



**REGULAR MEETING OF COUNCIL
Tuesday, October 11, 2016 @ 7:30 PM
George Fraser Room, Ucluelet Community Centre,
500 Matterson Drive, Ucluelet**

AGENDA

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|---|---------|
| 1. CALL TO ORDER | |
| 2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY | |
| I would like to acknowledge the Yuulu?i?ath First Nations on whose traditional territories the District of Ucluelet operates. | |
| 3. ADDITIONS TO AGENDA | |
| 4. ADOPTION OF MINUTES | |
| 4.1. September 13, 2016 Regular Minutes | 5 - 14 |
| 2016-09-13 Regular Minutes | |
| 5. UNFINISHED BUSINESS | |
| 6. MAYOR'S ANNOUNCEMENTS | |
| 7. PUBLIC INPUT, DELEGATIONS & PETITIONS | |
| 8. CORRESPONDENCE | |
| 8.1. Request for Participation re: Pitch-In Week, April 22 to 29, 2017 | 15 |
| Pitch-In Canada Volunteer Society | |
| C-1 Pitch-In Week | |
| 8.2. Request for Support re: 4th Annual Provincial Eating Disorders Awareness | 17 |
| Campaign | |
| Family Services North Shore | |
| C-2 Provincial Eating Disorders Awareness | |
| 9. INFORMATION ITEMS | |
| 9.1. Presentation of BCRB 2016 Strategic Work Plan | 19 - 23 |
| BC Road Builders and Heavy Construction Association | |
| I-1 BC Road Builders & Heavy Construction Association | |
| 9.2. 24th Annual Affordable Housing Conference - November 20 to 23, 2016 | 25 |
| BC Non-Profit Housing Association | |
| I-2 BCNPHA | |
| 9.3. Congratulations on Achievement of Carbon Neutrality | 27 - 30 |
| UBCM Green Communities Committee | |

I-3 Green Communities

10. COUNCIL COMMITTEE REPORTS

10.1 Councillor Sally Mole

Deputy Mayor April – June

- Ucluelet & Area Child Care Society
- Westcoast Community Resources Society
- Coastal Family Resource Coalition
- Food Bank on the Edge
- Alberni Clayoquot Regional District - Alternate

=> *Other Reports*

10.2 Councillor Marilyn McEwen

Deputy Mayor July – September

- West Coast Multiplex Society
- Ucluelet & Area Historical Society
- Wild Pacific Trail Society
- Vancouver Island Regional Library Board – Trustee

=> *Other Reports*

10.3 Councillor Mayco Noel

Deputy Mayor October – December

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

=> *Other Reports*

10.4 Councillor Randy Oliwa

Deputy Mayor January – March

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

=> *Other Reports*

- 10.5 Mayor Dianne St. Jacques
- Alberni-Clayoquot Regional District
 - Coastal Community Network
 - Groundfish Development Authority
 - DFO Fisheries Committees for Groundfish & Hake
 - Pacific Rim Harbour Authority
 - Pacific Rim Arts Society
 - Whale Fest Committee
- => *Other Reports*

11. REPORTS

- | | | |
|-------|---|---------|
| 11.1. | Expenditure Voucher G-16/16 <i>Jeanette O'Connor, CFO</i> R-1 Expenditure Voucher | 31 - 38 |
| 11.2. | Presentation of April 12, 2016 Business Walk Survey Results <i>Morgan Dosdall, Deputy Clerk</i> R-2 Business Walk Report 2016 | 39 - 48 |
| 11.3. | Clean Water and Wastewater Fund Application <i>David Douglas, Manager of Finance</i> R-3 Water Infrastructure Grant | 49 - 50 |

12. LEGISLATION

- | | | |
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| 12.1. | District of Ucluelet Fire Truck Loan Authorization Bylaw - Adoption Report <i>Jeanette O'Connor, Chief Financial Officer</i> L-1 Fire Truck Loan Authorization Bylaw 1195 Report | 51 - 52 |
| 12.2. | District of Ucluelet Fire Truck Loan Authorization Bylaw No. 1195, 2016 L-2 Fire Truck Loan Bylaw 1195 | 53 - 54 |
| 12.3. | Zoning Amendment Bylaw No. 1208, 2016 - Second Reading Report for a "Pocket Neighbourhood Residential" Use <i>John Towgood, Planner 1</i> L-3 Zoning Amendment Bylaw Report | 55 - 83 |
| 12.4. | Zoning Amendment Bylaw No. 1208, 2016 L-4 Bylaw No. 1208 | 85 - 89 |

13. LATE ITEMS

- Late items will be addressed here as addenda items

14. NEW BUSINESS

15. QUESTION PERIOD

16. CLOSED SESSION

17. ADJOURNMENT

6. MAYOR'S ANNOUNCEMENTS

- 6.1 Mayor St. Jacques announced that the District of Ucluelet would begin the Official Community Plan consultation process starting October 1st in partnership with Vancouver Island University; planning students will do multiple public engagement events with residents to collect ideas for the new OCP; Council is looking forward to hearing from the community through this process

7. PUBLIC INPUT, DELEGATIONS & PETITIONS

7.1 Public Input

J. Gray inquired if the upcoming OCP process would include roundtable conversations with a community group, which was the method for the last consultation in 2008

- Council responded that this process would be a little different in that multiple events would be set up, including kitchen table meetings, and then all findings would be presented at an open meeting for the entire community

R. Alexander noted his happiness to see the OCP process begin and noted the potential benefit of educating the VIU students on the fish plants and fishing industry to ensure they are properly recognized in the OCP; R. Alexander also thanked Mayor St. Jacques for her work with the fisheries committees in participation with the Province

- Council encouraged R. Alexander to engage with the students multiple times when they arrive to ensure his thoughts are represented

7.2 Delegations

**Rachelle Cole & Rhiannon Davis, BC Ambulance Service
Re: Tofino/Ucluelet Community Paramedicine Program**

- Council received a verbal presentation from the Tofino and Ucluelet paramedics, who provided an overview of how the paramedicine program began, Ucluelet's role in the program, and what services were and are being provided to the community under the program
- Council asked questions regarding the paramedics' interaction with existing wellness groups in town

**Ray Hunt & Chris Le Fevre, Le Fevre Group
Re: Brief Presentation in Support of Pocket Community Development**

- Council received a presentation from the Le Fevre Group outlining Mr. Le Fevre's plans for a pocket community development in Ucluelet and noting the particular bylaw stipulations that currently hinder the development from proceeding
- Council asked questions regarding whether a strata would be in place, the number of vehicles permitted per unit, the arrangement of parking in the development, and how maintenance of shared space would be determined

8. CORRESPONDENCE

8.1 Request to Assist with Knotweed Removal Central Westcoast Forestry Society

2016-350 **It was moved by Councillor Noel and seconded by Councillor McEwen**
THAT Council receive correspondence item "Request to Assist with Knotweed Removal" for information.

CARRIED.

8.2 Request for No-Camping Signs Kasia Kromka

2016-351 **It was moved by Councillor Noel and seconded by Councillor McEwen**
THAT Council receive correspondence item "Request for No-Camping Signs" for information.

CARRIED.

8.3 New Funding Opportunity BC Ministry of Energy & Mines

2016-352 **It was moved by Councillor Noel and seconded by Councillor Mole**
THAT Council receive correspondence item "New Funding Opportunity" for information.

CARRIED.

9. INFORMATION ITEMS

10. COUNCIL COMMITTEE REPORTS

10.1 Councillor Sally Mole *Deputy Mayor April – June* **Food Bank on the Edge**

- Annual food drive for Thanksgiving happening this week; bags would have been distributed already; pick up will be this Saturday

Westcoast Community Resources Society

- AGM will be October 6 at Long Beach Lodge in Tofino; anyone interested in being a board member is welcome to attend

10.2 Councillor Marilyn McEwen
Deputy Mayor July – September

West Coast Multiplex Society

- Met last night; Russel Dyson and Scott Kenny (ACRD), and RecExcellence group visited Shawnigan Lake to tour their ice arena, which is a sprung structure, to ask questions about the arena and its operations; no quote yet on cost for RecExcellence to update the business plan, will be pending a scope determination from society; society will be looking for cost estimate for spring structure vs. bricks and mortar
- Society is inviting members of all 8 communities to meet with RecExcellence to discuss operations on October 3 at 7pm at the Long Beach Golf Course; another meeting will take place on November 8 to discuss preliminary designs; flyers have been distributed via mail to residents to convey information on the multiplex and advertise for their biggest fundraiser of the year, the golf scramble, happening on October 1

Ucluelet & Area Historical Society

- Met last night; Oak Bay Marine Group holding a dedication for Canadian Princess on September 20 at 1pm at the parking lot; the Society will have an opportunity at that time to identify items from the ship that they would like (such as a wheel and binnacle and log books), but the salvage company will have priority over items
- Society revamping their business plan for use of the Lightkeeper's house; will soon be organizing their storage space at the District office to make room for scanning documents; looking at late September or early October for their literary book launch event

Wild Pacific Trail Society

- Next meeting tomorrow, September 14; group went on bog trail off Coast Guard Road with Andy MacKinnon to identify interesting points along bog that could be capitalized on for

new bog trail; society may get an environmental assessment of the area first; hoping to rehire trail ambassador, Suzy Christoffel, again next year; total visitor counts on interpretive walks is 450; interactive beach program at 29 people; trail counters for August at 121,478 for all sections (compared to 2015 total of 92,952)

=> **Other Reports**

- Council met with MP Gord Johns on August 24; great meeting; he is working hard to support us at federal level

10.3 Councillor Mayco Noel

Deputy Mayor October – December

Central West Coast Forest Society

- Had AGM; reported that over 10 hectares of riparian stream habitat has been restored, removed 3.3 tonnes of garbage; 57 jobs created for the effort; 6 interpretive signs installed, and more to come; over next three years, society has \$800k in funding available

Tourism Ucluelet

- Break in meetings over summer, but will pick up in Fall and push forward on attaining delicate balance with visitor services and see if more Tourism Ucluelet funding can be migrated into supporting visitor services

10.4 Councillor Randy Oliwa

Deputy Mayor January – March

Seaview Seniors Housing Society

- Society has formed Phase 2 sub-committee; hoping to meet the first week of October, will begin looking for additional resources; one of the first tasks will be a needs assessment, which would be a good question for the VIU students to include in their engagement events for the OCP; AGM will be November 6, will be looking for new board members; also looking to increase community and public profile

10.5 Mayor Dianne St. Jacques

Groundfish Development Authority

- Group met mid-August in Vancouver; attendees included 3 members of the Coastal Community Network; group has control over 10% of the hake/groundfish quota; process includes partnerships coming forward between processors and fishermen, group asks questions to determine their contributions, group then rates them on their answers and recommendations on their allocation goes to the Minister, who sets the quota; in total, is a 3-day process; kudos to CCN for their participation in the process

=> **Other Reports**

- Met with Minister Letnick to discuss fisheries in BC; concern is over the Province's lack of attention to this industry; 15 years ago it was run by 28 people, today it is run by 2; the Minister did acknowledge the poor state of the department; fisheries is a billion dollar industry in BC

2016-353 **It was moved by Councillor Oliwa and seconded by Councillor Mole.**
THAT Council accept all committee reports.

CARRIED.

11. REPORTS

11.1 Expenditure Voucher G-15/16 *Jeanette O'Connor, CFO*

2016-354 **It was moved by Councillor McEwen and seconded by Councillor Noel**
THAT Council receive Expenditure Voucher G-15/16 for information.

CARRIED.

11.2 Monthly Motion Status Report *Morgan Dosdall, Deputy Clerk*

2016-355 **It was moved by Councillor McEwen and seconded by Councillor Noel**
THAT Council receive report item "Monthly Motion Status Report" for information.

CARRIED.

11.3 Proposed Thiepval Cannon Historical Sign *John Towgood, Planner 1*

2016-356 **It was moved by Councillor McEwen and seconded by Councillor Noel**
THAT Council receive report item "Proposed Thiepval Cannon Historical Sign" for information.

CARRIED.

11.4 Request to Switch Projects and Release of Funds *Abby Fortune, Director of Parks & Recreation*

2016-357 **It was moved by Councillor McEwen and seconded by Councillor Noel**

THAT Council approve recommendation 1 and 2 of report item "Switching of Projects for Special Projects Funding: Wild Pacific Trail Society Bog Interpretive Walk to Inspiration Point", which state:

1. *THAT Council support the Inspiration Point project in place of the Bog Interpretive Walk, and*
2. *THAT Council authorizes the release of the funds from Special Projects Budget of \$10,000 for the Inspiration Point Project.*

CARRIED.

11.5 Financial Update

Jeanette O'Connor, Chief Financial Officer

2016-358 **It was moved by Councillor Noel and seconded by Councillor Mole**

THAT Council receive report item "Financial Update" for information.

CARRIED.

12. LEGISLATION

12.1 Report - Proposal to Amend District of Ucluelet Official Community Plan Bylaw

John Towgood, Planner 1

2016-359 **It was moved by Councillor Oliwa and seconded by Councillor Noel**

THAT Council approve recommendation 1 of legislative report item "Proposal to Amend Official Community Plan Bylaw No. 1140, 2011 by Removing Lot 2, Plan VIP29229 from the Service Commercial Designation and place it in Residential - Multi Family", which states:

1. *THAT Official Community Plan Bylaw No. 1205, 2016 be given Fourth Reading (final adoption).*

CARRIED.

12.2 Bylaw No. 1205, 2016 - Official Community Plan Amendment Bylaw

2016-360 **It was moved by Councillor Oliwa and seconded by Councillor Mole**

THAT Official Community Plan Amendment Bylaw No. 1205, 2016 be given Fourth Reading.

CARRIED.

12.3 Report - Proposal to Amend Zoning Bylaw

John Towgood, Planner 1

2016-361 **It was moved by Councillor Oliwa and seconded by Councillor Mole**

THAT Council approve recommendation 1 of legislative report item "Proposal to Amend Zoning Bylaw No. 1160, 2013 by Removing Lot 2, Plan VIP29229 from the CS-2 Service Commercial Zone and plate it in R-2 Zone - Medium Density Residential", which states:

1. *THAT Zoning Amendment Bylaw No. 1202, 2016 be given Fourth Reading (final adoption).*

CARRIED.

12.4 Bylaw No. 1202, 2016 - Zoning Amendment Bylaw

2016-362

It was moved by Councillor McEwen and seconded by Councillor Mole
THAT Zoning Amendment Bylaw No. 1202, 2016 be given Fourth Reading.

CARRIED.

12.5 Report - District of Ucluelet Cemetery Management Bylaw - 4th Reading and Final Adoption***Jeanette O'Connor, Chief Financial Officer***

2016-363

It was moved by Councillor Oliwa and seconded by Councillor McEwen
THAT Council approve recommendation 1 of legislative report item "Ucluelet Cemetery Bylaw - Proposed Bylaw No. 1206, 2016", which states:

1. *THAT Council gives Fourth Reading (and subsequent Adoption) to proposed District of Ucluelet Cemetery Management Bylaw No. 1206, 2016.*

CARRIED.

12.6 Bylaw No. 1206, 2016 - District of Ucluelet Cemetery Management Bylaw

2016-364

It was moved by Councillor Oliwa and seconded by Councillor McEwen
THAT District of Ucluelet Cemetery Management Bylaw No. 1206, 2016 be given Fourth Reading.

CARRIED.

12.7 Report - Ucluelet Municipal Property Tax Exemption Bylaw - Request for three readings***Jeanette O'Connor, Chief Financial Officer***

2016-365

It was moved by Councillor Noel and seconded by Councillor McEwen
THAT Council approve recommendation 1 of legislative report item "Ucluelet Municipal Property Tax Exemption Bylaw for the 2017 Tax Year", which states:

1. *THAT Council gives up to three readings to "Ucluelet Municipal Property Tax Exemption Bylaw No. 1207, 2016".*

CARRIED.

12.8 Bylaw No. 1207, 2016 - District of Ucluelet Municipal Property Tax Exemption Bylaw

2016-366

It was moved by Councillor McEwen and seconded by Councillor Oliwa
THAT Ucluelet Municipal Property Tax Exemption Bylaw No. 1207, 2016 be given First Reading.

CARRIED.

2016-367

It was moved by Councillor Noel and seconded by Councillor Mole
THAT Ucluelet Municipal Property Tax Exemption Bylaw No. 1207, 2016 be given Second Reading.

CARRIED.

2016-368

It was moved by Councillor Mole and seconded by Councillor McEwen

THAT Ucluelet Municipal Property Tax Exemption Bylaw No. 1207, 2016 be given Third Reading.

CARRIED.

12.9 Report - Proposal to Amend Zoning Bylaw for Pocket Neighbourhood Residential
John Towgood, Planner 1

2016-369 **It was moved by Councillor McEwen and seconded by Councillor Mole**
THAT Council approve recommendation 1 of legislative report item "Proposal to Amend Zoning Bylaw No. 1160, 2013 by Adding the Definition for a "Pocket Neighbourhood Residential" use and Adding that Use and Association Regulations to Lot 2, Plan VIP80044", which states:

1. *THAT Zoning Amendment Bylaw No. 1208, 2016 be given First and Second Reading and advance to a public hearing.*

CARRIED.

12.10 Bylaw No. 1208, 2016 - Zoning Amendment Bylaw

2016-370 **It was moved by Councillor Mole and seconded by Councillor McEwen**
THAT Zoning Amendment Bylaw No. 1208, 2016 be given First Reading.

CARRIED.

2016-371 **It was moved by Councillor Noel and seconded by Councillor McEwen**
THAT Zoning Amendment Bylaw No. 1208, 2016 be given Second Reading.

CARRIED.

13. LATE ITEMS

13.1 Request re: Letter of Support for Car Service to Ucluelet Lady Rose Marine Services

2016-372 **It was moved by Councillor McEwen and seconded by Councillor Noel**
THAT Council direct staff to send a letter to Lady Rose Marine Services in support for a potential car ferry service to the District of Ucluelet from Port Alberni.

CARRIED.

14. NEW BUSINESS

14.1 COUNCILLOR MOLE

- Elementary school is having to send kids home for lunch as there are not enough staff monitors available to cover the lunch hour; would like to suggest Council follow up on this need at UBCM
- Council will procure something in writing from the schools on this issue to bring to UBCM

15. QUESTION PERIOD

15.1 Council received questions and comments from the public regarding:

- How to apply for property tax exemption
- How knotweed is being addressed in the community, and where

2016-373

It was moved by Councillor Oliwa and seconded by Councillor Mole

THAT Council direct staff to arrange a meeting with the organizers of the Otalith festival;

AND THAT Council direct staff to obtain a report from the RCMP on issues they addressed due to the event this year.

CARRIED.

16. CLOSED SESSION

16.1 Procedural Motion to Move In-Camera

2016-374

It was moved by Councillor McEwen and seconded by Councillor Oliwa

THAT the meeting be closed to the public in order to address agenda items under Section 90(1), subsections (d) and (e) of the Community Charter.

CARRIED.

16.2 Mayor St. Jacques suspended the regular meeting at 8:43 pm and moved in-camera

17. ADJOURNMENT

17.1 Mayor St. Jacques adjourned the in-camera meeting at 9:30 pm and resumed the open meeting

RISE AND REPORT

2016-375

It was moved by Mayor St. Jacques and seconded by Councillor McEwen

THAT Council approve diverting allocated funds from the 2016 Larch Paving Project, if needed, to paving the He-Tin-Kis to Coast Guard Road path as well as the path along Marine Drive.

Carried.

17.2 Mayor St. Jacques adjourned the regular meeting at 9:39 pm

CERTIFIED CORRECT: Minutes of the Regular Council Meeting held on Tuesday, September 13, 2016 at 7:30 pm in the George Fraser Room, Ucluelet Community Centre, 500 Matterson Road, Ucluelet, BC.

Dianne St. Jacques
Mayor

Andrew Yeates
CAO

Subject: BC Municipalities– PITCH-IN WEEK 2017

Subject: BC Municipalities– PITCH-IN WEEK 2017

Hello,

We have had great support from BC Municipalities in the past for PITCH-IN WEEK clean up events. It is our 50th anniversary this year and thanks to sponsorship from Tim Horton's we expect even more volunteers than the 632,253 Canadians that participated last year. We will be providing free garbage and recycling bags, information for successful clean ups and more!

I am in the process of updating our database and would like to know if there is a contact person for electronic postcards and registration.

Please let me know at your convenience and thanks for PITCHING IN!
Thank-you, Jessica

--

Jessica Crane
Program Manager
PITCH-IN CANADA Volunteer Society

Registration for Pitch-In Week (April 22nd-29th 2017) opens January 15th 2017

www.pitch-in.ca
National Office:604-536-4726
www.facebook.com/pitchincanada
www.twitter.com/Pitch_In_Canada



The Jessie's Legacy Eating Disorders Prevention and Awareness Program presents our fourth annual Provincial Eating Disorders Awareness (PEDAW) campaign is asking our community partners to **light up purple** for Friday, February 3rd, 2017 to show their support for eating disorders awareness.

We hope we can count on your support for this year!

Last year was a great success! Over 40 landmarks across BC lit up **#purple4PEDAW**. We would love to add you to our list of participating venues for PEDAW 2017.

Benefits of participating:

- In a recent study of BC adolescents, only 10% of girls and 19% of boys reported being very satisfied with their body image.
- Be part of creating awareness for this much needed cause.
- Get great exposure! We will share your participation on our social media channels and various other media outlets.

Lighting up purple isn't the only way to participate...

If your venue doesn't have this capacity, we have a variety of merchandise that you can order for FREE to help spread awareness!

HOW TO PARTICIPATE:

Simply fill out the short form [here](#) for either venue lighting and/or merchandise requests: <https://goo.gl/forms/jbdKeT7n4lap0IKn2>

And be sure to check out [last year's campaign](#) photos showcasing/highlighting the many residents wearing purple, wearing wristbands, something about it being a social media movement, and landmarks: <https://storify.com/loveourbodies/purple4pedaw-2016>

If you have any questions, please do not hesitate to contact us at: pedaw@familyservices.bc.ca

Again, thank you for your continued support, we cannot tell you how much we value your help in spreading awareness.

love our bodies, love ourselves!

PROVINCIAL EATING DISORDERS AWARENESS (PEDAW) CAMPAIGN

Facebook: facebook.com/loveourbodiesloveourselves

Twitter: [@loveourbodies](https://twitter.com/loveourbodies)

Instagram: [@loveourbodies](https://instagram.com/loveourbodies)

Blog: jessieslegacy.com/love-our-bodies-love-ourselves/our-blog

Website: jessieslegacy.com

Youtube: youtube.com/user/loveourbodies

Dear Mayor,

Every year the BC Road Builders and Heavy Construction Association's Board of Directors develops strategic goals and government asks based on feedback from our membership and various industry partners. Members, directors and staff work diligently to achieve and make progress on these important priorities.

It is my pleasure to share with you a copy of the Association's 2016 Strategic Work Plan highlighting our goals and asks for this year with this link:

http://roadbuilders.bc.ca/pdf/2016_BCRB_Strategic_Workplan.pdf

In addition, we have recently worked with the Canadian Construction Association to publish a brochure entitled, "Standardization of Construction Specifications and Contract Language" (attached). This document highlights the many benefits of working together to standardize contract language and specs.

Please review these documents and do not hesitate to contact me directly if you have questions, require additional information about these initiatives or wish to share ideas on how we can work together to achieve a better deal for taxpayers across British Columbia. Please forward this along to all Councillors and relevant staff. We look forward to working with you soon.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jack Davidson', with a long horizontal line extending to the right.

Jack W. Davidson
President



Standardization of Construction Specifications and Contract Language

A Better Deal for Taxpayers





The Opportunity

Public resources to support infrastructure modernization are limited. Most governments are struggling to keep pace with the need to modernize and expand these assets.

Solutions to stretch limited public resources exist, but to achieve them, we must embrace a new way of doing business. Harmonization and standardization of both specifications and contracts language is by far the most cost-effective means of achieving this goal.

The Needs

According to the 2016 Canadian Infrastructure Report Card, adequate investment in repair and maintenance is essential to increasing the usable life of infrastructure assets. Despite continued efforts by municipal governments, the report card uncovered that re-investment rates are well below minimum levels, and if this trend continues, the overall cost of maintaining infrastructure will increase substantially.

// In the end, it is not a question of investing or not investing, it's a question of **cost and good infrastructure management**. The bottom line is that the longer we wait to act on these repairs, the more expensive it will get. Canada needs to start planning for the future by re-investing in our existing assets now."

Raymond Louie, President of the Federation of Canadian Municipalities

So What Can We Do?

In order to provide effective infrastructure, public owners need to achieve efficiencies to capitalize on the funding that is available.

One way to achieve this goal is to embrace the inherent efficiencies of **standardized specifications and standard contract language**.



Standardized Specifications Provide Cost Savings

What Are Standardized Specifications?

Construction specifications describe both the materials and workmanship required to complete a project. Standardization of specifications means taking all of the great work being done by various governments across Canada to create "a best of the best" set of standard specifications.

Currently, different specifications are being maintained and utilized by each level of government. Specifications from different documents are often pieced together to create a new specification, but they weren't designed to work together and often produce conflicts within the specifications. This creates confusion, different expectations, and increased risk resulting in increased costs.

The solution is to take all of the proven specification work already in existence and summarize it into a master, collaborative, harmonized document which covers various conditions and projects. Each jurisdiction would then be able to use the specification that best applies to their specific conditions for climate, soil, and usage.

With limited public resources available to fund the modernization of government infrastructure, taxpayers can ill afford to have money wasted on contractors having to re-invent the wheel to bid each level of government's projects. This savings would benefit the actual construction of infrastructure.



Standard Contract Language Helps Reduce Costs

Through the use of standard contracts, all parties become familiar with the main framework that is used over and over again; this leaves the team time to focus on the unfamiliar supplementary conditions, and to ensure clarity of the agreed-upon terms. This reduces construction risk which ultimately reduces costs.

The best example of standard contracts on a national level comes from the Canadian Construction Documents Committee (CCDC) and in British Columbia, the Master Municipal Construction Documents Association (MMCD). In both cases the contract documents are developed through a committee of volunteers representing public owners, private owners, architects, engineers, contractors, and legal counsel. The objective is to be fair to all parties, to minimize risk and to provide an equitable means for resolving disputes.

- **Familiarity breeds efficiencies**

When contractors understand the specifications and contract through repeated and consistent usage, they are able to price the project more accurately and competitively. Many private sector owners have adopted standard building design specifications and contracts to reduce costs and accelerate project construction.

Lack of familiarity with specifications increases risk and can lead contractors to either increase their price or ignore the tender altogether. If contractors choose not to bid, owners (and taxpayers) have fewer competitive bids from which to choose.

- **Receive better pricing**

When estimators have standard specifications, they can build their bidding software to reflect these standards which reduces the risk factors and allows for better, more confident pricing.

- **Eliminate waste of our most valuable commodity—time**

Time to read, time to understand, time to plan, time to build...time is an expensive commodity! The goal of standardization is to give more time in our schedules to focus on the nuances of the project; as opposed to trying to understand the multitude of specifications and contract clauses.

- **Reduce training costs**

With the retirement of so many professionals in our industry, the experience of our workforce is decreasing for all construction industry partners, including owners, architects, engineers, and contractors. Standard specifications and contracts will allow repeated, frequent, and focused training that will develop the required skills and expertise. Knowledgeable and experienced employees will allow for more practical versus theoretical inspection techniques, and the confidence to explore innovative cost savings and environmentally-friendly concepts.

- **Minimize costly disputes**

The construction world is complicated and disputes are fostered from inconsistencies and modifications. Uncertainty and lack of clarity equals opportunities for disputes. Disputes have an impact on total project costs and schedules.

- **Improve quality**

In many cases, specifications and contracts are 20 years old and have been pieced together from many different sources. When specified products don't match the execution specifications, it is wasteful and costly to make corrections. Standardization will put trust back into knowing what is needed to complete the project to the highest standards and improve quality control enabling bidders to better know what to include.





- **Improve purchasing power**
Standardized specifications allow contractors to bulk purchase materials and avoid the expensive one-off purchases whether for new construction or maintenance. This equates to better purchasing power for taxpayer dollars.
- **Enhance trust**
Utilizing standard specifications and contracts means that all parties can trust knowing what is stated and what it means. Trust is an important component for the success of any project.
- **Reduce injuries**
Safety is everyone's responsibility. Familiarity of products and execution allows contractors to spend more time on honing and fostering safer work practices in the performance of their work. Safety starts at the top and is everyone's responsibility.

Making Standardization Work

One Size Does Not Fit All

It is recognized that any one specification may not fit all circumstances, but with a "database of choices" or through the use of supplementary conditions to the contract, project-specific modifications can be made simpler.

Maintenance of Standards

Through collaborative efforts of organizations like the CCDC, input is gathered from users, and discussions are held to modify contract clauses as necessary reflecting the goal of efficiency and innovation. It is far more effective to share the job collaboratively among many for a united purpose, rather than independently across the country. Today, there is no group assembling construction specification best practices.

Where Do We Go from Here?

The status quo is simply not good enough. With finite government resources under increasing pressure, the time has never been better to abandon existing practices in favour of a new approach. In British Columbia, the Master Municipal Construction Documents Association facilitates the development and publication of Master Municipal Construction Documents (MMCD). The Province of British Columbia encourages BC Municipalities to use the Master Municipal Construction Documents for the construction of municipal infrastructure.

In Canada, there are two organizations in place to facilitate the standardization of specifications and contracts:

1. Transportation Association of Canada (TAC) – TAC provides a neutral forum to exchange ideas and information on technical guidelines and best practices related to the Canadian transportation and roadways sectors.
2. Canadian Construction Document Committee (CDCC) – CCDC is a national joint committee responsible for the development, production, and review of standard Canadian construction contracts, forms, and guides.

It will take strong leadership and a commitment to collaboration; however, the results will lead to leaner operations, a reduction of wasted time and resources, and an industry that has trust in its specifications and contracts. Most importantly, it will provide savings to taxpayers and additional funding for much needed construction projects.

Subject: BCNPHA and the Housing Central Conference

From: Diana Dilworth [<mailto:diana@bcnpha.ca>]

Subject: BCNPHA and the Housing Central Conference

Dear Mayor St. Jacques and Councillors,

As you are aware, affordable housing is the most significant issue facing all levels of government and residents in BC today. There is a direct relationship between the availability of high quality, affordable housing in a community and the health and well-being of that community.

The BC Non-Profit Housing Association invites you to learn more about our organization, our members and our role in addressing affordable housing at our 24th annual conference, being held in Richmond, BC, on November 20-23, 2016.

Our "**Housing Central**" **Conference** is the largest of its kind in Western Canada, focused on capacity building for people working in the non-profit housing sector. We will be bringing together over 1,000 delegates, representing non-profit housing providers and other non-profit services providers; national, provincial and local government agencies; organizations that provide services and products to the sector, and colleagues from other provincial and national associations. The conference includes 100+ education sessions, 6 inspiring keynote speeches and numerous networking opportunities. Detailed information on the program, accommodations and registration can be found here:

www.housingcentral.ca

And if you are attending **UBCM** next week, BCNPHA invites you to a workshop we are hosting: **Collaboration Can Create Affordable Housing Units**, at **2:30pm on Thursday, September 29th**. It would be great to see you there.

~ Diana

Diana Dilworth

Manager, Government Relations

BC Non-Profit Housing Association

220-1651 Commercial Drive, Vancouver, BC V5L 3Y3

DIRECT 778.945.2170

FAX 604.291.2636

TOLL-FREE (BC) 1.800.494.8859

About BCNPHA:

BCNPHA is the industry association for the social housing sector in BC. It represents, educates and provides service to more than 700 non-profit housing providers that operate more than 60,000 units of long and short-term affordable housing across the province. www.bcnpha.ca

SEP 27 2016

District of Ucluelet



GREEN COMMUNITIES
COMMITTEE

September 21, 2016

Ref: 168782

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

Dear Mayor Dianne St. Jacques and Councillors:

On behalf of the joint Provincial-Union of British Columbia Municipalities (UBCM) Green Communities Committee (GCC), we would like to extend our congratulations for successfully achieving your goal of corporate carbon neutrality for the 2015 reporting year.

As a signatory to the Climate Action Charter, you have demonstrated your commitment to work with the Province of British Columbia and UBCM to take action on climate change and to reduce greenhouse gas emissions in your community and corporate operations.

The work that local governments are undertaking to reduce their corporate emissions demonstrates significant climate leadership and sets the stage for broader climate action in the community. With the recent release of the B.C. Climate Leadership Plan, your leadership and commitment continues to be essential to building on progress already made and ensuring the achievement of our collective climate action goals. For more information about B.C.'s Climate Leadership Plan, please go to:
<https://news.gov.bc.ca/releases/2016PREM0089-001501>.

The GCC was established under the Charter to support local governments in achieving their climate goals. In acknowledgement of the efforts of local leaders, the GCC is again recognizing the progress and achievements of local governments such as yours through the multi-level Climate Action Recognition Program. A description of this program is enclosed for your reference.

As a Charter signatory who has achieved Level 1 and Level 2 recognition, and additionally met the goal of corporate carbon neutrality for the 2015 reporting year, you have been awarded Level 3 recognition – 'Achievement of Carbon Neutrality'.

In recognition of your significant achievements, the GCC is very pleased to provide you with carbon neutral branding for use on websites and letterheads. An electronic file with the 2015 logo will be provided to your Chief Administrative Officer. Also enclosed is a 2015 Climate Action Community Carbon Neutral window decal, for use on public buildings.

.../2

Her Worship Mayor Dianne St. Jacques and Councillors
Page 2

Congratulations again on your achievement. We applaud your leadership and wish you continued success in your ongoing commitment to the goal of corporate carbon neutrality, and your efforts to reduce emissions in the broader community.

Sincerely,



Tara Faganello
Assistant Deputy Minister
Local Government Division



Gary MacIsaac
Executive Director
Union of British Columbia Municipalities

Enclosures



GCC Communiqué on the Climate Action Recognition Program

B.C. local governments continue to play a critical role in reducing GHG emissions across the province. In acknowledgment of the ongoing efforts of local leaders, the joint Provincial-UBCM Green Communities Committee (GCC) is pleased to be continuing the Climate Action Recognition Program for B.C. local governments for the 2015 reporting year. This is a multi-level program that provides the GCC with an opportunity to review and publicly recognize the progress and achievements of each Climate Action Charter (*Charter*) signatory.

Recognition is provided on an annual basis to local governments who demonstrate progress on their *Charter* commitments, according to the following:

Level 1: Progress on Charter Commitments

All local governments who demonstrate progress on fulfilling one or more of their *Charter* commitments will receive a letter from the GCC acknowledging their accomplishments.

Level 2: Measurement

Local governments who achieve Level 1 recognition, have completed a corporate carbon inventory for the reporting year, and demonstrate that they are familiar with the Community Energy and Emissions Inventory (CEEI) will receive a 'Climate Action Community 2015' logo, for use on websites, letter head and similar.

Level 3: Achievement of Carbon Neutrality

Local governments who achieve Level 1 and Level 2 recognition and achieve carbon neutrality in the reporting year will receive a 'Climate Action Community – Carbon Neutral 2015' logo, for use on websites, letter head and similar.

To be eligible for this program, local governments will need to complete a Climate Action Revenue Incentive Program (CARIP) Climate Action/Carbon Neutral Progress Survey and submit it online to the Province in accordance with the program guidelines. Determination of the level of recognition that each community will receive will be based on the information included in each local government's annual CARIP report. Additional information on CARIP reporting is available online at: www.cscd.gov.bc.ca/lgd/greencommunities/carip.htm .

**District of Ucluelet
Expenditure Voucher**

G-16/16

Date: October 5, 2016

Page: 1 of 8

CHEQUE LISTING:

AMOUNT

| | | |
|----------------------------|----|------------|
| Cheques: # 24629 - # 24794 | \$ | 729,141.19 |
| Voided Cheques: | \$ | 3,060.00 |

PAYROLL:

| | | |
|----------|----|-----------|
| PR 19/16 | \$ | 58,875.21 |
| PR 20/16 | \$ | 61,989.59 |

| | | |
|--|-----------|-------------------|
| | \$ | 850,005.99 |
|--|-----------|-------------------|

RECEIVED FOR INFORMATION AT MEETING HELD: October 11, 2016

Jeanette O'Connor, CFO

| Cheque # | Bank | Pay Date | Vendor # | Vendor Name | Invoice # | Description | Invoice Amount | Hold Amount | Paid Amount |
|----------|------|------------|----------|---------------------------------------|--|---|---|-------------|-------------|
| 024629 | 2 | 07/09/2016 | AD004 | TYCO INTEGRATED FIRE & SECURITY CANAL | 80471132 | JUL 1/16-SEP 30/16 | 248.33 | | 248.33 |
| 024630 | 2 | 07/09/2016 | AGS11 | AGS BUSINESS SYSTEMS INC | INV10610 | JUL/2016 | 779.02 | | 779.02 |
| 024631 | 2 | 07/09/2016 | AL001 | ACKLANDS - GRAINGER INC. | 9198049042 | ANNUAL SERVICE FOR AIRPACKS | 216.30 | | 216.30 |
| 024632 | 2 | 07/09/2016 | BAR01 | BOUNCE-A-RAMA RENTALS LTD. | 2 | BOUNCEARAMA RENTAL | 1,086.00 | | 1,086.00 |
| 024633 | 2 | 07/09/2016 | BBB52 | BURNABY BAG & BURLAP LTD | 73823 | DEBRIS BULK BAGS | 896.00 | | 896.00 |
| 024634 | 2 | 07/09/2016 | BP940 | BLACK PRESS | 32915205 | JUN/16 ADS | 1,976.69 | | 1,976.69 |
| 024635 | 2 | 07/09/2016 | CE004 | CORPORATE EXPRESS CANADA INC | 41695656 42177976 42208626 | REFUND-OFFICE PAPER DUOTANGS/PAPER/NOTEBOOKS/TAPE ORGANIZER/PENS/POST ITS/MARKERS | -50.70 76.47 171.58 | | 197.35 |
| 024636 | 2 | 07/09/2016 | CF005 | COLUMBIA FUELS | 03175121763605 | GREASE-BACKHOE | 280.00 | | 280.00 |
| 024637 | 2 | 07/09/2016 | CGISC | CGIS CENTRE | 42614 | SEP/16 | 691.92 | | 691.92 |
| 024638 | 2 | 07/09/2016 | CK608 | KASSLYN CONTRACTING | D537 | D537 | 4,806.55 | | 4,806.55 |
| 024639 | 2 | 07/09/2016 | CR203 | COOK RANDALL | 121771 121772 | AUG 6-18 CLEANUP SUPPLIES AUG 6-18 CLEANUP | 1,098.27 338.64 | | 1,436.91 |
| 024640 | 2 | 07/09/2016 | DC001 | DOLAN'S CONCRETE LTD. | UP77664A | MULCH | 1,236.41 | | 1,236.41 |
| 024641 | 2 | 07/09/2016 | FC006 | FINNING (CANADA) | 944117461 | BACKHOE LIGHT REPAIRS | 379.45 | | 379.45 |
| 024642 | 2 | 07/09/2016 | FW050 | FAR WEST DISTRIBUTORS LTD | 303427 302898 302900 301835 300121 300574 297556 | GARGABE BAGS AUG 6/16 CLEANUP SUPPLIES GARBAGE BAGS PAPER TOWELS/SOAP/TOILET PAPER CLEANING SUPPLIES CLEANING SUPPLIES FAMILY DAY | 145.46 419.78 145.46 302.29 144.21 390.21 17.20 | | 1,564.61 |
| 024643 | 2 | 07/09/2016 | GAL39 | GALLOWAY PAUL ROBERT | 121750 | TABLES-FIRE HALL | 374.01 | | 374.01 |
| 024644 | 2 | 07/09/2016 | GB059 | GIBSON BROS. CONTRACTING LTD. | 15932 16065 15493 | ROCKS-LANDSCAPING FIRE HYDRANT-FAR WEST CLEARING & STRIPPING AREA | 280.00 1,344.00 11,760.00 | | 13,384.00 |
| 024645 | 2 | 07/09/2016 | GD215 | GREGG DISTRIBUTORS LTD | 011-582993 | MELTDOWN PADS | 510.45 | | 510.45 |
| 024646 | 2 | 07/09/2016 | HI715 | HETHERINGTON INDUSTRIES | 62022 | WASTE PAD REMOVAL | 259.35 | | 259.35 |
| 024647 | 2 | 07/09/2016 | HRE68 | HENDERSON RECREATION EQUIPMENT LTD | 117136 | PLAYGROUND EQUIP | 6,757.66 | | 6,757.66 |
| 024648 | 2 | 07/09/2016 | HRPR7 | HOLISTIC EMERGENCY PREPAREDNESS | 589 589A | COMMAMND VESTS COMMAMND VESTS | 109.09 128.93 | | 238.02 |
| 024649 | 2 | 07/09/2016 | HS002 | HOGAN, SARAH | 121767 | HOGAN-THEATRE CAMP | 1,000.00 | | 1,000.00 |
| 024650 | 2 | 07/09/2016 | IB275 | ISLAND BUSINESS PRINT GROUP LTD | 158813 | RECEIPT BOOKS-SCH | 470.40 | | 470.40 |
| 024651 | 2 | 07/09/2016 | IMS01 | ISLAND MAILING SYSTEMS LTD | 17821 | JUL 1/16 -JUN 30/17 | 1,208.48 | | 1,208.48 |
| 024652 | 2 | 07/09/2016 | KA001 | KOERS & ASSOCIATES ENGINEERING LTD. | 1627-003 | 1627-DCC UPDATE | 1,575.00 | | 1,575.00 |
| 024653 | 2 | 07/09/2016 | LM836 | MORRISON LINDSAY | 121770 | MORRISON-THEATRE CAMP | 200.00 | | 200.00 |
| 024654 | 2 | 07/09/2016 | LY001 | YOUNG ANDERSON | 95859 | 1190127 | 130.11 | | 130.11 |
| 024655 | 2 | 07/09/2016 | MA952 | MAXXAM ANALYTICS | VA991677 VA990648 VA990650 VA990512 VA990509 | B662122 B657512 B655348 B659868 B6559848 | 78.75 78.75 126.00 157.50 78.75 | | 519.75 |
| 024656 | 2 | 07/09/2016 | MS170 | REVENUE SERVICES OF BC | 9/16 | SEP/16 | 6,198.00 | | 6,198.00 |
| 024657 | 2 | 07/09/2016 | OC816 | OAKCREEK GOLF & TURF INC | 2122985 | #17 REPAIRS | 53.73 | | 53.73 |
| 024658 | 2 | 07/09/2016 | OM712 | OLIWA MIRANDA | 121768 | OLIWA-THEATRE CAMP | 200.00 | | 200.00 |
| 024659 | 2 | 07/09/2016 | PB104 | PIONEER BOAT WORKS | 74221 | AUG 6- 26 CLEANUP SUPPLIES | 252.67 | | 252.67 |

| Cheque # | Bank | Pay Date | Vendor # | Vendor Name | Invoice # | Description | Invoice Amount | Hold Amount | Paid Amount |
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| 024660 | 2 | 07/09/2016 | PI110 | PUROLATOR INC | 432066454 | MAXXAM | 55.00 | | 55.00 |
| 024661 | 2 | 07/09/2016 | PM110 | PERFECTMIND | UCL20160727 | PERFECTMIND | 2,240.00 | | 2,240.00 |
| 024662 | 2 | 07/09/2016 | RD205 | ACRD | 121774 | JAN-JUN/16 | 5,577.56 | | 5,577.56 |
| 024663 | 2 | 07/09/2016 | SE130 | WESTERRA EQUIPMENT LP | 255012665 | #14 BOBCAT REPAIRS | 880.60 | | 880.60 |
| 024664 | 2 | 07/09/2016 | SI604 | SHU IAN | 121766 | SHU-PURPLE DRAGON | 368.00 | | 368.00 |
| 024665 | 2 | 07/09/2016 | SM156 | STELLER MARINE | 1020 1021 1022 | AUG 6/8 CLEANUP AUG 8/11 CLEANUP AUG 15/18 CLEANUP | 1,520.40 3,347.40 3,137.40 | | 8,005.20 |
| 024666 | 2 | 07/09/2016 | TDS28 | THREE DIMENSIONAL SERVICES INC | 16050-2 16050-1R | WAYFINDING SIGNS PROJECT PST FOR INVOICE 16050-1 | 11,417.69 1,189.34 | | 12,607.03 |
| 024667 | 2 | 07/09/2016 | TS002 | TRAN SIGN LTD. | 149542 148608 148129 148489 | NO CAMPING SIGNS 2 HR PARKING SIGNS-SCH TRAFFIC SIGNS TRAFFIC SIGNS | 141.39 170.24 1,995.41 1,054.23 | | 3,361.27 |
| 024668 | 2 | 07/09/2016 | U0148 | UBCM | 121775 | UBCM 2016 | 7,295.40 | | 7,295.40 |
| 024669 | 2 | 07/09/2016 | UC142 | UCLUELET CONSUMER'S CO-OPERATIVE AS | 71759248 71757257 71757985 71755795 71756765 71756288 71756245 7168380 71759283 71757850 71757901 | WHITE RANGER #12 BACKLOADER #2 CANYON #1 CHEVY #23 RANGER #20 JOHN DEER #10 FORD TRUCK #2 CANYON #20 JOHN DEER MOWER MINI PUMP #4 TRUCK | 57.99 74.00 68.01 120.40 64.62 14.30 135.07 54.90 40.18 28.00 54.00 | | 711.47 |
| 024670 | 2 | 07/09/2016 | UC142 | UCLUELET CONSUMER'S CO-OPERATIVE AS | 71760315 71760909 71759814 71759726 71764349 71763816 71763783 71761742 71761674 71759766 71764242 | #24 TRUCK GENERATOR #3 GMC #20 JOHN DEER #2 CANYON #1 TRUCK JERRY CANS #4 TRUCK #2 CANYON #14 BOBCAT PROPANE | 126.40 9.67 117.33 12.63 54.27 117.64 154.18 101.27 50.04 60.21 39.60 | | 843.24 |
| 024671 | 2 | 07/09/2016 | UC142 | UCLUELET CONSUMER'S CO-OPERATIVE AS | 71765524 71768541 71768223 71767697 71767240 71765579 71765490 71764799 71764734 71768560 71768344 | #23 RANGER WHITE RANGER #4 PU TRUCK GENERATOR #10 FORD #3 GMC PROPANE WHITE RANGER #12 CATERPILLAR #24 TRUCK #4 TRUCK | 64.02 37.14 12.77 33.10 128.70 82.10 13.20 60.78 78.69 113.37 115.40 | | 739.27 |
| 024672 | 2 | 07/09/2016 | UC142 | UCLUELET CONSUMER'S CO-OPERATIVE AS | C01095830 C01047304 C01083848 C01091856 71768869 C01093354 C01093530 C01099715 C01096269 C01033450 C01083798 | COOLER-WATER SAMPLES TEEN MOVIE NIGHT STAFF TENT SNACKS WATER COOLERS #12 CATERPILLAR ICE CREAM/ICE ICE SUMMER CAMP SUMMER CAMP CREAMER/MILK/DISHCLOTHS SUPPLIES | 30.90 30.00 79.93 39.19 28.14 53.68 11.96 13.97 52.61 21.92 44.48 | | 406.78 |
| 024673 | 2 | 07/09/2016 | UC142 | UCLUELET CONSUMER'S CO-OPERATIVE AS | CO1098872 | COOLER-WATER SAMPLES | 39.19 | | 39.19 |
| 024674 | 2 | 07/09/2016 | UP459 | UCLUELET PETRO-CANADA | 17122189 17122203 17120888 | BACKHOE REPAIRS #2 TRUCK REPAIRS #22 TRUCK REPAIRS | 96.80 428.64 269.49 | | 794.93 |

| Cheque # | Bank | Pay Date | Vendor # | Vendor Name | Invoice # | Description | Invoice Amount | Hold Amount | Paid Amount |
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| 024675 | 2 | 07/09/2016 | UR849 | UCLUELET RENT-IT CENTER LTD | 24157 24057 23024 | BIN RENTAL/DUMP PUMPOUT TOPSOIL MIX | 1,670.46 366.81 1,228.50 | | 3,265.77 |
| 024677 | 2 | 07/09/2016 | WIRRL | WEST ISLE RESOURCES RENEWAL LTD | 3061 | CEMETARY GARDEN PROJECT | 661.50 | | 661.50 |
| 024678 | 2 | 07/09/2016 | XC300 | XPLORNET COMMUNICATIONS INC | INV14399061 INV14061539 | AUG 6/16-SEP 5/16 JUL 6/16-AUG 5/2016 | 77.27 77.27 | | 154.54 |
| 024679 | 2 | 07/09/2016 | Y9308 | YEATES ANDREW | 121773 | YEATES-LGMA WORKSHOP | 162.00 | | 162.00 |
| 024680 | 2 | 14/09/16 | AEL78 | ALBION ELECTRIC LTD | 748307 | REPAIRS-SHOWER COIN OPERATER | 70.88 | | 70.88 |
| 024681 | 2 | 14/09/16 | AGS11 | AGS BUSINESS SYSTEMS INC | 11647 | JUL 29-AUG 8/16 | 425.31 | | 425.31 |
| 024682 | 2 | 14/09/16 | BIL30 | BERKS INTERTRUCK LTD | 30600 | ENGINE #1 REPAIRS | 1,506.44 | | 1,506.44 |
| 024683 | 2 | 14/09/16 | BK695 | BRADSHAW, KEVIN | 932524 | TSUNAMI CATERING/FOOD CLEANUP VOLUNTEERS | 1,226.32 | | 1,226.32 |
| 024684 | 2 | 14/09/16 | BR330 | BLACK ROCK MANAGEMENT INC. | RBR12BEC-1A | LAUNDRY SERVICE | 94.47 | | 94.47 |
| 024685 | 2 | 14/09/16 | CCL88 | CORLAZZOLI CONTRACTING LTD | 22 | SKATE PARK BRANCH REMOVAL | 262.50 | | 262.50 |
| 024686 | 2 | 14/09/16 | CK608 | KASSLYN CONTRACTING | D538 D539 | D538 D539 | 2,076.50 1,916.28 | | 3,992.78 |
| 024687 | 2 | 14/09/16 | CR203 | COOK RANDALL | JTMD-RC-A | MARINE CLEANUP CATERING SERVICE | 1,200.00 | | 1,200.00 |
| 024688 | 2 | 14/09/16 | DC001 | DOLAN'S CONCRETE LTD. | UK41186 | CONCRETE | 767.65 | | 767.65 |
| 024689 | 2 | 14/09/16 | FM898 | FORTUNE MEGAN | 121777 | 2016 SCHOLARSHIP | 500.00 | | 500.00 |
| 024690 | 2 | 14/09/16 | FW050 | FAR WEST DISTRIBUTORS LTD | 304350 302240 | HAND DRYERS-AQUARIUM WATER DEPOSIT | 1,316.90 -100.00 | | 1,216.90 |
| 024691 | 2 | 14/09/16 | GB059 | GIBSON BROS. CONTRACTING LTD. | 16159 | MAIN ST-GRAVEL | 242.13 | | 242.13 |
| 024692 | 2 | 14/09/16 | GE395 | GALLOWAY ELECTRIC | 721 719 723 720 | BAY WPT REPAIR GFCI LAGOON DREDGING KIMOTO REPAIR LIGHTS BIG BEACH REPAIR SEWER FLOATS | 91.88 6,016.94 126.00 215.25 | | 6,450.07 |
| 024693 | 2 | 14/09/16 | HGLF7 | HOME GROWN LIVING FOODS | 2377 | MARINE CLEANUP CATERING EXPENSES | 937.25 | | 937.25 |
| 024694 | 2 | 14/09/16 | HI715 | HETHERINGTON INDUSTRIES | 60235 | WASTE PAD REMOVAL | 173.25 | | 173.25 |
| 024695 | 2 | 14/09/16 | IH042 | INNER HARMONY SERVICES | 4203 | AUG/16 CLEANING SERVICES | 2,443.88 | | 2,443.88 |
| 024696 | 2 | 14/09/16 | IHP12 | ILJA HERB | BG21082016A | MARINE CLEANUP PHOTO AND VIDEO SERVICES | 500.00 | | 500.00 |
| 024697 | 2 | 14/09/16 | JC780 | JAYCOX CHRIS | 121778 | JAYCOX-MOVIE MAGIC CAMP | 2,816.00 | | 2,816.00 |
| 024698 | 2 | 14/09/16 | MA952 | MAXXAM ANALYTICS | VA997599 VA997592 VA997602 VA997605 VA998552 | B669813 B669734 B667021 B664341 B672462 | 157.50 78.75 78.75 246.75 78.75 | | 640.50 |
| 024699 | 2 | 14/09/16 | MJ905 | MORGAN JULIE | 121776 | 116.055 REFUND | 411.98 | | 411.98 |
| 024700 | 2 | 14/09/16 | NP156 | NORTH PACIFIC REPAIR | 124429 | 4 TON TRUCK-REPAIR | 75.61 | | 75.61 |
| 024701 | 2 | 14/09/16 | NR310 | NADEAU RENEE | 121779 | NADEAU-BABY YOGA | 184.50 | | 184.50 |
| 024702 | 2 | 14/09/16 | PC336 | PETTY CASH FORTUNE ABBY | 121781 | AUG/16 | 44.57 | | 44.57 |
| 024703 | 2 | 14/09/16 | PI110 | PUROLATOR INC | 432199509 432130193 | MAXXAM MAXXAM | 67.39 160.57 | | 227.96 |
| 024704 | 2 | 14/09/16 | SF061 | STEVENS FLICKERINE | 121780 | STEVENS-YOGA | 368.64 | | 368.64 |
| 024705 | 2 | 14/09/16 | SJ004 | S & J SERVICES | 234298 280703 234297 234295 234296 | AUG/16 JANITORIAL AUG/16 JANITORIAL AUG/16 JANITORIAL AUG/16 JANITORIAL AUG/16 JANITORIAL | 315.00 651.00 315.00 1,386.00 138.60 | | 2,805.60 |
| 024706 | 2 | 14/09/16 | SM156 | STELLER MARINE | 1024 | MARINE CLEANUP CHARTER AUG 22-25 | 3,294.90 | | 6,432.30 |

| Cheque # | Bank | Pay Date | Vendor # | Vendor Name | Invoice # | Description | Invoice Amount | Hold Amount | Paid Amount |
|----------|------|------------|----------|--------------------------------------|--------------------------------------|--|--------------------------------------|-------------|-------------|
| | | | | | 1023 | MARINE CLEANUP BOAT CHARTER/AUG 19-22 | 3,137.40 | | |
| 024707 | | 2 14/09/16 | UP459 | UCLUELET PETRO-CANADA | 7122342 7122364 | 1-TON REPAIRS BACKHOE REPAIR | 560.85 66.95 | | 627.80 |
| 024708 | | 2 14/09/16 | UR849 | UCLUELET RENT-IT CENTER LTD | 24335 24330 24120 23857 | LIGHTHOUSE PUMPOUT RENTAL-JACK HAMMER AUG/16 PUMP OUT-PENINSULA | 86.81 61.82 1,523.20 168.00 | | 1,839.83 |
| 024709 | | 2 14/09/16 | WSP16 | WSP CANADA INC | 0584116 | LAGOON GEOTECHNICAL SERVICE | 13,651.60 | | 13,651.60 |
| 11404667 | | 2 14/09/16 | CI192 | CIBC - VISA CENTRE | 08/16 | 08/16 | 2,746.88 | | 2,746.88 |
| 11458709 | | 2 19/09/16 | TP002 | TELUS | 08/16 | 08/16 | 3,603.99 | | 3,603.99 |
| 024710 | | 2 20/09/16 | 45R27 | 45 ROBOTS | 1288 | 3 MONTH SUBSCRIPTION | 138.77 | | 138.77 |
| 024711 | | 2 20/09/16 | AL001 | ACKLANDS - GRAINGER INC. | 9216173873 | GLOVES;CO2 CYLINDER;FOAM | 559.19 | | 559.19 |
| 024712 | | 2 20/09/16 | CE004 | CORPORATE EXPRESS CANADA INC | 42344938 | BINDERS/INDEX TABS/PENS/RUBBER FINGERS | 176.78 | | 176.78 |
| 024713 | | 2 20/09/16 | CK608 | KASSLYN CONTRACTING | D540 | D540 | 4,543.68 | | 4,543.68 |
| 024714 | | 2 20/09/16 | CLC12 | CARVELLO LAW CORPORATION | 1390 | 101007 | 1,539.14 | | 1,539.14 |
| 024715 | | 2 20/09/16 | CT002 | CLEARTECH INDUSTRIES INC | 152165DAV 677110 | CONTAINER RETURN HYPOCHLORITE | -525.00 715.18 | | 190.18 |
| 024716 | | 2 20/09/16 | DC001 | DOLAN'S CONCRETE LTD. | UK41204 | 266 MAIN ST-SIDEWALK REPAIRS | 433.17 | | 433.17 |
| 024717 | | 2 20/09/16 | DFC01 | DUMAS FREIGHT COMPANY | 48281 | CLEARTECH | 427.43 | | 427.43 |
| 024718 | | 2 20/09/16 | FSC10 | FOUR STAR COMMUNICATIONS INC | 38370 | AUG/16 | 143.33 | | 143.33 |
| 024719 | | 2 20/09/16 | FW050 | FAR WEST DISTRIBUTORS LTD | 304772 304773 304491 304660 | TISSUE PAPER/PAPER TOWEL/TRASH BAGS TISSUE PAPER/PAPER TOWELS TISSUE PAPER/SOAP/PAPER TOWEL JANITORIAL SUPPLIES | 128.03 77.82 238.26 252.83 | | 696.94 |
| 024720 | | 2 20/09/16 | GPC25 | GREATPACIFIC CONSULTING LTD | 394 | OUTFALL MONITORING PROGRAM | 10,496.57 | | 10,496.57 |
| 024721 | | 2 20/09/16 | HSS40 | HACH SALES & SERVICE CANADA LTD | 128262 | SILICONE OIL/GEL | 434.26 | | 434.26 |
| 024722 | | 2 20/09/16 | IH042 | INNER HARMONY SERVICES | 4220 | AUG/16 CLEANING-EXTRAS | 45.68 | | 45.68 |
| 024723 | | 2 20/09/16 | JR381 | J. ROBBINS CONSTRUCTION LTD | 2703 | SOIL-CEMETERY | 533.40 | | 533.40 |
| 024724 | | 2 20/09/16 | LEASE | UCLUELET CONSUMERS CO-OPERATIVE ASS | 121785 121786 | JUNE/16 JUL/16 | 250.00 250.00 | | 500.00 |
| 024725 | | 2 20/09/16 | MB673 | MILLAR, BARB | 4670/3770 | MILLAR REIMBURSEMENT | 98.39 | | 98.39 |
| 024726 | | 2 20/09/16 | PI110 | PUROLATOR INC | 432271552 | MAXXAM | 148.05 | | 148.05 |
| 024727 | | 2 20/09/16 | PR099 | PACIFIC READY MIX CO. LTD. | 8756 | TSUNAMI CLEANUP | 1,293.60 | | 1,293.60 |
| 024728 | | 2 20/09/16 | PS351 | PINA STUDIO & BOUTIQUE | 51 | BYLAW TSHIRTS | 53.76 | | 53.76 |
| 024729 | | 2 20/09/16 | SC006 | SOFTCHOICE CORPORATION | 4341365 | MS OFFICE 365 | 584.64 | | 584.64 |
| 024730 | | 2 20/09/16 | SD199 | SCHRAMM DESIGN | 2810 | LOGO-EMERGENCY SERVICES | 315.00 | | 315.00 |
| 024731 | | 2 20/09/16 | TA001 | TOURISM ASSOCIATION of VANCOUVER ISL | 121783 121784 | OLIWA-TVI CONF/16 MOLE-TVI CONF/16 | 1,304.10 408.45 | | 1,712.55 |
| 024732 | | 2 20/09/16 | TDS28 | THREE DIMENSIONAL SERVICES INC | 16050-3 | WAYFINDING SIGNS PROJECT | 7,611.79 | | 7,611.79 |
| 024733 | | 2 20/09/16 | TSC19 | TRANSPARENT SOLUTIONS CORP | 8580 | OCT/16 CLEARMAIL | 20.95 | | 20.95 |
| 024734 | | 2 20/09/16 | UP459 | UCLUELET PETRO-CANADA | 7122517 7122429 | KABOTA REPAIRS BACKHOE REPAIRS | 215.49 69.98 | | 285.47 |
| 024735 | | 2 20/09/16 | UV145 | UCLUELET VIDEO SERVICES LTD. | SEP/16 | SEP/16 | 557.76 | | 557.76 |
| 11468597 | | 2 20/09/16 | BC017 | BC HYDRO & POWER AUTHORITY | 08/16 | 08/16 | 21,613.78 | | 21,613.78 |
| 11468653 | | 2 20/09/16 | BMC01 | BELL MOBILITY INC | 8/2016 | 08/16 | 835.71 | | 835.71 |

| Cheque # | Bank | Pay Date | Vendor # | Vendor Name | Invoice # | Description | Invoice Amount | Hold Amount | Paid Amount |
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| 1148613 | 2 | 20/09/16 | TM005 | TELUS MOBILITY | 8/2016 | 08/16 | 114.24 | | 114.24 |
| 024736 | 2 | 21/09/16 | UC142 | UCLUELET CONSUMER'S CO-OPERATIVE AS | 71773228 71775373 71773227 71776585 71772500 71776028 71773714 20160899 20160799 20160699 71762639 | RESCUE 1 #10 TRUCK #12 CATERPILLAR #12 CATERPILLAR #12 CATERPILLAR #1 CHEVY #23 RANGER AUGUST JULY JUNE FUEL | 40.39 88.99 70.13 78.42 52.01 116.61 59.49 59.25 73.56 80.98 68.25 | | 788.08 |
| 024737 | 2 | 21/09/16 | UC142 | UCLUELET CONSUMER'S CO-OPERATIVE AS | 71777920 71782947 71782028 71780142 71779430 71780650 71780344 71776718 71782127 71777301 71777131 | #3 GMC WHITE RANGER #24 TRUCK #23 RANGER WHITE RANGER GENERATOR ENGINE 2 #14 BOBCAT #2 CANYON #14 BOBCAT #2 CANYON | 125.00 63.27 55.88 62.46 55.31 14.16 18.01 100.02 66.01 121.42 60.80 | | 742.34 |
| 024738 | 2 | 21/09/16 | UC142 | UCLUELET CONSUMER'S CO-OPERATIVE AS | 71785750 71786082 71785694 71783647 71783886 71787986 71787969 71788296 71784855 71783902 71783829 | #9 GMC #2 CANYON #23 RANGER GENERATOR #10 FORD #1 CHEVY #3 GMC RESCUE 1 #12 CATERPILLAR #4 TRUCK #5 TRUCK | 98.55 76.74 44.99 10.32 129.40 120.20 78.67 58.38 58.86 117.79 50.18 | | 844.08 |
| 024739 | 2 | 21/09/16 | UC142 | UCLUELET CONSUMER'S CO-OPERATIVE AS | 71788469 CO1044583 71788885 CO1085295 CO1095190 CO1097990 | WHITE RANGER CREAM/SUGAR/MILK-UCC #23 RANGER AUG 15 JOINT COUNCILS MTG SUMMER PROGRAM-SNACKS WATER-ON SITE STAFF | 64.55 20.71 52.70 69.90 43.92 12.41 | | 264.19 |
| 024740 | 2 | 27/09/16 | ACE92 | ACE COURIER SERVICES | 9185936 14180610 10247761 | FINNING MAXXAM/FOUR STAR BURNABY BAG AND BURLAP | 48.24 53.77 85.56 | | 187.57 |
| 024741 | 2 | 27/09/16 | AL001 | ACKLANDS - GRAINGER INC. | 9101257765 9120498051 | GLOVES SEESNAKE CAMERA SYSTEM | 30.68 6,485.53 | | 6,516.21 |
| 024742 | 2 | 27/09/16 | BBB52 | BURNABY BAG & BURLAP LTD | 74011 | TSUNAMI PROJ-BULK BAGS | 448.00 | | 448.00 |
| 024743 | 2 | 27/09/16 | BM190 | BREAKERS MARINE LTD | P41261 | ATV REPAIRS | 1,636.81 | | 1,636.81 |
| 024744 | 2 | 27/09/16 | CK608 | KASSLYN CONTRACTING | D541 | D541 | 2,693.43 | | 2,693.43 |
| 024745 | 2 | 27/09/16 | CP300 | CRITERION PICTURES | 781439 | SEP/16 MOVIES | 43.94 | | 43.94 |
| 024746 | 2 | 27/09/16 | DC001 | DOLAN'S CONCRETE LTD. | 37759 | PIT RUN-ROUNDS/SHOULDERS | 36.59 | | 36.59 |
| 024747 | 2 | 27/09/16 | FW050 | FAR WEST DISTRIBUTORS LTD | 304997 | BIG BEACH MOVIE-SNACKS | 54.12 | | 54.12 |
| 024748 | 2 | 27/09/16 | GB059 | GIBSON BROS. CONTRACTING LTD. | 16157 | BIG BEACH-CLEARING PARKING LOT | 40,044.48 | | 40,044.48 |
| 024749 | 2 | 27/09/16 | HFE68 | HUB FIRE ENGINES & EQUIPMENT LTD. | 32251 | FREIGHTLINER M2 FIRE APPARATUS | 174,006.70 | | 174,006.70 |
| 024750 | 2 | 27/09/16 | IW001 | IMAGE WEST GALLERY GIFTS | 262874 | SWEATSHIRT/CARD | 63.73 | | 63.73 |
| 024751 | 2 | 27/09/16 | JSC61 | J & S CONTRACTING LTD | 160904 | UCC-HEATING SYSTEM REPAIRS | 1,071.00 | | 1,071.00 |
| 024752 | 2 | 27/09/16 | KA001 | KOERS & ASSOCIATES ENGINEERING LTD. | 1627-004 1403-005 1643-003 | 1627-DCC UPDATE 1403 INTERCONNECTION 1643-SEWAGE LAGOON REVIEW | 3,150.00 647.72 11,581.76 | | 15,379.48 |
| 024753 | 2 | 27/09/16 | LCD01 | LIGHTHOUSE COOLING & DESIGN INC. | 389 | LONGLINE/MARINE RECOVERY | 50.00 | | 130.00 |

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| | | | | | 387 | LONGLINE-MARINE RECOVERY | 80.00 | | |
| 024754 | | 2 27/09/16 | LEASE | UCLUELET CONSUMERS CO-OPERATIVE ASS | 121788 | SEP/16 | 250.00 | | 500.00 |
| | | | | | 121787 | AUG/16 | 250.00 | | |
| 024755 | | 2 27/09/16 | LY001 | YOUNG ANDERSON | 96346 | 1190127 | 312.90 | | 10,129.29 |
| | | | | | 96349 | 1190134 | 9,048.02 | | |
| | | | | | 96347 | 1190128 | 381.92 | | |
| | | | | | 96345 | 1190080 | 233.01 | | |
| | | | | | 96348 | 1190133 | 153.44 | | |
| 024756 | | 2 27/09/16 | ME001 | MINISTER OF FINANCE | WSI253874 | WATER ACT RATE-2016 | 183.88 | | 183.88 |
| 024757 | | 2 27/09/16 | MMB55 | MURDY & McALLISTER | 22628 | FILE 4438 | 79.91 | | 79.91 |
| 024758 | | 2 27/09/16 | OCN01 | OCN GARDEN CENTRE | 106 | CEMETERY GARDEN-PLANTS | 402.91 | | 402.91 |
| 024759 | | 2 27/09/16 | PBX12 | PBX ENGINEERING LTD | 2497 | SCADA ENGINEER. SERVICES | 6,497.40 | | 6,497.40 |
| 024760 | | 2 27/09/16 | PI110 | PUROLATOR INC | 432335406 | MAXXAM | 112.85 | | 112.85 |
| 024761 | | 2 27/09/16 | RES00 | REVOLUTION ENVIRONMENTAL SOLUTIONS | 92629896 | DESLUDGING PROJECT | 154,266.87 | | 154,266.87 |
| 024762 | | 2 27/09/16 | RP658 | ROD'S PLUMBING | 346464 | REC HALL-REPAIRS | 68.25 | | 68.25 |
| 024763 | | 2 27/09/16 | S9372 | ST JACQUES DIANNE | 121789 | ST JACQUES-MNST LETNICK/PA | 126.68 | | 126.68 |
| 024764 | | 2 27/09/16 | UI923 | UKEE INFO TECH | 10347 | IT SUPPORT/08-09/2016 | 1,521.45 | | 1,521.45 |
| 024765 | | 2 27/09/16 | UP459 | UCLUELET PETRO-CANADA | 7122373 | BACKHOE REPAIRS-TIRES | 1,235.36 | | 1,699.91 |
| | | | | | 7122573 | 2008-SIERRA REPAIRS | 415.27 | | |
| | | | | | 7122561 | RANGER REPAIRS | 22.40 | | |
| | | | | | 7122633 | RANGER REPAIRS | 26.88 | | |
| 024766 | | 2 27/09/16 | UR849 | UCLUELET RENT-IT CENTER LTD | 24116 | FS-250 UNIT REPAIRS | 191.91 | | 191.91 |
| 024767 | | 2 27/09/16 | WI219 | WALCO INDUSTRIES LTD | 31516 | LAGOON-DREDGE OFFLOAD | 21,089.25 | | 21,089.25 |
| 024768 | | 2 27/09/16 | WIRRL | WEST ISLE RESOURCES RENEWAL LTD | 3060 | SOIL MIX | 756.00 | | 756.00 |
| 024769 | | 2 27/09/16 | WP166 | WINDSOR PLYWOOD - UCLUELET DIV. | 95895A | TUGWELL-HYDRO SHED REPAIRS | 1,190.81 | | 1,190.81 |
| 024770 | | 2 27/09/16 | WPT01 | WILD PACIFIC TRAIL SOCIETY | 121790 | WPT-INSPIRATION POINT | 10,000.00 | | 10,000.00 |
| 024771 | | 2 04/10/2016 | AD004 | TYCO INTEGRATED FIRE & SECURITY CANAD | 80487466 | SEP 1-NOV 30/2016 | 196.35 | | 866.38 |
| | | | | | 80497096 | OCT 1/16- DEC 31/16 | 259.88 | | |
| | | | | | 80497117 | OCT 1/16-DEC 31/16 PW | 258.31 | | |
| | | | | | 80497097 | OCT 1/16-DEC 31/16 UCC | 151.84 | | |
| 024772 | | 2 04/10/2016 | AL001 | ACKLANDS - GRAINGER INC. | 9232888710 | SAFETY GEAR | 247.81 | | 247.81 |
| 024773 | | 2 04/10/2016 | CE004 | CORPORATE EXPRESS CANADA INC | 42450240 | BINDERS/WIRELESS KEYBOARD/PENS | 228.04 | | 228.04 |
| 024774 | | 2 04/10/2016 | CIBC1 | CIBC | 73074 | 73074 OVERPAYMENT | 1,567.97 | | 1,567.97 |
| 024775 | | 2 04/10/2016 | CK608 | KASSLYN CONTRACTING | D542 | D542 | 1,870.63 | | 1,870.63 |
| 024776 | | 2 04/10/2016 | DFC01 | DUMAS FREIGHT COMPANY | 47797 | CLEARTECH | 427.43 | | 890.53 |
| | | | | | 49308 | PARKSVILLE | 43.10 | | |
| | | | | | 54618 | CLEARTECH | 231.00 | | |
| | | | | | 48031 | CLEARTECH | 189.00 | | |
| 024777 | | 2 04/10/2016 | DWS54 | DOGWASTE SOLUTIONS | 945 | DOG WASTE BAGS/DISPENSERS | 794.22 | | 794.22 |
| 024778 | | 2 04/10/2016 | EL048 | ERIK LARSEN DIESEL CO. LTD. | 714302 | PIPE BUSHING | 12.04 | | 12.04 |
| 024779 | | 2 04/10/2016 | FW050 | FAR WEST DISTRIBUTORS LTD | 305116 | PAPER TOWELS AND REFUND | 37.37 | | 37.37 |
| 024780 | | 2 04/10/2016 | GE395 | GALLOWAY ELECTRIC | 664 | WELCOME SIGN LIGHTS | 2,679.60 | | 3,495.79 |
| | | | | | 650 | REPAIR SENSOR/VICT. STATION | 122.93 | | |
| | | | | | 649 | REPAIR SEWER FLOAT/BAY ST | 136.50 | | |
| | | | | | 651 | REPAIR LIGHTS PW YARD | 556.76 | | |
| 024781 | | 2 04/10/2016 | LEASE | UCLUELET CONSUMERS CO-OPERATIVE ASS | 10/16 | OCT/16 | 250.00 | | 250.00 |
| 024782 | | 2 04/10/2016 | MC481 | MARTIN CRIS | 121792 | MARTIN-YOGA | 34.80 | | 34.80 |
| 024783 | | 2 04/10/2016 | PC285 | PETTY CASH - BARBARA MILLAR | 09/16 | 09/16 | 106.30 | | 106.30 |

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| 024784 | 2 | 04/10/2016 | PGS93 | PIN-GEL STEEL FABRICATORS LTD | 8568 | PW YARD-WELD DOOR REPAIRS | 112.00 | | 112.00 |
| 024785 | 2 | 04/10/2016 | RD205 | ACRD | 5209 | = ("IN GROUND" PARK GARBAGE") | 8.00 | | 8.00 |
| 024786 | 2 | 04/10/2016 | SBR01 | SONBIRD REFUSE & RECYCLING LTD. | 26345 26347 26348 26346 26344 | AUG/16-52 STEPS AUG/16 GARBAGE-PW AUG/16 GARBAGE-UCC AUG/16-WD AUG/16-SCH | 338.52 1,031.94 423.37 764.40 1,503.18 | | 4,061.41 |
| 024787 | 2 | 04/10/2016 | SCOTI | SCOTIABANK | 365K-4 | EFT PYMNT-UNALLOCATED CUSTOMER | 224.26 | | 224.26 |
| 024788 | 2 | 04/10/2016 | TC308 | TRANE CANADA ULC | 37129068 | ANNUAL MAINT-1690623 | 2,690.61 | | 2,690.61 |
| 024789 | 2 | 04/10/2016 | TU428 | TOURISM UCLUELET | 06/16 | JUNE/16 GRANT | 39,106.98 | | 39,106.98 |
| 024790 | 2 | 04/10/2016 | UV146 | UCLUELET VOLUNTEER FIRE BRIGADE | Q3/16 | Q3/16 | 2,100.00 | | 2,100.00 |
| 024791 | 2 | 04/10/2016 | VC133 | VANCE CHRIS | 121769 | VANCE-GYMNASTICS CAMP | 3,060.00 | | 3,060.00 |
| 024792 | 2 | 04/10/2016 | WP166 | WINDSOR PLYWOOD - UCLUELET DIV. | 94099A 93799A 93907A 92632A 92631A 92444A 93042A 92975A 93694A 93498A 93510A | CROSSWALK PAINT REFUND CROSSWALK PAINT SUPPLIES CABLES/PAINT/SHUTOFF VALVE LATEX GLOVES TSUNAMI CLEANUP SUPPLIES LYCHE-DRILL BIT/PICTURE HOOK UCC SUPPLIES SONO TUBE/SIGN POST SHOP SUPPLIES BMX SIGN-CEDAR BMX SIGN-CEDAR | -74.17 370.76 145.22 63.77 310.90 14.10 14.98 347.03 30.68 42.52 5.32 | | 1,271.11 |
| 024793 | 2 | 04/10/2016 | WP166 | WINDSOR PLYWOOD - UCLUELET DIV. | 94132A 94054A 94209A 94044A | PAINT BRUSH PENINSULA RD-PAINT SUPPLIES LSCA WELLS-PAINTING SUPPLIES NOEL SIDEWALK/PENINSULA | 5.65 0.49 18.50 28.18 | | 52.82 |
| 024794 | 2 | 04/10/2016 | Y9308 | YEATES ANDREW | 121793 | YEATES UBCM | 396.28 | | 396.28 |
| Total: | | | | | | | 729,141.19 | 0.00 | 729,141.19 |



STAFF REPORT TO COUNCIL

Council Meeting: OCTOBER 11, 2016
500 Matterson Drive, Ucluelet, BC V0R 3A0

AUTHOR: MORGAN DOSDALL, DEPUTY MUNICIPAL CLERK

FILE NO: 0640-30 BUSINESS WALKS

SUBJECT: APRIL 12, 2016 BUSINESS WALK SURVEY REPORT

PURPOSE:

The purpose of this report is to present the findings of the 'Business Walk' survey delivered and collected on April 12, 2016.

BACKGROUND:

On April 12, 2016, representatives of the Ucluelet Chamber of Commerce and Ucluelet Council visited local businesses to collect information on a number of key topics affecting business owners in Ucluelet.

The survey delivered 13 questions:

- 1) Please rate the current state of your business.

Options were:

- *slow/poor,*
- *fair/steady, and*
- *good/increasing*

- 2) What do you like most about doing business in the area?

Options were:

- *location,*
- *affordability,*
- *clientele,*
- *business-friendly local government,*
- *cost of doing business,*
- *availability of talented labour, and*
- *other*

- 3) What can be done to help your business thrive?

- 4) What specific information would you like to have access to, locally?

Options were:

- *Exporting,*
- *Financing,*
- *Hiring/Human Resources,*
- *Supply chain development,*
- *Business Planning,*
- *Succession Planning, and*
- *Other*

- 5) Do you want your business to be revisited to provide 1-on-1 assistance?
- 6) Do you have any thoughts/comments you would like to share regarding the Bylaw Ambassador program that ran last year (2015)?
- 7) Do you have any thoughts/comments you would like to share or suggest regarding this year's Bylaw Ambassador program?
- 8) Would you be interested in more visible bylaw enforcement?
- 9) Do you see value in having business license fees increased to support increased bylaw enforcement?

10) Council is undergoing a review of its Official Community Plan Bylaw in the Fall of 2016. Do you have any zoning-specific concerns to bring forward?

11) Do you have any thoughts/comments/concerns regarding AirBnB?

12) Do you have a current business license?

13) Are you a Ucluelet Chamber of Commerce member?

TALLIED RESULTS:

In the end, 18 businesses returned a completed survey. The results below are a reflection of the information collected from these participants. When compiling results, similar responses that emerged were grouped together to identify specific issues affecting multiple businesses.

■ Figure 1 shows the response to Survey Question (1).

All respondents answered this question, and none responded with “Slow/Poor”. A total of 83% of respondents reported overall positive business growth (17% reported “Fair/Steady”).

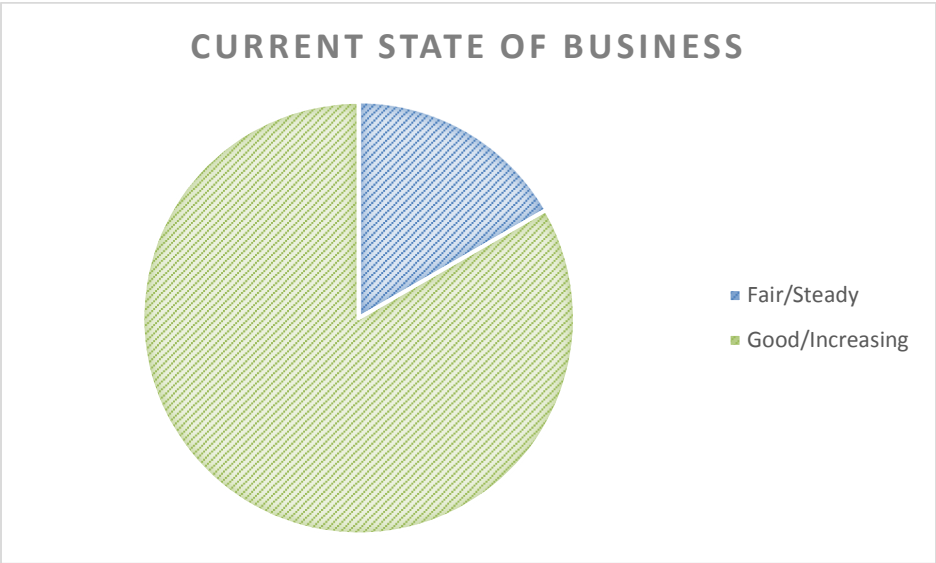


Figure 1 - Please rate the current state of your business?

■ Figures 2 and 3 show the response to Survey Question (2).

Only two respondents did not answer this question, but over half of those who did respond provided more than one answer. The top three answers chosen were: Location (40%), Clientele (27%), and Other (11%) - see Figure 3 for breakdown of Other.

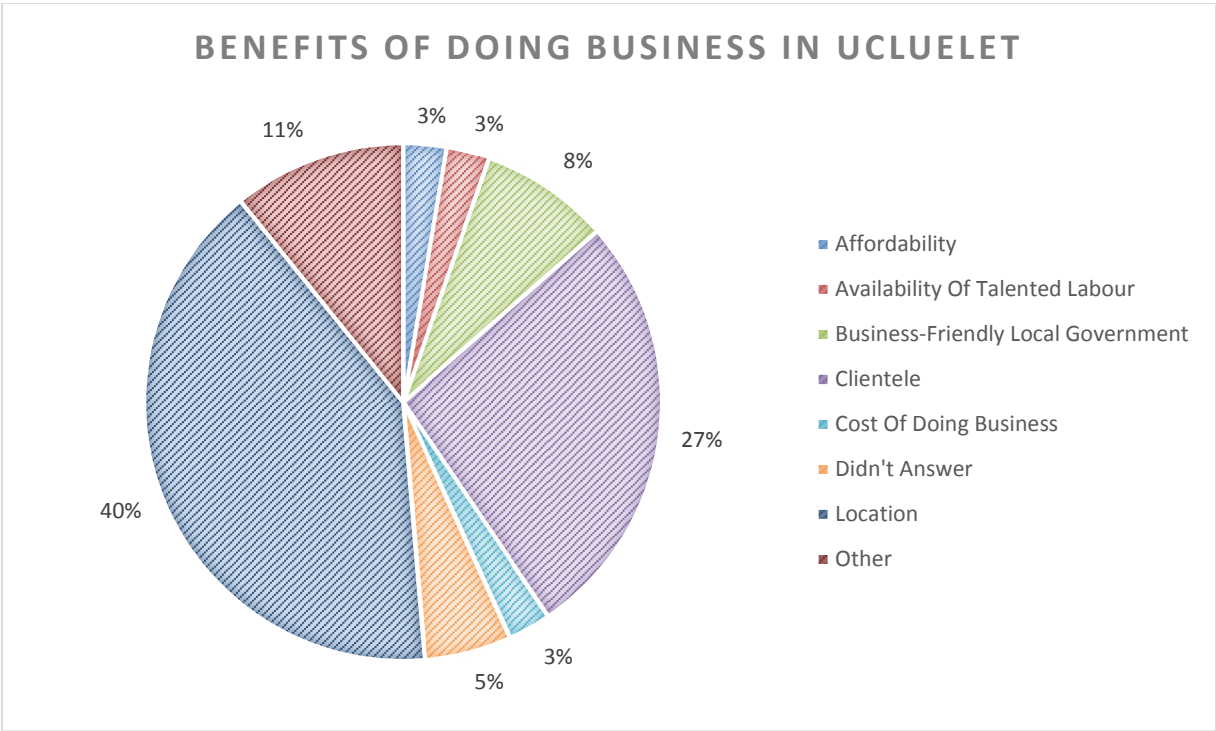


Figure 2 - What do you like most about doing business in the area?

- Building Business Relationships
- Great Quality of Life
- Supportive Community Volunteers
- Diversity of Species to Showcase

Figure 3 – Responses in 'Other' category

- Figure 4 shows the response to Survey Question (3).
 Four respondents did not answer this question. Of those who did, several provided more than one answer. The top three answers chosen were: Continuing Building Tourism Economy (19%), More Low Income Housing/ Staff Accommodation (9%), and Better Service/Value from Chamber of Commerce (9%).

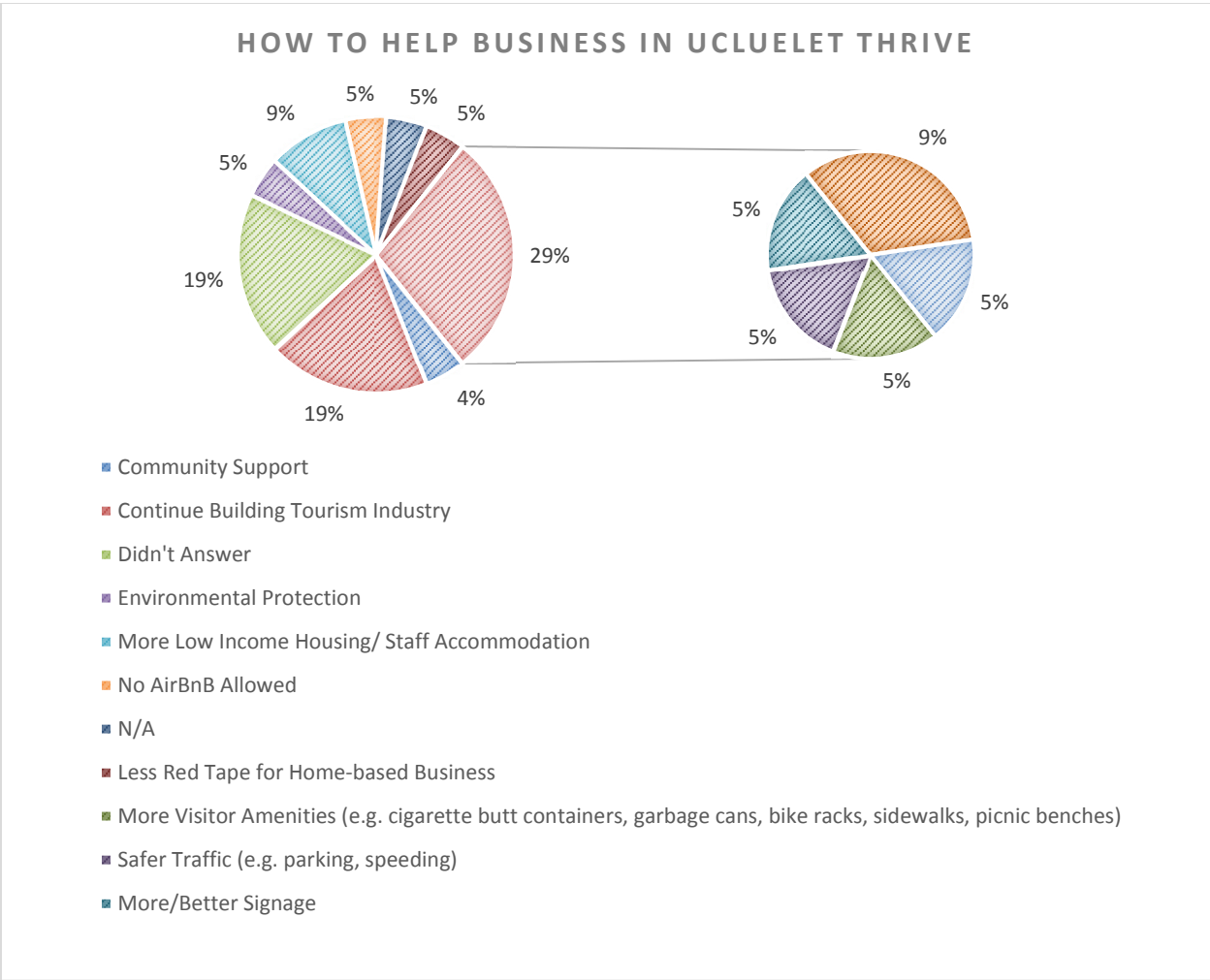


Figure 4 - What can be done to help your business thrive?

■ Figures 5 and 6 shows the response to Survey Question (4).

Seven respondents did not answer this question. Of those who did, over half provided more than one response. The top three answers were: Hiring/Human Resources (21%), Business Planning (15%), and Other (21%) – see Figure 5 for breakdown of Other.

| |
|---|
| Affordable Housing/ Staff Accommodation |
| Better Service from Chamber |
| Green (eco) Business |
| High-speed Internet |
| Recycling |
| Visitor Statistics |

Figure 5 – Responses in Other category

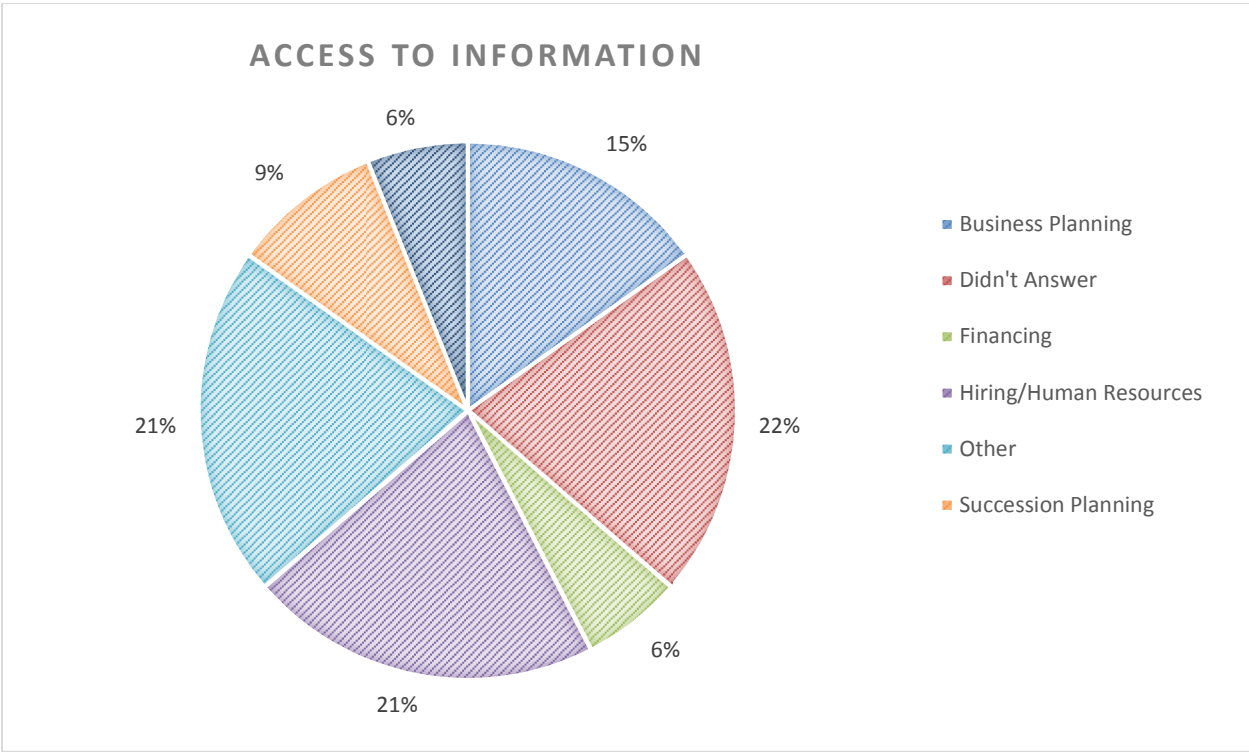


Figure 6 - What specific information would you like to have access to, locally?

■ Figure 7 shows the response to Survey Question (5).

Three respondents did not answer this question. Of those who did, only one respondent indicated that they desired a follow-up visit.

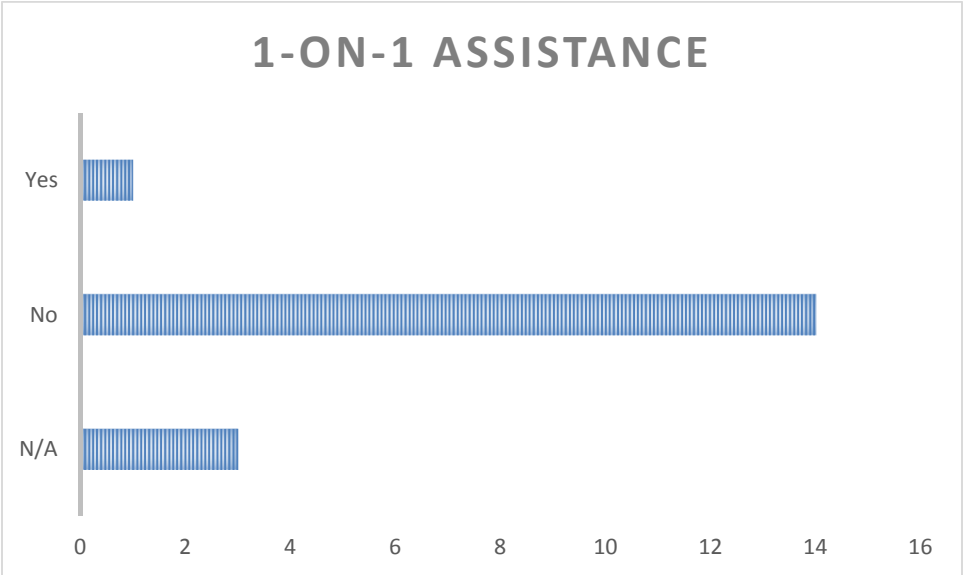


Figure 7 - Do you want your business to be revisited to provide 1-on-1 assistance?

- Figure 9 shows the response to Survey Question (6).

Over half of the respondents did not leave a comment on this question. Of those who did, there was a slightly greater response in the positive toward the program over comments that respondents were simply unaware of the program in question.

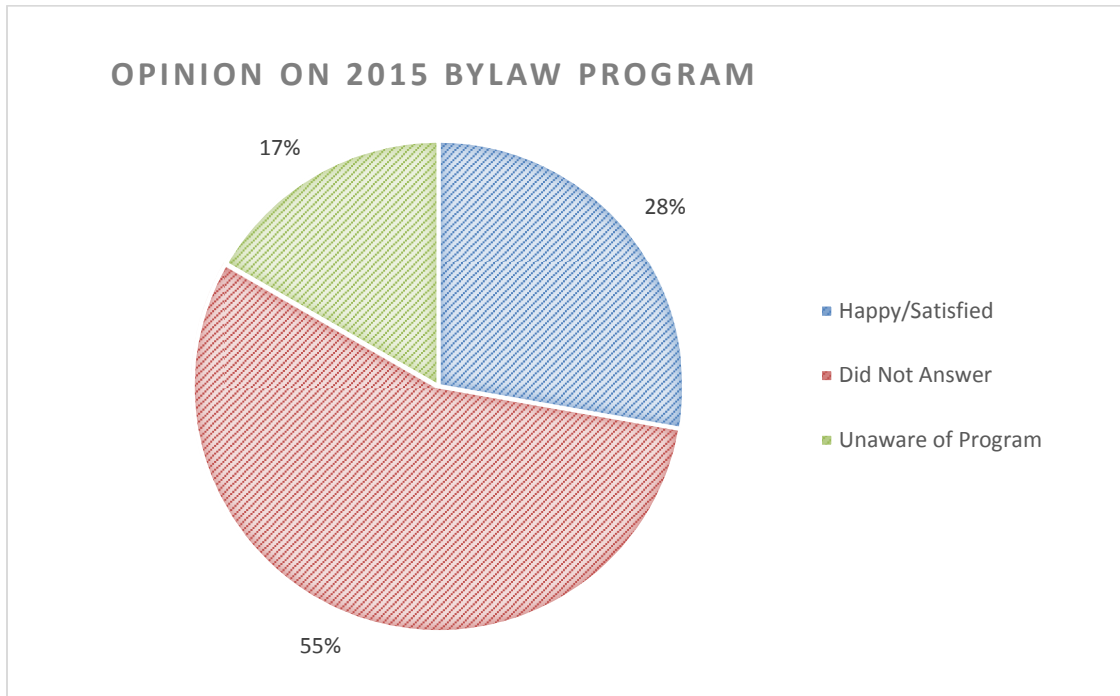


Figure 9 - Do you have any thoughts/comments you would like to share regarding the Bylaw Ambassador program that ran last year (2015)?

- Figure 10 shows the response to Survey Question (7).

Over 60% of respondents did not answer this question. For those who did, only one respondent commented that they were unaware of the program running this year. The remaining respondents were satisfied with the program as-is.

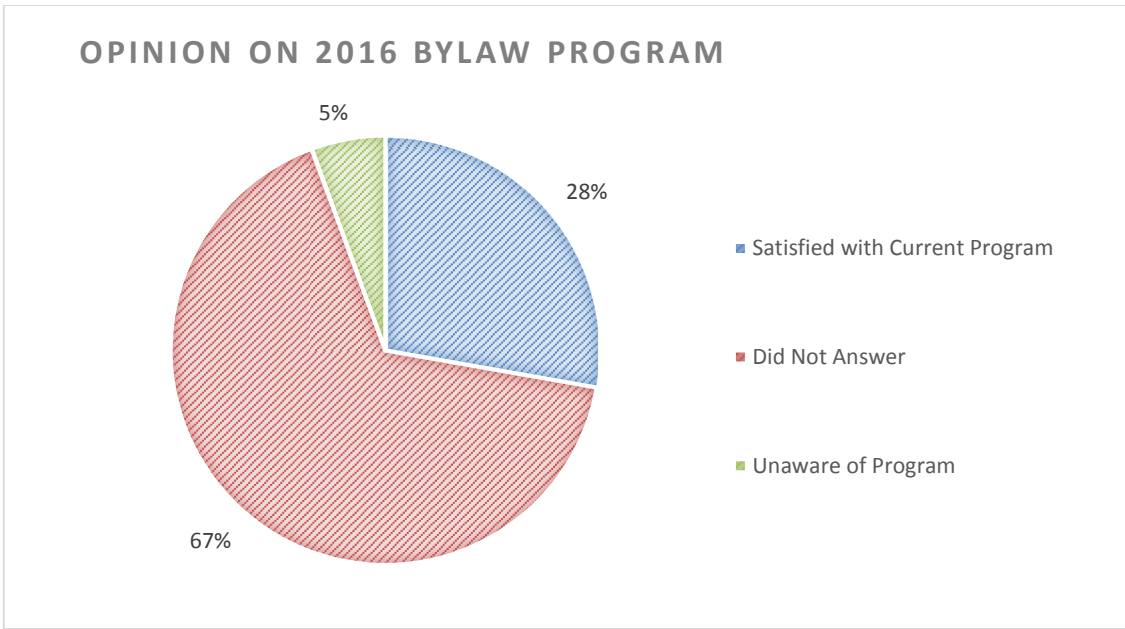


Figure 10 - Do you have any thoughts/comments you would like to share or suggest regarding this year's Bylaw Ambassador program?

■ Figure 11 shows the response to Survey Question (8)

Three respondents did not answer this question. Of those who did, the majority of responses were in favour of a program that involved more visible bylaw enforcement.

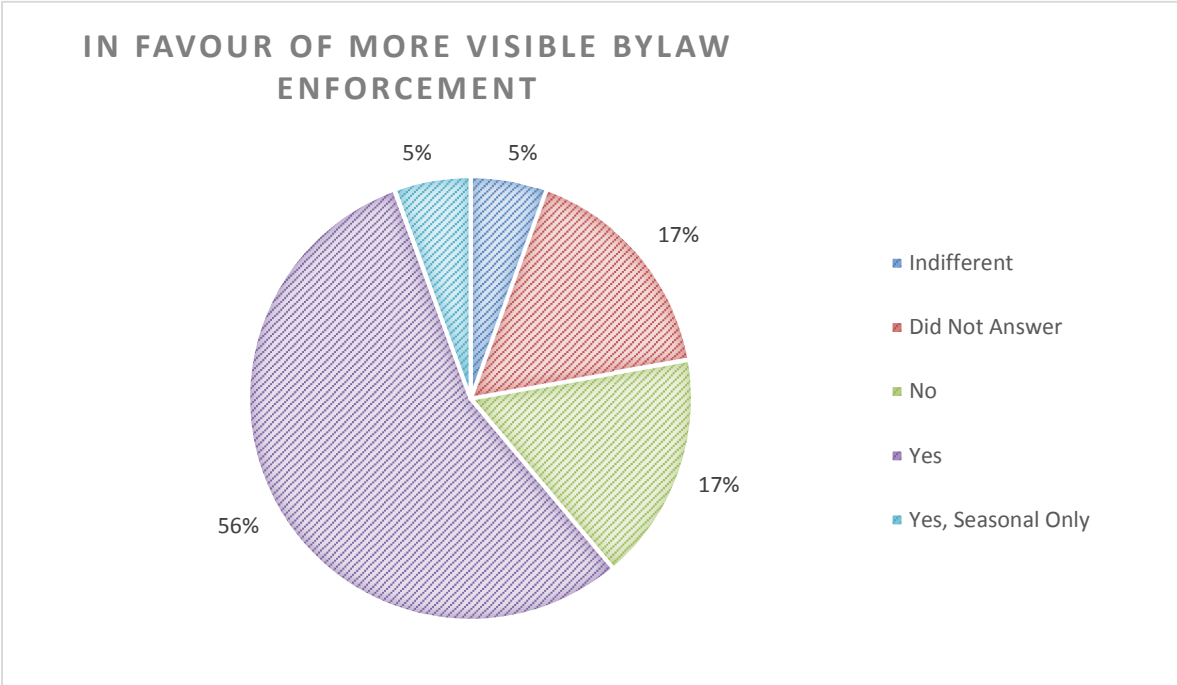


Figure 11 - Would you be interested in more visible bylaw enforcement?

■ Figure 12 shows the response to Survey Question (9)

Three respondents did not answer this question. Of those who did, the majority of responses (44%) were not in favour of increasing business license fees to support bylaw enforcement.

The next highest set of respondents indicated a preference that was predicated on how much of an increase would be established (23%). If we sort these responses into either their 'No' or 'Yes' categories, we would see that 50% of respondents are against an increase and 28% are approving of one.

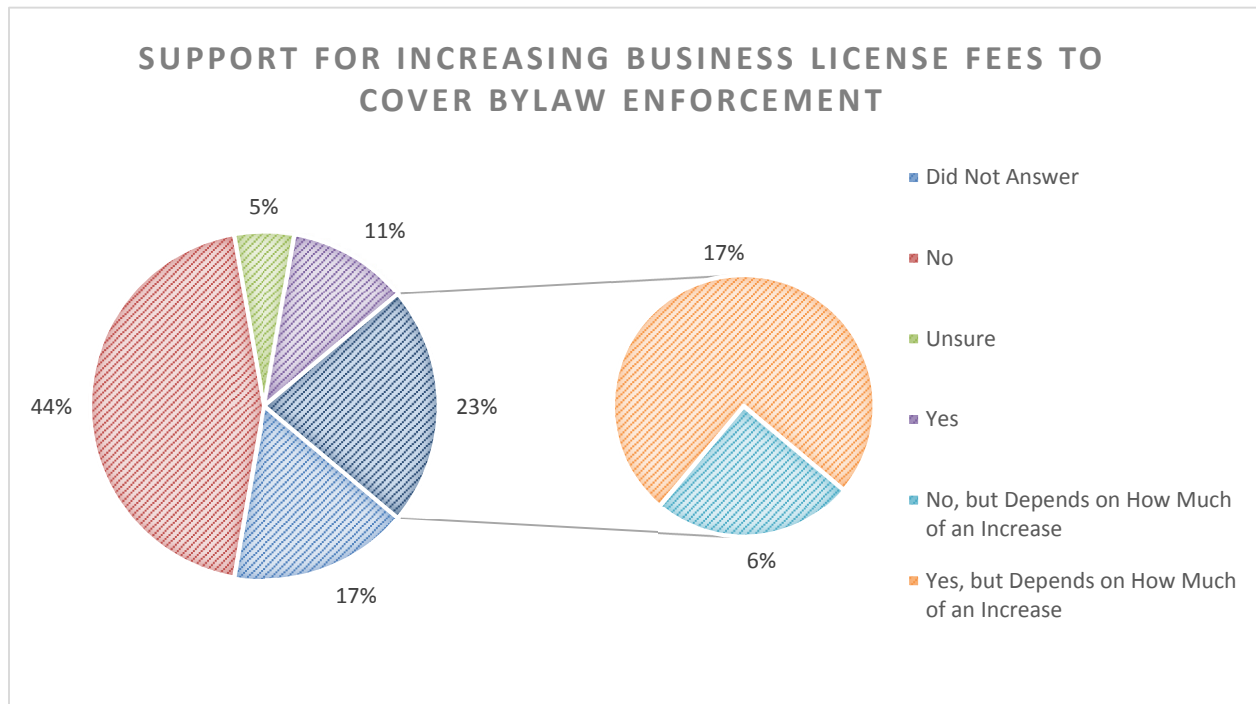


Figure 12 - Do you see value in having business license fees increased to support increased bylaw enforcement?

■ Figure 13 shows the response to Survey Question (10)

Seven respondents did not answer this question. Of those who did, it was an even split between those who had concerns and those who did not.

The concerns indicated by respondents who answered 'Yes' included the following:

- Zoning to protect against AirBnBs
- Zoning to support home businesses and home business growth
- Zoning to ensure the church in the centre of town can contribute to local economy as a business
- Zoning to protect/establish/support business districts

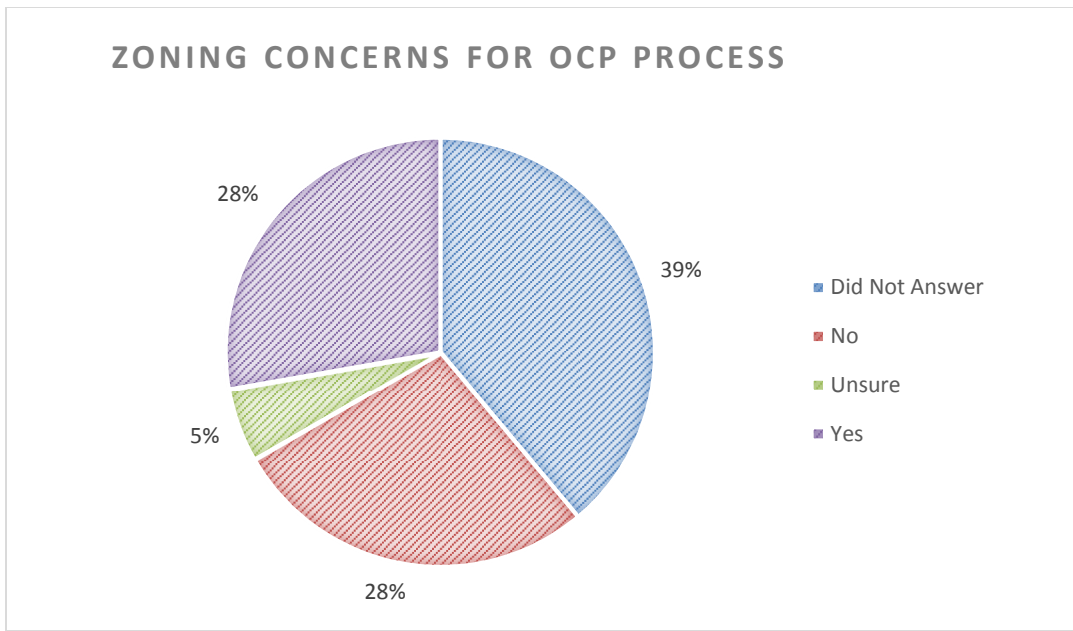


Figure 13 - Council is undergoing a review of its Official Community Plan Bylaw in the Fall of 2016. Do you have any zoning-specific concerns to bring forward?

■ Figure 14 shows the response to Survey Question (11)

Four respondents did not answer this question. Of those who did, 26% of respondents felt that the presence of AirBnB was harmful to the long-term rental market, with specific mention of staff accommodation supply. Another 32% (16% and 16%) were supportive of the idea, with caveats.

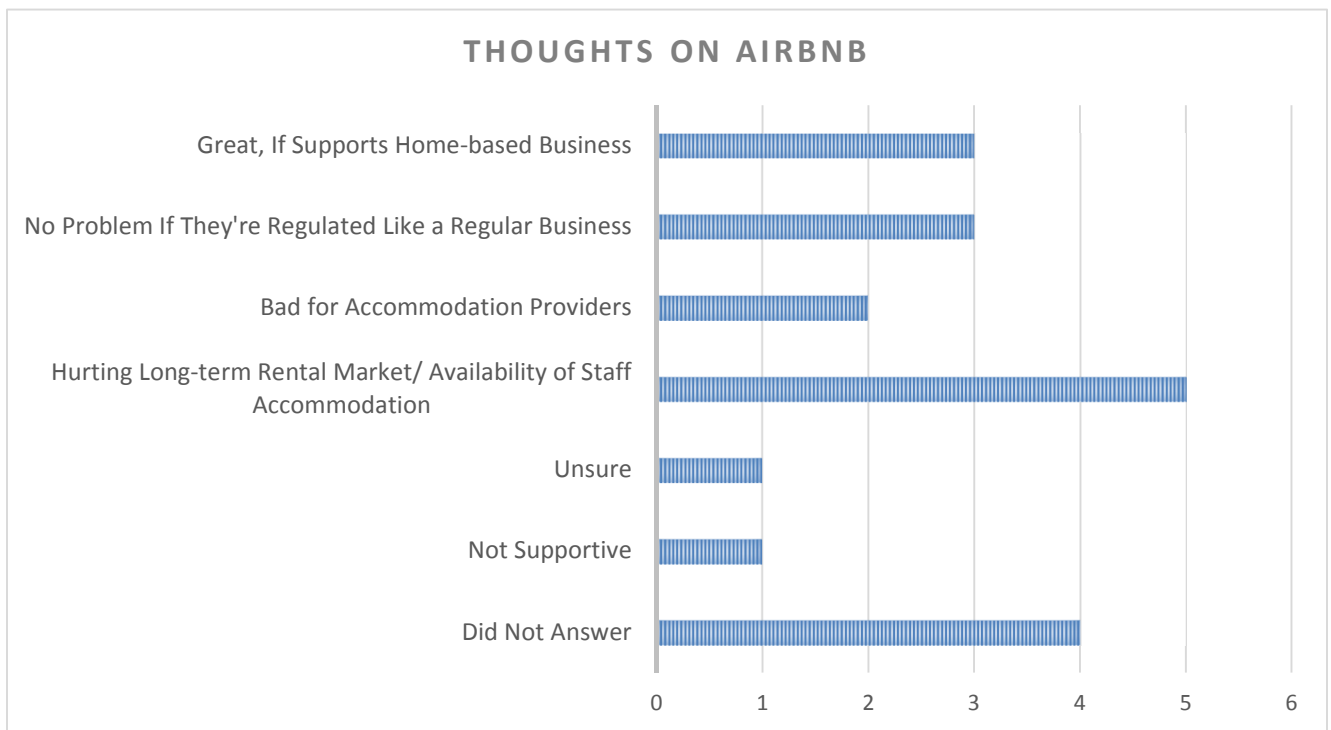


Figure 14 - Do you have any thoughts/comments/concerns regarding AirBnB?

■ Survey Question (12) – “Do you have a current business license?”

One respondent did not answer this question. Of those who did, all responded that they do have current business licenses.

■ Survey Question (13) – “Are you a Ucluelet Chamber of Commerce member?”

All respondents answered this question. Three responded that they do not have memberships (17%), while the remaining fifteen reported that they do (83%).

SUMMARY AND CONCLUSION:

The ‘Business Walk’ survey was designed to collect and amalgamate the desires and concerns of local business owners in Ucluelet. The objective of this report is to convey the results of this survey for Council’s information and consideration.

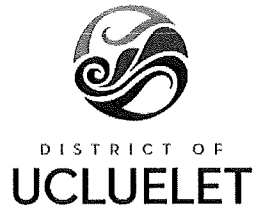
Respectfully submitted:



Morgan Dosdall,
Deputy Municipal Clerk



Andrew Yeates,
CAO



STAFF REPORT TO COUNCIL

Council Meeting: OCTOBER 11, 2016
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: DAVID DOUGLAS, MANAGER OF FINANCE

FILE NO: 0550-20

SUBJECT: CLEAN WATER AND WASTEWATER FUND APPLICATION

ATTACHMENT(S): NONE

RECOMMENDATION(S):

1. **THAT** Council authorize the District to apply for a grant under the Clean Water and Wastewater Fund for a project to rehabilitate the sewer lagoons in the amount of \$1,738,090

and

THAT the Council approve its share of the funding in the amount of \$295,476 to be funded from Sewer Operating Fund surplus.

OR

2. That Council direct staff not to apply for a grant under the Clean Water and Wastewater Fund at this time.

PURPOSE/DESIRED OUTCOME:

Canada and British Columbia launched the Clean Water and Wastewater Fund (Fund) in September 2016. The District of Ucluelet currently is involved in a project that meets the eligible project category. This report seeks Council authorization to apply for a grant under this Fund.

SUMMARY:

The Clean Water and Wastewater Fund allows municipalities and other agencies to apply for Federal and Provincial funding for drinking water, wastewater and stormwater projects.

Applications for funding will be evaluated on the extent to which the project meets the following program objectives:

- Increased Capacity or Lifespan of the Asset (Economic Growth);
- Improved Environmental Outcomes (Clean Environment); and
- Enhanced Service (Building Stronger Communities).

It is expected there will be more projects that qualify for funding than there are program funds available. Consequently, eligible projects will be ranked according to the extent to which they meet the program's objectives and the eligibility criteria.

BACKGROUND:

This program offers funding up to a maximum of eighty-three percent (83%) of the total eligible project costs. Fifty percent (50%) is contributed by the Government of Canada and thirty-three percent (33%) by the Province of British Columbia. The remaining eligible project costs, plus all ineligible project costs are the responsibility of the applicant. Municipalities may submit **two** applications. The applications may be for two capital projects or one capital project and one planning project. The deadline for the application intake is November 23, 2016.

Project work includes:

- construction of a bypass to divert raw sewage directly to the outlet where it will be discharged via the marine outfall;
- removal of the outfall endplate to minimize risk of blocking diffuser ports;
- dewatering and desludging of the four wastewater treatment lagoons;
- installation of the high density polyethylene liners;
- relocate inlet pipe for cell #1
- removal of berm between cell number one and two;
- Install baffles in cell numbers 1-2, 3;
- removal of bypass and reactivation of the lagoons;
- installation of a supervisory control and data acquisition system, (SCADA).

This project will increase the capacity, enhance service and improve environmental outcomes of the sewer lagoon system which meets the objectives of the program.

TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:

None at this time.

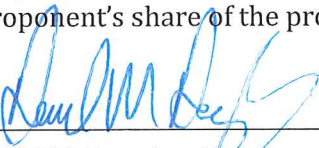
FINANCIAL IMPACTS:

The rehabilitation of the sewer lagoon is estimated to cost \$1,738,090 the grant funds would be in the amount of \$1,442,614 and the District's portion would be \$295,476. The District would fund this from the Sewer Operating Fund surplus.

POLICY OR LEGISLATIVE IMPACTS:

The Grant application requires a Council resolution or by-law, committing the proponent to contribute its share of the eligible project costs and all the ineligible costs. The resolution/bylaw must identify the source of the proponent's share of the projects costs.

Respectfully submitted:



 David M. Douglas, Manager of Finance



 Andrew Yeates, Chief Administrative Officer



STAFF REPORT TO COUNCIL

Council Meeting: OCTOBER 11, 2016
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: JEANETTE O'CONNOR, CHIEF FINANCIAL OFFICER

FILE NO: 3900-25 BYLAW 1195

SUBJECT: DISTRICT OF UCLUELET FIRE TRUCK LOAN AUTHORIZATION BYLAW NO. 1195, 2016

RECOMMENDATION(S):

1. **THAT** Council give Fourth Reading to proposed District of Ucluelet Fire Truck Loan Authorization Bylaw No. 1195, 2016;

OR

2. **THAT** Council direct staff to amend proposed District of Ucluelet Fire Truck Loan Authorization Bylaw No. 1195, 2016 per Council's direction **AND THAT** the amended bylaw be brought forward at a subsequent meeting;

OR

3. **THAT** Council abandon proposed District of Ucluelet Fire Truck Loan Authorization Bylaw No. 1195, 2016.

PURPOSE:

The purpose of this report is to present, for Council consideration, a bylaw to authorize the borrowing of funds to purchase a new fire truck for the District of Ucluelet.

BACKGROUND:

Based on the 25 year apparatus replacement schedule outlined in the Fire Underwriter Survey, the 1992 Volvo, known as Engine 2, is due for replacement.

A Request for Proposals was issued in December 2015. A total of six companies submitted proposals. All proposals were reviewed through a scoring matrix process and Hub Fire Engines ranked the highest. The estimated cost of purchasing the new fire truck, including incidental expenses, is \$475,000.

The District of Ucluelet Fire Truck Loan Authorization Bylaw No. 1195, 2016, received three readings on March 22, 2016. The bylaw was then submitted to the Ministry of Community, Sport and Cultural Development for the Inspector's Approval, which was received June 10, 2016.

Following the Inspector's Approval, the *Community Charter* required the District to seek approval of the electorate through either a Referendum or an Alternative Approval Process (AAP) before final

reading of the bylaw can be given. The AAP was necessary as this Bylaw would authorize the District to borrow funds over a period longer than five (5) years. In accordance with the regulations under the *Community Charter*, the AAP was advertised for the requisite 30-days (minimum) in the *Westerly* and using the District's various media channels. The deadline for receiving elector response forms indicating opposition to the bylaw closed on August 22, 2016. Staff reported that no forms were submitted.

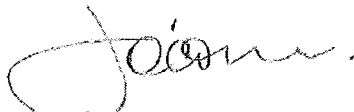
With approval of the electorate, the bylaw is now permitted to go before Council for consideration of Fourth Reading / Final Adoption. If the bylaw is adopted, the District must wait for expiry of a one-month quashing period before submitting the bylaw and accompanying documentation to the Ministry of Community, Sport and Cultural Development for a Certificate of Approval.

Once the Certificate is received, all pertinent documentation may then be submitted to the Municipal Finance Authority of BC (MFABC) to complete securement of the fire truck loan.

SUMMARY AND CONCLUSION:

Staff recommend that the District of Ucluelet Fire Truck Loan Authorization Bylaw No. 1195, 2016 be given Fourth Reading.

Respectfully submitted:



Jeanette O'Connor, CFO



Andrew Yeates, CAO

DISTRICT OF UCLUELET**Bylaw No. 1195, 2016**

A bylaw to authorize the borrowing of funds to purchase a new fire truck for the District of Ucluelet

WHEREAS it is deemed necessary to purchase a fire truck, which will replace the existing pumper truck, to service the District of Ucluelet;

AND WHEREAS the estimated cost of purchasing a new fire truck, including expenses incidental thereto, is the sum of \$475,000 of which \$475,000 is the amount of debt created by this bylaw;

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

1. The Council is hereby empowered and authorized to:
 - a. undertake and carry out, or cause to be carried out, the purchase of a fire truck in accordance with the quote from Hub Fire Engines & Equipment Ltd. on file in the municipal office and to do all things necessary in connection therewith for the benefit of the properties with the District of Ucluelet and without limiting the generality of the foregoing.
 - b. borrow upon the credit of the Municipality a sum not exceeding \$475,000.
2. The maximum term for which debentures may be issued to secure the debt created by this bylaw is fifteen (15) years.
3. This bylaw may be known and cited for all purposes as the "District of Ucluelet Fire Truck Loan Authorization Bylaw No. 1195, 2016".

READ A FIRST TIME this 22nd day of March, 2016.

READ A SECOND TIME this 22nd day of March, 2016.

READ A THIRD TIME this 22nd day of March, 2016.

CERTIFIED A TRUE AND CORRECT COPY of Bylaw No. 1195 as at Third Reading. Dated this 24th day of May, 2016.

CAO
Andrew Yeates

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this 10th day of June, 2016.

APPROVAL OF THE ELECTORS RECEIVED this 22nd day of August, 2016.

ADOPTED this day of , 2016.

Dianne St. Jacques,
Mayor

Andrew Yeates,
CAO

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

Andrew Yeates
CAO



STAFF REPORT TO COUNCIL

Council Meeting: OCTOBER 11TH, 2016

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: JOHN TOWGOOD, PLANNER 1

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

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

ATTACHMENT(S): APPENDIX A – ST. JACQUES NEIGHBOURHOOD GROUP LETTER DATED SEPTEMBER 22ND, 2016

RECOMMENDATION(S):

THAT Council considers approval of one of the following options:

1. **That** Zoning Amendment Bylaw No. 1208, 2016 have second reading rescinded, be given second reading as amended and advance to a public hearing.

OR

2. **That** Zoning Amendment Bylaw No. 1208, 2016 continue to proceed to a public hearing as directed on September 13th, 2016

DESIRED OUTCOME:

That Zoning Amendment Bylaw No. 1208, 2016 have second reading rescinded, be given second reading as amended and advance to a public hearing.

OCTOBER 11 UPDATE:

Planning Staff have received a letter (**Appendix A**) outlining concerns with aspects of zoning amendment Bylaw No.1208 from a group of St. Jacques residents. Staff have discussed and reviewed this rezoning with members of this group and although they are generally supportive of the application they do have concerns with the Zoning amendment as worded. The following are the three main concerns as laid out in the letters conclusion:

1. *"The minimum lot size for Pocket Neighbourhood Residential be increased to 2 acres"*

Staff consider this an important change and agree that the 1.2acres minimum lot size be revised to 2 acres to restrict the subject lot from subdividing. The Applicant has requested the public hearing take place on October 25th which gives Staff the opportunity to make the above change to Bylaw No.1208 then rescind and reread the second reading before the public meeting on October 25th, 2016. It is this concern that is the primary subject of this report.

2. *24 homes with a maximum square footage of 1200 square feet per home, not to exceed 2 storeys in height.*

Staff has written Bylaw No.1208 with purposeful intent to change as little from the original Multiple Family Residential (MFR) zoning controls as possible to keep the focus of this rezoning to the form MFR or “*are these units connected or not connected*”. Staff have reduced the potential density by ten units and added a maximum unit size of 1500sqft to ensure that the units are smaller and that there is a larger required greenspace consistent with the pocket neighbourhood concept. These requirements are above what the applicant has conceptualized in their application (24 units at 700 to 1200sqft) and are the result of dialog between the developer and Staff to give the applicant room to adapt to market conditions yet maintain the intent of the proposed pocket neighbourhood. It should be noted that the current adopted MFR use has a density potential of 40 units if the lot was to subdivide and with the MFR Floor Area Ratio each of the 40 units could be an average 2227sqft. There is also no maximum unit size control for MFR and the developer currently has the ability to fully adapt a MFR building to meet market conditions. For example:

- 40 units at 2227sqft
- 30 units at 3000sqft
- 20 units at 4455sqft(no subdivision required)

Staff consider the Zoning amendment as written is appropriate and recommend the above concern be considered after Council has heard the input from the October 25th public hearing.

3. *1 accessory building (common building) not to exceed 2,044 square feet in size and limited to 2 storeys in height*

Staff have written Bylaw No. 1208 with the purposeful intent to change as little from the original Multiple Family Residential (MFR) zoning controls as possible. The Current Maximum size of an accessory building under MFR is 3,225sqft. The accessory building being proposed is for the use and enjoyment of the residents of the pocket neighbourhood and Staff consider the maximum building size of 3225sqft as appropriate and recommend the above concern be considered after Council has heard the input from the October 25th public hearing.

SUMMARY:

The proposed zoning amendment adds a new form of Multiple Family Residential (or “MFR”) best described as a pocket neighbourhood to Lot 2, VIP 80044, P.I.D.: 026-514-702 (the “Subject Lot”). Instead of the traditional MFR building or group of buildings that must contain three or more dwelling units, this proposal contemplates a MFR development in which small single detached family dwellings are grouped around a shared central common green space, connected by walkways and served by shared parking areas. This proposal does not contemplate an increase in density or significant changes to the zoning regulations from the current MFR use. This additional form for a MFR development represents a new and progressive housing option for Ucluelet that tries to foster a sense of community among nearby neighbors, while preserving the individual owner’s sense of place. The Subject Lots location is well suited for this type of development with the

Forest Glenn Senior’s Center across the road, a future community park immediately to the west and the site is in walking distance to the village core, schools and shops.

BACKGROUND:

An application has been received that proposes to develop a 2.92 acre lot, located at 1782 St. Jacques across from the Forest Glenn Seniors Center (Figure 1), to a “Pocket Neighbourhood” which is essentially small single family dwellings that are grouped around a shared central common green space.

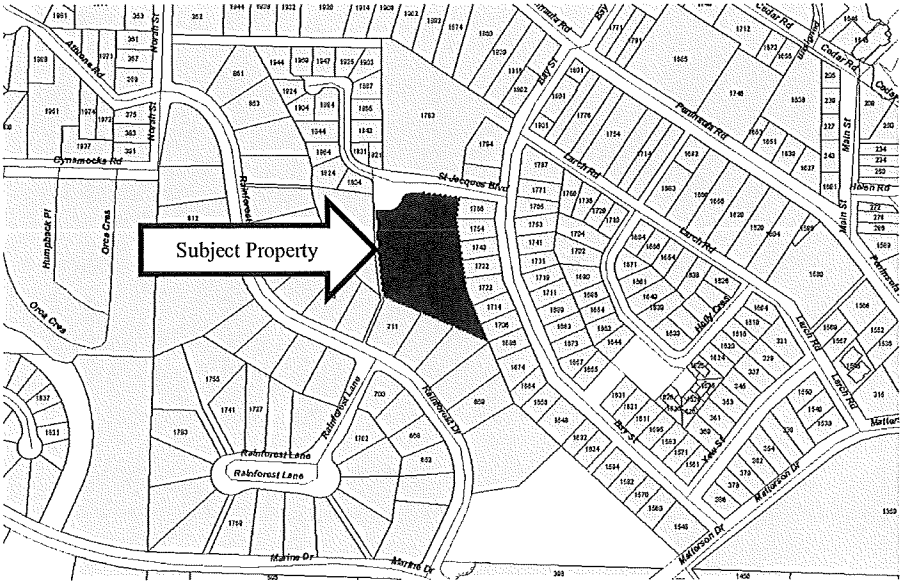


Figure 1

The applicant is proposing a density of 24 dwelling units ranging in size from 70msq (770sqft) to 110msq (1200sqft) with a central greenspace and private gardens (Figure 2). The neighbourhood is accessed from within the property by a perimeter strata road with covered parking kept to the exterior of the development.

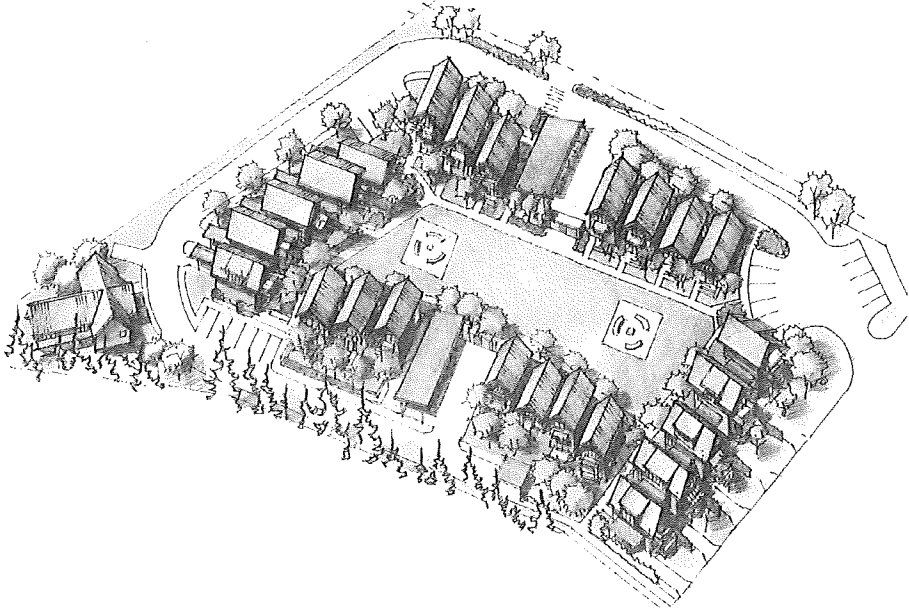


Figure 2

The current CD-3 zoning indicates MFR as the Principle Use:

“Multiple Family Residential” (or “MFR”) means a building, or group of buildings on the same lot, each containing three or more dwelling units, for residential use only and specifically excluding commercial tourist accommodation, on a lot which includes a minimum useable outdoor recreation/ amenity space of:

(a) 16 m² per bedroom when in the R-2 Zone;

(b) 20 m² per bedroom when in the R-3 Zone;

(c) 8 m² per bedroom when in all other Zones (including the residential component of the mixed residential/commercial and mixed residential/industrial uses);

The requirement that MFR must be *“a building, or group of buildings on the same lot, each containing three or more dwelling units”* indicates that a zoning amendment would be required to allow single detached units. Working with the applicant Staff proposed that the best approach would be to add a new use to the zoning bylaw and to the property. It should be noted that this is not a Development Permit and as the property does not fall into any development permit area the proponent is not required to complete a Development Permit for this development.

OCP:

The Official Community Plan (OCP) designation for this property is Comprehensive Development. This designation contemplates single family lots with a range of lot sizes and MFR. The original development for this area contemplated that the subject lot be MFR and this proposal is just a change in the form of MFR. The OCP specifically encourages alternative housing options, including bare land strata and the development of multi-family residential units within approximately a five minute walk of the Village Square.

CURRENT ZONING:

The subject lot is currently zoned CD-3 with the following permitted use that is specific for this property and zoning regulations:

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

(1)Principal:

(a)Multiple Family Residential

(2)Secondary:

(a)Home Occupation

CD-3A.2.1 *Minimum Lot Size:*

(2) Multiple Family Residential: 4,856 m² (1.2 acres)

CD-3A.2.2 *Minimum Lot Frontage:*

(3) Multiple Family Residential: 23 m (75ft)

CD-3A.3.1 *Maximum Number:*

(3) Multiple Family Residential: 20 dwelling units per lot

CD-3A.3.2 *Maximum Floor Area Ratio:*

4 |

(3) *Multiple Family Residential: 0.70*

CD-3A.3.3 Maximum Lot Coverage:

(3) *Multiple Family Residential: 40%*

CD-3A.4.2 Accessory Buildings:

(3) *Multiple Family Residential: 300 m² (3,225 ft²) combined total per lot*

CD-3A.5 Maximum Height:

CD-3A.5.1 Principal Buildings & Structures:

(3) *Multiple Family Residential: 11 m (36ft) or 3 storey*

CD-3A.6 Minimum Setbacks:

CD-3A.6.1 *The following minimum setbacks apply, as measured from the front lot line, rear lot line and side lot lines(s), respectively:*

4) *Multiple Family Residential:*

(i) *Principal Front/Side/Rear/Exterior yards = 6 m (20ft)*

(ii) *Accessory Front/Side/Rear/Exterior yards = 7.5 m (25ft)*

PROPOSED ZONING:

The focus of this amendment is to allow for small single detached dwelling units in a strata or rental type ownership, rather than requiring the proposed dwelling units to be connected in groups, that contain three or more dwelling units. The following definition creates a use that would allow the proposed pocket neighbourhood residential use:

“Pocket Neighbourhood Residential” means a multi-family residential development in which four or more small Single Family Dwellings are grouped around a shared central common green space, connected by walkways, served by shared parking areas and includes a minimum useable outdoor recreation/ amenity space of 20 m² per bedroom:

The minimum useable outdoor recreation/ amenity space of 20 m² per bedroom stated in the above definition represents the highest per bedroom requirement listed in the MFR use. The following are the only other changes in zoning regulation resulting from the proposed change of use:

- a. Pocket Neighbourhood Residential would be given a maximum density cap of “30 dwelling units per lot”. This facilitates the proposed density while not requiring the applicant to subdivide to attain their desired density of 24 units. It should be noted that the subdivision of the subject lot to two fee simple lots was contemplated during the original development for the area. The potential subdivision would result in a maximum density of 40 dwelling units. The proposed 30 unit’s represents a theoretical reduction in what was contemplated when the Rainforest / St. Jacques Boulevard area was originally developed.
- b. A principle building maximum gross floor area restriction of “140msq (1507ftsq) per individual dwelling unit” would be added as a control to keep the units smaller and more attainable.
- c. Pocket Neighbourhood Residential buildings would not require the 11m (36ft) height allowed by the CD-3/MFR zoning. Staff propose an “8m (26ft) or 2 storey maximum” height of the principle buildings.

Parking, servicing and other regulatory requirements for this proposal will be reviewed at time of a subdivision and/or building permit application stage.

AMENITY CONTRIBUTIONS:

All amenities for the CD-3 area have been provided and continue to form an integral part of the community and the proposed rezoning does not increase the applicant's potential density.

TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:

Rezoning applications in general require significant Staff time to analyze and coordinate. The fees associated to rezoning attempt to recover those costs.

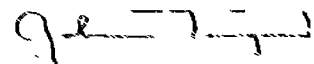
FINANCIAL IMPACTS:

There are no direct financial impacts as a result of this rezoning.

POLICY OR LEGISLATIVE IMPACTS:

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

Respectfully submitted:



John Towgood, Planning 1



Andrew Yeates, Chief Administrative Officer

September 22, 2106

SEP 22 2016

To: Mayor St Jacques
Councillor Mole
Councillor Oliwa
Councillor McEwen
Councillor Noel

From: St Jacques Neighbourhood Group

re: Lot 2, St Jacques Rezoning Application

We support the proposal for a 24 home 'Pocket Neighbourhood' presented to council by Chris LeFevre & Group on Sept 13th, 2016.

We do not support the rezoning application for 30 homes not exceeding 1507 sq ft as currently worded in the application for rezoning.

We ask that council approve an amended rezoning application for lot 2, St Jacques Blvd to create a successful pocket neighbourhood that speaks to the Chris LeFevre&Group proposal of Sept 13, 2016.

Please find attached information and the specifics of our request.

**From: St Jacques
Neighbourhood
Group**

Lot 2, St Jacques Blvd Rezoning Amendment Request

Lot 2, St Jacques Blvd Rezoning Amendment Request

Background:

Lot 2 on St Jacques Blvd is directly across the street from the Forest Glen Seniors centre and is comprised of 2.92 acres of forested vacant land. The frontage of the lot is on St Jacques Blvd and it shares lot lines with 7 homes on Bay St, 2 homes and a vacant lot on Rainforest Dr and a park on St Jacques Blvd.

The current zoning for this lot is multi family residential (MFR zoning) which allows 20 units of which 3 or more units must be joined with a maximum height of 3 storeys. **Due to the size of the lot it can be subdivided into 2 lots with 20 units each thus allowing 40 units in total.**

This lot has recently been purchased by Chris LeFevre & Company based in Victoria.

LeFevre & Company have proposed a “pocket neighbourhood” for this lot with 24 small single family homes not exceeding 1200 square feet. This proposal requires rezoning to allow the increase in density from 20 to 24 homes (2 groups of 12 homes) and the removal of the requirement to have joined units (homes). The proposal states that subdivision is the alternative to rezoning.

“Pocket neighbourhoods”

A “pocket neighbourhood”, also known as a “cottage housing development”, is generally defined as a grouping of small, single family dwelling units clustered around a common area and developed with a coherent plan for the entire site. The shared common area and coordinated design allow densities that are somewhat higher than typical in single-family neighborhoods while minimizing impacts on adjacent residential areas. As a result, a pocket neighbourhood can offer its owners a quality living experience that is less expensive than traditional single family housing. Typically the square footage in successful pocket neighbourhoods does not exceed 1200 square feet per home. (source: Lehigh Valley Planning Commission Model Ordinance Cottage Housing Development-appendix 1).

Successful pocket neighbourhoods are typically comprised of groups or clusters of homes ranging from 4 to 12 homes per cluster. The optimum size is around 8 to 12 households. If a cluster has fewer than 4 households, it loses the sense of being a cluster, and lacks the diversity and activity of a larger group. When the number of households in a cluster grows beyond 12, some neighbors are too far away to be neighborly, and group decision-making becomes more unwieldy. (source: Ross Chapin; PocketNeighborhoods, Creating Small Scale Community in a Large Scale World-appendix 2)

Rezoning Application for Lot 2, St Jacques Blvd

The rezoning application as presented to Ucluelet District Council on Tuesday, Sept 13 passed first and second reading.

The report to council recommends rezoning to allow **30 single family homes** (requirement for joined units removed) to a **maximum of 1507 square feet per house, not to exceed 2 storeys in height.**

The report also recommends that pocket neighbourhood residential minimum lot size be set at 1.2 acres.

Summary:

This proposal of 2 clusters of 12 homes meets all the guidelines that create successful pocket neighbourhoods however the **recommended amendments to the zoning exceed both the number and size of dwellings that make these neighbourhoods a success**. Clusters of 12 smaller homes have proven to be successful in other jurisdictions.

Pocket neighbourhoods typically are comprised of smaller homes with common areas, which may include a shared building, that provide additional amenities for home owners. The shared common areas are integral to successful pocket neighbourhoods. This proposal includes a common building however the **zoning amendments do not reference a common building which will allow a 3, 225 square foot accessory building rather than the proposed 2,044 square foot building**.

The recommended pocket neighbourhood lot size of 1.2 acres will allow the developer to subdivide this property after rezoning resulting in a doubling of the density. This will create a density of 60 units if the rezoning is approved as worded.

The 2 trails that run from Rainforest Drive to St Jacques Blvd incur heavy pedestrian traffic resulting in St Jacques Blvd to Bay St functioning as a pedestrian corridor between residential and commercial areas. **Increasing the density beyond 24 homes will have a negative impact on this pedestrian corridor and the existing quiet neighbourhood.**

This pocket neighbourhood will set the precedent and standards for alternative development in the area and it is crucial it be a success. *The lack of a requirement for a development permit on this property restricts community input to the rezoning process.*

Conclusion:

We support the proposal for a pocket neighbourhood of 24 homes not exceeding 1200 square feet each. We ask that council approve an amended rezoning application for lot 2, St Jacques Blvd to create a successful pocket neighbourhood as follows;

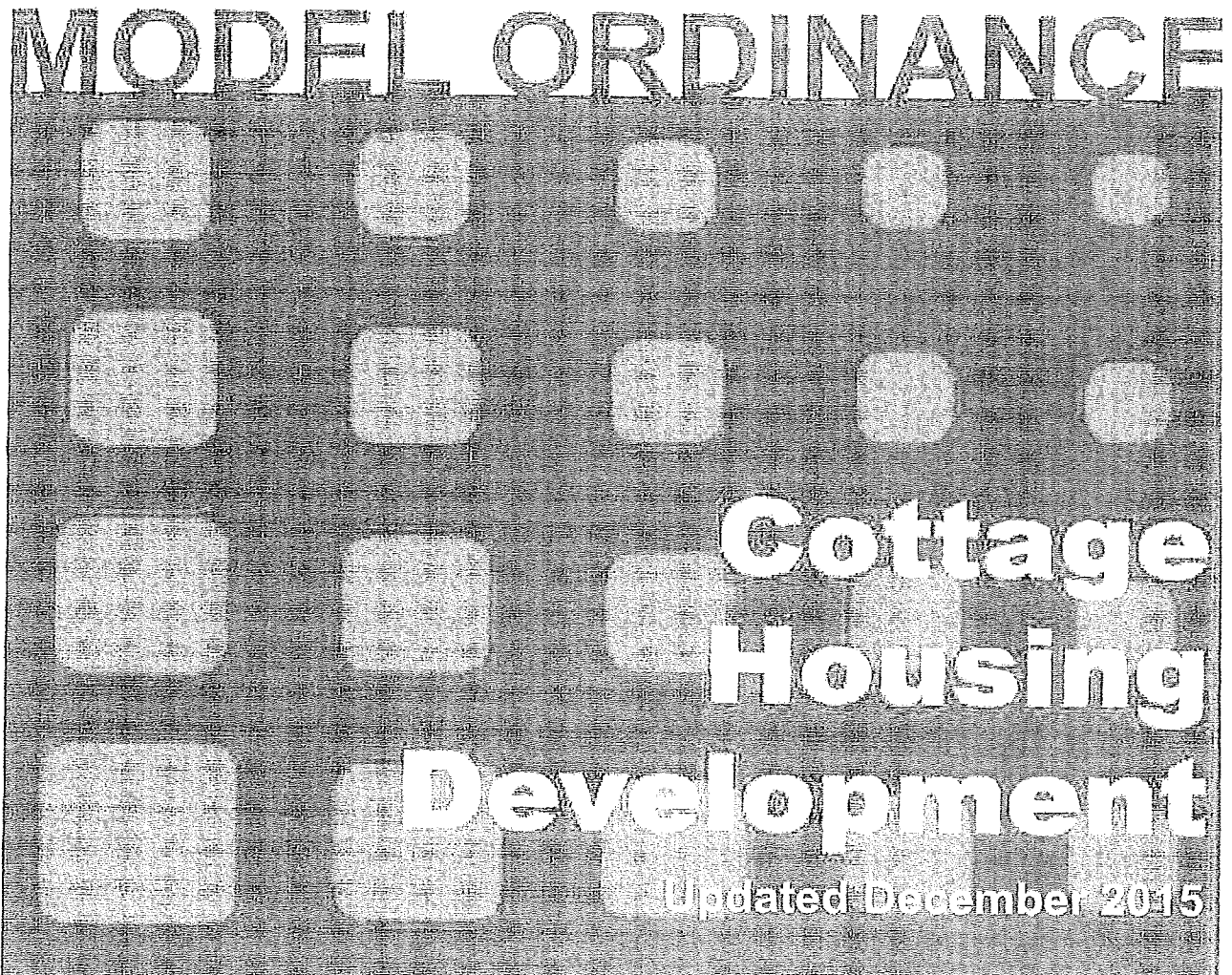
- 24 homes with a maximum square footage of 1200 square feet per home, not to exceed 2 storeys in height.
- 1 accessory building (common building) not to exceed 2,044 square feet in size and limited to 2 storeys in height
- The minimum lot size for Pocket Neighbourhood Residential be increased to 2 acres

These amendments will allow the developer to proceed with his proposal and provide our community with alternative housing.

St Jacques Neighbourhood Group;

| | |
|-----------------|--------------|
| Shelly LaRose | 250-726-2613 |
| Bill Embury | 250-726-2613 |
| Carey McPherson | 250-726-2409 |
| David McPherson | 250-726-2409 |

Appendix 1:
Lehigh Valley Planning Commission Model Ordinance
Cottage Housing Development





COMMISSION

| | |
|-------------------------------------|-------------------------|
| Kent H. Herman, Esq., <i>Chair</i> | Kevin Lott |
| Liesel Dreisbach, <i>Vice Chair</i> | Richard Molchany (alt.) |
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| Eugene Clater | Pamela Pearson, MBA |
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| Charles W. Elliott, Esq. | Tina Roseberry (alt.) |
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| Armand V. Greco | Lori Sywensky (alt.) |
| Darlene Heller, AICP (alt.) | Julie Thomases |
| Edward D. Hozza, Jr. | Elinor Warner |
| Robert A. Lammi | Donna Wright |

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 George G. Kinney, AICP, Director of Transportation Planning
 Eric C. McAfee, AICP, LEED AP, Director of Community Planning
 Geoffrey A. Reese, P.E., Director of Environmental Planning
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BACKGROUND AND GUIDELINES

Introduction

One way to address the region's environmental sustainability and housing affordability issues is to build smaller houses. Cottage housing is an innovative style of development based on the idea of "better, not bigger." Although it faces the same obstacles as other higher density development types, cottage housing's advantages could make it more acceptable to neighbors. This development type would be a useful option for developers, fitting between the detached single family house and the condo or townhouse. It makes more efficient use of the land, is more affordable and offers better energy efficiency than traditional single family detached housing, while providing more privacy than attached housing.

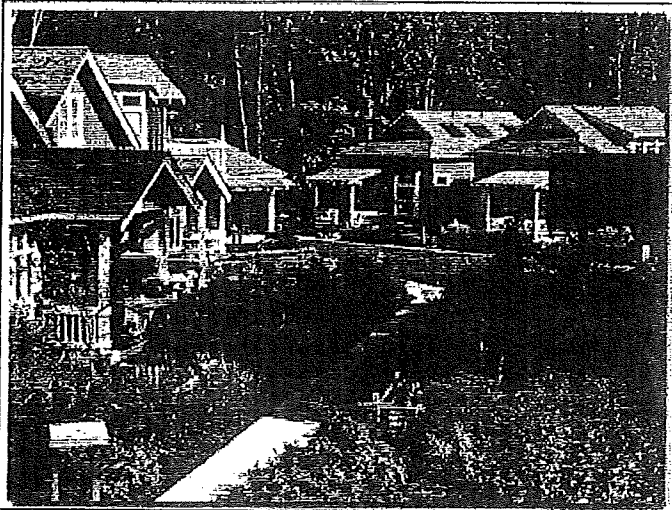
What is A Cottage Housing Development?

A Cottage Housing Development (CHD) is a collection of small houses—usually less than 1,000 square feet in gross floor area. The cottages are arranged around a common open space, or courtyard, with parking screened from public view.

The first modern cottage developments occurred in the Pacific Northwest in the 1990s with the rehabbing of several 1916 rental cottages into single family homes. The same group of architects and developers built the first "pocket neighborhood" in Langley, Washington in 1995, following the city's adoption of the first CHD zoning ordinance. Since then, cottages have appeared all over the Northwest. They have been authorized by ordinance in Seattle and many of its suburbs. Other examples come from Anchorage and Juneau, Alaska, Boston, Cleveland and Nashville.

Developer Jim Soule, who built those first cottages in Washington, described a cottage housing development as "a group of homes that face and relate to one another around a landscaped common area—the old bungalow court approach" (Cottage Living, April 2008).

Smaller houses are not new to the Lehigh Valley. The post- World War II bungalows Soule mentioned are plentiful in the area. Many of these houses are 1,200-1,500 square feet. Some local neighborhoods huddle around a public park, similar to the clustering found in a cottage development. Recently, several age-restricted communities have used some of the elements of cottage housing, such as clustering or small unit size.



Cottages can be as comfortable to live in as a large house because they eliminate parts of a house that smaller households don't really use. For example, a cottage doesn't have a great room and a living room and a sitting room, or a casual dining room and a formal dining room and a breakfast nook. Cottage designers often find ways to make the most of the space, building shelving into walls and living space into lofts. Front porches extend the house outside.

Cottages gain their efficiency through higher densities, so they are usually permitted at double the normal density for single family detached homes. They can be built either on individual lots, or on a single lot, like condominiums. They can have attached garages or shared parking. This flexibility allows cottages to fill a number of roles in a community:

- Townhouses without shared walls (multi-family detached);
- Moderately priced housing;
- Urban infill—making use of smaller parcels;
- "Downsized" housing for empty-nest families looking for smaller units;
- Upscale housing, where floor space is traded for higher quality amenities;
- Energy efficiency.

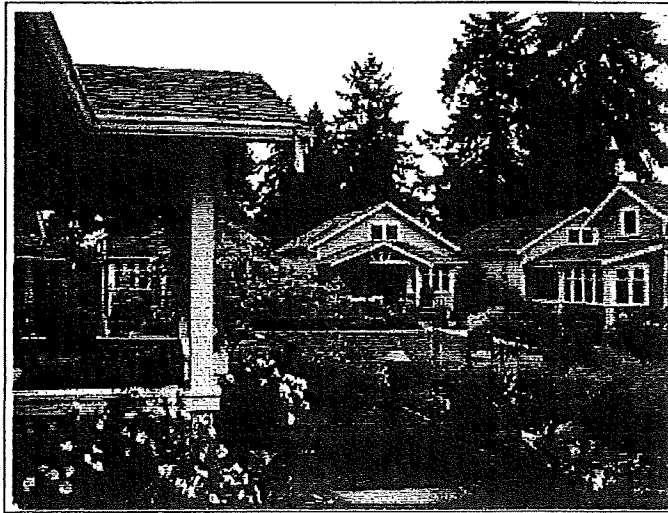
TABLE 1
Cottage Housing vs. "Conventional" Housing

| Characteristic | "Conventional" Housing | Cottage Housing |
|---------------------|--|--|
| Density | Less than eight units per acre. | Double underlying zoned density. |
| Unit orientation | Facing out on a public access street or cul-de-sac. | Facing in on a common open space, in a cluster of 4-12 units. |
| Floor area | Typically, 2,500 sq. ft. and up. | No more than 1,200 sq. ft. |
| Common open space | Either provided on-site or a fee is paid to the municipality for improvements to parks off-site. | Per-unit common open space requirement. Cottages are required to be clustered around the open space. |
| Design restrictions | Few. | Design standards are needed to make cottages more acceptable to neighbors. |
| Ownership | Fee-simple. | Fee-simple or condominium association. |
| Parking | Garage facing the street; two spaces per unit. | Shared parking or individual garages permitted, but buffered from public view and accessed via alleys or private driveways. Parking requirements can be reduced for smaller cottages, to encourage singles and families without children to occupy them. |
| Zoning | Single Family. | Medium density single family to medium density multi-family. |
| Footprint | Maximum lot coverage. | 850 sq. ft. maximum footprint. |
| Second floor | Typically, up to 35 ft. overall height. | Cottages limited to two stories. Living space directly under the roof is not uncommon. Height restricted to 25 feet. |
| Porches | Not required. | Required. |

Advantages

The advantages of cottage housing are typically related to the efficient use of land. Cottages can make the most of a smaller piece of land through their compact size, making them an ideal choice for urban infill development. If cottages are permitted at higher than usual densities, they begin to show their qualities. CHDs are arranged in clusters of four to 12 units, built around a central open space. Parking is required to be hidden from view, either with garages that open onto alleys, or shared parking lots protected by landscaping or other features. If the cottages are clustered densely enough, the cost per unit will come down to below neighboring houses, even though the cost per square foot is typically somewhat higher.

This makes them a good starting point for workforce housing. Several recent affordable housing providers have taken advantage of the cottage concept (see the development case studies on page 5). In the past, housing was more affordable partly because the houses themselves were smaller. Cottage housing can recapture that strategy by scaling a house's size and amenities to fit the price requirements of different market segments.



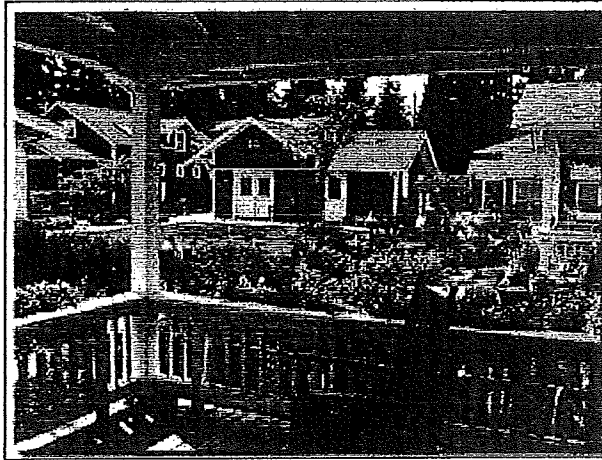
On the other hand, cottages can also be built without affordability in mind. Upscale cottage developments are common in some of the most affluent communities in the Northwest. These projects have taken the cost savings that come with a CHD's higher density and put it into higher quality amenities—an approach of “better, not bigger,” as highlighted in Sarah Susanka's “Not so Big House” series of books. In Kirkland, Washington, cottage housing was used to diversify a housing market that was being overrun with enormous mansions.

Cottages can be much more energy efficient than large houses. At least two affordable housing projects have used cottages to enhance the affordability of the units by reducing energy costs. These developments used new technologies and the small sizes of the structures to access support from power companies or environmental organizations. Small cottages are energy efficient because there is no excess space; owners do not have to pay to heat rooms that they rarely use.

Challenges

On a per-square-foot basis, cottages are more expensive to build than large houses. This poses a direct challenge to the goal of using cottage housing to make homes more affordable. Cottages contain all the same expensive parts of a conventional house—kitchen and bathrooms—but none of a builder's typical profit centers—sitting rooms, dining rooms or extra bedrooms that add to the price of a house but are cheap to build. Another factor in the higher cost of many CHDs is the innovative nature of the concept—builders are trying to showcase the idea. In order to be economically viable, CHDs need to be built at per-unit densities close to those found in multifamily developments. The two most common approaches to increasing cottage density are to either double the underlying zoned density if cottages are built, or to allow more than one cottage on each lot.

Allowing CHDs in single family districts with public sewer and water greatly increases the viability of cottage developments. However, the building of cottages close to larger homes can be the source of public resistance. Many of the arguments raised against smaller or denser housing have been aimed at cottages: they are ruining the “character” of the neighborhood; increased density will burden the school system; property values will fall; traffic will increase. While some neighbors in Shoreline, Washington complained about cottages being built next door, the Kirkland study found solid



public support for two well-designed developments. Also, it is unlikely that CHDs will add many children to the school district, despite the higher density, since these small units are designed for seniors, singles and couples with one child at most.

Cottage design has drawn opposition in some cases, with the look of the buildings becoming a focal point for neighbor resistance. While a focus group study of cottage residents and neighbors in Kirkland was positive, one resident told the City Council that "They look like they should come with a pair of Birkenstocks and an elf (Kirkland

Reporter, 12/27/2007)." Brightly colored cottages in Shoreline and Anchorage, Alaska also drew fire for disrupting the neighborhood. However, one CHD in Seattle used a publicly viewable garden as a way to share its assets with the community and win neighbor support. Most municipalities have incorporated strict design requirements into their CHD ordinances as a way to address opposition to the cottages' aesthetics.

The included model regulations address some brief design requirements, however, each municipality should use its own local standards to ensure the cottages are compatible with the rest of the community. Some design criteria could include provisions such as:

- Limits on the pitch of a cottage's roof;
- A maximum ratio of height to width (to avoid tall, skinny houses);
- Requirements that each cottage look different from its neighbors;
- Restrictions on color schemes.

Development Case Studies

Shoreline, WA. Greenwood Avenue Cottages. The most successful of the seven CHDs in Shoreline, the Greenwood Avenue cottages sold quickly in 2002. Initial prices ranged from \$250,000 to \$285,000, although a recent resale was listed at \$439,000. The eight units are all less than 1,000 sq. ft. in usable floor space (the second story is under the shallow pitched roof, so the square footage includes only the space with at least six feet between ceiling and floor). The units are clustered around a large common green space that also includes a 300 sq. ft. community building. Parking is clustered to either side. "Builder Online" praised the cottages for their use of "cheerful, but not overwhelming, colors," however, during the city's debate over CHDs, some residents complained that they were gaudy.

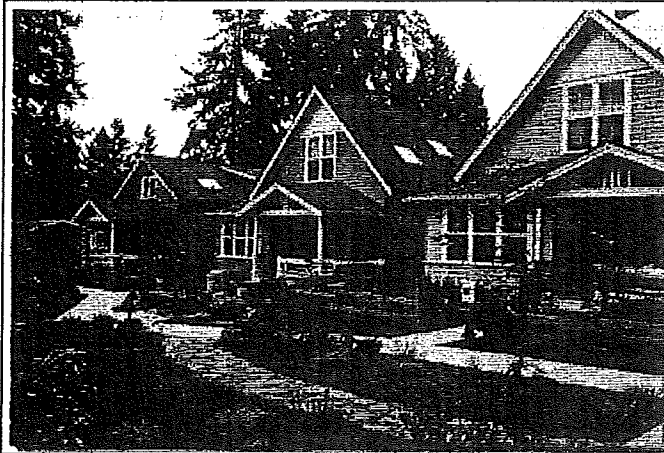
Suffolk County, NY. Cottages at Mattituck. This 22-unit subsidized CHD opened in October of 2007. The Community Development Corporation of Long Island developed the income-restricted, workforce housing project with county bonds, Federal HOME dollars and a subsidy from the Long Island Power Authority that reflected the high energy efficiency of the designs. The 1,100 sq. ft. units sold for \$175,900 for buyers making less than 80% of the median income and \$218,400 for buyers earning from 80-100% of the median. Deed restrictions will keep the units permanently affordable.

Cleveland, OH. The Green Cottages. Construction has recently begun on these Midwest cottages. This is another income-restricted, affordable housing project based on cottages. The Green Cottages combine demonstrations of energy efficiency technology, affordable housing subsidies and transit-oriented development. The units have two or three bedrooms and are sized from 1,150 to 1,350 sq. ft. All units have a full basement, a garage and ramp access to the rear entrance. The three bedroom model extends this accessibility with a first-floor bedroom. The units are designed to save residents 50% off the typical Cleveland utility costs. The two bedroom models will sell for \$105,000 and the three bedrooms for \$125,000. A deed restriction allows the Cuyahoga Community Land Trust to capture a portion of the home's equity on resale, preserving the public affordability investment.

Seattle, WA. Ravenna Cottages. Decidedly not targeting households with modest incomes, this demonstration project in the city of Seattle was designed to show the high quality that cottages can achieve. The development is a cluster of six cottages and three carriage houses just north of downtown. The units face inward, toward a garden that is visible from the street—a feature that helped win neighborhood acceptance. Each cottage has an 850 sq. ft. footprint. Even with a 1,500 sq. ft. courtyard, this development reaches a density of 31 units per acre. The units sold initially for \$255,000 to \$310,000 each. The CHD's land is owned jointly, with the owners paying fees to a condo association for maintenance.

Ordinance Case Studies

Kirkland, WA. This city, just a mile from the Microsoft campus in Redmond, WA, has some of the most expensive urban housing in the Northwest, with a median price over \$900,000. Municipal officials looked to cottage housing as a way to bring price diversity to the market, allowing people from a range of income levels to live there, and so permitted the construction of two CHDs as an experiment. The units were sold initially for less than half the median price, although one recent resale listing was more than \$800,000. A study commissioned by Kirkland determined that the cottages had been a success—neighbors had accepted the houses and were willing to accept more cottage development; CHD residents were happy with the developments and with the neighborhood. City officials built on the success, adopting a Cottage, Carriage and Multiplex Housing ordinance in 2007.



The ordinance allows cottages up to 1,500 sq. ft. and a density of twice the underlying zone with a maximum floor area ratio (FAR) of .35. A provision mandates the inclusion of cottages affordable to buyers earning less than median income. Affordable units and community buildings are not counted for the FAR. Also, the FAR is calculated for the entire site, not for each individual cottage.

Juneau, AK. Alaska's capital city has a built-out urban core centered on the waterfront and a newer suburban area several miles away. Lack of land and strong seasonal demand during the legislative sessions have driven up the cost of housing in Juneau. The City government approved a CHD ordinance in 2005 to address the need for smaller-sized housing for an aging demographic to increase density and promote urban in-fill.

TABLE 2
Per-unit minimum lot sizes, in square feet, for Juneau, AK.

| HOUSING TYPE | ZONING DISTRICTS | | |
|-----------------|------------------|-------|-------|
| | D-3 | D-5 | D-10 |
| Cottage housing | 4,500 | 3,600 | 3,000 |
| Single Family | 24,000 | — | — |
| Common Wall | — | 7,000 | 3,600 |

Cottages are permitted at much higher densities than the usual use of the zoning. Juneau requires cottages to meet high design standards, employing a points system to ensure that the structures are up to the community's expectations. Points are awarded for design elements such as a wood shingle roof (4 points), a bay window (3 points) or a weathervane (1 point). Cottages may have no more than 1,200 sq. ft. in gross floor area. These high standards helped a cottage developer overcome neighbor resistance and win Planning Commission approval for Juneau's first CHD on February 11th, 2008.

Shoreline, WA. Shoreline's CHD ordinance allowed the construction of dozens of units before it was repealed in an anti-cottage backlash, based on the perception that density befitting a multi-family residential zone was getting constructed in a single-family residential area.¹ The stated purpose of the ordinance was to support the efficient use of urban residential land; increase the variety of housing types available for smaller households; encourage the creation of usable open space; and provide for development with less bulk and scale than standard sized single-family detached homes.

The ordinance encouraged smaller cottages, capping total floor space at 1,000 sq. ft. and first floor space at 800 sq. ft. Furthermore, the ordinance required that at least half of the units in a cluster have no more than 650 sq. ft. on the first floor and granted a density bonus if all units in a cluster had no more than 650 sq. ft. of first floor space: two units per parcel, versus 1.75 units if any unit had a larger first floor.

Recommended Standards

From these examples, it is possible to devise a set of standards that accomplish the goals of the Lehigh Valley, while also conforming to the region's unique characteristics and needs. Table 3 outlines the design guidelines that form the basis for a set of model regulations.

Authorization

The Pennsylvania Municipalities Planning Code says that zoning ordinances may contain "provisions to encourage innovation and to promote flexibility, economy and ingenuity in development..." (Section 603(c)(5)). Cottage housing is intended to address several Smart Growth goals articulated in *Comprehensive Plan The Lehigh Valley... 2030*:

- Generally, housing density and housing variety should be increased in urban development areas (p 38).

¹ Eskenazi, Stuart, "Shoreline Cottages: Too Close for Comfort?" *Seattle Times*, March 24, 2005, http://seattletimes.com/html/localnews/2002217948_cottage24m.html

- To provide an adequate supply of affordable housing which meets the needs of all income and social groups (p 61).
- Encourage the utilization of innovative residential development techniques... to provide high quality residential living environments and minimize the impact of development upon the natural environment of the site (p 65).

Conclusion

With new construction overwhelmingly focused on larger houses, affordability is slipping away from Lehigh Valley residents. Allowing a smaller style of housing is one approach to bring affordability back into the market. In order to be economically competitive with large houses, cottages need to be built at higher densities. The higher design standards found in these model regulations help to make those higher density developments more acceptable to some of the traditional opponents of density. At the time of this model ordinance's update, within the Lehigh Valley, both Allentown and the Borough of Portland had passed legislation supporting CHDs.

The following model regulations allow CHDs as a permitted use in single family zones served by public sewer and water.

TABLE 3
Cottage Housing Development Model Standards

| Characteristic | Standard |
|-------------------------|---|
| Density | CHDs may be built at up to twice the allowed density for the underlying zone for single family detached housing. This could be achieved three ways, depending on the municipality's zoning system: <ul style="list-style-type: none"> • Double the allowed units per acre; • Halve the minimum lot size requirement; • Allow two cottages on each single family lot. |
| Scale | A CHD is made up of one or two clusters of cottages. Developments are capped at two clusters (24 cottages) to keep CHDs small. In Shoreline, Washington, and Boston, large numbers of cottages overwhelmed neighbors and led to anti-cottage backlashes. Each CHD either requires a separate land development plan, or it must be one part of a larger development plan. |
| Clusters | Clusters must have at least four and no more than 12 cottages. Each cluster must have its own open space and parking. |
| Unit orientation | Clustered around common open space. |
| Setbacks and separation | Cottages must be within 25 feet of the common open space. Additionally, no part of any building in the CHD can be more than 150 feet from fire department vehicle access, as measured by a clear path along the ground. All buildings in the CHD must be at least 10 feet apart. |
| Parking | Clustered and hidden from public view, either off of an alley or a private driveway. Garages are permitted, however they must have a design similar to or compatible with the cottages, so a maximum size is advisable. No more than five contiguous parking spaces. |
| Common open space | An area improved for passive recreation or gardening and open to the residents. At least 400 sq. ft. per unit, and at least 3,000 sq. ft. per cluster. Divided into no more than two pieces. Each piece counting toward the requirement must be at least 20 ft. on each side. It must be bordered on at least two sides by cottages. |
| Community building | A community building is encouraged. Many community buildings are around 300 sq. ft. Community buildings must be owned and maintained by a homeowners/condominium association or similar collective. |
| Cottage size | Cottages may have no more than 1,200 sq. ft. of gross floor area, not including interior spaces with less than six ft. of overhead room, architectural projections (such as bay windows), basements, detached garages/carports and unenclosed porches. No unit may have more than 850 sq. ft. on its ground floor. The maximum height of a cottage is 25 feet. |
| Other characteristics | Depending on a community's tastes, more control of the look of the cottages could be important to make sure the designs blend well with the neighborhood. In areas where cottages have drawn controversy, much of the opposition has been based on the aesthetics of the units. |

FIGURE 2
CHD Parking and Setback Details

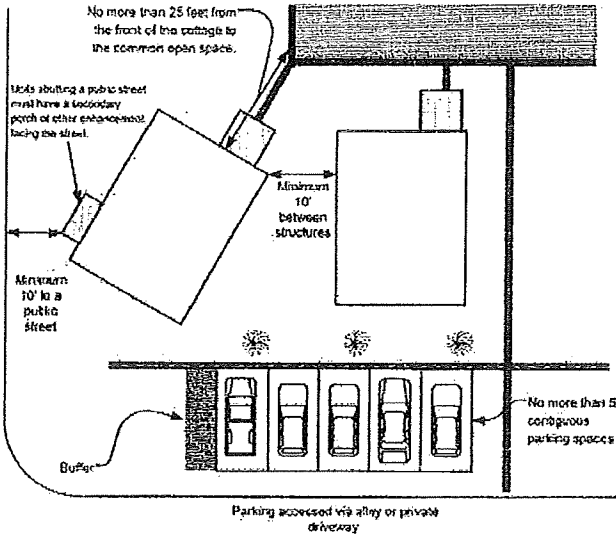
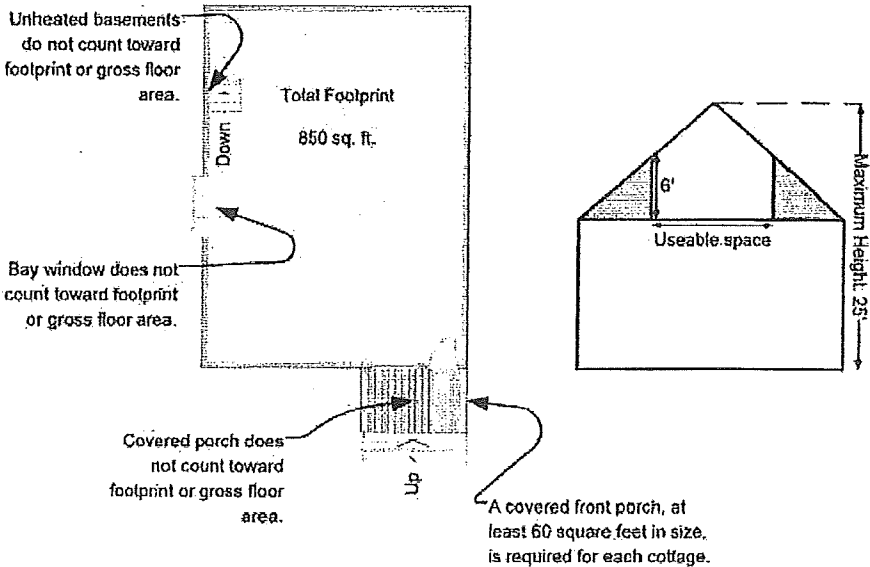


FIGURE 3
Example Cottage



MODEL REGULATIONS

Section 1: Intent

- A) These regulations authorize Cottage Housing Developments (CHDs) as a permitted use in certain residential zones with certain standards.
- B) Cottage Housing is a type of housing appropriately sized for smaller households. This housing type encourages efficient use of land, affordability and energy conservation. Cottage Housing allows for a higher density development than is normally allowed. This is made possible by smaller home sizes, clustered home sites and parking and design standards.

Section 2: Definitions

- A) Cluster: A group of four to 12 cottages, arranged around a common open space.
- B) Common open space: An area improved for passive recreational use or gardening. Common open spaces are required to be owned and maintained commonly, through a homeowners' or condominium association or similar mechanism.
- C) Cottage: A single family detached dwelling unit that is part of a cottage housing development.
- D) Cottage Housing Development (CHD): One or two clusters of cottages developed under a single land development plan, or as part of another land development plan.
- E) Footprint: The gross floor area of a cottage's ground-level story.

Section 3: Districts

- A) CHDs shall be permitted only in medium density single-family residential, and medium density multi-family residential districts.
- B) CHDs shall only be permitted in areas served by public sewer and water.

Section 4: Density

- A) Cottages may be built at up to twice the underlying zoned density for single family detached housing.
- B) A CHD is composed of clusters of cottages.
 1. Minimum units per cluster: 4
 2. Maximum units per cluster: 12
 3. Maximum clusters per CHD: 2

Comment: There are three ways to achieve the density permitted, depending on the municipality's zoning system:

- Double the allowed units per acre;
- Halve the minimum lot size requirement;
- Allow two cottages on each single family lot.

Section 5: Community Assets

- A) Common open space
 1. Each cluster of cottages shall have common open space to provide a sense of openness and community for residents.
 2. At least 400 square feet per cottage of common open space is required for each cluster.
 3. Each area of common open space shall be in one contiguous and useable piece.
 4. To be considered as part of the minimum open space requirement, an area of common open space must have a minimum dimension of 20 feet on all sides.
 5. The common open space shall be at least 3,000 square feet in area, regardless of the number of units in the cluster.
 6. Required common open space may be divided into no more than two separate areas per cluster.

- 7. At least two sides of the common open area shall have cottages along its perimeter.
 - 8. Parking areas, yard setbacks, private open space and driveways do not qualify as common open space.
 - 9. Any municipal requirements for contributions to off-site recreation facilities shall be reduced for the CHD by the amount of common open space included in the development.
- B) Community Building
- 1. Community buildings are permitted in CHDs.
 - 2. Community buildings shall be clearly incidental in use and size to dwelling units.
 - 3. Building height for community buildings shall be no more than one story.

Section 6: Ownership

- A) Community buildings, parking areas and common open space shall be owned and maintained commonly by the CHD residents, through a condominium association, a homeowners' association, or a similar mechanism, and shall not be dedicated to the municipality.

Section 7: Design

- A) Cottage Size
 - 1. The gross floor area of each cottage shall not exceed 1,200 square feet.
 - 2. At least 25% of the cottages in each cluster shall have a gross floor area less than 1,000 square feet.
 - 3. Cottage areas that do not count toward the gross floor area or footprint calculations are:
 - a. Interior spaces with a ceiling height of six feet or less, such as in a second floor area under the slope of the roof;
 - b. Basements;
 - c. Architectural projections—such as bay windows, fireplaces or utility closets—no greater than 24 inches in depth and six feet in width;
 - d. Attached unenclosed porches;
 - e. Garages or carports;
 - 4. The footprint of each cottage shall not exceed 850 square feet.

- B) Unit Height
 - 1. The maximum height of cottage housing units shall be 25 feet.

- C) Orientation of Cottages
 - 1. Each dwelling unit shall be clustered around a common open space. Each unit shall have a primary entry and covered porch oriented to the common open space.
 - 2. Lots in a CHD can abut either a street or an alley.
 - 3. Each unit abutting a public street (not including alleys) shall have a façade, secondary entrance, porch, bay window or other architectural enhancement oriented to the public street.

- D) Cottage Setbacks
 - 1. The minimum setbacks for all structures (including cottages, parking structures and community buildings) in a CHD are:
 - a. Ten feet from any public right-of-way.
 - b. Ten feet from any other structure.

Comment: While lots in a CHD do not have to abut public streets, private streets are not advisable because of concerns of shifting the burden to a municipality if the private entity can no longer maintain it, and private roads are often not constructed to municipal standards.

Comment: The International Fire Code, adopted by all municipalities in Pennsylvania, requires that access for fire apparatus "shall...extend to within 150 feet (45,720 mm) of all portions of the facility and all portions of the exterior walls of the first story of the building as measured by an approved route around the exterior of the building or facility (503.1.1)."

2. Cottages shall be no more than 25 feet from the common open area, measured from the façade of the cottage to the nearest delineation of the common open area.
 3. No part of any structure in the CHD (including but not limited to cottages, parking structures and community buildings) shall be more than 150 feet, as measured by the shortest clear path on the ground, from fire department vehicle access.
- E) Porches
1. Cottage units shall have covered front porches. The front porch shall be oriented toward the common open space.
 2. Covered porches shall have at least 60 square feet in area.
- F) Basements
1. Cottages may have basements.

| |
|---|
| <p>Comment: Municipalities may wish to include other design standards to address the specific aesthetic requirements of the community.</p> |
|---|

Section 8: Parking

- A) Minimum Number of Off-Street Parking Spaces
1. Units up to 700 square feet: 1 space per dwelling unit.
 2. Units 701-1000 square feet: 1.5 spaces per dwelling unit, rounded up to the next whole number.
 3. Units with more than 1000 square feet: 2 spaces per dwelling.
 4. The CHD shall include additional guest parking. A minimum of .5 guest parking spaces per dwelling unit, rounded up to the next whole number, shall be provided for each cottage cluster. Guest parking may be clustered with resident parking, however, the spaces shall include clear signage identifying them as reserved for visitors.
 5. The requirement for off-street parking may be waived or reduced by the municipality if sufficient on-street parking is available.
- B) Parking Design
1. Parking shall be separated from the common area and public streets by landscaping and/or architectural screening. Solid board fencing shall not be allowed as an architectural screen.
 2. Parking areas shall be accessed only by a private driveway or a public alley.
 3. The design of garages and carports—including roof lines—shall be similar to and compatible with that of the dwelling units within the CHD.
 4. Parking areas shall be limited to no more than five contiguous spaces.

Section 9: Walkways

1. A CHD shall have sidewalks along all public streets.
2. A system of interior walkways shall connect each cottage to each other and to the parking area, and to the sidewalks abutting any public streets bordering the CHD.
3. Walkways and sidewalks shall be at least four feet in width.

Appendix 2: Ross Chapin; Pocket Neighborhoods, Creating Small Scale Community in a Large Scale World

Pocket neighborhoods are clustered groups of neighboring houses or apartments gathered around a shared open space — a garden courtyard, a pedestrian street, a series of joined backyards, or a reclaimed alley — all of which have a clear sense of territory and shared stewardship. They can be in urban, suburban or rural areas.

These are settings where nearby neighbors can easily know one another, where empty nesters and single householders with far-flung families can find friendship or a helping hand nearby, and where children can have shirttail aunts and uncles just beyond their front gate.

How is a Pocket Neighborhood different than a regular neighborhood?

A **pocket neighborhood** is *not* the wider neighborhood of several hundred households and network of streets, but a realm of a dozen or so neighbors who interact on a daily basis around a shared garden, quiet street or alley — a kind of secluded *neighborhood within a neighborhood*.

The wider *neighborhood* is where you might describe “the red house on the corner of Elm and Main Street”— a local landmark that helps define and give character to a neighborhood. You may know some of these neighbors, but likely not the hundreds that live there. In most neighborhoods, streets are public, yards and gardens are private, but protected semi-public spaces are unusual.

In a *pocket neighborhood*, neighbors have a shared stake in the common ground they live next to. Because of their watchfulness, strangers are taken note of and children are free to play. Neighbors are on a first-name basis: “Tom and Melissa live across the way.” These are the first ones to call on in an emergency, and the closest to join you for an impromptu order of takeout pizza.

Why is shared outdoor space so important?

The shared outdoor space at the center of a cluster of homes is a key element of a **pocket neighborhood**. Residents surrounding this common space take part in its care and oversight, thereby enhancing a felt and actual sense of security and identity.

This shared space has clearly defined boundaries — beginning at the entrance from the street and extending to the gates of the private yards — creating a felt sense of territory by anyone who enters. A stranger walking into the commons is likely to be addressed with a friendly, “can I help you?” At the same time, a 6-year-old’s mom is likely to feel at ease in allowing her daughter to explore the “bigger world” beyond the front door.

During the daily flow of life through this commons space, nearby neighbors offer ‘nodding hellos’, or stop for a chat on the porch. These casual conversations can eventually grow to caring relationships and a meaningful sense of community — all fostered by the simple fact of shared space.

Community sounds good, but does it come at the expense of privacy?

While there are many examples and kinds of pocket neighborhoods, privacy is an essential ingredient that allows residents to have a positive experience of community. In a classic cottage courtyard community, there are several increasingly private ‘layers of personal space’ between the shared commons and the front door: next to the sidewalk is a border of perennial plantings and a low fence with a swinging gate; then the private front yard; the frame of the covered porch with a low railing and flower boxes; and the porch itself, which is large enough to be an outdoor room. Within the cottages, the layering continues with active spaces oriented toward the commons and private spaces further back and above.

To ensure privacy between neighbors, the cottages ‘nest’ together: the ‘open’ side of one house faces the ‘closed’ side of the next. You could say the houses are spooning! The open side has large windows facing its side yard (which extends to the face of neighboring house), while the closed side has high windows and skylights. The result is that neighbors do not peer into one another’s world.

Do Pocket Neighborhoods only have cottage-style houses?

No! Residences in a pocket neighborhood can be any style — Craftsman Cottage, Contemporary, Spanish Mission, Screaming Solar or Modern Modular. They can be detached single-family houses, attached townhouses, or clusters of urban apartments. The key idea is that a limited number of nearby neighbors gather around a shared commons that they all care for. There are a number of design principles that make pocket neighborhoods successful, but style is not one of them.

What are these design principles?

Successful pocket neighborhoods start with the central idea of a limited number of dwellings gathered around a shared commons. When the number gets larger than 8 or 12, other clusters form around separate shared commons, connected by walkways. Multiple clusters can form a larger aggregate community. These communities are not isolated to themselves, like a gated community, but connect and contribute to the character and life of the surrounding neighborhood. It is essential that cars and traffic do not invade the shared pedestrian space. The active rooms of the homes, including front porches, face the commons rather than turning their back to neighbors. As noted above, there is a layering of public to private space, and careful placement of windows to ensure privacy for each dwelling. These are core design principles, essentially. Read the book for further principles, far more articulation, and examples.

In many pocket neighborhoods, residents park their cars away from their homes, having them walk through the shared common area on the way to their front doors. Is this viable in cold climates?

This relationship between the car door and front door greatly increases the level of interaction among neighbors and strengthens their bonds. For many people, the short walk is not considered a hardship, even in snowy or rainy climates. That said, others feel that having an attached garage is an amenity or requirement that outweighs the community-building benefits of the walk through the commons. It’s still a pocket neighborhood, but with fewer chances to meet.

What kinds of people are attracted to live in a pocket neighborhood?

All kinds! Singles, Empty-Nester Couples, Families, the ‘Great Generation’, Baby Boomers, Gen-X and Y, Millennials — anyone who wants to live in a close, tight-knit neighborhood. They are not for everyone, of course. People who want a private, independent lifestyle have many conventional housing opportunities to choose from. But for a growing segment of people who want a stronger sense of community, pocket neighborhoods offer a welcome option.

Why are pocket neighborhoods so good for children?

Children need increasingly larger zones of play as they grow up. A baby explores the room their parent is in, while an older sibling is free to play in the next room, or in the back yard. At some point, though, their desire to explore the world beyond the front gate is blocked by the real and perceived “stranger danger” and danger from traffic. Children are then chauffeured to friends’ houses and organized activities until they can drive on their own. Too often, children feel painfully isolated and lack access to safe, unplanned play.

Pocket neighborhoods provide a protected, traffic-free environment for a child’s widening horizon — a place for unplanned play alone and with other children, and a place to have relationships with caring adults other than parents. This matches their growing curiosity, need for increased responsibilities and maturing social skills.

Why are Pocket Neighborhoods important now?

The fabric of social health in our society has been fraying, in part because many people lack networks of personal and social support. Family members can be spread across the country, friends live across town, and neighbors don’t know one another. A listening ear or helping hand is not available when it’s most needed.

Pocket neighborhoods can help mend a web of belonging, care and support. Their protected setting encourages informal interaction among neighbors, laying the ground for caring relationships. An elderly neighbor may need assistance trimming a hedge. Another needs help looking after the kids while going for a short errand, or feeding a cat while away on vacation. Nearby neighbors are the ones most available to respond to daily needs. They are also the ones to hear a story, admire a newly planted garden bed, or reminisce about old times. All of these encounters strengthen webs of support and friendship, which are the basis for healthy, livable communities.

Is this meant to be affordable housing?

It can work well for affordable housing. It can also be the choice for affluent communities.

Is zoning an issue for pocket neighborhoods?

Most towns and cities have zoning regulations that limit housing to detached, single family homes on large private lots with a street out front. Forward-thinking planners are seeing pocket neighborhoods as a way to increase housing options and limit sprawl, while preserving the character of existing neighborhoods.

DISTRICT OF UCLUELET

Bylaw No. 1208, 2016

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

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

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

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

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

“Pocket Neighbourhood Residential” means a multiple family residential development in which four or more small *Single Family Dwellings* are grouped around a shared central common green space, connected by walkways, served by shared parking areas and includes a minimum useable outdoor recreation/ amenity space of 20 m² per bedroom:

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

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

- (1) Principal:
 - (a) Multiple Family Residential
 - (b) Pocket Neighbourhood Residential
- (2) Secondary:
 - (a) Home Occupation

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

CD-3A.2.1 Minimum Lot Size:
(1) Single Family Dwelling:

- (a) 645 m² (6,940 ft²) for 16 small lots.
 - (b) 1,450 m² (15,600 ft²) for maximum of 51 lots.
 - (2) Multiple Family Residential: 4,856 m² (1.2 acres)
 - (3) Mixed Commercial/Residential: 2,305 m² (24,800 ft²)
 - (4) Mixed Commercial/Resort Condo: 2,305 m² (24,800 ft²)
 - (5) Pocket Neighbourhood Residential: 8,093 m² (2.0 acres)
4. Section CD-3A.2.2 of the Zoning Bylaw is amended adding a minimum lot frontage for Pocket Neighbourhood Residential such that the subsection reads as follows:

CD-3A.2.2 Minimum Lot Frontage:

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

CD-3A.3.1 Maximum Number:

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

CD-3A.4.1 Principal Building:

- (1) Mixed Commercial/Residential & Mixed Commercial/Resort Condo:
 - (a) 557.4 m² (6,000 ft²) gross floor area combined on Lot 19, Plan VIP79602;
 - (b) [Deleted by Zoning Amendment Bylaw No. 1188, 2016]
 - (c) 557.4 m² (6,000 ft²) gross floor area combined on Lot 33, Plan VIP79602;
 - (d) [Deleted by Zoning Amendment Bylaw No. 1180, 2015]
- (2) [Deleted by Zoning Amendment Bylaw No. 1208, 2016]

- (3) Pocket Neighbourhood Residential: 140 m² (1507 ft²) per individual dwelling unit.
- (4) All other uses: N/A

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

CD-3A.4.2 Accessory Buildings:

- (1) Single Family Dwelling: 60 m² (645 ft²) combined total per lot
- (2) Duplex Dwelling: 60 m² (645 ft²) combined total per lot
- (3) Multiple Family Residential: 300m² (3,225ft²) combined total per lot
- (4) [Deleted by Zoning Amendment Bylaw No. 1208, 2016]
- (5) Pocket Neighbourhood Residential: 300 m² (3,225 ft²) combined total per lot
- (6) All other uses: 80 m² (861 ft²) combined total per lot

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

CD-3A.5.1 Principal Buildings & Structures:

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

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

(4) Multiple Family Residential / Pocket Neighbourhood Residential:

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

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

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

READ A SECOND TIME this day of , 2016.

PUBLIC HEARING this day of , 2016.

READ A THIRD TIME this day of , 2016.

ADOPTED this day of , 2016.

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

Mayor
Dianne St. Jacques

CAO
Andrew Yeates

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

CAO
Andrew Yeates

SCHEDULE 'A'
Bylaw No. 1208, 2016

