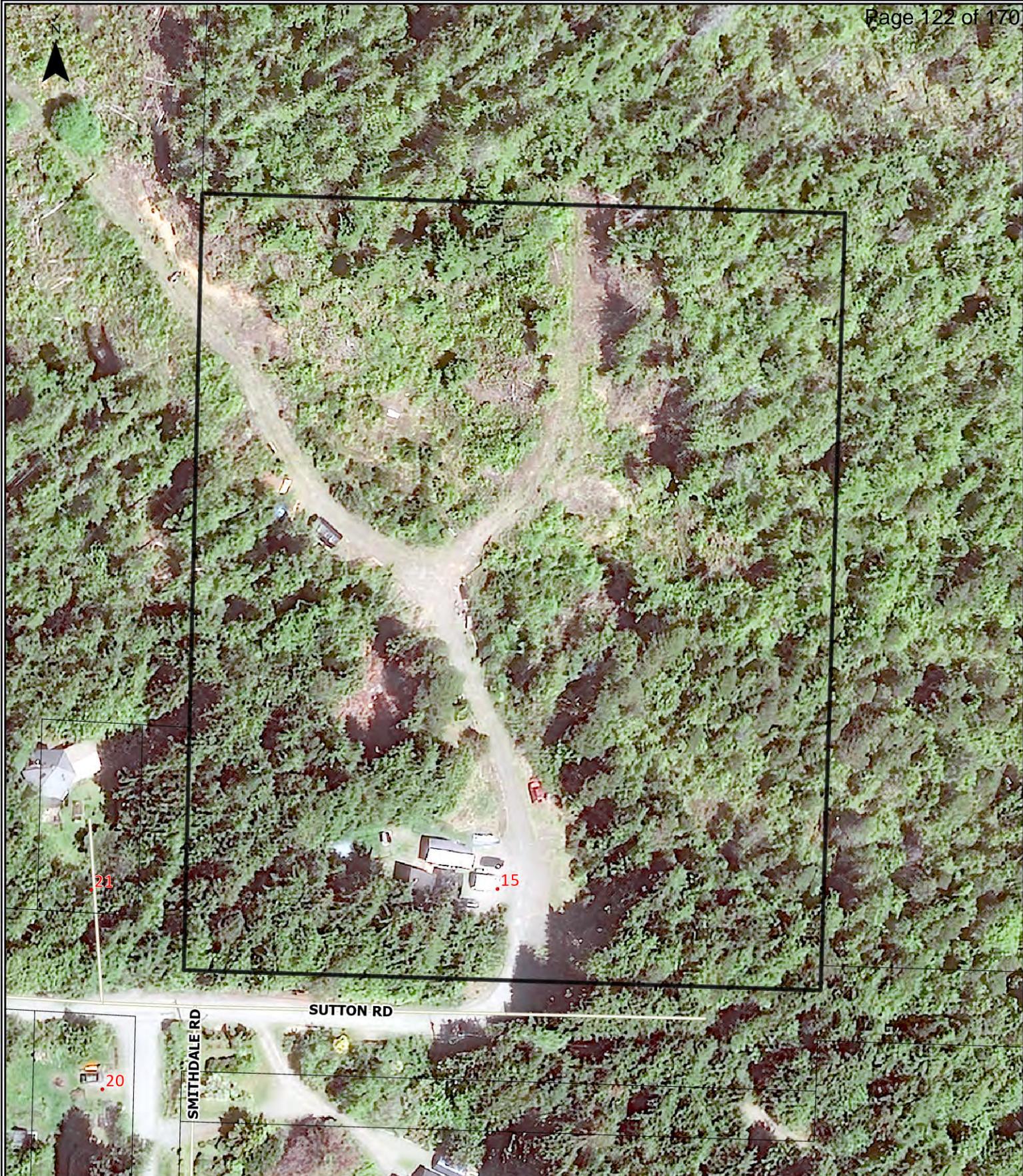


Front View

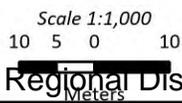


Side View

PL20220086/RC22014



15 Sutton Road
 LOT A, DISTRICT LOT 1012, CLAYOQUOT DISTRICT,
 PLAN 3055



-  Subject Property
-  Parcels



Prepared 2024-03-19
 Sources: Airbus DC 2023,
 ParcelMapBC; GeoBC; ACRD

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.21

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SMITHDALE RD

SUTTON RD

15 Sutton Road
LOT A, DISTRICT LOT 1012, CLAYOQUOT DISTRICT,
PLAN 3055

-  Subject Property
-  Parcels



Prepared 2024-03-19
Sources: Airbus DC 2023,
ParcelMapBC; GeoBC; ACRD

Scale 1:1,000
10 5 0 10



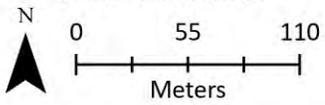


Municipality or Treaty Land

Subject Property



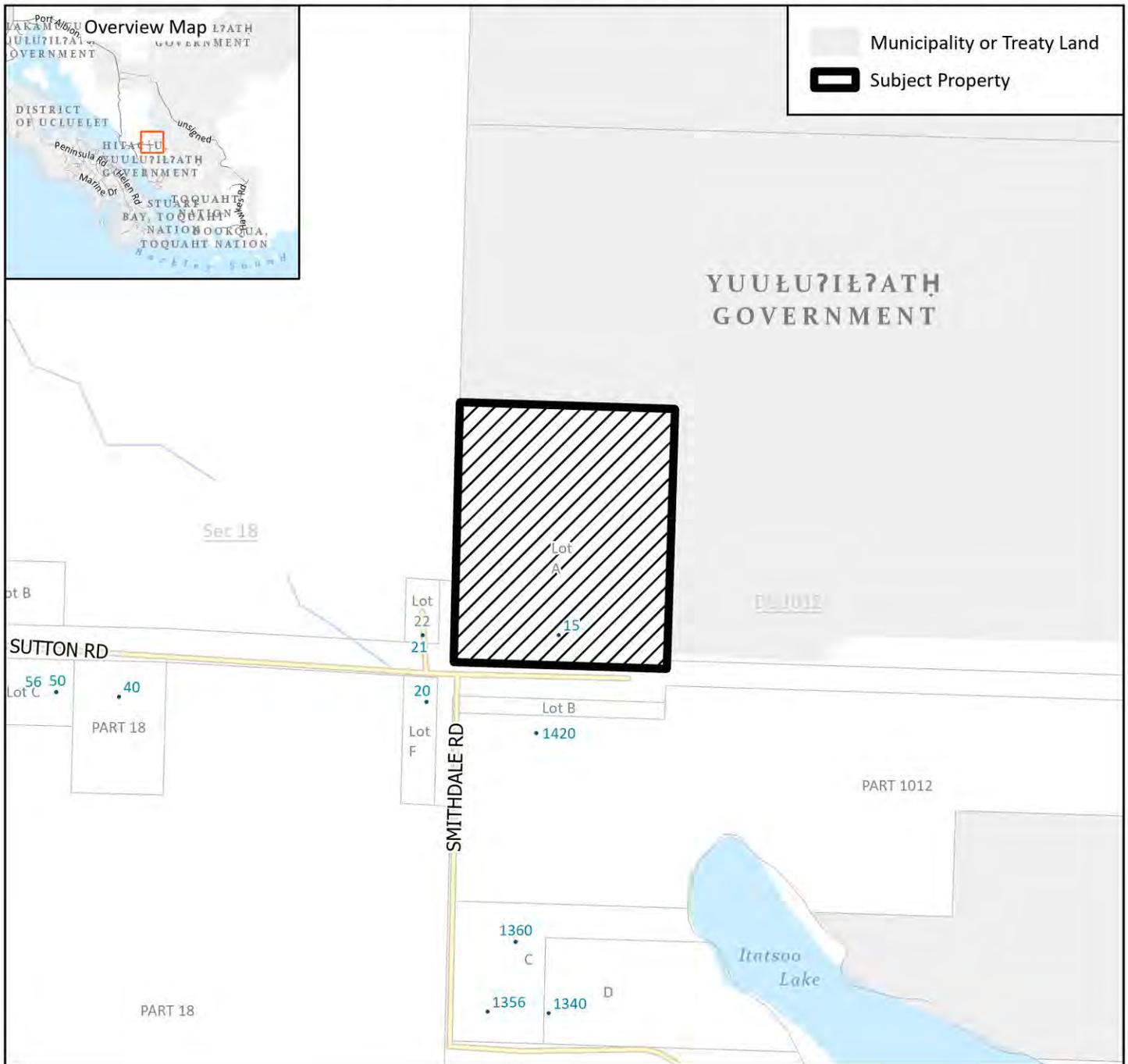
ALBERNI-CLAYOQUOT REGIONAL DISTRICT



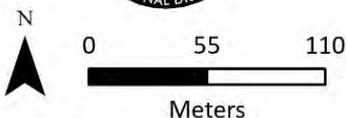
Civic Address: 15 Sutton Road
 Legal Description: LOT A, DISTRICT LOT 1012, CLAYOQUOT DISTRICT, PLAN 3055

Schedule 'A'

This schedule is attached to and forms part of Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1495, 2024



Address: 15 Sutton Road
 Legal Description: LOT A, DISTRICT LOT 1012, CLAYOQUOT DISTRICT, PLAN 3055



 To be rezoned from Small Holdings (A1) District to Cottage Residential (RC-2) District.



**ALBERNI-CLAYOQUOT
REGIONAL DISTRICT**

BYLAW REFERRAL RESPONSE

**BYLAW NO.: P1495
ACRD FILE NO.: RC22014**

APPLICANT NAME: Edward & Alishia Van Drimmelen

ACRD CONTACT: Alex Dyer, Planning Manager

Date of Referral: April 4, 2024

Approval Recommended for
Reasons Outlined Below

Interests Unaffected by Bylaw

Approval Recommended Subject to
Conditions Below

Approval NOT Recommended Due
to Reasons Outlined Below

Agency (please print): _____

Name (please print): _____ Title: _____

Signature: _____ Date: _____

RC22014

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Six Electoral Areas: "A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek).

Alberni-Clayoquot Regional District - Bylaw Referral Alex Dyer, MCIP, RP...

From: [Lara Kemps \(Black Rock Resort\)](#)
To: [Community Input Mailbox](#)
Cc: [Marilyn McEwen \(Ucluelet Mayor\)](#); [Shawn Anderson \(Ucluelet Council\)](#); [Jennifer Hoar \(Ucluelet Council\)](#); [Ian Kennington \(Ucluelet Council\)](#); [Mark Maftei \(Ucluelet Council\)](#)
Subject: New Storm line
Date: April 24, 2024 2:36:03 PM

[External]

Dear Mayor and Council,

I am writing to you on behalf of Black Rock Resort to express our deep concerns regarding the recent storm system upgrade and the water discoloration issue that has significantly impacted our operations and incurred substantial financial losses. Yesterday, April 23rd, 2024, we suffered a loss exceeding eight thousand dollars worth of linens due to this problem. Furthermore, we were compelled to offer guest recovery measures, costing us hundreds of dollars more and staff time to deliver bottled water to all our rooms in-house. In well communicated issues, we are proactive and notify our guests prior to check-in and when they are in-house. This situation has severely disrupted our business and we are troubled by the lack of proactive communication with the from the district.

First and foremost, the financial toll on our business is distressing. The loss of valuable linens is not only a significant financial setback but also tarnishes our reputation for providing exceptional service to our guests. Additionally, the expenses incurred in compensating affected guests further strain our resources.

However, what is perhaps more troubling is the absence of timely and comprehensive communication regarding the water discoloration issue. Despite the severity of the problem, there was no direct communication sent to us via email or letter to alert us to the situation. Instead, we only became aware of it today going through the social media channels and that post, no where did it say that it would affect our area. It is unreasonable to expect businesses like ours to rely solely on social media for critical updates that directly impact our operations and the well-being of our guests.

The lack of clarity in the social media communications compounds the issue. Even upon discovering the posts related to water discoloration, there was no indication that it would affect establishments such as Black Rock. Furthermore, there was no mention of the steps to be taken or precautions to be followed by businesses in response to this issue.

We understand that challenges such as water discoloration can arise unexpectedly, but effective communication is essential in managing such situations and mitigating their impact on businesses and the community at large. Therefore, we urge the district to take immediate action to address the following concerns:

1. Ensure that businesses receive timely and direct communication about any issues that may affect their operations, especially those as critical as water discoloration.

2. Improve the clarity and specificity of public communications regarding such issues to provide businesses with clear guidance on necessary precautions and actions.
3. Establish a more robust system for disseminating information, incorporating multiple channels of communication to reach a broader audience.

We appreciate your attention to this matter and trust that you will take the necessary steps to address our concerns promptly. Effective communication and collaboration between our municipality and businesses are vital for maintaining the well-being and prosperity of our community.

Thank you for your prompt attention to this matter.

Sincerely,



Lara Kemps

Assistant General Manager

Black Rock Oceanfront Resort

PO Box 310, [596 Marine Drive, Ucluelet, BC V0R 3A0](#)

250-726-4807

Set in Nature, Designed for Comfort

*Black Rock Oceanfront Resort resides within the Yuulu?il?at? -
Ucluelet First Nation traditional territory, of whose ancestral
lands we work and play*

From: [Vaida Siga](#)
To: [Jenn Lounsbury](#); [Admin Support](#)
Cc: [Daniel Sailland](#); dlaw@tofino.ca; dave.tovell@canada.ca
Subject: Memorial bench process
Date: April 22, 2024 1:50:48 PM

[External]

Dear Mayor and Council of the District of Ucluelet

I would like to have a Memorial Bench installed on the bike path to remember my son Emerson Cody Siga Nauffts. When I am biking I appreciate stopping and using the benches commemorating Karen Trodden and Lorraine Ennis.

There doesn't currently seem to be an established process for bench installation. Since the bike path now connects Ucluelet, Pacific Rim National Park Reserve, and Tofino perhaps it would be prudent to collaborate on bench installation approval, process, placement and product. I am including the superintendent of PRNPR, ACRD CAO Daniel Sailland and Mayor of Tofino Dan Law in this email in case there is an interest in creating a unified process for bench placement.

Thank you.
Sincerely
Vaida Siga

From: [Info Ucluelet](mailto:Info.Ucluelet)
To: [Info Ucluelet](mailto:Info.Ucluelet)
Subject: RE: Fibromyalgia Association Canada Lighting Request for May 12, 2024
Date: April 12, 2024 11:34:24 AM
Attachments: [image002.png](#)

From: FAC Illumination Campaign <illumination@fibrocanada.ca>
Sent: Friday, April 12, 2024 9:39 AM
To: Info Ucluelet <info@ucluelet.ca>; [REDACTED]
Subject: Fibromyalgia Association Canada Lighting Request for May 12, 2024

[External]



Good Morning

My name is Trudy Flynn and I am the Chair of Fibromyalgia Association Canada (FAC).

May 12, 2024 is the 32nd anniversary of Fibromyalgia Awareness Day as recognized by the World Health Organization (WHO). I am contacting you to ask if you would light up your building / landmark in purple, in recognition of the 2-4% of Canadians living with fibromyalgia. That is almost 2 million Canadians who have been diagnosed with fibromyalgia. There are still many more Canadians waiting to be diagnosed or who are not counted in these numbers because they have another primary condition, such as cancer, cardiac issues, etc.

If you are able to light up in purple to raise awareness of fibromyalgia, would you please provide lighting from dusk on May 12th until dawn on May 13th? In your response email could you please send your preferred Social Media Handles? By sending your social media handles we can promote your building / landmark during our campaign.

Please see below for FAC's social media information, as we will be promoting all the buildings and landmarks that light up for fibromyalgia on FAC's social media. Last year 133 buildings and landmarks across Canada lit up in purple to promote fibromyalgia awareness.

Thank you for helping FAC raise awareness of fibromyalgia.

Trudy Flynn
Chair, Fibromyalgia Association Canada

Website: <https://fibrocanada.ca>
Facebook: [FibroCanada2021](#)
Twitter: [@fibrocanada](#)
Instagram: [FibroCanadaFAC](#)
Pinterest: [@FibromyalgiaAssociationCanada](#)
LinkedIn: [Fibromyalgia Association Canada \(FAC\)](#)

355 West Queens Road
North Vancouver BC
V7N 4N5

www.dnv.org



Mayor Mike Little
Phone: 604 990 2208
Cell/Text: 604 209 3971
mayor@dnv.org

April 16, 2024

To British Columbia Municipalities

Dear Mayor and Members of Council:

Re: Support for Resolution Black Bear Cub Conflict Response by British Columbia Conservation Officer Service

At it's Regular Meeting held on Monday, February 26, 2024 the District of North Vancouver Council unanimously passed the following motion:

RECOMMENDATION:

THAT the Union of British Columbia Municipalities resolution Black Bear Cub Conflict Response by British Columbia Conservation Officer Service is supported for Lower Mainland Local Government Association consideration:

WHEREAS *the British Columbia Conservation Officer Service currently can independently decide how to handle black bears and cubs in conflict situations, without the oversight of an independent external public board;*

AND WHEREAS *there is no mandate for orphaned black bear cubs to be taken to a Wildlife Sanctuary for health assessment and treatment by a qualified wildlife veterinarian, and be the sole authority to perform a humane euthanasia of black bear cubs if needed.*

THEREFORE BE IT RESOLVED *that the Union of British Columbia Municipalities request the Province of British Columbia to initiate changes to the British Columbia Conservation Officer Service, Human-Black Bear (Single) Conflict Response Guideline, to include a review of actions through an independent civilian-led oversight board, orphaned bear cubs to be transported to a wildlife sanctuary for health assessment of cubs by qualified wildlife veterinarian, for treatment or euthanasia, and an audit done by the Solicitor General on the British Columbia Conservation Officer Service actions, policies and procedures.*

We are anticipating that this will be considered at the upcoming Lower Mainland Local Government Association's Annual Conference, and we would appreciate your support.

Sincerely,

Mayor Mike Little



**MONTHLY
Mayor's / Chief's / President's
POLICING REPORT
March, 2024
Ucluelet Detachment
"E" Division
British Columbia**



Royal Canadian Mounted Police Gendarmerie royale du Canada



Calls for Service: 111

Annual Performance Plan (A.P.P.'S) Community Priorities

- (1) Crime Reduction
 - a) Speed Enforcement / Awareness

- (2) Build and Maintain Relations with the Community
 - a) Community Involvement
 - b) Reconciliation

- (3) Vulnerable Persons
 - a) Community Referrals

High Risk Charges

Domestic Violence Charges: 0

Sexual Assault Charges: 0

Crime Reduction

Road Safety

Check stops: 0

Impaired Driving: 1 file no charges

Traffic Tickets: 7

Written Warning: 1

Build and Maintain Relations with the Community

Community Involvement

- Members attended and played pickle ball in the community

Reconciliation

- Cst. HARRY continues to dedicate a considerable amount of his personal time by participating in the following:
 - a) Conducted patrols with marine search and rescue for emergency preparedness planning
 - b) Attended a birthday at Hitacu for an elder.
 - c) Attended lunch with an elder.
 - d) Attended the Toquaht Nation meeting with Sgt. Jones and presented some Lox to eat.
 - e) Had tea with Chief Mack in Mocoah
 - f) Attended the Hitacu Daycare and planned for an upcoming bike rodeo with barbeque and dropped off safety coloring books to the kids.

- Detachment members have continued to do proactive visits to the communities to open positive interactions with community members.

Vulnerable Persons

Community Referrals

1 for the month of February

Other Police Services

Criminal Record Checks

Criminal record / Vulnerable Sector checks: 31

OCCURRENCES	Current Month	Year to Date	Current Month of previous year	Previous Year Total
Assaults (Not including sexual assaults)	3	5	8	50
Sexual Offences	0	4	2	13
Break and Enters (Residence & Business)	1	1	2	18
Theft of Motor Vehicle	1	4	1	6
Theft Under \$ 5000.00	6	12	1	22
Theft Over \$ 5000.00	1	2	1	8
Drugs (Possession)	1	1	0	3
Drugs (Trafficking)	0	1	1	3
Causing a Disturbance	10	14	1	45
Liquor Act	1	6	3	34
Mischief - damage to property	4	12	3	24
Mischief - obstruct enjoyment	1	6	0	31
Impaired Driving	1	4	3	44
IRP / 24 hr suspension	1	1	0	16
Utter threats	1	4	1	13
Bylaw	4	6	2	52
Mental Health	9	19	1	57
Total Calls for service	111	274	91	1199

JUSTICE REPORTS	Current Month	Year to Date	Current Month of previous year	Previous Year Total
Victim Services Referral - Accepted	2	3	0	17
Victim Services Referral - Declined	2	3	1	17
Victim Services - Proactive Referral	0	0	0	1
Restorative Justice Referrals	1	1	0	0
Prisoners Held	3	8	2	38
Prisoners escorted	0	0	0	11
Liquor Destroyed Immediately	2	3	1	8

Should you have any questions or concerns regarding this report, please feel free to contact me to discuss.

Prepared by: Sgt. Marc JONES

Telephone: 250 726-7773

Email: marc.jones@rcmp-grc.gc.ca

Extended Distribution List:
District Advisory NCO

From: [Judy Gray](#)
To: [Info Ucluelet](#)
Subject: ADAPT program
Date: April 24, 2024 12:22:14 PM
Attachments: [image001.png](#)
[image002.png](#)
[ADAPT Development Approvals MIBI Presentation - April 11 2024.pdf](#)

[External]

Dear Mayor & Council

Further to my comments at the end of the last council meeting please find attached summary information about the ADAPT Development Approval program funded in partnership with UBCM.

Best to you,

Judy

Judy Gray | REALTOR® - Team Leader - CCIM – CRES
Personal Real Estate Corporation



RE/MAX Mid-Island Realty
PO Box 195
109 -1917 Peninsula Rd
Ucluelet, BC V0R 3A0
judy@grayteam.ca
www.grayteam.ca
Phone: 250.900.8200

Thank-you for your trust and confidence. Your best compliment to us is a referral.



THANK YOU
FOR PUTTING YOUR
MONEY WHERE
THE MIRACLES ARE!



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This message contains confidential information and is intended only for the individual named. If you are not the intended recipient please do not use this information in any manner, and advise the sender immediately. If you wish to UNSUBSCRIBE from future e-mails from The Gray Team, please reply to this e-mail with UNSUBSCRIBE in the subject line.

ADAPTABLE DEVELOPMENT APPROVALS PROCESS TOOLKIT (ADAPT)



After the Rains (2022), Winner of Hidden Gems, Photo Competition,
Town of Qualicum Beach Website

TODAY'S AGENDA

01

PROJECT OVERVIEW

02

CURRENT STATUS

03

APPROVALS PROCESS CHALLENGES

04

REVIEW OF ADAPT SYSTEM + PARTS

05

NEXT STEPS

06

QUESTIONS & DISCUSSIONS

PROJECT OVERVIEW

ADAPT is a UBCM-funded project to create a reference development approvals system and toolkit based on research, reflection, creativity and best practices.

ADAPT is a collaborative effort between Vancouver Island University's Master of Community Planning Program, the Town of Qualicum Beach, and Westplan Consulting Group.



OUR PARTNERS



With ongoing support from our public, private, and Indigenous partners

City of Duncan | District of Tofino | District of Peachland | Village of Sayward | | Lake Country | Village of Pemberton | Village of Cumberland | Regional District of Kitimat-Stikine | Regional District of Nanaimo | Cowichan Valley Regional District | City of Parksville | District of Lantzville | Town of View Royal | Victoria Residential Builders Association | Tseshaht First Nation | Cowichan Tribes

Checkwitch Poiron Architects | Cummer Heritage Consulting | Dialog | Donald Luxton & Assoc. | EDI Environmental Dynamics Inc. | J.E. Anderson & Associates | LEES+Associates | McElhanney | MDI Landscape Architects Inc. | Ryzuk Geotechnical | Stantec | Talmack Urban Forestry | Urban Development Institute | Watt Consulting Group | Various BC development companies

PROCESS



Sept 2021 -
Dec 2022
UBCM Grant
Awarded
Literature Review and
Desktop  Research
Data Collection
Analysis and
Initial Draft



Jan - Mar
2023
Sharing Findings and
Gathering Feedback




Apr - Dec
2023
Toolkit
Development




Jan - June
2024
Final Review and
Refinement
Toolkit
Launch


TYPICAL APPROVALS PROCESS

01

PRE-APPLICATION DEVELOPMENT WORK AND MEETINGS

02

APPLICATION SUBMISSION

03

REVIEW – INTERNAL / EXTERNAL

04

ITERATIVE NEGOTIATIONS WITH STAFF

05

COMMUNITY COMMUNICATION

06

COUNCIL REVIEW AND DECISIONS

CHALLENGES IN APPROVALS PROCESS

- Poor quality / incomplete applications
- Unclear process
- Difficulty in accessing applicable regs
- Contradictory policies / dept requirements
- No commitments, accountability or timelines for govt dept review.
- No standards or transparency in review
- Unclear community engagement
- Every community extremely unique – no consistency / professional standards



ADAPT TOOLKIT ELEMENTS

- Perspectives and Philosophies
- Internal and External Processes
- Required Studies TOR
- Community Engagement
- Guide to Development Applications
- Application Forms and Checklists
- Website Content

Recommendations had to stay within realm of possibility = relatively easy to implement.

PERSPECTIVES AND PRINCIPLES

These principles act as the guiding ethos – the foundation principles for public and private sector working together.



Changing policies and plans is essential

Demonstrating respect and mutual accountability

Collaboration and clear and timely communication

Generosity and fairness in the face of market realities

Process clarity and certainty

Good policy, plans and processes

Community engagement and management of expectations

INTERNAL AND EXTERNAL PROCESSES

This section is geared towards bolstering the efficiency and structure of the review process itself. It encompasses best practices and recommendations spanning development procedure policies, staffing roles, internal and external application review.



Application Process Overview

General Perspectives

Staff Structure and Roles

Overview of Approvals Process

Part 1: General Inquiries

Part 2: Pre-Application Process

Part 3: Application Process

Part 4: Internal Review

Part 5: External Review

First Nations

Part 6: Decision Making

REQUIRED STUDIES

A diverse range of studies and professional work are required at various stages in a project. This section outlines the scopes and terms of reference for the primary professional studies associated with a typical project. These can be used for RFPs and to achieve clarity around the scope of work needed at each stage of a project, and the appropriate level of work is being done.



Planning or Development
Consultant

Geotechnical Study

Environmental Assessment

Geotechnical Soil Study

Arborist Report

Archeological Assessments

Heritage Impact Assessment

Civil Engineering

Transportation Impact
Assessment

Parking Study

Architecture

Landscape Architecture

COMMUNITY ENGAGEMENT

This section offers an engagement framework highlighting key attributes of successful public engagement, an engagement menu for a project-specific strategies, and templates for implementation.



**Goals for Community
Engagement**

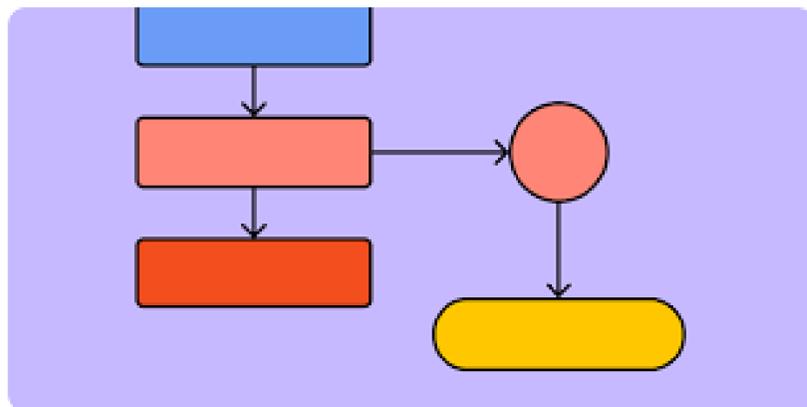
**A Diversity of Approvals and
Engagement**

**Engagement Framework
Attributes**

Engagement Menu

GUIDE TO DEVELOPMENT APPLICATIONS

The purpose of the guide is to provide applicants with a clear description of the process for each type of development application, with clear process diagrams and instructions.



Approvals Required

OCP Amendment

Zoning Amendment

Subdivision

Development Permit

Development Variance Permit

Board of Variance

Information Sheets

APPLICATION FORMS AND CHECKLISTS

This section offers template application forms and checklists that a local government can use/customize.

A sample application form titled "APPLICATION FORM" is shown. It features several sections: "A. General Information" with fields for project name, location, and dates; "B. Type of Project/Change" with checkboxes for different project types; and "C. Fee Table" with a table for fees. The form is blue and white with various input fields and checkboxes.

**Development Application
Forms**

**Subdivision Application
Form**

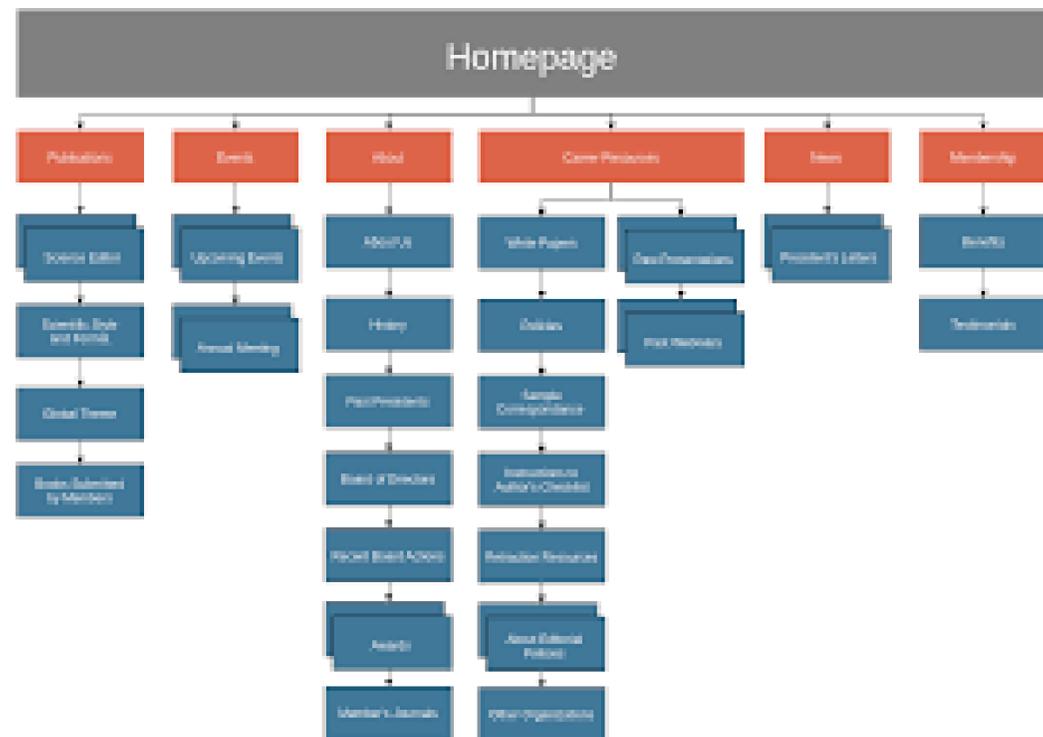
Drawing Standards

**Rationale Letter / Cover
Report**

Project Information Table

WEBSITE CONTENT

This website template provides local governments with easy-to-adapt and customizable content for their websites.



Considerations:

- **Navigability**
- **Retaining Relevance**
- **Stable URL Links**
- **Clear Language**
- **Accessibility**
- **Feedback**
- **Site Map**
- **FAQs**

KEY FINDINGS AND LESSONS

- Anyone who owns land is a developer – no standards
- Municipal departments have no province-wide norms, standards, best practices, professional review, or accountability
- High levels of frustration / no recourse
- Delays are result of culture, personalities and poor process
- Emotions run high / culture wars emerge
- Politics is accountability

KEY FINDINGS AND LESSONS

- All policies are “council’s policies” and application process is a legitimate part of planning. Integration of politics and technical approvals needed.
- For OCP/rezoning – existing policies are only a reference point.
- No due diligence done on feasibility of any plans or policies – then they become the bible – staff cannot change them.
- Council has few/no venues for non-formal dialogue on projects
- Housing gets more expensive

RECOMMENDATIONS

- **Application Process Changes**
- **Municipal Elements**
- **Applicant Elements**
- **Community Engagement**

PROCESS EARLY STAFF INPUTS

- Pre-preliminary inquiry on all policies and expectations applicable to the project
- Pre-application review of application package

PROCESS EARLY POLITICAL INPUTS

Application is presented to Council or another body very early in process.

Pre-application for early input to feed into the application package or immediately after an application is received.

MUNICIPAL ELEMENTS

- Culture of enabling and efficiency is needed.
- Maximum information available for every step.
- Delegation of decision making to staff where possible.
- High level of systematization for transparency and consistency and efficiency.
- Development review tracking system and time limits.

APPLICANT ELEMENTS

- Get educated / get help – it's complicated
- Staff are not your consultants
- Be diligent and detail oriented
- Document, document, document – build the “development agreement” clause by clause as you go to avoid late hits.

COMMUNITY ENGAGEMENT

- **Community Engagement standards**
- **Municipal-led notification**
- **Online engagement + signage**
- **Minimize emotions / maximize information**
- **First Nations review fee**

REVIEW PROCESS

Draft system is out for stakeholder and partner review:

- Local governments
- Developers
- Technical consultants

- Elements are being refined with each piece of feedback



NEXT STEPS

Final Refinements

Project Launch

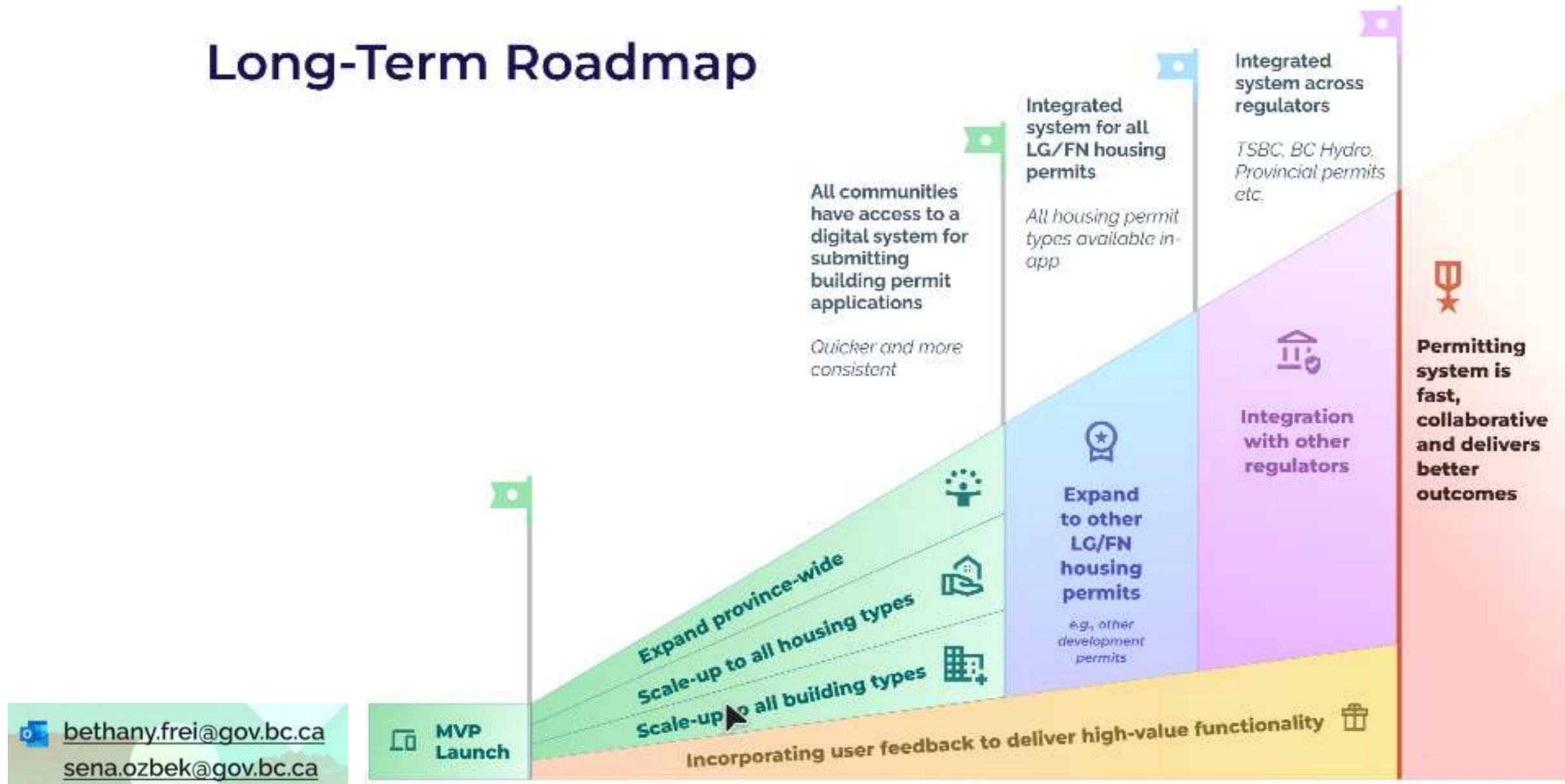
- Town of Qualicum Beach
- BC Land Summit Conference Presentation
- Presentations and workshops with development and planning community

Centre for Planning & Development is being created at VIU to continue this work and more



Provincial Digital Approvals System

Long-Term Roadmap



THANK YOU!



MARK@WESTPLANCONSULTING.CA

TEUNESHA@WESTPLANCONSULTING.CA