



**REGULAR MEETING OF COUNCIL  
Tuesday, November 27, 2018 @ 7:30 PM  
George Fraser Room, Ucluelet Community Centre,  
500 Matterson Drive, Ucluelet**

**AGENDA**

|   | Page   |
|---|--------|
| 1. CALL TO ORDER  |        |
| 2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY   |        |
| 2.1. Council would like to acknowledge the Yuułu?it?ath First Nations on whose traditional territories the District of Ucluelet operates. |        |
| 3. ADDITIONS TO AGENDA  |        |
| 4. APPROVAL OF AGENDA   |        |
| 5. ADOPTION OF MINUTES  |        |
| 5.1. November 13, 2018 Regular Minutes  | 5 - 12 |
| <a href="#">2018-11-13 Regular Minutes</a>  |        |
| 6. UNFINISHED BUSINESS  |        |
| 7. MAYOR'S ANNOUNCEMENTS  |        |
| 8. PUBLIC INPUT, DELEGATIONS & PETITIONS  |        |
| 8.1 Public Input  |        |
| 8.2 Delegations   |        |
| • Rebecca Hurwitz and Faye Missar, Clayoquot Biosphere Trust  | 13     |
| Re: Vital Signs 2018 Research   |        |
| <a href="#">D-1 CBT Delegation Form</a>   |        |
| • Denise Stys-Norman, Tourism Ucluelet  | 15     |
| Re: Tourism Ucluelet's Annual Tactical Plan   |        |
| <a href="#">D-2 TU Delegation Form</a>  |        |
| 9. CORRESPONDENCE   |        |
| 9.1. Congratulations Letter   | 17     |
| Hon. John Horgan  |        |
| <a href="#">C-1 Premier's Correspondence</a>  |        |
| 9.2. Congratulations Letter   | 19     |
| MP Gord Johns   |        |
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| 9.3. Congratulations Letter   | 21     |

Chief Superintendent Sean Sullivan

[C-3 RCMP Correspondence](#)

|       |  |         |
|-------|--|---------|
| 9.4.  | Congratulations Letter<br>Paul Hasselback, Medical Health Officer<br><a href="#">C-4 Island Health Correspondence</a>  | 23      |
| 9.5.  | Congratulations Letter<br>Reverend Gary Gordon<br><a href="#">C-5 Catholic Diocese of Victoria Correspondence</a>  | 25      |
| 9.6.  | Open House Invitation<br>Alberni Community and Women's Services Society<br><a href="#">C-6 ACAWS Invitation</a>  | 27      |
| 9.7.  | Disc Golf Request<br>Myles Morrison<br><a href="#">C-9 Myles Morrison Correspondence</a>   | 29      |
| 10.   | INFORMATION ITEMS  |         |
| 10.1. | Upscheek Tashii Trail Update<br>Helen Davis, Field Unit Superintendent - Parks Canada<br><a href="#">I-1 Parks Canada News Release</a>   | 31 - 32 |
| 10.2. | Pacific Rim Whale Festival Press Release<br>Pacific Rim Whale Festival<br><a href="#">I-2 PRWF Notice</a>  | 33 - 34 |
| 10.3. | Hwy 4 - Kennedy Hill Traffic Interruptions<br>Emil Anderson Construction (EAC) Inc.<br><a href="#">I-3 HWY 4 Update</a>  | 35 - 36 |
| 11.   | COUNCIL COMMITTEE REPORTS  |         |
| 11.1  | Councillor Rachelle Cole<br><i>Deputy Mayor October - December 2019</i> <ul style="list-style-type: none"> <li>• Clayoquot Biosphere Trust Society (Alternate)</li> <li>• Coastal Family Resource Coalition</li> <li>• Sea View Seniors Housing Society</li> <li>• Westcoast Community Resources Society</li> <li>• Ucluelet Volunteer Fire Brigade</li> </ul> => <i>Other Reports</i> |         |
| 11.2  | Councillor Jennifer Hoar<br><i>Deputy Mayor July - September 2019</i> <ul style="list-style-type: none"> <li>• Vancouver Island Regional Library Board (Alternate)</li> <li>• Aquarium Board</li> <li>• Central West Coast Forest Society</li> <li>• Ucluelet &amp; Area Historical Society</li> </ul>   |         |

- Wild Pacific Trail Society

=> *Other Reports*

11.3 Councillor Lara Kemp  
*Deputy Mayor April - June 2019*

- Recreation Commission
- Education Liaison - PACs
- Pacific Rim Whale Festival Society
- Tourism Ucluelet
- Ucluelet & Area Child Care Society

=> *Other Reports*

11.4 Councillor Marilyn McEwen  
*Deputy Mayor November 2018 - March 2019*

- Alberni-Clayoquot Regional District Board - Alternate
- Harbour Advisory Commission
- Vancouver Island Regional Library Board
- Food Bank on the Edge
- Pacific Rim Arts Society
- West Coast Multiplex Society

=> *Other Reports*

11.5 Mayor Mayco Noël

- Alberni-Clayoquot Regional District Board
- Airport Committee
- Ucluelet Health Centre Working Group
- West Coast Committee
- Barkley Community Forest
- Coastal Community Network
- DFO Fisheries Committees for Groundfish & Hake
- Groundfish Development Authority
- Regional Fisheries Committee
- Ucluelet Chamber of Commerce

=> *Other Reports*

12. REPORTS

|       |   |           |
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| 12.1. | Resolution Tracking<br><i>Marlene Lagoa, Deputy Municipal Clerk</i><br><a href="#">R-1 Resolution Tracking Report Oct 2018</a>  | 37 - 42   |
| 12.2. | 2019 Council Calendar Discussion<br><i>Marlene Lagoa, Deputy Municipal Clerk</i><br><a href="#">R-2 2019 Council Calendar Discussion</a>  | 43 - 46   |
| 12.3. | Appointment of Financial Officer and Tax Collector<br><i>Marlene Lagoa, Deputy Municipal Clerk</i><br><a href="#">R-3 Appointment of Financial Officer and Tax Collector</a>  | 47        |
| 12.4. | Grants in Aid Policy Report<br><i>Donna Monteith, Director of Finance</i><br><a href="#">R-4 Grants in Aid Report</a>   | 49 - 53   |
| 12.5. | Online Accommodation Platform (OAP) Revenues<br><i>Mark Boysen, Chief Administrative Officer</i><br><a href="#">R-5 Online Accommodation Platform (OAP) Revenues</a>  | 55 - 73   |
| 12.6. | Development Permit; 257 Boardwalk Boulevard<br><i>John Towgood, Planner 1</i><br><a href="#">R-6 DP18-11 257 Boardwalk BLVD DP Report 2018 Nov 27</a>   | 75 - 105  |
| 12.7. | Development Permit; 225 Boardwalk Boulevard<br><i>John Towgood, Planner 1</i><br><a href="#">R-7 DP18-12 255 Boardwalk BLVD DP Report 2018 Nov 27</a>   | 107 - 124 |
| 13.   | LEGISLATION   |           |
| 13.1. | Council Remuneration Bylaw<br><i>Marlene Lagoa, Deputy Municipal Clerk</i><br><a href="#">L-1 Council Remuneration Report</a><br><a href="#">L-2 Bylaw No. 1226, 2017</a>   | 125 - 138 |
| 13.2. | Single-Use Shopping Bag Bylaw<br><i>Marlene Lagoa, Deputy Municipal Clerk</i><br><a href="#">L-3 Report Single Use Plastic Bag Report</a>   | 139 - 161 |
| 13.3. | Adoption of Zoning Amendment Bylaw No. 1225, 2018, and Approval of DVP18-02 and DP18-03 for the Development of a Mixed Commercial/Multi-Family Building at 590 Marine Drive (The Wave)<br><i>John Towgood, Planner 1</i><br><a href="#">L-4 Lot B the Wave RZ17-07 Report</a><br><a href="#">L-5 Bylaw No. 1225, 2018</a> | 163 - 216 |
| 13.4. | Kennedy Lake Water Supply Loan Authorization<br><i>Mark Boysen, Chief Administrative Officer</i><br><a href="#">L-6 Kennedy Lake Report</a><br><a href="#">L-7 Bylaw No. 1240, 2018</a>   | 217 - 220 |
| 14.   | OTHER BUSINESS  |           |
| 15.   | QUESTION PERIOD   |           |
| 16.   | ADJOURNMENT   |           |

**DISTRICT OF UCLUELET**  
**MINUTES OF THE REGULAR COUNCIL MEETING**  
**HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE**  
**Tuesday, November 13, 2018 at 7:30 PM**

Present:      **Chair:**           Mayor St. Jacques  
                  **Council:**       Councillors McEwen, Mole, Noel, and Oliwa  
                  **Staff:**           Mark Boysen, Chief Administrative Officer  
                          Marlene Lagoa, Deputy Municipal Clerk  
                          Warren Cannon, Superintendent of Public Works

Regrets:

**1. CALL TO ORDER**

**1.1 Mayor Noël called the meeting to order at 7:30 PM.**

**2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY**

**2.1 Council acknowledged the Yuułu?iŋ?ath First Nations on whose traditional territories the District of Ucluelet operates.**

**3. ADDITIONS TO AGENDA**

**3.1 There were no additions to the agenda.**

**4. APPROVAL OF AGENDA**

**4.1 November 13, 2018 Regular Agenda**

2017-001           **It was moved by Councillor McEwen and seconded by Councillor Cole**  
                          ***THAT Council approve the November 13, 2018 agenda as presented.***

**CARRIED.**

**5. ADOPTION OF MINUTES**

**5.1 October 9, 2018 Regular Minutes**

2017-002           **It was moved by Councillor McEwen and seconded by Councillor Kemps**  
                          ***THAT Council approve the October 9, 2018 minutes as presented.***

**CARRIED.**

**6. UNFINISHED BUSINESS**

**6.1 There was no unfinished business.**

**7. MAYOR'S ANNOUNCEMENTS**

**7.1       • Remembrance Day community event.**

- **Public Works crew completed paving in community.**

## **8. PUBLIC INPUT, DELEGATIONS & PETITIONS**

**8.1 There was none.**

## **9. CORRESPONDENCE**

**9.1 Letter from Minister Mark Re: UBCM  
Ministry of Advanced Education, Skills and Training**

**9.2 Letter from Minister Robinson Re: UBCM  
Ministry of Municipal Affairs and Housing**

**9.3 Follow-up Letter from Minister Robinson Re: UBCM  
Ministry of Municipal Affairs and Housing**

- CAO Mark Boysen shared he sent questions to Mr. Grant via email and is waiting to hear back.

**9.4 Letter from Minister Farnworth Re: UBCM  
Ministry of Public Safety and Solicitor General**

2017-003

**It was moved by Councillor McEwen and seconded by Councillor Cole  
THAT COUNCIL direct staff to arrange an evening meeting between Council  
and Sergeant Steve Mancini to get an update on RCMP activities.**

**CARRIED.**

**9.5 Letter from Minister Chen Re: UBCM  
Ministry of Children and Family Development**

**9.6 Letter from Minister Beare Re: UBCM  
Ministry of Tourism, Arts and Culture**

- CAO Mark Boysen answered questions from Council on the RMI program and next steps.

**9.7 Reply from Minister Wilkinson Re: Proposed Recovery for the  
Northern and Southern Resident Killer Whales  
Ministry of Fisheries, Oceans and the Canadian Coast Guard**

- Council discussed and noted that a conclusion from DFO will be coming on December 3rd
- Mayor Noël stated that he had a meeting with Tofino Mayor Josie Osbourne and MP Gord Johns. There is a working meeting coming up in town within the next few weeks.

**9.8 Letter to Minister Wilkinson from Chair Jack Re: Proposed  
Recovery Strategy for Northern and Southern Resident Killer  
Whales  
Alberni-Clayoquot Regional District**

**9.9 Letter from Attorney General Eby Re: Licenses for the Retail Sale of Non-medical Cannabis  
Ministry of Attorney General**

**9.10 Nominations for Electoral Area Representative, LGLA Sessions in February  
The Association of Vancouver Island and Coastal Communities**

2017-004           **It was moved by Councillor McEwen and seconded by Councillor Hoar**  
*THAT as many Councillors that are able, attend the LGLA Sessions in February in Parksville.*

CARRIED.

**9.11 Child Care Planning Project Request for Support  
Alberni-Clayoquot Regional District**

2017-005           **It was moved by Councillor McEwen and seconded by Councillor Hoar**  
*THAT Council support the Alberni-Clayoquot Regional District's application to the provincial Community Child Care Planning Program for funding to undertake child care planning activities and develop a 'community child care space creation action plan' for the region's communities.*

CARRIED.

**9.12 Surf Advocacy in Ucluelet and the Pacific Rim National Park  
Nick Haisch, Surf Junction Campground**

- Mayor Noël provided some background on the surf group's activities.

**9.13 Congratulations and Offer to Provide Industry Briefing to Council  
BC Council of Forest Industries**

2017-006           **It was moved by Councillor McEwen and seconded by Councillor Cole**  
*THAT Council invite the BC Council of Forest Industries to make a presentation to council.*

CARRIED.

**9.14 Congratulations and Offer of Educational Opportunities  
Housing Central**

- Council discussion noted that the webinar on affordable housing is going to be available in December and that it would be interesting to have someone from Council or staff attend the half day forum in the spring.

**9.15 Congratulations to Mayor and Council  
North Island College**

**9.16 Congratulations to Mayor and Council  
BC Assessment**

**10. INFORMATION ITEMS****10.1 West Coast Seniors Hub 2018 Fall Forum - Event Summary & Recommendations  
Westcoast Community Resources Society**

2017-007            **It was moved by Councillor McEwen and seconded by Councillor Kemps**  
*THAT Council direct staff to send a thank you letter to Ursula Banke for her work on the West Coast Seniors Hub – Fall Forum.*

CARRIED.

**10.2 2018 Annual Report  
West Coast Community Resources Society****10.3 Hwy 4 Kennedy Hill Safety Improvements Traffic Interruptions Update  
Emil Anderson Construction (EAC) Inc.****11. COUNCIL COMMITTEE REPORTS**

11.1 Councillor Rachelle Cole  
*Deputy Mayor October - December 2019*

**Sea View Seniors Housing Society**

- Attended AGM.

**Westcoast Community Resources Society**

- Attended AGM.

11.2 Councillor Jennifer Hoar  
*Deputy Mayor July - September 2019*

**=> There were no reports from Councillor Hoar.**

11.3 Councillor Lara Kemps  
*Deputy Mayor April - June 2019*

**Tourism Ucluelet**

- Attended meeting last week and provided an update on recent activities.

11.4 Councillor Marilyn McEwen  
*Deputy Mayor November 2018 - March 2019*

**Harbour Advisory Commission**

- Attended November 8th meeting.
- Manager of Community Planning presented the draft OCP.
- Ucluelet has been selected to host the HAABC annual seminar from Feb 11- 14 at the Ucluelet Community Centre.

**=> Other Reports**

Wild Pacific Trail Society

- Attended November 7th meeting and provided an update on recent activities.

11.5 Mayor Mayco Noël

**Alberni-Clayoquot Regional District Board**

- Attended three orientations with the ACRD
- First official Board meeting is tomorrow.

**Barkley Community Forest**

- Mayor took the two new Ucluelet Board members to visit the Community Forest on a Sunday a few weeks ago.
- Offered to take the new Council members on a tour of the community forest as well.

**12. REPORTS**

**12.1 Quarterly Projects Update - 3rd Quarter 2018**

***Mark Boysen, Chief Administrative Officer***

2017-008 **It was moved by Councillor McEwen and seconded by Councillor Hoar**  
*THAT Council approve recommendation 1 of report item, "Quarterly Projects Update - 3rd Quarter 2018" which states:*

1. *THAT Council receives this 2018 Q3 update on the progress of budgeted Staff projects.*

CARRIED.

2017-009 **It was moved by Councillor McEwen and seconded by Councillor Cole**  
*THAT Council direct staff to include the funding source for each budget item in the quarterly reports beginning in 2019.*

CARRIED.

**12.2 Cheque Listing - October 2018**

***Marlene Lagoa, Deputy Municipal Clerk***

- Council asked questions of staff regarding the redaction of information and for further background on some cheques.

- Abby Fortune, Director of Parks and Recreation, provided an update on the St. Jacques project.

2017-010

**It was moved by Councillor Cole and seconded by Councillor Kemps**

*THAT Council approve recommendation 1 of report item, "Cheque Listing - October 2018" which states:*

1. *THAT Council receive the District of Ucluelet's October 2018 Cheque Listing for information.*

CARRIED.

### 12.3 2018 Election Report

**Marlene Lagoa, Deputy Municipal Clerk / Chief Elections Officer**

2017-011

**It was moved by Councillor Cole and seconded by Councillor Kemps**

*THAT Council approve recommendation 1 of report item, "2018 Election Report" which states:*

1. *THAT Council receive the 2018 Election Report for information.*

CARRIED.

### 12.4 Clean Water and Waste Fund (Green Infrastructure Environmental Quality Program)

**Mark Boysen, Chief Administrative Officer**

- CAO Mark Boysen presented an overview of the proposed Kennedy Lake water project.
- Council discussion ensued on letters of support and notifying neighbouring communities.
- CAO Mark Boysen answered questions from Council on the project's past and future budget.
- Council discussion noted that an environmental assessment will need to be conducted at Kennedy Lake as well as there being a need to continue looking at other options.

2017-012

**It was moved by Councillor Cole and seconded by Councillor Kemps**

*THAT Council approve recommendation 2 or report item, "Kennedy Lake Clean Water and Waste Fund Application", which states:*

2. *THAT Council request staff bring forward a report to consider a loan authorization for 2019 that would provide future funding for a Kennedy Lake Water Treatment System.*

CARRIED.

## 13. LEGISLATION

### 13.1 Application to Amend Zoning Bylaw No. 1160, 2013 (1672 Cedar Road)

**John Towgood, Planner 1**

- Bruce Greig, Manager of Community Planning, presented an

overview of the development application to rezone 1672 Cedar Road to permit a live/work space on the ground level.

2017-013

**It was moved by Councillor McEwen and seconded by Councillor Hoar THAT Council approve recommendation 1 of legislation item, "Application to Amend Zoning Bylaw No. 1160, 2013 (1672 Cedar Road), which states:**

1. *THAT District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1239, 2018 be given first and second reading and advanced to a public hearing.*

CARRIED.

#### 14. OTHER BUSINESS

##### 14.1 Mayor Noël

- Asked about the District being reimbursed from Canadian Crane for the fuel spill in Kennedy Lake last year. CAO Mark Boysen has sent a follow-up email and his understanding is that compensation will be going through the ICBC claim.
- Shared he would like have Council Meetings recorded in the near future and is open to options.

#### 15. QUESTION PERIOD

15.1 There were no questions.

#### 16. CLOSED SESSION

##### 16.1 *Procedural Motion to Move In-Camera:*

- Mayor Noël suspended the regular meeting at 8:50 PM and moved in-camera at 8:54 PM.

2017-014

**It was moved by Councillor Kemps and seconded by Councillor McEwen THAT the meeting be closed to the public in order to address agenda items under Section 90(1)(e) of the Community Charter.**

CARRIED.

#### 17. ADJOURNMENT

**17.1 Mayor Noël adjourned the in-camera meeting at 9:32 PM and resumed the regular meeting.**

**Mayor Noël adjourned the regular meeting at 9:32 PM.**

**CERTIFIED CORRECT:** Minutes of the Regular Council Meeting

held on Tuesday, November 13, 2018 at 7:30 pm in the George Fraser Room, Ucluelet Community Centre, 500 Matterson Road, Ucluelet, BC.

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Mayco Noël  
Mayor

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Mark Boysen  
CAO



## 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 11:00 a.m. the Wednesday preceding the subsequent 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 by 7:20 p.m. 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 St. Jacques.

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

Requested Council Meeting Date: Nov 27 or Dec 11

Organization Name: Clayoquot Biosphere Trust

Name of person(s) to make presentation: Rebecca Hurwitz and Faye Missar

Topic: Vital Signs 2018 Research Report Presentation

Purpose of Presentation:

Information only

Requesting a letter of support

Other (provide details below)

Please describe:

Vital Signs is a biennial report by the Clayoquot Biosphere Trust that brings together social, cultural, economic, and environmental information to tell a story about the Clayoquot Sound Biosphere Region and measures the vitality of our communities. The CBT is committed to a long-term monitoring program for the region and our communities. The information in Vital Signs tells the story of regional health through regular reporting and will help us:

increase public awareness and inform residents for better decision-making  
 identify regional priorities for local governments  
 identify areas of success and achievement, information gaps and research priorities

Contact person (if different from above): Colin Robinson

Telephone Number and Email: 250 725 2219 colin@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.





## DISTRICT OF UCLUELET

### Request to Appear as a Delegation

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Requested Council Meeting Date: November 27, 2018

Organization Name: Tourism Ucluelet

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

Topic: Tourism Ucluelet's Annual Tactical Plan

Purpose of Presentation:  Information only  
 Requesting a letter of support  
 Other (provide details below)

Please describe:

To provide an annual update to Council on Tourism Ucluelet's Tactical Plan. Tourism Ucluelet's Tactical Plan is provided in Report 12.5 of the agenda.

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

Telephone Number and Email: denise@discoverucluelet.com

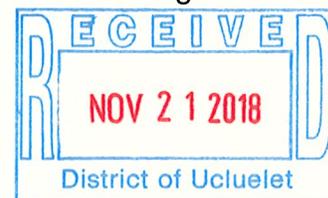
Will you be providing supporting documentation?  Yes  No

If yes, what are you providing?

Handout(s)  
 PowerPoint Presentation

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





November 13, 2018

Mayor Noel and Councillors  
District of Ucluelet  
PO Box 999  
Ucluelet, BC V0R 3A0

Dear Mayor Noel and Councillors:

I would like to congratulate you all for being elected to serve the District of Ucluelet.

Serving in public office is both a great honour and an important responsibility, and your success in the 2018 election is a testament to your hard work and dedication to your community. I have every confidence that you will be effective voices for your constituents in the months and years ahead. Local representatives are vital to the growth and well-being of our province as a whole, and I look forward to working collaboratively with the District of Ucluelet as we strive to make life better for all British Columbians.

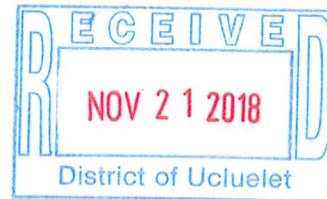
Congratulations, once again, and best wishes for your time in public office.

Sincerely,

A handwritten signature in blue ink that reads 'John J. Horgan'.

John Horgan  
Premier





HOUSE OF COMMONS  
CHAMBRE DES COMMUNES  
CANADA

*Ottawa*

Room 524  
Confederation Building  
Ottawa, Ontario  
K1A 0A6  
Tel.: 613-992-0903  
Fax.: 613-992-0913

*Parksville*

Main Community Office  
1209 East Island Hwy,  
Suite 12  
Parksville, BC  
V9P 1R5  
Tel.: 250-947-2140  
Fax.: 250-947-2144



*Gord Johns*

Member of Parliament  
Courtenay—Alberni

Gord.Johns@parl.gc.ca  
<http://gordjohns.ca/>

*Port Alberni*

Satellite Community Office  
Open Tuesdays  
2533 Port Alberni Hwy  
Port Alberni, BC  
V9Y 8P2  
Tel: 1-844-620-9924

*Courtenay*

Satellite Community Office  
Open Wednesdays  
437 5th Street  
Courtenay, BC  
V9N 1J7  
Tel: 1-844-620-9924

November 15, 2018

Dear Mayor and Council,

It is my great pleasure to congratulate you on your election by the voters of Ucluelet on October 19, 2018.

Having previously served in local government, I can attest to the immense gratification and sense of accomplishment that you will feel as you work together as a Council and with your partners in the community, in the private sector, and with First Nations and other levels of government.

Once developed, I look forward to reviewing your strategic plan and meeting with you at an opportune time.

Please don't hesitate to contact me at any time on any matter of mutual concern to our constituents.

Best wishes for a successful term in office.

Yours Truly,

Gord Johns, MP Courtenay-Alberni





Royal Canadian  
Mounted Police

Gendarmerie royale  
du Canada

Chief Superintendent Sean Sullivan  
District Commander  
Island District RCMP  
2881 Nanaimo Street,  
Victoria, B.C. V8T 4Z8

November 13, 2018

District of Ucluelet Mayor Mayco J. Noel  
PO Box 999  
Ucluelet, BC V0R 3A0

Dear Mr. Mayco J. Noel:

It is my pleasure to congratulate you on your recent appointment as the Mayor for Ucluelet. On behalf of the Vancouver Island RCMP I would like to welcome you to your new role.

The Island District RCMP is focused on three main BC RCMP Provincial Priorities for 2018-2020; enhanced public safety, accountability and good governance, and organizational excellence.

The Ucluelet Detachment Commander is Sergeant Steven Mancini. If he has not already connected with you, he will be in touch soon to discuss strategies to advance your local priorities. Sergeant Steven Mancini will also be able to educate your new elected officials on the Provincial Police Service Agreement that is in place.

I look forward to travelling to your area soon to meet in person. This provides us the opportunity to ensure we are meeting our contractual obligations.

We look forward to working with you in the near future and wish you success as the new Mayor of Ucluelet. Thank you for your service and support to the community and constituents you represent.

Congratulations on your appointment.

Yours sincerely,

A handwritten signature in blue ink, appearing to be "S Sullivan".

Sean Sullivan  
Chief Superintendent  
District Commander  
Vancouver Island RCMP

cc Ucluelet Detachment, Sergeant Steven Mancini



Excellent care, for everyone,  
everywhere, every time.



Mayor and council of Ucluelet  
Chair and Directors

**Re: Appointment to Office**

Congratulations on your recent election

As your Medical Health Officer I look forward to working with you during your term in office and discussing health issues of residents living in and around the community. Please feel free contact me with any public health issues or questions you may have.

Current shared public health issues include and are not limited to:

- Cannabis legalization
- Overdose crisis
- Homelessness and housing insecurity
- Health impact assessments
- Healthy built environment
- Injury prevention through design
- Clean air protection from pollutants, wood smoke, tobacco, cannabis and vaping
- Drinking and recreational water quality
- Age friendly communities for children and older persons
- Transportation planning

I will look forward to meeting with Mayor and council/chair and directors in the upcoming months to provide an overview of the role of the MHO, the current health status of the community, and the areas where our work overlaps.

Yours in Health,



Medical Health Officer

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**Medical Health Officer**

Located at: 3<sup>rd</sup> Floor 6475 Metral Drive | Nanaimo, BC V9T 2L9

Tel: 250.739.6304 | Fax: 250.755.3372

[viha.ca](http://viha.ca)





Catholic Diocese of Victoria  
Office of the Bishop

1-4044 Nelthorpe Street, Victoria, BC V8X 2A1 - Tel: 250-479-1331 - Fax: 250-479-5423 - Web: rcdvictoria.org

October 30, 2018

Honourable Mayco Noel  
Mayor of Ucluelet  
1302 Victoria Road  
Ucluelet, BC V0R 3A0

Dear Mayor Noel,

On behalf of the Diocese of Victoria, I wish to take this opportunity to congratulate you on your election as Mayor of Ucluelet. The Pastors and Catholic faithful in the Diocese, which includes 98,000 people living and working on Vancouver Island and the surrounding islands, welcome our combined efforts to engage in respectful dialogue and mutual collaboration.

Please be assured of my personal prayers for your work and leadership in your community as you fulfill your civic responsibilities.

In Communion,

Most Reverend Gary Gordon  
Bishop of Victoria



+GG/ro

O:\1. BISHOP\BISHOP'S FOLDERS\BISHOP'S CORRESPONDENCE\2018 Correspondence +G. Gordon\Congratulations\Ltr of  
Congrats to Mayors October 30 2018.docx

Congratulations Letter Reverend Gary Gordon



**Subject:** ACAWS Open House

**From:** Carol Hanson

**Subject:** ACAWS Open House

**Date:** November 20, 2018 at 11:32:54 AM PST



*Carol Hanson*

Administration/Reception  
Alberni Community and Women's Services Society



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**Subject:** Disc Golf 3rd request

**From:** Myles Morrison

**Sent:** November-13-18 11:32 PM

**Subject:** Disc Golf 3rd request

Dear Mayor, Council and Rec Commission,

Please set up a disc golf course in Ucluelet. Disc golf (or frisbee golf) is the fastest growing sport in the world. Ball golf rules apply but instead of a hole you throw into a basket. It is played at all levels of skill and by all ages. It is inexpensive to set up and maintain.

The Bowen Road Course in Nanaimo hosts international competitions. It has forward tees and back tees, course markers and 18 standard chain link baskets.

The Port Alberni, Campbell River and Comox courses go in and out of the woods and have a single tee and baskets.

I can show you my putters, mid-range, drivers and glow-in-the-dark discs at your convenience. Disc golf courses are set up like ball golf courses with 18 holes but in feet instead of yards. I would be glad to help out and or consult.

Thank you for entertaining this request,

Myles Morrison



**Subject:** News Release about the Upscheek Tashii

**From:** "Davies, Helen (PC)

**Subject:** News Release about the Upscheek Tashii

**Date:** November 14, 2018 at 10:06:46 AM PST

Please find below, a link to the News Release about the additional investment in the Upscheek Tashii. As well, if your team would like to meet with the Project Manager, Jackie Hicks, please feel free to have them reach out to Jackie directly via e-mail. She can be reached at [Jackie.hicks@canada.ca](mailto:Jackie.hicks@canada.ca)

<https://www.canada.ca/en/parks-canada/news/2018/11/parks-canada-makes-additional-investment-in-apschiik-tasii-multi-use-trail-in-pacific-rim-national-park-reserve-to-protect-the-environment-and-cultu.html>

NEWS RELEASE - November 14, 2018  
Agency

Ucluelet, British Columbia

Parks Canada

Canadians love nature. The diversity of stunning natural landscapes across our country are preserved and protected by Parks Canada. Our Parks allow us to touch nature in new ways, to see amazing wildlife and stunning vistas, and to understand the natural wonder of our country more deeply. By expanding the trails through Pacific Rim National Park Reserve, Parks Canada will allow more Canadians to experience the beauty of Vancouver Island.

ʔapsčiiik ʔašii (pronounced ups-cheek ta-shee) is a new 25 km multi-use trail located in the traditional territories of the Tla-o-qui-aht First Nation and Yuułuʔiłʔatḥ. The trail has long been wished for by local communities and visitors to the park. It will span the length of the park reserve's Long Beach Unit, as an accessible trail, and it will offer pedestrians and cyclists an alternative to motorized transport.

As stewards of the land, Parks Canada is responsible for ensuring the work on any project supports its obligations to local communities, environment, and cultural heritage. The trail is in the final stages of design and building will begin in the spring. Once complete, ʔapsčiiik ʔašii will offer visitors a safe, sustainable, and accessible trail, all while protecting the ecologically and culturally sensitive environment found in the park reserve.

As part of the project, Parks Canada conducted a number of environmental, engineering, archaeological, and traditional-use studies in order to adapt the trail design to protect sensitive features. Along the route, archeological sites were identified by Indigenous knowledge holders and species-at-risk habitats were identified, leading to redesigns as the trail has developed. As work progresses on ʔapsčiiik ʔašii, Parks Canada continues to gain valuable knowledge about the ecology, cultural heritage, and topography of this area.

Approximately \$17 million in additional funding is being invested in ʔapsčiiik ʔašii to allow for these important changes which will strengthen environmental and cultural protection. This project is moving forward in partnership with the Tla-o-qui-aht First Nation and Yuułuʔiłʔatḥ. Parks Canada is working with both First Nations to identify potential economic benefits, and is working to involve local Indigenous communities in the project. Parks Canada is committed to developing a system of national

heritage places that recognizes the role of Indigenous peoples in Canada and their traditional use of these special places.

Best, Helen.

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Helen Davies  
Field Unit Superintendent | Directrice de l'unité de gestion  
Coastal British Columbia Field Unit | Unité de gestion, Côte de la Colombie-Britannique  
Parks Canada | Parcs Canada  
2220 Harbour Road, Sidney, B.C. V8L 2P6 | 2220, rue Harbour, Sidney C.-B. V8L 2P6

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**Subject:** Pacific Rim Whale Festival - Press Release

**From:** Bolduc, Crystal (PC)

**Sent:** November-16-18 2:23 PM

**Subject:** Pacific Rim Whale Festival - Press Release

## The Pacific Rim Whale Festival is on the Endangered Species List.



**FOR IMMEDIATE RELEASE**

November 15, 2018

The Pacific Rim Whale Festival has produced over 32 years of successful events on the West Coast. In recent years, organizers have experienced waning local festival support, and fewer volunteers lending the time required to create and orchestrate a 16-day / 60-event festival.

The festival steering committee will be taking the next month to tap into our communities' thoughts and feelings regarding the Pacific Rim Whale Festival through a survey – please watch for it! The Ucluelet and Tofino Chambers will be

sending it out to their member businesses, and the District of Tofino and District of Ucluelet will be sending it out to their residents.

With community feedback, the festival steering committee will determine if the Pacific Rim Whale Festival has the levels of community support required to sustain the event into the future.

Thank you in advance for participating in the community survey. Please find a link to the survey here: [https://www.surveymonkey.com/r/PRWF\\_2018\\_Survey](https://www.surveymonkey.com/r/PRWF_2018_Survey) or below.

**Take me to the survey!**

Survey closes December 2, 2018.



## **Pacific Rim Whale Festival Mission Statement**

**To inspire, educate and entertain by celebrating  
our coastal traditions, unique environment and  
the spring return of the grey whale.**

PO Box 955, Ucluelet, BC V0R 3A0 [info@pacificrimwhalefestival.com](mailto:info@pacificrimwhalefestival.com)



# EMIL ANDERSON CONSTRUCTION (EAC) INC.

November 14th, 2018

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

Dear Highway 4 travelers,

Attached is a copy of the November 23, 2018 to January 2, 2019 closure schedule. You can find a copy of the schedule on our *EAC Hwy 4 Kennedy Hill Project Updates* Facebook page at [www.facebook.com/eac.bc.ca.kennedy.hill/](http://www.facebook.com/eac.bc.ca.kennedy.hill/)

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

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

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

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

Sincerely,

**EMIL ANDERSON CONSTRUCTION (EAC) INC.**

Erin Pomeroy  
EAC Project Coordinator



| Date   |              | Road Status   |
|--------|--------------|---|
| 23-Nov | Friday       | <b>NO CLOSURES.</b> Single-lane traffic.  |
| 24-Nov | Saturday     |   |
| 25-Nov | Sunday       |   |
| 26-Nov | Monday       |   |
| 27-Nov | Tuesday      | <p>Road Closed between the following times:<br/>                     -1AM to 4AM<br/>                     -5AM to 7AM<br/>                     -12PM to 1PM<br/>                     -4PM to 5PM<br/>                     -10PM to 12AM except on Fridays</p> <p>Expect up to 30-minute delays at all other times, day and night.</p> <p>** Wednesday – No 12PM to 1PM and 4PM to 5PM closure</p> <div style="text-align: center;">  Find us on<br/> <b>Facebook</b><br/> <a href="https://www.facebook.com/eac.bc.ca.kennedy.hill">@eac.bc.ca.kennedy.hill</a> </div> |
| 28-Nov | Wednesday    |   |
| 29-Nov | Thursday     |   |
| 30-Nov | Friday       |   |
| 1-Dec  | Saturday     |   |
| 2-Dec  | Sunday       |   |
| 3-Dec  | Monday       |   |
| 4-Dec  | Tuesday      |   |
| 5-Dec  | Wednesday    |   |
| 6-Dec  | Thursday     |   |
| 7-Dec  | Friday       |   |
| 8-Dec  | Saturday     |   |
| 9-Dec  | Sunday       |   |
| 10-Dec | Monday       |   |
| 11-Dec | Tuesday      |   |
| 12-Dec | Wednesday ** |   |

There will be **NO CLOSURES** between the following dates:  
 7:00am **Wednesday, December 12th, 2018** until 12:00pm **January 2nd, 2019**



## STAFF REPORT TO COUNCIL

Council Meeting: NOVEMBER 27, 2018  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** MARLENE LAGOA, DEPUTY MUNICIPAL CLERK

**FILE NO:** 0550-20

**SUBJECT:** RESOLUTION TRACKING – OCTOBER 2018

**REPORT NO:** 18-111

**ATTACHMENT(S):** APPENDIX A – RESOLUTION TRACKING (OCTOBER 2018)

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

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

### **PURPOSE:**

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

### **BACKGROUND:**

The resolution follow-up status categories are:

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

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

### **OPTIONS REVIEW:**

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

**Respectfully submitted:** Marlene Lagoa, Deputy Municipal Clerk  
Mark Boysen, Chief Administrative Officer

| Meeting                       | Agenda Item # | Meeting Item Description  | Resolution Text  | Description   | Staff Responsible            | Follow-Up Status                         |
|-------------------------------|---------------|---|--|---|------------------------------|--|
| Regular Council - 14 Nov 2017 | 11.3          | Peninsula Road Crosswalks John Towgood, Planner 1   | THAT Council approve recommendation 1 of report item, "Peninsula Road Crosswalks" which states: THAT Council endorse, and communicate to the businesses in the vicinity, two new Ministry of Transportation and Infrastructure constructed crosswalks on Peninsula Road as per the locations and details within the body of this report. | Communicate to the businesses in the vicinity once more details are available.          | John Towgood                 | In Progress<br><i>under construction</i> |
| Regular Council - 27 Feb 2018 | 12.7          | BYLAW - Bylaw No. 1225, 2018<br><i>The Wave mixed commercial/ multi-family building (590 Marine Dr)</i>       | THAT Zoning Amendment Bylaw No. 1225, 2018 be given third reading.   | Bring back Bylaw for Adoption.<br><i>After applicant provides restrictive covenant.</i> | Bruce Greig                  | Complete<br><i>Nov 27 Council</i>        |
| Regular Council - 08 May 2018 | 8.2           | Lilly Woodbury & Laura Griffich-Chochrane, Surfrider Pacific Rim & Ucluelet Aquarium Re: Ban the Bag Campaign | THAT Council refer the City of Victoria's Plastic Bag Bylaw to staff for review and to report back to Council on what would be appropriate for Ucluelet.   | Report back to Council  | Mark Boysen<br>Marlene Lagoa | Complete<br><i>Nov 27 Council</i>        |
| Regular Council - 26 Jun 2018 | 12.7          | Development Permit Amendment For DP17-06 (1672 Cedar Road) John Towgood, Planner 1                            | THAT Council approve recommendation 1 of report item, "Development Permit Amendment for DP17-06 (1672 Cedar Road)" which states: THAT Council approve the amendment of Development Permit DP17-06 to allow the changes to the building form as described in the staff report dated June 26, 2018.  | Amend DP17-06.  | John Towgood                 | In Progress                              |
| Regular Council - 25 Sep 2018 | 8.1.          | Space for Primary Care Services Reply Ministry of Health  | THAT Council invite Minister Adrian Dix and MLA Scott Fraser to visit and be made fully aware of the health centre being proposed for Ucluelet and the advantages being west coast community.  | Draft Letter for Mayor.   | Darcey Bouvier               | Assigned                                 |
| Regular Council - 25 Sep 2018 | 8.3.          | Request for Special Dispensation within the Ucluelet Cemetery April Gutensohn & Family                        | THAT Council approve a special dispensation for a boarder around the cremation plot for the late Paul Charles Gutensohn.   | To communicate with April Gutensohn.  | Lyvi Rivera                  | Complete                                 |

| Meeting                       | Agenda Item # | Meeting Item Description   | Resolution Text  | Description                            | Staff Responsible | Follow-Up Status |
|-------------------------------|---------------|--|--|--|-------------------|------------------|
| Regular Council - 25 Sep 2018 | 9.5.          | Let's Talk OPP: Legislative Amendment Discussion Paper Transport Canada                          | THAT Council direct staff to circulate information items "Upcoming Meetings / Webinars - Proposed Amended Recovery Strategy for Northern and Southern Resident Killer Whales in Canada" and "Let's Talk OPP: Legislative Amendment Discussion Paper" for information; and THAT Council members attend the October 4, 2018 meeting on the Recovery Strategy for Northern and Southern Killer Whales in Canada at the Black Rock Resort. | Distribute Information.                | Darcey Bouvier    | Complete         |
| Regular Council - 25 Sep 2018 | 11.3.         | Lease with Ucluelet & Area Historical Society Abigail Fortune, Director of Parks & Recreation    | THAT Council approve recommendation 1 of report item, "Lease With Ucluelet & Area Historical Society", which states: THAT Council enter into a lease agreement with the Ucluelet and Area Historical Society that is similar to their original Provincial Lease #111228 – Block A District Lot 1507, Clayoquot Land District for approximately 2.4 hectares.   | Prepare lease agreement for signature. | Abigail Fortune   | In Progress      |
| Regular Council - 25 Sep 2018 | 11.4.         | CAO Performance Review Policy Mark Boysen, Chief Administrative Officer                          | THAT Council approve recommendation 1 of report item, "CAO Performance Review Policy" which states: THAT Council adopt the proposed CAO Performance Review Policy.   | Print policy for signature.            | Darcey Bouvier    | Assigned         |
| Regular Council - 25 Sep 2018 | 11.5.         | Ucluelet Economic Development Strategy Progress Report Mark Boysen, Chief Administrative Officer | THAT Council approve the use of allocated Economic Development funds to support the following projects:<br>b. Affordable Housing Needs Assessment (\$20,000).  | Commission a housing needs assessment. | Bruce Greig       | Assigned         |

| Meeting                       | Agenda Item # | Meeting Item Description   | Resolution Text  | Description   | Staff Responsible | Follow-Up Status                  |
|-------------------------------|---------------|--|--|---|-------------------|-----------------------------------|
| Regular Council - 25 Sep 2018 | 11.5.         | Ucluelet Economic Development Strategy Progress Report Mark Boysen, Chief Administrative Officer         | THAT Council approve the use of allocated Economic Development funds to support the following projects: a. Ucluelet Economic Development Web Tools Project (\$10,000). | Work with Chamber on Web Tools development project. | Mark Boysen       | In Progress                       |
| Regular Council - 25 Sep 2018 | 11.6.         | Grants In Aid Policy Report Barbara Millar, Manager of Finance   | THAT Council refer the Grants in Aid Policy to the new Council post-election for their consideration and adoption.   | Refer to the Nov. 13 Council Meeting.               | Marlene Lagoa     | Complete<br><i>Nov 27 Council</i> |
| Regular Council - 25 Sep 2018 | 12.2.         | BYLAW - District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1234, 2018                                 | THAT District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1234, 2018 be adopted.  | Process, sign, scan, file.                          | Darcey Bouvier    | Assigned                          |
| Regular Council - 09 Oct 2018 | 5.1           | August 21, 2018 Special Minutes  | THAT Council approve the August 21, 2018 Special Minutes as amended.   | Correct Minutes. Print, Sign, Scan, File, Website.  | Darcey Bouvier    | Complete                          |
| Regular Council - 09 Oct 2018 | 5.2           | September 18, 2018 Special Minutes   | THAT Council approve the September 18, 2018 Special Minutes as presented.  | Print, Sign, Scan, File, Website                    | Darcey Bouvier    | Complete                          |
| Regular Council - 09 Oct 2018 | 5.3           | September 25, 2018 Regular Minutes   | THAT Council approve the September 25, 2018 Regular Minutes as presented.  | Print, Sign, Scan, File, Website                    | Darcey Bouvier    | Complete                          |
| Regular Council - 09 Oct 2018 | 9.1           | Oceans Protection Plan Pacific Dialogue Forum Invitation Oceans Protection Plan BC                       | THAT Council direct the Chief Administrative Officer to send a representative to attend the Oceans Protection Plan Pacific Dialogue Forum on October 22.               | Send representative.                                | Mark Boysen       | Complete                          |
| Regular Council - 09 Oct 2018 | 9.2           | Oceans Protection Plan - Hazardous & Noxious Substances Oceans Protection Plan BC                        | THAT Council refer correspondence item, "Oceans Protection Plan - Hazardous & Noxious Substances" to staff for action.   | For action/input by December 21.                    | Mark Boysen       | Complete                          |
| Regular Council - 09 Oct 2018 | 9.4           | Letter from Ministry of Agriculture Re: Meeting at 2018 UBCM Convention Honourable Lana Popham, Minister | THAT Council receive correspondence item, "Letter from Ministry of Agriculture Re: Meeting at 2018 UBCM Convention" for information and forward to Tourism Ucluelet    | Forward letter to Tourism Ucluelet.                 | Darcey Bouvier    | Complete                          |

| Meeting                       | Agenda Item # | Meeting Item Description   | Resolution Text   | Description  | Staff Responsible | Follow-Up Status |
|-------------------------------|---------------|--|---|--|-------------------|------------------|
| Regular Council - 09 Oct 2018 | 9.5           | Letter from Ministry of Children and Family Development Honourable Katrine Conroy, Minister            | THAT Council receive correspondence item, "Letter from Ministry of Children and Family Development" for information and forward a copy to the Ucluelet Chamber of Commerce and Westcoast Community Resource Society.  | Forward to Ucluelet Chamber of Commerce and Westcoast Community Resources Society. | Darcey Bouvier    | Complete         |
| Regular Council - 09 Oct 2018 | 12.3          | Halloween Howl Road Closure & Community Invite Abigail Fortune, Director of Public Works               | THAT Council approve recommendation 1 and 2 of report item, "Halloween Howl Road Closure & Community Notice" which states: THAT Council authorizes the following road closures on Wednesday, October 31, 2018:<br>Matterson Road from 8:45 – 9:30 p.m. from Victoria Road to the corner of Matterson Road and Marine Drive; and Marine Drive from 7:00 p.m. – 9:00 p.m. from Marine Drive and Matterson Drive to Rainforest Drive in front of the Ucluelet Community Centre; and<br>THAT Council attend the Halloween Howl Festivities and invite the community to join them. | Host Halloween Howl  | Abigail Fortune   | Complete         |
| Regular Council - 09 Oct 2018 | 12.5          | Development Permit; 239 Boardwalk Boulevard John Towgood, Planner 1                                    | THAT Council approve recommendation 1 of report item, "Development Permit; 239 Boardwalk Boulevard" which states: THAT Council approve Development Permit DP18-09 for the construction of 21 Resort Condo units with an accessory basement storage unit on the property at 239 Boardwalk Boulevard: Lot 8 and Lot 9, Section 21, Clayoquot District Plan, VIP66186.   | Issue DP 18-09   | John Towgood      | Assigned         |
| Regular Council - 09 Oct 2018 | 13.2          | BYLAW - District of Ucluelet 2018 - 2022 Permissive Tax Exemption Bylaw Amendment Bylaw No. 1237, 2018 | THAT District of Ucluelet 2018 - 2022 Permissive Tax Exemption Bylaw Amendment Bylaw No. 1237, 2018 be adopted.   | Print, sign, scan, file Bylaw and send to BC Assessment.                           | Darcey Bouvier    | Complete         |

| Meeting                       | Agenda Item # | Meeting Item Description   | Resolution Text   | Description  | Staff Responsible | Follow-Up Status |
|-------------------------------|---------------|--|---|--|-------------------|------------------|
| Regular Council - 09 Oct 2018 | 14.1          | Letter to Department of Fisheries and Oceans, Re: Species at Risk DFO Species at Risk Letter | THAT Council refer other business item, "Letter to Department of Fisheries and Oceans, Re: Species at Risk" to Staff to complete and adding to the letter representation on the advisory committee. | Complete the letter as requested.                              | Darcey Bouvier    | Complete         |
| Regular Council - 09 Oct 2018 | 14.2          | Letter to New Minister of Fisheries and Oceans Canada, Re: Coast Guard Building              | THAT Council direct staff to write a letter to the new Minister of Fisheries and Oceans Canada on the coast guard building.   | Write a letter to the Minister of Fisheries and Oceans Canada. | Mark Boysen       | Complete         |



## STAFF REPORT TO COUNCIL

Council Meeting: NOVEMBER 27, 2018  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** MARLENE LAGOA, DEPUTY MUNICIPAL CLERK

**FILE NO:** 0530-01

**SUBJECT:** 2019 COUNCIL CALENDAR DISCUSSION

**REPORT NO:** 18-XX

**ATTACHMENT(S):** NONE

### RECOMMENDATION(S):

1. **THAT** Council direct staff to prepare a regular meeting schedule for 2019 for Council's consideration that includes:
  - A.1. Regular Council meetings on the second and fourth Tuesday of the month at 2:00 p.m.;
  - B.1. Committee of the Whole meetings on an as needed basis;
  - C.1. Harbour Authority meetings, on a quarterly basis, on the third Tuesday of the month at 2:00 p.m.; and
  - D.1. Ucluelet Economic Development Corporation meetings, on a quarterly basis, during the Regular Council meeting on the fourth week of the month.
2. **THAT** Council direct staff to update the *District of Ucluelet Council Procedures Bylaw No. 1166, 2014* to reflect the new meeting schedule.

### PURPOSE:

The purpose of this report is to present scheduling options for regular meetings of Council in 2019.

### BACKGROUND:

In accordance with s. 127 of the *Community Charter*, a Council must provide notice of the date, time and place of regularly scheduled meetings of Council. The *District of Ucluelet Council Procedures Bylaw No. 1166, 2014* (Council Procedures Bylaw) stipulates that the schedule must be prepared annually on or before January 15<sup>th</sup> and notice given on or before January 30<sup>th</sup>.

The current meeting schedule is outlined in the *Council Procedures Bylaw* as follows:

#### A. Regular Council

6.2 Council meetings commence at 7:30 p.m. and are adjourned by 10:00 p.m.

7.1 Council's Regular Meetings are held on the second and fourth Tuesday in each month, except:

- the fourth Tuesday of December;
- statutory holidays;
- within seven days of the inaugural meeting of Council; and
- during the UBCM Convention.

#### B. Committee of the Whole

28.1 Council may meet as a Committee of the Whole on an as needed basis.

28.2 Where meetings of the Committee of the Whole are regularly scheduled, a regularly scheduled meeting may be cancelled:

- by the Mayor for any reason; or
- by the Corporate Officer for a lack of agenda items.

#### C. Harbour Authority

The *Council Procedures Bylaw* does not mention or set the schedule for regular meeting of the Harbour Authority. The custom has been to schedule regular meetings of the Harbour Authority quarterly. In 2018, Harbour Authority meetings were held in the months of February, May, September, and November.

#### D. Ucluelet Economic Development Corporation (UEDC)

The *Council Procedures Bylaw* does not mention or set the schedule for regular meetings of the Ucluelet Economic Development Corporation (UEDC). The custom has been for Council to meet as the UEDC to consider updates on the District's economic development strategy, on a quarterly basis, during Regular Council meetings. In 2018, Council met as the UEDC on the fourth Tuesday in the months of February, May, September, and November.

### DISCUSSION:

The following section discusses the issues and options with scheduling regular meetings of Council.

#### A. Regular Council

##### ISSUES:

- Alberni-Clayoquot Regional District regular board meetings are held at 1:30 p.m. on the Wednesday following Ucluelet's regular council meetings. The past Mayor has commented on the challenge of having two significant meetings, and the required travel to Port Alberni, within a short time period.
- Based on a survey of BC municipalities, the regular meeting time of 7:30 p.m. is the latest start time for a council meeting in BC. There are only three other municipalities that reported starting at 7:30 p.m.
- Having a late evening meeting earlier in the week may alter sleeping patterns and lower productivity later on in the week for staff and council members who must report to work the following morning.

##### OPTIONS:

- A.1. Regular Council meetings on the second and fourth Tuesday of the month at 2:00 p.m. **(Recommended)**
- A.2. Regular Council meetings on the second and fourth Tuesday of the month at 6:00 p.m.
- A.3. Regular Council meetings on the second and fourth Thursday of the month at 6:00 p.m.
- A.4 Any alternative date and time at Council's direction (except daytime on the first Tuesday of the month due to lack of meeting room availability).

Staff recommendation is to keep regular meetings on the same weeks and day as past practice with the only change being the earlier 2:00 p.m. start time. There may also be advantages to scheduling delegations from organizations visiting the west coast who will be able to make presentations to Tofino and Ucluelet Council's on the same day.

### B. Committee of the Whole

#### ISSUES:

- Based on a survey of BC municipalities, many smaller municipalities schedule meetings of Committee of the Whole on an as needed basis.
- Additional staff time is required to draft staff reports, prepare and distribute an agenda, attend the meeting, and complete the meeting minutes.
- The capacity of the Corporate Services department is already maximized. If the number of regularly scheduled meetings were to increase, additional staff will need to be hired so the department can keep up with regular operations.

#### OPTIONS:

- B.1. Committee of the Whole meetings on an as needed basis. **(Recommended)**
- B.2. Committee of the Whole meetings on the third Tuesday of the month at 2:00 p.m.
- B.3. Committee of the Whole meetings on the third Tuesday of the month at 6:00 p.m.
- B.4. Any alternative date and time at Council's direction (except daytime on the first Tuesday of the month).

### C. Harbour Authority

#### ISSUES:

- There are no concerns with the current meeting schedule for the Harbour Authority.

#### OPTIONS:

- C.1. Harbour Authority meetings, on a quarterly basis, on the third Tuesday of the month at 2:00 p.m. **(Recommended)**
- C.2. Harbour Authority meetings, on a quarterly basis, on the third Tuesday of the month at 6:00 p.m.
- C.3. Any alternative date and time at Council's direction (except daytime on the first Tuesday of the month).

### D. Ucluelet Economic Development Corporation (UEDC)

#### ISSUES:

- There are no concerns with the current practice of scheduling UEDC meetings during a Regular Council meeting.

#### OPTIONS:

- D.1. Ucluelet Economic Development Corporation meetings, on a quarterly basis, during the Regular Council meeting on the fourth week of the month. **(Recommended)**
- D.2. Any alternative date and time at Council's direction (except daytime on the first Tuesday of the month).

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

If Council were to approve the staff recommendations and move regularly scheduled meetings to daytime hours, the amount of lieu time per year that is granted to managers for attending evening meetings will be significantly reduced.

The District of Ucluelet's *Compensatory Lieu Time and Flex Time (Exempt Staff) Policy* grants managers one week or two weeks of lieu time per year, based on their expected attendance at Council meetings. The practice of additional lieu time is common in local government to compensate managers who are expected to attend evening meetings in excess of their regular working hours.

**FINANCIAL IMPACTS:**

There are no direct financial impacts if Council were to approve the staff recommendations.

If Council adopts option B.2. by scheduling regular Committee of the Whole meetings, additional staff will need to be hired (see Discussion).

**POLICY OR LEGISLATIVE IMPACTS:**

The *Council Procedures Bylaw* will need to be updated to reflect any changes to the regular meeting schedule. An update of the *Council Procedures Bylaw* is underway to reflect amendments to the *Community Charter* since 2014. It is best practice to regularly review the *Council Procedures Bylaw*, particularly at the beginning of a new Council's term.

**OPTIONS REVIEW:**

1. **THAT** Council direct staff to prepare a regular meeting schedule for 2019 for Council's consideration that includes:
  - A.1. Regular Council meetings on the second and fourth Tuesday of the month at 2:00 p.m.;
  - B.1. Committee of the Whole meetings on an as needed basis;
  - C.1. Harbour Authority meetings, on a quarterly basis, on the third Tuesday of the month at 2:00 p.m.; and
  - D.1. Ucluelet Economic Development Corporation meetings, on a quarterly basis, during the Regular Council meeting on the fourth week of the month.

**(Recommended)**

2. THAT Council direct staff to update the *District of Ucluelet Council Procedures Bylaw No. 1166, 2014* to reflect the new meeting schedule. **(Recommended)**
3. THAT Council provide alternative direction to staff.

**Respectfully submitted:** Marlene Lagoa, Deputy Municipal Clerk  
Mark Boysen, Chief Administrative Officer



## STAFF REPORT TO COUNCIL

Council Meeting: NOVEMBER 27, 2018  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** MARLENE LAGOA, DEPUTY MUNICIPAL CLERK

**FILE NO:** 0570-20

**SUBJECT:** APPOINTMENT OF FINANCIAL OFFICER AND TAX COLLECTOR

**REPORT NO:** 18-XXX

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

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

1. **THAT** Council appoint Donna Monteith as the Financial Officer and Collector (of taxes) as prescribed in the *Community Charter*, effective November 27, 2018.

### **PURPOSE:**

To appoint the new Director of Finance to the statutory role of Financial Officer and Collector of taxes.

### **BACKGROUND:**

Following an in-depth recruitment process for a new Director of Finance, Donna Monteith was hired and began her employment with the District on November 5, 2018. As per s. 149 of the *Community Charter*, one municipal officer position must be assigned the responsibility of financial administration. The Director of Finance will also carry out the duties of the "Collector" of taxes as prescribed in the *Community Charter*.

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

The assignment of powers, duties and responsibilities of the Director of Financial Services, including the statutory duties in the *Community Charter*, is already established by bylaw – *District of Ucluelet Officers and Employees Bylaws No. 992, 2005*.

### **OPTIONS REVIEW:**

1. THAT Council appoint Donna Monteith as the Financial Officer and Collector (of taxes) as prescribed in the *Community Charter*, effective November 27, 2018. **(Recommended)**

**Respectfully submitted:**

Marlene Lagoa, Deputy Municipal Clerk  
Mark Boysen, Chief Administrative Officer





## STAFF REPORT TO COUNCIL

Council Meeting: NOVEMBER 27, 2018  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** DONNA MONTEITH, DIRECTOR OF FINANCE

**FILE NO:** 0340-50

**SUBJECT:** GRANTS IN AID POLICY REPORT

**REPORT NO:** 18-XXX

**ATTACHMENT(S):** GRANTS IN AID POLICY

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

1. **THAT** Council adopt the proposed Grants in Aid Policy.

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

The purpose of this report is to propose an updated policy for Grants in Aid which will clarify the application process and extend the application deadline to December 15.

### **BACKGROUND:**

During the 2018 budget process, Council requested a policy with the requirement that applicants make a presentation to Council. At Council's request, a new Grants-in-Aid policy was prepared for Council's review (Appendix A).

At the September 25, 2018 Regular Council Meeting, Council passed a motion referring the Grants in Aid Policy to the new Council post-election for their consideration and adoption.

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

The current deadline for Grants in Aid submissions is September 15 of each year. Council has received feedback from various agencies this early deadline makes it difficult for applicants to project their next year's funding needs. A deadline closer to year end was requested. The policy requires that submissions be made by December 15 and commits Council and staff to reaching a decision by February 28 of each year regarding Grants in Aid awards.

### **FINANCIAL IMPACTS:**

The Grants in Aid allocation is decided on a year to year basis during the budget process.

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

A new policy with clearly outlined steps will make it easier for applicants to submit requests and for the District to complete the process in a timely manner.

**OPTIONS REVIEW:**

1. **THAT** Council adopt the proposed Grants in Aid Policy. **(Recommended)**
2. **THAT** Council provide alternative direction to staff.

**Respectfully submitted:** Donna Monteith, Director of Finance  
Marlene Lagoa, Deputy Municipal Clerk  
Mark Boysen, Chief Administrative Officer




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**POLICY NUMBER:** X-XXXX-X

**REFERENCE:**

Grants in Aid

**ADOPTED BY:**

DRAFT

**AMENDED DATE:**

N/A

**SUPERSEDES:**

New

**DEPARTMENT:**

Finance

**EFFECTIVE DATE:**

September 25, 2018

**Policy Statement:**

Page 1 of 3

The District of Ucluelet provides grants in aid to financially assist community groups, not-for-profit societies and organizations for a specific project. It is recognized these organizations are valuable in helping the District provide a community focus. Funding decisions will be made on a year to year basis and continuing support should not be anticipated.

**1. Criteria:**

Criteria for evaluating proposals for grants in aid will be as follows:

- a) Not-for-profit community organizations operating within the District of Ucluelet or which provide a social service to Ucluelet residents.
- b) It should be a goal of each organization to reduce the amount of financial support requested from the District of Ucluelet in each subsequent fiscal year.
- c) The signature on the application must be an authorized signatory and representative of the organization.
- d) Proposal must be completed within 12 months of receipt of the grant.
- e) Preference will be given to organizations based in Ucluelet or those that provide a social service to Ucluelet residents and that there is no overlapping service already existing.

**2. Ineligible Proposals:**

The following types of proposals are ineligible to receive grants in aid and will not be considered by Council:

- a) Proposals requesting funding for sports organizations for competition/travel expense.
- b) Monies to subsidize a commercial organization.
- c) Projects that duplicate projects, programs, services or events already provided within the District of Ucluelet.



- d) Assistance for the payment of property taxes or other programs or services legislated by other levels of government.
- e) Proposals for support of research activities, staff training or professional activities.
- f) Proposals from individuals.
- g) Proposals from groups that did not submit the required final report from grants received in previous years.

### **3. Application Procedure:**

- a) Application forms are available online at [www.ucluelet.ca](http://www.ucluelet.ca) or by emailing a request to [finance@ucluelet.ca](mailto:finance@ucluelet.ca). Completed forms and all supporting documentation may be delivered to 200 Main Street, mailed to Box 999 Ucluelet BC, V0R 3A0 or submitted by email to [finance@ucluelet.ca](mailto:finance@ucluelet.ca).
- b) All applications must be received by December 15 each year.
- c) Each application should include the following details:
  - the nature, goals and objectives;
  - the names of those involved and if applicable a list of the Board of Directors;
  - projected statement of revenue and expenses;
  - additional support the organization receives from the District of Ucluelet: permissive tax exemption; in-kind donations; waiving of rental fees; and
  - any additional funding sources.

### **4. Grant Review Process:**

- a) Applications will first be reviewed by the Finance Department to ensure each application is eligible and complete; no application will be considered if it is incomplete or if a previous grant was provided and the conditions of funding specified in this policy or by resolution of Council were not fully satisfied.
- b) Council will meet to review the applications prior to February 28 each year.
- c) At that meeting, applicants will be permitted 5 minutes to make a presentation to Council supporting their application.
- d) At a subsequent meeting, Council will make the final decision on the applications.
- e) The financial plan will be updated to reflect the total amount of cash and in-kind support to be provided by Grants in Aid.
- f) Grant financial payments will be made prior to March 31 each year.
- g) Any in-kind support commitments will be communicated to the appropriate departments.
- h) Communication will be sent to all applicants by the Finance department advising them of Council's decision.
- i) A list of recipients will be posted in the annual report.



The Corporation of the District of Ucluelet

**MUNICIPAL POLICY MANUAL**

**5. Conditions of Support:**

- a) Funding must be used for the purpose requested. Any funds not used for the requested purpose must be returned to the District of Ucluelet.
- b) District of Ucluelet financial support must be acknowledged at the event or in all printed publicity material relating to the funded activity.
- c) A final report must be submitted to Council by February 28 of the following year.

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Mayor Dianne St. Jacques  
District of Ucluelet





## STAFF REPORT TO COUNCIL

Council Meeting: NOVEMBER 27, 2018  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** MARK BOYSEN, CHIEF ADMINISTRATIVE OFFICER

**FILE NO:** 0570-20

**SUBJECT:** ONLINE ACCOMMODATION PLATFORM (OAP) REVENUES

**REPORT NO:** 18-XX

**ATTACHMENT(S):** TOURISM UCLUELET 2019 ONE-YEAR TACTICAL PLAN  
DISTRICT OF UCLUELET BYLAW NO. 1093, 2008

### **RECOMMENDATION:**

1. **THAT** Council direct staff to request Provincial permission for newly collected OAP MRDT revenues to be directed to the District of Ucluelet's Affordable Housing Reserve Fund.

### **PURPOSE:**

The purpose of this report is to request direction from Council regarding the use of new Online Accommodation Platform (OAP) Municipal and Regional District Tax (MRDT) revenues.

### **BACKGROUND:**

Tourism Ucluelet has presented Council with the 2019 One-Year Tactical Plan on November 27, 2018 (attached).

In 2018, the Provincial government announced that the eligible uses of MRDT revenues would be expanded to include affordable housing initiatives. At the same time, it was announced that online accommodation platforms (OAPs) located outside of BC would be enabled to register to collect provincial sales tax and MRDT on purchases of accommodation through their platform.

In keeping with these announcements, the MRDT Program Requirements have been updated to reflect the changes. In particular, the revised Program Requirements include the following clarifications:

- MRDT revenues from online accommodation platforms can be used for affordable housing initiatives;
- General or traditional MRDT revenues cannot be used for affordable housing initiatives unless the designated recipient can demonstrate support of tourism stakeholders and accommodation providers; and
- The requirement to demonstrate accommodation support will remain unchanged. Individual hosts that only list on online accommodation platforms will not need to be consulted.

**Online Accommodation Platform (OAP) MRDT Revenue:** consists of new MRDT revenues collected from online marketplaces that facilitate transactions for renting short-term accommodation.

**General MRDT Revenue:** MRDT revenues collected from traditional accommodation providers, including hotels and motels, bed and breakfasts, and vacation rental reservation systems that list properties with verifiable property managers.

### DISCUSSION:

Tourism Ucluelet has estimated that new revenues from OAP's for 2019 will be approximately \$65,000. The Provincial updates regarding the use of MRDT allows for Council to decide whether to use these funds for 1) additional tourism marketing, programs, or projects, or 2) to direct the funds to affordable housing initiatives.

Affordable housing has been identified as a priority issue for the Ucluelet community. This is supported by recent community feedback through the Official Community Plan update process and affordable housing is listed as a high-priority strategy in the Ucluelet Economic Development Strategy. In addition, on June 26, 2018, Council received a report from Planning staff outlining a Housing Action Plan. This plan outlined a list of actions for implementation in 2019 and 2020:

#### 2018 Short-Term Housing Action Plan:

1. Continue the program to actively monitor and enforce short-term rentals;
2. Commission a community Housing Needs Assessment report;
3. Explore the feasibility of creating temporary seasonal employee housing on municipally-owned property;
4. Look for opportunities to update the District's inclusionary zoning and density bonusing, particularly on lands previously designated as Comprehensive Development under a Master Development Agreement, to ensure a mix of affordable housing types are delivered with each phase of new development in the community;
5. Explore and seek community input on zoning amendments to:
  - a. ensure that the first rental unit on single-family residential lots is for long-term tenancy, with any additional short-term rental uses to depend on the continued existence of the long-term rental;
  - b. remove standalone short-term rental of single-family homes from the VR-2 zoning designation;
  - c. add options for infill of compact, more affordable units in existing and new neighbourhoods (e.g., small lots, rental cottages, etc.);
6. A number of federally-owned former Parks Canada and RCMP employee housing lots are now designated *Institutional* on the Schedule A Land Use Plan; create a new institutional Community Residential zoning designation for these properties, clarifying the community expectation for the future conversion of these lands to a possible variety of community care, shelter, supportive and affordable housing uses;
7. Explore the use of the new rental zoning powers proposed in Bill 23;
8. Explore the use of Development Cost Charges for affordable housing;
9. As a follow-up to the needs assessment, develop a municipal Affordable Housing Strategy – identifying the best focus of municipal resources when addressing housing issues; and,
10. Develop a District land and development strategy and explore the options for an ongoing affordable housing program.

Based on this information, it is the opinion of staff that these funds should be directed to affordable housing. Currently, the Planning Department is moving forward with a housing needs assessment, which will inform the District on how to best support housing needs in our community. While the Province is looking for municipalities to direct these funds to specific housing projects or initiatives, staff have confirmed with the Province that contributions to an Affordable Housing Reserve Fund Bylaw would be eligible.

District of Ucluelet Bylaw 1093-2008 (attached) was established to receive funds from a range of sources that shall then only be used for initiatives that support affordable housing. This fund currently holds \$8,566.20.

Designated recipients can use OAP MRDT revenues on affordable housing initiatives without submitting a new five-year strategic business plan or application package; however, details must be included with the annual tactical plan due on November 30th each year.

**OPTIONS REVIEW:**

1. **THAT** Council direct staff to direct 2019 OAP MRDT revenues to Tourism Ucluelet to support additional tourism marketing activities.
2. **THAT** Council direct staff to request Provincial permission for newly collected OAP MRDT revenues to the District of Ucluelet's Affordable Housing Reserve Fund. **(Recommended)**

**Respectfully submitted:**

Mark Boysen, Chief Administrative Officer

Appendix 2.3 One-Year Tactical Plan

Designated Recipient: DISTRICT OF UCLUELET  
 Designated Accommodation Area: UCLUELET  
 Date Prepared: OCT 2018  
 MRDT Repeal Date: June 2023  
 Five Year Period: 2018-2023

| Section 1: Overview and Update to Five-year Strategic Context |   |
|---|---|
| Heading   | Description   |
| Strategic Direction   | <p><b>Vision</b> - <i>Ucluelet shares our environment, history, culture and heritage with visitors, while enhancing the lives of community members.</i><br/>                     Our community's Official Community Plan envisions Ucluelet as: <i>an attractive, safe, healthy, friendly, vibrant, ecologically sound maritime community which is the all-season resort destination of choice for visitors.</i></p> <p><b>Mission</b> - A visitor-tax funded destination marketing organization (DMO) that collectively builds a strong, genuine brand through focused marketing and sales efforts and industry collaborations.</p> <p><i>Tourism Ucluelet has 3 goals:</i></p> <ul style="list-style-type: none"> <li>• Marketing &amp; Promotional Activities</li> <li>• Visitor Services</li> <li>• Stakeholder Engagement &amp; Organizational Governance</li> </ul> <p><b>Marketing &amp; Promotional Activities</b><br/>                     Marketing initiatives will focus on increasing length of stay and visitor yield while encouraging return visitation, with a focus on shoulder and off-season.</p> <p><i>Objectives:</i></p> <ul style="list-style-type: none"> <li>• Increase in MRDT revenues by 3% annually</li> <li>• Increase occupancy rate in non-peak seasons (September 16 – June 14) as measured by participating accommodations</li> <li>• Increase average length of stay by one day, as measured by participating accommodations</li> <li>• Increase online and social engagement across all monitored channels by 5%.</li> </ul> <p><b>Visitor Services</b><br/>                     Visitor service delivery will focus on increasing visitor touchpoints and encouraging increased length of stay, visitor yield and satisfaction.</p> <p><i>Objectives:</i></p> <ul style="list-style-type: none"> <li>• Maintain relationship with Tofino and Parks Canada at Junction and downtown Visitor Centres</li> <li>• Generate revenue/pursue grants to ensure cost-recovery for visitor services by 2019</li> <li>• Grow local and regional partnerships represented at visitor centres</li> <li>• Increase the number of visitor parties by 3% annually</li> </ul> <p><b>Stakeholder Engagement &amp; Organizational Governance</b><br/>                     As a Destination Management Organization, maintain strong stakeholder engagement while effectively governing the organization.</p> |

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|   | <p><i>Objectives:</i></p> <ul style="list-style-type: none"> <li>• Leverage funds at a minimum of 5% of the MRDT collected over 5 years (~\$20,000 annually)</li> <li>• Succession planning documentation completed by end of 2019</li> <li>• Annual Stakeholder Survey score of 3.5/5</li> <li>• Increased stakeholder engagement in marketing initiatives and corporate events</li> <li>• Increased collaboration on development of Resort Development Strategy with District of Ucluelet</li> <li>• Develop Tourism Ucluelet policy statements on key issues affecting local tourism industry</li> </ul>   |
| <p><b>Key Learnings and Conclusions</b></p> | <ul style="list-style-type: none"> <li>• Maintain the stress-free zone campaign. This has gained traction for Tourism Ucluelet and is becoming a recognizable billboard campaign that started in Nanoose Bay on Vancouver Island 2 years ago which has now diversified into promotional items and merchandise being sold at the Ucluelet Pacific Rim Visitor Centre, located at the junction between Ucluelet and Tofino.</li> <li>• Current projects – Banner program will finish at the beginning of 2019. Tourism Ucluelet is working with the Pacific Rim Arts Society and local artists who were selected for the next round of banners to be produced and on display in Ucluelet. The program was implemented to celebrate the arts in the community and add a splash of colour during the winter months. The banners will be on sale (in poster form) at the Visitor Center as a revenue sharing program for the Visitor Center and the artists selected.</li> <li>• Lure guide was created in the spring of 2018 as a new piece to Tourism Ucluelet’s Media kit. The second version will be ready for the spring which will expand to include conferences, retreats, weddings and wellness.</li> <li>• Contracted two photographers and a videographer to collect assets for over an 8mth period including storm watching.</li> </ul> |
| <p><b>Strategies</b></p>                    | <p>Tourism Ucluelet will be focusing on Memories of Ucluelet. We will have a new hashtag (#myucluelet) and engaging visitors using a photo booth around Ucluelet and the Pacific Rim National Park Reserve. We felt this novel item is one of the few items people save when they have photos taken at events or given the opportunity to make a memory. They don’t get lost in “the cloud” or in our phones. All campaigns will be focused around creating “Stress Free” memories in Ucluelet. The photobooth will capitalize on iconic locations in Ucluelet and along the Wild Pacific Trail.</p>  |
| <p><b>Target Markets</b></p>                | <p>Ucluelet currently experiences a high season between mid-May and mid September and non-peak season from late September to early May. The marketing focus will be on the non-peak season, targeting the following visitors:</p> <p><u>Primary Geographic Target Markets</u></p> <ul style="list-style-type: none"> <li>• Rubber tire markets of Vancouver, Victoria, Pacific Northwest USA and Calgary/Edmonton</li> </ul> <p><u>Secondary Geographic Target Markets</u></p> <ul style="list-style-type: none"> <li>• Longer-haul markets in partnership with Destination BC</li> </ul> <p><u>Primary Visitor Demographic – shoulder and off season</u></p> <ul style="list-style-type: none"> <li>• Couples on weekend getaways – seeking relaxing retreat in natural setting</li> <li>• Active travellers, year-round – seeking extended stays and soft adventure</li> <li>• Young and active – prefer quantity of experiences over quality of</li> </ul>   |

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|  | <p>accommodation/food</p> <ul style="list-style-type: none"> <li>• Corporate and incentive, year-round</li> <li>• Weddings, retreats, small conferences</li> </ul> <p><u>Secondary Visitor Demographic</u></p> <ul style="list-style-type: none"> <li>• Families, school holidays and summer – currently represents majority of peak season revenue for most Ucluelet operators</li> </ul> <p>The geographic markets outlined above provide the first level of segmentation used to target consumers. Ucluelet’s unique array of experiences match with two of the three current target short-haul drive markets of Destination BC. As the DBC strategy states: one third of BC trip takers are Gentle Explorers, 18% are Authentic Experiencers and 12% are Free Spirits. Almost all associate BC with scenery and outdoor activities and express an emotional connection to BC’s natural environment. Destination BC’s longer-haul fly markets are made up of Gentle Explorers (28%) among BC visitors, followed by Authentic Experiencers (24%) and Free Spirits (22%).</p> <p>Source: <a href="http://strategy.destinationbc.ca/where-we-will-focus/our-consumer-segments/target-consumer-profiles/">strategy.destinationbc.ca/where-we-will-focus/our-consumer-segments/target-consumer-profiles/</a></p> <p><b><u>Explorer Quotient (EQ) Segments</u></b></p> <p>Tourism Ucluelet’s target visitors match the following EQ segments:</p> <ul style="list-style-type: none"> <li>• <i>Authentic Experiencers</i> are typically understated travellers looking for authentic, tangible engagement with destinations they seek, with an interest in understanding the history of the places they visit.</li> <li>• <i>Free Spirits</i> are highly social and open-minded. Their enthusiasm for life extends to their outlook on travel. Experiential and adventurous, they indulge in high-end experiences that are shared with others.</li> <li>• <i>Cultural Explorers</i> are defined by their love of constant travel and continuous opportunities to embrace, discover and immerse themselves in the culture, people and settings of the place they visit.</li> </ul> <p>Ucluelet’s wilderness, scenic beauty, rich history, wildlife viewing, Wild Pacific Trail and outdoor adventure opportunities and the local community’s desire to protect it matches with the Authentic Experiencers concern for the health of the planet and what it means to future generations. Free Spirits sense of sharing their adventures online while enjoying the finer aspects of the community provide ample reasons for these EQ segments to visit. Of the 10 most appealing activities for Canadian Authentic Explorers, Ucluelet offers several either in the destination or very close by: marine and land-based wildlife viewing, visiting small towns, visiting national parks, seeing beautiful coastlines and beaches, dining at restaurants offering local ingredients and visiting aquariums. Ucluelet’s planned interpretive enhancements at the lighthouse will add another key visitor experience for this visitor segment.</p> <p><b><u>Overview of Visitors Experiences in Ucluelet</u></b></p> <ul style="list-style-type: none"> <li>• <b>Touring &amp; Exploring</b> is identified as BC’s largest trip motivator. Visitors looking to tour and explore will find Ucluelet offers a welcome coastal retreat at the end of a cross-island journey through old-growth forests along a winding mountain</li> </ul> |
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|  | <p>highway</p> <ul style="list-style-type: none"> <li>• <b>Wilderness Comfort</b> – Ucluelet remains rural, but welcomes guests with quality amenities found next to wild nature</li> <li>• <b>Outdoor Adventure</b> – Ucluelet offers numerous options for those seeking active outdoor pursuits such as hiking along the Wild Pacific Trail, cycling along bike paths, fishing charters, kayaking and surfing, as well as exploring the nearby Pacific Rim National Park Reserve</li> <li>• <b>Ocean Coastline and Rainforests</b> – a variety of coastal experiences that create return visitation and ideal images for sharing: Wild Pacific Trail, storm watching, relaxing getaways, pristine and raw natural surroundings</li> <li>• <b>Wildlife viewing</b> – both marine (whales, marine mammals and birds) and land-based (bears, wolves, shorebirds) wildlife viewing is available. Ucluelet also has the original and one of the only catch and release aquariums in Canada. This facility allows visitors to get up close and personal with marine life that is normally found off the coast of Ucluelet</li> <li>▪ <b>Aboriginal Culture</b> – Engage Yuułuʔiłʔatḥ - Ucluelet First Nation, the Yuułuʔiłʔatḥ Government and Yuułuʔiłʔatḥ - Ucluelet First Nation owned and operated businesses to ensure aboriginal tourism products and services are linked, showcased and future opportunities are collaborated upon</li> <li>• <b>Arts</b> – are always influenced by the natural surroundings. Painting, carvings, sculpture, crafts, photography; there are multiple galleries in town that offer a host of local one-of-a-kind work</li> <li>• <b>Culinary</b> – A variety of restaurants; cafes, bakeries, diners, distillery (opened early 2018), micro brewery (fall 2019), casual and high-end restaurants, food trucks using local ingredients</li> </ul> <p><b>Festivals &amp; Events</b> – Canadian Surf Nationals, Ukee days, Edge to Edge Marathon, Arts Splash, Summer Festival, Cultural Heritage Festival, Canada day, Sail Past, Midnight Madness (per-Christmas shop local initiative), Van Isle 360 (bi-annually). These festivals and events are unique with a local flare</p> |
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**Section 2: One-Year Tactical Plan with Performance Measures**

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| <p><b>Major Category:</b> Marketing</p>  |
| <p><b>Activity Title:</b> Measurable promotional initiatives that increase length of stay and visitor yield while encouraging return visitation, with a focus on shoulder and off-season.</p>  |
| <p><b>Tactics:</b></p> <ul style="list-style-type: none"> <li>• Maintain discoverucluelet.com website</li> <li>• Print advertising</li> <li>• Digital and social media</li> <li>• travel media with Destination BC/Tourism Vancouver Island</li> <li>• Billboards</li> <li>• Image/video bank enhancement</li> <li>• Banner program</li> <li>• Expand Discovery Guide – move to lifestyle magazine</li> <li>• Photobooth</li> <li>• Beacons located around town</li> </ul>   |
| <p><b>Implementation Plan:</b></p> <p><b>Description:</b> Conduct marketing initiatives that increase length of stay, visitor yield, and encourage return visitation.</p> <p><b>Quantifiable objectives:</b></p> <ul style="list-style-type: none"> <li>• Increase in MRDT, Occupancy and Length of stay</li> <li>• Increase online and social engagement across all monitored channels</li> </ul> <p><b>Rationale:</b> Tourism Ucluelet’s mandate is to promote the destination in partnership with key stakeholders.</p> <p><b>Action Steps:</b></p> <ul style="list-style-type: none"> <li>• Engage in Destination BC cooperative program opportunities where available (BC Fishing)</li> <li>• Maintain discoverucluelet.com website</li> <li>• Expand discoverucluelet.com website to include Events, Blogs and Media section</li> <li>• Print advertising</li> <li>• Television and radio</li> <li>• Digital and social media</li> <li>• travel media and travel trade with Destination BC as well as individually</li> <li>• media kit development</li> <li>• familiarization tours</li> <li>• Image/video bank enhancement in line with DBC brand standards – to be finished first half of 2019<br/>Curated images in 2015/2016 for the new TU website. Currently have approximately 100 images in the photo bank; mostly landscape, family and activity. More EQ seasonal images are required. Currently have 1 video, 4 commercials, 4 vignettes and raw drone footage.</li> <li>• Banner program – this program will be in collaboration with the District of Ucluelet and the Pacific Rim Arts Society to select the round of artists to contribute</li> <li>• Support through marketing granting program and in-kind support for events and festivals that offer the opportunity to enhance the visitors experience while in Ucluelet</li> <li>• Develop plan for weddings, conference and retreat market</li> <li>• Determine consumer shows and partners</li> <li>• Coordinate and inventory weddings market partners (venues, caterers, etc.)</li> <li>• Develop marketing materials</li> <li>• Assign budget for year 3 implementation</li> </ul> |

**Potential partnerships:** Tourism Ucluelet stakeholders, Tourism Ucluelet Board of Directors, District of Ucluelet, Ucluelet Chamber of Commerce, Tourism Tofino, Parks Canada, Port Alberni Chamber of Commerce

**Resources:** Budget and Tourism Ucluelet staff/board time

**Sources of funding:** MRDT funding, partner funding

**Responsibilities:** Tourism Ucluelet staff and board

**Timeframe:**

**Co-op advertising (Print & Online)**

- WestJet Magazine
- Soar Magazine and Westerly News (Black Press)
- Vancouver Island Exploring Map
- Tourism Vancouver Island cooperative marketing programs – Fall 2017
- Destination BC cooperative marketing program – November 30

**Website**

- Newly launched in 2017: discoverucluelet.com
- Key visitor planning tool
- Continual updates with new and pre-existing stakeholders
- Heavy online marketing and Google ad words to move website standing to page 1

**Banner Program**

- Change every three years
- Collaborate with Pacific Rim Arts Society and District of Ucluelet
- Ensure banners will always be bright and depict the community in a whimsical yet respectful way

**Social Media & Digital advertising**

- Ongoing content creation and hosted influencer participation on Facebook, Instagram, Twitter, YouTube

**Media Relations**

- FAM support as requested, in partnership with Destination BC/Tourism Vancouver Island
- Story development, media outreach, itinerary development, hosting and fact checking – ongoing
- Ucluelet is too small on its own to attend Media Trade Shows. Support Tourism Vancouver Island staff to attend Canada's West Market Place and Rendezvous

**Consumer shows**

- Vancouver and Calgary Adventure Travel Show

**Print materials and racking**

- Update Ucluelet Discovery Guide; move to more of a lifestyle magazine
- Tear Off map with updated membership listing
- Generate rack material for other Visitor Centres

**Beacons**

- Placed strategically on the Wild Pacific trail and in town to transmit historical information about the town, first nations marine life as well as flora and fauna. We will also test to confirm their use in emergency situations. This is a pilot project for the community. The beacons are compatible with smart phones.

**Weddings/Conferences/Retreats market plan**

- Assets being collected in 2018
- 2019 – develop marketing strategy to implement and grow for 2020 implementation
- Opportunity to build out shoulder and off season

**Budget:**

\$310,300 Marketing

\$14,800 Travel/Meetings/Trade shows

**Evaluation mechanism:** Google Analytics, Agora Pur Analytics, visitor experience survey, individual predetermined seasonal campaign metric, Tourism Sentiment Index, STR Report (Occupancy and average daily rates)

**Performance Measures:**

(Stakeholder interests/engagement due to perceived success of campaigns)

Output Measures:

- Types of marketing activities
- Number of event campaigns and results
- Description of social media activities and outcomes
- Stakeholder engagement for campaigns
- Number of media placements
- Webpage visits
- Visitor inquiries/calls

Outcome Measures:

- MRDT revenues
- Occupancy rate in shoulder seasons, as measured by participating accommodations
- Average length of stay, as measured by participating accommodations
- Social media engagement
- Marketing initiative tracking (calls to action) from cooperative marketing activities

**Major Category:** Visitor Services

**Activity Title:** Increasing visitor touchpoints and encouraging increased length of stay, visitor yield and satisfaction.

**Tactics:**

- Maintain primary visitor services at junction – Pacific Rim Visitor Centre, in partnership with Parks Canada and downtown seasonal office
- Apply for federal summer employment
- Train up to 6 visitor centre summer students and staff
- Launch mobile visitor centre tent at lighthouse, and selected events, in partnership with District of Ucluelet and Wild Pacific Trail Society
- Launch mobile photobooth at locations around Ucluelet and selected events
- Initiate leasehold improvements/upgrades at visitor centre(s)
- Revenue plans – increase stakeholder engagement within Ucluelet and surrounding communities with dynamic marketing packages, maintain desirable merchandise on site, continue applying for DBC visitor services and Canada summer jobs grants, engage neighbouring DMOs for support that directly benefit from the Pacific Rim Visitor Centre
- Beacons – to share historical and biological information with visitors

**Implementation Plan**

**Description:** Plan for a new mobile photobooth and information service in town and at iconic locations throughout Ucluelet while continuing to deliver existing visitor servicing out of current locations.

**Quantifiable objectives:**

- Maintain relationship with Tofino and Parks Canada at Junction and downtown Visitor Centres
- Generate revenue/pursue grants to work toward goal of cost-recovery by 2020
- Grow local and regional partnerships represented at visitor centres
- Increase the number of visitor parties by 3% annually

**Rationale:**

In the latter part of December 2016, Tourism Ucluelet was awarded Visitor Services by the District of Ucluelet and the responsibility of two visitor centres, the Pacific Rim Visitor Centre located at the junction between Ucluelet and Tofino, as well as, the seasonal office in town located at the Chamber of Commerce office. After a few years of revenue decline, review of the Chamber’s strategic plan and in consultation with the District of Ucluelet, it was decided that Visitor Services would be better suited to fall under the responsibility of Tourism Ucluelet and allow the Chamber to move towards more business to business engagement and development.

**Visitor Services Goals**

Tourism Ucluelet’s primary goal is to have visitors stay longer, experience new and exciting products our businesses have to offer and make Ucluelet as well as the west coast a positive and memorable experience. The visitor centre plays a vital role in welcoming visitors to the west coast and providing them with accurate information to enhance their vacation. This requires Tourism Ucluelet to be innovative in its approach to providing the best possible service to our guests.

Ucluelet is fortunate to have multiple locations through out town that could warrant a more sophisticated mobile building, trailer or vehicle to provide, roaming services not only by the Amphitrite lighthouse, but also by the Aquarium and at events.

The current plan is to use a tent as a pop-up centre by the lighthouse in partnership with the Wild Pacific trail society and offer visitor services at one of the trail heads. The lighthouse and lighthouse keepers’ home were

recently acquired by the District of Ucluelet. The lighthouse is over 100 years old and the keepers' home is very old as well; these buildings will eventually require extensive renovations before they can be opened to the public. As for the Visitor Centres, the Pacific Rim Visitor Centre building is currently owned by Parks Canada. Unfortunately, it is an older building which is beginning to show its wear. Parks has maintained it to the best of their ability, but it continually requires patches. Parks recently painted the inside and repaired the roof to stop leaking. At the request of Tourism Ucluelet the inside of the centre was reconfigured to allow for a more effective work flow and small amount of merchandise.

The downtown office requires some further upgrades. The public washroom will be addressed. An external door will be created from the outside to ensure visitors have access after hours. There are some further improvements required to ensure a more welcoming environment. The washroom project is being funded by the District of Ucluelet.

The office will also include a small pop-up museum of George Fraser a world-renowned horticulturalist who created a hybrid Rhododendron to survive on the west coast of Vancouver Island. The plan is to change the display annually.

Tourism Ucluelet will be piloting a Beacon project. They will be strategically placed on the Wild Pacific Trail and in town to provide historical and biological information where ever the beacon is located.

**Action Steps:**

- Maintain visitor services at junction, in partnership with Parks Canada and downtown seasonal office. The Junction centre is open all year round except for Christmas and New Years Day. Hours vary depending on season. Parks Canada leaves the junction after Thanksgiving weekend and does not return until the beginning of May annually. The Downtown Visitor centre is open seasonally, typically from mid- June until mid-September. This building is also the Administrative office for the Executive Director.
- Apply for federal summer employment
- Train up to 6 visitor centre summer students and staff
- Launch mobile visitor centre at lighthouse, and selected events, in partnership with District of Ucluelet and Wild Pacific Trail Society
- Initiate leasehold improvements/upgrades at visitor centre(s)
- Set up 9 Beacons around Ucluelet and build out historical pages on TU website

**Potential partnerships:** Parks Canada, Tourism Ucluelet stakeholders, District of Ucluelet, Ucluelet Chamber of Commerce, Wild Pacific Trail Society, Ucluelet Historical Society and the George Fraser Society

**Resources:** Budget and Tourism Ucluelet staff/board time

**Sources of funding:** MRDT funding, partner funding

**Responsibilities:** Tourism Ucluelet staff

**Timeframe:**

Visitor Centres

- Pacific Rim Visitor Centre at the Junction between Ucluelet and Tofino; open all year round
- Mid June opening of downtown centre
- March – Spring Break and Art Splash
- May – Surf Nationals, Cultural Heritage Festival
- July – Canada Day Celebrations, Ukee Days, Summer Festival
- October - Edge to Edge Marathon
- December – Aquarium Release day, Sail Past

Visitor Centre staffing

- January/February – federal grant application due
- May/June – training of staff

**Budget:** \$117,500

**Evaluation mechanism:** Visitor Centre statistics, local/regional partnerships represented at the centres

**Performance Measures:**

Output Measures:

- Visitor inquiries/calls
- Photos requested
- Beacons

Outcome Measures:

- Visitor parties
- Number of local/regional partnerships represented at centres
- MRDT revenues
- Occupancy rate in shoulder seasons as measured by participating accommodations
- Increase average length of stay, as measured by participating accommodations
- Photobooth and Beacon engagement

**Major Category:** Stakeholder Engagement & Organizational Governance

**Activity Title:** Maintaining strong stakeholder engagement while effectively governing the organization.

**Tactics:**

- Complete MRDT application renewal by November 30 for July 2018
- Complete MRDT reporting requirements (April & October)
- Participate in Destination BC cooperative programs with neighbouring communities to leverage marketing dollars (e.g. Real West Coast campaign)
- Engage Yuułu?if?ath - Ucluelet First Nation, the Yuułu?if?ath Government and Yuułu?if?ath - Ucluelet First Nation owned and operated businesses to ensure aboriginal tourism products and services are linked, showcased and future opportunities are collaborated upon
- Maintain regular communications with tourism business stakeholders:
- Maintain regular communications with District of Ucluelet
- Maintain regular communications with Ucluelet Chamber of Commerce
- Develop Tourism Ucluelet policy statements
- Maintain active membership with provincial advocacy efforts – Tourism Industry Association of BC (TIABC) and BC Destination Marketing Organization Association (BCDMOA) and attend AGMs, conferences, etc.
- TVI marketing/Leadership Committee

**Implementation Plan**

**Description:** Maintain, enhance and cultivate new relationships with stakeholders, community leaders, organizations, First Nations and other industry partners to increase partner engagement, improve the understanding of the DMO role and effectively govern the organization.

**Quantifiable objectives:**

- Leverage funds at a minimum of 10% of the MRDT collected over 5 years (~\$7800)
- Succession planning documentation completed by end of 2019
- Increased stakeholder engagement in marketing initiatives and corporate events
- Increased collaboration on development of *Resort Development Strategy* with District of Ucluelet
- Develop Tourism Ucluelet policy statements on key issues affecting local tourism industry

**Rationale:** Tourism Ucluelet has recently made changes to the organization’s core activities (taking over management of visitor centre) and recognizes the opportunity to increase the local tourism industry’s understanding of its activities and opportunities. In addition, destination development opportunities could be further enhanced by a stronger collaboration with the District of Ucluelet.

**Action Steps:**

- Complete MRDT reporting requirements (April & October)
- Participate in Destination BC cooperative programs leverage marketing dollars (Fishing BC)
- Engage Yuułu?if?ath - Ucluelet First Nation, the Yuułu?if?ath Government and Yuułu?if?ath - Ucluelet First Nation owned and operated businesses to ensure aboriginal tourism products and services are linked, showcased and future opportunities are collaborated upon
- Provide stakeholder support to Remarkable Experiences program when in area
- Maintain regular communications with tourism business stakeholders:
  - send monthly stakeholder e-update
  - maintain stakeholder section of website ([www.discoverucluelet.com/stakeholders](http://www.discoverucluelet.com/stakeholders))
  - design annual stakeholder survey, to begin in 2019
  - share best practice resources designed for tourism business (e.g. [Tourism Business Essentials](#) guides)
  - encourage stakeholders to promote, share, link to Tourism Ucluelet marketing materials from their

marketing platforms

- Maintain regular communications with District of Ucluelet:
  - maintain District representation on Tourism Ucluelet board
  - bi-annual Tourism Updates to Mayor and Council
- Maintain regular communications with Ucluelet Chamber of Commerce
  - Maintain Chamber representative on Tourism Ucluelet board
  - Maintain stakeholder support and unification on subjects that impact the tourism business community (STR's & housing)
- Maintain active membership with provincial advocacy efforts – Tourism Industry Association of BC (TIABC) and BC Destination Marketing Organization Association (BCDMOA) and attend AGMs, conferences, etc.

**Potential partnerships:** Tourism Ucluelet stakeholders, District of Ucluelet, Ucluelet Chamber of Commerce, Parks Canada

**Resources:** Budget and Tourism Ucluelet staff/board time

**Sources of funding:** MRDT funding, partner funding

**Responsibilities:** Tourism Ucluelet staff and board

**Timeframe:**

MRDT reporting requirements

- April – annual report
- November – tactical plan

Destination BC cooperative programs

Tourism Ucluelet is not the lead on our consortium partnerships. Due to the remoteness of our location and the group Tourism Ucluelet partners with, any new plans are usually discussed via conference call in advance of the application being submitted. Once the application is approved, all work is done via conference call and email.

Stakeholder communications

- Monthly stakeholder e-update
- Updates to stakeholder section as required, including copies of monthly e-update
- Stakeholder survey design completed December 2018

District of Ucluelet communications

- Spring – update to District of Ucluelet council
- Fall – update to District of Ucluelet council
- Monthly board meetings attended by District representative

Tourism Industry Association of BC events

- February - [BC Tourism Industry Conference](#) and BCDMOA annual meeting
- Fall – TIABC AGM and BCDMOA meeting

**Budget:** \$605,000 (this does not include the MRDT that will go towards housing)

**Evaluation mechanism:** Stakeholder Survey development; stakeholder engagement in Tourism Ucluelet initiatives; open rate of stakeholder e-update

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

Designated recipients **must** complete the budget table as provided below.

| Revenues  |                       | Budget \$      |
|---|-----------------------|----------------|
| Carry-forward from previous calendar year (surplus/reserve)             |                       | 134,800        |
| MRDT  |                       | 374,000        |
| MRDT from online accommodation platforms                                |                       | 65,000         |
|   | <b>MRDT Subtotal</b>  | <b>573,800</b> |
| Local government contribution   |                       | 0              |
| Stakeholder contributions (i.e. membership dues)                        |                       | 27,000         |
| Co-op funds received (e.g. DBC Coop; DMO-led projects)                  |                       | 0              |
| Grants – Federal (pending application approval)                         |                       | (26,000)       |
| Grants – Provincial (visitor Services funding)                          |                       | 30,000         |
| Grants/Fee for Service - Municipal                                      |                       | 0              |
| Retail Sales  |                       | 25,000         |
| Interest  |                       | 5,200          |
| Other   |                       | 9,000          |
|   | <b>Total Revenues</b> | <b>644,000</b> |
| Expenses  |                       | Budget \$      |
| <b>Marketing</b>  |                       |                |
| Marketing staff – wage and benefits (including AOR)                     |                       | 62,600         |
| Media advertising and production  |                       | 80,200         |
| Website - hosting, development, maintenance                             |                       | 17,000         |
| Social media  |                       | 60,000         |
| Consumer Shows, events  |                       | 11,500         |
| Collateral production, and distribution                                 |                       | 37,500         |
| Travel media relations  |                       | 25,000         |
| Travel trade  |                       | 500            |
| Consumer-focused asset development (imagery, video, written content)    |                       | 16,000         |
| Other (please describe)   |                       |                |
|   | <b>Subtotal</b>       | <b>310,300</b> |
| <b>Destination &amp; Product Experience Management</b>                  |                       |                |
| Destination & Product Experience Management Staff – wage and benefits   |                       | 0              |
| Industry development and training                                       |                       | 5,000          |
| Product experience enhancement and training                             |                       | 10,000         |
| Research, evaluation and analytics                                      |                       | 8,000          |
| Other (please describe)   |                       |                |
|   | <b>Subtotal</b>       | <b>23,000</b>  |
| <b>Visitor Services</b>   |                       |                |
| Visitor Services activities   |                       | 117,500        |
| Other (please describe)   |                       |                |
|   | <b>Subtotal</b>       | <b>117,500</b> |
| <b>Meetings Conventions, Events &amp; Sport</b>                         |                       |                |
| Meetings, conventions, conferences, events, sport, grant programs, etc. |                       | 29,000         |
|   | <b>Subtotal</b>       | <b>29,000</b>  |
| <b>Administration</b>   |                       |                |
| Management and staff unrelated to program implementation – wages and    |                       | 62,500         |
| Finance staff – wages and benefits                                      |                       | 6,200          |
| Human Resources staff – wages and benefits                              |                       | 0              |
| Board of Directors costs  |                       | 0              |

|   |       |
|---|-------|
| Information technology costs – workstation-related costs (i.e. computers, telephone, support, networks) | 3,000 |
| Office lease/rent   | 8,400 |

| Expenses   | Budget \$      |
|--|----------------|
| General office expenses  | 37,100         |
| <b>Subtotal</b>  | <b>117,200</b> |
| <b>Affordable Housing</b>  |                |
| General MRDT revenues  | 0              |
| Revenues from online accommodation platforms                                   | 65,000         |
| <b>Subtotal</b>  | <b>65,000</b>  |
| <b>Other</b>   |                |
| All other wages and benefits not included above                                |                |
| Other activities not included above (please describe) Professional Development | 8,000          |
| <b>Subtotal</b>  | <b>8,000</b>   |
| <b>Total Expenses:</b>   | <b>670,000</b> |
| <b>Balance or Carry Forward</b>  | <b>-26,000</b> |

**NOTE – The balance forward is -\$26,000; this represents the grants pending from Canada summer jobs program.**

**Projected Spend by Market (broad estimate)**

*Add more rows as needed.*

| Geographic Market                    | Total Marketing Budget by Market | % of Total \$ by Market |
|--------------------------------------|----------------------------------|-------------------------|
| BC                                   | 124,120                          | 40                      |
| Alberta                              | 77,575                           | 25                      |
| Ontario                              | 46,545                           | 15                      |
| Other Canada (Prairies)              | 15,515                           | 5                       |
| Washington State                     | 15,515                           | 5                       |
| California                           | 15,515                           | 5                       |
| Other USA (Oregon)                   | 15,515                           | 5                       |
| Mexico                               |                                  |                         |
| China                                |                                  |                         |
| UK                                   |                                  |                         |
| Germany                              |                                  |                         |
| Australia                            |                                  |                         |
| Japan                                |                                  |                         |
| Other International (Please specify) |                                  |                         |
| <b>Total</b>                         | 310,300                          |                         |

**THE DISTRICT OF UCLUELET**

**Bylaw No. 1093, 2008**

*A Bylaw to establish a Special Reserve Fund to provide for Affordable Housing*

**GIVEN THAT** Section 188 of the Community Charter outlines the establishment of a Special Reserve Fund for a specific purpose other than those purposes as established under other Sections of the Community Charter;

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

1. This Bylaw may be cited as the “Affordable Housing Reserve Fund Bylaw No.1093, 2008”.
2. This Bylaw No.1093 is established under the provisions of Section 188 of the Community Charter.
3. Money received from sale of municipal land, density bonusing contributions, rezonings, grants and donations for the purpose of this Reserve Fund, cash-in-lieu payments, fees, revenue generated from sale or rental of Perpetual Affordable Housing (PAH) units, or revenues otherwise provided in the Community Charter shall be paid into this Reserve Fund as directed by Council.
4. Monies in this Reserve Fund, and interest earned on it, shall only be used for or in respect for the following purposes:
  - a. capacity building, land acquisition, construction, renovation and operational expenses required for the provision of affordable housing;
  - b. administration costs associated with the management of the Ucluelet Affordable Housing Committee (UAHC); and
  - c. external requests from non-profit groups that are working to achieve affordable housing in the District of Ucluelet that have been recommended by the UAHC.

Short Title:

5. This bylaw may be cited as District of Ucluelet “Affordable Housing Reserve Fund Bylaw No. 1093, 2008”.

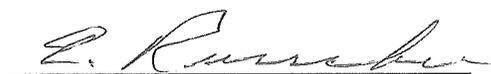
**READ A FIRST TIME** this 9<sup>th</sup> day of **December, 2008**.

**READ A SECOND TIME** this 9<sup>th</sup> day of **December, 2008**.

**READ A THIRD TIME** this 9<sup>th</sup> day of **December, 2008**.

**ADOPTED THIS** day of this 13<sup>th</sup> day of **January, 2009**

**CERTIFIED CORRECT:** “Affordable Housing Reserve Fund Bylaw No. 1093, 2008”

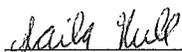


**Eric Russcher**  
Mayor



**Saila Hull**  
Corporate Officer

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



**Saila Hull**  
Corporate Officer





## STAFF REPORT TO COUNCIL

Council Meeting: NOVEMBER 27<sup>TH</sup>, 2018  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** JOHN TOWGOOD, PLANNER 1

**FILE NO:** 3060-20-DP18-11 **FOLIO NO:** 061.146

**SUBJECT:** DEVELOPMENT PERMIT; 257 BOARDWALK BOULEVARD

**REPORT:** 18 -116

**ATTACHMENT(S):** APPENDIX A – DEVELOPMENT PERMIT DP18-11  
APPENDIX B – APPLICATION  
APPENDIX C – ARCHAEOLOGICAL SITES NOTIFICATION LETTER

### RECOMMENDATION(S):

1. **THAT** Council approve Development Permit DP18-11 for the construction of 1-unit Resort Condo with an accessory basement storage unit on the property at 257 Boardwalk Boulevard: Strata lot A, Section 21, Clayoquot District Strata Plan VIS6124.

### PURPOSE:

To provide Council with information on a proposed Development Permit (“DP”) for the property at 257 Boardwalk Boulevard: Strata lot A, Section 21, Clayoquot District Strata Plan VIS6124, PID 026-843-510 (the “Subject Property”).

### BACKGROUND:

An application has been received for a Development Permit for the subject property. This undeveloped waterfront property is located on Spring Cove and was part of the year 2000 “Reef Point” development: (Figure 1).

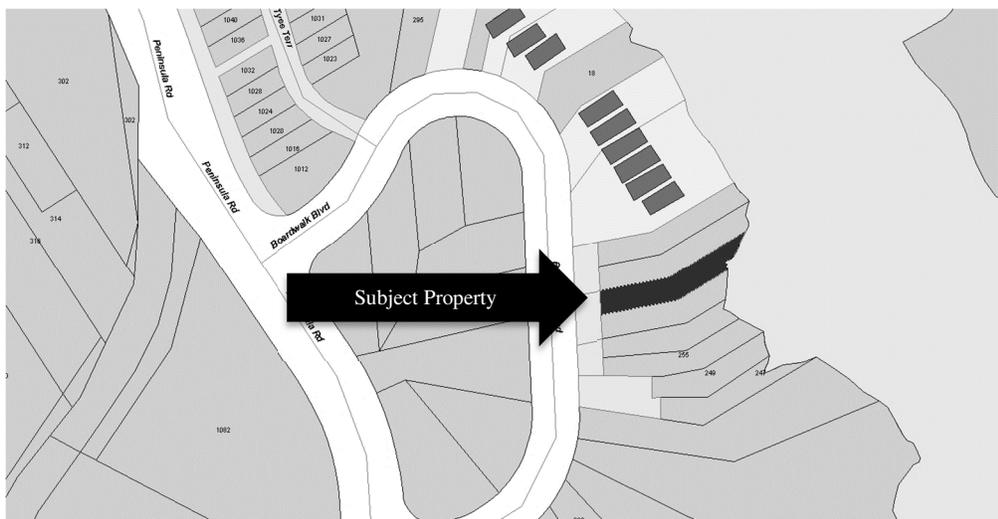


Figure 1 – Site Plan



Figure 2 – Existing Streetscape

The property was extensively cleared of all vegetation prior to the applicant’s purchase of the properties except for a strip of approximately 16 metres along the waterfront. The subject property has a section 219 covenant in place to preserve 15 metres of the foreshore trees and vegetation. This covenant has an allowance for a public pedestrian boardwalk/trail. The subject property also has a Statutory Right of Way (**SRW**) for this boardwalk/trail that will form part of phase 3 of the spring cove trail element (**Figure 3**) of the larger Safe Harbour Trail system (“the public trail”) as indicated in the 2011 OCP Development Permit Area #3 guidelines, and in the new draft Official Community Plan.

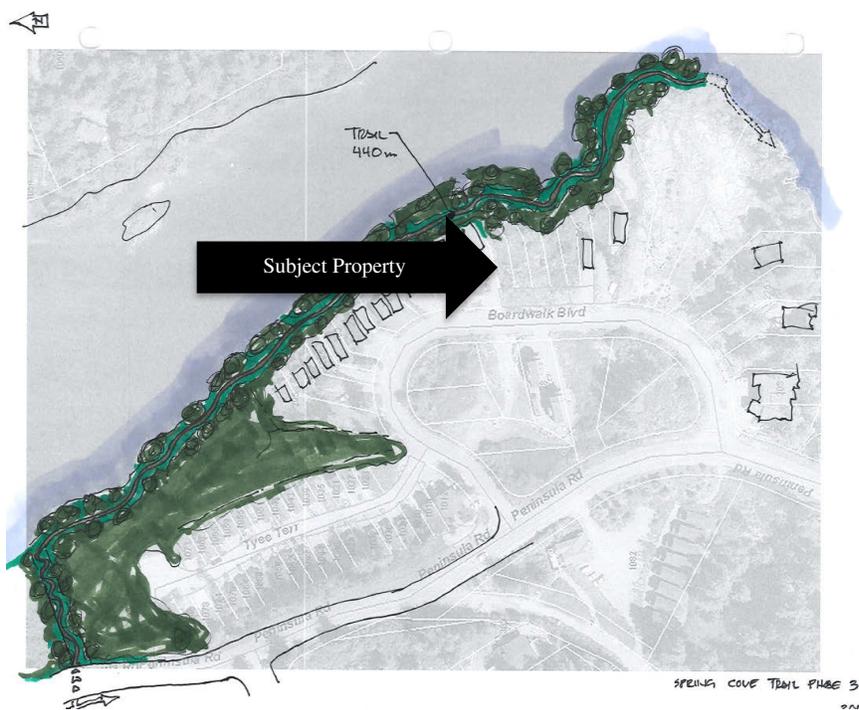


Figure 3 – Phase 3 Spring Cove Trail sketch

**DISCUSSION:**

The proposed Development Permit application is assessed on:

- The Official Community Plan’s (the “OCP”) Reef Point designation policies;
  - Protection of the natural environment, its ecosystems and biological diversity; and
  - Protection of development from hazardous conditions; and
  - Establishment of objectives for the form and character of development in the resort region;
- Zoning Bylaw requirements;
- Fire Department review;

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

The building area of this lot has been extensively cleared of all organics and contains no significant environmental features. The applicant has indicated in their landscape plan that any existing vegetation will be protected and preserved, and that the site will be replanted in native species in keeping with OCP guidelines. The general development permit guidelines indicate that an “Environmental Impact Assessment” shall be required for all properties greater than 2 HA in size to evaluate the impacts of a proposed development on the natural environment. The subject property area is 0.04 HA. Considering that the property area is less than the 2HA threshold, the extent that the lot has been previously cleared, and that the applicant is proposing to enhance the site’s landscape with the planting of native species in keeping with OCP guidelines, staff have not required an Environmental Impact Assessment and consider this application to be consistent with the OCP guidelines.

**OCP, Protection of development from hazardous conditions:**

The building elements of this development are sited on the upper bench of the site at a minimum of 15m from the foreshore and located on existing grade approximately 12m above high tide. Considering the height of the proposed building off the natural boundary and a geotechnical report is not required as part of the development permit process. A geotechnical assessment maybe required at time of building permit dependent on soil conditions.

**OCP, Establishment of objectives for the form and character of development in the resort region:**

The Reef Point Development Permit Area is intended for tourist commercial development. Reef Point’s natural beauty and rich ecological qualities add significant potential value to Ucluelet, its residents, and future generations in enhancing the character of the area. It is these qualities - beautiful, natural, and wild - which residents and people from afar come to experience. The immediacy of the ocean, the marine environment and the presence of significant stands of forest, including old-growth are primary character-giving qualities of this area.

This application is proposing a two-and-a-half storey, 2,309 sq.ft. resort condo unit. The building will be clad in woven Hardishingle with 7” exposure with Cedar T&G accent inserts. The roofing will be Prefinished Metal and the decks will have glass and aluminum handrails and composite deck fascia. The basement and support structures will be exposed concrete (**Figure 4**).



Figure 4 – Prospective View

The site is laid out with parking (2 Spaces) in front of the Resort Condo in the strata common area. There is a courtyard directly in front of the unit that is surfaced with pavers. (Figure 5).

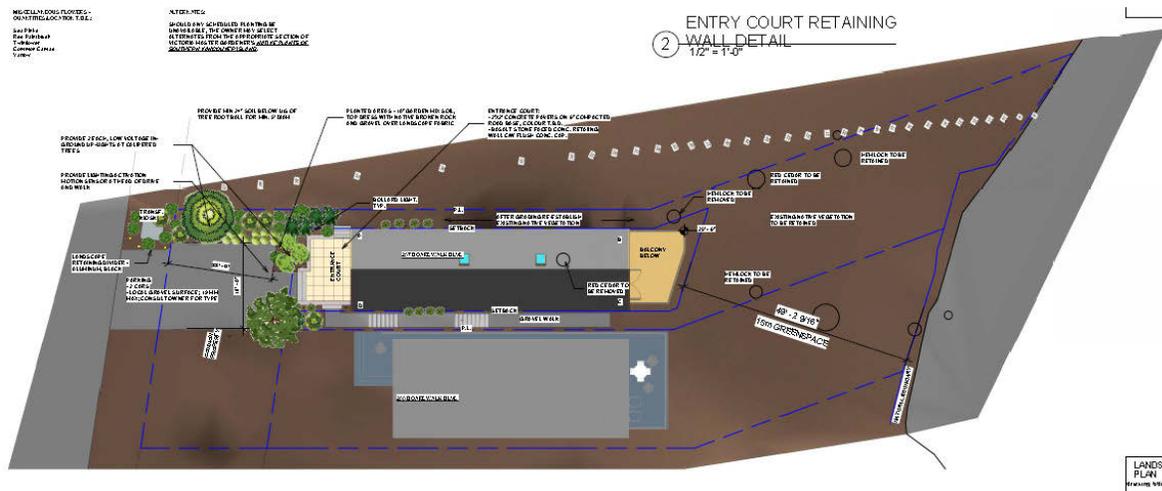


Figure 5 – Site Plan

**FIRE DEPARTMENT REVIEW**

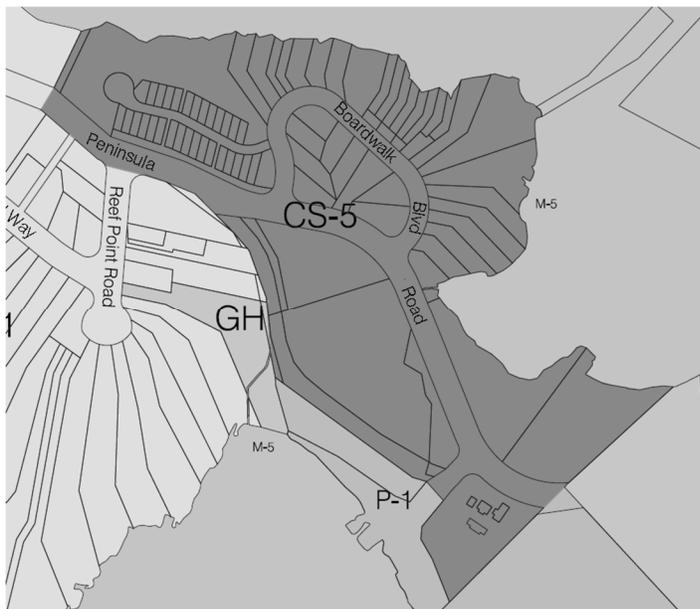
Fire protection for this project is already dictated by the existing subdivision configuration and the hydrants already in place. The building is clad in a concrete board type siding, has a metal roof and has no overhangs. These aspects make the building resistant to fire spread from neighboring properties. Because of the elements listed above the Ucluelet fire department did not have any direct

input on this development other than they would like to ensure that the street numbers are clearly visible at the entrance of the driveway.

**ZONING BYLAW REQUIREMENTS:**

The Property is in the Tourist Commercial CS-5 zone. This zone is intended to provide for tourist commercial accommodations and other related recreational and primarily tourist commercial uses outside the District's Village Square and its residential areas. The application proposes the primary use of "CS-5 1.1. (1) (c) Resort Condo" use with "Resort Condo" defined as:

*"Resort Condo" means a building, or group of buildings, providing two or more separate dwelling units, for commercial tourist accommodation use only, without the accessory uses commonly associated with or specifically permitted with hotels or motels. The building(s) must be on the same lot or within the strata plan, except for the parcels within the CS-5 Zone along Peninsula Road, as illustrated below ("Reef Point"), in which case there may be only one unit per lot:*



From the information supplied that this development meets all zoning requirements. Further review and confirmation of zoning compliance will be done at the building permit stage when the more detailed drawings are submitted.

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

Staff time will be required to monitor and review the progress of this application.

**FINANCIAL IMPACTS:**

Development Cost Charges will be charged for the resort condo by a per unit basis, and a building permit fee will be charged based on construction value. The value of the property will increase with the proposed improvements, increasing the municipal tax base. Water and sewer fees will be collected based on metered usage. These additional revenues are expected to offset the incremental increase in municipal services and infrastructure.

**POLICY OR LEGISLATIVE IMPACTS:**

The Reef Point / Terrace Beach / Spring Cove area is known to have high archeological value. The original development of the area in 2000 included an extensive archeological review. From that report, archeological sites were identified and mapped out, and development lots were created around those sites, or covenants were positioned on title to regulate how those lots can develop. The subject property does not have an archeological covenant on title. From the limited information Staff are in possession of there is an indication that a portion of the property overlaps a mapped archaeological site. Under provincial legislation, the owner is required to ensure the proposed development will not affect protected archaeological resources.

Note that any review and/or permitting required by the Archaeology Branch is separate from municipal processes; issuance of a Development Permit and/or Building Permit is independent from the owner's responsibility to also comply with the provincial *Heritage Conservation Act* (see notification letter, Appendix C). The municipal and provincial permitting processes can proceed in parallel.

**SUMMARY:**

This proposal conforms to the Reef Point Development Permit area tourist commercial vision and is consistent with OCP guidelines.

**OPTIONS REVIEW:**

1. That Council approve Development Permit DP18-11 for the construction of 1-unit Resort Condo with an accessory basement storage unit on the property at 257 Boardwalk Boulevard: Strata lot A, Section 21, Clayoquot District Strata Plan VIS6124. (**Recommended option**).
2. That Council defer consideration pending receipt of further information, to be identified.
3. That Council refuse the permit application, citing the specific OCP guidelines Council considers the proposal does not meet.

Staff recommend Option 1 as the proposed development meets the intent of the Reef Point Development Permit Area Guidelines.

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



## DEVELOPMENT PERMIT DP18-11

Pursuant to Part 14, Division 7 of the Local Government Act, R.S.B.C 2015 C.1 as amended:

1. This Development Permit is issued to:

WALTER JOHN RULOFF  
 P.O. BOX 69  
 BOWEN ISLAND BC  
 V0N 1G0

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

257 Boardwalk Boulevard (Strata lot A, Section 21, Clayoquot District Strata Plan VIS6124)

3. This Development Permit is issued subject to compliance with all bylaws of the District of Ucluelet.

4. This Permit authorizes the construction of the following improvements on the Lands:

- a. One Family Resort Condo building.
- b. Driveway and parking area.
- c. Landscaping and planting enhancements of retained vegetation areas.

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

5. This permit is issued subject to the following conditions:
  - a. Prior to obtaining a building permit the Owner shall submit a final detailed landscape plan showing the number, type and location of new plant material to complete the screening and enhanced landscape buffers in the general locations shown on the plans attached in Schedule A, for review and approval by the Manager of Community Planning. The additional planting shall be installed and maintained prior to occupancy of any of the buildings shown on the site plan. The detailed landscape plan is also to show the location of temporary protective fencing for all trees shown to be retained during construction.
  - b. Temporary protective fencing is to be erected prior to issuance of a building permit or the commencement of any site clearing or grading activities;
  - c. No material storage or staging is to occur in any tree protection area; and,
6. The work authorized by this Permit may only be carried out in compliance with all federal, provincial, and municipal statutes, regulations, and bylaws.



- 7. 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.
- 8. This Permit is NOT a Building Permit.
- 9. **Schedules "A"** attached hereto shall form part of this Permit. The Municipality's Chief Administrative Officer is hereby authorized to approve minor amendments to the plans provided that such amendments are consistent with the overall character and intent of the original plans.

**AUTHORIZING RESOLUTION** passed by the Municipal Council on the        day of        , 2018.

**IN WITNESS WHEREOF** this Development Permit is hereby executed and issued by the Municipality the        day of        , 2018.

**THE DISTRICT OF UCLUELET**  
by its authorized signatories:

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

\_\_\_\_\_  
Mark Boysen – Corporate Officer

**OWNER**  
by its authorized signatory

\_\_\_\_\_  
Owner, by its authorized signatory

**ISSUED** the        day of        , 2018.

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



## Schedule A

# RULOFF RESIDENCE



## BP CONTENTS

- A0.1 AREA CALCULATIONS
- A0.2 BUILDING CODE
- A0.2.1 BUILDING CODE CONT.
- A0.3 GEN. NOTES
- A1.2 SITE PLAN
- A1.3 SITE PLAN DETAIL
- A1.3.1 SURVEY BY AG SURVEYS
- A1.4 MAIN/BASEMENT FLOOR PLAN
- A1.5 2ND FLOOR PLAN
- A1.7 FOUNDATION PLAN
- A1.8 ROOF PLAN
- A2.1 NORTH ELEVATION
- A2.2 SOUTH ELEVATION
- A2.3 E AND W ELEVATIONS
- A2.6 INTERIOR ELEVATIONS
- A3.1 LONGIT. SECTION N
- A3.2 LONGIT. SECTION S
- A3.3 TRANSV. SECTIONS
- L1.0 LANDSCAPE PLAN

revisions

## PROJECT DATA

CIVIC ADDRESS: 257 BOARDWALK BLVD, UCLUELET, B.C.

LEGAL DESCRIPTION: S.L. A, SECTION 21, CLAYOQUOT DISTRICT, PLAN VIS6124

P.I.D.: 026-843-510

ZONING: CS-5

PROPOSED SINGLE FAMILY HOME

LOT AREA: 3,838 SQFT (COMMON AREA EXCLUDED)

| PROPOSED FLOOR AREAS: | AREA                    | FAR  |
|-----------------------|-------------------------|------|
| - 2ND FLOOR           | 987.8 ft <sup>2</sup>   | 0.26 |
| - MAIN FLOOR:         | 899.1 ft <sup>2</sup>   | 0.23 |
| - BASEMENT:           | 421.6 ft <sup>2</sup>   | 0.11 |
| - TOTAL FLOOR AREA:   | 2,308.5 ft <sup>2</sup> | 0.60 |

MAX. FAR: 0.70 - PROPOSED: 0.60

MAX. LOT COVERAGE: 40% 1,535.6 SQFT - PROPOSED: 35.4 % 1,360.9 ft<sup>2</sup>

MAX. HEIGHT: 39 FT - PROPOSED: 33.7 FT

AVE. NAT. GRADE: 32.2 FT (FOR CALCULATION SEE: A1.3)  
BLDG PEAK: 65.9 FT

### REQUIRED SETBACKS:

|                |                   |
|----------------|-------------------|
| - FRONT: 20 FT | - PROPOSED: 20 FT |
| - SIDE: 4 FT   | - PROPOSED: 4 FT  |
| - REAR: 10 FT  | - PROPOSED: 10 FT |

REQUIRED PARKING STALLS: 2 - PROPOSED: 2

### FLOOD PROTECTION

SURVEY BY AG SURVEYS:  
PRESENT NATURAL BOUNDARY ELEVATION: 2.5m (8.2 ft)

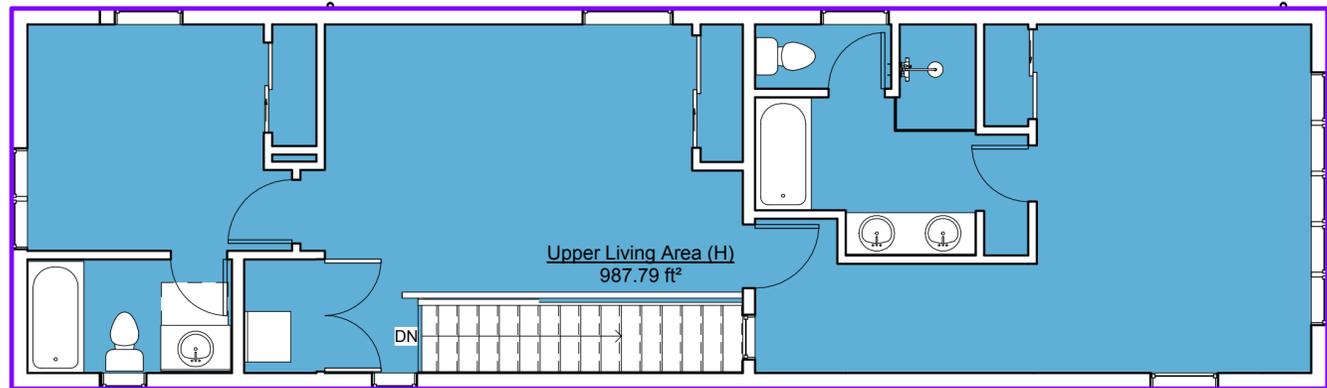
GEOTECHNICAL REPORT BY LEWKOWICH ENGINEERING ASSOCIATES LTD:  
MINIMUM ELEVATION OF U/S JOISTS OR SLAB:  
- 6.1m (20.01 ft) GEODETIC, OR  
- 4.35m (14.27 ft) ABOVE PNB = 14.27 ft + 8.2 ft = 22.47 ft  
- WHICHEVER IS HIGHER ==> 22.47 ft  
- PROPOSED TOP OF BASEMENT SLAB: 29 ft

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Ruloff Residence

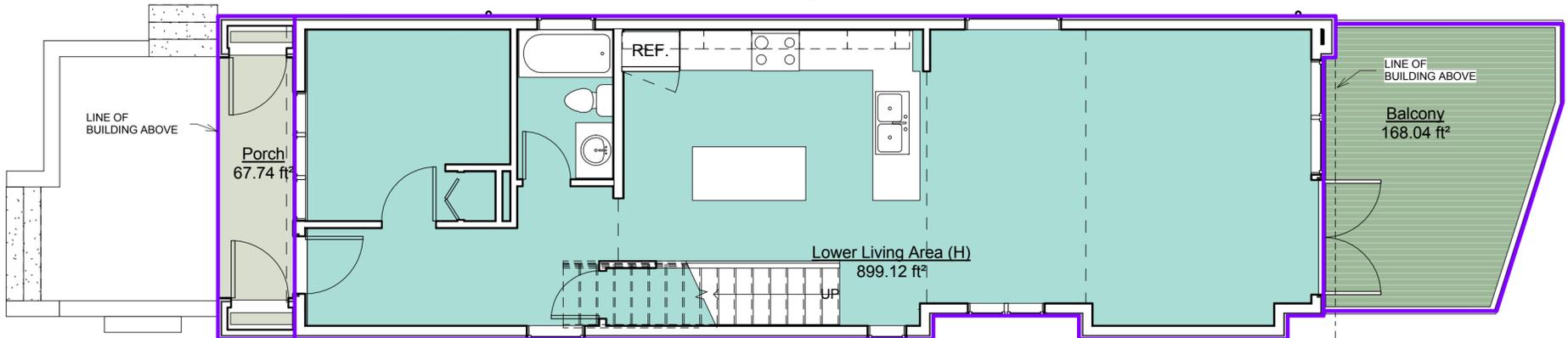
BP APPLICATION SET

|                          |
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| drawn by                 |
| scale                    |
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| drawing date             |
| 2018-11-14<br>4:43:01 PM |
| plot date                |
| COVER<br>sheet           |

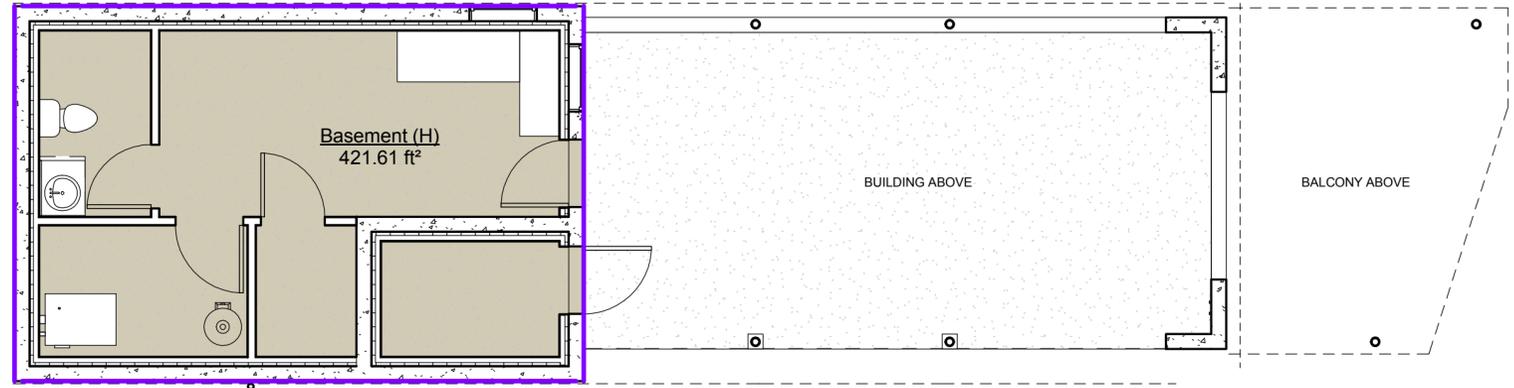
Development Permit: 257 Boardwalk Boulevard John Towgood, Planner 1



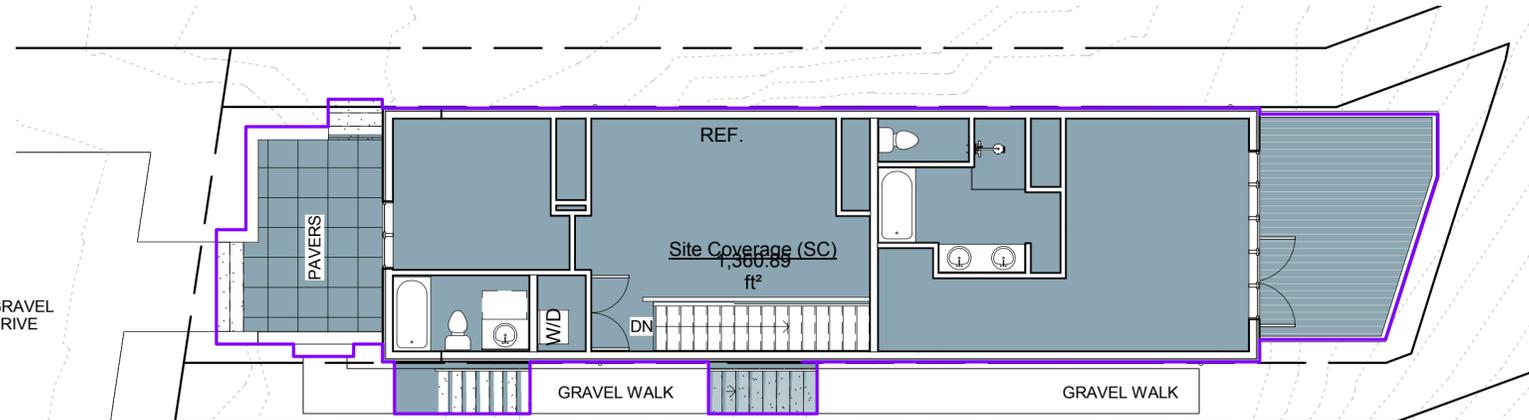
**2** Upper Level  
3/16" = 1'-0"



**1** Main Level  
3/16" = 1'-0"



**4** Basement Level  
3/16" = 1'-0"



**3** Site Coverage  
1/8" = 1'-0"

### Building Area Legend

Upper Living Area (H)

HEATED FLOOR AREAS

|             |           |                       |
|-------------|-----------|-----------------------|
| Upper Level | 987.8 ft² | Upper Living Area (H) |
|             | 987.8 ft² |                       |

|            |           |                       |
|------------|-----------|-----------------------|
| Main Level | 899.1 ft² | Lower Living Area (H) |
|            | 899.1 ft² |                       |

|                |             |              |
|----------------|-------------|--------------|
| Basement Level | 421.6 ft²   | Basement (H) |
|                | 421.6 ft²   |              |
|                | 2,308.5 ft² |              |

### Building Area Legend

Balcony

Lower Living Area (H)

Porch

UNHEATED AREAS

|            |          |         |
|------------|----------|---------|
| Main Level | 168 ft²  | Balcony |
| Main Level | 67.7 ft² | Porch   |

### Building Area Legend

Basement (H)

### Building Area Legend

Site Coverage (SC)

| SITE COVERAGE |      |          |                 |
|---------------|------|----------|-----------------|
| Name          | Area | Lot Area | % Site Coverage |

|                    |              |           |      |
|--------------------|--------------|-----------|------|
| Site Coverage (SC) | 1,360.89 ft² | 3,839 ft² | 35.4 |
|--------------------|--------------|-----------|------|

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 Ruloff Residence

**AREA CALCULATIONS**  
 drawing title  
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 Page 85 of 220

Development Permit: 257 Boardwalk Boulevard John Towgood, Planner 1

| WINDOW SCHEDULE |     |             |         |         |                             |
|-----------------|-----|-------------|---------|---------|-----------------------------|
| Elevation       | Tag | Head Height | Width   | Height  | Area                        |
| E               | E1  | 8' - 2"     | 2' - 3" | 3' - 8" | 8.25 ft <sup>2</sup>        |
| E               | E2  | 8' - 2"     | 2' - 3" | 3' - 8" | 8.25 ft <sup>2</sup>        |
| E               | E3  | 8' - 2"     | 2' - 3" | 3' - 8" | 8.25 ft <sup>2</sup>        |
| E               | E4  | 8' - 2"     | 2' - 3" | 3' - 8" | 8.25 ft <sup>2</sup>        |
| E               | E5  | 8' - 2"     | 2' - 3" | 3' - 8" | 8.25 ft <sup>2</sup>        |
| E               | E6  | 4' - 6"     | 2' - 3" | 3' - 8" | 8.25 ft <sup>2</sup>        |
| E               | E7  | 4' - 6"     | 2' - 3" | 3' - 8" | 8.25 ft <sup>2</sup>        |
| E               | E8  | 4' - 6"     | 2' - 3" | 3' - 8" | 8.25 ft <sup>2</sup>        |
| E               | E9  | 4' - 6"     | 2' - 3" | 3' - 8" | 8.25 ft <sup>2</sup>        |
| E               | E10 | 4' - 6"     | 2' - 3" | 3' - 8" | 8.25 ft <sup>2</sup>        |
| E               | E11 | 8' - 0"     | 3' - 0" | 7' - 0" | 21 ft <sup>2</sup>          |
| E               | E12 | 8' - 0"     | 3' - 0" | 7' - 0" | 21 ft <sup>2</sup>          |
| E               | E13 | 3' - 0"     | 3' - 0" | 2' - 0" | 6 ft <sup>2</sup>           |
| E               | E14 | 3' - 0"     | 3' - 0" | 2' - 0" | 6 ft <sup>2</sup>           |
| E               | E15 | 7' - 0"     | 3' - 0" | 2' - 0" | 6 ft <sup>2</sup>           |
|                 |     |             |         |         | <b>142.5 ft<sup>2</sup></b> |

|   |     |             |         |         |                          |
|---|-----|-------------|---------|---------|--------------------------|
| N | N1  | 7' - 0"     | 3' - 0" | 2' - 0" | 6 ft <sup>2</sup>        |
| N | N2  | 7' - 0"     | 4' - 0" | 2' - 0" | 8 ft <sup>2</sup>        |
| N | N3  | 7' - 0"     | 3' - 0" | 2' - 0" | 6 ft <sup>2</sup>        |
| N | N4  | 7' - 0"     | 5' - 0" | 2' - 0" | 10 ft <sup>2</sup>       |
| N | N6  | 8' - 7 1/8" | 3' - 0" | 1' - 6" | 4.5 ft <sup>2</sup>      |
| N | N7  | 8' - 7 1/8" | 3' - 0" | 1' - 6" | 4.5 ft <sup>2</sup>      |
| N | N9  | 7' - 0"     | 3' - 0" | 2' - 0" | 6 ft <sup>2</sup>        |
| N | N10 | 7' - 0"     | 3' - 0" | 2' - 0" | 6 ft <sup>2</sup>        |
|   |     |             |         |         | <b>51 ft<sup>2</sup></b> |

|   |     |         |         |         |                          |
|---|-----|---------|---------|---------|--------------------------|
| S | S1  | 7' - 0" | 2' - 0" | 3' - 6" | 7 ft <sup>2</sup>        |
| S | S2  | 7' - 0" | 2' - 0" | 2' - 0" | 4 ft <sup>2</sup>        |
| S | S3  | 3' - 8" | 2' - 0" | 2' - 0" | 4 ft <sup>2</sup>        |
| S | S4  | 4"      | 2' - 0" | 2' - 0" | 4 ft <sup>2</sup>        |
| S | S5  | 7' - 0" | 2' - 0" | 2' - 0" | 4 ft <sup>2</sup>        |
| S | S6  | 7' - 0" | 3' - 0" | 2' - 0" | 6 ft <sup>2</sup>        |
| S | S7  | 7' - 0" | 3' - 0" | 2' - 0" | 6 ft <sup>2</sup>        |
| S | S8  | 8' - 0" | 2' - 0" | 3' - 6" | 7 ft <sup>2</sup>        |
| S | S9  | 8' - 0" | 2' - 0" | 3' - 6" | 7 ft <sup>2</sup>        |
| S | S10 | 4' - 6" | 2' - 0" | 3' - 6" | 7 ft <sup>2</sup>        |
| S | S11 | 4' - 6" | 2' - 0" | 3' - 6" | 7 ft <sup>2</sup>        |
|   |     |         |         |         | <b>63 ft<sup>2</sup></b> |

|          |     |  |         |         |                          |
|----------|-----|--|---------|---------|--------------------------|
| SKYLIGHT | SK1 |  | 2' - 0" | 3' - 0" | 6 ft <sup>2</sup>        |
| SKYLIGHT | SK2 |  | 2' - 0" | 3' - 0" | 6 ft <sup>2</sup>        |
|          |     |  |         |         | <b>12 ft<sup>2</sup></b> |

|   |     |          |         |         |                             |
|---|-----|----------|---------|---------|-----------------------------|
| W | W1  | 10' - 0" | 2' - 3" | 4' - 6" | 10.13 ft <sup>2</sup>       |
| W | W2  | 10' - 0" | 2' - 3" | 4' - 6" | 10.13 ft <sup>2</sup>       |
| W | W3  | 5' - 6"  | 2' - 3" | 4' - 6" | 10.13 ft <sup>2</sup>       |
| W | W4  | 5' - 6"  | 2' - 3" | 4' - 6" | 10.13 ft <sup>2</sup>       |
| W | W5  | 8' - 0"  | 2' - 3" | 3' - 6" | 7.88 ft <sup>2</sup>        |
| W | W6  | 8' - 0"  | 2' - 3" | 3' - 6" | 7.88 ft <sup>2</sup>        |
| W | W7  | 8' - 0"  | 2' - 3" | 3' - 6" | 7.88 ft <sup>2</sup>        |
| W | W8  | 4' - 6"  | 2' - 3" | 3' - 6" | 7.88 ft <sup>2</sup>        |
| W | W9  | 4' - 6"  | 2' - 3" | 3' - 6" | 7.88 ft <sup>2</sup>        |
| W | W10 | 4' - 6"  | 2' - 3" | 3' - 6" | 7.88 ft <sup>2</sup>        |
|   |     |          |         |         | <b>87.75 ft<sup>2</sup></b> |

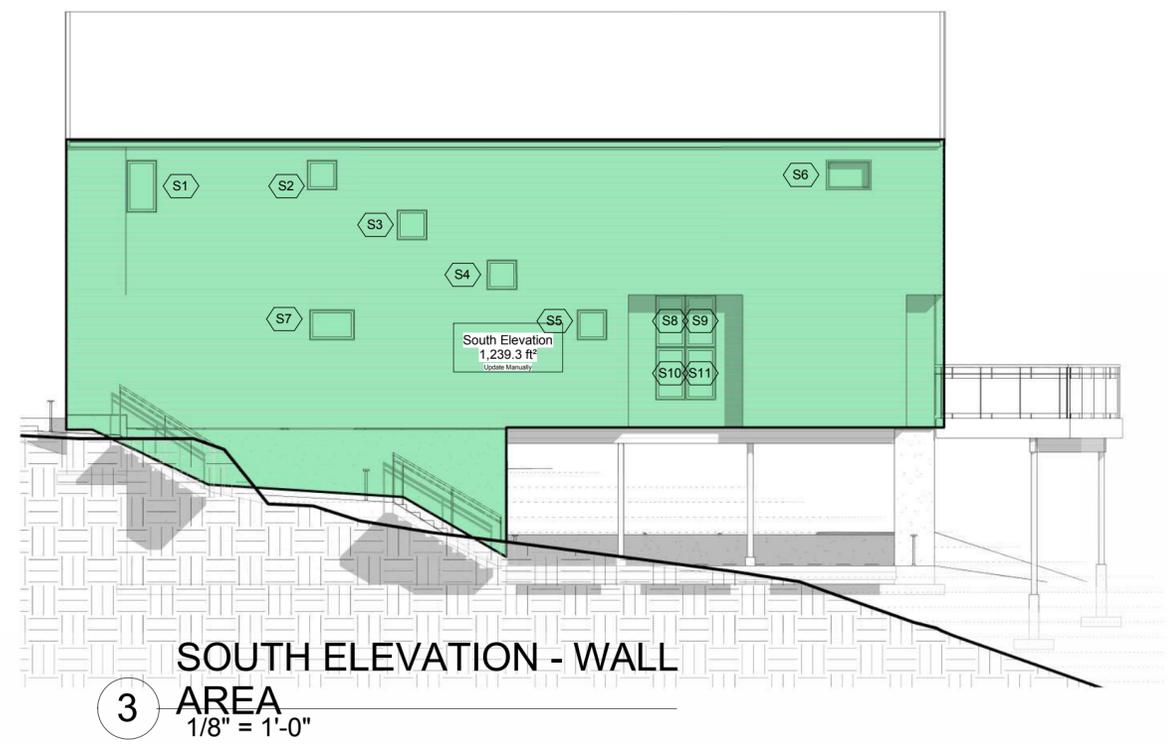
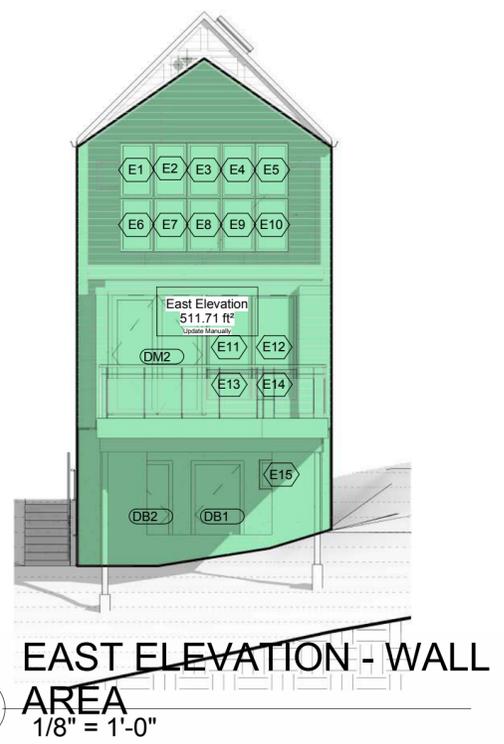
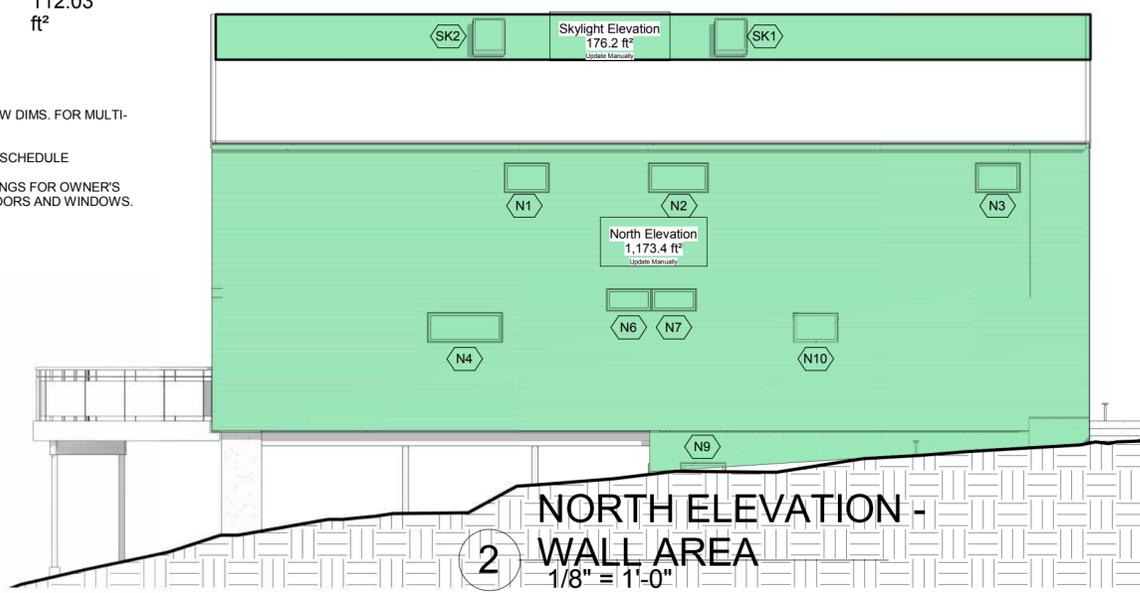
|  |  |  |  |  |                              |
|--|--|--|--|--|------------------------------|
|  |  |  |  |  | <b>356.25 ft<sup>2</sup></b> |
|--|--|--|--|--|------------------------------|

| EXTERIOR DOOR SCHEDULE |     |         |         |                             |             |
|------------------------|-----|---------|---------|-----------------------------|-------------|
| Building Face          | Tag | Width   | Height  | Area                        | Fire Rating |
| E                      | M2  | 6' - 0" | 8' - 0" | 48 ft <sup>2</sup>          | None        |
| E                      | B2  | 3' - 0" | 6' - 8" | 20.01 ft <sup>2</sup>       | None        |
| E                      | B1  | 3' - 0" | 6' - 8" | 20.01 ft <sup>2</sup>       | None        |
|                        |     |         |         | <b>88.03 ft<sup>2</sup></b> |             |

|   |    |         |         |                              |  |
|---|----|---------|---------|------------------------------|--|
| W | M1 | 3' - 0" | 8' - 0" | 24 ft <sup>2</sup>           |  |
|   |    |         |         | <b>24 ft<sup>2</sup></b>     |  |
|   |    |         |         | <b>112.03 ft<sup>2</sup></b> |  |

NOTES:  
 SEE FLOOR PLANS FOR OVERALL WINDOW DIMS. FOR MULTI-LITE WINDOWS  
 SEE SHEET A1.5 FOR DOOR SCHEDULES SCHEDULE  
 CONTRACTOR TO PROVIDE SHOP DRAWINGS FOR OWNER'S REVIEW AND PRE-APPROVAL FOR ALL DOORS AND WINDOWS.

| UNPROTECTED OPENINGS   |                   |          |                         |                        |                                  |                              |                              |
|------------------------|-------------------|----------|-------------------------|------------------------|----------------------------------|------------------------------|------------------------------|
| Exposing Building Face | Limiting Distance | (m)      | Face Area               | (sqm)                  | Max % Opening, Table 9.10.14.4.A | Max Openings (sqft)          | Proposed Openings (sqft)     |
| East Elevation         | 20' - 0"          | 6.096 m  | 511.71 ft <sup>2</sup>  | 47.539 m <sup>2</sup>  | 57.00                            | <b>291.67 ft<sup>2</sup></b> | <b>230.5 ft<sup>2</sup></b>  |
| West Elevation         | 37' - 2"          | 11.328 m | 354.56 ft <sup>2</sup>  | 32.94 m <sup>2</sup>   | 100.00                           | <b>354.56 ft<sup>2</sup></b> | <b>111.75 ft<sup>2</sup></b> |
| North Elevation        | 4' - 0"           | 1.219 m  | 1,173.4 ft <sup>2</sup> | 109.012 m <sup>2</sup> | 7.00                             | <b>82.14 ft<sup>2</sup></b>  | <b>51 ft<sup>2</sup></b>     |
| South Elevation        | 4' - 0"           | 1.219 m  | 1,239.3 ft <sup>2</sup> | 115.135 m <sup>2</sup> | 7.00                             | <b>86.75 ft<sup>2</sup></b>  | <b>63 ft<sup>2</sup></b>     |
| Skylight Elevation     | 9' - 2"           | 2.794 m  | 176.2 ft <sup>2</sup>   | 16.37 m <sup>2</sup>   | 12.00                            | <b>21.14 ft<sup>2</sup></b>  | <b>12 ft<sup>2</sup></b>     |



revisions

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 Ruloff Residence

|                       |               |
|-----------------------|---------------|
| <b>BUILDING CODE</b>  | drawing title |
| GS                    | drawn by      |
| 1/8" = 1'-0"          | scale         |
| 2018-02-26            | drawing date  |
| 2018-11-14 4:39:01 PM | plot date     |
| <b>A0.2</b>           | sheet         |



# GENERAL NOTES:

## BUILDING CODE:

- ALL CONSTRUCTION SHALL MEET BRITISH COLUMBIA BUILDING CODE (CURRENT EDITION), AND OTHER REGULATIONS REQUIRED BY THE AUTHORITY(S) HAVING JURISDICTION.

## ZONING BYLAW:

- ALL CONSTRUCTION SHALL COMPLY WITH THE ZONING BYLAW OF OF THE DISTRICT OF UCLUELET

## DRAWINGS AND SITE CONDITIONS:

- DO NOT SCALE DRAWINGS; DIMENSIONS ALWAYS TAKE PRECEDENCE.  
 - THE GENERAL CONTRACTOR SHALL VERIFY ALL DATUMS, DIMENSIONS AND LEVELS PRIOR TO THE COMMENCEMENT OF WORK. ALL ERRORS AND OMISSIONS TO BE REPORTED IMMEDIATELY TO THE DESIGNER.  
 - VARIATIONS AND MODIFICATIONS TO THE WORK SHOWN ON THE DRAWINGS SHALL NOT BE CARRIED OUT WITHOUT THE EXPRESS WRITTEN PERMISSION OF THE DESIGNER.  
 - THIS DRAWING IS THE EXCLUSIVE PROPERTY OF THE DESIGNER AND CANNOT BE REPRODUCED WITHOUT THE EXPRESS WRITTEN PERMISSION OF THE DESIGNER.

## QUALITY CONTROL:

- ALL WORK TO BE PERFORMED TO CURRENT GOOD TRADE PRACTICE STANDARDS BY WORK PERSONS SKILLED IN THEIR TRADES.  
 - ALL MATERIALS TO BE OF GOOD QUALITY FOR THE INTENDED AND ACTUAL PURPOSE, PROPERLY TRANSPORTED, STORED AND PROTECTED.

## SHOP DRAWINGS:

- CONTRACTOR TO PROVIDE SHOP DRAWINGS FOR OWNERS REVIEW AND PRE-APPROVAL FOR:  
 - ALL CABINETS, COUNTERS, BACKSPLASHES  
 - SHOWER PLUMBING FIXTURES, AND SHOWER/TUB ENCLOSURES  
 - TILE LAYOUT  
 - TYPICAL WINDOW AND DOOR TRIM, AND BASEBOARDS  
 - GUARDS AND HANDRAILS (PROVIDE TO STRUCTURAL ENG. FOR REVIEW AND PRE-APPROVAL)  
 - FIREPLACES, MANTLES, AND ENCLOSURES  
 - CLOSET ORGANIZERS, ROD & SHELF - ALL CLOSETS

## STRUCTURAL FRAMING, FOUNDATIONS, FOOTINGS, AND SLABS:

- ALL FOUNDATIONS, FOOTINGS, AND SLABS SHALL BE PLACED ON SOLID UNDISTURBED SOIL OR PROPERLY COMPACTED STRUCTURAL FILL AS SPECIFIED BY THE STRUCTURAL ENGINEER/GEOTECHNICAL ENGINEER.  
 - PROVIDE SUFFICIENT NOTICE PER STRUCTURAL ENGINEER'S REQUIREMENTS BEFORE POURING FOUNDATIONS, FOOTINGS, AND SLABS, AND FOR FIELD REVIEWS PER ENGINEER'S INSTRUCTION.  
 - FOOTINGS TO BE PLACED MINIMUM 24" BELOW FINISHED GRADE.  
 - SOIL BEARING CAPACITY TO BE CONFIRMED AT EXCAVATION BY GEOTECHNICAL ENGINEER.

## BACKFRAMING:

- CONTRACTOR TO PROVIDE ALL BACKFRAMING REQUIRED FOR CABINETS, GUARDS, TRIM, ETC.

## SECONDARY STRUCTURAL COMPONENTS:

- GENERAL CONTRACTOR SHALL PROVIDE ENGINEERING DRAWINGS SEALED BY AN APPROPRIATE ENGINEER LICENCED IN THE PROVINCE OF BRITISH COLUMBIA FOR ALL SECONDARY STRUCTURAL COMPONENTS. EXAMPLE: GUARDS AND HANDRAILS.

## GUARDS AND HAND RAILS:

- PROVIDE SHOP DRAWINGS FOR ALL GUARDS AND HAND RAILS FOR OWNER'S APPROVAL, SHOWING ALL MATERIALS AND FINISHES. PROVIDE COLOR SAMPLES.  
 - PROVIDE SEALED ENGINEERING DRAWINGS.  
 - EXTERIOR GUARDS TO BE FACIA-MOUNTED  
 - GUARDS TO BE 42" HIGH A.F.F., WITH MAXIMUM 4" OPENINGS, NOT CLIMBABLE PER BCBC.

## BUILDING VENTILLATION:

- CONTRACTOR SHALL PROVIDE VENTILLATION DESIGN AND VENTILLATION CERTIFICATION PREPARED BY A QUALIFIED AND LICENCED HVAC CONTRACTOR OR MECHANICL ENGINEER TO THE SATISFACTION OF THE AUTHORITY HAVING JURISDICTION.

## SAFETY GLASS:

-PROVIDE SAFETY GLASS TO ALL SIDE LIGHTS WITHIN 36" OF DOORS, WITHIN 8" OF FINISHED FLOOR, WINDOWS/GLAZING ABOVE ALL BATH TUBS AND SHOWERS, SHOWER ENCLOSURES, AND SKYLIGHTS.

## ATTACHED GARAGES:

- INTERIOR DOOR TO DWELLING SHALL HAVE 45 MINUTE F.P.R, WEATHER SEAL TO PREVENT ENTRY OF COMBUSTION GASES INTO THE DWELLING, AND APPROVED SELF CLOSING DEVICE.

## SMOKE, CO2, AND PROPANE DETECTORS:

- PROVIDE APPROVED INTERCONNECTED SMOKE DETECTORS IN ALL HABITABLE ROOMS, CORRIDOR/STAIRS, STORAGE ROOMS, CRAWL SPACES, ATTACHED GARAGE PER BCBC AND CANADIAN ELECTRICAL CODE.  
 - MOUNT ON CEILING AT HIGHEST POINT.  
 - IN MAJOR ROOMS WHERE CEILING IS VAULTED > 12', PROVIDE ADDITIONAL INTERCONNECTED SMOKE DETECTOR MOUNTED TO WALL AT 104" A.F.F.  
 - PROVIDE MINIMUM ONE INTERCONNECTED CO2 DETECTOR PER FLOOR. MAY BE COMBINED WITH SMOKE DETECTOR.  
 - IF PROPANE APPLIANCE(S) ARE INSTALLED IN DWELLING, INSTALL ONE PROPANE DETECTOR PER FLOOR WHERE APPLIANCE(S) ARE LOCATED AND ONE AT LOWEST FLOOR LEVEL. PLACE WITHIN PROXIMITY OF PROPANE APPLIANCE(S) TO MANUFACTURE'S RECOMMENDED INSTALLATION.  
 - ALL DETECTORS TO HAVE BATTERY BACKUP.

## RATED ASSEMBLIES:

- ALL RATED FIRE DOORS AND FRAMES TO BE INSTALLED WITH LABELS VISIBLE AND CLOSURES AS PER MANUFACTURERS SPECIFICATIONS.  
 - CONTINUITY OF ALL FIRE SEPARATIONS TO BE MAINTAINED.  
 - OPENINGS IN FIRE SEPARATIONS SHALL BE PROTECTED WITH CLOSURES IN CONFORMANCE WITH BCBC SECTION 3.1.8.  
 - DUCTING PENETRATING FIRE SEPARATIONS TO BE FITTED WITH APPROVED FIRE DAMPER.

## ROOFING:

- ROOF SHALL MEET RCABC BEST PRACTICES AND MEET THE REQUIREMENTS OF RCABC'S 5 YR WARRANTY  
 - ROOFING CONTRACTOR SHALL BE AN RCABC MEMBER IN GOOD STANDING.

## ROOF VENTILLATION:

- PROVIDE UNIFORMLY DISTRIBUTED VENTILATION TO ROOFS WITH SLOPE GREATER THAN 1 IN 6, AT 1/300 OF INSULATED CEILING AREA WITH A MINIMUM OF 25 % OF THE 1/300 AT THE TOP AND A MINIMUM OF 25% OF THE 1/300 AT THE BOTTOM.  
 - SEE ALSO BCBC 9.19.1.2 FOR ROOFS WITH A SLOPE OF LESS THAN 1 IN 6 WHERE VENTILATION INCREASES TO 1/150.  
 - IF USING 2 lb POLYURETHANE FOAM INSULATION APPLIED TO U/S ROOF DECK TO FORM CONTINUOUS VAPOUR BARRIER AT ROOF, VENTILATION CAN BE ELIMINATED.

## RAIN SCREEN:

- 1/2" MINIMUM AIRSPACE, UNINTERRUPTED AND VENTED TOP AND BOTTOM.  
 - SHALL ALLOW CONTINUOUS DRAINAGE OF THE VOID SPACE.  
 - HORIZONTAL FURRING TO BE SPACED MINIMUM 1/2" FROM SHEATHING AND MOISTURE BARRIER TO PERMIT DRAINAGE.  
 - PROVIDE BUG SCREEN TOP AND BOTTOM.

## SECONDARY PLANE OF PROTECTION/MOISTURE BARRIER:

- SHALL CONFORM TO BCBC 9.27.3.  
 - SHALL BE COMMERCIAL GRADE TYVEK OR TYPAR.  
 - WINDOW AND DOOR OPENINGS SHALL BE WRAPPED BACK TO INTERIOR SIDE OF FRAMING WITH PEEL&STICK PER INDUSTRY BEST PRACTICE.  
 - PROVIDE 1/4" SLOPE DOWN TO EXTERIOR AT ROUGH WINDOW SILLS.

## METAL FLASHING AND SEALANTS:

- METAL FLASHING SHALL BE 26 GAUGE OR HEAVIER, PROTECTED FROM PRESSURE TREATED WOOD, AND CONFORM TO BCBC 9.27.3.7 AND 9.27.3.8  
 - SEALANTS SHALL CONFORM TO BCBC 9.27.4

## WINDOWS AND EXTERIOR DOORS, AND SKYLIGHTS:

- WINDOWS, SKYLIGHTS, AND EXTERIOR DOORS SHALL MEET APPLICABLE REQUIREMENTS OF APPLICABLE EDITIONS OF BCBC, BC ENERGY CODE, NAFS, AND ASHRAE 90.1, WHICH EVERY IS MOST STICT. PROVIDE SUBMITTAL-APPROVED BUG SCREENS FOR OPERABLE WINDOWS PER OWNER. CONFIRM OPERABLE WINDOW CONFIGURATION WITH OWNER.

## FOUNDATION DAMP PROOFING:

- PROVIDE APPROVED DAMP PROOFING TO EXTERIOR OF FOUNDATION SEPARATING INTERIOR SPACE DOWN TO TOP OF FOOTING AND UP TO 8" ABOVE FINISHED GRADE. FINISHED EDGES OF DAMP PROOFING SHALL HAVE CLEAN STRAIGHT LINES, PLUMB OR LEVEL AS APPROPRIATE.  
 - PROVIDE DRAIN MAT AND FILTER AT ALL FOUNDATIONS SEPARATING INTERIOR SPACE.  
 - ALL FOUNDATION WALLS MUST HAVE TIE HOLES, BUG HOLES AND ANY HONEY COMBING FILLED PRIOR TO THE APPLICATION OF WATERPROOFING MEMBRANES

## BOTTOM PLATES AT EXTERIOR WALLS AND/OR IN CONTACT WITH CONCRETE:

- SHALL BE PRESSURE TREATED.  
 - SHALL BE SEALED AND PROTECTED FROM CONCRETE BY TWO LAYERS OF SILL GASKET

## REFERENCE EFFECTIVE THERMAL RESISTANCE - BCBC 9.36, ZONE 5, WITH HRV

- ROOF ATTIC: ASSEMBLY MIN. R-39  
 - ABOVE GRADE WALLS: ASSEMBLY MIN. R-17  
 - FLOOR (SOFFIT): ASSEMBLY MIN. R-27  
 - BELOW GRADE WALLS: ASSEMBLY MIN. R-17  
 - SLAB ON GRADE: ASSEMBLY MIN. R-11.1  
 - WINDOWS AND DOORS: MAX U-VALUE: 0.317; MIN. R-3.15  
 - CONTRACTOR TO REFER TO AND FOLLOW [BCBC 9.36 ENERGY EFFICIENCY AND HOME OWNER PROTECTION OFFICE'S ILLISTRATED GUIDE TO ENERGY EFFICIENCY REQUIREMENTS FOR HOUSES IN B.C. - CLIMATE ZONE 5 TO 7a](#) FOR INSULATION INSTALLATION AND AIR TIGHTNESS DETAILS.

## MISCELLANEOUS BUILDING ENVELOPE:

- APPROVED PRIMERS SHALL BE USED WITH ALL PEEL & STICK PRODUCTS  
 - ALL EXTERIOR DOORS SHALL BE SET INTO 2 CONTINUOUS BEADS OF URETHANE CAULK AT THE SILL AND 2" UP THE JAMB. THE DOOR FRAME BRICK MOLDS MUST ALSO BE BACK CAULKED.  
 - ALL WOOD CLADDING PRODUCTS (i.e. KNEE BRACES, CEDAR SIDE WALL SIDING, AND GABLE END TRIM BOARDS) MUST BE BACK PRIMED/SEALED.  
 - A THROUGH WALL FLASHING IS REQUIRED AT ALL HORIZONTAL EXPANSION JOINTS, BUILDING BAND TRIMS, AND BELOW THE GABLE END LOUVER VENTS. ALL THROUGH WALL FLASHINGS MUST HAVE A 4" HIGH BACK LEG. ALL HORIZONTAL LAPS MUST BE 6" min. AND CAULKED.  
 - ALL EXTERIOR FASTENERS SHALL BE HOT-DIPPED GALVANIZED, EXCEPT USE COMPATIBLE FASTENERS/ANCHORS IN CONTACT WITH PRESSURE TREATED WOOD  
 - PROVIDE SEPARATION/PROTECTION OF ALL NON-COMPATIBLE METALS IN CONTACT WITH TRESSURE TREATED WOOD  
 - ALL WALL VENTS (DRYERS & FANS) SHALL BE BACK CAULKED AT THE TOP & SIDE FLANGES TO A 2'X2' PIECE OF MOISTURE BARRIER PLACED BEHIND THE VENT. LAPPED WITH THE THE FIELD PAPER SHINGLE-STYLE. PROVIDE A FLASHING c/w END DAMS OVER ALL VENTS. CAULK THE SIDES OF THE VENTS TO THE CLADDING. ALL VENTS MUST BE APPROVED BEFORE INSTALLING.  
 - ALL EXTERIOR ELECTRICAL BOXES MUST HAVE SEALS & FLANGES. A 16"x16" PIECE OF FLASHING PAPER MUST BE SEALED TO THE BACK SIDE OF THE FLANGE AND THE FIELD BUILDING PAPER MUST BE SEALED TO THE TOP AND SIDES OF THE FRONT OF THE FLANGE. LAP THE BOTTOM OF THE FLASHING PAPER UNDER THE FLANGE OVER THE FIELD PAPER (SHINGLE STYLE). ALL SURFACE MOUNT LIGHT PANS MUST BE ON A 16"x16" PIECE OF FLASHING PAPER LAPPED INTO THE FIELD PAPER (SHINGLE STYLE) SEAL THE WIRE TO THE PAPER BEFORE INSTALLING THE PAN.  
 - ALL EXTERIOR HOSE BIBS ARE TO BE PLACED THROUGH A TIGHT FITTING HOLE IN THE CENTER OF A 12"x12" PIECE OF EPDM ROOFING LAPPED SHINGLE STYLE IN TO THE BUILDING PAPER. HOSE BIBS TO BE EQUIPPED WITH BACK-FLOW PREVENTION.  
 - ALL EXTERIOR STRUCTURAL WOOD ELEMENTS SHALL BE PRESSURE TREATED OR HAVE AN APPROVED EXTERIOR PAINT OR STAIN APPLIED.  
 - ENSURE THAT ALL PRE-FINISHED METAL CAPPING TO THE WOOD FASCIAS, DECK TRIMS AND BAND BOARDS ARE c/w POSITIVE DRAINAGE LAPS.  
 - ANY LARGE MECHANICAL GRILLE OPENINGS ON THE ELEVATIONS SHALL BE PREPARED AND FINISHED IN THE SAME MANNER AS THE WINDOW ASSEMBLIES.  
 - ALL MEMBRANES AND SEALANTS MUST BE APPROVED AND SAMPLES OF ALL VENTS, CAPS OR DUCTS THAT PENETRATE THE ENVELOPE OR ROOF MUST BE PROVIDED BEFORE INSTALLATION BEGINS.  
 - THE WINDOW HEAD FLASHINGS (C/W A 4" HIGH BACK LEG AND 5/8" END DAM) MUST BE PLACED SO THAT THE END DAMS RUN PAST OUTER EDGES OF THE WINDOWS BY 3/8" WHERE THERE IS A WOOD WINDOW TRIM TO ALLOW FOR ROD AND CAULK BETWEEN THE FRAME AND THE TRIM.  
 - PLACE THE WINDOWS ON 2"x1/8" PLASTIC SHIMS AT 8" O/C. ENSURE THE SHIMS DO NOT INTERFERE WITH THE INTERIOR WINDOW CAULKING. DO NOT TEAR OR PUNCTURE THE P&S MEMBRANE. SEAL ALL 4 SIDES OF THE WINDOW ON THE INTERIOR WITH A ROD AND CAULKED JOINT.  
 - ALL EXTERIOR DOORS SHALL HAVE BACK DAM ANGLES WHEN IN EXPOSED CONDITIONS. PEEL AND STICK TO TURN UP THE BACK DAM ANGLE. IN AREAS WITH LARGE OVERHANGS, DOOR SILLS MAY BE SET INTO 2 CONTINUOUS BEADS OF URETHANE CAULK AT THE SILL AND 2" UP THE JAMB. THE DOORFRAME BRICK MOULDS MUST ALSO BE BACK CAULKED.  
 - A THROUGH WALL FLASHING IS REQUIRED AT ALL HORIZONTAL EXPANSION JOINTS, BUILDING BAND TRIMS, AND BELOW ANY GABLE END LOUVER VENTS. ALL THROUGH WALL FLASHINGS MUST HAVE A 4" HIGH BACK LEG. ALL HORIZONTAL LAPS MUST BE 6" MIN. AND CAULKED.  
 - COORDINATION OF ALL PENETRATIONS THROUGH THE BUILDING ENVELOPE INCLUDING SECURITY WIRING IS REQUIRED. ALL ROUGH IN WIRING SHOULD BE COMPLETED PRIOR TO THE ENVELOPE BEING COMPLETED. UNDER NO CIRCUMSTANCES ARE WINDOW FRAMES OR ENVELOPE MEMBRANES TO BE COMPROMISED TO INSTALL SECURITY, CABLE, TELEPHONE OR ANY OTHER TYPE OF WIRING.

## ROOF SNOW SLIDE PREVENTION:

- PROVIDE SNOW SLIDE PREVENTION PER METAL ROOFING INDUSTRY, RCABC BEST PRACTICES, AND SECONDARY COMPONENTS ENGINEER.

## ELECTRICAL:

- PROVIDE 200 AMP ELECTRICAL SERVICE FROM TRANSFORMER TO METER BASE AND MAIN PANEL.  
 - PROVIDE 64 CIRCUIT MAIN BREAKER PANEL AND BUILDING SHUT-OFF.  
 - PROVIDE 6-CIRCUIT MANUAL TRANSFER SWITCH C/W WATT METERS (MILLBANK 30A MMTS301SYSX OR EQUAL, CONFIRM CANADIAN APPROVALS).  
 - PLACE GENERATOR CONNECTION AT EXTERIOR LOCATION ISOLATED FROM INTERIOR OF DWELLING PER OWNER AND ELECTRICAL CODE, SUCH THAT GENERATOR'S TOXIC EXHAUST GASES CANNOT ENTER BUILDING. PROVIDE APPROPRIATE SEPARATION FROM FLAMMABLE MATERIALS. DO NOT PLACE GENERATOR OR GENERATOR CONNECTION AT INTERIOR LOCATION.  
 - THE FOLLOWING ITEMS (CONFIRM WITH OWNER) TO BE PLACED ON INDIVIDUAL TRANSFER SWITCH CIRCUITS: REFRIDGERATOR, MECHANICAL EQUIPMENT AS APPROPRIATE, WATER HEATER, LIGHTS: LIVING RM - 2, DINING RM - 1, KITCHEN - 2, BEDROOMS - 1, BATH ROOMS - 1, STAIR - 1, MAIN ENTRY - 1, MECH. RM - 1; RECEPTACLES: LIVING RM - 2, DINING RM - 1, KITCHEN - 2, BEDROOMS - 1.  
 - LIGHTING ON GENERATOR TO BE PURPOSE-BUILT LED TYPE.  
 - RECEPTACLES AND SWITCHES ON TRANSFER SWITCH TO BE GRAY IN COLOR WITH WHITE COVER PLATE.  
 - GENERATOR FEED CONNECTION CIRCUIT TO BE 2-POLE WITH MIN. 30 AMP CAPACITY.  
 - ALL SWITCHES AND RECEPTACLES TO BE DECORA TYPE.  
 - PROVIDE 5 EXTERIOR DUPLEX RECEPTACLES: WEST PORCH, WEST PORCH SOFFIT SWITCHED FOR CHRISTMAS LIGHTS, EAST BACONY, BASEMENT ENTRY DOOR, AND OPEN BASEMENT AT GRID LINE 6 - EACH ON SEPARATE WEATHER PROOF GFCI RECEPTACLE (DO NOT USE LOAD SIDE FOR DOWN STREAM OUTLETS).

revisions

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## GEN. NOTES

drawing title

GS

drawn by

12" = 1'-0"

2018-02-26

drawing date

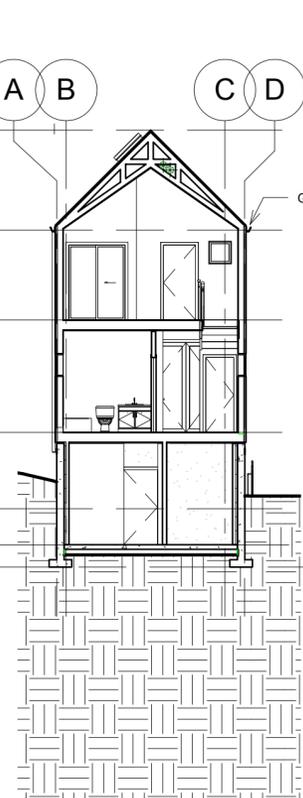
2018-11-14  
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plot date

A0.3  
sheet

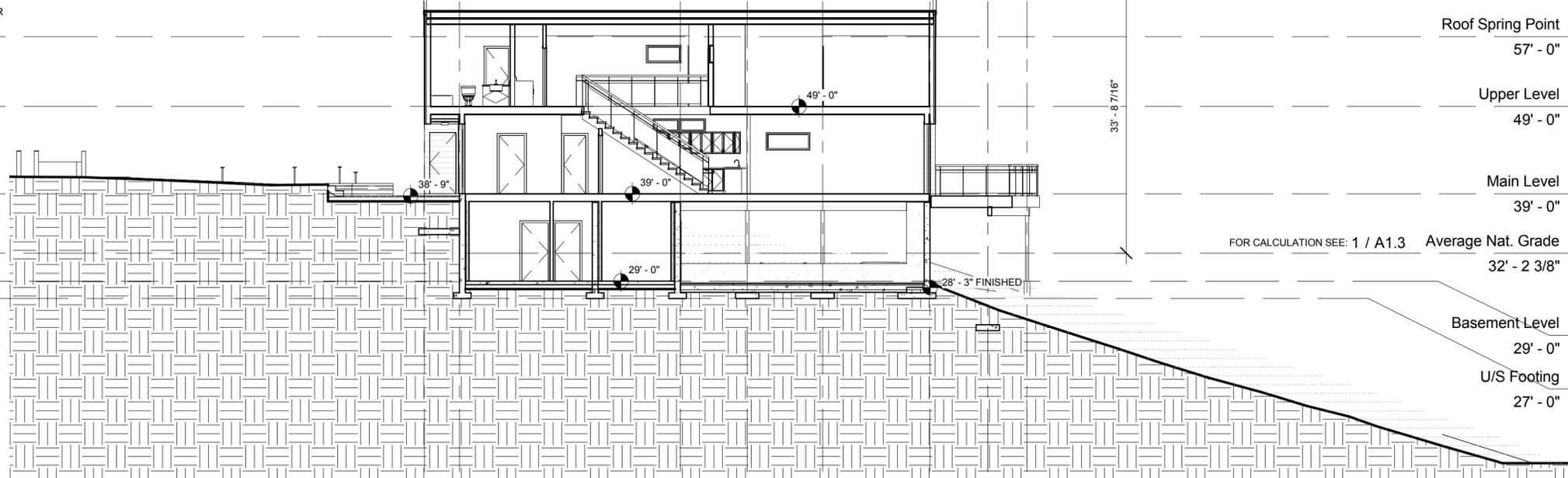
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Development Permit: 257 Boardwalk Boulevard John Towgood, Planner 1



1 2 3 4 5 6 7 8

58' - 4 7/16" AT 2ND FLOOR  
57' - 8 15/16" AT MAIN FLOOR



- Roof Peak  
65' - 10 13/16"
- Roof Spring Point  
57' - 0"
- Upper Level  
49' - 0"
- Main Level  
39' - 0"
- Average Nat. Grade  
32' - 2 3/8"
- Basement Level  
29' - 0"
- U/S Footing  
27' - 0"

FOR CALCULATION SEE: 1 / A1.3

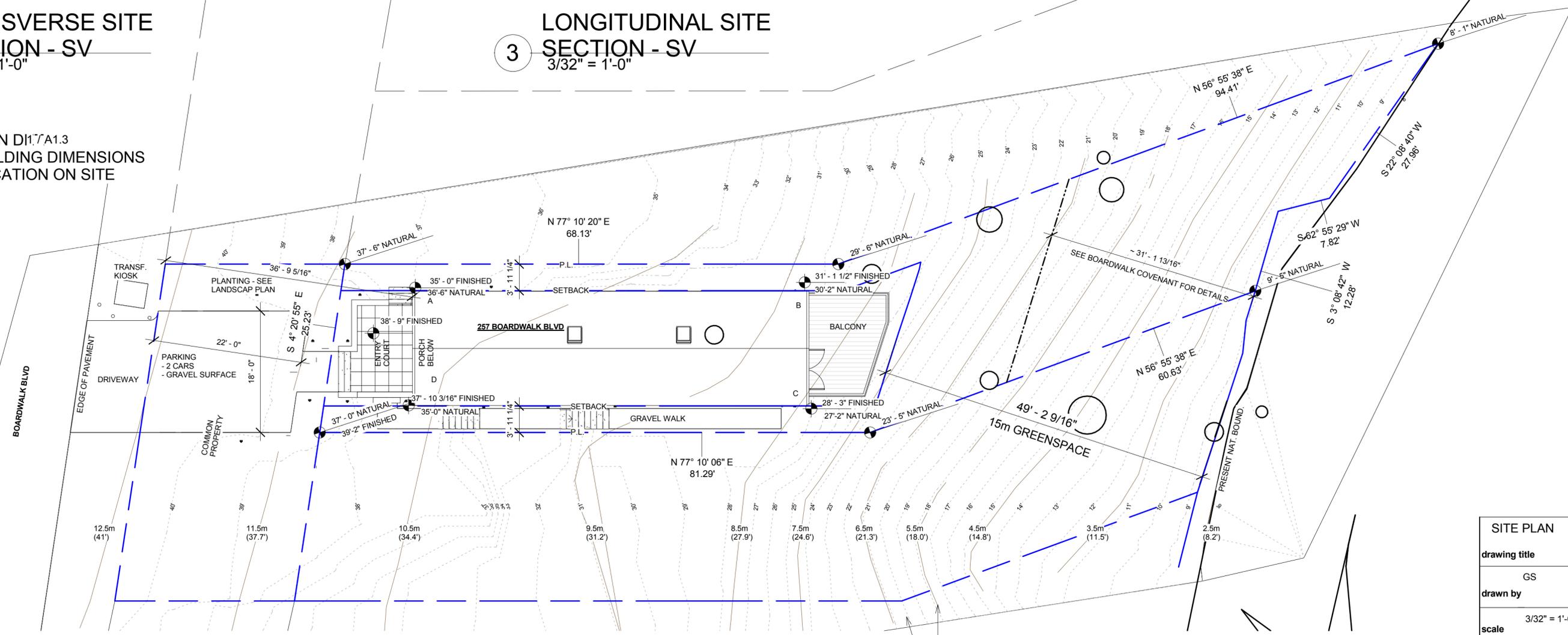
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2 TRANSVERSE SITE SECTION - SV  
3/32" = 1'-0"

3 LONGITUDINAL SITE SECTION - SV  
3/32" = 1'-0"

SEE PLAN D117A1.3  
FOR BUILDING DIMENSIONS  
AND LOCATION ON SITE



1 Site Plan  
3/32" = 1'-0"

SOLID CONTOURS SHOW METRIC 1M INTERVAL SURVEY DATA OF EXISTING GRADE BY AG SURVEYS DATED FEB 26, 2018.

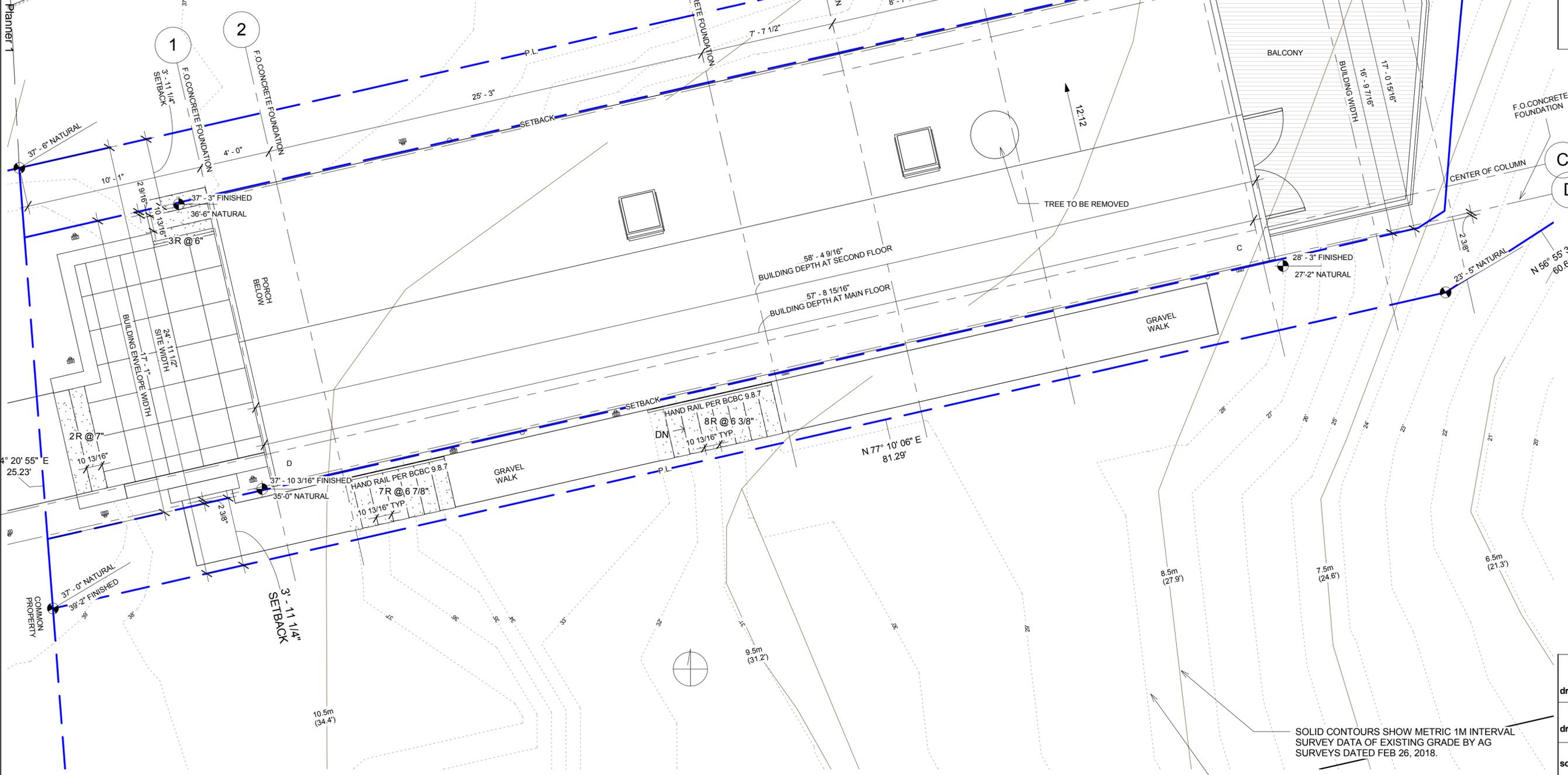
DASHED CONTOURS SHOW ALTERED FINISHED GRADE BASED ON INTERPOLATION OF METRIC 1M INTERVAL SURVEY DATA BY AG SURVEYS DATED FEB 26, 2018.

|               |                          |
|---------------|--------------------------|
| SITE PLAN     |                          |
| drawing title | GS                       |
| drawn by      |                          |
| scale         | 3/32" = 1'-0"            |
| drawing date  | 2018-02-26               |
| plot date     | 2018-11-14<br>4:39:14 PM |
| sheet         | A1.2 of 220              |

**AVERAGE NATURAL GRADE CALCULATION**

| CORNER              | CORNER ELEVATION (FT) | SIDE LENGTH (FT)   | WEIGHTED ELEVATION (FT) |
|---------------------|-----------------------|--|-------------------------|
| A                   | 36.5                  |  |                         |
| B                   | 30.166                | 58.4   | 12.9                    |
| C                   | 27.166                | 16.83  | 3.2                     |
| D                   | 35                    | 58.4   | 12.1                    |
| A                   | 36.5                  | 16.83  | 4.0                     |
| <b>TOTAL LENGTH</b> | <b>150.46</b>         | <b>AVERAGE NATURAL GRADE<br/>(SUM WEIGHT ELEVATIONS)</b> | <b>32.2</b>             |

WEIGHTED ELEVATION FOR SIDE AB =  $(A+B)/2*(SIDE AB)/TOTAL LENGTH$   
 WEIGHTED ELEVATION FOR SIDE BC =  $(B+C)/2*(SIDE BC)/TOTAL LENGTH$   
 WEIGHTED ELEVATION FOR SIDE CD =  $(C+D)/2*(SIDE CD)/TOTAL LENGTH$   
 WEIGHTED ELEVATION FOR SIDE DA =  $(D+A)/2*(SIDE DA)/TOTAL LENGTH$



**1 Site Plan Detail**  
1/4" = 1'-0"

SOLID CONTOURS SHOW METRIC 1M INTERVAL SURVEY DATA OF EXISTING GRADE BY AG SURVEYS DATED FEB 26, 2018.  
 DASHED 1' CONTOURS SHOW ALTERED FINISHED GRADE BASED ON INTERPOLATION OF METRIC 1M INTERVAL SURVEY DATA BY AG SURVEYS DATED FEB 26, 2018.

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|   |                          |
|---|--------------------------|
| <b>SITE PLAN<br/>DETAIL<br/>drawing title</b> | GS                       |
| <b>drawn by</b>                               | GS                       |
| <b>scale</b>                                  | 1/4" = 1'-0"             |
| <b>drawing date</b>                           | 2018-02-26               |
| <b>plot date</b>                              | 2018-11-14<br>4:39:16 PM |
| <b>sheet</b>                                  | <b>A1.3</b>              |

AG Survey File: 161-Boardwalk  
Date: 2018-02-26

AG Surveys  
545 - 110 Marine Drive  
Ucluelet, B.C. V0R 3A0  
Phone: 250 266-4536

Distances and Contours are in meters.

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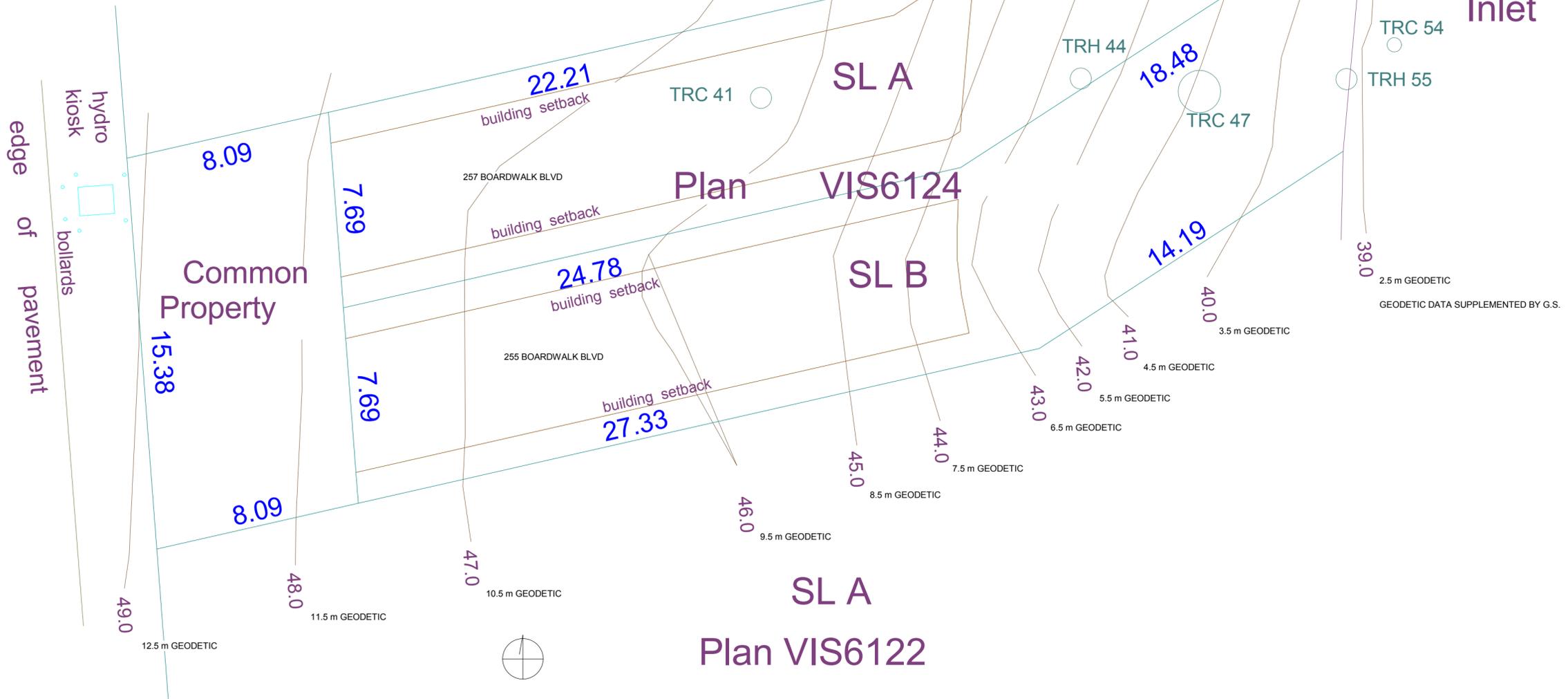
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△ PK Nail

Boardwalk Boulevard



edge of pavement

hydro kiosk  
bollards

Common Property

SLB  
Plan VIS6125

SL A  
Plan VIS6124

SL B

SL A  
Plan VIS6122

natural boundary  
as per Plan VIS6124

Ucluelet Inlet

39.0  
2.5 m GEODETTIC  
GEODETTIC DATA SUPPLEMENTED BY G.S.

40.0  
3.5 m GEODETTIC

41.0  
4.5 m GEODETTIC

42.0  
5.5 m GEODETTIC

43.0  
6.5 m GEODETTIC

44.0  
7.5 m GEODETTIC

45.0  
8.5 m GEODETTIC

46.0  
9.5 m GEODETTIC

47.0  
10.5 m GEODETTIC

48.0  
11.5 m GEODETTIC

49.0  
12.5 m GEODETTIC

REPRODUCTION OF

1

Survey by AG Surveys  
3/32" = 1'-0"

SURVEY BY  
AG SURVEYS  
drawing title

AG  
SURVEYS  
drawn by

3/32" = 1'-0"  
scale

2018-02-26  
drawing date

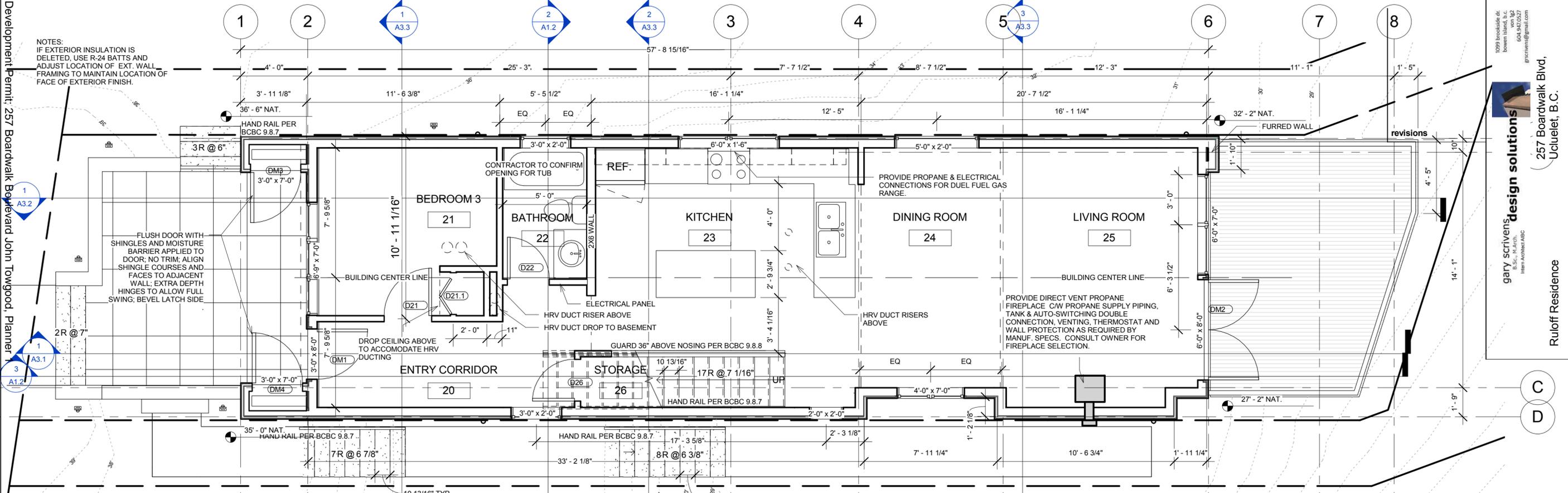
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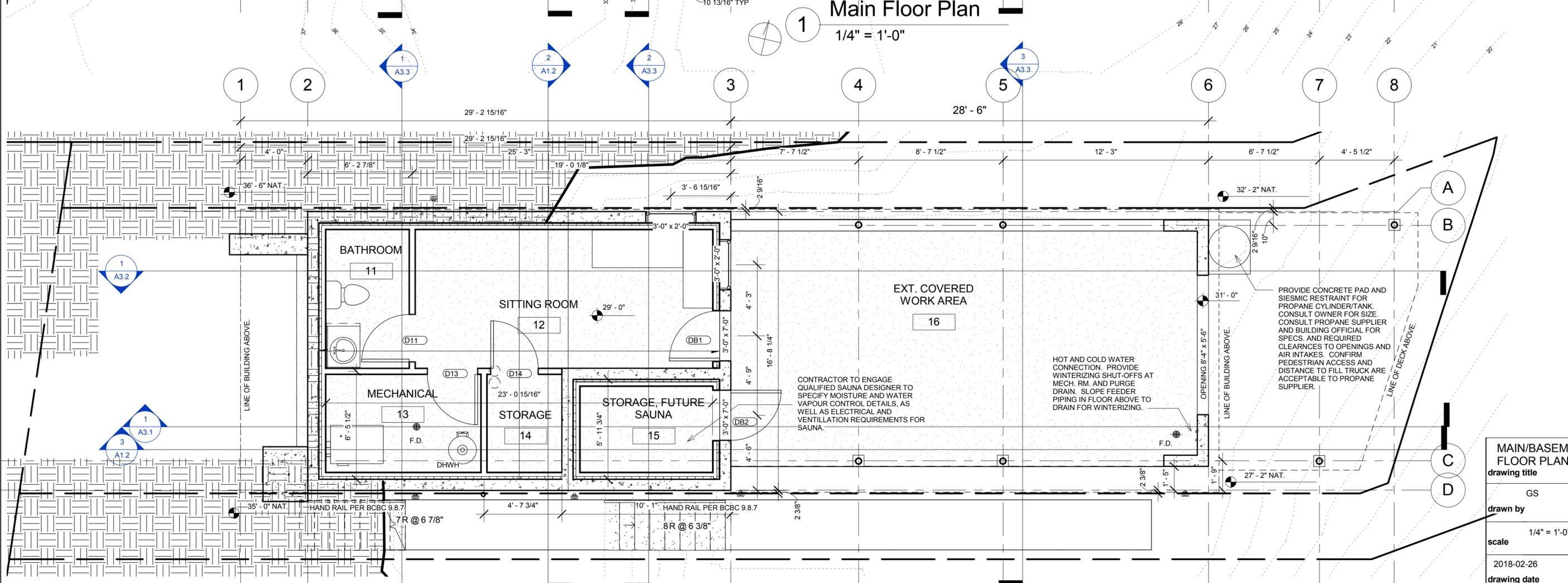
Page 91  
of 220

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**1 Main Floor Plan**  
1/4" = 1'-0"



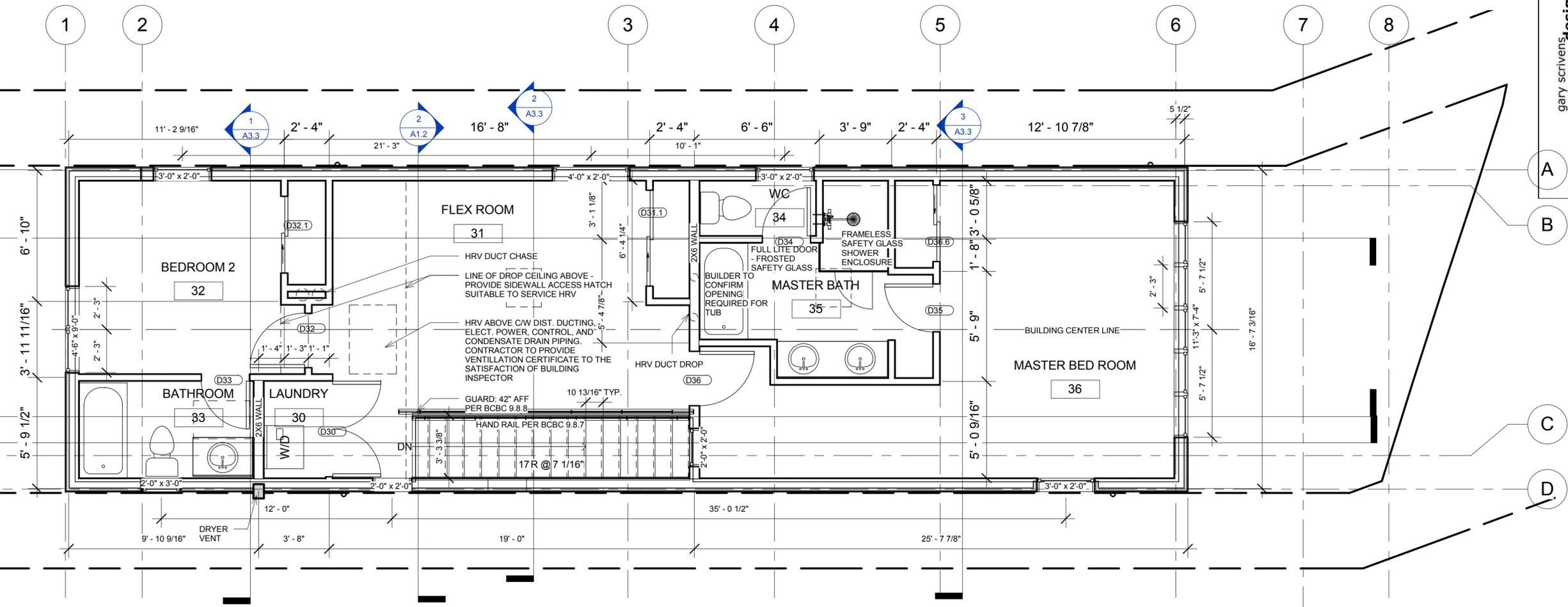
**2 Basement Level Plan**  
1/4" = 1'-0"

|                                 |              |
|---------------------------------|--------------|
| <b>MAIN/BASEMENT FLOOR PLAN</b> |              |
| drawing title                   |              |
| GS                              | drawn by     |
| 1/4" = 1'-0"                    | scale        |
| 2018-02-26                      | drawing date |
| 2018-11-14<br>4:39:24 PM        | plot date    |
| <b>A1.4</b>                     | sheet        |
| Page 926 of 220                 |              |

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**1** 2nd Floor Plan  
1/4" = 1'-0"

| INTERIOR DOOR SCHEDULE |       |        |
|------------------------|-------|--------|
| Tag                    | Width | Height |

|      |          |         |
|------|----------|---------|
| 33   | 2' - 6"  | 6' - 8" |
| 36   | 2' - 10" | 6' - 8" |
| 35   | 2' - 6"  | 6' - 8" |
| 36.6 | 4' - 0"  | 6' - 8" |
| 34   | 2' - 6"  | 6' - 8" |
| 30   | 5' - 0"  | 6' - 8" |
| 32.1 | 4' - 0"  | 6' - 8" |
| 31.1 | 5' - 0"  | 6' - 8" |
| 32   | 2' - 10" | 6' - 8" |

Upper Level: 9

|      |          |         |
|------|----------|---------|
| 21   | 2' - 10" | 6' - 8" |
| 22   | 2' - 6"  | 6' - 8" |
| 26   | 2' - 6"  | 6' - 8" |
| 21.1 | 2' - 6"  | 7' - 0" |

Main Level: 4

|    |          |         |
|----|----------|---------|
| 13 | 3' - 0"  | 6' - 8" |
| 11 | 2' - 10" | 6' - 8" |
| 14 | 2' - 10" | 6' - 8" |

Basement Level: 3

| EXTERIOR DOOR SCHEDULE 2 |       |        |
|--------------------------|-------|--------|
| Tag                      | Width | Height |

|    |         |         |
|----|---------|---------|
| M2 | 6' - 0" | 8' - 0" |
| M1 | 3' - 0" | 8' - 0" |
| M3 | 3' - 0" | 7' - 0" |
| M4 | 3' - 0" | 7' - 0" |

Main Level: 4

|    |         |         |
|----|---------|---------|
| B2 | 3' - 0" | 6' - 8" |
| B1 | 3' - 0" | 6' - 8" |

Basement Level: 2

NOTES:  
SEE SHEET A0.2 FOR WINDOW SCHEDULE  
CONTRACTOR TO PROVIDE SHOP DRAWINGS FOR OWNER'S REVIEW AND PRE-APPROVAL FOR ALL DOORS AND WINDOWS.

**2ND FLOOR PLAN**  
drawing title

GS  
drawn by

1/4" = 1'-0"  
scale

2018-02-26  
drawing date

2018-11-14  
4:39:29 PM  
plot date

**A1.5**  
sheet

Page 03 of 220

**NOTES:**

SEE STRUCTURAL DRAWINGS FOR FOUNDATION DETAILS.

COORDINATE DOOR AND WINDOW R.O.s IN CONCRETE WALLS. CONFIRM SAME WITH OWNER.

PROVIDE 4" PERIMETER DRAINS AND CLEANOUTS AROUND PERIMETER FORMED BY GRIDLINES 2, 6, A, AND D PER BC PLUMBING CODE AND GEOTECHNICAL REPORT AND SPECIFICATIONS. PLACE PIPING ON 12" BED OF 3/4" DRAIN ROCK AND COVER WITH ADDITIONAL 12" OF DRAIN ROCK. COMPLETELY ENCLOSE DRAIN ROCK AND PIPING WITH FILTER FABRIC SUCH THAT SOIL AND DEBRIS WILL NOT INFILTRATE DRAIN SYSTEM. IF NOT TO CITY STORM SYSTEM, PROVIDE DISCHARGE TYPE AND LOCATION SUCH THAT EROSION OF SLOPE WILL NOT OCCUR.

PROVIDE SEPARATE RAIN WATER COLLECTION DRAINS AND CLEANOUTS PER BC PLUMBING CODE. COORDINATE WITH LOCATIONS OF ROOF RAIN WATER LEADERS. IF NOT TO CITY STORM SYSTEM, PROVIDE DISCHARGE TYPE AND LOCATION SUCH THAT EROSION OF SLOPE WILL NOT OCCUR.

CONFIRM WITH THE DISTRICT OF UCLUELET REQUIREMENTS FOR PROVISION OF AN OIL INTERCEPTOR IN THE PERIMETER DRAIN AND RAIN WATER COLLECTION SYSTEMS. IF REQUIRED, PROVIDED APPROVED INTERCEPTOR TO THE SATISFACTION OF THE DISTRICT. COORDINATE LOCATION WITH OWNER.

CONFIRM ELEVATION OF INVERT OF MUNICIPAL SEWER LINE. IF REQUIRED SLOPE TO SEWER FROM BASEMENT PLUMBING FIXTURES CAN NOT BE ACHIEVED, PROVIDE HOLDING TANK, PIPING, ELECTRICAL CONNECTION, AND DUAL (REDUNDANT) SEWAGE EFFLUENT PUMPS INSTALLED AND LOCATED TO THE SATISFACTION OF ALL APPLICABLE CODES AND THE AUTHORITY HAVING JURISDICTION. CONFIRM TANK AND HIGH WATER ALARM LOCATION WITH OWNER.

PROVIDE APPROVED FOUNDATION DAMP PROOFING MEMBRANE AND DRAIN MAT C/W AND FILTER. COVER TOP EDGE OF DRAIN MAT WITH MATCHING PREFINISHED SHEET METAL HEMMED TRIM C/W GUM SEAL TO FOUNDATION. EDGES OF DRAIN MAT AND TRIM TO BE STRAIGHT AND TRUE, AND VERTICAL/HORIZONTAL WHERE APPROPRIATE.

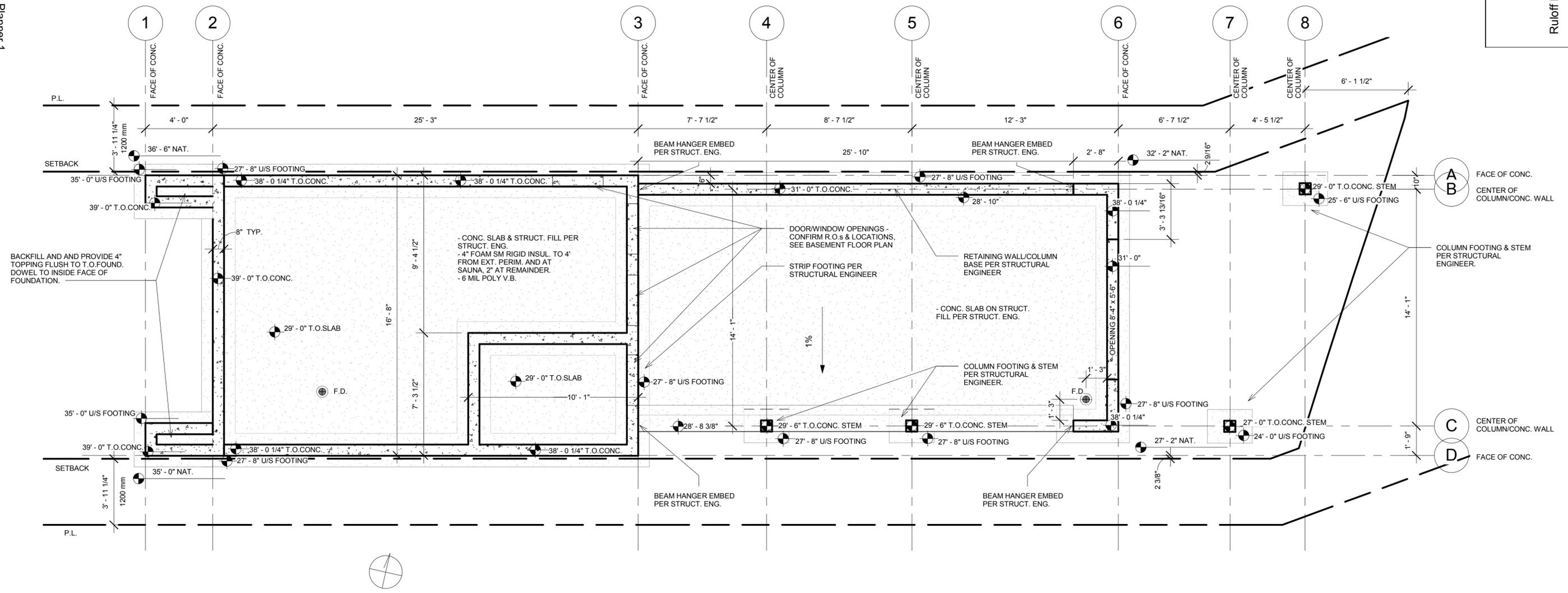
EXPOSED CONCRETE FOUNDATION TO BE ARCHITECTURAL QUALITY, STRAIGHT, TRUE, AND FREE OF VOIDS. FORM TIES AND FORM PANEL JOINTS TO BE PLACED IN A REGULAR CONSISTENT PATTERN.

CONSULT GEOTECHNICAL ENGINEER FOR SHORING/SLOPING OF EXCAVATION.

FOUNDATION FOOTINGS AND SLABS TO BE PLACED ON UNDISTURBED SOIL OR COMPACTED STRUCTURAL FILL PER GEOTECHNICAL AND STRUCTURAL ENGINEERS.

CONSULT STRUCTURAL AND GEOTECHNICAL ENGINEERS, AND LOCAL BUILDING/PLUMBING/ELECTRICAL INSPECTORS FOR FIELD REVIEW/INSPECTION SCHEDULE AND REQUIREMENTS.

revisions

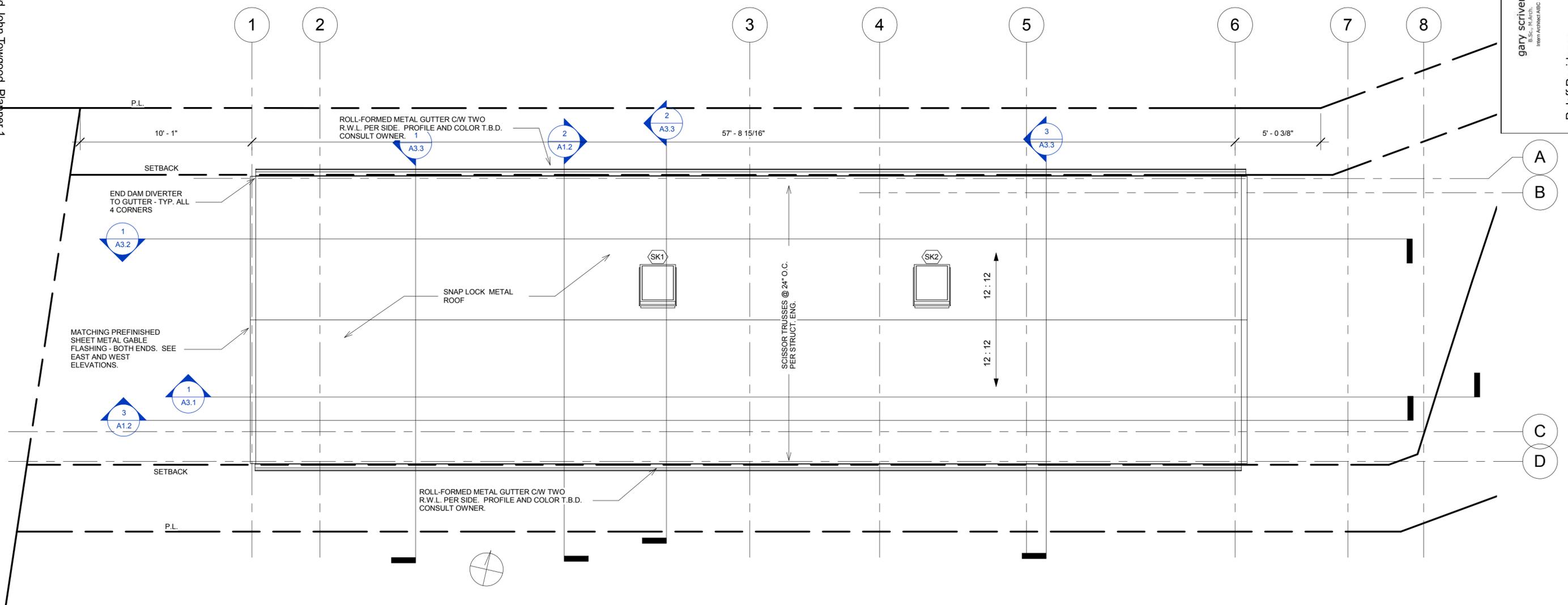


Development Permit: 257 Boardwalk Boulevard John Towgood, Planner 1

revisions

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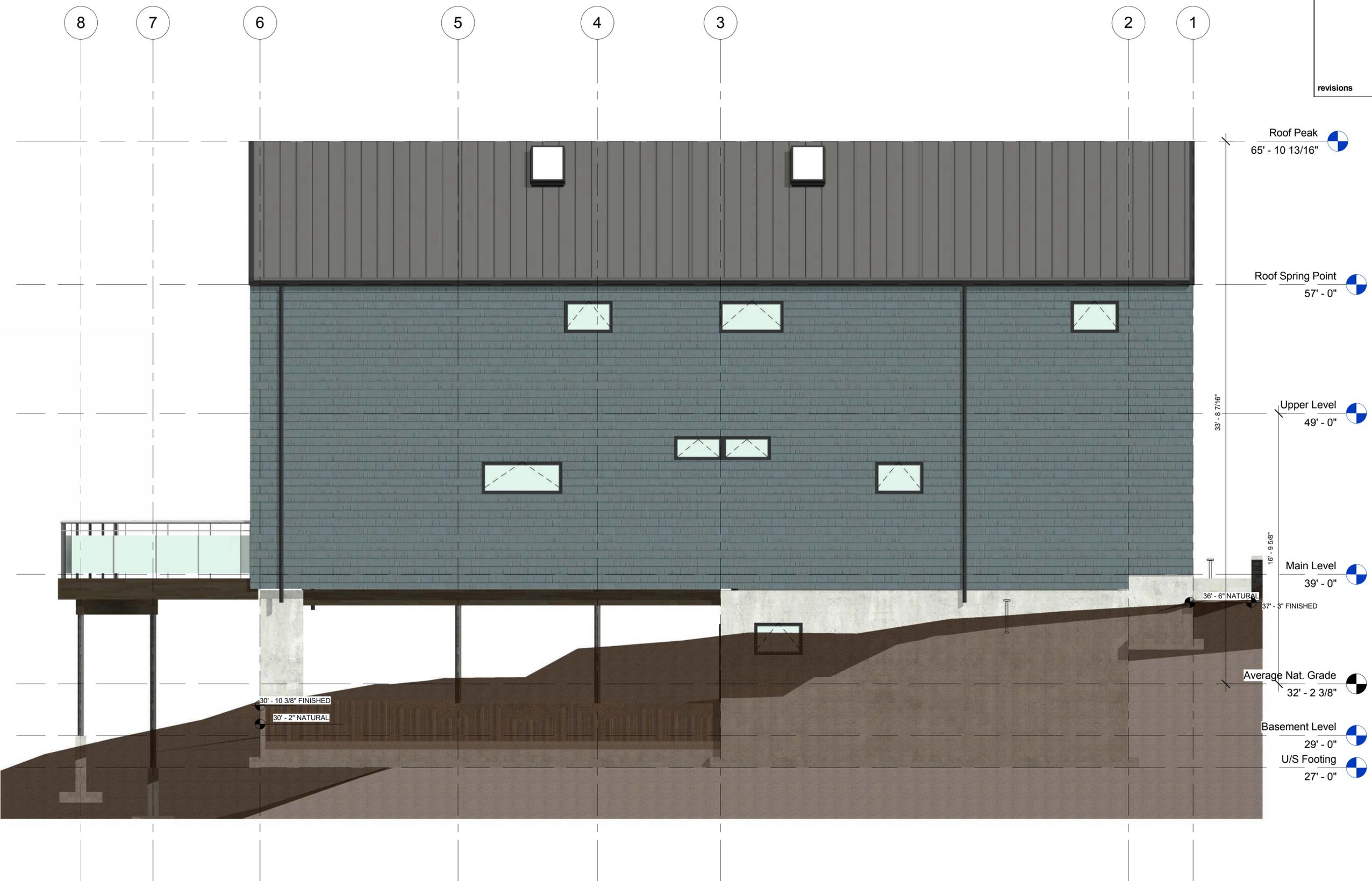
**Ruloff Residence**  
 257 Boardwalk Blvd,  
 Ucluelet, B.C.



**1** Roof Plan  
 1/4" = 1'-0"

|                          |
|--------------------------|
| <b>ROOF PLAN</b>         |
| <b>drawing title</b>     |
| GS                       |
| <b>drawn by</b>          |
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| <b>sheet</b>             |

Development Permit: 257 Boardwalk Boulevard John Towgood, Planner 1



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**Ruloff Residence**  
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 Ucluelet, B.C.

**1** NORTH ELEVATION  
 1/4" = 1'-0"

|   |
|---|
| <b>NORTH ELEVATION</b><br>drawing title |
| GS<br>drawn by                          |
| 1/4" = 1'-0"<br>scale                   |
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Development Permit: 257 Boardwalk Boulevard John Towgood, Planner 1

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 Ucluelet, B.C.  
**Ruloff Residence**

revisions



**1 SOUTH ELEVATION**  
1/4" = 1'-0"

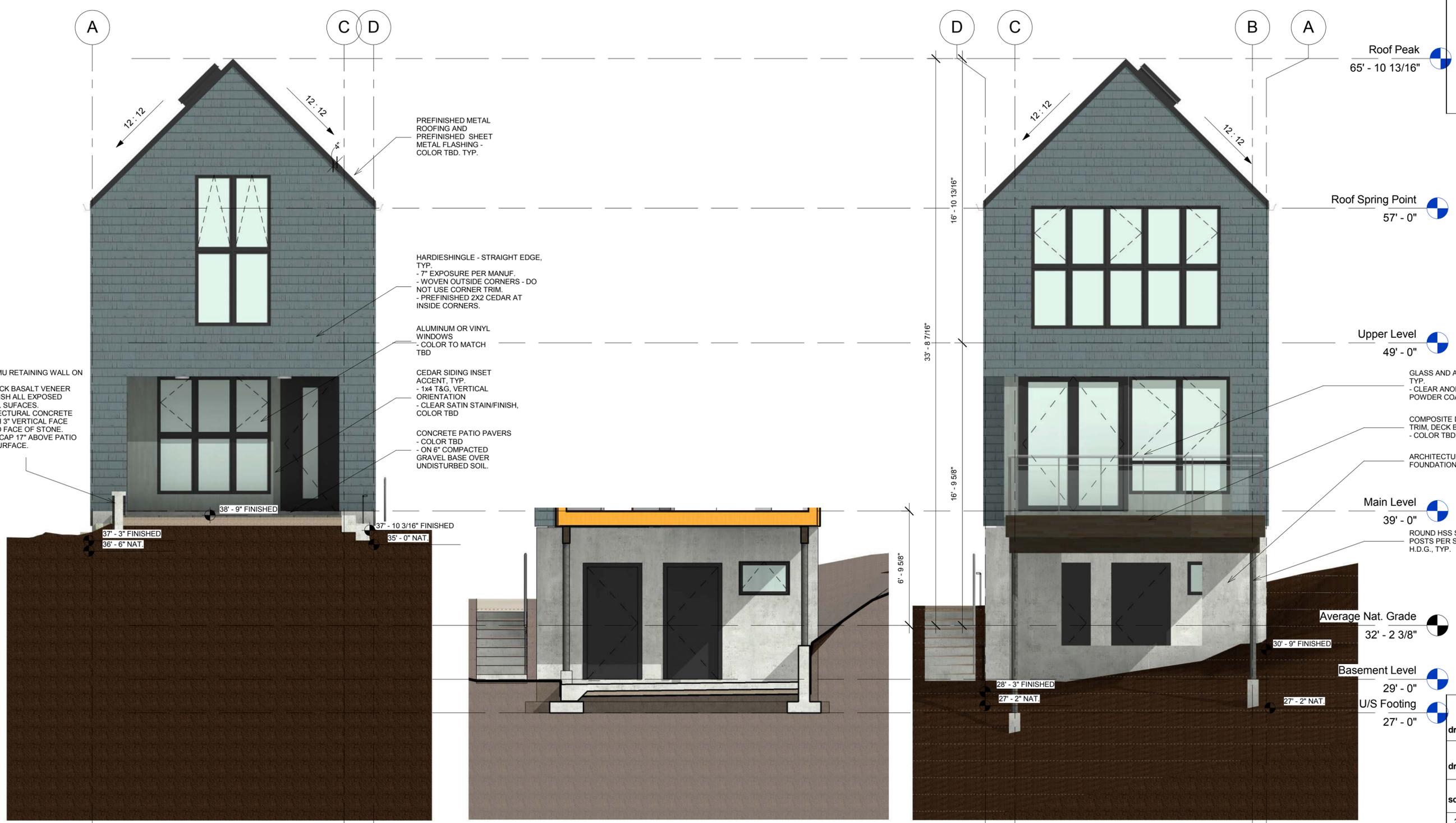
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| <b>A2.2</b><br>sheet                    |

Development Permit: 257 Boardwalk Boulevard John Towgood, Planner 1

revisions

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**Ruloff Residence**  
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 Ucluelet, B.C.



**1 WEST ELEVATION**  
 1/4" = 1'-0"

**3 EAST ELEVATION - HIDDEN**  
 1/4" = 1'-0"

**2 EAST ELEVATION**  
 1/4" = 1'-0"

- Roof Peak 65' - 10 13/16"
- Roof Spring Point 57' - 0"
- Upper Level 49' - 0"
- Main Level 39' - 0"
- Average Nat. Grade 32' - 2 3/8"
- Basement Level 29' - 0"
- U/S Footing 27' - 0"

CONC./CMU RETAINING WALL ON FOOTING  
 - DRY STACK BASALT VENEER FACE FINISH ALL EXPOSED VERTICAL SURFACES.  
 - ARCHITECTURAL CONCRETE CAP WITH 3" VERTICAL FACE FLUSH TO FACE OF STONE.  
 - TOP OF CAP 17" ABOVE PATIO PAVER SURFACE.

PREFINISHED METAL ROOFING AND PREFINISHED SHEET METAL FLASHING - COLOR TBD, TYP.

HARDIESHINGLE - STRAIGHT EDGE, TYP.  
 - 7" EXPOSURE PER MANUF.  
 - WOVEN OUTSIDE CORNERS - DO NOT USE CORNER TRIM.  
 - PREFINISHED 2X2 CEDAR AT INSIDE CORNERS.

ALUMINUM OR VINYL WINDOWS  
 - COLOR TO MATCH TBD

CEDAR SIDING INSET ACCENT, TYP.  
 - 1x4 T&G, VERTICAL ORIENTATION  
 - CLEAR SATIN STAIN/FINISH, COLOR TBD

CONCRETE PATIO PAVERS - COLOR TBD  
 - ON 6" COMPACTED GRAVEL BASE OVER UNDISTURBED SOIL.

GLASS AND ALUMINUM GUARD, TYP.  
 - CLEAR ANOD. ALUM., OR POWDER COATED COLOR TBD

COMPOSITE DECK FACIA, TRIM, DECK BOARDS, TYP. - COLOR TBD

ARCHITECTURAL CONCRETE FOUNDATION, TYP.

ROUND HSS STRUCTURAL POSTS PER STRUCT. ENG. - H.D.G., TYP.

**E AND W ELEVATIONS**  
 drawing title

GS  
 drawn by

1/4" = 1'-0"  
 scale

2018-02-26  
 drawing date

2018-11-14 4:41:45 PM  
 plot date

**A2.3**  
 sheet

Page 08 of 220

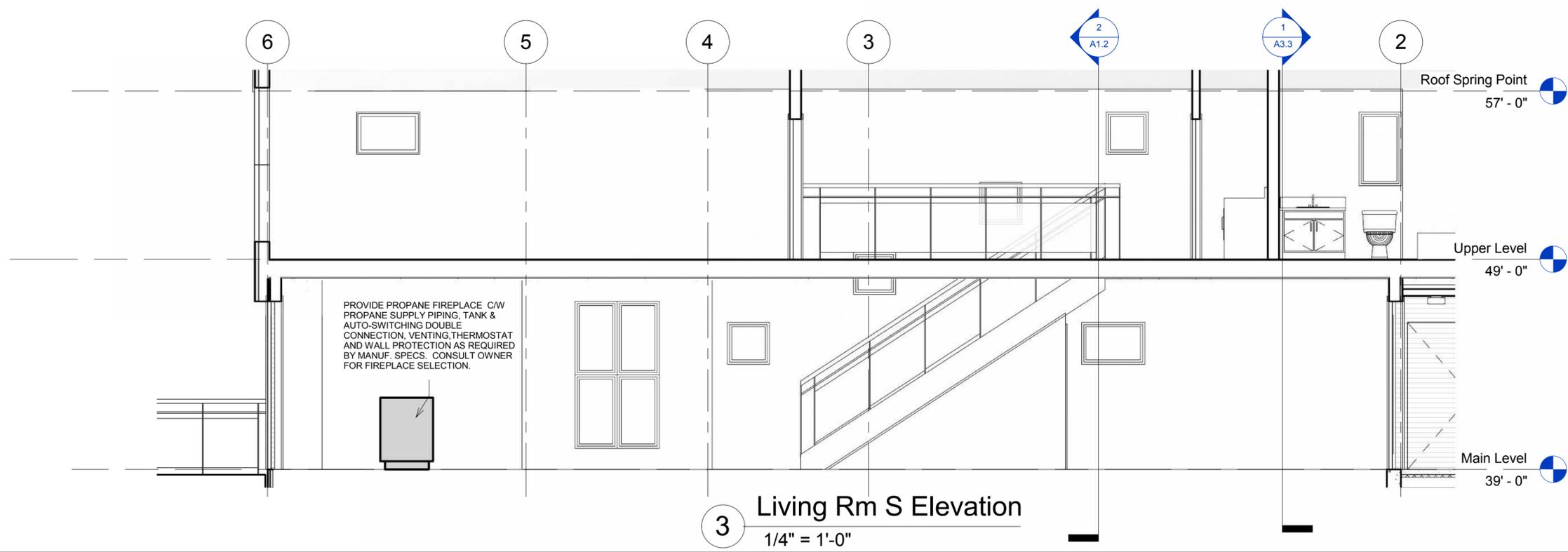


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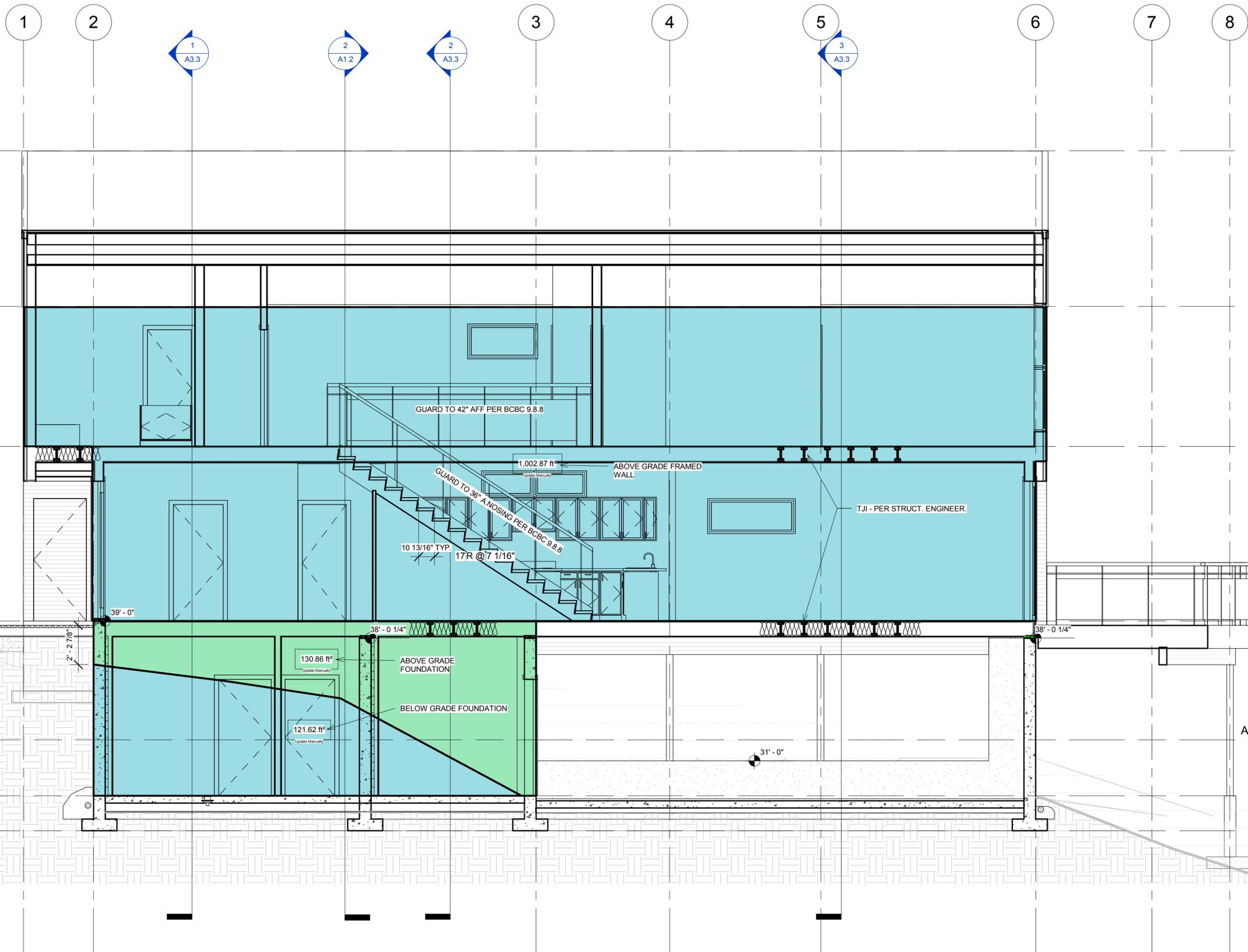
Ruloff Residence  
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revisions



|   |
|---|
| INTERIOR<br>ELEVATIONS<br>drawing title |
| GS<br>drawn by                          |
| 1/4" = 1'-0"<br>scale                   |
| 2018-02-26<br>drawing date              |
| 2018-11-14<br>4:41:50 PM<br>plot date   |
| A2.6<br>sheet                           |



revisions

- Roof Peak  
65' - 10 13/16"
- Roof Spring Point  
57' - 0"
- Upper Level  
49' - 0"
- Main Level  
39' - 0"
- Average Nat. Grade  
32' - 2 3/8"
- Basement Level  
29' - 0"
- U/S Footing  
27' - 0"

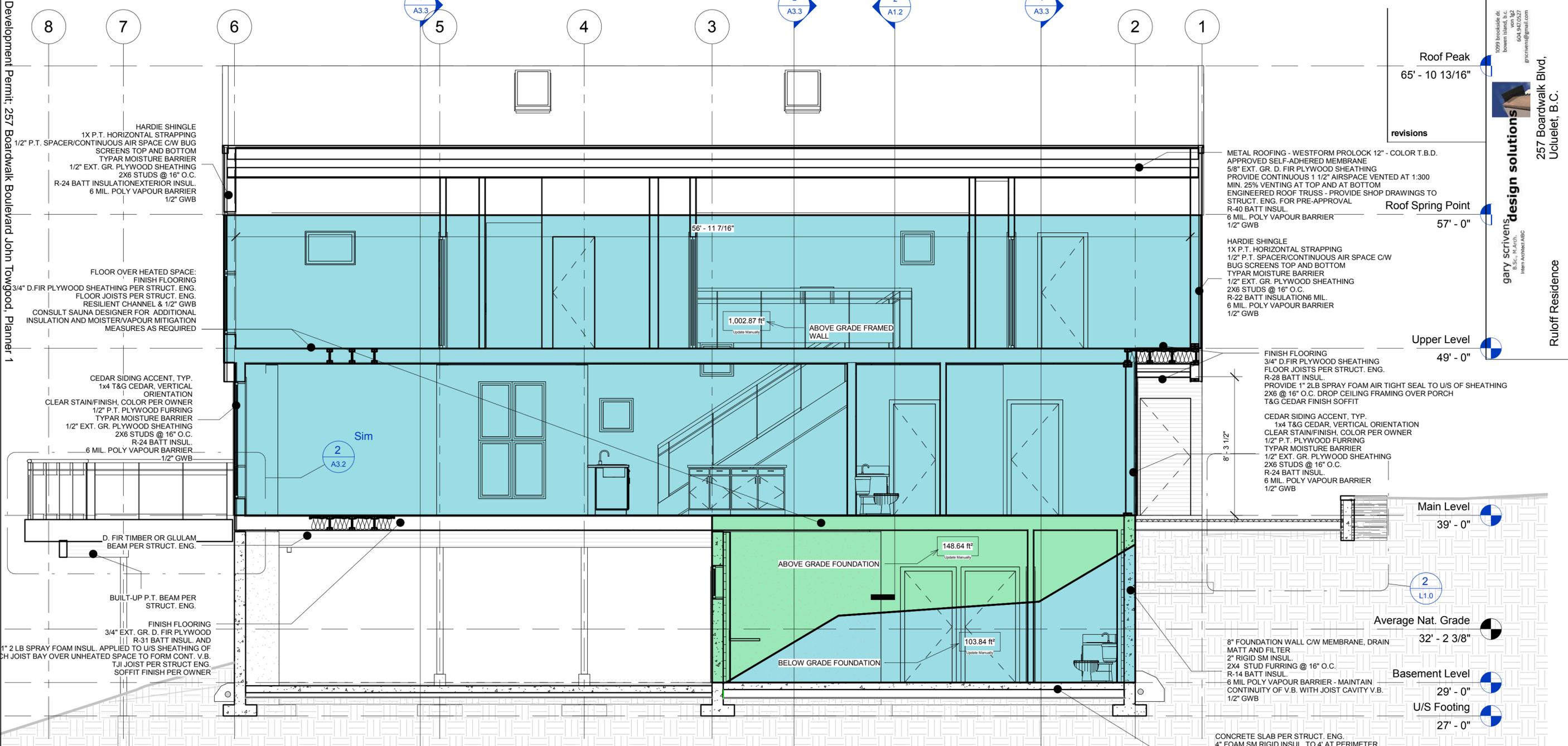
1 LONGITUDINAL SECTION  
LOOKING NORTH - SV  
1/4" = 1'-0"

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 Ruloff Residence

|                          |
|--------------------------|
| LONGIT. SECTION N        |
| drawing title            |
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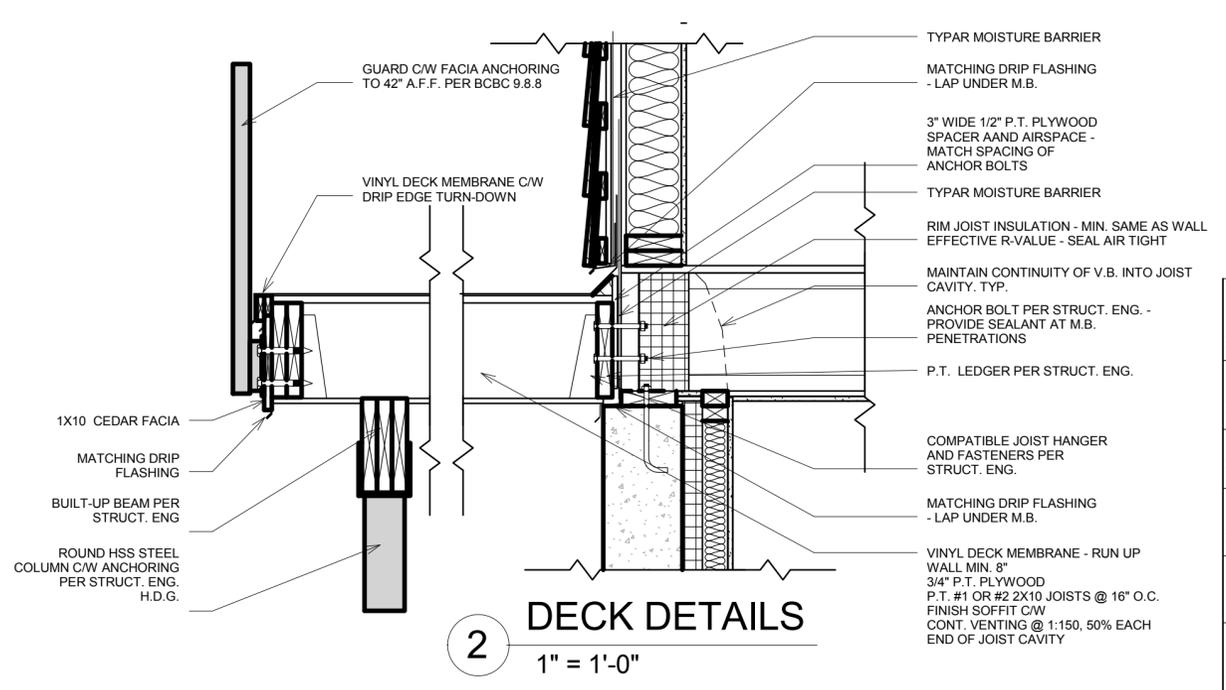
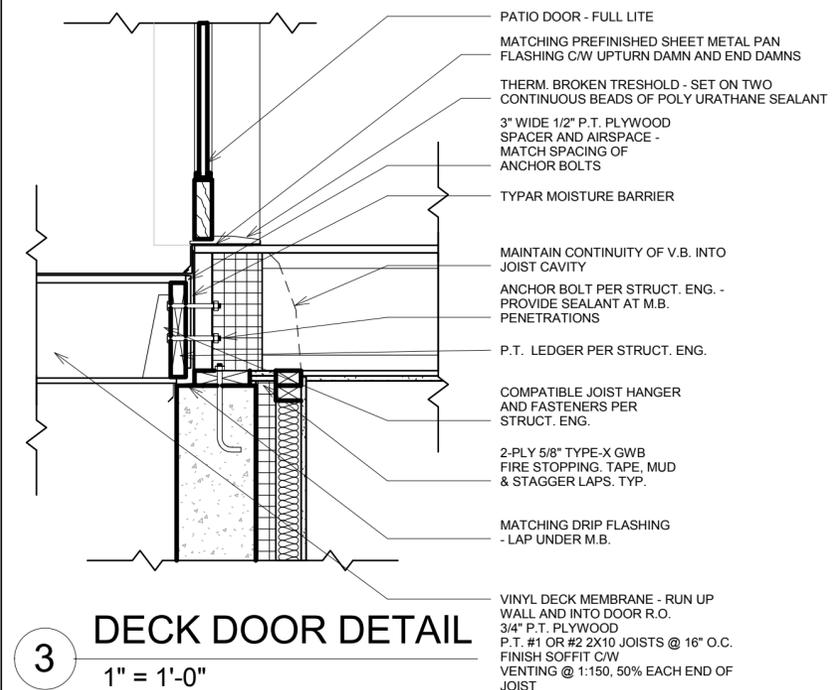
Development Permit: 257 Boardwalk Boulevard John Towgood, Planner 1

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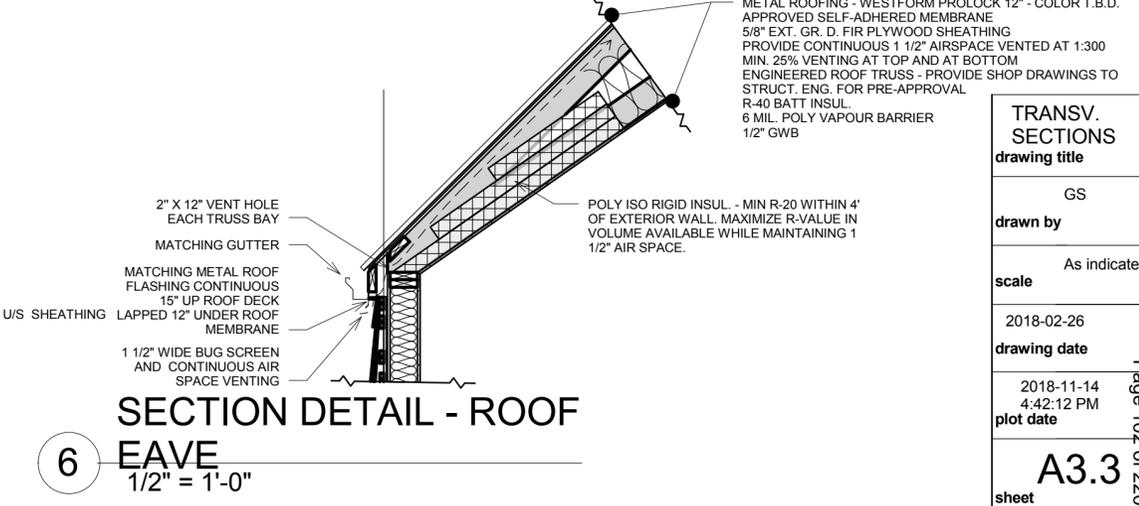
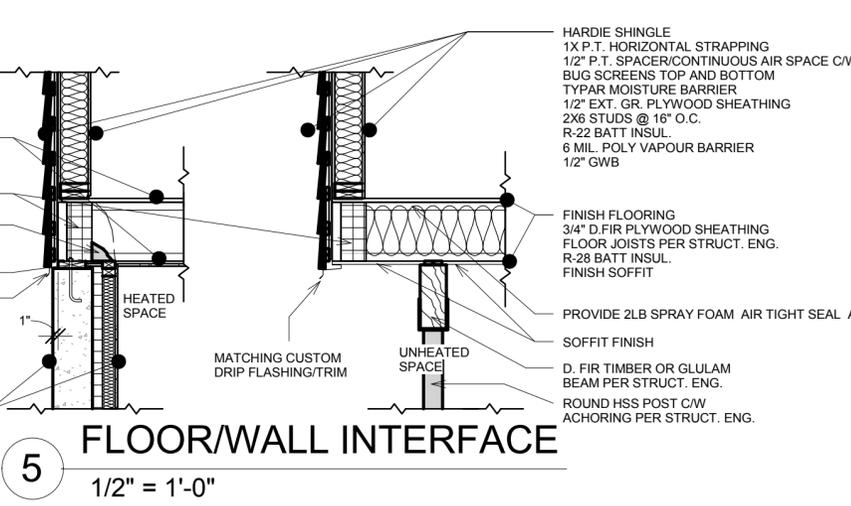
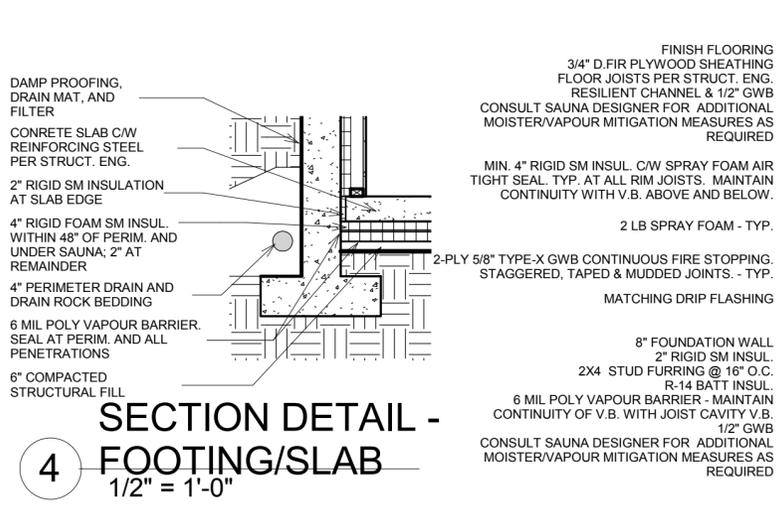
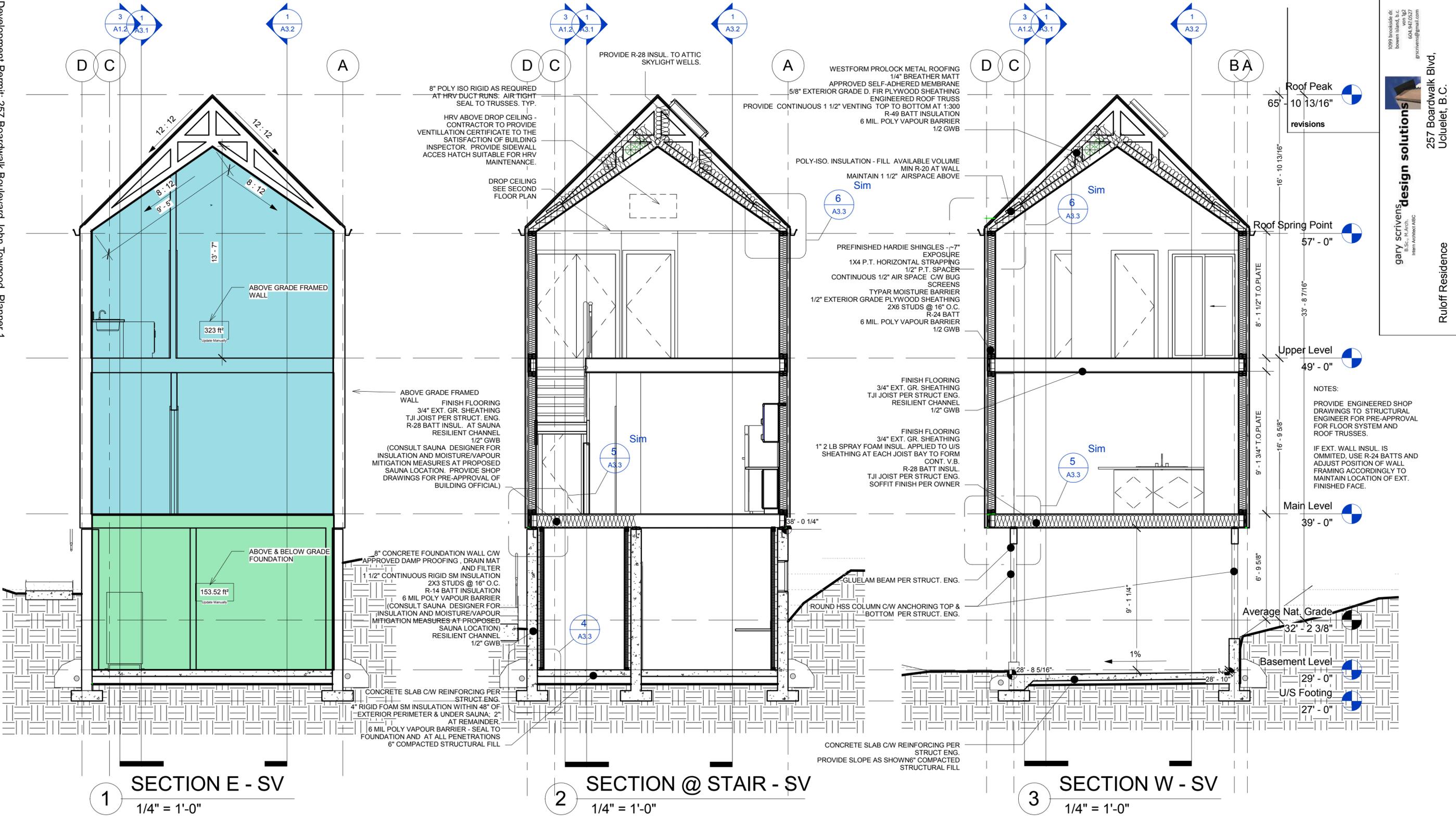


**LONGITUDINAL SECTION 1**

**LOOKING SOUTH - SV**  
1/4" = 1'-0"



|                          |              |
|--------------------------|--------------|
| <b>LONGIT. SECTION S</b> |              |
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| A3.2                     | sheet        |



**Roof Peak** 10' 13/16"

**Roof Spring Point** 57' - 0"

**Upper Level** 49' - 0"

**Main Level** 39' - 0"

**Average Nat. Grade** 32' - 2 3/8"

**Basement Level** 29' - 0"

**U/S Footing** 27' - 0"

**Revisions:**

- 65' - 10' 13/16"
- 33' - 8' 7/16"
- 16' - 9' 5/8"
- 6' - 9' 5/8"

**NOTES:**

PROVIDE ENGINEERED SHOP DRAWINGS TO STRUCTURAL ENGINEER FOR PRE-APPROVAL FOR FLOOR SYSTEM AND ROOF TRUSSES.

IF EXT. WALL INSUL. IS OMITTED, USE R-24 BATTS AND ADJUST POSITION OF WALL FRAMING ACCORDINGLY TO MAINTAIN LOCATION OF EXT. FINISHED FACE.

|  |
|--|
| <b>TRANSV. SECTIONS</b><br>drawing title |
| GS                                       |
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| scale                                    |
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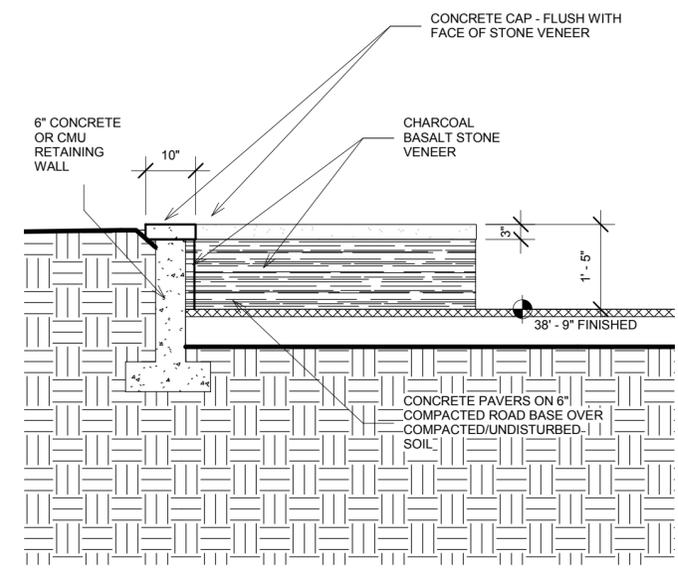
Development Permit: 257 Boardwalk Boulevard John Towgood, Planner 1

# PLANTING SCHEDULE

|               |   |  |                     |  |  |
|---------------|---|--|---------------------|--|--|
| COUNT: 1      |  | Tsuga mertensiana - Mountain Hemlock   | COUNT: 2 each       |  | Vaccinium ovatum - Evergreen Huckleberry<br>Rosa Nutkana - Nootka Rose<br>Rhododendron arboreum - Rhododendron<br>Philadelphus mexicanus - Mock Orange |
| COUNT: 1      |  | Arbutus menziesii - Arbutus  | COUNT: 1 PER 3 SQFT |  | Arctostaphylos uva-ursi - Kinnikinnick<br>Gaultheria shallon - Salal   |
| COUNT: 1      |  | Cornus nuttallii - Pacific Dogwood   | COUNT: 12           |  | Polystichum munitum - Sword Fern   |
| COUNT: 2 each |  | Amelancier alnifolia - Saskatoon Berry<br>Ribes sanguineum - Red Flowering Currant | COUNT: 8            |  | Deschampsia cespitosa - Tufted Hair Grass  |

**MISCELLANEOUS FLOWERS - QUANTITIES/LOCATION T.B.D.:**  
Sea Pinks  
Red Paintbrush  
Twinklflower  
Common Camas  
Yarrow

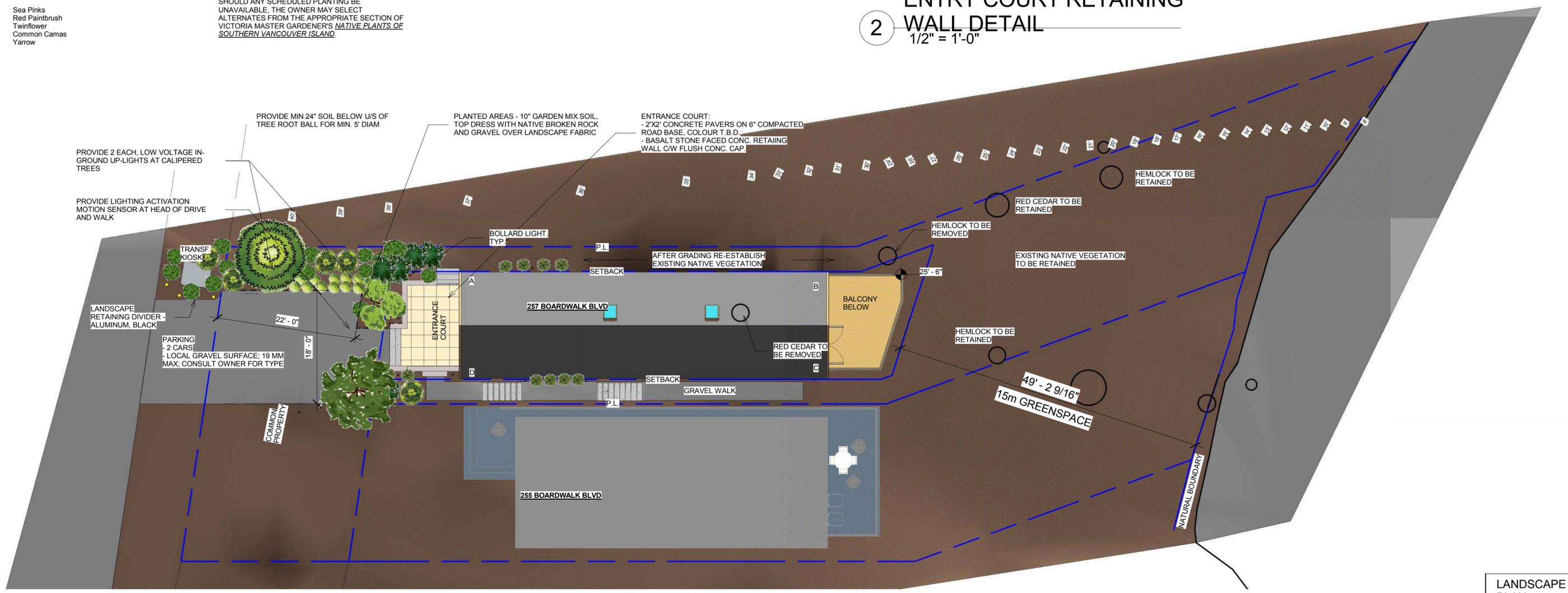
**ALTERNATES:**  
SHOULD ANY SCHEDULED PLANTING BE UNAVAILABLE, THE OWNER MAY SELECT ALTERNATES FROM THE APPROPRIATE SECTION OF VICTORIA MASTER GARDENER'S NATIVE PLANTS OF SOUTHERN VANCOUVER ISLAND.



**2 ENTRY COURT RETAINING WALL DETAIL**  
1/2" = 1'-0"

revisions

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 Ucluelet, B.C.  
 Ruloff Residence



**NOTES:**  
- CONTOURS SHOW FINISHED GRADE BASED ON INTERPOLATION OF METRIC 1M INTERVAL SURVEY DATA BY AG SURVEYS DATED FEB 26, 2018

**1 Landscape Plan**  
3/32" = 1'-0"

|                                 |
|---------------------------------|
| LANDSCAPE PLAN<br>drawing title |
| GS                              |
| drawn by                        |
| As indicated                    |
| scale                           |
| 2018-02-26                      |
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## PROTECTED ARCHAEOLOGICAL SITES IN BRITISH COLUMBIA

Archaeological sites are the physical remains of past human activity. There are over 50,000 known archaeological sites in British Columbia representing thousands of years of human history. The *Heritage Conservation Act (HCA)* recognizes the historical, cultural, scientific, spiritual, and educational value of archaeological sites to First Nations, local communities, and the public. Archaeological sites on both public and private land are protected under the HCA and must not be altered or damaged without a permit issued by the Province of British Columbia's Archaeology Branch.

Receipt of this form indicates that your local government has reviewed the records of the Archaeology Branch to determine whether your proposed activities are likely to impact a protected archaeological site. By identifying overlaps with archaeological sites early in the planning and development process, appropriate and timely steps can be taken that support an efficient development process. You should be aware that there are limitations concerning this review; please read the Provincial disclaimer<sup>1</sup> below.

Your property or project area falls into the selected category:

**Direct overlap with protected archaeological site:** DFSj - 49

Provincial records indicate that an archaeological site protected under the HCA is recorded within your property or project area.

- Your proposed activities may impact the protected archaeological site.
- You must obtain a site alteration permit issued by the Archaeology Branch before impacting the site.
- Completing an application for alteration permit usually requires archaeological expertise. You may consider engaging an eligible consulting archaeologist (see page 2) to confirm the results of this review and assist you in establishing permit requirements with the Archaeology Branch.
- Disturbance of a protected archaeological site without an alteration permit is a contravention of the HCA and may result in substantial fines and development delays.
- The archaeological site impact management and permit process is summarized on page 2. If you have questions about the process, contact the Archaeology Branch.

**Direct overlap with an area of high archaeological potential**

Provincial records indicate your property or project area has high potential to contain an archaeological site protected under the HCA, either because the area has been previously assessed for potential or there is a known archaeological site within 50 m that may extend beyond its recorded boundaries.

- Your proposed activities may impact an unrecorded archaeological site. Archaeological sites are protected under the HCA, even if they have not yet been identified and recorded.
- Disturbance of a protected archaeological site without a permit is a contravention of the HCA. Accidental discovery of an unknown archaeological site during development requires activities to be halted until permit requirements have been established; this may result in significant development delays.
- To avoid the possibility of unauthorized archaeological site impacts and development delays, you may wish to engage an eligible consulting archaeologist (see page 2) to determine in advance whether your activities are likely to impact an unrecorded protected archaeological site.
- The archaeological site impact management and permit process that you will need to follow if an archaeological site is encountered before or during development activities is summarized on page 2. If you have questions about the process, contact the Archaeology Branch.

**No identified overlap with archaeological sites or areas of high archaeological potential**

Provincial records do not indicate known archaeological sites or areas of high archaeological potential within your property or project area.

- Provincial records may be incomplete with regard to archaeological potential in your area.
- There is always a possibility for unrecorded archaeological sites to exist. Archaeological sites are protected under the HCA, even if they have not yet been identified and recorded.
- If an archaeological site is encountered, development activities must be halted and the Archaeology Branch contacted for direction (250-953-3334).

<sup>1</sup> **Provincial Disclaimer:** The Archaeology Branch of the Province of BC is responsible for the administration of the *Heritage Conservation Act*. It is not administered by municipal or regional governments. In completing this form, municipal and regional government staff rely on information provided by the Province of BC. Any questions regarding this document should be directed to the Archaeology Branch or to an eligible consulting archaeologist. The information in this document is based on a search of Provincial records. There are archaeological sites in BC that are unknown and not recorded in these records. The Province makes no representations or warranties with respect to the accuracy or completeness of this information. Persons relying upon it do so at their own risk.

## PROTECTED ARCHAEOLOGICAL SITES IN BRITISH COLUMBIA

### Archaeological Site Impact Management and Permit Process

Archaeological sites are protected under the *Heritage Conservation Act* (HCA) and must not be altered or damaged without a permit issued by the Province of British Columbia's Archaeology Branch. The archaeological site impact management and permit process is summarized below. This summary applies to the majority of situations where small-scale development plans are in conflict with protected archaeological sites. There are always exceptions that can be explained to you by an archaeologist or the Archaeology Branch as you proceed through the steps. Major development projects may be subject to additional requirements that are beyond the scope of the basic process described below.

#### What do I do if my property or project area contains a protected archaeological site?

You must obtain a site alteration permit issued by the Archaeology Branch before conducting activities that will impact a protected archaeological site. Permit applications are available on the Archaeology Branch website. However, completing a permit application usually requires archaeological expertise. Most applicants will therefore engage a professional archaeologist to review development plans, verify archaeological records, confirm that an alteration permit is required, complete the permit application, and work with the Archaeology Branch on the applicant's behalf to ensure all HCA permit requirements are met. **Note that the application process for all Archaeology Branch permits takes 8-12 weeks from the date the application is submitted.** Contact an eligible consulting archaeologist for time and cost estimates.

After discussing your project, a desktop review, and/or a preliminary reconnaissance, the archaeologist may conclude that your activities will not impact the archaeological site. The archaeologist should send a letter stating their professional opinion to the Archaeology Branch. You may no longer require an alteration permit to proceed with your activities. In other cases the Archaeology Branch may conclude that an alteration permit cannot be issued based on the information available.

#### What is an archaeological impact assessment?

An archaeological impact assessment (AIA) is conducted by an archaeologist under an inspection permit. The permit allows the archaeologist to conduct subsurface tests to collect information about the archaeological site. The AIA results in recommendations for managing impacts to the archaeological site. The archaeologist's recommendations and their feasibility should be discussed with you before they are submitted to the Archaeology Branch. Common recommendations include:

- Changing building plans or construction techniques to reduce or avoid archaeological site impacts.
- Proceeding with an alteration permit with or without concurrent archaeological studies, depending on the expected degree of impact to the site.
- No further archaeological study or permits required.

#### Contact an eligible consulting archaeologist

An eligible consulting archaeologist is able to hold a Provincial heritage permit that authorizes archaeological studies. Ask an archaeologist if he or she can hold a permit. Contact the Archaeology Branch (250-953-3334) to verify an archaeologist's eligibility. Find an archaeologist through the BC Association of Professional Archaeologists ([www.bcapa.ca](http://www.bcapa.ca)) or through business directories.

#### Contact the BC Archaeology Branch

BC Archaeology Branch

Ministry of Forests, Lands, Natural Resource Operations and Rural Development

Phone: 250-953-3334

Web: [www.for.gov.bc.ca/archaeology/property\\_owners\\_and\\_developers](http://www.for.gov.bc.ca/archaeology/property_owners_and_developers)

Data Request Form (to inquire about archaeological sites within your property or project area): [www.archdatarequest.nrs.gov.bc.ca](http://www.archdatarequest.nrs.gov.bc.ca)





## STAFF REPORT TO COUNCIL

Council Meeting: NOVEMBER 27<sup>TH</sup>, 2018  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** JOHN TOWGOOD, PLANNER 1

**FILE NO:** 3060-20-DP18-12 **FOLIO NO:** 061.147

**SUBJECT:** DEVELOPMENT PERMIT; 255 BOARDWALK BOULEVARD

**REPORT:** 18 -

**ATTACHMENT(S):** APPENDIX A – DEVELOPMENT PERMIT DP18-12  
APPENDIX B – APPLICATION  
APPENDIX C – ARCHAEOLOGICAL SITES NOTIFICATION LETTER

### RECOMMENDATION(S):

1. **THAT** Council approve Development Permit DP18-12 for the construction of 1-unit Resort Condo with an accessory basement storage unit on the property at 255 Boardwalk Boulevard: Strata lot B, Section 21, Clayoquot District Strata Plan VIS6124.

### PURPOSE:

To provide Council with information on a proposed Development Permit (“DP”) for the property at 255 Boardwalk Boulevard: Strata lot B, Section 21, Clayoquot District Strata Plan VIS6124, PID 026-843-528 (the “**Subject Property**”).

### BACKGROUND:

An application has been received for a Development Permit for the subject property. This undeveloped waterfront property is located on Spring Cove and was part of the year 2000 “Reef Point” development: (**Figure 1**).

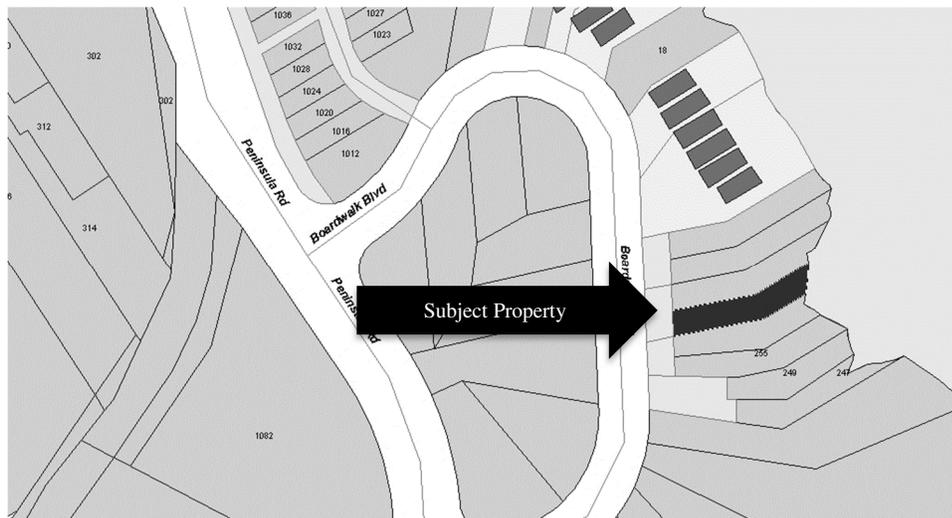


Figure 1 – Site Plan



Figure 2 – Existing Streetscape

The property was extensively cleared of all vegetation prior to the applicant’s purchase of the properties except for a strip of approximately 16 metres along the waterfront. The subject property has a section 219 restrictive covenant in place to preserve 15 metres of the foreshore trees and vegetation. This covenant has an allowance for a public pedestrian boardwalk/trail. The subject property also has a Statutory Right of Way (SRW) for this boardwalk/trail that will form part of phase 3 of the spring cove trail element (Figure 3) of the larger Safe Harbour Trail system (“the public trail”) as indicated in the 2011 OCP Development Permit Area #3 guidelines, and in the new draft Official Community Plan.

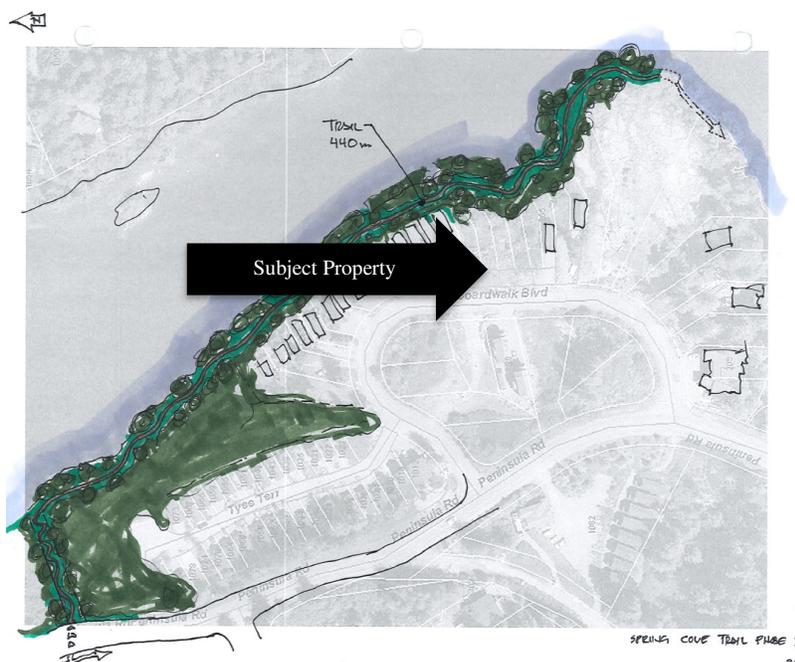


Figure 3 – Phase 3 Safe Harbour Trail sketch

**DISCUSSION:**

The proposed Development Permit application is assessed on:

- The Official Community Plan's (the "OCP") Reef Point designation policies;
  - Protection of the natural environment, its ecosystems and biological diversity; and
  - Protection of development from hazardous conditions; and
  - Establishment of objectives for the form and character of development in the resort region;
- Zoning Bylaw requirements;
- Fire Department review;

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

The building area of this lot has been extensively cleared of all organics and contains no significant environmental features. The applicant has indicated in their landscape plan that any existing vegetation will be protected and preserved, and that the site will be replanted in native species in keeping with OCP guidelines. The general development permit guidelines indicate that an "Environmental Impact Assessment" shall be required for all properties greater than 2 HA in size to evaluate the impacts of a proposed development on the natural environment. The subject property area is 0.04 HA. Considering that the property area is less than the 2HA threshold, the extent that the lot has been previously cleared, and that the applicant is proposing to enhance the site's landscape with the planting of native species in keeping with OCP guidelines, staff have not required an Environmental Impact Assessment and consider this application to be consistent with the OCP guidelines.

**OCP, Protection of development from hazardous conditions:**

The building elements of this development are sited on the upper bench of the site at a minimum of 15m from the foreshore and located on existing grade approximately 12m above high tide. Considering the height of the proposed building off the natural boundary and a geotechnical report is not required as part of the development permit process. A geotechnical assessment maybe required at time of building permit dependent on soil conditions.

**OCP, Establishment of objectives for the form and character of development in the resort region:**

The Reef Point Development Permit Area is intended for tourist commercial development. Reef Point's natural beauty and rich ecological qualities add significant potential value to Ucluelet, its residents, and future generations in enhancing the character of the area. It is these qualities - beautiful, natural, and wild - which residents and people from afar come to experience. The immediacy of the ocean, the marine environment and the presence of significant stands of forest, including old-growth are primary character-giving qualities of this area.

This application is proposing a two-and-a-half storey, 2,309 sq.ft. resort condo unit. The building will be clad in Hardi-siding with 5" exposure with Black Medium density overlaid plywood accent inserts. The roofing will be Prefinished Metal and the decks will have glass and stainless-steel handrails off the rear with wooden pickets to the front. Trim will be a stained cedar. The basement and support structures will be exposed concrete (**Figure 4**).



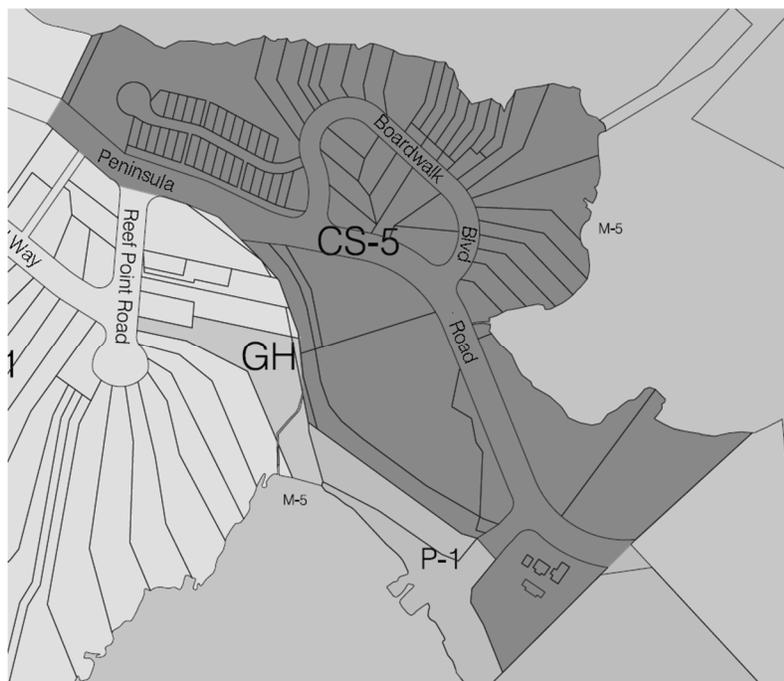
**FIRE DEPARTMENT REVIEW**

Fire protection for this project is already dictated by the existing subdivision configuration and the hydrants already in place. The building is clad in a concrete board type siding, has a metal roof and has minimal overhangs. These aspects make the building resistant to fire spread from neighboring properties. Because of the elements listed above the Ucluelet fire department did not have any direct input on this development other than they would like to ensure that the street numbers are clearly visible at the entrance of the driveway.

**ZONING BYLAW REQUIREMENTS:**

The Property is in the Tourist Commercial CS-5 zone. This zone is intended to provide for tourist commercial accommodations and other related recreational and primarily tourist commercial uses outside the District's Village Square and its residential areas. The application proposes the primary use of "CS-5 1.1. (1) (c) Resort Condo" use with "Resort Condo" defined as:

*"Resort Condo" means a building, or group of buildings, providing two or more separate dwelling units, for commercial tourist accommodation use only, without the accessory uses commonly associated with or specifically permitted with hotels or motels. The building(s) must be on the same lot or within the strata plan, except for the parcels within the CS-5 Zone along Peninsula Road, as illustrated below ("Reef Point"), in which case there may be only one unit per lot:*



From the information supplied that this development meets all zoning requirements. Further review and confirmation of zoning compliance will be done at the building permit stage when the more detailed drawings are submitted.

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

Staff time will be required to monitor and review the progress of this application.

**FINANCIAL IMPACTS:**

Development Cost Charges will be charged for the resort condo by a per unit basis, and a building permit fee will be charged based on construction value. The value of the property will increase with the proposed improvements, increasing the municipal tax base. Water and sewer fees will be collected based on metered usage. These additional revenues are expected to offset the incremental increase in municipal services and infrastructure.

**POLICY OR LEGISLATIVE IMPACTS:**

The Reef Point / Terrace Beach / Spring Cove area is known to have high archeological value. The original development of the area in 2000 included an extensive archeological review. From that report, archeological sites were identified and mapped out, and development lots were created around those sites, or covenants were positioned on title to regulate how those lots can develop. The subject property does not have an archeological covenant on title. From the limited information Staff are in possession of there is an indication that a portion of the property overlaps a mapped archaeological site. Under provincial legislation, the owner is required to ensure the proposed development will not affect protected archaeological resources.

Note that any review and/or permitting required by the Archaeology Branch is separate from municipal processes; issuance of a Development Permit and/or Building Permit is independent from the owner's responsibility to also comply with the provincial *Heritage Conservation Act* (see notification letter, Appendix C). The municipal and provincial permitting processes can proceed in parallel.

**SUMMARY:**

This proposal conforms to the Reef Point Development Permit area tourist commercial vision and is consistent with OCP guidelines.

**OPTIONS REVIEW:**

1. That Council approve Development Permit DP18-12 for the construction of 1-unit Resort Condo with an accessory basement storage unit on the property at 255 Boardwalk Boulevard: Strata lot B, Section 21, Clayoquot District Strata Plan VIS6124. (**Recommended option**).
2. That Council defer consideration pending receipt of further information to be identified.
3. That Council refuse the permit application, citing the specific OCP guidelines Council considers the proposal does not meet.

Staff recommend Option 1 as the proposed development meets the intent of the Reef Point Development Permit Area Guidelines.

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



## DEVELOPMENT PERMIT DP18-12

Pursuant to Part 14, Division 7 of the Local Government Act, R.S.B.C 2015 C.1 as amended:

1. This Development Permit is issued to:

HEATHER RULOFF  
 2308 PENDER ST E  
 VANCOUVER, BC  
 V5L1X6

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

257 Boardwalk Boulevard (Strata lot B, Section 21, Clayoquot District Strata Plan VIS6124)

3. This Development Permit is issued subject to compliance with all bylaws of the District of Ucluelet.
4. This Permit authorizes the construction of the following improvements on the Lands:
  - a. One Family Resort Condo building.
  - b. Driveway and parking area.
  - c. Landscaping and planting enhancements of retained vegetation areas.

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

5. This permit is issued subject to the following conditions:
  - a. Prior to obtaining a building permit the Owner shall submit a final detailed landscape plan showing the number, type and location of new plant material to complete the screening and enhanced landscape buffers in the general locations shown on the plans attached in Schedule A, for review and approval by the Manager of Community Planning. The additional planting shall be installed and maintained prior to occupancy of any of the buildings shown on the site plan. The detailed landscape plan is also to show the location of temporary protective fencing for all trees shown to be retained during construction.
  - b. Temporary protective fencing is to be erected prior to issuance of a building permit or the commencement of any site clearing or grading activities;
  - c. No material storage or staging is to occur in any tree protection area; and,
6. The work authorized by this Permit may only be carried out in compliance with all federal, provincial, and municipal statutes, regulations, and bylaws.



- 7. 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.
- 8. This Permit is NOT a Building Permit.
- 9. **Schedules "A"** attached hereto shall form part of this Permit. The Municipality's Chief Administrative Officer is hereby authorized to approve minor amendments to the plans provided that such amendments are consistent with the overall character and intent of the original plans.

**AUTHORIZING RESOLUTION** passed by the Municipal Council on the      day of      , 2018.

**IN WITNESS WHEREOF** this Development Permit is hereby executed and issued by the Municipality the      day of      , 2018.

**THE DISTRICT OF UCLUELET**  
by its authorized signatories:

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

\_\_\_\_\_  
Mark Boysen – Corporate Officer

**OWNER**  
by its authorized signatory

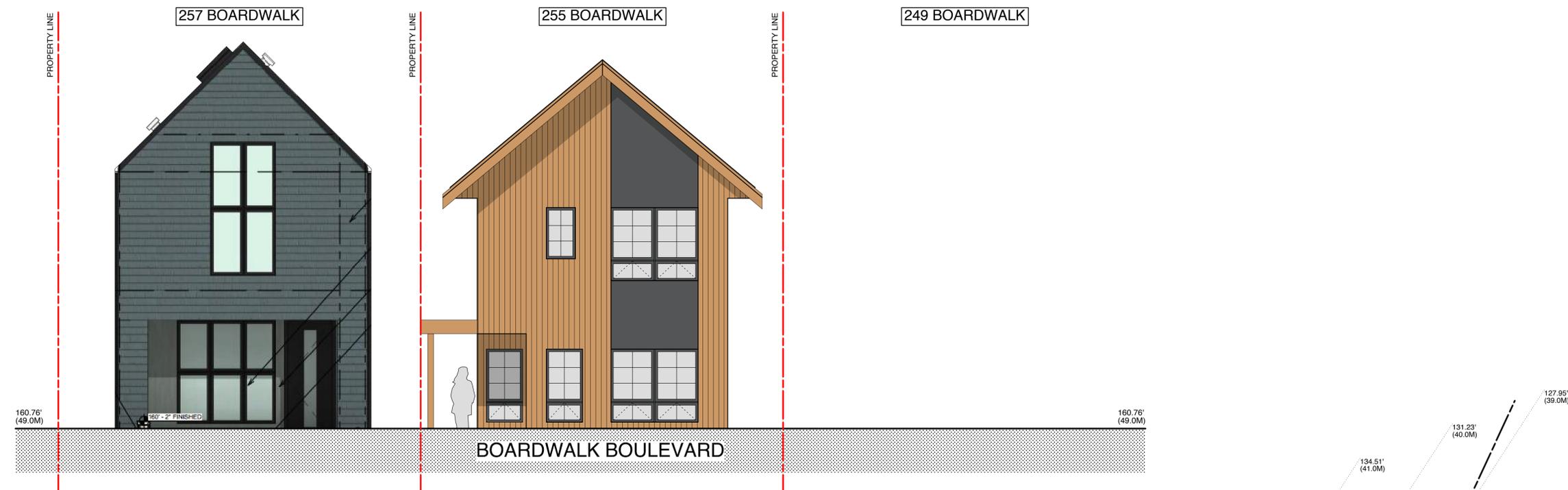
\_\_\_\_\_  
Owner, by its authorized signatory

**ISSUED** the      day of      , 2018.

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



## Schedule A

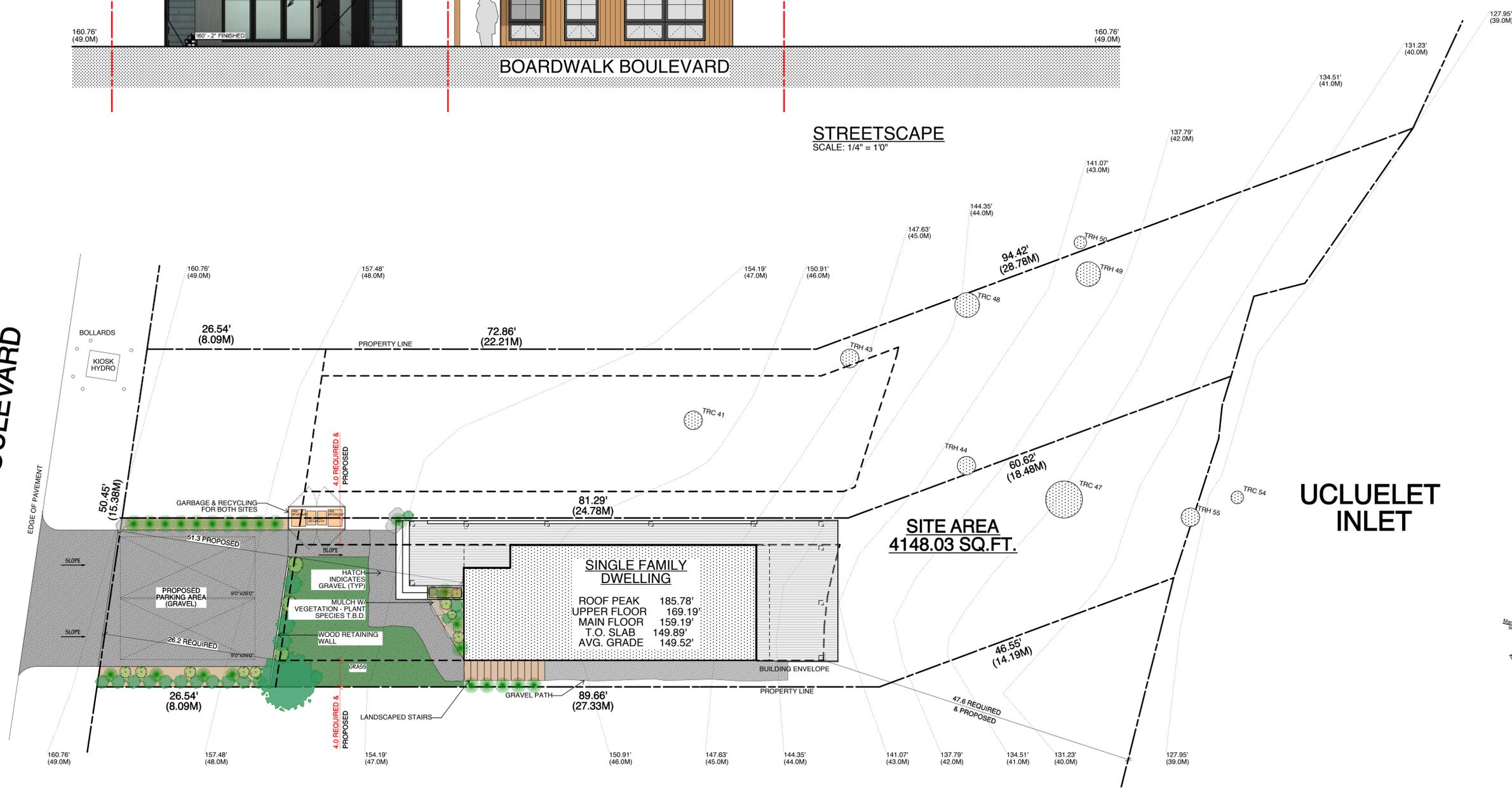


**STREETSCAPE**  
SCALE: 1/4" = 1'0"

**NOTE:**  
FINAL PLANTING TO BE SELECTED FROM THE VICTORIA MASTER GARDENERS NATIVE PLANTS OF SOUTHERN VANCOUVER ISLAND

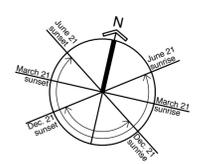
- PLANTING LEGEND:**
- MIXED FERN:  
- LICORICE FERN  
- DEER FERN  
- SWORD FERN
  - SHORE PINE
  - WESTERN DOGWOOD

**BOARDWALK BOULEVARD**



**LANDSCAPE PLAN**  
SCALE: 1/8" = 1'0"

**UCLUELET INLET**



Project File:  
**RULOFF RESIDENCE**  
255 BOARDWALK BOULEVARD  
UCLUELET, BC

Designer: DaynaRBeaver@gmail.ca  
Revised: Date: November 2018

Legal Description:  
LOT: 13B  
SECTION: 21  
CLAYQUOT DIST.  
PLAN: VIS6124

Sheet File:  
**STREETSCAPE & LANDSCAPE PLANS**

Scale: AS NOTED  
Sheet No: **A06**

- GENERAL NOTES:**
- Drawings and Specifications are the instruments Dayna Beaver Consultant and are intended to serve for this Project only. Reproduction in part or in total is not permitted without permission of the Consultant.
  - The Contractor is responsible to perform the work in conformity with all codes, regulations, by-laws, practices, and standards of all jurisdictions having authority over the project. It is the Contractor's responsibility to inform the Consultant of any conflicts or variance with standard and approved practices before any work is carried out.
  - Changes to the contract must be approved by the Client prior to any work being carried out.
  - The contractor is responsible to call for all inspections to meet requirements of local by-laws and all relevant authorities. Inspection reports shall be forwarded to the Consultant as soon as they are prepared. Independent inspection services must be provided for roofing, concrete, foundations, soil investigations and compaction, application of waterproof membranes and all relevant sections of the jurisdictions having authority over this project.
  - The contractor will obtain and pay for all permits, licenses or certificates required for the Work including the Occupancy Permit, other than the Building Permit.
  - The contractor shall submit to the Owner during construction and upon completion of the Work all certificates of inspection provided by authorities having jurisdiction.
  - The contractor shall ensure that during construction, pollution and environmental control of construction activities is exercised as required by authorities having jurisdiction.
  - The contractor shall not close or obstruct streets, sidewalks, lanes or alleys before obtaining permits from the Municipality and shall maintain all streets and roadways as required by the Municipality.
  - Samples shall be submitted for review and any required testing. Samples to be tested shall be of the materials specified or the properly reviewed alternatives; no deviation permitted after review of samples.
  - The contractor shall keep one set of white prints of all contract drawings and all addenda, revisions, clarifications, change orders and reviewed shop drawings, on site and shall identify them as "Project Record Copy" and have them available at all times for review by the Consultant.
  - The contractor is responsible for setting out the building accurately based on the Site Plan and other relevant drawings. The services of a surveyor is recommended and will be the responsibility of the contractor. If discrepancies are discovered in setting out the structure or elevations thereof, it will be the responsibility of the contractor confirm the recommended changes with the owner and the designer.

- ADDITIONAL NOTES:**
- All measurements must be verified on site by builder prior to construction and discrepancies reported to the designer.
- Dimensions shall take precedence over scale.
- Smoke detectors shall be provided on every floor level. framing lumber shall be graded #2 or better unless noted otherwise.
- All windows to be 'lo-E' and conform to CAN-CSA A440 A440-1 min. ratings A1 B3 C3 F10
- All site layouts to be confirmed by a registered BC Land Surveyor
- All setbacks and building heights to be confirmed by the contractor prior to commencement of construction
- All grading and excavation are the responsibility of the contractor and verified by a geotechnical engineer.
- Conformity of the plans relative to the site is the responsibility of the contractor.
- Lumber Framing and Supports  
All engineered beams to be confirmed by supplier

**SETBACKS :**

|                    | REQUIRED     | PROPOSED       |
|--------------------|--------------|----------------|
| FRONT YARD SETBACK | 26.2' (8 M)  | 51.3' (15.6 M) |
| SIDE YARD (NORTH)  | 4.0' (1 M)   | 4.0' (1.2 M)   |
| SIDE YARD (SOUTH)  | 4.0' (1 M)   | 3.9' (1.2 M)   |
| REAR YARD          | 47.6' (15 M) | 47.6' (14.5 M) |

**STATISTICS:**

CIVIC ADDRESS: 255 BOARDWALK, UCLUELET, BC  
 LEGAL DESCRIPTION: LOT 13B, SECTION 21, CLAYOQUOT DISTRICT, PLAN VIS6124  
 P.I.D.: 026 843 528  
 ZONING: CS-5  
 SITE AREA: 4148.03 sq.ft. (385.4 sq.m.)

**LOT COVERAGE:**

|                   |                             |
|-------------------|-----------------------------|
| MAX. ALLOWED: 40% | 1659.2 sq.ft. (154.2 sq.m.) |
| PROPOSED :        | 714.1 sq.ft. (66.3 sq.m.)   |

**FLOOR AREA RATIO:**

|                   |                             |
|-------------------|-----------------------------|
| MAX. ALLOWED: 70% | 2903.6 sq.ft. (269.8 sq.m.) |
| PROPOSED :        | 1962.9 sq.ft. (182.4 sq.m.) |

**F.A.R. BREAKDOWN:**

|                  |                              |
|------------------|------------------------------|
| BASEMENT FLOOR : | 477.4 sq.ft. (44.4 sq.m.)    |
| MAIN FLOOR :     | 714.1 sq.ft. (66.3 sq.m.)    |
| UPPER FLOOR :    | 771.4 sq.ft. (71.7 sq.m.)    |
| TOTAL :          | 1,962.9 sq.ft. (182.4 sq.m.) |

**HEIGHT:**

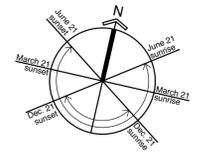
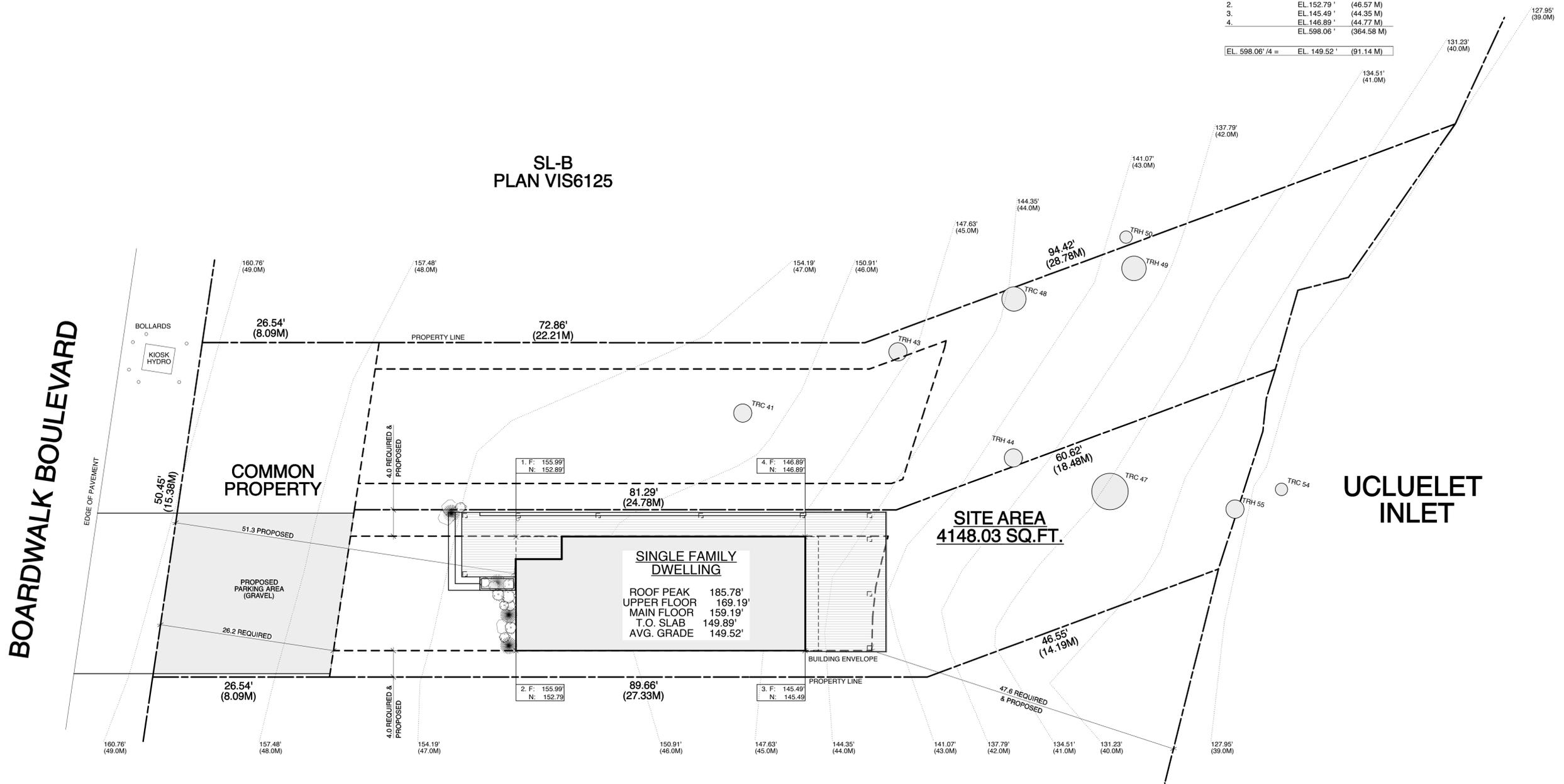
|                   |        |
|-------------------|--------|
| MAX. ALLOWED: 12M | 188.52 |
| PROPOSED :        | 185.78 |

**DRAWING LIST:**

|     |  |
|-----|--|
| A01 | SITE PLAN & STATISTICS                 |
| A02 | BASEMENT & MAIN FLOOR PLANS            |
| A03 | UPPER FLOOR & ROOF PLANS               |
| A04 | ELEVATIONS                             |
| A05 | CROSS SECTION / ASSEMBLIES / RSI CALC. |

**AVERAGE NATURAL GRADE:**

|                   |             |                       |
|-------------------|-------------|-----------------------|
| 1.                | EL. 152.89' | (46.60 M)             |
| 2.                | EL. 152.79' | (46.57 M)             |
| 3.                | EL. 145.49' | (44.35 M)             |
| 4.                | EL. 146.89' | (44.77 M)             |
| EL. 598.06' / 4 = |             | EL. 149.52' (91.14 M) |



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

Project File:  
**RULOFF RESIDENCE**  
255 BOARDWALK BOULEVARD  
UCLUELET, BC

Designer: Dayna Beaver  
Email: Dayna@Beaver@gmail.ca

September 2018

Legal Description:  
LOT: 13B  
SECTION: 21  
CLAYOQUOT DIST.  
PLAN: VIS6124

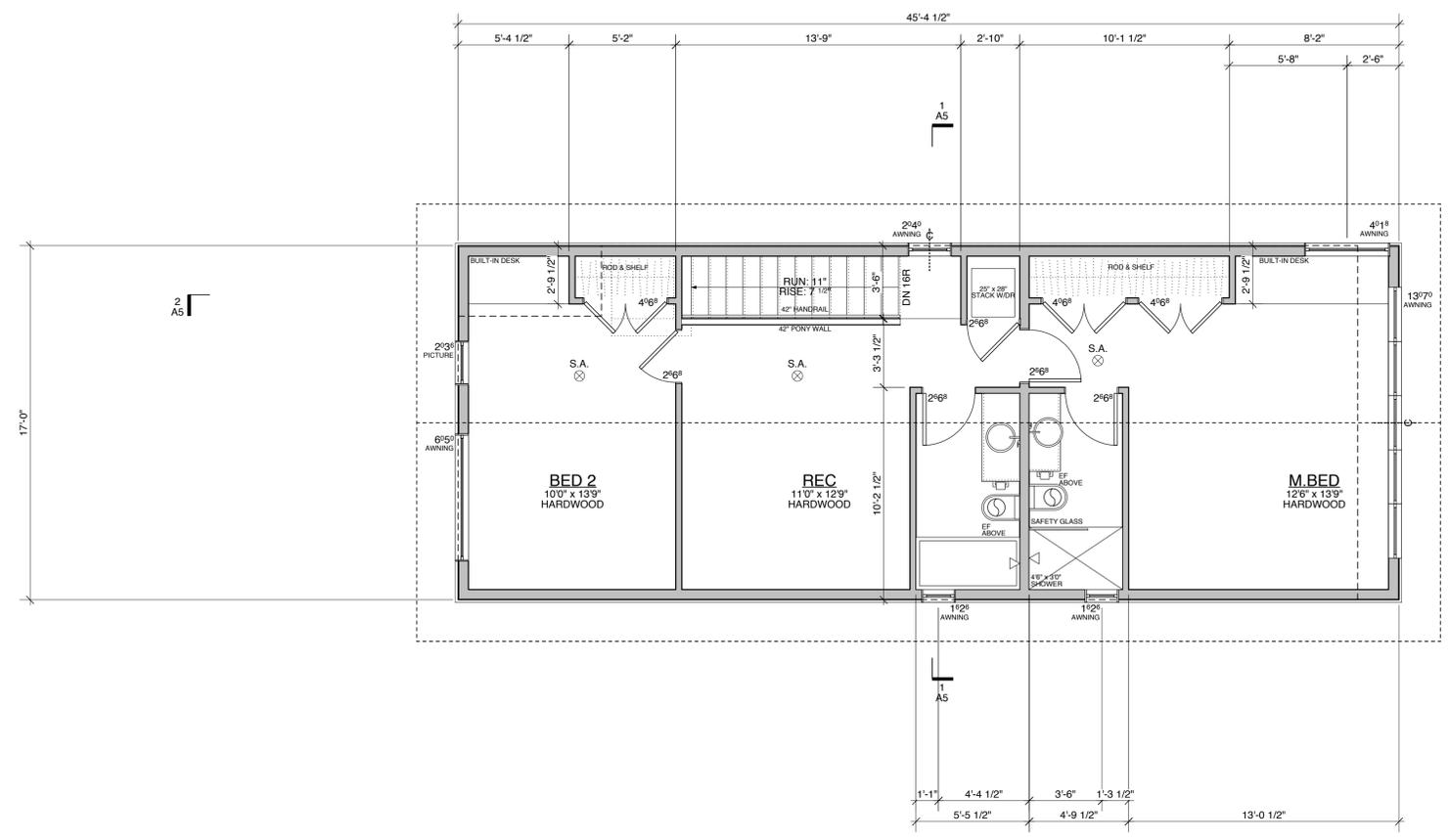
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**SITE PLAN & STATISTICS**

Scale:  
AS NOTED

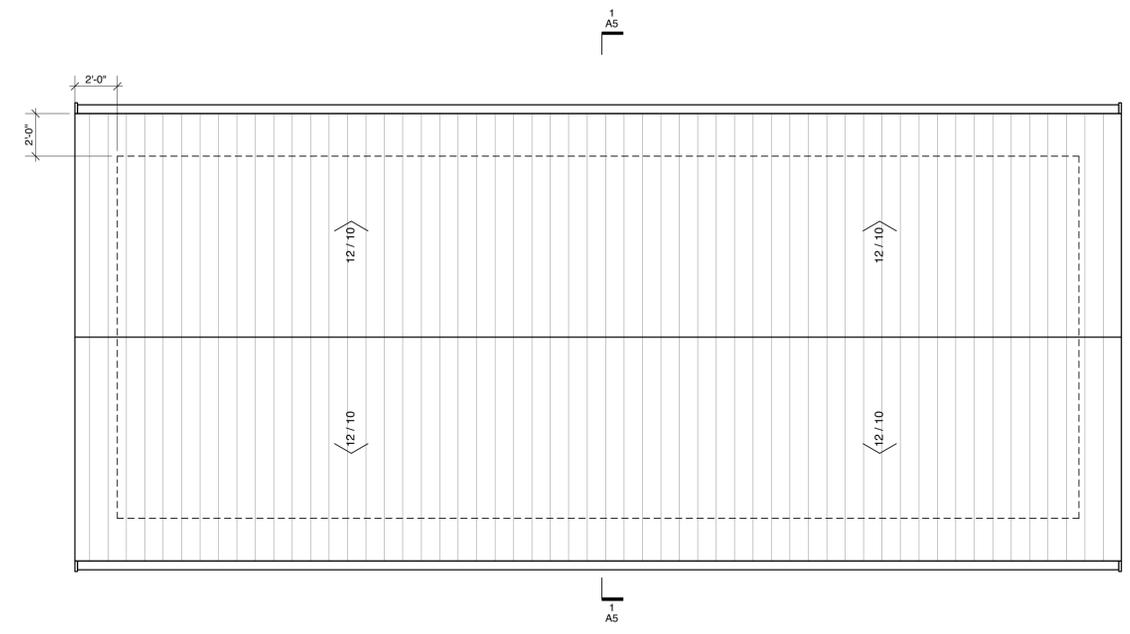
Sheet No:  
**A01**



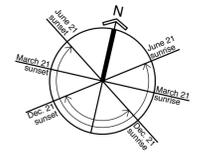
**NOTES:**  
 REFER TO STRUCTURAL FOR:  
 - ALL FOOTING & FOUNDATION SIZE, LOCATION & DEPTH.  
 - ALL FRAMING SIZES, LOCATION, DIRECTION, GRADE, ECT.



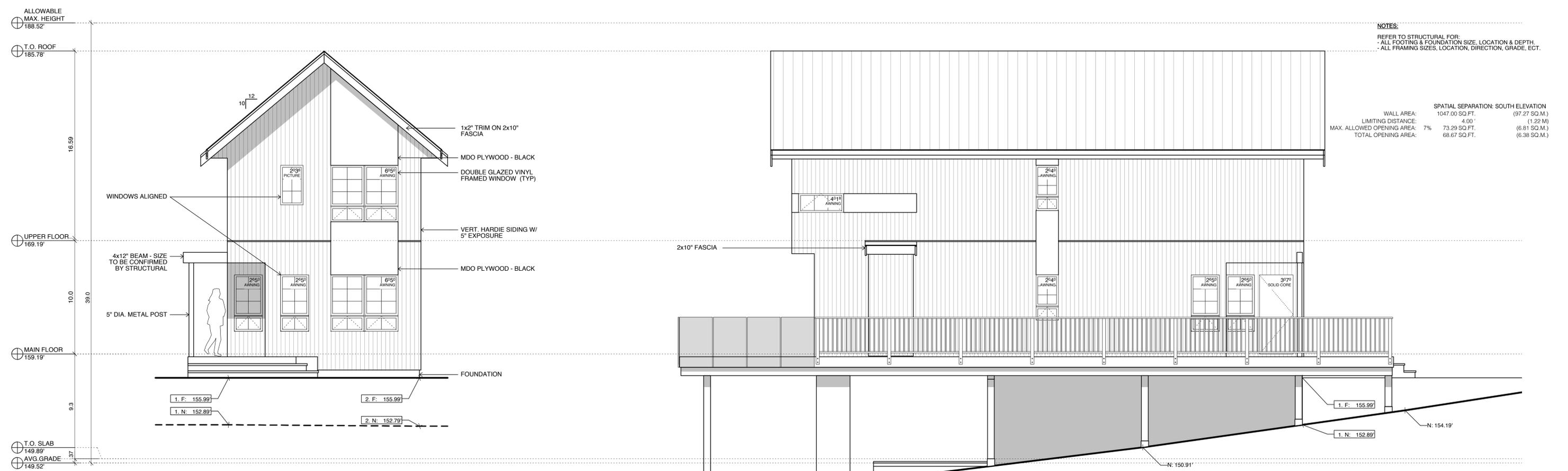
**UPPER FLOOR PLAN**  
 SCALE: 1/4" = 1'0"



**ROOF PLAN**  
 SCALE: 1/4" = 1'0"



|  |                |
|--|----------------|
| Project File:  |                |
| <b>RULOFF RESIDENCE</b>                                    |                |
| 255 BOARDWALK BOULEVARD<br>UCCLELEY, BC                    |                |
| DaynaRBeaver@gmail.ca                                      |                |
| Drawn By:  | Revised: Date: |
| September 2018   |                |
| Legal Description:   |                |
| LOT: 13B<br>SECTION: 21<br>CLAYQUOT DIST.<br>PLAN: VIS6124 |                |
| Sheet Title:   |                |
| UPPER FLOOR &<br>ROOF PLANS                                |                |
| Scale:   | AS NOTED       |
| Sheet No:  | <b>A03</b>     |

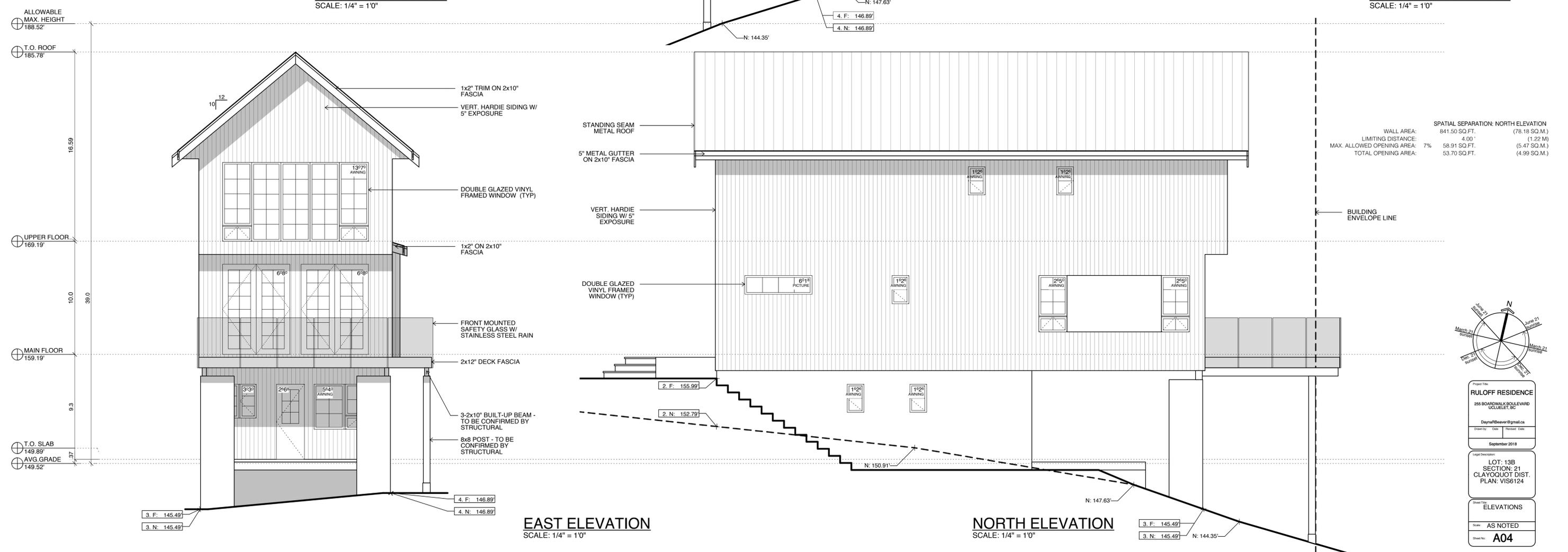


**NOTES:**  
 REFER TO STRUCTURAL FOR:  
 - ALL FOOTING & FOUNDATION SIZE, LOCATION & DEPTH.  
 - ALL FRAMING SIZES, LOCATION, DIRECTION, GRADE, ECT.

| SPATIAL SEPARATION: SOUTH ELEVATION |                              |
|-------------------------------------|------------------------------|
| WALL AREA:                          | 1047.00 SQ.FT. (97.27 SQ.M.) |
| LIMITING DISTANCE:                  | 4.00' (1.22 M)               |
| MAX. ALLOWED OPENING AREA:          | 7% 73.29 SQ.FT. (6.81 SQ.M.) |
| TOTAL OPENING AREA:                 | 68.67 SQ.FT. (6.38 SQ.M.)    |

**WEST ELEVATION**  
SCALE: 1/4" = 1'0"

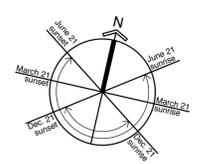
**SOUTH ELEVATION**  
SCALE: 1/4" = 1'0"



| SPATIAL SEPARATION: NORTH ELEVATION |                              |
|-------------------------------------|------------------------------|
| WALL AREA:                          | 841.50 SQ.FT. (78.18 SQ.M.)  |
| LIMITING DISTANCE:                  | 4.00' (1.22 M)               |
| MAX. ALLOWED OPENING AREA:          | 7% 58.91 SQ.FT. (5.47 SQ.M.) |
| TOTAL OPENING AREA:                 | 53.70 SQ.FT. (4.99 SQ.M.)    |

**EAST ELEVATION**  
SCALE: 1/4" = 1'0"

**NORTH ELEVATION**  
SCALE: 1/4" = 1'0"



Project File:  
**RULOFF RESIDENCE**  
 255 BOARDWALK BOULEVARD  
 UCCLEULET, BC  
 DaynaRBeaver@gmail.ca  
 Drawn By: Date: Revised: Date:  
 September 2018

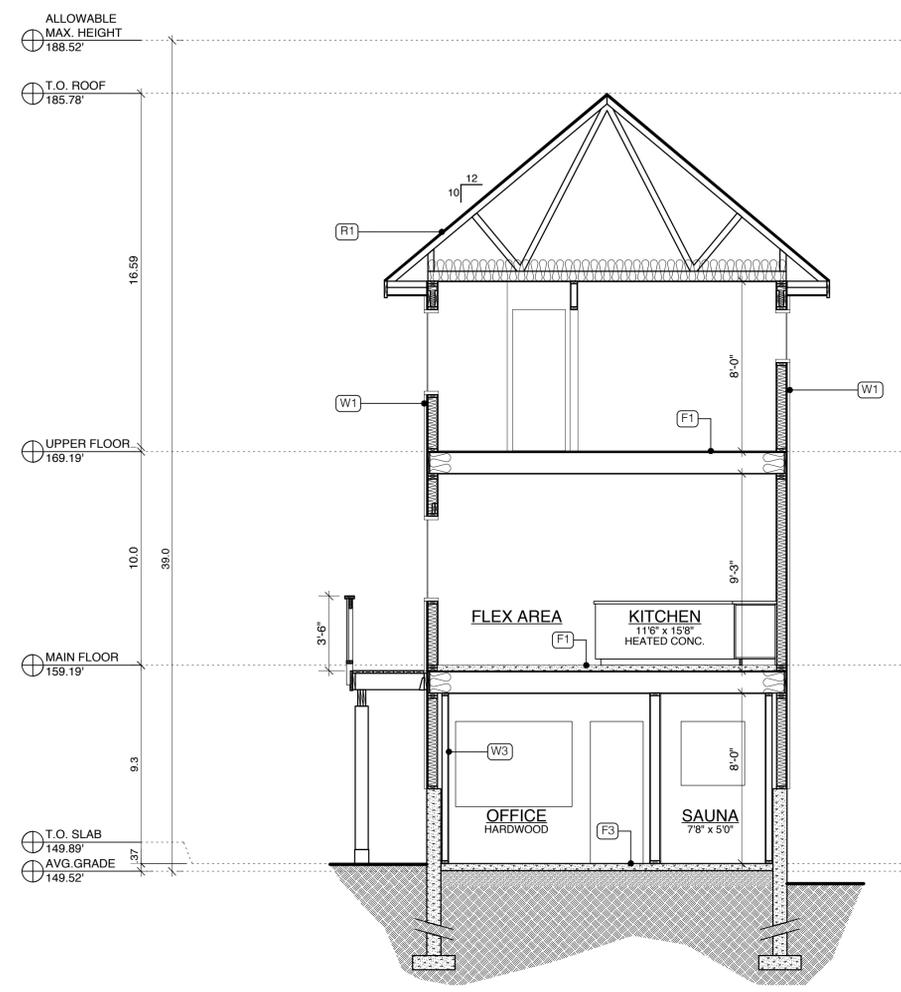
Legal Description:  
 LOT: 13B  
 SECTION: 21  
 CLAYQUOT DIST.  
 PLAN: VIS6124

Sheet Title:  
**ELEVATIONS**

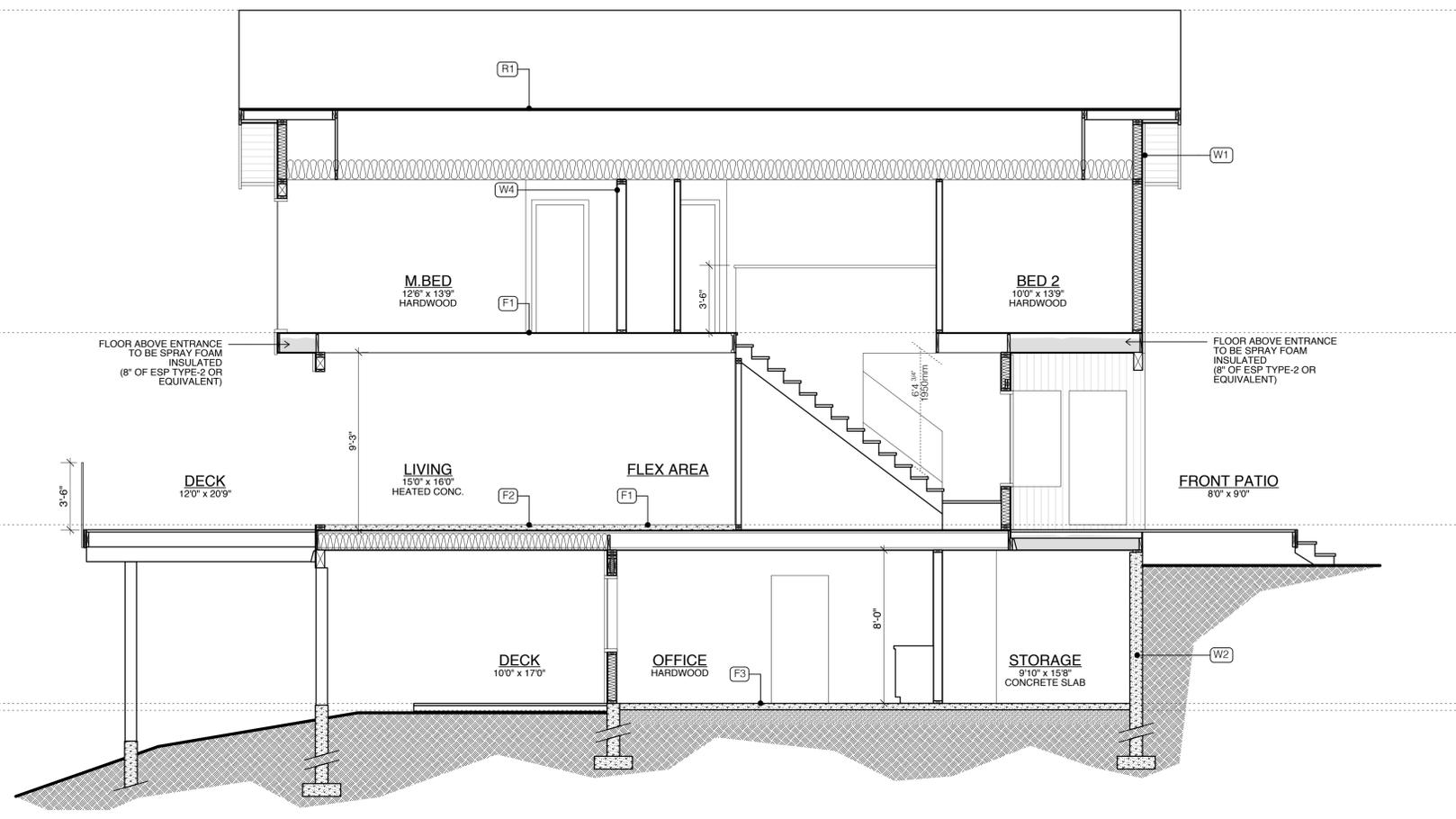
Scale:  
 AS NOTED

Sheet No:  
**A04**

**NOTES:**  
 REFER TO STRUCTURAL FOR:  
 - ALL FOOTING & FOUNDATION SIZE, LOCATION & DEPTH.  
 - ALL FRAMING SIZES, LOCATION, DIRECTION, GRADE, ECT.



**CROSS SECTION - 1**  
 SCALE: 1/4" = 10'



**CROSS SECTION - 2**  
 SCALE: 1/4" = 10'

**ENERGY EFFICIENCY CALCULATIONS**

| ENERGY EFFICIENCY COMPLIANCE METHOD (CLIMATE ZONE-5) |                    |              |     |  |
|--|--------------------|--------------|-----|--|
| COMPLIANCE PATH                                      | VENTILATION DESIGN | HEATING TYPE | HRV |  |
| X PRESCRIPTIVE                                       | NATURAL            | ELECTRIC     | NO  |  |
| PRESCRIPTIVE WITH SIMPLE TREAD-OFFS                  |                    |              |     |  |
| PERFORMANCE  |                    |              |     |  |

**ROOFS (TJ) : R1**

|  | RSI         | R            |
|--|-------------|--------------|
| FRAMING & INSULATION                     |             |              |
| ENG. ROOF TRUSS @ 21" O.C. W/ R28 (BATT) | 4.49        | 25.49        |
| COMPONENTS IN ASSEMBLY                   |             |              |
| AIR FILM (EXTERIOR)                      | 0.03        | 0.17         |
| 1/2" SHEATHING                           | 0.11        | 0.62         |
| AIR FILM (INTERIOR)                      | 0.11        | 0.62         |
| <b>TOTAL</b>                             | <b>4.74</b> | <b>26.91</b> |
| <b>REQUIRED</b>                          | <b>4.67</b> | <b>26.50</b> |

**WALL ASSEMBLY COMPONENTS (ABOVE GRADE) W1**

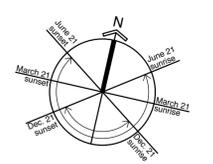
|                                   | RSI         | R            |
|-----------------------------------|-------------|--------------|
| FRAMING & INSULATION              |             |              |
| 2x6" K.D. STUDS @ 16" O.C. W/ R20 | 2.42        | 13.74        |
| COMPONENTS IN ASSEMBLY            |             |              |
| AIR FILM (EXTERIOR)               | 0.03        | 0.17         |
| 1x2" VERTICAL STRAPPING           | 0.18        | 1.02         |
| 1/2" PLYWOOD SHEATHING            | 0.11        | 0.62         |
| 1/2" G.W.B.                       | 0.08        | 0.45         |
| AIR FILM (INTERIOR)               | 0.12        | 0.69         |
| <b>TOTAL</b>                      | <b>2.94</b> | <b>16.69</b> |
| <b>REQUIRED</b>                   | <b>2.78</b> | <b>15.78</b> |

**FLOOR ABOVE UN-HEATED SPACE (TJ) : F2**

|                                      | RSI         | R            |
|--------------------------------------|-------------|--------------|
| FRAMING & INSULATION                 |             |              |
| T.J. JOISTS @ 16" O.C. W/ (R28) BATT | 4.49        | 25.49        |
| COMPONENTS IN ASSEMBLY               |             |              |
| AIR FILM (EXTERIOR)                  | 0.03        | 0.17         |
| 1/2" SHEATHING                       | 0.11        | 0.62         |
| AIR FILM (INTERIOR)                  | 0.11        | 0.62         |
| <b>TOTAL</b>                         | <b>4.74</b> | <b>26.91</b> |
| <b>REQUIRED</b>                      | <b>4.67</b> | <b>26.50</b> |

**ASSEMBLIES**

- R1 ROOF (ENG. ROOF TRUSS):**  
 STANDING SEAM METAL ROOF  
 ROOFING PAPER  
 1/2" PLY SHEATHING  
 ENG. ROOF TRUSS AS PER. MANUF. SPEC.  
 (R28) BATT INSULATION  
 6 MIL. POLY VAPOUR BARRIER  
 3/4" T&G CEDAR FINISH
- W1 EXTERIOR WALL (VERT. SIDING):**  
 VERT. HARDIE SIDING W/ 5' EXPOSURE  
 P.T. 1x2" VERTICAL STRAPPING  
 2 LAYERS OF 30 MIN. BUILDING PAPER W/ SHIPLAP METHOD  
 1/2" PLYWOOD SHEATHING  
 2x6" KD STUDS @ 16" O.C.  
 (R20) BATT INSULATION  
 6 MIL. POLY VAPOUR BARRIER  
 1/2" G.W.B. - PAINTED
- W2 NEW FOUNDATION WALL:**  
 DRAINAGE MAT W/ INTEGRATED FILTER FABRIC  
 2 COATS OF BITUMINOUS  
 8" CONC. WALL - REFER. TO STRUCT.
- W3 NEW FURRED FOUNDATION WALL:**  
 DRAINAGE MAT W/ INTEGRATED FILTER FABRIC  
 2 COATS OF BITUMINOUS  
 8" CONC. WALL - REFER. TO STRUCT.  
 1/2" AIR SPACE  
 2x4" KD STUDS @ 16" O/C  
 1/2" G.W.B. - PAINTED
- W4 INTERIOR 2x4" WALL:**  
 1/2" G.W.B. BOTH SIDES - PAINTED  
 2x4" STUDS @ 16" O.C.
- F1 NEW FLOOR (TJI):**  
 HARDWOOD  
 3/4" T&G FIR PLYWOOD SHEATHING  
 (GLUED & SCREWED TO FLOOR JOISTS)  
 11" TJI FLOOR JOISTS  
 1/2" G.C.B.
- F2 NEW FLOOR (TJI) ABOVE UN-HEATED SPACE:**  
 HEATED CONCRETE  
 3/4" T&G FIR PLYWOOD SHEATHING  
 (GLUED & SCREWED TO FLOOR JOISTS)  
 11" TJI FLOOR JOISTS  
 (R22) BATT INSULATION  
 1/2" SOFFIT
- F3 NEW SLAB:**  
 4" CONCRETE SLAB - FINISH T.B.D.  
 6 MIL. POLY MOISTURE BARRIER  
 MIN. 6" COMPACTED GRANULAR BASE ON SOLID BEARING



Project File:  
**RULOFF RESIDENCE**  
 255 BOARDWALK BOULEVARD  
 UCCLELET, BC  
 DaynaRBeaver@gmail.ca  
 Drawn By: Date: Revised: Date:  
 September 2018

Legal Description:  
 LOT: 13B  
 SECTION: 21  
 CLAYQUOT DIST.  
 PLAN: VIS6124

ASSEMBLIES  
**CROSS SECTIONS  
 ASSEMBLIES &  
 RSI CALCULATIONS**  
 Scale: AS NOTED  
 Sheet No: **A05**



## PROTECTED ARCHAEOLOGICAL SITES IN BRITISH COLUMBIA

Archaeological sites are the physical remains of past human activity. There are over 50,000 known archaeological sites in British Columbia representing thousands of years of human history. The *Heritage Conservation Act (HCA)* recognizes the historical, cultural, scientific, spiritual, and educational value of archaeological sites to First Nations, local communities, and the public. Archaeological sites on both public and private land are protected under the HCA and must not be altered or damaged without a permit issued by the Province of British Columbia's Archaeology Branch.

Receipt of this form indicates that your local government has reviewed the records of the Archaeology Branch to determine whether your proposed activities are likely to impact a protected archaeological site. By identifying overlaps with archaeological sites early in the planning and development process, appropriate and timely steps can be taken that support an efficient development process. You should be aware that there are limitations concerning this review; please read the Provincial disclaimer<sup>1</sup> below.

Your property or project area falls into the selected category:

**Direct overlap with protected archaeological site:** DFSj - 49

Provincial records indicate that an archaeological site protected under the HCA is recorded within your property or project area.

- Your proposed activities may impact the protected archaeological site.
- You must obtain a site alteration permit issued by the Archaeology Branch before impacting the site.
- Completing an application for alteration permit usually requires archaeological expertise. You may consider engaging an eligible consulting archaeologist (see page 2) to confirm the results of this review and assist you in establishing permit requirements with the Archaeology Branch.
- Disturbance of a protected archaeological site without an alteration permit is a contravention of the HCA and may result in substantial fines and development delays.
- The archaeological site impact management and permit process is summarized on page 2. If you have questions about the process, contact the Archaeology Branch.

**Direct overlap with an area of high archaeological potential**

Provincial records indicate your property or project area has high potential to contain an archaeological site protected under the HCA, either because the area has been previously assessed for potential or there is a known archaeological site within 50 m that may extend beyond its recorded boundaries.

- Your proposed activities may impact an unrecorded archaeological site. Archaeological sites are protected under the HCA, even if they have not yet been identified and recorded.
- Disturbance of a protected archaeological site without a permit is a contravention of the HCA. Accidental discovery of an unknown archaeological site during development requires activities to be halted until permit requirements have been established; this may result in significant development delays.
- To avoid the possibility of unauthorized archaeological site impacts and development delays, you may wish to engage an eligible consulting archaeologist (see page 2) to determine in advance whether your activities are likely to impact an unrecorded protected archaeological site.
- The archaeological site impact management and permit process that you will need to follow if an archaeological site is encountered before or during development activities is summarized on page 2. If you have questions about the process, contact the Archaeology Branch.

**No identified overlap with archaeological sites or areas of high archaeological potential**

Provincial records do not indicate known archaeological sites or areas of high archaeological potential within your property or project area.

- Provincial records may be incomplete with regard to archaeological potential in your area.
- There is always a possibility for unrecorded archaeological sites to exist. Archaeological sites are protected under the HCA, even if they have not yet been identified and recorded.
- If an archaeological site is encountered, development activities must be halted and the Archaeology Branch contacted for direction (250-953-3334).

<sup>1</sup> **Provincial Disclaimer:** The Archaeology Branch of the Province of BC is responsible for the administration of the *Heritage Conservation Act*. It is not administered by municipal or regional governments. In completing this form, municipal and regional government staff rely on information provided by the Province of BC. Any questions regarding this document should be directed to the Archaeology Branch or to an eligible consulting archaeologist. The information in this document is based on a search of Provincial records. There are archaeological sites in BC that are unknown and not recorded in these records. The Province makes no representations or warranties with respect to the accuracy or completeness of this information. Persons relying upon it do so at their own risk.

## PROTECTED ARCHAEOLOGICAL SITES IN BRITISH COLUMBIA

### Archaeological Site Impact Management and Permit Process

Archaeological sites are protected under the *Heritage Conservation Act* (HCA) and must not be altered or damaged without a permit issued by the Province of British Columbia's Archaeology Branch. The archaeological site impact management and permit process is summarized below. This summary applies to the majority of situations where small-scale development plans are in conflict with protected archaeological sites. There are always exceptions that can be explained to you by an archaeologist or the Archaeology Branch as you proceed through the steps. Major development projects may be subject to additional requirements that are beyond the scope of the basic process described below.

#### What do I do if my property or project area contains a protected archaeological site?

You must obtain a site alteration permit issued by the Archaeology Branch before conducting activities that will impact a protected archaeological site. Permit applications are available on the Archaeology Branch website. However, completing a permit application usually requires archaeological expertise. Most applicants will therefore engage a professional archaeologist to review development plans, verify archaeological records, confirm that an alteration permit is required, complete the permit application, and work with the Archaeology Branch on the applicant's behalf to ensure all HCA permit requirements are met. **Note that the application process for all Archaeology Branch permits takes 8-12 weeks from the date the application is submitted.** Contact an eligible consulting archaeologist for time and cost estimates.

After discussing your project, a desktop review, and/or a preliminary reconnaissance, the archaeologist may conclude that your activities will not impact the archaeological site. The archaeologist should send a letter stating their professional opinion to the Archaeology Branch. You may no longer require an alteration permit to proceed with your activities. In other cases the Archaeology Branch may conclude that an alteration permit cannot be issued based on the information available.

#### What is an archaeological impact assessment?

An archaeological impact assessment (AIA) is conducted by an archaeologist under an inspection permit. The permit allows the archaeologist to conduct subsurface tests to collect information about the archaeological site. The AIA results in recommendations for managing impacts to the archaeological site. The archaeologist's recommendations and their feasibility should be discussed with you before they are submitted to the Archaeology Branch. Common recommendations include:

- Changing building plans or construction techniques to reduce or avoid archaeological site impacts.
- Proceeding with an alteration permit with or without concurrent archaeological studies, depending on the expected degree of impact to the site.
- No further archaeological study or permits required.

#### Contact an eligible consulting archaeologist

An eligible consulting archaeologist is able to hold a Provincial heritage permit that authorizes archaeological studies. Ask an archaeologist if he or she can hold a permit. Contact the Archaeology Branch (250-953-3334) to verify an archaeologist's eligibility. Find an archaeologist through the BC Association of Professional Archaeologists ([www.bcapa.ca](http://www.bcapa.ca)) or through business directories.

#### Contact the BC Archaeology Branch

BC Archaeology Branch

Ministry of Forests, Lands, Natural Resource Operations and Rural Development

Phone: 250-953-3334

Web: [www.for.gov.bc.ca/archaeology/property\\_owners\\_and\\_developers](http://www.for.gov.bc.ca/archaeology/property_owners_and_developers)

Data Request Form (to inquire about archaeological sites within your property or project area): [www.archdatarequest.nrs.gov.bc.ca](http://www.archdatarequest.nrs.gov.bc.ca)



## STAFF REPORT TO COUNCIL

Council Meeting: NOVEMBER 27, 2018  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** MARLENE LAGOA, DEPUTY MUNICIPAL CLERK

**FILE NO:** 3900-25

**SUBJECT:** COUNCIL REMUNERATION BYLAW

**REPORT NO:** 18-118

**ATTACHMENT(S):** COUNCIL REMUNERATION, BENEFITS AND EXPENSES REIMBURSEMENT BYLAW No. 1226, 2017

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

1. **THAT** Council direct staff to develop a policy that clarifies Council authorization for remuneration under the *Council Remuneration, Benefits and Expenses Reimbursement Bylaw No. 1226, 2017*.

### **PURPOSE:**

The purpose of this report is to request clarification regarding authorization for Council to represent the District

### **BACKGROUND:**

In 2017, Council updated District of Ucluelet's *Council Remuneration, Benefits and Expenses Reimbursement Bylaw No. 1226, 2017*, to clarify annual remuneration, expense reimbursement and benefit allowances for members of Council. Sections 5, 6, and 7 of the bylaw states that Council should provide authorization for the different types of meetings Council members engage in.

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

Staff are requesting direction to develop a policy to clarify the current Council's interpretation of Bylaw No. 1226 but it is not recommended to make any changes to the bylaw itself.

### **OPTIONS REVIEW:**

1. THAT Council direct staff to develop a policy that clarifies Council authorization for remuneration under the Council Remuneration, Benefits and Expenses Reimbursement Bylaw No. 1226, 2017. **(Recommended)**
2. THAT Council provide alternative direction to staff,

**Respectfully submitted:**

Marlene Lagoa, Deputy Municipal Clerk  
Mark Boysen, Chief Administrative Officer

**District of Ucluelet****Bylaw No. 1226, 2017**

A Bylaw to provide for annual remuneration, expense reimbursement and benefit allowances for members of the Council of the District of Ucluelet

---

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

**Repeal**

1. "Council Remuneration, Benefits and Expenses Bylaw No. 1042, 2007" and all amendments thereto are hereby repealed.

**Remuneration**

2. The base annual remuneration for the Mayor shall be \$24,331.77 per annum effective August 1, 2017. Hereafter the base salary shall be adjusted annually on January 1 of subsequent years to reflect changes in the annual Consumer Price Index for British Columbia as published by Statistics Canada. One-third of the remuneration is for expenses incidental to the discharge of the duties of the Mayor's office.
3. The base annual remuneration for each Council member shall be \$13,907.08 per annum effective August 1, 2017. Hereafter the base salary shall be adjusted annually on January 1 of subsequent years to reflect changes in the Consumer Price Index for British Columbia as published annually by Statistics Canada. One-third of the allowance is for expenses incidental to the discharge of the duties of the Councillors' office.

**Expense Reimbursement**

4. The Mayor and Acting Mayor, while acting in the capacity of the Mayor, are hereby authorized to and shall be entitled to reimbursement of expenses incurred for the entertainment of guests of the District or to promote the interests of the District.
5. When authorized by Council to represent the District, engage in District business, or attend a meeting, course or convention outside the boundaries of the District, members of Council shall be entitled to reimbursement of expenses incurred during their absences from the District in accordance with Schedule "A" – Schedule of Expenses, which is attached to and forms part of this Bylaw.
6. When authorized by Council to represent the District on a board or organization which meets within the boundaries of the District, members of Council shall be entitled to reimbursement of expenses incurred as a result of this representation, with the exception of meals and mileage.
7. When authorized by Council to represent the District at meetings over and above regular and special meetings of Council, members of Council shall be entitled to compensation pursuant to Schedule "B" – Per Meeting and Travel Day Allowance, which is attached to and forms part of this Bylaw.

- 8. Members of Council who travel on District business or for attendance at seminars, conferences and other training or educational purposes will adhere to the procedures and guidelines specified in Schedule "C" – Expense Reimbursement Procedures and Guidelines, which is attached to and forms part of this Bylaw.
- 9. Attendance at conferences, conventions, courses, seminars and other meetings, and expenditures on gifts or other protocol-related expenditures, shall be limited to the budget provided for Council for these purposes in the Five Year Financial Plan bylaw.

**Benefits**

- 10. The District is hereby authorized to enter into agreements for medical, dental and life insurance benefits for Council members and their dependents.
- 11. Benefit premiums will be paid by the District of Ucluelet and participation in any or all of the benefit plans shall be at the Council member's option. Council members opting not to participate in benefit plans are not eligible to receive the equivalent amount of remuneration as a cash benefit.

**Citation**

- 12. This bylaw may be cited for all purposes as "Council Remuneration, Expense Reimbursement and Benefits Bylaw No. 1226, 2017".

**READ A FIRST TIME** this 11<sup>th</sup> day of **July**, 2017.

**READ A SECOND TIME** this 11<sup>th</sup> day of **July**, 2017.

**READ A THIRD TIME** this 11<sup>th</sup> day of **July**, 2017.

**ADOPTED** this 27<sup>th</sup> day of February, 2018.

**CERTIFIED A TRUE AND CORRECT COPY of "Council Remuneration, Benefits and Expense Reimbursement Bylaw No. 1226, 2017".**



Dianne St. Jacques  
Mayor



Mark Boysen  
CAO/Corporate Officer

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



Mark Boysen  
CAO/Corporate Officer

## Bylaw No. 1226, 2017

## Schedule "A"

## Schedule of Expenses

|                   |                             |   |                   |
|-------------------|-----------------------------|---|-------------------|
| Travel            |                             |   |                   |
|                   | Mileage                     | Maximum allowance permitted by the Canada Revenue Agency for tax purposes as set annually |                   |
|                   | Other – air travel, etc.    | 100% reimbursement  | Receipts required |
| Meals             |                             |   |                   |
|                   | Breakfast                   | \$12.00   |                   |
|                   | Lunch                       | \$23.00   |                   |
|                   | Dinner                      | \$30.00   |                   |
| Accommodation     |                             | 100% reimbursement  | Receipts required |
| Transportation    | Taxi, ferry, parking, etc.  | 100% reimbursement  | Receipts required |
| Registration fees | Seminars, conventions, etc. | 100% reimbursement  | Receipts required |

**Bylaw No. 1226, 2017**

**Schedule "B"**

**Per Meeting and Travel Day Allowance**

|   |          |  |
|---|----------|--|
| <p>Per Meeting Allowance: for meetings over and above regular or special meetings of Council</p> <p><i>Note – Individual meetings in the context of a larger event such as a convention or seminar are not considered as separate meetings for expense calculations</i></p> |          |  |
| For meetings or travel days up to 4 hours   | \$80.00  |  |
| For meetings or travel days lasting 4 hours or longer   | \$160.00 |  |

**Bylaw No. 1226, 2017****Schedule "C"****Expense Reimbursement Procedures and Guidelines**

1. Travel must be arranged by the most economic means available, taking into consideration cost, convenience, the need for a vehicle at a destination, and the ability of members of Council to travel together.
2. If a member of Council chooses to use a personal vehicle for long distance travel instead of an airline, the amount which will be reimbursed will be the lesser of the economy class airfare based on booking far enough in advance of the event to qualify for discounted rates plus related ground transportation, or the distance to be travelled by the most direct route, multiplied by the current rate per kilometre.
3. Where a member of Council chooses a means of transportation other than those described above, reimbursement shall only be for an amount equivalent to that which would have otherwise been incurred.
4. If circumstances require a means of transportation other than described, thereby incurring a greater cost, the increased cost shall require the approval of the Mayor.
5. All transportation expenses except mileage shall be paid on the basis of single fares.
6. Members of Council may be reimbursed annually for the difference between the insurance premium they would normally pay for their personal vehicle without District use, and the premium for business class coverage necessitated by District use, provided that the Council member has not or would not normally insure that vehicle for business use coverage.
7. Members of Council will be reimbursed the cost of repairing damage to a personal vehicle, to a maximum of \$500.00 or the amount of the insurance deductible, whichever is the lesser, when the damage occurs while the vehicle is being used for District purposes.
8. When reserving or obtaining accommodation, members of Council making their own arrangements will request the Provincial government rate.
9. If a spouse is accompanying a member of Council, the District will pay an additional \$10.00 per night for a double room rate. Any expense greater than \$10.00 will be at the member's expense and will not be reimbursed.
10. Hotel expenses for movies, bar service or any other room service fee will not be reimbursed.
11. When a member of Council chooses to stay with friends or relatives, an allowance of \$25.00 per night may be claimed without receipts for a gift for hosting.
12. Members of Council attending a meeting, conference, convention, course or seminar will not request meal allowances for meals that are provided at the event.

13. Incidental expenses and sundry travel items are included within the incidental portion of the allowance provided by Schedule "B" – Per Meeting and Travel Day Allowance to this Bylaw; no additional reimbursement will be paid.
14. At the discretion of the Mayor, expenses for laundry, long distance calls home on the basis of a maximum of one ten-minute call per day, and other reasonable expenses will be reimbursed upon provision of receipts.
15. Members of Council must complete a travel expense form immediately upon return from travel, and forward these to the Chief Financial Officer for processing.
16. Receipts for all claimed travel expenses must be provided in accordance with Schedule "A" – Schedule of Expenses to this Bylaw.
17. When a member of Council chooses to travel on municipal business or to attend a conference, convention, course or seminar with a spouse or other family members, the District will not pay any additional expenses beyond those associated with the member of Council, with the following exceptions:
  - a) \$10.00 increase to the accommodation rate to upgrade from a single occupancy rate to a double occupancy rate.
  - b) At the annual convention of the Union of BC Municipalities only, the cost of the spouse's attendance at the Welcome Reception, UBCM Banquet, and the cost of one Partner Program per day on both Wednesday and Thursday of the convention.

All other expenses associated with the spouse/family member travelling with the member of Council will be at that member's expense.



**District of Ucluelet****Bylaw No. 1226, 2017**

A Bylaw to provide for annual remuneration, expense reimbursement and benefit allowances for members of the Council of the District of Ucluelet

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Mark Boysen  
CAO/Corporate Officer

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In the presence of:



Mark Boysen  
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## Bylaw No. 1226, 2017

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## Bylaw No. 1226, 2017

## Schedule "B"

## Per Meeting and Travel Day Allowance

|   |          |  |
|---|----------|--|
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| For meetings or travel days lasting 4 hours or longer   | \$160.00 |  |

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16. Receipts for all claimed travel expenses must be provided in accordance with Schedule "A" – Schedule of Expenses to this Bylaw.
17. When a member of Council chooses to travel on municipal business or to attend a conference, convention, course or seminar with a spouse or other family members, the District will not pay any additional expenses beyond those associated with the member of Council, with the following exceptions:
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## STAFF REPORT TO COUNCIL

Council Meeting: NOVEMBER 27, 2018  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** MARLENE LAGOA, DEPUTY MUNICIPAL CLERK

**FILE NO:** 3900-25

**SUBJECT:** SINGLE-USE SHOPPING BAG BYLAW

**REPORT NO:** 18-119

**ATTACHMENT(S):** APPENDIX A – CITY OF VICTORIA CHECKOUT BAG REGULATION BYLAW & AMENDMENT  
APPENDIX B – SINGLE-USE PLASTIC REGULATION: SURFRIDER’S SUPPORTIVE EFFORTS  
APPENDIX C – SINGLE-USE PLASTIC MASTER CHART UCLUELET  
APPENDIX D – UCLUELET AQUARIUM’S MICROPLASTICS AND MARINE DEBRIS INITIATIVE

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

1. **THAT** Council direct staff to coordinate with the District of Tofino, Surfrider Pacific Rim Chapter, and the Ucluelet Aquarium, in developing a proposed bylaw to restrict the distribution of single-use plastic shopping bags.
2. **THAT** Council direct staff to bring back a bylaw that restricts the distribution of single-use plastic shopping bags within the District of Ucluelet for Council’s consideration.

### **PURPOSE:**

The purpose of this report is to seek direction from Council on whether to develop a bylaw restricting the distribution of plastic shopping bags.

### **BACKGROUND:**

At the May 8, 2018 Regular Meeting of Council, a delegation from Surfrider Pacific Rim Chapter (Surfrider) and the Ucluelet Aquarium (Aquarium) requested that the District implement a bylaw banning plastic bags.

At that same meeting, Council adopted the following resolution:

*THAT Council refer the City of Victoria’s Plastic Bylaw to staff to review and to report back to Council on what would be appropriate for Ucluelet.*

### **DISCUSSION:**

#### **Review of City of Victoria’s Bylaw**

On January 11, 2018, the City of Victoria adopted the Checkout Bag Regulation Bylaw No. 18-008 to regulate the business use of single-use checkout bags. An Amendment Bylaw (No. 1) was adopted in May 2018. The City of Victoria’s bylaws are attached for reference in Appendix A.

The key elements in the City of Victoria Bylaw's that staff recommend be included in the District of Ucluelet's bylaw includes:

- Regulating plastics under section 8(6) of the *Community Charter* – regulate in relation to business.
- No plastic bags may be provided or sold.
- Plastic bag exemptions based on size and safety reasons – package loose bulk items, contain or wrap fresh or frozen food, meat, poultry or fish, wrap flowers, protect baked goods, contain prescription drugs, large items that cannot easily fit in a reusable bag (linens, dry cleaning), and protect delivered newspapers.
- Permit plastic bags to be distributed that have already been used by a customer and that have been returned to the business for the purpose of being reused by other customers.
- Paper bags are sold at a cost of \$0.25 and must contain at least 40% of post-consumer recycled paper content.
- Reusable bags are sold at a cost of \$2.00.
- A set fine of \$100 for any business found in contravention of the bylaw.

The District of Tofino is interested in restricting the distribution of various single-use plastics such as straws and take away containers. At this time, staff recommend that the District only consider restricting single-use plastic shopping bags, with other items to be considered in the future at Council's discretion. However, both Districts should continue to advocate to higher levels of government about the impacts of single-use plastics and support such motions at AVICC, UBCM, as well as MP Gord Johns' Motion-151 to reduce consumer and industrial use of single-use plastics. Staff will monitor the City of Vancouver's plan to ban plastic straws, foam take-out containers and cups.

#### West Coast Coordination:

District staff coordinated two meetings to discuss the possibility of Ucluelet and Tofino developing similar plastic shopping bag bylaws including comprehensive and coordinated community consultation with the business community. Representatives from Surfrider and the Aquarium also attended the meeting and expressed interest in assisting the communities with public awareness and outreach.

Appendix B outlines Surfrider's efforts to date and their future commitment to educating and raising awareness about the District's plan to regulate bags both with the businesses, residents, first nations and visitors. The regulation will help to support Surfrider's vision for an "Ocean Friendly Corridor" between Tofino and Ucluelet.

Surfrider surveyed Ucluelet businesses in early 2018 on the use of single-use plastics. The survey found that 26 businesses do not have plastic bags and 33 businesses do distribute plastic bags, and some of those businesses have a lot of supplies still to use up. The full results of the survey can be found in Appendix C.

A summary of the Ucluelet Aquarium's microplastics and marine debris initiative is attached as Appendix D.

#### Timeline:

February 2019: Draft Bylaw and amendment to Fees and Charges Bylaw

Spring 2019: Community consultation - attend stakeholder meetings and invite input on draft bylaw

June 2019: Adoption of Bylaw

Summer/Fall 2019: Conduct public awareness and education on Bylaw

January 1, 2020: Begin enforcement of Bylaw

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

The staff time required to draft a proposed bylaw would include meeting with the regional partners (Tofino, Surfrider, Aquarium) and stakeholder groups.

The communication plan will be developed and implemented by Surfrider with both Districts providing guidance and support with the use of municipal communication channels.

The bylaw may result in demand for Bylaw enforcement resources and time which may include the cost of attending court or adjudication in the event of any bylaw infractions that were disputed. Providing information to businesses at the time of processing new or renewed business licences can also be expected to involve some staff time.

#### **FINANCIAL IMPACTS:**

The direct financial impact would be the cost of having a legal review completed of the draft bylaw. It may be possible to share this cost if Ucluelet and Tofino were to adopt a similar bylaw.

The potential costs for this project would be primarily for communication materials which may include items such as stickers, ads in the Westerly News, and graphic design and printing.

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

The legislative impacts may include the following:

- Drafting the Single-Use Shopping Bag Bylaw and accompanying fine bylaw.
- The potential adoption of a new Bylaw Offence Notice and Adjudication System – initially proposed at the October 24, 2017 Council Meeting. The District of Tofino would enforce the bylaw using a Bylaw Enforcement Notice. Currently, the only option in Ucluelet is through the Municipal Ticket Information System. The implementation of a Bylaw Offence Notice and Adjudication System for Ucluelet is a project being proposed for 2019.

#### **OPTIONS REVIEW:**

1. THAT Council direct staff to coordinate with the District of Tofino, Surfrider – Pacific Rim Chapter, and the Ucluelet Aquarium, in developing a proposed bylaw to restrict the distribution of single-use plastic shopping bags. **(Recommended)**
2. THAT Council direct staff to bring back a bylaw that restricts the distribution of single-use plastic shopping bags within the District of Ucluelet for Council’s consideration. **(Recommended)**
3. THAT Council provide alternative direction to staff.

**Respectfully submitted:** Marlene Lagoa, Deputy Municipal Clerk  
Mark Boysen, Chief Administrative Officer

NO. 18-008

**CHECKOUT BAG REGULATION BYLAW  
A BYLAW OF THE CITY OF VICTORIA**

The purpose of this Bylaw is to regulate the business use of single use checkout bags to reduce the creation of waste and associated municipal costs, to better steward municipal property, including sewers, streets and parks, and to promote responsible and sustainable business practices that are consistent with the values of the community.

**Contents**

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| 1  | Title                                       |
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| 3  | Checkout Bag Regulations                    |
| 4  | Exemptions                                  |
| 5  | Offences                                    |
| 6  | Penalties                                   |
| 7  | Severability                                |
| 8  | Consequential Amendment to the Ticket Bylaw |
| 9  | Transition Provisions                       |
| 10 | Effective Date                              |

Under its statutory powers, including sections 8(6) of the *Community Charter*, the Council of the Corporation of the City of Victoria, in an open meeting assembled, enacts the following provisions:

**Title**

- 1 This Bylaw may be cited as the "Checkout Bag Regulation Bylaw".

**Definitions**

- 2 In this Bylaw

“Checkout Bag” means:

- (a) any bag intended to be used by a customer for the purpose of transporting items purchased or received by the customer from the business providing the bag; or
- (b) bags used to package take-out or delivery of food
- (c) and includes Paper Bags, Plastic Bags, or Reusable Bags;

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

“Paper Bag” means a bag made out of paper and containing at least 40% of post consumer recycled paper content, and displays the words “Recyclable” and “made from

40% post-consumer recycled content” or other applicable amount on the outside of the bag, but does not include a Small Paper Bag;

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

“Reusable Bag” means a bag with handles that is for the purpose of transporting items purchased by the customer from a Business and is

- (a) designed and manufactured to be capable of at least 100 uses; and
- (b) primarily made of cloth or other washable fabric;

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

### **Checkout Bag Regulation**

- 3 (1) Except as provided in this Bylaw, no Business shall provide a Checkout Bag to a customer.
- (2) A Business may provide a Checkout Bag to a customer only if:
  - (a) the customer is first asked whether he or she needs a bag;
  - (b) the bag provided is a Paper Bag or a Reusable Bag; and
  - (c) the customer is charged a fee not less than
    - (i) 15 cents per Paper Bag; and
    - (ii) \$1 per Reusable Bag.
- (3) For certainty, no Business may:
  - (a) sell or provide to a customer a Plastic Bag; or
  - (b) provide a Checkout Bag to a customer free of charge.
- (4) No Business shall deny or discourage the use by a customer of his or her own Reusable Bag for the purpose of transporting items purchased or received by the customer from the Business.

### **Exemptions**

- 4 (1) Section 3 does not apply to Small Paper Bags or bags used to:
  - (a) package loose bulk items such as fruit, vegetables, nuts, grains, or candy;
  - (b) package loose small hardware items such as nails and bolts;
  - (c) contain or wrap frozen foods, meat, poultry, or fish, whether pre-packaged or not;

- (d) wrap flowers or potted plants;
  - (e) protect prepared foods or bakery goods that are not pre-packaged;
  - (f) contain prescription drugs received from a pharmacy;
  - (g) transport live fish;
  - (h) protect linens, bedding, or other similar large items that cannot easily fit in a Reusable Bag;
  - (i) protect newspapers or other printed material intended to be left at the customer's residence or place of business; or
  - (j) protect clothes after professional laundering or dry cleaning.
- (2) Section 3 does not limit or restrict the sale of bags, including Plastic Bags, intended for use at the customer's home or business, provided that they are sold in packages of multiple bags.
- (3) Notwithstanding section 3(2)(c) and 3(3)(b), a Business may provide a Checkout Bag free of charge if:
- (a) the Business meets the other requirements of section 3(2);
  - (b) the bag has already been used by a customer; and;
  - (c) the bag has been returned to the Business for the purpose of being re used by other customers.
- (4) Section 3 does not apply to a Checkout Bag that was purchased by a Business prior to the first reading of this Bylaw.

### **Offence**

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

### **Penalties**

- 6 A person found guilty of an offence under this Bylaw is subject to a fine:

- (a) if a corporation, of not less than \$100.00 and not more than \$10,000.00; or
  - (b) if an individual, of not less than \$50.00 and not more than \$500.00
- for every instance that an offence occurs or each day that it continues.

**Severability**

7 If any provision or part of this Bylaw is declared by any court or tribunal of competent jurisdiction to be illegal or inoperative, in whole or in part, or inoperative in particular circumstances, it shall be severed from the Bylaw and the balance of the Bylaw, or its application in any circumstances, shall not be affected and shall continue to be in full force and effect.

**Consequential Amendment to the Ticket Bylaw**

8 The Ticket Bylaw No. 10-071 is amended by inserting, immediately after Schedule Y, the Schedule 1 attached to this Bylaw as the new Schedule Z.

**Transition Provisions**

- 9 (1) Section 3(2)(c)(i) is amended by deleting “15 cents” and substituting “25 cents”.
- (2) Section 3(2)(c)(ii) is amended by deleting “\$1” and substituting “\$2”.
- (3) Section 4(4) is repealed.

**Effective Date**

10 This Bylaw comes into force on July 1, 2018 except sections 5 and 9 which come into force on January 1, 2019.

|                        |                        |        |                 |       |
|------------------------|------------------------|--------|-----------------|-------|
| READ A FIRST TIME the  | <b>14<sup>th</sup></b> | day of | <b>December</b> | 2017. |
| READ A SECOND TIME the | <b>14<sup>th</sup></b> | day of | <b>December</b> | 2017. |
| READ A THIRD TIME the  | <b>14<sup>th</sup></b> | day of | <b>December</b> | 2017. |
| ADOPTED on the         | <b>11<sup>th</sup></b> | day of | <b>January</b>  | 2018. |

**“CHRIS COATES”**  
CITY CLERK

**“LISA HELPS”**  
MAYOR

## Schedule 1

**Schedule Z**  
**Single Use Checkout Bag Regulation Bylaw**  
**Offences and Fines**

| Column 1 – Offence   | Column 2 – Section | Column 3 – Set Fine | Column 4 – Fine if paid within 30 days |
|--|--------------------|---------------------|--|
| Providing a Checkout Bag to a Customer except as provided in the bylaw | 3(1)               | \$100.00            | \$75.00                                |
| Providing a Checkout Bag without asking whether a customer wants one   | 3(2)(a)            | \$100.00            | \$75.00                                |
| Providing a Checkout Bag that is not a Paper Bag or Reusable Bag       | 3(2)(b)            | \$100.00            | \$75.00                                |
| Charging less than a prescribed amount for a Checkout Bag              | 3(2)(c)            | \$100.00            | \$75.00                                |
| Selling or providing a Plastic Bag                                     | 3(3)(a)            | \$100.00            | \$75.00                                |
| Providing Checkout Bag free of charge                                  | 3(3)(b)            | \$100.00            | \$75.00                                |
| Denying or discourage use of customer's own Reusable Bag               | 3(4)               | \$100.00            | \$75.00                                |

NO. 18-064

## CHECKOUT BAG REGULATION BYLAW, AMENDMENT BYLAW (NO. 1)

## A BYLAW OF THE CITY OF VICTORIA

The purpose of this Bylaw is to amend the dates when section 5, and 9 of the *Checkout Bag Regulation Bylaw* come into force.

**Contents**

- 1 Title
- 2 Amendments
- 3 Effective Date

Under its statutory powers, the Council of the City of Victoria, in an open meeting assembled, enacts the following provisions:

**Title**

- 1 This Bylaw may be cited as the "Checkout Bag Regulation Bylaw, Amendment Bylaw (No. 1)".

**Amendments**

- 2 The Checkout Bag Regulation Bylaw (18-008) is amended by repealing section 10 and replacing it with the following:

"10 This Bylaw comes into force on July 1, 2018 except

- (a) sections 5 and 9(3) which come into force on January 1, 2019; and
- (b) sections 9(1) and (2) which come into force on July 1, 2019."

**Effective Date**

- 3 This Bylaw comes into force upon adoption.

READ A FIRST TIME the **26<sup>th</sup>** day of **April** 2018.

READ A SECOND TIME the **26<sup>th</sup>** day of **April** 2018.

READ A THIRD TIME the **26<sup>th</sup>** day of **April** 2018.

ADOPTED on the **10<sup>th</sup>** day of **May** 2018.

**"CHRIS COATES"**  
CITY CLERK

**"LISA HELPS"**  
MAYOR

### Single Use Plastic Regulation: Surfrider's Supportive Efforts

#### 1) **Ban the Bag Campaign**

This campaign was launched in the autumn of 2016 with the intent of having plastic bags banned in both the District of Tofino and District of Ucluelet. Please see the results of this campaign below.

##### *a) Businesses Who have Voluntarily Eliminated Plastic Bags*

Tofino: 93 businesses have voluntarily eliminated plastic bags

Ucluelet: 25 businesses have voluntarily eliminated plastic bags

For a full breakdown, please refer to the Single Use Plastic Master Chart for [Tofino](#) and [Ucluelet](#)

##### *b) Results from the Ban the Bag Survey*

A majority of responses highlight the support of a plastic bag ban. 38 businesses responded to the survey along with 18 individuals across the Pacific Rim.

87% of responders support a bag ban

11% of responders do not support a bag ban

2% of responders are unsure

##### *c) Results from Hand Signed Ban the Bag Petition*

Throughout 2017, we brought the Ban the Bag petition to all beach and film events. From the culmination of these events, 388 people signed in support of banning the bag.

#### 2) **Motion-151: Support from Coast to Coast**

Since MP Gord Johns launched this petition, 1861 signatures have been received online, and 3500 signatures on paper petitions have been received via mail.

Surfrider Pacific Rim has supported MP Gord John's petition, as well as the +SumOfUs petition that was launched by our partner, The Ocean Legacy Foundation, which is asking Canadians to support Motion-151. This has gained over 160K signatures, and we are now working to make this petition reach 200K signatures.

#### 3) **Ocean Friendly Business Campaign: Making Plastic Free Towns a Business Led Endeavour**

The Ocean Friendly Business Campaign works to register 15 new businesses in Tofino and Ucluelet each year as Ocean Friendly, by helping them transform their current operations to eliminate single use plastics, implement progressive recycling practices, and increase sustainable initiatives in businesses operations. Through this campaign, resources, innovative ideas and practices are gained from each business and shared with all participants, as well as the entire business community in the Pacific Rim.

A major impact of this campaign is that all businesses must eliminate plastic bags and straws, and then they have the option to eliminate an additional forms of single use plastics. In the last round of this campaign, every business chose to eliminate an additional form of plastic, which includes toothpicks, plastic wrapped candies, clothing packaging, plastic stirrers, ramekins, cutlery and plastic folders.

*Businesses signed up to be Ocean Friendly by April 2019:*

Live to Surf

Ocean Village Resort

Ocean Outfitters

Pacific Sands Beach Resort

Ukee Dogs

Hello Nature Adventure Tours

Middle Beach Lodge Resort

Hotel Zed

Tin Wis Best Western Resort

## APPENDIX B

Summit Bakery  
The Maquinna  
Heartwood Kitchen  
Barkley Cafe - to be confirmed  
Gypsy Drifter - to be confirmed  
Caravan Beach Shop

### *Businesses Registered as Ocean Friendly in 2018:*

Jamie's Whaling Station  
Surf Sister  
Merge  
Zoe's Bakery and Cafe  
Tofino Botanical Gardens & Ecolodge  
Wolf in Fog  
District of Ucluelet  
Long Beach Lodge Resort  
Wickanninish Inn  
Pacific Surf School  
Storm Surf  
Green Soul Organics  
Blackberry Cove  
Crystal Cove  
Tofino Paddle Surf

#### **4) Rise Above Plastics Film Nights**

Film nights in Tofino and Ucluelet have doubled as a platform for community consultation on single use plastics, with a significant amount of focus on plastic bags. These events have brought awareness to this issue on a local scale, while helping attendees understand the global significance of this crisis. These film events include:

- *A Plastic Ocean*, February 2017.
- *Bag It*, Tofino, April 2017. Mayor Josie Osborne spoke on the panel.
- *Bag It*, Ucluelet, August 2017. CAO Mark Boysen spoke on the panel.
- 2nd Annual Surfrider Short Film Festival, October 2017
- *Plastic China*, February 2018
- *Landfill Harmonic*, April 2018
- 3rd Annual Short Film Festival, October 2018

#### **5) Stitch n Beach Program Highlights**

Since its inception in March 2017, the Stitch n Beach Program has made 2000 reusable bags out of donated textiles, recycling these textiles that otherwise would have been landfilled. Reusable bags were originally made for both the Tofino and Ucluelet Co-op Groceries, to help residents and visitors say no to plastic bags. This initiative is what helped both Co-ops to eliminate plastic bags from their tills. Reusable bags have also been made for Fishes and Loaves in Tofino, as well as for the Food Bank on the Edge in Ucluelet. Currently, we are working to make more reusable bags for offshore residents who need sturdy non-paper bags that will hold up during the storm season.

#### **6) Love Your Beach Clean 2019: Program Evolution**

Surfrider Pacific Rim has finalized the Love Your Beach Clean 2019 plan, and part of the evolution for this program is engaging more visitors to conduct their own personal clean ups when they visit the beach. To do this, we are creating beach clean signage that will be installed at beach entrances in both the District of Tofino and District of Ucluelet. This signage will concisely state the issue with plastic pollution, and give tips on how visitors can collect litter and/or marine debris while they are on the beach.

In addition to the monthly local and remote clean ups we do, we also support beach events that take place in the Pacific Rim. A majority of these events are surf competitions, which require proper waste

## APPENDIX B

management and advice on how to avoid plastics. In 2018, we have supported 7 beach events, diverting waste from landfill into recycling and composting.

We also submit all of our data to the Great Canadian Shoreline Cleanup, who tabulate beach clean data across the country. In 2017, all participating clean up groups collected 22,724 plastic bags, removing this hazard from the environment.

### 7) **Our Vision: Ocean Friendly Corridor**

This autumn, Surfrider Pacific Rim applied for funding from the Vancouver Foundation to create an Ocean Friendly Corridor between Tofino and Ucluelet. This entails scaling all of our current efforts deeper within all current groups we work with: schools, businesses, both Districts and local First Nation governments. With this, we intend to continue creating end of life solutions for petroleum products, as well as eliminating all single use plastics from this region. The Single Use Plastic Regulation is integral to making this happen, and we are thrilled to continue working with both District's to achieve our collective goals.

### 8) **Communications**

Since 2015, we have received a remarkable amount of free media to raise awareness about the Rise Above Plastics Program and the campaigns we have run under this Program (including Straws Suck and Ban the Bag). This includes Tuff City Radio, Ukee Radio, Tofino Times and the Westerly News. We have also brought positive attention to Tofino and Ucluelet as environmentally friendly destinations through Stay Wild Magazine, Immersion Surf, Reef Canada's Beach Freely Blog, Exploring by the Seat of Your Pants, and through Canada's Oceans: Towards 2020 Conference which Chapter Manager Lilly Woodbury presented at.

Going forward, we are committed to educating and raising awareness about the District's plan to regulate both straws and bags in 2019 through radio, social media, print and online publications, and events. We want to ensure this change is smooth for all local and offshore residents, as well as for our visitors, and so we will be dedicated to educating the public on these changes over the next two years.

### 9) **What's Next? Upcoming Events**

We are dedicated to supporting both District's efforts to regulate and ban single use plastic bags and straws in 2019.

- Stitch n Beach event in Opitsaht, November 13, 2018
- Rise Above Plastics Winter Workshops, inaugural workshop held November 7th, 2018
- Business After 5 event with the Tofino Chamber of Commerce, November 21, 2018
- Business After 5 event with the Ucluelet Chamber of Commerce, November 26, 2018
- Polar Bear Swim, January 1st. First Love Your Beach Clean event of 2019, includes membership drive.

Single Use Plastic Master Chart Ucluelet

| Business                             | Plastic Straws   | Plastic Bags at check out and produce bags  | Plastic water Bottles   | Takeaway Containers (plastic coffee cup lids, ramekins, cutlery, containers)                                  | Foam containers or cups  | Other                         |
|--------------------------------------|--|---|---|---|--|-------------------------------|
| <b>TOTALS:</b>                       | *Two businesses signed on to the Straws Suck campaign and were just using up stock, everyone else has compostable straws | 26 businesses do not have plastic bags<br><br>33 businesses do have plastic bags, some of which are biodegradable , upon request and have a fee | 42 businesses do not have plastic water bottles<br><br>27 businesses have plastic water bottles | 34 businesses have some form of takeout plastics<br><br>36 businesses to not have plastic takeaway containers | 57 businesses do not have foam<br><br>10 businesses have foam products they give out |                               |
| Archipelago Cruises                  | no   | no  | not open when visited/called  | No  | not open when visited/called   |                               |
| ARMY, NAVY & AIR FORCE VETERANS CLUB | no   | no  | no  | plastic cups  | no   | plastic bags for garbage      |
| BARKLEY CAFE                         | no   | no  | no  | plastic cups, cutlery   | no   |                               |
| BARRY'S DRUG MART                    | no   | yes   | yes   | no  | no   | products in plastic packaging |
| BC Liquor Store                      | no   | yes - on request  | yes   | no  | yes  | products in plastic packaging |
| Black Dog Barber                     | no   | no  | no  | no  | no   | products in plastic packaging |
| BLACKBERRY COVE MARKETPLACE          | no   | yes, reused bags, and bags for bulk food  | yes   | no  | no   | products in plastic packaging |

|                                    |                                |                               |                       |   |                       |   |
|------------------------------------|--------------------------------|-------------------------------|-----------------------|---|-----------------------|---|
| Blackrock Resort: Fetch Restaurant | no                             | no                            | yes                   | plastic ramekins, cutlery               | no                    | operation of hotel uses lots of plastic (bags etc.) |
| Blackrock Resort: Float Lounge     | no                             | no                            | yes                   | plastic ramekins, cutlery               | no                    | toothpick covers plastic                            |
| Blackrock Resort: Gift shop        | no                             | no                            | no                    | cutlery with plastic cover, coffee lids | no                    |   |
| BLUE ROOM                          | no                             | yes                           | no                    | ramekins, cutlery                       | no                    |   |
| Canadian Princess Fishing Lodge    | no                             | yes                           | yes                   | dixie cups                              |                       |   |
| CAP'N HOOK SHOP                    | no                             | yes                           | no                    | plastic lids for coffee cups            |                       | lots of products wrapped in plastic                 |
| Cargo Thrift                       | no                             | yes (uses bags people donate) | no                    | no                                      | no                    |   |
| CEDAR GRILL                        | Yes (biodegradable ones)       | yes                           | no                    | yes - ramekins & cutler                 | foam soup bowls       |   |
| CEDAR HOUSE GALLERY LTD            | no                             | no                            | no                    | no                                      | no                    | plastic packaging/foam packaging for art            |
| CHEESUS                            | no                             | no                            | not open when visited | not open when visited                   | not open when visited |   |
| Co-op Gas Bar                      | No                             | no                            | yes                   | plastic lids & cups                     | no                    |   |
| Co-op Grocery                      | sells them - does not give out | no                            | yes                   | plastic containers for salads, cutlery  | sells them            | packaging of products                               |
| CROW'S NEST UCLUELET               | no                             | no                            | no                    | no                                      | no                    | packaging of products                               |

|                           |  |   |     |   |                    |  |
|---------------------------|--|---|-----|---|--------------------|--|
| Eagles Nest Pub           | no   | no  | no  | plastic lids                                  | no                 |  |
| EMPORIUM OF AWESOME       | no   | no  | no  | biodegradable potato starch spoons for gelato | no                 | packaging of products                                      |
| FAR WEST DISTRIBUTORS     |  | no  | yes | no  | no                 | big rolls of plastic for packaging, styrofoam for shipping |
| FISHFULL THINKING         | no   | yes   | no  | no  | no                 |  |
| FLOATHOUSE PATIO & GRILL  | no   | yes   | no  | biodegradable containers                      | no                 |  |
| FOGGY BEAN COFFEE COMPANY | no   | coffee bags may have thin plastic liner     | no  | no  | no                 |  |
| GRAY WHALE ICE CREAM/DELI | no   | no  | yes | yes (compostable type)                        | no                 | saran wrap   |
| GYPSY DRIFTER             | no   | no  | no  | no  | no                 |  |
| Hanks BBQ                 | no   | yes   | no  | ramekins, cutlery                             | no                 |  |
| HARBOUR PIZZA             | yes  | yes   | yes | cutlery                                       | styrofoam ramekins |  |
| HARBOURVIEW DRUGSTORE     | no but they do have some for sale as product | Yes, charge .25 per bag, have paper as well | yes | no  | no                 | product comes in plastic                                   |
| HEARTWOOD KITCHEN LTD.    | no   | no  | no  | coffee lids                                   | no                 |  |
| HOWLER'S FAMILY RESTAURA  | biodegradable available                      | yes   | yes | coffee lids                                   | yes                |  |

|                                      |  |                              |                              |                              |                              |                               |
|--------------------------------------|--|------------------------------|------------------------------|------------------------------|------------------------------|-------------------------------|
| NT                                   |  |                              |                              |                              |                              |                               |
| Huckelberry Cafe/West Coast Roasters | no   | no                           | yes                          | cutlery                      | no                           |                               |
| IMAGE WEST GIFTS                     | no   | yes                          | no                           | no                           | no                           | plastic packaging             |
| IN-STYLE SNUGGLE BUNNIES             | no   | not open when visited/called |                               |
| Jamie's Whaling Station              | no   | yes but biodegradable        | yes                          | no                           | no                           |                               |
| JIGGERS FISH & CHIPS & CATERING      | no   | yes                          | yes                          | cutlery, ramekins            | no                           |                               |
| LONG BEACH SURF SHOP                 | no   | no                           | no                           | no                           | no                           | products in plastic packaging |
| Majestic Ocean Kayaking              | no   | yes                          | yes                          | no                           | no                           |                               |
| MURRAY'S GROCERY                     | compostable  | yes                          | yes                          | cups, lids                   | foam coolers for sale        | plastic packaging             |
| NORWOODS RESTAURANT                  | biodegradable  | yes                          | yes                          | cutlery                      | no                           |                               |
| OCEAN PET SUPPLIES                   | no   | yes but biodegradable        | no                           | no                           | no                           | products come in plastic      |
| OFFICIALS SPORTS LOUNGE LTD          | yes - they are using up the rest of their stock and then not ordering any more | no                           | no                           | no                           | styrofoam cups               |                               |
| PACIFIC RIM DISTILLING               | no   | no                           | no                           | lids on bottles              | no                           |                               |

|   |                 |   |     |                                  |                     |                                   |
|---|-----------------|---|-----|----------------------------------|---------------------|-----------------------------------|
| Petro Canada                            | no              | yes   | yes | lids, cups                       | cups                | products in plastic packaging     |
| PINA STYLES                             | no              | no  | no  | no                               | no                  | cards and art in plastic          |
| PIONEER BOAT WORKS                      | no              | yes but they reuse from shipments                   | no  | no                               | cups for coffee/tea | products for sale come in plastic |
| PLACE TV APPLIANCE AND FURNITURE CENTRE | no              | yes - using large shipment they received from 1995! | no  | no                               | no                  | products for sale come in plastic |
| RAVEN LADY                              | no              | yes   | yes | starch cutlery, plastic ramekins | no                  |                                   |
| REFLECTIN G SPIRIT GALLERY              | no              | biodegradable                                       | no  | no                               | no                  | plastic product packaging         |
| RELIC SURF SHOP                         | no              | yes   | no  | no                               | no                  | plastic product packaging         |
| RUBIO                                   | no              | yes   | no  | no                               | no                  | plastic product packaging         |
| SOLIDARITY SNACKS                       | no              | no  | no  | no                               | no                  |                                   |
| Sun Island Surf (new surf rental shop?) | no              | yes   | no  | no                               | no                  | plastic product packaging         |
| TACO JEFE                               | no              | no  | yes | plastic cups                     | no                  |                                   |
| Terrace Beach Resort                    | wouldn't answer | wouldn't answer                                     | yes | wouldn't answer                  | wouldn't answer     |                                   |
| THAY TEA                                | no              | no  | no  | plastic cups                     | no                  |                                   |
| THE DEN                                 | no              | no  | no  | no                               | no                  | products in plastic packaging     |

|                                 |    |                              |     |                                 |                |                               |
|---------------------------------|----|------------------------------|-----|---------------------------------|----------------|-------------------------------|
| The Wreckage                    | no | no                           | no  | coffee lids                     | no             | products in plastic packaging |
| UCLUELET AQUARIUM               | no | no                           | no  | no                              | no             | plastic product packaging     |
| UCLUELET LIQUOR STORE           | no | yes                          | yes | no                              | no             |                               |
| UCLUELET RENT-IT CENTRE LTD     | no | no                           | no  | no                              | no             |                               |
| UKEE BIKES                      | no | no                           | no  | no                              | no             | products shipped in plastic   |
| UKEE DOGS                       | no | no                           | no  | cutlery                         | no             |                               |
| UKEE SCOOPS & TOURS             | no | yes                          | no  | plastic cups for smoothies etc. | no             |                               |
| UKEE SEAFOOD AND FISH PAK       | no | yes, for vacuum sealing fish | yes | no                              | no             |                               |
| Waters Edge Resort              | no | yes                          | yes | no                              | no             |                               |
| Waves n Shaves                  | no | no                           | no  | no                              | no             | products come in plastic      |
| WAYNE'S PLACE                   | no | yes                          | yes | yes                             | yes            |                               |
| West Coast Motel on the Harbour | no | yes                          | yes | yes                             | no             | products in plastic packaging |
| WICK'D SURF CAMPS               | no | no                           | no  | no                              | no             | products packed in plastic    |
| WINDSOR                         | no | yes                          | yes | yes                             | foam packaging | products packed in            |

|                       |    |    |    |  |    |                          |
|-----------------------|----|----|----|--|----|--------------------------|
| PLYWOOD               |    |    |    |  |    | plastic                  |
| ZOE'S BAKERY AND CAFE | no | no | no | disposable lids, compostable cutlery, plastic containers for salads & cheese | no | saran wrap on baked good |
|                       |    |    |    |  |    |                          |
|                       |    |    |    |  |    |                          |
|                       |    |    |    |  |    |                          |
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|                       |    |    |    |  |    |                          |
|                       |    |    |    |  |    |                          |

# THE UCLUELET AQUARIUM'S MICROPLASTICS AND MARINE DEBRIS INITIATIVE



Appendix D

## WHAT WE ARE DOING

Our communities are intrinsically tied to the local marine environment for food security, the economy, and cultural activities. Microplastics (fragments, nurdles and filaments smaller than 5mm) pose threats to the local economy and to the health of not only marine life, but people as well. Over 180 species are known to ingest plastic pollution, which has indirect impacts to human health through the food chain. Our study is one of the first to scientifically monitor microplastic pollution in beach sediment in British Columbia. By collecting valuable data with the help of citizen scientists, we are learning about the distribution, frequency and type of microplastic pollution affecting our coast. The results from this study are used to engage the public, and inspire change to reduce plastic consumption. Working together with visitors and community members we are raising awareness to protect the coastal ecosystem we are deeply connected to.



Photo: Adam Baus



Photo: Adam Baus



Photo: Mack Bartlett



Photo: Jessica Landsfield



Photo: Mack Bartlett

Want to get involved? We are looking for more citizen scientist volunteers to assist our efforts. Please contact us for more info!

Single-Use Shopping Bag Bylaw Marlene Lagoa, Deputy Municipal Clerk

250.726.2782

[marinedebris@uclueletaquarium.org](mailto:marinedebris@uclueletaquarium.org)

# THE UCLUELET AQUARIUM'S MICROPLASTICS AND MARINE DEBRIS INITIATIVE



## WHAT WE ARE FINDING

Our study sites are located in Ucluelet, Pacific Rim National Park Reserve, and Tofino, BC (see map above). We have found microplastics in EVERY sample, at EVERY study site (Figure 1). As we collect more data we are finding potential patters from our results (Figure 2). This research will help broaden our awareness of human impacts on the environment and strategies to protect the ocean we depend on.

The Microplastic and Marine Debris Initiative Sample Locations

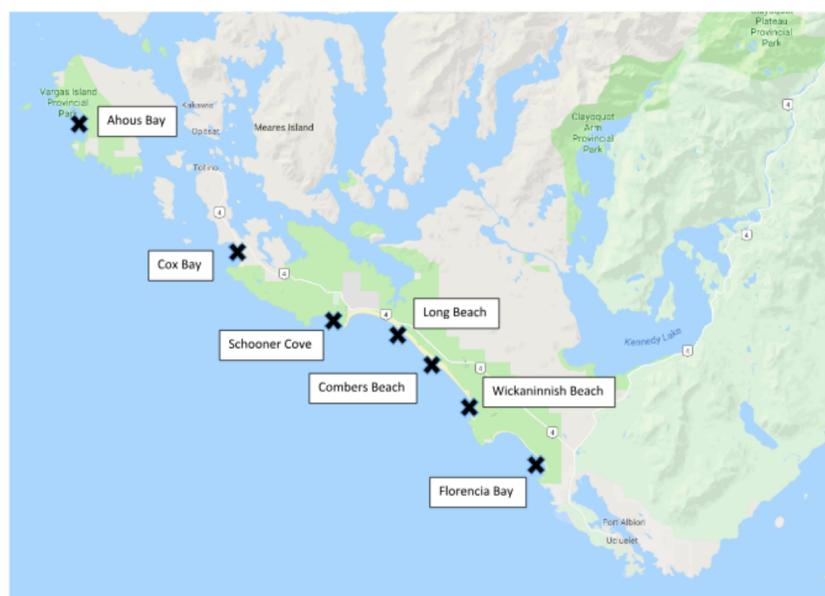


Figure 1. Microplastic sediment sampling locations, between Ucluelet and Tofino, B.C including the Pacific Rim National Park.

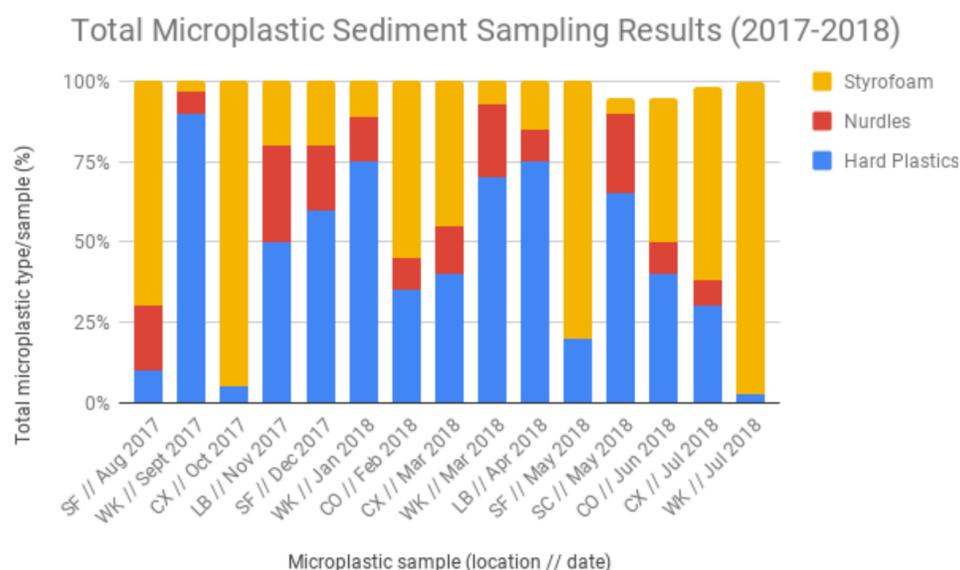


Figure 2. Total microplastic sediment sampling results by location, date and plastic type ( August 2017 to July 2018). SF: South Florencia, WK: Wickaninnish Beach, CX: Cox Beach, LB: Long Beach, CO: Combers Beach, SC: Schooner Cove.

## TOTAL MICROPLASTIC TYPE

Three major types of microplastics make up the majority of our sediment samples; hard plastics, styrofoam and nurdles. You can see in figure two (left) how the type of plastic changes over time and at different locations.

**44.5%** HARD PLASTICS  
**41.9%** STYROFOAM  
**13.6%** NURDLES

Seasonal Comparison of Microplastic Sediment Samples by Volume (mL)

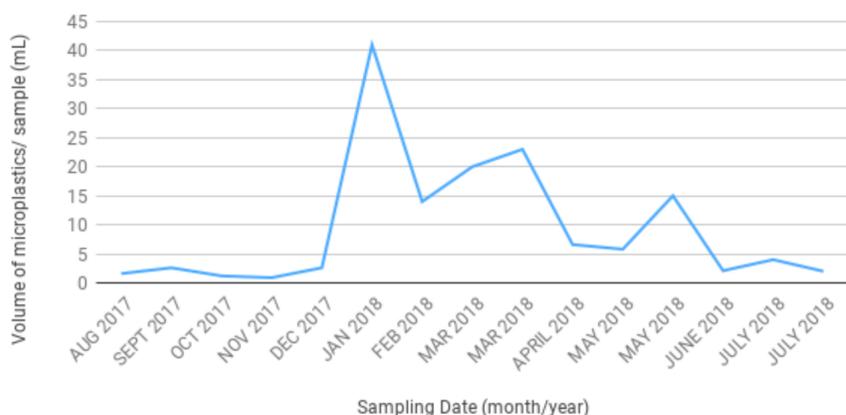


Figure 3. Comparison of microplastic volume from sediment samples during Aug. 2017 to July 2018 at multiple sites between Ucluelet and Tofino, B.C.

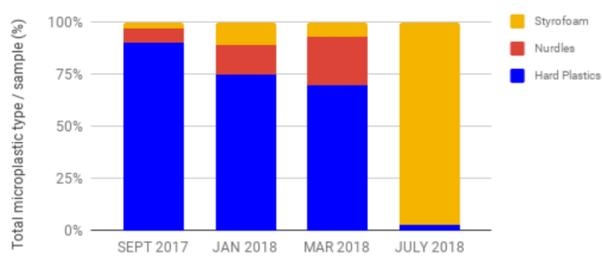
## TOTAL MICROPLASTIC VOLUME

Abiotic factors like ocean currents and wind play a large factor in what type and amount of microplastic ends up on beaches.

**6.3 mL** AUG - NOV 2017  
**107.2 mL** DEC. - APRIL 2018  
**28.9 mL** MAY- JULY 2018

Increase in microplastic volume during 'winter months'

Seasonal Comparison of Microplastic Types at Wickaninnish Beach, B.C.

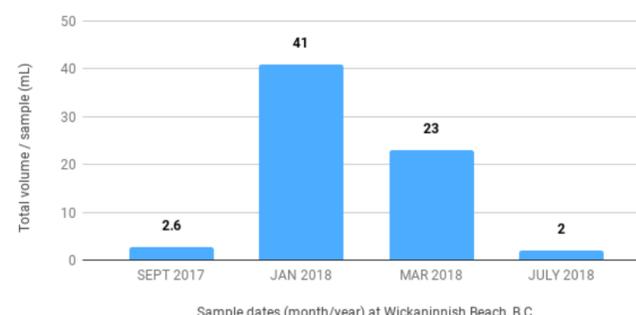


Comparison of Wickaninnish Beach by microplastic type

and volume (ml)

from four sediment samples, collected between Sept. 2017- July 2018

Comparison of Microplastic Sample Volume by Date at Wickaninnish Beach, B.C.

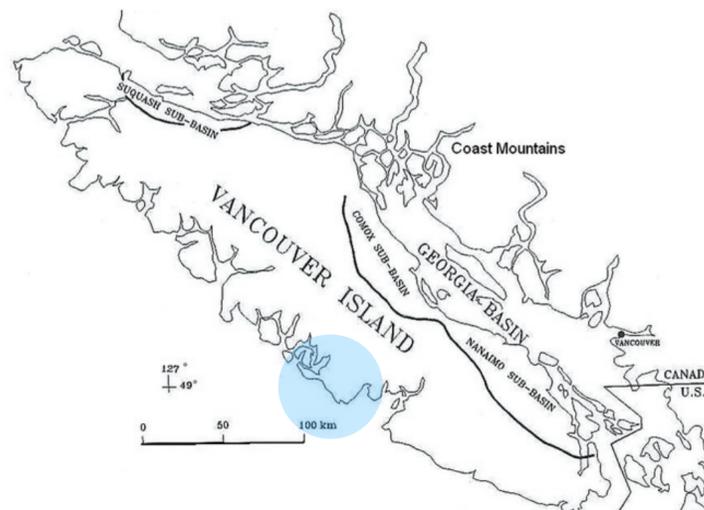


# THE UCLUELET AQUARIUM'S MICROPLASTICS AND MARINE DEBRIS INITIATIVE



## MAJOR STUDY GOALS

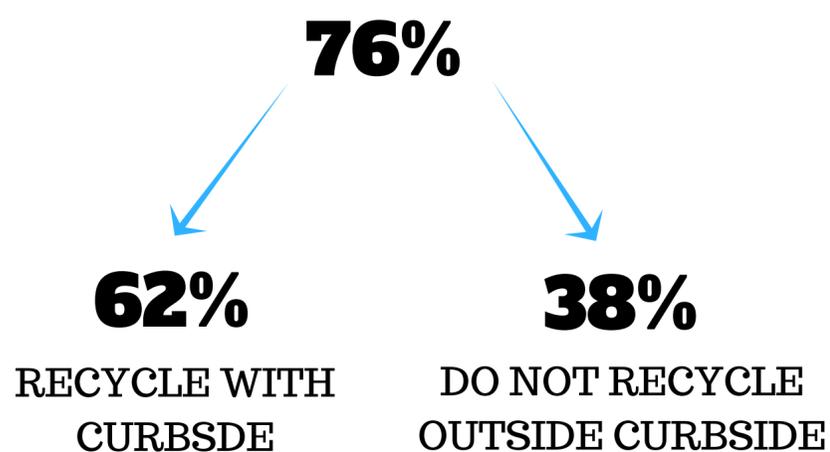
- 1) To collect valuable data to understand the type, distribution and frequency of microplastics on our coast with the help of citizen scientists.
- 2) To share our results with other marine debris and plastic pollution initiatives, the public, and government leaders to influence change and mitigate plastic pollution.
- 3) To provide educational materials and resources to engage our local community and visitors to limit single-use plastic items and find plastic alternatives.



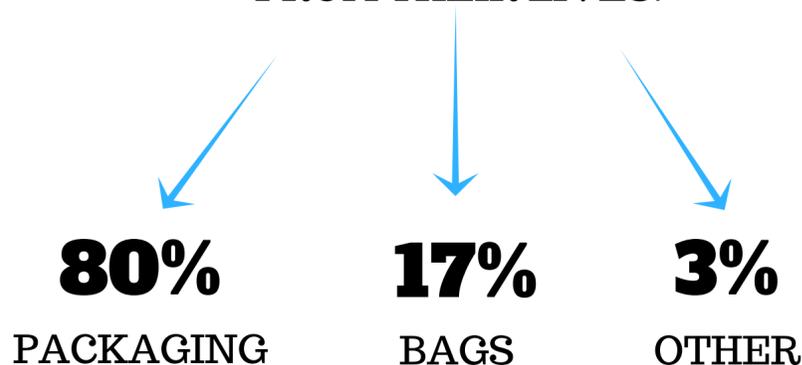
Over 30,000 visitors come to see our displays each year. From the 490 visitors that participated in a feedback survey (between March and June 2018), 97% felt encouraged to reduce their plastic consumption after interacting with our plastic alternatives display.

## PLASTIC INITIATIVE SURVEY RESULTS

### CANADIAN RESPONSES



### WHEN ASKED WHAT PLASTIC IS THE HARDEST TO REMOVE FROM THEIR LIVES:



THANK YOU TO OUR PARTNERS FOR SUPPORTING THIS PROJECT !



Interested in supporting this project? You, your family, or your business can help us continue this work. If you are interested in sponsorship, please contact the Ucluelet Aquarium!





## STAFF REPORT TO COUNCIL

Council Meeting: November 27<sup>th</sup>, 2018  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** JOHN TOWGOOD, PLANNER 1

**FOLIO NO:** 114.975 **FILE NO:** 3360-20-RZ17-07

**SUBJECT:** ADOPTION OF ZONING AMENDMENT BYLAW NO. 1225, 2018, AND APPROVAL OF DVP18-02 AND DP18-03 FOR THE DEVELOPMENT OF A MIXED COMMERCIAL/MULTI-FAMILY BUILDING AT 590 MARINE DRIVE (THE WAVE).

**ATTACHMENTS:** APPENDIX A – Zoning Amendment Bylaw No. 1225, 2018 **REPORT NO:** 18-120  
APPENDIX B – Development Variance Permit DVP18-02  
APPENDIX C – Development Permit DP18-03  
APPENDIX D – January 23<sup>rd</sup>, 2018 Staff Report  
APPENDIX E – Excerpt from Minutes of January 23<sup>rd</sup>, 2018 Council Meeting  
APPENDIX F – February 27<sup>th</sup>, 2018 Staff Report  
APPENDIX G – Excerpt from February 27<sup>th</sup>, 2018 Public Hearing  
APPENDIX H – S. 219 Restrictive Covenant CA7109503

### **RECOMMENDATION:**

**THAT** Council, with regard to a development of a mixed commercial / multi-family residential building containing 7 townhomes on Lot B, District Lot 281, Clayoquot District, Plan VIP82211:

- A. adopt Zoning Amendment Bylaw No. 1225, 2018;
- B. approve the issuance of Development Variance Permit DVP18-02; and,
- C. approve the issuance of Development Permit DP18-03.

### **PURPOSE:**

The purpose of this report is to provide Council with the background for considering adoption of Bylaw No. 1225, 2018, and issuance of Development Variance Permit DVP18-02 and Development Permit DP18-03.

### **BACKGROUND:**

Zoning Amendment Bylaw 1225, 2018, received first and second reading at an open meeting of Council on January 23<sup>rd</sup>, 2018 (See Appendices D & E). Having completed the required statutory notification, the bylaw was the subject of a Public Hearing and subsequently received 3<sup>rd</sup> reading by Council on February 27<sup>th</sup>, 2018 (see Appendices E & F). A motion passed by Council on January 23, 2018, indicated that the applicant would need to register a restrictive covenant on the title of the subject property prior to Council considering final adoption of the bylaw. The intent of this condition is to ensure that the development conforms to the plans presented for the rezoning. This

Covenant has recently been registered on title of the subject property at 590 Marine Drive (Lot B, District Lot 281, Clayoquot District, Plan VIP82211 – see Appendix H).

The January 23rd, 2018, Staff report attached as Appendix D to this report provides the details of the proposed development “The Wave on Marine”.

**SUMMARY:**

Third reading of a rezoning bylaw, which takes place after Council has convened a public hearing to receive public input, is often considered approval in principle. Often there can be a span of time between third reading and final adoption of a bylaw, if there are conditions which need to be met by the applicant before the rezoning is completed. In this case, final adoption of the rezoning bylaw has been awaiting registration of a restrictive covenant under section 219 of the *Land Title Act*. Now that the covenant has been registered on the title of the subject property, Council is in a position to consider adopting Zoning Amendment Bylaw No. 1225, 2018. Subsequent to the zoning bylaw being adopted, Council could then consider authorizing the issuance of the requested Development Variance permit and Development Permit.

**OPTIONS REVIEW:**

- 1) That Council, with regard to a development of a mixed commercial / multi-family residential building containing 7 townhomes on Lot B, District Lot 281, Clayoquot District, Plan VIP82211:
  - A. adopt Zoning Amendment Bylaw No. 1225, 2018;
  - B. approve the issuance of Development Variance Permit DVP18-02; and
  - C. approve the issuance of Development Permit DP18-03.

**(Recommended option);**

- 2) That Council defer the adoption of Zoning Amendment Bylaw No. 1225, 2018, the issuance of Development Permit DP10-03 and Development Variance Permit DVP18-02, to a future date to be identified, citing the rationale for which this application is being deferred and/or whether additional information is required.

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

**DISTRICT OF UCLUELET**  
**Bylaw No. 1225, 2018**

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

**WHEREAS** the Owner of PID: 026-908-719 Lot B, District Lot 281, Clayoquot District, Plan VIP82211 (the “**Lands**”), generally shown highlighted in black on Schedule ‘A’ attached to and forming part of this bylaw, has applied to amend the District of Ucluelet Zoning Bylaw No. 1160, 2013 (the “**Zoning Bylaw**”) in order to increase the dwelling unit density from 3 units to 7 units and to allow for the multi-family residential use to occur on the ground floor.

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

1. The Zoning Bylaw is amended by deleting the entire CD-3B Subzone and replacing it, such that this subsection reads as follows:

**CD-3B SubZone – DISTRICT LOT 281 (REMAINDER)**

**CD-3B.1 Permitted Uses:**

CD-3B.1.1 The following uses are permitted in the area of the CD-3 Zone Plan labeled “Commercial/ Residential CD-3B.1.1”, but *secondary permitted uses* are only permitted in conjunction with a *principal permitted use*:

- (1) Principal:
  - (a) *Multiple Family Residential*
  - (b) *Restaurant*
  - (c) *Bistro/Cafe*
  - (d) *Office*
  - (e) *Personal Services*
  - (f) *Daycare Centre*
- (2) Secondary:
  - (a) *Home Occupation*

**CD-3B.2 Lot Regulations**

CD-3B.2.1 Minimum Lot Size: 1,725 m<sup>2</sup> (18,550 ft<sup>2</sup>)

**CD-3B.3 Density:**

- CD-3B.3.1 Maximum Density:
- (1) 7 *Multiple Family Residential* units per lot.

- (2) 140 m<sup>2</sup> (1,500 ft<sup>2</sup>) of Commercial uses per lot that are otherwise permitted within the zone.

CD-3B.3.2 Maximum Floor Area Ratio: 0.50

CD-3B.3.3 Maximum Lot Coverage: 30%

**CD-3B.4 Maximum Size (Gross Floor Area):**

CD-3B.4.1 Accessory Buildings: 9 m<sup>2</sup> (97 ft<sup>2</sup>)

**CD-3B.5 Maximum Height:**

CD-3B.5.1 Principal Buildings & Structures: 9 m (30 ft)

CD-3B.5.2 Accessory Buildings & Structures: 5.5 m (18 ft)

**CD-3B.6 Minimum Setbacks:**

CD-3B.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)          | 7.5 m (25 ft)         | 7.5 m (25 ft)                    | 7.5 m (25 ft)                    |
| (2) Accessory | 8 m (26 ft)            | 5 m (16.5 ft)         | 7.5 m (25 ft)                    | 7.5 m (25 ft)                    |

2. This bylaw may be cited as “Zoning Amendment Bylaw No. 1225, 2018”.

**READ A FIRST TIME** this **23rd** day of **January**, 2018.

**READ A SECOND TIME** this **23rd** day of **January**, 2018.

**PUBLIC HEARING** held this **27<sup>th</sup>** day of **February**, 2018.

**READ A THIRD TIME** this **27<sup>th</sup>** day of **February**, 2018.

**ADOPTED** this        day of        , 2018.

**CERTIFIED A TRUE AND CORRECT COPY** of “District of Ucluelet Zoning Amendment Bylaw No. 1225, 2018.”

---

Mayor  
Dianne St. Jacques

---

CAO  
Mark Boysen

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

---

CAO  
Mark Boysen





## DEVELOPMENT VARIANCE PERMIT DVP18-02

Pursuant to section 498 of the Local Government Act, 2015:

1. This Development Variance Permit is issued to:

Marine Wave Residences at 530 Herald Street, Victoria BC

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

Lot: B Plan: VIP82211, District: 09, P.I.D 026-908-719 (the "Lands").

3. This Development Variance Permit is issued subject to compliance with all the bylaws of the District of Ucluelet, except as specifically varied or supplemented by this Permit.

4. This Permit authorizes the following variance(s) to the District of Ucluelet Zoning Bylaw No. 1160, 2013 on the Lands:

- a. Section 503.2(1) of the District of Ucluelet Zoning Bylaw No. 1160, 2013, indicates a minimum parking setback of 3.0m (10.0ft) of the lot line which abuts a highway. This setback is to be reduced to 1.5m (5.0ft).

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

5. The work authorized by this Permit may only be carried out:

- a. in compliance with the requirements of the District of Ucluelet Zoning Bylaw No. 1160, 2013, except where specifically varied or supplemented by this development variance permit.
- b. in compliance with all federal, provincial, and municipal statutes, regulations, and bylaws.

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

7. This Permit is NOT a Building Permit.



AUTHORIZING RESOLUTION passed by the Municipal Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2018.

IN WITNESS WHEREOF this Development Variance Permit is hereby executed and issued by the Municipality the \_\_\_\_\_ day of \_\_\_\_\_, 2018.

THE DISTRICT OF UCLUELET  
by its authorized signatories:

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

\_\_\_\_\_  
Mark Boysen – Corporate Officer

OWNER  
by its authorized signatory:

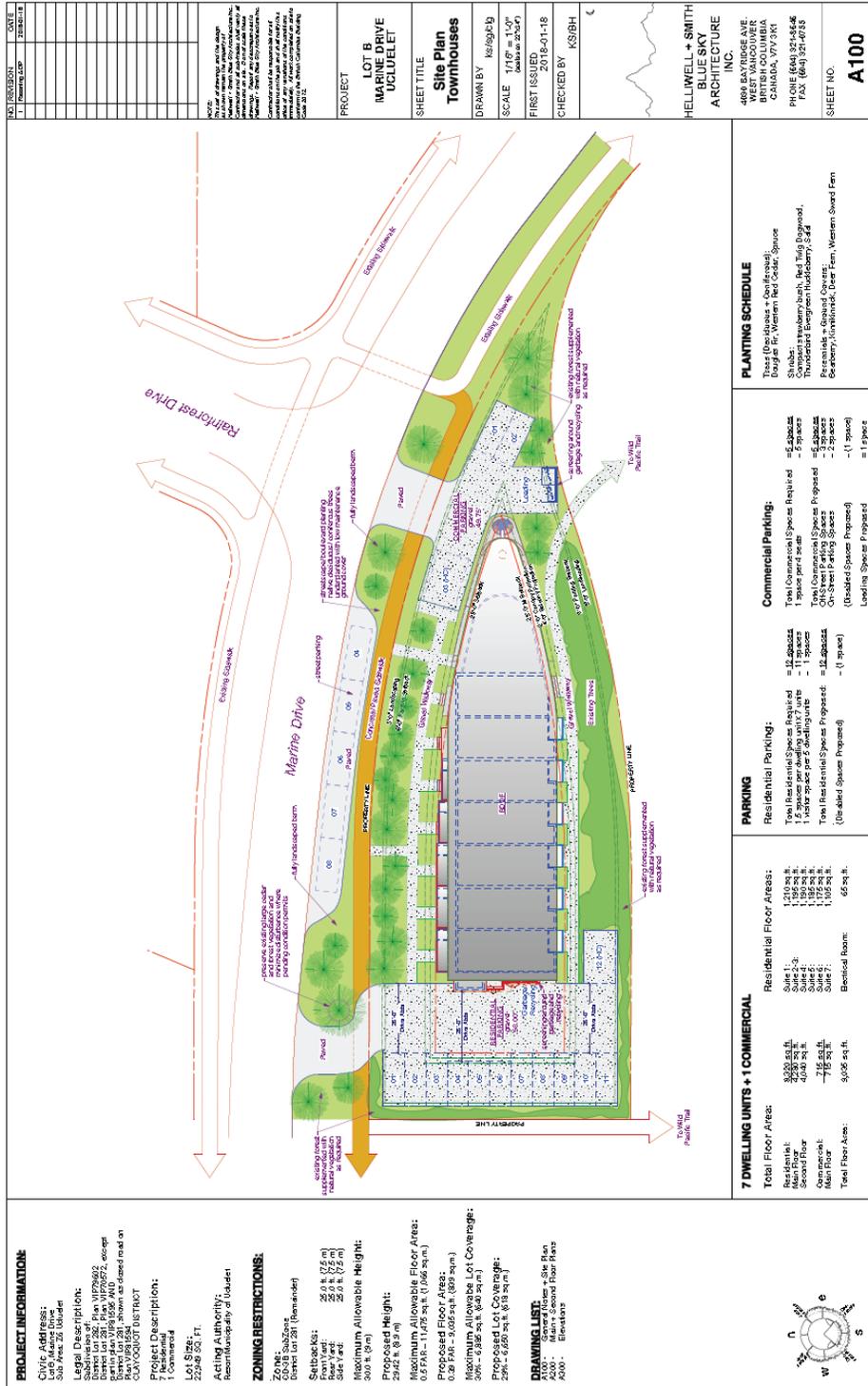
\_\_\_\_\_  
Name:

ISSUED the \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
John Towgood  
Planner 1 Ucluelet



# SCHEDULE A – Development Drawings



**PROJECT INFORMATION:**  
 Civic Address: 2228-800, FT.  
 Sub Area: 26 (Urban)  
 Legal Description: Lot 28, Plan V1707602, except Survey Lot 28, Plan V1707602, except Survey Lot 28, shown as dashed in all on CLANVOUOT DISTRICT  
 PROJECT DESCRIPTION:  
 1. Commercial  
 1. Residential  
 1. Community

**ZONE:** C0-1B (Commercial Core)  
 Zone 101 (Remainder)  
**SETBACKS:**  
 Front: 25.0 ft (7.6 m)  
 Rear: 25.0 ft (7.6 m)  
 Side: 25.0 ft (7.6 m)  
**Maximum Allowable Height:**  
 30.0 m (98 ft)  
**Proposed Height:**  
 29.42 m (96 ft)

**Maximum Allowable Floor Area:**  
 0.6 FAR = 11,475 sq ft (1,066 sq m)  
**Proposed Floor Area:**  
 0.36 FAR = 6,005 sq ft (559 sq m)  
**Maximum Allowable Lot Coverage:**  
 30% = 6,840 sq ft (634 sq m)  
**Proposed Lot Coverage:**  
 25% = 5,580 sq ft (516 sq m)

**DRAWING LIST:**  
 A100 - Ground Floor - Site Plan  
 A101 - Second Floor Plan  
 A102 - Elevation

**7 DWELLING UNITS + 1 COMMERCIAL**

| Residential Floor Areas: | Residential:       |
|--------------------------|--------------------|
| Site 1:                  | 1,210 sq ft        |
| Site 2:                  | 1,100 sq ft        |
| Site 3:                  | 1,100 sq ft        |
| Site 4:                  | 1,100 sq ft        |
| Site 5:                  | 1,100 sq ft        |
| Site 6:                  | 1,100 sq ft        |
| Site 7:                  | 1,100 sq ft        |
| Commercial:              | 65 sq ft           |
| <b>Total Floor Area:</b> | <b>8,510 sq ft</b> |

**PARKING**

| Residential Parking:                          | Commercial Parking:                         |
|---|---|
| Total Residential Spaces Required = 12 spaces | Total Commercial Spaces Required = 5 spaces |
| 1 space per unit                              | 1 space per unit                            |
| 1 space per 50 sq ft of floor area            | 1 space per 50 sq ft of floor area          |
| Total Residential Spaces Proposed = 12 spaces | Total Commercial Spaces Proposed = 5 spaces |
| (Unshaded Spaces Proposed)                    | (Unshaded Spaces Proposed)                  |
| - (1 space)                                   | - (1 space)                                 |
| Leaving Spaces Proposed = 11 spaces           | Leaving Spaces Proposed = 4 spaces          |

**PLANTING SCHEDULE**

Tree: 100% (100%)  
 Shrub: 100% (100%)  
 Flowering Shrub: 100% (100%)  
 Perennial: 100% (100%)  
 Grass: 100% (100%)  
 Mulch: 100% (100%)  
 Irrigation: 100% (100%)

**PROJECT**  
 LOT B  
 MARINE DRIVE  
 UCLUELET

**SHEET TITLE**  
 Site Plan  
 Townhouses

**DRAWN BY**  
 KSR/SP/D

**SCALE**  
 1/4" = 1'-0"

**FIRST ISSUED**  
 2018-01-18

**CHECKED BY**  
 KSR/SH

**HELUMWELL & SMITH  
 BLUE SKY  
 ARCHITECTURE  
 INC.**  
 4698 BAYBRIDGE AVE.  
 WEST WARDHURST  
 CANADA, V7Y 3K1  
 PHONE (604) 251-5646  
 FAX (604) 251-4758

**SHEET NO.**  
**A100**



## DEVELOPMENT PERMIT DP18-03

Pursuant to Part 14, Division 7 of the Local Government Act, R.S.B.C 2015 C.1 as amended:

1. This Development Permit is issued to:

MARINE WAVE RESIDENCES AT 530 HERALD STREET, VICTORIA BC

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

Lot: B Plan: VIP82211, District: 09, P.I.D 026-908-719 (the "**Lands**").

3. This Development Permit is issued subject to compliance with all of the bylaws of the District of Ucluelet.
4. This Permit authorizes the construction of the following improvements on the Lands:
  - a. One two storey Multi-Family building consisting of seven units.
  - b. One 760sf commercial space
  - c. Servicing of the above units.
  - d. 17 gravel parking spaces with paved connection to Marine Drive.
  - e. The landscape work to create 4 defined gravel parallel parking spaces along the frontage.
  - f. Concrete or paved sidewalk along frontage.
  - g. Site to be landscaped with native species ground cover.
  - h. Garbage receptacle fully enclosed by a 6' cedar lattice.

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

5. The work authorized by this Permit may only be carried out:
  - a. in compliance with the requirements of the District of Ucluelet Zoning Bylaw No. 1160, 2013.
  - b. in compliance with all federal, provincial, and municipal statutes, regulations, and bylaws.
6. Notice shall be filed in the Land Title Office under Section 503 of the Local Government Act, and upon such filing, the terms of this Permit or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
7. This Permit is NOT a Building Permit.
8. **Schedules "A"** attached hereto shall form part of this Permit. The Municipality's Chief Administrative Officer is hereby authorized to approve minor amendments to the plans provided that such amendments are consistent with the overall character and intent of the original plans.



**AUTHORIZING RESOLUTION** passed by the Municipal Council on the      day of      , 2018.

**IN WITNESS WHEREOF** this Development Permit is hereby executed and issued by the Municipality the      day of      , 2018.

**THE DISTRICT OF UCLUELET**  
by its authorized signatories:

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

\_\_\_\_\_  
Mark Boysen – Corporate Officer

**OWNER**  
by its authorized signatory

\_\_\_\_\_  
Owner, by its authorized signatory

**ISSUED** the      day of      , 2018.

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

## Schedule A

### THE WAVE AT BIG BEACH

#### DESIGN RATIONALE

Lot B, Marine Drive, is a 2134 sq. m. (22,969 sq. ft.) lot in the CD-3B SubZone of Ucluelet.

“This Zone is Commercial/ Residential CD-3B.1.1. Principal uses are office, retail or personal services. In conjunction with these uses, secondary uses are Mixed Commercial/ Resort Condo, Mixed Commercial/ Residential and Home Occupation for Residential of Mixed Commercial/ Residential.

The property is located in Development Permit Area 5.

As referred to in the Community Plan;

‘The area referred to as Lot 281 has evolved into one of Ucluelet’s premier locations for tourist commercial developments as well as single and multi-family homes. Its prominent position next to Big Beach and its south-west orientation makes District Lot 281 a valuable and defining neighbourhood requiring attention in the form and character of developments.’

The principle concept of ‘The Wave at Big Beach’ is to provide seven townhouses, combined with a commercial storefront or food services. Both uses are described in the zoning. We are asking for an increase in density of the dwelling units.

The proposed seven townhouses are in a two storey wood frame building that steps with the natural topography. It is clad in metal and wood siding and has a distinctive ‘wave’ form to its roof that follows the slope of the land. This corresponds to the community plans requirements for form and character:

1. *The form and character of buildings here, as with all DPAs, should reflect the natural beauty of the area. This can be achieved through: i. The sensitive siting of buildings; ii. Producing architectural designs that are naturally inspired; iii. Using materials and building methods that are inherent to the area and its natural and man-made history.*

And

11. *Architectural form and character must be site sensitive to both the physical environment, as well as to the qualities of natural beauty in the area. Buildings should work with the natural environment on all levels;*

In addition, the proposed site plan has the residential parking lot access curve around the old growth cedar at the northwest roadside of the site, in order to preserve it, as suggested in the Community Plan:

5. *The removal of any native tree species that is 30cm Dbh or greater (Diameter at Breast Height = 1.3m) measured with a proper tree caliper, is prohibited*

The proposal has 12 parking spaces on site for the residential, including 1 handicap parking space.

The proposal has 3 parking spaces on site for the commercial unit, including 1 handicap parking space and one loading bay. We will provide 2 on-street parking spaces for the commercial portion.

We are asking to increase the allowable 3 dwelling units to a total of 7 dwelling units.

We are asking to increase the allowable square meters for the dwelling units from 520 sq. m. (5,600 sq. ft.) to 773 sq. m. (8,320 sq. ft.).

We are proposing a commercial space of 68 sq. m. (730 sq. ft.)

In order to provide the on site parking, we are asking for a variance of the parking set backs:

We are asking for a relaxation of the front yard parking setback on the north side from 6'0" to 5'0". We will provide a landscape screen between the parking lot and the street.

We are asking for a relaxation of the rear yard parking setback on the north side from 6'0" to 5'0". We will provide a landscape screen between the parking lot and the rear property line. We will preserve as much of the natural landscape on the rear property as feasible.

We are asking for a relaxation of the side yard parking setback on the west side from 6'0" to 5'0". We will provide a landscape screen between the parking lot and the west side property line. We will preserve as much of the natural landscape on the west side property as feasible.

## **PUBLIC REALM AND LANDSCAPE**

The principal concept of The Wave at Big Beach is to create a vibrant social addition to the Ucluelet Big Beach area in an iconic building. A new commercial storefront will add life to the street. We are envisioning either a neighbourhood café or coffee shop in the commercial space, with indoor and outdoor seating, or small office, personal services or daycare.

We are proposing minimal disturbance to the natural landscape on the south side of the property

The old growth cedar tree on the northwest edge of the property will be preserved. We will augment the landscape with the planting of native trees and shrubs. Driveways, parking lots and pathways will be gravel, which allow for better site drainage than asphalt. Driveway entry aprons will be paved. Landscape lighting will be non-glare, low level down lighting.

We will provide a paved sidewalk along Marine Drive in front of the property with bump outs for street parking (see Site Plan A100). Access to the parking lots for the residential parking and the commercial parking will be paved. All parking lots and street parking will be gravel.

## **ARCHITECTURAL RESPONSE**

The building is a two storey wood frame building that steps with the natural grade of the site.

The sweeping 'wave' roof rises from east to west, curving with the natural slope of the site. The roof form creates a recognizable iconic profile for the building. The residential townhouses on Marine Drive have entrance terraces facing the street, providing 'eyes on the street'.

On the south side of the building, units will have decks and terraces facing the natural forest.

The cladding is a mix of metal siding and cedar siding, with accents of cedar shingles. Windows will be black vinyl framed. The roof is asphalt torch-on bitumen, charcoal grey in colour. Terraces have glass balcony guards with aluminum rails.

The Marine Drive commercial is storefront aluminum frame and glass. The roof sweeps out to create a wide covered outdoor area. The majority of roof drainage will end here in a featured large scupper that drains into a water/stone landscape feature.

## **PROJECT COMPONENTS**

### **ACCESS, PARKING, LOADING**

Access for residential parking and garbage pick up and recycling will be from the driveway on the west side of the property. Both parking and garbage and recycling bins will be screened with fencing. Garbage and recycling bins will be bear proof roll down bins .

Loading for the commercial component will be from the loading bay provided on the site. Parking for the commercial component will be on the site with two additional parking spaces provided on the street. Access for commercial garbage pick up and recycling will be from the driveway on the east side of the property.

### **DENSITY**

Allowable Floor Area Ratio on this site is 0.50 FSR. We are proposing an FSR of 0.40. Allowable site coverage for this site is 30%. We are proposing a site coverage of 30%.

### **CONCLUSION**

The Wave at Big Beach will provide a mixed use building with commercial on Marine Drive and seven townhouses, in a townhouse typology that will fill a need in Ucluelet's housing stock. It will set a high quality addition to the mixed use residential buildings as described in the Ucluelet Community Plan.









# Ucluelet, Lot B Marine Drive

## View of North Elevation from Marine Drive



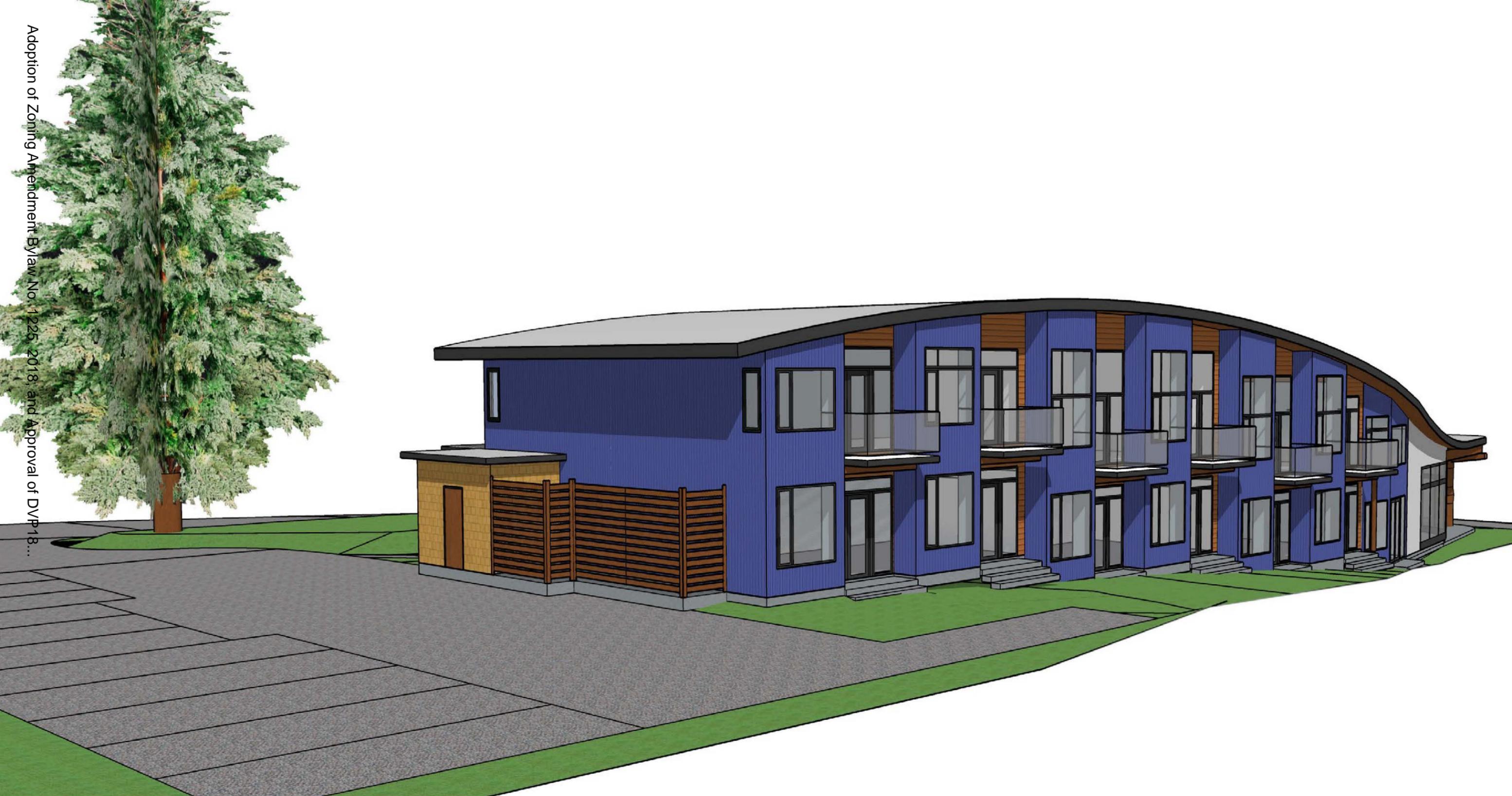
## Ucluelet, Lot B Marine Drive

### View of North West Elevations from Marine Drive



## Ucluelet, Lot B Marine Drive

View of North West Elevations from Entry to Residential Parking



## Ucluelet, Lot B Marine Drive

### View of South West Elevations



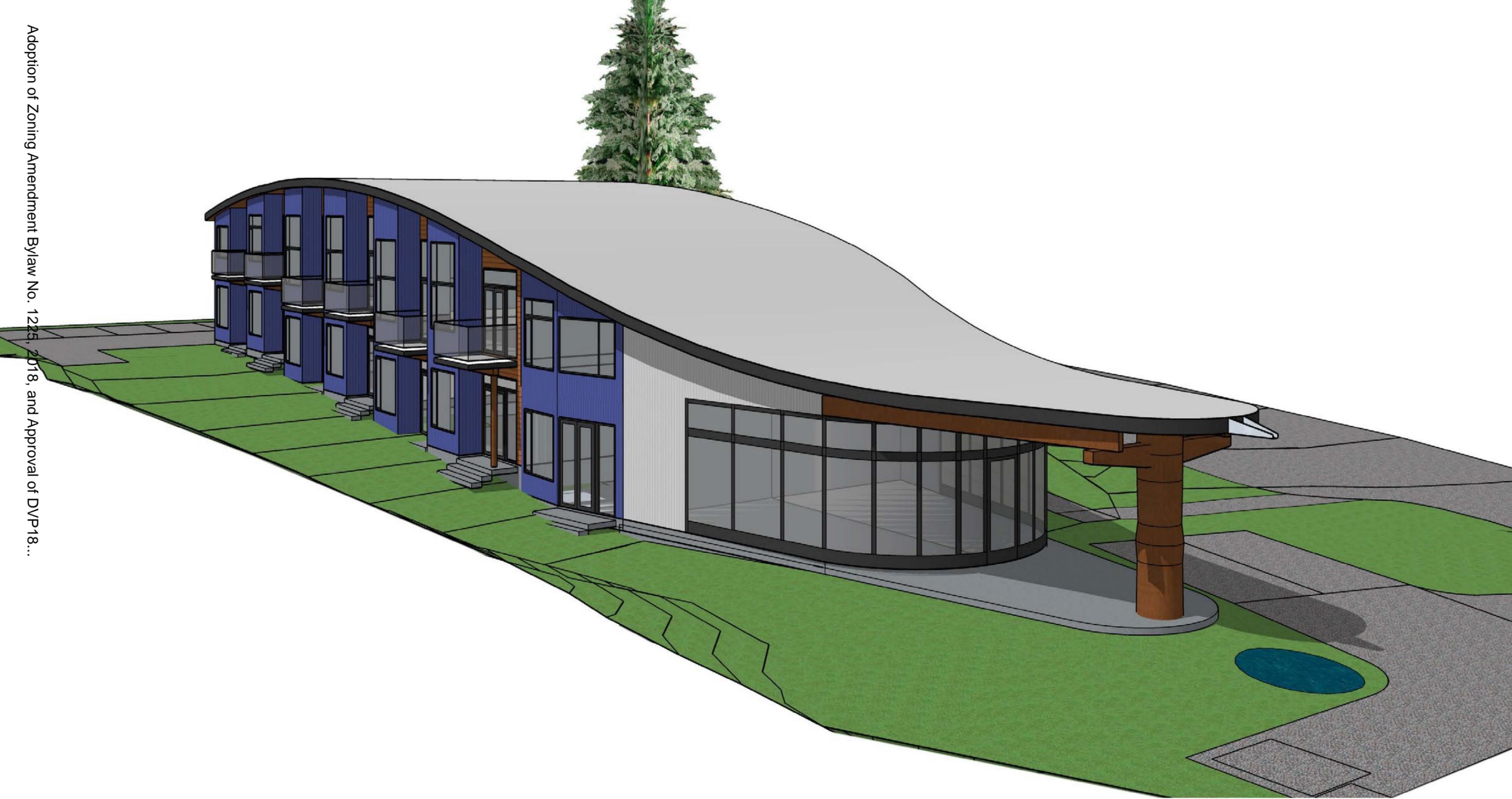
# Ucluelet, Lot B Marine Drive

## View of West Elevation from Residential Parking



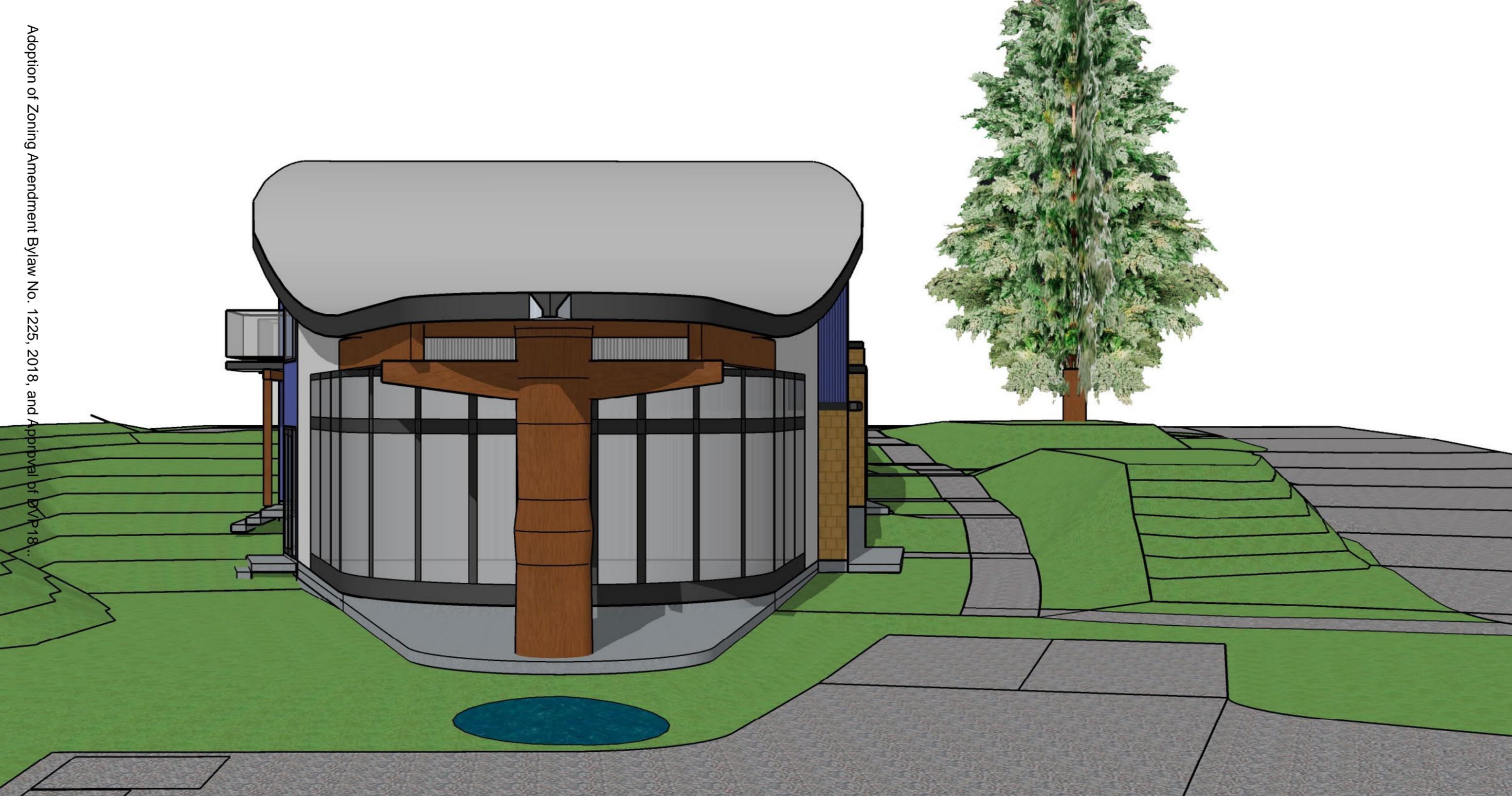
## Ucluelet, Lot B Marine Drive

### View of Commercial Space from Marine Drive (North East)



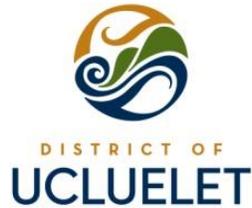
## Ucluelet, Lot B Marine Drive

### View of Commercial Space (South East)



## Ucluelet, Lot B Marine Drive

### View of Commercial Space from East



## STAFF REPORT TO COUNCIL

Council Meeting: January 23<sup>rd</sup>, 2018  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** JOHN TOWGOOD, PLANNER 1

**FOLIO NO:** 114.975 **FILE NO:** 3360-20-RZ17-07

**SUBJECT:** TO AMEND ZONING BYLAW NO.1160, 2013 FOR THE DEVELOPMENT OF A MIXED COMMERCIAL/MULTI-FAMILY BUILDING ON LOT B, DISTRICT LOT 281, CLAYOQUOT DISTRICT, PLAN VIP82211

**ATTACHMENTS:** APPENDIX A – APPLICATION

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

**THAT** Council, with regard to the requested zoning amendment to facilitate development of a mixed commercial / multi-family residential building containing 7 townhomes on Lot B Plan VIP82211:

- A. give first and second reading to Zoning Amendment Bylaw No. 1225, 2018;
- B. advance the bylaw to a public hearing; and,
- C. indicate that final approval of the requested zoning amendment bylaw would be subject to registration of a Section 219 restrictive covenant on the title of the property to ensure that the development conforms to the plans submitted.

### **PURPOSE:**

To provide Council with information on an application for zoning amendment and Development Permit for Lot B, Plan VIP82211, District Lot 281 (the “**Subject Lot**”).

### **BACKGROUND:**

An application has been received to develop the subject lot (**Figure 1**) as a mixed commercial/multifamily building.

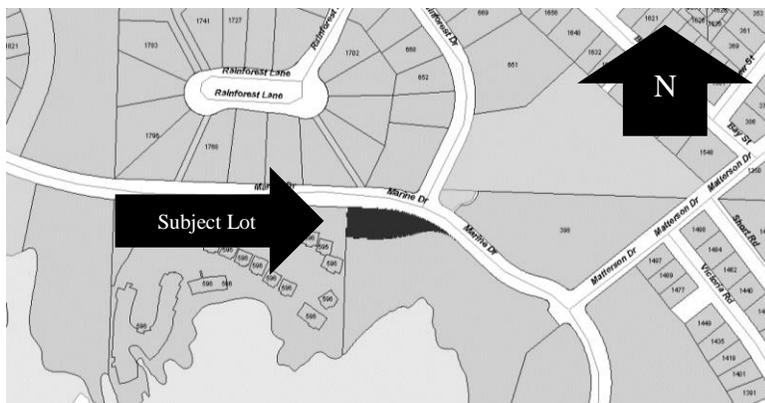


Figure 1 – Site Plan

After a review of the District of Ucluelet's Zoning Bylaw and meeting with the applicant, Planning Staff concluded that a zoning amendment and Development Permit (**DP**) would be required. These processes will be done concurrently with the approval of the DP following fourth reading of the zoning amendment bylaw.

**DEVELOPMENT PERMIT:**

The subject property is within the Official Community Plan's (the "**OCP**") development permit designation of "*Development Permit Area No.8 (Former Forest Reserve Lands)*" which were established for the purposes of:

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

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

The building area of the lot has been relatively cleared and there are no significant environmental features except for a large cedar on the north side of the property. The applicant has stated that they will keep this tree by working around it. The general development permit guidelines indicate that an "Environmental Impact Assessment" shall be required for all properties greater than 2 HA in size to evaluate the impacts of a proposed development on the natural environment. The Subject property is 0.21 HA and, considering there has been past environmental work at the time of subdivision of the property and that there is no significant environmental features on the site, Staff have not required an Environmental Impact Assessment for this development. The applicant has stated that they will protect existing flora when possible and any disturbed areas will be fully landscaped with the native species.

OCP, Protection of development from hazardous conditions;

This development is located on an upper bench and is approximately 75m from the natural boundary, and approximately 11 meters above datum.

OCP, Establishment of objectives for the form and character of development in the resort region:

The "*Former Forest Reserve Lands*" are recognized for their natural beauty and rich ecological qualities and add significant value to Ucluelet, its residents, and future generations in terms of community character. The primary character-giving qualities of this area are:

- The immediacy of the ocean and the marine environment; and
- The presence of significant stands of forest, including old-growth.

These qualities result in a real sense of inhabiting a coastal rainforest. Preserving as much of the natural shoreline condition as possible, as well as the forest and its underlying shrub layer is critical in maintaining this character. Any development within this DPA must recognize these values and strive to minimize the adverse effects on the natural environment development can often bring. The form and character of buildings here, as with all DPA's, should reflect the natural beauty of the area. This can be achieved through:

### The sensitive siting of buildings

As mentioned above the large cedar on the north frontage of the property will be maintained and the smaller trees along the frontage will be kept when possible. A paved sidewalk will run along the frontage connecting the existing sidewalk to the south to the wild pacific trail connection that runs along the northern property line. The frontage should be fully landscaped in keeping with the surrounding native species, as per a landscape plan to be provided. The applicant will define the road side along the frontage to supply parallel parking with landscaped bump outs and packed gravel spaces.



Figure 2 – Site Plan

### Producing architectural designs that are naturally inspired

The architectural design of the proposed building follows the natural grade to bold effect. The wave roof effect both blends into the landscape and creates a prominent architectural form. This building form has ties to Ucluelet's aquarium and another proposed building project located on Cedar Road. This spattering of strong architectural forms, such as the Whiskey Landing, the Moorage, Black Rock, the Aquarium, and this proposed building can help further define our community's architectural identity. The southern commercial element with its large overhang and outdoor seating creates a visual connection from the forest surroundings to the commercial space underneath. The multifamily component of the building is 7 two-storey walkup townhomes. These types of street facing town homes, with their front doors facing Marine Drive, can add warmth to the street by increasing the pedestrian street presence or to use a common planning phrase "eyes on the street".

Using materials and building methods that are inherent to the area and its natural and man-made history

The applicant is proposing an exterior finish of galvanized metal, ~~mixed~~ blue metal, stained cedar shingle and wooden accents. The roof material will be black 2 ply SBS roofing torch-on roofing membrane.

Landscape Design

The applicant proposes to landscape the property in keeping with the surrounding forested setting. The Landscape plan shows how the development will connect pedestrian pathways, screen the building and parking areas, and enhance the Marine Drive streetscape. A final detailed landscape plan and cost estimate will be required at the development permit stage.

**REZONING**

CURRENT ZONING:

The subject property is currently zoned as “*CD-3B SubZone – DISTRICT LOT 281 (REMAINDER)*”. This SubZone was originally part of the CD-2 Zone, with a road closure and exchange creating a lot at the T-Intersection of Marine Drive and Rainforest Drive, across from the Community Centre. The current zoning was specifically created for the subject lot and it contemplated a mixed commercial resort condominium or mixed commercial residential with a density cap of 3 dwelling units (resort condominiums or Multi-Family Residential units). This mixed use lists the commercial component as the primary use, meaning that it must be there, with the dwelling units only allowed on the second storey or higher.

Proposed Zoning

The applicant is proposing 760sf of ground floor commercial with a mezzanine on the southern end of the building. They are not proposing the entire ground floor as commercial as is the requirement of the Mixed Commercial zoning definition. This proposal also indicated a density of Multi-Family Residential above what is currently allowed in the zoning. With this proposal being out of the commercial core (where commercial density and continuity are important), the reduction of ground floor commercial has less impact and is not only supported but encouraged. With the shortage of residential housing stock especially in the smaller multi-family unit form the increase in density supported. All other aspects of this project meet the existing zoning. As the proposal does not meet with the definition of Mixed Commercial/Residential and the applicant is asking for more density than allowed in the current zoning for the property a zoning amendment will be required. Planning Staff are proposing to delete the entire wording of the CD-3B SubZone and replace it as follows:

**CD-3B SubZone – DISTRICT LOT 281 (REMAINDER)****CD-3B.1 Permitted Uses:**

CD-3B.1.1 The following uses are permitted in the area of the CD-3 Zone Plan labeled “Commercial/Residential CD-3B.1.1”, but *secondary permitted uses* are only permitted in conjunction with a *principal permitted use*:

- (1) Principal:
  - (a) *Multiple Family Residential*
  - (b) *Restaurant*
  - (c) *Bistro/Cafe*
  - (d) *Office*
  - (e) *Personal Services*
  - (f) *Daycare Centre*
- (2) Secondary:
  - (a) *Home Occupation*

**CD-3B.2 Lot Regulations**

CD-3B.2.1 Minimum Lot Size: 1,725 m<sup>2</sup> (18,550 ft<sup>2</sup>)

**CD-3B.3 Density:**

CD-3B.3.1 Maximum Density:

- (1) 7 *Multiple Family Residential* units per lot.
- (2) 140 m<sup>2</sup> (1,500 ft<sup>2</sup>) per lot of Commercial uses that are otherwise permitted within the zone.

CD-3B.3.2 Maximum Floor Area Ratio: 0.50

CD-3B.3.3 Maximum Lot Coverage: 30%

**CD-3B.4 Maximum Size (Gross Floor Area):**

CD-3B.4.1 Accessory Buildings: 9 m<sup>2</sup> (97 ft<sup>2</sup>)

**CD-3B.5 Maximum Height:**

CD-3B.5.1 Principal Buildings & Structures: 9 m (30 ft)

CD-3B.5.2 Accessory Buildings & Structures: 5.5 m (18 ft)

**CD-3B.6 Minimum Setbacks:**

CD-3B.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)          | 7.5 m (25 ft)         | 7.5 m (25 ft)                    | 7.5 m (25 ft)                    |
| (2) Accessory | 8 m (26 ft)            | 5 m (16.5 ft)         | 7.5 m (25 ft)                    | 7.5 m (25 ft)                    |

It is important to note that the only regulatory changes proposed to this zoning are the aligning of the uses to the proposal and the addition of 4 units to the Multi-Family Residential unit density. The overall building location, height and size would be unchanged.

**Parking and Access:**

Parking in this proposal is separated into two areas with the residential located to the north end and the commercial and loading located from a separate entrance located on south end. This entrance is located exactly opposite Rainforest Drive. This opposing position of the driveway and Rainforest Drive is better than an offset and is thus supported by Staff. The garbage receptacles are to the rear of the parking area and will be screened as per s.602.1 of the zoning bylaw.

**Section 219 Covenant**

To ensure that the development proposed as part of this rezoning proceeds as presented, Council may require that prior to adoption of the rezoning bylaw, a Section 219 restrictive covenant be registered on the title of the property. The covenant would reference the drawings presented with the rezoning application and ensure that the development proceeds as planned, or that approval of any changes be first obtained from the District. The covenant runs with the land, so that the resulting development would be unchanged by any future changes of ownership. The details of the covenant would be brought to Council for approval prior to final adoption of the requested rezoning bylaw.

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

Staff time will be required to monitor and review the progress of this application and associated agreements.

**FINANCIAL IMPACTS:**

Development Cost Charges will be charged per unit for the dwelling units and per square metre for the Commercial space. A building permit fee will be charged based on project cost. The value of the property will increase with the proposed improvements increasing the districts tax base. Water and sewer fee will be collected based on usage. There are no other direct financial impacts from this application.

**POLICY OR LEGISLATIVE IMPACTS:**

This application is in line with the intent of the Development Permit Area No.8 (Former Forest Reserve Lands).

**SUMMARY:**

This proposal meets the DP guidelines for Development Permit Area No.8 (Former Forest Reserve Lands), it has a strong architectural form with and an appropriately sized commercial component. The 7 units of Multi-Family residential are a needed element in Ucluelet's housing inventory.

**OPTIONS REVIEW:**

- A. **THAT** Council, with regard to the requested zoning amendment to facilitate development of a mixed commercial / multi-family residential building containing 7 townhomes on Lot B Plan VIP82211:
  - 1. give first and second reading to Zoning Amendment Bylaw No. 1225, 2018;
  - 2. advance the bylaw to a public hearing,; and,
  - 3. indicate that final approval of the requested zoning amendment bylaw would be subject to registration of a Section 219 restrictive covenant on the title of the property to ensure that the development conforms to the plans submitted. (**Recommended option**).
- B. That Council defer the readings of this bylaw to a future date to be identified.
- C. That Zoning Amendment Bylaw No. 1225, 2018, not proceed further.

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

*second, and third reading.*

CARRIED.

**12.4 BYLAW - Bylaw No. 1224, 2018**

2017-013           **It was moved by Councillor McEwen and seconded by Councillor Noel**  
*THAT Zoning Amendment Bylaw No. 1224, 2018 be given third reading.*

CARRIED.

**12.5 BYLAW - Bylaw No. 1227, 2018**

2017-014           **It was moved by Councillor Noel and seconded by Councillor McEwen**  
*THAT Housing Agreement Bylaw No. 1227, 2018, be given first reading.*

CARRIED.

2017-015           **It was moved by Councillor McEwen and seconded by Councillor Noel**  
*THAT Housing Agreement Bylaw No. 1227, 2018, be given second reading.*

CARRIED.

2017-016           **It was moved by Councillor Oliwa and seconded by Councillor McEwen**  
*THAT Housing Agreement Bylaw No. 1227, 2018, be given third reading.*

CARRIED.

**12.6 REPORT - Third Reading of Zoning Amendment Bylaw No. 1225,  
2018 - The Wave**  
***Bruce Greig, Manager of Community Planning***

2017-017           **It was moved by Councillor McEwen and seconded by Councillor Noel**  
*THAT Council approve recommendation 1 of report item, "Third Reading of  
Zoning Amendment Bylaw No. 1225, 2018, for the Development of a Mixed  
Commercial/Multi-family building at 590 Marine Drive (The Wave)" which  
states:*

*1. THAT Zoning Amendment Bylaw No. 1225, 2018 be given third  
reading.*

CARRIED.

**12.7 BYLAW - Bylaw No. 1225, 2018**

2017-018           **It was moved by Councillor McEwen and seconded by Councillor Oliwa**  
*THAT Zoning Amendment Bylaw No. 1225, 2018 be given third reading.*

CARRIED.

**13. LATE ITEMS**

**13.1 There were no late items.**

**14. NEW BUSINESS**

**14.1 CAO Mark Boysen**

**12.1 REPORT - RZ17-03, CS-5 Side Yard Setback Zoning Bylaw Amendment**  
**John Towgood, Planner 1**

- 2017-015            **It was moved by Councillor McEwen and seconded by Councillor Noel**  
*THAT Council approve recommendation 1 of legislation item, "RZ17-03, CS-5 side yard setback zoning bylaw amendment" which states:*  
                          1. *THAT zoning amendment Bylaw No. 1219, 2017 be given third reading.*  
CARRIED.

**12.2 BYLAW - Bylaw No. 1219, 2017**

- 2017-016            **It was moved by Councillor McEwen and seconded by Councillor Mole**  
*THAT Zoning Amendment Bylaw No. 1219, 2017 be given Third Reading.*  
CARRIED.

**12.3 REPORT - Zoning Amendment for the Development of Black Rock Staff Housing**  
**John Towgood, Planner 1**

- 2017-017            **It was moved by Councillor Noel and seconded by Councillor McEwen**  
*THAT Council approve recommendation 1 of legislation item, "To amend zoning bylaw no. 1160, 2013 for the development of Lot 1, Plan VIP85870 as Black Rock Staff Housing" which states:*  
                          1. *THAT Zoning Amendment Bylaw No. 1224, 2018 be given first and second reading and advance to a public hearing, subject to the applicant providing a complete landscape plan for the proposed development.*  
CARRIED.

**12.4 BYLAW - Bylaw No. 1224, 2018**

- 2017-018            **It was moved by Councillor McEwen and seconded by Councillor Oliwa**  
*THAT Zoning Amendment Bylaw No. 1224, 2018 be given First Reading.*  
CARRIED.

- 2017-019            **It was moved by Councillor Oliwa and seconded by Councillor Mole**  
*THAT Zoning Amendment Bylaw No. 1224, 2018 be given Second Reading.*  
CARRIED.

**12.5 REPORT - Zoning Amendment for the Development of a Mixed Commercial/Multifamily Building**  
**John Towgood, Planner 1**

- 2017-020            **It was moved by Councillor Oliwa and seconded by Councillor Noel**  
*THAT Council approve recommendations A, B & C of legislation item, "To amend Zoning Bylaw NO. 1160, 2013 for the development of a mixed commercial/multi-family building on Lot B, District Lot 281, Clayoquot District, Plan VIP82211" which states:*  
                          A) *give first and second reading to Zoning Amendment Bylaw No. 1225, 2018;*

*B) advance the bylaw to a public hearing; and,  
C) indicate that final approval of the requested zoning amendment bylaw would be subject to registration of a Section 219 restrictive covenant on the title of the property to ensure that the development conforms to the plans submitted.*

CARRIED.

**12.6 BYLAW - Bylaw No. 1225, 2018**

2017-021 It was moved by Councillor McEwen and seconded by Councillor Oliwa  
*THAT Zoning Amendment Bylaw No. 1225, 2018 be given First Reading.*

CARRIED.

2017-022 It was moved by Councillor Noel and seconded by Councillor McEwen  
*THAT Zoning Amendment Bylaw No. 1225, 2018 be given Second Reading.*

CARRIED.

2017-023 It was moved by Councillor Noel and seconded by Councillor Oliwa  
*THAT Council move past 10:00 pm as per the Council Procedures Bylaw.*

CARRIED.

**12.7 REPORT - Zoning Amendment to Change the Principal use on the  
Property at 506 Marine Drive  
John Towgood, Planner 1**

2017-024 It was moved by Councillor Oliwa and seconded by Councillor Noel  
*THAT Council move recommendation 1 of legislation item, "Application to amend Zoning Bylaw No. 1160, 2013, to change the principal use on the property at 506 Marine Drive from Single Family Dwelling to Vacation Rental (VR-2)" which states:*

1. *THAT the request to Amend Zoning Bylaw No. 1160, 2013 to change the principal use on Lot 2, Plan VIP80321, District 09 (506 Marine Drive) from Single Family Dwelling to Vacation Rental VR-2 not be approved at this time.*

CARRIED.

2017-025 It was moved by Councillor Oliwa and seconded by Councillor McEwen  
*THAT Council direct Staff to look at options for how short-term rentals fit within the long-term housing supply and suggest whether amendments to the zoning in residential neighbourhoods is warranted.*

CARRIED.

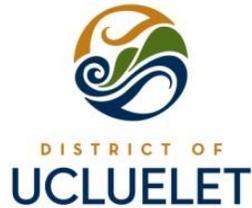
**13. LATE ITEMS**

- Late items will be addressed here as addenda items.

**14. NEW BUSINESS**

**14.1 Councillor McEwen**

2017-026 It was moved by Councillor McEwen and seconded by Councillor Oliwa



## STAFF REPORT TO COUNCIL

Council Meeting: February 27<sup>th</sup>, 2018  
500 Matterson Drive, Ucluelet, BC V0R 3A0

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

**FOLIO No:** 114.975 **FILE No:** 3360-20-RZ17-07

**SUBJECT:** THIRD READING OF ZONING AMENDMENT BYLAW NO. 1225, 2018, FOR THE DEVELOPMENT OF A MIXED COMMERCIAL/MULTI-FAMILY BUILDING AT 590 MARINE DRIVE (THE WAVE).

**ATTACHMENTS:** APPENDIX A – ZONING AMENDMENT BYLAW NO. 1225, 2018

**REPORT No:** 18-23

### **RECOMMENDATION:**

1. **THAT** Zoning Amendment Bylaw No. 1225, 2018 be given third reading.

### **PURPOSE:**

The purpose of this report is to advance Bylaw No. 1225, 2018, to third reading. The Bylaw received first and second reading at an open meeting of Council on January 23<sup>rd</sup>, 2018, and was the subject of a Public Hearing on February 27<sup>th</sup>, 2018. Upon closure of the Public Hearing, Council is in a position to consider third reading of the bylaw.

Note that the motion of Council on January 23, 2018, included a condition that the applicant register a restrictive covenant on the title of the subject property prior to final adoption of the bylaw, to ensure that the development conforms to the plans presented for the rezoning. The covenant would be brought to Council at a future meeting when final adoption of the rezoning bylaw is being considered.

The public was also given notice that the Public Hearing was the opportunity to be heard on Development Variance Permit No. DVP 18-02. Note that it would be appropriate for Council to consider issuance of the permit at a future meeting, after a final decision is made on adoption of the rezoning bylaw.

### **OPTIONS REVIEW:**

- A. that Zoning Amendment Bylaw No. 1225, 2018 be given third reading. (**Recommended option**);
- B. that Council defer the reading of Zoning Amendment Bylaw No. 1225, 2018 to a future date to be identified; or,
- C. that Council abandon Zoning Amendment Bylaw No. 1225, 2018.

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

**DISTRICT OF UCLUELET**  
**MINUTES OF THE PUBLIC HEARING**  
**HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE**  
**Tuesday, February 27, 2018 at 7:00 PM**

Present:      **Chair:**           Mayor St. Jacques  
                  **Council:**       Councillors McEwen, Oliwa, Mole, and Noel  
                  **Staff:**           Mark Boysen, Chief Administrative Officer  
                          Bruce Greig, Manager of Community Planning  
                          Marlene Lagoa, Deputy Municipal Clerk

Regrets:

**1. CALL TO ORDER**

1.1 Mayor St. Jacques called the public hearing to order at 7:01 pm.

**2. EXPLANATION OF PUBLIC HEARING PROCESS**

2.1 Mayor St. Jacques explained that the purpose of a Public Hearing is to hear representations from persons who deem their interest in property affected by the bylaws, as outlined in the Notices of the Public Hearing. Mayor St. Jacques advised that the Notice of the Public Hearing has been advertised and is distributed to those present together with a copy of the rules that will govern the hearing. Council will listen to representations on the matter in the Notice of Public Hearing and may answer pertinent questions but will not debate any issue. Council will not make any decision on any matter at the Hearing.

Rules Governing Public Hearing

1. As provided for in the *Local Government Act*, the Council is required to hold a Public Hearing before adopting an Official Community Plan Bylaw, Zoning Bylaw or amendments thereto.
2. At a Public Hearing all persons who deem their interest in property affected by the proposed bylaws shall be afforded an opportunity to be heard on matters contained in the bylaw.
3. The Council may give such effect, as it deems fit, to representations made at a Public Hearing, in the bylaws as adopted.
4. At a Public Hearing the Council is under no obligation to enter into a debate on any issue. The purpose of a hearing is to hear representations, which will later be considered by the Council in the meeting.

**3. NOTICE OF PUBLIC HEARING**

Public Hearing  
February 27, 2018

3.1 Notice

**4. PUBLIC HEARING - Zoning Amendment Bylaw No. 1224, 2018**

4.1 Presentation of Bylaw No. 1224, 2018

Bruce Greig, Manager of Planning presented a summary of the zoning bylaw amendment. Mr. Greig stated that in general terms the purpose of the proposed bylaw is to amend the CD-2B Subzone to reorganize the principle and secondary uses and densities to reflect that Lot 1 Plan VIP85870 will not be consolidated with Lot 12 Plan VIP84686, and to amend section 505.1 to isolate the staff housing parking requirement to 1 space per staff housing unit – defined as one bedroom as staff housing.

4.2 Reports and Materials for Bylaw No. 1224, 2018

*John Towgood, Planner 1*

4.3 Excerpts from Previous Council Meetings

4.4 Public Representations for Bylaw No. 1224, 2018

- a. There were no written submissions.
- b. Mayor St. Jacques asked a first time if there were any representations from the public regarding Zoning Amendment Bylaw No. 1224, 2018.

There were no comments from the public.

- c. Mayor St. Jacques asked a second time if there were any representations from the public regarding Zoning Amendment Bylaw No. 1224, 2018.

There were no comments from the public.

- d. Mayor St. Jacques asked a third and final time if there were any representations from the public regarding Zoning Amendment Bylaw No. 1224, 2018.

There were no comments from the public.

Mayor St. Jacques declared the Public Hearing for Zoning Amendment Bylaw No. 1224, 2018 closed at 7:04 pm.

**5. PUBLIC HEARING - Zoning Amendment Bylaw No. 1225, 2018**

Public Hearing  
February 27, 2018

5.1 Presentation of Bylaw No. 1225, 2018

Bruce Greig, Manager of Planning presented a summary of the zoning bylaw amendment. Mr. Greig stated that in general terms the purpose of the proposed bylaw is to allow multiple family residential use to occur on the ground floor and increase the density of multiple family units from three to seven.

Mr. Greig noted that the applicant is also asking for a variance, Development Variance Permit DVP18-02, to reduce the required parking space setback from 3m to 1.5m from the lot line. The hearing is also an opportunity for the public to be heard by Council in regards to this development variance permit.

5.2 Reports and Materials for Bylaw 1225, 2018

*John Towgood, Planner 1*

5.3 Excerpts from Previous Council Meetings

5.4 Public Representations for Bylaw No. 1225, 2018

- a. There were no written submissions.
- b. Mayor St. Jacques asked a first time if there were any representations from the public regarding Zoning Amendment Bylaw No. 1225, 2018.

There were no comments from the public.

- c. Mayor St. Jacques asked a second time if there were any representations from the public regarding Zoning Amendment Bylaw No. 1225, 2018.

There were no comments from the public.

- d. Mayor St. Jacques asked a third and final time if there were any representations from the public regarding Zoning Amendment Bylaw No. 1225, 2018.

There were no comments from the public.

Mayor St. Jacques declared the Public Hearing for Zoning Amendment Bylaw No. 1225, 2018 closed at 7:06 pm.

**6. ADJOURNMENT**

Public Hearing  
February 27, 2018

6.1 Mayor St. Jacques declared the public hearing closed at 7:06 pm.

---

Dianne St. Jacques  
Mayor

---

Mark Boysen  
CAO

Your electronic signature is a representation that you are a subscriber as defined by the Land Title Act, RSBC 1996 c.250, and that you have applied your electronic signature in accordance with Section 168.3, and a true copy, or a copy of that true copy, is in your possession.

Rajiv  
Karamchand  
Gandhi 3UYT4M

Digitally signed by Rajiv  
Karamchand Gandhi  
3UYT4M  
Date: 2018.10.04 12:12:37  
-07'00'

1. APPLICATION: (Name, address, phone number of applicant, applicant's solicitor or agent)

Import Profile

COX, TAYLOR, Barristers & Solicitors

Burnes House, Third Floor

Telephone: (250) 388-4457

26 Bastion Square

Victoria

BC V8W 1H9

Document Fees: \$71.58

Deduct LTSA Fees? Yes

2. PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND:

[PID]

[LEGAL DESCRIPTION]

**026-908-719 LOT B, DISTRICT LOT 281, CLAYOQUOT DISTRICT, PLAN VIP82211**

No PID NMBR

STC? YES

Pick up STC?

Use 30 Parcel Schedule

Use 3 Parcel Schedule

3. NATURE OF INTEREST

CHARGE NO.

ADDITIONAL INFORMATION

Use Schedule

**Covenant**

4. TERMS: Part 2 of this instrument consists of (select one only)

(a)  Filed Standard Charge Terms D.F. No.

(b)  Express Charge Terms Annexed as Part 2

A selection of (a) includes any additional or modified terms referred to in Item 7 or in a schedule annexed to this instrument.

5. TRANSFEROR(S):

Use Schedule

**THE MARINE WAVE RESIDENCES INC. (INC. NO. BC1086880)**

6. TRANSFEREE(S): (including postal address(es) and postal code(s))

Use Schedule

**DISTRICT OF UCLUELET**

BOX 999, 200 MAIN STREET

UCLUELET

BRITISH COLUMBIA

V0R 3A0

CANADA

Joint Tenants?

7. ADDITIONAL OR MODIFIED TERMS:

Use Schedule

8. EXECUTION(S): This instrument creates, assigns, modifies, enlarges, discharges or governs the priority of the interest(s) described in Item 3 and the Transferor(s) and every other signatory agree to be bound by this instrument, and acknowledge(s) receipt of a true copy of the filed standard charge terms, if any.

Officer Signature(s)

Execution Date

Transferor(s) Signature(s)

Rajiv K. Gandhi

Barrister & Solicitor

Third Floor, Burnes House

26 Bastion Square

Victoria, BC V8W 1H9

| Y  | M  | D  |
|----|----|----|
| 18 | 10 | 04 |

THE MARINE WAVE RESIDENCES  
INC. by its authorized signatory:

Christopher E. LeFevre

OFFICER CERTIFICATION:

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.

Adoption of Zoning Amendment Bylaw No. 1225, 2018, and Approval of DVP18...

More Signatures

**TERMS OF INSTRUMENT – PART 2**  
COVENANT (Section 219 *Land Title Act*)

**THIS COVENANT** dated for reference the \_\_\_\_\_ 4<sup>th</sup> day of October 2018,

**BETWEEN:**

**THE MARINE WAVE RESIDENCES INC.**

530 Herald Street, Victoria, British Columbia V8W 1S6

(the “Grantor”)

**AND:**

**DISTRICT OF UCLUELET**

Box 999, 200 Main Street, Ucluelet, British Columbia V0R 3A0

(the “District”)

**WHEREAS:**

- A. The Grantor is the registered owner of land located on Marine Drive, in Ucluelet, British Columbia and more particularly described as Parcel Identifier 026-908-719, Lot B, District Lot 281, Clayoquot District, Plan VIP82211 (the “Land”);
- B. Section 219 of the *Land Title Act* permits the registration of a covenant of a negative or positive nature in favour of the District, in respect of the use of land or buildings, or the building on land;
- C. The Grantor has applied to the District for a rezoning of the Land to permit development on the Land of seven town homes, stratified according to the *Strata Property Act*, and in connection with the Grantor’s application to rezone the Land for the development of a mixed commercial / multi-family building, according to Zoning Amendment Bylaw No. 1225, 2018 (the “Rezoning Bylaw”), the Grantor has offered grant this Covenant to the District;
- D. The Grantor wishes to grant this Covenant to the District to confirm it will not develop the Land except in accordance with the development plan prepared in conjunction with the Grantor’s rezoning application and presented to the District Council and the public in connection with the application.

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

**Restriction on Development of the Land**

1. The Grantor will not alter the Land, or construct or place any building or structure on the Land, nor apply for any building permit from the District in relation to the Land, except to the extent that the alteration, construction or placement is in accordance with, or is to facilitate the implementation of, the Plans for the development of the Land attached to this Covenant as Schedule A (the “Development Plans”).

**Amendments to Development Plans**

2. The Grantor may request, and the District's Manager of Planning may, in his or her sole discretion approve, minor deviations from the Development Plans, provided that any such requests or approvals must be made in writing.

**Discharge**

3. (a) The District agrees that if the Grantor:
  - (i) completes the development of the Land in accordance with the Development Plans; and,
  - (ii) delivers to the District a registrable discharge of this Covenant from the title to the Land,the District will execute and return the discharge to the Grantor, and the Grantor may apply to register it in the Land Title Office.
- (b) If the Rezoning Bylaw is not adopted by the District before 31 December 2018, this Covenant will be discharged from the Lands and, for that purpose, the Grantor will deliver to the District and the District will execute and return to the Grantor, a discharge of this Covenant registrable in the Land Title Office.

**Subject to Bylaws**

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

**Inspections**

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

**Amendment**

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

**No Public Law Duty**

7. Whenever in this Covenant the District is required or entitled to exercise any discretion in the granting of consent or approval, or is entitled to make any determination, take any action or exercise any contractual right or remedy, the District may do so in accordance with the contractual provisions of this Covenant only and will not be bound by any public law duty, whether arising from the principles of procedural fairness or the rules of natural justice or otherwise.

**No Obligations on District**

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

**No Effect on Laws or Powers**

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

**District's Right to Equitable Relief**

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

**Covenant Runs with the Land**

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

**Registration**

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

**Waiver**

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

**Notice**

14. (a) Any notice to be given pursuant to this Covenant must be in writing and must be delivered personally or sent by prepaid mail. The addresses of the parties for the purpose of notice are the addresses on the first page of this Covenant and in the case of any subsequent owner, the address will be the address shown on the title to the Land in the Land Title Office.
- (b) If notice is delivered personally, it may be left at the relevant address in the same manner as ordinary mail is left by Canada Post and is to be deemed given when delivered. If notice is sent by mail, it is to be deemed given 3 days after mailing by deposit at a Canada Post mailing point or office. In the case of any strike or other event causing disruption of ordinary Canada Post operations, a party giving notice for the purposes of this Covenant must do so by delivery as provided in this section.
- (c) Either party may at any time give notice in writing to the other of any change of address and from and after the receipt of notice the new address is deemed to be the address of such party for giving notice.

**Enurement**

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

**Joint and Several**

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

**Further Acts**

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

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

**SCHEDULE - A**







**DISTRICT OF UCLUELET****Bylaw No. 1225, 2018**

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

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**WHEREAS** the Owner of PID: 026-908-719 Lot B, District Lot 281, Clayoquot District, Plan VIP82211 (the “**Lands**”), generally shown highlighted in black on Schedule ‘A’ attached to and forming part of this bylaw, has applied to amend the District of Ucluelet Zoning Bylaw No. 1160, 2013 (the “**Zoning Bylaw**”) in order to increase the dwelling unit density from 3 units to 7 units and to allow for the multi-family residential use to occur on the ground floor.

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

1. The Zoning Bylaw is amended by deleting the entire CD-3B Subzone and replacing it, such that this subsection reads as follows:

**CD-3B SubZone – DISTRICT LOT 281 (REMAINDER)**

**CD-3B.1 Permitted Uses:**

CD-3B.1.1 The following uses are permitted in the area of the CD-3 Zone Plan labeled “Commercial/ Residential CD-3B.1.1”, but *secondary permitted uses* are only permitted in conjunction with a *principal permitted use*:

- (1) Principal:
  - (a) *Multiple Family Residential*
  - (b) *Restaurant*
  - (c) *Bistro/Cafe*
  - (d) *Office*
  - (e) *Personal Services*
  - (f) *Daycare Centre*
- (2) Secondary:
  - (a) *Home Occupation*

**CD-3B.2 Lot Regulations**

CD-3B.2.1 Minimum Lot Size: 1,725 m<sup>2</sup> (18,550 ft<sup>2</sup>)

**CD-3B.3 Density:**

CD-3B.3.1 Maximum Density:

- (1) *7 Multiple Family Residential* units per lot.

- (2) 140 m<sup>2</sup> (1,500 ft<sup>2</sup>) of Commercial uses per lot that are otherwise permitted within the zone.

CD-3B.3.2 Maximum Floor Area Ratio: 0.50

CD-3B.3.3 Maximum Lot Coverage: 30%

**CD-3B.4 Maximum Size (Gross Floor Area):**

CD-3B.4.1 Accessory Buildings: 9 m<sup>2</sup> (97 ft<sup>2</sup>)

**CD-3B.5 Maximum Height:**

CD-3B.5.1 Principal Buildings & Structures: 9 m (30 ft)

CD-3B.5.2 Accessory Buildings & Structures: 5.5 m (18 ft)

**CD-3B.6 Minimum Setbacks:**

CD-3B.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)          | 7.5 m (25 ft)         | 7.5 m (25 ft)                    | 7.5 m (25 ft)                    |
| (2) Accessory | 8 m (26 ft)            | 5 m (16.5 ft)         | 7.5 m (25 ft)                    | 7.5 m (25 ft)                    |

2. This bylaw may be cited as "Zoning Amendment Bylaw No. 1225, 2018".

**READ A FIRST TIME** this **23rd** day of **January**, 2018.

**READ A SECOND TIME** this **23rd** day of **January**, 2018.

**PUBLIC HEARING** held this **27<sup>th</sup>** day of **February**, 2018.

**READ A THIRD TIME** this **27<sup>th</sup>** day of **February**, 2018.

**ADOPTED** this        day of        , 2018.

**CERTIFIED A TRUE AND CORRECT COPY** of “District of Ucluelet Zoning Amendment Bylaw No. 1225, 2018.”

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Mayor  
Dianne St. Jacques

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CAO  
Mark Boysen

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

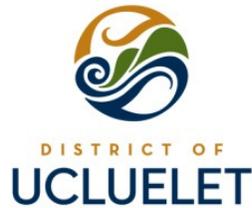
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CAO  
Mark Boysen

# SCHEDULE "A"

## Bylaw 1225, 2018





## STAFF REPORT TO COUNCIL

Council Meeting: November 27, 2018  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** MARK BOYSEN, CHIEF ADMINISTRATIVE OFFICER

**FILE NO:** 1855-03 CWWF

**SUBJECT:** KENNEDY LAKE WATER SUPPLY LOAN AUTHORIZATION

**REPORT NO:** 18-121

**ATTACHMENT(S):** Kennedy Lake Water Supply Loan Authorization Bylaw No. 1240, 2018.

### **RECOMMENDATION:**

1. **THAT** the Council give first, second, and third readings to Kennedy Lake Water Supply Loan Authorization Bylaw No. 1240, 2018.

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

The purpose of this report is to introduce a loan authorization bylaw for Council's consideration to support a new water supply system at Kennedy Lake. The Province is seeking a commitment from the District of Ucluelet for the municipal portion of the project costs to complete the funding application package.

### **BACKGROUND:**

On August 21<sup>st</sup>, 2018, Council directed staff to submit a grant application under the Clean Water and Waste Fund (Green infrastructure Environmental Quality Program). The preliminary estimated cost of the project (Class D) is \$55,050,000. If the 73.33% grant funding (\$40,368,165) is approved, the District will be responsible for an estimated cost of \$14,681,835.

The Province is requesting that Council provide three readings of a loan authorization bylaw that supports the District's borrowing to meet the full requirements of the funding application. The loan authorization would require a public referendum in the Fall of 2019.

### **DISCUSSION:**

At the November 13<sup>th</sup>, 2018 regular meeting of Council, staff were directed to provide a report to Council to introduce a loan authorization bylaw for Council's consideration to support a new water supply system at Kennedy Lake. The bylaw must include the purpose of the borrowing, the maximum amount to be borrowed, and the maximum duration of the borrowing.

Staff recommends to Council that the final adoption (4<sup>th</sup> Reading) of the loan authorization not be approved until the following is completed:

- Grant approval has been provided by the Province.
- Class B cost estimates for the project are developed.
- Ucluelet residents have been provided the opportunity to comment on the project.

- A public referendum in support of the project has been passed.
- Commitments to the project have been secured by neighbouring communities.

Should Council give three readings to the loan authorization bylaw, the bylaw will be certified by the Corporate Officer and submitted to the Province. This bylaw can be amended should be required funds be more or less than the \$14,681,835.

Should Council decline to give three readings of the bylaw, the grant application will not be considered by the Province.

**FINANCIAL IMPACTS:**

The proposed loan of \$14,681,835 would be financed through a loan from the Municipal Finance Authority (MFA) and would be paid over a 30-year period through a combination of community partner contributions, development cost charges (DCC's), water fees, and taxation increases. The estimated annual loan repayment amount over 30 years at the current 3.31% rate is \$794,570. The portion that each of these funding sources will contribute for loan repayment and operational costs of the new system will be determined in 2019. Pending Provincial funding approval and a supportive loan referendum result, these costs will be included in the 2020-2024 Financial Plan.

**OPTIONS REVIEW:**

1. **THAT** the Council give first, second, and third readings to Kennedy Lake Water Supply Loan Authorization Bylaw No. 1240, 2018. **(Recommended)**

**Respectfully submitted:**

Mark Boysen, Chief Administrative Officer

Donna Monteith, Chief Financial Officer

Warren Cannon, Superintendent of Public Works

**DISTRICT OF UCLUELET****Kennedy Lake Water Supply Loan Authorization Bylaw No. 1240, 2018**

A bylaw to authorize the borrowing of the estimated cost of constructing the Water Supply and Treatment Plant

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**WHEREAS** it is deemed desirable to construct a water supply and treatment plant system and service;

**AS WHEREAS** the estimated costs of constructing this system including expenses incidental thereto is the sum of \$50,050,000 for which the sum of \$14,681,835 is the amount of debt intended to be borrowed by this bylaw;

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

1. The Council is hereby empowered and authorized to undertake and carry out or cause to be carried out the construction of a new Kennedy Lake Water Supply and Treatment Plant system in accordance with general plans on file in the municipal office and to do all things necessary in connection therewith and without limiting the generality of the foregoing:
  - a. To borrow upon the credit of the Municipality a sum not exceeding \$14,681,835.
  - b. To acquire all such real property, easements, rights-of-way, licenses, rights or authorities as may be requisite or desirable for or in connection with the construction of said water supply system.
2. The maximum term for which debentures may be issued to secure the debt created by this bylaw is 30 years.
3. This bylaw may be cited for all purposes as the Kennedy Lake Water Supply Loan Authorization Bylaw No. 1240, 2018.

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

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

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

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

**ADOPTED** this    day of    , 2018.

**CERTIFIED A TRUE AND CORRECT COPY** of “[Title] Bylaw No. 1240, 2018.”

---

Mayco Noël

Mayor

---

Mark Boysen

Corporate Officer

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

---

Mark Boysen

Corporate Officer