



REGULAR MEETING OF COUNCIL
Tuesday, July 9, 2024 @ 4:00 PM
Electronically (Via Zoom) and in the George Fraser Community Room in the
Ucluelet Community Centre, 500 Matterson Drive, Ucluelet

AGENDA

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

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

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

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Deputy Mayor, April 1 - June 30, 2024

- 12.2 Councillor Jennifer Hoar
Deputy Mayor, January 1 - March 31, 2024
- 12.3 Councillor Ian Kennington
Deputy Mayor, July 1 - September 30, 2024
- 12.4 Councillor Mark Maftai
Deputy Mayor, October 1 - December 31, 2024
- 12.5 Mayor Marilyn McEwen

13. QUESTION PERIOD

14. CLOSED SESSION

14.1 Procedural Motion to Move In-Camera

15. ADJOURNMENT

DISTRICT OF UCLUELET
MINUTES OF THE COMMITTEE OF THE WHOLE MEETING
HELD ELECTRONICALLY AND IN THE GEORGE FRASER COMMUNITY ROOM
IN THE UCLUELET COMMUNITY CENTRE, 500 MATTERSON DRIVE
Tuesday, May 7, 2024 at 4:00 PM

Present: **Chair:** Mayor McEwen
 Council: Councillors Anderson, Hoar, Kennington, and Maftei (via Zoom)
 Staff: Duane Lawrence, Chief Administrative Officer
 Abby Fortune, Director of Community Services
 Nancy Owen, Executive Assistant

Regrets:

1. CALL TO ORDER

The Committee of the Whole meeting was called to order at 4:00 PM.

1.1 ACKNOWLEDGEMENT OF THE YUULU?IŁ?ATH

Council acknowledged the Yuulu?ił?ath, on whose traditional territories the District of Ucluelet operates.

1.2 NOTICE OF VIDEO RECORDING

Audience members and delegates were advised that this proceeding was being video recorded and broadcast on YouTube and Zoom, which may store data on foreign servers.

2. LATE ITEMS

There were no late items.

2.1 Procedural Motion

2024.2027.COW *IT WAS MOVED AND SECONDED:*

***THAT** Council suspend section 18.3 of the Council Procedure Bylaw for the duration of this meeting to allow 10 delegations.*

CARRIED.

3. APPROVAL OF THE AGENDA

3.1 May 7, 2024 Committee of the Whole Agenda

2024.2028.COW *IT WAS MOVED AND SECONDED:*

***THAT** the May 7, 2024 Committee of the Whole Agenda be approved as presented.*

CARRIED.

4. PUBLIC INPUT & DELEGATIONS

4.1. Delegations

4.1.1. Clayoquot Biosphere Trust/West Coast NEST ***Nicole Gerbrandt, Director of Education***

The Delegate provided updates on grant applications received, their second regional forum, an upcoming milestone celebration for the Biosphere Center design completion, an upcoming board of governance workshop hosted by West Coast NEST, and West Coast NEST's receipt of a 3 year Natural Sciences and Engineering Research Council of Canada's PromoScience Grant for science based learning opportunities for youth.

4.1.2. Pacific Rim Arts Society ***Kelly Deakin, Executive Director***

The Delegate thanked the District for funding received for the Cultural Heritage Festival. Ms. Deakin proceeded with recent event updates including Missoula Children's Theatre, Battle of the Bands, the Yuquot Pinhole Camera Project, ArtSpash! 2024, the Red Carpet Gala Fundraiser, Ocean Day collaborative salvage art project, Pacific Rim Summer Festival and various other art related initiatives, shows and workshops.

4.1.3. Pacific Rim Rotary Club ***Jeff Anderson, Club Representative***

The Delegate presented an overview of the Rotary Club and provided an update on the Pumpkins in the Mist event, the soft opening of the disc golf course, the Dustin Riley Soapbox Derby, the Chowder Chow Down and the Christmas Helpers event. Mr. Anderson also noted that new members are welcome to join the club.

4.1.4. Ucluelet & Area Childcare Society ***Natasha Barnard, Daycare Director***

Delegate Mary Ruff, thanked the District for the funding received and noted that May 10th is childcare provider appreciation day. Ms. Ruff further noted the mix of funding sources the society receives from the Province of B.C. and discussed the operation of the childcare facilities including the new opening of Little Beans Youth and Toddler Daycare Facility.

4.1.5. Ucluelet Aquarium Society ***Laura Griffith-Cochrane, Curator***

The Delegate shared that they received over 40,000 visitors last year. Ms. Griffith-Cochrane also discussed the community space

updates, their library program 'Story Time', a collaboration with Wild Safe BC, the Harbour Health study program, and some funding challenges.

4.1.6. Food Bank on the Edge Society
Cris Martin, President

The Delegate discussed the new building and infrastructure being developed, and the fundraising initiative at the Ucluelet Co-op.

4.1.7. Sea View Seniors Housing Society
Barb Gudbranson

Pat Sieber presented the mission of the organization and provided updates on the Seniors Luncheons, discussed the importance of shared services and expressed a need for improved communication means for seniors.

4.1.8. Ucluelet & Area Historical Society
Barb Gudbranson

Claudia Cole discussed various upcoming presentations in collaboration with other societies, expansions to exhibits and tours, their query answer service, artifact donations received and fundraising initiatives.

4.1.9. Wild Pacific Trail Society
Barbara Schramm, President

The Delegate discussed improvements to the trail system and amenities, expansions to educational programming and interpretive events, various collaborative initiatives and grants, and expressed their excitement for the opening and use of the Amphitrite House.

4.1.10. West Coast Multiplex Society
Carrie Ho

The Delegate showcased the new design features and amenities, discussed current and future fundraising efforts, and shared funds raised to date.

4.1.11. Call for other Representatives from local community groups

Diane McCreary from the Ucluelet Chamber of Commerce presented an update on the upcoming newly designed website, the newly formed Economic Development Committee, networking mixers and the Edge to Edge Marathon registration. Ms. McCreary also commented on the opening of Little Beans

daycare which moved into the old Chamber of Commerce space.

5. NOTICE OF MOTION

There were no notices of motion.

6. QUESTION PERIOD

6.1 There were no questions.

7. ADJOURNMENT

7.1 Procedural Motion to Adjourn

2024.2029.COW *IT WAS MOVED AND SECONDED:*

THAT the May 7, 2024 Committee of the Whole Meeting be adjourned.

CARRIED.

The meeting was adjourned at 5:36 PM.

CERTIFIED CORRECT:

Duane Lawrence, Corporate Officer

Marilyn McEwen, Mayor

DISTRICT OF UCLUELET
MINUTES OF THE SPECIAL COMMITTEE OF THE WHOLE MEETING
HELD IN ACTIVITY ROOM ONE IN THE UCLUELET COMMUNITY CENTRE
500 MATTERSON DRIVE
Monday, May 13, 2024 at 4:00 PM

Present: **Chair:** Mayor McEwen
 Council: Councillors Anderson, Hoar, Kennington, and Maffei
 Staff: Duane Lawrence, Chief Administrative Officer
 Bruce Greig, Director of Community Planning
 James MacIntosh, Director of Engineering Services
 Nancy Owen, Executive Assistant

Regrets:

1. CALL TO ORDER

The meeting was called to order at 4:00 PM.

1.1 ACKNOWLEDGEMENT OF THE YUULU?IL?ATH

Council acknowledged the Yuulu?il?ath, on whose traditional territories the District of Ucluelet operates.

2. LATE ITEMS

There were no late items.

3. APPROVAL OF THE AGENDA

3.1 May 13, 2024 Special Committee of the Whole Agenda

2024.2030.COW *IT WAS MOVED AND SECONDED:*

***THAT** the May 13, 2024 Special Committee of the Whole Agenda be approved as presented.*

CARRIED.

4. REPORTS

4.1 Housing Workshop (Verbal Report)

Bruce Greig, Director of Community Planning

Mr. Greig provided an overview of the local housing environment.

The Committee discussed future growth projections/objectives and alignment with the Official Community Plan, infrastructure capacity challenges, community housing needs, and tools for the regulation of vacant lots, short-term rentals, and long-term rentals. The Committee also explored opportunities for expanding the range of housing types

permitted in Ucluelet's zoning bylaw.

In general terms:

- The Committee's view on community growth scenarios (low-medium-high) was varied. They agreed that growth should focus on diversified housing developments.
- The Committee was generally in support of a new residential zoning model.
- The Committee was also in support of using flexible zoning to focus on a variety of housing unit types.
- The Committee's view was varied on maintaining existing zoning for Short-Term Rental (STR) properties and varied on limiting STRs on undeveloped lots.

2024.2031.COW *IT WAS MOVED AND SECOND:
THAT the Special Committee of the Whole continue past three and a half hours.*

CARRIED.

This resolution was adopted at 7:28 PM.

5. CLOSED SESSION

There was no closed session.

6. ADJOURNMENT

6.1 Procedural Motion to Adjourn

2024.2032.COW *IT WAS MOVED AND SECONDED:
THAT the May 13, 2024 Special Committee of the Whole Meeting be adjourned.*

CARRIED.

The meeting was adjourned at 8:53 PM.

CERTIFIED CORRECT:

Duane Lawrence, Corporate Officer

Marilyn McEwen, Mayor

DISTRICT OF UCLUELET
MINUTES OF THE REGULAR COUNCIL MEETING
HELD ELECTRONICALLY AND IN THE GEORGE FRASER COMMUNITY ROOM
IN THE UCLUELET COMMUNITY CENTRE, 500 MATTERSON DRIVE
Tuesday, May 14, 2024 at 4:00 PM

Present: **Chair:** Mayor McEwen
 Council: Councillors Anderson, Hoar, Kennington, and Maffei
 Staff: Duane Lawrence, Chief Administrative Officer
 Bruce Greig, Director of Community Planning
 Abby Fortune, Director of Community Services
 Jeffrey Cadman, Director of Finance
 Joseph Rotenberg, Manager of Corporate Services
 John Towgood, Municipal Planner
 Nancy Owen, Executive Assistant

Regrets:

1. CALL TO ORDER

The May 14, 2024, Regular Council Meeting was called to order at 4:00 PM.

1.1 ACKNOWLEDGEMENT OF THE YUULU?IŁ?ATH

Council acknowledged the Yuulu?ił?ath, on whose traditional territories the District of Ucluelet operates.

1.2 NOTICE OF VIDEO RECORDING

Audience members and delegates were advised that the proceeding was being video recorded and broadcast on YouTube and Zoom, which may store data on foreign servers.

2. LATE ITEMS

2.1 Correspondence Related to Bylaws - Item 6.4 Zoning Amendments - B&B Regulation and new R1-H Zone

2.2 Revised Appendix A to Item 6.3 - Zoning Amendments - Small-Scale Multi-unit Housing

2024.2141.REGULAR *IT WAS MOVED AND SECONDED:*

THAT the agenda be amended by:

- *adding the first late item, “Correspondence Related to Bylaws - Item 6.4 Zoning Amendments - B&B Regulation and new R1-H Zone” under Item 6.4; and*
- *replacing Appendix A to Item 6.3 with the second late item, “Revised Appendix A to Item 6.3 - Zoning Amendments - Small-Scale Multi-unit*

Housing” which is a revised version of Draft Bylaw No. 1346.

CARRIED.

3. APPROVAL OF THE AGENDA

3.1 May 14, 2024 Regular Council Meeting Agenda

2024.2142.REGULAR *IT WAS MOVED AND SECONDED:*

THAT the May 14, 2024, Regular Meeting Agenda be adopted as amended.

CARRIED.

4. ADOPTION OF MINUTES

4.1 March 26, 2024, Regular Council Meeting Minutes

2024.2143.REGULAR *IT WAS MOVED AND SECONDED:*

THAT the March 26, 2024, Regular Council Meeting Minutes be adopted as presented.

CARRIED.

4.2 April 16, 2024, Regular Council Meeting Minutes

2024.2144.REGULAR *IT WAS MOVED AND SECONDED:*

THAT the April 16, 2024, Regular Council Meeting Minutes be adopted as presented.

CARRIED.

5. UNFINISHED BUSINESS

There was no unfinished business.

6. BYLAWS

6.1 Five-Year Financial Plan and Tax Rate Bylaws - Adoption *Jeffrey Cadman, Director of Finance*

Mr. Cadman presented this report.

2024.2145.REGULAR *IT WAS MOVED AND SECONDED:*

THAT Council adopt District of Ucluelet 2024 – 2028 Financial Plan Bylaw No. 1339, 2024.

CARRIED.

2024.2146.REGULAR *IT WAS MOVED AND SECONDED:*

THAT Council adopt District of Ucluelet Annual Tax Rates Bylaw No. 1340, 2024.

CARRIED.

6.2 Zoning and DP Amendments for Weyerhaeuser OceanWest Phase 5

John Towgood, Municipal Planner

Bruce Greig, Director of Community Planning, presented this report.

The applicant, was provided an opportunity to address Council and declined to present.

2024.2147.REGULAR *IT WAS MOVED AND SECONDED:*
THAT Council authorize the Director of Community Planning to execute and issue the amended Development Permit DP18-07 to allow the updated plans as attached to report number 24-43.

CARRIED.

2024.2148.REGULAR *IT WAS MOVED AND SECONDED:*
THAT Council directs Staff to give notice of first reading of District of Ucluelet Zoning Amendment Bylaw No. 1341, 2024

CARRIED.

6.3 Zoning Amendments - Small-Scale Multi-unit Housing Bruce Greig, Director of Community Planning

Mr. Greig presented this report. He noted the revised version of Draft Zoning Amendment Bylaw, No. 1346 which was added to the agenda as a late item and replaced Appendix A to the report.

Council discussed increasing Floor Area Ratios to allow secondary suites and Accessory Dwelling Units on smaller single family residential lots.

2024.2149.REGULAR *IT WAS MOVED AND SECONDED:*
THAT Council directs Staff to give notice of first reading of Ucluelet Zoning Amendment Bylaw No. 1346, 2024.

CARRIED.

2024.2150.REGULAR *IT WAS MOVED AND SECONDED:*
THAT Staff prepare a report on amending the floor area ratio for multiple housing units on a single family lot.

CARRIED.

6.4 Zoning Amendments - B&B Regulation and new R1-H Zone Bruce Greig, Director of Community Planning

Mr. Greig presented this report.

2024.2151.REGULAR *IT WAS MOVED AND SECONDED:*

1. ***THAT*** Council give first reading to District of Ucluelet Zoning Amendment Bylaw No. 1344, 2024;
2. ***THAT*** Council give second reading to District of Ucluelet Zoning Amendment Bylaw No. 1344, 2024; and
3. ***THAT*** Council refer District of Ucluelet Zoning Amendment Bylaw No.

1344, 2024, to a public hearing.

CARRIED.

2024.2152.REGULAR *IT WAS MOVED AND SECONDED:
THAT Council directs Staff to give notice of first reading of Ucluelet Zoning
Amendment Bylaw No. 1345, 2024.*

CARRIED.

7. REPORTS

7.1 Mobile Vending Application - Sub49 Food Truck & Catering *Madeline Haynes, Planning Assistant*

This report was presented by Bruce Greig, Director of Community Planning.

The applicant was given an opportunity to address Council. The applicant provided details about Sub49's proposed operation.

2024.2153.REGULAR *IT WAS MOVED AND SECONDED:
THAT Council approve the issuance of a mobile vending business license for
the "Sub49 Food Truck & Catering" food truck located at 1708 Peninsula
Road, Lot 1, Plan VIP5190, Clayoquot District.*

CARRIED.

7.2 Notice of Land Disposition Lease Agreement - Cedar & Salt *Abby Fortune, Director of Community Services*

Ms. Fortune presented this report.

Council discussed the proposed seating arrangement in the Amphitrite House and potential conflict between the café use and community uses such as educational programming. Council also discussed the proposed option to renew the lease and Staff noted that any such option would be a mutual option.

2024.2154.REGULAR *IT WAS MOVED AND SECONDED:
THAT Council authorize staff to issue a public Notice of Property Disposition
for a portion of the lands having thePID 030104009 and legal description
Block B, District Lot 1517, Clayoquot Land District, & DL 1507 and more
commonly referred to as Amphitrite House, café section, by way of lease to
Cedar & Salt, for an initial term of 2 years with an annual fee of \$24,000 plus
\$1,200 gst for a total of \$25,200, with an option to renew annually for an
additional three years.*

CARRIED.

2024.2155.REGULAR *IT WAS MOVED AND SECONDED:
THAT, upon completion of the notice of disposition process, Council authorize*

the Director of Community Services to execute a two-year lease with option to renew annually for an additional three years, with Cedar & Salt, for the purpose of providing café services and oversight of the Amphitrite House building during regular business hours.

CARRIED.

7.3 Ucluelet Economic Development Corporation Joseph Rotenberg, Manager of Corporate Services

Mr. Rotenberg presented this report.

2024.2156.REGULAR *IT WAS MOVED AND SECONDED:
THAT Council approve, and authorize the Mayor and Corporate Officer to execute, the following resolutions:*

1. *“Shareholder’s Resolution of Ucluelet Economic Development Corporation”, attached as Appendix A to Report No. 24-42; and*
2. *“Joint Resolutions of all of the Directors and all of the Voting and Non-Voting Shareholders of Ucluelet Economic Development Corporation”, attached as Appendix B to Report No. 24-42.*

CARRIED.

2024.2157.REGULAR *IT WAS MOVED AND SECONDED:
THAT the Directors of the Ucluelet Economic Development Corporation approve “Joint Resolutions of all of the Directors and all of the Voting and Non-Voting Shareholders of Ucluelet Economic Development Corporation”, attached as Appendix B to Report No. 24-42.*

CARRIED.

2024.2158.REGULAR *IT WAS MOVED AND SECONDED:
THAT the Directors of the Ucluelet Economic Development Corporation authorize Staff to update and file the following forms:*

1. *“2023 Annual Report”, attached to Report No. 24-42 as Appendix C; and*
2. *“Director Change” form, attached to Report No. 24-42 as Appendix D.*

CARRIED.

2024.2159.REGULAR *IT WAS MOVED AND SECONDED:
THAT Council direct Staff to present the documents required to dissolve the Ucluelet Economic Development Corporation for Council consideration at a future meeting.*

CARRIED.

8. NOTICE OF MOTION

There were no notices of motion.

9. CORRESPONDENCE

9.1 Tennis Courts

Paula Mason, Manager of Corporate Services, School District 70 Pacific Rim

In response to Council questions, Staff noted redevelopment of the tennis courts is anticipated to be costly and a partnership with School District 70 (SD 70) would include applying for grant funding to construct the courts on SD 70 property.

2024.2160.REGULAR *IT WAS MOVED AND SECONDED:*

THAT Staff continue conversations with SD 70 regarding pursuing a partnership regarding the use of SD 70 land for a tennis court.

CARRIED.

9.2 District of Tofino and District of Ucluelet Litter Bylaw Letter

Robin Jackson, Co-Chair, Surfriider Foundation Canada Pacific Rim Executive Committee

Council noted enforcement challenges and discussed options for holding businesses accountable for the waste they create.

2024.2161.REGULAR *IT WAS MOVED AND SECONDED:*

THAT Staff prepare a report to review existing fines for littering and establish a new number which reflects the importance of the issue.

DEFEATED.

10. INFORMATION ITEMS**10.1 RCMP Monthly Policing Report - April 2024**

Marc Jones, Sergeant, Ucluelet RCMP Detachment

10.2 Save the Date: 2024 Community Safety and Wellbeing Conference

Marianne Alto, Mayor, City of Victoria, Ləkʷəŋən Territories

11. MAYOR'S ANNOUNCEMENTS AND COUNCIL COMMITTEE REPORTS**11.1 Councillor Shawn Anderson**

Deputy Mayor, April 1 - June 30, 2024

Councillor Anderson attended the Chamber of Commerce Economic Development Committee Meeting, where potential initiatives and development projects were discussed.

11.2 Councillor Jennifer Hoar

Deputy Mayor, January 1 - March 31, 2024

On May 7th Councillor Hoar attended the Societies Committee of the Whole meeting. She noted that May is Childcare month in BC.

On May 11th Councillor Hoar attended the Historical Society's annual Mother's Day Plant Sale, and on May 13th she attended the District of Ucluelet's Special Committee of the Whole Housing Workshop.

11.3 Councillor Ian Kennington
Deputy Mayor, July 1 - September 30, 2024

Councillor Kennington attended the Chamber of Commerce Economic Development Committee Meeting.

11.4 Councillor Mark Maffei
Deputy Mayor, October 1 - December 31, 2024

On May 7th Councillor Maffei attended the Societies Committee of the Whole meeting, and on May 13th he attended the District of Ucluelet's Special Committee of the Whole Housing Workshop.

Councillor Maffei also attended the Clayoquot Biosphere Trust's Regional Forum and the Alberni-Clayoquot Regional District Alternate Directors Orientation Training Session.

11.5 Mayor Marilyn McEwen

On May 1st Mayor McEwen attended a meeting with Harbour Air, where the District was informed that Harbour Air will not be operating in Ucluelet this summer.

On May 2nd the Mayor was interviewed on Tuff City Radio, and on May 7th she attended the Societies Committee of the Whole meeting, where 10 Societies presented.

On May 8th Mayor McEwen attended an Alberni-Clayoquot Regional District (ACRD) Committee of the Whole meeting where the Parks and Trails signage strategy was presented. Later that day the Mayor attended an ACRD Board meeting and a Chamber of Commerce mixer.

On May 13th the Mayor attended the District of Ucluelet's Special Committee of the Whole Housing Workshop.

The Mayor noted that the next ACRD Board meeting will be held in Ucluelet on May 22nd.

12. QUESTION PERIOD

12.1 Barbara Schramm
President, Wild Pacific Trails Society

Ms. Schramm commented on the Amphitrite House lease and recommended ongoing discussion with the Wild Pacific Trail Society regarding the use of the community space. She further recommended that visual cues be used to delineate the community space from the café space.

13. CLOSED SESSION

There was no closed session.

14. ADJOURNMENT

14.1 Motion to adjourn

2024.2162.REGULAR *IT WAS MOVED AND SECONDED:*

THAT the May 14, 2024, Regular Council Meeting be adjourned at 6:04 PM.

CARRIED.

CERTIFIED CORRECT:

Duane Lawrence, Corporate Officer

Marilyn McEwen, Mayor

DISTRICT OF UCLUELET
MINUTES OF THE REGULAR COUNCIL MEETING
HELD ELECTRONICALLY AND IN THE GEORGE FRASER COMMUNITY ROOM
IN THE UCLUELET COMMUNITY CENTRE, 500 MATTERSON DRIVE
Tuesday, May 28, 2024 at 4:00 PM

Present: **Chair:** Mayor McEwen
 Council: Councillors Anderson, Hoar, Kennington, and Maftei
 Staff: Duane Lawrence, Chief Administrative Officer
 Abby Fortune, Director of Community Services
 James MacIntosh, Director of Engineering Services
 Joseph Rotenberg, Manager of Corporate Services
 Nancy Owen, Executive Assistant

Regrets:

1. CALL TO ORDER

The May 28, 2024, Regular Council Meeting was called to order at 4:00 PM.

1.1 ACKNOWLEDGEMENT OF THE YUULU?IL?ATH

Council acknowledged the Yuulu?il?ath, on whose traditional territories the District of Ucluelet operates.

1.2 NOTICE OF VIDEO RECORDING

Audience members and delegates were advised that the proceeding was being video recorded and broadcast on YouTube and Zoom, which may store data on foreign servers.

2. LATE ITEMS

There were no late items.

3. APPROVAL OF THE AGENDA

3.1 May, 28, 2024, Regular Council Meeting Agenda

2024.2163.REGULAR *IT WAS MOVED AND SECONDED:*

***THAT** the May 28, 2024, Regular Council Meeting Agenda be approved as presented.*

CARRIED.

4. PUBLIC INPUT & DELEGATIONS

4.1 Delegations

Sergeant Marc Jones, Ucluelet RCMP Detachment
Re: Quarterly Policing Report and Policing Priorities

The delegate provided an update on local policing activity and noted higher call volumes than in previous years including increased mental health related calls. The delegate further noted that the Ucluelet detachment has applied for an additional Officer and that speed enforcement in school zones is a priority.

**Dario Phillips & Leon Davies, Ucluelet Skatepark Committee
Re: Ucluelet Skatepark Upgrades**

The delegate noted the value of improving the skatepark, and requested that improvements be funded as soon as possible. He further requested that Resort Municipality Initiative (RMI) funds be dedicated to the skatepark improvements.

In response to Council questions, Staff provided details on RMI eligibility and allocations. Staff also provided details on other potential funding sources for the skatepark improvements.

Council discussed prioritizing improvements to the skatepark and investigating allocating RMI funds to this project.

5. UNFINISHED BUSINESS

There was no unfinished business.

5.1 Procedural Motion to Move into Committee of the Whole

2024.2164.REGULAR *IT WAS MOVED AND SECONDED:*

THAT Council move into Committee of the Whole.

CARRIED.

Council moved into Committee of the Whole at 4:24 PM.

6. COMMITTEE OF THE WHOLE

6.1 Water Sustainability and Conservation

James MacIntosh, Director of Engineering Services

The Committee discussed the questions identified on page five of the report. The Committee noted that an effective information campaign would engage short-term rental providers and residents, and encourage proactive water conservation measures. The Committee also discussed rainwater collection and the importance of water meters.

In response to Committee questions, Staff provided information about the District's water meter program and associated grant funding opportunities.

The Committee discussed different rate structures and reiterated the need for water meters. The Committee also discussed how future growth could affect water supply.

- 2024.2165.REGULAR *IT WAS MOVED AND SECONDED:
THAT Committee of the Whole recommend that Council Direct Staff to implement a water awareness and conservation communication campaign now.*
CARRIED.
- 2024.2166.REGULAR *IT WAS MOVED AND SECONDED:
THAT Committee of the Whole recommend that Council implement water restrictions based on the proposed reservoir levels outlined in Report No. 24-47 including the increased levels and restriction stages.*
CARRIED.
- 2024.2167.REGULAR *IT WAS MOVED AND SECONDED:
THAT Committee of the Whole recommend that Council Direct Staff to present options for using water utility rates to encourage water conservation.*
CARRIED.
- 2024.2168.REGULAR *IT WAS MOVED AND SECONDED:
THAT Committee of the Whole recommend that Council Direct Staff to investigate engaging a firm to complete a formal water conservation plan.*
CARRIED.
- 2024.2169.REGULAR *IT WAS MOVED AND SECONDED:
THAT the Committee of the Whole rise and report.*
CARRIED.

The Committee of the Whole rose at 5:04 PM.

6.2 Council's Consideration of the Committee of the Whole's Recommendations Regarding Water Sustainability and Conservation

- 2024.2170.REGULAR *IT WAS MOVED AND SECONDED:
THAT Staff implement a water awareness and conservation communication campaign now.*
CARRIED.
- 2024.2171.REGULAR *IT WAS MOVED AND SECONDED:
THAT Staff present regulatory tools that implement water restrictions based on the proposed reservoir levels outlined in Report No. 24-47 including increasing the levels.*
CARRIED.
- 2024.2172.REGULAR *IT WAS MOVED AND SECONDED:
THAT Staff present options for using water utility rates to encourage water conservation.*

CARRIED.

2024.2173.REGULAR *IT WAS MOVED AND SECONDED:
THAT Staff to investigate engaging a firm to complete a formal water conservation plan.*

CARRIED.

7. REPORTS

7.1 Engineering Contract Authorization - Lost Shoe Creek Aquifer Filtration Plant **James MacIntosh, Director of Engineering Services**

Mr. MacIntosh presented this report.

Council noted concerns with escalating construction costs. Staff noted that costs are stabilizing and provided information about the Investing in Canada Infrastructure Program.

2024.2174.REGULAR *IT WAS MOVED AND SECONDED:
THAT Council authorize the Corporate Officer and the Mayor to enter into and execute a contract between McElhanney Engineering and the District of Ucluelet for the design of the Lost Shoe Creek Aquifer Filtration Plant for a total cost of \$1,240,000 plus GST.*

CARRIED.

8. NOTICE OF MOTION

There were no notices of motion.

9. CORRESPONDENCE

9.1 Union of BC Municipalities (UBCM) Minister Meetings

Council discussed requesting a meeting with Minister of Energy, Mines and Low Carbon Innovation to discuss establishing a wave energy facility in Ucluelet.

2024.2175.REGULAR *IT WAS MOVED AND SECONDED:
THAT Staff setup a meeting with the Ministry of Energy, Mines and Low Carbon Innovation regarding wave energy implementation or discussions.*

CARRIED.

2024.2176.REGULAR *IT WAS MOVED AND SECONDED:
THAT Staff request a ministerial meeting at the 2024 Union of British Columbia Municipalities conference regarding local infrastructure challenges and future development.*

CARRIED.

9.2 Big Wave Risk Assessment Group to hold Surf Safety Training in

Tofino (District of Ucluelet)
Zach Dilonno, Managing Director, Big Wave Risk Assessment Group

Councillor Anderson will engage with the Big Wave Assessment Group to discuss local challenges and resources.

10. MAYOR'S ANNOUNCEMENTS AND COUNCIL COMMITTEE REPORTS

10.1 Councillor Shawn Anderson
Deputy Mayor, April 1 - June 30, 2024

Councillor Anderson attended an Alberni Clayoquot Health network meeting where the Ucluelet Medical Centre was discussed. He also attended the Future of Aging Summit.

Councillor Anderson met with some residents to discuss local housing issues. Concerns with the conversion of long-term rental units into short-term rentals were raised. Mr. Anderson engaged the Residential Tenancy Branch to learn more about protections for renters under the Residential Tenancy Act.

Councillor Anderson attended a meeting with MLA Osborne where the District's supportive housing development at 1300 Peninsulas Road was discussed. The same day he attended the grand opening of Little Beans. Councillor Anderson also met with BC Housing to learn more about why the District's supportive housing development at 1300 Peninsula Road was not funded.

10.2 Councillor Jennifer Hoar
Deputy Mayor, January 1 - March 31, 2024

Councillor Hoar met with MLA Osborne and attended the Little Beans grand opening. She also attended the Pacific Rim Art Society Fire Fighter Gala.

Councillor Hoar noted that Rock Around West Coast is scheduled for June 8th and 9th.

10.3 Councillor Ian Kennington
Deputy Mayor, July 1 - September 30, 2024

10.4 Councillor Mark Maffei
Deputy Mayor, October 1 - December 31, 2024

10.5 Mayor Marilyn McEwen

On May 15th Mayor McEwen attended a Barkley Community Forest (BCF) Board meeting. A Community Forest tour is scheduled for Council after BCF's Annual General Meeting on June 28th.

On May 16th the Mayor attended a tour of the Spirit Point Lodge Site located at the Midlands with the Alberni-Clayoquot Regional District (ACRD), and on May 17th she attended a meeting with MLA Osborne and the grand opening of Little Beans.

On May 22nd the Mayor attended an ACRD Board meeting held in Ucluelet where the Longbeach Airport line painting contract was awarded, tipping fees at the Westcoast Dump were increased, and a report on health professional recruitment and retention was received.

On May 24th the Mayor sat in on an the Island Health Quarterly Update.

On May 28th she attended a meeting about West Coast Transit. Ridership has tripled since the program launched but there are ongoing labour issues related to the work schedule, and some users have reported issues with purchasing single fares because an App is required to pay. An express bus between Tofino and Ucluelet was recommended.

11. QUESTION PERIOD

11.1 Dennis Morgan *Owner, Ucluelet Brewing Company*

Mr. Morgan requested information on the proposed zoning amendments related to short-term rentals in residential zones and noted concerns with the lack of staff housing.

Mr. Morgan recommended that Council provide a forum to educate renters about their rights under the Residential Tenancy Act. He further recommended improvements to the District's communications, particularly with regard to District housing initiatives.

12. CLOSED SESSION

There was no closed session.

13. ADJOURNMENT

13.1 Procedural Motion to Adjourn

2024.2177.REGULAR *IT WAS MOVED AND SECONDED:*

THAT the May 28, 2024, Regular Council Meeting be adjourned at 5:57PM.

CARRIED.

CERTIFIED CORRECT:

Duane Lawrence, Corporate Officer

Marilyn McEwen, Mayor

DISTRICT OF UCLUELET
MINUTES OF THE SPECIAL COMMITTEE OF THE WHOLE MEETING
HELD IN ACTIVITY ROOM TWO IN THE UCLUELET COMMUNITY CENTRE
500 MATTERSON DRIVE
Thursday, May 30, 2024 at 4:00 PM

Present: **Chair:** Mayor McEwen
 Council: Councillors Anderson, Hoar, Kennington, and Maffei
 Staff: Duane Lawrence, Chief Administrative Officer
 Nancy Owen, Executive Assistant

Regrets:

1. CALL TO ORDER

- 1.1 ACKNOWLEDGEMENT OF THE YUULU?IL?ATH**
Council acknowledged the Yuulu?il?ath, on whose traditional territories the District of Ucluelet operates.

2. LATE ITEMS

There were no late items.

3. APPROVAL OF THE AGENDA

3.1 May 30, 2024 Special Committee of the Whole Agenda

2024.2033.COW *IT WAS MOVED AND SECONDED:*

THAT the May 30, 2024 Special Committee of the Whole Agenda be approved as presented.

CARRIED.

4. REPORTS

4.1 Strategic Planning (Verbal Report)
Duane Lawrence, Chief Administrative Officer

Mr. Lawrence led a strategic planning workshop.

The Committee identified common priorities and confirmed key areas of concern and interest. Of the 15 strategic topics discussed and reviewed, Council identified the top priorities to be: housing affordability; infrastructure; growth; and streamlining development approval processes. A subsequent meeting will be scheduled where Council will identify the key objectives for each of the priorities established, and the tactical short and midterm steps to achieve the objectives.

5. CLOSED SESSION

There was no closed session.

6. ADJOURNMENT

6.1 Procedural Motion to Adjourn

2024.2034.COW *IT WAS MOVED AND SECONDED:*

THAT the May 30, 2024 Special Committee of the Whole Meeting be adjourned.

CARRIED.

The meeting was adjourned at 7:04 PM.

CERTIFIED CORRECT:

Duane Lawrence, Corporate Officer

Marilyn McEwen, Mayor



July 2, 2024

Re: Clayoquot Biosphere Trust annual update

Dear Mayor and Council,

The Clayoquot Biosphere Trust (CBT) staff and board are excited to share our [2023 Annual Report](#) highlighting our recent programs and grants. We would like to express our gratitude to all the partners with whom we collaborate; as a UNESCO Biosphere and community foundation, none of what we do would be possible without your continued support.

Short on time? Here are a few highlights from 2023:

- \$955,000 granted for a range of research, programs, education awards and events including increased support for stewardship and restoration projects.
- Detailed design of the Biosphere Centre focused on sustainability and inclusivity. Centrally located, the 9,400 square foot facility will bring the region together to advance reconciliation, youth empowerment, climate action, biodiversity conservation and sustainable development.
- 1,000+ people attended the Truth, Honour and the Way Forward exhibit in recognition of the National Day for Truth and Reconciliation, which was hosted in partnership with Ucluelet Secondary School, Tourism Tofino, and the Legacy of Hope Museum.
- 5th Vital Signs report published bringing together data to describe the health of the region with input from an advisory committee to identify areas of importance.

The [CBT Board of Directors](#) welcomes participation from all Nations and communities in the region. I want to especially recognize Sarah Evalina (director) and Toni Buston (alternate director), the District's appointee to the CBT board, for their contributions. Thank you for your continued commitment to and participation in the CBT.

I hope you take the time to read about some of CBT's proud achievements made this past year. Please reach out if you'd like to learn more about any of our work (250.725.2219; rebecca@clayoquotbiosphere.org).

Sincerely,



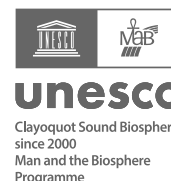
Rebecca Hurwitz
Executive Director

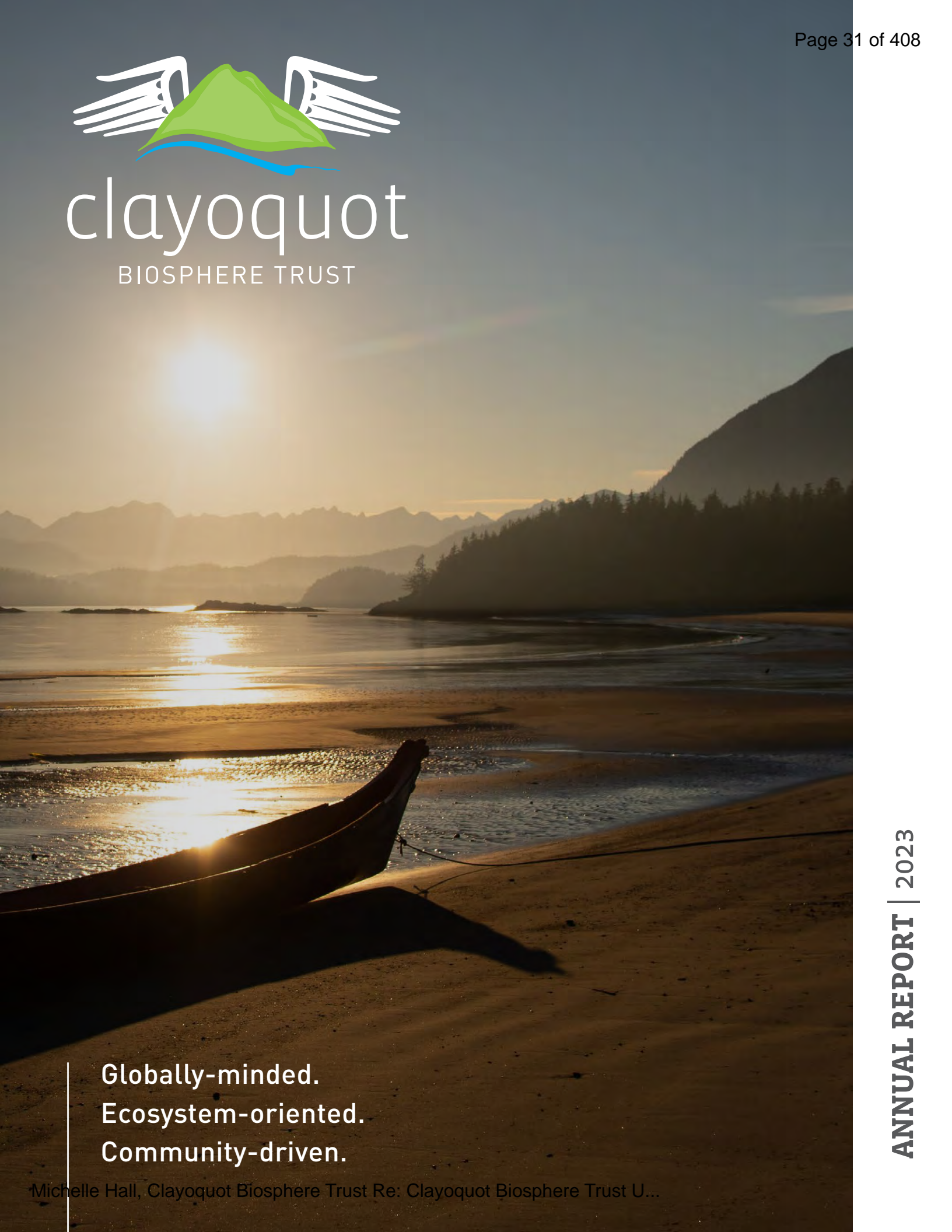
PO Box 67, 316 Main Street, Tofino BC Canada V0R 2Z0

T 250.725.2219

clayoquotbiosphere.org

Michelle Hall, Clayoquot Biosphere Trust Re: Clayoquot Biosphere Trust U...





Globally-minded.
Ecosystem-oriented.
Community-driven.

Michelle Hall, Clayoquot Biosphere Trust Re: Clayoquot Biosphere Trust U...

We acknowledge the territories of hišk^wiiʔath (Hesquiaht First Nation), Saah̄uusʔath (Ahousaht), ʔaʔuuk^wiʔath (Tla-o-qui-aht First Nations), Yuuʔuʔitʔath Government (Ucluelet First Nation), and tuk^waaʔath (Toquaht Nation) in the spirit of truth, healing, and reconciliation.

Creating a better future through biosphere stewardship, philanthropy, and community building.

The Clayoquot Biosphere Trust (CBT) is a registered charity based on the west coast of British Columbia. Established in 2000, the CBT is the only organization in Canada that is both a community foundation and a UNESCO biosphere region. We pair the spirit of community with the power of a global presence to bring more people together for a shared understanding. Our team works to strengthen the development of all citizens, communities, and the ecosystems on which we all depend, for a future we can all be proud of.

From the Co-chairs

For the CBT, 2023 was marked by growth, change, and collaboration. This year, we welcomed many new board members following the departure of longstanding directors. We extend our gratitude to all individuals who generously dedicated their time and efforts to our mission in preceding years, as well as to those who have recently joined us, and committed to advancing our shared vision for a brighter future. As a Board of Directors representing all eight communities within the Clayoquot Sound Biosphere Region, we deeply appreciate the opportunity to maintain a comprehensive regional perspective.

In the fall, we released our fifth Vital Signs report as well as launched our new online Data Hub platform, drawing attention to some of the emerging trends for the region. We also undertook significant changes to our Vital Grants application process, driven by our commitment to reevaluate our granting program through an equity-focused lens. With the expansion of our eligibility criteria and the simplified process aligning with the latest CRA guidelines, we have also witnessed an increase in local organizations accessing funds from the CBT for the first time.

Additional milestones for 2023 included hosting our inaugural Regional Forum, which served as a platform for fostering dialogue and collaborating among diverse organizations engaged in scientific research within the region. Furthermore, we introduced our new Lifelong Learners Award, supporting individuals of all ages in their continuous learning journey.

This annual report offers us an opportunity to share and celebrate our community impact, extending our deepest gratitude to the partners, donors, and community members for their invaluable support in achieving our goals. As we reflect on this past year, we look forward with hope and anticipation as we keep working toward a thriving, sustainable future for generations to come.

Nicky Ling and Naomi Mack

Co-chairs
Board of Directors

Vision

The community of the Clayoquot Sound UNESCO Biosphere Region (CSBR) will live sustainably in a healthy ecosystem, with a diversified economy, and strong, vibrant, and united cultures, while embracing the nuučaanuṭ (Nuu-chah-nulth) First Nations living philosophies of iisaak (living respectfully), qwa' aak qin tiič mis (life in the balance), and hišukniš čawaak (everything is one and interconnected).

Co-leading

Sustainability Knowledge Development & Education



2023 Vital Signs

For the first time since 2018, the CBT published a report that brings together data from a variety of sources to describe the health of the region, and helps us gauge where the region stands in achieving sustainability in all its forms: cultural, social, economic, and environmental. Our 2023 Vital Signs report provided an opportunity to look back over 10 years to see how, or if, metrics have changed.

Vital Signs is a national program led and coordinated by the Community Foundations of Canada that leverages community knowledge to measure the vitality of our communities and ecosystems and supports actions that improve quality of life.



Data Hub

The Clayoquot Sound Biosphere Region's Data Hub centralizes Vital Signs regional indicators and provides users with a dynamic space to explore as well as download data gathered since 2011. It is also a great way to understand trends and patterns relevant to our community's development and resilience.



Scan to visit the Data Hub platform
qrco.de/cbtdatahub



Scan to read the 2023 Vital Signs
qrco.de/vitalsigns



Watch the West Coast NEST's Youth Career Exploration Camps video qrco.de/youthcamps



The West Coast N.E.S.T. (Nature.Education.Sustainability.Transformation.)

CBT's regional education tourism initiative advances education for sustainable development in exciting ways that provide revenue and awareness for local organizations and businesses. The West Coast NEST connects visiting learners with local knowledge holders for place-based learning, while also expanding education and training opportunities for residents.



I definitely felt lucky to have attended the retreat. The venue was beautiful, and I loved the diversity of skills on display.

— Kate, Fibre Art Retreat participant

Key Highlights in 2023

115

People participated in West Coast NEST's educational programs

600

Education programs were promoted on our website at westcoastnest.org throughout the year

35% +

Of the participants of our 6th annual Fibre Art Retreat were returning from previous years

1,300

Jobs were supported either directly or indirectly

\$29k

Provided in financial and logistical support for outdoor education experiences and certifications, impacting over 150 local high school students

Biodiversity

Conservation in the
Biosphere Region



The CBT is currently leading a five-year initiative aimed at enhancing biodiversity conservation efforts in the region. The project seeks to identify areas of importance and provide support for stewardship, restoration, and conservation of these vital zones. Areas being recognized for Canada's conservation targets are expanding beyond traditional parks and protected areas to include Other Effective Conservation Measures (OECMs) and Indigenous Protected and Conserved Areas (IPCAs). These designations are more inclusive of living sustainably with the land while protecting and stewarding its ecological integrity.

In 2023, in partnership with the Sitka Foundation, the CBT provided support for Indigenous-led stewardship and restoration projects including:

- Hesquiaht First Nation - Hesquiaht Harbour Stream Restoration
- Maaqutsiis Hahoulthee Stewardship Society - Atleo River Habitat Restoration & Enhancement
- Tla-o-qui-aht First Nation - Guardian Support for Stewardship & Conservation



BC Biosphere Region Gathering

In early spring, CBT gathered in person with the Mount Arrowsmith and At'ka7sem/Howe Sound Biosphere Regions for the first time to listen, discuss, and build relationships. Hosted at the Naa'waya'sum Gardens, we learned from local knowledge holders about the lands and waters, and the IISAAK OLAM Foundation shared their expertise about building capacity for IPCAs.

Regional Forum

Biodiversity conservation is most effective when we work in partnership towards common goals. In the fall of 2023, the CBT facilitated the first regional forum bringing together over 65 individuals both virtually and in person. This initiative fostered meaningful connections, it was an opportunity for everyone to share insights, and cultivate strong relationships. Participants included representatives from First Nations, local governments, organizations, businesses, and individuals involved in environmental research, stewardship, restoration, and sustainable development.

Networks for Biodiversity

This project is stronger thanks to the collaborative nature of organizations and individuals in the region. The CBT is grateful to support and participate in several collaborative networks including the Lisaak Sin Hay Tiičmis - Regional Wildlife Coexistence Network, the Clayoquot Salmon Roundtable, provide funding for human-wildlife conflict mitigation through the BC Conservation Foundation's WildSafeBC program, and the Indigenous-led Westcoast Stewardship Corridor. We have also been able to support collaborative training ranging from forage fish monitoring to grant writing.



Strengthening

Healthy Communities, Ecosystems,
and Diversifying Economies



Eat West Coast

The CBT's regional food security initiative, Eat West Coast continues to help local communities and organizations develop effective, community-based responses to food-access challenges and increase the understanding of healthy, affordable food choices.



Significant initiatives in 2023 include:

- Co-coordinating the Coastal Agriculture Roundtable with the Alberni-Clayoquot Regional District. The Roundtable is a working group composed of community members, as well as local governments and organizations focused on advancing regional food production.
- Continuing our ongoing food preservation program, offering both knowledge and equipment to the community.
- Expanding the coordination of educational programs on food production and access for future years thanks to a significant increase in long-term annual funding from Island Health in summer 2023.

Neighbourhood Small Grants

Neighbourhood Small Grants (NSG) provide individuals with \$50-500 to support grassroots community-building initiatives. NSG makes empowering, accessible opportunities for residents from all demographics to make their communities more inclusive and vibrant places to live. Our programs awarded 31 grants (\$14,272) over two cycles:



**Neighbourhood
Small Grants**

Spring



\$7,610

Fall



\$6,662

Michelle Hall, Clayoquot Biosphere Trust Re. Clayoquot Biosphere Trust U...

15 culture grants



Project Spotlight: The Hongosdomum Project

For this NSG, Colin Steven of the Hongosdomum Project established 13 new edible gourmet mushroom gardens for local community members. This initiative involved providing laboratory-grown mushroom cultures and installing gardens with comprehensive instructions for new growers. These gardens not only supplied gourmet mushrooms for consumption, but also served to introduce and inspire new mushroom gardeners within the community.



Thank you to the **Westcoast Community Resources Society** for continuing to partner with the CBT in support of this program and to all the funders and project leaders for making 2023 such a successful year for Neighbourhood Small Grants!

It was great to explain and demonstrate the process of adding spawn to substrate, for cultivation. Although this is only one part of the growing cycle, it certainly sparked interest and inspired the gardeners. With such a diverse group, varying in skill set and different placement of the units, a lot of useful data has been gathered to continue improving and customizing the cultivation of gourmet mushrooms, specifically for our unique climate and geography.

– Colin Steven, 2023 NSG project lead

Empowering | Youth

Education Awards

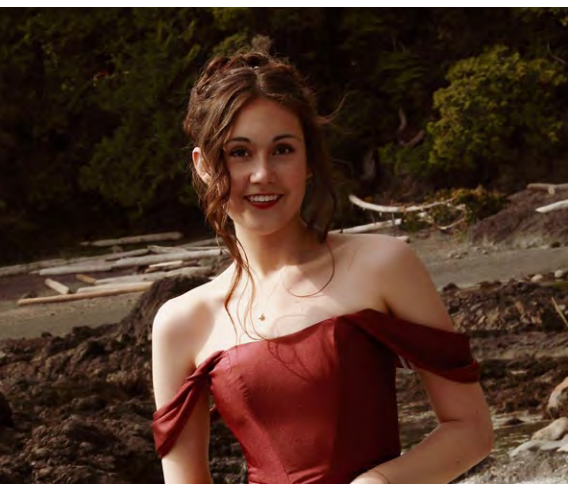
The CBT grants two \$16,800 high school education awards annually. The awards are made based on community involvement, personal reference letters, a proposed education plan, and academic achievement.

Susi Crosby has received the Clayoquot Sound Biosphere Region Education Award and is studying Physics and Astronomy at the University of Victoria to pursue a career in astrophysics. During her time at Ucluelet Secondary School (USS), Susi was part of multiple sports teams, a member of the USS Surfrider Youth Club, an active participant on the student council, and helped with many fundraising events for local organizations.

Koyah Morgan-Banke from Toquaht Nation, received the Central Region Nuu-chah-nulth Education Award and is studying Sciences at the University of British Columbia to pursue a career in medicine. Koyah was a member of CBT's Youth Advisory Committee, a volunteer art instructor for the art club in Ucluelet, and was appointed as the Youth representative for the District of Tofino's Recreation Advisory Committee. Koyah was also a USS Math 9 teacher's assistant and a youth Indigenous artist for the Ha-Shilth-Sa newspaper.

I have constantly wondered about the stars, planets, and galaxies that exist beyond Earth. I believe that by studying the universe I will be able to better understand my place in it, thus enabling me to learn more about who I am. I want to pursue a career in teaching and bring this same curiosity to others as my teachers have done for me.

— Susi Crosby, Clayoquot Sound Biosphere Region Education Award recipient



According to statistics from the University of British Columbia's Medical School, less than 1% of healthcare professionals in Canada are Indigenous Peoples. I hope that my presence will help inspire others and help create a more diverse (and thus more inclusive) healthcare future.

— Koyah Morgan-Banke, Central Region Nuu-chah-nulth Education Award recipient


Youth Internship

During the 2023 summer, CBT had the pleasure of welcoming Janessa Frank as our youth intern. Janessa supported us in a wide range of projects across the organization, shadowed multiple staff members, and had the opportunity to participate in initiatives hosted by other local non-profits. Our goal was to offer her the opportunity to experience diverse types of work as well as acquire skills and knowledge in many different fields.

My internship with CBT was a great way to learn about multiple potential careers and gain confidence in tasks I had never done before. From exploring my passion for photography with the West Coast NEST to taking part in the mutaa (Rising Tide) program, I am grateful for the opportunity to work on so many different projects.

— Janessa Frank, CBT Youth Intern





Youth Advisory Committee

In 2023, the Youth Advisory Committee (YAC) granted out \$12,000 over two cycles. The YAC stands as the sole youth-led granting stream at the CBT, providing support and grants of up to \$1,000 for local ideas, projects, and activities for the benefit of youth in the community. The program is structured to empower youth by fostering skill development, involvement in our initiatives, and providing mentorship opportunities within the CBT framework.





Youth Leading Education for Reconciliation

For a second year, the CBT coordinated a project to recognize the National Day for Truth and Reconciliation in partnership with the Ucluelet Secondary School, the Legacy of Hope Foundation, and Canadian Heritage. In September 2023, nine classes engaged in multiple projects to learn about the history and legacy of the Canadian Indian Residential School System. They put together artifacts of learning such as a poetry book, orange shirts, research projects, and investigations into the 94 Calls to Action, which were on display during the September 30th event.

Tourism Tofino partnered with the CBT to showcase the exhibit at the Visitor Centre for a few weeks afterward, allowing more community members and visitors to engage with the student-led projects along with the Legacy of Hope Foundation’s exhibition: “Indian Day Schools in Canada – An Introduction”.



Approximately **185 community members** and **250 students** attended the exhibit at USS, while an additional **600 visitors** engaged with the display at the Tourism Tofino Visitor Centre.

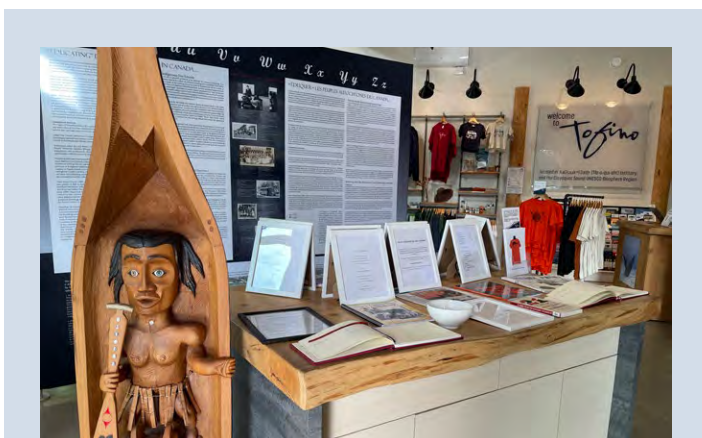
Truth, Honour and the Way Forward

2023 Poetry Book

These poems and shirts were created based on the truths told to us by survivors of the residential school system. We are grateful to them for these teachings. With these creations, we want to honour the children that survived the residential school system as well as those that did not. It is our hope that this is a positive step towards healing and reconciliation.

— Ms. Hendry's grade 12 English class:

Ehren, Ian, Kayla, Ildiko, Angel, Pohline, Doyle, Ruby, Rheanna, Ethan G, McKayla, Andrej, Melody, Andreas, Akanise, Caitlyn, Orson, Leon, Lily, Ava, Mya, Chloe, Olivia, Sophia, Tilly, Ethan S, Francis, Clayton & Ella



Scan to watch our Truth, Honour and the Way Forward video to learn more about the project qrco.de/ndtrvideo

Establishing | the Biosphere Centre



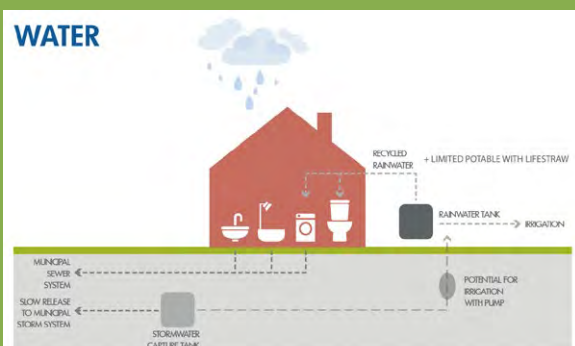
In 2023, the CBT has continued momentum towards the establishment of the Clayoquot Sound Biosphere Centre, a culturally safe knowledge hub in ʕaʕuukʕiʕaʕh (Tla-o-qui-aht First Nations) territory. The Centre will bring the region together to advance reconciliation, youth empowerment, climate action, biodiversity conservation, and sustainable development. We envision a place to unite people through grassroots initiatives and place-based experiential learning, generating a legacy of social responsibility, economic resiliency, and environmental sustainability.

Sustainability

The Biosphere Centre is designed to be resilient to climate change, reduce energy and water consumption, and utilize sustainable materials and systems. It will reflect CBT's values and vision, creating net positive benefits for climate and communities with long-term targets. It will also generate service-based jobs and economic opportunities tied to clean growth.

* Our goal is to begin construction in 2024 and complete the building by 2026, however, the project timeline is contingent on CBT securing the capital funding.

Through sustainable technology, we aim to meet the following targets:



70%

Reduction in total net annual energy consumption

25%

Reduction in embodied carbon

80%

Of construction waste materials diverted

60%

Water consumption reduction

Inclusivity

The Biosphere Centre will be a welcoming and safe public space that fosters equitable, inclusive, and livable communities for everyone. CBT has actively sought a wide range of input on the design and received over 80 letters of support for the project. We have made a particular effort to engage First Nations elders, 2SLGBTQIA+ community members, and residents with diverse lived experiences in

the consultation and design process. In 2023, we held a workshop with community members to gather insights and feedback on enhancing accessibility and inclusion through reducing potential barriers to accessing the Centre.

To get involved or contribute to the Biosphere Centre, contact Michelle Hall at michelle@clayoquotbiosphere.org.

Having a Centre would support Nuu-chah-nulth people to continue to build relationships with other communities and include more Nuu-chah-nulth voices in decision-making for protecting this special place we all call home.

As an organization without a physical space, Coastal Queers relies on various spaces around town to host events. Having a community-centered building with gender-neutral infrastructure that can act as an event space will be very positive for the queer community.

— Chris Seitcher, Cultural Support Worker,
Tla-o-qui-aht First Nation

— Sully Rogalski (they/them), Director
Coastal Queer Alliance

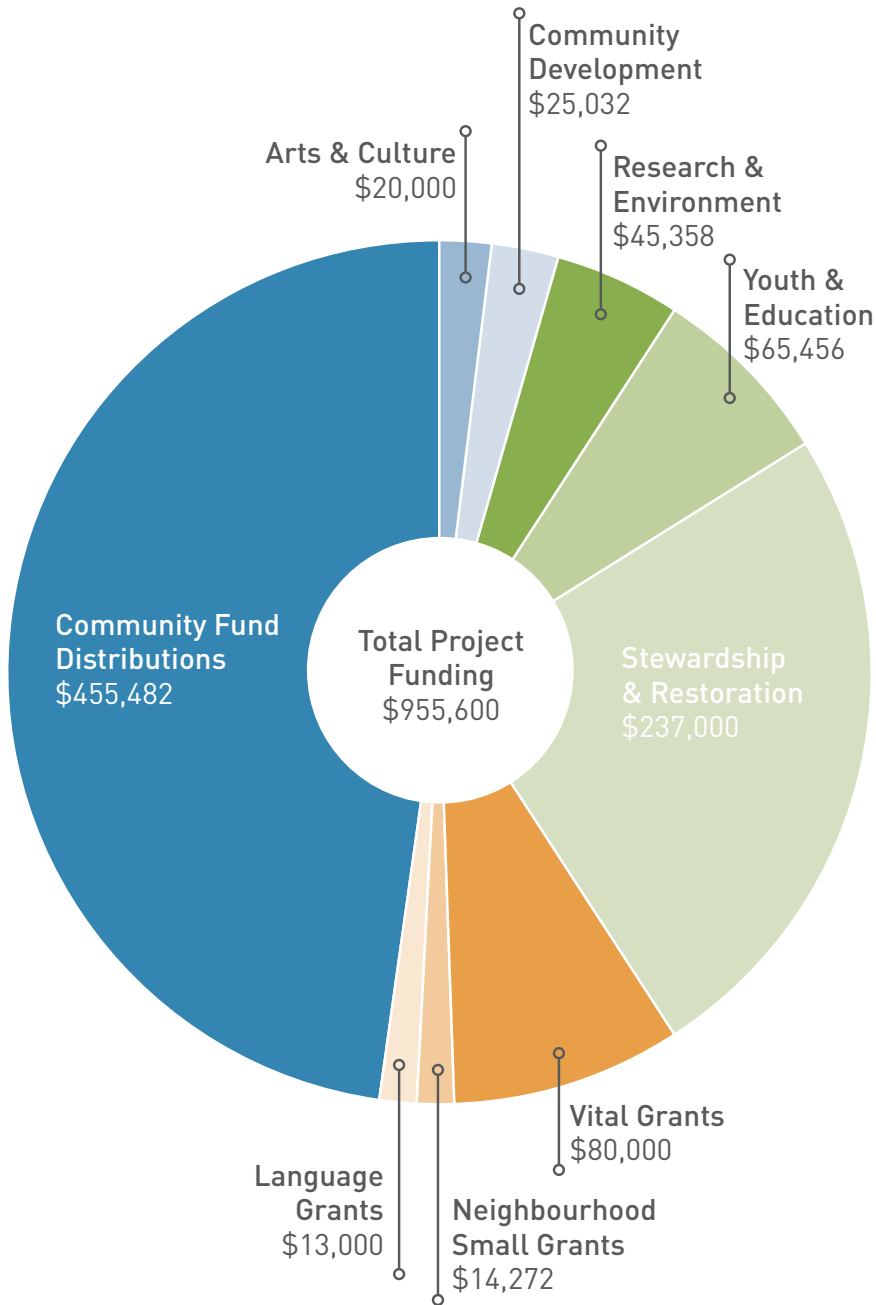


Browse our StoryMap to learn more about what our partners and local communities anticipate most about the new Biosphere Centre.
qrco.de/biospherecentre



2023

Grants by the Numbers



2023 Stats



119

Local projects funded



6

Students supported through education awards



47

Organizations funded



9

Organizations funded for the first time as a result of expanded grant eligibility guidelines



31

Neighbourhood Small Grants



30

Grants from community funds



\$507,749

Estimated partner contributions



100+

Volunteers have donated their time and efforts to support CBT's initiatives



\$260,780

Estimated in-kind leveraged

Funded | Projects

We recognize the contributions that all CBT grant recipients make to the Clayoquot Sound UNESCO Biosphere designation. Supporting projects like these is one way we can work together to meet our shared mandates.

Arts & Culture

Coastal Queer Alliance

Language as a Lifeline / ʕapac Reflections

Pacific Rim Arts Society

Cultural Heritage Festival 2024 "Hatchery Life"

Seal Folk Films INC

Q*AYAĆIIK

Spirit of the Canoe Society

Connection is Correction

Tofino Arts Council Society

Screen Printing Workshop with Youth in Ahousaht

Tofino Community Enrichment Society

Tofino Jazz Festival 2023

Toquaht Nation

łukʷaaʔaθiic hišimyíʔak Nuu-chah-nulth
Language Kiosk

Tofino Public Market Society

Tofino Market Workshop Series

Community Development

Ahousaht

Ahousaht Diabetes Resiliency Approach

Coastal Queer Alliance

Queer Youth Connections

District of Tofino

Tofino Free Shuttle - Ty-Histanis/Esowista/
Long Beach Expansion

Greater Victoria Down Syndrome Society

HANG 21 Surf Event

Hesquiaht First Nation Language Program

Preparing the Hesquiaht Language Immersion

Wickaninnish Community School

Tofino & Area Youth Harm Reduction Through Sports



Research & Environment

Association of Wetland Stewards for Clayoquot and Barkley Sounds

Effectiveness of Traverse Trail Mitigation on Amphibians

Marine Education and Research Society

Whales of Clayoquot and Barkley

Strawberry Isle Marine Research Society

Building Community Capacity for Sea Star Monitoring

Ucluelet Aquarium Society

Ucluelet Harbour Health Project

Youth & Education

District of Tofino

Tofino Youth Space Initiative

District of Ucluelet

Youth Leadership & Connection to the Land

Pacific Rim Hospice Society

The Grief Journey for Children and Youth Project

Surfrider Foundation - Pacific Rim Chapter

Youth Environmental Stewardship Program

Ucluelet Secondary School

Building Connection and Community for Grade 8 Learners

Ucluelet Secondary School

Streamkeepers

University of Victoria

Science Venture Summer STEM Camps for Nuu-chah-nulth Youth

Wickaninnish Community School

Afterschool Central Dialect classes

Biosphere Research Award

Redd Fish Restoration Society

Salmon Highways: Kelp Forest Habitat in Clayoquot Sound

University of British Columbia

Microplastic Ingestion by Humpbacks in Barkley Sound

Vital Grants

Maaqutsiis Hahoulthee Stewardship Society

Ahousaht Stewardship Repatriation/Restoration

Rising Tide Surf

Mutaa the Rising Tide Surf Camp: Fostering Nuu-chah-nulth Leadership and Stewardship through Healing

Tla-o-qui-aht First Nation

Tla-o-qui-aht Youth-led Festival

Westcoast Community Resources Society

Critical Incident Debriefing Team - Pacific Rim Region



Stewardship and Restoration Support (2023-2024)

BC Conservation Foundation

WildSafeBC Human-Wildlife Conflict Mitigation

Hesquiaht First Nation

Hesquiaht Harbour Stream Restoration

IISAAK OLAM Foundation

ILWSC and West Coast IPCA Ambassador Program Support

Maaqutsiis Hahoulthee Stewardship Society

Atleo River Habitat Restoration and Enhancement

Tla-o-qui-aht First Nation

Guardian Support for Stewardship & Conservation

Yuutu?it?ath Government - Ucluelet First Nation

Kakawinminh Yuutu?it?ath Women/Girls Warrior

nuučaañuł (Nuu-chah-nulth) Language Grants

Gale Johnsen

Basic Barkley West Conversation Online

Lorena and Nuukmis Frank

Fun with nuučaañuł Words, Fun with our Language

Marla Kaloucokavale

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Melody Charlie

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Rosalee Brown

ᕐaaʔuukʷiath Jeopardy & ᕐaaʔuukʷiath Leather Workshop



Lifelong Learner Award

This year, the CBT announced a new education award for residents of the CSBR wanting to continue their learning journey. The Lifelong Learner Award is a one-time award of \$4,000 given based on community involvement, personal reference letters, a proposed education plan, and academic achievement.

We were excited to recognize German Ocampo with this inaugural award. German is a past CBT board member and has been a dedicated volunteer for many local organizations such as Friends of Clayoquot Sound, Tribal Park Allies, Surfrider Pacific Rim, Tofino Jazz Fest, and many more. He is pursuing a Masters of Community and Regional Planning at the University of British Columbia with a concentration on Indigenous Community Planning.

I want to gain the knowledge necessary to support Indigenous communities in their quest for self-determination and work toward a future characterized by health, cultural vibrancy, and strength.

— German Ocampo, Lifelong Learner Award recipient

Regional Programs



The CBT is home to several regional programs including Leadership Vancouver Island and the Coastal Family Resource Coalition. By taking on the critical, but time-consuming administrative tasks, we help partner networks and initiatives focus on their missions in areas where there is strong alignment with the CBT's mandate.

Child and Youth Working Group (CYWG)

In 2023, the CYWG created a strategy to increase coordination and enhance services for children and youth in the region. Informed by child and youth service providers as well as local youth.

Further, the CYWG identified two goals to work towards over the next year: securing long-term funding for a regional youth facilitator role and creating safe, accessible spaces in each west coast community.



Coastal Family Resource Coalition

The Coastal Family Resource Coalition (CFRC) is a network of west coast health service providers that develops capacity to improve overall health in our communities. Administered by CBT, the CFRC facilitates collaboration to achieve social and cultural sustainable development.

Throughout the year, the coalition met monthly and supported several community health initiatives, such as:

- Child & Youth Working Group strategic planning
- Shifting Frameworks: Advancing Queer Healthcare workshop
- nuučaanuṭ (Nuu-chah-nulth) language story walk for families
- Foundry Youth Services for the Alberni-Clayoquot region application collaboration

The Coastal Family Resource Coalition's Child and Youth Working Group strategy identifies the following key priorities:



Engaging youth programming



Strong youth voices



Safe and secure housing



Robust systems of collaboration



Wellness and belonging



Leadership Vancouver Island (LVI)

Under the direction of the steering committee and in partnership with Vancouver Island University, the CBT delivered the Leadership Vancouver Island (LVI) 2022-2023 cohort, a community-focused, value-based leadership

development program that inspires and builds capacity for outstanding leadership, learning, and service. After a pause of the program during the pandemic, the CBT was thrilled to be able to coordinate this unique course bringing together emerging leaders to foster relationships and a positive future for the region. Students kicked off the program in September with a two-day retreat at the Cedar Coast Field Station on Vargas Island and participated in monthly learning days in each community in the biosphere region, with graduation taking place in Hitacu in June 2023. A big round of applause to the 16 students who completed the program and the local businesses that sponsored their employees to participate.



Participant Spotlight: Marcie Callewaert

Marcie Callewaert lives and works within Clayoquot Sound and Tofino as a place-based educator, naturalist, and photographer.

Participating in LVI gave me back my leadership confidence that I had lost somewhere along the way. It was a great reminder of what I am capable of and provided me with tools to strengthen my skills as I move forward in new roles. Because of LVI, I took chances that I never would have taken just a few years ago and they paid off! I am so thankful for the community of support that LVI creates during the program and in the months and years afterwards.

— Marcie Callewaert, LVI participant

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New Community Fund

In 2023, one new fund was established:

Clayoquot Sustainability Fund

The Clayoquot Sustainability Fund supports projects dedicated to educating, protecting, and conserving the natural ecosystems of the CSBR. Tofino Resort + Marina donates revenue alongside guests who contribute 1% of all resort, adventure, and marina purchases.

It is a privilege for us to operate and provide unforgettable experiences in this UNESCO Biosphere Region. We acknowledge the collective responsibility we share in preserving this diverse area and to turn this commitment into tangible action, we are excited to join forces with the Clayoquot Biosphere Trust to establish the Clayoquot Sustainability Fund.

— Jon McKeon, Tofino Resort + Marina
General Manager



Scan to learn
more about giving
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CBT's 14 community funds:

- Biosphere Centre Fund
- Biosphere Research Fund
- CBT Operating Endowment Fund
- Clayoquot Sound Wild Salmon Fund
- Clayoquot Sustainability Fund
- Debbie Mundy Memorial Scholarship Fund
- nuučaañut (Nuu-chah-nulth) Language Fund
- Pacific Rim Foundation Fund
- Tofino Saltwater Classic Fund
- Tofino Children's Swimming & Water Safety Fund
- Tofino Community Fund
- Warrior Program Fund
- West Coast Multiplex Fund
- West Coast N.E.S.T. Fund



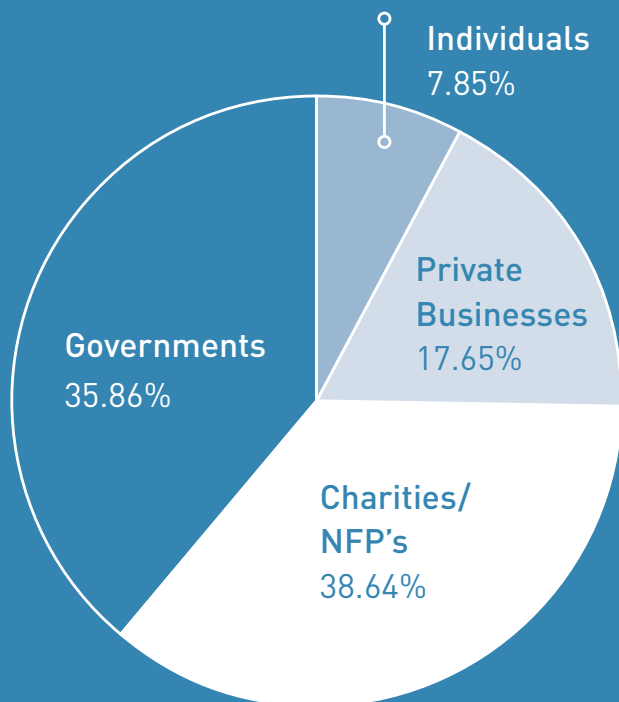
Today for Tomorrow

If you have questions about leaving a lasting legacy, whether through contributing to a fund or starting your own, our executive director, Rebecca Hurwitz, would be pleased to meet with you. As a donor, you can work with the CBT to identify your philanthropic goals, matching your interests with community data and needs.

CBT's fully audited financial statements are available on our website.

Registered Charity Registration #870641727RR0001.

Donation Streams



44 New donors



60 Recurring donors



Thank you for Giving

Our 2023 donors join a group of committed funders who invest in our region through their donations, grants to our programs, or in-kind contributions. We thank each of our donors for placing your trust in us to steward these funds and maximize their impact.

A founding contribution from the Government of Canada has supported the CBT programs and grants since our beginning in 2000. We are grateful for their investment in our region through the gift of the Canada Fund, a \$12-million endowment.



The CBT is the only organization in Canada that is both a community foundation and a UNESCO biosphere.

The CBT is an active member of the Canadian Biosphere Reserves Association as one of 19 UNESCO biosphere regions in Canada.








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BIOSPHERE TRUST

Michelle Hall, Clayoquot Biosphere Trust Re: Clayoquot Biosphere Trust U...



Creating a better
future through biosphere
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and community building.



INFORMATION REPORT

Council Meeting July 9, 2024
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: RICK GEDDES, FIRE CHIEF

FILE NO: 2830-30

SUBJECT: FIRE UNDERWRITERS SURVEY REVIEW

REPORT NO: 24-67

ATTACHMENT(S): APPENDIX A – FIRE UNDERWRITERS SURVEY REVIEW OF UCLUELET FIRE RESCUE

PURPOSE

The purpose of this information report is to present Council with the findings of the Fire Underwriters Survey Review on the District of Ucluelet Fire Rescue.

BACKGROUND

Ucluelet Fire Rescue (UFR) contracted the services of Opta Information Intelligence Inc. to evaluate the community's fire protection programs to assess the overall efficiency of the fire department. The assessment determines whether the community's current fire insurance grading classifications are representative of the fire protection programs and resources that are currently in place.

The significant findings of the Fire Underwriters Survey (FUS) fire protection review also provides recommendations aimed at improving the levels of public fire protection and improving fire insurance grading classifications for the District.

REPORT

To help establish appropriate fire insurance rates for residential and commercial properties, insurance companies need reliable, up-to-date information about a community's fire-protection services. Fire Underwriters Survey provides that information through the Public Fire Protection Classification (PFPC) and Dwelling Protection Grades (DPG) insurance grading systems.

The PFPC is expressed on a scale of one to ten. One is the highest level while ten indicates the absence of any effective public fire protection.

The DPG is expressed on a scale of one to five. One is the highest level while five indicates little or no recognized public fire protection. The grade reflects the ability of a community to manage fires in small buildings (ie: single-family dwellings).

In general, the price of insurance in a community with a good DPG is substantially lower than in a community with a poor DPG, assuming all other factors are equal.

The fire department review covers the four areas of the fire insurance grading assessment - fire department, water supplies, fire safety control, and emergency communications. Recommendations to improve or maintain credit in each area have been provided. Each of the four areas have been assigned a Relative Classification which is based on a scale of one to ten (one being the highest).

The final points calculated for the District of Ucluelet is 39.86. As a result, the overall PFPC for the District of Ucluelet has been maintained at 7. Additionally, the District has maintained a Dwelling Protection Grade (DPG) of 3A.

The District's grades have been placed on "Provisional" (P) status due to a lack of fire hydrant maintenance. Provisional status is an indication that there is an issue that may negatively affect the grades. The provisional status will be maintained for a period of six months. If the hydrant maintenance issue is not resolved, then hydrants in the District of Ucluelet will be marked as "private" hydrants. This is an indication that there is no set maintenance cycle for hydrants.

While The Fire Underwriters Survey Fire Department Review states, "The fire department is well administered and has put many programs in place that provide a good level of public fire protection within the community", it also provides sixteen recommendations where notable credit is still available.

NEXT STEPS

The intent of the Fire Underwriters' Report is to provide recommendations that can be incorporated into the development of a fire department master plan. A master plan is a strategic document that guides the department in providing effective and efficient services to the community, ensuring readiness for emergencies, and enhancing overall public safety. It also serves as a roadmap for the department and the community as we grow. A master plan is vital for the continuous improvement and readiness of the fire department.

As noted in the Fire Underwriter's Report, the District is required to develop a fire hydrant maintenance program within six months. Fire hydrant maintenance is a function of the municipal operations department. The fire department and operations will be working on a full hydrant servicing program to ensure the municipality is meeting this standard.

Respectfully submitted: Rick Geddes, Fire Chief
 Duane Lawrence, CAO



Fire Underwriters Survey
A Service to Insurers and Municipalities

Fire Underwriters Survey

District of Ucluelet
Fire Underwriters Survey

2024

Draft

Notice of Confidentiality

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1. SCOPE OF OUR ENGAGEMENT

Ucluelet Fire Rescue (Ucluelet Fire Rescue) contracted the services of Opta Information Intelligence Inc. (formerly IAO) to evaluate the community's fire protection programs in order to update the Fire Insurance Grades for the community. The purpose of the assessment is to determine whether the community's current Fire Insurance Grading classifications are representative of the fire protection programs and fire protection resources that are currently in place within the community. A Fire Insurance Grading review is a key part of the assessment process.

The significant findings of the Fire Underwriters Survey (FUS) fire protection review were requested to be outlined within a short narrative report format. The report will provide an update on the District of Ucluelet's (District of Ucluelet) Fire Insurance Grading assignments and make recommendations aimed at improving the levels of public fire protection and improving Fire Insurance Grading classifications for the District.

1.1. Acknowledgement

Opta Information Intelligence Inc. wishes to thank Ucluelet Fire Rescue and the District of Ucluelet for their valuable assistance in conducting this survey and preparation of this report.

1.2. Distribution of Use

This report, along with the findings and conclusions, contained herein, is intended for the sole use of the District of Ucluelet to assist in the public fire protection planning needs of the community.

Judgements about the conclusions drawn, and opinions presented in this report should be made only after considering the report in its entirety. This report is Private and Confidential and is intended for the exclusive use of the District of Ucluelet.

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We have relied on the general accuracy of information provided by stakeholders without independent verification. However, we have reviewed this information for consistency and reasonableness. The accuracy of our conclusions is dependent upon the accuracy and completeness of this underlying data. Therefore, any discrepancies discovered in this data by the reader should be reported to us and this report amended accordingly, as warranted.



2. EXECUTIVE SUMMARY

This report covers a Fire Insurance Grading review for the District of Ucluelet. The review covers the 4 areas of the Fire Insurance Grading assessment, i.e. Fire Department, Water Supplies, Fire Safety Control, and Emergency Communications. Recommendations concerning the items reviewed have been provided in order to improve or maintain credit. Each of the 4 areas have been assigned a Relative Classification which is based on a 1 to 10 scale (1 being the highest). The final Public Fire Protection Classification (PFPC) is based on the relative classifications and is also on a 1 to 10 scale (1 being the highest).

The final points calculated for the District of Ucluelet is 39.86 in 2024. As a result, the overall PFPC calculated for the District of Ucluelet has been maintained at PFPC 7. Additionally, a Dwelling Protection Grade (DPG) 3A has been maintained for the District.

The Grades have been placed on “Provisional” (P) status due to hydrant maintenance. Provisional status is an indication that there is an issue that may negatively affect the Grades. The provisional status will be maintained for a period of 6 months. If the hydrant maintenance issue is not resolved, then hydrants in the District of Ucluelet will be marked as “private” hydrants. Listing the hydrants as “private” is an indication that there is no set maintenance cycle for hydrants.

Grading Area	Relative Class 2024
Fire Department	7
Water Supply	8
Fire Safety Control	4
Emergency Communications	2
Final PFPC (Points)	7P (39.86)

Items related to Fire Department operations and Prevention (Fire Safety Control) are discussed throughout the report with recommendations provided considering improving or maintaining credit within the grading. The Fire Department is well administered and has put many programs in place that provide a good level of public fire protection within the community. Summary tables of credit scores have been provided in section 11. Recommendations have been provided for areas of the Grading where notable credit is still available. A summary of recommendations is provided below.

Recommendations Summary
Recommendation 1 Replace Engine 2 apparatus
Recommendation 2 Consider proposed fleet alignment
Recommendation 3 Future consideration should be given to an aerial apparatus
Recommendation 4 Implement an apparatus replacement schedule for fire apparatus
Recommendation 5 Improve fire fighter staffing levels
Recommendation 6 Improve Training Facilities
Recommendation 7 Upgrade/Replace Fire Hall
Recommendation 8 Create pre-plans for all buildings other than single-family and other small structures
Recommendation 9 Complete building specific risk assessment for all inspectable properties and classify for prevention inspection scheduling



Recommendation 10 Improve cooperation with development/business licence in contract response area
Recommendation 11 Develop public education programming
Recommendation 12 Improve the number of inspections completed
Recommendation 13 Implement recommendations to improve water availability
Recommendation 14 Implement regular hydrant maintenance program
Recommendation 15 Improve hydrant coverage of properties in the District and contract fire service areas
Recommendation 16 Improve hydrant distribution and implement development design guidelines for hydrant spacing

Draft



3. TERMS OF REFERENCE

Term	Definition
Aerial Fire Apparatus.	A vehicle equipped with an Aerial ladder, elevating platform, Aerial ladder platform, or water Tower that is designed and equipped to support firefighting and rescue operations by positioning personnel, handling materials, providing continuous egress, or discharging water at positions elevated from the ground.
Aid - Automatic Aid	A plan developed between two or more fire departments for immediate joint response on first alarms. This process is accomplished through simultaneous dispatch, documented in writing, and included as part of a communication center's dispatch protocols.
Aid - Mutual Aid	Reciprocal assistance by emergency services under a prearranged plan. This is part of the written deployment criteria for response to alarms, as dispatched by the communications center.
Basic Fire Flow	The value which represents the fire potential of most large properties in the municipality, but may exclude several of the largest properties not considered as usual to the municipality. Normally, the value used as the Basic Fire Flow will not be the peak required fire flow in the municipality. The Basic Fire Flow is the benchmark against which all protective facilities are measured.
Building	Any structure used or intended for supporting or sheltering any use or occupancy.
Building area	The greatest horizontal area of a building above grade within the outside surface of exterior walls or within the outside surface of exterior walls and the centre line of firewalls.
Building height	The number of storeys contained between the roof and the floor of the first storey.
Built Environment	Buildings and structures: human-made buildings and structures, as opposed to natural features.
Classification Standard for Public Fire Protection (CSPFP)	Fire risk rating schedule applied by the FUS to public fire protection in Canada. The Schedule applies various processes of modelling and scoring to produce a value representing public fire protection services relative to fire risk.
Combustible	A material fails to meet the acceptance criteria of CAN4-S114, "Determination of Non-Combustibility in Building Materials."
Commercial Lines Insurance	A distinction marking property and liability coverage written for business or entrepreneurial interests (includes institutional, industrial, multi-family residential and all buildings other than detached dwellings that are designated single family residential or duplex) as opposed to Personal Lines.
Community - Major or Large	An incorporated or unincorporated community that has: <ul style="list-style-type: none"> • a populated area (or multiple areas) with a density of at least 400 people per square kilometer; AND • a total population of 100,000 or greater.
Community - Medium	An incorporated or unincorporated community that has: <ul style="list-style-type: none"> • a populated area (or multiple areas) with a density of at least 200 people per square kilometer; AND/OR • a total population of 1,000 or greater.
Community - Small	An incorporated or unincorporated community that has: <ul style="list-style-type: none"> • no populated areas with densities that exceed 200 people per square kilometer; AND • does not have a total population in excess of 1,000.
Company	A group of members that is (1) under the direct supervision of an officer or leader;



	<p>(2) trained and equipped to perform assigned tasks;</p> <p>(3) usually organized and identified as engine companies, ladder companies, rescue companies, or squad companies;</p> <p>(4) usually operates with one piece of fire apparatus (Pumper, ladder truck, elevating platform, rescue, squad, ambulance); and</p> <p>(5) arrives at the incident scene on fire apparatus or assembles at the scene prior to assignment.</p> <p>The term company is synonymous with company unit, response team, and response group.</p>
Demand Zone Levels	<p>An area used to define or limit the management of a risk situation.</p> <p>A demand zone can be a single building or a group of buildings. It is usually defined in terms of geographical boundaries, called fire management areas or fire management zones.</p>
Detached Dwelling	<p>Buildings containing not more than two dwelling units in which each dwelling unit is occupied by members of a single family with not more than three outsiders, if any, accommodated in rented rooms. Aka. One- and Two-Family Dwelling</p>
Dwelling Protection Grade (DPG)	<p>The fire insurance grade or grades utilized by Personal Lines Insurers in Canada. The DPG is a number between 1 and 5 that is calculated by comparing the fire risk in terms of required fire flows to available resources. Unlike the PFPC system, within the DPG system, the benchmark required fire flow is a constant, and is typical for a Detached Dwelling. The DPG for communities across Canada is determined from a basic survey of the available resources related to fire risk reduction and fire protection capacity.</p>
Dwelling, Typical	<p>Refers to One- and Two-Family Detached Dwellings:</p> <ul style="list-style-type: none"> - with no structural exposures (buildings with an area exceeding 9.3 sq.m) within 3 m; - with no unusual fire risks (such as wood shake roofs); AND - with an effective area (all storeys excluding basements) not exceeding 334 sq.m (3,600 sq.ft).
Emergency Dispatch Protocol	<p>A standard sequence of questions used by telecommunicators that provides post-dispatch or pre-arrival instructions to callers.</p>
Emergency Incident	<p>Any situation to which the emergency services organization responds to deliver emergency services, including rescue, fire suppression, emergency medical care, special operations, law enforcement, and other forms of hazard control and mitigation.</p>
Emergency Response Facility (ERF)	<p>A structure or a portion of a structure that houses emergency response agency equipment or personnel for response to alarms.</p> <p>Examples of ERFs include a fire Hall, a police Hall, an ambulance Hall, a rescue Hall, a ranger Hall, and similar facilities.</p>
Emergency	<p>A condition that is endangering or is believed to be endangering life or property; an event that requires the urgent response of an emergency response agency.</p>
Engine	<p>A fire department Pumper having a rated capacity of 2840 L/min (625 lpm) or more.</p>
Exposing building face	<p>That part of the exterior wall of a building which faces one direction and is located between ground level and the ceiling of its top storey or, where a building is divided into fire compartments, the exterior wall of a fire compartment which faces one direction.</p>
Exposure	<p>The heat effect from an external fire that might cause ignition of, or damage to, an exposed building or its contents.</p>
Fire Apparatus	<p>A fire department emergency vehicle used for rescue, fire suppression, or other specialized functions.</p>
Fire Department Vehicle	<p>Any vehicle, including fire apparatus, operated by a fire department.</p>



Fire Department	A fire department is a group of persons formally organized as an authorized service of a municipal or other local government having a sustainable source of funding, which could include taxation, fees for services provided, contracts, permit fees or other reliable sources of revenue which will support the cost of services provided. A minimum number of trained persons able and equipped to respond with motorized firefighting apparatus to extinguish fires or to respond to other classes of circumstances which may occur within a designated geographical area.
Fire Department - Public Fire Department	A legally formed organization providing rescue, fire suppression, emergency medical services, and related activities to the public.
Fire Force, Available	A measure of the human resources that are available to participate in firefighting operations on the fire ground or an equivalent measure.
Fire Force, Required	A measure of the human resources that are needed to participate in firefighting operations on the fire ground (or an equivalent measure) for an ideal response based on the required fire flow, number of companies and average response time as specified in the Table of Effective Response.
Fire Flow	The flow rate of a water supply, measured at 20 psi (137.9 kPa) residual pressure that is available for firefighting.
Fire Growth Potential	The potential size or intensity of a fire over a period of time based on the available fuel and the fire's configuration.
Fire Hall	An "emergency response facility" where fire department apparatus and equipment are housed, protected against harm, and made readily accessible for use in emergencies. The Fire Hall is normally the location where Firefighters respond from. Other primary purposes include training and administration of the fire department.
Fire Hydrant	A reliable connection to a water main for the purpose of supplying water efficiently and reliably to fire hose or other fire protection apparatus. To be recognized for Fire Insurance Grading purposes, the device shall be designed and installed in accordance with CAN/ULC S520, UL 246 and/or AWWA C502/C503 and listed for use as a fire hydrant by UL and/or ULC.
Fire Hydrant – Public	A fire hydrant situated and maintained for public use on a public right-of-way (or easement) to provide water for use by the fire department in controlling and extinguishing fires. The location of a public fire hydrant is such that it is accessible for immediate and unrestricted use by the fire department at all times. Public fire hydrants are owned and maintained by the government entity (ex. city, village, etc.) which is responsible for maintaining the hydrants and water supply distribution system in operating condition at all times and is authorised to levy taxes to fund the operation and maintenance programs.
Fire Hydrant – Private	A fire hydrant located on privately owned property, or on streets not dedicated to public use. Although a private fire hydrant may be connected to a public water supply system, maintenance of the hydrant and access to the hydrant are the responsibility of the property owner. Private hydrants are normally required where buildings are so located on the property or are of such size and configuration that a normal hose lay from a public hydrant would not reach all points on the outside of the building.
Fire load	(as applying to an occupancy) The combustible contents of a room or floor area expressed in terms of the average weight of combustible materials per unit area, from which the potential heat liberation may be calculated based on the calorific value of the materials, and includes the furnishings, finished floor, wall and ceiling finishes, trim and temporary and movable partitions.
Fire Protection	Methods of providing fire detection, control, and extinguishment.
Fire Suppression	The activities involved in controlling and extinguishing fires. Fire suppression includes all activities performed at the scene of a fire or training



	exercise that expose fire department members to the dangers of heat, flame, smoke, and other products of combustion, explosion, or structural collapse.
First Responder (EMS)	Functional provision of initial assessment (airway, breathing, and circulatory systems) and basic first aid intervention, including CPR and automatic external defibrillator (AED) capability. A first responder assists higher level EMS providers.
First Storey	The uppermost storey having its floor level not more than 2 m above grade
Grade	(as applying to the determination of building height) The lowest of the average levels of finished ground adjoining each exterior wall of a building, except that localized depressions such as for vehicle or pedestrian entrances need not be considered in the determination of average levels of finished ground.
Hazard	The potential for harm or damage to people, property, or the environment. Hazards include the characteristics of facilities, equipment systems, property, hardware, or other objects, and the actions and inactions of people that create such hazards.
Hazardous Material	A substance (solid, liquid, or gas) that when released is capable of creating harm to people, the environment, and property.
Incident Commander.	The person who is responsible for all decisions relating to the management of the incident and is in charge of the incident site.
Incident Management System (IMS)	An organized system of roles, responsibilities, and standard operating procedures used to manage emergency operations. Such systems are also referred to as incident command systems (ICS).
Initial Attack	An aggressive suppression action consistent with fire fighter and public safety and values to be protected.
Initial Attack Apparatus	Fire apparatus with a permanently mounted fire pump of at least 250 USgpm (950 L/min) capacity, water tank, and hose body whose primary purpose is to initiate a fire suppression attack on structural, vehicular, or vegetation fires, and to support associated fire department operations.
Ladder Company	A fire department company that is provided with an Aerial fire apparatus and is trained and equipped to support firefighting and rescue operations by positioning personnel, handling materials, providing continuous egress, or discharging water at positions elevated from the ground.
Ladder Truck	An alternate name for Aerial Fire Apparatus.
Master Stream	A portable or fixed firefighting appliance supplied by either hose lines or fixed piping and that has the capability of flowing in excess of 300 USgpm (1140 L/min) of water or water based extinguishing agent.
Member	A person involved in performing the duties and responsibilities of a fire department, under the auspices of the organization. A fire department member can be a full-time or part-time employee or a paid or unpaid volunteer, can occupy any position or rank within the fire department, and can engage in emergency operations.
Mobile Water Supply (Tanker)	A vehicle designed primarily for transporting (pickup, transporting, and delivery) water to fire emergency scenes to be applied by other vehicles or pumping equipment.
Non-combustible	A material that meets the acceptance criteria of CAN4-S114, "Determination of Non-Combustibility in Building Materials."
Non-combustible construction	The type of construction in which a degree of fire safety is attained by the use of non-combustible materials for structural members and other building assemblies.



Non-combustible Material	A material, as defined in NFPA 220, Standard on Types of Building Construction, that, in the form in which it is used and under the conditions anticipated, will not ignite, burn, support combustion, or release flammable vapours when subjected to fire or heat. Materials reported as non-combustible, when tested in accordance with ASTM E 136, Standard Test Method for Behaviour of Materials in a Vertical Tube Furnace at 750°C, are considered non-combustible materials.
Officer	
Officer - Company Officer	A supervisor of a crew/company of personnel. This person could be someone appointed in an acting capacity. The rank structure could be either sergeant, lieutenant, or captain.
Officer - Incident Safety Officer	An individual appointed to respond or assigned at an incident scene by the incident commander to perform the duties and responsibilities of that position as part of the command staff.
Officer - Supervisory Chief Officer	A member whose responsibility is above that of a company officer, who responds automatically and/or is dispatched to an alarm beyond the initial alarm capabilities, or other special calls. In some jurisdictions, this is the rank of battalion chief, district chief, deputy chief, assistant chief, or senior divisional officer (UK fire service). The purpose of their response is to assume command, through a formalized transfer-of-command process, and to allow company officers to directly supervise personnel assigned to them.
One- and Two-Family Dwelling	Buildings containing not more than two dwelling units in which each dwelling unit is occupied by members of a single family with not more than three outsiders, if any, accommodated in rented rooms.
Optimum Level of Fire Protection	The combination of firefighting staff and apparatus that delivers a suppression effort commensurate with the fire demand faced, yet representing the most efficient use of resources in a safe and effective manner.
Peak Fire Flow	All buildings and building groups within a District or Municipality, the highest calculated required fire flow.
Personal Lines Insurance	Insurance covering the liability and property damage exposures of private individuals and their households as opposed to Commercial Lines. Typically includes all detached dwellings that are designated single family residential or duplex.
Personal Protective Clothing	The full complement of garments firefighters are normally required to wear while on emergency scene, including turnout coat, protective trousers, fire-fighting boots, fire-fighting gloves, a protective hood, and a helmet with eye protection.
Personal Protective Equipment	Consists of full personal protective clothing, plus a self-contained breathing apparatus (SCBA) and a personal alert safety system (PASS) device.
Public Fire Department	An organization providing rescue, fire suppression, emergency medical services, and related activities to the public.
Public Fire Protection Classification	The fire insurance grade or grades utilized by Commercial Lines Insurers in Canada. The PFPC is a number between 1 and 10 that is calculated by comparing the fire risk in terms of required fire flows to available resources. The PFPC for communities across Canada is determined from an extensive survey and analysis of the fire risk in the built environment and the available resources related to fire risk reduction and fire protection capacity.
Public Fire Service Communications Center	The building or portion of the building used to house the central operating part of the fire alarm system; usually the place where the necessary testing, switching, receiving, transmitting, and power supply devices are located.
Public Safety Answering Point	A facility in which 9-1-1 calls are answered.



Pumper	Fire apparatus with a permanently mounted fire pump of at least 750 USgpm (2850 L/min or 625 lpm) capacity, water tank, and hose body whose primary purpose is to combat structural and associated fires.
Quint	Fire apparatus with a permanently mounted fire pump, a water tank, a hose storage area, an Aerial ladder or elevating platform with a permanently mounted waterway, and a complement of ground ladders. The primary purpose of this type of apparatus is to combat structural and associated fires and to support fire-fighting and rescue operations by positioning personnel-handling materials, providing continuous egress, or discharging water at positions elevated from the ground.
Required Fire Flow	The rate of water flow, at a residual pressure of 20 psi (138 kPa) and for a specified duration, that is necessary to confine and control a major fire in a specific building or group of buildings which comprise essentially the same fire area by virtue of immediate exposure. This may include as much as a city block.
Storey	That portion of a building which is situated between the top of any floor and the top of the floor next above it, and if there is no floor above it, that portion between the top of such floor and the ceiling above it.
Wildland/Urban Interface	The line, area, or zone where structures and other human development meet or intermingle with undeveloped wildland or vegetative fuels.

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4. FIRE UNDERWRITERS SURVEY

FUS is a national organization that represents more than 85 percent of the private sector property and casualty insurers in Canada. FUS provides data to program subscribers regarding public fire protection for fire insurance statistical and underwriting evaluation. It also advises municipalities if they desire to review the current levels of fire protection in the community and provide direction with recommendations where improvements will enable them to better deal with fire protection problems.

FUS offices maintain data from surveys on fire protection programs for all incorporated and unincorporated areas across Canada. The results of these surveys are used to establish the Public Fire Protection Classification (PFPC) and Dwelling Protection Grade (DPG) for each community. The PFPC and DPG is also used by underwriters to determine the amount of risk they are willing to assume in a given community or section of a community.

The overall intent of the grading systems is to provide a measure of the ability of the protective facilities within a community to prevent and control major fires that may be expected to occur by evaluating in detail the adequacy, reliability, strength and efficiency of these protective facilities.

4.1. Fire Insurance Grading Classifications

Public Fire Protection Classification (PFPC):

The PFPC is a numerical grading system scaled from 1 to 10. Class 1 is the highest grading possible and Class 10 indicates that little or no fire protection is in place. The PFPC grading system evaluates the ability of a community's fire protection programs to prevent and control major fires that may occur in multi-family residential, commercial, industrial, and institutional buildings and course of construction developments.

FUS also assigns a second grade for community fire protection, referred to as the Dwelling Protection Grade, which assesses the protection available for buildings such as single-family dwellings.

Dwelling Protection Grade (DPG):

The DPG is a numerical grading system scaled from 1 to 5. One (1) is the highest grading possible and five (5) indicates little or no fire protection is provided. This grading reflects the ability of a community to handle fires in buildings such as single family residences.

The method used to calculate the PFPC and DPG is called the Classification Standard for Public Fire Protection.

4.2. Public Fire Protection Classification System

The Public Fire Protection Classification grading system is a measure of a community's overall programs of fire protection. The ability of a community's fire defences are measured against recognized standards of fire protection relative to fire hazard and the fire/life safety risk present within the community. The following areas of fire protection are reviewed in the survey and have the following weights within the PFPC grading system:

- Fire Department 40%



- Water Supply 30%
- Fire Safety Control 20%
- Fire Service Communications 10%

The above classifications are conveyed to subscribing companies of FUS. FUS subscribers represent approximately 85-90% of the fire insurance underwriters in Canada. Subscribers use this information as a basis in their fire insurance underwriting programs to set limits in the amount of risk they are willing to assume within a given portion of a community, and to set fire insurance rates for commercial properties. Improved fire protection grades may result in increased competition for insurance underwriting companies to place their business within a community. Our analysis indicates that an improved fire protection grade has a positive effect on fire insurance rates.

In addition, PFPC classifications are a measure of the level of fire protection within a community. Many progressive communities use the classification system to assess the performance of their fire protection programs, and to plan the direction of fire protective services for the future of the community.

PFPC Grades do not apply beyond 5km road response distance from a recognized Fire Hall.

4.3. Dwelling Protection Grading System

Dwelling Protection Grades are based on a 1 to 5 grading system; DPG 5 indicates little or no fire protection being available. Most small and midsize communities that have a gradable emergency water supply are assigned a DPG 3A rating, which the insurance industry has termed fully protected. DPG 3B refers to communities, or portions of communities, that have a recognized fire department but are not protected with a recognized water supply. The insurance industry has termed this 'semi-protected'. Within the FUS grading, a grade of 3B indicates that the fire department is equipped, trained, prepared and adequately staffed to provide "Standard Shuttle Service" to a fire event within a reasonable response time (i.e. utilize a Pumper, tender and various related equipment to deliver water to a fire site and provide structural firefighting at the fire event).

The protected assignment refers to DPG 1 to DPG 3A. An unprotected designation refers to DPG 5. DPG 3B and 4 are given the semi-protected designation. The lower the DPG assignment is, the larger the discount given in fire insurance rates. The discounts given for an identical property considered fully-protected over those considered unprotected can be approximately 60%. Where there is sufficient population and sufficient taxation base, the savings generated can more than offset the operating and capital costs of an effective fire service.

A summary of the requirements for the Dwelling Protection Grade system is provided in APPENDIX E Dwelling Protection Grade Summary of Basic Requirements.

Many insurers have simplified the Dwelling Protection Grading system to a simple three tier system. This is typical for setting insurance premium rates for detached single family residences only. Some insurers also inquire as to whether a department is career, composite, or volunteer.

Different insurers utilize the Dwelling Protection Grades differently to set their own rates based on the marketplace and their own loss experiences. The three tier system that is typically used by many insurers is shown in Table 1.



Table 1 FUS Grades Correlation to Commonly used Insurance Terminology and Simplified Grades

FUS Dwelling Protection Grades	System Used by Many Insurance Companies "3 tier" system	Insurance Companies typically refer to this grade as
1	Table I	Fully Protected, Career
2	Table I	Fully Protected, Composite
3A	Table I	Fully Protected, Volunteer
3B ¹	Table II	Semi-Protected, Volunteer (Shuttle)
4	Table II or III	Limited-Protection, Volunteer
5	Table III	Unprotected

The fire insurance industry has minimum requirements that communities must meet in order for their fire protection program to receive recognition.

It should be noted that DPG Grades do not apply beyond 8km road response distance from a recognized Fire Hall.

4.4. Measuring Fire Risk in This Review

The strength of fire defence within a community depends largely on the will and financial ability of the community to support this emergency service. FUS and the National Fire Protection Association statistics indicate that the larger the population of a community, the higher the level of fire protection, when measured against the risk of fires within the community. The best scenario for the level of fire protection occurs when expectations of fire suppression and prevention match the community's willingness to pay for this expectation.

Community growth resulting from capital developments increases the level of fire risk; however, the development of fire protective services often falls behind the developments, particularly in communities where growth happens quickly. If the community expectation levels are constant and the fire protective service level is also constant, then as the fire risk level increases the fire protection level relative to the fire risk level decreases and community expectation may no longer be met.

Optimum Level of Fire Protection

The combination of firefighting staff and apparatus that delivers a suppression effort commensurate with the fire demand faced, yet representing the most efficient use of resources in a safe and effective manner.

4.5. Overview of the Assessment Process

There is no one universal model of fire defence that can be applied to all situations or to a community requiring this emergency service. Ideally, the strength of a fire protection program is balanced between the risk of serious fire and the community's fire loss experience. Fire defences should be tailored with these issues in mind. To gauge the needs of the fire service based on experience alone would be to ignore perils that have not yet occurred. Ignoring experience and focusing on risk alone may tend to build-up a fire department force beyond the financial acceptability of the community paying for the service.

¹ Note that communities qualifying for Dwelling Protection Grade of 3B may also be able to achieve an equivalency to 3A through Superior Tanker Shuttle Service Accreditation.



FUS measures the ability of a fire department against the risk of fire likely to occur within a community. This measurement is usually not determined by the most significant risk, nor is it based on the average fire risk. Our measurement tends to focus on those structures where there is a considerable risk to fire and life safety, and where total or temporary loss of a particular structure would have a significant impact on a community's tax base and economy. A fire department should be structured and supported to effectively deal with everyday emergencies while at the same time capable of controlling and extinguishing most fires that may occur.

FUS examines the entire program of the community's fire defence in order to assess and grade the overall program. There are some areas within a FUS grading that carry substantial weight, such as:

- Type and number of apparatus
- The condition and age of fire apparatus and fire suppression equipment
- The type of apparatus and ancillary equipment for the hazards present
- Pumping capacity
- The type of staffing (i.e. career Firefighters vs. volunteers)
- The distribution of companies relative to fire risk
- Response to alarm protocols
- Response times to critical risks
- Management of emergency services
- The quality of training programs for the fire fighter including specialized training
- The availability, adequacy and reliability of emergency water supplies.
- Fire prevention inspections
- Public education programs
- Building controls (application of Building Codes and related standards; plan review process; effective construction inspection and permit process; local building bylaws)
- Automatic fire protection systems
- Emergency communication systems



5. REVIEW SCOPE AND METHODOLOGY

5.1. Review Objectives

The scope of this review was to conduct an assessment of the District of Ucluelet's fire protection programs for Fire Insurance Grading and to update the Fire Insurance Grades for the District. The review involved the following:

- Citywide risk assessment
- Fire Department operations
- Programs of Fire Safety Control including those of fire prevention and public education
- Dispatch and communications
- Water Supply

The following key contacts were made and provided information throughout the survey and development of the report:

- Rick Geddes, Fire Chief, District of Ucluelet
- Shawn Warner, GIS Coordinator, CGIS
- James Macintosh, Director of Operations, District of Ucluelet
- Eddie Kunderman, Operations Manager, Alberni-Clayoquot Regional District

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6. COMMUNITY RISK AND HAZARD ASSESSMENT

6.1. Background

A risk assessment was conducted throughout the District of Ucluelet to aid in determining the community's fire protection needs and to assist in assessing the adequacy of the current Fire Hall locations and distribution of apparatus. A risk and hazard assessment, along with a response distance review, lays the groundwork for determining fire protection needs within a community. This assessment is important in ascertaining organizational structure, personnel, training, fire apparatus and fire equipment needs, response time benchmarks and adequacy of fire hall locations.

The "Risk and Hazard Assessment" is an evaluation of the fire loading and risk present in a given area.

6.2. Measuring Fire Risk

Adequate response to a fire emergency is generally measured by the speed with which a responding firefighting crew(s) can arrive at the fire emergency with sufficient resources, to have a reasonable degree of opportunity to control or extinguish a fire. Simply put, the response provided by a firefighting crew should equal the potential severity of the fire or fire emergency.

Generally, the potential severity of a fire event is associated with the fuel load present and exposures to the fire. Factors such as building construction materials; quality of construction; building renovation history; building size, height and age; occupancy and hazards associated with the occupancy, will all contribute to the potential severity of a fire. In addition, other buildings sufficiently exposed to a burning building can contribute to the magnitude of a fire and the resources necessary to be in place to control or extinguish a given fire. Alternatively, building controls and automatic fire protection systems (both active and passive) that limit fire spread will reduce the potential severity of a fire. For building controls to be considered effective, their design, installation and maintenance must also be reviewed as any weak link may result in the system being ineffectual.

Much of the research into fire protection requirements for individual buildings and communities and the corresponding number of Pumper companies and response times has been conducted by FUS and the National Fire Protection Association (NFPA). FUS evaluates adequacy of response by comparing the potential severity of fires that may occur with a rating of the ability of fire crews and their resources responding within a specified time period relative to the fire magnitude potential.

The base point, within the Classification Standard for Public Fire Protection for measuring fire risk and the resultant available and adequate response is the determination of Required Fire Flows (RFF).



6.3. Required Fire Flows

Required Fire Flows (RFF) may be described as a measurement of the amount and rate of water application, and fire company response (resources and response times), required in firefighting to confine and control the fire magnitude possible in a building or group of buildings which comprise essentially the same fire area by virtue of immediate exposures.

RFFs were derived for buildings throughout the District of Ucluelet using the methodology described in the FUS 2020 Guideline “Water Supply for Public Fire Protection” (refer to Appendix B). The calculation takes into account the construction type, occupancy, exposures, total effective area, and the fire protection systems in place for each risk. The RFF calculation is based on the following formula:

$$F = 220C\sqrt{A} \dots\dots\text{see additional notes in appendix A}$$

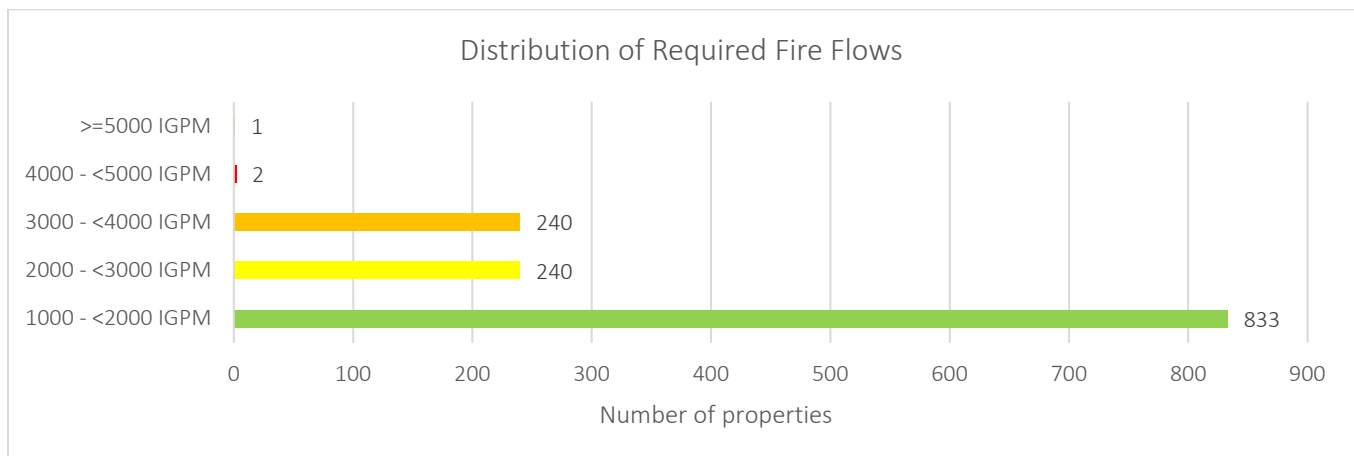
Where:

- C=coefficient related to the type of construction
- A=total effective building area

GIS parcel and zoning-based data related to Required Fire Flow variables as well as manual calculations were used to derive Required Fire Flows for buildings throughout the community. Manual calculations are shown in figure 2 with a table of values used for the calculations shown in Appendix A. In order to create a risk layer for the complete District, Required Fire Flow values were then assigned based on the allowable construction from the District of Ucluelet Zoning Bylaw (<https://ucluelet.ca/community/planning-building-bylaw/community-planning-and-zoning/zoning>). These values are shown in figure 3. These values were typically found to fall within the RISK RATING limits of Table 4 FUS - Table of Effective Response.

Overall, 1,317 Required Fire Flows were derived for the District of Ucluelet. The distribution of RFFs is shown in Figure 1.

Figure 1 RFF Distribution District of Ucluelet



The Guide for Determination of Required Fire Flow (see Appendix B), Note A indicates that the guide is not expected to necessarily provide an adequate value for lumber yards, petroleum storage, refineries, grain elevators, and large chemical plants but may indicate a minimum value for these hazards.



6.4. Basic Fire Flow for the District of Ucluelet

The Basic Fire Flow is determined from the analysis of the RFFs. The value which represents the fire potential of most large properties in the municipality but may exclude several of the largest properties not considered as usual to the municipality. Normally, the value used as the Basic Fire Flow will not be the peak RFF in the municipality.

The 90th percentile (approx.) RFF value for the District of Ucluelet was then used to select the final Basic Fire Flow for the District which is 3,300 IGPM (250 L/s).

RFFs calculated that were higher than the Basic Fire Flow are not excluded from the Classification Standard for Public Fire Protection. They are still utilized under specific items of the Rating. Additional resources and planning may be required to adequately provide protection to peak RFF risks.

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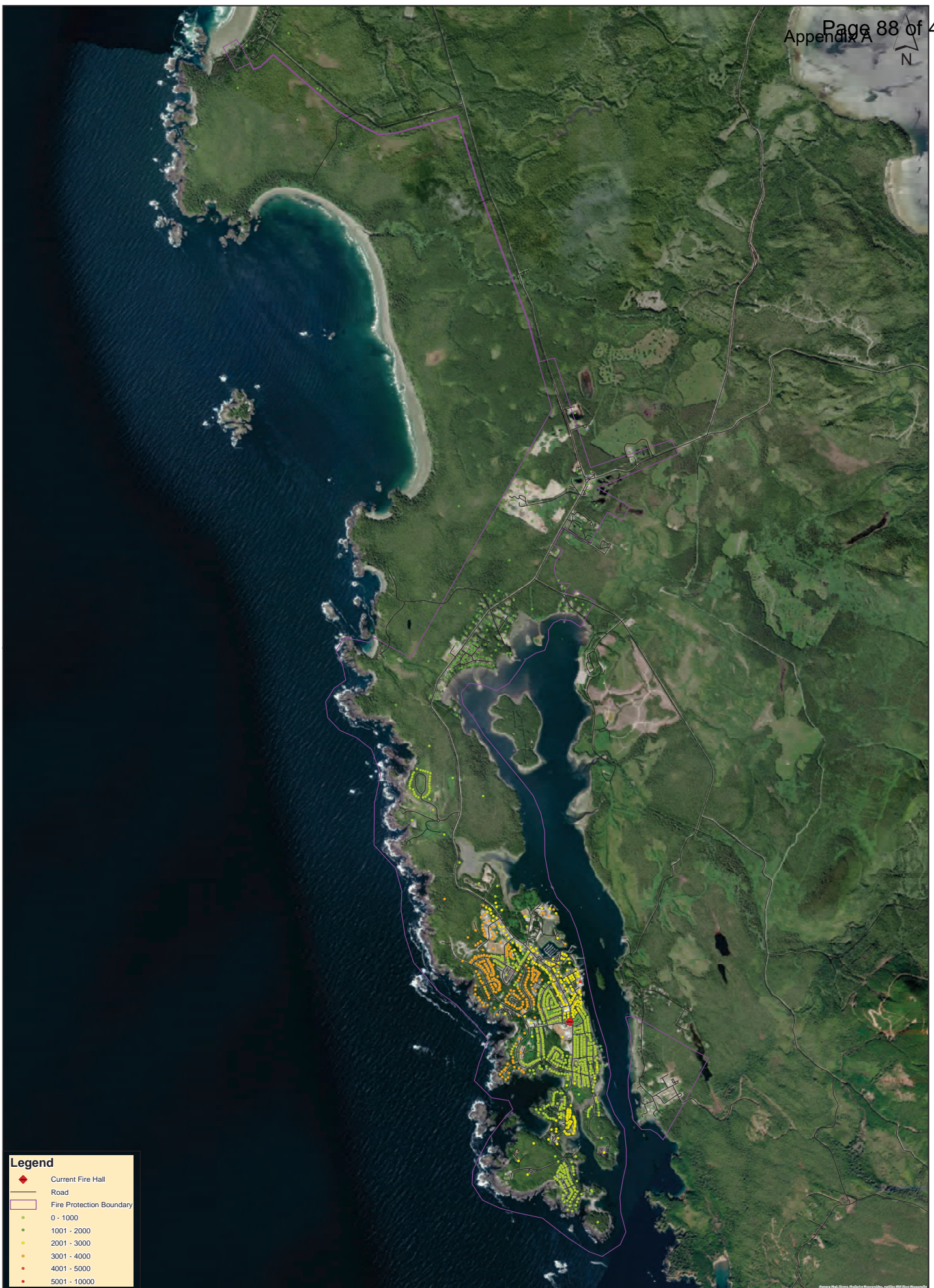
Legend

- Current Fire Hall
- Road
- Fire Protection Boundary
- 0 - 1000
- 1001 - 2000
- 2001 - 3000
- 3001 - 4000
- 4001 - 5000
- 5001 - 10000

Rick Geddes, Fire Chief, District of Ucluelet and Robert McGuinness, Tech...
Ucluelet, BC

Scale = 1:3,168





Legend

- Current Fire Hall
- Road
- Fire Protection Boundary
- 0 - 1000
- 1001 - 2000
- 2001 - 3000
- 3001 - 4000
- 4001 - 5000
- 5001 - 10000





7. PFPC - FIRE DEPARTMENT ASSESSMENT

7.1. Fire Department Grading Items

The following items are assessed as part of this study and as part of the Fire Insurance Grading process.

Areas analyzed in the assessment of the Fire Department are as follows:

- FD – 1: Engine Service
- FD – 2: Ladder Service
- FD – 3: Distribution of Companies
- FD – 4: Engine and Ladder Pump Capacity
- FD – 5: Design, Maintenance and Condition of Apparatus
- FD – 6: Number of Line Officer – Fire Suppression
- FD – 7: Total Fire Force Available
- FD – 8: Engine and Ladder Company Unit Manning
- FD – 9: Master and Special Stream Devices
- FD – 10: Equipment for Engines and Ladder Apparatus
- FD – 11: Fire Hose
- FD – 12: Condition of Fire Hose
- FD – 13: Training and Qualifications
- FD – 14: Response to Alarms
- FD – 15: Fire Ground Operations
- FD – 16: Special Protection Required
- FD – 17: Miscellaneous Factors and Conditions
- FD – 18: Pre-Incident Planning
- FD – 19: Administration

7.2. Engine Service

Fire departments are evaluated for the number of engine companies in service relative to the overall fire potential and the area being protected. Engine apparatus are required to be adequately housed and staffed in order to receive full credit.

The engine service grading item refers to the amount of credit received for each of the department's engines. Recognition and credit for engines may be reduced or withheld based upon the measured reliability of the pumps and the apparatus upon which they are installed (ex. factors such as age, listing, testing, etc.).

Fire apparatus that serve dual purposes are evaluated based on the primary duty it serves on the fire ground. For example, a ladder apparatus with a fire pump may be credited in one of two ways.

- 100 percent credit as a ladder apparatus and 50 percent credit as an engine, or
- 100 percent credit as an engine apparatus and 50 percent credit as a ladder apparatus.

This depends upon the number of apparatus a department has available and where credit should be distributed properly in the grading depending on the primary use of the fire apparatus.



Apparatus needs based on Basic Fire Flow:

The benchmark number of Engine Companies that the District of Ucluelet can receive credit for is based on the Basic Fire Flow of 3,300 IGPM (250 L/s). Initial apparatus needs are cross referenced with Table 4 FUS - Table of Effective Response. For a Basic Fire Flow of 3,300 IGPM (250 L/s) 4 Pumper apparatus are needed.

The District of Ucluelet has limited resources at the Ucluelet firehall to response to a larger structure fire. As such the District has aid agreements in place for response. There is an “Automatic Aid agreement” in place with the District of Tofino, dated January 2015. The agreement provides for automatic response to emergency incidents within the District; however, the distance from the Tofino firehall to the Ucluelet firehall is approximately 40km. The maximum distance to be credited within the Classification Standard for Public Fire Protection (technical manual used to determine Fire Insurance Grades) is 25km.

Apparatus needs based on response facility locations:

Further apparatus needs are determined based on distribution of resources to provide reasonable coverage within the District. Ideally between 90%-100% of properties should have a Pumper apparatus response within first due response times which are taken from Table 4. A GIS optimization analysis determines the number of facilities in the District needed to provide more than 90% coverage.

The actual current distribution of resources is assessed in section 7.4 of this report (Distribution of Companies). 87.5% of properties lie within first due response distances. In this case no additional companies are added for distribution.

Apparatus needs based on call volume:

Final apparatus needs are then based on the frequency of alarms for a fire company and total number of “Fire” calls annually. Where a Pumper company receives in excess of 2,500 calls per year, additional companies are needed. For a municipality having more than 250 fires per year, one additional Pumper company is needed. The District of Ucluelet received 184 total calls last year. The majority of calls are either medical or road rescue. There is very low fire call volume. No additional apparatus are needed based on the call volume.

Therefore, the total needed Pumper companies for benchmarking within the Classification Standard for Public Fire Protection is 4. For Fire Insurance Grading, a fire department should have one reserve engine for each eight engines in service. A fire department even with a single engine company should have a reserve engine.

A summary of Pumper apparatus credit is provided in table 2. Apparatus credited as AD (Active Duty) under Duty Status receive 100% credit as first responding. AA (Automatic Aid) under Duty Status receive 33% (approx.) credit as first responding. OA (Outside Aid) under Duty Status receive 16% (approx.) credit as first responding.



Table 2 Credited In-Service Engine Summary

Identifier	Apparatus Credit	Year	Engine Credit	Reserve Engine Credit	Duty Status	Pump Capacity (IGPM)
District of Ucluelet Engine 1	Pumper	2017	1	0	AD	1050
District of Ucluelet Engine 2	Pumper	2001	1	0	AD	1050
District of Ucluelet Rescue 1	Rescue	2007	0	0	Not Credited	0
DOT Ladder 1	Aerial	2005	0	0	Not Credited	1250
Total Engine/Reserve Credit			2(AD)	0		
Credit Receivable			4	1		

The District of Ucluelet received **52%** credit for this grading item.

As shown in table 2, District of Ucluelet Engine 2 is 23 years old. This apparatus is being considered for replacement in order to maintain credit within the Classification Standard for Public Fire Protection (see Appendix C - Insurance Grading Recognition of Used or Rebuilt Fire Apparatus). Currently, the District of Ucluelet received 52% credit for apparatus; however, if apparatus is not credited due to age, then the credit would be reduced to 25%. In addition, other areas of the Grading would see reduced credit, such as section 7.5 of this report (Engine and Ladder Pump Capacity).

Approximately 80% of calls to Ucluelet Fire Rescue are either 'Rescue' or 'Medical'. Currently, Ucluelet Fire Rescue uses a separate apparatus for these types of calls, 'District of Ucluelet Rescue 1'. With limited staff available for response, this means that staff already committed to a Rescue/Medical call would not be readily available to use the 'Fire' apparatus until they return to the hall to use 'District of Ucluelet Engine 1' or 'District of Ucluelet Engine 2'. To address this issue, Ucluelet Fire Rescue is considering replacing District of Ucluelet Engine 2 with a Pumper-Rescue combination apparatus.

During the risk assessment tour of the District, it was noted that Coral Way road has numerous steep, narrow and long gravel driveways that would be difficult to access using a regular ULC-S515 *Pumper Fire Fighting Apparatus*. To address this issue, and to allow for easier access to Wildland Urban Interface (WUI) areas, Ucluelet Fire Rescue is considering a Mini-Pumper (ULC-S515 *Initial Attack Fire Fighting Apparatus*) as the third apparatus for the Ucluelet Fire Rescue fleet.

Ucluelet Fire Rescue asked for comment on how a change in fleet from 2 Pumps and a Rescue to 1 Pumper, 1 Pumper-Rescue, 1 Mini-Pumper would affect the Grade (see table 3). The Pumper-Rescue can be credited 100% as an Active Duty. From the Classification Standard on Public Fire Protection a mini-pumper can be credited as 50% of a Pumper as shown in the following excerpt.

“Equivalency to a pumper through the use of combinations of vehicles that individually do not fully comply with the triple combination requirements may be considered reasonable, but they should comply with the “General Requirements” of ULC S-515. In light residential districts the requirements for a triple combination may be met on the basis of two light attack vehicles being equal to one pumper where such are used, but this should not be considered acceptable practice to make up more than one third of the required pumper companies in a fire department. In any case, a full triple combination pumper should be included in all responses to building fires on a first due travel response time basis.”



Table 3 Credited Proposed Apparatus Summary

Identifier	Apparatus Credit	Year	Engine Credit	Reserve Engine Credit	Duty Status	Pump Capacity (IGPM)
District of Ucluelet Engine 1	Pumper	2017	1	0	AD	1050
District of Ucluelet Engine 2	Pumper/Rescue		1	0	AD	1050
District of Ucluelet Mini-Pumper	Pumper		0.5	0	AD	?
DOT Ladder 1	Aerial	2005	0	0	Not Credited	1250
Total Engine/Reserve Credit			2.5(AD)	0		
Credit Receivable			4	1		

The District of Ucluelet proposed alignment of apparatus would result in **65%** credit for this grading item.

The proposed alignment would essentially add 50% of a pumper to the fleet. This would also affect the credit received in sections 7.4 (Distribution of Companies), 7.5 (Engine and Ladder Pump Capacity) and 7.15 (Response to Alarms) of the Grading. The mini-pumper would also be credited in section 7.17 (Special Protection Required).

Recommendation 1 Replace Engine 2 apparatus
Engine 2 should be replaced in order to maintain credit for Fire Insurance Grading.

Recommendation 2 Consider proposed fleet alignment
The proposed fleet alignment of 1 Pumper, 1 Pumper-Rescue, 1 Mini-Pumper would improve credit in various areas of the Fire Insurance Grade as well as address access issues to some residential properties and the issue of fire fighters being committed to a single function apparatus, i.e. Rescue apparatus.

Dwelling Protection Grade (DPG) 3A currently applies to properties within 300m hose-lay of a recognized hydrant and within 8km road response distance of the Ucluelet Fire Hall (see figure 11). A summary of Dwelling Protection Grade categories is provided in Appendix E. For properties within 8km of the Fire Hall but beyond 300m hose-lay of a recognized hydrant, DPG 4 (Limited Fire Protection) applies as the current alignment of apparatus does not qualify for DPG 3B (Standard Tanker Service) due to limited water tank capacity. There are properties within the Ucluelet Fire Protection Areas that do not have recognized hydrants within 300m hose-lay of properties and as such DPG 4 applies to these properties. This is further discussed in section 10.10 and shown in the Fire Insurance Grade maps in figure 10 and 11 (DPG 4 and PFPC 9).



7.3.Ladder Service

Fire departments are evaluated for the number of ladder companies in service relative to the overall fire potential and the area being protected. Ladder apparatus are required to be adequately housed and staffed in order to receive full credit. Recognition and credit for ladders may be reduced or withheld based upon the measured reliability of the apparatus upon which they are installed (ex. factors such as age, listing, testing, etc.).

Fire apparatus that may serve dual purposes are evaluated based on the primary duty it serves on the fire scene. As previously stated, a ladder apparatus with a fire pump may be credited in one of two ways.

- 100 percent ladder credit as a ladder apparatus and 50 percent credit as an engine, or
- 100 percent credit as an engine apparatus and 50 percent credit as a ladder apparatus.

This all depends upon the number of apparatus a department has available and where credit should be distributed properly in the grading depending on the primary use of the fire apparatus.

Response to buildings that are 3 storeys or 10 m (35 ft) or more in height, or buildings that have a Required Fire Flow greater than 3,000 IGPM (227 L/s), or any combination of these criteria, should have a ladder company (Refer to APPENDIX D Requirements for Aerial Apparatus). The height of all buildings in the community, including those protected by automatic sprinklers, is considered when determining the number of needed ladder companies for Fire Insurance Grading.

Apparatus needs based on Basic Fire Flow:

The benchmark number of ladder companies that the District of Ucluelet can receive credit for based on the Basic Fire Flow of 3,300 IGPM (250 L/s) is 1. Values are cross referenced with the Table of Effective Response.

As noted in section 7.2, there is an “Automatic Aid agreement” in place with the District of Tofino, dated January 2015. The agreement provides for automatic response to emergency incidents within the District; however, the distance from the Tofino Fire Hall to the Ucluelet Fire Hall is approximately 40km. The maximum distance to be credited within the Classification Standard for Public Fire Protection (technical manual used to determine Fire Insurance Grades) is 25km.

Table 4 Credited In-Service Ladder Summary

Identifier	Apparatus Credit	Year	Ladder Credit	Reserve Ladder Credit	Duty Status	Pump Capacity (IGPM)
DOT Ladder 1	Aerial	2005	0	0	No credit	1250
Total Ladder/Reserve Credit			1(AD), 2(AA)	0		
Credit Receivable			1	1		

The District of Ucluelet received **0%** credit for this grading item.

While the District of Ucluelet has buildings 3 storeys and over that would benefit from an aerial apparatus response in a structure fire, the number of buildings is limited. The weighting of the “Ladder Service” item within the overall determination of the Fire Insurance Grades is shown in section 10.2.



Recommendation 3 Future consideration should be given to an aerial apparatus.
Future consideration should be given to an aerial apparatus.

7.4. Distribution of Companies

7.4.1. Background

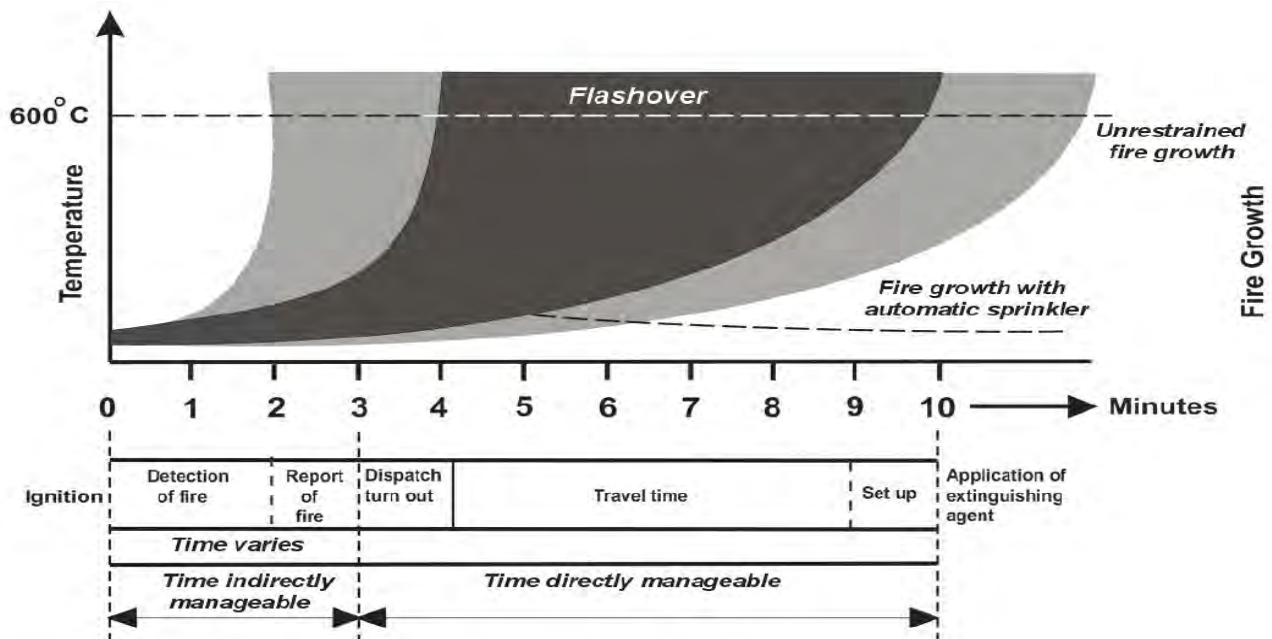
This item concerns the placement of companies, throughout the Fire Protection Area, when considering the ideal response times listed in Table 4 FUS - Table of Effective Response.

Within the Table of Effective Response the following are identified for each Required Fire Flow (RFF) (building):

- First due response – Initial number of companies within a specified time/distance depending on RFF value
- Second due response – Secondary number of companies within a specified time/distance depending on RFF value
- Total concentration response – Total number of companies within a specified time/distance depending on RFF value

The intent of fire department response is to arrive at a fire scene with the necessary resources before the point of flashover, see Figure 4. Beyond the point of flashover, it can become very difficult to combat a fire as fire growth increases exponentially as can be seen.

Figure 4 Fire Propagation Curve (source NFPA)



It can be seen from Figure 4 that in order for a fire department to arrive with the necessary resources at a specific point of fire growth would require knowledge/control of all aspects of two systems: the fire and the response. In



both cases neither system is completely controllable and as such most response distances/times are based on empirical data and research from mutual agencies. Ideal response distances/times form the basis of fire hall location/apparatus distribution.

For response assessment within the Classification Standard for Public Fire Protection, the Table of Effective Response is used as the benchmark, see Table 4 FUS - Table of Effective Response. A single-family dwelling structure can have an RFF value of 1100 IGPM. The benchmark response for 1100 IGPM is read from the Table of Effective Response (see Table 4) as follows:

- Initial response to alarms for Pumper companies is 2, i.e. 1 Pumper company in a first due response time of 4 minutes (same as NFPA 1710) and 1 Pumper company in a second due response time of 6 minutes.
- The total number of Pumper companies required is 2 in 6 minutes.
- In the case of 1100 IGPM (84 L/s) a Ladder company is required only if the building is 3 stories or greater.

Within the Classification Standard for Public Fire Protection individual property response is measured against these benchmarks with 100% credit being applied where the ideal distances/times are met.

7.4.2. Response Assessment Model

As road speed network data was not available for the District, response times were converted to response distance based on the following relationship (source The New York City - RAND Institute):

$$1.065d = t - 0.65$$

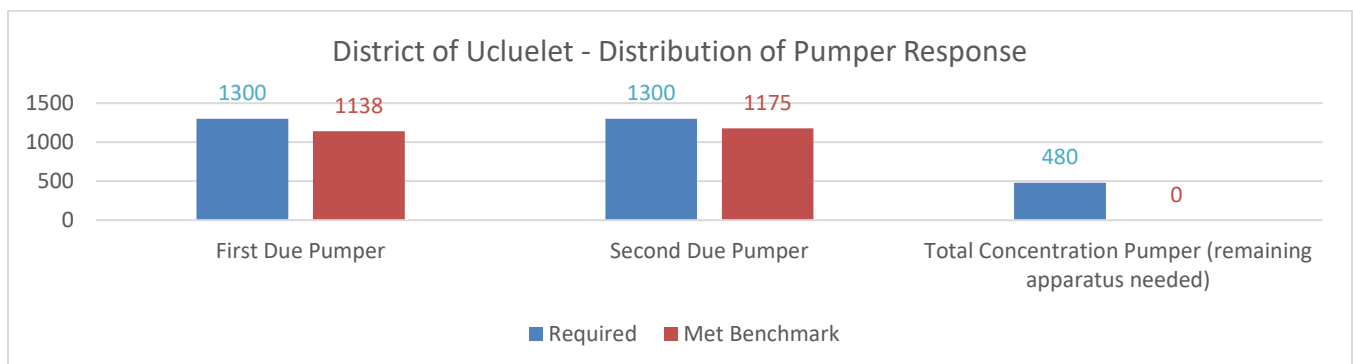
Where:

- d = distance (km)
- t = time (min)

Again, GIS was used with municipal road network data to determine the response distances from each facility/apparatus to each RFF point.

The results are summarized in Figure 5. In summary, 87.5% of RFF points lie within first due response distances. Percentage credit received for each RFF point is shown in Figure 9. Figure 9 shows how well each RFF point met the benchmark Pumper response for all apparatus needed. 100% credit (green) shows that all Pumper apparatus are expected to be on-scene within the distances/times specified in Table 4; yellow indicates approximately 50% of pumper response being met; and red indicates approximately 0% pumper response credit.

Figure 5 Pumper Response Credit





There are 134 parcels that would benefit from ladder response.

The District of Ucluelet received **74%** credit for this grading item.

Recommendation 2 is not repeated here; however, adding a mini-pumper apparatus would lead to additional, credit in this item as well as other items in the Grading.

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Table 5 FUS - Table of Effective Response

The following Table aids in the determination of Pumper and Ladder Company distribution and total members needed. It is based on availability within specified response travel times in accordance with the fire potential as determined by calculation of required fire flows, but requiring increases in availability for severe life hazard.

RISK RATING		Approx.		Pumper Companies	Ladder Companies	Engine Company, Minutes	Pumper Company, Minutes	Ladder Company, Minutes	Pumper Companies.		Ladder Companies	
		L/min X1000	Igpm Range						No.	Min.	No.	Min.
1 (a)	Very small buildings, widely detached buildings.	2	400	1	0	7.5	-	*9	1	7.5	*1	9
(b)	Scattered development (except where wood roof coverings).	3	600	1	0	6	-	*7.5	1	6	*1	7.5
2	Typical modern, 1 - 2 storey residential subdivision 3 - 6 m 10 - 20 ft. detached).	4-5	800-1,000	2	0	4	6	*6	2	6	*1	6
3 (a)	Close 3 - 4 storey residential and row housing, small mercantile and industrial.	6-9	1,200-2,000	2	1 (if required by Hazards)	3.5	5	*4	2	5	*1	4
		10-13	2,200-2,800	2		3.5	5	*4	3	6	*1	4
3 (b)	Seriously exposed tenements. Institutional. Shopping Centres Fairly large areas, fire loads, and exposures.	14-16	3,000-3,600	2	1	3.5	5	4	4	7	1	4
		17-19	3,800-4,200	2	1	3.5	5	4	5	7	**1	4
4 (a)	Large combustible institutions, commercial buildings, multi-storey and with exposures.	20-23	4,400-5,000	2	1	2.5	4	3.5	6	7.5	2	5
		24-27	5,200-60,00			2.5	4	3.5	7	7.5	2	5
4 (b)	High fire load warehouses and buildings like 4(a).	28-31	6200-6800	3	1	2.5	3.5	3.5	8	8	3	7
		32-35	7000-7600			2.5	3.5	3.5	9	8	3	7
5	Severe hazards in large area buildings usually with major exposures. Large congested frame districts.	36-38	7,800-8,400	3	3	2	3.5	2.5	10	8	4	7.5
		39-42	86,00-9,200			2	3.5	2.5	12	9	5	8
		43-46	9,400-10,000			2	3.5	2.5	14	9	6	9



Notes to Table of Effective Response

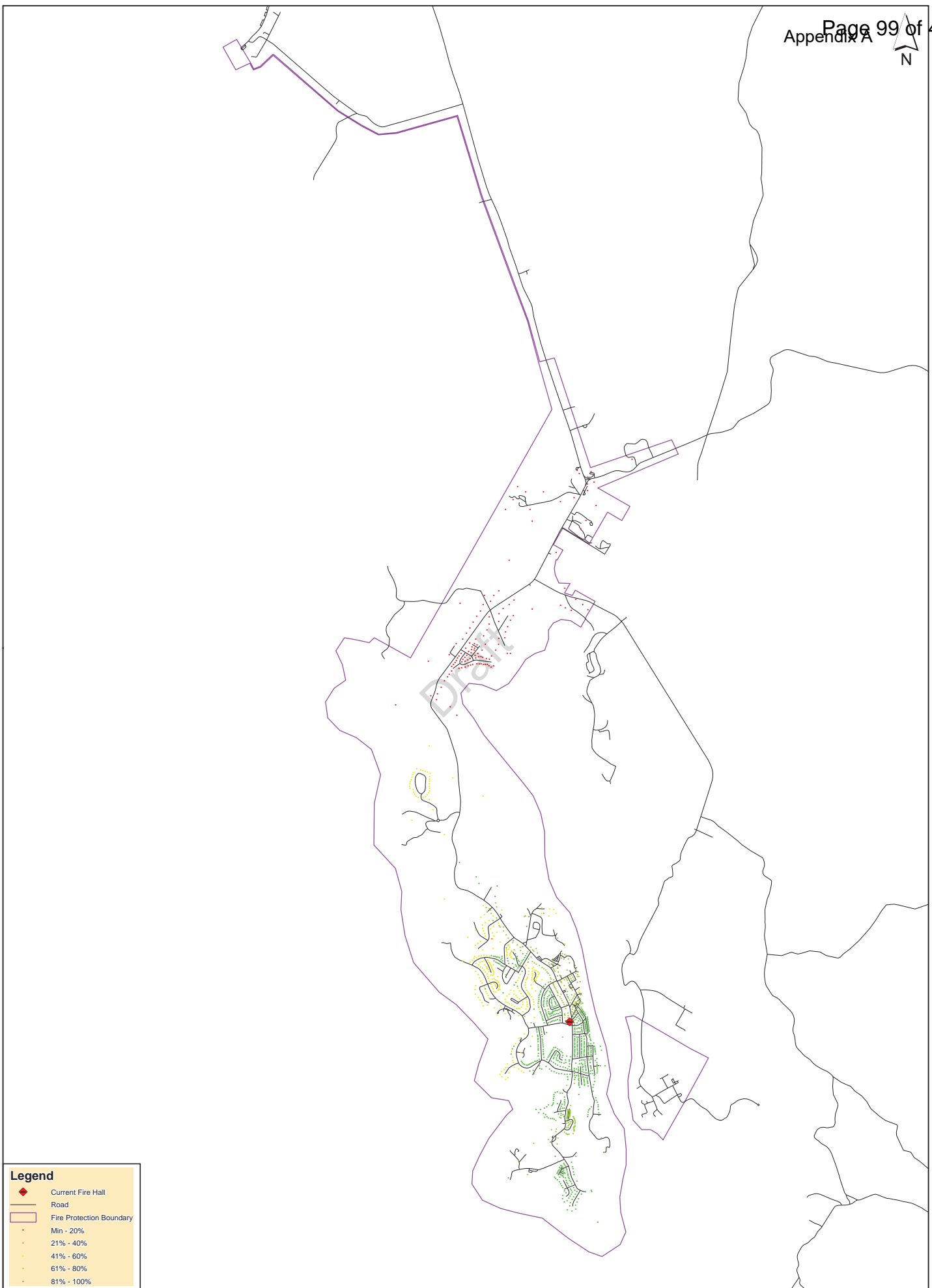
A ladder company is required here only when exceptional conditions apply, such as 3 storey heights, significant life hazards.

* For numerous or large single buildings over three stories use two ladder companies in 5 minutes.

When unsprinklered buildings over six stories have fire flow requirements less than Group 4, the number of Pumper and Ladder Companies under “Total Availability Needed” should be increased at least to the next group to provide the additional manpower required except where this additional manpower regularly responds in the time allotted, as occurs in some volunteer or composite fire departments.

The table gives travel times for apparatus AFTER dispatch and turn-out. Under very exceptional conditions affecting total response time, these nominal figures should be modified.

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Legend

- Current Fire Hall
- Road
- Fire Protection Boundary
- Min - 20%
- 21% - 40%
- 41% - 60%
- 61% - 80%
- 81% - 100%





7.5. Engine and Ladder Pump Capacity

The Engine and Ladder Pump Capacity grading item refers to the capacity of credited, recognized pumps located on fire apparatus. Recognition and credit for pumps on fire apparatus may be reduced or withheld based upon the measured reliability of the pumps and the apparatus upon which they are installed (ex. factors such as age, listing, testing, etc.).

Fire apparatus that may serve dual purposes are evaluated based on the primary duty the apparatus serves on the fire scene (ladder or pump). As previously stated, a ladder apparatus with a fire pump may be credited in one of two ways.

- 100 percent credit as a ladder apparatus and 50 percent credit of the pump on the apparatus, or
- 100 percent for the pump on the ladder and 50 percent credit as a ladder apparatus.

This depends upon the number of apparatus a department has available and where credit should be distributed properly in the grading depending on the primary use of the fire apparatus.

Total credited Pumper capacity is summarized in Table 2 where a total of 2100 IGPM (160L/s) is compared to the Basic Fire Flow of 3,300 IGPM (250L/s).

The District of Ucluelet received **66%** credit for this grading item.

Again, Recommendation 2 is not repeated here; however, adding a mini-pumper apparatus would lead to additional credit in this item as well as other items in the Grading.

7.6. Design, Maintenance and Condition of Fire Apparatus

Maintaining a reliable fire apparatus fleet could well be the most important capital asset for any municipal fire department. Firefighters are heavily dependent on the performance of their fire apparatus to deliver emergency services to protect lives, property and the environment. The apparatus must be maintained in superior operating condition and perform at the highest levels of safety, availability, functionality and reliability to ensure that emergency services are provided in a timely and efficient manner. When adequate performance levels can no longer be assured, apparatus should be replaced without delay, where possible.

The public fire service is rather unique when compared to other emergency services due to the fact that fire department apparatus are not continuously in use. However, when in use, fire apparatus are subject to considerable mechanical stress due to the nature of their function. The types of mechanical stresses that present immeasurable wear and tear on apparatus include, but are not limited to the following:

- The nature of emergency responses,
- Repeated acceleration and braking,
- Frequent defensive driving manoeuvres,
- High engine speeds prior to sufficient engine warm-up,



- Excessive loads adding additional stresses (water weight and equipment), and
- Long term cumulative effects of emergency responses and extreme operating conditions resulting in reduced performance levels and fatigued mechanical components and assemblies.

Visual indications of the effects of mechanical stress do not always manifest themselves on the exterior of the apparatus; they are often effectively masked in most fire departments by a higher standard of aesthetic care and maintenance.

Fire Department apparatus should be of suitable design and well maintained for the emergency service that is to be performed. A breakdown en-route to, or on the fire ground could result in loss of life and greater damage to property. Maintenance facilities, quality of maintenance programs, qualifications of maintenance personnel, apparatus suitability and apparatus age are considered in this item.

Maintenance Facilities and Personnel

Historically, pump performance testing was completed sporadically; however, records were not maintained. Last year pump testing was completed by a third party. Annual on-site testing will be completed going forward with records maintained. Larger repairs/maintenance are completed in the District of Port Alberni.

Engine and Ladder Testing

Engine and ladder service tests including but not limited to pump testing are valuable in assessing the effectiveness of the preventive maintenance program. Service tests of pumps and ladders on apparatus are generally conducted to show whether the equipment is working correctly.

There are very limited historical records on apparatus maintenance. Going forward, annual on-site testing will be completed, and records maintained. There is a preventive maintenance program in place; however, it has only recently been documented.

Post-trip inspections are completed after using the apparatus. Equipment issues are reported using the inspection form.

Age, Obsolescence and Condition of Apparatus

As fire department apparatus age, numerous studies have confirmed that they tend to require maintenance and/or repair on a more frequent basis, thus increasing costs and decreasing their level of reliability. Increased frequencies of maintenance/repair result in more “out of service” time often leading to an increased reliance on reserve apparatus, which typically have been demoted to reserve status as a result of exceeding its front line response expectancy. Increased probability of apparatus and equipment breakdowns or failures can also negatively impact the fire department’s level of personnel safety and operational efficiency.

A lack of readily available replacement parts can also make long term use of the apparatus less economically feasible. Vehicle, pump and equipment manufacturers typically maintain a parts inventory for each model year for a finite period of time. After that period has passed the necessary replacement parts may be difficult to locate and/or obtain which can lead to increased “out of service” time or result in the apparatus being operated with deficiencies. Availability of replacement parts can be particularly problematic with fire department apparatus, largely due to the limited market and specialized nature of the individual components which in many cases must be re-built or custom fabricated. As previously mentioned, increased “out of service” time often results in an increased dependency on reserve apparatus which can further drive up maintenance/operating costs.



Obsolescence is another key factor related to aged fire department apparatus. Modern fire apparatus continually increase levels of safety, performance, functionality and reliability through the use of new technology, improved engineering practices and compliance with updated, recognized industry standards. Fire department apparatus equipped with the latest operating capabilities and safety features will ensure that fire fighter operational efficiency is maximized and their risk to possible injuries is kept to a minimum.

Service life is considered to be the period of time in which a fire department apparatus can be maintained in superior operating condition and is capable of adequately, reliably and efficiently performing all of its originally designed functions and duties. There are a number of indicators that will enable fire service management and fleet managers to understand that a piece of apparatus may in fact be reaching the end of its serviceable life span. The majority of these indicators will likely be identified during regular maintenance or annual testing of apparatus such as:

- Decline in pump capacity,
- Degradation of braking systems (longer braking distances experienced),
- Decreased engine performance, reliability and acceleration,
- Structurally weakened chassis due to constant load bearing,
- Slower engine warm up times, and
- Engines operating at higher revolutions per minute (RPM).

The National Fire Protection Association (NFPA) standards do not specify a mandatory retirement age for fire apparatus mainly due to the number of individual factors that can affect the lifespan of any fire department apparatus. The NFPA does however recommend that fire apparatus older than fifteen (15) years, that have been properly maintained and that are still in serviceable condition, be shifted from first-line service and placed in reserve status (see *NFPA 1901 Annex D Guidelines for First-Line and Reserve Fire Apparatus*). The NFPA further recommends that any apparatus over twenty-five (25) years of age or those not conforming to applicable NFPA fire apparatus standards should be replaced.

FUS (FUS) considers the age of fire department apparatus to be one of many important factors when conducting a Fire Insurance Grading evaluation as outlined in Appendix C - Insurance Grading Recognition of Used or Rebuilt Fire Apparatus. District of Ucluelet currently does not have an apparatus replacement schedule.

The District of Ucluelet received **60%** credit for this grading item.

Recommendation 4 Implement an apparatus replacement schedule for fire apparatus

The District should implement an apparatus replacement schedule as covered in Appendix C - Insurance Grading Recognition of Used or Rebuilt Fire Apparatus.



7.7. Number of Line Officers – Fire Suppression

The number of Chief Officers and Company Officer positions is reviewed and graded under this item. The number of Chief Officers and Company Officers required to receive maximum credit for this grading item is determined from the Basic Fire Flow and the resulting number of engine and ladder companies associated with the benchmark.

Chief Officers

For Fire Insurance Grading the maximum credit District of Ucluelet can receive for Chief Officers is 2. Full credit is received for each career Chief or career Deputy Chief on the department. An Auxiliary Chief or Auxiliary Deputy Chief is credited at 50 percent.

Ucluelet Fire Rescue has a career Fire Chief, a career Deputy Chief and non-career Deputy Chief. As such the total credit for Chief Officers is 3.

Company Officers

The number of Company Officers that District of Ucluelet can receive maximum credit for Fire Insurance Grading is determined by the total number of engine and ladder companies based on the Basic Fire Flow benchmark and an on-duty shift factor. Credit can be received through a combination of career and auxiliary officers on the fire department. Full credit is received for each career officer on the department. Auxiliary officers are credited at 50 percent.

Ucluelet Fire Rescue has 4 Company Officers (1 Captain and 3 Lieutenants).

The District of Ucluelet received **55%** credit for this grading item.

7.8. Total Fire Force Available

Under this grading item, a fire department is measured in its ability to meet the staffing requirements as determined by the Basic Fire Flow benchmark from the Table of Effective Response. For the grading of this item there should be at least six competent career Firefighters available and assigned to respond to fire for duty with each required engine and ladder company. The number of these Firefighters that should be on-duty with the apparatus of these companies at all times should be appropriate to the fire risk and fire incidence load.

For the purposes of Fire Insurance Grading, the maximum creditable number of career Firefighters per company is six (including officers). Therefore, the maximum credit that the District of Ucluelet can receive for this grading item is based on the number of apparatus as discussed in section 7.2 and 7.3.

The total maximum creditable number of Firefighters is based on the number of companies (total concentration) and the maximum creditable number of career Firefighters per company (six) per shift (including officers), available continuously year round (day and night) for Fire Insurance Grading.

Credit for available fire force may be received according to the:

- minimum career Firefighters on duty,
- minimum regular vol. and off shift response of career Firefighters on 1st alarms,



- police officer/fire fighter and ambulance attendant/fire fighter,
- minimum automatic aid response,
- minimum mutual aid response, and
- minimum response of off-shift career Firefighters on multiple alarms.

Note that probationary Firefighters (incomplete training) and junior Firefighters (under age) are not credited due to lack of active fire ground duties.

Minimum Career Firefighters on Duty

The minimum number of career Firefighters on duty is determined by reviewing the fire departments records. Records are reviewed to determine the number of Firefighters on duty as during normal vacation periods less average details and sick leaves, but not the absolute minimum that may occur only one or two days a year. This includes career company officers and Firefighters. For Fire Insurance Grading, career Firefighters on duty are equal to one Fire Fighter Equivalent Unit (FFEU).

Ucluelet Fire Rescue has 2 career members on duty during normal working hours, Monday through Friday. There is a duty crew system in place from 6pm-6pm Friday through Sunday.

Minimum regular vol. and off shift response of career Firefighters on first alarms

Fire departments having off duty career members or auxiliary members responding on first alarms may receive credit. Typically three off duty or auxiliary members responding on first alarm are considered as one FFEU for grading purposes. Consideration for credit is based on records being available indicating response statistics. If no records are kept of response, credit for FFEU is limited to one FFEU for each six off duty or auxiliary members claimed to respond.

Ucluelet Fire Rescue has 19 non-career members.

Police and Ambulance Personnel

Fire Departments may receive credit within the grading of this item for police and ambulance personnel responding and performing fire ground duties. The amount of credit depends upon the extent to which they are available and are used for response to fire alarms. Records of response and training are reviewed to determine that amount of credit that can be received. Each ambulance attendant/fire fighter or police officer/fire fighter on duty in a radio equipped vehicle and responding on first alarm equals 0.5 FFEU.

Automatic Aid

Fire departments that have formal contracts for automatic aid response may receive credit for the personnel responding for this grading item. For personnel to be credited for automatic aid the responding fire department should be within 8 km in road travel distance to built-up areas of the community or municipality. Each career fire fighter from the responding fire department may be credited as one FFEU and each volunteer fire fighter from the responding fire department may be credited as 0.33 FFEU.

Automatic aid is not credited due to the distance from the District of Tofino.

Mutual Aid

Fire departments that have formal contracts for mutual aid response may receive some credit for the personnel responding for this grading item. For personnel to be credited for mutual aid the responding fire department should be within 25 km of travel distance to built-up areas of the community or municipality. Each career fire



fighter from the responding fire department may be credited as one FFEU and each volunteer fire fighter from the responding fire department may be credited as 0.33 FFEU.

Off shift Response on Multiple Alarms

Fire departments that have formal agreements for career members to respond off shift on multiple alarms may receive credit for members responding within this grading item. Career members responding on multiple alarms are credited on the basis of four off duty career members being equal to one FFEU. Auxiliary members are credited the same as on first alarm as 1/3 if statistical records of response are available or 1/6 if no records of response are available.

The District of Ucluelet received **28%** credit for this grading item.

Recommendation 5 Improve fire fighter staffing levels

The District should improve the number of fire fighters especially as the community is not located within 25km of a neighboring community that can provide aid in the case of a structure fire.

7.9. Engine and Ladder Company Unit Manning

This grading item measures the company unit strength of on-duty paid personnel responding on in-service apparatus. A maximum manning of six can be credited for each in service engine and ladder company.

The number of members credited on-duty and on first alarm response determined from section 7.8 is used in the analysis of this grading item. The number of in-service engines and ladder apparatus is determined from sections 7.2 and 7.3.

The amount of credit received in this grading item is as follow:

Average Company Staffing	Credit
6 members	240
5 members	230
4 members	225
3 members	210
2 members	180
1 member	120
0 members	0

The District of Ucluelet received **93%** credit for this grading item.



7.10. Master and Special Stream Devices

This grading item considers the equipment Firefighters would use to be effective in combating large fires and fires in upper storeys or hard to reach locations. Equipment considered under this grading item are fixed and portable turrets, large spray nozzles, distributing nozzles, foam equipment, and elevated master stream devices.

Detailed apparatus equipment checklists were provided for each apparatus; no further review was completed.

The District of Ucluelet received **100%** credit for this grading item.

7.11. Equipment for Engines and Ladder Apparatus, General

This grading item considers the general equipment for engine and ladder apparatus. Equipment includes, but is not limited to, rope, cutters, fire extinguishers, nozzles, first aid equipment, wrenches, generators, salvage tarps, etc.

Detailed apparatus equipment checklists were provided for each apparatus; no further review was completed.

The District of Ucluelet received **100%** credit for this grading item.

7.12. Fire Hose

Fire hose used by the fire department should be distributed so that each engine company carries a minimum of at least 360 m (1,200 ft) of 65 mm (2 ½ in) (or larger), 180 m (600 ft) of 38 mm (1 ½ in), and 60 m (200 ft) of 25 mm (1 in) booster hose (or equivalent hose). A fire department should maintain a complete reload or spare hose at the Fire Hall. Maximum credit for this grading item is given if the fire department meets or exceeds the minimum hose totals. Larger hose may be credited in the place of smaller hose.

Detailed apparatus equipment checklists were provided for each apparatus; no further review was completed.

The District of Ucluelet received **100%** credit for this grading item.

7.13. Condition of Fire Hose

This grading item reviews the condition and maintenance of the fire department's fire hose. Fire hose should be properly cared for. Fire hose failure on the fire ground can lead to injury or death of building occupants or to Firefighters, and result in unnecessary property damage. Suitable facilities should be provided for washing, drying, and storing of fire hose. Fire hose should be maintained in good condition and tested annually to at least 1,700 kPa (250 psi) pressure.



Testing Program and Age of Fire Hose

A portion of this grading item reviews the testing procedures and frequency of testing of the fire department fire hose. Fire hose should be maintained in accordance with NFPA 1962, *Standard for the Inspection, Care, and Use of Fire Hose, Couplings, and Nozzles and the Service Testing of Fire Hose*, recent edition.

Ucluelet Fire Rescue has an annual hose maintenance/testing program. In recent years, hose testing records have been maintained in an online inventory. Prior to this inventory records were not kept.

The District of Ucluelet received **100%** credit for this grading item.

7.14. Training and Qualifications

Fire Department training is commensurate with fire potential in the community or municipality which facilitates the effective handling of fires through provision of a competent force of personnel. The objective of this grading item is to measure qualifications of the members of the department through the results of the training programs, not simply the programs and facilities themselves. The training and qualifications grading item is separated into five areas for review.

Generally, facilities should be provided, sufficient in size and number and suitably equipped, for the proper instruction of all members. There should be a complete, uniform training program under the close supervision of a competent officer; the program should include the study and development of modern practices, including standard operational procedures. There should be a comprehensive schedule of regular classes and drills at the training facility and at fire Halls. Special classes for new members, officers, operators, and drivers should be held.

Quality of Basic Recruit Training

This portion of the grading item reviews the basic recruit training program used by the fire department including the probation period. Ideally a fire fighter should serve a probation period of up to one year in training status in which thorough training is provided in safe and efficient firefighting and the probationer is assessed in actual fire service performance.

Generally, training should produce, for most of the force, an all-round fire fighter/fire prevention inspector. This allows the firefighting force to complement the fire prevention staff in the total fire department objective. Recruit training should be separate from the routine drill program.

The Ucluelet Fire Rescue procedure for hiring is listed in O.G. 7.00 – Recruit Procedures, Probation, and Milestones. Applicants must live within 15 minutes of the Ucluelet Fire Hall. New members train towards NFPA 1001 following the text “Fundamentals of Firefighter Skills”. There is a 6-month probation period during which members must maintain 100% attendance. After the probation period, and exams/courses completed, recruits are issued a pager and can respond to calls.

Quality of On-going Drills and Training

This portion of the grading reviews a fire departments on-going drill and training program. Generally, a fire department training program should include practice evolutions, classroom work, firefighting, prevention and other areas, all to be contained in a department manual; as well as inter-company and building familiarization exercises.



This program should be under the supervision of an officer in charge with developing, coordinating and evaluating the results.

Ongoing training is covered in *O.G. 6.00 – Training Standards*. Ucluelet Fire Rescue is an “Interior Operations Level” Department (“Structure Firefighters Competency and Training PLAYBOOK”) and train to this level as well as *NFPA 1001 – Standard for Fire Fighter Professional Qualifications* and *NFPA 1002 – Standard for Fire Apparatus Driver/Operator Professional Qualifications*. The Fire Chief, Deputy Chiefs and Officers administer the training program and set the schedule every quarter. Training takes place weekly for 2 hours with occasional weekend sessions. Members must attend 75% of training sessions and 25% of callouts. All training records are kept in an online fire department records management system.

Live fire training must be completed off-site and out of the community. Training is completed with automatic aid partners every quarter.

Qualifications of Officers

A portion of the grading item reviews the fire departments qualifications of line officers and promotion of its members. Within the Fire Insurance Grading, promotions should be carried out under a documented system providing job related criteria for each rank for internal and lateral entry. Written and oral examinations, in-service training, programs directed toward particular job positions, and evaluation by superiors as well as training ground tests should be used for the selection of candidates for fire suppression officer positions. Career, on-call and auxiliary members of the same fire department should be trained to identical qualification levels. (NFPA Standards for Professional Qualifications, 1001, 1002, 1021, 1031 and 1041 are indicative of good practice.)

All job descriptions are defined in “Job Description and Training Requirements”. Lieutenants must complete NFPA 1041 Fire Service Instructor Level 1 and NFPA 1521 Incident Safety Officer. Captains must complete NFPA 1021 - Standard for Fire Officer Professional Qualifications, Level 1.

Facilities for Training

Generally, facilities for drill and training should be readily available and include; necessary buildings or structures for ladder work; smoke and breathing apparatus training space; use of Pumpers and hose lines space; lecture space; and should be in keeping with the size of the fire department. Larger fire departments should have full training facilities capable of duplicating or simulating a variety of fire types and situations using real fires. Smaller departments may use provincial, regional or cooperative training facilities according to need. These should provide for a broad range of realistic training exercises. Training facilities should always work towards meeting the needs of the potential fires.

The Ucluelet Fire Hall has basic classroom training space; however, practical fire training facilities are extremely limited. Practical training takes place at the Fire Hall parking lot. The space is mainly used for auto-extrication training. There are no tower, fire, smoke, flammable liquid training facilities in/near the community. Additionally, Ucluelet Fire Rescue needs to notify the community when using the hydrant water system for training. Live fire training is conducted in Comox.

The District of Ucluelet received **82%** for this grading item.



Recommendation 6 Improve Training Facilities

Ucluelet Fire Rescue does not have adequate props and facilities for training. Training facilities should be improved with adequately sized training grounds and equipped with various training needs to accommodate the demand for the levels of service provided. NFPA 1402 – Standards on Facilities for Fire Training and Associated Props should be considered. Easy access to water/hydrants for training is important for wet drill training.

7.15. Response to Alarms

An adequate initial response of apparatus and personnel upon receipt of an alarm of fire is essential to provide for prompt control of what is generally an escalating emergency. This is required to be pre-arranged in nature as far as possible to ensure reliability. Efficient advance plans should be made for developing a maximum concentration of forces including reserve apparatus and outside assistance for the largest fires. Response should be commensurate with the hazard of the location responded to, with due consideration for the likelihood of other simultaneous fires. Minimum responses to fires in buildings considered reasonable are set out in Table 5, which is based off the Table of Effective Response.

First Alarm Response to Commercial Districts

The Basic Fire Flow Benchmark of 3,300 IGPM (250 L/s) is used to determine the response on first alarm to commercial districts. From Table 5 the initial response is 2 Pumpers and 1 ladder. Ucluelet Fire Rescue has 2 Pumper apparatus available for response.

First Alarms Response to Residential Districts

An average required fire flow for residential districts was determined and used for the first alarm response for residential districts. An average required fire flow of 1,200 IGPM (90 L/s) was determined. Again, from Table 5, the initial response is 2 Pumpers and 1 ladder. Ucluelet Fire Rescue has 2 Pumper apparatus available for response.

Suitable Pre-arranged responses (Running Cards)

When a fire department requires the response of more than three engine companies determined by the Basic Fire Flow Benchmark, pre-arranged responses (running cards) are reviewed.

Generally, running cards should set fourth assignments of specific companies to respond to locations throughout the community or municipality on first and succeeding alarms, even though specific assistance is frequently specified by the officer requesting it. Running cards should call for relocation of companies on second alarms and succeeding alarms may be necessary for the purpose of equalizing depleted coverage of the community or municipality during large fires.

Ucluelet Fire Rescue would send 2 Pumper apparatus to a structure fire call.



Table 6 Initial Response to Alarms of Fire

Group	General Description Examples	Fire Flow		Response to First Alarm		Add for Severe Life Hazard: Engine, Ladder or Rescue Company, at Least
		L/min x 1000	Approx. lgpm range	Engine Companies	Ladder Companies	
1 (a)	Minor fires not in buildings, very small buildings, widely detached	1	200	1		
		2	400			
1 (b)	Scattered development (except wood covered roofs)	3	600	1		
2	Typical modern, 1-2 storey residential subdivision, 3-6 m (10-20 ft.) detached.	4-5	800 - 1,000	2		
3 (a)	Close 3-4 storey residential & row housing, small mercantile and industrial	6-13	1,200 - 2,800	2	1 (if required by hazards)	
3 (b)	Seriously exposed tenements. Institutional. Shopping Centres. Fairly large areas & fire loads, exposures.	14-19	3,000 - 4,200	2	1	1
4 (a)	Large combustible institutions, commercial buildings, multi-storey and with exposures.	20-27	4,400 - 6,000	2	1	1
4 (b)	High fire load warehouses and buildings like 4 (a).	28-35	6,200 - 7,600	3	1	1
5	Severe hazards in large area buildings usually with major exposures. Large congested frame districts.	36-46	7,800 - 10,000	3	2	1

Suitable Covering-in and 2nd Alarm Responses

When a fire department requires the response of more than three engine companies determined by the Basic Fire Flow Benchmark, the means of which a fire department has capacity to provide cover-in and 2nd alarm response is reviewed. Ucluelet Fire Rescue has limited staffing for 2nd alarm response.

The District of Ucluelet received **65%** credit for this grading item.



7.16. Fire Ground Operations

Good results at the fire scene depend on the use of effective and efficient fire suppression methods and **standard operating procedures**, involving the laying of 65 mm (2 ½ inch) or larger hose lines, connecting Pumpers to hydrants, connecting to and supplying sprinkler and standpipe systems in buildings so equipped, and the efficient use of breathing equipment and tools and other devices as may be called for by the conditions encountered.

Ucluelet Fire Rescue has a good list of Standard Operating Guidelines. These are updated annually. All members must sign-off as having reviewed the SOGs annually. Ucluelet Fire Rescue needs to notify the community when using the hydrant water system for training.

The District of Ucluelet received **77%** credit for this grading item.

7.17. Special Protection Required

Some municipalities have particular fire hazards within areas they protect requiring specialized apparatus or equipment which should be provided either by the fire department, individual property owners, or both together. These hazards, including waterfront port and marina facilities, large petrochemical installations or brush and grass fire potentials should be provided for.

Areas of the District have Wildland Urban Interface exposure. The proposed alignment of apparatus with an initial attack/mini-pumper would contribute credit to this Grading item.

The District of Ucluelet received **75%** credit for this grading item.

7.18. Miscellaneous Factors and Conditions

Records (For Effective Operations, Planning)

Suitable records of fires, fire operations, personnel, training, fire hose and other essential matters should be kept. Records should be maintained as they are essential to effective and responsible management of a fire department. Daily, monthly, and annual reports are useful management tools for the Fire Chief.

Generally, records of fires, training, tests, attendance and activities in the department should be developed to aid in planning future activity and policy as well as the assessment of performance. Good records of performance evaluations, work record and training should be maintained for each member.

Records related to training and personnel are maintained in a record management system/database. Apparatus and equipment records are also maintained in this system. Pumper test records were provided. Non-destructive ladder test records were also provided for review. Equipment inventories were provided. An annual report is also completed.



Fire Halls (Suitability)

All Halls should be of substantial construction, suitable for the service, and located and arranged for ease and quickness of response. Proper safeguards against internal hazards should be provided. Construction of fire Halls should be substantial, non-combustible, preferably fire resistive and protected from exposures, with internal and external hazards minimized. Halls should be equipped with adequate heating and lighting with consideration of the need to dry or thaw wet or frozen equipment and perform maintenance on apparatus.

The Ucluelet Fire Hall was built is approximately 50 years old and is an aging facility. A feasibility study was provided that provides options for a new hall.

Apparatus Refueling

Generally, fuel should be available in sufficient quantities at convenient points within the community or municipality. Suitable arrangements should be made for delivery of fuel to apparatus at fires of long duration. Fuel is available 24/7 for Ucluelet Fire Rescue.

Response Delays (Exceptional)

Every fire department may have delays in response for personnel or when on route to an emergency. The possibility of delays due to poor condition of roads, including inadequate snow removal and sanding, steep grades, vehicle parking, traffic, railroad crossing, and other similar features should be considered.

The District of Ucluelet received **88%** credit for this grading item.

Recommendation 7 Upgrade/Replace Fire Hall

The District of Ucluelet should consider replacing/upgrading the Fire Hall.

7.19. Pre-Incident Planning

Pre-incident planning is one of the most effective tools a fire department has in controlling or reducing the damage caused by fire, and identifying potential hazards or unsafe conditions at an emergency. Planning for fires in industrial and commercial occupancies increases the confidence and ability of the fire department in handling the fires and reduces the risk to the life safety of the Firefighters involved.

This grading item reviews the fire departments pre-incident planning program. Review of this grading item looks at the pre-incident plan inspection program, preparation of plans, quality of data, and the use of pre-incident plans in training.

Ucluelet Fire Rescue has recently begun using a pre-incident planning software solution for creating pre-plans. The plans are created by the Deputy Chief. An initial overview showed that pre-plans are in the early development stages. Ucluelet Fire Rescue is an "Interior Operations Level" Department ("Structure Firefighters Competency and Training PLAYBOOK"). Interior Operations is defined as the following from the PLAYBOOK:

Interior Operation Level structure firefighters may engage in fire suppression activities within simple structures (as described in BC Building Code Part 9 – buildings of 3 stories or less with maximum of 600 sq metres of living space)



or objects such as a vehicle, single family dwelling or other small structures. Interior Operations may also operate inside larger or more complex structures (multi-story, high-rises, commercial complexes, etc.) that the AHJ has allowed to be developed and constructed, where **the fire department has pre-planned the structure** and determined it safe for internal operations by appropriately qualified firefighters. Firefighters must be trained specifically to the risks associated with each large or complex structure.

The District of Ucluelet received **25%** credit in this grading item.

Recommendation 8 Create pre-plans for all buildings other than single-family and other small structures.

Pre-plans should be created for all buildings other than 'small' structures. The pre-plans should be updated on a regular frequency. The plans should be used in training to familiarize fire fighters with the risks and for tactical training of officers.

7.20. Administration

Fire departments should be administrated and managed by qualified and progressive leadership with adequate authority to carry out its mandate. Adequate procedures should be established to govern the administration and operation of the organization. The fire department should be organized with appropriate staff for routine management and operational firefighting and emergency command. Ucluelet Fire Rescue is organized with 2 career administration members. Over the last few years, there has been more formal planning, reporting, and development of standard procedures/guidelines. The Department aims to complete a Master Plan for future planning of fire services within the District. The Department is well managed.

The District of Ucluelet received **100%** credit in this grading item.



8. PFPC - FIRE SAFETY CONTROL ASSESSMENT

8.1. Fire Safety Control Grading Items

The sections below cover the four grading items that pertain to Fire Safety Control. Twenty percent of the Public Fire Protection Classification for the District of Ucluelet comes from the grading of Fire Safety Control. Fire Safety Control has become an increasingly heavily weighted portion of the Fire Insurance Grading system.

A substantial degree of safety to life and protection of property from fire should be provided by provincial and municipal control of hazards. Control can be best accomplished by the adoption and enforcement of appropriate codes and standards for manufacture, storage, and use of hazardous materials and for building construction, as well as through training, advisory and education programs for the public.

This grading item reviews the general fire prevention, inspection and investigation activities of the fire department. Generally, the official in charge of fire prevention activities, in cooperation with the chief of the fire department, should establish an inspection procedure for correction of: obstructions to exits which interfere with emergency egress or with fire department operations; inadequate or defective automatic or other fire alarm/fire extinguishing equipment; or conditions in buildings or other structures which create a severe life hazard potential. Provisions should be made for the investigation of fires.

The fire prevention program should include visiting and inspection of dwellings on an occupant voluntary basis and the continuous education of the public. The fire department should maintain a highly visible profile in enforcement, education, training, and advisory services.

The recent publication of NFPA 1730 – Standard on Organization and Deployment of Fire Prevention Inspection and Code Enforcement, Plan Review, Investigation, and Public Education Operations to the Public shows clear recognition of the importance and effectiveness of fire prevention programs. The document references the “Tri-Data” reports and largely follows the methods developed in other prevention proactive countries. From the Tri-Data report Global Concepts in Residential Fire Safety:

“Of all the best practices identified in this study, one stands out. To reduce fire casualties in the home, the British fire service is visiting large numbers of high-risk households to do fire safety inspections and risk reductions, especially to ensure they have a working smoke detector. This approach has required a major change in the culture and mission of the British fire service. It should be adapted for use in the United States. The approach is thought by the British to be a major factor in the 40 percent drop in fire deaths in the United Kingdom over the last 15 years, and it probably could have a large impact in the United States and other nations as well.”

While each community will have their own risks and reduction programs, prevention will be more and more viewed as a frontline service and not a support service.



8.2. Fire Prevention – General Program

Overview and Mandate

The Ucluelet Fire Prevention Division is currently staffed by the Deputy Fire Chief and the Fire Chief. The Deputy Fire Chief is mainly responsible for prevention inspections. The Prevention Division is responsible for:

- BC Fire / BC Building code prevention Inspections/ Code enforcement.
- Plans Review, fire safety planning oversight, business license applications.
- Fire Investigation & Fire Investigation reporting.
- Public Education; school programs, seniors, businesses, residents.

The Fire Chief must be trained to NFPA 1031 – Standard for Professional Qualifications for Fire Inspector and Plan Examiner Level 1 as set in the “Job Descriptions and Training Requirements.”.

Target Hazard Priority Program

The Ucluelet Fire Rescue procedure for inspections is listed in O.G. 4.12 – Fire Safety Inspections. This document identifies NFPA 1730 – Standard on Organization and Deployment of Fire Prevention Inspection and Code Enforcement, Plan Review, Investigation, and Public Education Operations for inspection frequencies. Ucluelet Fire Rescue frequencies identified in O.G 4.12 are shown in Table 7. There are approximately 432 inspectable properties in the District. The properties have not been classified as per table 7, as yet.

Recommendation 9 Complete building specific risk assessment for all inspectable properties and classify for prevention inspection scheduling.

All inspectable properties within the District (including C – residential occupancies) should be classified as per O.G. 4.12 as either “Low-Risk Occupancy”, “Moderate-Risk Occupancy”, or “High-Risk Occupancy”. The risk assessment process should be formally documented and updated regularly.

Table 7 Inspection Frequency

Building Code Occupancy Classification	Inspection Frequency		
	Low	Medium	High
A – Assembly occupancies	Every 2 years	Annually	Annually
B – Detention occupancies	Annually	Annually	Annually
C – Residential occupancies	Every 3 years	Every 2 years	Annually
D – Business occupancies	Every 3 years	Every 2 years	Annually
E – Mercantile occupancies	Every 3 years	Every 2 years	Annually
F – Industrial occupancies	Annually	Annually	Annually
X – Mixed Use occupancies	Every 3 years	Every 2 years	Annually

Ucluelet Fire Rescue uses the pre-incident planning software to keep records of prevention inspections; however, maintenance of prevention records in the system has only recently been implemented.



Cooperation with Building Department

The Division is integrated into the building process. Ucluelet Fire Rescue provided the document “Ucluelet Fire Rescue Development Design Guidelines” which is used by the municipality for new developments.

Ucluelet Fire Rescue reviews all applications for business licenses in inspectable properties within the District. There is good cooperation with the Building Department. Ucluelet Fire Rescue is not involved with business licencing or development in contract response areas outside the District.

Recommendation 10 Improve cooperation with development/business licence in contract response area

Ucluelet Fire Rescue provides contract response outside the District. Building knowledge and familiarization through inspections/pre-planning/business licencing/new development is key to understanding the buildings and risks that Ucluelet Fire Rescue responds to. Ucluelet Fire Rescue should work towards being more involved in the building/business licence process in the contract response area.

Public Education

Public Education programming is limited within the District. Public Education activities are not tracked in hours or number of attendees. There is limited promotion of smoke alarms.

Recommendation 11 Develop public education programming.

Ucluelet Fire Rescue should develop a public education program that is tailored to the fire protection needs of the community.

Dwelling Visits

Home safety inspections would be provided on request. The program is not promoted.

The District of Ucluelet received **64%** for this grading item.

8.3. Fire Safety Laws and Enforcement

This grading item reviews the fire safety laws in use and the enforcement of those laws within a community or municipality. Adequate laws or ordinances should be enacted to properly regulate the manufacture, storage, transportation and use of hazardous liquids, gases, and other combustible materials, including the handling of combustible waste, and to properly control building construction and electrical, heating, and ventilating installations. The National Fire and Building Codes of Canada and the Canadian Electrical Codes are accepted as the minimum standard regulation.

Generally, for enforcement purposes, inspections shall be made by personnel having specialized knowledge of special hazards by fire company members. Inspections should be made as frequently as may be necessary for the proper enforcement of fire prevention regulations.



Proper records of permits (licenses if required by local regulation), inspections, violations and their correction, and of all other important matters should be kept and analyzed.

The BC Fire Code is used in the District of Ucluelet and enforced through Ucluelet Fire Rescue Fire Prevention Division. Currently, Ucluelet Fire Rescue has identified 432 inspectable properties. 48 fire prevention inspections were completed in 2023. The 432 inspectable properties cover various Building Code Occupancy Classifications (see Table 7) and would be on different inspection frequencies. 48 completed inspections indicates that a 3-year frequency (minimum as per NFPA 1730) is currently not being met.

The District of Ucluelet received **68%** for this grading item.

Recommendation 12 Improve the number of inspections completed.

Ucluelet Fire Rescue should improve the number of fire prevention inspections completed annually.

8.4. Building Construction Laws and Enforcement

This grading item reviews the building construction laws in use and the enforcement of those laws within a community or municipality. An adequate building construction code and enforcement program should be provided in the municipality, using a code equal to or better than the National Building Code of Canada.

The BC Building Code is used in the District of Ucluelet and enforced by the District.

The District of Ucluelet received **100%** for this grading item.

8.5. Electrical Code and Inspections

This grading item reviews the extent of electrical code inspections and enforcement. An electrical code should be applicable and equivalent to the Canadian Electrical Code and be enforced by an inspection and permits program.

The BC Safety Authority is mandated to oversee the safe installation and operation of technical systems and equipment.

The District of Ucluelet received **100%** for this grading item.



9. PFPC - FIRE SERVICE COMMUNICATIONS ASSESSMENT

9.1. Fire Service Communications Grading Items

The sections below cover the seven grading items that pertain to Fire Service Communications. Ten percent of the Public Fire Protection Classification of the District of Ucluelet comes from the grading of Fire Service Communications.

Emergency communications for the District of Ucluelet is provided by North Island 9-1-1. The initial 911 call is transferred to Campbell River Fire Dispatch. Emergency communications for the area were last reviewed in 2018 and a summary is provided in section 11.5. Overall, Emergency Communications graded well with a Relative Classification 2.

Draft

10. WATER SUPPLY ASSESSMENT

Details concerning the water systems in the District of Ucluelet were taken from the report “*District of Ucluelet – Water Master Plan*” completed by Koers and Associates Engineering in 2017.

The District of Ucluelet operates its own water distribution system. The system is separated into 2 zones by 10 normally closed manual valves. The 2 zones have different sources i.e., Mercantile Creek and the Lost Shoe Creek Wellfield. The Mercantile Creek zone has been taken offline twice since 1997 for periods of 5 and 3 years. When the Mercantile Creek source is offline water is provided to the Mercantile zone from the Lost Shoe Creek zone by manually opening valve #9 at the intersection and Cedar Road and Park Lane. There is a reservoir in each zone.

There is a second water system owned and operated by the Alberni Clayoquot Regional District in the area of Lee Street/Albion Crescent. Currently, this system is not recognized for Fire Insurance Grading.

10.1. Water Supply Grading Items

The following sections cover the 15 grading items related to the Water Supply. Thirty percent of the Public Fire Protection Classification of the District of Ucluelet comes from the grading of the Water Supply. As the District has completed a water system master servicing study, no recommendations have been provided in this section.

An adequate and reliable water supply is an essential part of the firefighting facilities of a community or municipality. A water supply is considered to be adequate if it can deliver the Basic Fire Flow for the appropriate duration while simultaneously providing domestic water supply at the max day demand; if this delivery is possible under certain emergency or unusual conditions, the water supply is also considered to be reliable.

In most municipalities, due to structural conditions in some areas, the possibility exists that a combination of unfavourable factors, such as the delayed receipt of an alarm of fire, high winds, or an explosion, will result in a fire becoming large enough to tax the ability of the fire service to confine the fire using the normally available water supply.

If, at the same time, the water supply is lacking or is considerably curtailed due to the failure of essential equipment (reliability); any fire, even if relatively small upon the arrival of the fire department, could rapidly expand and extend to adjoining buildings, becoming a conflagration.

In order to provide reliability, duplication of some or all parts of a water supply system is important, the need for duplication being dependent upon the extent to which the various parts may reasonably be expected to be out of service as a result of maintenance and repair work, emergencies, or some unusual condition. The introduction of storage, either as part of the supply works or on the distribution system, may partially or completely offset the need for duplicating various parts of the system; the value of the storage depends upon its amount, location and availability.

Gravity Systems and Pumping Systems

Gravity systems delivering supply from the source directly to the community or municipality without the use of pumps is advantageous from a fire protection standpoint because of its reliability, but the reliability of a pumping

system can be developed to such a high degree through redundancies and back-up power supplies that no distinction is made between the two types.

Storage

In general, storage reduces the requirements of those parts of the system through which supply has already passed. Since storage usually fluctuates, the total normal daily minimum maintained or 80 percent of capacity is the amount that is considered as available.

Pump Capacities

As part of the grading analysis of pumps for Fire Insurance Grading the capacities of pumps are de-rated by 25 percent to factor in age and reliability.

10.2. Normal Adequacy of Supply Works

The first Grading Item considers the ability of the supply works to deliver water at a rate equal to the maximum day demand plus the Basic Fire Flow rate for the time duration specified in Appendix B – Water Supply for Public Fire Protection under normal conditions. If the supply works, alone or in conjunction with storage, can deliver the needed quantities to the distribution system, maximum credit will be received for this grading item.

Lost Shoe Creek Zone

There are 4 wells (25.2L/s, 28.4L/s, 44.2L/s, 23.7L/s) providing water to this zone. Storage is provided by the Highway Reservoir with a capacity of 1,400 m³.

Mercantile Creek Zone

Water is provided from Mercantile Creek to the Bay Street treatment and pump station. There are 2 pumps at the Bay Street station (both 40 L/s). Storage is provided by the Matterson Drive Reservoir with a capacity of 1,200 m³.

The Lost Shoe Creek Zone received **77%** credit for this grading item.
The Mercantile Creek Zone received **56%** credit for this grading item.

District of Ucluelet has completed a Water Master Plan and recommendations have been provided in “*District of Ucluelet – Water Master Plan*”. As such, no recommendations are provided here except to implement the recommendations as per the Master Plan.

Recommendation 13 Implement recommendations to improve water availability.

The District of Ucluelet should implement the recommendations provided in the “*District of Ucluelet – Water Master Plan*”.

10.3. Reliability of Sources of Supply

This grading item considers the effect on adequacy of the source of supply. Factors considered for adequacy may include the frequency, severity, and duration of droughts; physical condition of dams and intakes; danger from earthquakes, floods, forest fires, and ice dams or other ice formations; silting-up or shifting of channels; possibility of accidental contamination on the watershed; absence of watchmen where needed; and injury by physical means. This item considers the miscellaneous factors in the source of supply, especially those due to natural causes that could result in partial or complete interruption of the delivery.

The Mercantile Creek zone has been taken offline twice since 1997 for periods of 5 and 3 years. When the Mercantile Creek source is offline water is provided to the Mercantile zone from the Lost Shoe Creek zone by manually opening valve #9 at the intersection and Cedar Road and Park Lane.

The Lost Shoe Creek Zone received **100%** credit for this grading item.
The Mercantile Creek Zone received **60%** credit for this grading item.

10.4. Reliability of Pumping Capacity

The ability of the water supply system to maintain the maximum day demand concurrently with the Basic Fire Flow with one and two pumps out of service is considered under this grading item. The pumps considered out of service are those which would cause a maximum reduction in service delivery to the system. To receive maximum credit, the remaining system capacity in conjunction with available storage, should be able to provide the Basic Fire Flow for the specified duration of the design fire at any time during a period of five days concurrently with consumption at the maximum day demand.

For this grading item a single failure and dual point failure analysis is conducted for the pumps considered as having the greatest impact being out of service.

The Lost Shoe Creek Zone received **61%** credit for this grading item.
The Mercantile Creek Zone received **33%** credit for this grading item.

10.5. Reliability of Power Supply

The ability of the system to maintain the maximum day demand concurrently with the Basic Fire Flow for the specified duration at any time when considering power interruption that may affect internal or external lines or devices is considered under this grading item.

Electric power supply should be so arranged that a failure in any power line or the repair or replacement of a transformer, switch, control unit, or other device will not prevent the delivery, in conjunction with available storage, of the Basic Fire Flow for the specified duration of the design fire.

Two situations are considered for the reliability of power supply, one with an internal line or device affected, and the second a full grid outage.

The Lost Shoe Creek Zone received **79%** credit for this grading item.
 The Mercantile Creek Zone received **73%** credit for this grading item.

10.6. Reliability, Condition, Arrangement, Operation, and Maintenance of System Components

This grading item considers the condition of all necessary equipment that is not evaluated in other items which can also include pumps. This evaluation includes equipment such as pressure regulating valves or altitude valves that may be in the distribution system. The capability of personnel to operate the equipment credited under both normal operation and emergency conditions is also considered.

The District of Ucluelet does not complete a regular hydrant maintenance program. There are no records of hydrant maintenance. It appears there has been a lack of a regular hydrant maintenance program for the past decade.

The District of Ucluelet received **20%** credit for this grading item.

Recommendation 14 Implement regular hydrant maintenance program.

The District of Ucluelet should implement a regular hydrant maintenance program as described in Appendix B – Water Supply for Public Fire Protection:

“A public or private water purveyor is recommended to review and apply NFPA 291: Recommended Practise for Fire Flow Testing and Marking of Hydrants and NFPA 25: Standard for Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems, regarding the frequency for inspection, testing and maintenance of public and private hydrants for fire fighting purposes.

Public and private hydrants should be inspected at least semi-annually and after each use. The maintenance regimen should include operation at least once a year. Where freezing temperatures occur, the semi-annual inspections should be made in the spring and fall of each year. Because of the possibility of freezing, hydrants should be checked frequently during extended periods of severe cold. Public or private hydrants should be kept in good condition and suitable records of inspections and repairs should be maintained by the water purveyor or private owner.”

10.7. Fire Flow Delivery by Mains

This item is concerned with the rate of delivery of water from hydrants for use in combating fires. Typically, credit is calculated by comparing the Required Fire Flows to Available Fire Flows as determined through actual flow tests

conducted in accordance with the procedure specified in NFPA 291, *Recommended Practice for Fire Flow Testing and Marking of Hydrants, recent Edition*. Available fire flows are calculated through interpolation of data to determine the capacity of the water system when flows bring the residual pressure in the system to 20 psi, which is the minimum pressure that is required within the system for firefighting. It should be noted that FUS makes an assumption that the theoretical value calculated at 20 psi is the available flow, i.e. the system can be drawn down to 20 psi. In areas of the system it may not be possible to draw the pressure down to 20 psi. Additionally, more accurate results on theoretical flows are achieved with a 25 percent drop in pressure at the static (gauge) hydrant during flow testing.

Flow test results may be influenced by various factors that may positively or negatively influence the result such as seasonal fluctuations in demand and time of day demand. For this reason, it is important to regularly test and monitor water supplies to ensure adequate fire flows can be provided when compared to the Required Fire Flows.

It is important to note that although in some cases Available Fire Flows may be adequate; if hydrant distribution is inadequate it may not be possible to deliver the water at the fire flow rate that is available. Adequate distribution of hydrants is important, particularly when dealing with larger flows. Hydrant distribution is analyzed in section 0.

Available flows were taken from *Figure 20* from the Report “*District of Ucluelet – Water Master Plan*”. As seen in the figure, there are areas of deficient fire flow in the District when considered during maximum day demand.

The District of Ucluelet received **63%** credit for this grading item.

10.8. Reliability of Principal Mains

This grading item reviews any and all pipe lines, aqueducts, tunnels, or conduits upon which service is dependent. This includes intakes, suction or gravity lines to pumping Halls, flow lines from reservoirs, treatment plant piping, force mains, supply and arterial mains, etc.

In this grading item the ability of the supply works or main arteries in the distribution system to deliver the maximum day demand plus the Basic Fire Flow with the most critical length of main shut off due to a break in the pipe, was analysed. The time duration used in this item is three (3) days which should normally be sufficient to locate the break, isolate it, excavate to the main, make the necessary repairs, sterilize the main, verify the sanitary condition of the main and return the main to service.

Depending on the complexity of the supply works and distribution, the reliability of principal mains may be analyzed for a single main break or several main breaks across the water system. The mains that are analyzed are typically chosen on the basis of causing the most reduction in service.

The Lost Shoe Creek Zone received **33%** credit for this grading item.
The Mercantile Creek Zone received **10%** credit for this grading item.

10.9. Installation of Pipes

The Installation of Pipes grading item reviews the installation of mains throughout the water distribution system. The type of water main used, the provision of proper main appurtenances and the manner of installation is evaluated.

Mains should be in good condition and properly installed. Water mains should be suitable for the service intended. Asbestos-cement, Poly-vinyl chloride (PVC), cast and ductile iron, reinforced concrete and steel pipe manufactured in accordance with appropriate Canadian Standards Association or ANSI/AWWA standards, or any pipes listed by Underwriters' Laboratories of Canada for fire service are considered satisfactory. Normally, water mains rated for a maximum working pressure of 1,000 kPa is required. Service records, including the frequency and nature of leaks, breaks, joint separations, other failures and repairs, and general conditions should be considered as indicators of reliability.

This item was not reviewed as pipe age was not readily available.

The District of Ucluelet received **100%** credit for this grading item.

10.10. Arrangement of Distribution System

The reliability of the arrangement of the mains in the distribution system is reviewed under this grading item. The supply mains, arteries, and secondary feeders should extend throughout the system, should be properly spaced, and looped for mutual support and reliability of service; dependence of relatively large areas upon single mains may constitute a reduction in credit.

This grading item is intended to review the amount of the community that is not serviced by arterial mains and arterial main looping. Also the overall distribution grid is reviewed for dead end mains and the amount of mains that are smaller than 150 mm (6 in).

Some properties are not well served by hydrants. In order to improve the Fire Insurance Grades in these areas, the District should expand the water system to cover the area shown in figure 10 and 11. If the District solely wants to improve the Dwelling Protection Grade (DPG) to non-hydranted areas then a Mobile Water Supply Apparatus can be considered; however, with limited staffing additional apparatus for response may not be practical.

The District of Ucluelet received **83%** credit for this grading item.

Recommendation 15 Improve hydrant coverage of properties in the District and contract fire service areas.

Ucluelet Fire Rescue provides contract service to various areas outside the District. There is a notable lack of hydrant coverage in these areas as shown in the Fire Insurance Grade maps in figure 10 and 11. In order to improve the Fire Insurance Grades in these areas, hydrant coverage should be improved.

10.11. Additional Factors and Conditions Relating to Supply and Distribution

Water Supply grading items 1, 3, 4, 5, and 7 consider the adequacy and the reliability of the supply facility to deliver the maximum day demand concurrently with the Basic Fire Flow. This grading item evaluates, for the same items, the ability of the supply facilities to deliver the maximum day demand concurrently with the peak Required Fire Flow value obtained from the risk assessment. It also covers any factors or conditions that will occasionally reduce the fire protection credited in the other items. Additional factors that are considered when analyzing the distribution system include built on areas that are not served, localized weakness, and service levels that are not considered.

The Lost Shoe Creek Zone received **47%** credit for this grading item.
 The Mercantile Creek Zone received **28%** credit for this grading item.

10.12. Distribution of Hydrants

There should be sufficient hydrants to allow the required rate of flow to be delivered to fire department engines and these hydrants should be well spaced in order to keep the length of fire department hose lines short. This grading item compares the existing hydrant spacing with the hydrant spacing needed for the various districts within a community or municipality. Hydrant distribution was determined using the Standard Hydrant Distribution table listed in Appendix B, FUS – 2020 Water Supply for Public Fire Protection.

To determine the average area served by each hydrant, representative districts are selected based on being primarily commercial or primarily residential. As part of the analysis for hydrant distribution three items are used in determining the distribution of hydrants:

- Representative areas are determined by the total area in square metres. Fire hydrants within the representative area are counted.
- All Required Fire Flows are averaged for the area.
- The average area per hydrant is compared against that listed in FUS – 2020 Water Supply for Public Fire Protection.

5 predominantly commercial areas and 2 predominantly residential areas were sampled in the District. Draft “Development Design Guidelines” were provided which identifies standard hydrant distribution.

The District of Ucluelet received **75%** credit for this grading item.

Recommendation 16 Improve hydrant distribution and implement development design guidelines for hydrant spacing. The District of Ucluelet should improve a hydrant distribution as described in Appendix B – Water Supply for Public Fire Protection:

“Hydrant locations and spacing should be convenient for fire department use. Hydrants should be located at intersections, in the middle of long blocks, at the end of long dead-end streets, and on both sides of busy and wide roadways where it may be impractical to run hose lines across traffic. To allow for convenient utilization of water supplies, distribution density of hydrants should be in accordance with the required fire flows indicated in Table 2 Standard Hydrant Distribution. The maximum recommended spacing of hydrants in commercial, industrial, institutional and multi-family residential areas is 90 metres; in single family residential areas, a maximum spacing of 180 metres is recommended. In areas where fire apparatus have access (e.g. large properties, private developments, etc.), hydrants should be required by bylaw. The planning of hydrant locations should be a cooperative effort between the water utility and fire department and should take into account the types of apparatus and probable set up arrangements that will be used by the fire department as well as the accessibility of the structure with respect to application of hose streams.”

10.13. Fire Hydrants – Size, Type, and Installation

Fire hydrants should conform to American Water Works Standard for Dry Barrel Fire Hydrants or Underwriters' Laboratories of Canada listing. Hydrants should have at least two 65 mm outlets. Where Required Fire Flows exceed 1,100 IGPM (5,000 LPM) or pressures are low there should also be a large Pumper outlet. The lateral street connection should not be less than 150 mm (6 in) in diameter. Hose threads, operating and cap nuts on outlets should conform to Provincial Standard dimensions. A valve should be provided on lateral connections between hydrants and street mains.

Fire hydrants that open in a direction opposite to that of the majority are considered unsatisfactory. Flush hydrants are considered undesirable because of delay in getting into operation; this delay is more serious in areas subject to heavy snow storms. Cisterns are considered unsatisfactory as an alternative to pressure hydrants.

There are approximately 124 hydrants on the District of Ucluelet Water System. GIS data provided showed that 18 hydrants only have 2 ports and no 100mm port.

The District of Ucluelet received **96%** credit for this grading item.

10.14. Fire Hydrants – Condition and Inspection

For fire hydrants to be useful in combating fires, hydrants must be in good operating condition. This grading item considers the condition and inspection of hydrants.

Hydrants should ideally be inspected at least semi-annually and after use. The inspection should include operation at least once a year. Where freezing temperatures occur, the semi-annual inspections should be made in the spring and fall of each year. Hydrants should be kept in good condition and suitable records of inspections and repairs be maintained. Fire hydrants should be painted in highly visible colours so that they are conspicuous and be situated with outlets at least twelve inches above the grade. There should be no obstruction that could interfere with their operation. Snow should be cleared promptly after storms and ice and snow accumulations are removed as necessary.

Inspections are necessary to ensure that all hydrants in a community or municipality are in good condition.

As discussed in section 10.6, the District of Ucluelet does not complete a regular hydrant maintenance program. There are no records of hydrant maintenance.

The District of Ucluelet received **0%** credit for this grading item.

Recommendation has been provided in section 10.6 and is not repeated in this section.

10.15. Other Conditions Affecting Adequacy and Reliability

This grading item covers pertinent factors or conditions not considered in other grading items. Specifically this grading item reviews:

- plans and records of the water system
- emergency provisions, and
- construction and hazards of buildings.

Plans and Records

Complete, up-to-date plans and records essential for the proper operation and maintenance of the system should be available in a convenient form, suitably indexed and safely filed. These should include plans of the source as well as records of its yield and a reliable estimate of the safe yield; plans of the supply works including dams, intakes, wells, pipelines, treatment plants, pumping Halls, storage reservoirs and tanks; and a map of the distribution system showing mains, valves, and hydrants.

Detailed distribution system plans, in a form suitable for field use, should be available for maintenance crews. Records of consumption, pressures, storage levels, pipes, valves, hydrants, and the operations of the supply works and distribution system, including valve and hydrant inspections and repairs should be maintained.

The system is well mapped and GIS data for the system is readily available. Details of the system were readily available for review. An updated model report was provided for the year 2017. Fire Flow availability varies throughout the District.

The District of Ucluelet received **94%** credit for this grading item.

10.16. Management

A water supply system should be well administered and have adequate plans for development to keep pace with the growth of a community or municipality.

The District of Ucluelet has completed a large water supply master plan which identifies issues throughout the community and recommendations to address these issues.



The District of Ucluelet received **90%** credit for this grading item.

Draft

11. FIRE INSURANCE GRADING

Fire insurance grades are calculated as a single point in time measurement of fire risk and fire protection. The measurement is intended to be representative of the normal level of fire risk and fire protection resources in a community or a municipality at some given point in time and is considered from the perspective of property protection.

The fire insurance grades have been calculated for the DOB in 2020 based on information acquired throughout the field survey and described in this report.

11.1. PFPC - Fire Insurance Grading Areas

To determine the final fire insurance grades, four separate relative classifications (with differing weights) have been determined:

- Fire Department (40%)
- Water Supplies (30%)
- Fire Prevention and Safety Control (20%)
- Emergency Communications (10%)

Each of these areas is further broken down and scored in a number of separate items with differing weights based on the importance of the item with respect to control of losses.

11.2. Fire Department Assessment within the Fire Insurance Grading

Fire Department contributes 40 percent of the overall grade in the calculation of Public Fire Protection Classification. Relative classifications are based on a 1 to 10 scale with 1 being the highest level.

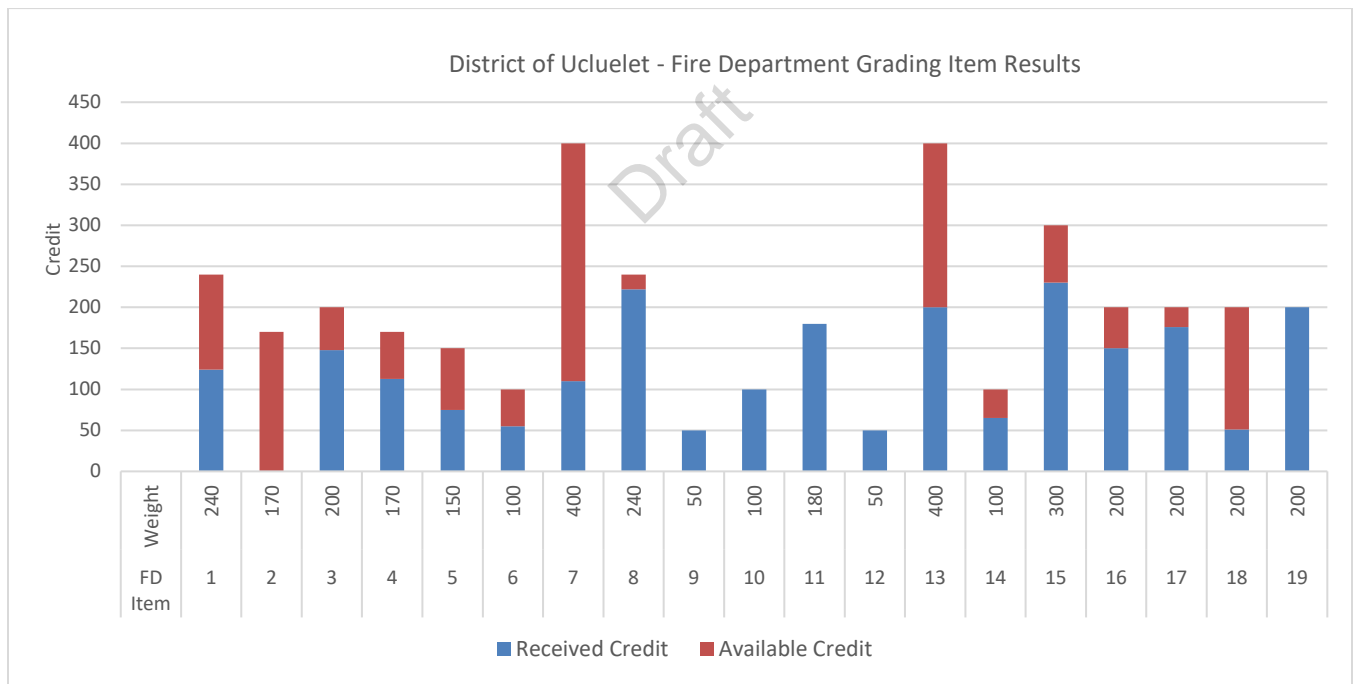
Results are shown in Table 8 and Figure 11.

Table 8 District of Ucluelet Fire Department Grading Items Overall Summary

Grading Item	Category	Credit Received	Maximum Credit	% of FD	% of All
FD-1	Engine Service	124	240	6.58%	2.63%
FD-2	Ladder Truck Service	0	170	4.66%	1.86%
FD-3	Distribution of Companies and Type of Apparatus	148	200	5.48%	2.19%
FD-4	Pumper Capacity	113	170	4.66%	1.86%
FD-5	Design, Maintenance and Condition of Apparatus	88	150	4.11%	1.64%
FD-6	Number of Line Officers – Fire Suppression	55	100	2.74%	1.10%
FD-7	Total Fire Force Available	110	400	10.96%	4.38%

FD-8	Pumper and Ladder Company Unit Manning	222	240	6.58%	2.63%
FD-9	Master and Special Stream Devices	50	50	1.37%	0.55%
FD-10	Equipment for Pumpers and Ladder Trucks, General	100	100	2.74%	1.10%
FD-11	Hose	180	180	4.93%	1.97%
FD-12	Condition of Hose	50	50	1.37%	0.55%
FD-13	Training and Qualifications	327	400	10.96%	4.38%
FD-14	Response to Alarms	65	100	2.74%	1.10%
FD-15	Fire Ground Operations	230	300	8.22%	3.29%
FD-16	Special Protection Required	150	200	5.48%	2.19%
FD-17	Miscellaneous Factors and Conditions	176	200	5.48%	2.19%
FD-18	Pre-Fire Planning	51	200	5.48%	2.19%
FD-19	Administration	200	200	5.48%	2.19%
Weight in Grading	40			Credit Received	13.08
Relative Classification 7					

Figure 7 Fire Department Grading Items Overall Summary



The relative classification of the District of Ucluelet Fire Department portion is 7.

11.3. Water Supplies within the Fire Insurance Grading

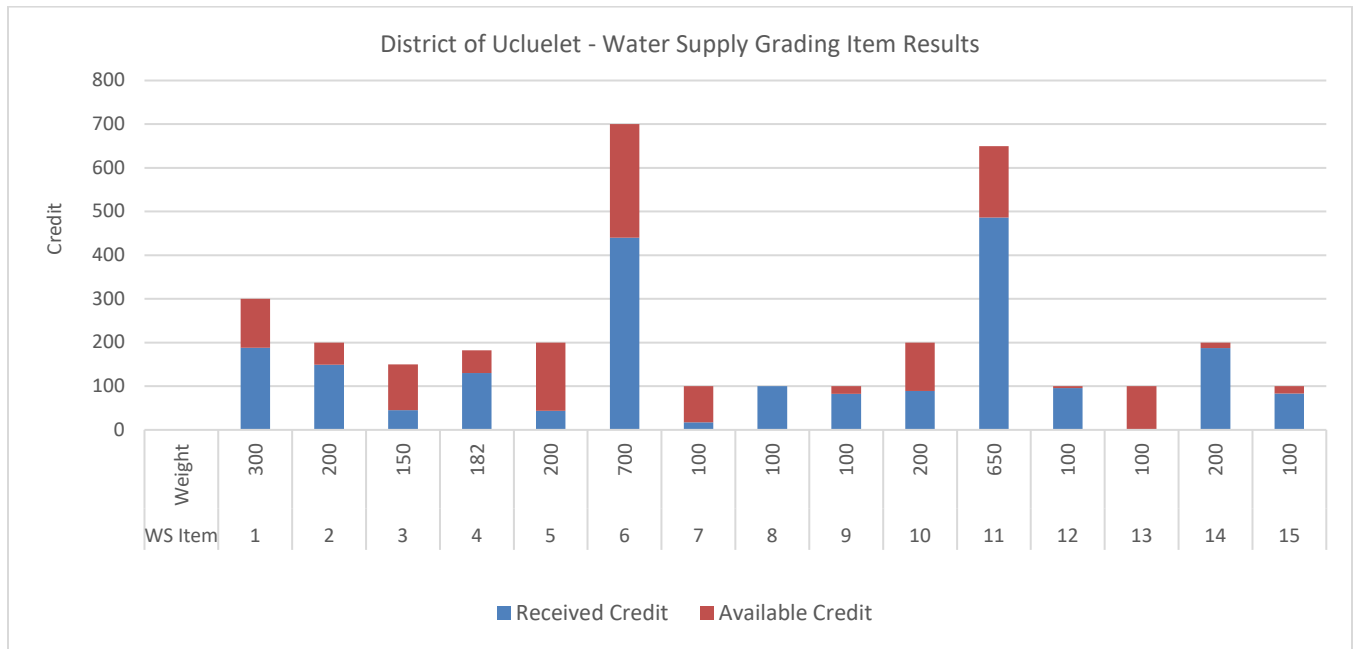
Water Supply contributes 30 percent of the overall grade in the calculation of the Public Fire Protection Classification. Relative classifications are based on a 1 to 10 scale with 1 being the highest level.

Results are shown in Table 9 and Figure 15.

Table 9 District of Ucluelet Water Supply Grading Items Overall Summary

Grading Item	Category	Credit Received	Maximum Credit	% of WS	% of All
WS-1	Normal Adequacy of Supply Works	188	300	8.87%	2.66%
WS-2	Reliability of Sources of Supply	149	200	5.91%	1.77%
WS-3	Reliability of Pumping Capacity (Pumps and Drivers)	45	150	4.44%	1.33%
WS-4	Reliability of Power Supply	130	182	5.38%	1.61%
WS-5	Reliability, Condition, Arrangement, Operation, and Maintenance of System Components	40	200	5.91%	1.77%
WS-6	Fireflow Delivery by Mains	440	700	20.70%	6.21%
WS-7	Reliability of Principal Mains	17	100	2.96%	0.89%
WS-8	Installation of Pipes	100	100	2.96%	0.89%
WS-9	Arrangement of Distribution System	83	100	2.96%	0.89%
WS-10	Additional Factors and Conditions Relating to Supply and Distribution	89	200	5.91%	1.77%
WS-11	Distribution of Hydrants	486	650	19.22%	5.77%
WS-12	Hydrants – Size, Type, and Installation	96	100	2.96%	0.89%
WS-13	Hydrants – Condition and Inspection	0	100	2.96%	0.89%
WS-14	Other Conditions affecting Adequacy and Reliability	187	200	5.91%	1.77%
WS-15	Management	90	100	2.96%	0.89%
Weight in Grading	30			Credit Received	7.64
Relative Classification 8					

Figure 8 Water Supply Grading Items Overall Summary



The relative classification of the District of Ucluelet Water Supply portion is 8.

11.4. Fire Safety Control within the Fire Insurance Grading

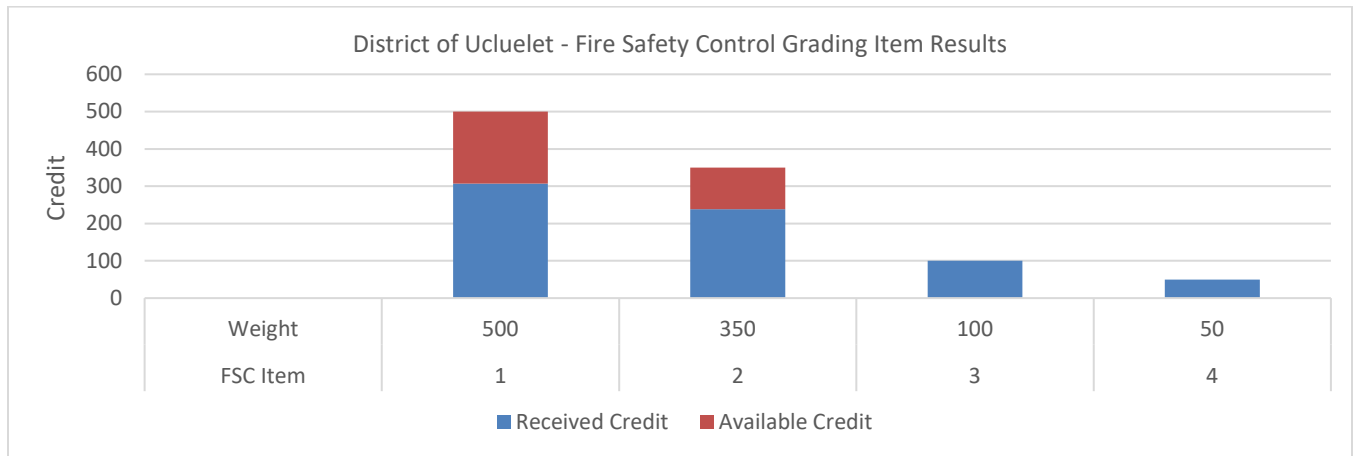
Fire safety control contributes 20 percent of the overall grade in the calculation of the Public Fire Protection Classification. Relative classifications are based on a 1 to 10 scale with 1 being the highest level.

Results are shown in Table 9 and Figure 12.

Table 10 District of Ucluelet Fire Safety Control - Grading Item Results

Grading Item	Category	Credit Received	Maximum Credit	% of FSC	% of All
FSC-1	General Program	307	500	50.00%	10.00%
FSC-2	Codes and Enforcement	238	350	35.00%	7.00%
FSC-3	Building Construction Laws and Enforcement	100	100	10.00%	2.00%
FSC-4	Electrical Code and Inspections	50	50	5.00%	1.00%
Weight in Grading	20			Credit Received	13.9
Relative Classification 4					

Figure 9 Fire Safety Control Grading Items Overall Summary



The relative classification of the District of Ucluelet Fire Safety Control portion is 4.

11.5. Fire Service Communications within the Fire Insurance Grading

The relative classification of the District of Ucluelet Communications portion is 2.

11.6. Summary of PFPC Fire Insurance Grading

The overall Public Fire Protection Classification grade is determined by totaling the credit received per grading item. A summary of the relative classifications and results of each grading area is provided in Table 10.

Table 11 Summary of Public Fire Protection Classification Grading Areas

Area of Grading	Weight within Grading	Credit Received 2024	Relative Classifications 2020
Fire Department	40	13.08	7
Water Supply	30	7.64	8
Fire Safety Control	20	13.9	4
Fire Service Communications	10	8	2
Divergence Penalty		-0.11	
Special Hazard Analysis		-1.67	
Total Credit Score		39.86	

Table 11 indicates the credit range of each PFPC grade. The final PFPC for the **District of Ucluelet is PFPC 7.**

Table 12 PFPC Credit Range

Overall PFPC	Credit Range Per PFPC Grade
1	90.00 – 100.00
2	80.00 – 89.99
3	70.00 – 79.99
4	60.00 – 69.99
5	50.00 – 59.99
6	40.00 – 49.99
7	30.00 – 39.99
8	20.00 – 29.99
9	10.00 – 19.99
10	0.00 – 9.99

11.7. DPG – Fire Insurance Grading

To determine Dwelling Protection Grade many of the details were used to calculate the Public Fire Protection Classification. Dwelling Protection Grade 3A/4 applies to the District of Ucluelet.

Draft

12. Fire Insurance Grading Classification Reassignment

12.1. Fire Insurance Grading Reassignment

A Public Fire Protection Classification of 7 and a Dwelling Protection Grade 3A were determined based on this Fire Insurance Grading review.

Table 13 shows the Fire Insurance Grades that were applied to the District of Ucluelet prior to this survey and report and the updated grades in 2024. It should be noted that both Grades have been placed on provisional (P) due to hydrant maintenance. Provisional status is an indication that there is an issue that may negatively affect the Grades.

Table 13 District of Ucluelet Fire Insurance Grading Classifications

SUB DISTRICT(S)	PPFC 2018	PPFC 2024	COMMENTS
District of Ucluelet - HPA ²	7	7P	Hydrant Protected – Commercial Lines insured properties within specified distances of a hydrant on the Ucluelet water system and within specific distances of the Ucluelet Fire Hall.
SUB DISTRICT(S)	DPG 2018	DPG 2024	COMMENTS
District of Ucluelet - HPA	3A	3AP	Hydrant Protected – Personal Lines insured properties within 300 m of a fire hydrant on the Ucluelet water system and within 8 road km of the Ucluelet Fire Hall.

These Grades are illustrated in Figure 10 and Figure 11 below.

² HPA – Hydrant Protected Area



Figure 10 District of Ucluelet – PFPC Grades 2024

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Figure 11 District of Ucluelet - DPG Grades 2024

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APPENDIX A Manual Required Fire Flow Calculations

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APPENDIX A Manual Required Fire Flow Calculations

Building Name	Effective Total Area m ²	Building Construction	Coeff	Occupancy Charge	Sprinkler Protection Reduction	Exposure Charge	RFF IGPM
Terrace Beach Resort	525	Wood frame	1.5	-15%	0%	35%	2,000
Coast Guard facility	806	Non-combustible	0.8	-10%	0%	0%	1,100
Coral Way Road sample property	740	Wood frame	1.5	-15%	0%	0%	1,800
Industrial - ice plant	540	Non-combustible	0.8	15%	0%	5%	1,100
Industrial 2 - ice plant	700	Non-combustible	0.8	15%	0%	5%	1,300
Diesel mechanic	400	Non-combustible	0.8	10%	0%	10%	1,100
Apartment	975	Wood frame	1.5	-15%	0%	20%	2,200
Main street commercial	2,500	Wood frame	1.5	-10%	0%	10%	3,700
Pioneer boatworks	260	Wood frame	1.5	10%	0%	15%	1,300
Aquarium	500	Wood frame	1.5	-15%	0%	10%	1,500
Whiskey harbour building	2,400	Wood frame	1.5	-15%	-40%	10%	2,200
Ucluelet Harbour Seafoods	10,000	Non-combustible	0.8	20%	0%	7%	5,100
Eagle's Nest Marina and Pub	950	Wood frame	1.5	-10%	0%	3%	2,000
West Coast Motel	2,200	Wood frame	1.5	-15%	0%	5%	2,900
Apartment 2	3,300	Wood frame	1.5	-15%	0%	5%	3,700
Canadian Princess Resort	1,860	Wood frame	1.5	-15%	0%	10%	2,900
Howlers	760	Wood frame	1.5	-15%	0%	10%	1,800
Recreation hall	1,000	Wood frame	1.5	-15%	0%	0%	2,000
Processing plant	6,300	Non-combustible	0.8	10%	0%	20%	4,000
Water's Edge	1,860	Wood frame	1.5	-15%	0%	30%	3,300
Windsor Plywood	1,300	Non-combustible	0.8	20%	0%	45%	2,200
Petro can mechanics shop	555	Non-combustible	0.8	5%	0%	10%	1,100
Warehouse distribution	2,745	Non-combustible	0.8	0%	0%	15%	2,200
Pacific Rim Guest Lodge	3,600	Wood frame	1.5	-15%	0%	5%	4,000
Black Rock Resort	5,600	Wood frame	1.5	-15%	-40%	10%	3,300



APPENDIX B Water Supply for Public Fire Protection

Draft

WATER SUPPLY FOR PUBLIC FIRE PROTECTION

*A Guide to Recommended Practice
in Canada*

2020



Fire Underwriters Survey

Draft

FIRE UNDERWRITERS SURVEY is financed by the Canadian Insurance industry and utilizes technical staff of Opta Information Intelligence Corp (formerly the Insurers' Advisory Organization Inc.).

Fire Underwriters Survey's purpose is to survey fire protection conditions in Canadian communities and municipalities, providing data and advisory services to fire insurance underwriters, actuaries and public officials concerned.

Preface

The Water Supply for Public Fire Protection document is divided into two parts.

- Part 1 describes the areas Fire Underwriters Survey reviews when assessing the adequacy and reliability of water supply infrastructure for fire insurance grading purposes with the Canadian Classification Standard for Public Fire Protection (CCSPFP).
- Part 2 of the document provides guidance in calculating required fire flows for buildings in a community that are then used in the community risk assessment and corresponding review of the fire department and water distribution system for fire insurance grading purposes.

For the purposes of underwriting, the delivery, capacity and redundancy of fire protection systems is normally considered in three scenarios.

NLE (Normal Loss Expectancy): This scenario is the loss estimate expected under normal conditions, with all fire protection systems and infrastructure in place and operating as expected.

PML (Probable Maximum Loss): This scenario is the loss estimate expected with some impairment to normally only one important part of the fire protection system (ex. most important pump or water main), but not total shutdown of all infrastructure.

MFL (Maximum Foreseeable Loss): This scenario is the loss estimate expected for the worst-case fire scenario. This scenario considers multiple points of failure in key protection infrastructure and/or worst case conditions with respect to fire risk.

When measuring the fire protection capacity of water supply infrastructure, these 3 scenarios are considered.

Part 1

**ASSESSMENT OF WATER DISTRIBUTION SYSTEMS FOR PUBLIC
FIRE PROTECTION IN CANADA**

Draft

Fire Underwriters Survey uses the Canadian Classification Standard for Public Fire Protection (CCSPFP) to define the criteria used in the evaluation of a community's fire defenses for fire insurance grading/classification purposes for the Canadian subscribing property and casualty insurance industry.

Within the CCSPFP, a section titled "Water Supply" outlines the methodology for evaluating and crediting a public or private water distribution system for fire insurance grading purposes. Water Supply is one of a number of components evaluated by FUS in the public fire protection system.

Fire Underwriters Survey has prepared Part 1 of this document for municipal officials, consulting engineers and other stakeholders, as an aid to understanding the perspective of the underwriters with respect to effective fire protection requirements in public or private water distribution system design. This document is a guide and requires knowledge and experience in public fire protection engineering and water distribution system design for its effective application.

In the FUS assessment of a water distribution system, the major emphasis is placed upon its ability to deliver **adequate** water to control major fires throughout service area on a **reliable** basis via sufficient and suitable **hydrants**. What is ultimately available to the fire department is the critical test in this fire protection evaluation.

In order for a water distribution system to qualify for fire insurance grading recognition within the CSPFP, a water supply must surpass the following minimum requirements:

- a water delivery system must be capable of delivering not less than 1,000 LPM for two hours (for *dwelling*s and *simple risks*) or 2,000 LPM for one hour (for commercial lines insured risks) in addition to any domestic consumption at the Maximum Day Demand.
- any water delivery system which cannot meet this minimum requirement shall not be recognized for fire insurance grading purposes

A water distribution supply system is considered to be fully adequate for fire insurance grading purposes if it can deliver the necessary required fire flow at any point in the distribution gridiron for the appropriate duration during a period of *Max Day Demand* on the water system.

Recommendations applying to fire departments, emergency communications and fire prevention and building code enforcement are covered in other publications of Fire Underwriters Survey. FUS local offices are prepared to assist municipal officials or their consultants with advice on special problems, as time limits permit, in accordance with the intent of this document.

GENERAL

Adequacy and Reliability

An adequate and reliable water supply for manual firefighting is an essential part of the fire protection system of a municipality or community. This is normally a piped system in common with domestic potable water service for the community.

A water distribution system is considered to be fully adequate if it can deliver the necessary fire flow at any point in the distribution gridiron for the applicable time period specified in the Table 1 Required Duration of Fire Flow with the consumption at the maximum daily rate (average rate on maximum day of past 3 years). When this delivery is also possible under certain emergency, or unusual conditions as herein specified, the water distribution system is considered to be reliable. In cities of population in excess of 250,000 (or smaller places with high fire incidents and/or severe hazard conditions) it is usually necessary to consider the possibility of two simultaneous major fires in the area served by the water distribution system.

Table 1 Required Duration of Fire Flow

Fire Flow Required (litres per minute)	Duration(hours)
2,000 or less	1.0
3,000	1.25
4,000	1.5
5,000	1.75
6,000	2.0
8,000	2.0
10,000	2.0
12,000	2.5
14,000	3.0
16,000	3.5
18,000	4.0
20,000	4.5
22,000	5.0
24,000	5.5
26,000	6.0
28,000	6.5
30,000	7.0
32,000	7.5
34,000	8.0
36,000	8.5
38,000	9.0
40,000 and over	9.5

** Interpolate for intermediate figures*

A water supply system is considered to be adequate for fire protection when it can supply water as indicated above with consumption at the maximum daily rate. Certain types of emergency supplies should

be included where reasonable conditions for their immediate use exist. Storage on the system is credited on the basis of the normal daily minimum maintained insofar as pressure permits its delivery at the rate considered.

In order to provide reliability, duplication of some or all parts of the system will be necessary, the need for duplication being dependent upon the extent to which the various parts may reasonably be expected to be out of service as a result of maintenance and repair work, an emergency or some unusual condition. The introduction of storage, either as part of the supply works or on the water distribution system, may partially or completely offset the need for duplicating various parts of the system, the value of the storage depending upon its amount, location and availability.

Required Fire Flow

A Required Fire Flow (RFF) is the rate of water flow, at a residual pressure of 150 kPa and for a specified duration that is necessary to control a major fire in a specific structure or grouping of structures utilizing manual fire fighting measures in conjunction with built-in safety features of buildings. The method for determining required fire flows is detailed in Part 2 of this document. Water distribution system design should contemplate meeting the required fire flows existing or probable, with the possible exception of gross anomalies where there is no fire threat to the remainder of the community. In these cases, the high risk properties should be managed carefully to reduce the probability of ignition and/or fire growth as part of a coordinated fire prevention and protection system that includes the fire department, fire prevention officers, and the risk managers and loss control representatives of the risk property. When the severity of a risk is beyond the capacity of the fire department to effectively control, it is very important to take steps to reduce the probability of events escalating to a point beyond which the fire department can save the property and protect the exposures.

Basic Fire Flow

Basic Fire Flow is a statistical value based on the required fire flows calculated throughout an area selected to represent that area (ex. a community, or specific response zone). Normally the Basic Fire Flow would be selected to be adequate for 90% of risks in the area. Historically the fifth highest Required Fire Flow (RFF) in the community or response zone was used when assessing the adequacy and reliability of public fire protection in a community or response zone. Note that the use of the "fifth" highest Required Fire Flow is a rule of thumb. The objective of using the fifth highest fire flow is to provide a reasonable fire flow for almost all of the structure fires that could occur in the given area, but not to use the required fire flow for the most extreme cases. In modern survey work, the 90th percentile is used in most surveys of medium and large communities.

Automatic Sprinkler Protection

The protection of buildings by automatic sprinkler protection is a significant contribution to the fire protection of the community and should be encouraged. It is important to note that sprinkler protection is primarily considered in the private protection analysis in the underwriting process (as opposed to within the public protection analysis). However, any property that is completely protected with a sprinkler system that is designed and installed in accordance with NFPA 13, maintained and tested in accordance with NFPA 25, and which has a water supply system meeting the requirements of this document and a fire

department response that meets the criteria to be recognized for fire insurance grading purposes may be considered to be adequately protected even with a longer than normal response time from the fire department as the sprinkler system may effectively control the fire growth, allowing for a longer response to be more effective. (See Recognition of Automatic Sprinkler Protection).

Storage

In general, storage reduces the requirements of those parts of the system through which supply has already passed. Since storage usually fluctuates, the normal daily minimum maintained is the amount that should be considered as available for fires. Because of the decrease in pressure when water is drawn down in standpipes, only the portion of this normal daily minimum storage that can be delivered at a residual pressure of 150 kPa at the point of use is considered as available. As well as the quantity available, the rate of delivery of water to the system from storage for the fire flow period is critical to this consideration.

Pressure

The principal requirement to be considered is the ability to deliver water in sufficient quantity to permit fire department pumpers to obtain an adequate supply from hydrants when dealing with fully involved structure fires. To overcome friction loss in the hydrant branch, hydrant and suction hose, a minimum residual water pressure of 150 kPa in the street main is required during flow. Under conditions of exceptionally low suction losses, a lower residual may be possible. This includes the use of 100 mm and larger outlets for fire department apparatus use and hydrants with large waterways.

Higher sustained pressure is of importance in permitting direct continuous supply to automatic sprinkler systems, to building standpipe and hose systems, and in maintaining a water plan so that no portion of the protection area is without water, such as during a fire at another location. Residual pressures that exceed 500 kPa during large flows are of value as they permit short hose-lines to be operated directly from hydrants without supplementary pumping.

SUPPLY WORKS

Normal Adequacy of Supply Works

The source of supply, including impounding reservoirs, and each part of the supply works should normally be able to maintain the maximum daily consumption rate plus the maximum required fire flow. Each distribution service within the system should similarly support its own requirements. In large cities where fire frequency may result in simultaneous fires, additional flow must be considered in accordance with the potential. Filters may be considered as capable of operating at a reasonable overload capacity based upon records and experience. In general, overload capacity will not exceed 25 percent, but may be higher in well designed water treatment facilities operating under favourable conditions.

The absolute minimum supply available under extreme dry weather conditions should be taken as the measure of the normal ability of the source of supply such as supply from wells. The normal or average

capacity of wells during the most favourable nine-month period should be considered, or the normal sustained flow of surface supplies to the source.

Reliability of Source of Supply

The effect on adequacy must be considered for such factors as frequency, severity and duration of droughts, physical condition of dams and intakes; danger from earthquakes, floods, forest fires, and ice dams or other ice formations; silting-up or shifting of channels; possibility of accidental contamination of watershed or source; absence of watchmen or electronic supervision where needed; and injury by physical means. Where there is a risk of disruption, special precautions or alternate supplies should be arranged.

Where the supply is from wells, some consideration should be given to the absolute minimum capacity of the wells under the most unfavourable conditions; also to the length of time that the supply from the wells would be below the maximum daily consumption rate, and the likelihood of this condition recurring every year or only at infrequent intervals. It should be recognized that some water is generally available from wells and that the most extreme conditions are not as serious as a total interruption of the supply, as would be the case in the breaking of a dam or shifting of a channel. The possibility of clogging, salinity, and the need for periodic cleaning and overhauling must be considered. Dependence upon a single well, even where records are favourable, may be considered a feature of unreliability.

Frequent cleaning of reservoirs and storage tanks may be considered as affecting reliability.

Continuity of, and delay in implementing water supplies obtained from systems or sources not under the control of the municipality or utility should be considered also from these aspects.

Gravity Systems

A gravity system delivering supply from the source to distribution directly without the use of pumps is advantageous from a fire protection point of view because of its inherent reliability, but a pumping system can also be developed to a high degree of reliability.

PUMPING

Reliability of Pumping Capacity

Pumping capacity, where the water distribution system or service area is supplied by pumps, should be sufficient, in conjunction with storage when the two most important pumps are out of service, to maintain the maximum daily consumption rate plus the maximum required fire flow at required pressure for the required duration. For smaller municipalities (usually up to about 25,000 population) the relative infrequency of fires is assumed as largely offsetting the probability of a serious fire occurring at times when two pumps are out of service. (The most important pump is normally, but not always, the one of largest capacity, depending upon how vital its contribution is to maintaining flow to the distribution system.)

To be adequate, remaining pumps in conjunction with storage, should be able to provide required fire flows for the specified durations at any time during a period of five days with consumption at the maximum daily rate. Effect of normal minimum capacity of elevated storage located on the distribution system and storage of treated water above low lift pumps should be considered. The rate of flow from such storage must be considered in terms of any limitation of water main capacity. The availability of spare pumps or prime movers that can quickly be installed may be credited, as may pumps of compatible characteristics which may be valved from another service.

Power Supply for Pumps

Electric power supply to pumps should be so arranged that a failure in any power line or the repair or replacement of a transformer, switch, control unit or other device will not prevent the delivery, in conjunction with elevated storage, of required fire flows for the required durations at any time during a period of two days with consumption at the maximum daily rate.

Power lines should be underground from the station or substation of the power utility to water plants and pumping stations and have no other consumers en route. The use of the same transmission lines by other consumers introduces unreliability because of the possibility of interruption of power or deterioration of power characteristics.

Overhead power lines are more susceptible to damage and interruption than underground lines and introduce a degree of un-reliability that depends upon their location and construction. In connections with overhead lines, consideration should be given to the number and duration of lightning, wind, sleet, and snow storms in the area; the type of poles or towers and wires; the nature of the country traversed; the effect of earthquakes, forest fires, and floods; the lightning and surge protection provided; the extent to which the system is dependent upon overhead lines; and the ease of, and facilities for, repairs.

The possibility of power systems or network failures affecting large areas should be considered. In-plant auxiliary power or internal combustion driver standby pumping are appropriate solutions to these problems in many cases, particularly in small plants where high pumping capacity is required for fire protection service. When using automatic starting, prime 'movers' for auxiliary power supply and pumping should have controllers listed by Underwriters' Laboratories of Canada to establish their reliability.

Fuel Supply

At least a five-day supply of fuel for internal combustion engines or boilers used for regular domestic supply should be provided. Where long hauls, condition of roads, climatic conditions, or other circumstances could cause interruptions of delivery longer than five days, a greater storage should be provided. Gas supply should be from two independent sources or from duplicate gas-producer plants with gas storage sufficient for 24 hours. Unreliability of regular fuel supply may be offset in whole or in part by suitable provisions for the use of an alternate fuel or power supply.

BUILDINGS AND PLANT

Buildings and Structures

Pumping stations, treatment plants, control centres and other important structures should be located, constructed, arranged, and protected so that damage by fire, flooding, or other causes will be held to a minimum. They should contain no combustible material in their construction, and, if hazards are created by equipment or materials located within the same structure, the hazardous section should be suitably separated by fire-resistive partitions or fire walls.

Buildings and structures should have no fire exposures. If exposures exist, suitable protection should be provided. Electrical wiring and equipment should be installed in accordance with the Canadian Electrical Code. All internal hazards should be properly safeguarded in accordance with good practice. Private in-plant fire protection should be provided as needed.

Miscellaneous System Components, Piping and Equipment

Steam piping, boiler-feed lines, fuel-piping (gas or oil lines to boilers as well as gas, oil or gasoline lines to internal-combustion engines), and air lines to wells or control systems should be so arranged that a failure in any line or the repair or replacement of a valve, fuel pump, boiler-feed pump, injector, or other necessary device, will not prevent the delivery, in conjunction with storage, of the required fire flows for the specified duration at any time during a period of two days with consumption at the maximum daily rate.

Plants should be well arranged to provide for effective operation. Among the features to be considered are: ease of making repairs and facilities for this work, danger of flooding because of broken piping; susceptibility to damage by spray; reliability of priming and chlorination equipment; lack of semi-annual inspection of boilers or other pressure vessels; dependence upon common non-sectionalized electric bus bars; poor arrangement of piping; poor condition or lack of regular inspections of important valves; and factors affecting the operation of valves or other devices necessary for fire service such as design, operation, and maintenance of pressure regulating valves, altitude valves, air valves, and other special valves or control devices, provision of power drives, location of controls, and susceptibility to damage.

Reliability of treatment works is likely to be influenced by the removal from service of at least one filter or other treatment unit; the reduction of filter capacity by turbidity, freezing or other conditions of the water; the need for cleaning basins; and the dependability of power for operating valves, wash-water pumps, mixers and other appurtenances.

Operations

Reliability in operation of the supply system and adequate response to emergency or fire demands are essential. Instrumentation, controls and automatic features should be arranged with this in mind. Failure of an automatic system to maintain normal conditions or to meet unusual demands should result in the sounding of an alarm where remedial action will be taken.

The operating force should be competent, adequate, and continuously available as may be required to maintain both the domestic and fire services.

Emergency Services

Emergency crews, provided with suitable transportation, tools and equipment, should be continuously on duty in the larger systems and be readily available upon call in small systems. Spare pipe and fittings, and construction equipment should be readily available. Alarms for fires in buildings should be received by the utility at a suitable location where someone is always on duty who can take appropriate action as required, such as placing additional equipment in operation, operating emergency or special valves, or adjusting pressures. Receipt of alarms may be by fire alarm circuit, radio, outside alerting device, or telephone, but where special operations are required, the alarm service should be equivalent to that needed for a fire station.

Response of an emergency crew should be made to major fires to assist the fire department in making the most efficient use of the water system and to ensure the best possible service in the event of a water main break or other emergency. The increase of pressures by more than 25 percent for fires is considered to increase the possibility of breaks.

PIPING

Reliability of Supply Mains

Supply mains cut off for repair should not drastically reduce the flow available to any district. This includes all pipe lines or conduits on which supply to the distribution system is dependent, including intakes, suction or gravity lines to pumping stations, flow lines from reservoirs, treatment plant piping, force mains, supply and arterial mains, etc. Consideration should be given to the greatest effect that a break, joint separation or other failure could have on the delivery of the maximum daily consumption rate plus required fire flow at required pressure over a three-day period. Aqueducts, tunnels or conduits of substantial construction may be considered as less susceptible to failure and equivalent to good mains with a long history of reliability.

Installation of Pipe

Mains should be in good condition and properly installed. Pipe should be suitable for the service intended. Asbestos-cement, poly-vinyl chloride (PVC), cast and ductile iron, reinforced concrete and steel pipe manufactured in accordance with appropriate Canadian Standards Association or ANSI/AWWA standards, or any pipes listed by Underwriters' Laboratories of Canada for fire service are considered satisfactory. Normally, pipe rated for a maximum working pressure of 1,000 kPa is required. Service records, including the frequency and nature of leaks, breaks, joint separations, other failures and repairs, and general conditions should be considered as indicators of reliability. When mains are cleaned, they should be lined.

Mains should be so laid as not to endanger one another, and special construction should be provided to prevent their failure at stream crossings, railroad crossings, bridges, and other points where required by

physical conditions; supply mains should be valved at one and one-half kilometre intervals and should be equipped with air valves at high points and blow offs at low points. Mains should not be buried extremely deep or be unusually difficult to repair, though depths to ten feet may be required because of frost conditions.

The general arrangement of important valves, of standard or special fittings, and of connections at cross-overs, intersections, and reservoirs, as well as at discharge and suction headers, should be considered with respect to the time required to isolate breaks. The need for check valves on supply or force mains and for other arrangements to prevent flooding of stations or emptying of reservoirs at the time of a break in a main should also be considered, as well as the need for relief valves or surge chambers. Accessibility of suitable material and equipment and ease of making repairs should be considered.

Arterial feeder mains should provide looping throughout the system for mutual support and reliability, preferably not more than 1,000 metres between mains. Dependence of a large area on a single main is a weakness. In general, the gridiron of minor distributors supplying residential districts should consist of mains at least 150 mm in size and arranged so that the lengths on the long sides of blocks between intersecting mains do not exceed 200 metres. Where longer lengths of 150 mm pipe are necessary 200 mm or larger intersecting mains should be used. Where initial pressures are unusually high, a satisfactory gridiron may be obtained with longer lengths of 150 mm pipe between intersecting mains.

Where dead-ends and a poor gridiron are likely to exist for a considerable period or where the layout of the streets and the topography are not well adapted to the above arrangement, 200mm pipe should be used. Both the ability to meet the required fire flows and reliability of a reasonable supply by alternate routing must be taken into account in this consideration.

Valves

A sufficient number of valves should be installed so that a break or other failure will not affect more than 400 metres of arterial mains, 150 metres of mains in commercial districts, or 250 metres of mains in residential districts. Valves should be maintained in good operating condition. The recommended inspection frequency is once a year, and more frequently for larger valves and valves for critical applications.

A valve repair that would result in reduction of supply is a liability, but because of the probable infrequency of occurrence, it might be considered as introducing only a moderate degree of unreliability even if it resulted in total interruption. The repair of a valve normally should be accomplished in two days. Valves opening opposite to the majority are undesirable and when they do occur, they should be clearly identified.

HYDRANTS

Size, Type and Installation

Hydrants should conform to American Water Works Standard for Dry Barrel Fire Hydrants or Underwriters' Laboratories of Canada listing. Hydrants should have at least two 65 mm outlets. Where required fire flows exceed 5,000 LPM or pressures are low there should also be a large pumper outlet. The lateral street connection should not be less than 150 mm in diameter. Hose threads, operating and cap nuts on outlets should conform to Provincial Standard dimensions. A valve should be provided on lateral connections between hydrants and street mains.

Hydrants that open in a direction opposite to that of the majority are considered unsatisfactory. Flush hydrants are considered undesirable because of delay in getting into operation; this delay is more serious in areas subject to heavy snow storms. Cisterns are considered unsatisfactory as an alternative to pressurized hydrants. The number and spacing of hydrants should be as indicated in Table 2-Standard Hydrant Distribution.

Inspection, Testing and Maintenance

A public or private water purveyor is recommended to review and apply NFPA 291: *Recommended Practise for Fire Flow Testing and Marking of Hydrants* and NFPA 25: *Standard for Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems*, regarding the frequency for inspection, testing and maintenance of public and private hydrants for fire fighting purposes.

Public and private hydrants should be inspected at least semi-annually and after each use. The maintenance regimen should include operation at least once a year. Where freezing temperatures occur, the semi-annual inspections should be made in the spring and fall of each year. Because of the possibility of freezing, hydrants should be checked frequently during extended periods of severe cold. Public or private hydrants should be kept in good condition and suitable records of inspections and repairs should be maintained by the water purveyor or private owner.

Hydrants should be painted in highly visible colours so that they are conspicuous and be situated with outlets at least twelve inches above the grade. There should be no obstruction that could interfere with their operation. Snow should be cleared promptly after storms and ice and snow accumulations removed as necessary.

Hydrant Flow Testing

Hydrant flow tests should be conducted regularly on public and private water supply systems:

- 1) to determine the flow rate at which water is available at various locations serviced by the water distribution system;
- 2) to determine where weak areas within the system exist and determine the need for booster pump applications;
- 3) to verify or calibrate the accuracy of water distribution system models; and
- 4) to determine a water flow and pressure profile where the water distribution system supplies an automatic sprinkler system.

A system of hydrant flow testing should be implemented to ensure that all service areas of the water distribution network are flow tested at least every 5 to 10 years to verify the available fire flow capacity in each area. In areas where it is not practical to conduct flow tests, hydraulic models can be used to estimate the available fire flows without flow testing.

Hydrant flow tests should be completed in accordance with NFPA 291. Note that results may vary substantially, depending on the time of day, season and associated demands on the water distribution system.

Hydrant Distribution

Hydrant locations and spacing should be convenient for fire department use. Hydrants should be located at intersections, in the middle of long blocks, at the end of long dead-end streets, and on both sides of busy and wide roadways where it may be impractical to run hose lines across traffic. To allow for convenient utilization of water supplies, distribution density of hydrants should be in accordance with the required fire flows indicated in Table 2 Standard Hydrant Distribution. The maximum recommended spacing of hydrants in commercial, industrial, institutional and multi-family residential areas is 90 metres; in single family residential areas, a maximum spacing of 180 metres is recommended. In areas where fire apparatus have access (e.g. large properties, private developments, etc.), hydrants should be required by bylaw. The planning of hydrant locations should be a cooperative effort between the water utility and fire department and should take into account the types of apparatus and probable set up arrangements that will be used by the fire department as well as the accessibility of the structure with respect to application of hose streams.

Table 2 Standard Hydrant Distribution

Fire Flow Required (LPM)	Average Area per Hydrant (m ²)	Maximum Recommended Spacing Between Hydrants (m) ^{a,b,c,e,f,g}	Maximum Distance from Any Point on Street or Road Frontage to a Hydrant (m) ^{d,f,g}	Minimum Number of Hydrants (total available)
1,800	16,000	180	90	1
2,000	16,000	180	90	1
4,000	15,000	180	90	1
6,000	14,000	150	75	1
8,000	13,000	135	70	2
10,000	12,000	135	70	3
12,000	11,000	120	70	3
14,000	10,000	105	65	4
16,000	9,500	90	55	5
18,000	9,000	90	55	5
20,000	8,500	90	55	6
22,000	8,000	90	55	6
24,000	7,500	75	45	6
26,000	7,000	75	45	7
28,000	6,500	60	35	8
30,000	6,000	60	35	8
32,000	5,500	60	35	9
34,000	5,250	60	35	9
36,000	5,000	50	30	10
38,000	4,750	50	30	10
40,000	4,500	50	30	11
42,000	4,250	45	27	11
44,000	4,000	45	27	12
46,000	3,750	45	27	12
48,000	3,500	40	25	13

Table 2 Footnotes

- a. Reduce by 30 m for dead-end streets or roads.
- b. Where streets are provided with median dividers that cannot be crossed by fire fighters pulling hose lines, or where arterial streets are provided with four or more traffic lanes and have a traffic count of more than 30,000 vehicles per day, hydrant spacing shall average not greater than 150 m on each side of the street and be arranged on an alternating basis up to a fire flow requirement of 26,000 LPM and 122 m for fire flow requirements exceeding 26,000 LPM.
- c. Where new water mains are extended along streets where hydrants are not needed for protection of structures or similar fire problems, fire hydrants shall be provided at spacing not to exceed 300 m to provide for transportation hazards.
- d. Reduce by 15 m for dead-end streets or roads.
- e. Hydrant spacing may be increased in gridded municipal areas if there are adequate (accessibly positioned) hydrants to deliver required fire flows using the following hydrant flow rates:
 - for each hydrant within 75m of the building credit 95 LPS;
 - for hydrants between 76-150m of the building credit 63 LPS;
 - for hydrants 151-300m of the building credit 47 LPS
 - for hydrants greater than 300m from the building, do not credit.
- f. A 50-percent spacing increase shall be permitted where the building is equipped throughout with an approved automatic sprinkler system designed and installed in accordance with NFPA 13, Standard for the Installation of Sprinkler Systems.
- g. A 25-percent spacing increase shall be permitted where the building is equipped throughout with an approved automatic sprinkler system designed and installed in accordance with NFPA 13R: Standard for the Installation of Sprinkler Systems in Low-Rise Residential Occupancies; or NFPA 13D: Standard for the Installation of Sprinkler Systems in One- and Two-Family Dwellings and Manufactured

RECORDS

Plans and Records

Complete, up-to-date plans and records essential for the proper operation and maintenance of the system should be available in a convenient form, suitably indexed and safely filed. These should include plans of the source as well as records of its yield and a reliable estimate of the safe yield; plans of the supply works including dams, intakes, wells, pipelines, treatment plants, pumping stations, storage reservoirs and tanks; and a map of the distribution system showing mains, valves, and hydrants. Plans and maps should be in duplicate and stored so as to be readily available during an emergency even if some facilities are inaccessible.

Detailed distribution system plans, in a form suitable for field use, should be available for maintenance crews. Records of consumption, pressures, storage levels, pipes, valves, hydrants, and of the operations of the supply works and distribution system, including valve and hydrant inspections and repairs should be maintained.

Draft

Part 2

**GUIDE FOR DETERMINATION OF REQUIRED FIRE FLOWS FOR
PUBLIC FIRE PROTECTION IN CANADA**

Draft

Risk Quantification with Required Fire Flows

Fire Underwriters Survey uses the Classification Standard for Public Fire Protection to define the criteria used in the evaluation of a community's fire defenses for fire insurance grading/classification purposes for the Canadian subscribing property and casualty insurance industry.

Within the Classification Standard for Public Fire Protection, a section titled "Required Fire Flow" outlines the methodology for determining the amount of water necessary for providing effective public fire protection at selected locations throughout the community based on buildings currently built, or expected to be built in the community.

Fire Underwriters Survey uses required fire flows in the community evaluation process to determine the relative fire risk level of each community or zone within each community which is referred to as the "Basic Fire Flow (BFF)". Normally the Basic Fire Flow is selected to be adequate for the vast majority (90%) of risks in the area. Historically the fifth highest Required Fire Flow (RFF) in the community or response zone was used when assessing the adequacy and reliability of public fire protection in a community or response zone. Note that the use of the "fifth" highest Required Fire Flow is a rule of thumb. The objective of using the fifth highest fire flow is to provide a reasonable fire flow for almost all of the structure fires that could occur in the given area, while not using the most severe risks as a benchmark for design.

FUS uses the Required Fire Flows (RFF) to measure risk and response capacities at specific locations. FUS uses the Basic Fire Flow (BFF) as a benchmark of the risk in a zone or community (aggregation of required fire flows). For example;

- a. when assessing **fire departments** for fire insurance grading purposes, FUS uses the Basic Fire Flows to determine the number of fire apparatus, associated staffing, equipment and timeframe for interventions required to provide an effective level of response fire suppression response across the community. The fire department benchmark requirements are detailed in the Fire Underwriters Survey Table of Effective Response, which provides a benchmark standard of response cover (for maximum credit in fire insurance grading) for each range of required fire flows and the Basic Fire Flows.
- b. when assessing **water distributions systems** for fire insurance grading purposes, FUS uses the Basic Fire Flows to review the reliability and adequacy of the water distribution system to consistently deliver the required fire flows across the zone or community.

Fire Underwriters Survey has prepared this guide to aid individuals in estimating the amount of water that should be available for effective public fire protection relative to any structure in the built environment or any structure being designed, with the intent of providing an adequate volume of water, and at a flow rate effective for use by fire departments, and considering the possibility of a fully involved structure fire and the need for manual hose streams. The guide to calculate required fire flows is made available to municipal officials, consulting engineers and other interested stakeholders as an aid in estimating water supply requirements for public fire protection. This document is a guide and requires specialized knowledge and experience in public fire protection engineering for its effective application.

In areas where the authority having jurisdiction determines that adequate and reliable water supply systems for effective fire-fighting purposes do not otherwise exist, consideration should be given to planning for alternative water supplies for structural fire-fighting purposes. The recommended approach for alternative water supply design and delivery is described in NFPA 1142, Standard on Water Supplies

for Suburban and Rural Fire Fighting. Note that compliance with NFPA 1142 may or may not be recognized for fire insurance grading purposes depending on the measured effectiveness and reliability of the system created, with respect to delivering appropriate flow rates and volumes of water in time frames that would be effective.

Method for Determining Required Fire Flows

Fire Underwriters Survey defines **Required Fire Flow** as the amount and rate of water application required in firefighting to confine and control the fires possible in a building or group of buildings which comprise essentially the same fire area by virtue of immediate exposure. This may include as much as a city block.

To determine the estimated amount of water required to confine and control a fire in a building or group of buildings, Fire Underwriters Survey uses the following base formula:

$$RFF = 220C\sqrt{A}$$

Where:

- RFF = the Required Fire Flow in litres per minutes (LPM)
- C = the Construction Coefficient is related to the type of construction of the building
- A = the Total Effective Floor Area (effective building area) in square metres of the building

To calculate the required fire flow of a building the first step is to determine the predominate type of construction (and associated Construction Coefficient) and Total Effective Area. The required fire flow of an individual building should then be adjusted based on the following additional factors:

- Occupancy and Contents Adjustment Factor,
- Automatic Sprinkler Protection, and
- Exposure Adjustment Charge

The following procedure is recommended to be followed to determine the Required Fire Flow.

- A. Determine the Construction Coefficient (C)
- B. Determine Total Effective Floor Area (A)
- C. Using values obtained in A and B with the base Required Fire Flow formula ($RFF = 220C\sqrt{A}$), to determine the Required Fire Flow to the nearest 1,000 LPM.
- D. Determine the increase or decrease for the Occupancy Contents Adjustment Factor and apply to the value obtained in C above. Do not round off the answer.
- E. Determine the decrease if warranted for having Automatic Sprinkler Protection. Do not round off the value.
- F. Determine the total Exposure Adjustment Charge for exposures if warranted. Do not round off the value.
- G. To the answer obtained in D, subtract the value obtained in E and add the value obtained in F. The final figure is rounded off to the nearest 1,000 LPM.

Construction Coefficient (C)

Note that the construction typology used by the insurance industry and public fire protection differs from the terms of reference in the National Building Code of Canada (NBC).

The following Construction Types and Coefficients are used in the required fire flow formula:

C	=	1.5 for Type V Wood Frame Construction
	=	0.8 for Type IV-A Mass Timber Construction
	=	0.9 for Type IV-B Mass Timber Construction
	=	1.0 for Type IV-C Mass Timber Construction
	=	1.5 for Type IV-D Mass Timber Construction
	=	1.0 for Type III Ordinary Construction
	=	0.8 for Type II Noncombustible Construction
	=	0.6 for Type I Fire Resistive Construction

When determining the predominate Construction Coefficient of a building, the following reference terms are used by fire underwriters and fire departments.

Wood Frame Construction (Type V)

A building is considered to be of Wood Frame construction (Type V) when structural elements, walls, arches, floors, and roofs are constructed entirely or partially of wood or other material.

Note: Includes buildings with exterior wall assemblies that are constructed with any materials that do not have a fire resistance rating that meets the acceptance criteria of CAN/ULC-S114. May include exterior surface brick, stone, or other masonry materials where they do not meet the acceptance criteria.

Mass Timber (Type IV)

Mass timber construction, including Encapsulated Mass Timber, Heavy Timber and other forms of Mass Timber are considered as one of the following sub-types relating to the fire resistance ratings of assemblies as follows:

- Type IV-A (Encapsulated Mass Timber)
 - A building is considered to be of Mass Timber Type IV-A (Encapsulated Mass Timber) construction when structural elements, walls, arches, and floors have a minimum 2-hour fire resistance rating and the roof has a minimum 1 hour fire resistance rating. Additionally all elements of the building must meet the requirements set out for Encapsulated Mass Timber Construction within the 2020 National Building Code of Canada . For types of mass timber construction that do not fully meet these criteria, treat as Type IV-B, Type IV-C or Type IV-D.
- Type IV-B (Rated Mass Timber)
 - A building is considered to be of Mass Timber Type IV-B (Rated Mass Timber) construction when the building assemblies include mass timber construction elements and all structural elements, exterior walls, interior bearing walls and roof have a minimum 1-hour fire resistance rating.

- Type IV-C (Ordinary Mass Timber)
 - A building is considered to be of Mass Timber Type IV-C (Partially Rated Mass Timber) construction when exterior walls are of Mass Timber construction with a minimum 1-hour fire resistance rating. Other structural elements, interior bearing walls and the roof may not have a fire resistance rating.
- Type IV-D (Un-Rated Mass Timber)
 - A building is considered to be of Mass Timber Type IV-D (Un-Rated Mass Timber) construction when exterior walls do not have a minimum 1-hour fire resistance rating, regardless of the fire resistance rating of other structural elements, interior bearing walls and the roof.

Ordinary Construction (Type III also known as joisted masonry)

A building is considered to be of Ordinary construction (Type III) when exterior walls are of masonry construction (or other approved material) with a minimum 1-hour fire resistance rating, but where other elements such as interior walls, arches, floors and/or roof do not have a minimum 1 hour fire resistance rating.

Noncombustible Construction (Type II)

A building is considered to be of Noncombustible construction (Type II) when all structural elements, walls, arches, floors, and roofs are constructed with a minimum 1-hour fire resistance rating and are constructed with noncombustible materials.

Fire-Resistive Construction (Type I)

A building is considered to be of Fire-resistive construction (Type I) when all structural elements, walls, arches, floors, and roofs are constructed with a minimum 2-hour fire resistance rating, and all materials used in the construction of the structural elements, walls, arches, floors, and roofs are constructed with noncombustible materials.

Items of Note Regarding Construction Coefficients

- i. Unprotected noncombustible construction (example unprotected steel) should be considered within ordinary construction or noncombustible construction based on the minimum fire resistance rating of the structural elements, exterior walls, and interior bearing walls;
 - If minimum fire resistance rating of exterior walls is 1 hr, apply Ordinary Construction Coefficient (1.0)
 - If minimum fire resistance rating of all structural elements, walls, arches, floors, and roofs is 1 hr, apply Noncombustible Construction Coefficient (0.8).
- ii. If a building cannot be defined within a single Construction Coefficient, the Construction Coefficient is determined by the predominate Construction Coefficient that makes up more than 66% or over of the Total Floor Area.

Total Effective Area (A)

To determine a required fire flow for an individual building, the Total Effective Area that would be affected during the design fire must be determined. The Total Effective Area is the largest Floor Area (in square metres) plus the following percentages of the total area of the other floors:

- 1) For a building classified with a Construction Coefficient from 1.0 to 1.5:
 - a) 100% of all Floor Areas are considered in determining the Total Effective Area to be used in the formula.
- 2) For a building classified with a Construction Coefficient below 1.0:
 - a) if any vertical openings in the building (ex. interconnected floor spaces, atria, elevators, escalators, etc.) are unprotected, consider the two largest adjoining floor areas plus 50% of all floors immediately above them up to a maximum of eight; or
 - b) if all vertical openings and exterior vertical communications are properly protected in accordance with the National Building Code, consider only the single largest Floor Area plus 25% of each of the two immediately adjoining floors.

Protection requirements:

The protection requirements for vertical openings are only applicable in buildings with a Construction Coefficient below 1.0. The type of protection for vertical openings shall be based on the construction of the enclosure walls and the type of opening or other device used for the protection of openings in the enclosure. See also NBC Division B, Section 3.5. Vertical Transportation.

Protected openings:

- i. Enclosures shall have walls of masonry or other limited or noncombustible construction with a fire resistance rating of not less than one hour.
- ii. Openings including doors shall be provided with automatic closing devices
- iii. Elevator doors shall be of metal or metal-covered construction, so arranged that the doors must normally be closed for operation of the elevator.

Unprotected openings:

- i. Any opening through horizontal separations that are unprotected or otherwise have closures that do not meet the minimum requirements for protected openings, above.

High One Storey Buildings

When a building has large single storey spaces (ex. warehouses, atria, etc.) exceeding 3 m in height, the number of storeys to be used in determining the total effective area depends upon the use being made of the building. For example, consider a 1=3 storey building. If the building is being used for high piled stock, or for rack storage, the building would be considered as 3 storeys. However, if the building is being used for steel fabrication and the extra height is provided only to facilitate movement of objects by a crane, the building should be considered as a one storey.

Each normal height (3m) storey included in the formula provides for additional fire loading. In the case of normal height storeys this fire loading comes from the structure, walls, floors, ceilings/roofs as well as the contents.

Subdividing Buildings (Vertical Firewalls)

In determining Total Effective Area, a building may be subdivided if a vertical firewall with a fire-resistance rating of not less than 2 hours, and meeting the requirements of the National Building Code exists. If the firewall is properly constructed and all openings are properly protected in accordance with the NBC, then the boundary can be treated as protected with no exposure charge.

Notes:

1. If there is a severe risk of fire on the exposed side of the firewall due to hazard conditions, a charge of up to 10% may be applied at the discretion of the Authority Having Jurisdiction or design engineer determining required fire flows.
2. If there are unprotected openings (or improperly protected) in the firewall, then the severity of the exposure in relation to the subject building should be considered (ex. percentage of openings, distance to exposure, combustibility of exposure, etc.) and an exposure charge of up to 10% may be applied.

Basements

Basement floor area is excluded from the Total Effective Area when the basement is at least 50% below grade in the building being considered.

Open Parking Garages

For open parking garages, use the area of the largest floor as the Total Effective Area.

Occupancy and Contents Adjustment Factor

The required fire flow may be reduced by as much as -25% for occupancies having contents with a very low fire hazard or may be increased by up to 25% for occupancies having contents with a high fire hazard. The Occupancy and Contents Adjustment Factor should not be made at greater than 25% or less than -25%.

- *Noncombustible Contents* -25%
 - Includes merchandise or materials, including stock, or equipment, which in permissible quantities does not in themselves constitute an active fuel for the spread of fire.
 - May include limited or controlled amounts of combustible material, not exceeding 5% of the Total Effective Area of the occupancy. Combustible components of construction (ex. interior walls, finishes, etc.) should be included in the limit on combustible materials.
- *Limited Combustible Contents* -15%
 - Includes merchandise or materials, including furniture, stock, or equipment, of low combustibility, with limited concentrations of combustible materials.
- *Combustible Contents* 0% no adjustment
 - Includes merchandise or materials, including furniture, stock, or equipment, of moderate combustibility.
- *Free Burning Contents* +15%
 - Includes merchandise or materials, including furniture, stock, or equipment, which burn freely, constituting an active fuel.
- *Rapid Burning Contents* +25%
 - Includes merchandise or materials, including furniture, stock, or equipment, which either
 - Burn with great intensity
 - spontaneously ignite and are difficult to extinguish
 - give off flammable or explosive vapors at ordinary temperatures
 - as a result of an industrial processing, produce large quantities of dust or other finely divided debris subject to flash fire or explosion

Items of Note for the Occupancy and Contents Adjustment Factor

- i. Table 3 provides recommended Occupancy and Contents Adjustment Factors for example Major Occupancies from the National Building Code of Canada (NBC).
- ii. In applying the Occupancy and Contents Adjustment Factor, charges should be adjusted accordingly to the specific fire loading and situation that exists in the subject building.
- iii. Values can be interpolated from the examples given considering fire loading and expected combustibility of contents of the subject building if not listed.
- iv. Values provided can be modified by up to 10% percent positively or negatively depending on the extent to which the fire loading is unusual for the building.
- v. Buildings with multiple major occupancies should use the most restrictive Occupancy and Contents Adjustment Factor or can interpolate based on the percentage of each occupancy and its associated fire loading.

Table 3 Recommended Occupancy/Contents Charges by Major Occupancy Examples¹

Group	Division	Description of Major Occupancies	Occupancy and Contents	Adjustment Factor
A	1	Assembly occupancies intended for the production and viewing of the performing arts	Combustible	0%
A	2	Assembly occupancies not elsewhere classified in Group A	Limited to Combustible	-15% to 0%
A	3	Assembly occupancies of the arena type	Limited to Combustible	-15% to 0%
A	4	Assembly occupancies in which occupants are gathered in the open air	Limited to Combustible	-15% to 0%
B	1	Detention occupancies	Noncombustible to Limited	-25% to -15%
B	2	Care and treatment occupancies	Noncombustible to Limited	-25% to -15%
B	3	Care occupancies	Limited	-15%
C	---	Residential occupancies	Limited	-15%
D	---	Business and personal services occupancies		
D	---	<ul style="list-style-type: none"> Police stations without detention quarters 	Non-combustible	-20%
D	---	<ul style="list-style-type: none"> Banks, Barber and hairdressing shops, Beauty parlours, Dental offices, Laundries (self-service), Medical offices, Offices, Radio stations 	Limited	-15%
D	---	<ul style="list-style-type: none"> Dry cleaning establishments (self-service, not using flammable or explosive solvents or cleaners), Small tool and appliance rental and service establishments 	Combustible	0%
E	---	Mercantile occupancies		
E	---	<ul style="list-style-type: none"> Exhibition halls 	Limited	-15%
E	---	<ul style="list-style-type: none"> Supermarkets 	Limited	-15%
E	---	<ul style="list-style-type: none"> Shops/Stores 	Limited to Combustible	-15% to 0%
E	---	<ul style="list-style-type: none"> Markets 	Combustible	0
E	---	<ul style="list-style-type: none"> Department stores 	Free Burning	15%
F	1	High hazard industrial occupancies	Rapid Burning	+25%
F	2	Medium hazard industrial occupancies		
F	2	<ul style="list-style-type: none"> Television studios not admitting a viewing audience 	Limited	-15%
F	2	<ul style="list-style-type: none"> Cold storage plants 	Combustible	0%
F	2	<ul style="list-style-type: none"> Electrical substations 	Combustible	0%
F	2	<ul style="list-style-type: none"> Helicopter landing areas on roofs 	Limited	-15%

¹ The values presented in this table are intended as a guideline and the occupancy/contents adjustment should be based on the actual severity of conditions within the risk structure.

Group	Division	Description of Major Occupancies	Occupancy and Contents	Adjustment Factor
F 2		• Salesrooms	Combustible	0%
F 2		• Service stations	Combustible	0%
F 2		• Wholesale rooms	Combustible	0%
F 2		• Aircraft hangars (Medium Hazard)	Free to Rapid Burning	15% to 25%
F 2		• Box factories	Free to Rapid Burning	15% to 25%
F 2		• Candy plants	Free to Rapid Burning	15% to 25%
F 2		• Factories (Medium Hazard)	Free to Rapid Burning	15% to 25%
F 2		• Mattress factories	Free to Rapid Burning	15% to 25%
F 2		• Planing mills	Free to Rapid Burning	15% to 25%
F 2		• Printing plants	Free to Rapid Burning	15% to 25%
F 2		• Warehouses (Medium Hazard)	Free to Rapid Burning	15% to 25%
F 2		• Woodworking factories	Free to Rapid Burning	15% to 25%
F 2		• Dry cleaning establishments not using flammable or explosive solvents or cleaners	Combustible to Free burning	0% to 15%
F 2		• Freight depots	Combustible to Free burning	0% to 15%
F 2		• Laboratories (Medium Hazard)	Combustible to Free burning	0% to 15%
F 2		• Laundries, except self-service	Combustible to Free burning	0% to 15%
F 2		• Workshops (Medium Hazard)	Combustible to Free burning	0% to 15%
F 2		• Repair garages	Combustible to Free burning	0% to 15%
F 2		• Storage rooms (Medium Hazard)	Combustible to Free burning	0% to 15%
F 3		Low hazard industrial occupancies		
F 3		• Power plants	Combustible	0%
F 3		• Salesrooms	Combustible	0%
F 3		• Sample display rooms	Combustible	0%
F 3		• Storage garages, including open air parking garages	Combustible	0%
F 3		• Workshops (Low Hazard)	Limited to Combustible	-15% to 0%
F 3		• Factories (Low Hazard)	Combustible to Free burning	0% to 15%
F 3		• Laboratories (Low Hazard)	Limited to Combustible	-15% to 0%
F 3		• Light-aircraft hangars (Low Hazard - storage only)	Combustible to Free burning	0% to 15%
F 3		• Storage rooms (Low Hazard)	Limited to Combustible	-15% to 0%
F 3		• Warehouses (Low Hazard)	Combustible to Free burning	0% to 15%
F 3		• Creameries	Free to Rapid Burning	15% to 25%

Automatic Sprinkler Protection

The required fire flow may be reduced by up to 50 percent for complete Automatic Sprinkler Protection depending upon adequacy of the system. Where only part of a building is protected by Automatic Sprinkler Protection, credit should be interpolated by determining the percentage of the Total Floor Area being protected by the automatic sprinkler system.

To be able to apply the full 50 percent reduction, the following areas should be reviewed to determine the appropriate level of credit for having Automatic Sprinkler Protection as per the table below:

Table 4 Sprinkler Credits

Automatic Sprinkler System Design	Credit	
	With complete building coverage	With partial building coverage of X%
Automatic sprinkler protection designed and installed in accordance with NFPA 13	30%	30% × Percentage of Total Floor Area Served by Sprinkler System
Water supply is standard for both the system and Fire Department hose lines	10%	10% × Percentage of Total Floor Area Served by Sprinkler System
Fully supervised system	10%	10% × Percentage of Total Floor Area Served by Sprinkler System

Automatic Sprinkler Protection Designed and Installed in Accordance with Applicable NFPA Standards (30%)

The initial credit for Automatic Sprinkler Protection is a maximum of 30% based on the system being designed and installed in accordance with the applicable criteria of NFPA 13, *Standard for Installation of Sprinkler Systems*, NFPA 13R, *Standard for the Installation of Sprinkler Systems in Low-Rise Residential Occupancies*, or NFPA 13D, *Standard for the Installation of Sprinkler Systems in One- and Two-Family Dwellings and Manufactured Homes* and being maintained in accordance with the applicable criteria of NFPA 25, *Standard for the Inspections, Testing and Maintenance of Water-Based Fire* (see Recognition of Automatic Sprinkler Protection).

Water Supply is Standard for both the Sprinkler System and Fire Department Hose Lines (10%)

To qualify to apply an additional 10% reduction, a water supply that is standard for both the sprinkler system and fire department hose lines is required, to qualify the following conditions should be satisfied:

- a) Sprinkler system is supplied by a pressurized water supply system (public or private) that is designed and built with no major non-conformance issues (i.e. water supply system is designed in accordance with Part 1 of the Water Supply for Public Fire Protection to qualify for fire insurance grading recognition).
- b) Calculated demand for maximum sprinkler design area operation in addition to hose stream requirements are below the available water supply curve (at the corresponding flow rate and pressure). An appropriate safety margin is used to take into account the difference between the available water supply curve at the time of hydrant flow testing as compared to the available water supply curve during Maximum Day Demand.

- c) Volume of water available is adequate for the total flow rate including the maximum sprinkler design area operation plus required hose streams plus Maximum Day Demand for the full duration of the design fire event.
- d) Residual pressure at all points in the water supply system can be maintained at not less than 150 kPa during the flowing of the sprinkler and required hose streams (plus Maximum Day Demand).

Fully Supervised System (10%)

To qualify to apply an additional 10% reduction, an automatic sprinkler system should be fully supervised. The purpose of the supervisory signal is to ensure that malfunctions of the automatic sprinkler system will be discovered and corrected promptly, while the water flow alarm serves to notify emergency services of the fire as soon as the automatic sprinkler system activates.

- a distinctive supervisory signal to indicate conditions that could impair the satisfactory operation of the sprinkler system (a fault alarm), which is to sound and be displayed, either at a location within the building that is constantly attended by qualified personnel (such as a security room), or at an approved remotely located receiving facility (such as a monitoring facility of the sprinkler system manufacturer); and
- a water flow alarm to indicate that the sprinkler system has been activated, which is to be transmitted to an approved, proprietary alarm-receiving facility, a remote station, a central station or the fire department.

Additional Reductions for Community Level Automatic Sprinkler Protection of Area

Buildings located within communities or subdivisions that are completely sprinkler protected may apply up to a maximum additional 25% reduction in required fire flows beyond the normal maximum of 50% reduction for sprinkler protection of an individual building.

This additional reduction may be applied where all the following conditions are met:

- a) the community has a bylaw requiring all buildings that may be built within 30 m of the subject building to be fully sprinkler protected. I.e. future development will not create unsprinklered buildings within 30 m of the subject building, and
- b) all buildings within 30 meters of the subject building are fully sprinkler protected with systems that are designed and installed in accordance with the applicable criteria of NFPA 13, *Standard for Installation of Sprinkler Systems*, NFPA 13R, *Standard for the Installation of Sprinkler Systems in Low-Rise Residential Occupancies*, or NFPA 13D, *Standard for the Installation of Sprinkler Systems in One- and Two-Family Dwellings and Manufactured Homes*, and
- c) the community has in place a Fire Prevention Program that provides a system of ensuring that installed fire sprinkler systems are inspected, tested, and maintained in accordance with NFPA 25: *Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems*, and
- d) the community maintains the pressure and flow rate requirements for fire sprinkler installations. I.e. the community does not make significant reductions to the operating pressures or flows across the distribution network.

Adjustment of Sprinkler Reductions for Community Level Oversight of Sprinkler Maintenance, Testing and Water Supply Requirements

The reduction in required fire flows for sprinkler protection may be reduced or eliminated if

- a) the community does not have a Fire Prevention Program that provides a system of ensuring that installed fire sprinkler systems are inspected, tested, and maintained in accordance with NFPA 25: *Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems*, or
- b) the community does not maintain the pressure and flow rate requirements for fire sprinkler installations, or otherwise allows the flow rates and pressure levels that were available during sprinkler system design to significantly degrade, increasing the probability of inadequate water supply for effective sprinkler operation.

Recognition of Automatic Sprinkler Protection

A property should be considered as “sprinkler protected” for the purposes of determining required fire flows, if the building has an automatic fire sprinkler system:

- designed and installed throughout all areas in accordance with NFPA 13, *Standard for Installation of Sprinkler Systems*, and maintained in accordance with the NFPA 25, *Standard for the Inspections, Testing and Maintenance of Water-Based Fire Protection Systems*, and
- supplied by water infrastructure capable of meeting all pressure and flow requirements of the sprinkler system concurrently with Max Day Demand (if connected to a domestic system)

Evidence of the sprinkler system design, installation should be acquired from the party responsible for the building (the owner, building engineer or property manager) or the municipal fire prevention office.

On site, the sprinkler system should carry test tags verifying that a qualified person has conducted tests including:

- flushing and hydrostatic tests of both the underground and overhead piping in accordance with NFPA 13;
- full-flow main drain test within the previous 48 months.
- dry-pipe trip test (if applicable) conducted within the last 48 months
- fire-pump test (if applicable) conducted within the last 48 months

Items of Note for Sprinkler Systems

- i. It is important to note that installation of automatic sprinkler systems provides a highly effective and reliable system of fire protection however, this does not preclude the need for manual fire flows entirely as some fires, for various reasons, grow beyond the capability of sprinkler protection to be effective, and in these cases, manual fire fighting intervention is required.

Exposure Adjustment Charge

A percentage of water for the exposures should be added to the required fire flow for the subject building to provide adequate flow rates for hose streams used to reduce the spreading of fire from the subject building to exposed risks (ex. structures, stored materials, forest, etc.). The required fire flow of a subject building may be increased depending on the severity of exposed risks to the subject building and the distance between the exposed risks and the subject building. This charge considers the usage of water supplies to prevent exposed risks from igniting or being damaged during a major fire incident in the subject building.

The maximum Exposure Adjustment Charge to be applied to a subject building is 75% when summing the percentages for all sides of the building. Table 5 outlines the maximum Exposure Adjustment Charge to apply for any one side of the subject building based on the following separation distances between the subject building and the exposed risk (aka. exposure):

Table 5 Exposure Charges

Separation Distance	Maximum Exposure Adjustment Charge
0 m to 3 m	25%
3.1 m to 10 m	20%
10.1 m to 20 m	15%
20.1 m to 30 m	10%
Greater than 30	0%

The Exposure Adjustment Charge percentage shall depend upon the height, area, and construction of the building(s) being exposed, the separation distance, unprotected openings in the exposed risk(s), the length and height of exposed risk, and the provision of automatic sprinkler protection in the risk(s) exposed.

When determining the appropriate Exposure Adjustment Charge to apply to a single side of the subject building the following items should be reviewed:

- Exposure distance
 - The distance in metres from the subject building facing wall to the exposed building facing wall, measured to the nearest metre, between the nearest points of the buildings. Where either the subject building or the exposed building is at a diagonal to the other building, the shortest distance should be increased by 3 metres and this adjusted value used as exposure distance.
- Construction types of facing walls and protection of openings
 - the wall construction of the exposed building facing wall
 - whether or not there are unprotected openings (including glazing, eaves, etc.)
- Length-height value of the exposed building facing wall
 - a length-height value of the exposed building facing wall should be determined by multiplying the length of the exposed building facing wall in metres by the height of the exposed building in stories. (Each 4 metres or fraction thereof equals one story for this determination).

Using the exposure distance, construction type, status of unprotected openings, and the length-height value, look up the recommended charge from Table 6. Review the notes after the table and adjust the exposure charge if appropriate.

Table 6 Exposure Adjustment Charges for Subject Building considering Construction type of Exposed Building Face

Distance (m) to the Exposure	Length-height factor of exposing building face	Type V	Type III-IV ²	Type III-IV ³	Type I-II ²	Type I-II ³
		0 to 3	0-20	20%	15%	5%
	21-40	21%	16%	6%	11%	1%
	41-60	22%	17%	7%	12%	2%
	61-80	23%	18%	8%	13%	3%
	81-100	24%	19%	9%	14%	4%
	Over 100	25%	20%	10%	15%	5%
3.1 to 10	0-20	15%	10%	3%	6%	0%
	21-40	16%	11%	4%	7%	0%
	41-60	17%	12%	5%	8%	1%
	61-80	18%	13%	6%	9%	2%
	81-100	19%	14%	7%	10%	3%
	Over 100	20%	15%	8%	11%	4%
10.1 to 20	0-20	10%	5%	0%	3%	0%
	21-40	11%	6%	1%	4%	0%
	41-60	12%	7%	2%	5%	0%
	61-80	13%	8%	3%	6%	1%
	81-100	14%	9%	4%	7%	2%
	Over 100	15%	10%	5%	8%	3%
20.1 to 30	0-20	0%	0%	0%	0%	0%
	21-40	2%	1%	0%	0%	0%
	41-60	4%	2%	0%	1%	0%
	61-80	6%	3%	1%	2%	0%
	81-100	8%	4%	2%	3%	0%
	Over 100	10%	5%	3%	4%	0%
Over 30 m	all sizes	0%	0%	0%	0%	0%

² with unprotected openings

³ without unprotected openings

Items of Note for Exposures Charge

- i. Automatic Sprinkler Protection in Exposed Buildings
 - If the exposed building is fully protected with an automatic sprinkler system (see note Recognition of Automatic Sprinkler Protection), the Exposure Adjustment Charge determined from Table 6 may be reduced by up to 50% of the value determined.
- ii. Automatic Sprinkler Protection in both Subject and Exposed Buildings
 - If both the subject building and the exposed building are fully protected with automatic sprinkler systems (see note below regarding recognition of sprinkler protection), no Exposure Adjustment Charge should be applied.
- iii. Exposure protection of Area Between Subject and Exposed Buildings
 - If the exposed building is fully protected with an automatic sprinkler system (see note below regarding recognition of sprinkler protection), and the area between the buildings is protected with an exterior automatic sprinkler system, no Exposure Adjustment Charge should be applied.
- iv. Reduction of Exposure Charge for Type V buildings
 - If the exposed building face of a Type V building has an exterior cladding assembly with a minimum 1 hour FRR, then the exposure charge may be treated as a Type III/IV building for the purposes of looking up the appropriate exposure charge in Table 6.

Additional Items of Note

- i. The required fire flow calculation guide is not expected to provide an adequate required fire flow for complex and unusual risks such as lumber yards, petroleum storage, refineries, grain elevators, and large chemical plants, but may indicate a minimum value for these hazards. Applicable industry standards and guidelines should be consulted when reviewing fire flows and emergency response needs for complex and high consequence risks.
- ii. Judgment must be used for business, industrial, and other occupancies not specifically mentioned.
- iii. Consideration should be given to the configuration of the building(s) being considered and accessibility by the fire department with respect to applying hose streams.
- iv. Consideration should be given to carefully reviewing closely spaced, wood frame construction and the potential for fire spread beyond the building of origin. There are many risk factors that may contribute to the risk of these types of fires, one of which is spacing of structures. If the designer or the Authority Having Jurisdiction determines there to be a high potential for fire spread between closely spaced combustible buildings, the designer should consider the maximum probable fire size involvement when determining the Total Effective Area of the design fire.
- v. Where wood shingle or shake roofs contribute to risk of fire spread in the subject building, an additional charge of 2,000 L/min to 4,000 L/min should be added to the required fire flow in accordance with the extent and condition of the risk.
- vi. For one and two-family dwellings not exceeding two storeys in height and having Total Effective Area of not more than 450 m², the following short method may be used in determining a required fire flow:

Table 7 Simple Method for One and Two Family Dwellings Up To 450 sq.m

Exposure distances	Suggested Required Fire Flow (LPM) ^{4,5,6}	
	Wood Frame	Masonry or Brick
Less than 3m	8,000	6,000
3 to 10m	4,000	4,000
10.1 to 30m	3,000	3,000
Over 30m	2,000	2,000

⁴ For sprinkler protected risks, 50% of the value from this table may be used, to a minimum required fire flow of 2,000 LPM

⁵ If all exposures within 30m of subject building are sprinkler protected, a minimum required fire flow of 2,000 LPM may be used

⁶ If all exposing building faces within 10m have protected openings (or blank walls) and a minimum 1 hr FRR, the required fire flow may be reduced by 2,000 LPM to a minimum of 2,000 LPM.

- vii. For one and two-family dwellings not exceeding two storeys but having a Total Effective Area of more than 450 m², and for row housing, the following short method may be used in determining a required fire flow:

Table 8 Simple Method for One and Two Family Dwellings Exceeding 450 sq.m, and Row Housing Exposure distances

Exposure distances	Suggested Required Fire Flow ^{4,5,6}	
	Wood Frame	Masonry or Brick
Less than 3m	12,000	9,000
3 to 10m	8,000	8,000
10.1 to 30m	6,000	6,000
Over 30m	4,000	4,000

Note that for larger and more complex developments, a full calculation of required fire flows is recommended.

- viii. Special hazards
- In areas where there is a significant hazard of wildfires and a significant level of exposure to fuels, further investigation into adequate water supplies for public fire protection should be made and may consider alternative fire suppression strategies including, but not limited to, exterior exposure protection fire sprinkler systems, structure protection units and other methods of protection of the built environment from wildland fires in the interface areas. For further information see the National Research Council publication National Guide for Wildland-Urban Interface Fires.
 - In areas where there is a significant hazard of seismic events, consideration should be given to the need for redundancy in water supplies both for manual fire fighting and for building sprinkler systems, particularly in areas where there is a significant life safety hazard.

Acknowledgements

FUS would like to thank the cities, organizations, companies and individuals who graciously contributed their time, insight, and expertise in the development of the revisions to this document. In particular, the National Research Council, the Canadian Association of Fire Chiefs, and L'Association des chefs en sécurité incendie du Québec, in addition to the many individual Fire Chiefs that contributed data through surveys.

Draft



APPENDIX C Insurance Grading Recognition of Used or Rebuilt Fire Apparatus

Draft



TECHNICAL BULLETIN

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INSURANCE GRADING RECOGNITION OF USED OR REBUILT FIRE APPARATUS

The performance ability and overall acceptability of older apparatus has been debated between municipal administrations, the public fire service and many others for years. Fire Underwriters Survey (FUS) has reviewed experiences across Canada and in other countries and has developed a standard for acceptance of apparatus as the apparatus becomes less reliable with age and use.

The public fire service is unique compared to other emergency services in that fire apparatus vehicles are not continuously in use. However, when in use, the apparatus is subject to considerable mechanical stress due to the nature of its function. This stress does not normally manifest itself on the exterior of the equipment. It is effectively masked in most departments by a higher standard of aesthetic care and maintenance. Lack of replacement parts further complicates long term use of apparatus. Truck and pump manufacturers maintain a parts inventory for each model year for a finite time. After that period, obtaining necessary parts may be difficult. This parts shortage is particularly acute with fire apparatus due to the narrow market for these devices.

Fire Underwriters Survey lengthy experience in evaluating fire apparatus indicates that apparatus should be designed to an acceptable standard. The standard that is accepted throughout Canada by Fire Underwriters Survey is the Underwriters Laboratories of Canada CAN/ULC-S515-13 titled, "Standard FOR Automobile Fire Fighting Apparatus," which has been adopted as a National Standard of Canada. Alternatively, NFPA 1901, the Standard for Automotive Fire Apparatus is also accepted by Fire Underwriters Survey with respect to apparatus design. Fire apparatus should be built by recognized manufacturers and tested by a suitably accredited third party.

Fire apparatus should respond to first alarms for the first fifteen years of service. During this period, it has reasonably been shown that apparatus effectively responds and performs as designed without failure at least 95% of the time. For the next five years, it should be held in reserve status for use at major multi-alarm fires, or used as a replacement for temporarily out-of-service first line apparatus. Fire apparatus should be retired from service at twenty years of age. Present practice indicates the recommended service periods and protocols are usually followed by the first purchaser. However, at the end of that period, the apparatus is either traded in on new apparatus, or sold to another fire department. At this juncture, the unit may have one or more faults which preclude effective use for emergency service. These deficiencies include:

- a. Inadequate braking system,
- b. Slow pick-up and acceleration,
- c. Structurally weakened chassis due to constant load bearing and/or overloading,
- d. Pump wear,
- e. Etc.



FUS has modified its application of the age requirement for used or rebuilt apparatus. Due to municipal budget constraints within small communities apparatus may continue to be recognized for fire insurance grading past twenty years of age, provided the apparatus successfully passes the recommended annual tests and has been deemed to be in excellent mechanical condition. The specified service tests are outlined below under the heading “Recommended Service Tests for Used or Modified Fire Apparatus”. Testing and apparatus maintenance should only be completed by a technician who is certified to an appropriate level in accordance with NFPA 1071, *Standard for Emergency Vehicle Technician Professional Qualifications*.

Insurance grading recognition may be extended for a limited period of time if documentation verifying that the apparatus has successfully passed the specified tests and other evidence of reliability are submitted and approved by FUS. However, if fire apparatus does not pass required tests or for any reason is deemed to be inadequately reliable for use in emergencies, the apparatus may be required to be replaced or refurbished to retain published fire insurance grades. If reliable apparatus is not in place, fire insurance grading recognition may be revoked which may adversely affect the fire insurance grades of the community. This can also affect the rates of insurance for property owners throughout the community.

Table 1 Service Schedule for Fire Apparatus For Fire Insurance Grading Purposes

Apparatus Age	Major Cities ³	Medium Sized Cities ⁴	Small Communities ^{5,6} and Rural Areas
0 – 15 Years	First Line Duty	First Line Duty	First Line Duty
16 – 20 Years	Reserve	2 nd Line Duty	First Line Duty
20 – 25 Years ¹	No Credit in Grading	No Credit in Grading <i>or</i> <i>Reserve</i> ²	No Credit in Grading <i>or</i> <i>2nd Line Duty</i> ²
26 – 29 Years ¹	No Credit in Grading	No Credit in Grading <i>Or</i> <i>Reserve</i> ²	No Credit in Grading <i>or</i> <i>Reserve</i> ²
30 Years +	No Credit in Grading	No Credit in Grading	No Credit in Grading

¹ All listed fire apparatus 20 years of age and older are required to be service tested by recognized testing agency on an annual basis to be eligible for grading recognition. (NFPA 1071)

² Exceptions to age status may be considered in a small to medium sized communities and rural areas conditionally, when apparatus condition is acceptable and apparatus successfully passes required testing.

³ Major Cities are defined as communities that have:

- a total population of 100,000 or greater within the fire protection jurisdiction

⁴ Medium Communities are defined as communities that have:

- a total population of 30,000 – 99,999 within the fire protection jurisdiction

⁵ Small Communities are defined as incorporated or unincorporated communities that have:

- a total population of 1,000 – 29,999 within the fire protection jurisdiction

⁶ Rural Areas are defined as incorporated or unincorporated communities that have:

- a total population of less than 1,000 within the fire protection jurisdiction





Table 2 Frequency of Listed Fire Apparatus Acceptance and Service Tests

	<i>Frequency of Test</i>					
	@ Time of Purchase New or Used	Annual Basis	@ 15 Years	@ 20 Years <i>See Note 4</i>	20 to 25 Years (annually)	After Extensive Repairs <i>See Note 5</i>
Recommended For Fire Insurance Purposes	Acceptance Test if new; Service Test if used & < 20 Years	Service Test	Acceptance Test	Acceptance Test	Acceptance Test	Acceptance or Service Test depending on extent of repair
Required For Fire Insurance Purposes	Acceptance Test if new; Service Test if used & < 20 Years	No Test Required	No Test Required	Acceptance Test	Acceptance Test	Acceptance or Service Test depending on extent of repair
Factor in FUS Grading	Yes	Yes	Yes	Yes	Yes	Yes
Required By Listing Agency	Acceptance Test	No	No	No	N/A	Acceptance Test
Required By NFPA <i>See Note 6</i>	Acceptance Test	Annual Service Test	Annual Service Test	Annual Service Test	Annual Service Test	Service Test

Note 1: See: 'Service Tests for Used or Rebuilt Fire Apparatus' for description of applicable tests

Note 2: Acceptance Tests consist of 60 minute capacity and 30 minute pressure tests

Note 3: Service Tests consist of 20 minute capacity test and 10 minute pressure test in addition to other listed tests

Note 4: Apparatus exceeding 20 years of age may not be considered to be eligible for insurance grading purposes regardless of testing. Application must be made in writing to Fire Underwriters Survey for an extension of the grade-able life of the apparatus.

Note 5: Testing after extensive repairs should occur regardless of apparatus age within reason.

Note 6: Acceptance Tests: See NFPA 1901, Standard for Automotive Fire Apparatus

Service Tests: See NFPA 1911, Standard for Service Tests of Fire Pump Systems on Fire Apparatus, Article 5.1



SERVICE TESTS FOR USED OR MODIFIED FIRE APPARATUS

The intent of this document is to ensure that all used or modified fire apparatus, equipped with a pump or used for tanker service, essentially meet the requirements of Underwriters' Laboratories of Canada (ULC) "Standard for Automobile Fire Fighting Apparatus" S515-13 or subsequent (current) editions of the Standard. Full adherence with the following specified tests is recommended when purchasing used apparatus.

1.) *Weight Tests*

1.1) **Load Balance Test:**

When fully laden (including a 460kg personnel weight, full fuel and water tanks, specified load of hose and miscellaneous equipment), the vehicle shall have a load balance of 22% to 50% of total vehicle mass on the front axle and 50% to 78% of this mass on the rear axle.

Distribution of mass of 33% and 67% respectively on the front and rear axles is preferable for a vehicle having dual rear tires or tandem rear axles.

For a vehicle having tandem rear axles and dual tires on each axle, a loading of between 18% and 25% on the front axle with the balance of mass on the rear axles is permissible.

2.) *Road Tests*

2.1) **Acceleration Tests:**

2.1.1) From a standing start, the apparatus shall attain a true speed of 55 km/h within 25 seconds for Pumpers carrying up to 3,150 litres of water.

For apparatus carrying in excess of 3,150 litres or apparatus equipped with aerial ladders or elevating platforms, a true speed of 55 km/h in 30 seconds should be attained.

2.1.2) The vehicle should attain a top speed of at least 80 km/h.

2.2) **Braking Test:**

The service brakes shall be capable of bringing the fully laden apparatus to a complete stop from an initial speed of 30 km/h in a distance not exceeding 9 metres by actual measurement. The test should be conducted on a dry, hard surfaced road that is free of loose material, oil and grease.



3.) Pump Performance Tests

3.1) Hydrostatic Test

Recent evidence of hydrostatic testing of the pump for 10 minutes at a minimum pressure of 3,400 kPa. APPLICABLE TO NEW OR REBUILT PUMPS ONLY (see 3.3).

3.2) Priming and Suction Capability Tests

3.2.1) Vacuum Test:

The pump priming device, with a capped suction at least 6 metres long, shall develop -75 kPa (22 inches of mercury) at altitudes up to 300 metres and hold the vacuum with a drop of not in excess of 34 kPa (10 inches of mercury) in 10 minutes.

For every 300 metres of elevation, the required vacuum shall be reduced 3.4 kPa (1 inch mercury).

The primer shall not be used after the 10-minute test period has been started. The test shall be made with discharge outlets uncapped.

3.2.2) Suction Capability Test:

The pump (in parallel or series) when dry, shall be capable of taking suction and discharging water with a lift of not more than 3 metres through 6 of suction hose of appropriate size, in not more than 30 seconds and not over 45 seconds for 6000 L/min or larger capacity pumps. Where front or rear suction is provided on midship pumps, an additional 10 seconds priming time will be allowed. The test shall be conducted with all discharge caps removed.

3.3) Pump Performance

3.3.1) Capacity Test:

Consists of drafting water (preferably with a 3m lift) and pumping the rated capacity at 1000 kPa (150 psi) net pump pressure for a continuous period of at least 1 hour.

3.3.2) Pressure Test:

Under the same conditions as in 3.3.1 above pumping 50% of the rated capacity at 1700 kPa net pump pressure for at least ½ hour



For additional information on the above noted tests and test procedures, the following documents provide useful data:

- Underwriters Laboratories of Canada (ULC) publication titled S515 Standard for Automobile Fire Fighting Apparatus, latest edition.
- Fire Underwriters Survey (FUS) publication titled Fire Stream Tables and Testing Data latest edition.
- International Fire Service Training Association (IFSTA) publication titled Fire Department Pumping Apparatus, latest edition.
- National Fire Protection Association (NFPA) 1901 Standard for Automotive Fire Apparatus, latest edition.
- National Fire Protection Association (NFPA) 1911 Standard for the Inspection, Maintenance, Testing, and Retirement of In-Service Automotive Fire Apparatus, latest edition.
- National Fire Protection Association (NFPA) 1912 Standard for Fire Apparatus Refurbishing, latest edition.

For further information regarding the acceptability of emergency apparatus for fire insurance grading purposes, please contact Fire Underwriters Survey administrator at: fireunderwriters-admin@verisk.com



APPENDIX D Requirements for Aerial Apparatus

Draft

TECHNICAL BULLETIN

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LADDERS AND AERIALS: WHEN ARE THEY REQUIRED OR NEEDED?

Numerous standards are used to determine the need for aerial apparatus and ladder equipment within communities. This type of apparatus is typically needed to provide a reasonable level of response within a community when buildings of an increased risk profile (fire) are permitted to be constructed within the community.

Please find the following information regarding the requirements for aerial apparatus/ladder companies from the Fire Underwriters Survey Classification Standard for Public Fire Protection.

Fire Underwriters Survey

Ladder/Service company operations are normally intended to provide primary property protection operations of

- 1.) Forcible entry;
- 2.) Utility shut-off;
- 3.) Ladder placement;
- 4.) Ventilation;
- 5.) Salvage and Overhaul;
- 6.) Lighting.

Response areas with 5 buildings that are 3 stories or 10.7 metres (35 feet) or more in height, or districts that have a Basic Fire Flow greater than 15,000 LPM (3,300 IGPM), or any combination of these criteria, should have a ladder company. The height of all buildings in the community, including those protected by automatic sprinklers, is considered when determining the number of needed ladder companies.

When no individual response area/district alone needs a ladder company, at least one ladder company is needed if the sum of buildings in the fire protection area meets the above criteria.”

The needed length of an aerial ladder, an elevating platform and an elevating stream device shall be determined by the height of the tallest building in the ladder/service district (fire protection area) used to determine the need for a ladder company. One storey normally equals at least 3 metres (10 feet). Building setback is not to be considered in the height determination. An allowance is built into the ladder design for normal access. The maximum height needed for grading purposes shall be 30.5 metres (100 feet).



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Exception: When the height of the tallest building is 15.2 metres (50 feet) or less no credit shall be given for an aerial ladder, elevating platform or elevating stream device that has a length less than 15.2 metres (50 feet). This provision is necessary to ensure that the water stream from an elevating stream device has additional "reach" for large area, low height buildings, and the aerial ladder or elevating platform may be extended to compensate for possible topographical conditions that may exist. See Fire Underwriters Survey - Table of Effective Response (attached).

Furthermore, please find the following information regarding communities' need for aerial apparatus/ladder companies within the National Fire Protection Association.

NFPA

Response Capabilities: The fire department should be prepared to provide the necessary response of apparatus, equipment and staffing to control the anticipated routine fire load for its community.

NFPA Fire Protection Handbook, 20th Edition cites the following apparatus response for each designated condition:

HIGH-HAZARD OCCUPANCIES (schools, hospitals, nursing homes, explosive plants, refineries, high-rise buildings, and other high-risk or large fire potential occupancies):

*At least four pumpers, **two ladder trucks** (or combination apparatus with equivalent capabilities), two chief officers, and other specialized apparatus as may be needed to cope with the combustible involved; not fewer than 24 firefighters and two chief officers.*

MEDIUM-HAZARD OCCUPANCIES (apartments, offices, mercantile and industrial occupancies not normally requiring extensive rescue or firefighting forces):

*At least three pumpers, **one ladder truck** (or combination apparatus with equivalent capabilities), one chief officer, and other specialized apparatus as may be needed or available; not fewer than 16 firefighters and one chief officer.*

LOW-HAZARD OCCUPANCIES (one-, two-, or three-family dwellings and scattered small businesses and industrial occupancies):

*At least two pumpers, **one ladder truck** (or combination apparatus with equivalent capabilities), one chief officer, and other specialized apparatus as may be needed or available; not fewer than 12 firefighters and one chief officer.*



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In addition to the previous references, the following excerpt from the 2006 BC Building Code is also important to consider when selecting the appropriate level of fire department response capacity and building design requirements with regard to built-in protection levels (passive and active fire protection systems).

Excerpt: National Building Code 2006

A-3 Application of Part 3.

In applying the requirements of this Part, it is intended that they be applied with discretion to buildings of unusual configuration that do not clearly conform to the specific requirements, or to buildings in which processes are carried out which make compliance with particular requirements in this Part impracticable. The definition of “building” as it applies to this Code is general and encompasses most structures, including those which would not normally be considered as buildings in the layman's sense. This occurs more often in industrial uses, particularly those involving manufacturing facilities and equipment that require specialized design that may make it impracticable to follow the specific requirements of this Part. Steel mills, aluminum plants, refining, power generation and liquid storage facilities are examples. A water tank or an oil refinery, for example, has no floor area, so it is obvious that requirements for exits from floor areas would not apply. Requirements for structural fire protection in large steel mills and pulp and paper mills, particularly in certain portions, may not be practicable to achieve in terms of the construction normally used and the operations for which the space is to be used. In other portions of the same building, however, it may be quite reasonable to require that the provisions of this Part be applied (e.g., the office portions). Similarly, areas of industrial occupancy which may be occupied only periodically by service staff, such as equipment penthouses, normally would not need to have the same type of exit facility as floor areas occupied on a continuing basis. It is expected that judgment will be exercised in evaluating the application of a requirement in those cases when extenuating circumstances require special consideration, provided the occupants' safety is not endangered.

The provisions in this Part for fire protection features installed in buildings are intended to provide a minimum acceptable level of public safety. It is intended that all fire protection features of a building, whether required or not, will be designed in conformance with good fire protection engineering practice and will meet the appropriate installation requirements in relevant standards. Good design is necessary to ensure that the level of public safety established by the Code requirements will not be reduced by a voluntary installation.

Firefighting Assumptions

The requirements of this Part are based on the assumption that firefighting capabilities are available in the event of a fire emergency. These firefighting capabilities may take the form of a



paid or volunteer public fire department or in some cases a private fire brigade. If these firefighting capabilities are not available, additional fire safety measures may be required.

Firefighting capability can vary from municipality to municipality. Generally, larger municipalities have greater firefighting capability than smaller ones. Similarly, older, well established municipalities may have better firefighting facilities than newly formed or rapidly growing ones. The level of municipal fire protection considered to be adequate will normally depend on both the size of the municipality (i.e., the number of buildings to be protected) and the size of buildings within that municipality. Since larger buildings tend to be located in larger municipalities, they are generally, but not always, favoured with a higher level of municipal protection.

Although it is reasonable to consider that some level of municipal firefighting capability was assumed in developing the fire safety provisions in Part 3, this was not done on a consistent or defined basis. The requirements in the Code, while developed in the light of commonly prevailing municipal fire protection levels, do not attempt to relate the size of building to the level of municipal protection. **The responsibility for controlling the maximum size of building to be permitted in a municipality in relation to local firefighting capability rests with the municipality. If a proposed building is too large, either in terms of floor area or building height, to receive reasonable protection from the municipal fire department, fire protection requirements in addition to those prescribed in this Code, may be necessary to compensate for this deficiency.** Automatic sprinkler protection may be one option to be considered.

Alternatively, the municipality may, in light of its firefighting capability, elect to introduce zoning restrictions to ensure that the maximum building size is related to available municipal fire protection facilities. This is, by necessity, a somewhat arbitrary decision and should be made in consultation with the local firefighting service, who should have an appreciation of their capability to fight fires.

The requirements of Subsection 3.2.3. are intended to prevent fire spread from thermal radiation assuming there is adequate firefighting available. It has been found that periods of from 10 to 30 minutes usually elapse between the outbreak of fire in a building that is not protected with an automatic sprinkler system and the attainment of high radiation levels. During this period, the specified spatial separations should prove adequate to inhibit ignition of an exposed building face or the interior of an adjacent building by radiation. Subsequently, however, reduction of the fire intensity by firefighting and the protective wetting of the exposed building face will often be necessary as supplementary measures to inhibit fire spread.

In the case of a building that is sprinklered throughout, the automatic sprinkler system should control the fire to an extent that radiation to neighbouring buildings should be minimal. Although there will be some radiation effect on a sprinklered building from a fire in a neighbouring building, the internal sprinkler system should control any fires that might be ignited in the building and thereby minimize the possibility of the fire spreading into the exposed building. NFPA 80A, "Protection of Buildings from Exterior Fire Exposures," provides additional information on the possibility of fire spread at building exteriors.





The water supply requirements for fire protection installations depend on the requirements of any automatic sprinkler installations and also on the number of fire streams that may be needed at any fire, having regard to the length of time the streams will have to be used. Both these factors are largely influenced by the conditions at the building to be equipped, and the quantity and pressure of water needed for the protection of both the interior and exterior of the building must be ascertained before the water supply is decided upon. Acceptable water supplies may be a public waterworks system that has adequate pressure and discharge capacity, automatic fire pumps, pressure tanks, manually controlled fire pumps in combination with pressure tanks, gravity tanks, and manually controlled fire pumps operated by remote control devices at each hose station.

For further information regarding the acceptability of emergency apparatus for fire insurance grading purposes, please contact:

Western Canada	Quebec	Ontario	Atlantic Canada
Fire Underwriters Survey 3999 Henning Drive Burnaby, BC V5C 6P9 1-800-665-5661	Fire Underwriters Survey 1611 Crémazie Blvd. East Montreal, Quebec H2M 2P2 1-800-263-5361	Fire Underwriters Survey 150 Commerce Valley Drive, West Markham, Ontario L3T 7Z3 1-800- 268-8080	Fire Underwriters Survey 238 Brownlow Avenue, Suite 300 Dartmouth, Nova Scotia B3B 1Y2 1-800-639-4528



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APPENDIX E Dwelling Protection Grade Summary of Basic Requirements

Draft

Dwelling Protection Grade Summary of Basic Requirements per Fire Station ⁱ				
DWELLING PROTECTION GRADE	WATER WORKS SYSTEM	FIRE DEPARTMENT		CORRELATION WITH PFPC ⁱⁱ Public Fire Protection Classification
		EQUIPMENT	FIREFIGHTERS ⁱⁱⁱ	
1	Water supply system designed in accordance with Fire Underwriters Survey standard "Water Supply for Public Fire Protection" with a relative classification of 5 or better	Response from within 8 km by road of a triple combination pumper	Minimum Response: - On-duty: 3 career fire fighters, plus - Off-duty: fire chief or other officer	Water Supply and Fire Department must grade PFPC Relative Class 5 or better
2	Water supply system designed in accordance with Fire Underwriters Survey standard "Water Supply for Public Fire Protection" with a relative classification of 6 or better	Response from within 8 km by road of a triple combination pumper	Minimum Response: - On-duty: 1 career fire fighters, plus - On-call: 15 auxiliary fire fighters	Water Supply and Fire Department must grade PFPC Relative Class 6 or better
3A	Water supply system designed in accordance with, and meeting the minimum requirements of, Fire Underwriters Survey standard "Water Supply for Public Fire Protection"	Response from within 8 km by road of a triple combination pumper	15 auxiliary fire fighters	No Public Fire Protection Classification required
3B	Not required – however fire department must have adequate equipment, training and access to approved water supplies to deliver standard shuttle service in accordance with NFPA 1142, Standard on Water Supplies for Suburban and Rural Fire Fighting	2 units required. Triple combination pumper <u>plus</u> a mobile water supply with a combined water carrying capacity of not less than 6,820 L (1,500 IG)	15 auxiliary fire fighters	No Public Fire Protection Classification required
4 ³	Not required – however fire department must have adequate equipment, training and access to approved water supplies to deliver shuttle service in accordance with NFPA 1142, Standard on Water Supplies for Suburban and Rural Fire Fighting	2 units required. Triple combination pumper <u>plus</u> a mobile water supply with a combined water carrying capacity of not less than 6,820 L (1,500 IG)	15 auxiliary fire fighters	No Public Fire Protection Classification required
5	Unprotected communities or communities not qualifying for Grades 1, 2, 3A, 3B, or 4 above	Unprotected communities or communities not qualifying for Grades 1, 2, 3A, 3B, or 4 above	Unprotected communities or communities not qualifying for Grades 1, 2, 3A, 3B, or 4 above	No Public Fire Protection Classification required

ⁱ Refer to additional notes and requirements for interpretation

ⁱⁱ The P.F.P.C. is a sophisticated municipal fire protection grading system utilized for Commercial Lines insurance. PFPC fire insurance grades are scaled from 1 to 10. One (1) represents a high level of fire protection and 10 indicates little or no recognized fire protection. This system evaluates the ability of a community's fire defences to prevent and control major fires that may occur in commercial, industrial and institutional buildings and/or districts.

ⁱⁱⁱ Requirements for Dwelling Protection Grade 4 are the same as for Dwelling Protection Grade 3B, however in some cases, an allowance may be considered for Dwelling Protection Grade 4 where all of the criteria for Dwelling Protection Grade 3B have been met with one exception. If more than one criteria has not been met (ex. less than 15 auxiliary fire fighters and a single pumper apparatus) Dwelling Protection Grade 5 is applied.

Where Dwelling Protection Grade 4 is applied, a signed letter of intent from the community is to be sent to Fire Underwriters Survey indicating that improvements will be made, within an agreed timeframe, to meet the criteria of Dwelling Protection Grade 3B.

It is important to note that the absolute minimum number of auxiliary fire fighters considered within the fire insurance grading is 10 and that maximum age of apparatus that can be considered is 30.

Draft



REPORT TO COUNCIL

Council Meeting: July 9, 2024

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: BRUCE GREIG, DIRECTOR OF COMMUNITY PLANNING

FILE NO: 6632-10

SUBJECT: DEVELOPMENT APPLICATION PROCEDURES BYLAW NO. 1350, 2024

REPORT NO: 24-78

ATTACHMENT(S): APPENDIX A - Development Application Procedures Bylaw No. 1350, 2024

RECOMMENDATION:

THAT Council give first, second and third reading to *District of Ucluelet Development Application Procedures Bylaw No. 1350, 2024*.

BACKGROUND AND CONTEXT:

At its [June 11, 2024, regular meeting](#), Council discussed options for a new development application procedures bylaw. Following that direction, staff have prepared the attached draft bylaw for Council to consider (see **Appendix "A"**). The new bylaw includes a number of updates and streamlining of the municipal permitting processes, including:

- clarifies delegation of authority for when permits can be issued at the staff level;
- clarifies notification sign requirements; and,
- clarifies the process of pre-application review and information submittals.

The draft bylaw is similar to the processes adopted by the District of Tofino, but is tailored to suit the variety of applications most common to Ucluelet. In some ways the bylaw creates more streamlined processes, while many of the legal authorities and underpinnings are parallel.

ANALYSIS OF OPTIONS:

A	Give first three readings to Bylaw No. 1350, 2024.	<u>Pros</u>	<ul style="list-style-type: none"> • Advances a priority under the Council-endorsed housing work plan. • Streamlines the processing of numerous permits. • Clarifies a number of requirements and authorities.
		<u>Cons</u>	<ul style="list-style-type: none"> • Unknown
		<u>Implications</u>	<ul style="list-style-type: none"> • Adoption of the bylaw would result in fewer reports to Council for permits that can be reviewed and then issued at the staff level, saving time for applicants and freeing up resources.

DISTRICT OF UCLUELET**Development Application Procedures Bylaw No. 1350, 2024**

A bylaw to establish procedures for the processing of development applications, to establish policies for development approval information, to specify distances for notification and to delegate powers, duties, and functions of Council.

WHEREAS under the *Community Charter* and Parts 14 and 15 of the *Local Government Act*, the District of Ucluelet may, by bylaw, delegate Council's powers and establish procedures for applications to amend: the Official Community Plan or the Zoning Bylaw, issue a permit, establish or amend a Phased Development Agreement;

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

PART 1 – INTRODUCTORY PROVISIONS**Citation**

- 1 This bylaw may be known and cited for all purposes as the “District of Ucluelet Development Application Procedures Bylaw No. 1350, 2024” or as the “Ucluelet Application Procedures Bylaw 1350”.

Definitions

- 2 In this Bylaw:

“**Applicant**” means the Owner or an agent duly authorized to act on the Owner's behalf in relation to an application(s);

“**Approving Officer**” means the person appointed to that position by the District in accordance with the *Land Title Act*;

“**Chief Administrative Officer**” means the municipal officer assigned the responsibilities under section 147 of the *Community Charter*;

“**Council**” means the Council of the District of Ucluelet;

“**Day**” means calendar day;

“**Development Permit**” means a permit authorized by section 490 of the *Local Government Act*;

“**Development Review Team**” or “**DRT**” means a group of Staff responsible for review of development applications;

“**Development Variance Permit**” means a permit authorized by section 498 of the *Local Government Act*;

“**District**” means the District of Ucluelet;

“**District of Ucluelet Fees and Charges Bylaw**” means the District of Ucluelet Fees and Charges Bylaw No. 1186, 2016, as amended or replaced from time to time.

“**Land Use Permit**” means a Development Permit, a Temporary Use Permit, or a Development Variance Permit;

“Manager” means the person appointed by the Chief Administrative Officer to be responsible for the administration of development applications at the District and includes a delegate fulfilling an Acting Manager position during the Manager’s absence;

“Official Community Plan” or **“OCP”** means the District of Ucluelet Official Community Plan Bylaw No. 1306, 2022, as amended or replaced from time to time;

“Owner” means the registered owner(s) of property as demonstrated on the Land Title Certificate;

“Phased Development Agreement” means an agreement authorized by section 516 of the *Local Government Act*;

“Qualified Professional” means a professional engineer, geoscientist, architect, landscape architect, certified arborist, biologist, planner, forester, qualified environmental professional, or other professional licensed to practice in British Columbia with experience relevant to the applicable matter, as determined appropriate by the Manager;

“Staff” means employees of the District;

“Temporary Use Permit” means a permit authorized by section 493 of the *Local Government Act*; and

“Zoning Bylaw” means District of Ucluelet Zoning Bylaw No. 1160. 2013, as amended or replaced from time to time.

Interpretation

- 3 (1) A reference in this bylaw to any enactment of British Columbia is a reference to the enactment as amended, revised, consolidated, or replaced from time to time.
- (2) A reference in this Bylaw to any bylaw, policy or form of the District is a reference to the bylaw, policy or form as amended, revised, consolidated, or replaced from time to time.

Council Discretion

- 4 (1) Any one or more of the procedures in this Bylaw, except those that are governed by statutory provisions, may be temporarily suspended by unanimous vote of the Council present.
- (2) Applications initiated by the District are subject only to statutory requirements, and not the additional procedures and requirements of this Bylaw.

Scope

- 5 (1) This Bylaws establishes procedures in relation to applications for:
 - (a) an amendment to the Zoning Bylaw;
 - (b) an amendment to the OCP bylaw;
 - (c) a Temporary Use Permit;
 - (d) a Development Permit;
 - (e) a Development Variance Permit; and
 - (f) a Phased Development Agreement.

- (2) To the extent necessary, this Bylaw also applies to applications for other approvals, exemptions or agreements related to the development of land, buildings or structures not specifically dealt with under other District bylaws and may include matters under Part 14 or Part 15 of the *Local Government Act*, such as Housing Agreements, Phased Development Agreements, Floodplain Bylaw exemption, and Heritage Revitalization Agreements. Such applications may be made by an Owner and must be accompanied by similar information requirements for processing in a similar manner as outlined in this Bylaw and in accordance with statutory requirements.

PART 2 – APPLICATION PROCEDURES

Application Fees

- 6 At the time of application, the Applicant must pay the District an application fee in the amount set out in the District of Ucluelet Fees and Charges Bylaw.

Application Requirements and Processing Procedure

- 7 (1) In respect of an application for an OCP bylaw amendment, Zoning Bylaw amendment, Temporary Use Permit, Development Variance Permit, or Development Permit, the Applicant, at their cost, must post a Notice of Application Sign in accordance with Schedule 'A' of this Bylaw.
- (2) An Applicant must submit an application as set out in Schedules 'B' – 'F' to this Bylaw. An application will be made and processed substantially as outlined in Schedules 'A' – 'F' of this Bylaw.

Number of Development Applications

- 8 (1) If a proposed activity or development involves more than one type of application, the Applicant must comply with all of the applicable provisions of this Bylaw.
- (2) If land is subject to more than one Development Permit Area designation established by the OCP:
- (a) only one development permit application is required;
 - (b) the application must address the requirements of each applicable Development Permit Area; and
 - (c) the applicant must pay the application fees for each Development Permit Area in the amount set out in the District of Ucluelet Fees and Charges Bylaw.

Development Permit Required Prior to Development

- 9 In all Development Permit Areas, an Applicant must obtain all required Development Permits before land is subdivided or development occurs, including but not limited to land clearing, preparation for the construction of services or roads, blasting, and construction of, addition to, or alteration of a building or structure, unless otherwise exempted from requiring a Development Permit as specified in the Official Community Plan or Zoning Bylaw.

Development Approval Information

- 10 Pursuant to the *Local Government Act* and as set out in the OCP, the Manager may require an Applicant to provide information, at the Applicant's expense, on the anticipated impact of a proposed activity or development on the community, including but not limited to the following:

- (a) Compliance of the activity or development with the OCP and any other relevant District bylaw, plan or policy in preparation or adopted by Council;
- (b) The impact of the proposed development on the natural environment such as adjacent riparian and wetland areas, vegetation, soils and erosion, geotechnical characteristics, topographical features, ecosystems and biological diversity, fish and wildlife habitat, environmentally sensitive features, and rare or endangered plant or animal species;
- (c) Hazardous conditions including, but not limited to, mud flow, debris torrents, erosion, land slip, rock falls, subsidence, avalanche, wildfire, flood, inundation, or other hazard (including appropriate construction elevations and setbacks);
- (d) Transportation assessments including but not limited to transportation impacts in terms of daily and peak hour trip generation and assignments, public transit, parking demand, traffic safety, pedestrian, cyclist and vehicular traffic flow or operation, trip generation, site access and egress, network connectivity, and accessibility;
- (e) The aesthetic values of the proposed development such as visual character, landscaping, integration with public areas, view corridors, and the natural environment, lighting, noise, and odour;
- (f) The impact of the proposed development on groundwater quantity and quality; surface water generated by the proposed development; and the options for collection, storage, reuse, and dispersal of such drainage;
- (g) Hydrological and hydrogeological assessment including, but not limited to, infiltration, interception, groundwater and overland flow, as well as hydrologic processes including accretion and erosion;
- (h) An assessment of wildfire hazard and mitigative measures that assures project construction activities comply with Urban Wildfire Interface management principles;
- (i) Functional servicing assessment of local infrastructure and site servicing including, but not limited to, drainage, water, sewer, or other utilities; to determine the impact of the development on District infrastructure including capital, operations, and maintenance over the lifecycle of the development;
- (j) Tree assessment and plan that promotes the retention and planting of native plant species, plant health, habitat preservation, reduces wildfire risk, minimizes erosion, and a revegetation plan to ensure that the landscape retains a natural appearance;
- (k) Impacts on the demand and potential financial impacts for local services including but not limited to community facilities and services, schools, parks, recreation, emergency, fire, ambulance and police services;
- (l) Assessments of impacts on historical, cultural and archaeological buildings, structures, sites or features;
- (m) How the proposed development impacts and buffers adjacent uses;
- (n) Energy efficiency, water efficiency, and emissions reduction;
- (o) Air Quality Impact Assessment including, but not limited to, pollution, dust, fumes, smoke, and odours;
- (p) Retail impacts of a proposed commercial development, including but not limited to, the effects of additional competition, traffic impacts, effects on tenancy, and potential impacts to

neighbourhoods;

- (q) Socio-economic impacts affecting the day-to-day quality of life of people and communities, including direct and indirect economic impacts, demographics, affordable housing, housing choice, local services, and socio-cultural issues;
- (r) Construction management plan outlining the staging, implementation schedule, and duration of construction for any proposed development including proposed impact mitigation; and
- (s) Other studies as deemed necessary by the Manager to permit a full understanding of the impact of the proposed activity or development on the community.

Preparation of the Terms of Reference

- 11** (1) The Applicant will be required to work with Staff to review and confirm the scope of the report or impact study in accordance with any relevant Terms of Reference for Professional Reports.
- (2) The Manager may require that the Applicant provide, at the Applicant's expense, documents, plans, and development approval information in a report that is certified by a Qualified Professional, which:
- (a) complies with and fully addresses the relevant assessments;
 - (b) identifies and defines the context, magnitude and significance of the anticipated impacts of the activity or development on the community, as well as the methodology, assumptions, acceptability thresholds, and how the anticipated impacts may cumulatively contribute to existing circumstances and risks;
 - (c) provides recommendations for conditions or requirements that Council or the Manager may impose to mitigate or ameliorate the anticipated impacts;
 - (d) provides recommendations and details costs for modifications to the environment, or construction of works, to mitigate or ameliorate the anticipated impacts; and
 - (e) is prepared to the satisfaction of the Manager.
- (3) The Manager is authorized to establish and revise the required information, documents, plans, and development approval information needed for each type of application pursuant to this Bylaw. The Manager is authorized to establish and revise the size, form and quality of information, documents, plans, and development approval information needed to assist in reviewing or processing the application.
- (4) The Manager is authorized to waive any of the information, documents, plans, and development approval information if, at their discretion, the information is not required to assist in reviewing or processing the application.

Selection of Personnel

- 12** (1) The Applicant will be required to provide the reports and impact studies prepared by Qualified Professionals at the Applicant's expense in accordance with the District's specifications for Terms of Reference for Professional Reports.
- (2) If required by the Manager, a Qualified Professional shall certify all documentation including drawings, reports, security estimates, technical letters, and other documentation submitted to the Manager for the purposes of reviewing the application.

- (3) The Manager may review all documents and design drawings to verify general compliance with the requirements but will not necessarily check the adequacy or accuracy of the Qualified Professional's design. Any errors or omissions will be the sole responsibility of the Qualified Professional who has certified the documents and design drawings.

Requirement for Independent Review

- 13 The District may require an independent review of the study results in certain circumstances, at the Applicant's expense, including but not limited to staff capacity and to ensure the timely review of the study results and application processing timelines. If an independent review is required, the Applicant will be invoiced.

Incomplete or Deficient Reports

- 14 If it is determined by the Manager that a report containing development approval information is outdated, incomplete, or deficient, the Applicant will be notified in writing the nature of deficiencies and the timeframe to resubmit the corrected report.

Presentation of Reports or Impact Studies

- 15 The Manager may request, at the Applicant's expense, the presentation of the report or impact study to Council, the community, or Staff by the Qualified Professional(s) that prepared the document.

Publication of Information

- 16 The District may distribute and publish a report containing development approval information requested under this Bylaw.

PART 3 – NOTICE, PUBLIC INFORMATION MEETINGS, AND REFERRALS

Notice of Application Sign

- 17 A Notice of Application Sign shall be posted in accordance with Schedule 'A' of this bylaw.

Notification

- 18 (1) Where a notice is required to be mailed or delivered to owners and tenants, pursuant to the *Local Government Act*, the District will provide notice to owners and tenants in occupation of parcels within 100 metres from any boundary of any subject property of the application or proposed bylaw.
- (2) Where notification is not required by the *Local Government Act*, the District will provide notification to owners and tenants as follows:
- (a) The District will provide notification for delegated minor Development Variance Permits to be mailed or otherwise delivered to owners and tenants in occupation of parcels within 100 metres from the boundaries of the subject application at least 10 Days prior to the consideration of the application.
- (b) The District will make reasonable efforts to notify adjacent residents of an Applicant's request to undertake a Comprehensive Development Plan. Methods of notification may include but are not limited to direct mail outs, newsletters, advertisements in the newspaper, or notices on the District's website.

- (c) When a public information meeting is requested by the District, the Applicant will provide notice of the meeting to properties within 100 metres from the subject application at least 10 Days prior to the meeting.

Public Information Meetings

- 19** (1) An Applicant may be requested to hold a Public Information Meeting, as outlined in Schedules 'B' and 'C', prior to OCP amendments or rezoning applications with potential for major impact (such as on sites greater than 1ha in area or in especially prominent locations) being considered by Council to provide an additional opportunity for the public to access information and to inquire about the proposal beyond that available through the standard application processes.
- (2) When a public information meeting is held by the Applicant, it is the responsibility of the Applicant to arrange and conduct the meeting at a location that is approved by Staff, accessible to individuals with disabilities, and in Ucluelet or on a virtual meeting platform, at their expense.
- (3) As determined by the Manager, the Applicant must advertise the meeting in a local newspaper or alternate means at least 10 Days prior to the meeting at their expense.
- (4) After the meeting is held, Applicants must submit a report to the District summarizing the meeting including the following information:
- (a) Location, time, and duration of meeting;
 - (b) Number of attendees;
 - (c) Proof of how the meeting was advertised;
 - (d) Information provided at the meeting; and
 - (e) A summation of questions raised and major discussion points.
- (5) Council may request the Applicant conduct additional public consultation to seek additional community feedback regarding the proposed application, the cost of which will be the responsibility of the Applicant.

Agency Referral Process

- 20** (1) When reviewing applications, Staff will develop a referral list of agencies, organizations, or levels of government that the application may be sent to for review and comment. Each agency, organization, or level of government shall be given a minimum of twenty-one (21) Days after the date of the referral to provide any comments.
- (2) Applications for OCP amendment, rezoning, or subdivision of properties greater than 0.8ha in area which intersect with areas of high archaeological or cultural potential identified in the OCP will be referred to the Yuułu?ił?atł Government with a minimum of thirty (30) Days after the date of the referral for review and comment.
- (3) Requests from an agency to extend the referral period may be granted at the discretion of the Manager.

PART 4 – SECURITY

Security Requirement

- 21 Pursuant to the *Local Government Act* and the OCP, security may be required as a condition of permit issuance for the following:
- (a) Landscaping (“Landscape Security”);
 - (b) An unsafe condition or damage to the natural environment that may result as a consequence of a contravention of a condition in a permit (“Remediation Security”); and
 - (c) To guarantee the performance of the terms of a permit (“Performance Security”).

Phased Landscape

- 22 Plans may be approved for large-scale developments at the discretion of the Manager to enable the completion of the landscape plan in phases and the submission of the related security deposit at each phase. The Applicant is required to request a phased approach to the execution of the landscape plan at the time of Development Permit application, clearly identifying on the submitted landscape plan the proposed phases and related cost estimates for each phase.

Form of Security

- 23 Security will be provided in the form of an automatically renewing irrevocable letter of credit, bank draft, or in a form satisfactory to the Manager.

Amount of Security

- 24 The amount of security will be calculated and submitted by a Qualified Professional at the Applicant’s expense, to the satisfaction of the Manager using the following:
- (a) For Landscape Security, the amount of security will be 125% of an estimate or quote of the cost of works, including but not limited to: inspections, monitoring, maintenance, hardscaping, irrigation, labour, and plantings materials.
 - (b) For Remediation Security, the amount of security will be 125% of an estimate or quote of the cost of works, including but not limited to: inspections, monitoring, maintenance, irrigation, labour, and planting materials.
 - (c) Where security is required in the case of an unsafe condition or damage to the natural environment that may result from a contravention of a permit condition, the amount of security shall reflect:
 - (i) the nature of the permit condition;
 - (ii) the nature of the unsafe condition or damage; and
 - (iii) the cost to the District of entering the land to undertake the work to correct the unsafe condition or restore and enhance the natural environment, including the cost of repairing any damage to land that may have been caused by the unsafe condition or that may have occurred in connection with the repair work.
 - (d) For Performance Security, the amount of security will be 125% of an estimate or quote of the cost of works to guarantee the performance of the terms of the permit. Such works may include but are not limited to: inspections, monitoring, maintenance, irrigation, labour, planting materials, and works required to restore the land or remove any temporary structures.

Return of Security

- 25 (1) If a permit is cancelled by the Applicant and no work has occurred related to the security deposit, the security deposit will be returned to the Applicant at the approval of the Manager.
- (2) Unless otherwise stated in this Bylaw, the District will return the security when written request has been submitted by the Applicant and includes a satisfactory substantial completion report by a Qualified Professional, or other professional for small scale works approved by the Manager, certifying that:
- (a) The works have been completed in substantial compliance with the approved plan(s).
 - (b) The unsafe condition or damage to the natural environment has been corrected.
- (3) The Substantial Completion Report must be signed and sealed by a Qualified Professional and include the following at a minimum:
- (a) The date and drawing number of the plan reviewed by the Qualified Professional;
 - (b) Date(s) of inspection by the Qualified Professional;
 - (c) A statement from the Qualified Professional that the completed works substantially comply with the approved plan;
 - (d) For Landscape Security, identification of conformance to approved species, quantity of materials, scale, and number of plants, irrigation systems, composition and depth of soils and features (including hard landscaping) as shown on approved drawing(s) and installation to British Columbia Society of Landscape Architects (BCSLA)/British Columbia Landscape & Nursery Association (BCLNA) standards;
 - (e) A description of all deviations from the approved plan(s) with a rationale for the changes and whether the changes meet the intent of the approved plan(s); and
 - (f) The request of the amount of funds to be released.
- (4) Upon receipt of a Substantial Completion Report, the District may conduct a site inspection to verify that the works are installed in accordance with the approved plans.
- (5) Should there be any deficiencies identified in the Substantial Completion Report or should the District find any discrepancies or deficiencies during an inspection, an inspection report will be issued to the Applicant and the security will be retained until the deficiencies have been addressed. Any changes to the approved plans will require approval of the District prior to installation of any works. Depending on the level of non-conformance with the approved plans, Council approval of the revised plan(s) may be required through an amended permit application prior to the release of the security.
- (6) Site inspections and final acceptance by the District of the installation of plant material, Sodding, or seeding, will not be carried out during the plant dormancy period between November 15th and April 15th, unless otherwise approved by the Manager.
- (7) Upon completion of any items outlined in an inspection report, the Applicant shall notify the District to arrange a further inspection in order to obtain a final release of the security.
- (8) Upon substantial completion, the District will return a portion of the security deposit.

The District will withhold 10% of the total security deposit or 25% of the value of soft landscaping, whichever is greater, as a maintenance bond for up to two growing seasons to ensure that the work has been fully implemented and demonstrated to function (ecologically or as designed).

Partial Return of Landscape Security

- 26** (1) The District may return a portion of the Landscape Security upon receipt of a report from a Qualified Professional. The report must include the following:
- (a) Evidence that the total landscaping is 50% complete and substantially complies with the approved landscape plan;
 - (b) Evidence that the perimeter landscaping is 100% complete as required by the approved landscape plan for any portion of the subject property that includes street frontage;
 - (c) The date and drawing number of the landscape plan reviewed by the Qualified Professional;
 - (d) Date(s) of inspection by the Qualified Professional;
 - (e) Evidence of conformance to approved species, quantity of materials, scale and number of plants, irrigation systems and features (including hard landscaping) as shown on approved drawing(s) and installation to British Columbia Society of Landscape Architects (BCSLA)/British Columbia Landscape & Nursery Association (BCLNA) standards;
 - (f) Identification of all deviations from the approved landscape plan;
 - (g) The submission of a revised landscape plan and cost estimates for the remainder of the works to be completed for the approval of the Manager; and
 - (h) The request for the amount of funds to be released.
- (2) When considering a request for partial release, Staff will consider the visual impact and safety of the remainder of the site as well as the public interface areas prior to approving a partial return request.
- (3) If the request for the partial return of security is approved, the District will return 50% of the original cost estimate or quote and will withhold a portion of the original cost estimate as a maintenance bond as set out in Section 25(8).
- (4) The partial return of the landscape security will occur only once per security deposit unless as otherwise approved by the Manager.

PART 5 – TIME LIMITS, RE-APPLICATIONS, AND CHANGE OF OWNERSHIP

Lapses

- 27** (1) The District only accepts complete applications. If Staff determine that an application is incomplete during the initial review, the application will be placed on hold and the Applicant will be requested to provide the required information. If an Applicant does not provide the required information within three (3) months of the request, the file will be closed and the application and fee will be returned in accordance with the District of Ucluelet Fees and Charges Bylaw.

- (2) An application that has been inactive for more than one (1) year is deemed to be abandoned and may be closed. No fees will be reimbursed for abandoned applications.
- (3) In the event that an application for bylaw amendment made pursuant to this Bylaw has not been given final adoption by Council within one (1) year after the date it was given third reading or one (1) year after the date of last consideration by Council the application may be deemed to be abandoned and the file closed.
- (4) In the case of applications that have been delegated to the Manager, if final approval of the application is not granted within one (1) year after a written request from the Manager to submit any outstanding items, the application will be deemed to be abandoned and may be closed.
- (5) In order for an application that has lapsed under Sections 27(1) to (4) to proceed, a new application and fee will be required.
- (6) For a bylaw amendment, upon written request from the Applicant received 30 Days prior to the lapse of the application, Council may extend the deadline for a period of one (1) year by passing a resolution to that effect to enable the Applicant to complete the requirements for final adoption. A maximum of two (2) one-year time extensions may be granted by Council. If Council decides to deny an extension request or the Applicant has received two (2) one-year time extensions and still has not met the requirements for final adoption and wishes to proceed with the application, a new application and fee will be required as per the District of Ucluelet Fees and Charges Bylaw.

Re-Application

- 28 (1) Subject to the *Local Government Act*, where an application made pursuant to this bylaw has been refused by Council, re-application for the same amendment or permit will not be accepted for a six (6) month period immediately following the date of refusal.
- (2) Where an Applicant intends to appeal to the Council to vary the time limit set in Section 28 (1) pursuant to the *Local Government Act*, the Applicant shall submit, in writing, a detailed statement as to why the time limit for the reapplication should be varied.

Change of Ownership

- 29 If there is a change of ownership of a parcel(s) of land that is the subject of an application under this bylaw, the District will require updated Land Title Certificate(s) for the parcel(s) of land and written authorization from the new owner(s) prior to proceeding with the application.

PART 6 – DELEGATION OF AUTHORITY

Delegation to the Approving Officer

- 30 The following powers, duties and functions of Council are delegated to the Approving Officer:
 - (a) The authority to grant an exemption from the minimum frontage requirements under section 512 of the *Local Government Act*.
 - (b) The authority to approve the stratification of a previously-occupied building under section 242 of the *Strata Property Act* except for a building containing a residential use or a tourist accommodation use.

Delegation to the Manager

- 31** The following powers, duties and functions of Council are delegated to the Manager:
- (a) The authority to require security under section 496 and 502 of the *Local Government Act*.
 - (b) The authority to designate the form of any permit issued under this bylaw as per the *Local Government Act*.
 - (c) The authority to designate the form and content of application forms.
 - (d) The authority to create, amend, and prescribe graphic design templates for development application notice signs.
 - (e) The authority to administer this Bylaw and require development approval information.
 - (f) The authority to place conditions on the approval of a Land Use Permit.
 - (g) The authority to issue or amend Development Permits where there are no, or only minor variances requested.
 - (h) The authority to renew Development Permits that have been issued and lapsed provided the permit is consistent with OCP and relevant guidelines.
 - (i) The authority to issue minor Development Variance Permits in accordance with the following sub-sections:
 - (i) Where the variance would be minor and would have no significant negative impact on the use of immediately adjacent or nearby properties. In making this determination the Manager must consider the following criteria:
 - (A) Degree or scope of the variance relative to the regulation from which a variance is sought;
 - (B) Proximity of the building or structure to neighbouring properties; and
 - (C) Character of development in the vicinity of the subject property.
 - (ii) In deciding whether to issue a minor Development Variance Permit the Manager must consider the following guidelines:
 - (A) If the proposed variance is consistent with the general purpose and intent of the zone or applicable regulation;
 - (B) There is a valid reason, such as hardship, for the variance request;
 - (C) If the proposed variance addresses a physical or legal constraint associated with the site (e.g., unusual parcel shape, environmentally sensitive area, topographical feature, statutory right-of-way, etc.);
 - (D) If there is a community or environmental benefit to the larger community in granting the variance or it would support a Council priority (e.g. affordable housing, environmental protection, provision of a trail statutory right-of-way);
 - (E) The variance request must not include a reduction in the required number of parking stalls except in situations where an increase in parking spaces is associated with a change in use associated with a business licence application and

does not propose additional floor area or supports the viability of affordable housing;

- (F) If strict compliance with the Zoning Bylaw would be unreasonable; and
 - (G) If the proposed variance would unduly impact the character of the streetscape or surrounding neighbourhood.
- (j) The authority to issue Temporary Use Permits in accordance with the following sub-sections:
- (i) Where the authorized use would have no significant negative impact on the use of immediately adjacent or nearby properties. In making this determination the Manager must consider the following criteria:
 - (A) Degree or scope of the use relative to the uses already permitted on the property;
 - (B) Proximity of the proposed use to neighbouring properties; and
 - (C) Character and intensity of development in the vicinity of the subject property.
 - (ii) In deciding whether to issue a Temporary Use Permit the Manager must consider the following guidelines:
 - (A) If the proposed use is consistent with the general purpose and intent of the zone and/or applicable regulation;
 - (B) There is a valid reason for the use in its proposed location;
 - (C) If there is a community or environmental benefit to the larger community in permitting the use or it would support a Council priority (e.g., temporary housing, environmental protection, construction facilities, economic diversity, cultural events);
 - (D) If locating the proposed use on other lands already zoned for the proposed use would be unreasonable;
 - (F) The duration of the proposed temporary use; and,
 - (G) If the proposed use would unduly impact the character of the streetscape or surrounding neighbourhood.
- (k) The authority to provide a recommendation on a Liquor or Cannabis licensing referral that does not require a Council resolution.

Referral to Council

- 32** (1) The Manager may refer a delegated Land Use Permit to Council if, in the opinion of the Manager, it would be in the public interest to instead have the application considered by Council.
- (2) The Manager may refer a delegated Form and Character Development Permit to Council if the proposed development is in a prominent location where the development would have a noticeable impact on the streetscape or other public lands.
- (3) The Manager will refer a permit application to Council if the Manager determines that the permit could not be approved at the Staff level.

- (4) The Manager will refer a Development Variance Permit to Council in the following circumstances:
- (a) The proposed variance does not meet the criteria of minor;
 - (b) The proposed variance is in conjunction with a Development Permit application that is not delegated to Staff; or
 - (c) The proposed variance meets the criteria of minor, but in the opinion of the Manager, it would be in the public interest to instead have the application considered by Council
- (5) The Manager will refer a Temporary Use Permit to Council in the following circumstances:
- (a) The proposed use may have impact on adjacent properties;
 - (b) The proposed use is in conjunction with a Development Permit application that is not delegated to staff; or
 - (c) The consideration of the proposed use, in the opinion of the Manager, would be in the public interest to be considered by Council.

Appeal to Council of a Staff Decision

Note this section may apply to conditions placed on a permit or the requirement of security.

- 33** (1) Within 14 Days of being notified in writing of the decision of a delegate under this Bylaw, an Applicant may, at no charge, request that Council review the decision.
- (2) The Applicant must give written notice to the District Corporate Officer setting out the grounds on which the Applicant considers the decision to be inappropriate, including the specific decision, and what decision Council should use as a substitute.
- (3) The District Corporate Officer will notify the delegate of the request(s) for appeal and the delegate will, prior to the date of the meeting at which the appeal will occur, provide a written memo setting out for Council the rationale for their decision.
- (4) The District Corporate Officer will place the request(s) for appeal on the agenda of a meeting of Council to be held as soon as reasonably possible.
- (5) The District Corporate Officer will notify the Applicant of the date of the meeting at which the appeal will be considered.
- (6) Council will review the information provided by the Applicant and Staff, and either confirm the decision made by Staff, or substitute its own decision including conditions.

PART 7 – ADMINISTRATION

Schedules

- 34** The following schedules are attached to and form part of this Bylaw:
- (a) Schedule 'A' – "Notice of Application Sign" Requirements;
 - (b) Schedule 'B' – General Procedures;
 - (c) Schedule 'C' – Amendment to an Official Community Plan Bylaw or Zoning Bylaw;
 - (d) Schedule 'D' – Land Use Permits (Development Permits, Development Variance

Permits and/or Temporary Use Permits);

- (e) Schedule 'E' – Referrals from the Liquor and Cannabis Regulation Branch (LCRB) for a Liquor License or Cannabis License; and
- (f) Schedule 'F' – Preparation of Phased Development Agreements.

Severability

35 If any section, subsection, sentence, clause or phrase forming part of this Bylaw is for any reason held to be invalid by the decision of any Court of competent jurisdiction, the invalid portion shall be severed from the Bylaw without affecting the validity of the Bylaw or any remaining portions of the Bylaw.

Repeal

36 The *District of Ucluelet Development Approval Procedures Bylaw No. 1164, 2015*, together with any amendments is hereby repealed.

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

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

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

ADOPTED this ** day of ***, 20**.

CERTIFIED CORRECT; "District of Ucluelet Development Application Procedures Bylaw No. 1350, 2024".

Marilyn McEwen
Mayor

Duane Lawrence
Corporate Officer

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

Duane Lawrence
Corporate Officer

Schedule 'A'
"Notice of Application Sign" Requirements

Installation

- 1 In respect of an application for an OCP Bylaw Amendment, Zoning Bylaw Amendment or Land Use Permit the Applicant, at their cost, must install a Notice of Application Sign in accordance with this Bylaw.

Timing

- 2 The Notice of Application Sign must be posted within 10 Days of an application being accepted as substantially complete by Staff.

Design

- 3 The design of the sign shall be in a form prescribed by the Manager.

Preparation

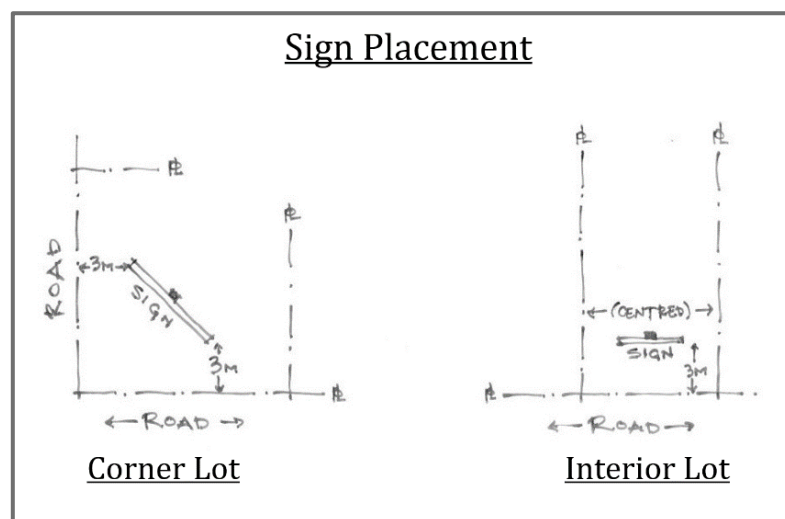
- 4 The Notice of Application Sign(s) will be provided by the District. The Applicant shall provide a deposit for each sign, which will be returned to the Applicant upon return of the sign(s) in good re-useable form.

Posting

- 5 The posting of the Notice of Application Sign is the responsibility of the Applicant. The sign must be installed in a sound workmanlike manner and must be capable of withstanding wind and weather. Once the sign is posted, the Applicant shall demonstrate proof to Staff of the posted sign within 10 Days of Staff approval of the mock-up.

Siting

- 6 All Notice of Application Signs shall be placed on the property at a setback of no more than 3 metres from the front property line as demonstrated in the below diagram. The sign must face the street and be clearly visible. All proposed sign locations must be verified by District Staff prior to installation. The sign must be located so as not to interfere with pedestrian or vehicular traffic, or obstruct visibility from streets, lanes, walkways, or driveways to create a hazard.



Number of Signs

- 7 The Applicant shall post a minimum of one (1) Notice of Application Sign. For large parcels with over 200 metres of street frontage or frontage on more than one street, one (1) Notice of Application Sign shall be required for each adjoining street and each 200 metres of street frontage, to a maximum of three signs.

Maintenance

- 8 It is the responsibility of the Applicant to ensure the sign(s) remain intact and visible as per the sign siting specifications until such time the sign can be removed, in accordance with Section 10.

Amendments to Application

- 9 If any significant amendments are made to the application, the Applicant may be required to install new sign(s) reflecting the change in application.

Sign Removal

- 10 (1) The Notice of Application Sign shall be removed by the Applicant within seven (7) Days following:
- (a) The conclusion of the public hearing or adoption of the amending bylaw if a public hearing is not required;
 - (b) The final consideration of an application by Council;
 - (c) The authorization of the application under delegated authority; or
 - (e) The abandonment of the application.
- (2) The Applicant shall be responsible for returning the sign to the District.

Failure to Post, Maintain or Remove

- 11 (1) Failure to post and maintain the required Notice of Application Sign(s) in accordance with this Bylaw may result in the postponement of any Public Information or Council meeting and any costs associated with the postponement will be borne by the Applicant. Non-compliance with this section due to the removal, destruction, or alteration of the sign by vandalism or natural occurrence shall not affect the validity of the application or postpone a Public Information or Council meeting as long as reasonable efforts have been taken by the Applicant to maintain the sign.
- (2) Failure to remove the sign as required may result in the sign being removed at the expense of the Applicant.

Schedule 'B'
General Procedures

The information in these schedules is meant as a general guide to the processing procedure and is not to be regarded as granting the right to development approval if the steps indicated are followed.

Due to the unique, specific conditions of each site and each development proposal, an Applicant may find that information presented in support of their application may trigger the need for other studies or information to enable complete assessment of the development and its impacts.

Application Requirements

- 1 Application requirements are specified on the District of Ucluelet Development Application Form.

Processing Procedure

- 2 An amendment application submitted in accordance with this Bylaw will be substantially processed as follows:
 - (a) The Applicant will have a Pre-Application Meeting to discuss the proposal and application requirements with Staff prior to submitting a formal application to the District.
 - (b) Staff will review the application to determine whether it is complete, and, if incomplete, will return the application and request the required information from the Applicant.
 - (c) Staff will review the proposal for compliance with relevant District bylaws and policies and may meet with the Applicant (as required). Staff may conduct a site visit(s) as part of the evaluation process.
 - (d) Staff may prepare a Permission to Proceed report to Council to introduce the application and seek preliminary direction regarding the application including referral and other matters as required.
 - (d) The Applicant will post a Notice of Application Sign as per Schedule 'A' of this Bylaw.
 - (e) Staff will refer the application to all applicable District departments, Development Review Team, government ministries, agencies, and organizations.
 - (f) Staff may prepare a Comprehensive Letter(s), incorporating feedback received from the referral process to identify preliminary development conditions/requirements which will be sent to the Applicant to:
 - (i) resolve conditions or requirements identified in the Comprehensive Letter(s);
 - (ii) submit any necessary reports or studies; and
 - (iii) complete any required approvals.
 - (g) The Applicant must address the items in the Comprehensive Letter and may wish to revise the application accordingly.
 - (h) Staff will mail or otherwise deliver notices to adjacent property owners as per this bylaw and as per requirements of the *Local Government Act*. When required, notice will also be published pursuant to the *Local Government Act*.

- (i) Staff will prepare a technical report, incorporating feedback received from the referral process, the community and any recommendations from the Development Review Team.
- (j) If the Manager refers an application to Council per this Bylaw, the Applicant will be notified when the report is published on a Council meeting agenda. The Applicant will be provided an opportunity to address Council in the meeting when their application is introduced.

Schedule 'C'

Amendment to an Official Community Plan Bylaw or Zoning Bylaw

The following is a general guide to additional steps in the processing procedure for OCP amendment and/or rezoning applications – i.e., where amendment bylaws are adopted by Council.

Consultation

- 1 An application for an amendment to the OCP will include one or more opportunities for consultation with persons, organizations, and authorities the District considers affected by the application as per the *Local Government Act*. The opportunity for consultation will be considered for each amendment application and will be outlined within Staff's technical report to Council.

Processing Procedure

- 2 (1) Processing of the application will initially follow the procedures outlines in Schedule 'B'.
(2) For larger applications (e.g., on sites greater than 1ha in area) or in especially prominent locations in town, the applicant is encouraged to host a Public Information Meeting at their own expense prior to the amending bylaw being considered by Council. If held, the Applicant is to conduct the public information meeting in accordance with the requirements of Section 19 of this bylaw.
(3) Council will receive the technical report, and if Council decides to proceed with the amendment application, the amending bylaw may be given readings. Council may alternatively decide to postpone or deny the application.
(4) For a rezoning application where the proposed zoning bylaw is consistent with the OCP, Staff will publish and give notice of the amending bylaw(s) advising of the date of the first reading of the bylaw in accordance with the *Local Government Act*.
(5) Should the amending bylaw receive readings, and should Council decide that a public hearing be held prior to third reading to permit the public to comment on the application pursuant to the *Local Government Act* and as per this Bylaw, notice(s) of the amending bylaw(s) will be published pursuant to the *Local Government Act*. Note that for a rezoning application for residential development where the proposed zoning bylaw is consistent with the OCP, a public hearing may be prohibited by the *Local Government Act*.
(6) Council may proceed with third reading of the amending bylaw (including the imposition of conditions), postpone or deny the application. Upon third reading, an amendment bylaw may need to be referred to the relevant provincial minister(s) for signature before proceeding to adoption.
(7) Once all of the conditions identified at third reading, if any, have been addressed, Council will consider adoption of the bylaw(s).
(8) Once the minutes of the Council resolution have been prepared, the Applicant will be notified of the outcome.

Schedule 'D'**Land Use Permits (Development Permits, Development Variance Permits, and Temporary Use Permits)**

The following is a general guide to additional steps in the processing procedure for Land Use Permit applications – i.e., where permits may be issued by staff or Council.

- 1 Processing of the application will initially follow the procedures outlines in Schedule 'B'.
- 2 All Land Use Permit applications and technical reports will be referred to the Manager for consideration.
- 3 If the Manager refers the application to Council as per this Bylaw, Council will receive the permit application and technical report for consideration. Council may authorize the issuance of the permit or authorize the issuance of the permit with conditions. Council may alternatively decide to postpone or deny the application.
- 4 If a Development Permit application includes a request for a variance(s), the request may be considered by Staff or Council as a parallel Development Variance Permit in conjunction with the Development Permit application pursuant to requirements of this Bylaw and the *Local Government Act*. Additional fees will be required as per the District of Ucluelet Fees and Charges Bylaw.
- 5 The Applicant will be notified of the decision regarding the application.
- 6 If a Land Use Permit is granted, a Notice of Permit will be registered against the title of the property at the Land Title Office by Staff.

Schedule 'E'

Referrals from the Liquor and Cannabis Regulation Branch (LCRB) for a Liquor License or Cannabis License

This information is meant as a general guide to the processing procedure and is not to be regarded as granting the right to development approval if the steps indicated are followed.

Application Requirements

- 1 (1) Applicants must review the Liquor and Cannabis Regulation Branch (LCRB) requirements prior to submitting a Liquor License or a Cannabis License application to the District. The LCRB specifies application requirements and when local governments are required to comment on liquor license applications.
- (2) Application requirements are specified on the District of Ucluelet Development Application Form.

Processing Procedure for Liquor Licenses and Cannabis Licenses

- 2 A Liquor License Application submitted in accordance with this Bylaw will be substantially processed as follows:
 - (a) The Applicant will have a Pre-Application Meeting to discuss the proposal and application requirements with Staff prior to submitting a formal application to the District.
 - (b) Staff will review the application to determine whether it is complete, and, if incomplete, will request the required information from the Applicant.
 - (c) Upon receipt of a complete application submitted in accordance with the requirements of this bylaw, Staff will issue a receipt to the Applicant. Applicants are required to demonstrate proof of application to the LCRB prior to municipal consideration. The LCRB may forward a summary report to the District prior to the District's review of the application.
 - (d) Staff will review the proposal for compliance with relevant District bylaws and policies and may meet with the Applicant (as required). Staff may conduct a site visit(s) as part of the evaluation process.
 - (e) Staff may refer the application to all applicable District departments and Development Review Team (DRT).
 - (f) Staff may prepare a Comprehensive Letter(s), incorporating feedback received from the *referral* process to identify recommended conditions and requirements which will be sent to the Applicant.
 - (g) In order to obtain public input, the District may, in accordance with the *Liquor Control and Licensing Act* and the *Cannabis Control and Licensing Act*:
 - (i) Advertise the proposal in one edition of a local newspaper to solicit written comments on the application from the public. Such comments shall be submitted in writing to the Manager within fourteen (14) Days of the publication of the notice.
 - (ii) Send notifications to adjacent property owners in accordance with this bylaw.

- (h) If a Council resolution is required as per the LCRB, Staff will prepare a technical report for Council's consideration, incorporating feedback received from the referral process, the community, and any recommendations from the Development Review Team (DRT) and in accordance with the criteria local governments must consider as per guidelines specified by the LCRB.
- (i) If a Council resolution is required as per the LCRB, Council will receive the technical report, and Council will make a recommendation to the LCRB by passing a resolution to either approve or deny the application.
- (j) Once the minutes of the Council resolution have been prepared, the Applicant will be notified of the outcome. Staff will forward the Council resolution to the LCRB for their final review and approval.
- (k) If a Council resolution is not required per the LCRB, the Manager will review the Application and any feedback received from the review and may provide a recommendation to the LCRB for their review and final approval.

Schedule 'F'**Preparation of Phased Development Agreements**

- 1 If a Phased Development Agreement is required, it may be processed concurrently with a Zoning Bylaw Amendment application, and will be substantially processed with the following additional steps:
 - (1) The Applicant will be required to work with Staff to develop a Terms Sheet identifying the basic conditions to be outlined in the Phased Development Agreement. Such conditions include, but are not limited to, the lands affected and intent of the agreement, timing, amenities, features, servicing, phasing of the development, and terms for abandoned or stalled developments. Other conditions may be required and will be determined on a site-specific basis.
 - (2) The Applicant will submit the draft Terms Sheet to the District who will refer it to applicable District departments, government ministries, agencies, organizations and the Development Review Team.
 - (3) Staff will prepare a technical report to the Manager for consideration of the Terms Sheet. Once the basic conditions in the Terms Sheet have been agreed upon, the Applicant will be directed to draft the Phased Development Agreement, at the Applicant's expense, and submit the agreement to the District.
 - (4) Staff will refer the draft Phased Development Agreement to all applicable District departments, government ministries, agencies, organizations, and may refer the draft Phased Development Agreement to a solicitor.
 - (5) Staff will prepare a technical report for Council's consideration on the draft Phased Development Agreement, incorporating feedback received from the referral process, the community and any recommendations from Development Review Team (DRT).
 - (6) Notices of the amending bylaw(s) will be given advising of the date of the first reading of the bylaw in accordance with the *Local Government Act*.
 - (7) If Council wishes to proceed with the Phased Development Agreement, the Phased Development Agreement bylaw will be given first reading and second reading (including the placement of conditions, where appropriate). Council may alternatively decide to postpone or deny the application.
 - (8) Should the Phased Development Agreement Bylaw receive first and second readings and Council decides that a public hearing be held to permit the public to comment on the application pursuant to the *Local Government Act* and as per this Bylaw, notice(s) of the amending bylaw(s) will be published pursuant to the *Local Government Act*.
 - (9) Following the close of the public hearing, Council may proceed with third reading of the amending bylaw (including the imposition of conditions), postpone or deny the application.
 - (10) Once the Applicant has adequately addressed all of the conditions identified at third reading (if any), Council will consider adoption of the Phased Development Agreement bylaw(s).
 - (11) If a Phased Development Agreement is entered into, a Notice of Permit will be registered against the title of the property at the Land Title Office by Staff.
 - (12) Amendments to an approved Phased Development Agreement may occur pursuant to the *Local Government Act*.



REPORT TO COUNCIL

Council Meeting: July 9, 2024

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: ANNELIESE NEWEDUK, PLANNER

FILE No: 3360-20 RZ24-02

SUBJECT: ZONING AMENDMENT FOR 1567 IMPERIAL LANE

REPORT NO: 24-68

ATTACHMENT(S): APPENDIX A – ZONING AMENDMENT BYLAW NO. 1342, 2024
APPENDIX B – JUNE 11, 2024, REPORT TO COUNCIL

RECOMMENDATION(S):

1. **THAT** Council give first, second, and third reading of the *District of Ucluelet Zoning Amendment Bylaw No. 1342, 2024*,
2. **THAT** Council adopt the *District of Ucluelet Zoning Amendment Bylaw No. 1342, 2024*.

BACKGROUND:

During the June 11, 2024, Regular Council Meeting, *District of Ucluelet Zoning Amendment Bylaw No. 1342, 2024 (Appendix “A”)* was introduced to Council. At this meeting, Council directed staff to give notice of first reading for the Bylaw. Notification was completed and Council is now in a position to consider up to three readings and adoption of Bylaw No. 1342.

Background information can be found in the [June 11, 2024, Regular Council Meeting Agenda](#) (item 8.3) and in **Appendix “B”**.

ANALYSIS OF OPTIONS:

A	Give first, second, and third readings for <i>Bylaw No. 1342</i>	<u>Pros</u>	<ul style="list-style-type: none"> Would provide an opportunity for Council to discuss the Bylaw and its implications.
		<u>Cons</u>	<ul style="list-style-type: none"> Unknown at this time.
		<u>Implications</u>	<ul style="list-style-type: none"> Would allow for the Bylaw to be adopted.
	Adopt <i>Bylaw No. 1342</i>	<u>Pros</u>	<ul style="list-style-type: none"> Would remove lawful non-conforming status of SFD.
		<u>Cons</u>	<ul style="list-style-type: none"> Unknown at this time.
		<u>Implications</u>	<ul style="list-style-type: none"> Would allow for the application to proceed.

B	Amend Bylaw No. 1342	<u>Pros</u>	<ul style="list-style-type: none"> Would ensure Council's expectations are met.
		<u>Cons</u>	<ul style="list-style-type: none"> Unknown at this time.
		<u>Implications</u>	<ul style="list-style-type: none"> If the Bylaw is amended significantly, Council will have to direct staff to give notice for another first reading.
		<u>Suggested Motion</u>	1. THAT Council directs staff to bring back <i>District of Ucluelet Zoning Amendment Bylaw No. 1342, 2024</i> , with the following amendments: <i>[specify desired changes]</i> for notice of first reading and subsequent readings at a future Council meeting date.
C	Abandon Bylaw No. 1342	<u>Pros</u>	<ul style="list-style-type: none"> Unknown at this time.
		<u>Cons</u>	<ul style="list-style-type: none"> Would not allow applicant's development to proceed, SFD would remain lawful non-conforming.
		<u>Implications</u>	<ul style="list-style-type: none"> Subject property's current zoning would remain unchanged, and the SFD would remain lawful non-conforming, Would not allow application to proceed.
		<u>Suggested Motion</u>	No Motion Required.
<i>If Bylaw 1342 is approved, Council would be in a position to consider the issuance of DP24-03 and DVP24-02.</i>			

POLICY OR LEGISLATIVE IMPACTS:

This application is consistent with the *Local Government Act* and the *District of Ucluelet Official Community Plan Bylaw No. 1306, 2022*. If the application proceeds, the Bylaw would amend the *District of Ucluelet Zoning Bylaw No. 1160, 2013*.

NEXT STEPS:

Should the Bylaw be adopted, Staff would bring the accompanying Development Permit and Development Variance Permit forward for Council's authorization at that time.

Respectfully submitted: Anneliese Neweduk, Planner
Bruce Greig, Director of Community Planning
Duane Lawrence, CAO

DISTRICT OF UCLUELET

Zoning Amendment Bylaw No. 1342, 2024

A bylaw to amend the “District of Ucluelet Zoning Bylaw No. 1160, 2013”.
(1567 Imperial Lane)

WHEREAS the District of Ucluelet Council by Bylaw No. 1160, 2013, adopted the Zoning Bylaw and now deems it appropriate to amend the Zoning Bylaw;

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

1. Text Amendment:

Schedule B of the *District of Ucluelet Zoning Bylaw No. 1160, 2013*, as amended, is hereby further amended by:

- A. adding the following subsection (10) to section CS-1.1.4 in alphanumerical order, as follows:

“(10) PID: 031-828-345, Lot 1, District Lot 282, Clayoquot Land District, Plan EPP124154”

2. Citation:

This bylaw may be cited as “District of Ucluelet Zoning Amendment Bylaw No. 1342, 2024”.

Appendix A

FIRST NOTIFICATION OF FIRST READING published this day of , **2024.**

SECOND NOTIFICATION OF FIRST READING published this day of , **2024.**

READ A FIRST TIME this day of , **2024.**

READ A SECOND TIME this day of , **2024.**

READ A THIRD TIME this day of , **2024.**

ADOPTED this day of , **2024.**

CERTIFIED CORRECT: “District of Ucluelet Zoning Amendment Bylaw No. 1342, 2023.”

Marilyn McEwen
Mayor

Duane Lawrence
Corporate Officer

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

Duane Lawrence
Corporate Officer



REPORT TO COUNCIL

Council Meeting: June 11, 2024
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: ANNELIESE NEWEDUK, PLANNER

FILE NO: 3360-20 RZ24-02/3060-20 DP24-03/3090-20 DVP24-02

REPORT NO: 24-57

SUBJECT: ZONING AMENDMENT/DEVELOPMENT PERMIT/DEVELOPMENT VARIANCE PERMIT FOR 1567 IMPERIAL LANE

ATTACHMENT(S): APPENDIX A – APPLICATION
APPENDIX B – ZONING AMENDMENT BYLAW NO. 1342, 2024
APPENDIX C – DEVELOPMENT PERMIT 24-03
APPENDIX D – DEVELOPMENT VARIANCE PERMIT 24-02
APPENDIX E – QEP ENVIRONMENTAL REPORT
APPENDIX F – GEOTECHNICAL REPORT

RECOMMENDATION(S)

THAT Council, with regard to the proposed exterior renovations and associated structural works at 1567 Imperial Lane:

- a. Direct staff to give notice of first reading to *District of Ucluelet Zoning Amendment Bylaw No. 1342, 2024*, and;
- b. Direct staff to give statutory notice to receive input on the Development Variance Permit DVP 24-02.

BACKGROUND

A re-zoning (REZ), environmental Development Permit (DP), and Development Variance Permit (DVP) application was received in March of 2024, for the property located at 1567 Imperial Lane (Figure 1 and 2); PID031828345, Lot 1, Plan EPP124154, District Lot 282, Clayoquot Land District (the “subject property”).



Figure 1. Subject Property

ZONING

The subject property is currently zoned for Service Commercial (**CS-1**) use and is situated between **CS-1** zoning to the west and south and Single Family Residential (**R-1**) zoning to the east. The historical and current use of the subject property is Single Family Dwelling (**SFD**). The SFD on the subject property is of lawful non-conforming status.



Figure 2. Orthographic image of subject property

DEVELOPMENT PERMIT AREA VII (MARINE SHORELINE)

The subject property is within the Official Community Plan’s (OCP) “Environmental Development Permit Areas”. The Marine Shoreline Development Permit Area (DPA VII) is designated as all land within 30m above and below the natural boundary of the sea.

This application includes exterior structural renovations and landscaping within the 30m Marine Shoreline DPA (Figure 3).

Environmental Development Permit Areas are established to guide development and land uses to protect the most sensitive environmental features and not needlessly disturb ecological functions of a site. For developments on all lands within Environmental DP areas, a report prepared by a Qualified Environmental Professional (QEP) must be submitted in the application. The report must assess the site, its natural features, and include recommendation measures to reduce or mitigate negative impacts. Staff then draft the associated development permit terms and conditions from the recommendations in the QEP report (See Appendix “C”).



Figure 3. Subject property in Schedule 'E' Environmental Development Permit Area Map

DEVELOPMENT PERMIT AREA I (VILLAGE SQUARE)

The subject property falls within the OCP’s “Development Permit Areas for Form and Character”. The Village Square Development Permit Area (DPA I) is established for the following purposes:

- Revitalizing an area in which commercial, multi-family and mixed uses are permitted; and,
- establishing objectives for the form and character of development in the resort region.

DEVELOPMENT PERMIT AREA VIII (NATURAL HAZARD AREAS PROTECTION)

The subject property falls within the OCP’s “Development Permit Areas for Hazardous Conditions”, which includes all properties containing areas of steep slopes with an incline of 30 degrees or more. Steep slopes that are disturbed or exposed by developments can be hazardous due to decreased tree cover, increased run off, and increased erosion. This can increase the risk of slope instability and failure. To minimize risks associated with steep slopes, properties in DPA VIII require a geotechnical report by a qualified licensed professional engineer or other qualified professional.

THE DEVELOPMENT

The existing developments on the subject property include a single-family dwelling, a recently installed dock, a driveway, and a narrow path from the deck through the shoreline to the dock (See Appendix “A”). The applicant is proposing exterior renovations and structural changes including upgrading/replacing the rear decks and extending the east deck to include a split-level staircase; replacing the garage door and sloping driveway with a levelled permeable parking area using a retaining wall; adding a gathering space and permeable path down to the dock; and landscaping areas of the rear yard (Figure 4).



Figure 4. Proposed gravel patio, path, and deck plans

DISCUSSION

REZONING

Current permitted uses of CS-1 zoning do not include SFD unless the property is listed in Section CS-1.1.4, which states that:

“On the following properties, Single Family Dwelling is also permitted as a principal permitted use and Bed and Breakfast, Home Occupation and Secondary Suite as related secondary permitted uses only permitted in conjunction with a Single Family Dwelling, and subject to the stricter regulations under this zone and the R-1 Zone – Single Family Residential.”

The applicant has applied for a text amendment that would add the subject property to Section CS-1.1.4 (see draft Bylaw in **Appendix “B”**); this would bring the current building use out of lawful non-conforming status while maintaining flexibility of future permitted uses. The applicants also own 1569 Imperial Lane, the property directly west of the subject property, and intend to maintain the CS-1 zoning for both of their properties. In addition, on page 47 of the *Official Community Plan Bylaw No. 1306, 2022 (OCP)* under Land Use, Housing, and Managed Growth, it states that:

“The District may consider requests to down-zone properties to recognize existing non-conforming land uses (brought about by past blanket rezonings), without triggering an amendment of this OCP even if the existing / interim use does not match the long range uses anticipated on Schedule A.”

On the OCP Schedule A, Long-Range Land Use Plan, the subject property is designated as Village Square Commercial (**VS**). Collectively, the proposed rezoning application aligns with planned long-term use of the property and addresses the existing/interim non-conforming use.

MARINE SHORELINE DEVELOPMENT PERMIT

The applicant has retained a QEP who reported on the environmental considerations and recommendations (see **Appendix “E”**). The QEP report states that the proposed development is of relatively low impact considering that the marine shoreline is already highly modified, and any impact to the shoreline ecosystem is unlikely to cause significant harm. No sensitive species or communities exist in the riparian area of the subject property. The report recommends that a construction environmental monitoring plan (**CEMP**) be developed and implemented to address the environmental risks of construction, that permeable surfaces be utilized where possible to reduce surface level runoff, that drainage be directed to municipal sewers or French drains, and all removed vegetation be replaced with a 3:1 ratio prior to completion of the development.

VILLAGE SQUARE DEVELOPMENT PERMIT

Development Permit Area Exemptions in the OCP states that:

“The following are exempt from requiring a form and character Development Permit:

1. *construction of a single-family dwelling unit on a property where single-family dwelling is a principal permitted use under the property’s designation in the zoning bylaw.”*

If the rezoning application described above is approved, the subject property’s SFD would be a principal permitted use designated by the zoning bylaw, therefore the SFD would be exempt from DPA I designation and the associated requirements.

HAZARDOUS CONDITIONS DEVELOPMENT PERMIT

The OCP states that a property may be exempt from the requirement to obtain a hazardous conditions Development permit for steep slopes “*where a geotechnical report has been received in conjunction with an application for building permit or subdivision approval*”. Therefore, the applicant is exempt from obtaining a Hazardous Conditions permit, nonetheless is advised to follow the mitigation measures outlined in the Geotechnical Report (See **Appendix “F”**).

BUILDING SERVICES

The subject property is in the DP VIII – Steep Slopes Hazard Area. The applicant has provided a geotechnical hazard report written by a qualified professional geotechnical engineer which certifies that the land is safe for the intended use. The assessment contains conditions for the safe use of the land and will need to be registered on title attached to a covenant pursuant to Section 219 of the Land Titles Act. Covenant registration must be complete before the District’s Building Official may issue the building permit. Geotechnical engineering review of soil and bearing under letters of assurance will be required during construction to ensure that the recommendations of the geotechnical report attached to the covenant are followed.

Retaining structures are noted on the submitted plans. Any retaining structures that are critical to the stability of building foundations or over 1.5 metres in height are required to be designed by a professional engineer.

Based on the submitted drawings that the applicant proposes to change an existing garage space located on the ground floor to habitable space which will require a building permit to ensure that the space meets the current BC Building Code requirements.

DEVELOPMENT VARIANCE PERMIT

In addition to the REZ and DP application, the applicant is requesting a DVP. The applicant is proposing to remove the garage door and replace it with a foundation wall as well as a perpendicular retaining wall that will be backfilled to level the parking area with Imperial Lane. The retaining wall is proposed to have a 0m setback from the neighbouring property line. Achieving this requires a DVP to vary Section CS-1.1.6(1)(c) of District of Ucluelet Zoning Bylaw No. 1160, 2013, which specifies the minimum setback to be 1.5m (See **Appendix “D”**).

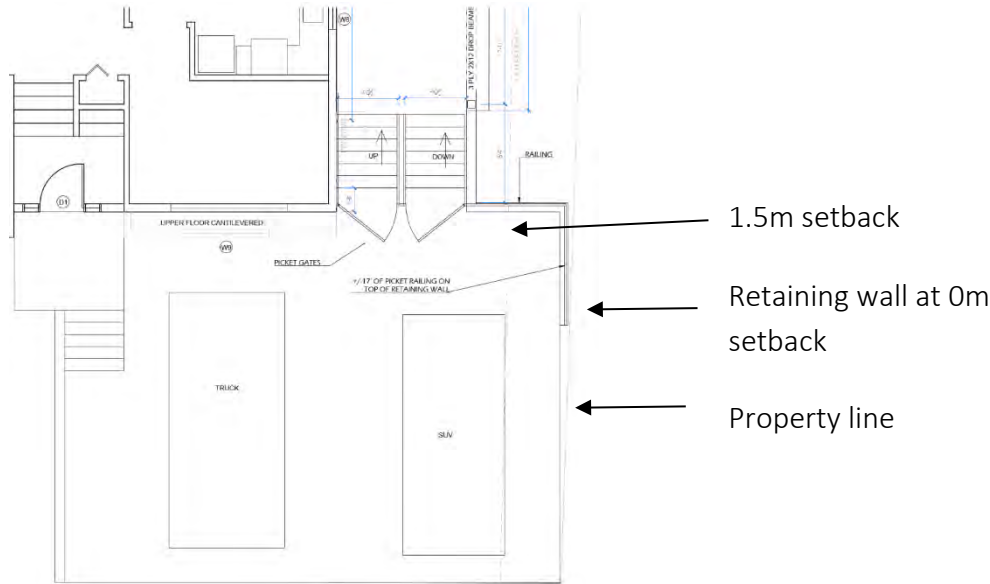


Figure 5. Southeast retaining wall Site Map

ANALYSIS OF OPTIONS:

A	Give notice of first reading to Bylaw No. 1342, 2024, and direct staff to give statutory notice for DVP24-02	Pros	<ul style="list-style-type: none"> • Would remove lawful non-conforming status of SFD • Future use of subject property remains aligned with Long-Range Land Use Plan (Schedule A) • Allows the application to achieve their most desired outcome.
		Cons	<ul style="list-style-type: none"> • Unknown at this time
		Implications	<ul style="list-style-type: none"> • Would allow application to proceed • Would provide an opportunity for public input
		Suggested Motion	THAT council give notice of first reading to Bylaw No. 1342, 2024, and direct staff to give notice for DVP24-02
B	Provide alternative direction	Pros	<ul style="list-style-type: none"> • Achieves the goals and objectives identified by council
		Cons	<ul style="list-style-type: none"> • Unknown at this time
		Implications	<ul style="list-style-type: none"> • Dependent on the direction of Council.

D		<u>Suggested Motion</u>	<ul style="list-style-type: none"> • THAT Council (<i>provide alternative direction here</i>).
	Reject the application	<u>Pros</u>	<ul style="list-style-type: none"> • Unknown at this time
		<u>Cons</u>	<ul style="list-style-type: none"> • Does not allow application to proceed • SFD would remain lawfully non-conforming
		<u>Implications</u>	<ul style="list-style-type: none"> • The application would not proceed. • Additional staff time will be required to follow up with applicant and consultants.
		<u>Suggested Motion</u>	<ul style="list-style-type: none"> • No motion required.

POLICY OR LEGISLATIVE IMPACTS:

This application impacts the *District of Ucluelet Zoning Bylaw No. 1160, 2013* by adding a text amendment to section CS-1.1.4 and variance of section CS-1.6.1(1)(c).

This application is consistent with the *Official Community Plan* and the *Local Government Act*.

It is important to note that *Bill 44 – 2023 Housing Statutes (Residential Development) Amendment Act, 2023* amended Section 464.3 of the *Local Government Act*, and now states that:

“(3) A local government must not hold a public hearing on a proposed zoning bylaw if

(a) an official community plan is in effect for the area that is the subject of the zoning bylaw,

(b) the bylaw is consistent with the official community plan,

(c) the sole purpose of the bylaw is to permit a development that is, in whole or in part, a residential development, and

(d) the residential component of the development accounts for at least half of the gross floor area of all buildings and other structures proposed as part of the development,”

Where a public hearing would have previously been held, this legislative change prohibits a public hearing for *District of Ucluelet Zoning Amendment Bylaw No. 1342, 2024*.

In addition, is important to note, that the applicant is responsible for ensuring that all Provincial and Federal laws, requirements, and best practices are followed.

NEXT STEPS:

If Council proceeds to the first reading of *District of Ucluelet Zoning Amendment Bylaw No. 1342, 2024* staff would undertake the necessary notification to enable public input on the Bylaw and the accompanying Development Variance Permit. If the Bylaw is adopted, Development Permit 24-03 and Development Variance Permit 24-02 could then be approved by Council.

Respectfully submitted:

ANNELIESE NEWEDUK, PLANNER

BRUCE GREIG, DIRECTOR OF COMMUNITY PLANNING

DUANE LAWRENCE, CAO

January 24, 2024

Statement of Intent

1567 Imperial Lane – Development Permit and Zoning Text Amendment

Dear Staff and Council,

Sid and Sue Whittaker purchased 1567 Imperial Lane with the intention to use it as a single-family dwelling in a community they love. In the process of cleaning up and landscaping the yard, the family became aware of the due process to be followed given the sensitive nature of the property's location, and are making every action to get the further planned works completed through said process. The Whittaker family have requested support from their team members at the Hazelwood Group of Companies (Hazelwood) to prepare this application.

Purpose of the Application

Since the purchase, via a formal permitting process involving the District, the Department of Fisheries, and Transportation Canada, the Whittakers have added a dock to be able to access the water. In 2023 a Building Permit was submitted to staff to redo an aging deck, add some retaining structure to the driveway, and fill in an unused garage to turn it into a large storage room with access of the water side of the building. From Staff's initial planning check of the 2023 BP submission, in a response from Planning dated August 2, 2023, the Hazelwood Group learned that the home is legally non-conforming, however, any addition or replacement of existing buildings or structures must conform to the CS-1 Village Square Commercial zone. In subsequent discussions, we were advised by Staff to make a text amendment to the current zoning, utilizing the following example:

- CS-1.1.4 On the following properties, *Single Family Dwelling* is also permitted as a *principal permitted use* and *Bed and Breakfast, Home Occupation* and *Secondary Suite* as related secondary permitted uses only permitted in conjunction with a *Single Family Dwelling*, and subject to the stricter regulations under this zone and the R-1 Zone - Single Family Residential:
- (1) PID: 005-117-496: Lot 3, District Lot 282, Clayoquot District, Plan 11055
 - (2) PID: 005-117-470: Lot 1, District Lot 282, Clayoquot District, Plan 11055
 - (3) PID: 001-483-978: Lot 2, District Lot 282, Clayoquot District, Plan 11055
 - (4) PID: 001-357-221: Lot A, District Lot 282, Clayoquot District, Plan 29748
 - (5) PID: 024-481-386: Lot A, District Lot 282, Clayoquot District, Plan VIP68634
 - (6) PID: 025-505-092: Lot A, District Lot 282, Clayoquot District, Plan 11055

Figure 1: excerpt from Zoning Bylaw No. 1160, 2013 (unofficial consolidation up to Bylaw 1310, 2022)

Planning Staff additionally advised Hazelwood to apply for a Development Permit concurrently with the rezoning text amendment for greatest efficiency and ease of review for Staff and Council. We have discussed all currently known future plans with the Whittaker family, and are submitting this document to outline the proposed works for review.

The Development Application has been submitted for the following:

1. Zoning Bylaw Amendment
2. Development Permit (no variance)
3. Board of Variance (for the zoning text amendment)

Existing and Proposed Use of the Land, Buildings and Structures

The land, buildings and structures have been historically utilized as single-family residential. The Whittaker family plans to continue this use. The proposed improvements consist of:

- Replacing the rear deck as well as extending it slightly and also adding a split-level staircase to both front grade and rear yard grade
- Removing the garage door and filling in the opening with poured concrete and waterproofing it to turn it into a foundation wall, then back filling against it to remove a driveway that slopes towards the home
- Replacing the driveway and current parking pad with a permeable surface
- Connecting the new garage wall with the staircase off the deck and a retaining wall that will be minimally visible from the street frontage
- Adding a gathering space with a permeable surface, beginning under the deck and projecting in a round shape towards the rear of the yard
- Building a permeable path down to the new dock in a manner that eases grades
- Landscaping the rear of the yard, especially on new and existing slopes, in a way that utilizes native vegetation to provide stabilization, retention and beauty at a 3:1 replacement ratio of any outgoing plants
- Interior renovations to be completed under a subsequent Building Permit, the application materials expected will be provided with this package.

The Existing and Proposed Works and Services

The property is presently serviced by municipal water and sanitary.

Compliance with DP Guidelines

The property lies within several Development Permit Areas, as outlined in the OCP and related maps:

DPA I – Village Square –

As identified by the map shown in OCP Schedule F, this property falls under the guidelines of DPA 1 as outlined in the 2022 OCP, beginning on page 115. This property is at the very edge of the marked area on the map. Staff advised Hazelwood that the proposed changes to the property are not typically considered as positively or negatively impacting the form and character of the area especially given that the home has been historically utilized as a single-family dwelling, and therefore it does not represent a variance. Staff did, however, note the guidelines to respect public views and the community character

along an important thoroughfare. The finishes planned for the work will be completed with quality construction in a contemporary, West Coast architectural style. Landscape works in the rear yard are contemplated to only utilize native trees and plants in accordance with BCSLA standards. The current downwardly sloped driveway and parking pad are proposed to be replaced with permeable surfaces, and the new gathering area and path in the back yard are also contemplated to be made of permeable gravel path. Given the long-standing presence of the home, we respectfully ask that this property be considered within the “specific residential uses” mentioned within the DPA I section of the OCP, to avoid seeking a variance.

DPA VII- Marine Shoreline 30m DPA –

As identified by the map shown in OCP Schedule E, this property falls under the guidelines of DPA VII as outlined in the 2022 OCP, beginning on page 131. A report was commissioned from the Qualified Environmental Professionals at Current Environmental to review and provide recommendations to mitigate environmental impact as a result of the development. The report considers siting, landscaping, planting and run off retention, among other things, and ultimately states that the proposal is suitable for the area intended for development. Given the proposed changes are set back from the natural boundary of the ocean by a considerable distance, no impact to the shoreline or aquatic environment is expected. A construction environmental monitoring plan will be prepared prior to any work commencing.

DPA VIII – Natural Hazard Areas Protection (Steep Slopes)

As identified by the map shown in OCP Schedule G, this property falls under the guidelines of DPA VIII as outlined in the 2022 OCP, beginning on page 133. Although only several small portions of the property experience a 30% slope or greater, the proposed works on site do not substantially alter these grades. The deck extension, plantings and newly created slopes / retaining walls will serve to ease grades, reduce runoff as it occurs currently, and provide for greater long-term stability. A report has been prepared by Ryzuk Geotechnical and it speaks to minimal impact of the development.

Divergence from DP Guidelines

With the exception of the legal non-conforming residence, no known divergences from the OCP are contemplated and as such, we have not considered this a Development Permit Variance.

Divergence from Zoning Bylaw and the Zoning Text Amendment

In keeping with other properties currently zoned as CS-1, whose histories are predominantly residential, Hazelwood respectfully proposes to amend CS-1.1.4 within Zoning Bylaw 1160 to include this property as number 10 on the list:

(10) PID: 031-828-345: Lot 1, District Lot 282, Clayoquot District, Plan EPP124154

Further, should Staff find this application warrants review by the Board of Variance, Hazelwood is amenable to that.

Consultations

For the purposes of the rezoning text amendment, Division 14 of the Local Government Act creates specific policies for non-conforming uses and structures, as mirrored within CS-1.1.4 of Zoning Bylaw

1160. Hazelwood is not presently aware of any required consultations required beyond the District providing public notice before first reading.

Hazelwood is not aware of any requirements for community consultation for the DP as no variances are proposed.

Zoning Analysis

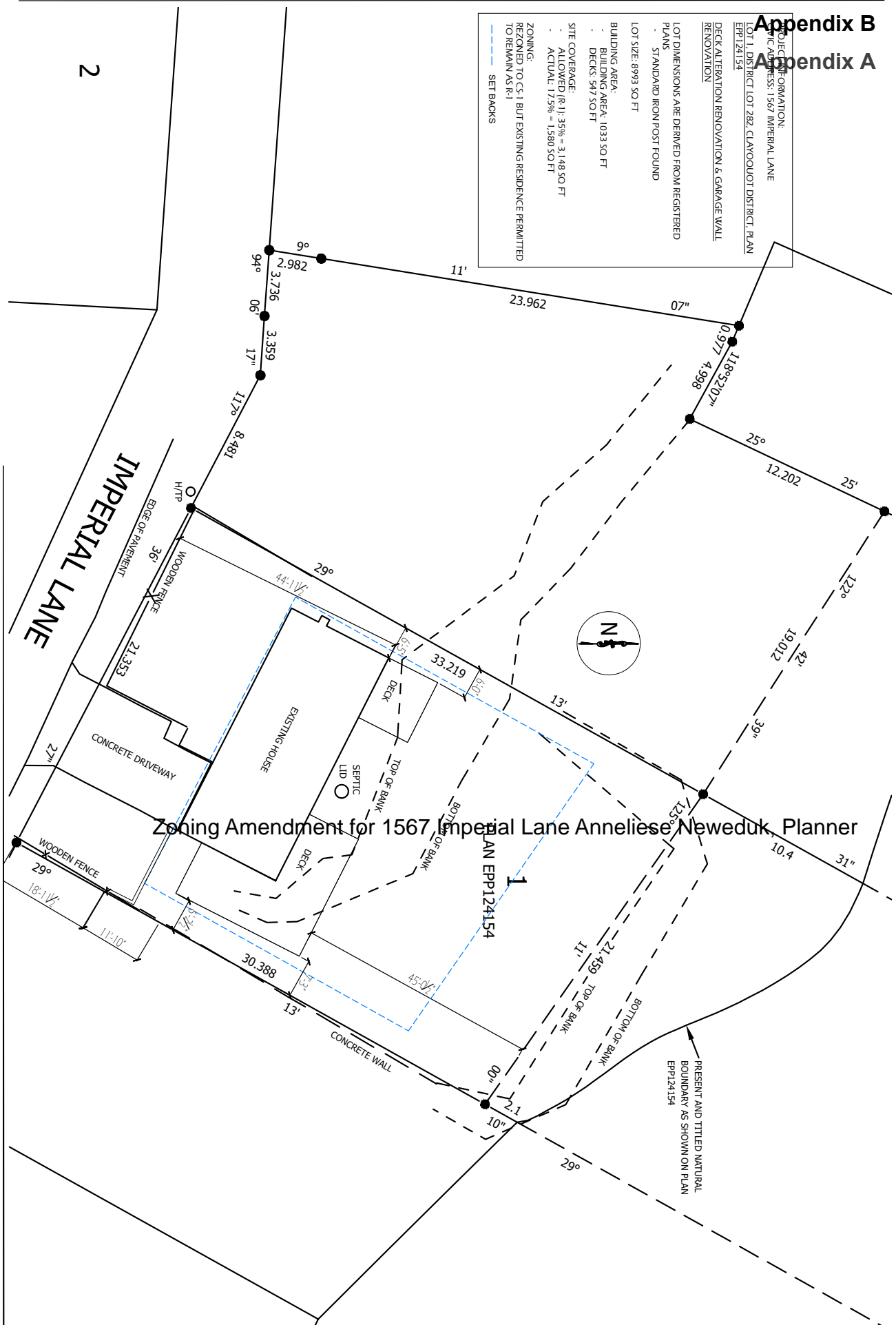
legal identification
address
lot area
density
floor area ratio
lot coverage
height calculations
setbacks

Accompanying Support Documents


- A list of support documents is noted on the DP checklist form submitted with this package, but includes:
 - An application form
 - An appointment of agent
 - Application fee of \$1000+\$1000
 - Willing to supplementally pay the \$600 Board of Variance fee should this be deemed appropriate
 - A site survey prepared by a BC Land Surveyor
 - A title search
 - Application drawings in digital format
 - Site plan details are contained within the survey, the reports, and the drawing sets.
 - DP /zoning checklist
- We have not provided
 - A landscape plan (the environmental recommendation was to prepare a 3:1 replacement of existing native plants, as directed by the landscaper)
 - Exact building elevations, as the location and size are not changing
 - Physical plan sets, but will be prepared to provide if required

Appendix B
Appendix A

PROJECT INFORMATION:
 PROJECT ADDRESS: 1567 IMPERIAL LANE
 LOT 1, DISTRICT LOT 282, CLAVOQUOT DISTRICT, PLAN EPP124154
 DECK ALTERATION RENOVATION & GARAGE WALL RENOVATION
 LOT DIMENSIONS ARE DERIVED FROM REGISTERED PLANS - STANDARD IRON POST FOUND
 LOT SIZE: 8993 SQ FT
 BUILDING AREA:
 - BUILDING AREA: 1033 SQ FT
 - DECKS: 547 SQ FT
 SITE COVERAGE:
 - ALLOWED (R-1): 35% = 3,148 SQ FT
 - ACTUAL: 175% = 1,580 SQ FT
 ZONING:
 REZONED TO C-1 BUT EXISTING RESIDENCE PERMITTED TO REMAIN AS R-1
 SET BACKS

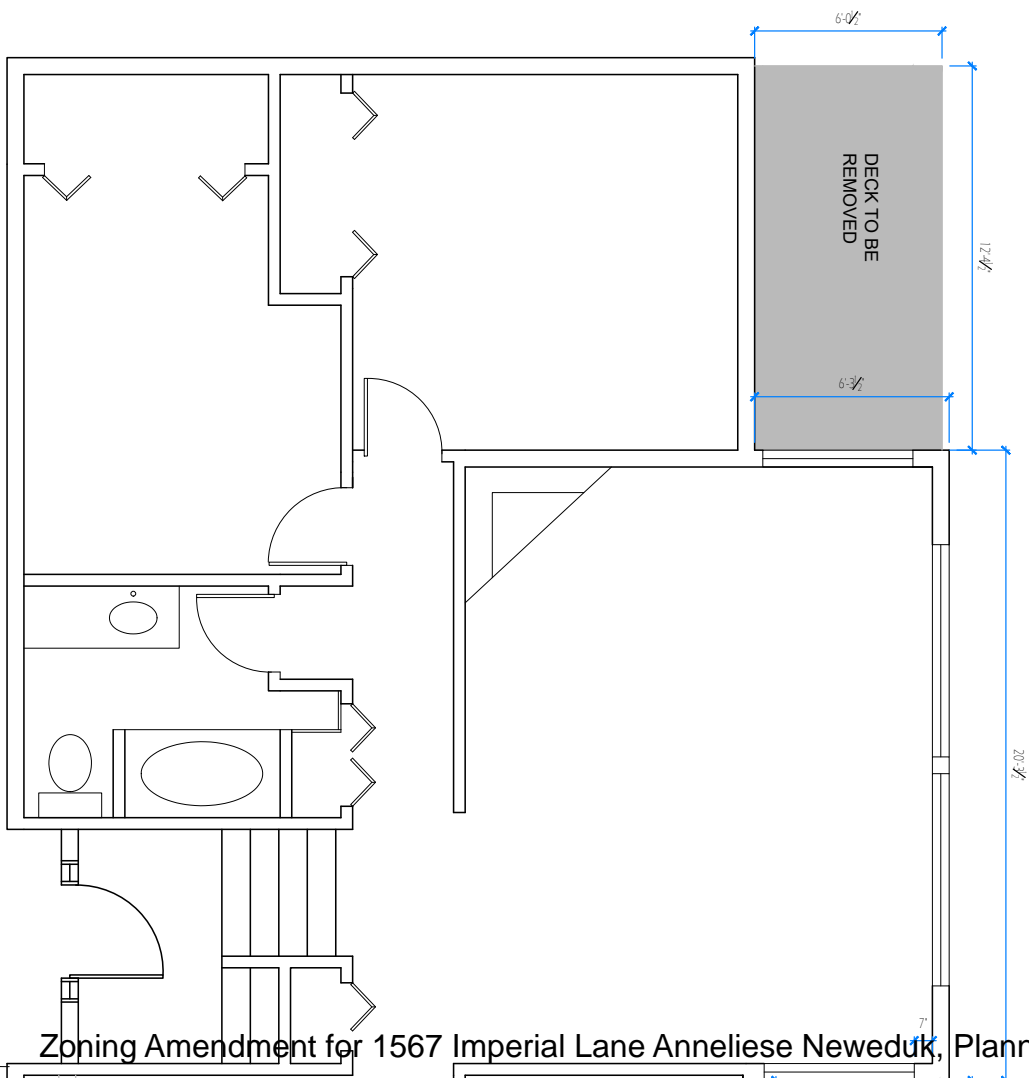


Zoning Amendment for 1567 Imperial Lane Anneliese Neweduk, Planner

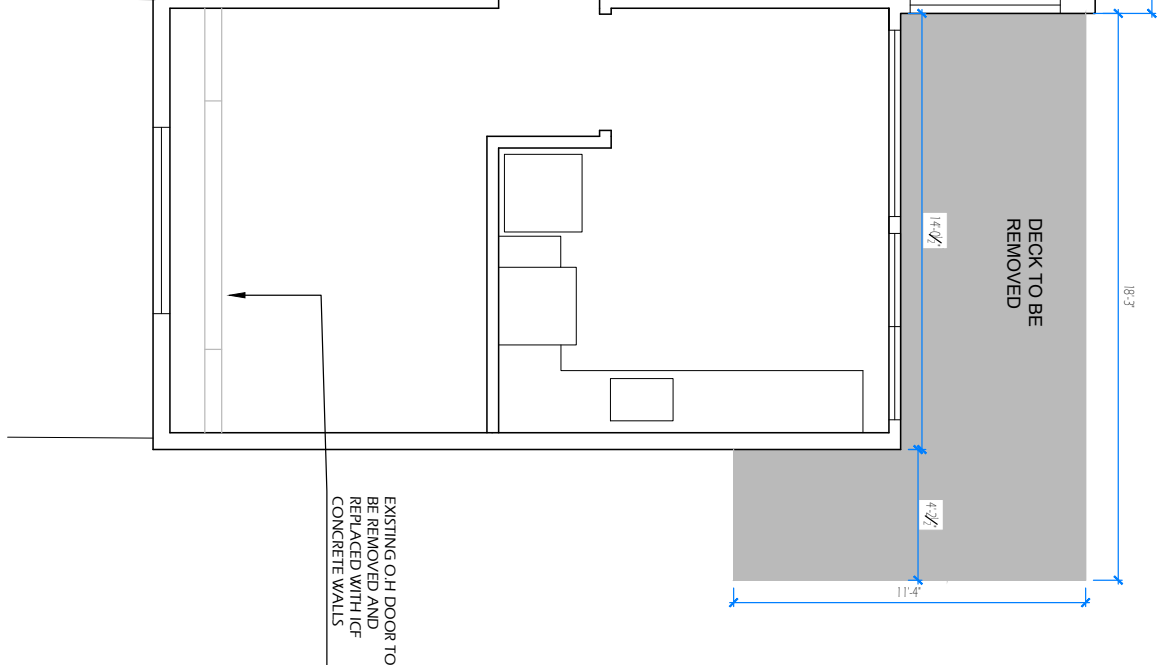
A.01	DATE: 6/19/23	DRAWING NAME:	PROJECT:	PROJECT DRAWINGS BY:		NO.	DRAWING	BY	DATE (MIDY)
	SCALE: 1/16" = 1'-0"	SITE PLAN	S WHITTAKER UCLUELET RESIDENCE	MOMENTUM DESIGN BUILD B-2345 DELINEA PL NANAIMO, BC V9S 5L9					
	DRAWN BY: JL								


DEMO PLAN - UPPER FLOOR

NOTES:
 REFER TO PROJECT SPECIFICATIONS FOR MORE INFORMATION.
 CONSULT WITH PROJECT MANAGER FOR ANY CHANGES TO SPECIFIED DESIGNS OR PRODUCTS.



Zoning Amendment for 1567 Imperial Lane Anneliese Newuduk, Planner

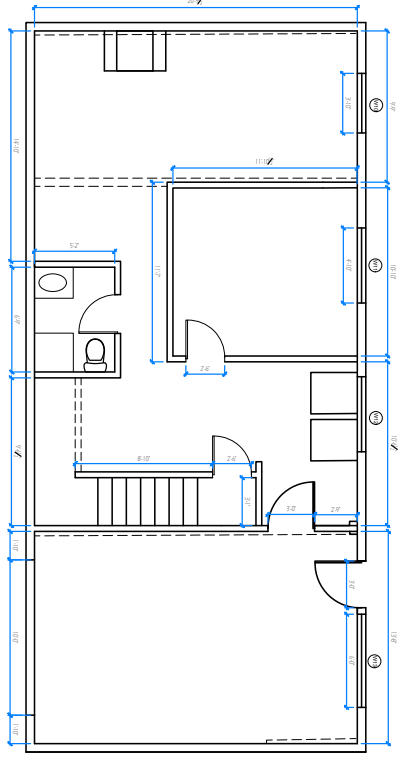


A.02	DATE: 6/19/23	DRAWING NAME:	PROJECT:	PROJECT DRAWINGS BY:		NO.	DRAWING	BY	DATE (MID/Y)
	SCALE: 1/4" = 1'-0"	DEMO PLAN	S WHITTAKER UCLUELET RESIDENCE	MOMENTUM DESIGN BUILD B-2345 DELINEA PL NANAIMO, BC V9S 5L9					
	DRAWN BY: J.L								

Appendix B Appendix A

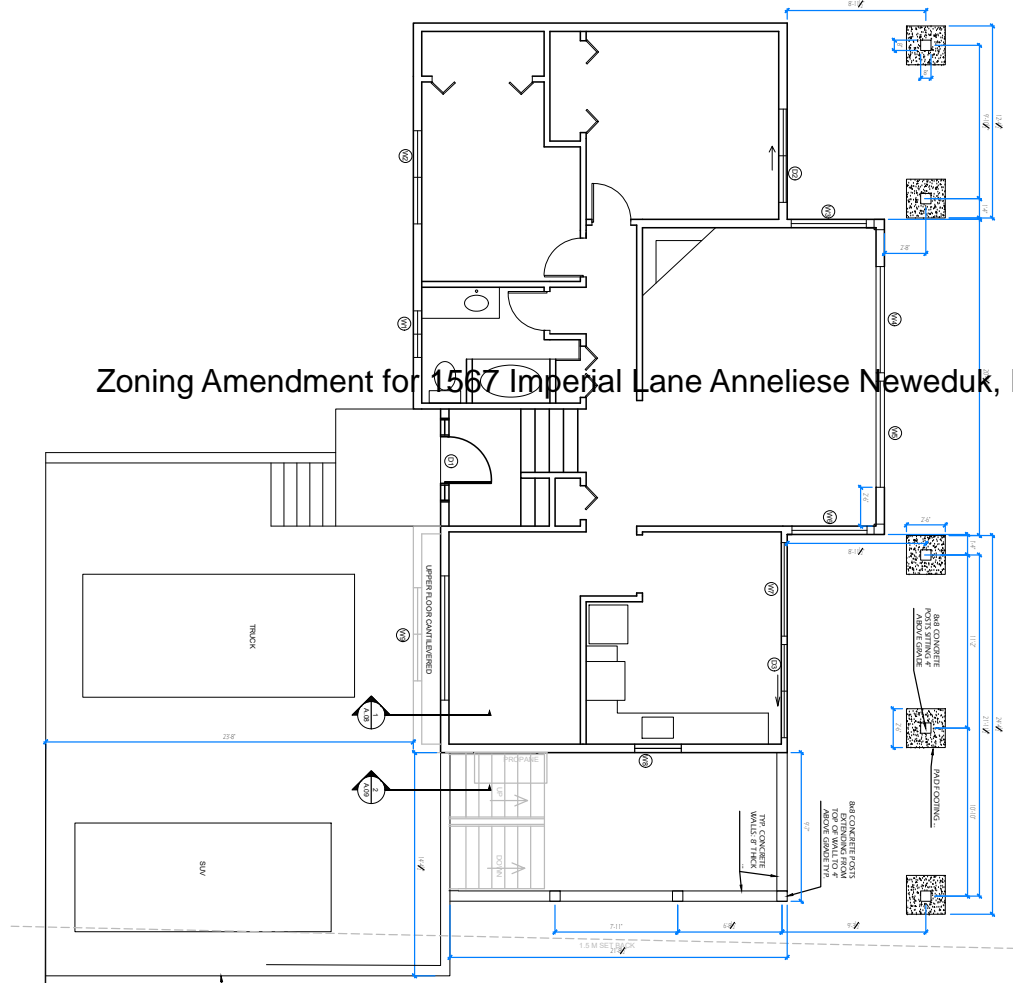
NOTES:
 1. SEE PROJECT SPECIFICATIONS FOR
 MATERIAL INFORMATION.
 2. CONSULT WITH PROJECT MANAGER
 BEFORE MAKING CHANGES TO SPECIFIED
 DIMENSIONS OR PRODUCTS.

WINDOW AND DOOR SCHEDULE	NUMBER	UNIT SIZE (WxH)	OPERATION	MATERIAL	NOTES
	W1	35 1/2" X 35 1/2"	HORIZ. SLIDER	VINYL	BATH WINDOW
	W2	71 1/2" X 35 1/2"	HORIZ. SLIDER	VINYL	2ND BEDROOM WINDOW
	W3	59 1/2" X 83 1/2"	PICTURE	VINYL	LIVING WINDOW 4
	W4	83 1/2" X 83 1/2"	PICTURE	VINYL	LIVING WINDOW 1
	W5	83 1/2" X 83 1/2"	PICTURE	VINYL	LIVING WINDOW 2
	W6	59 1/2" X 83 1/2"	PICTURE	VINYL	LIVING WINDOW 3
	W7	71 1/2" X 47 1/2"	HORIZ. SLIDER	VINYL	KITCHEN WINDOW 1
	W8	71 1/2" X 35 1/2"	HORIZ. SLIDER	VINYL	KITCHEN WINDOW 2
	W9	71 1/2" X 47 1/2"	HORIZ. SLIDER	VINYL	3RD BEDROOM WINDOW
	W10	71 1/2" X 47 1/2"	HORIZ. SLIDER	VINYL	BASEMENT WINDOW 1
	W11	59 1/2" X 35 1/2"	HORIZ. SLIDER	VINYL	BASEMENT WINDOW 2
	W12	59 1/2" X 35 1/2"	HORIZ. SLIDER	VINYL	BASEMENT LAUNDRY WINDOW
	W13	71 1/2" X 79 1/2"	HORIZ. SLIDER	VINYL	BASEMENT GARAGE WINDOW
	D1	3' X 68"	RH	WOOD	FRONT DOOR
	D2	7'1" X 80"	LEFT SLIDING	VINYL	PRIMARY BED SLIDING DOOR
	D3	7'1 1/2" X 79 1/2"	RIGHT SLIDING	VINYL	KITCHEN SLIDING DOOR



BOTTOM FLOOR

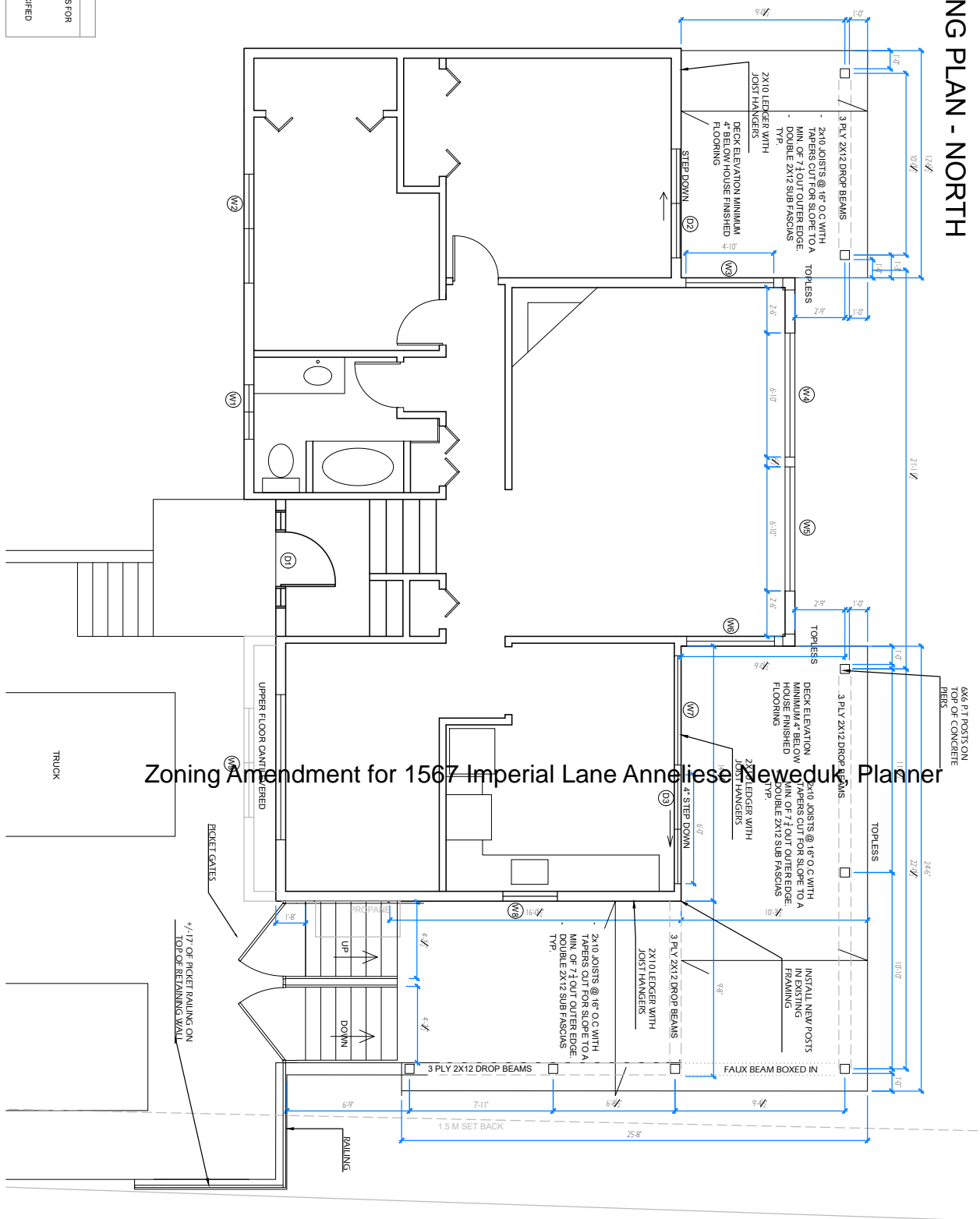
FOUNDATION PLAN TOP FLOOR VIEW



Zoning Amendment for 1567 Imperial Lane Anneliese Neweduk, Planner

A.03	DATE: 6/14/23	DRAWING NAME:	PROJECT:	PROJECT DRAWINGS BY:		NO.	DRAWING	BY	DATE (M/D/Y)
	SCALE: 1/8" = 1'-0"	FOUNDATION PLAN AND LOWER LEVEL	S WHITTAKER UCLUELET RESIDENCE	MOMENTUM DESIGN BUILD B-2345 DELINEA PL NANAIMO, BC V9S 5L9					
	DRAWN BY: JL								

FRAMING PLAN - NORTH



Zoning Amendment for 1567 Imperial Lane Anneliese Newuduk Planner

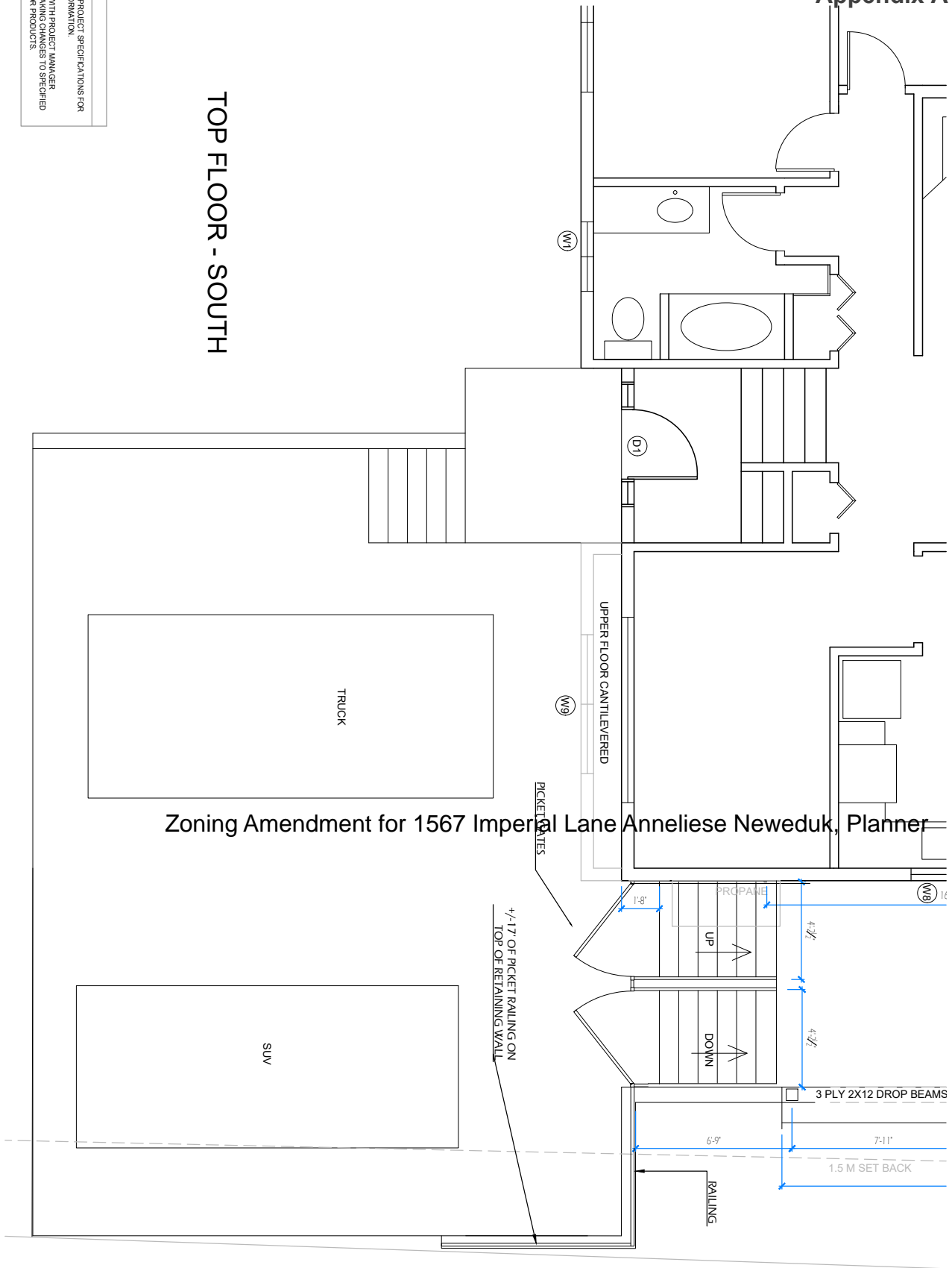
NOTES:
 REFER TO PROJECT SPECIFICATIONS FOR MORE INFORMATION.
 CONSULT WITH PROJECT MANAGER BEFORE ANY CHANGES TO SPECIFIED DESIGNS OR PRODUCTS.

A.04	DATE:	DRAWING NAME:	PROJECT:	PROJECT DRAWINGS BY:	NO.	DRAWING	BY	DATE (M/D/Y)				
	6/14/23	FRAMING PLAN	S WHITTAKER UCLUELET RESIDENCE	MOMENTUM DESIGN BUILD B-2345 DELINEA PL NANAIMO, BC V9S 5L9								
	SCALE: 1/4" = 1'-0"											
DRAWN BY: J.L												




NOTES:
REFER TO PROJECT SPECIFICATIONS FOR MORE INFORMATION.
CONSULT WITH PROJECT MANAGER FOR ANY CHANGES TO SPECIFIED DESIGNS OR PRODUCTS.

TOP FLOOR - SOUTH



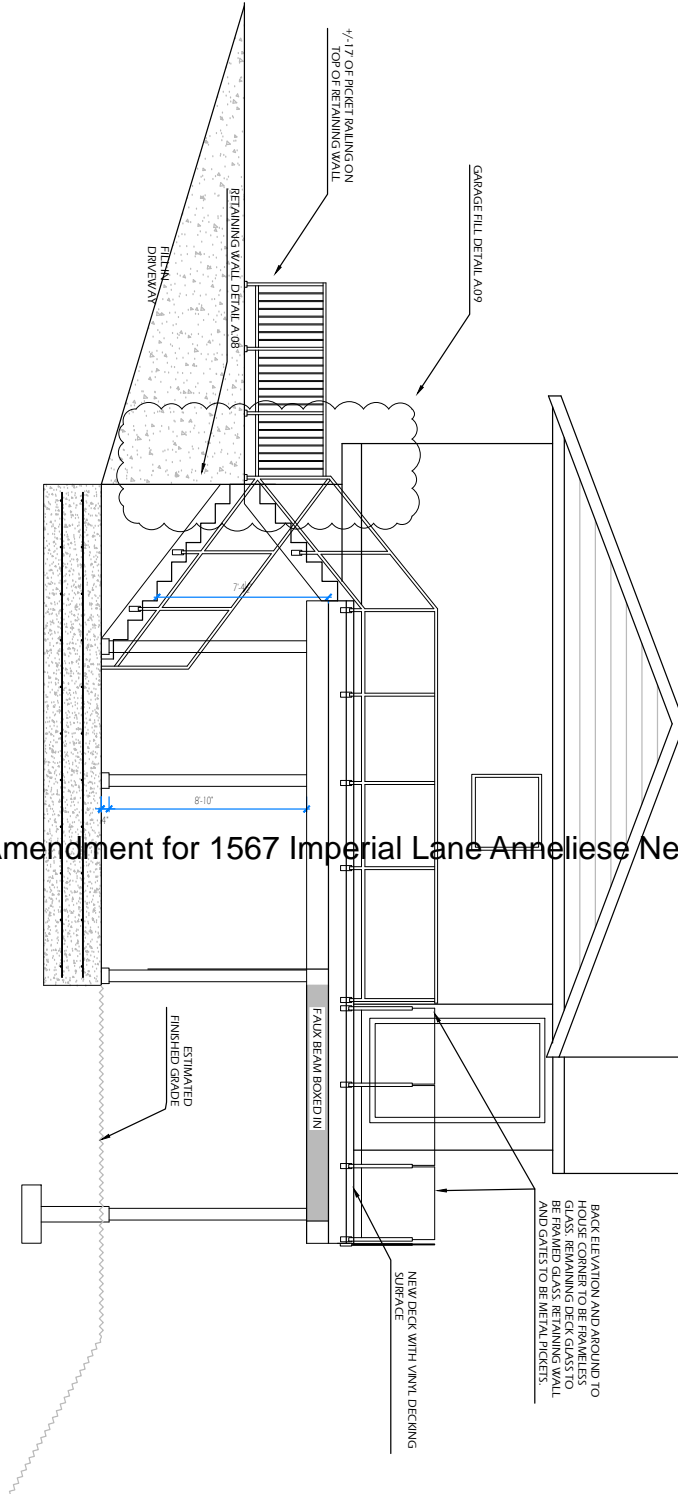
Zoning Amendment for 1567 Imperial Lane Anneliese Neweduk, Planner


A.05	DATE: 6/14/23	DRAWING NAME:	PROJECT:	PROJECT DRAWINGS BY:		NO.	DRAWING	BY	DATE (M/D/Y)
	SCALE: 3/16" = 1'-0"	DRIVEWAY	S WHITTAKER UCLUELET RESIDENCE	MOMENTUM DESIGN BUILD B-2345 DELINEA PL NANAIMO, BC V9S 5L9					
	DRAWN BY: JL								

PROJECT SPECIFICATIONS FOR
 THE INFORMATION OF THE
 PROJECT MANAGER
 AND CONTRACTORS TO SPECIFIED
 CONDITIONS

SIDE ELEVATION

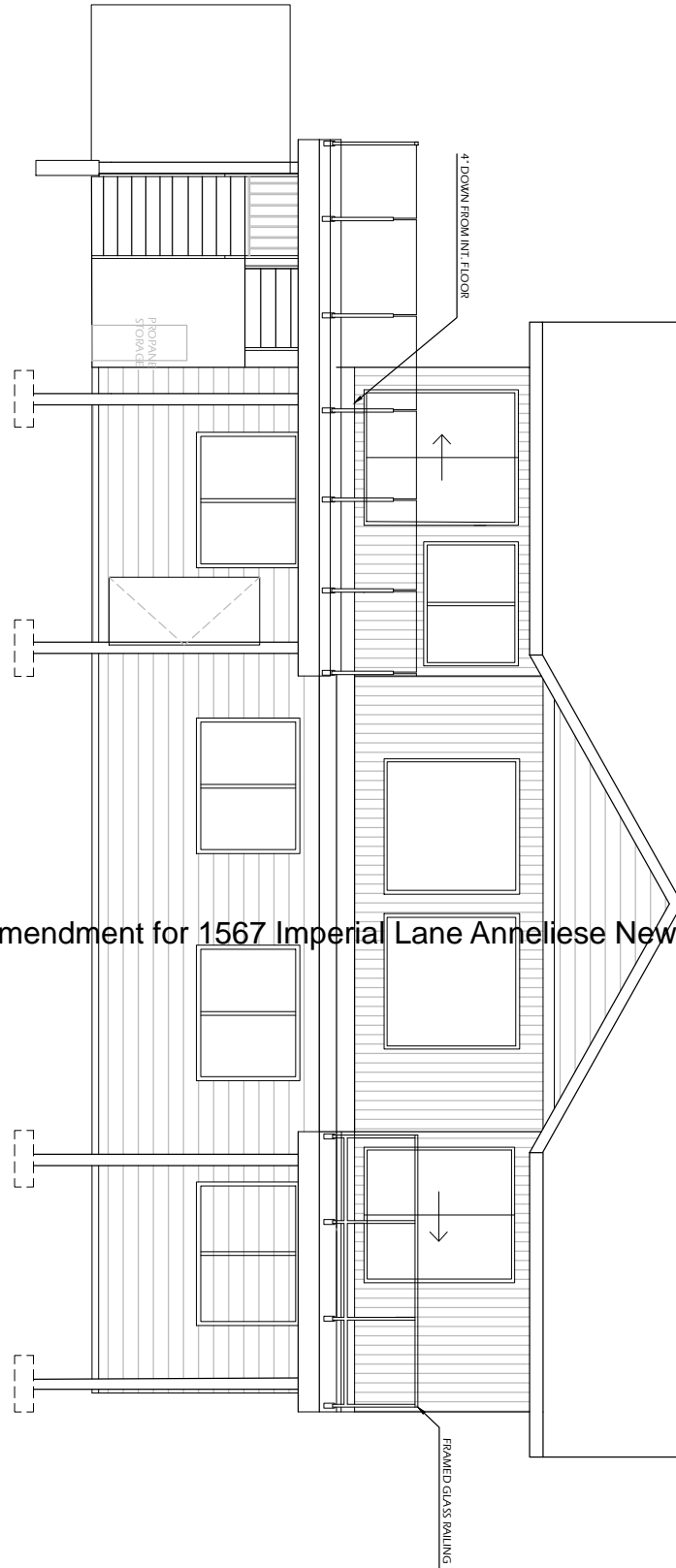
Zoning Amendment for 1567 Imperial Lane Anneliese Neweduk, Planner




A.06	DATE: 6/14/23	DRAWING NAME:	PROJECT:	PROJECT DRAWINGS BY:		NO.	DRAWING	BY	DATE (MID/Y)
	SCALE: 3/16" = 1'-0"	SIDE ELEVATION	S WHITTAKER UCLUELET RESIDENCE	MOMENTUM DESIGN BUILD B-2345 DELINEA PL NANAIMO, BC V9S 5L9					
	DRAWN BY: J.L								

NOTES:
 1. REFER TO PROJECT SPECIFICATIONS FOR
 2. MORE INFORMATION.
 3. CONTACT PROJECT MANAGER
 4. FOR MORE INFORMATION.
 5. ALL DIMENSIONS ARE TO SPECIFIED
 6. FINISHES UNLESS OTHERWISE NOTED.

BACK ELEVATION

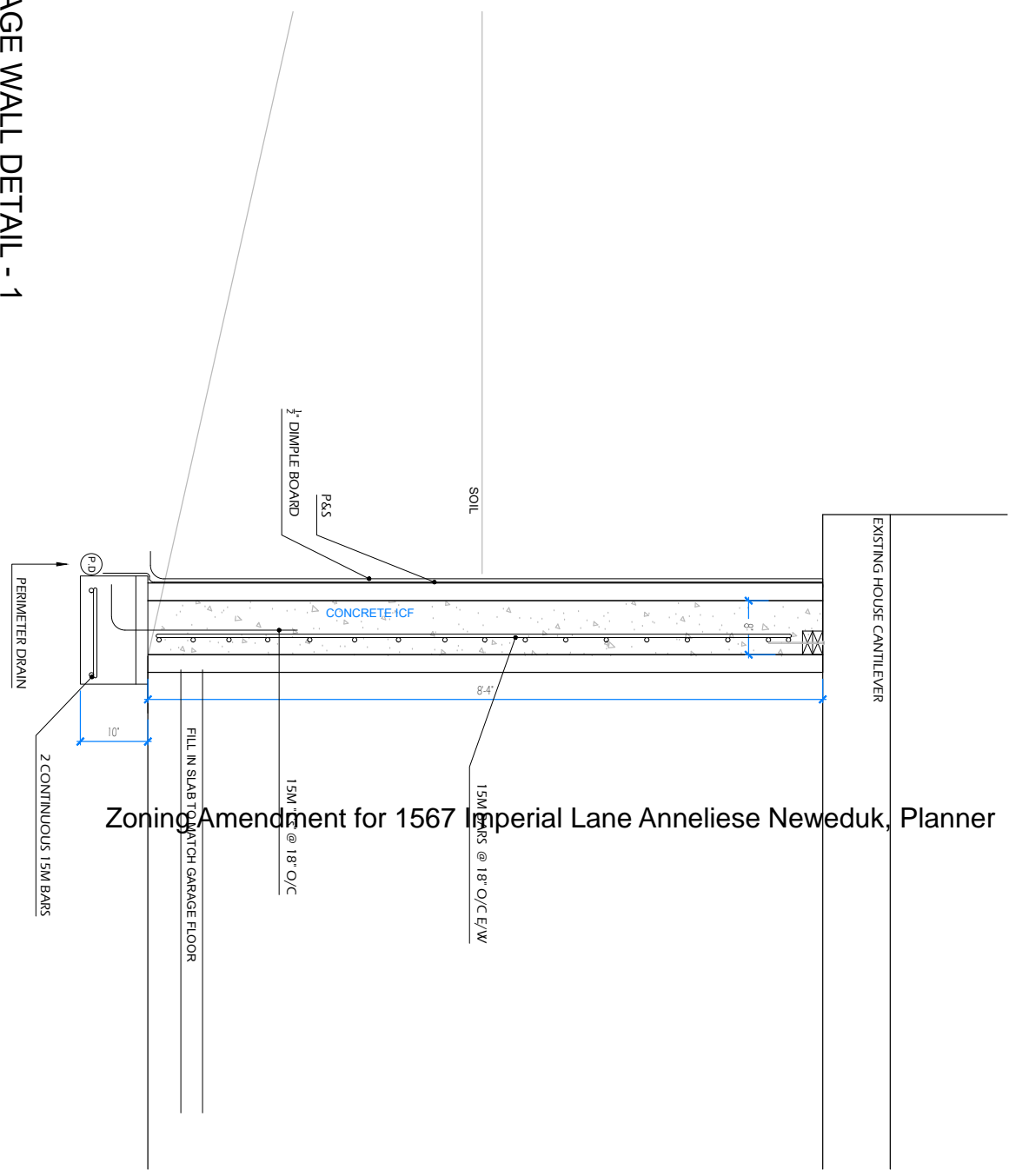


Zoning Amendment for 1567 Imperial Lane Anneliese Neweduk, Planner

A.07	DATE: 6/14/23	DRAWING NAME:	PROJECT:	PROJECT DRAWINGS BY:		NO.	DRAWING	BY	DATE (MID/Y)
	SCALE: 3/16" = 1'-0"	BACK ELEVATION	S WHITTAKER UCLUELET RESIDENCE	MOMENTUM DESIGN BUILD B-2345 DELINEA PL NANAIMO, BC V9S 5L9					
	DRAWN BY: J.L								

NOTES:
 1. SUBJECT SPECIFICATIONS FOR
 2. REFER TO DRAWING
 3. GENERAL PROJECT MANAGER
 4. APPROVE ANY CHANGES TO SPECIFIED
 5. PRODUCTS

GARAGE WALL DETAIL - 1

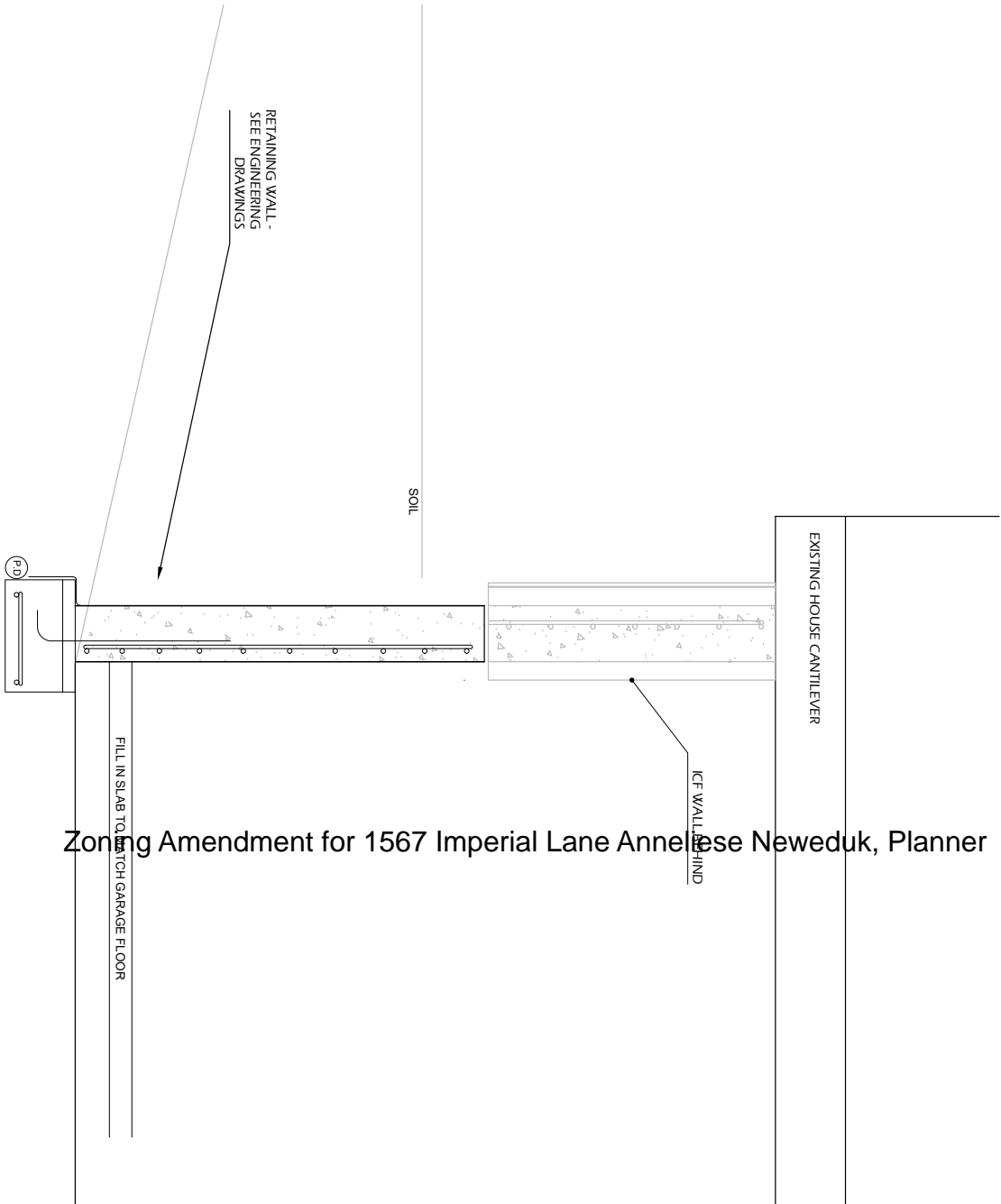


Zoning Amendment for 1567 Imperial Lane Anneliese Neweduk, Planner


A.08	DATE: 6/14/23	DRAWING NAME:	PROJECT:	PROJECT DRAWINGS BY:		NO.	DRAWING	BY	DATE (M/D/Y)
	SCALE: 3/4" = 1'-0"	GARAGE WALL DETAIL	S WHITTAKER UCLUELET RESIDENCE	MOMENTUM DESIGN BUILD B-2345 DELINEA PL NANAIMO, BC V9S 5L9					
	DRAWN BY: JL								

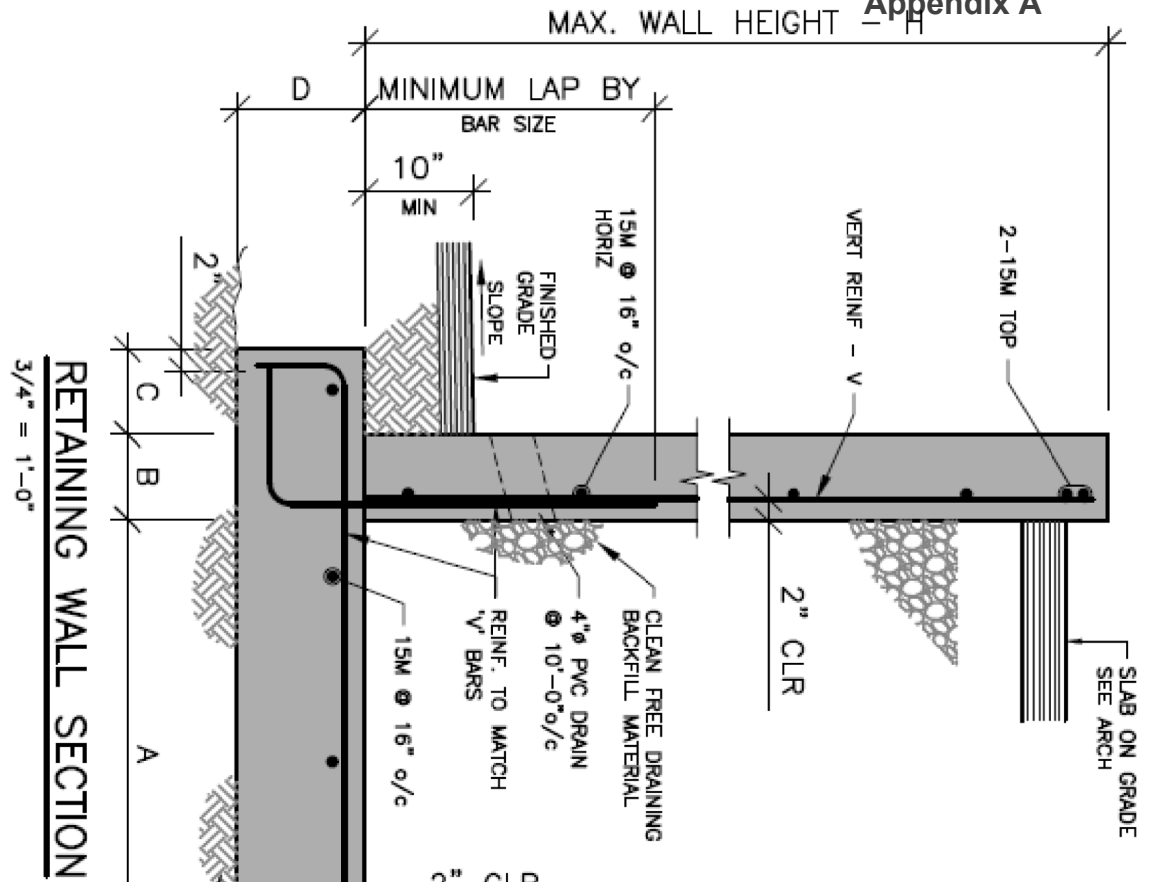
NOTES
 REFER TO PROJECT SPECIFICATIONS FOR
 CONCRETE FINISHES.
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 CONCRETE FINISHES.
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 CONCRETE FINISHES.

RETAINING WALL DETAIL - 2



Zoning Amendment for 1567 Imperial Lane Anneliese Neweduk, Planner

A.09	DATE: 6/14/23	DRAWING NAME:	PROJECT:	PROJECT DRAWINGS BY:		NO.	DRAWING	BY	DATE (MID/Y)
	SCALE: 3/4" = 1'-0"	RETAINING WALL DETAIL	S WHITTAKER UCLUELET RESIDENCE	MOMENTUM DESIGN BUILD B-2345 DELINEA PL NANAIMO, BC V9S 5L9					
	DRAWN BY: JL								



MAX WALL HEIGHT H	VERT REINF V	WALL DIMENSIONS			
		A	B	C	D
4'-0"	15M @ 20"	26"	8"	8"	10"
5'-0"	15M @ 20"	38"	8"	8"	10"
6'-0"	15M @ 10"	50"	8"	8"	10"
7'-0"	15M @ 6"	64"	8"	8"	12"
8'-0"	20M @ 6"	78"	8"	8"	12"
9'-0"	20M @ 6"	84"	10"	8"	12"
10'-0"	20M @ 4 1/2"	96"	10"	8"	14"
11'-0"	20M @ 4"	106"	12"	8"	14"
12'-0"	20M @ 4"	114"	14"	8"	16"

RETAINING WALL SECTION
3/4" = 1'-0"

GENERAL

- 1. ALL DESIGN AND CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE 2018 EDITION OF THE BRITISH Columbia Building Code...
2. DESIGN SHALL BE IN ACCORDANCE WITH THE 2018 EDITION OF THE BRITISH Columbia Building Code...
3. ALL DIMENSIONS SHALL BE AS SHOWN UNLESS OTHERWISE NOTED.

Table with columns for UDL/LET, WIND LOADS, and DEFLECTION CRITERIA. It lists various load types and their corresponding deflection limits.

- 5. THESE DRAWINGS AND SPECIFICATIONS SHALL BE READ IN CONJUNCTION WITH ALL OTHER PROJECT DOCUMENTS...
6. THESE DRAWINGS SHALL BE CONSIDERED STRUCTURE ONLY. PROVIDE TEMPORARY BRACING AND Scaffolding...
7. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS...

REFERENCES

- AS 3601-2006
AS 4024-2006
AS 4111-2006
AS 4114-2006
AS 4115-2006
AS 4116-2006
AS 4117-2006
AS 4118-2006
AS 4119-2006
AS 4120-2006
AS 4121-2006
AS 4122-2006
AS 4123-2006
AS 4124-2006
AS 4125-2006
AS 4126-2006
AS 4127-2006
AS 4128-2006
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AS 4192-2006
AS 4193-2006
AS 4194-2006
AS 4195-2006
AS 4196-2006
AS 4197-2006
AS 4198-2006
AS 4199-2006
AS 4200-2006

FOUNDATIONS

- 1. REFER TO FOUNDATION REPORT PREPARED BY:
2. EXCAVATION:
3. CHANGING ALL EXISTING FOUNDATIONS AND WALLS UNLESS NOTED OTHERWISE.
4. FOUNDATION EXCAVATION SHALL BE PROTECTED FROM SOIL, FROST, SLURRY AND WATER INTRUSION...
5. FOUNDATIONS SHALL BE PROTECTED FROM SOIL, FROST, SLURRY AND WATER INTRUSION...
6. FOUNDATIONS SHALL BE PROTECTED FROM SOIL, FROST, SLURRY AND WATER INTRUSION...

- 7. CONDUCT EXCAVATION TO THE PROPOSED FOUNDATION LEVEL AND CLEAR ALL OBSTRUCTIONS AND DEBRIS FROM THE EXCAVATION...
8. THE BASE CONCRETE SHALL BE PROTECTED FROM SOIL, FROST, SLURRY AND WATER INTRUSION...
9. CONDUCT EXCAVATION TO THE PROPOSED FOUNDATION LEVEL AND CLEAR ALL OBSTRUCTIONS AND DEBRIS FROM THE EXCAVATION...

FIELD ROADS

- 1. THE CONCRETE SHALL BE PLACED WITH A MINIMUM OF 24 HOURS (1 WORKING DAY) BEFORE THE FIELD ROADS ARE OPENED TO TRAFFIC...
2. THE FOLLOWING FIELD ROADS ARE PROPOSED:
3. THE FOLLOWING FIELD ROADS ARE PROPOSED:

REINFORCING STEEL

- 1. REINFORCING STEEL SHALL BE SUPPLIED IN ACCORDANCE WITH THE REQUIREMENTS OF CAN/CSA S10.6.
2. WELDED WIRE FABRIC REINFORCING SHALL BE PROVIDED IN ACCORDANCE WITH THE REQUIREMENTS OF CAN/CSA S10.6.
3. WELDED WIRE FABRIC REINFORCING SHALL BE PROVIDED IN ACCORDANCE WITH THE REQUIREMENTS OF CAN/CSA S10.6.

Table with columns for CONCRETE CLASS, WIND LOADS, and DEFLECTION CRITERIA. It lists various load types and their corresponding deflection limits.

- 7. NO SPACING SHALL BE USED BETWEEN THE REINFORCING STEEL UNLESS OTHERWISE SPECIFIED.
8. WELDED WIRE FABRIC REINFORCING SHALL BE PROVIDED IN ACCORDANCE WITH THE REQUIREMENTS OF CAN/CSA S10.6.
9. WELDED WIRE FABRIC REINFORCING SHALL BE PROVIDED IN ACCORDANCE WITH THE REQUIREMENTS OF CAN/CSA S10.6.

CAST-IN-PLACE CONCRETE

- 1. ALL CONCRETE SHALL BE CAST IN ACCORDANCE WITH THE REQUIREMENTS OF CAN/CSA S10.6.
2. CONCRETE SHALL BE CAST IN ACCORDANCE WITH THE REQUIREMENTS OF CAN/CSA S10.6.
3. CONCRETE SHALL BE CAST IN ACCORDANCE WITH THE REQUIREMENTS OF CAN/CSA S10.6.

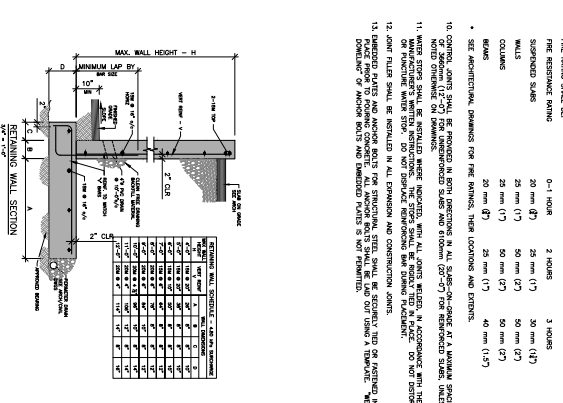
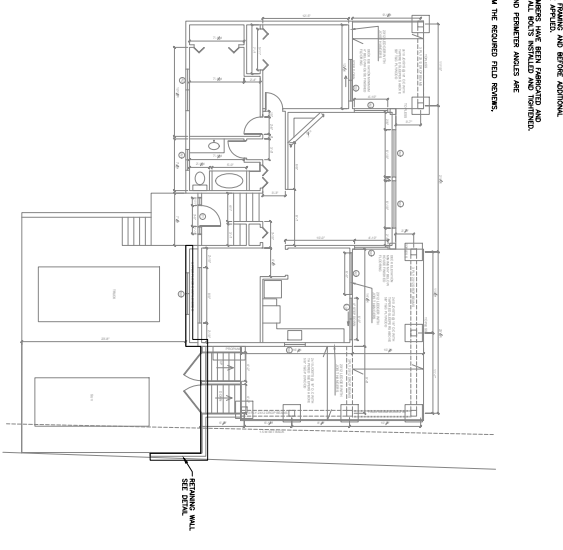


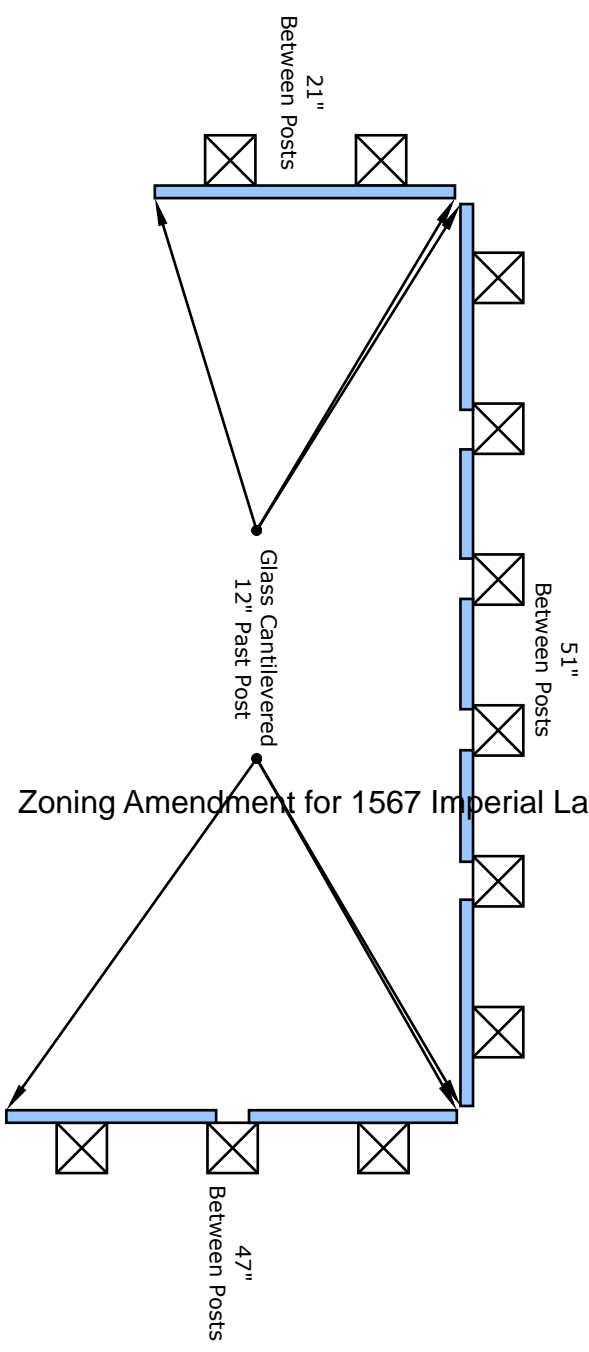
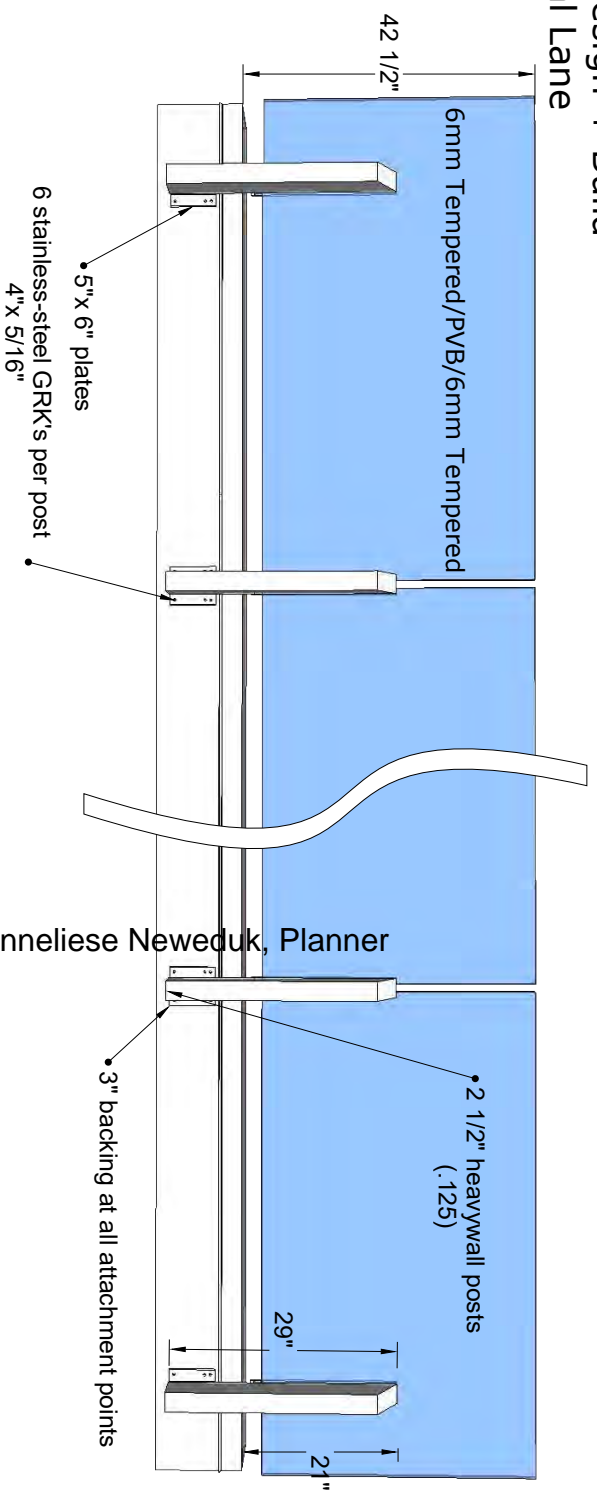
Table with columns for REINFORCING STEEL, WIND LOADS, and DEFLECTION CRITERIA. It lists various load types and their corresponding deflection limits.

Project information block containing: 1567 IMPERIAL LANE UCLUELET, B.C., HEROOLD ENGINEERING, and project details like drawing number S201 and date 7/16.

Small table or list of project details or specifications.

Momentum Design + Build
 1567 Imperial Lane
 Ukiah, CA 95521
 Phone: (707) 438-1111
 Fax: (707) 438-1112
 Email: info@momentumdesign.com

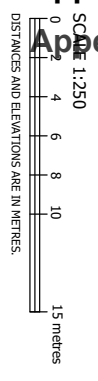
Appendix
 Appendix



Dwg. #1	Dwg. by N.N.	Not to scale	July 12, 2023
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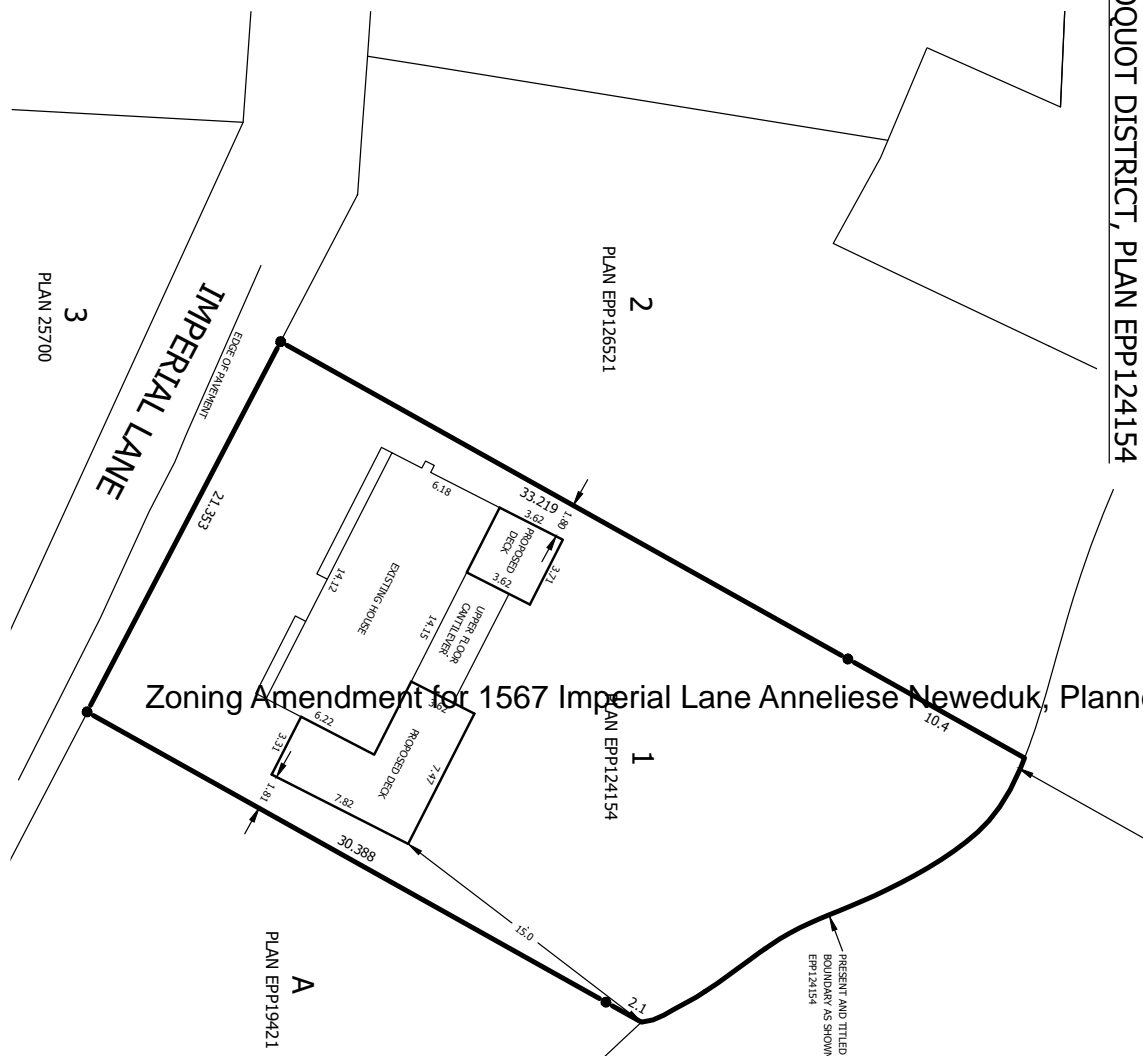
SITE PLAN SHOWING PROPOSED DECK LOCATED ON:
LOT 1, DISTRICT LOT 282, CLAYQUOT DISTRICT, PLAN EPP124154



- NOTES:
- CIVIC ADDRESS: 1567 IMPERIAL LANE
 - LOT DIMENSIONS ARE DERIVED FROM REGISTERED PLANS.
 - STANDARD IRON POST FOUND.

THIS PLAN PURPORTS TO POSITION ONLY THE ACTUAL AND/OR PROPOSED IMPROVEMENT(S) SHOWN RELATIVE TO ONLY THE BOUNDARIES SHOWN OF OR APPURTENANT TO THE ABOVE DESCRIBED PARCEL(S).
 THIS PLAN PROVIDES NO WARRANTY OR REPRESENTATION WHATSOEVER WITH RESPECT TO THE LOCATION OF ANY OTHER ACTUAL OR PROPOSED IMPROVEMENT(S) RELATIVE TO ANY BOUNDARY OF OR APPURTENANT TO THE ABOVE DESCRIBED PARCEL(S).
 THIS PLAN IS NOT TO BE USED TO RE-ESTABLISH BOUNDARY LINES.

WILLIAMSON & ASSOCIATES
PROFESSIONAL SURVEYORS © 2024
 3088 BARONS ROAD NANANING B.C. V9T 4B5
 PHONE: 250-756-7723 FAX: 250-756-7724
 EMAIL: WMS@WIBS.CA
 FILE: 202404 SITE PLAN DECK (BASE PLAN 22018)



Zoning Amendment for 1567 Imperial Lane Anneliese Neweduk, Planner

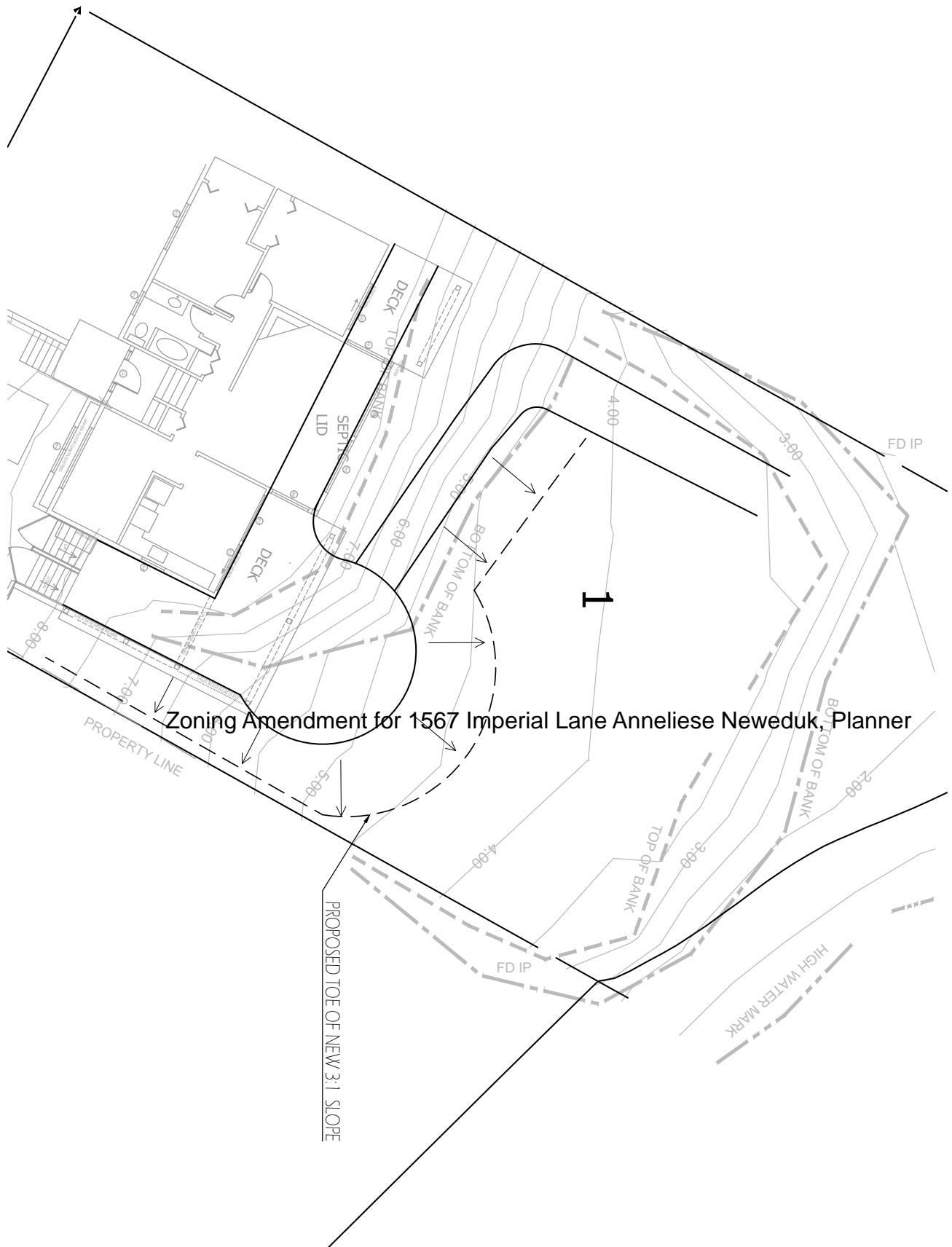
THIS BUILDING LOCATION CERTIFICATE HAS BEEN PREPARED IN ACCORDANCE WITH THE PROFESSIONAL REFERENCE MANUAL & IS CERTIFIED CORRECT THIS DATE OF: APRIL 2, 2024.

Arne Hals
8GLE8H


Arne O. Hals, BCLS
 THIS DOCUMENT IS NOT VALID UNLESS DIGITALLY SIGNED.

c=CA, cn=Arne Hals 8GLE8H,
 o=BC Land Surveyor, ou=Verify
 ID at www.juricert.com/
 LKIP.cdnId=8GLE8H
 2024.04.02 14:53:25 -07'00'





Zoning Amendment for 1567 Imperial Lane Anneliese Neweduk, Planner

L.01	DATE: 2/1/24	DRAWING NAME:	PROJECT:	PROJECT DRAWINGS BY:		NO.	DRAWING	BY	DATE (M/D/Y)
	SCALE: 3/32" = 1'-0"	SITE PLAN & LANDSCAPE CONCEPT	S WHITTAKER UCLUELET RESIDENCE	MOMENTUM DESIGN BUILD B-2345 DELINEA PL NANAIMO, BC V9S 5L9					
	DRAWN BY: JL								

Appendix B

DISTRICT OF UCLUELET

Zoning Amendment Bylaw No. 1342, 2024

A bylaw to amend the "District of Ucluelet Zoning Bylaw No. 1160, 2013".
(1567 Imperial Lane)

WHEREAS the District of Ucluelet Council by Bylaw No. 1160, 2013, adopted the Zoning Bylaw and now deems it appropriate to amend the Zoning Bylaw;

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

1. Text Amendment:

Schedule B of the *District of Ucluelet Zoning Bylaw No. 1160, 2013*, as amended, is hereby further amended by:

- A. adding the following subsection (10) to section CS-1.1.4 in alphanumerical order, as follows:

"(10) PID: 031-828-345, Lot 1, District Lot 282, Clayoquot Land District, Plan EPP124154"

2. Citation:

This bylaw may be cited as "District of Ucluelet Zoning Amendment Bylaw No. 1342, 2024".

Appendix B

FIRST NOTIFICATION OF FIRST READING published this day of , **2024.**

SECOND NOTIFICATION OF FIRST READING published this day of , **2024.**

READ A FIRST TIME this day of , **2024.**

READ A SECOND TIME this day of , **2024.**

READ A THIRD TIME this day of , **2024.**

ADOPTED this day of , **2024.**

CERTIFIED CORRECT: “District of Ucluelet Zoning Amendment Bylaw No. 1342, 2023.”

Marilyn McEwen
Mayor

Duane Lawrence
Corporate Officer

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

Duane Lawrence
Corporate Officer



DEVELOPMENT PERMIT DP24-03

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

1. This Development Permit is issued to:

SIDNEY WHITTAKER; SUSAN WHITTAKER (The “**Owner**”)

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

1567 Imperial Lane; PID 031828345, Lot 1, Plan EPP124154, District Lot 282, Clayoquot Land District (The “**Lands**”).

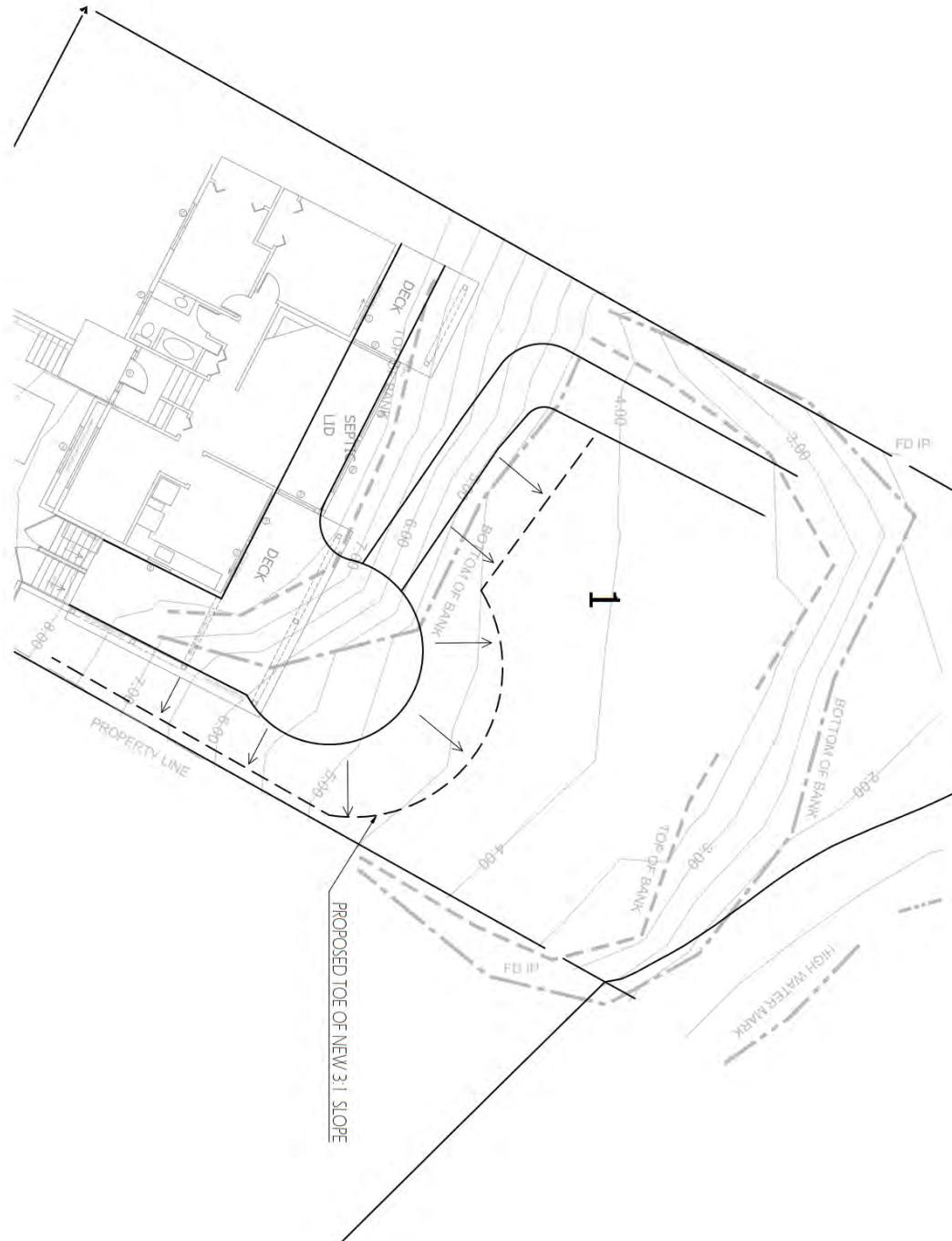
3. This Permit authorizes the exterior renovations, associated landscaping, and hardscaping works.
4. These improvements apply only in the locations indicated, and otherwise in accordance with, the drawings and specifications attached to this Permit as **Schedule 1**.
5. The permit holder, as a condition of issuance of this Permit, agrees to comply with the terms and conditions of **Schedule 2** which is attached hereto and forms part of this permit.
6. In addition to compliance with the terms and conditions listed in Schedule 2, the permit holder must adhere to all conditions of the Qualified Environmental Professional report in **Schedule 3** which is attached hereto and forms part of this permit.
7. The work authorized by this Permit may only be carried out in compliance with all federal, provincial, and municipal statutes, regulations, and bylaws. The Owner is responsible for ensuring that the timing of the work and any required permits or notifications by other agencies are obtained as required to comply with all applicable regulations.
8. Notice shall be filed in the Land Title Office under Section 503 of the Local Government Act, and upon such filing, the terms of this Permit or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
9. The Owner shall substantially commence the development within 24 months of the date of issuance, after which this permit shall be null and void.
10. This Permit is NOT a Building Permit.
11. 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 th day of , 2024.

ISSUED the th day of , 2024.

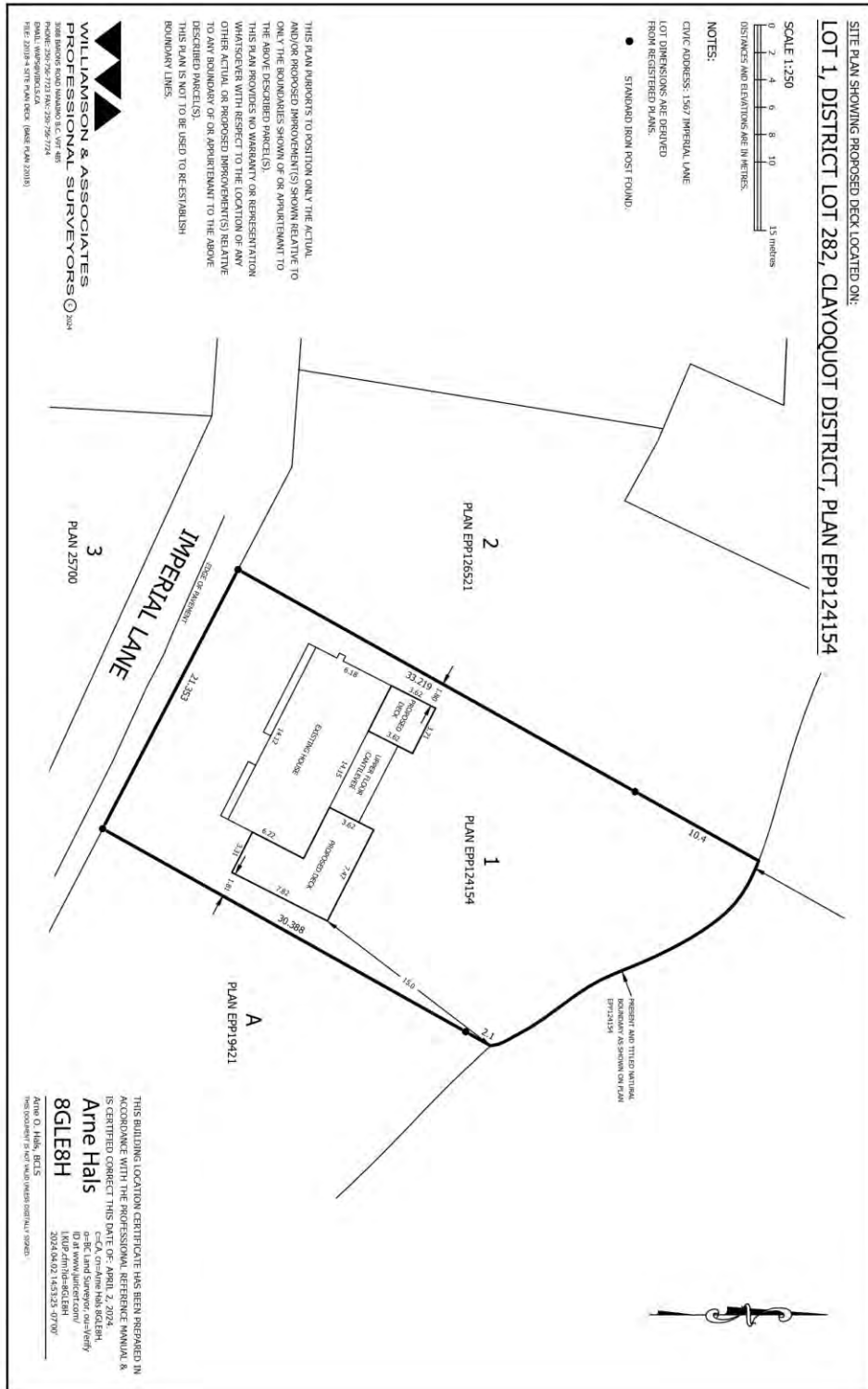
 Bruce Greig
 Director of Community Planning

Schedule 1 (1 of 7)

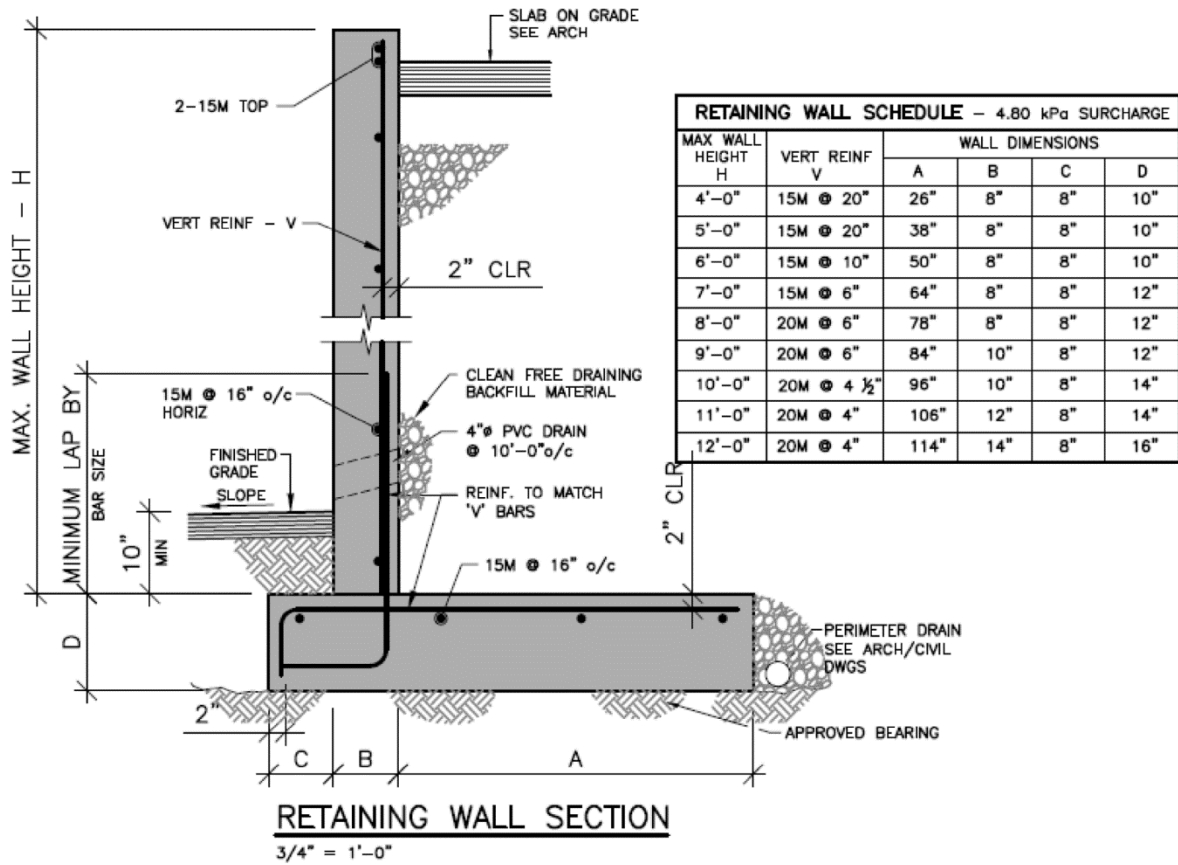




Schedule 1 (2 of 7)



Schedule 1 (3 of 7)





Schedule 1 (4 of 7)

1567 IMPERIAL LANE UCLUELET, B.C.

GENERAL NOTES / REMAINING WALL DETAIL

HEROLD ENGINEERING

1567 IMPERIAL LANE UCLUELET, B.C.

PROJECT NO. S201

DATE: 09/10/2024

SCALE: 1/8"

DATE: 09/10/2024

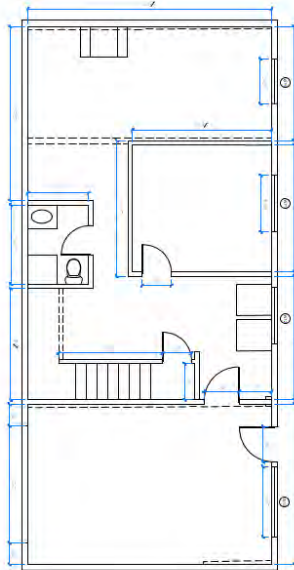
SCALE: 1/8"

DATE: 09/10/2024

SCALE: 1/8"

Schedule 1 (5 of 7)

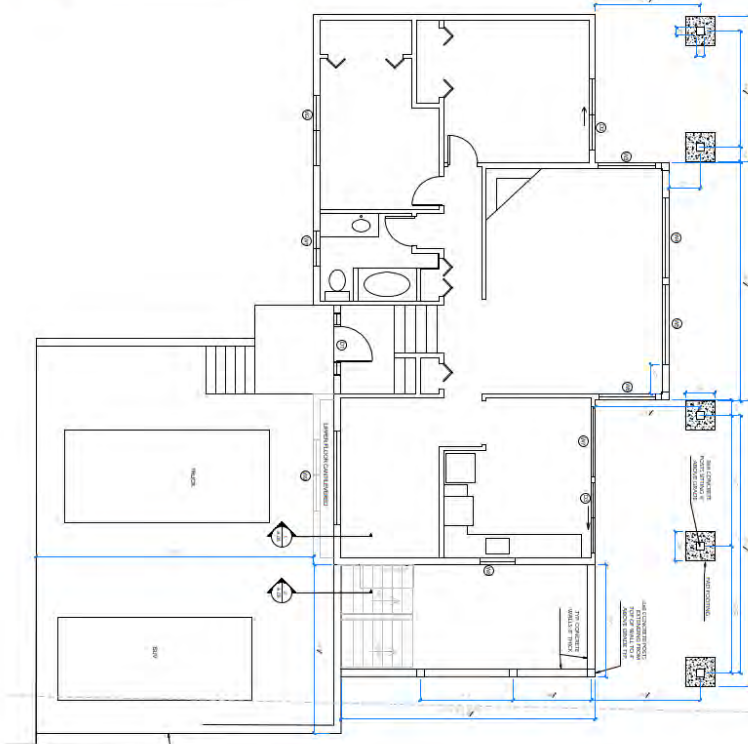
BOTTOM FLOOR



NUMBER	UNIT SIZE (WxH)	OPERATION	MATERIAL	NOTES
W1	35" X 35"	HORIZ SLIDER	VINYL	BATH WINDOW
W2	71" X 35"	HORIZ SLIDER	VINYL	2ND BEDROOM WINDOW
W3	89" X 83"	PICTURE	VINYL	LIVING WINDOW 4
W4	83" X 83"	PICTURE	VINYL	LIVING WINDOW 1
W5	83" X 83"	PICTURE	VINYL	LIVING WINDOW 2
W6	89" X 83"	PICTURE	VINYL	LIVING WINDOW 3
W7	71" X 47"	HORIZ SLIDER	VINYL	KITCHEN WINDOW 1
W8	71" X 35"	HORIZ SLIDER	VINYL	KITCHEN WINDOW 2
W9	71" X 47"	HORIZ SLIDER	VINYL	3RD BEDROOM WINDOW
W10	71" X 47"	HORIZ SLIDER	VINYL	BASINENT WINDOW 1
W11	89" X 35"	HORIZ SLIDER	VINYL	BASINENT BED WINDOW
W12	89" X 35"	HORIZ SLIDER	VINYL	BASINENT LAUNDRY WINDOW
W13	71" X 79"	HORIZ SLIDER	VINYL	BASINENT GARAGE WINDOW
D1	3' X 68"	RH	WOOD	FRONT DOOR
D2	77" X 88"	LEFT SLIDING	VINYL	PRIMARY BED SLIDING DOOR
D3	71" X 79"	RIGHT SLIDING	VINYL	KITCHEN SLIDING DOOR

NOTES:
REFER TO PRODUCT SPECIFICATIONS FOR
MODE INFORMATION
COORDINATE WITH PROJECT MANAGER
DESIGNER TO SPECIFIED
DESIGNER OF PRODUCTS

FOUNDATION PLAN
TOP FLOOR VIEW

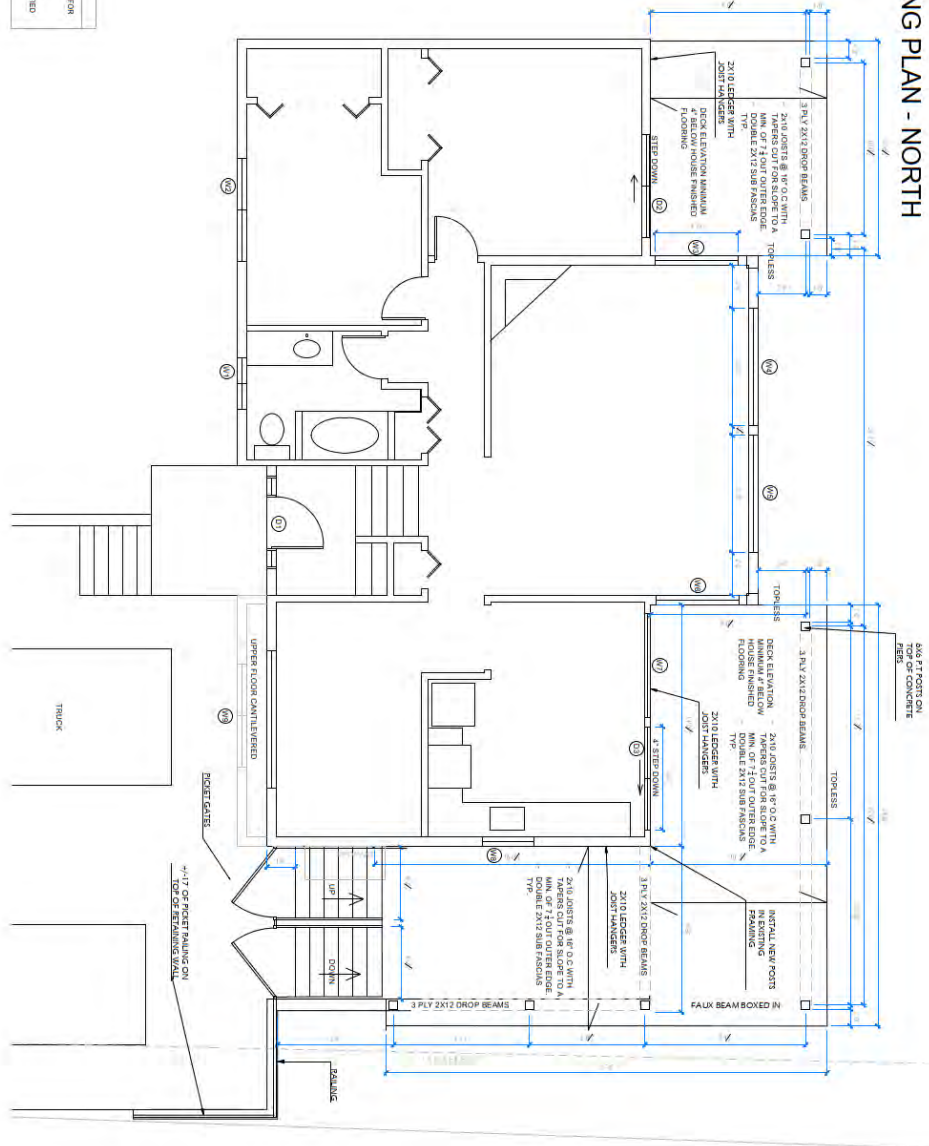



A.03	DATE: 6/14/23	DRAWING NAME:	PROJECT:	PROJECT DRAWINGS BY:		NO.	DRAWING	BY	DATE (MM/YY)
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	DRAWN BY: JIL								

Schedule 1 (6 of 7)

NOTES:
 1. REFER TO PROJECT SPECIFICATIONS FOR
 FRAMEWORK MATERIALS AND CONNECTIONS.
 2. REFER TO PROJECT SPECIFICATIONS FOR
 FINISHES AND MATERIALS.
 3. REFER TO PROJECT SPECIFICATIONS FOR
 FINISHES AND MATERIALS.
 4. REFER TO PROJECT SPECIFICATIONS FOR
 FINISHES AND MATERIALS.

FRAMING PLAN - NORTH

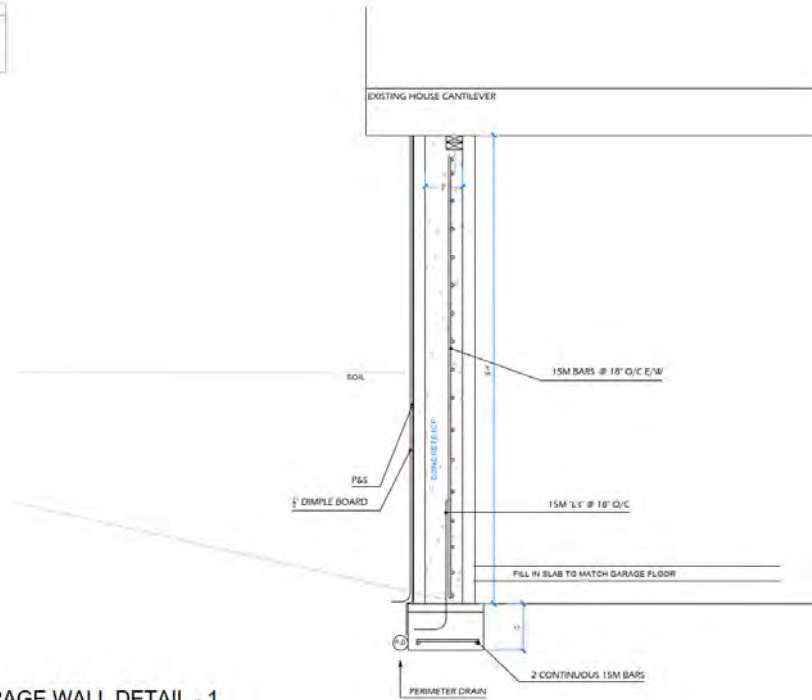


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	DRAWN BY: JL								

Schedule 1 (7 of 7)

NOTES
 REFER TO PROJECT SPECIFICATIONS FOR
 ADDITIONAL INFORMATION
 CONFIRM WITH PROJECT MANAGER
 BEFORE MAKING CHANGES TO SPECIFIED
 DESIGNS OR PRODUCTS

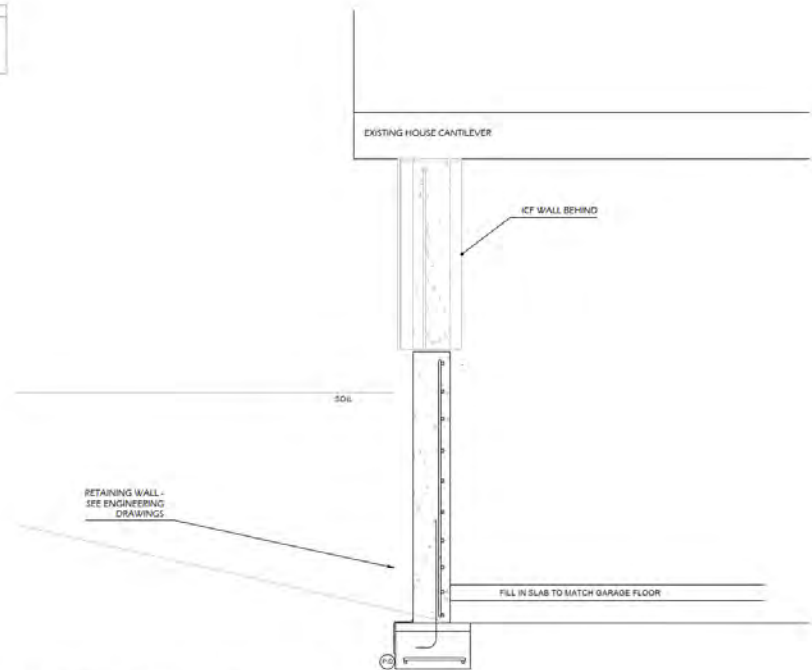
GARAGE WALL DETAIL - 1



NO.	DRAWING	BY	DATE (MM/DD)
PROJECT/DRAWINGS BY: MOMENTUM DESIGN BUILD 80-34516A RD. NANAIMO, BC V9S 1J3			
PROJECT: 5 WHITTAKER GARAGE RESIDENCE			
DRAWING NAME: GARAGE WALL DETAIL			
DATE: 8/24/23	SCALE: 3/4" = 1'-0"	DRAWN BY: A	
A.08			

NOTES
 REFER TO PROJECT SPECIFICATIONS FOR
 ADDITIONAL INFORMATION
 CONFIRM WITH PROJECT MANAGER
 BEFORE MAKING CHANGES TO SPECIFIED
 DESIGNS OR PRODUCTS

RETAINING WALL DETAIL - 2



NO.	DRAWING	BY	DATE (MM/DD)
PROJECT/DRAWINGS BY: MOMENTUM DESIGN BUILD 80-34516A RD. NANAIMO, BC V9S 1J3			
PROJECT: 5 WHITTAKER GARAGE RESIDENCE			
DRAWING NAME: RETAINING WALL DETAIL			
DATE: 8/14/23	SCALE: 3/4" = 1'-0"	DRAWN BY: A	
A.09			

Schedule 2 (1 of 1)**Terms and Conditions**

As a condition of the issuance of this Permit, the Permittee representing the Lands hereby to comply with all following Impact Reductions and Mitigation Measures, determined by Qualified Environmental Professional (QEP) as necessary to avoid negative impacts to environmental habitats within and adjacent to the Property.

The following mitigation measures are recommended during construction:

- 1) A construction environmental monitoring plan (CEMP) must be developed and implemented prior to the commencement of the proposed development. The CEMP should include applicable mitigation measures such as:
 - a. Sedimentation and erosion control measures (e.g. Silt fencing)
 - b. Contamination prevention plan
 - c. Prevention of encroachment into the foreshore area by machinery
 - d. Reducing clearing and grubbing of vegetation to the minimum feasible area
 - e. Invasive species management
 - f. Emergency spill response plan
- 2) A revegetation plan should be developed prior to the commencement of the proposed development. The revegetation plan should include:
 - a. The replacement of any shrubs removed at a 3:1 ratio (new shrubs planted should exceed the number of old shrubs).
- 3) Run off from new structures to the ocean should be limited as much as possible:
 - a. The replacement of permeable surfaces with impermeable surfaces should be limited as much as possible. Where impermeable surfaces are created, landscaping should direct water to municipal sewers or French drains.
 - b. The driveway surfaces should be:
 - i. permeable (e.g. gravel), or
 - ii. sloped towards municipal sewers, or
 - iii. an oil/water separator should be installed (District of Ucluelet, OCP E.VII.11.).



Schedule 3 (1 of 13)

Environmental Impact Assessment – 1567 Imperial Lane, Ucluelet



To: Sid Whittaker	Date: March 22, 2024
From: Warren Fleenor, R.P. Bio	Project: 4 0 2 3
Stephan Boraks, P. Bio	Pages: 13

RE: Environmental Impact Assessment – 1567 Imperial Lane, Ucluelet BC.

This letter report prepared by Current Environmental Ltd. describes the outcomes of a reconnaissance-level survey to determine potential environmental effects of a renovation proposed at 1567 Imperial Lane in Ucluelet, BC. The proposed development plans for this property are the replacement of a deck, driveway and the construction of a patio area. Specifically, this report satisfies the reporting requirements laid out in District of Ucluelet Official Community Plan Bylaw No. 1236, 2020¹, DPA-VII Environmental Development Permit Areas as the proposed works are within 30 m of the shoreline.

This report is divided into the following categories:

- 1.0 Introduction 2
 - 1.1 Study area 2
 - 1.2 Proposed development 3
 - 1.2.1 Second Story Deck Replacement 3
 - 1.2.2 Driveway Upgrades 5
 - 1.2.3 Construction of patio and path 6
- 2.0 Results 7
 - 2.3 Desktop Review 7
 - 2.4 Site survey 7
- 3.0 Potential Impacts 8
- 4.0 Mitigation Measures 8
- 5.0 Conclusions 9
- 6.0 Closure 9
- 7.0 Disclaimer 9
- 8.0 Photos 10
- 9.0 Site Plans 13

¹ District of Ucluelet. (2020). Bylaw No. 1236. District of Ucluelet Official Community Plan Bylaw. DPA VII – Environmental Development Permit Areas. pp.131

Schedule 3 (2 of 13)

Environmental Impact Assessment – 1567 Imperial Lane, Ucluelet



1.0 INTRODUCTION

The property owner at 1567 Imperial Lane in Ucluelet, BC is proposing to renovate and expand a deck and driveway, as well as construct a patio area and path on their lot within 30 m of the shoreline. As per the *District of Ucluelet Official Community Plan Bylaw No. 1236, 2020*², a Qualified Environmental Professional must complete an Assessment Report for any development proposed within 30 m of the shoreline (Development Permit Area VII – Marine Shoreline). This report, completed by Current Environmental Ltd., is intended to satisfy those requirements by identifying how the proposed development may affect aquatic resources and recommend measures to mitigate potential negative impacts.

1.1 STUDY AREA

The subject property is located at 1567 Imperial Lane in Ucluelet, BC (PID: 031-828-345). The latitude/longitude coordinates at the center of the property are 48°94'21.9"N 125°54'45.2"W (Figure 1) and the property is approximately 835 m² in size. The subject property is bordered by ocean to the north, residential development to the east, commercial development to the south, and undeveloped land to the west. The property is zoned as CS-1 (Commercial Services -1/Village Square Commercial) and was recently purchased by the proponent. Existing developments on the subject property include a residential dwelling, a recently constructed dock, and a gravel driveway (Photos 1-3). Overall, the project location is situated within a modified shoreline area with a prevalence of shorefront development, docks and wharves.



Figure 1. Location of the subject property outlined in red (District of Ucluelet mapping, accessed Nov. 16, 2023)

² District of Ucluelet. (2020). Bylaw No. 1236. District of Ucluelet Official Community Plan Bylaw. DPA VII – Environmental Development Permit Areas. pp.131

Schedule 3 (3 of 13)

Environmental Impact Assessment – 1567 Imperial Lane, Ucluelet



1.2 PROPOSED DEVELOPMENT

Proposed development on the subject property includes the replacement and expansion of a deck and driveway, as well as the construction of a path and patio area within 30 m of the shoreline.

1.2.1 Second Story Deck Replacement

The replacement of the deck will involve removal of the old deck, excavation and construction of concrete footing and a load bearing concrete wall, and an increase in the footprint of the deck. The residential building currently has two cantilevered decks that extend off the house into the backyard. The deck on the north-east side of the building wraps around exterior of the building. Both decks have vinyl surfaces and glass railings.



Photo 1. A photo of the back (north) of the house at 1567 Imperial Lane, with the existing deck.

The proposed development will involve the removal of the existing decks (Figure 1) followed by installation of new foundations. The foundations will consist of concrete footings to the north of the building, and a concrete wall to the east of the building (Figure 2.).

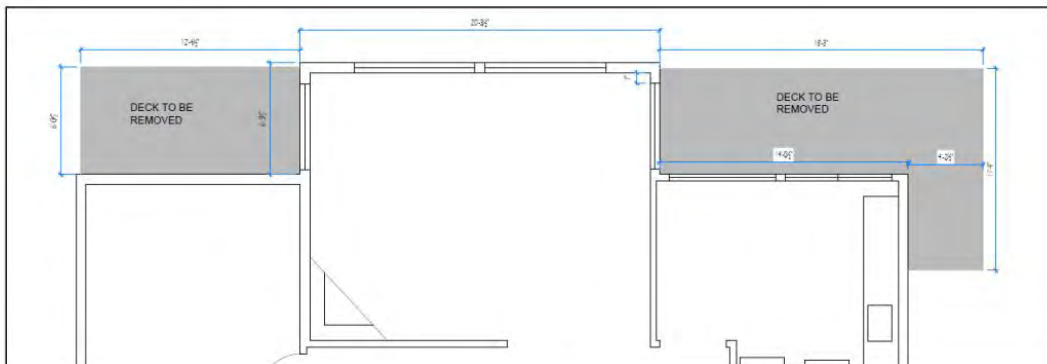


Figure 2. Aerial view of the proposed demolition of the existing decks. Drawings provided by Momentum Design Build.

Schedule 3 (4 of 13)

Environmental Impact Assessment – 1567 Imperial Lane, Ucluelet



558 England Ave
Courtenay, BC V9N 2N3
p: 250.871.1944
w: currentenvironmental.ca

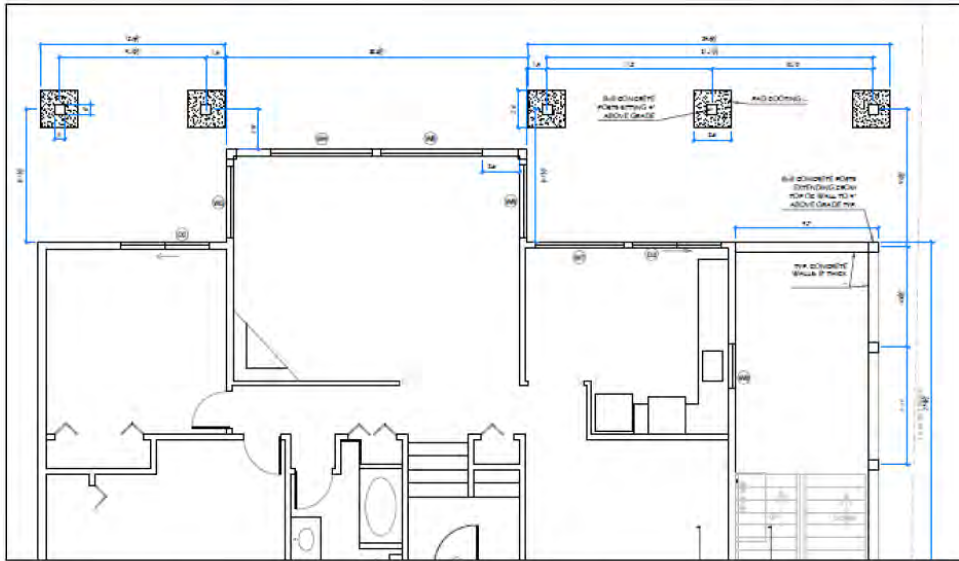


Figure 3. Aerial view of the proposed locations of concrete footings (north) and concrete wall (east) for the foundation. Drawings provided by Momentum Design Build.

The new deck will have a similar footprint on the back of the house, and a new section of deck on the east side of the building. The deck expansion will include a landing and staircase which will connect the deck to the driveway (Figure 4).



Figure 4. Side view of the building and proposed deck expansion. Drawings provided by Momentum Design Build.

Schedule 3 (5 of 13)

Environmental Impact Assessment – 1567 Imperial Lane, Ucluelet



1.2.2 Driveway Upgrades

The existing driveway at 1567 Imperial Lane consists of a sloped (>10%) asphalt lane that leads to a garage door and an adjacent level gravel pad (Photo 2). The proposed development of the driveway includes the removal of the garage door and replacement with a retaining wall. The existing sloped driveway will be filled to be level with Imperial Lane, with no slope towards the home. The driveway is to be finished with a permeable material (likely gravel) and gently sloped towards Imperial Lane (Figure 5).



Photo 2. A photo of the front of the house at 1567 Imperial Lane, with the existing drive.

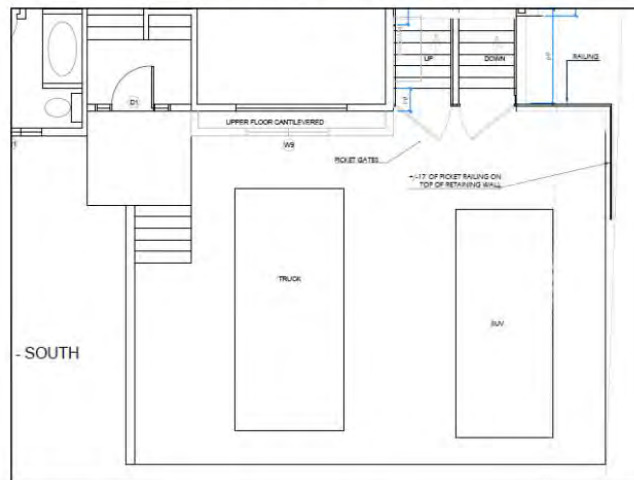


Figure 5. An aerial view of the south of the residence with the footprint of the proposed driveway. Drawings provided by Momentum Design Build.

Schedule 3 (6 of 13)

Environmental Impact Assessment – 1567 Imperial Lane, Ucluelet



1.2.3 Construction of patio and path

The construction of a patio area and path is planned immediately north of the home, below and adjacent to the proposed second story deck (Figure 6). The proposed patio area is to be approximately 35 m² in size and the path to the dock will be approximately 37 m². The patio area and path will require excavation and landscaping of the backyard, including significant alteration to an existing vegetated berm/slope. Both the patio area and path are proposed to remain as permeable surfaces (gravel).



Figure 6. Proposed gravel patio, path, and deck plans at 1567 Imperial Lane.

Schedule 3 (7 of 13)

Environmental Impact Assessment – 1567 Imperial Lane, Ucluelet



2.0 RESULTS

A desktop review using online mapping databases was completed and a site visit to the subject property was completed on November 16, 2023. The site visit was conducted by a Qualified Environmental Professional from Current Environmental Ltd.

2.3 DESKTOP REVIEW

A desktop review was conducted to identify sensitive species, habitat, or development permit areas relevant to the subject property. A search was conducted for mapped watercourses and wetlands on or near the subject property using the District of Ucluelet Mapping Database (Online GIS Portal), and iMap BC (Data BC). No freshwater water courses or wetlands were identified on or near the subject property.

The Conservation Data Center's iMap was used to search for sensitive species that have been detected near the subject property. Tall woolly-heads (*Psilocarphus elatior*) are a rare and red-listed species of aster that grow in moist meadows and along the sides of paths in the lowland zone. Tall woolly-heads have been detected in Ucluelet with the closest occurrence being approximately 1,100 m from the subject property. Additionally, the northern red-legged frog (*Rana aurora*) is a blue listed amphibian that has been observed as close as 500 m from the subject property.

As per Appendix E (Feb 17, 2021) of the *District of Ucluelet Official Community Plan Bylaw No. 1236, 2020* the proposed works fall within the Shoreline Development Permit Area (Figure 7).

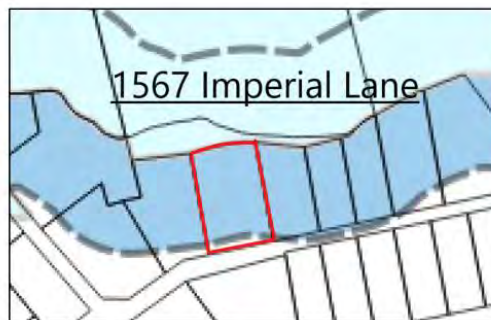


Figure 7. Location of the subject property outlined in red, with the shoreline DPA visualized as a blue polygon extending 30 m from the shoreline (retrieved and adapted from Appendix E, Ucluelet Official Community Plan)

2.4 SITE SURVEY

A site survey was conducted by Current Environmental Ltd. (CEL) on November 16, 2023. Existing developments on the subject property include a residential dwelling, a recently installed dock, and a gravel driveway (Photos 1-8). A narrow footpath leads from the existing deck through the shoreline on the eastern edge of the lot.

Schedule 3 (8 of 13)

Environmental Impact Assessment – 1567 Imperial Lane, Ucluelet



The plant community on the subject property can be divided into two communities: foreshore and upland/backshore. Vegetation in the foreshore consists of patches of slough sedge (*Carex obnupta*), beach dune grass (*Leymus mollis*), and sea asparagus (*Salicornia sp.*) (Photo 6). The lots front the Ucluelet Harbour in an area that has historical and current commercial and industrial use for marine activities. The greater Ucluelet Harbour is known to support dense, productive eelgrass (*Zostera marina*) beds. The upland area between the house and the beach is primarily a maintained lawn and ornamental plants (Photos 4-6). Douglas fir (*Pseudotsuga menziesii*), red cedar (*Thuja plicata*), and red alder (*Alnus rubra*) were identified growing along in the backshore area, as well as a large common juniper (*Juniperus communis*) and a large ornamental rhododendron (Photos 6-8).

Tall woolly-heads and potential amphibian habitat were not found on the subject lot at the time of the assessment.

3.0 POTENTIAL IMPACTS

All of the proposed developments are located within the 30-meter Marine Shoreline Development Permit Area. Primary sources of potential harm, during or following construction, to sensitive species and ecosystems within the foreshore and subtidal areas include the following:

- 1) Physical disturbance from construction equipment
- 2) Release of deleterious substances into the aquatic environment (i.e., fuel).
- 3) General impacts to water quality, most likely through increased turbidity (construction).
- 4) Destruction of riparian, shoreline vegetation (access during construction)

4.0 MITIGATION MEASURES

The following mitigation measures must be implemented during dock construction:

- 1) A construction environmental monitoring plan (CEMP) must be developed and implemented prior to the commencement of the proposed development. The CEMP should include applicable mitigation measures such as:
 - a) Sedimentation and erosion control measures (e.g. Silt fencing)
 - b) Contamination prevention plan
 - c) Prevention of encroachment into the foreshore area by machinery
 - d) Reducing clearing and grubbing of vegetation to the minimum feasible area
 - e) Invasive species management
 - f) Emergency spill response plan
- 2) A revegetation plan should be developed prior to the commencement of the proposed development. The revegetation plan should include:
 - a) The replacement of any shrubs removed at a 3:1 ratio (new shrubs planted should exceed the number of old shrubs) .
- 3) Run off from new structures to the ocean should be limited as much as possible:

Schedule 3 (9 of 13)

Environmental Impact Assessment – 1567 Imperial Lane, Ucluelet



558 England Ave
Courtenay, BC V9N 2N3
p: 250.871.1944
w: currentenvironmental.ca

- a) The replacement of permeable surfaces with impermeable surfaces should be limited as much as possible. Where impermeable surfaces are created, landscaping should direct water to municipal sewers or French drains.
- b) The driveway surfaces should be:
 - i) permeable (e.g. gravel), or
 - ii) sloped towards municipal sewers, or
 - iii) an oil/water separator should be installed (District of Ucluelet, OCP E.VII.11.).

5.0 CONCLUSIONS

A desktop review and site visit found that no sensitive species or communities exist in the riparian area of the subject lot. As well, the subject property fronts a highly developed and disturbed section of the marine shoreline. Most of the property is encompassed by the shoreline DPA. Given that the subject property is highly modified, and the proposed development is of relatively low impact, the proposed development is unlikely to cause significant harm to the shoreline ecosystems.

A CEMP which addresses the environmental risks of the construction project should be developed and implemented prior to the start of construction. New construction should have permeable surfaces wherever possible to reduce surficial runoff into the ocean. Wherever possible, drainage should be directed to the municipal sewers or French drains. Vegetation that is removed during construction should be replaced prior to the completion of the proposed development.

6.0 CLOSURE

We trust this assessment has satisfied your requirements. Please contact the undersigned if you have any queries.



Warren Fleenor, R.P.Bio.



Stephan Boraks P. Bio. &

7.0 DISCLAIMER

This report was prepared exclusively for Sid Whittaker. The quality of information, conclusions and estimates contained herein is consistent with the level of effort expended and is based on: i) information available at the time of preparation; ii) data collected by the authors and/or supplied by outside sources; and iii) the assumptions, conditions and qualifications set forth in this report. This report is intended to be used by Sid Whittaker and regulators only; subject to the terms and conditions of their contract or understanding with Current Environmental. Other use or reliance on this report by any third party is at that party's sole risk.

Schedule 3 (10 of 13)

Environmental Impact Assessment – 1567 Imperial Lane, Ucluelet



8.0 PHOTOS



Photo 3. Photo of 1567 Imperial Lane showing the east side of the residence. (November 16, 2023)

Schedule 3 (11 of 13)

Environmental Impact Assessment – 1567 Imperial Lane, Ucluelet

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Photo 4. Photo of 1567 Imperial Lane showing the north-east side of the residence and the backyard, (November 16, 2023)



Photo 5. Photo of 1567 Imperial Lane showing the north side of the residence and the backyard, (November 16, 2023)

Schedule 3 (12 of 13)

Environmental Impact Assessment – 1567 Imperial Lane, Ucluelet

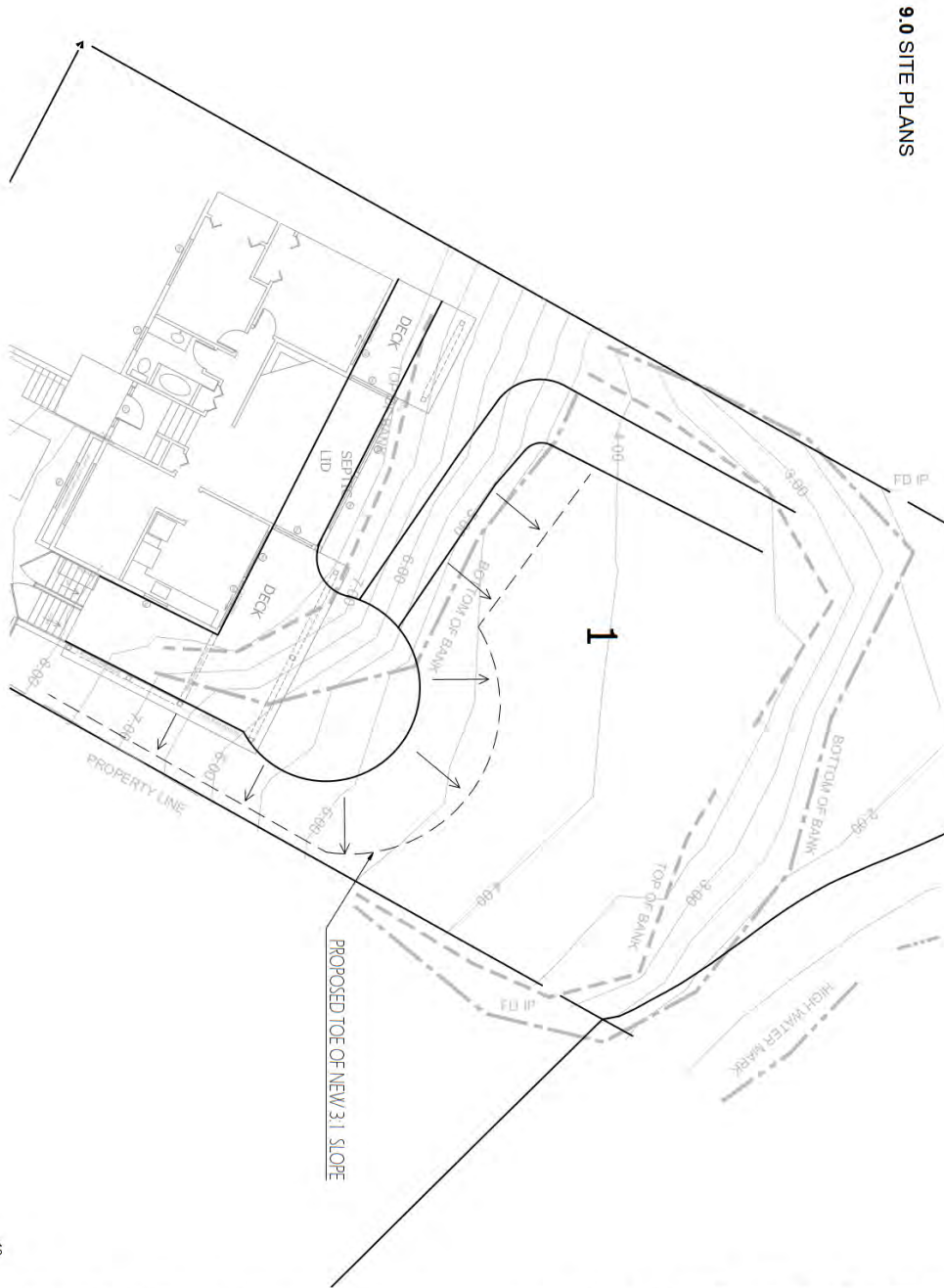


558 England Ave
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Photo 6. Photo of the foreshore of 1567 Imperial Lane showing beach dune grass and sea asparagus. Red alder, red cedar and Douglas-fir are shown growing along the shoreline. The north side of the residence can be seen in the distance. (November 16, 2023)

Schedule 3 (13 of 13)



9.0 SITE PLANS

13

L.01	DATE: 2/1/24	DRAWING NAME:	PROJECT:	PROJECT DRAWINGS BY:	 MOMENTUM DESIGN BUILD	NO.	DRAWING	BY	DATE (M/D/Y)
	SCALE: 3/32" = 1'-0"	SITE PLAN & LANDSCAPE CONCEPT	S WHITTAKER UCLUELET RESIDENCE	MOMENTUM DESIGN BUILD B-2345 DELINEA PL NANAIMO, BC V9S 5L9					
	DRAWN BY: JL								



DEVELOPMENT VARIANCE PERMIT DVP24-02

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

1. This Development Variance Permit is issued to:

Sidney Whittaker and Susan Whittaker, 1567 Imperial Lane, Ucluelet, BC, V0R 3A0
(the "Owner")

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

1567 Imperial Lane; PID 031828345, Lot 1, Plan EPP124154, District Lot 282, Clayoquot Land District (the "Land")

3. 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; and,
 - b. in compliance with all federal, provincial, and municipal statutes, regulations, and bylaws.
4. This permit authorizes the following variances to *District of Ucluelet Zoning Bylaw No. 1160, 2013*, specific to the plans and elevations attached as **Schedule A**:

- 1. A Side Yard Setback of 0m whereas section R-1.6.1(1)(c) of the zoning bylaw indicates a minimum of 1.5m.**

5. The above variances are granted for the proposed addition to the existing single-family dwelling as shown on **Schedule A**.
6. The above variance is granted for the proposed structures and use of the land as shown on **Schedule A**. Should the buildings be later removed or destroyed, this Development Variance Permit shall cease to apply and the zoning bylaw requirements in effect at the time shall apply.
7. The Owner shall substantially commence the development within 24 months of the date of issuance, after which this permit shall be null and void.
8. Notice shall be filed in the Land Title Office under Section 503 of the Local Government Act, and upon such filing, the terms of this Permit or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
9. This Permit is NOT a Building Permit.



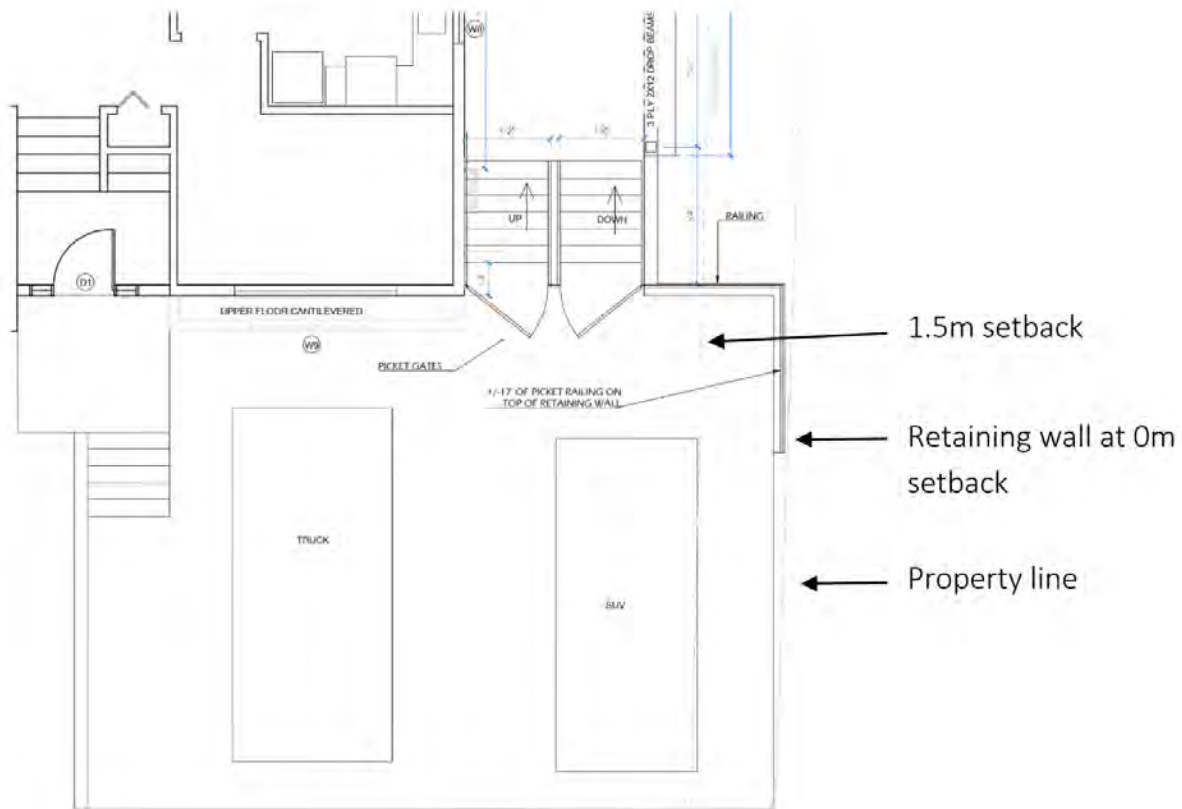
Appendix D

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

ISSUED the th day of , 2024.

Bruce Greig
Director of Community Planning

SCHEDULE A





To: Sid Whittaker	Date: March 22, 2024
From: Warren Fleenor, R.P. Bio	Project: 4 0 2 3
Stephan Boraks, P. Bio	Pages: 13

RE: Environmental Impact Assessment – 1567 Imperial Lane, Ucluelet BC.

This letter report prepared by Current Environmental Ltd. describes the outcomes of a reconnaissance-level survey to determine potential environmental effects of a renovation proposed at 1567 Imperial Lane in Ucluelet, BC. The proposed development plans for this property are the replacement of a deck, driveway and the construction of a patio area. Specifically, this report satisfies the reporting requirements laid out in *District of Ucluelet Official Community Plan Bylaw No. 1236, 2020*¹, DPA-VII Environmental Development Permit Areas as the proposed works are within 30 m of the shoreline.

This report is divided into the following categories:

1.0 Introduction..... 2

 1.1 Study area 2

 1.2 Proposed development 3

 1.2.1 Second Story Deck Replacement 3

 1.2.2 Driveway Upgrades..... 5

 1.2.3 Construction of patio and path 6

2.0 Results 7

 2.3 Desktop Review 7

 2.4 Site survey 7

3.0 Potential Impacts..... 8

4.0 Mitigation Measures..... 8

5.0 Conclusions..... 9

6.0 Closure..... 9

7.0 Disclaimer 9

8.0 Photos..... 10

9.0 Site Plans..... 13

¹ District of Ucluelet. (2020). Bylaw No. 1236. District of Ucluelet Official Community Plan Bylaw. DPA VII – Environmental Development Permit Areas. pp.131

1.0 INTRODUCTION

The property owner at 1567 Imperial Lane in Ucluelet, BC is proposing to renovate and expand a deck and driveway, as well as construct a patio area and path on their lot within 30 m of the shoreline. As per the *District of Ucluelet Official Community Plan Bylaw No. 1236, 2020*², a Qualified Environmental Professional must complete an Assessment Report for any development proposed within 30 m of the shoreline (Development Permit Area VII – Marine Shoreline). This report, completed by Current Environmental Ltd., is intended to satisfy those requirements by identifying how the proposed development may affect aquatic resources and recommend measures to mitigate potential negative impacts.

1.1 STUDY AREA

The subject property is located at 1567 Imperial Lane in Ucluelet, BC (PID: 031-828-345). The latitude/longitude coordinates at the center of the property are 48°94'21.9"N 125°54'45.2"W (Figure 1) and the property is approximately 835 m² in size. The subject property is bordered by ocean to the north, residential development to the east, commercial development to the south, and undeveloped land to the west. The property is zoned as CS-1 (Commercial Services -1/Village Square Commercial) and was recently purchased by the proponent. Existing developments on the subject property include a residential dwelling, a recently constructed dock, and a gravel driveway (Photos 1-3). Overall, the project location is situated within a modified shoreline area with a prevalence of shorefront development, docks and wharves.



Figure 1. Location of the subject property outlined in red (District of Ucluelet mapping, accessed Nov. 16, 2023)

² District of Ucluelet. (2020). Bylaw No. 1236. District of Ucluelet Official Community Plan Bylaw. DPA VII – Environmental Development Permit Areas. pp.131

1.2 PROPOSED DEVELOPMENT

Proposed development on the subject property includes the replacement and expansion of a deck and driveway, as well as the construction of a path and patio area within 30 m of the shoreline.

1.2.1 Second Story Deck Replacement

The replacement of the deck will involve removal of the old deck, excavation and construction of concrete footing and a load bearing concrete wall, and an increase in the footprint of the deck. The residential building currently has two cantilevered decks that extend off the house into the backyard. The deck on the north-east side of the building wraps around exterior of the building. Both decks have vinyl surfaces and glass railings.



Photo 1. A photo of the back (north) of the house at 1567 Imperial Lane, with the existing deck.

The proposed development will involve the removal of the existing decks (Figure 1) followed by installation of new foundations. The foundations will consist of concrete footings to the north of the building, and a concrete wall to the east of the building (Figure 2.).

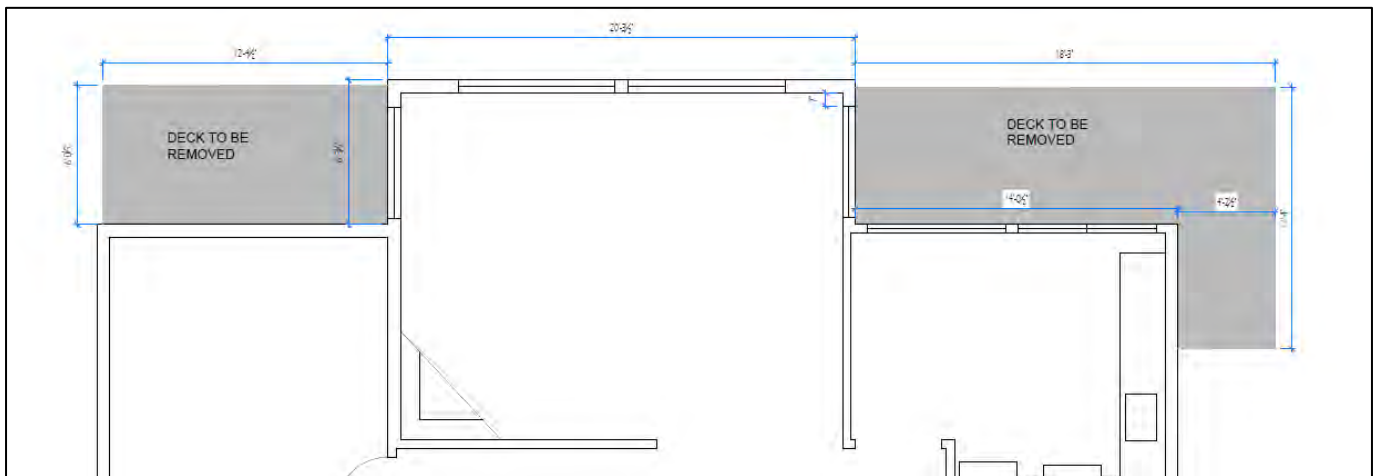


Figure 2. Aerial view of the proposed demolition of the existing decks. Drawings provided by Momentum Design Build.

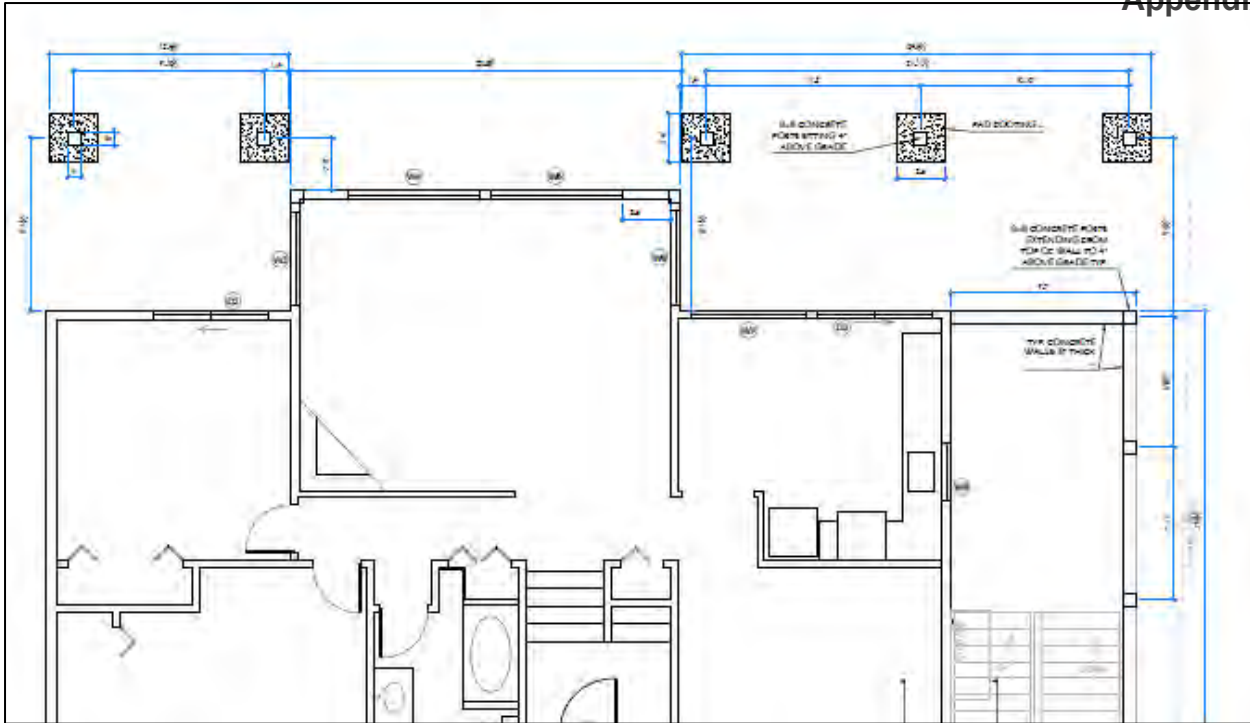


Figure 3. Aerial view of the proposed locations of concrete footings (north) and concrete wall (east) for the foundation. Drawings provided by Momentum Design Build.

The new deck will have a similar footprint on the back of the house, and a new section of deck on the east side of the building. The deck expansion will include a landing and staircase which will connect the deck to the driveway (Figure 4).

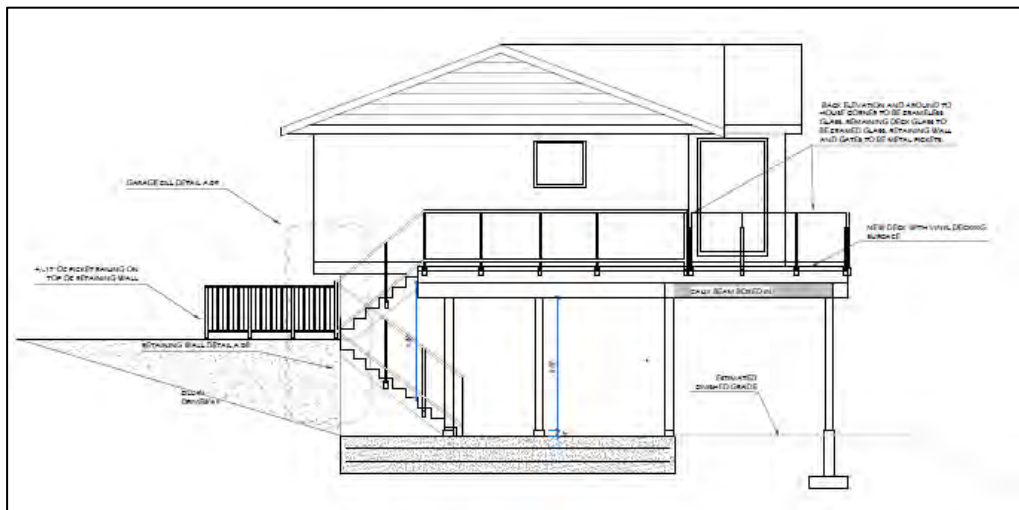


Figure 4. Side view of the building and proposed deck expansion. Drawings provided by Momentum Design Build.

1.2.2 Driveway Upgrades

The existing driveway at 1567 Imperial Lane consists of a sloped (>10%) asphalt lane that leads to a garage door and an adjacent level gravel pad (Photo 2). The proposed development of the driveway includes the removal of the garage door and replacement with a retaining wall. The existing sloped driveway will be filled to be level with Imperial Lane, with no slope towards the home. The driveway is to be finished with a permeable material (likely gravel) and gently sloped towards Imperial Lane (Figure 5).



Photo 2. A photo of the front of the house at 1567 Imperial Lane, with the existing drive.

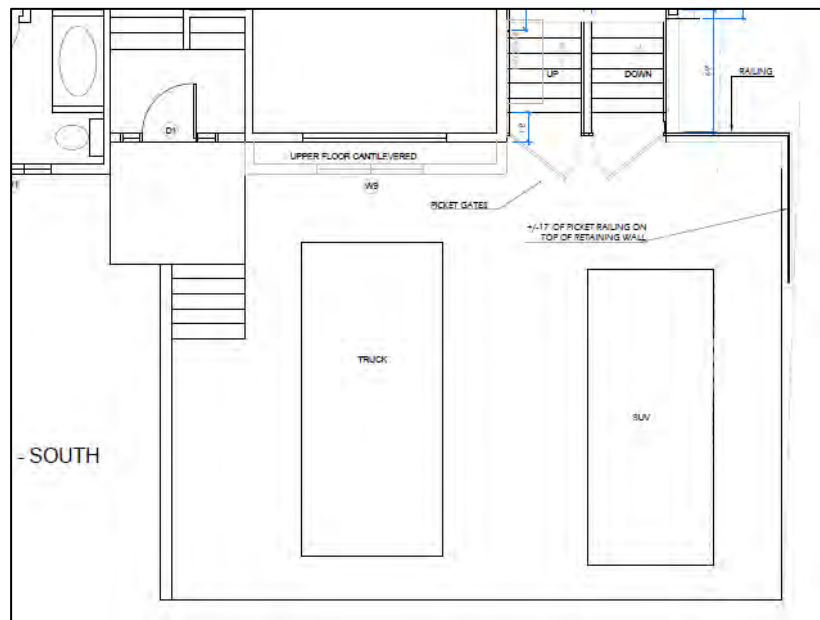


Figure 5. An arial view of the south of the residence with the footprint of the proposed driveway. Drawings provided by Momentum Design Build.

1.2.3 Construction of patio and path

The construction of a patio area and path is planned immediately north of the home, below and adjacent to the proposed second story deck (Figure 6). The proposed patio area is to be approximately 35 m² in size and the path to the dock will be approximately 37 m². The patio area and path will require excavation and landscaping of the backyard, including significant alteration to an existing vegetated berm/slope. Both the patio area and path are proposed to remain as permeable surfaces (gravel).

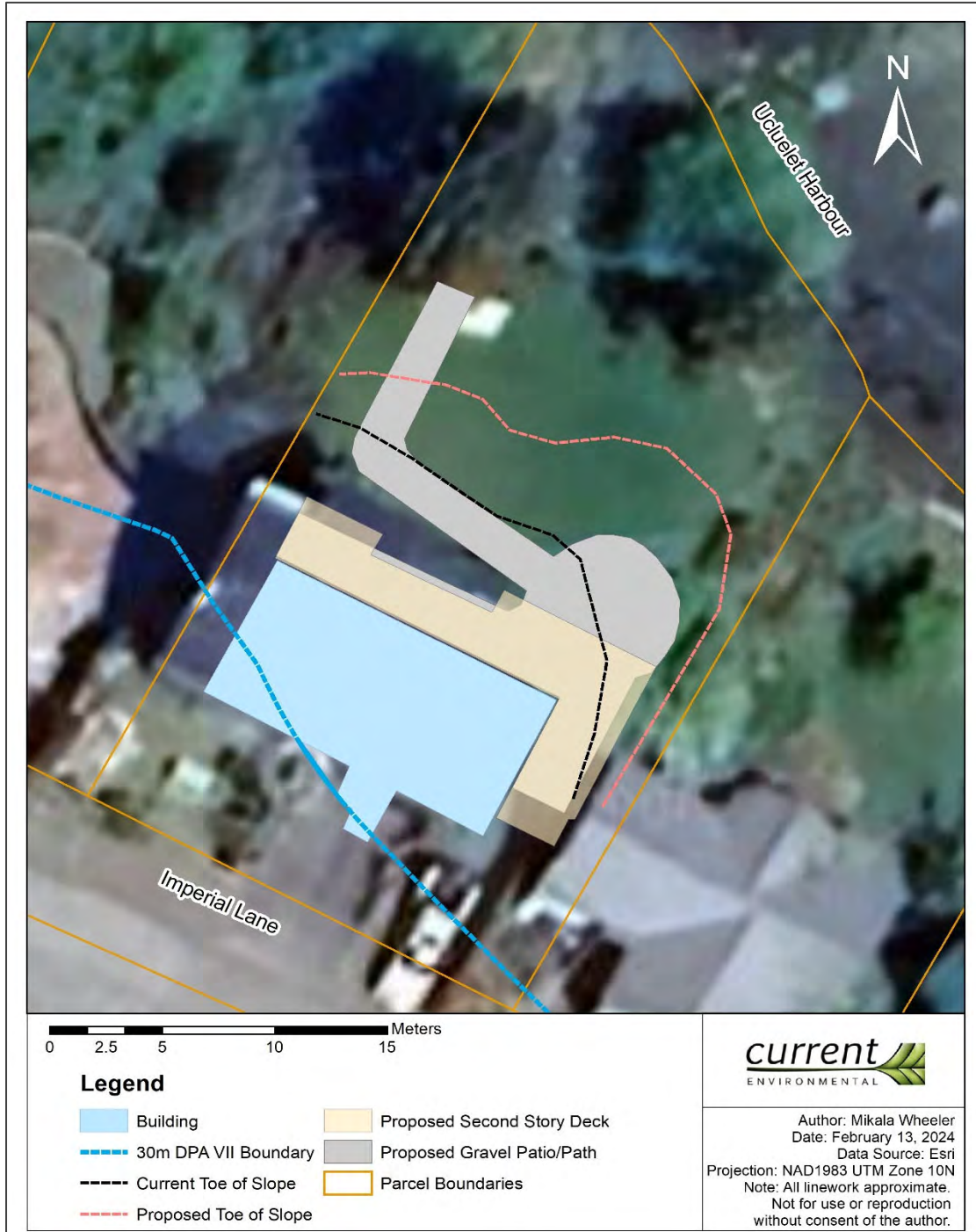


Figure 6. Proposed gravel patio, path, and deck plans at 1567 Imperial Lane.

2.0 RESULTS

A desktop review using online mapping databases was completed and a site visit to the subject property was completed on November 16, 2023. The site visit was conducted by a Qualified Environmental Professional from Current Environmental Ltd.

2.3 DESKTOP REVIEW

A desktop review was conducted to identify sensitive species, habitat, or development permit areas relevant to the subject property. A search was conducted for mapped watercourses and wetlands on or near the subject property using the District of Ucluelet Mapping Database (Online GIS Portal), and iMap BC (Data BC). No freshwater water courses or wetlands were identified on or near the subject property.

The Conservation Data Center’s iMap was used to search for sensitive species that have been detected near the subject property. Tall woolly-heads (*Psilocarphus elatior*) are a rare and red-listed species of aster that grow in moist meadows and along the sides of paths in the lowland zone. Tall woolly-heads have been detected in Ucluelet with the closest occurrence being approximately 1,100 m from the subject property. Additionally, the northern red-legged frog (*Rana aurora*) is a blue listed amphibian that has been observed as close as 500 m from the subject property.

As per Appendix E (Feb 17, 2021) of the *District of Ucluelet Official Community Plan Bylaw No. 1236, 2020* the proposed works fall within the Shoreline Development Permit Area (Figure 7).

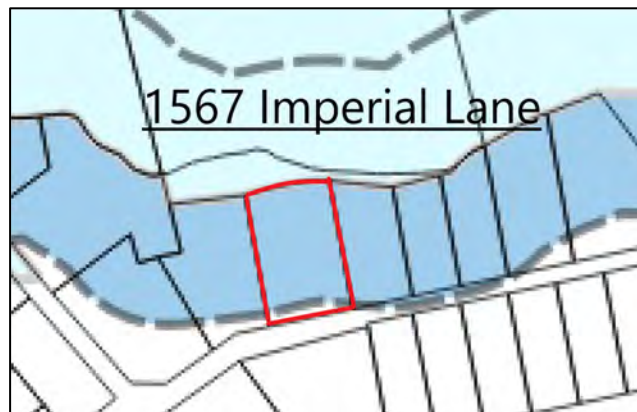


Figure 7. Location of the subject property outlined in red, with the shoreline DPA visualized as a blue polygon extending 30 m from the shoreline (retrieved and adapted from Appendix E, Ucluelet Official Community Plan)

2.4 SITE SURVEY

A site survey was conducted by Current Environmental Ltd. (CEL) on November 16, 2023. Existing developments on the subject property include a residential dwelling, a recently installed dock, and a gravel driveway (Photos 1-8). A narrow footpath leads from the existing deck through the shoreline on the eastern edge of the lot.

The plant community on the subject property can be divided into two communities: foreshore and upland/backshore. Vegetation in the foreshore consists of patches of slough sedge (*Carex obnupta*), beach dune grass (*Leymus mollis*), and sea asparagus (*Salicornia sp.*) (Photo 6). The lots front the Ucluelet Harbour in an area that has historical and current commercial and industrial use for marine activities. The greater Ucluelet Harbour is known to support dense, productive eelgrass (*Zostera marina*) beds. The upland area between the house and the beach is primarily a maintained lawn and ornamental plants (Photos 4-6). Douglas fir (*Pseudotsuga menziesii*), red cedar (*Thuja plicata*), and red alder (*Alnus rubra*) were identified growing along in the backshore area, as well as a large common juniper (*Juniperus communis*) and a large ornamental rhododendron (Photos 6-8).

Tall woolly-heads and potential amphibian habitat were not found on the subject lot at the time of the assessment.

3.0 POTENTIAL IMPACTS

All of the proposed developments are located within the 30-meter Marine Shoreline Development Permit Area. Primary sources of potential harm, during or following construction, to sensitive species and ecosystems within the foreshore and subtidal areas include the following:

- 1) Physical disturbance from construction equipment
- 2) Release of deleterious substances into the aquatic environment (i.e., fuel).
- 3) General impacts to water quality, most likely through increased turbidity (construction).
- 4) Destruction of riparian, shoreline vegetation (access during construction)

4.0 MITIGATION MEASURES

The following mitigation measures must be implemented during dock construction:

- 1) A construction environmental monitoring plan (CEMP) must be developed and implemented prior to the commencement of the proposed development. The CEMP should include applicable mitigation measures such as:
 - a) Sedimentation and erosion control measures (e.g. Silt fencing)
 - b) Contamination prevention plan
 - c) Prevention of encroachment into the foreshore area by machinery
 - d) Reducing clearing and grubbing of vegetation to the minimum feasible area
 - e) Invasive species management
 - f) Emergency spill response plan
- 2) A revegetation plan should be developed prior to the commencement of the proposed development. The revegetation plan should include:
 - a) The replacement of any shrubs removed at a 3:1 ratio (new shrubs planted should exceed the number of old shrubs) .
- 3) Run off from new structures to the ocean should be limited as much as possible:

- a) The replacement of permeable surfaces with impermeable surfaces should be limited as much as possible. Where impermeable surfaces are created, landscaping should direct water to municipal sewers or French drains.
- b) The driveway surfaces should be:
 - i) permeable (e.g. gravel), or
 - ii) sloped towards municipal sewers, or
 - iii) an oil/water separator should be installed (District of Ucluelet, OCP E.VII.11.).

5.0 CONCLUSIONS

A desktop review and site visit found that no sensitive species or communities exist in the riparian area of the subject lot. As well, the subject property fronts a highly developed and disturbed section of the marine shoreline. Most of the property is encompassed by the shoreline DPA. Given that the subject property is highly modified, and the proposed development is of relatively low impact, the proposed development is unlikely to cause significant harm to the shoreline ecosystems.

A CEMP which addresses the environmental risks of the construction project should be developed and implemented prior to the start of construction. New construction should have permeable surfaces wherever possible to reduce surficial runoff into the ocean. Wherever possible, drainage should be directed to the municipal sewers or French drains. Vegetation that is removed during construction should be replaced prior to the completion of the proposed development.

6.0 CLOSURE

We trust this assessment has satisfied your requirements. Please contact the undersigned if you have any queries.



Warren Fleenor, R.P. Bio.

Stephan Boraks P. Bio. &

7.0 DISCLAIMER

This report was prepared exclusively for Sid Whittaker. The quality of information, conclusions and estimates contained herein is consistent with the level of effort expended and is based on: i) information available at the time of preparation; ii) data collected by the authors and/or supplied by outside sources; and iii) the assumptions, conditions and qualifications set forth in this report. This report is intended to be used by Sid Whittaker and regulators only; subject to the terms and conditions of their contract or understanding with Current Environmental. Other use or reliance on this report by any third party is at that party's sole risk.

8.0 PHOTOS



Photo 3. Photo of 1567 Imperial Lane showing the east side of the residence. (November 16, 2023)



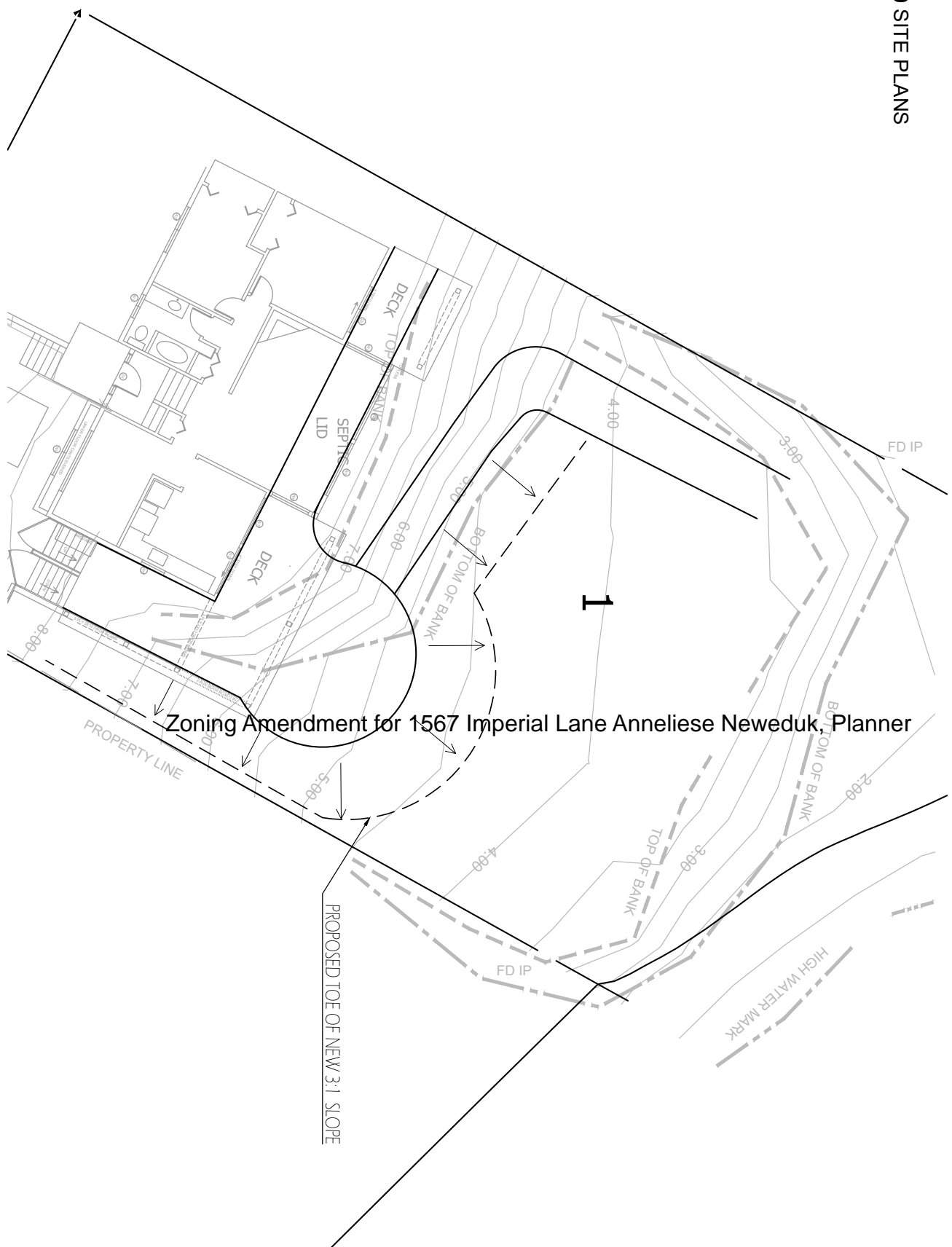
Photo 4. Photo of 1567 Imperial Lane showing the north-east side of the residence and the backyard, (November 16, 2023)



Photo 5. Photo of 1567 Imperial Lane showing the north side of the residence and the backyard, (November 16, 2023)



Photo 6. Photo of the foreshore of 1567 Imperial Lane showing beach dune grass and sea asparagus. Red alder, red cedar and Douglas-fir are shown growing along the shoreline. The north side of the residence can be seen in the distance. (November 16, 2023)



Zoning Amendment for 1567 Imperial Lane Anneliese Neweduk, Planner

L.01	DATE: 2/1/24	DRAWING NAME:	PROJECT:	PROJECT DRAWINGS BY:		NO.	DRAWING	BY	DATE (MID/Y)
	SCALE: 3/32" = 1'-0"	SITE PLAN & LANDSCAPE CONCEPT	S WHITTAKER UCLUELET RESIDENCE	MOMENTUM DESIGN BUILD B-2345 DELINEA PL NANAIMO, BC V9S 5L9					
	DRAWN BY: JL								



RYZUK GEOTECHNICAL
Engineering & Materials Testing

#6-40 Cadillac Ave, Victoria, BC, V8Z 1T2 Tel: 250-475-3131 E-mail: mail@ryzuk.com www.ryzuk.com

Date: March 20, 2024
File No: 12004-1

Sid Whittaker - Hazelwood Group
202-572 Stewart Ave
Nanaimo, BC
V9S 5T5

Attn: Hazen Fowler (By E-mail: hazen.fowler@hazelwood.ca)

Re: Geotechnical Assessment
1567 Imperial Lane – Ucluelet, BC

As requested, we attended the referenced site on February 16, 2024, to assess the geotechnical conditions as they relate to the safe use of the property. This report supersedes our previously submitted report of March 8, 2024. The site is designated as a Development Permit Area (DPA) VIII – Natural Hazard Areas Protection (Steep Slopes) in accordance with the District of Ucluelet Official Community Plan (OCP). We understand that a permit exemption may be granted for development within a steep slope area if a geotechnical report has been received in conjunction with an application for a building permit or subdivision approval. Our associated observations, comments, and recommendations in this regard are contained herein. Our work has been carried out in accordance with, and is subject to, the previously accepted Terms of Engagement.

Existing Conditions

The waterfront site is located in a mixed-use area of Ucluelet, BC, and is bounded by the foreshore of Ucluelet Inlet to the north, single-family residential lots to the east, Imperial Lane to the south, and a vacant lot to the west. Topographically, the site generally slopes downward from Imperial Lane in the south towards the foreshore in the north, with a total vertical relief of up to 10 m across the site. Based on the provided survey drawings and field observations, the site is generally inclined at 10 to 15 degrees below horizontal, with locally steeper areas/benches inclined at 25 to 35 degrees, adjacent to the residence along the north and west sides. The site is vegetated with a few mature trees near the foreshore and some landscaped areas surrounding the residence, as well as a paved parking area in the south.

We understand that it is intended to complete minor renovations to the existing property, including replacing the deck structure of the existing residence, constructing a small concrete retaining wall to the west of the residence, replacing and expanding the parking area, as well as minor terrain levelling and adding some hard- and landscaped areas to the north and west of the residence. We further understand that the existing interior floor areas will not be expanded or raised/lowered. We anticipate that the new deck structure and retaining wall will be supported by conventional shallow concrete spread footings. See the attached Site Plan, prepared by Momentum Design Build, for reference.

Ryzuk Geotechnical

Geotechnical Assessment and Recommendations

During our site attendance, we advanced 5 shallow test holes across the site using a hand auger to depths of up to 0.5 m. Three holes were advanced into native soils; two within the lower lawn area below the residence (near the foreshore) and one in the upper lawn area above the residence (near Imperial Lane). Two holes were also located within the steeper embankment immediately to the north of the residence. The subsurface stratigraphy noted within the former three holes generally consisted of up to 50 mm of organic/topsoil material, atop native dense to very dense brown sand and gravel. The stratigraphy within the latter two holes consisted of up to 0.1 m of non-select fills and organics, atop compact to dense silty/sandy gravel (inferred fill). The native soils encountered within our test holes are generally consistent with geological mapping and our historical file information of the surrounding area.

No indications of seepage were observed within the general site area, and no ponded water was observed in any of the test holes. While bedrock was not encountered within any of the test holes, bedrock outcrops were observed locally within the foreshore area and near the northern property line, as well as near the southwest corner of the site. We would anticipate bedrock to exist at relatively shallow depths beneath the site.

No indications of previous soil sloughing or creep were noted across the site, and there was no evidence of past shallow instability apart from minor erosion/sloughing of surficial soils. Such erosion typically occurs near areas of high foot traffic and during saturated conditions, where organic and weathered soils displace from upslope areas. No indication of deep-seated slope instability was apparent in the assessed areas at the time of our visit. As such, and given the general geological conditions of the assessed area – that being gentle to moderate sloping terrain generally comprising dense sand and gravels atop inferred shallow bedrock – we consider the site to be globally stable.

During our visual assessment, we did not note any significant ponding or watercourses in or around the site, and we do not anticipate the proposed development to be at a significant risk of flooding due to overland flow.

We expect that the proposed retaining wall and new deck structure will be founded upon the observed native dense brown sand and gravel or exposed bedrock. Topsoil or fill materials are not considered suitable for support of new foundation elements, and all organic soils, non-select fills, or disturbed soils should be removed prior to placing footings or before recovering grade with engineered fill.

Engineered fill should comprise approved, well-graded free-draining select granular material, and should be placed in maximum 300 mm lifts and compacted to at least 95% of the Standard Proctor Maximum Dry Density (SPMDD) value. Engineered fill placed beneath foundations must have a footprint that extends horizontally beyond the footings at a distance equal to the thickness of the engineered fill to provide adequate splay for foundation loads and must be laterally confined to prevent particle migration. Engineered fill, if/where required, must be placed upon approved, native subgrade. Note that subgrade bearing conditions and placement/compaction of engineered fill should be reviewed by a qualified geotechnical professional at the time of construction.

For preliminary design purposes, based on the observed and expected soil conditions at foundation depths, footings can be dimensioned based on Serviceability Limit State (SLS) and Ultimate Limit State (ULS) bearing resistances of 100 kPa and 150 kPa, respectively. The noted Limit State Design

March 20, 2024

Sid Whittaker - Hazelwood Group
1567 Imperial Lane – Ucluelet, BC

(LSD) values use a geotechnical resistance factor of 0.5 as per the current CFEM guidelines. We recommend minimum footing widths of 400 mm and 600 mm for strip and pad footings, respectively, and all foundations should be placed at least 450 mm below the finished grade to provide adequate frost protection.

Gravel or other permeable surfacing is expected to be the preferred option for the new parking area of the residence. For general light traffic and parking areas, a driving structure consisting of at least 150 mm of 19 mm minus crushed base course overlying at least 300 mm of 75 mm minus crushed rock subbase is recommended, properly placed and compacted atop approved subgrade. Prior to driveway construction, any deleterious or unsuitable soils should be removed from the area.

The final grade at the site should be sloped to direct surface water away from the building and foundation areas. Furthermore, we consider that all surface vegetation, including all trees, shrubs, and grass, can be removed from building areas without causing undue erosion, provided that any permanent sloping areas are revegetated following building construction.

We expect that surface runoff volumes from landscaped areas would generally be maintained, being similar to the existing conditions. Construction should be carried out with care to minimize disturbance to soils within sloping areas. Excavation and/or trucking activities during heavy rain should be avoided, and frequent street cleaning may be necessary to remove any substantial accumulation of soils within the road surface during off-site removal of waste soils. Temporary dewatering may be required during construction, and care should be taken to ensure that sediment-laden water is diverted to a filtration area and treated to remove sediment prior to disposal. Disposed water should not be diverted in a concentrated manner towards sloping terrain or the foreshore.

Closure

In summary, and provided the above recommendations are followed, we consider the development, as proposed, to be feasible from a geotechnical perspective, while maintaining conformance with the OCP. We also confirm that the land may be used safely for the use intended, as described above, pursuant to Section 56 of the BC *Community Charter*. Our assessment considers a design seismic occurrence with a 2% probability of exceedance in 50 years. Finally, Ryzuk Geotechnical acknowledges that the District may review this report prior to making land development decisions.

We trust the preceding is suitable for your purposes at present. If you have any questions with respect to the above, please contact our office.

Sincerely,
Ryzuk Geotechnical
PTPN: 1002996



Remy Kennedy-Kuiper, EIT
Advanced Junior Engineer



Shane Moore, P. Geo.
Senior Geoscientist
President

Attachments: Momentum Site Plan



REPORT TO COUNCIL

Council Meeting: July 9, 2024

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: RICK GEDDES, FIRE CHIEF

FILE NO: 2830-30

SUBJECT: FIRE DEPARTMENT APPARATUS REPLACEMENT

REPORT NO: 24-71

ATTACHMENT(S): NONE

RECOMMENDATION(S):

THAT Council approve the sole sourcing of a 2025 Fort Garry fire pumper apparatus from Fire Power Emergency Apparatus, for the base price of \$510,000.00; and,

THAT Council approve an overall project price not to exceed \$700,000.00 plus GST.

BACKGROUND:

Maintaining a safe and reliable fire apparatus fleet is the top priority for municipal fire departments. Firefighters are dependent on the performance of apparatus to deliver emergency services to protect lives, property, and the environment. Fire apparatus must have the highest levels of safety, availability, functionality, and reliability to ensure services can be provided in a safe, timely, and efficient manner.

Fire apparatus are subject to numerous mechanical stresses due to the nature of their function. Some types of mechanical stresses that are increased on apparatus include, but are not limited to the following:

- Repeated acceleration and braking.
- Defensive driving manoeuvres.
- High engine speeds prior to sufficient engine warm-up.
- Excessive loads adding additional stresses (water weight and equipment}.
- Long term cumulative effects of emergency responses and extreme operating conditions which result in a reduction in performance levels and fatigued mechanical components and assemblies.

Obsolescence is key factor related to aged fire apparatus. Modern fire apparatus continually increase levels of safety, performance, functionality, and reliability using the latest technology, improved engineering practices and compliance with updated, recognized industry standards. Fire apparatus equipped with the latest operating capabilities and safety features will ensure that operational efficiency is maximized, and risk of injuries is minimized.

For the reasons above, Fire Underwriters recommends that fire apparatus are retired after twenty years of service.

The District of Ucluelet's Engine 2 was manufactured in 2001 and has reached the end of its lifespan. Given the time required to design, order, and build a custom unit to replace Engine 2 (up to three years), along with financial motivation to explore alternate means, the fire department is recommending the purchase of this stock fire apparatus.

Some fire apparatus manufacturers are now producing stock apparatus when time and availability of parts and supplies permits. This availability of stock apparatus is not consistent, nor is it guaranteed to continue. Committing to this purchase will guarantee pricing and delivery schedule. These are the two most significant variables affecting the purchase of fire apparatus.

Stock apparatuses are generally sold on a first come, first served basis. For these reasons, it is advantageous to preplan for such a purchase when custom apparatus are not required, such as this instance.

With the necessary replacement of Engine 2, the fire department is working towards a modernization realignment of the fire apparatus fleet. The proposed realignment would involve replacing Engine 2 with a combination rescue/pumper. This apparatus would be used for road rescue calls while providing full pumping capability. Rescue 1 is currently used for road rescue calls as well as medical calls (this represents 80% of the fire department's call volume). It does not have the ability to pump large amounts of water. The realignment would then replace Rescue 1 with a four-wheel-drive mini pumper (provisionally in 2026). This smaller vehicle would then be used for medical calls around town.



This realignment is supported in the recently presented Fire Underwriters Report on the fire department. This realignment will also increase the District's insurance credit that is used for grading purposes.

The purchase of a rescue/pumper unit such as the one proposed would be the first step in this fleet alignment.

Normally, a purchase of this magnitude would require a request for proposal to be undertaken. The District's Procurement and Disposal Policy supports sole sourcing, "When there is a single supplier that clearly provides the best value to the District". The Policy also states that, "Exemptions to the competitive quotation/bidding process may be approved by the Chief Administrative Officer or the Chief Financial Officer in the following circumstances: 5. An item is offered for sale by tender, auction, or negotiation and purchasing the item is clearly in the best interest of the District". It is the opinion of the Fire Chief that this potential purchase supports these clauses.

ANALYSIS OF OPTIONS:

<p>A</p>	<p>Council approves the sole sourcing of a 2025 Fort Garry fire pumper apparatus (total price not to exceed \$700,000.00)</p>	<p><u>Pros</u></p> <ul style="list-style-type: none"> • Significant savings will be realized. • There is currently a time lag of between two to three years to design, tender, and build custom fire apparatus. The manufacturer has already allocated a production slot for this build and therefore the overall build time is able to be reduced to approximately nine months. • This apparatus would support the fire department's apparatus re-alignment plan. The preferred fleet would consist of one pumper (Engine 1), one rescue pumper (this apparatus), and one mini pumper. This alignment would provide redundancy as well as flexibility, thus increasing the District's firefighting capabilities and efficiency. • The fleet re-alignment will improve credit in various areas of the District's fire insurance grade. This will help in reducing insurance rates within the District. • The District's current rescue truck (Rescue 1) is the highest maintenance, and least versatile apparatus in the fleet. Acquiring this apparatus for road rescue calls will result in significant savings on vehicle maintenance. • This apparatus is early enough in the design/build process that some customization will still be possible. • Since this apparatus would be purchased new, its usable lifespan could be maximized to twenty-five years. This is typically possible when proof of historic maintenance and pump testing can be provided to Fire Underwriters. • The firehall has size limitations for apparatus. This apparatus will fit in the apparatus bay, thus negating the need to custom design apparatus with size limitations. • Fort Garry is the largest builder of fire apparatus in Canada and has been in business since 1919. The sales office is located in Nanaimo. • Fort Garry is authorized by Underwriters Laboratories Canada (ULC) to build fire apparatus and each truck is third-party tested for ULC compliance. • Fort Garry has a certified mobile warranty technician on Vancouver Island. The District currently uses this same technician for annual fire apparatus pump testing and maintenance. • Purchase of this apparatus would provide a significant decrease in the staff time that would normally be involved with such a process.
		<p><u>Cons</u></p> <ul style="list-style-type: none"> • There are always compromises to be made when ordering stock fire apparatus. This unit will require the fire department to compromise in areas such as wheelbase (directly affecting maneuverability), and compartment design/equipment layout. In this instance, the Fire Chief is confident that the benefits outweigh the drawbacks. • Typically, a purchase of this magnitude would require a competitive bidding process.
		<p><u>Implications</u></p> <ul style="list-style-type: none"> • Due to numerous external factors, there can be significant cost increases associated with the design and purchase of custom fire apparatus. Most manufacturers are not able to honour originally quoted pricing because of this.

B		<ul style="list-style-type: none"> • Payment of the cab and chassis (approximately \$200,000.00) would be due early in 2025. The balance would be due upon delivery, inspection, and acceptance of the apparatus. • According to the manufacturer, this cab and chassis would cost \$30,000.00 more if ordered today. Since this unit is already on order, the manufacturer can guarantee the advertised price. • \$510,000.00 is the base price for this apparatus. It is anticipated that there will be other costs involved (for things like equipment mounting/electrical chargers etc.). It is always less expensive to have modifications done during the build process (as opposed to after the apparatus has been put into in service).
	<u>Pros</u>	<ul style="list-style-type: none"> • There are no obvious advantages to not purchasing this stock apparatus.
	<u>Cons</u>	<ul style="list-style-type: none"> • Stock fire apparatus are not always available; therefore, a custom apparatus would be required. This would significantly increase the cost. • Engine 2 has exceeded its useful lifespan. Ordering a custom unit in 2025 would mean a delivery date of 2027-2028 at best. • Significant staff time will be required to design and order a custom fire apparatus.
	<u>Implications</u>	<ul style="list-style-type: none"> • \$800,000.00 has been provisionally allocated for fire apparatus replacement in 2025. If no stock units are available, the District will be required to build and purchase a custom truck at, most likely, a significantly higher cost. • Given the lag time of two to three years from concept to delivery of apparatus, significant cost increases would most likely occur.
	<u>Suggested Motion</u>	No motion is required.

POLICY OR LEGISLATIVE IMPACTS:

The replacement of Engine Two is a noted recommendation in the recent Fire Underwriters Survey report on the Ucluelet Fire Department. It also supports the recommendation of realigning the apparatus fleet. This purchase would have a positive impact of the District of Ucluelet's insurance grade.

NEXT STEPS:

- Due to time constraints, a letter of intent to purchase has been submitted to Fire Power Emergency Apparatus. The letter is contingent on the approval of Council.
- If supported by Council, the District would enter into an agreement with Fire Power Apparatus, to purchase the vehicle.

CAO Comments:

In consideration of limited number of suppliers of this type of specialized equipment, time sensitive nature of this opportunity and anticipated cost savings when purchasing a stock engine compared to a customized engine I would support the Fire Chiefs recommendation for a sole source purchase in this instance.

Respectfully submitted: Rick Geddes, Fire Chief
 Duane Lawrence, CAO



REPORT TO COUNCIL

Council Meeting: July 9, 2024

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: ANNELIESE NEWEDUK, PLANNER

FILE No: 3060-20 DP24-03/3090-20 DVP24-02

**SUBJECT: DEVELOPMENT PERMIT & DEVELOPMENT VARIANCE PERMIT
FOR 1567 IMPERIAL LANE**

REPORT NO: 24-74

ATTACHMENT(S): APPENDIX A – DEVELOPMENT VARIANCE PERMIT 24-02
APPENDIX B – DEVELOPMENT PERMIT 24-03
APPENDIX C – CORRESPONDENCE RELATED TO DVP 24-02

RECOMMENDATIONS:

1. **THAT** Council authorize the Director of Community Planning to execute and issue Development Variance Permit DP24-02.
2. **THAT** Council authorize the Director of Community Planning to execute and issue Development Permit DP24-03.

BACKGROUND:

During the [June 11, 2024, Regular Council Meeting](#), Development Variance Permit 24-02 and Development Permit 24-03 were presented to Council regarding a proposed 0m retaining wall side yard setback, exterior renovations, structural changes, and landscaping at 1567 Imperial Lane. Council directed staff to give statutory notice to receive input on the Development Variance Permit 24-02 (**Appendix “A”**); this notification was completed.

At an earlier time during this Council meeting, Council would have consider first, second, and third reading and adoption for the *District of Ucluelet Zoning Amendment Bylaw No. 1342, 2024*. If the Bylaw was adopted, Council could now consider authorization of Development Variance Permit 24-02 (**Appendix “A”**) and Development Permit 24-03 (**Appendix “B”**).

Background information for this application can be found in the [June 11, 2024 Regular Council Meeting Agenda](#) (item 8.3) and in **Appendix “B”** of Agenda Report No: 24-68 of this Council Meeting.

ANALYSIS OF OPTIONS:

A	Authorize issuance of DP24-03 and DVP24-02	<u>Pros</u>	<ul style="list-style-type: none"> The development’s environmental impacts would be mitigated through issuance of DP24-03. Would allow applicant to achieve desired outcome.
		<u>Cons</u>	<ul style="list-style-type: none"> Unknown at this time.

B	Provide Alternative Direction	<u>Implications</u>	<ul style="list-style-type: none"> Approval would allow the application to proceed.
		<u>Pros</u>	<ul style="list-style-type: none"> Would allow Council to meet their objective.
		<u>Cons</u>	<ul style="list-style-type: none"> Unknown at this time.
		<u>Implications</u>	<ul style="list-style-type: none"> Unknown at this time.
		<u>Suggested Motion</u>	THAT Council, with regard to Development Permit 24-03 and/or DVP24-02, <i>[provide alternative direction here]</i>
C	Reject DP24-03 and DVP24-02	<u>Pros</u>	<ul style="list-style-type: none"> Unknown at this time.
		<u>Cons</u>	<ul style="list-style-type: none"> Does not allow applicant's development to proceed.
		<u>Implications</u>	<ul style="list-style-type: none"> The application would not proceed. Additional staff time will be required to follow up with applicant and consultants.
		<u>Suggested Motion</u>	THAT Council reject the application for Development Permit 24-03 and DVP24-02 <i>[noting which specific DP guidelines are not being adequately met]</i> .

POLICY OR LEGISLATIVE IMPACTS:

Notification has been completed for the Development Variance Permit DVP24-02 (see draft permit in **Appendix "A"**). Council should provide an opportunity for public comment on the requested variance.

This application is consistent with the *Local Government Act* and the *District of Ucluelet Official Community Plan Bylaw No. 1306, 2022*. If the application proceeds, the DVP would vary the *District of Ucluelet Zoning Bylaw No. 1160, 2013*.

NEXT STEPS:

If approved, the attached DP and DVP would be signed by the Director of Community Planning, issued to the applicant, and notice will be filed with the Land Title Office.

Respectfully submitted: Anneliese Neweduk, Planner
 Bruce Greig, Director of Community Planning
 Duane Lawrence, CAO

DEVELOPMENT VARIANCE PERMIT DVP24-02

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

1. This Development Variance Permit is issued to:

Sidney Whittaker and Susan Whittaker, 1567 Imperial Lane, Ucluelet, BC, V0R 3A0
(the "Owner")

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

1567 Imperial Lane; PID 031828345, Lot 1, Plan EPP124154, District Lot 282, Clayoquot Land District (the "Land")

3. 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; and,
 - b. in compliance with all federal, provincial, and municipal statutes, regulations, and bylaws.
4. This permit authorizes the following variances to *District of Ucluelet Zoning Bylaw No. 1160, 2013*, specific to the plans and elevations attached as **Schedule A**:

1. **A Side Yard Setback of 0m whereas section R-1.6.1(1)(c) of the zoning bylaw indicates a minimum of 1.5m.**

5. The above variances are granted for the proposed addition to the existing single-family dwelling as shown on **Schedule A**.
6. The above variance is granted for the proposed structures and use of the land as shown on **Schedule A**. Should the buildings be later removed or destroyed, this Development Variance Permit shall cease to apply and the zoning bylaw requirements in effect at the time shall apply.
7. The Owner shall substantially commence the development within 24 months of the date of issuance, after which this permit shall be null and void.
8. Notice shall be filed in the Land Title Office under Section 503 of the Local Government Act, and upon such filing, the terms of this Permit or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
9. This Permit is NOT a Building Permit.



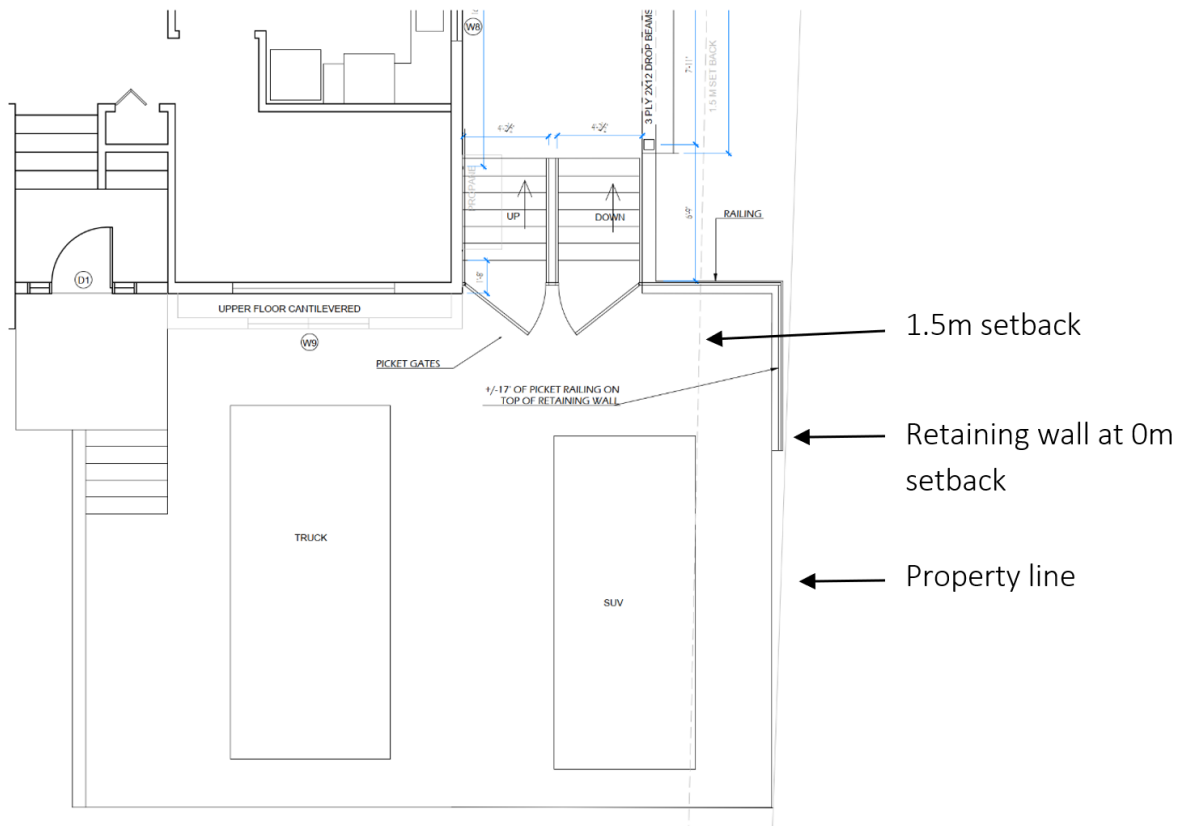
Appendix A

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

ISSUED the th day of , 2024.

Bruce Greig
Director of Community Planning

SCHEDULE A



DEVELOPMENT PERMIT DP24-03

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

1. This Development Permit is issued to:

SIDNEY WHITTAKER; SUSAN WHITTAKER (The “**Owner**”)

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

1567 Imperial Lane; PID 031828345, Lot 1, Plan EPP124154, District Lot 282, Clayoquot Land District (The “**Lands**”).

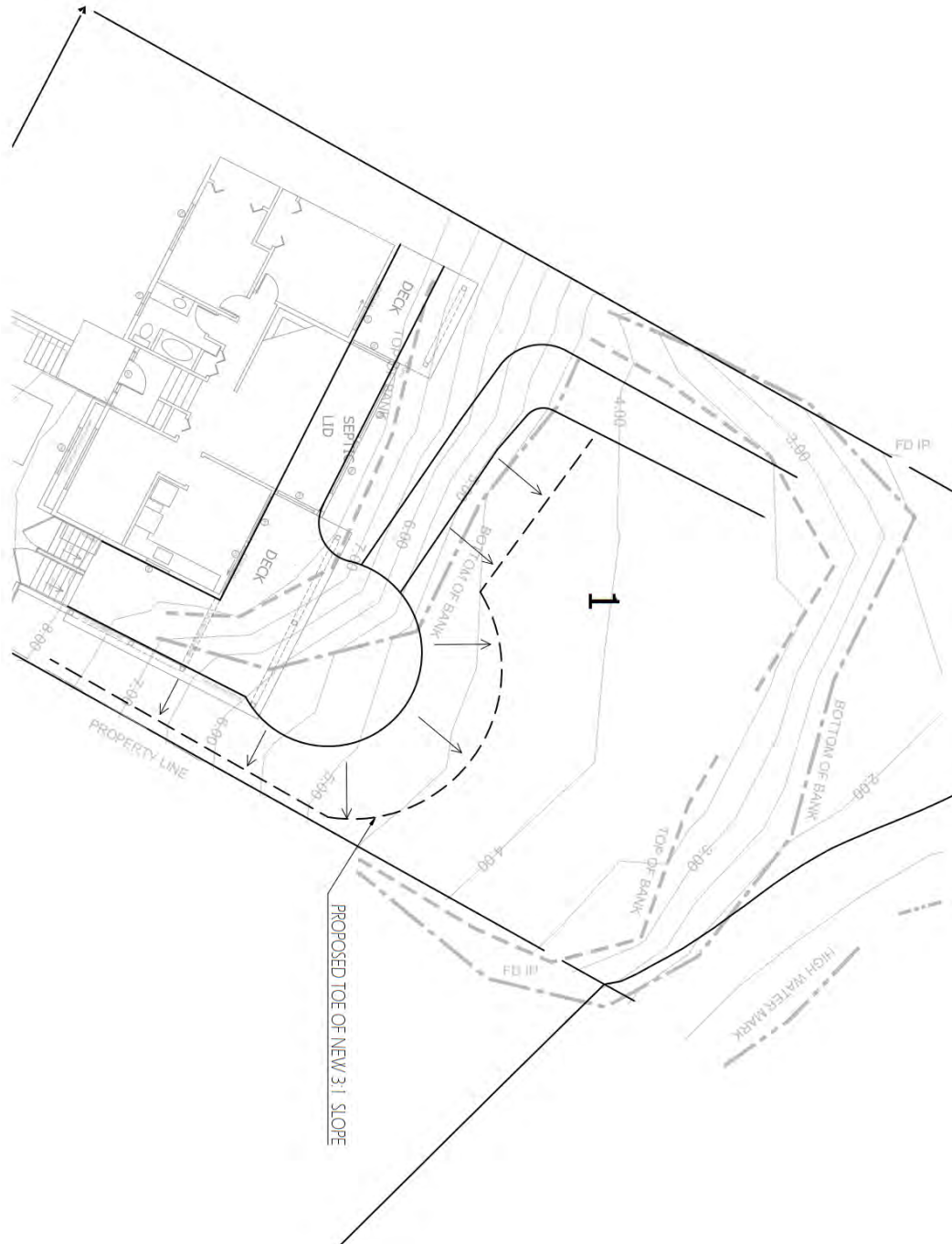
3. This Permit authorizes the exterior renovations, associated landscaping, and hardscaping works.
4. These improvements apply only in the locations indicated, and otherwise in accordance with, the drawings and specifications attached to this Permit as **Schedule 1**.
5. The permit holder, as a condition of issuance of this Permit, agrees to comply with the terms and conditions of **Schedule 2** which is attached hereto and forms part of this permit.
6. In addition to compliance with the terms and conditions listed in Schedule 2, the permit holder must adhere to all conditions of the Qualified Environmental Professional report in **Schedule 3** which is attached hereto and forms part of this permit.
7. The work authorized by this Permit may only be carried out in compliance with all federal, provincial, and municipal statutes, regulations, and bylaws. The Owner is responsible for ensuring that the timing of the work and any required permits or notifications by other agencies are obtained as required to comply with all applicable regulations.
8. Notice shall be filed in the Land Title Office under Section 503 of the Local Government Act, and upon such filing, the terms of this Permit or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
9. The Owner shall substantially commence the development within 24 months of the date of issuance, after which this permit shall be null and void.
10. This Permit is NOT a Building Permit.
11. 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 th day of , 2024.

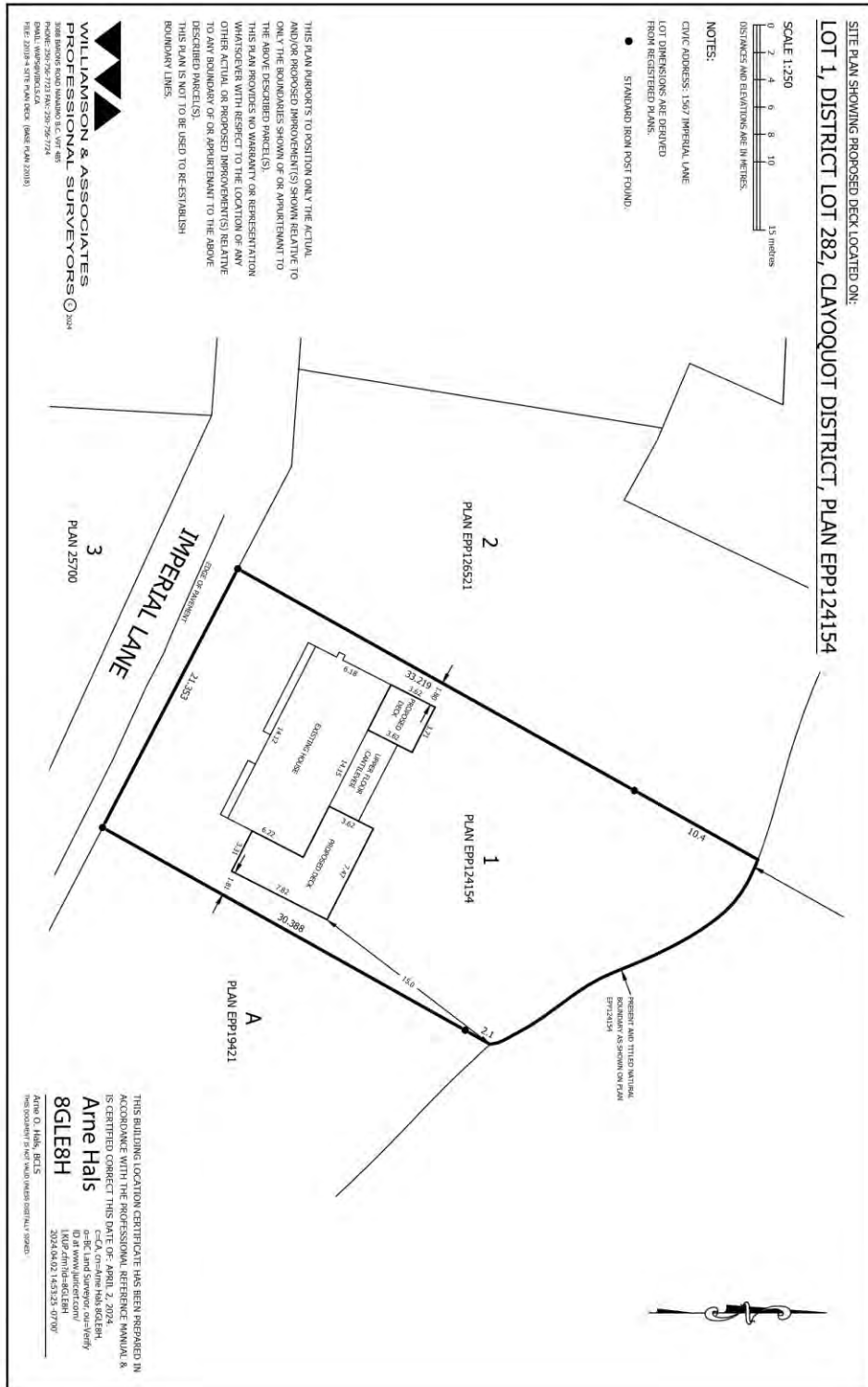
ISSUED the th day of , 2024.

Bruce Greig
Director of Community Planning

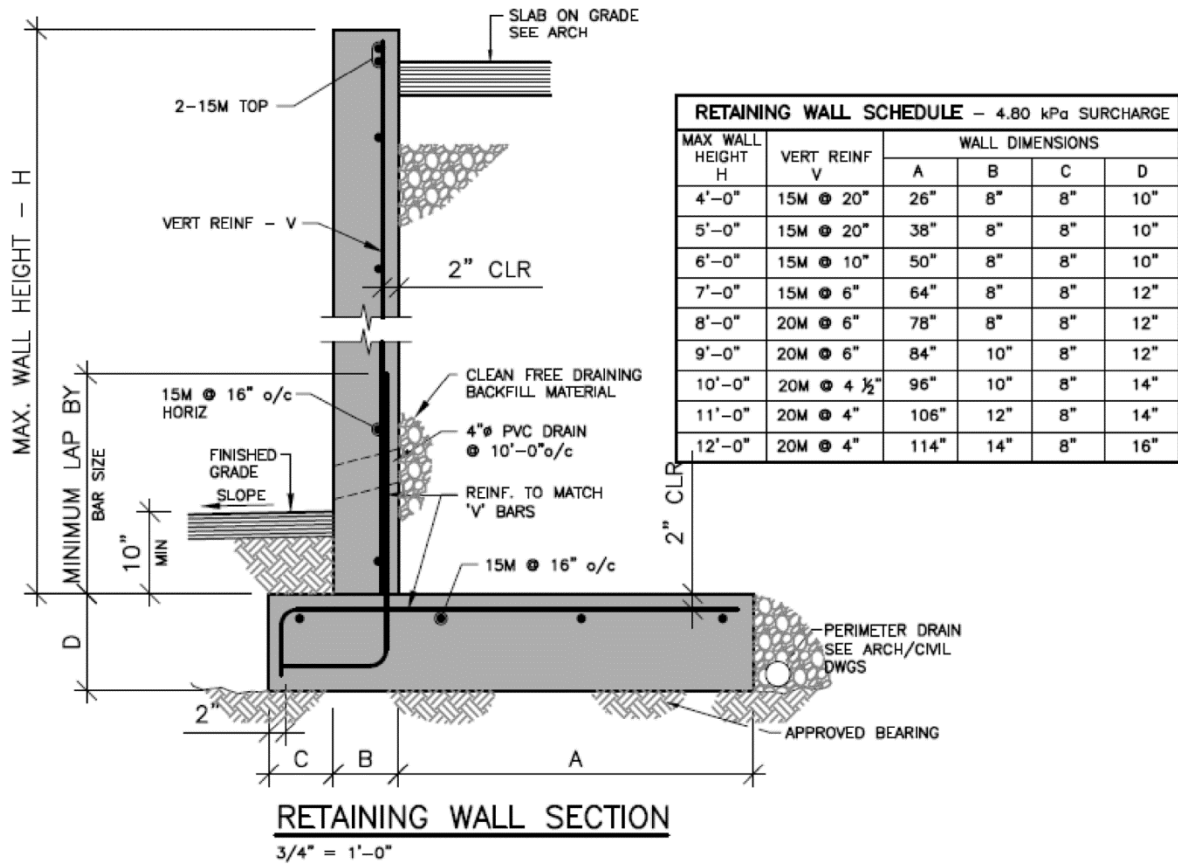
Schedule 1 (1 of 7)



Schedule 1 (2 of 7)

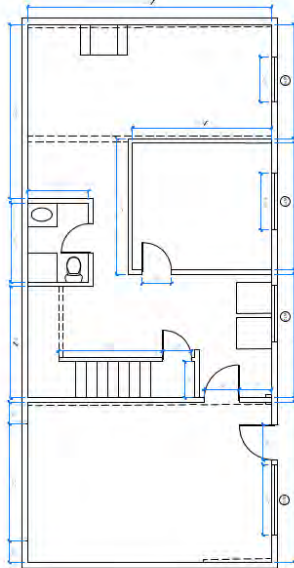


Schedule 1 (3 of 7)



Schedule 1 (5 of 7)

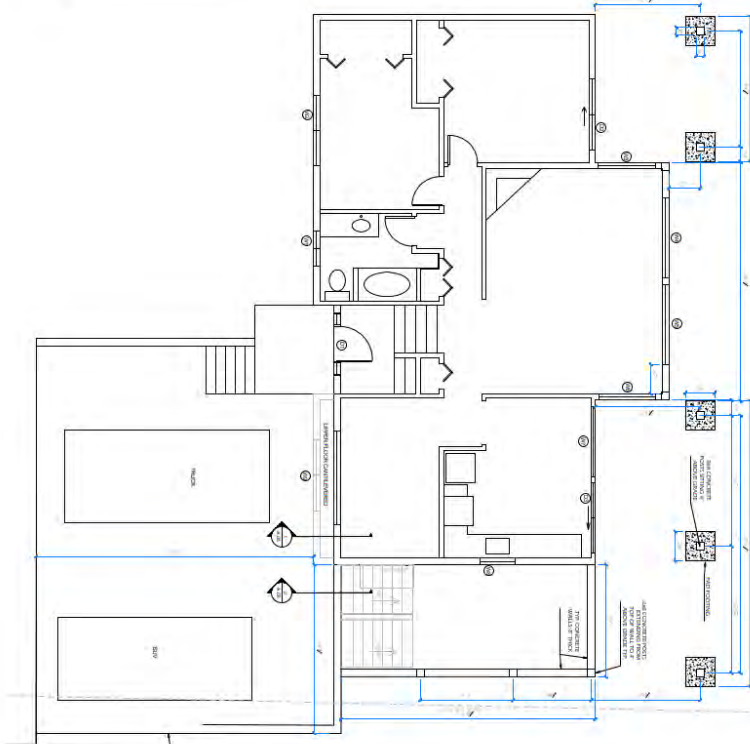
BOTTOM FLOOR



NUMBER	UNIT SIZE (WxH)	OPERATION	MATERIAL	NOTES
W1	35" X 35"	HORIZ SLIDER	VINYL	BATH WINDOW
W2	71" X 35"	HORIZ SLIDER	VINYL	2ND BEDROOM WINDOW
W3	89" X 83"	PICTURE	VINYL	LIVING WINDOW 4
W4	83" X 83"	PICTURE	VINYL	LIVING WINDOW 1
W5	83" X 83"	PICTURE	VINYL	LIVING WINDOW 2
W6	89" X 83"	PICTURE	VINYL	LIVING WINDOW 3
W7	71" X 47"	HORIZ SLIDER	VINYL	KITCHEN WINDOW 1
W8	71" X 35"	HORIZ SLIDER	VINYL	KITCHEN WINDOW 2
W9	71" X 47"	HORIZ SLIDER	VINYL	3RD BEDROOM WINDOW
W10	71" X 47"	HORIZ SLIDER	VINYL	BASINENT WINDOW 1
W11	89" X 35"	HORIZ SLIDER	VINYL	BASINENT BED WINDOW
W12	89" X 35"	HORIZ SLIDER	VINYL	BASINENT LAUNDRY WINDOW
W13	71" X 79"	HORIZ SLIDER	VINYL	BASINENT GARAGE WINDOW
D1	3' X 68"	RH	WOOD	FRONT DOOR
D2	77" X 88"	LEFT SLIDING	VINYL	PRIMARY BED SLIDING DOOR
D3	71" X 79"	RIGHT SLIDING	VINYL	KITCHEN SLIDING DOOR

NOTES:
REFER TO PRODUCT SPECIFICATIONS FOR
MODE INFORMATION
COORDINATE WITH PROJECT MANAGER
DESIGNER TO BE SPECIFIED
DESIGNER OF PRODUCTS

FOUNDATION PLAN
TOP FLOOR VIEW

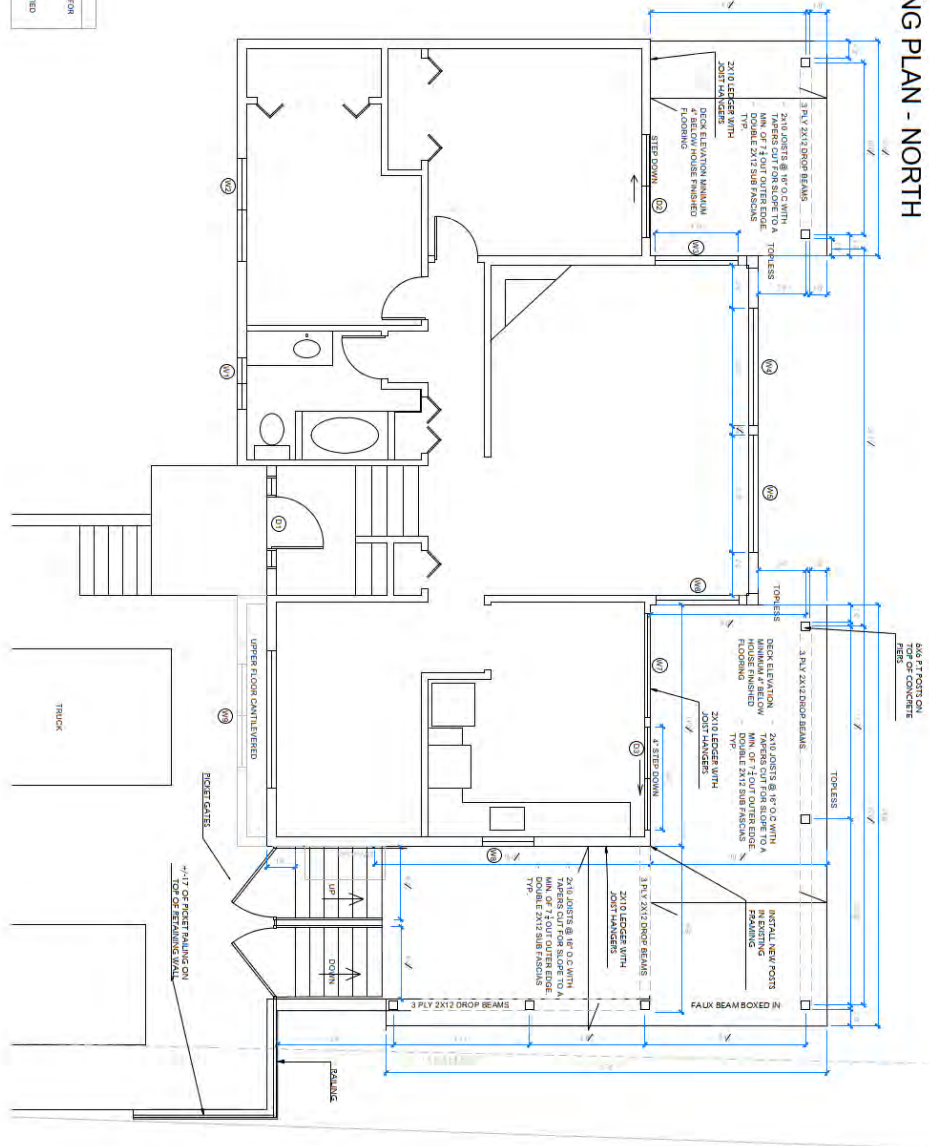



A.03	DATE: 6/14/23	DRAWING NAME:	PROJECT:	PROJECT DRAWINGS BY:		NO.	DRAWING	BY	DATE (MM/YY)
	SCALE: 1/8" = 1'-0"	FOUNDATION PLAN AND LOWER LEVEL	S WHITTAKER UCLUELET RESIDENCE	MOMENTUM DESIGN BUILD B-2345 DELINEA PL NANAIMO, BC V9S 5L9					
	DRAWN BY: JIL								

Schedule 1 (6 of 7)

NOTES:
 1. REFER TO PROJECT SPECIFICATIONS FOR
 ALL MATERIALS AND FINISHES.
 2. ALL DIMENSIONS ARE UNLESS OTHERWISE
 SPECIFIED.
 3. REFER TO DRAWING SCHEDULES FOR
 SPECIFICATIONS FOR MATERIALS AND
 FINISHES.
 4. REFER TO DRAWING SCHEDULES FOR
 SPECIFICATIONS FOR MATERIALS AND
 FINISHES.

FRAMING PLAN - NORTH

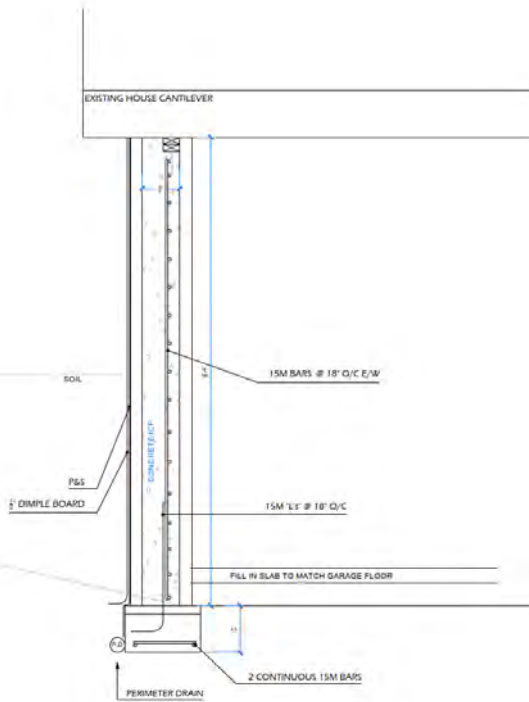


NO.	DRAWING	BY	DATE (MO/Y)	PROJECT		PROJECT DRAWINGS BY:		
				DRAWING NAME	SCALE	DRAWN BY	DATE	
A.04	FRAMING PLAN	6/14/23	14" = 1'-0"	S WHITTAKER UCLUELET RESIDENCE	MOMENTUM DESIGN BUILD 5-2345 DELINEA PL NANAIMO, BC V9S 5L9	JL	6/14/23	

Schedule 1 (7 of 7)

NOTES
 REFER TO PROJECT SPECIFICATIONS FOR
 ADDITIONAL INFORMATION
 CONFIRM WITH PROJECT MANAGER
 BEFORE MAKING CHANGES TO SPECIFIED
 DESIGNS OR PRODUCTS

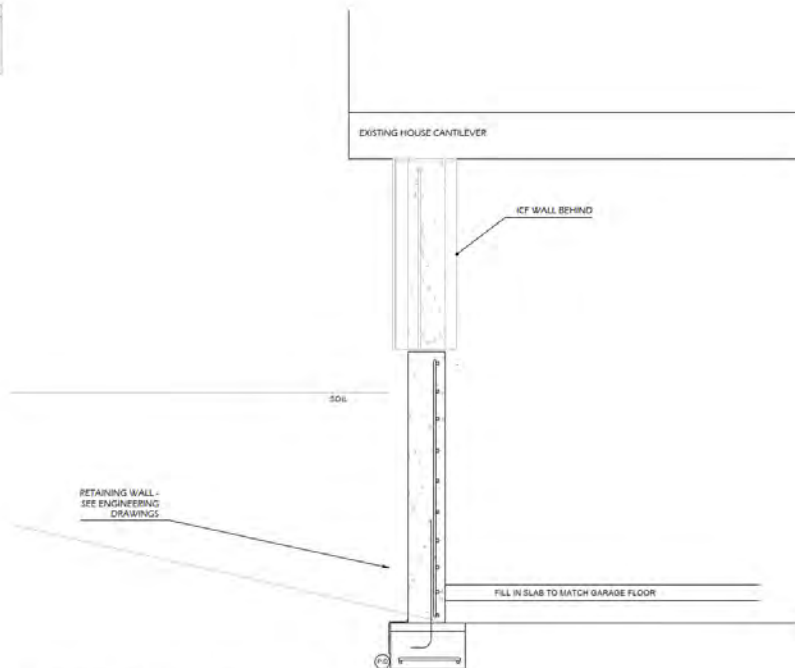
GARAGE WALL DETAIL - 1



NO.	DRAWING	BY	DATE (MM/DD)
PROJECT DRAWINGS BY	PROJECT MANAGER	PROJECT	DATE
BOJAN VUKOBRADEVIC	BOJAN VUKOBRADEVIC	SWITZER	10/11/22
NAME	DATE	SCALE	DRAWN BY
BOJAN VUKOBRADEVIC	10/11/22	3/8" = 1'-0"	BOJAN VUKOBRADEVIC
A.08			

NOTES
 REFER TO PROJECT SPECIFICATIONS FOR
 ADDITIONAL INFORMATION
 CONFIRM WITH PROJECT MANAGER
 BEFORE MAKING CHANGES TO SPECIFIED
 DESIGNS OR PRODUCTS

RETAINING WALL DETAIL - 2



NO.	DRAWING	BY	DATE (MM/DD)
PROJECT DRAWINGS BY	PROJECT MANAGER	PROJECT	DATE
BOJAN VUKOBRADEVIC	BOJAN VUKOBRADEVIC	SWITZER	10/11/22
NAME	DATE	SCALE	DRAWN BY
BOJAN VUKOBRADEVIC	10/11/22	3/8" = 1'-0"	BOJAN VUKOBRADEVIC
A.09			

Schedule 2 (1 of 1)**Terms and Conditions**

As a condition of the issuance of this Permit, the Permittee representing the Lands hereby to comply with all following Impact Reductions and Mitigation Measures, determined by Qualified Environmental Professional (QEP) as necessary to avoid negative impacts to environmental habitats within and adjacent to the Property.

The following mitigation measures are recommended during construction:

- 1) A construction environmental monitoring plan (CEMP) must be developed and implemented prior to the commencement of the proposed development. The CEMP should include applicable mitigation measures such as:
 - a. Sedimentation and erosion control measures (e.g. Silt fencing)
 - b. Contamination prevention plan
 - c. Prevention of encroachment into the foreshore area by machinery
 - d. Reducing clearing and grubbing of vegetation to the minimum feasible area
 - e. Invasive species management
 - f. Emergency spill response plan
- 2) A revegetation plan should be developed prior to the commencement of the proposed development. The revegetation plan should include:
 - a. The replacement of any shrubs removed at a 3:1 ratio (new shrubs planted should exceed the number of old shrubs).
- 3) Run off from new structures to the ocean should be limited as much as possible:
 - a. The replacement of permeable surfaces with impermeable surfaces should be limited as much as possible. Where impermeable surfaces are created, landscaping should direct water to municipal sewers or French drains.
 - b. The driveway surfaces should be:
 - i. permeable (e.g. gravel), or
 - ii. sloped towards municipal sewers, or
 - iii. an oil/water separator should be installed (District of Ucluelet, OCP E.VII.11.).



Schedule 3 (1 of 13)

Environmental Impact Assessment – 1567 Imperial Lane, Ucluelet



To: Sid Whittaker Date: March 22, 2024
From: Warren Fleenor, R.P. Bio Project: 4 0 2 3
Stephan Boraks, P. Bio Pages: 13

RE: Environmental Impact Assessment – 1567 Imperial Lane, Ucluelet BC.

This letter report prepared by Current Environmental Ltd. describes the outcomes of a reconnaissance-level survey to determine potential environmental effects of a renovation proposed at 1567 Imperial Lane in Ucluelet, BC. The proposed development plans for this property are the replacement of a deck, driveway and the construction of a patio area. Specifically, this report satisfies the reporting requirements laid out in District of Ucluelet Official Community Plan Bylaw No. 1236, 20201, DPA-VII Environmental Development Permit Areas as the proposed works are within 30 m of the shoreline.

This report is divided into the following categories:

1.0 Introduction 2
1.1 Study area 2
1.2 Proposed development 3
1.2.1 Second Story Deck Replacement 3
1.2.2 Driveway Upgrades 5
1.2.3 Construction of patio and path 6
2.0 Results 7
2.3 Desktop Review 7
2.4 Site survey 7
3.0 Potential Impacts 8
4.0 Mitigation Measures 8
5.0 Conclusions 9
6.0 Closure 9
7.0 Disclaimer 9
8.0 Photos 10
9.0 Site Plans 13

1 District of Ucluelet. (2020). Bylaw No. 1236. District of Ucluelet Official Community Plan Bylaw. DPA VII – Environmental Development Permit Areas. pp.131

Schedule 3 (2 of 13)

Environmental Impact Assessment – 1567 Imperial Lane, Ucluelet



1.0 INTRODUCTION

The property owner at 1567 Imperial Lane in Ucluelet, BC is proposing to renovate and expand a deck and driveway, as well as construct a patio area and path on their lot within 30 m of the shoreline. As per the *District of Ucluelet Official Community Plan Bylaw No. 1236, 2020*², a Qualified Environmental Professional must complete an Assessment Report for any development proposed within 30 m of the shoreline (Development Permit Area VII – Marine Shoreline). This report, completed by Current Environmental Ltd., is intended to satisfy those requirements by identifying how the proposed development may affect aquatic resources and recommend measures to mitigate potential negative impacts.

1.1 STUDY AREA

The subject property is located at 1567 Imperial Lane in Ucluelet, BC (PID: 031-828-345). The latitude/longitude coordinates at the center of the property are 48°94'21.9"N 125°54'45.2"W (Figure 1) and the property is approximately 835 m² in size. The subject property is bordered by ocean to the north, residential development to the east, commercial development to the south, and undeveloped land to the west. The property is zoned as CS-1 (Commercial Services -1/Village Square Commercial) and was recently purchased by the proponent. Existing developments on the subject property include a residential dwelling, a recently constructed dock, and a gravel driveway (Photos 1-3). Overall, the project location is situated within a modified shoreline area with a prevalence of waterfront development, docks and wharves.



Figure 1. Location of the subject property outlined in red (District of Ucluelet mapping, accessed Nov. 16, 2023)

² District of Ucluelet. (2020). Bylaw No. 1236. District of Ucluelet Official Community Plan Bylaw. DPA VII – Environmental Development Permit Areas. pp.131

Schedule 3 (3 of 13)

Environmental Impact Assessment – 1567 Imperial Lane, Ucluelet



1.2 PROPOSED DEVELOPMENT

Proposed development on the subject property includes the replacement and expansion of a deck and driveway, as well as the construction of a path and patio area within 30 m of the shoreline.

1.2.1 Second Story Deck Replacement

The replacement of the deck will involve removal of the old deck, excavation and construction of concrete footing and a load bearing concrete wall, and an increase in the footprint of the deck. The residential building currently has two cantilevered decks that extend off the house into the backyard. The deck on the north-east side of the building wraps around exterior of the building. Both decks have vinyl surfaces and glass railings.



Photo 1. A photo of the back (north) of the house at 1567 Imperial Lane, with the existing deck.

The proposed development will involve the removal of the existing decks (Figure 1) followed by installation of new foundations. The foundations will consist of concrete footings to the north of the building, and a concrete wall to the east of the building (Figure 2.).

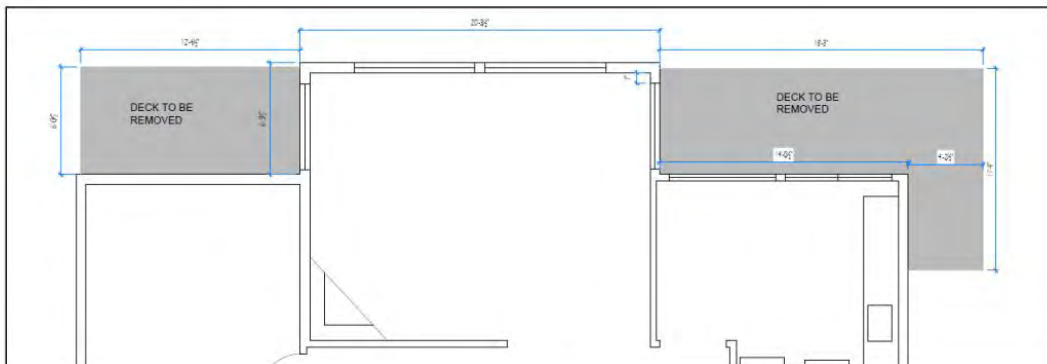


Figure 2. Aerial view of the proposed demolition of the existing decks. Drawings provided by Momentum Design Build.

Schedule 3 (4 of 13)

Environmental Impact Assessment – 1567 Imperial Lane, Ucluelet



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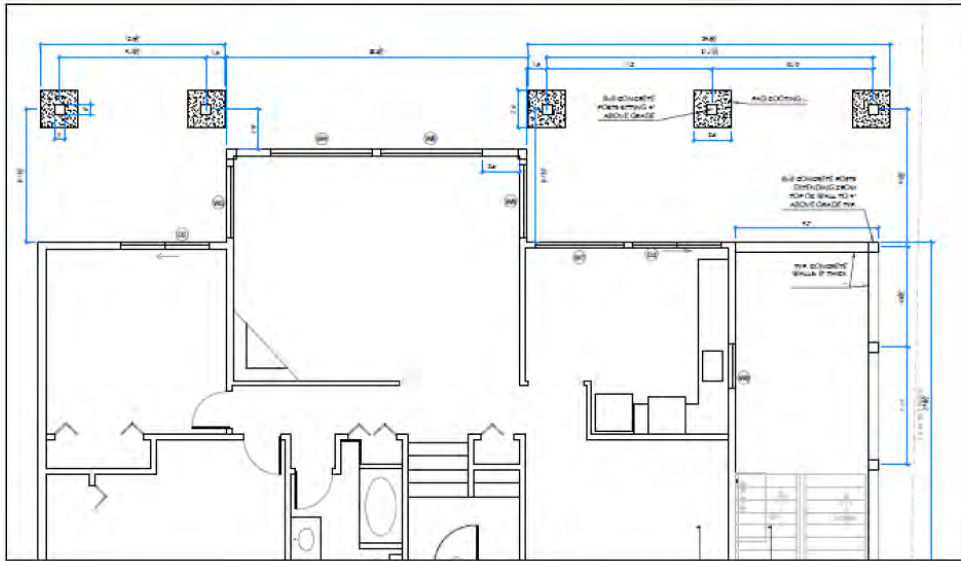


Figure 3. Aerial view of the proposed locations of concrete footings (north) and concrete wall (east) for the foundation. Drawings provided by Momentum Design Build.

The new deck will have a similar footprint on the back of the house, and a new section of deck on the east side of the building. The deck expansion will include a landing and staircase which will connect the deck to the driveway (Figure 4).

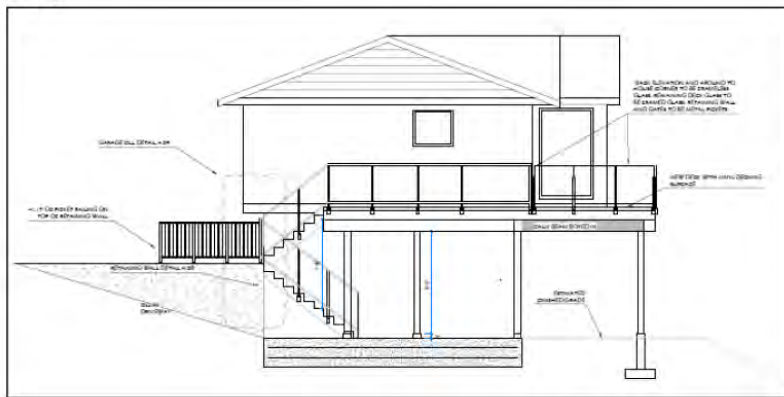


Figure 4. Side view of the building and proposed deck expansion. Drawings provided by Momentum Design Build.

Schedule 3 (5 of 13)

Environmental Impact Assessment – 1567 Imperial Lane, Ucluelet



1.2.2 Driveway Upgrades

The existing driveway at 1567 Imperial Lane consists of a sloped (>10%) asphalt lane that leads to a garage door and an adjacent level gravel pad (Photo 2). The proposed development of the driveway includes the removal of the garage door and replacement with a retaining wall. The existing sloped driveway will be filled to be level with Imperial Lane, with no slope towards the home. The driveway is to be finished with a permeable material (likely gravel) and gently sloped towards Imperial Lane (Figure 5).



Photo 2. A photo of the front of the house at 1567 Imperial Lane, with the existing drive.

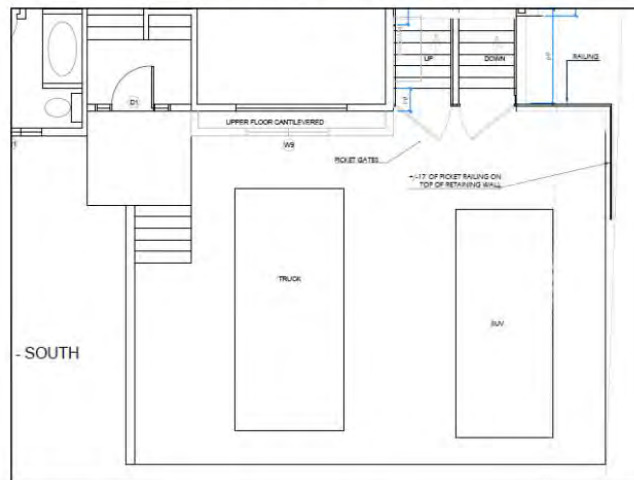


Figure 5. An aerial view of the south of the residence with the footprint of the proposed driveway. Drawings provided by Momentum Design Build.

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Environmental Impact Assessment – 1567 Imperial Lane, Ucluelet



1.2.3 Construction of patio and path

The construction of a patio area and path is planned immediately north of the home, below and adjacent to the proposed second story deck (Figure 6). The proposed patio area is to be approximately 35 m² in size and the path to the dock will be approximately 37 m². The patio area and path will require excavation and landscaping of the backyard, including significant alteration to an existing vegetated berm/slope. Both the patio area and path are proposed to remain as permeable surfaces (gravel).



Figure 6. Proposed gravel patio, path, and deck plans at 1567 Imperial Lane.

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Environmental Impact Assessment – 1567 Imperial Lane, Ucluelet



2.0 RESULTS

A desktop review using online mapping databases was completed and a site visit to the subject property was completed on November 16, 2023. The site visit was conducted by a Qualified Environmental Professional from Current Environmental Ltd.

2.3 DESKTOP REVIEW

A desktop review was conducted to identify sensitive species, habitat, or development permit areas relevant to the subject property. A search was conducted for mapped watercourses and wetlands on or near the subject property using the District of Ucluelet Mapping Database (Online GIS Portal), and iMap BC (Data BC). No freshwater water courses or wetlands were identified on or near the subject property.

The Conservation Data Center's iMap was used to search for sensitive species that have been detected near the subject property. Tall woolly-heads (*Psilocarphus elatior*) are a rare and red-listed species of aster that grow in moist meadows and along the sides of paths in the lowland zone. Tall woolly-heads have been detected in Ucluelet with the closest occurrence being approximately 1,100 m from the subject property. Additionally, the northern red-legged frog (*Rana aurora*) is a blue listed amphibian that has been observed as close as 500 m from the subject property.

As per Appendix E (Feb 17, 2021) of the *District of Ucluelet Official Community Plan Bylaw No. 1236, 2020* the proposed works fall within the Shoreline Development Permit Area (Figure 7).

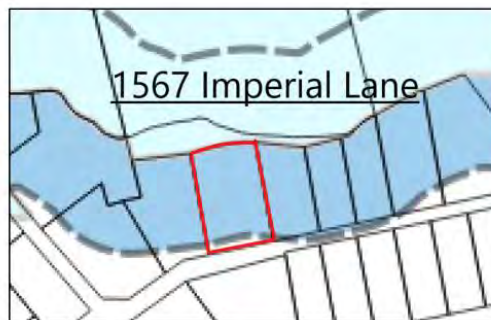


Figure 7. Location of the subject property outlined in red, with the shoreline DPA visualized as a blue polygon extending 30 m from the shoreline (retrieved and adapted from Appendix E, Ucluelet Official Community Plan)

2.4 SITE SURVEY

A site survey was conducted by Current Environmental Ltd. (CEL) on November 16, 2023. Existing developments on the subject property include a residential dwelling, a recently installed dock, and a gravel driveway (Photos 1-8). A narrow footpath leads from the existing deck through the shoreline on the eastern edge of the lot.

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Environmental Impact Assessment – 1567 Imperial Lane, Ucluelet



The plant community on the subject property can be divided into two communities: foreshore and upland/backshore. Vegetation in the foreshore consists of patches of slough sedge (*Carex obnupta*), beach dune grass (*Leymus mollis*), and sea asparagus (*Salicornia sp.*) (Photo 6). The lots front the Ucluelet Harbour in an area that has historical and current commercial and industrial use for marine activities. The greater Ucluelet Harbour is known to support dense, productive eelgrass (*Zostera marina*) beds. The upland area between the house and the beach is primarily a maintained lawn and ornamental plants (Photos 4-6). Douglas fir (*Pseudotsuga menziesii*), red cedar (*Thuja plicata*), and red alder (*Alnus rubra*) were identified growing along in the backshore area, as well as a large common juniper (*Juniperus communis*) and a large ornamental rhododendron (Photos 6-8).

Tall woolly-heads and potential amphibian habitat were not found on the subject lot at the time of the assessment.

3.0 POTENTIAL IMPACTS

All of the proposed developments are located within the 30-meter Marine Shoreline Development Permit Area. Primary sources of potential harm, during or following construction, to sensitive species and ecosystems within the foreshore and subtidal areas include the following:

- 1) Physical disturbance from construction equipment
- 2) Release of deleterious substances into the aquatic environment (i.e., fuel).
- 3) General impacts to water quality, most likely through increased turbidity (construction).
- 4) Destruction of riparian, shoreline vegetation (access during construction)

4.0 MITIGATION MEASURES

The following mitigation measures must be implemented during dock construction:

- 1) A construction environmental monitoring plan (CEMP) must be developed and implemented prior to the commencement of the proposed development. The CEMP should include applicable mitigation measures such as:
 - a) Sedimentation and erosion control measures (e.g. Silt fencing)
 - b) Contamination prevention plan
 - c) Prevention of encroachment into the foreshore area by machinery
 - d) Reducing clearing and grubbing of vegetation to the minimum feasible area
 - e) Invasive species management
 - f) Emergency spill response plan
- 2) A revegetation plan should be developed prior to the commencement of the proposed development. The revegetation plan should include:
 - a) The replacement of any shrubs removed at a 3:1 ratio (new shrubs planted should exceed the number of old shrubs) .
- 3) Run off from new structures to the ocean should be limited as much as possible:

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Environmental Impact Assessment – 1567 Imperial Lane, Ucluelet



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- a) The replacement of permeable surfaces with impermeable surfaces should be limited as much as possible. Where impermeable surfaces are created, landscaping should direct water to municipal sewers or French drains.
- b) The driveway surfaces should be:
 - i) permeable (e.g. gravel), or
 - ii) sloped towards municipal sewers, or
 - iii) an oil/water separator should be installed (District of Ucluelet, OCP E.VII.11.).

5.0 CONCLUSIONS

A desktop review and site visit found that no sensitive species or communities exist in the riparian area of the subject lot. As well, the subject property fronts a highly developed and disturbed section of the marine shoreline. Most of the property is encompassed by the shoreline DPA. Given that the subject property is highly modified, and the proposed development is of relatively low impact, the proposed development is unlikely to cause significant harm to the shoreline ecosystems.

A CEMP which addresses the environmental risks of the construction project should be developed and implemented prior to the start of construction. New construction should have permeable surfaces wherever possible to reduce surficial runoff into the ocean. Wherever possible, drainage should be directed to the municipal sewers or French drains. Vegetation that is removed during construction should be replaced prior to the completion of the proposed development.

6.0 CLOSURE

We trust this assessment has satisfied your requirements. Please contact the undersigned if you have any queries.



Warren Fleenor, R.P.Bio.



Stephan Boraks P. Bio. &

7.0 DISCLAIMER

This report was prepared exclusively for Sid Whittaker. The quality of information, conclusions and estimates contained herein is consistent with the level of effort expended and is based on: i) information available at the time of preparation; ii) data collected by the authors and/or supplied by outside sources; and iii) the assumptions, conditions and qualifications set forth in this report. This report is intended to be used by Sid Whittaker and regulators only; subject to the terms and conditions of their contract or understanding with Current Environmental. Other use or reliance on this report by any third party is at that party's sole risk.

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8.0 PHOTOS



Photo 3. Photo of 1567 Imperial Lane showing the east side of the residence. (November 16, 2023)

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Photo 4. Photo of 1567 Imperial Lane showing the north-east side of the residence and the backyard, (November 16, 2023)



Photo 5. Photo of 1567 Imperial Lane showing the north side of the residence and the backyard, (November 16, 2023)

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Environmental Impact Assessment – 1567 Imperial Lane, Ucluelet

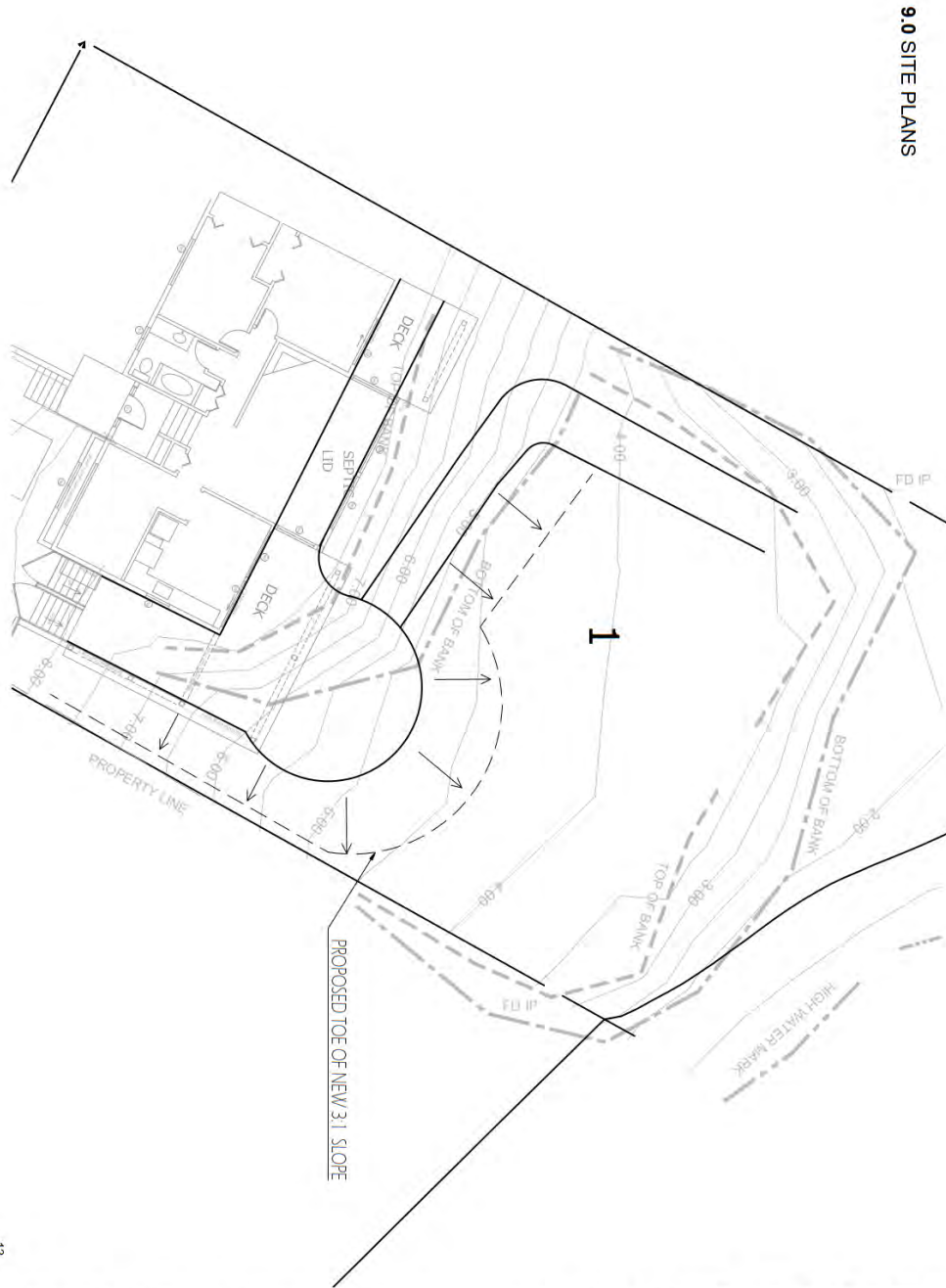


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Photo 6. Photo of the foreshore of 1567 Imperial Lane showing beach dune grass and sea asparagus. Red alder, red cedar and Douglas-fir are shown growing along the shoreline. The north side of the residence can be seen in the distance. (November 16, 2023)

Schedule 3 (13 of 13)



9.0 SITE PLANS

13

L.01	DATE: 2/1/24	DRAWING NAME:	PROJECT:	PROJECT DRAWINGS BY:		NO.	DRAWING	BY	DATE (M/D/Y)
	SCALE: 3/32" = 1'-0"	SITE PLAN & LANDSCAPE CONCEPT	S WHITTAKER UCLUELET RESIDENCE	MOMENTUM DESIGN BUILD B-2345 DELINEA PL NANAIMO, BC V9S 5L9					
	DRAWN BY: JL								

May 30, 2024

District of Ucluelet
200 Main St
Ucluelet, BC

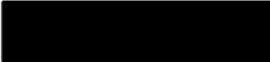
Letter of Support:
Proposed Alterations to 1567 Imperial Ln

Ken Nakagawa
1549 Imperial Ln
Ucluelet, BC

Mayor Marilyn McEwen, Council, Staff, and Community
Members,

I am writing to express my support to the proposed alterations at 1567 Imperial Ln, which I understand includes the request to vary a short retaining wall to 0 lot line setback against my property at 1549 Imperial Ln. I have no concerns with this, nor the remainder of the proposed works.

Sincerely,



Ken Nakagawa



REPORT TO COUNCIL

Council Meeting: July 9, 2024

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: BRUCE GREIG, DIRECTOR OF COMMUNITY PLANNING

FILE No: 6723-20

SUBJECT: INFO GUIDE AND AMNESTY FOR LEGALIZING SECONDARY SUITES

REPORT No: 24-79

ATTACHMENT(S): APPENDIX A - DRAFT POLICY 13-6723-01

APPENDIX B – DRAFT GUIDE AND CHECKLIST FOR SECONDARY SUITES

RECOMMENDATION(S):

1. **THAT** Council adopt Secondary Suite Legalization Amnesty / Incentive policy 13-6723-01, waiving for a period of one year the building permit fee for legalising an existing secondary suite.
2. **THAT** Council receive the draft guide to “Building or Legalizing a Secondary Suite”, for information.

BACKGROUND:

A work plan for housing actions was first endorsed by Council at its [June 8, 2023](#), meeting and again at its meeting held October 23, 2024. Among many possible actions is, “initiate and communicate an amnesty program for legalizing secondary suites”. The draft policy 13-6723-01 attached as **Appendix “A”** would enact such an amnesty program to encourage the legalisation of existing unpermitted secondary suites.

DISCUSSION:

The role of accessory dwellings:

A secondary suite is an accessory housing unit, attached to a single-family residential home, consisting of sleeping, bathing and cooking facilities. Secondary suites are an important part of the rental housing stock in Ucluelet, and also provide accommodation for family members and flexible housing options.

The most common form of housing in Ucluelet is the single-family dwelling (see **Figure 1**). Properties zoned for single-family residential use occupy the major proportion of the land base in the municipality. Secondary residential units – whether in the form of secondary suites or

detached accessory dwelling units – present an important opportunity for increasing the amount and variety of housing options desperately needed by community members. These secondary residential units are a form of “gentle infill” that can provide housing, provide a mortgage helper and diversify the community housing stock with low impact on existing neighbourhoods. For homeowners a secondary residential unit adds income, adds to property values and creates flexibility for family housing situations.

Legalizing suites:

In Ucluelet, as in any community in BC, there are an unknown number (likely numbering in the dozens) of secondary suites that have been built over the years without the benefit of a building permit. Obtaining a building permit is viewed by some homeowners as a mysterious bureaucratic process, best avoided if at all possible. Occasionally staff become aware of an illegal suite – usually via business licensing or a neighbour complaint – and the homeowner then needs to either legalize the suite or decommission the suite (both done under a building permit) and return that area of the house back to a conforming use.

Zoning is generally not an issue: *secondary suite* is a permitted accessory use in all single-family residential zones in Ucluelet. Note that a few areas may have limitations on secondary suites due to building schemes registered by the developer of a subdivision, but the municipality is not party to those private agreements and has no role in their enforcement.

Illegal secondary suites provide housing, but there is no way of knowing whether the housing meets the minimum standards of health and safety to protect both the occupants and the homeowners. The process for legalizing a secondary suite is to apply for a building permit, undertake any upgrades required and then obtain an occupancy permit for the suite.

Legalizing a suite can take time, energy and money – but also returns the following value:

- ensures the building meets the minimum health and safety standards for all occupants of the home;
- can increase the resale value of the property;
- can avoid snags during the sale or refinancing of a property;
- can avoid difficulty in obtaining insurance, or paying higher premiums;
- can avoid denial of insurance claims in the case of a major event; and,
- can provide peace of mind for the homeowner.

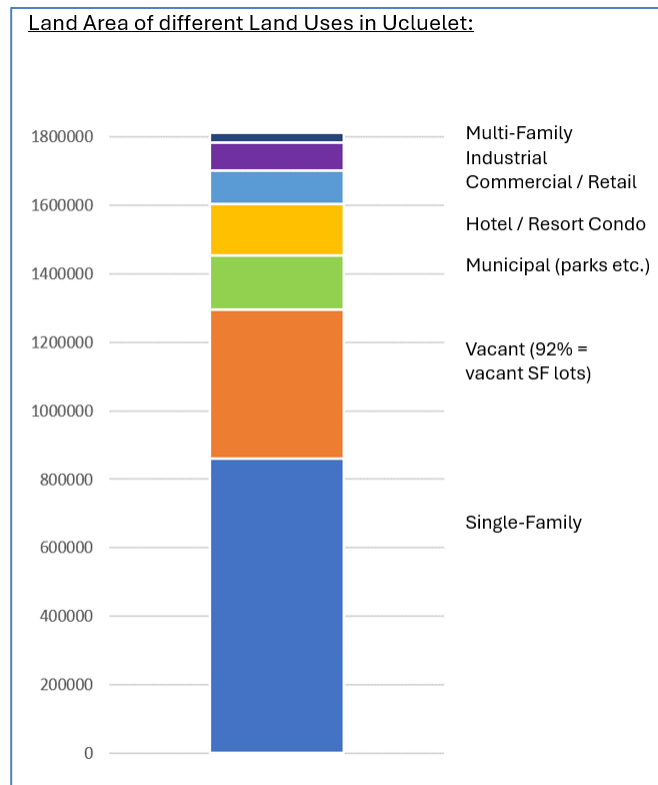


Figure 1

Encouraging the legalization of suites and the creation of new suites:

To encourage homeowners to consider legalizing an existing suite or to construct a new secondary suite, staff have created an information package to help people understand the process (see **Appendix “B”**). The guide and checklist step a homeowner through the benefits, incentives, application process and considerations of things like access, addressing, parking and code requirements. Links are provided for information on tenancy and financial incentives offered by the Province. A checklist and sample floor plans are part of the package, to give the owner an idea of what a complete application includes. The aim is to provide homeowners with information and a contact point to ask questions of staff.

A further incentive - amnesty on existing illegal suites:

To further encourage a homeowner with an existing but un-permitted suite to legalize their suite, staff have prepared a policy to offer a 12-month “amnesty” incentive (see **Appendix “A”**). If adopted by Council, this would offer two things:

- assurance that coming in to apply for a permit will not result in a ticket or other fine for having an illegal suite. The community interest is to ensure that minimum health and safety standards are met, not to penalize residents; and,
- for an initial 12-month period starting September 1st, the building permit fee will be waived for the legalization of an existing secondary suite.

The cost implications of waiving the fees are minor for the municipality. The construction costs associated with the legalization of an existing suite are relatively low. Addition of drywall, smoke and carbon monoxide alarms and egress compliant windows in the bedrooms generally comprise the bulk of the construction costs. The average building permit fee is \$120 (the minimum fee). The revenue missed by waiving the fees under the proposed policy can be absorbed in the existing operational budget.

Note that there is a chance that some existing suites cannot practically be brought up to code minimums, and could not be legalized (for example, if the ceilings are simply too low to meet the code minimum and raising the whole house is just not feasible). The only path to compliance in those rare cases is to decommission the suite. For most suite legalization, the physical construction of required upgrades are minor.

ANALYSIS OF OPTIONS:

A	Adopt policy 13-6723-01	<u>Pros</u>	<ul style="list-style-type: none"> • provides incentive to legalize and upgrade existing secondary suites to meet minimum health and safety standards for the occupants. • result is better housing for residents and less risk for emergency responders. • provides a more positive path to legalization than bylaw enforcement. • acts on a priority task identified in the housing work plan.
		<u>Cons</u>	<ul style="list-style-type: none"> • minor reduction in revenue from permit fees.
		<u>Implications</u>	<ul style="list-style-type: none"> • if adopted, staff would promote the new guide and the amnesty program through District communication channels (UkeeMail, newsletter, etc.)

		<ul style="list-style-type: none"> if successful, the program will result in an increase in inquiries and building permits. 	
B	Not adopt policy 13- 6723-01 [not recommended]	<u>Pros</u>	<ul style="list-style-type: none"> unknown
		<u>Cons</u>	<ul style="list-style-type: none"> potential for more existing un-permitted suites to remain without upgrade or confirmation of minimum standards. potential for more future bylaw enforcement issues. would not advance a task identified in the housing work plan. may have implications for the municipal budget.
		<u>Implications</u>	<ul style="list-style-type: none"> staff would continue to follow the Council bylaw enforcement policy for progressive steps to obtain compliance when the District becomes aware of an un-permitted secondary suite.
		<u>Suggested Motion</u>	No motion is required.

POLICY OR LEGISLATIVE IMPACTS:

This policy would create a time-limited incentive to encourage homeowners to act. The policy would not alter the applicability of regulations in the zoning bylaw, building bylaw or BC Building Code.

NEXT STEPS:

If the policy is adopted by Council, staff would undertake the following:

- communicate and promote both the new guide and the amnesty program;
- answer questions from the public; and,
- process permits for legalizing suites as they come in.

Respectfully submitted: **Bruce Greig, Director of Community Planning**
Duane Lawrence, CAO



The Corporation of the District of Ucluelet

MUNICIPAL POLICY MANUAL**POLICY NUMBER:** 13-6723-01**REFERENCE:**

Secondary Suite legalization Amnesty / Incentive

ADOPTED BY:

Council

CROSS-REFERENCE:**SUPERSEDES:**

None

AMENDED DATE:

N/A

DEPARTMENT:

Planning & Building

EFFECTIVE DATE:

September 1, 2024 – September 1, 2025

Policy Statement:

The purpose of this policy is to provide incentive to Ucluelet homeowners to legalize any existing un-permitted secondary suites.

Scope:

This policy aims to encourage homeowners with an un-permitted secondary suite to complete any required upgrades under the necessary building permit and obtain an occupancy permit for the suite to ensure minimum health and safety standards are being met.

Note that the owner remains responsible for ensuring their property complies with all bylaws, BC Building Code and/or other standards and requirements.

Policy:

To encourage a homeowner with an existing but un-permitted suite to take the steps to meet minimum standards and legalize their suite, the District is offering a 12-month “amnesty” incentive:

- **coming in to apply for a permit will not result in a ticket or other fine for having a secondary suite without the required permits. The community interest is to ensure that minimum health and safety standards are met, not to penalize residents; and,**
- **for an initial 12-month period starting September 1st, 2024, the building permit fee will be waived for the work to legalize an existing secondary suite.**

Marilyn McEwen
Mayor

Duane Lawrence
Chief Administrative Officer

BUILDING OR LEGALIZING A Secondary Suite



Considering creating a suite, or legalizing an existing suite in your home?

A secondary suite is a dwelling unit within a house, with its own interior cooking facility, sleeping and bathroom areas, as well as its own external access.

Secondary suites are allowed in zones where *single-family dwelling* is listed as a principal use, and where *secondary suite* is a secondary use.

You will require a building permit if you want to construct a new suite or legalize an existing non-permitted suite.

KEY BENEFITS

There are a number of advantages to having a secondary suite, especially one that has been authorized through the building permit process.

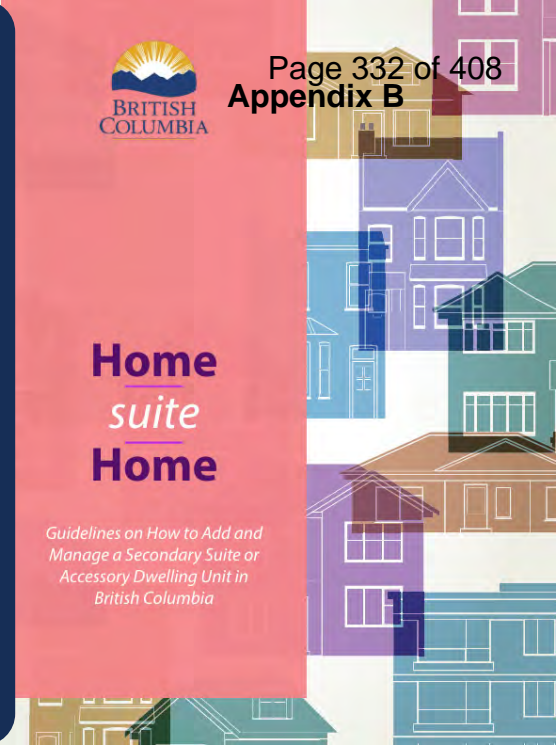
- 1) Safety.** Ensure compliance with a variety of safety standards designed to keep occupants healthy and safe.
- 2) Mortgage helper.** Gain additional income that otherwise might preclude mortgage qualifications.
- 3) Insurance coverage.** It may be easier to obtain insurance coverage if a suite has been authorized. Property insurers may not cover work or damages caused by work done without permits and inspections.
- 4) Property value.** Maintain and potentially increase the value of your home. Your home or business is an investment. If your construction project does not comply with the BC building code and local municipal bylaws, the value of your investment could be reduced.
- 5) Property sale.** If you decide to sell a home or building that has had modifications without a permit, this may have an impact on the sale of your home.
- 6) Creating housing.** Be part of creating long-term rental housing for other Ucluelet community members.

Considerations + Incentives

You should be aware of the *BC Residential Tenancy Act* regulations and implications relating to property assessment, property taxes and utility costs. Find more information at Landlordbc.ca or gov.bc.ca/gov/content/housing-tenancy

The province has introduced the Secondary Suite Incentive Program to help homeowners create affordable housing in their communities. The program will provide money to help homeowners create a new secondary suite on their property to be rented out for below market value. Learn more: BCHousing.org

Home Suite Home is an excellent guide for homeowners: gov.bc.ca/homesuitehome



Applying for a Permit

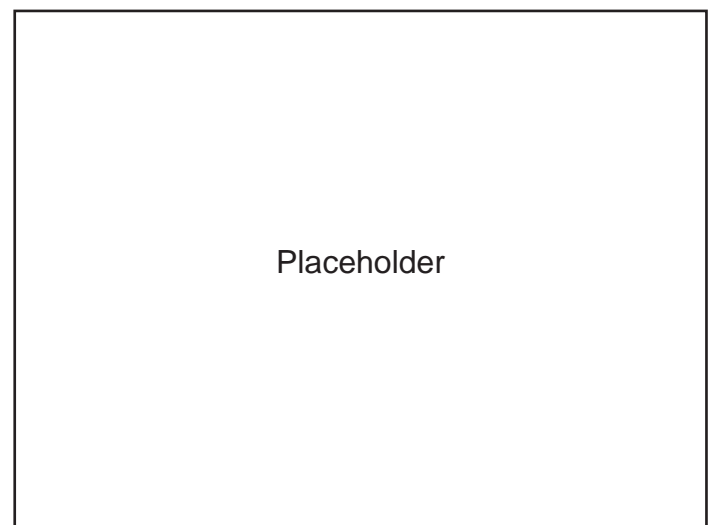
Review the following requirements before applying:

- Completed [building permit application form](#);
- Certificate of Title (within the last 30 days);
- Completed Secondary Suite Checklist;
- Two sets of plans (digital or physical) indicating all items as shown on the attached checklist, such as:
 - Site plan showing all buildings, dimensioned parking spaces and water service line location and size;
 - Plans of all floor levels, room uses, exit doors and bedroom window opening sizes, smoke alarms type and location, fire separations, ceiling heights, location of existing/new plumbing fixtures, and total floor areas;
 - Cross section or details of existing exterior walls, insulation, and sound/fire separations between dwelling units and around common spaces
 - Building elevations showing building wall faces if altering (adding window or door); with spatial separation analysis of building faces where additional glazing is proposed (window or door).

Non-refundable plan processing fee.

Other details or permits may be required for your specific project, such as servicing approval, a plumbing permit, electrical permit or other details that arise during the permit review.

Municipal records may include original floor plans or site plans which could assist in preparing your suite permit application. Contact info@ucluelet.ca or (250) 726-7744 to request property information.



Key Zoning Regulations

ZONING

You can find your property zoning online on [UkeeMap](#). Once you know your zone, learn more about the land use regulations for your property by reviewing the [Zoning Bylaw](#).

In addition to your property zone, **Section 403** of the Zoning Bylaw provides additional regulations specific to secondary suites.

RESIDENTIAL USE ONLY

Unless the property is located within the Vacation Rental zone, short-term rentals within a secondary suite are not permitted.

BEDROOMS

A secondary suite can have a maximum of two bedrooms.

FLOOR AREA

The maximum gross floor area allowed for a suite is the lesser of either 90 sq. metres (969 sq. feet) in area or 35% of the total habitable area of the home.

Suite Access

Safe access to the suite is important to ensure that emergency responders can access the unit with necessary equipment during emergencies.

A minimum 1-metre wide, unobstructed, hard-packed path is required from the street or lane to the entrance of the suite. Stairways or ramps along the pathway must also be built to BC Building code.

PARKING

One off-street parking space is required per dwelling unit (ie. secondary suite, single-family dwelling, accessory residential dwelling unit).

Off-street parking must follow the standards within **Division 500** of the zoning bylaw. A standard parking space dimension is 6m (20ft) in length and 2.5m (8ft) in width.

Zoning Questions?

Contact the planning department at (250) 726-7744 or planning@ucluelet.ca

Civic Addressing

Secondary suites within single-family dwellings are given the label “A” in conjunction with the civic address (ie. “165A Elm Street”). The suite address must be easily visible from the street. If it isn't visible, a directional sign indicating the suite's entrance location must be displayed within clear view of the street.

Building Code Requirements

FIRE SAFETY & SOUND TRANSMISSION

Fire safety and sound transmission separations between the secondary suite, main dwelling and common spaces are one of the key aspects to creating a safe space for all building occupants. The construction options (summarized in Table 1 below) for a suite in an existing building, offer increased fire protection and better sound barriers, based on increased numbers.

Table 1: Construction Options for a Secondary Suite in an Existing Building

REGULATION	OPTION ONE	OPTION TWO	OPTION THREE
Fire Resistance Rating (FRR in minutes)	15 minutes	30 minutes	45 minutes
Sound Transmission Class (STC)	Approximately 32-35 STC	Approximately 34-37 STC	43 STC
BC Building Code Reference	9.10.9.14 (4) (a) Table D-2.3.4.-F and A-1.1.1.2.(1)*	9.10.9.14 (4) (b) and A-1.1.1.1.(6)	9.10.9.14 (4) (c) and 9.11.1.1.(2)

What does this mean in practical terms?

Wall Construction	Wood studs with 1/2" gypsum board both sides	Add resilient channel and layer of 1/2" gypsum board to one side	Many options for increased fire and sound rating**
Ceiling Construction	Wood joists with 1/2" gypsum board on underside	Add resilient channel and layer of 1/2" gypsum board to ceiling	Many options for increased fire and sound rating**
Smoke Alarm Locations in each unit	Smoke alarms shall be located in each unit (and interconnected within each unit) in all bedrooms as well as between the bedroom door and all other spaces, in any common spaces and at least one on each storey.		
Smoke Alarm Interconnection between units	All smoke alarms in both units and common spaces. Smoke alarms may need to be added in the existing dwelling, in addition to the suite.	One additional photo-electric in each dwelling and common spaces shall be interconnected.	No interconnection between units and common spaces is required
Carbon Monoxide Alarms (CO)	Where the home has an attached garage or a solid-fuel fired appliance (wood burning), a CO Alarm is required inside each bedroom or within 5 m of each bedroom door, all interconnected.		

*Based on the BC Building Code, A – 1.1.1.2.(1) related to existing buildings only, the authority having jurisdiction (AHJ) may consider alternative solutions without affecting the intended level of safety; balancing the cost of implementation with importance to the overall objectives. Research has proven that :

- a wood framed floor will withstand a fire for at least 10min, and with gypsum board protection, resulting in at least a 15min FRR; and,
- there is limited increase in STC with the addition of resilient channel and additional gypsum board. Sound separation is not related to the level of safety, therefore, the AHJ has determined that existing separations may be adequate based on the cost/benefits.

**There are referenced assemblies in the BC Building Code Tables in 9.10.3.1. as well as listings for walls and floor/ceilings available through drywall manufactures or testing agencies, such as ULC.

What else is required?

There are additional code requirements to ensure a minimum level of health and safety for the occupants. Depending on your specific situation, there may be other code regulations, but typical requirements are:

SAFE EXITING

Is required for the secondary suite, such as an exit door directly from the suite to the exterior. This door must be an exterior door, with a deadbolt and door viewer (or glazing), that swings on a vertical axis (not a sliding patio door).

BEDROOM WINDOWS

Are required to have an openable window with a minimum clear opening area of 0.35m² (3.77 ft²) and with no dimension less than 380mm (15").

ELECTRICAL

Permits are obtained through Technical Safety BC, typically by an electrician. If work has been done previously, you can provide the permit documents or have an electrician complete a permit and site review for compliance.

VENTILATION

Is required to provide fresh air to the suite. One example of an acceptable venting system would be installing a quiet, continuous principal exhaust fan, usually installed in the bathroom, along with a kitchen fan over the stove area. Supply air to a single storey suite may be provided by passive vents in living and bedroom areas, in compliance with BCBC 9.32.3.4.(6).

HEATING SYSTEMS

For the secondary suite should be independent of the main dwelling. In order to prevent the migration of smoke between dwelling units during a fire, duct work is not permitted to interconnect the dwelling units (unless protected with fire dampers and duct smoke detector to shut down system, which requires professional design and review).

CEILING HEIGHT

Is regulated in the building code, and slightly relaxed for existing buildings, with a minimum ceiling height of 1.95 m (or 6' 4 ¾") in a secondary suite.

PLUMBING

Specifically the water supply pipe, may need to be upgraded to a larger size to meet the minimum code requirements for supplying all the existing and new suite plumbing fixtures. All the fixtures in the building should be shown on the plans to complete a fixture calculation. A separate plumbing permit would be required to approve any new (or previously completed) plumbing work. If plumbing has been installed without permits, the ticketed plumber could review the installation and complete a declaration form confirming compliance.

Placeholder

How do I legalize a secondary suite?

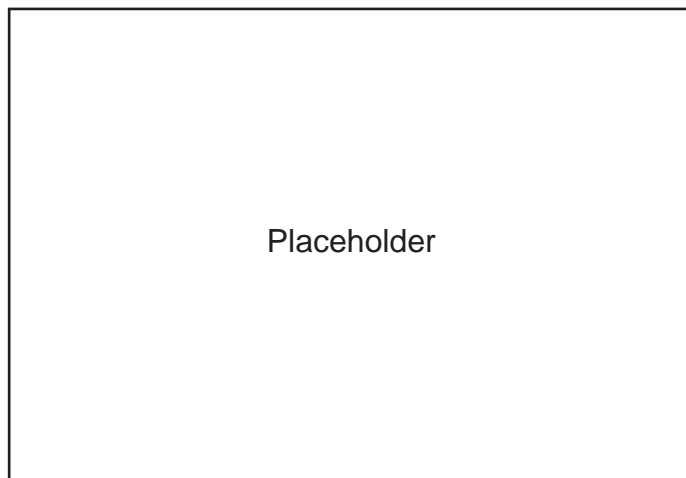
If Ucluelet staff have been made aware of your illegal suite, there are options to consider:

- Legalize the suite by meeting the minimum level of health and safety for the occupants as noted in this guide, through the a building permit process.
- If you are unable to comply, a building permit could be obtained to decommission the secondary suite, which typically means the removal of the “cooking facility” and restore building to a single family dwelling use.
- If you don’t complete either of those options, staff will recommend that a bylaw notice be filed on the land title record. Where significant safety concerns exist, further legal action may be taken by the District.

I have a building permit, now what?

Based on the permit plans, there may be upgrades required and this work will be inspected by District of Ucluelet building inspectors. These site visits will confirm compliance with a minimum level of health and safety required for the secondary suite.

Typical inspections would review any new plumbing, framing, firestopping and fire separations, new insulation and vapour barrier (if applicable) and then a final site visit when the work is completed. This list may vary depending on the scope of your project – just ask a Building Inspector if you have any questions. When the inspector has confirmed substantial compliance, an Occupancy Certificate will be issued.



Are these regulations applicable for a new suite, or an addition to a suite?

If it is new construction, such as a new house with a suite, or a new addition that includes a secondary suite, the safety concerns are the same, but requirements may be different. A few examples relating to new construction are:

- Increased headroom for suite; and,
- Increased fire and sound separations.

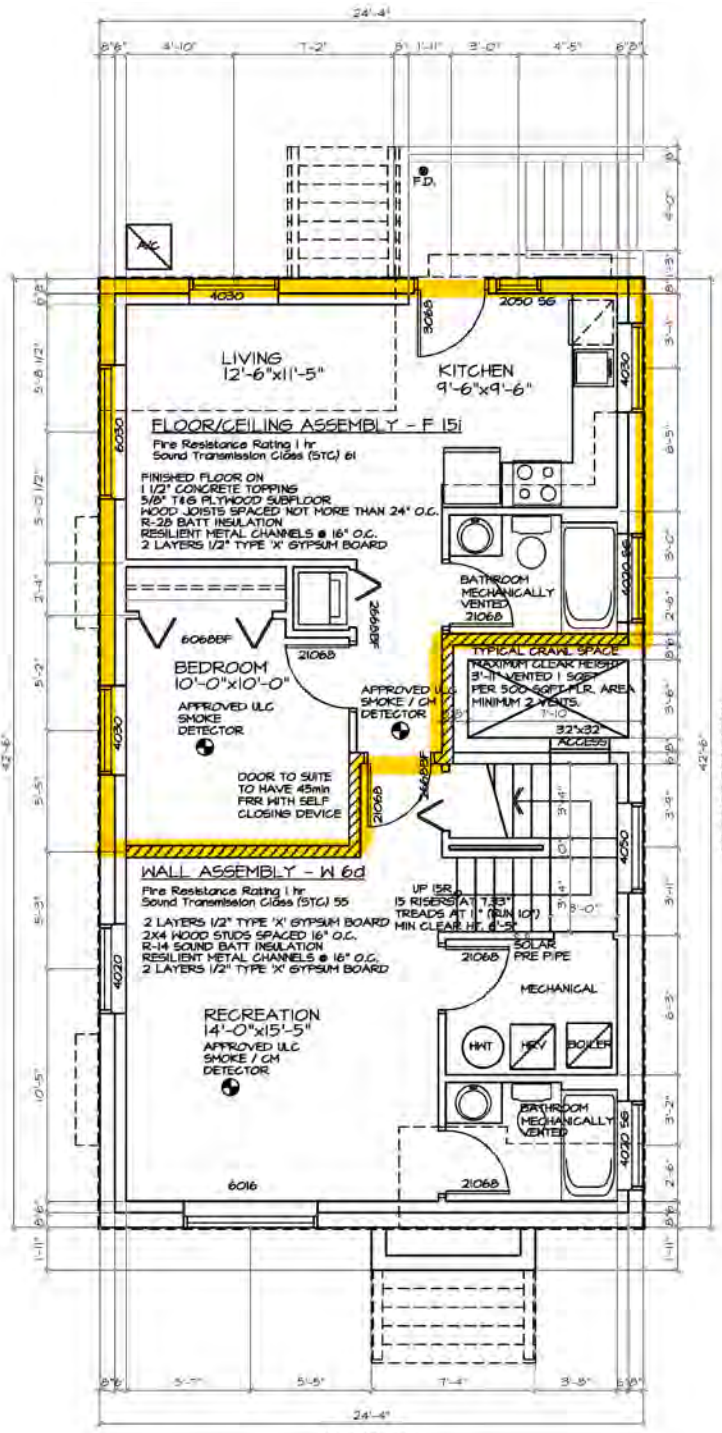
If you are building a new suite in an unfinished basement, there would be an opportunity for you to improve the fire and sound ratings between the residential units and common spaces. Please check in with the building code (Sections 9.10 and 9.11), your designer or reach out to our building inspectors.

Do you need more information? We’re here to help!

Contact (250) 726-7744 or email
building@ucluelet.ca



Sample Floor Plan



#	DATE	REVISION

CONTRACTOR TO VERIFY ALL NOTES AND DIMENSIONS AND REPORT ANY DISCREPANCIES TO DESIGNER PRIOR TO CONSTRUCTION

WRITTEN DIMENSIONS TAKE PRECEDENCE OVER SCALED DIMENSIONS

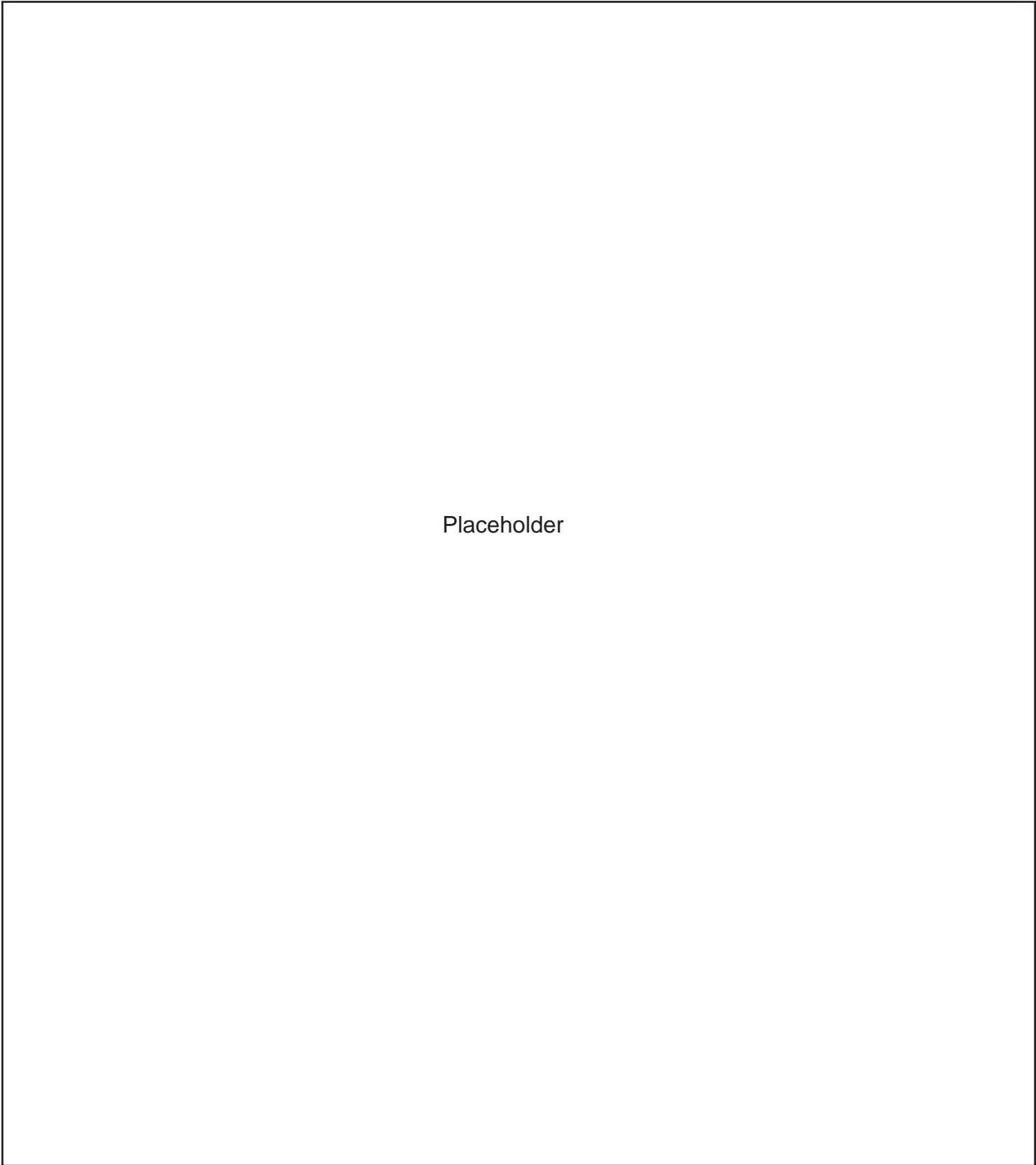
- Note:**
- Floor plan must include:**
- Location and dimensions of all rooms, stairs, windows and doors
 - Location of all plumbing and gas fixtures in the suite
 - Location of electrical panel
 - Ceiling height of the suite

SAFETY GLASS TO BE USED WITHIN 3'-0" OF DOOR ENTRY LOCKS, AT ENTRANCE DOORS AND SIDELIGHTS, NEAR BATHUBS AND JACUZZIS

LOWER FLOOR PLAN 1007 SQFT
SCALE 1/4" = 1'-0"

***Note this is only a sample floor plan provided for example**

Sample Site Plan



The following checklist is required when submitting a building permit to approve/construct a secondary suite in an existing building. Please review the **Secondary Suite Guide** prior to completing and submitting your application.

	YES	N/A	Details to be shown on PERMIT PLANS Provide 2 paper sets and submit PDF copy to building@ucluelet.ca
Site Plan			Show distance from property line to the building, if adding any new windows/doors
			Location of existing and new driveways and dimensions of vehicle parking spaces as per bylaw
Floor Plans			Room uses
			Total area of the suite and of the entire building
			Show location and type of all wired in smoke and CO alarms - requirements based on fire resistant rating of separations
			Identify heating system and ventilation
			Indicate all plumbing fixtures in the house; water supply may require upgrade
			Show bedroom window clear opening size and exterior exit door location
Section			Confirm existing (or new) insulation values
			Details of all separation assemblies
			Indicate ceiling height of secondary suite
Elevations			If exterior changes, provide building elevations and spatial separation calculations.
Select wall and ceiling FIRE and SOUND separation indicated between units/common space on plans.			
Fire Separation			15 min Fire Resistant Rating *
			30 min Fire Resistant Rating
			45 min Fire Resistant Rating
Sound Separation			Existing Assembly includes drywall layer, with minimum STC (depending on subfloor and flooring, could be STC 32 - 35) acceptable based on BCBC A-1.1.1.2. (1) cost/benefit analysis*
			Alternative Compliance permitted by code - existing ceiling/wall with addition of resilient channel and extra layer drywall; limited STC increase (approx. STC 34 - 37)
			Increase STC compliance (up to code minimum of 43 STC for new suite)

YES	N/A	DOCUMENTS
		Current Certificate of Title + Encumbrances <i>Within the last 30 days</i>
		This Secondary Suite Checklist form
		Paper or email application form
		Permit plans (as per list on left)
		Owner authorization form <i>If applicant is not the owner</i>
		If renovating pre-1990 home <ul style="list-style-type: none"> Hazardous Material Testing required After removal, post Air Clearance
		IF REMOVING WALL - Structural Engineer required: <ul style="list-style-type: none"> Schedule B Insurance Certificate

Owner Acknowledgement *

If retaining existing wall and/or ceiling assemblies with an existing layer of 1/2" gypsum board (15 min Fire Resistant Rating and reduced sound rating).

Based on the BC Building Code, specifically A-1.1.1.1.(6) and A-1.1.1.2.(1), relating to existing buildings only, the authority having jurisdiction may consider alternative compliance options without affecting the intended level of safety.

As the owner, I am aware that existing assemblies with lower STC ratings will have increased sound transmission between units compared to what is required with new or renovated homes.

OWNER'S NAME

OWNER'S SIGNATURE

If you have questions regarding your application, please contact the building department at (250) 726-7744 or building@ucluelet.ca



REPORT TO COUNCIL

Council Meeting: July 9, 2024

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: BRUCE GREIG, DIRECTOR OF COMMUNITY PLANNING

FILE NO: 6722-01

SUBJECT: ATTAINABLE HOUSING DEFINITION: POLICY 13-6722-01

REPORT NO: 24-69

ATTACHMENT(S): APPENDIX A - DRAFT POLICY 13-6722-01

RECOMMENDATION:

THAT Council adopt Attainable Housing Definition Policy 13-6722-01 to clarify the local working definition of “attainable” housing.

BACKGROUND AND CONTEXT:

The Ucluelet *Official Community Plan* bylaw includes the following:

“Policy 3.134 Ensure larger developments are required to provide affordable housing as a portion of each development phase. Completion of the Land Use Demand Study (underway) and Housing Needs Assessment (2021) should provide guidance for the District to adopt targets for percentages of affordable housing in new developments. As a starting point, target a minimum of 75% of housing in new developments to be attainable by Ucluelet resident households.”

This report and the draft policy 13-6722-01 aim to better define the target of providing housing “attainable by Ucluelet resident households”.

DISCUSSION:

The following discussion attempts to clarify the relative definitions of affordable and attainable housing.

The Canada Mortgage and Housing Corporation provides the following description of the term *affordable housing*:

“In Canada, housing is considered “affordable” if it costs less than 30% of a household’s before-tax income. Many people think the term “affordable housing” refers only to rental housing that is subsidized by the government. In reality, it’s a very broad term that can include housing provided by the private, public and non-profit sectors. It also includes all forms of housing tenure: rental, ownership and co-operative ownership, as well as temporary and permanent housing.”

That said, many affordable housing programs (including those administered by the CMHC) use a narrower definition of affordable housing aimed at a target population. The most common definition for “affordable” housing projects has been households earning less than 80% median income spending no more than 30% of their income on housing costs (regardless of whether it is a rental or purchase development). In Ucluelet, based on the most recent census data, this would mean an *affordable* unit would cost no more than \$1,940 (including rent and utilities) for a household earning 80% of the “median after-tax income of economic families in 2020”.

Using just one simplified measure of “affordable” is problematic because household incomes vary: the median income is simply the mid-point with half of all households earning less and half earning more. Household income is further differentiated between different types of households. The median income for different household types in the latest census for Ucluelet are in **Figure 1** below:

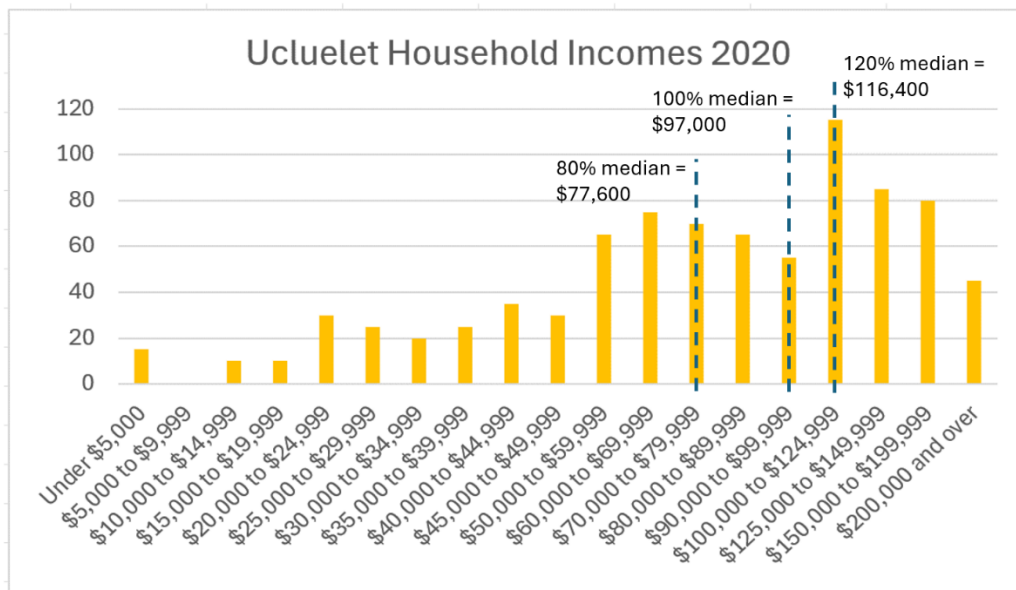
Median Household Incomes before tax - Ucluelet 2020	
Median total income of all economic families	97,000
Median total income of couple-only economic families	91,000
Median total income of couple-with-children economic families	121,000
Median total income of one-parent economic families	68,000
Median total income of one-person households	46,000

(Figure 1: excerpts from 2021 Census)

Of course, the cost and suitability of housing units also depends on household size and the number of bedrooms – ultimately a diversity of housing types, sizes, tenures and price points is necessary to build a full housing spectrum to suit a community’s needs.

The term “attainable” is also commonly found in discussions of housing affordability. Also not narrowly defined, the term attainable is commonly used to describe housing that may be priced higher than the 80% median *affordable* level, but is still below the cost of a mortgage for the free-market sale price of typical housing units in a community. Many market rental units fall within this range. Put another way, *attainable* is also commonly used to describe housing that is *affordable* to a broader range of households than just those earning 80% or less of the median household income.

The cost of market housing in Ucluelet over the past few years, whether multi-family or detached single-family homes, has generally been affordable or attainable only to those households with earnings greater than 120% of the median income.



(Figure 2: range of Ucluelet gross household incomes from 2021 Census)

A household earning 120% of the median income in Ucluelet earns only slightly more income than a household with two full-time workers earning the “living wage” determined by the Clayoquot Biosphere Trust’s [2023 Vital Signs report](#) of \$26.51 per hour. Staff suggest that this is a reasonable target for the upper income limit (again using the 30% spend on housing costs per CMHC) for what is considered “attainable” housing in Ucluelet, during discussions of new proposed housing developments.

APPLICATION:

The OCP policy 3.134 target aims at 75% of new housing to be attainable by Ucluelet residents within new developments. The proposed Council policy 13-6722-01 (see **Appendix “A”**) would add a degree of clarity. If adopted, the new policy would suggest the following considerations when assessing the merits of any proposal:

- to be considered *attainable*, the cost of a proposed housing unit should be affordable (i.e., costing no more than 30% of income) to a household earning a maximum of 120% of the median household income;
- new market rental units can be considered as *attainable* units if they are for long-term rental housing (with no option for short-term vacation rentals); and,
- for ownership units to be considered attainable, there would likely need to be a mechanism ensuring that Ucluelet residents have access to purchase the units separate from competing bids by non-resident buyers (otherwise market prices currently seen are frequently out of reach of all but the highest-earning Ucluelet households).

Of note, the percentage of attainable housing units is a policy target and should be considered in balance with other community priorities that may be addressed by a development proposal (e.g., whether some units provide deeper affordability, whether the development goes to greater

lengths to protect environmental values, etc.). The proposed policy provides some greater clarity but there is no one-size-fits-all simple definition that on its own can serve to weigh every site and every development proposal.

ANALYSIS OF OPTIONS:

A	Adopt policy 13-6722-01	<u>Pros</u>	<ul style="list-style-type: none"> Provides some clarity on OCP policy 3.134 Provides context for community discussion of housing and the relative merits of development proposals. Clarifying the 75% attainable target is part of the housing work plan endorsed by Council.
		<u>Cons</u>	<ul style="list-style-type: none"> Unknown
		<u>Implications</u>	<ul style="list-style-type: none"> Staff would refer to the new policy when reviewing development proposals and drafting technical reports to Council. Staff would refer to the policy when communicating with potential developers.
B	Amend policy 13-6722-01 before adoption	<u>Pros</u>	<ul style="list-style-type: none"> Could ensure the details of the policy match Council direction.
		<u>Cons</u>	<ul style="list-style-type: none"> Unknown
		<u>Implications</u>	<ul style="list-style-type: none"> Unknown
		<u>Suggested Motion</u>	<ol style="list-style-type: none"> THAT Council amend the draft policy 13-6722-01 by [insert changes]. THAT Council adopt policy 13-6722-01.
C	Do not adopt policy 13-6722-01	<u>Pros</u>	<ul style="list-style-type: none"> Unknown.
		<u>Cons</u>	<ul style="list-style-type: none"> Would leave OCP policy open to interpretation.
		<u>Implications</u>	<ul style="list-style-type: none"> Future policy development or OCP amendment would be necessary to achieve better clarity.
		<u>Suggested Motion</u>	No motion is required.

NEXT STEPS:

If adopted, staff would immediately refer to the 120% median income upper limit of “attainable” when assessing whether a proposal align with the target stated in OCP policy 3.134. The definition would also become a useful reference point when in discussion with property owners and applicants.

Respectfully submitted: Bruce Greig, Director of Community Planning
 Duane Lawrence, CAO



The Corporation of the District of Ucluelet

MUNICIPAL POLICY MANUAL**POLICY NUMBER: 13-6722-01****REFERENCE:**

Attainable Housing Definition

ADOPTED BY:

Council

CROSS-REFERENCE:

OCP Policy 3.134

SUPERSEDES:

None

AMENDED DATE:

N/A

DEPARTMENT:

Planning

EFFECTIVE DATE:**Policy Statement**

The purpose of this policy is to adopt a local working definition of housing “attainable” by Ucluelet residents.

Scope

This policy expands and adds clarity to the target for new housing attainable to Ucluelet residents in the existing OCP policy 3.134.

Justification**A. Current municipal policy adopted in the OCP:**

“Policy 3.134 Ensure larger developments are required to provide affordable housing as a portion of each development phase. Completion of the Land Use Demand Study (underway) and Housing Needs Assessment (2021) should provide guidance for the District to adopt targets for percentages of affordable housing in new developments. As a starting point, target a minimum of 75% of housing in new developments to be attainable by Ucluelet resident households.”

B. Background:

As property owners and developers prepare plans for new housing development in Ucluelet, the OCP housing policies including Policy 3.134 provide insight into what mix of features will tip a proposal to garner community support. Ultimately a diversity of housing types, sizes, tenures and price points is necessary to build a full housing spectrum to suit a community’s needs.



The Corporation of the District of Ucluelet

MUNICIPAL POLICY MANUAL

The target of 75% housing attainable to Ucluelet residents will be balanced with other community priorities that may be addressed by a development proposal (e.g., whether some units provide deeper affordability, whether the development goes to greater lengths to protect environmental values, etc.). The target of 75% attainable housing is a starting point for analysis and discussion, and this policy aims to clarify what is meant by “attainable”.

Policy:

“**Attainable**” housing is considered housing that is affordable to Ucluelet households earning 120% or less than the median gross household income, as determined by the latest census, spending no more than 30% of their household income on housing costs.

Marilyn McEwen

Mayor

Duane Lawrence

Chief Administrative Officer



REPORT TO COUNCIL

Council Meeting: July 9, 2024

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: BRUCE GREIG, DIRECTOR OF COMMUNITY PLANNING

FILE NO: 13-6721-01

SUBJECT: POLICY: LONG-TERM RENTAL PRIORITY DRAFT POLICY 13-6721-01

REPORT NO: 24-73

ATTACHMENT(S): APPENDIX A - DRAFT POLICY 13-6721-01

RECOMMENDATION:

That Council adopt the Long-Term Rental Housing Priority Policy 13-6721-01 with an effective date of September 1, 2024.

BACKGROUND AND CONTEXT:

Secondary rental housing (in the form of a secondary suite and more recently in an accessory dwelling unit) has long been an option in most single-family residential zones in Ucluelet. These secondary rentals can provide a mortgage helper for the property owner and form an important part of the rental housing stock in town. The increasing popularity of short-term vacation rental (STR) accommodation, accelerated by the advent of online booking platforms, has displaced Ucluelet residents from dozens of long-term secondary rental housing units. This trend, and the importance of creating and protecting rental housing stock of all forms, was documented in the 2022 Ucluelet Housing Needs Report.

The Housing Needs Report documents the displacement of rental accommodation in secondary suites that has resulted from the growth and popularity of STRs. Key findings in the report include:

***“priority action:** Continue to monitor prevalence of short-term rentals (STRs)*

Appropriate local government tools or policy levers:

- *Continue to monitor and regulate spread of STRs, especially if accessory dwelling units are encouraged*
- *Consider restricting residential zones in which STRs are permitted, amending zoning to permit new STRs only through temporary use permit, or permit only a certain number of STRs at any given time”*

The 2022 Official Community Plan bylaw includes a number of policies aimed at improving the supply and availability of housing to serve different segments of the Ucluelet resident population.

One such Policy 3.131.E looks to ensure that the first “mortgage helper” also serves to create housing. The *Ucluelet Official Community Plan* (OCP) bylaw includes the following under the title of “short-term housing action plan”:

“Policy 3.131.E amend the zoning bylaw to 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.”

OCP policy 3.131.E aims to prioritize long-term rental (in the form of a secondary suite or ADU), by making the long-term housing a prerequisite for an STR. If (as the authors of the Housing Needs Report suggest) the District is to limit the number of STR’s permitted in town, then enacting a policy of granting those licences to property owners who are first providing long-term accommodation would align the District’s practices with the stated goal of prioritizing housing options for Ucluelet residents. If the total number of B&B businesses in town remains unregulated, it would be even more pressing to place a priority on creating new long-term rental housing to keep apace.

Policy 3.131.E would raise the priority of a long-term rental housing units over establishing new tourist accommodation uses in residential neighbourhoods.

Discussion

A work plan for housing actions was first endorsed by Council at its [June 8, 2023](#), meeting and again at its October 23, 2024, meeting. Among many possible actions is, “require an occupied accessory dwelling prior to permitting a short-term rental”. The attached policy is drafted to initiate this requirement to prioritize the supply of long-term accessory rental housing.

This policy may be an interim measure. Changes to the Zoning Bylaw and Business Regulation and Licensing Bylaw may supplant the policy in the near future. At this point in time, when the lack of adequate long-term housing is a crisis facing most communities in BC (including Ucluelet), enacting a policy to prioritize long-term rentals over the creation of new STR units on single-family residential properties is just one step the District can take. The policy would only apply to the establishment of new STR businesses – existing homeowners with an established B&B business would not be affected.

Adoption of this policy is an immediate action, while the slower processes of updating zoning and business licensing bylaws – with public input as necessary – can proceed in tandem. The timeline for bylaw changes is currently affected by the new provincial housing requirements and legislated timelines that have been given to municipalities.

This policy does not alter the permitted secondary uses on a property as defined in the zoning bylaw. It also does not preclude issuing a business licence to a property owner who does not maintain a long-term rental – but those cases would be decided by Council on an individual basis.

ANALYSIS OF OPTIONS:

As noted in the discussion of the draft policy this may be an interim step. Changes to the *Zoning Bylaw* and *Business Regulation and Licensing Bylaw* may supplant this policy in the near future.

A	Adopt policy 13-6721-01	<u>Pros</u>	<ul style="list-style-type: none"> Creates an incentive / rewards homeowners who are providing long-term rental housing to Ucluelet residents. Puts into effect adopted OCP policy aimed at prioritizing housing. Acts on a housing workplan item.
		<u>Cons</u>	<ul style="list-style-type: none"> As with any change, requires staff time for communication with property owners and applicants to explain, answer questions and guide the application process.
		<u>Implications</u>	<ul style="list-style-type: none"> Staff will complete a privacy impact assessment on the new policy implementation steps. Communication of the new policy (UkeeMail, newsletter) would go out prior to implementation.
B	Amend policy 13-6721-01 before adoption	<u>Pros</u>	<ul style="list-style-type: none"> Could ensure the details of the policy match Council direction.
		<u>Cons</u>	<ul style="list-style-type: none"> Unknown
		<u>Implications</u>	<ul style="list-style-type: none"> Unknown
		<u>Suggested Motion</u>	<ol style="list-style-type: none"> THAT Council amend the draft policy 13-6721-01 by [insert change]. THAT Council adopt the long-term rental housing priority policy 13-6721-01, as amended, with an effective date of September 1, 2024.
C	Do not adopt a policy to prioritize long-term rental housing on properties with B&Bs.	<u>Pros</u>	<ul style="list-style-type: none"> Unknown.
		<u>Cons</u>	<ul style="list-style-type: none"> Inconsistent with OCP bylaw and stated Council priorities. Would not advance the workplan on housing items previously endorsed by Council.
		<u>Implications</u>	<ul style="list-style-type: none"> Would fail to demonstrate progress on the housing workplan. May have implications for the municipal budget and financial plan.
		<u>Suggested Motion</u>	No motion is required.

NEXT STEPS:

Staff will undertake a privacy impact assessment (PIA) for the implementation steps in the new policy. This is particularly pertinent to the mechanism of confirming that a residential tenancy is in place. A privacy impact assessment looks at the collection of personal information – the goal is to reduce the collection and retention of such information to the minimum necessary for performing the function. The suggested effective date of September 1, 2024, is to enable time for the PIA to be completed.

Communication of the new policy would be sent using normal channels soon after adoption and prior to the effective date. In concert with other zoning amendments related to housing, the prioritization of long-term rentals may also form part of a zoning bylaw amendment and/or amendment to the business licensing bylaw in the coming months.

Respectfully submitted: **Bruce Greig, Director of Community Planning**
 Duane Lawrence, CAO



The Corporation of the District of Ucluelet

MUNICIPAL POLICY MANUAL**POLICY NUMBER: 13-6721-01****REFERENCE:**

Long-Term Rental Housing Priority

ADOPTED BY:

Council

CROSS-REFERENCE:

OCP Policy 3.131.E

SUPERSEDES:

None

AMENDED DATE:

N/A

DEPARTMENT:

Planning

EFFECTIVE DATE:

September 1, 2024 (suggested)

Policy Statement

The purpose of this policy is to put into effect a regulatory priority for secondary rental housing, as one tool to improve housing availability for Ucluelet residents.

Scope

This policy applies to the processing of business licences for new accessory short-term vacation rental (STR) tourist accommodation on single-family residential properties.

Justification**A. Current municipal policy adopted in the OCP:**

Policy 3.131.E amend the zoning bylaw to 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. Background:

The development of short-term vacation rentals within existing and new residential dwellings continues to be seen as a more desirable option, as a mortgage helper or business venture, for homeowners over long-term rental options when owners or developers are contemplating adding secondary uses within a residential dwelling.

This policy aims to encourage the development of new secondary suites or accessory dwelling units as long-term rentals over short-term vacation rentals. Owners or developers contemplating adding additional rooms for *bed and breakfast* use shall be required to prioritize a secondary suite or accessory dwelling unit as a long-term rental prior to the District being able to issue a new business licence for the *bed and breakfast*.

**Policy:**

1. Applications for new business licences for *bed and breakfast* short-term tourist accommodation, accessory to a *single-family residence* shall:
 - a) include a requirement for the owner to demonstrate that the property:
 - i. includes a long-term rental unit leased to a local resident; and,
 - ii. the rental of the housing unit is ongoing;
 - b) be approved on the condition that the long-term rental shall continue for the business licence to remain valid.
2. Applications for new business licences for *bed and breakfast* short-term tourist accommodation that does not include a long-term rental unit shall be referred to Council for consideration upon request by the applicant.

Marilyn McEwen

Mayor

Duane Lawrence

Chief Administrative Officer



REPORT TO COUNCIL

Council Meeting: July 9, 2024

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: DUANE LAWRENCE, CAO

FILE NO: 2520-20

SUBJECT: ERIF Letters of Support

REPORT NO: 24- 77

ATTACHMENT(S): APPENDIX A - ERIF INTRODUCTION LETTER

RECOMMENDATION(S):

THAT Council authorize the Mayor to provide a letter of support to Economic Restoration Infrastructure Fund in support of their efforts to develop affordable sales and rental housing within the District of Ucluelet.

BACKGROUND:

District staff first met with Economic Restoration Infrastructure Fund (ERIF) in May of 2024. ERIF is a development organization focused on sustainable development and enhancing community resilience. Since the initial meeting ERIF identified several opportunities for a potential affordable housing development in Ucluelet.

At present ERIF has identified 221 Minato Road as a preferred site for their project and are in the process of completing their due diligence on the site and verification of the viability of the project. As was previously identified with the site, there continue to be tsunami flood risk challenges and infrastructure capacity limitations that must be addressed to allow for development.

The site was previously identified as a higher density development with 212 doors. ERIF has indicated in the attached letter a desire for up to 254 doors consisting of one, two and three bedroom apartments, with 60% affordable sales and rentals, 40% market rentals, and 12 residential lots. This proposal is very preliminary and will be subject to the standard approval process including consideration of a rezoning application, development and development variance permits (as required) and, other permit application requirements. No formal application has been received at this time although ERIF has provided staff with a general overview of their anticipated plans.

ANALYSIS OF OPTIONS

In order to make this project viable ERIF has indicated they will be looking to access a number of grant and funding opportunities and is requesting two items from the District. First is a letter of support to be utilized in applying for affordable housing grants and funding streams with an indication from the municipality that Council is in general support the development of affordable

housing. ERIF has identified the Green Municipal Fund for Sustainable Affordable Housing as one of the grants they would pursue.

The second is an indication that the District would be interested in partnering with ERIF in the furtherance of this project. At this stage the District has not received a formal request to partner with ERIF nor any indication of what that potential agreement might look like. While the *Community Charter* prohibits a local government from aiding a business the *Community Charter* does permit some forms of [local government partnering agreements](#) in support of the provision of a service. Until such time as we fully understand what the potential partnering agreement and service to be provided would look like, Staff are recommending Council reserve any decision relating to this matter. The following link provides some examples of [partnerships for housing](#).

Staff would note that providing letters of support does not pre-approve any aspect of the proposed development.

A	Support the provision of letters of support to ERIF	<u>Pros</u>	<ul style="list-style-type: none"> Increases the likelihood of the project accessing Federal and Provincial funding streams that would support the creation of affordable housing.
		<u>Cons</u>	<ul style="list-style-type: none"> Maybe seen by some as the District being too close to a development project.
		<u>Implications</u>	<ul style="list-style-type: none"> Provided Council would provide a similar letter of support to any developer working towards the development of affordable housing in Ucluelet, issuing the letter of support would be acceptable. Regardless of the provision of a letter of support Council must maintain an open position on the development and any decisions regarding future applications. The provision of a letter of support does not preclude Council from approving or rejecting an application from the developer.
B	Request additional information from ERIF prior to authorizing the letter of support	<u>Pros</u>	<ul style="list-style-type: none"> Provides Council with any additional information they require prior to providing any letters of support Ensures Council is comfortable with the request.
		<u>Cons</u>	<ul style="list-style-type: none"> Potentially delays any applications being made by ERIF to Federal and Provincial bodies for funding support.
		<u>Implications</u>	<ul style="list-style-type: none"> Staff time to request clarification materials from ERIF and bring the information back to Council for consideration.
		<u>Suggested Motion</u>	<p>THAT Council direct staff to request additional details from Economic Restoration Infrastructure Fund regarding their letter of support request, specifically a) _____, b) _____, and c) _____; and,</p> <p>THAT Council direct staff to bring back a follow up report for Council's consideration upon receipt of the requested details from Economic Restoration Infrastructure Fund.</p>
C	Do not provide	<u>Pros</u>	<ul style="list-style-type: none"> None identified at this time.
		<u>Cons</u>	<ul style="list-style-type: none"> May decrease ERIF's ability to access funding.

letters of support	<u>Implications</u>	<ul style="list-style-type: none">• None identified at this time.
	<u>Suggested Motion</u>	No motion is required.

Respectfully submitted: Duane Lawrence, CAO

Friday 21 June 2024

Mr. Duane Lawrence
Chief Administrative Officer
District of Ucluelet
200 Main Street
Ucluelet, BC, V0R 3A0

Dear Mayor and Council Members,

Subject: Proposed Housing Development at 221 Minato Road

I am writing to introduce ERIF Sustainable Solutions and to share our exciting plans for a new housing project at 221 Minato Road. We recognize the pressing need for diverse and affordable housing options in Ucluelet and are eager to contribute to addressing this challenge.

About ERIF Sustainable Solutions (www.erif.ca)

ERIF Sustainable Solutions specializes in four key sectors of sustainable infrastructure, each aimed at fostering sustainable development and enhancing community resilience:

1. **Green Energy Solutions:** We implement renewable energy systems such as solar, wind, and biomass to reduce reliance on fossil fuels and lower carbon footprints.
2. **Smart Housing:** Our innovative approach to construction uses cutting-edge technology and sustainable practices to deliver high-quality homes that are energy-efficient and affordable.
3. **Green Marine Transport:** We focus on developing electric and hybrid marine transport options to reduce emissions and promote environmentally friendly travel and commerce.
4. **Food Production and Security:** We support communities in establishing local, sustainable food production systems, enhancing food security, and reducing dependence on external sources.

Our Niche is Affordable Housing

ERIF's niche in sustainable housing lies in our ability to combine advanced construction technology with cost-efficiency. We utilize our patent-pending IGV-Nexus smart zone technology, Structural Insulated Panels (SIPs), and quality international building materials. These components are integrated into a systemized building process that significantly reduces construction costs and time.

- **IGV-Nexus:** A patent-pending smart zone that centralizes essential home functions, streamlining the building process and enhancing energy efficiency.
- **SIPs Kit:** These panels provide superior insulation and structural integrity, contributing to both the rapid construction and long-term sustainability of our homes.
- **Building Material Kit:** Sourced globally, these high-quality materials ensure consistent availability and affordability.

Sustainable Housing: Addressing Ucluelet's Urgent Needs

Understanding that Ucluelet is experiencing significant housing challenges, with a growing need for affordable and diverse housing options, we are proposing a project at 221 Minato Road aimed to meet these needs through innovative and cost-effective construction methods.

Proposed Project Overview: 221 Minato Road

We propose to build 254 high-quality, spacious apartments on the site at 221 Minato Road. Our plan includes:

- **Housing Mix:** 60% affordable rentals and affordable sales and 40% market rentals.
- **Building Types:**
 - A mix of 1, 2, and 3-bedroom apartments catering to a variety of community housing needs.
 - **12 residential home lots.**
- **Green Space:** Commitment to preserving and restoring as much green space as possible, enhancing the natural beauty and ecological value of the site.
- **Timeline:** We aim to complete the stage one of 58 apartments before next summer, providing much-needed housing options to Ucluelet residents promptly. The remaining 196 apartments would be completed before summer 2026.

Harmonious Blend of Affordable and Market Housing

This project at 221 Minato Road epitomizes a harmonious blend of affordable and market-rate housing, ensuring that all units, regardless of price or purpose, meet the same high standards of quality and design. Every apartment, whether affordable or market-rate, is crafted with premium materials and cutting-edge construction technology, maintaining a consistent level of excellence throughout.

This approach not only addresses the diverse housing needs of Ucluelet but also fosters a cohesive community where all residents enjoy spacious, comfortable, and sustainable living spaces without any compromise in quality.

Commitment to Community

Our approach is designed not only to meet immediate housing needs but also to ensure long-term sustainability and community well-being. We believe that by working together, we can create a vibrant, inclusive, and resilient Ucluelet.

We would welcome the opportunity to discuss this project further with you and explore how we can support the District of Ucluelet in achieving its housing goals.

Thank you for considering our proposal. We look forward to collaborating on this transformative project.

Yours sincerely,



Jodie Thompson
Chief Operating Officer
ERIF Sustainable Solutions



REPORT TO COUNCIL

Council Meeting: July 9, 2024

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: JEFFREY CADMAN, DIRECTOR OF FINANCE

FILE NO: 1855-03

SUBJECT: COMMUNITY WORKS FUND AGREEMENT RENEWAL

REPORT NO: 24-70

RECOMMENDATION(S):

THAT Council authorize the Mayor and CAO to execute the Community Works Fund Agreement Renewal with the Union of British Columbia Municipalities (UBCM).

BACKGROUND:

The Community Works Fund (CWF) is one of the funding streams of the Canada Community-Building Fund. The CWF allocates funding to all local governments in BC based on a per capita formula that includes a funding floor. Local governments may direct the funding towards eligible costs of eligible projects as set out in the CWF agreement and report annually on these projects and their outcomes. Municipalities are required to enter into an agreement with UBCM and the Government of Canada in order to receive these funds.

The Community Works Fund Agreement allows UBCM to collect grant funding from the Federal Government on behalf of BC Municipalities and redistribute these funds accordingly. As per the agreement, the District of Ucluelet is entitled to \$78,742 in the first year, with future years' entitlements subject to change. For reference, the District's 2023 entitlement was \$69,841.14. This agreement is for a ten-year term with potential for further renewal depending on the program's success.

Eligible expenditures include capital assets (sewer, water, roads, fire trucks, recreation etc.) and capacity building. As an annual funding source staff include these funds as part of the general capital program and are largely designed to be used for infrastructure projects.

NEXT STEPS:

If authorized by Council, the Mayor and CAO will execute the agreement with UBCM. The funds, once received, will be allocated to infrastructure projects as part of the annual budget process. The finance department will then make sure that proper reporting is done to ensure compliance with the agreement.

Respectfully submitted:

JEFFREY CADMAN, DIRECTOR OF FINANCE
DUANE LAWRENCE, CAO



REPORT TO COUNCIL

Council Meeting: July 9, 2024

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: JOSEPH ROTENBERG, MANAGER OF CORPORATE SERVICES

FILE NO: 2240-65 MoH

SUBJECT: INFORMATION SHARING AGREEMENT UNDER THE SHORT-TERM RENTAL
ACCOMMODATIONS ACT

REPORT NO: 24-72

ATTACHMENT(S): NONE

RECOMMENDATION(S):

THAT Council authorize the Corporate Officer to enter into and execute an information sharing agreement with the Provincial Government related to the Province's Short-term Rental Data Portal.

BACKGROUND:

A verbal report on this matter was presented to Council on June 11, 2024. Council deferred decision to a future meeting and requested an accompanying report.

The Short-term Rental Data Portal (the "Portal") offers a process for local governments to request listings for non-compliant STRs to be removed from the platforms like Air B&B. It also offers local governments access to the following information which could be used for bylaw enforcement purposes:

- Property host name, email, phone, address and host ID
- Supplier host name(s), email, phone, address and host ID
- Address of the short-term rental (STR) accommodation unit
- Accommodation type: entire unit or bedroom within a unit
- Number of bedrooms available for STR
- Local government business licence number included on the listing
- Listing ID
- URL of the listing
- Number of nights booked in the month
- Number of separate reservations in the month
(collectively the "Platform Information")

The District must enter into an information sharing agreement with the Province to access the Platform Information. The District would only have access to information about STRs in Ucluelet.

According to Short-term Rental Accommodation Act (STRAA) and the proposed information sharing agreement, local governments may disclose the Platform Information to other local

governments for enforcement purposes (subject to specific requirements), but local governments cannot generally share this information with the public, and the information is not subject to the disclosure requirements outlined in Part Two of the Freedom of Information and Protection of Privacy Act (FOIPPA).

The information sharing agreement would also authorize the District to share business license information with the Province through the Portal. The District is not required to share this information. Business license information is defined as:

...information associated with the business licence requirement (as that term is defined in STRAA) as collected by the Local Government for the relevant short-term rental bylaw, which information may include the following, as applicable: the address of the relevant property where the licensed activities are to be provided; the applicable business licence number; the effective period of the licence; and the name, telephone number, address, email address, and if applicable, fax number of each licensee and person acting on behalf of, under the direction of or as agent of the licensee;

The purpose of local governments sharing business license information with the Province is to support the administration and enforcement of the Short-term Rental Accommodation Act (STRAA) and enforcement of short-term rental bylaws and related bylaws.

Currently the District subscribes to Host Compliance in order to access information on short term rental accommodation listing at a cost of approximately \$17,000 annually. This platform is used to undertake bylaw enforcement for STR's in Ucluelet. The new Provincial Portal is anticipated to provide improved access to a larger number of online provider platforms while providing a means to have illegal listings removed.

Bylaw is currently undertaking training on the new Portal and has noted that it appears that Portal may be able to replace the annual subscription to Host Compliance, potentially saving the municipality the annual subscription fee.

ANALYSIS OF OPTIONS:

Staff are recommending authorizing the information sharing agreement because the Platform Information is anticipated to streamline STR related bylaw enforcement and replace a service which provides similar data.

A	Authorize the agreement	<u>Pros</u>	<ul style="list-style-type: none"> The Platform Information is anticipated to streamline STR bylaw enforcement.
		<u>Cons</u>	<ul style="list-style-type: none"> Business information shared with the Province could be hacked or lost.
		<u>Implications</u>	<ul style="list-style-type: none"> The District would gain access to the Platform Information. Whether the District entered the agreement or not, the District would still have access to tools that allow for the removal listings of non-compliant STRs. Staff time may be required to gain full access to the Platform and provide the information to the Province.

		<ul style="list-style-type: none"> Budget savings may be realized by eliminating a service that provides similar information.
B	Do not authorize the agreement	<p><u>Pros</u></p> <ul style="list-style-type: none"> Risk associated with sharing personal information with the Province would be mitigated.
		<p><u>Cons</u></p> <ul style="list-style-type: none"> District would not have access to the Platform Information.
		<p><u>Implications</u></p> <ul style="list-style-type: none"> Budget savings would not be realized. No additional Staff time would be required.
		<p><u>Suggested Motion</u></p> <p>No motion required</p>

POLICY OR LEGISLATIVE IMPACTS:

The Agreement is authorized by FOIPPA and STRAA.

NEXT STEPS:

- Sign the agreement
- Gain full access to the Portal

Respectfully submitted: Joseph Rotenberg, Manager of Corporate Services

From: [Nancy Owen](#)
To: [Nancy Owen](#)
Subject: To Mayor and City Councils, regarding proposal for rezoning of 1061 Helen Rd to 6 units town home
Date: July 3, 2024 9:22:08 AM

From: Paul Zhan [REDACTED]
Sent: Tuesday, July 2, 2024 10:11 AM
To: Info Ucluelet <info@ucluelet.ca>
Cc: Bruce Greig <bgreig@ucluelet.ca>; John Towgood <JTowgood@ucluelet.ca>; [REDACTED]
[REDACTED] [REDACTED] [REDACTED]
Subject: To Mayor and City Councils, regarding proposal for rezoning of 1061 Helen Rd to 6 units town home

[External]

Dear Mayor and Members of the Ucluelet City Council,

I hope this message finds you well. I am writing to advocate for the rezoning of the property at 1061 Helen Rd from a single family home designation to a residential cluster consisting of six individual units.

This proposal is in line with the broader policy direction in British Columbia aimed at increasing residential density. It is crucial that we do not allow the opposition of a few selfish neighbors to derail this proposal, which holds significant benefits for our community.

Numerous cities across the province have already implemented or are in the process of implementing policies allowing for the conversion of single family homes into multiple units. Councils in these cities have faced opposition from neighbors too, yet they have not let this hinder progress towards policies that serve the greater good.

Our proposal has already been scaled down from 11 townhouse units to 6 individual units, demonstrating substantial compromise. Similar projects with comparable residential density have been approved in adjacent community areas. If this proposal does not go through, our developer may withdraw from the project, causing Ucluelet to miss out on a valuable opportunity to address housing shortages.

I urge you to reconsider and uphold the correct policy direction that supports sustainable urban development and meets our community's housing needs. I am eager to discuss this further and provide any additional information that may be helpful in your decision-making process.

Thank you for your attention to this matter. I look forward to your positive response.

Best regards,

Paul Zhan
Principal

E L I T E - D E S I G N

#5200-4000 No.3 Rd Richmond BC V6X 0J8

www.elitedesignfirm.com



Louis Rouleau owner
WestCoast Wild Adventures Ltd.
944 Peninsula Road, Box 107
Ucluelet, BC

To Ucluelet Mayor and Council

I would like to be on the agenda for the June 25, 2024 council meeting as part of the Harbour Managers Report.

Although council has approved WestCoast Wild Adventures Ltd. for the usage of a boat to store fuel for the airplane in the Ucluelet small craft harbour, there are some concerns. I have a proposal that would alleviate some of these concerns. A truck with a Transport Canada approved Tidy Tank, hose, and spill kit would be a much better option. I have talked with the fire Chief about marking the spot above the fish cleaning ramp as a no parking Fire Lane, which we would use as access for fueling the airplane. This way there would be no fuel stored on the water.

I would follow the existing recommendations council put in place to including:

- 1 - That all Transport Canada Regulations are met
- 2 - A minimum of \$5 million general third party liability naming the Ucluelet Harbour Authority, District of Ucluelet, Department of Fisheries and Oceans – _Small Craft Harbour and Kasslyn Contracting with confirmation of pollution liability limit of no less than \$5 million.
- 3 - Response Spill Kit on-site suitable for the volume of fuel being stored on the truck
- 4 - Submission of a Safety Plan approved by the Ucluelet Harbour Authority and Ucluelet Fire Department
- 5 - A renewable term of 3-years

Louis Rouleau



WHISKEY LANDING DEVELOPMENTS LTD.

Mail to: 550-800 15355 24 Avenue, SURREY BC V4A 2H9

Office: 225 – 19055 34A Avenue, SURREY BC V4A 2H9

Tel. (604) 309-4154

E. estewart@azuramanagement.com

Ewen Stewart, President

June 21, 2024

By email

District of Ucluelet

200 Main Street,

P.O. Box 999,

Ucluelet, BC V0R 3A0

Dear Mayor and Council

Re: Withdrawal of Development/Variance Permit Application(s) for 1671 Cedar Road

We are withdrawing our application for a DP for 23 dwelling units for this site.

The Director of Planning, Bruce Grieg, has made it extremely clear by his behaviour that he has zero intention of ever approving ANY form of housing for this site in spite of being zoned CD4 the same as Whiskey Landing Phase 1. On March 12, 2024 in his Report to Council he expressed a whole new theory of the meaning of CD4 zoning. He also expressed a new series of demands concerning the existing Certificate of Compliance and landscape plans previously deferred to BP stage. His recommendation was that Council cancel the DP application as it was past the 9 month completion time. Council deferred a decision to allow us time to meet these new demands.

All new demands were met by April 19, 2024. The project was again scheduled for Council consideration June 11, 2024. A new Report to Council was created for June 11th continuing the March 12th Report declaring that we are re zoned to multi family residential. The Director of Planning is demanding that the site be re zoned by Section 219 covenant.

We have naively always believed that only Council has the authority to alter use and density under the Local Government Act. Apparently not true in Ucluelet.

.../2,

Included in the June 11th Report to Council is a whole new series of demands and conditions not seen before and asking Council to make them a condition of any approval. Included in this batch is a new Koers Engineering Report dated May 23, 2024. Koers Engineering produced a draft report dated November 7, 2023. All issues were dealt with by the end of November with our request to James Macintosh to reissue as a final report so we could complete designs. Now 7 months later on the eve of a DP approval a completely new report surfaces with a completely new wish list of demands.

We admit defeat.

It is very clear that Ucluelet does not want any further building in the District no matter the project is zoned.

Simultaneously with this withdrawal of our 23 unit application we wish to put forward an alternate 4 unit application that we believes avoids any capacity of the Planning Department to further frustrate the use of our lands. We have permit ready plans that need some minor modifications before submitting next week.

Our request to Council is that they authorize an outside planning consultant firm to review our new application. We will pay the full consultant cost rather than subject ourselves to any further abuse by the current Director of Planning. Or that we be allowed to present our application directly to Council for a DP since all possible issues have been identified in our existing application and a reduction to 4 units makes an extremely simple application.

Please see attached drawings for reference.

Let us know how we can proceed to create something on our lands.

Thanks

Whiskey Landing Developments Ltd.

Per 

Ewen Stewart

WHISKEY LANDING - PHASE 2
210.07 ISSUED FOR DEVELOPMENT PERMIT

CLIENT

Azura Management Corp.
 8001 153rd, 24 Ave
 Surrey, BC V4A 2H9
 Tel: 604.586.7345 ext. 201
 Contact: Ewen Stewart
 email: estewart@azuramanagement.com

REGISTERED OWNER:
WHISKEY LANDING DEVELOPMENTS LTD.

Architectural Technologist
KelTec Design & Drafting
 14904 Denike Street
 Summerland, BC V0H 1Z8
 Tel: 250.490.0568
 Contact: Deb Taylor
 email: dtaylor@kelttec.ca

General Contractor
 Tel: _____
 Contact: _____
 email: _____

Structural Consultant
Reid Jones Christopherian Ltd.
 4030 Boucher St #214
 Abbotsford, BC V2T 2M4
 Tel: 778.738.1700
 Email: _____
 Contact: _____
 email: _____

Mechanical Consultant
 Tel: _____
 Contact: _____
 email: _____

Electrical Consultant
 Tel: _____
 Contact: _____
 email: _____



14904 Denike Street
 Summerland, B.C. V0H 1Z8

Deb Taylor
 250.212.7907
 dtaylor@kelttec.ca

Chris Milnes, AT AIBC
 250.486.5845
 cmilton@kelttec.ca

Whiskey Landing - Phase 2

1645 Cedar Road
 Uxbridge, BC



Sheet Number	Sheet Name
A000	COVER
A006	PERSPECTIVES
A009	VIRTUAL SAMPLE BOARD
A100	INSPIRATION
A110	PROPOSED SITE
A200	FOUNDATION PLAN
A202	LEVEL 2 - BEDROOMS
A203	LEVEL 3 - LIVING
A204	LOFT PLAN
A205	ROOF PLAN
A400	BUILDING ELEVATIONS
A401	BUILDING ELEVATIONS
A600	BUILDING SECTIONS
A601	BUILDING SECTIONS

Contract Year
COVER

Drawing Number
A000

Approved for the Project by the Designer:

No.	Date	Signature
01	21.03.24	Issued For Site Review
02	21.03.24	Issued For Review of Report
03	21.03.24	Issued For Review of Report
04	21.03.24	Issued For Review of Report
05	21.03.24	Issued For Review of Report
06	21.03.24	Issued For Review of Report
07	21.03.24	Issued For Review of Report
08	21.03.24	Issued For Review of Report

Checked: _____
 Date: _____

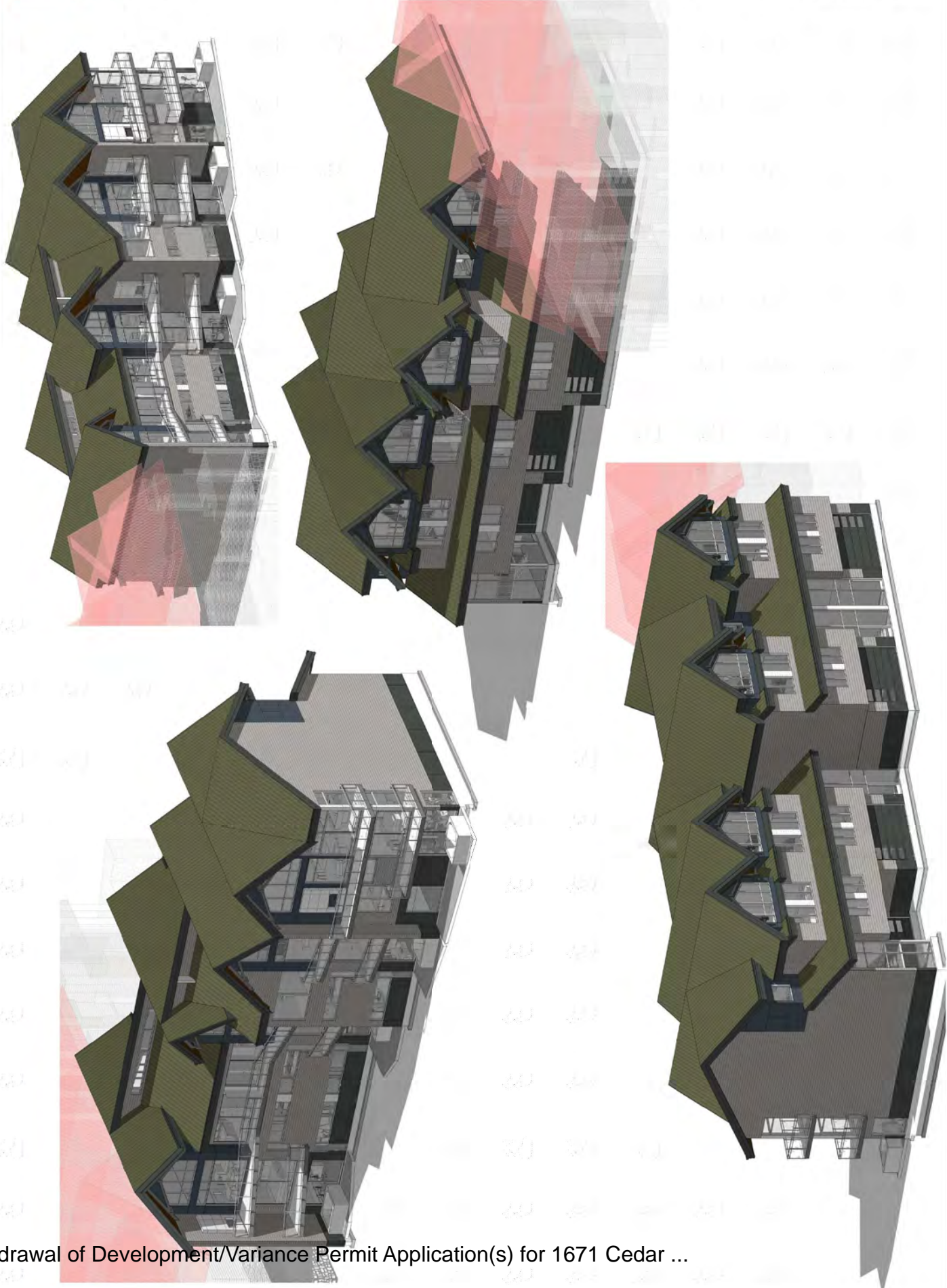
**Whiskey
Landing -
Phase 2**
1645 Cedar Road
LUBALIST, BC

Drawing Type
PERSPECTIVES

Drawing Number
A008

Drawings for 1671 Cedar Road, Summerland BC
Worksheet: PERSP

No.	Date	Revisions
01	21-03-24	Issued For City Review
02	21-03-26	Issued For City Review
03	21-03-26	Issued For City Review
04	21-03-26	Issued For City Review
05	21-03-26	Issued For City Review
06	21-03-26	Issued For City Review
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100	21-03-26	Issued For City Review



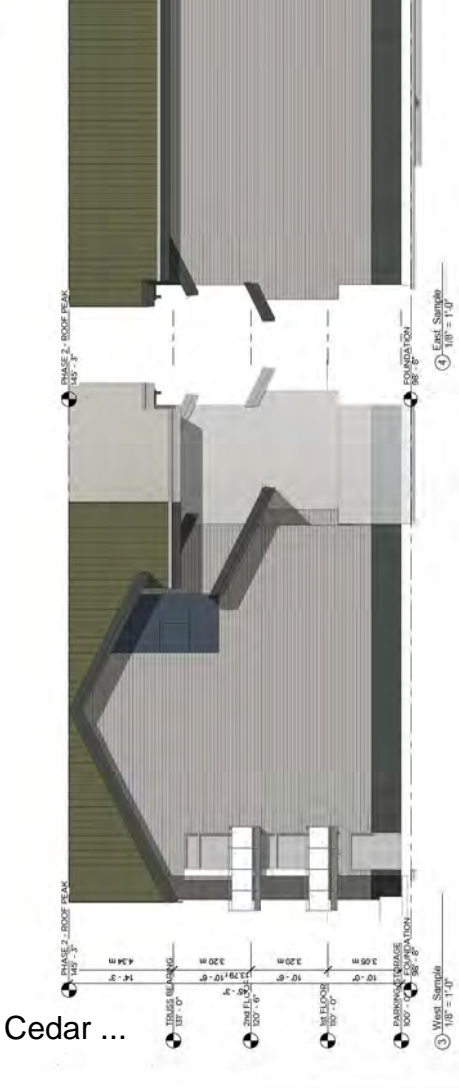
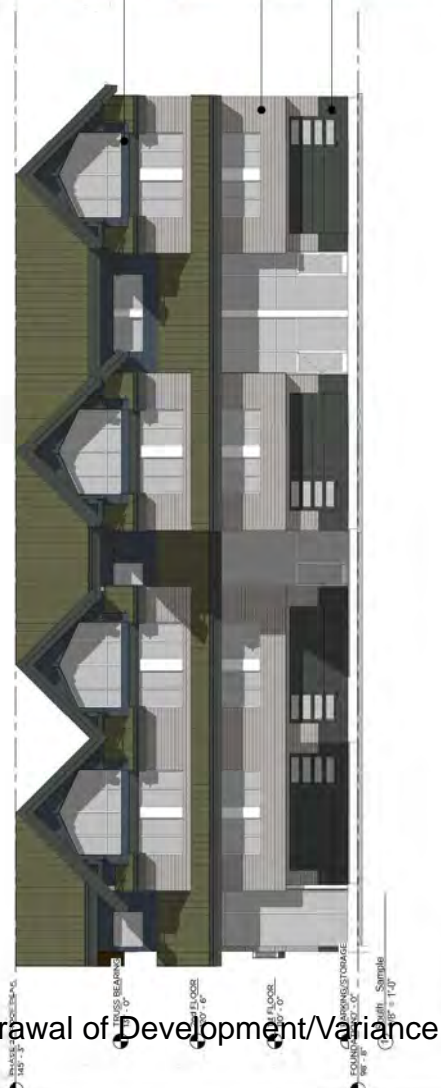
PROPOSED FINISHES:

COLOUR MATCH FOR:
 - GARAGE DOORS
 - FASCIA BOARDS
 - EXPOSED FRAMING

NOTE:
 ALL MATERIALS TO BE REVIEWED BY CLIENT w/
 PHYSICAL SAMPLES BEFORE FINAL SELECTION.

Whiskey Landing - Phase 2
1645 Cedar Road
LUSHEAT, BC



VIRTUAL SAMPLE BOARD

Drawing Number: **A009**

Design from: **1645 Cedar Road, LUSHEAT, BC, V0H 1Z8**

No.	Date	Revision
01	21-03-24	Issued For Plan Review
02	21-03-24	Issued For Plan Review
03	21-03-24	Issued For Plan Review
04	21-03-24	Issued For Plan Review
05	21-03-24	Issued For Plan Review
06	21-03-24	Issued For Plan Review
07	21-03-24	Issued For Plan Review
08	21-03-24	Issued For Plan Review
09	21-03-24	Issued For Plan Review
10	21-03-24	Issued For Plan Review

Drawn by: **DT**
 Checked by: **CM**
 Scale: **1/8" = 1'-0"**

Whiskey Landing - Phase 2
1645 Cedar Road
LUsabett, BC

Drawing Title
INSPIRATION

Drawing Number
A010

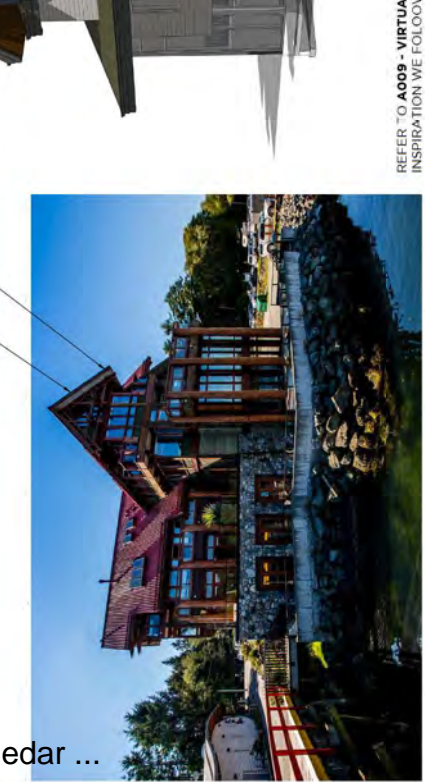
PROJECT INSPIRATION
WE TOOK INSPIRATION FOR THE WHISKEY LANDING PHASE TWO FROM THE FORM OF PHASE ONE AND THE FORM, CHARACTER AND PALETTE OF THE OLD ST. AIDAN'S ON THE HILL CHURCH.

THE STEEP PITCH OF ST. AIDAN'S, THE TWO TONE PALETTE AND THE CONTRASTING CLADDING TEXTURES HAD A SIMULTANEOUSLY TRADITIONAL AND MODERN AESTHETIC THAT INSPIRED US TO TAKE THE EXISTING WEST COAST ARCHITECTURE OF THE PHASE ONE BUILDING AND UPDATE IT FOR THE MODERN ERA.

THE OLD CHURCH FEATURED HIGH VOLUME GLAZING UNIT AT A 1/2 PITCH OF THE ROOF THAT SPEAKS TO THAT MODERN YET TRADITIONAL ARCHITECTURAL LANGUAGE. IT PERFECTLY COMPLIMENTS THE WEST COAST DESIGN WE SOUGHT TO UPHOLD AND MODERNIZE WITH CURRENT MATERIALS AND BUILDING SCIENCES THAT TAKE ADVANTAGE OF EFFICIENCIES AND SUSTAINABLE PRACTICES THAT ARE SO ESSENTIAL TO MODERN DESIGN.

WHILE IT IS IMPORTANT TO VALUE TRADITIONS THAT ARE BOTH FAMILIAR AND COMFORTING, IT IS ALSO CRITICAL THAT WILL BUILD FOR THE ERA WE LIVE IN.

JUST AS THE TRADITIONAL DESIGNERS WE LOOK FONDLY BACK ON BUILT FOR THE ERA THAT THEY LIVED IN, WE HAVE MODERN CHALLENGES TO CONSTRUCTION THAT CAN ONLY BE ADDRESSED THROUGH MODERN BUILDING SCIENCES. ONLY BY LOOKING AHEAD CAN WE CREATE STRUCTURES THAT WILL BE WORTHY OF PRESERVATION BY FUTURE GENERATIONS. WHILE SIMULTANEOUSLY PROVIDING THOUGHTFUL SOLUTIONS TO CURRENT CHALLENGES.



GLAZING UNIT AT 1/2 ROOF PITCH

GLAZING UNITS

TWO TONE FINISH & HORIZONTAL CLADDING

LOW MAINTENANCE METAL ROOF CLADDING TO MATCH PHASE ONE WITH A SOFTER GREEN FINISH INSPIRED BY THE MOSSY CONTRAST IN THE ST. AIDAN'S IMAGE AND THE FOREST'S SURROUNDING UCLUELET

EXPRESSED STRUCTURE IN GABLED ENDS

STEEP PITCH TYPICAL OF WEST COAST ARCHITECTURE

REFER TO A009 - VIRTUAL SAMPLE BOARD FOR THE GEOGRAPHICAL INSPIRATION WE FOLLOWED FOR THE PROPOSED COLOUR PALETTE.

Change from Drawing No. 101 - 102 - 103 - 104 - 105 - 106 - 107 - 108 - 109 - 110 - 111 - 112 - 113 - 114 - 115 - 116 - 117 - 118 - 119 - 120 - 121 - 122 - 123 - 124 - 125 - 126 - 127 - 128 - 129 - 130 - 131 - 132 - 133 - 134 - 135 - 136 - 137 - 138 - 139 - 140 - 141 - 142 - 143 - 144 - 145 - 146 - 147 - 148 - 149 - 150 - 151 - 152 - 153 - 154 - 155 - 156 - 157 - 158 - 159 - 160 - 161 - 162 - 163 - 164 - 165 - 166 - 167 - 168 - 169 - 170 - 171 - 172 - 173 - 174 - 175 - 176 - 177 - 178 - 179 - 180 - 181 - 182 - 183 - 184 - 185 - 186 - 187 - 188 - 189 - 190 - 191 - 192 - 193 - 194 - 195 - 196 - 197 - 198 - 199 - 200 - 201 - 202 - 203 - 204 - 205 - 206 - 207 - 208 - 209 - 210 - 211 - 212 - 213 - 214 - 215 - 216 - 217 - 218 - 219 - 220 - 221 - 222 - 223 - 224 - 225 - 226 - 227 - 228 - 229 - 230 - 231 - 232 - 233 - 234 - 235 - 236 - 237 - 238 - 239 - 240 - 241 - 242 - 243 - 244 - 245 - 246 - 247 - 248 - 249 - 250 - 251 - 252 - 253 - 254 - 255 - 256 - 257 - 258 - 259 - 260 - 261 - 262 - 263 - 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Whiskey Landing - Phase 2

1845 Cedar Road
UCLUELET, BC

PROJECT INFORMATION

OWNER: Whiskey Landing Developments Ltd
PROJECT NAME: Whiskey Landing
PROJECT LOCATION: Ucluelet, BC
LEGAL ADDRESS: P.O. # 027-504-507
Lot 4, District Lot 2964 & 2967, District Lot 2968, Ucluelet, District
CITY ADDRESS: 1845 Cedar Road
LAND USE ZONING: CD-4
SITE AREA: 30903.14 sq ft (2810m²)
APPROX. BUILDING FOOTPRINT: 4900.5 sq ft (457.4 m²)

ZONING REQUIREMENTS

REFERENCE: District of Ucluelet Zoning Bylaw No. 1860, 2013

ZONING: CD-4 WHISKEY LANDING
USE: Retail Comm./Residential

ITEM	PERMITTED	PROPOSED
MINIMUM SETBACKS FRONT	6.0 m	6.0 m
SIZE (NET)	4.2 m	15.0 m (w/ Variance)
REAR	0.0 m	0.0 m
MAXIMUM BUILDING HEIGHT	12.0 m	13.5 m
MAXIMUM LOT COVERAGE	90%	98.8%
DENSITY:		
Resort Code:	1 room or dwelling/140m ² (0.527 R2) lot area	20 (R2 existing, 4 new)
Resurface:	EXISTING TO REMAIN	
Rehab:	EXISTING TO REMAIN	
FAR	Max 2.2	1.1
EXISTING GROSS FLOOR AREA:	24 132.7 m ² (2542 m ²)	
TOTAL ADJUDICATABLE LEGAL:	54 243.7 m ² (5794 m ²)	
FLOOR AREA RATIO:	3178 m ² (GFA) / 2810 m ²	

WATER LEASE VALUES

DISTRICT TECH:

PHASE 1: 17453 sq ft
PHASE 2: 30901 sq ft
TOTAL: 48354 sq ft

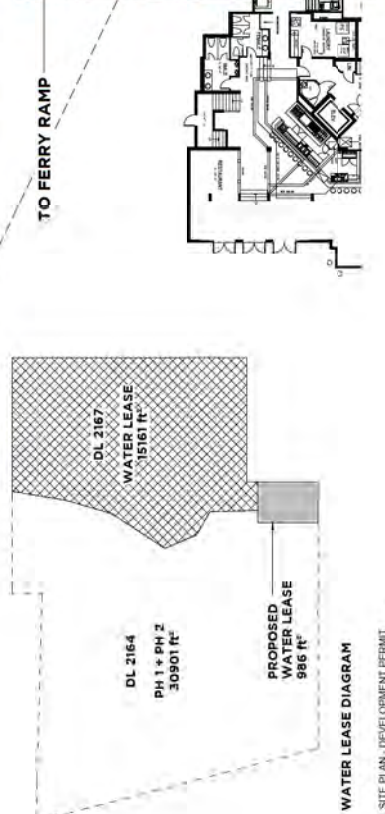
DISTRICT 2617: 1588 sq ft + 888 sq ft = 1676 sq ft

TOTAL sq ft: 47678 sq ft

DISTRICT 2614 & 2617 sq ft = 47678 sq ft

OFF STREET PARKING

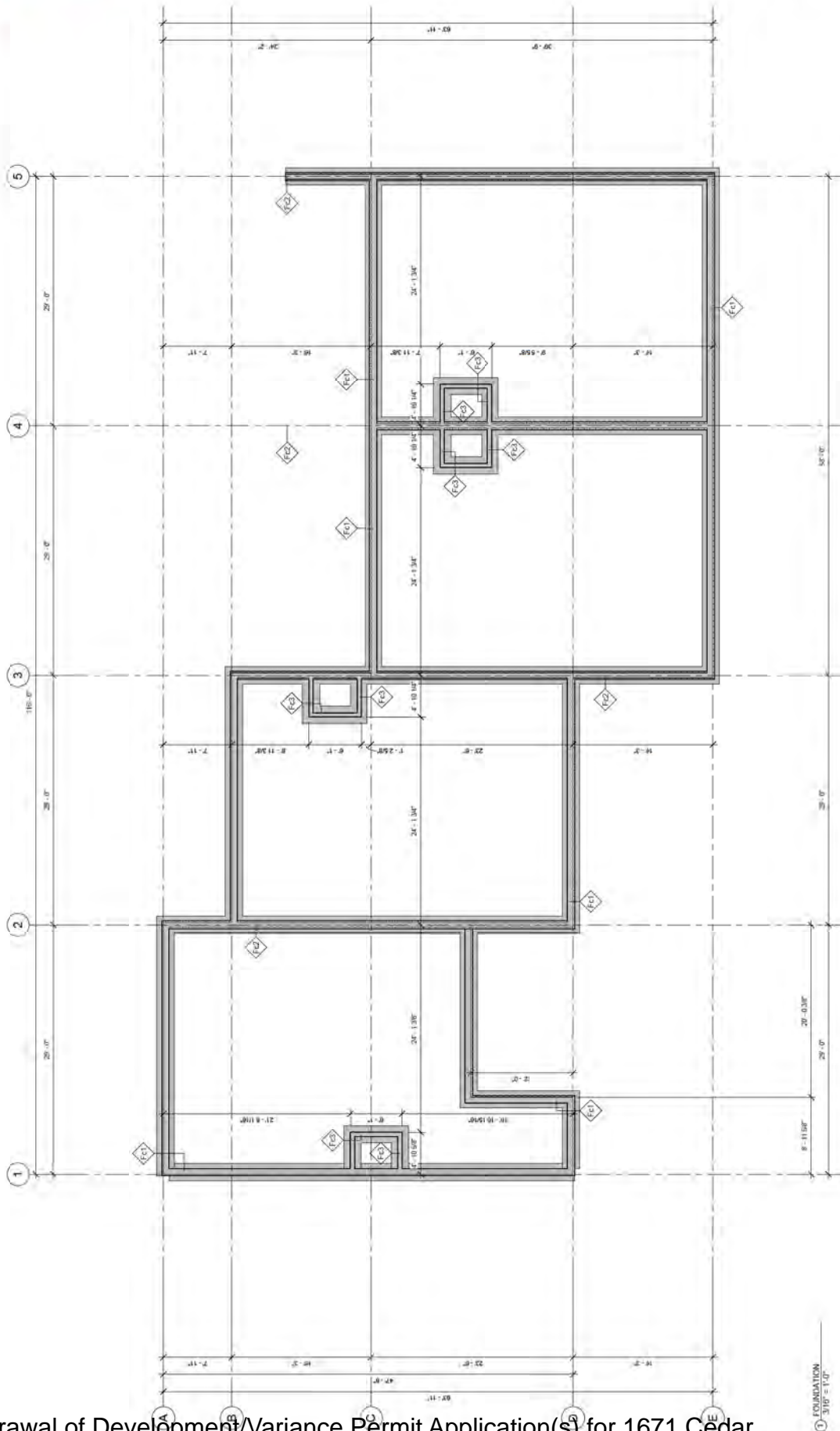
DETAIL	EDGE DETAIL
SMALL PARKING SPACES	2
MARKED VISITOR	4
MARKED PRIVATE	6
COMBINED PARKING ON SITE PROVIDED	12
BY-LAW REQUIREMENTS	15
CRU (EST. 1.58 sq ft @ 1/10 m ²)	35
REQUIREMENT IS 1/10 m ² PER 100 m ² OF GROSS FLOOR AREA	15
TOTAL REQUIRED PER BY-LAW:	45



Whiskey Landing -
Phase 2
1645 Cedar Road
Lions Bay, BC

FOUNDATION
PLAN

A200



① FOUNDATION
3/16" = 1'-0"

Drawing Number: A200
Drawing Title: Whiskey Landing - Phase 2 Foundation Plan
Drawing Date: 10/11/2017
Drawing Scale: 3/16" = 1'-0"

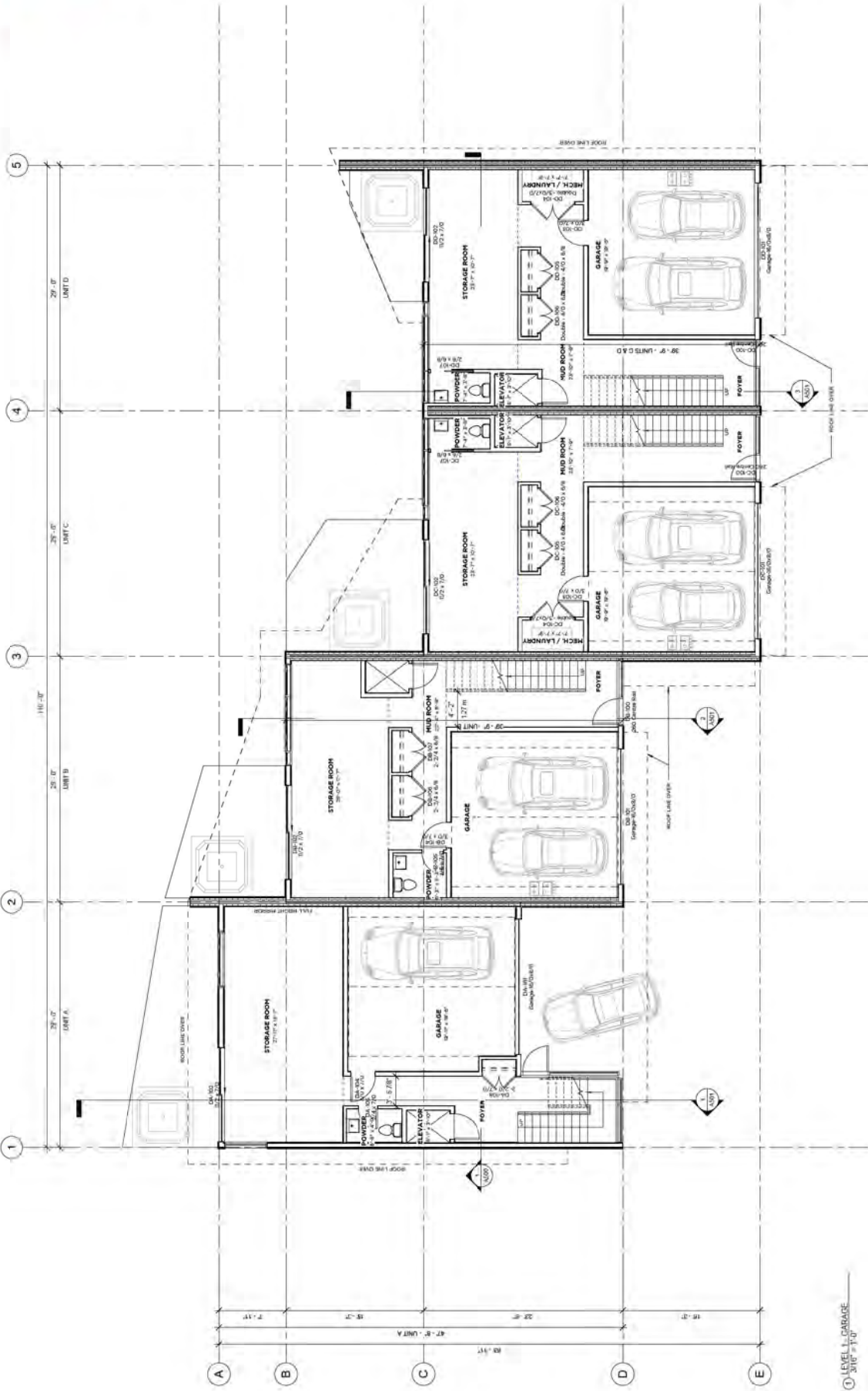
No.	Date	Revisions
01	21.03.2017	Issued For 2D Plan Review
02	21.03.18	Revised Foundation Plan
03	21.03.18	Revised Foundation Plan
04	21.03.18	Revised Foundation Plan
05	21.03.18	Revised Foundation Plan
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**Whiskey Landing -
Phase 2**

1645 Cedar Road
L'Anse-au-Loup, BC

LEVEL 1 -
GARAGE

A201



LEVEL 1 - GARAGE UNITS SUMMARY

UNIT #	AREA (SQ FT)	PERMITS
UNIT 1	1,212.00	REQUIRE PERMITS
UNIT 2	1,212.00	REQUIRE PERMITS
UNIT 3	1,212.00	REQUIRE PERMITS
UNIT 4	1,212.00	REQUIRE PERMITS
UNIT 5	1,212.00	REQUIRE PERMITS
TOTAL	6,060.00	

COMMON AREAS SUMMARY

AREA	AREA (SQ FT)
ELEVATOR	100.00
FOYER	200.00
STAIRS	100.00
TOTAL	400.00

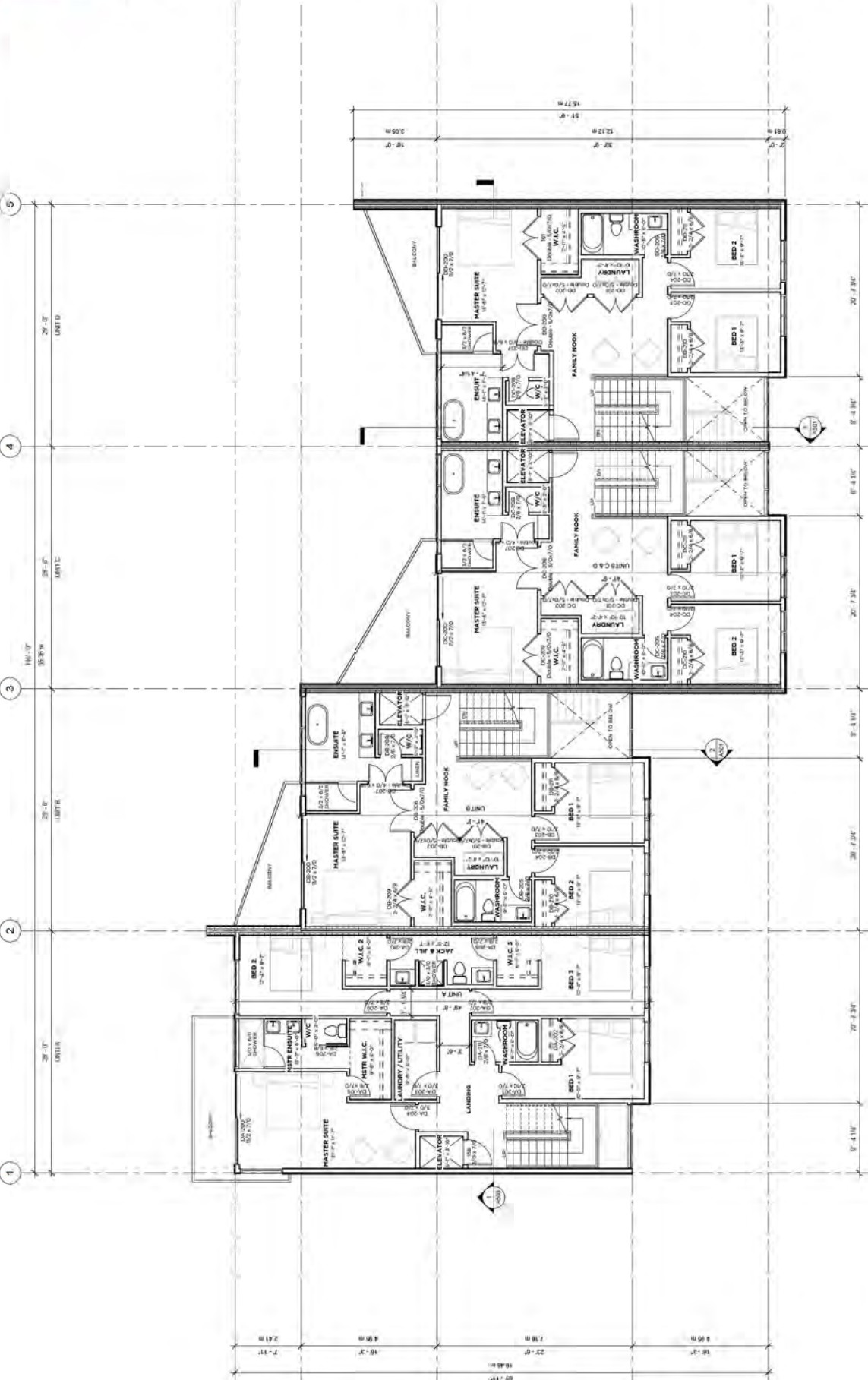
① LEVEL 1 - GARAGE
SHEET 379

**Whiskey Landing -
Phase 2**

1645 Cedar Road
Lynchville, BC

Level 2 -
BEDROOMS

A202



LEVEL LEGEND:

LEVEL 1	1000 P (100 P)
LEVEL 2	1000 P (100 P)
LEVEL 3	1000 P (100 P)
LEVEL 4	1000 P (100 P)
LEVEL 5	1000 P (100 P)

① LEVEL 2 - BEDROOMS
DATE: 11/27

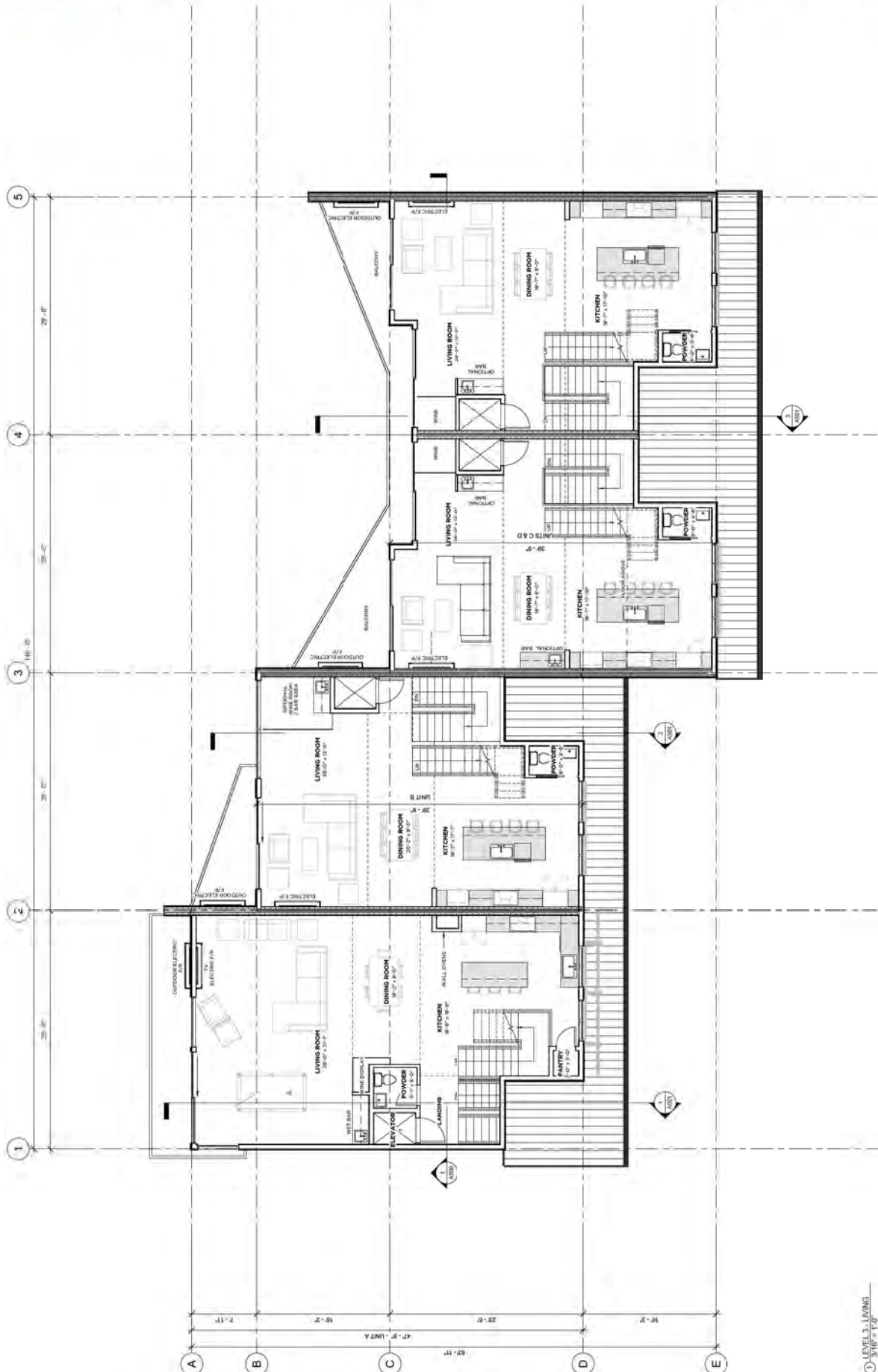
Whiskey Landing - Phase 2
1845 Cedar Road
Lions Bay, BC

A203

Level 3 - LIVING

LEVEL 3 - LIVING

Level 3 Area: 10,328 sq ft
Level 3 Perimeter: 1,120 ft
Level 3 Volume: 10,328 cu ft
Level 3 Commission: 18455-11-23-14-101

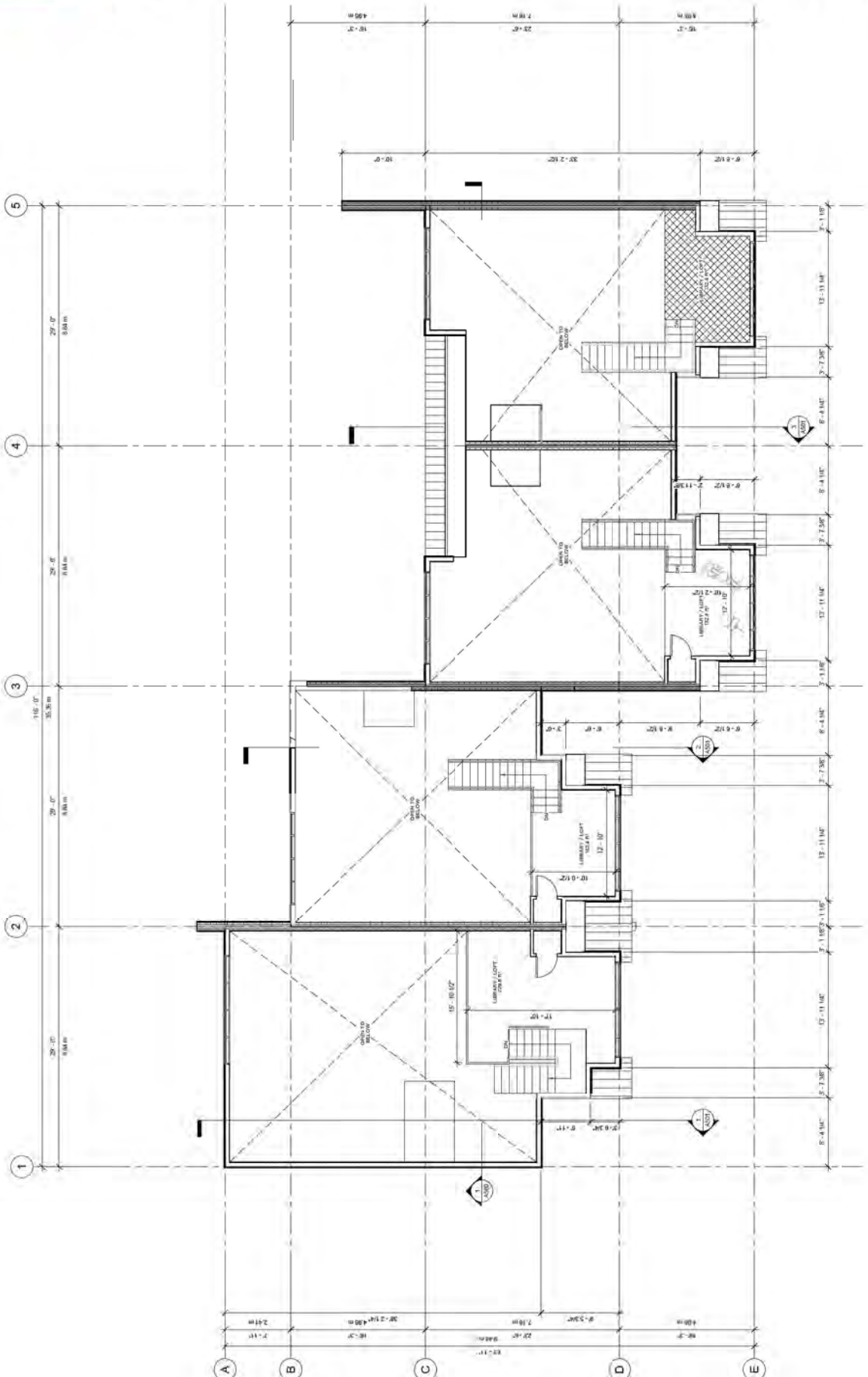


① LEVEL 3 - LIVING
3/16" = 1'-0"

Whiskey Landing - Phase 2
1645 Cedar Road
Lions Bay, BC

LOFT PLAN

A204



LOCATIONS

UNIT 10	100.0 sq ft (9.3 sq m)
UNIT 11	100.0 sq ft (9.3 sq m)
UNIT 12	100.0 sq ft (9.3 sq m)
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UNIT 99	100.0 sq ft (9.3 sq m)
UNIT 100	100.0 sq ft (9.3 sq m)

① LOFT
3/16" = 1'-0"

Whiskey Landing - Phase 2
1645 Cedar Road
L'Anse-au-Loup, BC

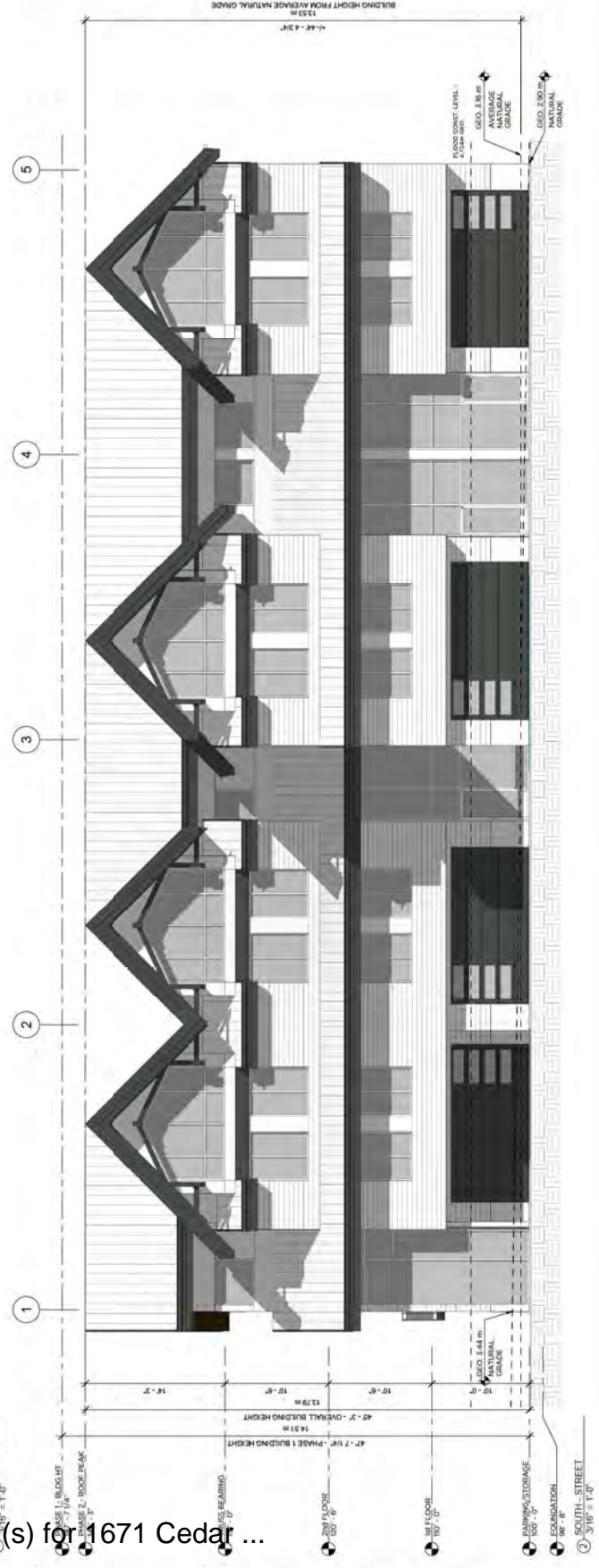
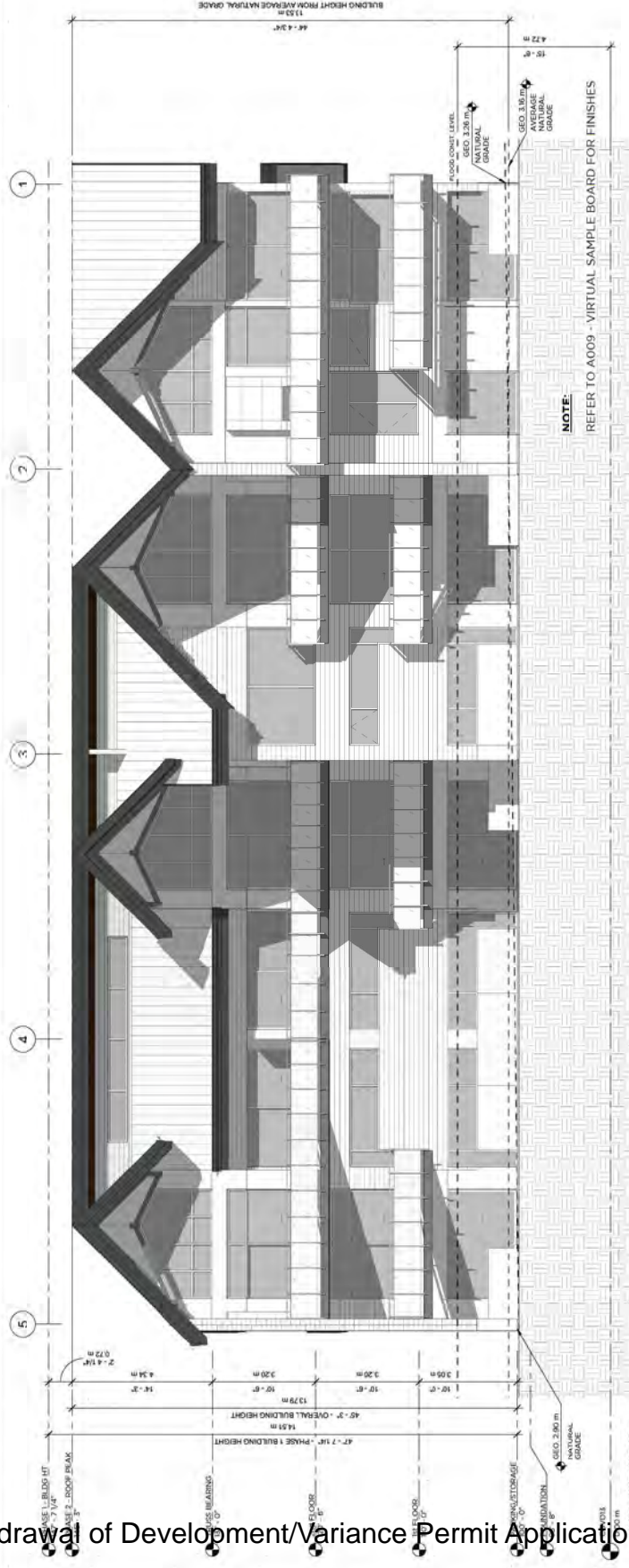
Client: VINE
BUILDING ELEVATIONS

Drawing Number
A400

Design: Project Name: 1645 Cedar Road
Worksheet No: A400

No.	Date	Revisions
01	21.03.24	Issued For 2D Plot Review
02	21.03.24	Revised Permitted Building Height
03	21.03.24	Revised Permitted Building Height
04	21.03.24	Revised Permitted Building Height
05	21.03.24	Revised Permitted Building Height
06	21.03.24	Revised Permitted Building Height
07	21.03.24	Revised Permitted Building Height
08	21.03.24	Revised Permitted Building Height

Scale: 1/8" = 1'-0" (1:24)
Date: 21.03.24
Sheet: 1 of 1
Checked: [Signature]



**Whiskey Landing -
Phase 2**

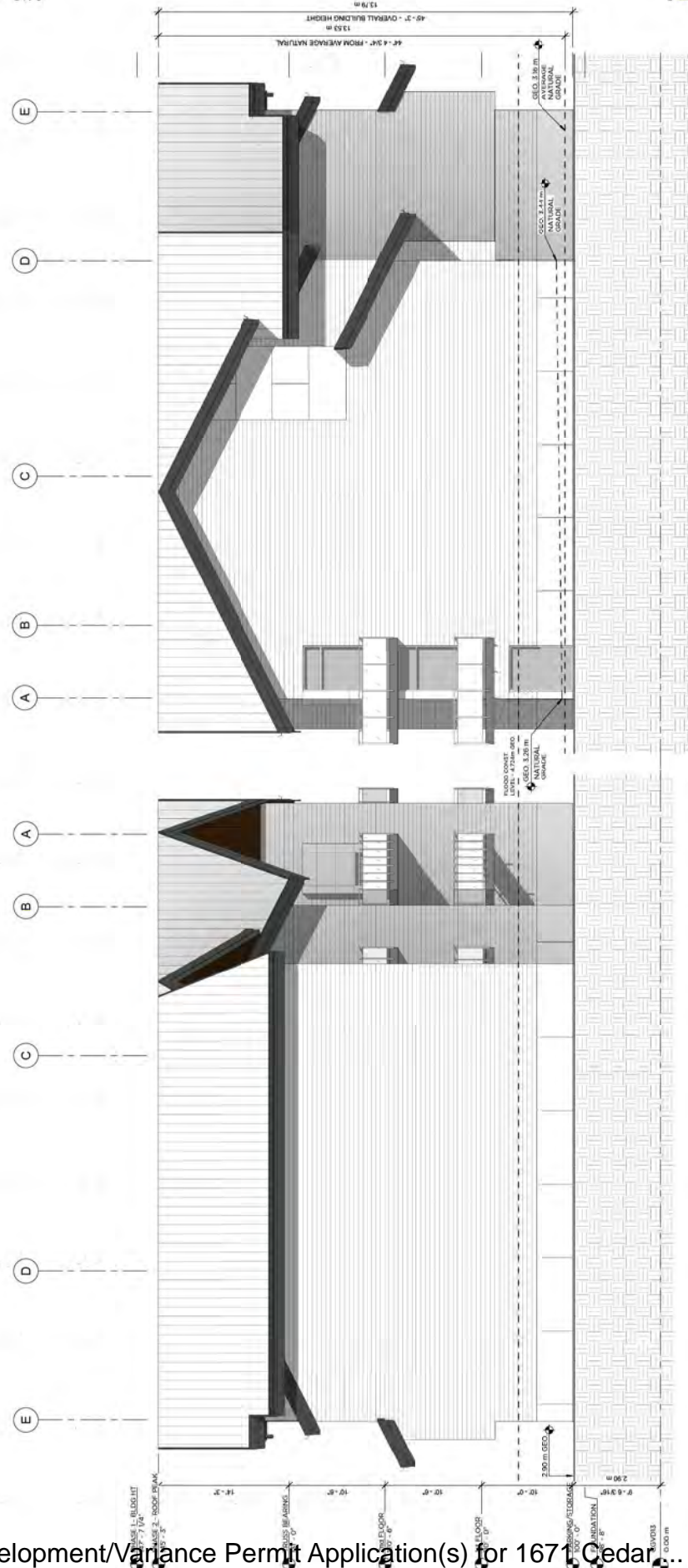
1845 Cedar Road
Lichfield, BC

Customer Name
**BUILDING
ELEVATIONS**

Drawing Number
A401

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Worksheet: The 3rd Set

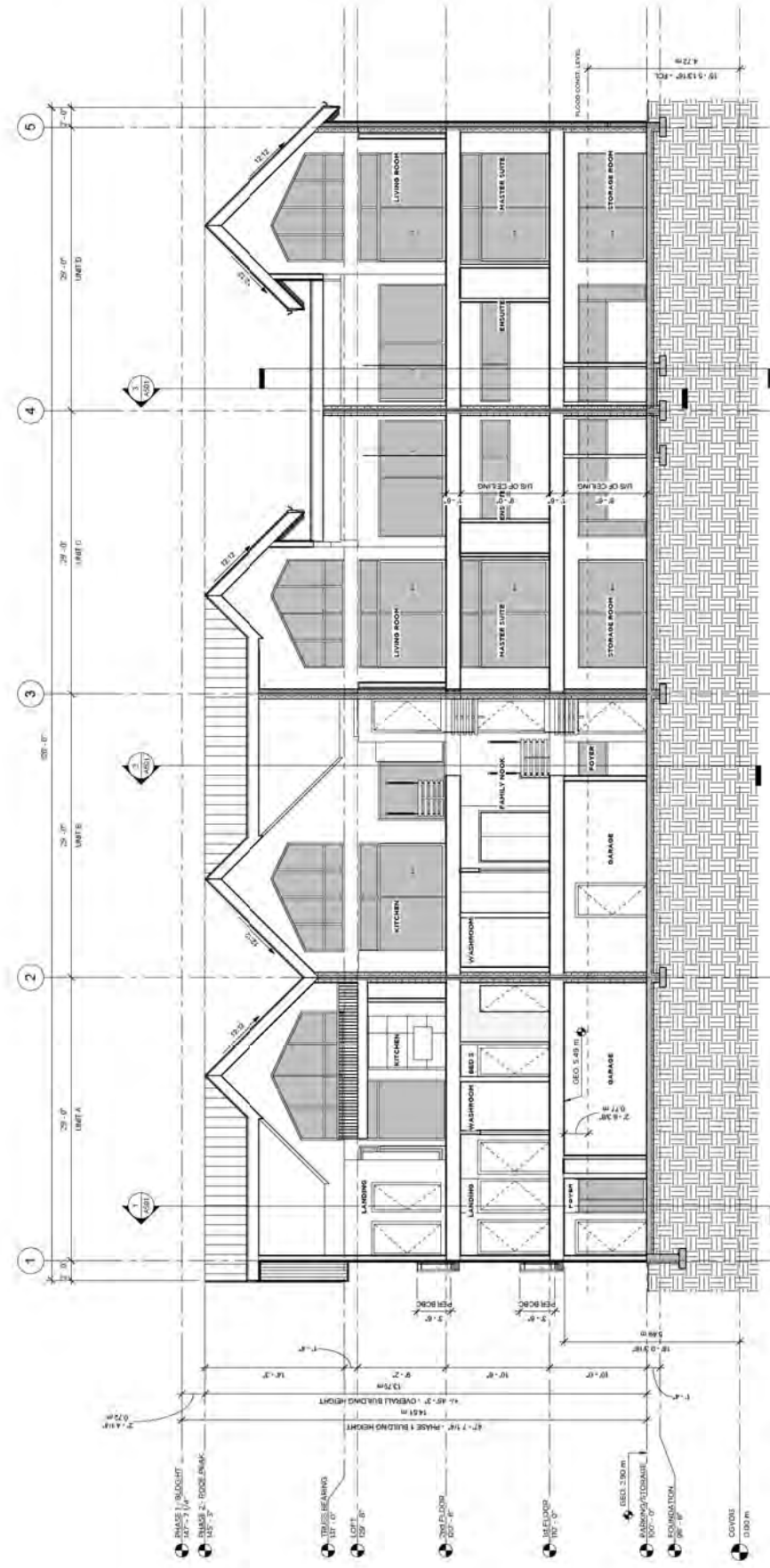
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② WEST
3/16" = 1'-0"

① EAST
3/16" = 1'-0"

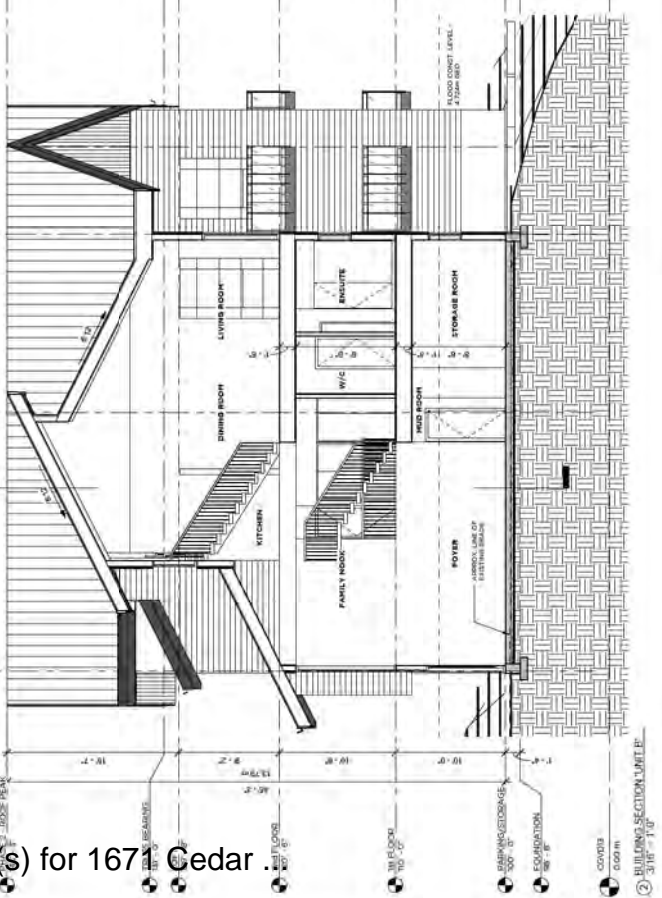
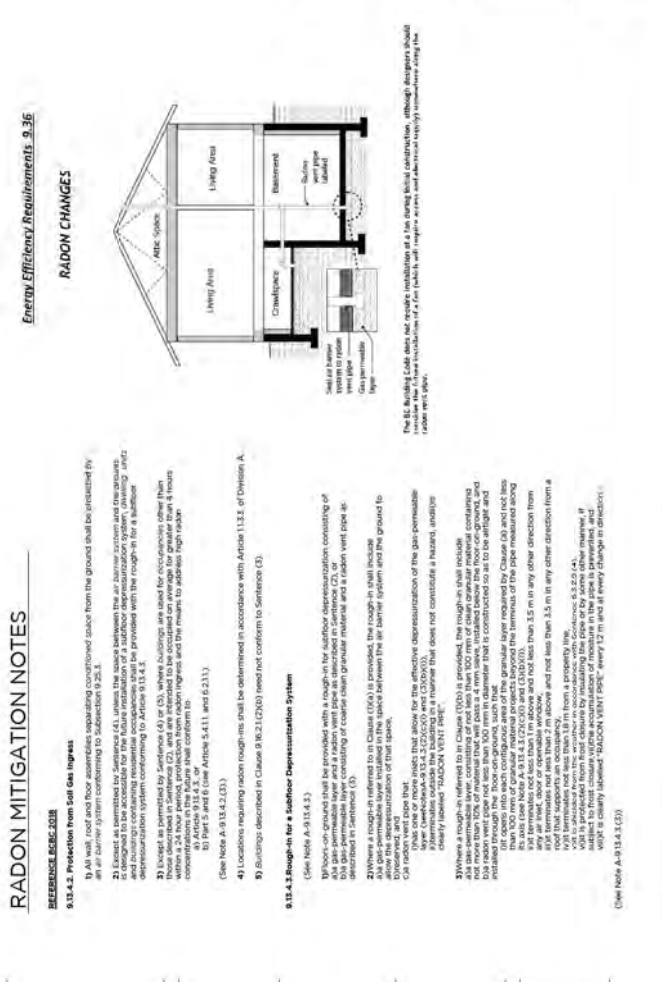
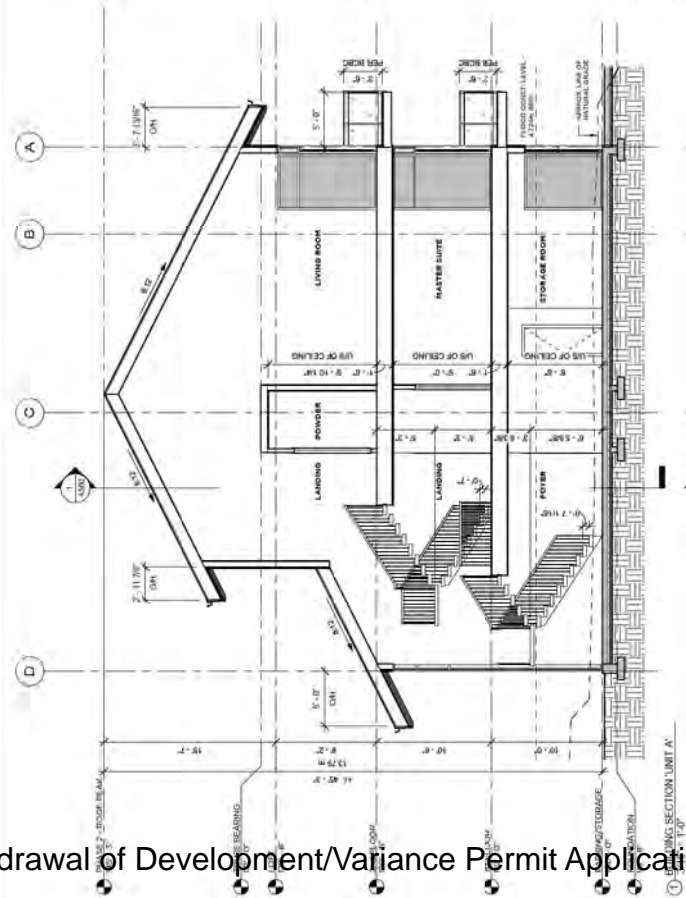
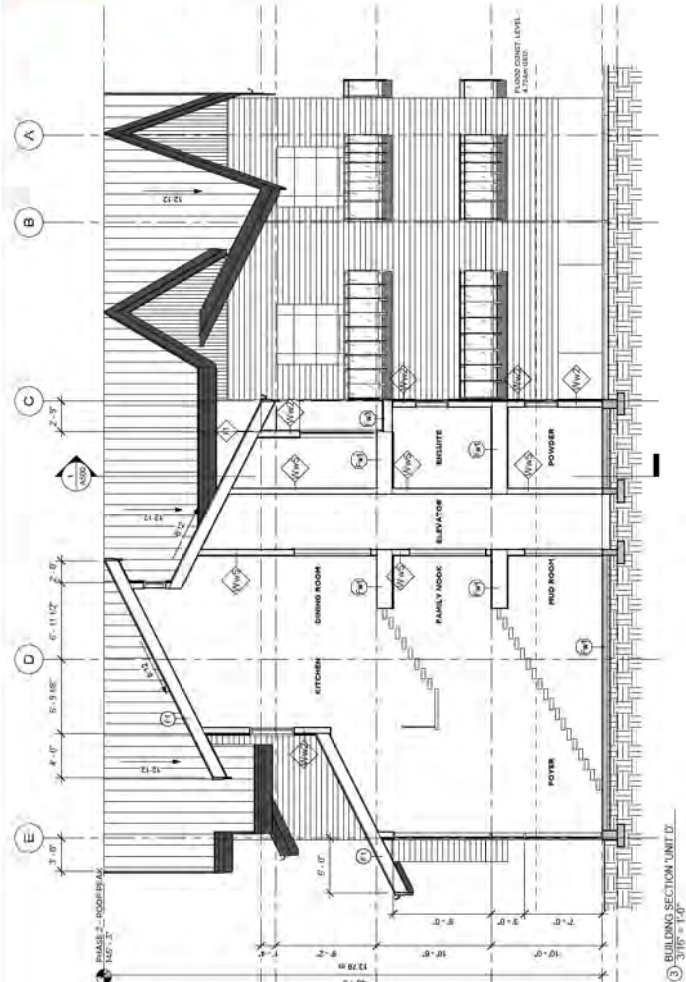
NOTE:
REFER TO A009 - VIRTUAL SAMPLE BOARD FOR FINISHES



Revision History

No.	Date	Revised
01	21.03.24	Issued For 2D Plan Review
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① BUILDING SECTION-ALL UNITS
3/16" = 1'-0"



RADON MITIGATION NOTES

- 9.13.4.2. Protection from Soil Gas Ingress**
- All wall, roof and floor assemblies separating conditioned space from the ground shall be constructed by an air barrier system conforming to Subsection 9.25.1.
 - Radon gas shall be excluded from the building envelope by the installation of a radon gas barrier system, which shall be installed in accordance with the manufacturer's instructions and shall be provided with the rough-in for a subsoil and airtightness testing system.
 - Radon gas barrier systems shall be installed in accordance with the manufacturer's instructions and shall be provided with the rough-in for a subsoil and airtightness testing system.
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- 9.13.4.3. Rough-in for a Subsoil Depressurization System**
- (See Note A-913.4.1.)
- Where a rough-in is provided for a subsoil depressurization system, the rough-in shall be installed in accordance with the manufacturer's instructions and shall be provided with the rough-in for a subsoil and airtightness testing system.
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Energy Efficiency Requirements 9.36

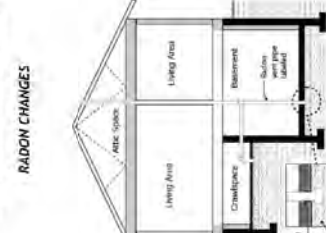


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Table with columns: No., Date, Description, and Remarks.

A501

Table with columns: No., Date, Description, and Remarks.



June 25, 2024

Mayor McEwen and Council
200 Main Street
PO Box 999
Ucluelet BC V0R3A0

Sent via email: info@ucluelet.ca

**RE: VIS 6724, The Moorage
Peninsula and Lyche Road Upgrade Project**

We write on behalf of the Strata Council of Owners for VIS 6724, The Moorage.

The Strata Council looks forward to the completion of the Peninsula and Lyche Road Upgrade Project.

The Council requests that the scope of work for the project include a cleaning of Lyche Road, as gravel and debris from the upgrade project has become imbedded in the asphalt road, and that the parking spot lines on Lyche Road be painted.

We look forward to your response to our request.

Yours truly,
ARDENT PROPERTIES INC.



Christine Brice
Strata Manager

CB/rj

Cc: James MacIntosh, Director of Engineering Services jmacintosh@ucluelet.ca

From: [Robert Schantz](#)
To: [Info Ucluelet](#)
Subject: Forbes Road
Date: June 27, 2024 1:03:26 PM

[External]

Dear Ucluelet Mayor and Council

As I am sure you know the Forbes Road expansion to Marine Drive is being completed. This will become a main access to town. There is already an issue with people driving at high speeds up the street once completed people will roar up Forbes Road. As there is Tugwell Fields access and parking lot which is well attended by residents and visitors to events at the sport fields I would recommend that speed bumps be installed on both sides of the park to slow people down as it seems no one pays attention to the 30 kmh speed limit posted

Thank you,

Bob Schantz

Resident of Ucluelet

[Sent from Yahoo Mail for iPhone](#)



INFORMATION REPORT TO COUNCIL

Council Meeting: July 9, 2024

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: BRUCE GREIG, DIRECTOR OF COMMUNITY PLANNING

FILE NO: 6723-20

SUBJECT: INFO GUIDE FOR ACCESSORY DWELLING UNITS

REPORT NO: 24- 75

ATTACHMENT(S): APPENDIX A – DRAFT GUIDE AND CHECKLIST FOR ACCESSORY DWELLING UNITS

This report is to provide Council with a preview of the content outline for a new guide to building new Accessory Dwelling Units (ADUs) on residential properties in Ucluelet.

BACKGROUND:

A work plan for housing actions was first endorsed by Council at its [June 8, 2023](#), meeting and again at its meeting held October 23, 2024. Among many possible actions is to “create a prospective applicant information package, checklist and informative video for ADU’s”.

DISCUSSION:

The potential for accessory dwellings units:

Detached accessory residential dwelling units present an important opportunity for increasing the amount and variety of housing options desperately needed by Ucluelet community members. These secondary residential units are a form of “gentle infill” that can provide housing, provide a mortgage helper, and diversify the community housing stock with low impact on existing neighbourhoods. For homeowners an ADU can add income, add to property values, and create flexibility for family housing situations.

Most properties in Ucluelet zoned to permit a single-family residence as the principal permitted use also allow an ADU as an accessory use.

On June 11, 2024, with the adoption of Zoning Amendment Bylaw No. 1346, 2024, the setbacks for siting an ADU were relaxed and the height increased to make it easier to construct a new housing unit on existing properties. These changes are consistent with the provincial *Site Standards* for municipalities to enact new regulations allowing for Small-Scale Multi-Unit Housing.

Encouraging construction of new ADUs:

To encourage homeowners to consider constructing a new ADU, staff are creating an information package to help people understand the process (see **Appendix “A”**). The guide and checklist will

step a homeowner through the benefits, incentives, and application process for adding an ADU to a residential property. The guide will include:

- recent zoning changes;
- access;
- addressing;
- parking;
- code requirements;
- modular and site-built options;
- servicing;
- expected costs; and,
- links to information on tenancy and financial incentives offered by the Province.

A checklist and sample site and floor plans will be part of the package, to give the owner an idea of what a complete application will include. The aim is to provide homeowners with information and a contact point to ask questions of staff.

POLICY OR LEGISLATIVE IMPACTS:

The process for constructing an ADU is simply constructing a small second house on a residential property; the regulations in the zoning bylaw, building bylaw, and BC Building Code apply the same as for any single-family dwelling.

NEXT STEPS:

- Staff will complete the guide and checklist, and use the regular communication channels (newsletter, UkeeMail) to promote awareness of the new materials and this opportunity for new housing.
- The work plan anticipates an information video as well; staff will explore options for producing a short ADU how-to video this fall.

Respectfully submitted: **Bruce Greig, Director of Community Planning**
 Duane Lawrence, CAO

+ Introduction

- + What is an Accessory Dwelling Unit (ADU)?
- How can you use a ADU?

+ Steps to Get Started

- + a. Is your lot eligible?
- + b. Plan your project
 - + Code compliance
 - + Owner-builder requirements
 - + Hiring a designer/builder
- + c. Estimated costs
- + d. Application process
- + e. Regulations
 - + Zoning
 - + Access
 - + Siting
 - + Height
 - + Size
 - Parking
 - + Design

+ First steps in building your ADU:

+ Resources & Contact Information

- District of Ucluelet Zoning Map and Bylaw:
- Bylaws and guidelines
- All bylaws:
- Key forms
- Building Permits, and all other forms:
- Contacts

+ Design Considerations

- + (not regulations – just suggestions)
 -
 - 5 Appendix: Design Guidelines



INFORMATION REPORT

Council Meeting: July 9, 2024
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: NANCY OWEN, EXECUTIVE ASSISTANT

FILE NO: 0550-20

SUBJECT: RESOLUTION TRACKING – JULY 2024

REPORT NO: 24-76

ATTACHMENT(S): APPENDIX A - RESOLUTION TRACKER – JULY 2024

PURPOSE:

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

BACKGROUND:

The resolution tracking report, attached, provides Council with an overview of actions resulting from resolutions of Council. Resolutions are assigned to staff with the following progress designations:

- Assigned – action has not yet commenced;
- In Progress – action has been taken by Staff;
- Deferred – no action at this time;
- Complete – action has been completed; and
- No Further Action – no further action on this matter will be taken by District Staff.

Items will be removed from the list after actions are shown once as complete or no further action.

Respectfully submitted:

Nancy Owen, Executive Assistant
JOSEPH ROTENBERG, MANAGER OF CORPORATE SERVICES

Resolution Tracking
2024
Mayor's Office
Executive Assistant

Resolution Date	Meeting Item Description	Resolution	Action	Department Responsible	Status	Comments/Actions
Jun-21	Resolution Tracking - May 2021	staff provide a report to Council with options for the investment of Barkley Community Forest Funds at an upcoming Council Meeting.	Staff to develop a legacy reserve fund as part of the statutory reserve policy.	Finance	In Progress	BCF Investment plan to be developed and presented to council for consideration in the fall of 2024.
21-Sep-21	Dr. Carrie Marshall and Faye Missar, Coastal Family Resource Coalition Re: Harm Reduction	Council direct Staff to bring back the alcohol harm reduction information to at a future meeting for Council discussion.	Draft report and bring back alcohol related information for Council discussion.	Recreation	In progress and being researched	Fall project
Apr-22	Traffic Calming Next Steps		Prepare a draft traffic calming policy	Public Works	Assigned	The creation of a formal policy for speed has been deferred, or adjusted to a guideline
Apr-22	Update on Village Green: Main & Cedar Intersection	Council direct staff to explore costs for adding parking stalls within the current extents of the Cedar Road Parking Hub, for consideration in the 2023 budget.	Explore costs for exploring the addition of parking stalls within the Cedar Hub Parking Hub, for consideration in the 2023 budget.	Public Works	Assigned	RTC in summer 2024. Update RTC in Fall JM
May-22	Affordable Housing	Council direct staff to issue a request for proposal to engage a housing authority. It was moved and seconded THAT the Committee of the Whole recommend that Council direct staff to issue a request for proposal to engage a housing authority.	Issue a request for proposal to engage a housing authority.	Administration	Deferred	Item will be action when affordable housing units are developed and in the control of the municipality
14-Jun-22	Trail Right of Way over 348 Pass of Melfort	Council, for the purposes of creating a public pathway over 348 Pass of Melfort, Strata Lot 10, Plan VIS5896, Section 1, Barclay Land District: 1. Direct District of Ucluelet staff to execute and register the S.218 Statutory Right of Way attached as Appendix A of staff report 22-78. 2. Direct District of Ucluelet staff to coordinate the environmental and estimating work required so that a public pathway over 348 Pass of Melfort and relocated elements of the Wild Pacific Trail can be considered and prioritized in future budgeting process. It was moved and seconded THAT a letter of appreciation be forwarded to the property owners and some form of tribute to them be included in the trail construction.	Execute and register the S.218 Statutory Right of Way attached as Appendix A of staff report 22-78. Coordinate the environmental and estimating work required so that a public pathway over 348 Pass of Melfort and relocated elements of the Wild Pacific Trail can be considered and prioritized in future budgeting process. Forward a letter of appreciation to the property owners and include some form of tribute to them in the trail construction.	Planning	In Progress	Statutory Right of way has been registered. Environmental work yet to be completed. Tribute and letter will be completed at time of trail construction. Budget allocated towards trail project.
16-Aug-22	Fireworks Regulation Bylaw 1302, 2022	Council approves the Fireworks Fines & Penalties as presented in staff report No. 22-113 and directs staff to present an amendment to Municipal Ticket Information System Bylaw No. 949, 2004 to include these fines and penalties.	Draft MTI amendment bylaw and bring forward for Council review.	Administration	Assigned	Summer 2024
15-Nov-22	Ucluelet Garbage Collection and Regulation Bylaw No. 960, 2004	Council direct staff to present an amendment to the District of Ucluelet Garbage Collection and Regulation Bylaw No. 960, 2004, to be considered at a future Council meeting, which allows for Bear Resistant Collection Carts to be stored outside provided that the container is anchored to prevent tipping or being dragged away by an adult bear.	Draft and present amendments to Bylaw No. 960, 2004 to allow for outdoor storage of garbage carts provided they are anchored.	Recreation	Assigned	Working with Wildsafe BC to draft a wildlife attractant bylaw in the fall 2024

Resolution Tracking - July 2024 Nancy Owen, Executive Assistant

Resolution Date	Meeting Item Description	Resolution	Action	Department Responsible	Status	Comments/Actions
Feb-23	Development Permit for 449 Matterson Drive - Lot 16 Rental Building	Council authorize the Director of Community Planning to execute and issue Development Permit DP22-18 for the property at 449 Matterson Drive to allow the construction of a 48-unit rental apartment building and associated driveways, parking, and landscaping subject to: a) Final registration of the subdivision of the Lot 16 property to create the proposed "lot A" apartment building parcel at 449 Matterson Drive; b) Provision of all on and off-site works required to access and service the 48-unit rental apartment building including but not limited to: roads, sidewalks, landscaping, parking areas, potable water, sewer, storm water management, electrical and data services; and, c) Provision of a landscape deposit for 125% of the estimated costs of hard and soft landscape improvements on the property.	Issue DP once subdivision is complete and other conditions are met.	Planning	On Hold	Timing of subdivision uncertain - depends on developer's direction.
Mar-23	Joanne Sales, Executive Director Broom Busters		Coordinate with Broom Busters regarding Broom removal.	Public Works	Assigned	
May-23	Rezoning Application 828 Odyssey Lane	Council direct Staff to provide a follow-up report on: allowed uses in the Guest House Zone; allowed number of units; and the residency requirement.	Present report to Council.	Planning	Assigned	Lower priority among other housing initiatives - will bring forward in conjunction with housing /tourist accommodation zoning changes.
09-May-23	Options for Mobile Vending Regulations	Council direct staff to explore options for locating food trucks on public lands in Ucluelet for discussion at a Committee-of-the-Whole meeting (in Fall of 2023 or later).	Present report.	Planning	Assigned	Lower priority behind housing initiatives - bring forward as capacity allows
09-May-23	Options for Mobile Vending Regulations	Council direct staff to draft bylaw and policy changes for improving the regulation and permitting of mobile vendors in the District of Ucluelet, for discussion at a Committee-of-the-Whole meeting (in Fall of 2023 or later).	Draft and present bylaw and policy changes.	Planning	Assigned	Lower priority behind housing initiatives - bring forward as capacity allows
09-May-23	Options for Mobile Vending Regulations	Council direct staff to prioritize developing a Mobile Vending Policy and reviewing the zoning options for future mobile vending uses ahead of processing individual mobile vendor applications.	Develop policy.	Planning	Assigned	Lower priority behind housing initiatives - bring forward as capacity allows
27-Jun-23	DVP for Subdivision Servicing - Lot 16 Marine Drive/ 449 Matterson Drive	Council direct Staff to investigate transitioning the future road access point from Victoria Road into the Lot 16 development as an emergency access only.	Present report.	Public Works / Fire	Deferred	On hold pending movement on development plans.
18-Jul-23	Development Variance Permit for 1333 Pine Road	Council direct Staff to prioritize presenting a report to Council on boulevard parking, including diagonal parking, on Pine Road and the impact on pedestrian and road safety.	Draft report: Council direction required on scope of study re: parking / road safety / access / street character.	Planning	Assigned	Review with strategic priorities; what level of priority?

Resolution Date	Meeting Item Description	Resolution	Action	Department Responsible	Status	Comments/Actions
Jul-23	Proclamation Request - National Drowning Prevention Week Kaelan D'Sena, Communications, Lifesaving Society - BC & Yukon Branch	Council direct staff to develop a recognition, awareness and proclamation policy for Councils consideration.	Draft and present policy for Council consideration	Administration	Assigned	
Oct-23	Visitor Parking Program Duane Lawrence, Chief Administrative Officer	Council direct staff to issue a request for proposals for the implementation of a visitor parking program; undertake a community survey; and bring a follow-up report back to Council providing an overview of the parking program inclusive of costs, impacts and revenue generation for consideration.	Present Council report on costs, impacts and revenue generation related to parking program.	Administration	Complete	Survey complete. RFP issued. Awaiting results of RFP and analysing survey responses.
Nov-23	2024 Conference Attendance Schedule	Mayor and Council are authorized to attend and represent the District of Ucluelet at the conferences listed in the 2024 Conference Attendance Schedule attached as Appendix A to report No. 23 – 143.	Register Councillors to attend conferences and book accommodations.	Administration	In progress	Councillors will be registered for the conferences and hotels will be booked as registration and hotel blocks open. Awaiting confirmation from Council of attendance at VIEA.
Nov-23	1300 Peninsula Road Lease to Westcoast Community Resources Society	subject to the Westcoast Community Resources Society receiving project funding from BC Housing, Council authorize the lease of the property at 1300 Peninsula Road to the Society for a fee of \$1 annually plus GST for a term of 60 years to operate 5 units of mixed market and affordable community rental housing.	Sign lease agreement if the project is funded by BC Housing.	Administration	Complete	This project was not funded.
07-Dec-23	Lot 13 - BC Housing Partnering Agreement	Council authorize execution of the Project Partnering Agreement for the 33-unit development at Lot 13 Marine Drive between the District, the British Columbia Housing Management Commission, ACMC Holdings Ltd. and Andrew Charles McLane.	Execute agreement	Administration	Complete	An updated agreement was authorized on March 14th and subsequently signed by the District
07-Dec-23	The Cabins at Terrace Beach - License of Occupation for Trail / Occupancy and S. 219 Covenant	Council authorize the District of Ucluelet's Corporate Officer to execute a Licence of Occupation with the Province of British Columbia for that portion of the Terrace Beach trail overlapping the area of Crown Land which intersects the trail Statutory Right-of-Way EPP117266.	Execute Licence of Occupation	Administration	Complete	Signed by the District awaiting signature by the Crown
09-Jan-24	Amphitrite House Usage Strategy	Council support the Amphitrite House programming as presented in report 24-01 and direct Staff to issue an RFP and bring the results back to Council for consideration.	Bring back follow-up report.	Recreation	Completed	
15-Feb-24	Whiskey Dock Expansion Project Kevin Cortes, Harbour	Council, acting as the Harbour Authority, approve the Whiskey Dock Expansion project as described in Report No. 24-12 up to a maximum of \$30,000 for 2024.	Complete project	Harbour Authority	In progress	obtaining quotes, reviewing for fall 2024
15-Feb-24	Short-Term Rental Accommodations Act : Opt-in Options	1. THAT Council not "opt in" to the Provincial principal residence requirement under the Short-Term Rental Accommodations Act for properties operating short-term rental accommodation at this time; and, 2. THAT Council direct staff to report back within the next year as greater detail becomes available on how the new legislation and regulations will apply to different classes of accommodation service providers in addition to hotels and motels.	Provide report in late 2024 or early 2025 on Short-term rental opt-in.	Planning	Assigned	

Resolution Tracking - July 2024 Meeting - Ministry of Men, Executive Assistant

Resolution Date	Meeting Item Description	Resolution	Action	Department Responsible	Status	Comments/Actions
Feb-24	Small Craft Harbour Head Lease Renewal	Council, acting as the Harbour Authority, authorize the Corporate Officer to execute the Head Lease as proposed by the Department of Fisheries Small Craft Harbour under Section 4 (2) of the Federal Real Property Regulations (SOR/92-502) and acting through the Regional Director of Small Craft Harbours by virtue of a delegation under Section 3 of the Federal Real Property and Federal Immovables Act (S.C.1991, chapter 50) for the term of five years 2022 to 2027 between the District of Ucluelet and Department of Fisheries Small Craft Harbour.	Sign and file lease	Administration	In Progress	Awaiting signature by DFO
Feb-24	Rezoning and OCP Amendment for 1061 Helen Road	District of Ucluelet Zoning Amendment Bylaw No. 1322, 2024 be introduced, given first and second reading, and advanced to a public hearing.	Give notice of public hearing	Planning	Complete	
Feb-24	Rezoning and OCP Amendment for 1061 Helen Road	District of Ucluelet Official Community Plan Amendment Bylaw No. 1337, 2024, be referred to a public hearing.	Give notice of public hearing	Planning	Complete	
Feb-24	Rezoning and OCP Amendment for 1061 Helen Road	District of Ucluelet Official Community Plan Amendment Bylaw No. 1337, 2024, be referred to the Yuułuʔiłʔatḥ Government and that, given the narrow focus of Bylaw No. 1337, 2024, Council is satisfied that no further consultation is required with other persons, organizations, and authorities identified in sections 475(2)(a) and (b) of the Local Government Act.	Refer the zoning amendment bylaw to the Yuułuʔiłʔatḥ Government and present and comments to Council.	Planning	Complete	
Mar-24	Development Permit - 1671 Cedar Road (Whiskey Land Phase 2)	Council defer a decision on issuing permits for the proposed development at 1671 Cedar Road until the applicant provides a valid certificate of compliance for the proposed multi-family use of the site – or other form of determination or release from the Ministry of Environment – and a landscape plan, noting that under section 9.1 of the Ucluelet Development Application Procedures Bylaw, “every application that has outstanding information requirements for a period greater than nine (9) months is deemed to have been abandoned, with fees forfeited.”	Notify applicant. Bring back DP if and when application is complete.	Planning	Complete	Received required notice from MoE approving the use of Commerical CoC for Residential use. New civil drawings submitted; under engineering review. Next step report back to Council.
26-Mar-24	District of Ucluelet Parkland Disposal Bylaw No. 1334, 2024 - AAP Complete	Council adopt District of Ucluelet Parkland Disposal Bylaw No. 1334, 2024.	Proceed with purchase and sale agreement	Administration	Complete	Forward signed Bylaw to AO, notify Food Bank on Edge of Conditions satisfied, deal with remaining conditions, follow closing procedures.
26-Mar-24	District of Ucluelet Parkland Disposal Bylaw No. 1334, 2024 - AAP Complete	Council adopt District of Ucluelet Parkland Disposal Bylaw No. 1334, 2024.	Sign and file bylaw	Administration	Complete	
26-Mar-24	UBCM Minister Meetings	Council direct staff to prepare ministerial meeting requests on the following topics for the 2024 Union of British Columbia Municipalities conference: a. Fire Hall Grants, b. RCMP Additional Members, c. Supportive Housing, and d. Joint meeting on: Lifeguard Program, BC Transit, and Cell Service on Highway 4, e. Health Services.	Request meetings and complete white papers	Administration	Complete	
16-Apr-24	Short-Term Rental Accommodations Act: Loss of Legal Non-conforming Status for Existing B&B's	Council direct Staff to present zoning amendment bylaws intended to: remove amendments to the Zoning Bylaw established by Zoning Amendment Bylaw 1310; create a version of the R1 Zone with no accessory B&B use to apply to future development.	Draft and present zoning amendment bylaws for Council's consideration	Planning	Complete	

Resolution Tracking - July 2024 Nancy Owen, Executive Assistant

Resolution Date	Meeting Item Description	Resolution	Action	Department Responsible	Status	Comments/Actions
19-Apr-24	Zoning Amendment for a Forbes Road	Council adopt District of Ucluelet Zoning Amendment Bylaw No. 1336, 2024.	Update reading and adoption date. Sign and file bylaw.	Administration	Complete	
19-Apr-24	Memorial Bench Process Vaida Siga	Council refer the request to establish a bench installation process to Staff.	Discuss this process with ACRD, Tofino, and National Parks Canada	Recreation	Assigned	
19-Apr-24	Fibromyalgia Association Canada Lighting Request for May 12, 2024 Trudy Flynn, Chair, Fibromyalgia Association Canada	Council direct Staff to illuminate the District of Ucluelet sign at the Junction in purple on May 12th to raise awareness about Fibromyalgia.	Light up sign	Recreation	completed	
19-Apr-24	Temporary Use Permit 1341 Peninsula Road	Council authorize the Director of Community Planning to issue Temporary Use Permit 24-02 to allow a seasonal RV camping space for a local worker on 1341 Peninsula Road for a period of 3 years.	Issue permit	Planning	Complete	Owners to sign permit and provide deposit.
19-Apr-24	Temporary Use Permit for Weyerhaeuser Worker Accommodation	Council authorize the Director of Community Planning to issue Temporary Use Permit 24-03 to allow eight RV camping spaces for worker accommodation for a period of 1 Year during the construction of the Weyerhaeuser "Ocean West Phase 5", subject to confirmation that an onsite person will be there seven days a week to check on it and that permit includes that condition.	Update and issue permit	Planning	In Progress	Owners to sign permit and provide deposit.
19-Apr-24	Authorization of Change Order for Resurfacing of Peninsula Road	Council authorize the Mayor and Corporate Officer to enter into and execute a funding agreement with the Ministry of Highways and Infrastructure in an amount of \$2,400,000 for the management and funding of the Peninsula Road repaving project.	Sign agreement	Administration	Assigned	Awaiting Agreement
30-Apr-24	Proposal for Conversion of Fraser Lane Into a One-Way Road	Council authorize the conversion of Fraser Lane into a one-way road.	Implement one way conversion of Fraser Lane	Public Works	Assigned	Completed. The contractor is correcting a few small items that were installed incorrectly (clear signage). Parks is planning to landscape the bump out in front of Frankies. JM July 3
30-Apr-24	Authorization of Change Order for Resurfacing of Peninsula Road	Council authorize the Mayor and Corporate Officer to enter into and execute a change order to the Hazelwood Construction Services contract, not to exceed \$2,400,000 (inclusive of GST), for the resurfacing of Peninsula Road.	Sign change order	Public Works	Assigned	
30-Apr-24	Five-Year Financial Plan and Tax Rate Bylaws	Council give first, second and third reading to District of Ucluelet Annual Tax Rates Bylaw No. 1340, 2024.	Bring back bylaw for adoption	Finance	Complete	
30-Apr-24	Five-Year Financial Plan and Tax Rate Bylaws	Council give first, second and third reading to District of Ucluelet 2024–2028 Financial Plan Bylaw No. 1339, 2024.	Bring bylaw for adoption	Finance	Complete	
30-Apr-24	Authorization of Change Order for Resurfacing of Peninsula Road	Council authorize the Director of Finance to amend the 2024 to 2028 five-year financial plan by including \$2,400,000 of additional funding and \$2,400,000 of paving expenditures for the Peninsula Road paving project.	Present amended plan for Council's consideration	Finance	Complete	

Resolution Tracking - July 2024 Name of Owen, Executive Assistant

Resolution Date	Meeting Item Description	Resolution	Action	Department Responsible	Status	Comments/Actions
10-Apr-24	Request for a Letter of Support to Strengthen Yuułu?i?ath Government's Application to BC Housing's Indigenous Housing Fund Charles McCarthy, President, Yuułu?i?ath Government, Ucluelet First Nation	Council authorize a letter of support for the Yuułu?i?ath Government's Application to BC Housing's Indigenous Housing Fund for their development in hitacu.	Prepare letter of support	Administration	Complete	
10-Apr-24	Fibromyalgia Association Canada Lighting Request for May 12, 2024 Trudy Flynn, Chair, Fibromyalgia Association Canada	Council direct Staff to illuminate the District of Ucluelet sign at the Junction in purple on May 12th to raise awareness about Fibromyalgia.	Relay sign being illuminated to Fibromyalgia Association	Communications	Completed	
14-May-24	Zoning Amendments - B&B Regulation and new R1-H Zone	Council directs staff to give notice of first reading of Ucluelet Zoning Amendment Bylaw No. 1345, 2024.	Give notice of first reading and bring back bylaw for consideration	Planning	Assigned	
14-May-24	Mobile Vending Application - Sub49 Food Truck & Catering Madeline Haynes, Planning Assistant	Council approve the issuance of a mobile vending business license for the "Sub49 Food Truck & Catering" food truck located at 1708 Peninsula Road, Lot 1, Plan VIP5190, Clayoquot District.	Issue business license	Finance	Complete	
14-May-24	Notice of Land Disposition Lease Agreement - Cedar & Salt	Council authorize staff to issue a public Notice of Property Disposition for a portion of the lands having the PID 030104009 and legal description Block B, District Lot 1517, Clayoquot Land District, & DL 1507 and more commonly referred to as Amphitrite House, café section, by way of lease to Cedar & Salt, for an initial term of 2 years with an annual fee of \$24,000 plus \$1,200 gst for a total of \$25,200, with an option to renew annually for an additional three years.	Give notice of disposition	Recreation	Cancelled	Proponent withdrew
14-May-24	Notice of Land Disposition Lease Agreement - Cedar & Salt	upon completion of the notice of disposition process, Council authorize the Director of Community Services to execute a two-year lease with option to renew annually for an additional three years, with Cedar & Salt, for the purpose of providing café services and oversight of the Amphitrite House building during regular business hours.	Prepare lease agreement	Recreation	Cancelled	Proponen withdrew
14-May-24	Tennis Courts Paula Mason, Manager of Corporate Services, School District 70 Pacific Rim	Staff continue conversations with SD 70 regarding pursuing a partnership regarding the use of SD 70 land for a tennis court.	Continue to engage with SD 70 and report back to Council	Recreation	Assigned	for fall 2024
14-May-24	Zoning and DP Amendments for Weyerhaeuser OceanWest Phase 5	Council authorize the Director of Community Planning to execute and issue the amended Development Permit DP18-07 to allow the updated plans as attached to report number 24-43.	Issue amended DP	Planning	Complete	

Resolution Tracking - July 2024 Nancy Owen, Executive Assistant

Resolution Date	Meeting Item Description	Resolution	Action	Department Responsible	Status	Comments/Actions
14-May-24	Zoning and DP Amendments for Weyerhaeuser OceanWest Phase 5	Council directs Staff to give notice of first reading of District of Ucluelet Zoning Amendment Bylaw No. 1341, 2024	Give notice of first reading and bring back bylaw for consideration	Planning	Complete	
14-May-24	Zoning Amendments - Small-Scale Multi-unit Housing	Council directs staff to give notice of first reading of Ucluelet Zoning Amendment Bylaw No. 1346, 2024.	Give notice of first reading and bring back bylaw for consideration	Planning	Complete	
14-May-24	Zoning Amendments - Small-Scale Multi-unit Housing	Council direct Staff complete a report on amending the floor area ratio for multiple housing units on one property.	Present report	Planning	Assigned	
14-May-24	Zoning Amendments - B&B Regulation and new R1-H Zone	THAT Council refer District of Ucluelet Zoning Amendment Bylaw No. 1344, 2024, to a public hearing.	Give notice of public hearing and conduct the public hearing.	Planning	Complete	
14-May-24	Five-Year Financial Plan and Tax Rate Bylaws - Adoption	Council adopt District of Ucluelet Annual Tax Rates Bylaw No. 1340, 2024.	Upload tax information	Finance	Complete	
14-May-24	March 26, 2024, Regular Council Meeting Minutes	the March 26, 2024, Regular Council Meeting Minutes be adopted as presented.	Sign, file and post	Administration	Complete	
14-May-24	April 16, 2024, Regular Council Meeting Minutes	the April 16, 2024, Regular Council Meeting Minutes be adopted as presented.	Sign, file and post	Administration	Complete	
14-May-24	Five-Year Financial Plan and Tax Rate Bylaws - Adoption	Council adopt District of Ucluelet Annual Tax Rates Bylaw No. 1340, 2024.	Sign and file bylaw	Administration	Complete	
14-May-24	Five-Year Financial Plan and Tax Rate Bylaws - Adoption	Council adopt District of Ucluelet 2024–2028 Financial Plan Bylaw No. 1339, 2024.	Sign and file bylaw	Administration	Complete	
14-May-24	Ucluelet Economic Development Corporation	Council direct Staff to present the documents required to dissolve the Ucluelet Economic Development Corporation for Council consideration at a future meeting.	Prepare and present documents required to dissolve	Administration	Assigned	Accounting work underway. Report will be presented upon completion.
14-May-24	Ucluelet Economic Development Corporation	Directors of the Ucluelet Economic Development Corporation authorize Staff to update and file the following forms: 1. "2023 Annual Report", attached to Report No. 24-42 as Appendix C; and 2. "Director Change" form, attached to Report No. 24-42 as Appendix D.	Sign resolutions, forward to lawyer	Administration	Complete	
14-May-24	Ucluelet Economic Development Corporation	Directors of the Ucluelet Economic Development Corporation approve "Joint Resolutions of all of the Directors and all of the Voting and Non-Voting Shareholders of Ucluelet Economic Development Corporation", attached as Appendix B to Report No. 24-42.	Sign resolutions, forward to lawyer	Administration	Complete	

Resolution Tracking - July 2024
Nancy Owen, Executive Assistant

Resolution Date	Meeting Item Description	Resolution	Action	Department Responsible	Status	Comments/Actions
14-May-24	Ucluelet Economic Development Corporation	Council approve, and authorize the Mayor and Corporate Officer to execute, the following resolutions: 1. "Shareholder's Resolution of Ucluelet Economic Development Corporation", attached as Appendix A to Report No. 24-42; and 2. "Joint Resolutions of all of the Directors and all of the Voting and Non-Voting Shareholders of Ucluelet Economic Development Corporation", attached as Appendix B to Report No. 24-42.	Sign resolutions, forward to lawyer	Administration	Complete	
28-May-24	Engineering Contract Authorization - Lost Shoe Creek Aquifer Filtration Plant	THAT Council authorize the Corporate Officer and the Mayor to enter into and execute a contract between McElhanney Engineering and the District of Ucluelet for the design of the Lost Shoe Creek Aquifer Filtration Plant for a total cost of \$1,240,000 plus GST.	Enter into agreement	Administration	In progress	Agreement signed by the District. Awaiting signature from McElhanney.
28-May-24	Council's Consideration of the Committee of the Whole's Recommendations Regarding Water Sustainability and Conservation	THAT Staff to investigate engaging a firm to complete a formal water conservation plan.	Investigate engaging firm to complete water conservation plan	Public Works	Assigned	Not started yet. JM July 3
28-May-24	Council's Consideration of the Committee of the Whole's Recommendations Regarding Water Sustainability and Conservation	THAT Staff present options for using water utility rates to encourage water conservation.	Present report on options for water utility rates	Public Works	Assigned	Not started yet. JM July 3
28-May-24	Council's Consideration of the Committee of the Whole's Recommendations Regarding Water Sustainability and Conservation	THAT Staff present regulatory tools that implement water restrictions based on the proposed reservoir levels outlined in Report No. 24-47 including increasing the levels.	Present report on regulatory tools.	Public Works	Completed	Completed. JM July 3. Needs to be distributed with our communications update
28-May-24	Council's Consideration of the Committee of the Whole's Recommendations Regarding Water Sustainability and Conservation	THAT Staff implement a water awareness and conservation communication campaign now.	Implement information campaign	Operations	Assigned	Not started yet. JM July 3
28-May-24	Union of BC Municipalities (UBCM) Minister Meetings	THAT Staff setup a meeting with the Ministry of Energy, Mines and Low Carbon Innovation regarding wave energy implementation or discussions.	Submit meeting request	Administration	Complete	
28-May-24	Union of BC Municipalities (UBCM) Minister Meetings	THAT Staff request a ministerial meeting at the 2024 Union of British Columbia Municipalities conference regarding local infrastructure challenges and future development.	Submit meeting request	Administration	Complete	
11-Jun-24	Development Permit - 1671 Cedar Road (Whiskey Landing Phase 2)	THAT Council defer a decision on DP23-04 for 1671 Cedar Road and indicate to the applicant that they should revise their proposal to address the applicable OCP Development Permit area guidelines, particularly guidelines F2, F8, FI.1, FI.2, FI.3, FI.4, and FI.6.	Engage with applicant. Bring back application after amendments are made.	Planning	Complete	Application abandoned by Owner.

Resolution Tracking - July 2024 Nancy Owen, Executive Assistant

Resolution Date	Meeting Item Description	Resolution	Action	Department Responsible	Status	Comments/Actions
11-Jun-24	Weyerhaeuser OceanWest Phase 5 Subdivision	THAT Council indicate acceptance that the proposed park land dedication shown on the Site Plan 0716-004 drawing 100 revision 02 by Newcastle Engineering Ltd. dated March 18, 2024, for the proposed Weyerhaeuser OceanWest phase 5 subdivision fulfilling the developer's requirements under section 510 of the Local Government Act and as proposed by the developer.	Notify Approving Officer	Planning	Complete	
11-Jun-24	Weyerhaeuser OceanWest Phase 5 Subdivision	THAT Council exempt the proposed lots 81, 82, 87, 90, 91, and 96 of the Weyerhaeuser OceanWest phase 5 subdivision from the minimum 10% highway frontage required under section 512 (1) of the Local Government Act.	Notify Approving Officer	Planning	Complete	
11-Jun-24	Weyerhaeuser OceanWest Phase 5 Subdivision	THAT Council authorize the Director of Community Planning to execute and issue Development Variance Permit 24-03.	Issue DVP 24-03.	Planning	Complete	
11-Jun-24	Development Permit for 1167 Helen Rd	THAT Council authorize the Director of Community Planning to execute and issue Development Permit DP24-02.	Issue DP 24-02	Planning	Complete	
11-Jun-24	Zoning Amendment, Development Permit & Development Variance Permit for 1567 Imperial Lane	THAT Council, with regard to the proposed exterior renovations and associated structural works at 1567 Imperial Lane: a. Direct staff to give notice of first reading to District of Ucluelet Zoning Amendment Bylaw No. 1342, 2024, and; b. Direct staff to give statutory notice to receive input on the Development Variance Permit DVP 24-02.	Give notice and bring back bylaw and DVP for Council consideration	Planning	Complete	
11-Jun-24	Development Application Procedures - Input	THAT Council defer item 8.5 to the next Council Meeting.	Bring back report at next Council meeting	Planning	Complete	
11-Jun-24	Municipal Visitor Parking Program	THAT Council direct Staff to proceed with the implementation of a visitor parking program.	Take the next steps required to implement the parking program	Administration	Assigned	
11-Jun-24	Zoning Amendment Bylaw No. 1345, 2024	THAT Council adopt Ucluelet Zoning Amendment Bylaw No. 1345, 2024.	Print, sign and file Bylaw	Administration	Assigned	
11-Jun-24	Information Sharing Agreement	THAT Council defer item 8.6 to a future Council meeting with a written report.	Bring back Council report on item 8.6 for Council Consideration.	Administration	Complete	
11-Jun-24	Zoning Amendment Bylaw No. 1344, 2024, Third Reading and Adoption	THAT Council adopt District of Ucluelet Zoning Amendment Bylaw No. 1344, 2024.	Print, sign and file Bylaw	Administration	Complete	
11-Jun-24	Zoning Amendment Bylaw No. 1341, 2024	THAT Council adopt Ucluelet Zoning Amendment Bylaw No. 1341, 2024.	Print, sign and file Bylaw	Administration	Complete	
11-Jun-24	Zoning Amendment Bylaw No. 1346, 2024	THAT Council adopt Ucluelet Zoning Amendment Bylaw No. 1346, 2024.	Print, sign and file Bylaw	Administration	Complete	

Resolution Tracking - July 2024 Nancy Owen Executive Assistant

Resolution Date	Meeting Item Description	Resolution	Action	Department Responsible	Status	Comments/Actions
24-Jun-24	Development Application Procedures - Input	<p>THAT Council direct Staff to prepare a draft development approval bylaw which:</p> <p>1. requires reusable notification signs to be posted for the following proposed developments: - OCP & Zoning Bylaw Amendments; - Development Variance Permits; - Temporary Use Permits; - Form and Character Permits; and</p> <p>2. includes general information about the proposal and where additional information can be found.</p>	Draft and present development approval bylaw	Planning	Complete	
24-Jun-24	Development Application Procedures - Input	THAT Council direct Staff to prepare a draft development approval bylaw which requires a panel to review Form and Character Development Permits.	Draft and present development approval bylaw	Planning	Complete	
24-Jun-24	Development Application Procedures - Input	THAT Council direct Staff to prepare a draft bylaw development where applications are approved by staff or else elevated to Council for consideration.	Draft and present development approval bylaw	Planning	Complete	
24-Jun-24	Development Application Procedures - Input	<p>THAT Council direct Staff to prepare a draft development approval bylaw which delegates approval of the following permits to Staff:</p> <p>Minor Development Variance Permits; Temporary Use Permits; and Environmental Development Permits.</p>	Draft and present development approval bylaw	Planning	Complete	
25-Jun-24	Environmental Development Permit for 354 Pass of Melfort	THAT Council authorize the Director of Community Planning to execute and issue Development Permit 24-01 for the property at 354 Pass of Melfort to allow a 3'-wide crushed gravel pathway and landscaping with the intent of enhancing the foreshore.	Issue DP 24-01	Planning	Complete	
25-Jun-24	Zoning Amendment/Development Permit for 2102 Peninsula Road	THAT Council direct staff to give notice of first reading for District of Ucluelet Zoning Amendment Bylaw No. 1343, 2024	Give notice of first reading and bring back bylaw for Council to consider readings	Planning	In Progress	
25-Jun-24	Five-Year Financial Plan - Amendment	THAT Council give the first, second and third readings to District of Ucluelet 2024 – 2028 Financial Plan Amendment Bylaw No. 1349, 2024.	Bring back bylaw for adoption	Finance	Complete	
25-Jun-24	Five-Year Financial Plan - Amendment	THAT Council give the first, second and third readings to District of Ucluelet 2024 – 2028 Financial Plan Amendment Bylaw No. 1349, 2024.	Update bylaw and conduct community engagement	Administration	Complete	
25-Jun-24	Letter of Support Request - Raincoast Education Society	THAT Mayor and Council provide a letter of support that highlights how the BC Community Grant funds would be spent in support of the RES Field School Program.	Issue letter of support	Administration	Complete	
25-Jun-24	April 30, 2024, Regular Council Meeting Minutes	THAT the April 30, 2024, Regular Council Meeting Minutes be adopted as presented.	Print, sign, post and file minutes	Administration	Complete	
25-Jun-24	Fire Services Development Design Policy No. 14-7320-2	THAT Council adopt District of Ucluelet Fire Services Development Design Policy No. 14-7320-2.	Publish and file policy	Administration	Assigned	
25-Jun-24	Fire Services Development Design Policy No. 14-7320-2	THAT Council adopt District of Ucluelet Fire Services Development Design Policy No. 14-7320-2.	Promote guidelines on website	Administration	Assigned	